MISSING PERSON PROCEDURES

A. Policy

The Police Department recognizes a unique responsibility in the area of missing persons. A missing person is defined as a person whose whereabouts are unknown, and whose safety or welfare is the subject of concern.

It shall be the policy of this department to actively pursue missing person cases to conclusion.

B. Procedure

1. Missing person investigations may be initiated when the:
   a. Missing person resides in Lakewood or was last known to reside in Lakewood.
   b. Reporting party resides in Lakewood and the actual location of the disappearance is unknown.
   c. Person is known to be missing from a Lakewood location and no formal report has been taken by another agency.

2. The initial report of a missing person shall generally be taken by a patrol agent, who shall list all information concerning description and possible leads.

3. An immediate search and supervisory notification shall be made when:
   a. The missing person is senile, has Alzheimer’s disease, is developmentally disabled, or otherwise unable to care for his own safety;
   b. There is an indication of foul play, accident, or extreme danger, and there are leads available; or,
   c. In any case a patrol supervisor deems such a search appropriate.

   The scope of the search and resources deployed is at the direction of the patrol sergeant or sector commander.

4. Missing senior citizen alert program
   a. “Missing senior citizen” is a person who at the time that he or she is reported missing is a Colorado resident; sixty years of age or older; has a verified impaired mental condition; and whose appearance poses a credible threat to the safety and health of the person, as determined by a local law enforcement agency.
b. Documentation of the senior citizen’s impaired mental condition will need to be obtained from the subject’s family or legal guardian.

c. CBI will be notified of the missing person and will be responsible for the issuance of an alert and notifying media outlet in Colorado. If/when the subject is located, CBI will again be notified for the cancellation of the alert.

5. CCIC and NCIC entry

Missing persons shall be entered in the Colorado Crime Information Center (CCIC) and the National Crime Information Center (NCIC) computers. A teletype request form shall be completed and the teletype number shall be noted in the report. Associated vehicles or pertinent information shall be included in the entry.

A supplementary report will be completed when the missing person has returned or been located. The agent shall also cancel the computer entry and include the teletype number in the supplementary report.

6. Follow-up

Missing persons case shall be assigned to a detective for follow-up investigation, to include contact with the reporting party. A trace date not to exceed 7 workdays shall be assigned for the completion of the initial investigation.

a. Circumstances during the initial 7-day period shall dictate the urgency of any subsequent investigative action.

b. Reports shall be written on active missing persons with trace dates as follows:

<table>
<thead>
<tr>
<th>Period of Time</th>
<th>Supplemental Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missing</td>
<td>Due</td>
</tr>
<tr>
<td>1 day - 30 days</td>
<td>30 days</td>
</tr>
<tr>
<td>30 days - 1 year</td>
<td>Quarterly</td>
</tr>
<tr>
<td>1 year or more</td>
<td>Annually</td>
</tr>
</tbody>
</table>

c. Contact with the reporting person will be maintained during the follow-up investigation.
6. Case closure

When the well-being or current location of the missing person has been confirmed, the agent closing the case will:

a. Complete a supplemental report of the circumstances.

b. Cancel the CCIC/NCIC entry.

c. Complete a teletype request form confirming cancellation information.

d. Notify the reporting party of the case disposition.

7. In certain cases the reported missing person, once located, may request that his location not be revealed. If the individual is an adult, his request shall generally be honored.

a. There may be circumstances, which, in the opinion of a division supervisor, justify the release of the individual's location. In making this decision the supervisor should consider for whom and for what reason the request is being made and accessibility of the information through the open records act.

C. Rule

The Police Department shall not refuse to accept a missing person report based on arbitrary time limits not being met.