

**PROCEDURAL INSTRUCTION**

8-28-09

9-9-09

09-5

AMENDS

**Adult Missing Persons**

REFERENCE

*Procedural Instructions - Call Prioritization*

RESCINDS

Department Memorandum 05-22

**I. Purpose**

To establish procedures for the investigation of adult missing persons.

**II. Procedure**

A. A person may be declared "missing" when his/her whereabouts is unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject's behavior patterns, plans or routines.

1. The dispatcher will send at least one officer and a sergeant to the call.
2. A missing person report will be completed when a preliminary investigation determines one or more of the following circumstances exists:
  - a. The missing subject is under the care of a medical doctor for life threatening physical ailments requiring immediate treatment or medication.
  - b. The missing subject is under the care of a psychologist/psychiatrist for mental health issues.
  - c. The missing subject has threatened suicide in the past, or is at risk of harming himself or herself.
  - d. The missing subject suffers from diminished mental capacity or medical conditions that are potentially life threatening if left untreated/unattended.
  - e. The missing subject suffers from dementia or Alzheimer's disease.
  - f. There is a strong indication of foul play being involved in the disappearance.
  - g. No foul play is involved and there is no logical reason for the disappearance.
3. If the criteria have been met to take a report the member will complete a report in the Automated Reporting System (ARS) with the nature of call "Miss Pers" (Missing Person).
  - a. Enter the following information in the applicable fields of the ARS report:

- (1) Name, age and physical description of the subject and relationship of the reporting party to the missing person.
      - (2) Time and place of last known location and the identity of anyone accompanying the subject.
      - (3) Vehicle information
      - (4) Cell phone information
    - b. It is recommended that the following information, if available, also be added to the ARS report narrative:
      - (1) The extent of any search for the subject.
      - (2) Whether the subject has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans.
      - (3) Whether the individual has been involved recently in domestic incidents; suffered emotional trauma or life crises; demonstrated unusual, uncharacteristic or bizarre behavior; is dependent on drugs or alcohol or has a history of mental illness.
      - (4) The current physical condition of the subject and whether the person is currently on prescription medication.
  4. Jackson County Sheriff's Department will take missing persons reports from the following facilities:
    - a. Western Missouri Mental Health
    - b. Kansas City Community Center
    - c. Truman Medical Center – East and West
    - d. VA Hospital – Psychiatric
- C. Notification
1. The reporting member will contact Investigations personnel during the following times from the dispatched location:
    - a. Fugitive Apprehension and Arraignment Section (FAAS) – Monday through Friday 0700-1500.
    - b. Violent Crimes Division – Monday through Friday 1500-0700 and weekends and holidays.

2. Members should determine if a missing person participates in Project Lifesaver. If it is determined that the missing person participates in Project Lifesaver, the member should notify FAAS through the Communications Unit Supervisor from the scene regardless of time of day. Project Lifesaver is an electronic tracking device that assists in locating persons who suffer from dementia type disorders.

D. FAAS or Violent Crimes Supervisor Responsibilities:

- a. Issue pickup and/or cancellation for the missing person in a timely manner and complete a supplemental report under the original CRN and note this information in the narrative of the ARS report. The ALERT entry should be listed as "Missing/Endangered" to ensure the pickup order remains in NCIC longer than 48 hours.
- b. Issue a voice broadcast for the victim when applicable.
- c. Contact the FAAS Supervisor if there is a need for an immediate investigation or a field search for the missing person due to a life threatening situation. During non-duty hours, the off-duty FAAS Supervisor should be contacted via the Communication Unit Supervisor.
- d. FAAS shall have the primary responsibility for investigating all reported missing persons. Any questions regarding ongoing adult missing person investigations should be referred to FAAS during the duty hours of 0700-1500 hours, Monday thru Friday.

James D. Corwin  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_\_ day of \_\_\_\_\_ 2009.

Mark C. Thompson  
President

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