



BC Provincial Policing Standards

Section 5.0 – Specialized Investigations

Effective: September 1, 2016

Revised: February 18, 2025

Sub Section 5.1 – Missing Person Investigations

Subject 5.1.3 – Response and Investigation – Appendix “A”

Appendix “A” for BCPPS 5.1.3 – Response and Investigation

Sample Checklists of Initial Investigative Steps

NOTE: *The following two sample checklists are included as optional means for police services to comply with Standard (2) of BCPPS 5.1.3 Response and Investigation. Police services may customize or choose to develop their own checklist.*

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Subject 5.1.3 – Response and Investigation – Appendix “A”

INSERT POLICE FORCE LOGO	INSERT POLICE SERVICE NAME CHECKLIST OF INITIAL INVESTIGATIVE STEPS
INSTRUCTIONS	
<p>This checklist is intended to assist police officers providing the initial response to reports of missing persons in British Columbia by listing the minimum investigative tasks that should be completed and/or considered. Additional investigative steps may be appropriate in the circumstances and/or required by the police force’s local policies and procedures.</p>	
TASK	
<p>✓ INTERVIEW relevant persons, which may include the reportee, witnesses, friends and family members of the missing person and the person who last saw or had contact with the missing person</p>	
<p>DETERMINE</p> <ul style="list-style-type: none"> ✓ Where and when the missing person was last seen or last known to be ✓ Whether it is out of character for the person to go missing ✓ Possible reason(s) why the person may have gone missing and ✓ Possible destination or location(s) where the missing person may be found 	
<p>✓ COMPLETE the initial risk assessment and <i>Provincial Missing Person Intake Form</i></p>	
<p>✓ SEARCH relevant locations, which may include the missing person’s residence, point last seen and/or point last known, possible destination(s) or other locations the police officer considers relevant, obtaining consent or authority as required</p>	
<p>✓ OBTAIN a detailed description and photograph of the missing person</p>	
<p>✓ CHECK for the missing person on CPIC, PRIME or other police information systems</p>	
<p>PROVIDE the family and/or reportee of the missing person with information about</p> <ul style="list-style-type: none"> ✓ Support services available ✓ The investigative process ✓ Actions they may take or information they may seek or provide to assist the investigation and ✓ The name and contact information of the officer designated as family liaison 	
<p>✓ If the missing person is Aboriginal, NOTIFY Aboriginal Liaison Officer or missing person coordinator</p>	
<p>CONSIDER</p> <ul style="list-style-type: none"> ✓ Issuing a BOLO and/or Assistance to Locate bulletin ✓ Whether the criteria for issuing an AMBER Alert are met ✓ Conducting neighbourhood enquiries and/or a video canvass ✓ Obtaining physical evidence (e.g., surveillance footage, computers, electronic devices and passwords, bank records, phone records, etc.), biological evidence (e.g., personal items of the missing person that may contain a biological sample, familial biological samples), or medical or dental records, obtaining consent or authority as required ✓ Requesting assistance from other police forces ✓ Requesting assistance from other agencies (e.g., child protection authorities, taxi companies, public transit authorities, airport authorities, Canada Border Services Agency, Department of Homeland Security, towing companies, etc.) ✓ Whether the case should be profiled on the police force’s website, social media platform(s), and/or the NCMPUR’s Canada’s Missing website ✓ Involving the media ✓ Any other step that may assist in the investigation 	
<p>IF FOUL PLAY IS SUSPECTED</p> <ul style="list-style-type: none"> ✓ REFER investigation to section or investigator responsible for major or serious crime investigations ✓ ViCLAS must be completed 	

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<u>IF FOUL PLAY IS SUSPECTED</u>			Click here to enter text.
<input type="checkbox"/> REFER investigation to section or investigator responsible for major or serious crime investigations			
<input type="checkbox"/> ViCLAS must be completed			
COMPLETED BY			
Rank Click here to enter text.	Surname Click here to enter text.	Given Name Click here to enter text.	Number Click here to enter text.
Signature		Date Click here to enter text.	