



# 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

#### **180.00 PURPOSE**

The purpose of this standard operating procedure is to establish guidelines for the investigation of missing persons.

#### **180.05 POLICY**

It is the policy of the Milwaukee Police Department to respond to and thoroughly investigate all reports of missing persons.

#### **180.10 DEFINITIONS (WILEAG 6.1.5)**

##### **A. ABDUCTED CHILD**

A person age 17 years or younger, who has been unwillingly removed from his/her home or the custody of his or her parent, guardian, or legal custodian, without permission from the child's legal guardian or designated legal representative.

##### **B. AMBER ALERT**

The Amber Alert System is a cooperative effort between law enforcement and the broadcast media, Department of Transportation, and wireless industry in the event of child abduction. Activation of the system provides emergency broadcasts of descriptive information of the missing through a multitude of media outlets to facilitate the safe recovery of an abducted child.

##### **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)
2. There is reasonable suspicion to believe the disappearance of the missing person is

not voluntary and/or the missing person is the victim of foul play.

3. The missing person has a medical condition that requires lifesaving medication or procedures and it is believed the missing person does not have access to those necessities.
4. The missing person is missing after a disaster, but not confirmed to be dead (e.g., drowning, explosion).
5. The missing person is age 11 years or younger.
6. The missing person is under the age of 18 and has their own minor child in their custody.
7. The missing person is suicidal.
8. The missing person is a military veteran and meets the criteria for a Green Alert under SOP 180.50(A).

#### D. GREEN ALERT

The Green Alert System is a cooperative effort between law enforcement, broadcast media, and the Department of Transportation (DOT) in the event that a veteran at risk is reported as a missing person. Activation of the Green Alert System provides emergency broadcasts of descriptive information of the missing through a multitude of media outlets to facilitate the safe recovery of the veteran.

Veteran at risk is a veteran or active duty member of the armed forces, national guard, or military reserve forces of the United States who is known, based on information provided by the person making the report, to have a physical or mental health condition that is related to his/her service.

#### E. LONG TERM MISSING PERSON

Any person who has remained the subject of a missing person investigation for over 90 days.

#### F. NON-CRITICAL MISSING

A person reported missing who does not meet the definition of an abducted child or critical missing.

#### G. MISSING REPORT COORDINATOR (MRC)

The commander at each district shall designate a member to act as the missing report coordinator (MRC). See SOP 180.35 for the duties of the MRC.

## H. SILVER ALERT

The Silver Alert System is a cooperative effort between law enforcement and the broadcast media in the event of a missing person, aged 60 or older, who is believed to be missing as a result of impaired cognitive disorders such as dementia or Alzheimer's, or other permanent cognitive impairment. Activation of the system provides emergency broadcasts of descriptive information of the missing through a multitude of media outlets and must be made within 72 hours of the individual's disappearance.

### **180.15 MISSING REPORT PROCEDURES (WILEAG 6.1.5, 6.6.5)**

A. Police members receiving a report of a missing person shall direct the caller to obtain a recent picture (if available) of the missing person and go to the nearest district station to report the missing person. A police member shall be sent to take the initial report at the reporting person's location only when one or more of the following circumstances are present:

1. The missing person meets the definition of a critical missing.
2. When the reporting person is medically incapable of going to a district station.
3. When a supervisor directs a member be sent to investigate.

**Note: There is no 24-hour waiting period for department members to file a missing report on any missing person. Missing reports shall be accepted without delay.**

B. The initial report taker at the district station or the first responding officer to a missing person investigation shall gather as much pertinent information as possible to accurately classify a missing person report and initiate an appropriate response. This shall include but is not limited to the following information:

1. Physical Description:
  - a. Name, date of birth, ethnic origin, sex, gender (both natural and/or transformational) height, weight, build, hair and eye color.
  - b. Facial hair, glasses, teeth, scars, marks, tattoos, piercings, amputation or other physical characteristics.
  - c. Clothing: head cover, shirt, pants, outerwear, footwear, jewelry.
2. Reporting Factors:
  - a. Location last seen, last seen with, date and time last seen.
  - b. Reporting person's name, address, phone number, and their relationship to the missing person.

- c. Previous missing reports and where last located.
  - d. Has subject gone missing in the past but it was not reported.
  - e. Subject has never gone missing before.
  - f. Reason for disappearance: argument, fight, unknown.
  - g. Extent that the reporting party has searched for the missing.
  - h. Extent to which the missing person has departed from established behavior patterns, habits, plans, any recent traumatic events or domestic violence incidents.
  - i. Any circumstances that may indicate the disappearance was not voluntary or that the missing person may be at risk of injury or death.
3. Associates:
- a. Natural parents, foster parents, children, and other family members.
  - b. Friends and associates.
  - c. Spouse, significant other, ex-spouse or other relationship.
  - d. Case worker.
  - e. Teachers, principals, or paraprofessionals.
4. Related History:
- a. School / work.
  - b. Wanted check.
  - c. Criminal history.
  - d. Probation / parole.
  - e. Driver's license.
  - f. Medical or mental health history or diagnosis, current need for prescription drugs or any drug or alcohol use.
  - g. Social Security number.
5. Background Information:
- a. Cell phone information.

- b. Home computer / laptop.
  - c. Credit / debit card banking information.
  - d. Money carried by missing.
  - e. Social media accounts: Facebook, Twitter, etc.
  - f. Mode of transportation: vehicle description, rideshare service, bus, on foot, etc.
  - g. Travel plans of missing person.
  - h. Government benefits (e.g., Women, Infants, and Children (WIC), Supplemental Security Income (SSI), Supplemental Nutrition Assistance Program (SNAP)).  
(WILEAG 6.1.5.1)
- C. The police member taking the report shall complete a *Missing Persons Report* in the Records Management System (RMS). The member shall complete a *Missing Certification Form* (form PM-34) and the reporting person shall sign the National Crime Information Center (NCIC) authorization on the report to enter the missing person into the NCIC Missing Persons File. Members shall forward the PM-34 within 24 hours to the Records Management Division - Imaging.  
(WILEAG 6.1.5.2)
- D. If a person under the age of 18 is reported missing and takes his/her child with them, a separate critical missing report shall be filed on the child. A *Missing Certification Form* (form PM-34) is required for both the person under 18 years of age and their child. The NCIC entry shall include related case report numbers. Members shall forward the PM-34 within 24 hours to the Records Management Division - Imaging.
- E. The police member taking the missing report shall query the missing person in NCIC to determine if the missing person is wanted. The missing person's wanted status, either "wanted" or "not wanted" shall be entered into the *Missing Persons Report*.
- F. If the wanted check reveals the missing person already has an open missing status, the investigating member shall file a new updated *Missing Persons Report* and cancel the previous *Missing Persons Report*.
- G. Department members shall file a *Missing Persons Report* in RMS within 60 minutes of the member beginning the investigation. An automatic email will be sent to the Criminal Investigation Bureau (CIB) – Validation Desk upon the member submitting the report. The CIB-Validation Desk shall enter the information of the missing into CIB and NCIC and complete a *Missing Person Entry Report* in RMS.
- 1. To ensure the *Missing Persons Report* is completed within 60 minutes of the member beginning the investigation, members only need to include a brief statement of why the person is being reported as missing. Members can later file a detailed other event supplementary report documenting the entire investigation.

2. A separate *Missing Persons Report* (each with a distinct case number) shall be filed for each missing person.  
(WILEAG 6.1.5.2, 6.1.5.4)
- H. “Suzanne’s Law” is a federal law that mandates that a law enforcement agency initiate an investigation of a missing person under the age of twenty-one without a waiting period. They shall also immediately enter the information of all missing persons, between 18 and 21 years of age into the NCIC Missing Person File. The CIB – Validation Desk shall enter the information of all missing persons under the age of 21 into the Department of Justice (DOJ), Criminal Information Bureau (CIB) and NCIC. A signed PM-34 form must be on file.  
(WILEAG 6.1.5.2, 6.1.5.4)
- I. Missing persons over 21 years of age require a signed PM-34 form that shall be entered into the NCIC Missing Person File. The PM-34 must state the condition(s) under which the person is missing to aid in the protection of the individual’s right to privacy.  
(WILEAG 6.1.5.2)

#### **180.20 INVESTIGATION RESPONSIBILITY**

- A. The member filing the missing report is responsible to conduct the initial investigation if the missing person is reported missing from a location within that member’s district.
- B. Whenever a member files a missing report for a person reported missing from a location in a different district that member shall notify his/her supervisor. The supervisor shall notify the shift commander of the district in which the person was reported missing from and alert them to the report in the RMS system. The district from where the person is missing from is responsible for the initial investigation and any required follow up.
- C. When a person is reported missing in the city of Milwaukee but lives in another jurisdiction, the district in which the individual is reported missing from, shall investigate regardless of which district filed the report.
- D. The member filing the missing report shall obtain a recent photo of the missing person and shall ensure that the photo is filed in the manner prescribed by the missing report coordinator (MRC).

**Note: The district a citizen enters to report a missing person shall take the missing report. Citizens shall not be sent to another district or the district in which the missing person resides for the report taking process.**

#### **180.25 INVESTIGATIVE PROCEDURES (WILEAG 6.1.5, 6.6.5)**

##### **A. INITIAL INVESTIGATION**

1. Conduct a consent search of the home and grounds from which the person went missing.
2. Conduct a search of the last location the missing person was seen and conduct an

- interview of those that last saw the missing person.
3. Fully identify and separately interview anyone at the scene of the disappearance of the missing person and treat the location as a possible crime scene.
  4. Identify any areas at the incident scene that have been disrupted or may have the potential for the presence of evidence and safeguard those areas.
  5. Broadcast a description of the missing person and vehicle.
  6. Conduct a canvass of the neighborhood for additional information and video surveillance.
  7. Make a determination as to the status of the critical or non-critical missing person and make the appropriate supervisory notification.
  8. Conduct a search for prior RMS reports or CAD calls that may identify incidents that precipitated the individual's disappearance or potential acquaintances they may be with or who may know their location.
  9. Conduct a check to see if the missing person is in police custody or incarcerated.
  10. File an other event supplementary report in RMS detailing the initial investigation.

#### B. MISSING CHILD

The first responding officer to a missing child report shall conduct an investigation per SOP 180.25(A)(1-10) in addition to the following:

1. Search any place where a child could be trapped, sleeping or hiding. This shall be done even if the child is missing from a location that is not the primary residence. The primary residence should also be searched.
2. Conduct in depth interviews of parents, caregivers or those who last had contact with the missing child to create a timeline and gain insight into the circumstances surrounding the disappearance. This should include confirmation of who has custody of the child.
3. Report all findings of the investigation to a supervisor.  
(WILEAG 6.1.5.3, 6.1.5.4, 6.6.5.2)

#### C. FOLLOW UP

The commanding officer or designee of each district shall ensure all non-critical missing persons' investigations and follow-up are completed on a regular basis, based on the circumstances surrounding each missing person. For those persons missing for the first time or who have extenuating events surrounding their disappearance, follow up is required daily. Those persons who have been reported missing previously require follow up once a week at a minimum, based on the circumstances surrounding the investigation.

Each missing persons' case must be assessed individually and may require more follow up depending on the totality of the circumstances surrounding the investigation. If there are any questions regarding missing follow-up, seek guidance from a supervisor. All follow up must be documented in an other event supplemental report in RMS. If follow-up investigation reveals critical factors, SCD shall be notified and members shall follow the procedure outlined in SOP 180.25 and 180.30.  
(WILEAG 6.1.5.3, 6.1.5.4, 6.6.5.3)

### **180.30 CRITICAL MISSING PERSONS (WILEAG 6.1.5, 6.6.5)**

- A. A police member shall immediately be assigned to investigate and file the *Missing Persons Report* for any missing person that meets the criteria of being a critical missing. The member shall complete a *Missing Certification Form* (form PM-34) and the reporting person shall be required to sign the NCIC authorization on the report. Members shall forward the PM-34 within 24 hours to the Records Management Division - Imaging.
- 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.
  - 1. To ensure the *Missing Persons Report* is completed within 60 minutes of the member beginning the investigation, members only need to document the factors that make the person a critical missing person and their mode of transportation. Members can later file a detailed other event supplementary report documenting the entire investigation.
  - 2. A separate *Missing Persons Report* (each with a separate case number) shall be filed for each critical missing person.
- C. A patrol sergeant shall be assigned to the investigation to coordinate the re-search of the home and property as well as a canvass of the surrounding area.
- D. SCD shall be notified by the district shift commander when they become aware of a critical missing. A 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)



**180.35 MISSING REPORT COORDINATOR (MRC) (WILEAG 6.1.5, 6.6.5)**

The commander at each district shall designate a member to act as the MRC. The MRC responsibilities include:

1. The MRC shall coordinate and maintain the district missing files and ensure that follow up is being conducted. This includes missing reports initiated in another district for a person reported missing from within the MRC's district.  
(WILEAG 6.1.5.3, 6.1.5.4, 6.6.5.3)
2. The MRC shall ensure that photos of the missing person that have been surrendered at any time during the investigation are maintained as part of the missing file so they are available to the SCD upon request.
3. The MRC of each district shall be prepared to work in liaison with a SCD missing report auditor to ensure the completeness of each investigation.

**180.40 MISSING PERSON AUDITS**

SCD shall conduct audits of each district's missing files by contacting the district MRC at least once a month and working in liaison to ensure the completeness of all reports and follow up.

**180.45 AMBER ALERT- ABDUCTED CHILD RELATED MISSINGS (WILEAG 6.6.5)****A. AMBER ALERT CRITERIA**

1. Child must be 17 years of age or younger.
2. Child must be in danger of serious bodily harm or death.
3. The initiating agency must have enough descriptive information about the child, the suspect(s), and/or the suspect vehicle(s) to believe an immediate broadcast alert will help locate the child.

**Note: The Amber Alert is not to be used for family abductions and runaways unless the child's life is in immediate danger.**

**B. AMBER ALERT PROCEDURE**

1. If a police member has reason to believe a child has been abducted, they shall immediately broadcast a description, contact his/her shift commander and request a sergeant respond to the scene. The sergeant shall coordinate the search and canvass of the home and surrounding area.
2. SCD shall be notified by the district shift commander when they become aware of an abduction/ potential Amber Alert. An SCD shift commander shall assign an SCD investigator to coordinate the investigation with the sergeant on scene in an attempt to locate the abducted person. The SCD shift commander shall also monitor the

investigation.

3. If the SCD shift commander determines that the Amber Alert criteria have been satisfied, he/she shall obtain approval from the inspector of the Criminal Investigation Bureau, or designee, during weekdays or the night watch commander during nights and weekends to activate the Amber Alert. The SCD shift commander shall ensure that the Amber Alert instructions are implemented without delay and the necessary reports are completed. The SCD investigator shall ensure the NCIC missing person entry is flagged as an Amber Alert by contacting the CIB – Validation Desk.  
(WILEAG 6.6.5.1)
4. SCD shall continually monitor and investigate all Amber Alerts. SCD shall assign an investigator on each shift and the investigators shall file a missing other event supplementary report in RMS.

### **180.50 GREEN ALERT – VETERAN AT RISK MISSING**

#### **A. GREEN ALERT CRITERIA**

1. The Green Alert request is made within 72 hours of the individual's disappearance.
2. There is reason to believe the veteran at risk is missing due to his/her physical or mental health conditions related to military service.
3. There is sufficient information available to disseminate that could assist in locating the missing veteran at risk.
4. The missing person has been entered into NCIC.

#### **B. GREEN ALERT PROCEDURE**

1. If a police member has reason to believe a person meeting the criteria of 180.50(A) has been reporting missing, they shall immediately broadcast a description, contact his/her shift commander, and request a sergeant respond to the scene. The sergeant shall coordinate the search and canvass of the home and surrounding area.
2. SCD shall be notified by the district shift commander when they become aware of a potential Green Alert missing. The SCD shift commander shall assign an SCD investigator to coordinate the investigation with the sergeant on scene in an attempt to locate the missing person. The SCD shift commander shall also monitor the investigation.
3. If the SCD shift commander determines the Green Alert criteria have been satisfied, he/she shall obtain approval from the inspector of the Criminal Investigation Bureau, or designee, during weekdays, or the night watch commander on nights or weekend to activate the Green Alert. The SCD shift commander shall ensure the Green Alert instructions are implemented without delay and the necessary reports are completed.

4. SCD shall continually monitor and investigate all Green Alerts. SCD shall assign an investigator on each shift and the investigators shall file a supplemental report on each shift.

#### **180.55 SILVER ALERT (WILEAG 6.1.5)**

##### **A. SILVER ALERT CRITERIA**

1. The missing person is 60 years of age or older.
2. The missing person is believed to have Alzheimer's, dementia, or another permanent cognitive impairment that poses a threat to their health and safety.
3. There is reasonable belief that the missing person's disappearance is due to their impaired cognitive condition.
4. The Silver Alert request is made within 72 hours of the individual's disappearance.
5. There is sufficient information available to disseminate to the public that could assist in locating the missing person.
6. The missing person has been entered into NCIC.

##### **B. SILVER ALERT PROCEDURE**

1. If a police member has reason to believe a person meeting the criteria in 180.55(A) has been reported missing, they shall immediately broadcast a description, contact his/her shift commander and request a sergeant respond to the scene. The sergeant shall coordinate the search and canvass of the home and surrounding area.
2. SCD shall be notified by the district shift commander when they become aware of a potential Silver Alert missing. The SCD shift commander shall assign an SCD investigator to coordinate the investigation with the sergeant on scene in an attempt to locate the missing person. The SCD shift commander shall also monitor the investigation.
3. If the SCD shift commander determines that the Silver Alert criteria have been satisfied, he/she shall obtain approval from the inspector of the Criminal Investigation Bureau, or designee, during weekdays or the night watch commander during nights and weekends to activate the Silver Alert. The SCD shift commander shall ensure that the Silver Alert instructions are implemented without delay and the necessary reports are completed.  
(WILEAG 6.1.5.4)
4. SCD shall continually monitor and investigate all Silver Alerts. SCD shall assign an investigator on each shift and the investigators shall file a missing other event supplementary report in RMS.

**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, 6-8). 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.
- D. The *Missing Persons Report* shall be filed under a separate case number than the Interference with Child Custody report.

**180.65 MISSING JUVENILES****A. RESIDENTIAL TREATMENT CENTERS, GROUP OR FOSTER HOMES**

- 1. When investigating missing juveniles from a residential treatment center, group home or foster home, investigating members shall determine the placing authority, name of caseworker, parent's name, address, and phone number. Contact shall be made with the juvenile's caseworker to ascertain if the juvenile has been transferred to another facility.
- 2. A *Missing Persons Report* shall be filed on the juvenile. The member shall complete a *Missing Certification Form* (form PM-34) and the reporting person (director or staff member) shall be required to sign the NCIC authorization on the report. Members shall forward the PM-34 within 24 hours to the Records Management Division - Imaging.
- 3. The juvenile's caseworker shall be asked to file an "apprehension request" on the child. If an "apprehension request" is issued on the juvenile, the missing report shall remain open.

**B. WANTED BY OTHER JURISDICTIONS**

- 1. Juvenile missing persons from other jurisdictions, or juveniles who are wanted by other jurisdictions for the commission of a crime, and who are taken into custody by a member(s) of the Milwaukee Police Department, shall be interviewed regarding their whereabouts and activities during their absence. An investigation shall be conducted to determine whether any offenses have been committed during the time the juvenile has been missing.
- 2. An *Arrest/Detention Report* (form PA-45) shall be filed and the juvenile entered as a child in need of protective custody ([Wis. Stat. § 48.19\(1\)\(d\)\(5\)](#)). If the parent(s) or guardian of the juvenile cannot be located, or refuse to accept the juvenile, the

Division of Milwaukee Child Protection Services (DMCPS) shall be notified of the child in need of protective custody and the juvenile shall be turned over to DMCPS for placement.

3. Teletype communications with any other departments outside of the city of Milwaukee shall be processed through the SCD or the CIB – Validation Desk.

#### C. LOCAL MISSING JUVENILES LOCATED IN OTHER JURISDICTIONS

1. When a police department of another jurisdiction notifies the department that a missing juvenile from Milwaukee has been located or taken into custody, it is the responsibility of the officer receiving the notification to notify the juvenile's parent or guardian.
2. The parent or guardian shall be instructed to make the necessary arrangements with the locating department for the return of the juvenile.
3. Department members shall not transport the missing juvenile unless otherwise directed by a supervisor.
4. When information is received that the juvenile is in the custody of another jurisdiction, a teletype shall be requested from that jurisdiction regarding the circumstances of the missing being taken into custody and sent to the CIB – Validation Desk. A copy of the teletype message from the outside jurisdiction shall be forwarded to the SCD. The SCD shall determine if follow-up investigation will be conducted regarding the juvenile's criminal activities. The officer receiving the notification shall ensure the juvenile missing is cancelled by the CIB – Validation Desk (MWDC). The officer receiving the notification shall file a missing other event supplementary report in RMS documenting all information in addition to the details of the missing's return.

#### D. DIVISION OF MILWAUKEE CHILD PROTECTION SERVICES (DMCPS) RESPONSIBILITY

When a missing juvenile is located in the city of Milwaukee, the juvenile shall be turned over to a parent or guardian. If the parent or guardian cannot be located, or refuses to accept the juvenile, then DMCPS shall be called (414-220-7233) for a Child in need of Protective Services (CHIPS). The DMCPS worker will place the juvenile or authorize the placement with an adult relative.

#### **180.70 MISSING PERSONS REACHING AGE 21 (WILEAG 6.1.5)**

A missing person who is still missing after reaching 21 years of age shall remain entered in NCIC regardless of whether or not they are a critical, endangered or involuntary missing person.  
(WILEAG 6.1.5.2)

#### **180.75 NON-CRITICAL PERSON MISSING MORE THAN 30 DAYS (WILEAG 6.1.5)**

If a non-critical person is missing more than 30 days, SCD shall notify the district and advise

who will assume command of the long term missing. Districts must exhaust all investigative leads and there must be documentation showing that an investigation and follow up has been conducted including if the missing person has been checked for and not located. If SCD assumes responsibility for the investigation, the district will no longer be required to file other event supplementary reports on the missing. If SCD makes the determination not to assume responsibility for the missing, the district shall be responsible for conducting follow up on the missing person and submitting the required reports. The determination of who will be responsible for the investigation shall be documented in a RMS supplemental report by SCD.

If unusual or suspicious circumstances are revealed, the SCD shift commander shall determine if supplementary information should be entered into NCIC, such as medical, dental, DNA, and finger print information. The SCD shift commander shall also determine if a photograph of the missing person should be disseminated to all districts and divisions.  
(WILEAG 6.1.5.2)

### **180.80 LONG TERM MISSING**

- A. If a person identified in a missing person report remains missing for more than 90 days, SCD will attempt to obtain:
1. DNA samples from family members and, if possible, from the missing person, along with any needed documentation, including consent forms required for the use of state or federal DNA databases.
  2. Dental information and x-rays, as well as an authorization to release dental or skeletal x-rays of the missing person.
  3. Any additional photographs of the missing person that may aid the investigation or identification, which may include photos of tattoos or piercings.
  4. Fingerprints.
- 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 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 and Unidentified Persons System (NamUs) at the Evidence Department Bode Technology, in accordance with guidelines.

### C. APPROPRIATE DNA SAMPLES

1. Personal Items from Missing Person
  - Toothbrush
  - Clothing
  - Hairbrush
  - Any item capable of furnishing a DNA profile
2. Nuclear Family Members of Missing Person
  - Biological siblings of missing person
  - Biological parents of missing person
  - Biological children of missing person
3. Maternal Biological Relatives of Missing Person
  - Aunts and uncles of missing (maternal side only)
  - Cousins of missing (maternal side only)
  - Half siblings (maternal side only)

**Note: These are simply guidelines for the collection of DNA. Circumstances may dictate that DNA be collected sooner than 90 days. For example, if a person is missing less than 90 days but there is reason to believe they are in danger, is missing as a result of a stranger abduction, or possibly deceased, the investigator may collect DNA prior to 90 days.**

#### **180.85 LOST CHILD**


- A. When a police member happens upon a lost child, information on the lost child shall be broadcast via radio and an immediate door-to-door canvass shall be conducted by the investigating member under the supervision of a patrol sergeant. The information shall be teletyped to all districts and divisions and the child shall be conveyed to the respective district station. A photograph of the lost child shall be taken for identification purposes.
- B. SCD shall assist in the identification of the lost child and in locating the parents/guardian. If the residence is located, it shall be assessed for circumstances of neglect, abuse or other criminal activity.
- C. If unable to locate the parents/guardian, the child or juvenile shall be turned over to DMCPD as a child in need of protective services.

#### **180.90 MISSING PERSON RETURNS (WILEAG 6.1.5)**

- A. A missing other event supplementary report shall be filed in RMS for any follow-up, additional information, or cancellation of the missing. The person shall be interviewed, to determine his/her whereabouts while missing, their associates, involvement in any criminal activity, reason for being missing, and what the appropriate disposition should be

(e.g., arrest, counseling, referral).

- B. When completing a *Missing Persons Report – Return* in RMS for cancellation of a missing return, the investigating member shall conduct a wanted check on the missing and indicate the missing's wanted status in the ARS report. An automatic email will be sent to the CIB – Validation Desk upon the member submitting the report. The CIB – Validation Desk Unit (MWDC) shall cancel the missing person in NCIC and complete a *Missing Person Cancellation Report* in RMS.  
(WILEAG 6.1.5.2)
- C. A missing person cancellation may be taken by telephone for non-critical missings when it has been verified that the caller has the authority to cancel the report. Members shall be diligent in assuring that the person they are speaking to has the authority to cancel the missing report.
- D. An officer shall be sent to the returned person's location only when one or more of the circumstances detailed in SOP 180.10(A) and/or (C)(1-8) are present or the missing person is currently wanted by the police. Every reasonable effort should be made to take the wanted person into custody.
- E. For non-suspicious adult missing returns, members shall direct the missing adult to contact the person who reported him/her missing. For privacy reasons, department members shall not divulge the location of the cleared missing adult to the reporting person. Members will only advise the reporting person that the missing was located, he/she appeared to be healthy, and that the missing was instructed to contact the reporting person.
- F. When the reporter states that an adult missing suffers from mental illness, department members shall not divulge the location of the cleared missing adult to the reporting person, except under the following circumstances:
1. The reporter can show they are a court ordered guardian of the adult; and
  2. The located missing is considered at risk of/ or is being exploited or dominated by others, being isolated, abused, intimidated or in cases that their decision making is placing their health or safety at risk.
- G. When members come into contact with missing persons who are in need of social services, they shall direct the missing person or their family to an appropriate agency that may be able to provide the needed services.



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