

# WEST PALM BEACH POLICE DEPARTMENT

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## III-8 MISSING PERSONS

**EFFECTIVE: 10/01/2005**

CALEA Standards: 41.2.6, 46.2.5

CFA Standards: 21.01

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**I. POLICY:** The West Palm Beach Police Department has established guidelines for the reporting of missing persons, runaways, abducted persons, juvenile escapees, and juvenile absconders. Although it is not a violation of the law for a person to be missing or to run away, it is imperative that an investigation be conducted. The investigation is conducted to determine the status and well being of an individual who is missing from his or her present place of residence or who has failed to arrive at an expected destination within a reasonable period of time. This Department will not conduct investigations into those cases involving adults missing without unusual or suspicious circumstances or without foul play being suspected (e.g., long-lost relatives, adopted children seeking to locate his or her natural parents, adults trying to locate their previously adopted child, marital separations, or missing friends). Those persons wishing to locate persons who do not fit the criteria for a missing persons investigation will be directed to seek a private investigator. This Department will respect the privacy of those located adult missing persons who do not want their whereabouts divulged to individuals, as long as the person is of sound mind and the missing person has not broken the law.

## **II. DEFINITIONS:**

- A. Absconder (Juvenile) - Any child who leaves any place that he or she has been court ordered to. Note: This may include his or her home or any other place that is documented on the court order.
- B. Child - Any unmarried person less than 18 years of age alleged to be dependent or any married or unmarried person who is charged with a violation of law occurring prior to the time that person is 18 years of age.
- C. Committed (for the purpose of juveniles) - A juvenile who has been committed by the court to a Department of Juvenile Justice (D.J.J.) facility.
- D. Court Ordered (for the purpose of juveniles) - A juvenile who has been ordered by the court to reside at a particular place and/or receive treatment at a particular facility other than a D.J.J. facility.
- E. Disabled - A person who is physically or mentally incapacitated.
- F. Endangered - Anyone who is suicidal or in the company of another person who may cause harm to the person.
- G. Escapee (Juvenile) - Any child who has been lawfully committed to a D.J.J. facility or is under the control of a staff member of a D.J.J. facility and leaves without permission or escapes from custody.
- H. Involuntary - A person who is missing under and circumstances indicate the disappearance was not voluntary.
- I. Missing Person -
1. Any person, without first giving notice of his or her intention to leave, who resides within the West Palm Beach City limits and is missing from his or her usual place of residence.
  2. A person who is known to have been within the West Palm Beach City limits at the time of disappearance and is missing under unusual circumstances.
  3. A person missing from a different jurisdiction and believed to be within the West Palm Beach City limits when notification is received from another law enforcement agency.
- J. Runaway - Any juvenile who intentionally leaves his or her legal place of residence in order to be free of control or restraint without the consent of his or her parent or guardian.

K. Special Interest Codes (SPC) - Codes that are entered into NCIC/FCIC by Dispatch Operations at the direction of the investigating police officer/person. These codes will alert the officers who come in contact with a person who should be considered dangerous, violent or has a medical condition (Appendix A).

L. A Child is Missing' communication network - A not for profit organization which will provide immediate dissemination of pre-recorded information to a specific geographical area via telephone.

I. Amber Plan - The Florida Emergency Missing Child Alert is a program designed to broadcast critical information of a missing/abducted child believed to be in danger, using the Emergency Alert System (EAS), via radio and television.

### **III. MISSING PERSON REPORTS:**

A. There is no required waiting period before a person can make a missing person report.

B. Missing person reports will be accepted from anyone having pertinent information if the missing person fits into any of the following categories:

1. Missing under unusual or suspicious circumstances;
2. Foul play is suspected;
3. Psychiatric disorders, suicidal, despondent and/or depressed;
4. Physically or mentally challenged; or
5. Overdue travelers;

C. Any Sworn member may take a report of a missing person from a reporting party who is calling from outside the jurisdiction of the West Palm Beach Police Department and/or is unable to make the report in person because of distance, disability or other extenuating circumstances.

1. Give details why the person is being reported missing, including why the reporting party believes the person is missing under unusual or suspicious circumstances.

D. A member taking the initial report of a missing person will be responsible for ensuring the following information is included in the report:

1. Give details why the person is being reported missing, including why the reporting party believes the person is missing under unusual or suspicious circumstances.
2. The complete name (first name, middle name, surname) and, if applicable, aliases, maiden or former names. The correct spelling of these names should be verified.
3. The missing person's date of birth and means of verification.
4. F.S.S. requires that the City, County, and State of birth be obtained for all missing juveniles for entry into FCIC.
5. A complete physical description of the missing person, including any deformities and unusual or outstanding features, (e.g. tattoos, scars, or missing or chipped teeth.)
6. A complete clothing description, including any type of jewelry the missing person was wearing when last seen, etc.
7. Any type of identification papers the missing person would be likely to carry (e.g., driver license, driver license number, social security card or social security number, credit cards or credit card numbers, etc.)

8. The address and telephone number of the missing person and any addresses or locations he or she is known to frequent.
9. Names, addresses and telephone numbers of friends, relatives and associates.
10. Vehicles the missing person owns, drives, or may have access to.
11. If the missing person works, the name, address, and telephone number of the place of employment and the name of his or her supervisor. If the missing person attends a school, the name, address and telephone number of the school.
12. Attempt to obtain a recent photo of the missing person. The name and case number should be recorded on the back of the photo.
13. A copy of the missing persons report will be placed in the Missing Person/Runaway Folder. Any photographs of the missing person will be scanned into FCIC/CAD by Teletype personnel.
  - a. Attach the original photo to a copy of the report and leave in Teletype for CID, Missing Person Unit personnel.
  - b. Attach the scanned photo to a copy of the OIR and place in the missing persons folder, located on the podium in the Briefing room.
  - c. Teletype will print a copy of the photo for the officer.
    1. The officer will attach this printed photo to a copy of the OIR of the missing persons report and place these items in the Missing Persons folder located on the Briefing Sergeant's podium.
  - d. A copy of the report and original photo will be placed in the folder in Teletype for Missing Persons Unit personnel, who will return the photo to the reporting party.
  - e. Both folders will be maintained by personnel from the Missing Persons Unit in CID.
14. In the event the report is handwritten, the same procedure will be followed.
15. Attempt to obtain any dental records or a fingerprint card if readily available or information as to where those records can be obtained.
16. The location and time the missing person was last seen and, if available, the mode and direction of travel.
17. If the person was missing previously, obtain the previous case number(s) and the location(s) of recovery, if known.
18. Any habits or hobbies of the missing person,
19. Any suspicious or unusual circumstances surrounding the case (e.g., foul play suspected, person is armed, etc.)
20. Information about the reporting party as follows:
  - a. Complete name, (first, middle, last and aliases);
  - b. Date of birth;
  - c. Address; and
  - d. Telephone number or pager number (if none, then a telephone number of a neighbor, friend, or relative who can contact the reporting party immediately).

21. Supportive documentation should be obtained, if available, from the reporting party if it is alleged the person being reported missing is incompetent, court ordered to a facility, or has a disability.

22. Provide the names, addresses and telephone numbers of any and all known doctors, hospitals, and dentists who have examined or treated the missing person;

a. When a person has been reported missing and has not been located within 30 days after the initial report, the Missing Person's Unit will contact the reporting party and request the missing person's fingerprints and dental records. The agency will enter the prints and dental records into NCIC/FCIC for the purpose of comparing to records of unidentified living and/or deceased persons.

E. It is the responsibility of the member taking the initial report to notify a supervisor and/or the Criminal Investigation Division if any suspicious or unusual circumstances exist or foul play is suspected which may require immediate attention.

1. On duty personnel not otherwise engaged may be utilized to aid in a search for a missing person.

F. As soon as possible after gathering all available information, the member taking the initial report will:

1. Provide the case number to the reporting party and the Department's telephone number and instruct the reporting party to notify the Department of any new developments or if the person returns.

2. Request a control number from Dispatch Operations personnel. This control number will be written in the narrative portion of the report.

3. Broadcast a BOLO to West Palm Beach Police Department units, instruct Dispatch Operations to issue a BOLO to all Palm Beach County Law Enforcement Agencies and to any other agencies, counties, or states where it is thought the runaway/ missing person may be traveling to or through.

4. Contact his or her supervisor. The supervisor will either instruct the officer to respond to Dispatch Operations with the copy of the police report and picture or the supervisor will take the report to Dispatch Operations.

5. Instruct Dispatch Operations to enter all information into FCIC/NCIC including applicable Special Interest Codes.

G. The reporting member or supervisor who took custody of the report will place a copy of the Missing Persons Report in the Missing Persons/ Runaway Folder kept in the podium in the briefing room. Any scanned photographs of the missing person/runaway will be attached to this copy of the report.

#### **IV. LOST CHILD:**

A. The member assigned the call will be responsible for gathering information for a report as in a missing persons case and to initiate the following actions:

1. Immediately notify Dispatch Operations and a supervisor.

2. Determine if additional units or other assistance (e.g., divers, canine, helicopter, etc.) will be necessary to assist in the search.

3. Search the residence (e.g., closets, under beds) and the immediate area of the building where the lost child lives, if applicable.

4. It is the responsibility of the reporting member to instruct Dispatch Operations to broadcast a BOLO to West Palm Beach Police Department units, to all Palm Beach County Law Enforcement Agencies and to any other agencies, counties, or states where it is thought the runaway may be traveling to or through.

B. The supervisor will establish a command post from where he or she will direct the operation. The best location is the residence of the lost child.

C. Ascertain from the parent or reporting party if there is an ongoing divorce or any child custody issues involved.

D. If the child is lost in a shopping mall or other large structure, the officer should seek the assistance of security officers and employees of the structure who are familiar with the layout of the building(s).

**V. TO UTILIZE 'A CHILD IS MISSING':**

A. When an officer responds to a report of an endangered missing child ages 2 through 12, an elderly person, or a disabled person who fits the endangered person criteria, the officer will:

1. Contact their supervisor and inform them as to the facts of the case.

2. The supervisor will then contact a CID supervisor who will determine if using the 'A Child is Missing' service is warranted.

3. Once approval from the CID supervisor is obtained, either the on-scene supervisor or the CID supervisor will contact 'A Child is Missing'. (For current contact information, see appendix B).

4. The Communications Division will be notified that the 'A Child is Missing' network has been activated and told the facts of the incident by the reporting officer.

a. If necessary, the Communication Division will notify the PIO to contact the media.

b. All calls received from the use of 'A Child is Missing' shall be documented by the Communications Supervisor.

B. The division originating the initial report will broadcast a department wide e-mail of the case facts, prior to the end of that shift to include any calls received.

1. A copy of the original report along with the most recent photograph of the reported subject will be delivered to CID as soon as possible.

C. This service is not to be used for habitual runaways or other children who do not fit these criteria.

D. The use of alternate methods to locate the endangered missing person can be utilized as deemed appropriate by the Shift Commander or CID personnel.

**VI. 'FLORIDA AMBER ALERT PLAN':**

A.. When an officer responds to a report of an endangered missing child and the child fits the endangered person criteria, the officer will ensure the following three criteria must be met:

1. The child must be in danger of serious bodily harm or death;

2. There must be enough descriptive information to believe a broadcast will help;

3. The child is under 18 years of age.

B The officer will contact their supervisor and inform them as to the facts of the case.

1. The supervisor will respond to the scene, make contact with a CID supervisor, who will determine if using the 'Amber Plan' service is warranted.

2. The on-scene supervisor and CID supervisor will decide who will make the alert to the 'Florida Amber Alert Plan'. (For current contact information, see appendix B).

a. Alerts will only be conducted by a supervisor.

4. The Communications Division will be notified that the 'Amber Plan' has been activated and told the facts of the incident by the reporting officer.

a. If necessary, the Communication Division will notify the PIO to contact the media.

b. The Communication Supervisor will document all calls received from the alert.

B. The division originating the initial report will broadcast a department wide e-mail of the case facts prior to the end of that shift.

1. A copy of the original report along with the most recent photograph of the reported subject will be delivered to CID as soon as possible.

C. This service is not to be used for runaways, family abductions or other children who do not fit these criteria, unless the investigation determines the child's life is in immediate danger.

D. The use of alternate methods to locate the endangered missing person can be utilized as deemed appropriate by the Shift Commander or CID personnel.

**VII. RUNAWAYS:**

A. An officer must respond to the scene where the reporting party is located to take the information necessary to write a report of a runaway only when the person who ran away is a juvenile.

1. A runaway report may be taken from a parent or guardian or staff members from the various juvenile treatment and detention facilities throughout the City of West Palm Beach.

2. All runaways will be entered into the NCIC/FCIC System, as soon as possible after the report is taken and will remain active until their location and welfare can be ascertained and verified.

3. Pursuant to FSS, a child who is truant, fails to obey his or her parents, or is a runaway is not delinquent and cannot be lodged in a D.J.J. facility solely for any of these reasons.

B. A juvenile who has run away from a facility where he or she has been court ordered will be classified as a runaway/absconder.

1. In addition to the names, addresses, and telephone numbers of the child parent(s), all pertinent information should be obtained about the facility from which the child absconded.

2. The parent(s) of the absconding child should be contacted, provided with the case number, departmental phone numbers, and advised to contact the Department if the child returns home or the child is located.

3. The reporting officer will instruct Dispatch Operations to place in the remarks field of the NCIC/FCIC entry, "Juvenile court ordered to (place absconded from). Contact the Juvenile Assessment Center (JAC) if located, to include phone number of facility."

4. Any officer locating a juvenile who is a runaway/absconder should contact the Juvenile Assessment Center to ascertain if the absconder should be taken to JAC, returned to the place absconded from, or returned to a parent/guardian.

5. The facility where the juvenile absconded from may also be contacted to ascertain if the juvenile will be accepted back into that facility. The facility will be responsible for notifying the courts or other appropriate sources.

6. The juvenile may be turned over to the parent(s) or legal guardian, or Safe Harbor Runaway Shelter (Appendix B), if neither JAC nor the facility from which the juvenile absconded will accept the juvenile.
  7. Document within the narrative section of the initial report or supplemental report the names of those persons contacted at JAC and/or the facility which the juvenile absconded from.
- C. The same information and documents for any other missing person report will be requested and recorded in a runaway report.
- D. The reporting officer/person will instruct Dispatch Operations to broadcast a BOLO to West Palm Beach Police Department units, to all Palm Beach County Law Enforcement Agencies and to any other agencies, counties, or states where it is thought the runaway may be traveling to or through.
- E. The reporting officer/person will instruct Dispatch Operations of any special remarks that need to be entered, to include, but not be limited to, any suspicious circumstances, foul play suspected, any special interest codes (SPC) needed, or any other special instructions to be followed if and when the runaway is located.
- F. Copies of any teletype should be forwarded by Dispatch personnel to CID, Missing Persons Unit.
- G. The reporting officer may refer parents/ guardians to the Missing Children Information Clearinghouse (MCIC) (Appendix B) where a report can be filed in addition to the West Palm Beach Police Department report.
- H. The reporting officer should suggest that the parent/guardian assist in the investigation by checking train stations, bus terminals, airports, hospitals/clinics, etc., and to alert friends, relatives, and the school the runaway attends.
- I. The reporting officer should obtain information on any resources available to the runaway (e.g., bank accounts, cash on hand, credit cards, etc.)
- J. A copy of the Runaway Report will be placed in the Missing Person/Runaway Folder. Any photographs of the runaway will be scanned into FCIC/CAD by Teletype personnel.
1. Attach the original photo to a copy of the report and leave in Teletype for CID, Missing Person Unit personnel.
  2. Attach the scanned photo to a copy of the OIR and place in the missing persons folder, located on the podium in the Briefing room.

**VIII. PARENTAL ABDUCTION:**

- A. Because of the sensitive nature and exigent circumstances surrounding parental abduction cases, the assigned officer should seek guidance from his or her supervisor, CID, and/or the State Attorney's Office.
- B. The same type of information and documentation necessary for a missing person report will be recorded in a Parental Abduction and/or Child Custody Report.
- C. The assigned officer should obtain thorough and pertinent information on the suspected abductor parent or non-custodial parent or person.
- D. The reporting officer should personally review documents pertaining to the issue of custody and verify that custody papers in the possession of the reporting parent are authentic and valid.
1. If the custody papers are not certified or registered in Palm Beach County, the reporting parent should be referred to his or her attorney to set up an emergency hearing before a Circuit Court Judge, Civil Division, Family Court and/or contact the State Attorney's Office for any legal opinions.

E. Any officer having any legal questions about any matter relating to parental abduction should contact the State Attorney's Office. If the incident occurs after hours, the on-duty State Attorney may be contacted through the Palm Beach County Sheriff's Office.

F. The officer should attempt to make contact with the abductor parent to verify the child is with the abductor parent or if the abductor parent has knowledge of the child's whereabouts.

G. When the reporting officer has obtained information to suspect the child is endangered, the officer will call the Abuse Hotline (Appendix B) to report the incident.

1. Any officer coming into contact with a child believed to be in imminent danger has the lawful authority to take the child into custody until such a time the Department of Children and Families (D.C.F.) can be contacted and an investigation initiated.

2. D.C.F. will determine where the child should be placed once an investigation is initiated.

H. After the necessary legal documents are obtained, the officer will follow the guideline set forth described in III F, and

1. Make copies of the documents for the report; and
2. Have the abductor parent's name listed in remarks field of the entry.

I. The reporting parent should be referred to his or her attorney for civil action, if criminal prosecution is not desired. The child's name may still be entered into NCIC/FCIC even if criminal prosecution is not desired.

J. The Prosecutor may request FBI assistance to obtain a UFAP (Unlawful Flight to Avoid Prosecution) warrant if the abductor parent has left the state.

K. The Criminal Investigations Division will be responsible for the following:

1. The follow-up investigation;
2. Filing the case with the State Attorney's Office if criminal prosecution is desired by the reporting parent;
3. Ensuring the missing child is properly entered into NCIC/FCIC systems;
4. Having the MCIC Form completed by the reporting parent and sent to FDLE in Tallahassee along with a copy of the custody papers and a recent photo; and
5. Ensure the warrant for the abductor parent is properly entered into the NCIC/FCIC systems by the Palm Beach County Sheriffs' office.

## **IX. CRIMINAL ABDUCTION:**

A. The first officer on the scene should obtain preliminary information as follows:

1. Establish the type of incident;
2. Obtain descriptions of the suspect(s) and victim;
3. Obtain vehicle description (if any);
4. Ascertain direction of travel,
5. Instruct Dispatch Operations personnel to broadcast a BOLO to all West Palm Beach Police Units;

6. Instruct Dispatch Operations personnel to issue a BOLO to all Palm Beach County Law Enforcement Agencies and any other applicable cities, counties and/or states;
7. Notify a supervisor and the Criminal Investigation Division of the incident immediately after issuing the BOLO;
8. Ascertain if a ransom demand has been made or if there has been any contact with the abductor(s);
9. Conduct or coordinate a neighborhood canvass to locate witnesses and gather information;
10. Conduct a preliminary interview of all persons in the area at the time the incident occurred; and
11. Have the abducted person entered into the NCIC/FCIC systems as soon as pertinent information is obtained.

B. The Criminal Investigation Division will complete the following:

1. If the victim is a child contact MCIC for immediate assistance and complete the necessary MCIC form;
2. Conduct a follow-up investigation;
3. The assigned officer should obtain and record the same information and documents as he or she would in a Missing Persons Investigation Report.

**X. ESCAPEE FROM A JUVENILE FACILITY:**

A. A juvenile can only be classified as an escapee when he or she leaves a D.J.J. facility, or the control of a staff member of a D.J.J. facility to which he or she has been committed.

B. The reporting officer will classify the report as a "Runaway/Escapee."

C. The report will contain thorough information as in any other Missing Persons Report in addition to the following:

1. Name and title of the reporting staff member;
2. The date and charges for which the juvenile was committed to D.J.J. and the appropriate D.J.J. department or employee to contact for follow-up;
3. Names, addresses, and telephone number(s) of the runaway/escapee's parents;
4. Whether the runaway/escapee's parents were notified, and if so, by whom;
5. The control number for the runaway/ escapee's entry into NCIC/FCIC; and
6. That the runaway/escapee should be taken to a juvenile detention center when located.

D. The officer will complete the following:

1. Instruct Dispatch Operations personnel to enter each runaway/escapee into the NCIC/ FCIC system with the following noted in the remarks area: "PC exist for escape from a juvenile facility; request for detention on file, P.B.C. JAC, hold & call JAC."
2. Instruct Dispatch Operations personnel to broadcast a BOLO to all West Palm Beach Police units and to issue a teletype to all Palm Beach County Law Enforcement Agencies and any other agencies, counties or states where the runaway/escapee lives or may go.

3. If the runaway/escapee is not taken into custody, place a copy of the Arrest Report and Probable Cause Affidavit in the "Wanted Folder" in lieu of a Hot Sheet with the notation: "Original copies of the Arrest Report and Probable Cause Affidavit sent to the State Attorney's Office via Court Liaison (date you sent it). If located, lodge at the Juvenile Assessment Center."

4. A copy of the "Runaway/Escapee" report will be placed in the Missing Person/Runaway Folder. Any photographs of the "Runaway/Escapee" will be scanned into FCIC/CAD by Teletype personnel.

a. Attach the original photo to a copy of the report and leave in Teletype for CID, Missing Person Unit personnel.

b. Attach the scanned photo to a copy of the OIR and place in the missing person's folder, located on the podium in the Briefing room.

c. A scanned copy of the photograph can be attached to the Arrest Report and Probable Cause Affidavit, when completed.

#### **XI. MISSING PERSONS/RUNAWAY FROM OTHER LAW ENFORCEMENT JURISDICTIONS:**

A. Any officer who locates a missing person/runaway from another jurisdiction will complete Recovered Missing Person/Runaway Report.

B. The report will contain the agency's name, address, telephone number, and the name of the officer who was spoken to from the reporting agency.

C. If the located missing person is an adult who does not want his or her location to be made known, and the person appears to be of sound mind and has not committed any violations of the law, the West Palm Beach Police Department will respect his or her privacy. This will be documented in the narrative section of the Offense Incident Report. The originating agency will be contacted by teletype or telephone regarding the location, but will be advised the located missing person does not wish their whereabouts to be divulged.

D. When an officer is requested to assist in locating a missing person or runaway from another jurisdiction, but can not locate the person, the information regarding the assist will be documented in a report or in the remarks section in CAD. The requesting agency will be teletyped or telephoned and notified of the results of the assist by Dispatch Operations personnel.

#### **XII. DISPATCH OPERATIONS RESPONSIBILITIES:**

A. Obtain all necessary information from the reporting officer to ensure the missing person/runaway is properly entered into the NCIC/FCIC systems. This information should include any special remarks, names, telephone numbers and addresses of who to contact if located, and where the recovered person should be taken if located.

B. Broadcast a BOLO to all on-duty West Palm Beach Police Department units about all runaways and missing persons.

C. Issue a teletype BOLO to all Palm Beach County Law Enforcement Agencies and to other law enforcement agencies in other counties or states, if applicable to the case or upon request of the reporting officer. A copy of the teletype should be sent to the Missing Persons Detective in CID.

D. Provide the reporting officer with a control number.

E. Enter missing person/runaway into NCIC/ FCIC system utilizing any Special Interest Codes (SIC) pertinent to case facts.

F. After completing entry into FCIC/NCIC, a person's query will be initiated, compared to actual information, and forwarded to CID Missing Persons Detective.

G. Complete an NCIC/FCIC Cancellation Supplement Form on any cancellation information either telephoned or teletyped to the West Palm Beach Police Department, providing sufficient verification of who the canceling party is can be obtained. All unverified information should be forwarded to CID, with special attention to the Missing Persons Unit with adequate information to follow-up.

H. Notify the Criminal Investigation Division if cancellation information is received on a case where foul play or suspicious circumstances exist or if the missing person is found dead.

I. Broadcast to West Palm Beach Police Department units the cancellation information on all runaways and missing persons.

J. Issue a BOLO cancellation teletype to all agencies, counties, or states originally issued a BOLO. A copy of that cancellation teletype should be sent to CID, attention: Missing Persons Unit.

K. Provide a copy of the entry cancellation to the Missing Persons Unit.

**XIII. REFERENCE:**

- F.S.S. CH. 937 Missing Person Investigations.
- SOP # III-18 Supervisor Notification.

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**Delsa R. Bush, Chief of Police**

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Job Title Task Files: Dispatch Operations, Supervisor, Persons Squad Detective (Missing Persons)

### Appendix A

It is the member's responsibility to advise the Dispatch Operations personnel the following information to be entered into the Missing Persons file. This information will alert the receiving agency of a special medical condition of the Missing person or possible immediate danger to the apprehending officer. The warning will appear in high lights on the screen so Dispatch Operation's personnel can warn the member of possible danger.

\*\*\*MISSING PERSON\*\*\* ARMED AND DANGEROUS\*\*\*\*\*

In order to enter a Missing Person into NCIC/FCIC members must first advise Dispatch Operations which of the following 5 (five) primary categories the Missing Person is classified under.

#### Primary Categories

A. Disabled- A person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger.

B. Endangered- A person of any age who is missing and in the company of another person under circumstances indicating that his/her physical safety is in danger.

C. Involuntary- A person of any age who is missing under circumstances indicating that the disappearance was not voluntary, i.e., abduction or kidnapping.

D. Catastrophe Victim- A person of any age who is missing after a catastrophe.

E. Other- A person who is missing and declared un-emancipated as defined by the laws of his or her state of residence and does not meet any of the Message criteria set forth in a ,b, c, or d.

Additional categories:

S - Abducted by a stranger.

R - Runaway.

N - Abduction by a non-custodial parent.

Additional information codes:

00- Armed and Dangerous

05- Violent Tendencies

10- Martial Arts Expert

15- Explosives Expertise

20- Known to Abuse Drugs

25- Escape Risk

50- Heart Condition

55- Alcoholic

60- Allergies

65- Epilepsy

70- Suicidal

80- Medication required

85- Hemophiliac

90- Diabetic

01-Other

## Appendix B

A. Abuse Hotline- 1-800-96-ABUSE or 1-800-962-2873 Law Enforcement only number, 1-866-LE-ABUSE (1-866-532-2873).

B. 'A Child is Missing'- A not for profit organization which will provide immediate dissemination of pre-recorded information to a specific geographical area via telephone. Contact numbers 954-763-1288- or toll free 888-875-2246 for assistance.

C. Amber Plan - The Florida Emergency Missing Child Alert is a program that is designed to broadcast critical information of a missing, abducted child believed to be in danger, using the Emergency Alert System (EAS), via radio and television. To activate the Amber Plan contact the Florida Department of Law Enforcement (FDLE) Missing Children Information Clearing House (MCIC) at 1-888-356-4774. Tell the person answering the phone that you have a child abduction and want to activate the Florida Amber Plan.

D. Department of Children and Families (D.C.F.) - Intake - Parents/guardians of children who are status offenders (ungovernable, repeat runaways, and any other non-delinquent problems) can be referred to D.C.F. A D.C.F. worker may be assigned to assist the parent/guardian with the matters.

E. Missing Children Information Clearinghouse - Florida Department of Law Enforcement, (1-888-356-4774 or 850-488-5224) M.C.I.C. can assist a parent/or guardian with any missing child, runaway or parental kidnapping case. M.C.I.C. will assist law enforcement and the parent/guardian in the investigation and location of missing children.

F. National Center for Missing and Exploited Children - 9176 Alternate AIA, Lake Park, (561-848-1900). They will work in conjunction with a law enforcement agency in trying to locate a missing child.

G. Operation Home Free - The Greyhound Bus Corporation, in conjunction with the International Association of Chiefs of Police (IACP), has established a program which will provide free transportation home to indigent runaway juveniles who voluntarily request such passage. A law enforcement official or a Florida Department of Health and Rehabilitative Services (HRS) can escort a child to the bus terminal after the originating agency verifies that the child is a runaway and that a release has been signed by the parent or legal guardian. All questions and requests for assistance should be directed to the National Runaway Switchboard, 1-800-621-4000.

H. Quality Inn Program - The Quality Inn Corporation, in conjunction with the National Center for Missing and Exploited Children (NCMEC), has established a program which will provide a free room for a parent or legal guardian of a missing child any time it is necessary in accomplishing the recovery of the missing child. Contact NCMEC at 1-800-843-5678 for assistance.

I. Safe Harbor Runaway Shelter - (561-833-2400). Safe Harbor can provide shelter to a runaway for any jurisdiction for up to two weeks. The shelter also has counseling for the runaway and the child's parents(s) or legal guardian(s).

J. Salvation Army Missing Persons Service - Southern Territorial Headquarters - Atlanta, Georgia (404-873-3105). The purpose of this service is to reunite persons who wish to find each other. Usually applications are accepted only for those seeking to locate immediate family members (e.g., mother/father, son/daughter, brother/sister). This service does not include individuals seeking friends; persons behind in debts, alimony or child support; runaways - minors under 18 years of age; adopted children seeking their natural parent(s); genealogical searches; or custody issues.