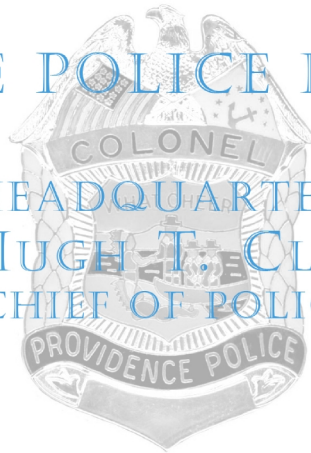


PROVIDENCE POLICE DEPARTMENT

HEADQUARTERS
COLONEL HUGH T. CLEMENTS, JR.
CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	330.10	10/05/2012	10/07/2012
SUBJECT TITLE	PREVIOUSLY ISSUED DATES		
Missing Persons	Supersedes: G.O #24, Series 1992; G.O. #48, Series 1995; G.O #31, Series 1996		
REFERENCE	RE-EVALUATION DATE		
CALEA 41.2.4 – 41.2.7	10/07/2015		
SUBJECT AREA	DISTRIBUTION		
Law Enforcement Operations	All Personnel		

PURPOSE

The purpose of this policy is to establish responsibilities and procedures pertaining to the investigation of missing person complaints reported to the Providence Police Department.

POLICY

It is the policy of the Providence Police Department that all missing person complaints be given full consideration and attention by agency personnel. It is imperative that the facts and circumstances of all missing person complaints be accurately recorded and carefully investigated.

All missing person complaints which exhibit unusual or extenuating circumstances shall result in a high priority response by this agency. Such cases shall be entered into the NCIC Database within two (2) hours of receipt, and accurate broadcasts containing pertinent information shall be quickly disseminated to agency personnel and to outside agencies.

DISCUSSION

The National Crime Information Center's (NCIC) Missing Person File was implemented in 1975. Records in the Missing Person File are retained indefinitely, or until the individual is located or the record is canceled by the entering agency. The Missing Person File contains records for individuals reported missing who:

1. Have a proven physical or mental disability;

2. Are missing under circumstances indicating that they may be in physical danger;
3. Are missing after a catastrophe;
4. Are missing under circumstances indicating their disappearance may not have been voluntary;
5. Are under the age of 21 and do not meet the above criteria; or
6. Are 21 and older and do not meet any of the above criteria but for whom there is a reasonable concern for their safety.

The National Child Search Assistance Act of 1990 (NCSA), 42 U.S.C. 5779 (Reporting Requirements), and 42 U.S.C. 5780 (State Requirements) require that local, state and federal law enforcement agencies:

1. Ensure that no law enforcement agency within the State establishes or maintains any policy that requires the observance of any waiting period before accepting a missing child or unidentified person report;
2. Ensure that no law enforcement agency within the State establishes or maintains any policy that requires the removal of a missing person entry from its State law enforcement system or the National Crime Information Center computer database based solely on the age of the person; and
3. Provide that each such report and all necessary and available information, which, with respect to each missing child report, shall include:
 - a. The name, date of birth, sex, race, height, weight, and eye and hair color of the child;
 - b. The date and location of the last known contact with the child; and
 - c. The category under which the child is reported missing;

is entered within 2 hours of receipt into the State law enforcement system and Crime Information Center computer networks and made available to the Missing Children Information Clearinghouse within the State or other agency designated within the State to receive such reports; and

4. Provide that after receiving reports as provided in paragraph (2) above, the law enforcement agency that entered the report into the National Crime Information Center shall:
 - a. No later than 60 days after the original entry of the record into the State law enforcement system and National Crime Information Center computer networks, verify and update such record with any additional information, including, where available, medical and dental records;

- b. Institute or assist with appropriate search and investigative procedures; and
- c. Maintain close liaison with the National Center for Missing and Exploited Children for the exchange of information and technical assistance in the missing children cases.

PROCEDURE

I. MISSING PERSONS, GENERALLY

- A. There is no waiting period that must be observed before a report of a missing person may be filed with the Providence Police Department.
- B. Only sworn Department personnel may take missing person reports by telephone or by meeting with complainants in-person. However, a patrol officer shall be dispatched to the location from where the victim is thought to be missing; and shall also meet with the complainant whenever practicable.
- C. The presence of any unusual or extenuating circumstances in a missing person case signals the need for immediate commencement of investigative actions and search activities, such as when the missing person:
 - 1. Is believed to be outside of their zone of safety as determined by their age, developmental stage, or the nature of any physical or mental handicaps which they may possess.
 - 2. May be suffering from a diminished mental capacity due to illness, injury, impairment, or the influence of alcohol or narcotics.
 - 3. May be suffering from medical conditions that are potentially life-threatening if left untreated or unattended.
 - 4. May be a potential victim of foul play.
 - 5. May be suffering from behavioral problems and/or may have demonstrated the potential for suicide or for harming others.
 - 6. May be the victim of a natural or man-made catastrophic event.
 - 7. Is either believed to be in the company of persons who may endanger their well-being, or when there is a reasonable concern for the missing person's safety.
 - 8. Is a child or juvenile, defined as any person under 18 years of age.

- a. Exception: See Section V, Group Home Procedures, for criteria pertaining to missing juveniles who reside in group homes.
- D. When missing persons cases are taken in the field, the District Sergeant shall be notified as soon as possible so that a determination can be made regarding the appropriate course of action. Cases involving an adult where no unusual or extenuating circumstances exist; or which involve a juvenile:
 1. Who is classified as a habitual runaway; and
 2. Who resides outside of a group home environment; and
 3. Where no other unusual or extenuating circumstances exist;shall be handled in accordance with Sections E through G, below.
- E. A Rhode Island State Police Missing Person Report Form (addendum) shall be completed by the first responding officer and forwarded to the Channel 4 dispatcher no later than 1.5 hours after receipt of a missing person complaint when:
 1. Unusual or extenuating circumstances exist.
 2. The person being reported as missing is under 21 years of age.
 3. The person being reported as missing is 21 years of age or older and a reasonable concern for their safety exists.
- F. The Channel 4 dispatcher will immediately enter the appropriate information from the form into NCIC upon receipt. This will ensure compliance with the two-hour time limit imposed by the NCSA.
- G. All reports of missing persons shall also result in, at a minimum:
 1. The generation of a CCR number and the entering of an incident report into the Aegis™ Records System; and
 2. The forwarding of the incident report directly to the Youth Services Bureau (YSB), which has overall responsibility for all missing person cases, either prior to the officer responsible for the report securing from that tour of duty, or as soon as practicable when the situation is of an urgent nature.

II. PUBLIC SAFETY COMMUNICATIONS CENTER (PSCC) RESPONSIBILITIES

A. Initial call-taking.

1. Obtain basic facts and details from the complainant, such as:
 - a. The identity, physical description, and clothing description of the missing person.
 - b. The amount of time that has elapsed since the missing person was last seen.
 - c. Whether or not any unusual or extenuating circumstances exist, with further inquiry into any such circumstances. In such cases:
 - i. Notify the District Sergeant immediately.
 - ii. Conduct computer aided dispatch searches for any suspicious activity/calls related to the area in which the missing person was last seen and where the missing person lives.
 - d. The identity, location, and contact information of the complainant.
2. Determine whether or not the missing person is a client in the SafetyNet by Lojack™ Program, and immediately notify the district sergeant in such instances (*Refer to Section VIII for further information*).

B. Immediately dispatch an officer to conduct a preliminary investigation.

1. In cases where the complaint originates from a group home, the telephone call shall be transferred to the Desk Sergeant and shall be handled in accordance with Section V Group Home Procedures.

C. Immediately notify a District Sergeant or supervisory officer.

D. Issue informational broadcasts to other patrol units, and when prudent and necessary, to other city, state and federal agencies.

E. Ensure the entry of the missing person's information into NCIC within two (2) hours of complaint receipt.

F. Ensure the update of NCIC/Local records as appropriate.

III. PRELIMINARY MISSING PERSONS INVESTIGATIONS

A. FIRST RESPONDING OFFICER RESPONSIBILITIES

1. Sworn Department personnel who take a missing person report over the telephone, and/or the officer who first responds to a location for a report of a missing person, must gather as much information as possible so as to properly compile an accurate police report and formulate an appropriate course of action. This includes discerning the following information:
 - a. Name, age, race, sex, and physical description of the missing person and the relationship of the complainant to that person.
 - b. The reporting person's name, address, telephone numbers, and relationship to the missing person.
 - c. Whether or not any extenuating or unusual circumstances exist.
 - d. A description of the clothing that the missing person was last seen wearing.
 - e. Time and place of last known location and the identity of anyone accompanying the missing person.
 - f. The extent of any search for the missing person prior to the report.
 - g. Whether or not the missing person has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans.
 - h. Whether or not the missing person is a client in the SafetyNet by Lojack™ Program, and immediately notifying the district sergeant in such instances (*Refer to Section VIII for further information*).
 - i. Places where the missing person might be located.
 - j. If the missing person is a child or juvenile, inquiry should also determine whether or not the child or juvenile may have been the subject of a parental abduction or if the child has previously run away from home, has threatened to do so, or has a history of absences for extended periods of time.
2. When criteria exist which dictate the need for immediate investigative action into a report of a missing person, such as the

presence of unusual or extenuating circumstances, the first responding officer shall also perform the following activities:

- a. Obtain a recent photograph of the missing person.
- b. Broadcast as much pertinent information as possible over Channel 1, issuing updated broadcasts as more information becomes available.
- c. Apprise the District Sergeant or a supervisory officer of the circumstances so that an appropriate response plan can be determined.
- d. Secure the area and initiate a search of the home, building structure, and/or immediate area from which the person is missing.
- e. Identify the last person(s) to have seen the missing person, as well as friends, relatives, co-workers or associates who were or may have been in contact with the missing person prior to their disappearance.
- f. Determine the plans, habits, routines and personal interests of the person including places frequented or locations of particular personal significance.
- g. Determine the presence or absence of the missing person's personal belongings, particularly money and other valuables, cellular telephones, clothing, and forms of identification.
- h. In the case of missing children, determine:
 - i. Whether or not there are any indications that the child has been subjected to an abusive home environment or dysfunctional family situation.
 - ii. The name and location of the day care facility, school, etc., attended by the child and the identities of any persons who may be responsible for transporting the child to or from the location. Officers should also consider gaining permission from school administrators to search the missing child's school locker.
- i. Complete and forward to the PSCC a Rhode Island State Police Missing Person Report Form no later than 1.5 hours after receipt of missing person complaint, when applicable.

- j. Create an incident report and disseminate that report to the Officer-in-Charge of the Uniformed Division and to the Investigative Division as soon as practicable.

B. DISTRICT SERGEANT RESPONSIBILITIES

During preliminary investigations of missing person complaints involving unusual or extenuating circumstances, the District Sergeant shall:

1. Respond to the scene and assume command and control of the preliminary investigation and search effort.
2. Review all missing person information with the report taker and/or first responding officer in order to determine the appropriate response plan.
3. Ensure that the first responder has performed essential preliminary investigation activities such as securing the scene, conducting a search of the immediate area, gathering descriptive information and photographs, and submitting all pertinent information to Channel 4 for entry into NCIC.
4. Determine the scope and locations of a more extensive search to be performed, including the implementation of the Lojack Safety Net search system, when applicable. (*Refer to Section VIII of this policy for further information.*)
5. Assign additional officers, including K9 units, to assist in the search for the missing person.
6. Keep the Officer-in Charge of the Uniformed Division (OIC) apprised of the status of the investigation.
7. Inform the Investigative Division of the circumstances relating to the missing persons case and search status.
8. Determine when circumstances meet the requirements to activate the AMBER Alert or Senior Citizens Alert, and notify the OIC in such instances.

C. OIC RESPONSIBILITIES

During preliminary investigations of missing person complaints involving unusual or extenuating circumstances, the OIC shall:

1. Keep apprised of the status of search and investigative activities.
2. Respond to the search/investigation scene whenever possible.

3. Coordinate information and search activities with the Investigative Division.
4. Notify the Commanding Officer of the Uniformed Division of the circumstances and preliminary investigation and search activities.
5. Notify the Chief of Police of the circumstances and preliminary investigation and search activities when instructed to do so by the Commanding Officer of the Uniformed Division.

D. **INVESTIGATIVE DIVISION RESPONSIBILITIES**

During preliminary investigations of missing person complaints involving unusual or extenuating circumstances, an available YSB officer, or when YSB is unavailable, another member of the Investigative Division shall:

1. Respond to the scene when requested by the OIC.
2. Coordinate the search plan with the Uniformed Division.
3. Commence investigation efforts, including interviewing individuals who are believed to possess knowledge of the incident.
4. Notify the ranking on-duty supervisor of the Investigative Division of the missing person investigation and status.

IV. ONGOING MISSING PERSONS INVESTIGATIONS

- A. The OIC shall make a determination concerning the transfer of the investigative responsibility of a missing person case to the YSB/Investigative Division whenever any of the following criteria exist:
1. The preliminary investigation is over four (4) hours old, or whenever all practicable Uniformed Division efforts have been exhausted.
 2. The absence of conclusive evidence indicating whether or not the missing person is the victim of an accidental situation or foul play.
 3. Credible information that the missing person is neither within the City of Providence nor nearby jurisdictions.
 4. Abduction by a family member is ruled out.
- B. The OIC shall notify the ranking investigative supervisor at the scene and shall relinquish control of the investigation to the Investigative Division.
1. The Chief of Police shall be notified by the Investigative Division whenever the OIC transfers control of a missing person case.

2. The Investigative Division may deploy a mobile field command post through which all further search and investigative efforts shall be coordinated with other City or outside agencies.
3. The Uniformed Division shall provide personnel and equipment to assist the Investigative Division, as needed.

C. INVESTIGATIVE DIVISION RESPONSIBILITIES

1. Notify the National Center for Missing and Exploited Children at 1-800-THE-LOST (843-5678) in situations where the missing person is under 21 years of age.
2. Request the release of available dental records and fingerprints.
3. Contact local hospitals and the Rhode Island State Medical Examiner's Office for injured or deceased persons fitting the description of the missing person.
4. Thoroughly check the location where missing persons were last seen and conduct interviews with individuals who were with the person or those who work or frequent the area.
5. Coordinate additional search and investigative efforts with other city agencies and outside municipal, state, and federal agencies.
6. Conduct searches of other probable locations where the missing person may currently be or may have been.
7. Conduct interviews with any additional family, friends, work associates, schoolmates, and teachers, as well as school counselors and social case workers, as appropriate, to explore the potential for foul play, voluntary flight, or, in the case of juveniles, parental kidnapping or running away.
8. Provide identification and related information to neighboring police agencies, and, if parental or stranger-to-stranger abduction is suspected, the Federal Bureau of Investigation (FBI).
9. Obtain the approval of the Chief of Police prior to using local media to help locate missing persons.
10. Ensure that the primary investigator maintains routine, on-going contact with the missing person's closest relative concerning the progress of the investigation. These and other relevant individuals shall be informed, as they must notify the primary investigator as soon as any contact is made with the missing person.

D. USE OF FINGERPRINT IDENTIFICATION

1. The Commander of the Investigative Division or designee may submit inked impressions along with a cover letter which sets forth a summary of the incident and a current description of the missing person to the FBI.
2. The FBI will accept fingerprint cards of missing persons provided they have been properly entered into NCIC.
3. The Commander of the Investigative Division shall ensure that appropriate entries have been made into the NCIC Missing Persons File prior to the submission of the fingerprint card to the Identification Division of the FBI.

E. MISSING PERSON FLYERS

1. Whenever officers investigate a missing person case, they may request that a Missing Person Flyer be initiated by the Commander of the Investigative Division.
2. Each flyer shall include, at a minimum, the following missing person information:
 - a. Name;
 - b. Date of birth;
 - c. Sex;
 - d. Eye and hair color;
 - e. Height and weight;
 - f. Race and nationality;
 - g. Complexion;
 - h. Build;
 - i. Place of birth;
 - j. Fingerprint classification, and;
 - k. A recent photograph.

V. GROUP HOME PROCEDURES

- A. Pursuant to the agreement between the Providence Police Department and the juvenile group homes that operate within the City, the following

procedures will be followed whenever a juvenile assigned to a group home is determined to be missing by an authorized member of the group home staff:

1. A group home staff member will complete a RHODE ISLAND STATE POLICE MISSING PERSON form.
 2. The form will then be faxed by the group home to the Patrol Bureau of the Providence Police Department, attention of the Desk Sergeant.
 3. A telephone call will be placed to the Desk Sergeant by the group home to confirm the receipt of the faxed form and to determine whether or not any unusual or extenuating circumstances exist.
 4. During the telephone conversation, the Desk Sergeant will review the form to verify its completeness and to further aid in the determination of whether or not any unusual or extenuating circumstances exist.
 - a. If it is determined that unusual or extenuating circumstances exist, the Desk Sergeant will immediately notify the OIC, who in turn will immediately commence a preliminary investigation.
 - b. If it is determined that unusual or extenuating circumstances do not exist, the Desk sergeant will forward the form to a member of the Patrol Office staff and authorize the creation of a missing person report in the Aegis™ Reporting System.
 5. A CCR number will be generated and attached to the form in the field provided for that purpose. The form will then be faxed to the PSCC Channel 4 dispatcher, who will enter the appropriate information into NCIC.
- C. Whenever a juvenile who has been previously reported as missing returns to a group home, the following procedure will be implemented:
1. An authorized member of the group home staff will complete a PROVIDENCE POLICE MISSING PERSON RETURN form.
 2. The form will then be faxed by the group home to the Patrol Bureau of the Providence Police Department, attention of the Desk Sergeant.
 3. A telephone call will be placed to the Desk Sergeant by a member of the group home staff to confirm the receipt of the faxed form and to determine whether or not an investigative follow-up is necessary.

If an investigation is necessary, the Desk Sergeant will dispatch a patrol officer to the group home to obtain further information.

4. The Desk Sergeant will ensure that the form is faxed to the PSCC Channel 4 dispatcher, who will ensure that the case is updated in NCIC.
5. The Desk Sergeant will ensure that an appropriate supplement to the original incident report is completed.

VI. AMBER ALERT

- A. The Rhode Island State Police is the coordinating law enforcement agency in the Rhode Island AMBER Alert program. The Rhode Island AMBER Alert program provides a rapid response to the most serious child abduction cases. When an alert is activated, the Rhode Island State Police, through the Rhode Island Emergency Management Agency, will immediately gain the assistance of local broadcasters to send emergency alerts to the public in the hope of quickly and safely recovering the abducted child.
- B. Criteria for when an AMBER Alert may be activated when any of the following situations occur:
 1. An officer confirms that a child has been abducted, and the child is under 18 years of age. Other cases involving older children may be considered, if specific factors warrant.
 2. A child is abducted, and there are witnesses to the crime.
 3. A child is missing, there is evidence of foul play, and law enforcement authorities believe the child was abducted.
 4. A vehicle was stolen or “car-jacked”, and a child was left inside.
 5. A child is missing and particular consideration is given to their behavior or mental capacity in some way contributing to their disappearance. The child is also considered endangered.
 6. There exists enough descriptive information about the child’s abductor and the suspect’s vehicle to believe that an emergency broadcast alert will assist law enforcement.
- C. The AMBER Alert program is not normally used for runaway or parental abduction cases, unless there is specific reason to believe the life of the child is in severe danger.

- D. The AMBER Alert Implementation Process is as follows:
1. The Providence Police Department confirms that a child has been abducted and that the circumstances surrounding the abduction indicate that the child is in serious danger of bodily harm or death.
 2. The OIC obtains descriptive information for AMBER Alert, and identifies a specific point of contact within the Providence Police Department.
 3. The OIC concludes that an AMBER Alert is warranted, and notifies the Chief of Police.
 4. The OIC completes the AMBER Alert Information Worksheet (located in the S:\Patrol folder), faxes the worksheet to the Rhode Island State Police Headquarters at (401) 444-1149, and confirms that the worksheet was received by dialing (401) 444-1000.
 5. The Rhode Island State Police confirms with the Providence Police Department that AMBER Alert is requested and warranted. The responsibility and decision to activate the AMBER Alert program rests with the Rhode Island State Police.
 6. The Rhode Island State Police and Providence Police Department determine incoming information handling procedures.
 7. The Rhode Island State Police broadcast AMBER Alert information over inter-city police radio, and forward information by fax and e-mail to broadcast media and other governmental agencies, as appropriate, including, but not limited to, the Rhode Island Department of Transportation (RIDOT).
 8. The Rhode Island State Police notifies The Rhode Island Emergency Agency (EMA) and informs team members to respond to EMA Headquarters.
 9. The Rhode Island State Police contact broadcast media, by telephone, to ensure that information is received and verified.
 10. Broadcast media distribute information at least three times, per hour, for two hours.
 11. The RIDOT activates its message boards.
 12. Information from the general public is received and forwarded, as appropriate.

- E. The AMBER Alert Information Worksheet (attached) should contain the following information:
1. Name, age, and physical description of the child.
 2. Description of the child's clothing.
 3. Location and time that the child was last seen.
 4. Description of any vehicle involved with the abduction.
 5. Description of possible suspects.
 6. Last known direction of travel and possible destination.
 7. The Providence Police Department's telephone numbers and web site information that the public may call with information or questions.
 8. Names and telephone numbers of the Department's media contact persons.
 9. A recent photograph of the abducted child.

VII. SENIOR CITIZEN ALERT

- A. The Rhode Island State Police is the coordinating law enforcement agency in the Rhode Island Senior Citizen Alert program. The Rhode Island Senior Citizen Alert program provides a rapid response to the most serious cases of missing seniors, or persons of any age with a diagnosis of dementia. When an alert is activated, the Rhode Island State Police will immediately gain the assistance of local broadcasters to send emergency alert to the general public in hope for a quick and safe recovery of the missing Senior Citizen or person of any age with a diagnosis of dementia.
- B. Circumstances when a Senior Citizen Alert may be activated include when:
1. An officer confirms that a Senior Citizen with an impaired mental condition, or a person of any age with a diagnosis of dementia is missing;
 2. An officer believes that the missing person poses a threat to himself/herself;
 3. The impaired mental condition can be demonstrated by appropriate documentation provided by the missing person's family, legal

guardian, long-term ombudsman, or long-term care facility where the missing person resides;

4. The missing person's domicile is in the City of Providence at the time such person was reported missing, or the missing person was visiting or traveling through the City at the time of being reported missing, and;
5. There is enough descriptive information about the missing person to believe a broadcast alert will help.

D. The Senior Citizen Alert Implementation Process is as follows:

1. The Providence Police Department confirms that a Senior Citizen with an impaired mental condition, or person of any age with a diagnosis of dementia is missing; the disappearance poses a realistic threat to their health or safety; and the person's condition can be confirmed with written documentation.
2. The OIC concludes that a Senior Citizen Alert is warranted, and notifies the Chief of Police.
3. The OIC completes the Missing Senior Citizen Alert Information Worksheet (located in the S:\Patrol folder), faxes the worksheet to the Rhode Island State Police Headquarters at (401) 444-1149, and confirms that the worksheet was received by dialing (401) 444-1000.
4. The OIC ensures that all pertinent information is broadcast over Intercity and RISPERN police radio systems, as well as over the RILETS telecommunication network.
5. The Rhode Island State Police confirm with the OIC that a Senior Citizen Alert is requested and warranted. The responsibility and decision to activate the Senior Citizen Alert program rests with the Rhode Island State Police.
6. If warranted, The Rhode Island State Police will activate the Senior Citizen Alert via the web-based Rhode Island Broadcasters Association alert system;
7. The Rhode Island State Police and OIC determine incoming information handling procedures.
8. The Rhode Island State Police notifies E-911 of the activation and requests that all incoming calls concerning the incident are forwarded to the Providence Police Department.

9. The Rhode Island State Police may also contact the Rhode Island Department of Transportation, Traffic Management Center for potential use of their highway variable message boards.
 10. Information from the general public is received and forwarded, as appropriate, to the Providence Police Department.
- D. The Missing Senior Citizen Alert Information Worksheet should contain the following information:
1. Name, age, and physical description of the missing person;
 2. Description of the person's clothing;
 3. Location and time that the person was last seen;
 4. Description of any vehicle involved;
 5. Last known direction of travel and possible destination;
 6. Any known medical disability or condition;
 7. The Providence Police Department's telephone numbers and web site information that the public may call with information or questions;
 8. Names and telephone numbers of the Department's media contact persons;
 9. A recent photograph of the missing person.

VIII. SAFETYNET BY LOJACK™ PROGRAM

- A. The Providence Police Department is a participating member of the SafetyNet by Lojack™ Program, which provides a real-time electronic location and tracking system aimed at quickly and safely recovering adults and children who wander from their caregivers due to Alzheimer's Disease, autism, and other similar cognitive conditions.
1. The SafetyNet by Lojack™ Program, which utilizes radio frequency technology, is comprised of a Personal Locator Unit (PLU) worn by the client; Search and Rescue (SAR) receivers for law enforcement and other public safety agencies; a Client Management System database of key client information to assist in search and rescue; and 24/7 emergency caregiver support.
- B. The Commanding Officer of the Administrative Division is designated as the SafetyNet by Lojack™ Program Administrator. Duties shall include:

1. Implementation and supervision of the program, consistent with training and certification.
 2. Annual equipment testing and re-certification of officers in the SafetyNet by Lojack™ Program.
 3. Assignment and maintenance of issued SAR Receivers.
 4. Review of all incidents/reports pertaining to a SafetyNet by Lojack™ search effort, and updating the SafetyNet by Lojack™ Client Management System client page with relevant information such as the location of recovery and any other information that may assist in future searches for the subject.
- C. The SafetyNet by Lojack™ Program shall be used as an additional tool to assist officers in locating program clients. It is not intended to replace other investigative procedures as outlined in this policy. Only officers trained and certified in its use shall operate SafetyNet by LoJack™ equipment, consistent with manufacturer's recommendations.
- D. Patrol Officer Responsibilities:
1. Obtain the SafetyNet by Lojack™ Program client number and the client's radio frequency transmitter identification number. This information can be obtained from the caregiver; by Public Safety Communications Center (PSCC) personnel via the SafetyNet by Lojack™ Program Client Management System database; or by contacting the Lojack emergency call center at 877-434-6384.
 2. Notify the District Sergeant that the missing person is a client in the SafetyNet by Lojack™ Program.
 3. Compile an Incident Report which includes a reference to the deployment of SafetyNet by LoJack™ equipment and whether or not it proved effective in the recovery of the missing person.
- E. District Sergeant Responsibilities:
1. Notify the OIC that the SafetyNet by Lojack™ system is being activated.
 2. Ensure that a trained and properly equipped search operator is summoned to the scene. PSCC personnel can be of assistance in identifying and summoning search operators via the SafetyNet by Lojack™ Program Client Management System database.
 3. Coordinate the search effort by utilizing the data received by the trained SafetyNet by Lojack™ search operator and appropriating manpower accordingly.

4. Request additional trained operators from within and outside of the agency to assist in the search as matters may dictate.


IX. RECOVERY OF RUNAWAYS/ MISSING PERSONS / CASE CLOSURE

- A. Competent adults, having left home for personal reasons, cannot be forced to return home. Officers locating such individuals will:
 1. Advise them that they are the subjects of a missing person investigation.
 2. Ask if they desire the reporting party or next-of-kin to be notified of their whereabouts.
 3. Make provisions to transmit information regarding the missing person's location and/or well-being to the reporting party or next-of-kin, if permitted to do so by the missing person.
- B. In all cases, reporting parties will be informed of the well being of located missing persons. Unless criminal matters necessitate other actions, desires of missing persons not to reveal their whereabouts shall be honored.
- C. Missing persons will be questioned to establish the circumstances surrounding his/her disappearance and whether criminal activity was involved.
- D. In cases involving juveniles, officers will ensure that:
 1. The juvenile receives medical attention, if necessary, in a timely manner.
 2. Initial questioning of the youth identifies the circumstances surrounding the child's disappearance; any individual who may be criminally responsible; and/or whether an abusive or negligent home environment was a contributing factor.
 3. Parents, guardians, and/or the person reporting the missing juvenile are notified in a timely manner.
 4. If a missing juvenile is determined to be a runaway, the following procedure shall be implemented:
 - a. The police officer will attempt to ascertain the identity of the child and if there are any outstanding capiases or warrants.

- b. Upon confirmation that there are no outstanding capiases or warrants, the juvenile will be transported one of two Urban League locations, as follows:
 - i. Main Office, 246 Prairie Avenue, Monday through Friday, 0900 – 1700 hours; or
 - ii. 295 Potters Ave., during all other times.
 - c. The police officer will provide an Urban League representative with any and all relevant information pertaining to the child's identity, involvement in criminal activity, or any observations or concerns regarding the child's health or welfare.
 - d. Once the juvenile is accepted by the agency representative, the police officer is relieved of the custody and care of that child.
 - e. The Urban League representative will assess the child's personal needs and background during intake procedures. Once screening is complete, the agency can assess the options available and develop and implement a case plan. Ultimately, the agency becomes the child's advocate and facilitates the reunification of the child and caretaker.
 - f. The Urban League will correspond with the Department's Youth Services Bureau, communicating the actions taken and proceedings implemented, within 48 hours of receiving custody.
5. Where indicated, follow-up action will include filing of an abuse and neglect report with the Department of Children, Youths, and Families.
6. The case report will include information on the whereabouts, actions, and activities of children while missing.
- E. Upon locating a missing person, all agencies and information systems previously contacted for assistance will be notified or updated (cancelled TTY and N.C.I.C.).
- F. Follow-up action will include the filing of criminal charges in collaboration with the appropriate agencies, when applicable.

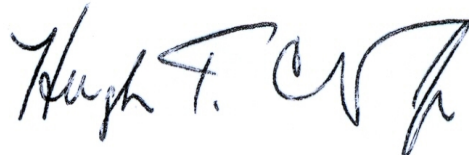
NOTE: This order is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third-party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

APPROVED:



STEVEN M. PARÉ
COMMISSIONER
DEPARTMENT OF PUBLIC SAFETY

APPROVED:



HUGH T. CLEMENTS, JR.
COMMANDER
CHIEF OF POLICE