

# Louisville Metro Police Department

Standard Operating Procedures	SOP Number: 8.32
	Effective Date: 12/11/04 Prv Rev Date: 07/12/07 Revised Date: 12/14/07
	Accreditation Standards: CALEA: 41.2.6 KACP: 26.3
Chapter: Field Operations	
Subject: Missing Persons	

## 8.32 MISSING PERSONS

The Missing Person Squad is a part of the Crimes Against Children Unit (CACU).

### 8.32.1 REPORT REQUIREMENTS

Officers shall take missing persons reports regardless of how long the person has been considered missing. However, there must be enough information to complete the mandatory fields on the Kentucky Missing Persons Report. Mandatory fields include the following missing person information:

- First and last name
- Race and gender
- Height and weight
- Hair and eye color
- Date of birth
- Date of last contact

If the mandatory information is not available and there are no exigent circumstances, the officer taking the report may request MetroSafe to issue a "Be-on-the-Lookout" (BOLO) broadcast and shall advise the complainant to call back as soon as the missing individual has been located or mandatory information becomes available (CALEA 41.2.6 a).

After completing the Kentucky Missing Persons Report, the officer may contact MetroSafe and provide information for a BOLO on the missing person. The officer shall call NCIC as soon as possible to provide them the information if no fax is readily available. The officer shall fax a copy of the Kentucky Missing Persons Report to NCIC prior to the end of his/her tour of duty. NCIC shall be responsible for missing persons data entry and records maintenance in accordance with state and federal standards (KACP 26.3). The officer shall turn in the original report by the end of his/her tour of duty to his/her commanding officer who shall forward the report to the Processing Unit (CALEA 41.2.6 b, c).

### 8.32.2 REPORTING AND NOTIFICATION PROCEDURES

Officers shall notify their commanding officer and a CACU detective in the following situations:

- The missing person is an adult who is an Alzheimer's patient.
- The missing child is ten years of age or younger.
- The missing child has special needs.

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## 8.32.2 REPORTING AND NOTIFICATION PROCEDURES (CONTINUED)

- The missing child is in need of, or may require, medical attention.
- There is evidence indicating that the missing child may have been abducted or may be the victim of a crime and:
  - Officers confirm a child has been abducted.
  - Officers believe and confirm the circumstances surrounding the abduction.
  - There are indications the child is in danger of serious bodily harm or death.
  - It is not a parental abduction case, unless the circumstance is life threatening to the child.

The Amber Alert plan is only for serious child abduction cases and is only activated by officers through CACU (refer to SOP 12.5).

If an officer taking a report encounters any of the listed circumstances, the officer shall contact his/her commanding officer who shall then coordinate an immediate search of the area (CALEA 41.2.6 e, f).

A commanding officer from CACU shall respond to the scene. He/she shall confer with the division commanding officer who shall coordinate the search effort with CACU detectives, division personnel and any other resources available.

If a search conducted by LMPD personnel has lasted more than two (2) hours without locating the missing person, the commanding officer in charge shall advise MetroSafe to notify the Louisville Metro Search and Rescue Coordinator, the Emergency Management Director and the Kentucky State Police in compliance with KRS 39F.180. Nothing in KRS 39F.180 shall prevent the notifications from being made sooner.

If a search occurs in a wilderness area, MetroSafe shall notify the Emergency Management Director, who shall determine the need for the Emergency Management Agency's Volunteer Search and Rescue Team to assist in the search. The Volunteer Search and Rescue Team will not be responsible for structural searches or searches for fugitives or parolees.

If special circumstances exist wherein the juvenile is to be delivered to a guardian or location other than the one listed by the complainant on the report (e.g. habitual runaway, court orders), then the officer should note such information on the back of the Kentucky Missing Persons Report in the section labeled "additional information".

Officers shall notify their commanding officer and a Homicide Unit detective in the following situations (CALEA 41.2.6 e):

- The missing person has been kidnapped for ransom.
- There is sufficient evidence at the scene to indicate that the victim may have sustained potentially life threatening injuries and the victim cannot be found.

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## 8.32.2 REPORTING AND NOTIFICATION PROCEDURES (CONTINUED)

Officers shall notify their commanding officer and a division detective in the following situations:

- The missing adult has special needs.
- The missing adult is in need of, or may require, medical attention.
- The missing adult is considered endangered.

## 8.32.3 OPERATION RETURN HOME (CALEA 41.2.6 d)

If an officer believes a child or adult is missing or may be endangered due to any of the previously listed circumstances, but the criteria for an Amber Alert (child only) have not been met, the officer should consider implementing Operation Return Home. Activation of Operation Return Home may only be implemented by a CACU commanding officer. If activated, Operation Return Home may utilize one or more of the following alert phases:

- Mass email notification of local agencies and organizations including, but not limited to:
  - Local news media
  - Other area law enforcement agencies
  - Jefferson County Public Schools
  - Local homeless shelters
  - YMCA (including SafePlace)
  - Exploited Children's Help Organization (ECHO)
  - Alzheimer's Association
- Email Operation Return Home Endangered Missing Person form (LMPD #07-0039) to all registered users of the LMPD Citizen Observer program.
- Geocast Web messages, utilizing a telephone notification system capable of calling residents in a selected geographical area determined by CACU.
- Notification of national agencies and organizations including, but not limited to:
  - National Center for Missing and Exploited Children
  - Polly Klaas Foundation

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## 8.32.3 OPERATION RETURN HOME (CONTINUED)

To request Operation Return Home activation, an officer shall contact his/her commanding officer. If appropriate, the commanding officer shall contact an on-duty or on-call CACU commanding officer. The CACU commanding officer shall request approval from the Support Bureau Commander. If the decision is made to activate any or all phases of Operation Return Home, the CACU commanding officer shall make the necessary notifications and implement the appropriate alert phase(s).

## 8.32.4 PERSON LOCATED/CANCELLING REPORTS (KACP 26.3)

### Cancellation of Adult Missing Persons Reports

If an officer locates an adult who has been reported missing or the adult has returned home, the officer shall notify NCIC to cancel the report and provide them with the missing person's location/status. Officers shall cancel a Kentucky Missing Persons Report only after visually confirming the missing person's presence. The officer shall do a clearance of the missing report and, if no fax is readily available, call NCIC to cancel the entry and turn in the original report to his/her commanding officer by the end of his/her tour of duty. The commanding officer shall forward the report to the Processing Unit.

### Cancellation of Juvenile Missing Persons Reports

When an officer locates a missing juvenile, he/she shall make contact with the parent or guardian and attempt to return the child (CALEA 41.2.6 e, f). If the juvenile's parent/guardian cannot be contacted, or if the juvenile is missing from another jurisdiction, then the officer shall request that MetroSafe provide him/her with an approved location to deliver the child. If the custodial parent/guardian refuses to accept the child, then the officers shall follow outlined procedures regarding emergency custody orders (refer to SOP 8.22).

Officers shall request that MetroSafe check the warrant/missing status of any juvenile taken into custody. If the juvenile is reported as missing, the officers shall contact NCIC and report that the child has been located and inform them of the juvenile's status/location. The officer shall do a clearance of the missing report and, if no fax is readily available, call NCIC to cancel the entry and turn in the original to his/her commanding officer by the end of his/her tour of duty. The commanding officer shall forward the report to the Processing Unit.

Officers shall only cancel a Kentucky Missing Persons Report on a juvenile after visually confirming the missing child's presence. The officer shall do a clearance of the missing person report and, if no fax is readily available, call NCIC to cancel the entry and turn in the original to his/her commanding officer by the end of his/her tour of duty. The commanding officer shall forward the report to the Processing Unit. When group homes (e.g. YMCA Shelter House) are the complainant, the group home may contact NCIC directly and an officer need not respond. CACU personnel can cancel reports, without a visual, after official confirmation.