



# GENERAL ORDER

Loudoun County Sheriff's Office

**Chapter:** Operations

**Section:** 406.8

**Subject:** Response to Selected Situations

**Topic:** Adult Missing Persons

**Accreditation:**

**Revised:**

**Reaffirmed:**

**Enacted:** 07/30/2015

**Last Review:** 07/24/2015

**Review:** 07/30/2016

## I. PURPOSE

The purpose of this General Order is to establish Sheriff's Office guidelines for investigation of Adult Missing Persons and the making of appropriate entries into NCIC/VCIN.

## II. POLICY

Each deputy is responsible for investigating reports of Adult Missing Persons and shall conduct investigations, prepare necessary reports, and request appropriate NCIC/VCIN entries. Each Emergency Communications Center personnel making an actual entry must ensure that it contains accurate and complete information and that unnecessary delays in making entries are avoided.

## III. PROCEDURE

- A. Deputies receiving an Adult Missing Persons report shall collect and evaluate information (pictures, descriptions, etc.) and investigate possible leads provided by the reporting person without delay
- B. Deputies must be aware that there is no formal waiting period required before the Sheriff's Office will accept an Adult Missing Persons report. Any report of an Adult Missing Person will be taken, regardless of where the person is reported missing from or who is making the report
- C. Immediately following receipt of such report, the investigating deputy shall review the report with his/her first line supervisor. If any one of the criteria listed below is met, the Adult Missing Person shall be entered into NCIC/VCIN files.
- D. A missing person record shall be entered into NCIC/VCIN for the following:
  1. A person under the age of 21 years old
  2. A person of any age who is missing and under proven physical/mental disability or is emotionally disturbed thereby possibly subjecting self or others to personal and immediate danger
  3. A person of any age who is missing under circumstances indicating that the disappearance was not voluntary
  4. A person of any age who is missing and in the company of another person under circumstances indicating that their physical safety is in danger

5. A person of any age who is missing after a catastrophic event or disaster
- E. If it cannot be determined from where the person is missing, the investigation will be initiated in the jurisdiction of residence
- F. If criteria are met and the Adult Missing Person is to be entered into NCIC/VCIN, the requesting deputy shall complete an Adult Missing Persons Form (LCSO 1.69) and forward it to the Criminal Investigations Division (CID) with a copy of the IBR report for follow up. At the discretion of the patrol supervisor, a CID supervisor may be contacted if the patrol supervisor believes that immediate CID response is warranted
- G. Documentation must be on file at the time entry is made supporting the stated conditions under which the person is declared missing
- H. Examples of acceptable documentation include:
  1. A written statement from a physician or other authoritative source which corroborates the missing person's physical/mental disability
  2. A written statement from an authoritative source advising that the person is in danger or that his/her disappearance was not voluntary
- I. Retention period for missing persons record:
  1. A missing person record is retained indefinitely until action is taken by the originating agency to cancel or clear the record, or until a locate command is placed against the record
  2. The on-duty dispatcher or records clerk receiving notification that the Adult Missing Person has been located or that the investigating deputy wants to clear or cancel the person, shall follow NCIC/VCIN guidelines and clear the entry from the system