

MISSING PERSONS

This order establishes policy concerning accepting reports of missing persons, outlines procedures regarding inquiries and the preparation of incident reports, and specifies when immediate searches are required.

I. POLICY

Members shall immediately make an incident report in all cases where a concerned individual reports a person missing (including telephonic reports), regardless of the residence address or location of the reportee or missing person, the time reported, the age of the missing person, or the length of absence.

II. PROCEDURES

- A. **INQUIRIES.** Prior to preparing an incident report, check with County Jail #1, SFGH and the Medical Examiner's Office to determine if any of these facilities have knowledge of the person. If these checks are negative, prepare an incident report (see below). Before the reportee leaves, tell the reportee to contact local hospitals and immediately notify the Department if the person is located.
- B. **INCIDENT REPORT**
1. **INFORMATION.** When preparing an incident report, include the following information:
 - a. Results of inquiries made to other departments.
 - b. Why the reportee believes the person is missing.
 - c. Circumstances surrounding the person's disappearance.
 - d. Physical description e.g., age, height, weight, eye color, hair color and length, scars, tattoos, physical impairments.
 - e. Any identifying numbers e.g., driver license, social security, SFNO, CII and FBI.
 - f. Verification of personal information through DMV, CABLE, personal papers, or school records.

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- g. Whether dental or skeletal x-rays of the missing person are available and the name, address and telephone number of the doctor or dentist.
 - h. Description of clothing and jewelry.
 - i. Psychological or physical impairments.
 - j. Possible destination and places frequented.
- 2. **REPORTS BY TELEPHONE.** Station personnel shall take missing person reports over the telephone. The district unit will make well being checks when appropriate. If a caller reports that a missing person has returned, a unit shall be dispatched to make a supplemental report.
- 3. **PHOTOGRAPH.** When possible, obtain a current photograph of the missing person and write the person's name, date of birth and the incident case number on the back. Place it in an envelope and forward it to the Missing Person Section.
- 4. **NOTIFICATION.** Notify Operations Center. The Operations Center staff shall enter all missing persons into the MUPS system.

C. EXIGENT CIRCUMSTANCES / IMMEDIATE SEARCHES

- 1. **CRITERIA.** Certain exigent circumstances require an immediate search by officers. The following are examples of exigent circumstances:
 - a. The missing person is under the age of 12. Infants or children in the company of a missing parent do not meet the criteria unless the officer has reason to believe that the safety of the child or infant is in jeopardy.
 - b. The missing person is over the age of 75.
 - c. The missing person is not able to care for his/her safety.
 - d. The missing person requires immediate medical attention.
 - e. The officer suspects foul play or believes exceptional facts exist.
- 2. **NOTIFICATION.** If exigent circumstances exist, immediately notify your field supervisor. Officers should also contact County Jail #1, SFGH, and the Medical Examiner's Office and make an inquiry regarding the missing person. If these inquiries prove negative, immediately notify the Missing Person Section during the hours of 0900 to 1700, or Operations Center during any other hours.

3. **IMMEDIATE SEARCHES.** An immediate search shall be terminated only when the person is located or with the approval of the officer-in-charge of the unit making the search. If the officer-in-charge decides to end the search prior to locating the missing person, he/she shall:
- a. Have officers periodically check with the reportee to determine if the missing person has returned.
 - b. Notify the oncoming officer-in-charge of the situation.
 - c. Ensure that the Missing Person Section or the Operations Center is notified if the subject has not been located by 0800 hrs the next day.

D. FOUND PERSONS

1. **NOTIFICATION.** Whenever a missing person (adult or juvenile) is located, notify the Operations Center and make a supplemental incident report. If a listed missing person is arrested or detained, add the title "FOUND PERSON" to the report heading and route a copy to Missing Persons. Include the circumstances in the narrative of the report. Operations Center shall remove all entries from the MUPS or NCIC systems once they are notified that the missing person has been located.
 2. **JUVENILES.** If the person is a juvenile (under 18 yrs.) and there is no reason for a custodial arrest, you may choose any of the following options:
 - a. Return the juvenile to the juvenile's home, if the juvenile resides in the City.
 - b. Take the juvenile to the district station business office for pickup by a relative or guardian, providing the response is from 30 miles or less and can be made within 2 hours (see DGO 7.01, Juvenile Policies and Procedures).
 - c. If a relative or guardian will not or cannot respond within 2 hours, take the juvenile to Huckleberry House, 1292 Page St. (621-2929).
 3. **RETURNED BEFORE REPORTING.** If the missing person returns or is located before you have submitted the report, an incident report is still required. Title the report "Missing Person/Found" and include the circumstances in the narrative.
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