



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



ORIGINAL EFFECTIVE DATE: March 1, 2002	REVISED DATE: June 15, 2012	NO. PAGES: 1 of 15	NUMBER: 6.2.10
SUBJECT: MISSING PERSONS (ADULT)			
ASSOCIATED MANUAL:		RELATED ORDERS: 6.2.17, 9.1.08	
CHIEF OF POLICE: <i>Michael McGrath, Chief</i>			

Revisions in Italics

PURPOSE: To ensure Cleveland Division of Police compliance with Ohio Revised Code sections 2901.41 and 2901.42, reporting and investigating Missing Persons.

POLICY: The Division shall act promptly to locate persons reported missing, complete Record Management System (RMS) reports, and when mandated, enter Missing Person information into LEADS/NCIC within the mandated time period.

The Division shall accept all reports of missing persons from any reporting person.

The nature of many Missing Person reports is such that they require a response that recognizes and demonstrates the Division's heightened degree of sensitivity to the missing person and those concerned with that person's absence. The reporting person is often the best source of information to locating a missing person; and as such, Division members aid the investigation by according all due care and concern to the reporting person appropriate to the circumstances.

Other law enforcement agencies operating within the jurisdictional boundaries of the City of Cleveland and who maintain authorizing mutual aid agreements with same shall not accept Missing Person reports originating in the City of Cleveland. Only the Cleveland Division of Police shall generate Missing Person reports for missing persons originating within its jurisdictional boundaries.

The Division shall make all attempts as appropriate to utilize all applicable programs such as Ohio's Missing Adult Alert (Silver Alert), Police and Community Alert, and A Child is Missing program (ACIM is also applicable to elderly and disabled adults).

The Division shall assign a Missing Person Liaison to the Northeast Ohio Regional Fusion Center (NEORFC). Each District Commander shall ensure that one detective in their Detective Unit is designated as that district's Missing Person Investigator.

DEFINITIONS:

Elderly: is any person 65 years of age or older.

Endangered (Adult): is any person 18 years of age or older who is missing under circumstances that indicate their physical safety may be in danger.

PROCEDURES:

I. General Guidelines

A. Definition: Missing Person (an adult age 18 years or older)

1. A person who is absent under circumstances inconsistent with well established patterns of behavior (i.e. missing under unexplained circumstances from their normal residence or any other location that the person is reasonably expected to be at such as their workplace, institution of learning, public facility (especially on or near a body of water), entertainment venue, gathering, or such similar place or in transit between such locations).
2. A person who is unaccounted for and *who* is of diminished mental capacity or suffers from a mental illness (treated or untreated) or has a medical condition that *without proper care or medication substantially affects their physical safety* or is otherwise potentially life threatening, even if the absence is known to be voluntary in nature.
3. A person who has been admitted to any medical or mental facility other than through criminal adjudication that has left that facility without proper notification to that facility.
4. A person who is unaccounted for and that has demonstrated a potential for suicide.

5. A person who is unaccounted for as a result of an accident or disaster whether natural or man-made.
6. A person whose travel to another jurisdiction originated in the City of Cleveland but who has failed to arrive at their intended destination within a reasonable time.
7. A person who is missing from another jurisdiction but there is reason to believe the person may be in or traveled through the jurisdiction of the City of Cleveland.
8. Any incident or circumstance that would lead a reasonable person to believe that another person may be missing and in danger. For instance a witness may report that another person had entered a body of water (either voluntary or involuntary) and has not surfaced, a witness may know of credible threats to an unaccounted for person, or there may exist a reasonable suspicion that a recently occupied watercraft on Cleveland's jurisdictional waters is evidence of a missing boater.

B. General Responsibilities

1. Officers shall accept all reports of Missing Persons that meet the above criteria. If there is any doubt as to the credibility or probability of a Missing Person situation, the officer shall err on the side of making a Missing Person report.
2. Officers shall accept all Missing Persons reports regardless if they originate in a district other than the officers assigned district. If the Missing Person is an endangered or elderly adult, the Communications Control Section (CCS) shall be immediately notified to assign a zone car from the district of occurrence to follow up on the initial report.
3. Reporting persons shall never be advised to wait a specified period of time before the Division of Police will accept a Missing Person report.
4. The reporting person shall be advised to immediately contact the Division of Police to report the return of a Missing Person.

5. Officers, including supervisors and investigating detectives, shall use the Investigative Checklist for First Responders (Attachment G) to formulate a proper response commensurate with the circumstances involved.
 6. Officers accepting Missing Person reports in person shall complete the Reporting Person Information Sheet (Attachment H) and present original of same to the reporting person.
- C. Reporting Person - Officers shall accept information for a Missing Person report from any of the following:
1. Any family member (adult or juvenile).
 2. Other responsible household member such as a roommate.
 3. A traveling companion.
 4. A medical or mental health professional, government official, or social agency representative who has proximate care or custody of the Missing Person.
 5. A responsible representative of the Missing Person's employer.
 6. Any other such person who had temporary proximate care of the Missing Person such as a chaperone, teacher, caretaker, neighbor, ship captain, taxi or bus driver, or tour operator.
 7. Any person that has good cause to believe that another person may be endangered and missing based on that reporting person's first hand knowledge. Refer to examples referenced in Section I(A)8.

II. Original RMS reports shall include:

- A. The name, age, address, and telephone number of each person interviewed.
- B. The relationship between the reporting person and the Missing Person.
- C. For missing "Endangered/Elderly Adults", names and addresses of other family members and siblings in the area shall be included as appropriate.

- D. For missing "Endangered Adults", the name and address of the natural mother and father, and step or foster parents if applicable.
- E. The complete name (as well as any nicknames), date of birth, birthplace, social security number, place of employment, physical and clothing description (note if the person was not appropriately dressed for the weather conditions), including scars, marks, and tattoos. All relevant physical descriptive information must be entered in the appropriate blanks on the RMS report.
- F. A notation if the Missing Person is carrying a cell phone, the number of the cell phone, and any results from attempting to contact the Missing Person via their cell phone.
- G. Information on habits, friends, and places commonly visited by the Missing Person, and persons with whom last seen.
- H. Frequented places, i.e. church, bank, restaurant, store, park, playground etc.
- I. Medical condition/current medication used by the Missing Person. The treating physician's name and the hospital the person uses, as well as the Missing Person's dentist.
- J. The year, make, model, color, license plate, and listed owner of the auto used by or associated with the Missing Person. Note any special vehicle locator capabilities such as LoJack or OnStar.
- K. A notation if the NCIC Missing Person Form was completed and the time the officer relayed the NCIC information to the Message Center.
- L. A notation if an all-channels broadcast was made or requested.
- M. A notation if and what relatives or friends of the Missing Person were contacted (and attempted contacts) and results of same if any.
- N. A general description of physical search efforts (i.e. searched home, vehicles, abandoned buildings...)
- O. A notation if any special program is used, such as a Missing Child/Missing Endangered/Elderly Alert, Police and Community Alert, A Child is Missing (ACIM), or *Ohio's Missing Adult Alert*.

- P. Report titles shall be appropriately titled, i.e. Missing Person/Adult, Missing Person/Adult/Endangered/Elderly, or Missing Person/Unidentified [in the instance where the full identity of the person is not immediately known]. Report titles for Missing Persons that originate with another law enforcement agency outside the jurisdiction of the City of Cleveland shall be titled Missing Person/Adult/Foreign Agency where the victim is the name of the originating agency and the Missing Person is the subject.

III. When a person is reported missing

- A. For search procedures where the Missing Person is an endangered adult, a supervisor shall be notified to respond to the scene and a physical search shall immediately commence for the Missing Person.
1. The search shall commence in the immediate area in which the person was last seen or expected to be and continue generally outwards in a pattern approximating concentric circles. More extensive searches shall approximate a grid pattern with supervisors assigning officers to particular areas.
 2. Officers involved in search activities shall note the locations they searched and provide same information to the primary investigating officer responsible for the initial RMS report.
 3. Officers shall make a good faith effort to obtain voluntary consent from appropriate responsible persons in connection with the areas searched.
 4. Officers shall rely on their training and experience to identify locations where a Missing Person could possibly be located. A non-exhaustive list includes (as applicable to an endangered adult): closets, behind or under furniture or piles of clothing/drapery, crawl spaces (inside and outside), under stairwells, attics, refrigerators, freezers, ovens, driers, ductwork, fireplaces/chimneys, laundry baskets, laundry rooms, laundry and garbage chutes, bathtubs/shower stalls, storage cabinets, safes, garbage/refuse containers, maintenance/utility closets, public restrooms, boiler rooms, underground vaults or storage containers, roofs, sills/ledges, swimming pools, garages, storage sheds, all manner of motor vehicles including their storage areas (trunks), trees/shrubbery/landscaping,

bodies of water, culverts, sewers, vacant lots, alleys, construction sites, and abandoned buildings.

5. Every effort shall be made to incorporate redundancy into a search, such as having a different officer search an area already searched by another officer. Officers shall always search firsthand any area that a person (other than a police officer) claims has already been searched.
6. For searches that result in the discovery of contraband, the contraband shall be seized and all normal protocols associated with seized contraband shall be followed including arrest as necessary. Upon first discovery of contraband, and when necessary, a supervisor shall ensure that a search warrant is obtained prior to initiating a search for additional contraband or evidence of a crime. The discovery of contraband does not negate the ongoing search for an endangered Missing Person.

- B. Investigating officers shall have the Communications Control Section (CCS) notify the Coast Guard when a person is last seen aboard a watercraft, swimming or in close proximity to Lake Erie or the Cuyahoga River. CCS shall also contact the Division's Public Safety Marine Patrol Team for assistance as needed.
- C. For non-endangered missing adults, officers taking the initial Missing Person report shall, if possible, during the duration of the officer's tour of duty make a good faith effort to tour the possible whereabouts (work, school, frequented areas...) and follow up on contact information of other persons who may have additional information on the Missing Person.

IV. National Crime Information Center (NCIC) Form (Attachment A)

- A. Officers shall complete an NCIC Form in duplicate when any of the following categories apply:
 1. Disability - A person of any age who is missing and under proven physical/mental disability or senility, who thereby subjects oneself or others to personal and immediate danger. This definition is applicable to the "Endangered" designation and includes persons who may be without medication that is prescribed to maintain life and significant daily functionality.

2. Endangered - A person of any age who is missing under circumstances that indicate their physical safety may be in danger.
3. Involuntary - A person of any age who is missing under circumstances that indicate the disappearance may not have been voluntary.
4. Juvenile - A Missing Person under 18 years of age.
5. Catastrophe - A person of any age who is missing after a catastrophe.
6. Young Adult - A person over 18 but less than 21 years of age
7. Other - A person over the age of 21 who is missing and does not meet the criteria above but there is reasonable concern for their safety.

B. Federal law mandates (Title 42 USC, Chapter 72, Section 5780) that NCIC information must be entered into LEADS/NCIC within **2 hours** of an officer obtaining the minimum mandatory data for LEADS/NCIC entry. Officers shall immediately upon receiving the mandatory minimum information call the Message Center at 623-5262 (24 hours/7 days) and relay the required information for NCIC entry.

Officers shall use the following checklist to provide the Message Center with the necessary information as applicable:

Name Race (adult juvenile habitual)
 Sex Age Date of Birth
 Address City/State/Country of Birth Social Security Number
 Driver License Number Vehicle License Plate/Vehicle description
 Reported in company or last seen with Officers contacted relatives

PHYSICAL:

Height Weight Hair Color/Style Eye Color Glasses
 Blood Type Facial Hair (beard moustache chin whisker goatee other)
 Complexion (light medium dark)
 Scars/Markings/Tattoos (face arms hands legs back other)
 Clothing (hat/jacket/coat pants shirt/blouse dress other)
 Clothing – acceptable for weather conditions? yes no
 Jewelry (rings/bracelets/anklets/necklaces/other)
 Cash on person (other valuables) Dental Information

ABNORMALITIES/SPECIAL NEEDS:

Physical Mental Suicidal
 Suspected abuse of: Drugs Alcohol Prescription Medication Other
 Possible Destination

- C. The Message Center shall give the reporting officer a verbal time stamp of the officer's call. The officer shall note that time in the narrative of the RMS report. The officer shall still complete an NCIC form and attach a copy of same to the RMS report. See section VI(E) regarding routing of the original NCIC form.

V. Release Form (Attachment B)

- A. Officers shall have a spouse, parent, guardian, or other next of kin complete the Release Form (Attachment B) for all missing persons. This multi-purpose form authorizes the release of photographs to the media/public, as well as the release of medical and dental records to the investigating officer.
- B. The original Release Form shall be retained by the district Missing Person Investigator. A copy of the form shall be attached to the RMS report and forwarded to Report Intake and Review Unit.
- C. The Missing Person Liaison in the Northeast Ohio Regional Fusion Center (NEORFC) shall maintain a file of copies of the Release Forms.

VI. Supervisor/Responding Officer Responsibilities

- A. A supervisor shall respond if the Missing Person has shown suicidal behavior or if an NCIC Form must be made (refer to above section IV for parameters). The only exceptions are for non-endangered young adults (18 to 20 years of age). A CCS supervisor shall ensure that the assignment meeting the above criterion is coded a Priority One and that a sector supervisor is responding to the scene. The responding supervisor shall ensure that the applicable program, as outlined in Section VII, is followed. The CCS supervisor shall include such incidents of Missing Persons on the Chief's Items of Interest.
- B. If an endangered/elderly adult is not located within two hours after arrival on scene, the investigating supervisor shall request that CCS contact the District Commander and Public Information Officer (PIO).
- C. A sector supervisor shall assign at least one zone car beyond the original reporting shift to follow up and provide supplements to an endangered/elderly adult Missing Person report with the results of searches and interviews conducted until such time that the Missing Person is located or as directed by the district commander.

- D. *Officers shall obtain photographs from the reporting person for all missing person reports whenever possible. Officers shall ensure that they obtain a completed Release Form (Attachment B of GPO's 6.2.10 and 6.2.17) when receiving photographs of missing persons. The original photograph(s) shall be routed to the District Detective Unit Missing Person Investigator.*
- E. *The reporting officer shall forward the original NCIC form, along with a copy of a photograph if available, to the NEORFC.*
- F. *The reporting officer shall forward the duplicate NCIC form and original photograph to the District's Missing Person Investigator.*
- G. *District Detective Unit Missing Person Investigators shall ensure that all report supplements become part of that missing juvenile's file and that the original supplements are forwarded to the Report Intake and Review Unit.*
- H. *District Detective Unit Missing Person Investigators shall be responsible for scanning the RMS report, Release Form, and original photograph and sending same to the NEORFC missing person liaison. All documents comprising a single missing person report shall be scanned in as one continuous document so the document appears as one single case. Smaller photographs shall be firmly affixed onto a blank sheet of paper (labeled with the name of the missing person and RMS report number) before being fed through the copier/scanner. In instances where a suitable photograph is not available, district missing person liaisons shall make an effort to use other photograph sources such as those available on-line through OHLEG, other government agencies, and social media such as Facebook.*
- I. *The NEORFC missing person liaison shall be responsible for making entries to and updating the missing person webpage. NEORFC will additionally report the missing person through their normal bulletin reports to Region II and the State Fusion Center (SAIC).*
- J. *District Missing Person Investigators shall also ensure that reports of returned missing persons are also forwarded to NEORFC in a timely manner so that the website may be updated.*
- K. *District Missing Person Investigators Detective Unit supervisors shall ensure that missing person procedures are being followed in a timely manner.*

- L. Missing Child/Missing Endangered/Elderly Alert Criteria:
1. The local law enforcement agency confirms that the individual is missing.
 2. The disappearance of the individual poses a credible threat of immediate danger of serious bodily harm or death to the individual.
 3. There is sufficient descriptive information about the individual and the circumstances surrounding the individual's disappearance to indicate the activation of the alert will help locate the individual.
- M. A Missing Child/Missing Endangered/Elderly Adult Alert Form (Attachment C) and a Police and Community Alert Form (Attachment D) if applicable shall be completed and faxed to CCS.
1. CCS shall initiate a broadcast on all channels and shall fax a copy of the form to each district, along with the Police and Community Alert Form (Attachment D) if applicable, to be read at subsequent roll calls. Each communication channel will receive a copy of the Alert form.
 2. CCS supervisors shall ensure that the description of the missing endangered/elderly adult and any other pertinent information (i.e. vehicle description) is re-broadcast every four hours until the Missing Person is located.
 3. The Commander will consult with the Deputy Chief of Field Operations to determine whether or not the media will be asked to air/print the information contained in the alert. The Deputy Chief of Field Operations shall communicate that decision to the PIO. The Field Operations Deputy Chief or designee shall make further notifications up the chain of command as circumstances dictate.
 4. Deputy Chief of Special Operations shall make the determination to activate the Combined Abduction Response Team (CART) and proceed accordingly (G.P.O. 4.1.14).
- N. *Ohio's Missing Adult Alert(Silver Alert):*
1. *When a local law enforcement agency makes this entry with a special code, the Ohio Attorney Generals Office, Bureau of Criminal*

Identification & Investigation (BCI&I), Missing Children's Clearing House, and the Ohio State Highway Patrol are notified. The Agency may also call BCI&I to request an alert if they cannot make the NCIC entry in a timely manner.

2. *Activation Criteria:*

- a) *The local law enforcement agency confirms that the individual is missing.*
- b) *The individual is 65 years of age or older or has a mental impairment.*
- c) *The disappearance of the individual poses a credible threat of immediate danger of serious bodily harm or death to the individual.*
- d) *There is significant descriptive information about the individual and circumstances surrounding the individual's disappearance to indicate that activation of the alert will help locate the individual.*

3. *The following actions take place when a Missing Adult Alert is activated:*

- a) *An email blast and fax message are sent throughout the state to media outlets.*
- b) *The information is posted on electronic billboards in the local area of the alert.*
- c) *A law enforcement radio broadcast is sent to all law enforcement agencies in the state.*
- d) *A toll free telephone line for tips and information is activated (1-866-693-9171).*
- e) *A Truckers Alert system is activated.*
- f) *The Ohio Lottery will post the information on their lottery terminals.*

g) Special law enforcement response teams and programs are offered to assist in the search for the missing person.

- O. For all reports of Missing Persons the investigating officer shall contact:
1. The Message Center to determine if the Missing Person is in a Cleveland jail, on the Hospital List, or already has an active Missing Person report in RMS. If the officer finds an active Missing Person report, a supplement (returns or locates) shall be made to close the existing report before a new one is made.
 2. The Cuyahoga County Coroner's Office.
 3. CCS, if a vehicle is involved, to determine if the vehicle was towed.
 4. The Alzheimer's Association (AA) if the Missing Person is diagnosed with any form of dementia or Alzheimer's disease or enrolled in the Safety Return Program. Whether or not the individual is actually diagnosed with Alzheimer's, the AA may then advise the appropriate neighboring police departments of the person's absence. Their 24hour/7day/week-telephone number is 1-800-272-3900, or locally (216) 721-8457 or contact CCS for a more current number.
- P. The district Missing Person investigator shall ensure that the Missing Person RMS report contains contact information for whichever detective is assigned to the Missing Person case and that all follow-up is entered into the report in a timely manner.
- Q. The district Missing Person investigator shall maintain a log book or electronic database to enter all reports of Missing Persons in that district. Such book or database shall include at minimum the Missing Person's name, RMS number, date of report, and disposition.
- R. After 29 days, the investigating detective shall obtain the dental records and DNA of the Missing Person (or close blood relative) for open Missing Person reports and forward them to the Missing Person Liaison in NEORFC. The detective shall ensure that the dental records are properly coded prior to forwarding to the Missing Person Liaison.

- S. The Missing Person Liaison assigned to NEORFC shall ensure that all validation procedures relative to NCIC/LEADS requirements are completed in a timely manner.
 - T. If the validation or follow-up process conducted by the Missing Person Liaison reveals that a Missing Person has returned, the Missing Person Liaison shall notify the appropriate district commander where the returned Missing Person is located to have the return verified and the Missing Person/Returned report completed. The only exception shall be when the Missing Person Liaison has verified the Missing Person returned through a foreign police agency whereupon the Missing Person Liaison shall handle the Missing Person/Returned report.
 - U. District Commanders shall ensure that Missing Person/Returned verification requests received from the Missing Person Liaison are followed up and that Missing Person/Returned procedures are followed as directed in Section (IX)A of this order.
- VII.** A Child is Missing (ACIM) - This program (also applicable to endangered adults) may be activated through a CCS supervisor using the procedures outlined in GPO 9.1.08 (A Child is Missing Program - ACIM).
- VIII.** In instances where there are indications of violence related to a person's absence or if the person has not been located after one year, the appropriate District Commander shall confer with the Deputy Chief of Field Operations who in turn shall determine if the case shall be assigned to the Homicide Unit.
- IX.** Missing Persons returned or located.
- A. Investigating officers shall personally and physically identify the individual upon return and promptly complete an RMS supplement report. Local returns shall never be completed by telephone verification only. Officers shall request foreign police agencies to physically verify the returned Missing Person if the person is located outside of the Division's jurisdiction. The report shall state whether the person returned of their own volition or was located in some other manner and, the place where the person was found. Officers shall note in the RMS report that the returned Missing Person was properly identified as directed above.
 - B. *An exception to the requirement of personally and physically identifying a returned missing person shall be when a reporting person is attempting to*

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make a missing person report but there already exists an open Missing Person report for that person. In this instance, the officer shall close out the open Missing Person report and include in the narrative section the newly acquired information regarding the alleged return. The report title shall be Missing Person/Return/Unconfirmed. The officer shall then proceed with taking information for the subsequent Missing Person report.

- C. When a Missing Person (requiring NCIC entry) is found/returned before the officer has had an opportunity to complete an RMS report, the officer shall contact the Message Center within 2 hours to remove the person from LEADS. However, the officer shall still complete an RMS report and NCIC form to account for the NCIC entry. *The title of the report shall be Missing Person/Combination/Return.* Officers shall ensure that all information provided to the Message Center shall also appear in the RMS report.
- D. CCS shall be immediately notified once a missing “Endangered/Elderly Adult” is located. A CCS supervisor shall write “cancelled” on the Missing Child/Missing Endangered/Elderly Adult Alert Form or other requisite form(s) and fax them to the PIO and all police districts and ensure that the Items of Interest log is updated.
- E. For a located Missing Person who is the subject of a Missing Person/Adult/Foreign Agency, the foreign agency shall be contacted and advised of the location of the Missing Person. An RMS report with the title Missing Person/Adult/Foreign Agency/Returned shall be completed.
- F. An “Endangered/Elderly Adult” found wandering, confused and unable to furnish identification shall be taken to the nearest hospital, where hospital records may have information from prior visits for evaluation and treatment. The Message Center shall be contacted and provided with all available information to place the person on the Hospital List.

MM/jsb

Policy & Procedures Unit

Attachments (A- I)

Attachment C & G are revised, and new Attachment I (revised May 16, 2012)



CLEVELAND DIVISION OF POLICE NCIC Missing Person Report

District: _____ Zone: _____ RMS# _____ Date: _____

I certify that _____ DOB _____ is:

- Disability (EMD):** any age and is missing and under proven physical/mental disability or is senile, thereby subjecting oneself or others to personal and immediate danger.
- Endangered (EME):** any age and is missing under circumstances indicating that their physical safety may be in danger.
- Involuntary (EMI):** any age and is missing under circumstances indicating the disappearance may not have been voluntary.
- Juvenile (EMJ):** under age 21 and is missing and does not meet any other criteria.
- Catastrophe (EMV):** any age and is missing after a catastrophe.
- Other (EMO):** a person 21 or older and is missing and for whom there is reasonable concern for their safety and does not meet any other criteria.

Signed: _____ Relationship to missing person: _____

Foster care or ward of the State Photograph attached to NCIC Report

Consent for photograph to be placed on the Internet: Yes No

Consent for photograph to be given to the media: Yes No

THIS STATEMENT IS REQUIRED FOR ENTRY INTO FEDERAL COMPUTER FILES

Officer(s): _____ Car #: _____
C of C 71-2138 (rev. 10/16/2014)

For Fusion Center use only:

CCH check _____ BCI# _____ FBI# _____ CMC _____

DS check _____ MNU _____

ALIAS _____

CMC _____

SMT _____

DS _____



CLEVELAND DIVISION OF POLICE RELEASE FORM

I am the spouse/parent/legal guardian/next of kin of the below-named missing/wanted person and I hereby authorize the release and dissemination of medical records, dental records and photographs to the Cleveland Division of Police to use to locate/identify the named person. Medical and dental records will be kept confidential to the extent of the law. Photographs may be made public and disseminated through the media or through other law enforcement channels.

Missing/Wanted Person

Name: _____ **D.O.B. :** _____

Authorizing Signature: _____

Printed Name of Authorizing person: _____

Address: _____

Phone/Contact: _____

Relationship to Missing Person: _____
(Spouse, Parent, Legal Guardian, or Next of Kin)

Approximate Date of Photo: _____

Date person last seen: _____

Today's Date: _____

RMS# _____

Assigned Detective (name/badge): _____
(if assigned)

Original: to District Detective Unit Missing Person Investigator
Copy: attached to original RMS report (with any other attachments) and forwarded to the Report Intake & Review Unit

MISSING CHILD/MISSING ENDANGERED or ELDERLY ADULT ALERT

Date:	<input type="text"/>	Time:	<input type="text"/>
Supervisor Requesting:	<input type="text"/>	District:	<input type="text"/>

The Following Juvenile/Adult Has Been Reported Missing: Fax to CCS at 623-5891

- Juvenile less than 14 years old
- Juvenile 14-17 years old *and is considered endangered (see GPO for definition)*
- Elderly Adult 65 years or older
- Endangered Adult under 65 years old

Victim Description	Photo Received/Faxed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Dental Records Available?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Name: _____ Address: _____

Phone/Contact Number(s): _____ Date of Birth: _____

Race:	White <input type="checkbox"/>	Asian <input type="checkbox"/>	Sex: Male <input type="checkbox"/>
	Black <input type="checkbox"/>	Arab <input type="checkbox"/>	Female <input type="checkbox"/>
	Hispanic <input type="checkbox"/>	Other/Unk <input type="checkbox"/>	

Age: _____ Height: _____ Weight: _____ Hair: _____ Eyes: _____

Clothing: _____

Other Descriptive: _____

Other Details: _____

Last Seen At: _____

RMS #: _____ Car Assigned: _____

School/Grade: _____

Locations Known to Frequent: _____

Is child/adult a habitual runaway/walkaway? If so, where previously located: _____

<p>If Suspect or Vehicle Information is Available Complete Police and Community Alert (Appendix D) and Fax as page 2 of 2.</p>
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All Channel Broadcast Requested

Complete

POLICE AND COMMUNITY ALERT

Fax to CCS at 623-5891

Date: Time:
 Requested By: District:

The Following Vehicle And/Or Suspect Is Mentioned In Connection With:

- An Attempt to Lure or Solicit a Child Under the Age of 14
- An Attempt to Abduct a Child Under the Age of 18
- A Missing Child (Known to be in company with)
- Missing Elderly or Endangered Adult

Location of Offense (or missing from): _____

RMS Number: _____ Offense (if applicable): _____

Suspect Description (if applicable) _____

Name/Partial Name (If known) _____

Race: White Asian Sex: Male Age: _____
 Black Arab Female
 Hispanic Other/Unk Height: _____
 Weight: _____

Clothing: _____

Other Descriptive: _____

Suspect/Missing Person Vehicle _____

Make: _____ Model: _____ Year: _____

Color: _____ Plate or Partial: _____

Vehicle Owner (if known): _____

Owner Address (if known): _____

All Channel Broadcast Requested Completed

A Child is Missing (ACIM) Information Form

Supervisor: Complete this form and provide the information when reporting a missing person to "A Child is Missing"

"A Child is Missing" Contact Numbers: (888) 875-2246, (954) 763-1288, or pager: (954) 492-4778

Name of Missing Person: _____ D.O.B. _____ Gender: _____

Nationality: _____ Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

Any other characteristics such as glasses, tattoos, piercings, scars? _____

Clothing Description: _____

Location last seen (including zip code) : _____

(for the location, provide accurate spellings and include and provide the nearest major intersection)

Residence *(if difference than "last seen" location)*: _____

Date and Time last seen: _____ Is the person a habitual runaway? _____

Were friends/family notified? _____ Is there water or wooded areas near the last seen location? _____

Did the person leave in a vehicle, bicycle, skateboard etc? _____

If in a vehicle, description, license plate etc? _____

Is foul play suspected? _____ Any confrontation prior to person's disappearance? _____

Does missing person have a substance abuse problem? _____ Does missing person take any medications? _____

Name of Law Enforcement Agency: Cleveland Division of Police State: Ohio County: Cuyahoga

RMS #: _____ Agency telephone number for public to call with information: (216) 623-5800

Name of Officer in Charge of case: _____ Contact Number for OIC: _____

ALERT:Call to Truckers Helping to Recover
Ohio's Missing Children Report**MISSING CHILD INFORMATION:**

Name: _____ Age: _____ DOB: _____ Sex: _____ Ht: _____ Wt: _____

Hair color: _____ Hair Texture (e.g. curly/straight): _____ Hair length: _____

Eye color: _____ Eyeglasses (y/n; description): _____ Facial hair: _____

Scars, tattoos, etc.: _____ Clothing description: _____

Location missing from/last seen: _____

Last seen alone: _____ Last seen with (name if known): _____

ALLEGED ABDUCTOR INFORMATION:

Name: _____ Age: _____ DOB: _____ Sex: _____ Ht: _____ Wt: _____

Hair color: _____ Hair Texture (e.g. curly/straight): _____ Hair length: _____

Eye color: _____ Eyeglasses (y/n; description): _____ Facial hair: _____

Scars, tattoos, etc.: _____ Clothing description: _____

Relationship to child: _____ Possible destination: _____

VEHICLE INFORMATION:

Make: _____ Model: _____ Color: _____

Year: _____ State of license plate: _____ License plate number: _____

Other descriptive information: _____

Last seen at (date/time): _____ In (city/village, street): _____

Direction of travel: _____

ADDITIONAL INFORMATION:

This child is believed to be or have been:

 Abducted by a stranger. Abducted by a family member. An endangered runaway. Lost or missing.**REPORTING LAW ENFORCEMENT AGENCY INFORMATION:**Agency name: **Cleveland Division of Police**Agency phone number: **(216) 623-5723**

Contact name: _____

Contact phone number: _____

Law enforcement personnel are to email reports to the Ohio Missing Children Clearinghouse at Ohioch@locaterposters.org or fax to (614) 728-9536. After 4:30 M-F, on weekends or holidays, email reports to the Ohio Bureau of Criminal Identification and Investigation at Ohioch@locaterposters.org, or fax to (740) 845-2021. For questions, contact the Ohio Missing Children Clearinghouse at 1-800-325-5604.



CLEVELAND DIVISION OF POLICE

MISSING PERSON INVESTIGATIVE CHECKLIST FOR FIRST RESPONDERS/INVESTIGATORS

This following checklist created by the National Center for Missing and Exploited Children (NCMEC) has been edited and adapted to provide a framework of actions, considerations, and activities that may assist in performing competent, productive, and thorough missing/abducted adult investigations. It must be noted that this is a general checklist and not all actions may be applicable to the Cleveland Division of Police in all circumstances.

First Responder

- If circumstances warrant, consider activating patrol-vehicle-mounted video camera when approaching the scene to record vehicles, people, and anything else of note for later investigative review.
- Interview parent(s)/guardian(s)/person who made the initial report.
- Confirm the person is in fact missing.
- Verify the child/endangered adult's custodial status.
- Identify the circumstances of the disappearance.
- Determine when, where, and by whom the missing person was last seen.
- Interview the individuals who last had contact with the missing person.
- Identify the child's (or adult as applicable) zone of safety for his or her age and developmental stage.
- Based on the available information, make an initial determination if there is nonfamily abduction; family abduction; runaway; or lost, injured, or otherwise missing.
- Obtain a detailed description of the missing person, abductor, person last seen with and any vehicles mentioned.
- Secure photographs/video recordings of the missing person/abductor.
- Evaluate whether the circumstances of the disappearance meet AMBER or other alert program criteria. Follow directives for initiating such plan(s).
- Relay detailed descriptive information to the Communications Control Section (CCS) for broadcast updates.
- Determine need for additional personnel including investigative and supervisory staff.
- Brief and bring up-to-date all additional responding personnel.
- Identify and separately interview everyone at the scene. Make sure their interview and identifying information is properly recorded. To aid in this process, if possible, take pictures or record video images of everyone present. Video cameras affixed to patrol vehicles may be helpful with this task.
- Note name, address, home/business telephone numbers of each person interviewed.
- Determine each person's relationship to the missing person.
- Note information each person may have about the person's disappearance.
- Determine when/where each person last saw the missing person.
- Ask each one, "What do you think happened to the child/endangered adult?"
- Obtain names/addresses/telephone numbers of the missing person's friends/associates and other relatives and friends of the family.
- Continue to keep CCS apprised of all appropriate developing information for broadcast updates.
- Obtain and note permission to search home or building where incident took place.
- Conduct an immediate, thorough search of the missing child/endangered adult's home, even if the person was reported missing from a different location.
- Seal/protect scene and area of the child's home (including the child's personal articles such as hairbrush, diary, photographs, and items with the child's fingerprints/footprints/teeth impressions) so evidence is not destroyed during or after the initial search and to help ensure items which could help in the search for and/or to identify the child are preserved. Determine if any of the child's personal items are missing. If possible, photograph/videotape these areas.
- Evaluate the contents and appearance of the child/endangered adult's room/residence.
- Inquire if the child/endangered adult have access to the Internet and evaluate its role in the disappearance (i.e. social networking sites).
- Ascertain if the missing person has a cellular telephone or other electronic communication device.
- Extend search to surrounding areas including vehicles and other places of concealment.
- Treat areas of interest as potential crime scenes as applicable.
- Determine if surveillance or security cameras in the vicinity may have captured information about the child/endangered adult's disappearance.

CLEVELAND DIVISION OF POLICE
MISSING PERSON
INVESTIGATIVE CHECKLIST FOR FIRST RESPONDERS

- Interview other family members, friends/associates of the child, and friends of the family to determine
 - (1) When each last saw the child.
 - (2) What they think happened to the child.
- Review sex-offender registries to determine if individuals designated as sexual predators live, work, or might otherwise be associated with the area of the child's disappearance.
- Ensure information regarding the missing person (as applicable) is entered into the National Crime Information Center's (NCIC) Missing Person File within two hours of report receipt and any information about a suspected abductor is entered into the NCIC Wanted Person File. (Carefully review NCIC categories before entering the case, and be sure to use the Child-Abduction flag whenever possible.)
- Prepare flier/bulletin/web posting with the child/abductor's photograph and descriptive information. Distribute in appropriate geographic regions.
- Prepare reports/make all required notifications.

Supervisory Officer

- Obtain briefing and written reports from the first responding officer and other personnel at the scene.
- Decide if circumstances of the child/endangered adult's disappearance meet the protocol in place for activation of an AMBER or other alert program criteria.
- Determine if additional personnel are needed to assist in the investigation.
- Establish a command post away from the child/endangered adult's residence.
- Determine if additional assistance is necessary from:
 - State Police
 - Missing-Children Clearinghouse
 - FBI
 - Specialized Units
 - Victim-Witness Services
 - NCMEC's Project ALERT/Team Adam
- Confirm all the required resources, equipment, and assistance necessary to conduct an efficient investigation have been requested and expedite their availability.
- Ensure coordination/cooperation among all law-enforcement personnel involved in the investigation and search effort.
- Verify all required notifications are made.
- Ensure all agency policies and procedures are in compliance.
- Be available to make any decisions or determinations as they develop.
- Use media including radio, television, newspapers, and internet to assist in the search throughout the duration of the case.

Investigative Officer

- Obtain briefing from the first responding officer and other on-scene personnel.
- Verify the accuracy of all descriptive information and other details developed during the preliminary investigation.
- Initiate a neighborhood canvass using a standardized questionnaire.
- Obtain a brief, recent history of family dynamics.
- Correct and investigate the reasons for conflicting information offered by witnesses and other individuals.
- Collect article(s) of the child/endangered adult's clothing for scent-tracking purposes.
- Review and evaluate all available information and evidence collected.
- Secure the child/endangered adult's latest medical and dental records.
- Contact waste collection management and request they segregate garbage and dumping containers from key investigative areas in cases where it is suspected there may be imminent danger to the missing child/endangered adult.
- Develop and execute an investigative plan.
- Interview the child/endangered adult's teacher, counselor (school or private), employer, or off-site caregiver (group home, child care provider).
- Conduct a criminal-history check on all principal suspects and persons of interest in the investigation.
- Determine what additional resources and specialized services are required.
- Ensure details of the case have been reported to NCMEC.
- Prepare and update bulletins for local law-enforcement agencies, missing-children clearinghouse(s), the FBI, and other appropriate agencies.
- Establish a telephone hotline for receipt of tips and leads.



CLEVELAND DIVISION OF POLICE

Missing Person Report – Reporting Person Information Sheet

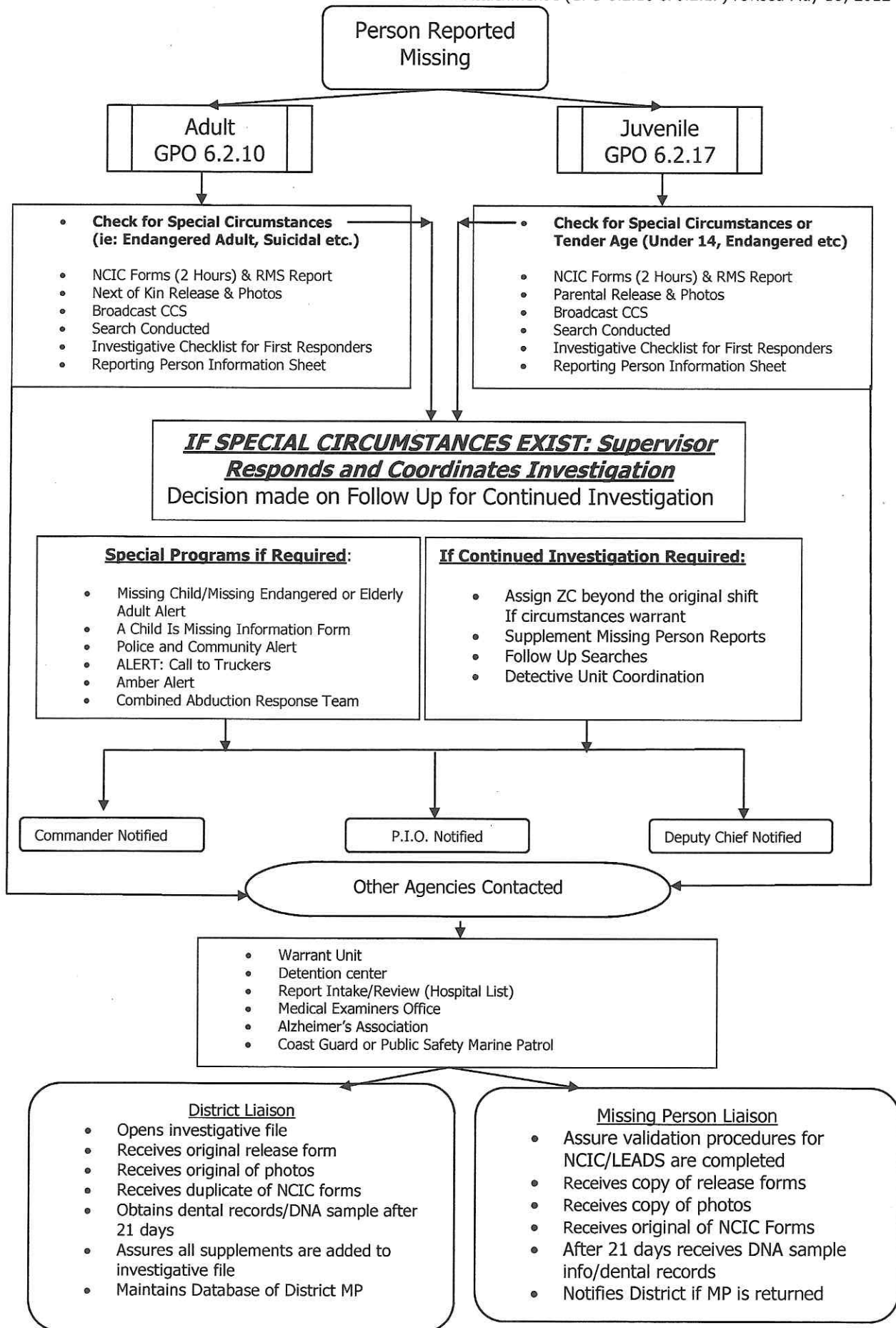
Your report of a Missing Person is important to us. Therefore you must immediately contact the Cleveland Division of Police at (216) 621-1234 (24 hours a day) or this Police District' s Detective Unit at (216) 623-_____ with any additional information on the Missing Person or to report that the Missing Person has returned.

To receive a status on the investigation of the reported Missing Person, please call this Police District' s Detective Unit at (216) 623-_____.

Failure to report a returned or located Missing Person will result in that person being continuously maintained in our records as a Missing Person.

Officer: _____ Car #: _____
Print name/badge #

District: _____ Zone: _____ RMS# _____ Date: _____





GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



ORIGINAL EFFECTIVE DATE: JANUARY 4, 2011	REVISED DATE: APRIL 27, 2012	NO. PAGES: 1 of 15	NUMBER: 6.2.17
SUBJECT: MISSING PERSON JUVENILE			
ASSOCIATED MANUAL:		RELATED ORDERS: 4.1.14, 6.2.10, 9.1.07, 9.1.08	
CHIEF OF POLICE: <i>Michael McGrath, Chief</i>			

Substantive Revisions in Italics

PURPOSE: To ensure Cleveland Division of Police compliance with Ohio Revised Code Sections 2901.30, 2901.41, and 2901.42, reporting and investigating Missing Persons.

POLICY: The Division shall act promptly to locate persons reported missing, complete Record Management System (RMS) reports, and when mandated, enter Missing Person information into LEADS/NCIC within the mandated time period.

The nature of Missing Person (juvenile) reports is such that they require a response that recognizes and demonstrates the Division's heightened degree of sensitivity to the missing juvenile and those concerned with that person's absence. The reporting person is often the best source of information to locating a missing juvenile; and as such, Division members aid the investigation by according all due care and concern to the reporting person appropriate to the circumstances.

Other law enforcement agencies operating within the jurisdictional boundaries of the City of Cleveland and who maintain authorizing mutual aid agreements with same shall not accept Missing Person reports originating in the City of Cleveland. Only the Cleveland Division of Police shall generate Missing Person reports for missing persons originating within its jurisdictional boundaries.

The Division shall make all attempts as appropriate to utilize programs such as the Amber Alert, A Child is Missing, and Truckers Helping to Recover Ohio's Missing Children; *as well as internal resources such as entry into NCIC, inclusion on the City of Cleveland Missing Person website, and other internal alerts.*

Each District Commander shall ensure that one detective in their Detective

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Unit is designated as that district's Missing Person Investigator. The Division shall assign a Missing Person Liaison to the Northeast Ohio Regional Fusion Center (NOERFC).

DEFINITIONS:

Missing Person (Juvenile): is any person under the age of 18 years who is missing for any reason.

Endangered Juvenile: is a juvenile

- Who is believed to be out of the safety zone appropriate for his or her age and developmental stage, (i.e. a crib, stroller, or playpen in the case of an infant, a backyard for a toddler, or home/school route for a school aged child)
- Who is drug dependent *to preserve life or to counter a physical or mental impairment that substantially limits a major life activity*
- *Who is a habitual user/abuser of illegal drugs or substances.*
- Who is missing from home for more than 24 hours before being reported to police.
- Who is believed to be in a life-threatening situation.
- Who is believed to be in the company of adult(s) who could endanger the juvenile's welfare.
- Whose absence is inconsistent with their established patterns of behavior and cannot be readily explained.
- Whose absence was prompted by Internet involvement.
- Is involved in other circumstances that would lead to a belief that the juvenile is at risk.

Habitual Runaway: *is an unemancipated juvenile who has voluntarily left the care and custody of a parent, guardian, or institution (private or public other than correctional) three or more reported times without permission in the preceding twelve month period.*

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Runaway: is an unemancipated juvenile who has voluntarily left the care and custody of a parent, guardian, or institution (private or public other than correctional) without permission.

PROCEDURES:

I. General Responsibilities

- A. Officers shall accept all reports of missing juveniles.
- B. Reporting persons shall never be advised to wait a specified period of time before the Division of Police will accept a missing juvenile report.
- C. The reporting person shall be advised to immediately contact the Division of Police to report the return of a missing juvenile.
- D. Officers, including supervisors and investigating detectives, shall use the Investigative Checklist for First Responders (Attachment G) to formulate a proper response commensurate with the circumstances involved.
- E. Officers accepting Missing Person reports in person shall complete the Reporting Person Information Sheet (Attachment H) and present the original of same to the reporting person.
- F. Reporting Person - Officers shall accept information for a missing juvenile report from any of the following:
 - 1. Any family member (adult or juvenile)
 - 2. Other responsible household member such as a roommate
 - 3. A traveling companion
 - 4. A medical or mental health professional, government official, or social agency representative who has proximate care or custody of the missing juvenile
 - 5. A responsible representative of the missing juvenile's employer

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6. Any other such person who had temporary proximate care of the missing juvenile such as a chaperone, teacher, caretaker, neighbor, ship captain, taxi or bus driver, or tour operator.
7. Any person that has good cause to believe that a juvenile may be missing based on that reporting person's firsthand knowledge that the juvenile's absence is under circumstances inconsistent with the juvenile's wellbeing.

II. Original RMS reports shall include:

- A. The name, age, address, and telephone number of each person interviewed.
- B. The relationship between the reporting person and the missing juvenile.
- C. The name and address of the natural mother and father, and step or foster parents if applicable. The names and addresses of other family members in the area shall be included as appropriate.
- D. The complete name (as well as any nicknames), date of birth, birthplace, social security number, place of employment, and school attended, grade, physical and clothing description (note if the person was not appropriately dressed for the weather conditions), including scars, marks, and tattoos of the missing juvenile. All relevant physical descriptive information must be entered in the appropriate blanks on the RMS report.
- E. Information on habits, friends, and places commonly visited by the missing juvenile, and persons with whom last seen.
- F. A notation if the missing juvenile is carrying a cell phone, the number of the cell phone, and any results from attempting to contact the missing juvenile via their cell phone.
- G. Frequented places, i.e. church, bank, restaurant, store, park, playground etc.
- H. Medical condition/current medication used by the missing juvenile. The treating physician's name and the hospital the juvenile uses, as well as the missing juvenile's dentist.

- I. The year, make, model, color, license plate, and listed owner of any motor vehicle that can be associated with the missing juvenile. Note any special vehicle locator capabilities such as LoJack or OnStar.
- J. A notation that the NCIC Missing Person Form was completed and the time the officer relayed the NCIC information to the Message Center.
- K. A notation that an all channels broadcast was made or requested.
- L. A notation if and which relatives or friends of the missing juvenile were contacted (and attempted contacts) and results of same if any.
- M. A general description of physical search efforts (i.e. searched home, vehicles, abandoned buildings...)
- N. A notation if any special program is used, such as Amber Alert, Truckers Helping to Recover Ohio's Missing Children, or A Child is Missing (ACIM).
- O. A notation if a *Missing Child/Missing Endangered/Elderly Adult Alert Form (Attachment C)* or a *Police and Community Alert Form (Attachment D)* were completed and forwarded.
- P. Report titles shall be appropriately titled, i.e. Missing Person/Juvenile/Endangered, or Missing Person/Juvenile/Unidentified [in the instance where the full identity of the juvenile is not immediately known]. Report titles for Missing Persons (juvenile) that originate with a law enforcement agency outside the jurisdiction of the City of Cleveland shall be titled Missing Person/Juvenile/Foreign Agency where the victim is the name of the originating agency and the missing juvenile is the subject.

III. When a juvenile is reported missing

- A. Search procedures where the missing juvenile is a child under 14 years of age or an endangered juvenile, a supervisor shall be notified to respond to the scene. Upon receipt of basic reporting information a physical search shall immediately commence for the missing juvenile.
 - 1. The search shall commence in the immediate area in which the juvenile was last seen or expected to be. More extensive searches

shall approximate a grid pattern with supervisors assigning officers to particular areas.

2. Officers involved in search activities shall note the locations they searched and provide this information to the primary investigating officer responsible for the initial RMS report *or to the command post if one is established.*
3. Officers shall make a good faith effort to obtain voluntary consent from appropriate responsible persons in connection with the areas searched.
4. Officers shall rely on their training and experience to identify locations where a missing juvenile could possibly be located. A non-exhaustive list includes: closets, behind or under furniture or piles of clothing/drapery, crawl spaces (inside and outside), under stairwells, attics, refrigerators, freezers, ovens, driers, ductwork, fireplaces/chimneys, laundry baskets, laundry rooms, laundry and garbage chutes, bathtubs/shower stalls, storage cabinets, safes, garbage/refuse containers, maintenance/utility closets, public restrooms, boiler rooms, underground vaults or storage containers, roofs, sills/ledges, swimming pools, garages, storage sheds, all manner of vehicles including their storage areas (trunks), trees/shrubbery/landscaping, bodies of water, culverts, sewers, vacant lots, alleys, construction sites, and abandoned buildings.
5. Every effort shall be made to incorporate redundancy into a search, such as having a different officer search an area already searched by another officer. Officers shall still search firsthand any area that a person (other than a police officer) claims has already been searched.
6. For searches that result in the discovery of contraband, the contraband shall be seized and all normal protocols associated with seized contraband shall be followed including arrest as necessary. Upon first discovery of contraband, and when necessary, a supervisor shall ensure that a search warrant is obtained prior to initiating a search for additional contraband or evidence of a crime. The discovery of contraband does not negate the ongoing search for a missing juvenile.

- B. Investigating officers shall have the Communications Control Section (CCS) notify the Coast Guard when the juvenile was last seen aboard a watercraft, swimming or in close proximity to Lake Erie or the Cuyahoga River. CCS shall also contact the Division's Public Safety Marine Patrol Team for assistance as needed.

IV. National Crime Information Center (NCIC) Form (Attachment A)

- A. Officers shall complete an NCIC Form in duplicate.
- B. Federal law mandates (Title 42 USC, Chapter 72, Section 5780) that NCIC information must be entered into LEADS/NCIC within **2 hours** of an officer obtaining the minimum mandatory data for LEADS/NCIC entry. Officers shall immediately upon receiving the mandatory minimum information call the Message Center at 623-5262 (24 hours/7 days) and relay the required information for NCIC entry.

Officers shall use the following checklist to provide the Message Center with the necessary information as applicable:

Name Race (juvenile habitual)
 Sex Age Date of Birth
 Address City/State/Country of Birth Social Security Number
 Driver License Number Vehicle License Plate/Vehicle description
 Reported in company or last seen with Officers contacted relatives

PHYSICAL:

Height Weight Hair Color/Style Eye Color Glasses
 Blood Type Facial Hair (beard moustache chin whisker goatee other)
 Complexion (light medium dark)
 Scars/Markings/Tattoos (face arms hands legs back other)
 Clothing (hat/jacket/coat pants shirt/blouse dress other)
 Clothing – acceptable for weather conditions? yes no
 Jewelry (rings/bracelets/anklets/necklaces/other)
 Cash on person (other valuables) Dental Information

ABNORMALITIES/SPECIAL NEEDS:

Physical Mental Suicidal
 Suspected abuse of: Drugs Alcohol Prescription Medication Other
 Possible Destination

- C. The Message Center shall give the reporting officer a verbal time stamp of the officer's call. The officer shall note that time in the narrative of the RMS report. The officer shall still complete an NCIC form and attach a

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copy of same to the RMS report. See Section VI(D) regarding routing of the original NCIC form.

V. Release Form (Attachment B)

- A. Officers shall have a parent, guardian, or next of kin complete the Release Form (Attachment B) for all missing persons. This multi-purpose form authorizes the release of photographs to the media/public, as well as the release of medical and dental records to the investigating officer.
- B. The original Release Form shall be retained by the district Missing Person Investigator. A copy of the form shall be attached to the RMS report and forwarded to Report Intake and Review Unit.
- C. The Missing Person Liaison in the Northeast Ohio Regional Fusion Center (NOERFC) shall maintain a file of copies of the Release Forms.

VI. Supervisor/Responding Officer Responsibilities

- A. A supervisor shall respond to all instances of missing juveniles with the exception of non-endangered juveniles ages *14 to 17 years* (i.e. where the totality of the circumstances indicate a habitual runaway). A CCS supervisor shall ensure that the assignment meeting the above criterion is coded a Priority One and that a sector supervisor is responding to the scene. The responding supervisor shall ensure that the applicable program, as outlined in Section VII, is followed. The CCS supervisor shall include such incidents of missing juveniles on the Chief's Items of Interest.
- B. If an endangered juvenile or juvenile under 14 is not located within two hours after arrival on the scene, the investigating supervisor shall request that CCS contact the District Commander and Public Information Officer (PIO).
- C. *For endangered juveniles or juveniles under 14 years of age*, a sector supervisor shall assign at least one zone car beyond the original reporting shift to follow up and provide supplements to the Missing Person report with the results of searches and interviews conducted until such time that the missing juvenile is located or as directed by the District Commander.

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- D. *Officers shall obtain photographs from the reporting person for all missing person reports whenever possible. Officers shall ensure that they obtain a completed Release Form (Attachment B of GPO's 6.2.10 and 6.2.17) when receiving photographs of missing persons. The original photograph(s) shall be routed to the District Detective Unit Missing Person Investigator.*
- E. *The reporting officer shall forward the original NCIC form, along with a copy of a photograph if available, to the NEORFC and the duplicate NCIC form and original photograph to the District's Missing Person Investigator.*
- F. *District Detective Unit Missing Person Investigators shall ensure that all report supplements become part of that missing juvenile's file and that the original supplements are forwarded to the Report Intake and Review Unit.*
- G. *District Detective Unit Missing Person Investigators shall be responsible for scanning the RMS report, Release Form, and original photograph and sending same to the NEORFC missing person liaison. All documents comprising a single missing person report shall be scanned in as one continuous document so the document appears as one single case. Smaller photographs shall be firmly affixed onto a blank sheet of paper (labeled with the name of the missing person and RMS report number) before being fed through the copier/scanner. In instances where a suitable photograph is not available, district missing person liaisons shall make an effort to use other photograph sources such as those available on-line through OHLEG, other government agencies, and social media such as Facebook.*
- H. *The NEORFC missing person liaison shall be responsible for making entries to and updating the missing person webpage. NEORFC will additionally report the missing person through their normal bulletin reports to Region II and the State Fusion Center (SAIC).*
- I. *District Missing Person Investigators shall also ensure that reports of returned missing persons are also forwarded to NEORFC in a timely manner so that the website may be updated.*
- J. *District Missing Person Investigators Detective Unit supervisors shall ensure that missing person procedures are being followed in a timely manner.*

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K. Missing Child Alert Criteria:

1. It is confirmed that the individual is missing.
2. The missing juvenile is under 14 years of age, or *is ages 14 to 17 years* and is considered endangered.
3. The disappearance of the juvenile poses a credible threat of immediate danger of serious bodily harm or death to the individual.
4. There is sufficient descriptive information about the juvenile and the circumstances surrounding the juvenile's disappearance to indicate the activation of the alert will help locate the individual.

L. A Missing Child/Missing Endangered/Elderly Adult Alert Form (Attachment C) and a Police and Community Alert Form (Attachment D) if applicable shall be completed and faxed to CCS.

The Missing Child/Missing Endangered/Elderly Adult Alert Form (Attachment C) is used to describe the missing person and accompanying circumstances.

The Police and Community Alert Form (Attachment D) is used to describe a suspect, suspect vehicle, missing person's vehicle, or any vehicle or person mentioned in connection with the missing person.

1. CCS shall initiate a broadcast on all channels and shall fax a copy of the form to each district, along with the Police and Community Alert Form (Attachment D) if applicable, to be read at subsequent roll calls. Each communication channel will receive a copy of the Alert form.
2. CCS supervisors shall ensure that the description of the missing juvenile under 14 or endangered juvenile and any other pertinent information (i.e. vehicle description) is re-broadcast every four hours until the missing juvenile is located.
3. The Commander will consult with the Deputy Chief of Field Operations to determine whether or not the media will be asked to air/print the information contained in the alert. The Deputy Chief of Field Operations shall communicate that decision to the PIO. The

Field Operations Deputy Chief or designee shall make further notifications up the chain of command as circumstances dictate.

4. The Deputy Chief of Special Operations shall make the determination to activate the Combined Abduction Response Team (CART) and proceed accordingly (G.P.O. 4.1.14).
- M. For all reports of missing juveniles the investigating officer shall contact:
1. The Message Center to determine if the missing juvenile is incarcerated as a result of a Cleveland Police arrest, on the Hospital List, or already has an active Missing Person report in RMS. If the officer finds an active Missing Person report, a supplement (returns or locates) shall be made to close the existing report before a new one is made. *See Section IX (E) for additional return reporting details.*
 2. The juvenile's school when applicable.
 3. The Juvenile Detention Center.
 4. The Cuyahoga County *Medical Examiner's* Office.
 5. CCS, if a vehicle is involved, to determine if the vehicle was towed.
- N. The district Missing Person investigator shall ensure that the Missing Person RMS report contains contact information for whichever detective is assigned to the missing juvenile case and that all follow-up is entered into the report in a timely manner.
- O. The district Missing Person investigator shall maintain a log book or electronic database to enter all reports of missing persons in that district. Such book or database shall include at minimum the missing person's name, RMS number, date of report, and disposition.
- P. After 21 days, the investigating detective shall obtain the dental records and *items containing DNA (e.g. hairbrush)* of the missing juvenile (or close blood relative) for active Missing Person reports. *The dental records shall be forwarded to the Missing Person Liaison in the NEORFC. Items containing DNA shall be collected as evidence forwarded in the prescribed manner for handling evidence. The detective may request the assistance of*

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the Crime Scene and Records Unit in identifying/collecting items that may contain useful DNA samples. The detective shall ensure that the dental records are properly coded prior to forwarding to the Missing Person Liaison.

- Q. The Missing Person Liaison assigned to the NEORFC shall ensure that all validation procedures relative to NCIC/LEADS requirements are completed in a timely manner.
- R. If the validation or follow-up process conducted by the Missing Person Liaison reveals that a missing juvenile has returned, the Missing Person Liaison shall notify the appropriate district commander where the returned missing juvenile is located to have the return verified and the Missing Person/Juvenile/Returned report completed. The only exception shall be when the Missing Person Liaison has verified the missing juvenile returned through a foreign police agency whereupon the Missing Person Liaison shall handle the Missing Person/Returned report.
- S. District Commanders shall ensure that Missing Person/Returned verification requests received from the Missing Person Liaison are followed up and that Missing Person/Returned procedures are followed as directed in Section (IX)A of this order.

VII. Additional Missing Juveniles Procedures

- A. Amber Alert - Refer to GPO 9.1.07 NORTHERN OHIO AMBER ALERT.
- B. A Child is Missing (ACIM) - Refer to GPO 9.1.08 (A CHILD IS MISSING PROGRAM - ACIM).
- C. Truckers Helping to Recover Ohio's Missing Children was developed in conjunction with the Attorney General's Office, The Ohio Trucking Association, and private trucking companies. It is a tool to obtain additional help in locating a missing juvenile. To utilize this program:
 - 1. The following criteria must be met in all situations:
 - a) A Missing Person report has been filed with law enforcement
 - b) The juvenile has been entered into LEADS/NCIC

- c) The missing person is *an unemancipated juvenile* under 18 years of age
2. In addition, the juvenile must fall into one of the following categories:
- a) Stranger/Non-family Abductions – (AMBER alert criteria must be met)
 - b) Family Abductions - one or more of the following conditions must be met:
 - i. Abduction by non-custodial relative (other than non-custodial parent).
 - ii. Abduction by non-custodial parent who has a criminal record or outstanding warrant(s) for their arrest.
 - iii. Abduction by non-custodial parent where there is reason to believe that flight to another city or state is a probability.
 - iv. Abduction by a non-custodial parent where foul play is suspected.
 - v. Abduction by a companion of a custodial or non-custodial parent or relative.
 - c) An endangered juvenile.
3. Procedures
- a) A supervisor shall determine whether all the criteria for utilization are met.
 - b) The supervisor shall contact the Ohio Missing Children Clearinghouse via CCS to request that the call be made and identify for the Clearinghouse the scope of the search (City, County, and Region). The supervisor shall then fax the Call to Truckers Helping to Recover Ohio's Missing Children Report (Attachment F) and a picture of the missing juvenile if available. The telephone number is available from CCS.

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- c) The Clearinghouse or Bureau of Criminal Identification and Investigation (BCI&I) will send the information to participating trucking companies in the designated area where the information will be posted.
- d) Once a juvenile is located, the Clearinghouse must be notified to cancel the alert.

VIII. In instances where there are indications of violence related to the juvenile's absence or if the juvenile has not been located after one year, the appropriate District Commander shall confer with the Deputy Chief of Field Operations who in turn shall determine if the case shall be assigned to the Homicide Unit.

IX. Missing juveniles returned or located.

- A. Investigating officers shall personally and physically identify the juvenile upon return and promptly complete an RMS supplement report. Local returns shall never be completed by telephone verification only. Officers shall request foreign police agencies to physically verify the Missing Person return if the person is located outside of the Division's jurisdiction. The report shall state whether the person returned of their own volition (or was located in some other manner) and the place where the person was located *or was staying at during their absence*. Officers shall note in the RMS report that the returned missing juvenile was properly identified as directed above.
- B. When a missing juvenile is found/returned before the officer has had an opportunity to complete an RMS report, the officer shall contact the Message Center within 2 hours to remove that person from LEADS. However, the officer shall still complete an RMS report (*titled Missing Person/Juvenile/Combination/Return*) and NCIC form to account for the NCIC entry. Officers shall ensure that all information provided to the Message Center shall also appear in the RMS report.
- C. The investigating officers shall obtain a statement from the juvenile or parent/guardian regarding the juvenile's whereabouts and activities during their absence.
- D. CCS shall be immediately notified once a missing juvenile is located. A CCS supervisor shall write "cancelled" on the Missing Child/Missing

Endangered/Elderly Adult Alert Form or other requisite form(s) and fax them to the PIO and all police districts and ensure that the Items of Interest log is updated.

- E. *An exception to the requirement of personally and physically identifying a returned juvenile shall be when a reporting person is attempting to make a missing person juvenile report but there already exists an open Missing Person report for that juvenile. In this instance, the officer shall close out the open Missing Person report and include in the narrative section the newly acquired information regarding the alleged return. The report title shall be Missing Person/Juvenile/Return/Unconfirmed. The officer shall then proceed with taking information for the subsequent Missing Person report.*
- F. Officers finding a juvenile outside of the juvenile's age appropriate comfort zone (abandoned infant, also refer to definition in Section I [A]) shall take that juvenile into custody. The first priority is to determine if medical care is warranted. Officers shall then make every effort to reunite that juvenile with that juvenile's parent or guardian. If efforts to return the juvenile are unsuccessful, then County Children and Family Services shall be contacted for further action. Officers shall also contact Children and Family Services if (based upon the totality of the juvenile's circumstances) there is evidence to suggest abuse or neglect. In all such instances, appropriate reports shall be completed to document the incident.

MM/AJG

Policy & Procedures Unit

Attachments (A- I) *Attachment C & G are revised, Attachment I is added.*



CLEVELAND DIVISION OF POLICE NCIC Missing Person Report

District: _____ Zone: _____ RMS# _____ Date: _____

I certify that _____ DOB _____ is:

- Disability (EMD):** any age and is missing and under proven physical/mental disability or is senile, thereby subjecting oneself or others to personal and immediate danger.
- Endangered (EME):** any age and is missing under circumstances indicating that their physical safety may be in danger.
- Involuntary (EMI):** any age and is missing under circumstances indicating the disappearance may not have been voluntary.
- Juvenile (EMJ):** under age 21 and is missing and does not meet any other criteria.
- Catastrophe (EMV):** any age and is missing after a catastrophe.
- Other (EMO):** a person 21 or older and is missing and for whom there is reasonable concern for their safety and does not meet any other criteria.

Signed: _____ Relationship to missing person: _____

- Foster care or ward of the State
- Photograph attached to NCIC Report

Consent for photograph to be placed on the Internet: Yes No

Consent for photograph to be given to the media: Yes No

THIS STATEMENT IS REQUIRED FOR ENTRY INTO FEDERAL COMPUTER FILES

Officer(s): _____ Car #: _____

C of C 71-2138 (rev. 10/16/2014)

For Fusion Center use only:

CCH check _____ BCI# _____ FBI# _____ CMC _____

DS check _____ MNU _____

ALIAS _____

CMC _____

SMT _____

DS _____



CLEVELAND DIVISION OF POLICE RELEASE FORM

I am the spouse/parent/legal guardian/next of kin of the below-named missing/wanted person and I hereby authorize the release and dissemination of medical records, dental records and photographs to the Cleveland Division of Police to use to locate/identify the named person. Medical and dental records will be kept confidential to the extent of the law. Photographs may be made public and disseminated through the media or through other law enforcement channels.

Missing/Wanted Person

Name: _____ **D.O.B. :** _____

Authorizing Signature: _____

Printed Name of Authorizing person: _____

Address: _____

Phone/Contact: _____

Relationship to Missing Person: _____
(Spouse, Parent, Legal Guardian, or Next of Kin)

Approximate Date of Photo: _____

Date person last seen: _____

Today's Date: _____

RMS# _____

Assigned Detective (name/badge): _____
(if assigned)

Original: to District Detective Unit Missing Person Investigator

Copy: attached to original RMS report (with any other attachments) and forwarded to the Report Intake & Review Unit

MISSING CHILD/MISSING ENDANGERED or ELDERLY ADULT ALERT

Date: Time:
 Supervisor Requesting: District:

The Following Juvenile/Adult Has Been Reported Missing: Fax to CCS at 623-5891

- Juvenile less than 14 years old
- Juvenile 14-17 years old *and is considered endangered (see GPO for definition)*
- Elderly Adult 65 years or older
- Endangered Adult under 65 years old

Victim Description	Photo Received/Faxed? Yes <input type="checkbox"/> No <input type="checkbox"/>	Dental Records Available? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Name: _____ Address: _____

Phone/Contact Number(s): _____ Date of Birth: _____

Race:	White <input type="checkbox"/>	Asian <input type="checkbox"/>	Sex: Male <input type="checkbox"/>
	Black <input type="checkbox"/>	Arab <input type="checkbox"/>	Female <input type="checkbox"/>
	Hispanic <input type="checkbox"/>	Other/Unk <input type="checkbox"/>	

Age: _____ Height: _____ Weight: _____ Hair: _____ Eyes: _____

Clothing: _____

Other Descriptive: _____

Other Details: _____

Last Seen At: _____

RMS #: _____ Car Assigned: _____

School/Grade: _____

Locations Known to Frequent: _____

Is child/adult a habitual runaway/walkaway? If so, where previously located: _____

If Suspect or Vehicle Information is Available
 Complete Police and Community Alert (Appendix D) and Fax as page 2 of 2.

All Channel Broadcast Requested

Complete

POLICE AND COMMUNITY ALERT

Fax to CCS at 623-5891

Date: Time:
Requested By: District:

The Following Vehicle And/Or Suspect Is Mentioned In Connection With:

- An Attempt to Lure or Solicit a Child Under the Age of 14
- An Attempt to Abduct a Child Under the Age of 18
- A Missing Child (Known to be in company with)
- Missing Elderly or Endangered Adult

Location of Offense (or missing from): _____

RMS Number: _____ Offense (if applicable): _____

Suspect Description (if applicable)

Name/Partial Name (If known) _____

Race: White Asian Sex: Male Age: _____
 Black Arab Female
 Hispanic Other/Unk Height: _____
 Weight: _____

Clothing: _____

Other Descriptive: _____

Suspect/Missing Person Vehicle

Make: _____ Model: _____ Year: _____

Color: _____ Plate or Partial: _____

Vehicle Owner (if known): _____

Owner Address (if known): _____

All Channel Broadcast Requested Completed

A Child is Missing (ACIM) Information Form

Supervisor: Complete this form and provide the information when reporting a missing person to "A Child is Missing"

"A Child is Missing" Contact Numbers: (888) 875-2246, (954) 763-1288, or pager: (954) 492-4778

Name of Missing Person: _____ D.O.B. _____ Gender: _____

Nationality: _____ Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

Any other characteristics such as glasses, tattoos, piercings, scars? _____

Clothing Description: _____

Location last seen (including zip code) : _____

(for the location, provide accurate spellings and include and provide the nearest major intersection)

Residence *(if difference than "last seen" location)*: _____

Date and Time last seen: _____ Is the person a habitual runaway? _____

Were friends/family notified? _____ Is there water or wooded areas near the last seen location? _____

Did the person leave in a vehicle, bicycle, skateboard etc? _____

If in a vehicle, description, license plate etc? _____

Is foul play suspected ? _____ Any confrontation prior to person's disappearance? _____

Does missing person have a substance abuse problem? _____ Does missing person take any medications? _____

Name of Law Enforcement Agency: Cleveland Division of Police State: Ohio County: Cuyahoga

RMS #: _____ Agency telephone number for public to call with information: (216) 623-5800

Name of Officer in Charge of case: _____ Contact Number for OIC: _____

ALERT:**Call to Truckers Helping to Recover
Ohio's Missing Children Report****MISSING CHILD INFORMATION:**

Name: _____ Age: _____ DOB: _____ Sex: _____ Ht: _____ Wt: _____

Hair color: _____ Hair Texture (e.g. curly/straight): _____ Hair length: _____

Eye color: _____ Eyeglasses (y/n; description): _____ Facial hair: _____

Scars, tattoos, etc.: _____ Clothing description: _____

Location missing from/last seen: _____

Last seen alone: _____ Last seen with (name if known): _____

ALLEGED ABDUCTOR INFORMATION:

Name: _____ Age: _____ DOB: _____ Sex: _____ Ht: _____ Wt: _____

Hair color: _____ Hair Texture (e.g. curly/straight): _____ Hair length: _____

Eye color: _____ Eyeglasses (y/n; description): _____ Facial hair: _____

Scars, tattoos, etc.: _____ Clothing description: _____

Relationship to child: _____ Possible destination: _____

VEHICLE INFORMATION:

Make: _____ Model: _____ Color: _____

Year: _____ State of license plate: _____ License plate number: _____

Other descriptive information: _____

Last seen at (date/time): _____ In (city/village, street): _____

Direction of travel: _____

ADDITIONAL INFORMATION:

This child is believed to be or have been:

 Abducted by a stranger. Abducted by a family member. An endangered runaway. Lost or missing.**REPORTING LAW ENFORCEMENT AGENCY INFORMATION:**Agency name: **Cleveland Division of Police**Agency phone number: **(216) 623-5723**

Contact name: _____

Contact phone number: _____

Law enforcement personnel are to email reports to the Ohio Missing Children Clearinghouse at Ohioch@locaterposters.org or fax to (614) 728-9536. After 4:30 M-F, on weekends or holidays, email reports to the Ohio Bureau of Criminal Identification and Investigation at Ohioch@locaterposters.org, or fax to (740) 845-2021. For questions, contact the Ohio Missing Children Clearinghouse at 1-800-325-5604.



CLEVELAND DIVISION OF POLICE

MISSING PERSON INVESTIGATIVE CHECKLIST FOR FIRST RESPONDERS/INVESTIGATORS

This following checklist created by the National Center for Missing and Exploited Children (NCMEC) has been edited and adapted to provide a framework of actions, considerations, and activities that may assist in performing competent, productive, and thorough missing/abducted adult investigations. It must be noted that this is a general checklist and not all actions may be applicable to the Cleveland Division of Police in all circumstances.

First Responder

- If circumstances warrant, consider activating patrol-vehicle-mounted video camera when approaching the scene to record vehicles, people, and anything else of note for later investigative review.
- Interview parent(s)/guardian(s)/person who made the initial report.
- Confirm the person is in fact missing.
- Verify the child/endangered adult's custodial status.
- Identify the circumstances of the disappearance.
- Determine when, where, and by whom the missing person was last seen.
- Interview the individuals who last had contact with the missing person.
- Identify the child's (or adult as applicable) zone of safety for his or her age and developmental stage.
- Based on the available information, make an initial determination if there is nonfamily abduction; family abduction; runaway; or lost, injured, or otherwise missing.
- Obtain a detailed description of the missing person, abductor, person last seen with and any vehicles mentioned.
- Secure photographs/video recordings of the missing person/abductor.
- Evaluate whether the circumstances of the disappearance meet AMBER or other alert program criteria. Follow directives for initiating such plan(s).
- Relay detailed descriptive information to the Communications Control Section (CCS) for broadcast updates.
- Determine need for additional personnel including investigative and supervisory staff.
- Brief and bring up-to-date all additional responding personnel.
- Identify and separately interview everyone at the scene. Make sure their interview and identifying information is properly recorded. To aid in this process, if possible, take pictures or record video images of everyone present. Video cameras affixed to patrol vehicles may be helpful with this task.
- Note name, address, home/business telephone numbers of each person interviewed.
- Determine each person's relationship to the missing person.
- Note information each person may have about the person's disappearance.
- Determine when/where each person last saw the missing person.
- Ask each one, "What do you think happened to the child/endangered adult?"
- Obtain names/addresses/telephone numbers of the missing person's friends/associates and other relatives and friends of the family.
- Continue to keep CCS apprised of all appropriate developing information for broadcast updates.
- Obtain and note permission to search home or building where incident took place.
- Conduct an immediate, thorough search of the missing child/endangered adult's home, even if the person was reported missing from a different location.
- Seal/protect scene and area of the child's home (including the child's personal articles such as hairbrush, diary, photographs, and items with the child's fingerprints/footprints/teeth impressions) so evidence is not destroyed during or after the initial search and to help ensure items which could help in the search for and/or to identify the child are preserved. Determine if any of the child's personal items are missing. If possible, photograph/videotape these areas.
- Evaluate the contents and appearance of the child/endangered adult's room/residence.
- Inquire if the child/endangered adult have access to the Internet and evaluate its role in the disappearance (i.e. social networking sites).
- Ascertain if the missing person has a cellular telephone or other electronic communication device.
- Extend search to surrounding areas including vehicles and other places of concealment.
- Treat areas of interest as potential crime scenes as applicable.
- Determine if surveillance or security cameras in the vicinity may have captured information about the child/endangered adult's disappearance.

CLEVELAND DIVISION OF POLICE

MISSING PERSON

INVESTIGATIVE CHECKLIST FOR FIRST RESPONDERS

- Interview other family members, friends/associates of the child, and friends of the family to determine
 - (1) When each last saw the child.
 - (2) What they think happened to the child.
- Review sex-offender registries to determine if individuals designated as sexual predators live, work, or might otherwise be associated with the area of the child's disappearance.
- Ensure information regarding the missing person (as applicable) is entered into the National Crime Information Center's (NCIC) Missing Person File within two hours of report receipt and any information about a suspected abductor is entered into the NCIC Wanted Person File. (Carefully review NCIC categories before entering the case, and be sure to use the Child-Abduction flag whenever possible.)
- Prepare flier/bulletin/web posting with the child/abductor's photograph and descriptive information. Distribute in appropriate geographic regions.
- Prepare reports/make all required notifications.

Supervisory Officer

- Obtain briefing and written reports from the first responding officer and other personnel at the scene.
- Decide if circumstances of the child/endangered adult's disappearance meet the protocol in place for activation of an AMBER or other alert program criteria.
- Determine if additional personnel are needed to assist in the investigation.
- Establish a command post away from the child/endangered adult's residence.
- Determine if additional assistance is necessary from:
 - State Police
 - Missing-Children Clearinghouse
 - FBI
 - Specialized Units
 - Victim-Witness Services
 - NCMEC's Project ALERT/Team Adam
- Confirm all the required resources, equipment, and assistance necessary to conduct an efficient investigation have been requested and expedite their availability.
- Ensure coordination/cooperation among all law-enforcement personnel involved in the investigation and search effort.
- Verify all required notifications are made.
- Ensure all agency policies and procedures are in compliance.
- Be available to make any decisions or determinations as they develop.
- Use media including radio, television, newspapers, and internet to assist in the search throughout the duration of the case.

Investigative Officer

- Obtain briefing from the first responding officer and other on-scene personnel.
- Verify the accuracy of all descriptive information and other details developed during the preliminary investigation.
- Initiate a neighborhood canvass using a standardized questionnaire.
- Obtain a brief, recent history of family dynamics.
- Correct and investigate the reasons for conflicting information offered by witnesses and other individuals.
- Collect article(s) of the child/endangered adult's clothing for scent-tracking purposes.
- Review and evaluate all available information and evidence collected.
- Secure the child/endangered adult's latest medical and dental records.
- Contact waste collection management and request they segregate garbage and dumping containers from key investigative areas in cases where it is suspected there may be imminent danger to the missing child/endangered adult.
- Develop and execute an investigative plan.
- Interview the child/endangered adult's teacher, counselor (school or private), employer, or off-site caregiver (group home, child care provider).
- Conduct a criminal-history check on all principal suspects and persons of interest in the investigation.
- Determine what additional resources and specialized services are required.
- Ensure details of the case have been reported to NCMEC.
- Prepare and update bulletins for local law-enforcement agencies, missing-children clearinghouse(s), the FBI, and other appropriate agencies.
- Establish a telephone hotline for receipt of tips and leads.



CLEVELAND DIVISION OF POLICE

Missing Person Report – Reporting Person Information Sheet

Your report of a Missing Person is important to us. Therefore you must immediately contact the Cleveland Division of Police at (216) 621-1234 (24 hours a day) or this Police District' s Detective Unit at (216) 623-_____ with any additional information on the Missing Person or to report that the Missing Person has returned.

To receive a status on the investigation of the reported Missing Person, please call this Police District' s Detective Unit at (216) 623-_____.

Failure to report a returned or located Missing Person will result in that person being continuously maintained in our records as a Missing Person.

Officer: _____ Car #: _____
Print name/badge #

District: _____ Zone: _____ RMS# _____ Date: _____

