

#### **41.2.1V – MISSING PERSONS (ADULT) INVESTIGATIONS**

- A. A missing person is defined as a person who is eighteen years of age or older, who is a temporary or permanent resident of Ohio, and who meets one of the following characteristics:
1. The individual has a physical or mental disability (at time of disappearance)
  2. The individual is missing under circumstances indicating their safety may be in danger.
  3. The individual is missing under circumstances indicating the disappearance was not voluntary.
- B. In compliance with the Ohio Revised Code, the Mentor Police Department has adopted the below policy regarding the handling of missing persons reports. This is in addition to the policy and procedures already in place for missing juvenile reports. (See 44.2.15) A law enforcement agency is required to determine, based on the individual circumstances of each case, the age of a missing person and whether or not foul play and suspicious circumstances exist. Any further action will be determined based on that investigation.

In addition, when a person is reported as missing, but does not meet the above definition of a missing person, the policy of the Mentor Police Department will require that a missing person report be filed and a complete initial investigation be completed.

- C. The procedure when a complainant wishes to file a missing person report is that the investigating officer taking the report will check and ascertain the following:
1. Is the case a missing person case, or could it be another situation? (Some factors for law enforcement to consider when making this decision are the missing persons' age, mental, physical and emotional well-being, as well as family and social environment).
  2. Is foul play or other type of criminal activity suspected?
    - a. As listed in this law, indications of foul play may include, but are not limited to; a person's car or home being in disarray, evidence of a struggle between the missing person and another individual(s), or any other evidence the law enforcement agency determines.
  3. Could the missing person be at risk?
  4. Is a current description and photograph of the missing person available?
  5. What steps can the agency representative completing the report take to attempt to locate the missing person?
  6. What other outside assistance, if any, might be needed?
  7. Has all necessary paperwork been completed and DNA standard been obtained if applicable?

- a. In the case of missing persons under the circumstances which would qualify them for entry into LEADS, (example: mentally unstable) a statement should be taken from the person reporting. Statements should also be taken in the case of missing juveniles and any case where the missing person may have been the victim of foul play or questionable circumstances.
- D. If the missing person, as defined above, is at least eighteen (18), but less than twenty-one (21) years of age, a report must be taken and the information contained in the initial report must be entered into the National Crime Information Center (NCIC) immediately. If additional information is received regarding a report on a missing person at least eighteen (18) but less than twenty-one (21) years of age, that information must also be entered into the National Crime Information Center (NCIC) immediately.
- E. The following conditions apply to missing persons who are twenty-one (21) years of age and older:
1. 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 within seven (7) days.
  2. If no foul play and the subject has not returned, the information contained in the report must be entered into NCIC with thirty (30) days.
  3. If no foul play was indicated initially, but evidence of such becomes known to the agency before the end of the seven (7) day period, the information contained in the report must be entered into NCIC before the end of that seven (7) day period.
  4. If no foul play was indicated initially, but evidence of such becomes known to the agency after the seven (7) day period, the information contained in the report must be entered into NCIC within forty-eight (48) hours.
- A. When a missing person has been located, the reporting agency shall promptly remove all information from NCIC.
- B. To insure that all of the above requirements are met in a timely manner, all cases involving missing persons will be forwarded to the detective bureau upon completion of a thorough initial investigation.
- A. The investigating officer must consider other resources that may be required when investigating the missing person incident. These would include, but are not limited to:
1. Missing Children's Clearing House thru the Attorney General's office.
  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. Local FBI office.

4. A Child Is Missing.
5. Local Coroner offices.
6. <http://www.locateposters.org> – for missing persons posters.
7. CART activation if warranted.
8. Center for Human Identification.
9. Any other agencies and/or resources that may be available to assist in the investigation of the case.