

	EUCLID POLICE DEPARTMENT POLICY/PROCEDURE	17-001-464
	TITLE: Missing Persons	EFF. DATE: March 16, 2017

Purpose

The purpose of this policy and procedure is to provide guidance to all personnel in cases of missing persons report.

Policy Statement

The department's primary concern when a person is reported missing is the safety of that person. In cases where foul play is suspected, the incident will be treated as a crime and immediate attempts to locate the missing person, public information releases attempting to obtain public help in locating them, and investigative resources will be engaged accordingly.

Where there is no evidence of foul play, all information will be communicated to Chagrin Valley Dispatch in a timely manner to ensure information can be entered into law enforcement computer networks within required time limits.

Procedure

I. When responding to a report that a person is missing, officers will try to ascertain the following:

- A. Is foul play or other type of criminal activity suspected?
- B. Could the missing person be at risk?
- C. Is a current description and photograph of the missing person available?
- D. What steps can the agency representative completing the report take to attempt to locate the missing person?
- E. What other outside assistance - if any - might be needed?
- F. Has all necessary paperwork been completed and DNA standard been obtained if applicable?

II. Information in all cases of missing persons will be relayed to dispatch as soon as possible so that information can be entered in relevant computer networks in a timely manner (immediately in some cases).

III. If the person is in fact missing, Officers will consider the following investigative methods

- A. Check local hospitals
- B. Check local jails
- C. Check with missing persons' neighbors to see if they know of boyfriend or girlfriend missing person may have had
- D. Check neighborhood bars

- E. If the missing person is elderly, contact local organizations that deal with Alzheimer's disease patients or Adult Protective Services, who can provide assistance to help prevent impaired individuals from wandering and help locate those who do.
1. In the case of missing persons who are elderly or mentally impaired, a Missing Adult Alert may be warranted.
 2. If **all** the following criteria are met, information will be sent immediately to dispatch so that it can be entered into LEADS and the Missing Adult Alert activated.
 - a) Individual is **65 years of age or older or mentally impaired**
 - b) Their disappearance **poses a credible threat of immediate danger or serious bodily harm or death** to the individual
 - c) There is **sufficient descriptive information** about the missing individual and the circumstances surrounding their disappearance to indicate that an alert activation would help in locating the individual
- F. The following information is listed here for easy reference in cases of missing persons reports.
1. Ohio Attorney General's Missing Children's Clearing House: 614-466-5610
 2. 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).
 3. National Center for Missing Adults: 1-800-690-FIND
 4. Local FBI office
 5. A Child is Missing: 1-888-875-2246
 6. Local Coroner
 7. <http://www.locateposters.org> – for missing persons posters
 8. CART activation if warranted
 9. Center for Human Identification: 1-800-763-3147
 10. Alzheimer's Association – www.alz.org, 1-800-272-3900
 11. www.projectlifesaver.us – tracking devices for individuals (child & adult) at risk to wander away due to mental disability
 12. NAMUS – www.namus.gov
 13. Ohio's Missing Adults – www.ohiomissingadult.com
 14. Ohio's Missing Adult Alert website – www.missingadults.ohio.gov
 15. Any other agencies and/or resources that may be available to assist in the investigation of the case

IV. References

- A. Best practices protocol for Law Enforcement in Missing Persons Cases, OPOTC
- B. EPD Procedure #17-001- 460, #15-001-#461, #17-001-#532, #98-001-#601