



Policy No.	4720	Date Issued:	June 1, 1996
Section:	4700 – Specific Procedures	Date Revised:	May 12, 2014
Accreditation Standards:			

Dennis Kidd, General Manager

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2.2 Determining Incident Type

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.

The following incident types will be used to categorize the missing person:

- **MPRISK**
Indicators that the missing adult may be at risk include:
 - Elderly
 - Injured/Special needs
 - Disoriented or having a medical condition
 - Special needs
 - Victim of crime of foul play
- **MJRISK**
Indicators that the missing juvenile maybe at risk include:
 - Under 16 without prior runaway episodes
 - Victim of parental abduction
 - Injured/Special needs
 - Disoriented or having medical condition
- **MP (18 years or older)**
Any missing adult who does not fit into MPRISK category.
- **MJ (under 18 years, including runaways)**
Any missing minor who does not fit into MJRISK category.
- **FOUNDJ**
For a RP reporting they found a juvenile
- **MPCAN**
For a RP wanting to cancel any MP report

2.3 Procedure

- 2.3.1** Determine how long the person has been missing, possible destination, locations the subject may frequent, and mental condition. An adult who leaves home by choice is not a missing person, however if the reporting party wants to make a missing person report, a dispatch incident will be initiated for an officer response. Dispatch a CSO or officer, as appropriate.

Ask the reporting party if s/he has attempted to contact any friends, the local hospitals, or the jail.

For at risk incidents, after initiating and dispatching the call in accordance with Policy No. 4701.80 (Creating and Dispatching First Priority Calls for Service), ascertain the following information from the reporting party and relay to the responding officer(s):

- ♦ How long has the person been missing?
- ♦ Where was the last place the person was seen?

- ♦ Name, age and gender of the person.
- ♦ Complete physical description, including clothing.
- ♦ Known locations they frequent.
- ♦ If a child, has anyone checked the area for the child, including the house? If so, where?
- ♦ Any history of mental/medical conditions?
- ♦ Any history of running away?

2.3.2 If a report is taken by an officer, immediately send a hard copy BOL and broadcast a countywide or local BOL in accordance with Policy No. 4345- Be on the Lookout Broadcasts and Policy No. 4346- Guidelines for Be on the Look Out. Broadcast via radio immediately upon request by the officer or patrol supervisor.

2.4 Cancellations

2.4.1 When a caller requests that a missing person case be canceled, the law enforcement agency that took the original missing person report should be dispatched to the cancellation.

2.4.2 If the cancellation is received prior the call being dispatched, law enforcement still needs to be dispatched. Dispatchers may not close these calls.