



Missing Juvenile Reports

Date of Issue: October 3, 2012
Procedural Notice: 12-2012
Subject: Missing Juvenile Reports/Review of
Issued By: Jeffrey E. Robertson, Chief of Police

Missing Juvenile Reports/Review of

Each day prior to the 0600 Roll Call, the Officer in Charge will review all active Missing Person/Juvenile reports on file with this Police Department.

The Officer in Charge will:

- Review the entire report for investigative leads to be followed up.
- Assign an Officer to follow up active reports.
- Insure that all follow up investigative notes are recorded on the report by the Officer conducting the follow up.
- If, in the opinion of the Officer in Charge, additional personnel; beyond Basic Patrol personnel are required to complete the follow up (Detective, CST personnel), the Officer in Charge will notify the Deputy Chief of Police and request that additional resources be assigned to the follow up. If the Deputy Chief is unavailable, the Chief of Police will be notified.

Active reports that have been entered into LEADS for a period of 20 days are to be forwarded to the TAC Officer for entry of dental records. LEADS requires that all missing persons have their dental records entered as an addendum to the original missing person report no later than 30 days from the original missing entry. Forwarding the report to the TAC on the 20th day after entry will ensure that the information is entered prior to the 30 day requirement.



AMBER Alert Activation

Date of Issue: September 26, 2012
General Order: 06-2012
Subject: AMBER Alert Activation
Issued By: Jeffrey E. Robertson, Chief of Police

PURPOSE:

To comply with the requirements in activating an Amber Alert.

POLICY:

The disappearance of a minor child is to be considered an investigative priority. Each case being different in facts and circumstances, the Chief of Police will make the decision as to the proper amount of manpower and resources needed to bring the situation to a successful conclusion. The Chief of Police, or his designee, will further determine when an AMBER ALERT will be activated, after obtaining all pertinent information from the Officer in Charge of the Investigation.

The Amber Alert system is based on cooperation between law enforcement agencies, the media and CECOMS (Cuyahoga Emergency Communication Systems) working together to activate an urgent bulletin in child abduction cases. The bulletin will broadcast a description of the abducted child and the alleged abductors including vehicles used and other circumstances that will help to lead to the safe return of the abducted child. The alert information will be broadcast over the airwaves as well as highway alert signs.

PROCEDURES:

A. Activation Criteria

1. Cleveland Heights Police must confirm that the child is under the age of 18.
2. Cleveland Heights Police believe that the abduction poses a credible threat of immediate danger or serious bodily harm/death to the child*.
3. There is sufficient descriptive information about the child, the suspect and/or the circumstances surrounding the abduction to believe that activation of the alert will help in locating the child.
4. Cleveland Heights Police must determine that the child is not a runaway or has not been abducted as a result of a family abduction – Unless the investigation determines that the child is in immediate danger of serious bodily harm or death.

***In all Amber alerts that are activated on request of this Police Department, included in the alert will be a statement that the child is in immediate danger.**

5. ****The following situations DO NOT qualify for AMBER ALERT activation:**



- a. Missing child is believed to have run away from home
- b. Missing child was taken by a non-custodial relative in a child custody case.
- c. A missing adult 18 years of age or older.
- d. Police search for other criminal (murder suspect, bank robber etc.).
- e. A child who is missing more than twenty-four (24) hours.

B. Activation Procedure

1. The Officer in Charge will:

- a. Contact CECOMS (216) 771-1363 to request an Amber Alert.
- b. Fax to CECOMS at (216) 443-5705 **AND** (216) 443-4923:
 - Amber Alert Urgent Fax Forms. (sample attached)
 - Page two of the CECOMS form – contains "exact message" to be transmitted. (sample attached)
 - These forms will be located in the Officer in Charge office.

2. Communications personnel will:

- a. Enter the missing juvenile through LEADS and NCIC.
- b. Use the proper NCIC category – Child abduction cases should be entered into the missing person file in either the endangered or involuntary category and the child abduction (CA) flag should be entered.
- c. Contact the National Center for Missing and Exploited Children to report the child abduction case at 1-800-843-5678.
- d. The AMBER Alert (AA) flag should be entered in the record. If CHPD is unable to set these Flags, the National Center for Missing and Exploited Children (NCMEC) is to be contacted immediately at (800) 843-5678. The NCMEC will contact the Ohio Amber Alert coordinator to approve updating the NCIC record with the appropriate flag.
- e. When entering the Amber Alert it is important to populate the "place of birth" field even though it is not highlighted. Completing this field causes a message to be sent to the Missing Children's Clearing House and a flag is put on the child's birth certificate. If the suspect attempts to obtain the child's birth certificate, this flag could lead to finding the child's whereabouts. The reporting Officer is to obtain this information.
- f. Send a LEADS administration broadcast to all Ohio Law Enforcement terminals /OHALLTERM.
- g. Send a NLETS (National Law Enforcement Telecommunication System) broadcast message to all adjacent states (Pennsylvania, West Virginia, Michigan, Kentucky and Indiana).
- h. **UPDATING the AMBER ALERT Message** – Send all updates to CECOMS by faxing the Amber Alert CECOMS Message Update form.

3. Reporting Police Officer will:

- a. Complete detailed Cleveland Heights Police Department Missing Juvenile Investigative report.
- b. Obtain written statements from witnesses, parents/guardians.
- c. AMBER ALERT Abductors information sheet.




- d. Have both Liability agreement and Authorization for release of Juvenile Information forms signed. These forms are optional and are not required to activate the Alert.

C. Cancellation Procedure

1. CANCELLATION OF THE AMBER ALERT

- a. Upon the confirmed recovery of the child by any law enforcement agency:
- Call CECOMS at 216 -771-1363
 - Fax a Cancellation Fax Form to CECOMS at 216-443-5705 and 216-443-4923.
 - Remove the entry from LEADS and NCIC.
 - Send LEADS administrative message to advise of cancellation. /OHALLTERM.
 - Send NLETS message to adjacent states to advise of cancellation.
 - Contact all personnel in the field of the recovery.

Approved by the order of



Jeffrey E. Robertson, Chief of Police
(GENERAL ORDER #6-2012)

September 26, 2012
Date



AMBER Alert Form

URGENT FAX

THE NORTHERN OHIO AMBER ALERT URGENT FAX

REQUESTING AGENCY: CLEVELAND HEIGHTS POLICE DEPARTMENT

AUTHORIZED BY: _____

CALL BACK PHONE NUMBER: (216)-321-1234

PUBLIC INFORMATION OFFICER (PIO): _____

MISSING CHILD'S NAME: _____

DOB: _____ AGE: _____ RACE: _____ HEIGHT: _____

WEIGHT: _____ EYES: _____ HAIR: _____ SEX: _____

SCARS, MARKS, TATTOOS or ADDITIONAL PHYSICAL OR MENTAL CONDITION INFORMATION: _____

CLOTHING

DESCRIPTION: _____

PLACE OF OCCURRENCE (IF KNOWN) OR LOCATION LAST SEEN:

TIME LAST SEEN: _____

DATE LAST SEEN: _____

PHOTOGRAPH AVAILABLE: YES: _____ NO: _____



AMBER ALERT ALLEGED ABDUCTOR(S) INFORMATION SHEET

NAME OF ALLEGED ABDUCTOR INVOLVED (IF KNOWN): _____

DOB: _____ AGE: _____ RACE: _____ HEIGHT: _____

WEIGHT: _____ EYES: _____ HAIR: _____ SEX: _____

CLOTHING DESCRIPTION:

RELATIONSHIP TO VICTIM OR FAMILY: YES: ___ NO: ___ HOW:

DESCRIPTION OF OTHER ALLEGED ABDUCTOR: _____

DESCRIPTION OF VEHICLE(S): YEAR: _____ MAKE: _____ MODEL: _____

COLOR: _____ PLATE NUMBER AND STATE: _____

OTHER PERTINENT INFORMATION OF VEHICLE: _____

OTHER MEANS OF TRANSPORTATION USED: _____

DIRECTION OF TRAVEL IF KNOWN: _____

DESTINATION OF TRAVEL: _____

OTHER INFORMATION: _____

PLEASE CONTACT THE CLEVELAND HEIGHTS POLICE DEPARTMENT WITH
YOUR INFORMATION AT:

PHONE 216-321-1234

FAX: 216-381-4078

AUTHORIZED BY: _____



EXACT MESSAGE TO BE TRANSMITTED

'THE CLEVELAND HEIGHTS POLICE DEPARTMENT' IN CUYAHOGA COUNTY, OHIO, HAS
ISSUED AN AMBER ALERT,

ANYONE HAVING INFORMATION ON THIS ABDUCTION PLEASE CALL THE
CLEVELAND HEIGHTS POLICE DEPARTMENT AT (216) 321-1234. REPEATING.
ANYONE HAVING INFORMATION ON THIS ABDUCTION PLEASE CALL THE
CLEVELAND HEIGHTS POLICE DEPARTMENT AT (216) 321-1234.

24/7 CECOMS CONTACT NUMBERS: VOICE: 216.771.1363 /FAX: 216.443.5705 AND
216.443.4923

CECOMS WILL TRANSMIT THIS MESSAGE TO WTAM AND THE NATIONAL WEATHER SERVICE.

CECOMS WILL RECEIVE MEDIA ALERT INFORMATION VIA FAX THAT WILL NEED TO BE REFAXED TO ALL
MEDIA OUTLETS.

UPON THE CONFIRMED RECOVERY OF THE CHILD BY ANY LAW ENFORCEMENT AGENCY, THE
INITIATING AGENCY WILL IMMEDIATELY CALL CECOMS AT 216.771.1363 AND ADVISE THEM OF THE
CANCELLATION. THE INITIATING AGENCY WILL THEN SEND A CANCELLATION FAX TO CECOMS.
CECOMS WILL FAX THE CANCELLATION TO ALL PARTICIPATING MEDIA OUTLETS.

NOTE: CECOMS WILL ONLY FAX CANCELLATION; IT WILL NOT ACTIVATE THE EMERGENCY
ALERT SYSTEM FOR A CANCELLATION.

THE ON-CALL CMEIMS COMMANDER MUST BE PAGED ON ALL AMBER ALERTS.

AUTHORIZATION FOR RELEASE OF JUVENILE INFORMATION

For a period of one year from the execution of this document, the undersigned authorizes full disclosure of all records concerning the below listed juvenile to any agent of any municipal or county law enforcement agency, any agent of the state of Ohio, the Ohio State Patrol or any individual or entity assigned by the CLEVELAND HEIGHTS POLICE DEPARTMENT, whether the records are of a public, private, internal or confidential nature. I direct the release of such information regardless of any agreement I may have made to the contrary with any entity or individual to whom the juvenile's information is released or presented.



The intent of this authorization is to give my consent for full and complete disclosure of confidential juvenile information. Additionally, I understand the duty of the CLEVELAND HEIGHTS POLICE DEPARTMENT to release any information to the proper authorities and make other reports as may be mandated by law. I also certify that any person(s) who may furnish such information concerning the below listed juvenile shall not be held accountable for giving this information: and I do hereby release such person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the CLEVELAND HEIGHTS POLICE DEPARTMENT, the Ohio Emergency Management Agency, the Ohio Broadcasters Association and its agents, and designees under this release, from any and all liability which may be incurred as a result of furnishing such information. I further release Cuyahoga County and CECOMS and their agents, officers, employees, administrators, representatives and servants from any and all liability mat may be incurred as a result of furnishing juvenile information and waive any restrictions imposed by law in disseminating such information.

A photocopy of this release document will be valid as an original thereof even though the said photocopy does not contain an original writing of my signature.



PLEASE PRINT OR TYPE:

JUVENILE FOR WHICH INFORMATION RELEASE IS AUTHORIZED:

NAME: _____

DOB: _____ SSN: _____

PARENT/LEGAL GUARDIAN AUTHORIZING RELEASE OF INFORMATION:

Last Name

First Name

Middle Initial

Maiden name,
former married name(s) or other names used

Current Address:

Street Number

Street Name

City

State

Zip Code

Witness: _____

Date: _____

Time: _____

Signature of Parent/Legal Guardian Date (including mother's maiden name)



LIABILITY AGREEMENT

I hereby agree the information I have provided to the CLEVELAND HEIGHTS POLICE DEPARTMENT to be truthful, factual and correct.

As the parent/legal guardian, I am aware that in order for the CLEVELAND HEIGHTS POLICE DEPARTMENT to enter a child as being abducted and endangered the following criteria must be met:

- The child is under eighteen (18) years of age
- There is credible information that suggests that the child was forcibly or intentionally removed or lured away from their location and remains missing.
- The law enforcement agency believes the child is in danger of serious bodily harm or death.
- There is enough descriptive information about the child, and/or alleged abductor(s) and/or alleged abductor's vehicle to believe an immediate broadcast alert will help.

I am also aware I may be charged criminally for committing the crime of "Obstructing Official Business"*1 (Ohio Revised Code 2921.31) if I knowingly provide false information to law enforcement authorities.

PLEASE PRINT OR TYPE

Last Name	First Name	Middle Initial	Maiden name
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Current Address:

Street Number	Street Name	City	State	Zip Code
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I have read and fully understand the contents of this document.

Signature of parent/legal guardian
(including maiden name)

Witness

Date: _____ Time: _____



AMBER ALERT CECOMS MESSAGE UPDATE

THE CLEVELAND HEIGHTS POLICE DEPARTMENT IN CUYAHOGA
COUNTY HAS ISSUED AN UPDATE OF THE AMBER ALERT TO
INCLUDE THE FOLLOWING:

(PROVIDE SPECIFIC DETAILS & INFORMATION)

OFFICER SIGNATURE

DATE



THE NORTHERN OHIO AMBER ALERT CANCELLATION

PLEASE CANCEL THIS AMBER ALERT REGARDING:

MISSING CHILD'S NAME:

DISPOSITION OF INFORMATION:

CONCLUSION:

THE CLEVELAND HEIGHTS POLICE DEPARTMENT WOULD LIKE TO SAY THANK YOU TO ALL THE PEOPLE AND ORGANIZATIONS FOR THEIR HELP AND SUPPORT.

AUTHORIZED BY: _____

DATE: _____ TIME: _____



Missing Person/Child – ACIM Notification

Date of Issue: March 12, 2013
Procedural Notice: 01-2013
Subject: Police Officer Job Description
Issued By: Jeffrey E. Robertson, Chief of Police

The Cleveland Heights Police Department is registered with the nationwide non-profit organization "A Child is Missing". "A Child is Missing, Inc" is a valuable tool that will enlist the aid of the Community in protecting those persons that are most vulnerable.

The organization, through their alert system, assists Law Enforcement agencies in the first few hours that a person is reported missing. A.C.I.M's main program utilizes a rapid response communication system that can generate up to 1,000 phones calls per minute into an area where a person has been reported as missing. A.C.I.M. utilizes resident's home numbers and also uses cellular phone numbers that are registered with the organization by the resident.

Missing Person Notifications

The A.C.I.M system may be initiated by the Cleveland Heights Police Department in the following cases of missing persons:

- 1) All children up to and including 18 years of age and:
 - a) Children who wander off.
 - b) "Adventurers" – Usually boys 7-14 years of age.
 - c) First time runaways- with or without foul play suspected. It is not the policy of the Police Department to activate an alert for all missing juvenile reports taken but primarily in those cases where the Officer in Charge, after review of the report, believes that the alert is necessary.
 - d) Habitual runaways – **when** foul play is suspected
 - e) Child abductions – from home or other areas. (See G.O. #6-2012, Amber Alert notification).
- 2) Elderly persons (Alzheimer/dementia) – wander off.
- 3) Mentally/Physically challenged – may not be mentally competent to care for themselves – endangered.

Activation of the A.C.I.M. System

- A. The Officer in Charge will determine that the missing person meets one of the criteria listed.



- B. The reporting Officer will gather all necessary information to complete the initial Missing Person report and the A.C.I.M. outline form. (CHPD form **#2185**)
- C. Before the activation of an alert, the Chief of Police will be notified and apprised of the totality of the circumstances.
- D. Upon approval from the Chief, the Officer in Charge will contact A.C.I.M. at (888)875-2246 or (954)763-1288 and after contact, will forward the A.C.I.M. outline form by fax to (954) 763-4569.
- E. The Officer in Charge will ensure that all Cleveland Heights Police Officers are aware of the missing person and that an alert has been activated. If applicable to the situation, surrounding Police Departments are to be contacted with relevant information by radio, phone or if necessary, by LEADS teletype.

Cancellation of A.C.I.M. Activation

Upon the resolution of the missing person investigation regardless of outcome:

- A. The Officer in Charge will contact the A.C.I.M. network to cancel the activation.
- B. Advise A.C.I.M. of the outcome of the investigation.
- C. Complete and fax A.C.I.M. follow-up form (CHPD form **#2186**) to (954) 763-4569.
- D. Contact all CHPD personnel that the investigation is complete through video roll call and by memo directed to the Chief of Police.
- E. Complete the CHPD Missing Person report to include disposition and removal from the LEADS system of the missing person.

All A.C.I.M. forms will be kept in the OIC's office.