



**SOUTH COAST BRITISH COLUMBIA
TRANSPORTATION AUTHORITY
POLICE SERVICE**

MISSING PERSONS

Effective Date: May 9, 2005
Revised: May 7, 2007

POLICY

1. The Jurisdictional Police Department (JPD) is responsible for the investigation of missing persons.
2. As requested, the South Coast British Columbia Transportation Authority Police Service (SCBCTAPS) will assist the JPD with missing person investigations.

REASON FOR POLICY

3. To ensure that any report of a missing person received by SCBCTAPS is immediately reported in detail, by SCBCTAPS, to the appropriate JPD.
4. To provide for and facilitate the effective JPD investigation of a missing person and to ensure that appropriate efforts have been applied to locating the missing person.

PROCEDURES

[See also: OB400 –Amber Alert]

5. When a report of a missing person is received by SCBCTAPS, a Supervisor will be notified immediately.
6. The Supervisor will ensure that:
 1. a detailed PRIME General Occurrence (GO) file is promptly created,
 2. the appropriate JPD is promptly notified of the full details of the report,
 3. the JPD file number is cross referenced to the SCBCTAPS PRIME GO, and
 4. if the missing person is believed to be traveling within or last seen within the TransLink transportation system, SCBCTAPS Members as well as the operating communication centers of the appropriate TransLink subsidiaries (e.g., SkyTrain, Coast Mountain Bus Company and Sea Bus) are notified accordingly, and the JPD informed of such actions.
7. If Members are advised of a missing person thought to be traveling on TransLink facilities, the Members will familiarize themselves with the missing person case and if the subject is located, advise their Supervisor and the JPD responsible.

Priority Category

8. A missing person report may require immediate investigation when the missing person is:
 1. mentally or physically disabled,
 2. a child,
 3. elderly,
 4. incapable of safely negotiating transit facilities unescorted.
9. Members will immediately investigate reports of missing persons in priority categories. It is the responsibility of the Member to receive and follow-up on information as quickly as possible to determine the status and location of the subject. All actions and results will be coordinated with the JPD.
10. If the located person is on CPIC, the originating JPD must be advised via CPIC and a hard copy placed on file.

Unescorted Persons/Children

11. When a Member believes an unescorted individual on the transit system should be in the care of a guardian (e.g., children, mentally disabled), and the guardian cannot be readily identified and located, the Member will contact the JPD and request that they take custody of the person. If the JPD are not available, emergency services are to be contacted and, if those services are not available, SCBCTAPS will escort the individual as a last resort.

Posting Photos or Posters of Missing Persons

12. Any person wishing to post photos or posters of missing persons on TransLink property must ensure the following criteria is met:
 1. the photo/poster will include the name and physical descriptors of the person,
 2. a summary of circumstances concerning the missing person,
 3. a JPD file number,
 4. a contact name and number for JPD and personal contact, and
 5. the photos/posters, along with date of the poster being received by the SCBCTAPS, will be delivered to the Watch Commander at SCBCTAPS.
13. The Watch commander will receive the photos/posters and assign a SCBCTAPS file number.
14. The SCBCTAPS file will be assigned a Member and a diary date to have the photos/posters reviewed and updated.
15. The Watch Commander will assign the Patrol Supervisor to deliver the photos/posters to a SkyTrain Field Supervisor and the depots for distribution.