
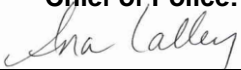
	<h1>ELGIN POLICE DEPARTMENT</h1> <p>151 Douglas Avenue Elgin, Illinois 60120</p>	
Effective Date: 05/20/02	STANDARD OPERATING PROCEDURE	Revised Date: 03/12/26
Chief of Police: 	Missing Persons, 42.4	
Cross Reference: SOP 42.1 Criminal Investigations Administration SOP 44.2 Criminal Investigations Operations SOP 55.1 Victim/Witness Assistance FBI Child Abduction Response Plan 20 ILCS 2605/2605-485, Endangered Missing Person Advisory 50 ILCS 722, Missing Persons Identification Act 325 ILCS 40/2, Intergovernmental Missing Child Recovery Act of 1984 705 ILCS 405/3-3, Minor Requiring Authoritative Intervention	Policy Sections: 42.4.1 Police Report Required 42.4.2 Missing Person Intake Report Form and Classification 42.4.3 Initial Response 42.4.4 Follow-up Investigation 42.4.5 Return of the Missing Person/Case Closure 42.4.6 Unidentified Remains of Persons or Children 42.4.7 Cold Case Investigations Appendix A: Missing Person Intake Report Appendix B: Endangered Missing Person Advisory (Silver Search) Appendix C: Amber Alert Notification Plan (Request Fax) Appendix D: Amber Alert Cancellation	

PURPOSE

The purpose of this policy is to establish guidelines for reports of missing and unidentified persons.

POLICY STATEMENT

It is the policy of the department to thoroughly investigate and document all reports of missing persons. Reports of missing persons must be given full consideration and attention by the department, to include careful recording and investigation of circumstances surrounding the disappearance. Particular care should be exercised in instances involving high risk missing persons, missing children and persons who may be mentally or physical impaired or are insufficiently capable of taking care of themselves. All unidentified persons located in the City of Elgin, will be investigated to the fullest ability of this department.

DEFINITIONS

Amber Alert Notification Plan: Used by a law enforcement agency to document information pertaining to a possible child endangerment/abduction and to request the dissemination of an amber alert notification when the criteria for an amber alert has been met.

Amber Alert Program: A voluntary partnership between law-enforcement agencies, broadcasters, transportation agencies, and the wireless industry, to activate an urgent bulletin in the most serious child-abduction cases.

Endangered Missing Person Advisory: Pursuant to 20 ILCS 2605/2605-485, provides a regional system for the rapid dissemination of information regarding a missing person who is believed to be a high-risk missing person as defined in the Missing Person's Identification Act, 50 ILCS 722/10. This also encompasses the Silver Search Program and situations that do not meet the Amber Alert Notification criteria.

High Risk Missing Person: Person whose whereabouts are not currently known and whose circumstances indicate that the person may be at risk of injury or death, 50 ILCS 722/10.

Illinois State Clearinghouse for Missing and Exploited Children (ISCMEC): An office of the Illinois State Police which assists in Amber Alert notifications and distribution of missing person information and works in conjunction with the National Center for Missing and Exploited Children.

Illinois State Police Emergency Radio Network (ISPERN): Provides wide area radio dissemination of criminal or traffic offense information to multiple law enforcement agency mobile units, allowing for coordinated operations between these agencies.

Law Enforcement Agencies Data System (LEADS): A statewide computerized telecommunications system designed to provide services, information, and capabilities to the law enforcement and criminal justice community in the State of Illinois.

Missing Adult: A person who is 21 years of age or older and whose absence is contrary to his/her normal patterns of behavior.

Missing Child: Any person under 21 years of age whose whereabouts are unknown to his or her parents or legal guardian, 325 ILCS 40/2.

National Crime Information Center (NCIC): A computerized index of criminal justice information such as criminal record history information, fugitives, stolen properties, missing persons.

National Missing Person Identification System (NamUS): A national clearinghouse for missing persons and unidentified decedent records. NamUS is a free online system that can be searched by medical examiners, coroners, law enforcement officials, and the general public to solve these cases.

Runaway Child: Any minor under 18 years of age who is absent from home without consent of his/her parent, guardian or custodian or is beyond the control of his/her parent, guardian, or custodian, in circumstances which constitute a substantial or immediate danger to the minor's physical safety and who after being taken into limited custody for the period of time provided in 705 ILCS 705/3-3 and offered interim crisis intervention services, where available, refuses to return home after the minor and his/her parent, guardian or custodian cannot agree to an arrangement for an alternative voluntary residential placement or the continuation of such placement, 705 ILCS 405/3-3.

Missing Person Intake Report: Completed by the in-taking employee during the initial report of a missing person.

Silver Search Program: A method of providing training, support, and technology to law enforcement, first responders, public guardians, and the public regarding people with Alzheimer's and dementia that are reported missing. Part of the Silver Search Program is law enforcement's utilization of the Endangered Missing Person Advisory.

PROCEDURES

42.4.1 POLICE REPORT REQUIRED

- A. In accordance with Illinois statute 50 ILCS 722/5, employees shall accept without delay any report of a missing person. Employees may not refuse to accept a missing person report on the basis that the:
1. Missing person is an adult.
 2. Circumstances do not indicate foul play.
 3. Person has been missing for a short or long period of time.
 4. Missing person was not in the jurisdiction served by the law enforcement agency at the time of the disappearance.
 5. Circumstances suggest the disappearance may be voluntary.
 6. Reporting individual cannot provide all the information requested by the law enforcement agency.
 7. Reporting individual lacks a familiar or other relationship with the missing person.
 8. On the basis of the missing person's mental or medical condition.

- B. Reports of a missing person may be taken in person, by telephone, or by electronic or other media consistent with the department policy.
- C. Jurisdictional conflicts shall be avoided when a person is reported missing.
 - 1. In accordance with Illinois statute 50 ILCS 722/5, if the department learns through an investigation that a missing person report has been filed by another law enforcement agency for the same missing person and is under active investigation by that agency and if a missing person entry is active in LEADS, then the department shall not initiate an additional missing persons report but shall draft an informational report detailing the interview of the reporting individual. The informational report shall be forwarded to the agency handling the missing person case without delay.
 - a. A second or subsequent agency is not prohibited from entering a duplicate missing person report in LEADS; however, only one LEADS missing person is report required.
 - b. Any existing LEADS missing person report may be modified by the originating agency to include additional or updated information.
 - 2. If the missing person either resides in or was last seen in the city of Elgin, the department shall immediately initiate the reporting and investigative process.
 - 3. If the missing person resides in Elgin and was last seen in another jurisdiction and the law enforcement agency covering that jurisdiction chooses not to take the missing person's report, the department shall initiate the reporting and investigative process.
 - 4. If the missing person resides in another jurisdiction and was last seen in another jurisdiction, the department shall initiate the reporting process and provide notification to the agency having jurisdiction who will conduct the investigation.
 - 5. Investigating police officers shall work to obtain the cooperation of the law enforcement agency covering the jurisdiction where the missing person was last seen. Nothing precludes the transfer of primary responsibility for an investigation, if warranted by information revealed during an investigation.

41.4.2 MISSING PERSON INTAKE REPORT FORM AND CLASSIFICATION OF THE INCIDENT

- A. The in-taking employee is responsible for completing an initial police report, along with the Missing Person Intake Report form which contains information about the missing person that is outlined in Illinois statute 50 ILCS 722/50; refer to Appendix A to view this form. When available a recent or dated photograph of the person should be attached to the report. For purpose of this policy, the in-taking employee may be a community service officer assigned to the department's information desk or police officer who is dispatched to the scene of a missing person report.
- B. The content of the Missing Person Intake Report form contains information required by Illinois statute 50 ILCS 722/5, Section 5, titled Missing Person Reports. The information obtained will assist the in-taking employee in determining the proper classification of the incident as defined in this policy and are as such:
 - 1. Missing Adult.
 - 2. Missing Child.
 - 3. Runaway Child.
 - 4. High Risk Missing Person.
- C. Pursuant to Illinois statute 50 ILCS 722/10 (A) (1) the criteria below should be considered for the

classification of a high-risk missing person:

1. Stranger abduction or non-custodial parent.
 2. Suspicious, unknown or dangerous circumstances.
 3. Missing for more than 60 days.
 4. Designated as a high-risk missing person by another law enforcement agency.
 5. In need of medical attention, including but not limited to persons with dementia-like symptoms, or prescription medication.
 6. Does not have a pattern of running away or disappearing.
 7. Person is mentally impaired, including but not limited to, a person having a developmental disability or intellectual disability.
 8. Is a veteran or active duty member of any branch of the military, or any reserve component and is believed to have a physical or mental health condition that is related to their service.
 9. Under the age of 21.
 10. Has been the subject of past threats or acts of violence.
 11. Has gone missing from a facility licensed under the Nursing Home Care Act.
 12. Any other factor that may, in the judgement of the police officer, indicate that the missing person may be at risk.
- D. A copy of the completed Missing Person Intake Report form shall be provided to the Emergency Communications Division where telecommunicators shall immediately input information into the Law Enforcement Agencies Data System (LEADS), the National Crime Information Center (NCIC), and other resources as applicable. This may be completed by the in-taking employee, police officer or a supervisor.
1. The database entries shall remain in file indefinitely or until action is taken by the originating agency to clear or cancel the record. In addition, if the missing person remains missing for 60 days after the date of the report, the department shall immediately generate a report of the missing person within the National Missing and Unidentified Person System; this is also addressed in Section 42.4.4 of this policy.

42.4.3 INITIAL RESPONSE

- A. The initial responding police officer shall respond to the scene of the missing person report and ensure supervisory notification of the missing person is made. The police officer shall determine if the Missing Person In-take Report form has been completed and whether a photograph of the missing person is available.
1. When these items are not completed or available, it shall be the initial responding police officer's responsibility to ensure completion of the Missing Person In-take Report Form and obtain a photograph of the missing person.
 2. As directed in Section 42.4.1 (D), these items shall be submitted to the Emergency Communications Division.
 3. Pursuant to Illinois statute 50 ILCS 722/5, nothing prohibits the collection of evidence such as photographs, documents, biological samples, dental charts, radiographs or fingerprints

at the start of a missing person investigation.

- B. The initial responding police officer shall interview the person who made the missing person report and any witnesses to gather as much pertinent information as possible.
- C. Information pertaining to a missing adult
 - 1. A thorough search shall be conducted of both the residence and location the missing adult was last seen. If the missing adult is not located at the home or last seen location, a thorough search of the geographical area shall be conducted.
 - a. Police officers shall be cognizant of search and seizure guidelines and seek voluntariness whenever possible.
 - b. In cases where foul play is suspected, the missing adult's home, areas where the missing adult was last seen or may have concealed themselves shall be considered a possible crime scene to prevent contamination or destruction of possible evidence. An evidence technician shall be requested to process the scene.
 - 2. If the missing person's cell phone information is available, police officers shall consider requesting a cell ping to help determine the whereabouts of the missing person. This may be requested through the Emergency Communications Division.
 - 3. The supervisor shall:
 - a. Coordinate the necessary department resources such as police service dogs, department's small unmanned aircraft (drone), city-wide camera system, use of social media outlets, Rave Alert/Smart911, and other resources as necessary. Refer to Standard Operating Procedure 41.11 Unmanned Aerial Systems and 102.1 Police Service Dog Operations for more information on these resources.
 - b. Notify both the patrol and investigations commander via the chain of command.
 - c. Ensure notification to the Emergency Communications Division and provide information to enable the telecommunicator to relay important information to police officers and others as appropriate.
 - d. Request assistance from the Major Investigations Division.
 - 4. Based on the results of the initial investigation, the police officer/detective shall confer with a supervisor to determine if the missing adult qualifies for a public alert notification such as the Endangered Missing Person Advisory. Use of this advisory includes persons with dementia or Alzheimer's which may be referred to as the State of Illinois Silver Search Program. This advisory is initiated by law enforcement utilizing the following criteria:
 - a. The person is missing under unexplained or suspicious circumstances.
 - b. The person is believed to be in danger because of age, health, mental or physical disability, environment, weather conditions, or in the company of a potentially dangerous person or some other factor that may expose the person to possible harm or injury.
 - c. Public information is available that could assist in the safe recovery of the person.
 - d. The circumstances do not fit the criteria of an Amber Alert. Refer to the section of the policy that addresses a missing child for more information on Amber Alert.

5. The Endangered Missing Person Advisory Packet is accessible to all personnel via PowerDMS. Refer to Appendix B to view this form. The police officer/detective shall ensure photo of the missing person is attached to the advisory.
 - a. The advisory and photograph shall be provided to the Emergency Communications Division. The police officer/detective shall ensure a copy of the Missing Person Intake Report is provided.
 - b. The in-taking telecommunicator shall forward the advisory and photograph to the Illinois State Police Springfield Communications Center via email at isp.scc@illinois.gov. The telephone and facsimile number are located on the form, if needed. Follow-up should be made to confirm receipt of the documents.
 - c. The in-taking telecommunicator shall also disseminate the missing person information via the Law Enforcement Agencies Data System (LEADS), Illinois State Police Emergency Radio Network (ISPERN), National Crime Information Center (NCIC), and other resources such as the Illinois State Clearinghouse for Missing and Exploited Children (ICMEC), as applicable.

D. Information pertaining to a missing child

1. In the event of a missing child, a supervisor shall respond to the incident and coordinate a search for the child. All available department resources shall be devoted to the search, such as the small unmanned aircraft (drone), citywide camera system, use of social media outlets, Rave Alert/Smart911, and other resources as necessary. Refer to Standard Operating Procedure 41.11 Unmanned Aerial Systems and 102.1 Police Service Dog Operations for more information on these resources.
 - a. The search shall include, but not be limited to, homes of friends or family of the missing child, school attended by the child, or other recreational facilities frequented by children, and any other areas frequented by the child. Police officers shall be cognizant of search and seizure guidelines and seek voluntariness whenever possible.
 - b. The missing child's home shall be treated as a crime scene. The police officer/detective shall attempt to obtain consent to search the home of the child. Once consent is obtained, the home shall be thoroughly searched for the child and evidence of foul play.
 - c. The search for children should include places where children could be trapped, asleep or hiding such as a closet, under furniture, attics, crawlspaces, sheds or other closed or locked spaces. Special attention should also be given to enclosures.
 - d. The police officers/detectives shall determine if items belonging to the child are missing particularly money, valuables, or travel items.
2. Police officers/detectives involved in missing children investigations should not rule out any suspects until the investigation is complete.
3. An ISPERN broadcast should be made as soon as practical.
4. Based on the results of the initial investigation of a missing child, the police officer/detective shall confer with a supervisor to determine if the criteria for an Amber Alert Notification Plan exist. The criteria for an Amber Alert Notification are as follows, as listed on the State of Illinois Amber Alert website:
 - a. Law enforcement must confirm a child has been abducted.

- b. The child must be under the age of 16 or have a proven mental or physical disability.
 - c. Law enforcement must believe the child is in danger of serious bodily harm or death.
 - d. There is enough descriptive information about the child, abductor, and/or suspect's vehicle to believe an immediate broadcast alert will help.
5. When the Amber Alert criteria are met, the supervisor shall notify the patrol and investigations commander via the chain of command. Upon the notifications, the Amber Alert Notification shall be immediately activated.
- a. The police officer/detective shall complete all components of the Amber Alert Notification Plan. This form is accessible to all personnel via PowerDMS; refer to Appendix C to view the form.
 - b. The police officer/detective shall ensure a photo of the missing child is attached to the notification plan.
 - c. The AMBER Alert Notification Plan and the child's photograph shall be provided to the Emergency Communications Division.
 - 1. The in-taking telecommunicator shall forward the advisory and photograph to the Illinois State Police Springfield Communications Center via email at isp.scc@illinois.gov. The telephone and facsimile number are located on the form, if needed. Follow-up should be made to confirm receipt of the documents.
 - 2. The in-taking telecommunicator shall also disseminate the missing child information via the Law Enforcement Agencies Data System (LEADS), Illinois State Police Emergency Radio Network (ISPERN), National Crime Information Center (NCIC), the Illinois State Clearinghouse for Missing and Exploited Children (ICMEC), and other resources as applicable.
6. When the situation does not meet the Amber Alert criteria, a determination shall be made if the case qualifies for a Missing Endangered Person Advisory; refer to the above section on a missing adult to view information on this advisory.

E. Information pertaining to a runaway child

- 1. The in-taking employee shall forward a copy of the police report and associated forms to the Emergency Communications Division for entry into the Law Enforcement Agencies Data System (LEADS) and National Crime Information Center (NCIC). A copy of the LEADS/NCIC entry shall be forwarded to the Records Division for inclusion in the police report.
- 2. When available, a photograph of the runaway juvenile shall be attached to the original report.
- 3. The report, along with the associated forms, shall be routed to the Major Investigations Division by the reviewing supervisor, and assigned to a detective.
- 4. If information exists on a possible location of the runaway child, a police officer or detective shall be sent to the location as soon as possible. If the location is outside the jurisdiction of Elgin city limits, that jurisdiction shall be notified.

- F. The initial responding police officer or supervisor shall provide notification to the person making the report, a family member, a person responsible for the missing person's welfare, or other person in position to assist the department in the efforts to locate the person of the following as indicated in Illinois statute 50 ILCS 722:
1. General information regarding handling of the case or intended efforts to locate the missing person as long as the information does not adversely impact the case.
 2. Information regarding the collection of documents and biological samples that could assist in the identification of a missing person, including dental charts and radiographs, medical records, fingerprints, and biological samples from the person's personal items or from the missing person's immediate biological family members.
 3. Instruction to contact the department if the person remains missing in order to provide additional information that will aid in locating the missing person.
 3. If requested by the department, DNA samples are voluntary and will be used solely to help locate and/or identify the missing person. An evidence technician may be called to assist with collecting DNA samples.
 4. Provide one of the following resources, based on the age of the missing person:
 - a. If under the age of 18, the contact information for the National Center for Missing and Exploited Children. <https://www.missingkids.org/HOME>
 - b. If 18 or older, contact information for the National Missing and Unidentified Person System organization. <https://www.namus.gov/>

42.4.4 FOLLOW-UP INVESTIGATION

The following additional steps shall be considered during the follow-up investigation:

- A. Contact hospitals and coroner's offices for injured or deceased persons matching the description of the missing person.
- B. Conduct additional canvasses in the area where the missing person was last seen or resides to gather information from people driving through the area.
- C. Re-interview the reporting person(s).
- D. Utilize social media outlets to publicize information about the missing person.
- E. Organize the flow of information and track leads regarding the missing person.
- F. Consider creation of a command center responsible for coordinating resources and information.
- G. Review the Federal Bureau of Investigation Child Abduction Plan. The plan is accessible to all employees via PowerDMS.
- H. Request dental records or fingerprints.
- I. Review sex offender lists, violent offender lists or recently paroled offender lists.
- J. Pursuant to Illinois statute 50 ILCS 722/5, if the person remains missing for 60 days after the date of the report, the department shall:
 1. If the reporting requirements for entry into the Federal Bureau of Investigation's Violent Criminal Apprehension Program are met, the department shall enter the missing person case into the

Federal Bureau of Investigation's Violent Criminal Apprehension Program database.

2. Immediately generate a report within the National Missing and Unidentified Person System (NamUs) and shall attempt to obtain all of the following:
 - a. Additional photographs of the missing person that may aid the investigation or identification of an unidentified person, including photographs of the missing person's scars, marks, and tattoos. All photographs of the missing person that the law enforcement agency collected shall be added to the National Missing and Unidentified Persons System (NamUS) record. The department is not required to obtain written authorization before it releases publicly a photograph that would aid in the investigation or location of the missing person.
 - b. Fingerprint records of the missing person from a competent authority or from a criminal history database, if available. If a missing person remains missing for 30 days after the date of the police report, then the missing person's fingerprint record shall be added to the missing person entry in LEADS. If a missing person remains missing for 60 days after the date of the police report, then the missing person's fingerprint record shall be entered in the National Missing and Unidentified Persons Systems. The fingerprint records may be used for direct comparison to the fingerprint records of unidentified persons only.
 - c. Dental charts and radiographs of the missing person, if available. If a missing person remains missing for 60 days after the date of the police report and missing for 60 days after the date of the police report in the National Missing and Unidentified Persons System, then the missing person's dental record shall be added to the missing person entry in LEADS. The dental records may be used only for direct comparison to the dental records of unidentified persons.
 1. Persons entering data related to medical and dental records in state or federal databases are specifically trained to understand and correctly enter the information sought by these databases.
 - d. Biological samples from closely related family members of the missing person or biological samples from personal items of the missing person, along with any consent forms, required for the entry of a DNA profile in the Combined DNA Index System, including, but not limited to, the Local DNA Index System, State DNA Index System, and National DNA Index System.
 1. Biological samples collected for DNA analysis, if any, shall be submitted to an accredited Combined DNA Index System or other accredited laboratory where DNA profiles are entered into local, state and national DNA Index Systems within 90 days from the date of the police report.
 2. All biological samples and subsequent DNA profiles, if any, obtained in missing person cases from family members of the missing person or personal items of the missing person may not be retained after the location or identification of the remains of the missing person unless there is a search warrant signed by a court of competent jurisdiction.
- K. Pursuant to Illinois statute 50 ILCS 722/5, law enforcement agencies may not close a missing person case until the missing person has returned or been located, either alive or deceased. Law enforcement agencies shall keep cases under active investigation until the missing person is located or returned. Reasons for closing a missing person case may not include exhaustion of leads or termination of the anticipated life span of the missing person.

42.4.5 RETURN OF THE MISSING PERSON/CASE CLOSURE

- A. When the:

1. Missing child has been located or upon closure of the case, the detective shall complete the Amber Alert Cancellation form which is accessible via PowerDMS. Refer to Appendix D to view this form. The form shall be provided to the Emergency Communications Division and telecommunicators shall send the completed form to the Illinois Springfield Communications Center. Notification shall also be provided to all external resources that received information on the missing child.
 2. Missing adult has been located the Emergency Communications Division shall be notified by the detective and the LEADS message, to include notifications sent to other outlets, shall be canceled.
 3. Runaway child has been located or returned, the detective shall notify the Emergency Communications Division to have the LEADS/NCIC and other notifications canceled.
 4. A copy of the cancellation(s) shall be attached to the police report.
- B. The assigned police officer shall determine if the individual is in need of medical attention.
- C. Competent adults who have left home voluntarily cannot be forced to return. Police officers locating such individuals shall:
1. Advise them that they are the subject of a missing person investigation.
 2. Ask if they desire the reporting person(s) to be advised of their whereabouts.
 3. If the adult does not want their whereabouts known, the police officer shall simply advise the reporting person(s) that the missing person has been located.
- D. In all cases involving juveniles and in cases involving adults who wish to have their whereabouts known, the reporting person shall be notified and given information on the whereabouts of the individual.
- E. All missing juveniles who have been located shall be taken into protective custody in accordance with Standard Operating Procedure, 44.2 Juvenile Operations.
- F. The assigned police officer shall, in person, debrief the individual to ensure that no criminal offense is involved.
- G. If the assigned officer suspects foul play, a supervisor shall be notified.

42.4.6 UNIDENTIFIED PERSON OR HUMAN REMAINS

- A. Pursuant to Illinois statute 50 ILCS 722/20, the law enforcement agency having jurisdiction and acting under the request and direction of the medical examiner or coroner shall assist with the human remains identification; this does not include historic or prehistoric skeletal remains.
- B. In addition to any other action deemed appropriate for the handling of human remains, the assisting law enforcement agency, medical examiner, or coroner shall make reasonable attempts to promptly identify human remains which shall include but are not limited to obtaining the following when possible.
1. Photographs of the human remains prior to an autopsy.
 2. Dental and skeletal radiographs.
 3. Photographs of items found on or with the human remains.
 4. Fingerprints from the remains.



5. Tissue samples suitable for DNA analysis.
 6. Any other information that may support identification efforts.
- C. The above items must be collected prior to the disposal of or actions that can materially affect the unidentified remains.
- D. The statute mentioned above prohibits the cremation of unidentified human remains.
- E. The law enforcement agency, medical examiner, or coroner shall seek support from appropriate state and federal agencies, including the National Missing and Unidentified Persons Systems resources to facilitate prompt identification of human remains. This support may include:
1. Fingerprint comparison, forensic odontology, nuclear or mitochondrial DNA analysis or both, and forensic anthropology.
 2. Local, state and federal automated fingerprint identification system databases that include:
 - a. Local criminal history repositories.
 - b. The Illinois State Police Automated Biometric Identification System (ABIS), both criminal and civil, and any successor databases.
 - c. The Next Generation Integrated Automated Fingerprint Identification System (NGI) and other federal fingerprint databases, including immigration and military databases and the Repository for Individuals of Special Concern (RISC), and any successor database.
- F. Fingerprint testing for unidentified human remains shall be conducted in the following order:
1. Fingerprints and/or partial fingerprints shall be submitted for analysis within seven days of recovery to all local, state and federal automated fingerprint identification system databases.
 2. The fingerprints shall be appropriately searched for identification purposes.
 3. If there are no matches in any of the local, state and federal automated fingerprint identification system databases, the unidentified fingerprint records shall be uploaded to the National Missing and Unidentified Persons System (NamUs) within 60 days after recovery of the remains.
 4. If no matches are made, the department may contact the International Criminal Police Organization (INTERPOL) to search through the automated fingerprint identification system databases of member countries if remains are believed to have an international nexus.
 5. If the fingerprint analysis does not aid in the identification of the remains, the department, coroner or medical examiner shall request a dental examination to be performed by a forensic odontologist within 45 days of recovery of the remains for the purpose of dental charting, direct comparison to the missing person dental records, and uploading to the National Crime Information Center (NCIC) and National Missing and Unidentified Persons System (NamUS). If the
 6. If the fingerprint and dental analysis does not aid in the identification of the remains, then blood, tissue, or bone samples from the unidentified remains shall be submitted for DNA analysis within 90 days of the recovery of the remains to a Combined DNA Index System (CODIS) accredited laboratory where DNA profiles are entered into the National DNA Index System upon completion of testing.
- G. In the case of markedly decomposed or skeletal remains:

1. A forensic anthropological analysis of the remains, authorized by the coroner or medical examiner, shall also be performed within 60 days from the recovery and preparation of the remains for the analysis.
 2. The creation of a National Crime Information Center (NCIC) unidentified Person File shall be made upon receipt of the anthropological analysis report. The medical examiner or coroner shall provide the department with the required information, and the entry shall be made without unnecessary delay. The record shall remain on file indefinitely or until action is taken by the department to clear or cancel the record.
- H. No later than 60 days following the discovery of the remains, the department will coordinate with the medical examiner or coroner to ensure an unidentified person record in the National Missing Person and Unidentified Persons System if no identification is made. In creating the record, the medical examiner or coroner shall:
1. Include all available case information, including fingerprint data and dental radiographs and charts.
 2. Ensure a notation of DNA submission is made within the National Missing and Unidentified Persons System Unidentified Person record.
- I. The department may not close the unidentified person case until the individual has been identified and shall be under active investigation until the person is identified. Reasons for closing an unidentified person case may not include exhaustion of leads or termination of the anticipated life span of the missing person's next of kin.
- J. Jurisdiction for human remains determined to be older than 100 years shall be transferred to the Department of Natural Resources for further investigation, under the Archaeological and Paleontological Resources Protection Act.
- K. For an unidentified deceased person, the coroner, medical examiner or the department shall obtain a biological sample from any individual whose remains are not identifiable. The biological sample shall be forwarded to an accredited Combined DNA Index System (CODIS) laboratory where DNA profiles are input into the appropriate state and National DNA Index System within 90 days from the discovery of the remains.

42.4.7 COLD CASE INVESTIGATIONS

- A. Cases regarding missing persons and the unidentified remains of persons and children may be eligible for review by detectives assigned to the Cold Case Investigation Unit and given priority when the statute of limitations is expiring. To be eligible, the criteria below must be met:
1. Identified as a long-term missing person or unidentified human remains.
 2. Remained unsolved for three years with the potential to be solved through newly acquired information or advanced technology.
 3. The statute of limitations for each criminal offense potentially applicable to the case has not expired and the case has not previously reached a final judicial disposition.
- B. Once the criteria above have been met, Cold Case Unit detectives review the case to determine whether additional criteria have been met prior to seeking approval to proceed with a cold case investigation. For more information on cold case investigations into missing persons and the unidentified remains of persons and children, refer to Standard Operating Procedure 42.8 Cold Case Investigation Unit.

APPENDIX A: Missing Person Intake Report

	ELGIN POLICE DEPARTMENT Missing Person Intake Report				
Report number _____	Date reported missing _____	Last contact date _____			
<input type="checkbox"/> Missing Child	<input type="checkbox"/> Runaway Child	<input type="checkbox"/> Missing Adult	<input type="checkbox"/> High Risk Missing Person	<small>Refer to SOP 42.4 Missing Person's to view criteria for high risk designation.</small>	
Information on missing person					
Name _____	Aliases _____	SSN _____			
Gender <input type="text"/>	Race <input type="text"/>	DOB _____	Place of birth _____		
Address _____			Cell # _____		
Cell phone subscriber info _____		Email _____			
Social Media accounts _____					
Age <input type="text"/>	Height <input type="text"/>	Weight <input type="text"/>	Eyes <input type="text"/>	Skin tone <input type="text"/>	Blood type <input type="text"/>
Current hair color <input type="text"/>		Natural hair color <input type="text"/>		Hair length <input type="text"/>	
Hair texture <input type="text"/>		Hair style <input type="text"/>		Person's build <input type="text"/>	
Photograph provided <input type="checkbox"/> Yes <input type="checkbox"/> No		Approximate photo date _____		<input type="checkbox"/> Right handed <input type="checkbox"/> Left handed	
<i>Description of the clothing the missing person is believed to be wearing.</i>					
<i>Description of items that might be with the missing person, such as jewelry, accessories and shoes or boots, etc.</i>					
<i>Missing person's identifying marks such as birthmarks, moles, tattoos and scars.</i>					
<i>Describe any physical anomalies/prosthetics/surgical or cosmetic implants, etc.</i>					
<i>List any handicaps, illness or mental health condition.</i>					
<i>Name and location of the dentist or primary care doctors.</i>					
<i>Reasons why the reporting person believes the person is missing and length of time missing.</i>					
151 Douglas Avenue, Elgin, IL 60120 Phone: (847) 289-2500 Fax: (847) 289-2750 <small>Revised 03/06/26</small>					

Is foul play suspected or are their reasons that indicate person at risk of injury or death? Explain below.

[Text input field]

Name and location of missing person's school and/or occupation.

[Text input field]

Provide information on known associates

[Text input field]

Last known location [Text input field]

Possible destination [Text input field]

Frequent locations [Text input field]

Previous incidents of running away? No Yes Explain [Text input field]

History of substance abuse? No Yes Explain [Text input field]

Previous threats of suicide? No Yes Explain [Text input field]

Identifying information about person last seen with or possible abductor to include name, physical description, date of birth, identifying marks, description of make, model, color, license plate number, and VIN of vehicle. Possible abductor Last seen with

[Text input field]

License plate and vehicle information for the missing person

Driver's license number [Text input field] Driver's license expiration date [Text input field]

License plate type [Text input field] Vehicle vin # [Text input field]

Vehicle year [Text input field] Vehicle make [Text input field] Vehicle model [Text input field]

Information on person making the report

Name [Text input field] Relationship [Text input field] TX [Text input field]

Full address [Text input field]

My signature depicts my request to have the missing person entered into LEADS, NCIC, and other databases as appropriate. I take full responsibility for such action. If the missing person returns or is located, I will notify the Elgin Police Department to cancel the LEADS, NCIC, and other notification message. If I fail to do so, I will take full responsibility for any result of such failure to notify. **This also serves as my authorization to post the missing person's photograph on social media outlets; this authorization also includes the posting of other individuals who may be included in the photo of the missing person.**

Signature [Text input field] Date [Text input field] Time [Text input field]

In-taking employee/supervisor approval

In-taking employee's name [Text input field] Date [Text input field]

Approving supervisor [Text input field] Date [Text input field]

To be completed by the telecommunicator

TC's signature [Text input field] LEADS number [Text input field] NCIC number [Text input field]

APPENDIX B: Endangered Missing Person Advisory

State of Illinois
**Endangered Missing
Person Advisory**

Facsimile Transmission

Date: _____ Time: _____

To: Illinois Springfield Communications Center
Telephone #: 217-786-6677
Facsimile #: 217-786-7191

From: (Department) _____

(Contact) _____

Telephone #: _____ Facsimile # _____

OCA (LEADS/NCIC Number): _____

**Endangered Missing Person
Advisory Alert**

*PHOTOGRAPH OF THE MISSING PERSON, COMPANION, OR VEHICLE AND
THE COMPLETED FORM SHOULD BE SENT TO: isp.scc@illinois.gov*

If you have any questions regarding this transmission, please call the sender at the telephone number listed above.

This facsimile contains CONFIDENTIAL INFORMATION which may also be legally privileged and is intended only for the use of the individual or entity to which it is addressed. Unauthorized disclosure or dissemination may be prohibited by state and federal statutes. If you have received this communication in error, please call us immediately at the number listed above.

ENDANGERED MISSING PERSON ADVISORY NOTIFICATION CRITERIA

- The person is missing under unexplained or suspicious circumstances.
- The person is believed to be in danger because of age, health, mental or physical disability, environment, weather condition or in the company of a potentially dangerous person or some other factor that may expose the person to possible harm or injury.
- Public information is available that could assist in the safe recovery of the person.
- The circumstances do not fit the criteria of an AMBER Alert.

INCIDENT INFORMATION

Date of Incident:		Time of Incident:				
Location/Place of Incident:			City:	State:	ZIP:	County:
Vehicle Description	Color:	Year:	Make:	Model:	Style:	
License Plate:	State of Issue:	Direction of Travel/Destination:				
Incident Details:						

MISSING PERSON INFORMATION *(Complete an additional page for each endangered missing person)*

Last Name:		First Name:			MI:
Date of Birth:	Age:	Race:		Gender:	
Height:	Weight:	Eyes:	Hair:		
Clothing	Shirt:		Pants:		
Shoes:	Outerwear:			Photo emailed:	
Additional Significant Identifiers:					

COMPANION INFORMATION *(Complete an additional page for each additional companion)*

Last Name:		First Name:			MI:
Date of Birth:	Age:	Race:		Gender:	
Height:	Weight:	Eyes:	Hair:		
Clothing	Shirt:		Pants:		
Shoes:	Outerwear:			Photo emailed:	
Additional Significant Identifiers:					

LAW ENFORCEMENT CONTACT INFORMATION

Department:	Contact phone:	Media Inquiry number #:
Department ORI:	Contact Email:	
This process should not replace departmental policy/procedure for conducting follow-up investigation to include collecting photographs, dental records, etc. of any missing person.		

APPENDIX C: Amber Alert Notification Plan

State of Illinois AMBER ALERT Notification Plan

(Public Act 92-0259)

FACSIMILE TRANSMISSION PACKET

Date: _____ Time: _____

To: Illinois Springfield Communications Center
Telephone #: 217-786-6677
Facsimile #: 217-786-7191

From: (Department) _____
(Contact) _____

Telephone #: _____ Facsimile #: _____

OCA (LEADS/NCIC) Number: _____

Subject: **AMBER ALERT**
CHILD ENDANGERMENT/ABDUCTION
EMERGENCY NOTIFICATION
MESSAGE

PHOTOGRAPH OF THE CHILD, ABDUCTOR, OR VEHICLE SHOULD BE SENT TO:
scc@isp.state.il.us and missing@isp.state.il.us

If you have any questions regarding this transmission, please call the sender at the telephone number listed above.

This facsimile contains CONFIDENTIAL INFORMATION which may also be legally privileged and is intended only for the use of the individual or entity to which it is addressed. Unauthorized disclosure or dissemination may be prohibited by state and federal statutes. If you have received this communication in error, please contact the sender immediately.

Page 1 of 2

EMERGENCY NOTIFICATION MESSAGE CRITERIA

The child is under the age of 16 or has a proven mental or physical disability
and,
Police must believe the child is in danger of serious bodily harm or death.

ABDUCTION INFORMATION

Date Abducted:		Time Abducted:			
Location/Place of Abduction:		City:	State:	Zip:	County:
Vehicle Description	Color:	Year:	Make:	Model:	Style:
License Plate:	State of Issue:	Direction of Travel/Destination:			
Incident Details:					

CHILD INFORMATION *(Complete an additional page for each additional child abducted)*

Last Name:		First Name:		MI:
Date of Birth:	Age:	Race:	Gender:	<input type="text"/>
Height:	Weight:	Eyes:	Hair:	<input type="text"/>
Clothing	Shirt:		Pants:	
Shoes:	Outerwear:			
Identifying Features:				Photo Emailed: <input type="text"/>

ABDUCTOR INFORMATION *(Complete an additional page for each additional abductor)*

Last Name:		First Name:		MI:
Date of Birth:	Age:	Race:	Gender:	<input type="text"/>
Height:	Weight:	Eyes:	Hair:	<input type="text"/>
Clothing	Shirt:		Pants:	
Shoes:	Outerwear:			
Identifying Features:				Photo Emailed: <input type="text"/>

LAW ENFORCEMENT CONTACT INFORMATION

Department:	Contact Phone #:	Media Inquiry #:
Department ORI:	Contact Email:	
<i>Although each case has its own set of circumstances, police must follow the abduction criteria as closely as possible.</i> This process should not replace departmental policy/procedure on conducting follow-up investigation to include collecting photographs of any missing or abducted child.		
For ISP Use ONLY:		
Clearinghouse notified	Yes No	IDOT notified Yes No District 15 notified Yes No

APPENDIX D: Amber Alert Cancellation

State of Illinois
AMBER ALERT
Notification Plan

(Public Act 92-0259)

FACSIMILE TRANSMISSION PACKET

Date: _____ Time: _____

To: Illinois Springfield Communications Center
Telephone #: 217-786-6677
Facsimile #: 217-786-7191

From: (Department) _____
(Contact) _____

Telephone #: _____ Facsimile #: _____

OCA (LEADS/NCIC) Number: _____

Subject: **CANCELLATION**
CHILD ENDANGERMENT/ABDUCTION
EMERGENCY NOTIFICATION MESSAGE

Name: _____ DOB: _____

Reason for Cancellation: _____

If you have any questions regarding this transmission, please call the sender at the telephone number listed above.

This facsimile contains CONFIDENTIAL INFORMATION which may also be legally privileged and is intended only for the use of the individual or entity to which it is addressed. Unauthorized disclosure or dissemination may be prohibited by state and federal statutes. If you have received this communication in