

GENERAL ORDER



DISTRICT OF COLUMBIA

Subject

Missing Person Reports

Topic	Series	Number
OPS	304	03

Effective Date

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I. BACKGROUND

Missing person reports may involve individuals who have voluntarily left home for personal reasons, while other reports are often quickly resolved or unfounded. However, there are instances where persons disappear for unexplained reasons or under circumstances where they may be considered at-risk. The reporting person and the initial responding member are critical in determining the circumstances surrounding the missing person's disappearance and in identifying those persons who may be at-risk.

II. POLICY

The policy of the Metropolitan Police Department (MPD) is to give full consideration and attention to all reports of missing persons, to include careful recording and investigation of factual circumstances surrounding the disappearance in accordance with this general order and, when applicable, the National Child Search Assistance Act of 1990.

III. DEFINITIONS

When used in this directive, the following terms shall have the meanings designated:

1. Adult – Person eighteen (18) years of age or older, or an emancipated minor.
2. Attempt to Locate – Type of call for service where a reporting person requests assistance in finding an adult person who does not meet the requirements of a missing person as defined in this order (e.g., person leaves hospital after registration or admission, but it appears the person left of his/her own free-will).
3. Critical Missing Person – Missing person who:
 - a. Is a juvenile under fifteen (15) years of age.

NOTE: Juveniles fifteen (15) years of age and over shall be deemed critical when the circumstances of the incident meet the criteria outlined in Part III.3.c below.

- b. Is an elderly person over sixty-five (65) years of age or is a mental health consumer.
 - c. In the opinion of the Watch Commander should be classified as critical after considering the following circumstances:
 - (1) Whether the missing person is mentally incapacitated or is a mental health consumer;
 - (2) Whether the missing person is drug dependent (e.g., the person requires prescribed medication or is dependent on an illegal controlled substance, and the dependency is potentially life threatening);
 - (3) Whether the missing person is a patient who presents an imminent danger to him/herself or others and is verified missing from a hospital or institution;
 - (4) Whether the missing person is in a life threatening situation;
 - (5) Whether the missing person is in the company of

- person(s) who could endanger the missing person's welfare;
- (6) Whether there is real or suspected danger of foul play;
 - (7) Whether the absence is inconsistent with the missing person's established pattern of behavior and the deviation cannot be readily explained;
 - (8) Whether there are other circumstances involved in the disappearance that cause the Watch Commander to conclude that the missing person should be considered at-risk; and
 - (9) Whether the person has been missing before (i.e., there is a pattern of missing person reports for the subject).
- 4. Follow-Up – Process where the accuracy of open missing person records are confirmed and updated by:
 - a. Confirming with the reporting person that the missing person report is still valid.
 - b. Obtaining any additional information regarding the missing person that may assist with the investigation.
 - c. Documenting updates or changes on a PD Form 252 (Supplemental Report) via the Records Management System (RMS).
 - d. Ensuring the information in the NCIC record is accurate, to include any modifications to the record.
 - 5. Fugitive From Parent – Juvenile who is the subject of a missing person report from another state/jurisdiction.
 - 6. Juvenile – Person under eighteen (18) years of age, unless emancipated by a court.
 - 7. Missing Person –
 - a. Adult or juvenile person missing from his/her lawful place of abode in the District of Columbia for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject's behavior patterns, plans or routines; or

- b. Adult or juvenile person, regardless of lawful place of abode, who is reported missing for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject's behavior patterns, plans or routines **and** there is credible information indicating that the person was last believed to be within the District of Columbia.
 - c. Person twenty-one (21) years of age and under who is reported missing **and** who was placed by court order into a group home operated or contracted by the Department of Youth Rehabilitation Services (DYRS) or Court Social Services (CSS) shall **not** be classified as a "Missing Person." The incident shall be classified as a "Placement Violation" by the Telephone Reporting Unit, Office of Unified Communications consistent with Part V.C of this order.
8. Second-Party Check – Process where a missing person report [i.e., PD Form 251 (Incident-Based Event Report)] is compared with the information entered in WALES/NCIC for accuracy.

IV. REGULATIONS

- A. There is **no** minimum time requirement that a person must be missing before a missing person report can be prepared.
- B. Members shall document, investigate and follow-up on all reports of missing persons in accordance with this order.
- C. PD Forms 251 and 252 related to missing persons shall be completed in the Records Management System (RMS).
 - 1. **Members shall document the full name of missing persons on PD Forms 251 and 252.**
 - 2. Original PD Forms 251 and 252 shall be routed to Staff Review, consistent with MPD policy and procedures.
- D. Members shall contact the Investigative Services Bureau, Youth Investigations Division (YID), at 202-576-6768 regarding all critical missing persons.
- E. Members handling reports involving missing persons who are under the age

of twenty-one (21) shall ensure compliance with SO-11-14 (MPD Compliance with the National Child Search Assistance Act of 1990).

- F. The Missing Person Section, Youth Investigations Division, Investigative Services Bureau, shall be responsible for conducting follow-ups on all missing person cases unless the missing person has been located and for documenting the results of the follow-ups on a PD Form 252 in RMS:
 - 1. Within seventy-two (72) hours of receiving the initial missing person report;
 - 2. Within seven (7) days of receiving the initial missing person report;
and
 - 3. Within thirty (30) days of receiving the initial missing person report and every thirty (30) days thereafter until the case is closed.
- G. Members responding to "Check on Welfare" calls for service shall respond and handle the calls in accordance with SO-10-02 (Check on Welfare Calls for Service).
- H. Adult persons who fail to return to penal institutions under a work release program, holiday leave or other rehabilitative program shall not be considered missing persons and shall be handled in accordance with the provisions of GO-PCA-501.08 (Arrests of Escapees from the D.C. Department of Corrections).

V. PROCEDURES

- A. Responding to Missing Person Calls for Service

Members responding to **all** calls for service for missing persons' involving either juveniles or adults shall:

- 1. Interview the reporting person(s) to obtain the following information:
 - a. The relationship between the reporting person and the missing person.
 - b. Name, age, date of birth, and social security number of the missing person.
 - c. The mental and physical health, habits, history and a description of the missing person, including physical features such as tattoos or scars, a clothing description from when the person was last

seen, and caution/medical codes according to the following categories contained in the Records Management System (RMS):

- (1) 00 - Armed and Dangerous;
 - (2) 05 - Violent Tendencies;
 - (3) 10 - Martial Arts Expert;
 - (4) 15 - Explosive Expertise;
 - (5) 20 - Known to Abuse Drugs;
 - (6) 25 - Escape Risk;
 - (7) 30 - Sexually Violent Predator – Contact ORI for Detailed Information;
 - (8) 50 - Heart Condition;
 - (9) 55 - Alcoholic;
 - (10) 60 - Allergies;
 - (11) 65 - Epilepsy;
 - (12) 80 - Medication Required;
 - (13) 85 - Hemophiliac;
 - (14) 90 - Diabetic; or
 - (15) 01 - Other.
- d. Any dependencies the missing person may have on drugs (illegal or prescribed), and if prescribed, if the missing person has these drugs in his/her possession.
- e. Names and addresses of friends and relatives where the missing person may be located.
- f. If the person has been missing before, the location where he/she was located.

- g. If the person has access to computers or social network accounts. If the missing person is a juvenile, request permission by a parent/guardian to search the computer.
 - h. The cell phone number of the missing person, if applicable.
 - i. Vehicle description and tag number, if applicable.
 - j. The maiden name of the missing person's mother.
 - k. A photograph of the missing person, which shall become a part of the missing person case folder. Members shall document if no photo is available on the PD Form 251.
- 2. Check the area hospitals and the Medical Examiner's Office in the District to determine if the missing person has been treated or admitted.
 - 3. Search the CCN Reconciliation System for any "Injury to Citizen John – Jane Doe" reports in the time period the person has been missing, and document that the search was done to include positive or negative results on the PD Form 251. (See Attachment A).

NOTE: The CCN Reconciliation System may be accessed by clicking on the "CCN Checkoff" link on the MPDC intranet homepage.

- 4. Call the District Station and Central Cellblock for adult missing persons or the YID and Juvenile Processing Center for juvenile missing persons to determine if the missing person is arrested or in custody.
- 5. Query the Washington Area Law Enforcement System (WALES) to determine if there is any additional information that could be pertinent to the investigation.
- 6. Canvass:
 - a. The area the missing person was last seen if different from the reporting location.
 - b. The area last located if the missing person was previously missing.
 - (1) If the location is out of the patrol district, contact the Office of Unified Communications (OUC) to request an appropriate unit be dispatched to canvass for the missing person.

- (2) If the location is in another jurisdiction, request that the Watch Commander complete a PD Form 360 (Request for Teletype Message) to have the Teletype Unit contact the appropriate agency to request assistance.
 - c. The missing person's residence.
 - (1) For cases involving juveniles under the age of twelve (12), a thorough search shall be conducted of the residence to include any location the subject may be located including, but not limited to, closets, under beds, attics, crawl spaces, and garages, regardless if the reporting person states a search has already been conducted.
 - (2) For cases involving persons age twelve (12) and over, a thorough search of the residence shall be conducted if warranted.
7. Notify their supervisor. The notification shall be made immediately if it is apparent:
 - a. The missing person is a critical missing person.
 - b. Foul play is suspected.
 - c. The missing person is a juvenile who meets the criteria for an AMBER Alert as outlined in SO-11-11 (AMBER Alert).
 - d. The missing person is sixty-five (65) years of age or older and meets the criteria for a Silver Alert as outlined in SO-13-10 (Silver Alert).
8. Receive from the Watch Commander a "critical" or "non-critical" classification.

NOTE: The Watch Commander is responsible for classifying the case as "critical" or "non-critical".
9. Voice a look-out and request a simulcast broadcast to applicable districts/jurisdictions in accordance with GO-SPT-302.02 (Radio Broadcasts and Lookouts).
10. If the missing person is under twenty-one (21) years of age, provide the reporting person with the PD Form 899A (Reporting Your Child Missing) (Attachment B).

NOTE: The PD Form 899A refers the reporting person to

<http://mpdc.dc.gov/missing> which links to the NCIC Missing Person Data Collection Entry Guide. Once completed by the missing child's dentist, the completed Guide is returned by the reporting person to the Missing Person Section, YID.

- a. The member shall note on the PD Form 251 if the missing child has been treated by a dentist and that the reporting person was advised of the NCIC Missing Person Data Collection Entry Guide on the website and asked to obtain the information from the dentist.
 - b. If the missing child has never been taken to the dentist, the member shall make a notation of such on the PD Form 251 or 252 as applicable.
 - c. Returned NCIC Missing Person Data Collection Entry Guides shall be forwarded to YID and added as an attachment to the missing person file.
11. Prepare and submit a PD Form 251 in accordance with MPD procedures that includes documentation of all:
- a. Information obtained from the reporting person in accordance with Part V.A.1 of this order.
 - b. Notifications and canvass activities including the date, time, and full name of persons contacted.
12. If the person is found prior to completion of the report, **do not** cancel the report and submit the PD Form 251 with the classification of "Missing Person Returned," to close the report and indicate where the missing person was located, where he/she stayed while missing, and his/her condition upon return.
- NOTE:** A PD Form 252 is required when the missing person is located and the member is no longer at the scene.
13. Search the MPD Missing Persons Database to determine if there are any **open** missing person reports for the same missing person and complete a separate PD Form 252 to close each prior report.

B. Critical Missing Persons

1. Members shall immediately contact the Watch Commander of the district of occurrence regarding missing persons who may be classified

as critical.

2. The Watch Commander shall:

- a. Determine whether the missing person is classified as critical or non-critical.
- b. Classify the person as a critical missing person if the person meets the criteria outlined in Part III.3 of this order.
- c. If the missing person is deemed critical and is:
 - (1) Under twelve (12) years of age, establish a command post.
 - (2) Twelve (12) years of age or older, determine whether to establish a command post.

NOTE: The Field Commander and the affected District Commander shall evaluate command posts during their shift to determine the need to continue or discontinue the command posts.

- d. Notify the Watch Commander, CIC, of all critical missing persons where command posts have been established, who shall notify the Field Commander when resources beyond those available within the district are needed.
3. Members investigating critical missing person cases shall:
- a. Ensure compliance with Part V.A of this order.
 - b. Request an official to respond, if one is not already on the scene.
 - c. In cases where there are unusual circumstances or foul play is suspected, immediately notify the Watch Commander who shall immediately notify the Homicide Branch, Criminal Investigations Division.
 - d. In cases where the Watch Commander determines that a command post shall be established, note the location of the command post in the narrative of the PD Form 251.
 - e. If the missing person is an adult and there is a juvenile missing

with the adult, contact the YID who shall handle the investigation.

- f. Provide a photo of critical missing persons to the CIC and to YID for critical juveniles as soon as possible but no later than the end of the member's shift for preparation of a missing person flyer for distribution within the community.

NOTE: YID shall handle the preparation of missing person fliers for critical juveniles or request assistance from the CIC.

4. The Watch Commander, CIC, shall ensure:
 - a. Missing person fliers are prepared for critical adult missing person cases and, upon request, critical juvenile missing persons.
 - b. A copy of the missing person flier is sent to the Office of Communications, Public Information Office (PIO).
 - c. The on-call PIO member is paged after hours if media notification is necessary.
 - d. Missing person fliers are distributed for inclusion on temperature boards and to the Director, PIO.
5. The Director, PIO, shall ensure that missing person fliers are posted on all MPD Email List Groups.
6. Command Posts
 - a. Once a decision has been made to classify a case as critical with a command post, the command post shall not be terminated or the classification changed without the prior approval of the Field Commander or the respective District Commander, unless the missing person has been located.
 - b. The name of the member who stopped the search or changed the classification shall be listed on the appropriate paperwork (e.g., PD Forms 251 and 252).
 - c. If a command post is established, the YID shall be contacted to ensure a YID member responds to assist with locating the missing person.
 - d. The Patrol District shall maintain responsibility for the incident

command for the duration of the command post.

- e. YID shall assume responsibility for critical missing person cases upon the termination of command posts if the missing person has not been located.

C. Group Homes

- 1. Youth who are twenty-one (21) years of age and under who have violated their placement at a group home or other court ordered placement facility shall **not** be classified as a "Missing Person."

NOTE: This requirement does not apply to group homes operated by the Child and Family Services Agency (CFSA).

- 2. If a subject has violated his/her placement at a group home or other court ordered placement facility, the preliminary response will be handled by the Telephone Reporting Unit (TRU), Office of Unified Communications (OUC). It will be the responsibility of the facility's administrator to call OUC directly for an incident report classified as "Placement Violation".
- 3. When the report is complete, OUC will forward the information via the Computer Aided Dispatch (CAD) system to the MPD Teletype Unit who will enter the information in WALES/NCIC under the identifier "Attempt to Locate".
- 4. If a member locates the subject, and the subject has not committed a separate offense, the member shall transport the subject directly to the Department of Youth Rehabilitation Services (DYRS) Youth Services Center (YSC) at 1000 Mt. Olivet Road, NE.

- a. **The member shall contact the Teletype Unit before leaving YSC to ensure the Teletype Unit updates the subject's record as located.**

- b. The member shall note the name of the Teletype Unit member contacted and the time notified on the member's PD Form 775 (Daily Vehicle Inspection and Activity Report) and notebook.

- c. No additional reports are required.

NOTE: If a subject returns to a group home or other court ordered placement facility, it is the responsibility of the facility to contact TRU to ensure the "Attempt to Locate" is removed from WALES/NCIC.

NOTE: The procedures in Part V.C.1-4 of this order do not preclude MPD members' responsibilities for preliminary investigations required for any alleged offenses occurring at court-ordered placement facilities or for processing any DYRS subject under a current custody order. If a member arrests a subject per a custody order, they will continue to process the case in accordance with GO-PCA-702.02 (Juvenile Custody Orders).

5. Youth Missing from CFSA Group Homes

- a. Members shall classify all youth reported missing from a CFSA group home **or** youth who are **not** committed by a court order to a group home as a "Missing Person".
- b. Members who locate a youth reported missing from a CFSA home outside the facility (e.g., on the street, in a car, in a store) shall:
 - (1) **Not** arrest the youth.
 - (2) Transport the youth to CFSA, 400 6th Street, S.W., and turn custody of the youth over to CFSA.
 - (3) Complete a PD Form 252.

NOTE: Members who experience any issues or have questions regarding the transfer of custody to CFSA should contact their Watch Commander.

6. Juvenile custody orders shall be handled in accordance with GO-PCA-702.02 (Juvenile Custody Orders).

D. Juvenile Missing Persons

1. Members shall comply with the applicable provisions of Part V.A and B of this order when handling juvenile missing person cases.
2. Members responding to group homes for reports of missing juveniles shall handle the call in accordance with Part V.C of this order.
3. Members shall prepare a PD Form 251 for each instance of a missing person case involving a juvenile regardless of the event location (i.e., group home or private home).

4. Members handling a critical juvenile missing person case shall:

a. Immediately notify YID.

NOTE: A YID member will respond to the scene for critical cases when the juvenile meets the criteria outlined in Part III.3.c or when a command post is established.

b. Determine if the juvenile is currently participating in any school activities (e.g., summer school, after-school/after-care programs, sports).

(1) If the juvenile is participating in school activities and circumstances indicate the juvenile might be at his/her school, members shall request the services of the school's security through the OUC to conduct a search of the school.

(2) The member shall include the school resource officer in the search if he/she is available.

c. Document on the PD Form 251 the juvenile's **full name** in Part III, box 24, "Missing Person Name". Members shall not use initials for the name of the reporting person(s).

NOTE: The reporting person is recorded under the same-named section.

d. Provide a copy of the PD Forms 251 and 899 (Critical Missing Person Investigation Checklist) to their Watch Commander to be forwarded to the YID.

e. When a juvenile missing from out-of-state is located in the District of Columbia, immediately transport the juvenile to YID.

E. Out-of-State Cases

1. Members shall take a missing person report (i.e., PD Form 251) for residents of another jurisdiction reported missing from a location in the District of Columbia.
2. Members receiving requests from complainants residing outside the District of Columbia who desire to file a missing person report for a person reported missing from a location outside of the District of Columbia shall direct the complainants to make a report with their local

law enforcement agency.

3. Correspondence concerning adults and juveniles reported missing shall be forwarded to the Missing Persons Section, YID.
4. Fugitives From Parents

Members who locate a juvenile with an outstanding missing person report from another state/jurisdiction shall:

- a. Transport the juvenile to the Juvenile Processing Center (JPC).
- b. Complete a PD Form 379 (Delinquency Report).
- c. Ensure compliance with the Interstate Compact Act on Juveniles (DC Official Code § 24-1101 *et seq.*)

F. Locating Competent, Out of State, Adult Missing Persons

1. A competent adult, having left home for personal reasons, cannot be forced to return home.
2. Members locating such persons shall:
 - a. Advise the person that he/she is the subject of a missing person report.
 - b. Ask the subject if he/she desires that the reporting person be made aware of the subject's whereabouts.
 - c. If the subject indicates that he/she does not want his/her whereabouts known by the reporting person and upon being satisfied as to the subject's safety and well being, notify the reporting person that the subject has been located and is well, but does not wish to disclose his/her whereabouts.
 - d. If the reporting person insists on an explanation as to the whereabouts, inform the reporting person that disclosure would constitute an invasion of privacy.
 - e. Notify the Teletype Unit to contact the other jurisdiction.
 - f. Close the case by preparing a PD Form 251 to report the recovery with the classification "Missing Person Found (Interstate)" and include the OCA number in the narrative.

G. Missing Persons Found

1. Members who find a juvenile missing person where there is suspected child neglect or abuse shall complete a PD Form 252 and notify YID and CFSA.
2. Members who locate a lost adult whose age or infirmity may make identification difficult shall make a diligent effort to identify the adult.

- a. When identification cannot be made, the found adult shall be transported to the Intake Section, Adult Protective Services located at 2146 24th Place NE, 2nd Floor.

NOTE: Hours of operation are 0815 to 1645 hours. Thereafter services are provided by phone relay to the social worker on duty at (202) 541-3950.

- b. If APS is closed, and no relative can be identified, the found adult may **voluntarily** be housed in the district's community room for their safety and well-being until APS opens.
 - (1) Individuals voluntarily housed in the district station are **not** under arrest and are, therefore, free to come and go as they please.
 - (2) Members shall notify their watch commander when a found adult is placed in the district's community room so that the watch commander can ensure that hourly checks are performed.
 - b. A photograph of the person shall be taken and forwarded, with available information, to the Investigative Section at the reporting member's element.

3. When persons appear likely to injure themselves or other persons if not immediately detained, as demonstrated by violent acts or threats of violence, or place others in reasonable fear of such harm, or who appear to be unable to provide for their basic needs, including food, clothing, shelter, essential medical care or personal safety:
 - a. Members shall handle the persons in accordance with GO-OPS-308.04 (Processing of Persons Who May Suffer From Mental Illness) and SO-10-07 (Crisis Intervention Officer Initiative); and

- b. Members shall transport such persons to the Central Intake Division, Comprehensive Psychiatric Emergency Program (CPEP) on the former grounds of the D.C. General Hospital, Building 14.
 - 4. Members shall prepare a separate PD Form 252 when a missing person is located and the missing person case is closed; and include the following information on the PD Form 252:
 - a. If determined, the whereabouts of the missing person during the period of absence.
 - b. The condition in which the missing person was found.
 - 5. Members shall notify the Teletype Unit with all information regarding the incident to ensure that the record is removed from WALES/NCIC.
- H. Attempt to Locate Calls for Service

Members handling "Attempt to Locate" calls for service as defined in this order (e.g., person leaves hospital after registration or admission, but it appears the person left of his/her own free-will) shall:

- 1. Complete a PD Form 251, classifying the incident as an "Attempt to Locate," **not** as a "Missing Person."
- 2. Ensure information is entered into WALES only (i.e., not NCIC).

VI. ROLES AND RESPONSIBILITIES

- A. Station personnel shall, upon receiving a telephone call that an individual is missing, shall:
 - 1. Obtain pertinent information (e.g., preliminary lookout) regarding the incident.
 - 2. Request that the OUC dispatch a unit to the scene.
- B. Missing Person Coordinators assigned to the Missing Person Section, YID, shall be responsible for:
 - 1. Collecting and accounting for all data pertaining to missing person reports for the previous twenty-four (24) hour period; including, but not limited to, performing CCN reconciliation of records and sending an email through the chain of command to alert supervisors if there are

missing or unaccounted for reports from the previous twenty-four (24) hour period.

2. Checking RMS daily for missing person cases that remain open.
3. Entering, updating and ensuring the accuracy of data regarding **all** missing person cases (i.e., critical and non-critical, adult and juvenile) in the MPD Missing Person Database including, but not limited to:
 - a. YID case number;
 - b. Name of the member assigned to handle the case; and
 - c. Dates of the follow-up investigations.
4. Ensuring compliance with SO-11-14 (MPD Compliance with the National Child Search Assistance Act of 1990).
5. Conducting and reporting on a PD Form 252 when the:
 - a. Seventy-two (72) hour follow-up is completed for all missing persons.
 - b. Seven (7) day follow-up is completed for all missing persons.
 - c. Thirty (30) day follow-up and follow-ups every thirty (30) days thereafter are completed for all open missing person investigations until the case is closed.
6. Throughout active cases:
 - a. Maintaining up-to-date electronic and paper files.
 - b. Upgrading case classification to critical attention when appropriate.
 - c. Notifying the Teletype Unit via a PD Form 252 regarding any missing person records that need to be updated or removed from WALES/NCIC.
7. Upon closing a case in the Missing Person database:
 - a. Documenting the closure on a PD Form 252.
 - b. Purging physical records.

c. **Ensuring records are removed from NCIC/WALES.**

D. District Officials shall be responsible for:

1. Responding to the scene of critical missing person incidents.
2. Ensuring the Watch Commander of the district in which a missing person case occurs is informed of all necessary information to properly classify the report as critical or non-critical, and ensure that the investigation is properly conducted.
3. Ensuring necessary personnel resources are made available to staff on-going command posts.

E. District Watch Commanders shall be responsible for:

1. Upon notification of a missing person:
 - a. Reviewing the available facts and circumstances.
 - b. Directing further inquiry or investigation if available information is insufficient.
 - c. Classifying the case as critical or non-critical.
 - d. Establishing a command post if it is determined that an immediate search should be made for a critical missing person.
 - e. Contacting YID if the missing person is a juvenile.
2. Maintaining a record of actions taken to locate critical missing persons when a command post is established. Upon relief from the command post, this record shall be provided to the investigating element.
3. Notifying the Field Commander during normal working hours, or the Watch Commander, CIC, at other times when resources beyond those of the district are required.
4. Contacting the Mayor's Command Center at (202) 727-6161 to request the use of citizen volunteers, such as D.C. Community Emergency Response Team (CERT), to assist with a search, where possible or practicable for critical missing persons.
5. Requesting the assistance of the official in charge of an area adjoining

their district or jurisdiction when the investigation reveals that the person may be outside the district where the search is being conducted.

6. Authorizing termination of critical missing person searches.

NOTE: If a command post has been established, termination shall be approved by the District Commander or the Field Commander.

7. Ensuring a folder is created for each critical missing person incident with a command post. The folder shall include a copy of the PD Form 251, a photo of the missing person (if available) and copies of any other relevant information. Creation of the folder shall be noted on the PD Form 150 (Watch Commander Report).
8. Ensuring the folder is provided to the oncoming Watch Commander for each critical missing person incident for follow-up on the next shift for the duration of the command post.
9. Following up on critical missing person cases occurring during a previous shift with command posts that have not been resolved.
10. Ensuring critical with command post missing person folders are provided to the Missing Person Section, YID, when the command post is terminated.
11. Ensuring that hourly checks are performed on found adults placed in the district's community room to wait until APS opens.

- F. District Commanders shall be responsible for authorizing the termination of command posts.

- G. The Commanding Official, YID, shall be responsible for:

1. Establishing a case file and ensuring that a member is assigned to conduct a follow-up investigation for each assigned missing person case.
2. Corresponding with authorities outside the jurisdiction on missing juvenile matters.
3. Ensuring required follow-ups of open missing persons' records are conducted in accordance with this order.
4. Ensuring the preparation of reports and teletype inquiries necessary for the identification and/or conclusion of cases involving found juveniles.

5. Ensuring that investigations are completed in cases of local and out-of-state cases of parental kidnapping.
6. Ensuring a YID official responds to and assists with the investigation of abandoned/critical juvenile cases, and takes custody where appropriate.
7. Ensuring a YID member immediately responds to the scene upon notification that a command post has been established for a critical missing juvenile and, upon arrival, provides investigative and advisory assistance as needed until the missing juvenile is located or until relieved by another YID member.

H. The Teletype Unit shall be responsible for:

1. Receiving all local and interstate teletype reports of all missing persons and immediately disseminating the information to the force.
2. Entering missing person information into WALES/NCIC including the appropriate NCIC missing person category:
 - a. Disability (NCIC Code MKE/EMD) – Person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting him/ herself or others to personal and immediate danger;
 - b. Endangered (NCIC Code MKE/EME): Person of any age who is missing under circumstances indicating that his/her physical safety may be in danger;
 - c. Involuntary (NCIC Code MKE/EMI): Person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary (i.e., abduction or kidnapping);
 - d. Juvenile (NCIC Code MKE/EMJ): Person who is missing and not declared emancipated as defined by the laws of his/her state of residence and does not meet any of the entry criteria set forth in a, b, c, or e;
 - e. Catastrophe Victim (MKE/EMV): Person of any age who is missing after a catastrophe; or
 - f. Other (MKE/EMO): Person not meeting the criteria for entry in any other category who is missing and 1) for whom there is a reasonable concern for his/her safety or 2) a person who is

under age twenty-one (21) and declared emancipated by the laws of his/her state of residence (NCIC 2000 format only).

3. Entering missing person records in WALES/NCIC for **all** missing persons within two (2) hours of receipt of the report and making details of the missing person report available to the appropriate state missing persons' clearinghouse.

NOTE: NCIC policy and federal law require that all missing individuals under age twenty-one (21) be entered into NCIC upon receipt of the minimum mandatory information not to exceed two (2) hours. MPD policy requires that **all** missing individuals be entered into NCIC upon receipt of the minimum mandatory information not to exceed two (2) hours. The two (2) hour time frame begins once the member/dispatcher has completed the report and has the minimum information to enter a record.

4. Ensuring a teletype is prepared for transmission to the originating agency within two (2) hours of the report when an adult missing person from out-of-state is located in the District of Columbia.
5. Ensuring second-party checks are conducted for all missing person records in WALES/NCIC [i.e., comparing PD Forms 251 for missing persons with the information entered in WALES/NCIC for accuracy (e.g., spelling of names, date of birth)].
6. Ensuring compliance with SO-11-14 (MPD Compliance with the National Child Search Assistance Act of 1990).
7. Transmitting by teletype, as soon as possible, all interstate teletype reports, inquiries and requests to locate persons for emergency messages that are received from proper authorities.
 - a. Checking the incidental book for the name of the person reported missing from out-of-state against those persons admitted to a hospital or, if deceased, sent to a morgue.
 - b. When the person's name is listed in the incidental book, contacting the hospital or morgue for verification.
 - c. When the incidental book entry is confirmed, by hospital or morgue, contacting the out-of-state jurisdiction and advising them of the facts.
 - d. When the hospital indicates that the person is no longer a

patient, transmitting this information as soon as possible.

8. Accessing RMS at least once each day to:
 - a. Review all PD Forms 251 and 252 related to missing persons; and
 - b. Enter, update and ensure the accuracy of the Missing Persons WALES/NCIC File accordingly.
9. Entering and deleting all missing persons data and all found/returned missing persons data, including juveniles, in the WALES/NCIC Missing Persons File.
10. Transmitting by teletype, reports of persons who are missing from an institution of the District or Federal Government (except fugitives from justice or penal institutions).
- I. The Director, Office of Risk Management, shall ensure an audit is conducted no later than March 31 of each year reporting on compliance with the requirements of this order.
- J. The Director, Tactical Information Division, shall be responsible for ensuring members assigned to the Teletype Unit comply with the provisions of this order.
- K. The Chief Technology Officer, MPD Office of the Chief Technology Officer, shall be responsible for ensuring that the MPD Missing Persons Database, RMS, and the CCN Reconciliation System are maintained and can be accessed at all times.
- L. The Field Commander shall be responsible for:
 1. Ensuring that needed resources are made available to the Watch Commanders of the districts for critical missing person cases.
 2. Authorizing the termination of missing person command posts.

VII. CROSS REFERENCES

- A. GO-SPT-302.02 (Radio Broadcasts and Lookouts)
- B. GO-OPS-308.04 (Processing of Persons Who May Suffer From Mental Illness)
- C. GO-OPS-309.05 (Handling Kidnapping/Extortion Cases)

- D. GO-PCA-501.08 (Arrests of Escapees from the D.C. Department of Corrections)
- E. GO-PCA-702.02 (Juvenile Custody Orders)
- F. SO-10-07 (Crisis Intervention Officer Initiative)
- G. SO-11-11 (AMBER Alert)
- H. SO-11-14 (MPD Compliance with the National Child Search Assistance Act of 1990).
- I. SO-13-10 (Silver Alert)
- J. D.C. Official Code § 24-1101 *et seq.* (Interstate Compact Act on Juveniles)
- K. D.C. Official Code § 50-1703 (Requirements)

VIII. ATTACHMENTS

- 1. Attachment A: CCN Reconciliation System
- 2. Attachment B: PD Form 899A (Reporting Your Child Missing)



Cathy L. Lanier
Chief of Police

CLL:PAB:MOC

CCN CHECKOFF STEPS FOR DISTRICT AND SPECIAL UNIT PERSONNEL

To search for reports for a particular time period (e.g., last 24 hours):

1. Log into the CCN Checkoff application.
2. Under the Checkoff Official menu option, on the right-hand side of the screen, select "Search All Reports."

The SEARCH FOR OUTSTANDING REPORTS page (see Figure 1) will appear. Enter the appropriate search criteria – including the time range for the tour of duty and the district – and click on the Search button in the lower-right hand corner. You can also narrow down your search by selecting an Incident Type (e.g., INJURY TO CITIZEN JOHN – JANE DOE).

Search For Outstanding Reports - Windows Internet Explorer

https://ccn-checkoff.mpdconline.com/controller.asp

File Edit View Favorites Tools Help

Google Search

Search For Outstanding Reports

Search For Outstanding Reports

Back to Main Page Reset Search

Select Report Criteria: Outstanding Select Sort Type: Vehicle ID

Select District: CITYWIDE Select Member Name(s): All Select Vehicle /Unit ID(s): All

Select Specific Tour of Duty Date/Time Range or Select Specific Date and Generic Tour of Duty Time Range

Start Of Tour: Date: 03/27/2011 Time: 07:00 End Of Tour: Date: 03/27/2011 Time: 14:59

Generic Tour of Duty Time Range: Day (0700 to 1459) Evening (1500 to 2259) Midnight (2300 to 0659) Predefined Criteria: Current Week (Sun - Sat) Last 24 hours Last 7 Days

Select Incident Type(s): All 7-OCT , 7-OCT 911 CALL , 911 CALL ABANDONED CHILD , ABCH ABC VIOLATION , ABC

Back to Main Page Reset Search

Figure 1: SEARCH FOR OUTSTANDING REPORTS page

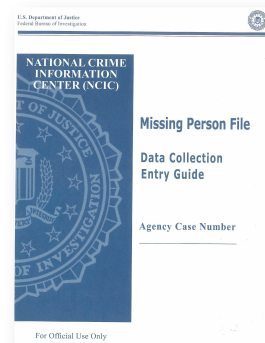
To search for one single CCN:

5. Once logged into the Checkoff Official Menu, select the option for "Reconcile Single CCN."
6. Choose an Action of "View" (Search), then type in the CCN. All CCNs start with a letter "R", followed by the 4-digit year and the 6-digit unique number (e.g., R2011034567). Click the Submit button to send your request.

REPORTING YOUR MISSING CHILD

We know that finding your loved one is your greatest priority. We are here to help. To aid us in returning your child to you safely, we will need to confirm the child's identity. If your child has dental and medical records, please follow the steps below.

- Visit** this website — www.mpdc.dc.gov/missing
- Ask** your child's dentist and pediatrician/doctor to complete the appropriate sections in the NCIC Missing Person File Data Collection Entry Guide, a 36-page booklet that can be completed online
- Bring** the completed form to MPD's Missing Person Section, located at **1700 Rhode Island Avenue, NE (202) 576-6768** or missing.persons@dc.gov



PD 899A (Reporting Your Child Missing) - Front

REPORTING YOUR MISSING CHILD

The first 48 hours following a missing or runaway episode are the most important in locating your child. While many children return home or are located during this period, it is critical to take every action available to help locate and safeguard your children. **DO NOT WAIT** to report your child missing. **There is no time limit that you must wait to report a person as missing.** Follow the steps on the reverse side to help us identify your child and visit www.mpdc.dc.gov/missing for more information and ways to keep your child safe.



Metropolitan Police Department
Youth Investigations Branch / Missing Persons
1700 Rhode Island Avenue, NE, Washington, DC
(202) 576-6768 | missing.persons@dc.gov

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March 2011

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