

**SAN DIEGO POLICE DEPARTMENT  
PROCEDURE**

**DATE:** March 11, 2016

**NUMBER:** 3.10 – INVESTIGATIONS

**SUBJECT:** NOT “AT-RISK” MISSING/RUNAWAY JUVENILES

**RELATED POLICY:** 3.17

**ORIGINATING DIVISION:** JUVENILE ADMINISTRATION

**NEW PROCEDURE:**

**PROCEDURAL CHANGE:**

**SUPERCEDES:** DP 3.10 - 08/31/2012

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**I. PURPOSE**

This Department procedure establishes guidelines for the response and responsibilities regarding missing juveniles who are considered NOT “At-risk.”

**II. SCOPE**

This procedure applies to all members of the Department.

**III. BACKGROUND**

- A. The California Department of Justice (DOJ) requires that information on missing or runaway juveniles be entered into the California Law Enforcement Telecommunications Systems (CLETS) and the National Crime Information Center (NCIC) computer systems.
- B. The California DOJ has divided missing juveniles, including runaways, into three categories:
1. Juveniles At-risk – (Refer to Department Procedure 3.09, At-Risk Missing/Runaway Juveniles.);
  2. Juveniles under 16 years of age and not at-risk; and,
  3. Juveniles 16 years of age and older not at-risk.

#### **IV. PROCEDURES FOR MISSING/RUNAWAY JUVENILES NOT AT-RISK**

##### **A. Communications Division Responsibilities**

1. The telephone dispatcher will acquire the necessary information to format an active case for all missing juveniles. Information should include: date last seen by the reporting party, the name, nickname, sex, race, height, weight, eye color, hair color, clothing description, disability, if applicable, other identifying marks and date of birth for each juvenile.
2. The radio dispatcher will:
  - a. Dispatch a patrol officer to contact the reporting party and evaluate the incident;
  - b. Without delay, broadcast an "All Units" giving the description of the missing juvenile;
  - c. Notify the area patrol sergeant;
  - d. Ensure the assignment of additional field units, at the discretion of the patrol sergeant or field commander; and,
  - e. Assign non-resident cases (the juvenile resides outside the City, but was last seen in the City) to the area command where the juvenile was last seen. If the non-resident juvenile is thought to be in the City but at an unknown location, an "All Units" broadcast shall be conducted. A field sergeant and the Juvenile Administration Unit may be contacted for further evaluation.
3. The lead dispatcher will:
  - a. Notify the Watch Commander of the circumstances; and,
  - b. Evaluate whether a telephone or Teletype request to check on a missing juvenile within the City requires immediate dispatch. If dispatched, Communications Division will send the Juvenile Service Team (JST) sergeant a copy of the incident history number.

**NEW**

##### **B. Patrol Officer Responsibilities**

1. The assigned patrol unit will be responsible for contacting the reporting party, evaluating the circumstances, providing reasonable assistance in helping parents locate the missing juvenile, and completing the preliminary investigation.

2. The officer will:
  - a. Take the report from a parent, legal guardian, social worker, or person who has temporary custody of the juvenile;
  - b. Complete a Missing Persons Report form (PD-242) for each missing juvenile and obtain a case number within four hours of the time the reporting party calls Communications Division. Obtain a separate case number for each juvenile, even when two or more juveniles are missing together;
  - c. Obtain a detailed description of the missing juvenile, including clothing, scars, dental irregularities, and tattoo information;
  - d. Obtain telephone numbers and time of availability of a parent or guardian. If there is no phone at the residence, seek an alternate number (e.g., a work number, a neighbor's number, or a relative's number);
  - e. Obtain a recent photograph;
  - f. Have the Authorization to Release Dental/X-ray Information form (BCIA- 4048) signed by the parent or legal guardian;
  - g. Inform the parent or guardian that they:
    - (1) Are responsible for checking with friends, hospitals, and known locations frequented by the juvenile; and,
    - (2) Must notify the area JST detective of additional information as it becomes available or when the juvenile is found. The appropriate JST telephone number should be given to the parent or guardian, if possible;
  - h. Send original and two copies of the Missing Person's Report (if hand written), the authorization form, and photograph to the area JST sergeant;
  - i. If the officer is without access to the Computer Aided Dispatch (CAD) system:
    - (1) Obtain a case number from Records Division; and,
    - (2) Immediately fax a copy of the Missing Person's Report to Teletype.

j. Apply all these same procedures for cases where the juvenile resides outside the City, but was last seen or is thought to be in their area command, and for courtesy reports.

3. When the missing/runaway juvenile is found, located, or apprehended

a. Prior to, or during, the investigation, the officer will notify the dispatcher and forward the completed Missing Person's Report to Records Division. Do not void the case number.

b. When the parent or guardian cannot be located:

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(1) The officer will place the juvenile in an approved youth shelter or Polinsky Center.

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(a) The Storefront Youth Emergency Shelter is located at 3427 4<sup>th</sup> Ave in San Diego. Call the shelter at (619) 325-3527 prior to placement. This shelter generally accepts juveniles between 12-17 years of age.

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(b) Polinsky Center will accept juveniles under 18 years of age. Call Polinsky Center at 1-(888) 242-5722 prior to placement.

NEW

(2) If the juvenile is from outside of San Diego County, the officer will notify Teletype to send a "locate notification" to the hometown agency

c. If the officer has personal contact with the juvenile, the officer will complete a Juvenile Contact Report (JCR) form (ARJIS-8) and immediately forward it to the JST detective for case cancellation. The JCR must include the case number, where the juvenile had been staying, and the disposition of the juvenile.

### C. Patrol Sergeant Responsibilities

1. The patrol sergeant will ensure that within four hours of the time the reporting party calls Communications Division:

a. A case number is assigned;

b. A recent photograph of the missing juvenile is obtained; and,

- c. The Authorization to Release Dental/X-ray Information form (BCIA-4048) is signed by the parent or legal guardian.

D. Juvenile Services Team Responsibilities

1. The JST sergeant will:
  - a. Assign the case to the person staffing the Runaway Desk or to a JST detective within 24 hours;
  - b. Monitor the investigation to ensure quality and diligence;
  - c. Ensure all documents are completed before signing the Case Cancellation form (PD-1101);
  - d. When the missing person turns 18, ensure everything on the Missing Juvenile Check-off List has been completed;
    - (1) If the person is located and/or chooses not to return, the person staffing the Runaway Desk should cancel the case and provide a detailed written reason for canceling the case. "Turning 18" is not sufficient reason.
    - (2) If the case cannot be cancelled, the JST sergeant must approve and sign the case before it is forwarded to the Adult Missing Persons Unit. Ensure the detective has complied with contact guidelines outlined previously in this procedure before signing off the case. See Department Procedure 3.17, Missing Adults, for missing adult criteria.
  - e. Monitor the monthly Department of Justice validation list;
  - f. Ensure that all information in the Missing Juvenile Log in the Department's LAN system is entered and updated;
  - g. Ensure Runaway Desk staff or a JST detective provides written notice and a photo of the missing juvenile to the child's school within ten days of the juvenile's disappearance; and,
  - h. If the juvenile has not returned, the sergeant shall ensure that reasonable contact with the parents during the absence of the juvenile is being made.
2. Runaway Desk staff or a JST detective will do the following within 24 hours of receipt of a case:

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- a. Contact the reporting party via phone or in person;
- b. Note the updated information, the date and time of contact, the investigator's information and to whom the investigator spoke in the investigative follow-up; and in the JST Missing Juvenile Database.
- c. Advise the reporting party to immediately call when the juvenile is found or when additional information becomes available.
- d. Check ARJIS to locate any possible:
  - (1) Active cases not yet assigned to the area command: (CCS501); and,
  - (2) Field contacts on missing juveniles (MOI11);
- e. Continue reasonable contact with the parents during the absence of the juvenile. The guideline for these contacts follows:

<u>Number of Weeks Missing</u>	<u>Number of Contacts</u>
One week	Daily
Two-three weeks	Bi-weekly
Four weeks	Monthly until the child is located;
- f. Follow up on information supplied by the parents when the parents are unable to do so, or when risk to the parents is likely.
- g. Once a non-resident juvenile has been located, the Runaway Desk staff or JST detective will notify Teletype to send a "locate notification" to the hometown agency. If no parent or guardian is available, the officer will place the juvenile in an approved youth shelter or Polinsky Center. The staff will be responsible for locating the parents and coordinating the juvenile's return home.
- h. For juveniles under 16 years of age and not at-risk at the end of 14 days from the time the juvenile was last seen, the area JST detective will:
  - (1) Check with the Medical Examiner's Office; and,
  - (2) Send Authorization to Release Dental/X-ray Information form (BCIA-4048), dental records, X-rays, and a photo of the juvenile to the DOJ at:

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Department of Justice  
Bureau of Criminal Identification & Analysis  
Missing Persons Unit  
P.O. Box 903387  
Sacramento, CA 94203-3870;

- i. For juveniles 16 years of age or older and not at-risk at the end of 45 days from the time the juvenile was last seen, the area JST detective will:
  - (1) Check with the Medical Examiner's Office; and,
  - (2) Send Authorization to Release Dental/X-ray Information form (BCIA-4048), dental records, X-rays and a photo of the juvenile to the DOJ;
- j. Cancel the case through CRMS and the JST Missing Juvenile Database. ensuring that a detailed reason for the cancellation is included. Parent or guardian call-in cancellations do not require a JCR. Check NCIC and ARJIS the following day to confirm:
  - (1) The juvenile has returned home;
  - (2) The juvenile has been arrested for a criminal offense and is placed in Juvenile Hall; or,
  - (3) An outside agency has entered the juvenile into CLETS/NCIC (i.e., non-resident cases where the juvenile resides outside the City but was last seen, or thought to be, in the City, courtesy reports, or child abduction cases).
- k. When the missing juvenile turns 18, ensure that everything on the Missing Juvenile Check-off List has been completed.
  - (1) If the person is located and/or chooses not to return, the detective should cancel the case and provide a detailed written reason for canceling the case. "Turning 18" is not sufficient reason;
  - (2) If the case cannot be cancelled, transfer it and all documentation to the Adult Missing Persons Unit. Ensure compliance with contact guidelines outlined previously in this procedure. The JST sergeant must approve and sign the case before it is forwarded. See Department Procedure 3.17, Missing Adults, for missing adult criteria;

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- (3) Use the Resiliency form (optional) to determine if a referral to a community-based organization is appropriate for juveniles and their parents; and,
- (4) Forward courtesy reports to the hometown law enforcement agency and maintain a copy at the area command for one year. Once that agency has entered the juvenile into CLETS/NCIC, complete a Case Cancellation form, including the agency's NCIC number.
  - (a) Immediately fax and then forward the hard copy to Teletype;
  - (b) Check NCIC the following day to ensure the case has been canceled; and,
  - (c) The hometown law enforcement agency will be responsible for forwarding dental charts and X-rays to DOJ.

E. Teletype/Records Division Responsibility

1. Upon receiving the initial report of a missing juvenile via the Computer Aided Dispatch (CAD) system, the Teletype operator will immediately enter the information into NCIC/CLETS. This must be done within four hours of the reporting party's call. The I.D. Section will enter information into the ARJIS system.
2. When the Missing Juvenile Report (PD-242) is received from the area command, the Teletype operator will attach the original entry information. Teletype will then update the information in CLETS/ NCIC. ARJIS is updated by Data Entry.
3. Upon receiving the Case Cancellation form, the Teletype operator will immediately remove SDPD's missing juvenile information from CLETS/NCIC and ARJIS.
4. For non-resident cases (the juvenile lives outside the City, but was last seen, or is thought to be, in the City), courtesy reports will also be assigned a case number within four hours. The Runaway Desk staff of JST detective will be responsible for notifying the hometown agency. Once that agency enters their case information into CLETS/NCIC, the Runaway Desk staff or JST detective will send a cancellation form to Teletype. The form will include that agency's NCIC number.



5. Once a non-resident juvenile has been located, the Runaway Desk staff or JST detective will notify Teletype to send a "locate notification" to the hometown agency. If no parent or guardian is available, the officer will place the juvenile in Juvenile Hall. Juvenile Hall will be responsible for locating the parents and coordinating the juvenile's return home.
6. Telephone requests from outside agencies that are checking on missing juveniles should be referred to the Communications Division supervisor to be evaluated as to whether the request needs immediate dispatch. If dispatched, Communications Division will send the JST sergeant a copy of the Teletype printout with the incident history number included.

V. **FRONT COUNTERS, STOREFRONTS, AND OTHERS WITHOUT ACCESS TO THE CAD SYSTEM**

Officers will obtain a case number from Records Division and immediately fax a copy of the missing person's report to the Teletype Unit.