

Anchorage Police Department Regulations and Procedures Manual	Operational Procedures 3.01.045	
Policy and Procedure Title Missing/Runaway or Abducted Person	Effective Date June 10, 2025	Page 1 of 16
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This policy is the internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

3.01.045 Missing/Runaway or Abducted Persons

PURPOSE

To instruct all personnel of the policies and procedures governing the investigation of missing/runaway or abducted persons.

POLICY

It shall be the policy of the Anchorage Police Department to reasonably investigate all reports of missing persons (both children and adults). Additionally, this agency holds that every child reported as missing will be considered at risk until considerable information to the contrary is confirmed.

Reports of missing persons will be accepted as soon as the call is received by dispatch, with no waiting period imposed to confirm the person's status.

If a question arises as to parental custody of a missing child, the Anchorage Police Department will accept the report of a missing child even if custody has not been formally established. Since the safety of a missing child is paramount, the Anchorage Police Department will begin an investigation when it can be shown that the child has been removed without explanation from his or her usual place of residence or current zone of safety (see definition below).

DEFINITIONS

Abduction: The circumstance in which a person is taken by an individual, through force or persuasion, usually in furtherance of additional victimization.

AMBER Alert: The Alaska AMBER Alert Plan is a voluntary partnership between law enforcement agencies and broadcasters to alert the public in the event of a child abduction. If the situation meets the appropriate criteria, the AMBER plan will be activated. Area radio and television stations will interrupt programming to broadcast information about the abducted child, suspect and suspect vehicle, using the Emergency

Alert System (EAS). This program is designed to gain public participation and support in passing on investigative leads to law enforcement to secure rapid and safe return of the abducted child.

Child: A person under the age of 18 years.

Child of tender years: A child who is at an age where he/she is generally incapable of fending for oneself, usually considered to be age 13 years or younger. This is not a fixed age, but a general guideline.

Habitual Runaway: A minor who has been a reported runaway 3 or more times within the last 12 months

Missing Person Incident Command System: A temporary organizational system in which resources are established, organized, and controlled during a large scale missing or abducted person incident.

Missing Adult: A person who is 18 years of age or older whose absence is contrary to his or her normal patterns of behavior and may involve unusual circumstances or is at risk.

Missing Child: A person under the age of 18 years whose whereabouts are unknown to the person having responsibility for him/her and who left their custody for unknown reasons or under unusual circumstances or is at risk.

Runaway: A person under 18 years of age who is habitually absent from home, or refuses to accept available care (AS 47.10.390 (2)).

Zone of Safety: The zone of safety will vary depending on age. In the case of an infant, for example, the zone of safety shall include the immediate presence of an adult custodian, or the crib, stroller, or carriage in which the infant was placed. For a school age child, the zone of safety might be the immediate neighborhood or the route taken between home and school. In the case of an elderly person of diminished physical and/or mental health, the zone of safety might include the close proximity and availability of a caregiver familiar with that individual's condition and needs.

At Risk:

1. **The missing person is 13 years of age or younger.** Younger people are in greater risk of being placed in danger or exploitation.
2. **The missing person is believed to be out of the zone of safety** (see definition) for his or her age and developmental stage.
3. **The missing person is mentally incapacitated.** If the person is developmentally disabled or emotionally disturbed, he or she may have difficulty communicating

with others about needs, identity, or address. The disability places the person in danger of exploitation or other harm.

4. **The missing person is drug dependent.** In the case of a child, the term “drug dependent” shall refer to dependence on either prescription or illicit substances, since any drug dependency puts a child at substantially increased risk. In the case of an adult, the term “drug dependent” shall refer only to a dependence on legitimately prescribed drugs or medicines vital to the adult’s continued physical well-being relating to an existing medically diagnosed condition. This in no way limits an investigating officer’s discretion in determining exigent circumstances on specific situations regarding an adult’s use of illicit drugs.
5. **The missing person is a potential victim of foul play or sexual exploitation.** Significant risk to the person can be assumed if investigation reveals indications of a possible abduction, violence at the scene of an abduction, or signs of sexual abuse.
6. **The missing person has been absent from home for more than 24 hours before being reported to the police and there are suspicious circumstances.** While some persons may incorrectly assume that 24 hours must pass before law enforcement will accept a missing person case, a delay in reporting might also indicate the existence of neglect (in the case of a child) or abuse within the family.
7. Based on available information, it is determined that the **missing person is in a life-threatening situation.** In Alaska, an example of this situation could involve being outdoors in inclement weather or not dressed for weather conditions.
8. Based on available information, the **missing person is believed to be in the company of persons who could endanger his or her welfare.**
9. **The absence is inconsistent with his or her established patterns of behavior** and the deviation cannot be readily explained. Most people have an established routine that is reasonably predictable. Significant and unexplained deviations from that routine increase the probability that the person may be at risk.
10. **Other circumstances** are involved in the disappearance that would cause a reasonable person to conclude that the missing person should be considered “at risk”.

PROCEDURES

I. DISPATCH CENTER RESPONSIBILITIES

- A. Upon receiving a report of a missing/runaway person, the Call-Taker shall determine if the circumstances of the report meet the definition of a missing child or adult and make a preliminary assessment about the level of risk to the missing person. The level of risk is based upon the number and type of unusual circumstances that exist. The Call-Taker shall obtain as much

detailed information as possible based upon the information that is received and,

1. Assign an expedited response to the call for service should the information indicate a missing person under unusual circumstances, or
 2. Assign a routine response to the call for service should the information indicate the person is not missing under unusual circumstances, and
 3. Notify the Dispatch Supervisor.
- B. If the Call-Taker determines that the missing person is a runaway (see definition) with no unusual circumstances present and the complainant is an employee at a state run or supported facility (e.g. Camp Carroll or Booth Memorial), or the minor has been reported as a runaway 3 or more times within the last 12 months, the call taker can transfer the call to Records for a report to be taken.
1. The **Records Clerk** shall follow all applicable guidelines that are established and outlined this policy. This should include calling Office of Children's Services answering service and leaving a message.
 - a. Records will contact Dispatch if there is any information on the possible whereabouts of the runaway. Dispatch will have a patrol unit respond and attempt to contact/recover the runaway.
 2. The **Dispatcher** will broadcast a locate for the missing person and
 - a. Dispatch an officer to the scene of the report per the assigned priority level for the circumstances referred to above (I.A.1 & 2.). If the report is being made from school grounds by any person and there is a School Resource Officer available, a School Resource Officer should be utilized as the initial responder, and
 - b. notify a Patrol Supervisor of the incident.
 3. In the event of a missing person under at risk the Dispatch Supervisor shall:
 - a. Search department records for any related information. It is essential for responding officers to know if the person or family has been the subject of previous reports that might have a bearing on this incident. If possible, records should also be reviewed to learn if any incidents have been reported in the area that might have investigative value in this case.

Complaints such as attempted abductions, prowlers, public lewdness, and suspicious persons will be of particular interest.

- b. Access should be made to the Sex Offender Registry to determine if individuals designated as sexual predators reside, work, or might otherwise be associated with the area. Access can be made to the registry through the State of Alaska web site at www.dps.state.ak.us.
- c. When instructed by a commander activates the **Alaska AMBER ALERT** system. Amber alerts will be issued only when it has been determined that the following specific requirements have been met:
 - 1) The abduction involves a child or children under the age of 18 or someone with a known mental or physical disability;
 - 2) Officers are reasonably certain that an abduction has occurred and the victim is believed to be in grave danger of serious bodily harm or death; and,
 - 3) Enough descriptive information is available about: the victim, the suspect, and/or the suspect's vehicle to assist with the safe recovery of the victim and/or the apprehension of the suspect.
 - 4) Amber Alerts are not to be used for Runaway or Family Abductions unless investigation determines that the victim's life is in immediate danger. Refer to the Alaska Amber Alert plan in Dispatch for complete details.
- d. Ensure that the missing person is correctly entered into the NCIC Missing Person File. The recommended categories are listed below:
 - 1) **"CA"**. The **Child Abduction** flag will automatically notify the National Center for Missing and Exploited Children and the FBI's National Center for the Analysis of Violent Crime of missing children cases. The **"CA"** flag is used when there is a reasonable indication or suspicion that a child has been abducted and/or is missing under circumstances suggesting foul play or a threat to life.
 - 2) **"MKE*/EMD"**. The **Disability** coding for a person of any age who is missing and under proven

physical/mental disability or is senile, thereby subjecting him or herself or others to personal and immediate danger.

- 3) “**MKE/EME**”. The **Endangered** coding for a person of any age who is missing under circumstances indicating that his or her safety may be in danger.
- 4) “**MKE/EMI**”. The **Involuntary** coding for a person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary (i.e., abduction or kidnapping).
- 5) “**MKE/EMJ**”. The **Juvenile** coding for a person younger than the age of 18 who is missing and does not meet any of the entry criteria set forth in the other categories.
- 6) “**MKE/EMV**” The **Catastrophe Victim** coding for a person of any age who is missing after a catastrophe.

II. INITIAL RESPONDER’S RESPONSIBILITIES

- A. The first responding officer(s) to the scene of a missing person/runaway call shall employ the following considerations:
 1. Respond directly to the scene of the report.
 2. Interview the person(s) making the report. It is important to interview for the purpose of risk assessment.
 3. Obtain a detailed description of the missing person and broadcast an updated locate via radio, MDT and Dispatch. Obtain recent photographs, video tape, or any other identifying sources for the missing person.
 4. Verify that the person is in fact missing by personally checking the house and grounds including places where a person could be trapped, asleep, or hiding. Do not assume that a thorough search was conducted by those making the report. The home of the missing person should be searched even if the missing person was last seen elsewhere. Document the areas of the house searched and by which officer.
 5. In the case of a child, confirm the child’s custody and obtain non-custodial parent information if applicable.
 6. Determine the circumstances of the disappearance. The first responding officers need to ascertain whether the circumstances

surrounding a person's disappearance are such that a heightened level of response is warranted. If "unusual circumstances" exist and the missing person is "at risk" (see definition), then the decision to employ additional responders and resources is clear. In other situations where the circumstances are not clear, officers should keep the missing person's safety in mind and act accordingly.

7. Determine when, where, and by whom the missing person was last seen. This information is needed to determine factors such as abduction time frame or window of opportunity and to verify previously received information.
8. Interview the individual(s) who last had contact with the missing person. Effective questioning of those individuals who last saw or spoke with a missing person is important in the case-assessment process. While seeking information about the person's appearance, demeanor, and actions, officers also should be alert to contradictions or evasiveness by the witness, especially if these statements cannot be readily substantiated.
9. Identify the missing person's zone of safety (see definition) for his or her age and physical and mental state. Responding officers should attempt to determine how far the missing person could travel from the location where last seen before he or she would most likely be at risk of injury or exploitation. This perimeter should, under many circumstances, define the first search zone.
10. Make an initial determination of the type of incident. By employing all available assessment tools (interviews, witness statements, scene search, etc.) an officer should be able to reach a preliminary determination regarding the type of case and the need for additional resources. Officers must be cautious in "labeling" or classifying a missing person case, since the classification process will affect the way in which information or evidence is gathered. Even if first indications suggest a "less urgent" incident, officers should consider all possibilities until the case category is clearly determined.
11. In the case of an abduction, obtain a detailed description of the suspected abductor(s) and other pertinent information. If the abduction involves a business or other public place, officers may be able to obtain surveillance video from security cameras that might provide information about suspects, vehicles, and circumstances. In the case of a suspected family abduction, the reporting party may have photographs of the abductor or other valuable information.
12. Within two (2) hours of receiving the report, have Dispatch enter the victim into APSIN and the NCIC Missing Person file with the

appropriate NCIC category and circumstance code (see I.B.3. above).
(AS 18.65.620 (b)(1)).

13. Identify and interview all involved parties at the scene. The name, address, home, work, and cell phone numbers of all involved at the scene, along with their relationship to the missing person, should be recorded.
14. Conduct a thorough scene search. With the assistance of additional personnel (potentially the crime scene team), a systematic, thorough search of the incident scene should be conducted. If appropriate, officers should obtain written permission to search houses, apartments, outbuildings, vehicles, and other property that might hold information about the person's disappearance. Officers are reminded to conduct a thorough, immediate search of the missing person's home and property, even if the disappearance supposedly took place elsewhere. When possible, officers should also search a missing child's school locker as well as any computer or electronic messaging systems to which a child has access.
15. Secure and safeguard the area as a potential crime scene. Initial responding officers must take control of the immediate area where the incident occurred and establish an appropriate perimeter to avoid the destruction of evidence. In addition to external crime scenes, the missing person's home, and particularly his or her bedroom, should be secured.
16. Determine whether the person has access to an online computer, cellular telephone, pager or any other wireless communication device. Before making a decision that an adult is missing voluntarily or that a child has run away, an officer should determine if the person may have left to meet someone he or she encountered while online. Since predators are known to use the Internet to identify vulnerable persons, what appears at first to be a "runaway" case may in fact be an abduction/kidnapping by an online predator.
17. Officers shall make reasonable efforts to locate a person reported as a runaway/missing even if unusual circumstances don't exist. Reasonable efforts could include;
 - a. attempting to locate the runaway at another residence or location where they are suspected to have gone now or in the past
 - b. attempting to call known associates who might know where the person may have gone

- c. consider the possibility of contacting the School Resource Officer for the school that the runaway attends. They can be useful in determining known associates.
- 18. Determine if a runaway has been to Covenant House or another living facility before. Contact could be made with the facility to determine if the runaway is currently there or has been there recently. Officers are advised to speak with an on-duty facility supervisor if difficulty is encountered after fully explaining the need for the information.
- 19. Check all hospitals, D.O.C. detention centers, MYC, etc. and document the results.
- 20. Officers are encouraged to provide the booklet, *Anchorage Community Emergency and Advocacy Resources* to the complainant. Resources are available in the booklet for parents of runaway children.
- 21. Prepare necessary reports and complete appropriate forms. Reports should be very detailed and not just cover those events that seem to have a direct bearing on the case.
- 22. All reports made about a missing/runaway juvenile should be referred to the Office of Children's Services for their review. This can be done by leaving a telephone message with the answering service (currently 269-4000) and providing them with the officer's name and DSN, the case number, and a brief description of the circumstances and the involved parties.

III. PATROL SUPERVISOR'S RESPONSIBILITIES

- A. The patrol supervisor shall be responsible for obtaining a briefing from the first responder(s) at the scene of a missing person under unusual circumstances or is at risk. This briefing allows the supervisor to determine the scope and complexity of the case and develop an appropriate response. The briefing should be conducted away from family, friends, or any other individuals who may be present. Doing so will allow officers to speak freely about the events that have transpired and pass along initial impressions and opinions that might be misconstrued by others.
- B. Supervisors are advised to consider whether the report of a missing person has occurred on state property (e.g. Eklutna, Flat Top, and Chugach State Park). If it has, we will then act as support for the State Troopers or Parks Officers. Under AS 18.60.150, the state has the authority and responsibility to investigate.
- C. Determine if additional personnel and resources are needed to assist in the investigation (e.g. Crime Scene Team, Detectives, APD Auxiliary Search Team, K-9, Public Information and Community Relations Unit, Federal

Bureau of Investigation). The supervisor is required to make contact with the Commander of the particular division if additional resources are needed

- D. Supervisors shall contact the local FBI office if the child is of tender years or when a confirmed non-custodial abduction has taken place. The FBI is mandated by congress to investigate these types of incidents. There is no requirement for the child to have been transported across state lines or for a ransom demand to have been issued. The FBI has no elapsed time requirement before becoming involved in an investigation. The FBI has available Child Abduction Rapid Deployment Teams with special skills and training that can quickly augment the local FBI field office's resources (see FBI memo: FBI Response to Child Abductions, dated 12/1/2005).
 - 1. FBI resources and investigative personnel shall be used in conjunction with the Incident Command Structure as defined in this policy.
- E. If appropriate, consider activation of the **Alaska Amber Alert** system or other immediate community notification methods. If circumstances indicate the chances for the person's survival would be increased by immediate public awareness, a supervisor should contact a commander and request an activation.
- F. If Patrol does not locate a child or an endangered adult missing under unusual circumstances or at risk within one to two hours of their initial response, consider establishing a basic Missing Person Incident Command System.
- G. Establish a command post if needed. A command post is a field headquarters for scene management. It is used as a center for organizing personnel and directing investigative efforts as well as a focal point for inquiries, intelligence gathering, and media contacts. A command post should be established when the number of people at the scene exceeds the capability of the on-site supervisor's ability to exercise control. The command post should not be located in the home of the missing person.
- H. Determine the Incident Commander position. Contact the Patrol Commander and determine who will be the most likely candidate to be the Incident Commander. The on-scene supervisor will likely take the initial Incident Command position, however as the operation grows from a search and rescue operation to a search and investigate operation, the Incident Commander will move from being filled by a Patrol position to one held by an Investigation Supervisor or Commander. There shall always be a single Incident Commander and they shall remain at the command post at all times as the scene commander until relieved and duties transferred to the next Incident Commander.
- I. Organize search and rescue efforts. The supervisor should appoint an Operations Manager who can oversee operation resources, including the

search effort while the supervisor remains available to manage the entire search operation.

- J. Organize Investigation efforts. The Homicide Commander or the Homicide Supervisor should appoint at least two investigators (Homicide, Missing Persons Investigator, and/or CACU Detective) who can oversee the criminal investigation while the Incident Commander remains available to manage the entire incident.
- K. Ensure that all required notifications have been made. Because dissemination of information is an integral part of the search for a missing person, the supervisor should ensure that all officers, other departments and agencies, and all investigative networks are supplied with accurate details.
- L. Establish a liaison with the missing person's family. Families of a missing person will experience extreme stress. Supervisors should establish a liaison with the family who can explain what investigative actions are being employed and what they can do to assist in the search.
- M. Supervise the situation. In addition to providing the necessary direction required in a missing person investigation, the supervisor also ensures that policies and procedures are adhered to.
- N. Manage media relations. Many missing-person investigations, especially those involving large-scale efforts, are likely to draw media attention and may create added confusion for a supervisor at an already turbulent scene. The supervisor should request that the Public Affairs Unit send someone to be the media liaison.
- O. If the investigation would be aided by the immediate broadcast of the person's description and photograph, a press conference held at the command post will be of value. Broadcast the Department's telephone number (786-8900) for use by individuals who have information on the case.

IV. DETECTIVE COMMANDER'S RESPONSIBILITIES

- A. Upon receiving notification of a missing person or child under unusual circumstances or at risk, the Detective Commander shall:
 - 1. Contact the Patrol Supervisor or the current Incident Commander for a situational briefing.
 - 2. Based upon the information known at the time, the Commander will contact the appropriate supervisor and assure that at least two(2) Detectives are assigned from either/or:
 - a. Homicide

- b. Crimes Against Children
 - c. Cold Case Detectives
- 3. One of the investigators shall be designated as the Case Officer.
- 4. If the situation warrants a higher level of response or the situation appears to be moving from a search and rescue to a search and investigate operation then:
 - a. Designate an Incident Commander from within the Detective Division to respond to the scene/Incident Command Post and take over the Incident Commander responsibilities. There shall always be a single Incident Commander and he or she shall remain at the command post at all times as the scene commander until relieved and duties are transferred to the next Incident Commander.

V. DETECTIVE'S RESPONSIBILITIES

- A. The responding detective(s) will report to the Incident Commander.
- B. The case detective(s) is responsible for the investigative assessment and coordination of any criminal investigation. The Case Detective will work with the Incident Commander who is responsible for overseeing the search operations and resource management.
- C. In addition, the Case Detective will be responsible for communicating investigative needs to the Incident Commander or a designated Operation Manager.
- D. Debrief first responders. The detective(s) assigned to the report of a missing person under unusual circumstances or at risk shall be responsible for debriefing the first responders. This briefing should be conducted prior to interviews with family members of the missing person or witnesses identified during the initial stage of the investigation. Its objective is to assist the detective(s) in formulating effective interview and case strategies.
- E. Interview witnesses. After interviewing family members, neighbors, witnesses, and other individuals, detectives should "compare notes" with the first responder(s), immediate supervisor, and other department personnel who have had contact with the persons interviewed. This collaborative evaluation will provide the investigative staff with a solid foundation upon which to structure future case direction.
- F. Verify the accuracy of all descriptive information.

- G. Conduct a neighborhood canvass. A thorough canvass of the neighborhood should be conducted without delay. The objective is to identify all persons within the abduction zone who may be able to provide information related to the incident. Investigators should use a standardized set of questions to ensure completeness and uniformity of information and facilitate establishment of a database to track leads. A record should also be made of all vehicles parked within the neighborhood and any other conditions that may have future investigative value. Consider making a video recording of the area to fully document the current conditions. The new video could be compared to older photos or videos to determine if changes are noted. Access should also be made as soon as practical to the Sex Offender Registration list to determine if sexual predators reside, work, or might otherwise be associated with the area. Access can be made to the registry through the State of Alaska web site at www.dps.state.ak.us.
- H. Obtain a brief history of recent family dynamics from persons at the scene, and verify, to the extent possible, the accuracy of that information. Such information can offer valuable insights as to what may have happened to the person and/or where the person may now be located. Neighbors, teachers, classmates, employers, coworkers, and witnesses can offer valuable insights into what may have happened. The Office of Children's Services (OCS) and any other relevant social service agencies should also be contacted and records obtained and evaluated.
- I. Implement effective case management. An information-management system is an essential part of the overall investigative process. Depending on the resources available, information may either be computerized or incorporated in a simple card system. Both methods are used to record, index, cross-reference, and retrieve the facts amassed during an investigation. The method does not matter as long as the system works for the investigator in charge of solving the case. In a large, ongoing investigation, a single detective may be designated to be a case management officer who is responsible for incoming information, leads and case management.
- J. Evaluate the need for additional resources and specialized services. The complexity of many missing-person incidents may necessitate the use of resources and services both from within the Department and from other organizations as well. Investigators should be aware of the input that can be obtained from resources such as the FBI, NCIC, state missing children's clearinghouses, and National Center for Missing & Exploited Children (NCMEC), and especially Team Adam, which is a rapid-response team of experienced law-enforcement investigators available at no cost.
- K. Update descriptive information. If it appears that the case will not be promptly resolved, investigators should ensure that the descriptive record, especially that entered into the NCIC Missing Person File, is updated to

include dental characteristics, scars, marks, tattoos, and fingerprints along with additional articles of clothing, jewelry, or unique possessions.

- L. Monitor media relations. While information gained through effective media relations is often of significant value in a missing-child case, investigators should review all notices prior to release to ensure that investigative objectives are not unintentionally compromised.

VI. INCIDENT COMMANDER'S (IC) RESPONSIBILITIES

- A. All incidents, regardless of size of complexity, will have an Incident Commander.
- B. The command function is directed by the Incident Commander, who is the person in charge at the incident, and who must be fully qualified to manage the incident.
- C. In small-scale incidents, all of the components may be managed by one person, the Incident Commander (IC). The Incident Commander can initially be any Supervisor, including a patrol Supervisor, who takes command.
- D. As an incident grows, the IC shall delegate authority for performing certain activities, transfer of command, and establish the other command positions as needed.
- E. As the incident moves from a Patrol-based search and rescue to a Detective-based search and investigation incident, the Incident commander will likely be the Homicide, or CACU Supervisor or may be designated by the Detective Commander or their designee.
- F. In a 24-hour-a-day Incident Command Center, there will **always** be an Incident Commander present.
- G. The priorities for the Incident Commander are:
 - 1. Life Safety: The safety of the emergency responders and the public.
 - 2. Incident Stability: to maximize the response effort while using resources efficiently.
 - 3. Establishment of the Incident Command Post
 - a. Considerations of establishing an incident Command Post include:
 - 1) Proximity to operation assignments
 - 2) Proximity to possible hazards

3) Access Routes

4) Space

5) Security

b. The incident Command Post should not be located in the home of the missing person.

H. Large-scale incidents usually require that each component or section is set up separately and each is run by a manager (Operations, Investigations, Logistics, Finance, and Planning)

1. Operations Manager

a. Responsible for carrying out response activities based upon search and investigative requests

b. Directs and Coordinates all operations

c. Requests resources through the Incident Commander

d. Maintains operational information and communicates Operations Activities status to the IC and IC Staff

e. Designates single Branch Managers to oversee resource groups such as

1) Auxiliary Search Teams

2) Tip Line Call takers

3) Patrol

4) Detectives

5) K9

6) Helo/Air Search

2. Communicate with the Branch Managers and maintain a proper flow of information to the IC and the case detective.

a. Investigations

1) An investigation is the responsibility of the case detective.

- 2) In lengthy investigations, there will need to be two primary investigators who can work in shifts.
- 3) Investigations will work with the IC and Operations to coordinate operational needs of the investigation while still allowing search efforts to continue simultaneously.

3. Logistics Manager

- a. Responsible for providing facilities, services, and materials, to include locating and directing personnel and resources to the Operations Manager.

4. Finance Manager

- a. In large scale and long term operations, a person shall be designated to oversee the tracking of costs and accounting for reimbursements.

5. Planning Manager

- a. Responsible for collecting, evaluating, and disseminating information regarding the incident and the status of resources.
- b. Responsible for creating ongoing Incident Action Plans (IAP) and making the information available during shift hand-offs and other briefings.

I. In addition, the Incident Commander may need to establish:

1. 24 hour/12 hours shifts and hand-off procedures for the case detective(s), Incident Commander, and other critical positions such as Operations, Logistics, and Planning positions.

VII. RECOVERED MISSING PERSONS

A. Runaways. Should officers locate a runaway, the following steps should be followed:

1. As with a warrant service, ensure:
 - a. The individual suspected of runaway status is fully identified; and
 - b. that the minor is, in fact, on runaway status.
2. Officers are reminded that even protective custody allows for response to resistance, both for officer safety and to effect custody. See “Response to Resistance” (3.05.025)

3. Once the confirmed runaway is in protective custody, the officer must comply with Alaska Statute 47.10.141(b) (1) and any other applicable provisions of Title 47.
<http://touchngo.com/lglcntr/akstats/Statutes/Title47/Chapter10/Section141.htm>
4. Officers will occasionally encounter legal custodians who will refuse to accept custody of the minor, as well as minors who will refuse to be placed with the legal custodian or in a location designated by OCS. In those cases, the officer will:
 - a. Advise the social worker of the situation and carry out the instructions given;
 - b. Consider advising the minor that refusal to accept available care can subject him/her to Family Court jurisdiction, and that leaving court ordered placement may result in criminal contempt charges.
5. Officers are encouraged to investigate the circumstances surrounding the runaway and any events occurring while on runaway status. Runaway is often symptomatic of other problems, and officers may obtain leads on more substantial criminal activities.
6. A supplement to the original Missing Person/Runaway Report shall be completed and notification of an NCIC/APSIN operator is required to remove the subject from the APSIN database. If a new case number is going to be drawn reference the contact with the Runaway, the officer must still complete a supplement to the original report.
 - a. Officers will ask juveniles the following questions when completing a runaway recovery supplement:
 - 1) When you ran away:
 - i. Where did you go?
 - ii. Who were you with?
 - iii. Did anyone do anything to hurt you?
 - 2) Can you tell me why you ran away?
 - 3) Is anyone where you are supposed to be living hurting you?
 - 4) Is anyone where you are supposed to be living touching you in ways that make you feel uncomfortable?

5) If you are returned to where you are supposed to be living will you run away again?

i. What would have to change to keep you from running away again?

b. If the answers yield information that requires an immediate response, officers will handle it as a new criminal case and take appropriate action.

7. All supplemental reports made about a missing/runaway juvenile should be referred to the Office of Children's Services for their review. This can be done by leaving a telephone message with the answering service (currently 269-4000) and providing them with the officer's name and DSN, the case number, and a brief description of the circumstances and the involved parties.

a. If the recovered runaway alleges to be a victim of a new crime, or is a recovered habitual runaway, the officer shall contact OCS and make a Protective Services Report.

B. Adults. Should officers locate an adult who is the subject of a Missing Person report, the officer shall:

1. Verify that the located person is, in fact, the reported missing person.
2. Inform the located person that he or she is the subject of a missing person investigation. Unless the officer has reason to believe that the located person is not a competent adult, the officer shall determine the person's willingness for the police to reveal his or her whereabouts. To the extent possible, a person's desire to remain hidden shall be honored.
3. Notify the initial reporting person(s) of the well-being and, if the located person consents, the physical whereabouts and contact information of the person who has been located.
4. A supplement to the original Missing Person report shall be completed and notification of an NCIC/APSIN operator is required to remove the subject from the APSIN database. An officer must physically lay eyes on the missing person prior to clearing them from missing person status. If a new case number is going to be drawn reference the contact with the missing person, the officer must still complete a supplement to the original report.

*****END OF DOCUMENT*****