

PLANNING AND DEPLOYMENT

TRANSMITTAL OF WRITTEN DIRECTIVE

FOR SIGNATURE OF: James E. Craig, Chief of Police

TYPE OF DIRECTIVE: Manual Directive 203.4

SUBJECT: MISSING OR LOST PERSONS

ORIGINATED OR REQUESTED BY: Planning and Deployment

APPROVALS OR COMMENTS:

The above referenced manual directive was reviewed by Missing Persons. Revisions are marked in strikethroughs, bold, and italics.

The recommended changes reflected in this policy are as follows:

1. "Officer" was changed to "member" throughout the directive to eliminate any possible misunderstandings of rank.
2. Verbiage and grammatical changes were made to provide a clear read for all members of this Department.
3. 203.4 – 4.2 – Procedures – Procedures were updated to reflect the proper reporting procedures for missing persons.
4. 203.4 – 7 – Michigan AMBER Alert Policy – This section was updated to reflect the current AMBER Alert system for the state of Michigan.
5. 203.4 – 8.2 – National Missing and Unidentified Persons System (NamUs) – This section was added as a new resource for missing persons cases.
6. 203.4 – 9.1 – Verify the Return of a Missing (VRM) – This section was updated to reflect current procedures.

A P P R O V E D
SEP 18 2018
[Signature]
SECOND DEPUTY CHIEF
POLICE LEGAL ADVISOR
A P P R O V E D
OCT 30 2018
[Signature]
1ST ASSISTANT CHIEF
CHIEF OF POLICE

A P P R O V E D
OCT 10 2018
[Signature]
ASSISTANT CHIEF
ADMINISTRATIVE OPERATIONS

AFTER THE DIRECTIVE IS APPROVED AND SIGNED, PLEASE RETURN TO PLANNING AND DEPLOYMENT.

1301 Third Avenue, 7th Floor, Detroit MI 48226

R E C E I V E D
NOV 2 2018



Series 200 Operations	Effective Date	Review Date <i>Three Years</i>	Directive Number 203.4
Chapter 203 – Criminal Investigations			
Reviewing Office Missing Persons			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions in <i>italics</i></small>
References			

MISSING OR LOST PERSONS

203.4 - 1 PURPOSE

The purpose of this directive is to establish the Detroit Police Department’s policy and procedures for the handling of missing or lost persons.

203.4 - 2 POLICY

People are reported missing for many reasons. Some people leave home voluntarily or may disappear for unexplained reasons, but under suspicious circumstances. The role of the responding *member* is critical in identifying persons at risk. Responding *members* shall conduct thorough investigations of missing persons with particular care in instances involving missing children and those who, through mental or physical impairment, cannot care for themselves.

203.4 - 3 Definitions

203.4 - 3.1 Disability

A person of any age who is missing and is under a proven physical or mental disability, or is senile; thereby subjecting *themselves* or others to personal and immediate danger. This category includes mental health escapees who are involuntarily committed. (The code for this missing type is EMD.)

203.4 - 3.2 Disaster (Catastrophe) Victim

A person of any age missing as the result of a disaster, which is defined as “any natural or intentionally man-made catastrophe or an extraordinary accident which causes the loss of human life, including airline crashes, earthquakes, floods, hurricanes, tornadoes, train wrecks, mass suicides/murders, etc.” No specific number of victims is required to qualify for entry in the Disaster (Catastrophe) Victim category. (The code for this missing type is EMX.)

203.4 - 3.3 Emancipated

A minor who is allowed to conduct a business or any other occupation on their own behalf or for their own account outside the influence of a parent or guardian.

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203.4 - 3.4 Endangered

A person of any age who is in the company of another person under circumstances indicating that their physical safety is in danger. (The code for this missing type is EME.)

203.4 - 3.5 Involuntary

A person of any age who is missing under circumstances indicating that the disappearance was not voluntary. (The code for this missing type is EMI.)

203.4 - 3.6 Juvenile (Runaway)

A person who is unemancipated (under 17 years of age) and who does not meet any of the criteria listed under Disability, Endangered, or Involuntary. (The code for this missing type is EMJ.)

NOTE: All missing juveniles that can be categorized as Disabled, Endangered, or Involuntary shall be marked as such and not as juveniles.

203.4 - 3.7 Voluntary

1. An emancipated person who does not qualify for entry into the Law Enforcement Information Network (LEIN) and the National Crime Information Center (NCIC) under Disability, Endangered, Involuntary, or Juvenile. It should be clearly understood that emancipated persons, who are voluntarily missing, are not in violation of any law and are not to be taken into custody or detained merely because they are reported missing. This category of missing person may be entered into LEIN only and will not be forwarded to NCIC. (The code for this missing type is EMV.)
2. Date of Birth (D.O.B.) and Date of Emancipation (D.O.E.) – If the missing type is EMJ, the D.O.B. and D.O.E are required for entry into the LEIN System. In Michigan, the D.O.E. equals the D.O.B. plus 17 years.

203.4 - 4 Reporting Missing Persons

203.4 - 4.1 General

1. In general, no missing report shall be taken concerning persons 21 years of age and older until the person has been gone at least 24 hours, **except** in unusual circumstances of incompetence, senility, evidence of foul play, or other *extenuating* factors which may be taken into consideration. The report shall then be taken irrespective of the time.
2. *City of Detroit residents requesting* assistance in locating a person who is not a Detroit resident and having no knowledge as to a local address where the person was last seen, shall be referred *to the precinct in which they reside*, who shall assign the investigation to the *precinct detective unit (PDU)*.
3. When more than one (1) precinct is involved in the report and investigation, the initial investigation shall be made by the precinct in which the missing person was

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last seen. The precinct in which the missing person resides shall be responsible for coordinating and completing the investigation.

4. When it is determined that a person is missing involuntarily, and the person is missing in a precinct other than the one in which they reside, simultaneous investigations shall be conducted. The precinct making the report shall notify the other precinct by telephone of all circumstances and supply the *incident* report number.
5. *Members* at the command taking the original missing report shall check command records to determine whether the missing person has a prior record of such complaint and apprise the *precinct watch commander*. An appropriate notation shall be made on the report regarding previous complaints.

203.4 - 4.2 Procedures

Reports of missing persons who are Detroit residents shall be accepted in any precinct. Listed below are the steps for reporting missing persons:

- a. *The reporting member shall call the Message Center and provide the operator with all the necessary information on the missing person so no fields are left blank. The following steps shall be included for gathering information to provide to the Message Center:*
 - The member shall include the circumstances surrounding the subject's disappearance, paying close attention to facts that might establish the voluntary or involuntary nature of the disappearance;
 - Care shall be taken to include information gathered from interviews with the person(s) who last saw the missing person, the person that is reporting the person to be missing, and the parent(s) or guardian(s) in the event that the missing person is a juvenile;
 - The member shall determine if there has been any recent family trouble and/or custody disputes (if the missing is a juvenile, members should seek verification of which party may have legal custody);
 - If the missing person is from a group home, the member taking the report shall ascertain the name and work telephone number of the owner of the home, the home administrator, and the caseworker from the Michigan Department of Human Services, Family Independence Agency (FIA), and include the information in the report.
- b. *The reporting member must have the LEIN/NCIC information in their incident report before it is sent for approval. Reporting members shall call the Message Center on all missing persons and if they are told that the missing person does not fit the criteria for an NCIC entry by the Message Center operator, the member will include that operators name in their incident report along with*

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“does not meet criteria for LEIN entry”. The following are examples of incident report entries for missing persons:

- Per Jones at Message Center, NCIC# M12345678 SYSID# 987654321 or
 - Per Jones at Message Center, missing does not fit the criteria to be entered into NCIC
- c. The following information shall be included on the reporting member’s incident report:
- 99003 – Missing Person
 - 70000 – Runaway
 - 70070 – Runaway Juvenile
 - 10001 – Kidnapping
 - 10002 – Parental Kidnapping
- If a crime is involved in the circumstances of a missing person, that offense shall also be entered in the offense tab;
 - The missing person’s information shall be reported under the “Victim” portion of the report. Members shall be diligent in obtaining a complete description of the victim. Information included in the “Victim” tab (e.g. school/employer) is vital to a missing person investigation. No field under this tab shall be left blank. If information is unavailable for any field, the member shall enter “N/A.” Incomplete information will hinder the Message Center from entering the missing into LEIN and NCIC;
 - The person reporting the offense (PRO) shall be entered under the “Other People/Entities” tab and must be correctly titled under “entity type”;
 - At the completion of taking a missing person report, the member shall provide the PRO with the *incident* report number.
 - The *precinct watch commander* shall verify the report and forward the report to the appropriate parent command.

203.4 - 4.3 Reporting Additional Information

Members shall contact the officer-in-charge of the investigation to make updates of additional information to the missing report. If there are any questions regarding changes in reporting, Missing Persons can be contacted Monday through Friday, 7:00 a.m. to 3:00 p.m. at (313) 596.2221. On holidays, weekends, and after hours, questions regarding changes in reporting shall be directed to Communications Operations.

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203.4 - 5 Executive Notification

1. If the missing person is 10 years of age and under, or 60 years of age or older, or if the investigation should develop a presumption of foul play, or other unusual circumstances exists, it shall be the responsibility of the *precinct watch commander* to notify the *precinct commanding officer*.
2. The *precinct commanding officer* shall be responsible for *the following*:
 - a. Determining resources available for the search;
 - b. Applying additional resources to the search;
 - c. Determining the duration of the search and authorizing overtime for all *members* involved in the search;
 - d. Making further necessary notifications; and
 - e. Coordinating and directing the search until properly relieved.

203.4 - 6 Information Sharing

203.4 - 6.1 Teletypes on Missing Persons

The command primarily responsible for investigating the report of a missing person shall request issuance of a teletype when the circumstances warrant. The Message Center shall be contacted and shall send the teletype upon request.

203.4 - 6.2 LEIN Entries

1. Necessary information regarding a missing person shall immediately be entered into the LEIN and NCIC for a missing person who:
 - a. Has a proven physical or mental disability, or is senile, thereby subjecting themselves or others to personal and immediate danger. This category includes mental health escapees who are involuntarily committed;
 - b. Is an endangered missing of any age who is in the company of another person under circumstances indicating that the missing person's physical safety may be in danger;
 - c. Is a person of any age who is missing under circumstances indicating that the disappearance was not voluntary;
 - d. Is under 21 years of age (Suzanne's Law [ref. 42 USC 5779(a)]); and
 - e. Is missing as a result of a catastrophe (natural or intentionally caused), which causes the loss of human life.
2. The *precinct watch commander* shall ensure any person meeting the prescribed criteria is entered into the LEIN/NCIC Systems, immediately. Missing Persons shall ensure that the proper computer entries are made by contacting Communications Operations seventy-two (72) hours after the date of the missing person report.

203.4 Missing or Lost Persons**203.4 - 7 Michigan AMBER Alert Policy**

1. America's Missing: Broadcast Emergency Response (AMBER) Alert of Michigan is a statewide emergency system designed to locate missing children who fit certain criteria. The goal of the program is that once a missing or abducted child is reported to a police agency, the police agency is to forward the information to the Michigan State Police. The Michigan State Police will then disseminate the information to the media, which will in turn broadcast the information to the public. The hope is to enlist the eyes and ears of the public and thereby increases the chance of recovering a missing or abducted child.
2. *The following criteria must be met prior to initiating an AMBER Alert:*
 - a. *Belief that a child under the age of eighteen (18) has been abducted and is in imminent danger of serious bodily injury or death;*
 - b. *There is sufficient information available to disseminate to the general public which could assist with the safe recovery of the child and/or the apprehension of the suspect;*
 - c. *There must be a valid description of the child;*
 - d. *The child has been entered into the LEIN/NCIC systems as an "Endangered Missing Person";*
 - e. *A 24-hour telephone number must be provided to disseminate to the public when activating the AMBER Alert;*
 - f. *Parental abductions must meet criteria with specific threats to injure or harm the child;*
 - g. *Homicides that result in missing children will be considered for the AMBER Alert; and*
 - h. *If the above criteria has been met, members shall contact Notifications and Control to request an AMBER Alert.*
3. Suzanne's law is a federal law concerning missing persons signed into law as a part of the national "AMBER Alert." It provides that there shall be no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of 21; and reports the missing person to the NCIC.
4. The Adam Walsh Child Protection and Safety Act (2006) amended a portion of the National Child Search Assistance Act to mandate law enforcement entry of information about missing and abducted children into the National Crime Information Center (NCIC) database within two (2) hours of receipt of the report.
5. The Mozelle Senior or Vulnerable Adult Medical Alert Act is a partnership between law enforcement and the media to help in the immediate dissemination of information to the public about an endangered missing senior or vulnerable adult. The activation protocol is similar to the AMBER Alert activation. It may only be activated by a Michigan Law Enforcement Agency that is actively investigating a case where the senior or vulnerable adult is:

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- a. A resident of Michigan;
- b. At least 60 years of age;
- c. Has developmental disabilities, mental illness, or physical disabilities;
- d. Incapable of returning to their residence without assistance;
- e. Reported missing by a person familiar with the senior or vulnerable adult (person familiar is defined as a guardian, custodian, individual who provides home health aid services, or possesses a health care power of attorney); and
- f. Proof that the missing senior or vulnerable adult has a medical condition.

203.4 - 8 Missing Persons Identification and Protection**203.4 - 8.1 Fingerprints**

1. When the missing is less than 17 years of age, the *member* assigned to the case shall determine if the missing has been fingerprinted under the Child Identification and Protection Act.
2. If the missing has been fingerprinted, it shall be the responsibility of the *member assigned the case* to obtain the print card from the parent or guardian and forward the card to Identification.
3. When the missing is located, or the case is disposed of, it shall be the responsibility of the *member assigned the case* to notify Identification so that the card may be returned to the responsible *member* who shall return the print card to the parent or guardian.

203.4 - 8.2 National Missing and Unidentified Missing Persons System (NamUs)

1. *The National Missing and Unidentified Missing Persons System (NamUs) is a national information clearinghouse and resource center for missing, unidentified, and unclaimed person cases across the United States.*
2. *Per MCL Chapter 28, Act 319 of 1968, Section 28.258, when an individual is reported missing, the law enforcement agency receiving the report shall, after conducting a preliminary investigation, immediately enter the information regarding that individual into LEIN, the National Crime Information Center (NCIC), the National Missing and Unidentified Persons System (NamUs) and, if the individual is a child, the clearinghouse. Members needing to gain access to NamUs may contact the Department's Missing Persons Unit.*
3. *If an individual is not found within 30 days, the law enforcement agency that received the report shall seek the dental records of the individual under section 2844a of the public health code, 1978 PA 368, MCL 333.2844.a and the information from the dental records must be entered into NCIC, NamUs, and, if the individual is a child, the clearinghouse by the law enforcement agency.*
4. *When the unidentified body of a deceased individual is found, the law enforcement agency receiving the report, after conducting a preliminary investigation, shall immediately enter the information into the National Crime Information Center (NCIC),*

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the National Missing and Unidentified Persons System (NamUs), and, if the body is that of a child, into the clearinghouse.

203.4 - 8.3 Dental Records

1. When a missing has not returned within 30 days, the member assigned the investigation shall seek the dental records of the missing. The Supplemental Dental Report (CJIS-010 [Rev. 6-05]) shall be given to the parent, legal guardian, or next of kin for presentation to the missing person's dentist. This form shall be completed and returned to the *member assigned the investigation*. This information shall be placed on the monthly update report notifying Missing Persons of any new information. The *member assigned the investigation* shall then forward the monthly update report along with the completed Supplemental Dental Report to Missing Persons for processing.
2. In cases where the person indicated on the missing report was last seen by a parent, legal guardian, or next of kin, and they subsequently cannot be contacted or cannot identify a dentist, a notation to that effect shall be made on the monthly update report and the Supplemental Dental Report. The investigator shall then forward the monthly update report along with the Supplemental Dental Report to Missing Persons for processing and central filing.
3. When the primary responsibility for the investigation of a missing is assigned to another command (as may be the case in abductions or kidnappings), that command must submit a monthly update report notifying Missing Persons of any new information to ensure compliance with LEIN and NCIC.
4. On the 17th birthday of a missing child, the investigating member shall note this information on the missing person monthly update report, and submit this information to Missing Persons where the information entered into the LEIN regarding the child shall be retained, and the child shall be considered an emancipated missing child until the information is canceled by the agency that initially entered the information.

203.4 - 9 Recovered Missing Persons and Teletype/LEIN Cancellation

203.4 - 9.1 Verify the Return of a Missing (VRM)

1. When verifying the return of a missing person, the following procedure shall apply:
 - b. The *verifying member* shall gather information regarding the missing person;
 - c. The *member* verifies the return of the missing person through visual identification, and with a parent or guardian, if applicable;
 - d. *The member shall call the Message Center with the recovery location and request the entry be removed from NCIC. The members shall then generate a supplemental report for the original missing report and include the name of the operator who removed the missing from NCIC on their report.*

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- e. Members shall document the *incident* report number on their daily Activity Log;
 - f. The *member* shall then forward the completed *incident* report to the *precinct watch commander* who shall verify the report and forward the report to the precinct of occurrence and the Message Center;
 - g. The reviewing supervisor shall forward a copy of the supplemental report to Missing Persons; and
 - h. The OIC of the case closes the investigation.
2. The narrative for an adult VRM without disabilities shall include:
 - a. Recovery date and time;
 - b. Location of recovery; and
 - c. Whether identification was verified.
 3. The narrative for a juvenile or any missing person with a disability shall include:
 - a. Recovery date and time;
 - b. Location of recovery;
 - c. Whether identification was verified; and
 - d. The name, address, and telephone number of the person to whom the juvenile was released.

203.4 - 10 Monthly Update Report

The *member* assigned the missing investigation shall submit a monthly update report notifying Missing Persons of any new information, changes in all missing persons cases, or the acquisition of the missing person's dental records. This shall be done on an Inter-office Memorandum, (DPD568), and if there is no change to the status the *member assigned the case* shall submit a negative report. This Monthly Update Report is due by the 5th of each month.

203.4 - 11 Lost Persons

1. When a person is found who has not been reported missing or who purports to be lost, Telephone Crime Reporting (TCR) and *Media Relations* shall be notified immediately. Aid shall be offered in the solution of the immediate problem and/or to locate relatives. If the person in question is a juvenile, Child Abuse shall be notified.
2. Adult persons who may be incompetent or suffering a lapse of memory shall be conveyed to Detroit Receiving Hospital.

Related Forms:

- Supplemental Dental Report (CJIS-010 [Rev. 6-05])