

**Department of Mental Retardation
Missing Persons Reporting Form**

Instructions

1. The Missing Person Report must be completed both at the time the person is reported as missing and again at the time the person is located.
 - a. At the time the individual is reported missing, the missing person section (top section above the bold line) is filled out.
 - b. When the individual is located, the report is filled out in its entirety (both above and below the bold line).
2. The Missing Person Report must include information about police notification, including the name of the police personnel who took the report, the date and time the report was made and the case number assigned to the report. This information is critical and will be the means of reference, inquiry or follow-up involving the police, DMR or private agency personnel.
3. The Missing Person Report must be faxed to the DMR regional director or designee, the DMR Commissioner's Office **and** to the Director, Division of Quality Assurance both at the time the person is reported missing and again at the time the person is located.
4. The Missing Person Report does not replace nor change normal regional reporting requirements including incident reporting during business hours or after-hours on call procedures and completing the DMR Form 255 listing the Missing Person incident under section 2B, Unusual Incidents.
5. The Missing Person Report is the formal documentation and record of the incident involving the individual's absence and relocation, which must be submitted to DMR's Central Office and which can serve as the regional /agency incident summary in addition to the Form 255.