

YORK-POQUOSON SHERIFF'S OFFICE	GENERAL ORDERS
SUBJECT: Missing Persons	NUMBER: GO 2-10
EFFECTIVE DATE: January 23, 2019	REVIEW DATE: November 27, 2018
AMENDS/SUPERSEDES: GO 2-10, November 7, 2016	APPROVED:  Sheriff
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19 **POLICY**

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21 People are reported missing for many reasons: some people leave home voluntarily for personal

22 reasons; some missing person's reports are unfounded; and some people may disappear for

23 unexplained reasons but under suspicious circumstances. The role of the responding deputy,

24 however, is critical in identifying the circumstances surrounding missing persons and in

25 identifying persons at risk. Each deputy shall conduct thorough missing person investigations,

26 with particular care in instances involving missing children and those, who through mental or

27 physical impairment, cannot care for themselves. Each deputy, therefore, shall prepare necessary

28 reports and request appropriate VCIN/NCIC entries. Dispatchers shall ensure that the

29 missing/wanted entry contains accurate and complete information and shall avoid unnecessary

30 delays.

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32 **PURPOSE**

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34 To establish guidelines which describe the investigation of missing persons and the process for

35 making appropriate entries into VCIN and NCIC, Amber Alerts and Senior Alerts.

36

37 **PROCEDURES**

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- 39
- 40 • Missing Persons
 - 41 ○ No waiting period exists before taking a missing-persons report.
 - 42 ○ Further, the initial report may be taken in person or by telephone.
 - 43 ○ A person is considered missing when his or her whereabouts is unknown and
 - 44 knowledgeable persons regard the disappearance as unusual or uncharacteristic.
 - 45 ○ The missing-person endangered report may be deemed critical if the deputy taking the
 - 46 report has reason to suspect:
 - 47 ▪ Foul play or suspicious circumstances; or
 - 48 ▪ The missing person may be unable to safeguard or look out for himself or herself,
 - 49 regardless of age; or
 - 50 ▪ A risk of suicide; or
 - 51 ▪ A risk of accident (while boating or swimming, for example); or
 - 52 ▪ The missing person is a mental patient who may endanger him or herself or
 - 53 others; or
 - 54 ▪ The missing person suffers from a physical or mental incapacity that may be life
 - 55 threatening if not under care; or
 - 56 ▪ The missing person is taking prescription medications that if doses are missed
 - 57 may result in incapacitation or death.
 - 58 ○ A report of a missing juvenile should not be assumed to be a runaway unless
 - 59 investigation yields this finding.
 - 60
 - 61 • Preliminary investigation:
 - 62 ○ The deputy or other report taker shall gather the following information for every
 - 63 missing-persons report:
 - 64 ▪ Name, age, physical description of missing person.
 - 65 ▪ Relationship of reporting party to the missing person.
 - 66 ▪ Time and place of the missing person's last known location and the identity of anyone in
 - 67 the missing person's company.
 - 68 ▪ Behavior of the missing person, including whether the person has gone missing
 - 69 before, and relevant habits or patterns.
 - 70 ▪ Recent history of problems or trauma such as illness, domestic violence,
 - 71 substance abuse, history of mental illness, use of prescription drugs.
 - 72 ▪ Extent of any previous search for the missing person.
 - 73 ▪ Indications of missing money or belongings.
 - 74 ▪ Likely locations the missing person is known to frequent.
 - 75 ▪ Cellular phone number belonging to the missing person.
 - 76
 - 77 • Follow-up investigation:
 - 78 ○ Following the preliminary missing-person report, the supervisor may direct a search,
 - 79 if necessary.
 - 80 ○ A follow-up inquiry includes the following steps if the missing person is a child:
 - 81 ▪ With a parent's permission and under their supervision, after obtaining
 - 82 parent/guardian consent, search the child's home, as appropriate.
 - 83 ▪ Obtain fingerprints and dental records, and personal items that may contain the
 - 84 victim's DNA, such as his/her toothbrush or hairbrush, etc.

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- Contact local hospitals for injured persons meeting the description of the missing person.
 - Conduct interviews with persons who were in the area where the missing person was last seen, or who may work in or frequent the area.
 - Conduct interviews with co-workers, family, friends, schoolmates, teachers, counselors, social caseworkers, or others to help determine whether the missing person might have left voluntarily.
 - If abduction of a child by a stranger is suspected, the Investigation Division Commander shall be notified.
 - The Investigations Division Commander shall be responsible for notifying Federal Law Enforcement authorities and activating the Virginia “Amber Alert” Plan as appropriate.
 - Following receipt of the initial missing-person report, the dispatcher shall verify whether any of the following criteria is met. If so, information on the missing person shall be entered into VCIN/NCIC. These criteria apply to persons of any age:
 - The missing person has a proven physical, medical or mental disability or condition that may subject the missing person or others to danger.
 - The missing person is in the company of another under circumstances that indicate danger.
 - The missing person may have disappeared involuntarily under circumstances that suggest abduction.
 - The missing person is not an emancipated juvenile.
 - The person has been missing subsequent to a disaster.
 - Case closure
 - If a competent adult missing person is located, deputies shall advise the person that he or she was the subject of a missing-person investigation, and
 - Ascertain if the person wishes his or her family or the reporting party notified of his or her whereabouts; and
 - Arrange to notify the reporting party or family member, if permitted.
 - Deputies shall inform the reporting party of the well-being of the person who had been reported missing.
 - Unless the law compels another course of action, the Sheriff’s Office shall comply with the located person's wishes not to make his or her whereabouts known.
 - Before closing a missing-person case, deputies shall question the located person to establish the circumstances and to ensure that no criminal activity was involved.
 - Reports
 - A missing-person report is retained indefinitely until the complainant cancels or clears the record or until the missing person has been located.

CHILDREN

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- Preliminary Investigation

- 130 ○ If the missing person is a child, in addition to the questions outlined above, the deputy
131 or report taker must ascertain if the child:
132 ▪ May be with an adult who might harm him or her;
133 ▪ May have been abducted by a parent;
134 ▪ Has previously run away, threatened to do so, or has had inexplicable absences; or
135 ▪ May be living under abusive or dysfunctional conditions.
136
137 ○ A search for the child shall examine the local neighborhood with special reference to
138 the child’s home, friends' houses, local stores, or parks, playgrounds or other
139 locations the child is known to frequent.
140 ○ Entry into NCIC/VCIN is required under Section [15.2-1718](#) Code of Virginia.
141 ○ Upon receipt of a missing child report by any police or sheriff’s department, the
142 department shall immediately, but in all cases within two hours of receiving the
143 report, enter identifying and descriptive data about the child into the Virginia
144 Criminal Information Network and the National Crime Information Center systems.
145 ○ [SP183 VA Missing Children Information Clearinghouse Report](#) shall be forwarded to
146 dispatch so that it can be emailed to the Missing Children Information Clearinghouse
147 within the Department of State Police.
148 ▪ vamissing@vsp.virginia.gov
149
150 ○ If a photograph is available, it must be attached.
151 ○ Notify all other law-enforcement agencies in the area, and initiate an investigation of
152 the case.
153 ○ Documentation requirements
154 ▪ Deputies shall complete [SP183, Virginia Missing Children Information](#)
155 [Clearinghouse Report](#), found in the forms folder in Power DMS, on any child
156 reported missing in addition to a Sheriff’s Office Report.
157
158 ○ Ascertain the name and location of the school the child attends and identifying
159 information on anyone who may be responsible for private transportation to and from
160 the school.
161 ○ With the permission of the parents or guardian and school authorities and in their
162 presence, search the child's locker.
163
164 ● Case closure
165 ○ When a missing child has been located, deputies shall ensure that medical care is
166 provided immediately, as appropriate.
167 ○ Question the child about the circumstances of his or her disappearance and identify
168 any persons who may be criminally responsible or whether an abusive or negligent
169 home environment contributed to the child's disappearance.
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171 **AMBER ALERT PLAN**

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173 ● The Virginia “Amber Alert” Plan is a public, private partnership between law
174 enforcement, VDOT, broadcast and print media, and the community.

- 175 ○ The first 72 hours following a child’s abduction is critical in the safe return of the
176 child.
- 177 ○ When a child abduction occurs, the media is notified in accordance with the Virginia
178 “AMBER Alert” Plan criteria and will pre-empt broadcasts to publish pertinent
179 information about the abduction.
- 180 ○ VDOT will publish pertinent information on their highway marquees in the Hampton
181 Roads area and state wide if necessary.
- 182 ○ The York-Poquoson Sheriff’s Office is a participating member of the Virginia
183 “Amber Alert” Plan.
- 184 ○ This policy will define how the Amber Plan will be used, and when the Amber Plan
185 will and will not be activated, and the procedures for activating the Amber Plan.
186
- 187 ● Activation
 - 188 ○ The investigations Division Commander or his designee shall be responsible for
189 activating the Virginia “Amber Alert” Plan once activation criteria are met.
 - 190 ○ The patrol shift supervisor shall be responsible for notifying the Investigations
191 Commander that an Amber alert is being requested.
 - 192 ○ Once the criteria for activation of the Virginia “Amber Alert” plan has been met. The
193 investigations Division Commander shall insure that all forms for the Virginia
194 “Amber Alert” Plan are completed and signed. The investigations Division
195 Commander shall:
 - 196 ○ Provide the completed forms to the York-Poquoson Emergency Communications
197 Center for submittal to the Virginia State Police to the Virginia Missing Children
198 Information Clearing House (VMCC) at: 804-674-2026; or through the VA State
199 Police Web Portal at: <https://apps.vsp.virginia.gov/amberalert/gotologin.do>. A photo
200 of the missing child shall be emailed to:
 - 201 ■ vamissing@vsp.virginia.gov
202
 - 203 ○ The Virginia “Amber Alert” Plan policies, criteria and forms can be found at:
 - 204 ■ https://www.vaamberalert.com/VA_Amber_Alert_Plan.pdf
205
 - 206 ● Activation criteria
 - 207 ○ The Amber Plan shall only be activated when the following criteria exists:
 - 208 ■ The child is 17 years of age or younger; or
 - 209 ■ Is currently enrolled in a secondary school in the Commonwealth, regardless of
210 age, and the law enforcement agency believes the child has been abducted
211 (unwillingly taken from their environment without permission from the child’s
212 parent or legal guardian).
 - 213 ■ The law enforcement agency believes the abducted child is in imminent danger of
214 serious bodily harm or death.
 - 215 ■ A law enforcement investigation has taken place that verified the abduction or
216 eliminated alternative explanations.
 - 217 ■ Sufficient information is available to disseminate to the public that could assist in
218 locating the child, suspect and/or the suspect’s vehicle.

- 219 ▪ The Child must be entered into the Virginia Criminal Information Network
- 220 (VGIN) and the National Crime Information Center (NCIC) missing person files
- 221 as soon as practical.
- 222 ▪ The Virginia “Amber Alert” Forms authorizing release of information must be
- 223 signed.
- 224
- 225 ○ If all of the aforementioned criteria are not met, the Virginia “Amber Alert” Plan will
- 226 not be activated. However, the Endangered Missing Child Media Alert may be used.
- 227
- 228 • The Amber Alert Plan shall not be used:
- 229 ○ When the investigation reveals that the child is a runaway.
- 230 ○ When a parental abduction occurs, unless the investigation reveals that the child is at
- 231 risk of serious bodily harm or death.
- 232 ○ When there is no descriptive information about the abductor, suspect or suspect’s
- 233 vehicle involved.
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235 **Missing Senior Adults**

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- 237 • Preliminary Investigation
- 238 ○ If the missing person is a citizen at least 60 years of age, the deputy or report taker
- 239 must ascertain if the senior citizen:
- 240 ▪ Suffers a cognitive impairment to the extent that he or she is unable to provide
- 241 care for their self without assistance from a caregiver, including a diagnosis of
- 242 Alzheimer’s disease or dementia.
- 243 ▪ Is or is not enrolled in the “Project Lifesaver” program.
- 244
- 245 ○ A search for the senior citizen shall include:
- 246 ▪ The local neighborhood with special reference to the senior citizen’s home,
- 247 ▪ Libraries,
- 248 ▪ Banks,
- 249 ▪ Local stores, or
- 250 ▪ Other locations the senior citizen is known to frequent,
- 251 ▪ Any past addresses the senior citizen has lived at, or
- 252 ▪ Other locations the senior citizen may have some emotional attachment to such as
- 253 previous residences or childhood home.
- 254
- 255 ○ Entry into NCIC/VGIN is required under Section [15.2-1718.1](#), Code of Virginia.
- 256 ▪ Upon receipt of a missing senior adult report by any police or sheriff’s
- 257 department, the department shall immediately, but in all cases within two hours of
- 258 receiving the report, enter identifying and descriptive data about the missing
- 259 senior into the Virginia Criminal Information Network and the National Crime
- 260 Information Center systems.
- 261
- 262 ○ [SP-067, VA Missing Person Information Clearinghouse Report](#), found in the forms
- 263 folder in Power DMS, shall be forwarded to dispatch so that it can be emailed to the
- 264 Missing Person Clearinghouse within the Department of State Police.

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- vamissing@vsp.virginia.gov
 - Social Security numbers and Driver's License number shall not be included on the emailed form.
 - If a photograph is available, it must be attached and emailed to:
 - dutysgthq@vsp.virginia.gov
 - Notify all other law-enforcement agencies in the area, and initiate an investigation of the case.
 - Documentation requirements:
 - Deputies shall complete the [SP-067, Virginia Missing Person Information Clearinghouse Report](#), on any senior adult reported missing in addition to a Sheriff's Office Report.
 - Case closure:
 - When a missing senior adult has been located, deputies shall ensure that medical care is provided immediately, as appropriate.

SENIOR ADULT ALERT PLAN

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- The Virginia "Senior Adult Alert" Plan is a public, private partnership between law enforcement, VDOT, broadcast and print media, and the community.
 - The first 72 hours following a missing senior adult is critical in the safe return of the missing senior adult.
 - When a missing senior adult occurs, the media is notified in accordance with the Virginia missing "Senior Adult Alert" Plan criteria and will pre-empt broadcasts to publish pertinent information about the missing senior adult.
 - VDOT will publish pertinent information on their highway marquees in the Hampton Roads area and statewide, if necessary.
 - The York-Poquoson Sheriff's Office is a participating member of the Virginia missing "Senior Adult Alert" Plan.
 - This policy will define how the missing "Senior Adult" Plan will be used, and when the missing "Senior Adult Alert" Plan will and will not be activated, and the procedures for activating the missing "Senior Adult Alert" Plan.
 - Activation
 - The investigations Division Commander or his designee shall be responsible for activating the Virginia missing "Senior Adult Alert" Plan once activation criteria are met.
 - The patrol shift supervisor shall be responsible for notifying the Investigations Division Commander that a Senior Adult Alert activation is requested.
 - Once the criteria for activation of the Virginia "Senior Adult Alert" Plan has been met, the coordinator shall notify the Emergency Communications Center of the plan activation and complete and fax the notification information to the appropriate news outlets and agencies.

- 310 ○ The investigations Division Commander shall insure that all forms for the Virginia
- 311 “Senior Adult Alert” Plan are completed and signed.
- 312 ○ Provide the completed forms to the York-Poquoson Emergency Communications
- 313 Center for submittal to the Virginia State Police to the Virginia Missing Person
- 314 Information Clearing House (VMPC) at: 804-674-6704. A photo of the missing
- 315 senior adult shall be emailed to:
- 316 ▪ dutysgthq@vsp.virginia.gov
- 317
- 318 ● Activation Criteria:
- 319 ○ The missing senior adult whereabouts are unknown, and:
- 320 ▪ Is over 60 years of age and;
- 321 ▪ Suffers a cognitive impairment to the extent that he or she is unable to provide
- 322 care for their self without assistance from a caregiver, including a diagnosis of
- 323 Alzheimer’s Disease or dementia, and;
- 324 ▪ Whose disappearance poses a credible threat as determined by a law-enforcement
- 325 agency to the health and safety of the adult and under such other circumstances as
- 326 deemed appropriate by the Virginia State Police
- 327 ▪ A law enforcement investigation has taken place that verified the senior adult is
- 328 missing and eliminated alternative explanations by a thorough search of the
- 329 immediate area if vehicular travel is not involved as a mode of travel for the adult.
- 330 ▪ Sufficient information regarding the missing senior adult is available to
- 331 disseminate to the public that could assist in locating the missing senior adult or
- 332 their vehicle.
- 333
- 334 ○ The missing senior adult must be entered into the Virginia Criminal Information
- 335 Network (VCIN), the National Crime Information Center (NCIC) missing person
- 336 files and information reported to the Virginia Missing Person Information
- 337 Clearinghouse in the prescribed format.
- 338 ○ A photograph of the missing senior adult must be provided to the Virginia Missing
- 339 Person Clearinghouse on the prescribed forms or agency equivalent.
- 340 ○ If all of the aforementioned criteria are not met, the Virginia “Senior Alert” Plan will
- 341 not be activated however information can still be provided to the media.
- 342

343 **CRITICALLY MISSING ADULT PROGRAM**

- 344
- 345 ● The Critically Missing Adult Program, sometimes referred to as the Ashanti Alert, is a
- 346 program established through Section [52-34.11](#), Code of Virginia.
- 347 ○ The Critically Missing Adult Program’s purpose is to provide a mechanism for alert
- 348 to be issued by the Commonwealth of Virginia alert systems for adults, believed to
- 349 have been abducted, who do not meet the criteria for an Amber Alert or Senior Alert.
- 350
- 351 ● Activation
- 352 ○ The investigations Division Commander or his designee shall be responsible for
- 353 activating the Virginia “Critically Missing Adult” Plan once activation criteria are
- 354 met.

- 355 ○ The patrol shift supervisor shall be responsible for notifying the Investigations
356 Division Commander that a Critically Missing Adult Alert is being requested.
- 357 ○ Once the criteria for activation of the Virginia “Critically Missing Adult” Plan has
358 been met, the coordinator shall notify the Emergency Communications Center of the
359 plan activation and complete and fax the notification information to the appropriate
360 news outlets and agencies.
- 361 ○ The investigations Division Commander shall insure that the [Critically Missing Adult](#)
362 [Activation form](#), found in the Documents Folder in Power DMS is completed, signed
363 and forwarded to the 911 Emergency Communications Center and emailed to the
364 Virginia State Police at:
- 365 ▪ vamissing@vsp.virginia.gov
- 366
- 367 ○ [SP-067, VA Missing Person Information Clearinghouse Report](#), found in the forms
368 folder in Power DMS, shall be forwarded to dispatch so that it can be emailed to the
369 Missing Person Information Clearing House (VMPC) within the Department of State
370 Police at:
- 371 ▪ vamissing@vsp.virginia.gov
- 372 ➤ Social Security number and/or Driver’s License number shall not be included
373 on the emailed form.
- 374
- 375 ○ If a photograph is available, it must be attached and emailed to:
- 376 ▪ dutysgthq@vsp.virginia.gov
- 377
- 378 ● Activation Criteria
 - 379 ○ The abducted adult must be 18 years of age or older, and:
 - 380 ○ The law enforcement agency believes the adult has been abducted or taken from their
381 environment unwillingly, and
 - 382 ○ The law enforcement agency believes the Abducted Adult is in imminent danger of
383 serious bodily harm or death, and
 - 384 ○ A law enforcement investigation has taken place the verified the abduction or
385 eliminated alternative explanations, and
 - 386 ○ Sufficient information is available to disseminate to the public that could assist in
387 locating the Abducted Adult, suspect and/or the suspect’s vehicle, and
 - 388 ○ The Abducted Adult must be entered into the Virginia Criminal Information Network
389 (VCIN) and the National Crime Information Center (NCIC) missing person files.
 - 390 ○ The Virginia “[Abducted Adult Alert](#)” form authorizing release of information must be
391 signed.
 - 392
 - 393 ● Termination of Critically Missing Adult Alert
 - 394 ○ Once the Abducted Adult is either:
 - 395 ▪ Located, or
 - 396 ▪ Activation criteria no longer applies.
 - 397
 - 398 ○ A “Critically Missing Adult Alert” termination fax shall be sent to the Missing Person
399 Information Clearing House (VMPC) within the Department of State Police at: 804-
400 674-6704.

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PROJECT LIFESAVER

- Project Lifesaver will provide relief to the families and care givers from the constant fear of not being able to quickly locate their loved ones should they wander from their homes.
 - This will be done by distributing electronic bracelets to a client with a history or potential of wandering.
 - Each designated client will be assigned a unique frequency, and may be tracked and located by search and rescue personnel by the use of receivers tuned to the appropriate frequency.
 - Personnel assigned and trained in the use of the Care Trak Mobile Locator will be responsible for responding when activated to help search and locate clients of the York-Poquoson Project Lifesaver Program.
 - In addition, they will perform routine monthly maintenance checks of transmitters that have been issued to clients of the York-Poquoson Project Lifesaver Program.

- Purpose
 - To establish guidelines for the York-Poquoson Sheriff’s Office deputies who are responsible for placing clients into the program, monitoring, and locating clients that wander from their homes or become lost.

- Procedure
 - Electronic receivers and equipment will be located at the Sheriff’s Office, Fire Station 2, Fire Station 3, and assigned to the Project Lifesaver coordinator.
 - Each receiver will also be equipped with spare batteries.
 - Once alerted to a missing York - Poquoson Project Lifesaver Program client, the following will be implemented:
 - On-duty operator(s) with tracking equipment will verify the call and respond to the Last Known Location with a level three response.
 - Dispatch will page the Project Lifesaver Coordinator, or designee, who will respond to the last known location and either conduct the search or assist an on-duty operator with the electronic search.
 - The operator/s will respond immediately to the scene and establish an electronic search.
 - The primary response unit will assume search command until relieved.
 - The alternate response unit will assist in the search.
 - The on-duty supervisor will respond and establish incident command.
 - The incident commander will insure that the Department of Fire and Life Safety is notified and request emergency medical services if required.
 - After no less than 20 minutes and no more than 30 minutes, the missing client’s frequency is not detected; the incident commander will request air support from the Virginia Beach Police Helicopter unit.
 - The incident commander may also request additional personnel from certified neighboring jurisdictions to assist in the search.

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- The incident commander will identify a landing zone and inform the Virginia Beach Helicopter Unit of the location.
 - York County Fire and Life Safety should be requested to respond to assist at the landing zone.
 - One ground unit vehicle with support personnel will trail the helicopter maintaining communications.
 - The air search unit will direct this unit when a signal is detected.
 - The Virginia Beach Police Helicopter unit will be advised of the last known location where the Project Lifesaver client was last seen.
 - At no time will any tracking equipment be given to any non-qualified personnel for the purpose of participating in the search.
 - Upon locating and recovery of the missing client, emergency medical services shall be notified to determine if medical treatment and/or transport home is appropriate.
 - The incident commander shall determine when a search is to be terminated.
 - An after-action report will be completed and turned into the Project Lifesaver Coordinator upon completion of the search.
- Monthly Maintenance
 - Qualified YPSO personnel will complete monthly maintenance checks on all wrist/ankle transmitters of clients that belong to the York - Poquoson Project Lifesaver Program.
 - When circumstances require, batteries may be given to a caregiver for replacement. This may occur when a client is out of the area for an extended period during a scheduled maintenance or past the life cycle of the battery.
 - The caregiver will be contacted 3-4 days prior to the change to arrange a date and time for service.
 - If the YPSO personnel are unable to contact the caregiver, the YPSO will call and leave a message on an answering machine and leave a note at the caregivers address stating the inability to contact and request a call back to reschedule.
 - If no contact is received within four (4) days past the client's change date, the YPSO will notify the Project Lifesaver coordinator.
 - Batteries will be replaced in each transmitter on or about the first Thursday of every month.
 - Client transmitter's will also be replaced and adjusted during the monthly maintenance process.
 - Caregivers will be informed to test transmitters with a Transmitter Tester to insure that they are functioning properly.
 - Transmitters will be checked monthly to insure they are functioning properly and that batteries are charged.
 - Client Installation and Removal
 - The Project Lifesaver coordinator will meet with the family or caregiver of a potential client and discuss the York-Poquoson Project Lifesaver Program.
 - Transmitters will be placed with clients only at the request of a legally responsible party, i.e.:

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- Spouse,
 - Son or daughter, in the absence of a spouse,
 - Family member having legal, primary caregiver responsibility,
 - Assisted living or nursing home administrator requiring transmitter for client to reside at the facility,
 - Father or mother, if client is a minor,
- In the event there is no spouse and there is a disagreement on placement, no placement will be done until requested by the family member having legal authority via power of attorney or court order naming him/her as the responsible caregiver. This will also apply in the case of minors with no parent available.
 - After the family or caregiver has signed the contract, which gives the York-Poquoson Project Lifesaver Program permission to fit the new client with a transmitter, a trained deputy from the York-Poquoson Project Lifesaver Program will fit the new client with a transmitter, and the family member or caregiver will be given a Transmitter Tester.
 - The family member or caregiver will be instructed on how to use the transmitter tester.
 - When a family member or caregiver requests to have the person released from the program, a member from the York-Poquoson Project Lifesaver Program will remove the transmitter from the client and retrieve all equipment.
 - Family members or caregivers may be responsible for the cost of equipment replacement for any damaged or lost equipment belonging to the York-Poquoson Project Lifesaver Program.
- Project Lifesaver Receiver Operator Certification and Recertification Procedures
 - Operators must complete a 16-hour Project Lifesaver International approved course.
 - This course of instruction can be conducted by personal from Project Lifesaver International or certified Project Lifesaver instructors within the Sheriff's Office.
 - All certified operators of the Project Lifesaver receiver, in the Project Lifesaver Program, must demonstrate proficiency with that equipment every 12 months following the procedures set forth below:
 - ❖ Participate in 2 actual searches and successfully complete 2 scenario searches as an operator of the Project Lifesaver receiver, or
 - ❖ Successfully complete four scenario searches as an operator of the Project Lifesaver receiver.
 - The Project Lifesaver Coordinator, who is a certified Project Lifesaver receiver operator, in accordance with Project Lifesaver guidelines, may re-certify an operator.
 - Upon re-certification, a copy of the certification will be kept on file with the Project Lifesaver coordinator and in the individual deputies training file.
 - A copy of the certification will be sent to Project Lifesaver International, 43rd Virginia SAR, Chesapeake Sheriff's Office, 1777 West Road, Chesapeake, VA 23323.

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- Helicopter Operations
 - Utilization of Virginia Beach Police Department
 - Virginia Beach Police Helicopters may be utilized in Project Lifesaver searches, weather permitting, after a ground search has not acquired a signal within 30 minutes of searching, or if the subject is believed to be in a motor vehicle in the Peninsula or Hampton Roads areas.
 - Activation of the helicopter assist will be approved by the Captain of the Uniform Patrol Division or in his absence any command officer or above.
 - ❖ The Helicopter Unit main number is (757) 385-4831 and the VBPD Dispatch number is (757) 385-1800
 - Upon request for activation, the requesting deputy will supply the necessary information concerning the missing subject to include the starting point for the search and client's frequency.
 - Radio communications information will also be provided, i.e., frequencies for contact or the need for communications capabilities, along with landing zone information.
 - The York-Poquoson Sheriff's Office will supply an aircrew observer/operator for the search, if required.
 - The York-Poquoson Sheriff's Office incident commander will maintain operational control during Lifesaver searches.
 - The final authority for the operational integrity and safety of air operations will remain with the pilot in command of the aircraft.
 - Un-Manned Aerial Systems/R.O.V.E.R. Operations
 - The York-Poquoson Sheriff's Office in conjunction with the York County Department of Fire and Life Safety have several un-manned aerial platforms equipped with both cameras and FLIR (Forward Looking Infrared cameras).
 - The un-manned aerial systems team is known as the R.O.V.E.R team.
 - Un-manned aerial systems are useful in:
 - Searching large open areas,
 - Searching areas of water,
 - Providing a general overall picture of the search area,
 - Seeing heat signatures of people or vehicles.
 - R.O.V.E.R Team Considerations
 - Most missing persons are found within a quarter to half mile from the location where they went missing. A ground search of wooded areas in that initial quarter to half mile radius should be conducted of prior to deploying the R.O.V.E.R team; however, the R.O.V.E.R team may be activated to begin searching open areas or staging for subsequent searches.
 - Un-Manned Aerial System Limitations:
 - The cameras and FLIR on the un-manned systems cannot see through foliage such as heavily wooded areas where leaves are thick.
 - The FLIR cannot see through windows.
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- 584 ○ The un-manned aerial systems cannot fly in the same area with manned aircraft
- 585 involved in the search.
- 586 ○ The un-manned aerial systems are not currently equipped with a Project Lifesaver
- 587 receiver.
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- 589 ● R.O.V.E.R Activation
- 590 ○ The Patrol supervisor or incident commander may request the activation of the
- 591 R.O.V.E.R team through the 911 center.