

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
1115.9, LOST OR MISSING PERSONS**

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POLICY:

It is the policy of the Orlando Police Department to make every effort to report, investigate, and locate lost or missing persons. Officers shall follow up any and all investigative leads that may result in the immediate location of a missing person.

This policy establishes procedures for managing child, juvenile, or adult lost or missing person cases.

PROCEDURES:

1. DEFINITIONS

Adult: An adult is described as 18 years of age or older. The adult is considered missing if the disappearance is unexplained and his or her whereabouts is unknown.

A Child is Missing: A reverse-911 calling system that notifies local businesses and residences within a one-mile or more radius of a missing child or endangered adult. Activation requires CID supervisor or watch commander approval. This may also be used when a small child is found who does not possess the verbal skills to identify where he or she lives. An alert may be sent out to nearby homes stating that a lost child has been found and providing the Communications non-emergency number to call back. Please hold back identifying information on the child if using this service for this purpose.

C.A.R.T. (Child Abduction Response Team): Comprised of specially-trained personnel from local law enforcement agencies. They will respond as a team to child abduction cases when requested. Activation requires CID supervisor approval.

Child: A child is described, for the purposes of this policy, as 12 years of age or less. The child is considered lost or missing if his or her whereabouts is unknown and the disappearance is out of character. Note: The State of Florida considers a child to be any person younger than 18 years of age.

Juvenile: A juvenile is described as 13 through 17 years of age. The juvenile is considered missing or a runaway if his or her disappearance is unexplained and the whereabouts is unknown.

A juvenile runaway who possesses mental deficiencies or medical complications, and is over 12 years of age, may fall under the provisions of a lost or missing child. The watch commander shall make this determination.

Missing Endangered Person:

- a. A missing child (a child is defined by the State of Florida as a person younger than 18 years of age);
- b. A missing adult younger than 26 years of age; or
- c. A missing adult 26 years of age or older who is suspected by a law enforcement agency of being endangered or the victim of criminal activity.

2. REPORT REQUIRED

Missing person reports shall be taken when the subject is:

- a. A full-time resident of the City of Orlando, even if the missing person was last known to have been seen in another jurisdiction.
- b. Last seen within the city limits of Orlando regardless of the subject's place of residency.

A missing person traveling to Orlando, whose arrival is not confirmed, shall be reported to the jurisdiction in which the subject was last seen.

There are no time restrictions for reporting a person missing, but the individual making the report must sign an OPD Missing Person Affidavit.

3. LOST OR MISSING CHILD

3.1 COMMUNICATIONS RESPONSIBILITIES

The Communications Division shall dispatch two units to the scene: a primary unit and a backup unit to assist.

3.2 PRIMARY OFFICER'S RESPONSIBILITIES

The primary officer shall meet with the reporter and complete an Incident Offense Report and an OPD Missing Person Affidavit/OPD Missing Child/Juvenile Checklist (Attachment A). The primary officer shall broadcast a local lookout, and a message shall be sent to all stations via Teletype when the child is not immediately located. The officer shall consider the following information when making a local lookout or entry into NCIC/FCIC during search operations:

- a. Age – the younger the child, the more concern.
- b. The mental and physical condition of the child.
- c. Dangers in the area such as lakes, culverts, drainage wells, etc.
- d. Past history of the child's behavior (past history of runaway, etc.).

The primary officer shall also obtain the following information:

- a. A complete description of the child.
- b. Names of the child's associates – playmates and addresses, if possible.
- c. A recent photograph.
- d. Enter into Teletype immediately and, in any event, not later than two hours of receipt of the report by this Agency, as required by state law.

To assist the primary officer with conducting a thorough preliminary investigation, please refer to Attachment C - Missing Child Initial Responder Tasks.

The primary officer shall begin a preliminary search of the immediate area to verify disappearance, especially places where a child may hide and nearby bodies of water. The primary officer needs to identify the exact place the victim was last seen and secure the scene until it can be searched and examined for possible evidence.

3.3 BACKUP OFFICER'S RESPONSIBILITIES

The backup officer shall proceed to the scene and aid in the search and interviewing of possible witnesses.

3.4 SUPERVISORY RESPONSIBILITIES

If the child is not located within 30 minutes of the arrival of the primary officer, the officer's supervisor and the CID supervisor shall be notified. The Patrol supervisor shall respond to the scene to assume command of the operation. The CID supervisor will determine if a detective will respond and assist.

The sector supervisor assuming command shall coordinate the searching parties, secure additional units and, if needed, establish a command post.

The supervisor should complete the Missing Persons/Code 10 Information Sheet (Attachment E).

If the missing child is not located within one hour of the arrival of the primary officer, the sector supervisor will notify the watch commander.

3.5 WATCH COMMANDER'S RESPONSIBILITIES

The watch commander shall:

- a. Request assistance from other agencies and individuals (media, fire department, neighbors, "A Child is Missing," etc.)
- b. Determine if a juvenile who possesses mental deficiencies or medical complications, and is over 12 years of age, falls under the provisions of a lost or missing child.
- c. Determine whether to conduct an extensive search for a lost child if the child is an extreme habitual runaway who has always been previously found in a safe condition.
- d. Coordinate search units, assign additional on-duty units, and if necessary, establish a command center (see Section 8, General Area Search, for additional information).
- e. Authorize the termination of a search for a lost or missing child by uniform patrol. The Special Victims Unit shall continue the investigation as outlined in Section 3.8.

3.6 SPECIAL VICTIMS UNIT SUPERVISOR RESPONSIBILITIES

- a. The CID supervisor or watch commander will determine if a detective will respond to the scene to assist.
- b. Provide "A Child is Missing's" phone number (888.875.2246) to the on-scene officer and have him or her call immediately. The CID supervisor or detective must notify Communications immediately once "A Child is Missing" is activated. The CID supervisor or detective must also notify "A Child is Missing" and Communications once the child has been located.
- c. If criteria are met, contact FDLE at 1.888.356.4774 to activate the Amber Alert.
The criteria are:
 1. The child must be under 18 years of age, and
 2. There must be a clear indication of abduction, and
 3. The law enforcement agency's investigation must conclude that the child's life is in danger, and
 4. There must be a detailed description of child and/or abductor/vehicle to broadcast to the public, and
 5. The activation must be recommended by the local law enforcement agency of jurisdiction.

If all five criteria are not met, and the child is believed to be in imminent danger, notify the FDLE Missing Child Alert at 1.888.356.4774. This will enable FDLE to distribute to the media a flyer with the child's photo.

- d. Determine whether to ask for assistance from the C.A.R.T.

3.7 SPECIAL VICTIMS UNIT DETECTIVE RESPONSIBILITIES

- a. Respond to the scene when requested by the CID supervisor or watch commander and assist in gathering information and photo of missing child.
- b. Once on the scene, determine if additional resources could be utilized (bloodhound, helicopter, dive team, etc.)
- c. Notify the Public Information Officer.
- d. Create flyers for Patrol and send to media, Public Information Officer, and other law enforcement agencies.
- e. Ensure that a bolo was published, and update the information, if necessary.
- f. Gather information on suspect(s) utilizing all investigative resources. If criteria are met, obtain warrants on suspect(s).
- g. Ensure that the child and suspect were entered in NCIC/FCIC. Update as necessary. Ensure that any warrant was entered.
- h. Keep detailed case notes of all action taken, all leads received, and all persons contacted.

3.8 SPECIAL VICTIMS UNIT RESPONSIBILITIES

A detective shall be assigned to conduct the follow-up investigation when the report of a missing child is received. The assigned detective will also be responsible for ensuring that the missing child has been entered into Teletype.

In cases that involve another jurisdiction, the Special Victims Unit Supervisor will coordinate the investigative efforts with that jurisdiction in regards to the follow-up investigation. In investigations where the missing child was last seen in the City of Orlando, but is a resident of another jurisdiction, the Special Victims Unit supervisor will contact the resident jurisdiction in an effort to transfer the investigation. If agreement is reached, the Incident Offense Report and affidavit will be faxed to the resident agency so that the Teletype authority can be immediately changed. The Special Victims Unit supervisor will cancel the missing person message as OPD authority and will verify that the resident jurisdiction has entered the missing person prior to closing the investigation.

OPD Communications Validations will validate all missing persons FCIC and NCIC entries monthly. (18.14d) Florida Statute 937.031 requires that all missing persons entered into Teletype that remain missing 30 days after the original entry date must then have dental records entered. If the missing child is not located in 30 days, the missing child's dentist must complete a Missing Person Dental Report. It is the responsibility of the assigned detective to obtain these records and have them entered into Teletype. If no dental records exist or are unattainable, the Teletype entry must be updated and a supplemental report must be completed indicating the information was unavailable.

If a missing person is not located within 90 days after the missing person report is filed, the assigned detective shall attempt to obtain a biological specimen for DNA analysis from the missing child (e.g., toothbrush) or from appropriate family members (buccal swabs). FDLE will assist in identifying approved biological specimens for DNA analysis.

In cases where the missing child is not located, an investigative supplement will be required every 60 days after the initial investigative supplement giving the status of the investigation until such time as the missing youth is located. At no point will the case be given a status of "Inactive."

4. MISSING OR RUNAWAY JUVENILE

4.1 REPORTING OFFICER'S RESPONSIBILITIES

Upon receipt of a missing juvenile or runaway complaint, the reporting officer shall:

- a. Complete an Incident Offense Report.
- b. Complete an OPD Missing Person Affidavit/OPD Missing Child/Juvenile Checklist (Attachment A, front and back) and attach a current photo, if available. Place affidavit and photo into the Report Review and Information Unit box by end of shift or place on Missing Children detective's desk. A written statement is optional.
- c. Enter the missing person into NCIC/FCIC immediately and in any event, not later than two hours of receipt of the report by this Agency, as required by state law.

- d. Broadcast a local lookout; a message shall be sent to all stations via Teletype when the juvenile is not immediately located.

If there are suspicious circumstances surrounding the disappearance of the juvenile, an immediate in-depth investigation shall be conducted utilizing all available resources.

When a lost or missing juvenile is recovered, the recovering officer shall:

- a. Complete a supplement report documenting the recovery by end of shift. Include detailed information on where and when child was located, child's condition, circumstances, others present, who was notified, who child was released to, and what operator removed the child from NCIC/FCIC.
- b. Complete an OPD Post-Locate Interview of the Runaway Juvenile (Attachment B).
- c. Authorize Teletype to cancel the NCIC/FCIC entry and include the Teletype operator's employee number in the supplement report.
- d. Attempt to contact the responsible adult party for the juvenile and make arrangements for the juvenile to be picked up. When no contact is made, the juvenile should be taken to Great Oaks Village by a sworn officer for processing unless the child is from out of state (see procedures below).
- e. If the missing juvenile is arrested and taken to the Juvenile Assessment Center (JAC), have Teletype fax the hit to the JAC at 407.836.8871 and attach to the paperwork. This will make the JAC aware of the fact the juvenile is missing and minimize the juvenile being released to a non-relative, thus increasing the risk that he or she become missing again. Attempt to contact the complainant listed in the report to notify him or her of the juvenile's location and indicate this information in the recovery report.

4.1.1 OUT OF STATE RUNAWAY

Any non-delinquent, out-of-state runaway is to be transported to SECURE DETENTION at the Juvenile Assessment Center per the Interstate Compact on Juveniles found at §985.502, Fla. Stat. You will be required to submit a copy of the NCIC/FCIC hit and complete a Warrant Arrest Affidavit. Write "Non-Criminal" on top of the affidavit and for charges write "None." Under narrative you may state: "No charges/non-criminal out-of-state runaway. Hold in secure facility per National Rules and Regulations Rule #5-102. Runaway status confirmed through Teletype."

The Juvenile Assessment Center staff will, in turn, contact The Department of Juvenile Justice Interstate Compact Office, 850.488.3795/Suncom 850.278.3795, to arrange for transportation home. The officer shall remove juvenile from NCIC/FCIC, complete Post-Locate Interview (Attachment B), complete recovery supplement by end of shift, and attempt to notify parent/guardian.

If the juvenile is a walk-in recovery at the OPH Information Desk, Communications will be contacted to dispatch an officer to complete an OPD Post-Locate Interview of the Runaway Juvenile form.

Between 0630 and 2230 hours, Great Oaks Village (GOV) personnel will call the OPD Information Desk to report missing juveniles and recovered juveniles from GOV. These reports will go to the Report Review and Information Unit. Great Oaks personnel shall initiate an OPD Missing Person Affidavit notarized by someone on their staff and an OPD Missing Child/Juvenile Checklist, and fax the affidavit to OPD Teletype. When GOV does not have a notary on duty, a sworn officer must respond to sign/witness the affidavit. Additionally, an officer must go to the GOV office once during each shift to pick up original affidavits and checklists and deliver them to OPD Headquarters. Officers must continue to respond to GOV and take reports between 2230 and 0630 hours.

4.2 SPECIAL VICTIMS UNIT RESPONSIBILITIES

A detective shall be assigned to conduct the follow-up investigation when the report of a missing juvenile is received. The assigned detective will also be responsible for ensuring the missing juvenile has been entered into Teletype.

In cases that involve another jurisdiction, the Special Victims Unit Supervisor will coordinate the investigative efforts with that jurisdiction in regards to the follow-up investigation. In investigations where the missing juvenile was last seen in the City of Orlando, but is a resident of another jurisdiction, the Special Victims Unit Supervisor will contact the resident jurisdiction in an effort to transfer the investigation. If agreement is reached, the Incident Offense Report

and affidavit will be faxed to the resident agency so the Teletype authority can be immediately changed. The Special Victims Unit supervisor will cancel the missing person message as OPD authority and will verify that the resident jurisdiction has entered the missing person prior to closing the investigation.

OPD Communications Validations will validate all missing persons FCIC and NCIC entries monthly. (18.14d) Florida Statute 937.031 requires that all missing persons entered into Teletype that remain missing 30 days after the original entry date must then have dental records entered. If the missing juvenile is not located in 30 days, the missing juvenile's dentist must complete a Missing Person Dental Report. It is the responsibility of the assigned detective to obtain these records and have them entered into Teletype. If no dental records exist or are unattainable, the Teletype entry must be updated and a supplemental report must be completed indicating the information was unavailable.

If a missing person is not located within 90 days after the missing person report is filed, the assigned detective shall attempt to obtain a biological specimen (e.g., toothbrush) from the missing child for DNA analysis or from appropriate family members (buccal swabs). FDLE will assist in identifying approved biological specimens for DNA analysis. It is the responsibility of the assigned detective to obtain these records and have them entered into Teletype. If no DNA records exist or are unattainable, the Teletype entry must be updated and a supplemental report must be completed indicating the information was unavailable.

In cases where the missing youth is not located, an investigative supplement will be required every 60 days after the initial investigative supplement giving the status of the investigation until such time as the missing youth is located. At no point will the case be given a status of "Inactive."

5. MISSING ADULT

5.1 REPORTING OFFICER'S RESPONSIBILITIES

There is no waiting period for reporting a missing person. Upon receipt of a missing adult complaint, the reporting officer shall:

- a. Complete an Incident Offense Report.
- b. Complete an OPD Missing Person Affidavit.
- c. Enter the missing person into NCIC/FCIC immediately, and in any event, not later than two hours of receipt of the report by this Agency, as required by state law.

See Section 9 for guidelines on Missing Endangered Persons for further information on missing endangered adults.

If the missing adult has dementia or Alzheimer's that could present additional risk to the subject's well-being, the procedures outlined in Section 6 shall be followed. The on-call Violent Crimes Supervisor shall be notified to determine if a detective will respond and assist.

If a missing adult is accompanied by a missing child/juvenile, a missing person Incident Offense Report shall be completed listing both the adult and child/juvenile. OPD Missing Person Affidavits shall be completed for each person using the same case number.

If a reported missing adult is located and verifies his or her safety, but does not want his or her whereabouts made known to others, including the reporting individual, the location of the individual will not be made public or entered in a police report. The safety and welfare of the "missing adult" may be confirmed with the reporting individual.

The reporting officer shall complete a supplement report indicating the adult was found and shall cancel the NCIC/FCIC entry.

5.2 HOMICIDE UNIT INVESTIGATIVE RESPONSIBILITIES

A detective shall be assigned to conduct the follow-up investigation when the report of a missing adult is received. The assigned detective shall be responsible for ensuring the missing adult is entered into Teletype, if necessary.

In cases that involve another jurisdiction, the Homicide Unit supervisor will coordinate the investigative efforts with that jurisdiction in regards to the follow-up investigation. In investigations where the missing person was last seen in the City of Orlando, but is a resident of another jurisdiction, the Homicide Unit supervisor will contact the resident jurisdiction in an effort to transfer the investigation. If agreement is reached, the Incident Offense Report and affidavit will be faxed to the resident agency so the Teletype authority can be immediately changed. The Homicide Unit supervisor will cancel the missing person message as OPD authority and will verify that the resident jurisdiction has entered the missing person prior to closing the investigation.

OPD Communications Validations will validate all missing persons FCIC and NCIC entries monthly. (18.14d) Florida Statute 937.031 requires that all missing persons entered into Teletype that remain missing 30 days after the original entry date must then have dental records entered. If the missing adult is not located in 30 days, the missing adult's dentist must complete a Missing Person Dental Report. It is the responsibility of the assigned detective to obtain these records and have them entered into Teletype. If no dental records exist or are unattainable, the Teletype entry must be updated and a supplemental report must be completed indicating the information was unavailable.

If a missing person is not located within 90 days after the missing person report is filed, the assigned detective shall attempt to obtain a biological specimen for DNA analysis from the missing adult (e.g., toothbrush) or from appropriate family members (buccal swabs). FDLE will assist in identifying approved biological specimens for DNA analysis.

In cases where the missing adult is not located, an investigative supplement will be submitted by June 30 of each year giving the status of the investigation until such time as the missing adult is located. At no point will the case be given a status of "Inactive."

6. MISSING PERSONS WITH DEMENTIA OR ALZHEIMER'S

6.1 DEFINITION OF TERMS

Alzheimer's Disease: A disease that results in destruction of brain tissues over a 15-20 year period, causing dementia.

Dementia: Set of symptoms that occur when a disease destroys the brain slowly, including:

- a. Loss of short-term and long-term memory.
- b. Poor judgment.
- c. Loss of abstract thinking and problem solving.

Other Dementing Illnesses: Parkinson's disease, strokes.

6.2 RESPONSIBILITIES

6.2.1 COMMUNICATIONS RESPONSIBILITIES

The Communications Division shall dispatch two units to the scene: A primary unit and a backup unit to assist and notify the sector supervisor of the incident.

6.2.2 PRIMARY OFFICER'S RESPONSIBILITIES

The primary officer shall meet with the reporter and complete an Incident Offense Report, an OPD Missing Person Affidavit (Attachment A), and Initial Responder Tasks checklist (Attachment D). The primary officer shall broadcast a local lookout, and a message shall be sent to all stations via Teletype when the missing person is not immediately located. The officer shall consider the following information when making a local lookout or entry into NCIC/FCIC during search operations:

- a. The mental and physical condition of the person with dementia.
- b. Dangers in the area such as lakes, culverts, drainage wells, etc.
- c. Past episodes where the person with dementia has been lost and recovered.

The primary officer shall also obtain the following information:

- a. A complete description of the missing person with dementia.
- b. Places the missing person with dementia normally frequents.
- c. A recent photograph.

The primary officer shall begin a preliminary search of the immediate area or attempt to locate the missing person, particularly where a person with dementia could hide. Identify the exact place the missing person was last seen and secure the scene until it can be searched and examined for possible evidence or made available for a K-9 track.

Whether the missing person with dementia is found or not, the primary officer shall refer the complainant/caregiver to the local Alzheimer Resource Center at 407.843.1910 and the Association for Safe Return at 888.572.8566 or the Central and North Florida Alzheimer's Association at 407.228.4299 or 800.272.3900.

6.2.3 BACKUP OFFICER'S RESPONSIBILITIES

The backup officer shall proceed to the scene and aid in the search and interviewing of possible witnesses.

6.2.4 SUPERVISORY RESPONSIBILITIES

If the missing person with dementia is not located within 30 minutes of the arrival of the primary officer, the officer's supervisor shall respond to the scene to assume command of the operation. The on-call Violent Crimes Supervisor shall be notified and will determine if a detective will respond and assist.

The sector supervisor assuming command shall coordinate the searching parties, secure additional units and, if needed, establish a command post.

The supervisor should complete the Missing Persons/Code 10 Information Sheet (Attachment E).

If the missing person with dementia is not located within one hour of the arrival of the primary officer, the sector supervisor will notify the watch commander.

6.2.5 WATCH COMMANDER'S RESPONSIBILITIES

The watch commander shall:

- a. Request assistance from other agencies and individuals (media, fire department, neighbors, citizens band radio operators, etc.).
- b. Coordinate search units, assign additional on-duty units and, if necessary, establish a command center.
- c. Authorize the termination of a search for a lost or missing person with dementia by uniform patrol. The Violent Crimes Section shall continue the investigation, or
- d. Initiate an extended search.
- e. If criteria are met, activate the Silver Alert System (see Section 6.3).

6.3 SILVER ALERT

The Silver Alert System has been developed to broadcast information of a missing elderly person who suffers from Dementia or Alzheimer's Disease to the general public in a timely manner.

The Silver Alert System may be activated if all of the following criteria are met:

- a. The investigating officer has entered the missing person in NCIC/FCIC;
- b. The missing person is 60 years of age or older;
- c. There must be a clear indication that the individual has a diagnosed cognitive impairment, such as Dementia; or

- d. Under extraordinary circumstances when a person age 18 to 59 has irreversible deterioration of intellectual faculties and the watch commander or Homicide sergeant has determined that the missing person lacks the capacity to consent, and the use of dynamic message signs may be the only possible way to rescue the missing person.
- e. The missing person is believed to be in danger.
- f. A Silver Alert activation must be authorized by a watch commander or the Homicide supervisor.

ACTIVATION PROCEDURES: The investigating officer and patrol sergeant shall be responsible for the following procedures:

- a. The Silver Alert System should be activated as soon as possible after it is determined that all of the above criteria have been met and when an immediate search of the area has failed to locate the individual. It is further believed the activation of the alert through media and other local resources would aid in the safe recovery of the individual. Contact 1.888.356.4774, which is the FDLE Missing Endangered Persons Information Clearinghouse (MEPIC), to activate the Silver Alert.
- b. Contact should also be made with A Child is Missing to activate a neighborhood call alert at 1.888.875.2246.
- c. Notify the Media Relations to alert local media.
- d. If a vehicle is involved, the statewide messaging system may also be activated via FDOT's highway dynamic message signs and other highway advisory methods.
- e. Advise the following information to the person answering the activation of the Silver Alert Plan:
 - a. Vehicle description and tag number (verified via Teletype or other means).
 - b. That a statewide BOLO to other law enforcement agencies has been initiated.
 - c. Notification to the local media has been done.
- f. Notify the on-call Homicide sergeant.
- g. A case may also be opened with the FDLE Missing Endangered Persons Information Clearinghouse (MEPIC). Refer to Section 9 for more information.
- h. Once the individual is located, the Silver Alert must be cancelled. FDLE and the Media Relations should be notified.

6.4 FACTS ON PERSONS WITH DEMENTIA WHO BECAME LOST AND WERE FOUND

Persons with dementia, whether from Alzheimer's or other causes, who become lost rarely ask for assistance. Some will seclude themselves and not respond to searchers.

Persons who are found alive have generally continued to walk in the community and are found in populated areas such as yards, streets, sidewalks, businesses, and open buildings.

Persons who are found dead are almost always found in natural areas, such as fields, woods, bodies of water, ditches, etc.

Some become lost when they are wandering, but there are many other reasons someone might become lost.

Factors contributing to becoming lost include:

- a. Agitated or difficult behavior in the home setting.
- b. The caregiver performing other tasks.
- c. The caregiver being asleep.

NOTE: Officers interviewing caregivers who are reporting a lost or missing person with dementia should be very careful not to be critical or demeaning to the caregiver. The caregiver has probably been under much stress for the past several months/years, and this event will only compound his or her anxiety. A critical approach will not only make the caregiver feel worse, it may significantly decrease his or her ability to cope and provide timely, needed information to continue the search.

6.5 FINDING A LOST PERSON

6.5.1 BASIC SEARCH STRATEGIES

- a. Use as many resources as you can so you can find the person while he or she is still walking.
- b. Initially, focus on populated areas near where the person was last seen (1– 5 mile radius).
 1. Cover an area of increasing circumference around where the person was last seen. Start with one mile and go out to five miles.
 2. Wandering outside a radius of five miles is unusual, but not usually associated with death, so a less intense search is needed.
- c. Search carefully:
 1. Lost persons rarely seek help after they are lost; so you must be actively searching in order to find them.
 2. Even when searchers are very near to them, they will not respond, but will remain secluded.
 3. You must almost “trip over them” to find them. Walking searches are most effective.
 4. Search all streets and highways, residential yards, and easily accessible buildings.
 5. Continue searching throughout the night.

6.5.2 EXTENDED SEARCH STRATEGIES

If the person is not found within six to 12 hours from the time he or she was initially missing, shift the search to secluded/natural areas starting from the last known point and working out to a one-mile radius. This search should begin within 24 hours.

- a. Use community alerts judiciously.
- b. Search natural, secluded areas using intensive search strategies.
- c. Intensify the search within a half-mile radius of the residence.
- d. Move the search radius out to one to two miles and search the same area again.
- e. If they left in their car:
 1. First find the car. Use aerial search techniques as often the person will drive the car into a remote location, such as woods or fields.
 2. Begin an intensive search of secluded/natural areas immediately!
 3. Search around the car within a 1-mile radius as he or she often will walk away from the car, but do not get far.

6.6 TIPS FOR SEARCHING FOR PERSONS WITH DEMENTIA

6.6.1 WHY PERSONS WITH DEMENTIA BECOME LOST IN THE COMMUNITY.

Dementing illnesses result in persons with dementia forgetting their address, their name, or who they live with, and not being able to recognize familiar areas such as their street or home.

The changes in judgment cause them to enter unsafe situations that may lead to their death, most notably entering secluded natural areas such as woods and remaining there until they die. For instance, the previously familiar dress of a police officer may now be unrecognizable to them. It is often up to law enforcement or good Samaritans to recognize that a person with dementia needs help.

6.6.2 WHERE PERSONS WITH DEMENTIA TEND TO GO WHEN THEY ARE LOST

Often the persons with dementia will wander around the neighborhood and can be found in nearby front and backyards. Other common places include streets, highways, and easily accessible buildings such as convenience stores, hospitals, and businesses.

Unfortunately some persons with dementia who are lost seek seclusion in natural areas. These can be woods, thick bushes, swamps, rivers, lakes/ponds, and remote fields. When this occurs, the person is very difficult to find and often succumbs to exposure and dies. Also, searchers can walk within a few feet of the person and he or she will not respond to calls or initiate action to get help. In many cases, unless a searcher literally walks into the person with dementia, he or she will not be found and will die even in well-searched areas.

When persons with dementia are found alive or dead, the location and direction they have gone rarely make logical sense. Searchers often are fooled by assuming that a person with dementia is successfully navigating to a certain location. While caregivers will often try to “make sense” of where the persons with dementia may be going, it is rarely correct and often delays effective searching.

6.6.3 THE MOST CRUCIAL CHARACTERISTICS OF A SUCCESSFUL SEARCH

- a. Start searching immediately.
 1. It is critical to find persons with dementia before they enter a secluded area where they become extremely difficult to find and likely to die.
 2. Ensure that the caregivers arrange to leave a familiar person in the home in the event of a successful return or find. Ensure that the primary caregiver can be reached by phone during the search.
- b. The initial search should concentrate on a one-mile radius of the place last seen.
 1. All accessible areas should be searched with most areas requiring a foot search. This includes front and backyards of houses, inside easily-accessible buildings, and streets/highways.
 2. The initial search should then extend to about a five-mile radius from the place last seen.
 3. Searching in this manner should continue for several hours depending upon how long the person with dementia has been missing. After six to eight hours from the time last seen, it will be crucial to begin to concentrate on the areas where poorer outcomes are more likely.
- c. If the initial search has been thorough and the person with dementia is not found, it is critical to return back to the place last seen and plan an intensive search of the natural areas within a one-mile radius.
 1. This includes all woods, brush, fields, water, and abandoned spaces such as cars and buildings.
 2. Every square foot has to be visually inspected; thus for areas with heavy brush or undergrowth, a shoulder-to-shoulder walking search must be undertaken.
 3. Persons with dementia who die when lost will be found within one mile of the place last seen more than 90% of the time.
 4. It is critical to plan the search so that every foot of natural area has been inspected visually.
 5. If the individual is not found within one mile, planning for the next mile should be done and the search extended.
 6. When the person with dementia becomes lost while driving a vehicle:
 - i. The typical range in which the person is found is equal to the number of miles that can be traveled with the available gas. It is rare that a person with dementia successfully negotiates filling the gas tank alone.
 - ii. The car is often found at the side of the road in a ditch. Other common places are fields and woods where the car can be totally obscured.
 - iii. Persons with dementia who become lost driving usually abandon the safety of the car and are found in a secluded natural area within one mile; frequently they are found within 50 yards.
 - iv. The initial search should focus on finding the car; then focus on a one-mile radius of the abandoned car using the above techniques.
- d. Most commonly, searchers find persons with dementia while on foot.
 1. Helicopters may be useful, particularly in cases of drowning in remote areas or when searching for abandoned cars. However, be careful not to exclude a foot search of an area in which a helicopter search did not locate anything. Frequently a person with dementia has so secluded themselves in brush that a visual sighting is not possible, even from a close distance.

2. Search dogs may be useful, but search dogs frequently have missed persons with dementia secluded in a natural area. Often the only successful approach to finding a person with dementia is an intense foot search that literally “runs into” the individual.

6.6.4 SEARCH CONSIDERATIONS

- a. Persons with dementia-related illnesses may not respond to their name being called. They may perceive that they are “in trouble” and further hide or seclude themselves.
- b. If the person is located, those having initial contact with the recovered person suffering from dementia-related illnesses should do the following:
 - (1) Use low, calm voices and short simple sentences or questions.
 - (2) Clearly identify yourself as law enforcement and explain what you are doing.
 - (3) Ask permission before touching.
 - (4) Use simple instructions and positive reinforcement.
 - (5) Allow plenty of time for the person to respond.
 - (6) Limit volume of radios and curtail the use of lights and sirens, if possible and practical, as this may further agitate the person.

6.7 RESOURCES

Safe Return is a program of the National Alzheimer’s Association to enable the safe return of persons with dementia who have become lost in the community. It is similar to a “medic alert” program. All persons with dementia should be registered with the program so that correct information can be obtained when someone is found. After someone is missing, the Safe Return program should be contacted in case it receives a call of someone being found. Contact the local Alzheimer Resource Center at 407.843.1910 or the Association for Safe Return (888.572.8566) for details.

7. MENTAL HEALTH PATIENTS

Cases involving mental health patients from a mental health facility shall be processed according to the current issue of P&P 1114, Mental Health Cases (Baker Act).

8. GENERAL AREA SEARCH

The watch commander shall be responsible for the briefing of all search and rescue personnel. All searches shall be coordinated through the watch commander, who will oversee the assignment of areas of responsibility as follows: (21.01c)

- a. The general area search includes any wooded or uninhabited areas not far from the missing person’s residence or area last seen, bodies of water, areas that attract curious children (vacant buildings, shafts, holes, underpasses, neighbors’ backyards), neighborhood hangouts, all vehicles for which the victim may have had access including trunks of vehicles, abandoned vehicles, and secluded areas. The Orlando Fire Department may be utilized for searching bodies of water when needed. (21.01c) Chase, K-9, Bloodhounds, etc., may be utilized during the search, when needed.
- b. The following areas should also be checked: playgrounds, parks, malls, theatres, stores, schools, hospitals, and the Juvenile Assessment Center.
- c. Personnel assigned to the neighborhood canvass should ask the persons they contact for consent to search their residences/businesses for the missing person.

9. MISSING ENDANGERED PERSONS

An adult 26 years of age or older should be considered endangered if any and/or all of the following can be obtained:

- a. A statement from the reporting person stating “firsthand” knowledge of a mental or physical illness.
- b. A written statement from a physician or other authoritative source corroborating the missing person’s physical or mental condition.
- c. A written statement from a parent, legal guardian, family member, or other authoritative source advising the missing person’s disappearance was not voluntary or that the subject is in the company of another person under circumstances indicating that the subject’s physical safety is in danger.

Any person may submit to the Missing Endangered Persons Information Clearinghouse (MEPIC) information concerning missing endangered persons. MEPIC can assist law enforcement in Missing Endangered Persons cases. If the case involves a missing endangered person 26 years of age and older, only the law enforcement agency having jurisdiction over the case may submit a missing endangered person report to MEPIC. After making a report to MEPIC, it will be the law enforcement agency’s responsibility to notify MEPIC immediately of any case where the person has been located. MEPIC may be reached at 888.356.4774 toll-free. The Missing Endangered Persons Information Clearinghouse Report Form (Attachment F) will be used to make these reports.

1115.9 P&P 12/2018

ATTACHMENT A

ATTACH MOST RECENT PHOTO HERE	CASE NUMBER _____
ORLANDO POLICE DEPARTMENT MISSING PERSON AFFIDAVIT	
I, the undersigned, swear or affirm the following person is missing from (location) _____ _____ on the ____ day of _____ month ____ year.	
The person is described as follows: Race ____ DOB _____ Sex ____ Ht. ____ Wt. _____ Hair _____ Eyes _____ Remarks (scars, tattoos, piercings, etc.) _____	
If person is a juvenile, this section must be completed.	
Name (First) _____ (Middle) _____ (Last) _____ (Suffix) _____	
Aliases and/or Nicknames _____	
Social Security # _____ Driver's License # _____	
Child/Juvenile Birth Information: City _____ County _____ State _____	
Last Seen Wearing _____	
Name of Current School _____ Employer's Name/Address _____	
CURRENT Home Address _____ CURRENT Home Phone _____	
Guardian's Name, Address, and all Phone Numbers _____	
Mother's Name, Address, and all Phone Numbers _____	
Father's Name, Address, and all Phone Numbers _____	
I, _____, am the parent, legal guardian, custodian, or am otherwise authorized to report _____, a minor child/juvenile/adult, to the Orlando Police Department as missing. I hereby authorize the Orlando Police Department, its officers and employees, in the conduct of their investigation, to release, publish and distribute photographs and other information about this missing person to other law enforcement agencies, the media, public and private missing persons organizations, and any other person, agency, or group.	
I further swear or affirm that I do not know the whereabouts of _____ and that I am authorized to report this person as missing, as the parent, guardian, custodian, or otherwise authorized reporter.	
I understand that giving false information to a law enforcement agency is a violation of City Code Chapter 43.16 for which I may be subject to prosecution.	
Signed _____ Witness _____	
Attach to Incident Offense Report	PAGE 1 OF 2 <u>ENSURE COMPLETION OF PAGE 2</u>

ATTACHMENT A (Continued)

CASE NUMBER: _____

ORLANDO POLICE DEPARTMENT
MISSING CHILD/JUVENILE CHECKLIST

Number of Prior Runaways:

_____ Reported to Police

_____ Not Reported to Police

List any Changes in Juvenile's Behavior, Friends, School Work, etc.

List of Hangouts (malls, specific areas of town, etc.)/Hobbies (surfing, skateboarding, etc.)

1. _____
2. _____
3. _____

List of Friends, Relatives, or Associates (Name/Address/Phone Number)

1. _____
2. _____
3. _____

Other Possible Leads _____

Name and Phone # of Probation Officer (if applicable) _____	Notified? Yes / No
Arrest History _____	Any Warrants _____
Name and Phone # of D.C.F. Caseworker (if applicable) _____	Notified? Yes / No

OFFICER'S SIGNATURE/EMPLOYEE #

DATE

ATTACHMENT B

DATE: _____

CASE #: _____

ORLANDO POLICE DEPARTMENT
POST-LOCATE INTERVIEW OF THE RUNAWAY JUVENILE

JUVENILE'S NAME: _____ **R/S** _____ **DOB:** _____

1. Why did you run away?

2. Where did you stay?

3. Do you feel safer on the street or with friends, than being at home?

4. How did you survive?

5. Were you ever scared while you were on the run?

6. Do you feel good about going or being home?

7. If you could change one thing about your home life, what would that be?

8. Will you run away again?

OBSERVATION OF THE LIVING ENVIRONMENT:

1. Overall appearance of the house?

2. Overall appearance of the child's room?

OFFICER'S SIGNATURE EMPLOYEE # DATE

ATTACHMENT C

**ORLANDO POLICE DEPARTMENT
MISSING CHILD
INITIAL RESPONDER TASKS**

- Verify jurisdiction based on where child was last seen. __ City __ County
- Interview person who made initial missing child report.
Name: _____ Relationship to child: _____
DOB: _____ Phone: _____
Address: _____
- Obtain description of missing child:
Name: _____ R/S: _____ Age: _____ DOB: _____
Hgt: _____ Wgt: _____ Hair: _____ Eyes: _____
Clothing: _____
Shoes: _____ Habits: _____
- Detailed description of suspect/abductor:
Name: _____ Age: _____ R/S: _____ Eyes: _____
Clothing: _____
Shoes: _____ Other Identifiers: _____
- Detailed description of suspect's vehicle:
Possible Year: _____ Make: _____ Model: _____
Style: _____ Tag #: _____ State: _____ Color: _____
Specific identifiers: _____
- Relay BOLO information on all channels to local law enforcement.
- Search residence, play areas, yard, and surrounding areas to determine whether child is in fact missing.
- Check with family members/friends. Could the child be with one of them?
- Identify Parents:
Father: _____ R/S: _____ DOB: _____
Address: _____
Mother: _____ R/S: _____ DOB: _____
Address: _____
- Single parent household: Yes ___ No ___
Boyfriend/Girlfriend to either parent: Yes ___ No ___
Name: _____ Address: _____
Name: _____ Address: _____
- Obtain names, addresses, telephone numbers of child's friends, relatives, school, doctor.
- Request K-9 assistance (preferably bloodhound).
Handler: _____ K-9 _____
- Preserve child's bedding, used clothes, and shoes for K-9 and evidence. Do not contaminate.
- Obtain scent articles.
What are they? _____
- Evaluate contents and appearance of child's room and home.
- Secure child's room as if a crime scene.
- Protect hairbrush, diary, and items with child's fingerprints, computer and disks.
DO NOT TOUCH COMPUTER.
- Enter child's information into NCIC/FCIC.
- Dental records available: ___ Yes ___ No Dentist Name _____
- Notify supervisor if child is not located within 30 minutes of the arrival of patrol officer.
- Notify the on-call Crimes Against Children/Sex Crimes supervisor.
- Notify watch commander if child is not located within one hour of the arrival of the supervisor.
- Establish command post away from immediate scene or family's residence.

ATTACHMENT D

**ORLANDO POLICE DEPARTMENT
MISSING PERSON WITH DEMENTIA
INITIAL RESPONDER TASKS**

- Verify jurisdiction where person was last seen _____ City _____ County
- Interview person who made initial missing person report
 Name: _____ Relationship: _____
 R/S: _____ DOB: _____ Phone _____ Work: _____
 Address: _____
- Description of Missing Person:
 Name: _____ R/S: _____ DOB: _____ Age: _____
 Hgt: _____ Wgt: _____ Hair: _____ Eyes: _____
 Shirt: _____ Pants: _____
 Hat: _____ Coat/Sweater: _____ Shoes: _____
 Habits/Places Frequented: _____
- Vehicle Description
 Year: _____ Make: _____ Model: _____ Color: _____
 Tag: _____ Body Style: _____ Misc: _____
- Obtain names, addresses, phone numbers of friends, close co-workers, places of employment (past and present).
 Have units check each thoroughly.
- Search missing person's residence thoroughly, including all outbuildings. Do not take the complainant's word that it has been checked.
- Ensure that hospitals, ambulance companies, mental health facilities, Medical Examiner's Office, Salvation Army, Coalition for the Homeless, etc. are contacted for this person or John/Jane Does of a similar description during this time period.
- Obtain scent articles for K-9, such as missing person's bedding, used clothes, and shoes.
- Obtain most recent photo for bulletins.
- Request K-9 (preferably bloodhounds if more than a couple of hours).
- Have missing person entered into FCIC, including vehicle driven, if applicable. Initiate BOLO.
- Refer reporter, relatives, and/or caregivers to the Alzheimer Resource Center – 407.843.1910 and the Association for Safe Return – 888.572.8566.

NOTE: If missing person drove away, ground searches may be delayed until the vehicle is located.

TIMELINE

- 30 minutes since time reported
- Begin Basic Search Strategies as described in this policy
 - Ensure family member or caregiver stays at residence and near their telephone
 - If not located, notify supervisor
 - Notify on-call Violent Crimes supervisor
- 60 minutes since time reported
- If not located, notify watch commander
 - Establish command post away from residence and relatives/caregivers
 - Search all locations frequented by missing person and routes between within one mile
- 6-12 hours after actually missing
- Commence Extended Search Strategies as described in this policy
 - If vehicle was used and located, begin an intensive ground search immediately starting at the vehicle and expanding to a one-mile radius
 - Starting from the last known point, shift search to secluded/natural areas
 - Begin Extended Search Strategies

ATTACHMENT F

	MISSING ENDANGERED PERSONS INFORMATION CLEARINGHOUSE REPORT FORM						
<p>To open a case with the Florida Department of Law Enforcement (FDLE), Missing Endangered Persons Information Clearinghouse (MEPIC), please complete this form with all available pertinent information and submit it along with a photograph of the missing person (if available). Additional pages may be attached as necessary. For parental abductions, please include a copy of the custody order. MEPIC should be notified of any updated, new or additional information concerning the missing person and his/her whereabouts or contact information. Please contact FDLE MEPIC to close the missing person's case once the person has been located.</p> <p>For additional information, contact FDLE MEPIC at 1-888-FL MISSING (356-4774).</p> <p>Submit form by Email: MEPIC@fdle.state.fl.us Fax: 850-410-8744 or Mail: FDLE MEPIC, 2331 Phillips Road, Tallahassee, FL 32308</p>							
NAME: (Last, First, Middle)			DATE OF BIRTH:		CITY OF BIRTH:	COUNTRY OF BIRTH:	
SEX:	RACE:	HISPANIC?	HEIGHT:	WEIGHT:	EYES:	HAIR:	
						TEETH: (crooked, chipped, etc.)	
ALIAS/NICKNAMES/MAIDEN NAME:				SCARS, MARKS, TATTOOS, SPECIAL IDENTIFIERS: (eye glasses, facial hair, etc.)			
NIC:		AGENCY CASE NUMBER:		SOCIAL SECURITY NUMBER:		DATE & TIME LAST SEEN:	
						DRIVER'S LICENSE NUMBER/STATE	
CLOTHING DESCRIPTION:			LAST KNOWN LOCATION:		POSSIBLE DIRECTION OF TRAVEL:		
CELL PHONE NUMBER:		EMAIL/SCREEN NAME(S):		SCHOOL/EMPLOYER NAME, ADDRESS, PHONE NUMBER:			
CUSTODIAN/NEXT OF KIN NAME, ADDRESS, PHONE NUMBER:					RELATIONSHIP TO MISSING PERSON:		
BIOLOGICAL PARENT(S) NAMES (if known):					PARENT 1: <input type="checkbox"/> LIVING <input type="checkbox"/> DECEASED <input type="checkbox"/> UNKNOWN		
					PARENT 2: <input type="checkbox"/> LIVING <input type="checkbox"/> DECEASED <input type="checkbox"/> UNKNOWN		
INCIDENT SUMMARY AND/OR ADDITIONAL INFORMATION:							
OTHER PERSON(S)							
IN COMPANY OF:		NAME: (Last, First, Middle)			ALIAS/NICKNAMES/MAIDEN NAME:		
<input type="checkbox"/> Companion <input type="checkbox"/> Abductor <input type="checkbox"/> Suspect							
DATE OF BIRTH:	SEX:	RACE:	HISPANIC: Y/N	HEIGHT:	WEIGHT:	EYES:	
						HAIR:	
						SOCIAL SECURITY NUMBER:	
DRIVER'S LICENSE NUMBER/STATE:		CLOTHING DESCRIPTION:			SCARS, MARKS, TATTOOS, SPECIAL IDENTIFIERS:		
LAST KNOWN ADDRESS: (Street, City, State, Zip)			SCHOOL/EMPLOYER NAME, ADDRESS, PHONE NUMBER:				
CELL PHONE NUMBER:		EMAIL/SCREEN NAME(S):			RELATIONSHIP TO MISSING PERSON:		
VEHICLE							
MAKE:	MODEL:		VEHICLE YEAR:	TYPE/STYLE:	VIN:	COLOR: (Top, Bottom, Interior)	
TAG NUMBER:	TAG STATE:	TAG YEAR:	DESCRIPTION: (Identifying characteristics, noticeable damage, accessories, etc.)				
INVESTIGATING LAW ENFORCEMENT AGENCY							
AGENCY NAME:					TELEPHONE:		
INVESTIGATING OFFICER'S NAME:			EMAIL:		DIRECT TELEPHONE:		
PERSON SUBMITTING REPORT							
NAME:					TELEPHONE:		
ADDRESS:					RELATIONSHIP TO MISSING PERSON:		
I hereby request that the FDLE Missing Endangered Persons Information Clearinghouse provide assistance in the above missing person's case. I understand that any information and photographs provided may be published in an effort to locate the missing individual.							
PRINT NAME		SIGNATURE			DATE		
<p>This case will be opened and assigned to a MEPIC analyst. All leads and developments will be returned to the investigating law enforcement agency for appropriate action. Flyers displaying the missing person will be available on the FDLE MEPIC website at www.fdle.state.fl.us.</p> <p>Per Florida Statute 937.021(5)(b), FDLE is immune from civil liability for damages for complying in good faith with this request to provide information and is presumed to have acted in good faith in recording, reporting, transmitting, displaying, or releasing information or photographs pertaining to this missing person.</p>							
MEPIC-001			Revised 04/13				