



ORONO POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES

Protect with Vigilance & Serve with Compassion and Excellence

Subject:	Missing Persons	Policy #	O-15
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MLEAP:	7.32. A.B.C.D	MCJA Mandatory Policy	
	<i>Rescinds All Previous Policies Related To This Current Policy</i>		
Issuing Authority:	Chief of Police Daniel Merrill		

I. POLICY

It shall be the policy of the Orono Police Department to use its resources, acting within the scope of its authority, to thoroughly investigate, identify, locate, and recover, as soon as reasonably possible, missing or unidentified persons, including children and senior citizens. Also, this agency holds that every person reported as missing will be considered "at risk" until significant information to the contrary is confirmed.

II. PURPOSE

To establish procedures for accepting reports of missing persons and to establish guidelines for locating, returning, or determining the well-being of missing persons, including the use of LOCATER and the Amber Alert for abducted children, as well as the Silver Alert for endangered senior citizens.

III. DEFINITIONS:

Abducted: Missing and in the company of another person under circumstances indicating that the person's safety is in danger.

Amber Alert Plan: An early warning system available for use by law enforcement to alert the public when a child has been abducted, and law enforcement believes the child is in imminent danger of bodily harm. This plan is designed to enlist the public's assistance in the safe recovery of the victim and/or the apprehension of a suspect.

Autism: Autism is a bio-neurological developmental disability that generally appears before the age of 3, which can impact the normal development of the brain in the areas of social interaction, communication skills, and cognitive function. Individuals with autism typically have difficulties in verbal and non-verbal communication, social interactions, and leisure or play activities. They often suffer from numerous physical ailments which may include allergies, asthma, epilepsy, digestive disorders, feeding disorders, sensory integration dysfunction, sleeping disorders, and more.

Citizen Alert System (CAS): The Citizen Alert System has been established as a way for Maine state government to keep the public informed about events that may impact public health or safety. Information issued through the CAS is provided directly from authorized state government officials.

Dementia: Dementia is a disease of the brain that causes difficulties with memory, thinking, and behavior. Other symptoms include confusion, getting lost in familiar places, misplacing things, and

trouble with speaking or writing. The disease usually affects the elderly, but may also be found in those under the age of 65 and as young as 40 years of age.

Family Abduction: A non-custodial family member flees with a child, usually in direct violation of a court-ordered custody arrangement.

LOCATER (Lost Child Alert TEchnology Resource): A program to hasten the recovery of missing and abducted persons, locate and apprehend wanted persons, and announce crime alerts and rewards by providing law-enforcement agencies the technology to rapidly disseminate images and information.

Lost or Otherwise Missing: A child who becomes separated from parents or caretakers under circumstances not indicating the likelihood of abduction or voluntary absence.

Media: Print, radio, internet-based communication systems, or other methods of communicating information to the public.¹

Missing Child: For purposes of entry into NCIC, a person who is younger than **twenty-one (21)** years of age, and whose whereabouts are unknown to a parent, guardian, or responsible party. **(Suzanne's Law enacted in 2003).**

Missing Endangered Person is defined as a person who is believed to be in danger because of the person's age, mental or physical health or intellectual or developmental disability, because of environmental or weather conditions or because the person is missing in dangerous, unexplained, involuntary or suspicious circumstances as determined by a local law enforcement agency.

Missing Senior Citizen: A person who at the time first reported missing is 60 years of age or older or, under extraordinary circumstances, a person 18 to 59 years of age who also meets the criteria in **A.** and **B.:**

- a. Concerning whom there is a clear indication that the person has an irreversible deterioration of intellectual faculties such as dementia, as determined by a local law enforcement agency; and
- b. Whose disappearance poses a credible threat to the safety and health of the person as determined by a local law enforcement agency.²

Non-Family Abduction: A child is taken by an unknown individual, through force of persuasion, usually in furtherance of additional victimization.

Runaway: Most often a teenager, who leaves home voluntarily for a variety of reasons.

Silver Alert: A notice provided under 25 M.R.S. ch 259 to the public through law enforcement agencies and the media.³

Silver Alert Program: The statewide alert program for missing senior citizens developed and implemented under 25 M.R.S. ch 259.⁴ It is the intention of this policy to first search for a missing senior citizen locally. A statewide Silver Alert notification should be issued only after an exhaustive local search is conducted, if reasonable when the disappearance of the missing senior citizen poses a credible threat to the safety and health of the person as determined by a local law enforcement agency.

Thrown away: A child whose caretaker makes no effort to recover the child who has run away, or who has been abandoned or deserted.

¹ 25 M.R.S. § 2201(3)

² 25 M.R.S. § 2201(2)

³ 25 M.R.S. ch. 259

⁴ 25 M.R.S. § 2201(5)

- A. **Thirteen (13) years of age or younger:** This age was established by the federal Missing Persons Assistance Act because persons of this age group have not established independence from parental control, and do not have the survival skills necessary to protect themselves from exploitation on the streets, or:
- B. **Any person (Adult or Child):** believed to fit one or more of the following descriptors:
1. **Out of the Zone of Safety; For Age Developmental Stage:** The zone of safety will vary depending on the age of the person and the person's developmental stage. In the case of an infant, for example, the zone of safety will include the immediate presence of an adult custodian or the crib, stroller, or carriage in which the infant was placed. For a school-age child, the zone of safety may be the immediate neighborhood or the route taken between home and school.
 2. **Mentally Diminished:** If the person is developmentally disabled or emotionally disturbed or if the person may have difficulty communicating with others about needs, identity, or address. The disability places this person in danger of exploitation.
 3. **Drug Dependent:** This includes both prescription and illicit substances. Any drug dependency puts the missing person at risk. The diabetic or epileptic person requires regular medication, or the person's condition may become critical. The illicit drug abuser, on the other hand, may resort to crime or become the victim of exploitation.
 4. **Potential Victim of Foul Play or Sexual Exploitation:** Significant risk to the person may be assumed if the investigation reveals indications of a possible abduction, violence at the scene of an abduction, or signs of sexual abuse.
 5. **Life-Threatening Situation:** The environment in which the person is missing may be particularly hazardous. Examples of a dangerous environment could be a busy highway for a toddler, an all-night truck stop for a young teenager or extreme weather conditions.
 6. **Missing from Home:** Officer's must clearly understand that they will accept a missing person report no matter how much time has passed, because a delay in reporting may also indicate the existence of neglect or abuse within the family.
 7. **Believed to Be with Adults Who Could Endanger the Child's Welfare:** A missing person in such circumstances may be in danger not only of sexual exploitation but of involvement in criminal activity such as burglary, shoplifting, and robbery.
 8. **Absent Under Circumstances Inconsistent with Established Patterns of Behavior:** Most persons have an established routine that is reasonably predictable. Significant, unexplained deviations from that routine increase the probability of risk to the missing person.
 9. **Any other situation** where a person's disappearance involves circumstances that would cause a reasonable person to conclude that the missing person should be considered at risk.

IV. PROCEDURES

Orono Police Department members shall follow the guidelines outlined in this policy to locate, return, or determine the well-being of missing persons.

A. **Initial Investigative Procedures-Missing Adults:**

1. **Initial Response:** When an officer receives information that an adult is missing, the officer will initiate a preliminary investigation without undue delay.
2. **Investigation and Report:**
 - a. When the investigating officer determines that the adult is, in fact, a missing person, an NCIC Missing Person Affidavit shall be completed without delay and transmitted to dispatch. **MLEAP 7.32.A**
 - b. The initial missing person report shall be completed and documented in department's Records Management System (RMS) by the communications officer following all policies and procedures of the Communications Center. The report shall include, but is not limited to:
MLEAP 7.32.B
 - 1) Full Name, date of birth, and place of birth;
 - 2) Race/Sex;
 - 3) Address;
 - 4) Physical description (height, weight, hair and eye color);
 - 5) Date and time last saw;
 - 6) Clothing description at the time last observed;
 - 7) Location missing from;
 - 8) Destination if known;
 - 9) The cellular telephone number and cellular telephone company assigned to the cellular telephone the missing person is known to possess;
 - 10) Information related to any internet-based social networking account(s) the missing person is known to access;
 - 11) The name of the school if a student;
 - 12) Reporting party's name, address, telephone number, and relationship to the missing person;
 - 13) Any pertinent information that would aid in the investigation;
 - 14) Check for any warrants, Protection Orders, or any other active paperwork issued for the missing person;
 - 15) Any other information required to complete the RMS/NCIC entries.
 - c. The investigating officer will confirm that the missing adult has not been arrested or hospitalized. The Communications Center will be requested to assist in contacting the following:
 - 1) Area hospitals
 - 2) Others as required
 - d. When any initial attempts to locate a missing person are unsuccessful, the investigating officer will submit applicable information to the Communications Center and request a local "BOLO" be broadcast to all on-duty personnel and surrounding law enforcement agencies concerning the missing person and shall subsequently consult with the officer's supervisor to determine the course of action that may be needed to locate the person, including the decision to initiate a search.
 - e. The investigating officer will request approval from the supervisor for the response of the appropriate support (canine, patrol) and investigative elements, under an existing practice or "call-out" policy.
 - f. If a search is not initiated at the time of the report, the investigating officer will complete the appropriate paperwork.
 - g. Advise the reporting party that the case may be assigned to a detective who will contact the reporting party. The reporting party shall be advised to contact the Orono Police Department if additional information becomes available.

3. For a missing person, 18 years of age or older, a Missing Person Report is required. If during the initial investigation, it is determined that the missing adult meets any of the descriptive situations or conditions below, the offense report will be entered communications systems at Communications Center (i.e., NCIC, RMS).

Disability Situations: A person of any age who is missing and under provision physical/mental disability or is senile, thereby subjecting the persons or others to personal and immediate danger (i.e., persons requiring medication, Alzheimer's disease patients, psychiatric facility patients, etc.)

MLEAP 7.32.C

Endangered Situations: A person of any age who is missing under circumstances indicating that the person's physical safety may be in danger, (i.e., kidnapping/abduction or custodial interference statutes).

Involuntary Situations: A person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary (i.e., kidnapping, abduction, or custodial interference).

Catastrophic Situations: A person of any age who is missing and presumed injured, killed or displaced as the result of a catastrophic event i.e., flood, violent storm, earthquake, aircraft crash, hazardous materials incident, etc.

B. Adult Specific Provisions:

1. When a reported missing adult is not missing under any of the conditions provided in 4.3. (above), discretion should be used in making a missing person report, because an adult is afforded the right to privacy, freedom of movement.
2. Should such adult be reported missing, for whatever reason, and none of the aforementioned conditions are applicable, and the person is not wanted in connection with a criminal investigation, when the person is located, s/he should not be detained, nor should any information regarding the person's whereabouts be disclosed without the person's permission, other than the fact that the person has been located and the person's safety and welfare confirmed.
3. If, on the other hand, the adult located has been reported missing under one or more of the conditions specified above, the person may be detained pending further disposition warranted by the circumstances.
4. Generally, when the located adult has simply walked away from the location where the adult resides or is institutionalized, the adult, with his or her consent, will be returned to that location.

C. Initial Investigation Procedures-MISSING CHILDREN:

1. **Initial Response:** When an officer receives information that a child is missing, the officer will immediately initiate a **PRELIMINARY INVESTIGATION**.
2. **Investigation and Report:**
 - a. The investigating officer will interview the parent(s) or person who is making the initial report and obtain a description of the missing child that should include race, height, weight, hair and eye color, clothing, and other noteworthy features. (*Appendix 5*). This should be done promptly and disseminated to other officers who may be assisting in the investigation. Refer to *Section A, 2 b 1-15* of this policy for additional information to obtain.
 - b. Verify that the child is missing. **Note:** A search of the home should be conducted even if the child was last seen elsewhere.
 - c. Confirm the child's custody status.

- d. Identify the circumstances of the disappearance. First responders need to ascertain whether the circumstances surrounding the child's disappearance are such that a heightened level of response is warranted.
- e. Upon contact with the parent(s) or the person making the original report the officer must also determine if:
 - 1) The missing child has been the subject of a prior missing person (runaway) report.
 - 2) Determine if unusual circumstances are involved.
 - 3) The person filing the report has reason to believe that the missing child may have been abducted.
 - 4) The missing child has previously been the subject of a child abuse report filed with the state or a local law enforcement agency.
 - 5) The missing child is under 14 years of age.
- f. Upon conclusion by the officer that any of the above conditions exist:
 - 1) Requests for assistance regarding the search effort or observation of unusual or suspicious circumstances shall be communicated to the shift supervisor by the investigating officer.
 - 2) If the shift supervisor believes the circumstances surrounding the disappearance of the individual are suspicious, involve a crime, or the individual is in danger because of a physical or mental condition or age, the supervisor shall respond to the scene. The shift supervisor shall determine what additional resources are necessary, initiate contact with those components, and assign additional staffing as needed.
 - 3) Search procedures shall include, but not be limited to:
 - a) A thorough check of the home.
 - b) A search of the immediate area.
 - c) A check of youth congregating locations.
 - d) Contact with friends and/or relatives.
 - 4) Establish the aid of other law enforcement agencies, as determined by the shift supervisor.
 - 5) If a search of the home and immediate area proves unproductive, notify or consult with the Maine Warden Service (MWS) regarding the circumstances of the case. The MWS may be contacted at 1-800-452-4664. The a MWS has statutory responsibility to conduct searches for lost persons in the inland areas of Maine. The MWS has the capability to assist agencies with or conduct searches for missing persons.
- g. Provide detailed descriptive information to the Communications Center for broadcast updates. As information becomes available regarding the missing juvenile's physical appearance, circumstances of the case, or description of the potential abductor, the investigating officer should ensure that other officers and agencies are provided with up-to-date facts.
- h. Advise the complainant that:
 - 1) The case will be assigned to a detective to follow up the investigation.
 - 2) The Communications Center should be contacted if the child should return home before the detective contacts them.
- i. Obtain a photograph of the child if available.

j. If the conditions specified in *Section f* above do not exist, the officer shall:

- 1) Attempt to determine the circumstances surrounding the disappearance of the missing child, and
- 2) Follow procedures set out in *Section g and h*.

¹¹² M.R.S. § 10105(4) and § 10655

3. Once the missing juvenile has been located, the reporting officer will complete a supplement report detailing all pertinent information. The supplement report will immediately be faxed/delivered to the Communications Center, where appropriate action will be taken to remove the entry from the communication system (N.C.I.C) and be processed by established procedure.
4. In any event, when a juvenile is located, s/he will be afforded applicable consideration and treatment and returned without undue delay.
5. An emancipated juvenile shall be considered an adult under the provisions of this order.

D. Search Provisions:

1. When a search is warranted by the circumstances of the incident, the investigating officer will advise his/her immediate supervisor of the situation.

E. Supervisor's Responsibility:

1. Obtain a briefing from the first responding officer(s) and other agency personnel at the scene. This briefing allows the supervisor to determine the scope and complexity of the case and develop an appropriate response. The briefing should be conducted away from family, friends, or any other individuals who may be present.
2. Determine if additional personnel and resources are needed to assist in the investigation. Depending upon the situation, a supervisor may determine that additional personnel, including specialized units, should be called to the scene or otherwise assist in the investigation. It is the supervisor's responsibility to ensure that the appropriate investigative unit has been notified and is responding to the correct location.
3. Establish an Incident Command Post. The recommended protocol is the National Incident Management System (NIMS). Assistance can be obtained by contacting the Maine Emergency Management Agency (MEMA @207-624-4400 and/or the Maine Department of Public Safety's Emergency Communications Bureau at 1-800-452-4664). Using the victim's home as a command post is not recommended.
4. Initiate the Amber Alert plan if the criteria for abducted children are met. (*Appendix 2*).
MLEAP 7.32.D
5. Ensure that all required notifications have been made, including law enforcement agencies that can assist with the investigation.
6. Establish a liaison with the victim's family.
7. Manage media relations.
8. Initiate a Silver Alert notification to the media if criteria are met for a missing senior, or person who meets the definition under Silver Alert.
MLEAP 7.32.D
9. If appropriate, also notify the Department of Public Safety's Emergency Communications Bureau at 1-800-452-4664, who will then notify the Department of Transportation, Maine Turnpike Authority and the Maine Lottery System for Silver Alert activation statewide. See Sample Silver Alert notification (*Appendix 4*).
10. Notify Chief of Police or designee
11. Complete a written police report detailing actions taken.

F. Detective Responsibilities: The detective who is assigned to the report of a missing person will be responsible for:

1. Obtain a briefing from agency personnel.
2. Verify the accuracy of all descriptive information.
3. Conduct a neighborhood investigation.
4. Obtain a brief history of recent family dynamics.
5. Explore the basis for conflicting information.
6. Implement effective case management. (Note: National Center for Missing and Exploited Children (NCMEC) can provide computer software designed for effective case management at 1-800-THE-LOST.)
7. Evaluate the need for additional resources and specialized services. Keep in mind those resources such as the FBI, NCIC, state missing persons' clearinghouses, and NCMEC can be obtained.
8. Update descriptive information. If it appears that the case will not be resolved promptly, then the investigators shall ensure that the scripted record especially that entered the NCIC Missing Person File and the LOCATER System or other notification alert system that is available locally is updated.
9. Complete missing poster and disseminate accordingly using LOCATOR software.
10. Monitor media relations to ensure that investigative objectives are not unintentionally compromised.
11. Initiate a Silver Alert notification to the media if criteria are met for a missing senior, or person who meets the definition under Silver Alert. If appropriate, also notify the Department of Public Safety's Emergency Communications Bureau at 1-800-452-4664, who will then notify the Department of Transportation, Maine Turnpike Authority and the Maine Lottery System for Silver Alert activation statewide. See Sample Silver Alert notification (*Appendix 4*). **MLEAP 7.32.D**
12. Follow all investigative leads by interviewing witnesses, suspects, friends and family members.
13. Update case file with supplemental reports detailing investigative findings/results.

G. Follow-Up Investigation Provisions:

1. Any member who receives a complaint of a missing juvenile shall immediately, upon arrival at the scene, complete and submit an Incident Report and determine if an Amber Alert is appropriate. The Missing Person Report will immediately be entered into NCIC. A local agency B.O.L.O will be broadcast by dispatch, as soon as possible.
2. The case will be reviewed by the Detective or his/her designee for the assignment of case priority and assigned to the appropriate investigator.
 - a) Cases indicating possible foul play require that the assigned investigator contact the victim/complainant within the same working day of case file assignment.
3. When a missing person is located by anyone other than the assigned investigator(s), the investigator(s) will be notified immediately so that that appropriate follow-up measures can be taken without undue delay. Unless circumstances demand further investigation, the investigator(s) will make such notifications as may be required, update and/or cancel outstanding communications regarding the case, and otherwise cause the case file to be closed.
4. When any located person has sustained an injury requiring immediate medical treatment, established emergency medical procedure will be observed. However, when such injury does not require immediate attention, any medical treatment will be provided at the discretion and expense of the person, or if applicable, the institution taking custody of the person. In either instance, injuries sustained by missing persons will be documented in incident reports.
5. Officers should cooperate fully in keeping next of kin up to date on any changes in the investigation, when possible, and assist when possible if they are conducting an independent investigation.

H. **Runaways:**

1. All Officers need to be familiar with MRSA 15, Chapter 511. (*Appendix 3*).
2. Officer's should use the NCIC Missing Person Affidavit.
3. Any juvenile who has left the care of his or her parents, guardian or legal custodian without consent may be taken into interim care.
 - a) A juvenile cannot be held involuntarily for more than six (6) hours while in interim care.
 - b) Officers must notify DHHS that a juvenile has been taken into interim care.
 - c) Officers should interview the juvenile about why they ran away, which may include child abuse.
 - d) Officers will notify parents, guardians or legal custodians of the juvenile's whereabouts so they can decide for the juvenile's return.

I. **Missing Children from Interim Care:**

1. If a child, in the custody of the Department of Health and Human Services whose permanent residence is believed to be located in Maine, has been placed in interim care, that includes temporary shelter in this agency's jurisdiction for a period of 60 days or less and the child becomes a missing child, this agency is responsible for the initial investigation of the missing child report and entering the juvenile in the missing person file.⁵
2. After the child has been missing for at least 48 hours, but not more than 60 days, the Chief of Police or designee may, in the best interest of finding the child, transfer the responsibility for the investigation and entry of additional information to the law enforcement agency having jurisdiction over the permanent residence in the state of the missing child.⁶

J. **Silver Alert Request Process**

1. If you believe your missing adult qualifies for the Silver Alert the following steps must be followed;
 - i. The missing adult has been entered into NCIC as a "missing, endangered person."
 - ii. METRO File 6 Teletype sent. The File 6 should not notate the Silver Alert until the Silver Alert Request Form is completed, submitted, and approved. Once approved the File 6 can be updated.
 - iii. Completed the state of Maine's Silver Alert Request Form. Fill out **ALL** fields and answer the "activation criteria questions. If the answer to any of the questions is "NO," then DO NOT submit the request as the person does not meet the criteria.
 - iv. If all answers are yes, complete the remainder of the form and submit the form.
 - v. Once the form has been submitted, call Maine Department of Public Safety at 207-624-7076; Option #9, and advised the communications officer that a Silver Alert request has been submitted. If the request is denied, the Augusta RCC will notify the agency and advise the reason for denial.
 - vi. Silver Alerts will remain active for 48 hours, unless cancelled by the agency.
 - vii. Use the below website to complete the Silver Alert Request.

<https://www.maine.gov/dps/bec/contact/silver-alert-form>

⁵ 25 M.R.S. § 2154(5)

⁶ 25 M.R.S. § 2154(5)

K. Closure/Cancellation – Adults/Children:

1. Missing person reports can only be closed by a supervisor. or a detective.
2. The Supervisor closing the case will ensure that the following is documented:
 - a. Location where the subject was found.
 - b. Subject's physical and mental condition.
 - c. How identity was verified.
 - d. Synopsis of any criminal charges contemplated.
3. Teletypes, lookouts, or NCIC entries can be cancelled by the officer, detective, or supervisor.
4. Notify the appropriate investigator as appropriate.
 - a. Advise the original complainant of the relevant details of the case and the subject's location. Officers are cautioned in this regard that every case presents different problems, and that discretion will be exercised, where appropriate, in furnishing information. If it develops that the missing person has been the subject of foul play or has been located either deceased or in severely deteriorated physical or mental condition, personal contact will be made with the complainant.
 - b. In cases involving missing juveniles located outside Orono, NCIC entries can only be canceled upon the juvenile's return to this jurisdiction. To accomplish this, officers will inform the guardian to contact the detective when they return so the NCIC entry can be canceled. Exceptions may be made when the juvenile's location and condition are verified by another police agency and the legal guardian grants permission for the child to remain at that location.
5. Return any photographs in Orono Police Department possession to the owner.
6. If a missing child returns home and no foul play is suspected, the missing child entry can be canceled as stated above in this section, and only the appropriate supplemental report is required. In the event the missing child is determined to be a runaway, the officer arresting a runaway juvenile will write the appropriate supplemental and arrest reports.

I. Unidentified Persons:

A officer assigned to the report of an unidentified person, whether living or deceased, will be responsible to:

1. Obtain a complete description of the unidentified person.
2. Enter the unidentified person's description into the NCIC Unidentified Person File (*See NCIC Unidentified Person File Data Collection Entry Guide*).
3. Utilize all available resources to aid in the identification of the unidentified person. The NCMEC, Communications Center, missing persons' clearinghouses, and other organizations, such as State Medical Examiner's Office (207-624-7170) may be of assistance.
4. Utilize facial recognition software, if available, to aid in identifying the person.
5. Cancel all notifications after identification is confirmed.

Appendix 1
NCIC Missing Persons Affidavit

TO: _____ Date: _____
(Name of Law Enforcement Officer)

I hereby certify that _____ DOB: _____
(missing person)

is missing and has been missing since _____. I do not know his/her whereabouts, and I request that the information is entered into the National Crime Information Center (NCIC) Missing Person Files. I agree to go for him/her anywhere in the United States.

Missing Person Categories: (circle one)

- | | | |
|----|--------------|---|
| 1. | Disabled: | Physical/mental disability or senile. |
| 2. | Endangered: | Physical safety in danger. |
| 3. | Involuntary: | Disappearance not voluntary, kidnapped, etc. |
| 4. | Juvenile: | Under 18 years of age. |
| 5. | Catastrophe: | Catastrophic event (natural disaster, fire, etc.) |

Statement of Parent, Guardian, Legal Custodian, Family Member or Physician.

(Signature of parent, Guardian, Legal Custodian Family Member or physician)

Address

Telephone Number: _____

Appendix 2

MAINE AMBER ALERT PLAN

The AMBER Alert Plan is an innovative way to protect our children, born out of a desire to use maximum public participation to recover children in only the most serious child abduction situations. It is a voluntary cooperative agreement between the Maine Department of Public Safety, the State Emergency Communications Committee, the Maine Association of Broadcasters, and law enforcement agencies in the state of Maine.

The Plan is an early warning system available for use by law enforcement to alert the public when a child has been abducted, and the police believe the child is in imminent danger of bodily harm. It is hoped that the information distributed via the statewide broadcast/cable Emergency Alert System (EAS) will lead to the release and safe return of the child.

The AMBER Alert Plan is a tool for law enforcement to promptly notify the media of a confirmed abduction so the information can be broadcast to the public for assistance in locating the child and/or abductor.

AMBER is a voluntary program for law enforcement and broadcasters. AMBER is NOT the entire abducted-child investigation.

SPECIAL NOTE TO BROADCAST STATIONS:

Due to a design flaw in the current Emergency Alert System, only the audio portion of an EAS alert will contain all the pertinent AMBER Alert information. It will not appear on a TV text crawl, or the EAS ENDEC printout.

To ensure accuracy, do not try to transcribe the audio AMBER Alert message for follow-up announcements. Instead, subscribe to the Maine Citizen Alert System (CAS) to receive follow-up alert details via e-mail: <http://www.maine.gov/portal/CAS/index.shtml>.

Be sure to subscribe to one or several e-mail addresses that are readily accessible by all station personnel at all hours of the day and night, and on weekends. Consider the fact that an AMBER Alert may be issued at a time when, for example, news personnel is not on duty at the station.

When signing up for Citizen Alerts, also be sure to sign up to receive news releases from the Maine State Police/Dept. of Public Safety and the Maine Emergency Management Agency.

Maine AMBER Alert Plan ~ Requirements

1. The AMBER Plan requires law enforcement to meet three criteria when evaluating a child abduction. Police departments **must** have **all three** criteria present before an EAS activation can occur.

The AMBER Plan should be activated **ONLY** when:

1. A child 17 years of age or younger is abducted*,
 2. There is a reason to believe the victim is in imminent danger of serious bodily injury or death,
 3. There is information available to disseminate to the general public which could assist in the safe recovery of the victim and/or the apprehension of a suspect.
2. The AMBER Plan is activated **only** when the specific requirements of the plan are met as outlined above. An AMBER activation is *not* to be used for runaways, most child custody disputes, or missing children. An AMBER activation is appropriate *only* for child abduction cases where there is strong evidence that the abductor intends to cause imminent bodily harm to the child.
 3. After receiving a report of child abduction, the investigating agency determines whether the incident meets the requirements of the AMBER Plan. If it does, the agency contacts the Maine State Police (MSP) to request activation of the AMBER Plan. MSP then approves the issuance of an AMBER Alert through the statewide Emergency Alert System (EAS).
 4. When the Maine State Police activates the system through the state EAS, it will immediately be delivered to all participating radio and television stations and cable TV systems in Maine.

The AMBER Alert goes out only once via the State EAS system. Participating broadcast stations should then announce the information every half hour for the first four hours, then one time per hour for the next four hours.

In addition to activating the EAS, the Maine State Police will distribute all pertinent information relating to the abduction via e-mail through the State of Maine Citizen Alert system.

** The word "abducted" is a cause of concern and should be addressed. Law enforcement should make every attempt to verify that an actual abduction has taken place, but some margin for error must be tolerated. If the above guidelines are otherwise met, but there is no concrete confirmation of an abduction, then the activation may go forward if it is warranted in the judgment of law enforcement authorities. Each case under this scenario should be independently evaluated based on the facts and circumstances thereof.*

While intended for use in cases of stranger abduction, the AMBER plan may also be activated in cases of parental abduction, or abduction by another person known to the child, if the parent or person has made threatening statements or otherwise indicated that he/she intends to commit imminent bodily harm to the child. Again, each such case should be evaluated based on the pertinent facts and circumstances. Law enforcement agencies are cautioned that overuse of the AMBER Alert system, or issuance of alerts that do not meet the criteria, may cause the public to "tune out" alerts, thus hampering the effectiveness of the system.

5. Investigations of child abductions are coordinated by the law enforcement agency having jurisdiction where the child is domiciled. Except in areas where it has sole jurisdiction, the Maine State Police/MDPS is generally only the conduit for the issuance of statewide alerts. Thus, all media questions and requests for information should be directed to the investigating agency.
6. If the child is recovered during the activation period of the alert, the reporting agency must notify MDPS, which will then cancel the alert through normal news-release channels. It is the responsibility of the individual radio and television stations to follow up with the investigating agency regarding additional information about the abduction.
7. By broadcasting frequent public alerts, descriptions, and other vital information in the crucial first hours after a child abduction, we can enlist citizens to recover the child unharmed. All calls to radio or TV stations or cable systems from citizens who have information regarding the abduction should be directed to the investigating agency.

AMBER Alert procedures for law enforcement and the media

LAW ENFORCEMENT	MEDIA
<ol style="list-style-type: none"> 1. Determine a child abduction meeting the AMBER criteria have occurred. 2. Call the Maine State Police (MSP) at 624-7076 or 1-800-452-4664 and ask to speak to a Criminal Investigation Division (CID) Lieutenant or Sergeant concerning an AMBER Alert. 3. MSP will confirm the accuracy of the information and, if warranted, will approve the issuance of an AMBER Alert via the State Emergency Alert System (EAS) using the CAE (Child Abduction Emergency) code. 4. This information is also passed through NLETS (National Law Enforcement Teletype System) to all law enforcement agencies are having access to it. 5. The investigating agency will make photos of the victim available to the media as soon as possible. Media may also have follow-up questions. The investigating agency should designate a Officer or staff person as the media contact for inquiries. 6. As soon as the case is resolved, notify the MSP, which will then cancel the alert Through normal news-release channels. 	<ol style="list-style-type: none"> 1. Participating broadcast stations' and cable systems' EAS encoder-decoder units must be programmed to receive and retransmit the CAE (Child Abduction Emergency) code. 2. Sign up to receive follow-on AMBER Alert information via e-mail through the State of Maine Citizen Alert System (CAS) at http://www.maine.gov/portal/CAS/index.shtml. 3. The AMBER Alert will come to broadcast stations and cable systems via your EAS receiver. Your receiver may be programmed for an automatic interrupt of programming, or delay. If delayed, the alert should be broadcast within 15 minutes of receipt. <i>Getting the information on the air as soon as possible is the key factor.</i> The most crucial time in an abduction case is the first few hours. 4. We ask broadcast stations and cable systems to transmit the pertinent information via live announcement (not by retransmitting the EAS alert), using the facts as detailed in the Citizen Alert, at least once every 30 minutes for the first 4 hours, then at least once an hour for the next 4 hrs. 5. Prompt dissemination of an abduction alert is an integral part of the AMBER Plan. It is important that we have maximum participation from stations and cable systems "up and down the line," as the abductor may have traveled over a wide area within the first several hours of the abduction. 6. Follow-up requests for additional information should be directed to the investigating agency.

Exhibit 1

AMBER Plan

Requirements For Participating Law Enforcement Agency:

1. Must have **at least one (1) designated reporting officer.**
2. Must submit **supporting reports** for activation of the AMBER Plan to the AMBER Plan Committee within 30 days of activation and must participate in a **review of the activation.**
3. Must have adopted a **written policy** which deals with the operation of the AMBER Plan. (A model policy is available from the Maine Chiefs of Police Association.)
4. Must agree to **provide proper training** and review the Maine AMBER Alert Plan, the agency's written policy, and supporting AMBER Alert materials with appropriate agency personnel every year.

Requirements for AMBER Plan Reporting Officer (MSP):

1. Reporting officer must be a sworn law enforcement officer.
2. Reporting officer must complete training provided by or suggested by the AMBER Plan Committee (at a minimum, an annual review of the Maine AMBER Alert Plan and viewing of the AMBER training video).
3. Reporting officer must present a briefing to the Maine AMBER Plan Committee at the next scheduled meeting following the activation of an AMBER Alert.

Exhibit 2

AMBER Plan **Law Enforcement Checklist**

1. IS THE ABDUCTION ONE IN WHICH THE CHILD VICTIM IS 17 YEARS OF AGE OR YOUNGER?

If YES, GO ON to QUESTION 2.

If NO, DO NOT ACTIVATE THE AMBER PLAN

2. WAS THE CHILD ABDUCTION WITNESSED BY ANYONE?

If YES, GATHER AS MUCH DESCRIPTIVE INFORMATION AS POSSIBLE AND GO ON TO QUESTION 3

3. DID THE CHILD ABDUCTION INVOLVE AN ACT OF VIOLENCE, OR DO YOU BELIEVE THE CHILD TO BE IN DANGER OF IMMINENT BODILY HARM OR DEATH?

If YES, ACTIVATE THE AMBER PLAN

If NO, DO NOT ACTIVATE THE AMBER PLAN

4. THE ALERT MUST CONTAIN:

- a) A DESCRIPTION OF THE CHILD,
- b) DETAILS OF THE ABDUCTION,
- c) INFORMATION THAT THE PUBLIC CAN ACT ON (for example, a description of the perpetrator, description of a vehicle, etc.), AND
- d) THE NAME AND TELEPHONE NUMBER OF THE INVESTIGATING AGENCY.

THE INVESTIGATING AGENCY SHOULD NOT ACTIVATE THE PLAN UNLESS AND UNTIL THERE IS INFORMATION TO INCLUDE IN AN ALERT MESSAGE.

AMBER Alert Information --- To Be Sent On MLETS**(Sample)****Agency Data**

Agency _____ Officer's Name _____
 Telephone Number _____ Reporting Agency _____

Case Data	Yes	No *
Is this believed to be a child abduction? <i>(not a missing child, runaway, or custody dispute unless there is strong evidence that the child is in imminent danger of bodily harm from the abducting parent)</i>		
Was this child 17 years of age or younger?		
Is there reason to believe the victim is in imminent danger of serious injury or death?		
Is there information to disseminate to the general public which could assist in the safe recovery of the victim and or the apprehension of a suspect?		

*An answer of **No** to any of the above questions renders the AMBER Alert not applicable.

Victim Data

First Name _____ Last Name _____
 Age _____ Race _____ Gender _____
 Clothing Description _____
 Last Known Location _____ Date of Event _____

Victim Data #2

First Name _____ Last Name _____
 Age _____ Race _____ Gender _____
 Clothing Description _____

Suspect Data

First Name _____ Last Name _____
 Approx. Age _____ Race _____ Gender _____
 Clothing Description _____

Suspect Data #2

First Name _____ Last Name _____
 Approx. Age _____ Race _____ Gender _____
 Clothing Description _____

Vehicle Data

Year _____ Make _____ Model _____
 Color _____ Style _____
 License Plate _____ License State _____

AMBER ALERT**SAMPLE ALERT MESSAGE PROGRAM AND SCRIPT**

When issuing an AMBER Alert, take a few moments to script out the alert message following the format shown below. Remember, this script will form the basis not only for the EAS Alert but also for a Maine Citizen Alert System message and messages on highway signs and state lottery terminals.

EAS Header Code 3 times

One Second Pause

EAS Attention Signal (0:08)

Special AMBER Alert (CAE) Code

Announcer:

The Maine State Police are issuing a statewide AMBER Alert at the request of the [Maine City] Police Department. A fourteen-year-old Caucasian female was abducted from 2825 Royal Lane, Maine City, this morning at approximately 9:00 a.m. She is approximately 5 feet 2 inches tall, 110 pounds, with black hair, wearing a gray T-shirt, white jeans, and blue baseball cap. She was last seen with a 50-year-old white male, approximately 6 feet tall and weighing 200 pounds, driving a blue Chevrolet pick-up truck with Maine license plates. If you have any information regarding this abduction, please call the [Maine City] Police Department at (555) 555-5555. That's (555) 555-5555. This has been an AMBER Alert. We now return to regular programming.

EAS End-of-Message Code 3 times

Maine AMBER Alert Law Enforcement Protocol

1. Determine if the case fits the AMBER Alert criteria.

Review the pertinent information to determine if all three criteria for an alert are met:

- a)** Is the child 17 years of age or younger?
- b)** Is there reason to believe the victim is in imminent danger of serious bodily injury or death?
- c)** Is there information available to disseminate to the general public which could assist in the safe recovery of the victim and/or the apprehension of a suspect?

2. Call Maine Public Safety Dispatch in Augusta at 624-7076 or 1-800-452-4664 and ask to speak with a Criminal Investigation Division Lieutenant or Sergeant regarding an AMBER Alert request.

The State Police will conduct another review of the pertinent information to ensure that the criteria have been met.

<u>If criteria are not met:</u>	<u>If criteria are met:</u>
<ul style="list-style-type: none">1. Notify investigating Officer.2. Follow established protocols For case investigation.3. Notify PIO of case status.	<ul style="list-style-type: none">1. Provide State Public Safety dispatch with the point-of-Contact name and phone number for your agency. This is essential for individuals responding to the alert in an effort to provide information.2. Notify NLETS of AMBER Activation and Teletype all victim/suspect information needed for statewide broadcast to MSP.3. Make notification of AMBER Alert to the following resources:<ul style="list-style-type: none">a. On-duty Major Crimes Detective Captain<ul style="list-style-type: none">1. Exploitation Detective Captain2. Child Crisis Supervisor3. Child Crisis Duty Pager4. Designate a field command center to coordinate search Efforts.5. Coordinate with phone bank supervisor on search/phone Bank developments.6. Continue to evaluate field search and use resources as needed.

Resource considerations

Mounted Patrol Motorcycles
Police Reserves Gang Unit

Helicopter
Citizen Volunteers

SOT
K-9

Dive Team
Explorers

Activation of incident command if necessary, This procedure is initiated when a phone bank is required to answer numerous phone calls from the community, or it may be used during any other large-scale incident with the potential of multi-jurisdictional response.

Appendix 3

Selected Maine Statutes Regarding Missing Persons, Interim Care, Runaways,

15 M.R.S. Chapter 511: INTERIM CARE; RUNAWAYS

15 §3501. INTERIM CARE

1. **Interim care.** A juvenile may be taken into interim care by a law enforcement Officer without order by the court when the Officer has reasonable grounds to believe that:
 - A. The juvenile is abandoned, lost or seriously endangered in his surroundings and that immediate removal is necessary for his protection;
 - B. The juvenile has left the care of his parents, guardian or legal custodian without the consent of such person.
2. **Limit.** Under no circumstances shall any juvenile was taken into interim care be held involuntarily for more than 6 hours.
3. **Interim care, police record.** The taking of a juvenile into interim care pursuant to this section is not an arrest and shall not be designated in any police records as an arrest.
4. **Notification of parents, guardian or custodian.** When a juvenile is taken into interim care, the law enforcement Officer or the Department of Health and Human Services shall, as soon as possible, notify the juvenile's parent, guardian or legal custodian of the juvenile's whereabouts. If a parent, guardian or legal custodian cannot be located; such notification shall be made to a person with whom the juvenile is residing.
5. **Interim care, placement.**
 - A. When a law enforcement Officer takes a juvenile into interim care, the Officer shall contact the Department of Health and Human Services which shall designate a place where the juvenile will be held.
 - B. The law enforcement Officer shall take the juvenile to the Department of Health and Human Services or to the location specified by the department without unnecessary delay.
6. **Interim care, restriction on placement and transportation.**
 - A. A juvenile taken into interim care may not be placed in a jail or other secure detention or correctional facility intended or used to detain adults accused or convicted of crimes or juveniles accused or adjudicated of juvenile crimes.
 - B. Notwithstanding paragraph A, a juvenile taken into interim care may be held, if no other appropriate placement is available, in the public sections of a facility described in section 3203-A, subsection 7, paragraph B if there is an adequate staff to supervise the juvenile's activities at all times or in accordance with section 3203-A, subsection 7-A.
 - C. To the extent practicable, a juvenile taken into interim care shall not be placed or transported in any police or other vehicles which at the same time contains an adult under arrest.
7. **Interim care, voluntary services.** The Department of Health and Human Services shall inform the juvenile and his family, guardian or legal custodian of social services and encourage them to voluntarily accept social services.
8. **Interim care, identification of juvenile.** No fingerprints of a juvenile taken into interim care under this section may be obtained from the juvenile. Solely to restore a juvenile to his residence, the juvenile's name, address, photograph, and other reasonably necessary information may be obtained and transmitted to any appropriate person or agency.

15 §3502. THE DEPARTMENT OF CORRECTIONS AND THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 24-HOUR REFERRAL SERVICES

1. **Emergency placement decisions.** Placement referral services shall be provided by the Department of Corrections and the Department of Health and Human Services as follows.

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- A. the Department of Corrections shall provide for a placement referral service, staffed by juvenile community corrections Officer's for 24 hours a day. This referral service shall make emergency detention or conditional release decisions under chapter 505 for all juveniles referred to the department by law enforcement Officer's.
 - B. the Department of Health and Human Services shall provide for a placement referral service, staffed by personnel 24 hours a day. This referral service shall make emergency placement decisions under this chapter for all juveniles referred to the department by law enforcement Officer's.
- 2. Placement procedures.** Emergency placements shall be arranged by juvenile caseworkers or the Department of Health and Human Services' personnel according to procedures and standards jointly adopted by the Department of Corrections and the Department of Health and Human Services. Placement may include voluntary care or short-term emergency services under Title 22, sections 4021 to 4023.

15 §3503. JUVENILES, VOLUNTARY RETURN HOME

If a juvenile who has been taken into interim care under the provisions of section 3501 and his parents, guardian or legal custodian agree to the juvenile's return home, the parents, guardian or legal custodian shall cause the juvenile to be transported home as soon as practicable. If the parents, guardian or legal custodian fails to arrange for the transportation of the juvenile, he shall be transported at the expense of the parents, guardian or legal custodian.

15 §3506-A. EMANCIPATION

- 1. Petition for emancipation.** If a juvenile is 16 years of age or older and refuses to live in the home provided by his parents, guardian or custodian, he may request the District Court in the division in which his parents, guardian or custodian resides to appoint counsel for him to petition for emancipation.
- 2. Contents of petition.** The petition shall state plainly:
 - A. The facts which bring the juvenile within the court's jurisdiction and which form the basis for the petition;
 - B. The name, date of birth, sex and residence of the juvenile; and
 - C. The name and residence of his parent or parents, guardian or custodian.
- 2-A. Mediation.** Upon the filing of a petition and before a hearing under this section, the court may refer the parties to mediation. Any agreement reached by the parties through mediation on any issues shall be stated in writing, signed by the parties and presented to the court for approval as a court order.
- 3. Hearing.** On the filing of a petition, the court shall schedule a hearing and shall notify the parent or parents, guardian or custodian of the date of the hearing, the legal consequences of an order of emancipation, the right to be represented by legal counsel and the right to present evidence at the hearing. The notice shall be given in the manner provided in the Maine Rules of Civil Procedure, Rule 4, for service of process.
- 4. Order of emancipation.** The court shall order emancipation of the juvenile if it determines that:
 - A. The juvenile has made reasonable provision for his room, board, health care, and education, vocational training or employment; and
 - B. The juvenile is sufficiently mature to assume responsibility for his care, and it is in his best interest to do so.
- 5. Denial of petition.** If the court determines that the criteria established in subsection four are not met, the court shall deny the petition and may recommend that the Department of Health and Human Services provide continuing services and counseling to the family.
- 6. Appeal.** Any person named in the petition which is aggrieved by order of the court may appeal to the Superior Court.
- 7. Public proceeding; exception.** Notwithstanding section 3307, subsection 2, paragraph B, the court shall not exclude the public unless the minor or the minor's parent or parents, guardian or custodian, requests that the public be excluded and the minor or the minor's parent or parents, guardian or custodian, does not object. If the public is excluded, only the parties, their attorneys, court officers and witnesses may be

present.

15 §3507. RUNAWAY JUVENILES RETURNED FROM ANOTHER STATE

When a juvenile who has left the care of the juvenile's parents, guardian or legal custodian without that person's consent, is returned to Maine from another state, the juvenile must be referred immediately to a juvenile community corrections officer and must be processed according to the provisions of this chapter.

12 §10104 (4). Other Powers

Search and rescue. Whenever the commissioner IFAW receives notification that any person has gone into the woodlands or onto the inland waters of the State on a hunting, fishing or other trip and has become lost, stranded or drowned, the commissioner shall exercise the authority to take reasonable steps to ensure the safe and timely recovery of that person, except in cases involving downed or lost aircraft covered by [Title 6, section 303](#).

A. The commissioner may summon any person in the State to assist in search and rescue attempts. Each person summoned must be paid at a rate set by the commissioner with the approval of the Governor and must be provided with subsistence while engaged in these activities.

B. The commissioner may enter into written agreements with other agencies or corporations, including commercial recreational areas, allowing partial search and rescue responsibility within specified areas.

C. The commissioner may terminate a search and rescue operation by members of the department when, in the commissioner's opinion, all reasonable efforts have been exhausted.

D. The commissioner may recover all costs directly related to a specific search and rescue operation:

(1) From the person for whom the search and rescue operation was conducted; or

(2) If a person knowingly provided false information that led to a search and rescue operation, from the person who provided that false information.

12 §10655. Failure to notify

Except as otherwise provided through written agreement, a person who has knowledge that a person is lost, stranded or drowned in the woodlands or inland waters of the State shall give notice of the lost, stranded or drowned person by the quickest means to the Bureau of Warden Service.

Appendix 4

Sample Silver Alert Notification

The ***(ISSUING LAW ENFORCEMENT AGENCY)*** has issued a SILVER ALERT for ***(VICTIM)***.

(VICTIM) was last seen on:
(DATE) @ (TIME) at (LOCATION LAST SEEN).

(VICTIM) suffers from:
(LIST ANY PERTINENT MEDICAL ISSUES).

(VICTIM) may be operating a:
(LIST VEHICLE INFORMATION INCLUDING REGISTRATION).

[ADD ANY INFORMATION AS TO POSSIBLE LOCATION
(VICTIM) MAY BE HEADED TO].

(INSERT PHOTOGRAPH OF VICTIM)

If you have seen ***(VICTIM)*** or have any information regarding the whereabouts of
(VICTIM),

Please call ***(ISSUING LAW ENFORCEMENT AGENCY)***
@ ***(PHONE NUMBER AND/OR AGENCY EMAIL ADDRESS)***

Silver Alert activated on ***(DATE) @ (TIME)***

(ISSUING LAW ENFORCEMENT AGENCY)

(PIO CONTACT INFORMATION)

Appendix 5

**MISSING PERSON/WANDERERS INFORMATION
SHEET.**

I. MISSING PERSON INFORMATION

First Name:	Middle Name:	Last Name:
Date Of Birth:	Age:	Sex:
Weight:	Height:	
Race:	Hair:	Eyes:
Home Street Address:	Facial Hair	
State:	City:	
Zip Code:	Home Phone	
#:		
Where Last Seen (PLS):	GPS Coordinates:	
Date and Time Last Seen:	Units/Datum:	
Is scent article available for person:	Type of Article:	
Location of Article:	Article secured by whom:	
OFFICER PLEASE OBTAIN TWO RECENT PHOTOGRAPHS THAT CAN BE RELEASED TO MEDIA.		
Date of Photograph:	Any changes since photo was taken:	
Is videotape available of missing person?		
Has File 25 been issued?	Issuing Agency and Officer:	

CONTACT INFORMATION

First Name:	Middle Name:	Last Name:
Relationship to Missing Person:		
Home Street Address:	City:	State:
Code:	Zip	
Home Phone:	Local Phone:	Cell Phone:
Pager:	Work Phone:	Occupation:
Where can person be reached for further Information:		

OFFICER INFORMATION

Officer Making Report:

Present Location:

Date and Time:

Officer Home Phone:

Cell Phone Number:

Pager

Number:

Medical Information

Known Physical Disabilities:

Uncorrected Vision:

Uncorrected Hearing:

Known Medical Conditions:

General Physical Condition:

Prescribed Medications:

Over the Counter Medications:

Consequences of Not Taking Medication:

Doctors Name:

Office Phone Number:

Neurologist/Gerontologist Name:

Office Phone Number:

MMSE Score (from physician):

Date of Last MMSE Test

SEARCH ACTIONS ADMINISTERED SO FAR:

TYPE	ACTIONS	TIME FRAME	WHERE	BY WHOM
Family & Friends				
S.P, S.O, Local Police.				
Fire Department				
SAR Team				
Aircraft				
Watercraft				

NOTES:

PERSONAL EQUIPMENT

Glasses	Yes	NO	
Dentures	Yes	NO	
Hearing Aid	Yes	NO	
Cane/ Walker	Yes	NO	
Watch	Yes	NO	
Jewelry	Yes	NO	
Wallet / Purse Contents	Yes	NO	
Keys	Yes	NO	
Tobacco Products	Yes	NO	
Matches / Lighter	Yes	NO	
Known Food Items	Yes	NO	
Cell Phone /Pager	Yes	NO	
GPS / PLB/ Compass	Yes	NO	
Money/change amount.	Yes	NO	
Tattoos/Scars	Yes	NO	

CLOTHING

Shirt	
Pants	
Dress	
Sweater	
Coat/Jacket	
Raingear	
Footwear	

Socks	
Underwear	
Hand Gear	
Hat/ Cap	

ANY ITEMS SEIZED/ COLLECTED FILL OUT EVIDENCE LOG AND FOLLOW PHYSICAL EVIDENCE HANDLING PROTOCOL.

Equipment

TYPE		COLOR	BRAND	STYLE
Backpack				
Tent				
Sleeping Bag				
Flashlight				
Map Type				
Fishing Equipment				
Hunting Equipment				
Camera				
Firearms				

ANY ITEMS SEIZED/ COLLECTED FILL OUT EVIDENCE LOG AND FOLLOW PHYSICAL EVIDENCE HANDLING PROTOCOL.

NOTES:

VEHICLE INFORMATION

Vehicle Type	Make	Model	Color	Registration
Motor Vehicle				
ATV				
Snowmobile				
Motorboat				
Canoe/Kayak				

ANY ITEMS SEIZED/ COLLECTED FILL OUT EVIDENCE LOG AND FOLLOW PHYSICAL EVIDENCE HANDLING PROTOCOL.

MISSING PERSON PRIOR RESIDENCE

RESIDENCE TYPE			STATE	YEARS
Previous				
Previous				
Childhood				
Childhood				

MISSING PERSON PERSONALITY AND PAST HISTORY

Is the person familiar with area where last seen?	Yes	No	
Does the person have a favorite area?	Yes	No	
Is the subject dangerous to themselves or others?	Yes	No	
Does the person have any access to any weapons? (Guns, knives)	Yes	No	
Does the person abuse any alcohol or drugs?	Yes	No	
Does the person have any criminal history, warrants?	Yes	No	
Does the person suffer from delusions?	Yes	No	
Does the person suffer from paranoia?	Yes	No	
Does the person suffer from hallucinations?	Yes	No	
Does the person suffer from depression?	Yes	No	

Has the person experienced any emotional breakdowns?	Yes No	
Has the person shown violence towards others?	Yes No	

PRIOR MISSING INCIDENTS

	INCIDENT # 1 DATE:	INCIDENT # 2 DATE:
Where was the person last seen?		
Events that might have caused the person to go missing.		
Where was the person found?		
How was the person found?		
What was the distance from the point the person was last seen.		

NOTES:

WALKING HABITS

Distance typically walked each day during past week.		Miles
Greatest distance walked during the past three months.		Miles
Furthest known distance walked in last 2 years.		Miles
Number of walks during the past week.		
Estimate the greatest distance you believe the person could walk.		Miles
Please rate the person's ability to walk		
Confined to bed Unable to walk. <input type="checkbox"/>	Requires walker/cane To walk small distances.	Walks unassisted for short distances but shuffles or limps.
	Walks with assistance.	Walks effortlessly.

OCCUPATION AND VOLUNTEER WORK

JOB OCCUPATION	ADDRESS	PHONE NUMBER	YEARS

HOBBY OR INTEREST	YEARS

DEMENTIA / ALZHEIMER'S QUESTION

Pick the box below that best describes the subject

Mild confusion and forgetfulness, short-term memory affected.	Difficulty distinguishing time, place, and person. Some language difficulties.	Nearly complete loss of judgment reasoning, and loss of some physical control.
---	--	--

Complete the following questions on the basis of the last two weeks. Check yes if the activity is performed even once.

Questions for Dementia Disability Assessment	YES	NO	N/A
Undertake to wash himself/herself or to take bath or shower.			
Undertake to brush his/her teeth or dentures appropriately.			
Decide to care for his/her hair (wash and comb)			
Prepare the water, towels, and soap for washing, taking bath or shower.			
Wash and dry completely all parts of his/her body.			
Undertake to dress himself/herself with appropriate clothing with regard to weather, neatness, occasion, and color combination.			
Dress himself/herself in the appropriate order (undergarments, pants, shoes) and completely			
Uses the toilet at appropriate times and without accidents.			

Decides that he/she needs to eat.			
Choose appropriate utensils and seasonings when eating.			
Eat his/her meal in the appropriate sequence.			
Undertake to plan and prepare a light meal or snack for himself/herself. (ingredients, cookware)			
Prepare or cook a light meal safely.			
Find and dial a telephone number correctly.			
Telephone someone at an appropriate time and carry telephone conversation.			
Write and convey a telephone message correctly.			
Adequately organize an outing with respect to transportation, keys, destination, weather, and money.			
Go out and reach familiar destination without getting lost.			
Go out and reach non-familiar destination without getting lost.			
Return from trip to store with the appropriate items.			
Show an interest and organize his/her personal affairs (financial, written correspondence).			
Handle money adequately (make change).	YES	NO	N/A
Take his/her medications at the correct time and correct dosage.			
Shows interest in leisure activity.			
Takes interest in household chores he/she used to perform in the past.			
Complete household chores adequately as he/she used to perform in the past.			
Stay safely at home by him or herself.			
Does the person know his/her name?			
Does person know where they are when at home?			
Does the person recognize the local neighborhood?			
Does the subject recognize familiar faces?			
Will the person answer to his/her name being called?			
Is person able to conduct a conversation?			
Does the person have the ability to tell time?			
Is the person registered in the Alzheimer's Association Safe Return Program?			

WANDERING PATTERNS

Person wanders	Yes	NO	Describe
Person wanders at night.	Yes	NO	Describe
Person wanders during the day.	Yes	NO	Describe
Wandering appears goal oriented.	Yes	NO	Describe
Wandering appears random.	Yes	NO	Describe
Person seeks out exits or tries to escape from present location.	Yes	NO	Describe
Wandering pattern similar to pacing back and forth.	Yes	NO	Describe
Wandering appears related to a search for a person or place.	Yes	NO	Describe
Does person talk about visiting a person or place located anywhere?	Yes	NO	Describe
Does the person talk about a person who is no longer alive?	Yes	NO	Describe
Has the person attempted to visit a person or place located anywhere?	Yes	NO	Describe
Can the person find keys and start car.	Yes	NO	Describe
Can the person drive a car safely?	Yes	NO	Describe
Does the person desire to drive a car?	Yes	NO	Describe
Has the person traveled or attempted to travel independently using public or private transportation.	Yes	NO	Describe
Has the person walked or traveled a considerable distance from home unaided.	Yes	NO	Describe
Does the person get lost or confused easily in an unfamiliar setting.	Yes	NO	Describe
Does the person get lost or confused easily at home/ living quarters?	Yes	NO	Describe

NOTES:

INFORMATION FOR PERSONS WITH AUTISM

Is person verbal	YES	NO	Describe
Does person have seizures	YES	NO	Describe
Is person noise sensitive	YES	NO	Describe
Does person self-stimulate	YES	NO	Describe
Is person touch sensitive	YES	NO	Describe
Does person run away from home or school	YES	NO	Describe
If person runs away where person likely to go	YES	NO	Describe
Does person abuse alcohol/illegal drugs	YES	NO	Describe
Does person have history of violence	YES	NO	Describe
Any fears, anxieties, or triggers which upset person	YES	NO	Describe
Does person have a special interest in a topic, object, or theme	YES	NO	Describe

Any other pertinent information?

Notes