

Section 5.0 – Specialized Investigations	Page 1 of 3
Sub Section 5.1 – Missing Person Investigations	Effective: September 1, 2016
Subject 5.1.4 – File Review and Monitoring	Revised: January 1, 2017

## Definitions

**“BC Police Missing Persons Centre (BCPMPC)”** – a provincial force unit that provides guidance and support to all police in the province for missing person investigations, and coordinates and supports unidentified human remains investigations.

**“Case review”** – an examination of the administrative management and operational aspects of an investigation including the nature and quality of the investigation and the evidence.

**“Director”** - the director of police services referred to in section 39 (1) of the *Police Act*.

**“Missing person”** – anyone reported to police or by police as someone whose whereabouts are unknown, whatever the circumstances of their disappearance, and who are considered missing until located.

**“Missing person coordinator”** – the police officer designated as responsible for oversight and support functions for the police force’s missing person investigations, including those functions listed in Standard (1) of 5.1.4 *File Review and Monitoring* of these *British Columbia Provincial Policing Standards*.

## Standards

The chief constable, chief officer, or commissioner must ensure that:

### Missing person coordinator

- (1) A missing person coordinator is designated at the police force, detachment or district level and is responsible for:
  - (a) Knowing the status of all open missing person investigations within the police force’s jurisdiction;
  - (b) Ensuring that there is always an active lead investigator for all missing person investigations within the police force’s jurisdiction;
  - (c) Maintaining and making available to members of the police force, a list of local resources and suggested checks to assist in missing person investigations; and
  - (d) Liaising with the BCPMPC.
- (2) The missing person coordinator is notified of all missing person reports within the police force’s jurisdiction.

### Supervision of open investigations

- (3) All open investigations of missing persons, including foul play suspected cases investigated by major crime or serious crimes unit, are subject to regular, documented supervision (see also Standard (8) of *BCPPS 5.1.2 Risk Assessment*).
- (4) The supervision under Standard (3) must occur, at minimum:
  - (a) Daily for the first 48 hours of the investigation;
  - (b) Weekly for the first 30 days of the investigation;
  - (c) Three months from the start of the investigation; and
  - (d) Every 12 months thereafter.
- (5) The supervision under Standard (3) must include, at minimum, consideration of:
  - (a) Whether the risk assessment and the level and type of resources applied to the investigation (including lead investigator) are appropriate;
  - (b) Whether investigative leads and tasks and database checks are being conducted/followed up by the investigator;
  - (c) Whether the investigation is being properly documented;
  - (d) Whether the family/reportee of the missing person are being kept informed of the progress of the investigation;
  - (e) Whether a BC Coroners Service *Missing Persons Query* form should be completed;
  - (f) Whether all relevant fields currently available on CPIC have been completed;
  - (g) Appropriate diary dates; and
  - (h) Tasks to be assigned to the investigator.

### Case review – foul play suspected

- (6) In addition to regular supervision required under Standard (3), open investigations where foul play is suspected are subject to a formal case review, overseen by an appointed reviewer within a major crimes or serious crimes unit, at minimum:
  - (a) Within 5-7 days of the start of the investigation;
  - (b) Between 6-8 weeks of the start of the investigation; and
  - (c) In conjunction with the timing of the annual supervision under Standard (4)(d).
- (7) Intentionally left blank.

### Policies and procedures

- (8) Policies and procedures regarding missing persons are consistent with these *BC Provincial Policing Standards*.