

POLICE DEPARTMENT POLICY		TITLE: MISSING / AT-RISK ADULTS	
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I. PURPOSE

The purpose of this policy is to establish guidelines for responding to reports of missing/At-risk adults. It is also designed to help law enforcement devote the appropriate level of resources to all missing person reports.

II. POLICY

The Department recognizes that there may be times when adults are at-risk or are missing and are reported to the police department by caregivers, family members or other concerned persons. It is the policy of the Department to accept every missing person report and where a threat or risk exists, the Department will conduct a thorough investigation.

III. DISCUSSION

This policy specifically addresses the issue of missing and at-risk adults. JUVENILE and RUNAWAY policies should be consulted for guidance on missing children. Under NO circumstances shall a reporting party be advised that they must wait a specific time period before a report can be made. ***There is NO waiting period for reporting a missing person.***

The Department presumes that every adult reported as missing will be considered at risk until significant information to the contrary is confirmed. Jurisdictional conflicts are to be avoided when a person is reported missing. If a person either resides in, or was last seen in this jurisdiction, the Department will immediately initiate the reporting and investigative process. If a missing person is a legal resident of the City and was last seen in another jurisdiction, but the law enforcement agency covering that jurisdiction chooses not to take a missing person report, the Department will take the report and assume investigative responsibility.

As representatives of the lead investigating agency, the officer/investigator will work to engage and obtain the cooperation of the law enforcement agency covering the jurisdiction where the missing person was last seen. The officer/investigator will also make a decision as to whether or not a parallel investigation of parties intimately linked to the missing person should be conducted.

IV. DEFINITIONS

- A. **Missing Adult:** Any person eighteen years of age or older whose whereabouts are unknown and who is missing under circumstances not conforming to their ordinary routine and habits or who may be in need of assistance or intervention.

NOTE: In addition, Federal law requires that, anyone who is under the age of 21 and missing, be immediately entered into the NCIC missing person file, as is done with missing juveniles under the age of 18.

- B. **Missing/At-Risk Adult:** An adult will be considered At-Risk if any of the following criteria are met:
1. The person has a condition, such as Alzheimer's or Dementia, and subjects themselves or others to harm and danger. (An escapee or walk-away from a mental health facility will not normally be considered "At-Risk" unless he/she is a danger to themselves or others).
 2. The person missing is in the company of another person under circumstances indicating that their physical safety is in danger.
 3. A person is missing after a disaster but has not been confirmed deceased.
 4. A person is missing and their absence is unexplained. Some factors to be used in determining if a person is missing are:
 - a. The person has no previous pattern of disappearing.
 - b. The reporting party delayed reporting (this may be an indicator of potential abuse within the family).
 - c. The person recently reported being followed or stalked.
 - d. The person is absent under circumstances inconsistent with established patterns of behavior.
 - e. The person is missing under circumstances that lead the police to believe that they have been the victim of a crime.
 - f. The person is missing and no reasonable explanation for the absence can be determined. They are considered "At-Risk" until significant information to the contrary is confirmed.
 - g. The person took personal items with them. (or at least they are missing)
 1. These include clothing, personal hygiene items, wallet, credit cards, checkbook, personal pictures
 - h. The person had personal, financial, work related difficulties.
 - i. The person was suffering from a recent bout of depression.
 - j. The person suffered the recent loss of a loved one.

C. **Missing/Unusual Circumstances:** An adult who is missing and one or more of the following factors exist:

1. Out of the zone of safety for their developmental stage, physical or mental condition;
2. Diminished mental capacity;
3. A history of self-destructive behavior, or has threatened suicide;
4. Drug dependent, including prescribed medication and/or illegal substances;
5. A potential victim of foul play or sexual exploitation;
6. In a life-threatening situation;
7. Absent from home for an extended period of time before being reported to law enforcement as missing;
8. Believed to be with persons who could endanger his/her welfare.
9. There is nothing to explain their absence.

D. **Missing/NOT At-Risk adult:** An adult will NOT be considered At-Risk if any of the following criteria are met:

Note: With the exception of persons described in subs 3-5 in this section, an initial report must be completed in all cases involving missing adults even if they are not considered At-Risk, in order to document the circumstances under which the report was made.

1. Absent Spouse: An absent spouse has committed no crime and is legally free to come and go. Caution should be exercised both in preserving the privacy rights of the spouse in their wish to keep their whereabouts unknown and in making sure that the “absent spouse” is not, in fact, the victim of foul play related to domestic abuse.
2. An adult who has left a note and/or told a credible person that they are leaving. An exception would be a suicide note.
3. An adult who simply has not been in touch with the reporting party for an extended period of time, unless extenuating circumstances exist.
4. Fugitives from justice including AWOL service personnel.
5. An adult who is being sought for business or social purposes such as debt collections or school reunions.

V. PROCEDURE

A. Notifications.

1. Shift supervisors will be immediately notified by the Emergency Dispatch Center in all missing adults cases where unusual circumstances are present. Note: Refer to the definition of “unusual circumstances” under section IV.C. of this policy.
2. In the event that the determination of unusual circumstances is not made at the time of dispatch, but learned of upon the first responding officer’s arrival, that officer will be responsible for notification of the shift supervisor.
3. The shift supervisor will then determine what additional notifications, if any, need to be made.

B. Responsibilities.

1. Initial call-taker.
 - a. The initial call-taker shall conduct an initial risk assessment by obtaining as much information as possible from the reporting party concerning the circumstances surrounding the missing adult.
 - b. If the information obtained indicates that the circumstances meet the criteria of items 3-5 under the definition of a NOT At-Risk adult, no officer will be sent to take a missing adult report.
 - c. In all other cases, an officer will be immediately dispatched.
 - d. Depending on the risk assessment and if appropriate, dispatch will obtain sufficient information to broadcast a radio message that alerts other officers about the circumstances of the person’s disappearance. If the information received indicates the probability of foul play or a crime in progress, as in the case of abduction, dispatch will obtain and broadcast all available suspect, vehicle and direction of travel information.
2. Responding officer.
 - a. The responding officer shall complete a more in-depth assessment of the risk to the missing person by evaluating all of the information provided by the reporting person. In addition to the descriptive and basic investigative information, the officer should use the Missing Person Assessment (Appendix A) to help assess the nature of the missing person complaint and determine the level of response to apply to the case.
 - b. Upon completion of the risk assessment, the officer, in consultation

with a supervisor, shall determine the appropriate level of response to the complaint as follows. Specific protocols for each level of response are included in Appendices B-D of this policy.

1. Endangered/Foul play suspected – This protocol is appropriate for known or suspected abductions where the officer has reason to believe that the missing person may be in imminent danger of great bodily harm or death. This may include cases of threatened suicide.
 2. Disability/medical condition – This protocol is appropriate for those missing persons suffering from diminished mental capacity or Alzheimer's/dementia and/or has a medical condition that is life threatening, if not located.
 3. Unknown/voluntary – This protocol is appropriate for those missing persons cases where the reason for the disappearance cannot be easily determined and/or information from the reporting party is limited. Officers will consider persons missing under these circumstances At-Risk until significant information to the contrary is confirmed.
- c. The officer/investigator shall connect the family with available local, state and national resources such as the National Center for Missing Adults or the Alzheimer's Association, as applicable.

C. Completion of reports

1. With the exception of persons described in subs 3-5 in section IV.D. of this policy, an initial report must be completed in all cases involving missing adults even if they are not considered At-Risk, in order to document the circumstances under which the report was made.
2. Reports of missing adults that meet reporting criteria will require the completion of an offense report and the department's missing person information form. Persons authorized to report a missing & endangered person will sign their name accordingly on the missing person information form.
3. The missing person information form will be turned in immediately for entry into the NCIC system.
4. A copy of the NCIC system entry, a shift alert, or the report summary will be provided to shift briefings in order to notify other officers of the need to locate the missing person. The shift alert should contain a description of the person and a brief description of the circumstances surrounding their disappearance.
5. An attempt to locate message or a teletype to a specific jurisdiction can be sent to request assistance in locating the missing person.

6. The assigned officer or investigator shall periodically check with the reporting person to ensure that new information is followed-up on.

D. Reports of unidentified persons living, or deceased.

1. In the case of unidentified remains, the scene should be immediately secured and the department's policy on major case investigations should be followed.

Note: Particular importance should be placed on ensuring that dental records and/or DNA profile information is entered into the NCIC database.

2. In the case of an unidentified living person, officers shall:
 - a. Obtain a complete description using the NCIC Unidentified Person File Worksheet and any applicable departmental or state forms.
 - b. Enter the unidentified person's description into the NCIC Unidentified Person file.
 - c. Utilize all resources available to aid in identification of the person (i.e. The National Center for Missing Adults, The Alzheimer's Association and any state or local clearinghouses or private organizations available for this purpose.)
 - d. Cancel all notifications after identification is confirmed.

E. Recovery and/or return of missing adults

1. The assigned officer shall verify that the located person is, in fact, the reported missing adult.
2. Upon verifying that the missing person has been located, the assigned officer(s) shall ensure that the NCIC system entry and any teletype messages are canceled.
3. The officer shall interview the missing adult and evaluate the circumstances surrounding the missing person's disappearance and the potential for any criminal charges or further police intervention.
4. Notify the initial reporting person(s) of the well being of the missing adult. **IF** the located adult permits the disclosure of his/her whereabouts and contact information, the reporting person(s) may be informed of this information at this time. **All communication with the reporting party should be done by the originating agency/investigator.**

5. Depending on the circumstances of the disappearance, the officer should consider the need for intervention, counseling or other services for either the missing adult or the reporting person(s).

F. Resources.

1. As appropriate, the following resources are available to aid officers and/or reporting parties in dealing with missing adults cases:
 - a. National Center for Missing Adults
2432 W. Peoria Ave. Suite 1286
Phoenix, AZ 85029
(602) 944-1768
 - b. Alzheimer's Association
225 N. Michigan Ave., Suite 1700
Chicago, IL 60601-7633
(312) 335-5814

Chief of Police

Date

Acknowledgements

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APPENDIX A

MISSING PERSON LEVEL OF RISK ASSESSMENT

In addition to descriptive and basic investigative information, the following considerations may assist the responding officer:

- In assessing the nature of the missing person complaint.
- In determining what level of resources to assign to a case.

These considerations are general and may apply to any age group.

Assessment questions should include:

- ☐ Is there any information to indicate that the person may be the victim of foul play?
- ☐ Does the person have a history of being the victim of domestic violence or some other form of abuse?
- ☐ Is there a history of the person being a victim of custodial interference and/or a custody dispute?
- ☐ What activity was the person engaged in when last seen?
- ☐ Has the person undergone recent emotional trauma, such as the death of a loved one, an arrest, marital or financial difficulties?
- ☐ Has the individual recently experienced difficulties at work or school?
- ☐ Has the individual recently experienced difficulties with a particular person?
- ☐ Who was the last known person to see or speak to the individual?
- ☐ What is the potential for and mode of the person's mobility? (i.e.; car, bus, train, plane, bicycle, on foot)
- ☐ What is the person's access to and familiarity with weapons? Are any missing?
- ☐ Does the person have a history of disappearance?
- ☐ Does the person have a history of suicidal attempts or tendencies?
- ☐ Does the person have a serious physical or mental illness or any serious condition requiring frequent medication or treatment?
- ☐ Is the person missing under circumstances inconsistent with their normal behavior?
- ☐ Did the person leave a note or make any form of communication indicating their intentions or whereabouts?
- ☐ Does the complainant or anyone they know have knowledge of the missing persons whereabouts?
- ☐ Is there money missing? Does anyone have a financial gain, such as insurance policy benefits?
- ☐ Are any of the person's personal belongings missing?
- ☐ Does the person have a criminal history?
- ☐ Is the person on probation, parole or possibly incarcerated?
- ☐ Is the person hospitalized?

APPENDIX B
PROTOCOL FOR ENDANGERED/FOUL PLAY SUSPECTED

Emergency Dispatch Center:

Immediately dispatch a primary patrol and additional patrols to assist at the scene. Consider the nature of the complaint, (i.e. ransom), in determining how the complaint is dispatched.

1. Obtain descriptive information of the person and where the person was last seen.
2. Broadcast descriptive information immediately to responding officers, other patrols and other area police departments.
3. Make supervisory notifications.
4. Maintain a log of activities, including any notifications made.
5. Send a preliminary Missing Person message using the information obtained from the complainant and the responding patrol.

Responding Patrol:

Consider the nature of the report, (i.e., ransom), in determining if a discreet or highly visible patrol response is appropriate. The following steps will require multiple personnel to accomplish in an expeditious manner:

1. Interview the complainant to obtain and document the following information in the department's missing person information form: A full description of the person including:
 - ❑ Name, address and DOB
 - ❑ Physical description including sex, race,
 - ❑ Health - mental and physical height, weight, eye and hair color, skin
 - ❑ Clothing description tone, scars, marks and tattoos Note: Responding officers, while being sensitive to the emotional state of the complainant and/or family members, must also be objective in assessing the situation for the possibility of foul play. All witnesses should be interviewed separately.
2. Assess the situation to determine the nature of the person's disappearance. See Missing Person Assessment to assist in making a determination. In addition, try to establish:
 - ❑ The exact location where the person was last seen
 - ❑ Home address
 - ❑ The activity the person was engaged in
 - ❑ Names of family members
 - ❑ Who the person was last with
 - ❑ Names of friends
 - ❑ Whether the person is actually missing

- ❑ Names of significant other(s) from that area
 - ❑ Roommate(s)
 - ❑ The time frame between when the person was last seen and when discovered missing
 - ❑ Place(s) of employment
 - ❑ Employer(s) and Co-workers
 - ❑ Work schedules
 - ❑ The daily routine of the victim and the victim's family prior to and on the day of the abduction
 - ❑ Extracurricular activities
3. Determine what has already been done to locate the person. Note the nature of the efforts and the complainant's disposition, but avoid over-interpretation of same. People react to crisis/traumatic situations in a variety of ways.
 4. Determine the time frame between when the person was last seen and when discovered missing. This "window of opportunity" is crucial to establish. Keep this in mind when interviewing other possible witnesses.
 5. Obtain a recent photograph of the person. A photo with an uncluttered background works best, such as a school type of photo. Copies should be made for responding personnel and to create a missing person flyer.
 6. Conduct a search of the immediate area to verify the disappearance, if appropriate. Record the name of all persons involved in this preliminary search and people you interview. Do not rely entirely on a complainant's or other provided information regarding possible whereabouts of the person.

All searches should be comprehensive regardless of information provided or searches conducted by family members and others prior to your arrival. Ensure that applicable legal requirements, such as obtaining search warrants, are considered prior to initiating a search.

7. Identify everyone at the scene and interview them separately. Make sure that the interview and identifying information is properly recorded. Include the following in your documentation:
 - ❑ Name, address, home/business phone numbers
 - ❑ Relationship to missing person
 - ❑ Information the person has about the adult's disappearance
 - ❑ When and where each person last saw the adult
 - ❑ Ask each person, "What do you think happened to the person?"
 - ❑ The identity of any other witnesses they may have seen who are no longer present in the area
 - ❑ Obtain names, addresses and phone numbers of the adult's friends, associates and friends of the family

8. Identify the exact place the victim was last seen, secure and preserve the scene(s) for processing of evidence.
9. Evaluate all information developed to this point and assess the nature of the disappearance. If there is not enough information to determine the nature of the incident, continue to treat the incident as an abduction.

Extended Investigation:

1. Prepare to mobilize any additional resources that may be needed. Consider requesting assistance from other local, county, or state law enforcement agencies who may be able to provide additional manpower or other resources.
2. Designate a “case agent” to coordinate all phases of the investigation.
3. Establish an area to serve as a central point for processing, review and assignment of all investigative information. If necessary, establish a command post for personnel and operations staging. This should be done away from the scene and the victim’s residence.
4. Identify the victim’s comfort zones, as well as the victim’s home (if different than the scene), as potential crime scenes or sources of evidence and secure them. Personal items, such as hairbrush/comb, diary, photographs, and items with the victim’s fingerprints, footprints, teeth impressions or sources of DNA may be used to assist in the extended investigation. Determine if any of the victim’s personal belongings are missing.
5. Assign personnel to conduct searches as necessary. This should include a thorough search of the initial area where the person was last observed. Investigators should also consider the use of available aerial resources, if applicable. Ensure that applicable legal requirements, such as obtaining search warrants, are considered prior to initiating a search.
6. Ensure that all pertinent information is updated in the Missing Person message and that any information on a suspected abductor is entered into a Wanted Person message and that updated information has been provided to all patrols and area law enforcement agencies.
7. Obtain complete electronic access records utilized by the victim. Items which may require electronic access include but are not limited to:
 - ❑ Electronic door access
 - ❑ Personal and employment computer systems, including internet, intranet, and e-mail.
 - ❑ Credit card / ATM activity
 - ❑ Phone records, including cell phones and pagers
8. Obtain driver license and vehicle information from DMV files. Check records or recent parking and moving violations.

- 9.** Attempt to locate the victim's vehicle. If the vehicle cannot be located, check with adjacent municipalities for recent contact with the vehicle. Also check bus and train stations, airports, taxi companies and other public transportation entities. If you are still unable to locate the vehicle, make an NCIC entry with vehicle information.
- 10.** Interview delivery, utility and contractor employees engaged in legitimate business in the victim's home area and crime scene area. If possible, check their records for past transactions with the missing person.
- 11.** Consider steps to involve the public in locating the victim. Time is of the utmost importance in abduction cases. Publishing the descriptors of the victim(s), abductor(s) and vehicle(s) may provide assistance from the public in successfully recovering the victim and identifying the perpetrator.

This can be accomplished through the news media, the National Center for Missing Adults (NCMA), and any state or local missing person advocacy groups.

- 12.** Obtain complete financial records and business transactions of the victim, the victim's family and close associates.
- 13.** Assign personnel to conduct thorough neighborhood/area interviews (Consider using the Neighborhood Canvass questionnaire found in Appendix E). Consider establishing informational road blocks to locate possible witnesses.
- 14.** Assign personnel to process the crime scene(s) and other locations secured for potential identification material.
- 15.** Assign a media liaison. All media releases and contact should be made by this individual, in coordination with the family and the case agent to protect sensitive information.
- 16.** Assign a family liaison. The family liaison will be responsible for all contact with the victim's family, including keeping them updated on the progress of the investigation. The family liaison will also be responsible for assisting with the preparation and distribution of missing person posters and providing support through non- profit missing person organizations.
- 17.** Ensure that personnel and a family member remain at the residence in case the victim returns home. Ensure that personnel remain at the abduction site in case the victim returns to the scene.

- 18.** Make every effort to trap and record all incoming phone calls into the family's residence and cell phone(s). Ensure that a family member remains at the residence to answer all incoming calls. Monitor all activity of cell phones and pagers utilized by the family and the victim.
- 19.** Identify and periodically check all pertinent sources of information about the victim for any activity. Records to be checked may include:
- ☐ Birth records
 - ☐ Medical records
 - ☐ Education records
 - ☐ Union or other organizational records
 - ☐ DMV records
 - ☐ Social Security records
 - ☐ Financial records, such as bank accounts, ATM transactions, retirement plans, stock and financial portfolios, credit bureaus
 - ☐ Mail forwarding information
 - ☐ E-mail addresses
 - ☐ Phone, cell phone and pager
- 20.** Update the initial NCIC entry by fully loading all identifying information into the NCIC Missing Person File. Available dental and medical (including x-rays) information should be included. Fingerprint classification should also be entered if available.
- 21.** Conduct a search of the NCIC unidentified person file. Also utilize the NCIC off-line search capabilities to determine if the victim or abductor have had any contact with law enforcement agencies. Repeat this step periodically during the course of the investigation. Ensure that victim and abductor information are cross-referenced.
- 22.** Contact the Sex Offense Registry in an effort to determine possible suspects.
- 23.** Contact State Probation and Parole in an effort to determine possible suspects.

APPENDIX C

PROTOCOL FOR DISABILITY/MEDICAL CONDITION

Alzheimer's, the most common form of dementia, is a progressive and irreversible disease, which gradually damages and destroys nerve cells in the brain. It is not a normal part of the aging process and is not a mental illness. It is a brain specific disease, which causes impaired memory, thinking and behavior so severe they interfere with daily functioning. Symptoms displayed by an Alzheimer's person may include:

- ☐ Confused or disoriented
- ☐ Lost or wandering
- ☐ Agitated, fearful or angry
- ☐ Is delusional
- ☐ Asks the same question over and over
- ☐ Has difficulty judging the passage of time
- ☐ Gives inappropriate responses to questions
- ☐ Has blank or inappropriate facial expressions
- ☐ Is dressed inappropriately for the occasion
- ☐ Unable to grasp or remember the present or season situation

Emergency Dispatch Center:

When you receive a report of a missing person suffering from Dementia / Alzheimer's disease:

1. Treat the complaint as a high priority and dispatch a patrol immediately. Consider assigning additional personnel to assist at the scene.
2. Obtain descriptive information of the person and where he or she was last seen.
3. Broadcast this information to responding officers, other patrols and other police departments, as necessary.
4. Make supervisory notifications.
5. Document all activities including any notifications made.
6. Send a preliminary Missing Person message using the information obtained from the complainant and the responding patrol.

Responding Patrol:

Upon arrival at the complaint:

1. Interview the complainant to obtain and document the following information in the department's missing person information form: A full description of the person including:
 - ☐ Name, address and DOB
 - ☐ Physical description including sex, race, height, weight, eye and hair color, skin tone, scars, marks and tattoos

- ❑ Health - mental and physical, including prescription medications
 - ❑ Clothing description
 - ❑ In addition, ascertain the following:
 - ❑ The exact location where the person was last seen
 - ❑ The activity they were engaged in
 - ❑ Who the person was last with
 - ❑ Whether the person is actually missing from that area
 - ❑ If the person has a history of wandering away, and if so, where have they wandered to in the past
 - ❑ If the person has access to and the ability to utilize transportation
 - ❑ The time frame between when the person was last seen and when discovered missing. This “window of opportunity” is crucial to establish. Realize that persons responsible for the missing person may attempt to reduce the window of opportunity. Keep this in mind when interviewing other possible witnesses.
 - ❑ If the person has specific areas or places of comfort, such as a prior residence
- Note: Responding officers, while being sensitive to the emotional state of family members or caregivers, must also be objective in assessing the situation for the possibility of foul play. All witnesses should be interviewed separately.
2. Obtain a recent photograph of the person. A photo with an uncluttered background works best, such as a school type of photo. Copies should be made for responding personnel and to create a missing person flyer.
 3. Determine what has already been done to locate the person. Note the nature of the efforts and the complainant’s disposition, but avoid over-interpretation of same. People react to crisis/traumatic situations in a variety of ways.
 4. Conduct a search of the immediate area and neighborhood to verify the disappearance. Conduct this search with the help of other responding officers, local residents and other volunteers. Record the name of all persons involved in this preliminary search and the people you interview.

Consider utilizing K-9 or available aerial resources, if applicable, to assist in the search. Do not rely entirely on a complainant’s or other provided information regarding possible whereabouts of the person. All searches should be comprehensive regardless of information provided or searches conducted by family members or others prior to your arrival.

5. Identify everyone at the scene and interview them separately. Make sure that the interview and identifying information is properly recorded. Include the following in your documentation:
 - ❑ Name, address, home/business phone numbers
 - ❑ Relationship to missing person
 - ❑ Information the person has about the person’s disappearance
 - ❑ When and where each person last saw the missing person
 - ❑ Ask each person, “Where do you think the missing person may have gone?”

- ❑ The identity of any other witnesses they may have seen who are no longer present in the area
 - ❑ Obtain names, addresses and phone numbers of the person's friends, caregivers, associates, and friends of the family
6. Keep your communications section and other patrols advised of important developments. Ensure that additional information is added to the Missing Person message as new information is developed.

Extended Investigation:

1. Prepare to mobilize any additional resources that may be needed. Consider requesting assistance from other local, county, or state law enforcement agencies that may be able to provide additional manpower or other resources.
2. Designate a "case agent" to coordinate all phases of the investigation.
3. Establish an area to serve as a central point for processing, review and assignment of all investigative information. If necessary, establish a command post for personnel and operations staging.
4. Consider steps to involve the public in locating the victim. Time is of the utmost importance in these types of cases. Publishing the descriptors and a photograph of the missing person may provide assistance from the public in successfully recovering the victim. This can be accomplished through the news media.
5. Conduct a search of the immediate area to verify the disappearance, if appropriate. Record the name of **all** persons involved in this preliminary search and people you interview. Do not rely entirely on a complainant's or other provided information regarding possible whereabouts of the person. All searches should be comprehensive regardless of information provided or searches conducted by family members and others prior to your arrival. Ensure that applicable legal requirements, such as obtaining search warrants, are considered prior to initiating a search.
6. Assign personnel to conduct thorough neighborhood/area interviews (Consider using the Neighborhood Canvass questionnaire found in Appendix E). Consider utilizing road checks to locate possible witnesses.
7. Contact the Alzheimer's Association for assistance in locating the missing person. Refer to Missing/At-Risk policy for contact information.

APPENDIX D

PROTOCOL FOR UNKNOWN/VOLUNTARY MISSING

There is no minimum waiting period to report a missing person, thereby allowing law enforcement agencies to immediately commence a missing person investigation regardless of circumstances.

Note: During the course of a missing adult investigation, you may determine that the missing person is voluntarily absent and chose to anonymously relocate. Law enforcement must treat the complaint as though foul play is involved until the person's status of being voluntarily absent is verified.

Verification of the person's well being and intent to be voluntarily absent is critical in every missing person case. Whenever possible, a face to face interview by law enforcement with the missing person is recommended. Even when the person is located and his/her status as being voluntarily absent is verified, law enforcement is under no obligation to disseminate the location of the person against his/her wishes.

Emergency Dispatch Center:

1. Treat the complaint as a high priority and dispatch a patrol immediately. Consider assigning additional personnel to assist at the scene.
2. Obtain descriptive information of the person and where the person was last seen.
3. Broadcast this information to the responding officer and other officers.
4. Make supervisory notifications.
5. Document all activities including any notifications made.

Responding Patrol:

1. Interview the complainant to obtain and document the following information in the department's missing person information form: A full description of the person including:
 - ☐ Name, address and DOB
 - ☐ Physical description including sex, race,
 - ☐ Health - mental and physical height, weight, eye and hair color, skin
 - ☐ Clothing description tone, scars, marks and tattoos

Note: Responding officers, while being sensitive to the emotional state of the complainant and/or family members, must also be objective in assessing the situation for the possibility of foul play. All witnesses should be interviewed separately.

2. Assess the situation to determine the nature of the person's disappearance. See Missing Person Assessment to assist in making a determination. In addition, try to establish:

- ❑ The exact location where the person was last seen
 - ❑ The activity the person was engaged in
 - ❑ Who the person was last with
 - ❑ Whether the person is actually missing from that area
 - ❑ The time frame between when the person was last seen and when discovered missing. This “window of opportunity” is crucial to establish. Realize that persons responsible for the person may attempt to reduce the window of opportunity. Keep this in mind when interviewing other possible witnesses.
3. Obtain a recent photograph of the person. A photo from the shoulders up with an uncluttered background works best, such as a school photo. Copies should be made for responding personnel and to create a missing person flyer.
 4. If the initial investigation indicates that the person has been abducted, or is the victim of foul play, refer to “PROTOCOL FOR ENDANGERED/FOUL PLAY SUSPECTED”.
 5. If your investigation reveals that the adult suffers from a Dementia or Alzheimer’s disease, or a medical condition, refer to “PROTOCOL FOR DISABILITY/MEDICAL CONDITION”.
 6. If you are unable to make an assessment, a supervisor should be immediately consulted (if they are not already involved) so that the appropriate level of response for the circumstances can be agreed upon.

APPENDIX E
NEIGHBORHOOD CANVASS QUESTIONS

1. Address
2. Type of Structure
3. Vehicle descriptions and registration numbers present at location.
4. Is the victim's home visible from this location?
5. Is the abduction site visible from this location?
6. Full name of person contacted, including DOB and Telephone numbers.
7. Do you know the _____ family and specifically the victim, _____?
8. Were you home on the day of the incident?
9. Names of all occupants and visitors at this home at the time of the incident.
10. What did you observe on that day?
11. What did you hear?
12. What activity did you see or hear at or near the victim's home?
13. Tell me everything you know about the victim and his/her family.
14. What is the usual daily activity in this area (day and night)?
15. What have you noticed in the past two months that is suspicious or unusual?
16. What delivery people come to this area?
17. Describe the normal vehicle and pedestrian traffic in the area during the time of the incident
18. What vehicles were observed in the area around the time of the incident?
19. Are any of the vehicles not normally in the area?
20. What person(s) were observed in the neighborhood around the time of the incident?
21. Which of these people are not usually in the neighborhood?
22. Who is usually arriving in or leaving the area around the time of the incident?
23. Have any neighbors recently left the area?
24. Are you aware of anyone who may have information or evidence relating to this incident?
25. Do you have any other information about this incident that you feel is important?
26. Is there anything else you would like to tell us?
27. If appropriate, obtain consent to search the residence, vehicles, storage areas.
28. When was the last time you saw the victim?

Date:

Time:

Interviewing Officers:

Developed by:

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