

7-1000.00 Missing Persons Policy for Data Entry

Goodview Police Department-BCA Policy

ENDANGERED MISSING PERSONS

Endangered missing persons are to be entered into the system immediately not to exceed two hours, upon receiving the minimum data required for entry into NCIC. The two-hour clock shall begin at the time the minimum data required is received. The Goodview Police Department must be able to document the time.

JUVENILES – UP TO 17 YOA

Juveniles are to be entered into the system immediately, not to exceed two hours, upon receiving the minimum data required for entry into NCIC. The two-hour clock shall begin at the time the minimum data required is received. The Goodview Police Department must be able to document the time.

ADULTS 18 – 20 YEARS OLD

Any adults under 21 years of age are to be entered into the system immediately, not to exceed two hours, upon receiving the minimum data required for entry into NCIC. The two-hour clock shall begin when the minimum data required for entry is received from the complainant. The agency must be able to document the time. A signed report is not required.

ADULTS 21 YEARS AND OLDER

To ensure maximum System effectiveness, Missing Person records must be entered immediately when the conditions for entry are met, not to exceed 3 days, upon receipt by the entering agency.

1. Adults age 21 and older are required to have signed documentation supporting the stated conditions under which they are being declared missing before entry into the system, unless they are victims of a catastrophe. The documentation should be from a source such as a parent, legal guardian, next of kin, physician or other authority source including a neighbor or a friend. However, when such documentation is not reasonably attainable, a signed report by the investigating officer will suffice.
2. Run a current DVS and CCH/III inquiry to obtain as many descriptors as possible regarding the subject. This check should include a check of whether medical/dental information is available regarding the subject. Any descriptors used must be

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documented in the officer's report or saved within the case file. Attempts to obtain medical/dental information must also be documented in the case file.

Information will be faxed or emailed or brought to the Winona County LEC Dispatch to enter a record into NCIC on the subject. This record should include all descriptors. Additional identifiers such as scars, marks and tattoos, aliases, additional dates of birth, etc., should be added to the record through the use of the Enter Missing Person Supplemental Screen

Information of medical and dental information will be provided and entered within sixty (60) days of an original entry of a missing person record. Officer will provide this information to Winona County Dispatch.

Original documentation will be held by the Winona County LEC. Copies will be given to the Goodview Police Department and added to the case file.

**A notation shall be made in the case file indicating when this attempt was made and what the outcome was, ie: child has returned, dental records obtained, etc. This sixty (60) day update is mandatory FBI requirement on all missing persons records under the age of 21 and the Goodview Police Department officer shall document this attempt in the case file to show that this requirement has been met.