

Kennebunkport Fire Department

SOG 11

LOST PERSONS

JAN 1990
SEPT 1999

By State Law, the Warden Service and Police Department are in charge of lost persons in Maine. The Kennebunkport Fire Department will provide support personnel to the Police and Warden Service if requested.

Below listed is the Kennebunkport Police Department's SOP for Lost Persons:

1. This policy will determine the course of action that police officers of this department will follow concerning reported lost persons (i.e. hunters, children, etc.)
2. The communications operator on duty, after receipt of the call, will dispatch the police officer on duty in that zone to the scene. The supervisor, either on call or on duty, will also be notified.
3. After arrival on the scene, the following information will be obtained:
 - A. Person's name
 - B. Person's DOB
 - C. Person's Description
 - D. Time discovered missing
 - E. Place missing from
 - F. Clothing worn
 - G. Physical - Mental condition
 - H. Person on medication
 - I. How long has the person been missing before report was made
 - J. Any particular area outdoors, the person favors.
4. If after a through search of the residence of the lost person, and any other adjacent outbuildings on the property, the person is still not located, the officer at the scene will notify communications to contact the State Police barracks to have a Warden respond to the scene. By statute, the Warden Service is charged with the responsibility of lost persons in the woods.
5. The communications operator on duty, will relay the Warden's instructions to the officers at the scene. If the warden is responding with a canine, or other agency with a canine is responding, then it is most important to keep the public away from the area, thereby enhancing the canines effectiveness. Any requests that the wardens service makes of us will be honored.
6. After contacting the Warden Service and relaying the necessary information to the officers at the scene, the communications operator will:
 - A. Announce a lost persons call and instruct all responding firefighters to report to their respective stations, and not to the scene.
 - B. Request that the Fire Chief or other authorized representative of the fire department respond to the scene.

7. The Fire Chief or other authorized representative of the fire department will meet with the police officer(s) on the scene, and will be given all information available. The Fire Chief or other authorized person will then co-ordinate manpower requirements needed at the scene.
8. To insure a coordinated effort in locating the person who is missing, the Fire Chief or other authorized person will then coordinate the activities of his personnel at the scene.
9. An area should be designated as a "Command Post" in order to centralize the operation and to ensure a smooth flow of information to all parties involved. Representatives of the Fire, Police and Warden Service should have designated personnel in the Command Post to oversee the operation.
10. Any media releases will be made in accordance with existing department policy.