

	<b>ELGIN POLICE DEPARTMENT</b> 151 Douglas Avenue Elgin, Illinois 60120	
<b>Effective Date:</b> 05/20/02	<b>STANDARD OPERATING PROCEDURE</b>	<b>Revised Date:</b> 11/26/13
<b>Chief of Police:</b> 	<b>Missing Persons, 42.4</b>	
<b>Cross Reference:</b> SOP 42.1 Criminal Investigations Administration SOP 44.2 Criminal Investigations Operations SOP 55.1 Victim/Witness Assistance FBI Child Abduction Response Plan	<b>Policy Sections:</b> 42.4.1 Documenting Information/Classifying the Incident 42.4.2 Missing Adults 42.4.3 Runaway Child 42.4.4 Missing Child 42.4.5 AMBER Alert Notification 42.4.6 Follow up Investigation 42.4.7 Return of Missing Person/Case Closure 42.4.8 Unidentified Persons Appendix A: Missing Person Intake Report Appendix B: Missing Person Supplemental Report	

## **PURPOSE**

The purpose of this policy is to establish guidelines for handling reports of missing children and adults.

## **POLICY STATEMENT**

It is the policy of the Elgin Police Department to investigate reports of missing persons. Employees involved in missing person investigations need to carefully consider all of the factors involved in the incident in order to determine the correct plan of action. All unidentified persons or children, whether living or deceased, located within Elgin will be investigated to the fullest extent and all means to identify such persons will be made.

## **DEFINITIONS**

**Missing Adult:** A person 18 years of age or older, whose whereabouts are unknown or unexplained for a period of time that is regarded by knowledgeable parties as unusual in consideration of the person's behavior patterns, plans or routine.

**Missing Child:** A person under the age of 18 whose location is unknown to his/her caretaker and is not suspected of running away. Factors to consider in this determination may include: age of the child, past history of running away, family relationships, information obtained from friends and witnesses.

**Runaway Child:** A person under the age of 18 or ward of the State of Illinois, who has not returned to his/her caretaker and information exists which would indicate that the child has willfully not returned.

## **PROCEDURES**

### **42.4.1 DOCUMENTING INFORMATION/CLASSIFYING THE INCIDENT**

- A. The Elgin Police Department does not recognize time lines as a basis to determine the status of a missing person. Instead, the in-taking employee must examine the circumstances of each case in order to determine which category the incident falls under.
- B. Reports of missing persons shall be classified in the following categories in line with the definition of each classification:
  1. Missing Adult.
  2. Missing Child.
  3. Runaway Child.

- C. In order to determine the proper classification, department members shall at minimum obtain and document the following information using the Missing Person Intake Report:
1. Suspected foul play or other suspicious circumstances.
  2. Length of time that the person has been missing.
  3. Last known location.
  4. Last known individuals with the missing person.
  5. Age, complete physical descriptors, and clothing.
  6. A determination of any handicaps, illness or mental illness.
  7. History of previous missing person incidents.
  8. History of drug or alcohol abuse.
  9. Previous threats or attempts at suicide.
- D. The in-taking employee shall complete a general report, along with The Missing Person Intake Report, to capture the information pertaining to missing persons. Should the circumstances reveal suspicious circumstances, the Adult Investigations Division shall be contacted to determine if the Missing Person Supplemental Report form shall also be completed.

#### **42.4.2 MISSING ADULTS**

- A. Missing adult investigations will be initiated when the person is a resident of Elgin or the person's disappearance is alleged to have occurred in Elgin. When a resident of Elgin is reported to have disappeared from another jurisdiction, that jurisdiction shall also be notified. Outside jurisdictions shall also be notified when a resident from their jurisdiction is alleged to have gone missing from Elgin.
- B. Should the in-taking employee determine that the incident meets LEADS/NCIC criteria, a copy of the police report and associated forms shall be forwarded to communications for input into LEADS/NCIC.
- C. The Adult Investigations Division will review the case and when suspicious circumstances or foul play is suspected, department protocol in conducting follow-up investigations will be implemented. The Missing Person Supplement Report, if not already completed, shall be completed and forwarded to communications for input into LEADS/NCIC.
- D. When suspicious circumstances are at play, the use of canine, air support, or resources from other agencies should be considered.

#### **42.4.3 RUNAWAY CHILD**

- A. The in-taking employee shall forward a copy of the police report and associated forms to communications for entry into LEADS/NCIC. A copy of the LEADS/NCIC entry shall be forwarded to the Records Division for inclusion in the police report.
- B. When available, a photograph of the runaway juvenile shall be attached to the original report.
- C. The report, along with the associated forms, shall be routed to the Juvenile Investigations Unit by the reviewing supervisor.

- D. If information exists on a possible location of the runaway child, an officer or investigator shall be sent as soon as possible to check the location. If the location is outside the jurisdiction of the Elgin Police Department, that jurisdiction shall be notified.

#### **42.4.4 MISSING CHILD**

- A. Immediately devote all necessary resources towards finding missing children.
- B. Officers involved in missing children investigations should not rule out any suspects until the proper investigation is complete.
- C. The primary officer assigned to a missing child incident shall be responsible for gathering information. In addition to the information outlined in section 42.4.1.C, the officer shall also determine if the propensity for a parental abduction exists. The officer shall also determine if the child has a history of running away.
- D. An ISPERN broadcast should be made as soon as practical.
- E. The home of the child shall be treated as a crime scene and protected until the child is found or processed by an evidence technician.
- F. An officer shall attempt to obtain consent to search the home of the child. Once consent is obtained, the home shall be thoroughly searched for the child and any evidence of foul play. The officers involved shall also determine if items belonging to the child are missing particularly money, valuables, or travel items.
- G. A supervisor shall respond to the incident and coordinate a search for the child. All available patrol resources shall be devoted to the search. The search shall include, but not be limited to: homes of friends or family of the missing child, school attended by the child, or other recreational facilities frequented by children, and any other areas frequented by the child.
- H. A member of the Adult Investigations Division shall be notified and assist with the gathering of information and coordinating the investigation.
- I. As soon as full identifying information is obtained, the primary officer assigned shall ensure that the child is entered into LEADS, NCIC, and AMBER per the procedure outlined in section 42.4.5.
- J. If the child has not been located after the first hour of searching or evidence of foul play exists, all internal and external resources shall be utilized.

#### **42.4.5 AMBER ALERT NOTIFICATION PLAN**

- A. The AMBER Alert Notification Plan shall be activated on confirmed child abduction cases when the supervisor is notified and the following criteria are met:
  - 1. Children under the age of 16 or children with a proven mental or physical disability. ~~and;~~
  - 2. Evidence exists that would indicate the child is in danger of serious bodily harm or death and.
  - 3. There is enough descriptive information about the child, abductor, and/or suspect's vehicle to believe an immediate broadcast alert will help.
- B. Communications shall be responsible for possessing current information for AMBER Alert Notification including the AMBER Alert Notification Plan. Amber Alert forms shall be maintained in the patrol area.
- C. The procedure for an AMBER alert is as follows:

1. The legal guardian of the missing child shall complete the AMBER Information Release and Liability Waiver forms.
  2. Complete and fax the AMBER alert notification forms including a photograph, if available, to the ISP Springfield Area Communications (SAC).
  3. Contact the ISP Springfield Area Communications (SAC) by telephone to confirm receipt of the fax.
  4. If available, electronically scan and send a copy of a photograph to the Illinois State Clearinghouse for Missing and Exploited Children.
- D. If the child has been located, the AMBER Alert Cancellation form shall be faxed to the ISP Springfield Area Communications (SAC).

#### **42.4.6 FOLLOW UP INVESTIGATION**

The following additional steps should be considered during the follow up investigation of a missing person:

- A. Contact hospitals and coroner's offices for injured or deceased persons matching the description of the missing person.
- B. Conduct additional canvasses in the area where the missing person was last seen or resides.
- C. Re-interview the reporting person(s).
- D. Utilize the media outlets to publicize information about the missing person.
- E. Organize the flow of information and track leads regarding the missing person.
- F. Consider the use of a roadblock to gather information from people driving through the area where the missing person was last seen or resides.
- G. Consider creation of a command center responsible for coordinating resources and information.
- H. Review the Federal Bureau of Investigation Child Abduction Plan. The plan is located in the Adult Investigations Unit, Juvenile Investigations Unit and is accessible to all employees via the central computer network.
- I. Request dental records or fingerprints.
- J. Review sex offender lists.

#### **42.4.7 RETURN OF MISSING PERSON/CASE CLOSURE.**

- A. The assigned officer shall determine if the missing person is in need of any medical attention.
- B. Competent adults who have left home voluntarily cannot be forced to return. Officers locating such individuals shall:
  1. Advise them that they are the subject of a missing person investigation.
  2. Ask if they desire the reporting person(s) to be advised of their whereabouts.
  3. If the missing person does not want their whereabouts known, the officer shall simply advise the reporting person(s) that the missing person has been located.

- C. In all cases involving juveniles and in cases involving adults who wish to have their whereabouts known, the reporting person shall be notified and given information on the whereabouts of the missing person.
- D. All missing juveniles who have been located shall be taken into protective custody in accordance with Standard Operating Procedure, 44.2 Juvenile Operations.
- E. The assigned officer shall, in person, debrief the missing person to ensure that no criminal offense is involved.
- F. The missing person shall be removed from the LEADS/NCIC computer system, AMBER system, or any other system or agency that has information regarding the missing person. A copy of the cancellation(s) shall be attached to the supplemental report.
- G. If the case was assigned to an investigator, the assigned officer shall contact that investigator with information regarding the found person.
- H. If the assigned officer suspects foul play, a supervisor shall be notified.

#### **42.4.8 UNIDENTIFIED PERSONS OR CHILDREN**

- A. An officer who is assigned to the report of an unidentified person, whether living or deceased, shall be responsible for:
  - 1. Compile all descriptive information to be submitted into the NCIC data base.
  - 2. Ensure the information is entered into LEADS.
  - 3. Notify the on duty supervisor who will then determine whether notification will be made to the Adult/Juvenile Investigations Unit.
  - 4. Attempt to identify the person using any available resources: National Center for Missing and Exploited Children, Coroner or Medical Examiner, missing persons/children poster distributed by other agencies, etc.
- B. Investigators assigned to this type of case shall utilize all reasonable investigatory procedures possible to attempt to identify the person.
- C. In the event identification is made, notification to the person's family will be done in accordance with Standard Operating Procedure 55.1, Victim/Witness Assistance.

## APPENDIX A: Missing Person Intake Report



### ELGIN POLICE DEPARTMENT Missing Person Intake Report



Report number \_\_\_\_\_ Date reported missing \_\_\_\_\_  
☐ Missing child    ☐ Runaway child    ☐ Missing adult    Previous incidents of running away? ☐ Yes ☐ No

#### Information on missing person

Name \_\_\_\_\_ Aliases \_\_\_\_\_ SSN \_\_\_\_\_

Gender  Race  DOB \_\_\_\_\_ Place of birth \_\_\_\_\_

Address \_\_\_\_\_ Occupation/School \_\_\_\_\_

Age \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Eyes  Hair color  Skin tone

Hair texture  Hair style \_\_\_\_\_ Hair length \_\_\_\_\_

Length of time missing \_\_\_\_\_ Is foul play suspected? ☐ No ☐ Yes

List any handicaps, illness or mental illnesses \_\_\_\_\_

History of substance abuse? ☐ No ☐ Yes Explain \_\_\_\_\_

Previous threats of suicide? ☐ No ☐ Yes Explain \_\_\_\_\_

Last known location \_\_\_\_\_ Possible destination \_\_\_\_\_

Frequent locations \_\_\_\_\_ Last person w/contact \_\_\_\_\_

Additional information, physical features/characteristics/scars/marks/tattoos/piercing/medical information/clothing description

#### Information on person making the report

Name \_\_\_\_\_ Relationship \_\_\_\_\_ TX \_\_\_\_\_

Full address \_\_\_\_\_

My signature depicts my request to have the missing person entered into LEADS & NCIC. I take full responsibility for such action. If the missing person returns or is located, I will notify the Elgin Police Department to cancel the LEADS & NCIC message. If I fail to do so, I will take full responsibility for any result of such failure to notify.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

#### To be completed by the in-taking employee and the telecommunicator

In-taking employee's signature _____	NCIC number _____	<i>Missing Person Supplement Report completed?</i>
TC's signature _____	LEADS number _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

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## APPENDIX B: Missing Person Supplement Report



### ELGIN POLICE DEPARTMENT Missing Person Supplement Report (To be completed when the propensity for endangerment exists.)



Report number \_\_\_\_\_ Name \_\_\_\_\_ DOB \_\_\_\_\_

Additional information on the missing person

Fingerprinted? ☐ Yes ☐ No By who? \_\_\_\_\_

Fingerprint classification \_\_\_\_\_ Other identifying numbers \_\_\_\_\_

Blood type \_\_\_\_\_ Has person donated blood? ☐ Yes ☐ No Where? \_\_\_\_\_

Is the person circumcised? ☐ Yes ☐ No ☐ N/A Are body x-rays available? ☐ Yes ☐ No Are footprints available? ☐ Yes ☐ No

☐ Right handed ☐ Left handed Person's build \_\_\_\_\_ Does the person have corrected vision? ☐ Glasses ☐ Contacts

Type of contacts \_\_\_\_\_ Color \_\_\_\_\_ Vision prescription \_\_\_\_\_

Type of jewelry ☐ Ankle bracelet ☐ Belt buckle ☐ Brooch or pin ☐ Cigarette lighter, holder or case ☐ Comb item  
☐ Cuff links ☐ Earrings ☐ Key chain ☐ Money clip ☐ Necklace/medical alert tag  
☐ Pocket knife ☐ Pocket watch ☐ Ring ☐ Tie chain, clasp or tack ☐ Wallet or purse  
☐ Watch ☐ Wrist bracelets/id & medical alerts

Jewelry description \_\_\_\_\_

Additional information

License plate and vehicle information

Driver's license number \_\_\_\_\_ Driver's license expiration date \_\_\_\_\_

License plate type \_\_\_\_\_ Vehicle vin # \_\_\_\_\_

Vehicle year \_\_\_\_\_ Vehicle make \_\_\_\_\_ Vehicle model \_\_\_\_\_

Vehicle style \_\_\_\_\_

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Revised 06/10/12

## APPENDIX B: Missing Person Supplement Report

### Information on person making the report

Name \_\_\_\_\_ Relationship \_\_\_\_\_ TX \_\_\_\_\_

Full address \_\_\_\_\_

My signature depicts my request to have the missing person entered into LEADS & NCIC. I take full responsibility for such action. If the missing person returns or is located, I will notify the Elgin Police Department to cancel the LEADS & NCIC message. If I fail to do so, I will take full responsibility for any result of such failure to notify.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

### To be completed by the employee and the telecommunicator

In-taking employee's signature \_\_\_\_\_ NCIC number \_\_\_\_\_

TC's signature \_\_\_\_\_ LEADS number \_\_\_\_\_

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