



Policy Revision Request

Requestor Name Melanie Rodriguez Emp # 3452

This revision applies to Existing Policy 01-24-24

If new, recommended section _____

This revision is necessary to comply with State Law (attach)

Whom does this revision affect? Department

This revision has an unbudgeted financial impact of \$ _____

Brief reason for the revision:

HB 2660 "Tim's Law" that went into effect on September 1, 2023, amending CCP 63.009 and 63.00905. The change requires missing persons/children to be entered into TLETS/National Crime Information Center's missing person file within 2 hours of the report to law enforcement. As a function of this, Officers cannot wait until the end of tour of duty to submit the information to teletype. Teletype has a 1 hour expectation for entering this information.

Document the changes or additions to the policy below. Please include the specific policy number. Red strikethroughs are used for deletions and blue underlined for text insertions. Please email completed forms to APDPolicy@austintexas.gov. Use this email for any related questions or issues for policy.

425 Missing Persons

425.3 MISSING PERSONS REPORTING

425.3.2 COMMUNICATIONS NOTIFICATION

Upon receiving a report of a missing child, missing person, runaway child, or request to locate:

(a) Officers shall provide the following information to Communications no later than one (1) hour after the officer makes contact with the complainant:

1. Name, race, sex, date of birth; and
2. Physical description; and
3. Clothing description; and
4. Physical/Mental disabilities/infirmities; and
5. Unusual circumstances; and
6. Vehicle information, if applicable.