

MISSING PERSON/RUNAWAY REPORT (CA DOJ - CJIS 8568)

Complete this report for missing persons or runaways who are Oakland residents regardless of the jurisdiction in which they were last seen. A Crime Report **shall** be completed whenever foul play is suspected or if the missing person is a victim of kidnapping or child abduction.

MISSING PERSON

Any person who is missing under circumstances not conforming to his/her ordinary habits or behavior or who may be in need of police assistance or attention. Examples: the senile or aged person who is lost or helpless, the mentally or physically handicapped, the blind, the epileptic, the person known to be contemplating suicide, the child who has been abducted by a non-custodial parent. The police or sheriff's department having jurisdiction of the place in which a person reported missing was last seen is authorized to initiate the investigation. The responsibility for continuing the investigation will normally rest with the police or sheriff's department having jurisdiction of the address where the missing person resides.

A missing person call requires the exercise of the utmost tact by the reporting officer. In some cases, it will be apparent that the adult who is being reported as missing has actually left home of his/her own accord. The officer should point this out to the reporting party and tactfully suggest that they employ the services of a private investigator. However, if he/she insists, take the report. Whenever in doubt, take the report.

The reporting officer shall:

1. Telephone the Special Victims Section immediately in all cases of missing persons or runaways (510-238-3641).
2. Request a photograph of the missing person or runaway to be attached to the report. A digital copy of the photo can be e-mailed to YouthAndFamilyServices@oaklandca.gov. Be sure that the missing person or runaway's name and address are written on the back of the photograph along with the report number.
3. Inform the reporting party that he/she must telephone the Special Victims Section as soon as the missing person or runaway is located or returns home.
4. Notify the reporting party that upon the return of a reported missing juvenile, the Missing Persons Unit will contact them to follow up on the circumstances surrounding the disappearance. In cases of suspected CSEC/human trafficking, the Vice/Child Exploitation Unit will normally follow up as well.

FORM COMPLETION INSTRUCTIONS

PAGE #1

HEADER

Select the appropriate box for 'Adult' or 'Child'

Enter the date and time you completed the report (**NOT** the time the call was received at Dispatch). Use military format (e.g., 01-Jan-19 / 2345).

Enter the date and time the missing person/runaway was last seen by the reporting person. Use military format.

Enter the eight-digit report number (# # - # # # # # #).

Select the appropriate **Report Type**. This will be one box only.

Select the appropriate **Category**. This can be multiple boxes (E.g., Prior Missing, Sexual Exploitation, At Risk).

MISSING PERSON INFORMATION

Enter the missing person/runaway's full name: Last name first, then first name and complete middle name.

Enter the missing person/runaway's sex, race, alias/moniker/nickname (if known), date of birth and age, height, weight, eye color, facial hair, corrective lenses, hair color/style, scars/marks/tattoos and cell phone number.

Enter the missing person/runaway's home address including building, room or apartment number, and zip code.

Enter the missing person/runaway's residence phone number, including the area code.

Enter the missing person/runaway's business address.

Enter the missing person/runaway's business phone number.

Enter the missing person/runaway's FBI number if known.

Enter the missing person/runaway's local reference number (PFN or JFN).

Enter the missing person/runaway's CII number if known.

Enter the missing person/runaway's social security number.

Enter the missing person/runaway's driver's license or ID card number followed by the state of issuance.

Enter the missing person/runaway's email address.

Enter the missing person/runaway's probation/parole/social worker name & phone.

Enter the missing person/runaway's clothing.

Enter the missing person/runaway's social networking sites and screen names.

Enter the missing person/runaway's alcohol, drug, mental health or medical condition(s).

Enter the missing person/runaway's jewelry. Be as detailed as possible.

Enter the missing person/runaway's last known location/activity.

Enter the missing person/runaway's possible destination.

Enter the missing person/runaway's known associates and lifestyle. Include full name(s),
DOB(s), address(es), etc.

Check the appropriate box for dental and skeletal x-rays, visible dental work, dentures and
braces.

Enter the missing person/runaway's dentist name, address, phone number.

Check the appropriate box for photo (enter age in photo), fingerprints, broken
bones/missing organs (describe).

Enter the missing person/runaway's medical provider name, address phone number.

VEHICLE INFO Check the appropriate box for registered owner and describe.

Enter the color, make, model, body style, vehicle year, VIN (if no license plates attached),
license number, state/province/country & reg year.

Check the appropriate box for operator and describe.

Enter the damage to vehicle.

BOAT INFO Check the appropriate box for operator and describe.

Check the appropriate box for registered owner and describe.

Enter damage to boat.

Enter the boat year, make, model, body style, color(s), hull number, state/province/country
and reg. expiration.

SUSPECT INFO Enter the suspect's full name: Last name first, then first name and complete middle name. This information will normally pertain to kidnapping and child abduction reports.

Enter the suspect's relationship to the missing person.

Select the appropriate box for suspect's sex.

Enter the suspect's race.

Enter the suspect's DOB/Age.

Enter the suspect's address including building, room or apartment number and zip code.

Enter the suspect's phone number, including the area code.

Enter the suspect's e-mail address.

Enter the suspect's scars/marks/tattoos.

Enter the suspect's clothing.

REPORTING Enter the reporting person's full name: Last name first, then first name and complete middle name.

Enter the reporting person's relationship to missing.

Check the appropriate box for the reporting party's sex.

Enter the reporting person's race.

Enter the reporting person's DOB/age.

Enter the reporting person's address including building, room or apartment number, and zip code.

Enter the reporting person's phone number.

Enter the reporting person's e-mail address.

*** Do **NOT** enter any information into either the FCN Number or NIC Number fields. This will be completed by Juvenile Intake Unit / Missing Persons Unit staff.

PAGE #2 Enter the missing person's name, DOB/Age and the report number at the top.

NARRATIVE Complete the narrative the same as you would in a crime report following a sequence of events as they occurred. Include a summary of any information which may have a bearing on the case, e.g., emotional history, substance abuse, etc. Provide detailed information for suspected CSEC/human trafficking cases. If additional space is needed, complete an Additional Information Report form.

FOOTER Enter your first initial and your last name.

Enter your serial number.

Enter the date the report is taken.

Leave the approving officer fields blank. These will be completed by the Missing Persons Unit.

Enter the name of the Police Department to which a copy of the report needs to be forwarded to. This will normally be done when taking the report as a courtesy for an outside agency when the missing person resides outside of Oakland.

Enter the Investigative Unit to which a copy of the report needs to be routed to internally. This will normally be done when the missing person is suspected to be a victim of CSEC/human trafficking.

**RELEASE OF
INFORMATION**

Check the appropriate box and have the family member / next of kin initial to authorize the release of photo, dental treatment notes and skeletal x-rays.

Check the appropriate box and have the family member / next of kin initial to authorize the release of the missing person's information to the National Missing and Unidentified Person System.

Check the appropriate box and have the parent or legal guardian of a missing juvenile initial to authorize the referral of a victim of sexual exploitation / human trafficking to advocacy groups and resources.

Enter the full and complete name of the family member, next of kin, parent or legal guardian.

Have the family member, next of kin, parent or legal guardian sign their name.

Enter the date.

Enter the relationship of the family member, next of kin, parent or legal guardian.

Enter the address, city, state, zip code and phone number of the family member, next of kin, parent or legal guardian.