**OVERVIEW**

Discusses procedures for handling missing person’s incidents.

**FORMS USED**: None

**CODES, REGULATIONS, AND DISTRICT POLICIES RELATED TO THIS PROCEDURE**: None

**PRIMARY STAKEHOLDERS:** Public Safety Department and Contracted Law Enforcement Agency

**COMMENTS**

**The District contracts with an outside law enforcement agency for police services. The San Diego Sheriff’s Department should be contacted via the following channels:**

* 911
	+ Life-threatening situations
	+ Medical emergencies
	+ Crime in progress
	+ Major disturbance
	+ Crime report
	+ Request for police to deal with a potentially-disruptive person
* Non-Emergency Line 858-565-5200
	+ Reporting a breakin that occurred in the past
	+ Reporting vehicle damages
	+ Reporting suspicious situations that are non-life threatening
	+ Any other non-life threatening issue

**STEP TASK PERFORMED BY DESCRIPTION**

1 Faculty, Staff & Students **Call the San Diego Sheriff’s Department**

 Contact the San Diego Sheriff’s Department immediately at 911 for a missing person, especially if any kind of criminal activity is suspected, or if the missing person is very young, known to be sick, or mentally disabled.

2 Faculty, Staff & Students **Gather Information for Police Report**

 Be prepared to give the following information to the Sheriff’s Department:

 •Name, sex, and age of person missing

 •Time discovered missing

•Where person was last seen

•Physical description (height, weight race, hair

 color, eye color, clothing description)

•Any known physical impairments and any known

 critical medications

•Known mental condition

•Any other special circumstances

•Photo

•Name and phone number of friends and relatives

3 Public Safety **Provide Assistance as Required**

 Assist the police/sheriff in the search as required.

4 Public Information **Coordinate Press Communications**

 Field media calls. Coordinate with the Sheriff’s Department Public Information Officer as needed.