

# EMERYVILLE POLICE DEPARTMENT

## PROFESSIONAL

## SERVICES DIVISION



### Training Bulletin

To: Emeryville Police Department Personnel

From: Officer Austin Kinkade

Date: 3/12/2020

Re: Missing Person Checklist and Kit

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The investigations section has developed a Missing Person Checklist to help department personnel with responding to or investigation of Missing Persons related incidents.

The checklist is to be completed and submitted with finalized report to assist in continuation of the investigation. The last page of the checklist should be removed and provided to the relative or reporting party on scene.

In addition to the **Missing Person Checklist** a **Missing Person Family Reference DNA Collection Kit** should be completed when there is a relative on scene.

- Instructions to complete the kit are located inside the kit.
- Once completed place a chain of custody tag on it (refer to sample envelope) and write the case number below the custody tag.
- Put the envelope in standard evidence lockers after sealing it.
- Do not put the kit into an EPD envelope.
- **No specialized or certified training is required to collect a buccal sample for this purpose.**

The checklist and the collection kit are located in the lineup room below the officer mailboxes.

Both items need to be completed to ensure the investigation follows department policy as well as state law.

Sergeants, please review **EPD Policy 319- Missing Persons**, the **Missing Person Checklist**, and the **DNA Collection Kit** with all members of your team and complete a TF- 86 and forward through the chain of command.

Thank you,

Officer A. Kinkade #374  
Professional Service Division  
Emeryville Police Department