

Atascadero Police Department  
Standard Operating Procedure  
Unidentified/ Missing Compare Results  
Section # 22

<b>Date Issued</b> March 1, 2015	<b>Date Effective</b> March 1, 2015	<b>Date Last Revised</b>	<b>Due for Review</b> March 1, 2016	<b>Revision No. 1</b>	<b>Page 1 of</b>
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Statement of Purpose:

Unidentified / Missing CLETS teletypes received in Dispatch.

Lexipol Policy:

None.

Procedure:

Match IDENTIFIERS from unknown deceased persons from outstanding Missing Persons/Runaway Juvenile reports.

CLETS teletypes from DOJ MUPS unit with heading of UNIDENTIFIED / MISSING COMPARE RESULTS are sent to our Department. These identifiers need to be matched up with any of our outstanding Missing Persons reports.

The hit from CLETS contains a number configured as follows: NIC/U followed by nine numbers.

In the MUPS Inquiry screen, change the default from MISSING PERSON SYSTEM INQUIRY to UNIDENTIFIED PERSON SYSTEM INQUIRY.

Under the fourth heading from the type labeled "Numeric Inquiry (NCIC Only):" enter the entire "U" number in the first box. Send your message. The CLETS return will list identifiers. Copy (or cut and paste) the hit and the return to the "U" query on the same page, then:

Put our Case Number on the upper right corner.

Provide a copy for Investigations for their follow up.

File original with original case (or upload to Laserfiche if report is maintained in that location).

This Standard Operating Procedure was approved and distributed for training by:



Joe Allen  
Commander



Jerel Haley  
Chief of Police

Attachments: Person Inquiry Form