



City of Racine Police Department  
**Policy and Procedure**

**Number: 1944**

|  |                                    |                              |
|--|------------------------------------|------------------------------|
| Subject:<br><b>Missing Adult Reports</b> |                                    |                              |
| Date Issued:<br><b>03-04-11</b>          | Effective Date:<br><b>10-08-12</b> | Revision Number:<br><b>1</b> |

**POLICY:**

Many missing person reports are often unfounded or quickly resolved. The report of a person who disappears for an unexplained reason, under suspicious circumstances or under circumstances where they are at risk, requires a meticulous response by the Department. Individuals who are mentally impaired, physically impaired or insufficiently prepared to take care of themselves are at particular risk.

**DEFINITION:**

***Endangered person-*** an adult who may be mentally or physically impaired or insufficiently prepared to take care of themselves. Criteria to consider may include:

1. Potential victim foul play.
2. Ability to care for himself or herself.
3. Mental capacity.
4. Medical condition(s) that is (are) potentially life threatening if left untreated.
5. Patient of a mental institution.
6. Demonstrated potential for suicide or potential for dangerousness to themselves or others.
7. Possibly involved in a boating, swimming or other accident or natural disaster.
8. Age

**PROCEDURE:**

**MEMBER:**

1. Obtain as much pertinent information as possible in order to initiate a proper response. At minimum gather the following preliminary information:
  - a. Name, age, and physical description (including clothing) of the subject and relationship of the complainant to the missing person.
  - b. Time and place of last known location and person(s) accompanying subject.
  - c. Has the person been missing on prior occasions and if so where was the subject located in the past.
  - d. Recent /current photograph of the subject.
  - e. Extent of search already conducted for subject.
  - f. Recent domestic incidents, emotional trauma, life crises, unusual or bizarre behavior, drug or alcohol use or history of mental illness.
  - g. Current physical condition of the subject and use of prescription medication.
  - h. Current mode of travel (foot/car/bicycle).
  - i. A location/person the subject may go to.
2. Notify a supervisor if the person is an “endangered person.”
3. Additional immediate steps are required for an “endangered person.”
  - a. Conduct a full search of the residence and surrounding premises and property. Locations such as garages, sheds, false ceilings, crawl spaces and other unusual areas should be searched.
  - b. Secure the premises or area where the person was last seen as crime scene.
  - c. Conduct a search of neighboring yards.
  - d. Direct communications to broadcast an A.T.L. for the person and enter the person CIB/NCIC as missing.
  - e. Check for missing personal belongings (money/valuables).
  - f. Look for evidence of foul play or accident

- g. Contact the mobile phone service provider (if known) for the person and ask the provider to locate the phone (related website contains provider contact information).
    - h. Consider the use of City Watch, "A Child is Missing", the local media or other alert systems.
  4. Complete an incident report for the missing person. Include a current photograph and detail investigative efforts conducted.

**SUPERVISOR:**

1. Upon notification of a missing endangered person assist the primary officer as needed.
  - a. Verify the classification of the person as an "endangered person."
2. Ensure a complete preliminary investigation is conducted.
  - a. A complete search of the last known location of the missing person and surrounding area is conducted.
  - b. Look for evidence of foul play or accident.
  - c. Secure the last known location of the missing person as a crime scene.
  - d. If necessary, ensure the mobile phone service provider has been contacted to locate the phone (related website contains provider contact information).
  - e. Initiate a City Watch Broadcast or other alert systems if necessary.
  - f. Notify shift commander if additional resources are required.
3. Check missing person incident reports for completeness and accuracy. Ensure the missing person has been investigated and classified properly (as an endangered person or missing adult).

**SHIFT  
COMMANDER:**

1. Monitor "endangered person" missing person complaints to verify each is investigated thoroughly.
2. Arrange for additional resources.
3. Notify the following shift about any ongoing "endangered" missing person reports.
4. Complete a Shift Commanders report if necessary.
5. Ensure copies of all related paperwork are forwarded to Records.

**COMMUNICATIONS:**

1. Enter the missing/endangered adult into NCIC.
2. Send any administrative messages requested by the Shift Commander with regards to the missing/endangered person.
3. As requested, cancel the missing/endangered from NCIC.

**RELATED  
PROCEDURE:**

[212 – Reporting of Major, Unusual, or Noteworthy Occurrences](#)  
[1125 – "A Child is Missing" Program](#)  
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**RELATED  
WEBSITE:**

<http://www.search.org/programs/hightech/isp/>