

GENERAL ORDER

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- f. Broadcast a BOL, without delay, when a child is under the age of 12 or the person missing is considered at risk.
- g. Within seven (7) days, the agency that assumes primary jurisdiction should provide the reporting party with DOJ form SS 8567 that authorizes the release of dental records and/or x-rays, skeletal x-rays, and/or photographs.

(b) Jurisdiction – California law requires all police departments (with the exception of CHP), to take without delay, any missing persons report which is reported to them, whether it is their jurisdiction or not. As such, the University Police Department will take any missing persons report without delay, regardless of jurisdiction. A missing person call will be given priority over non-emergency property crime calls in determining order of dispatch.

(1) All missing persons reports belonging to another jurisdiction, taken by this Department will be forwarded to that jurisdiction in a timely manner. The

~~priority of the report will be determined by the agency of primary jurisdiction. The University Police Department will not accept reports from other jurisdictions for processing.~~

(6) **Photo** – Most recent photo of missing person.

(d) Computer Entry

- (1) All missing person's reports must be entered into California Missing Persons System (MUPS) as soon as possible, but no longer than twenty-four (24) hours after the initial report. If the missing person is reported as an at-risk individual, or, where other conditions warrant, this shall be completed in four (4) hours. (This entry will automatically be forwarded to NCIC.)
- (2) The officer taking the report will record the FCN on the missing person form.

(e) Investigation (Juvenile)

- (1) When the missing person is a child under 18 years of age, the investigating officer must have the reporting party complete the DOJ form SS 8567, "Authorization to Release Dental/Skeletal X-Rays, Photograph and Description Information."
- (2) If the missing person has no next of kin, then the investigating officer may file a written declaration authorizing the release of the records.
- (3) The following guidelines will be followed:
 - a. If the child is under 12 years of age and still missing after 143 days, the release form (SS 8567) must immediately be executed to obtain dental/skeletal x-rays and a photograph. The investigating officer must check with the coroner. The report, photograph, and the dental/skeletal x-rays must be submitted to DOJ within 14 hours.
 - b. If it is determined the missing child is at risk, the dental/skeletal x-rays and a recent photograph should be immediately obtained. The investigating officer must immediately check with the coroner. The report, photograph and the dental/skeletal x-rays must be submitted to DOJ within 24 hours.
 - c. If the child is 12 years or older and is still missing after 30 days, the

