



GENERAL OPERATIONS			1100.00	
<div><div></div><div>MISSING PERSONS</div><div></div></div>				
ISSUED: 12-18-2007	EFFECTIVE: 01-01-2008	REVISED: 07-08-2025	REVIEWED: 09-21-2023	PAGES: 31

CONTENTS

This procedure consists of the following numbered sections:

- | | |
|--|---|
| I. INITIAL RESPONSE | XI. FEDERAL BUREAU OF INVESTIGATION CHILD ABDUCTION RAPID DEPLOYMENT TEAM |
| II. CRIMINAL ABDUCTION/AT-RISK MISSING PERSON | XII. ALERT PUNTA GORDA |
| III. FAMILY ABDUCTION | XIII. FOLLOW-UP PROCEDURES FOR ALL MISSING/ABDUCTED PERSONS CASES |
| IV. RUNAWAY JUVENILES | XIV. RECOVERY/RETURN OF MISSING PERSONS |
| V. ABANDONED INFANTS AND CHILDREN | XV. RECOVERY/RETURN OF ALZHEIMERS/DEMENTIA PERSONS |
| VI. PERSONS WITH ALZHEIMERS/ DEMENTIA/ SILVER ALERT | XVI. BLUE ALERT |
| VII. PERSONS WITH MENTAL/COGNITIVE DISABILITY/PURPLE ALERT | |
| VIII. FLORIDA AMBER PLAN (AMBER ALERT) | |
| IX. MISSING CHILD ALERT | |
| X. SOUTHWEST FLORIDA CHILD ABDUCTION RESPONSE TEAM | |

PURPOSE

The purpose of this standard operating procedure is to establish guidelines for the handling and investigation of missing, endangered, abducted, unidentified persons, runaway juveniles, and abandoned children.

SCOPE

This procedure shall apply to all Punta Gorda Police Department personnel.

DISCUSSION

It is the policy of the Punta Gorda Police Department that missing, endangered, abducted, unidentified persons, runaway juveniles, and abandoned children incidents shall be responded to immediately. This will ensure information is obtained and disseminated at the earliest possible time, and that appropriate police response and resources are provided for the investigation of each incident in order to bring the investigation to a rapid and successful conclusion.

Every child reported as missing will be considered “at-risk” until significant information to the contrary has been confirmed.

DEFINITIONS

1. **Abandoned Child:** A minor child whose parent, legal custodian, or caregiver responsible for the child’s welfare, while being able, makes no provision for the child’s support or living conditions and makes no effort to communicate with the child, in which a willful rejection of parental obligations has taken place.
2. **Abducted Adult/Child:** A person who has been removed from their legal custodial environment against their will and/or consent, usually for the purpose of additional victimization.
3. **Alert Punta Gorda:** A Punta Gorda Police Department service that provides blocked telephone calls or text messages to groups or neighborhoods in the event of a missing or abducted child. Alert Punta Gorda can also be used for community notification regarding attempted abductions, missing Alzheimer’s patients and sexual predator moves. Alert Punta Gorda is similar to ACIM but includes additional capabilities.
4. **Alzheimer’s Disease:** A loss of normal faculties which can present itself in an altered mental state that has a change in a person’s perceptions. Alzheimer’s disease is a form of dementia.
5. **Amber Alert Plan:** A program designed to broadcast critical information of a missing/abducted child believed to be in danger, using the Emergency Alert System (EAS), via radio and television, Dynamic Message Signs (DMS) and lottery machines.
6. **At-Risk Missing Child:** A child, 13 years of age or younger, who is believed to be out of their zone of safety for their age, developmental state or physical condition; is mentally diminished; is drug dependent (including both prescription and illicit substances); in a life threatening situation; in the company of others who could endanger their welfare; is absent

for more than 24 hours before being reported; or is absent under circumstances inconsistent with established patterns of behavior.

7. **Blue Alert:** A program that allows a law enforcement agency to utilize the state's emergency alert system and issue a Blue Alert when certain criteria has been met after a law enforcement officer has been killed or seriously injured in the line of duty.
8. **CART – Child Abduction Response Team:** A team of qualified, experienced investigators coordinated through the Florida Department of Law Enforcement (FDLE) derived from member agencies throughout Florida, who are available to supplement the staffing needs of the Punta Gorda Police Department or any requesting agency in the event of a missing, abducted child.
9. **Child:** Any born, unmarried person less than 18 years old who has not been emancipated by order of the court.
10. **Child Protection Team (CPT):** The Department of Health Children's Medical Services Child Protection Team (CPT) program is a medically directed disciplinary statewide program designed to supplement the child protective investigation activities of local law enforcement and the Department of Children and Family Services in complex cases of child abuse and neglect.
11. **Dementia:** The loss of intellectual functions (such as thinking, remembering, and reasoning) of sufficient severity to interfere with a person's daily functioning. Dementia is not a disease itself but rather a group of symptoms that may accompany certain diseases or conditions. Symptoms may also include changes in personality, mood, and behavior.
12. **Disabled:** For the purpose of entering missing persons into FCIC/NCIC, a person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting themselves or others to personal and immediate danger. For example, persons who are suicidal or taking medications.
13. **Endangered:** For the purpose of entering missing persons into FCIC/NCIC, a person of any age who is missing and is in the company of another person under circumstances indicating that their physical safety may be in danger.
14. **Endangered Adult:** A missing person, 18 years of age or older, who is in an environment that could jeopardize their physical safety and well-being.
15. **Family Abduction:** The terms "family abduction" and "parental abduction" are common terms used to encompass violations defined in [Florida State Statutes \(FS\) 787.03 - Interference with Custody](#) and [FS 787.04 - Removing Minors from State or Concealing Minors Contrary to State Agency Order or Court Order](#). A non-custodial parent removes the child from the care of the custodial parent and may flee to another state or country.

16. **Missing Adult:** A person 18 years of age or older whose temporary or permanent residence is in, or is believed to be in, this state, whose location has not been determined, and who has been reported as missing to a law enforcement agency. Includes missing persons as defined by Suzanne's Law (below).
17. **Missing Child:** A person younger than 18 years of age whose temporary or permanent residence is in, or is believed to be in, this state, whose location has not been determined, and who has been reported as missing to a law enforcement agency.
18. **Missing Endangered Person:** A missing endangered person is defined as:
 - a. A missing child;
 - b. A missing adult younger than 26 years of age; or
 - c. A missing adult 26 years of age or older who is suspected by a law enforcement agency of being endangered or the victim of criminal activity.
19. **Missing Endangered Persons Information Clearinghouse (MEPIC)** ([See Policy Index Section XI\(A\)\(1\)](#)): The State of Florida statewide clearinghouse for registering missing persons, managed by the FDLE.
20. **Missing Endangered Person Report:** A report prepared on a form prescribed by the department by rule for use by the public and law enforcement agencies in reporting information to the Missing Endangered Persons Information Clearinghouse about a missing endangered person.
21. **National Center for Missing and Exploited Children (NCMEC)** ([See Policy Index Section XI\(A\)\(2\)](#)): The national clearinghouse for missing and exploited children that can, at a minimum, provide resource assistance with programs like: Team Adam, Project ALERT, cross-jurisdictional follow-up, age progression, facial reconstruction, LOCATER Bulletins, case analysis, pornography victim identification, State Department assistance with international abduction, as well as national bulletin and media distribution.
22. **Runaway Juvenile:** A person under 18 years of age who has run away on their own volition without the consent of a parent or guardian.
23. **Safe Return Program:** The Alzheimer's Association Safe Return® program is a nationwide identification, support and enrollment program that provides assistance when a person with Alzheimer's or a related dementia wanders and becomes lost locally or far from home. Assistance is available 24-hours, every day, whenever a person is lost or found.
24. **Silver Alert:** A plan, similar to the Amber Alert, to aid local law enforcement in the rescue or recovery of a missing elderly person who suffers from irreversible deterioration of intellectual faculties through notification of the media and dissemination of the information through avenues such as neighborhood telephone alerts and other technologies the agency

may have to communicate with its citizens, including the FDOT roadside Dynamic Messaging System.

25. **Suzanne’s Law:** The “Crime Control Act of 1990” was amended to include “Suzanne’s Law” articulating law enforcement’s requirement to accept missing persons reports on youth under the age of 21. Suzanne’s Law is named after Suzanne Lyall, a student at State University of New York at Albany, who has been missing since 1998. This legislation requires law enforcement agencies to notify the National Crime Information Center of missing children under the age of 21 instead of the previous cutoff of 18 years old. Suzanne’s Law was signed by President George W. Bush as part of the national Amber Alert bill on April 30, 2003.
26. **Unusual Circumstances:** If, during a missing person investigation, an Officer determines or suspects that unusual circumstances exist, the Officer will cause all appropriate and available resources to be activated. Unusual circumstances include, but are not limited to:
 - a. The child is 13 years of age or younger and meets any of the “At-risk missing child” criteria (as previously defined);
 - b. The missing person is mentally incapacitated, depressed, or suicidal, or has a serious medical condition;
 - c. The missing person is drug dependent (prescribed medications or illegal drugs);
 - d. The missing person is a potential victim of foul play, sexual exploitation or solicitation;
 - e. There is reason to believe that the missing person is subject to a “dangerous environment.” This is a relative term that depends on the age and developmental state of the person;
 - f. The absence is a significant deviation from established patterns of behavior and cannot be explained.

I. INITIAL RESPONSE

- A. **First Responding Officer:** The first responding officer shall conduct an initial investigation and prepare a report which documents all relevant facts and circumstances concerning the disappearance and the validity of the complaint. The *Investigative Checklist for First Responders* (Attachment) can be used to assist in the initial investigation. Limit the number of people at the scene (including law enforcement) to minimize possible crime scene contamination.
 1. Jurisdictional conflicts are to be avoided when a person is reported as missing. If a missing person either temporarily or permanently resides in, or was last seen in this jurisdiction, this agency will initiate a report. If it is determined that this

agency does not have jurisdiction, the case will be referred to the appropriate investigating agency and all information will be immediately transferred to that agency.

2. All missing child investigations shall be treated as an abduction until significant information to the contrary is developed.
3. The Operations Division Commander shall be immediately notified and will determine if the Criminal Investigations Section Supervisor should be contacted for a call out.
4. The Punta Gorda Police Department Missing Person Report form shall be completed for all missing endangered persons. The form shall also be completed for missing adults who are endangered, disabled, or missing under suspicious circumstances.
5. The following investigative steps shall be completed (if the investigative steps are child-specific, they need not be conducted for missing adults):
 - a. If circumstances warrant, consider activating patrol vehicle-mounted video camera when approaching the scene to record vehicles, people, and anything else of note for later investigative review.
 - b. Interview parent(s)/guardian(s)/person who made the initial report;
 - c. Determine if the subject is an “at-risk” child 13 or younger or an endangered adult;
 - d. Confirm the child/person is in fact missing by:
 - 1) Searching the victim’s residence, location last seen, surrounding area. Conduct an immediate, thorough search of the missing child/person’s home, even if the child/person was reported missing from a different location; and
 - 2) Search locations of concealment, hiding, and the immediate area, to include vehicles.
 - e. Determine if the child/person is a runaway (has the child/person run away before?);
 - f. Verify the child’s custody status;
 - g. Determine if there are any medical or psychiatric needs or conditions of particular concern (e.g. disability, Alzheimer’s, etc.);

- h. Identify the circumstances of the disappearance;
- i. Determine when, where, and by whom the missing child/person was last seen. Identify any persons who may be concealing, accompanying or harboring the missing person (consider [FS 827.04 - Contributing to Delinquency of a Minor](#), if appropriate);
- j. Interview the individuals who last had contact with the child/person;
- k. Identify the child's zone of safety for their age and developmental stage;
- l. Based on the available information, make an initial determination of the type of incident (whether non-family abduction; family abduction; runaway; lost, injured, or otherwise missing);
- m. Obtain a detailed description of the missing child/person, abductor (if applicable), and any vehicles involved in the incident;
- n. Secure photographs/video of the missing child/person and abductor (if applicable);
- o. Evaluate whether the circumstance of the child's disappearance meet Amber Alert criteria and/or other immediate community-notification protocol. Discuss plan activation with supervisor;
- p. Relay detailed descriptive information to the Communications Section for broadcast updates;
- q. Determine need for additional personnel including investigative and supervisory staff;
- r. Brief and update all additional responding personnel;
- s. Identify and separately interview everyone at the scene. Make sure their interview and identifying information is properly recorded. To aid in this process, if possible, take pictures or record video images of everyone present.
 - 1) Note name, address, and home/business telephone numbers of each person.
 - 2) Determine each person's relationship to the missing child/person.
 - 3) Note information each person may have about the child's/person's disappearance.
 - 4) Determine when/where each person last saw the child/person.

- 5) Ask each one, “What do you think happened to the child/person?”
- t. Obtain names/addresses/telephone numbers of the child’s/person’s friends, associates, and other relatives and friends of the family;
 - u. Continue to keep the Communications Section apprised of all appropriate developing information for broadcast updates;
 - v. Obtain and note permission to search the home or building where incident took place;
 - w. Seal/protect scene and area of the child’s/person’s home (including the personal articles such as hairbrush, diary, photographs, and items with the child’s/person’s fingerprints/footprints/teeth impressions) so evidence is not destroyed during or after the initial search and to help ensure items which could help in the search for and/or to identify the child/person are preserved. Determine if any of the personal items are missing. If possible, photograph/videotape these areas.
 - x. Evaluate the contents and appearance of the child’s/person’s room/residence;
 - y. Inquire if the child/person has access to the Internet and evaluate its role in the disappearance. If a child has access to the Internet, obtain permission from parent(s)/guardian(s) to examine the computer. Obtain assistance or guidance from qualified computer forensic personnel.
 - z. Ascertain if the child/person has a cellular telephone or other wireless voice/data communications device.
 - 1) If the child/person has a cellular telephone or other data communication device which was left behind, obtain permission from parent(s)/guardian(s) to examine the device. Obtain assistance or guidance from qualified computer forensic personnel.
 - 2) If the child/person is believed to still have the device, consider coordinating with the cellular provider for assistance in locating the device via GPS.
 - aa. Extend search to surrounding areas including vehicles and other places of concealment;
 - bb. Treat areas of interest as potential crime scenes;

- cc. Determine if surveillance or security cameras (e.g. ATM's, convenience stores, etc.) in the vicinity may have captured information about the child/person's disappearance;
- dd. Interview other family members, friends/associates of the child/person, and friends of the family to determine:
 - 1) When each last saw the child/person; and
 - 2) What they think happened to the child/person.
- ee. Review sex-offender registries to determine if individuals designated as sexual offenders/predators live, work, or might otherwise be associated with the area of the child/person's disappearance;
- ff. Complete an *Authorization for Release, Use, and Disclosure of Health Information* form for dental records whenever possible. (If the person is still missing after 30 days, this information will be entered into the FCIC system by the CIS investigator as required by [FS 937.031 - Dental records of missing persons](#));
- gg. Complete a Teletype Request form for entry of the missing person information into NCIC/FCIC. The Teletype Request and a copy of the Incident Report shall be provided to the Communications Section as soon as possible;
- hh. Prepare flier/bulletin with photographs and descriptive information of the missing child/person and abductor (if applicable). Distribute in appropriate geographic regions;
- ii. Prepare an Incident Report that documents all relevant facts and circumstances concerning the disappearance and the validity of the complaint; and
- jj. Notify the chain of command of the investigation immediately.

B. Communications Section

1. In accordance with [FS 937.021](#), upon the filing of a police report that a child is missing by the parent or guardian, the Communications Section shall immediately inform all on-duty law enforcement officers of the existence of the missing child report and communicate the report to every other law enforcement agency having jurisdiction in the county.
2. Ensure information regarding the missing child/person is entered into the FCIC/NCIC Missing Person File within 90 days of the report receipt and any

information about a suspect abductor is entered into the Miscellaneous field of the FCIC/NCIC Missing Person File FCIC/NCIC Wanted Person File. Carefully review FCIC/NCIC categories before entering the case, and be sure to use the Child-Abduction flag whenever possible and appropriate. All entries for missing children/persons are to be entered into NamUS by the Registered Professional User who also is the agency's primary TAC. They are to follow the specified timeline for entries into NamUs:

- a. Missing Person cases marked with a CA (Child Abduction) or AA (Amber Alert) are to be entered into NamUs within 72 hours of entry into NCIC.
- b. Missing Person cases marked with EME (Endangered) or EMI (Involuntary) are to be entered into NamUS within 30 days of entry into NCIC.
- c. All other Missing Person cases that have been active are to be entered into NamUs within 180 days.
- d. Unidentified Person cases that have been active are to be entered into NamUs within 60 days of entry into NCIC.

In cases where there is a Missing Person case marked with a CA (Child Abduction) or AA (Amber Alert), it is the responsibility of the on-shift dispatchers to notify the TAC immediately so they can make the determination on entry into NamUS.

3. NCIC/FCIC Entries: In order to enter a missing person, the reporting agency must have written documentation indicating the circumstances warranting the entry. Entries are made under the following categories:

- a. Disability (MKE/EMD): A person any age, missing under proven physical/mental disability or senility, subjecting themselves to personal immediate danger;
 - i. For purposes of entering missing persons into NCIC/FCIC, persons who are suicidal or taking medications are considered disabled and shall be entered as such.
- b. Endangered (MKE/EME): A person any age, missing under circumstances indicating their physical safety may be in danger;
- c. Involuntary (MKE/EMI): A person any age who is missing under circumstances indicating that the disappearance may not have been voluntary, i.e., abduction or kidnapping;
- d. Juvenile (MKE/EMJ): A person under the age of 21 who is missing and does not meet any of the entry criteria set forth above (Suzanne's Law);

- e. Catastrophe Victim (MKE/EMV): A person of any age, missing after a catastrophe; or
 - f. Other (MKE/EMO): A person over the age of 21 not meeting the criteria for entry in any other category who is missing and for whom there is a reasonable concern for their safety.
 - g. Caution: A caution indicator should be added to the message key when it is known that an individual is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances of the individual. The code must be entered in the Caution and Medical Conditions (CMC) Field.
4. MEPIC Entry: The Communications Section shall submit a missing endangered person report to MEPIC for all cases involving missing children or adults under 26 years old, and any case involving a missing adult age 26 years or older who is suspected by a law enforcement agency of being endangered or the victim of criminal activity.

II. CRIMINAL ABDUCTION/AT-RISK MISSING PERSON

- A. Officers responding to a complaint of a criminal abduction or at-risk missing person shall follow the guidelines of Section I(AB) of this procedure in addition to the guidelines of this section.
- B. Determine and document any unusual circumstances or facts such as mental/physical conditions, medical necessities, suicide/farewell notes, possession of weapons and/or drugs, and the possibility of abduction, or other criminal activity.
- C. Upon determination that the subject has been abducted or is an “At-risk child, 13 or younger” or is missing under unusual circumstances, Officers shall notify their supervisor; other notifications shall be completed as listed in SOP, as appropriate.
- D. Supervisors should determine where an immediate search should be initiated and conducted, and establish a command post consistent with Incident Command Systems.
- E. Supervisors shall ensure that all appropriate steps are taken to locate the person as quickly as possible.
 - 1. Immediately notify the Operations Commander.
 - 2. As soon as possible, the Officer/Supervisor should radio broadcast a “BOLO” of the missing person’s name and description to other units assigned to surrounding

areas to initiate an immediate search. BOLO's should also be broadcast via Laptop with photo attachments, if available.

3. An administrative BOLO (distance contingent upon circumstances) shall be issued.
- F. Additional searches should be organized as soon as possible, and may utilize additional, non-agency resources upon approval by the Watch Commander (e.g. Charlotte County Sheriff's Office canine, Charlotte County Correctional canine, Charlotte County Sheriff's Office aircraft, all-terrain vehicles, and additional persons and equipment to assist in the search as deemed necessary).
- G. Supervisors should use detailed maps to coordinate search teams in the area of the disappearance, and issue a copy to each team.
- H. Search teams should distribute a photo and description of the missing or abducted person during their search.
- I. The CIS on-call investigator shall respond to the scene and confirm that the Florida Amber Alert Plan systems or CART have been activated if criteria has been met.
- J. Canvass interviews shall be conducted utilizing the *Sex Offender Questionnaire* form. Officers interviewing sex offenders shall attempt to obtain written consent to search the sex offenders' residence(s) and shall conduct a thorough search of the premises for the missing person.
- K. Proper NCIC entry for abduction: Child abduction cases should be entered into the Missing Persons Files within NCIC in either the "Endangered" or "Involuntary" category, and the "Child Abduction Flag" (CA) shall be entered. When an Amber Alert has been issued, the "Amber Alert flag" (AA) shall be entered into the record.

III. **FAMILY ABDUCTION:** A family abduction is a violation of [FS 787.03 - Interference with Child Custody](#) and/or [FS 787.04 - Removing Minors from State or Concealing Minors Contrary to State Agency Order or Court Order](#). Both offenses can easily be confused and inappropriately discounted as being a "civil matter" if not examined closely.

- A. Legal questions concerning parental and guardian custody often arise when taking these types of missing child reports.
- B. It shall be the policy of this agency to accept an initial report of a missing child even if custody has not been formally articulated by the production of legal documents at the time of first reporting.

- C. Since safety of the child is paramount, members of the agency will open a missing child case when it can be shown that the child has been removed, without explanation, from their usual place of residence, and a person with parental/guardian standing is making the report.
- D. Reporting parties shall be required to produce all supporting legal documentation necessary to meet the criminal elements of the applicable Florida Statute prior to effecting an arrest or changing custody of the child to another party (other than to DCF).
- E. Determine and document any unusual circumstances or facts, such as mental/physical conditions, medical necessities, suicide/farewell notes, possession of weapons and/or drugs or other criminal activity.
- F. The child shall be entered into NCIC/FCIC and attempts will be made to locate the child to ensure safety, as soon as documents have been received and reviewed.
- G. The Florida Department of Children and Families (DCF) may be notified, as circumstances warrant, to protect the child from further harm or concealment.

IV. RUNAWAY JUVENILES

- A. Determine and document any unusual circumstances or facts such as mental/physical conditions, medical necessities, suicide/farewell notes, possession of weapons and/or drugs or other criminal activity.
- B. If the missing person is determined to be a runaway juvenile, obtain the additional following information:
 - 1. Elapsed time between the report and the victim's disappearance;
 - 2. Mode of transportation available;
 - 3. Possible destination(s);
 - 4. Name and addresses of friends or relatives with whom they might be;
 - 5. Circumstances (date, time, length of disappearance, locations of previous similar occurrences);
 - 6. Available financial resources (cash, debit, credit, banks);
 - 7. Any apparent reason for the disappearance, determining if any of the below are factors:

- a. Child custody issue;
- b. Domestic dispute;
- c. The victim is a habitual runaway or is ungovernable;
- d. Neglect or abuse within the family; and
- e. Solicitation through the internet. If a child has access to the Internet, obtain permission from parent(s)/guardian(s) to examine the computer. Obtain assistance or guidance from qualified computer forensic personnel.

C. Additional investigative steps may include:

- 1. Contacting School Resource Officers assigned to the child's school to assist with interviews of classmates, counselors, teachers and others known to associate with subject; and
- 2. Checking places where the juvenile is known to frequent.
- 3. Forward all reports and information to the Criminal Investigations Section.
- 4. Initiate an investigation when person(s) are found to be harboring, concealing or otherwise aiding a runaway child from being located/found. Subjects may be considered for charges for [FS 827.04 - Contributing to the Delinquency or Dependency of a Child](#).

V. ABANDONED INFANTS AND CHILDREN

- A. Legally Abandoned: [FS 827.035 – Newborn Infants](#) states it shall not constitute neglect of a child or contributing to the dependency of a child if a parent leaves a newborn infant at a hospital, emergency medical services station, or fire station or brings a newborn infant to an emergency room and expresses an intent to leave the infant and not return.
 - 1. In these cases, DCF shall be contacted, and will provide a protective investigator to respond and take custody of the infant. DCF shall conduct a medical assessment to evaluate potential physical/sexual abuse possibilities.
 - 2. The CIS Supervisor shall be advised of all cases involving abandoned infants/children.
 - 3. The name, if known, of the parent(s) of a “legally abandoned” child are confidential and not public record as provided by [FS 383.51 - Confidentiality](#);

identification of parent leaving newborn infant at hospital, emergency medical services station, or fire station.

- B. Criminally Abandoned - If a newborn infant is criminally abandoned (not left at an approved facility) as outlined in [FS 827.035](#) or an abandoned child of any age is located, the responding Officer shall:
1. Record the time and place the abandoned child was discovered;
 2. Record the identity of person(s) discovering the child;
 3. Canvass the area to identify suspicious vehicle(s) or person(s) in the area prior to the abandoned child being discovered;
 4. Locate and interview witnesses; and
 5. Identify the child/infant if possible.
- C. In any scenario concerning an abandoned infant or child, DCF shall be contacted.
1. A DCF investigator shall respond to the scene and take custody of the infant/child.
 2. DCF shall conduct a medical assessment to evaluate potentially deliberate physical or sexual abuse.
- D. Punta Gorda Police Department Criminal Investigation Section detectives shall investigate all such incidents:
1. The physical condition and appearance of the child shall be documented. Photographs shall be taken to record any obvious signs of abuse/neglect.
 2. The results of a physical examination of the victim conducted by a physician shall be included as part of the investigation.
 3. Punta Gorda Police Department detectives shall work in cooperation with DCF and the Child Protection Team (CPT) as needed to further the investigation.
 4. The identity of the child/infant shall be determined as quickly as possible.
 5. If identity of the child/infant cannot be established:
 - a. Local missing persons reports and state missing persons records shall be checked.

- b. Information shall be entered into NCIC/FCIC Unidentified Persons Index, MEPIC, and other appropriate information systems.
- c. A NCMEC LOCATER Bulletin shall be prepared and distributed.

VI. PERSONS WITH ALZHEIMER'S/DEMENTIA/SILVER ALERT

- A. A Detailed Incident Report shall be completed by the responding officer on each reported incident in accordance with Section I of this procedure.
- B. Punta Gorda Police Department policy is that a missing person report shall be completed, and proper NCIC/FCIC entries are made without delay, and that available state and national resources are called upon when needed.
- C. First Responding Officer - The first responding Officer will conduct an initial investigation in accordance with Section I of this procedure. Additional investigative steps unique to missing persons with Alzheimer's or dementia include:
 - 1. Verify the person is in fact missing by:
 - a. Searching the victim's residence, location last seen, surrounding area;
 - b. Searching the entire area, to include inside (e.g. structures, cars, boats, sheds, etc.);
 - c. Searching on top of structures;
 - d. Searching under items (e.g. boats, vehicles, debris, etc.);
 - e. Utilizing the 6-Point Search and Investigation method:
 - 1) Last known area;
 - 2) Point of Exit (P.O.E.);
 - 3) Left or right handed (88% will initially turn to their dominant side);
 - 4) Is there a straight-away from the P.O.E.? (e.g. fence, power lines, railroad tracks, wall, etc.) Persons with Alzheimer's/dementia can experience narrow vision;
 - 5) Is there water nearby?
 - 6) Did the caller search prior to making the report? If so, where?

2. Contacting additional resources as needed.
3. Further investigative measures will be based on attendant circumstances.
4. Officer Safety considerations - Alzheimer's/dementia/mentally ill patients may refer to weapons in child-like terminology.

D. Silver Alert Activation

1. The Silver Alert System has been developed to broadcast information of a missing elderly person who suffers from irreversible deterioration of intellectual faculties (dementia) in a timely manner, to the general public.
2. The Silver Alert System may be activated if all of the following criteria are met:
 - a. The missing person must be 60 years or older and there must be a clear indication that the individual has an irreversible deterioration of intellectual faculties (i.e., dementia). This must be verified by law enforcement or; under extraordinary circumstances when a person age 18 to 59 has irreversible deterioration of intellectual faculties and law enforcement has determined the missing person lacks the capacity to consent, and that the use of dynamic message signs may be the only possible way to rescue the missing person;
 - b. The law enforcement agency's investigation must conclude that the disappearance poses a credible threat to the person's welfare and safety;
 - c. If a vehicle is involved and the statewide messaging system is requested, there must be a description of the vehicle, and a tag number to display on the Florida Department of Transportation dynamic message signs; and
 - 1) Local law enforcement must verify vehicle and tag information;
 - 2) The law enforcement agency must have entered the missing person into the Florida Crime Information Center and issued a statewide BOLO to other law enforcement/911 centers;
 - d. Local law enforcement has already activated a local or regional Alert by contacting media outlets in theirs and/or surrounding jurisdictions.
 - e. The activation must be authorized by a supervisor.
3. Activation Procedures
 - a. The Silver Alert System should be activated as soon as possible after it is determined that all of the above criteria have been met and when an

- immediate search of the area has failed to locate the individual. It is further believed the activation of the alert through media and other local resources would aid in the safe recovery of the individual.
- b. The missing person shall be entered into the FCIC and a statewide BOLO shall be issued.
 - c. Additionally, the Public Information officer is to notify the media via Media Alert or through other established channels of communication.
4. State Silver Alert Activation Procedure - If a local/regional Silver Alert has been activated and there is a belief that the activation of highway dynamic message signs may assist in the recovery of the missing person, the Punta Gorda Police Department may request activation of a State Silver Alert. The criteria for a State Silver Alert includes:
- a. In addition to the Silver Alert criteria, the person must be traveling by motor vehicle with an identified license plate number or other vehicle information that has been verified.
 - b. A local/regional Silver Alert must have been activated;
 - c. The FDLE Missing Endangered Persons Information Clearinghouse (MEPIC) shall be called at ([See Policy Index Section XI\(A\)\(2\)](#)).
 - d. FDLE will determine if it meets the criteria for a State Silver Alert.
 - e. FDLE will work with the Punta Gorda Police Department to determine the areas for activation and prepare information for public distribution.
 - f. FDLE will ensure that the information is broadcast through dynamic highway message signs and via email through the Department of Elder Affairs listserv and other resources.
 - g. Notify the Criminal Investigations Section Supervisor.
 - h. Once the individual is located, the Silver Alert must be canceled. FDLE and Media Alert must be notified.
5. The following additional resources are available to local law enforcement to aid in the rescue or recovery of cognitively impaired missing persons:
- a. Media Alert: ([See Policy Appendix XI\(A\)\(3\)](#)) (voicemail) - Media Alert is a conduit between the Public Information Officer and television, radio, and newspaper editors to provide important news to the public. This service is provided to local law enforcement agencies free of charge. Media Alert is an

Internet technology-based system that requires an entry, log-in, and password code. An assigned person within the agency can log on and enter the information to be broadcast to media outlets. This system also allows for photographs.

- b. Florida Department of Elder Affairs: [\(See Policy Appendix XI\(A\)\(4\)\)](#) – The Florida Department of Elder Affairs can provide an e-mail alert notification through the Aging Services Network, which includes area agencies on aging, community care lead agencies, providers and volunteers. The police department can provide the Department of Elder Affairs with the missing persons' flyer or information via [\(See Policy Appendix XI\(A\)\(4\)\)](#).

VII. PERSONS WITH MENTAL/COGNITIVE DISABILITY/PURPLE ALERT

- A. A Detailed Incident Report shall be completed by the responding officer on each reported incident in accordance with Section I of this procedure.
- B. Punta Gorda Police Department policy is that a missing person report shall be completed, and proper NCIC/FCIC entries are made without delay, and that available state and national resources are called upon when needed.
- C. First Responding Officer - The first responding Officer will conduct an initial investigation in accordance with Section I of this procedure. Additional investigative steps unique to missing persons with a mental or cognitive disability include:
 - 1. Verify the person is in fact missing by:
 - a. Searching the victim's residence, location last seen, surrounding area;
 - b. Searching the entire area, to include inside (e.g. structures, cars, boats, sheds, etc.);
 - c. Searching on top of structures;
 - d. Searching under items (e.g. boats, vehicles, debris, etc.);
 - e. Utilizing the 6-Point Search and Investigation method:
 - 1) Last known area;
 - 2) Point of Exit (P.O.E.);
 - 3) Left or right handed (88% will initially turn to their dominant side);

- 4) Is there a straight-away from the P.O.E.? (e.g. fence, power lines, railroad tracks, wall, etc.) Persons with Alzheimer's/dementia can experience narrow vision;
- 5) Is there water nearby?
- 6) Did the caller search prior to making the report? If so, where?
2. Contacting additional resources as needed.
3. Further investigative measures will be based on attendant circumstances.
4. Officer Safety considerations – Persons with mental/cognitive disabilities may refer to weapons in child-like terminology.

D. Purple Alert Activation

1. The Purple Alert System has been developed to broadcast information of a missing person who suffers from mental/cognitive disabilities in a timely manner, to the general public.
2. The Purple Alert System may be activated if all of the following criteria are met:
 - a. The person is 18 years of age or older and does not qualify for a Silver Alert;
 - b. Has any combination of the following: an intellectual or developmental disability, brain injury; or another physical, mental, or emotional disability that is not related to substance abuse and does not have Alzheimer's disease or a dementia related disorder.
 - c. The disappearance poses a credible threat of immediate danger or serious bodily harm to the missing person and they can only be returned to safety through law enforcement intervention;
 - d. There a detailed description of the missing person suitable for distribution;
 - e. The missing person has been entered into the Florida Crime Information Center (FCIC); and
 - f. The agency recommends activation. The activation must be approved by as supervisor.
3. Activation Procedures
 - a. The Purple Alert System should be activated as soon as possible after it is determined that all of the above criteria have been met and when an

immediate search of the area has failed to locate the individual. It is further believed the activation of the alert through media and other local resources would aid in the safe recovery of the individual.

- b. The missing person must be entered into FCIC/NCIC and a statewide BOLO shall be issued
- c. The local law enforcement agency must notify media outlets in their area and/or surrounding jurisdictions.
- d. Once the above steps have been completed, the local law enforcement agency may request a Purple Alert by calling the FDLE Missing Endangered Persons Information Clearinghouse (MEPIC) at 1-888-356-4774.
 - i. A local Purple Alert may be issued when the missing person is on foot or in an unidentified vehicle.
 - ii. A state Purple Alert may be requested from MEPIC when the investigation indicates there is a motor vehicle with an identified license plate or other vehicle information.
- e. The FDLE will ensure that the information is broadcast via dynamic highway message signs when applicable and via email/text through sign-up by public citizens and other resources.
- f. Notify the Criminal Investigations Section Supervisor.
- g. Once the individual is located, the Purple Alert must be canceled. FDLE and Media Alert must be notified.

VIII. FLORIDA AMBER PLAN (AMBER ALERT): The Florida Amber Plan is a program designed to broadcast critical information of a missing/abducted child believed to be in danger, using the Emergency Alert System (EAS), via radio and televisions, Dynamic Message Signs (DMS) and lottery machines.

- A. Activation Criteria: The following five (5) criteria must be met for the activation of AMBER Plan system for missing/abducted children:
 - 1. The child is under the age of 18.
 - 2. Law enforcement has well-founded belief, based on an active investigation that a kidnapping has occurred.

3. Law enforcement has a well-founded belief, based on an active investigation that the child is in imminent danger of death or serious bodily injury.
4. There is a detailed description of the child and or the abductor/vehicle to broadcast to the public.
5. Activation must be recommended by the Law Enforcement Agency.

B. Steps for Activation of Amber Plan System

1. If the criteria for activation have been met, the on-scene Incident Commander, or their designee, shall call the FDLE Missing Endangered Persons Information Clearinghouse (MEPIC) at [\(See Policy Appendix Section XI\(A\)\(1\)\)](#) . The Tallahassee Duty Desk (24/7) responds to all after hours MEPIC requests.
2. FDLE, in conjunction with the Punta Gorda Police Department, will determine if information is to be broadcast on a regional or statewide basis.
3. FDLE, in conjunction with the Punta Gorda Police Department, will prepare information (e.g. child, suspect and/or vehicle, contact information) for public distribution using approved format.
4. FDLE will determine what areas will be targeted for dissemination.
5. FDLE will ensure that the information is broadcast through the Emergency Alert System, road signs, lottery machines and other resources.

IX. MISSING CHILD ALERT: Under exigent circumstances, if the law enforcement agency reasonably believes that the child is in imminent danger of death or serious bodily injury and a kidnapping has not occurred, the wireless emergency alert system (WEA) may be utilized to alert the public. Due to the extreme desensitizing effect of the WEA on the public, this alert is reserved for situations described above where law enforcement officials have a reasonable belief that the child can be located within a defined geographic area. This is not meant to be a statewide alert.

A. Missing Child Alert criteria:

1. The child is under the age of 18.
2. Law enforcement has a well-founded belief, based on an active investigation, that the child is in danger of death or serious bodily injury
3. There is a detailed description and or photograph of the child to broadcast to the public

4. The local law enforcement agency of jurisdiction recommends activation

X. SOUTHWEST FLORIDA CHILD ABDUCTION RESPONSE TEAM

- A. The SW Florida CART team has been coordinated through a cooperative agreement between agencies within the ten (10) counties serviced by the FDLE Fort Myers Regional Operations Center; under authority of Part 1, Chapter 23, Florida Statutes, also known as the “Florida Mutual Aid Act.” CART members have received training and operate using a “Regional CART Operations Guide” which provides guidance for the team’s activation, responsibilities and structure.
- B. Activation of the SW Florida CART Team: When an on-scene supervisor identifies a missing person case involving the abduction or endangerment of a child, such as a true (non-family) abduction; or the abduction of a child (under the age of 18) with endangerment circumstances (the child’s life or well-being is perceived to be at-risk due to violence or health conditions, or if the abductor has a potential for violence or could endanger the child; or one that requires immediate response in order to protect the well-being of the child and where immediate manpower and assistance is warranted), a CART activation should be considered.
- C. A Punta Gorda Police Department request for a CART response shall be approved by the Chief of Police, or their designee. Once approved, the Punta Gorda Police Department on-scene Incident Commander shall contact the FDLE Fort Myers Regional Operations Center, CART Team Special Agent in Charge (SAC) or Assistant Special Agent in Charge (ASAC) to request a CART response, identifying and coordinating any specific needs with the FDLE office.
- D. The CART SAC will identify a designated CART Team Coordinator who will assemble the team from regional resources and manage the team while it is activated (following the FDLE CART Mutual Aid Plan and working in concert with the local agency).
- E. The CART will provide assistance in neighborhood canvasses, area searches, logistics, volunteer coordination, sex offender/predator interviews, and investigative follow-up of tips/leads.
- F. The multi-agency team members operating within the FDLE CART who respond to the Punta Gorda Police Department and provide assistance shall be coordinated by FDLE; however, they are under the authority and direct supervision of the Punta Gorda Police Department as the lead agency.

XI. FEDERAL BUREAU OF INVESTIGATION CHILD ABDUCTION RAPID DEPLOYMENT TEAM

- A. The Federal Bureau of Investigation (FBI) has created Child Abduction Rapid Deployment (CARD) Teams comprised of six special agents that can be deployed anywhere in the country in response to child abductions.
- B. The CARD Teams can provide technical assistance for interception of electronic communications, polygraph examinations, ground and aerial surveillance, behavioral analysis, analytical assistance, lead management system support, and evidence recovery support.
- C. Contrary to popular belief, the FBI can assist in kidnapping investigations even if 1) the child has not been taken across state lines, 2) a ransom demand has not been made, or 3) the child has been missing for less than 24 hours.
- D. The Fort Myers Resident Agency, FBI, should be contacted at [\(See Policy Appendix Section XI\(A\)\(5\)\)](#) in the event that CARD Team support is desired.
- E. See www.fbi.gov/card for additional information.

XII. ALERT PUNTA GORDA

- A. Alert Punta Gorda is a community notification service used by the City of Punta Gorda.
- B. Activation Steps: Upon response to a missing person incident, the first responding officer shall evaluate the benefits of using Alert Punta Gorda. Activation of Alert Punta Gorda will be done by the Chief of Police or their designee.
- C. Cancellation: Unlike ACIM, Alert Punta Gorda does not need to be cancelled once a recovery has been made; however, consideration should be made to conduct an Alert Punta Gorda notification advising of the recovery.
- D. Activations and cancellations shall be documented in the officer's Incident Report.

XIII. FOLLOW-UP PROCEDURES FOR ALL MISSING/ABDUCTED PERSONS CASES

- A. Non-family abduction follow-up investigative activities may include, but not be limited to:
 - 1. Reviewing all reports, transcripts of interviews, photographs and videotapes.
 - 2. Reviewing all potential witness/suspect information obtained in the initial investigation, consider background checks on anyone identified in the investigation, and re-interview key individuals.

3. Revisiting crime scene and re-examine all physical evidence collected.
 4. Reviewing child-protective agency records for reports of abuse on the child.
 5. Developing time lines and other visual exhibits.
 6. Arranging for periodic media coverage; utilize rewards and Crime Stopper program.
 7. Contacting NCMEC for photo dissemination, age-progression, and other case assistance.
 8. Updating NCIC Missing Person File information as necessary.
 9. Implementing other procedures, as appropriate.
 10. Reviewing registered Sex Offenders and Predators (in and out of the area) to determine potential involvement.
- B. General missing child follow-up investigative activities may include, but not be limited to:
1. Canvassing the neighborhood;
 2. Interviewing neighbors, friends, and relatives to determine:
 - a. Traits;
 - b. Psychological status; or
 - c. Possibility of custodial disputes, involvement in illegal activities, abusive family settings;
 3. Search of victim's residence;
 4. Issuing of news releases with photo and description by Public Information Officer; and
 5. Maintaining a log of all contacts, witnesses, neighbors and vehicles at scene; recording who was contacted, when, where, and by whom they were interviewed.
- C. [FS 937.031 - Dental records of missing persons](#) requires when a person has been reported missing and has not been located with 30 days after such report, law enforcement shall request the family or next of kin to provide written consent to contact the dentist of the missing person and request that person's dental records.

The assigned detective shall request the records from the missing person's dental provider utilizing the *Authorization for Release, Use, and Disclosure of Health Information* form. The information will be entered into the NCIC Dental File by the CIS investigator.

D. FDLE Missing Persons DNA Database

1. Once a missing person report has been filed with the Punta Gorda Police Department, a family member may volunteer their own DNA or DNA samples from articles of the missing person for submission to the Florida DNA Database. The DNA results from these submissions will be entered into a national database and routinely compared to the DNA results obtained from the NCIC Unidentified Human Remains Index, Missing Persons Index, and Convicted Offender Index.
2. Comparisons are not made against the Forensic STR Index (unsolved crimes) unless specific permission is granted by the reporting family members. The database is linked to the FBI's Combined DNA Index System (CODIS) which searches beyond Florida's borders.
3. If a missing child or missing adult is not located within 90 days after the report is filed, the assigned detective shall obtain a biological specimen for DNA analysis from the missing child or missing adult or from appropriate family members in addition to obtaining necessary documentation.
4. The DNA shall be submitted for analysis in accordance with current FDLE policy. MEPIC should be contacted at [\(See Policy Appendix Section XI\(A\)\(1\)\)](#) for the most up-to-date guidance.
5. Once a DNA sample has been obtained, a supplemental report shall be written and the NCIC/FCIC entry updated. The updated entry shall include the following information in the DLO field:
 - a. Name of lab that analyzed the sample;
 - b. Contact person;
 - c. Type of DNA specimen submitted;
 - d. Lab case ID number; and
 - e. Any other pertinent information.

- E. A monthly review shall be conducted by the Communications Section Supervisor of all missing persons cases entered into FCIC/NCIC (adult or child) to determine whether the case should be maintained in the database. If it is determined that the

case should not be maintained in the database, it will be removed in accordance with NCIC/FCIC procedures.

XIV. RECOVERY/RETURN OF MISSING PERSONS

- A. The recovery or return of a reported missing person requires personal verification by law enforcement personnel or a teletype from the recovering law enforcement agency (if recovered/returned out of county/state). This contact ensures the individual has returned safely, allows for the gathering of critical intelligence about possible predators and other criminal activity, and that the reported return is not masking a criminal activity by the reporter (i.e. abuse, neglect, homicide).
- B. Based on the type of case, a recovery/return and subsequent case closure may involve a need to:
 - 1. Arrange for a comprehensive physical forensic examination of the victim;
 - 2. Conduct a careful interview of the child, document the results of the interview, and involve all appropriate agencies;
 - 3. Provide effective re-unification techniques;
 - 4. Perform constructive post-case critique;
 - 5. Provide intervention services, if indicated for circumstances such as abuse, neglect, and drugs;
 - 6. Seek services to preclude future disappearances; and
 - 7. A supplemental report shall be completed upon location of the missing person, detailing the circumstances surrounding the recovery.
- C. Missing persons who are recovered/returned shall be removed from the FCIC/NCIC system and MEPIC as soon as possible. The officer/investigator shall supply the Communications Section with an incident report/supplement that will indicate to the Telecommunicator that the information is to be removed from the system.
- D. Copies of the NCIC/FCIC entries and removals along with related teletypes shall be maintained in the case file.
- E. The Public Information Officer shall be notified upon the recovery/return of a missing person to disseminate the information to the appropriate news media and social media outlets.

XV. RECOVERY/RETURN OF ALZHEIMER'S/DEMENTIA PERSONS

- A. The recovery or return of a reported person requires personal verification by law enforcement personnel; or a teletype from the recovering law enforcement agency (if recovered/returned out of county/state). This contact ensures the individual has returned safely and that the reported return is not masking a criminal activity by the reporter (i.e. abuse, neglect, homicide). Contact the local Alzheimer's Association Safe Return program at [\(See Policy Appendix Section XI\(A\)\(6\)\)](#).
- B. Once found, determine if medical treatment is needed.
- C. All attempts shall be made to place the individual in the care of a relative, guardian or legal representative. If you are unable to locate the aforementioned, contact the Department of Children and Families (DCF). If DCF cannot assist, contact Linda Howard, Program Specialist, Alzheimer's Association [\(See Policy Appendix Section XI\(A\)\(7\)\)](#).

XVI. BLUE ALERT

- A. Per [Florida Statute 784.071](#) , at the request of an authorized person employed at a law enforcement agency, the Department of Law Enforcement, in cooperation with the Department of Highway Safety and Motor Vehicles and the Department of Transportation, shall activate the emergency alert system and issue a Blue Alert if all the following conditions are met:
 - 1. A law enforcement officer has been killed, has suffered serious bodily injury, or has been assaulted with a deadly weapon; or
 - 2. A law enforcement officer is missing while in the line of duty under circumstances evidencing concern for the law enforcement officer's safety;
 - a. The suspect has fled the scene of the offense;
 - b. The law enforcement agency investigating the offense determines that the suspect poses an imminent threat to the public or to other law enforcement officers;
 - c. A detailed description of the suspect's vehicle, or other means of escape, or the license plate of the suspect's vehicle is available for broadcasting;
 - d. Dissemination of available information to the public may help avert further harm or assist in the apprehension of the suspect; and
 - e. If the law enforcement officer is missing, there is sufficient information available relating to the officer's last known location and physical

description, and the description of any vehicle involved, including the license plate number or other identifying information, to be broadcast to the public and other law enforcement agencies, which could assist in locating the missing law enforcement officer.

- B. If the criteria for activation have been met, the on-scene Incident Commander, or their designee, shall call contact the FDLE's Florida Fusion Center (FCC) desk at 850-410-7645 or 800-342-0820. This BLUE Alert point of contact is manned 24 hours a day, 7 days a week.
- C. The Blue Alert shall be immediately disseminated to the public through the emergency alert system by broadcasting the alert on television, radio, and the dynamic message signs that are located along the state's highways.
- D. Once the offender(s) have been captured or the missing officer is located, the on-scene Incident Commander, or their designee, shall notify FDLE's Florida Fusion Center (FCC) desk at 850-410-7645 or 800-342-0820 to notify the BLUE Alert point of contact and they will contact the appropriate parties to cancel the alert.

APPROVED



PAMELA R. SMITH, CHIEF OF POLICE

STAFF REVIEW DATES: 11-28-2007, 01-04-2008, 02-25-2008, 12-12-2008, 02-07-2012, 03-05-2014, 03-10-2016, 07-06-2016, 06-05-2018, 04-21-2020, 04-08-2022, 09-21-2023

REVISION DATES: 11-28-2007, 01-04-2008, 02-07-2012, 03-05-2014, 03-10-2016, 06-05-2018, 08-06-2019, 04-21-2020, 06-22-2020, 07-06-2020, 07-29-2020, 09-30-2020, 10-26-2021, 04-08-2022, 06-22-2022, 09-21-2023, 10-12-2023, 07-09-2024, 07-08-2025

Attachment:

Investigative Checklist for First Responders

Investigative Checklist for First Responders

<input type="checkbox"/>	If circumstances warrant, consider activating patrol-vehicle-mounted video camera when approaching the scene to record vehicles, people, and anything else of note for later investigative review.
<input type="checkbox"/>	Interview parent(s)/guardian(s)/person who made the initial report;
<input type="checkbox"/>	Determine if the subject is an “at-risk” child 13 or younger or an endangered adult;
<input type="checkbox"/>	Confirm the child/person is in fact missing by: <ul style="list-style-type: none"> • Searching the victim’s residence, location last seen, surrounding area; and • Search locations of concealment, hiding, and the immediate area.
<input type="checkbox"/>	Determine if the child/person is a runaway (has the child/person runaway before?);
<input type="checkbox"/>	Verify the child’s custody status;
<input type="checkbox"/>	Determine if there are any medical needs or conditions of particular concern (e.g. disability, Alzheimer’s, etc.);
<input type="checkbox"/>	Identify the circumstances of the disappearance;
<input type="checkbox"/>	Determine when, where, and by whom the missing child/person was last seen. Identify any persons that may be concealing, accompanying or harboring the missing person (consider F.S. 827.04 - <i>Contributing to Delinquency of a Minor</i> , if appropriate);
<input type="checkbox"/>	Interview the individuals who last had contact with the child/person;
<input type="checkbox"/>	Identify the child’s zone of safety for his/ her age and developmental stage;
<input type="checkbox"/>	Based on the available information, make an initial determination of the type of incident (whether non-family abduction; family abduction; runaway; lost, injured, or otherwise missing);
<input type="checkbox"/>	Obtain a detailed description of the missing child/person, abductor (if applicable), and any vehicles involved in the incident;
<input type="checkbox"/>	Secure photographs/videotapes of the missing child/person and abductor (if applicable);
<input type="checkbox"/>	Evaluate whether the circumstance of the child’s disappearance meet AMBER Alert criteria and/or other immediate community-notification protocol. Discuss plan activation with supervisor;
<input type="checkbox"/>	Relay detailed descriptive information to the Communications Section for broadcast updates;
<input type="checkbox"/>	Determine need for additional personnel including investigative and supervisory staff;
<input type="checkbox"/>	Brief and update all additional responding personnel;
<input type="checkbox"/>	Identify and separately interview everyone at the scene. Make sure their interview and identifying information is properly recorded. To aid in this process, if possible, take pictures or record video images of everyone present. Video cameras affixed to patrol vehicles may be helpful with task. <ul style="list-style-type: none"> • Note name, address, and home/business telephone numbers of each person. • Determine each person’s relationship to the missing child/person. • Note information each person may have about the child’s/person’s disappearance. • Determine when/where each person last saw the child/person. • Ask each one, “What do you think happened to the child/person?”
<input type="checkbox"/>	Obtain names/addresses/telephone numbers of the child’s/person’s friends, associates, and other relatives and friends of the family;
<input type="checkbox"/>	Continue to keep the Communications Section apprised of all appropriate developing information for broadcast updates;
<input type="checkbox"/>	Obtain and note permission to search the home or building where incident took place;
<input type="checkbox"/>	Conduct an immediate, thorough search of the missing child’s home, even if the child was reported missing from a different location.

<input type="checkbox"/>	Seal/protect scene and area of the child's/person's home (including the personal articles such as hairbrush, diary, photographs, and items with the child's/person's fingerprints/footprints/teeth impressions) so evidence is not destroyed during or after the initial search and to help ensure items which could help in the search for and/or to identify the child/person are preserved. Determine if any of the personal items are missing. If possible, photograph/videotape these areas.
<input type="checkbox"/>	Evaluate the contents and appearance of the child's/person's room/residence;
<input type="checkbox"/>	Inquire if the child/person has access to the Internet and evaluate its role in the disappearance. If a child has access to the Internet, obtain permission from parent(s)/guardian(s) to examine the computer. Obtain assistance or guidance from qualified computer forensic personnel;
<input type="checkbox"/>	Ascertain if the child/person has a cellular telephone or other electronic communication device; If the child/person has a cellular telephone or other electronic communication device which was left behind, obtain permission from parent(s)/guardian(s) to examine the device. Obtain assistance or guidance from qualified computer forensic personnel. If the child/person is believed to still have the device, consider coordinating with the cellular provider for assistance in locating the device via GPS.
<input type="checkbox"/>	Extend search to surrounding areas including vehicles and other places of concealment;
<input type="checkbox"/>	Treat areas of interest as potential crime scenes;
<input type="checkbox"/>	Determine if surveillance or security cameras (e.g. ATM's, convenience stores, etc) in the vicinity may have captured information about the child/person's disappearance;
<input type="checkbox"/>	Interview other family members, friends/associates of the child/person, and friends of the family to determine: <ul style="list-style-type: none"> • When each last saw the child/person; and • What they think happened to the child/person.
<input type="checkbox"/>	Review sex-offender registries to determine if individuals designated as sexual offenders/predators live, work, or might otherwise be associated with the area of the child/person's disappearance;
<input type="checkbox"/>	Complete the <i>Missing Person Dental & Medical Records Release</i> whenever possible. (If the person is still missing after 30 days, this information will be entered into the FCIC system by the CIS investigator as required by F.S. 937.031 - <i>Dental records of missing persons</i>).
<input type="checkbox"/>	Complete a Teletype Request form for entry of the missing person information into NCIC/FCIC. The Teletype Request and a copy of the Incident Report shall be provided to the Communications Section as soon as possible.
<input type="checkbox"/>	Prepare flier/bulletin with photographs and descriptive information of the missing child/person and abductor (if applicable). Distribute in appropriate geographic regions;
<input type="checkbox"/>	Prepare an Incident Report that documents all relevant facts and circumstances concerning the disappearance and the validity of the complaint; and
<input type="checkbox"/>	Notify the chain of command of the investigation immediately.