

CHIEF OF DETECTIVES

NOTICE 8.2

April 20, 2021

TO: All Department Personnel

FROM: Chief of Detectives

SUBJECT: SCANNING AND EMAILING MISSING PERSON REPORTS TO MISSING PERSONS UNIT

PURPOSE: This Notice revises guidelines for distribution of adult missing person reports, introduces the Missing Persons Unit (MPU) email account, and defines the duties and responsibilities of Area records clerks when transmitting missing and found person reports (LAPD Form 3.16.00) to the MPU email account. Emails will ensure investigators receive these reports in a timely manner.

BACKGROUND: Detective Support and Vice Division's (DSVD) Missing Persons Unit (MPU) has Citywide responsibility for the investigation of all adult missing person cases. Juvenile missing person cases are handled at the Area level. Adult cases are investigated until the missing person is found or determined to be voluntarily missing. The MPU is also responsible for Departmental compliance with California Penal Code Sections 14200–14250 and California Department of Justice Guidelines.

Critical missing person reports include, but are not limited to, a missing person who is suicidal, is a victim of a crime or foul play, needs medical attention, is mentally impaired, or has no pattern of running away or disappearing.

PROCEDURE: Area records clerks shall scan and email adult missing person reports to missingpersons@lapd.online in addition to existing procedures.

Note: If the records clerk is unavailable to obtain a Division of Records (DR) number, the reporting officer shall contact an on-duty records clerk from another division to obtain a DR number and enter it into the Missing and Unidentified Persons System (MUPS). It shall be the responsibility of the record clerk who obtained the DR number to scan and email the respective report to the MPU email account.

AREA RECORDS UNIT RESPONSIBILITIES:

- Obtain a DR number;
- Enter into the California Department of Justice MUPS and obtain a File Control Number;
- Enter into the National Crime Information Center;
- Scan and email the missing person report to missingpersons@lapd.online with critical missing reports labeled "CRITICAL MISSING" in the email subject line;

- Maintain a tracking log of missing person reports that have been processed and emailed; and
- Continue to send original missing person reports via Department grey mail to DSVD MPU, mail stop 400. No copies are necessary.

INVESTIGATING OFFICER'S RESPONSIBILITIES:

- Review the missing person reports and verify the missing person is entered into MUPS; and
- Review the found reports and verify the person was removed from MUPS.

COMMANDING OFFICERS RESPONSIBILITIES: All Commanding Officers are responsible for ensuring methods and systems are put in place to effectively track and forward completed missing person reports to DSVD MPU. Commanding Officers shall also ensure all personnel within their commands adhere to this Notice.

Should you have any questions, please contact the Missing Persons Unit, DSVD, at (213) 996-1800.



KRIS E. PITCHER, Deputy Chief
Chief of Detectives

APPROVED:



DANIEL RANDOLPH, Commander
Chief of Staff
Office of the Chief of Police

DISTRIBUTION "D"