5-09/120.15 - Child - Critical (Phase I)

When any child under 12 years of age is reported missing, or when the child, regardless of age, is “at risk” as defined in section 5-09/120.00 of this manual, the complaint deputy receiving the information shall dispatch a patrol unit to the scene at once and notify the station/unit watch sergeant and the station/unit watch commander.

The assigned patrol deputy shall:

- Interview the informant at the scene;
- Fill out the Missing Person Report (SH-R-12);
- Obtain an authorized signature on 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 missing person report;
- Obtain a recent photograph of the child and note the date that the photograph was taken;
- Pertinent facts shall be telephoned, radioed, or sent via MDT/MDC to the watch commander;
- Initiate a search log (the log shall contain the area searched, name and employee number of person searching area, and time area searched); and
- Make entry into NCIC within one hour or sooner, if practical, of taking the report.

As many deputies as needed will be charged with the responsibility of a thorough search of the interior of the house, as well as the attic, under house, yard, garage, out buildings, basement, abandoned refrigerators, trunks, boxes, etc. Check attractive nuisances, e.g., abandoned vehicles, crawl spaces, etc. If the child was seen at a different location, another patrol unit shall be sent to that location and additional assistance shall be requested when necessary.

The following information shall be ascertained from the informant in the following order:

- The exact location, time, and date the child was last seen and whether the child is a habitual runaway;
- Parents of the child, length of time at present address, whether divorced or separated, whereabouts of divorced parents and attitude toward the child;
- Name and address of child's school, length of time attended, school associates and name of teacher;
- Names, addresses, phone numbers, and relationship of all relatives;
- Names, addresses, and phone numbers of all friends and neighbors of the parents;
- Names, addresses, phone numbers, and schools of all the child's friends;
- Recent trips taken, places recently attended, shows the child was interested in;
- Hobbies and activities child is interested in and location of any such hobby areas; and
- Location of any nearby swimming pools, horse stables, or other entertainment centers.

The immediate ground area shall be patrolled with particular attention given to accident areas (lakes, streams, new construction, etc.), local business locations, movies, hobby and toy stores, etc. Immediate neighbors and all persons in position along the last known route traveled by the missing child shall be contacted.

The investigation of the scene shall be continued under the supervision of the station/unit watch commander. The Missing Person Report shall be delivered to the station/unit, an URN assigned, copies reproduced and

the case assigned to station/unit detectives.

The station/unit watch commander shall ensure that a local JDIC "Be On The Lookout" (BOLO) broadcast is sent if it has been determined that the child is missing only, and an "All Points Bulletin" APB broadcast if a crime, suspicious circumstances or at risk situation is involved. Concerned patrol units shall be notified by radio and contact made by telephone with adjacent station/unit and police departments, MacLaren Children's Center, and Los Angeles Police Department.

Details of the search and notifications to other agencies or units of this Department shall be entered in the station/unit log or, if necessary, a special log will be established. If the child has not been located after four hours of searching, brief the station/unit detective commander on the progress of the search and the number of patrol personnel remaining to assist, and then turn the responsibility over to him for phase II of the investigation.