




Cocoa Beach Police Department

Standard Operating Procedure



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1. PURPOSE

The purpose of this standard operating procedure is to establish procedures for responding to reports of missing persons.

2. SCOPE

This standard operating procedure shall apply to all members of the Cocoa Beach Police Department.

3. POLICY

It shall be the policy of the Cocoa Beach Police Department to thoroughly investigate all reports of missing, endangered, or abducted children or adults, following the guidelines outlined in [Chapter 937](#) of the Florida Statutes. (CFA 15.12M) In addition, every person reported as missing will be considered “at risk” until significant information to the contrary is confirmed.

4. DEFINITION(S)

- A. **ADULT** - a person 18 years of age or older or a juvenile that has been adjudicated as an adult by the court. An adult is considered missing if their disappearance is unexplained and their whereabouts are unknown. A missing adult who possesses mental deficiencies or medical complications may fall under the provisions of a missing child or juvenile. The on-duty shift supervisor shall make this determination.
- B. **AMBER ALERT** – an emergency response system that disseminates information about a missing person child, by media broadcasting or electronic roadway signs. The Amber Alert provides law enforcement with a tool to quickly notify the public of critical information regarding a child who has been abducted and is endangered.
- C. **MISSING PERSON MINIMUM ENTRY CRITERIA** – the minimum information needed to enter a missing person into FCIC/NCIC and NamUS: Name, Date of Birth, Sex, Race, Height, Weight, Eye Color, Hair Color, Date Last Seen, and Agency Case Report Number.
- D. **CHILD** - a person 18 years of age or less. A child is considered missing if their whereabouts are unknown and their disappearance is out of character.
- E. **CHILD ABDUCTION RESPONSE TEAM (CART)** – multi-agency and often multi-jurisdictional law enforcement teams trained and prepared to quickly respond to incidents involving missing, endangered or abducted children.
- F. **DEMENTIA** - a mental condition that is typified by an irreversible loss of intellectual faculties. Major characteristics include short-term and long-term memory loss, impaired judgment, slovenly appearance and poor hygiene. Some forms include Alzheimer’s, Huntington’s, Parkinson’s, and Pick’s disease.
- G. **JUVENILE** - anyone under the age of 18 years. A juvenile is considered missing or a runaway if their disappearance is unexplained and their whereabouts are unknown. A juvenile runaway, who possesses mental deficiencies or medical complications, may fall under the provisions of a missing child. The on-duty shift supervisor shall make this determination.

- H. MISSING PERSON DISABLED – a person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting themselves or others to personal and immediate danger.
- I. MISSING PERSON ENDANGERED - a person of any age who is missing under circumstances indicating that their physical safety may be in danger.
- J. MISSING PERSON INVOLUNTARY – a person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary. i.e., abduction or a kidnapping.
- K. MISSING PERSON JUVENILE – a person under the age of 18 who is missing and does not meet any of the entry criteria set forth in E, F, G, I.
- L. MISSING PERSON CATASTROPHE VICTIM – a person of any age who is missing after a catastrophe.
- M. MISSING PERSON OTHER – a person 18 and over not meeting the criteria for entry in any other category who is missing and (1) for whom there is a reasonable concern for their safety or (2) a person who is under the age of 18 and declared emancipated by the laws of their state of residence.
- N. PURPLE ALERT – a plan used to assist in the location of missing adults suffering from a mental or cognitive disability that is not Alzheimer’s disease or a dementia-related disorder; an intellectual disability or a developmental disability; a brain injury; other physical, mental or emotional disabilities that are not related to substance abuse; or a combination of any of these and whose disappearance poses a credible threat of immediate danger or seriously bodily harm. Purple Alerts engage the public in the search for the missing person and provide a standardized and coordinated community response.
- O. SILVER ALERT - a plan to aid local law enforcement in the rescue or recovery of a missing elderly person who suffers from irreversible deterioration of intellectual faculties.
- P. SPECIAL NEEDS - a special-needs condition may be characterized by debilitating physical impairments, social impairments, cognitive impairments, or communication challenges.

5. PROCEDURES

A. REQUIREMENTS

1. General Provisions

- a. The Cocoa Beach Police Department shall assume jurisdiction over missing person investigations in instances when the last known location of the missing person is within the city limits of Cocoa Beach, regardless of the person’s place of residence. (CFA 15.12MA)

2. Reporting

- a. A missing person report shall be initiated if the person was last seen within the city limits of Cocoa Beach. There are no time restrictions for reporting a missing person. If there is no confirmation that the missing person’s last location was within the city limits, the individual reporting the missing person shall be referred to the law enforcement agency having jurisdiction over the location where the missing person was last seen. (CFA 15.12MAC)

3. Statutory Requirements

- a. Upon the filing of a police report that a child is missing or upon the filing of a credible police report that an adult is missing, the Communications Center shall within 2 hours after the receipt of the report, transmit the report for inclusion within the Florida Crime and Information Center (FCIC) and the National Crime Information Center (NCIC) databases, and shall, within 90 days after the receipt of the report, transmit the report to the National Missing and Unidentified Persons System (NamUS) database in accordance with § 937.021, Florida Statutes. (CFA 15.12MB) The time when the minimum entry criterion is met shall be documented in the reporting officer’s report as well as in the call for service in the Computer Aided Dispatch (CAD).
- b. When a person has been reported missing and has not been located within 30 days after such report, the law enforcement agency conducting the investigation of the missing person shall request the family or next-of-kin to provide written consent to contact the dentist of the missing person and request the missing person’s dental records. Upon receipt, the law enforcement agency shall then enter the dental records into the Criminal Justice Information System (CJIS) for the purpose of

- comparing such records to those of unidentified deceased persons in accordance with [§ 937.021](#), Florida Statutes. (CFA15.12ME)
- c. Per [§ 937.021](#), Florida Statutes, if a missing child or a missing adult is not located within 90 days after the missing child or missing adult report is filed, the law enforcement agency that accepted the report shall attempt to obtain a biological specimen for DNA analysis from the missing child or missing adult or from appropriate family members in addition to obtaining necessary documentation. This does not prevent a law enforcement agency from attempting to obtain information or approved biological specimens for DNA analysis before the expiration of the 90-day period. DNA specimens shall be collected and submitted for analysis in accordance with the [Florida Department of Law Enforcement Crime Laboratory Evidence Submission Manual](#) and Standard Operating Procedure [206.00 - Property and Evidence Management Policy](#). (CFA 15.12MF)
4. Communications Center Responsibility
 - a. The Communications Center shall follow [Cocoa Beach Police Communications Call Taking Guidelines](#) for missing person call type.
 5. Primary Officer/First Responder Responsibilities (CFA 15.12MC)
 - a. Meet with the complainant.
 - b. If there are suspicious circumstances surrounding the disappearance of the person, notify the on-duty shift supervisor to respond immediately to the scene. The on-duty shift supervisor shall notify a major, or designee, and request a detective respond to the scene.
 - c. If the missing person possesses mental deficiencies or medical complications such as dementia, Alzheimer's or similar conditions, the procedures for a Silver Alert shall be followed.
 - d. If the missing adult possesses an intellectual disability or a developmental disability; a brain injury; other physical, mental, or emotional disabilities that are not related to substance abuse; or a combination of any of these and whose disappearance poses a credible threat of immediate danger or seriously bodily harm, the procedures for a Purple Alert shall be followed.
 - e. If a missing adult is accompanied by a missing child/juvenile, a missing person report shall be completed listing both the adult and the child/juvenile.
 - f. Advise the Communications Center when missing person minimum entry criteria is met to enter the missing person into FCIC/NCIC, NamUS, and to broadcast a local Be-on-the-Lookout (BOLO) and a teletype BOLO to all Brevard County law enforcement agencies if the person is not immediately located. The officer shall consider the following when making the BOLO or entry into FCIC/NCIC and NamUS during search operations:
 - (i) Age; the younger or older the missing person the greater the cause for concern.
 - (ii) The mental and physical condition of the missing person.
 - (iii) Dangers in the area such as waterways, pools, vacant homes or businesses, etc.
 - (iv) Past history of behavior.
 - g. Complete the following:
 - (i) An Incident Report, to include guardianship. If Department of Children and Family (DCF) maintains guardianship of the missing person, providing a copy to the Communications Center for entry into FCIC/NCIC within two hours of obtaining missing person minimum entry criteria and NamUS within 90 days.
 - (ii) Florida Department of Law Enforcement (FDLE) [Missing Endangered Persons Information Clearinghouse Report Form](#).
 6. Back-up Officer's Responsibilities
 - a. When requested, the back-up officer shall proceed to the scene and aid in the search and interviewing of possible witnesses. A supplement report shall be completed.

7. Supervisory Responsibilities
 - a. Assume command of the operation.
 - b. Determine if a juvenile or adult who possesses mental deficiencies or medical complications, but is over 18 years of age, falls under the provisions of a missing child or a Silver Alert. If the person is over 18 years old and the complications are not under Alzheimer's or a dementia-related disorder, then the provisions would fall under a Purple Alert.
 - c. Notify a major, or designee, if the missing child or adult is not located within thirty (30) minutes of the arrival of the primary officer and have a detective respond to the scene. Notification will then be made to all command staff.
 - d. Coordinate the search parties, secure additional units, request assistance from other agencies and resources such as, K-9, Aviation, etc., consider issuing a Missing Child Alert, Silver Alert, or a Purple Alert and establish an Incident Command Post as necessary.
8. Follow-up Investigations
 - a. A detective shall be assigned to conduct a follow-up investigation when the report of a missing person is received.
 - b. The assigned detective will be responsible for ensuring the missing person has been entered in FCIC/NCIC within 2 hours and NamUS within 90 days.
 - c. Each missing person case entered into FCIC/NCIC will be reviewed monthly by the investigator assigned to the case, and an annual review will be conducted for each missing person case entered into NamUS. A determination will be made on whether the case should be maintained in the database. The investigator will complete a supplemental report upon the completion of each monthly and each annual review. Legislation prohibits the removal of missing persons entries based solely on the age of the missing child or adult (including person reaching the age of emancipation). Closing of a missing or runaway juvenile investigation normally occurs when the person is located, or the case has otherwise been resolved (i.e., was never a missing person). (CFA 15.12MCD)
 - d. Prior to 30 days missing, a detective will request the family or next of kin to provide written consent to contact the dentist of the missing person and request that person's dental records. Upon receipt of the dental records, the detective shall provide them to the Communications Center for entry of the dental records into FCIC/NCIC and NamUS for the purpose of comparing such records to those of unidentified deceased persons. A supplement shall be completed documenting attempts to obtain the information and if obtained entry into FCIC/NCIC and NamUS. (CFA 15.12ME)
 - e. Prior to 90 days missing, a detective shall attempt to obtain a biological specimen for DNA analysis from the missing child or missing adult or from appropriate family members in addition to obtaining necessary documentation. DNA specimens shall be collected and submitted for analysis in accordance with the Florida Department of Law Enforcement Crime Laboratory Evidence Submission Manual and the CBPD Property and Evidence Management Policy) Upon receipt of DNA record, the information shall be provided to Communication for entry into FCIC/NCIC. A supplement shall be completed documenting attempts to obtain DNA and if obtained, entry into FCIC/NCIC. (CFA 15.12MF)
 - f. Multi-Jurisdictional Investigation - In cases that involve another jurisdiction, the detective will coordinate the investigative efforts with that jurisdiction regarding the follow-up investigation.
9. Recovered Missing Person Procedures
 - a. As appropriate, complete either a supplement or incident report documenting the recovery.
 - b. Authorize the Communications Center to clear or locate the FCIC/NCIC and NamUS entries.
 - c. Attempt to contact the responsible party for a juvenile or missing Silver Alert and make arrangements for the person to be picked up. If no party can be located, contact the appropriate social services.
 - d. A reported missing adult that is located may not want their whereabouts made known to others, including the reporting individual. In this case the location of the individual will not be made public

or entered in a police report. The safety and welfare of the missing adult may be confirmed with the reporting individual. The reporting member shall complete a supplemental report indicating the adult was found and shall clear the FCIC/NCIC and NamUS entries. (CFA 15.12MC)

- e. Cases involving mental health patients from a mental health facility shall be processed according to the current guidelines for missing persons based on their age, medical condition, and mental capacity.

B. MISSING CHILD

1. The following responsibilities are to be followed in conjunction with the [Investigative Checklist for First Responders](#), published by the United States Department of Justice.

- a. Primary Officer/First Responder Responsibilities (CFA 15.12MC)

- (i) Obtain the following information:

1. A complete description of the child.
 2. Names of the child's friends, acquaintances and addresses if possible.
 3. A recent photograph.

- (ii) Begin a preliminary search of the immediate area to verify the disappearance. Search areas very carefully where a child is likely to hide. Identify the exact place where the child was last seen and secure the scene until it can be searched and examined for possible evidence.

- b. Command Staff Responsibilities

- (i) Ensure the coordination of and request outside resources, agencies, and individuals. (i.e., BCSO, CART, etc.)

- (ii) Determine whether or not to conduct an extensive search for a child if the child is a habitual runaway who has always been previously found in safe condition.

- (iii) Coordinate search units, assign additional on-duty units, call out any off-duty units that are needed and if necessary, establish a command post, delegate additional duties as necessary.

- (iv) Authorize the termination of a search for a missing child by uniform patrol.

- c. Missing Children with Special Needs

- (i) While the behaviors will differ from child-to-child, missing children with certain special needs may:

1. Wander away, run away, or bolt from a safe environment.
 2. Exhibit a diminished sense of fear causing them to engage in high-risk behavior such as seeking water or active roadways.
 3. Elude or hide from search teams.
 4. Seek small or tightly enclosed spaces concealing themselves from search teams.
 5. Be unable to respond to rescuers.

- d. Response

- (i) While cases of missing children with special needs should be treated as critical incidents requiring elevated responses by law enforcement and first responders, children with autism have an unusually high mortality rate and are especially at risk. Certain exceptions may apply for those special-needs children who are considered high functioning and therefore should be assessed accordingly weighing all risk factors. The primary responder shall follow and complete the National Center for Missing & Exploited Children's: [Missing Children with Special Needs Addendum](#), [Investigative Checklist for Law Enforcement When Responding to Missing Children with Special Needs](#), and [Missing Children with Special Needs Lost-Person Questionnaire](#).

C. MISSING CHILD ALERT

1. Criteria for Activation

- a. To activate a Missing Child Alert, the following four (4) criteria must be met:
 - (i) The child must be under 18 years of age.
 - (ii) The law enforcement agency's preliminary investigation must conclude that the child's life is in danger.
 - (iii) Descriptive information and a photograph of the child must be available.
 - (iv) The agency of jurisdiction must approve the issuance of the Missing Child Alert.
- 2. Activation Process
 - (i) Only law enforcement agencies can request activation of a Missing Child Alert.
 - (ii) The local law enforcement agency will contact the FDLE Missing Endangered Persons Information Clearinghouse (MEPIC) at 1-888-356-4774.
 - (iii) FDLE, working in conjunction with the local law enforcement agency of jurisdiction, will prepare information for public distribution.
 - (iv) FDLE will ensure that the information is distributed to the media as well as to the public via text message and email through www.missingchildrenalert.com and other resources.
- 3. Available Resources
 - (i) Local media outlets
 - (ii) Local Crime Stoppers
 - (iii) National Center for Missing and Exploited Children 1-800-843-5678 (Florida Branch 1-561-848-1900)
 - (iv) A Child is Missing, Inc. 1-888-875-2246
- 4. Information Requested for Florida Missing Child Alerts
 - a. The Missing Endangered Persons Information Clearinghouse will request the following information when a Missing Child Alert is issued. The more information that can be released to the public quickly, the more effective the Missing Child Alert will be.
 - (i) Regarding the Law Enforcement Agency Involved:
 - 1. Name and rank of the person requesting the alert (preferably an on-scene officer).
 - 2. Direct contact number for person requesting the alert.
 - 3. Phone number that is manned 24 hours that can be distributed to the public.
 - (ii) Regarding the Child Involved:
 - 1. Name of the child.
 - 2. Child's demographic information, including race, sex, hair color, eye color, date of birth, age or approximate age.
 - 3. Unique physical descriptors for the child, including scars, marks, tattoos, glasses, hearing aids or other features.
 - 4. Description of the clothing the child was wearing at the time child went missing.
 - 5. Description of any items the child may have had at the time they went missing, including backpack, bicycle, purse, pets or other items.
 - 6. Location the child was last seen.
 - 7. Photograph of the child.
 - (iii) If there are companions involved:
 - 1. Name of the companions.
 - 2. Companions' demographic information, including race, sex, hair color, eye color, date of birth, age or approximate age.
 - 3. Unique physical descriptors of the companions, including scars, marks, tattoos, glasses, hearing aids or other features.
 - 4. Description of the clothing the companions were wearing when last seen.

5. Description of any items the companions may have at the time of abduction.
 6. Photograph of the companions.
- (iv) If there is a vehicle involved:
1. Make and model of the vehicle.
 2. Color of the vehicle.
 3. Year of the vehicle.
 4. Tag number.
 5. State that issued the tag.
 6. Unique physical descriptors for the vehicle, including bumper stickers, dents, broken windows or other features.

D. AMBER ALERT

1. Criteria for Activation:
 - a. To activate the AMBER alert the following five (5) criteria must be met:
 - (i) The child must be under 18 years of age.
 - (ii) There must be a clear indication of abduction.
 - (iii) The law enforcement agency's investigation must conclude that the child's life is in danger.
 - (iv) There must be a detailed description of the child, abductor and/or vehicle to broadcast to the public.
 - (v) The activation must be recommended by the local law enforcement agency of jurisdiction.
2. Activation Process
 - a. The AMBER Alert can only be activated by law enforcement.
 - b. The local law enforcement agency will call the FDLE Missing Endangered Persons Information Clearinghouse (MEPIC) at 1-888-356-4774.
 - c. The FDLE will work in conjunction with the local law enforcement agency of jurisdiction to determine if information is to be broadcast on a regional or statewide basis.
 - d. The FDLE working in conjunction with the local law enforcement agency of jurisdiction will prepare information for public distribution.
 - e. The FDLE will ensure that the information is broadcast through the Emergency Alert System, dynamic highway message signs, lottery machines, text message and email through www.missingchildrenalert.com and other resources.
3. Available Resources
 - a. Local media outlets.
 - b. Local Crime Stoppers
 - c. National Center for Missing and Exploited Children 1-800-843-5678 (Florida Branch 1-561-848-1900).
 - d. A Child is Missing, Inc. 1-888-875-2246.
 - e. FBI National Center for the Analysis of Violent Crime 1-800-634-4097.
4. The Missing Endangered Persons Information Clearinghouse will request the following information when an AMBER Alert is issued. The more information that can be released to the public quickly, the more effective the AMBER Alert will be.
 - a. Regarding the Law Enforcement Agency
 - (i) Name and rank of the person requesting the alert (preferably an on-scene officer).
 - (ii) Direct contact number for person requesting the alert.
 - (iii) Phone number that is manned 24 hours that can be distributed to the public.
 - b. Regarding the Child
 - (i) Name of the child.

- (ii) Child's demographic information, including race, sex, hair color, eye color, date of birth, age or approximate age.
 - (iii) Unique physical descriptors for the child, including scars, marks, tattoos, glasses, hearing aids or other features.
 - (iv) Description of the clothing the child was wearing at the time of the abduction.
 - (v) Description of any items the child has at the time of abduction, including backpack, bicycle, purse, pets or other items.
 - (vi) Location the child was last seen.
 - (vii) Photograph of the child.
- c. Regarding the Abductor
- (i) Name of the abductor
 - (ii) Abductor's demographic information, including race, sex, hair color, eye color, date of birth, age or approximate age.
 - (iii) Unique physical descriptors for the abductor, including scars, marks, tattoos, glasses, hearing aids or other features.
 - (iv) Description of the clothing the abductor was wearing at the time of the abduction.
 - (v) Description of any items the abductor may have at the time of abduction.
 - (vi) Photograph of the abductor.
- d. Regarding the Vehicle
- (i) Make and model of the vehicle.
 - (ii) Color of the vehicle.
 - (iii) Year of the vehicle.
 - (iv) Tag number.
 - (v) State that issued the tag.
 - (vi) Unique physical descriptors for the vehicle, including bumper stickers, dents, broken windows or other features.

E. SILVER ALERTS

1. The Florida Silver Alert is used to locate missing persons suffering from an irreversible deterioration of intellectual faculties.
2. The Florida Silver Alert Plan outlines two levels of Silver Alert activation: Local and State. Local and State Silver Alerts engage the public in the search for the missing person and provide a standardized and coordinated community response.
3. Local and State Silver Alerts may be activated if the following criteria is met:
 - a. The missing person must be 60 years and older; or
 - b. The person must be 18-59 and law enforcement has determined the missing person lacks the capacity to consent and that the use of dynamic message signs may be the only possible way to rescue the missing person.
 - c. The missing person must have an irreversible deterioration of intellectual faculties (e.g. Alzheimer's disease or dementia) that has been verified by law enforcement.
 - (i) Local Silver Alerts
 1. Local Silver Alerts may be activated by a supervisor provided the above criteria has been met.
 2. The Florida Silver Alert Support Committee recommends that local law enforcement agencies complete the following steps:
 - a. Conduct a preliminary investigation in which the agency has concluded that the disappearance poses a credible threat to the person's welfare and safety.

- b. Enter the missing person into the Florida Crime Information Center (FCIC) and and issue a countywide BOLO.
 - c. Within 90 days, if the individual is not recovered they will be entered into NamUS.
 - d. Contact media outlets in the area and/or surrounding jurisdictions.
- (ii) State Silver Alert
1. A Silver Alert may be activated upon approval of a command staff member provided the above criteria has been met and:
 - a. The missing person must be traveling by motor vehicle with an identified license plate number or other vehicle information that has been verified by law enforcement. Request a Transaction Archive Report (TAR) on the tag and person via TARRequest@fdle.state.fl.us
 - b. Law enforcement must have activated a local Silver Alert by, at a minimum, completing the steps outlined above.
 2. Alert Activation Procedures
 - a. The State Silver Alert System should be activated as soon as possible after it is determined that all the above criteria have been met and when an immediate search of the area has failed to locate the individual. It must be believed also that the activation of the alert through media and other local resources would aid in the safe recovery of the individual.
 - b. The local law enforcement agency must enter the missing person into FCIC/NCIC.
 - c. Within 90 days, if the individual is not recovered they will be entered into NamUS.
 - d. The local law enforcement agency must notify media outlets in their area and/or surrounding jurisdictions.
 - e. Contact FDLE's Missing Endangered Persons Information Clearinghouse (MEPIC) at 1(888) 356-4774 to request activation of the STATE Silver Alert. As part of the STATE Silver Alert activation process, FDLE will send a statewide broadcast BOLO. Provide the following information:
 - f. A vehicle description and tag number that has been verified by the Cocoa Beach Police Department.
 - g. Information that a statewide BOLO to other law enforcement agencies and 911 centers has been initiated.
 - h. Information that a local media alert has been initiated.
 - i. Name and rank of the person requesting the alert.
 - j. Direct contact number for person requesting the alert.
 - k. Phone number that is manned 24 hours that can be distributed to the public.
 - l. Name of the missing person.
 - m. Missing person's demographic information, including race, sex, hair color, eye color, date of birth, age or approximate age.
 - n. Unique physical descriptors for the missing person, including scars, marks, tattoos, glasses, hearing aids or other features.
 - o. Description of the clothing the missing person was wearing at the time of the abduction.

- p. Description of any items the missing person had when last seen, including backpack, bicycle, purse, pets or other items.
 - q. Location the missing person was last seen.
 - r. Photograph of the missing person (if not in DAVID).
 - s. Make and model of the vehicle.
 - t. Color of the vehicle.
 - u. Year of the vehicle.
 - v. Tag number.
 - w. State that issued the tag.
 - x. Unique physical descriptors for the vehicle, including bumper stickers, dents, broken windows or other features.
 - i. If there are Companions Involved:
 - y. Name of the companions.
 - z. Companions' demographic information.
 - aa. Unique physical descriptors of the companions.
 - bb. Description of the clothing the companions were wearing when last seen.
 - cc. Description of any items the companions may have when last seen.
 - dd. Photographs of the companions FDLE will ensure that the information is broadcast through dynamic highway message signs and via email through the Department of Elder Affairs listserv.
3. Law Enforcement Resources
 - a. Florida Department of Elder Affairs 850-414-2000.
 - b. Media Alert 813-282-8612.
 - c. A Child is Missing, Inc. 1-888-875-2246.
 - d. Florida Department of Highway Safety Motor Vehicles Medical Reporting Form.
 4. Communications Center Responsibilities
 - a. The Communications Center shall dispatch one unit to the scene and notify the on-duty shift supervisor that an adult has been reported as missing and that they may fit the criteria for a Silver Alert.
 5. Primary Officer's Responsibilities (CFA 15.12MC)
 - a. Meet with the reporting person, evaluate the situation, and request additional officers/members to assist if needed.
 - b. As soon as possible, broadcast a description of the missing adult to all Cocoa Beach units.
 - c. Obtain the following information and relay it to the Communications Center within two hours of report to the agency:
 - i. A complete description of the adult including sex, height, weight, clothing, race, scars, tattoos, etc.
 - ii. A recent photograph.
 - iii. The last known location and direction of travel of the adult.
 - iv. Any information that could indicate the adult is in danger.
 - v. All pertinent vehicle information.
 - vi. Determine if the person is a Project Lifesaver member.

- d. Begin a preliminary search of the immediate area to verify disappearance. Identify the exact place the adult was last seen and secure the scene until it can be searched and examined for possible evidence.
- e. Complete the following:
 - i. An incident report, providing a copy to the Communications Center for entry into FCIC/NCIC and documentation of such time.
 - ii. A Missing Person Report.
- 6. Assisting Officer/Member(s) Responsibilities
 - a. When requested, the assisting officer/member shall proceed to the scene and aid in the search and interviewing of possible witnesses. A supplement report shall be completed.
- 7. Supervisory Responsibilities
 - a. Assume command of the operation.
 - b. Determine if the missing adult meets the criteria for activating a Silver Alert.
 - c. Notify a Major, or designee.
 - d. Coordinate the searching parties, secure additional units, request assistance from other agencies and establish a command post as necessary.
 - e. Notify a member of command staff about the missing adult if the supervisor believes that the criteria for a Silver Alert is met and the missing adult is not located within thirty (30) minutes of the arrival of the primary member.
- 8. Command Staff Responsibilities
 - a. Ensure the coordination of (and requests for assistance from) outside resources, agencies, and individuals are managed (media, EMS, Sheriff's office, fire department, neighbors, etc.)
 - b. Determine whether or not to activate a Silver Alert and ensure the activation of all Silver Alert resources.
 - c. Ensure that the adult is entered into FCIC as "missing" prior to activating the Silver Alert.
 - d. Ensure the coordination of search units, assign additional on-duty units, call out any off-duty units that are needed, and if necessary, establish a command post.
 - e. Authorize the termination of a search for the missing adult by uniform patrol.
 - f. Cancel the Silver Alert and de-escalate as appropriate.

F. PURPLE ALERT

- 1. The Florida Purple Alert is used to assist in the location of missing adults suffering from a mental or cognitive disability that is not Alzheimer's disease or a dementia-related disorder; an intellectual disability or a developmental disability; a brain injury; other physical, mental or emotional disabilities that are not related to substance abuse; or a combination of any of these and whose disappearance poses a credible threat of immediate danger or seriously bodily harm. Purple Alerts engage the public in the search for the missing person and provide a standardized and coordinated community response.
- 2. Purple Alerts may be activated if the following criteria is met:
 - a. The person is 18 years of age or older and does not qualify for a Silver Alert.
 - b. Has any combination of the following:
 - (i) an intellectual or developmental disability, brain injury; or another physical, mental, or emotional disability that is not related to substance abuse.
 - (ii) Does not have Alzheimer's disease or a dementia related disorder.

- c. The disappearance poses a credible threat of immediate danger or serious bodily harm to the missing person and they can only be returned to safety through law enforcement intervention
- d. There is a detailed description of the missing person suitable for distribution.
- e. The missing person has been entered into the Florida Crime Information Center (FCIC)
 - (i) Local Purple Alerts
 - 1. Local Purple Alerts may be activated by a supervisor provided the above criteria has been met and the individual is missing on foot or in an unidentified vehicle.
 - 2. The following steps shall be completed:
 - a. Contact media outlets in the affected area or surrounding jurisdictions;
 - b. Inform all on-duty law enforcement officers of the missing adult report; and
 - c. Communicate the report to any other law enforcement agency in the county or jurisdiction.
 - d. Enter the missing person into FCIC/NCIC.
 - e. Within 90 days, if the individual is not recovered they will be entered into NamUS.
 - (ii) State Purple Alerts
 - 1. State Purple Alerts may be activated after authorization from a Command Staff Member provided the above criteria has been met and:
 - a. The missing person must be traveling by motor vehicle with an identified license plate number or other vehicle information that has been verified by law enforcement. Request a Transaction Archive Report (TAR) on the tag and person via TARRequest@fdle.state.fl.us
 - b. Law enforcement must have activated a local Purple Alert by, at a minimum, completing the steps outlined above.
 - 2. Alert Activation Procedures
 - a. The State Purple Alert System should be activated as soon as possible after it is determined that all the above criteria have been met and when an immediate search of the area has failed to locate the individual. It must be believed also that the activation of the alert through media and other local resources would aid in the safe recovery of the individual.
 - b. The local law enforcement agency must enter the missing person into FCIC/NCIC.
 - c. Within 90 days, if the individual is not recovered they will be entered into NamUS.
 - d. The local law enforcement agency must notify media outlets in their area and/or surrounding jurisdictions.
 - e. Contact FDLE's Missing Endangered Persons Information Clearinghouse (MEPIC) at 1(888) 356-4774 to request activation of the STATE Purple Alert. As part of the STATE Purple Alert activation process, FDLE will send a statewide broadcast BOLO. Provide the following information:
 - f. A vehicle description and tag number that has been verified by the Cocoa Beach Police Department.
 - g. Information that a statewide BOLO to other law enforcement agencies and 911 centers has been initiated.
 - h. Information that a local media alert has been initiated.
 - i. Name and rank of the person requesting the alert.

- j. Direct contact number for person requesting the alert.
 - k. Phone number that is manned 24 hours that can be distributed to the public.
 - l. Name of the missing person.
 - m. Missing person's demographic information, including race, sex, hair color, eye color, date of birth, age or approximate age.
 - n. Unique physical descriptors for the missing person, including scars, marks, tattoos, glasses, hearing aids or other features.
 - o. Description of the clothing the missing person was wearing at the time of the abduction.
 - p. Description of any items the missing person had when last seen, including backpack, bicycle, purse, pets or other items.
 - q. Location the missing person was last seen.
 - r. Photograph of the missing person (if not in DAVID).
 - s. Make and model of the vehicle.
 - t. Color of the vehicle.
 - u. Year of the vehicle.
 - v. Tag number.
 - w. State that issued the tag.
 - x. Unique physical descriptors for the vehicle, including bumper stickers, dents, broken windows or other features.
 - i. If there are Companions Involved:
 - y. Name of the companions.
 - z. Companions' demographic information.
 - aa. Unique physical descriptors of the companions.
 - bb. Description of the clothing the companions were wearing when last seen.
 - cc. Description of any items the companions may have when last seen.
 - dd. Photographs of the companions FDLE will ensure that the information is broadcast through dynamic highway message signs.
3. Law Enforcement Resources
 - a. Florida Department of Elder Affairs 850-414-2000.
 - b. Media Alert 813-282-8612.
 - c. A Child is Missing, Inc. 1-888-875-2246.
 - d. Florida Department of Highway Safety Motor Vehicles Medical Reporting Form.
 4. Communications Center Responsibilities
 - a. The Communications Center shall dispatch one unit to the scene and notify the on-duty shift supervisor that an adult has been reported as missing and that they may fit the criteria for a Purple Alert.
 5. Primary Officer's Responsibilities (CFA 15.12MC)
 - a. Meet with the reporting person, evaluate the situation, and request additional officers/members to assist if needed.
 - b. As soon as possible, broadcast a description of the missing adult to all Cocoa Beach units.
 - c. Obtain the following information and relay it to the Communications Center within two hours of report to the agency:

- i. A complete description of the adult including sex, height, weight, clothing, race, scars, tattoos, etc.
 - ii. A recent photograph.
 - iii. The last known location and direction of travel of the adult.
 - iv. Any information that could indicate the adult is in danger.
 - v. All pertinent vehicle information.
 - vi. Determine if the person is a Project Lifesaver member.
 - d. Begin a preliminary search of the immediate area to verify disappearance. Identify the exact place the adult was last seen and secure the scene until it can be searched and examined for possible evidence.
 - e. Complete the following:
 - i. An incident report, providing a copy to the Communications Center for entry into FCIC/NCIC and documentation of such time.
 - ii. A Missing Person Report.
- 6. Assisting Officer/Member(s) Responsibilities
 - a. When requested, the assisting officer/member shall proceed to the scene and aid in the search and interviewing of possible witnesses. A supplement report shall be completed.
- 7. Supervisory Responsibilities
 - a. Assume command of the operation.
 - b. Determine if the missing adult meets the criteria for activating a Purple Alert.
 - c. Notify a Major, or designee.
 - d. Coordinate the searching parties, secure additional units, request assistance from other agencies and establish a command post as necessary.
 - e. Notify a member of command staff about the missing adult if the supervisor believes that the criteria for a Purple Alert is met and the missing adult is not located within thirty (30) minutes of the arrival of the primary member.
- 8. Command Staff Responsibilities
 - a. Ensure the coordination of (and requests for assistance from) outside resources, agencies, and individuals are managed (media, EMS, Sheriff's office, fire department, neighbors, etc.)
 - b. Determine whether or not to activate a Purple Alert and ensure the activation of all Purple Alert resources.
 - c. Ensure that the adult is entered into FCIC as "missing" prior to activating the Purple Alert.
 - d. Ensure the coordination of search units, assign additional on-duty units, call out any off-duty units that are needed, and if necessary, establish a command post.
 - e. Authorize the termination of a search for the missing adult by uniform patrol.
 - f. Cancel the Purple Alert and de-escalate as appropriate.

G. AREA SEARCH

- 1. The on-duty shift supervisor or command staff member shall be responsible for the briefing of all search and rescue personnel.
- 2. All searches shall be coordinated through the shift/field supervisor or command staff member who will oversee the assignment of areas of responsibility according to the following guidelines:

- a. Residence - The residence of the missing person shall be searched and re-searched with complete thoroughness. Special attention should be given to very small areas capable of hiding small children, juveniles, or adults.
- b. Hazardous Locations in the Area - The general area search includes any wooded or uninhabited areas close to the victim's residence or area last seen. The search will also include bodies of water, areas that attract curious children such as secluded areas, vacant buildings, shafts, holes, neighbor's backyards, neighborhood hangouts, and all victim-accessible vehicles (including trunks of vehicles and abandoned vehicles).
- c. Frequently Visited Locations - Playgrounds, parks, malls, theatres, stores, video arcades, schools, and hospitals shall also be checked.
- d. Neighborhood Canvass - Attempt to obtain consent to search residences/ businesses for the victim.

6. REFERENCES

- A. [Investigative Checklist for Law Enforcement when Helping Unsupervised and Runaway Children](#)
- B. [U.S. Department of Justice Missing and Abducted Children a Law Enforcement Guide to Case Investigation and Program Management](#)
- C. [FDLE Crime Laboratory Evidence Submission Manual](#)
- D. [Standard Operating Procedure – 206.00 – Property and Evidence Management](#)
- E. [Florida Department of Law Enforcement. Florida's Silver Alert Plan](#)
- F. [Florida Department of Law Enforcement. Florida's Purple Alert Plan](#)