



## Missing Persons Assignment Criteria (Supersedes DB 17-063)

When an officer becomes aware of a report of a missing person (including telephonic reports) or an at-risk missing person (including "runaways"), the officer accepting the report **shall** notify the Department Operations Center (DOC) at (415) 553-1071 **as soon as practical** to ensure the SFPD complies with Department of Justice (DOJ) reporting requirements.

Upon notification, **DOC shall** issue a "MISSING PERSON" department teletype. **DOC shall** enter the name of the missing person and all other required information into the CLETS Missing/Unidentified Persons System (MUPS) within 2-4 hours of accepting the report (see *Penal Code sections 14205(a), 14205(b), and 14205(c)* for further reference). As outlined by the DOJ, cases involving exigent circumstances shall be entered within 2 hours of reporting to the officer, 4 hours in all other cases.

Occasionally, a reported missing person will return but, for a variety of reasons, officers are not notified to make a Found Person report. It is incumbent upon the officers to conduct a record check of the person being reported missing to verify whether the person is already in MUPS. In instances where a missing person is already in MUPS and is later reported as a missing person under a new set of circumstances (i.e. a habitual runaway AWOLs, returns, then AWOL's again prior to police being notified of return), officers and/or PSAs **shall** prepare a new incident report and notify DOC. Officers and/or PSAs shall include in their narrative information relating to the missing person's return prior to the new missing incident. Officers and/or PSAs shall also input the existing missing person case number in the related case number field.

**If a found person is reported as "missing" under more than one case number, officers shall write a supplemental Found Person report for the most recent case number and include all other open missing person cases as a related case/s.**

**If any of the following at-risk or exigent circumstances exist, the SVU-Missing Persons Unit shall be notified and assigned the report for follow up investigation:**

- The missing person is under the age of 12. Infants or children in the company of the missing parent do not meet the criteria unless the officer has reason to believe that the safety of the child or the infant is in jeopardy. When Parental abduction is suspected, officers shall take a report and notify the District Attorney's Child Abduction Recovery Unit (CARU) for follow-up investigation.
- The missing person is over the age of 75.
- Circumstances exist to believe the missing person lacks the cognitive abilities to care for themselves.
- The missing person is not able to care for his/her safety based on contemporaneous threats of suicide or harm to self.
- The missing person requires immediate medical attention that, if left untreated, would cause serious risk of death.
- The officer suspects foul play or believes exceptional facts exist.



Per DGO 6.10, II, C, district station personnel are responsible for conducting an immediate and continuous search in cases involving at-risk or exigent circumstances. The duration of a continuous search is at the discretion of the **platoon commander** of the affected station. The officers searching for the missing person shall document in a supplemental report or a chronological of investigation form the steps they have taken to find the missing person. The searching officer/s shall at the end of the officer's watch give the platoon commander the search report i.e. the supplemental report or the chronological of investigation report. The platoon commander shall then reassign the search to another unit until the missing person is found or a determination is made to terminate the search. When the search is terminated the search form shall be forwarded to the lead investigator.

All other missing person reports shall be assigned to the Station Investigative Team (SIT) in the district where the report was made. **SIT investigators shall** create a case file documenting all follow up investigative efforts taken during the initial thirty (30) day time frame and scan and upload contents of the case file into the Department's SharePoint database at <http://pdshare/> periodically. A record jacket **shall** be created in SharePoint within forty-eight (48) hours of being assigned a missing person case for follow up. After thirty (30) days, if the missing person has not been found, the SIT investigator shall forward the complete case file with an up-to-date chronological report to SVU-Missing Persons Unit investigators. The SIT investigator shall also forward all found person case files to SVU.

If a missing person is located, the officer preparing the Found Person report **shall** confirm the identity of found person, conduct a well-being check on person, (and/or if found person is over the age of 75, have person medically assessed) and notify the DOC as soon as practical. **Members shall not use phone calls, emails, texts, social media, etc. to confirm the found person's return or to confirm the found person's identity. Members are required to physically see the found person before writing a Found Person report.** All reports shall be coded to the SVU-Missing Persons unit to ensure tracking.

Additionally, members shall ask the found person if he/she was the victim of any crime. If so, members shall take appropriate law enforcement action and document the details of the crime in a separate incident report and list the Found Person incident report number as a related case.

If an officer locates a missing person during a separate investigation or arrest, that member shall complete a supplemental report/separate found person report using the initial missing person case number. The member shall immediately notify DOC to ensure the missing person is removed from MUPS. If the found person is now part of a new investigation the new investigation shall be documented in a separate report.

The SVU-Missing Persons Unit is available to assist with missing persons investigations, provide assistance and serve as a resource to other investigative units within the SFPD. Investigators assigned to SVU-Missing Persons Unit can be reached at (415) 734-3070 or after hours, through the DOC at (415) 553-1071. SVU-Missing Persons is located at the Hall of Justice, 850 Bryant St., Room 500.

Officers assigned to the Airport Bureau shall follow the San Mateo County guidelines for Missing Persons.

  
WILLIAM SCOTT  
Chief of Police

*Per DB 17-080, sworn members are required to electronically acknowledge this Department Bulletin in HRMS.*