

Daily Bulletin

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Packing Missing Person Entries with Complete Information

When making a missing person entry, operators should take care to include all available physical identifiers/characteristics. Often this requires impressing upon the person taking the report the importance of obtaining this data.

During LEADS audits, ISP LEADS field staff encounters missing person records made with the bare minimum of data. However, when the case reports for many of these entries are reviewed, information such as clothing and jewelry descriptions, SMTs, and even in some cases a reason for caution, are included in the report.

Remember, NCIC automatically cross checks Missing Person and Unidentified Person entries against each other, looking for possible matches based on physical characteristic. This cross check is what results in the \$.M (match) and \$.N (no match) messages. Things like physical identifiers, jewelry descriptions, SMTs are all used in the cross check. Including such data in your entry could aid in producing a match. Whereas failing to include it could cause no match to be made. The more you pack into your entries, the more data is available for the cross check.

Remember the Supplemental Data form allows additional information to be entered for Missing Person records. For example, the Missing Person entry form only allows the entry of one SMT. But if the missing person has additional scars, marks, tattoos, medical conditions, etc., those should be added to the entry using the Supplemental Data form. When this data is only included in the MIS, it is not used in the cross check as the MIS field is not searched. **The additional information must be included in the Supplemental Data Form.**

When your agency has obtained **dental characteristics** (required by law [20 ILCS 2630/9] for all persons missing 30 days or more), those must be attached using the Dental Entry form. Dental characteristics are also used during the cross check.

When quality checking missing person entries, compare the entry against the supportive documentation to make sure all available data was included. If it isn't, make sure it is added. Take the opportunity during the validation process to quality check again. If data is missing, add the missing data.

Make sure ALL personnel understand how critical this information is and to obtain as much information as possible when taking a missing person report. Personnel entering the data must ensure to include all available data in the entries.

