

GENERAL ORDER

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(6) **Photo** – Most recent photo of missing person.

(d) Computer Entry

- (1) All missing person's reports must be entered into California Missing Persons System (MUPS) as soon as possible, but no longer than twenty-four (24) hours after the initial report. If the missing person is reported as an at-risk individual, or, where other conditions warrant, this shall be completed in four (4) hours. (This entry will automatically be forwarded to NCIC.)
- (2) The officer taking the report will record the FCN on the missing person form.

(e) Investigation (Juvenile)

- (1) When the missing person is a child under 18 years of age, the investigating officer must have the reporting party complete the DOJ form SS 8567, "Authorization to Release Dental/Skeletal X-Rays, Photograph and Description Information."
- (2) If the missing person has no next of kin, then the investigating officer may file a written declaration authorizing the release of the records.
- (3) The following guidelines will be followed:
 - a. If the child is under 12 years of age and still missing after 143 days, the release form (SS 8567) must immediately be executed to obtain dental/skeletal x-rays and a photograph. The investigating officer must check with the coroner. The report, photograph, and the dental/skeletal x-rays must be submitted to DOJ within 14 hours.
 - b. If it is determined the missing child is at risk, the dental/skeletal x-rays and a recent photograph should be immediately obtained. The investigating officer must immediately check with the coroner. The report, photograph and the dental/skeletal x-rays must be submitted to DOJ within 24 hours.
 - c. If the child is 12 years or older and is still missing after 30 days, the

