	ANDOVER POLICE DEPARTMENT GENERAL ORDER	Number: O2521
		Page: 1 of 11
		Distribution: All
Title: MISSING PERSON-CHILD		Section: Investigations
Issued: 09/15/2010	Effective: 09/22/2010	Revised: 10/02/2013
Rescinds: All Previous	Amends:	
CALEA References: 41.2.6a,b,c,d,e,f		
Review: Annual	Authority: Chief Michael A. Keller	

I. Purpose

The purpose of this General Order is to establish responsibilities and guidelines for this agency's response to reports of missing children.

II. Policy

It is the policy of this agency to expeditiously respond to and thoroughly investigate all reports of missing children. A child who is missing under "unusual circumstances" shall be considered "at risk" until sufficient information to the contrary is confirmed.

III. Definitions

A. **Missing Child:** This term refers to a person who is (a) younger than eighteen years of age and (b) whose whereabouts is unknown to his or her parents, guardian or responsible party under circumstances that are not customary for the child or that would cause reasonable concern.

B. **Unusual Circumstances:** For purposes of this General Order, the term "unusual circumstances" refers to a missing child who is thirteen years of age or younger, or any person under the age of 18 whose disappearance involves circumstances that would cause a reasonable person to conclude that the child should be considered at risk. Those circumstances could include the child being:

1. Out of the zone of safety for his or her age and developmental state;
2. Mentally incapacitated (e.g. developmentally disabled or emotionally disturbed);
3. Medically dependent (e.g. insulin dependent);
4. Drug involved;
5. A potential victim of foul play or sexual exploitation;
6. In a life threatening situation;
7. Reported to the police as missing after a delay on the part of the parents, guardians, or other responsible person;
8. Believed to be with adults or juveniles who could endanger his or her welfare; and/or;
9. Absent under circumstances inconsistent with established patterns of behavior.

C. **Zone of Safety:** The distance a child could travel from the location where last seen before he or she would most likely be at risk of injury or exploitation based on the child's age, developmental stage, and related matters.

IV. Regulations

(This section intentionally left blank)

V. Procedures

A. Responsibilities of the Call Taker

A call taker who receives the report of a missing child is responsible for ensuring that appropriate information is collected to assist the responding officer. This includes but may not be limited to the following:

1. In any report of a missing child an officer will immediately be dispatched and the call be given high priority status.
2. Collect essential information from the caller to transmit appropriate radio alerts providing descriptive information about the child, where the child was last seen, and any information concerning potential abductors and their means and direction of travel.
3. Inform the parent or guardian that they should not disturb or tamper with the home, school, or location where the child might have been or any of the child's belongings.
4. Where possible and appropriate, search police agency records for information that may facilitate the search and investigation. These include but are not limited to records that establish whether incidents have been reported in the vicinity that may have some bearing on the case, including but not limited to:
   a. Complaints of attempted abductions, prowlers, public lewdness, and suspicious persons.
   b. Residents in the vicinity of the missing child's home or place last seen who are designated as sexual or violent offenders.
   c. History of household abuse or domestic violence calls.
   d. Criminal history of family members or others at the child's home address.
   e. Runaway reports on the child or siblings.
   f. Juvenile delinquency reports of the child or siblings.
5. Safeguard all pertinent records for future investigative reference, to include communications related to the incident, written notes, radio broadcasts, and all subsequent notifications.

Rev. 01082013

6. Broadcast known details, **on all law enforcement communication channels**, to other patrol units, other city departments (e.g. fire, public works, street, park, etc.), and surrounding law enforcement agencies immediately. It is not necessary to wait for the responding officer to authorize the broadcast. If necessary, use the NLETS/KCJIS telecommunication network to directly alert other agencies. Information broadcasted should include (41.2.6c):
   a. Descriptive information about the child;

b. Where the child was last seen;
c. Information on potential abductors and their means and direction of travel.

7. When instructed by a supervisor, activate the America's Missing: Broadcast Emergency Response (AMBER) Alert or other immediate community notification system (e.g. A Child is Missing, Alert Andover, etc.).
8. Ask the parents to stay in place until police personnel arrive.
9. In cases involving unusual circumstances, the Communications Officer will immediately contact the Communications Supervisor who will make arrangements for an additional Communications Officer to respond to the police department.

B. The First Responder

The officer assigned as the first responder to the incident should prioritize and perform as appropriate the following tasks (Use APD FORM 13 – Missing Child Checklist):

1. Unless acting in direct response to the child's safety, respond directly and promptly to the individual who made the initial report.
2. If circumstances warrant, consider activating in-car mobile video recorders when approaching the scene to record vehicles, people, and anything else of note for later investigative review.
3. Irrespective of any search that may have been conducted previously by parents or others, verify that the child is missing by conducting a consensual search of the house and grounds to include places where a child could be hiding, trapped or asleep.
4. Conduct interviews with parents or other persons who made the initial report in order to gain insight into the circumstances surrounding the disappearance and gather other information needed to conduct an initial assessment of the case.
5. Obtain a detailed description of the missing child, several recent photographs, any recent videotapes, Ident-A-Kid data, etc.
6. Confirm the child's custody status, whether a custody dispute or similar problem exists between the parents, whether a restraining order is in effect, or if the child has expressed an interest in living with the non-custodial parent.
7. Determine when, where and by whom the child was last seen; interview those who last saw the child.
8. Secure and safeguard the incident scene or place last seen as a potential crime scene. Where possible, take photographs and/or videotape of the incident scene and ensure that personnel do not tamper with potential evidence.
9. Identify any areas of the incident scene or the home that have been disrupted since the child's disappearance. In particular, the child's bedroom, bed, clothing and related areas and items should be secured and protected until evidence and identification material such as hair, fingerprints, bite marks, etc. can be collected.

10. Identify the zone of safety for the child's age and developmental stage.
11. Based on the available information, make an initial determination of the type of case (i.e. nonfamily abduction, family abduction, runaway or lost, injured or otherwise missing), the need for additional resources, and whether the incident should be initially classified as "unusual" as defined in this General Order.
12. If the child was abducted, obtain a description of the abductors if available, the mode of travel, vehicle description, and related information and transmit to Communications. If the abductor is a family member, obtain photographs of the suspect.
13. Evaluate whether the circumstances of the child's disappearance meet AMBER Alert criteria and/or other immediate community notification protocol (e.g. A Child is Missing, Alert Andover, etc.). Discuss plan activation with supervisor.
14. Determine the correct NCIC Missing Person File category – disability, endangered, involuntary, juvenile, or catastrophe – request that communications or other authorized personnel promptly enter this into the NCIC missing person file within two hours of report receipt. Family abductions are normally entered "involuntary" absent aggravating circumstances, and non-family abductions are normally entered as "endangered." Officers are encouraged to consult the NCIC manual for the correct classification of entry.
15. Relay detailed descriptive information to Communications for broadcast updates.
16. Determine the need for additional personnel and supervisory staff. Supervisory staff, up to and including the Chief of Police, will be notified in cases initially classified as "unusual."
17. Brief and bring up-to-date all additional responding personnel.
18. Identify and separately interview everyone at the scene. Make sure their interview and identifying information is properly recorded. To aid in this process, if possible, take pictures or record video images of everyone present. In-car mobile video recorders or officer worn body cameras may be helpful in this task.
    a. Note name, address, home/business telephone numbers of each person;
    b. Determine each person's relationship to the missing child;
    c. Note information each person may have about the child's disappearance;
    d. Determine when/where each person last saw the child;
    e. Ask each one, "What do you think happened to the child?"
    f. Obtain names/addresses/telephone numbers of the child's friends/associates and other relatives and friends of the family.
19. A thorough home search should be conducted even if the child's disappearance occurred elsewhere. Obtain written permission to conduct the search and, with the assistance of additional personnel, search the residence, out building, and other structures, vehicles, and related property.

20. Inquire if the child had access to the Internet and evaluate its role in the disappearance.
21. Ascertain if the child has a cellular telephone or other electronic communication device. If so, take immediate steps to trap and trace the location of the telephone using GPS or other technology.
22. Extend search to surrounding areas including vehicles and other places of concealment. Treat areas of interest as potential crime scenes.
23. Determine if surveillance or security cameras in the vicinity may have captured information about the child's disappearance.
24. Interview other family members, friends/associates of the child, and friends of the family to determine when each last saw the child and what they think happened to the child.
25. Review offender registries to determine if individuals designated as sexual predators live, work, or might otherwise be associated with the area of the child's disappearance.
26. Prepare flier/bulletin with the child/abductor's photograph and descriptive information. Distribute in appropriate geographic regions.
27. Prepare a written report to include a chronological account of actions taken and information obtained from point of contact to relief.

Rev. 10022013

28. Officers shall provide the reporting person a victim and witnesses of crime pamphlet with their name and the case number which shall include the contact information for the National Center for Missing and Exploited Children.

C. Supervisor's Responsibilities

Where a child is missing under unusual circumstances, a supervisor will ensure that the following measures are taken:

1. Obtain a briefing from the first responding officer and other personnel at the scene sufficient to determine the scope and complexity of the case and develop an appropriate response. Conduct the briefing away from family, friends, and other involved individuals.

Rev. 10022013

2. A supervisor shall request the on call detective and notify the Duty Chief. The Duty Chief will notify the Chief of Police and should respond to the scene.
3. Decide if circumstances of the child's disappearance meet the protocol in place for activation of an AMBER Alert and/or other immediate community-notification systems.
   a. In order for an Amber Alert to be issued, all of the following questions must be answered "yes:"
      - Is the child believed to have been abducted?
      - Is the child 17 years of age or younger?
      - Is there reason to believe the child is in imminent danger of serious bodily injury or death? and

- Is there information to disseminate to the general public which could assist in the safe recovery of the victim or the apprehension of a suspect?

b. To issue an Amber Alert submit the electronic AMBER Alert Information form through the secure KCJIS website, or contact the Kansas Bureau of Investigation dispatcher at 1-800-KSCRIME.

4. Ensure that the first responder responsibilities, as outlined in the foregoing section, have been fully and properly carried out.
5. Determine if additional personnel and resources are needed to assist in the investigation to include assistance from, but not limited to:
   a. Kansas Highway Patrol or Kansas Bureau of Investigation;
   b. Butler County Sheriff's Office;
   c. Wichita Police Department;
   d. Federal Bureau of Investigation;
   e. Specialized units (Helicopter, Internet Crimes Against Children Task Force, CERT, Mounted Patrol, etc.);
   f. The National Center for Missing and Exploited Children (NCMEC) ALERT/Team Adam.
6. If necessary establish a command post to assist in field management of the search and investigation. Generally, the command post should be away from the child's residence.
7. Coordinate a canvass of the neighborhood as soon as possible to identify and interview residents and others in the area (APD FORM 14 – Neighborhood Canvass). Identify all vehicles parked within the neighborhood (APD FORM 15 – Vehicle Canvass). Thorough consensual searches of area homes and vehicles should be attempted by law enforcement personnel, and the efforts and results documented.
8. Appoint a search operations coordinator to organize search efforts. Volunteers participating in the search effort should be identified and their information should be recorded for future reference. Determine whether tracking dogs are available and if they are appropriate for use under the immediate circumstances.
9. Appoint a media liaison officer if not yet on hand to deal with media inquiries and, if deemed appropriate, solicit media assistance in locating the missing child.
10. Appoint a leads management officer to prioritize leads and help ensure each one is reviewed and followed up on.
11. Ensure that all required notifications have been made to include, where appropriate, officers and investigative units of this agency, other law enforcement agencies, and available community resources.
12. Establish a liaison with the family who can explain police efforts and work with the family to uncover any information useful to the investigation.

13. Be available to make any decisions or determinations as they develop.

D. Investigator's Responsibilities

Where a case involves unusual circumstances as defined in this General Order, the assigned police investigator shall ensure that the following measures are taken:

1. Obtain a briefing from agency personnel at the scene.
2. Verify the accuracy of all descriptive information concerning the child, being alert to facts or statements that may conflict with those obtained by the first responder or supervisor.
3. Obtain general history of recent family dynamics from family members, neighbors, classmates, teachers, school counselors, and other persons who may have had close personal interaction with the child and/or family.
4. Conduct in-depth fact-finding interviews with all witnesses, friends or relatives of the missing child, teachers, classmates, or others who knew and/or routinely interacted with the child, placing particular emphasis on identifying any conflicting information offered by these or other individuals.
5. Review any records generated about the family or child from the police agency, social service agencies, schools, and related organizations or agencies.
6. Implement an agency system or other authorized means to record, cross reference, and retrieve information generated through the investigation. The system should be coordinated through the officer assigned to leads management.
7. Contact landfill management and request they segregate garbage and dumping containers from key investigative areas in cases where it is suspected there may be imminent danger to the missing child.
8. Reassess the need for additional resources and specialized services to include specialized search and rescue operations, state resources and federal agencies such as the FBI and the National Center for Missing and Exploited Children.
9. If the case is not resolved promptly, update descriptive records and those entered into state and federal missing persons databases to include dental characteristics, scars, marks and tattoos, fingerprints, and additional articles of clothing, jewelry, or possessions not previously itemized.
10. Determine whether polygraph examination is warranted and request such an examination where indicated for parents, guardians, or other persons as appropriate.
11. Establish a telephone hotline for receipt of tips and leads.
12. Monitor media relations to include review of all agency releases to the media to ensure that information is not released that will compromise the investigation.
13. Provide the family with whatever support is possible and appropriate. Provide them with a copy of the Family Survival Guide prepared by the Office of Juvenile Justice and Delinquency Prevention or contact the National Center for Missing and Exploited Children to have one sent to them via overnight mail.

E. Unidentified Children

An officer who is assigned to the report of an unidentified person who appears to be a child, whether living or deceased, is responsible for completion of the following tasks, among other responsibilities:

1. Obtain a complete description of the individual using standardized information gathering forms such as the NCIC Unidentified Person File Worksheet.
2. Enter the child's description into the NCIC Unidentified Person File.
3. Utilize available resources to identify the child, to include:
   a. National Center for Missing and Exploited Children (NCMEC);
   b. State missing and exploited children's clearinghouses; and
   c. Medical examiners' offices and organizations.
4. Once identification has been made, cancel all notifications.

F. Recovery and/or Case Closure

An officer assigned to the recovery or return of a missing child shall complete the following tasks, among their other responsibilities:

1. Verify the identity of the returned child as the missing child while assessing the child's safety and gathering available information about possible predators.
2. Conduct a forensic interview of the child, document the results of the interview, and involve the appropriate multidisciplinary team.
3. During the verification process, determine whether intervention services are needed to ensure that the child can safely remain in the home and ensure that arrangements are made for delivery of these services. These include but are not limited to mental health and/or physical health examinations and arrangements for family counseling.
4. Complete supplemental reports and cancel all outstanding notifications to include any NCIC Missing Person File entry. Supplemental reports should describe the child's activities while missing and the circumstances of the recovery/return.

G. Non-Family Abduction

In addition to the steps outlined previously, investigating personnel should consider the following steps in cases suspected of being non-family abductions:

1. Initial Investigation
   a. Assign an officer to the victim's residence with the ability to record and "trap and trace" all incoming calls. Consider setting up a separate telephone line or cellular telephone for agency use.
   b. Develop a profile of the possible abductor.
   c. In cases of infant abduction, investigate claims of home births in the area.
   d. Review records found in various law enforcement databases, including NLETS, for attempted abductions with case similarities.

2. Prolonged Investigation
   a. Reread all reports and transcripts of interviews.
   b. Revisit the crime scene.
   c. Review all potential witness/suspect information obtained in the initial investigation and consider background checks for anyone identified in the investigation.
   d. Review all photographs and videotapes.
   e. Reexamine all physical evidence collected.
   f. Determine if case file contains deoxyribonucleic acid (DNA) evidence from child and biological parent(s).
   g. Review child protective agency records for sexual exploitation/abuse reports about the child.
   h. Develop timelines and other visual exhibits.
   i. Re-interview key individuals.
   j. Interview individuals such as delivery personnel; employees of gas, water, electric, and cable companies; taxi drivers; post-office personnel; and garbage handlers.
   k. Critique results of the ongoing investigation with appropriate investigative resources.
   l. Arrange for periodic media coverage.
   m. Use rewards and crime-stopper programs.
   n. Contact NCMEC for photo dissemination, age-progression and other case assistance.
   o. Update NCIC missing person file as necessary.
3. Recovery/Case Closure
   a. Arrange for comprehensive physical examination of the victim.
   b. Conduct a forensic interview of the child, document the results of the interview, and involve the appropriate multidisciplinary team.
   c. Provide effective reunification techniques.
   d. Remove case from NCIC and other information systems.
   e. Perform constructive post-case critique.

H. Family Abductions

In addition to the steps outlined previously, investigating personnel should consider the following steps in cases suspected of being family abductions:

1. Initial Investigation
   a. Examine court records. To help ensure accuracy and current status of information, check with the issuing judge/clerk of that court.
   b. Conduct a background investigation on both parents.
   c. Provide tasks for left behind parent/guardian.
   d. Interview family and friends of the abductor.

e. Obtain and evaluate all information that may indicate location of the abductor.
f. Consider use of civil procedures such as Writ of Habeas Corpus (pick up order) and Writ of Assistance.
g. Confirm all civil orders imposed with the issuing judge or clerk of that court.
h. Coordinate the issuance of a civil bench warrant or, if necessary, a criminal arrest warrant for the abductor.
i. Coordinate the issuance of a family-court pickup order for the child.

2. Prolonged Investigation
   a. Once all civil remedies have been exhausted in interstate, domestic cases, secure a federal Unlawful Flight to Avoid Prosecution (UFAP) warrant if facts support issuance.
   b. Use informational sources such as credit bureaus, database systems, motor vehicle bureaus, and the Federal Parent Locator Service (FPLS, 42 USC 663), child support services to search for abductor(s) through identifiers such as Social Security Number, name and date of birth.
   c. Request US Postal Service authorities to provide change-of-address information and assistance in setting up a mail cover, when appropriate, on selected family members or friends of the abductor.
   d. Identify and evaluate other records about the abductor that may provide information such as employment records, occupational licenses, organization memberships, social interests, hobbies, and other lifestyle indicators.
   e. Assist left behind parent/guardian in missing child poster preparation and distribution.
3. International Abductions
   a. Contact the US Department of State and NCMEC for assistance in civil aspects of the abduction and potential for return of the child through legal and diplomatic channels.
   b. Seek information from Interpol concerning criminal proceedings against the abductor.
   c. Become familiar with customs and law concerning custody matters in the country in which the abductor may be retaining the child.
4. Recovery/Case Closure
   a. If recovery involves another state, ascertain what enforcement provisions are available through the state's Uniform Child Custody Jurisdictional Act or Uniform Child Custody Jurisdiction and Enforcement Act.
   b. Notify child protective services about the possible need for temporary shelter care until the left behind parent/guardian or investigator arrives.
   c. Execute civil habeas corpus or arrest abductor outside the child's presence if possible.

d. Conduct separate, thorough interviews of the child and abductor. Document the results of the interviews and involve the appropriate multidisciplinary team.
e. Provide effective reunification techniques.
f. Remove case from NCIC and other information systems.

I. Runaway Child

In addition to the steps outlined previously, investigating personnel should consider the following steps in suspected runaway cases:

1. Initial Investigation
   a. Check agency records for recent contact with the child.
   b. Review school records and interview teachers, other school personnel and classmates.
   c. Check contents of school locker.
   d. Evaluate whether Internet involvement may be a factor in the disappearance.
2. Prolonged Investigation
   a. Update initial NCIC entry by fully loading (i.e. packing) NCIC missing person file with all available information including medical and dental records.
   b. Consider upgrading NCIC category if facts warrant.
   c. Re-interview friends, classmates, and other information sources.
   d. Assist family members in the preparation and distribution of missing child posters.
   e. Consider a search of NCIC's Unidentified Person File, use of NCIC's Off Line Search capabilities, and notification of medical examiners by providing descriptive information and a photograph of the missing child.
3. Recovery/Case Closure
   a. Conduct a forensic interview of the child, document the results of the interview, and involve the appropriate multidisciplinary team.
   b. Use the Interstate Compact or other runaway return programs.
   c. Determine the need of a comprehensive physical examination for the child.
   d. Consider making and recording one-party consent telephone calls if the child discloses abuse or exploitation.
   e. Make child and family aware of community services to address any unresolved issues.
   f. Complete an agency report of the episode that may be promptly accessed and reviewed if the child leaves again.
   g. Remove the case from NCIC and other information systems.