

MINNEAPOLIS PARK POLICE
DEPARTMENT

BY ORDER OF THE CHIEF OF POLICE

SPECIAL ORDER 2015-13



DATE ISSUED: November 5, 2015	DATE EFFECTIVE: November 6, 2015	NUMBER: SO 15-13	PAGE: 1 of 7
TO: All Park Police Staff			RETENTION DATE: Until Rescinded
SUBJECT: Updated Policy – Response to Reports of Missing & Endangered Persons			APPROVED BY: Chief J.R. Ohotto

MP-8806

8-201 MISSING / RUNAWAY JUVENILES

Initial Response and NCIC Entry

Persons wanting to report a missing juvenile (including runaways) shall be directed to call 911/Minneapolis Emergency Communication Center (MECC) at all times. MECC will complete the NCIC Missing Juvenile card (MP-6409) for all juveniles 17 years old and under, noting any suspicious or unusual circumstances. MECC shall then dispatch a squad to the incident address. A squad shall respond as soon as possible to verify the status of the juvenile.

Upon arriving to the incident address, officers shall:

1. If reasonable, ask for permission to search the residence to verify that the juvenile is missing.
2. Contact MECC Channel 7 upon determining whether the report of the missing juvenile is confirmed or unfounded.
3. If the juvenile is confirmed missing, officers shall complete a CAPRS report using the MISPER code and document if a search was conducted and who gave consent.

MECC shall enter all juvenile missing persons into NCIC within 2 hours of the time listed on the Missing Persons Card (MP-6409). If a missing juvenile report is determined to be unfounded MECC shall clear the missing person record from MECC. (10/05/09)

MECC staff, reporting officers, and investigators shall advise the reporting person to call 911 if the missing juvenile returns or is located.

Juveniles 12 and Under

In addition to the above, MECC shall broadcast the initial information and notify the on-duty shift supervisor when the incident involves a juvenile 12 years of age or younger. The shift supervisor shall then decide if the MPD precinct lieutenant or MPD Watch Commander should be notified to coordinate a large-scale search.

Located/Returned Juveniles

When MECC receives notification that a missing juvenile has returned or been located, they will complete a new Missing Juvenile Card (MP-6409) and immediately dispatch a squad to the incident address in order to verify that the missing juvenile has returned. Upon verifying the juvenile has returned, the officer shall inform MECC Channel 7 to remove the juvenile from NCIC.

When an officer encounters a listed missing/runaway juvenile and the juvenile cannot be released to a parent/legal guardian, officers shall transport the juvenile to JSC. Officers shall ensure that MECC Channel 7 is notified to remove the juvenile from NCIC.

Once the missing juvenile has been removed from NCIC, MECC staff shall check the "cancel" box and record the new CCN in the upper left corner on the new Missing Juvenile Card. The card will be picked up by Juvenile Unit support staff during business hours.

If it is determined that the missing juvenile is a runaway, the officer shall issue a Hennepin County Juvenile Citation and complete a CAPRS report using the code RUNWAY. The CCN for the original Missing Person call shall be referenced in the "Public Info" and "Related CCN" data fields of the RUNWAY report.

Special Circumstances

1. A juvenile under court-ordered placement who is reported missing, shall require an MPD squad response.
2. A juvenile at a Minneapolis facility (e.g. The Bridge) who has run away, can be reported as a missing/runaway juvenile by any person, regardless of the reporting person's relationship to the juvenile, and whether or not the stay was a court-ordered placement.
3. A juvenile placed on a 72-hour hold by the MPD, who runs away prior to the expiration of the hold, requires a squad response.
4. Any missing juvenile believed to be in imminent danger shall have a squad response and NCIC Entry protocol initiated, regardless of jurisdiction. Officers will complete a CAPRS report coded MISPER.
5. The local law enforcement agency having jurisdiction over the location where a person has been missing or was last seen has the responsibility to take a missing person report.

If this location cannot be clearly and easily established, the local law enforcement agency having jurisdiction over the last verified location where the missing person last resided has the responsibility to take the report. (10/10/08)

8-201.01 CAPRS REPORTS – MISSING/RUNAWAY JUVENILES (10/07/08)

(A-D)

In addition to standard reporting requirements found in section 4-602 Report Writing, all missing person reports shall:

1. Identify the Missing Person as "MP" in the Role/Role #.
2. Identify the name and address of the current/last school attended by the MP.
3. Provide all contact phone number(s) including cellular and work, for the Reporting Party (RP).
4. Identify the relationship of the MP to the RP.
5. Document if a search of the home was conducted and who gave consent.

All CAPRS reports shall also include a description of circumstances relating to the missing person. Include any prior disappearances, suicidal tendencies, medical or EDP (emotionally disturbed person) concerns.

8-201.02 INVESTIGATING JUVENILE MISSING PERSONS (10/07/08)

(A-D)

The MPD Juvenile Unit shall be responsible for the follow-up investigations on all juvenile missing person cases. Once an investigator is assigned a missing person case, he/she shall:

1. Contact the Reporting Party (RP) by phone or in-person.
2. Determine if the child has returned and/or if additional information is available.
3. Perform necessary follow-up as prompted by the nature of the case.
4. Consider issuing an ISAC bulletin.
5. Complete closing supplements and Disposition Sheet.

NCIC Packets

The MPD Juvenile Unit shall provide the following materials to the reporting person no later than two weeks after the date of the NCIC entry: a packet titled "NCIC Missing Person File Data Collection Entry Guide" and the form titled "Minnesota Missing Person Bulletin Information & Release Form". These documents are available on the MPD intranet in the "Forms" section at:

[NCICMissingPersons-DataCollectionGuide.pdf](#) and [MNMissingPersonBulletinAndRelease.pdf](#)

Designated MPD Juvenile Unit staff shall enter a supplement in CAPRS noting the date these materials were distributed. The Data Collection Guide/packet will be returned to the designated Juvenile Unit staff member, who shall review the information and enter a supplement in CAPRS stating the date the packet was received. Staff in the MPD Juvenile Unit will update the NCIC entry with any additional identifying information as soon as it becomes available. The assigned investigator will properly inventory the Data Collection Guide once his/her review is complete and appropriate updates are made to NCIC and CAPRS.

8-202 AMBER ALERT (05/19/05) (10/07/08)

(A-D)

An Amber Alert may be warranted in abductions and kidnappings in which the victim is 17 years of age or younger and appears to be in immediate danger of serious bodily harm, sexual assault, or death. In these instances officers shall notify their supervisor and begin an immediate search for the missing child.

If it is immediately known that all criteria outlined in section 8-202.01 are met, the on-scene supervisor shall contact the BCA to request an Amber Alert Broadcast and notify the MPD Watch Commander and the Park Police Chief. The MPD Watch Commander shall coordinate MPD notifications.

8-202.01 ACTIVATING AN AMBER ALERT BROADCAST (10/07/08) (07/01/13)

To activate an Amber Alert Broadcast the following criteria must be met:

1. The victim of an abduction (parental/non-parental) or a runaway, and is 17 years of age or younger.
2. The child is believed to be in imminent danger of serious bodily harm or death.
3. There is information available to disseminate to the general public, which could assist with the safe recovery of the victim and/or the apprehension of the suspect.

To activate the Amber Alert, a Supervisor shall contact the BCA Communications Center and request an Amber Alert Broadcast.

Provide the following information to the BCA:

- When/where the child was abducted
- Description of child
- Description of abductor
- Description of vehicle, if involved

- Last known direction of travel
- If there is reason to believe the suspect has a relationship to the victim
- Number to contact for general information/questions

The BCA has sole discretion to issue Amber Alerts.

8-202.02 ACTIVATING THE MN CRIME ALERT NETWORK (10/07/08)

In cases where Amber Alert criteria is not met but the general public, other law enforcement agencies, businesses and the media could assist in locating the missing individual, the MN Crime Alert Network (MNCAN) may be activated. To activate MNCAN, contact MECC.

7-328 MISSING PERSONS - ADULTS (02/03/89) (06/16/06)

(A-B)

Taking the report:

Adult missing person reports may be made at MPD precinct desks, or a reporting party may call 911/Minneapolis Emergency Communications Center (MECC). MECC will dispatch a squad and the responding officer will complete a CAPRS report using the MISPER code.

All MISPER reports will include the following information regarding the missing person:

- complete name (including any aliases or nicknames)
- date of birth
- full physical description (including height, weight, hair/eye color, scars, marks or tattoos)
- clothing description (if available)
- driver license and Social Security numbers (if available)

All MISPER reports will include the following information regarding the reporting party:

- complete name
- date of birth
- address and contact phone number(s)

The report shall also include a description of circumstances relating to the missing person including any prior disappearances, incompetence, senility, suicidal tendencies, medical or mental problems. Officers will decide if it is necessary to notify MECC to broadcast a

description. Officers will advise reporting party to contact the respective precinct desk if the missing person returns or is located.

NCIC ENTRY:

Missing adults aged 18, 19, and 20:

Missing persons aged 18, 19, and 20 at the time of their disappearance shall be entered into NCIC by MECC within 2 hours of the time listed on the Missing Persons Card (MP-6418). (10/05/09)

For all missing adult cases in which the MP is aged 18, 19 or 20, officers shall contact MECC Channel 7 upon determining whether the report of the missing person is confirmed or unfounded. (10/05/09)

Missing adults – 21 years and over:

Missing persons aged 21 years and older at the time of their disappearance shall be entered into NCIC by the MPD Terminal Agency Coordinator (TAC) once the signed request form is received from the MPD investigator (see "Investigating missing persons" below).

Investigating missing persons:

The respective MPD precincts shall be responsible for the follow-up investigations on all adult missing person cases. For adults aged 21 years and older, it shall be the responsibility of the investigator to decide if the victim will be entered into NCIC. The following criteria (as mandated by NCIC 2000 Policy) will be used for making the determination:

1. **Disability:** A person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger.
2. **Endangered:** A person of any age who is missing under circumstances indicating that his/her physical safety may be in danger.
3. **Involuntary:** A person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary, e.g. abduction or kidnapping.
4. **Catastrophe Victim:** A person of any age who is missing after a catastrophe.
5. **Other:** A person not meeting the criteria for entry in any other category who is missing and:
 - a. For whom there is a reasonable concern for his/her safety; or
 - b. Is under age 21 and declared emancipated by the laws of his/her state of residence. (10/05/09)

If it is determined that a missing adult aged 21 and over should be entered into NCIC, the investigator shall forward a signed "NCIC Initial Entry Report" form (rev 07/05) to the Terminal Agency Coordinator (TAC) in the Business Technology Unit (BTU) requesting entry. The investigator shall provide the following materials to the reporting person no later than two weeks after the date of the NCIC entry: a packet titled "NCIC Missing Person File Data Collection Entry Guide" (rev 07/05) and the form titled "Minnesota Missing Person Bulletin Information & Release Form". These documents are available on the MPD intranet in the "Forms" section at:

[NCICMissingPersons-InitialEntryRequest.pdf](#)

[NCICMissingPersons-DataCollectionGuide.pdf](#)

[MNMissingPersonBulletinAndRelease.pdf](#)

The MPD investigator shall enter a supplement in CAPRS noting the date these materials were distributed. The Missing Person Data Collection Guide shall be kept on file with the TAC once it is returned to the MPD. The investigator shall contact the TAC to have the NCIC entry updated with any additional identifying information as soon as it becomes available.

Officers receiving information that a missing person has been located shall make a supplementary report in CAPRS that states the circumstances involved. The supervisor approving the CAPRS supplement will notify the assigned investigator regarding the change in status of the missing person, and the investigator will contact the TAC to ensure the NCIC entry has been removed.

7-328.01 KIDNAPPING (11/12/91)

(A-B)


Officers responding to a reported kidnapping shall conduct a preliminary investigation and shall complete a CAPRS report entitled "Kidnapping".

When a juvenile has been taken by a non-custodial parent and/or other family member, officers shall complete a CAPRS report entitled "Deprivation of Custodial or Parental Rights".

In each of the above cases the assigned investigator shall mail a BCA Missing Person Photo Request Form to the parent/reporting person.

For incidents regarding the abduction or kidnapping where the victim is 17 years or younger, refer to section 8-202 Amber Alert. (05/19/05) (10/05/09)

Department policy approved by:



Jayne Miller, Superintendent

11/5/2015

Date