

	<b>ROSENBERG POLICE DEPARTMENT</b>	
	<b>General Order 7.45    Missing Persons</b>	
	<b>Effective Date: 05-13-2013</b>	<b>Replaces: N/A</b>
	<b>Approved:</b>  <small>Chief of Police</small>	
<b>Reference: TBP: 7.33</b>		

**I. POLICY**

Because of the need to minimize the potential danger faced by missing adults and juveniles and the need to increase the possibility of gathering evidence (when applicable), it is the policy of the department that all missing person reports (juvenile and adults) will be taken immediately. **There is no waiting period imposed before a report will be accepted.**

**II. PURPOSE**

To ensure the timely and consistent response to missing persons reports, and provide uniform guidelines for collecting and disseminating information in the investigative process.

**III. MISSING PERSONS**

When an officer receives a call involving a missing person, the officer will do the following:

A. Make a written report which contains the following:

1. Accurate and complete description of the missing person and type of clothing and transportation. Description to include jewelry, scars, marks, tattoos and other identifying characteristics.
2. Retrieve an updated photo of the missing person and any links to social media, if possible.
3. Accurate and complete information on the reportee.
4. Accurate and complete information detailing the circumstances of the person's disappearance.

B. Notify immediate supervisor who will determine whether or not to contact the on-call investigator based on the circumstances relating to the disappearance.

- C. If the on-call investigator determines that the required criteria exists to utilize emergency broadcast systems such as Amber Alert, the investigator or division commander will initiate this process expeditiously.
- D. Have dispatch enter the missing person into TCIC/NCIC using the following criteria:
1. Disability--a person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger.
  2. Endangered--a person of any age who is missing under circumstances indicating that his/her physical safety is in danger.
  3. Involuntary--a person of any age who is missing under circumstances indicating that the disappearance was not voluntary (abduction).
  4. Juvenile--a person under eighteen years of age who is missing, is unemancipated as defined by law, and does not meet the entry criteria set forth in 1, 2, 3, or 5 of this subsection.
  5. Catastrophe Victim--a person of any age who is missing after a disaster.
  6. If the missing person does not immediately fall into one of the criteria established by TCIC/NCIC, the reporting officer shall so advise the communications officer. The communications officer shall enter the person as missing using "Endangered" and the proper disclaimer in the miscellaneous field.
- E. Have the communication officer enter the name of the missing person into the "missing person" logbook kept in the Communications Office.

#### **IV. SPECIAL ATTENTION**

If the missing person is elderly, confused, mentally handicapped, seriously ill, or reasonably believed to be in danger, the officer will also do the following:

- A. Broadcast a description of the missing person and his/her vehicle over the police radio to other units in the area.
- B. Begin a search of the area where the missing person was last known to be or reasonably believed to be.
- C. Coordinate with assigned or on-call investigator all activities performed in connection with the search.

#### **V. FOUND PERSONS**

If an officer finds an adult who is elderly, confused or mentally handicapped, the officer will do the following:

- A. Check the Missing Persons log in the Communications Office and TCIC/NCIC to determine if the person has been reported as missing.
- B. Attempt to locate and contact a responsible person such as a relative (if juvenile, the parent) to whom the found person may be released.
- C. If no responsible person can be located, or if the found person refuses to be transported, release the found person and conclude the investigation.
- D. If there are circumstances which lead the officer to believe that releasing the person would not be in the person's best interest, the officer should contact his immediate supervisor who will then determine whether or not to contact the on-call investigator