




ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

Chapter: 5 <i>Procedures</i>	Revision Date: <i>July 28, 2025</i>	Initiation Date: <i>July 7, 2005</i>	By Authority of the Chief of Police  Chief Charles A. Penn
Accreditation Standard(s): CALEA 41.2.5, 41.2.6			

522.08 Missing Persons

I. Overview

The Arlington County Police Department (the Department) is committed to effectively responding to and investigating cases of missing persons.

II. Policy

The Department shall document and investigate all cases of missing persons for any Arlington County resident who is reported missing in the Metropolitan Area or any non-resident who is reported missing from Arlington County when the missing person's jurisdiction of residence will not take the report.

III. Definitions

- A. Arlington County Resident - An individual residing, or temporarily housed, in Arlington County.
- B. Non-Resident - An individual residing, or temporarily housed, someplace other than in Arlington County.
- C. Metropolitan Area – In Virginia, the cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park, and the counties of Arlington, Fairfax, Loudoun, and Prince William. In Maryland, all jurisdictions within the counties of Frederick, Montgomery, Prince George's, and Charles. The District of Columbia.
- D. Disability – A person of any age who has any physical or mental impairment that substantially limits one or more of a person's major life activities or who has a record of such impairment. This includes physical or mobility limitations, psychological disorders, emotional and mental illnesses, learning disabilities, and addiction recovery.
- E. Endangered – Person of any age who is missing under circumstances indicating that his/her physical safety may be in danger.
- F. Emergency Alert Broadcast Systems - Programs administered by the Virginia State Police (VSP) to aid in the identification and location of critical missing persons, including AMBER, Critical Operation for a Disappeared Child Initiative (CODI), Senior, Critically Missing Adult, Endangered Child, Missing Person with Autism, and Virginia Blue Alerts. These systems ensure a coordinated response to locate individuals in danger.
- G. Interstate Compact - The law that regulates the interstate movement of juveniles who are under court supervision or need to be returned to their home states as runaways, escapees, absconders, or juvenile delinquents.
- H. Involuntary – A person is missing under circumstances that indicate the disappearance was not voluntary.
- I. Juvenile- Defined in Code of Virginia § 1-207 as any person under the age of eighteen (18) years of age.
- J. Missing Person – Any missing person, adult, or child, as defined in this section:

1. **Missing Adult** – Any person twenty-one (21) years of age or older, other than a Critically Missing Adult or Missing Senior Adult, whose disappearance or absence has caused someone to notify the Department but for whom there is no known credible threat to their health and safety. Missing Adults shall be documented as detailed in this Directive Manual section, but do not meet the criteria for VCIN/NCIC entry.
2. **Critically Missing Adult** – Any Missing Adult, other than a Missing Senior Adult, whose disappearance indicates a credible threat to the health and safety of the adult, as determined by the Department, and under such other circumstances as deemed appropriate after consideration of all known circumstances (Code of Virginia §15.2-1718.2). Critically Missing Adults must be reported to VSP and entered into VCIN/NCIC using the appropriate VSP form within two hours of being reported to the Department. [41.2.5, g]
3. **Missing Senior Adult** - An adult over the age of sixty (60) years whose whereabouts are unknown and who suffers from a cognitive impairment, such as Alzheimer's disease or dementia, to the extent that they are unable to care for themselves without a caregiver's assistance. Their disappearance must pose a credible threat to their health and safety, as determined by the Department, and fall under circumstances deemed appropriate by VSP (Code of Virginia §52-34.4). Missing Senior Adults must be reported to VSP and entered into NCIC/VCIN using the appropriate VSP form within two hours of being reported to the Department.
4. **Missing Child** - Defined in Code of Virginia § 52-32 as any person who is under the age of twenty-one (21) years of age, whose temporary or permanent residence is in Virginia, or is believed to be in Virginia, whose whereabouts are unknown to any parent, guardian, legal custodian or other person standing in loco parentis of the child, and who has been reported as missing to the Department within the Commonwealth. [41.2.6, a] Missing Children must be reported to VSP and entered into NCIC/VCIN using the appropriate VSP form within two hours of being reported to the Department.
5. **Missing Juvenile**- Defined in Code of Virginia § 1-207 as any person under the age of eighteen (18) years of age reported missing. Missing Juvenile is a sub-category of Missing Child for reporting purposes.
6. **Critically Missing Juvenile** - Any person reported missing who is under thirteen (13) years of age or meets NCIC/VCIN classification criteria for Disability, Endangered, or Involuntary and is under eighteen (18) years of age. [41.2.5, g, 41.2.6, a]. Critically Missing Juveniles must be reported to VSP and entered into NCIC/VCIN using the appropriate VSP form within two hours of being reported to the Department.
7. **Juvenile/Absent Youth** - Any person under eighteen (18) years of age reported as missing. This category does not include children under thirteen (13) years of age, per VSP. This includes any juvenile who is committed to a shelter care facility outside of Arlington under the purview of an Arlington court. [41.2.6, a] Juveniles/Absent Youths must be reported to VSP and entered into NCIC/VCIN using the appropriate VSP form within two hours of being reported to the Department.
8. **Missing Person with Autism** - Any person: i. whose whereabouts are unknown; ii. who has been diagnosed with autism spectrum disorder as defined in Code of Virginia § 38.2-3418.17; and iii. whose disappearance poses a credible threat as determined by law enforcement to the safety and health of the person and under such other circumstances as deemed appropriate by VSP. Missing Persons with Autism must be reported to VSP and entered into NCIC/VCIN using the appropriate VSP form within two hours of being reported to the Department.

IV. Procedures

- A. **Initial Response** – Officers shall conduct a thorough preliminary investigation into missing persons cases.
 1. Reports of missing juveniles shall be treated as a high priority, and officers shall make all reasonable and diligent efforts to locate them.

2. Officers should remind any party involved in a missing child case, perceived as reluctant to cooperate, that the Department's priority is the safe return of the missing child. [41.2.6, e]
 - a. Initial Report Procedures
 - 1) Confirm details of the initial report to include the missing person's name, age, description, and circumstances of disappearance.
 - 2) Provide pertinent information to responding officers and the Emergency Communications Center (ECC).
 - 3) Assess immediate risk factors, such as:
 - a) Age and mental capacity of the missing person
 - b) Medical or physical conditions requiring urgent care
 - c) Weather or environmental dangers
 - 4) Conduct an initial search of the home, vehicles, immediate area, and last known location(s).
 - 5) Request additional resources as needed for the initial search area.
 - 6) Notify a supervisor if the missing person is a Critically Missing Adult, a Critically Missing Juvenile, Missing Senior Adult, Missing Person with Autism or if you determine credible threats to safety.
 - 7) Determine if the person has subscribed to a search-and-rescue program operated by the Police Department (e.g., Project Lifesaver or Safety Net).

B. Preliminary Investigation

1. Gather all pertinent information from the reporting party, including the individual's full name, age, physical description, any physical or mental health concerns, clothing, last known location, and the circumstances of the disappearance. Additionally, the below information should be obtained: [41.2.5, a, 41.2.6, c]
 - a. Recent photograph
 - b. Cell phone number and carrier
 - c. Social media accounts and usernames
 - d. Email addresses
 - e. Types of devices (iPad, mobile devices, etc.)
 - f. Known friends, including addresses
 - g. School and school assigned devices
 - h. School counselor information
 - i. Access to financial/bank accounts, credit cards, electronic money transferring applications, etc.
 - j. Necessary medications
2. Determine the level of risk based on factors such as the age of the individual, medical conditions, previous disappearances, weather conditions, and the duration of the disappearance.
3. Summon additional resources, which may include:
 - a. Helicopter when appropriate
 - b. Police bloodhounds - Any supervisor may request the assistance of a Police Bloodhound from the Metropolitan Area. Requesting supervisors should be prepared to provide the following information to the responding bloodhound handler or canine supervisor:
 - 1) Age, health, mental capacity, clothing, and history of the missing individual.
 - 2) Length of time the individual has been missing and weather conditions.
 - 3) Last known location and availability of a scent article.
 - 4) Means of transportation, and all current efforts to locate the person.
 - 5) If suicidal, the individual's known access to weapons.
 - b. Unmanned Aircraft Systems (UAS) - UAS may be deployed during search and rescue missions as directed in section IV.A. of Directive Manual 517.09- Unmanned Aircraft Systems.
4. A supervisor shall respond to the scene if the following criteria are met: [41.2.6, b]
 - a. Critically Missing Adult
 - b. Critically Missing Juvenile

5. Officers discovering evidence of child or adult abuse or neglect in the home shall immediately refer the case to the Child Protective Services (CPS)/Adult Protective Services (APS) hotline and consult a detective from the Special Victims Unit (SVU)/Homicide/Robbery Unit. If conditions exist that facilitate chronic runaway behavior, officers may seek a petition from JDR Court without parental or guardian consent.
 6. If a missing child is a participant in the Safety Net Tracking program, that program's Standard Operating Procedure shall be followed.
- C. **Reporting Requirements** – A case report shall be taken for all missing persons as defined in this directive. There is no mandatory waiting period before a missing person can be reported. Additional documentation for missing persons is outlined below:
1. Missing child– The following must be completed within two (2) hours of a child (under the age of 21) being reported missing:
 - a. Virginia Missing Children Information Clearinghouse Report (SP-183)
 - 1) Must be signed by the parent or legal guardian. However, if they refuse or are unable to sign, the investigating officer may sign the document.
 - 2) A photograph of the child is preferred but not mandatory on the SP-183. If a photo is attached, provide the approximate date of the photograph.
 - b. An officer shall enter the child into NCIC/VCIN, regardless of parental/guardian cooperation.
 2. Critically Missing Adults, and Missing Senior- The following must be completed within two hours of an adult (21 years of age and over only) being reported missing:
 - a. Virginia Missing Person Information Clearinghouse Report (SP-67)
 - b. A photograph of the missing individual is required for SP-67
 - c. A missing adult must meet the criteria listed on the SP-67 of disability, endangered, involuntary, catastrophe victim however, if the missing adult does not meet the above criteria but there is reasonable concern for his or her safety, the missing adult can be entered into NCIC/VCIN.
 - d. An officer shall enter the person into NCIC/VCIN.
 3. Missing Person with Autism- The following must be completed within two hours of a person with autism (any age) being reported missing:
 - a. Virginia "Missing Child with Autism Alert" Request Form or Virginia Missing Person with Autism Alert Request Form
 - 1) A photograph should be attached to the Request Form
 - b. An officer shall enter the person into NCIC/VCIN.
- D. **Media Relations and Public Affairs Office Requirements**
1. Cases that meet one or more of the below criteria shall be referred to the Media Relations and Public Affairs Office by the investigating officer for public distribution via social media.
 - a. The missing person has articulable reasons for being considered endangered.
 - b. The missing person requires life-preserving medication.
 - c. The missing person suffers from a significant mental impairment.
 - d. The missing person disappeared under suspicious circumstances.
 - e. The missing person is thirteen (13) years old or younger.
 - f. The missing person qualifies for the following alerts: Amber, CODI, Missing Person with Autism, Ashanti, Senior or Virginia Blue.
 2. When referring a case to the Media Relations and Public Affairs Office the following shall be included: a photo of the missing person, the missing persons name, age, physical description, clothing description, and last known location.
 3. If the Watch Commander or assigned detective determines that social media dissemination would aid in locating a missing person who does not meet the above criteria, they may contact the Media

Relations and Public Affairs Office to disseminate the information via the Department's social media platforms.

4. If the missing person's information was posted on social media, the responding officer shall notify the Media Relations and Public Affairs Office so the post can be updated.

E. Internal Notifications

1. Special Victims Unit (SVU) – SVU shall be notified immediately of the following cases:
 - a. Missing child under the age of thirteen (13) and/or those meeting the criteria of a Critically Missing Juvenile.
 - b. A child was taken from their home (e.g., parental, or stranger abduction)
 - c. If the child has been missing for longer than three (3) weeks
 - d. Suspicion that sex trafficking is involved.
 - e. Any child who meets the criteria in 18USC 1201(a) (18 USC 1201: Kidnapping), which mandates the FBI to immediately investigate the mysterious disappearance of any child of “tender years.” “Tender years” is generally defined by the FBI as a child twelve (12) years or younger.
 - 1) An FBI notification in this regard shall only be made by, or at the request of, a member of the Criminal Investigations Section.
 - f. The Missing Juvenile Detective shall be notified by phone and email (ACPDMissingjuveniles@arlingtonva.us) of all cases involving children thirteen (13) or older, including those who have been located, and children with a history of going missing repeatedly, unless they are Critically Missing juveniles.
2. The Homicide/Robbery Unit shall be notified of any Critically Missing Adults or Critically Missing Seniors.

F. Notification for Missing Students

1. In accordance with Code of Virginia § 22.1-288, the sharing of information about missing students with educational institutions is permitted but not mandatory. When a student is reported missing, the assigned officer or detective may notify the student's school, whether public or private, if it is determined that such notification would assist in the investigation or the student's safe return.
2. This provision ensures that schools can be engaged as appropriate resources during a missing person investigation, consistent with the discretion allowed under state law.

G. Follow-Up Investigations and Activating Emergency Alert Bulletins [41.2.5, f, 41.2.6, f]

Officers shall use the appropriate Emergency Alert Bulletin (EAB) when warranted and in accordance with the respective criteria. The following guidance outlines the criteria and procedures for each EAB type. Officers should consider these criteria carefully and request to activate the appropriate EAB when a missing person or relevant individual meets the defined thresholds.

1. AMBER Alerts:

An AMBER Alert may be initiated if a child has been abducted, their safety is at risk, and the abductor and/or child are likely to be within the Metropolitan Area. An AMBER Alert may be initiated through VSP, only after consultation with, and at the direction of the Special Victims Unit (SVU) supervisor or their designee, and must meet the following criteria: [41.2.5, d, 41.2.6, d]

- a. The abducted child must be 17 years or age or younger or is currently enrolled in a secondary school in the Commonwealth, regardless of age, and the Department believes the child has been abducted (unwillingly taken from their environment without permission from the child's parent or legal guardian).
- b. The Department believes the abducted child is in imminent danger or serious bodily harm or death.

- c. A law enforcement investigation has taken place that verified the abduction or eliminated alternative explanation.
- d. Sufficient information is available to disseminate to the public that could assist in locating the child, suspect and/or the suspect's vehicle.
- e. The Virginia "AMBER Alert" Form authorizing release of information must be signed.
- f. The child has been entered into VCIN/NCIC missing person files as soon as practical. [41.2.5, c]
- g. If all the aforementioned criteria are not met, the Virginia AMBER Alert Plan will not be activated. However, utilizing the Endangered Missing Child Media Alert will be required to follow the same protocols as an AMBER Alert for submission of information. When an incident is not authorized for an AMBER Alert activation, the requesting Department will be informed that VSP may issue an Endangered Missing Child Media Alert.

1) Activating an AMBER Alert

- a) Confirm an abduction has taken place and the criteria has been met.
- b) Virginia "AMBER Alert" Activation form and a current photo of the abducted child must be submitted to dutysgthq@vsp.virginia.gov.
- c) Forms can be submitted to Virginia Missing Children Information Clearinghouse (VMCC) by fax (804-674-6704) if email is unavailable. Contact VMCC immediately to confirm receipt of fax (phone: 804-674-2026).
- d) Forward a current photograph along with a copy of all abduction details or summaries to the VMCC manager at vamissing@vsp.virginia.gov and dutysgthq@vsp.virginia.gov.
- e) As additional information presents itself, including photographs, or upon closure of the abduction case, the Department shall contact the VMCC immediately with updates so the information can be disseminated.
- f) Upon closure of the child abduction case, immediately notify the VMCC with pertinent information.

2. Virginia Critical Operation for a Disappeared Child Initiative (CODI Alert)

The CODI Alert is an alert system designed to efficiently inform the public of information regarding a missing child whose disappearance poses a credible threat, as determined by a law enforcement investigation. A CODI Alert is initiated through VSP, only after consultation with and at the direction of the Special Victims Unit (SVU) supervisor or their designee, and must meet the following criteria for a missing on endangered child: [41.2.5, d, 41.2.6, d]

- a. any person 17 years of age or younger who is currently enrolled in a secondary school in the Commonwealth; and
- b. Whose whereabouts are unknown; and
- c. Whose disappearance is under suspicious circumstances or poses a credible threat as determined by law enforcement to the safety and health of the child; or
- d. Based on any other circumstances as deemed appropriate by VSP.

1) Activating a CODI Alert

- a) Enter the missing child into the VCIN/NCIC missing person files.
- b) Complete the SP-183 form and email it to the Virginia Missing Person's Clearinghouse (VMPC) at vamissing@vsp.virginia.gov.
- c) Complete the CODI Alert Activation Request Form, attach a current photograph of the missing child and the completed SP-183 and email to the duty sergeant at dutysgthq@vsp.virginia.gov. Provide contact information of SVU supervisor or designee who is available to discuss the Alert request.
- d) Contact the duty sergeant immediately (804-674-2026 or dutysgthq@vsp.virginia.gov) if additional information, including photographs, become available.
- e) Upon locating a child who is the subject of a CODI Alert, the SVU Supervisor or designee shall immediately contact the duty sergeant at dutysgthq@vsp.virginia.gov to cancel the request.

3. Virginia Missing Persons with Autism Alert Plan

If it is determined an individual (regardless of age) diagnosed with autism spectrum disorder as defined by Code of Virginia §38.2.348.17 is missing and their disappearance poses a credible threat, the Virginia Missing Persons with Autism Alert Plan may be activated. These alerts are coordinated through VSP (804-674-2026) by an assigned CIS detective after consultation with a CIS supervisor. Activation is at the discretion of VSP and occurs only after the following criteria are met:

- a. A missing person whose whereabouts are unknown; and
- b. Has been diagnosed with autism spectrum disorder; and
- c. Whose disappearance poses a credible threat as determined by Department to the safety and health of the person and under such other circumstances as deemed appropriate by VSP.
- d. An investigation has verified the person is missing and eliminated alternative explanations by a thorough search of the immediate area if vehicular travel is not involved.
- e. Sufficient information regarding the missing person is available to disseminate to the public to assist in locating the missing person.
- f. Officers must have entered the missing person into VCIN/NCIC missing person/ missing children files and information reported to the VMCC or the VMPC as relevant. [41.2.5, c]
 - 1) Activating a Missing Person with Autism Alert Plan
 - a) After conferring with VMPC/VSP to determine if an Alert Plan is appropriate, the designated CIS detective will submit a completed SP-183 (child) or SP-67 (adult) form and a photograph of the missing person to dutysgthq@vsp.virginia.gov.
 - b) The CIS detective must have an assigned phone number that is capable of rolling over to at least two separate lines to take phone calls if the Alert Plan is activated or make arrangements with the VMPC to take the phone calls and forward the information to the CIS detective.
 - c) The CIS detective, or their designee, will continue to update VMPC regarding the case and will inform VMPC within 12 hours of the investigation being terminated.

4. Virginia Critically Missing Adult Alert ("Ashanti Alert")

An Ashanti Alert may be activated if a missing adult's safety is at risk. Activation is coordinated through VSP by the assigned CIS detective and after consultation with a CIS supervisor. Activation of the Critically Missing Adult alert is at the discretion of VSP only after the following criteria are met:

- a. Any person eighteen (18) years of age or older, including persons with a developmental disability, intellectual disability, or mental illness; and
- b. Whose whereabouts are unknown (disappearance or abduction); and
- c. Whose disappearance or abduction poses a credible threat, as determined by the Department, to the safety and health of the missing person; or
- d. Based on any other circumstances as deemed appropriate by VSP.
- e. The missing adult was entered into VCIN/ NCIC missing person / missing children files and information was reported to the VMPC as relevant.
 - 1) Activating a Virginia Critically Missing Adult Alert ("Ashanti Alert")
 - a) After entering the missing adult into VCIN/NCIC, complete the SP-67 form and email it to VMPC at vamissing@vsp.virginia.gov.
 - b) Complete the Virginia Critically Missing Adult Agency Activation Request form and attach current photograph of the missing adult and/or suspect, the completed SP-67 and the assigned CIS detectives contact information and email all forms and photographs to the duty sergeant at dutysgthq@vsp.virignia.gov. Contact the VSP duty sergeant to confirm receipt of the packet information at 804-674-2026.
 - c) Upon resolution of the critically missing adult case, immediately notify the duty sergeant at dutysgthq@vsp.virginia.gov and then by phone to confirm receipt of cancellation at 804-674-2026.

5. Senior Alert

Where it is determined that a senior adult's safety is at risk, a request can be made to activate the Virginia Senior Alert Plan. Senior alerts are coordinated through VSP by an assigned detective after

consultation with a CIS supervisor. Activation of the Senior Alert Plan is at the discretion of VSP and occurs only after the following criteria are met: [41.2.5, d, g]

- a. The missing person is over sixty (60) years old and his or her whereabouts are unknown; and
 - b. The missing senior suffers from cognitive impairment to the extent that the adult is unable to provide care for his or herself without assistance from a caregiver, including a diagnosis of Alzheimer's Disease or dementia; and
 - c. The missing senior adult's disappearance poses a credible threat as determined by the Department to the health and safety of the adult or under such other circumstances as deemed appropriate by VSP.
 - d. A law enforcement investigation has taken place that verified the senior adult is missing and eliminated alternative explanations by a thorough search of the immediate area if vehicular travel is not involved.
 - e. Sufficient information regarding the missing senior adult is available to disseminate to the public to assist in locating the missing senior adult or their vehicle.
 - f. The missing senior adult must be entered into VCIN / NCIC missing person files and information reported to the VMPC in the prescribed format.
 - g. A photograph of the missing senior adult must be provided to the VMPC on the prescribed forms.
- 1) Activating a Senior Alert
 - a) After conferring with VMPC/VSP to determine if a Senior Alert Plan is appropriate, the designated CIS detective will submit the pre-established Virginia "Senior Alert" form packet, a SP-67 form and a photograph of the missing person to the VSP duty sergeant at dutysgthq@vsp.virginia.gov. Then, notify the duty sergeant via phone (804-674-2026) and immediately confirm receipt of the packet information.
 - b) The CIS detective must have an assigned phone number that is capable of rolling over to at least two separate lines to take phone calls if the Alert Plan is activated or make arrangements with the VMPC to take the phone calls and forward the information to the CIS detective.
 - c) The CIS detective, or their designee, will continue to update VMPC regarding the case and will inform VMPC within 12 hours of the investigation being terminated with the appropriate form.

6. Virginia Blue Alert Program

A Blue Alert may be activated when a suspect for a crime involving the death or serious injury of a law-enforcement officer has not been apprehended and may be a serious threat to the public or when a law-enforcement officer is missing while in the line of duty under circumstances warranting concern for the law-enforcement officer's safety. Blue alerts are coordinated through VSP by an assigned detective after consultation with the Commander of the Criminal Investigations Section. Activation of the Blue Alert is at the discretion of VSP and occurs only after the following criteria are met:

- a. Upon notification by the Department that a suspect in a case involving the death or serious injury of a law-enforcement officer has not been apprehended and may be a serious threat to the public, the Department of State Police shall confirm that i. a suspect has not been apprehended, ii. the suspect may be a serious threat to the public, and iii. that sufficient information is available to disseminate to the public that could assist in locating the suspect.
 - b. Upon notification by the Department that a law-enforcement officer is missing while in the line of duty under circumstances warranting concern for such law-enforcement officer's safety, the Department of State Police shall i. confirm the information, and ii. determine whether sufficient information is available to disseminate to the public that could assist in locating the missing law-enforcement officer.
- 1) Activating a Blue Alert
 - a) Have at least one detective that is assigned as a reporting officer to enable constant communication with the VSP duty sergeant throughout the entire alert process. The detective must have an assigned phone number that is capable of rolling over to at least two separate lines to take phone calls once the alert is activated.
 - b) Have volunteers or personnel scheduled to answer these telephones for a minimum of 24-hours once an alert is activated or until such time the alert is canceled.

- c) Call the VSP duty sergeant at 804-674-2026 and discuss all available information with the duty sergeant to determine if the case meets criteria for activation.
- d) Provide enough descriptive information so that the information provided to the public will generate leads to locate a missing officer or for the capture of the suspect(s). This is to include descriptive suspect(s) and/or vehicle information, last known direction of travel, possible destinations as well as the Department contact information, etc. The information will be required for public distribution using approved formats on the required forms.
- e) Email the required forms and a photograph of the suspect(s) or officer in jpeg format to dutysgthq@vsp.virginia.gov or Fax the forms to (804) 674-6704 to the attention of the VSP duty sergeant. Verify receipt of the emailed or faxed information to the VSP duty sergeant.
- f) Notify the VSP duty sergeant with any updates immediately so updated information or changes in broadcast areas can be provided to information partners.
- g) Immediately advise the VSP duty sergeant when the suspect(s) has been captured, or the officer is located.

H. Found Missing Persons

1. Adults - There is no authority for detaining an adult who is safe and of sound mind, who has not committed a crime, and who presents no danger to themselves or others. The following steps shall be taken when a Missing Adult is located:
 - a. If entered by this department, a Missing Person will be cleared from VCIN/NCIC. It is the responsibility of the officer documenting the located Missing Adult to ensure this is done. This action shall be documented in the narrative of the case supplement. [41.2.5, c]
 - 1) The person will be told a Missing Adult report was made and who the reporting party was.
 - 2) The reporting party will be notified that the Missing Adult has been found and was told of the report.
 - 3) A located Missing Adult reported by this department shall be documented in a supplement to the original case report.
 - b. If entered by another department, (Report & Teletype) - When a Missing Person has been located from another jurisdiction, a teletype message indicating the person has been located will be sent to the originating jurisdiction. The originating jurisdiction will remove the missing adult from VCIN/NCIC. Officers shall complete a report documenting the missing person's whereabouts, the missing person's state of being, and any experiences while missing, including interactions with other individuals.
 - c. Additional information given to the reporting party will be at the discretion of the officer or a supervisor, depending upon the person's age, location where they were found, and the circumstances.
 - d. If the adult's information was posted on social media, the responding officer shall notify the Media Relations and Public Affairs Office so the post can be updated.
2. Juveniles - Officers may take a juvenile into immediate custody whenever the officer has probable cause to believe the juvenile has: i. run away from home, or ii. is without adult supervision during hours of the night where there is clear and substantial danger to the juvenile's welfare.
 - a. If the juvenile found was entered by this department the following investigative measures shall be completed and documented in a case supplement to the original report:
 - 1) The officer should interview the juvenile about their whereabouts, reasons for missing, and experiences while missing, including any interactions with other individuals.
 - 2) Any information or disclosures about crimes committed against the juvenile during their absence must be documented and investigated as appropriate.
 - 3) The officer shall describe the juvenile's appearance in the case supplement, noting any differences reported by the parent or legal guardian.
 - 4) Notify the assigned detective.
 - 5) Document whether the juvenile returned on their own or how they were located, including the specific location if found by a parent or guardian, as well as the time of the juvenile's return and their physical condition.
 - 6) Notify teletype of the juvenile's return and have them removed from NCIC/VCIN. [41.2.5, c]

- 7) Obtain the dispatcher's E-number and document this into the supplement.
- 8) Document whether a juvenile was referred to the Youth Restorative Diversion Initiative as an Absent Youth referral. The officer shall complete the referral form, as appropriate. To meet the criteria, the Juveniles referred to this program have run away one or more times and/or possibly at risk for habitual behavior. When drafting reports involving missing juveniles, select "Other" under the Subject Type.
- b. If entered by another department, (Report & Teletype) - When a missing juvenile has been located from another jurisdiction, a teletype message indicating the juvenile has been located will be sent to the jurisdiction that entered the initial Missing Juvenile teletype. The originating jurisdiction will remove the missing juvenile from VCIN/NCIC. Officers shall complete a case report documenting the missing person's whereabouts, the missing person's state of being, and any experiences while missing, including interactions with other individuals.
- c. When a missing juvenile is located the following procedure should be followed:
 - 1) Return the juvenile to their home, or
 - 2) Release the juvenile to a parent, guardian, legal custodian, or other individual standing in lieu of parents, or
 - 3) Place the juvenile in shelter care for a period not longer than 24 hours after the issuance of a detention order
- d. If the missing juvenile has committed a crime while missing, as outlined in Code of Virginia §16.1-246, then procedures outlined in Code of Virginia §16.1-274 and Department Manual 522.05—Juvenile Offenders shall be followed.
- e. Interstate Compact - Each state is responsible for the proper supervision or return of juveniles, delinquents, and status offenders who are on juvenile probation or parole and who have absconded, escaped, or run away from supervision and control and in doing so have endangered their own safety or the safety of others.
 - 1) The officer shall contact the JDR Intake Office (703-228-4500) Monday-Friday between 8am-4:30pm to facilitate the proper transportation to relocate the juvenile back to their home state, if the parents or legal guardian cannot respond. After 4:30pm, or on weekends, the officer shall contact the JDR Intake Office after-hours line (703-508-6753). The Virginia Interstate Commission for Juveniles (804-291-7129 or 804-839-0587) may also be contacted Monday-Friday between 8am-5pm
 - 2) Alternatively with supervisor permission, officers may drive to the location where the juvenile was located after every effort was made to have the parents go and pick up their child.
- f. If the juvenile's information was posted on social media, the responding officer shall notify the Media Relations and Public Affairs Office so the post can be updated.
- g. If there are concerns of criminal/sexual activity involving the juvenile, the officer shall contact SVU.
- h. In the event the juvenile has run away more than two separate times, the officer can provide information regarding the process of obtaining a CHINS petition to the parent.