

GENERAL ORDER



Title	Missing Person Reports		
Series / Number	GO-OPS-304.03		
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Replaces / Rescinds	General Order 304.3 (Missing Person Reports) Special Order 02-05 (The DC Amber Plan...)		

DISTRICT OF COLUMBIA

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I. BACKGROUND

Many missing person reports involve individuals who have voluntarily left home for personal reasons, while other reports are often quickly resolved or unfounded. However, there are many instances where persons disappear for unexplained reasons and/or under circumstances where they may be considered at-risk. The roles of the reporting person and the initial responding officer are critical in identifying the circumstances surrounding the missing person's disappearance and in identifying those persons who may be at-risk.

II. POLICY

The policy of the Metropolitan Police Department (MPD) is that all reports of missing persons will be given full consideration and attention by members, to include careful recording and investigation of factual circumstances surrounding the disappearance, in accordance with this directive and the National Child Search Assistance Act of 1990. Missing children and those who may be mentally or physically disabled, or others who are unable to care for themselves, shall be cases that call for particular care in handling. (CALEA 41.2.6)

III. DEFINITIONS

When used in this directive, the following terms shall have the meaning designated:

1. Missing Person - any person missing from his/her lawful place of abode (or place of legal confinement or a detention facility having legal custody of the individual), or persons traveling away from their home who, because of an emergency, must be contacted (An Attempt to Locate).
2. Adult - any person 18 years of age or older, or an emancipated minor.
3. Juvenile - any person under the age of 18 years. (Unless, emancipated by a court) (CALEA 41.2.6 f)

4. Fugitive from Parents - any juvenile found in the District of Columbia that has been reported missing from another jurisdiction (runaway).
5. Critical Missing Person - the following cases are considered critical:
 - a. Juveniles under 16 years of age; (CALEA 41.2.6 a & g)
 - b. Elderly persons (60 years of age and over) or senile persons; (CALEA 41.2.6 a & g)
 - c. Any other person between the ages of 16 and 60 who, in the opinion of the Watch Commander, should be classified as critical. In determining whether a missing person case should be classified as critical, the Watch Commander shall especially consider the following unusual circumstances: (CALEA 41.2.6 a & g)
 - (1) The missing person is mentally incapacitated;
 - (2) The missing person is drug dependent, including prescribed medication and/or illegal substances, and the dependency is potentially life threatening;
 - (3) A patient missing from a hospital or institution that presents an imminent danger to him/herself or others;
 - (4) It is believed that the missing person is in a life-threatening situation;
 - (5) It is believed that the missing person is in the company of someone who could endanger the missing person's welfare;
 - (6) Based on available information, it is believed that there is a real or suspected danger of foul play;
 - (7) The absence is inconsistent with the missing person's established pattern of behavior and the deviation cannot be readily explained; and
 - (8) Other circumstances involved in the disappearance that would cause the Watch Commander to conclude that the person should be considered "at-risk."
6. Abduction - a child is reported to be involuntarily missing from the person(s) having caregiver responsibilities. There is an eyewitness who states that the child was taken by a person or person(s) for whom there is a physical description, a vehicle description (if one is involved), and a direction of travel from the point last seen. Lacking an eyewitness, there

exists articulable evidence that the child's disappearance was not voluntary.

7. Emergency Alert System (EAS) - a tool developed by the Metropolitan Council of Governments, for police agencies to use to support efforts to recover abducted children and capture the abductor.
8. The DC A.M.B.E.R. plan - (America's Missing: Broadcast Emergency Response) an early notification tracking system used by law enforcement to alert the general public, via television and radio, when a child has been kidnapped and authorities have reason to believe that the child is in physical danger.

IV. PROCEDURAL GUIDELINES

A. Adult Missing Persons

1. The MPD shall investigate, follow-up, and document all reports of missing persons as defined in this directive.
 - a. The district of occurrence, which is indicated on the missing person report, PD Form 251 (Event Report), shall be responsible for conducting adult missing person investigations.
 - b. The Watch Commander of the district of occurrence shall determine whether a missing person case is classified as a non-critical or critical, as outlined in Section III, 5, (c) of this directive and, if deemed critical, whether to establish a command post.
 - c. Members shall investigate critical missing person cases in which there are unusual circumstances or foul play suspected, as determined by the Watch Commander.
2. A PD Form 251 shall be completed whenever a person is reported missing in the District of Columbia.
3. **There is no minimum time requirement that a person must be missing before a missing person report can be prepared.**
4. Adult persons released from penal institutions under a work release program, holiday leave or other rehabilitative program that fail to return, **shall not** be considered a missing person (unless other circumstances indicate so), but shall be processed in accordance with the provisions of GO-PCA-501.08, (Arrests of Escapees from the D.C. Department of Corrections).

- B. Members handling a non-critical missing person case shall:
(CALEA 41.2.6 a & g)
1. Interview the reporting person(s) to obtain the following information:
 - a. Name, age, date of birth, and social security number of the missing person;
 - b. The health, habits, history and a description of the missing person, including physical features such as tattoos or scars;
 - c. Names and addresses of friends and relatives where the missing person may be located;
 - d. The maiden name of the missing person's mother; and
 - e. A photograph of the missing person, which shall become a part of the missing person folder and be returned to the family upon locating the missing person.
 2. Prepare and forward a PD Form 251 to their assigned district. (CALEA 41.2.6 a)

Note: If the person is found prior to completion of the report, the report shall not be cancelled. A PD Form 252 shall be submitted with the classification of Missing Person Return; closing the report and indicating where the missing person was located, where he/she stayed while missing, and his/her condition upon return.
 3. Check the missing person's name, through the Teletype Unit, against persons listed in the incidental book as deceased or admitted to a hospital. Also, notify teletype to clear the missing person's name from the system. (CALEA 41.2.6 b)
 4. Check the area hospitals in the District to verify if the missing person has been admitted or treated. (CALEA 41.2.6 a)
 5. Have the station clerk in the district of occurrence check the Criminal Justice Information Services (CJIS) to determine if the person is in custody. (CALEA 41.2.6 a)
 6. Query the Missing Persons database on the website @ www.mpd.org to determine if there are prior missing person reports on file (such reports may assist the investigating officer in locating the missing person).

7. Query the Washington Area Law Enforcement System (WALES) and Washington Area Criminal Intelligence Information System (WACIIS) to determine if there is any additional information that could be pertinent to the investigation. (CALEA 41.2.6 a)

C. Handling Critical Missing Persons

When handling a critical missing person case as defined by this directive, members shall: (CALEA 41.2.6 a & g)

1. Comply with the provisions of Section IV, A and B herein;
2. Prepare a general broadcast for immediate transmittal by radio, per GO-SPT-302.02 (Radio Broadcasts and Lookouts); (CALEA 41.2.6 b)
3. Request an official to respond, if one is not already on the scene.
4. Notify the Watch Commander to determine whether or not a command post shall be established. In cases where a command post is not established, document the reason on the PD Form 252. If a command post is established and a child is involved the member shall:
 - a. Contact the Youth and Preventive Services Division (YPSD) and request a Missing Person Detective/Officer respond to assist with locating the missing person.
 - b. If the missing person is under 12 years of age, conduct a full check of the premises, even if the reporting person says they have already checked the premises (check under beds, in closets, under piles of clothing, etc.)
5. If the missing person is an adult and there is a juvenile missing with the adult, contact YPSD via landline or through the Public Safety Communications Center.
6. Note the location of the Command Post and provide the necessary amount of manpower to conduct a neighborhood search for the missing juvenile or adult.

D. The District Missing Person Investigator shall:

1. Maintain the Missing Person database to ensure that members conduct the required follow-up in a missing person case;
2. Document all information pertaining to a Missing Person case in the Missing Person database; and

3. Upon closing the case in the Missing Person database, ensure that the Teletype Unit has removed the information concerning a closed missing person case. (CALEA 41.2.6 c)

E. Juvenile Missing Persons

A report shall be made for each instance of a missing person case, regardless of the event location (e.g. group home or private home). A missing person report shall be taken whenever a juvenile is reported missing from a group home. (A juvenile missing from a group home is not considered as an absconder until a custody order has been obtained from a social worker or probationary officer. Juvenile custody orders shall be handled as outlined in GO-PCA-702.02, [Juvenile Custody Orders].)

1. Members handling a juvenile missing person case, members shall: (CALEA 41.2.6 f)
 - a. Prepare and immediately transmit a general broadcast by radio; (CALEA 41.2.6 c)
 - b. Immediately request a member of the Missing Persons Section, YPSD to respond to the scene, by telephone. If unable to notify the YPSD by telephone, notification shall be made by radio, through the Public Safety Communications Center;
 - c. Document on the PD Form 251, all notifications, and canvass activities. Include the date, time, and full name of persons contacted; ensure that the child's full name is entered onto Part III, #24, Complainant name box, **not initials or name of other reporting person(s)**; and
 - d. Close any prior reports for the same missing person by completing a PD Form 252.
 - e. Request the services of D.C. Public School Security, when a child enrolled in a D.C. public school is missing, to conduct a search of the school;
 - f. Provide a copy of the PD Form 251, 252, and 899 (Critical Missing Person Investigation Checklist) to the station clerk to be forwarded to the YPSD with the morning mail run. (CALEA 41.2.6 b)
 - g. Notify YPSD when there is a change in the record status of a juvenile missing person after completing a PD Form 252.
 - h. Notify the Missing Persons Section, YPSD immediately when a juvenile missing from out-of-state is located.

- i. Forward all information concerning juveniles to the Missing Persons Section, YPSD.

F. Investigation and Follow-Up Procedures on Missing Persons Reports (CALEA 41.2.6 e)

Members shall:

1. Once a decision has been made to classify a case as critical, the search **shall not** be called off or the classification changed without the prior approval of the Field Commander, the acting Chief of Police or the respective District Commander, unless the missing person has been located. The name of the member who stopped the search or changed the classification shall be listed on the appropriate PD Forms 251, 252, etc.
2. Conduct and report on a PD Form 252, the follow-up investigation of all adult missing persons, whether classified as critical or non-critical (except for parental kidnapping cases and cases where an adult and child are missing together);
 - a. When a 24-hour check is conducted;
 - b. Seven days following the original report date; and
 - c. Not more than 30 days after the original report date.
3. Immediately make required notifications upon acquiring information concerning a missing person case and document the information by preparing a PD Form 252. A separate PD Form 252 shall be submitted whenever additional information is received **or when a missing person is located and the missing person case is closed.**
4. Include in the PD Form 252,
 - a. If determined, the whereabouts of the missing person during the period of absence; and
 - b. The condition in which the missing person was found.
5. Notify the Teletype Unit via telephone to ensure that the record is removed from WALES and NCIC after the case is closed.

G. Parental Kidnapping

1. In all alleged parental kidnapping cases, YPSD must be contacted prior to initiating a parental kidnapping report.

2. All parental kidnapping cases must be verified through authenticated court documentation.
3. The existence of a petition for custody does not mean that custody has been granted. It means that an individual has simply asked the court to grant custody to him/her. A court order (temporary or permanent), granting a specific person or persons custody, is required in order to constitute a case of parental kidnapping.

H. Abandoned Children Cases

1. Members receiving a report of an abandoned child(ren) shall first determine if the child(ren) is in immediate physical danger. Child(ren) in immediate physical danger, and all newborn or young infants, shall be taken to the nearest hospital for examination and treatment.
 - a. A member of the YPSD shall be notified; and
 - b. An investigator shall be dispatched to assist with the case investigation.
2. If it is determined that the child(ren) are not in immediate physical danger, the children shall be transported to the Child and Family Services Agency located at 400 6th Street, SW; and
 - a. The field officer shall complete a PD Form 379C (Juvenile Incident Report) outlining the circumstances surrounding the discovery of the child(ren), prior to leaving the child(ren) at the Child and Family Services Agency.
 - b. The YPSD shall be notified and shall assist with the case investigation if necessary.

I. Out-of-State Cases

1. Members receiving requests from complainants residing outside this jurisdiction, who desire to file a missing person report for a person missing outside of the District of Columbia shall direct them to make a report with their local law enforcement agency. **Exception: A report shall be taken for residents of another jurisdiction reported missing from a location in the District of Columbia.**
2. Correspondence concerning adults reported missing shall be forwarded to the district of occurrence. Correspondence concerning missing juveniles shall be forwarded to the Missing Persons Section, YPSD.
3. No juvenile missing from out-of-state shall be returned to the reporting party over the objection of the juvenile, without compliance with the

provisions of the Interstate Compact Act on Juveniles, DC Official Code § 24-1103 (2001).

A member of the YPSD shall be notified, in such cases, for further information and guidance.

J. Locating Competent Out of State Missing Persons (CALEA 41.2, 6 e)

1. A competent adult, having left home for personal reasons, cannot be forced to return home. Members locating such persons shall:
 - a. Advise the person that he/she is the subject of a missing person report;
 - b. Ask him/her if he/she desires that the reporting person be made aware of his/her whereabouts;
 - c. If the subject indicates that he/she does not want his/her whereabouts known by the reporting person and upon being satisfied as to his/her safety and well being, notify the reporting person that he/she have been located and are well, but do not wish to disclose his/her whereabouts;
 - d. If the reporting person insists on an explanation as to the whereabouts, inform the reporting person that disclosure would constitute an invasion of privacy;
 - e. Notify the reporting jurisdiction via Teletype; and
 - f. Close the case by preparing a PD Form 251 and 252, reporting the recovery with the classification "Found Person."

K. Found Children and Adults

1. Members who locate a lost child(ren) shall immediately notify a YPSD member and request assistance. (CALEA 41.2.6 f)
2. Members who locate a lost adult whose age or infirmity may make identification difficult shall make a diligent effort to identify the adult;
 - a. When identification cannot be made, the found adult shall be transported to the Intake Section, Adult Protective Services located at 2146 24th Place N.E. (202) 541-3950; and
 - b. A photograph of the person shall be taken and forwarded, with available information, to the Investigative Section at the reporting member's element.
3. Members shall handle persons in accordance with GO-OPS-308.04,

(Processing of Suspected Mentally Disturbed Persons), when:

- a. The person appears likely to injure him/herself or other persons if not immediately detained, as demonstrated by violent acts or threats of violence, or by placing others in reasonable fear of such harm or who appear to be unable to provide for his/her basic needs, including food, clothing, shelter, essential medical care or personal safety.
- b. Such persons shall be transported to the Psychiatric Emergency Services (PES), D.C. General Hospital, Building 14.
- c. The member shall notify and supply the Teletype Unit with all information regarding the incident.

L. **Amber Alert** (Referenced from SO-02-05)

1. Members of MPD shall make child abduction the highest priority for response time and investigation purposes, and to provide for the quick and safe return of abducted children in the Washington Metropolitan Area. Through the Emergency Alert System, MPD shall be able to collaborate with local broadcast stations in serious child abduction investigations for the swift and safe return of the missing child. (CALEA 41, 2, 6 f)
2. The Emergency Alert System **shall not** be activated in cases of parental kidnapping where there is no obvious danger to the child, runaways, or in situations where the child's behavior caused or in some way contributed to his/her disappearance.
3. The DC Amber plan shall only be used when the following criteria are met:
 - a. The child is in danger of serious bodily harm or death;
 - b. The child has been abducted (and someone has witnessed);
 - c. The child is 14 years of age or younger, or 15-17 years of age with consideration as to how his/her behavior/mental capacity may have contributed to his/her disappearance; (CALEA 41.2.6 g)
 - d. The suspect and/or child are still likely to be in the Washington Metropolitan broadcast area; and
 - e. It is likely that someone, provided with a description of the child and/or suspect or vehicle involved, may observe and report their whereabouts to the police.

4. When responding to a call that a child has been abducted, the responding member shall determine whether all the criteria have been met to activate the Emergency Alert System.
 5. The officer shall then notify the Watch Commander of his her district, who in turn shall notify the Synchronized Operations Command Center (SOCC).
 6. The SOCC supervisor shall contact the Executive Assistant Chief (EAC), the Commander of Youth and Preventive Services Division (YPSD) and the Field Commander.
 7. Once the AMBER Alert has been authorized by the EAC, the SOCC supervisor shall:
 - a. Complete the PD Form 906 (CAAS FAX), in it's entirety, with the information provided by the investigating member. The text portion of the PD Form 906 shall be read over the air exactly like it is written;
 - b. Alert the EAS following stations that the fax is about to be sent:
 - (1) WTOP Radio @ 202-895-5000 (Primary)
 - (2) WMAL Radio @ 202-686-3020 (Secondary)
 - c. Fax the CAAS form to:
 - (1) WTOP Radio @ 202-895-5149
 - (2) WMAL Radio @ 202-537-0009
 - (3) Authorized entry to the WEB site @ www.DCAmberplan.com
 - d. Wait for the phone call from EAS or call the station to verify the fax was recovered; and
 - e. Broadcast the information by TTY to regional police agencies. The contact stations will immediately broadcast the alert over all of the regions radio and television stations every fifteen minutes for two hours.
- M. The Station Clerk shall: (CALEA 41.2.6 a & e)
1. Request that the Public Safety Communications Center dispatch a unit to the scene upon receiving a telephone call that an individual is missing. Telephone calls to the station shall be telephonically transferred directly to a dispatcher;

2. Forward, during the First Watch, copies of all juvenile missing person reports (PD Forms 251, 252, etc.) for the previous 24-hour period, to the YPSD; (CALEA 41.2.6 b)
 3. Forward copies of the PD Forms 251 and 252 for adult missing persons to the District Missing Persons Office and to the District Crime Analysis Unit. Original PD Forms 251 and 252 reports shall be sent to Staff Review;
 4. Fax or hand deliver a copy of the PD Form 251 to the Teletype Unit describing all information pertaining to missing and/or located persons after the PD Form 251 is completed; (CALEA 41.2.6 b, c & e)
 5. Query CJIS to determine if the juvenile has been arrested. If not, contact the YPSD to determine if the child has been taken into custody as a result of a child abuse, neglect or endangerment investigation, or as a Person in Need of Supervision (PINS);
 6. Prepare a teletype message for transmission to the originating agency when an adult missing person from out-of-state is located in the District of Columbia; (CALEA 41.2.6 c)
 7. Prepare the required reports and teletype messages necessary for identification and/or conclusion of cases involving found adults whose age or infirmity makes identification difficult; and
 8. Ensure that copies of PD Forms 251 and 252 are sent to the District Crime Analysis Unit, with all information pertaining to missing and located persons.
- N. District Officials shall:
1. Respond to the scene of a critical missing person incident;
 2. Ensure that the Watch Commander of the district in which the case occurs is informed of all necessary information to properly classify the report as critical or non-critical, and ensure that the investigation is properly conducted; and (CALEA 41.2.6 c)
 3. Ensure necessary manpower resources are made available to staff on-going command post.
- O. The Missing Persons Section, Youth and Preventive Services Division (YPSD) shall:
1. Conduct and report on a PD Form 252, the follow-up investigation of all juvenile missing persons - those under 18 years of age and those

reported missing from group homes - whether critical or non-critical in the following circumstances:

- a. All missing juvenile cases;
 - b. Lost children;
 - c. Runaways from parents, both local and out-of-state;
 - d. Parent or other adult and child missing in the same incident, including parental kidnapping; and
 - e. Report each case of a missing child under the age of 18 to the National Crime Information Center at the Department of Justice.
2. Forward through Department mail, copies of PD Form 251 and 252 to the WALES/NCIC Office, Room 5153, and ensure that accurate information is in WALES/NCIC. Original PD Forms shall be sent to Staff Review. (CALEA 41.2.6 f)
 3. Respond and assist with the investigation of abandoned/found children cases, and take custody where appropriate.
 4. Respond to the scene immediately upon notification that a command post has been established for a critical missing juvenile. Upon arrival, provide investigative and advisory assistance as needed until the missing juvenile is located or until relieved by another YPSD member. (CALEA 41.2.6 f)
- P. The Teletype Unit shall: (CALEA 41.2.6 b)
1. Receive all local and interstate teletype reports on all missing persons and immediately disseminate the information to the force;
 2. Enter the information into WALES/NCIC;
 3. Transmit by teletype, as soon as possible, all interstate teletype reports, inquiries and requests to locate persons for emergency messages that are received from proper authorities;
 - a. The incidental book shall be checked for the name of the person reported missing from out-of-state against those persons admitted to a hospital or, if deceased, sent to a morgue.
 - b. When the person's name is listed in the incidental book, contact the hospital or morgue for verification.
 - c. When the incidental book entry is confirmed, by hospital or morgue, contact the out-of-state jurisdiction and advise them of the facts.

- d. When the hospital indicates that the person is no longer a patient, transmit this information as soon as possible.
 4. Enter and delete all data pertaining to missing persons in the WALES/NCIC Missing Persons File; and (CALEA 41.2.6 c)
 5. Transmit by teletype, reports of persons who are missing from an institution of the District or Federal Government (except fugitives from justice or penal institutions) and runaways from parents, local and out-of-state. (CALEA 41.2.6 c)
- Q. The District Watch Commander shall: (CALEA 41.2.6 e)
1. Upon notification of a missing person:
 - a. Review the available facts and circumstances;
 - b. Direct further inquiry or investigation if available information is insufficient;
 - c. Classify the case as critical or non-critical; and
 - d. Establish a command post if it is determined that an immediate search should be made for a critical missing person.
 - e. Contact YPSD if the missing person is a juvenile.
 2. Maintain a record of actions taken to locate the missing person. Upon relief from the command post, if established, this record shall be provided to the investigating element.
 3. Notify the District Commander during normal working hours, or the official at the Synchronized Operations Command Complex (SOCC) at other times when resources beyond those of the district are required.
 4. Use citizen volunteers to assist with a search, where possible or practicable for critical missing persons.
 5. When the person is missing from an adjoining district or jurisdiction, or the investigation indicates the subject may be outside the district where the search is being conducted, the Watch Commander shall request the assistance of the official in charge of each such area.
 6. Request the assistance of the official in charge of an area adjoining another district or jurisdiction when the investigation reveals that the person may be outside the district where the search is being conducted. (CALEA 41.2.6 f)

7. Authorize termination of critical missing person searches, during the first and third watch when appropriate. **(Note: If a command post has been established, termination shall only be approved by the Night Hawk during the first and third watch.)**
- R. The Regional Operations Command (ROC) Assistant Chief shall designate a person as the Missing Persons Contact in the ROC to oversee the districts investigations and record keeping duties.
- S. The District Commander shall:
1. Establish a Missing Person investigator/officer at the District;
 2. Ensure that a case file is established for each adult missing person;
 3. Ensure the accuracy of the WALES/NCIC record by:
 - a. Comparing adult reports to the WALES/NCIC entries; and
 - b. Verifying the entry is made/deleted appropriately and accurately in the NCIC. (CALEA 41.2.6 c)
 4. Ensure that a case involving an adult person who leaves an institution of the District of Columbia or Federal Government and is located in his/her respective district (except fugitives from justice or penal institutions) is investigated as a missing person case; (CALEA 41.2.6 e)
 5. Ensure that a copy of each juvenile missing person report for the previous 24-hour period is forwarded to the Missing Person Section, YPSD; (CALEA 41.2.6 b)
 6. Ensure that the Missing Persons database is maintained and can be accessed at all times; and (CALEA 41.2.6 b)
 7. Ensure that all reports of critical and non-critical missing adults are maintained and routinely investigated as long as the case is open. (CALEA 41.2.6 b)
- T. The Commanding Officer, Youth and Preventive Services Division shall:
1. Establish a case file and ensure that an investigator is assigned to conduct a follow-up investigation for each missing juvenile case; (CALEA 41.2.6 e & f)
 2. Correspond with authorities outside the jurisdiction on missing juvenile matters; (CALEA 41.2.6 f)

3. Receive all communications from outside the jurisdiction concerning escaped juveniles and /or missing juvenile mental patients, and, when appropriate, broadcast related Teletype and WALES messages; (CALEA 41.2.6 b & f)
 4. Ensure the accuracy of WALES/NCIC records pertaining to missing person records, by comparing juvenile missing persons' reports to WALES/NCIC entries, and verifying that entries are made and deleted accurately and in a timely manner; (CALEA 41.2.6 b)
 5. Ensure the preparation of reports and teletype inquiries necessary for the identification and/or conclusion of cases involving found children;
 6. Ensure that investigations are completed in cases of runaways from parents and local and out-of-state cases of parental kidnapping;
 7. Ensure that in each case involving abandoned child(ren), an investigator is sent to take custody of the child(ren) and assist with the investigation; and
 8. Ensure that an investigator is dispatched to assist at the command post during the preliminary investigation of a critical missing juvenile. (CALEA 41.2.6 e & f)
- U. The Watch Commander, Public Safety Communications Center shall:
1. Upon being advised by the official in charge of a critical missing person investigation, notify the Field Commander of the Department that resources beyond those available within the district are needed immediately;
 2. Ensure that personnel who receive missing persons calls question the reporting party and attempt to determine, prior to dispatching a unit, if the person is actually missing; and
 3. Ensure the preparation of required reports and teletype messages necessary for identification and/or conclusion of cases involving found adults whose age or infirmity makes identification difficult.
- V. The Field Commander shall ensure that needed resources are made available to the Watch Commanders of the districts.
- W. The Director, Information Technology, shall ensure that a teletype is prepared for transmission to the originating agency when an adult missing person from out-of-state is located in the District of Columbia. (CALEA 41.2.6.c)

V. CROSS REFERENCES

1. SO-02-05 (The DC Amber Plan; America's Missing: Broadcast Emergency Response)
2. GO-PCA-501.08 (Arrests of Escapees from the D.C. Department of Corrections)
3. GO-SPT-302.02 (Radio Broadcasts and Lookouts)
4. GO-PCA-702.02 (Juvenile Custody Orders)
5. GO-OPS-308.04 (Processing of Suspected Mentally Disturbed Persons)
6. DC Official Code § 24-1103 (Interstate Compact Act on Juveniles)

// SIGNED //
Charles H. Ramsey
Chief of Police

Attachment

CHR:NMJ:MAR:kt:uk