

THE RALEIGH POLICE DEPARTMENT

1109-15

RESPONSE TO MISSING PERSONS

PURPOSE

The purpose of this directive is to establish guidelines and procedures for responding to reports of missing adults or juveniles.

VALUES REFLECTED

This directive reflects our values of *Service, Integrity, and Compassion*. We will respond to events which threaten the life and safety of any of our citizens.

UNITS AFFECTED

All Divisions/Sworn Officers
Emergency Communications Center

REFERENCES/FORMS

G.S. 143B-495 et seq. "North Carolina Center for Missing Persons"
DOI 1106-03 "DCI/NCIC Security and Access"
Attachment A: NCIC Missing Person Entry Form

May be Released to Public

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GENERAL POLICIES

It is the policy of the Raleigh Police Department to investigate reported missing persons immediately. There is no waiting period before an adult can be reported missing. Every missing juvenile will be considered "at risk" until significant information to the contrary is confirmed.

The N.C. Center for Missing Persons has been designated as the State coordinating agency for missing person information. Their regulations require timely submission of missing person information to the Emergency Communications Center so that proper DCI/NCIC entries can be made.

INITIAL INVESTIGATIONS

The Emergency Communications Center will not delay the dispatch of missing person calls. Officers should respond as expeditiously as possible and gather all available information. All persons under the age of 18 must be entered into NCIC within 2 hours of collecting the minimum mandatory criteria.

Area Searches

Where appropriate, officers should contact a supervisor to initiate an area search. High-risk locations, such as swimming pools or creek beds, should be identified and checked immediately. The supervisor may contact a K-9 officer if the supervisor feels it would be helpful.

A District Supervisor will coordinate initial searches that are expected to be of short duration. For searches that extend beyond a normal tour of duty, an Incident Commander will be designated by the Watch Commander, Field Operations Division Commander, or Duty Major.

In wide-area searches, where there is an immediate danger, the N.C. Center for Missing Persons may be of assistance [1-800-522-KIDS (5437)] or <https://nccmp.ncdps.gov/>. The Center has access to statewide resources and will respond 24 hours a day.

Local Police Broadcasts

Once a sufficient description of the missing person has been obtained, a local police radio broadcast should be made pending a DCI/NCIC broadcast.

AMBER ALERT

An Amber Alert will be activated to enlist the assistance of the local broadcast media when there is a confirmed child abduction. The Amber Alert provides rapid response to the most serious child abduction cases by providing emergency broadcasts to the public via television and radio and electronic emergency notification systems directed to the traveling public.

Amber Alerts are intended for serious cases of child abduction, where the child's life is in imminent danger of serious bodily harm or death. Amber Alerts are not intended for all missing child incidents, runaways, or custody situations. All officers must ensure that Amber Alerts are not abused. For the Amber Alert to be activated, the following criteria must be met:

- The child is 17 years of age or younger;

- The abduction is not known or suspected to be by a parent of the child unless the child is suspected to be in danger of injury or death;
- The child is believed:
 - To have been abducted, or
 - To be in danger of injury or death;
- The child is not a runaway or voluntarily missing; and
- The abduction has been reported to and investigated by a law enforcement agency.

If the abduction of the child is known or suspected to be by a parent of the child, the Center, in its discretion, may disseminate information through the AMBER Alert System if the child is believed to be in danger of injury or death. It will also be the responsibility of the Center to determine whether there is sufficient identifying data to justify an AMBER Alert activation.

When an officer believes that an abducted child may fit the criteria for activating an Amber Alert, the officer will immediately gather all relevant information and contact the Watch Commander for approval. Upon receiving approval from the Watch Commander, the investigating officer will be responsible for activating the Amber Alert.

MISSING ENDANGERED ALERT

The Missing Endangered Alert was designed to quickly disseminate descriptive information about the missing person so that citizens in the affected area can be on the lookout for the endangered person and notify local law enforcement with any relevant information.

To help protect an increasing population of individuals that suffer from a cognitive impairment North Carolina developed the Missing Endangered Alert to locate missing persons who may be endangered quickly. This alert has no age restriction for cognitive disorders. For the Missing Endangered Person Alert to be activated, the following criteria must be met:

- Believed to have a cognitive impairment (not medical).
- Reported missing to law enforcement within 72 hours.
- In danger of abuse, physical harm, neglect, or exploitation.

When an officer believes an abducted person may fit the criteria for activating a Missing Endangered Alert; the officer will immediately gather all relevant information and contact the Watch Commander for approval. Upon receiving approval from the Watch Commander, the investigating officer will be responsible for activating the Missing Endangered Alert.

ASHANTI ALERT

The Ashanti Alert Act was named in honor of Ashanti Billie, who was abducted and killed in 2017. The law establishes a voluntary nationwide communication network to aid in searching and recovering missing persons between the ages of 18 and 64.

Ashanti Alerts provide for rapid dissemination of information to law enforcement agencies, media and the public about adults who have been reported missing along with suspect information in cases of suspected abduction. For an Ashanti Alert to be activated, the following criteria must be met:

- When an adult between the ages of 18 and 64 has been identified as a missing individual; and,
- Is Missing under circumstances that indicate that the physical safety of the missing adult may be endangered; or
- That the disappearance of the missing adult may not have been voluntary, including an abduction or kidnapping.

Ashanti Alert will provide a statewide system for rapidly disseminating information regarding a missing person between ages 18 and 64. This evidence-based alert is for a person missing under circumstances that indicate physical safety may be endangered or the disappearance may not be voluntary, including an evidence-based abduction or kidnapping. Due to the severity of the criteria, an Ashanti Alert must be requested within six hours (reasonable time) of the report. There must be evidence to meet the criteria.

BLUE ALERT

The Blue Alert Program aims to establish a quick response system designed to issue and coordinate alerts following a violent attack upon a law enforcement officer. The goal of a Blue Alert is to provide immediate information to the public about violent suspects via media broadcasts and other notification resources to solicit help from the public in the safe and swift apprehension of the suspect. The following statutory criteria (N.C.G.S. § 143B-1023) must be met before the NCCMP will activate a Blue Alert.

- A law enforcement officer is killed or suffers serious bodily injury. Under N.C.G.S. § 14-32.4(a), serious bodily injury is defined as bodily injury that creates a substantial risk of death, or that causes serious permanent disfigurement, coma, a permanent or protracted condition that causes extreme pain, or permanent or protracted loss or impairment of the function of any bodily member or organ, or that results in prolonged hospitalization.
- A law enforcement agency with jurisdiction determines that the suspect poses a threat to the public and other law enforcement personnel and possesses information that may assist in locating the suspect, including information regarding the suspect's vehicle, complete or partial license plate information, and a detailed description of the suspect, or that a law enforcement officer is missing while on duty under circumstances warranting concern for the law enforcement officer's safety.
- The head of a law enforcement agency with jurisdiction recommends the issuance of a blue alert to the Center.

In addition, the requesting law enforcement agency must perform the following:

- Enter information into the National Criminal Information Center system.

- Initiate a statewide " Be On the Look Out" (BOLO) bulletin to all appropriate law enforcement agencies.
- Provide a 24-hour phone number to receive calls during the investigation.

DEACTIVATION PROCEDURE

Upon locating the subject for any of the above alerts, the investigating officer will immediately contact the Watch Commander advising them of the cancellation. The officer will contact the NC Center for Missing Persons and request that the alert be canceled. A cancellation code will be provided. The officer will contact communications to cancel the alert and remove the person from the DCI/NCIC system. Information on the person who has been removed will then be forwarded to the Raleigh Police Department's DCI Clerk by the removing officer.

Initial Case Reports

Officers should complete an incident report utilizing all available information and attempt to obtain a photograph of the missing person.

The complainant should be instructed to telephone the Emergency Communications Center if the missing person returns during the officer's tour of duty. Otherwise, the Detective Division should be contacted.

STATE NOTIFICATIONS

DCI/NCIC entries will be made on all missing juveniles and adults. The N.C. Center for Missing Persons will be notified in all instances.

Officers should prepare an NCIC Missing Person entry form (attachment A), referring to the listed classifications. Officers should make sure to complete all mandatory fields.

Classification of Missing Person

DCI/NCIC has a number of different classifications for missing persons. Most of the special alert classifications require written verification.

- The "Disabled" indicator should be used for missing persons of ANY age who are missing and under proven mental or physical disability or are senile, thereby subjecting themselves or others to personal and immediate danger.
- The "Endangered" indicator is used for ANY missing person who is believed to be in the company of another person under circumstances indicating the person's safety is in danger. Written verification of the circumstances is required.
- The "Involuntary" indicator is used for a person of ANY age who is missing under suspicious circumstances indicating that the disappearance was not voluntary. Written verification

should be obtained from the parent, next-of-kin, or similar person, indicating the disappearance was not voluntary.

- The "Juvenile" classification is ANY person under 18 who is missing, not declared emancipated, and does not meet one of the previous classifications. Written verification of the juvenile's status and date of birth is required by the parent, guardian, or similar person.
- The "Catastrophe" classification is used primarily for identifying persons of any age who are missing following a disaster. No written verification is required.
- An "Other" is a person 18 years of age and older not meeting any of the previous categories who is missing and:
 - For whom there is a reasonable concern for his/her safety, or
 - A person who is under the age of 18 and declared emancipated by the laws of his/her state of residence.

Complainant Information

Officers should enter the name, address, home, and business phone number of the complainant on the Miscellaneous (MIS) line of the NCIC entry form. The officer should also include their name and assignment on this line.

Notifying the Emergency Communications Center

Missing persons 18 years of age and older should be entered in NCIC as soon as all the information required for entry is obtained. All persons under the age of 18 must be entered into NCIC within 2-hours of collecting the mandatory criteria required for entry. As soon as practical, the investigating officer should telephone the Emergency Communications Center (ECC) and provide them with the required information (marked with an *) from the NCIC entry form. (Attachment-A)

Unless the time constraint prohibits further information, the investigating officer should contact the Raleigh Intelligence Center (RIC) to obtain NCIC criminal history information on the missing person. This will provide information such as aliases, alternate dates of birth or social security numbers, FBI numbers, fingerprint classifications, etc. The NCIC entry should include **all** relevant information possible. If the information is needed after RIC hours, an on-duty detective should be contacted to obtain criminal history information.

Officers should document their arrival time in the report and the time they obtained the mandatory criteria for entry. This is necessary to ensure compliance with the NC State Bureau of Investigation's requirement to enter missing persons under 18 into NCIC within 2-hours of obtaining such information. When the missing person is entered into NCIC, the officer should obtain the name and code number of the telecommunicator and the entry number (NIC#). The NIC number should be included in the police report and the NCIC form. The Emergency Communications Center will complete the NCIC entry and make local broadcasts.

All NCIC forms should be forwarded to the DCI Clerk in the Detective Division to be attached to the police report.

Clearing DCI/NCIC Entries

An officer locating or being notified of the return of a missing person should verify the information and then contact the Emergency Communications Center. Communications will notify DCI/NCIC to have the person removed. The officer will file the appropriate supplement, indicating that the person was located and cleared from the system. The officer will complete a Missing/Located Person tab for the person in the supplement.

DOI 1109-15
Attachment "A"
NCIC Missing Person Entry Form

NCIC ENTRY FORMAT- MISSING PERSON

Date of Entry:
File No. (OCA):
Officer/Code:
Telecommunicator/Code:
Type of Entry:

*(ORI)	Originating Agency	*(MNP)	Missing Person Field
*(NAM)	Name	(DLC)	Date of Last Contact
*(SEX)	Sex	*(OCA)	Originating Agency Case #
*(RAC)	Race	*(MIS)	Miscellaneous
(POB)	Place of Birth (State)	(LIC)	License Plate Number
(DOB)	Date of Birth	(LIS)	License Plate State
*(DOE)	Date of Emancipation	(LIY)	License Plate Year
*(HGT)	Height	(LIT)	License Plate Type
*(WGT)	Weight	(VIN)	Vehicle Identification #
*(EYE)	Eye Color	(VYR)	Vehicle Year
*(HAI)	Hair Color	(VMA)	Vehicle Make
*(FBI)	FBI #	(VMO)	Vehicle Model
(SKN)	Skin Tone (Complexion)	(VST)	Vehicle Style
(SMT)	Scars, Marks, Tattoos, etc.	(VC0)	Vehicle Color
(FPC)	Fingerprint Classification	(BLT)	Blood Type
*(MNU)	Miscellaneous	(CRC)	Circumcision
(SOC)	Social Security #	(FPA)	Footprints
(OLN)	Operator's License #	(BXR)	Body X-Rays
(OLS)	Operator's License State	(VXR)	Corrective Vision Rx
(OLY)	OL Year of Expiration	(JWT)	Jewelry
		(JWL)	Jewelry Description
		(NIC)	NCIC #

MANDATORY FIELDS

MKE, ORI, NAM, SEX, RSC, HGT, WGT, EYE, HAI, MNP, DLC, OCA, AND ONE OR MORE OF THE FOLLOWING: COMPLETE DOB, FBI, MNU, SOC, OLN, LIC, OR VIN.

IF OLN IS USED, OLS AND OLY MUST BE USED.

IF LIC IS USED, LIC, LIY, AND LIT MUST BE USED.

IF VIN IS USED, VYR, VMA, VMO, AND VST MUST BE USED.

IF MESSAGE KEY EMJ IS USED, DOE AND COMPLETE DOB IS MANDATORY.

IF MESSAGE KEY EMV IS USED, DOE MUST BE BLANK.