

**PROCEDURAL INSTRUCTION**

7-28-14

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14-09

SUBJECT

Adult Missing Persons

AMENDS

REFERENCE

PI - Call Prioritization
PI Juvenile Apprehension

RESCINDS

PI 09-5

***I. INTRODUCTION**

This policy establishes procedures for the investigation of adult missing persons. Members will contact Crimes Against Children for procedures for the reporting or investigation of missing/runaway juveniles (under the age of seventeen).

II. PROCEDURE

- *A. A person may be declared "missing" when their whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the person's behavior patterns, plans, or routines. There is not a minimum amount of time that must pass to report a missing person.
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 the person was last seen in Kansas City, Missouri and one or more of the following circumstances exist:
- a. The missing person is under the care of a medical doctor for life threatening physical ailments requiring immediate treatment or medication.
 - b. The missing person is under the care of a psychologist/psychiatrist for mental health issues.
 - c. The missing person has threatened suicide in the past or is at risk of harming themselves.
 - d. The missing person suffers from diminished mental capacity or medical conditions that are potentially life threatening if left untreated/unattended.
 - e. The missing person suffers from dementia or Alzheimer's disease.
 - *f. There is a strong indication of foul play being involved in the disappearance (e.g. the person has been the subject of past threats, acts of violence or involved in recent domestic incidents).
 - g. No foul play is involved and there is no logical reason for the disappearance.

3. If the criteria have been met, 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 person 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 person.
 - (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 person.
 - (2) Whether the person 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 person and whether the person is currently on prescription medication.
- *4. If available, the member will obtain a recent photo of the person and forward it to the Fugitive Apprehension and Arraignment Section (FAAS).
5. The Jackson County Sheriff's Department will take missing persons reports from the following facilities:
 - *a. Center for Behavioral Medicine (formerly Western Missouri Mental Health)
 - b. Kansas City Community Center

- c. Truman Medical Center – East and West
- d. VA Hospital – Psychiatric

B. Notification

1. The reporting member will contact Investigations personnel during the following times from the dispatched location:
 - a. FAAS – Monday through Friday 0700-1500 hours.
 - b. Violent Crimes Division – Monday through Friday 1500-0700 hours and weekends and holidays.
2. 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 FAAS Supervisor should be contacted via the Communication Unit Supervisor.
3. Members should determine if a missing person participates in Project Lifesaver. Project Lifesaver is an electronic tracking device that assists in locating persons who suffer from dementia type disorders. 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.

C. FAAS or Violent Crimes Supervisor Responsibilities:

- *1. 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 entry should be listed as “Missing/Endangered” to ensure the pickup order remains in NCIC longer than 48 hours. This entry will remain in the system until it is cancelled by a detective or supervisor.
2. Issue a voice broadcast for the missing person, when applicable.
3. The FAAS Supervisor will coordinate an immediate investigation or a field search for the missing person due to a life threatening situation.
4. The 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 through Friday.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____ 2014.

Alvin Brooks
Board President

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