



**CITY OF BRUNSWICK  
DIVISION OF POLICE**

**GENERAL ORDERS**

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SUBJECT <b>MISSING PERSON REPORTS</b>		NUMBER OF PAGES <b>4</b>
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ISSUED BY <b>CHIEF CARL S. DEFOREST</b>	REVIEWED BY	

**PURPOSE:** To establish guidelines for missing person investigation options and utilization of other investigative resources that may be required.

**POLICY:** The Brunswick Division of Police has established a policy regarding the handling of missing person reports. This is in addition to the policy and procedures already in place for missing juvenile reports.

**DISCUSSION:** When a complainant wishes to file a missing person report, the officer taking the report will endeavor to check and ascertain the following:

- Is the case a missing person case or could it be another situation? Consider the person's age, mental, physical & emotional well being as well as family and social environment.
- Is foul play or other type of criminal activity suspected?
- Could the missing person be at risk?
- Is a current description and photograph of the missing person available?
- What steps can the officer completing the report take to attempt to locate the missing person?
- What other outside assistance - if any - might be needed?
- Has all necessary paperwork been completed and DNA standard been obtained if applicable?

Based upon the results of the inquiries above, representatives of the Brunswick Division of Police will take the necessary steps as outlined by statute 2901.41 of the Ohio Revised Code.

**PROCEDURE:**

1. For a missing person who is at least eighteen (18) but less than twenty-one (21) years of age, a report must be taken and the information must be entered into NCIC within two hours of the time of report.
2. For missing persons who are twenty-one (21) years of age and older a report must be taken. An officer assigned by the Detective Sergeant will frequently check current reports to ascertain that NCIC entry is made based on the following criteria:
  - If foul play is suspected the information contained in the report should be entered into NCIC as soon as possible, but must be entered into NCIC with seven (7) days.
  - If no foul play is suspected and the subject has not returned, the information contained in the report must be entered into NCIC within thirty (30) days.
  - If no foul play was indicated initially but evidence of such becomes known to the agency before the end of the seven-day period, the information contained in the report must be entered into NCIC before the end of that seven (7) day period.
  - If no foul play was indicated initially but evidence of such becomes known to the agency after the seven-day period, the information contained in the report must be entered into NCIC within forty-eight (48) hours.

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**MISSING ADULT ALERT ACTIVATION**

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For missing persons who are mentally impaired or sixty-five (65) years of age or older, a Missing Adult Alert may be warranted. This alert is based on the following criteria:

- The individual is in fact missing - investigative steps have been taken to locate the person, but were unsuccessful - these steps may but are not limited to:
  - Check local hospitals
  - Check local jails

- Check with missing person's neighbors to see if they know of boyfriend or girlfriend missing person may have had
  - Check neighborhood bars
- The individual is sixty-five (65) years of age or older or mentally impaired
  - Their disappearance poses a credible threat of immediate danger or serious bodily harm or death to the individual

**\*\*ALL OF THE ABOVE CRITERIA MUST BE MET FOR THE REQUEST TO QUALIFY AS AN ALERT.**

**PROCEDURE FOR ACTIVATING MISSING ADULT ALERT:**

1. Responding officer confirms individual is missing and meets above listed criteria.
2. Person is entered into LEADS and a Missing Adult Alert is requested. The Communication Specialist must use the following entry notes when making the entry:
  - "EME" or "EMI" code in "MKE" field
  - "SA" code in "MNP" field
  - BCI radio room and the Ohio State Highway Patrol will be notified automatically
  - Ohio Attorney General's Missing Children's Clearing House will contact agency to confirm request and criteria
  - If the possibility exists that the missing individual went to another state, enter the individual into NCIC and contact BCI radio room to request an alert. Send NLETS teletype to each state that may be involved

**OTHER CONSIDERATIONS FOR THE INVESTIGATION**

The officer taking the missing person report should also consider other investigative resources that may be required in the case. These include but are not limited to:

- Ohio Attorney General's Missing Children's Clearing House: 614-466-5610
- DNA collection thru Project LINK - Kits and information available through BCI & I (uses DNA standard from missing person or family to be run through databases of unidentified deceased persons)

- National Center for Missing Adults: 1-800-690-FIND
- Local FBI office
- A Child is Missing: 1-888-875-2246
- Local coroner
- [www.locaterposters.org](http://www.locaterposters.org) - missing person poster
- CART activation if warranted
- Center for Human Identification: 1-800-763-3147
- Alzheimer's Association - [www.alz.org](http://www.alz.org) 1-800-272-3900
- Project Lifesaver
- NAMUS - [www.namus.gov](http://www.namus.gov)
- Ohio's Missing Adults - [www.ohiomissingadult.com](http://www.ohiomissingadult.com)
- Ohio's Missing Adult Alert website - [www.missingadults.ohio.gov](http://www.missingadults.ohio.gov)
- Any other agencies and/or resources that may be available to assist in the investigation of the case

**\*\*When a missing person has been located, the investigating officer will ensure that all information is promptly removed from NCIC.**