5-09/120.10 - Child Noncritical

When any child 12 years of age or older is reported missing and the child is NOT “at risk” as defined in section 5-09/120.00, the assigned patrol deputy shall:

- Interview the informant in person;
- Fill out the Missing Person Report (SH-R-12) and 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;
- Send a local JDIC “Be On The Lookout” (BOLO) broadcast;
- Notify the school the missing child attends within ten days of the child’s disappearance;
- Advise the informant to notify the station/unit detectives if the child is located; and
- Make an NCIC entry within one hour of taking the report.

The station/unit watch sergeant or field sergeant shall review the case and determine if additional action by the patrol unit is indicated at the time. If no immediate attention is indicated, the report shall be processed in the same manner as all missing persons reports. The sergeant shall also ensure the missing persons report has been entered into NCIC within one hour of taking the report.

The station/unit watch commander shall immediately review the case, and if immediate police attention is indicated, follow the procedure for critical age or “at risk” situations.

The case assignment shall be to station/unit detectives. They shall be responsible for:

- Contacting the informant to determine if the child has returned or his whereabouts is known;
- Checking Juvenile Automated Index regarding any prior record on the child;
- The station/unit detective shall verify that a "missing person" entry into NCIC was made;
- Sending a broadcast if necessary; and
- If any child is still missing after 30 days, check with the coroner's office for unidentified coroner cases, obtain dental records and X-rays and submit copies of the report and releases, along with dental records and X-rays to Homicide Bureau, Missing Persons Detail, within 40 days of the original report.

If an authorized signature to request the release of dental records and X-rays cannot be obtained, the station/unit detective shall supply the dentist with an "Authorization for Seizure of Dental Records (SS-8567)," per section 14205 PC.