

**MISSING PERSON FILE  
Data Collection Entry Guide**

**DENTAL HISTORY INFORMATION**

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Missing/Wanted Person's Name	Date of Birth	Date of Last Contact
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Investigating Agency	Agency Case Number	Agency Telephone #
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Investigating Officer

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The information requested on this form will be used to assist in the identification process. Your cooperation in completing this form is appreciated.

**Authorization to Release Dental Records**

I am the parent/legal guardian/next of kin of the above named missing/wanted person and I hereby authorize the release of medical records to assist criminal justice agencies in locating the missing/wanted person.

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Signature of Parent/Legal Guardian/Next of Kin

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Date

---

Relationship

---

Street Address

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City, State, Zip

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Telephone Number

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Agency Case # \_\_\_\_\_

Dear Doctor:

Since it is believed that you have treated the patient named on the preceding page, your assistance with the enclosed dental report is requested. Your careful attention to the information requested in the dental report may aid in the identification of your patient who has been reported missing or wanted.

A worksheet for your notes in regard to each tooth is contained in this packet on page 3. Using this worksheet can enable you to combine the information shown in the dental records and radiographs to provide an accurate dental profile. Once the worksheet is completed, these notes can easily be converted to the LEADS/NCIC Missing Person Dental Report found on page 10.

This report was designed to facilitate the collection of dental data to be entered into the Law Enforcement Agencies Data System (LEADS) and National Crime Information Center (NCIC). This dental data will serve as a "pointer system" for matching dental characteristics of individuals with records stored in the LEADS/NCIC Wanted Person, Missing Person, and Unidentified Person Files. The coding rules explained in this document have been formulated to launch comparison routines that are used to develop a candidate list of potential matching records maintained in LEADS/NCIC.

Careful examination of all available dental records will ensure a dental profile that will provide key information used in the identification process. Completion of the dental report should not take more than a few minutes under most circumstances.

If you have any questions regarding the reporting of a condition, please contact the Illinois State Police LEADS Help Desk at 866-LEADS00 (866/532-3700).

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**DENTAL CONDITION WORKSHEET**

This chart should be filled out by a dentist following the complete review of all available dental records and radiographs. The numbering of the teeth follows the format of the Universal numbering system with tooth #1 being the upper right third molar, tooth #16 being the upper left third molar, tooth #17 being the lower left third molar and tooth #32 being the lower right third molar. The description of the restorations present should include the surfaces involved (M, O, D, F, L), the restorative material used (amalgam, gold, porcelain, composite, temporary cement, etc.) and any other conditions that may be observed (endodontic treatment, pin retention, orthodontic brackets or bands, etc.). Do not leave any tooth numbers blank. If the tooth has no restorations note it as "virgin" or "present, no restoration". Other significant dental information can be noted at the bottom of this chart or on an attached sheet of paper.

1 _____	17 _____
2 _____	18 _____
3 _____	19 _____
4 _____	20 _____
5 _____	21 _____
6 _____	22 _____
7 _____	23 _____
8 _____	24 _____
9 _____	25 _____
10 _____	26 _____
11 _____	27 _____
12 _____	28 _____
13 _____	29 _____
14 _____	30 _____
15 _____	31 _____
16 _____	32 _____

**Additional Dental Information:**

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### **General Procedures for Coding the Report**

#### **Section 1:**

- Complete the Patient Name field as reflected in the dental records.
- The, Age at Disappearance, Case #, and LEADS # fields should be completed by the investigating agency.
- The Completed by, Date Completed, Email Address, Address, Telephone #, X-Rays Available, and Dental Models Available, and Dental Photographs Available fields should be completed by the individual filling out the dental report.

#### **Section 2:**

- Tooth numbers are based on the Universal System. The corresponding Federation Dentaire Internationale System (FDI) numbering is depicted in parenthesis.
- Use all available dental records to capture the most recent condition of each tooth. A review of written treatment records is a must as x-rays are often taken prior to treatment and may not reflect the most recent condition of the teeth.
- Enter the appropriate codes) next to the corresponding tooth number, 01 thru 32, on the dental report.
- Each tooth must have one or more codes entered except when ALL or UNK is used (see Section 4).
- Review pages 3 thru 7 of this packet prior to completing the Dental Characteristics Section of the dental report.

#### **Section 3:**

- Dental Codes. A more detailed explanation of these codes and their use is described on pages 3 thru 7 of this packet.

#### **Section 4:**

- To be used for coding ALL or UNK.
  - If the ALL field is marked, LEADS/NCIC will automatically code all teeth as "V".
  - If the UNK field is marked, LEADS/NCIC will automatically code all teeth as "/". A dental comparison will not be performed by LEADS/NCIC when this box is marked.
- To be used for additional dental characteristics not captured in the dental codes listed in Section 3. For example: dental implants, removable dentures, orthodontic appliances, etc. Specific tooth numbers are not always necessary and key descriptive words are preferred.

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***Dental Codes and Descriptions***

**Primary Dental Codes** - *One or more codes must be entered for each tooth.*

<b><u>Code</u></b>	<b><u>Description</u></b>
<b>V</b>	Virgin. Default code for Missing Persons. Tooth is present or assumed to be present and unrestored. This includes unerupted teeth such as wisdom or deciduous teeth. If no information is available for a particular tooth this code should be used as it is assumed that all teeth are present (erupted or unerupted) and unrestored when they develop. This code is also used when a tooth has been restored but it is impossible to determine which surface has been restored (most common example of this is the location of a pit type filling on molars when it is impossible to determine whether the filling is on the facial or lingual surface). *** Please note this code is used differently when coding dental characteristics for Unidentified Persons.***
<b>/</b>	A portion of the tooth is remaining and treatment has probably been accomplished on the tooth but it is impossible to determine which surfaces have been restored. This code is most frequently used when a tooth has had an endodontic procedure accomplished and the clinical crown has fractured off. This code is seldom used in coding missing persons dental information. *** Please note this code is used differently when coding dental characteristics for Unidentified Persons.***
<b>X</b>	Missing. Tooth has been extracted or is congenitally missing.
<b>M</b>	Mesial surface of the tooth has been restored.
<b>O</b>	Occlusal or Incisal surface of the tooth has been restored. ( <u>Do not use "I"</u> )
<b>D</b>	Distal surface of the tooth has been restored.
<b>F</b>	Facial or Buccal surface of the tooth has been restored. ( <u>Do not use "B"</u> )
<b>L</b>	Lingual surface of the tooth has been restored.

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**Secondary Dental Codes** - *May not be used independently. Must be used in conjunction with Primary codes.*

<u>Code</u>	<u>Description</u>
<b>C</b>	Any laboratory processed restoration including crowns, inlays, onlays, and veneers. Also includes prefabricated restorations such as stainless steel crowns, metal and acrylic temporary crowns, and porcelain processed veneers.
<b>R</b>	Root canal. Evidence is available to establish that an endodontic procedure has been started or completed.

**Common Coding Rules and Interpretation Issues with Examples**

1. **No Records Regarding the Condition of Some Teeth.** The default code for missing person dental records is "V". If no information is available for a particular tooth or teeth, it is assumed that they developed and were unrestored.

**EXAMPLE:** The only records received for analysis are bitewing type x-rays. There is no information concerning the anterior teeth and the wisdom teeth. The appropriate code entries for these teeth are:

01V 17V  
06V 22V  
07V 23V  
08V 24V  
  
09V 25V  
10V 26V  
11V 27V  
16V 32V

2. **Multiple Restorations on One Tooth Surface.** Only one surface code is entered for a particular surface on a specific tooth regardless of the number of restorations on that particular surface.

**EXAMPLE:** Tooth #28 has two occlusal pit restorations, the appropriate code entry is: **280**.

3. **Deciduous Teeth.** Deciduous teeth are coded in the same manner as permanent teeth. When the available dental records are in the mixed dentition phase, the examiner must establish the likelihood of the deciduous tooth being exfoliated and replaced by the permanent tooth during the time interval between the date of the last dental record (written/radiograph) and the date the individual went missing. For the purposes of LEADS/NCIC coding, the general rule is: Unless there is evidence to the contrary, it is assumed that all deciduous teeth will be replaced by permanent teeth at 11+ years of age. When in

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doubt, use the default "V" code.

**EXAMPLE #1:** The most recent available dental records are of the individual at 7 years of age and indicate an MOD restoration on a lower right second deciduous molar. The individual went missing at 9 years of age. The tooth should be coded as: **29MOD**

**EXAMPLE #2:** The most recent available dental records are of the individual at 9 year of age and indicate an MOD restoration on a lower right second deciduous molar. The radiographs show evidence of a permanent successor. The individual went missing at 16 years of age. The tooth should be coded as: **29V**

**EXAMPLE #3:** The most recent available dental records are of the individual at 10 years of age and indicate an MOD restoration on a lower right second deciduous molar. The radiographs clearly show no evidence of a permanent successor. The individual went missing at 16 years of age. The tooth should be coded as: **29MOD**

4. **Fixed Dental Bridge.** The important feature is that the tooth has been extracted.

**EXAMPLE:** Tooth #8 has been extracted and replaced with a fixed bridge. Teeth #7 and #9 are the abutment teeth and restored with full coverage porcelain to metal crowns. The teeth should be coded as:

**07MODFLC**  
**08X**  
**09MODFLC**

5. **Dental Implant.** The important feature is that the tooth has been extracted.

**EXAMPLE:** Tooth #8 has been extracted and replaced by a dental implant. The tooth should be coded as: Dental Report, Section 2 - **08X**  
Dental Report, Section 4 - **Implant 08**

6. **Removable Dentures.** All teeth that are replaced by a complete or partial denture are coded as "X" in Section 2 of the dental report, and the appropriate notation should be made in Section 4 - "**Complete Maxillary Denture**", "**Complete Mandibular Denture**", "**Partial Maxillary Denture**", and/or "**Partial Mandibular Denture.**"

7. **Overdenture Teeth.** All missing teeth are coded with "X". For the purposes of LEADS coding, the overdenture teeth are assumed to have endodontic treatment and some sort of cast coping.

**EXAMPLE:** Teeth #6 and #11 are overdenture teeth for a complete maxillary denture. These teeth should be coded as:

Missing teeth coded "X"  
**06MODFLCR**

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**11MODFLCR**

**Section 4: Complete Maxillary Denture, Overdenture 06, Overdenture 11**

8. **Orthodontic Appliances (Active and Passive)**. All teeth are coded for their dental characteristics and a notation should be made in Section 4 of the dental report indicating "**Orthodontic Appliance**."
9. **Pit and Fissure Sealants**. Pit and fissure sealants are not considered restorations for the purposes of NCIC coding. All teeth that have pit and fissure sealants are coded as "**V**".
10. **Facial or Lingual Restoration**. Sometimes it is impossible to distinguish if a restoration is on the facial or lingual surface. Review the written records to help determine the position or extent of the restorations observed on the x-rays. If it is impossible to determine which surface contains the restoration, the appropriate LEADS/NCIC code is "**V**". Otherwise, code only the restored surfaces that can be reasonably identified.

**EXAMPLE #1:** A pit restoration is observed on tooth #19. It is impossible to determine whether it is on the facial or the lingual surface. The tooth should be coded as: **19V**

**EXAMPLE #2:** A restoration is observed on tooth # 14. It appears to be an Occlusal restoration that extends either to the facial or lingual surface, but the extension location cannot be determined. The tooth should be coded as: **14O**

11. **Missing Premolars (Bicuspid)**. Determining which premolars were extracted may difficult, particularly following completion of orthodontic treatment. Careful examination of the radiographs and written treatment records is often helpful in making this determination. For the purposes of LEADS/NCIC coding, **if it is impossible to determine** which premolars were extracted, the appropriate code is "**V**."
12. **Anterior Composite Restoration**. The coding of restored surfaces on anterior teeth should be conservative when interpreting dental records for a missing person.

**EXAMPLE:** A small mesial restoration is observed radiographically for tooth #8. The written records indicate a mesiolingual restoration was placed on the tooth. The tooth should be coded as: **08M**

13. **Extent of Lame Restorations**. Coding surfaces on restorations that appear to be quite extensive on x-rays can be difficult. A review of written treatment records may clarify the actual surfaces that have been restored. These surfaces should be coded appropriately, coding only the surfaces that show evidence of being restored.

**EXAMPLE:** X-rays indicate a large build up type restoration on tooth #19. The written dental records do not indicate which surfaces have been restored. The radiographs, however, indicate



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obvious restorations on the mesial, occlusal, and distal surfaces. The tooth should be coded as:  
**19MOD**

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Thank you for your careful completion of this report. Please be sure to retain all dental records on the missing or wanted person for future comparison purposes or, if you desire, they may be released to parent(s) and/or investigating agency. The family and friends of your patient are extremely grateful.

# LEADS/NCIC Missing Person Dental Report

## SECTION 1

Patient Name: \_\_\_\_\_ Age at Disappearance: \_\_\_\_\_ Case #: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ LEADS #: \_\_\_\_\_ X-Rays Available?  Yes  No

Dental Models Available?  Yes  No Dental Photographs Available?  Yes  No

## SECTION 2

### DENTAL CHARACTERISTICS

<u>Upper Right</u>		<u>Lower Left</u>
01 (18) _____	(Numbers in parenthesis represent FDI System.)	17 (38) _____
02 (17) _____		18 (37) _____
03 (16) _____		19 (36) _____
04 (15) _____		20 (35) _____
05 (14) _____		21 (34) _____
06 (13) _____		22 (33) _____
07 (12) _____		23 (32) _____
08 (11) _____		24 (31) _____
<u>Upper Left</u>		<u>Lower Right</u>
09 (21) _____		25 (41) _____
10 (22) _____		26 (42) _____
11 (23) _____		27 (43) _____
12 (24) _____		28 (44) _____
13 (25) _____		29 (45) _____
14 (26) _____		30 (46) _____
15 (27) _____		31 (47) _____
16 (28) _____		32 (48) _____

## SECTION 3

### DENTAL CODES

**X** = Tooth has been removed or did not develop  
**V** = Tooth is unrestored or no information (Default Code)  
**M** = Mesial Surface Restored  
**O** = Occlusal/Incisal Surface Restored  
**D** = Distal Surface Restored

**F** = Facial or Buccal Surface Restored  
**L** = Lingual Surface Restored  
**C** = Lab Processed or Prefabricated Restoration  
**R** = Endodontic Treatment  
**/** = Tooth present but clinical crown missing (i.e. fractured)\*

(\*The code "/" is used differently for the Unidentified Person Dental Report)

## SECTION 4

### DENTAL REMARKS

**ALL** (All 32 teeth are present and unrestored)       **UNK** (No dental information available)

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