4-16/020.00 - Missing or Found Persons

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-16/020.00 MISSING OR FOUND PERSONS			For Line Procedures see volume 5, chapter 9.
Missing adult	SH-R-12 URN 40	Homicide Bureau, Missing Persons Detail A	Missing Person Report (SH-R-12) shall be taken when requested (including telephonic requests) without delay. Except existing Missing Person Reports from outside agencies. Outside agencies making a request to relinquish an existing Adult Missing Person Report investigation, shall be advised to contact the Homicide Missing Person Detail directly. Upon acceptance of the existing investigation, the Missing Person Detail will direct the requesting agency to the appropriate LASD station to file a report. The Missing Person Detail will also contact the LASD station to advise of their approval to accept the report. Station/unit to send missing person JDIC message, enter into NCIC Missing Person file within one hour of taking report. By the end of the shift, send Missing Person Report (SH-R-12) via fax to Homicide Bureau, Missing Persons Detail. Mail original report along with photographs and attachments to Homicide Bureau Missing Person Detail. Notify Homicide Bureau, Missing Persons Detail by telephone when missing person is: • Elderly; • Suffering from Alzheimer's disease; • Suffering from severe mental or physical handicap; • Suffering from advanced senility; • Missing under suspicious circumstances; • Missing with any condition requiring continuing medication or care;

			• Infected with a highly communicable disease; and • Suicidal. **NOTE:** Use Homicide Bureau, Missing Persons Detail, on “internally route to” line. While still conducting the investigation, the deputy taking the missing person report on above situation(s) or their supervisor shall notify Homicide Bureau, Missing Persons Detail, by telephone, and furnish the following information: • Deputy's name, employee number, URN, and time report taken; • Missing person's name, address, race, date of birth, physical description, and telephone number; • Location, date, and time last seen; • If vehicle involved, description and license number; • Clothing worn and availability of photographs; • Circumstances of disappearance; and • Name, residence and business address, and telephone numbers of informant. Enter into NCIC within one hour of taking report and FAX a copy of the report to Missing Persons Detail by the end of shift. Enter vehicles into SVS as missing person's vehicle. Station/unit shall follow Homicide Bureau, Missing Persons Detail, instructions relative to any further action. Homicide Bureau, Missing Persons Detail, shall send necessary missing person’s messages on reports other than those mentioned above. Code 400 - Adult, missing, lost, or found. In mountain rescue cases where the victim resides outside Los Angeles County, the Missing Person Report (SH-R-12) shall contain the effort-hours used (by rank) of all deputy personnel; if emergency overtime granted, the number of hours used; equipment used; equipment and supplies expended or lost. Two copies of the report shall be sent to Fiscal Administration. Supplies expended include food served to rescuers.

Adult reported missing is subsequently found	SH-R-12	Patrol Inactive	When information is obtained concerning the location or return of an adult previously reported missing, station/unit shall notify Homicide Bureau, Missing Persons Detail **immediately**. A Found Person Report (SH-R-12C) shall be written. When an outside agency's missing person is found, a Found Person Report (SH-R-12C) shall be written. The station/unit secretary shall send a JDIC locate to the outside agency. The case shall be assigned to patrol and made inactive. No further action is necessary. Code 404 - Outside agency missing person found
Unidentified person found, alleged mentally ill person, etc.	SH-R-12 URN 40	Station/unit detective A	On all cases involving unidentified found persons, every effort shall be made to determine the identity of the person. When unable to identify, notification shall be made to Homicide Bureau, Missing Persons Detail. Station/unit shall fax a copy of all reports to the Homicide Bureau, Missing Persons Detail, who will assist station/unit detectives in the investigation. Station detectives shall retain investigative responsibility. All available identification shall be obtained, including an accurate and complete physical description, fingerprint cards, and photograph. (Request for photograph and fingerprints may be made through Scientific Services Bureau, Identification Section.) Forward identification data to Homicide Bureau, Missing Persons Detail. Code 461 - Person mentally ill Code 400 - Found adult
Courtesy reports for missing persons			For more general information see section 4-01/020.35, section 4â€˜01/060.10, and section 4-06/080.00. Follow Line Procedures in volume 5, chapter 9.

-For Other agencies	SH-R-12 URN 40	Homicide Bureau A	All missing person courtesy reports shall have the same assignment and URN as active cases for our own Department. Enter into NCIC within one hour of report. Forward the report to Homicide Bureau, Missing Person's Detail. They will be responsible for contacting the respective agency for approval of assuming the investigation. Document which agency has jurisdiction **and use code 403 - Courtesy report for other agencies.**
Missing children - including parental/family abductions	SH-R-12 URN 40	Station/unit detective A	If the missing person is a child and is not located within 30 days, station/unit detectives shall obtain dental records and x-rays. If the missing child is under 18 years of age and "at risk," this procedure must be completed within 24 hours. Station personnel are responsible for notifying the California Department of Justice (DOJ) of the missing person and for monitoring the investigation until resolved. Parental abduction cases shall be filed with the District Attorney's Special Crimes Division, Child Abduction Section, unless otherwise directed by that section. No filings shall be presented to local station/unit area District Attorney's offices. Code 402 - Juvenile, lost, runaway, or missing.
Children under 12 years of age, including parental/family abductions			Entry into NCIC within one hour of taking the report. The station/unit shall, without delay, notify and send a copy of the report to the agency having jurisdiction of the investigation of the missing person or runaway and to the agency where the missing person resides if different from station/unit taking the report.
Children, suspicious circumstances, at risk or homicide suspected			Entry into NCIC within one hour of taking the report. Station/unit to send a copy of the report and when possible, dental records and x-rays to DOJ within 24 hours. SRD - Homicide Bureau, Missing Persons Detail.

All others			Includes missing adults or missing children or Parental/Family Abducted Children not covered above. If applicable, a criminal report or suspicious circumstances report shall be taken and assigned to station detectives. Enter into the Los Angeles County Regional Information System only. The station/unit shall, without delay, notify and send a copy of the report to the agency having jurisdiction of the investigation. Entry into NCIC within one hour of taking report.
-From other agencies	SH-R-12 URN 40	Station/unit detective A	Upon receiving a written courtesy missing child or Parental/Family Abduction - Child report from another agency and the suspect is an adult, the concerned unit shall contact the Missing Person Detail prior to doing the following: • Assign a Department file number; and • Make the appropriate entries into NCIC within one hour. If during the NCIC entry process it is discovered that the originating agency entered the missing person using their agency's identifier the concerned unit shall: • Make immediate telephonic notification to the originating agency; • Request that the originating agency cancel its entry to eliminate duplicate entries; and • Query the entry again to ensure duplication has been removed. Code 402 - Juvenile, lost, runaway, or missing. **NOTE:** After assigning an URN number to these reports, they shall be handled in the same manner and procedure as Sheriff's Department missing person reports.

-For Other L.A. Sheriff's stations/unit's	SH-R-12 URN 40	Station/unit detective A	Assign an URN from the concerned station/unit. Make appropriate NCIC entries within one hour and forward/FAX the report to the concerned station/unit. Code 402 - Juvenile, lost, runaway, or missing.

Missing child (phase one, phase two)	SH-R-12 URN 40	Station/unit detective A	Follow line procedures in volume 5, chapter 9. Missing Person Report (SH-R-12) shall be taken when requested (including telephonic requests) without delay. The deputy taking the report shall 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 Missing Person Report (SH-R-12). Within 24 hours of taking the missing person report, the station/unit detectives shall obtain dental records and x-rays. Entry into NCIC shall be made within one hour of taking the report. This entry must be canceled when the child is located. This entry can be cancelled by station secretaries. If the missing child is not located within 30 days, station/unit detectives shall check with the coroner's office regarding unidentified coroner cases and obtain dental records and x-rays. Station/unit detectives shall retain the responsibility for the investigation and updating computer systems. Local JDIC broadcast is sent at the discretion of the station/unit detective. On children 7 years of age or under, send local JDIC "Be on the Lookout" (BOL) broadcast if missing only; send statewide broadcast and BOL when a crime, suspicious circumstances or "at risk" situations are involved. Broadcast is to be canceled when the child is found. URN to be assigned immediately. SRD - Department of Justice. Code 402 - Juvenile, lost, runaway, or missing.

Missing child (phase three)	SH-R-12 URN 40	Station/unit detective A	Follow line procedures in volume 5, chapter 9. Notify Sheriff's Information Bureau if the missing child is 7 years of age or under and has not been located after four (4) hours, or if the child is under 18 years old and missing for four (4) hours under an "at risk" situation. In case of an accident where search or rescue operations are an issue, the primary case shall be assigned to station/unit detectives, with concurrent assignment to station/unit patrol. Notify the unit commander immediately. In cases of routine runaway, estranged parent abduction, no indication of foul play or homicide, or other cases not listed, assign to station/unit detectives.
Children missing in mountain areas	SH-R-12 URN	Station/unit detective A	Handle in same manner as for a critical age (i.e., 16 years of age or under) child, under "Missing Children." Notify Emergency Services Detail and station/unit detectives at once. Designate SRD copy to Emergency Services Detail. Code 402 -Juvenile, lost, runaway, or missing.
Child missing but found prior to broadcast	SH-R-12 URN 40	Station/unit detective I	Code 401 - Juvenile found.
Child missing but found prior to deputy writing report	SH-CR-265 URN 40	Station/unit detective I	Code 401 - Juvenile found.

Child runaway from status offender detention alternative placement (SODA)	SH-R-12 URN 40	Station/unit detective A	A Missing Person Report (SH-R-12) shall be initiated when a child runs away from a SODA placement. Case assignment shall be determined by where the child resides. Enter into NCIC within one hour of taking report. If the child resides outside the reporting station/unit jurisdiction, the report will be a courtesy report for the agency having jurisdiction of the child's residence. Case to be handled as any other courtesy report. See courtesy reports. If the child resides in station/unit jurisdiction, the case will be assigned to that station/unit. Handle as any other missing child case. It is not necessary to have the SODA reporting person sign the Missing Person Report (SH-R-12). The SODA Report made out by the reporting person may be attached to the Missing Person Report (SH-R-12). Code 402 - Juvenile, lost, runaway, or missing.