

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

|  |                                      |                     |                                     |
|--|--------------------------------------|---------------------|-------------------------------------|
| DATE ISSUED:<br>September 6, 2023                                  | DATE EFFECTIVE:<br>September 9, 2023 | NUMBER:<br>SO23-023 | PAGE:<br>1 of 6                     |
| TO:<br>Distribution "A"  |                                      |                     | RETENTION DATE:<br>Until Rescinded  |
| SUBJECT:<br><b>Manual Revision – 7-328 Missing Persons- Adults</b> |                                      |                     | APPROVED BY:<br><i>Chief O'Hara</i> |

MP-8806

**Introduction:** This policy is being updated to remove the requirement for a VIP page for at-risk missing adults from [IV-A-3-b]. The case will be noted on the Watch Commander log and the Precinct shift bullets.

Effective with the issuance of this Special Order, Section 7-328 of the MPD Policy and Procedure Manual shall be amended as follows:

**7-328 Missing Persons- Adults**

(02/03/89) (11/12/91) (05/19/05) (06/16/06) (10/05/09) (10/10/22) (01/30/23) (09/09/23)

**I. Purpose**

The purpose of this policy is to establish guidelines and procedures for responding to and investigating reports of missing adults.

**II. Definitions**

**NCIC:** The National Crime Information Center database helps criminal justice professionals apprehend fugitives, locate missing persons, recover stolen property, and identify terrorists. It also assists law enforcement officers in performing their official duties more safely and provides them with information necessary to aid in protecting the general public.

**III. Policy**

**A. Jurisdiction**

Jurisdictional conflicts are to be avoided when a person is reported missing.

1. Any missing person believed to be in imminent danger shall have a squad response and NCIC Entry protocol initiated, regardless of jurisdiction. Officers shall complete a Police Report with the code ARMISP.
2. If a missing person either resides in or was last seen in this jurisdiction, the MPD will immediately initiate the required reporting process.

3. If a person resides in this jurisdiction and was last seen in another jurisdiction, MPD will confer and coordinate with the law enforcement agency covering that jurisdiction.

#### **IV. Procedures**

##### **A. Initial Response**

###### 1. Reporting and MECC Response

- a. Adult missing person reports may be made at precinct desks, or a reporting party may call 911/the Minneapolis Emergency Communications Center (MECC).
  - i. If a missing person report is made at a precinct desk, the officer shall call MECC.
- b. MECC will then dispatch a squad to the incident address.
- c. A squad shall respond as soon as possible to verify the status of the missing person.
  - i. If the person is found at the incident scene, the report shall be considered unfounded.
  - ii. If the officer confirms the person is missing, the officer shall inform notify MECC.
- d. MECC staff, reporting officers, and investigators shall advise the reporting person to call 911 if the missing person returns or is located.

###### 2. Scene of the Incident

Upon arriving at the incident address, officers shall:

###### a. Permission to search

If reasonable, officers shall ask for permission to search the residence to verify that the person is missing.

###### b. Confirm missing person status

Officers shall contact MECC Channel 7 upon determining whether the report of the missing person is confirmed or unfounded.

- i. If no contact is made or the status of the missing person is not determined, officers shall notify MECC that the call was not serviced, so that MECC can attempt a callback and if necessary, return the call to pending until contact is made.
- ii. If the missing person report is determined to be unfounded, the officer shall inform MECC Channel 7 so that MECC can clear the missing person record from NCIC.

c. Complete a report

If the person is confirmed missing, officers shall complete a Police Report with the code MISPER or ARMISP (for “at-risk” missing people) and document if a search was conducted and who gave consent.

i. The report shall include the following information regarding the missing person:

- Complete name (including any aliases or nicknames).
- Date of birth.
- Full physical description (including height, weight, hair/eye color, scars, marks or tattoos).
- Clothing description (if available).
- Driver license and Social Security numbers (if available).
- Date of last contact.

ii. The report shall include the following information regarding the reporting party:

- Complete name.
- Date of birth.
- Address and contact phone number(s).

iii. The report shall also include a description of circumstances relating to the missing person including any prior disappearances or “at-risk” factors.

d. Broadcast description

Officers shall decide if it is necessary to request that MECC broadcast a description.

e. Determine “at-risk” status

While conducting the initial investigation, responding officers shall determine whether the missing person is considered “at-risk.”

i. An adult shall be considered “at-risk” when one or more of the following **suspicious or unusual circumstances** are present:

aa. The person is:

- A vulnerable adult (MN Statute section 626.5572 and see P&P 7-344).
- In a life-threatening situation.
- Dependent on a care provider.
- Taking critical medication.
- Believed to be with people who could endanger the missing person’s welfare.
- A potential victim of foul play or sexual exploitation (as suggested by credible information).
- Absent under circumstances inconsistent with established patterns of behavior. **OR**

- ab. The missing person's disappearance involves circumstances that would cause a reasonable person to conclude that the missing person should be considered at-risk.
- ii. If the missing person is determined to be "at-risk," the officers shall contact and inform the on-duty precinct shift supervisor of the circumstances.
- iii. The officers shall describe the reasons for their determination in their Police Report.
- iv. The code ARMISP shall be used for the Police Report if the missing person is determined to be "at-risk."

### 3. At-risk missing person response

If a missing person is determined to be "at-risk," the following shall occur:

- a. The Precinct Shift Supervisor shall notify the MECC on-duty supervisor that the person has been determined to be "at-risk" (MECC can add an alert to the call as necessary).
- ~~b. The Precinct Shift Supervisor request that MECC issue a VIP page.~~
- b. ~~e.~~ The Precinct Shift Supervisor shall notify the Watch Commander or Inspector (when the Watch Commander is not on duty), and Car 710/Car 712.
- c. ~~d.~~ The supervisor shall evaluate facts as they are known at the time and determine if the totality of the circumstances requires further action.
  - i. Depending on the situation, the supervisor may determine that additional personnel, including specialized units, should be called to the scene or otherwise assist in the investigation (including the Watch Commander or Car 710/Car 712).
  - ii. The supervisor may also determine that using the MN Crime Alert Network (see Section 8-202 Amber Alerts and MNCAN Activations) is necessary.
- d. ~~e.~~ If further action is needed, the Precinct Shift Supervisor shall assume Incident Command of the call and:
  - i. Coordinate search and investigative efforts, and through the Precinct Lieutenant or Watch Commander request additional resources deemed necessary.
  - ii. The Watch Commander will monitor the missing person case and assist the Incident Commander with resource management.
  - iii. Ensure that Precinct or Patrol responders continue the response and search.
    - Investigators are there to assist the Incident Commander with the search.
  - iv. At the time the missing person is found or located, contact MECC to provide a brief summary and request MECC make required notifications.

- e. The “at-risk” missing person case shall be noted on the Watch Commander Log and the Precinct shift bullets.

## **B. NCIC Entry**

1. Missing adults of any age (over 18) will be entered into NCIC by MECC immediately after the report is made, or within 2 hours of the time reported if the report or squad was delayed. A copy of the NCIC Initial Entry Report is available for guidance on the MPD’s intranet under “Forms.”
2. For all missing adult cases officers shall contact MECC Channel 7 upon determining whether the report of the missing person is confirmed or unfounded.
  - a. If no contact is made or the status of the missing person is not determined, officers shall notify MECC that the call was not serviced, so that MECC can attempt a callback and if necessary, return the call to pending until contact is made.
  - b. MECC will enter the missing person into NCIC within 2 hours of the time reported, including cases where the status of the missing person has not been confirmed.
  - c. If the missing person report is determined to be unfounded, the officer shall inform MECC Channel 7 so that MECC can clear the missing person record from NCIC.

## **C. Investigating Missing Persons**

1. Responsibility for investigation
  - a. The respective precincts shall be responsible for the follow-up investigations on all adult missing person cases.
  - b. If the initial investigator determines there is information that the case might be a homicide, they shall then route the case to the Homicide Unit.
2. Contact reporting party
  - a. The investigator shall contact the reporting party by phone or in-person within 24 hours of the initial contact by the reporting party, or as soon as reasonably possible.
  - b. The time and summary of the contact shall be documented in the case file for Audit purposes.
3. Follow-up investigation
  - a. The investigator shall determine if the person has returned or if additional information is available and shall contact the Terminal Agency Coordinator (TAC) in the Business Technology Unit (BTU) or MECC if changes need to be made in the NCIC entry.
  - b. The investigator shall perform necessary follow-up as prompted by the nature of the case.

- i. The investigator shall document in the case file all systems used during the investigation and follow-up.
    - ii. At a minimum, RMS, DVS, Criminal History and the Jail Management System information must be available in the case file for audit purposes.
  4. Provide materials to reporting person
    - a. The investigator shall provide the following materials (available on the MPD intranet under "Forms") to the reporting person no later than two weeks after the date of the NCIC entry:
      - A packet titled "NCIC Missing Person File Data Collection Entry Guide."
    - b. The investigator shall document in the Police Report the date these materials were distributed.
    - c. The Missing Person Data Collection Guide shall be kept on file with the Terminal Agency Coordinator (TAC) in the Business Technology Unit (BTU) once it is returned to the MPD.
  5. Missing person located
    - a. Officers receiving information that a missing person has been located shall add a narrative text to the Police Report documenting the circumstances.
    - b. The supervisor approving the Police Report change shall notify the assigned investigator regarding the change in status of the missing person.
    - c. The investigator shall contact the Terminal Agency Coordinator (TAC) in the Business Technology Unit (BTU) to ensure the NCIC entry has been removed.

#### **D. Kidnapping**

1. Officers responding to a reported kidnapping shall conduct a preliminary investigation and shall complete a Police Report entitled "Kidnapping".
2. When a juvenile has been taken by a person determined to be a non-custodial parent or other family member (in accordance with P&P 7-318 Custody of Children), officers shall complete a Police Report entitled "Deprivation of Custodial or Parental Rights".
3. In each of the above cases the assigned investigator shall mail a BCA Missing Person Photo Request Form to the parent or other reporting person.
4. For incidents regarding the abduction or kidnapping where the victim is 17 years or younger, refer to P&P 8-202 Amber Alerts.