

**GUIDELINES
AND
CURRICULUM
FOR HANDLING
MISSING PERSON
AND
RUNAWAY CASES**

117954



**THE COMMISSION
ON PEACE OFFICER STANDARDS AND TRAINING
STATE OF CALIFORNIA**

117954

**U.S. Department of Justice
National Institute of Justice**

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**GUIDELINES AND CURRICULUM
FOR HANDLING
MISSING PERSON AND RUNAWAY CASES**

**Prepared by the
Commission on Peace Officer Standards and Training**

1989

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FOREWORD

Penal Code Section 13519.1 requires the Commission on Peace Officer Standards and Training to establish guidelines and training for law enforcement officers and law enforcement dispatchers in the handling of missing person and runaway cases. This document contains those guidelines and training curriculum for recruit and in-service officers and dispatchers.

These guidelines have been updated as a result of the 1988 passage of Senate Bill 2282, Chapter 1456 commencing with Penal Code 14200 (Attachment A), which made several significant changes in laws affecting law enforcement procedures for handling missing person cases. These include:

- o Requiring local "Be on Lookout" broadcast.
- o Requiring reporting parties to obtain dental records and submit them to law enforcement.
- o Requiring law enforcement agencies to report missing persons to the Department Of Justice in all instances.
- o Requiring law enforcement to confer with coroner or medical examiner at specific times during the investigation.

The guidelines for public agencies are deliberately brief and intended to be elaborated upon by agency administrators, and complemented by the related training curriculum. All pertinent requirements of the Penal Code, commencing with section 14205, are provided for in the guidelines.

The Commission appreciates the contributions and efforts of the Missing Persons Advisory Committee in the development of this document. Sergeant Gary Sorg of the Merced County Sheriff's Department is particularly commended for his service as project director while working for POST as a Management Fellow.

Questions or comments concerning these guidelines and curriculum should be directed to the Training Program Services Bureau at (916) 739-5372. For information on obtaining additional copies of this document, please call the POST Library at (916) 739-5353.



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INTRODUCTION

Investigations regarding missing persons are multifaceted and present a genuine challenge to law enforcement professionals. There are at least four broad categories: Runaways, Involuntary Missing, Parental Abduction, and Unknown Missing; which are defined on page 3 under Definitions.

There continues to be growing public awareness and concern about the true scope of the missing persons problem, especially as it relates to missing children. Missing children are represented in all four of the missing person categories.

It has been estimated that 1.5 million children are reported missing each year. As many as 1 million missing children are runaways, and the vast majority of the remaining missing children are believed to be victims of non-custodial parental abductions. Nationwide it is believed that 20,000-50,000 missing children cases remain unsolved, falling into the Involuntary Missing or Unknown Missing categories. The U.S. Justice Department is currently attempting to determine the actual number of these cases.

In California estimates of missing children run from 70,000-100,000 each year. However, 97% return home within 30 days. This still leaves as many as 3,000 children a year on the street or being held captive for extended periods of time. These children are the ones who are at even greater risk of becoming victims of violent crime or turning to larceny or becoming exploited sexually in order to survive.

Law enforcement can not act directly to solve the ills in our society that may be involved when children flee their homes and others commit the crimes of kidnapping, parental abduction, and child exploitation. However, law enforcement does have the responsibility to investigate all reports of missing persons. Because of the complexities of the law and the variances from case to case, having guidelines for law enforcement officers and dispatchers to follow in handling missing person cases is paramount.

In 1987 the California Legislature passed Assembly Bill 1073 (Stirling) which added Penal Code Section 13519.1. This section mandates that the Commission on Peace Office Standards and Training develop guidelines for law enforcement's response to missing person and runaway cases. The Commission is also required to implement a course or courses of instruction for law enforcement officers and dispatchers in the handling of missing person and runaway cases. This includes appropriate training for the basic recruit courses and training for in-service officers and dispatchers. Training pursuant to this mandate is described on page 10 under Curriculum.

The legislation also amended the Penal Code so that police and sheriff departments must give priority to handling missing persons reports over reports relating to property crimes. Further, the California Highway Patrol is now allowed to take missing persons reports if contacted and in

any case required to refer the reporting party to both the agency that has jurisdiction over the missing person's residence and the agency that has jurisdiction over where the missing person was last seen.

The thrust of this and more recent legislation (Senate Bill 2282-1988) is toward law enforcement being more sensitive and responsive in handling missing person cases involving both adults and children. That emphasis is reflected in these guidelines and curriculum. Guidelines are specified beginning on page 4.

These guidelines in many areas are written so as to specifically affect the actions of officers, dispatchers or other personnel. However, they were written in a way to allow individual departments to accommodate local needs, and not to unnecessarily restrict their actions.

The guidelines are written in caps, while the parts that follow each guideline are written in lower case and contain a more specific explanation of the guideline where needed. Although the guidelines are generally permissive in nature, they do incorporate some specific provisions of law which are referenced in parenthesis.

DEFINITIONS

CHILD - Includes any person under the age of 18 years.

DENTAL OR MEDICAL RECORDS OR X-RAYS - Includes all records or x-rays which are in the possession of a dentist, physician, surgeon or medical facility.

DISPATCHER - Any employee of a governmental agency who receives calls for service and/or dispatches officers or other designated personnel.

"EVIDENCE THAT A PERSON IS AT RISK" - Includes, but is not limited to the person missing being the victim of a crime or foul play, being in need of medical attention, having no pattern of running away or disappearing, being the victim of parental abduction, or being mentally impaired.

MISSING PERSON - Any person who is reported missing to a law enforcement agency until the person is located or determined to be a voluntarily missing adult. It also includes any child who is missing voluntarily or involuntarily, or under circumstances not conforming to his or her ordinary habits or behavior and who may be in need of assistance. Missing persons include any of the following:

INVOLUNTARY MISSING - Includes the involuntary abduction of an adult, the involuntary abduction of a child under circumstances other than "parental abduction", children that have been rejected by their families, missing adults or children who have left home and are viewed as unable to care for themselves.

PARENTAL ABDUCTION - Includes a child who has been taken, detained, concealed, enticed away, or retained by a parent or the agent of a parent.

RUNAWAY - Any child who is voluntarily missing.

UNKNOWN MISSING - Cases where there are insufficient facts to determine a disposition.

SUSPICIOUS CIRCUMSTANCES - Circumstances which give rise to the belief that "foul play" may have been involved; the person is suffering from a physical, mental, or emotional condition which causes them to constitute a danger to themselves or others; the disappearance is out of character for the person and no known reason can be determined.

GUIDELINES FOR HANDLING MISSING PERSON AND RUNAWAY CASES

I. INITIAL RESPONSE

Guideline # 1 - DETERMINE IF YOU HAVE A MISSING PERSON CASE.

1. Officers, dispatchers, or other designated personnel who take the initial call, by phone or in person, should determine if the call is a missing person case according to the definition of a missing person and department policy.
2. If it is determined the person is a victim of a kidnapping or parental abduction the case should also be handled as a criminal investigation.

Guideline # 2 - EXHIBIT SENSITIVITY TO THE REPORTING PARTY.

Reporting parties and families of missing persons often experience feelings of helplessness and anxiety. Officers, dispatchers, or other designated personnel dealing with these persons should be sensitive to those feelings and respond appropriately.

1. Fingerprints and other documents should be accepted from parents or guardians who have them available.

Guideline # 3 - ACCEPT ANY REPORT, INCLUDING ANY TELEPHONIC REPORT, OF A MISSING PERSON OR RUNAWAY PROMPTLY (14205 (a) PC).

1. It is the duty of all law enforcement agencies to immediately assist any person who is attempting to make report of a missing person or runaway (14210 (a) PC).
 - a. A report must be accepted regardless of jurisdiction.
 - b. Generally the agency having jurisdiction over the missing person's place of residence has ultimate investigative responsibility of the missing person case.
2. If the California Highway Patrol is contacted, including by phone, by someone wishing to make a report of a missing person or runaway the CHP may take the report; and shall immediately advise the reporting party of the name and phone number of the police or sheriff's department having jurisdiction of the residence of the missing person and of the place where the missing person was last seen (14205 (a) PC).

Guideline # 4 - GIVE PREFERENCE TO REPORTS OF MISSING PERSON AND RUNAWAY CASES.

1. Officers, dispatchers, or other designated personnel shall give priority to the handling of missing person and runaway reports over reports relating to crimes involving property (14205 (a) PC).
 - a. The individual taking the report must exercise good judgment and apply reasonableness in following this guideline.
 - b. The intent of this guideline is to insure that missing person cases are given appropriate attention over "non-emergency" property-related cases.
 - c. Special attention should be given to reports of very young missing children. The younger the child, the lesser their survival skills, and the greater the risk to their safety.

Guideline # 5 - TAKE PROPER COURSE OF ACTION FOR INITIAL RESPONSE AND IMMEDIATELY MAKE AN ASSESSMENT OF STEPS TO LOCATE (14205 (a) PC).

1. Officers or other designated personnel should interview reporting party and any witnesses to determine:
 - a. Type of missing person case.
 - b. Indications the person is at risk - or existence of any suspicious circumstances.
 - c. Description of missing person.
 - d. Other appropriate action.
2. Based upon the circumstances of each report and department policy, appropriate action includes:
 - a. Making a local "Be On the Lookout" broadcast if the person is under 12 year of age; or there is evidence a person is at risk or evidence of suspicious circumstances. The "BOL" must be broadcast without delay (14205 (a) PC).
 - b. Searching the area.
 - c. Examining court orders regarding custody matters.
 - d. Notifying other agencies.
 - e. Calling a supervisor or investigator to the scene.
 - f. Securing a recent photo.

- g. Making a referral to local counseling agencies or support groups.
- h. Following reporting requirements.
- i. Utilizing additional resources.

Guideline # 6 - PROVIDE REPORTING PARTY WITH DEPARTMENT OF JUSTICE FORM # SS8567 AUTHORIZING THE RELEASE OF DENTAL/MEDICAL RECORDS AND PHOTO, INCLUDING INSTRUCTIONS ON WHEN TO OBTAIN THESE AND SUBMIT THEM TO THE AGENCY.

1. Officers, dispatchers, or other designated personnel shall give the reporting party, in person or by mail, a Department of Justice form which when completed by the reporting party or other family member authorizes the release of dental/medical records, and/or dental and skeletal x-rays, and the release of a recent photograph if the missing person is under 18 years of age (14206 (a) (1) PC).

The form's instructions state if the person is still missing 30 days after the report is made, the form is to be signed by a family member or next of kin and taken to the appropriate medical authority. The family member or next of kin shall obtain the dental records and/or dental/medical and skeletal x-rays and within 10 days submit them to the agency to which the report was made (14206 (a) (1) PC).

- a. Dentists, physicians, surgeons, medical facilities must release the x-rays to the person presenting the request (14206 (a) (1) PC).

2. The form also instructs the reporting party to take the form to the appropriate medical authority immediately when a child is at risk or the disappearance was under suspicious circumstances, or the missing child is under 12 years of age and has been missing at least 14 days. The dental records and a recent photograph shall immediately thereafter be submitted to the law enforcement agency. In these cases the law enforcement agency shall confer with the coroner or medical examiner and submit the report and dental records to DOJ within 24 hours (14206 (a) (2) PC).

Guideline # 7 - THE AGENCY WHERE THE MISSING PERSON WAS LAST SEEN MAY INITIATE AN INVESTIGATION IF APPROPRIATE.

1. It is appropriate to initiate an investigation when the missing person is at risk or when a delay might

significantly reduce the possibility of finding the missing person.

Guideline # 8 - WHEN A CHILD IS AT RISK OR MISSING UNDER SUSPICIOUS CIRCUMSTANCES, THE AGENCY MAY IMMEDIATELY OBTAIN THE DENTAL/MEDICAL RECORDS BY "WRITTEN DECLARATION". IN SUCH CASES THE AGENCY MUST IMMEDIATELY CONFER WITH THE CORONER OR MEDICAL EXAMINER AND SUBMIT THE AGENCY'S REPORT, DENTAL/MEDICAL RECORDS, AND PHOTO TO THE DEPARTMENT OF JUSTICE WITHIN 24 HOURS.

A peace officer may sign a written declaration to obtain the release of dental/medical records immediately when the missing person is under 18 years of age or is at risk and missing under suspicious circumstances. The officer or other designated personnel shall immediately confer with the coroner or medical examiner and shall submit the report and dental/medical records within 24 hours thereafter to DOJ (14206 (a) (2) PC).

II. FOLLOW-UP INVESTIGATION

Guideline # 9 - INITIATE FOLLOW-UP CONTACTS WITHIN 30 DAYS.

Officers or other designated personnel should consider re-contacting the reporting party within 30 days of the initial report for additional information and re-contacting any other involved agencies as appropriate.

Guideline # 10 - OBTAIN THE DENTAL/MEDICAL RECORDS BY "WRITTEN DECLARATION" WHEN A PERSON IS STILL MISSING AFTER 30 DAYS AND NO NEXT OF KIN CAN BE LOCATED.

When any person has not been found within 30 days and no family or next of kin can be located, a written declaration may be executed. The declaration should state that an active investigation seeking the location of the missing person is being conducted, and that dental/medical records and/or x-rays are necessary in the furtherance of the investigation. The written declaration, signed by a peace officer, is sufficient authority for the appropriate medical authority to release the records and/or x-rays (14206 (a) (1) PC).

Guideline # 11 - CONFER WITH THE CORONER OR MEDICAL EXAMINER AND SUBMIT A MISSING PERSON REPORT, DENTAL/MEDICAL RECORDS AND PHOTO TO THE DEPARTMENT OF JUSTICE WHEN ANY MISSING PERSON HAS NOT BEEN FOUND WITHIN 45 DAYS.

1. If the person missing has not been found within 45 days, the officer or other designated personnel within the agency initiating or conducting the investigation shall confer with the coroner or medical examiner for comparison to unidentified deceased persons. The coroner or medical examiner is required to cooperate with law enforcement in these efforts (14206 (b) PC).

After conferring with the coroner or medical examiner, the investigating officer or other designated personnel shall submit a missing person report, dental/medical records, and photograph if under 18 years of age, to DOJ on a DOJ Missing Person Reporting form (14206 (2) (b) PC).

2. The officer or other designated personnel should send a copy of the release form with the photo to DOJ. DOJ cannot reproduce the photo without a release.
3. Local reporting agencies shall attempt to obtain the most recent photograph available for persons under 18 years of age and forward the photos to DOJ (14209 (b) PC).

III. REPORTING REQUIREMENTS

Guideline # 12 - WHEN A REPORT IS TAKEN THE AGENCY MUST PROMPTLY NOTIFY AND SEND THE REPORT TO THE DEPARTMENT THAT HAS JURISDICTION OF THE MISSING PERSON'S RESIDENCE ADDRESS AND WHERE THE MISSING PERSON WAS LAST SEEN.

1. Officers, dispatchers, or other designated personnel who take a report on a missing person or runaway who resides outside their department's jurisdiction shall, without delay, notify and forward a copy of the report when completed to the police or sheriff's department having jurisdiction of the missing person's residence address and where the missing person was last seen. In cases involving children under 12 years of age or persons at risk this notification must be within 24 hours (14205 (c) PC).
2. It may be appropriate to notify the agency having jurisdiction of the missing person's intended destination.
3. Agencies should define the words "without delay" with a specific time frame that conveys urgency.
4. The report shall also be submitted to DOJ (14205 (c) PC).

Guideline # 13 - THE AGENCY TAKING THE REPORT MUST SUBMIT THE REPORT TO THE DEPARTMENT OF JUSTICE (14205 (c) PC).

Guideline # 14 - INFORMATION REGARDING MISSING PERSONS UNDER 12 YEARS OF AGE OR WHERE THERE IS EVIDENCE THE MISSING PERSON IS AT RISK MUST BE ENTERED INTO THE NCIC MISSING PERSONS SYSTEMS WITHIN 4 HOURS BY THE AGENCY TAKING THE REPORT (14205 (b) PC).

1. The agency assuming investigative responsibility should make an NCIC entry.

Guideline # 15 - WHEN A MISSING PERSON IS FOUND, THE AGENCY MUST REPORT THIS TO THE DEPARTMENT OF JUSTICE AND SHOULD REPORT TO OTHERS AS APPROPRIATE.

1. When any person reported missing is found the officer, dispatcher, or other designated personnel shall immediately report that information to DOJ (14207 (a) PC).
2. The reporting party and other involved agencies should be notified in accordance with local policy.
3. Any automated systems entries should be canceled.
4. Information regarding any found unidentified persons, alive or deceased, should be entered into the NCIC Unidentified Persons File.
5. When a child under 12 years of age or a person who is at risk is found, the report of finding shall be made within 24 hours. (14207 (b) PC).
6. The locating agency shall also report to the law enforcement agency that took the initial report (14207 (b) PC).
7. When any missing person is found alive or dead in less than 24 hours and is suspected to have been abducted, the law enforcement agency shall submit a report to DOJ. (14207 (c) PC).
8. In the event that a missing person is found before being reported missing to DOJ, a missing person report must still be submitted to DOJ. (14207 (c) PC).

CURRICULUM

HANDLING MISSING PERSON AND RUNAWAY CASES

COURSE OUTLINE

POST ADMINISTRATIVE MANUAL REFERENCE

Commission Procedure D-7

LEGAL REFERENCE

Penal Code Section 13519.1, effective January 1, 1988, requires the Commission to implement a course of instruction for law enforcement officers and dispatchers in handling missing person and runaway cases by July 1, 1988. The course of basic training for law enforcement officers and law enforcement dispatchers shall, not later than January 1, 1989, include adequate instruction in the handling of missing person and runaway cases. All law enforcement officers and law enforcement dispatchers who have received their basic training before January 1, 1989, shall participate in supplementary training on missing person and runaway cases, as prescribed and certified by the Commission. The training shall be completed no later than January 1, 1991. Local law enforcement agencies are encouraged to include this training as part of their Advanced Officer and dispatcher update training programs.

BACKGROUND

This curriculum was developed with the input of an advisory committee of subject matter experts. The curriculum is based upon POST guidelines for handling missing person and runaway cases, which was developed with the input of the advisory committee as well. The curriculum was approved by the Commission and became effective January 1, 1989.

CERTIFICATION INFORMATION

The following curriculum is applicable in its entirety to the Basic Course. Designated portions of the training are applicable to in-service officers who have received their basic training before January 1, 1989. This supplementary training for in-service officers may be included as part of Advanced Officer Courses or as part of a Technical Course. Basic and supplementary training for dispatchers includes a minimum two-hour overview of all topics, with particular emphasis on those aspects performed by dispatchers. To assist presenters and instructors, the POST Basic Course Unit Guides are available upon request and contain more detailed information on this curriculum.

TOPICAL OUTLINE

- * A. Benefits for Law Enforcement Involvement and Sensitivity
- B. Initial Response Procedures
- C. Locating Missing Persons
- * D. Legal Requirements for Initial Response and Follow-up

TOTAL MINIMUM HOURS 4 *

* For in-service officers completing basic training prior to 1-1-89, supplementary training consists of a minimum two hours emphasizing the indicated topics.

LEARNING GOAL AND PERFORMANCE OBJECTIVES

Learning goal: The student will gain the ability to handle missing person cases. (Revised Learning Goal 8.17.0)

- A. Benefits for Law Enforcement Involvement and Sensitivity
 - 1. The student will identify the benefits for law enforcement involvement in missing person cases including: (New P.O. 8.17.5)
 - a. Community support
 - b. Personal/professional satisfaction
 - c. Reduction of civil liability
 - 2. The student will identify the reasons why officers should exhibit sensitivity in handling missing person cases including: (New P.O. 8.17.6)
 - a. Feelings of helplessness/trauma/fear/anger
 - b. Valuable public service opportunity
 - c. Unfamiliarity with police procedures
- B. Initial Response Procedures
 - 1. The student will identify procedures required for the initial investigation and response to missing person cases including: (Revised P.O. 8.17.1)
 - a. Verify report is a missing person case
 - b. Determine type of missing person case
 - c. Determine existence of suspicious circumstances
 - d. Obtain description
 - e. Obtain recent photo
 - f. Attempt to locate
 - g. Call a supervisor or investigator if appropriate
 - h. Notify other agencies
 - i. Complete report

2. The student will identify the reasons for making a thorough search of a reported missing small child's home and yard at the outset of the investigation. (Existing P.O. 8.17.2)
3. The student will identify the influence of the following conditions on the nature and level of response to a report of a missing person: (Revised P.O. 8.17.3)
 - a. Age
 - b. Family and social environment
 - c. Missing person's knowledge of the area
 - d. Suspicious circumstances
 - e. Mental or emotional condition
 - f. Medical or physical condition
 - g. Weather
 - h. Living Conditions

C. Locating Missing Persons

1. The student will identify the means for locating missing persons including: (New P.O. 8.17.4)
 - a. Making a local "Be On the Lookout" broadcast
 - b. Searching the area
 - c. Determining the existence of court orders regarding custody matters
 - d. Utilizing additional resources

D. Legal Requirements for Initial Response and Follow-up

1. The student will identify the legal requirements for the initial handling of missing person cases including: (New P.O. 8.17.7)
 - a. Accepting the report regardless of jurisdiction (Penal Code Sections 784.5 & 14205 (a))
 - b. Priority of response (Penal Code Section 14205 (a))
 - c. Issuance of DOJ release form (Penal Code Section 14206 (a) (1))
 - d. Initiating Investigation (Penal Code Section 14205 (a))
 - e. Children missing under suspicious circumstances (Penal Code Section 14206 (a) (2))
2. The student will identify the legal requirements for handling follow-up of missing person cases including: (New P.O. 8.17.8)
 - a. Obtaining dental records (Penal Code Section 14206 (a) (1) & (2))
 - b. Conferring with coroner or medical examiner (Penal Code Section 14206 (a) (2) & 14206 (b))
 - c. Notification of other agencies (Penal Code Sections 14207 (a), (b), & (c))

d. DOJ/NCIC Reporting (Penal Code Sections 14205 (c), 14207 (a),
(b), & (c))

Senate Bill No. 2282

CHAPTER 1456

An act to add Title 12 (commencing with Section 14200) to Part 4 of, and to repeal Sections 11114, 11114.1, 11114.2, and 11114.3 of, the Penal Code, relating to missing persons.

[Approved by Governor September 27, 1988. Filed with Secretary of State September 28, 1988.]

LEGISLATIVE COUNSEL'S DIGEST

SB 2282, Presley. Missing persons.

Existing law contains various provisions relating to missing persons and missing children, including requiring all local police and sheriffs' departments to accept any report, including any telephonic report, of a missing person, including runaways, without delay. Existing law prescribes the requirements applicable to the handling of these reports.

Existing law requires the Department of Justice to operate a statewide toll-free hotline to give and relay information on missing children and to provide local reporting agencies with a list of persons listed as missing who are under 18 years of age, to distribute a missing children bulletin on a quarterly basis, and to undertake certain other measures relating to missing persons.

Existing law requires the California Highway Patrol to immediately advise a person making a report of the name and telephone number of the police or sheriff's department having jurisdiction of the residence address of the missing person or runaway and the name and telephone number of the police or sheriff's department having jurisdiction of the place where the person was last seen. It also requires the Department of the California Highway Patrol, by June 30, 1988, to develop, adopt, and implement a related policy concerning missing persons, and to report to the Legislature on or before June 30, 1989, regarding that policy.

This bill would repeal the existing specific statutory provisions referred to above and instead would add a new title to the Penal Code which would revise and recast the law relating to missing persons to, among other things, do all of the following:

(1) Require the Attorney General to establish and maintain a Violent Crime Information Center to assist in the identification and apprehension of persons responsible for specific violent crimes and for the disappearance and exploitation of missing persons, as defined, particularly children and dependent adults; require the establishment and maintenance within the center of an online, automated computer system designed to effect an immediate law enforcement response to reports of missing persons, as specified; and

continue the requirement of the distribution of missing children bulletins (expanded to include missing dependent adults, as defined), as specified. The provisions of this paragraph would become operative on July 1, 1989.

(2) Provide that the online missing persons registry within the center shall accept and generate complete information, as specified, on missing persons. It would require the Attorney General to undertake specific tasks with respect to developing and maintaining the registry. It would require the center to supply information about specific cases to local law enforcement agencies if those agencies are investigating a missing person or specified sex crime. The provisions of this paragraph would become operative on July 1, 1989.

(3) Require the Attorney General to establish and maintain within the center an investigative support unit and an automated violent crime method of operation system to facilitate the identification and apprehension of persons responsible for violent felonies, as defined. The provisions of this paragraph would become operative on July 1, 1989.

(4) Require the Attorney General to provide training on the services provided by the center, as specified. The provisions of this paragraph would become operative on July 1, 1989.

(5) Require all local police and sheriffs' departments to accept any report regarding missing persons as required by existing law, as well as imposing certain new and increased duties on local officials regarding the handling of missing person reports, thus establishing state-mandated local programs.

(6) Continue the requirements of existing law concerning prescription of forms for missing person reports, maintenance of a 24-hour toll-free telephone line regarding missing children (expanded to include missing dependent adults, as defined), production of posters and photographs regarding missing children, and various other functions regarding missing persons.

(7) Continue the requirement of the implementation of the California Highway Patrol policy noted above as well as the report thereon.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement, including the creation of a State Mandates Claims Fund to pay the costs of mandates which do not exceed \$500,000 statewide and other procedures for claims whose statewide costs exceed \$500,000.

This bill would provide that, if the Commission on State Mandates determines that this bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to those statutory procedures and, if the statewide cost does not exceed \$500,000, shall be made from the State Mandates Claims Fund.

This bill would express legislative intent that as the provisions of

the bill relate to activities of the Department of Justice, they should be mandatory only to the extent funds are appropriated for the purposes of the bill and that funding for the bill shall be included in the annual Budget Act.

The people of the State of California do enact as follows:

- SECTION 1. Section 11114 of the Penal Code is repealed.
- SEC. 2. Section 11114.1 of the Penal Code is repealed.
- SEC. 3. Section 11114.2 of the Penal Code is repealed.
- SEC. 4. Section 11114.3 of the Penal Code is repealed.
- SEC. 5. Title 12 (commencing with Section 14200) is added to Part 4 of the Penal Code, to read:

TITLE 12. VIOLENT CRIME INFORMATION CENTER

14200. The Attorney General shall establish and maintain the Violent Crime Information Center to assist in the identification and the apprehension of persons responsible for specific violent crimes and for the disappearance and exploitation of persons, particularly children and dependent adults. The center shall establish and maintain programs which include, but are not limited to, all of the following: developing violent offender profiles; assisting local law enforcement agencies and county district attorneys by providing investigative information on persons responsible for specific violent crimes and missing person cases; providing physical description information and photographs, if available, of missing persons to county district attorneys, nonprofit missing persons organizations, and schools; and providing statistics on missing dependent adults and on missing children, including, as may be applicable, family abductions, nonfamily abductions, voluntary missing, and lost children or lost dependent adults.

This section shall become operative on July 1, 1989.

14201. (a) The Attorney General shall establish within the center and shall maintain an online, automated computer system designed to effect an immediate law enforcement response to reports of missing persons. The Attorney General shall design the computer system, using any existing system, including the California Law Enforcement Telecommunications System, to include an active file of information concerning persons reported to it as missing and who have not been reported as found. The computer system shall also include a confidential historic data base. The Attorney General shall develop a system of cataloging missing person reports according to a variety of characteristics in order to facilitate locating particular categories of reports as needed.

(b) The Attorney General's active files described in subdivision (a) shall be made available to law enforcement agencies. The Attorney General shall provide to these agencies the name and

personal description data of the missing person including, but not limited to, the person's date of birth, color of eyes and hair, sex, height, weight, and race, the time and date he or she was reported missing, the reporting agency, and any other data pertinent to the purpose of locating missing persons. However, the Attorney General shall not release the information if the reporting agency requests the Attorney General in writing not to release the information because it would impair a criminal investigation.

(c) The Attorney General shall distribute a missing children and dependent adults bulletin on a quarterly basis to local law enforcement agencies, district attorneys, and public schools. The Attorney General shall also make this information accessible to other parties involved in efforts to locate missing children and dependent adults and to those other persons as the Attorney General deems appropriate.

This section shall become operative on July 1, 1989.

14202. (a) The Attorney General shall establish and maintain within the center an investigative support unit and an automated violent crime method of operation system to facilitate the identification and apprehension of persons responsible for murder, kidnap, including parental abduction, false imprisonment, or sexual assault. This unit shall be responsible for identifying perpetrators of violent felonies collected from the center and analyzing and comparing data on missing persons in order to determine possible leads which could assist local law enforcement agencies. This unit shall only release information about active investigations by police and sheriffs' departments to local law enforcement agencies.

(b) The Attorney General shall make available to the investigative support unit files organized by category of offender or victim and shall seek information from other files as needed by the unit. This set of files may include, among others, the following:

(1) Missing or unidentified, deceased persons dental files filed pursuant to this title or Section 10254 of the Health and Safety Code.

(2) Child abuse reports filed pursuant to Section 11169.

(3) Sex offender registration files maintained pursuant to Section 290.

(4) State summary criminal history information maintained pursuant to Section 11105.

(5) Information obtained pursuant to the parent locator service maintained pursuant to Section 11478.5 of the Welfare and Institutions Code.

(6) Information furnished to the Department of Justice pursuant to Section 11107.

(7) Other Attorney General's office files as requested by the investigative support unit.

This section shall become operative on July 1, 1989.

14203. (a) The online missing persons registry shall accept and generate complete information on a missing person.

(b) The information on a missing person shall be retrievable by any of the following:

- (1) The person's name.
- (2) The person's date of birth.
- (3) The person's social security number.
- (4) Whether a dental chart has been received, coded, and entered into the National Crime Information Center Missing Person System by the Attorney General.
- (5) The person's physical description, including hair and eye color and body marks.
- (6) The person's known associates.
- (7) The person's last known location.
- (8) The name or assumed name of the abductor, if applicable, other pertinent information relating to the abductor or the assumed abductor, or both.
- (9) Any other information, as deemed appropriate by the Attorney General.

(c) The Attorney General, in consultation with local law enforcement agencies and other user groups, shall develop the form in which information shall be entered into the system.

(d) The Attorney General shall establish and maintain within the center a separate, confidential historic data base relating to missing children and dependent adults. The historic data base may be used only by the center for statistical and research purposes. The historic data base shall be set up to categorize cases relating to missing children and dependent adults by type. These types shall include the following: runaways, voluntary missing, lost, abduction involving movement of the victim in the commission of the crime or sexual exploitation of the victim, nonfamily abduction, family abduction, and any other categories as determined by the Attorney General. In addition, the data shall include the number of missing children and missing dependent adults in this state and the category of each case.

(e) The center may supply information about specific cases from the historic data base to a local police department, sheriff's department, or district attorney, only in connection with an investigation by the police department, sheriff's department, or district attorney of a missing person case or a sex crime as defined in subdivision (e) of Section 11105.3.

This section shall become operative on July 1, 1989.

14204. The Attorney General shall provide training on the services provided by the center to line personnel, supervisors, and investigators in the following fields: law enforcement, district attorneys' offices, California Youth Authority, the Department of Corrections, including the Parole and Community Services Unit, probation departments, court mediation services, and the judiciary. The Commission on Peace Officer Standards and Training shall provide for the presentation of training to peace officers which will enable them to more efficiently handle, on the local level, the tracing

of missing persons and victims of violent crimes.

This section shall become operative on July 1, 1989.

14205. (a) All local police and sheriffs' departments shall accept any report, including any telephonic report, of a missing person, including runaways, without delay and shall give priority to the handling of these reports over the handling of reports relating to crimes involving property. In cases where the person making a report of a missing person or runaway, contacts, including by telephone, the California Highway Patrol, the California Highway Patrol may take the report, and shall immediately advise the person making the report of the name and telephone number of the police or sheriff's department having jurisdiction of the residence address of the missing person and of the name and telephone number of the police or sheriff's department having jurisdiction of the place where the person was last seen. In cases of reports involving missing persons, including, but not limited to, runaways, the local police or sheriff's department shall immediately take the report and make an assessment of reasonable steps to be taken to locate the person. If the missing person is under 12 years of age, or there is evidence that the person is at risk, the department shall broadcast a "Be On the Look-Out" bulletin, without delay, within its jurisdiction.

(b) If the person reported missing is under 12 years of age, or if there is evidence that the person is at risk, the local police, sheriff's department, or the California Highway Patrol shall submit the report to the Attorney General's office within four hours after accepting the report. After the California Law Enforcement Telecommunications System online missing person registry becomes operational, the reports shall be submitted, within four hours after accepting the report, to the Attorney General's office through the use of the California Telecommunications System.

(c) In cases where the report is taken by a department, other than that of the city or county of residence of the missing person or runaway, the department, or division of the California Highway Patrol taking the report shall, without delay, and, in the case of children under 12 years of age or where there was evidence that the missing person was at risk, within no more than 24 hours, notify, and forward a copy of the report to the police or sheriff's department or departments having jurisdiction of the residence address of the missing person or runaway and of the place where the person was last seen. The report shall also be submitted by the department or division of the California Highway Patrol which took the report to the center.

14206. (a) (1) When any person makes a report of a missing person to a police department, sheriff's department, district attorney's office, California Highway Patrol, or other law enforcement agency, the report shall be given in person or by mail in a format acceptable to the Attorney General. That form shall include a statement authorizing the release of the dental or skeletal

X-rays, or both, of the person reported missing and authorizing the release of a recent photograph of a person reported missing who is under 18 years of age. Included with the form shall be instructions which state that if the person reported missing is still missing 30 days after the report is made, the release form signed by a member of the family or next of kin of the missing person shall be taken by the family member or next of kin to the dentist, physician and surgeon, or medical facility in order to obtain the release of the dental or skeletal X-rays, or both, of that person or may be taken by a peace officer, if others fail to take action, to secure those X-rays. Notwithstanding any other provision of law, dental or skeletal X-rays, or both, shall be released by the dentist, physician and surgeon, or medical facility to the person presenting the request and shall be submitted within 10 days by that person to the police or sheriff's department or other law enforcement agency having jurisdiction over the investigation. When the person reported missing has not been found within 30 days and no family or next of kin exists or can be located, the law enforcement agency may execute a written declaration, stating that an active investigation seeking the location of the missing person is being conducted, and that the dental or skeletal X-rays, or both, are necessary for the exclusive purpose of furthering the investigation. Notwithstanding any other provision of law, the written declaration, signed by a peace officer, is sufficient authority for the dentist, physician and surgeon, or medical facility to release the missing person's dental or skeletal X-rays, or both.

(2) The form provided under this subdivision shall also state that if the person reported missing is under 18 years of age, the completed form shall be taken to the dentist, physician and surgeon, or medical facility immediately when the law enforcement agency determines that the disappearance involves evidence that the person is at risk or when the law enforcement agency determines that the person missing is under 12 years of age and has been missing at least 14 days. The form shall further provide that the dental or skeletal X-rays, or both, and a recent photograph of the missing child shall be submitted immediately to the law enforcement agency. Whenever authorized under this subdivision to execute a written declaration to obtain the release of dental or skeletal X-rays, or both, is provided, the investigating law enforcement agency may obtain those X-rays when a person reported missing is under 18 years of age and the law enforcement agency determines that the disappearance involves evidence that the person is at risk. In each case, the law enforcement agency shall confer immediately with the coroner or medical examiners and shall submit its report including the dental or skeletal X-rays, or both, within 24 hours thereafter to the Attorney General. The Attorney General's office shall code and enter the dental or skeletal X-rays, or both, into the center.

(b) When a person reported missing has not been found within 45 days, the sheriff, chief of police, or other law enforcement agency

conducting the investigation for the missing person shall confer with the coroner or medical examiner prior to the preparation of a missing person report. The coroner or medical examiner shall cooperate with the law enforcement agency. After conferring with the coroner or medical examiner, the sheriff, chief of police, or other law enforcement agency initiating and conducting the investigation for the missing person shall submit a missing person report and the dental or skeletal X-rays, or both, and photograph received pursuant to subdivision (a) to the Attorney General's office in a format acceptable to the Attorney General.

Nothing in this section prohibits a parent or guardian of a child, reported to a law enforcement agency as missing, from voluntarily submitting fingerprints, and other documents, to the law enforcement agency accepting the report for inclusion in the report which is submitted to the Attorney General.

14207. (a) When a person reported missing has been found, the sheriff, chief of police, coroner or medical examiner, or the law enforcement agency locating the missing person shall immediately report that information to the Attorney General's office.

(b) When a child under 12 years of age or a missing person, where there was evidence that the person was at risk, is found, the report indicating that the person is found shall be made not later than 24 hours after the person is found. A report shall also be made to the law enforcement agency that made the initial missing person report. The Attorney General's office shall then notify the National Crime Information Center that the missing person has been found.

(c) In the event that a missing person is found alive or dead in less than 24 hours and the local police or sheriff's department has reason to believe that the person had been abducted, the department shall submit a report to the center in a format established by the Attorney General. In the event that a missing person has been found before he or she has been reported missing to the center, the information related to the incident shall be submitted to the center.

14208. (a) The Department of Justice shall operate a statewide, toll-free telephone hotline 24 hours per day, seven days per week to receive information regarding missing children and dependent adults and relay this information to the appropriate law enforcement authorities.

(b) The Department of Justice shall select up to six children per month from the missing children registry maintained pursuant to former Section 11114 or pursuant to the system maintained pursuant to Sections 14201 and 14202 and shall produce posters with photographs and information regarding these children, including the missing children hotline telephone number and reward information. The department shall make these posters available to parties as prescribed and as the department deems appropriate.

14209. (a) The Department of Justice shall provide appropriate local reporting agencies with a list of persons still listed as missing

who are under 18 years of age, with an appropriate waiver form in order to assist the reporting agency in obtaining a photograph of each of the missing children.

(b) Local reporting agencies shall attempt to obtain the most recent photograph available for persons still listed as missing and forward those photographs to the Department of Justice.

(c) The department shall include these photographs, as they become available, in the quarterly bulletins pursuant to subdivision (c) of Section 14201.

(d) State and local elected officials, agencies, departments, boards, and commissions may enclose in their mailings information regarding missing children or dependent adults obtainable from the Department of Justice or any organization that is recognized as a nonprofit, tax-exempt organization under state or federal law and that has an ongoing missing children program. Elected officials, agency secretaries, and directors of departments, boards, and commissions are urged to develop policies to enclose missing children or dependent adults information in mailings when it will not increase postage costs, and is otherwise deemed appropriate.

14210. (a) The Legislature finds and declares that it is the duty of all law enforcement agencies to immediately assist any person who is attempting to make a report of a missing person or runaway.

(b) The Department of the California Highway Patrol shall continue to implement the written policy, required to be developed and adopted pursuant to former Section 11114.3, for the coordination of each of its divisions with the police and sheriffs' departments located within each division in taking, transmitting, and investigating reports of missing persons, including runaways.

(c) The Department of the California Highway Patrol shall report to the Legislature on or before June 30, 1989, regarding the experience under, and the effects of, subdivision (b).

14213. (a) As used in this title, "missing person" includes, but is not limited to, a child who has been taken, detained, concealed, enticed away, or retained by a parent in violation of Chapter 4 (commencing with Section 277) of Title 9 of Part 1. It also includes any child who is missing voluntarily or involuntarily, or under circumstances not conforming to his or her ordinary habits or behavior and who may be in need of assistance.

(b) As used in this title, "evidence that the person is at risk" includes, but is not limited to, evidence or indications of any of the following:

- (1) The person missing is the victim of a crime or foul play.
- (2) The person missing is in need of medical attention.
- (3) The person missing has no pattern of running away or disappearing.
- (4) The person missing may be the victim of parental abduction.
- (5) The person missing is mentally impaired.
- (c) As used in this title, "child" is any person under the age of 18.

(d) As used in this title, "center" means the Violent Crime Information Center.

(e) As used in this title, "dependent adult" is any person described in subdivision (e) of Section 368.

(f) As used in this title, "dental or medical records or X-rays," include all those records or X-rays which are in the possession of a dentist, physician and surgeon, or medical facility.

SEC. 6. It is the intent of the Legislature that the requirements of this act, as they relate to activities of the Department of Justice, should be mandatory only to the extent funds are appropriated for its purpose and that funding for this act shall be included in the annual Budget Act.

SEC. 7. Notwithstanding Section 17610 of the Government Code, if the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code. If the statewide cost of the claim for reimbursement does not exceed five hundred thousand dollars (\$500,000), reimbursement shall be made from the State Mandates Claims Fund.

SUPPORT GROUPS

Adam Walsh Child Resource Center
770 City Drive South #3100
Orange, CA 92668
(714) 740-2660
(Serves six Southern California
Counties
Parental & stranger abductions
Referral & safety programs)

California Runaway Hotline
Office of Criminal Justice Planning
1-(800) 843-5200
(24-hour, toll-free, non-threatening
hotline to assist runaways and
homeless youth in obtaining
emergency services and shelter)

Child Save
P. O. Box 271356
Concord, CA 94527-1356
(415) 676-SAVE
(I.D. kits for families)

Find the Children
1811 W. Olympic Boulevard
Los Angeles, CA 90064
(213) 477-6721
(Media Coverage - Missing kids
photos)

Home Run: A National Search for
Missing Children
4575 Ruffner Street
San Diego, CA 92111
(619) 292-5683
(Hotline for runaways)

Kevin Collins Foundation for
Missing Children
P. O. Box 590473
San Francisco, CA 94159
(415) 863-6555
(Services, stranger abductions)

Missing Children's Project
1084 Avon
San Leandro, CA 94579
(415) 483-3576
(Services, parental & stranger
abductions)

Missing Childrens Clearinghouse
California Department of Justice
P. O. Box 903417
Sacramento, CA 94203-4170
1-(800) 222-FIND
(Hotline & clearinghouse for
collection & dissemination of
information)

National Center for Missing and
Exploited Children
1835 K Street, N. W., Suite 700
Washington, DC 20006
1-(800) 843-5678
(Hotline & clearinghouse for
collection & dissemination of
information)

Top Priority: Children
P. O. Box 2161
Palm Springs, CA 92263
(619) 323-1559
(Safety education program)

Vanished Children's Alliance
P. O. Box 2052
Los Gatos, CA 95031
(408) 354-3200
(Parental abductions)

DECLARATION OF AUTHORITY FOR SEIZURE OF DENTAL/MEDICAL RECORDS

Missing Person's Name

Case Number

I hereby declare that the above mentioned person has been reported missing and that no family or next of kin exists or can be located.

There is presently an active investigation being conducted seeking the location of the missing person, and dental/medical x-rays, charts and records are necessary for the exclusive purpose of furthering the investigation.

These records are hereby requested to be produced by:

Dr. _____

Address _____

City _____

Telephone () _____

This form, signed by a peace officer, is sufficient authority for the dentist to release the missing person's records pursuant to the express provisions of Section 14206 of the California Penal Code.

Signed _____

Dated _____

A duly sworn Peace Officer

**AUTHORIZATION TO RELEASE
DENTAL/SKELETAL X-RAYS
(Missing Adults Only)**

NAME OF MISSING ADULT	
REPORTING AGENCY AND CASE NUMBER	REPORTING PARTY

Under California Penal Code Section 14206, the family or next of kin of any person reported missing and not located within 30 days may authorize the release of the dental or skeletal X-rays, or both, of the person reported missing. *Dental X-rays are preferred. Skeletal X-rays should be sent only if dental X-rays are not available.* The executed authorization should be taken to the dentist(s), physician and surgeon, or medical facility of the missing person to obtain the release of the dental or skeletal X-rays. The dental or skeletal X-rays, or both, shall be released to the person presenting the request. The person to whom the records are released shall within 10 days bring those records to the police or sheriff's department or other law enforcement authority to which the missing person report was made.

If the missing adult is found, please notify the law enforcement agency *immediately*.

AUTHORIZATION

I am a family member or next of kin of the above named missing adult and I hereby authorize the release of all dental or skeletal X-rays to assist law enforcement agencies in locating the missing adult.

NAME OF DENTIST			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()
NAME OF PHYSICIAN, SURGEON OR MEDICAL FACILITY			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()
SIGNATURE OF FAMILY MEMBER			
RELATIONSHIP TO MISSING ADULT			DATE
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()

**AUTHORIZATION TO RELEASE
DENTAL/SKELETAL X-RAYS/PHOTOGRAPH AND DESCRIPTION INFORMATION
OF MISSING JUVENILES
(Missing Juveniles Only)**

NAME OF MISSING JUVENILE	
REPORTING AGENCY AND CASE NUMBER	REPORTING PARTY

Under California Penal Code Section 14206, the family or next of kin of any person under the age of 18 years who is reported missing and not located within 30 days may authorize the release of the dental or skeletal X-rays, or both, and a recent photograph of the missing juvenile. *Dental X-rays are preferred. Skeletal X-rays should be sent only if dental X-rays are not available.*

This form should also be signed by a family member or next of kin and taken to the dentist(s), physician and surgeon, or medical facility of the missing juvenile *immediately* to obtain the release of the dental or skeletal X-rays, or both, by the reporting person when the law enforcement authority determines that the disappearance involves evidence that the person is at risk or when the missing juvenile is under 12 years of age and has been missing at least 14 days. The dental or skeletal X-rays, or both, shall be released to the person presenting the request. The dental or skeletal X-rays, or both, and a recent photograph of the missing juvenile should be submitted immediately thereafter by the reporting person to the law enforcement authority to which the missing juvenile report was made. Information as to the age of the juvenile when the photograph was taken should be included on the back of the photograph.

If your missing juvenile is found, please notify the law enforcement agency *immediately*.

AUTHORIZATION

I am a family member or next of kin of the above named missing juvenile and I hereby authorize the release of all dental or skeletal X-rays to assist law enforcement agencies in locating the above named missing juvenile. I also consent to the release of the above named missing juvenile's photograph, physical description, and circumstances surrounding the disappearance. This information may be used by the Department of Justice for inclusion in missing children bulletins and posters which will be distributed throughout California to law enforcement agencies, elementary and secondary schools, state buildings, appropriate roadside rest areas, and other parties determined appropriate by the Department of Justice to assist in locating the missing juvenile.

NAME OF DENTIST			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()
NAME OF PHYSICIAN, SURGEON OR MEDICAL FACILITY			
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()
SIGNATURE OF FAMILY MEMBER			
RELATIONSHIP TO MISSING JUVENILE			DATE
ADDRESS			
CITY	STATE	ZIP	TELEPHONE NUMBER ()

MISSING PERSON REPORTING FORM

(See Reverse for Instructions)

Ac Six E

4) RECORD TYPE

(Check type which best describes)

- Runaway Juvenile
- Voluntary Missing Adult
- Parental/Family Abduction
- Non-Family Abduction
- Stranger Abduction
- Dependent Adult
- Lost
- Catastrophe
- Unknown Circumstances

1) Check One: ADULT JUVENILE

2) Reporting Agency _____ 3) ORI _____

5) Case # _____

6) DOJ # _____ 7) NCIC # _____

8) CATEGORY: At Risk Prior Missing Sexual Exploitation Suspected

9) Name _____ Date/Time Missing _____

10) Alias 1 _____ Alias 2 _____

11) GENDER	12) RACE	13) HGT.	14) WGT.	15) EYE COLOR	16) HAIR COLOR/LENGTH	17) DATE OF BIRTH
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown	<input type="checkbox"/> W <input type="checkbox"/> C <input type="checkbox"/> H <input type="checkbox"/> J <input type="checkbox"/> B <input type="checkbox"/> F <input type="checkbox"/> I <input type="checkbox"/> O <input type="checkbox"/> X			<input type="checkbox"/> BLK <input type="checkbox"/> HAZ <input type="checkbox"/> BLU <input type="checkbox"/> MAR <input type="checkbox"/> BRO <input type="checkbox"/> PNK <input type="checkbox"/> GRY <input type="checkbox"/> MUL <input type="checkbox"/> GRN <input type="checkbox"/> XXX	<input type="checkbox"/> BLK <input type="checkbox"/> RED <input type="checkbox"/> BLN <input type="checkbox"/> SDY <input type="checkbox"/> BRO <input type="checkbox"/> WHT <input type="checkbox"/> GRY <input type="checkbox"/> XXX Length _____	

18) Residence Address _____ City _____

19) Location Last Seen _____ Probable Destination _____

20) Known Associates _____

21) Mental Condition _____

22) SS # _____ CII# _____ FBI # _____ DL # _____

23) Photo Available: Yes No Age in Photo _____ Photo/X-Ray Waiver Release Signed Yes No
(Attach Photo and Signed SS 8567 Waiver Release Form)

24) Scars/Marks/Tattoos (locate/describe) _____

25) Skeletal X-Rays Available: Yes No; Broken Bones/Missing Organs: _____

26) Dental X-Rays Available: Yes No; (Attach Chart and X-Rays) Dentures: Upper Lower
 Full Partial

27) Visible Dental Work _____

28) Dentist's Name _____ Phone _____

29) Glasses Contact Lens Clothing Description/Size _____

30) Jewelry Description _____

31) If Vehicle Involved: S MP Lic# _____ Make _____ Model _____ Year _____

32) If abduction, did abduction involve movement of missing person in the commission of a crime? Yes No

33) Suspect Name _____ DOB _____

34) Relationship to Victim _____ Warrant # _____

35) Reporting Party _____ Phone _____

36) Relationship to Missing Person _____ Date Reported _____

37) Additional Information _____

38) Reporting Officer/Agency Contact _____ Phone _____

Upon completion, please return to:

Department of Justice
Bureau of Criminal Statistics and Special Services
P.O. Box 903417
Sacramento, California 94203-4170
Attention: Missing/Unidentified Persons Unit

INSTRUCTIONS FOR COMPLETING FORM SS 8568

- 1) **ADULT** - missing person (MP) is 18 years and older
JUVENILE - missing person is under 18 years old at time of report
- 2) **REPORTING AGENCY** - reporting agency name
- 3) **ORI** - originating agency identifier - i.e., CA034945400
- 4) **RECORD TYPE** - check type which best describes MP case
RUNAWAY JUVENILE - missing juvenile (MJ) that has left home without the knowledge/permission of parents or guardian
VOLUNTARY MISSING ADULT - missing adult (MA) who has left of his/her own free will
PARENTAL/FAMILY ABDUCTION - MJ taken by a parent/non-parental family member
NON-FAMILY ABDUCTION - MJ taken by a known abductor, but not a family member
STRANGER ABDUCTION - MJ taken by a stranger or missing under circumstances that may indicate a stranger abduction
DEPENDENT ADULT - MA who is between the ages of 18 and 64 who has physical or mental limitation which restricts his or her ability to carry out normal activities (i.e., Alzheimer, mentally handicapped)
LOST - any person who has strayed away or whose whereabouts are unknown
CATASTROPHE - any person who is missing after a catastrophe (i.e., plane crash, boating accident, fire, flood)
UNKNOWN CIRCUMSTANCES - when circumstances surrounding MP's disappearance are unknown
- 5) **CASE #** - reporting agency case number
- 6) **DOJ #** - Department of Justice Missing Person file number
- 7) **NCIC #** - National Crime Information Center Record ID number
- 8) **CATEGORY**: check all that apply
AT RISK - At risk includes, but is not limited to, evidence or indications the MP is/has
 - a) the victim of a crime or foul play
 - b) in need of medical attention
 - c) no pattern of running away or disappearing
 - d) the victim of a parental abduction
 - e) mentally impaired
- PRIOR MISSING** - MP has been reported missing prior to this occurrence
- SEXUAL EXPLOITATION SUSPECTED** - sexual exploitation/abuse of the MP is suspected
- 9) **NAME** - full name of MP - last, first, middle
DATE/TIME MISSING - date and time MP was last seen
- 10) **ALIAS** - alias name of MP, if any; list additional AKA's under item #37
- 11) **GENDER** - MP's sex - check one
- 12) **RACE** - MP's race-check one

W - White	J - Japanese	H - Hispanic/Mexican/Latin
F - Filipino	B - Black	O - All Other/Multi-Race
C - Chinese	I - American Indian/Alaskan Native	
X - Unknown		
- 13) **HGT** - MP's height in feet and inches
- 14) **WGT** - MP's weight in pounds (i.e., 130)
- 15) **EYE** - MP's eye color - check one

BLK - Black	HAZ - Hazel	BLU - Blue
MAR - Maroon	BRO - Brown	PNK - Pink
GRY - Gray	MUL - Multi-color	GRN - Green
XXX - Unknown		
- 16) **HAIR COLOR/LENGTH** - MP's hair color-check one & length
Specify short, medium, long or actual length.

BLK - Black	RED - Red/Auburn	BLN - Blond/Strawberry
SDY - Sandy	BRO - Brown	WHI - White
GRY - Gray	XXX - Unknown	
- 17) **DATE OF BIRTH (AGE IF UNKNOWN)** - MP's date of birth or age if date of birth is unknown
- 18) **RESIDENCE ADDRESS** - MP's residence address
CITY - MP's residence city
- 19) **LOCATION LAST SEEN** - location where MP was last seen
PROBABLE DESTINATION - probable destination of MP
- 20) **KNOWN ASSOCIATES** - any known associates of MP who may have knowledge where the MP is or who may be accompanying the MP
- 21) **MENTAL CONDITION** - list any mental conditions the MP may have, i.e., stable, suicidal, depressed
- 22) **SS #** - MP's Social Security Number
CII # - MP's California State Identification Number
FBI # - MP's Federal Bureau of Investigation Number
DL # - MP's Drivers License Number-indicate state of issue
- 23) **PHOTO AVAILABLE** - indicate whether a photo of the MP has been received by reporting agency
AGE IN PHOTO - age of MP at time photo was taken
PHOTO/X-RAY WAIVER RELEASE SIGNED - indicate whether a Photo/X-Ray Waiver Release Form (SS 8567) has been signed by reporting party, attach photo and signed form SS 8567 to the back of the MP Reporting Form (SS 8568)
- 24) **SCARS/MARKS/TATTOOS** (locate/describe) - list the location of MP's scars, marks, and tattoos and provide a brief description
- 25) **SKELETAL X-RAYS AVAILABLE** - indicate whether any skeletal x-rays are available for the MP
BROKEN BONES/MISSING ORGANS - list all broken bones and/or missing organs of the MP
- 26) **DENTAL X-RAYS AVAILABLE** - indicate whether dental x-rays are available for the MP (if available, attach chart and x-rays to back of SS 8568)
DENTURES - if the MP has dentures, indicate whether they are upper, lower, full or partial
- 27) **VISIBLE DENTAL WORK** - describe MP's visible dental work
- 28) **DENTIST'S NAME** - name of MP's dentist
PHONE # - phone number of MP's dentist
- 29) **GLASSES/CONTACT LENS** - indicate whether MP wears glasses or contact lens
CLOTHING DESCRIPTION/SIZE - list MP's clothing description and size when last seen
- 30) **JEWELRY DESCRIPTION** - list/describe jewelry MP was wearing
- 31) **IF VEHICLE INVOLVED** - if vehicle involved in MP's disappearance, indicate whether suspect [S] or [MP] and list:
a) **LIC** - vehicle license number, b) **MAKE** - vehicle make, c) **MODEL** - vehicle model, d) **YEAR** - vehicle year.
If second vehicle involved, describe under item #37.
- 32) **IF ABDUCTION, DID ABDUCTION INVOLVE MOVEMENT OF MISSING PERSON IN THE COMMISSION OF A CRIME?** - indicate whether the MP was moved during the course of a crime
- 33) **SUSPECT NAME** - name of person who abducted/kidnapped MP (if known)
DOB - suspect's date of birth
- 34) **RELATIONSHIP TO MISSING PERSON** - suspect's relationship to MP, if any (i.e., uncle, father, neighbor, co-worker)
WARRANT # - warrant number
- 35) **REPORTING PARTY** - name of person(s) who reported person missing
PHONE # - reporting party's phone number
- 36) **RELATIONSHIP TO MISSING PERSON** - reporting party's relationship to MP (i.e., aunt, neighbor, co-worker)
DATE REPORTED - date MP was initially reported missing to reporting agency
- 37) **ADDITIONAL INFORMATION** - list any additional information
- 38) **REPORTING OFFICER/AGENCY CONTACT** - officer assigned to this MP's case
PHONE # - phone number of reporting officer/agency contact

UNIDENTIFIED DECEASED REPORTING FORM

(HEALTH & SAFETY CODE SECTION 10254)

CORONER COMPLETE THE FOLLOWING, IF AVAILABLE:

REPORTING AGENCY _____ DATE _____

CAUSE OF DEATH _____ CASE NUMBER _____

DATE FOUND _____ APPROXIMATE DATE OF DEATH _____

SEX _____ RACE _____ HGT. _____ WGT. _____ EYE COLOR _____ HAIR COLOR/LENGTH _____ APPROX. AGE _____ BLOOD TYPE _____

FINGERPRINT CLASS (IF KNOWN) _____

MARKS/SCARS/TATTOOS _____

BODY X-RAYS AVAILABLE: YES NO BROKEN BONES/MISSING ORGANS: _____

GLASSES: YES NO TYPE FRAME _____ PRESCRIPTION _____

CLOTHING DESCRIPTION/SIZE _____

WAIST SIZE _____ CHEST/BRA SIZE _____ SHOE SIZE/STYLE _____

JEWELRY DESCRIPTION _____

ADDITIONAL INFORMATION _____

REPORTING OFFICER _____ ID # _____ PHONE _____

UPON COMPLETION, PLEASE RETURN TO: DEPARTMENT OF JUSTICE
P.O. BOX 903417, SACRAMENTO, CALIFORNIA 94203-4170
ATTENTION: MISSING/UNIDENTIFIED PERSONS UNIT

COMMENTS: _____

MPR # _____

NIC # _____

INSTRUCTIONS:

1. MARK LOCATION OF WORK ON TOOTH SURFACE.
2. GIVE DESCRIPTION OF WORK DONE; MISSING TOOTH, FILLING, ETC., ON LINE CORRESPONDING TOOTH NUMBER.

SEX	RACE	HGT	WGT	EYE COLOR	HAIR COLOR/LENGTH	AGE
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U P P E R R I G H T	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	U P P E R L E F T
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	

1	_____	16	_____
2	_____	15	_____
3	_____	14	_____
4	_____	13	_____
5	_____	12	_____
6	_____	11	_____
7	_____	10	_____
8	_____	9	_____

L O W E R R I G H T	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	L O W E R L E F T
	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	

32	_____	17	_____
31	_____	18	_____
30	_____	19	_____
29	_____	20	_____
28	_____	21	_____
27	_____	22	_____
26	_____	23	_____
25	_____	24	_____

ESTIMATED DENTAL AGE: _____ DATE: _____

COMPLETED BY: _____ D.D.S. D.D.S. PHONE NO.: _____

SOURCES CONSULTED

- Berkeley, California. Berkeley Police Department. General Order #M-1.1: Accepting Missing Persons Reports. January 6, 1987.
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