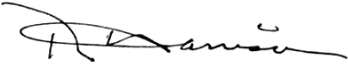


TEXARKANA POLICE DEPARTMENT

GENERAL ORDERS MANUAL

SUBJECT	Missing Adults		
NUMBER	1105.14	EFFECTIVE DATE	June 27, 2017
Scheduled Review Date	August 30, 2018	ISSUE DATE	June 27, 2017
Date Reviewed	June 27, 2017	REVISION DATE	June 27, 2017
APPROVED BY		ALEAP Standards	7.35

I. Purpose and Scope

- A. The purpose of this policy shall be to provide all officers with a set of guidelines for the proper response to calls involving missing persons. The policy will guide officers through the initial response and reporting, to entry and removal from ACIC/NCIC, and into the follow up investigation as well as provide any special procedure for juveniles or at-risk persons.

II. Policy

- A. It shall be the policy of the Texarkana Police Department to attempt to locate and safely return all missing persons.

III. Definitions

- A. Missing Persons — A person whose whereabouts cannot be reasonably determined by the reporting party and it is unknown if the party left voluntarily.
- B. At-Risk Missing Persons—The following criteria will be utilized in classifying missing persons as at risk:
 1. Facts and circumstances surrounding the missing person that lead a reasonable person to believe the missing person is in immediate danger or harm or if there is evidence of foul play.
 2. A missing person who is substantially impaired mentally, physically handicapped or potentially physically/mentally compromised.
 3. Elderly persons who are believed to be lost and / or suffering from ailments (physical or mental) that place the elderly person in an increased capacity for harm.

IV. Procedures [ALEAP 7.35](#)

- A. A missing persons report will be completed by the first responding officer for any person whose last known location was within the city limits of Texarkana, Arkansas or when the person's last known purported location is Texarkana, Arkansas. When in doubt as to the last known location of the person, officers shall take a report. There shall be no minimum waiting period connected to an individual's disappearance before a report is generated by the Texarkana Police Department.

Page 1 of 3 Number 1105.14	Effective Date: June 27, 2017
Subject: Missing Adults	Revision Date: June 27, 2017

- B. When completing the report, officers shall include all pertinent information, including but not limited to the following information:
1. Full name;
 2. Date of birth;
 3. Race;
 4. Sex;
 5. Height and weight;
 6. Hair and eye color;
 7. Scars, marks, tattoos and locations if known;
 8. Clothing description, if known;
 9. Last known location; and
 10. Any other additional information pertinent to the person's identifying characteristics.
- C. As part of the responding officer's preliminary investigation, and in addition to the officer's efforts to complete the official report, the responding officer will, at a minimum, ensure the following acts are undertaken:
1. Utilize the Texarkana Police Department's radio system and broadcast to all units an applicable BOLO containing the missing person's identifying information (name, age, appearance, physical description) as well as information concerning the missing person's last know location and any other information deemed helpful in locating the missing person.
 2. Promptly notify his/her supervisor when the officer develops information that leads the officer to believe the person is an at-risk missing person.
 3. As soon as practicable, the reporting officer will submit the missing person's applicable information to the Communications Center to be entered in ACIC / NCIC.
- D. The on-duty supervisor will be responsible to evaluate the initial report of the missing person and determine if the missing person's missing status falls into the at-risk missing category and requires additional resources from CID personnel. Additional considerations to consider when evaluating the circumstances surrounding the missing person include the following:
1. Any known information regarding the missing person's mental condition and whether or not the missing person is known to be suffering from a suicidal condition;
 2. Time of day, related weather conditions and whether or not the missing person is clothed in accordance with the existing weather conditions; and
 3. Length of time that expired between the missing person's disappearance and the time the disappearance was made known to the police department.
- E. The CID supervisor should remain responsible to respond to the situation if warranted and begin efforts to manage additional manpower needs, search patterns and the utilization of the Code Red system and/or other tools (media releases, incident command system, etc.) to facilitate the investigation.

Page 2 of 3	Number 1105.14	Effective Date: June 27, 2017
Subject: Missing Adults		Revision Date: June 27, 2017

- F. The detective assigned the missing persons case shall contact the reporting party as soon as practical to ensure the reporting person is provided the detective's contact information so additional contact can be facilitated should additional information surface in the case.
1. Any subsequent contacts between detectives investigating the case and the reporting person shall remain at the discretion of the detective assigned the case and dependent upon the circumstances surrounding the person's disappearance coupled with the existence of investigative leads and/or other variables unique to the particular case.
- G. If a Texarkana Police Officer locates a person that has been reported as missing, or should the officer come into contact with a person who meets the criteria of an at-risk missing person, the officer will:
1. The officer will attempt to locate and contact the reporting party or responsible person to whom the missing person may be released.
 2. If the person the officer locates has previously been entered into ACIC/NCIC, the officer will ensure the person's entry into ACIC/NCIC is removed as soon as practicable.
 3. A supplemental report documenting the circumstances of the case and efforts made to locate the victim, their specific whereabouts and those who accompanied them should be recorded without delay. The supplement should also confirm that the reporting person was notified of the location of the victim and that the victim was removed from ACIC/NCIC.
 4. If the officer encounters facts and/or circumstances that lead him/her to believe that releasing the person into someone else's care is not in the missing person's best interest, the officer should return the person to his/her home, call for medical assistance should the circumstances call for such treatment or contact the Department of Human Services to respond and take temporary custody of the person.

Page 3 of 3	Number 1105.14	Effective Date: June 27, 2017
Subject: Missing Adults		Revision Date: June 27, 2017