

SUBJECT: **Missing Individuals**

No: **C-508**

REVISION DATE: December 20, 2017

EFFECTIVE DATE: September 12, 2012

INTENDED USER(S): Arizona Training Program at Coolidge

Purpose:

1.0 To establish the procedure for reporting, finding, and returning missing individuals.

Policy:

2.0 An individual is considered to be "missing" if:

2.1 The individual's ISP reflects that he/she requires staff supervision when outside the home or day program area; and

2.2 A full search of the individual's home or day program area does not result in the individual being located.

3.0 If an individual is determined to be "missing", staff must immediately report the missing individual to the Switchboard and Superintendent.

Procedure:

4.0 Staff who become aware or suspect that an individual is missing will:

4.1 Immediately notify the Switchboard of the suspected missing individual;

4.1.1 Switchboard will immediately notify the Security Officer, if on duty, to assist in the immediate search;

4.2 Begin an immediate search of the home and surrounding areas to locate the individual;

4.3 If initiating an immediate search of the area would leave other individuals without supervision, the employee will enlist the aid of co-workers and make arrangements for the supervision of those persons, before initiating the search;

4.4 If the individual is not located within 15 minutes, notify the Switchboard and request that the Switchboard notify the

4.4.1 Home Supervisor/Day Program Supervisor,

4.4.2 Campus Supervisor,

4.4.3 Unit Manager/Group Home Manager,

4.4.4 QIDP/Support Coordinator and

4.4.5 Superintendent of the missing resident and efforts underway to locate the individual.

4.5 The Home Supervisor/Day Program Supervisor is responsible for coordinating a more thorough search, moving away from the

- immediate area, as necessary, and for requesting the assistance of other staff.
- 4.6 If the individual is not located within one hour of identifying that the individual was missing, law enforcement will be notified.
 - 4.7 If the individual has not been located within one hour of first discovering he/she is missing, the individual's guardian will be notified in accordance with guardian contact instructions in the individual's Individual Service Plan.
- 5.0 When the individual is located, they will be returned to the home or day program.
- 5.1 When the individual is returned, the Home Supervisor/Day Program Supervisor will immediately:
 - 5.1.1 Notify the
 - 5.1.1.1 Switchboard
 - 5.1.1.2 Campus Supervisor,
 - 5.1.1.3 Unit Manager/Group Home Manager,
 - 5.1.1.4 QIDP/Support Coordinator and
 - 5.1.1.5 Superintendent that the individual has been located and returned to his/her home;
 - 5.1.2 Promptly request for the individual to be examined by a Health Services nurse for
 - 5.1.2.1 Possible injuries, and
 - 5.1.2.2 Ascertain general physical condition;
 - 5.1.3 Complete the ATPC Resident Incident Report for submission to the Superintendent by the end of the shift.
 - 5.2 The QIDP will notify the guardian, in accordance with guardian contact instructions in the individual's Individual Service Plan.
 - 5.3 If Law Enforcement was notified of the missing individual, the Superintendent/On-Call Manager will notify law enforcement that the individual has been located and returned to his/her home.