



KINGSTON POLICE SERVICE BOARD

Missing Persons Policy (LE-016)

Adopted: Oct. 1/26 (Res. 26-94)

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O. Reg. 395/23:

Investigations, 2019.

O. Reg. 394/23: Major Case

Management and Approved Software

Requirements, 2019.

Missing Persons Act, 2018, s. 8

1. Policy Statement

The Kingston Police Service Board (the Board) is committed to ensuring a timely, coordinated, and victim-centered response to missing person investigations. It is the policy of this Board to direct the Chief of Police to establish and maintain procedures that support effective investigations, consideration of risk factors and vulnerable populations, the use of trauma-informed practices, and appropriate public reporting and accountability.

2. Board Policy

It is the policy of the Kingston Police Service Board with respect to undertaking and managing investigations into missing persons that the Chief of Police will develop and maintain written procedures:

- a) When members of this Police Service shall notify a supervisor regarding a missing person occurrence – *Ontario Regulation 395/23 – Investigations*;
- b) That all missing persons occurrences are investigated in compliance with the *Community Safety and Policing Act (CSPA)* and its *Regulations*;

- c) Ensure that missing person investigations are in compliance with the Missing Person Act (2018);
- d) Set out the steps to be followed for undertaking investigations into reports of missing persons, including situations involving children, teenagers, and elder and vulnerable adults;
- e) Ensure investigative follow-up on outstanding cases, including family members and other close contacts that have made themselves available through the course of the investigation;
- f) Where circumstances indicate a strong possibility of foul play, that require officers to comply with *Ontario Regulation 394/23 - Major Case Management and Approved Software Requirements*;
- g) Ensure that the definition of “strong possibility of foul play” as it applies to determination of Major Case Management threshold cases, and strategies to determine its existence are clearly understood and consistently implemented by investigators;
- h) Ensure that other risk factors, outside of direct risks of foul play, are considered in determining a response to a missing person incident, including:
 - I. The disproportionate likelihood of members of some vulnerable communities to be victimized;
 - II. Concerns raised by those reporting a missing person or impacted by their disappearance; and
 - III. Patterns of disappearances in the community;
- i) Ensure an AMBER Alert activation is considered in all missing children’s investigations, and that officers comply with *Ontario Regulation 394/23 – Major Case Management and Approved Software Requirements*;
- j) Ensure that those involved in a missing persons investigation use, where appropriate, a trauma-informed approach when interacting with individuals affected by the disappearance of a missing person: and
- k) Ensure that information shared with members of the public does not include any personal health information, or any information not necessary for the purpose of identifying or locating the missing person.

I) Annual Report:

Pursuant to section 8 of the *Missing Person Act* (2018) (the Act), Police Services are required to report annually on the use of urgent demands for records by members of the Police Service. This includes:

- I. The total number of urgent demands made that year and the number of missing persons;
- II. Persons investigations to which they related;
- III. A description of the types of records specified in the urgent demands for records made in that year;
- IV. The date by which the annual report must be prepared by the Chief of Police and a copy provided to the Police Service Board, which is by April 1 in a format approved by the Minister;
- V. The date by which the Police Service Board receives the report shall make the report available to the public by posting it on a website, which is by June 1 in the year the report is received; and
- VI. In addition to the contents required under subsection 8 (4) of the Act, the annual report must also contain:
 - The total number of times that different types of records listed in subsection 4 (2) of the Act were specified in the urgent demands made in that year; if applicable; and
 - A description of any types of records not listed in subsection 4 (2) of the Act.

"original signed by Chair"
Chair

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Board Administrator