

Columbus Police Division Directive	EFFECTIVE Aug. 01, 1987	NUMBER 4.07
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Missing Persons		



I. Definitions

- A. A missing person is any person 18 years of age or older who is absent from where he or she is expected to be and cannot be located, and when at least one of the following apply:
1. The person has diminished capacity or a physical disability.
 2. The person is missing under circumstances indicating his or her safety may be in danger.
 3. There is an indication that the absence is not voluntary.
- B. A missing child is any person less than 18 years of age, and who:
1. Has run away or is otherwise missing from the home or from the care, custody, or control of the parents, custodial parent, guardian, legal custodian, or other person having responsibility for the child in loco parentis.
 2. Is missing and there is reason to believe the child could be the victim of a criminal act.
- C. A high-risk missing is any missing individual who is:
1. **10** years of age or younger.
 2. 65 years of age or older and believed to be at risk.
 3. Of diminished capacity and believed to be at risk.
 4. Believed to be in danger or a victim of foul play or suspicious circumstances.

II. Policy Statements

- A. High-Risk Missing
1. Sworn personnel shall begin the preliminary investigation and immediately contact the Investigative Duty Desk to notify the Special **Investigations Bureau (SIB)** of situations involving a high-risk missing.
 2. **SIB** personnel shall review the circumstances and respond.
- B. **Reporting a Missing Child or Missing Person**
1. Sworn personnel shall complete a **Missing Person** report **in the electronic reporting system** and notify a sergeant as soon as possible. The sergeant shall review and approve the report without delay.
 2. If an electronic report cannot be completed and/or approved in a timely manner, sworn personnel shall contact the Records Unit to ensure the minimum mandatory information is reported in LEADS as soon as possible. Sworn personnel shall complete the electronic report as soon as practical.

3. Personnel from a custodial institution or group home within the Division's jurisdiction that is affiliated with Franklin County Children Services may, when not requiring a police response, report **individuals** missing from their facility by completing the AWOL From Placement form, I-40.113, and faxing it to the Columbus Police Records Unit.
- C. Sworn personnel shall complete a **Missing Person** report whenever the reporting person requests one and shall document the circumstances in the report.

Note: There is no mandatory waiting period for filing a **Missing Person** report.

- D. Records Unit personnel shall enter and update the missing **individual's** information in LEADS/NCIC within two hours.

Note: The time clock begins when the minimum mandatory data for entry of an NCIC record has been obtained.

III. Procedures

A. Sworn Personnel

Refer to the appropriate procedures listed in the "**10-Code**" section **of the** Patrol SOP.

B. Records Unit

1. Enter the information regarding any missing **individual** into LEADS/NCIC within two hours of the report.
2. Verify and update the LEADS/NCIC entry with additional information, including, where available, medical and dental records, no later than 30 days after the original entry.
3. Cancel the LEADS/NCIC entry as soon as possible after receiving notification a missing person has been found.

C. Special **Investigations** Bureau

Conduct follow-up investigations and issue alerts in accordance with state law and the **Criminal Investigations** Subdivision SOP.