Cocoa Beach Police Department
Standard Operating Procedure

Effective Date: July 1, 2026	**Replaces:** **Amends:** February 26, 2026	**Number:** 196.00
Subject: Missing Persons Investigations		**Re-Evaluation:** 2028
Distribution: All Members	**Related CFA Standards:** 15.12M	
Approving Authority: Chief of Police Kris Kuehn		
Approval Date: June 17, 2026		

1. PURPOSE

The purpose of this directive is to establish procedures for the response to an investigation of missing persons. This directive also establishes coordination procedures with the Brevard County Sheriff's Office Unified Communications Center (UCC) and Judicial Process Unit for call intake, dispatch, and database entry functions.

2. SCOPE

This directive applies to all sworn members of the Cocoa Beach Police Department involved in the response to and investigation of missing persons.

3. POLICY

It shall be the policy of the Cocoa Beach Police Department to promptly and thoroughly investigate all reports of missing persons, regardless of age or circumstances following the guidelines outlined in Chapter 937 of the Florida Statutes. In accordance with Florida Statutes, members shall accept and investigate missing person reports without delay, regardless of jurisdiction. (CFA 15.12MA)

Missing children investigations shall receive immediate priority and the use of all appropriate and available resources. (CFA 15.12MC)

All missing persons shall be considered at-risk until credible information determines otherwise.

The Cocoa Beach Police Department will coordinate with the Brevard County Sheriff's Office UCC and Judicial Process Unit for the receipt of calls for service, dispatching of units, and entry of missing persons into FCIC/NCIC databases, while maintaining responsibility for the investigative process.

4. DEFINITION(S)

A. MISSING PERSON – Any person whose whereabouts are unknown and whose absence is unexplained or considered out of character.
B. MISSING CHILD – A person under 18 years of age whose whereabouts are unknown.
C. MISSING ENDANGERED PERSON – A missing person believed to be in danger due to age, health, mental condition, or circumstances of disappearance.
D. MISSING DISABLED PERSON – A person with a physical or mental impairment that places them at risk.
E. AMBER ALERT – A statewide alert system used for abducted children meeting FDLE criteria.
F. SILVER ALERT – A system used to locate missing elderly people suffering from cognitive impairment.
G. PURPLE ALERT – A system used to locate missing adults with mental or developmental disabilities as defined by Florida law.

H. CHILD ABDUCTION RESPONSE TEAM (CART) – A multi-agency response team activated for missing or abducted children.

I. RUNAWAY JUVENILE – A juvenile who is absent without permission and whose whereabouts are unknown.

J. SPECTRUM ALERT – The Florida Spectrum Alert was established in 2025 (effective July 1, 2026) to enhance the safety and well-being of children with autism spectrum disorder (ASD) through immediate and effective community and emergency response. Children with autism spectrum disorder are prone to wander, or elope, from safe environments at a much higher rate than their non-autistic peers. Elopement often results in tragedy, including fatal traffic accidents and drownings. Children with autism spectrum disorder are often drawn to bodies of water, which poses a unique risk in Florida due to the prevalence of water in the environment. The Spectrum Alert is intended to quickly mobilize the community to assist in locating and ensuring the safe recovery of missing children with autism spectrum disorder.

K. SUZANNE'S LAW – Federal law requiring that missing persons ages 18–20 be treated with the same priority as missing children for reporting and NCIC entry.

5. PROCEDURES

A. REPORTING REQUIREMENTS (CFA 15.12MAC)

1. The Cocoa Beach Police Department shall assume responsibility for missing person investigations when the missing person's last known location is within the city limits of Cocoa Beach.
2. If the last known location is outside the city limits, officers shall assist as appropriate and coordinate with the agency having primary jurisdiction.
3. Members shall not delay or refuse to take a missing person report based on jurisdictional uncertainty. Coordination with the appropriate agency shall occur after the initial report is taken.

B. COMMUNICATIONS AND CALL INTAKE

1. All calls for service related to missing persons shall be received and dispatched through the Brevard County Sheriff's Office UCC.
2. The UCC is responsible for:
   a. Call intake and creation of the CAD event.
   b. Dispatching Cocoa Beach Police Department units.
3. The Judicial Process Unit is responsible for:
   a. Broadcasting BOLO information via teletype.
   b. Entry, modification, and cancellation of missing persons in FCIC/NCIC databases.

C. Responding officers are responsible for ensuring that all required information is obtained and relayed to the Judicial Process Unit to meet FCIC/NCIC entry requirements with the approval of the On-duty Shift Supervisor.

1. Officers shall confirm that the missing person has been entered into FCIC/NCIC and document the time the minimum entry criteria were met in the incident report.

D. INITIAL RESPONSE AND RISK ASSESSMENT

1. Immediate Response
   a. Officers shall respond without delay to all reported missing persons. There is no waiting period to initiate a missing person investigation. (CFA 15.12MC)
   b. Preliminary Investigation
      (i) Verify the identity of the missing person and obtain a recent photograph, if available.
      (ii) Determine the date, time, and location last seen.
      (iii) Identify the reporting party and relationship to the missing person.
      (iv) Obtain a detailed description, including clothing, physical descriptors, and any known medical or mental health conditions.

(v) Determine the circumstances of the disappearance, including whether the behavior is out of character.
(vi) Identify any known associates, destinations, or prior similar incidents.
(vii) Determine whether the missing person has any developmental, cognitive, medical, or behavioral conditions that may impact search efforts or response strategies.
(viii) Assess any environmental or situational hazards

c. Risk Assessment
(i) Officers shall classify the missing person based on known factors at the time of the report. A missing person shall be considered high-risk if any of the following apply:
(a) The missing person is a child.
(b) Special consideration shall be given to individuals with autism, dementia, or other conditions that may increase the likelihood of wandering or exposure to environmental hazards.
(c) The disappearance is out of character or unexplained.
(d) There is evidence/suspicion of foul play, abduction, or involuntary circumstances.
(e) The missing person is believed to be in a dangerous environment.
(f) The missing person is between the ages of 18 and 20 and meets criteria under Suzanne's Law.
(g) Any other factor indicating the person may be in immediate danger.

2. For high-risk cases, officers shall:
a. Immediately notify the On-duty Shift Supervisor.
b. Request an expedited BOLO through the Judicial Process Unit.
c. Ensure prompt entry into FCIC/NCIC through the Judicial Process Unit.
d. Initiate a search of the immediate area and last known location.
e. Identify and secure any potential evidence or scene.
f. Consider activation of additional resources, including CART, K9, aviation, or other available assets.
g. Consider establishing a command post when search efforts expand beyond initial responding units.

3. For standard risk cases, officers shall:
a. Complete a missing person report.
b. Request entry into FCIC/NCIC through the Judicial Process Unit.
c. Conduct reasonable follow-up investigation based on available information.

4. On-duty Shift Supervisor Responsibilities
a. Review and confirm the risk classification.
b. Ensure appropriate resources are deployed based on the circumstances.
c. Ensure all required notifications and database entries are completed.
d. Assume command of the incident for high-risk cases.

5. Area Searches
a. Officers shall conduct an initial search of the immediate area and last known location when a missing person is reported, particularly in high-risk cases.
b. The scope of the search shall be based on:
(i) The age, condition, and capabilities of the missing person.
(ii) The time elapsed since last seen.
(iii) Environmental conditions and potential hazards.
(iv) Information obtained during the preliminary investigation.
c. In high-risk cases, officers shall:
(i) Expand the search area as appropriate.
(ii) Request additional personnel and resources.

(iii) Establish a coordinated search plan under the direction of the On-duty Shift Supervisor.
(iv) Consider behavioral tendencies associated with the missing person, including attraction to water, hiding behaviors, or predictable movement patterns.

d. All organized search efforts shall be coordinated by the On-duty Shift Supervisor or designated command staff member, who shall oversee the assignment of search areas and resources.

e. Search efforts should include, as appropriate:

(i) Residence
The missing person's residence shall be searched and, when necessary, re-searched thoroughly. Officers should pay particular attention to areas capable of concealing a person based on age and size.

(ii) Hazardous or High-Risk Locations
Officers should search areas that may pose a danger to the missing person, including wooded or uninhabited areas, bodies of water, vacant structures, confined spaces, and other locations accessible to the individual.

(iii) Frequently Visited Locations
Officers should check locations commonly associated with the missing person, such as parks, schools, businesses, recreational areas, or other known gathering places.

(iv) Neighborhood Canvass
Officers should conduct a canvass of the surrounding area and attempt to obtain consent to search residences, businesses, and other structures where the missing person may be located.
Special consideration should be given to waterways, beach access points, and coastal hazards when applicable.

E. FCIC / NCIC / NAMUS ENTRY AND DOCUMENTATION

1. FCIC/NCIC Entry Requirements (CFA 15.12MB)

a. In accordance with Chapter 937, Florida Statutes, all missing persons shall be entered into the Florida Crime Information Center (FCIC) and National Crime Information Center (NCIC) databases as follows:

(i) Missing children shall be entered immediately.
(ii) Missing adults shall be entered without delay upon receipt of a credible report.
(iii) All entries shall occur as soon as the minimum entry criteria are met, and no later than two (2) hours after receipt of the report.

2. Responsibility for Entry

a. The Brevard County Sheriff's Office Judicial Process Unit is responsible for entering, modifying, and canceling missing person records in FCIC/NCIC.

b. It is the responsibility of the CBPD report writer to request an entry from the Judicial Process Unit with the approval of the On-duty Shift Supervisor.

3. Upon approval from the On-duty Shift Supervisor, responding officers shall:

a. Provide all required information to the Judicial Process Unit to meet minimum entry criteria.
b. Confirm that the entry has been completed.
c. Document the time the minimum entry criteria were met.
d. Document the time the FCIC/NCIC entry was requested and confirmed.

4. NCIC/FCIC Minimum Entry Criteria

a. At a minimum, the following information shall be obtained and relayed to the Judicial Process Unit for entry:

(i) Name
(ii) Date of Birth (DOB)

(iii) Sex
(iv) Race
(v) Height and weight
(vi) Hair and eye color
(vii) Date last seen
(viii) Location last seen
(ix) Agency case number

5. NamUs Entry Requirements
   a. The assigned detective or designee shall ensure the missing person is entered into the National Missing and Unidentified Persons System (NamUs) within ninety (90) days, in accordance with Florida law. This shall be requested through the Judicial Process Unit and verified by the CID Supervisor or designee.
6. Record Validation (CFA 15.12MD)
   a. Missing person entries shall be validated in accordance with FCIC/NCIC requirements. Officers shall assist as needed in confirming or updating information to ensure accuracy of the record. 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.
7. Documentation Requirements
   a. All missing person investigations shall include:
      (i) A completed incident report.
      (ii) Documentation of all investigative actions taken.
      (iii) Documentation of FCIC/NCIC entry and status times.
      (iv) Supplemental reports for assisting officers, any updates, leads, or status changes.

F. Investigative Follow-Up and Case Management
1. Case responsibility
   a. The responding officer shall initiate the preliminary investigation and complete the initial report.
   b. Responsibility for follow-up investigation shall be determined by the assigned detective based on the circumstances of the case, including risk level and complexity.
2. Assignment of Cases
   a. High-risk missing person cases shall be reviewed by a supervisor and may be assigned to the Criminal Investigations Division (CID) or other appropriate personnel.
   b. Standard-risk cases may remain with patrol for follow-up unless additional factors warrant reassignment.
   c. The CID Supervisor or designee shall ensure that missing person cases are reviewed monthly to determine whether the case should remain active in FCIC/NCIC. (CFA 15.12MD)
3. Investigative Actions
   a. Officers or assigned investigators shall, as appropriate:
      (i) Re-contact the reporting party and witnesses for additional information.
      (ii) Attempt to locate the missing person through known associates, locations, or patterns of behavior.
      (iii) Review available records, including prior reports and law enforcement databases.
      (iv) Utilize available technology and resources, including cell phone data, license plate readers, and surveillance systems, as appropriate.

(v) Coordinate with other law enforcement agencies if the investigation extends beyond jurisdictional boundaries.
(vi) Document all investigative steps and findings.

4. Use of additional resources
   a. When appropriate, investigators or supervisors shall consider the use of additional resources, including:
      (i) Child Abduction Response Team (CART)
      (ii) K9 units
      (iii) Aviation resources
      (iv) Marine units
      (v) Regional or state resources, including FDLE
5. FDLE / MEPIC Coordination
   a. Investigators shall coordinate with the Florida Department of Law Enforcement Missing Endangered Persons Information Clearinghouse (MEPIC) when applicable, including:
      (i) Providing relevant case information.
      (ii) Utilizing available analytical and investigative support.
      (iii) Complying with statewide information-sharing practices.
6. Ongoing case review
   a. The CID Supervisor shall ensure that missing person cases are periodically reviewed to assess investigative progress, update risk classification, and determine if additional resources are needed.
7. Dental Records and DNA Collection (CFA 15.12MEF)
   a. When a missing person has not been located within thirty (30) days, the investigating officer or assigned detective shall request that a family member or appropriate reporting party provide:
      (i) Written consent from a family member or next of kin to obtain dental records.
      (ii) Dental records are obtained from the missing person's dentist or other appropriate source.
   b. Upon receipt, the investigating officer or assigned detective shall request the Judicial Process Unit enter the dental records in the NCIC Dental File for the purpose of comparing such records to those of unidentified deceased persons in accordance with § 937.031, Florida Statutes.
   c. When a missing person has not been located within ninety (90) days, the investigating officer or assigned investigator shall request that a family member or appropriate reporting party provide:
      (i) A DNA sample or information sufficient to obtain a DNA profile of the missing person
      (ii) DNA samples are collected from appropriate personal items or biological relatives, in accordance with applicable procedures
   d. Collected dental and DNA information shall be:
      (i) Submitted to the appropriate state or national databases, including NamUs, as applicable
      (ii) Documented in the case report
   e. This does not prevent an officer or investigators from attempting to obtain information or approved biological specimens for DNA analysis before the expiration of the 90-day period.
   f. 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*.
8. Case Status Changes
   a. Any change in the status of the missing person, including new information, changes in risk level, or significant investigative developments, shall be documented and communicated to the UCC, Judicial Process Unit, and involved personnel.

G. Alerts and Public Notifications
   1. General

When a missing person meets established criteria, officers shall promptly notify the On-duty Shift Supervisor and request consideration for activation of appropriate alert systems.

2. Missing Child Alert
    a. In accordance with § 937.021 and FDLE, a Missing Child Alert may be requested when:
        (i) The child is under the age of 18.
        (ii) There is a well-founded belief, based on an active investigation, that the child is in danger of death or serious bodily injury.
        (iii) There is a detailed description or photograph of the child to broadcast to the public.
    b. An Enhanced Missing Child Alert may be requested when all of the above criteria is met as well as:
        (i) There is a well-founded belief, based on an active investigation, that the child is in **imminent** danger of death or serious bodily injury.
    c. Requests for Missing Child Alerts shall be coordinated through supervisory personnel and the Brevard County Sheriff's Office UCC, and consist of the following steps:
        (i) Request the Brevard County Sheriff's Office Judicial Process Unit enter the missing child into FCIC/NCIC within 2 hours and issue a statewide BOLO.
        (ii) Contact the MEPIC at 1-888-356-4774.
        (iii) Work with FDLE to prepare information for public distribution.
        (iv) FDLE will ensure the information is distributed to the media as well as the public via text message or email through www.missingchildrenalert.com and other resources.
3. AMBER Alert
    a. In accordance with § 937.021 and FDLE, an AMBER Alert may be requested when:
        (i) The child is under the age of 18.
        (ii) There is a well-founded belief the child has been kidnapped.
        (iii) There is a well-founded belief, based on an active investigation, that the child is in imminent danger of serious bodily harm or death.
        (iv) Sufficient descriptive information of the child and/or the abductor/vehicle is available to assist in the recovery.
    b. Requests for AMBER Alerts shall be coordinated through supervisory personnel and the Brevard County Sheriff's Office UCC, and consist of the following steps:
        (i) Request the Brevard County Sheriff's Office Judicial Process Unit enter the missing child into FCIC/NCIC within 2 hours and issue a statewide BOLO.
        (ii) Contact the MEPIC at 1-888-356-4774.
        (iii) Work with FDLE to determine if information is to be broadcast on a regional or statewide basis.
        (iv) Work with FDLE to prepare information for public distribution.
        (v) 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.
4. Silver Alert
    a. In accordance with § 937.021 and FDLE, a local Silver Alert may be requested when:
        (i) The missing person must be 60 years or older **OR** the missing person must be 18-59 years of age 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.
        (ii) The missing person must have an irreversible deterioration of mental faculties (e.g., Alzheimer's disease or dementia) that has been verified by law enforcement.

b. Requests for a local Silver Alert shall be coordinated through supervisory personnel and the Brevard County Sheriff's Office UCC, and consist of the following steps:
    (i) Conduct a preliminary investigation, in which the agency has concluded that the disappearance poses a credible threat to the missing person's welfare and safety.
    (ii) Request the Brevard County Sheriff's Office Judicial Process Unit enter the missing person into FCIC/NCIC and issue a statewide BOLO.
    (iii) Contact media outlets in the area and/or surrounding jurisdictions.
c. A state Silver Alert may be requested when the above criteria is met as well as:
    (i) The person must be travelling by motor vehicle with an identified license plate number or other vehicle information.
    (ii) A local Silver Alert has been activated by, at minimum, completing the activation steps outlined above.
d. Requests for a state Silver Alert shall be coordinated through supervisory personnel and the Brevard County Sheriff's Office Judicial Process Unit, and consist of the following steps:
    (i) Activate a local Silver Alert.
    (ii) Contact the MEPIC at 1-888-356-4774.
    (iii) Work with FDLE to determine the areas for activation and prepare information for public distribution.
    (iv) FDLE will ensure that the information is broadcast via dynamic highway message signs when applicable and via email/text through sign-up by public citizens and other resources.

5. Purple Alert
a. In accordance with § 937.0205 and FDLE, a local Purple Alert may be requested when:
    (i) The person must be 18 years of age or older and **must not** qualify for a Silver Alert.
    (ii) It has been determined that the missing person:
        (a) **Has any combination of the following**: an intellectual or developmental disability, brain injury, or another physical, mental, or emotional disability that is not related to substance abuse AND
        (b) **Does not have** Alzheimer's disease or a dementia-related disorder.
    (iii) The investigation concluded that the disappearance poses a credible threat of immediate danger or serious bodily harm to the missing person and that the missing person can only be returned to safety through law enforcement intervention.
    (iv) There must be a detailed description of the missing person suitable for distribution.
    (v) The missing person is entered into FCIC/NCIC.
b. Requests for local Purple Alerts shall be coordinated through supervisory personnel and the Brevard County Sheriff's Office Judicial Process Unit in conjunction with FDLE, and consist of the following steps:
    (i) Request the Brevard County Sheriff's Office Judicial Process Unit enter the missing person into FCIC/NCIC and issue a statewide BOLO.
    (ii) Contact media outlets in the affected area or surrounding jurisdictions.
    (iii) Inform all on-duty law enforcement officers of the missing adult report and communicate the report to any other law enforcement agency in the county of jurisdiction.
    (iv) Once the above steps have been completed, request an analytical assistance case opening by calling MEPIC at 1-888-356-4774.
c. A state Purple Alert may be requested when the above criteria has been met as well as:
    (i) There must be a detailed description of the vehicle and verified tag number to display on the Florida Department of Transportation dynamic message signs.

d. Requests for state Purple Alerts shall be coordinated through supervisory personnel and the Brevard County Sheriff's Office Judicial Process Unit in conjunction with FDLE, and consist of the following steps:
    (i) Request the Brevard County Sheriff's Office Judicial Process Unit enter the missing person into FCIC/NCIC within 2 hours and issue a statewide BOLO.
    (ii) Notify media outlets in the area and/or surrounding jurisdictions.
    (iii) Once the above steps have been completed, request a State Purple Alert by calling MEPIC at 1-888-356-4774.
    (iv) FDLE will ensure that the information is broadcast via dynamic highway message signs and via email/text through online sign-up by public citizens and other resources.

6. Spectrum Alert
    a. In accordance with § 937.0104 and FDLE, a Spectrum Alert may be requested when:
        (i) The missing person is a child under 18 years of age.
        (ii) There is reasonable belief that the child has autism spectrum disorder (ASD).
        (iii) There is a well-founded belief, based on an active investigation, that the child is in danger of death or serious bodily injury.
        (iv) There must be a detailed description and/or photograph of the child to broadcast to the public.
    b. An Enhanced Spectrum Alert may be requested when all of the above criteria are met, as well as:
        (i) There is a well-founded belief, based on an active investigation, that the child is in **imminent** danger of death or serious bodily injury.
    c. Requests for Spectrum Alerts shall be coordinated through supervisory personnel and the Brevard County Sheriff's Office Judicial Process Unit, and consist of the following steps:
        (i) Request the Brevard County Sheriff's Office Judicial Process Unit enter the missing child into FCIC/NCIC within 2 hours and issue a statewide BOLO.
        (ii) Inform all on-duty law enforcement officers of the reported missing child with ASD.
        (iii) Notify media outlets in the area and/or surrounding jurisdictions.
        (iv) Contact the MEPIC at 1-888-356-4774.
7. Other Notifications
    a. Supervisors may utilize additional resources to assist in locating missing persons, including:
        (i) Be On the Lookout (BOLO) notifications
        (ii) Regional law enforcement notifications
        (iii) Media notifications, when appropriate
        (iv) Social media or public information releases, coordinated through the appropriate chain of command
8. On-duty Shift Supervisor Responsibilities
    a. Supervisors shall:
        (i) Evaluate whether alert criteria are met.
        (ii) Ensure timely coordination with the UCC, Judicial Process Unit, and FDLE.
        (iii) Approve or elevate requests for public notifications.
        (iv) Ensure notifications are documented in the case report.

H. Staff Notifications and Case Escalation
1. Immediate Supervisor Notification
    a. If there are suspicious circumstances surrounding the disappearance, the responding officer shall immediately notify the On-duty Shift Supervisor. The Supervisor shall respond to the scene without delay.
2. Command Notification for Suspicious / High-Risk Cases

a. In cases involving suspicious circumstances, abduction indicators, or other high-risk factors, the On-duty Shift Supervisor shall:
    (i) Notify a Major or designee
    (ii) Request response from investigative personnel, as appropriate
    (iii) Ensure appropriate command staff notifications are made.

3. 30-Minute Escalation Requirement
    a. Absent exigent circumstances, if a missing person is not located within thirty (30) minutes of the arrival of the primary officer, the On-duty Shift Supervisor shall:
        (i) Notify a Major or designee.
        (ii) Request a detective respond to the scene.
        (iii) Ensure command staff notifications are made as appropriate.
4. Alert-Related Notifications
    a. When criteria exist for Missing Child, AMBER, Silver, Spectrum, or Purple Alerts, supervisory personnel shall ensure that:
        (i) A Major or designee is notified.
        (ii) Command staff are notified.
        (iii) Coordination with the UCC, Judicial Process Unit and FDLE is initiated.

I. Recovery, Cancellation, and Case Closure (CFA 15.12MC)
1. When a missing person is located, officers shall:
    a. Confirm the identity of the individual
    b. Assess the individual's physical and mental condition
    c. Determine if medical attention is needed
    d. Determine the circumstances of the disappearance and whether any criminal activity occurred
    e. Take appropriate enforcement action if necessary
2. Notification Requirements
    a. Upon recovery, officers shall ensure:
        (i) The reporting party is notified
        (ii) Any assisting or involved agencies are notified as appropriate
        (iii) Any applicable alerts are cancelled through the MEPIC.
        (iv) Supervisory personnel are notified in high-risk or significant cases
3. FCIC/NCIC & NamUS Cancellation
    a. The Brevard County Sheriff's Office Judicial Process Unit shall be notified without delay to cancel the missing person entry in FCIC/NCIC and NamUS.
    b. Officers shall:
        (i) Confirm that the entry has been canceled.
        (ii) Document the date and time of the cancellation in the report.
4. Return or Disposition of Individual
    a. Officers shall take appropriate action based on the circumstances including:
        (i) Returning juveniles to a parent, guardian, or appropriate authority.
        (ii) Assisting vulnerable adults with safe placement or medical care.
        (iii) Coordinating with social services or other agencies when necessary.
5. Case Closure
    a. A missing persons case may be closed when:
        (i) The missing person is located and confirmed safe.
        (ii) The case is transferred to another agency with proper documentation.
        (iii) The case is otherwise resolved or reclassified based on investigative findings.
6. Documentation

a. Officers or investigators shall complete all required reports, including:
    (i) Supplemental reports documenting recovery and disposition.
    (ii) Any updates to investigative findings.
    (iii) Final case status and closure documentation.

J. Investigative Checklists and Materials
1. The Cocoa Beach Police Department authorizes the use of standardized investigative checklists to assist officers and investigators in missing person cases.
2. These checklists are intended to provide guidance and ensure thorough, consistent investigations, particularly during initial response and high-risk incidents.
3. Special consideration should be given to the use of specialized questionnaires when the missing person has known or suspected developmental, cognitive, or medical conditions.
4. Approved checklists may include:
    a. First Responder Checklist for Missing Children (National Center for Missing and Exploited Children)
    b. Law Enforcement Investigative Guide for Missing and Abducted Children (National Center for Missing and Exploited Children)
    c. Runaway and Unsupervised Juvenile Investigative Checklist (Department of Children and Families)
    d. Children on the Autism Spectrum: Search Protocols & Questionnaire for First Responders (National Center for Missing and Exploited Children)

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. Florida Department of Law Enforcement, Florida's Missing Child Alert Criteria & Activation Process
E. Florida Department of Law Enforcement. Florida’s Purple Alert Plan
F. Florida Department of Law Enforcement. Florida’s Silver Alert Criteria & Activation Process
G. Florida Department of Law Enforcement. Florida’s Spectrum Alert Criteria & Activation Process
H. Chapter 937, Florida Statutes – Missing Person Investigations