



**Maryland-National Capital Park Police
Prince George's County Division**



DIVISION DIRECTIVE

TITLE MISSING PERSONS			PROCEDURE NUMBER PG407.0
SECTION Operational Procedures	DISTRIBUTION A	EFFECTIVE DATE 09/01/19	REVIEW DATE 05/01/21
REPLACES PG407.0 "Missing Persons", issued 05/01/17			
RELATED DIRECTIVES PG408.0	REFERENCES CALEA 41	AUTHORITY <i>S.R. Johnson</i> Chief Stanley R. Johnson	

I. PURPOSE

The purpose of this directive is to establish uniform procedures for the investigation and reporting of unidentified children and missing persons-adults, children.

II. POLICY

The Maryland-National Capital Park Police, Prince George's County Division will diligently investigate all reports of missing persons, whether they are adults or children.

III. MISSING PERSONS PROCEDURES

A. When a patrol officer is dispatched to a missing adult call, the officer will:

1. Make personal contact with the complainant.
2. Conduct a preliminary investigation and have the on call detective respond.
3. Place a radio lookout with Communications in the following circumstances unless there is reliable information that the adult is outside of Prince George's County.
 - a. The missing adult is senile.
 - b. The missing adult is mentally deficient.
 - c. The missing adult is physically handicapped.
 - d. The missing adult is suicidal.

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- e. There are facts indicating unusual circumstances or suspicious activities.
 - f. Utilize the “First Arriving Officer Checklist for Search of a Missing Person” form (Attachment A) and the “Search Urgency Form” (Attachment B) to aid in the investigation.
4. Complete the initial report including, but not limited to:
- a. Full description - include a photograph (full face) when available.
 - b. Associates, places frequented threats of violence, etc.
 - c. Whether a radio lookout was made.
 - e. A statement regarding whether or not an NCIC entry was made and the dispatchers name and ID number if applicable.
5. Determine if an NCIC entry should be made. An NCIC entry can only be made if the missing person falls into one or more of the following categories:
- a. Disability - a person of any age with a proven physical/mental disability or is senile, thereby subjecting them or others to personal and immediate danger.
 - b. Endangered - a person of any age who is missing under circumstances indicating that their physical safety may be in danger.
 - c. Involuntary - a person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary, i.e., abduction or kidnapping. **If child is suspected of being abducted Amber Plan may be instituted (see Division Directive Amber Plan).**
 - d. Juvenile - a person who is not declared unemancipated as defined by the laws of their state of residence and does not meet any of the entry criteria set forth in any of the above categories.
 - e. Catastrophe Victim - a person of any age who is missing after a catastrophe.
- B. For an NCIC entry to be made, the complainant must sign the NCIC Adult Missing Person Attestment Statement at the time of the filing of the report attesting to the circumstances of the missing person. NCIC regulations mandate that a signed statement be provided to the police department taking the report to aid in the protection of the missing person's right to privacy. The completed and signed form will be submitted along with the missing person report.
- C. If the missing person does not fit into any of the entry categories, no NCIC entry will be made. A statement in the report will indicate that no entry was made (for example - The subject does not meet the entry criteria for NCIC, therefore, no computer entry was made).

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- D. The investigation section will conduct a follow-up investigation in compliance with the section's standard operating procedures.
- E. The investigator will re-evaluate the NCIC entry criteria and determine whether or not an entry is appropriate. If an entry had not been made at the time of the initial reporting of the missing person and it is determined by the investigator that an entry is called for, the investigator will complete the necessary forms and have the complainant sign the form.

IV. MISSING CHILDREN PROCEDURES

- A. All reports of anyone under the age of eighteen (18) years of age missing from home under the provisions of Family Law 9-401 or 402 will be entitled Missing Children, so the necessary provisions of the law may be met.
- B. Missing Child means a person who is:
 - 1. Under the age of eighteen (18) years; and
 - 2. The subject of a missing person's report filed with a law enforcement agency in their state and whose whereabouts are unknown.
- C. On receipt of a report regarding a missing child, the officer shall make personal contact with the complainant and immediately determine if;
 - 1. The missing child has not been the subject of a prior missing person (runaway) report.
 - 2. The missing child suffers from a mental or physical handicap or illness.
 - 3. The disappearance of the missing child is of a suspicious or dangerous nature.
 - 4. The person filing the report of a missing child has reason to believe that the missing child may have been abducted.
 - 5. The missing child has ever previously been the subject of a child abuse report filed with the state or local law enforcement agency.
 - 6. The missing child is under fourteen (14) years of age.
- D. Upon conclusion by the officer that any of the above conditions exists, the officer shall immediately:
 - 1. Initiate appropriate intensive search procedures, and contact the on call investigator. Search procedures shall include but not be limited to:
 - a. Thorough check of home.
 - b. Search of immediate area.
 - c. Check youth congregating locations.
 - d. Contact friends and/or relatives.

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2. Notify the On Duty Officer (ODO) should extensive search procedures become necessary.
 3. Notify the on duty and Search Manager.
 4. As soon as practical but no later than the end of tour:
 - a. Notify Communications and provide NCIC and MILES computer information
 - b. Complete all reports and initiate appropriate Teletypes.
 5. Enlist the aid of other law enforcement agencies, as determined by the On Duty Officer (ODO).
- E. If the conditions specified in Section IV. C. of this directive do not exist, the officer shall immediately:
1. Attempt to determine the circumstances surrounding the disappearance of the missing child, and
 2. Follow procedures set out in Section IV. D. 4 and 6.
- F. Communications will enter NCIC and MILES and provide radio broadcast information regarding missing children as soon as possible.
- G. The Records Section is responsible for sending a copy of all missing children reports and supplements to the State Clearinghouse for Missing Children.
- H. It is the responsibility of the Investigative Services to investigate missing children.

V. FOUND CHILDREN

- A. When officers locate an unidentified or missing child.
1. Officers will contact Communications and request a check to determine if child has been reported missing. If child has been reported missing, follow procedures for closure/cancellation.
 2. Officers will request Fire Rescue respond to determine if medical attention is necessary. If medical attention is deemed necessary, have child transported to hospital and contact Prince George's County Child Protective Services.
 3. If child has not been reported missing, officers will:

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- a. Have Communications Contact Prince George's County Child Protective Services, if they have not already.
 - b. If medical attention is not necessary. The child will be transported to Headquarters where the On Duty Officer/Shift Supervisor will assign an employee to supervise minor children in the Division's care.
 - (1). This employee will be responsible for the safety and well-being of the child and will locate a responsible person to accept custody of child.
 - (2). Employees assigned to supervise children will attend to the needs of the child to the extent necessary to ensure the safety and comfort of the child.
- B. If circumstances surrounding the found child are of a suspicious or dangerous nature notify Prince George's County Child Protective Services to determine whom child may be released to.
- C. Children may only be released to the following:
- 1. An authorized representative of the Prince George's County Child Protective Services.
 - 2. A representative of another law enforcement agency.
 - 3. A parent or legal guardian of child after proof of identity has been verified.

IV. CLOSURE/CANCELLATION

- A. The officer closing the case will:
- 1. Verify the return and the identity of the missing person. (If the missing person is found in another jurisdiction, the officer can have the police department in that jurisdiction make the verification).
 - 2. Write a supplemental report including, but not limited to, the following:
 - a. Location where the subject was found.
 - b. Subject's physical and mental condition.
 - c. How identity was verified.
 - d. Synopsis of any criminal charges contemplated.
 - 3. Cancel any teletypes, lookouts, or NCIC entries.
 - 4. Notify the appropriate investigator.
 - 5. Advise original complainant of the relevant details of the case and the

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subject's location. Officers are cautioned in this regard that every case presents different problems and that discretion will be exercised where appropriate in furnishing information.

- a. If it develops that the missing person has been the subject of foul play or has been located either deceased or in severely deteriorated physical or mental condition, personal contact will be made with the complainant.
 - b. In cases involving missing juveniles located outside Prince George's County, NCIC entries can only be canceled upon their return to this jurisdiction. To accomplish this, officers will inform the guardian to contact the Investigative Services when they return so the NCIC entry can be canceled. Exceptions may be made when the juvenile's location and condition are verified by another police agency and the legal guardian grants permission for the child to remain at that location.
6. Return any photographs in police possession to owner.
 7. If a missing child returns home and no foul play is suspected, the missing child can be canceled as stated above in this section, and only the appropriate supplemental report is required. In the event the missing child is determined to be a runaway, the officer arresting a runaway juvenile will write the appropriate supplemental and arrest reports.

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