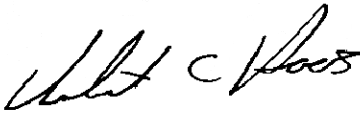
 Cambridge Police Department	POLICY & PROCEDURES		No. 518
	Subject/Title: Missing & Unidentified Adults		
	Issuing Authority:  Robert C. Haas Police Commissioner	Review Date: Apr. 5, 2013	Issue Date: August 14, 2013
		Effective Date: August 21, 2013	Rescinds: Policy #2003-6 (Aug. 11, 2003)
References/ Attachments: Policy #519 – Sheriff’s SafetyNet™ Program	Accreditation Standards: 41.2.5		

I. PURPOSE:

The purpose of this directive is to describe the protocols that will be followed by members of this department whenever there is a report of a missing adult, or when officers encounter situations when an adult whose identity cannot be determined, usually as a result of some form of cognitive problems. This directive will address the following:

- Procedures for reporting and investigating missing adults;
- Information that is to be obtained during the course of the investigation;
- Dissemination of information on a missing person;
- Entry and removal of missing persons from the Criminal Justice Information System;
- Follow-up investigative efforts, to include searching for a reported missing person; and
- Any special considerations applicable to critically missing or at-risk persons.

II. POLICY:

It is the policy of this department to fully investigate all reports of persons who are reported missing, especially in those situations when there are concerns for the safety and welfare of persons who have gone missing, or who may present themselves as being confused and/or disoriented. Further, officers are expected to take appropriate follow up action that will lead to locating a missing person or identify an individual who may have wandered off and clearly who appears to be disorientated or confused.

III. GENERAL CONSIDERATIONS & GUIDELINES:

Generally speaking, a missing person is one who is absent with no apparent reason or under circumstances which may indicate an involuntary disappearance, or when there may be concerns for the safety and wellbeing of an individual who might be a risk. It

should be remembered that missing persons are not fugitives and often have voluntarily gone missing for personal reasons, of which the person making the report may be reluctant to inform the police. Despite limited resources and the fact that some of these reports may involve persons who have left voluntarily (apart from those who may have wandered off due to cognitive conditions), the department has an obligation to investigate all such reports and take follow up action that is commensurate with the level of safety concerns, which may be revealed during the course of that investigation.

The second aspect that presents a significant concern is among those adults who are suffering from serious cognitive conditions, and have a tendency to wander off. Often times locating these individuals is critical given other medical complications or the fragility of the individual. There may be times when individuals will wander off, and the caregivers are not aware that they are missing. An individual could potentially wander great distances and present him/herself as being disorientated or confused. Often times, these individuals are unable to identify themselves, and therefore present some unique challenges for officers who might encounter them in this disoriented state.

For purposes of this directive, the procedures and guidelines discussed here will involve persons who are eighteen years or older. Issues involving juveniles or adolescents are covered in a companion policy entitled, ***Policy #520 – Missing, Runaway, Abandoned or Abducted Children***. Although many of the investigative principles are the same in both instances, there are unique distinctions in how the department will respond and deal with situations that involve a missing adult as opposed to a missing juvenile.

IV. PROCEDURES:

A. Initial Report of a Missing Person:¹ Generally, the department will learn of a missing person either by someone reporting the incident through the ECC, coming into the police station to make a report, or by approaching an officer while in the field. Depending upon how the report is initially made the individual receiving the report will attempt to obtain the following information:

1. *Preliminary Background Information:* Obtain as much information as possible as relative to the circumstances on which the person went missing, and understand what are the underlying concerns or circumstances that led to the report being made, include:
 - a. Missing from the home under unusual circumstances, or long overdue from returning home or other location;
 - b. Not arriving at an expected destination;
 - c. Any unusual behaviors that suggest that the disappearance may be of concern or disconcerting;

¹ CALEA Std. **41.2.5** – *A written directive provides procedures for reporting and investigating adult missing persons which include, at a minimum:*

a. *Initial description and information to be gathered;*

- d. Whether there was any prior history of the person having gone missing, and if so, where the person was eventually located; and
 - e. Any issues relative to endangerment (psychological, medical, cognitive disorder, suspicious circumstances, indications of self-harm, etc.).
2. *Identity of the Missing Person:* Obtain the full identity of the missing person, to include the following:
 - a. Full name, DOB, and address;
 - b. A complete description of the individual, include any distinguishing characteristic and/or mannerisms, any distinguishing scars, marks, or tattoos, etc.
 - c. Determine if the missing child may have a SafetyNet™ tracking device. If so refer to Policy #519 – *Sheriff's SafetyNet™ Program* for appropriate related protocols; and
 - d. A description of clothing, if known.
 3. *Circumstances of the Disappearance:* Determine when and where the person was last seen, to include any circumstances that support the fact that the person is missing for reasons other than simply leaving or missing under voluntary circumstances.
 4. *Determine the Level of Risk or Danger:* Determine if there are any factors that would suggest the person who is missing is in immediate danger or risk of harm, which would require a high priority response.
 5. *Identity of the Reporting Party:* Obtain the full identity of the person making the report, the relationship of the reporting party to the missing person, and full contact information of the reporting party.
 6. *Dispatch/Request Police Resources:* An officer is to be assigned to take the initial QED Incident Report. If there is any additional information obtained upon receiving the initial report, additional officers should be dispatched as well, furnishing the responding officers with all relevant information. If there are extenuating circumstances, a supervisor should be notified, who in turn should be responding to the scene where the person was last seen and/or where the person may have gone.

B. Preliminary Investigation:² It will be the responsibility of the officer who has been assigned to conduct the preliminary investigation to obtain the following information:

1. A full description of the missing person, to include:
 - a. Full name;
 - b. Age, including the date of birth;

² CALEA Std. 41.2.5 (a)

- c. Gender, race, cultural background, etc.;
 - d. Physical description, including any distinguishing features or mannerisms (determine the appropriateness of obtaining a current photograph);
 - e. Clothing description;
 - f. Details of any known mental, emotional or physical impairment and any medications. If medications are required,
 - 1) The type,
 - 2) Frequency, and
 - 3) Last administration should be ascertained, if possible.
2. Time and place at where the person was last seen;
 3. Names and relationships of anyone who may be with the person;
 4. Any likely destination;
 5. The name, address, and contact information (including mobile phone number) of the person making the report and his/her relationship with the missing person;
 6. The extent of any search already performed by the caller or other parties, including a list of friends, coworkers, and associates who have been contacted and a list of any parties who have not been reached;
 7. Whether the person has ever been reported missing on previous occasions;
 8. Other information that may be useful in locating the person (for example, particular habits or personal interests, places frequented, location of out-of-town relatives or friends, etc.) and determining whether the person is a potential victim of foul play;
 9. Whether the person is drug dependent (prescribed medication, or user's habit);
 10. The reason for any delay in reporting the person missing; and
 11. Consider what other appropriate steps should be taken if the missing person is considered to be “at risk,” including the elderly, the mentally impaired or the suicidal. Further information is available in **Section IV. (F) Special Considerations** in this directive.

C. Dissemination of Missing Person Information:³ As the investigating officer obtains information relative to the missing person, the officer should update the supervisor assigned to the investigation, and indicate whether any additional resources are needed to assist in locating the missing person. If the situation involves a person who is considered to be at risk, other investigative resources may need to be brought into the investigation at this stage to assist with the investigation. Other factors that should be considered relative to the dissemination of information should include the following:

1. *Completion of the Missing Persons Report:* The appropriateness of completing the “*Cambridge Police Department Missing Persons Report*” (see attached report Form #518A - 2103) is dependent upon the circumstances meeting the criteria for entering the person into the CJIS Missing Persons database. The following criteria should be used in determining whether an individual should be entered into the CJIS Missing Persons database:⁴
 - a. Persons who have a proven or mental disability (Disability – EMD);
 - b. Persons who are missing under circumstances indicating that they may be in physical danger (Endangered – EME);
 - c. Persons who are missing after a catastrophic event (Catastrophe Victim – EMV);
 - d. Persons who are missing under circumstances indicating their disappearance may not have been voluntary (Involuntary – EMI);
 - e. Persons who are under the age of 21 and do not meet the above criteria (Juvenile – EMJ); or
 - f. Persons who are 21 years of age and older and do not meet the criteria, but for whom there is a reasonable concern for their safety (Other – EMO).
2. *Entry of Missing Persons into CJIS:* If the Missing Persons Report is completed and signed, immediate arrangements should be made to have ECC personnel enter the missing person into the CJIS Missing Persons database. If appropriate, an administrative message may also be sent regarding the missing person information.⁵
 - a. *Missing Person under 21:* Immediately upon notification of the incident by the reporting party, even if a written report has not yet been completed.⁶
 - b. *Missing Person 21 or Older:* Immediately once a missing person report has been completed and signed by the reporting party.

³ CALEA Std. 41.2.5 – A written directive provides procedures for reporting and investigating adult missing persons which include, at a minimum:

b. *Dissemination of collected information;*

⁴ Public Law 101-647, 104 Statute 4967, 1990 Crime Control Act Requirements

⁵ c. *Entry and removal of the information in the appropriate criminal justice information system;*

⁶ M.G.L. c. 22A, § 4

3. *Notification to Other Personnel:* Depending upon the circumstances, the investigating officer should determine the appropriateness of having ECC make a missing person broadcast to other police units.
4. *Notification over BAPERN:* Determine the appropriateness of having ECC make a missing person notification over the BAPERN radio network.
5. *Notification to Other Law Enforcement Agencies:* Depending upon the information that is learned during the course of the investigation, and in consultation with the supervisor assigned to the investigation, ascertain what other law enforcement agencies should be notified (e.g., State Police, other police agencies outside the region, or specific agencies where a missing person may have gone).
6. *Notification to the Reporting Party:*⁷ During the course of this phase of the investigation, the investigating officer should periodically check back with the reporting party to provide updates on the progress of the investigation, and to be sure that the missing person has not made contact, been located by another party, or has returned.
7. *Completion of Reports:* The investigating officer is responsible for completing a QED incident report, which outlines all of the details of his/her investigation. In addition to the initial incident report:
 - a. The investigating officer will ensure that the “*Cambridge Police Department Missing Persons Report*” (see attached Form #518A) has been completed, if the criteria have been met for entering a person into the CJIS Missing Persons database.
 - b. If there are other officers who are involved with the investigation, whose action is not documented in the initial investigation report, then those officers are expected to complete a supplementary report outlining their involvement and actions.
 - c. Once the individual has been entered into the CJIS Missing Persons database, the completed “*Cambridge Police Department Missing Persons Report*” 2-part form will be forwarded to the Records Mgmt. Unit. The Records Mgmt. Unit will retain the original copy on file. (See Section D)
 - d. ECC will maintain all active “*Cambridge Police Department Missing Persons Report*” forms in a central location, noting the date of entry into the CJIS Missing Persons database.
 - e. It will be the responsibility of the Director of ECC Operations to conduct regular audits of the entries made by Cambridge into the Missing Persons database to validate those records that are still active. During that audit

⁷ CALEA Std. 41.2.5 – A written directive provides for procedures for reporting and investigating adult missing persons which include, at a minimum:

d. Follow-up contact with the reporting persons;

process, the Director of ECC Operations may request the Deputy Superintendent of the Investigations Section to check on the accuracy of the missing person status of certain individuals.

- f. The investigator who has been assigned to the follow-up investigation will check with the reporting party to determine whether status of the missing person has changed, completing a supplementary report as to his/her findings. That investigator will also notify the Commanding Officer of the Investigations Section as to his/her findings, who will report those findings to the Director of ECC Operations.

D. Documentation Workflow: Once it has been determined that a reported missing person qualifies for entry into the CJIS Missing Person Database, arrangements should be made to have the missing person information entered into CJIS Missing Person database should be done as soon as practical to do so (refer to **Section IV. C. (2)** of this directive). It is equally important that the documents are forwarded to the proper locations throughout all phases of the investigation. The following document routing has been developed to ensure both criteria are met.

1. *Intake* – When a call for service is received regarding a missing person the following steps will be taken:
 - a. A report will be taken by the assigned officer or by the police station personnel, depending upon the circumstances on how the report is received.
 - b. If the Reporting Person is incapable of speaking with an officer in person due to their location, an officer may complete a Missing Person Report based on a telephone conversation with the Reporting Person.
 - c. The officer completes a QED report and immediately brings the Missing Person Report to the police station.
 - d. Report is to be presented to the Shift Commander for review as to completeness and accuracy before being signed off by the Shift Commander.
 - 1) If there are special circumstances surrounding the missing person (tender age juvenile or elder with Alzheimer's) special protocols trigger.
 - e. The Front Desk Clerk will fax the Missing Person Report to ECC.
 - f. The Front Desk Clerk will place the original Missing Person Report in a designated file for forwarding to the Records Mgmt. Unit.
 - g. Immediately upon receipt, ECC personnel will be responsible for entering the missing person information into the CJIS Missing Person database.
 - h. ECC personnel will retain the faxed copy and attaches any CJIS documentation to it. This will constitute the official department record of the Missing Person Report.

- i. ECC personnel will fax a copy of the Missing Person Report (which will include data entry information) to the Records Mgmt. Unit and to the Investigation Section. In addition, ECC personnel will send an email, with a scanned copy of the Missing Person Report, to the Records Mgmt. Unit, Investigation Section and Crime Analysis Unit.
 - j. Records personnel will keep the original Missing Person Report in their files. Any subsequent copies of this report received by the Records Mgmt. Unit via a fax from ECC will be attached to the original document.
 - k. Upon receipt of a report of a missing, an Investigations supervisor should review the Missing Person Report and will assign the case to:
 - 1) An Investigation Section detective if the missing person is an adult.
 - 2) A Youth/Family Services Unit supervisor if the missing person is a juvenile.
 - l. The Investigation Supervisor will ensure that the copy of the Missing Person Report is scanned into the QED Report as an attachment.
 - m. The detective begins a case.
 - n. Throughout the investigation there may be a need for the detective to obtain additional information regarding the missing person. This may include DNA information, dental records or other pertinent information. When a detective does obtain this information they are to:
 - 1) Print a copy of the form P518A Missing Person Report from the QED Report.
 - 2) Enter all information obtained on the document.
 - 3) Fax the updated form 518A Missing Person Report to ECC.
 - o. Once the updated form 518A Missing Person Report is received by ECC personnel they are to:
 - 1) Enter the information into the CJIS Missing Person database.
 - 2) Fax a copy of the updated report to the Records Mgmt. Unit.
 - 3) Attached the updated report to their report on file.
2. *Closure (discovery of missing person):* There are three common methods by which the Cambridge Police Department will become aware that a missing person has been discovered:
- a. The missing person is found on the street.
 - 1) The officer assigned to this type of situation will contact the Front Desk Clerk and convey all pertinent information regarding the discovery/return.

- i. The Front Desk Clerk will print the scanned copy of the Missing Person Report and complete the discovery/return section on the form.
- 2) The Front Desk Clerk will complete a supplemental report detailing this information.
- 3) The Front Desk Clerk will notify the reporting person of the discovery/return and note this on the Missing Person Report.
- 4) The Front Desk Clerk will fax the completed Missing Person Report with discovery/return information completed to ECC.
- 5) Upon receipt of the return information, ECC personnel will be responsible for canceling the record from the CJIS Missing Person database.
- 6) ECC personnel will retain the completed Missing Person Report for as part of the ECC file.
- 7) ECC personnel will fax a copy of the Missing Person Report (which will include data entry information) to the Records Mgmt. Unit and to the Investigations Section. In addition, ECC personnel will send an email, with a scanned copy of the Missing Person Report, to the Records Unit, Investigation Section and Crime Analysis Unit.
- 8) Records Mgmt. Unit personnel will attach the discovery/return fax copy with the original Missing Person Report.
- 9) The Investigations supervisor will ensure that the detective assigned the case will make the appropriate entries into his/her case notes.
- 10) The Investigation supervisor will ensure that the discovery/return copy of the report is scanned and attached to the QED Report.
- b. If the missing person is reported found during the case investigation by the detective:
 - 1) The detective will confirm that the Reporting Person is aware of the discovery;
 - 2) The detective will print the attachment of the QED Missing Person Report
 - 3) The detective will complete the form with all of the discovery/return information.
 - 4) The detective will fax the completed recovery/return copy of the Missing Person Report to ECC.
 - 5) The detective will make all appropriate entries into their case file and/or complete a supplemental report.
 - 6) Upon receipt of the return, ECC personnel will be responsible for cancelling the record from the CJIS Missing Person database.

- 7) ECC personnel will retain the completed Missing Person Report for their file.
 - 8) ECC personnel will fax a copy of the Missing Person Report (which will include data entry information) to the Records Unit and to the Investigation Section. In addition, ECC personnel will send an email, with a scanned copy of the Missing Person Report, to the Records Unit, Investigation Section and Crime Analysis Unit.
 - 9) Records Mgmt. Unit personnel will attach the discovery/return fax copy with the original Missing Person Report.
- c. Another law Enforcement sends a “locate”/administrative message through the CJIS terminal.
- 1) ECC personnel will retrieve their copy of the Missing Person Report. They will complete the form with all of the discovery/return information.
 - 2) ECC personnel will cancel the record from CJIS.
 - 3) ECC personnel will fax a copy of the completed Missing Person Report to the Front Desk Clerk.
 - 4) Upon receipt of the Missing Person Report, the Front Desk Clerk will complete a supplemental report detailing this information.
 - 5) The Front Desk Clerk will notify the reporting person of the discovery/return and note this on the Missing Person Report.
 - 6) The Front Desk Clerk will fax the completed Missing Person Report with discovery/return information completed to ECC.
 - 7) ECC personnel will retain the completed Missing Person Report for the ECC file.
 - 8) ECC personnel will fax a copy of the Missing Person Report (which will include data entry information) to the Records Mgmt. Unit and to the Investigations Section. In addition, ECC personnel will send an email, with a scanned copy of the Missing Person Report, to the Records Mgmt. Unit, Investigation Section and Crime Analysis Unit.
 - 9) Records Mgmt. Unit personnel will attach the discovery/return fax copy with the original Missing Person Report.
 - 10) The Investigations supervisor will ensure that the detective assigned the case will make the appropriate entries into his/her case notes.
 - 11) The Investigation supervisor will ensure that the discovery/return copy of the report is scanned and attached to the QED Report.
3. *Records Retention:* The retention requirements for records involving missing persons are as follows:

- a. All records must be retained for two years after the year the Missing Person is returned.
- b. Records cannot be discarded for any open cases.

D. Follow-Up Investigation:⁸ If the person cannot be located within a reasonable amount of the reporting of the incident, as well as dependent upon the circumstances under which a person has gone missing, investigators may be assigned at the time of the original reporting or through the normal referral process. Once an investigator has been assigned to the case, the following steps should be carried out:

1. The investigating officer should re-interview the person who reported the person missing to verify the information that had already been provided to the initial investigating officer and obtain further facts that might be helpful to the investigation.
2. When appropriate, police records should be consulted for any further information about the missing person.
3. The investigator should consider requesting written authorization for the release of medical and dental records, depending upon the circumstances under which the person went missing (refer to attached Release Form #518B).⁹
4. The investigator may request additional materials for investigative purposes, as may be appropriate:
 - a. Photographs of the victim for disbursement to police patrols (daily bulletin), the media, and other organizations supporting the search or investigation;
 - b. A DNA kit (if available) or a toothbrush, brush, or other source of cells for DNA testing may be determined to be useful in the investigation; and
 - c. A copy of the missing person's fingerprints, if available.
5. Depending upon the circumstances of the disappearance of the missing persons, the investigator should consider the appropriateness of making the follow-up notifications:
 - a. The District Attorney's Office (CPAC);
 - b. The Massachusetts Missing Persons Clearing House: Commonwealth Fusion Center, 124 Acton Street, Maynard, MA 01754, Voice: (978) 451-3700, or Fax: (978) 451-3707.
 - c. In the case of a suspected abduction, the FBI Boston Office should be notified.

⁸ *d. Follow-up contact with the reporting persons; & e. Follow-up investigation and search; and*

⁹ M.G.L. c. 22A, § 6

E. Special Considerations:¹⁰ Other factors that should be taken into consideration, depending upon the circumstances under which a person may have gone missing or who is located would include the following:

1. *Sheriff's SafetyNet™ Program:* If the missing person is in possession of a SafetyNet™ tracking device (bracelet), or if an officer encounters an individual who is wearing a tracking device, the investigating officer should follow the procedures outlined within ***Policy #519 – Sheriff's SafetyNet™ Program.***
2. *Alzheimer's Disease:* Alzheimer's disease is an irreversible, progressive brain disease that slowly destroys memory and thinking skills, and eventually even the ability to carry out the simplest tasks. In most people with Alzheimer's, symptoms first appear after age 60. Estimates vary, but experts suggest that as many as 5.1 million Americans may have Alzheimer's disease. Alzheimer's disease is the most common cause of dementia among older people. Dementia is the loss of cognitive functioning—thinking, remembering, and reasoning—and behavioral abilities, to such an extent that it interferes with a person's daily life and activities. Dementia ranges in severity from the mildest stage, when it is just beginning to affect a person's functioning, to the most severe stage, when the person must depend completely on others for basic activities of daily living. When a person with Alzheimer's is reported missing, an investigation shall be initiated immediately, as such persons are considered at risk. In these situations, the investigating officer should factor the following procedures into his/her investigation:
 - a. The officer taking the missing person report should instruct ECC to contact ***Safe Return*** at 1-800-572-1122. ***Safe Return*** is a national Alzheimer registry available to law enforcement to help resolve lost elder cases. The Alzheimer's Association operates ***Safe Return*** twenty-four hours per day. It will issue a Fax Alert to area police departments, hospitals, shelters and elder service agencies and will follow up with the missing person's caregivers. The investigating officer shall notify ***Safe Return*** when the person is located.
 - 1) Officers shall periodically recheck the area where the person was last seen. These individuals are usually found within a mile or two from where they disappeared. They will usually not respond to shouts nor will they cry out for help.
3. *Persons who appeared to be lost or disoriented:* If an officer encounters an individual who appears to be lost or disoriented, and there is no active report on the person, the officer should do the following:

¹⁰ CALEA Std. **41.2.5** – A written directive provides procedures for reporting and investigating adult missing persons which include, at a minimum:

f. Any special considerations applicable to missing or at-risk persons.

- a. The officer should attempt to learn the identity of the individual, and ensure that the individual is not in need of medical attention. If it appears that the individual appears to be in need of medical attention, then make the appropriate arrangements in getting the individual to a medical facility.
 - b. Notify ECC with the person's name (if it can be determined), the person's description, and clothing description to determine if the person may have been entered into CJIS' Missing Persons database.
 - 1) If the check proves to be unsuccessful, the officer should arrange through ECC to send out an administrative message advising surrounding communities of the individual's identity.
 - 2) Prior to leaving the individual, make sure that the individual is under the proper care and supervision, while continuing with the investigation.
4. *Discovery of Unidentified Bodies:* This type of situation along with the preceding circumstance often proves to be consuming and often difficult to resolve. Absent any indications of foul play, officers should be guided by department policy, entitled ***Policy #526 – Discovery of Unidentified Bodies***. Whenever an officer discovers or is dispatched to the scene of where an unidentified body has been found, the officer will take the following precautionary measures:
- a. Follow the procedures that have been established by this department, depending upon the circumstances under which the unidentified person has been discovered.
 - b. If it appears or it has been undetermined whether the individual may have been the victim of a crime, the officer will take as much safeguards as may be allowed to protect the scene where the person was found. If there is any question in mind, or it cannot be determined, the officer will follow the appropriate department protocols that might be applicable.
 - c. If the person is in need of medical assistance, the officer will summons medical aid immediately.
 - d. If the Sector Supervisor is not already aware of the situation, the officer will notify the supervisor of his/her findings.
 - e. Request ECC to check the CJIS Missing Persons database for any information that might lead to the identification of the individual.
 - f. If indicated, obtain sufficient information for ECC to enter the information into the CJIS Unidentified Persons File. The mandatory data fields in this database are as follows (refer to the *NCIC Unidentified Person File Data Collection Entry Guide*):
 - 1) Body parts status (if deceased);
 - 2) X-rays available;

- 3) Manner and cause of death;
 - 4) Date body found;
 - 5) Estimated year of birth;
 - 6) Eye color;
 - 7) Footprints available (mandatory in certain cases);
 - 8) Fingerprint classification (mandatory in certain cases);
 - 9) Hair color;
 - 10) Height;
 - 11) Race, ethnic/cultural background;
 - 12) Sex; and
 - 13) Weight.
- g. Request ECC to check with the Massachusetts Missing Persons Clearing House located at the Commonwealth Fusion Center: Voice (978) 451-3700, FAX: (978) 451-3707.
- h. The initial investigating officer will be required to complete an investigation report as to the extent to his/her investigative efforts, identifying any potential witnesses, and all other relevant factors.

F. Locating or Finding a Missing Person:¹¹ Whenever an officer locates or finds a reported missing person, the officer will accomplish the following, depending upon the circumstances:

1. *Located / Found Missing Person from this Jurisdiction:* Whenever a missing person is located from this jurisdiction, officers are expected to sure upon the following:
 - a. Ensure that person is not in need of medical attention. Depending upon the situation, the officer may elect to have the person medically evaluated to ensure that there are no medical concerns.
 - b. Notify Sector Sergeant and ECC that the person has been located.
 - c. Advise ECC to send out any cancellations that might have been sent out when the person was considered to be missing, which might include the following:
 - 1) Cancellation in CJIS Missing Persons database, if the person was entered, noting on the “*Cambridge Police Department Missing Persons Report*” (kept on file in ECC), the date/time of the

¹¹ CALEA Std. **41.2.5** – A written directive provides procedures for reporting and investigating adult missing persons which include, at a minimum:

c. Entry and removal of the information in the appropriate criminal justice information system;

- cancellation and the name of the operator cancelling the missing person. Once the form has been updated, it is to be sent to the Records Mgmt. Unit where it will be made part of the original report.
- 2) Notification to other agencies that were notified of the missing person.
 - 3) Notification to the Missing Persons Clearing House located at the State Police Fusion Center – Voice: (978) 451-3700 or Fax: (978) 451-3707.
 - 4) **Safe Return** for Alzheimer's – Voice: (800) 572-1122.
 - 5) When an adult missing person is located, the investigating officer shall notify the party originating the report of the status of the missing person, bearing in mind the missing person's right to privacy.¹²
 - 6) The missing person should be questioned as to his/her whereabouts and activities. Eliciting a full account of the missing person's whereabouts is essential to future corroboration of the missing person's account.
 - 7) The officer should attempt to determine if the missing person was the victim of any crime during the period of absence.
 - 8) Officers locating a missing person shall file a report detailing the circumstances surrounding the finding of the person, and note any particular difficulties encountered (for example, reluctance or refusal to return home), as this may signal neglect or abuse in the family.
2. *Located / Found Missing Person from Another Jurisdiction:* Once an officer has determined that he/she has located a missing person who has been reported from another jurisdiction, the officer will accomplish the following, depending upon the circumstances:
- a. Check on the person's wellbeing to be sure that the person is not in need of medical attention.
 - b. Notify ECC that the missing person has been located.
 - 1) ECC will place a "locate" on the person, if the person was entered into the CJIS Missing Persons database.
 - 2) Notify the agency that reported the person missing.
3. The investigating officer shall file a report detailing the conclusion of the missing person's investigation in accordance with departmental procedures.

¹² CALEA Std. 41.2.5 (d) - *Follow-up contact with the reporting party;*