



Title:	Missing Persons
Number :	400. 44
Effective Date:	October 1, 2016
Review Date:	
Authority:	Chief Robert P. Althoff, Jr.

400.44.1 PURPOSE

The purpose of this general order is to provide specific guidelines for the investigation of all missing persons, and to define the proper reporting requirements.

400.44.2 POLICY

The policy of this Department is to diligently investigate all reports of missing persons, whether they are adults or children. Every person reported as missing will be considered "at risk" until significant information to the contrary is confirmed.

400.44.3 DEFINITIONS

- A) A missing adult is any person:
 - 1) Eighteen years of age or older;
 - 2) Missing from their home or geographical location;
 - 3) Whose whereabouts are unknown; and
 - 4) The reason(s) for, and /or cause(s) of the absence is unknown.

- B) A missing emancipated person is an individual who :
 - 1) Is under the age of eighteen (18) years;
 - 2) Is legally declared emancipated (released from paternal care) by the laws of the state of residence;
 - 3) Is an individual for whom the agency has signed documentation in its possession supporting the stated conditions under which the person is released from parental control.
 - 4) Whose whereabouts are unknown; and
 - 5) Is the he subject of a missing persons report filed with a law enforcement agency in this State.

- C) Critical missing adult means an adult who is missing and believed to be at risk as described in the following categories:
 - 1) Is missing under circumstances inconsistent with established patterns of behavior.

- 2) Persons with developmental, emotional or other disabilities which may not allow them to communicate their needs, identity or address.
- 3) A potential victim of foul play or sexual exploitation.
- 4) Believed to be with persons who could endanger their welfare.
- 5) In a life threatening situation due to association, location or the environment.
- 6) Absent from home for more than 24 hours before being reported to law enforcement.

400.44.4 REPORTING PERSONS

A) The following information (as required for a NCIC entry) will be included on the Prince George's County Police Special Report for adults or children:

- 1) Case number & any linked case number
- 2) Date and time occurred,
- 3) Date & time reported,
- 4) Location of incident,
- 5) Summary of incident,
- 6) Non-critical, critical missing,
- 7) Full name and any AKA's,
- 8) Race, sex, date of birth
- 9) Home phone number,
- 10) Place of employment/school
- 11) Height, weight, eye and hair color,
- 12) Other obvious features, such as missing body parts, glasses, contacts,
- 13) Reporting person's information,
- 14) Name and address of person who last saw the missing person,
- 15) Place and time the missing person was seen,
- 16) Possible cause of absence,
- 17) Probable destination,
- 18) Is the missing person under a doctors care, doctors name, reason for care,
- 19) Prior missing or attempts, date & reason,
- 20) Disposition for prior missing
- 21) Clothing description
- 22) Vehicle involved, make, model, style, color, license number, state, and expiration
- 23) Social Security number
- 24) Place of Birth,
- 25) Dental Records, Fingerprints, Photograph,
- 26) Body x-rays,
- 27) Description of any jewelry type,
- 28) Blood type,
- 29) Circumcision,
- 30) FBI Number,
- 31) Scars and tattoos,
- 32) Skin tone
- 33) Investigative action taken, and
- 34) Any other information deemed relevant.

- 35) The information will be forwarded to Prince George's County teletype for entry into the MILES/NCIC computer. The officer will attach a copy of the MILES/NCIC entry sheet to the report for supervisory approval.

400.44.5 MISSING ADULT PROCEDURES

- A) An officer taking a report for missing adult will:
 - 1) Conduct a thorough preliminary investigation;
 - 2) Request a teletype be sent to other jurisdictions if appropriate, by contacting Prince George's County teletype.
 - 3) If the call is for a critical missing adult advise PSC the lookout for police units in the immediate area and in adjacent municipalities.
 - 4) Consult with their supervisor to determine if immediate follow-up will be required. If a Department Supervisor is not available contact a Prince George's County Police Supervisor.
- B) The officer's supervisor will:
 - 1) Consider all relevant factors, including, but not limited to:
 - A) Has the subject been missing less than 24 hours and no foul play is suspected; and/or
 - B) If the subject is believed to be in danger, or it is determined that unusual circumstances are involved the person will be considered at risk. An expanded investigation will be immediately commenced including the use of all appropriate and available resources.
 - 2) Ensure that a copy of the report is forwarded to the Prince Georges County Criminal Investigations Division for a follow-up investigation for critical missing persons.
 - 3) Ensure that a 12 hour follow-up is conducted by a member of this Department for non-critical missing person.

400.44.6 MISSING CHILD PROCEDURES

- A) Refer to General Order Missing Juveniles

400.44.7 RECOVERY AND FOLLOW-UP

Whenever a missing person has been located it is the responsibility of the officer receiving such information to:

- A) Ensure that recovery is confirmed and that the circumstances of the return and the condition of the individual are documented.

- B) Whenever possible, arrange an interview with the missing person and the investigating officer to determine circumstances surrounding the disappearance. The follow-up interview should include, but not limited to:
 - 1) Nature of closure, i.e., returned home voluntarily, etc.
 - 2) Condition of missing person, i.e. physically abused, unharmed, etc.
 - 3) Reasons for disappearances, i.e. family argument, abuse, no reason given, etc.
 - 4) Activities while missing, food, shelter, associates etc.
 - 5) Indication or abuse, exploitation, involvement in criminal activity
- C) Assign the appropriate case closure.
- D) Immediately ensure that the missing person is removed from MILES/NCIC by contacting Prince George's County teletype.

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