

**What YOU The CITIZEN Should
Expect From The Division Of
POLICE**

**MISSING PERSON
INVESTIGATIONS**

Missing Person Investigations

- *The City of Cleveland Division of Police shall accept all reports of a missing person from any reporting person.*

Missing Person Investigations

- Each District Commander shall ensure that one detective in their Detective Unit is designated as that district's Missing Person Investigator.

Missing Person Investigations

Definition: Missing Person (an adult age 18 years or older)

- *A person who is absent under circumstances inconsistent with well established patterns of behavior*
- *A person who is unaccounted for and is of diminished mental capacity or has a medical condition that is potentially life threatening, even if the absence is known to be voluntary in nature.*

Missing Person Investigations

- *A person who is unaccounted for and that has demonstrated a potential for suicide.*
- *A person who is unaccounted for as a result of an accident or disaster whether natural or man-made.*
- *Any incident or circumstance that would lead a reasonable person to believe that another person may be missing and in danger.*

Missing Person Investigations

General Responsibilities of Investigating Officers

- *Officers shall accept all reports of missing persons that meet the above criteria. If there is any doubt as to the credibility or probability of a missing person situation, the officer shall err on the side of making a Missing Person report.*

Missing Person Investigations

- *Officers shall accept all Missing Persons reports regardless if they originate in a district other than the officers assigned district. Officers shall accept all Missing Persons reports regardless if they originate in a district other than the officers assigned district.*
- *Reporting persons shall never be advised to wait a specified period of time before the Division of Police will accept a Missing Person report.*
- *The reporting person shall be advised to immediately contact the Division of Police to report the return of a missing person.*

Missing Person Investigations

Reporting Person - Officers shall accept information for a Missing Person report from any of the following:

- *Any family member (adult or juvenile)*
- *Other responsible household member such as a roommate*
- *A traveling companion*
- *A medical or mental health professional, government official, or social agency representative who has proximate care or custody of the missing person*

Missing Person Investigations

- *A responsible representative of the missing person's employer*
- *Any other such person who had temporary proximate care of the missing person such as a chaperone, teacher, caretaker, neighbor, ship captain, taxi or bus driver, or tour operator*
- *Any person that has good cause to believe that another person may be endangered and whose whereabouts are critical to the circumstances to the endangerment.*

Missing Person Investigations

Original RMS reports shall include:

- The names, age, address, and telephone number of each person interviewed.
- The relationship between the reporting person and the missing person.
- For missing “Endangered Adults”, names and addresses of other family members and siblings in the area shall be included as appropriate.

Missing Person Investigations

- The complete name (*as well as any nicknames*), date of birth, birthplace, social security number, place of employment, physical and clothing description, including scars, marks, and tattoos.
- Information on habits, friends, and places commonly visited by the missing person, *and persons with whom last seen.*

Missing Person Investigations

- Medical condition/current medication used by the missing person. The treating physician's name and the hospital the person uses, as well as the missing person's dentist.
- The year, make, model, color, license plate, and listed owner of the auto used by or associated with the missing person.

Missing Person Investigations

- *A general description of physical search efforts (i.e. searched home, vehicles, abandoned buildings...)*
- A notation if any special program is used, such as a Missing Child/Missing Endangered/Elderly Alert, Police and Community Alert, or A Child is Missing (ACIM).
- Report titles shall be appropriately titled, i.e. Missing Person/Adult, Missing Person/Adult/Endangered-Elderly, or *Missing Person/Unidentified [in the instance where the full identity of the person is not immediately known]*.

Missing Person Investigations

When a person is reported missing

- *For search procedures where the missing person is an endangered adult, a supervisor shall be notified to respond to the scene and a physical search shall immediately commence for the missing person.*
- *The search shall commence in the immediate area in which the person was last seen or expected to be and continue generally outwards in a pattern approximating concentric circles. More extensive searches shall approximate a grid pattern with supervisors assigning officers to particular areas.*

Missing Person Investigations

- *Officers shall make a good faith effort to obtain voluntary consent from appropriate responsible persons in connection with the areas searched.*
- *Officers shall rely on their training and experience to identify locations where a missing person could possibly be located.*

Missing Person Investigations

- *Every effort shall be made to incorporate redundancy into a search, such as having a different officer search an area already searched by another officer. Officers shall still search firsthand any area that a person (other than a police officer) claims has already been searched.*
- *For searches that result in the discovery of contraband, the contraband shall be seized and all normal protocols associated with seized contraband shall be followed including arrest as necessary.*

Missing Person Investigations

- Investigating officers shall have the Communications Control Section (CCS) notify the Coast Guard when a person is last seen aboard a watercraft, swimming or in close proximity to Lake Erie or the Cuyahoga River.
- *For non-endangered missing adults, officers taking the initial Missing Person report shall, if possible, during the duration of the officer's tour of duty make a good faith effort to tour the possible whereabouts (work, school, frequented areas...) and follow up on contact information of other persons who may have additional information on the missing person.*

Missing Person Investigations

National Crime Information Center (NCIC) Form

- Officers shall complete an NCIC Form in duplicate when any of the following categories apply:
- Disability - A person of any age who is missing and under proven physical/mental disability or senility, who thereby subjects oneself (suicidal) or others to personal and immediate danger. This definition *includes persons who may be without medication that is prescribed to maintain life and significant daily functionality.*

Missing Person Investigations

- Endangered - A person of any age who is missing under circumstances that indicate their physical safety may be in danger.
- Involuntary - A person of any age who is missing under circumstances that indicate the disappearance may not have been voluntary.
- (FYI: Juvenile - A missing person under 18 years of age.)
- Catastrophe - A person of any age who is missing after a catastrophe.

Missing Person Investigations

- *Young Adult - A person over 18 but less than 21 years of age*
- Other - A person over the age of 21 who is missing and does not meet the criteria above but there is reasonable concern for their safety.
- Federal law mandates that NCIC information must be entered into LEADS/NCIC within **2 hours** of an officer obtaining the minimum mandatory data for LEADS/NCIC entry.

Missing Person Investigations

- *Officers shall use the following checklist to provide the Message Center with the necessary information as applicable:*
- *__Name __Race (__adult __juvenile __habitual)*
- *__Sex __Age __Date of Birth*
- *__Address __City/State/Country of Birth
__Social Security Number*
- *__Driver License Number __Vehicle
License Plate/Vehicle description*
- *__Reported in company or last seen with*

Missing Person Investigations

- *PHYSICAL:*
- *__Height __Weight __Hair Color/Style __Eye Color __Glasses*
- *__Blood Type __Facial Hair (__beard __moustache __chin whisker __goatee __other)*
- *__Complexion (__light __medium __dark)*
- *__Scars/Markings/Tattoos (__face __arms __hands __legs __back __other)*
- *__Clothing (__hat/jacket/coat __pants __shirt/blouse __dress __other)*
- *__Jewelry (__rings/bracelets/anklets/necklaces/other)*
- *__Cash on person (__other valuables) __Dental Information*
- *ABNORMALITIES/SPECIAL NEEDS:*
- *__Physical __Mental __Suicidal*
- *__Suspected abuse of: __Drugs __Alcohol __Prescription Medication __Other*
- *__Possible Destination*

Missing Person Investigations

Release Form

- Officers shall have a parent, guardian, or next of kin complete the Release Form (Attachment B) for all missing persons. This multi-purpose form authorizes the release of photographs to the media/public, as well as the release of medical and dental records to the investigating officer.

Missing Person Investigations

- **Supervisor/Responding Officer Responsibilities**

- A supervisor shall respond if the missing person has shown suicidal behavior or if an NCIC Form must be made. *The only exceptions are for non-endangered young adults (18 to 20 years of age). A CCS supervisor shall ensure that the assignment meeting the above criterion is coded a Priority One*
- *If an endangered-elderly adult is not located within two hours after arrival on scene, the investigating supervisor shall request that CCS contact the District Commander and Public Information Officer (PIO).*

Missing Person Investigations

- *A sector supervisor shall assign at least one zone car beyond the original reporting shift to follow up and provide supplements to an endangered-elderly adult Missing Person report with the results of searches and interviews conducted until such time that the missing person is located or as directed by the district commander.*

Missing Person Investigations

Missing Child/Missing Endangered/Elderly Alert Criteria:

- The local law enforcement agency confirms that the individual is missing.
- The disappearance of the individual poses a credible threat of immediate danger of serious bodily harm or death to the individual.
- There is sufficient descriptive information about the individual and the circumstances surrounding the individual's disappearance to indicate the activation of the alert will help locate the individual.

Missing Person Investigations

- A Missing Child/Missing Endangered/Elderly Adult Alert Form and a *Police and Community Alert Form* if applicable shall be completed and faxed to CCS.
- CCS shall initiate a broadcast on all channels and shall fax a copy of the form to each district, along with the *Police and Community Alert Form* if applicable, to be read at subsequent roll calls. Each communication channel will receive a copy of the Alert form.
- CCS supervisors shall ensure that the description of the missing *endangered-elderly adult* and any other pertinent information (*i.e. vehicle description*) is re-broadcast every four hours until the missing person is located.

Missing Person Investigations

- The *Commander* will consult with the Deputy Chief of Field Operations to determine whether or not the media will be asked to air/print the information contained in the alert.
- *Deputy Chief of Special Operations shall make the determination to activate the Combined Abduction Response Team (CART)*

Missing Person Investigations

For all reports of missing persons the investigating officer shall contact:

- The Warrant Unit to determine if the missing person is in custody or listed as missing.
- The Report Intake/Review Unit to determine if the person is confined to a hospital.
- The Cuyahoga County Coroner's Office.
- CCS, if a vehicle is involved, to determine if the vehicle was towed.

Missing Person Investigations

- The Alzheimer's Association (AA) if the missing person is diagnosed with any form of dementia or Alzheimer's disease or enrolled in the Safety Return Program. (Whether or not the individual is diagnosed with Alzheimer's, the AA shall *contact surrounding police departments who search for the individual.*)

Missing Person Investigations

The district missing person investigator:

- *Shall after 29 days, obtain the dental records and DNA of the missing person (or close blood relative) for open missing person reports and forward them to the Missing Person Liaison in the Record File Section.*

Missing Person Investigations

- *All cases of missing persons that are unresolved after 12 months shall be assigned to the Homicide Unit. All cases of missing persons where there are indications of violence related to the person's disappearance shall be immediately assigned to the Homicide Unit.*

Missing Person Investigations

Missing persons returned or located.

- Investigating officers shall personally *and physically* identify the individual upon return and promptly complete an RMS supplement report. *Local returns shall never be completed by telephone verification only.* Officers shall request foreign police agencies to *physically* verify the returned missing person if the person is located outside of the Division's jurisdiction. The report shall state whether the person returned of their own volition or was located in some other manner and, the place where the person was found

Missing Person Investigations

- *An “Endangered/Elderly Adult” found wandering, confused and unable to furnish identification shall be taken to the nearest hospital, where hospital records may have information from prior visits for evaluation and treatment. The Message Center shall be contacted and provided with all available information to place the person on the Hospital List.*

Missing Person (Child) Investigations

The majority of the above procedures apply to missing person juvenile with the following additions:

Definition: Missing Person (Juvenile) is any person under the age of 18 years who is missing for any reason, especially if the absence is under circumstances inconsistent with well established patterns of behavior or who is missing from their zone of comfort/safety (i.e. a crib or stroller in the case of an infant, a backyard for a toddler, or home/school route for a school aged child).

The Division shall make all attempts as appropriate to utilize programs such as *the Ohio Missing Child Alert*, Amber Alert, Cleveland Missing Child Alert, Police and Community Alert, A Child is Missing, and Truckers Helping to Recover Ohio's Missing Children.

Missing Person (Child) Investigations

General Responsibilities of Investigating Officer(s)

- *The reporting person shall be advised to immediately contact the Division of Police to report the return of a missing juvenile.*

Missing Person (Child) Investigations

When a juvenile is reported missing

- *Search procedures where the missing juvenile is a child under 14 years of age or an endangered juvenile, a supervisor shall be notified to respond to the scene. Upon receipt of basic reporting information a physical search shall immediately commence for the missing juvenile.*

Missing Person (Child) Investigations

Supervisor/Responding Officer Responsibilities

- *A supervisor shall respond to all instances of missing juveniles with the exception of non-endangered juveniles between 14 and 18 years of age (i.e. where the totality of the circumstances indicate a habitual runaway). A CCS supervisor shall ensure that the assignment meeting the above criterion is coded a Priority One and that a district supervisor is responding to the scene.*
- *If the juvenile under 14/endangered juvenile is not located within two hours after arrival on scene, the investigating supervisor shall request that CCS contact the District Commander and Public Information Officer (PIO).*

Missing Person (Child) Investigations

Missing Child Alert Criteria:

- It is confirmed that the individual is missing.
- *The missing juvenile is under 14 years of age, or age 15 to 18 years and considered endangered.*
- The disappearance of the juvenile poses a credible threat of immediate danger of serious bodily harm or death to the individual.
- There is sufficient descriptive information about the juvenile and the circumstances surrounding the juvenile's disappearance to indicate the activation of the alert will help locate the individual.

Missing Person (Child) Investigations

For all reports of missing juveniles the investigating officer shall contact:

- The juvenile's school when applicable.
- The Juvenile Detention Center.

Missing Person (Child) Investigations

Additional Missing Juveniles Procedures

- **Amber Alert – NORTHERN OHIO AMBER ALERT.**
- **A Child is Missing (ACIM)** - this program is a free telemarketing service delivering a large volume of customized recorded phone messages to a community during the first few crucial hours a juvenile is missing.

Missing Person (Child) Investigations

Truckers Helping to Recover Ohio's Missing Children was developed in conjunction with the Attorney General's Office, The Ohio Trucking Association, and private trucking companies. It is a tool to obtain additional help in locating a missing child. To utilize this program:

- The following criteria must be met in ALL situations:
 - A missing person report has been filed with law enforcement
 - The child has been entered into LEADS/NCIC
 - The child is under 18 years of age

Missing Person (Child) Investigations

- In addition, the child must fall into one of the following categories:
- Stranger/Non-family Abductions - AMBER alert criteria must be met.

Missing Person (Child) Investigations

- Family Abductions - one or more of the following conditions must be met.
 - Abduction by non-custodial relative (other than non-custodial parent).
 - Abduction by non-custodial parent who has a criminal record or outstanding warrant(s) for their arrest.
 - Abduction by non-custodial parent where there is reason to believe that flight to another city or state is a probability.
 - Abduction by a non-custodial parent where foul play is suspected.
 - Abduction by a companion of a custodial or non-custodial parent or relative.

Missing Person (Child)

Investigations

- Endangered Juvenile - one or more of the following conditions must be met.
 - Child is believed to be out of the safety zone appropriate for his or her age and developmental stage.
 - Child is mentally incapacitated.
 - Child is drug dependent, including prescription medicine or illegal substances, and the dependency is potentially life threatening.
 - Child was missing from home for more than 24 hours before being reported to police.
 - Child is believed to be in a life-threatening situation.
 - Child is believed to be in the company of adult(s) who could endanger the child's welfare.
 - Child's absence is inconsistent with their established patterns of behavior and cannot be readily explained.
 - Child's absence was prompted by Internet involvement.
 - Other circumstances that would lead to a belief that the child is at risk.

Missing Person (Child)

Investigations

Lost or Endangered Missing Children - any lost or missing child who was reported as being last seen alone and where circumstances are suspicious.

- Procedures:
 - A supervisor must determine whether all the criteria for utilization are met.
 - The supervisor shall contact the Ohio Missing Children Clearinghouse via CCS to request that the call be made and identify for the Clearinghouse the scope of the search (City, County, and Region). The supervisor shall then fax the Call to Truckers Helping to Recover Ohio's Missing Children Report and a picture of the missing person if available.
 - Once a child is located the Clearinghouse (telephone number available from CCS) must be notified so they can contact the applicable trucking companies.

Missing Person (Child) Investigations

- *All cases of missing juveniles that are still unresolved after 12 months shall be assigned to the Homicide Unit. All cases of missing juveniles where there are indications of violence related to the juvenile's disappearance shall be immediately assigned to the Sex Crimes/Child Abuse Unit. If the indications of violence suggest serious physical harm or death, then the case shall be immediately assigned to the Homicide Unit. The Deputy Chief of Special Operations shall be the final arbiter in determining the assignment of such cases.*

Missing Person (Child) Investigations

- *Officers finding a juvenile outside of the juvenile's age appropriate comfort zone (abandoned infant, also refer to definition in section I[A]) shall take that juvenile into custody. The first priority is to determine if medical care is warranted. Officers shall then make every effort to reunite that juvenile with that juvenile's parent or guardian. If efforts to return the juvenile are unsuccessful, then County Children and Family Services shall be contacted for further action. Officers shall also contact Children and Family Services if, based upon the totality of the found juvenile's circumstances, there is evidence to suggest abuse or neglect. In all such instances, appropriate reports shall be completed to document the incident.*

Missing Persons Investigations

- Questions ?