

An incident protocol was developed between law enforcement and the Child Protective Services. Specific guidelines were established for officers responding to a "welfare check" of a child when information indicates there is evidence of a possible crime, such as assault.

Upon the request for a welfare check of a child, the officer will respond to the child's location *with two main issues to address:*

Check the physical condition of the child or children and gather information about the cause of injuries if they are present.

Determine if there is a protection issue. If so, establish if it is safe to leave the child in the present environment.

Regardless of the officer's findings, a report completely documenting the issues, as well as any actions taken, **will be completed.**

If in the opinion of the officer that abuse is found to have occurred, the investigating officer must answer two primary questions. First, is there evidence to issue a citation for assault or arrest the suspect for assault or other associated crime? Second, should the child be placed into protective custody for protection?

The responding officer is responsible for conducting a criminal investigation and making these decisions, **not Child Protective Services.** Although Child Protective Services may also be involved and it is common to cooperate in the investigation, the above responsibilities and decisions are the investigating officers to fulfill.

If officers have decided to place the child/children into protective custody, officers are required to sign the "Child Custody Transfer Form." This form transfers the custody of the child from the Everett Police Department to Child Protective Services. This form is supplied by Child Protective Services.

19.03 MISSING PERSONS REPORTS

Missing person reports will be given priority over crimes involving property and handled as any other priority 3 call without delay. Officers will respond to all reports of missing persons and take a report regardless of jurisdiction. In addition to the officer's report, a written statement will be included, detailing why the complainant feels the person is missing.

A written statement may be provided by any of the following sources: a physician or other authoritative source corroborating the missing person's physical/mental disability, or a written statement from a parent, legal guardian, family member, or other authoritative source advising that the person is in the company of another

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person under circumstances indicating that their physical safety is in danger, or that the missing person's disappearance was not voluntary.

Example: A teacher observes a student being forcibly abducted.

The State of Washington considers a child to be a person under 18 years of age (for purposes of this section). Federal law considers any person under the age of 21 years to be a child and requires law enforcement to initiate a missing person investigation within the same time frame as a child under the age of 18. Missing persons between the ages of 18-21 years shall be entered into WACIC and NCIC databases within two hours after accepting the report.

Missing Person Reports must be prepared when any of the following criteria exist: persons are reported as missing from home:

- Missing Children
- Juvenile Runaways (Must be reported as runaways, not missing persons)
- Adults who are:
 - Mentally ill
 - Senile
 - Suicidal
 - Seriously ill physically

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Already missing over 24 hours, UNLESS there is some evidence of suspicious circumstances

- The person missing is under 21 years of age.
- The person missing is a child taken, detained, concealed, enticed away or is retained by a parent.
- The person missing is the victim of a crime or foul play.
- The person missing is in need of medical attention.
- The person missing has no pattern of running away or disappearing.
- The person missing may be the victim of a parental abduction.
- The person missing is mentally impaired.
- The person is missing under unexplained, involuntary or suspicious circumstances.
- The person missing is believed to be in danger because of age, health, mental or physical disability, in combination with environmental or weather conditions, or it is believed that the person is unable to return to safety without assistance.

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In situations where the missing person is under 16-years of age; or the person is missing under unusual, unexplained, dangerous or suspicious circumstances Person suffers from any of the following special circumstances (Senile, Dementia, Alzheimer's, Suicidal, Seriously ill or injured or inclement weather posing specific risks), the responding officer will notify the Patrol Supervisor enroute. The officer will make an assessment of reasonable steps to be taken to locate the person and the supervisor will respond to the scene to assist as needed with the search and / or notifications as required or necessary, to include

but not limited to the on-duty Lieutenant or ODO and the appropriate Investigative Unit.

Resources to be considered if the situation meets required criteria are:

- AMBER Alert (See Procedure 34.03)
- Endangered Missing Person Advisory (See Procedure 34.04)
- Search and Rescue
- WSP Missing and Unidentified Persons Unit

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Reports will include all required information on the Everett Police Department Missing Person report-Report form, to include physical identifiers such as height, weight, hair color, scars, marks, tattoos, clothing, alias', and vehicles. Once the report is taken, ~~Of the missing person is under 16-years of age, or there is evidence the person is at-risk or endangered, the officers will request a notify dispatch for a "be on the lookout" or BOLO broadcast by SNOPAC of the missing person's information.~~

Officers will then deliver or fax a copy of the Missing Person report to the Records DivisionUnit, for entry into the appropriate state and national databases. ~~When the Everett Police Department takes a missing person report on a person who lives outside this jurisdiction, the Records Unit shall promptly (within 24 hours of the report being made) notify and forward a copy of the report to the agencies having jurisdiction over the missing person's residence and where the missing person was last seen, for database entry and follow-up investigation. The Records Unit will be responsible for checking WACIC/NCIC to ensure the agency of jurisdiction has entered the missing person. In the event the jurisdictional agency declines to enter the missing person, Records Unit personnel should advise the Unit Manager or Patrol Supervisor to follow up with the agency and determine the course of action.~~

~~Reports will not be taken when there is evidence that a missing adult is of sound mind, is voluntarily missing and does not want to return.~~

Complainant Must Help Search

~~After a Missing Persons Report has been completed and before leaving the scene, complainants should be encouraged to help in the search for the missing person~~

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Notify if Missing Person is Found/located

~~Complainants should be encouraged to help in the search for the missing person and instructed to contact the Department if the missing person is located, returns home or communicates with family or friends. The investigation may be concluded when the missing person is located or when another agency accepts the case and formally assumes the investigative responsibilities.~~

When a missing person is located, the employee or the detective (if the case has been assigned) receiving the information must ensure that an administrative message is sent without delay to WACIC and NCIC, through ACCESS, noting that the person has been located. Instruct the complainants to contact the department if the missing person is located, returns home, or communicates with family or friends.

Investigation of Missing Persons

The Person's Major Crimes Unit will conduct all follow-up investigations on Missing Person's Reports and will be responsible for monitoring the status of the missing person; collection and submission of any dental/medical records or DNA samples to WSP; and any additional required reporting to the WSP Missing and Unidentified Persons Unit. Missing person investigative procedures for follow-up contacts and follow-up searches are outlined in their Major Crimes S.O.P.

In cases of "Runaway and Missing Persons," if the subject of the report is not located within 30 days, dental records will be sent to the Washington State Patrol, Dental Identification Section.

A representative of the Everett Police Department will re-contact the complainant. At this time the following Washington State Patrol forms must be completed:

- (1) ID-24;
- (2) ID-25: Request to Release Dental Records.

A copy of the original "Runaway/Missing Persons Report" must be attached to the WSP forms.

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19.04 RUNAWAY REPORT

Runaway reports will be handled as any other priority 3 calls. Officers will have to personally make contact with the complainant. In addition to completing a runaway report, a statement that is signed by the complainant must accompany the report.

Parents/complainants will be encouraged to provide a recent photograph to be added to the runaway report.

A Runaway Report rather than a Missing Person Report will be generated for a runaway juvenile.

SEE SECTION 21 - RUNAWAY REPORTING JUVENILE OPERATIONS

19.02 CHILD WELFARE REPORT

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The responding officer is responsible for conducting a criminal investigation and making these decisions, **not Child Protective Services.** Although Child Protective Services may also be involved and it is common to cooperate in the investigation, the above responsibilities and decisions are the investigating officers to fulfill.

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21 years to be a child and requires law enforcement to initiate a missing person investigation within the same time frame as a child under the age of 18.

Missing persons between the ages of 18-21 years shall be entered into WACIC and NCIC databases within two hours after accepting the report.

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- The person missing is a child taken, detained, concealed, enticed away or is retained by a parent.
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- The person missing may be the victim of a parental abduction.
- The person missing is mentally impaired.
- The person is missing under unexplained, involuntary or suspicious circumstances.
- The person missing is believed to be in danger because of age, health, mental or physical disability, in combination with environmental or weather conditions, or it is believed that the person is unable to return to safety without assistance.

In situations where the missing person is under 16 years of age, or the person is missing under unusual, unexplained, dangerous or suspicious circumstances, the responding officer will notify the Patrol Supervisor. The officer will make an assessment of reasonable steps to be taken to locate the person and the supervisor will respond to the scene to assist as needed with the search and/or notifications as required or necessary, to include but not limited to the on-duty Lieutenant or ODO and the appropriate Investigative Unit.

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Officers will then deliver or fax a copy of the missing person report to the Records Unit for entry into the appropriate state and national databases.



Lt. *JB*

This has been reviewed and approved by O.P.S. Once the Chain of Command reviews it, it can go to Kathy Dockins, who in turn will get it to Alicia for dissemination.

If you have questions, please let me know.

Ryan

*Approved, but without actual
text of procedure, reference
only.*

Greg

Training Bulletin 2013-

Date: **08/14/13**

To: **Everett Police**

Subject: **Procedure 19.03 (Missing Person Reports)**

Substitute Senate Bill (SB) 5556 regarding Missing Endangered Persons took effect on 07/28/13. This bill amends the time requirement for entering a missing child or endangered person into WACIC and NCIC after a report is taken by a law enforcement agency. In an effort to meet the requirements of SB 5556 and establish a standardized best practice time frame for the entry of all missing person reports, Procedure 19.03 has been changed.

Language in the second paragraph previously read:

"Missing persons between the ages of 18-21 years shall be entered into WACIC and NCIC databases within two hours after accepting the report."

The new language reads:

"Missing persons shall be entered into WACIC and NCIC databases within two hours after accepting the report."

The entire current/new procedure is listed below with ^{in procedure 19.03} the change underlined.

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Missing Person Located

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