POLICY/PURPOSE:
It is the policy of the Cedar Rapids Police Department (CRPD) that (1) all reports of missing persons be given full consideration and attention by members of this agency to include careful recording and investigation of factual circumstances surrounding the disappearance in accordance with this policy, and (2) that particular care be exercised in instances involving lost, runaway, abandoned, missing, abducted, or unidentified children. [41.2.6a]

Questions concerning parental custody occasionally arise in relation to missing children reports. It shall be the policy of this agency to accept the report of a missing child even if custody has not been formally established. Reporting parties shall be encouraged to obtain legal custody as soon as possible. However, since the safety of missing children is paramount, members of this agency will open a case when it can be shown that a child has been removed, without explanation, from their usual place of residence.

DEFINITIONS:
Missing Child:
Younger than 18 years of age and whose whereabouts are unknown to their parent, guardian, or responsible party. Suzanne’s Law extends these reporting requirements to missing persons under the age of 21.

Missing Adult:
Any adult whose whereabouts cannot be determined and any of the criteria outlined below in the unusual circumstances definition apply

Unusual Circumstances:
Refers to a missing child or adult who is:
- 13 years of age or younger. This age was established by the Federal Missing Children Assistance Act because children of this age group have not established independence from parental control, and do not have the survival skills necessary to protect themselves from exploitation on the streets.
- Believed to be in any circumstance that puts the missing subject at substantial risk. [41.2.5f]
  - May be subject of foul play or indications that the person’s safety may be in danger
  - Suffers from diminished mental capacity or medical conditions that are potentially life threatening if left untreated/unattended
  - Because of age (young or old) may be unable to properly care for themselves
  - Has demonstrated the potential for suicide
  - May have been involved in an accident or natural disaster
Absent from home for more than twenty-four (24) hours before being reported to the police as missing or is absent under circumstances inconsistent with established patterns of behavior

**Determination of Unusual Circumstances:**
If it is determined that unusual circumstances are involved in the report of a missing person, an expanded investigation, including the use of all appropriate resources, will commence. While all missing person incidents should be investigated thoroughly, those involving unusual circumstances indicate a heightened likelihood of risk to the victim and, therefore, require an intensive response.

**Roles & Responsibilities:** [41.2.6E]

**Call Takers:**
It is the responsibility of the Call Taker to obtain initial dispatch information, relaying the information so that officers are dispatched to the call to begin the preliminary investigation per the Emergency Police Dispatch Protocol.

**First Responders:**
To immediately arrive and assess the danger and time sensitive nature of the missing persons report. Further responsibilities are listed below.

**Record Technician**
Records technicians will be responsible for timely entry for all missing person(s) in the NCIC system, conduct a secondary review of all entries, and clearing of NCIC missing person(s) records in a timely manner.

**Supervisors:**
Supervisors may need to coordinate responding officers, investigators, and various personnel depending on the scope of the initial report. Further responsibilities are listed below.

**Investigators:**
Investigators may include but not limited to CID personnel, first responders, or patrol officers. All investigators have the responsibility to conduct follow-up investigations and, in the instance of missing with unusual circumstances, inform Command Staff of significant developments.

**Procedure:**
**Preliminary Investigation and Initial Report:**
The Call Taker (Communications Personnel, Dispatcher, etc.) who receives the report of the missing person will follow the Emergency Police Dispatch Protocol obtaining enough information to accurately select the proper event type. [41.2.5]
In missing person cases where no unusual circumstances exist, the reporting party should be encouraged to make reports at the police department. The complainant must sign the report. The report will be submitted to Records without unnecessary delay so that it can be given a case number, broadcast to our the cars via radio and MDC alerts and the appropriate state and NCIC notifications will be made. [41.2.5a]

In missing person cases where the criteria is met indicating a missing person in unusual circumstances, a uniform officer will be dispatched to the scene and a Supervisor notified. [41.2.6b]

The initial officer must gather as much information as possible in order to properly classify a missing person report and initiate an appropriate response. The following information is required for immediate notification of appropriate inter- and intra-agency coordination: [41.2.6c; 41.2.6e; 41.2.5a]

- The officer should refer to the Investigative Checklist for First Responders as a guideline to navigate through the response and investigative response
  - The checklists can be found in Police Shares

Located Missing Persons: [41.2.6f; 41.2.5c; 41.2.5d; 41.2.5e]  
When a missing person returns or is located, a Clearance Report will be completed. If an officer is already on scene or has been dispatched to the location, they will fill out the Clearance Report. Otherwise the Clearance Report will be completed by personnel in Records Section after report of return or location is verified through a reliable source.

Dispatch will make notifications to CRPD officers. Records will clear the NCIC entry.

Upon the receipt of a NCIC locate confirmation from another agency:

- Contact the agency making inquiry and notify them we have a runaway/missing report but we cannot authorize holding the youth by Iowa law in a locked facility.
- A commander will notify the parent or reporting party. Instruct the parent or reporting party to contact the inquiring agency. The commander will document the interaction in a Supplemental Report.

**AMBER ALERT** [41.2.6d]:
The Amber Alert Plan is a voluntary, cooperative program between law enforcement agencies and the local broadcasters to send an emergency alert to the public when a child has been abducted and it is believed that the child’s life is in grave danger. The Amber Alert Plan utilizes the Emergency Alert System (EAS) to broadcast information over area radio and television stations and weather radios.

The following criteria must be met in order to issue an Amber Alert:
Law enforcement confirms a child has been abducted and entry has been made into the IOWA/NCIC Systems identifying the child as missing.

- The child is under the age of 18.
- Law enforcement believes the circumstances surrounding the abduction indicate that the child is in danger of serious bodily harm or death.
- There is enough descriptive information about the child, abductor, or suspect's vehicle to believe an immediate broadcast alert will help.

Should an abduction of this nature occur in the City of Cedar Rapids, and the above criteria are met, alert information will be put together for public distribution. This information can include descriptions and pictures of the missing child, the suspected abductor, a suspected vehicle and any other information that is available and could be valuable in identifying the missing child and the suspect in the case. The following procedure will be followed:

- Officers responding to the call will have to evaluate immediately if the missing juvenile fits the Amber Alert criteria.
- If the criteria of the Amber Alert is met, the officer will contact a commander. If appropriate the commander will advise the officer to notify Joint Communications and provide as much information as possible.
- The parent or legal guardian must be transported to the station to fill out necessary paperwork and releases for initiating Amber Alert.
- A commander will complete the Amber Alert Notification Plan Facsimile Transmission Packet located in the Forms folder in Police Shares. The commander will contact the Patrol and CID Division Commanders and advise them of the situation. The Patrol Division Commander will be responsible for approval of the Amber Alert submission.
- The commander or CID supervisor will contact the Department of Public Safety (State Patrol Communications Des Moines PBX 515-323-4360) and fax a copy of the Amber Alert Notification Plan Facsimile Transmission Packet to fax number 515-323-4300. The Department of Public Safety will forward the information to the designated alert stations. The Alert Plan Stations will activate the plan through the Emergency Alert System (EAS).
- Public Information Officer (PIO) will be notified

**Roles & Responsibilities in Amber Alert**

**Dispatch**

- Public safety dispatchers should screen callers who have information about the abduction and forward those calls to the appropriate location.
- If set up, the caller may be referred to the call center so that screeners can gather more information.
POLICY TITLE: Missing Persons  
STANDARD/REF #: 41.2.5; 41.2.6

APPROVED BY: Wayne Jerman, Chief  
REVIEWED DATE: 1/20/2017

REQUIRED REVIEWERS: CID; Patrol  
REVISED DATE: 1/20/2017

- Information request from the news media should be referred to the Public Safety Information Coordinator (PSIC).
- Information that is urgent needs to be immediately routed to the case lead; either patrol or investigations for immediate police response.
- If requested by an outside agency to assist in their case, refer them to the patrol watch commander for immediate assistance

**Patrol**

- The initial police response is the responsibility of the watch commander.
- Follow missing child checklist.
- Complete the informational form for Amber Alert activation.
- The watch commander is responsible for the immediate notification of appropriate division commanders and the Chief of Police as well as the PIO.
- The last known location of the child should be searched by first responders, if applicable.
- Ensure the missing child is immediately entered in NCIC.
- Contact the Joint Communications Agency (JCA) manager (or designee) to ensure activation and staffing of the phone bank.
- Continued search efforts will be coordinated between patrol and investigations including the appropriate use of the Automated License Plate Recognition (ALPR)/GATSO technology.
- Setting up the Incident Command Post.
- Manage all search and responder activities based on the situation.
- Provide adequate responders to other agencies who request it.

**Criminal Investigations Division (CID)**

- Once assigned, investigations will coordinate with Patrol on the status of the event and coordinate interview of victims, witnesses or suspects.
- Coordinate with other law enforcement agencies assigned to assist in the investigation.
- Assume the lead in the investigation if the jurisdiction is in Cedar Rapids.
- Assist and cooperate with other agencies if the jurisdiction is not in Cedar Rapids or as requested.
- Coordinate with National Center for Missing and Exploited Children (NCMEC) or State of Iowa Amber Alert systems.

**Public Safety Information Coordinator**

- Responsible for relaying information to the media to assist in locating the missing child.
- Respond to media inquiries as required.
- Coordinate with the investigative or patrol commander in order to release timely and accurate information.
POLICY TITLE: Missing Persons
STANDARD/REF #: 41.2.5; 41.2.6
APPROVED BY: Wayne Jerman, Chief
REVIEWED DATE: 1/20/2017
REQUIRED REVIEWERS: CID; Patrol
REVISED DATE: 1/20/2017

- Any information released will have the approval of the lead investigative agency.
- Schedule news/media updates.
- Provide photos of victims or suspects as required.

**OPERATION QUICKFIND [41.2.6d]:**
Operation Quickfind is an agreement between the Cedar Rapids Police Department and certain electronic news agencies to cooperate in attempting to locate missing persons.

Although Operation Quickfind is principally designed to be used in cases of younger children, it can be used for others such as the handicapped, etc., or whenever, in the opinion of a commanding officer, it should be used. The main goal of the department is the safety and location of all missing persons/runaways.

Procedure
When anyone makes a missing person on:
- A person under 18 years of age or
- An adult with:
  - Health issues
  - Mental conditions
  - Developmental disabilities
  - Emotional instability
  - Or any condition a commanding officer feels falls within the scope of this directive
- AND the person has been missing less than 12 hours and/or there are extenuating circumstances from the time of the initial report.
- The responsible party will be asked if they wish to participate in Operation Quickfind.
  - If they do not wish to participate, continue with the current policy
- If they wish to participate:
  - Ask them to come to the police department to sign a release form, or if a legitimate reason, a release can be taken to the reporting party. The person must be the responsible party of the victim.
  - Once the release is signed, Operation Quickfind can go into effect.
  - The original release form will remain in the record room to be attached with the original missing person report.
  - A copy of the release form will be sent to the Investigative Division.
  - Dispatch will be contacted prior to sending the notification to the media and will be provided with all necessary information to field any incoming phone calls reference the Operation Quickfind.
The Records Section will be responsible to see that each participating news agency is contacted via email using the City of Cedar Rapids predetermined distribution group, "Media Group."

**LOCATION OF MISSING PERSON [41.2.6f]:**
When the person is located the commander on duty at the time the missing person is located, or when the station is informed that the person has been located, will be responsible to see that each news agency is recontacted. As much information as is known or can be released without jeopardizing the investigation will be given to each agency. This will be done via fax.

**AUDITING OF SYSTEM**
An online NCIC monthly validation of all missing person(s)/runaway(s) will be conducted by Records personnel.