

MANUAL

Series	Effective Date	Review Date	Directive Number	
200 Operations		Annually		
Chapter			203.4	
203 - Criminal Investigations				
Reviewing Office			■ New Directive	
Missing Persons				
References			⊠ Revised	

MISSING OR LOST PERSONS

203.4 - 1 **PURPOSE**

The purpose of this directive is to establish the Detroit Police Department's policy and procedure for the handling of missing or lost persons.

203.4 - 2 **POLICY**

People are reported missing for many reasons. Some people leave home voluntarily or may disappear for unexplained reasons, but under suspicious circumstances. The role of the responding officer is critical in identifying persons at risk. Responding officers shall conduct thorough investigations of missing persons with particular care in instances involving missing children and those who, through mental or physical impairment, cannot care for themselves.

203.4 - 3 Definitions

203.4 - 3. 1 Disability

A person of any age who is missing and is under a proven physical or mental disability, or is senile; thereby subjecting him or herself, or others to personal and immediate danger. This category includes mental health escapees who are involuntarily committed. (The code for this missing type is EMD)

203.4 - 3. 2 Disaster (Catastrophe) Victim

A person of any age missing as the result of a disaster, which is defined as "any natural or intentionally man-made catastrophe or an extraordinary accident which causes the loss of human life, including airline crashes, earthquakes, floods, hurricanes, tornadoes, train wrecks, mass suicides/murders, etc." No specific number of victims is required to qualify for entry in the Disaster (Catastrophe) Victim category. (The code for this missing type is EMX)

203.4 - 3. 3 Emancipated

A minor who is allowed to conduct a business or any other occupation on his/her own behalf or for his/her own account outside the influence of a parent or guardian.

MANUAL

203.4 Missing or Lost Persons

203.4 - 3. 4 Endangered

A person of any age who is in the company of another person under circumstances indicating that his/her physical safety is in danger. (The code for this missing type is EME)

203.4 - 3. 5 Involuntary

A person of any age who is missing under circumstances indicating that the disappearance was not voluntary. (The code for this missing type is EMI)

203.4 - 3. 6 **Juvenile (Runaway)**

A person who is unemancipated (under 17 years of age) and who does not meet any of the criteria listed under Disability, Endangered or Involuntary. (The code for this missing type is EMJ)

NOTE: All missing juveniles that can be categorized as Disabled, Endangered, or Involuntary shall be marked as such and not as juveniles.

203.4 - 3. 7 Voluntary

An emancipated person who does not qualify for entry into the Law Enforcement Information Network (LEIN) and the National Crime Information Center (NCIC) under Disability, Endangered, Involuntary or Juvenile. It should be clearly understood that emanicipated persons, who are voluntarily missing, are not in violation of any law and are not to be taken into custody or detained merely because they are reported missing. This category of missing person may be entered into LEIN only and will not be forwarded to NCIC. (The code for this missing type is EMV)

Date of Birth (D.O.B.) and Date of Emancipation (D.O.E.) – If the missing type is EMJ, the D.O.B. and D.O.E are required for entry into the LEIN System. In Michigan, the D.O.E. equals the D.O.B. plus 17 years.

203.4 - 4 Reporting Missing Persons

203.4 - 4.1 General

- In general, no missing report shall be taken concerning persons 21 years of age and older until the person has been gone at least 24 hours, except in, unusual circumstances of incompetence, senility, evidence of foul play, or other factors which may be taken into consideration. The report shall then be taken irrespective of the time.
- 2. Citizens wishing assistance in locating a person who is not a Detroit resident and having no knowledge as to a local address where the person was last seen shall be referred to the nearest district/precinct, who shall assign the investigation to the parent command of the youth officer. The parent command shall assign the investigation to a youth officer.

MANUAL

203.4 Missing or Lost Persons

- 3. When more than one (1) district/precinct is involved in the report and investigation, the initial investigation shall be made by the district/precinct in which the missing person was last seen. The district/precinct in which the missing person resides shall be responsible for coordinating and completing the investigation.
- 4. When **it is determined that a person** is missing involuntarily, and the person is missing in a district other than the one in which they reside, simultaneous investigations shall be conducted. The district making the report shall notify the other district by telephone of all circumstances and supply the CRISNET report number.
- 5. Personnel at the command **taking** the **original missing** report shall check command records to determine whether the missing person has a prior record of such complaint and apprise the officer-in-charge of the station desk. An appropriate notation shall be made on the report regarding previous complaints.

203.4 - 4.2 Procedures

Reports of missing persons who are Detroit residents shall be accepted in any district/precinct. Listed below are the steps for reporting missing persons:

- 1. The officer shall gather information regarding the missing person and complete a CRISNET report:
 - The member shall include the circumstances surrounding the subject's disappearance, paying close attention to facts that might establish the voluntary or involuntary nature of the disappearance.
 - Care shall be taken to include information gathered from interviews with the person(s) who last saw the missing person, the person that is reporting the person to be missing, and the parent(s) or guardian(s) in the event that the missing person is a juvenile.
 - The member shall determine if there has been any recent family trouble and/or custody disputes (if the missing is a juvenile, members should seek verification of which party may have legal custody).
 - If the missing person is from a group home, the member taking the report shall ascertain the name and work telephone number of the owner of the home, the home administrator, and the caseworker from the Michigan Department of Human Services, Family Independence Agency (FIA) and include the information in the report.
- 2. The title line of the report shall include the district/precinct in which the missing was last seen or the district/precinct of occurrence, the reporting officer's assigned precinct, the officer's assignment code, the type of incident being reported, and the missing type (i.e., 01-01-0131-Missing-EMJ.);
- 3. If a crime is involved in the circumstances of a missing person, that offense shall also be entered in the title (i.e., 01-01-0131-Missing-EMJ/Felonious Assault).

203.4 Missing or Lost Persons

- 4. Officers shall use code 9948 (Miscellaneous-Missing Person) in the "Offense" tab of the CRISNET report. If a crime is involved in the circumstances of a missing person, that offense shall also be entered in the offense tab:
- 5. The missing person's information shall be reported under the "Victim" portion of the report. Members shall be diligent in obtaining a <u>complete</u> description of the victim. Information included in the "Victim" tab (e.g., school/employer) is vital to a missing person investigation. No field under this tab shall be left blank. If information is unavailable for any field, the member shall enter "N/A." Incomplete information will hinder the Message Center from entering the missing into LEIN and NCIC;
- 6. The person reporting the offense (PRO) shall be entered under the "Other People/Entities" tab and must be correctly titled under "entity type";
- 7. The member taking a missing person report shall notify Communications Operations, the officer-in-charge (OIC) of the district/precinct desk, and the youth officer who shall ensure that the Message Center receives the report.
- 8. At the completion of taking a missing person report, the member shall provide the PRO with the district/precinct telephone number and advise them to contact the district/precinct in 24 hours to obtain the CRISNET report number.
- 9. The OIC of the district/precinct desk shall verify the report and forward the report to the appropriate parent command of the youth officer. Additionally, the OIC of the district/precinct desk shall forward the report to the Message Center and Missing Persons via the assignment tab.

203.4 - 4.3 Reporting Additional Information

Members shall contact the officer-in-charge of the investigation to make updates of additional information to the missing report. If there are any questions regarding changes in reporting, Missing Persons can be contacted Monday through Friday, 7:00 a.m. to 3:00 p.m. at (313) 596.2221. On holidays, weekends, and after hours, questions regarding changes in reporting shall be directed to Communications Operations.

203.4 - 5 **Executive Notification**

If the missing person is **10 and under, or 60** years of age or older, or if the investigation should develop a presumption of foul play, or other unusual circumstances exists, it shall be the responsibility of the OIC of the **district/precinct** desk **to notify the district/precinct commander**.

The **district/precinct** commander shall be responsible for:

- 1. Determining resources available for the search;
- Applying additional resources to the search;

MANUAL

203.4 Missing or Lost Persons

- 3. Determining the duration of the search and authorizing overtime for all officers involved in the search;
- 4. Making further necessary notifications; and
- 5. Coordinating and directing the search until properly relieved.

203.4 - 6 Information Sharing

203.4- 6.1 Teletypes on Missing Persons

The command primarily responsible for investigating the report of a missing person shall request issuance of a teletype when the circumstances warrant. The Message Center shall be contacted and shall send the teletype upon request. In the event a decision to issue a teletype is made subsequent to the original missing report being made, the command that made the decision to issue the teletype shall advise by telephone the person who made the missing report of the issuance of the teletype and the teletype number.

203.4- 6.2 **LEIN Entries**

Necessary information regarding a missing person shall immediately be entered into the LEIN and NCIC for a missing person who:

- Has a proven physical or mental disability, or is senile; thereby subjecting him or herself, or others to personal and immediate danger. This category includes mental health escapees who are involuntarily committed;
- 2. Is an endangered missing of any age who is in the company of another person under circumstances indicating that the missing person's physical safety may be in danger;
- 3. Is a person of any age who is missing under circumstances indicating that the disappearance was not voluntary;
- 4. Is under 21 years of age (Suzanne's Law [ref. 42 USC 5779(a)]); and
- 5. Is missing as a result of a catastrophe (natural or intentionally caused), which causes the loss of human life.

The **district/precinct desk supervisor** shall ensure any person meeting the prescribed criteria is entered into the LEIN/NCIC Systems, immediately. Missing Persons shall ensure that the proper computer entries are made by contacting **Communications Operations** 72 hours after the date of the missing person report.

203.4 - 7 AMBER Alert

America's Missing: Broadcast Emergency Response (AMBER) Alert of Michigan is a statewide emergency system designed to locate missing children who fit certain criteria. The goal of the program is that once a missing or abducted child is reported to a police agency, the police agency is to forward the information to the Michigan State Police. The Michigan State Police will then disseminate the information to the

MANUAL

203.4 Missing or Lost Persons

media, which will in turn broadcast the information to the public. The hope is to enlist the eyes and ears of the public and thereby increases the chances of recovering a missing or abducted child.

Not every missing child report is suitable for AMBER Alert. In order to activate an AMBER Alert, there must be an incident reported to the police that a person:

- 1. Has been abducted;
- 2. Is missing involuntarily;
- 3. Is considered to be an endangered missing person; or
- 4. Has a physical disability.

The Prosecutorial Remedies and Other Tools to end the Exploitation of Children Today (PROTECT) Act of 2003, gives law enforcement authorities valuable tools to deter, detect, investigate, prosecute, and punish crimes committed against children; strengthens laws against child pornography; and addresses deficiencies in federal sentencing policies and practices. Provisions that relate specifically to missing or abducted children include an increase in the base-offense level for kidnapping; a mandatory 20-year sentence for an offender whose kidnapping victim is a non-family member minor; and attempt liability for international parental kidnapping.

Suzanne's law is a federal law concerning missing persons signed into law as a part of the national "AMBER Alert." It provides that there shall be no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of 21; and reports the missing person to the NCIC.

The Adam Walsh Child Protection and Safety Act (2006) amended a portion of the National Child Search Assistance Act to mandate law enforcement entry of information about missing and abducted children into the National Crime Information Center (NCIC) database within two (2) hours of receipt of the report.

The Mozelle Senior or Vulnerable Adult Medical Alert Act

The Mozelle Senior or Vulnerable Adult Medical Alert Act is a partnership between law enforcement and the media to help in the immediate dissemination of information to the public about an endangered missing senior or vulnerable adult. The activation protocol is similar to the AMBER Alert Activation. It may only be activated by a Michigan Law Enforcement Agency that is actively investigating a case where the senior or vulnerable adult is:

A resident of Michigan;

- 1. At least 60 years of age;
- 2. Has developmental disabilities, mental illness, or physical disabilities;

203.4 Missing or Lost Persons

- 3. Incapable of returning to his or her residence without assistance;
- 4. Reported missing by a person familiar with the senior or vulnerable adult (person familiar is defined as a guardian, custodian, individual who provides home health aid services, or possesses a health care power of attorney); and
- 5. Proof that the missing senior or vulnerable adult has a medical condition.

203.4 - 8 Recovered Missing Persons and Teletype/LEIN Cancellations

203.4 - 9.1 Verify the Return of a Missing (VRM)

When verifying the return of a missing person, the following procedure shall apply:

- 1. The officer shall gather information regarding the missing person;
- 2. The officer verifies the return of the missing person through visual identification, and with a parent or guardian, if applicable;
- The officer shall locate the <u>original</u> missing person CRISNET report number and complete a supplemental report for the return of the missing person. A new case report <u>shall not</u> be generated for the return of a missing report;
- 4. As with the original report, all tabs shall be complete in the supplemental report. All information shall be forwarded from the original report to the supplemental report under each tab. Also, any new information shall be documented.
- 5. Members shall document the CRISNET report number on his or her daily activity log;
- 6. The officer shall then forward the completed CRISNET report to the OIC of the desk who shall verify the report and forward the report to the district/precinct of occurrence approval folder and the Message Center via the assignment tab;
- 7. The reviewing supervisor shall forward a copy of the supplemental report to the Missing Persons Folder; and
- 8. The OIC of the case closes the investigation.

The narrative for an adult VRM without disabilities shall include:

- 1. Recovery date and time;
- 2. Location of recovery; and
- 3. Whether identification was verified.

The narrative for a juvenile or any missing person with a disability shall include:

1. Recovery date and time;

MANUAL

203.4 Missing or Lost Persons

- 2. Location of recovery;
- 3. Whether identification was verified; and
- 4. The name, address and telephone number of the person to whom the juvenile was released.

203.4 - 9 Monthly Update Report

The youth officer assigned the missing investigation shall submit a monthly update report notifying Missing Persons of any new information, changes in all missing persons cases, or the acquisition of the missing person's dental records. This shall be done on an Inter-office Memorandum, (DPD 568), and if there is no change to the status the youth officer shall submit a negative report. This Monthly Update Report is due by the 5th of each month.

203.4 - 10 Minor Child Identification and Protection

203.4-11.1 Fingerprints

- When the missing is less than 17 years of age, the investigator assigned to the case shall determine if the missing has been fingerprinted under the Child Identification and Protection Act.
- 2. If the missing has been fingerprinted, it shall be the responsibility of the investigator to obtain the print card from the parent or guardian and forward the card to Identification.
- 3. When the missing is located, or the case is disposed of, it **shall** be the responsibility of the investigator to notify Identification so that the card may be returned to the **responsible** investigator who **shall** return the print card to the parent or guardian.

203.4-11.2 Dental Records

- 1. When a missing has not returned within 30 days, the member assigned the investigation shall seek the dental records of the missing. The Supplemental Dental Report (CJIS-010 [Rev. 6-05]) shall be given to the parent, legal guardian, or next of kin for presentation to the missing person's dentist. This form shall be completed and returned to the investigator. This information shall be placed on the monthly update report notifying Missing Persons of any new information. The investigator shall then forward the monthly update report along with the completed Supplemental Dental Report to Missing Persons for processing.
- 2. In cases where the person indicated on the missing report was last seen by a parent, legal guardian, or next of kin, and they subsequently cannot be contacted or cannot identify a dentist, a notation to that effect shall be made on the monthly update report and the Supplemental Dental Report. The investigator shall then forward the monthly update report along with the Supplemental Dental Report to Missing Persons for processing and central filing.

MANUAL

203.4 Missing or Lost Persons

- 3. When the primary responsibility for the investigation of a missing is assigned to another command (as may be the case in abductions or kidnappings), that command must submit a monthly update report notifying Missing Persons of any new information to ensure compliance with LEIN and NCIC.
- 4. On the 17th birthday of a missing child, the investigating member shall note this information on the missing person monthly update report, and submit this information to Missing Persons where the information entered into the LEIN regarding the child shall be retained, and the child shall be considered an emancipated missing child until the information is canceled by the agency that initially entered the information.

203.4 - 11 **Lost Persons**

- 1. When a person is found who has not been reported missing or who purports to be lost, Telephone Crime Reporting (TCR) and The **Office of** Public Information shall be notified immediately. Aid shall be offered in the solution of the immediate problem and/or to locate relatives. If the person in question is a juvenile, Child Abuse shall be notified.
- 2. Adult persons who may be incompetent or suffering a lapse of memory shall be conveyed to Detroit Receiving Hospital.

Related Forms:

Supplemental Dental Report (CJIS-010 [Rev. 6-05])