



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

180 – MISSING PERSONS

GENERAL ORDER: 2023-54
ISSUED: October 12, 2023

EFFECTIVE: October 12, 2023

REVIEWED/APPROVED BY:
Assistant Chief Paul Formolo
DATE: August 30, 2023

ACTION: Amends General Order 2022-49 (November 30, 2022)

WILEAG STANDARD(S): 6.1.5, 6.6.5

ROLL CALL VERSION

**Contains only changes to current policy.
For complete version of SOP, see SharePoint.**

180.10 DEFINITIONS (WILEAG 6.1.5)

C. CRITICAL MISSING

A person who has been reported missing and meets any of the following criteria:

1. The missing person has a physical, mental, or cognitive (Dementia, Alzheimer's) disability, drug dependency or other at-risk issue, which subjects themselves or others to danger. District shift commanders shall notify the Sensitive Crimes Division (SCD), or a supervisor assigned to the Criminal Investigation Bureau at extension 7302 when SCD is not operational, who will make the final determination to investigate as a critical or non-critical missing.
(WILEAG 6.1.5.4)

180.30 CRITICAL MISSING PERSONS (WILEAG 6.1.5, 6.6.5)

- B. Department members shall file a *Missing Persons Report* in RMS for the critical missing person within 60 minutes of the member beginning the investigation. An automatic email will be sent to the CIB – Validation Desk upon the member submitting the report. The CIB – Validation Desk (MWDC) shall enter the information of the critical missing into CIB and NCIC and complete a *Missing Person Entry Report* in RMS.
 2. A separate *Missing Persons Report* (each with a ~~distinct~~ separate case number) shall be filed for each critical missing person.
- D. SCD shall be notified by the district shift commander when they become aware of a critical missing. ~~A supervisor shall assign an SCD investigator~~ SCD supervisor shall determine if an SCD investigator will be assigned to coordinate the investigation with the sergeant on scene in an attempt to locate the critical missing person. It shall be the responsibility of the respective district shift commander to assign police members and a sergeant from shift to shift to investigate the missing person. A missing other event supplementary report shall be filed in RMS during each 8-hour tour of duty and include follow-up information or other circumstances on the critical missing.
- E. SCD shall continually monitor and investigate all critical missings where a SCD supervisor

has been assigned. The assigned investigators from SCD shall file a missing other event supplementary report in RMS on a daily basis. If a SCD investigator has not been assigned, the investigating district shall be responsible for monitoring, investigating and filing a missing *Other Event Report - Supplemental* in RMS on a daily basis.
(WILEAG 6.1.5.2, 6.1.5.3, 6.1.5.4, 6.6.5.3, 6.6.5.4)

180.60 INTERFERENCE WITH CUSTODY

- A. Department members shall file a *Missing Persons Report* on juvenile victims of interference with custody cases, even if custody has not been formally established and shall only make the missing juvenile a critical missing if the child is 11 years of age or younger and meets at least one of the other criteria listed in SOP 180.10(C)(1-4, 6-7). Department members shall not make the juvenile in interference of child custody cases a critical missing solely based on the child being 11 years of age or younger.
- B. *Missing Persons Reports* shall not be completed on adult suspects in these matters; rather they shall be named on incident reports involving these cases.
- C. In all cases involving interference with custody, the SCD shall be notified for assistance.
- D. The *Missing Persons Report* shall be filed under a separate case number than the Interference with Child Custody report.

180.80 LONG TERM MISSING

B. MECHANICS FOR SUBMISSION OF DNA SAMPLES

- 1. If the missing person investigation remains active for more than 90 days, SCD and the MRC shall work collaboratively to secure personal articles of the missing person that may be beneficial in obtaining a DNA profile of the missing person.
- 2. If available, appropriate biological family members shall be contacted to ascertain if they are willing to provide a reference DNA sample for comparison purposes in the ~~National Missing Persons Program federal database (CODIS MP)~~ maintained by the ~~Federal Bureau of Investigation~~ National Missing and Unidentified Persons System (NamUs) database. Family members shall be advised that all such DNA samples are provided on a voluntary basis and shall be used solely to help locate or identify the missing person and will not be used for any other purposes.
- 3. Any DNA samples, from either the missing person or biological family, shall be forwarded to the ~~National Missing Persons Program at the University of North Texas Health Science Center~~ National Missing and Unidentified Persons System at the Evidence Department (NamUs) Bode Technology, in accordance with guidelines.



JEFFREY B. NORMAN
CHIEF OF POLICE