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BASIC COURSE INSTRUCTOR UNIT GUIDE

27

MISSING PERSONS

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UNIT GUIDE 27

TABLE OF CONTENTS

Learning Domain 27 Missing Persons

	Page
Knowledge Test (POSTRAC)	
8.17.9 Procedures for Searching for a Missing Child	1
8.17.10 Categories of Missing Persons	3
8.17.11 Response to a Missing Person Incident	5
8.17.12 Legal Requirements of Follow-up	13

Supporting Materials and References

PROCEDURES FOR SEARCHING FOR A MISSING CHILD

Given a word picture depicting a search for a missing child, the student will identify if the following procedures for searching for a missing child were applied:

- A. Determined who last saw the child and when and where the missing child was last seen
- B. Received a thorough description of the missing child (physical characteristics and clothing worn)
- C. Didn't assume that a search done by the child's parents, guardian or babysitter was thorough
- D. Searched all spaces in the house where the child could be concealed (e.g., kitchen cabinets, suitcases, under beds, in closets, and clothes dryers); all places in close proximity to the house including abandoned appliances, ice chests, equipment, vehicles, manholes, entrances to basements and attics, septic tank covers, ponds, pools, crawl spaces, wells in the yard and nearby lots
- E. Was alert for signs of violence or foul play
- F. Called for assistance in searching if child is not found

Performance Objective 8.17.9

CURRICULUM

- A. Search for small children
 - 1. Determine who the last person to see the child was and interview that person.
 - a. Relationship of reporting person to missing child
 - b. Time frame of last seen
 - c. Circumstances of last contact
 - d. Location where last seen
 - e. Other potential witnesses
 - f. Possible location of missing child
 - 2. Get a thorough description of the missing child.
 - a. Physical description
 - b. Clothing description
 - c. Distinctive physical characteristics
 - d. Obtain a recent photograph of the child

3. Search for young, missing children at home first.
 - a. Don't assume that a search done by the child's parents, guardian or babysitter was thorough
 - b. Conduct your own thorough search of family home and yard, progressing to a neighborhood door-to-door search, and if necessary, a grid search of the area with additional personnel
 - (1) Children have been known to hide in very small spaces including kitchen cabinets, suitcases, under beds in closets, and other
 - (2) Check attractive nuisances such as abandoned appliances, equipment vehicles, manholes, entrances to basements and attics, etc.
 - c. If missing child is not found, have the second officer search.
4. Be alert for signs of violence or foul play.
 - a. Abduction was witnessed
 - b. Blood stains at scene
5. Call for assistance in search if the child is not found.
 - a. Ask other agencies to check suspected residences/locations
 - b. Consult with departmental legal advisor or the District Attorney's Office
 - c. Contact the Department of Justice Missing Person Unit
 - d. Obtain search warrant if needed
 - e. Call for assistance from search and rescue, aerial division, or other agencies who have these resources
 - f. Consult with other county, state or federal agencies
 - g. Use the news media to increase public awareness of missing child
 - h. Mobilization of nonpolice personnel
 - (1) Explorer scouts, volunteer groups, etc.

CATEGORIES OF MISSING PERSONS

Given a word picture depicting the circumstances surrounding a possible missing person incident, the student will identify whether or not a missing person situation exists, and if so, what type of incident it would be considered to be under the law

- A. Involuntary missing
- B. Parental abduction
- C. Runaway
- D. Missing, reason unknown

Performance Objective 8.17.10

CURRICULUM

- A. Identifying initial procedures
 - 1. Based on preliminary information given by the reporting party, verify that the incident is a missing person case.
 - 2. Determine type of missing person case
 - a. Involuntary missing
 - (1) Kidnapping
 - (2) Throwaways - rejected or abandoned
 - (3) Mentally/emotionally impaired
 - b. Parental abduction
 - (1) Urgent - fleeing the area, state, or country
 - (2) Nonurgent - location of child known to both parents
 - (3) Court order involved
 - (4) No court order involved
 - c. Runaway
 - d. Missing, reason unknown - insufficient facts to determine type of missing person
- NOTE: Read and discuss Penal Code Sections 270.5, 277, 278, 278.5 and 279. Also, Welfare and Institutions Code Sections 207(b) and (d) and 601.
- 3. Determine the existence of suspicious circumstances

a. At-risk or suspicious circumstances may include:

- (1) Signs that foul play or a crime may be involved
- (2) Missing person is suffering from a physical, mental, or emotional condition
- (3) Having no pattern of running away or disappearing or routine varied substantially

NOTE: Having no pattern of running away is to be defined by individual agencies.

- (4) Being a victim of parental abduction

NOTE: Instructors should give examples of urgent and nonurgent circumstances.

4. Complete the report

a. Complete the report without delay so it may be

- (1) forwarded to appropriate agencies;
- (2) used for investigative follow-up.

RESPONSE TO A MISSING PERSON INCIDENT

Given a word picture depicting a report of a missing person, the circumstances surrounding the disappearance, and the manner in which the officer responded, the student will identify if the response was appropriate.

- A. The circumstances depicted should provide the following types of information:
 - 1. The missing person's age (e.g., person is elderly or very young)
 - 2. The missing person's mental and physical health (e.g., person is mentally disabled, under a doctor's care, etc.)
 - 3. Length of time the person has been missing
 - 4. Location of disappearance (e.g., skid row, mountain wilderness, suburb)
 - 5. Environmental factors (e.g., wind, rain, low temperature, high temperature)
 - 6. Suspicious circumstances (e.g., evidence of a crime or foul play, no prior history of disappearing)
 - 7. Mode or modes of transportation available to the missing person
- B. The circumstances depicted should require one of the following responses:
 - 1. Made a local "Be on the Lookout" (BOL) broadcast if missing person under 12 years of age or at-risk or missing under suspicious circumstances
 - 2. Searched the area in which the person was last seen
 - 3. Investigated the possibility of parental abduction
 - 4. Contacted other agencies (e.g., law enforcement, search and rescue agencies, news media etc.)
 - 5. Obtained a description and a recent photograph of the missing person
 - 6. Conducted a department records check in an effort to develop any additional information regarding the missing person
 - 7. Took the report even if out of the officer's jurisdiction, notified the police or sheriff's department having jurisdiction of the missing person's residence address and where the missing person was last seen. If the missing person was under 12 years of age or was at risk, made the notification within 24 hours of receiving the report
 - 8. Gave priority to the missing person report over property crimes
 - 9. Complied with legal requirements for adding a missing person to or removing a missing person from the Missing Unidentified Persons System (MUPS)
 - 10. If the missing person was under 12 years of age or there was evidence the missing person is at risk, entered the information into the Missing Unidentified Persons Systems (MUPS) within 4 hours
 - 11. If a missing person was found, reported the finding to the agency who took the initial report
 - 12. In the event that a missing person has been found before the officer has made the report to DOJ, the officer shall submit the information related to the incident to DOJ

Performance Objective 8.17.11

CURRICULUM

- A. Identifying initial procedures
 - 1. Verify incident is a missing person case

- a. Once the incident is verified as a missing person case the report must be
 - (1) accepted without delay;
 - (2) accepted by phone if necessary;
 - (3) accepted regardless of jurisdiction;
 - (4) given priority over reports of nonemergency, property-related cases.

2. Priority of response

- a. Preference shall be given to missing person and runaway cases over non-emergency property crimes.
- b. Good judgment and common sense must be exercised in prioritizing reports.
 - (1) Example - A runaway report should be handled prior to a cold burglary report requiring no immediate follow up.

NOTE: Discuss Penal Code Sections 14205a and 14213.

- c. Priority of missing person cases should NOT be superseded by
 - (1) shift change - holding call for oncoming shift;
 - (2) meal or other breaks;
 - (3) other administrative obligations, i.e., writing/taping reports, topping off fuel tanks, washing patrol units.

B. Conditions that influence nature and level of response

1. Age

- a. Infants and toddlers have virtually no communication or survival skills, and very limited mobility. Missing children cases in this age group normally command the highest level of response.
- b. Young children have basic communications skills. Most, depending on age, will know their name, age, address, and phone number. This group has increased mobility through the use of bicycles and riding toys. Keep in mind the younger the child, the shorter the time they will be able to survive on their own, e.g., lack of means to secure food, clothing, and shelter.
- c. Teenagers often follow predictable patterns of behavior. Factors to consider include:
 - (1) Peer group makeup
 - (2) Access to vehicle

- (3) Physical development
 - (4) Local hangouts, i.e., shopping malls, amusement parks, beaches, mountains, parks
 - (5) Access to money
 - (6) Preparations to leave the area by bus, train, or plane, etc.
 - d. Adults are often missing voluntarily. In the absence of suspicious circumstances factors to consider include:
 - (1) Drinking or drug abuse patterns
 - (2) Recent argument with spouse or extramarital relationships
 - (3) Previous incidents of leaving for short periods of time
 - e. Elderly missing persons may have decreased communication skills due to hearing loss or other physical impairments caused by strokes, Alzheimer disease, etc.
2. Mental or emotional conditions which cause the missing person to constitute a danger to themselves or others include:
- a. Suicidal tendencies
 - b. Developmentally disabled
 - c. Depression, paranoia, schizophrenia
 - d. Drug abuse
 - e. Other irrational behavior resulting from death of a loved one, broken relationship, or recent personal crisis
3. Medical or physical condition which may cause the missing person to constitute a risk to themselves or others include:
- a. Blindness
 - b. Deafness
 - c. Pregnancy
 - d. Aids or other highly communicable disease
 - e. Other physical handicap that limits ability to procure food, clothing, or shelter
 - f. Diabetes, kidney failure, or other condition requiring continuing medication or care

4. Missing person's knowledge of the area
 - a. If the missing person is unfamiliar with the surroundings a higher level of response may be appropriate, e.g., a rural person's first experience in a large city, or an urban person's first time in the woods.
5. Weather
 - a. Missing persons subjected to adverse weather conditions, i.e., extreme heat or cold, particularly where they have no appropriate clothing, gear, or means to obtain shelter, requires a higher level of response. That response may include:
 - (1) Rapid deployment of trained personnel
 - (2) Use of special equipment
6. Suspicious circumstances may include
 - a. witnessed abduction;
 - b. notes or letters left, i.e., suicide, ransom, etc.;
 - c. unusual behavior by spouse, babysitter, or reporting party;
 - d. recent crisis/significant emotional event;
 - e. unusual behavior by the missing person;
 - f. criminal involvement;
 - g. medications or weapons missing;
 - h. signs of a struggle or violent occurrence, or;
 - i. clothing or other personal items missing or left behind.
7. Family and social environment
 - a. Consider checking with relatives, friends, acquaintances
 - b. Check places they are known to frequent
 - c. Has there been some recent family or social rejection?
 - d. Financial problems
 - e. Involvement in cults, gangs, dissident groups, or criminal behavior
8. Living conditions
 - a. The missing person may be running from a place where they find the living

conditions unpleasant due to

- (1) mental, physical, or sexual abuse;
- (2) adverse parental or family relationships;
- (3) disorganized or dirty surroundings;
- (4) level of parental/family discipline, or;
- (5) stepparents, foster home, or group home.

C. Means for locating missing person

1. Obtain description of missing person and other pertinent information
 - a. Name, address, date of birth
 - b. Physical characteristics
 - c. Clothing
 - d. All information on parent, if a parental abduction
2. Obtain recent photo
 - a. Sources of photos include school year books, school files, friends and family.
 - b. Fingerprints and other documents should be accepted from parents or guardians when available.
 - c. Return photo at the conclusion of the case.
3. Search the area

NOTE: Refer to local policy in making radio and teletype BOL's and sending CLETS and NLETS messages.

 - a. In cases involving very young children, the home and yard should be checked thoroughly, progressing to a neighborhood door-to-door search, and if necessary, a grid search of the area with additional personnel.
 - b. A grid search might be used in searching for an elderly person in poor health or any missing person with a condition that might cause them to collapse. A grid search might also be used for persons who have threatened suicide or tried to hide due to a mental or emotional condition.
 - c. While searching be alert for signs of violence or foul play.
4. Use additional resources
 - a. Ask other agencies to check suspected residences/locations.

- b. Consult with departmental legal advisor or the district attorney's office.
- c. Contact the Department of Justice Missing Person Unit for the production of fliers.
- d. Obtain a search warrant if possible.
 - (1) If there is information that a child is being hidden at a residence, consult with the local district attorney to see if a search warrant is appropriate.
- e. Call for assistance from search and rescue, aerial division, or other agencies who have these resources.
- f. Consult with other county, state, or federal agencies, (i.e., county welfare investigators, FBI) to obtain Unlawful Flight to Avoid Prosecution warrant, etc.
- g. Use the news media to increase public awareness of missing person.
- h. Mobilization of nonpolice personnel
 - (1) Explorer scouts
 - (2) Volunteer groups, etc.

NOTE: Explain why it is important to be cautious about who is mobilized to assist in search, utilizing legitimate resources.

D. Means for locating a missing person

- 1. Make a "Be On the Lookout" broadcast. Penal Code Section 14205(a) requires a local "BOL" broadcast in cases involving children under 12 years of age or persons at risk, without delay.
 - a. Local via radio
 - b. Local via teletype
 - c. Intra-state via CLETS
 - d. Inter-state via NLETS
 - e. Notify DOJ via MUPS which in turn sends the information to NCIC and VCIS databases. Include the following information when available:
 - (1) Missing person's vehicle
 - (2) Suspect information (abduction cases)
 - (3) Suspect vehicle information (abduction cases)

E. Determine the existence of custody orders

1. The most frequent type of child abduction is parental abduction.
2. Once it is determined there is a custody order, verify that it is the most recent court order.
 - a. Question both parties, check with the court if necessary.
 - b. Out-of-state orders may be enforceable in California if genuine and do not conflict with local orders. Check with district attorney's office prior to enforcing.

NOTE: Refer to Penal Code Sections 277, 278 and 278.5

- c. If no court order exists, the child should remain in the current living situation unless there is cause to remove.
- d. When in doubt, always act in the best interest of the child. Take custody of the child until the legalities can be worked out if it is suspected that one parent may flee the jurisdiction with the child.

NOTE: Refer to Penal Code Section 279.

NOTE: Explain that parents may obtain conflicting orders.

F. DOJ reporting

1. When a missing person report is taken, the report must be submitted to DOJ via MUPS.
2. Reports of missing persons under 12 years of age must be entered into MUPS within four hours.
3. Federal law requires that all missing children must be entered into MUPS. This should be done as soon as practical.
4. When any missing person reported to DOJ has been found the finding must be reported immediately to DOJ via MUPS.
5. If the person is under the age of 12 or considered at risk, the finding must be reported to DOJ within 24 hours via MUPS.

NOTE: The term "immediately", as used above, may tend to cause confusion. "Within 24 hours" is an absolute requirement. "Immediately" really means as soon as practical to account for differing reporting capabilities among departments. As a result, the relative priority of these events has not been reversed as the terminology might suggest.

6. Reports of any unidentified persons, alive or dead, should be entered into MUPS.
7. When any missing person is found alive or dead in less than 24 hours and is suspected to have been abducted, the law enforcement agency shall submit a report to DOJ.
8. In the event a missing person has been found before the person is reported missing

to DOJ, a missing person report must still be submitted to DOJ.

G. Notifications to other agencies

1. When the report is taken, that agency must, without delay, notify and send the report to the departments having jurisdiction of the missing person's residence and where they were last seen. Generally, the agency of ultimate investigative responsibility is the department having jurisdiction over the missing person's residence. (reference: Penal Code Section 14205(a))
2. When the missing person has been found, the reporting party and other involved agencies should be notified in accordance with department policy. The locating agency must report to the agency who took the initial report. Cancel any automated system entries.

LEGAL REQUIREMENTS OF FOLLOW-UP

Given a word picture depicting a missing person case where the person has not been found, the student will identify the follow up guidelines and requirements:

- A. If the missing person is not found within 30 days, any involved agencies and the reporting party should be re-contacted for additional information
- B. When the missing person is under 12 years of age and is still missing after 14 days, or is under 18 and is determined to be at risk, the investigating officer should ensure that dental, medical and photographic records are obtained as provided by law.
- C. If the missing person is not found within 45 days, the officer or designated personnel initiating and conducting the investigation shall confer with the coroner or medical examiner for comparison to unidentified deceased persons.

Performance Objective 8.17.12

CURRICULUM

A. Requirements for follow-up investigation

- 1. If the missing person is not found within 30 days, any involved agencies and the reporting party should be recontacted for additional information.
 - a. Many times reporting parties fail to call in when the missing person returns.
 - b. If the person has not returned, take the opportunity to remind the reporting party or parties that it is their responsibility to obtain the dental/medical records and submit them to law enforcement. (Penal Code Section 14206a (1) and (2))
 - (1) The family or legal guardian shall submit the release form to the appropriate medical authority and obtain the dental/medical records and x-rays. The family or legal guardian shall in turn submit the records and a photo to the investigating law enforcement agency. If the missing person is under 18 years, the records must be submitted within 10 days.
 - (2) If the family or legal guardian cannot be located, the records may be obtained through the use of a "written declaration" by law enforcement.
 - (3) Dentists, physicians, surgeons, and medical facility personnel must release the records and x-rays to the person presenting the request.
 - (4) If a fee is required, the agency must pay the fee and obtain reimbursement from the state.
- 2. If the missing person is under 12 years of age and is still missing after 14 days, or is under 18 and at risk, the family or legal guardian shall immediately obtain the dental/medical records and recent photo, and immediately thereafter submit them to law enforcement.

- a. In these cases, the agency shall confer with the coroner or medical examiner and submit the dental/medical records and photo to DOJ within 24 hours.
 - (1) If the family or legal guardian cannot be located, the records may be obtained through the use of a "written declaration" by law enforcement.
 - (2) Photos of children under 18 years of age are used by DOJ to produce posters and bulletins distributed to law enforcement agencies, after obtaining a copy of the signed authorization form.
 - (3) Photos for dependent adults will be accepted by DOJ for inclusion in bulletins.
- 3. If the missing person is not found within 45 days, the officer or designated personnel initiating or conducting the investigation shall confer with the coroner or medical examiner for comparison to unidentified deceased persons.
 - a. The investigator should submit the medical and dental records to DOJ at that time.
 - b. Consider contacting coroners and medical examiners in neighboring counties.

**TOPICAL LIST OF SUPPORTING MATERIALS AND
REFERENCES INCLUDED IN THIS SECTION**

Civil Rights; Police

Definitions

Guidelines

Sample Custody Order

Sample of Missing Persons Report (SS 8568)

Sample of Authorization to Release Form (SS 8567)

Sample of Declaration of Authority for Seizure of Dental/Medical Records

Sample of Unidentified Deceased Reporting Form (BID 8576A)

MUPS Grid

Key Learning Points

Missing Person (M/P) Redi-Ref

CIVIL RIGHTS: POLICE

Police Officer Is Jointly And Severally Liable For Mother's Abduction Of Child In Violation Of Custody Order

Shields v. Martin
706 P.2d 21 (Idaho 1985)

While in the midst of a custody battle with her ex-husband, the mother enlisted aid of a police officer to gain custody of the child. The two went to the day care center where, making use of a copy of a superseded custody decree, the mother obtained the child and took him from the day-care center. The police officer erroneously advised the day care center operator that the document was valid and binding and that the child should be relinquished. He also told the day care operator that she could not call the father before delivery of the child to the mother. Subsequently, after regaining custody of the child, the father sued the police officer for violation of civil rights and the mother for her tortious deprivation of his right of custody. At trial, the court refused to instruct on the issue of joint and several liability. The jury awarded separate verdicts against the police officer and the mother but in differing amounts.

The Idaho Supreme Court reversed. The court found, as a matter of law, that the two defendants were joint tortfeasors whose combined acts caused the father to be denied his right of custody. The mother's flight from the state, with the child, was a wholly foreseeable consequence of the abduction. Thus, the police officer was jointly liable for all compensatory damages awarded against the mother on the state law theory. The police officer could not be held accountable, however, for punitive damages that had specifically been assessed against the mother.

Comment: The reviewing court also upheld the father's constitutional claim against the police officer even though the officer's conduct was no more than negligent. Citing United States Supreme Court precedent, the Idaho court concluded that negligent conduct may constitute a due process violation where there existed no adequate state tort remedy. Since the Idaho Torts Claims Act afforded complete personal immunity to the officer on the state tort theory, the trial court had not erred in allowing the father to submit his due process claim to the jury.

DEFINITIONS

CHILD - Includes any person under the age of 18 years.

DENTAL OR MEDICAL RECORDS OR X-RAYS - Includes all records or x-rays which are in the possession of a dentist, physician, surgeon or medical facility.

DISPATCHER - Any employee of a governmental agency who receives calls for service and/or dispatches officers or other designated personnel.

"EVIDENCE THAT A PERSON IS AT RISK" - Includes, but is not limited to the person missing being the victim of a crime or foul play, being in need of medical attention, having no pattern of running away or disappearing, being the victim of parental abduction, or being mentally impaired.

MISSING PERSON - Any person who is reported missing to a law enforcement agency until the person is located or determined to be a voluntarily missing adult. It also includes any child who is missing voluntarily or involuntarily, or under circumstances not conforming to his or her ordinary habits or behavior and who may be in need of assistance. Missing persons include any of the following:

INVOLUNTARY MISSING - Includes the involuntary abduction of an adult, the involuntary abduction of a child under circumstances other than "parental abduction", children that have been rejected by their families, missing adults or children who have left home and are viewed as unable to care for themselves.

PARENTAL ABDUCTION - Includes a child who has been taken, detained, concealed, enticed away, or retained by a parent or the agent of a parent.

RUNAWAY - Any child who is voluntarily missing.

UNKNOWN MISSING - Cases where there are insufficient facts to determine the missing persons disposition.

SUSPICIOUS CIRCUMSTANCES - Circumstances which give rise to the belief that "foul play" may have been involved; the person is suffering from a physical, mental, or emotional condition which causes them to constitute a danger to themselves or others; the disappearance is out of character for the person and no known reason can be determined.

GUIDELINES FOR HANDLING MISSING PERSON AND RUNAWAY CASES

I. INITIAL RESPONSE

Guideline # 1 - DETERMINE IF YOU HAVE A MISSING PERSON CASE.

1. Officers, dispatchers, or other designated personnel who take the initial call, by phone or in person, should determine if the call is a missing person case according to the definition of a missing person and agency policy.
2. If it is determined the person is a victim of a kidnapping or parental abduction the case should be handled as a criminal investigation.

Guideline # 2 - EXHIBIT SENSITIVITY TO THE REPORTING PARTY.

Reporting parties and families of missing persons often experience feelings of helplessness and anxiety. Officers, dispatchers, or other designated personnel dealing with these persons should be sensitive to those feelings and respond appropriately.

1. Fingerprints and other documents should be accepted from parents or guardians who have them available.

Guideline # 3 - ACCEPT ANY REPORT, INCLUDING ANY TELEPHONIC REPORT, OF A MISSING PERSON OR RUNAWAY PROMPTLY (Penal Code Section 14205(a)).

1. It is the duty of all law enforcement agencies to immediately assist any person who is attempting to make report of a missing person or runaway (Penal Code Section 14210(a)).
 - a. A report must be accepted regardless of jurisdiction.
 - b. Generally the agency having jurisdiction over the missing person's place of residence has ultimate investigative responsibility of the missing person case.
2. If the California Highway Patrol is contacted, including by phone, by someone wishing to make a report of a missing person or runaway the CHP may take the report; and shall immediately advise the reporting party of the name and phone number of the police or sheriff's department having jurisdiction of the residence of the missing person and of the place where the missing person was last seen (Penal Code Section 14205(a)).

Guideline # 4 - GIVE PREFERENCE TO REPORTS OF MISSING PERSON AND RUNAWAY CASES.

1. Officers, dispatchers, or other designated personnel shall give priority to the handling of missing person and runaway reports over reports relating to crimes involving property (Penal Code Section 14205(a)).
 - a. The individual taking the report must exercise good judgment and apply reasonableness in following this guideline.
 - b. The intent of this guideline is to insure that missing person cases are given appropriate attention over "non-emergency" property-related cases.

- c. Special attention should be given to reports of very young missing children. The younger the child, the lesser their survival skills, and the greater the risk to their safety.

Guideline # 5 - TAKE PROPER COURSE OF ACTION FOR INITIAL RESPONSE AND IMMEDIATELY MAKE AN ASSESSMENT OF STEPS TO LOCATE (Penal Code Section 14205(a)).

1. Officers or other designated personnel should interview reporting party and any witnesses to determine:
 - a. Type of missing person case.
 - b. Indications the person is at risk - or existence of any suspicious circumstances.
 - c. Description of missing person.
 - d. Other appropriate action.
2. Based upon the circumstances of each report and department policy, appropriate action includes:
 - a. Making a local "Be On the Lookout" broadcast if the person is under 12 year of age; or there is evidence a person is at risk or evidence of suspicious circumstances. The "BOL" must be broadcast without delay (Penal Code Section 14205(a)).
 - b. Searching the area.
 - c. Examining court orders regarding custody matters.
 - d. Notifying other agencies.
 - e. Calling a supervisor or investigator to the scene.
 - f. Securing a recent photo.
 - g. Making a referral to local counseling agencies or support groups.
 - h. Following reporting requirements.
 - i. Utilizing additional resources.

Guideline # 6 - PROVIDE REPORTING PARTY WITH DEPARTMENT OF JUSTICE FORM # SS8567 AUTHORIZING THE RELEASE OF DENTAL/MEDICAL RECORDS AND PHOTO, INCLUDING INSTRUCTIONS ON WHEN TO OBTAIN THESE AND SUBMIT THEM TO THE AGENCY.

1. Officers, dispatchers, or other designated personnel shall give the reporting party, in person or by mail, a Department of Justice form which when completed by the reporting party or other family member authorizes the release of dental/medical records, and/or dental and skeletal x-rays, and the release of a recent photograph if the missing person is under 18 years of age (Penal Code Section 14206(a)(1)).

The form's instructions state if the person is still missing 30 days after the report is made, the form is to be signed by a family member or next of kin and taken to the appropriate medical authority. The family member or next of kin shall obtain the dental records and/or dental/medical and skeletal x-rays and within 10 days submit them to the agency to which the report was made (Penal Code Section 14206(a)(1)).

- a. Dentists, physicians, surgeons, medical facilities must release the x-rays to the person presenting the request (Penal Code Section 14206(a)(1)).
2. The form also instructs the reporting party to take the form to the appropriate medical authority immediately when a child is at risk or the disappearance was under suspicious circumstances, or the missing child is under 12 years of age and has been missing at least 14 days. The dental records and a recent photograph shall immediately thereafter be submitted to the law enforcement agency. In these cases the law enforcement agency shall confer with the coroner or medical examiner and submit the report and dental records to DOJ within 24 hours (Penal Code Section 14206(a)(2)).

Guideline # 7 - THE AGENCY WHERE THE MISSING PERSON WAS LAST SEEN MAY INITIATE AN INVESTIGATION IF APPROPRIATE.

1. It is appropriate to initiate an investigation when the missing person is at risk or when a delay might significantly reduce the possibility of finding the missing person.

Guideline # 8 - WHEN A CHILD IS AT RISK OR MISSING UNDER SUSPICIOUS CIRCUMSTANCES, THE AGENCY MAY IMMEDIATELY OBTAIN THE DENTAL/MEDICAL RECORDS BY "WRITTEN DECLARATION". IN SUCH CASES THE AGENCY MUST IMMEDIATELY CONFER WITH THE CORONER OR MEDICAL EXAMINER AND SUBMIT THE AGENCY'S REPORT, DENTAL/MEDICAL RECORDS, AND PHOTO TO THE DEPARTMENT OF JUSTICE WITHIN 24 HOURS.

A peace officer may sign a written declaration to obtain the release of dental/medical records immediately when the missing person is under 18 years of age or is at risk and missing under suspicious circumstances. The officer or other designated personnel shall immediately confer with the coroner or medical examiner and shall submit the report and dental/medical records within 24 hours thereafter to DOJ (Penal Code Section 14206(a)(2)).

II. FOLLOW UP INVESTIGATION

Guideline # 9 - INITIATE FOLLOW UP CONTACTS WITHIN 30 DAYS.

Officers or other designated personnel should consider re-contacting the reporting party within 30 days of the initial report for additional information and re-contacting any other involved agencies as appropriate.

Guideline # 10 - OBTAIN THE DENTAL/MEDICAL RECORDS BY "WRITTEN DECLARATION" WHEN A PERSON IS STILL MISSING AFTER 30 DAYS AND NO NEXT OF KIN CAN BE LOCATED.

When any person has not been found within 30 days and no family or next of kin can be located, a written declaration may be executed. The declaration should state that an active investigation seeking the location of the missing person is being conducted, and that dental/medical records and/or x-rays are necessary in the furtherance of the investigation. The written declaration, signed by a peace officer, is sufficient authority for the appropriate medical authority to release the records and/or x-rays (Penal Code Section 14206(a)(1)).

Guideline # 11 - CONFER WITH THE CORONER OR MEDICAL EXAMINER AND SUBMIT A MISSING PERSON REPORT, DENTAL/MEDICAL RECORDS AND PHOTO TO THE DEPARTMENT OF JUSTICE WHEN ANY MISSING PERSON HAS NOT BEEN FOUND WITHIN 45 DAYS.

1. If the person missing has not been found within 45 days, the officer or other designated personnel within the agency initiating or conducting the investigation shall confer with the coroner or medical examiner for comparison to unidentified deceased persons. The coroner or medical examiner is required to cooperate with law enforcement in these efforts (Penal Code Section 14206(b)).

After conferring with the coroner or medical examiner, the investigating officer or other designated personnel shall submit a missing person report, dental/medical records, and photograph if under 18 years of age, to DOJ on a DOJ Missing Person Reporting form (Penal Code Section 14206(2)(b)).

2. The officer or other designated personnel should send a copy of the release form with the photo to DOJ. DOJ cannot reproduce the photo without a release.
3. Local reporting agencies shall attempt to obtain the most recent photograph available for persons under 18 years of age and forward the photos to DOJ (Penal Code Section 14209(b)).

III. REPORTING REQUIREMENTS

Guideline # 12 - WHEN A REPORT IS TAKEN THE AGENCY MUST PROMPTLY NOTIFY AND SEND THE REPORT TO THE DEPARTMENT THAT HAS JURISDICTION OF THE MISSING PERSON'S RESIDENCE ADDRESS AND WHERE THE MISSING PERSON WAS LAST SEEN.

1. Officers, dispatchers, or other designated personnel who take a report on a missing person or runaway who resides outside their department's jurisdiction shall, without delay, notify and forward a copy of the report when completed to the police or sheriff's department having jurisdiction of the missing person's residence address and where the missing person was last seen. In cases involving children under 12 years of age or persons at risk this notification must be within 24 hours (Penal Code Section 14205 (c)).
2. It may be appropriate to notify the agency having jurisdiction of the missing person's intended destination.
3. Agencies should define the words "without delay" with a specific time frame that conveys urgency.
4. The report shall also be submitted to DOJ (Penal Code Section 14205(c)).

Guideline # 13 - THE AGENCY TAKING THE REPORT MUST SUBMIT THE REPORT TO THE DEPARTMENT OF JUSTICE (Penal Code Section 14205(c)).

Guideline # 14 - INFORMATION REGARDING MISSING PERSONS UNDER 12 YEARS OF AGE OR WHERE THERE IS EVIDENCE THE MISSING PERSON IS AT RISK MUST BE ENTERED INTO THE NCIC MISSING PERSONS SYSTEMS WITHIN 4 HOURS BY THE AGENCY TAKING THE REPORT (Penal Code Section 14205(b)).

1. The agency assuming investigative responsibility should make an NCIC entry.

Guideline # 15 - WHEN A MISSING PERSON IS FOUND, THE AGENCY MUST REPORT THIS TO THE DEPARTMENT OF JUSTICE AND SHOULD REPORT TO OTHERS AS APPROPRIATE.

1. When any person reported missing is found the officer, dispatcher, or other designated personnel shall immediately report that information to DOJ (Penal Code Section 14207 (a)).
2. The reporting party and other involved agencies should be notified in accordance with local policy.
3. Any automated systems entries should be canceled.
4. Information regarding any found unidentified persons, alive or deceased, should be entered into the NCIC Unidentified Persons File.
5. When a child under 12 years of age or a person who is at risk is found, the report of finding shall be made within 24 hours. (Penal Code Section 14207 (b)).
6. The locating agency shall also report to the law enforcement agency that took the initial report (Penal Code Section 14207(b)).
7. When any missing person is found alive or dead in less than 24 hours and is suspected to have been abducted, the law enforcement agency shall submit a report to DOJ. (Penal Code Section 14207(c)).
8. In the event that a missing person is found before being reported missing to DOJ, a missing person report must still be submitted to DOJ. (Penal Code Section 14207(c)).

SAMPLE CUSTODY ORDER

Laurel, Hardy, Burns, & Allen
P.O. Box 1929
Santa Cruz, CA 95061
Telephone: (408) 426-1929

Attorneys for Petitioner
JANE DOE

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA MARIA

In re the marriage of

Petitioner: JANE DOE

No. 4102

and

Respondent: JOHN DOE

STIPULATION FOR
MODIFICATION OF
CUSTODY DECREE FOLLOWING
MEDIATION and ORDER THEREON

Petitioner Jane Doe and Respondent John Doe hereby stipulate to the following modifications of custody and visitation orders entered 26 July 1988 as follows:

1. Petitioner and respondent shall have joint legal custody of the one minor child of the marriage, Jimmy Doe, born 3 December 1984, with physical custody to petitioner. The children will spend alternate weekends with Respondent John Doe and the remaining time with Petitioner Jane Doe, except that every Wednesday, Jim Doe will be with respondent for either the whole day or from after school until bedtime during the school year.

2. The parties will try to spend some time together at Christmas and on the child's birthdays, if possible. Otherwise, they will decide on other holidays to spend together as they come up.

3. Respondent will make every effort to support the child's academic development and keep in close contact with their schools and teachers.

4. The child will also have three one-week blocks of time during the year with his father, the one week periods to be scattered throughout the year.

5. The parties will return to mediation if they are having any problems working out custody and visitation issues.

Dated: September 7, 1988

JANE DOE, Petitioner

Dated: August 29, 1988

JOHN DOE, Respondent

Dated: September 9, 1988

By _____
GEORGE P. BURNS
Attorney for Petitioner

Dated: August 30, 1988

By _____
FRED R. FLINTSTONE
Attorney for Respondent

ORDER

It is so ordered.

Dated: 16 September 1988.

JUDGE OF THE SUPERIOR COURT

MISSING PERSON REPORTING FORM

(See Reverse for Instructions)

4) RECORD TYPE
(Check type which best describes)

☐ Runaway Juvenile
☐ Voluntary Missing Adult
☐ Parental/Family Abduction
☐ Non-Family Abduction
☐ Stranger Abduction
☐ Dependent Adult
☐ Lost
☐ Catastrophe
☐ Unknown Circumstances

1) Check One: ☐ ADULT ☐ JUVENILE

2) Reporting Agency _____ 3) ORI _____

5) Case # _____

6) DOJ # _____ 7) NCIC # _____

8) CATEGORY: ☐ At Risk ☐ Prior Missing ☐ Sexual Exploitation Suspected

9) Name _____ Date/Time Missing _____

10) Alias 1 _____ Alias 2 _____

11) GENDER	12) RACE	13) HGT.	14) WGT.	15) EYE COLOR	16) HAIR COLOR/LENGTH	17) DATE OF BIRTH
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown	<input type="checkbox"/> W <input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> J <input type="checkbox"/> B <input type="checkbox"/> F <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> X			<input type="checkbox"/> BLK <input type="checkbox"/> HAZ <input type="checkbox"/> BLU <input type="checkbox"/> MAR <input type="checkbox"/> BRO <input type="checkbox"/> PNK <input type="checkbox"/> GRY <input type="checkbox"/> MUL <input type="checkbox"/> GRN <input type="checkbox"/> XXX	<input type="checkbox"/> BLK <input type="checkbox"/> RED <input type="checkbox"/> BLN <input type="checkbox"/> SDY <input type="checkbox"/> BRO <input type="checkbox"/> WHT <input type="checkbox"/> GRY <input type="checkbox"/> XXX Length _____	

18) Residence Address _____ City _____

19) Location Last Seen _____ Probable Destination _____

20) Known Associates _____

21) Mental Condition _____

22) SS # _____ CII# _____ FBI # _____ DL # _____

23) Photo Available: ☐ Yes ☐ No Age in Photo _____ Photo/X-Ray Waiver Release Signed ☐ Yes ☐ No
 (Attach Photo and Signed SS 8567 Waiver Release Form)

24) Scars/Marks/Tattoos (locate/describe) _____

25) Skeletal X-Rays Available: ☐ Yes ☐ No; Broken Bones/Missing Organs: _____

26) Dental X-Rays Available: ☐ Yes ☐ No; (Attach Chart and X-Rays) Dentures: ☐ Upper ☐ Lower
☐ Full ☐ Partial

27) Visible Dental Work _____

28) Dentist's Name _____ Phone _____

29) Glasses ☐ Contact Lens ☐ Clothing Description/Size _____

30) Jewelry Description _____

31) If Vehicle Involved: ☐ S ☐ MP Lic# _____ Make _____ Model _____ Year _____

32) If abduction, did abduction involve movement of missing person in the commission of a crime? ☐ Yes ☐ No

33) Suspect Name _____ DOB _____

34) Relationship to Victim _____ Warrant # _____

35) Reporting Party _____ Phone _____

36) Relationship to Missing Person _____ Date Reported _____

37) Additional Information _____

38) Reporting Officer/Agency Contact _____ Phone _____

Upon completion, please return to:

Department of Justice
 Bureau of Criminal Statistics and Special Services
 P.O. Box 903417
 Sacramento, California 94203-4170
 Attention: Missing/Unidentified Persons Unit

INSTRUCTIONS FOR COMPLETING FORM SS 8568

- 1) **ADULT** - missing person (MP) is 18 years and older
JUVENILE - missing person is under 18 years old at time of report
- 2) **REPORTING AGENCY** - reporting agency name
- 3) **ORI** - originating agency identifier - i.e., CA034945400
- 4) **RECORD TYPE** - check type which best describes MP case
RUNAWAY JUVENILE - missing juvenile (MJ) that has left home without the knowledge/permission of parents or guardian
VOLUNTARY MISSING ADULT - missing adult (MA) who has left of his/her own free will
PARENTAL/FAMILY ABDUCTION - MJ taken by a parent/non-parental family member
NON-FAMILY ABDUCTION - MJ taken by a known abductor, but not a family member
STRANGER ABDUCTION - MJ taken by a stranger or missing under circumstances that may indicate a stranger abduction
DEPENDENT ADULT - MA who is between the ages of 18 and 64 who has physical or mental limitation which restricts his or her ability to carry out normal activities (i.e., Alzheimer, mentally handicapped)
LOST - any person who has strayed away or whose whereabouts are unknown
CATASTROPHE - any person who is missing after a catastrophe (i.e., plane crash, boating accident, fire, flood)
UNKNOWN CIRCUMSTANCES - when circumstances surrounding MP's disappearance are unknown
- 5) **CASE #** - reporting agency case number
- 6) **DOJ #** - Department of Justice Missing Person file number
- 7) **NCIC #** - National Crime Information Center Record ID number
- 8) **CATEGORY**: check all that apply
AT RISK - At risk includes, but is not limited to, evidence or indications the MP is/has
 - a) the victim of a crime or foul play
 - b) in need of medical attention
 - c) no pattern of running away or disappearing
 - d) the victim of a parental abduction
 - e) mentally impaired**PRIOR MISSING** - MP has been reported missing prior to this occurrence
SEXUAL EXPLOITATION SUSPECTED - sexual exploitation/abuse of the MP is suspected
- 9) **NAME** - full name of MP - last, first, middle
DATE/TIME MISSING - date and time MP was last seen
- 10) **ALIAS** - alias name of MP, if any; list additional AKA's under item #37
- 11) **GENDER** - MP's sex - check one
- 12) **RACE** - MP's race-check one
W - White J - Japanese H - Hispanic/Mexican/Latin
F - Filipino B - Black O - All Other/Multi-Race
C - Chinese I - American Indian/Alaskan Native
X - Unknown
- 13) **HGT** - MP's height in feet and inches
- 14) **WGT** - MP's weight in pounds (i.e., 130)
- 15) **EYE** - MP's eye color - check one
BLK - Black HAZ - Hazel BLU - Blue
MAR - Maroon BRO - Brown PNK - Pink
GRY - Gray MUL - Multi-color GRN - Green
XXX - Unknown
- 16) **HAIR COLOR/LENGTH** - MP's hair color-check one & length
Specify short, medium, long or actual length.
BLK - Black RED - Red/Auburn BLN - Blond/Strawberry
SDY - Sandy BRO - Brown WHI - White
GRY - Gray XXX - Unknown
- 17) **DATE OF BIRTH (AGE IF UNKNOWN)** - MP's date of birth or age if date of birth is unknown
- 18) **RESIDENCE ADDRESS** - MP's residence address
CITY - MP's residence city
- 19) **LOCATION LAST SEEN** - location where MP was last seen
PROBABLE DESTINATION - probable destination of MP
- 20) **KNOWN ASSOCIATES** - any known associates of MP who may have knowledge where the MP is or who may be accompanying the MP
- 21) **MENTAL CONDITION** - list any mental conditions the MP may have, i.e., stable, suicidal, depressed
- 22) **SS #** - MP's Social Security Number
CII # - MP's California State Identification Number
FBI # - MP's Federal Bureau of Investigation Number
DL # - MP's Drivers License Number-indicate state of issue
- 23) **PHOTO AVAILABLE** - indicate whether a photo of the MP has been received by reporting agency
AGE IN PHOTO - age of MP at time photo was taken
PHOTO/X-RAY WAIVER RELEASE SIGNED - indicate whether a Photo/X-Ray Waiver Release Form (SS 8567) has been signed by reporting party, attach photo and signed form SS 8567 to the back of the MP Reporting Form (SS 8568)
- 24) **SCARS/MARKS/TATTOOS** (locate/describe) - list the location of MP's scars, marks, and tattoos and provide a brief description
- 25) **SKELETAL X-RAYS AVAILABLE** - indicate whether any skeletal x-rays are available for the MP
BROKEN BONES/MISSING ORGANS - list all broken bones and/or missing organs of the MP
- 26) **DENTAL X-RAYS AVAILABLE** - indicate whether dental x-rays are available for the MP (if available, attach chart and x-rays to back of SS 8568)
DENTURES - if the MP has dentures, indicate whether they are upper, lower, full or partial
- 27) **VISIBLE DENTAL WORK** - describe MP's visible dental work
- 28) **DENTIST'S NAME** - name of MP's dentist
PHONE # - phone number of MP's dentist
- 29) **GLASSES/CONTACT LENS** - indicate whether MP wears glasses or contact lens
CLOTHING DESCRIPTION/SIZE - list MP's clothing description and size when last seen
- 30) **JEWELRY DESCRIPTION** - list/describe jewelry MP was wearing
- 31) **IF VEHICLE INVOLVED** - if vehicle involved in MP's disappearance, indicate whether suspect (S) or (MP) and list:
a) **LIC** - vehicle license number, b) **MAKE** - vehicle make, c) **MODEL** - vehicle model, d) **YEAR** - vehicle year.
If second vehicle involved, describe under item #37.
- 32) **IF ABDUCTION, DID ABDUCTION INVOLVE MOVEMENT OF MISSING PERSON IN THE COMMISSION OF A CRIME?** - indicate whether the MP was moved during the course of a crime
- 33) **SUSPECT NAME** - name of person who abducted/kidnapped MP (if known)
DOB - suspect's date of birth
- 34) **RELATIONSHIP TO MISSING PERSON** - suspect's relationship to MP, if any (i.e., uncle, father, neighbor, co-worker)
WARRANT # - warrant number
- 35) **REPORTING PARTY** - name of person(s) who reported person missing
PHONE # - reporting party's phone number
- 36) **RELATIONSHIP TO MISSING PERSON** - reporting party's relationship to MP (i.e., aunt, neighbor, co-worker)
DATE REPORTED - date MP was initially reported missing to reporting agency
- 37) **ADDITIONAL INFORMATION** - list any additional information
- 38) **REPORTING OFFICER/AGENCY CONTACT** - officer assigned to this MP's case
PHONE # - phone number of reporting officer/agency contact

AUTHORIZATION TO RELEASE **DENTAL/SKELETAL X-RAYS/PHOTOGRAPH AND DESCRIPTION INFORMATION** **OF MISSING JUVENILES** *(Missing Juveniles Only)*

NAME OF MISSING JUVENILE	
REPORTING AGENCY AND CASE NUMBER	REPORTING PARTY

Under California Penal Code Section 14206, the family or next of kin of any person under the age of 18 years who is reported missing and not located within 30 days may authorize the release of the dental or skeletal X-rays, or both, and a recent photograph of the missing juvenile. *Dental X-rays are preferred. Skeletal X-rays should be sent only if dental X-rays are not available.*

This form should also be signed by a family member or next of kin and taken to the dentist(s), physician and surgeon, or medical facility of the missing juvenile *immediately* to obtain the release of the dental or skeletal X-rays, or both, by the reporting person when the law enforcement authority determines that the disappearance involves evidence that the person is at risk or when the missing juvenile is under 12 years of age and has been missing at least 14 days. The dental or skeletal X-rays, or both, shall be released to the person presenting the request. The dental or skeletal X-rays, or both, and a recent photograph of the missing juvenile should be submitted immediately thereafter by the reporting person to the law enforcement authority to which the missing juvenile report was made. Information as to the age of the juvenile when the photograph was taken should be included on the back of the photograph.

If your missing juvenile is found, please notify the law enforcement agency *immediately*.

AUTHORIZATION

I am a family member or next of kin of the above named missing juvenile and I hereby authorize the release of all dental or skeletal X-rays to assist law enforcement agencies in locating the above named missing juvenile. I also consent to the release of the above named missing juvenile's photograph, physical description, and circumstances surrounding the disappearance. This information may be used by the Department of Justice for inclusion in missing children bulletins and posters which will be distributed throughout California to law enforcement agencies, elementary and secondary schools, state buildings, appropriate roadside rest areas, and other parties determined appropriate by the Department of Justice to assist in locating the missing juvenile.

NAME OF DENTIST			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()
NAME OF PHYSICIAN, SURGEON OR MEDICAL FACILITY			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()
SIGNATURE OF FAMILY MEMBER			
RELATIONSHIP TO MISSING JUVENILE			DATE
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()

**AUTHORIZATION TO RELEASE
DENTAL/SKELETAL X-RAYS
(Missing Adults Only)**

NAME OF MISSING ADULT	
REPORTING AGENCY AND CASE NUMBER	REPORTING PARTY

Under California Penal Code Section 14206, the family or next of kin of any person reported missing and not located within 30 days may authorize the release of the dental or skeletal X-rays, or both, of the person reported missing. ***Dental X-rays are preferred. Skeletal X-rays should be sent only if dental X-rays are not available.*** The executed authorization should be taken to the dentist(s), physician and surgeon, or medical facility of the missing person to obtain the release of the dental or skeletal X-rays. The dental or skeletal X-rays, or both, shall be released to the person presenting the request. The person to whom the records are released shall within 10 days bring those records to the police or sheriff's department or other law enforcement authority to which the missing person report was made.

If the missing adult is found, please notify the law enforcement agency ***immediately.***

AUTHORIZATION

I am a family member or next of kin of the above named missing adult and I hereby authorize the release of all dental or skeletal X-rays to assist law enforcement agencies in locating the missing adult.

NAME OF DENTIST			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()
NAME OF PHYSICIAN, SURGEON OR MEDICAL FACILITY			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()
SIGNATURE OF FAMILY MEMBER			
RELATIONSHIP TO MISSING ADULT			DATE
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()

DECLARATION OF AUTHORITY FOR SEIZURE OF DENTAL/MEDICAL RECORDS

Missing Person's Name _____

Case Number _____

I hereby declare that the above mentioned person has been reported missing and that no family or next of kin exists or can be located.

There is presently an active investigation being conducted seeking the location of the missing person, and dental/medical x-rays, charts and records are necessary for the exclusive purpose of furthering the investigation.

These records are hereby requested to be produced by:

Dr. _____

Address _____

City _____

Telephone () _____

This form, signed by a peace officer, is sufficient authority for the dentist to release the missing person's records pursuant to the express provisions of Section 14206 of the California Penal Code.

Signed _____

Dated _____

A duly sworn Peace Officer

UNIDENTIFIED DECEASED REPORTING FORM

(HEALTH & SAFETY CODE SECTION 10254)
CORONER COMPLETE THE FOLLOWING, IF AVAILABLE:

REPORTING AGENCY	DATE
CAUSE OF DEATH	CASE NUMBER

DATE FOUND	APPROXIMATE DATE OF DEATH
------------	---------------------------

SEX	RACE	HGT.	WGT.	EYE COLOR	HAIR COLOR/LENGTH	APPROX. AGE	BLOOD TYPE
-----	------	------	------	-----------	-------------------	-------------	------------

FINGERPRINT CLASS (IF KNOWN)

MARKS/SCARS/TATTOOS

BODY X-RAYS AVAILABLE: YES <input type="checkbox"/> NO <input type="checkbox"/>	BROKEN BONES/MISSING ORGANS:
---	------------------------------

GLASSES: YES <input type="checkbox"/> NO <input type="checkbox"/>	TYPE FRAME	PRESCRIPTION
---	------------	--------------

CLOTHING DESCRIPTION/SIZE

WAIST SIZE	CHEST/BRA SIZE	SHOE SIZE/STYLE
------------	----------------	-----------------

JEWELRY DESCRIPTION

ADDITIONAL INFORMATION

REPORTING OFFICER	ID #	PHONE
-------------------	------	-------

UPON COMPLETION, PLEASE RETURN TO:	DEPARTMENT OF JUSTICE P.O. BOX 903417, SACRAMENTO, CALIFORNIA 94203-4170 ATTENTION: MISSING/UNIDENTIFIED PERSONS UNIT
------------------------------------	---

COMMENTS:

MPR # _____

NIC # _____

INSTRUCTIONS:

1. MARK LOCATION OF WORK ON TOOTH SURFACE.
2. GIVE DESCRIPTION OF WORK DONE; MISSING TOOTH, FILLING, ETC., ON LINE CORRESPONDING TOOTH NUMBER.

SEX	RACE	HGT	WGT	EYE COLOR	HAIR COLOR/LENGTH	AGE
-----	------	-----	-----	-----------	-------------------	-----

U P P E R R I G H T	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	U P P E R L E F T
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	

1	16
2	15
3	14
4	13
5	12
6	11
7	10
8	9

L O W E R R I G H T	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	L O W E R L E F T
	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	

32	17
31	18
30	19
29	20
28	21
27	22
26	23
25	24

ESTIMATED DENTAL AGE: _____

DATE: _____

COMPLETED BY: _____ D.D.S. D.D.S. PHONE NO.: _____

**DEPARTMENT OF JUSTICE'S SUGGESTED PROCEDURE BASED ON CURRENT LAW AND P.O.S.T.
GUIDELINES**

MISSING PERSON RESPONSIBILITY 'REFERENCE CHART'
FOR AGENCIES WITH ON-LINE ACCESS

	ENTRY INTO MUPS*	BOLO TELETYPE	CORONER CHECK	DOJ FORM SS8567	SEND DENTAL X-RAYS	SEND PHOTO
CHILD AT RISK	Within 4 hours	'Without Delay' Agency sets time frame	Within 24 hours	Within 24 hours to DOJ	Within 24 hours to DOJ	Within 24 hours to DOJ
CHILD NOT 'AT RISK'	Immediately	Not Mandated	After 45 days, immediately check	After 45 days	After 45 days	If available must send after 45 days
CHILD UNDER 12 NOT 'AT RISK'	Within 4 hours	'Without delay' Agency sets time frame	After 14 days, immediately check	After 14 days, within 24 hours	After 14 days, within 24 hours	After 14 days, within 24 hours
ADULT 'AT RISK'	Within 4 hours	Not mandated. DOJ suggests 'Without Delay'	After 45 days, immediately check	Mandated after 45 days, but DOJ wants form ASAP	After 45 days	Not mandated
ADULT NOT 'AT RISK'	Within 45 days	Not mandated	After 45 days, immediately check	After 45 days	After 45 days	Not mandated

* EFFECTIVE OCTOBER 1990, FEDERAL LAW (42 USC 5779) REQUIRES ALL MISSING CHILDREN BE ENTERED IN NCIC. ENTRY OF A MISSING PERSON INTO THE "MUPS" SYSTEM WILL AUTOMATICALLY GENERATE AN ENTRY INTO THE NCIC MISSING PERSON SYSTEM.

KEY LEARNING POINTS

1. Show sensitivity when taking missing person reports.
2. Recognize the definition of "missing person" includes involuntary, runaway, parental abduction, and unknown missing.
3. Accept all missing person reports regardless of jurisdiction.
4. Give missing person cases priority over nonemergency property crimes.
5. Report all missing person cases to the Department of Justice.
6. Recognize that local broadcasts are mandatory for missing persons under 12 years of age or "at risk."
7. Recognize that agencies taking a report must cross-report to jurisdictions of residence and where last seen.
8. Give reporting parties D.O.J. (MUPS) Dental/Skeletal X-Ray Release Form.
9. Enter persons under 12 years of age or "at risk" into N.C.I.C. via MUPS.
10. Cancel reports with D.O.J. and N.C.I.C. via MUPS when the person is found.

MISSING PERSON (M/P) REDI-REF

The following legal requirements are meant to be a quick reference to aid officers. Initials "M/P" will be used when referring to Missing Persons.

LEGAL REQUIREMENTS: (14205 Penal Code to 14210 Penal Code)

1. Accept M/P report promptly.
2. Give priority to M/P cases over "cold" property cases.
3. Prompt BOL if M/P under 12 years, or any person at risk.
4. Provide R/P DOJ Form SS8567 under requirements listed in summary at bottom.
5. If child is missing under suspicious circumstances or is at risk, agency immediately confers with coroner and submits report, dental records and photograph to DOJ within 24 hours.
6. If M/P not found within 45 days, confer w/coroner for comparisons/I.D. Then submit report/records/photograph to DOJ.
7. Agency taking M/P report shall notify and forward copy of report to agency having jurisdiction, i.e., residence and/or where last seen. If M/P under 12 years, or is a person at risk, notify DOJ within 24 hours.
8. M/P under 12 years or person is at risk, notify NCIC within 4 hours.
9. When M/P found, immediately report to DOJ. If M/P under 12 years, or is a person at risk, notify DOJ within 24 hours.
 - a. Locating agency shall report to initiating M/P agency.
 - b. If found alive or dead within 24 hours, and abduction is suspected, report to DOJ.
 - c. If M/P found before reported missing, report to DOJ.

ALWAYS EXHIBIT SENSITIVITY

SUMMARY OF DOJ FORM SS8567 (dental, skeletal x-rays, and photograph). This form gives instructions for its use. In summary: Give form to R/P or family member. It authorizes release of records and if under 18 years, release of photograph also. If person still missing after 30 days, have form signed by R/P or family member. They obtain record and submit to agency taking report within 10 days. If child is at risk, or disappearance is suspicious, or child is under 12 years and missing 14 days, R/P takes form to dentist immediately. All the above are then immediately submitted to the law enforcement agency. The law enforcement agency shall then confer with the coroner and submit report and dental records to DOJ within 24 hours.

ADDITIONAL REFERENCES

MUPS Training Manual, California Department of Justice

Investigator's Guide to Missing Child Cases National Center of Missing and Exploited Children, 2101 Wilson Blvd., Suite 550, Arlington, VA 22201, (703) 235-3900

POST Telecourse on Missing Persons, 1601 Alhambra Blvd., Sacramento, California 95816, (916) 227-4856

POST Video Catalog, 1993, 1601 Alhambra Blvd., Sacramento, CA, 95816, (916) 227-4856