



Missing Persons

POLICIES AND PROCEDURES 2007



OPERATIONAL INFORMATION AGENCY

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Introduction

During 2006 over 10,000 people were reported missing to New South Wales Police. That equates to 192 missing persons reports each week. 99% of persons reported missing in New South Wales are located safe and well. Most people are located almost immediately, and there are serious concerns for people who are still missing after 3 months.

It is highly likely that each operational police officer at some time will be required to respond to a missing person's incident. Given that missing person's cases are often highly emotional and potentially serious incidents, it is vital that police the knowledge and skills to deal with the incident in an appropriate and professional manner. It is not an offence for anyone to go missing, and once located the persons whereabouts are not disclosed against their will. It is important to keep in mind whilst conducting the investigation that the missing person case may result in a coroners or Homicide investigation.

These Policies and Procedures reflect the responsibilities of police when dealing with Missing Persons Cases, as well as explaining the assistance which can be provided by the Missing Persons Unit.

The informative training presentation that MPU staff deliver to students at the NSW Police College can be viewed on the Missing Persons intranet site by clicking on the "Education Package" icon.

Missing Persons Definition

"A missing person is anyone who is reported missing to police, whose whereabouts are unknown, and there are fears for the safety or concern for the welfare of that person. This includes anyone missing from any institution, excluding escapees."

Roles & Functions of the MPU

- All Missing Persons COPS Events are reviewed and entered onto the Missing Persons Database.
- MPU staff conduct a risk assessment on all Missing Persons Events. (See annexure 1).
- Events are checked to ensure that all relevant information has been included.
- MPU staff contact LAC police to provide advice and assistance in relation to 'high risk' missing persons reports.
- A Missing Persons LAC checklist can be sent to the police investigating the matter to assist in gathering further information on the missing person. See annexure #2
- The photo should be uploaded onto COPS Multi Media as a case file item for other police to access.
- Missing Persons staff will obtain a copy of the photo of the Missing Person from the OIC or COPS multimedia and place the photo onto the Missing Persons Database
- Once the Missing Persons Unit receives a copy of the Authority for Publicity the photo will go live on the NSW Police website on the Internet.
- This will be completed as soon as practicable upon the event being created and done urgently for high risk cases.

- The MPU officer will contact the NOK and / or person reporting to offer support and referral to counselling services.
- The MPU officer will update the COPS event with all enquiries made and any actions completed.
- A review notice will be sent to the OIC by email at the 7-14 day period, 1 month, 3 months, 6 months and 12 months.
- Once the Missing Person has been outstanding for 12 months, MPU staff will send a report to the Commander. At the 12 month stage, the majority of enquiries should be exhausted. If there is no evidence of life, the report may include a recommendation that the Coroner be notified by a Report of Death to the Coroner (P79a).
- The following enquiries can be made by the Missing Persons Unit – Centrelink, Financial Institutions, Medicare, NSW Electoral Roll, Immigration, Airlines, Interstate, and Interpol (if the Missing Person is overseas).
- The Missing Persons Unit will not conduct Births, Deaths, Marriage checks and Telecommunications enquiries as this comes at a cost to the command.

Risk Assessments

Persons who are missing may be at risk of physical harm because they are vulnerable, eg. Inability to cope with weather conditions, abduction, at risk of long term moral danger.

A risk assessment must be conducted upon receipt of the report. The officer taking the report should be making the risk assessment in consultation with their supervisor. When making a risk assessment, the information that leads to the determination of the level of risk must be recorded in the COPS Event.

The attached Risk Identification Checklist can be used as a guide when determining the level of risk. See Annexure #1.

Management

The Missing Persons Unit:

- Maintains NSW policy and procedures on missing persons.
- Is responsible for the coordination of the DNA Collection Program for Missing Persons.
- Coordinates inquiries for interstate and international missing persons cases and refers them to Local Area Commands where appropriate.
- Maintains liaison with relevant external agencies to ensure accurate and timely receipt of information concerning individual missing persons cases.
- Provides a high level of service and information concerning missing persons to police and the community.

Community Awareness

The MPU coordinates a range of community awareness initiatives. These include:

- National Missing Persons Week
- Shopping centre displays
- Internal & external media publications
- Police Weekly Missing Persons posters
- Local & major print, radio and TV media
- Information brochures

- Neighbourhood Watch
- School and community groups
- National toll-free phone service, Operation Home Free (with Greyhound Australia)

Education and Training

- Development of education and training packages
- Provide in-service education and training
- Conduct lectures at police training days, Homicide Investigators' Course and other police courses upon request

Information Technology

The MPU team led the design and development of the Missing Persons Intranet Application. It provides comprehensive data relating to missing persons cases from a central location at the touch of a button. The Application is an investigative and analytical tool providing greater assistance with missing persons and homicide investigations. The Application contains:

- Outstanding cases dating back to the 1950s
- Photos
- Facility to print missing persons posters
- Multimedia facility to view attached documents, videos, sound files, photographs, dental charts, etc.
- State-wide Trend Analysis (STA) of long-term cases.
- Generate reports by region, LAC or state-wide.
- Help Desk details.
- User & Administration Manuals.

Interagency Consultation

- Member of NSW Missing Persons Committee
- Member of the Attorney General's Dept Missing Persons Interagency Forum
- Member of the National Advisory Group on Missing Persons
- Member of the National Police Consultative Group on Missing Persons
- Provide advice and assistance to the Family & Friends of Missing Persons Support Group
- Provide advice to the NSW State Coroner regarding long-term missing persons cases.
- Refers missing persons families to the Attorney General's Department for counselling services and support.

Information Management

The MPU receives, records, researches and collates all information relating to missing persons; provides state-wide analysis of long term cases; and statistics.

Safely Home Database

The Safely Home Program is a joint initiative between Alzheimer's Australia (NSW) and the NSW Police. The program was launched in August 2003.

The Safely Home Program provides rapid and accurate identification of a wandering person to allow them to be returned home. Members of the public can become involved by contacting Alzheimers Australia (NSW) on 1800 100 500. They will be sent an information package and registration form. The completed registration form is returned to Alzheimers Australia (NSW) who sends a copy to the Missing Persons Unit so that the registered persons details can be entered onto the NSW Police Safely Home Database.

The Safely Home Program involved the use of a personalised stainless steel identification bracelet, designed and worn by the person suffering dementia or other types of memory loss. The bracelet features the NSW Police Missing Persons Unit toll free telephone number and a personal identification number linked to the Database.

The Database is accessible by all police 24 hours a day, 7 days a week via the Missing Persons site on the NSW Police Intranet. It includes a detailed description of the registered person, contact information for their next of kin or carer, previous residential addresses and locations they may visit. All details on the database are confidential.

DNA Collection Program

The MPU, in consultation with the Forensic Services Group, coordinates the DNA Collection Program for missing persons in NSW. The MPU maintains the Missing Persons DNA Database on the NSW Police Intranet. This database has the capability of searching a missing person's DNA sample against samples obtained from unidentified bodies and remains.

The DNA used for the MP DNA Collection Program is mitochondrial DNA, as opposed to nuclear DNA used in most criminal investigations. Mitochondrial DNA is inherited through the maternal family line only, so samples should ideally be obtained from a missing person's mother, brother or sister.

Mitochondrial DNA is obtained by taking a Buccal swab sample from the maternal relative of the missing person.

DNA should be taken within the first 72 hours if foul play is suspected or there is a high risk of suicide.

Forms that are required when taking a Volunteer DNA sample are:

Information sheet: Volunteer – Adult, see annexure #4

The DNA is taken for the Limited Purposes Index as it is only used for identification purposes.

Forensic Procedure Consent Form – Volunteer Adult, see annexure #5

This is an accountable book and can be ordered through Forensic Services Group Stores.

The consent for the DNA must be recorded electronically. Once the DNA has been collected it should be entered into the Exhibit book and mailed by Courier to the Missing Persons Unit. A copy of the signed Volunteer Consent form must be attached to the sample on the outside of the bag. The Missing Persons Unit will organise to have the sample profiled.

NB: Generally the DNA taken from relatives will be taken by Missing Persons Unit staff or SOCOs. (Scene of Crime Officers)

Missing Persons Policy

A missing persons report is to be submitted when the incident fits within the criteria of the definition.

- Do not accept reports for the mere purpose of reuniting family or friends, debt collection, or for any other reason except that which is allowed by the definition. If in doubt, please contact the Missing Persons Unit for advice.

- Take reports immediately and submit them without delay, as the person may have met with foul play, misadventure or is in potential danger. If foul play is suspected, immediately brief the Duty Officer and Detectives who will make a mandatory referral to the Homicide Squad, State Crime Command.
- Reports are to be accepted at any police station, not necessarily the station nearest the person reporting's place of abode or the area the missing person was last seen.
- Reports are to be taken by sworn officers only and reports must not be taken over the phone.
- The responsible investigating LAC will be the one where the missing person was last sighted or went missing from. Missing Persons reports should be made into cases via the case management system and transferred electronically to the investigating LAC.
- The Missing Persons Database has gone 'live' on the NSW Police Internet website. Collect a photo of the Missing Person at the first available opportunity and scan in onto COPS Multi Media for police access. Ensure that an Authority for Publicity form is signed and emailed / faxed to the Missing Persons Unit with the photo – missingpersons@police.nsw.gov.au. See annexure #3
- **IMPORTANT:** If the Missing Person is still missing after **3 months**, enquiries should be made to gather dental records, and obtaining DNA samples. At least one mitochondrial DNA sample in the form of a buccal swab should be obtained from a maternal blood relative of the missing person (see attachments for the correct forms). A nuclear DNA sample of the missing person should also be obtained, where possible, in the form of a hair brush, toothbrush, razor etcetera. These records should then be forwarded as an exhibit to the Missing Persons Unit. These items can be returned at a later time upon the missing persons being located.
- Through consultation with the Missing Persons Unit, Police should consider referring family and friends of the missing person to available support services when required. The Attorney Generals Department, Families and Friends of Missing Persons Unit provides a free and confidential counselling service, emotional support, telephone counselling, liaison & referral, information on legal Issues and family reunion work Mission Australia also provides a free telephone support and counselling service to the families and friends of missing persons. This service is available 9am to midnight, 7 days a week. They also provide face to face counselling in some areas, information on tracing processes and referral to local support agencies. Refer to contacts page for details.

Mental Health Patients

In the case of a person missing from a Mental Health Unit the Hospital should complete a Missing Patient report and fax it to their nearest Police Station. A COPS event is then created as well as a risk assessment based on the patient's history and risk to themselves or the public. Police should attend or contact the Mental Health Unit directly to determine the risk assessment, this can also be done in consultation with the patients Next of Kin.

Police should then obtain a photo of the missing person from the Hospital, if they have one, or from the missing persons next of kin.

Police must speak to the next of kin to establish locations the missing person is likely to attend and any previous history of going missing.

The Officer in Charge should keep in regular contact with the Hospital and be notified immediately if the missing person is located. If the Hospital discharges the patient this is to be recorded as an action on the COPS event. The missing person is to remain listed as missing until they are positively sighted.

Children

Reporting of Missing Young Persons to DOCS

The Director General has parental responsibility for children and young people placed in the care of the state, therefore Police are required to make a referral to DOCS for all children and young persons under the age of 18 who are reported missing and identified as being in state care.

Section 122 of the Children and Young Persons (Care and Protection) Act 1998

(No. 157 / 1998), states:

Mandatory reporting of child who lives away from home without parental permission.

A person who provides residential accommodation for another person who the person has reasonable grounds to suspect:

- (a) *is a child, and*
- (b) *is living away from home without parental permission,*

Must, as soon as practicable, inform the Director-General of the child's whereabouts.

NB: The police will notify the Director-General of the details of children who have been reported to police as missing. If the Director-General becomes aware that a child is reported as missing is safe, the Director-General is required to advise police that the child is safe but not of the whereabouts of the child. The purpose of this provision is to avoid wasting resources in having the police search for missing children whose whereabouts are known to the Director-General.

The parents should be informed that the child is safe, but nothing in this section requires any person to reveal the whereabouts of the child to a person other than the Director-General.

Repeat 'Runaway' Children

When police are taking reports of frequent runaways they should attend the home to determine whether there are any influencing factors, which may include: child abuse, alcohol or drug use in the home, peer pressure, etc.

Under Section 27 of the Children and Young Persons (Care and Protection) Act 1988, police are required to inform the Director General if they have reasonable grounds to suspect that a child is at risk of harm.

Police should attempt to locate a runaway child as soon as possible to reduce the risk of harm to the child and to minimise the concern for family, school staff and friends.

From experience in the Missing Persons Unit over many years:

- Majority of runaways rely on friends for survival
- Most stay within a close radius to their home
- The longer the young person is missing, the further the child will travel
- The more money the young person has, the further they will travel
- Runaway children may commit crime whilst missing.

On Report of a Missing Child:

If a child goes missing whether it is from the family home, foster care or refuge:

- Take a report and capture all possible information about likely risk factors.
- Include a Child / Young Person at risk incident in the event

- Obtain a photo of the missing child and a written Authority for Publicity from the NOK or person reporting.
- Scan the photo onto Cops Multi Media
- Send a Nemesis email with the photo attached (if Authority has been obtained).
- Notify the Supervisor / Duty Officer that you have submitted a Missing Persons report (as with all missing persons cases) and conduct a risk assessment
- When conducting the risk assessment emphasis should be placed on the aspects of the concern for welfare of the child, and efforts made to determine why the young person is going missing.
- The Crime Manager, Investigations Manager or Crime Coordinator should make an evaluation of the information and submission and prepare a strategy to deal with the matter
- Notify the Youth Liaison Officer (YLO) who may have further information / background to assist in locating the child.
- Obtain advice from the Missing Persons Unit (EN: 27658 – 02 8835 7658)

On Location of a Child:

- Update the COPS event by adding a new incident of 'Located Person'.
- Ensure the 'location' details are correct as this may provide the best information or intelligence if the child goes missing again.
- The young person, like all other missing persons should be sighted by police or a person in authority on their return
- The Youth Liaison Officer should make contact with the Missing Person on their return to ensure the young person has not become a victim or crime of a perpetrator of crime.
- The YLO should make referrals to the local Police and Community Youth Clubs (PCYC), other youth centres, youth line, Department of Education and Centrelink where applicable.
- The YLO should monitor the activities of the young person for a set period of time after the young person has been located

Parental Abductions

Children that are the subject of parental abductions fit in to the NSW definition of a missing person.

Police should take missing persons reports of these children in all circumstances, irrespective of whether Family Law proceedings have been instituted or a Recovery Order exists.

All police should be aware that under Section 121 of the Family Law Act 1975 it is an offence for any person to publish details of any party involved in family law proceedings. There is provision for a Judicial Officer to lift the restriction for a particular case they feel that it is necessary. Photographs of these missing children can be obtained from the family for police use only.

Police (LAC and MPU) should consider activating a PACE Alert for children who have gone missing as a result of parental abduction. Under Section 65Z of the Family Law Act 1975, if proceedings for the making of a parenting order to which this are pending, a person who is a party to the proceedings, or who is acting on behalf of, or at the request of, a party, must not take or send the child concerned from Australia to a place outside Australia except as mentioned in subsection (2) of this Section.

If police locate a missing child and a Recovery Order is not in existence, then they should ensure that they meet their obligations under the Children and Young Person (Care & Protection) Act 1998. That does not necessarily require them to remove the child from the 'abductor' parent.

If police locate a missing child who is subject to a current Recovery Order, they are obligated to comply with the conditions of the Order under Sections 67Q -67Y of the Family Law Act 1975.

The International Social Service, a non Government organisation funded by DOCS, traces family members separated by adoption or other legal intervention, international child abduction and voluntary or forced migration. (see contacts page).

Adults

When to Submit a Located Persons Report:

- A person may only be located if they have been sighted and their identity confirmed by police or other person in authority (eg. Customs Officer, DOCS officer, Doctor, School Principal). In extraordinary circumstances the Manager of the Missing Persons Unit may approve the location of a missing person without being sighted.
- If a police officer (not necessarily the investigating officer) locates a missing person, ensure the person is safe and well. Provide any assistance where necessary, eg. medical attention.
- The locating officer is required to create a 'Located Person' incident within the original Missing Person COPS event. Enter all appropriate details. Ensure the status of the person is changed to 'Missing Now Located Person'. If the person was located deceased, change the status to 'Missing Now Located Body'. Link the event to the unidentified body or deceased person event.
- Advise the investigating officer that the missing person has been located.
- Advise the person reporting and/or family of the missing person that the missing person has been located.
- Police must keep the whereabouts of the located missing person confidential unless the located person consents to their whereabouts being disclosed.
- If the located person is under 16 years of age and does not wish to return home, place the child in the care of DOCS and advise the person reporting and/or family of the missing person to contact the respective DOCS office.

Interstate or Overseas Missing Persons

Interstate

If the person has disappeared from an Interstate location, take the report as usual and seek support from the NSW Missing Persons Unit. The Missing Persons Unit will liaise with the respective state in an attempt to locate the missing person

If the person is reported missing at an Interstate location, but was last seen in New South Wales, the Missing Persons Unit will receive the event from the reporting state and create an event. The event will then be forwarded to the station nearest to the location where the person was last seen for investigation.

The Australian Federal Police, National Missing Persons Coordination Centre is able to be contacted for information pertaining to missing persons cases from other states. (see contacts page)

Overseas

Persons missing from overseas locations must be at minimum residents of Australia or an Australian citizen for action to be taken. If the missing person qualifies, create a COPS event as normal. Clearly state in the event that the missing person is believed to be missing from a location outside Australia. The event will be accessed by the MPU but the officer taking the initial report should also contact the MPU by telephone.

MPU staff will conduct inquiries with the Department of Foreign Affairs and Trade (DFAT) on behalf of the LAC submitting the report. If the matter warrants further investigation, the Australian Federal Police (AFP) will continue inquiries and forward the results to DFAT. DFAT and Interpol (AFP) will have ultimate carriage of the matter, including final contact with the families/clients. Due to Privacy Act considerations, this is solely DFAT's responsibility.

If the missing person is not an Australian citizen or resident, then the inquirer should be advised to contact the respective Consulate, Embassy, or authorities in the country concerned directly.

When there is proof that the person has gone overseas, but is unable to be sighted, the Manager of the Missing Persons Unit may declare the person located. The OIC must submit a report to the Manager explaining the full case details, along with a copy of the COPS event.

Family Reunions

In some cases people wish to track down a family member they have lost contact with. If there are no fears for the safety or concerns for the welfare of the missing person then this is not a police matter.

In this instance refer the person reporting to either the Salvation Army Family Tracing Service, The Australian Red Cross or International Social Service. These agencies are able to conduct searches through various Government Departments for a small fee.

The Salvation Army Family Tracing Service operates a worldwide search network for missing family members aged over 18 years and missing for more than 6 months. This service is for cases where there are no genuine fears for the missing person's safety and welfare. It is primarily for lost contact between family members.

The Australian Red Cross conducts worldwide searches where contact has been lost due to war, conflict or natural disaster.

The International Social Service traces family members separated by adoption or other legal intervention, international child abduction and voluntary or forced migration.

Contact the Missing Persons Unit for any assistance in these matters.

Missing Persons LAC Procedures

It is good practice for LAC's to have a Missing Persons Liaison Officer, preferably the Crime Coordinator. They are to be kept informed of the status of all missing persons cases in the LAC.

Missing persons procedures are divided into four stages. This allows police to easily recognise what is required during each stage of the investigation. The four stages are:

- Initial Reporting of a missing person
- The Investigation of a missing persons case
- On-going management of a long-term missing persons case
- Finalisation of a missing persons case

Each stage outlines the role that each police officer performs. The roles are:

- Investigating Officer
- Supervisor
- Duty Officer
- Crime Co-ordinator
- Investigations Manager
- Crime Manager
- Local Area Commander

Initial Report of a Missing Person

Role of the Investigating Officer (during initial reporting stage):

- The officer taking the missing person report is deemed the Investigating Officer and is responsible for exhausting all avenues of inquiry until the missing person is located or the investigating role is transferred to, and accepted by, another Local Area Command or specialist unit by way of Case Management.
- Confirm the bona fides of the person reporting. Refer to 'When to Take a Missing Persons Report' above.
- Create a 'Missing Person' COPS event. Input all available information, ensuring to enter a narrative describing the circumstances surrounding the disappearance and a full physical description of the missing person, including distinguishing features such as tattoos and scars.
- It is important to obtain further information from the person reporting such as, the missing person's friend's names and addresses; places frequented; vehicle description; Doctor and Dentist name and contact details; and information as to any medical condition, including mental state. Also, gain information relating to employment and banking details.
- If a suicide note exists, forward a copy to the Missing Persons Unit indicating the missing person's name and COPS event number.
- Consult the Initial Response Checklist (refer Annexure '1') as a guide for any other appropriate actions.
- When taking reports of children that regularly runaway, involve the Youth Liaison Officer. Arrange to attend the family home to determine any influencing factors causing the child to behave in this manner and the appropriate police response to resolve any issues. Examples of possible contributing factors are abuse (emotional, physical, sexual, and so on), alcohol, drug use or 'uncontrollable child'. Police actions may include involving the Department of Community Services (DOCS) or commencing Court proceedings for 'uncontrollable child'.
- Extend every courtesy to the person reporting / next-of-kin. Advise them that all appropriate inquiries will be made and that they will be kept regularly updated as to the investigation's progress.
- Advise families of the free counselling services available.

Role of the Supervisor (during initial reporting stage):

- Ensure the report is taken by a sworn officer and is verified prior to the conclusion of the investigating officer's shift.

- Ensure the event contains all required information. If not, resubmit the event so the investigating officer can complete it prior to the completion of the shift.
- Do not verify missing person events as No Further Investigation unless the person is located and no further police action is required.
- Immediately transfer the event to Work Priority so that it may be allocated for investigation as a case.
- If a missing person is located and the COPS event is updated, ensure the Located Person incident has been completed correctly and the person's status is changed to 'Missing Now Located Person'.

Role of the Duty Officer (during initial reporting stage):

- Ensure and be accountable for the assessment of, and initial response to, all missing person incidents.
- If the missing person disappeared from a location outside your Local Area Command, liaise with the Crime Coordinator to have the case transferred to the appropriate Command. Immediately advise the Local Area Command by telephone so that immediate and appropriate attention may be given to the case.
- Evaluate if a potential 'crime scene' exists and be responsible for notifying Investigators, specialist police and the Local Area Commander.
- Accountable for the management and Co-ordination of crime scene preservation pending the arrival of Investigators and specialist police.
- Remain accountable for the management and Co-ordination of the crime scene and other specialist police in attendance.
- The procedures outlined in the Code of Practice for Crime (CRIME) are to be adhered to and, if appropriate, State Crime Command, Homicide Squad notified.
- Responsible for evaluating if search activity is necessary.
- Responsible for an efficient 'Hand Over' to the oncoming Duty Officer.

Role of the Crime Coordinator (during initial reporting stage):

- Immediately create a Case on the Case Management System and allocate it to the Investigating Officer.
- If the missing person disappeared from a location outside of the Local Area Command where the initial report was submitted, transfer the case to the relevant Local Area Command and immediately notify the Duty Officer.
- If suspicious circumstances exist, allocate the case to local criminal investigators for immediate action and notify the Investigations Manager.

Role of the Investigations Manager (during initial reporting stage):

- Liaise with the Crime Coordinator and obtain all information relating to suspicious missing person cases.
- Ensure all suspicious missing person cases are appropriately investigated.
- If foul play is strongly suspected you must immediately contact the Homicide Squad, State Crime Command. This can be done through the Duty Operations Inspector.

Role of the Local Area Commander (during initial reporting stage):

- The Local Area Commander has overall responsibility to ensure these guidelines are being carried out.

Investigation of a Missing Persons Case

Role of the Investigating Officer (during the investigation stage):

- Extend every courtesy to the person reporting / next-of-kin. Advise that all appropriate inquiries are being made and keep them regularly updated as to the investigation's progress.
- Make arrangements to obtain a photograph of the missing person, if not initially supplied. Ideally the photo should be recent and a good likeness of the missing person. Scan the photograph and e-mail it to the Missing Persons Unit immediately, along with the missing person's name and COPS event number. Return the photograph to the person who supplied it.
- Request permission for authority to publicise the matter from the person reporting or next-of-kin, whoever is appropriate. If permission is granted, have the person sign the Authority for Publicity form (refer Annexure '2'). Forward a copy of the form to the Missing Persons Unit. NB. Publicity will only occur if and when appropriate during the investigation.
- Keep a record of all inquiries made, including dates and times. Where appropriate, utilise COPS Case Management or e@gle.i.
- Update the COPS event and case regularly.
- Exhaust all avenues of inquiry.
- Contact the Missing Persons Unit for assistance and advice. The Missing Persons Unit is able to make inquiries on your behalf with other Government departments and external organisations (eg. Centrelink, Immigration, Births Deaths & Marriages, financial institutions) and Interstate and Overseas organisations.
- Liaise with the Missing Persons Unit who is able to periodically repeat all inquiries with external organisations and provide further publicity.
- Keep in contact with the person reporting even if you have nothing new to advise. Your contact will help reassure the family that the matter is continually being investigated.
- The Missing Persons Unit is able to assist in coordinating on-going support and counselling for families of long-term missing persons. Contact the Missing Persons Unit to discuss available options.
- Collect all information and material that may later identify the missing person (i.e. photographs, hair samples, fingerprints, and dental records/charts/x-rays) and cause transfer of such information and material to the Missing Persons Unit.
- Contact the MPU for advice regarding the collection of a mitochondrial DNA sample. Ensure the Forensic Procedure Volunteer Consent form is signed and the Volunteer Information Sheet is read to the Volunteer.
- Organise regular meetings with families of missing persons and provide appropriate feedback as to the progress of inquiries.

Role of the Duty Officer (during the investigation stage):

- With the Case Officer, consult the Crime Manager to ensure appropriate resources are allocated to the inquiry and, if appropriate, consider transfer of the matter to Detectives for a Criminal Investigation approach.
- Ensure quality customer service continues to be provided to the person reporting and/or next-of-kin.

- Accountable for the collation of all information and material that may later identify the missing person (ie. photographs, hair samples, fingerprints, dental records/charts/x-rays) and the transfer of such information and material to the Missing Persons Unit.
- Upon the location of a missing person, ensure any outstanding issues are finalised and no further police action is required so that the event may be appropriately updated to 'No Further investigation'.

Role of the Crime Coordinator (during the investigation stage):

- Liaise with the Investigations Manager and Crime Manager ensuring COPS and Case Management procedures are adhered to.

Role of the Investigations Manager (during the investigation stage):

- Liaise with the Crime Coordinator to ensure appropriate cases are allocated to local criminal investigators.
- If the matter remains outstanding, meet with the Investigating Officer, Crime Manager and Local Area Commander to assess that all appropriate resources have been allocated to the inquiry.
- Regularly inform the Duty Officer, Crime Manager and Local Area Commander as to the status of inquiries.
- Regularly monitor and review the status of police actions, ensuring COPS and Case Management procedures are adhered to and the investigation maintains momentum.
- If the matter remains outstanding, meet with the Investigating Officer, Crime Coordinator, Crime Manager and Local Area Commander to assess that appropriate resources have been allocated to the case and that all avenues of inquiry have been exhausted.
- Monitor all outstanding missing person cases belonging to the Local Area Command.

Role of the Crime Manager (during the investigation stage):

- Have experienced local criminal investigators easily accessible and available to immediately respond to any missing persons incident where suspicious circumstances exist.
- Manage suspicious missing persons cases and maintain liaison with the Homicide Squad.
- If the matter remains outstanding meet with the Investigating Officer, Investigations and Crime Coordinator and Local Area Commander to assess that all appropriate resources have been allocated to the case.
- Determine if State Crime Command support is required. If so, arrange for a 'Request for Assistance Form' to be submitted to the Manager, Investigation Support, State Crime Command.

Role of the Local Area Commander (during the investigation stage):

- Ensure local protocols exist whereby an officer is nominated to assume responsibility, management and coordination of investigations when the original officer may become unavailable due to transfer, long-term sick report or retirement.
- Ensure that appropriate instruction and training is provided on a periodic basis to police within the Command. The Missing Persons Unit is available to provide instruction and training in the latest techniques and resources available to police.

On-going Management of a Long Term Case

Role of the Investigating Officer (for management of long term cases):

- Contact the Missing Persons Unit for assistance and advice. The Missing Persons Unit will make inquiries on your behalf with other Government departments and external organisations (eg. Centrelink, Immigration, Births Deaths & Marriages, financial institutions) and Interstate and Overseas organisations.
- Liaise with the Missing Persons Unit who are able to periodically repeat all inquiries with external organisations and provide further publicity.
- A staff member from the Missing Persons Unit will provide a statement for a Coronial Brief in relation to the enquiries made. These enquiries must not be more than 12 months old for the Coronial Brief.
- Keep in contact with the person reporting even if you have nothing new to advise. Your contact will help reassure the family that the matter is continually being investigated.
- The Missing Persons Unit is able to assist in providing on-going support for families of long-term missing persons. Contact the Missing Persons Unit to discuss available options.
- Contact the MPU for advice regarding the collection of a mitochondrial DNA sample. A Volunteer Consent Form has been implemented and must be used when obtaining a sample from a missing person's relative.
- Liaise with the MPU in relation to free counselling services for families and friends.

Role of the Crime Coordinator (for management of long term cases):

- Periodically monitor and review ensuring COPS and Case Management procedures are adhered to.
- Liaise with the Investigations Manager to ensure appropriate cases are allocated to local criminal investigators.

Role of the Investigations Manager (for management of long term cases):

- Periodically monitor and review the status of police actions, ensuring COPS and Case Management procedures are adhered to.
- Monitor and review police actions for all missing person cases on a regular basis so that the investigation maintains momentum.
- Regularly inform the Duty Officer, Crime Manager and Local Area Commander as to the status of inquiries.
- Liaise with the Crime Coordinator to ensure appropriate cases are allocated to Local criminal investigators.
- If the matter remains outstanding, meet with the Investigating Officer, Crime Coordinator, Crime Manager and Local Area Commander to assess that all appropriate resources have been allocated to the case and that all avenues of inquiry have been exhausted.
- Assist investigating police with the preparation of a brief of evidence.
- Liaise with the Missing Persons Unit to ensure that a DNA sample is obtained from a relative of the missing person.

Role of the Crime Manager (for management of long term cases):

- Monitor all outstanding missing person cases belonging to the Local Area Command.

- If the matter remains outstanding, meet with the Investigating Officer, Investigations Manager, Crime Coordinator and Local Area Commander to assess that all appropriate resources have been allocated to the case and that all avenues of inquiry have been exhausted.

Role of the Local Area Commander (for management of long term cases):

- Ensure local protocols exist whereby an officer is nominated to assume responsibility, management and coordination of investigations when the original officer may become unavailable due to transfer, long-term sick report or retirement.
- Overall responsibilities to ensure these guidelines are carried out.
- If the matter remains outstanding, meet with the Investigating Officer, Investigations Manager, Crime Coordinator and Crime Manager to assess that all appropriate resources have been allocated to the case and that all avenues of inquiry have been exhausted.

Finalisation of a Missing Persons Case / Reporting to the Coroner

Role of the Investigating Officer (for finalisation of missing persons cases):

- When a missing person is located, refer to Missing Persons Policy - 'When to Submit a Located Persons Report' (above).
- If, after a period of 12 months, or sooner in cases of misadventure the missing person remains outstanding,,seek advice from your Investigations Manager or Crime Manager as to whether the matter should be placed before the Coroner.
- If the matter is to be placed before the Coroner, advise families of the free counselling services available
- Complete a brief of evidence, including statements from all relevant persons and, if not already acquired, other documentation and items.
- A staff member from the Missing Person Unit will provide a statement for a Coronal brief in relation to the enquiries made. These enquiries must not be more than 12 months old. When requesting a statement from the Missing Persons Unit ensure a P79A has been submitted and a copy provided to the Unit.
- Forward a complete copy of the brief to the Missing Persons Unit.
- If a missing persons case is placed before the Coroner to determine presumption of death, advise the Missing Persons Unit of any pending Court dates and the subsequent result (i.e. the Coroner's name, Court, date of hearing, and the Coroner's decision).
- Police are reminded of their responsibilities relating to the Coroners Act 1980, No. 27, Part 12A – Reporting of Deaths.

12A. Obligation to report death.

“(2) A police officer to whom a death or suspected death is reported as provided by subsection (1), or by Section 12B(5), is required to report the death or suspected death to the Coroner or Assistant Coroner as soon as possible.”

Role of the Duty Officer (for finalisation of missing persons cases):

- In consultation with the Investigating Officer, seek advice from your Investigations Manager and Crime Manager as to whether the matter should be placed before the Coroner.
- Assist the Investigating Officer with completion of the brief of evidence.

Role of the Crime Coordinator (for finalisation of missing persons cases):

- Consult with the Crime Manager to ensure missing person cases are being finalised appropriately. (See below).

Role of the Investigations Manager (for finalisation of missing persons cases):

- Consult with the Crime Coordinator to ensure missing person cases are being finalised appropriately.
- In consultation with the Investigator, Duty Officer, Crime Manager and Missing Persons Unit, mark a case as 'Suspended' only when all avenues of inquiry to locate the missing person have been exhausted.
- Mark the case as 'Investigation Complete' once an inquest (presumption of death) has been held and completed.
- 'Finalise' a case only when the missing person has been located.
- Oversee the compilation of all briefs of evidence to ensure all necessary information will be presented to the Coroner.

Role of the Crime Manager (for finalisation of missing person cases):

- Liaise with the Investigating Officer and Investigations Manager as to whether a matter should be placed before the Coroner.

Role of the Local Area Commander (for finalisation of missing persons cases):

- Ensure local procedures exist whereby an officer is nominated to assume responsibility, management and coordination of investigations when the original officer may become unavailable due to transfer, long-term sick report or retirement.
- Overall responsibilities to ensure these guidelines are carried out.

Unidentified Bodies and Remains

LAC Police provide the initial response to the discovery of an unidentified person or body which includes the following:

- Searching COPS and the Missing Persons Database for possible matches to reported missing persons
- Recording the particulars of the person on COPS by creating a 'Located Person' incident on COPS using the status as 'Unidentified body' or 'Unidentified Remains.'
- Contact the Missing Persons Unit for assistance.
- Photograph the unidentified person. This is normally done at the morgue.
- Record distinguishing features of the Unidentified person eg: tattoos, scars, marks
- Collect fingerprints for comparison on AFIS
- Forensic Odontological charting of the Unidentified Person – this is an examination of the unidentified persons' teeth and jaw by a Forensic Dentist
- Recording of jewellery and clothing worn by the Unidentified Body
- Collection of Biological sample for future DNA testing

- Obtain a copy of the Post Mortem Report and other relevant reports and forward copies to the Missing Persons Unit.

Unidentified Persons Suffering Memory Loss

- Where you are unable to establish the identity of an injured person or someone that is suffering memory loss, obtain a complete description, including clothing worn, and enter details on COPS as a 'Located Person' event. Create a State-Wide email for all police to view.
- Conduct a COPS check on recent missing persons reported in the surrounding areas.
- Contact the Missing Persons Unit for assistance to complete a check on the Missing Persons Database.
- Indicate in the COPS event, at which institution or hospital the person has been placed, and the time and date of admission.
- If the person is wearing a Safely Home Identification bracelet, access the Safely Home Database on the NSW Intranet – Missing Persons Homepage. Enter the Safely Home identification number and the details of the located person will be displayed. Arrange for the person to be returned to their home immediately. Alternatively, contact the Missing Persons Unit hotline number located on the bracelet, quote the identification number and details regarding the identity if the person will be obtained. As above, return the person to their home immediately.
- Take a photo of the Unidentified person and send out a state-wide email to assist in identifying the person.

Contact List

Missing Persons Unit Operational Information Agency

Level 11B, Police Headquarters
1 Charles Street
Parramatta NSW 2150

Normal operating hours are 6am –5pm, Monday to Friday.

During operating hours

Tel: 8835-7658 E/N: 27658

Fax: 8835-7665 E/N: 27665

Email: missingpersons@police.nsw.gov.au

All hours

Toll Free: 1800 025 091

After hours, calls to the above number are diverted to the Police Assistance Line (PAL) which can notify MPU staff if required.

Australian Federal Police

National Missing Persons Coordination Centre
PO Box 401
Canberra City ACT 2601
Ph: 1800 000 634
www.afp.gov.au/national/missing/nmpcc

Australian Red Cross International Tracing and Refugee Services

159 Clarence Street
Sydney NSW 2000
Ph: 02 9229 4143

Families & Friends of Missing Persons Unit NSW Attorney General's department

Level 6, 299 Elizabeth Street, Sydney NSW 2000
Ph: 02 9374-3023
Toll Free: 1800 227 772
Email: ffmpu@agd.nsw.gov.au

International Social Service

Suite 8 Level 1
13-15 Wentworth Ave
East Sydney NSW 2010
Ph: 02 9267 0300
Email: admin@iss.ngo.org.au

Mission Australia

4– 10 Campbell Street
Sydney NSW 2000
Ph: 1800 227 772 (toll free)

Salvation Army Family Tracing Service

PO Box A435
Sydney South NSW 1232
Ph: 02 9211 0277

Email: FamilyTracingServiceNSW@aue.salvationarmy.org

Annexure 1 - Missing Persons Unit Risk Assessment Guidelines

Missing Person:	LAC:
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1. RISK ASSESSMENT

Persons who are missing may be at risk of physical harm because they are vulnerable, eg. inability to cope with weather conditions, abduction, at risk of long term moral danger.

Conduct a risk assessment upon receipt of each case. When making an assessment, the information that leads to the determination of the level of risk must be recorded.

Use the attached Risk Identification Checklist as a guide to decision making when determining the level of risk.

The risk assessment of each case should be reviewed regularly utilising the matrix listed below.

Measure of Consequence or Impact

Level	Descriptor	Example detail description
1	LOW RISK	No apparent threat of danger to either missing person or the public.
2	MEDIUM RISK	Missing person or public possibly facing some danger.
3	HIGH RISK	Risk posed is immediate and there are substantial grounds for believing that the missing person or the public is in danger.

Legend:

H = high risk; immediate MPU attention required, management attention required.

M = medium risk; MPU attention required, supervisory attention required.

L = low risk; manage by routine procedures, minimal input from MPU.

RISK IDENTIFICATION CHECKLIST

Indicators for consideration

- Is the person vulnerable due to age or infirmity or any other similar factor?
- Behaviour that is out of character is often a strong indicator of risk; are the circumstances of going missing different from normal behaviour patterns?
- Is the person suspected to be subject of a significant crime in progress eg. abduction?
- Is there any indication that the person is likely to commit suicide?
- Is there any reason for the person to go missing?
- Are there family or relationship problems or recent history of family conflict and/or abuse?
- Are they the victim or perpetrator of domestic violence?
- Does the missing person have any physical or mental health problem?
- Previously disappeared and suffered or was exposed to harm?
- Belief that the person may not have the ability to interact safely with others or an unknown environment.
- Do they need essential medication that is not likely to be available to them?
- Ongoing bullying or harassment, eg. Racial, sexual, homophobic or local community concerns or cultural issues?
- Drug or alcohol dependency?
- School/college/university/employment or financial problems?
- Other unlisted factors which police consider should influence risk assessment?

CASE OFFICER RISK ASSESSMENT

In consideration of the factors surrounding the disappearance of the missing person, their likelihood and seriousness, I consider the following level of risk to be adequate.

Low Risk Medium Risk High Risk

Notes

.....

Signed: Name:

Date:

TEAM LEADER RISK ASSESSMENT

(a) I agree with the above Risk Assessment.

(b) I disagree with the above Risk Assessment. I consider it should be:

Low Risk Medium Risk High Risk

For the following reasons

.....

.....

Signed: Name:

Date:

2. PRIORITISATION

After conducting a risk assessment of each case, the cases should be given an order of priority to ensure that those that are deemed to be of 'high risk' receive immediate attention.

The Team Leader Operations Support is to be briefed on the status of High Risk cases at the completion of your shift.

3. INVESTIGATION PLAN

An investigation plan should be developed in consultation with the LAC for each case that is subject to action by the MPU.

The plan can be summarised by the 6 following points:

1. What level of risk has been assigned to the case?
2. What information is on hand?
3. What information is still required?
4. How is further information to be obtained?
5. What inquiries need to be conducted?
6. In what order should inquiries be conducted?

Annexure 2 – Initial response Check List

The purpose of this Investigative Checklist is to provide police with a generic guide for the investigation of missing person cases. This checklist is not intended to be followed step-by-step by officers during each missing person investigation. It is meant to provide them with a framework of actions, considerations and activities that can assist them in performing competent, productive and successful missing person investigations.

- Obtain facts, details and full description of missing person.
- Dispatch officer to scene to conduct a preliminary investigation.
- Search incident records for previous reports relating to the missing person, and prior police activity in the area, including prowlers, indecent exposure, attempted abductions, etc. Inform responding officer of any information.
- Broadcast known details on all police communication channels to Local Area Command's.
- Request supervisory assistance if necessary.
- Brief and bring up to date, all additional responding personnel including supervisors and investigative staff.
- Ensure that everyone at the scene is identified and interviewed separately.
- Note the name, address, home, business and mobile telephone numbers of each person.
- Determine each person's relationship to the missing person and where each person last saw the person.
- Ask each one, "What do you think happened to the missing person?"
- Obtain the names, addresses and telephone numbers of the missing person's friends and associates, and other relatives and friends of the family.
- Continue to keep Communications apprised of all appropriate developing information for broadcast updates.
- Obtain and note permission to search where incident took place.
- Conduct search to include all surrounding areas including vehicles.
- Seal and protect the scene and area of missing person's home (including personal articles such as hairbrush, diary, photographs, and items with the missing person's fingerprints, teeth impressions). This is to ensure that evidence is not destroyed during or after the initial search, and to ensure that items that could help in the search for or to identify the person preserved. Determine if any of the missing person's belongings are missing. If possible, photograph or videotape these areas.
- Evaluate contents and appearance of missing person's room or residence.
- Obtain photographs or videotapes of the missing person or abductor.
- Consider using the media to seek information from the public and advise the Missing Persons unit.
- Ensure that information regarding the missing person is entered onto COPS.
- Interview other family members, friends and associates of the missing person to determine when each last saw the missing person and what they think happened.
- Secure the missing person's latest medical and dental records.
- Consider activating a PASS Alert if the missing persons case relates to parental abduction or has links to overseas countries.
- Advise families of the free counselling service:
 - Families & Friends of Missing Persons Unit
 - NSW Attorney General's department
 - Level 6, 299 Elizabeth Street, Sydney NSW 2000
 - Ph: 02 9374-3023
 - Fx: 02 9374-3020
 - Toll Free: 1800 227 772
 - Email: ffmpu@agd.nsw.gov.au



MISSING PERSONS LAC



Checklist

Missing Person:	Event No:
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TASK / INQUIRY	DETAILS	DATE COMPLETED
COPS UPDATED	Physical Description (including scars and tattoos)	
	Clothing	
	NOK Details	
	Photo	
	Authority for publicity	
	Bank Details	
	Doctor Details	
	Dentist Details	
	Mobile Phone Number	
	List of Friends / Family	
	Places Frequented	
	Employer	
	Occupation / School	
	Vehicle / Registration	
	Contact MPU	
	Case Number	
	DOCS Notification / Child Young Person at Risk incident added	
Any other relevant information		
RISK ANALYSIS	Risk Assessment Completed	
	Homicide Notified	

Annexure 3 – Authority For Publicity

I / We, the undersigned, request and give permission to the Commissioner of Police or his representative for the information in relation to the missing person:

_____ (name)

to be published under the following circumstances:

For the purpose of being published by the media, including Internet

For the inclusion in official Police publications which will be displayed for public viewing.

Witness: _____

Signature: _____

Print Name: _____

Print Name: _____

Rank: _____

Address: _____

Station: _____

Date: _____

Phone No: _____

Annexure 4 - Forensic Procedures Information Sheet Volunteer

Adult

For the purposes of the forensic procedures legislation you are informed of the following:

- The reading out of this information sheet and your consent (if given) is being recorded electronically. You do not have the right to refuse the recording of these processes. Subject to your consent, the carrying out of the forensic procedure itself will also be recorded. You and/or your legal representative will have the opportunity to view and/or listen to any recording that is made.

Aboriginal or Torres Strait Islander

(Cross Out If Not Applicable)

As it is believed on reasonable grounds that you are an Aboriginal or a Torres Strait Islander:

- ▶▶ You have the right to have an interview friend present whilst the forensic procedure is being carried out. This is in addition to your right to have a legal representative present.

- The forensic procedure is needed for _____
(State the reason why the sample is being taken)
- The offence the procedure relates to is: _____

- The procedure will be carried out by an appropriately qualified police officer or person in the following manner: _____

(Buccal (Mouth) Swab, Hair Sample, Blood Sample, Photograph, Impression etc.)

(Cross Out If Not Applicable)

- ▶▶ For an intimate forensic procedure (except the taking of saliva) and for the taking of a non-intimate impression or cast of a wound, you have the right to have a medical practitioner or dentist of your choice present while the procedure is being carried out.

- You are under no obligation to undergo the forensic procedure and you may, at any time, withdraw your consent to the procedure being performed or to the retention of either the forensic material or the information obtained from an analysis of that material.
- The forensic procedure may produce evidence that might be used in a court of law.
- You may consult a legal practitioner of your choice before deciding whether or not to consent.

- The reading out of this Information Sheet and the completion of the consent process is being witnessed by _____, who is an independent person appointed in accordance with the legislation.

Note for Police

Are you obtaining a DNA sample from the volunteer?

▶▶ **NO** You only need to ask the volunteer:

Do you understand the information that has just been read to you?

Yes / No

You may now complete the Forensic Procedure Consent Form.

▶▶ **YES** You need to decide on which index of the database the profile obtained from the volunteer is to be placed. If the profile is to be:

✱ Placed on the Limited Purposes Index read out Sheet No. 1

✱ Placed on the Unlimited Purposes Index read out Sheet No. 2

After you have read out the appropriate Sheet, you can then complete the Forensic Procedure Consent Form.

SHEET NO. 1

DNA LIMITED PURPOSES INDEX

- ▶▶ The Crimes (Forensic Procedures) Act allows for information obtained from an analysis of forensic material taken from a volunteer, together with details that identify the donor of that material, to be placed on the DNA database system.
- ▶▶ The DNA database system includes two indexes relevant to volunteers, namely, a Volunteers (Limited Purposes) Index and a Volunteers (Unlimited Purposes) Index. You may give consent subject to the condition that information obtained from the analysis of forensic material taken in accordance with your consent will only be placed on a specified index.
- ▶▶ Following your agreement:
 - The profile obtained from an analysis of your DNA sample will be placed on the Volunteer (Limited Purposes) Index of the DNA database system and will only be compared with the crime scene material relevant to the investigation of _____ . The profile will not be used for any other purpose.
 - Your profile, your DNA material and information which identifies you as the source of that material, will be retained by N.S.W. Police until N.S.W. Police receive a request in writing from you seeking its destruction.
- **Do you understand the information that has just been read to you? Yes / No**

SHEET NO. 2

DNA (UNLIMITED PURPOSES INDEX)

- ▶▶ The Crimes (Forensic Procedures) Act allows for information obtained from an analysis of forensic material taken from a volunteer, together with details that identify the donor of that material, to be placed on the DNA database system.
- ▶▶ The DNA database system includes two indexes relevant to volunteers, namely, a Volunteers (Limited Purposes) Index and a Volunteers (Unlimited Purposes) Index. You may give consent subject to the condition that information obtained from the analysis of forensic material taken in accordance with your consent will only be placed on a specified index.
- ▶▶ If the profile obtained from an analysis of your DNA was placed on the Volunteer (Limited Purposes) Index of the DNA database system, it could only be compared with the crime scene material relevant to the investigation of _____
_____. The profile could not be used for any other purpose.
- ▶▶ If the profile obtained from an analysis of your DNA was placed on the Volunteer (Unlimited Purposes) Index of the DNA database system, it could be compared with crime scene material in relation to any criminal investigation and with profiles contained on the offenders, missing persons and unknown deceased person indexes.
- ▶▶ Information on the DNA database may be accessed by an authorised person for one or more of the following purposes:
 - a) forensic matching permitted under the Act;
 - b) making information available to you;
 - c) administering the DNA database system;
 - d) providing access to other law enforcement officers or other prescribed persons under arrangements between N.S.W. and another State or Territory or the Commonwealth;
 - e) for and in accordance with the *Mutual Assistance in Criminal Matters Act 1987* or the *Extradition Act 1988*;
 - f) to review, or inquire into, a conviction or sentence under Part 13A of the Crimes Act 1900;
 - g) investigation of a complaint about police conduct under *Part 8A* of the *Police Act 1990*;
 - h) a coronial inquest or inquiry;
 - i) investigation of a complaint by the Privacy Commissioner;
 - any other purpose prescribed by the regulations.

▶▶ Following your agreement:

- The profile obtained from an analysis of your DNA sample will be placed on the Volunteer (Unlimited Purposes) Index of the DNA database system and may be compared with crime scene material in relation to past, current and future criminal investigations and with profiles contained on the offenders, missing persons and unknown deceased person indexes.
 - Your profile, your DNA material and information which identifies you as the source of that material, will be retained by N.S.W. Police until N.S.W. Police receive a request in writing from you seeking its destruction.
- **Do you understand the information that has just been read to you? Yes / No**

Annexure 5

No. 14255
 NSW Police
Forensic Procedure Consent Form
VOLUNTEER - ADULT

Time: hrs Date:

PLACE
 BARGODE
 HERE

I am and I am going to ask you to consent to the
 carrying out of a forensic procedure, being
eg. Buccal swab

Reply (if any):

Have you been informed of the matters set out in section 77 of the Crimes
Indicate if willingly or both
 (Forensic Procedures) Act 2000 (as contained in the Forensic Procedures Information Sheet -
 Volunteer - Adult)?

Reply (if any):

Have you been given an opportunity to communicate, or attempt to communicate, with a legal
 practitioner of your choice?

Reply (if any):

Do you consent to the procedure? **Reply (Yes or No):**

Volunteer's:
Name Signature

Independent person:
Name Signature

Is your consent given on the understanding that the profile derived from your DNA

- will only be placed on the index of the DNA database
Reply Yes or No OR
- will not be placed on any index **Reply Yes or No**

Please complete details as applicable:
 Is the volunteer an Aboriginal or Torres Strait Islander? **Yes / No**

Interview Friend
Name Signature

(or) *I do not wish to have an interview friend present:*
Volunteer's Signature

Legal Representative:
Name Signature

Did the volunteer communicate with his/her interview friend and/or legal representative? **Yes / No**

Is the forensic procedure to be electronically recorded? **Yes / No**

ORIGINAL - LAC COPY

PROJECT OFFICER

A/Sgt Vanessa Rolfe
Team Leader
Missing Persons Unit
Operational Information Agency

APPENDIX

The Missing Persons Unit acknowledges the following organisations and people for their assistance:

State Crime Command, Homicide Squad
Ms Jacqui Milledge, NSW Deputy State Coroner
Mr Carl Milovanovich, NSW Deputy State Coroner
Coroner's Support Unit
Mr Peter Gunn, Manager, Scientific Support, Forensic Services Group
NSW Attorney General's Department, Friends & Families of Missing Persons Unit
NSW Missing Persons Committee representatives
Members of the NSW Missing Persons Unit