

**LITTLE ROCK POLICE DEPARTMENT  
GENERAL ORDER**

**G. O. 315 RUNAWAYS, LOST CHILDREN AND MISSING PERSONS**

<b>DATE:</b> 11/21/2024	<b>DISTRIBUTION:</b> DEPARTMENTAL	<b>REPLACES:</b> 09/26/2023	<b>NUMBER:</b> G. O. 315
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**I. Purpose**

- A. The purpose of this order is to establish responsibilities and guidelines to ensure reports of runaways, lost children, and missing persons are given full consideration and attention by all members of this department. This includes careful recording and investigation of factual circumstances surrounding the disappearance in accordance with this departmental order.
- B. This order will also establish proper guidelines in responding to, reporting, and locating missing persons, elderly, dependent adults, emotionally and/or physically challenged, or medically dependent persons.
- C. The quick location of these individuals is critical to ensuring their well-being and preserving their life. All information gathered and disseminated on runaways, lost children, and missing persons should be directed toward that effort.
- D. This order provides direction and resources for officers in those cases where family/friends are attempting to locate individuals who have left voluntarily or involuntarily. No waiting period will be imposed on anyone requesting to file a missing person report.
- E. Further, it is the order of this department that personnel shall be trained in proper intake, dispatch, response, and follow-up investigation of runaway, lost, and missing persons.

**II. Definitions**

- A. Dependent Adult: A person eighteen (18) years or older that has certain mental or physical disabilities who is unable to do normal activities or protect themselves from abuse, sexual abuse, neglect, or exploitation.
- B. Missing Person: A person eighteen (18) years or older and:
  - 1. Who is missing under circumstances indicating that the disappearance was not voluntary;
  - 2. Who has a physical or mental disability, as evidenced by written documentation, and because of one or more of these conditions is subject to immediate danger or is a danger to others;
  - 3. Who is in the company of another person under circumstances indicating that the missing person's safety is in doubt or danger; or,
  - 4. Who has not been emancipated as defined by state law

- C. Runaway: Any person under the age of eighteen (18) who has absented themselves from their home without sufficient cause, permission or justification.
- D. Catastrophic Missing: A reported missing person who is assumed to be a victim of some type of natural disaster or intentionally caused catastrophe (e.g., fire, flood, earthquake, terrorist act, etc.).
- E. Critically Missing: A reported missing person who is missing and foul play may be a factor, any child, or any at-risk person.
  - 1. A person missing as a result of an abduction by a stranger;
  - 2. A person missing under suspicious or unknown circumstances;
  - 3. A person who has been missing more than 30 days, or less than 30 days at the discretion of the investigating agency, if there is reason to believe that the person is in danger or deceased;
  - 4. Aged or dependent adults;
  - 5. Mentally or physically handicapped individuals;
  - 6. Individuals suffering from diminished mental capacity or medical conditions that are potentially life threatening if left untreated or unattended;
  - 7. Any person who is physically or mentally challenged and who poses a risk to themselves or others, e.g., mental disorders, suicidal, Alzheimer's, or diabetics;
  - 8. Individuals who are patients of a mental institution and are considered potentially dangerous to themselves or others;
  - 9. Suicidal persons; or,
  - 10. If there is a reason to believe that foul play resulted in their disappearance.
- F. Risk Factors refers to a missing child or missing person:
  - 1. Who is twelve (12) years of age or younger;
  - 2. Who is out of the zone of safety for their age and developmental stage;
  - 3. Who has mental or behavioral disabilities, is disabled, is mentally impaired;
  - 4. Who is drug dependent, include both prescription and illegal substances, and the dependency is potentially life-threatening;
  - 5. Who is absent under circumstances inconsistent with established patterns of behavior; or,
  - 6. Who is missing due to suspected foul play.

### **III. Responding Officer Responsibilities:**

- A. With mobile video recording system activated, the responding officer shall immediately respond to the scene and conduct a preliminary investigation, and as soon as the missing person's identifying information is obtained, the officer shall immediately complete and submit the electronic NCIC Missing Person Supplement form. This form is electronically submitted to the

[AcicEntriesAndDeletions@Littlerock.gov](mailto:AcicEntriesAndDeletions@Littlerock.gov) email group. If the electronic form is not functioning properly and/or if the City's email system is not operational, the officer shall complete the NCIC Person Supplement Form (5600-05) and hand-deliver it to the ACIC Records Compliance Specialist at LRPD Headquarters or 911 Communications Department personnel, if the Records Compliance Specialist is not available. The officer should document to whom the form was delivered in their incident report. To be in compliance with Federal and State laws, any missing person under the age of 21 years, must be entered into ACIC/NCIC within 2 hours from the time the responding officer obtains the missing person's identifying information.

- B. The responding officer shall obtain the following information:
  - 1. Name, age, physical and clothing description of the missing person;
  - 2. A recent photograph (if available);
  - 3. Time and place of last known location and the identity of anyone accompanying the subject;
  - 4. The extent of any search for the subject prior to police involvement;
  - 5. Whether the subject has been missing, either reported or unreported, on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans;
  - 6. Identity of the last person(s) to have seen the subject as well as friends, relatives, coworkers or associates who were, or may have been, in contact with the subject prior to their disappearance;
  - 7. Phone number(s), social media accounts, school and/or place of employment, vehicle information;
  - 8. Whether the individual has been involved recently in domestic incidents; suffered emotional trauma or life crises, demonstrated unusual, uncharacteristic or bizarre behavior, is dependent on drugs or alcohol, or has a history of mental illness; and,
  - 9. The current physical condition of the subject and whether the person is currently on prescription medication.
- C. A broadcast of all pertinent information gathered shall be made.
- D. All search efforts and information obtained shall be documented in an Incident Report and/or Officer's Report, if deemed necessary.

#### IV. Communications Responsibilities

- A. Communications will gather/broadcast information about the missing person/child and dispatch an officer as soon as practical in accordance with Communication Operator procedures.
- B. Communications personnel shall use information from the Missing Person Report to forward information to regional agencies via teletype.
- C. If the reporting party is calling from outside of the City of Little Rock and a patrol officer cannot be dispatched to their location, Communications personnel shall obtain a call back phone number for the reporting party and then shall transfer the reporting party to a Major Crimes Division detective for initial reporting purposes. The detective shall obtain all necessary information

necessary to complete NCIC Person Supplement Form (LRPD-5600-05) and the Missing Person incident report. As soon as the missing person's identifying information is obtained, the detective shall immediately complete and submit the electronic NCIC Missing Person Supplement form. This form is electronically submitted to the [AcicEntriesAndDeletions@Littlerock.gov](mailto:AcicEntriesAndDeletions@Littlerock.gov) email group. If the electronic form is not functioning properly and/or if the City's email system is not operational, the detective shall complete the NCIC Person Supplement Form (5600-05) and hand-deliver it to the ACIC Records Compliance Specialist at LRPD Headquarters or 911 Communications Department personnel, if the Records Compliance Specialist is not available.

1. The detective shall document to whom the form was delivered in their incident report. To be in compliance with Federal and State laws, any missing person under the age of 21 years, must be entered into ACIC/NCIC within 2 hours from the time the responding officer obtains the missing person's identifying information. If circumstances warrant, A Major Crimes Division supervisor should request a patrol unit be sent to the last known location in an attempt to locate the individual.

a) If a Major Crimes detective is not on duty, the initial report shall be taken over the telephone by an on-duty patrol officer from the precinct associated with the missing person's last known location. If the person reporting does not know an exact location and only knows the missing person's last location was in the Little Rock area, Communications will dispatch the first available patrol officer to respond to their precinct to contact the reporting party via telephone and make the Missing Person Report. Communications shall provide the contact phone number for the reporting party to the patrol officer.

b) As soon as the missing person's identifying information is obtained, the officer shall immediately complete and submit the electronic NCIC Missing Person Supplement form. This form is electronically submitted to the [AcicEntriesAndDeletions@Littlerock.gov](mailto:AcicEntriesAndDeletions@Littlerock.gov) email group. If the electronic form is not functioning properly and/or if the City's email system is not operational, the officer shall complete the NCIC Person Supplement Form (5600-05) and hand-deliver it to the ACIC Records Compliance Specialist at LRPD Headquarters or 911 Communications Department personnel, if the Records Compliance Specialist is not available. The officer should document to whom the form was delivered in their incident report. To be in compliance with Federal and State laws, any missing person under the age of 21 years, must be entered into ACIC/NCIC within 2 hours from the time the responding officer obtains the missing person's identifying information.

c) Communications will notify the appropriate Patrol Shift Commander of the incident.

## **V. Report Procedures**

A. An Incident Report will be completed on all adults, lost children, and runaways. The following types of reports shall be written:

1. Missing Persons; and,
2. Runaways.

B. The employee initiating the report shall:

1. Ensure that the last known location from which the party is missing or has run away is within the city limits of Little Rock; and,
    - a) The last known location will be the “Incident Address.”
  2. Ensure that a report of the incident has not been taken by another jurisdiction.
    - a) If another agency has already taken the initial report and the information has been entered into ACIC /NCIC, the officer will generate a Little Rock Police Department Incident Report with “Attempt to Locate” as the incident type, and will indicate the circumstances and the reporting agency’s incident number.
    - b) If another agency has taken the initial report and the information has not been entered into ACIC /NCIC, the officer will contact that agency’s detective unit responsible for their investigation and advise that this Department will initiate the report and enter the information into ACIC/NCIC.
  3. Complete the electronic NCIC Missing Person Supplement as outlined above and complete an Incident Report containing all information that can be obtained from the person reporting, friends and/or relatives. At the conclusion of the field officer’s investigation, the officer will immediately obtain supervisor’s approval of the Incident Report.
- C. Upon receipt of the electronic NCIC Missing Person Supplement Form, or the hand-written NCIC Person Supplement Form (LRPD-5600-05), the ACIC/NCIC Records Compliance Specialist or 911 Communications Center personnel will date/time stamp receipt of the documents, check all computer systems for any additional information and immediately enter that information from the form into ACIC/NCIC.
- D. A copy of the NCIC Person Supplement Form shall be forwarded to Major Crimes Violent Crimes Unit for assignment and follow-up investigations.
- E. ACIC/NCIC information and other related documents shall be maintained by the ACIC Records Compliance Specialist. These documents will be purged in accordance with record retention guidelines.
- F. Supervisors will ensure all missing persons and runaway reports are complete, and that an electronic or handwritten NCIC Person Supplement Form (LRPD-5600-05), containing all pertinent information was submitted.

**VI. Follow-Up Investigation**

- A. Follow-up investigations of missing persons/children by a detective may include, but are not limited to, the following activities:
1. Request release of dental records and any available fingerprints;
  2. Contact hospitals as appropriate for injured or deceased persons;
  3. Follow-up contact with the reporting person within 72 hours;

4. Thoroughly check the location at which the missing person was last seen and conduct interviews as appropriate with persons who were with the individual or who may work in or frequent the area;
  5. Conduct interviews with any additional family, friends, work associates, schoolmates and teachers, as well as, school counselors and social workers as appropriate, to explore the potential for foul play, voluntary flight, or, in the case of children, parental kidnapping or running away; and
  6. Provide identification and related information to all units of this department, neighboring police departments and, if parental or stranger-to-stranger abduction is suspected, the FBI.
- B. The detective will maintain routine on-going contact with the missing person's closest relative concerning progress of the investigation. These and other relevant individuals are informed that they must notify the detective as soon as any contact is made with the missing person.
- C. All missing person/runaways shall be entered into the National Missing and Unidentified Persons System (NamUS) thirty (30) days after being reported as missing or runaway.

**VII. National Missing and Unidentified Persons System (NamUs) - ACT 920**

- A. Law Enforcement Agencies shall input the following data, if available, into NamUs:
1. Copies of fingerprints on standardized fingerprint cards measuring eight inches by eight inches (8" x 8") or the equivalent digital image, including partial prints of any finger(s);
  2. Forensic dental report or radiology imaging;
  3. Detailed personal descriptions;
  4. Deoxyribonucleic acid (DNA) information;
  5. Radiology imaging and medical data; and,
  6. All other identifying data, including date and place of death.

**VIII. Critically Missing Response**

- A. A person will be considered as critically missing if the person reported as missing meets any of the criteria specified above for critically missing persons (section II, E) or if the missing person meets any of the risk factor criteria (section II, F). A field operations supervisor will be notified, respond, and initiate an investigation into the person's disappearance and a search for the person will begin immediately.
1. The first responding officer shall gather all information listed in section III-B.
  2. During the initial call, Communications should obtain a description of the missing person, and the abductor, if any, along with any other pertinent information, and promptly dispatch an officer to the scene.
- B. Supervisory Responsibilities: On-duty supervisor shall respond directly to the scene and assume command of the preliminary incident;

1. Receive initial briefing from primary officer and obtain information regarding the status of the incident, including the presence of any risk factors;
2. Assess the circumstances and risk factors present in order to determine resources needed including possible request for additional patrol officers, Major Crimes Division personnel and/or other law enforcement agencies or first responders;
3. Activate the Incident Command System and establish a command post, if appropriate, at a location away from missing person's residence or potential crime scene areas;
4. Ensure that all crime scenes are secured and that a crime scene log is maintained; and,
5. Direct information regarding the subject to be broadcast to all other area jurisdictions.
6. The on-duty supervisor shall organize field-search efforts and canvass efforts (if appropriate) in areas such as place last seen, routes of travel, person's residence, places frequented, and nearby hazards.
  - a) The types of field searches that may be used include, but are not limited to:
    - (1) Door-to-door (foot search making contact with residents);
    - (2) Neighborhood and/or roadside canvass (larger scale foot and vehicle search);
    - (3) Canine teams are available on a 24-hour, on-call basis to locate lost or missing persons; and,
    - (4) Use of mounted patrol unit to assist in searches in remote areas for missing persons.
  - b) Factors to be considered when making this determination are:
    - (1) Length of time that has passed since the disappearance;
    - (2) Age and mobility of the missing person;
    - (3) Infirmary and/or need for medication; and,
    - (4) Suspicious circumstances (foul play feared).
7. The Patrol Division Commander and the Major Crimes Division will be immediately notified if the missing person is deemed critically missing.
8. Ensure that all efforts are thoroughly documented through incident reports and supplement reports.

C. Investigative Response

1. Major Crimes Division personnel responding to the scene will be responsible for (patrol personnel may use any of the following in their efforts):

- a) Take command of the scene upon arrival and briefing,
  - b) Obtain a full briefing from the on-scene supervisor and initial officer at the scene;
  - c) Make contact with and interview the reporting person;
  - d) Obtain a recent photograph of the missing person (if one has not already been obtained by the reporting officer);
  - e) Interview all witnesses located by field services units;
  - f) Assist in search efforts;
  - g) Consider inquiries into local sex offender records;
  - h) Determine if the missing person is carrying a tracking technology device, cell phone, and/or social media;
  - i) Coordinate with the Patrol Division Commander on requests for any additional personnel to aid in the search; and,
  - j) Coordinate volunteers aiding in search efforts.
2. The responding Major Crimes Division supervisor will, dependent upon circumstances and the information developed from preliminary investigation, ensure the detective(s) will do or cause the following to be done:
    - a) If indications are that the missing person was kidnapped, additional Major Crimes Division personnel will be contacted immediately;
    - b) Notify the Public Affairs Office for press release;
    - c) Notify the Arkansas State Fusion Center; and,
    - d) Notify Arkansas State Police in cases of Silver or Amber Alert.
  3. Detectives will utilize follow-up procedures outlined in section VI.

D. Silver Alert/Amber Alert

1. In incidents involving child abduction and/or missing elderly with documented diagnosis of a mental illness, injury or other debilitating condition, Arkansas State Police protocol regarding Silver/Amber Alerts will be followed.
2. In the event Silver Alert/Amber Alert criteria cannot be met, contact the Public Affairs Office for media release and/or the Fusion Center for statewide flyer distribution.



**IX. Media Release**

- A. A media alert bulletin will be issued by the Public Affairs Office in instances that do not meet the criteria of a Silver Alert/Amber Alert.
  - 1. The incident must involve an at-risk runaway, twelve (12) years or younger;
  - 2. A dependent adult;
  - 3. A critically missing or catastrophic missing person; or,
  - 4. The missing person must have Alzheimer's, dementia, or other mentally disabling conditions that would impair the person from returning to their place of safety without assistance.
- B. There must be enough descriptive information to justify the immediate release of broadcast information for assistance in recovering the missing adult.
- C. Procedures to Implement Media Release
  - 1. The responding officer will determine if the criteria exist to warrant a media alert.
  - 2. If the criteria is met, the responding officer will notify a Field Services Division supervisor and a Major Crimes Division supervisor, who will both respond to the scene. The Major Crimes Division supervisor will verify that a media alert incident does, in fact, exist.
  - 3. The Major Crimes Division supervisor will contact Communications and have them notify the Public Affairs Officer who will activate the media alert bulletin.
  - 4. These procedures will be followed in addition to procedures previously set forth in sections of this policy.

**X. Recovered Missing Persons/Juveniles**

- A. Upon the recovery of a missing person or juvenile, supplemental information shall be added to the original incident report in RMS.
  - 1. Appropriate cancellation and clearance information shall be entered on the Detective Remarks Screen of the original incident report with the date, time and employee number of the detective who updated the information.
  - 2. If the information is telephoned into the Communications Center by a citizen, the person who takes the call shall update the Detective Remarks Screen of the original incident report detailing who notified the Department of the returned individual, the date and time of return and the physical condition of the person listed as "Missing" or "Runaway" and shall clear the entry immediately from all systems.
- B. Competent adults, having left voluntarily, cannot be forced to return home. 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 party or next of kin to be notified of their whereabouts; and,

3. Make provisions to transmit this information to the reporting party or next of kin, if permitted by the missing person.
- C. Missing persons may be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.
- D. Upon location of a missing person, all agencies and information systems previously contacted for assistance will be notified or updated.
- E. All photographs obtained for the purposes of locating a missing child or person shall be returned by the assigned officer or detective once the child or person has been located. This action shall be documented.
- F. Juveniles shall be returned to their parent/guardian or to whomever the parent/guardian deems they shall be released to. This action shall be documented.
  1. If the officer is unable to identify a juvenile or make contact with a parent or guardian, transport the juvenile to the Major Crimes Division. Major Crimes Division personnel will contact the Division of Children and Family Services.
- G. When an officer makes contact with a missing person or runaway who is reported missing by another agency, they shall:
  1. Direct the Communications Operator to notify the agency that this Department has contact with the missing person/runaway.

**XI. Validation Procedures:**

- A. Procedures for validating Missing Person and Runaway entries in ACIC/NCIC
  1. The Department receives ACIC/NCIC validation documents each month on Missing Person and Runaway entries that were made by the Department. The Department also receives ACIC/NCIC validation documents biannually on all Missing Person and Runaway entries that have been made by the Department. When validations are supplied to appropriate Detective personnel, they shall contact the person reporting, complainant, and/or next of kin of the Missing Person and/or Runaway to ascertain the current status of the missing individual. If any additional information is gathered, this updated information shall be documented on the Detective Remarks Screen, with the date, time and employee number of the detective who gathered the information. A copy of the detective text shall be forwarded to the ACIC/NCIC Records Compliance Specialist for modification of information in the ACIC/NCIC record. In the event the inquiring detective is unsuccessful in an attempt to contact the victim, person reporting, complainant, etc., the case detective must make a determination based upon best information and knowledge available whether or not to retain the entry in the ACIC/NCIC file.
  2. Pursuant to the National Child Search Assistance Act of 1990, the Department is required to verify and update all records, including medical and dental records of Missing and or Runaway juveniles within 60 days from the original date of entry into NCIC. If any additional information is gathered, this updated information shall be documented on the Detective Remarks Screen, with the date, time and employee number of the detective who gathered the information. A copy of the detective text shall be forwarded to the ACIC/NCIC Records Compliance Specialist for modification of information in the ACIC/NCIC record. In the event the inquiring detective is unsuccessful in an attempt to contact the victim, person reporting, complainant, etc., the case detective must make a

determination based upon best information and knowledge available whether or not to retain the entry in the ACIC/NCIC file.

Additions and revisions are *italicized and underlined*.

*Deletions are denoted with a strike through.*