

TRAINING BULLETIN

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

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NEW ADULT MISSING PERSON AND MISSING JUVENILE CASE NUMBER GUIDANCE

I. PURPOSE

This training bulletin is to inform officers that Teletype will obtain case numbers for all missing person cases regardless of age.

II. SCOPE

This training bulletin applies to all personnel.

Updates to 3.09 At-Risk Missing-Runaway Juveniles, 3.10 Not At-Risk Missing-Runaway Juveniles, and 3.17 Missing Adults will be forthcoming.

III. BACKGROUND

Previously, personnel in patrol and CTRU would obtain a case number through their MPS or I/NETVIEWER upon receiving the pertinent information from the reporting party.

IV. PROCEDURES

Starting January 21, 2023, when Communications Division personnel receive a call regarding any missing person (including RJ, MS, MP, all including at-risk and not at-risk circumstances), they will obtain all the pertinent information for the Event. They will call Teletype and provide the Event number. Teletype

personnel will obtain the appropriate case number and enter the missing case into NCIC.

The Event will standby for dispatch to either patrol or CTRU.

The investigating officer will contact the reporting party and complete the appropriate case report in NetRMS using the case number(s) obtained by Teletype.

Upon completion of their investigation, the investigating officer will call Teletype to confirm or update the NCIC entry.

If patrol officers are contacted in the field regarding a missing individual, they will obtain the pertinent information for their investigation and call Teletype. Teletype will obtain the correct case number and make the NCIC entry.

If you have any questions, please contact Adult Missing Persons (**Deleted – records of security**)