



California State University, Los Angeles
Department of Public Safety

NUMBER: IV-12 APPROVED: _____
Gregory D. King, Chief of Police

EFFECTIVE: May 1, 2007

SUPERSEDES: 11/5/2003 Reviewed/Revised: May 15, 2010

SUBJECT: **Missing Person and Runaways**

I. PURPOSE:

To establish procedures for the handling of reported missing persons and runaway cases.

II. POLICY:

- A. Missing persons reports are often high profile events. At the very least, it is a traumatic time for the reporting party. Officers and dispatchers should remember that while most persons are found safely and quickly, every report has the potential of not being resolved quickly and easily. The on-duty Watch commander shall be notified immediately in all missing adult and child cases, regardless of the circumstances surrounding the disappearance.
- B. The State of California has enacted many laws and guidelines for police agencies to follow in this area. This policy is intended to cover these guidelines and laws and provide time frames and requirements for officers to follow. It should be noted that this policy will not cover every circumstance, nor is it intended to. State of California Penal Codes covering missing persons, including juveniles, are: 14205-14210, and 14213. A report will be taken on all missing juveniles and an assessment will be made immediately as to what steps will/should be taken to locate the individual.

III. DEFINITIONS:

- A. At Risk. 1) Includes, but is not limited to, circumstances where evidence or indications exist that the missing person (juvenile or adult, regardless of age) is a victim of a crime or foul play, is in need of medical attention, has no pattern of running away or disappearing, is the victim of parental abduction/kidnapping, or is mentally impaired. 2) Any person who is physically or mentally challenged and who poses a risk to themselves or others, e.g., mental disorders, suicidal, Alzheimer, or diabetics.
- B. BOL Teletype. A message sent via computer to other agencies through the CLETS system. May include local and national locations.
- C. Child/Juvenile. Any person under the age of 18 years.
- D. Coroner Check. A check with the coroner in the localities where the missing person was most likely last located.

- E. Medical Records. X-rays of dental and body and full medical records. This also includes fingerprints, if available.
- F. Missing Person. Any person who is reported missing to a law enforcement agency until the person is located or determined to be a voluntarily missing adult. It also includes any child who is missing voluntarily or involuntarily, or under circumstances not conforming to his or her ordinary habits or behavior and who may be in need of assistance. Missing persons may include any of the following:
 - 1. Parent/family abduction – includes a child who has been taken, detained, concealed, enticed away, or retained by a parent, or non-parent family member.
 - 2. Runaway – any child who is voluntarily missing.
 - 3. Unknown missing – cases where there are insufficient facts to determine a disposition.
 - 4. Dependent adult – adult who has physical or mental limitations which restrict his/her ability to carry out normal activities.
 - 5. Catastrophe – missing person is possibly a victim of a disaster.
 - 6. Lost – missing person who has strayed away or whose whereabouts are unknown.
 - 7. Stranger abduction – missing person taken by a stranger (includes cases of a known abductor who is not a family member).
 - 8. Voluntary missing adult – missing adult who has left on his/her own free will.
 - 9. Suspicious circumstances – circumstances which give rise to the belief that “foul play” may have been involved; persons are suffering from physical, mental or emotional conditions which cause them to constitute a danger to themselves or others; the disappearance is out of character for the individual, and no known reason can be determined.
- G. MPS. California Department of Justice Missing Persons System. This system will allow the entry of missing persons and body parts into the CLETS system. Entry will automatically be made into the NCIC system.
- H. Photo. Most recent photo of missing person.
- I. Amber Alert. State-wide reporting system by use of roadway/freeway lighting boards that alert the motoring public of an abduction or at risk missing person.

IV. PROCEDURES:

A. State Mandates.

- 1. The following are the State of California mandates and guidelines for the initial response and follow-up to a missing persons report, as defined in 14205-14210(c) of the Penal Code.
 - a. Accept any report of a missing person without delay, regardless of jurisdiction.
 - b. Accept any report of a runaway juvenile without delay.
 - c. Accept reports of missing persons by telephone.

- d. Assign priority to missing persons reports over non-emergency property crimes.
 - e. Make an immediate assessment of reasonable steps to be taken to locate, based on the type of missing person, as defined in 14213(a) PC, and determine if that person might be at risk.
 - f. Broadcast a BOL, without delay, when a child is under the age of 12 or the person missing is considered at risk.
 - g. Provide the reporting party with DOJ form SS 8567 which authorizes the release of dental records and/or x-rays, skeletal x-rays, and/or photographs.
2. Jurisdiction – California law requires all police departments (with the exception of CHP), to take without delay, any missing persons report which is reported to them, whether it is their jurisdiction or not. As such, the University Police Department will take any missing persons report without delay, regardless of jurisdiction. A missing person call will be given priority over non-emergency property crime calls in determining order of dispatch.
- a. All missing persons reports belonging to another jurisdiction, taken by this Department will be forwarded to that jurisdiction in a timely manner. The primary jurisdiction will be determined by the missing person's address and last known location.
 - b. The dispatcher will enter the missing person into MPS for the agency having jurisdiction, according to the guidelines in this policy. This entry will remain in effect until the primary agency is notified of the missing persons report.
 - c. Advise the agency having primary jurisdiction for the report of all actions taken and entries made. Once the agency having primary jurisdiction makes an entry into MPS, the Department of Public Safety should cancel the original entry.
 - d. If the case involves a child under the age of 12, this cross reporting must be done within 24 hours after the initial receipt of the report.

B. Reporting Procedures and Computer Entry

- 1. When an officer receives a report of a missing person he/she determines the category of missing person and completes a Department Missing Persons Report (ARMS) and the DOJ Missing Person Reporting Form.
- 2. Information obtained from the reporting person shall include the following descriptors:

- a. Victim's name;
 - b. Time last seen;
 - c. Direction and mode of travel to include vehicle description, if known;
 - d. Race;
 - e. Gender;
 - f. Date of birth;
 - g. Height and Weight;
 - h. Hair and Eye color;
 - i. Clothing at time of disappearance;
 - j. Mental condition;
 - k. Any other distinguishing features;
3. Computer entry and information required for immediate inter- and intra-agency notification and coordination shall be made by the on-duty dispatcher. The following information, at minimum, will be provided via a computer generated alert [BOL] to all local area law enforcement and the California Department of Justice:
 - a. Full name of missing person;
 - b. Description of missing person;
 - c. Address of missing person;
 - d. Mental condition, if known, of missing person;
 - e. Date and time last seen;
 - f. Modus Operandi or other information relevant to missing person;
 - g. Agency making the notification and entry identifier; and
 - h. Reporting officer and case number.
4. The responding officer will also determine from the reporting person the following:
 - a. Known associates;
 - b. Possible destinations;
 - c. Habits and behavior patterns.
5. All forms will be forwarded to the Dispatcher who will enter the information into the California Missing Persons System.
6. All missing persons reports must be entered into California Missing Persons System (MPS) as soon as possible, but no longer than four hours after the initial report. (This entry will automatically be forwarded to NCIC.)
7. The officer taking the report will record the FCN on the missing person form.
8. Amber Alert System:
 - a. There is a specific criterion that has been set forth regarding the use of the Amber Alert System. The Amber Alert System will be considered for activation by the State of California only after an official request has been made by a law enforcement department. The Chief of Police, or the on-duty Command Officer will make all requests for the Amber Alert System based immediately known information concerning a

specific incident. All requests for the Amber Alert System can be made by contacting the local office of the California Highway Patrol.

- b. Caution must be used when considering the activation of the Amber Alert System, as routine use for persons not at risk could cause a decline in the motoring public's participation. Any requests for Amber Alert System consideration should be made as soon as possible once abduction has occurred.
- c. Requirements for activation of the Amber Alert System:
 - 1. The investigating law enforcement agency confirms an abduction has occurred;
 - 2. The victim is 17 years of age or younger, or has a proven mental or physical disability;
 - 3. The victim is in imminent danger of serious injury or death; and
 - 4. There is information available that, if provided to the public, could assist in the child's safe return.

C. Investigative Follow-up

- 1. Investigations personnel will be contacted in all missing persons cases to assist with follow-up investigations if the individual is not immediately located.
- 2. Preliminary investigative follow-up activities will include:
 - a. Searching the area where last seen for vehicles or known associates.
 - b. Searching areas and establishments frequented by the missing person.
 - c. Contacting friends and associates additional information or leads.
 - d. Obtaining a photograph of the missing person.
 - e. Contacting local jurisdictions and broadcasting a description of the missing person and circumstances involved in the disappearance.
- 3. The reporting person will be advised at the time of the report to contact the Department with any new information that is received or if the missing person has returned home or is located.
- 4. The assigned Investigator will provide the reporting party with status updates as new information is received.
- 5. For long term open cases the Investigator will send a letter of status to the reporting party as follows:
 - a. Every two months for cases less than a year old.
 - b. Every six months for cases less than five years old.
 - c. Every year for cases open for five years or more.

D. Investigation (Juvenile)

- 1. When the missing person is a child under 18 years of age, the investigating officer must have the reporting party complete the DOJ form #BCIA4048, authorizing the release of dental or skeletal x-rays or both. The form

includes instructions on when to obtain these and submit them to the Department.

2. If the missing person has no next of kin, then the investigating officer may file a written declaration authorizing the release of the records.
3. The following guidelines will be followed:
 - a. If the child is under 16 years of age and still missing after 14 days, the release form (BCIA4048) must immediately be executed to obtain dental/skeletal x-rays and a photograph. The investigating officer must check with the coroner. The report, photograph, and the dental/skeletal x-rays must be submitted to DOJ within 14 hours.
 - b. If it is determined the missing child is at risk, the dental/skeletal x-rays and a recent photograph should be immediately obtained. The investigating officer must immediately check with the coroner. The report, photograph and the dental/skeletal x-rays must be submitted to DOJ within 24 hours.
 - c. If a child under 18 is still missing after 30 days, the reporting party is required to obtain the dental records and give them to the investigating officer within 10 days.
4. If the missing juvenile is found:
 - a. The investigating officer must see that DOJ is notified within 24 hours and that the MPS entry is canceled.
 - b. He or she must also inform the reporting party that the juvenile has been located and arrange for the juveniles return to a responsible adult.
 - c. A supplement to the original case will be completed noting the time, location, and physical condition of the located juvenile.

E. Investigation (Adult)

1. When the missing person is an adult, the investigating officer must give the reporting party a BCIA4048 form, which contains instructions about filing the form.
2. If the missing person has no next of kin, then the investigating officer may file a written declaration authorizing the release of the records.
3. If the missing person has not been located after 30 days the reporting person may authorize the release of dental or skeletal x-rays.

F. When a Missing Person is Found

1. When any person reporting missing is found, the officer, or dispatcher shall immediately report that information to DOJ.
2. The reporting party and other involved agencies will be notified.

3. Any automated system entries will be canceled.
4. When a child under 12 years of age, or a person who is at risk is found, the report of finding shall be made within 24 hours.
5. When any missing person is found alive or dead, in less than 24 hours, and is suspected of having been abducted, a report shall be made to DOJ. (PC 142079(c))
6. In the event that a missing person is found before being reported to DOJ, a missing person report shall still be submitted to DOJ.
7. A supplement to the original case will be completed noting the time, the location, and the physical condition of the located missing person.

G. Supervisor responsibilities:

1. Supervisors [Watch Commanders] will be responsible for providing assistance and resources to officers as required.
2. Watch Commanders will make appropriate supervisory notifications, beginning with the on-duty command officer, in cases where foul play, at risk, criminality, or suspicious circumstances are involved; they will always notify a command officer in the case of a reported missing juvenile.

V. APPENDICES: Missing Person Reporting Forms.

MISSING PERSON REPORTING FORM*(See Reverse for Instructions)*1) Check One: ☐ ADULT ☐ JUVENILE

2) Reporting Agency _____ 3) ORI _____

5) Case # _____

6) DOJ # _____ 7) NCIC # _____

8) CATEGORY: ☐ At Risk ☐ Prior Missing ☐ Sexual Exploitation Suspected

9) Name _____ Date/Time Missing _____

10) Alias 1 _____ Alias 2 _____

11) GENDER	12) RACE	13) HGT.	14) WGT.	15) EYE COLOR	16) HAIR COLOR/LENGTH	17) DATE OF BIRTH
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown	<input type="checkbox"/> W <input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> J <input type="checkbox"/> B <input type="checkbox"/> F <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> X			<input type="checkbox"/> BLK <input type="checkbox"/> HAZ <input type="checkbox"/> BLU <input type="checkbox"/> MAR <input type="checkbox"/> BRO <input type="checkbox"/> PNK <input type="checkbox"/> GRY <input type="checkbox"/> MUL <input type="checkbox"/> GRN <input type="checkbox"/> XXX	<input type="checkbox"/> BLK <input type="checkbox"/> RED <input type="checkbox"/> BLN <input type="checkbox"/> SDY <input type="checkbox"/> BRO <input type="checkbox"/> WHT <input type="checkbox"/> GRY <input type="checkbox"/> XXX Length _____	

18) Residence Address _____ City _____

19) Location Last Seen _____ Probable Destination _____

20) Known Associates _____

21) Mental Condition _____

22) SS # _____ CII# _____ FBI # _____ DL # _____

23) Photo Available: ☐ Yes ☐ No Age in Photo _____ Photo/X-Ray Waiver Release Signed ☐ Yes ☐ No
(Attach Photo and Signed SS 8567 Waiver Release Form)

24) Scars/Marks/Tattoos (locate/describe) _____

25) Skeletal X-Rays Available: ☐ Yes ☐ No; Broken Bones/Missing Organs: _____26) Dental X-Rays Available: ☐ Yes ☐ No; (Attach Chart and X-Rays) Dentures: ☐ Upper ☐ Lower
☐ Full ☐ Partial

27) Visible Dental Work _____

28) Dentist's Name _____ Phone _____

29) Glasses ☐ Contact Lens ☐ Clothing Description/Size _____

30) Jewelry Description _____

31) If Vehicle Involved: ☐ S ☐ MP Lic# _____ Make _____ Model _____ Year _____32) If abduction, did abduction involve movement of missing person in the commission of a crime? ☐ Yes ☐ No

33) Suspect Name _____ DOB _____

34) Relationship to Victim _____ Warrant # _____

35) Reporting Party _____ Phone _____

36) Relationship to Missing Person _____ Date Reported _____

37) Additional Information _____

38) Reporting Officer/Agency Contact _____ Phone _____

Upon completion, please return to:

Department of Justice
 Bureau of Criminal Statistics and Special Services
 P.O. Box 903417
 Sacramento, California 94203-4170
 Attention: Missing/Unidentified Persons Unit

4) RECORD TYPE
(Check type which best describes)

☐ Runaway Juvenile
☐ Voluntary Missing Adult
☐ Parental/Family Abduction
☐ Non-Family Abduction
☐ Stranger Abduction
☐ Dependent Adult
☐ Lost
☐ Catastrophe
☐ Unknown Circumstances

**AUTHORIZATION TO RELEASE
DENTAL/SKELETAL X-RAYS/PHOTOGRAPH AND DESCRIPTION INFORMATION
OF MISSING JUVENILES
(Missing Juveniles Only)**

NAME OF MISSING JUVENILE	
REPORTING AGENCY AND CASE NUMBER	REPORTING PARTY

Under California Penal Code Section 14206, the family or next of kin of any person under the age of 18 years who is reported missing and not located within 30 days may authorize the release of the dental or skeletal X-rays, or both, and a recent photograph of the missing juvenile. ***Dental X-rays are preferred. Skeletal X-rays should be sent only if dental X-rays are not available.***

This form should also be signed by a family member or next of kin and taken to the dentist(s), physician and surgeon, or medical facility of the missing juvenile ***immediately*** to obtain the release of the dental or skeletal X-rays, or both, by the reporting person when the law enforcement authority determines that the disappearance involves evidence that the person is at risk or when the missing juvenile is under 12 years of age and has been missing at least 14 days. The dental or skeletal X-rays, or both, shall be released to the person presenting the request. The dental or skeletal X-rays, or both, and a recent photograph of the missing juvenile should be submitted immediately thereafter by the reporting person to the law enforcement authority to which the missing juvenile report was made. Information as to the age of the juvenile when the photograph was taken should be included on the back of the photograph.

If your missing juvenile is found, please notify the law enforcement agency ***immediately***.

AUTHORIZATION

I am a family member or next of kin of the above named missing juvenile and I hereby authorize the release of all dental or skeletal X-rays to assist law enforcement agencies in locating the above named missing juvenile. I also consent to the release of the above named missing juvenile's photograph, physical description, and circumstances surrounding the disappearance. This information may be used by the Department of Justice for inclusion in missing children bulletins and posters which will be distributed throughout California to law enforcement agencies, elementary and secondary schools, state buildings, appropriate roadside rest areas, and other parties determined appropriate by the Department of Justice to assist in locating the missing juvenile.

NAME OF DENTIST			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()
NAME OF PHYSICIAN, SURGEON OR MEDICAL FACILITY			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()
SIGNATURE OF FAMILY MEMBER			
RELATIONSHIP TO MISSING JUVENILE			DATE
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()

SS-8567 (R2/89)

AUTHORIZATION TO RELEASE DENTAL/SKELETAL X-RAYS (Missing Adults Only)

NAME OF MISSING ADULT	
REPORTING AGENCY AND CASE NUMBER	REPORTING PARTY

Under California Penal Code Section 14206, the family or next of kin of any person reported missing and not located within 30 days may authorize the release of the dental or skeletal X-rays, or both, of the person reported missing. *Dental X-rays are preferred. Skeletal X-rays should be sent only if dental X-rays are not available.* The executed authorization should be taken to the dentist(s), physician and surgeon, or medical facility of the missing person to obtain the release of the dental or skeletal X-rays. The dental or skeletal X-rays, or both, shall be released to the person presenting the request. The person to whom the records are released shall within 10 days bring those records to the police or sheriff's department or other law enforcement authority to which the missing person report was made.

If the missing adult is found, please notify the law enforcement agency *immediately*.

AUTHORIZATION

I am a family member or next of kin of the above named missing adult and I hereby authorize the release of all dental or skeletal X-rays to assist law enforcement agencies in locating the missing adult.

NAME OF DENTIST			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()
NAME OF PHYSICIAN, SURGEON OR MEDICAL FACILITY			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()
SIGNATURE OF FAMILY MEMBER			
RELATIONSHIP TO MISSING ADULT			DATE
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()