

## Missing person follow up

### 601.1 PROCEDURE

Thirty days after a missing person or runaway report has been submitted to DOJ MUPS (Missing Unidentified Persons) a reminder is sent to the law enforcement agency requesting supplemental information. This supplemental information consists of the following:

Recent photo of the MP/runaway

Medical records including skeletal x-rays

Dental records and x-rays

Copy of the MP report, including supplement with most recent information

Copy of any MP fliers

This requires that a detective contact the family of the missing person/runaway. Hopefully the missing person/runaway has been located and the case can be closed. If not, the above listed items should be collected and submitted to the I.D. Lab, preferably in one submission. The I.D. Lab will package the items properly (x-rays require special handling) and submit all of the items to DOJ MUPS.

DOJ MUPS requires their forms be utilized for the medical and dental records releases. These forms are available on the Sheriff Share folder in the Forms\Property & Evidence folder. See attached samples.

Once DOJ MUPS has received the dental and medical records, they will search those records against the database. After 6 months, the LE agency must contact DOJ MUPS to verify that there were no matches and obtain approval for DNA submission. Only after DOJ MUPS verifies that the case has been approved for DNA will they send a DNA kit to the LE agency. The kit and the associated paperwork must be utilized for DOJ MUPS to accept the DNA sample. The I.D. Lab will notify Major Crimes when the DNA kit arrives.

A detective should contact the family again for the DNA sample. There is a hierarchy of preference for the collection with full siblings being first choice. Refer to the directions in the DNA kit for alternate selections. The DNA can be collected by the detective or I.D. technician, either at the family's residence or at the I.D. Lab. Follow the directions in the kit to collect the DNA swab, obtain a right thumbprint of the submitting party and their signature authorizing the collection. There is a minimal amount of paperwork associated with the collection, all of which is in the DNA kit. Immediately log the DNA kit into evidence. The I.D. Lab will submit the kit to DOJ.

If at any time the missing person/runaway is located during this process, document the information, have Records do a locate to DOJ and forward a copy of the supplement to the I.D. Lab.