

	<b>SECTION:</b>	<b>OPERATIONS</b>	<b>OPR-226</b>
	<b>CHAPTER:</b>	<b>FIELD PROCEDURES</b>	
	<b>DIRECTIVE:</b>	<b>MISSING PERSONS AND RUNAWAYS</b>	

**226.01 SUMMARY**

The Department is committed to effectively investigating and successfully locating individuals reported as a missing persons or /runaways. Additionally, as provided in Colorado Revised Statutes, (16-2.7-102)

- **REPORTING** - Any person with relevant, credible information suggesting that a person is missing may make a missing person report to a law enforcement agency.
- **TIME-FRAME** – An Officer shall take a missing person/runaway report from a reporting party regardless of the time period that the individual has been missing. **There is no waiting period before filing a report.**
- **JURISDICTION** – An Officer shall take a missing person/runaway report anytime a victim is missing from his or her temporary or permanent residence, or was last seen within the jurisdiction of the Department.
- **JUVENILE FACILITIES** – Runaway reports from Juvenile facilities will be handled in the same manner as those private residents.

**NOTE:** If jurisdiction is in question, obtain the missing person/runaway information and then attempt to determine the proper jurisdiction. If jurisdiction is outside the City of Grand Junction, refer the information to the appropriate agency.

**226.02 COMM CENTER RESPONSIBILITIES**

When the Communications Center/Telecommunicator receives a call from an individual who wants to report a missing person/runaway:

- Obtain the reporting party’s information and all applicable information about the missing person/runaway, the reporting party’s location, and any information that might help the responding Officer(s) locate the missing person while en route.
- The Communications Center will attempt to determine if the missing juvenile/runaway is considered “at risk.” If so, an Officer will be sent to the reporting party’s address.

**COMM CENTER  
RESPONSIBILITIES (con't)**

- If not at risk, the reporting party will be advised to bring a current photo and make the report in person at the Police Department. If the reporting party is unable to respond in person an Officer will be sent to the reporting party's address.

**NOTE** – The handling of a missing person/runaway report by telephone is discouraged since accurate assessment of risk to the missing person/juvenile cannot be made.

**226.03 NCIC/CCIC ENTRY**

- Assign an Officer or P.S.T. to contact the reporting party. On the responding Officer's request, provide an assigned case report number.
- If appropriate, enter the individual into the NCIC/CCIC system as either a missing person/runaway (See Paragraph 226.04, NCIC/CCIC ENTRY)

Per NCIC/CCIC criteria, whenever a missing person or runaway (adult or juvenile) meets any of the following criteria, he/she shall be entered into system immediately.

- **Involuntary** – The person is missing under circumstances indicating that the disappearance was not voluntary, such as abduction.
- **Disability** – The missing person has a proven physical or mental disability or is senile. As a result, the person may be in personal and immediate danger or put others in personal and immediate danger.
- **Endangered** – The person is missing under circumstances indicating the person's physical safety is in danger.
- **Catastrophe Victim** – The person (of any age) is missing after a disaster.
- **Juvenile** – The missing person/runaway is not declared emancipated by the laws of that person's state of residence.
- **Other** – Any person not meeting the criteria listed above who is missing and for whom there is reasonable concern for his/her safety.

**226.04 ASSIGNED  
OFFICER OR P.S.T.  
RESPONSIBILITIES**

The assigned Officer or P.S.T. shall (when applicable)

- Complete a preliminary investigation. The Officer shall use the check list contained within this policy.
- Determine factors that might indicate the missing person/runaway had taken items that might indicate an intention to disappear, such as clothing, money, medications, etc.
- Collect any notes that may indicate the missing person/runaway's whereabouts, with whom they may be, and possible reasons or motives for the disappearance.
- Request a current photograph of the missing person/runaway so that other Officers may be able to identify the missing person or to create a "missing person/runaway" poster. (Should be obtained at the time of the initial report)
- Communicate information on the missing person/runaway and the circumstances of the disappearance to on-duty Officers, Supervisors and other agencies as appropriate.
- Investigate immediate leads and collect information from relatives, friends, and acquaintances that may lead to the missing person/runaway.
- Consider and document time of day, season of year, weather, past incidents of being missing, age, travel routes, and any other pertinent information when formulating a response strategy.
- Prior to the end of the shift, turn in all reports about the missing person/runaway to the Shift Supervisor.

**226.05 PATROL SHIFT  
SUPERVISOR  
RESPONSIBILITIES**

The Patrol Supervisor shall :

- Review the submitted report(s) for completeness.
- Determine if any immediate follow-up by Patrol or Investigations personnel is necessary.
- Forward approved reports to the Records Section for assignment and follow up investigation.

**226.06 SPECIAL SITUATIONS**

**CANINE UNIT** – An Officer may request a Canine Unit to assist in the search for a missing person that meets the criteria set forth in Section 226.03 of this Directive.

**MISSING CHILD OR AT RISK ADULT**– An Officer or Supervisor shall immediately initiate search efforts on any missing child or any at-risk adult.

**SUSPECTED KIDNAPPING OR FOUL PLAY** – If the case appears to be a kidnapping or the disappearance may be the result of foul play, treat the situation as a criminal investigation. This includes crime scene processing for the proper collection of information and evidence.

**226.07 INITIATE INVESTIGATION**

The Detective Sergeant or designee will review and assign the missing person/runaway report to the appropriate Detective or P.S.T. for follow-up investigation.

**NOTE :** Also see the Notifications Directive (ADM-114) if applicable)

**226.08 DETECTIVE RESPONSIBILITIES**

The responsibilities of the assigned Detective or P.S.T. include, but are not limited to: (when applicable or appropriate)

- Contact the reporting party, victim’s relatives, friends, teachers, neighbors and any others who may be able to provide additional information.
- Document the names of physicians and dentists who have treated the missing person/runaway so medical and dental records can be obtained, if needed for future identification purposes.
- Complete background checks on all family members, friends, associates, and neighbors.
- Communicate any additional leads or information regarding the case to Patrol supervisors, Officers, other Detectives, and other law enforcement agencies.
- Conduct a background investigation of the victim. This may include:
  1. Domestic history (i.e. marital status and history of domestic violence).
  2. Personal habits.
  3. Business habits.
  4. Business history.

**DETECTIVE  
RESPONSIBILITIES (con't)**

5. Social and business associates.
  6. Educational background.
  7. Family background.
  8. Financial background.
- If checks, credit cards, or other items are missing, consider notifying banks, credit card companies, and other organizations and requesting they notify Detectives should any transaction on the victim's account occur.
  - Consider a search of the missing person/runaway's residence. This may involve obtaining permission from another family member or obtaining a Search Warrant.
  - Consider additional searches of larger areas or searches of specific areas where missing persons have been located in the past.
  - Enter all identifiable missing items into the CCIC/NCIC system, which may include vehicles, credit cards, driver's licenses, or other identification.
  - Trace the missing person's activities for at least one week prior to the disappearance, interviewing all people and noting who had been in contact with the victim.
  - Request a nationwide records check, on a quarterly basis, for driver's license and traffic records information involving the missing person/runaway.

**226.10 MISSING  
PERSON/RUNAWAY  
RETURNS OR IS  
LOCATED**

**TELECOMMUNICATOR** – If information is received that a missing person/runaway has been located or returned: the Telecommunicator shall:

- Obtain necessary information from the reporting party and the returned individual.
- Assign an Officer or P.S.T. to contact the reporting party.
- At the request of the assigned Officer or P.S.T., remove the missing person/runaway from the CCIC/NCIC system.

**MISSING  
PERSON/RUNAWAY  
RETURNS OR IS  
LOCATED (con't)**

- Facilities authorized to make or cancel direct reports will receive appropriate training and will be identified through and by the Investigations Section and Communications Center. (Refer to the Communications Center Directive 519 and see attached addendum)
- Initiate clearance/cancellation process regarding direct reporting per the Communications Center Directive 519.

**ASSIGNED OFFICER, DETECTIVE, OR PST –**

- The Officer/PST/Detective will physically verify the condition of the missing person/runaway/missing child, or at risk adult.
- Conduct an interview regarding any pertinent information in the event the missing person/runaway/missing child, or at risk adult leaves or becomes missing again.
- Complete a supplemental report that includes the missing person/runaway's condition, in whose company the individual was at the time of return, any pertinent information related to criminal activity including an explanation for the disappearance.
- Document the name of the person who removed the missing person/runaway report from the NCIC/CCIC system.
- If the missing person is located in another jurisdiction:
  1. Ensure that the reporting party has been notified of the missing person/runaway's location.
  2. Act as a liaison between the locating agency and the reporting party, providing information to each. This aids and ensures the return of the person.

**226.11 RECORDS SECTION  
RESPONSIBILITIES**

**MISSING PERSON REPORT** – If an individual contacts the Records Section to report a missing person or to report that a missing person/runaway has been located or returned, notify a Telecommunicator.

**PATROL REPORT** – If a Records Specialist receives a report related to a missing person/runaway from Patrol personnel, record all of the associated names, reporting party information, missing person/runaway information, and any witness information in the records management system. Prepare an appropriate Records file and forward a copy of the report to the Investigation Section if the missing person/runaway has not returned or been located.

**RECORDS SECTION  
RESPONSIBILITIES (con't)**

If a Records Specialist receives a supplemental report from Patrol personnel indicating that a missing person/runaway has returned or been located, record any new information in the records management system. Forward copies of the reports to the Investigations Sections in order to update the assigned Detective or PST. File the supplemental reports in the appropriate case file.

**PHOTOGRAPHS** – Once a missing person/runaway returns or has been located, the reporting party may request the return of photographs initially obtained for the purpose of victim identification. The request should be forwarded to the assigned Officer, Detective, or P.S.T. and the photograph(s) should be returned at the earliest opportunity either by mail or in person during regular business hours.

