21-06 - Missing Person Policy Change

Los Angeles County Sheriff's Department
NEWSLETTER
Field Operations Support Services, (323) 890-5411

MISSING PERSON POLICY CHANGE

Purpose

The purpose of this newsletter is to highlight some of the updates to the Department's Manual of Policy and Procedures regarding adult missing person report taking and investigation. This newsletter is not all inclusive of the entire adult missing person's policy and procedures. Department personnel should read the policy in its entirety to gain a complete understanding of the current practices and procedures related to handling adult missing person cases.

Canceling an Adult Missing Person Report

Absent any suspicious circumstances, a reporting party **can** cancel an adult missing person report via telephonic notification. An adult found missing person report shall be taken by either desk/station personnel or by a unit responding to the reporting party's location. Station secretaries at the direction of Homicide/Missing Person Detail only, shall remove the adult missing person entry.

Station Personnel may take another agencies found adult missing report. Use the Sheriff's Department's Found Missing Adult report form and request an URN using stat code 404.

Outside Agencies Request to relinquish a Missing Person Report

We will no longer accept outside agencies making a request to relinquish an existing adult missing person report investigation. The outside agency shall be advised to contact the Homicide Missing Person's Detail directly.

The Missing Person Detail has the discretion to accept an existing missing person case. Upon acceptance of the existing investigation, the Missing Person Detail will direct the requesting agency to the appropriate Sheriff's Station to file a report. The Missing Person Detail will also contact the appropriate Sheriff's Station

to notify them of their approval to accept the outside agency missing person report. Any conflicting information may be resolved by contacting the Missing Person Detail.

Courtesy Reports (does not include existing cases by outside agencies)

Station personnel are responsible for the following:

- Station/unit must send a missing person JDIC message, and enter the missing person into NCIC Missing Person File **within one hour** of taking a missing person report.

- A copy of the Missing Person Report (SH-R-12) **shall** be scanned to the Homicide Bureau, Missing Persons Detail by the end of the shift. Missing person reports can be scanned to the Missing Person Detail by using the e-mail address Missing Persons in Outlook.
    - This is important so Missing Person Detail detectives can promptly initiate an investigation. In the past, the Missing Person Detail have received reports several days and sometimes weeks after the date the report was completed.
- Homicide detectives will notify and send a copy of the report to the law enforcement agency where the missing person resides.
- **If the investigation is an At Risk, Adult Missing Person, notify the Homicide desk immediately. If there is a question as to whether or not a missing person case should be handled as routine or at risk, contact Homicide Bureau for direction.**

  Note - Elderly has been added to the existing list that justifies an at risk Missing Adult. At risk missing adults may have any one or more of the following conditions:

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

When a Missing Juvenile becomes an Adult

In cases where a reported missing juvenile becomes an adult, the case may be reassigned to Homicide Bureau, Missing Persons Detail. The investigating detective from the station/unit must determine the person is still missing and all workable leads have been exhausted, prior to contacting Homicide Bureau, Missing Persons Detail, for reassignment approval.

If Homicide Bureau, Missing Persons Detail approves the reassignment, the investigating station or unit detective:

- Shall prepare and submit a supplemental report detailing all of the information developed in attempting to locate the missing person; and
- Reassign the case to Homicide Bureau, Missing Persons Detail.

NOTE: In nearly all cases the investigative responsibility will remain at the station detective level.

Questions regarding missing person cases can be directed to the Homicide Missing Person Detail at (323) 890-5500 or by email at MissingPersons2@lasd.org.

If you have any questions, please call or email Field Operations Support Services at (323) 890-5411 or foss@lasd.org.

REFERENCES

4-16/020.00 - MISSING OR FOUND PERSONS

5-09/120.03 – MISSING PERSONS

5-09/120.40 – FOUND MISSING RUNAWAY CHILD

5-09/120.45 - MISSING CHILD TURNING EIGHTEEN YEARS OLD WHILE STILL MISSING

5-09/120.50 - MISSING ADULTS

5-09/120.55 - RETURNING OR LOCATING A MISSING ADULT

5-09/120.60 - COURTESY REPORTS-MISSING PERSON