



MISSING PERSON MANUAL

Exhibit: National Inquiry into Missing and Murdered Indigenous Women and Girls		
Location/Phase: <u>Part 2 Regina</u>		
Witness: <u>Mark Britchard</u>		
Submitted by: <u>Julian Roy</u>		
Add'l info: <u>P02P02P0401</u>		
Date: <u>JUN 28 2018</u>		
Initials	I/D	Entered
<div>63</div>	<div></div>	<div>128</div>

**MISSING PERSONS UNIDENTIFIED BODIES (MPUB) UNIT
INVESTIGATION & SUPPORT BUREAU**

(FEBRUARY 2011)

MISSING PERSON MANUAL

INTRODUCTION

The Missing Person Manual provides procedures, direction and guidance for members further to Police Orders, Chapter 2, Missing Person.

The Missing Person Manual Includes:

Appendix 1: [Form ER035—Lost/Missing Person Questionnaire](#);

Appendix 2: [Form ER036—Evaluating Search Urgency](#).

A lost person is always missing, but a missing person is not always lost.

INVESTIGATIVE PROCESS

PURPOSE

The investigative process is designed to provide a flexible, yet standardized, response to a missing person investigation based on the requirements of that particular investigation. The circumstances of each occurrence will dictate the level/extent to which resources will be assigned.

POINT LAST SEEN

The point last seen is the location where, through investigation, the missing person is likely to have last been. Through careful examination of the evidence presented, a member may be able to:

- identify a defined geographic location defined with physical parameters:
 - between city streets;
 - provincial park; and
 - farmer's property (where the missing person may be located).
- conduct an initial thorough search of this location in accordance with Police Orders, Chapter 2, Missing Person with the goal of:
 - locating the person; or
 - eliminating the search location.

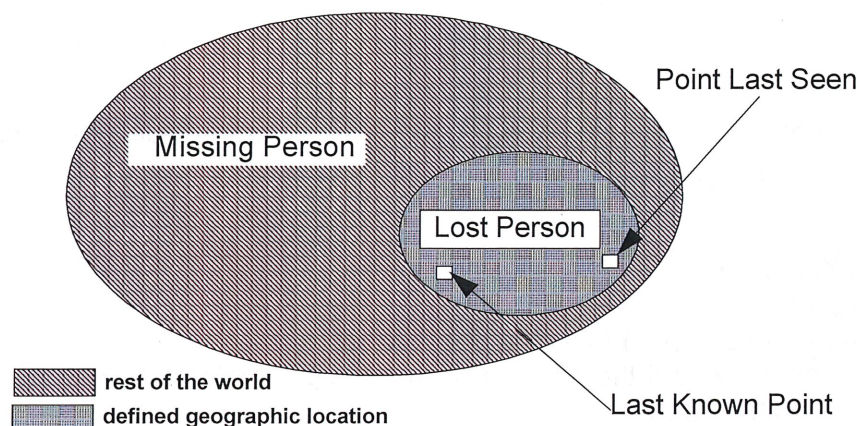
SEARCH METHODOLOGY

When a search location is eliminated, lost person status changes to missing person status.

MISSING PERSON MANUAL

Concept

The concept of a lost as opposed to a missing person:



INITIAL RESPONSE

Reporting

For missing person occurrences where foul play or misadventure is suspected at any time during the investigation, the investigating member shall notify the area crime supervisor and secure the scene pursuant to crime scene management.

Responsibilities

Employee

An employee accepting a report of a missing person shall notify the Provincial Communication Centre (PCC) immediately with pertinent details.

PCC

The PCC upon receipt of a report of a missing person shall:

- assign a reported missing person a dispatch priority 1;
- generate an Niche RMS #;
- advise the PCC supervisor to determine jurisdiction; and
- dispatch a member to interview the complainant in person.

Jurisdiction

The police agency with jurisdiction of the point last seen shall be the agency having investigative responsibility, but where the jurisdiction cannot be determined or the respective police agency refuses to assume the investigation, the OPP **shall undertake** the investigation.

Non-OPP

Where the OPP does not have initial investigative responsibility for a missing person occurrence, all reported information shall be forwarded to the appropriate police agency with jurisdiction.

MISSING PERSON MANUAL

If a missing person indicated an intention to visit a certain location, this shall not affect the determination of investigative responsibility.

INVESTIGATIVE RESPONSE

Responsibilities

Investigator

The investigation **shall** include the completion of Form ER035—Lost/Missing Person Questionnaire.

The investigating member shall verify that the person is missing by:

- immediately attending the scene;
- interviewing the complainant **in person** to:
 - assess the validity of the report;
 - assess the person reporting to determine if foul play is involved;
 - immediately ascertain initial details about the missing person necessary to complete the Form ER036—Evaluating Search Urgency;
 - determine the point last seen; and
 - re-assure the complainant of the OPP's conscientious and concerned attitude;
- searching the residence, including the missing person's room/sleeping area, with the assistance of the complainant/family member for clues, e.g. missing clothing, letters, notes, diaries, drugs;
Missing persons, particularly children, have often been found hiding/sleeping.
- searching outbuildings/vehicles/containers; and
- documenting the times/locations searched.

Evaluating Search Urgency

The investigator shall complete Form ER036—Evaluating Search Urgency to determine if a ground search is required based on the following rankings:

- 1 very urgent, immediately;
- 2 urgent, measured response; or
- 3 least urgent, more investigation is necessary.

Remember: if any single factor could cause the death of the missing person, it is a search urgency ranking of 1.

Consultation/Confirmation

Upon completion of Form ER036—Evaluating Search Urgency, the investigator shall notify their immediate supervisor.

Supervisor

The immediate supervisor of the investigator shall:

- if not already done, assign:
 - an investigator; and
 - victim liaison duties;
- consult with the assigned investigator;
- review the completed Form ER036—Evaluating Search Urgency;

MISSING PERSON MANUAL

- consult with the following to discuss the circumstances of the investigation and determine the appropriate action to be taken:
 - an ERT search co-ordinator; and
 - the area crime sergeant;
- ensure the investigator has the necessary resources to complete the investigation;
- confirm that the investigating member has completed their investigative responsibilities;
- maintain ongoing communication with the detachment commander;
- initiate, if required, the search and rescue call-out procedure in accordance with Police Orders, Chapter 5, Emergency Response Team;
- request someone familiar with the missing person patrol the neighbourhood with a member; and
- notify a First Nations liaison officer when an investigation involves an Aboriginal person.

Detachment Commander

The detachment commander shall ensure the complete investigative file is retained including:

- initial/subsequent reports;
- original statements;
- generated ground search forms;
- any messages related to the occurrence;
- all photographs;
- all press clippings or summaries of media reports;
- personal identifiers, e.g. blood group, fingerprints, dental charts, handwriting;
- DNA source samples and location, e.g. specimen hair sample;
- Dental Characteristic Form (RCMP); and
- copy of all CPIC messages.

Victim Liaison Officer

The victim liaison officer shall:

- complete any responsibilities assigned, as specified in the Missing Person Manual;
This victim liaison officer may also be the investigator.
- provide updates and timely information regarding the status of the missing person to the complainant/family/friends, throughout the investigation;
- complete any assigned/required investigative responsibilities, in accordance with the Ontario Major Case Management Manual;
- consider obtaining the victim services assistance in accordance with Police Orders, Chapter 3, Victim Services; and
- assure the complainant of the conscientious/concerned attitude of the OPP.

CONTINUED RESPONSE

INFORMATION SHARING

Niche RMS

Prior to completion of the shift, the investigator shall ensure that the occurrence has been created on Niche RMS by **entering all required information in sufficient detail** to enable other members to answer routine inquiries/continue with the investigation.

MISSING PERSON MANUAL

CPIC/NCIC/Interpol

Entry onto the CPIC/NCIC/Interpol, as applicable, shall:

- be made as soon as it is determined that the missing person report is genuine; and
- contain sufficient information to make an identification of the missing person.

Urgency

There is no justification for withholding this information if:

- the missing person is a frequent runaway;
- has been missing and located before; or
- there is a strong likelihood they will be located shortly.

Making the entry onto CPIC ASAP provides other police with information to assist us in the investigation, and provides assurance that the OPP is dealing with this matter in a responsible manner.

Content

Entries for a missing person shall:

- be done regardless of where the missing person/complainant maintains permanent residence;
- include the name and complete description of the missing person; and
- all entries must be in accordance with current CPIC policy.

Removal

All entries concerning a missing person shall be removed as soon as it is known that the subject has been located.

Host Agency

The police agency where the missing person normally resides shall be responsible for CPIC/NCIC record entry/maintenance, and the length of time the message remains on CPIC/NCIC/Interpol depends on individual circumstances.

RESPONSIBILITIES

Investigator

Although many of the following duties should have been completed in the initial investigative response, the investigator shall ensure that the following has been addressed until the missing person is located or the investigation has been closed:

- complete the Form ER035—Lost/Missing Person Questionnaire;
- eliminate all possible routes that the person may have taken from the point last seen;

A lack of clues is a clue in itself.

- establish a possible reason for the disappearance;

While in most instances the reasons for the disappearance may be quite apparent, keep an open mind to avoid tunnel vision which may obscure pertinent evidence.

- obtain any information regarding habits including:
 - internet usage;
 - unusual behaviour,

MISSING PERSON MANUAL

- the subject's behaviour at home/work/school;
- recently developed interests/habits; and
- new friends;
- in the case of children, determine the custody status;
- if necessary, obtain the services of an interpreter, preferably a police officer; and
- interview the following:
 - **last person to have contact with the missing person;**

This is critical and shall be conducted in a thorough and detailed manner. It may be necessary to request another member, or an officer in another jurisdiction, to carry out the interview, but it should be done ASAP after the initial report is received. Often this person will provide information, which will make further investigation unnecessary.

- complainant;
- anyone seeing the missing person prior to their disappearance;
- immediate neighbours;
- family members;
- friends;
- co-workers;
- associates;
- teachers; and
- classmates;
- check forms of communication as follows:
 - computer use, e.g., e-mail, chat lines, computer history/cookie files;
 - answering machine/voice mail messages;
 - check phones at the scene for last number dialed, or if phone has call display check all numbers dialed and received;
Consider contacting phone company.
 - check cell phone/pager to ascertain the number outgoing/incoming history; and
Determine when last used, last number called. Consider calling cell phone account provider to track the cell phone usage/billing records as they may be able to identify the cell phone location via cell phone towers and signals.
 - calling cards (belonging to the missing person), check for recent use;
- check banking activity to determine if accounts have been active, time/date/place such as:
 - credit cards;
 - client cards;
 - debit cards; and
 - security photos available through use of automatic teller machines;
- establish identifiers:
 - photographs;
 - blood group & type;
 - sample of handwriting;
 - fingerprints;
 - dental records; and
 - DNA sample sources, e.g. hair sample, tooth brush;
- determine circumstances around the disappearance:
 - information regarding unusual behaviour, which may explain the disappearance;

MISSING PERSON MANUAL

Recent behavioural changes may indicate drug abuse, e.g., financial difficulties, pending criminal/civil trials, domestic difficulties, fear of physical harm from others, previous disappearances, including where the person was found and the circumstances.

- obtain a list of friends/acquaintances and ensure these persons are contacted; and
- possible locations the subject might visit, and search where practicable;
- maintain ongoing communications through:
 - PCC;
 - any other police agencies;
 - contact area harbour police/marine units/Underwater Search & Recovery Unit (USRU);
 - other internal electronic media;
 - media releases, consider using local community services officer for assistance as a public broadcast may generate clues to the person's whereabouts or establish a point last seen as follows:
 - print;
 - radio;
 - TV;
 - internet, including the Missing Persons Unidentified Bodies (MPUB) Unit website;
- check police records if missing person information is available:
 - CPIC;
 - NCIC;
 - Interpol; and
 - Niche RMS;
- if there is reason to believe the person has traveled outside of the detachment area, contact the MPUB Unit for related national/provincial/municipal/Non-Governmental Organizations (NGO);
- check local places of shelter:
 - hospitals;
 - shelters;
 - homes for the aged;
 - laundromats;
 - YM-YWCA;
 - fitness clubs;
 - any other membership facilities;
 - libraries;
 - malls;
 - 24-hour facilities in the area, e.g. coffee shops, banks, ATM portals, sidewalk heating grates;
 - amusement locations, e.g. theatres, arcades, internet cafés, pool halls; and
 - hotels, motels, boarding houses, bars;
- check with various local agencies:
 - local Reserve Band Office;
 - Friendship Centres;
 - Alzheimer's Society;
 - Safely Home Program;
 - Child Find Ontario;
 - Children's Aid Society;
 - Community & Family Services; and
 - any others as appropriate;

MISSING PERSON MANUAL

- conduct a local house-to-house canvass, using police personnel; and
- check all local modes of mobility:
 - bus;
 - train;
 - plane;
 - trucking companies for hitchhiker;
 - cab companies, e.g. have cab companies broadcast a description to their drivers;
 - personal vehicles;
 - any potential access to other vehicles, e.g. bicycle/wheelchair; or
 - on foot.

FOLLOW-UP RESPONSE

Person Not Located

When a missing person has not been located within seven days, ensure that the investigator has contacted the area crime supervisor to review the investigation to date and determine appropriate follow-up action.

Re-evaluation of Search Area

If there is no sighting/report of the missing person, and the likelihood of the person having used any mode of transportation out of the area have been eliminated, a second thorough search of the point last seen shall be conducted.

Responsibilities

Investigator

If the missing person is not located, the investigator shall:

- review the investigation;
- arrange to have friends/relatives/associates:
 - interview, if not previously spoken to; or
 - if clarification/additional detail is required;
- re-check the missing person's home until located;
- ensure the PCC re-broadcasts the missing person's description after seven days;
- amend CPIC/NCIC/Interpol accordingly;
- issue news release updates upon permission of the parent/guardian, if the missing person is a child;
- prepare/distribute a Missing Person Bulletin including:
 - a copy of a current, individual, portrait-type, front & side view photo; or
 - a copy of a photo from OPP files upon confirmation that it is similar to the subject's last known appearance;
 - photographs with the date taken noted on the rear;
 - a description of the missing person;
 - a brief summary of the circumstances;
 - Niche RMS #; and
 - OPP contact information;
- contact the MPUB Unit for investigative assistance;
- maintain close, ongoing contact with the complainant;
- supply complainant with a name and phone number of the victim liaison officer; and

MISSING PERSON MANUAL

- maintain a detailed written record of all actions taken and inquiries made in a daily journal/notebook.

Files

Investigative files shall be kept in accordance the Ontario Major Case Management Manual.

Area Crime Supervisor

The area crime supervisor shall consult with detachment commander to delegate a member the responsibility for continuing the investigation.

Detachment Commander

The detachment commander shall delegate a member to continue the investigation.

MISSING PERSON LOCATED

NOTIFICATION

Upon the location of a missing person:

- a concluding report shall be generated summarizing the circumstances of the occurrence; and
- advise the MPUB Unit to remove the respective entry.

NOTIFICATION TO COMPLAINANT

Child Under 16 Years

When a missing person under the age of 16 is located, that person shall be taken into custody as a ***Child in Need of Protection*** in accordance with Police Orders, Chapter 2, Child Abuse and Neglect.

Person over 16 Years

Sound Mind

When a missing person of sound mind over the age of 16 is located, the complainant shall not be notified of the subject's present whereabouts, unless:

- the located person agrees to such notification; or
- the located person advises that they are not missing and will deal with further matters themselves.

Course of Action

The course of action in this situation shall involve:

- advising the missing person of the complainant's concerns;
- notifying the complainant that the missing person has been located; and
- at the request of the located person, further details are not to be provided.

To do so without their permission may aggravate a domestic problem.

Unsound Mind

When a missing person of unsound mind over the age of 16 is located, the complainant shall be notified of the subject's present whereabouts and mental condition.

MISSING PERSON MANUAL

Course of Action

The course of action in this situation shall involve:

- taking the person to a mental health facility for assessment in accordance with provisions of the Mental Health Act; or
- make secure transport arrangements with the parent/guardian for the safe return of the located person to their place of residence.

Exception

A child 16 years of age or older, but under age 18, is subject to the child under 16 years provisions, if they are the subject of an Order under Part 3, Child & Family Services Act.

RESPONSIBILITY FOR RETURNING MISSING PERSON

Person Over 16 Years

The investigator shall ensure that, in the case of a missing person, over the age of 16, who is being returned at their request or the request of the parent/guardian/complainant:

- the requester is aware that they must bear the cost of the return; or
- the OPP may exercise discretion, in certain cases, and assist with the return when the located person is some distance from their return destination.

This would not normally be a consideration when finding a missing person locally.

Child Under 16 Years

The investigator shall consult with social agencies to arrange for transportation and escort for return of a located child, under 16 years of age, or contact the local Children's Aid Society to arrange for interim care.

GROUND SEARCH

ERT

If it is determined that a ground search is necessary, ERT will be called out pursuant to the provisions of Police Orders, Chapter 5, Emergency Response Team.

Point Last Seen

The missing person's life could be at risk if an investigator expands the search past the point last seen too quickly, valuable time/resources could be wasted if an investigator makes assumptions and does not first eliminate the point last seen.

Ground Search Guidelines

The ground search and rescue must be conducted under the direction of an ERT search co-ordinator;

SPECIAL INTEREST GROUPS

Special interest groups may have additional resources established to assist with the locating of a missing person, including:

- local Reserve Band Office;
- Friendship Centres;
- Alzheimer's Society;

MISSING PERSON MANUAL

- Safely Home Program;
- Child Find Ontario;
- Children's Aid Society;
- Community & Family Services; and
- any others as appropriate.

Immediate Broadcast

Upon receipt of a missing person report involving:

- **children;**
- **elderly;**
- **intellectually challenged; or**
- **inform persons, a broadcast of the missing person's description shall immediately be made through the PCC.**

Aboriginal People

Historical Perspective

Aboriginal people/communities are culturally diverse. In terms of their relationships with governments and the police, employees must recognize that:

- a variety of historical circumstances may affect the degree to which an Aboriginal person/community is inclined to accept the nature/level of police response in any specific case; and
- issues may have challenged family unity, e.g. residential schools, disproportionate incarceration rates, abuse issues, either currently or historically, making the issue of a missing family member even more sensitive.

Effective communication by the victim liaison officer is a particularly key component in such circumstances.

Investigative Issues

Aboriginal people have a unique historical/legal relationship with governments. As a result, certain avenues that may assist an investigator require a strong local understanding of these specific issues, including:

- primary investigator shall contact the local First Nations liaison officer for specific local advice; and
- when the missing person resides/was last seen in the jurisdiction of an Aboriginal police service, the primary investigator shall contact the officer-in-charge of that police service for specific local advice, including from:
 - band administration offices;
 - Aboriginal social service agencies;
 - Friendship Centres; and
 - Indian and Northern Affairs offices.

Community Representation

First Nations and Aboriginal leaders, elected/otherwise recognized in a community, have strong intimate ties to their people, therefore employees at all levels must recognize the strong advocacy role these leaders often exercise in missing person situations, including;

MISSING PERSON MANUAL

- a supervisor shall ensure all reasonable steps have been taken to ensure community representatives are appropriately briefed at regular intervals; or
- when in doubt, contact:
 - a First Nations liaison officer; and
 - Commander, Corporate Communications Bureau (CCB).

Traditional Practices & Ceremonies

Except where there is critical impact on the collection/preservation of evidence, an employee shall respect traditions/ceremonies that an Aboriginal community may conduct in relation to a missing person situation, including:

- where invited to participate, do so since attendance will be supported by their supervisor; and
- any information that has originated from a traditional ceremony shall immediately be conveyed to the primary investigator to thoroughly investigate and, when confidentiality permits, report back to the supplier of the information.

Approach

An Aboriginal woman from British Columbia whose daughter was ultimately found murdered several months after reporting her missing, asserts that the police need no other tools when conducting an investigation but:

- **respect**;
- **compassion**; and
- **empathy**.

For many victims and their families, these issues are more critical than investigative skill.

Dementia

Urgency

Any report of a missing person that involves a person with dementia shall be considered priority ranking 1—Very Urgent—for the purposes of a ground search.

Signs

A member should be aware that some persons with dementia associated with aging may:

- exhibit a mentally debilitating effect;
- exhibit signs of senility;
- not have the ability to store **new memories**, be able to recall their name, and previous address, but if they have moved since the onset, they probably would not know the new address;
- not respond to extensive questioning about a new address because it was never stored; and
- if given directions to go somewhere, not remember and simply become lost again.

Safely Home Program

A common side effect of dementia is the tendency to wander. The Canadian Alzheimer's Society, Safely Home Program (formerly the Wandering Person Register) serves two purposes, it:

- determines if the person has been registered; and
- allows individuals to obtain information on accessing the program.

The Safely Home Program provides an identification bracelet similar to a medic alert bracelet and the program will maintain all information, including personal descriptors, to assist in returning that person to their home.

MISSING PERSON MANUAL

ABDUCTION

Roadside Check

Where abduction is suspected and where practicable, consider setting up roadside vehicle checks/request neighbouring police agencies to assist.

Parental Abduction

In many abduction situations, particularly those involving a child, an estranged parent may try to take the child to another country. If this is suspected, contact the Canada Border Services Agency (CBSA) office at the nearest border point and/or airport, and advise:

- vehicle licence number,
- vehicle description;
- physical descriptions of the parent and children; and
- police contact information for responding to any potential sightings or location of the missing child or abductor.

Non-Parental

All occurrences of non-parental abductions shall be reported pursuant to the provisions of Police Orders, Chapters 2, Behavioural Sciences & Analysis Services, Violent Crime Linkage Analysis System Centre, Missing Persons Unidentified Bodies Unit, Sex Offender Registry, and Chapter 3, Victim Services.

OSOR

The investigating member should consider searching the Ontario Sex Offender Registry (OSOR) as an aid, if it is suspected that the child has been abducted. This search can be conducted at any detachment by an authorized OSOR member. A member shall only access the OSOR database for investigative purposes.

AMBER ALERT

The AMBER Alert Program is a voluntary, co-operative plan partnership between law enforcement agencies and the media used to alert the public in child abduction cases, where police believe that the child is in danger.

In all cases of suspected child abduction, the investigating member shall refer to Police Orders, Chapter 2, Parental/Non-Parental Abduction & Attempts.

Guidelines

Before an AMBER Alert is initiated the following guidelines shall be met:

- the law enforcement agency believes a child under 18 years of age has been abducted;
- the law enforcement agency believes the child is in danger; and
- there is descriptive information about one or more of the following:
 - the child;
 - the abductor; and/or

MISSING PERSON MANUAL

- a vehicle.

that is sufficient to allow the law enforcement agency to believe that an immediate broadcast alert will help in locating the child.

Request

The request to activate an AMBER Alert must be made through the GHQ Duty Office by a commissioned officer in accordance with Police Orders, Chapter 2, AMBER Alert. The Form LE266—Request for Ontario AMBER Alert shall be used for this purpose. The GHQ Duty Office will be responsible for notifying the PCC's, MTO (if applicable) and the media.

The GHQ Duty Office will determine if the AMBER Alert meets the criteria.

MPUB Unit

If an AMBER Alert is activated, the member shall contact the MPUB Unit to include the information in the OPP Public Website.

CUSTODY ISSUES

CUSTODY ORDER

Police involvement with Family Law Act Orders has been restricted to preventing a breach of the peace when assisting the sheriff's office. However, due to the court reform process and amendments to the Family Law Act and Children's Law Reform Act, the responsibility now rests with the police agency named in the Court Order for the following:

- enforcing a restraining order;
- locating and seizing children; and
- arresting for a breach of Court Orders

The procedures contained in this policy describe a course of action for the member to follow, but may not be strictly applicable in every conceivable situation. Intelligence and individual discretion are expected to assure resolution of these problematic/contentious issues.

Extra Provincial/Foreign

A Custody Order not originating in Ontario shall not be executed by the OPP until an order has been made by the applicable Ontario court.

Duty to Act

A member directed to act by a Custody Order under section 37 (2), Children's Law Reform Act, shall do all things **reasonably able to be done** to:

- locate;
- apprehend; and
- deliver the child in accordance with the Custody Order.

MISSING PERSON MANUAL

CHILDREN

Urgency

Any report of a missing person who is a child shall be considered priority ranking 1—Very Urgent—for the purposes of a ground search.

Broadcast

When a missing child is reported, a description of the child should be broadcast immediately by the PCC, to the member responding and to other police units in the vicinity.

This action is most important when it is determined that the child has only been missing for a short time, as there is a good possibility that the child may be located by members responding to the call.

Update

The first member at the scene may later update the initial description.

School Age

If a child of school age is missing, a member shall:

- contact the school principal; and
- consider interviewing teachers/schoolmates as they may have observed unusual behaviour/are aware of domestic problems that parents are unwilling to discuss.

This will usually apply during the school year but may also be a useful investigative consideration at other times. The primary reason for notification to the school is that a child will often turn up at school although they are still reported missing.

Apprehension Warrant

The investigating member shall advise the parent/guardian/approved agency that has custody of the child, that they should apply to a Justice of the Peace for an Apprehension Warrant under the Child & Family Services Act if a missing child is:

- a habitual run away;
- under 16 years of age; and
- the circumstances warrant it.

Records

Once the Apprehension Warrant has been obtained, the detachment commander shall ensure it is:

- filed at the detachment; and
- CPIC has been updated.

Repeat Runaway

Where there is suspicion that a child may run away again, the investigating member shall conduct an extensive interview with the child after they have been located to ascertain the following:

- names/addresses/phone #s of persons encountered during absence; and
- their possible destinations/present locations.

MISSING PERSON MANUAL

NATIONAL MISSING CHILDREN SERVICES

A member unable to locate a child, named in an extra-provincial or foreign Custody Order, that may involve parental abduction, runaways, shall contact:

National Missing Children Services
RCMP Identification Services
P.O. Box 8885, Ottawa ON K1G 3M8
613-993.1525 Toll-free: 877-318.3576

Role

The National Missing Children Services is the Canadian response centre for missing children, linked to:

- all Canadian police agencies and related departments, through CPIC;
- all foreign police agencies, through NCIC/Interpol; and
- Canada Revenue Agency, International Project Return, as partners in a joint-forces operation.

Assistance

The National Missing Children Services provides the following assistance:

- co-ordinates the investigation of cases of missing children nationally/ internationally;
- administers a travel program for the reunification of Canadian families;
- provides police and search and rescue agencies with a computer-age progression service for children that have been missing for more than two years;
- maintains/analyzes national/international data on the nature/scope of missing children;
- produces/distributes, both nationally/internationally:
 - bulletins;
 - reports;
 - newsletters;
 - resource materials; and
 - research studies concerning missing children;
- maintains a website where national/international missing children cases are published;
- intercepts/recovers missing/abducted children crossing international borders;
- issues border lookouts on international/national/regional levels;
- trains law enforcement/other agencies in techniques of detecting child abductors and abducted children; and
- provides advice/guidance to parents of abducted children.

GROUP HOME

Jurisdiction

Where a missing person report is initiated by a representative of a group home, the police agency with jurisdiction maintains responsibility for the missing person entry on CPIC.

OPP Area

A member shall determine the agency responsible for the operation of the group home and immediately involve that agency in any investigation.

Many agencies have internal policies to deal with a missing person and these policies may assist a member in locating the missing person in the most efficient manner.

MISSING PERSON MANUAL

MISSING PERSONS UNIDENTIFIED BODIES UNIT

MANDATE

Missing Persons Unidentified Bodies Unit, Behavioural Sciences & Analysis Services, is a dedicated unit of BSAS providing the investigator of an unsolved case of a missing person or unidentified body/remains, with investigative support techniques, disciplines, contacts and liaisons, including notification to ViCLAS.