

Procedure for Investigating Missing Persons

The responding officer, unless directed otherwise by the shift supervisor, shall gather an initial description and information regarding but not limited to:

- 1) Facts and/or details of the incident.
- 2) Description of the missing person (When possible the following should be gathered as a description: height, weight, race, age, clothing, and other unique features)
- 3) Name
- 4) Last known location
- 5) Name of last person who saw or had contact with the individual
- 6) Possible leads and/or known locations frequented by the individual.
- 7) Means of travel available to the person, i.e. foot, bicycle, vehicle

As soon as possible, the subjects pertinent information, name, general description, and last known location shall be provided to the communications officer for dissemination to personnel currently on patrol, within the department, and where deemed appropriate, by the responding officer and/or supervisor, to additional agencies or departments.

An immediate supervisory notification shall be made in the following instances to allow for guidance and assistance:

- 1) When the missing person is senile, mentally challenged or otherwise unable to care for his or her own safety.
- 2) When there is an indication of foul play, accident, or extreme danger.
- 3) Situations involving critically missing or at-risk persons.
- 4) When a search of the immediate area is necessary.

The scope of the initial search and resources deployed is at the direction of the shift supervisor with the input of the responding officer. Searches should include but are not limited to the last known location, area around where the person was responding, and other areas deemed appropriate by the shift supervisor. It is important to remember that certain instances may require permission or a warrant to be searched. Prolonged searches or searches involving a warrant require the notification of the Sergeant and/or their designee.

Upon completion of any searches and gathering of initial description and information, or at the discretion of the shift supervisor, the initial officer shall complete all appropriate field reports and notifications of communications personnel in reference to NCIC entries.

NCIC entry

All missing persons reported to the Police Department shall be entered in the National Crime Information Center (NCIC) computers. A request for this entry will be made to the St. Joseph Communications Center. Associated vehicles or pertinent information shall be included in the entry.

When an officer or investigator is advised that a missing person has returned or been located, that officer shall complete a supplementary report with the pertinent information. That officer shall also see that NCIC computer entry is canceled by contacting the St. Joseph Communications Center.

Note: If it is believed that the media can provide assistance in locating the subject the Chief of Police shall notify the Campus's Director of Public Relations for assistance.

Follow-up investigations of missing persons

Each missing person's case shall be assigned to an officer for follow-up investigation. A trace date not to exceed 7 working days shall be assigned for the completion of the initial investigation.

Circumstances during the initial 7-day period shall dictate the urgency of any subsequent investigative action.

Reports shall be written on active missing persons with trace dates as follows:

- | | |
|--------------------|---------------------|
| • Period of Time | Supplemental Report |
| • Missing | Due |
| • 1 day - 30 days | 30 days |
| • 30 days - 1 year | Quarterly |
| • 1 year or more | Annually |

If during the investigation it is determined that additional searches are necessary, the investigating officer will work with their immediate supervisor to coordinate the appropriate search and get allocation of appropriate resources.

Case closure of missing persons

When the well being or current location of the missing person has been confirmed, the officer or investigator closing the case will:

- Complete a supplemental report of the circumstances.
- Cancel any NCIC entries.
- Notify the reporting party of the case disposition.

- Notification of the Director of Public Relations for any media releases or notifications necessary.

In certain cases the reported missing person, once located, may request that their location not be revealed. If the individual is an adult, his request shall generally be honored; however, there may be circumstances, which, in the opinion of a supervisor, justify the release of the individual's location. In making this decision the supervisor should consider:

- For whom and for what reason the request is being made.

Accessibility of the information through the open records act.