FAMILY VISIONS INCORPORATED

POLICY AND PROCEDURE MANUAL

POLICY: **DISAPPEARANCE AND SEARCH**		POLICY NO: SI-004
	DATE Issued: September 28, 2011	PREVIOUS POLICY NO/NAME: Disappearance and Search HR03-100
	DATE Reviewed: March 16, 2022	RELATED DOCUMENTS: Appendix - Incident Report
APPROVED BY: Board of Directors	DISTRIBUTION: FVI Policy APPLICATION: Supported Individuals/FV Employees	

POLICY:

To ensure that employees of Family Visions Inc. have clear direction of the procedure to initiate a search in the event that a supported individual is missing.

PROCEDURE:

1. Should a Supported Individual disappear or not arrive at their destination in accordance with their normal routine, the employee will contact the place of origin. A search will be conducted to verify the Supported Individual's disappearance or departure.
2. If the Supported Individual is not located, the Supervisor or designate will be contacted.
3. The Supervisor/designate will co-ordinate a thorough search of the last known location, possible routes and alternative destinations.
4. Should an extended search not locate the Supported Individual the Supervisor/designate will **call 911** OR the local police department (if the number is known) and inform them that **the missing person is a vulnerable adult living with an intellectual disability and is in need of supervision**. If this is not done, the police will not take details since they will not initiate a search for an adult until they have been missing for 24 hours.
5. Be prepared to provide the police with the following information (Appendix):
    a) Recent photograph
    b) Full name of person
    c) Birth date

d) Weight
e) Height
f) Age
g) Hair color
h) Eye Color
i) Distinguishing markings
j) Full description of clothing worn when last seen
k) Attitude presented if approached by police (will the person respond, will the person run, will the person be passive or aggressive, etc.)
l) Communication skills

6. Do not assist the police in the search if you are working alone. Stay in your location. You may be needed for further information.
7. Complete an incident report as per procedure.