

Section 5.0 – Specialized Investigations	Page 1 of 3
Sub Section 5.1 – Missing Person Investigations	Effective: September 1, 2016
Subject 5.1.1 – Intake	Revised: n/a

Definitions

“BC Police Missing Persons Centre (BCPMPC)” – a provincial force unit that provides guidance and support to all police in the province for missing person investigations, and coordinates and supports unidentified human remains investigations.

“Missing person” – anyone reported to police or by police as someone whose whereabouts are unknown, whatever the circumstances of their disappearance, and who are considered missing until located.

This definition is broader than the definition of “missing person” for the purpose of the *Missing Persons Act* and regulations.

“Provincial Missing Person Intake Form” - the PRIME-BC Missing Person Details Page and all available and relevant CPIC fields.

Standards

The chief constable, chief officer, or commissioner must ensure that:

Acceptance of reports of missing persons

- (1) All reports of missing persons are accepted at the time they are made and given full consideration and attention regardless of:
 - (a) The missing person’s gender, age, race, national or ethnic origin, colour, religion, sexual orientation, belief, social standing or lifestyle;
 - (b) The reportee’s relationship to the missing person;
 - (c) The length of time the person has been missing; and
 - (d) Whether the report meets the criteria for jurisdiction set out below in Standard (3).
- (2) Under no circumstances should a reportee be advised that they must wait a specific period of time before a report can be made.

Jurisdiction

- (3) The following criteria are used to determine which police force has jurisdiction in relation to a missing person report:
 - (a) The police force for the jurisdiction in which the missing person was **last seen** is the police force of jurisdiction; or
 - (b) If the location where the missing person was last seen is not known or their presence there was transient in nature, then the police force for the jurisdiction where the missing person **resides or last stayed** is the police force of jurisdiction.
- (4) If jurisdiction is unclear and cannot be resolved between police forces, the police force contacts the Officer in Charge BC Police Missing Person Centre/designate as soon as practicable, who makes the decision regarding jurisdiction.
- (5) The risk assessment and the start of an investigation must not be delayed pending the resolution of questions concerning jurisdiction.

Missing person reports within the police force's jurisdiction

- (6) If the assessment of the circumstances determines that the missing person report falls within the jurisdiction of the police force:
 - (a) The report is assigned to a police officer;
 - (b) An initial risk assessment is completed without delay by the officer assigned (see *5.1.2 Risk Assessment*);
 - (c) The *Provincial Missing Person Intake Form* is completed; and
 - (d) The police force assumes and retains operational control of the investigation until it is concluded (see *5.1.3 Response and Investigation*, *5.1.4 File Review and Monitoring*, *5.1.5 Family Members and Reportees*, and *5.1.6 Concluding a Missing Person Investigation*).

Missing person reports outside the police force's jurisdiction

- (7) If the assessment of the circumstances determines that a missing person report does **not** fall within the jurisdiction of the police force:
 - (a) The police force taking the missing person report assumes responsibility for the investigation, including prompt initial entry of the missing person on PRIME, CPIC, and any other relevant police databases, until it has transferred the investigation to the police force of jurisdiction. The transfer of the investigation is not complete until the police force of jurisdiction has confirmed its receipt of the report and responsibility for the investigation, and generated a file number;
 - (b) All information received or generated by the police force in relation to the missing person report is forwarded to the police force of jurisdiction immediately or, at the latest, within 24 hours;

- (c) The police force advises the reportee of the transfer and provides the file number generated by the police force of jurisdiction; and
 - (d) The receipt of the missing person report, its transfer to the police force of jurisdiction, the notification of the reportee, and any other actions taken are documented.
- (8) The police force promptly responds to requests for assistance from the police force of jurisdiction in relation to a missing person investigation.

Policies and procedures

- (9) Policies and procedures governing reports of missing persons acknowledge missing person investigations as a high risk area of policing.
- (10) Policies and procedures governing reports of missing persons are consistent with these *BC Provincial Policing Standards*.

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Sub Section 5.1 – Missing Person Investigations	Effective: September 1, 2016
Subject 5.1.2 – Risk Assessment Process	Revised: September 15, 2018

Definitions

“High risk missing person investigation” – a missing person investigation in which the missing person’s health or wellbeing may be in immediate danger due to:

- (a) Their own vulnerability (e.g., the very young and very old, persons with physical illness, disability, addictions or mental health concerns, persons who may be suicidal and persons involved in activities that may place them at increased risk of harm);
- (b) Being part of an identifiable group that is at an increased risk of harm;
- (c) The weather or physical conditions where the missing person is believed to be; or
- (d) Reasonable grounds to believe they may be the victim of a crime.

A “high risk missing person investigation” under these Standards does not have the same meaning as a “person at risk” under the *Missing Persons Act* or regulations.

“Missing person” – anyone reported to police or by police as someone whose whereabouts are unknown, whatever the circumstances of their disappearance, and who are considered missing until located.

“Missing person coordinator” – the police officer designated as responsible for oversight and support functions for the police force’s missing person investigations, including those functions listed in Standard (1) of 5.1.4 *File Review and Monitoring* of these *British Columbia Provincial Policing Standards*.

“Missing Person Risk Assessment Template” – a template in PRIME-BC for assessing the level of risk related to a missing person report, which includes all of the questions and instructions contained in the sample template in Appendix A of these Standards.

Standards

The chief constable, chief officer, or commissioner must ensure that:

Initial risk assessment

- (1) An initial risk assessment is completed by a police officer without delay for all missing person reports within the police force’s jurisdiction.
- (2) Consideration is given to completing an initial risk assessment pending the determination of jurisdiction and/or transfer of the investigation to the police force of jurisdiction.

- (3) The initial risk assessment includes:
 - (a) Completion of the *Missing Person Risk Assessment Template* in PRIME; and
 - (b) Determination of risk in consultation with a supervisor.
- (4) If the response to **all** questions on the *Missing Person Risk Assessment Template* is “no”, the police officer must then consult with a supervisor to confirm the screening result.
- (5) If the response to **any** question on the *Missing Person Risk Assessment Template* is “yes”, the matter requires **immediate review** and consultation with a supervisor to assess the appropriate response and resources.
- (6) The consultation under Standard (5) includes consideration of the following factors:
 - (a) Any reason to suspect the missing person may have been abducted;
 - (b) Any suspicious, dangerous or unknown circumstances surrounding the missing person’s disappearance, which suggest the missing person may be the victim of a crime;
 - (c) The mental or emotional state of the missing person (e.g., emotionally distraught, suicidal or likely to cause harm to self or others);
 - (d) Whether the missing person has been involved in a violent or threatening incident prior to going missing (e.g., domestic or relationship violence, bullying or elder abuse);
 - (e) Whether the missing person is part of an identifiable group that is statistically at an increased risk of harm (e.g., Aboriginal women);
 - (f) Characteristics of the missing person which may make them vulnerable, such as their age, addiction to drugs/alcohol, infirmity, inability to communicate or other factors;
 - (g) The weather and physical conditions (e.g., terrain) in the location where the missing person may be and their preparedness to deal with those conditions (e.g., clothing, equipment, and/or experience), if known;
 - (h) Whether the missing person requires any essential medications;
 - (i) Whether the missing person has any physical illness, disability or mental health problems;
 - (j) The circumstances of any previous incidents of going missing (e.g., suffered harm while missing, previous designation as a high risk missing person by the same or another police force);
 - (k) Whether the behaviour is out of character for the missing person;
 - (l) Whether the missing person was scheduled to testify in court either as a witness or victim;
 - (m) Whether the missing person was involved in activities that may put them at increased risk of harm (e.g., sex trade, hitchhiking, gambling and/or transient lifestyle);
 - (n) Whether the missing person is associated to gangs or organized crime;

- (o) Whether the missing person may have been involved in an accident or mishap;
 - (p) The length of time the person has been missing; and
 - (q) Any other circumstance or factor that leads the officer conducting the risk assessment to determine that the missing person may be at an increased risk of harm.
- (7) The completed *Missing Person Risk Assessment Template* and decision regarding risk are approved by a supervisor and documented in the case file.

High risk missing person investigations

- (8) If the initial or ongoing risk assessment determines that a missing person investigation is a high risk missing person investigation:
- (a) Appropriate resources are immediately assigned;
 - (b) A senior ranking officer and the missing person coordinator (see Standard (1) of *BCPPS 5.1.4 File Review and Monitoring*) are notified;
 - (c) The file is continuously and actively investigated;
 - (d) The file is scored and documented as a high risk missing person investigation in PRIME; and
 - (e) The family/reportee are notified of the action to be taken, unless to do so would jeopardize the missing person or the investigation.

High risk missing person investigations – foul play suspected

- (9) In addition to Standard (8) above, if foul play is suspected, the investigation is assigned to a section or investigator responsible for major or serious crime investigations.

Non-high risk missing person investigations

- (10) If the initial or ongoing risk assessment determines that a missing person investigation is **not** a high risk missing person investigation:
- (a) Appropriate resources are assigned;
 - (b) The missing person coordinator is notified; and
 - (c) The family/reportee are notified of the action to be taken.

Ongoing risk assessment

- (11) The level of risk is re-evaluated as an ongoing process throughout the investigation by the officer assigned to the investigation, for both high risk and non-high risk missing person investigations, including at minimum:
- (a) When new information pertaining to the missing person or their disappearance is obtained or received; and
 - (b) With the exception of investigations where the missing person is reasonably believed to have committed suicide, within 7 days of the start of the investigation.
- (12) The ongoing risk assessment is based on the factors listed in Standard (6).
- (13) Any decision to vary or change the level of risk must be reviewed by a supervisor, and documented in the case file, including updating PRIME scoring.

Policies and procedures

- (14) Policies and procedures regarding missing persons are consistent with these *BC Provincial Policing Standards*.

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Sub Section 5.1 – Missing Person Investigations	Effective: September 1, 2016
Subject 5.1.2 – Risk Assessment Process	Revised: n/a

Appendix “A” for BCPPS 5.1.2 – Risk Assessment

Missing Person Risk Assessment Template

Click here to enter police force name
MISSING PERSON RISK ASSESSMENT TEMPLATE

File Number	Year (yyyy)
Click here to enter text.	Click here to enter text.

INSTRUCTIONS

This form must be completed by the investigating member upon the initial contact with the Complainant. In the event the Missing Person returns prior to or upon initial contact with the complainant, this form is not required.

If you answered Yes to any of the questions in the Risk Assessment Section, the matter requires immediate review and consultation with a supervisor to assess the appropriate response and resources.

A supervisor must review all missing person investigations.

Note: This is an investigational aid only. Appropriate monitoring of all Missing Person investigations must be ongoing. There may be other factors to consider and document when determining risk and investigational response. A supervisor must review all missing person investigations regardless of the risk factors considered.

RISK ASSESSMENT

Missing Person Surname Click here to enter text.	Given Name Click here to enter text.	Date of Birth (yyyy-mm-dd) Click here to enter text.
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Missing Person Information Questions	Answers
1. Is the person the subject of a crime in progress? E.g. Abduction	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is this person emotionally distraught, suicidal or likely to cause harm to self or others?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Has the person been involved in a violent or threatening incident prior to going missing? E.g. Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is this person vulnerable due to age, addiction to drugs / alcohol, infirmity, inability to communicate or other factors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are there inclement weather conditions, terrain, inadequate clothing or lack of proper equipment that would seriously increase risk to health?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Does the person require essential medication?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Does the person have any physical illness, disability or mental health problems?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Has the person been subject to bullying / elder abuse?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. If previously missing, did he / she suffer any harm at that time?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
10. Is this behaviour out of character? E.g. overdue and / or personal property has not been taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Is this person scheduled to testify in court either as a witness or victim?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Is this person involved in the sex trade, hitchhiking, gambling and / or transient lifestyle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Is the person associated to Gang Members or other Organized Crime?	<input type="checkbox"/> Yes <input type="checkbox"/> No

COMPLETED BY

Rank Click here to enter text.	Surname Click here to enter text.	Given Name Click here to enter text.	Number Click here to enter text.
Signature		Date of signature (yyyy-mm-dd) Click here to enter a date.	

REVIEWED BY (SUPERVISOR)

Rank Click here to enter text.	Surname Click here to enter text.	Given Name Click here to enter text.	Number Click here to enter text.
Signature		Date of signature (yyyy-mm-dd) Click here to enter a date.	

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Sub Section 5.1 – Missing Person Investigations	Effective: September 1, 2016
Subject 5.1.3 – Response and Investigation	Revised: January 1, 2017

Definitions

“BC Police Missing Persons Centre (BCPMPC)” – a provincial force unit that provides guidance and support to all police in the province for missing person investigations, and coordinates and supports unidentified human remains investigations.

“Family liaison” – a police officer responsible for communication with the family or other relevant persons during a missing person investigation.

“Missing person” – anyone reported to police or by police as someone whose whereabouts are unknown, whatever the circumstances of their disappearance, and who are considered missing until located.

“Missing person coordinator” – the police officer designated as responsible for oversight and support functions for the police force’s missing person investigations, including those functions listed in Standard (1) of 5.1.4 *File Review and Monitoring* of these *British Columbia Provincial Policing Standards*.

“National Centre for Missing Persons and Unidentified Remains (NCMPUR)” – a federal program within the National Police Services which provides specialized investigative services to law enforcement, medical examiners and chief coroners to support missing persons and unidentified remains investigations on a national level.

“Provincial Missing Person Intake Form” – the PRIME-BC Missing Person Details Page and all available and relevant CPIC fields.

Standards

The chief constable, chief officer or commissioner must ensure that:

Investigative steps

- (1) All investigative steps are documented in the case file, including steps that:
 - (a) Were taken but failed to advance the investigation; and
 - (b) Were considered but determined not to be appropriate or relevant given the circumstances of the case.

- (2) A checklist of initial investigative steps to be taken in a missing person investigation is made available to all police officers, which includes, at minimum:
- (a) Interview relevant persons, which may include the reportee, witnesses, friends and family members of the missing person and the person who last saw or had contact with the missing person;
 - (b) Determine:
 - (i) Where and when the missing person was last seen or last known to be;
 - (ii) Whether it is out of character for the person to go missing;
 - (iii) Possible reason(s) why the person may have gone missing; and
 - (iv) Possible destination or location(s) where the missing person may be found.
 - (c) Ensure that the initial risk assessment and the *Provincial Missing Person Intake Form* are completed.
 - (d) Conduct a search of relevant locations, which may include the missing person's residence, point last seen and/or point last known, possible destination(s) or other locations the police officer considers relevant, obtaining consent or authority to conduct the search as required;
 - (e) Obtain a detailed description and photograph of the missing person (see also Standard (6) of 5.1.5 *Family Members and Reportees*);
 - (f) Conduct checks for the missing person on CPIC, PRIME or other police information systems;
 - (g) If the missing person is Aboriginal, notify an Aboriginal Liaison Officer or the missing person coordinator;
 - (h) Provide the family and/or reportee of the missing person with information about:
 - (i) Support services available;
 - (ii) The investigative process;
 - (iii) Actions they may take or information they may seek or provide to assist the investigation;
 - (iv) Information to assist them in dealing with the media;
 - (v) The file number for the investigation; and
 - (vi) The name and contact information of the family liaison.
 - (i) A requirement to consider:
 - (i) Issuing a BOLO and/or Assistance to Locate bulletin;
 - (ii) Whether the criteria for issuing an AMBER Alert are met;
 - (iii) Conducting neighbourhood enquiries and/or a video canvass;
 - (iv) Securing physical evidence (e.g., surveillance footage, computers, electronic devices and their passwords, bank records, phone records, etc.), biological evidence (e.g., personal items of the missing person that may contain a biological sample, familial biological samples), or medical or dental records, obtaining consent or authority to secure the evidence as required;

- (v) Requesting assistance from other police forces;
- (vi) Requesting assistance from other agencies (e.g., child protection authorities, taxi companies, public transit authorities, airport authorities, Canada Border Services Agency, Department of Homeland Security, towing companies, etc.)
- (vii) Whether the case should be profiled on the police force's website, social media platform(s) and/or the NCMPUR's Canada's Missing website;
- (viii) Involving the media;
- (j) Any other step that may assist in the investigation.

Information about submitting a missing person case to the Canada's Missing website (<http://www.canadasmissing.ca/index-eng.htm>) is available from the NCMPUR.

The NCMPUR Best Practices Guide Appendix C provides an 'Information Checklist – Missing Persons'. Contact the NCMPUR for more information.

Responsibility for ongoing investigation

- (3) All open investigations have an active lead investigator who is responsible for the investigation.
- (4) When all initial investigative steps have been exhausted, a supervisor or the missing person coordinator determines:
 - (a) Responsibility for ongoing investigation;
 - (b) The level of resources needed and the need for special resources; and
 - (c) Diary dates.

Evidence

- (5) The items listed below in (i) – (v) below are requested:
 - (a) As soon as possible if the missing person is presumed dead or foul play is suspected; or
 - (b) Within 30 days of the initial report.
 - (i) A personal item used by the missing person that may provide a biological sample (e.g., a toothbrush or hairbrush);
 - (ii) Familial biological sample(s);
 - (iii) Medical records;
 - (iv) Dental records; and
 - (v) Fingerprints.
- (6) Further to Standard (5), if foul play is suspected or cannot be ruled out, an additional personal item and familial biological sample referred to in Standard (5) are obtained.

Information about forms, timelines and procedures for obtaining biological samples and submitting dental records to the provincial dental databank is available through the BCPMPC. Any items obtained under Standards (5) and (6) are entered into CPIC.

BC Coroners Service

- (7) The BC Coroners Service *Missing Persons Query* (MPQ) form is completed as soon as possible for any investigation where the missing person is presumed dead, and forwarded to the BCPMPC Unidentified Human Remains Unit.

Information systems

- (8) The police force of jurisdiction is responsible for ensuring that:
- (a) The missing person is entered on CPIC as a missing person;
 - (b) The entry includes completion of all relevant fields currently available on CPIC, including biological and cultural affinity, if known;
 - (c) The CPIC entry is updated as appropriate; and
 - (d) The designation is not removed from CPIC until the police investigation is concluded (see also *5.1.6 Concluding a Missing Person Investigation*).
- (9) The police force of jurisdiction is responsible for ensuring that the missing person is entered on PRIME, and that the entry is updated as appropriate until the police investigation is concluded (see also *5.1.6 Concluding a Missing Person Investigation*).
- (10) If a missing person investigation is at any time determined to be a high risk missing person investigation, the file is scored as a high risk missing person investigation in PRIME.

The PRIME scoring code for missing person high risk is 8190-33.

- (11) If foul play is suspected, a ViCLAS booklet is completed and submitted within 30 days, and updated in accordance with ViCLAS standards.
- (12) Where the investigator considers appropriate and consistent with National Centre for Missing Persons and Unidentified Remains (NCMPUR) criteria, a profile of the missing person is forwarded to the NCMPUR for inclusion on the Canada's Missing website.

Information about submitting a missing person case to the Canada's Missing website (<http://www.canadasmising.ca/index-eng.htm>) is available from the NCMPUR.

Policies and procedures

- (13) Policies and procedures regarding missing persons are consistent with these *BC Provincial Policing Standards*.

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Sub Section 5.1 – Missing Person Investigations	Effective: September 1, 2016
Subject 5.1.3 – Response and Investigation	Revised: n/a

Appendix “A” for BCPPS 5.1.3 – Response and Investigation

Sample Checklists of Initial Investigative Steps

Note: The following two sample checklists are included as optional means for police forces to comply with Standard (2) of BCPPS 5.1.3 Response and Investigation. Police forces may customize or choose to develop their own checklist.

INSERT POLICE FORCE LOGO	INSERT POLICE FORCE NAME CHECKLIST OF INITIAL INVESTIGATIVE STEPS
INSTRUCTIONS	
<p>This checklist is intended to assist police officers providing the initial response to reports of missing persons in British Columbia by listing the minimum investigative tasks that should be completed and/or considered. Additional investigative steps may be appropriate in the circumstances and/or required by the police force's local policies and procedures.</p>	
TASK	
✓ INTERVIEW relevant persons, which may include the reportee, witnesses, friends and family members of the missing person and the person who last saw or had contact with the missing person	
DETERMINE	
✓ Where and when the missing person was last seen or last known to be ✓ Whether it is out of character for the person to go missing ✓ Possible reason(s) why the person may have gone missing and ✓ Possible destination or location(s) where the missing person may be found	
✓ COMPLETE the initial risk assessment and <i>Provincial Missing Person Intake Form</i>	
✓ SEARCH relevant locations, which may include the missing person's residence, point last seen and/or point last known, possible destination(s) or other locations the police officer considers relevant, obtaining consent or authority as required	
✓ OBTAIN a detailed description and photograph of the missing person	
✓ CHECK for the missing person on CPIC, PRIME or other police information systems	
PROVIDE the family and/or reportee of the missing person with information about	
✓ Support services available	✓ The file number for the investigation
✓ The investigative process	✓ Information to assist them in dealing with the media
✓ Actions they may take or information they may seek or provide to assist the investigation and	
✓ The name and contact information of the officer designated as family liaison	
✓ If the missing person is Aboriginal, NOTIFY Aboriginal Liaison Officer or missing person coordinator	
CONSIDER	
✓ Issuing a BOLO and/or Assistance to Locate bulletin	
✓ Whether the criteria for issuing an AMBER Alert are met	
✓ Conducting neighbourhood enquiries and/or a video canvass	
✓ Obtaining physical evidence (e.g., surveillance footage, computers, electronic devices and passwords, bank records, phone records, etc.), biological evidence (e.g., personal items of the missing person that may contain a biological sample, familial biological samples), or medical or dental records , obtaining consent or authority as required	
✓ Requesting assistance from other police forces	
✓ Requesting assistance from other agencies (e.g., child protection authorities, taxi companies, public transit authorities, airport authorities, Canada Border Services Agency, Department of Homeland Security, towing companies, etc.)	
✓ Whether the case should be profiled on the police force's website, social media platform(s), and/or the NCMPUR's Canada's Missing website	
✓ Involving the media	
✓ Any other step that may assist in the investigation	
IF FOUL PLAY IS SUSPECTED	
✓ REFER investigation to section or investigator responsible for major or serious crime investigations	
✓ VicLAS must be completed	

Insert police force name			
CHECKLIST OF INITIAL INVESTIGATIVE STEPS			
INSTRUCTIONS			
Use the 'Notes' portion to document why a task was not completed and/or make additional notes about a task.			
TASK			NOTES
<input type="checkbox"/> INTERVIEW relevant persons, which may include the reportee, witnesses, friends and family members of the missing person and the person who last saw or had contact with the missing person			Click here to enter text.
DETERMINE <input type="checkbox"/> Where and when the missing person was last seen or last known to be <input type="checkbox"/> Whether it is out of character for the person to go missing <input type="checkbox"/> Possible reason(s) why the person may have gone missing and <input type="checkbox"/> Possible destination or location(s) where the missing person may be found			Click here to enter text.
<input type="checkbox"/> COMPLETE the initial risk assessment and <i>Provincial Missing Person Intake Form</i>			Click here to enter text.
<input type="checkbox"/> SEARCH relevant locations, which may include the missing person's residence, point last seen and/or point last known, possible destination(s), other locations the police officer considers relevant, obtaining consent or authority as required			
<input type="checkbox"/> OBTAIN a detailed description and photograph of the missing person			Click here to enter text.
<input type="checkbox"/> CHECK for the missing person on CPIC, PRIME or other police information systems			Click here to enter text.
PROVIDE the family and/or reportee of the missing person with information about <input type="checkbox"/> Support services available <input type="checkbox"/> The investigative process <input type="checkbox"/> Actions they may take or information they may seek or provide to assist the investigation and <input type="checkbox"/> The name and contact information of the officer designated as family liaison			Click here to enter text.
<input type="checkbox"/> If the missing person is Aboriginal, NOTIFY Aboriginal Liaison Officer or missing person coordinator			Click here to enter text.
CONSIDER <input type="checkbox"/> Issuing a BOLO and/or Assistance to Locate bulletin <input type="checkbox"/> Whether the criteria for issuing an AMBER Alert are met <input type="checkbox"/> Conducting neighbourhood enquiries and/or a video canvass <input type="checkbox"/> Obtaining physical evidence (e.g., surveillance footage, computers, electronic devices/passwords, bank records, phone records, etc.), biological evidence (e.g., personal items of the missing person that may contain a biological sample, familial biological samples), or medical or dental records , obtaining consent or authority as required <input type="checkbox"/> Requesting assistance from other police forces <input type="checkbox"/> Requesting assistance from other agencies (e.g., child protection authorities, taxi companies, public transit authorities, airport authorities, Canada Border Services Agency, Department of Homeland Security, towing companies, etc.) <input type="checkbox"/> Whether the case should be profiled on the police force's website, social media platform(s) and/or the NCMPUR's Canada's Missing website <input type="checkbox"/> Involving the media <input type="checkbox"/> Any other step that may assist in the investigation			Click here to enter text.
IF FOUL PLAY IS SUSPECTED <input type="checkbox"/> REFER investigation to section or investigator responsible for major or serious crime investigations <input type="checkbox"/> ViCLAS must be completed			Click here to enter text.
COMPLETED BY			
Rank	Surname	Given Name	Number
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Signature		Date	
		Click here to enter text.	

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Sub Section 5.1 – Missing Person Investigations	Effective: September 1, 2016
Subject 5.1.4 – File Review and Monitoring	Revised: January 1, 2017

Definitions

“BC Police Missing Persons Centre (BCPMPC)” – a provincial force unit that provides guidance and support to all police in the province for missing person investigations, and coordinates and supports unidentified human remains investigations.

“Case review” – an examination of the administrative management and operational aspects of an investigation including the nature and quality of the investigation and the evidence.

“Director” - the director of police services referred to in section 39 (1) of the *Police Act*.

“Missing person” – anyone reported to police or by police as someone whose whereabouts are unknown, whatever the circumstances of their disappearance, and who are considered missing until located.

“Missing person coordinator” – the police officer designated as responsible for oversight and support functions for the police force’s missing person investigations, including those functions listed in Standard (1) of 5.1.4 *File Review and Monitoring* of these *British Columbia Provincial Policing Standards*.

Standards

The chief constable, chief officer, or commissioner must ensure that:

Missing person coordinator

- (1) A missing person coordinator is designated at the police force, detachment or district level and is responsible for:
 - (a) Knowing the status of all open missing person investigations within the police force’s jurisdiction;
 - (b) Ensuring that there is always an active lead investigator for all missing person investigations within the police force’s jurisdiction;
 - (c) Maintaining and making available to members of the police force, a list of local resources and suggested checks to assist in missing person investigations; and
 - (d) Liaising with the BCPMPC.
- (2) The missing person coordinator is notified of all missing person reports within the police force’s jurisdiction.

Supervision of open investigations

- (3) All open investigations of missing persons, including foul play suspected cases investigated by major crime or serious crimes unit, are subject to regular, documented supervision (see also Standard (8) of *BCPPS 5.1.2 Risk Assessment*).
- (4) The supervision under Standard (3) must occur, at minimum:
 - (a) Daily for the first 48 hours of the investigation;
 - (b) Weekly for the first 30 days of the investigation;
 - (c) Three months from the start of the investigation; and
 - (d) Every 12 months thereafter.
- (5) The supervision under Standard (3) must include, at minimum, consideration of:
 - (a) Whether the risk assessment and the level and type of resources applied to the investigation (including lead investigator) are appropriate;
 - (b) Whether investigative leads and tasks and database checks are being conducted/followed up by the investigator;
 - (c) Whether the investigation is being properly documented;
 - (d) Whether the family/reportee of the missing person are being kept informed of the progress of the investigation;
 - (e) Whether a BC Coroners Service *Missing Persons Query* form should be completed;
 - (f) Whether all relevant fields currently available on CPIC have been completed;
 - (g) Appropriate diary dates; and
 - (h) Tasks to be assigned to the investigator.

Case review – foul play suspected

- (6) In addition to regular supervision required under Standard (3), open investigations where foul play is suspected are subject to a formal case review, overseen by an appointed reviewer within a major crimes or serious crimes unit, at minimum:
 - (a) Within 5-7 days of the start of the investigation;
 - (b) Between 6-8 weeks of the start of the investigation; and
 - (c) In conjunction with the timing of the annual supervision under Standard (4)(d).
- (7) Intentionally left blank.

Policies and procedures

- (8) Policies and procedures regarding missing persons are consistent with these *BC Provincial Policing Standards*.

Section 5.0 – Specialized Investigations	Page 1 of 2
Sub Section 5.1 – Missing Person Investigations	Effective: September 1, 2016
Subject 5.1.5 – Family Members and Reportees	Revised: January 1, 2017

Definitions

“Missing person” – anyone reported to police or by police as someone whose whereabouts are unknown, whatever the circumstances of their disappearance, and who are considered missing until located.

“Family liaison” – a police officer responsible for communication with the family or other relevant persons during a missing person investigation.

Standards

The chief constable, chief officer, or commissioner must ensure that:

Communication with family members and reportees

- (1) During the initial stages of the investigation, the family and/or reportee of the missing person is provided with information about:
 - (a) Support services available;
 - (b) The investigative process;
 - (c) Actions they may take or information they may seek or provide to assist the investigation;
 - (d) Information to assist them in dealing with the media;
 - (e) The file number for the investigation; and
 - (f) The name and contact information of the family liaison.
- (2) A family liaison is appointed to each investigation and provides updates and timely information regarding the status of the missing person to the family/reportee throughout the investigation, unless to do so would jeopardize the missing person or the investigation.
- (3) The family/reportee are advised of any changes to the family liaison and/or the lead investigator.
- (4) Communication between the police force and the family/reportee is documented in the case file.
- (5) The family/reportee are advised in advance when details pertaining to the investigation will be released to the media and/or the public, unless to do so would jeopardize the missing person or the investigation.

- (6) The family/reportee are provided an opportunity to review and consent to any photo(s) and/or description(s) of the missing person that will be released to the media and/or the public, unless to do so would jeopardize the missing person or the investigation.
- (7) New information is conveyed to the family in a manner appropriate to the type of information being provided. Death notifications are provided in person, in a private setting whenever possible, subject to any special provisions requested in the communication plan.
- (8) A communication plan is established in consultation with the family/reportee of the missing person as soon as appropriate given the circumstances of the investigation, or at the latest, within two weeks of the start of the investigation. At minimum, the communication plan must establish:
 - (a) The name and contact information of the family liaison;
 - (b) The names and contact information of designated family member or members, the reportee and any other person(s) that are to be updated on the progress of the investigation;
 - (c) The frequency and type of information that is to be provided to the persons identified in the communication plan (e.g., the family's wishes and schedule for contact, updates on the progress of the investigation, significant developments in the investigation);
 - (d) The type of information that is to be provided to the family liaison by the persons identified in the communication plan; and
 - (e) The means by which information is to be provided.
- (9) The communication plan under Standard (8) is documented in the case file.

Policies and procedures

- (10) Policies and procedures regarding missing persons include a statement underscoring the stressful nature of a missing person event for family members/reportees and the need for all employees of the police force to treat family members/reportees with respect, compassion and empathy.
- (11) Policies and procedures regarding missing persons are consistent with these *BC Provincial Policing Standards*.

Section 5.0 – Specialized Investigations	Page 1 of 2
Sub Section 5.1 – Missing Person Investigations	Effective:
Subject 5.1.6 – Concluding a Missing Person Investigation	Standard (1), (2.1): January 1, 2017 Standards (2)–(6): September 1, 2016 Revised: January 1, 2017

Definitions

“approved verifier” – a person involved in providing care or services to a found missing person, who is familiar with their current circumstances, including:

- (a) A parent or caregiver;
- (b) A social worker, youth/child protection worker or group home worker;
- (c) A transition house worker or antiviolence worker;
- (d) A doctor, psychiatrist, counsellor or other health care provider;
- (e) A victim services worker;
- (f) A shelter or outreach worker;
- (g) A lawyer or legal advocate; or
- (h) An Aboriginal support worker.

“Missing person” – anyone reported to police or by police as someone whose whereabouts are unknown, whatever the circumstances of their disappearance, and who are considered missing until located.

“Safe and well check” – personal face-to-face communication with a found missing person to confirm their identity and assess their well-being.

Standards

The chief constable, chief officer, or commissioner must ensure that:

Closing a missing person investigation

- (1) A missing person report or investigation is not closed until:
 - (a) The missing person has been located and a police officer or an approved verifier has completed a safe and well check; or
 - (b) The BC Coroners Service has confirmed the identity of a deceased person or found human remains as that of the missing person; or
 - (c) If the investigation is being transferred to another police force, the other police force has confirmed its receipt of the report and responsibility for the investigation.

- (2) Closure of a missing person report or investigation must be reviewed and approved by a supervisor with such approval being documented in the case file.
- (2.1) Notwithstanding Standard (1)(a) above, a supervisor may approve the closure of a missing person report or investigation without the completion of a safe and well check provided that the supervisor:
 - (a) is satisfied that the missing person's identity and well-being have been established by other means; and
 - (b) has determined that the completion of a safe and well check is either:
 - (i) not in the best interest of the missing person, having due regard to their privacy, their degree of vulnerability, and their continuing safety, or
 - (ii) clearly impracticable given the presence of extenuating circumstances; and
 - (c) documents the reasons supporting his or her decision in the case file.
- (3) Information systems (e.g., CPIC and PRIME entries) are updated as soon as possible when a missing person is located.

Disclosure

- (4) The location or whereabouts of a found missing person that is a competent adult are not disclosed to the family/reportee without the missing person's consent.
- (5) The following are considered before disclosing the location or whereabouts of a found missing person under the age of 19:
 - (a) The minor's age and competency;
 - (b) Whether the minor consents to the disclosure; and
 - (c) The minor's relationship to the family/reportee.

Policies and procedures

- (6) Policies and procedures regarding missing persons are consistent with these *BC Provincial Policing Standards*.

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Sub Section 5.1 – Missing Person Investigations	Effective:
Subject 5.1.7 – Prevention, Intervention, and Outreach	Standard (1): January 1, 2017 Standards (2)–(7), (8): September 1, 2016 Standards (7.1)–(7.2): March 1, 2019 Revised: September 15, 2018

Definitions

“BC Police Missing Persons Centre (BCPMPC)” – a provincial force unit that provides guidance and support to all police in the province for missing person investigations, and coordinates and supports unidentified human remains investigations.

“Delegated Aboriginal Agency” – an Aboriginal agency that has established a delegation agreement with the Provincial Director of Child Welfare to undertake administration of all or parts of the *Child, Family and Community Service Act*.

“Missing person” – anyone reported to police or by police as someone whose whereabouts are unknown, whatever the circumstances of their disappearance, and they are considered missing until located.

Standards

The chief constable, chief officer, or commissioner must ensure that:

Extra standard of care required for found missing persons under the age of 19

- (1) Consideration is given to conducting an interview with found missing persons under the age of 19 in an effort to determine:
 - (a) Any requirements for follow up investigation; and
 - (b) Any resources or assistance that could be offered to help promote the minor’s safety or prevent them from going missing again.

A minor has the right to refuse to cooperate or answer questions and should not be pressured to provide information.

Child protection authorities

- (2) The police force has protocols in place with Ministry of Children and Family Development authorities and Delegated Aboriginal Agencies (where relevant), to facilitate missing person investigations involving youth in local group homes and foster care.

- (3) The police force has protocols in place to refer found missing persons under the age of 19 to child protection authorities for assessment of their needs, where appropriate.

Aboriginal liaison

- (4) The police force has access to at least one of the following means to obtain advice or assistance during missing person investigations where the missing person is Aboriginal:
- (a) An Aboriginal liaison officer; or
 - (b) An officer from a federal First Nations Policing Program Community Tripartite Agreement or Quadpartite Agreement; or
 - (c) Local Aboriginal leaders or organizations, through written protocol or agreement.

Protocols with other agencies

- (5) Protocols are in place with local mental health facilities, hospitals and nursing homes to facilitate missing person investigations involving patients or residents.

Frequent reports involving the same individual

- (6) If frequent reports involving the same individual are identified, the police force identifies mitigating strategies, in conjunction with relevant local agencies or resources.

Suspicious links between cases

- (7) If links between cases are suspected at any time during an investigation, or as a result of aggregate analysis, the police force:
- (a) Notifies the BCPMPC; and
 - (b) Identifies any additional action to be taken or procedures to be followed when a missing person report involving similar characteristics is received by the police force.

Public awareness of the missing person reporting and investigation process

- (7.1) Information about missing persons is available on the police force's public website, including at minimum:
- (a) How to report a missing person, including that there is no waiting period to make a report and that anyone can make a report (e.g., non-family members);
 - (b) A description or examples of the information that may be requested to assist police with the risk assessment and investigative process;
 - (c) How members of the public may provide, or seek, information about an ongoing missing person investigation; and

- (d) Information about support services and resources related to missing persons, including local victim services and links to relevant Provincial or National websites.
- (7.2) The link to the information referred to under standard (7.1) can be easily located on the main page of the police force's or RCMP detachment's website.

Policies and procedures

- (8) Policies and procedures regarding missing persons are consistent with these *BC Provincial Policing Standards*.