

# Metropolitan Police Academy



## 3.2 Basic Investigative Incident Reports

## Introduction

As a police officer, not every report taken will be for an offense and subsequent arrest. Many reports will be incident reports. Incident reports are just as critical as those taken for an offense and must be given the same due diligence and care during a preliminary investigation. Officers must not be lulled into a false sense of security simply because they have been dispatched to a scene of an incident and not an offense. Situational awareness is still critical and the ability to keep track of what is going on around you in a complex and dynamic environment will ensure your safety. Remember that regardless of how a dispatcher voices an assignment over the air, it is incumbent upon the officer to not only make the final determination, but to respond to the scene using the same level of caution as he or she would when responding to the scene of an offense report or an offense in progress.

By the conclusion of this lesson, you will have a clear understanding of how to conduct an investigation for an *Injured Person to the Hospital*, including how to handle the incident when the identity of the person is unknown. You will also gain full competency in understanding *Check on the Welfare* and *Missing Person* investigations.

### 3.2.1 Describe an *Injured Person to the Hospital* investigation

#### General Order 401.01 - Field Reporting System

This General Order states that: "Members shall complete an incident report for all injured persons on public space, and injured persons transported to the hospital regardless of the type of location."

When responding to the scene of an injured person, remember to treat this as seriously and with as much caution as you would when responding to the scene of an offense. Just because it is dispatched to you one way does not mean that is actually the nature of the call to which you are responding. Situational awareness is vitally important. It is not unheard of for officers to receive a call for a seemingly innocuous incident and because of the nature of the call let down their guard, only to discover too late that the call was a set-up for an ambush in which they are injured or killed.

Follow these steps:

- As you approach the scene of a call in which you were advised there is a potentially injured community member on scene, be sure to scan your environment before exiting your vehicle.
- After marking on the scene, your first priority is to locate the injured citizen and request medical help. You are then to deliver as much aid as you are able to provide until an ambulance arrives.
- Provide an update for the dispatcher so that he or she may relay that information to necessary parties. This does not mean that you tie up the air with superfluous transmissions, Rather, inform the dispatcher of the community member's condition and, if the person instead appears to be the victim of a crime, inform the dispatcher of that as well.
- You must voice to the dispatcher whether the injured community member is an adult or child, whether the person is conscious and breathing, and if there are any visible injuries. If there is no visible injury, inform the dispatcher where the community member states their is pain emanating from. It is important that you do so as informing the dispatcher of the injuries determines whether a DCFEMS Ambulance or Medic arrives on your scene, as one is equipped to handle higher levels of trauma than the other.

**NOTE:** Do not voice the race of the community members over the air.

- You must then conduct a preliminary investigation in order to gain a grasp of the scene and situation in its entirety. Ask what happened leading up to the incident and allow the community member to tell you what occurred in his or her own words. It is your job to paraphrase what you are told for the report. Do not forget to capture the “who,” “what,” “when,” “where,” “how,” and “why”. The community member may be emotional as a result of injury or how it was sustained, and you should give the person the space for this, all the while exhibiting empathy and compassion.
- Do not forget to introduce and identify yourself when it is feasible to do so and does not jeopardize your safety or that of the community member whom you have been called upon to assist.

The following complainant / victim / witness information must be captured within the report:

- **Name** - Full name; Ask for an identification card from which you can copy down the information. If the community member does not have one, verbal identification will suffice.
- **Address** - Home and Work.
- **School Information** - Name and Address, if applicable.
- **Phone number** - Cell phone, Home, Work (Ask: “Which is easiest to get ahold of you?”) In the case of theft, robbery, or lost property, make sure you obtain both the number of the stolen phone and a number that you can use to reach the complainant.
- **Email addresses** – Home and Work.

Many of the people you will help during the course of your career may have social media accounts that could assist in your investigation. These accounts will be on such sites as Facebook, LinkedIn, Twitter, Instagram, and countless other sites that allow constant contact between users. Being able to view the social media of a victim, for example, may provide crucial clues or information with regards to a potential suspect or in finding a missing person. Due to the sensitive nature of social media, because of the sheer amount of personal information posted by individuals on their accounts, it is important that you exercise tact when requesting social media information. Stress that the information will be used for no other purpose than assisting in the investigation and be mindful of how you phrase your requests. Some phrases that may be helpful to preface your request are:

- “May I...”
- “Would you mind....”
- “If it is all right with you....”
- “Would it be possible....”

Remember, the community member is under no obligation to provide his or her social media information to you, and you cannot attempt to coerce the person into doing so.

When gathering information from witnesses, your notebook will serve as a powerful documentary tool. So, whenever possible, make an attempt to get witnesses and victims to write down their statements. As noted in an earlier lesson, you should carry *Witness Statement* forms (PD119) in your patrol gear. These forms serve as official government documents and allow witnesses and community members who have been victims of an offense or find themselves at the center of an incident the ability to write what occurred in their own words.

In addition,

- Locate any and all witnesses to the incident in question and capture their information for your

report.

- Take note of any potential evidence that could have contributed to the citizen's injury, and if any is found place it on the property book at your element (See **General Order 601.1 - Recording, Handling and Disposition of Property Coming into the Custody of the Department**).
- If a defect on public space led to or directly contributed to the injury of a community member, request *District Crime Scene* to have photographs taken of the defect. You must take this step as the defect that caused the injury could lead to future litigation against the city, and as such, must be documented. In the event that no crime scene certified officer can respond, you must utilize your MPD issued phone and BWC to take photographs.
- If a defect is found, you also must raise the dispatcher and inform him or her of the defect and its location so the proper notification can be made. If you fail to do this, there is a risk that another citizen may suffer an injury.
- Be mindful of the fluidity of scenes and be sure to note the condition and state of the community member's clothing. Is it torn or does it appear to have been damaged during the commission of a crime? If so, seize the clothing as needed. This means that you must take care not to fall prey to a "tunnel vision" mindset. If your preliminary investigation reveals that an offense has occurred and it is no longer an incident, then you must take the appropriate police action.

You must request that an official respond to your scene for an *Injured Person to the Hospital*, per **General Order 401.01 - Field Reporting System**, when one of the following three criteria are met:

- The injured person is found to be suffering from injuries of an unknown nature - This means you arrived on the scene, conducted your preliminary investigation, and were unable to discover how the injuries to the community member were obtained.
- The injured community member cannot coherently describe how his or her injuries were obtained. The person may be flustered or disoriented and cannot give you a clear and concise reason behind the injuries, and your preliminary investigation is unable to elucidate further.
- The injured citizen is unconscious.

When an injured citizen is transported to the hospital, and your investigation did not reveal that he or she was the victim of a crime, then you must classify it as an *Injured Person to the Hospital* and complete an incident report.

When you are unable to ascertain the identity of the injured party, you must do an *Injured Person to the Hospital* report. Some examples of when this report is required include, but are not limited to when a community member is:

- semi-conscious, unconscious, intoxicated, and/or incoherent, and
- unaccompanied by anyone who knows the identity of the community member, and

You learned about teletypes in lesson 2.1 on *Roll Call*. There is a Teletype Unit that not only issues teletypes to the entire department, but continuously compiles information on stolen autos, missing persons, and injured persons who are transported to the hospital, amongst other duties. **You must notify the Teletype Unit by calling (202) 727-4225** when a citizen is transported to the hospital, and there is *any* indication, regardless of how slight, that they may be admitted, and no next of kin has been

notified. Also, be sure to document in your notebook the name and number of the member whom you spoke with at Teletype.

Upon notifying Teletype, you will provide them with:

- the identity of the citizen, when known
- a description of the citizen (clothing, height, weight, etc.)
- a brief synopsis of how the citizen became injured, when known
- who transported the community member (medic or ambulance number)
- what location the community member was transported from
- what hospital the community member was taken to

### 3.2.2 Describe a *Check on the Welfare* investigation

During your time as a police officer, you will respond to many calls for service that are dispatched as *Check on the Welfare*. Welfare checks are conducted by MPD when a member is asked to respond to a location to determine the well-being or safety of one or more persons. Some examples of this are:

- a therapist seeks police assistance in determining the welfare of a patient who may be struggling with mental health issues
- a community member is worried about an elderly neighbor he or she has not seen in a few days
- a teacher is concerned that a student with exemplary attendance is suddenly absent from school
- the Child and Family Services Agency (CFSA) requests assistance in helping to verify the potential abuse of a child within a home

When you arrive on the scene in order to ascertain the welfare of the subject, you must remain cognizant of your surroundings as this directly impacts your safety. Maintaining situational awareness is a skill that you must continually hone and utilize. Do not disregard it, or think it unnecessary simply because of the nature of the call to which you are responding. You must always be ready for a multitude of different possibilities when arriving on a scene.

Whenever you are dispatched to a call for *Check on the Welfare*, you must complete an incident report. This report will be classified as either "*Check on Welfare of an Adult*" or "*Check on Welfare of a Juvenile*," depending on whether the subject is at least eighteen (18) years of age (for an adult) or younger (for a juvenile). If you determine that a crime has occurred, take a report for that offense instead.

If you make contact with the subject of your welfare check, be sure to capture the following information in your field notebook:

- **Name** - Full name; Ask for an identification card from which you can copy down the information. If the community member does not have one, verbal identification will suffice.
- **Address** - Home and Work.
- **School Information** - Name and Address, if applicable.
- **Phone number** - Cell phone, Home, Work (Ask: "Which is easiest to get ahold of you?") In the case of theft, robbery, or lost property, make sure you obtain both the number of the stolen phone and a number that you can use to reach the complainant.
- **Email addresses** – Home and Work.
- **Social Media** – Personal and Work.

Your report must include:

- the identity of the person requesting the check listed as the Reporting Person and the person being checked on as the Subject Person
- if the subject is a juvenile or otherwise vulnerable
- how the identity of the subject was obtained
- the state in which you found the subject
- how the welfare of the subject in question was determined. How were you able to verify their safety? Did you see the person yourself?
- a detailed description of all investigative steps you took

If you are unable to verify the welfare of a subject, there are some additional steps you need to take and record in the report, while being mindful of the Internal and External Narrative distinction:

- An official at your element must be notified. This official will review the situation and may order additional actions. If you cannot verify the welfare of a juvenile, you must additionally notify YFSD and CFSA. CFSA can be reached at **(202) 671-SAFE. (GO 304.02 Welfare Checks)**.
- You must leave your contact information and the CCN of the report either with the reporting person or at the location of the welfare check. If for some reason that is not possible, you must describe why in your report.

There will be times when your *Check on the Welfare* call will reveal that an adult at the location has been neglected, abused, or is incapable of caring for themselves. During the times when you encounter a community member who is the victim of neglect or abuse, or is seen to be incapable of caring for himself or herself, you must:

- summon an official to the scene
- contact Adult Protective Services (APS) on their 24-hour hotline at **(202) 541-3950**. They are located at 645 H St. NE on the 3<sup>rd</sup> floor, operating from 0815-1645.

It should be noted that, per **Special Order 11-02 – Adult Protective Services**, “an adult shall *not* be considered to be committing self-neglect for the sole reason that he/she seeks treatment by spiritual means through prayer alone in accordance with a religious method of healing, in lieu of medical treatment.” *However*, if you come into contact with a community member who is in desperate need of medical attention, yet they are refusing medical assistance, you *must* request that an ambulance respond to your scene. If the person is still refusing medical assistance and the religious request is honored by the EMTs that arrive on the scene, then contact your Watch Commander as he or she will make the determination whether the community member should be involuntarily taken to the Comprehensive Psychiatric Emergency Program (CPEP) for psychological evaluation.

This is yet another moment where the thoroughness of your investigation and your report will directly impact the type of assistance the community member receives and the urgency with which it is received. It is incumbent upon you, as the responding officer, to ensure that you document with as much detail as possible what you see, hear, and smell while on the scene of potential abuse or neglect. Remember, agencies that could assist the community member cannot respond to anything of which they have not been notified. Your report must include:

- the name, age, and a physical description of the adult in need of Protective Services
- the name of the possible abuser and all of his or her relevant information. Remember, capture as much data on this person as possible. Your initial report may be the basis upon which a later criminal investigation is launched.
- the type of abuse or neglect to which you are witness

- the basis and source of your knowledge of the abuse or neglect. What facts surrounding the situation lead you to believe that the adult in question is in need of Protective Services?
- any additional information you deem relevant. The more detail, the better. Paint the picture for those who are not able to be on the scene with you.
- the date and time notification to APS was made
- who you spoke with when you made the notification to APS

There will be times when the Child and Family Services Agency (CFSA) will seek your assistance checking the welfare of a juvenile. When you are able to locate the child, you must notify CFSA through the dispatcher or by calling **(202) 671-SAFE**. A CFSA agent will come out to speak with the juvenile, but if the agent is unable to give you an estimated time of arrival, then contact and be guided by your official. You must also contact your official when you are unable to locate a juvenile when attempting to check on their welfare.

**NOTE:** You are a mandatory reporter as a police officer. This means that you are required by law, DC Code § 7-1903, to report any cases of abuse or potential abuse.

### 3.2.3 Define key terms related to a *Missing Person* investigation (General Order 304.03)

#### ***Missing Person***

If you are approached by a community member who wishes to file a *Missing Person* report, you must first find out from where the individual is missing.

- A missing person is an adult or juvenile community member who is **missing from the person's lawful home within the District of Columbia** for a period of time that is regarded as suspicious or unusual when considering the behaviors, patterns, plans, or routines of the citizen. For example: A father calls 911 and requests police assistance because his son typically returns home after school, every day, no later than 1630 hours but today it is approaching 1900 hours and his son has yet to arrive. Based on his son's usually consistent behavior, the fact that he has not returned home from school is unusual and breaks with his normal pattern of behavior.
- A community member, regardless of their place of residence, who is missing for a period of time that is regarded as suspicious or unusual when considering his or her typical behaviors, patterns, plans, or routines **and** for whom there is **credible information to believe he or she was last seen within the District of Columbia** will also be classified as a missing person.
- If the missing individual is not a resident of the District or they went missing in another jurisdiction, then the community member wishing to file a *Missing Person* report must contact the police department of the jurisdiction in which the person lives or went missing. Although this is outside DC jurisdiction you could still provide guidance and assistance to ensure the reporting person finds the correct police phone number.

A missing person investigation must be conducted, and a report taken whether the individual went missing within the District of Columbia or the individual is a resident of the District of Columbia.

#### ***Critical Missing Person***

A *Critical Missing Person* is a community member who fits the formerly given criteria of a *Missing Person* and the person in question also meets one or more additional conditions. It is up to you, the primary

responding officer, to ascertain whether the individual in question will be considered to be a *Critically Missing Person*. Then, it is the responsibility of the Watch Commander to classify it as such.

A community member will be classified as critically missing if he or she is:

- an elderly citizen over the age of sixty-five (65)
- a juvenile under the age of fifteen (15)

**NOTE: Juveniles fifteen (15) years of age and over shall be deemed critical when the circumstances of the incident meet the criteria outlined in Part III.3.c of G.O. 304.03.**

- mentally ill or a mental health consumer. It is important to determine whether the individual is currently suicidal. *Additionally, are they drug dependent and the dependency leads to a life-threatening situation? For example, the person requires insulin every four hours and he or she has been missing for five hours without their medication. Are they missing from a hospital or institution while presenting an imminent danger to him or herself or others?*

There may be additional factors that cause the Watch Commander to reach the conclusion that the *Missing Person* is at-risk and should be considered critically missing. For example, the community member is currently in the company of another person who could endanger his or her welfare or the community member is in real or suspected danger of foul play.

### ***Attempt to Locate***

During your time as a patrol officer, there will come a time when you respond to the scene of an incident that is dispatched to you as a *Missing Person* because a community member has called in requesting assistance in locating an adult. Upon conducting a preliminary investigation, you may conclude that the missing adult in question does not meet any of the criteria of a *Missing Person*. In that instance, the classification for the report is *Attempt to Locate* and information must be entered into the Washington Area Law Enforcement System (WALES).

### ***Silver Alert (Special Order 13-10)***

The elderly community members whom you will serve and protect are a segment of the population that at times are in need of extra care. Some of the elderly suffer from dementia or similar cognitive disabilities, and at times they may become disoriented and unable to recall how they have reached a destination or how to return home. In order to assist in the safe return of an elderly community member over the age of sixty-five (65) who has been reported missing by family members, caretakers, or friends, a *Silver Alert*, which is similar to an *AMBER Alert*, can be implemented when the following criteria have been met:

- it is believed that the missing community member is in imminent danger or grave risk of bodily harm
- a thorough preliminary investigation has occurred, to include a canvass for the missing individual in order to eliminate alternative explanations for the person's absence
- the CCN is provided to the Silver Alert Coordinator

Once you believe you have enough information to initiate a *Silver Alert*, contact your Watch Commander. Your Watch Commander will in turn contact the CIC Watch Commander who will bring the information to the attention of the Silver Alert Coordinator.

### **Placement Violation**



A person twenty-one (21) years of age or under who is reported missing and who was placed by court order into a group home operated or contracted by the Department of Youth Rehabilitation Services (DYRS) or Court Social Services (CSS) shall **not** be classified as a *Missing Person*. The incident shall be classified as a *Placement Violation* by the Telephone Reporting Unit, Office of Unified Communications.

### **3.2.4 Describe a *Missing Person* Investigation**

There is **no** minimum time requirement that an individual must be missing prior to a *Missing Person* report being filed. When you arrive on the scene for a missing person remember that the community member calling in to report another person missing may be distraught. While you should always show empathy and compassion while on scenes with worried individuals and victims, remain cognizant of the fact that the faster you are able to obtain accurate information, the faster you can issue a **Flash Look-Out** so that your fellow officers in the field can begin canvassing for the missing individual.

During the canvass, broadcast the last place the missing person was seen, as this is the first place your fellow officers will search if it differs from the location from which the person is reported missing. If he or she has been reported missing on prior occasions, ensure that those locations are thoroughly searched as well. If the location(s) are in another district, contact the dispatcher and request a district appropriate unit to canvass and search that location on your behalf. Remember not to become a victim of tunnel vision or linear thinking; utilize all the resources available to you. When a potential location of the *Missing Person* is in another jurisdiction, contact your Watch Commander as he or she will take the steps to notify and request assistance from the appropriate agency.

When you are on the scene of a *Missing Person* that involves a juvenile under the age of twelve (12) and you have actually responded to the home, you must thoroughly search the premises. Any place a child could potentially hide must be searched. This means you must look in the garage, closets, attics, and crawl spaces and beneath the bed regardless of whether the reporting person states that he or she has already searched and cleared the residence.

When canvassing for juveniles, make sure that you find out if they are currently participating in any extracurricular activities. For example, are they on a sports or debate team? In an afterschool program? In summer school? Do they attend a summer camp? All of this will provide you with critical information that can help you find the child. If the juvenile is involved in school activities, contact school security along with the School Resource Officer (a police officer assigned to a particular school or set of schools) through the dispatcher and request that the location is searched for the child.

You must gather the following information while interviewing the reporting person as it has a direct impact on the course of the investigation. In addition, it could provide much needed information regarding safety that you can relay to your fellow officers who will assist during the canvass for the missing person and for your report.

- How the reporting person is related to the missing person. What is the nature of the relationship? For example, are they siblings or in a romantic relationship? Is the missing person the child of the reporting person or simply a friend?
- The name, age, date of birth, and social security number of the missing person.
- The mental, physical, and health habits and history of the missing person. Include physical features such as tattoos and scars and a clothing description from when the missing person was last seen.

- You must obtain the information on any relevant **caution codes** that can be added to your *Missing Person* report and passed along to relevant parties. Note if the individual is:
  - armed and dangerous
  - prone to violent tendencies
  - a martial arts expert
  - an explosives expert
  - an escape risk
  - a sexually violent predator
- In addition to the caution codes that are relevant to safety concerns, it is also necessary to obtain information on any relevant **medical codes**, such as:
  - Does the missing person have a heart condition?
  - Is he or she prone to epileptic seizures?
  - Does the missing person have any known allergies?
  - Is the missing person an alcoholic?
  - Is he or she a hemophiliac?
  - Is the missing person diabetic?
  - Does he or she require any medication and currently in possession of that medication? How often is the person required to take the medication?
- Ascertain whether the missing person has any dependency on drugs (illegal or prescribed), and if they are prescribed drugs, are they on their person.
- Obtain names and addresses of friends and relatives where the missing person may be located. *These will be used to assist in canvassing for the missing person as these locations will also be checked.*
- Determine whether the person has been missing before and if so, where he or she was located. It is smart and necessary to check these areas during the canvas. *Check **Mark43** to see what previous reports say.*
- Find out whether the missing person has access to computers and social media.
- Obtain the cell phone number of the missing person, if applicable.
- Obtain a vehicle description, if applicable.
- Learn the maiden name of the missing person's mother.
- Obtain a photograph of the missing person if one is available, making sure to note within the incident report (PD 251) if no photograph was able to be provided.

It is your responsibility as the primary responding officer to gather as much information about the missing person as possible. The more you are able to learn about habits and behaviors, the greater the probability that you and your fellow officers will be able to locate the missing person before he or she comes to possible harm.

If during the course of your investigation you realize that the missing person in question can be classified as a *Critically Missing Person*, or the person meets the criteria for a *Silver Alert*, or you suspect foul play of any sort, notify your official immediately and be guided by his or her directives.

While you may have enough to know a citizen can be classified as a *Critical Missing Person*, **it is the Watch Commander that makes the final determination in that regard**. It is also the responsibility of the Watch Commander to set up a Command Post for missing persons under age 12, which is essentially the base of operations, at the location from which this type of community member was reported missing. Beyond age 12, it is at the discretion of the Watch Commander for critical cases. If it is determined by the Watch

Commander that it is indeed a *Critical Missing Person* investigation, the Youth and Family Services Division (YFSD) must be notified at **(202) 576-6768**. YFSD must also be immediately contacted if an adult is missing with a juvenile in his or her custody.

As noted, one of the first things you will do is quickly get a description of the missing person and issue a flash lookout so other officers can begin to canvass. After gathering as much information about the missing person as possible, members shall call the Teletype Unit as it may have information regarding the whereabouts of the individual being reported missing. If Teletype does not have the information an officer is seeking, an officer must then begin calling all of the hospitals within the District of Columbia. The hospital staff can tell officers whether anyone currently admitted is the missing person or perhaps matches a description given of the missing person.

There will be times when the staff of a particular hospital may not be willing to give that information to you over the phone, as they have no proof of your identity. In those instances, utilize your resources. Contact the dispatcher, request a unit that works within the appropriate district or PSA be sent to the hospital and have that officer make the inquiry in person. While you hope for the best, you should always be prepared for the worst and in doing so, know that anything could have happened to the citizen during the time he or she actually went missing, before the point that someone noticed. For this reason, you must also call the **Medical Examiner's Office (202) 698-9000**.

Just as you document the names of witnesses when you are able to speak with them in person on the scene, you must also note the names of every individual you speak with over the phone during the course of your investigation. For someone who works at a hospital, document a name along with the hospital he or she works for, the number you dialed, and the time that you spoke so it becomes part of your finished report.

If you are unable to get through to Teletype, then the **CCN Reconciliation System** is a useful tool. On the MPD homepage, you can find the CCN Reconciliation System by clicking on the **CCN Checkoff Link**. This is where you will go to search all of the reports that were submitted for an *Injured Citizen to the Hospital*. Searching the time frame between when the citizen was last seen and when he or she was reported missing can also aid you in ascertaining whether the person is truly missing or has been taken and admitted to the hospital for medical treatment.

Sometimes, the missing person has been placed under arrest or is currently in police custody. When you are searching for a missing adult, call the district stations and Central Cell Block. When trying to locate a juvenile, contact the Youth and Family Services Division and the Juvenile Processing Center to rule out that possibility. Also, check the Washington Area Law Enforcement System (WALEs) in order to determine if there is any additional information that can be provided that may assist with your investigation.

If the person that you are attempting to find is under twenty-one (21) years of age, then the reporting person must be given a *Reporting Your Child Missing* form (PD899A). Be prepared for emotions to potentially run high on the side of the reporting person as this form directs them to <http://mpdc.dc.gov/missing> where the child's dentist will be able to add information concerning the dental records of the child. This form will be returned to the Missing Person Section at YFSD. If the child has never visited the dentist, document this information in your field notebook as it must be added to the incident report.

You must check all of the mentioned locations and sources, because you want to be able to definitively say that the community member in question is indeed missing to the best of your knowledge. This allows you to rule out as many explanations as possible that could explain the disappearance.

Your report must contain all of the information you obtained from the reporting person. You must also include any and all notifications you made and hospitals that were called, along with the names of the persons to whom you spoke and the date and time on which each conversation occurred. If a Command Post was established, ensure that this fact is included within the public narrative. Also, include the areas that were canvassed during the search.

If the missing person is located or returns on his or her own, complete a report for *Missing Person/Returned*. Include in the report where the community member was located, where he or she was during the time he or she could not be located, and the person's condition when he or she returned or was found.

### **Court Ordered Violators and Group Homes**

There will be times when you come into contact with a youth who is twenty-one (21) years old or younger who has violated his or her court-ordered placement in a group home, not to include the Child and Family Services Agency group homes. These youth are **not** classified as *Missing Persons*, but as *Placement Violations*. When you come into contact with them, absent any offense for which an arrest must be made:

- The youth must be transported immediately to the Department of Youth Rehabilitation Services (DYRS) Youth Services Center (YSC) at 1000 Mt. Olivet Rd. NE.
- You must then contact Teletype in order to have the status of the youth in question updated throughout the system.
- You must note whom you spoke to at Teletype in your Field Notebook.
- No additional reports are to be completed outside of the aforementioned documentation.

In contrast, any youth twenty-one (21) years old or younger who are missing from any CFSA group home or who have not been committed to a group home via court order will be classified as *Missing Person* and the investigation shall be handled using the same standards as any other *Missing Person* investigation. If you locate the youth during the performance of your patrol duties, do **not** place the youth under arrest unless an arrestable offense has occurred. Instead:

- Transport the youth to CFSA, 400 6th ST SW, and turn the youth over to the custody of CFSA.
- Complete a supplemental report.

If you have any questions regarding how to transfer the custody of the youth to CFSA, contact your Watch Commander.

When you make contact with or locate a juvenile from another jurisdiction for whom a *Missing Person* report has been filed, the youth must be transported to the Juvenile Processing Center (JPC) and a delinquency report must be completed and submitted.

Adults who do not return to penal institutions from holiday leave or rehabilitative programs are *not* considered to be missing persons. Instead, these adults must be handled in accordance with **General Order PCA-501.08 - Arrests of Escapees from the D.C. Department of Corrections**.

### **Locating Competent Out-of-State, Adult Missing Persons**

Competent adults can leave their homes for a myriad of reasons, some of which may be safety-related, and they cannot be forced to return against their will. When you locate such an individual:

- advise the individual that he or she is the subject of a *Missing Person* report as he or she may be unaware.
- inquire as to whether the individual wishes to have his or her whereabouts disclosed to the person who initially reported him or her missing.
- if after affirming the person's safety and well-being, the individual states that he or she does not want the reporting person to know of his or her location, inform the reporting person that the individual that was formerly missing has been located and is well, but does not wish to have his or her location disclosed.
- if the reporting person demands to know the location of the formerly missing person, inform him or her that such disclosure would constitute a violation and invasion of privacy.
- if the located adult was reported missing in another jurisdiction, contact Teletype so the unit can update the necessary party in the appropriate jurisdiction.

Close the case by preparing an incident report with the classification *Missing Person Found (Interstate)* and include the OCA number within the narrative.

### **3.2.5 Complete an Event Report for any of the incidents encountered in this instructional block**

In your time at the academy, you will learn how to complete *Basic Investigative Incident Reports*. Please take special note of the following information:

Officers and/or their superiors are required to notify the CIC of the following situations:

- Crimes of violence
- Critical missing persons (AMBER and Silver alerts)
- Hospital details
- Injured officers
- Gun recoveries
- License plate reader arrests
- Suspicious packages
- Burglaries (excluding attempts)
- Vehicle pursuits
- Large vehicle disruptions
- Any other unusual occurrences
- Sounds of gunshots with property damage
- Sounds of gunshots with ballistic evidence recovered at the scene
- ADW gun where shots were fired
- Any other significant event involving gunfire

When you have filled out your narrative and made the proper contact, please indicate the name of the CIC staff member that was notified. The CIC can be reached by phone **(202) 727-9099** or by email at **CIC.adminbox@dc.gov**.

#### **Summary**

As you have learned, not every report you take will be for an offense, but this does not lessen their importance in any way and proper documentation on your part must occur. Every scene and call to which you respond requires empathy and compassion. When you respond to the scene of an injured person, he or she will look to you for support. You are the stabilizing influence for *Check on the Welfare* investigations, the person that is called when community members are worried and seeking reassurance. The same goes for receiving a call about a missing person, as you must take control of your scene while showing the compassion necessary for the reporting person to know you care about the safe return of his or her loved one nearly as much as they do.

Understanding how to handle your scene for the incidents about which you have just learned will ensure that you are policing to the best of your ability. It will also ensure that you are providing the type of protection and service that the citizens within the District of Columbia depend upon you to deliver.