

OFFICE OF OPERATIONS

NOTICE

February 20, 2020

1.11

TO: All Office of Operations Personnel

FROM: Director, Office of Operations

SUBJECT: MISSING/FOUND PERSONS INVESTIGATION, FORM 03.16.00,
DOCUMENTATION – CLARIFICATION AND REMINDER

This Notice serves as a reminder to Department personnel to ensure the proper use of the date and time for determining when a person is missing, as set forth in Department Manual Section 4/712, *Missing/Found Persons*. Office of Operations Notice, Missing Persons Investigation Report Documentation, dated November 7, 2018, also outlines the procedures in detail.

The “DATE/TIME POLICE DETERMINED MISSING (START OF 2 HRS)” box on the Missing/Found Persons Investigation, Form 03.16.00, refers to the time the investigating officer determined the person is missing **after** a preliminary investigation is performed. The preliminary investigation includes the source checks/phone calls referenced directly on the Missing/Found Persons Investigation, as well as any searches, interviews, or follow-ups the investigating officer deems necessary. It is only after all reasonable leads to locate the missing person have been exhausted that the officer can make the determination that the person is missing (absent any credible evidence of a related crime).

Once the “missing” determination has been made, the officer shall provide Area Records Unit personnel the information required to enter the missing person into the National Crime Information Center (NCIC) database and to generate a Division of Records (DR) number within the **two hour** time frame as required by state law (i.e., California Penal Code Section 14211). If the investigating officer is unable to return to the station to provide the appropriate information and obtain a DR number within the two-hour time frame, the officer shall contact the Area Records Unit telephonically to meet the NCIC requirement.

Note: The current Missing/Found Persons Investigation, located on the Department’s Local Area Network, shall be the only form used. Any outdated versions of the form shall be destroyed.

Note: If there is a vehicle associated with the missing person or incident, the identifying information on the vehicle should be included in the NCIC and the Stolen Vehicle System (SVS). Vehicles and other specific identifying information should be included in the database entries for the subject/incident.

After entry, Area Records Unit personnel shall provide the requesting officer the NCIC printout. The officer shall include the NCIC printout as well as any other supporting documentation

pertinent to the subject or investigation as numbered pages of the Missing/Found Persons Investigation, prior to submission to the watch commander for review. If a request to Area Records Unit personnel originates from an officer assigned to an outside Area/division, Area Records Unit personnel shall either email or fax the NCIC printout to the requesting officer.

Note: A request to outside Area Records Unit personnel for an NCIC printout shall only be done if there are no available Area Records Unit personnel at the requesting officer's Area.

Prior to report approval, watch commanders shall ensure the Missing/Found Persons Investigation has been thoroughly completed, to include any supplemental narratives and/or information, as well as the NCIC printout, all of which shall be numbered in direct sequence (e.g., Page 1 – Form 03.16.00 face sheet; Page 2 – incident narrative; Page 3 – SVS printout; and Page 4 – NCIC printout).

If you have questions regarding this Notice, please contact the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.



ROBERT N. ARCOS, Assistant Chief
Director, Office of Operations

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