

**OPERATIONS PAMPHLET - 1**

**MAJOR INCIDENT RESPONSE:**

**MISSING PERSONS PROTOCOL**

**TUCSON POLICE DEPARTMENT**

**July 2009**



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## INTRODUCTION

The Major Incident Response Plan for Missing Persons is a component of the Incident Command System. Where not otherwise specified, the “Missing Person Plan” will mirror the guidelines and procedures set forth in the Incident Command System (ICS), briefly explained in the next section.

### INCIDENT COMMAND SYSTEM DEFINED

An Incident Command System (ICS) is an on-scene management structure that:

- Fixes the responsibility for command on a certain individual, independent of rank.
- Ensures that strong, direct, visible command will be established as early as possible in the operation.
- Outlines the activities and responsibilities of officers, supervisors, and above based upon their function within ICS.
- Provides for the orderly transfer of command as necessary.

ICS’s organizational structure develops in a modular fashion based upon the type and size of incident. Basic functional areas of responsibility include Command, Operations, Planning, and Logistics. If one individual cannot manage all aspects of one of these major functional sections, that section can be sub-divided into smaller functional units with each of these managed by the incident commander’s designee.

### MISSING PERSONS PROTOCOL OVERVIEW

The objectives of the Missing Persons Protocol are:

- To locate the missing person.
- To document information for court proceedings and follow-up.
- To prevent reoccurrence.

The Missing Persons Protocol has essentially two levels of responses, the higher being Level 1 and the lower being Level 2. A Level 1 Response is a comprehensive response, which is manpower and equipment intensive, as may be multi-agency. A Level 1 response will be used when:

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- There is strong evidence that the missing person has been abducted (ransom note, witnesses) and the abduction is not custodial-related (unless the suspected custodial abductor is perceived be a threat to the child), **or**
- The missing person is 12 years old or younger (or the person has diminished capacity) **or**
- There is a reason to believe that the person is in danger of serious bodily harm or death.

All other responses will generally be Level 2 Responses. However, the above criteria do not preclude the Incident Commander from upgrading, downgrading or modifying the response as necessary.

## COMMAND STRUCTURE

### GENERAL

Command of a missing person incident shall be dictated by function rather than by rank. The Incident Commander shall maintain command of an event until relieved in accordance with IC protocol. Responding supervisors may be assigned specific responsibilities without assuming command.

The Incident Commander may delegate specific responsibilities to other members of the Department regardless of their assignment or rank. The size of the incident will determine how many functions are delegated.

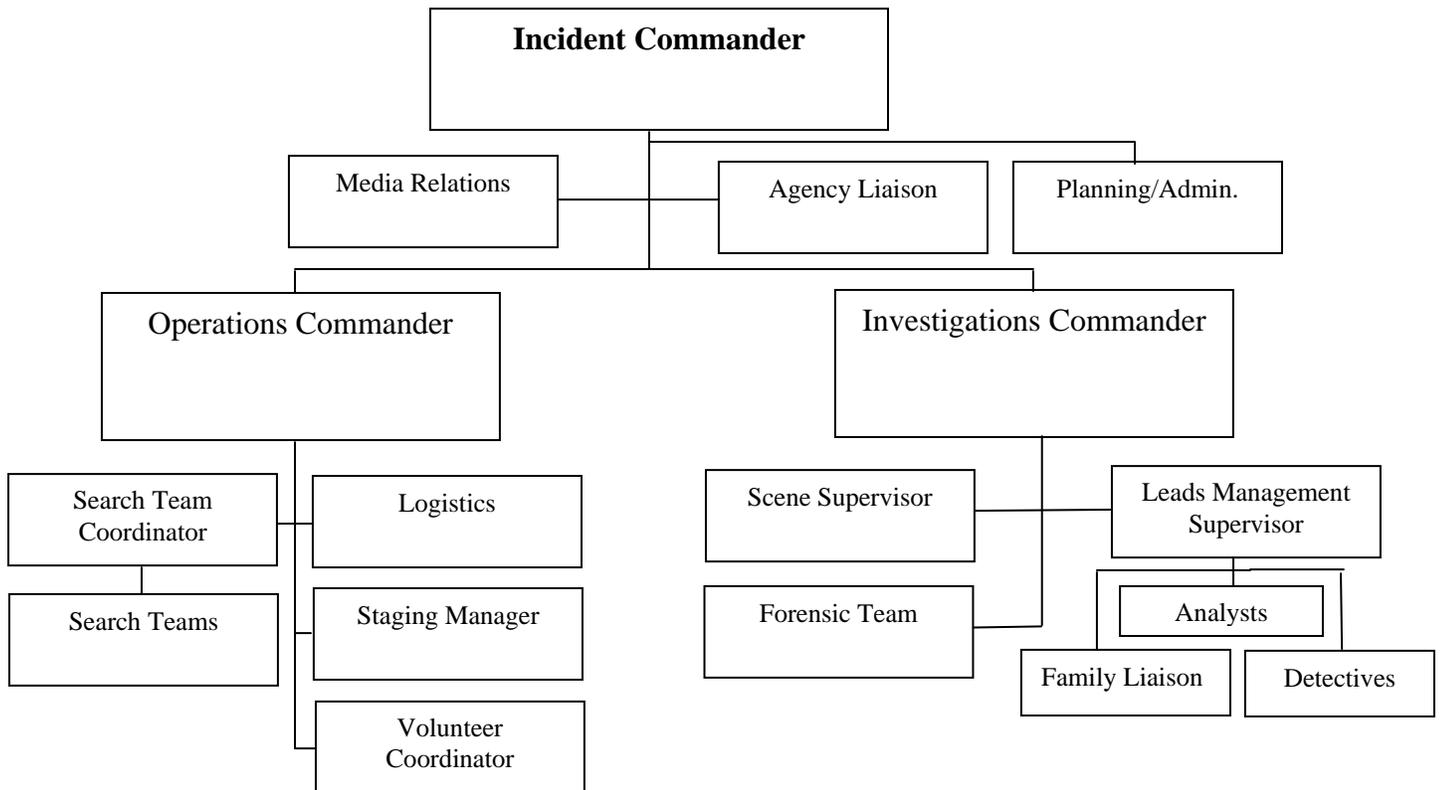
Functions which may fall under the Missing Person Protocol include, but are not limited to:

- Media Relations
- Other Agency Liaison
- Operations
  - Staging
  - Logistics
  - Search Teams
- Investigations
  - Leads Management
  - Forensics
  - Scene Supervisor
- Planning/Administration

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Following is a sample Incident Command structure for this protocol:

## Missing Persons Protocol Sample Incident Command Structure



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## INITIAL RESPONSE/ INVESTIGATION CONSIDERATIONS

### Incident Commander:

The first responding officer will generally be the initial Incident Commander until relieved. The following checklist is offered as a guide for the Incident Commander. The member's experience and good judgment will help determine whether the person is lost, missing, or purposely concealed (*e.g.*, 14-year old with a history of runaway, or an estranged spouse, *etc.*).

- If foul play is suspected, secure the scene.
- Obtain preliminary information about the missing person, including a description and recent photograph if possible, and the circumstances surrounding the disappearance.
- Establish and maintain a constant liaison with the reporting party/family.
- Ensure entry into computer systems via TWX and broadcast an ATL (specify whether local, statewide, *etc.*, include possible destination)
- Serve as liaison to the reporting party or family members; call Victim Witness.
- Initial search (home or area) and appropriate follow-up investigation–
  - Ensure that the residence is checked thoroughly.
  - Consider utilizing the Service Dog Unit, PAG, and other ancillary services.
  - Check with friends or relatives to determine locations frequented and/or time and location last seen.
  - Check with the subject's employer or school, to determine attendance, special events, bus schedules, *etc.*
  - If appropriate, local businesses, arcades, parks, theaters, or any place that might be frequented by the subject.
  - Run records check for history of similar occurrence.
- If a child is missing, determine the names and locations of other adults who may have reason to have the child (grandparents, uncles, aunts, ex-spouse).
- Determine possible custody problems (divorce, natural parent).
- Ascertain whether there are any medical concerns and/or if there are other concerns that would put the person "at risk."
- If the situation warrants initiate call-out procedures.
- Contact the appropriate Field Services Bureau Commander and/or the appropriate detail commander. Contact and utilize the Public Information Office as necessary.
- Ensure that all events are appropriately documented:
  - Missing Persons Response Briefing Sheet,
  - Incident Commander's Log,
  - Search Coordinator's Log,

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- Lead Sheets,
- Supplements from all involved members, *etc.*

While each of the above tasks may be assigned to different people, initially, the Incident Commander will perform most of them. The Incident Commander shall be relieved by another member only in accordance with existing procedures and IC protocols.

At any time during the investigation, if evidence indicates foul play or if a juvenile is involved, the appropriate detective detail sergeant shall be notified as follows:

- Missing Persons/SORT – Missing juveniles (under 18 years of age).
- SORT Detail and/or Adult Sex Detail - Sex crime related incidents.
- Domestic Violence Unit – DV related kidnapping.
- Neighborhood Crimes - Runaway Juveniles.
- Dependent Child Unit – Custodial interference cases.
- Home Invasion Unit – Missing adults (age 18 and up), drug/money, or other kidnapping not related to a specific detail as listed above.
- Night Detectives - For investigative support and initial follow up.

The detail supervisor and his/her commander will determine the level of response.

### **AMBER ALERT**

Amber Alerts are regional or statewide notifications of various law enforcement agencies and all media outlets that there is a missing person in danger. Contact the SORT Unit supervisor or the Family/Sex Crimes Section Commander to discuss the event and to begin the Amber Alert process. Due to the complexity of the response, Amber Alerts may only be implemented under specific criteria:

- A child under 17 years old is abducted **AND**
  - There is reason to believe the child is in imminent danger of death or serious physical injury.

OR

- A child medically diagnosed as suffering from a mental or physical disability is missing or abducted **AND**
  - There is reason to believe the child is in imminent danger of death or serious physical injury.

**AND**

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- There must be enough information to disseminate to the public to assist in the recovery of the child and/or arrest of the suspect.

Only the SORT supervisor and/or the Family/Sex Crimes Section Commander have the authority to contact DPS to initiate the Amber Alert. The following information must be available in order to initiate the alert if the situation meets the above criteria:

**Victim Information**

Name  
Age  
Physical Description  
Clothing  
Last Known Location

**Suspect Information**

Name (if known)  
Age (or approximate)  
Clothing  
Vehicle Description  
Relationship  
Last Known Location  
Possible Weapons

**Circumstances**

Abduction  
Stranger  
Custodial  
Any Witnesses?  
Missing  
Runaway  
Location of Event  
Direction of Travel/ Possible Destination

The SORT supervisor and/or commander are responsible for the initiation and conduct of the Amber Alert per established unit and state procedures. When an Amber Alert is implemented, the SORT Unit supervisor will contact TPD Communications to initiate a statewide NLETS broadcast with pertinent details. The SORT Unit supervisor will establish and staff a telephone number for any tip information from the public, and the number will be provided in the Alert. The various broadcast media and other public information outlets will broadcast Amber Alert information at least every 15 minutes for 5 hours unless cancelled sooner.

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The Tucson Police Department has set up one e-mail account to receive Amber Alert notifications via the Web Portal. Through a “rule,” that e-mail will be forwarded to the e-mail accounts of the SORT Detail supervisor, the Family Crimes Section Commander, the Communications Superintendents and all the Communications Supervisors. Alerts generated in Arizona and in neighboring states will be received and forwarded by this e-mail account. Members will not use their City e-mail account to individually sign up to receive Amber Alerts.

The PIO will be contacted and advised of the Alert. If available, photographs of the victim will be distributed to the PIO, Headquarters Unit and Communications.

**EXPANSION OF THE RESPONSE TO THE EVENT**

**Command Post**

If the determination is made to expand the investigation to a Level 1 response, an appropriate site for the command post must be established. Ideally, the Incident Commander will request the Mobile Command Post. The physical location of the command post should be carefully considered. It should not be at the scene, but should be close enough to facilitate contact but not close enough to undermine the privacy and security necessary for command post operations. There should be ample parking for vehicles associated with responding personnel. Staging, media and public areas should be clearly defined. Power and restroom facilities should be identified.

**Call-out**

As the event expands, the span of control will generally require command-level supervision at the Incident Command level. Initially, the Force Commander may be able to fill this role, but eventually, a commander from the involved division should be notified to assume Incident Command.

Normally, Field Services Bureau members will be responsible for overall Incident Command and Operations. Investigative Services Bureau personnel will be responsible for Investigations.

**Prolonged Incident**

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If it appears the incident is going to be prolonged, the Incident Commander should consider establishing a Planning function to identify and establish relief protocols and to track the administrative issues such as personnel shifts, staffing, accounting and overtime.

## **Operations**

The Incident Commander assumes many of the responsibilities of the Operations Commander in the early stages of an event. However, as the incident becomes more involved, responsibilities must be divided out to ensure accuracy and completion. The Operations branch will control Staging, Logistics, Search Teams and Volunteer coordination at a minimum and may take on other responsibilities (such as Perimeter control, *etc.*) as necessary.

## **Search Coordination**

A supervisor or commander from the Field Services Bureau will normally be in charge of the coordination of the search. Search coordination begins with identifying the geographic area to be searched and specifying the sequence of the search. The next step is to assign personnel to specific areas of responsibility. Thirdly, the search coordinator must ensure that searches are properly documented. Information about the date, time, location, and persons assigned to the search, as well as persons contacted is essential.

The *Search Supplement* shall be completed for each residence, location or person contacted. The search coordinator shall review the supplements, maintain necessary information for the search coordinator's master record, and then promptly forward the supplement(s) to the Investigative Coordinator.

The following list may be used as a guideline for search coordination; it is not an exhaustive compilation of options:

- Obtain detailed maps of the search area(s).
- Conduct briefing of search team members.
- Distribute information on missing person (photos, fliers, *etc.*) to searchers.
- Distribute *Search Supplements* to searchers.
- Conduct door-to-door searches utilizing sworn police personnel only. A *Search Supplement* is to be completed for each residence even if no contact was possible.
  - Ensure that the door-to-door searchers attempt to check the interior at each residence.
  - Ensure that all residences where no contact was possible are re-assigned.
- Conduct mobile search utilizing P.A.G. if possible. This includes all negotiable alleys, easements, and desert areas.

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- Conduct foot search of all alleys, arroyos, easements, and open areas within the geographic parameter set by the Operations Commander.
  - Check all garbage containers in search area.
  - Check all garages in search area.
  - Check all sheds in search area.
  - Check all vehicles (parked and abandoned) in search area.
  - Check abandoned appliances located.
- Coordinate the use of the helicopter and other resources.
- Collect all completed *Search Supplements* and forward to the Investigative Coordinator through the Incident Coordinator.

The Search Coordinator may establish a number of search teams and assign specific search areas or tasks to individual teams. For example, one team may canvass door-to-door and another team will search only alleys and washes in the same search area.

### **Logistics**

Logistics coordination consists of obtaining the physical resources necessary for the command post and other operations associated with a major incident.

- Establish a Command Post area and parking area for responding personnel and assets.
- Identify power and restroom facilities as necessary.
- Obtain necessary communication equipment.
- Obtain vehicles if necessary.
- Arrange for copies of flyers to be copied after complied by the investigative project.
- Distribute flyers as necessary.
- Obtain assistance from T.E.P., Southwest Gas, Department of Operations, T.F.D., Qwest, *etc.*, as needed.
- Obtain assistance from outside law enforcement agencies as needed.
- Act as a general resource for the Incident Coordinator.

The logistics duties shall include maintaining a log of personnel assigned to the incident and the functions to which they are assigned. Some of these functions will move to **Staging** or to **Liaison** as the incident expands.

### **Staging**

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The Staging Manager is responsible for identifying a secure location to stage assets and personnel. This position is responsible for ensuring that all personnel are accounted for on a roster, they are informed as to the structure of the Incident Command System in place and they know to whom they must report for assignment.

### **Volunteers**

If PAG has been called out, you may hear the term “Rover Unit” used. “Rover” is the designator given to a unit staffed by an experienced PAG Team Coordinator. They may be assigned to search an area, but usually they are held in reserve to provide support to other units. PAG members are trained to conduct searches, but are often best used to contact businesses, distribute fliers assist in documentation and to do similar duties that free up sworn members, and minimize the volunteers’ exposure to possible dangerous situations.

In a prolonged event, the Incident Commander should consider establishing a volunteer coordinator position to work with not only established volunteer organizations like PAG, but also the unsolicited volunteers and concerned citizens who want to help.

### **Liaison**

In a large-scale investigation, liaison may need to be established with a number of public and private entities. The Incident Commander should establish this position in order to maintain swift and accurate communication between the incident scene and those entities.

### **Public Information Coordination (Media)**

Usually, this function is performed by the public information office (PIO), that reports directly to the Incident Commander. The PIO’s responsibilities shall include dissemination of a photograph and all appropriate information to the media. The PIO may also assist the incident commander by briefing police officials and other officials who require periodic updates. The PIO is responsible for establishing a media staging area and providing the media with all updates. The PIO shall maintain a log of all media updates provided.

### **Investigations**

A supervisor or commander from the Investigative Services Bureau will normally be in charge of investigation coordination. The Investigation Commander will establish a command structure that may include leads management, scene management forensics and follow-up investigations. Typically, individuals will be assigned to supervise these broad categories and will report to the Investigations Commander.

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## Leads Supervisor

This position will be responsible for coordinating the assignment of leads and maintaining a log of those leads. Analysts, detectives and other similar assets will report to this position. Following are some of the tasks that this position will be responsible for:

- Run records and background checks on individuals contacted during the initial investigation and subsequent search.
- Assign investigative personnel to leads.
- Track leads.
- Follow up on investigative leads.
- Ensure that follow-up measures are taken to prevent the repetition of similar incidents. This may involve interaction with Victim Witness, Adult Protective Services, or Child Protective Services.

The following is a non-exhaustive list of investigative steps, intended only as a general guide:

- Identify relatives.
- Identify friends and peers.
- Obtain photograph of victim
- Obtain written waiver to use photograph.
- Compile and distribute flyer.
- Issue local, regional and/or national “attempt to locate.”
- Initiate “Amber Alert” if applicable.
- Establish custody.
- Identify clubs, schools, and organizations to which the missing person belongs.
- Perform Records checks on all participants including victim.
- Perform C.P.S. check on victim and family.
- Locate and secure crime scene(s).
- Perform N.C.I.C., A.C.I.C., and other computer checks on any information in *Search Supplements* submitted by the Search Coordinator.
- Check for and collect Child Information Packet.
- Take statements from victim’s and witnesses.
- Follow-up on any leads developed.
- Insure entry of victim into N.C.I.C.
- Provide parents with notification form of the National Center For Missing and Exploited Children.
- Secure witnesses from the media.

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## Scene Supervisor

If a possible scene is located (for example, clothes found in a dumpster, blood in an alley, suspicious vehicle, *etc.*) it is the responsibility of the Scene Supervisor to go to that scene and triage it to determine if additional resources (detectives, forensics, *etc.*) are warranted. The Scene Supervisor will work with the Leads Supervisor to deploy resources and shall ensure that any suspected scene is secure.

## Resolution

Once the incident is resolved and the on-scene investigation is complete or the investigation is moving into follow-up stages, the command post and operations must be shut down in an orderly manner to ensure that all information is retained and accessible. The Incident Commander is responsible for ensuring that a debriefing of all involved members occurs, that reports that are immediately necessary are completed, that follow-up reports (*e.g.* Supplements) are requested and that an After Action report is completed.

## SEARCH GUIDELINES

### GENERAL

#### Observation

Observation means seeing what is really there. The ability to recall what you have seen and communicating what you have seen to other people is equally important. There are some aids that officers can use to help them with their observations:

- HIBOW is the acronym for race/ethnic descriptors: Hispanic, Indian, Black, Oriental, And White.
- CWASH is the acronym for people descriptors: Clothing, Weight, Age, Sex, and Height. (Alternatively, form your description of an individual from the top down. For example, start with a hat or the hair and work down to the shoes.)
- CYMBL is the acronym for vehicle descriptors: Color, Year, Make, Body, and License (note any body damage on the vehicle).

It is important to have the proper mindset when conducting a missing person investigation. It is easy for officers responding to a missing child call to think in terms of a lost child, and not think of the possibility of an abduction and/or murder. With the lost child

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mindset, it could be easy to overlook or inadvertently destroy evidence when a crime has not been considered a possibility.

### Scenes

Typically, there is more than one scene in an abduction/ missing person case. There may be the scene that it was reported from (*e.g.* house, street), the contact scene (*i.e.* where suspect contacted victim), last known location, and the recovery scene, *etc.*

It is absolutely critical to the subsequent investigation that these scenes be identified early and secured for the recovery of evidence including DNA.

Studies have shown that the initial contact site is within ¼ mile of the victim's last known location 80% of the time, and frequently within 3 blocks of the victim's home.

### Recognition

Recognition is the skill of identifying someone or something from a description you have been given. It depends on your ability to understand the description as well as your awareness of your surroundings. While you can prepare in advance to insure that you have the understanding, awareness is an on-going activity for which you are responsible in the field.

Clothes can be an important part of a subject's description but, as with any other part of the description, don't rely on them too heavily. Color names can be misleading or the colors even wrong. As styles change new names appear to describe them. Articles of clothing can be added, removed, or even exchanged. Height and weight can be hard to judge, and sometimes one affects the other. For example, a tall person may appear to be lighter than he really is. A heavy person may appear to be shorter that she really is.

Ages also can be deceptive. True age and apparent age may be many years apart. Moreover, the individual who gave the description may have been guessing at the subject's age.

Eye color is not very useful when searching from a distance, but sometimes it is helpful, especially if the eyes are an unusual color or shape.

Hair color, length, and style are noteworthy. It is important to remember that lighting and weather can affect the appearance of hair. Wet hair may hang straight and look longer and darker than was indicated in the description.

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Other descriptors may include: a limp, skin coloring, and tattoos; and medical appliance such as a hearing aid, glasses, a cane or a bandage. Remember that the description you have been given may only be partially correct.

### **Search Theory**

No two searches are alike, and many factors must be taken into consideration, such as the circumstances of the disappearance: Was the subject angry or scared? Did they just walk away? Was there a fight or argument? Is there suspicion of foul play? Sometimes the subject is new to Tucson or might have just moved into a new neighborhood.

The type and history of the subject are other factors. Are they young or old, mentally or physically impaired? Have they run away before? Do they hide from the police? Do they have money? How much? The location of the search and the number of officers who respond play an important part also. Do we anticipate communication problems because of atmospheric or man-made noise on the radio? Is it going to be physically demanding to search some of the required area? Do we have or need 4-wheel drive vehicles, all terrain vehicles, and hand-held CB radios? How long has the subject been missing?

### **Getting an Assignment**

When you are given an assignment record unit designator, search area, type of search, and subject information. Proceed to your assigned search area and begin the search. Take notes and record your location approximately every 15 minutes. Note places in your assigned area that were not searched and denote why. Also, notify your supervisor of anything else that may have a bearing on the case or anything suspicious.

Use the “Briefing Sheet” and “Search Log” forms if they are available. These are used to record information about the subject and about your search. The log must be signed and turned in at the completion of your assignment. Do not leave the area of your assignment or stop a search until instructed to do so.

## **TYPES OF SEARCHES**

### **GENERAL**

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In order to aid in communications several types or methods of search have been identified and given names. It should be remembered that even these search types may require modification to meet the requirements of any specific set of circumstances.

The biggest obstacle to a search is simply the size of the area that must be searched. For example, one square mile in Tucson is typically the area bounded by four main streets. It contains 27,878,400 square feet, or 128 city blocks (8 city blocks in one direction and 16 city blocks in the other). The longer blocks are 660 feet long and shorter blocks are 330 feet long. An alley will divide the short sides of the blocks. Including the perimeter there are 41 miles of streets and alleys in this area to be searched. This is the easiest configuration of an area to search.

An area that is not divided as described above will usually have fewer miles of streets and alleys. Such areas (*e.g.* desert areas, parks, playgrounds, school yard, parking lots, apartment complexes, and washes) will require special search methods.

An area may also be “cut up” with nonparallel streets, or streets that are not throughways. Therefore, although street mileage may be less, these areas are more difficult and more time consuming to search.

### **Main Street Patrol**

“Main Street Patrol” is nothing more than a quick run through of the assigned area. This activity is intended to give quick coverage on well-traveled streets. It will expend minimum manpower. It is used early in a search, which it is believed that the subject is mobile. The area to be searched will be that which is visible from the street being traveled; it includes open areas between buildings and the inside of buildings visible through windows.

### **Business Search**

The “Business Search” is intended to gather information, alert others to the situation, and determine if the subject is, or has been, in the business establishment. The search should progress in a logical manner in the assigned area. It is not necessary to search the business aisle by aisle. In large stores ask that they alert their personnel. This search will take approximately 5 to 10 minutes per business. PAG is an excellent resource to use for this kind of search. It may be necessary to re-contact business frequently during an operation to ensure new shifts of personnel have the information.

### **Area Search**

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An “Area Search” is used when it is believed that the subject is not hidden. Proceed in a logical manner; for example, drive the perimeter streets of your assigned area first. When this is complete, continue to search the streets and alleys running in one direction (*e.g.* East/West); then search North/South streets. In search areas where the streets do not go through or do not run parallel, attempt to be as systematic as possible.

### **Intensive Area Search**

The “Intensive Area Search” is used when the subject may be more difficult to locate, for any number of reasons (*e.g.*, the subject is hiding). The Intensive Area Search is similar to the Area Search except that considerably more time will be spent outside of the vehicle.

In addition to the areas searched in an Area Search an Intensive Area Search includes: Large trash containers, doorways, stair wells, areas between buildings, parked vehicles, boats, rubbish and bush piles, the areas under buildings and trailers, vacant land and desert area (note that large desert areas may require you to call for additional and/or special units).

Don’t be afraid to use your experience, “gut” feelings, and common sense as a guide, as no set of guidelines can cover all the possibilities. A unit conducting an Intensive Area Search can cover no more than 5 to 7 blocks per hour.

### **Foot Search**

The “Foot Search” is used in very difficult search situations. In addition to attempting to locate the subject, considerable effort is expended looking for anything that might provide information about the subject.

The foot searchers will maintain constant contact with each other. The area covered will depend on conditions. A typical target area might be an alley and the adjoining back yards. Any area, container or vehicle that could contain the subject or information about the subject should be searched.

A “Foot Search” may expect to cover approximately one mile per hour, assuming two people and a search path 100 feet wide or less. If the search is for an adult, a span between searchers of five feet may be appropriate. However, if the search is for a child or specific evidence, the span between searchers may have to be reduced, and the number of searchers assigned to an area will have to be increased. (See Special Searches below.)

### **Door-To-Door Search**

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A “Door-To-Door Search” is undertaken to involve the general public living in a specific area in the gathering of information. Residences and businesses are contacted. This means knocking on the door and talking to people. As in a Business Search, identify yourself; indicate your reason for being there, give them the description of the subject, ask if they have seen the subject, ask them to search their property, and ask them to contact the police if they obtain information after you leave. Document the contact and the name and phone number of the occupant. Also document the fact that no one answered the door or that the occupants refused to allow a search of their property. In those cases, a supervisor should be made aware of the fact that contact was not possible and for what reason.

The search should be conducted in a logical manner (*e.g.* from one end of the block to the other).

### **SPECIAL SEARCHES**

There are a number of special types of searches and special situations. Some of these are discussed below.

#### **The Search Line**

A Search Line is used to find a person or object in a very confined and limited area. When this type of search is properly conducted, one or more of the searchers will observe every inch of the search area.

To begin this type of search, the members of the search team form a straight line along a fixed reference. Typically this might be a street or fence line. The distance between the members of the search line will be determined by the field of view of each searcher. In other words, the ground in between two searchers must be clearly visible to at least one of the two searchers, and in most cases the center area between them will be visible to both of the searchers.

The terrain to be searched and the lighting of the area are the major factors to be considered as the searchers adjust the distance between themselves at the beginning of the search. The distance must be estimated at the beginning of the search, because the starting point usually will be clearer and more level than the area to be searched, and allowances must be made for the worst-case field of view in advance of the start.

Depending on the size of the area to be searched, certain information should be given to each member of the search team. This information includes the starting point, the end point, what they are looking for, a signal to indicate that the advance of the line should be

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halted, another to restart the advance, one to indicate that something has been located, and a signal to abandon the search and return to a designated meeting point.

Don't quit your position until you receive the word or signal to do so. It may turn out that the search will continue and if you have changed your position it may be necessary to return to the starting position to insure that nothing is missed in the search area.

On signal, the search line will begin its advance into the search area. It is important to maintain your proper spacing to insure that nothing is missed. To ensure this, the line must remain straight. This is the only way that you and the searcher on either side of you will be able to judge the distance properly.

### **Washes**

Washes can present a danger to both yourself and your equipment. **Never enter a wash with flowing water.** A foot search of a dry wash can usually be accomplished safely if you are continually aware of changing conditions. Using a four-wheel drive vehicle is also an option. Remember that rain in the mountain can produce a flash flood, even if the sun is shining where you are. The search area is the bottom, sides, and the area immediately adjacent to the wash. Inspect trash and bush piles. Note any signs of recent digging.

### **Tunnels and Culverts**

Tunnels are a special case of wash search. For this reason, many of the same precautions apply. Search dry tunnels only. Don't enter a long tunnel if weather conditions are threatening. Only specially trained personnel with adequate equipment shall search tunnels more than about 25 yards deep.

### **Abandoned Buildings**

In searching abandoned buildings, watch for broken glass, nails, critters and structural dangers. Crawl spaces, attics, closets, out buildings, and trash piles should be searched as well. If the area cannot be searched safely, the Search Coordinator shall be advised.

### **Apartment Complexes**

At apartment complexes, the areas to be searched will be those that are generally available to all of the occupants. Search hallways, entryways, stairways, pool areas, laundry facilities, and trash containers. Check behind dense landscaping.

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## Vehicles

A parked vehicle deserves special attention. Because so many vehicles are left unlocked, they are an excellent opportunity for someone seeking a hiding place. During cold weather they might provide shelter to a subject who is cold.

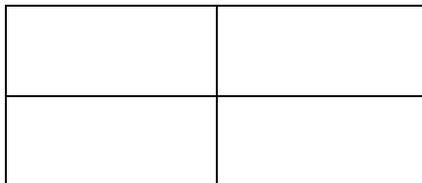
Check the front and rear seats, hatchback, and cargo areas. If you notice that a vehicle is occupied as you approach it, or as you begin your search, immediately identify yourself and inform the occupants of your reason for being there. Ask them if they have any information about the subject. Ask them to notify TPD if they believe they have information after you leave.

Abandoned vehicles are usually stripped, wrecked, dirty and located in and out of the way area such as a desert. Investigate suspicious vehicles and vehicles that you can't see inside.

## SEARCH TECHNIQUES

### Zone Search

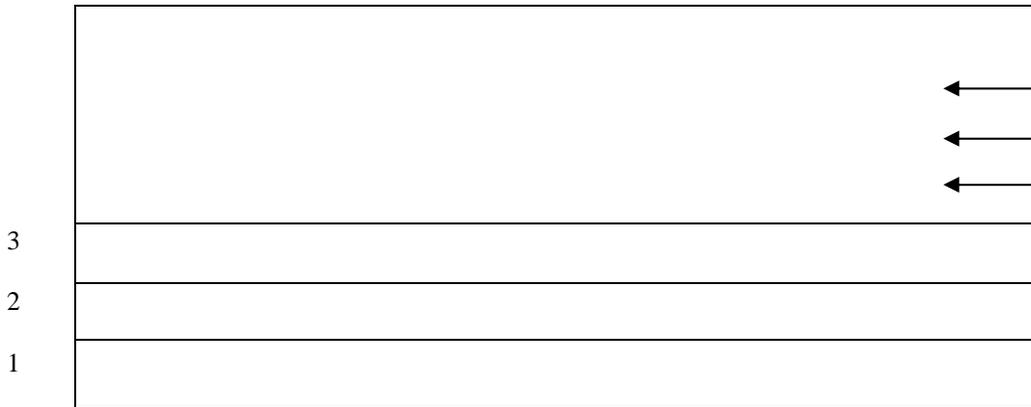
A "Zone Search" is good for locating small objects indoors or outdoors. One person is assigned to a zone. The following is an example of a zone search pattern:



### Strip Search

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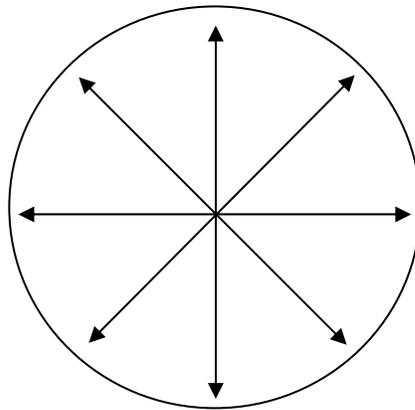
A “Strip Search” is ideal for a field or desert area. If something is found, everyone stops until the nature of the find is determined. The following is an example of a strip search:



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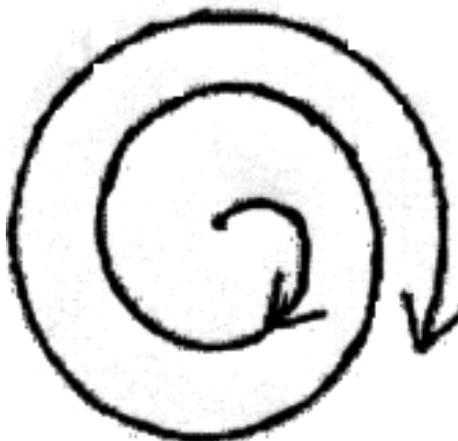
### Wheel Search

This technique is best for outdoor settings when searching for larger objects. The drawback is that the search area becomes larger the farther you move from the center point. The following is an example of a wheel search layout:



### Spiral Search

In this search technique, the searchers follow each other. This might be a good method for mountains and hills. The spiral would look something like this:



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**DEBRIEFING**

It is critical that upon resolution of the event, a debriefing occurs. This includes a debriefing of the found person. The intent of debriefing the found person is to prevent the event from reoccurring and to offer resources as appropriate. This is particularly important when the victim suffers from Alzheimer’s Disease, Dementia, or some other form of diminished mental capacity, because the person will likely attempt to leave again.

All members involved in the operation must be debriefed and their input solicited as to the function of the operation. In the event of a tragic outcome, members may be offered BSU assistance. The Incident Commander shall incorporate any suggestions offered at the debriefing into the After Action Report.

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## **SCHEDULE OF ATTACHMENTS**

Briefing Sheet

Incident Commander's Log

Search Coordinator's Log

Search Supplement

Request for Publication of Photograph

Details Questionnaire



**TUCSON POLICE DEPARTMENT**  
Missing Person Response  
Authorization for Publication of Photograph

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**AUTHORIZATION FOR PUBLICATION OF PHOTOGRAPH**

I/we, the Parent(s)/Legal Guardian(s) of \_\_\_\_\_  
a minor of the age of \_\_\_\_\_, born \_\_\_\_\_, in  
\_\_\_\_\_, \_\_\_\_\_, formerly  
residing at \_\_\_\_\_, Pima County, Arizona, and  
whose current whereabouts are unknown to me/us, do hereby request that our/my  
photograph of said child be given to and utilized by the Tucson Police Department and/or  
88-CRIME.

I/we understand that the Tucson Police Department and/or 88-CRIME may  
disseminate this photograph to private and/or public agencies for the sole purpose of  
aiding the Tucson Police Department and/or 88-CRIME in locating my/our child.

Further, I/we understand that the Tucson Police Department and/or 88-CRIME  
and those chosen agencies, upon advice of the Tucson Police Department and/or 88-  
CRIME, will have the sole discretion as to the photograph's publication and  
dissemination. I/we understand that the photograph may be published in connection with  
commercial activities, including but not limited to publication on milk cartons, in store  
windows, or on billboards. I/we understand that if my/our child is located that it may not  
be possible to immediately stop publication of said photograph, but that publication will  
cease as soon as is practicable. I/we also understand that the Tucson Police Department  
and/or 88-CRIME cannot control the use of the photograph by any private or public  
agency to whom it is released and must rely on the cooperation of such agencies.

I/we have had an opportunity to read this document and a member of the Tucson  
Police Department and/or 88-CRIME has explained its terms to me/us. I am/we are  
signing said Request of Publication of my/our child's photograph as my/our free will and  
voluntary act.

\_\_\_\_\_  
Parent(s)/Legal Guardian(s)

Date \_\_\_\_\_

\_\_\_\_\_  
Witness

Date \_\_\_\_\_



**TUCSON POLICE DEPARTMENT**  
Missing Person Response  
Authorization for Publication of Photograph

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The following are intended to gather information that might be helpful in attempting to locate a missing person. They are intended to cover a wide range of situations, so not all will apply in every case.

1. Take a full description of the subject.
2. When was the subject last seen? Where? Under what circumstances?
3. Is a recent photograph of the subject available?
4. Have all close relatives been listed and contacted regarding the location of the subject? (Keep a record of who was contacted, so those not contacted may be interviewed later if needed.)
5. What is the most recognizable feature, trait, *etc.*, about the subject?
6. Does the person have a cellular phone(s)? If yes:
  - Did they take it with them?
  - What is the phone number?
  - What is the name of the service provider?
7. Is the subject carrying any money? About how much?
8. Is the subject carrying any credit cards? What kinds?
9. Does the subject have bank accounts/ATM/debit cards?
  - What is/are the name(s) of the institutions?
  - Does anyone else have access to the account/information?
  - What activity has been posted?
10. Have all close friends been listed and contacted regarding the subject's location? (Keep a record of who specifically was contacted, so those not contacted may be interviewed later if needed.)
11. Have the house, property, vehicles, campers, *etc.*, been searched by a police officer?
12. What is the emotional state of the subject?
13. Is the subject dangerous to himself or others?
14. Has there been a recent argument or dispute over which the subject might be upset?

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15. Is it likely that the subject might hide and/or run from the police, searchers, or others?

16. Is it likely that the subject is on foot? If not, indicate the likely mode of travel.

17. Has the subject wandered away, run away, or disappeared before? If so:

- What were the circumstances?
- Where did they go?
- What did they do?
- Where were they found?
- How long were they gone?

18. What is the condition of the subject's general health?

- List and describe any specific physical limitations.
- List and describe any specific mental limitations.

19. Is the subject afflicted with Alzheimer's Disease, Dementia or some other illness causing diminished mental capacity? If so:

- Have their recent thoughts been about places or things that they may now be trying to locate?
- Have they recently talked about leaving?
- Are there any landmarks that they can recognize?
- Can the subject formulate a destination or will they wander randomly?

Officers should note that patients afflicted with these diseases can often be deceptively itinerant. Even those who are not normally known to be ambulatory, can often cover miles on foot when wandering. This should be taken into account when searching for a missing elderly person.

20. Is the subject suffering from mental retardation? If so:

- What is their approximate mental age?
- Does this subject attend a special school or work facility? List.
- Can the subject formulate a destination or will he/she wander randomly?

21. Does this subject know their own:

- Name?
- Address?
- Phone number?

22. When did the subject last eat?

23. Is the subject carrying identification?

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24. Does the subject have a cellular telephone with them?
- If so, consideration should be given to tracking the device.
    - This can be accomplished through Communications or the ISB personnel assigned to the investigation
25. Is the subject taking any medication? If so:
- Are there any side affects? Describe
  - Does the subject have the medication with them?
  - When should the next dosage be taken?
  - Describe what will occur if the next dosage is not received on time.
26. Is the subject likely to be friendly toward or talk to strangers?
27. Is the subject likely to seek help?
28. Has the subject been known to hitch hike?
29. Can the subject speak and understand English? If not, how can they be communicated with?
30. Does the subject like to walk?
31. Is the subject a strong walker?
32. Does the subject take walks on a regular basis? If so:
- How long are these walks?
  - To where does the subject like to walk?
  - In what types of areas does the subject like to walk?
  - In what types of areas does the subject not like to walk?
  - Does the subject usually walk in a particular direction?
33. Is the subject afraid of the dark?
34. Is the subject capable of using public transportation? If so:
- What type(s)?
  - Does the subject regularly use public transportation?
  - What type(s)?
  - Does the subject have a bus pass?
  - When traveling on public transportation, where does the subject go?

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35. Can the subject drive a car?
34. Can the subject ride a bicycle? If so:
  - Does the subject have access to a bicycle?
  - Is this bicycle missing?
35. Does the subject have a hobby?
36. Does the subject participate in any sports? If so, list.
37. Does the subject like to watch sporting activities or events?
38. Is the subject employed? If so, where?
39. Does the subject do volunteer work? If so, where?
40. Does the subject attend church or any religious activities? If so, where?
41. Does the subject belong to any clubs or fraternal organizations?
42. Does the subject have a favorite place?

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43. Indicate the subject's feelings about the following:

L = Likes

D = Dislikes or fears

U = Unsure, unknown, or no strong like or dislike

Item	L/D/U	Item	L/D/U
Abandoned buildings		Hospitals	
Airplanes		Lighted areas at night	
Animals		Motorcycles	
Arcades		Movie theaters	
Bars, saloons, night clubs		Music	
Buses		Parks or playgrounds	
Cars		People	
Cemeteries		Police or police stations	
Children		Restaurants/Fast Food	
Community centers		School yards	
Construction sites		Secluded areas	
Convenience stores		Sewers or tunnels	
Crowds		Shopping malls	
Dark areas at night		Street or road traffic	
Desert areas		Swimming or swimming pools	
Fire trucks or stations		Trains	
Fishing		Washes	
Grocery stores			
Hobby shops			