

A. PURPOSE. To outline the responsibilities of employees regarding the response to all reported missing persons, missing children, or juvenile runaways

B. DEFINITIONS

1. *Juvenile Runaway (or Juvenile)*. For the purpose of this procedure will be any person under the age of 18.
2. *Missing Child (or Children)*. For the purpose of this procedure will be any person under the age of 21 whose whereabouts are unknown. A child is defined by the Michigan Child Protection Law as anyone under 18 years of age, however Federal Law requires the entry of all missing persons under the age of 21 years old into LEIN/NCIC, regardless of whether the person is voluntarily or involuntarily missing.
3. *Missing Person*. For the purpose of this procedure will be any person 21 years or older and their whereabouts are unknown.
4. *Involuntary*. A person of any age who is missing under circumstances indicating that the disappearance was not voluntary.
5. *Endangered*. When the whereabouts are not currently known and the circumstances indicate the missing person or child may be at risk of bodily injury or death.
6. *Stranger Kidnapping*. A person being taken against his/her will by a stranger.
7. *Acquaintance Kidnapping*. A person being taken against his/her will by an acquaintance or the person's family.

C. REPORT CONTENT. All missing person/child and juvenile runaway reports shall contain the following specific information for general investigative purposes. If the information is not available, the report should detail the reasons for unavailability and effort made to obtain it. Missing person/child or juvenile runaway reports shall contain:

1. Complete name of the missing person/child or juvenile runaway, including any aliases.
2. Date of birth.

3. Height and weight.
4. Gender.
5. Race.
6. Current eye and hair color.
7. Clothing description, glasses, hat, etc.
8. Identifying scars, marks, and tattoos.
9. Complete current address, home phone number, cell phone number and service provider.
10. Any known medical problems/medications.
11. A current photo, if available.
12. Any possible destination(s), amount of money, or financial devices available to the person.
13. The reporting person's contact information (current address and all phone numbers that he/she could be reached at in case missing person/child or juvenile runaway is located).
14. Reasons why the complainant believes the person in question is missing.
15. Name and location of the missing person or child's school, employer, and other frequently visited locations.
16. Any circumstances that may indicate that the disappearance was not voluntary.
17. Description of any possible means of transportation, i.e., bus, missing person's vehicle information.
18. Date and location of last contact of the missing person/child or juvenile runaway.

D. GENERAL RESPONSIBILITIES. The responding officer/police intern shall accept any report of a missing person/child or juvenile runaway

without delay. This shall include any missing person/child or juvenile runaway who went missing or ran away while within the city limits of Grand Rapids.

1. Reporting officer's responsibilities for a Missing Person or Missing Child:
 - a. Search the entire premises paying attention to possible "hiding spots."
 - b. Identify an appropriate family member or representative to remain at the residence.
 - c. Broadcast an ATL with a complete description.
 - d. Follow-up on any leads and check all possible places, relatives, friends, parks, schools, etc., where the child or person may be located.
 - e. If unable to locate or if foul play is suspected, contact a supervisor immediately.
 - f. Contact Radio with all the information needed for the West Michigan Radio Bulletin. In addition, Act 204, P.A. 1985 mandates that all missing persons and missing children be entered into LEIN/NCIC by the agency receiving the report. A LEIN/NCIC entry shall be made for all missing children, who are **under 21, as soon as practical, but within two (2) hours**, of taking the incident report.
 - g. Complete an incident report with all the required information mentioned above.
 - h. If located, write a follow-up report and cancel with radio.
2. Officer's responsibilities for Juvenile Runaways (under 18 years of age).
 - a. If an officer is taking a juvenile runaway complaint on scene, then broadcast an ATL with a complete description.
 - b. Follow up on any leads on possible whereabouts of the juvenile.

- c. If located, return to parent or legal guardian. If applicable the juvenile may be taken to Kent County Juvenile Detention, Kid's First, The Bridge, or another pre-arranged location. Officers also may contact the Department of Human Services for possible assistance 1-855-444-3911.
 - d. Complete an incident report.
 - e. If unable to locate, contact Radio and advise them to enter the Juvenile Runaway into LEIN/NCIC and the West Michigan Radio Bulletin. The LEIN operator shall be notified so that a LEIN entry can be made **within two (2) hours** of taking the report on the juvenile runaway. Radio will need the following information about the juvenile run away from the officer/intern:
 - (1) Name
 - (2) Date of birth
 - (3) Sex
 - (4) Race
 - (5) Height
 - (6) Weight
 - (7) Eye and hair color
 - (8) Reporting person's contact information
 - (9) Date and location of the last known contact with the child
 - (10) Incident number
 - f. Obtain the badge number of radio operator notified, time, and date.
 - g. If located, write a follow-up report and cancel with radio.
3. Lost Children/Abductions
- a. First responders will obtain as much information about the lost child as possible (See section C).
 - b. A supervisor will be called to the scene and the watch commander will be notified. The on-scene supervisor will assist the officers and make decisions about manpower, such as:
 - (1) How many officers to use in the search and if additional officers need to be called in.
 - (2) Whether or not to use a tracking dog.

- (3) What other resources are available that may assist in the location of the lost child, such as Special Response Team, helicopter, etc.
- c. The information obtained by the first responders will be disseminated to others involved in the search.
- d. Personnel involved will use an organized, coordinated search to look for the lost child. Document all efforts made in a timely manner. If it is suspected that the child has been abducted, include the following in your investigation:
 - (1) Initiate a preliminary neighborhood canvass, to include consent to search within each structure. This should include trash receptacles, unattached garages, etc.
 - (2) Document the presence of all unoccupied vehicles located in the target area.
 - (3) Obtain all computers from the missing child's residence.
 - (4) Secure the missing child's room and call IBO to facilitate processing the room and the collection of available unwashed clothing of the child for future evidentiary purposes.
 - (5) Determine if any technical equipment is needed for recording or tracking purposes, or for any mobile telephones to other wireless communication devices. Contact DB personnel for tech team support.
 - (6) Identify/contact all area locations (banks, ATMs, bars, convenience stores, residences, etc.) that use video surveillance recordings for possible lead information.
- e. The Watch Commander will promptly notify the Commander of Investigations, Detective Unit Commander, or the Family Services Team Sergeant if an Amber Alert or a Child is Missing notification will be made.
- f. As soon as practical, notify the FBI.
- g. The Incident Command System shall be utilized to organize the search.

E. SUPPORT AND RESOURCES

1. A Child Is Missing Program (ACIM).

- a. A Child is Missing (ACIM) is a rapid response telephone system which alerts residents in a targeted area about a missing child, Alzheimer's/dementia patient, or other person who is mentally challenged or disabled.
- b. This program may be used in tandem with Amber Alert and may be initiated prior to the issuance of an Amber Alert. If used, it should be activated as soon as possible after the initial report is taken.
- c. The standard alert program calling time is 0700 hours to 2230 hours unless significant extenuating circumstances dictate otherwise.
- d. The investigating officer may call toll free #1-888-875-2246, 954-763-1288, or pager #954-492-4778 to activate the program.
- e. When the missing child or person is found, the supervisor or investigating officer will call ACIM and advise them of the outcome.
- f. ACIM will fax a "Case Follow-up Report" to the department which is to be completed and returned to ACIM.

2. Michigan Amber Alert: May only be activated by a Michigan Law Enforcement Agency which is actively investigating a case where a juvenile less than 18 years of age is missing and considered to be at imminent risk of great bodily harm or death for ANY of the following reasons:

- a. The juvenile suffers from a severe mental or physical disability that greatly impairs the juvenile's ability to care for him/herself.
- b. The juvenile is a victim of stranger or acquaintance kidnapping.
- c. The Juvenile is in the company of a person who has a confirmed criminal history of child abuse/neglect, sexual assault, domestic assault, or a crime involving the victimization of children; has made statements of intent to harm the missing juvenile; or is suicidal.

- d. The juvenile has been abducted by a non-custodial parent whose parental rights have been terminated by a court.
- e. Amber Alert cannot be activated for a runaway juvenile or a juvenile who is a victim of a parental abduction involved in a civil dispute.
- f. The Amber Alert must be activated within the **first three (3) hours** of the initial investigation of the missing juvenile complaint. It will be activated by an on duty supervisor.

3. Project Lifesaver

- a. Project Lifesaver is an international organization that provides law enforcement agencies with equipment and training to locate members of vulnerable populations, should they go missing. The system utilizes radio transmitters worn by participants and tracking units maintained by law enforcement agencies. In Kent County, Project Lifesaver is coordinated through the Autism Society of Kent County (ASKC).
- b. Upon receiving a call of a missing person or child who is enrolled in Project Lifesaver, the dispatcher shall check the Project Lifesaver Participant book to confirm enrollment (the participant book is kept by the dispatch supervisor). If the missing person is enrolled in Project Lifesaver, the dispatch center and/or incident supervisor shall do the following:
 - (1) Activate at least one trained and equipped tracking unit operator. Initially utilize personnel and equipment from within our agency. (A current list of tracking operators can be located by the dispatch supervisor.)
 - (2) If unable to activate a trained tracking unit operator from within our agency, contact other area departments to utilize their trained operators.
 - (3) Tracking unit operators shall conduct searches utilizing the equipment in the manner prescribed in training.
- c. The incident commander/supervisor shall complete a **Project Lifesaver After-Action Report** (located at 04). The report shall be submitted via FAX to Project Lifesaver International.

F. SPECIFIC UNIT RESPONSIBILITIES

1. The Commander of Investigations, Detective Unit Commander, or Family Services Team Sergeant shall supervise, and determine the response to, the investigation.
2. Detective Unit responsibilities:
 - a. If there is no foul play suspected, a detective will be assigned a missing person/child or juvenile runaway report the next business day.
 - b. If there is foul play suspected, a detective will follow-up with the case without delay.
 - c. The Department will not follow up on a case where the reporting person believes the missing person (over the age of 21) is missing voluntarily and there is no indication of foul play. A LEIN entry will be made for persons covered in this section; however, no NCIC entry will be made.
 - d. If the missing person/child or juvenile runaway has not been found within thirty (30) days of the initial report, the detective must make every effort to obtain dental records of the missing person/child or juvenile runaway. The dental records shall be entered into LEIN/NCIC. If the detective is unable to obtain the dental records, then have radio operator indicate that in LEIN.