



BELLEVILLE POLICE SERVICE

BOARD POLICY

Issued: October 4, 2017

Reviewed:

Revised:

March 26, 2026

Expires: Indefinite

Rescinds:

LE-026 Missing Persons

LE-026BPSB Missing Persons

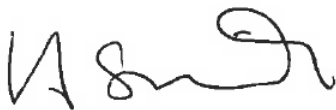
It is the policy of the Belleville Police Service Board with respect to undertaking and managing investigations into missing persons that the Chief of Police will develop and maintain written procedures:

1. When Members of this Police Service shall notify a Supervisor regarding a missing person occurrence – *Ontario Regulation 395/23 – Investigations*;
2. That all missing persons occurrences are investigated in compliance with the *Community Safety and Policing Act (CSPA)* and its *Regulations*;
3. That set out the steps to be followed for undertaking investigations into reports of missing persons, including situations involving children, teenagers, and elder and vulnerable adults;
4. That ensure investigative follow-up on outstanding cases;
5. Where circumstances indicate a strong possibility of foul play, that require Officers to comply with *Ontario Regulation 394/23 - Major Case Management and Approved Software Requirements*;
6. That ensure an AMBER Alert activation is considered in all missing children's investigations, and that Officers comply with *Ontario Regulation 394/23 – Major Case Management and Approved Software Requirements*; and

7. Annual Report:

Pursuant to *section 8* of the *Missing Person Act (2018)* (the *Act*), Police Services are required to report annually on the use of urgent demands for records by Members of the Police Service. This includes:

- a) The total number of urgent demands made that year and the number of missing persons;
- b) Persons investigations to which they related;
- c) A description of the types of records specified in the urgent demands for records made in that year;
- d) The date by which the Annual Report must be prepared by the Chief of Police, and a copy provided to the Police Service Board, which is by April 1 in a format approved by the Minister;
- e) The date by which the Police Service Board receives the report shall make the report available to the public by posting it on a website, which is by June 1 in the year the report is received; and
- f) In addition to the contents required under *subsection 8(4)* of the *Act*, the Annual Report must also contain:
 - I. The total number of times that different types of records listed in *subsection 4(2)* of the *Act* were specified in the urgent demands made in that year; if applicable; and
 - II. A description of any types of records not listed in *subsection 4(2)* of the *Act*.



Chair

August 10, 2026

Date