



MISSING PERSONS

LE-026

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Policy Statement

It is the policy of the Regional Municipality of Peel Police Service Board that the requirements set out in this document shall form part of the Board Policies and the Chief of Police is hereby directed to comply with these requirements in the establishing procedures and processes with respect to the undertaking and managing of investigations into missing persons.

1. Policy Requirements

It is the policy of the Board that with respect to the undertaking and managing investigations into missing persons the Chief of Police will:

- (a) ensure complete compliance with legislative and constitutional requirements, and recognized legal principles;
- (b) maintain officer and public safety as a priority;
- (c) ensure 24 hour police response to all missing persons investigations;
- (d) establish procedures to be followed for undertaking investigations into reports of missing persons, including situations involving children, teenagers and elder and vulnerable adults;
- (e) provide training through investigations and a succession of training programs, both formal and informal, to develop the knowledge and skills of members of this service, in order to vigorously investigate all missing persons;
- (f) ensure investigative follow-up on outstanding cases;
- (g) ensure that where circumstances indicate a strong possibility of foul play, officers comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*;
- (h) ensure an AMBER Alert activation is considered in all missing children investigations, and Major Case Management is implemented in all cases involving AMBER Alert activation;
- (i) regularly review procedures for missing persons investigations to remain current with case law inquests, inquiry findings and amendments to related legislation; and
- (j) conduct ongoing statistical analysis, qualitative and quantitative review of missing persons investigations to ensure compliance with Board policy and legislative requirements.

2. ViCLAS Reports

The following applies to a missing persons investigation if:

- (a) There is a strong possibility that the missing person has been the victim of homicide, an assault causing bodily harm, abduction or kidnapping, or
- (b) The person cannot be located or contacted by a member of a police service for 30 days after being reported missing

In these circumstances the following reporting is required:

- (a) Within 30 days of the start of an investigation into a homicide investigation, the investigating officer leading the investigation shall complete and submit one or more ViCLAS Crime Analysis Reports respecting the investigation to the Provincial ViCLAS Centre.
- (b) Within 30 days of a material change or of acquiring information that is significant to an investigation into a homicide, the investigating officer leading the investigation shall update the ViCLAS Crime Analysis Report and resubmit it to the Provincial ViCLAS Centre
- (c) An investigating officer who receives a Potential Linkage Report respecting an investigation from the Provincial ViCLAS Centre shall,
 - i. Follow up the potential linkage with the investigation as soon as possible; and
 - ii. Within 60 days of receiving the Potential Linkage Report, submit to the Provincial ViCLAS Centre a Potential Linkage Response Form reporting the results of the follow up.

3. Reporting

The Chief of Police shall report on an exception basis. This applies to those circumstances where an investigation of missing person has resulted in an “exceptional” circumstance, or a circumstance which may be detrimental to the police service; and/or has significant issues of potential liability to the Board and/or the police service.

As part of a separate Annual Report on Adequacy Regulation, the Chief of Police shall report on compliance with this section of the policy.

4. Authority/Legislative Reference

Community Safety and Policing Act, 2019, ss. 38(1)(g) and 38(2)

O. Reg. 395/23 Investigations, ss. 18 and 24

O. Reg. 394/23: Major Case Management and Approved Software Requirements, ss. 1 and 2
Board Minute #191/00

Board Minute #18/14

Board Minute #IC03/17

Ministry of Community Safety & Correctional Services Inspection April 2016

Ministry of Community Safety & Correctional Services Inspection September 2018

5. Linkage to Appropriate Police Service Procedure/Directive

I-B-I22(F) Missing Persons

I-B-713(F) Domestic/Family Disputes

I-B-161(F) Amber Alert System