

MEDINA POLICE DEPARTMENT GENERAL ORDER

ORDER NO: 2018-039

SUBJECT: Missing Persons

EFFECTIVE DATE: 1, July, 2018

RESCINDS ORDER NO:

DISTRIBUTION: All Department Personnel

PURPOSE: To establish uniform departmental guidelines for the handling of missing persons reports.

I. **DEFINITIONS:** New York State executive Law (837-E) defines a missing child as any person under the age of 18 missing from his/her normal and ordinary place of residence and whose whereabouts cannot be determined by a person responsible for the child's care and any child known to have been taken, enticed or concealed from the custody of his/her lawful guardian by a person who has no legal right to do so.

II. **PROCEDURE:**

A. Upon being dispatched to a missing person report, the officer will respond in person to complete a report. The officer will adhere to the following procedures:

1. An incident report will be completed by the reporting officer. The report should contain the following:
 - a. Circumstances surrounding the disappearance.
 - b. Description of the missing subject.
 - c. Date, time, and location last seen.
 - d. Possible places the missing visits.
 - e. People the missing associates with.
 - f. Any other pertinent information that can assist.
2. A recent photo of the missing should be collected.
3. All relevant information shall be sent to Orleans County Dispatch for a county wide broadcast on the radio.
4. The missing person **will** be entered into the portal as soon as practical and a copy of that message will be attached to the incident report.

5. In cases where a missing person has disappeared under the elements of foul play, against their will, or the result of a child abduction the Lieutenant and Chief of Police **will** be notified as soon as practical.
- B. Upon the reported return of a missing person, the officer will respond in person and will amend the incident report.
1. Officers will notify Orleans County Dispatch of the returned missing for a county wide broadcast.
 2. The missing **will** be removed from the portal as soon as practical and a copy of the cancellation **will** be attached to the incident report.
- C. If a missing person is located by patrol the following procedures should be followed.
1. The legal guardian or person in care of said missing person will be notified that the person has been located as soon a practical.
 2. The primary means of returning a missing person should be the legal guardian coming to the location of where the missing was located, however with certain circumstances patrol can transport missing persons back to their residences.

****** Note: If circumstances surrounding the missing person are the result of abuse by the legal guardian, CPS should be notified as soon as possible. Returning the missing person should be based upon a totality of circumstances; how quick CPS gets back to the notification, officer's observation of any visible signs of physical abuse, and validity of the missing person's statement/position. Although, rarely encountered with missing persons, officers should consider the above before returning the missing to his or her legal guardian.******

By Order Of:

Chad Kenward
Chief of Police