



Peoria Police Department Policy and Procedure Manual

Policy 4.29

Missing Persons/Runaways



I. POLICY

It is the policy of the Peoria Police Department to investigate missing persons incidents, lost or missing children, lost or missing persons with physical or mental problems, incidents involving persons missing under suspicious circumstances indicating foul play may be involved, and runaway juvenile complaints.

II. PROCEDURES

- A. From the time of the first notification to the Peoria Police Department, sufficient information should be taken to determine if the report indicates an emergency or immediate response is necessary. Although not every report involves an extreme emergency, proper response will often result in the safe return of the missing person.
- B. Missing Persons/Exceptional Circumstances (41.2.6.g)
 1. Phase I normally involves patrol officers being dispatched to a location to investigate a report of a missing person. If the person is not immediately located, and if exigent circumstances or the possibility of foul play exists, a patrol supervisor will respond to the scene and direct the initial investigation and/or search.
 2. Phase II involves the participation of Criminal Investigations Bureau (CIB) – Crimes Against Persons Unit (CAP) to assist patrol with any necessary investigation of the incident.
 3. Phase III involves CAP assuming responsibility for the incident due to indications of foul play or criminal activity. The CIB Lieutenant will assume investigative command and direct all participating personnel.
 4. Phase IV involves extended follow-up investigation by CAP
- C. Phase I
 1. The first officer on the scene will:
 - a. Interview the reporting party, family, parents, friends, witnesses, neighbors, etc.
 - b. Determine the circumstances surrounding the disappearance and advise a supervisor if assistance is required or if the criteria have been met to activate the Arizona Amber Alert. (Refer to Section H).
 - c. Gather as much information as is immediately available, including photographs. The officer will broadcast a complete description as soon as possible upon arrival at the scene. (41.2.6.a)
 - d. Depending on the circumstances, conduct a detailed search of the location the person was last known to be, the residence, or possible route of travel.
 - e. Brief other assisting units of a possible reason for the disappearance, possible areas to search and request broadcast of information, if indicated. (41.2.6.b)
 2. The first Patrol supervisor on the scene will:
 - a. Assume overall command of the incident.
 - b. Evaluate the circumstances and investigation thus far.

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- c. Review the circumstances of the disappearance to determine if the person is lost or possibly the victim of criminal activity and if the criteria have been met to activate the Arizona Amber Alert. To activate the Arizona Amber Alert refer to Section H.
- d. Coordinate the activities of participating personnel, to include sector searches within specific grids. Door to door searches will be coordinated, if applicable, i.e., in a residential neighborhood. (41.2.6.e)
 - (1) Notify a Patrol Services Bureau (PSB) Lieutenant - If no Lieutenant is on duty, then
 - (2) Notify the Watch/Duty Commander.
 - (3) Notify CIB Lieutenant – bureau Deputy Chief
 - (4) Notify the On-Call Public Information Officer (PIO).
 - (5) Ensure that an accurate log or record is kept of areas searched, persons contacted, actions taken and personnel involved.
 - (6) Ensure all necessary information regarding the missing person is broadcast or conveyed to other concerned agencies or jurisdictions. (41.2.6.b)
 - (7) Continue to direct supervision of line personnel and request assistance, if necessary.
 - (8) Evaluate the use of personnel and/or resource requirements and adjust as necessary.
 - (9) Evaluate the need for special assistance (Canine, Air Support, Sheriff's Search and Rescue, and the PIO.)
 - (10) Ensure required notifications are made.
 - (11) Request the involvement of the CAP and the initiation of Phase II, if necessary.
- e. If the incident does not meet the criteria to activate the Arizona Amber Alert, a Watch Commander or Duty Commander or higher may direct an available staff member to use Teleminder, Media Alert Systems and/or Community Emergency Notification System (CENS). Activation of CENS must be coordinated with a Communications Supervisor, in order to determine if this will be the most effective tool for the incident.
 - (1) Supervisors, except for the Peoria Police Department's PIO(s) and Managers, will use the Media Alert System ONLY for a Missing Person incident when the criteria have not been met to activate the Arizona Amber Alert.
 - (2) The Peoria Police Department PIO(s) and Managers have full access to the Media Alert System.
- f. Communications personnel shall notify all other primary Public Safety Answering Points (PSAP's) of the activation and deactivation of the alert through both telephone contact and a statewide National Law Enforcement Telecommunications System (NLETS) message; Monitor incoming telephone calls and immediately relay any relative information received to the supervisor in charge of the scene.

D. Phase II

- 1. Upon the request of the on-scene supervisor, CAP will respond to the scene.
- 2. The CAP Sergeant and detectives responding will report to the on-scene supervisor and assist with the investigative aspects of the incident. Actions normally taken include:
 - a. Establish a temporary command post.
 - b. The on-scene supervisor will remain in command to oversee the overall operation.
 - c. Interview the reporting party, family, parents, friends, witnesses, neighbors, etc. (41.2.6.d)

- d. Conduct a thorough background check of the missing person, reporting parties, and other investigative leads.
- e. Assist the on-duty supervisor in making required notifications, coordination with other agencies and appropriate National Crime Information Center (NCIC) entries. (41.2.6.c)
- f. Recommend initiations of Phase III if the investigation or search becomes complex, extended, and/or additional resources are required.
- g. Notify the Operations Division Deputy Chief.

E. Phase III

1. If the missing person is not found within a reasonable period of time (depending upon age and/or the circumstances, 2 to 3 hours), the on-duty supervisor may request that Phase III be initiated.
2. The CIB Lieutenant will respond to the scene and assume investigation command. The patrol lieutenant will maintain patrol command.
3. A Task Force will be assigned initially under the direction of the CAP Sergeant and overseen by the CIB Lieutenant.
4. The command post will be relocated if possible in a suitable nearby facility where telephone and radio communications will be established.
5. The On-Call PIO will be called to the command post to coordinate information, news releases, media inquiries, and establish a media site away from the command post. (41.2.6.b) (54.1.1.a)
6. Actions taken in Phase III will involve, at a minimum,
 - a. Evaluation of the search and investigation to date,
 - b. Expanding the scope as indicated,
 - c. Door to door contacts,
 - d. Including requests for additional resources, and
 - e. Notification of other agencies such as:
 - (1) The Maricopa County Sheriff's Office (MCSO),
 - (2) Arizona Department of Public Safety (AZ DPS),
 - (3) Federal Bureau of Investigation (FBI),
 - (4) Child Find, etc.
 - f. The Task Force will be organized for a sustained operation on a 24-hour basis, if warranted.
 - g. Personnel resources will be assigned to maximize the search and investigative effort.
7. Logs, reports, and related paperwork will be organized and promptly processed to facilitate direction and continuity of the investigation.
8. The Peoria Police Department Command Staff will be briefed immediately and on an on-going basis.

F. Phase IV

1. If the missing person is not found during Phase III, the CIB Lieutenant will recommend scaling down the effort at a point in the investigation when all viable leads have been exhausted and all possible locations have been searched.

2. The decision to disband the Task Force and command post will be made by the CIB Lieutenant after consultation with the CAP Sergeant.
 - a. Phase IV will involve continued follow-up by CAP of any new information, viable leads and additional media publicity.
 - b. The case will remain in an open status and assigned to a detective until such time that the missing person is located or the case is solved.
 - c. If information is received during Phase I through Phase IV to indicate criteria to activate the Arizona Amber Alert a Watch Commander or Duty Commander or higher must adhere to the criteria to initiate the alert. (Refer to Section H)

G. Missing Persons

1. Reports: Reports on missing persons are normally taken after the person has been missing for twenty- four hours.
 - a. These reports shall be made in person and not by telephone.
 - b. The exceptions to the time limit are:
 - (1) Situations involving juveniles or adults up to 21,
 - (2) Elderly persons,
 - (3) Persons with physical or mental disabilities,
 - (4) Persons missing after a catastrophe / kidnapped / abducted person, or
 - (5) A person missing in the company of another person indicating their physical safety is in danger or life threatening medication.
 - c. If the above exceptional circumstances apply, Section A of this policy should be implemented. (41.2.6.g)
2. When responding to a missing person call, the officer will obtain as much initial information as possible for the report.
 - a. A separate Incident Report (IR) number will be assigned to each missing person.
 - b. If two (2) or more persons are missing from the same family at the same time under similar circumstances, a separate IR number and face sheet will be generated for each missing person. However, only one (1) narrative is necessary and the additional IR numbers will be crossed referenced to the initial IR number.
3. In addition to the general information obtained, the IR should contain the following information: (41.2.6.a)
 - a. The missing person will be listed as the "victim."
 - b. Clothing and jewelry description.
 - c. Previous medical treatments.
 - d. Current medical condition.
 - e. Drugs (therapeutic and abusive).
 - f. Vehicle information associated with the disappearance.
4. Photographs: The most recent photograph of the missing person shall be obtained from the reporting person. On the reverse side of the photograph the officer will write the IR number, victim's name, title of the report and the officer's initials.

5. The missing persons report shall be completed expeditiously and prior to the end of the officer's shift. The reporting officer shall prepare an IR to document all relevant information and forward a hard copy to Communications. (41.2.6.b)
6. The officer taking the missing person report will: (41.2.6.a)
 - a. Request Communications broadcast the missing person information when appropriate.
 - b. Request that Communications send a missing person Attempt To Locate (ATL) when appropriate. A written report must be initiated in order to send an ATL.
7. Arizona Crime Information Center (ACIC)/NCIC Entry:
 - a. Communications shall then input the missing person information into the ACIC/NCIC system.
 - b. For the purpose of NCIC, entries of missing persons are divided into four categories and must meet the criteria of one of the categories in order to be entered into NCIC as a missing person: (41.2.6.c)
 - (1) A person of any age who is missing and who is under proven physical or mental disability or is senile, thereby subjecting themselves or others to personal and immediate danger.
 - (2) A person of any age who is missing under circumstances indicating that the disappearance was not voluntary.
 - (3) A person of any age who is in the company of another person under circumstances indicating that their physical safety is in danger.
 - (4) Under the age 21 and does not meet any of the criteria set forth in a, b, or c above.
8. Justification: It is requested that the agency entering a missing person in any of the preceding categories have documentation from a source other than the investigating police agency at the time of the entry supporting the stated conditions under which the person is declared missing for NCIC purposes. This documentation reassures that the individual's rights to privacy will not be violated and may consist of:
 - a. A written statement from the parent or legal guardian confirming that the person is missing and verifying the date of birth.
 - b. A written statement from a physician or other authoritative source corroborating the missing person's physical or mental disability.
 - c. A written statement from a parent, legal guardian, family member or other authoritative source advising that the missing person's disappearance was not voluntary or that they are in the company of another person under circumstances indicating their physical safety is in danger.
9. A Missing Person written statement will be filled out and signed by the appropriate reporting individual and submitted with the officer's report. In situations where the missing person has a mental or physical disability, an independent third party written corroboration shall be attached to the IR.
10. Missing Adults: In cases involving missing adults:
 - a. The officer dispatched to take the report will contact the reporting party as soon as possible and use the utmost tact and courtesy while questioning.
 - b. The officer should inquire as to the personal habits and the physical and mental condition of the person reported missing, such as:
 - (1) Whether there have been recent family quarrels or trouble,
 - (2) Whether the person has ever been missing before,
 - (3) Whether the person is having financial or marital problems, job uncertainties or is a heavy drinker, etc.

- c. Police officers cannot force missing persons over the age of 18 years to return home against their wishes, and shall advise the reporting party that the whereabouts of a located missing adult will not be released if the disappearance was voluntary and no crime is involved. (41.2.6.d and e)
 - d. Once the missing adult has returned and/or been located, the Peoria Police Department shall first verify this information, in person (whether the victim comes to the Peoria Police Department or the officer responds to the residence) prior to completing a supplement report allowing the Communications Section to remove the individual from the ACIC/NCIC system. If the missing adult is located out of the City, the personal verification should be completed with the assistance of the law enforcement agency in that jurisdiction. (41.2.6.c)
11. Missing Juveniles: (41.2.6.f)
- a. A report will be taken for all missing juveniles when the juvenile meets any of the following criteria:
 - (1) Is a Peoria resident.
 - (2) Was last seen in Peoria.
 - (3) Attends a school located in Peoria.
 - b. Procedure for Missing Juveniles
 - (1) When a child is reported missing, Communications will give all available descriptive information on the child when dispatching so that responding patrol personnel may be on the look out for the child while en route to the call.
 - (2) When a complete description is received from the reporting party, it will be broadcasted to all patrol units by Communications.
 - (3) Patrol personnel will immediately notify their supervisor and request that additional personnel be dispatched to the area to aid in the search as needed.
 - (4) The first Patrol supervisor (Sergeant or Lieutenant) will determine if the criteria has been met to activate the Arizona Amber Alert.

H. Arizona Amber Alert

1. The Arizona Amber Alert can only be activated by a Watch Commander or Duty Commander when the following circumstances are present:
 - a. The Arizona Amber Alert may be activated when a child, seventeen years of age or younger is missing or abducted, and there is reason to believe the child is in imminent danger of serious bodily injury or death.
 - b. There is information available to disseminate to the public, which could assist in the safe recovery of the child and/or the apprehension of a suspect.
 - (1) After review of an incident, if it is determined that the criteria listed above is met, a Watch Commander or Duty Commander may initiate the plan.
 - (2) The following is a checklist for making the determination as to whether the incident will meet the criteria to initiate the alert, and must be strictly adhered to:

Checklist of Questions for Activation of The Arizona Amber Alert
<p>1. Is the missing/abducted child incident one in which the victim is 17 years of age or younger?</p> <ul style="list-style-type: none"> • If yes, answer question 2 • If no, do not activate the Arizona Amber Alert. <p>2. Is there enough specific information available for broadcast to the public that could be used by the public to develop leads for law enforcement for use in recovering or rescuing the child?</p> <ul style="list-style-type: none"> • If yes, answer question 3. • If no, do not activate the Arizona Amber Alert. <p>3. Do you believe the child to be in danger of serious bodily harm or death or is believed to be in danger of serious bodily harm due to a medically diagnosed mental or physical disability?</p> <ul style="list-style-type: none"> • If yes, activate the Arizona Amber Alert. <p style="padding-left: 40px;">The alert must contain a complete description of the child and relevant details of the incident for release to the general public.</p> <ul style="list-style-type: none"> • If no, do not activate the Arizona Amber Alert.

(3) If the incident does not meet the criteria to activate the Arizona Amber Alert, a Watch Commander or Duty Commander or higher will direct an available staff member to use Teleminder, Media Alert Systems and/or Community Emergency Notification System (CENS).

(4) Activation of CENS must be coordinated with a Communications Supervisor, in order to determine if this will be the most effective tool for the incident.

2. Implementation of the Amber Alert Plan

- a. Watch Commander, Duty Commander or higher has the authority to implement the Arizona Amber Alert.
- b. Watch Commander or Duty Commander will contact Communications Bureau and inform them of the expected call to AZ DPS to implement the Arizona Amber Plan.
- c. Communications Bureau will initiate the appropriate notification call-out procedure, to include an Amber Alert announcement on all radio frequencies.
- d. AZ DPS will connect the Watch Commander or Duty Commander to the responsible radio stations.
- e. The Watch Commander or Duty Commander will provide a complete description of the missing child, incidents surrounding the case, and any information that will aid the public to assist in the investigation.
- f. Information provided to the coordinating radio stations as to whom to contact regarding the incident will go through the on scene Watch Commander.
- g. Implement the City of Peoria Emergency Operations Center (EOC) specifically for the Arizona Amber Alert.
- h. CAP Sergeant and detectives will be contacted as soon as possible for notification of the Arizona Amber Alert Plan having been implemented.
- i. The Communications Bureau will be requested by the responsible supervisor, to initiate the broadcast of a statewide NLETS message put through the NCIC system.
- j. The PIO will be contacted as soon as possible and advised of the incident with all the pertinent details surrounding the incident to assist with media inquiries.

- k. If photographs of the victim are available, the PIO will be contacted to forward the photos to the television and print media.
 - l. Ensure Phase II of this Missing Persons Response Plan is being adhered.
3. Arizona Broadcasting Procedures
- a. Emergency Alert System (EAS)
 - (1) The coordinating radio station will put out a broadcast to all radio stations throughout the state of Arizona, with broadcasts occurring every 15 minutes for a period of 2 hours after the alert is implemented.
 - (2) Broadcasts will then occur every 30 minutes for the next 3 hours.
 - b. Additional broadcasts through the EAS system will occur depending on the circumstances and available information surrounding the incident.
4. Alert Update / Cancellation Responsibilities
- a. If officers/investigators become aware of crucial or pertinent information, that could aid in rescuing the child through the Arizona Amber Alert System after an initial alert has been made, an additional call may be made through the scene Watch Commander or Duty Commander through AZ DPS to the coordinating radio stations for an update to the broadcast.
 - b. As soon as possible after the child is located, a cancellation notification must be made to the broadcasting stations.
 - c. This will be accomplished by contacting the Watch Commander or Duty Commander informing Communications Bureau of the cancellation, and then contacting AZ DPS to request communication with the responsible Arizona Amber Alert coordinating radio stations.
 - d. Upon completion of the incident, the initiating Watch Commander or Duty Commander will forward a memo through the chain of command to the CIB Lieutenant outlining the circumstances of the incident and stating what prompted the use of the plan.
 - e. This memo will serve as a report to the Arizona Amber Alert Oversight Committee for its review on the use of the Arizona Amber Alert.
5. Missing persons not meeting the NCIC criteria can be considered as overdue parties (including adults arriving from and out of county location) and therefore may not be entered by the Communications Bureau. The officer will complete an IR and require a written statement from the reporting person. Refer to the report writing manual for additional requirements.
- I. Runaway Juveniles
- 1. It is the policy of the Peoria Police Department to document incidents of runaway juveniles as soon as is practical. There are no criteria as to the amount of time a juvenile must be gone before a report can be filed with the Peoria Police Department.
 - 2. Officers will generate an IR on incidents of juvenile runaways as they are reported. A separate IR number will be assigned to each missing juvenile.
 - a. If two (2) or more juveniles are missing from the same family at the same time under similar circumstances, a separate IR number and face sheet will be generated for each runaway juvenile.
 - b. However, only one (1) narrative is necessary and the additional IR numbers will be cross referenced to the initial IR.
 - 3. If exceptional circumstances apply, Section A of this policy should be implemented.
 - 4. Reports: A report will be taken for all missing juveniles when the juvenile meets any of the following criteria:

- a. Is a Peoria resident.
 - b. Was last seen in Peoria.
 - c. Attends a school located in Peoria.
5. Information to obtain: When conducting an investigation in regard to a missing juvenile or runaway, the reporting officer will obtain as much information as possible, and will include the following information in the IR:
- a. The missing/runaway juvenile will be listed as the "victim."
 - b. Names, addresses and telephone numbers of friends of the juvenile.
 - c. Names of the schools and current grades that the juvenile's friends attend.
 - d. Locations the juvenile frequents.
 - e. The juvenile's habits relating to previous runaway acts, if applicable.
 - f. Recent reprimands and social or academic failure.
 - g. Juvenile's school or last school attended if a drop out, even if school is out for the summer.
 - h. Clothing and jewelry the juvenile was last seen wearing.
 - i. Evidence that the juvenile ran away such as missing clothing, personal property, money, runaway note, etc.
 - j. Current medical and physical condition.
 - k. Drugs (therapeutic and abusive).
 - l. Any prior criminal activity.
 - m. Vehicle information associated with the disappearance.
 - n. Why the juvenile left home.
 - o. Name and telephone number of juvenile's case worker or probation officer.
6. Photographs: The most recent photograph of the runaway shall be obtained from the reporting person. On the reverse side of the photograph the officer will write the IR number, victim's name, title of the report and the officer's initials.
7. The runaway juvenile report shall be completed expeditiously, and prior to the end of the officer's shift. The reporting officer shall prepare an IR to document all relevant information and forward a hard copy of the face sheet to Communications. (41.2.6.b)
8. Arizona Criminal Justice Information System (ACJIS) Entry: After the report is taken, all missing juvenile/runaway information will be provided to Communications for immediate entry into the NCIC computer. (41.2.6.c)
9. A hard copy of the ACJIS entry indicating that the child is a runaway will be attached to the ACIC/NCIC briefing board located in the Patrol Services Bureau briefing room.
10. Officers will advise the reporting party to contact the Peoria Police Department when the missing/runaway juvenile returns home or is otherwise located.
11. All runaway juvenile incident reports will be left pending for follow up by CIB.
12. Juveniles may reside in Peoria and attend school in another jurisdiction. If such a juvenile fails to return home from school and is reported as missing/runaway to the Peoria Police Department, an IR will be completed.

13. Recovered Missing/Runaway Juveniles: When a missing/runaway juvenile returns home, the assigned officer will: (41.2.6.c,d, and e)
 - a. Verify, in person, that the victim has returned home.
 - b. Supplement the original IR.
14. Personal Contact: No returned runaway juvenile reports will be taken by telephone. The reporting officer or detective assigned to the case must contact the parent, guardian or reporting person to verify that the juvenile has in fact returned home, unless exceptional circumstances exist (i.e. child returned to relative out of state.)
15. An officer who locates a local missing/runaway juvenile shall either return the juvenile to a responsible adult family member or take the juvenile to the station and notify the reporting party. Officers shall also: (41.2.6.d and e)
 - a. Supplement the original IR.
 - b. Contact Communications personnel to have the juvenile removed from ACIC/NCIC. (41.2.6.c)
 - (1) The serial number of the Communications Specialist removing the information will be logged into the cleared ACJIS box of the incident report.
 - (2) A hard copy of the cleared runaway juvenile printout will accompany the completed report.
16. Pending Criminal Charges: If criminal charges are pending against the juvenile the officer shall:
 - a. Transport the juvenile to the station and complete the processing paperwork if necessary. The juvenile can be turned over the parent, legal guardian, or responsible adult when appropriate to do so.
 - b. If a responsible adult cannot be located, the juvenile will be transported to the Maricopa County Juvenile Detention Center (MCJDC) for incarceration. All of the juvenile related paperwork, including the juvenile affidavit and referral will be completed and reviewed by a supervisor prior to transporting the juvenile to the MCJDC.
17. Other Jurisdictions:
 - a. Runaways from other jurisdictions within the Phoenix metropolitan area will be turned over to the jurisdiction from which the juvenile was reported missing.
 - b. Officers will complete an IR, entitled "Recovered Runaway Juvenile From Other Jurisdiction (FOJ)" documenting the contact and turn the juvenile over to the reporting agency.
 - c. Officers shall document the agency's IR Number on the face sheet of the Peoria Police Department's IR under the related case number block.
 - d. If the juvenile is from outside the area and it is not possible to turn them over the reporting agency, the juvenile will be detained at the MCJDC and an IR entitled "Runaway Juvenile FOJ" will be completed.
 - e. Officers will note in the narrative of the report that the juvenile is being detained for another jurisdiction.
18. When a juvenile originally from Peoria runs away from MCJDC or the Arizona State Hospital:
 - a. The Peoria Police Department will be notified by the appropriate agency.
 - b. The information will be placed in the Exceptional Incident (EI) Log and Communications will broadcast an attempt to locate for the juvenile.
 - c. Although the MCSO will make the original IR, Peoria Police Department officers may assist in searches if their assistance is requested.

- d. If Peoria officers locate the juvenile, an IR (Returned Runaway FOJ) will be completed and the MCSO IR will be cross-referenced.
- 19. When completing an IR on a runaway from a foster home, the officer will include in the report the name of the agency that made the placement (State or County Welfare) and the name and telephone number of the social worker or probation officer assigned to the case.
- 20. If the Peoria Police Department has been notified that the runaway/missing juvenile has been located in an area outside of the metropolitan area, we will notify that specific law enforcement agency and request that they physically respond to the juvenile's alleged location and indeed verify that the juvenile is there. Once they have verified the location of the juvenile, the IR may be exceptionally cleared.

MISSING OR ESCAPED PERSONS FROM THE ARIZONA STATE HOSPITAL

Escapee from State Hospital (602-220-6100)
<ul style="list-style-type: none">• Persons are considered escapees only if they are in the state hospital by virtue of <u>court order</u> and when they escape; a Missing Persons IR will be completed.• A person who leaves while under <u>voluntary commitment</u> cannot be considered an escapee; a Missing Persons IR may be completed in exigent circumstances.• Officers will ask the Reporting Party (RP) if the escapee should be considered dangerous.• If the escapee is considered dangerous, the officer will contact Communications Bureau and request a broadcast be made and to inform the Peoria Police Department's On-Call PIO.• On -Call PIO will coordinate media releases with hospital media relation's staff.• The state hospital staff will fax a waiver affidavit to the CAP on the next business day.• All inquiries should be referred to hospital staff.• When an escapee is located, the state hospital should be notified so they can make proper transportation arrangements.• Complete a supplement to the original Missing Person IR to clear NCIC.

**Escapee from State Hospital
Sexual Predator Unit**

- The first officer on the scene will establish contact with the hospital security officer in charge at the Sexual Predator Unit and will broadcast the description, direction of travel, and possible destination of missing or escaped subject/s.
- An officer will be assigned to act as liaison with hospital personnel and will be responsible for obtaining a recent photograph, suspect history, family history, visitor information, and any other pertinent data to aid the search.
- A supervisor will respond and determine if Incident Command System (ICS) will be established and if specialized assistance such as the helicopter or canine units are needed.
- The CAP Sergeant will be notified and will determine if detective will respond.
- On-Call PIO will be contacted to disseminate information when appropriate in conjunction with hospital media relation's staff.
- A Missing Person IR will be completed on all missing or escaped sexual predators and will be forwarded to CAP.
- Arizona State Hospital staff will fax a waiver affidavit to CAP on the next business day.
- When a missing person or escapee is located, Arizona State Hospital staff should be contacted to make proper transportation arrangements.
- A supplement to the original Missing Persons IR will be completed noting that the escapee has been located and to clear NCIC.

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