

## 5-09/120.03 - Missing Persons

A Missing Person Report (SH-R-12) shall be taken immediately when requested (including telephonic requests) without delay, and regardless of jurisdiction. The employee taking the report shall have an authorized person sign a "Notice to Person Reporting Missing Person," on the reverse side of the Missing Person Report (SH-R-12).

All new missing person reports shall be entered into the NCIC system by station/unit personnel within one hour of taking the report, including courtesy reports.

If the missing person is a child who is currently enrolled in school (public or private, grades pre-school through 12), the station/unit detective shall give written notification to the school that the child is missing. The notification shall consist of our Sheriff's Department's Special Bulletin "Missing Persons" format and will include a photograph, if available, all pertinent information, and shall be given within ten days of the disappearance. This notification should be hand delivered to establish a personal form of communication. If a school receives a record inquiry or request from any person or entity for the missing child about whom the school has been notified, the school must immediately notify the detective. If the child is located within the initial ten day period, no notification is required.

If the missing person is a child and is not located within 30 days, station/unit detectives shall obtain dental records and X-rays and a recent photograph, and check with the Coroner's Office regarding unidentified Coroner cases which possibly match the child's description.

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