

POLICE DEPARTMENT
 SOLON, OHIO

DATE 12/1/16 TYPE GENERAL DISTRIBUTION _____ ORDER NUMBER G1611-78
 SUBJECT Missing Persons REFERENCE ORC 2901.41 CANCEL G1501-04
 _____ ORC 2901.42 G1409-81
EFFECTIVE December 1, 2016 _____ G1105-58
 THIS ORDER SUBSEQUENTLY MODIFIED BY: _____ G1104-47

PURPOSE

To ensure Solon Police Department compliance with Ohio Revised Code sections 2901.41 and 2901.42, regarding reporting and investigation of Missing Persons.

POLICY

The Solon Police Department shall act promptly to locate persons reported missing, complete reports, and when mandated, enter Missing Person information into LEADS/NCIC within the mandated time period.

The Police Department shall accept all reports of missing persons from any reporting person.

The nature of many Missing Person reports is such that they require a response that recognizes and demonstrates the Police Department's heightened degree of sensitivity to the missing person and those concerned with that person's absence. The reporting person is often the best source of information to locating a missing person; and as such Police Department members aid the investigation by according all due care and concern to the reporting person appropriate to the circumstances.

The Solon Police Department shall make all attempts as appropriate to utilize all applicable programs such as the Ohio Missing Adult Alert, Ohio Missing Child Alert, Amber Alert, A Child is Missing Alert program (ACIMA is also applicable to elderly and disabled adults), Truckers Helping to Recover Ohio's Missing Children, the Cuyahoga County Sheriff's Department Facebook page for missing persons and the City of Solon Police Department's web page wanted person file, and social media accounts.

An officer of the Police Department shall be assigned as the Missing Person Liaison to the Northeast Ohio Regional Fusion Center (NEORFC). The Detective Bureau Officer in Charge is designated as the Solon Police Department's Missing Person Investigator.

PROCEDURES

1. General Guidelines
 - A. Definition: Missing Person (an adult age 18 years or older)
 1. A person who is absent under circumstances inconsistent with well established patterns of behavior (i.e. missing under unexplained circumstances from their normal residence or any other location that the person is reasonably expected to be at such as their workplace,

institution of learning, public facility, entertainment venue, gathering, or such similar place or in transit between such locations.).

2. A person who is unaccounted for and is of diminished mental capacity, suffers from a mental illness (treated or untreated), or has a medical condition that is potentially life threatening, even if the absence is known to be voluntary in nature.
3. A person who has been admitted to any medical or mental facility other than through criminal adjudication that has left that facility without proper notification to that facility.
4. A person who is unaccounted for and that has demonstrated a potential for suicide.
5. A person who is unaccounted for as a result of an accident or disaster whether natural or man-made.
6. A person whose travel to another jurisdiction originated in the City of Solon but who has failed to arrive at their intended destination within a reasonable time.
7. A person who is missing from another jurisdiction but there is reason to believe the person may be in or traveled through the jurisdiction of the City of Solon.
8. Any incident or circumstance that would lead a reasonable person to believe that another person may be missing and in danger. For instance a witness may report that another person had entered a body of water (either voluntary or involuntary) and has not surfaced, a witness may know of credible threats to an unaccounted for person.

B. Definition: Missing Person (Juvenile)

1. Any person under the age of 18 years who is missing for any reason, especially if the absence is under circumstances inconsistent with well established patterns of behavior or who is missing from their zone of comfort/safety (i.e. a crib or stroller in the case of an infant, a backyard for a toddler, or home/school route for a school aged child).

C. General Responsibilities

1. Officers shall accept all reports of Missing Persons that meet the above criteria, and will initiate a formal written report. If there is any doubt as to the credibility or probability of a Missing Person situation, the officer shall err on the side of making a Missing Person report.
2. Officers shall accept all Missing Persons reports. If the Missing Person is an endangered or elderly adult, or a juvenile, Dispatch shall immediately assign a zone car to complete a report.
3. Reporting persons shall never be advised to wait a specified period of time before the Division of Police will accept a Missing Person report.
4. The reporting person shall be advised to immediately contact the Police Department to report any additional details learned after the original report, and/or the return of a Missing Person.

- D. Reporting Person – Officers shall accept information for a Missing Person report from any of the following:
1. Any family member (adult or juvenile).
 2. Other responsible household member such as a roommate.
 3. A traveling companion.
 4. A medical or mental health professional, government official or social agency representative who has proximate care or custody of the Missing Person.
 5. A responsible representative of the Missing Person’s employer.
 6. Any other such person who had temporary proximate care of the Missing Person such as a chaperone, teacher, caretaker, neighbor, , taxi or bus driver, or tour operator.
 7. Any person that has good cause to believe that another person may be endangered and missing based on that reporting person’s firsthand knowledge, or that a juvenile’s absence is under circumstances inconsistent with the juvenile’s well being.

II. Original reports shall include:

- A. The name, age, address, and telephone number of each person interviewed.
- B. The relationship between the reporting person and the Missing Person.
- C. For missing “Endangered/Elderly Adults” or “Juveniles”, names and addresses of other family members and siblings in the area shall be included as appropriate.
- D. For missing “Endangered Adults” or “Juveniles”, the name and address of the natural mother and father, and step or foster parents if applicable.
- E. The complete name (as well as any nicknames), date of birth, birthplace, social security number, place of employment, physical and clothing description (note if the person was not appropriately dressed for the weather conditions), including scars, marks, and tattoos. All relevant physical descriptive information must be entered in the appropriate blanks on the report.
- F. A notation if the Missing Person is carrying a cell phone, the number of the cell phone, and any results from attempting to contact the Missing Person via their cell phone.
- G. Information on habits, friends, and places commonly visited by the Missing Person, and persons with whom last seen.
- H. Frequented places, i.e. church, bank, restaurant, store, park, playground etc.

- I. Medical condition/current medication used by the Missing Person. The treating physician's name and the hospital the person uses, as well as the Missing Person's dentist.
- J. The year, make, model, color, license plate, and listed owner of the auto used by or associated with the Missing Person. Note any special vehicle locator capabilities such as LoJack or OnStar.
- K. A notation if the NCIC Missing Person Form was completed and the time the officer relayed the NCIC information to the Dispatch Center.
- L. A notation if a BOLO was made or requested.
- M. A notation if and what relatives or friends of the Missing Person were contacted (and attempted contacts) and results of same if any.
- N. A general description of physical search efforts (i.e. searched home, vehicles, abandoned buildings...)
- O. A notation if any special program is used, such as Amber Alert, Missing Child/Missing Endangered/ElderlyAlert, Truckers Helping to Recover Ohio's Missing Children, Twitter or Facebook, or A Child is Missing Alert (ACIMA).
- P. Report titles shall be appropriately titled, i.e. Missing Person/Adult, Missing Person / Juvenile, Missing Person/Adult/Endangered-Elderly, or Missing Person/Unidentified (in the instance where the full identity of the person is not immediately known).

III. When a person is reported missing

- A. For search procedures where the Missing Person is an endangered juvenile, a juvenile under the age of 14, or an endangered adult, the Shift Officer in Charge shall be notified to respond to the scene and a physical search shall immediately commence for the Missing Person.
 - 1. The search shall commence in the immediate area in which the person was last seen or expected to be and continue generally outwards in a pattern approximating concentric circles. More extensive searches shall approximate a grid pattern with supervisors assigning officers to particular areas.
 - 2. Officers involved in search activities shall note the locations they searched and provide same information to the primary investigating officer responsible for the initial report.
 - 3. Officers shall make a good faith effort to obtain voluntary consent from appropriate responsible persons in connection with the areas searched.
 - 4. Officers shall rely on their training and experience to identify locations where a Missing Person could possibly be located. A non-exhaustive list includes (as applicable to an endangered adult): closets, behind or under furniture or piles of clothing/drapery, crawl spaces (inside and outside), under stairwells, attics, refrigerators, freezers, ovens, driers, ductwork, fireplaces/chimneys, laundry baskets, laundry rooms, laundry and garbage chutes, bathtubs/shower stalls, storage cabinets, safes, garbage/refuse containers, maintenance/utility closets, public restrooms, boiler rooms, underground vaults or storage containers, roofs, sills/ledges, swimming pools, garages, storage sheds, all manner of

motor vehicles including their storage areas (trunks), trees/shrubbery/landscaping, bodies of water, culverts, sewers, vacant lots, alleys, construction sites, and abandoned buildings.

5. Every effort shall be made to incorporate redundancy into a search, such as having a different officer search an area already searched by another officer. Officers shall always search firsthand any area that a person (other than a police officer) claims to already been searched.
 6. For searches that result in the discovery of contraband, the contraband shall be seized and all normal protocols associated with seized contraband shall be followed including arrest as necessary. Upon first discovery of contraband, and when necessary, the Officer in Charge shall ensure that a search warrant is obtained prior to initiating a search for additional contraband or evidence of a crime. The discovery of contraband does not negate the ongoing search for an endangered Missing Person.
- B. For non-endangered missing adults, officers taking the initial Missing Person report shall, if possible, during the duration of the officer's tour of duty make a good faith effort to tour the possible whereabouts (work, school, frequented areas...) and follow up on contact information of other persons who may have additional information on the Missing Person.

IV. LEADS/NCIC

A. Officers shall ensure entry of the Missing Person into LEADS/NCIC when any of the following categories apply:

1. Disability – A person of any age who is missing and under proven physical/mental disability or senility, who thereby subjects oneself (suicidal) or others to personal and immediate danger. This definition is applicable to the “Endangered/Elderly Adult” designation and includes persons who may be without medication that is prescribed to maintain life and significant daily functionality.
 2. Endangered – A person of any age who is missing under circumstances that indicate their physical safety may be in danger.
 3. Involuntary – A person of any age who is missing under circumstances that indicate the disappearance may not have been voluntary.
 4. Juvenile – A Missing Person under 18 years of age.
 5. Catastrophe – A person of any age who is missing after a catastrophe.
 6. Young Adult – A person over 18 but less than 21 years of age.
 7. Other – A person over the age of 21 who is missing and does not meet the criteria above but there is reasonable concern for their safety.
- B. Federal law mandates (Title 42 USC, Chapter 72, Section 5780) that NCIC information must be entered into LEADS/NCIC within 2 hours of an officer obtaining the minimum mandatory data for LEADS/NCIC entry. Officers shall immediately upon receiving the mandatory minimum information notify the Shift Officer in Charge and the Dispatch Center

and relay the required information for NCIC entry.

In the case of a Missing Person (Juvenile), a radio request to the Dispatch Center including the full name of the juvenile and the date of birth will be sufficient for an immediate LEADS entry to be made. The reporting officer then must follow up by updating that entry with the Dispatch Center with all of the minimum required mandatory data in this section within two hours.

Officers shall use the following checklist to provide the Dispatch Center with the necessary information as applicable:

<input type="checkbox"/> Name	<input type="checkbox"/> Race	(<input type="checkbox"/> adult <input type="checkbox"/> juvenile <input type="checkbox"/> habitual)
<input type="checkbox"/> Sex	<input type="checkbox"/> Age	<input type="checkbox"/> Date of Birth
<input type="checkbox"/> Address	<input type="checkbox"/> City/State/Country of Birth	<input type="checkbox"/> Social Security Number
<input type="checkbox"/> Driver License Number		<input type="checkbox"/> Vehicle License Plate/Vehicle description
<input type="checkbox"/> Reported in company or last seen with		<input type="checkbox"/> Officers contacted relatives

PHYSICAL

Height Weight Hair Color/Style Eye Color Glasses
 Blood Type Facial Hair (beard moustache chin whisker goatee other)
 Complexion (light medium dark)
 Scars/Markings/Tattoos (face arms hands legs back other)
 Clothing – (hat/jacket/coat pants shirt/blouse dress other)
 Clothing – acceptable for weather conditions? yes no
 Jewelry (rings/bracelets/anklets/necklaces/other)
 Cash on person (other valuables) Dental Information

ABNORMALITIES/SPECIAL NEEDS

Physical Mental Suicidal
 Suspected abuse of: Drugs Alcohol Prescription Medication Other
 Possible Destination

C. Dispatch shall enter all pertinent information into the LEADS/NCIC database without delay.

V. Release Form (Attachment A)

- A. Officers shall have a spouse, parent, guardian, or other next of kin complete the Release Form (Attachment B) for all Missing Persons. This multi-purpose form authorizes the release of photographs to the media/public, as well as the release of medical and dental records to the investigating officer. Note: Per Cuyahoga County Department of Child and Family Services, wards of the County or wards of the State of Ohio (i.e. Foster Children) do not require this form for release.
- B. The original Release Form shall be retained with the original report.
- C. The Missing Person Liaison to the Northeast Ohio Regional Fusion Center (NEORFC) shall maintain a file of copies of the Release Forms.

VI. Supervisor/Responding Officer Responsibilities

- A. An immediate determination must be made whether the circumstances should invoke usage of Amber Alert, A Child is Missing Alert, Truckers Helping Recover Ohio's Missing Children and their related General Orders.
- B. The Shift Officer in Charge shall respond if the Missing Person has shown suicidal behavior or if any of the categories in Section IV (A) above is involved.
- C. If an endangered-elderly adult or juvenile is not located within two hours after arrival on scene, the Shift Officer in Charge shall contact the Public Information Officer/and the Detective Bureau OIC.
- D. The reporting officer shall forward the original report information, with a copy of the photograph if available, to NEORFC Liaison and to the Detective Bureau Officer in Charge.
- E. The Detective Bureau Officer in Charge shall ensure that all report supplements become part of that Missing Person's file and that the Missing Person's information is submitted to the Cuyahoga County Sheriff's Office Facebook page for publication.
- F. Dissemination of Information.
 - 1. Dispatch shall initiate a local broadcast to all Solon Police Department and Glenwillow Units. In addition, a BOLO teletype will be sent out after authorization by the Shift Officer in Charge.
 - 2. A Shift Officer in Charge shall ensure that the description of the missing endangered-elderly adult and any other pertinent information (i.e. vehicle description) is re-broadcast or otherwise transmitted to adequately make sure all on coming shifts are notified of the Missing Person.
- G. For all reports of Missing Persons the investigating Detective shall contact:
 - 1. The Cuyahoga County Coroner's Office.
 - 2. The Alzheimer's Association (AA) if the Missing Person is diagnosed with any form of dementia or Alzheimer's disease or enrolled in the Safety Return Program. Whether or not the individual is actually diagnosed with Alzheimer's, the AA may then advise the appropriate neighboring police departments of the person's absence. Their 24hour7day/week-telephone number is 1-800-272-3900, or locally (216) 721-8457 or contact CCS for a more current number.
 - 3. The juvenile's school, when applicable.
 - 4. The Cuyahoga County Juvenile Detention Center, if applicable.
- H. The Reporting Officer shall ensure that the Missing Person report contains contact information for whichever detective is assigned to the Missing Person case and that all follow-up is entered into the report in a timely manner.

- I. After 29 days, the investigating detective shall obtain the dental records and DNA of the Missing Person (or close blood relative) for open Missing Person reports and forward them to the Missing Person Liaison in NEORFC. The detective shall ensure that the dental records are properly coded prior to forwarding to the Missing Person Liaison. The LEADS/NCIC entry should be updated with this information at that time.
 - J. The Missing Person Liaison assigned to NEORFC shall ensure that all validation procedures relative to NCIC/LEADS requirements are completed in a timely manner.
- IX. Missing Persons returned or located.
- A. Investigating Detective or assigned Follow-up officer shall personally and physically identify the individual upon return and promptly complete a supplement report. Local returns shall never be completed by telephone verification only. The report shall state whether the person returned of their own volition or was located in some other manner and, the place where the person was found. Officers shall note in the report that the returned Missing Person was properly identified as directed above.
 - B. When a Missing Person (requiring NCIC entry) is found/returned before the officer has had an opportunity to complete a report, the officer shall still complete a report to account for the NCIC entry. Officers shall ensure that all information provided to the Dispatch Center shall also appear in the report.
 - C. The Detective Bureau Officer in Charge and Public Information Officer shall be notified once a missing “Endangered/Elderly Adult” or “Juvenile” is located.
 - D. An “Endangered/Elderly Adult” found wandering, confused and unable to furnish identification shall be taken to the nearest hospital for examination. A similar priority is determination of whether a returned juvenile is in need of medical care. Should no relative be available to take custody of a returned juvenile, the County Department of Children and Family Services should be contacted. Similar notification should also be made in cases of suspected abuse or neglect.



Chief of Police



Christopher Paul Viland
Chief of Police

The City of Solon
POLICE DEPARTMENT

33000 Solon Rd.
Solon, OH 44130-2811
Phone: (440) 248-2932
Fax: (440) 248-6751

SOLON POLICE DEPARTMENT RELEASE FORM

I am the spouse/parent/legal guardian/next of kin of the below-named missing/wanted person and I hereby authorize the release and dissemination of medical records, dental records and photographs to the Solon Division of Police to use to locate/identify the named person. Medical and dental records will be kept confidential to the extent of the law. Photographs may be made public and disseminated through the media or through other law enforcement channels.

Missing/Wanted Person

Name: _____ D.O.B. : _____

Authorizing Signature: _____

Printed Name of Authorizing person: _____

Address: _____

Phone/Contact: _____

Relationship to Missing Person: _____
(Spouse, Parent, Legal Guardian, or Next of Kin)

Approximate Date of Photo: _____

Date person last seen: _____

Today's Date: _____

Local Report #: _____

Assigned Officer (name/badge): _____

Original: File

Copy: Detective Bureau Officer in Charge

~~May 2011~~

Solon Police Department

Missing Person Checklist

Date:

Place Last Seen (PLS):

Time of report:

Date/Time last seen:

Locations Frequented:

_____ Missing Person

_____ Missing Juvenile

_____ (If suicidal or meets any NCIC category, OIC to respond to assist) Conduct or repeat a thorough search of PLS

NCIC: __Disability __Endangered __Involuntary __Juvenile __Catastrophe __Young Adult __Other concern for safety

Details of Event:

_____ Local Broadcast of information from scene Time of Broadcast:

_____ Consider Activation of SEALE CART (If in doubt, contact Commander) Time Activated:

_____ Consider Amber Alert __under 18, __credible info of forcible removal, __in danger, __descriptive info on child, abductor, or abductor's vehicle. (If all four are met, follow checklist in packet in dispatch)

_____ CART Staging Area(Usually the PD):

_____ If Amber alert criteria is met, page CART and Manpower for phone bank utilize "Amber Call Takers" text in the CAD group

_____ Missing/Wanted Person Release Form
_____ Authorization for release of juvenile info
_____ Liability Agreement (AMBER form)
(Signatures not needed for foster children)

_____ Consider Endangered Missing Child Alert (Lost, whereabouts unknown or non-witnessed abduction)

_____ Consider Endangered Missing Adult Alert (65 or older, or mental impairment)

_____ Update Social Media Accounts thru dispatch. Posts on Twitter, Facebook updates automatically

_____ LEADS Missing Person Entry (must be within two hours) Time of Entry:

_____ Consider LEADS URGENT administrative message NE Ohio __ Allterm __ Nation __ Other _____
Time:

_____ Ensure you have at least one recent photo (Several preferred with one candid shot)

_____ If geographic boundaries can be established, Consider A Child is Missing Activation (ACIMA) 1-888-875-2246 or page operator at 1-954-492-4778

_____ Maintain scene integrity (crime scene log, restricted access, hold witnesses, etc...)

Time of Activation:

_____ If geographic boundaries can be established, control perimeter. Consider check points and/or locking down the area

_____ Notify Department PIO after two hours.

_____ If there is a sighting in another location, consider reactivation of ACIMA and Perimeter control

Objectives of the remainder of the work period

Time of Reactivation:

Crime Scene

Technology Resources

Next 5 investigative goals

G1306-51 AMBER Alert

G1409-81 Missing Person

G1404-048 A Child is Missing Program

Attachment B – General Order 1409-081