5-09/120.50 - Missing Adults

A Missing Person Report (SH-R-12) on adults shall be taken on the request of an informant without delay (including telephonic requests). Stations/units shall notify Homicide Bureau, Missing Persons Detail, and initiate an immediate missing person's local broadcast when the missing person is:

- Elderly;
- Suffering from Alzheimer's Disease;
- Suffering from severe mental or physical handicap;
- Suffering from advanced senility;
- Missing with evidence of suspicious circumstances;
- Missing with any condition requiring continuing medication or care;
- Infected with a highly communicable disease; and/or
- Suicidal.

The deputy taking the report shall call the informant's attention to the agreement which appears directly above the informant's signature on the Missing Person Report (SH-R-12) and advise that compliance is expected by calling the Homicide Bureau, Missing Persons Detail. If the informant has no phone, obtain any other phone number where the informant can be reached.

A missing person's entry shall be made into NCIC within one hour of the report being taken. A copy of the report shall be retained in the station's/unit's file for such period of time as determined by station/unit policy. The station/unit shall fax a copy of the report, including any photos or attachments, to Homicide Bureau, Missing Persons Detail, by the end of the handling unit's shift. The original report, photographs and attachments shall be mailed to the Missing Persons detail. The station/unit secretary will image the original report into the electronic archive SECDA.

When necessary, station/unit JDIC broadcasts bulletins and flyers shall be the responsibility of the handling deputy at the direction of the Missing Person Detail. It shall be the responsibility of the Homicide Bureau, Missing Persons Detail, to authorize the issuance and cancellation of such bulletins and flyers.

Cancellation of adult missing person reports can be made by the station secretaries at the direction of Homicide Bureau, Missing Persons Detail.

If a person reported missing is not located within 30 days, Homicide Bureau, Missing Persons Detail, will request a copy of the missing person's dental records and x-rays.

Homicide Bureau, Missing Persons Detail, shall send the dental records and a completed copy of the Missing Person Report (SH-R-12) to the Department of Justice. It shall be the responsibility of Homicide Bureau, Missing Persons Detail, to close all files on missing persons.