

BPD Initial Officer Response Checklist to Missing Adult

	Respond promptly to the scene of the report. Activate patrol video camera.
	Interview the person who made the initial report: a. Name, age, date of birth, and the social security number of the missing person; b. The health, habits, history and a description of the missing person, including physical features such as tattoos or scars; c. Names and addresses of friends and relatives where the missing person may be located; d. The maiden name of the missing person’s mother; and e. As soon as practicable and possible, obtain a photograph of the missing person, which shall become a part of the missing person folder and be returned to the family upon locating the missing person.
	Identify the circumstances of the missing episode. Determine whether the circumstances are such that a heightened level of response is warranted.
	Ensure that all local hospitals, detention centers, shelters have been contacted. Inquire if the missing person is at one of these locations, or in the case of women shelter ask for the party to contact law enforcement.
	Determine when, where, and by whom the missing person was last seen. Interview family members, friends/associates of the adult, and friends of the family to determine when each last saw the party, what they think happened to the missing person, and if the missing person had complained about being approached by anyone. Compare information gathered from all sources.
	Interview the individual(s) who last had contact with the missing person. While seeking information about the missing person’s appearance, demeanor, and actions, officers should also be alert to any contradictions made or evasiveness demonstrated by the witness, especially if these statements cannot be readily corroborated.
	Inquire if the missing person has access to the Internet, cell phone, and/or other communications device, all known social media accounts and passwords if available. Preserve social media accounts as soon as possible. Seize electronic devices: unlock screen if possible, place in airplane mode, and attach to external power supply if still powered on, for a later search warrant. If the missing person has a cell phone with them consider exigency ping of the phone to locate.

***21 or UNDER? If yes, **IMMEDIATE NCIC ENTRY IS REQUIRED**