

COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Subject: MISSING PERSONS (ADULTS)

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Purpose

To establish guidelines for the handling of missing person reports.

I. Statement of Policy

It shall be the policy of the Covington Police Department to answer all reports of missing persons whether foul play is suspected or not. All officers shall follow the procedures outlined in this directive when conducting an investigation of a reporting of a missing person.

III. Definitions

At Risk Persons – Any person who is physically or mentally challenged and who poses a risk to themselves or others, e.g., mental disorders, suicidal, Alzheimer patient, diabetics.

Critically Missing – A reported missing person who is missing and foul play is suspected.

Missing Adult – Any person who is 17 years old or older.

Initial Reporting Procedures

- A. Sworn personnel of the Covington Police Department shall answer all reports of missing persons. All reports of missing persons shall be considered legitimate unless otherwise proven by facts surrounding each case
- B. The responding officer will make an initial investigation surrounding the missing person. The officer will determine the time, place, and the person's state of mind just prior to them being thought of as missing.
- C. The reporting officer shall gather the following information necessary for entry on the GCIC computer.
 1. Name.
 2. Sex.
 3. Race.

4. Date of birth.
 5. Weight.
 6. Hair color.
 7. Eye color.
 8. Clothing, if known.
- D. The reporting officer shall provide the Communications Center with basic information for an immediate look out for the missing person to all City and County patrol units and surrounding areas by radio transmission.
 - E. The reporting officer shall complete an incident report with all of the required information and submit it to the supervisor for approval. A copy of the report will be then given to the CSR for entry into GCIC for statewide lookouts. The officer shall note on the incident report that the missing person was entered on GCIC.
 - F. All reports of missing persons will be entered into computer immediately by the CSR upon receipt of a completed and approved report.
 - G. If foul play is suspected, the Patrol Supervisor shall immediately notify investigative personnel to assist in the case regardless of the age of the person reported missing.
 - H. The Patrol Supervisor shall arrange for a search for the person if the factors justify such actions.
 - I. Missing persons determined to be at-risk or critically missing shall require an expanded investigation and search.

Investigative Follow-Up

- A. Follow – up investigations of missing persons shall be the primary responsibility of the Investigative Division. However, patrol officers who acquire additional information about any aspect of the case should complete a supplemental report or forward the information to the investigator assigned to the case.
- B. The investigator assigned to the missing person case shall maintain contact with the reporting persons to inform them of the following.
 1. Name of investigator assigned to the case.
 2. Status of the case.
 3. Any special instructions concerning the case.
 4. A phone number and case number for them to contact the investigator with any new information.

- C. It is the responsibility of the investigator assigned to the case to have the entry on GCIC removed by the CSR whenever the person is located or the case is closed. This shall be done as soon as possible to prevent the missing person from having any future problems with other agencies.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE:

Stacey L. Cotton
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Chief of Police