

MISSING PERSONS

GUIDELINES & CURRICULUM



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Missing Persons Investigations Guidelines & Curriculum

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PREFACE

Missing persons and runaway cases are among the most compelling issues facing law enforcement today. In 1988 the Commission on Peace Officer Standards and Training (POST) was directed by legislative mandate per Penal Code (PC) Section 13519.1 to establish courses of instruction for training law enforcement officers and dispatchers to investigate and resolve missing persons and runaway cases. In 2010 the Legislature added PC § 13519.07 which directed agencies to adopt policies and checklists to assist peace officers in missing person investigations. The Commission was tasked to update the guidelines with contemporary information.

The Commission intends these guidelines to be a resource for law enforcement agencies in the development of additional training curriculum and departmental policies for responding to missing persons cases.

The Commission appreciates the contributions and efforts of the Missing Persons Advisory Committee for the preparation of this revised document.

Questions or comments concerning these guidelines and curriculum should be directed to the POST Management, Counseling and Projects Bureau at (916) 227-2821.

Manuel Alvarez Jr.

Executive Director

SUBJECT MATTER RESOURCES

Acknowledgment

This document represents the collective effort of individuals from several organizations, agencies, and communities. The content contained herein does not necessarily represent the viewpoint or position of every advisor or author, however, it does represent the diverse perspectives and meaningful dialogue that is necessary to come together in a collaborative and respectful process.

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MESSAGE TO THE RESPONDING OFFICERS OF MISSING PERSON CASES

Investigating a missing person case can be one of the most challenging assignments you will handle in your career. The officer responding to a missing person call is in many cases responding to a situation where the reason for an individual's disappearance is unknown.

The officer will have to consider several variables when dealing with a missing person investigation that has no obvious reason for a person's disappearance. Was the individual involved in an accident? Did the individual meet with foul play? Did a stranger abduct a young child? Has a young child met with tragedy while exploring a dangerous area? Even in a known runaway situation is the cause of the juvenile running away due to physical, sexual, or emotional abuse by an authority figure in the home? Has the runaway been lured into a life of gangs and/or human trafficking scheme? Was the child taken by a family member in an expression of control or anger over a custody dispute?

A missing person investigation can become a "high profile" case overnight. Officers are only one call away from a major case. As such, officers should never consider any case routine. Instead officers should assume the missing person is in immediate danger or at risk until the facts contradict that assumption.

Officers and investigators approaching the initial investigation in a less than serious manner may undermine the missing person's investigation. They are more likely to miss critical information and overlook important evidence that might have otherwise been a key component to the quick and safe recovery of the missing person.

We may not always be able to control the outcome of a missing person case or guarantee the safe return of a loved one to their family, but you in particular, and your department, will be judged on your initial actions in the first few minutes, hours, and days of a missing person investigation.

It is the goal of this manual to give you, the officers and field supervisors, basic knowledge and guidance to appropriately respond to the challenge of a missing person case.

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MISSING PERSONS REPORT TYPES/DEFINITIONS/CATEGORIES

Guideline 1.1 Report Types/Descriptions/Examples

As defined by the California (CA) Department of Justice's (DOJ) Criminal Justice Information System (CJIS) Missing Persons System (MPS)

REPORT TYPE	DESCRIPTION	EXAMPLE
Catastrophic Missing	A child or adult who is reported missing and assumed to be a victim of some type of disaster (fire, flood, earthquake, terrorist act, etc.). To be entered in MPS with Report Type Code "C" per CJIS Manual § 7.13.13.	A woman last seen in her apartment is reported missing after the apartment building is destroyed by fire and the woman cannot be located.
Dependent Adult	An adult who is reported missing and who has physical or mental limitations, e.g., dementia, Alzheimer's disease, or autism (which restrict their abilities to carry out normal activities). To be entered in MPS with Report Type Code "D" per CJIS Manual § 7.13.13.	A 46-year-old man with memory impairment who resides at a care facility is reported missing after leaving the facility with a group of unknown visitors and then boards a city bus.
Lost	A child or adult who is reported to have strayed away and whose whereabouts is unknown. To be entered in MPS with Report Type Code "L" per CJIS Manual § 7.13.13.	A teenager is reported missing after they left a group of friends at their campsite to hike in a nearby wooded area and has failed to return before dark.
Parent/Family Abduction	A child who is taken, detained, concealed, enticed away, or retained by a parent/family member or person at the request of the parent, regardless of custodial rights, even if the whereabouts of the child are known. To be entered in MPS with Report Type Code "P" per CJIS Manual § 7.13.13.	A 7-year-old child is reported missing by the child's mother (who is the custodial parent) after the boy is picked up from school by the boy's father and not returned.

REPORT TYPE	DESCRIPTION	EXAMPLE
Runaway	A child under 18-years of age who is reported missing but appears to have left of their own free will. To be entered in MPS with Report Type Code "R" per CJIS Manual § 7.13.13.	A 15-year-old girl, who was angry about her parents' strict rules, is reported missing after she left home without telling her parents and failed to return.
Stranger Abduction	A child or adult who is taken or abducted, by force or coercion, by an unknown person or a known person who is not a family member. To be entered in MPS with Report Type Code "S" per CJIS Manual § 7.13.13. If under the age of 18, this information will be forwarded to the FBI and the National Center for Missing and Exploited Children.	A 10-year-old girl is reported missing when she fails to come home from school and a neighbor reports seeing her being physically forced into a van by an unknown person.
Suspicious Circumstances	A child or adult who is reported missing, and the circumstances give rise to a belief that: foul play may be involved, the person is a danger to self or others (due to mental, physical, or emotional condition), or the disappearance is out of character for the individual and no known reasons can be determined. To be entered in MPS with Report Type Code "X" per CJIS Manual § 7.13.13. If under the age of 18, this information will be forwarded to the FBI and the National Center for Missing and Exploited Children.	A woman who is eight months pregnant and lives with her parents is reported missing when she does not return home from a shopping trip and is last seen getting into a vehicle and leaving the parking lot with two men.
Unknown	A child or adult who is reported missing, but there are insufficient facts to determine the circumstances. To be entered in MPS with Report Type Code "U" per CJIS Manual § 7.13.13.	A man is reported missing after he failed to return home in a reasonable amount of time after taking the family dog out for a walk.

REPORT TYPE	DESCRIPTION	EXAMPLE
Voluntary Missing Adult	An adult who is reported missing, but appears to have left of their own free will. To be entered in MPS with Report Type Code "A" per CJIS Manual § 7.13.13.	A woman who is otherwise very dependable is reported missing by her employer after the woman failed to report to work for three consecutive days and did not answer her phone. It was later determined that the woman moved out of her apartment on her own without telling anyone or leaving a forwarding address.
Wandering adult	Alzheimer's disease and dementia may cause people to lose their ability to recognize familiar places and faces. It's common for a person living with either disease to wander or become lost or confused about their location, and it can happen at any stage of the disease.	An 80-year-old man leaves for his morning walk and does not return after an extended period of time.

Guideline 1.2 Definitions Related to Missing Persons

It is recommended that these definitions be reviewed prior to reading the guidelines and curriculum for a clearer understanding of this topic.

TERM	DEFINITION
AMBER Alert	Defined as America’s Missing: Broadcast Emergency Response Alert, which is a nationally recognized program used by law enforcement to help find children under the most serious life-threatening conditions. This is a rapid notification to the public, which utilizes all available technology during the most critical period after a child/missing person has been abducted. The AMBER Alert is limited to specific criteria – See Guideline 4.2 AMBER Alert Procedures .
At Risk	At risk per PC §14215(b) includes, but is not limited to, the person missing being the victim of a crime or foul play, in need of medical attention, has no pattern of running away or disappearing, the victim of parent/family abduction, or mentally impaired, including cognitively impaired or developmentally disabled.
Dental / Skeletal X-rays / and Medical Records	All X-rays, dental charts, treatment notes, records, models, and photographs which are in the possession of a dentist, physician, surgeon, or medical facility per PC § 14212 .
DNA	Deoxyribonucleic acid (DNA) is used to identify an individual’s patterned chemical structure of genetic information by analyzing a biological specimen. It is commonly used to prove/disprove an individual’s commission of a crime. It is often used to determine the paternity of a child.
DNA Data Base	The CA DOJ is responsible for the DNA database for all cases involving the report of an unidentified deceased person or a missing person. See PC §14250 for further definitions and details.
Ebony Alert	An Ebony Alert is an alert system designed to notify the public following the suspicious or unexplainable disappearance of a Black youth, including Black women and girls. See Guideline 4.2
Endangered Missing Advisory (EMA)	An EMA can be issued in cases where the statutory criteria for an AMBER Alert are not met; however, if an agency has reason to believe the person is at risk or endangered assistance in distributing information to help locate the individual(s) is desired. See Guideline 4.2.
Feather Alert	A Feather Alert is an alert system designed to notify the public following the suspicious or unexplainable disappearance of an Indigenous woman or Indigenous person. See Guideline 4.2
File Control Number (FCN)	The FCN is a computer-generated number automatically assigned by CJIS to each accepted record. Usually noted on the reporting agency’s missing person report.

TERM	DEFINITION
Missing Person	Any person who is reported missing to a law enforcement agency until the person is recovered. It also includes any child who is missing voluntarily or involuntarily, or under circumstances not conforming to their ordinary habits or behavior and who may need assistance per <i>PC §14215</i> .
Missing Persons System (MPS)	The MPS is an automated database maintained by the CA DOJ.
NCIC and CLETS	National Crime Information Center (NCIC) is a nationwide, online computer telecommunications system that is maintained by the FBI. Accessible via CA Law Enforcement Telecommunications System (CLETS).
NCIC Number	The <i>NCIC</i> Number is a computer-generated number automatically assigned by <i>NCIC</i> to each accepted record. Usually noted on the reporting agency's Missing Person report.
Silver Alert	A Silver Alert is an alert system designed to issue and coordinate public alerts following the determination that a party 65 years of age, or older, developmentally disabled, or cognitively impaired, is missing under certain specified requirements. See Guideline 4.2
Technology-Based Notification Systems	A previous computer system known as TRAK (Technology to Recover Abducted Kids) or Critical Reach, has been replaced by a new law enforcement alert software system called APBnet. This system is used to create flyers depicting the person's photo and other related identification, which can be distributed electronically to assist in locating a missing person or a wanted criminal suspect.
Unidentified Persons System (UPS)	UPS is an automated database maintained by the CA DOJ.

Guideline 1.3 Missing Persons Categories

These are optional MPS codes that are recommended based on the circumstances of the case.

TERM	DEFINITION
Abduction Committed During the Commission of a Crime	A person abducted during the commission of another crime. Upon entry use Category Code "A" per CJIS Manual § 7.5.1.
Amber Alert	A partnership between law enforcement, the media, and the public to distribute information for the purpose of safely locating a missing child under the age of 18, or who is developmentally disabled or cognitively impaired, and is in imminent danger of serious bodily injury or death. Use Category Code "K" per CJIS Manual § 7.5.1.
At Risk	At Risk per <i>PC § 14215(b)</i> includes, but is not limited to, the person missing being the victim of a crime or foul play, in need of medical attention, has no pattern of running away or disappearing, the victim of parent/family abduction, or mentally impaired, including cognitively impaired or developmentally disabled. Upon entry use Category Code "R" per CJIS Manual § 7.5.1.
Endangered Missing Advisory (EMA)	An EMA can be issued in cases where the statutory criteria for an AMBER Alert are not met; however, an agency has reason to believe the person is at risk or endangered and assistance in distributing information to help locate the individual(s) is desired. Use Category Code "M" per CJIS Manual § 7.5.1.
Prior Missing	A person who has been previously reported as missing under a separate incident. Upon entry use Category Code "P" per CJIS Manual § 7.5.1.
Sexual Exploitation Suspected	A missing person is believed to be sexually exploited. Upon entry use Category Code "S" per CJIS Manual § 7.5.1.
Silver Alert	An alert system, like the concept of an AMBER Alert, designed to issue and coordinate public alerts following the determination that a party 65 years of age, or older, developmentally disabled, or cognitively impaired, is missing under certain specified requirements. Use Category Code "E" per CJIS Manual § 7.5.1.
Urgent Cases	If determined to be urgent and the child is under 18 years of age, use Category Code "N" per CJIS Manual § 7.5.1 and the FBI and NCMEC will be notified.

GUIDELINES FOR HANDLING MISSING PERSON INVESTIGATIONS

Guideline 2.1 Acceptance of Initial Call

Determination of missing person case and sensitivity to the reporting party

- A. Officers, dispatchers, or other designated personnel should determine if the call is a missing person case according to the definition of a missing person.
- B. Reporting parties and families of missing persons often experience feelings of helplessness and anxiety. Dispatchers, officers, or other designated personnel dealing with these cases should be sensitive to those feelings and respond appropriately.

Confirmation of responsibility for acceptance of report, priority in handling, and agency notification.

- A. It is the duty of all law enforcement agencies to **immediately** assist any person who is attempting to make a report of a missing person or runaway, and a report **shall** be accepted regardless of jurisdiction, per [PC §14211\(a\)](#).
- B. Dispatchers, officers, or other designated personnel shall give priority to the handling of missing persons cases, including runaways, over reports relating to crimes involving property, per [PC § 14211\(a\)](#).
 - 1. The intent of this guideline is to ensure that missing person cases are given appropriate priority over property-related cases.
 - 2. Special attention should be given to reports of missing children and persons with physical or mental limitations, as they are at greater risk of harm.
 - 3. A common myth is that 24 hours (or any other time frame) must pass before law enforcement will accept a missing person report, which is incorrect. A delay in reporting may indicate the existence of neglect or abuse within the family.
- C. If the CHP is contacted, including by phone, by someone wishing to make a report of a missing person, the CHP may take the report. After taking the report, the CHP shall immediately advise the reporting party of the name and phone number of the police or sheriff's department having jurisdiction over the residence of the missing person and the place where the missing person was last seen, per [PC § 14211\(b\)](#).
- D. In cases, where the initial missing person report is taken by a department other than that of the city or county of residence of the missing person, the department taking the report shall, without delay, notify and forward a copy of the report to the police or sheriff's department(s) having jurisdiction of the resident address of the missing person and of the place the missing person was last seen, per [PC §14211\(g\)](#).
- E. When dealing with missing person jurisdictional issues, it is not uncommon for multiple agencies to be involved in the same case. It is essential that agencies work closely together in order to enhance, and not impede, the investigation of the case.

Guideline 2.2 Officer's Initial Contact at the Scene

Officer's initial contact: making an assessment at the scene.

- A. Officers or other designated personnel should interview, with sensitivity, the reporting party and any witnesses to determine:
 - 1. That this is a missing person case.
 - 2. If the person may be at risk – or if any other suspicious circumstances exist.
 - 3. If there are any potential crime scene(s) and/or potential witnesses.
- B. Officers shall utilize the CA DOJ *Standard Missing Person Reporting Form* or a DOJ-compliant agency-specific form for the initial contact with the reporting party, per *PC §13519.07(d)*.

Many times, parents or guardians are anxious to assist law enforcement in the initial phase of the investigation and they will want to provide additional documents to assist in the location of their loved one. Besides obtaining a photograph of the missing person, additional items such as fingerprint cards, medical or dental records, items containing DNA samples of the missing person, or other related documents may be offered by the family. It is recommended that responding officers accept these items and properly document their collection in their reports. They should also inform the follow-up investigators that these items have been collected.

Further assess to determine what reasonable steps should be taken to locate the missing person.

- A. Officers shall utilize a standardized missing persons checklist (e.g., *Child Abduction First Responder/Risk of Danger Checklist* or FBI First Responder) which includes guidelines and resources available in the early hours of a missing person investigation, per *PC §13519.07(b)*.
- B. Initially, appropriate actions shall minimally include:
 - 1. Obtain a detailed description of the missing person.
 - 2. Broadcast a "Be on the Lookout" (BOLO) bulletin within its jurisdiction if the person is under 21 years of age, or there is evidence that the missing person is at risk. The BOLO should be broadcast without delay, per *PC §14211(d)*.
- C. Thoroughly search the immediate and surrounding area in a logical and systematic manner:
 - 1. Preserve any potential crime scene for evidence.
 - 2. Identify and interview potential witnesses.
 - 3. Consider using a standardized search checklist, which should include the last known location of the missing person and any likely locations where the person may have gone, is hiding, or may become trapped.
- D. Consider calling a supervisor and/or investigator to the crime scene.
- E. If the person is missing under unexplained or suspicious circumstances, or the missing person may be in danger, contact the CHP to determine if a missing persons alert is appropriate. The

alerts can include (see Part IV Section II):

1. AMBER Alert
 2. Ebony Alert
 3. Feather Alert
 4. Silver Alert
 5. Endangered Missing Advisory confirmed the abduction, or the child has been taken by anyone, including, but not limited to, a custodial parent or guardian.
- F. Consider requesting assistance from other related investigative agencies in locating the missing person in their related jurisdictions.
1. The agency where the missing person was last seen may initiate the investigation.
 2. It is essential that agencies work together to enhance the success of the investigation.
 3. Consider requesting mutual aid for additional resources.
 4. Regardless of the number of agencies involved, one tip line should be established for all incoming leads.
- G. Request voluntary assistance from the family or reporting party in obtaining initial items of evidence belonging to the missing person such as:
1. Recent photograph(s) of missing person.
 - a. Try to also obtain an additional photograph depicting the missing person smiling with their teeth showing (beneficial for assisting in dental comparison and identification).
 - b. The photograph should be representative of the missing person's current appearance.
- H. Any personal items that contain the missing person's scent (for search dogs):
1. Suggested items include a hat, comb/brush, sock, undergarments, etc., that were recently worn by the missing person and not handled by anyone else.
 2. Items taken from a family laundry hamper, containing a mix of family members' clothing, will not be beneficial.
 3. Such "scent articles" should be placed in a clean paper bag using a clean glove.
- I. Personal electronic devices (e.g., cell phones, or cell phone numbers for tracking purposes, computers, and any online resources such as: usernames, email addresses, websites they may frequent, etc.).
- J. Personal social media accounts can yield valuable information and can produce leads on possible locations and associated parties.
- K. Obtain a list of persons known by the missing person (e.g., friends, co-workers, acquaintances, associates, etc.).

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- L. Obtain a list of locations frequented by the missing person.
 - M. Obtain authorization to release dental/skeletal X-Rays/treatment notes/photograph(s) of missing juveniles, or adults.
 - N. Consider using additional resources to assist in the investigation:
 - 1. Federal Bureau of Investigation (FBI)
 - 2. CA Governor's Office of Emergency Services (Cal OES)
 - 3. CA Department of Justice (DOJ)
 - 4. CA Highway Patrol (CHP)
 - 5. APBnet Law Enforcement System
 - 6. National Center for Missing and Exploited Children ([NCMEC](#))

Considerations involving social media and electronic devices.

- A. Once relevant mobile device and social media information is identified, utilize emergency disclosure requests to applicable service providers for further information. Consider requesting assistance from the FBI's Cellular Analysis Survey Team (CAST).
- B. Submit preservation requests for all social media accounts.
- C. Obtain consent to search mobile and electronic devices of family members and involved parties.

Considerations for public release of information.

- A. When necessary, the handling law enforcement agency will prepare an initial press release that includes all available information. The press release should be immediately forwarded to their media services. If applicable, the press release should include:
 - 1. The missing person's identity, age, and description.
 - 2. Suspect's identity, age, and description.
 - 3. Vehicle description.
 - 4. Location of incident, direction of travel, and potential destinations.
 - 5. A media liaison or press information officer, and a telephone number for the media to call for additional information and/or updates.
 - 6. A telephone number for the public to call with leads or information; refer to mutual aid information contained herein.
 - 7. A photo or digital image of the missing person.
- B. All releases to the media should be handled through one agency representative. This representative should normally be from the primary investigating agency.
- C. The reporting agency should consider transmitting the information over their local and regional radio communications systems, (i.e., transit systems, local area hospitals, public works, fire, EMS, animal control, lifeguards, ham radio associations, etc.).

If the abductor is believed to be a parent, guardian, or another family member, in addition to the actions taken in Guideline 2.2, officers should consider the following: .

- A. The abducting parent shall be entered into the MPS and should be linked to the child's MPS entry via the "Miscellaneous" field referencing the FCN and NIC numbers of the child's entry.
- B. Determine if there are any risk factors such as:
 - 1. Whether the abducted child has a medical condition that the abducting parent is either unaware of or unable to properly treat.
 - 2. Whether there is a danger to the abducted child of either physical or sexual abuse.
 - 3. Whether there has been a threat of harm to the child or a threat to take the child out of the jurisdiction.
 - 4. Whether the abducting parent has a history of mental illness or any type of substance abuse problem.
 - 5. Whether the abducting parent is known to be armed while in possession of the child.
 - 6. Whether the abducting parent does not have a verifiable current address.
 - 7. Whether the abducting parent has any out-of-state or international connections.
 - 8. When the location of a parentally abducted child is in another country or believed to be going to another country:

Contact the U.S. State Department, Office of Children's Issues for guidance (1-888-407-4747, available 24 hours a day, 7 days a week).
 - 9. Contact your local District Attorney's Child Abduction Unit.
 - 10. Contact the FBI which has agents posted in U.S. embassies around the world.

Guidelines for Handling Missing Persons when Custody Orders are Involved.

- A. Officers should determine whether a custody order is available:
 - 1. If a parent provides a copy of a custody order, officers should verify that it is the most current valid order. Officers should contact the issuing court and/or the local district attorney's office for help in verifying an order.
 - 2. Some factors to consider in verifying a custody order.
 - a. Signed by a judge and filed in jurisdiction. Check for file stamp and, if possible, call the jurisdiction to confirm that it is the latest order, and not just an application for an order.
 - b. What type of custody or visitation rights are granted by the order?
 - c. Check for proof of service demonstrating that the abducting parent has knowledge of the order.
 - d. Determine whether there are restraining orders and/or restrictions on the parties from leaving CA.

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- B. If the reporting parent has a custody order and is asking that it be enforced:
 1. Officers should enforce a custody order only if it has been verified.
 2. Out-of-state orders must be registered under the Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA).
 3. If a parent has a foreign custody order, consider whether the foreign country is a signatory to the Hague Convention.
 4. [PC § 279.6](#) authorizes an officer to take a child into protective custody if any of the following situations are present:
 - a. It reasonably appears to the officer that the person with the child is likely to conceal the child, flee the jurisdiction with the child, or otherwise evade the authority of the court.
 - b. There is no lawful custodian available to take custody of the child.
 - c. There are conflicting custody orders or conflicting claims to custody and the parties cannot agree on which party should take custody of the child.
 - d. The child is abducted.
 5. If a child is taken into protective custody, it shall be the responsibility of the officer to ([PC § 279.6 \(b\)](#)):
 - a. Release the child to a lawful custodian unless it reasonably appears that the release would cause the child to be endangered, abducted, or removed from the jurisdiction.
 - b. Obtain an emergency protective order pursuant to [FAM § 6250](#) ordering the placement of the child with an interim custodian who agrees in writing to accept interim custody.
 - c. Release the child to the social services agency responsible for arranging shelter or foster care.
 - d. Return the child as ordered by a court of competent jurisdiction.

Guideline 2.3 Reporting Responsibilities

Missing person reports must be entered into the CA DOJ's Missing Persons System (MPS) within two hours.

- A. Information regarding missing persons under the age of 21, or where there is evidence that the missing person is "at risk," shall be entered in MPS within two hours by the agency taking the report per [PC §14211\(e\)](#).

Prompt notification to the agency with jurisdiction over the missing person's residence and the agency where the missing person was last seen [PC §14211\(g\)](#).

- A. Officers, dispatchers, or other designated personnel who take a missing person report on a person who resides outside their department's jurisdiction shall, without delay, notify and

forward a copy of that report, when completed, to the police or sheriff's department having jurisdiction over the missing person's residence address and where the missing person was last seen.

- B. It may also be appropriate to notify the agency having jurisdiction of the missing person's intended destination.
- C. Agencies should define, through their department policies, the words "without delay" with a specific time frame that conveys urgency with the understanding that a child/adult may potentially be in danger.

The agency taking the missing person report shall submit the report to the CA DOJ, per [PC § 14211\(e\)](#).

- A. The report shall be submitted through CLETS into MPS without unreasonable delay.
- B. The CLETS entry will automatically generate a unique file control number.
- C. When a missing person is entered into the CJIS/MPS system, the record is automatically sent to NCIC and entered into the NCIC Missing Person File, creating a NIC Number for the case.

Agency personnel shall provide the reporting party with CA DOJ Form #BCIA 4048 authorizing the release of dental or skeletal X-rays or both, and photograph(s), including instructions on when to obtain these and submit them to the agency, per [PC § 14212\(a\)](#).

- A. Officers, dispatchers, or other designated personnel shall give the reporting party, in person or by mail, a Department of Justice form (BCIA 4048, two-sided form for missing adult or missing juveniles). This form authorizes the release of dental/medical records, and/or dental and skeletal X-rays, and the release of a recent photograph if the missing person is under 18-years of age.
 - 1. The form's instructions state that if the person is still missing 30 days after the report is made, that the form is to be signed by a family member or next of kin and taken to the appropriate medical authority. The family member or next of kin shall obtain the dental/medical and or skeletal X-rays (includes all such records, including models and photographs) which are in the possession of a dentist, physician, surgeon, or medical facility, and within ten days submit them to the agency with jurisdiction over the investigation.
 - 2. Dentists, physicians, surgeons, and medical facilities must release the X-rays to the person presenting the request
 - a. Request copies of dental/treatment history charts. Experience has shown that dental charts can be very helpful, along with X-rays, to establish the positive identification of an unidentified deceased person.
- B. For any missing person, the agency may immediately obtain dental/skeletal X-rays, medical records, and treatment notes using a "Written Declaration" per PC §14212(a) – [Declaration of Authority For Seizure of Dental and Medical Records \(English\)](#) and [Declaration of Authority For Seizure of Dental and Medical Records \(Spanish\)](#).

Within ten days of a child's disappearance, the agency responsible for investigation of the missing child shall inform the child's school that they are missing. The notice shall be

in writing and, if available, include a photograph per *EDC § 49068.6(a)*. Law enforcement agencies may establish a process to inform local schools about abducted children per *EDC § 49068.6(c)*.

- A. No standard statewide form is currently mandated, but a detailed form is essential. See sample form – *School Notification Missing Child*.
- B. An agency representative should meet with school officials to notify them of the missing student, and review the form (that will be attached to the student’s file).
- C. The agency representative will explain to school officials the importance of any future documentation, and the agency’s responsibilities, if a person calls to request transfer of the missing student’s files to another school district.
 - 1. Such inquiries are common among parental disputes that have resulted in a child abduction by a parent.
 - 2. If school personnel are unfamiliar with how to handle such an inquiry, they may lose a valuable investigative lead that could facilitate the return of an abducted child to the rightful (court ordered) parent/guardian.

Guideline 2.4 Follow-Up Investigation

It is recommended that the initial investigation be handled by the agency of jurisdiction where the missing person was last seen. This includes entry of the missing person into the CA DOJ’s MPS and coordinating a bilateral investigation with the agency of the missing person’s residence.

Initiate follow-up contacts within 30 days.

- A. Officers or other designated personnel should recontact the reporting party within 30 days of the initial report to determine if any additional information may have become available via the reporting party. Any additional information obtained shall be added to the MPS entry.
- B. Other agencies involved in the case should also be contacted to determine if any additional information is available.

If not already collected during the initial investigation, obtain dental/skeletal X-rays, treatment notes, and medical records by “written declaration” when a person is still missing after 30 days, per *PC § 14212(b)*.

- A. When any person has not been found within 30 days, and no family or next of kin can be located, a written declaration shall be executed. The declaration should state that an active investigation, seeking the location of the missing person, is being conducted and that dental records (dental charts and dental X-rays) and any available skeletal X-rays, are necessary to proceed with the investigation, per *PC §14212(e)*.
- B. The written declaration, signed by a peace officer, is enough authority for the appropriate medical authority to release the requested medical records.

Confer with the coroner or medical examiner and submit a Missing Person Report and the dental charts, treatment notes, and original (preferred) dental X-rays, skeletal X-rays, or

both, and photographs to the CA DOJ when any missing person has not been found within 30 days, per [PC § 14212\(g\)](#).

- A. If the missing person has not been found within 30 days, the officer or other designated personnel within the agency initiating or conducting the investigation may confer with the coroner or medical examiner for comparison to unidentified deceased persons. The coroner or medical examiner is required to cooperate with law enforcement in these efforts.
- B. After conferring with the coroner or medical examiner, the investigating officer or other designated personnel may submit a missing person report to DOJ, with dental/skeletal X-rays, treatment notes, and photograph if the missing person is under 18-years of age.
 - 1. As best practice, both dental records (X-rays and dental charts) and skeletal X-rays should be submitted.
- C. The officer or other designated personnel should send a copy of the release form with the photograph(s) to CA DOJ – See 4-15 [BCIA 4048 – Missing Juvenile](#).
- D. Local reporting agencies shall attempt to obtain the most recent photograph available and forward the photograph to CA DOJ, per [PC § 14210\(d\)](#).
- E. Health Insurance Portability and Accountability Act (HIPAA) should not be a hindrance when it comes to the coroner or medical examiner acquiring health records in the performance of their duties – See Guideline 4.3 - Management of the Long-Term Missing Person Case. [45 CFR § 164.512\(f\)\(2\)](#).

Law enforcement agencies shall advise family or relatives of a missing person of their right to provide a voluntary sample for DNA testing, per [PC § 14250\(c\)\(2\)](#).

- A. After a report has been made of a missing person, the responsible investigating law enforcement agency shall inform the parents or other appropriate relatives (no longer than 30 days after the initial report) that they may give a voluntary sample for DNA testing or may collect a DNA sample from a personal article belonging to the missing person.
- B. A coroner shall collect samples for DNA testing from the remains of all unidentified persons and shall send those samples to the Department of Justice for DNA testing and inclusion in the DNA data bank, per [PC § 14250\(c\)\(1\)](#).
- C. Contact the CA DOJ Missing Persons DNA Program 510-620-3300 or DNAmissingpersons@doj.ca.gov, to obtain FREE DNA kits for the family members and/or to obtain items from the missing person.

Transfer of Jurisdiction

- A. Once the original investigating agency has exhausted all leads, copies of all reports should be forwarded to the agency having jurisdiction over the missing person's residence. If deemed appropriate, the receiving agency enters a second missing person entry into MPS. Only after this second entry has been completed, should the original entry be removed from MPS.
- B. It is imperative that all agencies involved in the missing person investigation work closely together, enhancing the probability of locating the missing person.

Guideline 2.5 Closure of Missing Person Investigation

When a missing person is found, the agency must report this to the CA DOJ and any other relevant agencies as appropriate, per [PC § 14213](#).

- A. When any person reported missing is found, the officer, dispatcher, or other designated personnel shall immediately report that information to CA DOJ.
- B. The reporting party and other involved agencies shall be notified in accordance with local policy. This includes a reported missing juvenile's school.
- C. Any automated systems entries shall be canceled.
- D. The locating agency shall also report to the law enforcement agency that took the initial report, within 24 hours, per [PC § 14213\(b\)](#).
- E. In the event that a missing person is found before being reported missing to CA DOJ, a missing person report entry (followed by a cancellation) must still be made into CJIS/MPS systems and shall still be submitted to CA DOJ, per [PC § 14213\(c\)](#).

Considerations for closure of missing person investigation.

- A. Careful consideration should be made concerning clearing a missing person investigation.
- B. Closure is appropriate when the missing person is confirmed found or evidence has matched an unidentified living person or unidentified remains (full body recovery).
 - 1. If partial remains are recovered, the MPS entry must stay active until all remains have been recovered.
- C. Inability to move forward in the investigation should not be a reason for closing a case:
 - 1. By closing a case in such a manner, all evidence may be lost for the future identification of a deceased person.
 - 2. An unidentified body may be discovered several years later, after the missing person report had been filed and prematurely closed.
 - 3. In such a case, there may be no relevant evidence that may assist in identifying the body, further hindering a death investigation.
 - 4. MPS entries should not be removed or cancelled due to the discovery of any warrant (civil or criminal) that had been issued for the missing person. The warrant may result from theft of the missing person's identity.
- D. When the reported missing person is under the age of 18:
 - 1. The missing child report should not be removed or cancelled from the MPS due to emancipation or reaching adulthood.
 - 2. The originating agency will receive an Emancipation Notification from NCIC upon the child's 18th birthday.
 - 3. The missing child should remain classified under their actual age as when originally reported missing, regardless of their current age.

- The missing child report should not be cancelled and re-entered simply because the child has reached adulthood.

Guideline 2.6 Missing and Unidentified Persons Reporting Reference Chart

All local police and sheriffs' departments shall accept any report of a missing person (MP) without delay, per [PC § 14211\(a\)](#). Additional requirements, or guidelines are below. As you read the chart from left to right, report types are listed by age group and note the applicable code section: Penal Code (PC), Education Code (EC), or federal statute (U.S.C.).

Required Action MP Age	"Be On the Look-Out" Bulletin	Initial Entry into the DOJ Missing Person System (MPS)	Copy of MP Report Forwarded to Appropriate Jurisdiction	Obtain Dental and/or Skeletal X-rays and Treatment Notes	Initial Coroner Check	MP Report with Photograph and X-rays Submitted to DOJ ¹	Written Notice Submitted to School	DNA-Advise Family of Right to Submit Sample ²	Validate and Update MPS Record
At Risk ³ (Any Age)	Without Delay <i>PC § 14211(d)</i>	Within 2 Hours <i>PC § 14211(e)</i>	Within 24 Hours <i>PC § 14211(g)</i>	At 30 Days <i>PC § 14212(d)</i>	Recommended Within 30 Days <i>PC § 14212(g)</i>	Recommended Within 30 Days <i>PC § 14212(g)</i>	If a child, within 10 Days <i>EC § 49068.6</i>	Within 30 Days <i>PC § 14250(c)(2)</i>	Within 60 Days <i>NCIC Guidelines</i>
Ages 0 to 15	Without Delay <i>PC § 14211(d)</i>	Within 2 Hours <i>PC § 14211(e)</i>	Within 24 Hours <i>PC § 14211(g)</i>	Within 60 Days <i>PC § 14211(f)</i>	Recommended Within 30 Days <i>PC § 14212(g)</i>	Recommended Within 30 Days <i>PC § 14212(g)</i>	Within 10 Days <i>EC § 49068.6</i>	Recommended After 30 Days	Within 60 Days <i>NCIC Guidelines</i>
Ages 16 to 17	Without Delay <i>PC § 14211(d)</i>	Within 2 Hours <i>PC § 14211(e)</i>	Within 24 Hours <i>PC § 14211(g)</i>	Within 60 Days <i>PC § 14211(f)</i>	Recommended Within 30 Days <i>PC § 14212(g)</i>	Recommended Within 30 Days <i>PC § 14212(g)</i>	Within 10 Days <i>EC § 49068.6</i>	Recommended After 30 Days	Within 60 Days <i>NCIC Guidelines</i>
Ages 18 to 20	Without Delay <i>PC § 14211(d)</i>	Within 2 Hours <i>PC § 14211(e)</i>	Within 24 Hours <i>PC § 14211(g)</i>	Within 60 Days <i>PC § 14211(f)</i>	Recommended Within 30 Days <i>PC § 14212(g)</i>	Recommended Within 30 Days <i>PC § 14212(g)</i>	Not Applicable	Recommended After 30 Days	Within 60 Days <i>NCIC Guidelines</i>
Ages 21 and over	Law Enforcement Discretion	Without Unreasonable Delay	Within 24 Hours <i>PC § 14211(g)</i>	Within 60 Days <i>PC § 14211(f)</i>	Recommended Within 30 Days <i>PC § 14212(g)</i>	Recommended Within 30 Days <i>PC § 14212(g)</i>	Not Applicable	Recommended After 30 Days	Within 60 Days <i>NCIC Guidelines</i>

¹ Per Health & Safety Code § 102870, the DOJ shall act as a repository for dental examination records of missing and unidentified person and will compare the records for the purposes of identification.

² Per PC § 14250(a)(4), for the purpose of DNA collection, a high-risk missing person is anyone missing as a result of a stranger abduction, suspicious circumstances, unknown circumstances, there is reason to assume the person is in danger or deceased, and that the person has been missing for more than 30 days or less in the discretion of the investigating agency.

³ Per PC § 14215(b), "at risk" means there is evidence of, or there are indications of, any of the following: (1) is a victim of a crime or foul play, (2) is in need of medical attention, (3) has no pattern of running away or disappearing, (4) may be the victim of a parental abduction, or (5) is mentally impaired, including cognitively impaired or developmentally disabled.

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MISSING PERSON INVESTIGATION TRAINING

Guideline 3.1 Legal Reference

PC § 13519.1, effective January 1, 1988, required the POST Commission to implement a course of instruction for law enforcement officers and dispatchers in handling missing person and runaway cases by July 1, 1988. The course of basic training for law enforcement officers and law enforcement dispatchers was required to incorporate instruction in their programs on the topic of missing person and runaway cases by January 1, 1989. All law enforcement officers and law enforcement dispatchers who have received their basic training before January 1, 1989, were required to participate in supplementary training on missing person and runaway cases, as prescribed and certified by the POST Commission. The training of all said officers was to be completed by no later than January 1, 1991. Since that time, the topic of missing person and runaway cases remains in the core curriculum of basic training for law enforcement officers and dispatchers. The POST Commission is also required to provide training to peace officers to efficiently handle, on the local level, the tracing of missing persons and victims of violent crimes. Local law enforcement agencies are encouraged to include such training as part of their Advanced Officer and Dispatcher Update training programs.

Guideline 3.2 Background

This curriculum was developed and revised with the input of several advisory committees over the years. The curriculum is based upon POST guidelines for handling missing person and runaway cases, which was developed with the input of the advisory committees as well. The curriculum was approved by the POST Commission and became effective January 1, 1989. Curriculum and Guideline revisions are based on related Legislative Bills that amended and created new PC sections, related to the topic of Missing Persons and Runaway cases, and input from the subject matter experts.

Guideline 3.3 Certification Information

The following curriculum is applicable in its entirety to the Basic Course. Designated portions of the training are applicable to in-service officers who have received their basic training before January 1, 1989. This supplementary training for in-service officers may be included as part of advanced officer courses or as part of a technical course. Basic and supplementary training for dispatchers includes a minimum two-hour overview of all topics, with emphasis on those aspects performed by dispatchers. To assist presenters and instructors, the POST Training Specifications for the Regular Basic Course and Basic Dispatcher Course are available upon request to provide more detailed information on this curriculum.

Guideline 3.4 Training Topics

For in-service officers completing basic training prior to January 1, 1989, supplementary training consists of a minimum of two hours with emphasis on these topics:

Total: Minimum of four hours training

Learning Goal: The student will gain the ability to manage missing person cases.

- A. Benefits for law enforcement involvement and sensitivity

-
1. The student will identify the benefits for law enforcement involvement in missing person cases including:
 - a. Community support.
 - b. Personal/professional satisfaction.
 - c. Reduction of civil liability.
 2. The student will identify the reasons officers should exhibit sensitivity in handling missing person cases including:
 - a. Public's feelings of helplessness/trauma/fear/anger.
 - b. Valuable public service opportunity.
 - c. Public's unfamiliarity with law enforcement procedures.
- B. Initial response procedures
1. The student will identify procedures required for the initial investigation and response to missing person cases including:
 - a. Verification that this is a missing person case.
 - b. Determine type of missing person case.
 - c. Determine existence of suspicious circumstances and/or risk factors.
 - d. Identify and isolate any potential crime scene area.
 - e. Obtain description of victim and possible suspect(s).
 - f. Identify potential witnesses.
 - g. Obtain recent photograph of victim.
 - h. Determine steps to be taken to locate victim.
 - i. Call a supervisor or investigator if appropriate.
 - j. Notification of other agencies.
 - k. Complete a comprehensive report using the standardized Missing Persons Reporting Form and review the Missing Person Checklist to ensure all appropriate steps are taken and available resources are utilized.
 2. The student will identify the reasons for making a thorough search of the missing person's home, vehicles, and yard at the onset of the investigation.
 3. The student will identify the influence of the following conditions on the nature and level of response to a report of a missing person:
 - a. Age.
 - b. Victimization.
 - c. Missing person's knowledge of the area.
 - d. Suspicious circumstances.

-
- e. Mental or emotional condition.
 - f. Medical or physical condition.
 - g. Weather.
 - h. Time of day.
 - i. Resources available to missing person.
 - j. Length of time missing.
 - k. Custody status.
- C. Locating missing persons
1. The student will identify the means for locating missing persons, including:
 - a. Making a local Be on the Lookout (BOLO) broadcast.
 - b. Initiating a missing persons alert through CHP.
 - c. Searching the area.
 - d. Determining the existence of court orders regarding custody matters.
 - e. Utilizing additional resources.
- D. Legal requirements for initial response and follow-up:
1. The student will identify the legal and departmental requirements for the initial handling of missing person cases including:
 - a. Accepting the report regardless of jurisdiction per [PC § 14211\(a\)](#).
 - b. Priority of response per [PC § 14211\(a\)](#).
 - c. That a BOLO broadcast be made, without delay, if the missing person is under 21 years of age, or there is evidence that the person is “at risk” per [PC § 14211\(d\)](#).
 - d. That a report be submitted to the CA DOJ, within two hours, if the person reported missing is under 21-years of age, or if there is evidence that the person is “at risk” per [PC § 14211\(e\)](#).
 - e. The requirement of the “immediate” reporting of a missing child under 21 years of age to the National Crime Information Center ([NCIC](#)) per the Code of Federal Regulations (CFR), Title 34, – Missing Children, [34 U.S.C. § 41307](#) and [34 U.S.C. § 41308](#).
 - f. Issuance of CA DOJ authorization to release form, regarding obtaining dental and/or skeletal X-rays of the reported missing person and the authorization to use a recent photograph of the missing person, under 18-years of age per [PC § 14212\(a\)](#).
 - g. It is the law enforcement agency’s duty to immediately assist any person who is attempting to make a report of a missing person or runaway per [PC § 14214\(a\)](#).
 2. The student will identify the legal requirements for the handling of follow- up investigations dealing with missing person cases including:

-
- a. In the case of a missing child, the law enforcement agency shall notify that child's school in writing of the child's disappearance within 10 days per *EDC § 49068.6*.
 - b. Peace officer's right to obtain school records pertaining to a missing child's identity, location, and limitations on the use of those records per *EDC § 49076.5*.
 - c. Obtaining photograph, dental, or skeletal records per *PC §§ 14211* and *14212*.
 - d. Conferring with coroner or medical examiner per *PC §14212(g)*.
 - e. Notification to other agencies when the reported missing person is located per *PC §14213(a), (b), and (c)*.
 - f. The obtaining of voluntary DNA samples from parents or family members and/or collection of personal articles belonging to the missing person that may contain that person's DNA per *PC § 14250(c)(2)*.
 - g. Limitations on use of DNA and penalties for violation per *PC § 14250(c)(7)*.
 - h. Cancellation of automated system entries when person is located per *PC § 14213*.



MISSING PERSON REPORT

Pursuant to Penal Code §13519.07(d)

<input type="checkbox"/> Adult <input type="checkbox"/> Juvenile	Date and Time of Report:	Date and Time of Last Contact:	Report Number:	
Report Type: <input type="checkbox"/> Runaway <input type="checkbox"/> Voluntary Missing Adult <input type="checkbox"/> Parent/Family Abduction <input type="checkbox"/> Dependent Adult <input type="checkbox"/> Unknown <input type="checkbox"/> Stranger Abduction <input type="checkbox"/> Suspicious Circumstances <input type="checkbox"/> Catastrophe <input type="checkbox"/> Lost				
Category: <input type="checkbox"/> Ebony Alert <input type="checkbox"/> Prior Missing <input type="checkbox"/> Sexual Exploitation <input type="checkbox"/> Urgent Case <input type="checkbox"/> Blue Alert <input type="checkbox"/> Silver Alert <input type="checkbox"/> Feather Alert <input type="checkbox"/> Abducted During a Crime <input type="checkbox"/> Amber Alert <input type="checkbox"/> At Risk <input type="checkbox"/> Endangered Missing Advisory				
Missing Person Information	Name (Last, First, Middle):		Sex: <input type="checkbox"/> M <input type="checkbox"/> F	
	Alias/Moniker/Nickname:		DOB/Age:	
	Height:	Weight:	Gender Identity:	
	Eye Color:	Facial Hair:	Corrective Lenses: <input type="checkbox"/> Glasses <input type="checkbox"/> Contacts	
	Scars/Marks/Tattoos:		Cell Phone Number:	
	Residence Address, City, State, Zip Code:		Residence Phone Number:	
	Business Address, City, State, Zip Code:		Business Phone Number:	
	FBI Number:		Local Reference Number:	CII Number:
	E-mail Address:		Social Security Number:	Driver's License/ID Number: State:
	Clothing:		Social Networking Site(s) and Screen Name(s):	
Alcohol, Drug, Mental Health, or Medical Condition(s):		Jewelry:		
Last Known Location/Activity (Description or Address, City, State, Zip Code):		Possible Destination (Description or Address, City, State, Zip Code):		
X-rays Available: Dental: <input type="checkbox"/> Y <input type="checkbox"/> N Skeletal: <input type="checkbox"/> Y <input type="checkbox"/> N		Visible Dental Work: <input type="checkbox"/> Y <input type="checkbox"/> N If yes, describe:		
Photo Available: <input type="checkbox"/> Y <input type="checkbox"/> N		Age in Photo: <input type="checkbox"/> Y <input type="checkbox"/> N		
Fingerprints: <input type="checkbox"/> Y <input type="checkbox"/> N		Broken Bones / Missing Organs: <input type="checkbox"/> Y <input type="checkbox"/> N If Yes, Describe:		
Registered Owner: <input type="checkbox"/> Missing Person <input type="checkbox"/> Suspect		Color(s):		
Describe: <input type="checkbox"/> Unknown <input type="checkbox"/> Stolen		Make:		
License Number:		State/Province/Country:		
Reg. Year:		Vehicle Type:		
Operator: <input type="checkbox"/> Missing Person <input type="checkbox"/> Suspect <input type="checkbox"/> Other		Damage to Vehicle:		
Describe:		Registration Number:		
Boat Year:		Make:		
Model:		Body Style:		
Color(s):		Hull Number:		
State/Province/Country:		Reg. Expiration:		
Name (Last, First, Middle):		Relationship to Missing:		
Address, City, State, Zip Code:		Sex: <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> UNK		
Phone Number:		Race:		
E-Mail Address:		DOB/Age:		
Scars/Marks/Tattoos:		Height:		
Clothing:		Weight:		
Eye Color:		Hair Color:		
Name (Last, First, Middle):		Relationship to Missing:		
Address, City, State, Zip Code:		Sex: <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> UNK		
Phone Number:		Race:		
E-Mail Address:		DOB/Age:		
FCN Number:		NIC Number		
		M		



MISSING PERSON REPORT Pursuant to Penal Code §13519.07(d)

Missing Person's Name (Last, First, Middle):			DOB/Age:	Report Number:
Known Associates and Lifestyle:				
Narrative:				
Reporting Officer:	ID/Badge #:	Date:	Investigating Agency Address and Phone Number:	Forward Copy of Report to: (per PC §14211(g)):
Approving Officer:	ID/Badge #:	Date:		Internally Route to:
<p>Authorization to release photo, dental treatment notes, and skeletal x-rays per PC §14212: I am a family member, next-of-kin, or law enforcement official investigating the disappearance of the missing person, and I hereby authorize the release of all dental or skeletal x-rays and treatment notes, photographs, physical description, and circumstances surrounding the disappearance to assist law enforcement agencies in locating the above named missing person. This information may be used by the Department of Justice for inclusion in bulletins and posters, which will be distributed throughout California and on the Internet, including the Attorney General's Website at http://oag.ca.gov/ and the FBI's National Dental Image Repository, to assist law enforcement agencies in locating the missing person. <input type="checkbox"/> Yes <input type="checkbox"/> No Initial _____</p>				
<p>Authorization to release information to the National Missing and Unidentified Person System per PC §14209: I am a family member, next-of-kin, or law enforcement official investigating the disappearance of the missing person and I hereby authorize the release of all dental or skeletal x-rays, photographs, physical description, and circumstances surrounding the disappearance to the National Missing and Unidentified Person System (NamUs) at http://namus.gov/. <input type="checkbox"/> Yes <input type="checkbox"/> No Initial _____</p>				
<p>Authorization to refer missing juveniles who are the victims of sexual exploitation/human trafficking to victim advocacy groups and resources: I am the parent or legal guardian of a missing juvenile believed to be the victim of sexual exploitation/human trafficking. I hereby authorize the law enforcement official investigating the disappearance, the power/right to refer the above named missing juvenile to the victim advocacy group(s) and/or resource of their choice. <input type="checkbox"/> Yes <input type="checkbox"/> No Initial _____</p>				
Name:		Signature:		Date:
Relationship to Missing Person:	Address:	City:	State:	Zip Code:
			Phone Number:	

Per Penal Code §14212, submit photographs, dental/skeletal x-rays, dental treatment notes, and fingerprints for entry into the Missing Persons System at:
Department of Justice Missing & Unidentified Persons Section, P.O. Box 160968, Sacramento, CA 95816-0968, or via email at:
Missing.Persons@doj.ca.gov. For questions, please call the MUPS at (916) 210-3119.

MISSING PERSONS REFERENCES AND INVESTIGATIVE RESOURCES

Guideline 4.1 Department of Justice Missing Person Reporting Criteria

The standard CA DOJ Missing Persons Reporting Form collects all the mandatory information for entering a record into MPS and NCIC. However, many law enforcement agencies have developed their own forms. Any missing person's report form must use the current CA DOJ reporting criteria to assure accuracy when the missing person is entered into the CA DOJ's MPS.



STATE OF CALIFORNIA
CJIS 8568
(Rev. 11/2023)

[Print Form](#) [Save Form](#) [Clear Form](#)

DEPARTMENT OF JUSTICE
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MISSING PERSON REPORT Pursuant to Penal Code §13519.07(d)

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Penal Code sections 13519.07(d) and 14206. The CJIS Division uses this information to collect physical and medical reports on missing persons in order to assist law enforcement agencies (LEAs) in locating the missing person. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. Providing any personal information is voluntary.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to assist LEAs in locating the missing person, we may need to share the information you give us with the Federal Bureau of Investigation's National Dental Image Repository and the public for inclusion in bulletins and posters to be distributed throughout California, nationally, the Internet, and the Attorney General's Web Site at <http://oag.ca.gov>.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the program manager in the DOJ's Missing Persons Section by phone at (916) 210-3119, by email at missing.persons@doj.ca.gov, or by mail at:

California Department of Justice
Missing Persons Section
P.O. Box 160968
Sacramento, CA 95816

Guideline 4.2 Missing Persons Alert Information

In July 2002, legislation was enacted to help provide a coordinated and rapid response to instances of child abduction in CA, the AMBER alert. When a child is abducted, timely notification to law enforcement and the public is one of the most essential components of the recovery process. The success of the AMBER alert program led to the creation of additional alerts to address other missing persons crises. These public alerts include:

AMBER Alert – Is to be activated when the following required criteria is met:

1. Confirmation that an abduction has occurred or a child was taken by anyone, including, but not limited to, a custodial parent or guardian.
2. The victim is 17 years of age or younger, or an individual with a proven mental or physical disability.
3. The victim is in imminent danger of serious bodily injury or death.
4. There is information available that, if disseminated to the public, could assist in the safe recovery of the victim.

Silver Alert - is activated when an elderly person, or developmentally or cognitively impaired person, has gone missing and is determined to be at-risk. Activation criteria include:

1. The missing person is 65 years of age or older, developmentally disabled or cognitively impaired.
2. The investigating law enforcement agency has utilized all available local resources.
3. The law enforcement agency determines that the person has gone missing under unexplained or suspicious circumstances.
4. The law enforcement agency believes that the person is in danger because of age, health, mental or physical disability, environment or weather conditions, the person is in the company of a potentially dangerous person, or other factors indicating that the person may be in peril.
5. There is information available that, if disseminated to the public, could assist in the safe recovery of the missing person.

Ebony Alert - Is a resource available to law enforcement agencies investigating the suspicious or unexplainable disappearance of a Black individual. Activation criteria include:

1. The missing person is between 12 to 25 years of age.
2. The missing person suffers from a mental or physical disability.
3. The person is missing under circumstances that indicate any of the following:
 - a. The missing person's physical safety may be endangered.
 - b. The missing person may be subject to trafficking.
4. The law enforcement agency determines that the person has gone missing under

unexplained or suspicious circumstances.

5. The law enforcement agency believes that the person is in danger because of age, health, mental or physical disability, or environment or weather conditions, that the person is in the company of a potentially dangerous person, or that there are other factors indicating that the person may be in peril.
6. The investigating law enforcement agency has utilized available local resources.
7. There is information available that, if disseminated to the public, could assist in the safe recovery of the missing person.

Feather Alert - Is a resource available to law enforcement agencies investigating the suspicious or unexplainable disappearance of an Indigenous individual. Activation criteria includes:

1. The missing person is Indigenous.
2. The investigating law enforcement agency has utilized available local and tribal resources.
3. The law enforcement agency determines that the person has gone missing under unexplainable or suspicious circumstances.
4. The law enforcement agency believes that the person is in danger.
5. There is information available that, if disseminated to the public, could assist in the safe recovery of the missing person.

Endangered Missing Advisory (EMA) – Is an alert used when the AMBER criteria are not met. The EMA activation criteria include:

1. The person is missing under unexplained or suspicious circumstances.
2. The person is believed to be in danger because of:
 - a. Age, health, mental or physical disability, or the environment.
 - b. Is in the company of a potentially dangerous person.
 - c. Any other factor that may put the person in serious peril.
3. There is information available that, if disseminated to the public, could assist in a safe recovery.

CA Highway Patrol Assistance

On August 18, 2002, the CHP's Emergency Notification and Tactical Alert Center (ENTAC) was established. ENTAC serves as a centralized point-of-contact to aid investigating agencies as needed. ENTAC is staffed 24-hours a day, seven days per week, by sworn personnel and can assist law enforcement agencies with the initiation of any missing persons alert.

When requested, ENTAC can also aid investigating agencies with other investigative resources, including open source and law enforcement database queries, vehicle location assistance, and mobile device support. Contact with ENTAC is restricted to law enforcement agencies only.

When contacting ENTAC to request activation of the EAS, the investigating law enforcement agency will be asked to verify that all the alert criteria have been met. In addition, the investigating agency will be asked to provide relevant information (e.g., agency contact, suspect, and victim information) for EAS message composition and the utilization of many other investigatory tools.

Activation procedures

- A. The investigating officer should refer to their agency's specific missing persons policies and procedures prior to requesting a missing persons alert.
- B. Contact CHP-ENTAC for assistance.
- C. The CHP-ENTAC is the primary agency that oversees the activations of freeway Changeable Message Signs (CMS), EAS alerts, and Wireless Emergency Alerts (WEAs). Contact the CHP-ENTAC immediately for activation of these services. If the specifics of the investigation necessitate, CHP can expand the alert as necessary.
- D. Child abduction poster and flyers.
 - 1. CHP-ENTAC will, upon being contacted, create a missing persons alert flyer. CHP-ENTAC will publish the information on the CHP Alerts social media platforms.
- E. Cancellation of an alert
 - 1. The reporting agency shall contact ENTAC immediately upon locating any missing person associated with an alert.

Additional Resources

In addition to assisting with statewide or multi-regional alerts, CHP can assist local law enforcement agencies with other investigative resources and avenues to disseminate information to the public for missing person cases. The following resources may be available to law enforcement when contacting CHP for a missing person alert:

- A. Changeable Message Signs (CMS)

Operated by the CA Department of Transportation (Caltrans), electronic Changeable Message Signs (CMS) are a highly visible means of disseminating real-time traffic safety and congestion information to the public as they utilize the highway transportation system.

CMS may be used to transmit information to the motoring public. To prevent overuse of the system, CMS will only be activated for incidents of the most urgent nature.

CHP and Caltrans jointly operate Transportation Management Centers (TMC) throughout the state. When use of CMS is requested for a qualifying missing person alert, CHP-ENTAC will contact the appropriate TMC to coordinate CMS activation within a specific region. Prior to CMS activation, CHP will work with Caltrans and the investigating law enforcement agency to develop a concise message considering the character limitations associated with CMS. Under normal circumstances.

Changeable Message Signs will not be utilized unless there is a known vehicle involved in the investigation, along with a known license plate number that can be displayed to the public.

B. CHP Internet Sites

When a missing persons alert is activated, CHP can utilize CHP-Alerts social media accounts. These accounts are specific to missing persons alerts and have some of the largest follower and/or subscriber bases of any law enforcement accounts.

Twitter: (X) @CHPAAlerts

Facebook: CHP-Alerts

Instagram: @chpalerts

C. CA State Lottery

In partnership with the CA State Lottery, CHP can disseminate AMBER Alert information on more than 38,000 electronic message boards throughout the state (anywhere lottery tickets are sold).

D. Investigative Assistance

Law enforcement agencies can contact CHP for additional investigative assistance including:

1. Open source and law enforcement database queries
2. Digital and mobile device location assistance
3. Online investigations
4. Vehicle location assistance

Guideline 4.3 Management of the Long-Term Missing Person Case

Cases which have not been resolved after 30 days will require long-term management. It is critical that if the missing person has not been located or returned after 30 days the investigator ensures that the foundation of the missing person case has been properly laid by the collection and submission of identifier records into the appropriate searchable databases.

There are five primary means to identify any missing person:

1. Visual confirmation by law enforcement
2. Fingerprints
3. Dental records
4. Body X-rays and/or medical records
5. DNA

It is the investigating agency's responsibility to collect and disseminate the above records to the appropriate agencies for identification.

The Critical Identifiers Which Should be Obtained by the Missing Person Investigator

A. Fingerprints

A person's fingerprints may be "available", but unless they are uploaded and made available to

searchable databases, a hit will never occur. It is best practice to obtain the missing persons fingerprints and forward them to the FBI's Next Generation Identification (NGI), systems for searching capabilities.

Sources for obtaining a missing persons fingerprints include (but are not limited to):

- Arrest records
- Employment
- Military service
- Driver's license or Identification card (right thumb only – CA, CO, GA, TX)
- Child safety programs

Enrollment in NGI will place a missing person cycle (or "flag") on the subject's NGI System identity for the individual. This will update an existing identity at the FBI Universal Control Number (UCN) level or create a new record if one does not already exist. Any subsequent fingerprint submissions (e.g. arrest, application, or deceased person) will match against the record. The originating law enforcement agency of the missing person record will be notified.

How to enroll missing persons fingerprints:

1. The request should be submitted in writing via email to the FBI's Special Processing Center (SPC), using the subject line "Missing Person Enrollment". The following must be provided:
 - a. Scanned images of the fingerprints, at 500 dpi or higher;
 - b. Primary investigating agency, ORI, and case number;
 - c. Missing person's full name, date of birth, and if known, Social Security Number and FBI/UCN number;
 - d. MP NIC record number.
2. Email above information request to FBI SPC
 - a. SPC_TEAM@fbi.gov

B. Dental Records

Dental records are perishable. Dental providers are not required to hold these records. If a missing person has not returned within 30 days, the dental records (to include treatment records, charting, X-rays and photos) shall be ordered and forwarded **preferably in digital format** to:

CA Department of Justice Missing/Unidentified Persons Unit
P.O. Box 160968
Sacramento, CA 95816-0968
Phone: (916) 210-3119
Email: missing.persons@doj.ca.gov

1. Skeletal X-rays

A frequently overlooked forensic tool, skeletal X-rays, particularly of the head, are often

available even when dental records cannot be found. A comparison may be made of such structures as the frontal sinus which are typically quite distinctive. Medical records may also be helpful and might include serial numbers useful in tracing implants.

Securing these X-rays and records follows the same procedure as dental records. It is strongly recommended that these be obtained digitally and transmitted to DOJ-MUPS.

2. DNA

DNA is potentially the strongest forensic identification method. Both direct DNA samples and reference samples should be submitted for testing.

a. Direct DNA samples may be obtained from items left behind by the missing person:

- Toothbrushes
- Hairbrushes
- Shaving razors
- Baby teeth
- Finger and toenail clippings

3. Reference DNA Sample Sources can be obtained through buccal swabs from any of the following:

- Both biological parents
- One biological parent and multiple siblings
- All siblings
- All offspring (and the non-missing parent, for an exclusion profile)
- Other more distantly related relatives

All direct and reference samples should be collected in the free kits provided by:

CA Department of Justice

Missing Persons DNA Program 1001 W. Cutting Blvd.

Richmond, CA 94804-2028

Attn: Jan Bashinki DNA Lab

Phone: (510) 620-3300

Email: DNAmismissingpersons@doj.ca.gov

C. Health Insurance Portability and Accountability Act (HIPAA) should not be a hindrance when it comes to the coroner or medical examiner acquiring health records in the performance of their duties – [45 CFR § 164.512\(f\)\(2\)](#).

D. Periodic re-contact with the family or the reporting party

It is advisable to maintain contact with the reporting party and/or family. All too often a missing person returns, and yet law enforcement is either not notified of the return, or the usual mechanism for verifying the return and clearing the case from the agency records

and NCIC is not performed. Many active long-term cases in CA's missing person system are not missing, yet the cases linger in NCIC; contact has been lost with the family and the case is never cleared. Periodic re-contact with the reporting party and/or other family member should be initiated by phone, email, or postal mail services, to request updates, offer additional advice, and clear the case should the missing person return.

Guideline 4.4 CA Governor's Office of Emergency Services – Law Branch Resources

Law Enforcement agencies can activate the *CA Law Enforcement Mutual Aid System (LEMA)*, the Search and Rescue System and various resources and equipment necessary to conduct missing person investigations. Activation of this system, through its steps as outlined in the *Law Enforcement Mutual Aid Plan*, enables agencies to receive support from their operational area (county), surrounding operational areas within their mutual aid region, and other regions, as well as State and Federal resources.

To activate the system within a city, the jurisdictional city law enforcement agency contacts their county operational area coordinator – local Sheriff's Department, who acts as the Operational Area Law Enforcement Mutual Aid Coordinator. The coordinator may then provide the assistance, if available from within the operational area, or activate the regional or statewide system by contacting the CA Office of Emergency Services - CA State Warning Center, 24-hour service, at (916) 845-8911, and requesting the Law Enforcement Branch Duty Officer.

Resources available under this system include:

- Consultant search management teams to assist agencies in conducting missing person searches
- Consultant search management specialists with expertise in missing person searches – wilderness or urban search
- Consultant search management specialists with expertise in predator abduction incidents
- Search and Rescue (SAR) teams and personnel
- Search dogs: "non-scent specific" dogs for area searches to locate any persons in an area, "scent specific" dogs for trailing/tracking only the missing subject's scent, as well as cadaver and water (submerged victim) search dogs
- Search or communications platform aircraft through the CA National Guard, Civil Air Patrol, other state agencies, or local government
- Communications frequencies: statewide mutual aid
- Communications equipment: mobile communications trucks and hand-held radios (VHF/UHF)
- Communications repeaters, portable and vehicle-based along with interoperability
- Satellite communications trailers: voice and data connectivity

Guideline 4.5 Federal Bureau of Investigation (FBI) Resources

Overview of jurisdictional and investigative responsibilities:

A. FBI involvement in Missing Persons cases

The FBI will assist with investigations involving the abduction or mysterious disappearance of a child regardless of interstate nexus. There is no need to wait 24 hours to involve the FBI, and they should be notified as soon as possible in order to quickly deploy resources to the investigating agency. If it is determined appropriate and interstate nexus does exist, the FBI could pursue charges against the abductor using United States Code, Title 18, § 1201.

Kidnappings for ransom or financial gain are also investigated by the FBI and can be prosecuted federally if appropriate.

International Parental Kidnappings fall within the FBI's jurisdiction under United States Code, Title 18, § 1204. Agencies should request FBI assistance when a taking parent has taken or is believed to be planning to take a child out of the country.

Although the FBI does not typically get involved in domestic parental abduction cases, should an arrest warrant be issued for the taking parent, the FBI may assist with locating the fugitive. The FBI may open an Unlawful Flight to Avoid Prosecution (UFAP) case at the request of the District Attorney's Office if there is indication the fugitive may leave the state and the requesting agency agrees to extradite the subject upon capture.

Assistance with other missing persons investigations will be considered on a case-by-case basis. Agencies should contact their local FBI office to discuss these cases.

B. FBI Resources

The FBI's Behavioral Analysis Unit (BAU) developed the "Child Abduction Response Plan – An Investigative Guide" based on extensive research and experience investigating child abduction cases. The guide is available to agencies in both print and electronically free of charge.

The Child Abduction Rapid Deployment (CARD) Team was created to facilitate an immediate response to the abduction or mysterious disappearance of a child. The team's mission is to assist the investigating agency with additional manpower, resources and expertise as quickly as possible. The requesting agency maintains control of the investigation. The child does not have to be missing for 24 hours nor thought to have been taken interstate for the CARD Team to provide assistance. If deployed, CARD agents and analysts from various locations will report to the command post of the investigative agency. Agents from BAU and the Cellular Analysis Survey Team (CAST) may also deploy with CARD.

Other FBI resources available for investigating agencies include, but are not limited to:

- Polygraphers
- Pole cameras
- Evidence response team
- Victim specialists
- Major case management
- Nationwide and international coverage for leads and interviews

To request assistance from the FBI, contact the field office in your area.

San Francisco (415) 553-7400

Sacramento (916) 746-7000

Los Angeles (310) 477-6565

San Diego (858) 320-1800

Guideline 4.6 CA Department of Justice (DOJ) Resources

The Missing and Unidentified Persons Section (MUPS) assists Law Enforcement Agencies (LEA) in locating missing persons and identifying unknown living and deceased persons. MUPS maintains the MPS and the Unidentified Persons System (UPS), both available via CLETS.

MUPS is responsible for the following four components:

Physical identification:

- Compares physical characteristics of a missing person to those of an unidentified person.
- Inquiries into a variety of governmental and private databases for information that may result in the location of a missing person.
- Assists LEA with questions regarding transactions and updates to MPS and UPS.
- Identification through medical records/implants/x-rays and tattoos.

Dental identification:

- Charting and classifying dental charts and X-rays of MP submitted by law enforcement agencies.
- Compares dental records of missing persons to X-rays of unidentified persons submitted from death investigators.
- Storage of dental records in an in-house dental database for comparison and identification purposes.

Missing Children Clearinghouse:

- Maintains an international, 24-hour toll free telephone hotline (800 222-FIND) to receive and relay information to law enforcement agencies regarding missing children
- Publishes and distributes a monthly missing children poster and *Quarterly Bulletin* featuring missing children and dependent adults throughout CA
- Provides free fingerprint cards to agencies for the voluntary fingerprinting of children
- Maintains the *Attorney General's Missing Person public website* with photographs of missing persons
- Nationwide networking of all clearinghouses to aid in locating children taken out of or brought into CA

Training:

- Provides POST-certified training on Missing & Unidentified Persons Investigations.
- Provides MUPS related training for local agencies, seminars, trainings, and conferences upon request.

To request any of the above services, contact the MUPS unit at: 916-210-3119 or missing.persons@doj.ca.gov

Guideline 4.7 Missing Persons DNA Program

The Missing Persons DNA Program uses DNA analysis to determine the identity of missing and unidentified persons. The Missing Persons DNA Program stores DNA profiles in two different searchable databases: 1) DNA profiles from both the biological relatives of reported missing persons and self-reference samples from the missing persons (e.g., toothbrush, baby teeth), and 2) DNA profiles developed from samples from unidentified persons. The county coroner or medical examiner's office submits most unidentified deceased person samples. Most living unidentified persons' samples are submitted by the law enforcement agency.

Identification will be made if the DNA profile of the sample from the unidentified person is associated with a DNA profile in the reference file. While the relatives of missing person DNA index is only searched against the unidentified person index, the unidentified persons index is searched against itself, as well as the missing persons index, the relatives of missing persons index, and the CAL-DNA Data Bank.

Requirements regarding the Missing Persons DNA Program

- A. For missing person sample submission, the case needs to be active.
 1. *PC § 14250 (a)(4)* "For the purpose of this database, "high-risk missing person" means a person missing as a result of a stranger abduction, a person missing under suspicious circumstances, a person missing under unknown circumstances, or where there is reason to assume that the person is in danger, or deceased, and that person has been missing more than 30 days, or less than 30 days in the discretion of the investigating agency."
 2. The family must be notified of their voluntary right to submit DNA.
 - a. *PC § 14250(C)(2)* "After a report has been made of a person missing under high-risk circumstances, the responsible investigating law enforcement agency shall inform the parents or other appropriate relatives that they may give a voluntary sample for DNA testing or may collect a DNA sample from a personal article belonging to the missing person if available. The samples shall be taken by the appropriate law enforcement agency in a manner prescribed by the CA DOJ. The responsible investigating law enforcement agency shall wait no longer than 30 days after a report has been made to inform the parents or other relatives of their right to give a sample."
- B. DNA Sample Collection
 1. The Missing Persons DNA Program has free DNA collection kits for the family DNA sample and missing person reference items. Please see the attached submission form. The

DNA samples should be collected from both biological parents. If both parents are not available, use the reference chart below to determine the order for collecting samples from other biological family members. In all possible circumstances, the Missing Persons DNA Program needs more than one family reference sample. If no family members referenced on the chart below are available, contact the Missing Persons DNA Program.

2. Reference items from the missing person include but are not limited to:
 - a. Baby book items
 - (1) Baby teeth
 - (2) Umbilical cords
 - b. Personal items (unwashed)
 - (1) Undergarments
 - (2) Baseball Caps
 - (3) Jewelry
 - c. Hygiene items
 - (1) Toothbrush
 - (2) Razor
 - (3) Hairbrush

DNA Sample Collection Reference Chart

Priority	Female Missing Person (FMP)	Male Missing Person (MMP)
1	Both biological parents	Both biological parents
2	One parent and MP's siblings	One parent and MP's siblings
3	Children and spouse	Children, spouse, and MP's siblings
4	Children	Children, spouse, and any relative, MP's mother's side
5	One parent or MP's siblings	One parent and/or children and MP's siblings
6	Relative on MP's mother's side	Relative on MP's mother's side
7	NA	Any relative on MP's father's side

Note: All CA missing persons cases must be active for the Missing Persons DNA Program to process the DNA. All samples are to be sent in the pre-addressed kits to the CA DOJ Missing Persons DNA Program. For free Missing Persons DNA Specimen Collection Kits, contact:

Missing Persons DNA Program
 (510) 620-3300
dnamissingpersons@doj.ca.gov

Biological samples collected for the purpose of DNA identification are destroyed "after a positive identification with the deceased's remains is made and a report is issued" unless a law enforcement agency determines the identified person's death has occurred by criminal means, the government entity is required to retain the material, or other statutory condition for retention applies. (*PC § 14250(c)(6)*).

Guideline 4.8 Department of Justice (DOJ) Related Reporting Forms



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AUTHORIZATION TO RELEASE DENTAL/SKELETAL X-RAYS/TREATMENT NOTES/PHOTOGRAPH OF MISSING JUVENILE

NAME OF MISSING JUVENILE	
REPORTING AGENCY AND CASE NUMBER	REPORTING PARTY

Under California Penal Code Section 14212, the family or next-of-kin of any person under the age of 18 years who is reported missing and has not been located within thirty (30) days may authorize the release of the dental or skeletal X-rays, or both, and treatment notes and a recent photograph of the missing juvenile. This release form **shall** be taken to the dentist, physician and surgeon, or medical facility of the missing person to obtain the release of the dental or skeletal X-rays and treatment notes. The dental or skeletal X-rays, or both, **shall** be released to the person presenting this request. The person to whom the records are released **shall**, within ten (10) days, bring those records to the police or sheriff's department or other law enforcement agency having jurisdiction over the investigation.

If your missing juvenile is found, please notify the law enforcement agency **immediately**.

AUTHORIZATION

I am a family member, next-of-kin, or law enforcement official investigating the disappearance of the above-named missing juvenile and I hereby authorize the release of all dental or skeletal X-rays and treatment notes to assist law enforcement agencies in locating the above-named missing juvenile. I also consent to the release of the above-named missing juvenile's photograph, physical description, and circumstances surrounding the disappearance. This information may be used by the Department of Justice for inclusion in missing children bulletins and posters which will be distributed throughout California to law enforcement agencies, elementary and secondary schools, state buildings, appropriate roadside rest areas, and other parties determined appropriate by the Department of Justice to assist in locating the missing juvenile, including the Attorney General's Website at <https://oag.ca.gov/>.

NAME OF DENTIST			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER
NAME OF PHYSICIAN, SURGEON OR MEDICAL FACILITY			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER
SIGNATURE OF FAMILY MEMBER OR LAW ENFORCEMENT OFFICIAL			
PRINTED NAME OF FAMILY MEMBER OR LAW ENFORCEMENT OFFICIAL			
RELATIONSHIP TO MISSING JUVENILE			DATE
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER

Authorization to Release Dental/Skeletal X-Rays and Photographs of Missing Adult



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AUTHORIZATION TO RELEASE DENTAL/SKELETAL X-RAYS AND TREATMENT NOTES OF MISSING ADULT

NAME OF MISSING ADULT	
REPORTING AGENCY AND CASE NUMBER	REPORTING PARTY

Under California Penal Code Section 14212, the family or next-of-kin of any person reported missing and has not been located within thirty (30) days may authorize the release of the dental or skeletal X-rays, or both, and treatment notes of the person reported missing. This release form **shall** be taken to the dentist, physician and surgeon, or medical facility of the missing person to obtain the release of the dental or skeletal X-rays and treatment notes. The dental or skeletal X-rays, or both, and treatment notes **shall** be released to the person presenting this request. The person to whom the records are released **shall**, within ten (10) days, bring those records to the police or sheriff's department or other law enforcement agency having jurisdiction over the investigation.

If your missing adult is found, please notify the law enforcement agency **immediately**.

AUTHORIZATION

I am a family member, next-of-kin, or law enforcement official investigating the disappearance of the above-named missing adult and I hereby authorize the release of all dental or skeletal X-rays and treatment notes to assist law enforcement agencies in locating the above-named missing adult. I also consent to the release of the above-named missing adult's photograph, physical description, and circumstances surrounding the disappearance. This information may be used by the Department of Justice for inclusion in missing person bulletins and posters which will be distributed throughout California to law enforcement agencies, state buildings, appropriate roadside rest areas, and other parties determined appropriate by the Department of Justice to assist in locating the missing person, including the Attorney General's Website at <https://oag.ca.gov/>.

NAME OF DENTIST			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER
NAME OF PHYSICIAN, SURGEON OR MEDICAL FACILITY			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER
SIGNATURE OF FAMILY MEMBER OR LAW ENFORCEMENT OFFICIAL			
PRINTED NAME OF FAMILY MEMBER OR LAW ENFORCEMENT OFFICIAL			
RELATIONSHIP TO MISSING ADULT		DATE	
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER

EMERGENCY SCHOOL NOTIFICATION MISSING OR ABDUCTED CHILD ALERT

Date of notification _____

This is a notice to the school administration of (School Name) _____

Name of missing / abducted child: _____

Sex _____ Race _____ Date of Birth _____

If this student is located, or if anyone calls asking for information, or requests the transfer of school records, immediate law enforcement notification is required.

Do not release any information or records until told to do so by law enforcement. Do not tell the requesting party of this notification, law enforcement will instruct you what to do. Immediately contact:

The employee assigned to the case is _____ Serial No. _____

The phone number to contact the investigator is: _____

The report number on this case is _____ Date of missing / abduction _____

- If the employee is not available, ask for any Detective Supervisor.
- In you are unable to make personal contact with the assigned employee in this matter, immediately contact the Detective Watch Commander or the Patrol Watch Commander and reference this notification sheet. The phone numbers are:

Detective Watch Commander _____

Patrol Watch Commander _____

- If the child is found during off-hours, or no one answers the phone number listed above, call 911 and provide the information above.

Photograph

Attached to this form may or may not be a photograph of the missing child. Additionally, take into consideration the child's age when the photograph was taken. Many times the actual school yearbook photograph may be more current.

Photograph not provided by reporting party.

See back page for additional information / instructions

School Notification of Missing Child - Page 2

Pursuant to California Educational Code 49068.6 (a), which was added January 2001, the code requires all law enforcement agencies to notify the child's school of attendance, in writing, when a child is reported missing / abducted. The code requires the school to place the notification letter in the front of the student's school / attendance record.

This notification form has two purposes:

1. In many cases, young children in elementary school fall victim to parental abduction, or other related serious victimization / kidnapping. When this occurs, many times the abductor will have to request the previous school records in order to enroll the child into a new school. By having this form in the front of the child school / attendance record, the school would be made aware of the situation and cause law enforcement authorities to be notified immediately, potentially aiding in the recovery of the child.
2. The second purpose of this form involves cases where a child runs away and returns to school, not notifying his or her parent.

EDUCATION CODE SECTION 49062-49069.5

49068.5. EC Upon the initial enrollment of a pupil in a public or private elementary school; or whenever an elementary school pupil (a) transfers from one school district to another, (b) transfers to an elementary school within the same district, (c) transfers from one private elementary school to another, (d) transfers from a private elementary school to a public elementary school, or (e) transfers from a public elementary school to a private elementary school, the principal of the school that the child enters or to which he or she transfers **is urged to check to see if the child resembles a child listed as missing by the bulletins provided by the Department of Justice pursuant to Section 14201 of the Penal Code.**

49068.6(a) EC Any law enforcement agency responsible for the investigation of a missing child shall inform the school district, other local educational agency, or private school, in which the child is enrolled, that the child is missing. The notice shall be in writing, shall include a photograph of the child if a photograph is available, and shall be given within 10 days of the child's disappearance.

49068.6(b) EC Every school notified pursuant to this section shall place a notice that the child has been reported missing on the front of each missing child's school record. For public schools this shall be in addition to the posting requirements set forth in Section 38139.

49068.6(c) EC Local law enforcement agencies may establish a process for informing local schools about abducted children pursuant to this section.

49068.6(d) EC If a school receives a record inquiry or request from any person or entity for a missing child about whom the school has been notified pursuant to this section, the school shall immediately notify the law enforcement authorities who informed the school of the missing child's status.

Missing Person Report - Page 1



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[Print Form](#) [Save Form](#) [Clear Form](#)

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MISSING PERSON REPORT Pursuant to Penal Code §13519.07(d)

<input type="checkbox"/> Adult <input type="checkbox"/> Juvenile	Date and Time of Report:	Date and Time of Last Contact:	Report Number:
Report Type: <input type="checkbox"/> Runaway <input type="checkbox"/> Voluntary Missing Adult <input type="checkbox"/> Parent/Family Abduction <input type="checkbox"/> Dependent Adult <input type="checkbox"/> Unknown <input type="checkbox"/> Stranger Abduction <input type="checkbox"/> Suspicious Circumstances <input type="checkbox"/> Catastrophe <input type="checkbox"/> Lost			
Category: <input type="checkbox"/> Ebony Alert <input type="checkbox"/> Prior Missing <input type="checkbox"/> Sexual Exploitation <input type="checkbox"/> Urgent Case <input type="checkbox"/> Blue Alert <input type="checkbox"/> Silver Alert <input type="checkbox"/> Feather Alert <input type="checkbox"/> Abducted During a Crime <input type="checkbox"/> Amber Alert <input type="checkbox"/> At Risk <input type="checkbox"/> Endangered Missing Advisory			
Name (Last, First, Middle):		Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Race: <input type="checkbox"/> A - Other Asian <input type="checkbox"/> K - Korean <input type="checkbox"/> B - Black <input type="checkbox"/> L - Laotian <input type="checkbox"/> C - Chinese <input type="checkbox"/> O - Other <input type="checkbox"/> D - Cambodian <input type="checkbox"/> P - Pacific Islander <input type="checkbox"/> F - Filipino <input type="checkbox"/> U - Hawaiian <input type="checkbox"/> G - Guamanian <input type="checkbox"/> V - Vietnamese <input type="checkbox"/> H - Hispanic/Latin/Mexican <input type="checkbox"/> W - White <input type="checkbox"/> I - American Indian <input type="checkbox"/> X - Unknown <input type="checkbox"/> J - Japanese <input type="checkbox"/> Z - Asian Indian
Alias/Moniker/Nickname:	DOB/Age:	Height:	Weight:
Gender Identity:	Eye Color:	Facial Hair:	Corrective Lenses: <input type="checkbox"/> Glasses <input type="checkbox"/> Contacts
Hair Color/Style:	Scars/Marks/Tattoos:		Cell Phone Number:
Residence Address, City, State, Zip Code:		Residence Phone Number:	
Business Address, City, State, Zip Code:		Business Phone Number:	Tribal Affiliation:
FBI Number:	Local Reference Number:	CII Number:	Social Security Number:
E-mail Address:		Driver's License/ID Number: State:	
Clothing:		Probation/Parole/Social Worker Name & Phone:	
Alcohol, Drug, Mental Health, or Medical Condition(s):		Social Networking Site(s) and Screen Name(s):	
Last Known Location/Activity (Description or Address, City, State, Zip Code):		Jewelry:	
Possible Destination (Description or Address, City, State, Zip Code):		X-rays Available: Dental: <input type="checkbox"/> Y <input type="checkbox"/> N Skeletal: <input type="checkbox"/> Y <input type="checkbox"/> N	
Visible Dental Work: <input type="checkbox"/> Y <input type="checkbox"/> N If yes, describe:		Dentures: <input type="checkbox"/> Upper <input type="checkbox"/> Full <input type="checkbox"/> Lower <input type="checkbox"/> Partial	
Braces: <input type="checkbox"/> Upper <input type="checkbox"/> Lower		Dentist Name, Address, Phone Number:	
Photo Available: <input type="checkbox"/> Y <input type="checkbox"/> N Age in Photo:		Fingerprints: <input type="checkbox"/> Y <input type="checkbox"/> N Broken Bones / Missing Organs: <input type="checkbox"/> Y <input type="checkbox"/> N If Yes, Describe:	
Medical Provider Name, Address, Phone Number:		Registered Owner: <input type="checkbox"/> Missing Person <input type="checkbox"/> Suspect <input type="checkbox"/> Unknown <input type="checkbox"/> Stolen	
Describe:		Color(s):	Make:
Model:		Body Style:	Veh. Year: VIN:
License Number:	State/Province/Country:	Reg. Year:	Vehicle Type:
Operator: <input type="checkbox"/> Missing Person <input type="checkbox"/> Suspect <input type="checkbox"/> Other	Damage to Vehicle:		Describe:
Operator: <input type="checkbox"/> Missing Person <input type="checkbox"/> Suspect <input type="checkbox"/> Other		Registered Owner: <input type="checkbox"/> Missing Person <input type="checkbox"/> Suspect <input type="checkbox"/> Other	Damage to Boat:
Registration Number:		Describe:	
Boat Year:	Make:	Model:	Body Style:
Color(s):	Hull Number:	State/Province/Country:	Reg. Expiration:
Name (Last, First, Middle):		Relationship to Missing:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> UNK
Race:		DOB/Age:	
Address, City, State, Zip Code:		Phone Number:	E-Mail Address:
Height:		Weight:	
Scars/Marks/Tattoos:		Clothing:	
Eye Color:		Hair Color:	
Name (Last, First, Middle):		Relationship to Missing:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> UNK
Race:		DOB/Age:	
Address, City, State, Zip Code:		Phone Number:	E-Mail Address:
FCN Number:		NIC Number M	

Missing Person Report - Page 2



STATE OF CALIFORNIA
CJIS 8568
(Rev. 11/2023)

[Print Form](#) [Save Form](#) [Clear Form](#)

DEPARTMENT OF JUSTICE
PAGE 2 of 3

MISSING PERSON REPORT Pursuant to Penal Code §13519.07(d)

Missing Person's Name (Last, First, Middle):	DOB/Age:	Report Number:
--	----------	----------------

Known Associates and Lifestyle:

Narrative:

Reporting Officer:	ID/Badge #:	Date:	Investigating Agency Address and Phone Number:	Forward Copy of Report to: (per PC §14211(g)):
--------------------	-------------	-------	--	--

Approving Officer:	ID/Badge #:	Date:	Internally Route to:
--------------------	-------------	-------	----------------------

Authorization to release photo, dental treatment notes, and skeletal x-rays per PC §14212:
I am a family member, next-of-kin, or law enforcement official investigating the disappearance of the missing person, and I hereby authorize the release of all dental or skeletal x-rays and treatment notes, photographs, physical description, and circumstances surrounding the disappearance to assist law enforcement agencies in locating the above named missing person. This information may be used by the Department of Justice for inclusion in bulletins and posters, which will be distributed throughout California and on the Internet, including the Attorney General's Website at <http://oag.ca.gov/> and the FBI's National Dental Image Repository, to assist law enforcement agencies in locating the missing person.
 Yes No Initial _____

Authorization to release information to the National Missing and Unidentified Person System per PC §14209:
I am a family member, next-of-kin, or law enforcement official investigating the disappearance of the missing person and I hereby authorize the release of all dental or skeletal x-rays, photographs, physical description, and circumstances surrounding the disappearance to the National Missing and Unidentified Person System (NamUs) at <http://namus.gov/>.
 Yes No Initial _____

Authorization to refer missing juveniles who are the victims of sexual exploitation/human trafficking to victim advocacy groups and resources:
I am the parent or legal guardian of a missing juvenile believed to be the victim of sexual exploitation/human trafficking. I hereby authorize the law enforcement official investigating the disappearance, the power/right to refer the above named missing juvenile to the victim advocacy group(s) and/or resource of their choice.
 Yes No Initial _____

Name:	Signature:	Date:
-------	------------	-------

Relationship to Missing Person:	Address:	City:	State:	Zip Code:	Phone Number:
---------------------------------	----------	-------	--------	-----------	---------------

Per Penal Code §14212, submit photographs, dental/skeletal x-rays, dental treatment notes, and fingerprints for entry into the Missing Persons System at:
Department of Justice Missing & Unidentified Persons Section, P.O. Box 160968, Sacramento, CA 95816-0968, or via email at:
Missing.Persons@doj.ca.gov. For questions, please call the MUPS at (916) 210-3119.



MISSING PERSON REPORT
Pursuant to Penal Code §13519.07(d)

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Penal Code sections 13519.07(d) and 14206. The CJIS Division uses this information to collect physical and medical reports on missing persons in order to assist law enforcement agencies (LEAs) in locating the missing person. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. Providing any personal information is voluntary.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to assist LEAs in locating the missing person, we may need to share the information you give us with the Federal Bureau of Investigation's National Dental Image Repository and the public for inclusion in bulletins and posters to be distributed throughout California, nationally, the Internet, and the Attorney General's Web Site at <http://oag.ca.gov>.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the program manager in the DOJ's Missing Persons Section by phone at (916) 210-3119, by email at missing.persons@doj.ca.gov, or by mail at:

California Department of Justice
Missing Persons Section
P.O. Box 160968
Sacramento, CA 95816



INVESTIGATIVE CHECKLIST FOR FIRST RESPONDERS

This checklist is meant to provide a framework of recommended actions, considerations, and activities to perform competent, productive, and thorough missing/abducted children investigations with the goal of better assisting families, victims, and the community.

FIRST RESPONDER

- Activate body camera or vehicle mounted camera, if circumstances and policy allow.
- Interview parent(s)/guardian(s)/person who made the initial report.
- Confirm the child is in fact missing.
- Identify the circumstances of the missing episode.
- Determine when, where, and by whom the missing child was last seen.
- Interview the individuals who last had contact with the child.
- Identify the child's zone of safety for his or her age and developmental stage. Determine if the case involves a child with special needs. If so, see *Investigative Checklist for Law Enforcement When Responding to Missing Children With Special Needs*.
- Make an **initial assessment**, based on the available information, of the type of incident whether nonfamily abduction; family abduction; runaway; or lost, injured, otherwise missing, or a child with special needs.
- Children on the autism spectrum are at high risk. Immediately call for additional responders, search nearby bodies of water, and notify a supervisor.
- Obtain a **detailed** description of the missing child, abductor, and any vehicles used.
- Secure recent photos/videos of the missing child/abductor.
- Evaluate whether the circumstances meet **AMBER Alert criteria** and/or other immediate community notification protocol if not already activated. Discuss plan activation with supervisor.
- Advise the left-behind parent, in suspected family abduction, to call NCMEC and if any chance the child may be taken outside the United States, the parent should also contact the U.S. Department of State's Office of Children's Issues to report a potential kidnapping. Do not presume the child is safe.
- Determine the need for external, rapid deployment support, such as:
 - FBI's Child Abduction Rapid Deployment (CARD) team
 - Local or regional Child Abduction Response Teams (CARTs)
 - NCMEC's Team Adam
- Relay detailed descriptive information to communications unit for broadcast updates.
- Determine need for additional personnel including investigative and supervisory staff.
- Brief and update all additional responding personnel.
- Obtain and note consent to search home or building where incident took place **even if the premises have been previously searched by family members or others**.
- Conduct an immediate, thorough search of the missing child's home **even if the child was reported missing from a different location**.
- Inquire if the child has access to the internet and evaluate its potential role. Do not overlook activity on social media accounts or other online apps and platforms.

MissingKids.org

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NCMEC Investigative Checklist for First Responders - Page 2

- Identify and separately interview everyone at the scene. Make sure their interview and identifying information is properly recorded. To aid in this process, if possible, take pictures or record video images of everyone present. Vehicle mounted or body cameras may be helpful with this task.
 - Note name, address, home/business phone numbers of each person.
 - Determine each person's relationship to the missing child.
 - Note information each person may have about the circumstances surrounding the missing episode.
 - Determine when/where each person last saw the child.
 - Ask each one, "What do you think happened to the child?"
 - Obtain names/addresses/phone numbers of the child's friends/associates and other relatives and friends of the family.
 - Determine if any suspicious activity or people were seen in the area.
 - Determine if any people were seen who seemed unusual, strange, or out-of-place.
 - Continue to keep communications unit apprised of all appropriate developing information for broadcast updates.
- Seal/protect scene and area of the child's home, including the child's personal articles such as hairbrush, diary, photos, and items with the child's fingerprints/footprints/teeth impressions. Determine if any of the child's personal items are missing. If possible, photograph/take videos of these areas.
- Evaluate the contents and appearance of the child's room/residence.
- Ascertain if the child has a cellphone or other electronic communication device and obtain the most recent records of their use.
- Extend search to surrounding areas and vehicles, including those abandoned, and other places of concealment such as abandoned appliances, pools, wells, sheds, or other areas considered to be "attractive nuisances."
- Treat areas of interest as potential crime scenes including all areas where the child may have been or was going to be located.
- Determine if surveillance or security cameras in the vicinity may have captured relevant information.
- Review sex offender registries to determine if registered individuals live/work in the area or might otherwise be associated with the case. Call NCMEC at 1-800-THE-LOST® (1-800-843-5678) to request assistance with this step.
- Interview other family members, friends/associates of the child, and friends of the family to determine:
 - when each last saw the child.
 - what they think happened to the child.
 - if the child had complained about being approached by anyone.
 - child's social networking accounts and usernames.
 - if the child utilizes chat apps on their cellphone.
 - if the child has mentioned meeting anyone online.
- Ensure information regarding the missing child is entered into the National Crime Information Center's (NCIC) Missing Person File **no more than two hours after receipt of the report** and any information about a suspected abductor is entered into the NCIC Wanted Person File. Ensure the entry includes a Child Abduction (CA) flag if appropriate.
- Prepare missing child poster/flier with the child/abductor's photo and descriptive information. Distribute in appropriate geographic regions. Call NCMEC at 1-800-THE-LOST® (1-800-843-5678) for assistance with this step.
- Prepare reports/make all required notifications.

SUPERVISORY OFFICER

- Obtain briefing and written reports from the first responding officer and other personnel at the scene. Call and report the case to the National Center for Missing & Exploited Children (NCMEC).
- Decide if circumstances meet the protocol in place for activation of an **AMBER Alert** and/or other immediate community notification systems, if not already activated.
- Determine if additional personnel are needed to assist in the investigation.
- Establish a command post away from the child’s residence.
- Review responding officer recommendations for additional resources. Consider further support from:
 - State/Territorial Police
 - Missing Child Clearinghouse
 - Federal Bureau of Investigation (FBI)
 - Specialized Units
 - Victim-Witness Services
 - United States Marshals Service (USMS)
- Confirm all the required resources, equipment, and assistance necessary to conduct an efficient investigation have been requested and expedite their availability.
- Ensure coordination/cooperation among all law enforcement personnel involved in the investigation and search effort.
- Verify all required notifications are made.
- Ensure all agency policies and procedures are in compliance.
- Be available to make any decisions or determinations as they develop.
- Use media including print, radio, television, and the internet/social media to assist in the search throughout the duration of the case.
- Collaborate with your agency’s communications team (PIO/PAO) to disseminate information appropriately to the public. Designate a representative to coordinate public communications if your agency does not have one.

INVESTIGATIVE OFFICER

- Obtain briefing from the first responding officer and other on-scene personnel.
- Verify the accuracy of all descriptive information and other details developed during the preliminary investigation.
- Initiate a neighborhood canvass using a standardized questionnaire.
- Obtain a brief, recent history of family dynamics.
- Determine if social services or child protective services have been or are currently involved with the family.
- Correct and investigate the reasons for conflicting information offered by witnesses and other individuals.
- Provide relevant items and materials secured from the scene(s) to specialized units and external support agencies as need to aid in searches.
- Review and evaluate all available information and evidence collected.
- Secure the child's latest medical and dental records and items suitable for DNA collection.
- Contact landfill management and request they delay or at least segregate garbage and dumping containers from key investigative areas in cases where it is suspected there may be imminent danger to the missing child.
- Develop and execute an investigative plan.
- Conduct a criminal history background check on all principal suspects, witnesses, and participants in the investigation.
- Determine what additional resources and specialized services are required.
- Ensure details of the case have been reported to NCMEC. If the child is missing from placement, NCMEC is to be notified within 24 hours. The investigating agency, child welfare agency, and NCMEC are to maintain close liaison for the exchange of information and technical assistance.
- Prepare and update bulletins for local law enforcement agencies, missing child clearinghouse, FBI, and other appropriate agencies.
- Establish a phone hotline for receipt of tips and leads. Consider establishing an email address and other methods of electronically receiving leads as well.
- Establish a leads management system to prioritize leads and help ensure each one is reviewed and followed-up. Request support with this from NCMEC if needed.

This checklist is adapted from and to be used as a supplement to *Missing and Abducted Children: A Law-Enforcement Guide to Case Investigation and Program Management*. That guide contains additional recommended checklists and materials and may be downloaded free of charge at MissingKids.org/ourwork/publications. To request a free copy or assistance for specific cases, call **NCMEC at 1-800-THE-LOST® (1-800-843-5678)**. This project was supported by Grant No. 2019-MU-MU-K012 awarded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice. This document is provided for informational purposes only in support of NCMEC's mission to serve as a resource center for law enforcement, families, and the public to help find missing children, reduce child sexual exploitation, and prevent child victimization and does not constitute legal advice or professional opinion about specific facts. Information provided in this document may not remain current or accurate, so recipients should use this document only as a starting point for their own independent research and analysis. If legal advice or other expert assistance is required, the services of a competent professional should be sought. The opinions, findings, and conclusions or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect those of the Department of Justice. Copyright © 2004-2020 National Center for Missing & Exploited Children. All rights reserved. National Center for Missing & Exploited Children® and are registered trademarks of the National Center for Missing & Exploited Children. The AMBER Alert logo is a registered trademark of the U.S. Department of Justice. NCMEC Order #88.



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Child Abduction First Responder/Risk of Danger Checklist- Page 1

VICTIM INFORMATION

- Y/N Is child within at-risk age group?
 - Y/N Knows own address and phone number?
 - Y/N Knows how to call 911?
 - Y/N Limited or Non-English speaking?
- What language does child speak? _____

-
- Y/N Immediate health concerns?
 - Y/N Requires medications?
 - Y/N Developmental Delays?
 - Y/N Physical Disability?
 - Y/N Does child abuse substances?
 - Y/N Physical, emotional, sexual abuse?
 - Y/N Cell phone and social media accounts? user names: _____

ABDUCTOR/SUSPECT INFORMATION

- Local/State criminal history
- Registered sex offender
- History of reported/unreported acts of violence, including Domestic Violence
- Prior threats to abduct children
- Mental illness/medications
- Substance abuse
- Unreported threats of harm/self-harm
- Former victim of crime (violent/sexual)
- Recently terminated/quit employment
- Custody battle/recent divorce or separation
- Ties to friends/family out of state/country
- Has passport

CONTACTS & RESOURCES

DOJ Missing and Unidentified
 Persons Section (MUPS) (916) 210-3119
 24 Hour Hotline (800) 222-FIND

California Highway Patrol (800)TELL-CHP
CHP (835-5247)

AMBER Alert (ENTAC)

(916) 843-4199*

*Not for public use/law enforcement only

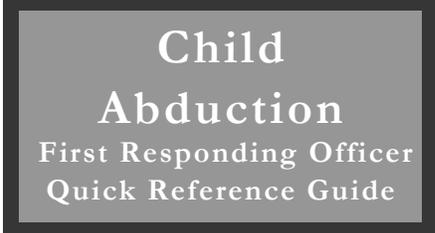
FBI

Los Angeles (310) 477-6565
 Sacramento (916) 746-7000
 San Diego (858) 320-1800
 San Francisco (415) 553-7400

National Center for Missing & Exploited
 Children (NCMEC) (800) 843-5678
 District Attorney Child Abduction Unit:

Child Protection Services:

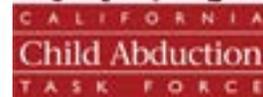
Missing Children's Organizations:



This checklist is a suggested guide but is not all-inclusive.

Local jurisdictions may have protocols with varying requirements.

Sponsored by The California Child Abduction Task Force and the California Governor's Office of Emergency Services



Child Abduction First Responder/Risk of Danger Checklist- Page 2

INITIAL INVESTIGATION

- Interview parent/guardian/reporting party
- Verify child is missing
- Obtain missing child's name, biological info, monikers/nicknames
- Description of child; *collect photos*: Be sure to ask about photos on cell phones/mobile devices
- Identify the circumstances & type of disappearance
- What was happening with the child prior to disappearance; what was their emotional state?
- Perform a thorough and detailed search of the child's residence, even if they were reported missing from another location
- Search all locations where a child can hide
- Interview individuals who last had contact with the child
- Inquire if the child has access to the internet and evaluate it's potential role
- Determine when, where, and by whom the missing child was last seen
- Obtain detailed description of the missing child, abductor, and any vehicles used
- Ensure confirmed information about the abductor is entered into the NCIC's Wanted Person's File.

Make an initial assessment based on available information about the type of incident:

- Non-Family Abduction
- Family Abduction
- Runaway
- Lost
- Injured
- Special Needs - children on the autism spectrum may be drawn to large bodies of water. Immediately call for additional responders, search nearby bodies of water, and notify a supervisor.

CRIME SCENE & CANVASS

- Research original and last seen locations
- Establish and secure the crime scene
 - Immediate scene and surrounding area
 - Limit access to and from residence
 - Freeze or seize computers and electronic devices
- Establish a command post away from the scene
- Canvass neighborhood and note all witnesses, residential occupants, vehicles, security cameras.
- Additional personnel and supervision
 - Separate supervision for each scene, CP, and canvass
 - Dedicated SAR teams
 - Dedicated canvass teams
- Obtain and note consent to search home or building where incident took place even if the premises have been previously searched by family members or others.

CULTURAL CONSIDERATIONS

- Potential unwilling victim of "Marriage Abduction"
- Victim seen as rightful property of abducting subject(s)
- Cultural marriage relationship
- Parents/guardians members of a religious cult, militia or other extremist group
- Is missing child being trafficked

WITHOUT DELAY BROADCAST SUPPLEMENTAL INFORMATION TO:

- Police communication channels
- Patrol officers
- Other law enforcement agencies
- Consider AMBER ALERT
- Enter missing child's information into MUPS/NCIC within 2 HOURS
- PIO
- Press release/media
- County Alert System
- Social media blast

CONTINUALLY UPDATE
INFORMATION AND BROADCAST

Determine the need for external, rapid deployment support:

- FBI Child Abduction Rapid Deployment (CARD) Team
- Local or regional Child Abduction Response Teams
- NCMEC's Team Adam

Updated March 2024

Sample Child Abduction/Missing Child Report Worksheet - Page 1

SAMPLE CHILD ABDUCTION/MISSING CHILD REPORT WORKSHEET					
WITHOUT DELAY BROADCAST ALL POINTS BULLETIN to all Police Communication Channels, Other Patrol Officers, Other Law Enforcement Agencies					Time of Broadcast:
DESCRIPTION OF CHILD					
Child's Name		Nickname(s)		Gender	Race/Ethnicity
				<input type="checkbox"/> Female <input type="checkbox"/> Male	
Age	Date of Birth	Hair Color	Eye Color	Height/Weight	Disabilities
Clothing at Time of Disappearance:					
Distinguishing Features or Marks:					
Medical Conditions:					
CIRCUMSTANCES OF DISAPPEARANCE					
Last Seen By (witnesses)	Relationship	At (location)	At/Around (time)	With (child alone or with others)	
Reason the child is perceived as missing:					
DESCRIPTION OF ALLEGED PERPETRATOR IF KNOWN					
Name		Aliases/Monikers		Gender	Race/Ethnicity
				<input type="checkbox"/> Female <input type="checkbox"/> Male	
Age	Date of Birth	Hair Color	Eye Color	Height/Weight	Languages Spoken
Disabilities/Medical Conditions:					
Vehicle Description (make, model, year, color, etc.)		License/State	Occupation	Criminal Record	Relationship to Child
Notes:					
Clothing at Time of Abduction			Other Observations/Distinguishing Marks/Tattoos		
Residential Address			Work Address		
Potential Destinations:					
Potential Routes of Escape:					
Type of Abduction: <input type="checkbox"/> Non-family <input type="checkbox"/> Family <input type="checkbox"/> International Risk <input type="checkbox"/> Removal from the United States					
RISK ASSESSMENT (Degree of risk that child may be injured, killed or removed from the United States.) Complete risk assessment, then summarize concerns:					

Sample Child Abduction/Missing Child Report Worksheet - Page 2

RELEVANT INFORMATION			
Child Victim's Residential Address	Family Status	Legal Caretaker-Custodial Situation	
	<input type="checkbox"/> Intact Two-Parent		
	<input type="checkbox"/> Divorce/Separation		
	<input type="checkbox"/> Step/parent		
Telephone:	<input type="checkbox"/> Out-of-Home Placement		
	<input type="checkbox"/> Other		
School/Day Care:			
Address:			
Grade, Teacher, Telephone #:			
Individuals Living in Child's Household	Relationship to Child	Current Location	Contact Information
INTERNATIONAL RISK (Complete only if indicated)			
Current Passport		Current Foreign Passport	
Country of Origin	Passport #: _____	Passport #: _____	
	Abductor: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> unknown	<input type="checkbox"/> yes Country: _____	<input type="checkbox"/> Dual Citizen
	Child: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> unknown	<input type="checkbox"/> yes Country: _____	<input type="checkbox"/> Dual Citizen
Out-of-Country Relatives/Friends	Relationship to Abductor/Child	Country	Contact Information (address, telephone, etc.)
BROADCAST UPDATED ALL POINTS BULLETIN to all Police Communication Channels, Other Patrol Officers, Other Law Enforcement Agencies			Time of Broadcast:
NOTIFY APPROPRIATE AGENCIES			
<ul style="list-style-type: none"> • Enter information into computerized systems. • Entries in the DOJ Missing Person System will automatically generate National Crime Information Center (NCIC). • Notify the media and: 			
<input type="checkbox"/> Department of Justice Missing & Unidentified Persons Unit	<input type="checkbox"/> California Highway Patrol	<input type="checkbox"/> Local FBI	<input type="checkbox"/> AMBER ALERT
		<input type="checkbox"/> National Center for Missing & Exploited Children	<input type="checkbox"/> District Attorney Child Abduction Unit
OBTAIN ADDITIONAL EVIDENCE/INFORMATION TO ASSIST IN SEARCH (Recent photograph of child, favorites, fears, how far from home and where the child is accustomed to going on his or her own, etc.)			
DEPARTMENT OF JUSTICE MISSING & UNIDENTIFIED PERSONS UNIT (916) 227-3290			
Federal Bureau of Investigation		Missing Children Hotline..... 1(800) 222-FIND (3463)	
Los Angeles.....(310) 996-5000		National Center for Missing & Exploited Children.....1 (800) 843-5678	
Sacramento.....(916) 481-9110		California Highway Patrol or..... (800) TELL-CHP	
San Diego.....(858) 565-1255		nearest CHP Communications Center	(835-5247)
San Francisco.....(415) 553-7400		District Attorney's Child Abduction Unit.....() -	
Missing Children Organizations:			
			() -
			() -
			() -

This document is a sample and may not be all-inclusive. Documentation requirements of local jurisdictions may vary.
Sponsored by The California Child Abduction Task Force and The California Emergency Management Agency, Children's Section (916) 324-9120.
12/2011

Missing / Endangered Child

Sent: 2024-07-19 @ 10:41

Case: 24-654321

Author: CA DOJ MUPS

NIC # M987654321

Last Name Smith

First Name Jesse

Nickname

Alias

Age 9

Gender Male

Height 4'10"

Weight 75

Eyes Blue

Hair Blond

Complexion

Race White

BirthDate 04/10/2015

Last Contact 05/22/2024

Marks Scar on right shin



Jesse Smith was last seen walking home from school on 05/22/2024, in Anywhere, CA.

Smith was wearing a yellow shirt, blue shorts and red Nike tennis shoes. He was carrying a black backpack.

A possible suspect was seen in the area; white, male, 6-00 tall, 175 pounds wearing white t-shirt and blue jeans.

Suspect may be driving a tan pick-up truck with dent on right rear quarter panel.

Any information on Jesse, suspect, or vehicle, should be reported to the Anywhere Police Department immediately.

Anywhere Police Department

Det. Johnson 916-123-4567 jjohnson@anywherepd.org

This bulletin is CONFIDENTIAL unless designated otherwise within the bulletin. Created with APBnet software vrs. 200119

Declaration of Authority for Seizure of Dental/Medical Records

Your Agency ID Here

Declaration of Authority for Seizure of Dental / Medical Records

Missing Person's Name _____

Agency Case Number _____

I hereby declare that the above mentioned person has been reported missing and that no family or next of kin exist or can be located.

There is presently an active investigation being conducted seeking the location of a missing person, and Dental / Medical X-rays, related charts and records are necessary for the exclusive purpose of furthering the investigation.

These records are hereby requested to be produced by:

Physician's name _____

Address _____

City _____ Phone _____

This form, signed by a peace officer, is sufficient authority for the dental / medical doctor to release the missing person's records pursuant to the express provisions of Section 14206 of the California Penal Code.

Name of Officer _____ Title/Rank _____

Division _____ Phone _____

Signature of Duly Sworn Peace Officer

Date

Guideline 4.9 Additional Resources: Agencies and Organizations

National Center for Missing and Exploited Children (NCMEC)

NCMEC was established in 1984 as a private, nonprofit, and tax-exempt organization to provide services nationwide for families and professionals to prevent the abduction, endangerment, and sexual exploitation of children. NCMEC is an excellent resource to assist local law enforcement agencies with a missing child (up through the age of 20 years) and child sexual exploitation cases.

NCMEC offers:

- A. A national clearinghouse of information on missing children.
- B. Networking with other nonprofit providers and state clearinghouses regarding missing or abducted children's cases.
- C. A 24-hour public CyberTipline used to report Internet-related child sexual exploitation at www.CyberTipline.org or 1-800-THE-LOST.
- D. Access to NCMEC's Lost Child Alert Technology Resource (LOCATER) system, at no cost:
 1. Using the secure LOCATER website, agencies can easily create missing person posters and instantly transmit them electronically to other agencies, the media, and the public via the internet.
 2. Both sending and receiving agencies can print high quality posters for distribution at briefings, roll-calls, incident command posts, and within the community.
- E. "Team Adam" named after Adam Walsh, the abducted and murdered six-year-old son of John and Reve Walsh. Team Adam is an on-site resource and support system that aids local law enforcement agencies and immediate access to NCMEC resources, at no cost:
 1. NCMEC has a team of experienced consultants around the country who respond on-site to aid and resources to law enforcement agencies during critical missing child investigations.
 2. The consultants advise, assist, and offer NCMEC's extensive resources, which include but are not limited to:
 - a. Search management and access to search related assistance such as K-9's (Scent/HRD), the Air Force Rescue Coordination Center (AFRCC), Ground Penetrating Radar, mapping capabilities and other search and rescue related resources.
 - b. Landfill search assessments.
 - c. Direct access to Federal partners including the FBI, HSI, USMS, Army CID, NCIS, Postal Inspectors, Secret Service, State Department and others.
 - d. Case reviews and facilitating biometrics collection on long-term missing child cases.
 - e. Sex offender tracking.
 - f. Family advocacy and reunification services.
 - g. Database searches.

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- h. Poster distribution and age progression images.
 - i. Access to forensic testing through partnerships with nongovernment organizations.
 - j. Disaster response through partnership with FEMA to include the National Emergency Child Locator Center (NECLC) and Unaccompanied Minors Registry.
 - k. Media assistance.
3. "NCMEC contact information

National Office National Center for Missing & Exploited Children
333 John Carlyle Street, Suite 125
Alexandria, VA 22314
800-843-5678

Web: www.missingkids.com

APBnet Law Enforcement Alert System

The APBnet Alert System is a tool that enables law enforcement to send photo alerts, within minutes, to the exact recipients who need them most. Over 1,500 law enforcement agencies are currently using this software application. Authorities share secure,

real-time alerts with each other — the recipient is actively notified when the alert is received for fast response. The shared address book of alert recipients enables authorities to transmit alerts to precise sets of public recipients (e.g., schools, hospitals, businesses, media, transportation centers, etc.)

APBnet is a proven, flexible, and easy-to-use tool valuable for officers on the full range of criminal and community safety cases. APBnet uniquely connects federal, state, county and municipal agencies so information and images can be shared across jurisdictional lines faster than criminals. APBnet puts a face to the dangers officers face daily and uniquely enables jurisdictions to work together effectively.

APBnet includes PhotoSearch, allowing officers to search the database of 650,000+ bulletins to find likely matches for a source photo.

Established by nonprofit Critical Reach, APBnet has been developed by and for law enforcement. This law enforcement asset is supported exclusively by very modest annual support fees paid by agencies using it, making it available to all law enforcement agencies nationwide at a very nominal cost.

1. APBnet Alert System contact information:

Web <http://www.criticalreach.org>

Email info@criticalreach.org

Phone 650-558-8081

Additional Organizations

The following agencies may be of assistance to you and your agency in your missing person investigation. This list is not all-inclusive and there are many other agencies, too many to list, that may be of value to you. The CA DOJ Missing and Unidentified Persons Section in Sacramento (916) 210-3119 can be an excellent reference to identify other valuable resources.

Agency	Description	Contact Information
U.S. Department of State, Office of Passport Services	<ul style="list-style-type: none"> ▶ Authority to revoke passports of citizens who are subject to federal warrants. ▶ Suspects become undocumented aliens and may be deported back to the United States. 	Passport Records Requests (202) 485-6550 Passport Restrictive Actions and Information (202) 485-6400
US Postal Service	<ul style="list-style-type: none"> ▶ Access to databases of the names of all individuals within the nation who filed Change of Address forms. ▶ Will provide law enforcement agencies with return address and postmark information on mail destined for a specific address. 	(877) 876-2455 US Postal Service Postal Inspection Service Washington, DC
The National Consortium for Justice Information and Statistics	<ul style="list-style-type: none"> ▶ The ISP List is a database of Internet service and other online content providers that will help you get the information you need for your case. For each Internet Service Provider listed, you'll find the legal contact information and instructions needed to serve subpoenas, court orders, and search warrants. 	https://www.search.org/resources/isp-list/
US Office of Personnel Management Retirement Services	<ul style="list-style-type: none"> ▶ Address information about retired members of the Armed Forces or retired federal civil service employees. ▶ Addresses where retiree's federal pension payments are mailed; 	Website: https://www.opm.gov/retirement-services/contact-retirement/ Email: retire@opm.gov Telephone: (888) 767-6738

Organizations and Resources: Quick Reference Chart

The following chart is a condensed collection of the web addresses for the organizations and resources cited throughout this document.

Agency/Organization/Resource	Acronym	Web Address
CA DOJ Missing Persons Section	MUPS	https://oag.ca.gov/missing
Emergency Alert System	EAS	https://www.caloes.ca.gov/office-of-the-director/operations/response-operations/warning-center/emergency-alert-system/
CA State Warning Center	CSWC	https://www.caloes.ca.gov/cal-oes-divisions/warning-center
Federal Bureau of Investigation	FBI	www.fbi.gov/
International Criminal Police Organization	INTERPOL	http://www.interpol.int/
National Center for Missing & Exploited Children	NCMEC	http://www.missingkids.com
National Crime Information Center	NCIC	www.fas.org/irp/agency/doj/fbi/is/ncic.htm
U.S. Department of State - International Parental Child Abduction	—	https://travel.state.gov/content/travel/en/International-Parental-Child-Abduction.html
CA Bureau of Forensic Services	BFS	https://oag.ca.gov/bfs/services

