


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "MISSING PERSON INVESTIGATIONS"	ORDER NUMBER: 43-02
		PLEAC STANDARD: 4.3.1 A,B,C,D,E,F	PAGE 1 OF 8
RE-ISSUE DATE: 4/15/2019	EFFECTIVE DATE: 1/1/2015	ANNUAL REVIEW DATE: JANUARY	RESCINDS: ALL PREVIOUS
			AMENDS: NONE

1.0 PURPOSE

1.1 The purpose of this policy is to establish guidelines for the reporting and investigation of missing persons and to provide criteria for the activation of the Pennsylvania Amber Alert System following regulations established by CLEAN and NCIC.

2.0 POLICY

2.1 It is the policy of the Pittsburgh Bureau of Police to give full consideration and attention to all reports of missing persons to include careful recording and investigation of factual circumstances surrounding the disappearance in accordance with this policy. Particular care will be exercised in instances involving missing children and those people who may be mentally or physically impaired and others who are not sufficiently prepared to care for themselves.

3.0 CLASSIFICATION OF MISSING PERSONS

3.1 A person may be declared missing when his or her whereabouts are unknown and unexplainable for a period of time that is regarded, by a responsible person that is closely associated with the missing person, as highly unusual or suspicious in comparison to the missing person's behavior patterns, known plans, or routines.

3.2 The PBP does not have a waiting period for reporting any missing person.

3.2.1 The Federal Crime Control Act of 1990 (42 U.S.C. 579 (a)) eliminated any waiting period before initiating an investigation of a missing person under the age of twenty-one (21) and reporting that person to the National Crime Information Center (NCIC).

3.2.1.1 Officers will manage reports of missing persons eighteen (18) to twenty (20) years of age consistent with this general order and without regard to their adult status.

3.3 Adults may be declared missing when, after an initial investigation, it is determined that the individual:

3.3.1 May be the subject of foul play.

3.3.2 Because of age, may be unable to properly safeguard or care for themselves.

3.3.3 Has a mental or physical disability or other medical condition that is potentially life threatening if left untreated or unattended.

3.3.4 Is a patient of a mental institution and is considered potentially dangerous to himself or others.

3.3.5 Has demonstrated the potential for suicide.

3.3.6 Are believed to be in physical danger, or for whom there is a reasonable concern for their safety.

3.4 Reports of juveniles that have voluntarily left home, i. e. "runaways", should be classified as such *only after a thorough initial investigation by the reporting officer.*

3.5 The PBP will take missing person reports for individuals who permanently or temporarily (e.g.: college students) reside within the City of Pittsburgh and/or if there is credible information indicating that the missing adult or juvenile was last believed to be within the City of Pittsburgh limits.

3.5.1 If the case is the responsibility of another jurisdiction, the reporting person will be advised by the PBP to contact the law enforcement agency having jurisdiction.

3.5.2 In the interest of public safety, if the agency having jurisdiction and responsibility refuses to take the missing person report, and the person would otherwise go unreported and/or meets the "at-risk" criteria, the reporting officer will notify their supervisor and will handle the missing person report in conformance with the criteria of this policy.

4.0 "AT-RISK" CRITERIA NOTIFICATION

- 4.1 Officers shall immediately notify their immediate supervisor when they are informed of a missing person that meets the following "at-risk" criteria:
- 4.1.1 The missing person is a child 13 years or younger.
 - 4.1.2 The missing person is a victim of parental or non-parental abduction. (*Refer to Section 7.6, "Amber Alert Plan"*)
 - 4.1.3 The missing person is mentally incapacitated.
 - 4.1.4 The missing person is a child that is drug dependent; including prescription medication and/or illegal substances.
 - 4.1.5 The missing person is a child that has been missing for more than 24 hours before being reported to the police.
 - 4.1.6 Based upon available information the missing person is in a life-threatening situation.
 - 4.1.7 Based upon available information the missing person is in the company of another that could endanger his or her welfare.
 - 4.1.8 Other circumstances are involved that would cause a reasonable person to believe that the missing person should be considered "at-risk."
- 4.2 The PBP Supervisor shall determine the potential danger posed to the missing person, the level of police response needed, and make any necessary notifications. If deemed necessary, a zone supervisor will direct an area search.
- 4.3 The Emergency Operations Center shall be notified to broadcast a description of the "at-risk" missing person.

5.0 MISSING ADULTS – INVESTIGATION AND REPORTING

- 5.1 Missing person reports will be taken in person in conformance with the criteria of this policy.
- 5.1.1 In exigent situations (e.g.: Out-of-state reporting person with no available local reporting person and/or at-risk missing persons), phone reports may be accepted.
 - 5.1.2 In these circumstances, the initial missing person report may be made by phone, however, missing persons twenty-one and older may only be entered into CLEAN/NCIC when an ID verified, signed NCIC Missing Person Declaration Form can be obtained.
- 5.2 The reporting officer shall gather as much pertinent information as possible in order to properly classify a missing person report and initiate the proper response. The reporting officer shall attempt to collect all information requested on the PBP Form #19.0, "Missing Person Report," and any other pertinent information including, but not limited to:
- 5.2.1 The current physical and emotional condition of the missing person as well as any prescribed medication.
 - 5.2.2 The place of employment and/or school, with address and telephone number.
 - 5.2.3 The time and place of last known location and the identity of anyone accompanying the missing person;
 - 5.2.4 Whether the person has been reported missing on prior occasions and how this incident departs or parallels with their past behavior;
 - 5.2.5 Whether the missing person has been recently involved in domestic incidents, had emotional trauma or life crises, demonstrated bizarre behavior or is dependant on drugs or alcohol or has a history of mental illness.
 - 5.2.6 The plans, habits, routines, and personal interests of the subject including places frequented or locations of particular personal significance.
 - 5.2.7 The indication of missing personal belongings, particularly money and other valuables.
 - 5.2.8 A recent hard copy or electronic photograph.
 - 5.2.8.1 When the reporting officer has obtained a hard copy photograph of the missing person, the officer shall:
 - 5.2.8.1.1 Write the name of the missing person and the CCR number of the report on the back of the photo, preferably in the lower corner. If the photo contains images of more than one person, the officer shall identify which image represents the missing person. **Do not mark the front of the photo.**
 - 5.2.8.1.2 Print and attach a **copy** of the PBP Form #19.0, "Missing Person Report" to the photo and forward it to the Sex Assault/Family Crisis office.
 - 5.2.8.2 An electronic photograph shall be forwarded via email to the Sex Assault/Family Crisis office.

- 5.3 If the missing person is twenty one years of age or older, an "NCIC Missing Person Declaration Form" (located in the "Missing Person-Juvenile Notification Forms" folder in the Police Officer's Toolkit) must be completed.
 - 5.3.1 The reporting officer will document the completion of the "NCIC Missing Person Declaration Form" in the narrative of PBP Form #19.0, "Missing Person Report".
 - 5.3.2 The original signed Declaration will be forwarded via Interoffice mail to the Sex Assault/Family Crisis Unit and kept in the master file, located in the Sex Assault/Family Crisis office.
 - 5.3.3 Supervisors shall ensure officers are completing all required documentation.
- 5.4 If there is an identifiable location, including a home or bedroom, which could possibly be assessed as a crime scene, officers will secure and protect the location and notify the Crime Scene Unit for processing.
- 5.5 After obtaining all pertinent information at the location of the report, the reporting officer will return to the Zone Station to complete the necessary paperwork:
 - 5.5.1 PBP Form #2.0 – "Offense/Incident Report"
 - 5.5.2 PBP Form #19.0 – "Missing Person Report"
- 5.6 If a report is made in a zone other than the zone of occurrence, the report shall be immediately forwarded to the shift supervisor of the zone of occurrence and accompanied by a telephone notification.
- 5.7 A copy of the PBP Form #19.0, "Missing Person Report", "NCIC Missing Person Declaration Form" and any related PBP Form #8.2, "Supplemental Report", shall be faxed to the Sex Assault/Family Crisis Unit and to the Index section of Communications for entry into CLEAN/NCIC as soon as possible. In addition, the reporting officer shall contact Index by phone to confirm receipt of the Missing Person submission.
 - 5.7.1 The record for a missing person who is under the age of 21 shall be entered into CLEAN/NCIC using one of the appropriate categories (Disability, Endangered, Involuntary, Juvenile, or Catastrophe Victim) within two (2) hours of receipt of the minimum data required to enter an NCIC record, regardless of Supervisory approval status of PBP Form #19.0, "Missing Person Report".
- 5.8 The Sex Assault/Family Crisis office shall be notified by phone, either directly or through the Detective Desk, and that notification documented on the appropriate report.
- 5.9 Missing Endangered Person Advisory System (MEPAS) Plan
 - 5.9.1 The Pennsylvania State Police established and maintain the Missing Endangered Person Advisory System to assist in the recovery of missing persons who are at special risk of harm or injury, through prompt notification to the general public, appropriate law enforcement authorities, and other public agencies.
 - 5.9.2 Activation criteria
 - 5.9.2.1 The incident circumstances do not meet the criteria for an Amber Alert, and;
 - 5.9.2.2 The person(s) is missing under unexplained, involuntary or suspicious circumstances, or;
 - 5.9.2.3 The person(s) age, health, mental or physical disability, environment or weather conditions places the missing person in peril of serious bodily injury or death, and
 - 5.9.2.4 There is sufficient information that, if distributed to the public, could assist in the safe recovery of the missing endangered person.
 - 5.9.2.5 Additional relevant factors to consider are the quality/quantity of descriptive information, time elapsed since time last seen, and reliability of witnesses.
 - 5.9.3 Activation Process

[REDACTED]

[REDACTED]

[REDACTED]

5.9.4 Updates/Recovery/Cancellations of MEPAS Activations

- 5.9.4.1 The PBP Supervisor will confirm and update the PSP Watch Center with any missing endangered person updates, recoveries, or cancellations.

6.0 MISSING ADULTS - RETURNED/ RECOVERED

- 6.1 Any time a reported missing person is found or returns voluntarily, an officer will be dispatched to the location of the return/recovery and make a positive visual identification and verification of the missing person's return.
- 6.2 After the officer verifies to his or her satisfaction that the reported missing person has been found, Communications/EOC will then be notified via police radio.
- 6.2.1 Communications/EOC will only broadcast a cancellation of any BOLO associated with any "at risk" returned/recovered missing person.
- 6.3 If the missing person is reported as returned outside of the City of Pittsburgh, the missing person may not be broadcast as returned until the officer is satisfied that the information they have received is accurate and valid.
- 6.4 Competent adults, having left home for personal reasons, cannot be forced to return home. Officers locating such individuals shall:
- 6.4.1 Advise the individual that they are the subject of a missing person investigation.
- 6.4.2 Complete a PBP Form #8.2, "Supplemental Report" to the initial Missing Person Report documenting the circumstances of the encounter with the individual.
- 6.5 Officers will complete a PBP Form #8.2, "Supplemental Report" upon verifying the return of a reported missing person utilizing the same CCR number as was entered on the initial missing person report.
- 6.6 Officers will immediately fax a copy of the completed PBP Form #8.2, "Supplemental Report" to the Sex Assault/Family Crisis Unit and to the Index Section of Communications, for removal of CLEAN/NCIC entries. In addition, the reporting officer shall contact Index by phone to confirm receipt of the Missing Person removal.

7.0 MISSING CHILDREN - INVESTIGATION AND REPORTING

- 7.1 Reporting for missing children is mandatory as enacted by the Commonwealth of Pennsylvania.
- 7.1.1 18 Pa.C.S.A. §2908 imposes specific duties upon law enforcement agencies. PBP officers shall have the following duties with respect to missing children:
- 7.1.1.1 To investigate a report of a missing child immediately upon receipt of the report regardless of the age of the missing child or the circumstances surrounding the disappearance of the child. In no case shall law enforcement impose a mandatory waiting period prior to commencing the investigation of a missing child.
- 7.1.1.2 To record all information relevant to the missing child and the circumstances surrounding the disappearance of missing children will be documented on PBP Form #19.0, "Missing Person Report". All supplemental information related to a missing child investigation will be documented on PBP Form #8.2, "Supplemental Report".
- 7.1.1.3 To notify the Index section of Communications by phone and by fax so that they may make an entry into the Missing Persons File through CLEAN/NCIC in accordance with Pennsylvania State Police policy and procedures, immediately, upon receipt of sufficient identifications information on the missing child.
- 7.1.1.4 To notify Index section of Communications by fax to make an entry into the Unidentified Person File through CLEAN/NCIC in accord with Pennsylvania State Police policy and procedures immediately upon taking custody of an unidentified living child, such as an infant, or a physically or mentally disabled child, or discovering an unidentified deceased child.
- 7.1.1.5 To ensure timely cancellation of any entry made pursuant to this section where the missing child has returned or is located.
- 7.2 Immediate Investigation regardless of age or circumstances
- 7.2.1 Anytime it is brought to the attention of an officer that a child is or may be missing, or an unidentified child is discovered, the officer will respond immediately to initiate an investigation regardless of age or circumstances.

- 7.2.2 The initial investigating officer shall take prompt action including, but not limited to, concentrated efforts to locate the missing child.
- 7.2.3 If there is an identifiable location, including a home or bedroom, which could possibly be assessed as a crime scene, officers will secure and protect the location and notify the Crime Scene Unit for processing.
- 7.2.4 If upon initial investigation it appears that the child is lost or the victim of a criminal act, the investigating officer shall immediately notify his/her supervisor.
- 7.2.5 Being acquainted with the facts of the case, the supervisor shall determine if a detective is to be immediately notified or if any other special efforts to locate the child are to be initiated.
- 7.3 Reporting all relevant information and circumstances on reports
- 7.3.1 Missing child reports will be taken in person in conformance with the criteria of this policy.
- 7.3.1.1 In exigent situations (e.g.: out-of-state reporting person with no available local reporting person and/or at-risk missing children), phone reports may be accepted.
- 7.3.2 The reporting officer shall gather as much pertinent information as possible in order to properly classify a missing person report and initiate the proper response. The reporting officer shall attempt to collect all information requested on the PBP Form #19.0, "Missing Person Report," and any other pertinent information including, but not limited to:
- 7.3.2.1 The child's place of birth (including county if born in Pennsylvania), and maiden name of child's mother.
- 7.3.2.2 The current physical and emotional condition of the missing child, as well as any prescribed medication.
- 7.3.2.3 The place of school and/or employment, with address and telephone number.
- 7.3.2.4 The time and place of last known location and the identity of anyone accompanying the missing child.
- 7.3.2.5 Any vehicle the missing child might be using or traveling within.
- 7.3.2.6 Whether the child has been reported missing on prior occasions and how this incident departs or parallels with the past behavior.
- 7.3.2.7 Whether the missing child has been recently involved in domestic incidents, had emotional trauma or life crises, demonstrated bizarre behavior or is dependent on drugs or alcohol or has a history of mental illness.
- 7.3.2.8 The plans, habits, routines, and personal interests of the subject including places frequented or locations of particular personal significance.
- 7.3.2.9 The indication of missing personal belongings, particularly money and other valuables.
- 7.3.2.10 A recent hard copy or electronic photograph. When the reporting officer has obtained a photograph of the missing child, the officer shall:
- 7.3.2.10.1 Write the name of the missing person and the CCR number of the report on the back of the photo, preferably in the lower corner. If the photo contains images of more than one person, the officer shall identify which image represents the missing person. **Do not mark the front of the photo.**
- 7.3.2.10.2 Print and attach a **copy** of the PBP Form #19.0, "Missing Person Report" to the photo and forward it to the Sex Assault/Family Crisis office.
- 7.3.1.10.3 An electronic photograph shall be forwarded via email to the Sex Assault/Family Crisis office.
- 7.3.3 After obtaining all pertinent information at the location of the report, the reporting officer will return to the Zone Station to complete the necessary paperwork:
- 7.3.3.1 PBP Form #2.0 – "Offense/Incident Report"
- 7.3.3.2 PBP Form #19.0 – "Missing Person Report"
- 7.3.3.3 PBP Form #400.14.1 – "Missing Person Notification to School District"
- 7.3.3.4 PBP Form #400.14.2 – "Missing Person Notification to Division of Vital Records"

7.3.4 The reporting officer will be responsible for ensuring that proper notification as per Act 106 of 1990, Section 402-A, amending the Vital Statistics Law of 1953 is made to the last known school district attended by the child as well as the Pennsylvania Department of Health/Vital Records if the child was born in Pennsylvania.

7.3.4.1 The reporting officer shall complete and fax PBP Forms #400.14.1 "Missing Person Notification to School District" and #400.14.2 "Missing Person Notification to Division of Vital Records," (located in the "Missing Person-Juvenile Notification Forms" folder in the Police Officer's Toolkit) to **BOTH** the appropriate school district and the Pennsylvania Division of Vital Records.

7.3.4.1.1 The reporting officer will document the completion and submission of these forms in the narrative of PBP Form #19.0, "Missing Person Report".

7.3.4.2 The completed hard copy PBP Forms #400.14.1 and #400.14.2 will then forwarded to the Sex Assault/Family Crisis office via Interoffice mail.

7.3.4.2.1 The Sex Assault/Family Crisis office will maintain a separate file on each child who has been reported missing.

7.3.4.2.2 Upon receipt of the hard copy of PBP Forms #400.14.1 and #400.14.2, the reporting detective will ensure that the forms are entered into the file for that child.

7.4 Entry into CLEAN/NCIC Missing Persons File

7.4.1 In all cases, the record for a missing person who is under the age of 21 shall be entered into CLEAN/NCIC using one of the appropriate categories (Disability, Endangered, Involuntary, Juvenile, or Catastrophe Victim) within **two (2)** hours of receipt of the minimum data required to enter an CLEAN/NCIC record

7.4.2 There will be no waiting period before entry into CLEAN/NCIC is made, regardless of Supervisory approval status of PBP Form #19.0, "Missing Person Report".

7.4.3 A copy of the PBP Form #19.0, "Missing Person Report" and any related PBP Form #8.2, "Supplemental Report", shall be faxed to the Sex Assault/Family Crisis Unit and to the Index section of Communications for entry into CLEAN/NCIC as soon as possible. In addition, the reporting officer shall contact Index by phone to confirm receipt of the Missing Person submission.

7.4.4 The initial reporting officer shall advise the Index section of Communications to immediately enter the information for the missing child into CLEAN/NCIC Missing Persons File, whether or not it is believed that the child is still within department's jurisdiction.

7.4.5 Information entered into CLEAN/NCIC on a missing child should include full name, nickname, date and place of birth, age, social security number, operator's license number, height, weight, color of hair and eyes, use of eyeglasses or contacts, physical or mental handicaps, special medical conditions or needs, scars and marks, or any other distinguishing characteristics. Information should also be entered regarding any vehicle the missing child might be using or traveling within, as well as any persons that the missing child might be with.

7.4.6 Once the missing child is entered into CLEAN/NCIC, the reporting officer will ensure that the parents or guardian have been notified, and will note the time and date in their report.

7.4.7 If the missing child is believed to have been kidnapped, notification to the Pennsylvania State Police via CLEAN/NCIC shall be transmitted immediately in order to activate the "Amber Alert" system. (*Refer to Section 7.6, "Amber Alert Plan"*).

7.5 Entry into CLEAN/NCIC Unidentified Persons File

7.5.1 Unidentified found or deceased children

7.5.1.1 When a child is found and their identity is unknown, the reporting officer shall take the child into temporary protective custody and have the Index section of Communications enter the child into the CLEAN/NCIC Unidentified Persons File.

7.5.1.2 When a deceased and unidentified child is found, the reporting officer shall have the Index section of Communications enter the child into the CLEAN/NCIC Unidentified Deceased Persons File.

7.5.1.3 Officers will fax a complete investigative report to Communications/EOC without delay.

7.6 Amber Alert Plan

7.6.1 The Amber Alert Plan is designed to assist with the investigation of child abductions. The alert system utilizes the Emergency Alert System (EAS) to inform the public of an abduction. The alert provides descriptive information of the child and the perpetrator, if known, in the hope of enlisting public support in the search efforts. The ultimate goal is to save the life of the child. While the Amber Alert is an investigative tool, it is not meant to replace the investigative process.

[REDACTED]

7.6.3 Activation criteria

7.6.3.1 Law enforcement and the media worked together to establish the activation criteria. The criteria were established so that the plan would only be used in appropriate cases. The media and the public must understand the time constraints law enforcement encounter when a child is reported missing. Therefore, for the plan to be activated, the following strict criteria must be met:

7.6.3.2 The abducted child must be under the age of 18, and

7.6.3.2.1 Police must believe the abducted child is in danger of death or serious bodily injury.

7.6.3.2.2 Family abductions are NOT excluded, provided the criteria are met and circumstances support activating the Pennsylvania Amber Alert Plan.

7.6.3.3 The plan is limited to "abducted" children, and, therefore, excludes children believed to be runaways or throwaways from their home.

[REDACTED]

7.6.3.5 If the missing child does not meet the Amber Alert criteria, the PBP Supervisor should determine if the criteria for a Missing Endangered Person Advisory System (MEPAS) activation are met (*Refer to Section 5.9, "Missing Endangered Person Advisory System (MEPAS) Plan"*).

7.6.4 Activation process

[REDACTED]

7.6.4.6 The Major Crimes Commander shall be notified of an Amber Alert activation

7.6.5 Updates/Recovery/Cancellations of Amber Alerts

7.6.5.1 The PBP Supervisor will confirm child abduction updates, recoveries, or cancellations.

7.6.5.2 The PBP Supervisor will ensure the Communications Supervisor is notified of any updates, recoveries, or cancellations.

7.6.5.3 The Communications Personnel shall immediately notify the Pennsylvania State Police with any updates, recovery, or cancellations.

7.6.5.4 The Major Crimes Commander shall be notified of an Amber Alert cancellation.

8.0 MISSING CHILDREN – RETURNED/RECOVERED

- 8.1 Any time a reported missing child is found or returns voluntarily, an officer will be dispatched to the location of the return/recovery and make a positive visual identification and verification of the missing child's return.
- 8.2 After the officer verifies to his or her satisfaction that the reported missing person has been found, Communications/EOC will then be notified via police radio.
 - 8.2.1 Communications/EOC will only broadcast a cancellation of any BOLO associated with any "at risk" returned/recovered missing person or child.
- 8.3 If the missing child is reported as returned outside of the City of Pittsburgh, the missing child may not be broadcast as returned until the officer is satisfied that the information they have received is accurate and valid.
- 8.4 Upon verification of the location and/or return of the child, the reporting officer will complete a PBP Form #8.2, "Supplemental Report", listing the location where the child was found, the disposition of the child, and any other information that may be pertinent to the investigation.
- 8.5 When a child is found or returned to the parent, guardian or custodian, the CLEAN/NCIC entry on the missing child shall be canceled.
 - 8.5.1 An administrative message shall be sent advising all notified jurisdictions that the child has been located.
 - 8.5.2 The PBP Form #8.2 "Supplemental Report" will be faxed to the Index section of Communications, without delay, to ensure that CLEAN/NCIC is properly updated.
- 8.6 The reporting officer will then notify the Sex Assault/Family Crisis office, either directly or via the Detective Desk, to ensure that PBP Forms #400.14.1 "Missing Person Notification to School District and #400.14.2, " Missing Person Notification to Division of Vital Records" are updated.
 - 8.6.1 The reporting detective from Sex Assault/Family Crisis office will pull PBP Forms #400.14.1 and #400.14.2 from the child's file, note on the form that the child has been located, and fax it to BOTH the school district and the Pennsylvania Division of Vital Records to ensure that proper notification occurs.

9.0 SEX ASSAULT/FAMILY CRISIS UNIT

[REDACTED]

[REDACTED]

[REDACTED]

Approved by:

Scott Schubert
Chief of Police