



MISSING PERSON CHECKLIST ✓

This checklist is suggestive but not exhaustive. The specific order of completion will be dictated by the circumstances. A non-commissioned officer (NCO) shall note who is assigned to each task.

Key Terms:

Lost Person: the whereabouts of person(s) may be in a known/defined geographic area, e.g. hunter, hiker, berry picker, Alzheimer sufferer, suicidal person, child, etc.

Missing Person: the location of the person(s) is not known, e.g. a child left home for school and never arrived at her destination, while evidence confirms her leaving her parental home.

AMBER Alert:

If the case meets the AMBER Alert criteria protocol, i.e. person is under 18 years, abducted, and believed to be in danger, the Area Crime Sergeant (ACS) shall be contacted **IMMEDIATELY**.

Benchmark Crime:

A missing person case where foul play cannot be ruled out is a benchmark crime. If, at any point, foul play is suspected, or there is concern that it cannot be ruled out, a uniform member shall contact his/her respective Area Crime Sergeant (ACS). The ACS shall notify Criminal Investigation Branch (CIB).

Detachment: _____ **Incident#:** _____

Supervisor: _____ **Badge#:** _____

The investigating officer shall ensure the following points have been addressed until the missing person is located or the investigation is closed:

- ☐ Deal with a missing person in accordance with Police Orders, Chapter 2, Criminal Investigation Management/Procedures, Missing Person policies and the Ontario Major Case Management Manual.
 - ☐ Immediately attend the scene and notify the NCO so he/she can assess and be responsible for the investigation.
 - ☐ Secure the scene pursuant to Ontario Major Case Management Manual.
 - ☐ Complete ER035–Lost/Missing Person Questionnaire (available on OPP Intranet).
 - ☐ Access the scene. Where there is a potential for a ground search, complete ER036–Evaluating Search Urgency (available on OPP Intranet).
- Note: ER036 is a tool to determine search urgency.*
- ☐ Contact the ERT Co-ordinator or Search Manager to determine next course of action.
 - ☐ Notify Provincial Communications Centre (PCC) when the search urgency and resources assigned.
 - ☐ Maintain control of ER035/ER036.
 - ☐ In the case of a child, determine the custody status and consider parental/non-parental abduction.
 - ☐ If, during the course of the investigation, contact information is received for the missing person, attempt to call and/or text the missing person as appropriate. Leave a message.
 - ☐ Search residence(s)/outbuilding(s)/vehicles/containers etc. with the assistance of the complainant/family member for clues, e.g. missing clothing, letters, notes, diaries, drugs, etc.
 - ☐ Document times/locations searched.
 - ☐ Provide a copy of ER035 and ER036 to the respective investigating officer/ERT search co-ordinator.
 - ☐ Ping the missing person's cell phone to determine what cell tower zone the phone is in.
 - ☐ Check all local modes of mobility, i.e. bus, train, plane, trucking companies for hitchhiker, cab companies, bikes,
 - ☐ If missing person is suspected of being in a vehicle, or owns a vehicle, determine if it has a Global Positioning System (GPS) tracking device. (Does the missing person's cell phone have GPS capability?)



- ☐ Immediately broadcast through the PCC – on air/zone alert on all applicable talk groups/channels. (Should be province-wide/BOLO alert.)
- ☐ Consider completing InterRAI Brief Mental Health Screener (BMHS) (available on the OPP Intranet).

Interviews

- ☐ Interview complainant to establish the missing person's identity, physical description, medical condition, including mental illness, developmental state, and emotional state as well as his/her whereabouts for the last 24 hours.
- ☐ Interview missing person's associates. (Formal statement that will establish missing person's last 24 hours.)
- ☐ Interview immediate family members.
- ☐ Interview school employees/teachers and classmates/friends.
- ☐ Interview co-workers (if employed).

Missing Person Residence

- ☐ Record address history on ER035.
- ☐ Checking answering machine/voice mail messages. Phone at scene – call last number dialed.
- ☐ Check computer/laptop/tablet and last social media websites frequented.
- ☐ Check for missing medication, glasses/contacts, clothing, letters, notes, diaries, drugs etc. for clues.
- ☐ Consider assistance from Aviation Services for ground search.
- ☐ Patrol area with person familiar with missing person or check ten places the missing person frequents.

Communication

- ☐ Maintain ongoing communications through PCC and any other police agencies.
- ☐ For lost persons, search and rescue resources will be deployed by the Search Manager.
- ☐ 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/social media, including the Missing Persons Unidentified Bodies (MPUB) Unit website.

Administrative

- ☐ Ensure to keep detailed and timely reports.
- ☐ Ensure 24 hour relentless follow-up.
- ☐ Enter missing person information on CPIC as soon as possible//NCIC/Interpol as applicable.
- ☐ Does missing person have access to a weapon? Is it missing? Check with Canadian Firearms Registry Office (CFRO).
- ☐ Criminal history of missing person.
- ☐ Check CPIC for any missing vehicle associated with missing person.
- ☐ Draft media release with photograph of missing person.
- ☐ Flag passport on CPIC.
- ☐ Niche RMS – Police Information Portal (PIP) checks – domestic violence history?
- ☐ Probation and Parole check (if applicable).
- ☐ Intel checks.
- ☐ Flag if receiving income assistance through Services Canada.
- ☐ Flag Health Card through Services Ontario.
- ☐ Perform offline search for police involvement with person/vehicle.
- ☐ Obtain Children's Aid Society (CAS) contact information if the missing person is under 18 years.
- ☐ Check with CAS regarding custody warrant if the missing person is under 16 yrs. – child in need of protection provisions.

Missing Person Checklist (cont'd)



- ☐ Search complainant on CPIC.
- ☐ Search person who last saw missing person on CPIC.
- ☐ Search OSOR.
- ☐ Check missing person's banking activity to determine if accounts have been active, time/date/place such as: debit cards, credit cards and security photos available through use of automatic teller machines.
- ☐ Check missing person's online activity.
- ☐ Contact Provincial Anti-Terrorism Section (PATS) if applicable.
- ☐ Prior to completion of the shift, 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.
- ☐ All entries concerning a missing person shall be removed as soon as it is known that the subject has been located.
- ☐ When the missing person has not been located within one day, the investigating officer shall contact his/her ACS to review the investigation to date and determine next steps.
- ☐ If the investigating officer is going off on a rest/vacation day, he/she shall notify his/her supervisor prior to leaving.
- ☐ Advise complainant when a missing person has not been located within seven days.

Community

- ☐ Canvass area.
- ☐ Check for video surveillance recordings in the area.
- ☐ Check hospitals.
- ☐ Check area transportation.
- ☐ Check membership facilities – gym, YMCA, mosque etc.
- ☐ Check 24 hour facilities – malls, coffee shops, banks, Automated Teller Machines (ATM's).
- ☐ Check area hotels/motels.
- ☐ Check shelters.
- ☐ Water nearby? (If missing person is autistic he/she is often drawn to water.)

General

- ☐ Ensure local community family support resources are made available to the family.
- ☐ Notify a First Nations liaison officer when an investigation involves an Aboriginal person.
- ☐ The victim liaison officer (VLO) shall provide timely information regarding the status of the lost/missing person to the complainant/family/friends.
- ☐ Consider evidence collection at the scene. Forensic Identification Services (FIS) should be contacted in circumstances requiring scene examination.
- ☐ Request for missing person information to be added to Missing Persons Unidentified Bodies (MPUB) website.
- ☐ Request for missing person information to be added to Child Find, National Missing Children' Services if applicable.
- ☐ Obtain photographs, dental records, fingerprints, DNA for the missing person.

See the following documents for additional information:

- Ontario Major Case Management Manual;
- Police Orders, Chapter 2, Criminal Investigation Management/Procedures;
- Police Orders, Chapter 2, Missing Person;
- Missing Person Manual;
- ER035-Lost/Missing Person Questionnaire;
- ER036-Evaluating Search Urgency.

**Exhibit: National Inquiry into Missing and
Murdered Indigenous Women and Girls**

Location/Phase: Part 2 Regina

Witness: Mark Pritchard

Submitted by: Julian Roy

Add'l info: P02P02P0401

Date: JUN 28 2018

Initials

I/D

Entered

63

131