

MISSING PERSONS - ADULTS

POLICY:

It is the policy of the Omaha Police Department (OPD) to thoroughly investigate reports of missing persons 19 years of age and older. The OPD Missing Persons Squad is responsible for the investigation all missing persons 19 years of age and older (see the OPD "[Juveniles – Missing Persons](#)" policy for policies and procedures regarding missing persons 18 years of age and younger).

PROCEDURE:

I. General

- A. OPD officers will be dispatched to ALL calls for service related to a missing adult or juvenile.
- B. Pursuant to Suzanne's Law (part of the Amber Alert Bill of 2003), missing persons aged twenty (20) years of age and younger must be entered into NCIC/NCIS within two hours of OPD receiving the report (see the OPD "[Juveniles – Missing Persons](#)" policy for policies and procedures regarding missing persons 18 years of age and younger).
- C. Officers will obtain the following information immediately for NCIC/NCIS reporting purposes:
 1. Name.
 2. Date of Birth.
 3. Sex.
 4. Race.
 5. Height.
 6. Weight.
- D. Officers will complete the Missing Person Report (PortalOne/[OPD Form 205](#)).
 1. In cases where the missing person left/went missing with another person, officers will complete a Missing Person Report in PortalOne for each missing person.
 - a. A separate RB Number will be assigned for each missing person.

EXCEPTION: In cases where an adult leaves with their biological juvenile child, a Missing Person Report will only be completed for the missing adult. In this case the juvenile is not considered missing since they are with their biological parent.

- E. Officers will document the missing person's maiden name in the report, if applicable.
- F. PortalOne will automatically notify the OPD Data Review Squad, the Missing Persons Squad, and the Adult Special Victims Unit (ASVU) of the report when it is submitted by the officer. Officers do not need to fax or email the report(s).
- G. The reports will be processed and entered into NCIC by Data Review Squad employees.

II. Unusual Cases

- A. Examples of unusual circumstances include, but are not limited to, cases involving:

1. Persons with mental health or cognitive conditions.
 2. Suspected foul play.
 3. Dementia or related conditions.
 4. Elderly or infirm persons.
 5. Mysterious conditions.
 6. Project Lifesaver program registered participants (see the OPD "Missing Persons - Project Lifesaver" policy for details/procedures).
- B. Officers will adhere to the following procedures for unusual circumstances involving a missing person:
1. A missing person radio broadcast will be made.
 2. Enter the missing adult in NCIC/NCIS.
 3. Notify the Missing Persons Squad immediately.
 4. Follow-up contact with the reporting person.
 5. Conduct a follow-up investigation and search, if applicable.
 6. An OPD Overnight Reports email shall be completed by the officer's command.

NOTE: Special procedures apply to cases involving Project Lifesaver program registered participants (see the OPD "Missing Persons – Project Lifesaver" policy for details/procedures).

III. Missing Person is Located

- A. If/When the adult returns home the following procedures shall be followed:
1. If a missing adult returns home after a Missing Person Report is made, the officer receiving the information will notify the Missing Persons Squad.
 2. The officer will complete the Missing Person Cancellation Form ([OPD Form 208A](#)) to clear the case and include detailed information as to where the party was located and with whom.
 - a. The officer shall immediately scan and email copies of the form to the OPD Data Review Squad and the Missing Persons Squad along with the following information:
 - (1) PortalOne report number.
 - (2) RB number.
 - (3) Missing person's name and date of birth.
 - b. The officer will send the original Form 208A to the Data Review Squad.

NOTE: If the officer does not include information as to where the party was located and with whom in [OPD Form 208A](#), the officer shall complete a Supplementary Report detailing this information.

3. If an OPD Overnight Reports email was completed, a follow-up email will be issued indicating the missing adult has returned home.

B. If/When an officer locates a missing person the following procedures shall be followed:

1. When an officer locates an adult missing person, the officer will:

- a. Advise the missing person of the name of the person who filed the Missing Person Report.
- b. Request that the missing person contact the person who filed the Missing Person Report.

NOTE: Officers will not provide details about the missing person's location or disappearance to the reporting party. Officers may disclose the missing person's location or other information only if there are extenuating circumstances (i.e. the missing person is unable to communicate due to injury, dementia, or other condition, there are guardianship findings, etc.).

- c. Complete a Missing Person Cancellation Form ([OPD Form 208A](#)) and include detailed information as to where the party was located and with whom.
 - (1) The officer will immediately scan and email copies of the form to the OPD Data Review Squad and the Missing Persons Squad along with the following information:
 - (a) PortalOne report number.
 - (b) RB number.
 - (c) Missing person's name and date of birth.
 - (2) The officer will send the original Form 208A to the Data Review Squad.

NOTE: If the officer does not include information as to where the party was located and with whom in [OPD Form 208A](#), the officer SHALL complete a Supplementary Report detailing this information.

- d. If an OPD Overnight Reports email was completed, a follow-up email will be issued indicating that the missing adult has been located.

C. If/When an outside agency locates an adult reported missing via OPD the following procedures shall be followed:

1. When NCIC receives a hit confirmation request on a missing adult from an outside agency, the NCIC operator will verify that the Missing Person Report is still active and respond accordingly to the outside agency.
2. If the outside agency requests additional information during "B"- and "C"- Shifts, the NCIC operator will advise the agency to contact the Missing Persons Squad and provide the squad's telephone number to the agency. On "A"-Shift, the NCIC operator will take

the teletype and a copy of the Missing Person Report to the Front Desk Squad for them to handle.

3. The NCIC operator will provide the Missing Persons Squad with copies of all teletype communications.
4. The Missing Persons Squad will:
 - a. Complete a Missing Person Cancellation Form ([OPD Form 208A](#)) and forward it to the Data Review Squad for cancellation.
 - b. Notify UPB and CIB the party has been located via an email to all OPD Sergeants.
 - (1) Sergeants may disseminate the information about the cancellation to officers by roll call or by e-mail.
 - c. Officers will not provide details about the missing person's location or disappearance to the reporting party. Officers may disclose the missing person's location or other information only if there are extenuating circumstances (i.e. the missing person is unable to communicate due to injury, dementia, or other condition, there are guardianship findings, etc.).

IV. Care for Missing Persons

- A. If found parties cannot care for themselves, then proper care will be provided or arranged. The officer may take the person to a hospital for treatment, turn the missing person over to a properly qualified person or organization, or take the person into Civil Protective Custody (CPC).

REFERENCES:

I. Previous OPD Orders

- A. Previous OPD General Orders include #56-87, 2-90, 36-90, 7-94, 64-02 and 62-02 Supplement #1, 40-03, 41-12, 19-15, 74-16, and 46-19.

II. Accreditation Standards

- A. CALEA Accreditation standard 41.2.5 and 41.2.6 is relevant to this policy.

III. Other

- A. PPM Monthly Updates: #07-2018 and 08-2021.