

PROCEDURE MANUAL

07-12



MICHIGAN STATE POLICE

Missing Persons Investigations

Purpose: This manual provides guidance and procedures to be followed when a missing person is reported and the actions to be taken in attempting to locate them. It also identifies specific procedures to be followed when enforcement members investigate incidents involving unidentified bodies.

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Missing Persons Investigations

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Definitions:

None

Section 1: Missing Persons

1.1 Reporting Requirements

- a. Enforcement members shall accept any report of a missing person without delay and shall not refuse to accept the report because of any of the following circumstances:
 - i. The missing person is an adult.
 - ii. The circumstances of the person's disappearance do not initially indicate the presence of foul play.
 - iii. The circumstances of the person's disappearance initially indicate that it was voluntary.
 - iv. The person has only been missing for a short period of time.
 - v. The person has been missing for a long period of time.
 - vi. There is no indication that the missing person was in the department's jurisdiction or a particular post's area at the time of the disappearance.
 - vii. The person reporting the incident does not have personal knowledge of the facts of the disappearance (e.g., they heard about it from another person), or they cannot provide all the information requested by the investigator.
 - viii. The person reporting the incident does not have a familial or other relationship with the missing person.
- b. Efforts shall be made to assure the complainant that everything possible will be done to locate the missing person. In cases where the missing person is not considered a high-risk missing person as defined below, the complainant shall also be informed that although a missing person is a cause for concern, it is not a violation of law and the case must therefore be assigned a lower work priority than criminal matters.

- c. The investigating member may continue to provide the complainant with general information about the progress of the investigation as long as its disclosure would not adversely affect the investigating member's ability to locate or protect the missing person or apprehend or prosecute any person criminally involved in the case.
- d. The investigating member shall advise the complainant and any other involved party to promptly contact them with any information and materials that might aid in locating the missing person.
- e. In cases where an AMBER Alert Notification would not be an appropriate consideration and when a missing person meets the requirements for LEIN/NCIC entry listed in Section 1.3, local media outlets may be contacted to solicit their assistance with locating the missing person. This can be accomplished by providing the media outlet a Michigan Digital Image Retrieval System (MIDIRS) image, if available, a description of the missing person, and a description of the missing person's vehicle, if applicable, for broadcast.

1.2 Required Documents

a. Incident Report

An incident report shall be submitted whenever a missing person is reported. The report shall include as much of the following information as possible:

- i. Complete name of the missing person, including any aliases.
- ii. Date of birth.
- iii. Identifying scars, marks, and tattoos.
- iv. Height and weight.
- v. Gender.
- vi. Race.
- vii. Current hair color, as well as true or natural hair color.
- viii. Eye color.
- ix. Prosthetics, surgical implants, cosmetic implants.
- x. Physical anomalies.
- xi. Blood type.
- xii. Driver's license number and other personal identification numbers such as their social security number.
- xiii. Banking, credit card, or other financial transaction history information.
- xiv. A current photograph and the date the photograph was taken (preferably a photograph showing facial features and physical characteristics).
- xv. A description of the clothing believed to be worn at the time of the disappearance.

- xvi. A description of the items that might be with the missing person, e.g., jewelry, accessories.
 - xvii. Information on the missing person's electronic communications, e.g., cellular telephone and/or pager records, internet access history.
 - xviii. Reasons why the reporting person believes the person in question is missing.
 - xix. Name and location of the missing person's school, employer, and other frequently visited locations.
 - xx. Name, address, and phone number of the missing person's dentist.
 - xxi. Any circumstances that may indicate that the disappearance was not voluntary.
 - xxii. Description of any possible means of transportation, e.g., airline or bus itinerary, the missing person's vehicle information.
 - xxiii. Any identifying information about a known or possible abductor and/or person last seen with the missing person, including their name, physical description, date of birth, identifying scars/marks, description of a possible means of transportation, and any known associates.
 - xxiv. Date of last contact.
- b. Required Forms
- i. Official Missing Person Report, UD-003E
 - 1. An Official Missing Person Report, UD-003E, shall be completed and signed by the person reporting the missing person whenever a missing person is reported to the department.
 - 2. Obtaining the information required in the verification section of the Official Missing Person Report, UD-003E, shall not delay a member from entering a missing person into the LEIN/NCIC in situations where prompt entry is required (i.e., missing person is under 21 years of age). In such cases, however, the complainant shall be advised that the necessary information must be provided within eight hours.
 - ii. Supplemental Dental Report, CJIS-010
 - 1. A Supplemental Dental Report, CJIS-010, shall be completed and entered into LEIN/NCIC whenever:
 - a) A person is reported missing and there is suspicion of foul play.
 - b) A missing person has not been found within 30 days of the initial report.
 - c) An unidentified body is found.
 - 1) When an unidentified body is found, a CJIS-010 shall be completed by the medical examiner.

- 2) When the CJIS-010 is received from the medical examiner, the information shall be entered into LEIN/NCIC according to the instructions found in the LEIN Operations Manual. The CJIS-010 and the LEIN/NCIC printout, which verifies the information has been entered, shall be filed with the work copy of the incident report.
2. If a person reported missing has not been found within 30 days and the dental records have not been entered into LEIN/NCIC:
 - a) The investigating enforcement member shall re-contact the parent/legal guardian or next of kin and request that the release section of the CJIS-010 be signed.
 - b) If the parent/legal guardian or next of kin refuses to authorize release of the missing person's dental records, this information shall be documented in the incident report and the LEIN/NCIC missing person record shall be updated according to the instructions found in the LEIN Operations Manual to indicate dental records are "unknown."
3. When the signed release has been obtained, the investigating enforcement member shall request the missing person's dentist complete the CJIS-010 and return it to the investigator's work unit.
4. After the CJIS-010 is received from the dentist, the information shall be entered into LEIN/NCIC according to the instructions found in the LEIN Operations Manual. The CJIS-010 and the LEIN/NCIC printout, which verifies the information has been entered, shall be filed with the work copy of the incident report.

1.3 LEIN/NCIC Entry

- a. The following types of missing persons shall be entered into the LEIN/NCIC system immediately after the preliminary investigation is conducted:
 - i. Disability: A person of any age who is missing and who suffers from a proven physical or mental disability, including senility.

The verification section of the Official Missing Person Report, UD-003E, shall be completed and a written statement from a physician or other authoritative source corroborating the missing person's physical or mental disability shall be obtained.
 - ii. Endangered: A person of any age who is missing under circumstances indicating that the missing person's physical safety is in danger.

The verification section of the Official Missing Person Report, UD-003E, shall be completed by a parent, legal guardian, family member, or other authoritative source stating that the missing person's physical safety is in danger and explaining why.
 - iii. Involuntary: A person of any age who is missing and it is believed that their disappearance was not voluntary.

The verification section of the Official Missing Person Report, UD-003E, shall be completed by a parent, legal guardian, family member, or other authoritative source stating that they believe the disappearance was not voluntary and explaining why.

- iv. Disaster Victim: A person of any age missing as the result of a natural or intentionally caused catastrophe, or an extraordinary accident that causes the loss of human life.

The verification section of the Official Missing Person Report, UD-003E, shall be completed by a parent, legal guardian, family member, or other authoritative source.

- v. A person who is not emancipated, as defined by the laws of their state of residence, and who does not meet any of the criteria set forth above under Disability, Endangered, Disaster Victim, or Involuntary.
- vi. Any person under 21 years of age. Per 42 USC 5779(a), agencies are required to immediately enter records into the NCIC Missing Person File. These individuals shall be entered in the appropriate missing person category. Any missing person over the age of 17 and less than 21 who does not meet the criteria of any of the above categories must be entered in the category of "Other."

- 1. The AMBER Alert code shall be used when the missing person's age is less than 17 and an AMBER Alert has been issued.
 - 2. If the missing person is a juvenile, the verification section of the Official Missing Person Report, UD-003E, shall be completed by a person who has legal custody of the juvenile, confirming that the person is missing and verifying the date of birth.

- b. Information on all unidentified bodies shall be entered into the NCIC unidentified person file.
- c. When the information has been entered into the LEIN/NCIC system, the LEIN printout verifying the entry shall be attached to the work copy of the incident report.
- d. Any worksite receiving a report of a missing child shall broadcast the name, address, and vital statistics of the child via LEIN administrative message to all the following:
 - i. All law enforcement agencies having jurisdiction of the location where the missing child lives or was last seen.
 - ii. Any other law enforcement agency that could potentially become involved in locating the child.
 - iii. Any other law enforcement agency if requested by the individual who reported the child missing, and if the request is reasonable.

1.4 LEIN/NCIC Cancellation

Missing persons who have been entered into LEIN/NCIC and unidentified bodies entered into LEIN/NCIC shall be promptly canceled in the system when located/identified.

1.5 High-Risk Missing Persons

- a. All incidents involving missing persons and unidentified bodies shall be investigated to the extent possible. Special attention shall be given to cases that involve high-risk missing persons,

which are defined as individuals whose whereabouts are not currently known and the circumstances of their disappearance indicate that the individual may be at risk of injury or death. Such circumstances may include any of the following:

- i. The person is missing as a result of a stranger abduction.
- ii. The person is missing under unknown or suspicious circumstances.
- iii. The person is missing under known dangerous circumstances.
- iv. The person is missing more than 30 days.
- v. The person has already been designated as a high-risk missing person by another law enforcement agency.
- vi. The person is in need of medical attention or prescription medication.
- vii. The person missing does not have a pattern of running away or disappearing.
- viii. The person missing may have been abducted by a non-custodial parent.
- ix. The person missing is mentally impaired.
- x. The person missing is under the age of 21.
- xi. The person missing has been the subject of past threats or acts of violence.
- xii. Any other factor that may, in the judgment of the investigator, determine that the missing person may be at risk.

b. Assessment of Risk

- i. Upon initial receipt of a missing person report, the investigator shall immediately determine whether there is a basis to determine that the person missing is a high-risk missing person as described above.
- ii. If the investigator has previously determined that a missing person is not a high-risk missing person, but obtains new information, the investigator shall reevaluate whether the missing person should be considered at "high risk" in light of the new information.
- iii. Risk assessments identified in this subsection shall be performed no later than three hours after the initial missing person(s) report or the new information was provided to the investigator.

c. Endangered Missing Advisory (EMA) is used for cases involving missing persons that do NOT meet the AMBER Alert criteria. The EMA provides a platform to notify the news media in the affected geographic region(s) that there is a missing person in a dangerous situation without having to invoke the AMBER Alert through the Emergency Broadcast System or Wireless Emergency Alert (WEA), thus, reserving AMBER Alerts for the most high-profile and dangerous abduction cases. The EMA can be utilized for endangered missing persons of all ages.

- i. Activation of such an advisory must meet the following criteria:
 1. The circumstances do NOT meet the criteria to issue an AMBER Alert.
 2. The person is missing under suspicious or unexplained circumstances.

3. 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 serious harm or injury.
 4. Public information is available that could assist in the safe recovery of the person.
- ii. The procedures for activation of the EMA are:
 1. The law enforcement agency (LEA) requesting the EMA must have a valid description of the missing person (e.g., race, sex, height, weight, hair and eye color, scars, marks or tattoos and a clothing description).
 2. The EMA can be issued for missing persons of all ages.
- iii. The LEA must have entered the victim into the LEIN/NCIC system as an “Endangered Missing Person” as directed by [MCL 28.258](#).
- iv. The requesting LEA must provide a 24-hour telephone number to be disseminated to the public when activating the advisory.
- v. The request for an EMA must be submitted in a timely manner. An activation may only occur outside of this time frame if the investigating agency has developed significant and reliable information that the victim is within the immediate area or has obtained eyewitness information on the endangered victim’s possible location.
- vi. The activating LEA can submit an update on the advisory if new information has developed through the investigation that can assist in the recovery of the victim.
- vii. The EMA can only be activated through the MSP Operations Section.
- viii. MSP Operations Section will disseminate an approved EMA to news outlets in the affected geographic region(s).
- ix. MSP Operations Section will complete the EMA news release template utilizing the Information provided by the LEA, including adding a 24-hour contact phone number at the LEA for media inquiries and/or public tips.
- x. The EMA will be sent by the Operations Section via email to major news outlets in the geographic district of the incident and to other geographic districts as dictated by the specific case. The Emergency Broadcast System (EBS) shall NOT be utilized for an EMA.
- xi. The EMA may be upgraded to an AMBER Alert if the person is under the age of 18 and the circumstances of the case change or if new information becomes available that indicates the case fits the AMBER Alert activation criteria.
- xii. If a cancellation of the EMA is requested and/or the advisory is canceled, a media release canceling the advisory shall be issued by MSP Operations Section to all media who received the previous advisory.

- xiii. The EMA is meant for localized efforts. The release shall not be disseminated statewide unless information obtained by the requesting LEA denotes cross-state travel. (This excludes dissemination on social media which cannot be localized).

Review Responsibility:	Biometrics and Identification Division; Special Investigation Division; Criminal Justice Information Center
Accreditation Standards:	CALEA