

4-16/020.00 - Missing or Found Persons

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
<u>4-16/020.00</u> <u>MISSING OR</u> <u>FOUND</u> <u>PERSONS</u>			For Line Procedures see Volume 5, Chapter 9.
Missing Adult	SH-R-12 URN 40	Homicide Bureau A	<p>Missing Person Report (SH-R-12) shall be taken when requested (including telephonic requests) without delay.</p> <p>Station/unit to send missing person JDIC message, enter into NCIC Missing Person file within one hour, and immediately send Missing Person Report (SH-R-12) via JDIC or fax to Homicide Bureau, Missing Persons Unit. Notify Missing Persons Unit by telephone when missing person is:</p> <ul style="list-style-type: none"> • Suffering from Alzheimer's disease; • Suffering from severe mental or physical handicap; • Suffering from advanced senility; • Missing under suspicious circumstances; • Missing with any condition requiring continuing medication or care; • Infected with a highly communicable disease; and • Suicidal. <p>NOTE: Use Homicide Bureau on reference line.</p> <p>Deputy taking the missing person report on above situation(s) or his supervisor shall, upon completion of the report, notify Homicide Bureau by telephone and furnish the following information:</p> <ul style="list-style-type: none"> • Deputy's name, employee number, URN and time report taken; • Missing person's name, address, race, date of birth, physical description and telephone number; • Location, date and time last seen; • If vehicle involved, description and license number; • Clothing worn and availability of photographs; • Circumstances of disappearance; and

			<ul style="list-style-type: none"> Name, residence and business address and telephone numbers of informant. <p>Enter vehicles into SVS as missing person's vehicle.</p> <p>Station/unit shall follow Homicide Bureau instructions relative to any further action. Homicide Bureau shall send necessary missing persons messages on reports other than those mentioned above.</p> <p>Code 400 - Adult, Missing, Lost or Found.</p> <p>In mountain rescue cases where the victim resides outside Los Angeles County, the Missing Person Report (SH-R-12) shall contain the effort-hours used (by rank) of all deputy personnel; if emergency overtime granted, the number of hours used; equipment used; equipment and supplies expended or lost. Two copies of the report shall be sent to Fiscal Administration. Supplies expended include food served to rescuers.</p>
Adult reported missing is subsequently found	SH-R-12	Patrol Inactive	<p>When information is obtained concerning the location or return of an adult previously reported missing, station/unit shall notify Homicide Bureau, Missing Persons Unit immediately. A Found Person Report (SH-R-12C) shall be written.</p> <p>When an outside agency's missing person is found, a Found Person Report (SH-R-12C) shall be written. The station/unit secretary shall send a JDIC locate to the outside agency. The case shall be assigned to patrol and made inactive. No further action is necessary.</p> <p>Code 404 - Outside Agency Missing Person Found</p>

Unidentified person found, alleged mentally ill person, etc.	SH-R-12 URN 40	Station/Unit Detective A	<p>On all cases involving unidentified found persons, every effort shall be made to determine the identity of the person.</p> <p>When unable to identify, notification shall be made to Homicide Bureau, Missing Persons Unit. Station/unit will fax a copy of all reports to the detail who will assist station/unit detectives in the investigation.</p> <p>All available identification shall be obtained, including an accurate and complete physical description, fingerprint cards and photograph. (Request for photograph and fingerprints may be made through Scientific Services Bureau, Identification Section.) Forward identification data to Homicide Bureau, Missing Persons Unit.</p> <p>Code 461 - Person Mentally Ill Code 400 - Found Adult</p>
Courtesy Reports for Missing Persons			<p>For more general information see section 4-01/020.35, section 4-01/060.10 and section 4-06/080.00.</p> <p>Follow Line Procedures in Volume 5, Chapter 9.</p>
--for Other Agencies	SH-R-12 URN 40	Homicide Bureau A	<p>All missing person courtesy reports shall have the same assignment and URN as active cases for our own Department.</p> <p>The deputy taking the Missing Person Report (SH-R-12) shall immediately telephone the concerned law enforcement agency having jurisdiction for the investigation and note in his report the name and rank of the person notified. The agency where the missing person resides has the responsibility for the investigation.</p> <p>A copy of the report shall be sent to the concerned law enforcement agency without delay.</p> <p>Code 403 - Courtesy Report for Other Agencies.</p>

Missing Children - Including Parental/Family Abductions	SH-R-12 URN 40	Station/Unit Detective A	<p>If the missing person is a child and is not located within 30 days, station/unit detectives shall obtain dental records and x-rays. They shall forward a duplicate copy of the Missing Person Report, dental records and x-rays to Homicide Bureau, Missing Persons Unit, within 40 days of the original report. If the missing child is 16 years of age, or under 21 years of age and "at risk," this procedure must be completed within 24 hours. This Unit is then responsible for notifying the California Department of Justice (DOJ) of the missing person and for monitoring the investigation until resolved.</p> <p>Parental abduction cases shall be filed with the District Attorney's Special Crimes Division, Child Abduction Section, unless otherwise directed by that section. No filings shall be presented to local station/unit area District Attorney's offices.</p> <p>Code 402 - Juvenile, Lost, Runaway or Missing.</p>
Children under 12 years of age, Including Parental/Family Abductions			<p>Entry into NCIC within one hour of taking the report.</p> <p>The station/unit shall, without delay, notify and send a copy of the report to the agency having jurisdiction of the investigation of the missing person or runaway and to the agency where the missing person resides if different from station/unit taking the report.</p>
Children, suspicious circumstances, at risk or homicide suspected			<p>Entry into NCIC within one hour of taking the report.</p> <p>Station/unit to send a copy of the report and when possible, dental records and x-rays to DOJ within 24 hours.</p> <p>SRD - Homicide Bureau, Missing Persons Detail.</p>
All Others			<p>Includes missing adults or missing children or Parental/Family Abducted Children not covered above.</p> <p>Entry into the Los Angeles County Regional Information System only.</p> <p>The station/unit shall, without delay, notify and send a copy of the report to the agency having jurisdiction of the investigation.</p>

--from Other Agencies	SH-R-12 URN 40	Station/Unit Detective A	<p>Upon receiving a written courtesy missing child or Parental/Family Abduction - Child report from another agency, the concerned unit shall:</p> <ul style="list-style-type: none"> • Assign a Department file number; and • Make the appropriate entries into NCIC within one hour. <p>If during the NCIC entry process it is discovered that the originating agency entered the missing person using their agency's identifier the concerned Unit shall:</p> <ul style="list-style-type: none"> • Make immediate telephonic notification to the originating agency; • Request that the originating agency cancel its entry to eliminate duplicate entries; and • Query the entry again to ensure duplication has been removed. <p>Code 402 - Juvenile, Lost, Runaway or Missing.</p> <p>NOTE: After assigning an URN number to these reports, they shall be handled in the same manner and procedure as Sheriff's Department missing person reports.</p>
--for Other L.A. Sheriff's Stations/Unit's	SH-R-12 URN 40	Station/Unit Detective A	<p>Assign an URN from the concerned Station/Unit.</p> <p>Make appropriate NCIC entries within one hour and forward/FAX the report to the concerned Station/Unit.</p> <p>Code 402 - Juvenile, Lost, Runaway or Missing.</p>
Missing Child (Phase One, Phase Two)	SH-R-12 URN 40	Station/Unit Detective A	<p>Follow Line Procedures in Volume 5, Chapter 9.</p> <p>Missing Person Report (SH-R-12) shall be taken when requested (including telephonic requests) without delay.</p> <p>The deputy taking the report shall have an authorized person sign the "Authorization to Release Dental/Skeletal X-rays/Photograph and Description Information of Missing Juveniles" (State form SS 8567) and the "Notice to Person Reporting Missing Person" on the reverse side of the SH-R-12. Within 24 hours of taking the missing person report the station/unit detectives shall obtain dental records and x-rays and forward them along with a copy of the SH-R-12 to Homicide Bureau, Missing Persons Unit.</p>

		<p>If the child is 16 years of age or under, an entry into NCIC shall be made within one hour of taking the report. This entry must be canceled when the child is located.</p> <p>If the missing child is not located within 30 days, station/unit detectives shall check with the coroner's office regarding unidentified coroner cases and obtain dental records and x-rays. Copy of the report along with dental records and x-rays shall be forwarded to Homicide Bureau, Missing Persons Unit, within 40 days of the report.</p> <p>If the child is not located within 40 days, Homicide Bureau shall have concurrent case assignment with station/unit detectives. Station/unit detectives shall retain the responsibility for the investigation and updating computer systems.</p> <p>Local JDIC broadcast is sent at the discretion of the station/unit detective.</p> <p>On children 16 years of age or under, send local JDIC "Be on the Lookout" (BOL) broadcast if missing only; send statewide broadcast and BOL when a crime, suspicious circumstances or "at risk" situations are involved. Broadcast is to be canceled when the child is found. URN to be assigned immediately.</p> <p>When the child is located and the assignment has been a concurrent one with the Missing Persons Unit, station/unit detectives shall notify Homicide Bureau, Missing Persons Unit, cancel NCIC entry, and update the Los Angeles County Regional Information System within 24 hours.</p> <p>Missing Persons Unit is responsible for notifying Department of Justice (DOJ) of cancellation.</p> <p>SRD - Department of Justice.</p> <p>Code 402 - Juvenile, Lost, Runaway or Missing.</p>
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Missing Child (Phase Three)	SH-R-12 URN 40	Homicide Bureau and Station/Unit Detective A	<p>Follow Line Procedures in Volume 5, Chapter 9.</p> <p>Notify Sheriff's Information Bureau if the missing child is 16 years of age or under and has not been located after four (4) hours, or if the child is under 21 years old and missing for four (4) hours under an "at risk" situation.</p> <p>The phase two assigned station/unit detectives shall immediately notify Homicide Bureau, Missing Persons Unit.</p> <p>In case of an accident where search or rescue operations are an issue, the primary case shall be assigned to station/unit detectives, with concurrent assignment to station/unit patrol. Notify the unit commander immediately.</p> <p>In cases of routine runaway, estranged parent abduction, no indication of foul play or homicide, or other cases not listed, assign to station/unit detectives.</p>
Children missing in mountain areas	SH-R-12 URN	Station/Unit Detective A	<p>Handle in same manner as for a critical age (i.e., 16 years of age or under) child, under "Missing Children." Notify Emergency Services Detail and Station/Unit detectives at once.</p> <p>Designate SRD copy to Emergency Services Detail.</p> <p>Code 402 -Juvenile, Lost, Runaway or Missing.</p>
Child missing but found prior to broadcast	SH-R-12 URN 40	Station/Unit Detective I	Code 401 - Juvenile Found.
Child missing but found prior to deputy writing report	SH-CR-265 URN 40	Station/Unit Detective I	Code 401 - Juvenile Found.

Child runaway from Status Offender Detention Alternative placement (SODA)	SH-R-12 URN 40	Station/Unit Detective A	<p>A Missing Person Report shall be initiated when a child runs away from a SODA placement. Case assignment shall be determined by where the child resides.</p> <p>If the child resides outside the reporting station/unit jurisdiction, the report will be a courtesy report for the agency having jurisdiction of the child's residence. Case to be handled as any other courtesy report.</p> <p>See Courtesy Reports.</p> <p>If the child resides in station/unit jurisdiction, the case will be assigned to station/unit and the missing child entered into JDIC within one hour. Handle as any other missing child case.</p> <p>It is not necessary to have the SODA reporting person sign the Missing Person Report. The SODA Report made out by the reporting person may be attached to the Missing Person Report.</p> <p>Code 402 - Juvenile, Lost, Runaway or Missing.</p>
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