5-09/120.55 - Returning or Locating a Missing Adult

Upon receipt of any information by station/unit personnel concerning the return or location of a missing adult, Homicide Bureau, Missing Persons Unit, shall be notified immediately. A Found Person Report (SH-R-12C) detailing the below information shall be completed by station/unit personnel and faxed to Homicide Bureau, Missing Persons Detail by the end of shift.

Absent any suspicious circumstances, a reporting party can cancel a missing persons report via telephonic notification. A found missing person report shall be taken by desk/station personnel.

Telephonic notification to Homicide Bureau, Missing Persons Detail, shall include the following information:

- Name, address, and telephone number of the person(s) reporting the return or location of the missing adult;
- Address to which the missing adult returned or where located;
- Time the missing adult returned or was located;
- Conditions under which the missing adult was returned or was located; and
- Whether or not the person who originally reported the missing adult has been notified of the return and the location of the missing adult.

  Station secretaries may remove any information regarding missing adult persons (Missing Person personal information, Missing Person Vehicle, etc.) at the direction of the Homicide Bureau, Missing Persons Detail.

  Locating Outside Agency Missing Persons Adult:

  When an outside agency's missing person is located, a Found Person Report (SH-R-12C) shall be written. The station/unit secretary shall send a JDIC to the outside agency indicating the missing person has been located. The case shall be assigned to patrol and made inactive. No further action is necessary.