

# Medina Police Department

Subject: <b>Entry of Missing Person</b>	Policy Number: 4320	<b>Entry of Missing Person</b>
Reference: <b>CJDN/BCA Policies</b>	Pages: <b>2</b>	
<b>Personnel: Sworn and Non-Sworn Personnel</b>		
Issue Date: 12-14-2016	Revised Date: 11-17-2020	

## **ENDANGERED MISSING PERSONS**

Endangered missing persons, regardless of age, are to be entered into the system immediately not to exceed two hours, upon receiving the minimum data required for entry into NCIC. The two-hour clock shall begin at the time the minimum data required is received and will be documented in the incident report.

## **JUVENILES – UP TO 17 YOA**

Juveniles are to be entered into the system immediately, not to exceed two hours, upon receiving the minimum data required for entry into NCIC. The two-hour clock shall begin at the time the minimum data required is received and will be documented in the incident report.

## **ADULTS 18 – 20 YEARS OLD**

Any adults under 21 years of age are to be entered into the system immediately, not to exceed two hours, upon receiving the minimum data required for entry into NCIC. The two-hour clock shall begin when the minimum data required for entry is received from the complainant and will be documented in the incident report. A signed report is not required.

## **ADULTS 21 YEARS AND OLDER**

To ensure maximum System effectiveness, Missing Person records must be entered immediately when the conditions for entry are met, not to exceed 3 days, upon receipt by the entering agency.

Adults age 21 and older are required to have signed documentation supporting the stated conditions under which they are being declared missing before entry into the system, unless they are victims of a catastrophe. The documentation should be from a source such as a parent, legal guardian, next of kin, physician or other authority source including a neighbor or a friend. However, when such documentation is not reasonably attainable, a signed report by the investigating officer will suffice.

For agencies using Electronic Records Management Systems (ERMS), some forms of signatures that are acceptable are: 1) Digitized signatures 2) Manual signatures scanned into the ERMS 3) The case officer's typed name into the report in the ERMS. When entering records into the NCIC missing person file, the entry person will:

1. Run a current DVS and CCH/III inquiry to obtain as many descriptors as possible regarding the subject. This check should include a check of whether medical/dental information is available regarding the subject. Any descriptors used must be documented in the officer's report or saved within the case file. Attempts to obtain medical/dental

information must also be documented in the case file.

2. Enter a record into NCIC on the subject. This record should include all descriptors. Additional identifiers such as scars, marks and tattoos, aliases, additional dates of birth, etc., should be added to the record through the use of the Enter Missing Person Supplemental Screen.
3. After the record is entered, query the NCIC entry to obtain a hard copy for second party verification purposes.

Missing NCIC 20000 missing persons entries will be verified and updated with any additional information, including: Blood Type (BLT); Dental Characteristics (DCH); Fingerprint Classification (FPC); Jewelry Type (JWT); and Scars, Marks, Tattoos, and Other Characteristics (SMT) within 60 days of entry. If a record has a date of entry older than 30 days and any of the above fields are blank, a \$.K. Missing Information Notification identifying the blank fields will be transmitted. The \$.K. Missing Information Notification will also include the record.

A notation shall be made in the case file indicating when this attempt was made and what the outcome was, ie: child has returned, dental records obtained, etc. This sixty (60) day update is mandatory FBI requirement on all missing person records under the age of 21. This attempt will be documented in the case file to show that this requirement has been met.