

	POLICY & PROCEDURE	SERIES # 717	PAGE 1 OF 14
	MISSING PERSON & RUNAWAY INVESTIGATIONS		EFFECTIVE DATE 08/05/2019
			OVERSIGHT Investigations
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 717 dated 07/02/15.	

I. PURPOSE:

The purpose of this policy is to ensure the effective and prompt investigation of missing person and runaway reports.

II. POLICY:

It shall be the policy of the Hampton Police Division in all missing persons/runaway investigations to follow a prescribed notification of local, state and federal police agencies. This policy does not differentiate between missing persons and runaways (including abandonment and abduction).

There is no requirement that a subject be missing any stated period of time before a report can be taken. Within the following guidelines, a complaint shall be investigated if:

- A. A missing person is domiciled in the City of Hampton, even though the last known locations may have been in another jurisdiction.
- B. A missing person is a suspected victim of criminal acts, which occur or originate in the City of Hampton.
- C. A missing person is being sought by another law enforcement agency and such agency requests assistance from this Division.
- D. If the jurisdiction from which the person disappeared refuses or is incapable of investigating the case, a missing person report will be taken if the person was last seen or known to be in the City of Hampton.

III. PROCEDURE:

A. COMMUNICATIONS

- 1. On initial call obtain basic facts, details, description of the missing person/runaway, and any other pertinent data (vehicle, abductor, etc.)

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2. Dispatch officer to the scene to conduct a preliminary investigation and broadcast known details on all police communication channels. Notify the Road Supervisor and other appropriate local law enforcement agencies, and notify other state agencies via NLETS if necessary.
3. Maintain records/recordings of telephone communications/messages.
4. The Information Clerk will immediately enter a shell of the runaway or missing person into the NCIC/VCIN runaway/missing person file upon issuance of an IBR number for a runaway or missing person report if the runaway/missing person meets the criteria for entry. The shell will contain the following information that the Communications Call Taker will ask upon receipt of the call:
 - a. Name
 - b. Sex
 - c. Race
 - d. Date of Birth
 - e. Height
 - f. Weight
 - g. Eye color
 - h. Hair color
 - i. Date of last contact

This is being done in order to make sure the Division is in compliance with State guideline requiring the runaway entry be made within **two hours of receipt of the call**. The Information Clerk who receives the report shall place their name in the report indicating they received the information. At that time, they will modify the NCIC/VCIN entry to reflect additional information from the report.

5. Immediately enter any type of abductor information into the NCIC/VCIN Wanted File upon receipt of the warrant.
6. Ensure details of the case are reported to NCMEC (National Center for Missing and Exploited Children).
7. Once a patrol officer turns in a missing persons/runaway report, the Information Center personnel will make a copy of the report for communications then scan and electronically forward the runaway report to the School Resource Officer (SRO) supervisor. Missing Person reports will be forwarded to investigations for follow-up. The runaway report will be assigned to the SRO at the corresponding school of the runaway. The SRO will make contact with School Administration and confirm if the runaway is present. If schools are closed for the summer or extended break, Special Projects will notify

the School Administration Center’s (SAC) office of student safety or SAC’s Safety Officer. A supplemental report will then be completed for the case file with the notification date, time and who was contacted.

- 8. Upon closure of the case, it is the Communications employee’s responsibility that receives the closure from the investigating officer to remove the case from NCIC/VCIN and all telecommunications networks. The Communications employee will indicate the removal and sign their name on the closing addendum.

B. FIRST RESPONDER

- 1. Verify the person is in fact missing and complete a Runaway or Missing Person report (State Police Form SP-67 or SP-183 as applicable). A narrative and all additional information shall be captured on IBR Supplemental Addendum Reports and submitted with the State Police Form.

- 2. INVEST TECHNIQUES

INVEST TECHNIQUES

- 4. Determine if the missing person/runaway is endangered. If the missing person/runaway is endangered notify a supervisor immediately. If Operations supervision determines that the missing person/runaway meet the endangered criteria, Operations supervision should contact the appropriate Investigative Services supervisor. A copy of the report should be delivered to Investigative Services Supervision.

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- 5. If the missing person is a juvenile, determine if the circumstances meet the criteria for an AMBER Alert (see section “G” of this policy).
- 6. Runaway reports that are not classified as **endangered** will be assigned to Special Projects (SRO) for follow up. Reports will be forwarded to Investigative Services if:
 - a. There is any evidence of endangerment
 - b. A period of ten days has elapsed with no leads developed.

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- 14. Prepare reports/make required notifications. Complete the Runaway or Missing Persons report (State Police Form SP-67 or SP-183). It must have a photograph attached if available. All of the information submitted in the report is needed for the Virginia Missing Children Information Clearing House.
- 15. Ensure the completed report package is taken “**immediately**” to the Communications/Information Center for entry into National and State

Telecommunications Systems. The Information Center will fax all documents to Virginia Missing Children Information Clearing House” **within two hours**” of the parent or guardians signature as stated in the Virginia State code 15.2-1718.

- 16. If the missing person is a juvenile provide the family/guardian with information on the National Center for Missing and Exploited Children and provide their telephone number, 1-800-THE-LOST (1-800-843-5678). Also provide them with the Virginia Missing Children’s Clearinghouse information and their telephone number, 1-800-822-4453 or (804) 674-2026.

C. SUPERVISOR RESPONSIBILITY

- 1. Obtain briefing and written reports from the responding officer and other agency personnel at the scene. Ensure First Responder duties are accomplished.
- 2. Ensure that all necessary resources, equipment and assistance is available to conduct an efficient investigation.

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- 4. Ensure coordination/cooperation among all personnel.
- 5. Ensure all Division Policy and Procedures are in compliance.

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- 8. If the missing juvenile meets the criteria for an AMBER Alert, follow the guidelines in the AMBER Alert Plan (see section “G” of this policy).
- 9. Supervisors shall review all reports prior to submission. Supervisors reviewing the reports should sign in the space directly below the Officer Name field, all other forms shall be signed-off in the appropriate box.

D. INVESTIGATIVE OFFICER

- 1. Obtain briefing from responding officer and other on-scene personnel. Review and ensure First Responder duties are all accomplished. If

first responder is unable to obtain a photograph, ensure that one is obtained. Complete a Runaway or Missing Person report, obtain a photo if available, obtain parent or guardians signature on the report, and transport to the information center immediately. All documents and photos are to be faxed to the Virginia Missing Children Information Clearing House “**within two hours**” of the initial phone report (Virginia State code 15. 2-1718) and forward to CQC.

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7. If the missing person is a juvenile and meets the criteria for the issuance of an AMBER Alert, follow the guidelines in the AMBER Alert Plan (See Section “G” of this policy).
8. Develop an investigative plan for follow-up.
9. Execute investigative follow-up plan.
10. Notification of Communications for the purposes of NCIC and all telecommunications removal is the responsibility of the officer closing the case.
11. The officer closing the case involving a runaway or missing person will attempt to meet with them in person and complete a narrative detailing the return of the subject and when possible detail the following questions and obtain the proper level of assistance for the located missing person:

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12. The investigating officer will keep the reporting person apprised of case progress and disposition.

E. RESPONSIBILITIES OF CASE QUALITY CONTROL (CQC)

1. On the first business day, CQC will ensure that the details of the case are reported to the Virginia Missing Children Clearinghouse (VMCC).
2. Should the child return, CQC will ensure that the VMCC is notified.

F. VOLUNTARY ADULT DEPARTURE

The voluntary departure and/or severing of lines of communications by an adult does not, in itself, constitute missing person status. If it is determined that such a situation exists, that particular case may be closed.

G. AMBER ALERT PROCEDURES:

The Hampton Police Division participates in the statewide AMBER (America's Missing: Broadcast Emergency Response) Alert System. The Division participates in the Hampton Roads Regional (HRR) AMBER Plan. The Division will comply with the rules and regulations set forth in the HRR Amber Plan, Agreement of Cooperation. Set out below are the important parts of the plan pertaining to the qualification for, and activation of an alert.

1. Criteria for Activation of an AMBER Alert:
 - a. The missing child must be 17 years of age or younger, and the law enforcement agency believes the child has been abducted (unwillingly taken from their environment without permission from the child's parent or legal guardian).
 - b. The law enforcement agency believes the missing child is in imminent danger of serious bodily harm or death.
 - c. A law enforcement investigation has taken place that verified the abduction or eliminated alternative explanations.
 - d. Sufficient information is available to disseminate to the public that could assist in locating the child, suspect, and/or the suspect's vehicle.

- e. The child must be entered into the Virginia Criminal Information Network (VCIN) and the National Crime Information Center (NCIC) missing person files as soon as practical.

NOTE: If all the above criteria are not met, the “AMBER Alert” will not be activated.

2. Activation Process:

- a. Confirm that an abduction has taken place and the criteria has been met. Determine if the Alert should be regional (Hampton Roads) or statewide.
- b. Complete the pre-established “AMBER Alert” forms required to activate an “AMBER Alert”. The forms can be completed electronically on the Virginia Amber Alert website (www.vaamberalert.com). If the website is not operational for any reason, the forms can be located on the Division’s intranet. The facsimile/email message must include detailed information, which could be helpful to the public in identifying the child, suspect, and/or the suspect’s vehicle. If available send a current photograph of the abducted child.
- c. The Public Information Officer will make the appropriate media notifications outlined in the Amber Alert Plan. These notifications include, Com-Sec, radio, television, newspaper, VDOT, Virginia Missing Children Clearinghouse and the regional AMBER Alert Coordinator (Newport News Police Department).

3. Departmental Notifications:

- a. Immediately upon the responding patrol supervisor identifying the possibility of the need for an AMBER Alert regarding a missing child, the supervisor will notify the on-duty Investigative Supervisor and a Crimes Against Persons (CAP) Investigator. If the need is identified by Communications Personnel on the initial call, the Investigative personnel will be immediately notified.
- b. The Investigative Supervisor will assign a primary investigator and other investigators to assist as needed. The primary investigator will determine if the missing child meets the criteria listed above for the activation of an AMBER Alert.

- c. Upon determining the criteria has been met, and an AMBER Alert activation is necessary, the primary investigator or the investigative supervisor will contact the CAP Lieutenant (or their designee) for authorization to activate the AMBER Alert Plan.
 - d. Upon determining to activate the AMBER Alert Plan, the CAP Lieutenant (or their designee) authorizing the use of the plan will notify the:
 - (1) Chief of Police
 - (2) Investigative Branch Commanders
 - (3) Public Information Officer
 - (4) Sector Commander (or Staff Duty Officer when applicable)
 - (5) Public Safety Communications
4. Communications Section Responsibilities:
- a. Make VCIN and NCIC entries on the missing person with all pertinent information.
 - b. Send a VCIN message to the State of Virginia advising an “AMBER Alert” has been activated to anticipate an increase in 911 telephone traffic.
 - c. Notify the 311 Call Center of the AMBER Alert so incoming calls can be immediately transferred to the Communications Center.
5. Cancellation of the AMBER Alert process:
- a. The Public Information Officer will:
 - 1) Immediately notify the VMCC with pertinent information.
 - 2) Notify the Investigative Lt. or Captain who will notify the Chief of Police, Operations Branch Commander, and Investigative Services Commander of the cancellation.
 - b. Public Safety Communications will:
 - 1) Remove missing child from VCIN and NCIC.
 - 2) Send cancellation VCIN message to the State of Virginia for the AMBER Alert.

H. Senior Alert Procedures:

1. Criteria for Activation of the Senior Alert Plan:

- a. The missing senior adult whereabouts are unknown, is over 60 years of age and;
- b. Suffers a cognitive impairment to the extent that he or she is unable to provide care for their self without assistance from a caregiver, including a diagnosis of Alzheimer's Disease or dementia, and;
- c. Whose disappearance poses a credible threat as determined by a law enforcement agency to the health and safety of the adult and under such other circumstances as deemed appropriate by the Virginia State Police.
- d. A law enforcement investigation has taken place that verified the senior adult is missing and eliminated alternative explanations by a thorough search of the immediate area if vehicular travel is not involved as a mode of travel for the adult.
- e. Sufficient information regarding the missing senior adult is available to disseminate to the public that could assist in locating the missing senior adult or their vehicle.
- f. The missing senior adult must be entered into the Virginia Criminal Information Network (VCIN), the National Crime Information Center (NCIC) missing person files and information reported to the Virginia Missing Person Information Clearinghouse in the prescribed format.
- g. A photograph of the missing senior adult must be provided to the Virginia Missing Person Information Clearinghouse on the prescribed forms or agency equivalent. The activation and termination forms are located on the division's intranet. Once completed, the forms can be sent electronically to DutySgtHQ@vsp.virginia.gov or faxed to 804-674-6704.

If all of the aforementioned criteria are not met, the Virginia Senior Alert Plan will not be activated however information can still be provided to the media.

2. Activation Process:

- a. Confirm that the missing senior meets the criteria listed in the Senior Alert Plan.
- b. Complete the pre-established Senior Alert activation forms which are located on the division's intranet. The forms and a photograph of the missing senior will then be sent to the

Virginia Missing Person Information Clearinghouse (VMPC) electronically or by fax.

- c. Virginia State Police will contact any/ all broadcasting companies upon approval to activate the Virginia Senior Alert Plan.

3. Departmental Notifications:

- a. Immediately upon the responding patrol supervisor identifying the possibility of the need for a Senior Alert regarding a missing senior, the supervision will notify the on-duty Investigative Supervisor and a Crimes Against Persons (CAP) Investigator.
- b. The Investigative Supervisor will assign a primary investigator and additional investigators to assist as needed. The primary investigator will determine if the missing senior meets the criteria listed above for the activation of the Senior Alert.
- c. Upon determining that the criteria has been met, the primary investigator or the investigative supervisor will contact the CAP Lieutenant (or designee) for authorization to activate the Senior Alert.
- d. Upon determining to activate the Senior Alert Plan, the CAP Lieutenant (or designee) authorizing the use of the plan will notify the:
 - 1) Chief of Police
 - 2) Operations and Investigative Branch Commanders
 - 3) Public Information Officer
 - 4) Sector Commander (or Staff Duty Officer when applicable)
 - 5) Public Safety Communications

4. Communications Section Responsibilities:

- a. Make VCIN and NCIC entries on the missing senior with all Pertinent information.
- b. Send a VCIN message to the State of Virginia advising a Senior Alert has been activated to anticipate an increase in 911 telephone traffic.

- c. **Notify the 311 call center of the Senior Alert so incoming calls can be immediately transferred to the Communications Center.**

5. Cancellation of the Senior Alert Plan process:

a. The Public Information Officer will:

- 1) Immediately notify the VMPC with pertinent information.
- 2) Notify the Investigative Lt. or Captain who will notify the Chief of Police, Operations Branch Commander, and Investigative Services Commander of the cancellation.

b. **Public Safety Communications will:**

- 1) **Remove missing senior from VCIN and NCIC.**
- 2) **Send cancellation VCIN message to the State of Virginia for the Senior Alert.**

I. Critically Missing Adult Alert Plan Procedures:

1. Criteria for the Activation of the Critically Missing Adult (CMA) Alert Plan:

- a. The Abducted Adult must be 18 years of age or older and the law enforcement agency believes that the adult has been abducted (unwillingly taken from their environment without permission).
- b. The law enforcement agency believes that the Abducted Adult is in imminent danger of serious bodily harm or death.
- c. A law enforcement investigation has taken place that verified the abduction or eliminated alternative explanations.
- d. Sufficient information is available to disseminate to the public that could assist in locating the Abducted Adult, suspect, and/or the suspect's vehicle.
- e. The Abducted Adult must be entered into the Virginia Criminal Information Network (VCIN) and the National Crime Information Center (NCIC) missing person files.
- f. The Virginia "Abducted Adult Alert" Form authorizing release of information must be signed. The activation and termination forms are located on the division's intranet. Once completed, the forms can be sent electronically DutySgtHQ@vsp.virginia.gov or faxed to 804-674-6704.

2. Activation Process:

- a. Confirm that an abduction has taken place and that the outlined criteria has been met.
- b. Complete the pre-established Critically Missing Adult Alert Plan forms required to activate an alert which are located on the Division's intranet. The forms and a photograph of the critically missing adult will then be sent to the Virginia Missing Person Information Clearinghouse (VMPC) electronically or by fax.
- c. Virginia State Police will contact any/ all broadcasting companies upon approval to activate the Virginia Critically Missing Adult Alert Plan.

3. Departmental Notifications:

- a. Immediately upon the responding patrol supervisor identify in the possibility of the need for a Critically Missing Adult Alert, the supervision will notify the on-duty Investigative Supervisor.
- b. The Investigative Supervisor will assign a primary investigator and additional investigators to assist as needed. The primary investigator will determine if the missing adult meets the criteria listed above for the activation of the Critically Missing Adult Alert.
- c. Upon determining that the criteria has been met, the primary investigator or the Investigative Supervisor will contact the CAP Lieutenant (or designee) for authorization to activate the Critically Missing Adult Alert.
- d. Upon determining to activate the Critically Missing Person Alert Plan, the CAP Lieutenant (or designee) authorizing the use of the plan will notify:
 - 1) Chief of Police
 - 2) Operations and Investigative Branch Commanders
 - 3) Public Information Officer
 - 4) Sector Commander (or Staff Duty Officer when applicable)
 - 5) Public Safety Communications

4. Communications Section Responsibilities:

- a. Make VCIN and NCIC entries on the critically missing adult with all pertinent information.

- b. Send a VCIN message to the State of Virginia advising a Critically Missing Adult Alert has been activated to anticipate an increase in 911 telephone traffic.
 - c. Notify the 311 call center of the Critically Missing Adult Alert so incoming calls can be immediately transferred to the Communications Center.
5. Cancellation of the Critically Missing Adult Alert Plan process:
- a. The Public Information Officer will:
 - 1) Immediately notify the VMPC with pertinent information.
 - 2) Notify the Investigative Lt. or Captain who will notify the Chief of Police, Operations Branch Commander, and Investigative Services Commander of the cancellation.
 - b. **Public Safety Communications will:**
 - 1) **Remove critically missing adult from VCIN and NCIC.**
 - 2) **Send cancellation VCIN message to the State of Virginia for the Critically Missing Adult Alert.**

J. FOUND UNIDENTIFIED PERSONS:

- 1. Officers will be dispatched to all found unidentified persons whether that person is a child or an adult with Alzheimer’s or considered “At-risk”.
- 2. The responding officer will attempt to identify the individual by asking pertinent questions.
- 3. The responding officer shall notify their immediate supervisor (who shall respond) and Communications of the location and description of the person found for any incoming calls for a missing person.

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- 5. Contact the Public Information Officer for a press release if necessary.

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8. Contact the Virginia State Police (VSP) with information to determine if an Amber, Ashanti or Silver Alert has been issued.

Redaction Log

Total Number of Redactions in Document: 13

Redaction Reasons by Page

Page	Reason	Description	Occurrences
3	INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	1
3	TACTICAL PLANS	Records of law-enforcement agencies, to the extent that such records contain specific tactical plans, the disclosure of which would jeopardize the safety or security of law-enforcement personnel or the general public has been redacted pursuant to Va. Code §2.2-3706(B)(5).	1
3			1
4	TACTICAL PLANS	Records of law-enforcement agencies, to the extent that such records contain specific tactical plans, the disclosure of which would jeopardize the safety or security of law-enforcement personnel or the general public has been redacted pursuant to Va. Code §2.2-3706(B)(5).	1
4	INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	2
5	INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	2
6	INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	2
7	INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	1
14	TACTICAL PLANS	Records of law-enforcement agencies, to the extent that such records contain specific tactical plans, the disclosure of which would jeopardize the safety or security of law-enforcement personnel or the general public has been redacted pursuant to Va. Code §2.2-3706(B)(5).	1
14	INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	1

Redaction Log

Redaction Reasons by Exemption

Reason	Description	Pages (Count)
		3(1)
INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	3(1) 4(2) 5(2) 6(2) 7(1) 14(1)
TACTICAL PLANS	Records of law-enforcement agencies, to the extent that such records contain specific tactical plans, the disclosure of which would jeopardize the safety or security of law-enforcement personnel or the general public has been redacted pursuant to Va. Code §2.2-3706(B)(5).	3(1) 4(1) 14(1)