
	<b>SPRINGFIELD POLICE DEPARTMENT</b> <b>POLICY MANUAL</b>	<b>POLICY</b> <b>#82.2.5</b>
EFFECTIVE DATE 9/6/23	 Andrew Shearer, Chief of Police	ACCREDITATION REFERENCE 2.2.4

## Missing Persons & Runaways

### 82.2.5.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for missing persons investigations and describes the procedure for acceptance, reporting, documenting, and investigating missing persons and compliance with the reporting requirements of 42 USC 5779(a), 42 USC 5780(3), and applicable Oregon laws.

### 82.2.5.2 DEFINITIONS

Definitions related to this policy include:

*At risk* - This includes persons who:

- (a) Are 12 years of age or younger.
- (b) Regardless of age, are believed or determined to be experiencing one or more of the following circumstances:
  1. Drug dependent, including prescribed medication and/or illegal substances, and the dependency is potentially life-threatening.
  2. In a life-threatening situation.
  3. In the company of others who could endanger his/her welfare.
  4. Absent in a way that is inconsistent with established patterns of behavior and cannot be readily explained. Most children have an established and reasonably predictable routine.
  5. Involved in a situation that would cause a reasonable person to conclude the person should be considered at risk.
  6. Intellectual or developmental disability, or an impaired mental condition such as dementia or brain injury (ORS 181A.320).
  7. A victim of first- or second-degree custodial interference or kidnapping (ORS 181A.310).

*Missing person* - Any person who is reported missing to law enforcement when that person's location is unknown.

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*Missing person networks* - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC), the Oregon Law Enforcement Data System (LEDS) and the Oregon State Police Missing Children Clearinghouse.

#### **82.2.5.3 POLICY**

The department will investigate all reports of missing or runaway persons.

#### **82.2.5.4 ACCEPTANCE OF REPORTS**

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly contact dispatch or alert a member who can take the report.

If the officer finds that the missing person incident originated outside the City limits of Springfield, the officer shall immediately assist the person in having the call for service referred to the appropriate law enforcement agency.

Members should complete all missing person and runaway juvenile reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review, no later than the end of the member's shift.

#### **82.2.5.5 INITIAL INVESTIGATION**

(a) The Springfield Police Department utilizes a Report form (attachment a) to be completed by the reporting party to gather information about the missing person. The form is stored in Records as well as saved on the SPD shared drive. The initial report taker should provide the form to the reporting party for completion. The completed form should be provided to SPD Records or Dispatch to assist with required data entry as soon as possible. Requested information includes:

1. Reporting Person Information
2. Missing Person/Juvenile General Information
3. Personal Identification Information
4. Medical Information, Dental Information, and Information regarding mental state
5. Clothing description and if they have financial means to support themselves.
6. Other Information

(b) A sworn police officer shall take missing persons reports. The officer must receive a statement from the parent, legal guardian, next of kin, physician, or other competent source (friend, neighbor, caregiver) stating under what circumstances the person is missing.

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- (c) The initial report taker must gather as much relevant information as possible to properly classify a missing person report and initiate the proper response. This includes the following information:
1. Name, age and physical description of the subject and relationship of the reporting party to the missing person;
  2. Time and place of last known location and the identity of anyone accompanying the subject
  3. Method of travel (i.e. on foot, vehicle, public transportation);
  4. The extent of any search for the subject;
  5. Whether the subject has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans;
  6. Whether the individual has been involved recently in domestic incidents, suffered emotional trauma or life crises; demonstrated unusual, uncharacteristic, or bizarre behavior.
  7. The current physical condition of the subject and whether the person is currently on prescription medication.
- (d) The member shall notify a Watch Commander immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see Policy 82.2.6), or if the missing person is under 15 years of age.
- (e) The member shall notify a Watch Commander immediately if there is something suspicious/concerning about the report that warrants supervisor notification and the following additional steps will be taken:
1. The name, physical description, clothing, and any suspected vehicle that may be involved will be broadcast to other officers and also be disseminated to other agencies as appropriate.
  2. A preliminary search for the missing person should be initiated based on the circumstances present.
  3. Obtain consent and conduct a complete search of the residence, curtilage, outbuildings, vehicles, and other likely places of concealment.
  4. Detectives will be notified, including after hours, if the initial search efforts fail to locate the missing person, and will begin an investigation.
  5. If the incident involves a child younger than 18 years of age, consideration should be given to issuance of an Amber Alert (refer to policy 82.2.6).
  6. Develop an appropriate response plan, including consideration of additional notifications, such as the public information officer and Division Commander, and search resources and parameters.

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7. Ensure entries are made into the appropriate missing person networks, as follows:
  - a. Immediately, when the missing person is at risk.
  - b. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report.
- (f) The initial report taker shall provide the reporting party with a NCIC Missing Person packet with instructions to return the packet to SPD within 7 days. The packet is stored in Records as well as saved on the SPD shared drive. Officers should indicate, in the narrative of their report, that a packet was provided to the complainant.

#### **82.2.5.6 RUNAWAY JUVENILES**

- (a) The Springfield Police Department utilizes a report form to be completed by the reporting party to gather information about the missing person. Requested information includes:
  1. Reporting Person Information
  2. Missing Person/Juvenile General Information
  3. Personal Identification Information
  4. Medical, Dental, and Emotional Information
  7. Clothing description and if they have financial means to support themselves.
  5. Other Information
- (b) If the report is that of a runaway juvenile, the member will have a case number assigned for a runaway juvenile report. A parent or guardian will be asked to sign the report form. The member should advise the parent or guardian to notify the Police Department if the runaway juvenile returns.
- (c) The member shall notify a Watch Commander immediately if there is evidence that a runaway juvenile is either at risk or may qualify for a public alert, or both (see Policy 82.2.6), or if the runaway juvenile is under 15 years of age.
- (d) The member will not require that the report be signed before entering information into LEADS/NCIC if a runaway juvenile report is filed by any of the following agencies:
  1. Juvenile Department;
  2. Department of Human Services; or
  3. Shelter Care Facilities

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- (e) Information on the runaway juvenile will then be entered into LEDS/NCIC immediately after the person is reported as missing.
- (f) All runaway reports entered into LEDS/NCIC shall include a message providing the recipient with information as to what action is to be taken (i.e., pickup and hold, contact agency, contact parent).
- (g) Once the juvenile is located, the information should immediately be removed from LEDS/NCIC.
- (h) Members shall attempt to contact the Runaway juvenile in-person to confirm their identity and welfare. When contacting the Runaway juvenile directly is not reasonable, with supervisor approval, members can, with proper verification of identity, rely on the original complainant's statements to verify the Runaway's identity, welfare, and location.

### **82.2.5.7 SUPERVISOR RESPONSIBILITIES**

The responsibilities of the supervisor shall include, but are not limited to:

- (a) Reviewing and approving missing person reports upon receipt.
- (b) Ensuring resources are deployed as appropriate.
- (c) Initiating a command post as needed.
- (d) Ensuring applicable notifications and public alerts are made and documented.

### **82.2.5.8 RECORDS UNIT RESPONSIBILITIES**

The responsibilities of the Records Unit receiving member shall include, but are not limited to:

- (a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.
- (b) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.
- (c) Forwarding a copy of the report to Detectives.
- (d) Ensuring that records have been entered into the appropriate missing persons networks.
- (e) Verify and update the Oregon LEDS, the Oregon State Police Missing Children Clearinghouse (MCCH), NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).
- (f) Missing children shall be reported to the Missing Children's Clearinghouse when the case involves Custodial Interference 1 or 2 or Kidnapping 1 or 2.

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### **82.2.5.9 INVESTIGATION FOLLOW-UP**

If the Springfield Police Department has jurisdiction for the missing person investigation, the report shall be routed to Detective Supervisor for review. The supervisor shall determine the appropriate follow-up in each case. Ongoing investigations of missing persons should include, but not be limited to, the following actions:

- (a) Obtain releases for dental and medical records, and subpoenas for credit card transactions, bank records, or other financial records as necessary.
- (b) Check hospitals and the State Medical Examiner's Office for information on deceased persons matching the description of the missing person.
- (c) Consider the need for more extensive area searches and obtain sufficient resources to assist in that effort.
- (d) Conduct interviews with friends, relatives, coworkers, and persons in the vicinity of the location where the missing person was last seen.
- (e) If the missing person is a child, comply with the reporting guidelines for the National Center for Missing and Exploited Children.
- (f) Maintain regular contact with the relatives of the missing person and/or reporting party. Request immediate notification if they should have any contact with the missing person.
- (g) Consider using the local media to locate the missing person with approval of the Chief of Police or designee, and consultation with the family.
- (h) When a person reported missing to this department has not been located within 30 days after the missing person report is made, the assigned investigator will attempt to obtain a DNA sample of the missing person or from family members of the missing person and prepare any documentation necessary for use of the samples in conducting searches of DNA databases.

### **82.2.5.10 MISSING PERSON(S) LOCATED**

- (a) When any person reported missing is found, the member shall document the location of the missing person in the appropriate report; advise the person that they are the subject of a missing person investigation; ask if they desire the reporting party or next-of-kin to be notified of their whereabouts and; make provisions to transmit this information to the reporting party or next-of-kin if permitted by the missing person.
- (b) Members shall attempt to contact the Missing Person in-person or by phone to confirm their identity and welfare. When contacting the Missing Person directly is not reasonable, with supervisor approval, members can, with proper verification of identity, rely on witness statements to verify the Missing Person's identity, welfare, and location.
- (c) The Records Unit Supervisor shall ensure that, upon receipt of information that a missing person has been located, the following applicable notification(s) will occur:

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1. Notification is made to LEADS.
2. Entries are made in the applicable missing person networks.
3. When a person is at-risk, the fact that the person has been found should be reported within 24 hours to LEADS.
4. All information and materials obtained for the purpose of identifying the missing person are destroyed if the person is found, or sealed if the person is found to be no longer living (ORS 146.189(2)).

### **82.2.5.11 TRAINING**

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.

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**G.O. 82.2.5**

**ATTACHMENT A**

	<b>REPORT FORM FOR</b> <b><u>MISSING PERSON</u></b> <b><u>&amp; RUNAWAY</u></b>		<i>Page 1 of 1</i>	CASE # <hr/> RELATED CASE # <hr/> BADGE # <hr/> OFFICER
	CITY OF SPRINGFIELD POLICE DEPARTMENT 230 4 <sup>TH</sup> STREET - SPRINGFIELD, OR 97477 PHONE (541)726-3714 FAX (541)726-3640			

<b>ALL BOXES IN THIS SECTION MUST BE COMPLETED BY SPD PERSONNEL</b>							
Location Missing From (Home, School, etc.) **to be filled in by SPD Personnel**				Date Last Seen		Date of Report	
Street Address Missing From **to be filled in by SPD Personnel**				Time Last Seen		Time of Report	
EM	RMS	LEDS	NCIC	CM	RMS	LEDS	NCIC

**PLEASE FILL IN UNSHADED AREAS BELOW - PRINT LEGIBLY IN BLACK INK**

<b>REPORTING PERSON INFORMATION</b>							
Last Name (Person Making Report)			First Name		Middle Name		Birth Date (Mo/Day/Yr)
Home Address (Person Making Report)				City		State	Zip
Home Phone		E-Mail address		Work Days/Hours		Your Relationship to Person (Mother, Father, etc.)	

<b>MISSING PERSON/JUVENILE GENERAL INFORMATION</b>							
Last Name (Person)			First Name		Middle Name		Birth Date (Mo/Day/Yr)
Home Address (Person)				City		State	Zip
Home Phone		Place of Birth		Social Security #		Other Names Person May Go By or Use	Primary Language of Person
Does person have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			Driver's License Number:				State
Was person driving a vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			License Plate #		State	Vehicle ID# (VIN) if Known	
Year of Vehicle	Make of Vehicle		Model of Vehicle	Style (2-Door, Hatchback, Pick-up, etc.)		Color(s)	

<b>PERSONAL IDENTIFICATION INFORMATION</b>							
Race: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Other:							
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Height:		Weight:		Hair: <input type="checkbox"/> Blonde <input type="checkbox"/> Black <input type="checkbox"/> Brown <input type="checkbox"/> Red <input type="checkbox"/> Dyed <input type="checkbox"/> White <input type="checkbox"/> Other:	
Eyes: <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Grey <input type="checkbox"/> Hazel <input type="checkbox"/> Green <input type="checkbox"/> Other:			Do you have a picture of the person? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attached? Year Photo Taken:				



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**ATTACHMENT A**

**REPORT FORM FOR  
MISSING PERSON &  
RUNAWAY**



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CASE #
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CITY OF SPRINGFIELD POLICE DEPARTMENT  
230 4<sup>TH</sup> STREET - SPRINGFIELD, OR 97477  
PHONE (541)726-3714  
FAX (541)726-3640

**PLEASE FILL IN UNSHADED AREAS BELOW - PRINT LEGIBLY IN BLACK INK**

**MEDICAL, MENTAL & INFORMATION REGARDING MENTAL STATE**

Does person have any medical, mental or emotional problems (asthma, diabetes, depression, etc.)?  Yes  No  Unknown

If yes, describe:

Is person on any medication? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	If so, did person take along any medication? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
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If yes, list medications that are needed on a regular basis:

Explain any medical complications which may result if person does not have needed medication:

Do you believe person is a danger to self or others? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Do you believe person may possess a weapon? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
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If yes, describe:

**CLOTHING AND FINANCIAL INFORMATION**

What was person last seen wearing? (list in head to toe order):

Did person take any extra clothing? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	List type of extra clothing if known:
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Did person take any money, credit cards, etc. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	List amount of money and type of cards if known
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**OTHER INFORMATION**

Has person ever been missing before? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	If yes, when?
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Have you checked with other family members regarding person's current whereabouts?  Yes  No

Have you checked with his/her friends? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you checked with his/her employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what was outcome?
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Is person employed?  Yes  No      If so, have you checked with his/her employer?  Yes  No

Place of Work:	Work Phone:	Work Days/Hours:
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I understand that this is an official document to be used by the City of Springfield Police Department. I also state that I have read and understand the directions for this form and that all of the facts herein have been personally checked by me and are to the best of my knowledge true, accurate and complete. The named child is presently a runaway and I request that he/she be taken into custody for their own protection.

SIGNATURE OF PERSON September 16, 2023	DATE: Missing Persons & Runaways - 9
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