

MISSING PERSONS

WILLIAMSTOWN POLICE DEPARTMENT POLICY & PROCEDURE NO. 2.08	EFFECTIVE DATE: 10/23/2021
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 41.2.5, 41.2.6	REVISION DATE: 10/23/2021
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GENERAL CONSIDERATIONS AND GUIDELINES

A missing person is one who is absent with no apparent reason or under circumstances which may indicate involuntary disappearance. It should be remembered that missing persons are not fugitives and often have voluntarily left home for personal reasons, of which the person making the report may be reluctant to inform the police. Despite limited resources and the fact that many of these reports may be unfounded or unnecessary, the department cannot ignore such reports and must be prepared to respond to all missing persons reports.

POLICY

It is the policy of this department to:

- A.** Ensure that reports of missing persons are promptly recorded, assessed, and investigated.
- B.** Ensure that response to calls for missing children shall be given a priority, and great care shall be exercised in investigating any missing child case, as all missing children must be considered at risk until circumstance prove otherwise. **[41.2.6(a)]**

DEFINITIONS

- A.** *AMBER Alert:* (America's Missing: Broadcast Emergency Response) – A voluntary, cooperative effort involving the Massachusetts Chiefs of Police Association, State Police, MEMA, and local broadcasters. Radio, cable and television stations statewide will receive a child abduction alert message and

may broadcast it every thirty minutes for up to four hours to solicit the public's assistance in recovering an abducted child and quickly apprehending the suspect.

B. *CodeRED* is an emergency notification service that allows emergency officials to notify residents and businesses by telephone, cell phone, text message, email and social media regarding time sensitive general and emergency notifications. CodeRED will be the primary alert notification system used by the department, which currently is only accessed by the Town Manager. ACIM will be the secondary system used.

C. *A Child is Missing Program [41.2.6]* ACIM's rapid response telephone system alerts residents in a targeted area (usually one mile) about a missing child, elderly person (suffering from Alzheimer's), and mentally challenged or disabled individuals whenever the following criteria are met:

- a. If the missing person is a child (2-6), an elderly person (with Alzheimer's) or a disabled person (in danger) the Department may immediately notify ACIM.
- b. All other circumstances would need approval for the use of ACIM.

1. JUVENILES:

- a. The juvenile should be 17 years or younger.
- b. The reporting person must be an adult family member, teacher, or another adult who is responsible for the child.
- c. If the juvenile is a habitual runaway, ACIM would be used if foul play is suspected.
- d. A first time runaway.
- e. Stranger abduction prior to calling the Amber Alert.

2. SENIOR CITIZENS:

- a. The person must be sixty-five (65) years of age or older unless the person has Alzheimer's.
- b. Being missing must be out-of-character for the elderly person.
- c. ACIM will be used even if an elderly person is a frequent walk-away from a nursing facility.

3. DISABLED PERSON:

- a. There is no age stipulation for a disabled person.
- b. Caution must be used when determining whether a person is truly disabled. There are many definitions of a disabled person. For purposes of the guideline, a disabled person will fall into one of the following categories:

- i. The person has a physical or mental impairment that severely limits self-care.
 - ii. The person is disoriented or unable to respond to simple questions regarding personal information such as name and address.
 - iii. The person is dependent upon life sustaining medication.
 - iv. The approving supervisor may take into account other circumstances that may influence using ACIM even if the person is a habitual runaway or walk-away. Examples of these circumstances are: suspected foul play, imminent severe weather, etc.
4. USING ACIM:
- a. When the decision to use ACIM has been made, the Department will immediately call ACIM 27/7-365.
 - b. The Department will call ACIM at 1-888-875-ACIM (2246) or page the operator at 1-954-492-4778.
5. INVESTIGATING INFORMATION RECEIVED FROM ACIM:
- a. If a sighting of the missing person is confirmed, the Department may want to consider using ACIM again. The second telephone alert would be used the most recent known location in the notification of residents. This is particularly important if the sighting location is in a different ZIP Code than the original report.
 - b. If ACIM is used more than once in the same case, there is no need to fill out additional paper work. A notation of each instance will be written on the existing report.
6. FOLLOW UP:
- a. If the missing person is found, the Department will call ACIM. A Case Follow Up Report will be faxed to the department and the officer will fill out the outcome and fax it back to ACIM. (954-763-4569)
 - b. If the missing person is not found in twenty-four (24) hours, the supervisor may pass the case on to the next shift and make them aware that ACIM is working with them. If additional calls are necessary, ACIM will know what areas have been called and can assist the Department in further searches.
 - c. Code Red will be utilized to send a follow up message.

D. NamUs- is a national centralized repository and resource center for missing persons and unidentified decedent records. It can be accessed at www.namus.gov.

E. NCMEC- National Center for Missing and Exploited Children

PROCEDURES

Missing Persons, Initial Response

The below items can be found on the shared drive under S:\MISSING PERSONS:

- Telecommunicators Guide to Missing Children
- Investigative Checklist for Children with Special Needs
- Investigative Checklist for First Responders
- Investigators Package for Missing or Abducted Children

1. CALL TAKER **[41.2.6(e)]**:

C.1.a. Upon receipt of a missing person complaint, the call taker shall log the call and screen the incident for an appropriate initial police response.

C.1.b. The dispatcher shall immediately ascertain:

C.1.b.1) The age of the person;

C.1.b.2) Circumstance under which [s]he was discovered missing.

C.1.b.2.a) Missing from home;

C.1.b.2.b) Missing from a public place;

C.1.b.2.c) Missing for several days;

C.1.b.2.d) Runaway; or

C.1.b.2.e) Overdue.

C.1.b.3) Endangerment (medical condition, handicap, clothing, abduction).

C.1.c. If the call is a report of a missing child or any person considered to be in immediate danger, the call shall be considered high priority and the dispatcher shall:

C.1.c.1) Immediately dispatch two patrols to respond to the scene (if a second patrol is available);

C.1.c.2) Notify the supervisor; **[41.2.6(b)]**

C.1.d. For all missing person calls, the dispatcher shall dispatch an officer to take a report and begin a preliminary investigation.

C.1.e. Officers should patrol local locations where the missing person may be located if circumstances permit.

C.1.f. The dispatcher shall obtain other information, if possible, to relay to responding officers to aid them. (See Tactical Dispatching Plans in Policy 4.12 Communications)

PRELIMINARY INVESTIGATION [41.2.5(A)]

C.1.g. An officer shall be assigned to assess the situation and conduct a preliminary investigation.

C.1.h. As much of the following information as possible shall be obtained:

C.1.h.1) A description of the missing person, including:

C.1.h.1.a) Name;

C.1.h.1.b) Age;

C.1.h.1.c) Gender;

C.1.h.1.d) Physical description;

C.1.h.1.e) Clothing description;

C.1.h.1.f) Details of any known mental, emotional or physical impairment and any medications. If medications are required,

C.1.h.1.f.i. The type,

C.1.h.1.f.ii. Frequency, and

C.1.h.1.f.iii. Last administration should be ascertained, if possible;

C.1.h.2) Time and place at which the person was last seen;

C.1.h.3) Names and relationships of anyone who may be with the person;

C.1.h.4) Any likely destination;

C.1.h.5) The name and address of the person making the report and his/her relationship with the missing person;

C.1.h.6) The extent of any search already performed by the caller or other parties, including a list of friends, coworkers, and associates who have been contacted and a list of any who have not been reached;

C.1.h.7) Whether the person has ever been reported missing on previous occasions;

C.1.h.8) Other information that may be useful in locating the person (for example, particular habits or personal interests, places frequented, location of out-of-town relatives or friends, etc.) and determining whether the person is a potential victim of foul play;

C.1.h.9) Whether the person is drug dependent (prescribed medication, or user's habit); and

C.1.h.10) The reason for any delay in reporting the person missing.

C.1.i. Appropriate steps shall be taken if the missing person is considered to be "at risk," including juveniles, the elderly, the mentally impaired or the suicidal. Further information is available in **Special Considerations** in this policy.

[41.2.5(f)]

DISSEMINATION OF MISSING PERSON INFORMATION [41.2.5(B)]

C.1.j. CJIS Entry: The dispatcher shall enter the missing person into the CJIS Missing Persons data base. If appropriate, an administrative message may also be sent regarding the missing person. For further information, see the department policy **4.03 – Dispatch Policy. [41.2.5(c)]**

C.1.j.1) Missing person under 21 : Massachusetts law requires that whenever a parent, guardian, or governmental unit responsible for a child reports the child missing, police officers are required to immediately enter relevant information into the central register for missing persons. **[41.2.6(d)]** The provisions of this statute have been interpreted to mean that any agency which receives a report of a missing child **MUST** enter a Missing Person record as soon as enough data on the child is available to make an entry, regardless of whether a signed missing person report has been completed. Therefore, dispatchers shall attempt to get the necessary data from the person making the report and make a CJIS Missing Person entry immediately. (CJIS Operating Manual / Missing Persons)

C.1.j.2) Missing Person 21 or Older: Immediately once a missing person report has been completed and signed by the reporting party. Agencies must have a missing person report (electronic or hard copy) on file to support a missing person entry.

- b. The dispatcher shall broadcast to all personnel on the radio that information necessary for the recognition and identification of the missing person. **[41.2.5(b)]**

The dispatcher shall contact the North Adams Police, Berkshire County Sheriff's Communications Center, Cheshire State Police Barracks, Vermont and New York State Police and forward this information.

The dispatcher shall forward a photograph, if available, to all above listed agencies via e-mail or fax.

- c. The Chief of Police or Lieutenant shall be contacted (or in his/her absence, the on-call sergeant) in all missing person cases (other than for voluntarily run-away students from local institutions for special needs students).

- d. The use of the CodeRED or the 'A Child Is Missing' Program alert notification systems shall be considered after consultation with the Shift Supervisor and/or Chief of Police/Lieutenant. CodeRED is the primary alert notification system used by the department.

- e. If the responding officer determines that the aid of outside agencies or special equipment will be helpful, a request for these services shall be made after consultation with the Shift Supervisor and/or Chief of Police. See B below.

- f. Appropriate steps shall be taken if the missing person is considered to be “at risk”, including juveniles, the elderly, mentally impaired or suicidal. See B below.
- g. No later than 60 days after the original entry of the record into NCIC, the case officer will verify and update such record with any additional information, including, where available, medical and dental records.
- h. Police officers have access to the fingerprints and other data and information concerning missing children on file with the central register.

B. Search Options

1. The search parameters in any given missing persons case will vary depending on the circumstances. The Chief of Police, Lieutenant or in his/her absence the highest-ranking officer on duty, will use any or all of the following resources in the search: (usually in this order)

- a. Request the presence of the department’s K-Nine Unit or if unavailable;
- b. Request the presence of WPD K-9 Unit. If unavailable contact another K-9 Unit at the direction of WPD K-9 Officer.
- c. If appropriate, activate the “A Child is Missing Program”. ** or the CodeRED system.
- d. Activate the Williamstown Fire Department.
- e. If necessary, call in off-duty police officers.
- f. Request activation of the Berkshire Mountain Search and Rescue Team thru Sheriff’s Communications Center.
- g. Other resources to consider:

Massachusetts State Police:

Airwing – 413-378-1200 (Fax 413-378-1301)*

Incident Management Assistance Team (IMAT)

Special Emergency Response Team (SERT)
Tactical EMT’s

Mounted Unit

Underwater Recovery Unit – 413-378-1120*

Civilian Search and Rescue – 413-378-1175*
(*Westover Air Base)

Community Emergency Response Team (CERT): Mike Britton; (Home) 229-2457, (Cell) 717-0950
(E-mail) certberkshire@verizon.net

- h. Amber Alert
- i. Secret Service
- j. National Center for Missing and Exploited Children
- k. National Center for Missing Adults
- l. Nation's Missing Children Organization
- m. Air Force Rescue Coordination Center Console Operations at 850-283-5955
- n. NBEMS for Responder Rehab Unit.

C. Search and Canvass Operations

The importance of conducting a thorough, organized neighborhood canvas using only trained professionals (and, whenever possible, sworn law enforcement officers) with scripted questions cannot be overstated. These trained resources should be dedicated in their assignment and not subject to being called away or reassigned until after the canvass of the assigned area is completed. The information gained through these canvass efforts must be analyzed as part of the lead management process to ensure that all persons and locations within a designated area are covered prior to deeming that area "complete."

1. USE OF VOLUNTEERS

Only after extreme and very careful consideration will the department use volunteers in searching. If this search option is used, the department's use and planning will be guided by the Amber Alert Field Guide for Law Enforcement Officers in Section 5; "Use of Volunteers".

D. Missing Children, Initial Response

- 1. The initial response to missing children's complaints shall include the procedures outlined in the previous section, and in addition, the following procedures as well when the missing person is under the age of **eighteen**.

Massachusetts law requires that whenever a parent, guardian, or governmental unit responsible for a child reports the child missing, police officers are required immediately to undertake to locate the missing child.

2. FIRST ARRIVING OFFICER

- a. The officer taking the report for the preliminary investigation shall quickly evaluate the situation and seek consent (if necessary) for police to

conduct an immediate hasty search of the area where the child was last seen (including the home).

C.1.k. The officer shall notify the supervisor if the circumstances appear to meet the criteria for an AMBER Alert.

C.1.l. The reporting officer shall obtain the following mandatory information for entry into CJIS: **[41.2.6(c)]**

- 1) Date of birth;
- 2) Date of emancipation (age 18);
- 3) Date of last contact;
- 4) Eye color;
- 5) Hair color;
- 6) Height;
- 7) Name;
- 8) Race;
- 9) Sex; and
- 10) Weight.

C.1.m. The officer shall determine other relevant information, such as:

C.1.m.1) Whether the child's absence is a significant deviation from established patterns of behavior and cannot be explained;

C.1.m.2) Whether the child may be with adults, including parents and other relatives, who may endanger the welfare of the child; and

C.1.m.3) The name of the school the child attends and, if relevant, the name of the person who was supposed to pick up the child.

3. ADDITIONAL OFFICERS

a. If a young child is reported to be immediately missing, the second (and subsequent, if necessary) officer will conduct a hasty search of the area in which the child was last seen, to include the child's home and the curtilage of the home. Children, though missing, are often discovered to be hiding or sleeping.

NOTE: In order to enter private property in search of a missing person, ordinarily a search warrant is required. However, in a true emergency situation, there is no need for a warrant to enter premises where the officer has reason to believe the missing person is located.¹

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Com. v. Bates, 28 Mass. App. Ct. 217, 548 N.E.2d 889 (1990).

A.3.b. If the child is reported missing from a public area, such as a store or mall, additional resources must be brought to bear quickly. Such resources may include:

- A.3.b.1) Additional police;
- A.3.b.2) Store employees;
- A.3.b.3) Mall security; and
- A.3.b.4) Other government employees.

A.3.c. If the child is missing in a rural area, conduct a hasty search. See sections on searches in the shared drive under S:\MISSING PERSONS: ***Investigators Package for Missing or Abducted Children.***

A.3.d. A permanent record shall be made of what activity is undertaken to locate the child.

4. AMBER ALERT ACTIVATION: **[41.2.6(d)]**

It is the policy of this Department to initiate an Amber Alert for serious cases of child abduction, where the child's life is in imminent danger of serious bodily harm or death and specific criteria supporting the Amber Alert Activation have been met.

a. Criteria for Alert: The AMBER alert system may be activated providing:

- 1) The child is age 17 or younger;
- 2) The police believe the child is in danger of serious bodily harm or death; and
- 3) There is enough descriptive information about the child, abductor, and/or the suspect's vehicle to believe the immediate broadcast alert will help.

b. An AMBER alert is not appropriate in cases where:

- 1) No foul play is suspected;
- 2) The child is a runaway;
- 3) The child is missing as a result of a custodial dispute and the child is not considered to be at risk of bodily harm or death; or
- 4) An adult is missing.

c. A supervisor may authorize a request for an AMBER alert.

- 1) An AMBER Alert activation request form should be completed prior to making such request. A current photo of the child, suspect, and/or suspect vehicle, should be provided if available, preferably in electronic format.
- 2) The request shall be reviewed by a shift supervisor and the Chief of Police to ensure that, in the supervisor's opinion, the criteria for such an activation request have been met and that such an activation is appropriate.
- 3) The request shall be made either:

- a) Orally by telephone by calling the State Police Communications Section 508-820-2121; or
 - b) By faxing an AMBER Alert Activation form, 508-820-2150.
- 4) The request will be screened by a State Police AMBER Alert Activation Officer. The supervisor shall be prepared to confirm the information with the State Police AMBER Alert Activation Officer.

Position	Responsibilities
<p>Activation Procedures</p> <p>Duties / Responsibilities</p> <p>[41.2.6(e)]</p>	<p>Responding Officer</p> <p>The Responding Officer to a scene of a possible child abduction shall:</p> <ul style="list-style-type: none"> • Conduct an initial scene assessment to determine if the AMBER Alert Criteria has been met; • Verify witnesses' observations to the abduction; • Verify with the witnesses the actual time of the child's abduction; • Notify the Dispatcher with specific information and request an immediate AMBER Alert Activation; and • Remain at the scene until properly released or relieved.
<p>Dispatcher</p>	<p>On receiving a request for an AMBER Alert Activation, immediately:</p> <ul style="list-style-type: none"> • Notify the Shift Supervisor of an AMBER Alert Activation request; • Ensure specific information for the AMBER Alert Activation is conveyed; • Dispatch area patrols as appropriate; and • Broadcast specific information over radio communications "BOLO".
<p>Shift Supervisor</p>	<p>The Shift Supervisor shall immediately:</p> <ul style="list-style-type: none"> • Complete the Massachusetts Child AMBER Alert Activation Form; • Telephone (508.820.2121) and fax (508.820.2150) the Massachusetts AMBER Alert Activation Form to the Massachusetts State Police General Headquarters Communications Section OIC; • Go to the scene of the abduction; and

	<ul style="list-style-type: none"> • Notify the Chief of Police.
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d. Termination: The State Police Communication Section shall be notified immediately in the event that the child is found or recovered, or if the circumstances no longer meet the activation criteria.

E. Follow-Up Investigation [41.2.5(e), 41.2.6(f)]

INVESTIGATING OFFICER [41.2.6(E)]

A.1.a. The investigating officer should interview the person who reported the person missing to verify information already available and to obtain further facts which may be helpful to the investigation. Officers are to use the Massachusetts State Police “**Lost Person Questionnaire**” to do this.

A.1.b. Where appropriate, police records should be consulted for any further information about the missing person.

ADDITIONAL MATERIALS

A.1.c. The officer shall request written authorization for the release of medical and dental records. (See Release Form.)²

A.1.d. The officer may request additional materials for investigative purposes, as appropriate:

A.1.d.1) Photographs of the victim for disbursement to police patrols, the media, and other organizations supporting the search or investigation; See NCMEC “Locator Program” in the MPRM.

A.1.d.2) A DNA kit (if available) or a toothbrush, brush, or other source of cells for DNA testing; and

A.1.d.3) A copy of the missing person's fingerprints, if available.

INVESTIGATOR NOTIFICATIONS

A.1.e. The District Attorney's office (CPAC) may be notified.

A.1.f. The Massachusetts Missing Persons Clearing House should be notified: Commonwealth Fusion Center, 124 Acton Street, Maynard, MA, 01754, Voice (978) 451-3700, FAX: (978) 451-3707.

²

M.G.L. c. 22A, §6.

A.1.g. In cases of apparent stranger abductions, the FBI field office should be contacted (FBI Springfield 413-736-0301, fax # 413-736-9192, FBI Boston 617-742-5533).

MISSING CHILDREN NOTIFICATIONS

A.1.h. The Town Manager will be informed of cases involving non-voluntary run-away juveniles.

A.1.i. **MANDATORY:** The last known elementary or secondary school where the child was enrolled shall be notified in accordance with Massachusetts law.³ This notification will be made through the Superintendent of Schools. (413-298-4017 Ex. 19)

A.1.i.1) Such schools are required to mark the records of missing children and report any requests for such records to police.

A.1.i.2) Upon finding the child, the school shall be notified in order to remove “lost child” markings.

A.1.j. Missing children will be reported to the National Center for Missing and Exploited Children (NCMEC) HOTLINE: 1-800-THE-LOST (1-800-843-5678). The case officer shall maintain close liaison with NCMEC for the exchange of information and technical assistance in missing children cases.

A.2. **MEDIA NOTIFICATION:** Notification of the general public through any of the news media can be valuable in locating a missing person.

A.2.a. A decision to use the media shall be made after approval by the Chief of Police or Lieutenant and consultation with the family of the missing person. Publishing of Missing Child Bulletins should be done on a regular basis, if appropriate.

A.2.b. Considerations should be made for “at risk” missing persons.

A.2.c. **PIO/Amber Alerts:** The PIO’s primary function during an endangered missing or abducted child investigation is to convey accurate and timely information from the department to the public via traditional media outlets, as well as, website and social media accounts managed by WPD in order to keep the child’s image and the story in the news. The PIO should be placed within the Incident Command System as to allow reporting directly to the Incident Commander.

See Amber Alert Field Guide for Law Enforcement Officers Section 7 for more detailed information on PIO duties and responsibilities.

A.3. **CONTACT WITH REPORTING PARTY:** Investigators assigned to a missing person case should maintain contact with the family members and/or the reporting party. A follow-up report shall be filed within ten (10) days of the

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M.G.L. c. 22A, §9.

filing of the missing person report, with additional reports on the status of the investigation filed at least every month for as long as the case remains open.

[41.2.5(d)]

A.4. FAMILY ADVOCATES: The Chief of Police or Lieutenant may assign an officer to serve as a liaison between the department and a family.

Family advocates can provide a critically important liaison between the investigative operations and the needs of the family, helping in the following ways:

- Communicating information and updates;
- Ensuring the family understands what is happening in the case and why;
- Assisting the family in dealing with media inquiries;
- Supporting the family during the recovery and/or reunification phase of the case; and
- Supporting the family through prosecutorial developments and court appearance as the case is adjudicated.

Resources for families can be found at The AMBER Advocate website's Community Resources area.

The National Center for Missing & Exploited Children's website has a Victims and Family Support page and a Publications page.

8. In the Police Lobby, fliers of missing children and public information will be posted.

F. Special Considerations [41.2.5(f)]

VOLUNTARILY MISSING (RUNAWAY) JUVENILES

A.1.a. A voluntarily missing case investigation focuses on the family, friends, school, and lifestyle of the missing juvenile.

A.1.b. In determining whether a juvenile is voluntarily missing, officers should consider whether the juvenile took any items to which [s]he has a particular sentimental attachment.

A.1.c. Other units in the department and nearby jurisdictions should be informed of the case and provided with pictures of the missing juvenile.

A.1.d. The officer should instruct the parent(s) to secure a Child Requiring Assistance (CRA) warrant from the juvenile court as soon as possible to aid in the recovery of the juvenile.

A.1.d.1) The CRA warrant will be entered into WMS by the court.

A.1.d.2) An officer may arrest a runaway child without a CRA warrant if the officer has probable cause to believe that the child has run away from the home of his/her parents and may not respond to a summons (will run away again).5

A.1.e. Any indication of neglect or abuse in the family should be considered, and upon recovery of the missing juvenile, appropriate follow-up action shall be taken by the investigating officer where appropriate, including filing a neglect and abuse report with the Department of Children and Families.

A.1.f. If patrols locate a run-away juvenile from a local institute for special needs students, such student should be transported directly back to the school.

PARENTAL KIDNAPPING

A.1.g. A non-custodial parental kidnapping case requires a thorough investigation, as the abducting parent is in violation of the law, and the juvenile abducted by a parent may be in serious danger.⁴ The investigation focuses on the abductor parent, his/her friends and relatives, and on the needs of the juvenile for public care.

A.1.h. A thorough check of bank records, employment, labor unions, credit bureaus, and any other governmental agencies should be made in an attempt to locate the abductor.

A.1.h.1) Child Support Enforcement, Massachusetts Department of Revenue: 1-800-332-2733

A.1.h.2) Federal Parent Locator Service: (202) 260-7855 FAX: (202) 401-5647

A.1.i. If friends or relatives are thought to be in contact with the abductor through the mail, the postal inspector's office may be asked to place a "cover" on that individual's mail.

A.1.j. When sufficient supporting data is provided, criminal charges should be filed against the abductor parent and an arrest warrant obtained.

A.1.j.1) The District Attorney's office should be notified in noncustodial parental kidnapping cases to expedite court procedures.

A.1.j.2) In certain cases, the District Attorney's office may seek a Federal Unlawful Flight to Avoid Prosecution Warrant through the United States Attorney's office.

STRANGER ABDUCTION OF JUVENILES

A.1.k. Stranger abduction cases require that the juvenile be considered in extreme danger and, therefore, every available resource of the department shall be utilized to find the juvenile and ensure his/her safety.

A.1.l. A command post should be set up away from the juvenile's home. An officer should be stationed at the house to maintain communication between the command post and the parents.

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M.G.L. c. 265, §26A.

A.1.m. The District Attorney's office and State Police Missing Persons Unit should be notified in all stranger abduction cases. The FBI should also be informed of the abduction.

A.2. JUVENILES MISSING FOR UNKNOWN REASONS: Juveniles missing for unknown reasons shall be assumed to be kidnapped and investigated aggressively.

MISSING TYPE A OR F

a. Whenever the Missing Type A (Juvenile Abduction) or F (Juvenile Foul Play) is used the Missing Person entry will be automatically forwarded to The National Center for Missing and Exploited Children (NCMEC).

b. **Before entering** a Missing Type A or F into CJIS/NCIC officers will review entry criteria in the CJIS Operating Manual section on Missing Persons, pages 1-3.

CHINS WARRANTS

a. CHINS (Child in Need of Services) warrants are entered into the WMS/CJIS Wanted Person file by the courts. Upon receipt of the notification from the WMS system that a CHINS warrant is to be entered, the subject of the CHINS warrant is to be entered as a missing person, and a notation regarding the existence of the CHINS warrant is to be made in the REM (Remarks) field. (A copy of the CHINS warrant, BOP, and a Q2 is sufficient documentation for entry into the Missing Persons file).

ALZHEIMER'S DISEASE

A.2.a. When a person with Alzheimer's is reported missing, an investigation shall be initiated immediately, as such persons are considered at risk.

A.2.b. The officer taking the missing person report or dispatcher shall telephone **Safe Return** at 1-800-572-1122. **Safe Return** is a national Alzheimer registry available to law enforcement to help resolve lost elder cases. The Alzheimer's Association operates **Safe Return** twenty-four hours per day. It will issue a Fax Alert to area police departments, hospitals, shelters and elder service agencies and will follow up with the missing person's caregivers. The investigating officer shall notify **Safe Return** when the person is located.

A.2.c. Patrol officers shall periodically recheck the area where the person was last seen. These individuals are usually found within a mile or two from where they disappeared. They will usually not respond to shouts nor will they cry out for help.

A.2.d. Activate the Child is Missing Program, if appropriate.

G. Recovery of Missing Person [41.2.6(f)]

REPORTED MISSING AND RECOVERED IN THE JURISDICTION OF THIS DEPARTMENT

A.1.a. Whenever a missing person is located, officers shall ensure that medical attention is provided, if required.

A.1.b. If the recovered person was reported missing to this department, the Shift Supervisor shall ensure:

A.1.b.1) Notification of all of the agencies involved in the recovery effort, to include:

A.1.b.1.a) Law Enforcement agencies;

A.1.b.1.b) AMBER Alert 508-820-2121, (FAX) 508-820-2150;

A.1.b.1.c) The last elementary school attended;

A.1.b.1.d) National Center for Missing and Exploited Children 1-800-THE-LOST (1-800-843-5678);

A.1.b.1.e) Missing Persons Clearing House (Fusion Center) Voice (978) 451-3700, FAX: (978) 451-3707; and

A.1.b.1.f) Safe Return (Alzheimer's) 1-800-572-1122.

A.1.b.2) The removal of the information from CJIS; **[41.2.5(c)]**

A.1.b.3) That the investigating officer is notified that the missing person has been located.

A.1.c. When an adult missing person is located, the investigating officer shall notify the party originating the report of the status of the missing person, bearing in mind the missing person's right to privacy. **[41.2.5(d)]**

A.1.d. When a missing juvenile is found, the investigating officer shall notify the parent or legal guardian of the juvenile's location so that the parent or guardian may retrieve the juvenile. If the parent or guardian is unable to do so, the Department of Children and Families shall be notified in an effort to provide temporary custody for the child.

A.1.e. All missing persons, when found, shall be questioned as to their whereabouts and activities.

A.1.f. Officers should determine whether the missing person was the victim of any crime during the period of absence. Eliciting a full account of the missing person's whereabouts is essential to future corroboration of the missing person's story.

A.1.g. Officers locating a missing person shall file a report detailing the circumstances surrounding the finding of the person, and note any difficulties encountered (for example, reluctance or refusal to return home), as this may signal neglect or abuse in the family. If there is any indication of neglect or

abuse of a child, a report should be filed with the Department of Children and Families.⁵ Any other appropriate follow-up action, including the filing of criminal charges, should be taken.

A.1.h. If a missing person is found dead, see the department policy on **Dead Bodies** for further information.

REPORTED MISSING IN THIS JURISDICTION AND RECOVERED IN OUTSIDE JURISDICTION

A.1.i. Upon notification that a missing person has been found outside the department's jurisdiction, the Shift Supervisor shall ensure:

A.1.i.1) Notification of all of the agencies previously notified or involved;

A.1.i.2) The removal of the information from NCIC; and **[41.2.5(c)]**

A.1.i.3) Notification of the investigating officer that the missing person has been located.

A.1.j. The investigating officer shall notify the party originating the report.

A.1.k. The investigating officer shall file a report detailing the conclusion of the missing person's investigation in accordance with departmental procedures.

REPORTED MISSING OUTSIDE OF THIS JURISDICTION AND RECOVERED IN THIS JURISDICTION

A.1.l. The jurisdiction shall be notified of the recovery, circumstances, and condition of the recovered missing person.

A.1.m. The shift supervisor will ensure that any needed or requested investigative assistance is provided.

A.1.n. The department shall assist in arranging accommodations or contact DCF in the event that the person is a juvenile.

A.1.o. Children: Transportation and Accommodations: The National Center for Missing & Exploited Children's (NCMEC) Hotline coordinates a program to assist families in the reunification process by arranging for transportation and lodging for families who cannot afford these costs when picking up their missing child once found: 1-800-THE-LOST (1-800-843-5678).

CHILD ABANDONMENT

A.1.p. In cases where children have been reported to be, or appear to be abandoned, and an officer has reason to believe that such child is abandoned, the following procedure applies:

A.1.p.1) Take the child into custody.

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M.G.L. c. 119, §51A.

- A.1.p.2) Provide any medical assistance.
- A.1.p.3) Interview the child in an attempt to determine:
 - A.1.p.3.a) The identity of the caretaker(s);
 - A.1.p.3.b) Relatives in the immediate area; and
 - A.1.p.3.c) Circumstance of the abandonment.
- A.1.p.4) Notify the Department of Children and Families to transfer custody.
- A.1.p.5) Conduct an appropriate investigation to:
 - A.1.p.5.a) Locate the parent, guardian, or caretaker;
 - A.1.p.5.b) Determine the circumstance of the abandonment; and
 - A.1.p.5.c) Identify any criminal violations.

RECOVERED UNIDENTIFIED PERSONS (SEE NAMUS)

A.1.q. Follow the procedure above.

A.1.r. Obtain information for entry into the CJIS Unidentified Persons File. Obtain appropriate data for the following mandatory data fields:

- A.1.r.1) Body parts status (if deceased);
- A.1.r.2) X-Rays available;
- A.1.r.3) Manner and cause of death;
- A.1.r.4) Date body found;
- A.1.r.5) Estimated year of birth;
- A.1.r.6) Eye color;
- A.1.r.7) Footprints available (mandatory in certain cases);
- A.1.r.8) Fingerprint classification (mandatory in certain cases);
- A.1.r.9) Hair color;
- A.1.r.10) Height;
- A.1.r.11) Race;
- A.1.r.12) Sex; and
- A.1.r.13) Weight.

A.1.s. Complete instructions for CJIS entry are available in the CJIS Users Manual, Part 10, Unidentified Persons File.

A.1.t. Contact the National Center for Missing and Exploited Children: 1-800-THE-LOST (1-800-843-5678).

A.1.u. The Massachusetts Missing Persons Clearing House should be notified: Commonwealth Fusion Center, Voice (978) 451-3700, FAX: (978) 451-3707.

LARGE SCALE SEARCHES

A.1.a. In the event that a search becomes large in scope, managers should follow standard Incident Command System (ICS) protocols which provide interoperability with other public safety and government entities which may also respond to the incident.

A.1.b. The Shift Supervisor should consider assistance from an entity that specializes in searching for lost persons.

SEARCHES FOR DECEASED PERSONS

A.1.c. Searches for deceased persons are conducted in a similar manner as searches for missing persons.

A.1.d. If foul play is suspected, managers and searchers must be aware of preserving possible crime scenes and evidence. See the department policy on ***Collection and Preservation of Evidence***.

A.1.e. Civilian volunteers should be used only as a last resort. If used, civilians should be:

A.1.e.1) Positively identified and their identity and contact information recorded;

A.1.e.2) Given training on what to do if evidence or a crime scene is located; and

A.1.e.3) Assigned to a search team led by a police officer, fire fighter, or other government official.

*** LEAPS REQUIRED DATA ***

NAME: _____ **P.O.B.:** _____ **D.O.B.:** _____ **PHONE #:** _____

AKA: _____ **FINGER PRINT CLASSIFICATION (FPC):** _____

DATE LAST CONTACT: _____ / _____ / _____ **TIME:** _____ **PLACE:** _____

MISC. NUMBERS (MNU): _____ **CORRECTIVE VISION (VRX):** _____

RACE: _____ **SEX:** _____ **SKIN:** _____ **SCARS/MARKS/TATTOOS:** _____

HGT: _____ **WGT:** _____ **EYES:** _____ **HAIR:** _____ **CLOTHES:** _____

FOOTPRINTS AVAILABLE (FPA): _____ **BODY XRAYS AVAILABLE (BXR):** _____

JEWELRY TYPE (JWT): _____ **JEWELRY DESCRIPTION (JWL):** _____

BLOOD TYPE (BLT): _____ **CIRCUMCISION (CRC):** _____

ADDRESS: _____ **CITY:** _____ **ST.:** _____ **ZIP:** _____

OLN: _____ **ST:** _____ **LICENSE EXPIRATION:** _____ **S.S.#:** _____

PLATE TYPE: _____ EXPIRATION: _____ ST: _____ REGISTRATION #: _____

VIN: _____ VEHICLE YEAR: _____ MAKE: _____ MODEL: _____

ORIGINATING CASE AGENCY # (OCA): _____ BROADCAST: _____ FBI: _____

CAUTION: CIRCLE ONE: Armed & Dangerous / Violent Tendencies / Martial Arts Expert / Explosives Expert /

Drug Abuser / Alcoholic / Escape Risk / Sexually Violent Predator / Heart Condition

MISSING TYPE CRITERIA: CIRCLE ONE: Disabled / Endangered / Involuntary / Juvenile / Catastrophe Victim

/ Juvenile Abduction / Juvenile Foul Play

MENTAL / EMOTIONAL / PHYSICAL IMPAIRMENT (S): _____

MEDICATION(S): _____ FREQUENCY: _____

LAST CONSUMED: _____ LIKELY DESTINATIONS: _____

PRIOR MISSING REPORTS: _____ DATE(S): _____ PERSON(S) LAST SEEN WITH: _____

ADDRESS: _____ CITY: _____ STATE: _____

ZIP: _____

REPORTING PARTY: _____ PHONE #: _____ RELATIONSHIP _____

ADDRESS: _____ CITY: _____ STATE: _____

ZIP: _____

SEARCH ALREADY CONDUCTED: _____

PERSONS ALREADY CONTACTED: _____

REASON(S) FOR REPORTING DELAY: _____

AMBER QUALIFICATION? **YES** **NO** MSP BARRACKS: _____ DATE: _____

_____ TIME: _____

OTHER AGENCIES CONTACTED:

_____ DATE: _____ TIME: _____

_____ DATE: _____ TIME: _____

_____ DATE: _____ TIME: _____

LEAPS ENTRY OPERATOR: _____ DATE: _____ TIME: _____

SEARCH OF RESIDENCE: _____ DATE: _____ TIME: _____

PRESENT AT RESIDENCE: _____

ATTENDING SCHOOL: _____ NOTIFIED DATE: _____
TIME: _____

CONTACT PERSON: _____ CHINS WARRANT (JUVENILE
ONLY): **YES NO**

PHOTOGRAPHS PROVIDED: **YES NO** MEDIAL / DENTAL RECORDS: **YES NO**

FINGERPRINTS: **YES NO**

MEDIA NOTIFIED: _____ DATE: _____ TIME: _____

ADDITIONAL REMARKS: _____

REPORTING OFFICER: _____ DISPATCHED DATE: _____
TIME: _____

OFFICER IN CHARGE: _____ NOTIFIED DATE: _____
TIME: _____