**Missing Persons Policy**

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| **POLICY** | Communicate with the Community’s Missing Persons Unit whenever a frail or “at risk” resident is missing, or when a missing person is found. Many communities have specialized Missing Persons services for the elderly or persons with behavioral health or cognitive challenges. The Outreach Coordinating Entity or OCE should work to align their policies with these entities.  |
| **PURPOSE** | To report missing residents. |
| **PROCEDURE** | 1. Missing Person Form should be faxed to the Community’s Missing Persons Unit on a 7days a week – 24-hour basis at **[phone number]**.
2. All Missing Persons Forms must include name, title and telephone numbers for contact persons.
3. Please notify the Missing Persons Unit if the person is found.  You can also mail information to Missing Persons Unit, **[address]**.
4. If the Unit locates your missing person through this process, they will notify your designated contact person.
5. In addition to the steps above, an internal **[service provider]** incident report should be completed. See the Incident Report Policy for more information.
6. Anyone not representing an agency who calls the Outreach Coordination hotline asking about the whereabouts of a missing person, should be informed that we cannot give out information on individuals with whom we have contact; however if they wish we can let the individual know that they are looking for them if/when we encounter them.
7. 7. Individuals presenting to Outreach Coordination Entity (OCE) either in person or via the hotline wishing to report a missing person (child or adult) with either a mental health problem or substance addiction should be told to contact the Missing Persons Unit. In addition, the individual can also be referred to the Police Department, to report a missing person.
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