

Missing Persons

316.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

316.1.1 DEFINITIONS

Definitions related to this policy include:

At risk - Includes persons who:

- (a) Are 13 years of age or younger.
- (b) Are 65 years of age or older or that have a mental impairment (ORC § 5502.522).
- (c) Are 17 years of age or younger that have run away from or are otherwise missing from the care, custody and control of the juvenile's parent, guardian or other person having responsibility for the care of the minor (ORC § 2901.30).
- (d) Regardless of age, are believed or determined to be experiencing one or more of the following circumstances:
 1. Out of the zone of safety for his/her chronological age and developmental stage.
 2. Physically or mentally disabled (ORC § 2901.41).
 3. Behaviorally disabled.
 4. Drug dependent, including prescribed medication and/or illegal substances, and the dependency is potentially life-threatening.
 5. Absent from home for more than 24 hours before being reported to law enforcement as missing.
 6. In a life-threatening situation.
 7. In the company of others who could endanger his/her welfare.
 8. Absent in a way that is inconsistent with established patterns of behavior and cannot be readily explained. Most children have an established and reasonably predictable routine.
 9. Involved in a situation that would cause a reasonable person to conclude the person should be considered at risk.
 10. Missing and there is evidence of foul play including, but not limited to, evidence that the person's home or car is in disarray, evidence of a struggle between the person and another or any other evidence that the Agency determines is foul play (ORC § 2901.42).

Missing person - Any person who is reported missing to law enforcement, when that person's location is unknown.

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Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC), the Ohio Law Enforcement Automated Data System (LEADS), the Ohio Attorney General's Missing Children's Clearing House and the Department of Public Safety's (DPS) Missing Adult Alert.

316.2 POLICY

The Medina County Sheriff's Office does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. Priority shall be given to missing person cases over property-related cases. Members will initiate an investigation into all reports of missing persons, regardless of the length of time the person has been missing.

316.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS

The Detective Bureau supervisor shall ensure the following forms and kits are developed and available:

- Missing person report form
- Missing person investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation
- Missing person school notification form
- Medical records release form
- Biological sample collection kits

316.4 ACCEPTANCE OF REPORTS

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction.

316.5 INITIAL INVESTIGATION

Deputies or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

- (a) Respond to a dispatched call as soon as practicable.
- (b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.

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- (c) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).
- (d) Broadcast a "Be on the Look-Out" (BOLO) bulletin if the person is under 17 or there is evidence that the missing person is at risk. The BOLO should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 17 years of age or may be at risk.
- (e) Ensure that entries are made into the appropriate missing person networks:
 - 1. Immediately, when the missing person is at risk or there is evidence of foul play and the person is at least 18 but under the age of 21 (ORC § 2901.30(C); ORC § 2901.42(A)).
 - 2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report.
- (f) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.
- (g) Collect and/or review:
 - 1. A photograph and fingerprint card of the missing person, if available.
 - 2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
 - 3. Any documents that may assist in the investigation, such as court orders regarding custody.
 - 4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).
- (h) When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier.
- (i) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

316.6 REPORT PROCEDURES AND ROUTING

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

316.6.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include, but are not limited to:

- (a) Reviewing and approving missing person reports upon receipt.

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1. The reports should be promptly sent to the Records Center.
- (b) Ensuring resources are deployed as appropriate.
- (c) Initiating a command post as needed.
- (d) Ensuring applicable notifications and public alerts are made and documented.
- (e) Ensuring that records have been entered into the appropriate missing persons networks.
- (f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.
 1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

316.6.2 RECORDS CENTER RESPONSIBILITIES

The responsibilities of the Records Center receiving member shall include, but are not limited to:

- (a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.
- (b) Notifying the parents or other responsible person of a missing person age 17 or younger that the person's information has been entered into the appropriate networks (ORC § 2901.30(C)).
- (c) Notifying and forwarding a copy of the report to the agency of jurisdiction where the missing person was last seen.
- (d) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.
- (e) Forwarding a copy of the report to the Detective Bureau.
- (f) Coordinating with the NCIC Terminal Contractor for Ohio to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (42 USC § 5780).

316.7 DETECTIVE BUREAU FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

- (a) Should ensure that the missing person's school is notified when a missing person's report is filed if the missing person is a juvenile (ORC § 2901.30(D)).
 1. The notice shall be in writing and should also include a photograph.
 2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information if the school receives a call requesting the transfer of the missing child's files to another school.

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- (b) Should re-contact the reporting person and/or other witnesses within 30 days of the initial report and within 30 days thereafter to determine if any additional information has become available.
- (c) Should consider contacting other agencies involved in the case to determine if any additional information is available.
- (d) Shall verify and update Ohio LEADS, NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (42 USC § 5780).
- (e) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.
- (f) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploiting Children® (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (42 USC § 5780).
- (g) Should make appropriate inquiry with the Medical Examiner.
- (h) Should obtain and forward medical and dental records, photos, X-rays and biological samples, as applicable.
- (i) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph to the Ohio Attorney General's Missing Children's Clearing House and enter the photograph into applicable missing person networks (42 USC § 5780).
- (j) Should consider making appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs).
- (k) Shall obtain, if previously not obtained, written consent for the release of dental records from the person's parent or legal custodian, if the person is a missing child that has not been located within 30 days of the initial missing persons report (ORC § 2901.30(G)).
- (l) Should consider utilizing resources recommended by the Ohio Attorney General and promulgated by the Ohio Peace Officer Training Commission.
- (m) In the case of an at-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

316.8 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the reporting party and other involved agencies and refer the case for additional investigation if warranted.

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The Records Manager/Communications Center shall ensure that, upon receipt of information that a missing person has been located, the following occurs:

- (a) Notification is made to DPS and the Ohio Attorney General's Missing Children's Clearing House, as appropriate.
- (b) A missing child's school is notified.
- (c) Entries are made in the applicable missing person networks.
- (d) When a person is at-risk, the fact that the person has been found should be reported within 24 hours to the DPS and the Ohio Attorney General's Missing Children's Clearing House, as appropriate.
- (e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

316.8.1 UNIDENTIFIED PERSONS

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

- (a) Obtain a complete description of the person.
- (b) Enter the unidentified person's description into the NCIC Unidentified Person File.
- (c) Use available resources, such as those related to missing persons, to identify the person.

316.9 CASE CLOSURE

The Detective Bureau Supervisor may authorize the closure of a missing person case after considering the following:

- (a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.
- (b) If the missing person is a resident of Medina or this agency is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.
- (c) If this agency is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.
- (d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

316.10 TRAINING

Subject to available resources, the Training Sergeant should ensure that members of this agency whose duties include missing person investigations and reports receive training that includes:

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- (a) The initial investigation:
 - 1. Assessments and interviews
 - 2. Use of current resources, such as Mobile Audio Video (MAV)
 - 3. Confirming missing status and custody status of minors
 - 4. Evaluating the need for a heightened response
 - 5. Identifying the zone of safety based on chronological age and developmental stage
- (b) Briefing of agency members at the scene.
- (c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).
- (d) Verifying the accuracy of all descriptive information.
- (e) Initiating a neighborhood investigation.
- (f) Investigating any relevant recent family dynamics.
- (g) Addressing conflicting information.
- (h) Key investigative and coordination steps.
- (i) Managing a missing person case.
- (j) Additional resources and specialized services.
- (k) Update procedures for case information and descriptions.
- (l) Preserving scenes.
- (m) Internet and technology issues (e.g., Internet use, cell phone use).
- (n) Media relations.

316.11 ADDITIONAL INFORMATION AND PROGRAMS

- (a) If the person request or agrees to transportation to a local mental health treatment facility for voluntary treatment, the deputy will provide such transportation when family members or friends are not available to transport.
- (b) If previously under a doctor's care, attempt to have the doctor contacted. For individuals not known to be actively in treatment, the deputy should refer the subject to Alternative Paths or other mental health facility in their county of residence.
- (c) **JUVENILES:**
 - (a) 1. **Missing Persons**
 - (a) Whenever a deputy receives a report of a missing person, the case will be investigated without delay

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- (b) If the missing person is a child (2-6), an elderly person (with Alzheimer's) or a disabled person (in danger) the investigating deputy may immediately notify A Child Is Missing.
- (c) All other circumstance would need approval for the use of the A Child Is Missing

2. **Factors for determining the use of A Child Is Missing**

(a) **Juveniles:**

1. The juvenile should be 18 years or younger (age depends on a state regulations).
2. The reporting person must be an adult family member, teacher, or another adult who is responsible for the child.
3. If the juvenile is a habitual runaway, A Child Is Missing would be used if foul play is suspected.
4. A first time runaway.
5. Stranger abduction prior to calling the Amber Alert.

(b) **Senior Citizen:**

1. The person must be sixty five (65) years of age or older unless the person has Alzheimer's.
2. Being missing must be out-of-character for the elderly person.
3. A Child Is Missing will be used even if an elderly person is a frequent walk away from a nursing facility.

(c) **Disabled Person:**

1. There is no age stipulation for a disable person.
2. Caution must be used when determining whether a person is truly disabled. There are many definitions of a disabled person. For purposes of the guidelines, a disabled person will fall into one of the following categories:
 - (a) The person has a physical or mental impairment that severely limits self- care.
 - (b) The person is disoriented or unable to respond to simple questions regarding personal information such as name and address.
 - (c) The person is dependent upon life sustaining medication.
 - (d) The approving supervisor may take into account other circumstances that may influence using A Child Is Missing even if the person is a habitual runaway or walk-away. Examples of these circumstances are: suspected foul play, imminent severe weather, etc.

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3. Using A Child Is Missing:

- (a) When the decision to use A Child Is Missing has been made, a supervisor will immediately call A Child Is Missing 24/7, 365. The A Child Is Missing can only be activated by a Supervisor.
- (b) While completing the search, the approving supervisor will determine what phone number will be supplied to A Child Is Missing for the public to contact the department with information about the missing person. The Communications Center's phone number is generally given. Contact the Communications Center to make them aware that A Child Is Missing will be working on the case with the supervisor.
- (c) The supervisor will call A Child Is Missing at 1-888-875-2246 (ACIM) or page the operator at 1-954-492-4778.

4. Investigating Information Received from A Child Is Missing:

- (a) Information received from a citizen concerning the missing person or possible sighting of the missing will be relayed to the supervisor in charge of the case. After evaluation, the supervisor, detective or deputy will take the appropriate action.
- (b) If sighting of the missing person is confirmed, the supervisor may want to consider using A Child Is Missing again. The second telephone alert would use the most recent known location in the notification of residents. This is particularly important if the sighting location is in a different ZIP Code than the original report.
- (c) If A Child Is Missing is used more than once in the same case, there is no need to call out additional paperwork. A notation of each instance will be written to the existing report. The notation will include each subsequent use by date and time and the location the missing person was last seen.

5. Follow-Up Investigation:

- (a) If the missing person is found, the supervisor/deputy on the scene will call A Child Is Missing. A Case Follow-Up Report will be faxed to the department and the deputy/supervisor in charge of the case will fill out the outcome and fax it back to A Child Is Missing at (954) 763-4569. This report will be sent through channels to be included with the original NIBRS report.
- (b) If the missing person is not found in twenty-four (24) hours, the supervisor may pass the case on to the next shift and make them aware that A Child Is Missing is working with them. If additional calls are necessary, A Child Is Missing will know what areas have been called and can assist the deputy in further searches.

Child Alert Foundation (Abduction Central Alert)

This is another software program provided to us by the Buckeye State Sheriff's Association utilized to assist in the notification of a missing or abducted child. The software is a fully automated system, which identifies all participating agencies within a crucial 100-mile radius of the verified

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adduction site, without human intervention. The Child Alert Foundation is dedicated to assisting local and federal law enforcement agencies in the recovery of abducted or missing children. All law agencies, faxes, pagers, support groups, TV and news media who are to be notified within the 100-mile radius are done so at the discretion of each participating police or sheriff department.

All information must be verified as coming from the reporting police or sheriff's department.

This computer/software set up is housed in the Communications Center. The activation of this program is at the request of the investigating officer.

Medina County Sheriff's Office Amber Alert

- (a) **Purpose:** The purpose of this order is to establish a standard policy and procedure for activating the Amber Alert due to its strict guidelines.
- (b) **Definition:** Amber Alert – American Missing Broadcast Emergency Response. In January 1996, nine year old Amber Hagerman was abducted and killed and her body was recovered four days later in a drainage ditch approximately four miles away. The Dallas Amber Plan was started in July 1977 to help safely recover missing children believed to have been abducted. Even though the plan is named after Amber Hagerman, this national program is dedicated to all children nationwide who have been abducted. The power of free, over the air electronic media is the best way to quickly reach the greater northern Ohio area citizens who may have information leading to the safe return of a missing or abducted child. The plan is a voluntary partnership between law enforcement agencies and broadcasters to activate an urgent bulletin in the most serious child-abduction cases. Broadcasters (may) use the Emergency Alert System (EAS), formerly called the Emergency Broadcast System, to air description of the missing child and alleged abductor(s). This could also hold true in situations if an adult is reported missing or abducted, if the preponderance of physical evidence and credible information leads to the conclusion that there is no doubt that the adult is missing or has been abducted.

Child: a person who is under eighteen (18) years of age (2151.011 (B) (1) (a)) ORC.

Adult: an individual who is eighteen (18) years of age or older (2151.011 (2)) ORC.

Mission Statement

The Medina County Sheriff's Office considers the disappearance of a minor child to be an investigative priority, whether it is the result of unknown circumstances, a runaway incident, or a non-family abduction. In each of these incidents, based upon the specific case circumstances, the Sheriff, Chief Deputy, Captain or his designee must make decisions about the proper level of manpower and resources needed in order to bring the situation to a successful conclusion.

While each of these incidents has the potential for harm to the child, the non-family abduction is the one that experience has shown will most likely result in the injury, sexual assault, and/or death of the child. In those situations in which a child is known or thought to have been abducted by a non-family member, it is the Medina County Sheriff's Office policy to respond in a manner that holds the greatest chance for the safe return of the child and apprehension of the alleged abductor(s). This includes an aggressive investigation, which is conducted in a timely manner that is adequately staffed with manpower and resources, and follows a comprehensive investigative plan. This investigative plan will be known as the Amber Alert.

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The Sheriff, , Captain or his designee, and the officers involved in an investigation in which the Amber Alert has been activated are required to fulfill their assigned duties as thoroughly, efficiently, and expeditiously as possible. It will be the policy of the Medina County Sheriff's Office to utilize any assistance and resources of the private community, local, state, and federal law enforcement agencies that are deemed necessary to successfully conclude an investigation of an abducted child.

Purpose

The purpose of this plan is to establish procedures to be followed in child abduction. This plan will outline the Medina County Sheriff's Office response in a manner that holds the greatest chance for the safe return of the child and the apprehension of the alleged abductor(s). The first few hours of the investigation of an abducted child may determine whether the eventual outcome is positive or not. Experience has shown that in cases where children have been victims of stranger abductions, there exists a "window of opportunity" lasting only a few hours in which police are likely to successfully recover the child unharmed. To capitalize on this opportunity, it is imperative that the investigation be "front loaded" with as much intense investigative efforts and resources as possible. The reasons for stranger abductions are many and varied. The motivation involved may be related to sexual gratification, narcotics, revenge, money, and any other provocation in the mind can imagine. It is therefore crucial that The Medina County Sheriff's Office research their respective activities and files to determine if any connection or motive can be establish related to the child's disappearance.

(a) Activation Criteria

1. The responsibility and the decision to activate the Amber Alert will rest with the Sheriff, Captain or his designee who have determined if the criteria listed below have been satisfied:
 1. (a) The child who is under eighteen (18) years of age.
 - (b) There is credible information that suggests that the child was forcibly or intentionally removed or lured away from their location and the child remains missing.
 - (c) The law enforcement agency believes the child is in danger of serious bodily harm or death.
 - (d) There is enough descriptive information about the child, alleged abductor(s), and/or alleged abductor's vehicle to believe an immediate broadcast alert will help.
2. If the criteria are met; alert information must be put together for public distribution. This information can include description and pictures of the missing child, the alleged abductor(s), alleged abductor's vehicle, and other information available and valuable to identifying the child and alleged abductor(s).
3. It is the recommendation of the Sheriff, , Captain or his designee that their totality of the circumstances surrounding this investigation supports the possibility that the

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child has been abducted. This information is then faxed to pre-designated TV, radio stations, and Emergency Alert System (EAS).

(b) Cancellation of the Amber Alert

1. Upon the confirmed recovery of the child by any law enforcement agency, the initiating agency will immediately fax a Cancellation fax form to all participating media outlets. Upon receipt of the notice, participating media outlets will contact the agency via phone and confirm the cancellation that the child has been located and the Amber Alert should be cancelled immediately. All forms used to activate and cancel were composed by CECOMS of Cuyahoga County. Those forms are to be used on Departmental Letterhead when activating and canceling. The Field Operations Commander or his designee generates those forms by way of the computer.

(c) Returned Missing Juveniles/Child

1. Any time a call is received by Communications indicating that a missing juvenile/child has been located and the Sheriff's Office has jurisdiction, a deputy will be assigned to investigate. Any time it is brought to the attention of the investigating deputy that a juvenile/child previously reported missing is now located, the circumstance surrounding the juvenile/child's disappearance and return shall be investigated.
2. If the missing juvenile/child is a runaway and has been located and returned to the parent or guardian by a law enforcement agency, social agency, school official, or has returned home upon their own initiative, the investigating deputy upon being notified, shall complete a juvenile report detailing for Juvenile Court and the Juvenile Prosecutor the circumstance surrounding the child's activities. In all cases when a child or runaway juvenile has been located or returned home a deputy will confirm in person the return and the health and well being of the child.

Responding To Persons with Mental Illness

Members of the MCSO are often called upon to respond to incidents involving persons who are known to be mentally ill or suspected of suffering from mental illness. The degree of MCSO involvement or intervention depends on the condition of the particular individual as well as the circumstances surrounding the encounter. In non-emergency situations such as contacts on the street, interviews and interrogations, intervention may be required to help calm a person in crisis, provide information and, whenever appropriate, link the person with the public mental health system for treatment. In emergency situations it is often necessary for the benefit and safety of the individual and/or community, to take the person into custody in order to insure that their mental stability is properly evaluated.

O.R.C. 5122.10 gives police officers legal authority to take an individual into custody and arrange for transportation to a general hospital or to a mental health facility when the officer has reason to believe that the person is mentally ill, subject to hospitalization and represents a substantial risk of physical harm to self or others if allowed to remain at liberty.

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Mental Illness (ORC 5122.01- Substantial disorder of thought, mood, perception, orientation or memory that grossly impairs judgment, behavior, capacity, to recognize reality or ability to meet the ordinary demands of life.

Mentally ill person – Subject to emergency hospitalization who, because of the person's mental illness:

- (a) Represents a substantial risk of physical harm to themselves as manifested by evidence of threats of, or attempts at suicide or serious self-inflicted bodily harm; or
- (b) Represents a substantial risk of physical harm to others as manifested by evidence of recent homicidal or other violent behavior, evidence of recent threats that place another in reasonable fear of violent behavior and serious harm, or other evidence of present dangerousness; or
- (c) Represents a substantial and immediate risk of serious physical impairment or injury to themselves as manifested by evidence that the person is unable to provide for and is not providing for their basic physical needs because of their mental illness and that appropriate provisions for such needs cannot be made immediately available in the community; or
- (d) Would benefit from treatment in a hospital for his/her mental illness and is in need of such treatment as manifested by evidence of behavior that creates a grave and imminent risk to substantial rights of others or themselves.

Crisis Intervention Team: - Consists of deputies who have received specialized training under the instructional supervision of mental health providers, family advocates, and mental health consumer groups. In addition to performing their regular duties, CIT deputies respond to mental disturbance calls where they are called upon to handle crisis situations that present deputies with face-to face, complex issues relating to mental illness. They shall operate under the guidelines of the "Medina County Response Protocol for Criminal Justice Agencies: Mental Health Emergencies." The use of CIT deputies is an alternative to arrest and intended for times when deputies are not duty bound to make an arrest and discretion is allowed. Those mentally ill individuals who are violent, or have committed felony crimes, are not candidates for CIT involvement. However, CIT deputies are still a resource that may be useful in dealing with and de-escalating **any** situation involving the mentally ill.

EMERGENCY MENTAL ILLNESS PROCEDURE:

- (a) Communications Center Responsibility:
 - 1. Obtain as much information as possible in relation to the call (i.e. suicidal, violent, injuries, weapons, suspect's behavior, medications, etc.)
 - 2. Dispatch deputy/deputies in accordance with guidelines in directive 41.2.1. It is preferred that a CIT deputies responds if available. EMS may also respond to assist with treatment of some medical conditions that have symptoms that mimic mental illness (i.e. strokes, diabetes, head injuries, dementia, etc.)
- (b) Responding Deputies responsibility:

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1. Upon encountering a possible mental illness case, the deputy will investigate the circumstances to determine what further action is required. This action could include simply referring the subject to mental health counseling. If a deputy believes a mental illness exists an additional intervention is needed, he/she should:
 - (a) Call for a CIT deputy to respond, if available. CIT officers from other agencies may be requested through the current mutual aid agreement if necessary.
 - (b) Notify the on – call Emergency Services (ES) staff member at Alternative Paths that an emergency illness case exists.
 - (c) Consult with ES, determine the best location for evaluation and make arrangements for proper transportation.
 - (d) When a person is determined to need an emergency evaluation, and the person refuses to be voluntarily transported, the transporting deputy shall sign an application for Emergency Admission (pink slip).
 - (e) It is not required that a deputy sign an Application for Emergency Admission (pink slip) when transporting a voluntary admittance. However, deputies may consider signing when the subject meets the requirements of ORC 5122.01 because it allows the mental health facility to hold the patient for an assessment for up to 24 hours.
 - (f) The deputy or CIT deputy will remain with the subject until the ES staff member and facility staff can manage the subject or the subject is ready for transport to a mental hospital.
2. Exceptions; if the subject is:
 - (a) Under the influence of drugs or alcohol,
 - (b) Medically injured,
 - (c) Made threats to self or others,
 - (d) Has reported taking an overdose of medication(s),
 - (e) And/or is presenting as confused, disoriented or bizarre,
3. Transportation to a medical hospital for medical clearance is necessary. Transfer of subject to the medical/mental health facility needs to be coordinated with Alternative Paths ES staff.
4. When a mentally ill person is taken into custody (pink slip), the deputies shall identify themselves and inform the person that they are not under arrest. Further inform the person that they are being transported to a medical facility for examination and identify the facility by name.
5. An incident report shall be made containing a complete description of facts concerning the voluntary or involuntary detention, as well as the names, addresses and phone numbers of relatives and complaining or reporting witnesses.
6. A CIT deputy shall also complete a CIT Activation Report on each encounter with a person thought to have mental illness. This CIT Activation Report shall be forwarded to the CIT board coordinator.

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NON – EMERGENCY MENTAL ILLNESS PROCEDURE:

In cases where a person is obviously distressed or disoriented but not in danger, deputies are encouraged to help link patients back into the treatment agency where they have been.

The training provided on the Ohio Police Officer Training Academy includes information on dealing with mentally ill. The MCSO will provide additional training to deputies as part of their FTO training packet. Refresher training will be offered to deputies during their regular in – service training at least every three years. This training should include recognition of common mental illness, tactical safety techniques and principles of de-escalation.

LIABILITY (ORC 5122.34):

“Persons,...acting in good faith, either upon actual knowledge or information thought by them to be reliable, who procedurally or physically assist in the hospitalization or discharge, determination of appropriate placement, or in judicial proceedings of a person under this chapter, do not come within any criminal provisions and are free from any liability to the individual hospitalized or to any other person.

State and National Efforts:

Laws have been enacted which are designed to assist law enforcement agencies in locating missing children. Some of these laws allow:

- (a) Any school within Medina County to request assistance in fingerprinting program (ORC 3313.96). Representatives of the Sheriff's Office will assist in this program by fingerprinting the children, and all fingerprints cards will be turned over to the child's parent/guardian. No fingerprints will be kept on file at the Sheriff's Office.
- (b) When a child transfers from one school district to another without a birth certificate and previous school records, ORC 3313.672 states, the school authority shall notify the MCSO or other jurisdiction where the child resides for investigation of a possible missing child or child stealing report.
- (c) Upon request from a law enforcement agency, Jobs and Family Services/Children's Services shall grant the investigating agency to all information concerning a missing child that may be relevant to the agency's in their investigation. The information obtained shall only be used to further the investigation.

National centers where additional assistance can be found:

State of Ohio Department of Education

Missing Children Center

65 South Front Street, Room 719

Columbus, Ohio 43266-0308

1-900-325-5604

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This office works as a clearing house in Ohio for missing children, and assists family members, law enforcement officials, and school personnel in dealing with missing children.

National Center for Missing and Exploited Children

2101 Wilson Blvd. Suite 550

Arlington Va. 22201

Hot Line Number 1-800-843-56-78

Main Business Office 1-703-235-3900

This center is partially funded by the Department of Justice along with private funds. They work with family members and law enforcement and provide special guides for missing and kidnap children.

Using The National Center for Missing and Exploited Children:

This is a web-based software/computer to give law-enforcement agencies the capability to create and disseminate their own posters/photo, further improving the speed at which posters/photo are available for use. Law-enforcement agencies responsible for investigating cases of missing, abducted, or runaway children receive a film or digital photograph from a parent or guardian. Using the web-based/computer application developed by NCMEC, templates guide the user through the process of generating a new poster for local, state, and nationwide distribution. The user selects a list of authorized persons and agencies in a targeted area to notify about the availability of the poster through a short electronic mail (E-mail) message. Agencies can also quickly send E-mail to the media and public as deemed appropriate. The program automatically sends a copy of every missing-child poster the agency creates to the missing children's clearinghouse in the agency's state. Posters can also be sent to any E-mail receivable device, such as a pager or cellular telephone. Receiving law-enforcement personnel and agencies download, print in color or grayscale, and distribute posters to assist in the efforts to locate and recover missing children. The web-based software/computer is housed in the Communications Center, easily accessible and used by all Communication's Officers. This program is activated at the request of the investigating Deputy.

A Child is Missing Program:

This program is not just used to locate a missing child but also elderly and disabled persons missing from our area.

Purpose: The purpose of this General Order is to establish an orderly and uniform process for the use of A Child Is Missing program.

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Policy: The first several hours after a child, elderly or disabled person is reported missing can be critical to the successful outcome of the case. A Child Is Missing is a valuable tool for law enforcement if used properly. A Child Is Missing provides timely information to the public about the missing person. A Child Is Missing will generate telephone calls to local residents and businesses after initiation by law enforcement. It is the policy of the Medina County Sheriff's Office to utilize A Child Is Missing only for missing children, elderly and disable persons whenever the criteria of the following procedures are met. A Child Is Missing is an additional tool for law enforcement. It does not replace or preclude a thorough investigation and/or search by law nforcement officers in the field.

- (a) If the person request or agrees to transportation to a local mental health treatment facility for voluntary treatment, the deputy will provide such transportation when family members or friends are not available to transport.
- (b) If previously under a doctor's care, attempt to have the doctor contacted.

For individuals not known to be actively in treatment, the deputy should refer the subject to Alternative Paths or other mental health facility in their county of residence.

JUVENILES:

Persons under the age of 18 will be handled in the same manner as adults except parent(s)/ guardian(s) should be involved with the process whenever possible including accompanying the juvenile to the mental health and/or medical facility

(a) Missing Persons

1. Whenever a deputy receives a report of a missing person, the case will be investigated without delay.
2. If the missing person is a child (2-6), an elderly person (with Alzheimer's) or a disabled person (in danger) the investigating deputy may immediately notify A Child Is Missing.
3. All other circumstance would need approval for the use of the A Child Is Missing.

(b) Factors for determining the use of A Child Is Missing

1. Juveniles:

- (a) The juvenile should be 18 years or younger (age depends on a state regulations).
- (b) The reporting person must be an adult family member, teacher, or another adult who is responsible for the child.
- (c) If the juvenile is a habitual runaway, A Child Is Missing would be used if foul play is suspected.
- (d) A first time runaway.
- (e) Stranger abduction prior to calling the Amber Alert.

2. Senior Citizen:

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- (a) The person must be sixty five (65) years of age or older unless the person has Alzheimer's.
 - (b) Being missing must be out-of-character for the elderly person.
 - (c) A Child Is Missing will be used even if an elderly person is a frequent walk away from a nursing facility.
3. Disabled Person:
- (a) There is no age stipulation for a disable person.
 - (b) Caution must be used when determining whether a person is truly disabled. There are many definitions of a disabled person. For purposes of the guidelines, a disabled person will fall into one of the following categories:
 - 1. The person has a physical or mental impairment that severely limits self-care.
 - 2. The person is disoriented or unable to respond to simple questions regarding personal information such as name and address.
 - 3. The person is dependent upon life sustaining medication.
 - 4. The approving supervisor may take into account other circumstances that may influence using A Child Is Missing even if the person is a habitual runaway or walk-away. Examples of these circumstances are: suspected foul play, imminent severe weather, etc.
 - (c) Using A Child Is Missing:
 - 1. When the decision to use A Child Is Missing has been made, a supervisor will immediately call A Child Is Missing 24/7, 365. The A Child Is Missing can only be activated by a Supervisor.
 - 2. While completing the search, the approving supervisor will determine what phone number will be supplied to A Child Is Missing for the public to contact the department with information about the missing person. The Communications Center's phone number is generally given. Contact the Communications Center to make them aware that A Child Is Missing will be working on the case with the supervisor.
 - 3. The supervisor will call A Child Is Missing at 1-888-875-2246 (ACIM) or page the operator at 1-954-492-4778.
 - (d) Investigating Information Received from A Child Is Missing:
 - 1. Information received from a citizen concerning the missing person or possible sighting of the missing will be relayed to the supervisor in charge of the case. After evaluation, the supervisor, detective or deputy will take the appropriate action.
 - 2. If sighting of the missing person is confirmed, the supervisor may want to consider using A Child Is Missing again. The second telephone alert would use the most recent known location in the notification of

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residents. This is particularly important if the sighting location is in a different ZIP Code than the original report.

3. If A Child Is Missing is used more than once in the same case, there is no need to call out additional paperwork. A notation of each instance will be written to the existing report. The notation will include each subsequent use by date and time and the location the missing person was last seen.

(e) Follow-Up Investigation:

1. If the missing person is found, the supervisor/deputy on the scene will call A Child Is Missing. A Case Follow-Up Report will be faxed to the department and the deputy/supervisor in charge of the case will fill out the outcome and fax it back to A Child Is Missing at (954) 763-4569. This report will be sent through channels to be included with the original NIBRS report.
2. If the missing person is not found in twenty-four (24) hours, the supervisor may pass the case on to the next shift and make them aware that A Child Is Missing is working with them. If additional calls are necessary, A Child Is Missing will know what areas have been called and can assist the deputy in further searches.