

POLICY TITLE	<b>MISSING PERSONS</b>
POLICY NUMBER	
EFFECTIVE DATE	
REVIEW DATE	
REVISION DATE	
AUTHORIZED BY:	

**I. POLICY STATEMENT**

[AGENCY NAME] values the safety and health of the individuals we support. Therefore, the following procedures will be followed for missing persons including people who wander or leave without notice.

**II. PURPOSE**

To ensure the health and safety to persons served by [AGENCY NAME].

**III. APPLICABILITY AND RESPONSIBILITY**

A. This policy applies to all departments that provide direct support to individuals.

**IV. MONITORING AND REVIEW**

**V. DEFINITIONS**

**Leave without notice:** Leaving a supported service unsupervised or unnoticed.

**VI. PROCEDURES**

- A. If an individual is believed to be missing, the calling hierarchy will be used to notify a supervisor regarding this event.
  - 1. In CLS, or an unlicensed setting, the supervisor contacted within the calling hierarchy will contact the police at their discretion.
  - 2. In a licensed residential setting, the supervisor contacted within the calling hierarchy will contact the police.
  - 3. When the police are contacted, be prepared to provide the following information:
    - a. Individual's name, physical characteristics, and description of the clothing they were last seen in.
    - b. Address of the individual's residence.
    - c. What time the individual was last seen and where.

- d. Vulnerability of the individual, lack of safety skills, medical conditions, and any risk the individual may pose to themselves or to the community.

B. Available employees will make a reasonable attempt to locate the individual.

## **VII. RELATED POLICIES AND PROCEDURES**

## **VIII. REFERENCES/SUPPORTING DOCUMENTS**