

**GENERAL ORDER 82.2.5**

**Missing Persons & Runaways**

**GENERAL ORDER CROSS-REFERENCE: 44.2.1, 82.4.1, 82.2.6 83.1.1**

**SUMMARY**

Establishes a procedure for recording information concerning missing persons, missing vulnerable adults and runaway juveniles.

**DISCUSSION**

The National Child Search Assistance Act (42 USC § 5779 and 5780) forbids all law enforcement agencies in the country from establishing any waiting period before accepting a missing child report. In addition, the act requires the immediate entry of each report into NCIC and does not limit the instigation of a missing child report, or investigation, to the custodial parent.

Recent legislation requires Oregon police agencies to have written policies relating to missing vulnerable adults. A missing vulnerable adult is any individual who has an impaired mental condition such as dementia or Alzheimer's, an intellectual or developmental disability or brain injury.

ORS 146.181 requires Oregon police agencies to enter a record of any missing person reported to them within 12 hours after the report is received. A report shall be taken regardless of jurisdiction.

**POLICY**

**I**

No waiting period is required for any report of a missing vulnerable adult, missing juvenile, including runaways. Upon receipt of a missing persons or runaway complaint, the employee shall collect pertinent information about the circumstances surrounding the disappearance as well as a complete description of the individual. The report writing manual should be referenced to ensure all information is reported accurately. In addition, the complainant will be required to complete additional forms pertaining to the missing person's dental records, jewelry type, medical history, and optical information. NCIC and LEDS policies require agencies to obtain and enter dental characteristic information into all missing person records no longer than 30 days after the record is entered.

If there is reason to believe an immediate threat exists to the missing individual, such as a vulnerable adult, walk-away, or very young child, a CAD entry shall be made and routed for immediate patrol response. A supervisor shall be notified immediately who will determine whether to notify local agencies and whether or not to use local media or other social media to elicit the public's help in locating the missing child or vulnerable adult. All available resources

should be utilized as soon as possible in order to locate the missing individual. Officers and supervisors should also consider eliciting the resources of Neighborhood Watch or other governmental employees such as the parks department and public works to help locate the missing person.

All personnel who have responsibility for initial or follow-up investigations of missing persons will receive training regarding effective interactions and communication with individuals who have cognitive impairments including but not limited to dementia, Alzheimer's, intellectual and developmental disabilities and brain injuries.

## II

Missing person's reports shall be routed to ISD for review. The ISD supervisor shall determine the appropriate follow-up in each case.

Runaways shall be processed as per G.O. 44.2.1, section IX.

## III

A want shall be entered into RMS, LEDS and NCIC computer systems within 12 hours of being reported missing.

## IV

Missing persons and runaways listed as wanted are validated by Records personnel as per LEDS standards. This involves a follow-up telephone call or letter being mailed to the complainant to determine the current status of the wanted person. If the wanted person has been located, the computer records shall be cleared and a supplemental report written, clearing the want. If a missing person or runaway has not been located within 30 days, ORS 146.187 requires that an attempt is made to obtain a DNA sample from the missing person. Records personnel shall write a supplemental report notifying the ISB supervisor who will coordinate the collection of DNA per the Oregon State Police Physical Evidence Manual and instructions contained in the National Missing Persons Program Family Reference Sample (FRS) Collection Kit. The kits will be stored in ISB and the supply monitored by the ISB supervisor.

ISD will notify Records personnel as to the outcome of the collection efforts. At that time the LEDS/NCIC entry will be modified accordingly.

## V

Following contact with missing persons or runaway juveniles, RMS, LEDS and NCIC want records shall be immediately cleared.

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