

Exhibit 118

manual - manuel  <b>OPERATIONAL</b>	chap. title - titre du chap.  <b>ASSISTANCE</b>	chap. no. no. du chap.  <b>1.3</b>
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**F. GENERAL PUBLIC**

**1. Lost, Found and Stolen Property**

- a. Refer to Headquarters Ops. Man. II.1.R. and Div. Ops. Man. II.1.H. for policy.

**2. Missing Persons**

**a. General**

- 1. The correlation of missing person complaints in this Division is the responsibility of the OIC Contract Policing Branch.
- 2. Missing person complaints will be investigated promptly, particularly those of missing children.
- 3. Use Form 2542, Missing/Elopee Person Form (SSC cat. 7530-21-901-7384) to record specific data for CPIC entry.
- 4. In addition to the information on Form 2542, the following required:
  - 1. any other means of identification;
  - 2. name and address of current doctor and dentist;
  - 3. mode of transportation, if any; and
  - 4. access to funds (eg. bank account, credit cards, etc.).
- 5. The Detachment having jurisdiction where the missing person normally resides will, in most instances, be responsible for the investigation and enter the missing person information on CPIC. If the missing person was last seen outside the jurisdiction of residence, the police agency/detachment where the last sighting took place may be responsible for the investigation and CPIC entry." This will be dependent upon the circumstances.

**b. Member**

- 1. Investigate missing person complaints promptly (Div. Ops. Man. I.3.D.4.a.3. "Runaway Children" also refers).
- 2. Initiate search action as soon as practicable where circumstances warrant.
- 3. Enter all missing persons on CPIC immediately using available information from Form 2542.
- 4. Advise other agencies/community resources/persons in those areas where the subject might reasonable be located.
- 5. Provide updated information to all agencies and systems as it becomes available, with a CPIC copy to the OIC Contract Policing Branch.
- 6. Obtain other methods of identification promptly (i.e. photographs, fingerprints, dental charts, x-rays, etc.).

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F. 2. b. 6. (Cont'd)

1. Request dental chart information from the missing person's dentist, using the format of the "Doctor's Letter" in App. I-3-24. Attach Form 1667 (Dental Characteristics Input Data) for the dentist to complete.
2. If the missing person is not located in 10 days, enter dental chart information on CPIC.
7. Use the services of the Contract Policing Crime & Information Bulletin and other media resources to disseminate information.
  1. See Div. Ops. Man. II.4.E.11. for bulletin/circular guidelines.
8. Immediately advise all applicable agencies/persons when the subject is located, with a CPIC copy to the OIC Contract Policing Branch if previously reported.
9. If the subject is presumed dead:
  1. notify the Coroner;
  2. complete a Sudden Death Report, form "E" Div. 7, and other relevant documentation (Div. Ops. Man. II.10.D.1.c.6. refers);
  3. advise the Coroner of any significant change in file status, eg. body recovered; and
  4. enter all available data, including dental records, on CPIC and maintain indefinitely.
    - Files on missing persons must remain at detachment level and cannot be destroyed without permission from "E" Div. Headquarters.
  5. Request, by CPIC, telephone, or fax to have the Violent Crime Analysis Unit do a query of the Major Crime Organizational System (MACROS) - Found Human Remains Database, to determine if the missing subject's body has been recovered but remains unidentified. Periodic requests are recommended within the first year and on an annual basis.
10. Notify next of kin when persons reported to the police are later found dead (Div. Ops. Man. II.10.D.2.i.1. & 2. refers).

c. Reporting Requirements

1. If foul play or other criminal act is suspected, eg. abduction (parental of otherwise), report immediately to the OIC Contract Policing Branch as outlined in Div. Ops. Man. VI.1.D.1.e. (suspected murder).

<b>Missing Women Commission of Inquiry</b>	
<b>EXHIBIT</b> No: 118	
Date:	March 7, 2012
 <b>Registrar</b>	

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