

DENVILLE TOWNSHIP POLICE DEPARTMENT POLICY & PROCEDURES			
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SUBJECT: MISSING & UNIDENTIFIED PERSON INVESTIGATIONS			
BY THE ORDER OF: Chief of Police Christopher Wagner		ACCREDITATION STANDARDS: 4.5.4, 4.5.5, 4.5.6	
Effective Date: May 28, 2013	SUPERSEDES ORDER #: V3C3 (05-05-98)		

PURPOSE The purpose of this policy is to codify this department's procedures concerning missing/unidentified person investigations.

POLICY It is the policy of the Denville Police Department that all reports of missing persons be given full consideration and attention. It is further the policy of this department to diligently and thoroughly investigate these instances in compliance with [New Jersey State Statutes](#) and [New Jersey Attorney General Guidelines and Directives](#), where applicable, and with any directives issued by the Morris County Prosecutor.

Missing/unidentified person investigations pose particularly difficult problems for law enforcement agencies. Missing/unidentified children investigations pose even greater danger to the child and require a swifter, more coordinated response by the law enforcement community, including media outlets. It is imperative that these investigations be given the appropriate degree of priority treatment. The investigation and all ancillary public safety activities must be timely and comprehensive.

All available support service shall be made available to the family of the victim. The missing person's family (or reporting person) will be kept informed of the progress of the investigation.

PROCEDURES

I. General Provisions

- A. This policy applies to all investigations of missing and unidentified adults and children, including abducted, abandoned, runaway, or other missing children.
 - 1. Often, missing person investigations are initiated when a person does not arrive at a destination as expected, e.g. juvenile or young adult at a school function, concert, social event, etc.
 - 2. This policy cannot anticipate every potential scenario and establish special procedures for what may be a temporarily overdue person.
 - 3. Officers and shift commanders must be guided by common sense and an evaluation of the facts and circumstances of each instance when undertaking a missing person investigation and invoke those sections of this policy that are required.
- B. To initiate a successful investigation, the first responding personnel must focus on quickly gathering as much factual information as possible and safeguard potential evidence.
- C. The accurate and comprehensive collection of information and personal descriptors entered in a timely manner into the NCIC database generally facilitates a successful resolution to the missing and unidentified person investigation.
- D. Questions concerning parental custody occasionally arise in relation to missing children/adolescent incidents. Even under circumstances where custody issues have not been formally established or resolved, this department will accept and investigate all reports of missing children/adolescents, including cases where it can be shown that the child/children/adolescent(s) have (has) been removed, without explanation, from his/her/their usual place of residence. Reporting persons shall be encouraged to obtain clarification of legal custody as soon as possible to assist in the investigation.
- E. Whenever it is suspected that a person may have been abducted or kidnapped from Denville Township, officers will conduct an investigation accordingly and:
 - 1. Immediately notify the on-duty investigator.
 - 2. Notify the shift commander
 - 3. Notify the Division Commander
 - 4. Notify the Captain
 - 5. Notify the Chief of Police
- F. An Assistant Prosecutor (Juvenile Unit) must screen all interference with custody cases prior to signing a complaint.

II. Definitions & Resources

- A. **A Child Is Missing (ACIM)** is a service devoted to assisting law enforcement in the search and early safe recovery efforts of children, the elderly (often with Alzheimer's), disabled persons, and college students via a rapid-response neighborhood alert program utilizing high-tech telephone systems. When requested by law enforcement officials, ACIM will make alert calls to the last seen areas to help find these individuals who can't make rational decisions for themselves. (ACIM Alert 1-888-875-2246 or page the operator 1-954-492-4778), see subsection V.A.6 of this policy for details. Factors for determining the use of ACIM:
1. Juveniles:
 - a. The juvenile should be seventeen (17) years old or younger.
 - b. The reporting person must be an adult family member, teacher, or another adult who is responsible for the individual.
 - c. If the juvenile is a habitual runaway, ACIM will be used if foul play is suspected.
 2. Senior Citizens:
 - a. The person must be sixty-five (65) years of age or older.
 - b. ACIM will be used even if an elderly person is a frequent walk-away from a nursing facility.
 - c. ACIM will be used for known Alzheimer's patients.
 3. Disabled Person
 - a. There is no age stipulation for a disabled person.
 - b. Caution must be used when determining whether a person is truly disabled because there are many definitions of a disabled person. For purposes of ACIM, a disabled person will fall into one of the following categories:
 - 1) The person has a physical or mental impairment that severely limits self-care.
 - 2) The person is disoriented or unable to respond to simple questions.
 - 3) The person is dependent upon life sustaining medication or unconscious.
- B. **AMBER Abducted Child Alert System** is a cooperative effort between law enforcement and the broadcast media in the event of child abduction. Activation of the system provides immediate emergency broadcasts of descriptive information to the public through a multitude of media outlets.

- C. **Alzheimer's Disease** is a progressive, degenerative disease of the brain in which brain cells die and are not replaced. It results in impaired memory, thinking, and behavior.
- D. **APBNet** formerly known as Critical Reach, MCAS (Missing Child Alert System) and TRAK (Technology for the Recovery of Abducted Kids) is a computer system that enables the rapid production and dissemination of photographic informational bulletins to all law enforcement agencies.
- E. **Autism/Autism Spectrum Disorder (ASD)** is a biologically based disorder that affects the development and functioning of a person's verbal and non-verbal communication skills, social interactions and patterns of behavior. Autism affects people of all races, ethnicities and socio-economic groups and is found throughout the world. Autism is four times more prevalent in boys than girls. Some signs and symptoms associated with ASD include, but are not limited to:
1. No babbling, pointing or meaningful gestures by 1 year of age;
 2. No single words by age 16 months;
 3. Loss of language or other skills at any age;
 4. Little or no eye contact;
 5. Lack of pretend, imitative and functional play appropriate to developmental age;
 6. Stereotypical and repetitive behavior;
 7. Failure to develop peer relationships appropriate to developmental age; and
 8. Unusual or inappropriate fears.
- F. **Family Reference Sample Collection Kit** is a standardized collection kit that provides a safe and effective, noninvasive means for obtaining DNA reference samples from appropriate family members of a missing person. Family reference samples are entered into the FBI's Missing Persons DNA Database Program for comparative purposes.
- G. **High Risk Missing Person** is a person whose whereabouts are not currently known and the circumstances of the person's disappearance suggest that the person may be at imminent or likely risk of injury or death. The circumstances that indicate a person is a high risk missing person include, but are not be limited to:
1. The person is missing as a result of a confirmed abduction or under circumstances that indicate the person's disappearance was not voluntary;
 2. The person is missing under known dangerous circumstances or is believed to be with others who could endanger his/her welfare;
 3. The person is a potential victim of foul play or sexual exploitation;

4. Is absent under circumstances inconsistent with established patterns of behavior;
5. Is absent from home for more than 24 hours before being reported to law enforcement as missing;
6. The person has already been designated as a high-risk missing person by another law enforcement agency;
7. The person (regardless of age) who has not been located within 48 hours;
8. There is evidence that the person is at risk because:
 - a. The person is in need of medical attention or prescription medication such that it will have a serious adverse effect on the person's health if he or she does not receive the needed care or medication (e.g., diabetic, heart patient, epileptic, etc.);
 - b. Is drug dependent, including prescription and/or illicit substances;
 - c. The person has a physical disability, handicap, or Autism (ASD);
 - d. The person is suicidal;
 - e. The person does not have a pattern of running away or disappearing;
 - f. The person missing may have been abducted by a non-custodial parent;
 - g. The person missing is mentally impaired or has diminished mental capacity;
 - h. The person is under 13 years of age;
 - i. The person missing is between 12 and 21 years of age, whose whereabouts are unknown to the parent/guardian or responsible person and whose absence is inconsistent with past patterns of behavior;
 - j. The person is out of their zone of safety for a person of his/her age, developmental stage, and/or physical condition;
 - k. The person missing has been the subject of past threats or violence;
9. Whose disappearance involves circumstances that would cause a reasonable person to conclude that the missing person is considered vulnerable;
10. Any other factor that may indicate, in the judgment of the department that the missing person may be at risk.

- H. **Human Remains Collection Kit** is a standardized collection kit that provides a safe and effective means for obtaining DNA samples from human remains.
- I. **Lead Law Enforcement Agency** is the law enforcement agency with primary responsibility for investigating a missing or unidentified person case.
- J. **Long Term Missing Person** is any person that has remained the subject of a missing person investigation for over 30 days.
- K. **Long Term Unidentified Person** is any person, living or deceased that has not been identified through investigation for over 30 days. All human remains that have been recovered and not identified are included in this definition.
- L. **Missing Child** is any person 17 years of age or younger (except where otherwise noted in this policy) whose whereabouts are unknown to their parent, guardian, or responsible party. Under 42 USC 5779(c), any missing person under the age of 21 is considered a missing child for NCIC entry purposes.
- M. **Missing Persons and Child Exploitation Unit** is the Missing Persons & Child Exploitation Unit in the New Jersey State Police and provides analytical and investigative support related to missing person and unidentified person investigations.
1. Main telephone 609-882-2000, extension 2893.
 2. During other than normal business hours, contact the Regional Operations and Intelligence Center (ROIC) at 609-963-6900.
- N. **National Center for Missing and Exploited Children – NCMEC** is located in Alexandria, Virginia and provides technical assistance to investigators; provides a 24-hour hotline to receive reports and sightings of missing children; a worldwide CyberTipline for on-line reporting of the sexual exploitation of children; nationwide distribution of photographs and descriptions of missing children; preparation of age-enhanced photographs of long-term missing children; and analysis of case information and leads. **(1-800-THE-LOST)**
- O. **National Center for Missing Adults – NCMA** is a division of National Missing Children Organization, Inc. (NMCO) - a non-profit organization working in cooperation with the U.S. Department of Justice's Bureau of Justice Assistance, Office of Justice Programs. NCMA operates as the national clearinghouse for missing adults, providing services and coordination between various government agencies, law enforcement, media, and most importantly, the families of missing adults. NCMA also maintains a national database of missing adults determined to be endangered or otherwise at-risk. **(1-800-690-FIND)**
- P. **National Missing and Unidentified Persons System (NamUs)** is a national centralized repository and resource center for missing persons and unidentified decedent records. NamUs is a free online system that can be searched by medical examiners, coroners, law enforcement officials and the general public from all over the country in hopes of resolving these cases. When a new missing persons or unidentified decedent case is entered into NamUs, the system automatically performs cross-matching comparisons between the databases, searching for matches or similarities between cases. NamUs provides free DNA

testing and other forensic services, such as anthropology and odontology assistance.

- Q. [Nixle®](#) is an Internet based service that connects public safety agencies to its residents via text, web, and email so residents can be informed of important notifications.
- R. **Personal/Direct Reference Sample Evidence Registration Form** is an evidence submission form to be utilized when sending personal samples from the missing person to the National Missing Persons Program for DNA profile analysis and subsequent upload into the FBI's Missing Persons DNA Database Program. The registration form is located within the Family Reference Sample Kit, which is supplied by the NJSP.
- S. [Project Lifesaver International](#) locates and rescues missing persons through proven radio technology and a specially trained search and rescue team. Administered by the [Morris County Sheriff's Office](#) Project Lifesaver program clients wear a personalized wristband that emits a tracking signal.
- T. [Safe Return Program](#) is a nationwide identification, support, and enrollment program working at the community level, which assists in the safe return of individuals with Alzheimer's or a related dementia who wander and become lost.
- U. **Silver Alert** is much like Amber Alerts for missing children. Silver Alerts are intended to enlist the assistance of the media to broadcast descriptive information to the public to help locate people believed to be suffering from dementia or other cognitive impairment.
- V. **Unidentified Deceased Persons Remains** are human remains that have been discovered while conducting a death investigation in which the identity of the human remains are currently unknown.
- W. [VICAP](#) is the Violent Criminal Apprehension Program database established by the FBI as a nationwide data information center designed to collect, collate, and analyze a variety of violent crime information. VICAP provides all law enforcement agencies reporting similar patterns of violent crimes with information necessary to initiate and coordinate multi-agency investigations.
- X. **Zone of Safety** represents an area in which a missing person is known to frequent; feels a sense of comfort, and is not believed exposed to any unusual risk.
 - 1. Each person's zone of safety is specific to that individual, based upon his/her normal lifestyle and areas where the person feels a sense of belonging/comfort.
 - 2. While department personnel (first responders and investigators) will ultimately determine the zone of safety and base their response on it, they shall seek and take into consideration input from the people who are familiar with the missing person's habits/lifestyle to assist in making a determination as to what an appropriate zone of safety is for the missing person in the particular case at hand.

- Y. To be classified as a missing person, an individual must meet one of the following criteria:
1. Disability (EMD): A person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger.
 2. Endangered (EME): A person of any age who is missing under circumstances indicating that his/her physical safety may be in danger. NOTE: Child Abduction (CA) or an AMBER Alert (AA) flag as appropriate.
 3. Involuntary (EMI): A person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary, i.e., abduction or kidnapping. NOTE: Child Abduction (CA) or an AMBER Alert (AA) flag as appropriate.
 4. Juvenile (EMJ): A person under the age of 21 who is missing and does not meet any of the entry criteria set forth in subsections 1, 2, 3, or 5 of this section. Juveniles who run away from an institution shall be further classified as RI (Runaway from an Institution).
 5. Catastrophe Victim (EMV): A person of any age who is missing after a catastrophe.
 6. Other (EMO): A person aged 21 and older not meeting the criteria for entry in any other category, who is missing and for whom there is a reasonable concern for his/her safety.
- Z. In order to be classified as an unidentified person, an individual must meet one of the following criteria:
1. Deceased (EUD): a person who is no longer living for whom the identity cannot be ascertained. This category also includes recovered body parts when a body has been dismembered.
 2. Living (EUL): a person who is living and unable to ascertain his/her identity, e.g., amnesia victim, infant, etc. The information on unidentified living persons should only be included if the person gives his/her consent or if they are physically or mentally unable to give consent.
 3. Catastrophe Victim (EUV): a person who is a victim of a catastrophe for whom the identity cannot be ascertained or body parts when a body has been dismembered as the result of a catastrophe.

III. General Investigative Standards

- A. Due to the potential complexity and diverse nature of missing and unidentified person investigations, this type of incident demands swift and effective action by this department.
1. They key to success is the rapid development of information to disclose the circumstances under which the person is missing or unidentified to determine whether foul play or suspicions are in evidence. This facilitates an efficient, logical approach to the investigation.

2. The potential for tragedy demands that shift commanders continually monitor the progress of these investigations and be ever vigilant to take command of the situation if the need arises.
- B. Immediately upon receiving a report of a missing person or unidentified person, a patrol unit shall be assigned and a preliminary investigation shall be conducted.
1. There is no requirement that the reporting person wait for any period of time to report the missing/unidentified person.
 2. Missing persons can be reported in any municipality, regardless of where the missing person permanently resides or where the missing person was last confirmed to have been.
- C. No missing person report will be denied on the basis that:
1. The missing person is an adult;
 2. The circumstances do not indicate foul play;
 3. The circumstances suggest that the disappearance may be voluntary;
 4. The person reporting the missing person does not have personal knowledge of the facts;
 5. The missing person is a visitor to Denville Township;
 6. The reporting person cannot provide all of the information requested;
 7. The reporting person lacks a familial or other relationship with the missing person; or
 8. For any other reason, except where there is direct knowledge that the person is in fact not missing and the exact whereabouts and welfare of the missing person are known at the time the report is being made.
- D. Communications shall ensure that the following minimum steps are taken:
1. Obtain basic facts, details, and a brief description of the missing person/child and abductor, if applicable;
 2. Dispatch a patrol unit to the caller's location to conduct a preliminary investigation. If the caller is at a place other than the location from which the subject is missing, an additional police unit should be dispatched to the place last seen.
 3. Search past history logs for previous incidents related to activity in the area, paying special attention to reports of prowlers, lewdness, attempted abduction, etc. Make responding units aware of this information;
 4. Broadcast all known detail to patrol units. Expand the notification to surrounding communities, counties, or states as the need arises including, but not limited to possible abductor information, where applicable:

- a. If the missing person is considered an at risk or emergency situation, a critical responsibility of the call-taker is to obtain sufficient information from the reporting party when the initial call is received and to broadcast a radio message that:
 - 1) Alerts other officers about the circumstances of the person's disappearance; and
 - 2) Includes information as to the person's height, weight, hair and eye color and clothing, as well as the location where the person was last seen.
5. Make the necessary, timely notifications;
6. Time stamp all pertinent related information;
7. Run a CCH, NJCJIS Inquiry and a DMV Inquiry on the Missing Person, and attach all results to the NCIC Missing Person's Entry;
8. Enter the missing person into the NCIC System as quickly as possible. If the complete personal details are not known, make the initial NCIC entry and then modify the entry as additional details are developed. Update computer and database entries as needed;
9. Depending on the circumstances of the investigation, consider notification to the media through the designated Public Information Officer;
10. Depending on the circumstances of the investigation, activate MIRS, SPEN, DPW broadcast, the Critical Reach system and/or Nixle.
- E. The Denville Police Department will remain the lead law enforcement agency in charge of the investigation unless another law enforcement agency assumes primary responsibility over the investigation. Included in this investigation is the responsibility for completing all report forms, populating and updating all appropriate databases, and coordinating any initial search.
- F. The shift commander shall be notified of a preliminary missing person investigation. The shift commander shall respond to a preliminary missing person investigation when:
 1. The missing person is a child 13 years of age or younger; or
 2. If the missing person is classified as a high-risk missing person, including Autism (ASD); or
 3. When the initial officer determines that there is criminal involvement; or
 4. Unusual circumstances are present; or
 5. Supervisory or investigator presence is otherwise needed.
- G. Missing person investigations shall be given high priority and shall not be considered routine.

- H. Initial responding officer's responsibilities include:
1. Promptly respond to the scene and thoroughly investigate the case.
 2. Ascertain if the person qualifies as a missing person.
 - a. Is the location of the person known, but they will not return to the home?
 - b. Was there an argument and the person left to go to a friend or relatives house and will not return?
 - c. Does the person reporting the missing person have any physical or psychological ailments that affect their memory?
 3. Upon arriving at the scene, officer(s) should make every effort to put the family at ease.
 4. Interview the reporting person.
 - a. If more than one reporting person is present, interviews should be conducted separately.
 - b. Determine if this may be a high risk missing person and if there is a potential crime scene area and or potential witnesses.
 - c. If a high risk missing person, immediately notify the shift commander via telephone providing a complete description of the missing person and pertinent facts associated with the incident.
 - d. Determine the date and time the missing person was last seen.
 5. Obtain the following information and provide it without delay to communications:
 - a. Name, including aliases;
 - b. Date of birth;
 - c. Photograph, videotape, or electronic image of the missing person for inclusion in the NCIC entry;
 - d. Identifying marks, such as birthmarks, moles, tattoos and scars (if photos of any of these are available, collect them as well for inclusion in the NCIC entry;
 - e. Height and weight;
 - f. Gender;
 - g. Race;
 - h. Current hair color and true or natural hair color;

- i. Eye color;
- j. Prosthetics, surgical implants, or cosmetic implants, circumcision;
- k. Physical anomalies;
- l. Blood type, if known, and whether the missing person has ever donated blood;
- m. Any medications the missing person is taking or needs to take;
- n. Driver's license number, if known;
- o. Social security number, if known;
- p. ATM and/or credit card account numbers, if known;
- q. Fingerprint classification, if known and available;
- r. A description of the clothing the missing person was believed to be wearing at the time of disappearance;
- s. A description of notable items and jewelry that the missing person may be carrying or wearing;
- t. Information regarding the missing person's electronic communications devices, such as cell phone number or e-mail addresses and carrier or Internet service provider;
- u. The reasons why the reporting person believes that the person is missing;
- v. The name and location of the missing person's school or employer, if known;
- w. The name and location of the missing person's dentist and primary care physician, if known;
- x. Any circumstances that may indicate that the disappearance was not voluntary;
- y. Any circumstances that indicate that the missing person may be at risk of injury or death;
- z. A description of the possible means of transportation of the missing person, such as make, model, color, registration, and VIN number of a motor vehicle;
- aa. Any identifying information about a known or possible abductor or the person last seen with the missing person including, and provide it without delay to communications:
 - 1) Name;

- 2) Physical description;
 - 3) Photograph of the possible abductor or person last seen for inclusion in the NCIC entry and any press / media releases;
 - 4) Date of birth;
 - 5) Identifying marks, such as birthmarks, moles, tattoos and scars (if photos of any of these are available, collect them as well for inclusion in the NCIC entry and any press / media releases;
 - 6) Description of possible means of transportation;
 - 7) Known associates;
 - 8) Megan's Law classification status, if applicable;
 - 9) Any other information that can aid in locating the missing person; and
 - 10) Date of last contact.
- bb. If the missing person is a juvenile the following information may prove useful:
- 1) Custody status; examine court orders regarding current custody matters, if applicable. If criteria are met for a MAP Alert and/or AMBER Alert, immediately contact the communication center to request activation.
 - 2) Friends names and addresses;
 - 3) On-line screen names;
 - 4) Facebook® and other social networking access;
 - 5) Access to credit card information;
 - 6) Access to vehicles;
 - 7) Wireless telephone number(s) and carrier;
 - 8) Access to bankbooks, bank account(s);
6. Ensure that everyone at the scene is identified and interviewed separately and properly record the information. Note name, address, and phone numbers of each person. Determine relationship to the missing person and ask where they believe the missing person may be. Obtain information of potential associates to aid in future investigation.
- a. Confirm a child's/adolescent's custody status, if relevant;

- b. Determine missing person's state of mind, mental capacity or defect, if known;
 - c. Determine whether the missing person has been known to disappear in the past;
 - d. Determine where the missing person could possibly be headed, or where he/she has re-appeared in the past, if applicable.
- 7. Identify the circumstances of the disappearance. Interview the individual(s) who had last contact with the missing person. Develop a list of known family members, friends, classmates, co-workers, and associates for interviews.
- 8. If a child or person with diminished mental capacity is involved, identify a zone of safety commensurate with their age and developmental stage. If the child/person was out of this safety zone, ascertain potential reasons.
- 9. Relay detailed descriptive information necessary for the investigation to communications for broadcast to all patrols and applicable law enforcement entities.
- 10. Ensure available photo(s) are relayed to communications for the creation of a Critical Reach bulletin, Amber Alert, or Silver Alert, as appropriate.
- 11. Contact the fire department and/or the Morris County Sheriff's Office if there is suspicion that the missing person may be in a lake, brook, or stream. Secure the area to the extent possible.
- 12. Request additional personnel and resources if circumstances require.
- 13. Consideration should be given to immediately requesting detective personnel to the scene and implementing the Incident Command System. The NJSP Missing Persons and Child Exploitation Unit may be contacted to provide investigative guidance and resources.
- 14. Treat the area as a potential crime scene.
- 15. Utilize a crime scene entry/exit log, when necessary.
- 16. Request voluntary assistance from the family or reporting party in obtaining items of investigatory value belonging to the missing person.
 - a. Obtain consent to search, when applicable, including consent for electronic databases/devices, where applicable;
 - b. Consider obtaining personal items that contain the missing person's scent for utilization of search dogs. Place scent articles in a clean, paper bag;
 - c. Attempt to obtain personal electronic devices (cell phones or cell phone numbers for tracking purposes, computers for online resources such as screen names or email sources, digital cameras, electronic storage devices, etc.);

- d. Gather as many documents as possible to assist with follow-up investigation. Banking records, mail, cell phone records, etc. should be collected, when possible. Utilize consent forms or court orders, as necessary.
 - e. Check for a note.
 - f. Look in the missing person's wastebasket or schoolbooks for personal notes, timetables or brochures.
 - g. Make a list of places that the person likes to go, i.e., eating, recreation, etc.
 - h. List the addresses of vacation spots frequented by the family.
 - i. Obtain the locations of local tree houses, barns, forts and other areas where the youngster might go, if applicable.
 - j. Check to see if the person has been corresponding with anyone lately.
 - k. Look at the most recent telephone bill for any new or frequently called telephone numbers or out-of-town telephone numbers.
 - l. Find out if any new friends have recently been called or been to the house.
 - m. Attempt to determine if the missing person has been talking about any particular area or activity recently.
- 17. When applicable, obtain items that would likely contain the missing person's DNA, such as: a toothbrush, hairbrush, or clothing. Seal and protect the scene, when necessary, for potential subsequent search efforts by qualified crime scene technicians.
 - 18. Determine if any of the missing person's personal items are known to be missing from the area/scene.
 - 19. Inform the person filing the report that he/she must complete an affidavit, which should include all of the facts leading up to the person being reported missing.
 - 20. Maintain scene integrity until relieved by investigative or supervisory personnel. Thoroughly brief relieving personnel, advising of all investigative steps taken to point and noted documentation.
 - 21. Complete all reports and forms prior to reporting off duty.
- I. Investigator / Detective responsibilities include:
 - 1. Obtain briefing from first responding officer and other on-scene personnel.
 - 2. Verify the accuracy of all descriptive information and other details developed during the preliminary investigation. Ensure the missing person

has been entered into all appropriate databases (NCIC, Critical Reach, etc.)

3. Activate Nixle, when feasible.
 4. Obtain a brief, recent history of family dynamics or relationship dynamics, which apply to the missing person.
 5. Correct and investigate the reasons for conflicting information offered by witnesses and other involved individuals.
 6. Notify the Morris County Prosecutor's Office in priority cases such as:
 - a. All persons missing under suspicious circumstances or circumstances out of the ordinary for the particular person;
 - b. Where foul play or suicide is suspected;
 - c. Unidentified bodies or body parts;
 - d. Missing Child 13 years of age or younger
 7. Update descriptive information and maintain communications with MCPO & MCSO personnel, as warranted.
 8. Review and evaluate all available information and evidence requested.
 9. Develop an investigational plan; implement effective case management and initiate appropriate supplemental investigative actions.
 10. Canvas the neighborhood; expand where necessary.
 11. Determine what additional resources and specialized services are required.
 12. Contact the NJSP Missing Persons and Child Exploitation Unit for assistance and resources, when necessary.
 13. Have a record's check made in reference to previous missing persons reports.
 14. Request additional investigative personnel if the situation warrants it.
 15. Check the department's Megan's Law Registrant File to determine if any registered offenders live in close proximity to the missing person's last known location, residence, school, etc. If there is a positive response, investigate, including an in person check/interview.
 16. Conduct a thorough supplemental investigation with accurate documentation.
- J. The shift commander is the Incident Commander until relieved by a higher authority. The shift commander's responsibilities include:

1. Conduct a debriefing of the first responding officer, investigators, and other agency personnel at the scene. Obtain pertinent written reports.
2. Determine if additional personnel or services are needed to assist in the investigation including, but not limited to:
 - a. K-9 Unit
 - b. Emergency Services Unit
 - c. Lighting (fire company)
 - d. Rescue and Recovery
 - e. Ambulance
 - f. MCPO Juvenile or Missing Persons Unit
 - g. MCPO Child Abduction Response Team
3. Apprise the Patrol Commander of the need for:
 - a. Additional staffing
 - b. Additional notifications
4. Ensure that all required resources, equipment, and assistance necessary to conduct an efficient investigation have been requested and expedite their availability.
5. Determine whether the person reported missing is to be designated a high risk missing person.
 - a. If the initial determination of a person reported missing does not warrant designation of that person as high risk, it shall not preclude a later determination, based on further investigation or the discovery of additional information, that the missing person is high risk.
 - b. If a missing person is classified as high risk, this status will be maintained until information to the contrary is obtained and confirmed.
 - c. If a missing person is classified as high risk, immediately expand the investigation to encompass the use of all available resources and activating emergency interagency response procedures including Amber or Silver Alerts, when warranted.
 - d. If a missing person is classified as high risk, immediately contact the Morris County Prosecutor's Office.
 - e. Upon a determination that a missing person investigation involves a high risk missing person or a missing child, the State Police Missing

Persons and Child Exploitation Unit shall be contacted to determine whether the circumstances warrant a cooperative effort.

- f. If it is determined that a cooperative effort is warranted, the NJSP Missing Persons and Child Exploitation Unit shall coordinate the deployment of additional State Police resources in support of the investigation.
 - g. The shift commander shall ensure that during an investigation involving a high risk missing person all law enforcement agencies in the State, and if necessary, law enforcement agencies in adjacent states that may aid in the prompt location and safe return of the high risk missing person are promptly notified and provided with as much descriptive information as possible.
- 6. When warranted, notify and activate the local and County OEM; establish a command post.
- 7. Ensure that all required notifications are made; designate a public information officer to manage media relations, when warranted.
- 8. Utilize media outlets to assist in search efforts, when necessary, throughout the duration of the case.
- 9. Ensure that all policies and procedures are in compliance.
- 10. Establish and maintain liaison with the missing person's family and other involved public safety agencies.
- 11. Cause a criminal history check on any principal suspects and participants in the investigation, where applicable.
- 12. Be available to make any decisions or determinations as they develop.
- 13. Maintain communications with appropriate personnel from the MCPO & MCSO.
- K. If a person is developmentally disabled or emotionally disturbed, they may have difficulty communicating with others about their needs, their identity, or their address. The disability may place the person in danger of harm.
 - 1. Mentally impaired may also include adults suffering from Alzheimer's or Autism (ASD).
 - 2. When a child is developmentally disabled or emotionally disturbed, they may also have difficulty communicating with others about their needs, their identity, or their address. A mentally impaired child may be in danger of exploitation or other harm.
 - 3. If the missing person is not located during the current shift all available information shall be given to the relieving shift until the person is found.
 - 4. Personnel shall be guided by the [Attorney General's Law Enforcement Directive 2005-3](#) and training material, which establishes a statewide

policy on the Safe Return Program to recover lost individuals with Alzheimer's disease and related disorders.

- a. It is particularly important to find a person with Alzheimer's disease within the first 24 hours to ensure safety and survival.
 - b. The Safe Return Program has been designed to assist both the caregiver of persons with Alzheimer's disease or a related dementia disorder, and law enforcement officials with the safe return of these persons.
 - c. The program includes a nationwide participant registry that contains the full name of the registrant, a photograph, identifying characteristics, medical information, and emergency contact information, which enables personnel to easily identify a person with Alzheimer's disease.
 - d. Safe Return identification provides the first name of a person bearing this ID, indicates that they have memory impairment, and gives the 24-hour toll-free number for the Alzheimer's Safe Return Program.
 - e. The Safe Return Program can also be used to send an alert to area agencies such as shelters or hospitals that a person with Alzheimer's disease is missing. This may help recover a person with Alzheimer's disease faster.
 - f. Personnel receiving a report of a missing person who is believed to have Alzheimer's disease or a related disorder, shall immediately contact the Safe Return Hotline at **800-883-1180** and a photograph and/or description, if available, should be disseminated to all officers working the current shift.
 - g. When approaching a person believed to have Alzheimer's disease, ask for identifying information. Persons who are registered with the Safe Return Program shall have a bracelet, necklace, lapel pin, key chain, or label inside their clothing collar.
5. A Child is Missing (ACIM) and Nixle are particularly useful in helping to locate Alzheimer's patients or persons with similar conditions.
- L. If a missing person is reported to this department and the person being reported missing does not permanently reside in this jurisdiction, then the assigned detective shall ensure that a copy of the investigative report and NCIC Missing Person's Entry are sent to
1. The law enforcement agency that has jurisdiction over the missing person's resident address; and
 2. All law enforcement agencies having jurisdiction of the missing person's intended destination(s), if applicable.

IV. Reporting Procedures

- A. Without delay, the investigating officer shall prepare the necessary reports and complete appropriate forms made necessary by the investigation. These reports and forms include, but are not limited to:
 - 1. A standard Denville Police Department Investigation Report and a supplemental narrative, if necessary; and
 - 2. Missing Persons Report Form for NCIC Record Entry;
 - a. A missing adult must meet appropriate criteria for entry into NCIC and written authorization is required from a person with appropriate authority in order to authorize the entry into NCIC.
 - b. No such written authorization is required for missing persons under the age of 21 (42 USC 5779(c).
- B. The shift commander will review and reports for accuracy and completeness.
- C. The following checklists may be useful in missing person investigations:
 - 1. Appendix A – First Responder Checklist
 - 2. Appendix B – Search Checklist
 - 3. Appendix C – Supervisor’s Checklist
 - 4. Appendix D – Detective’s Checklist

V. Ancillary Procedures – Missing Persons

- A. All obtained information shall be forwarded to the shift commander, who shall ensure its entry into all appropriate databases. Under no circumstances shall the entry of this information be delayed. These databases include:
 - 1. NCIC - The NCIC Entry will generate a NIC Number and a NLETS Message (File 08) to the State Missing Persons Clearinghouse located within the Missing Persons and Child Exploitation Unit via CJIS.
 - 2. Critical Reach/MCAS/TRAK - Whenever possible, generate a Critical Reach bulletin with a photo of the missing person and particulars of the case. If the Critical Reach system is inoperative or disabled, contact the NJSP Missing Persons and Child Exploitation Unit for assistance.
 - 3. [NJSP Website](#) – Depending on the circumstances, the assigned detective may at any time, contact the NJSP Missing Persons and Child Exploitation Unit and request that the case be listed on the New Jersey State Police Missing Persons website/web page.
 - 4. NCMEC/NCMA – Depending on the circumstances, the assigned detective should give consideration in contacting and listing their case with the National Center for Missing and Exploited Children or the National Center for Missing Adults, when deemed appropriate.

5. [Nixle®](#) – The shift commander or assigned detective should give consideration to conducting a mass notification through the use of Nixle.
 6. ACIM – Depending on the circumstances, the shift commander or detective should give consideration to listing the case with the A Child Is Missing service. When the decision to use A Child Is Missing has been made, the shift commander or detective will immediately call ACIM 24/7.
 - a. Suggested calling times are from 7:00AM to 10:30PM.
 - b. Calls can be placed after 10:30 PM (in all time zones) if extenuating circumstances exist and only with the shift commander or detective's approval.
 - c. While the officer is completing the search, the shift commander will determine what phone number will be supplied to A Child Is Missing Alert for the public to contact the department with information about the missing person.
 - d. This department's main telephone phone number is generally provided. Contact communications to make them aware that A Child Is Missing Alert will be working on the case with the officer.
 - e. The shift commander or detective will call ACIM Alert at 1-888-875-2246 (ACIM) or page the operator at 1-954-492-4778.
- B. The person making the report, a family member, or any other person in a position to assist in the investigation shall be provided with the following:
1. General information about the handling of the investigation or about intended efforts to the extent determined that disclosure would not adversely affect the ability to locate or protect the missing person or to apprehend or prosecute any person criminally involved in the disappearance;
 2. Information advising the person that if the person remains missing they should contact this agency with additional information and materials that will aid in locating the missing person, such as credit or debit card and banking transactions and cell phone use;
 3. In those cases where DNA samples are requested, they are to be submitted on a voluntary basis and shall be used solely to help locate or identify the missing person and shall not be used for any other purpose; and
 4. If the person reported missing is a juvenile (age 17 or under), the person filing the report shall be provided with contact information for the National Center for Missing and Exploited Children. If the person reported missing is an adult (age 18 or older), the person filing the report shall be provided with contact information for the National Center for Missing Adults.
 5. Follow up contact with family members shall be maintained throughout the investigation.

C. If the missing person remains missing for 30 days, and the additional information and material mentioned below has not been received, the assigned detective shall attempt to obtain:

1. DNA samples from biological family members and, if possible, from the missing person along with any needed documentation, including any consent forms, required for the use of State or Federal DNA databases;

a. Mechanics for submission of DNA samples:

1) Once the article(s) has been properly documented, personnel shall utilize the **Personal / Direct Reference Sample Evidence Registration Form**.

2) Contact appropriate biological family member(s) to ascertain if they are willing to provide a reference DNA sample for comparison purposes in the National Missing Persons Program federal database (CODIS MP) maintained by the Federal Bureau of Investigation. Such DNA samples are provided on a voluntary basis and shall be used solely to help locate or identify the missing person and shall not be used for any other purpose.

3) Personnel shall utilize the **Family Reference Sample Collection Kit** to obtain DNA samples. Personnel shall strictly adhere to the instructions as put forth in the collection kit. Kits may be obtained by contacting the County liaison officer or the NJSP Missing Persons and Child Exploitation Unit.

4) Upon obtaining the DNA sample(s), personnel shall forward the kit to the National Missing Persons Program, University of North Texas Health Science Center, as directed in the kit instruction form. Strict attention shall be adhered to in the transmittal of the **Fax Back Sample Tracking Form** prior to the mailing of the kit.

5) In addition to faxing the form to the National Missing Persons Program, officers shall fax the form to the Missing Persons & Child Exploitation Unit, Division Headquarters (609-882-2719) for case tracking purposes.

6) Upon completion of the DNA sample submission process, the assigned investigator shall modify the existing NCIC missing person/ unidentified person entry to include that a DNA sample pertaining to the investigation is available for comparison. Location of the sample and corresponding CODIS MP identification number should be included in this modified entry.

7) **Reference Sample Priority Sequence:**

Personal Item(s) from missing person

(Direct Reference Sample Evidence Registration Form)

- (1) Toothbrush
- (2) Clothing
- (3) Hairbrush
- (4) Any item capable of furnishing a DNA profile

Nuclear Family Members of Missing Person

(Family Reference Sample Collection Kit)

- (1) Biological Brother or Sister of Missing Person
- (2) Biological Parents of Missing Person
- (3) Biological Children of Missing Person

Maternal Biological Relatives of Missing Person

(Family Reference Sample Collection Kit)

- (1) Aunts / Uncles of Missing Person **(Maternal Side Only)**
- (2) Cousins **(Maternal Side Only)**
- (3) Half-Sisters / Half-Brothers **(Maternal Side Only)**

2. Dental information and x-rays, and an authorization to release dental or skeletal x-rays of the missing person. The resulting profile shall be coded and entered into NCIC by modification of the existing record.
3. Any additional photographs of the missing person that may aid the investigation or identification. It is not required to obtain written authorization before releasing publicly any photograph that would aid in the investigation or identification of the missing person; and
4. Fingerprints - The resulting profile shall be coded and entered into NCIC by modification of the existing record.
5. Nothing in this section shall be construed to preclude this agency from obtaining any of the materials identified in this section before the 30th day following the filing of the missing person report.

D. Information relevant to the Federal Bureau of Investigation's Violent Criminal Apprehension Program (VICAP) shall be entered as soon as possible.

1. Three offenses/incidents, listed in the Case Management Section of a VICAP report, may, in some instances, be closely associated with missing persons investigations: kidnapping (fatal, with injury, or for ransom), missing persons with evidence of foul play and unidentified bodies where the manner of death is classified as homicide.
2. In those specific instances where investigation reveals that a missing person has been a victim of a violent act, the use of VICAP should be explored. The Investigative Division will utilize VICAP as may be appropriate.

3. In cases where investigation reveals that a missing person or unidentified person has been a victim of a violent act, use of the Violent Criminal Apprehension Program (VICAP) will be explored.
- E. When kidnapping, abduction or interstate flight is suspected, the Federal Bureau of Investigation shall be notified and be kept informed of all developments.
- F. Where a crime or other unlawful act is suspected, the Morris County Prosecutor's Office shall be notified and be kept informed of all developments.
- G. The New Jersey State Police implements the Amber Alert Plan. Amber Alerts are intended for serious cases of child abduction where the child's life is in imminent danger of serious bodily harm or death. Amber Alerts are not intended for all missing child incidents, runaways, or child custody situations. The following criteria are necessary to activate an Amber Alert:
 1. The child must be under the age of 18;
 2. There must be some indication that the child is in imminent danger of serious bodily harm or death;
 3. There must be a short enough delay between the time the child was last seen and the time the child is reported missing to believe that an Amber Alert will help locate the child;
 4. There must be enough descriptive information to believe that an Amber Alert will help locate the child.
 5. Upon belief that an abducted child may fit the criteria for activating an Amber Alert, the local agency shall notify the New Jersey State Police Missing Persons & Child Exploitation Unit to authenticate and broadcast the alert.
 - a. Main number 609-882-2000, extension 2893
 - b. During other than normal business hours, contact the Regional Operations and Intelligence Center (ROIC) at 609-963-6900.
 6. NJSP Missing Persons & Child Exploitation Unit personnel will ordinarily respond to assist with the investigation until deactivation of the AMBER Alert.
- H. Under the provisions of [Attorney General Directive 2010-3](#), when deciding whether to activate or request activation of an Amber Alert in cases involving family abductions, investigators should consider whether the reported abduction was done by a family member or someone acting on behalf of a family member. An Amber Alert should not be activated unless the Amber Alert criteria have been met.
- I. In the case of a family abduction, investigators must consider the complexity of the circumstances of the reported abduction (*e.g., the manner in which it was committed and whether violence, threat of violence, a deadly weapon, or other dangerous behavior or circumstance was involved*), as well as any available background information about the abductor and his/her relationship to the child

and any history of prior abductions, custody disputes, domestic violence or child abuse. Furthermore, when assessing the totality of the known circumstances, law enforcement officials responding to a report of a family abduction may need to consider the possibility that the person reporting the abduction has a motive to overstate the risk of physical harm posed to the child in order, for example, to gain an advantage in ongoing or contemplated matrimonial or custody rights litigation.

- J. In family abduction cases, investigators should consider the following specific circumstances, when information about these circumstances is available:
1. Whether any threats of harm to the child were made by the abductor at any time before the abduction, or during the course of the abduction (including implied threats such as "if I can't have custody, then no one will");
 2. Any past history of violence by the abductor directed against the child, or abuse or neglect of the child, or any other child;
 3. Whether violence or threat of violence was used in committing the abduction, and whether force was used or directed against the child (e.g., the child resisted or tried to escape), or put the child at immediate risk of harm, even if the force was directed against another (e.g., the use or threatened use of a firearm or other weapon; assault by auto, motor vehicle eluding or reckless driving, etc.);
 4. Whether there is a family history of domestic violence or child abuse, or a history of custody disputes or past abductions;
 5. Whether the abductor has a past history of violence or weapons offenses;
 6. Whether the abductor is believed to be armed;
 7. Whether the abductor is believed to be under the influence of alcohol or drugs;
 8. Whether the abductor has a history of alcohol or other substance abuse;
 9. Whether the abductor has a history of mental illness;
 10. Whether the abductor was acting irrationally (e.g., uncontrolled rage, desperation, or panic);
 11. Whether the child and/or abductor have pre-existing medical and/or health conditions, which, if unmonitored and/or untreated, could impact on the welfare of the child;
 12. Any other facts or circumstances that suggest that the abductor might intentionally or unintentionally harm the child, or expose the child to a dangerous situation.
- K. The New Jersey State Police have developed an Amber Alert Activation Worksheet to help identify and document the facts used to determine whether it is appropriate to activate an Amber Alert.

- L. Officers may subscribe to [Wireless Amber Alerts](#) in order to receive a text message when an Amber Alert has been issued.
- M. The New Jersey State Police also implement the Silver Alert Plan. Specific health information about the missing person shall not be made public through the alert or otherwise.
 - 1. Each of the following criterion shall be met before a Silver Alert may be issued:
 - a. The person believed to be missing is believed to be suffering from dementia or other cognitive impairment regardless of age;
 - b. A missing person investigation has been initiated;
 - c. The person believed to be missing may be in danger of death or serious bodily injury;
 - d. There is sufficient information available to indicate that a Silver Alert would assist in locating the missing person; and
 - e. Sufficient information is available to disseminate to the public that could assist in locating the person.
 - 2. Upon belief that a person may fit the criteria for activating a Silver Alert, notify the New Jersey State Police ROIC to authenticate and broadcast the alert.
 - a. Main number 609-963-6900;
 - b. Relay missing person information to the NJSP;
 - c. The NJSP will complete a checklist based upon the information provided;
 - d. ROIC personnel will fax the checklist to the NJSP Missing Persons Unit;
 - e. The NJSP Missing Persons Unit will determine whether a Silver Alert will be broadcast.
 - 3. The Missing Persons and Child Exploitation Unit in the Division of State Police, upon request, shall assist the lead law enforcement agency in the investigation of any Silver Alert investigation.
- N. When receiving a telephone call regarding the sighting of any subject in an Amber Alert activation, Silver Alert activation, or Nixle activation, the person receiving the call shall:
 - 1. Keep the caller on the line at all times;
 - 2. If the call needs to be transferred, the operator shall not release the call until it is completed;

3. Immediately notify the shift commander of the call;
4. Notify the appropriate law enforcement jurisdiction of the sighting via MIRS, SPEN or broadcast the location and information to Denville units if within the Township;
5. Do not hang-up on the caller until the situation has reached its logical end.

VI. Child Abduction Response Team (CART)

- A. For purposes of this section only, the term missing child means a person 13 years of age or younger whose whereabouts are not currently known. (NJSA 52:17B-212)
- B. Upon receipt of a report of a missing child, the shift commander shall cause notification to the Morris County Prosecutor's Office, Child Abduction Response Team (CART) Leader.
 1. This department will remain the lead-investigating agency until the Morris County Prosecutor determines otherwise.
 2. CART leaders shall oversee all missing child investigations.
- C. When investigating a missing child, the Morris County Prosecutor or the CART leader(s) may request law enforcement resources from this department to assist in the missing child investigation from any other law enforcement agency.
 1. Any reasonable request for such assistance shall not be denied. Reasonable assistance includes, but is not limited to:
 - a. Search teams;
 - b. Canine support;
 - c. Use of Denville facilities for staging, command post, etc.
 - d. Mutual aid;
 - e. Investigative resources.

VII. Search Procedures

- A. Depending on the age of the missing person and other factors that are learned during the preliminary investigation, a course of action may include a targeted area search, if warranted.
 1. An adult who is missing, under circumstances that are not criminal or potentially life threatening may not necessarily require an area search. An adult who has been diagnosed with Alzheimer's disease, dementia, or who is missing from an assisted care facility may require an area search.
- B. Shift commanders shall evaluate the investigation and undertake any other reasonable actions to increase or narrow the scope of any search that may be undertaken.

- C. The Denville Police Department will maintain primary responsibility for coordination of the search for missing persons reported in Denville.
 - 1. Ensure that the Chief of Police has been notified through the chain of command.
 - 2. Make arrangements to feed, house and properly relieve personnel, when necessary.
 - 3. Keep command post clear of all unnecessary personnel.
 - 4. Contact OEM for assistance in any prolonged searches.
- D. Interview:
 - 1. Neighbors
 - 2. Relatives
 - 3. Friends
 - 4. Playmates
 - 5. Coworkers
- E. The shift commander shall consider the totality of the circumstances in regard to initiating an extensive search (e.g., contacting other agencies for assistance with the search).
 - 1. Notify the Chief of Police if:
 - a. A search requires staffing outside of this police department.
 - b. Search requires services outside of this police department.
 - c. Indications show grave or unusual circumstances.
 - 2. Investigative personnel shall secure the necessary aid for the search to include:
 - a. Staffing for area searches
 - b. Other service groups
 - c. Neighboring communities (department's County Alert System).
 - d. Broadcast alerts to:
 - 1) Local radio stations
 - 2) Schools (when open)
 - 3) MIRS

4) DPW

5) Nixle

- F. The Morris County Prosecutor's Office Juvenile Unit is responsible for coordinating missing person investigations and for the activation of the Morris County Search and Rescue Team. The Morris County Search and Rescue Team includes members of the following Morris County law enforcement agencies:
1. Prosecutors Office,
 2. Park Police,
 3. Sheriffs Office.
- G. The Morris County Search and Rescue Team will assist this agency as it conducts a missing person investigation. The coordinated approach will ensure that an immediate and effective response is executed in appropriate circumstances. The following circumstances are considered a priority by the Morris County Prosecutors Office and warrant immediate notification to the Juvenile Unit.
1. All persons missing under suspicious circumstances or circumstances which would be deemed out of character for the particular person.
 2. Where foul play or suicide is suspected.
 3. Any circumstance wherein the assistance of the Morris County Search and Rescue Team (or individual component, e.g., canine, mounted unit, ATV, volunteers) is required to locate an individual.
 4. Unidentified bodies or body parts.
 5. In all other circumstances that do not warrant immediate notification to the Prosecutors Office, copies of missing person reports shall be faxed to the Juvenile Unit at as soon as possible.
- H. For large-scale searches, a designated Incident Commander (IC) shall organize and coordinate search efforts. (This task should be delegated to a search coordinator while the IC can remain available to manage the overall operation.)
1. If an extensive search is to be conducted, the IC will establish a command post. All operations will be directed through the command post. The Incident Command System (ICS) will be utilized to operate the command post. (**NOTE:** The command post should be close enough to the center of activity to facilitate control and coordination, but sufficiently apart to allow a free exchange of ideas among responders and as to not interfere with the use of any canine team.
 2. If any evidence is found during the search, the officer directing the search shall contact the command post.
 3. Assign a liaison between the family of the missing person (or other reporting party) and the department's search operation.

4. The place last seen should be treated as a crime scene with access controlled to prevent contamination. This is especially important if search dogs are to be used. Should the disappearance be determined to be the result of abduction, it is equally important to prevent the destruction of evidence.
 5. Even with a large number of searchers, one cannot search everywhere. Therefore, develop areas of probability (where the lost person is most likely to be). These areas of probability are developed by considering such things as an estimation of how far the subject may have traveled from the place last seen, information about the lost person, and the circumstances under which he/she became lost. The manner in which a person is traveling (on foot, bike, wheelchair, etc.) must be considered. The ability of the missing person to get to an area and the ability of the searchers to check an area (wells, swamps, sewer lines, etc.) will help in the IC's decision on where to concentrate efforts and what type of support units (dive team, boat, dogs, helicopter) will be needed to aid in the search.
- I. As a first step, a complete search of the subject's residence (or last known location) should be performed. All storage areas, cellars, attics and out buildings should be thoroughly searched, as well as any attractive hiding places (e.g., under beds) and any potentially hazardous locations (e.g., swimming pools, ponds, storm drains, culverts, etc.) in the immediate area. All motor vehicles in the area should be searched, including the passenger compartment and trunk. At a home or place of abode, include at a minimum:
1. Rooms (clothes, etc.)
 2. Closets
 3. Boxes
 4. Under beds
 5. Crawl spaces
 6. Any place a person could secrete themselves
 7. Search in the presence of a responsible member of the household. Searches of these areas should be made in-person by an officer. DO NOT accept someone's word that they have checked the area. Keep in mind the age of the person missing and motive, if any, for absence.
- J. When searching outdoor areas, consider
1. To and from school
 2. School and grounds
 3. Area around house or playgrounds
 4. Attractive nuisances (culverts, storm drains, etc.)
 5. Stores, commercial areas, strip malls, etc.

6. Direction to and from work, or place last seen
- K. Once a decision has been made to utilize canine search teams:
1. While the canine search team is in route:
 - a. Keep the number of people authorized in the area to the minimum necessary to conduct the initial investigation.
 - b. If it is necessary to keep a vehicle engine running, park the vehicle a distance away. Exhaust fumes destroy human scent and affect the dog's sense of smell.
 - c. Obtain and isolate available articles for scent tracking. This is clothing that the person has recently worn. It is preferable to use clothing that would have been worn close to the body (i.e., underwear). If clothing is not available, then determine where the person sleeps. Sheets and pillowcases can be used. Do not handle or permit anyone else to handle the scented article. The canine handler will make a decision regarding the use of items for scent purposes. If the scented article has to be obtained from a distant location, the handler will give instruction on the proper handling of the item to prevent contamination.
 - d. If the only scented article available is a vehicle, advise all on-scene personnel to stay out of the vehicle. Dogs will take the last freshest scent. If anyone sits in the vehicle, it will greatly impede the dog's capabilities.
 2. Upon arrival of the canine search team:
 - a. Have an officer available to assist the handler and the dog.
 - b. Upon arrival, have all known information ready for the handler (e.g., footwear, photographs, clothing, starting point, etc.)
 - c. Have the officer or person who last saw the subject at the scene for possible questioning.
 - d. Advise the handler of the areas you have searched.
- L. Termination of Search Activities
1. If the missing person is located, the IC shall ensure that all search resources in use or en route are notified and/or accounted for. The IC is also responsible for making certain that any necessary follow-up investigation is completed.
 2. If the missing person is not located, the IC shall consult with the next level of command, along with the Chief of Police, before any decision is made to suspend the search. A decision to suspend the search shall be based upon the following criteria:
 - a. The probability of the subject's arrival;

- b. The probability that the subject was within the search area;
 - c. The quality (thoroughness) of the search effort;
 - d. The element of risk to searchers;
 - e. The environmental conditions; and
 - f. The continued viability of search resources or depletion of search resources.
3. The designated liaison to the family shall make the notification to any relatives of the subject that the search has been suspended.

VIII. Returned/Located Missing Person

- A. Communications personnel and detectives must be continually aware of incoming NLETS messages, including but not limited to all \$Messages, \$M-Match, \$N-No Match, \$Locate, Hit Confirmations, TRAK Alerts, etc. Shift commanders shall ensure that every Teletype message is scanned for these messages and that action is taken on all pertinent messages.
- B. Reported Missing in Denville -Returned/Located in Denville:
 - 1. Upon the return of a person reported missing by this department, a patrol unit shall be assigned to verify the return and to obtain any supplemental information that may be helpful.
 - a. Notify the reporting person.
 - b. Medical and/or interventional assistance shall be offered, if indicated and appropriate.
 - c. The supplemental information includes, but is not limited to: physical appearance, reported physical condition, where they were, why they were missing, etc.
 - d. Arrange for the return of any missing child/adolescent who is not wanted on a warrant or other law violations to their parent/guardian.
 - 2. Shift commanders shall ensure that the NCIC database entry is cleared or canceled with the appropriate code, depending upon the circumstances.
 - 3. An NLETS Cancel Missing Persons Message (File 09) noting the returned missing person must be broadcast immediately following the NCIC transaction.
 - 4. All teletypes and supplemental files/documents must be filed with the investigation report.
- C. Reported Missing by Outside Agency-Located in Denville:
 - 1. Upon locating a missing person reported missing from another jurisdiction, a patrol unit must be assigned or may likely be already involved in the

investigation. The locate incident, along with any other supplemental information must be documented on an investigation report.

2. Shift commanders shall ensure that the appropriate Hit Confirmation Request and Locate Message are sent to the originating agency. (The originating agency is responsible for clearing the NCIC database record and sending the File 9 Message.) A supplemental telephone call to the originating agency may speed the process.
3. All teletypes and supplemental files/documents must be filed with the investigation report.
4. The originating agency is responsible for advising this agency as to the ultimate disposition of the located missing person. The shift commander shall make the determination whether to provide additional assistance to that agency which could include detaining the person, transporting the person to their residence, hospital, or to the originating agency.
5. Depending upon the circumstances, it may be necessary to take the returned missing person into protective custody. This is essentially the case involving runaway juveniles.
 - a. An officer should normally be assigned to stay with a located runaway juvenile while in custody.
 - b. A detective may need to be notified or recalled.
 - c. It may be necessary to notify the New Jersey Department of Children and Families in the event that the juvenile's return to their home or normal place of abode is delayed or impractical. Examples include:
 - 1) Runaways from out-of-state;
 - 2) Inability to contact family;
 - 3) Juvenile claims to have been sexually assaulted by a family member;
 - 4) Juvenile claims to have run away from abusive parent/family, etc.

D. Reported Missing in Denville - Located by Outside Agency:

1. An outside agency that locates a person reported missing by this department will normally send a Hit Confirmation Request and a Locate Message to this agency.
2. Communications personnel should be continually cognizant of incoming Teletype messages and TRAK/Critical reach Alerts.
3. Upon receiving a Hit Confirmation Request and/or the Locate Message, shift commanders shall ensure that the missing person record is verified

and a Hit Confirmation Response File 14 is generated within the stipulated time mandated by NLETS.

4. A telephone call to the locating agency is permitted to supplement the Hit Confirmation Response, but shall not be placed instead of the required NLETS response. The telephone call can be used to obtain or provide supplemental information to assist in the investigation.
 5. Once confirmed, communications personnel shall ensure that the NCIC database record is cleared with the appropriate NCIC code. Communications personnel shall also ensure that an NLETS Cancel Missing Persons Message is broadcast immediately after the NCIC transaction.
 6. This agency is responsible for determining the ultimate disposition of the former missing person. In almost all cases, the family member who had originally reported the person missing will make the decision.
 - a. Shift commanders shall ensure that a family member is immediately notified of the returned person and given all pertinent information necessary for them to make a decision regarding the future status of the former missing person.
 - b. This agency will offer all reasonable assistance to the family in reclaiming the person. This policy could not possibly provide detailed guidance to address every possible scenario. Common sense and good judgment will guide this department's action.
 7. Depending on the circumstances of the original disappearance and subsequent finding of the missing person, it may be necessary to recall a detective to assist in the investigation.
- E. If an Amber or Silver Alert has been initiated, the shift commander shall cause immediate notification to the New Jersey State Police advising them to cancel the Amber or Silver Alert. NLETS messages, generated as a result of the located missing child/person, must also contain a request to cancel the Amber or Silver Alert, where applicable.
- F. Cancel any MIRS alert or Nixle activation.
- G. Notify and/or update all other investigative resources and have them modify their databases, i.e. Critical Reach, NCMEC/NCMA, etc.
- H. Cancel any search efforts.
- I. Shift commanders shall ensure that a Supplemental Investigation Report detailing the located missing person including any supplemental information is completed. All supplemental files and teletypes shall be attached to the Supplemental Investigation Report.

IX. Parental Abduction out of the United States

- A. The potential for a parent to take a child out of the United States poses unusual and perplexing problems for law enforcement that may invoke international treaties.
 - 1. Reporting persons shall be encouraged to obtain clarification of legal custody as soon as possible to assist in the investigation.
 - 2. The international Hague Abduction Convention (see definitions under U.S. Department of State) only deals with abducted children who are age 15 or younger.
- B. If the parent removing the child/children from the United States is recognized as a bona fide custodial parent, there will ordinarily be no underlying criminal act and the reporting person will need to seek civil and/or diplomatic remedies through the appropriate court and/or foreign embassy or consulate.
 - 1. Reporting persons should be referred to the appropriate family court with jurisdiction and the United States Department of State.
 - 2. Municipal police officers lack the statutory authority to serve and execute civil process in these custodial matters and have no jurisdiction.
- C. Non custodial parent(s) who remove their children from the United States may be charged with a criminal act if the facts result in probable cause, specifically NJSA 2C: 13-4 Interference with Custody in N.J. There are several federal laws that can be applied, see <http://www.state.gov/documents/organization/86818.pdf> (page 12).
- D. If a non-custodial parent abducts a child (children) and there is evidence to suggest that the abductor intends to leave the country, the initial responding officer shall consider:
 - 1. Immediate notification to the shift commander, who shall make the determination to whether to contact an on-call detective.
 - 2. Notification to the Morris County Prosecutor's Office to make them aware of the incident.
 - 3. Contact to area airports, train stations, bus depots, and other potential areas of departure to determine if the non-custodial parent is on any passenger manifests.
 - 4. Contact to the NJSP to see if an Amber Alert can be broadcast. (Parental abduction normally does not qualify for an Amber Alert broadcast.)
 - 5. Cause notification to the appropriate law enforcement agencies such as Port Authority of NY/NJ Police Department, New Jersey Transit Police Department, SEPTA Police, Amtrak Police Department, NJSP Missing Persons and Child Exploitation Unit, Federal Bureau of Investigation, etc.
 - 6. Contact to the National Center for Missing & Exploited Children for assistance.

- E. If a non custodial parent abducts a child (children) and it is determined that they have left the Unites States:
 - 1. Immediately notify the shift commander, who shall make the determination to whether to contact an on-call detective.
 - 2. Contact the Morris County Prosecutor's Office to make them aware of the incident.
 - 3. Cause notification to the appropriate governmental agencies such as the NJSP Missing Persons and Child Exploitation Unit, Federal Bureau of Investigation, United States Department of State, etc.
 - 4. Contact to the National Center for Missing & Exploited Children for international assistance.
 - 5. Because of treaty obligations, US Department of State actions or remedies may supersede any local criminal investigation.
 - 6. Because of Federal and international laws, the FBI may supersede any local criminal investigation.

X. Unidentified Persons

- A. These procedures are not intended to replace prudent investigative techniques employed to identify an unidentified living person such as a walkaway from an assisted care facility. Instead, these procedures will supplement existing investigative processes. Unidentified living persons can be handled consistent with subsections VIII.B and VIIC of this policy
- B. Unidentified persons may be living or dead, adult or juvenile. The investigating officer should obtain as much individual identifying characteristics as possible concerning the unidentified person.
- C. The shift commander shall ensure that the individual identifying characteristics are entered into the NCIC Unidentified Persons File as soon as they become available. Communications personnel must be continually aware of any \$Messages.
- D. Shift commanders shall ensure that a NLETS Unidentified Persons Message is broadcast immediately following the NCIC database entry. This message will be broadcast on a statewide basis and expanded or narrowed as the need exists.
- E. Unidentified Deceased Investigative Guidelines:
 - 1. After performing any death scene investigation, the human remains shall be delivered to the appropriate state or county medical examiner.
 - 2. Personnel shall not dispose of or engage in actions that will materially affect the unidentified human remains before the appropriate medical examiner obtains:
 - a. Samples suitable for DNA identification archiving

- b. Photographs of the unidentified human remains
 - c. All other appropriate steps for identification have been exhausted
 - 3. Unidentified human remains shall not be cremated.
 - 4. Data relevant for the NCIC Unidentified Deceased/NLETS Unidentified Deceased (File 11) entries will be entered by this department as the lead law enforcement agency.
 - 5. DNA profiles and information shall be entered into the National DNA Index System (NDIS/CODIS/CODIS MP) within five business days after the completion of the DNA analysis.
 - 6. Information sought by the Violent Criminal Apprehension Program (VICAP) database as soon as practicable
- F. Once a previously unidentified person is identified, the NCIC database must be cleared using the appropriate code. A NLETS Cancel Unidentified Persons Message must be broadcast immediately following the NCIC database transaction noting the identification.



NEW JERSEY STATE POLICE

Missing Person Report

For NCIC Record Entry

Date

Message Key ☐ Disability (EMD) ☐ Juvenile (EMJ) ☐ Endangered (EME) ☐ Victim (EMV) ☐ Involuntary (EMI) ☐ Other (EMO) ☐ Caution		(MKE)	Reporting Agency (ORI)		Name of Missing Person Last Name		First Name		Middle Name (NAM)																				
Sex (SEX) ☐ Male (M) ☐ Female (F)	Race (RAC) ☐ Asian or Pacific Islander (A) ☐ Black (B) ☐ American Indian/Alaskan Native (I) ☐ White (W) ☐ Unknown (U)	Place of Birth (POB)	Date of Birth (DOB)		Date of Emancipation (DOE)		Missing Person Circumstances (MPC) ☐ Abducted by Noncustodial ☐ Runaway ☐ Abducted by Stranger																						
Height (HGT)	Weight (WGT)	Eye Color (EYE) ☐ Black (BLK) ☐ Hazel (HAZ) ☐ Blue (BLU) ☐ Maroon (MAR) ☐ Brown (BRO) ☐ Multicolored (MUL) ☐ Gray (GRY) ☐ Pink (PNK) ☐ Green (GRN) ☐ Unknown (XXX)	Hair Color (HAI) ☐ Black (BLK) ☐ Brown (BRO) ☐ Blonde/Strawberry (BLN) ☐ Gray/Partially Gray (GRY) ☐ Red/Auburn (RED) ☐ White (WHI) ☐ Sandy (SDY) ☐ Unknown (XXX)	Missing Person (MNP) ☐ Missing Person (MP) ☐ Disaster Victim (DV) ☐ Child Abduction (CA)																									
Skin Tone (SKN) ☐ Albino (ALB) ☐ Fair (FAR) ☐ Black (BLK) ☐ Light (LGT) ☐ Dark (DRK) ☐ Lt Brown (LBR) ☐ Dk Brown (DBR) ☐ Medium (MED) ☐ Med Brown (MBR) ☐ Olive (OLV) ☐ Ruddy (RUD) ☐ Sallow (SAL) ☐ Yellow (YEL)		Scars, marks, tattoos, and other characteristics (SMT) (See check list)		Fingerprint Classification* (FPC) <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																									
FBI Number (FBI)		Social Security Number (SOC)		Other Identifying Numbers (MNU)				NCIC Number (NIC)																					
Amber Alert ☐ Yes ☐ No		Date and Time of Last Contact (DLC)		Originating Agency Case Number (OCA)		Miscellaneous (MIS) Include build, handedness, any illness or diseases, clothing description, hair description, etc.																							
Miscellaneous Information:																													
Below is a list of clothing and personal effects. Please indicate those items the missing person was last seen wearing. Include style, type, size, color, condition, labels, or laundry markings. (MIS)																													
Item	Style/Type	Size	Color	Markings	Item	Style/Type	Size	Color	Markings																				
Head Gear					Shoes/Boots/Sneakers																								
Scarf/Tie/Gloves					Underwear																								
Coat/Jacket/Vest					Bra/Girdle/Slip																								
Sweater					Stockings/Pantyhose																								
Shirt/Blouse					Wallet/Purse																								
Pants/Skirt					Money																								
Belts/Suspenders					Glasses																								
Socks					Other																								
LICENSE PLATE AND VEHICLE INFORMATION																													
License Plate Number (LIC)		State (LIS)		Year Expires (LIY)		License Plate Type (LIT)																							
Vehicle Identification Number (VIN)		Year (VYR)		Make (VMA)		Model (VMO)		Style (VST) Color (VCO)																					
Does the missing person have corrected vision? (SMT) ☐ Yes ☐ No ☐ Glasses ☐ Con Lenses		Has missing person ever donated blood? ☐ No ☐ Yes Where?		Photo Available? ☐ Yes ☐ No		Has the missing person ever been fingerprinted? ☐ No ☐ Yes If so, by whom?																							
Blood Type ☐ Unknown (UNKWN) ☐ A Positive (APOS) ☐ B Positive (BPOS) ☐ AB Positive (ABPOS) ☐ O Positive (OPOS) ☐ A Negative (ANEG) ☐ B Negative (BNEG) ☐ AB Negative (ABNEG) ☐ O Negative (ONEG) ☐ A Unknown (AUNK) ☐ B Unknown (BUNK) ☐ AB Unknown (ABUNK) ☐ O Unknown (OUNK)		(BLT)		Circumcision (CRC) ☐ Was (C) ☐ Unknown (U) ☐ Was not (N)		Footprints Available (FPA) ☐ Yes (Y) ☐ No (N)		Body X-Rays (BXR) ☐ Full (F) ☐ None (N) ☐ Partial (P)																					
Corrective Vision Prescription (VRX) ☐ Yes ☐ No		DNA (DNA) ☐ Yes ☐ No		DNA Location (DLO)		Jewelry Type (See check list) (JWT)		Jewelry Description (JWL)																					
Aliases		Complainant's Telephone Number		Caution/Medical Condition See Code Manual (CMC)																									
Complainant's Name		Relationship of Complainant to Missing Person		Places Missing Person Frequented (MIS)																									
Complainant's Address		Operator's License Number (OLN)		Operator's License (OLS) State																									
Missing Person's Address		Operator's License (OLY) Year of Expiration		Missing Person's Occupation (MIO)																									
Close friends/relatives		Possible destination (MIS)																											
Investigating Officer and Telephone Number (MIS)		Complainant's Signature Date																											

Appendix A

INVESTIGATIVE CHECKLIST FOR FIRST RESPONDER TO A MISSING OR LOST PERSON INCIDENT

Officer's Name & ID	Date of Incident	Case#
☐	Interview family member/person who made the initial report	
☐	Confirm that the person is, in fact, missing	
☐	If a child is lost or missing, verify the child's custody status	
☐	Identify the circumstances of the disappearance	
☐	Determine when, where and by whom the missing person was last seen	
☐	Identify the child's zone of safety for his or her age and developmental stage	
☐	Based on the available information, make an initial determination of the type of incident whether non-family abduction, family abduction, endangered runaway or lost, injured or otherwise missing	
☐	Obtain a detailed description of the missing or lost person, abductor and any vehicles used	
☐	Secure photographs/videotapes of the missing or lost person/abductor	
☐	Evaluate whether circumstance of child's disappearance meets AMBER Alert and/or other immediate community notification protocol. Discuss plan activation with supervisor	
☐	Relay detailed descriptive information to communications unit 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 that their interview and identifying information is properly recorded. To aid in this process, if possible, take pictures or record video images of everyone present.	
☐	Note name, address, home/business telephone numbers of each person	
☐	Determine each person's relationship to missing person	
☐	Note information that each person may have about the person's disappearance	
☐	Determine when/where each person last saw the missing or lost person	
☐	Ask each one, "What do you think happened to the person?"	

Appendix A

INVESTIGATIVE CHECKLIST FOR FIRST RESPONDER TO A MISSING OR LOST PERSON INCIDENT

Officer's Name & ID	Date of Incident	Case#
☐	Obtain names/addresses/telephone numbers of the missing person's friends/associates and other relatives and friends of the family	
☐	Continue to keep communications unit 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 person's home, even if the person was reported missing from a different location	
☐	Seal/protect scene and area of the person's home (including person's personal articles such as hairbrush, diary, photographs and items with the person's fingerprints/footprints/teeth impressions) so that evidence is not destroyed during or after the initial search and to help ensure that items which could help in the search for and/or to identify the person are preserved. Determine if any of the person's personal items are missing. If possible, photograph/videotape these areas.	
☐	Evaluate the contents and appearance of the person's room/residence	
☐	Evaluate the contents and appearance of the person's room/residence	
☐	Inquire if person has access to the Internet and evaluate its role in the disappearance.	
☐	Ascertain if the person has a cellular telephone or other electronic communication device	
☐	Extend search to surrounding areas including vehicles, trunks and compartments and other places of concealment	
☐	Treat areas of interest as potential crime scenes	
☐	Determine if surveillance or security cameras in the vicinity may have captured information about the person's disappearance	
☐	Interview other family members, friends/associates of the person and friends of the family to determine: ☐ When each last saw the person ☐ What they think happened to the person	
☐	Review sex-offender registries to determine if individuals designated as sexual predators live, work or might otherwise be associated with area of child's disappearance.	

Appendix A

INVESTIGATIVE CHECKLIST FOR FIRST RESPONDER TO A MISSING OR LOST PERSON INCIDENT

Officer's Name & ID	Date of Incident	Case#
☐ Ensure that information regarding the missing child or person is immediately entered into the National Crime Information Center's (NCIC) Missing Person File 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 with the person/abductor's photograph and descriptive information. Distribute in appropriate geographic regions.		
☐ Prepare reports/make all required notifications		

Additional Notes or Observations:

Appendix B

SEARCH CHECKLIST FOR MISSING PERSON SEARCHES

Officer's/Supervisor's Name & ID	Date of Incident	Case#
☐	Conduct a brief interview and investigation to determine if the missing person incident may require a search. Children, Alzheimer's patients and other high-risk categories qualify for high urgency action.	
☐	Conduct a search of the surrounding area using patrol resources. <u>Keep track of what was searched for future planning.</u>	
☐	If further action is warranted, contact the Patrol Commander through communications and request a search, activate municipal and County OEM.	
☐	Secure the area around the point last seen (PLS) to preserve clues such as human scent and foot tracks.	
☐	Secure a command post. Please do not use the immediate area of the point last seen or the subject's residence as the command post. Desirable facilities for a command post would include sufficient parking, power, workrooms and bathrooms.	
☐	Identify the location of scent articles for dog handlers to collect when they arrive on scene. Whenever possible, please allow the dog handlers to collect items.	
☐	Obtain a photograph of the missing subject and do a TRAK/Critical Reach flyer	
☐	Issue a countrywide B.O.L.O for missing subject and enter the missing subject into NCIC	
☐	Identify a Search Coordinator that will assume search management of the search	
☐	Request that the Report Party (RP) and others that have information about the missing subject be available for interviews by search and rescue members.	
☐	Identify a Press Information Officer (PIO) to manage the media	
☐	Please have police officers, deputies, rangers, or volunteers who are knowledgeable with the area available to assist with planning the search.	

Appendix C

INVESTIGATIVE CHECKLIST FOR THE SUPERVISOR AT MISSING OR LOST PERSON INCIDENT

Supervisor's Name & ID	Date of Incident	Case#
☐	Obtain briefing and written report from the first responding officer and other personnel at the scene	
☐	Decide if circumstances of person's disappearance meet the protocol in place for activation of an AMBER Alert and/or other immediate community notification.	
☐	Determine if additional personnel are needed to assist in the investigation.	
☐	Establish a command post away from the person's residence.	
☐	Determine if additional assistance is necessary from:	
☐	State Police	
☐	State Missing Children's Clearinghouse	
☐	Federal Bureau of Investigation (FBI)	
☐	Specialized Units	
☐	Morris County Prosecutor's Office	
☐	Ensure that 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.	
☐	Ensure that all required notifications are made.	
☐	Ensure that all agency policies and procedures are in compliance.	
☐	Be available to make any decisions or determinations as they develop.	
☐	Use media including radio, television and newspapers to assist in the search for the missing person and maintain media relations, per established protocols, throughout the duration of the case.	

Appendix D

INVESTIGATIVE CHECKLIST FOR THE DETECTIVE ASSIGNED TO MISSING OR LOST PERSON CASE

Detective's Name & ID	Date of Incident	Case#
☐	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.	
☐	Review and evaluate all available information and evidence collected.	
☐	Contact landfill management and request that they segregate garbage and dumping containers from key investigative areas in cases where it is suspected that there may be imminent danger to the missing person.	
☐	Develop and execute an investigative plan.	
☐	Conduct a criminal history check on all principal suspects and participants in the investigation.	
☐	Determine what additional resources and specialized services are required.	
☐	Ensure the details of the case have been reported to NCMEC.	
☐	Prepare and update bulletins for local law enforcement agencies, State Missing Children's Clearinghouse, FBI and other appropriate agencies.	
☐	Secure the person's latest medical and dental records.	
☐	Establish a telephone hotline for receipt of tips and leads.	
☐	Establish a leads-management system to prioritize leads and help ensure that each one is reviewed and followed up on.	
☐	If the missing person investigation remains active after 30 days, the detective shall contact the reporting party and/or appropriate biological family member(s) to ascertain if they are willing to provide a reference DNA sample for comparison purposes in the National Missing Persons Program federal database maintained by the Federal Bureau of Investigation. The investigating officer shall notify the reporting person or family member(s) that all such DNA samples are provided on a voluntary basis and shall be used solely to help locate or identify the missing person and shall not be used for any other purpose.	

NEW JERSEY STATE POLICE

AMBER Abducted Child Alert Reporting Form

INVESTIGATING AGENCY	AGENCY TELEPHONE
INVESTIGATING OFFICER	OFFICER'S CONTACT/CELL PHONE NUMBER

NJSP ROIC TELEPHONE: 609-963-6900

CHILD	NAME OF ABDUCTED CHILD			PHOTO? ☐ YES ☐ NO		CELL PHONE NUMBER		CELL PHONE CARRIER	
	AGE	DATE OF BIRTH	HEIGHT	WEIGHT	RACE	GENDER	EYE COLOR	HAIR COLOR	
	SCARS, MARKS, TATTOOS				DESCRIPTION OF CHILD'S CLOTHING				
	LOCATION WHERE CHILD WAS LAST SEEN						DATE LAST SEEN	TIME LAST SEEN	

SUSP./ABDUCTOR	SUSPECT NAME				ADDRESS				
	CELL PHONE NUMBER		CELL PHONE CARRIER		RELATIONSHIP TO CHILD		PHOTO? ☐ YES ☐ NO		CRIMINAL HISTORY? ☐ YES ☐ NO
	AGE	DATE OF BIRTH	HEIGHT	WEIGHT	RACE	GENDER	EYE COLOR	HAIR COLOR	
	SCARS, MARKS, TATTOOS				DESCRIPTION OF SUSPECT'S CLOTHING				

VEHICLE	MAKE	MODEL	YEAR	COLOR	REGISTRATION	STATE
	ADDITIONAL IDENTIFIERS				DIRECTION OF TRAVEL	

Witness	PERSON REPORTING CRIME	ADDRESS	TELEPHONE

Threat of Serious Bodily Harm/Death		YES	NO	UNK		YES	NO	UNK
	• Does Child know Abductor(s)?	☐	☐	☐	• History of physical harm/abuse by the Abductor?	☐	☐	☐
	• Was Child taken by force?	☐	☐	☐	• Did Abductor direct threats at the Child?	☐	☐	☐
	• Did Child resist abduction?	☐	☐	☐	• History of the Abductor threatening the Child?	☐	☐	☐
	• Did abduction result in physical harm?	☐	☐	☐	• Domestic/Parental involvement?	☐	☐	☐
	• Custody issue? (If yes, check one)	☐ Joint	☐ Mother	☐ Father		☐	☐	☐
	Other (Explain):							
	• Restraining Order in place?					☐	☐	☐
	Explain:							
	• Does Restraining Order indicate threat to Child's safety?					☐	☐	☐
Explain:								
• Does Child have health concerns?					☐	☐	☐	
If Yes, explain:								
• Does Abductor have a history of Psychological/					☐	☐	☐	
Substance abuse? If Yes, explain:								



AMBER Abducted Child Alert Reporting Form

Page 2

Investigating Agency	Agency Telephone
Investigating Officer	Officer's Contact/Cell Phone Number

Continue from Front page (if necessary)

NEW JERSEY CHILD ABDUCTION RESPONSE TEAM

AFTER ACTION REPORT



DATE CART NOTIFIED	TIME NOTIFIED	NAME OF CART COORDINATOR NOTIFIED	CART COORDINATOR TELEPHONE
AGENCY NOTIFYING CART		ROIC NOTIFIED ☐ Yes ☐ No	Date _____ Time _____
AGENCY TELEPHONE	COUNTY	MUNICIPALITY	

Missing Child Information

NAME		AGE	SEX	RACE
DATE OF LAST CONTACT	TIME OF DISAPPEARANCE	LOCATION OF DISAPPEARANCE		
MISSING CHILD RECOVERED? ☐ Yes ☐ No	If Yes, DATE OF RECOVERY	RECOVERY ☐ Uninjured ☐ Injured ☐ Deceased		
NCIC NIC #	VICAP DATABASE SEARCHED ☐ Yes ☐ No		CASE ENTERED INTO VICAP ☐ Yes ☐ No	
NCIC ENTERING AGENCY				ORI NUMBER
AGENCY TELEPHONE	COUNTY	MUNICIPALITY	MUN. CODE	
INITIAL CLASSIFICATION OF MISSING CHILD'S CASE ☐ Stranger Abduction ☐ Non-Family Abduction ☐ Family Abduction ☐ Endangered Missing ☐ Runaway				

Suspect/Abductor Information

NAME	AGE	SEX	RACE
ADDRESS			ARRESTED ☐ Yes ☐ No

CART Response

CART RESPONSE ☐ Yes ☐ No	CART TEAM	# PERSONNEL RESPONDING	LENGTH OF ACTIVATION Hours	DATE OF RESOLUTION
SUMMARY				
REPORT SUBMITTED BY	AGENCY	TELEPHONE	DATE	

FAX to NJSP Missing Persons: 609-882-2719, or Email to xxxx@xx.xxxx.xxx



NEW JERSEY STATE POLICE
Unidentified Person Report
For NCIC Record Entry

Message Key (MKE) ☐ Unidentified Deceased (EUD) ☐ Unidentified Living (EUL) ☐ Unidentified Catastrophe Victim (EUV)		Reporting Agency (ORI)		Date																																											
Body Parts Status (BPS1) ☐ All Recovered Decomposed ☐ All Recovered Fresh ☐ All Recovered Skeletal		Body Parts Status (BPS2) (if incomplete body or skeleton, see body diagram for coding corresponding parts) <table border="1" style="width: 100%; text-align: center; font-size: 8px;"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td style="height: 20px;"></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> N - Not RecoveredD - DecomposedS - SkeletalF - Fresh		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15																Sex (SEX) ☐ Male (M) ☐ Female (F) ☐ Unknown (U)		Race (RAC) ☐ Asian/Pacific Islander (A) ☐ Black (B) ☐ American Indian/Alaskan Native (I) ☐ White (W) ☐ Unknown (U)											
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15																													
Estimated Date of Death (EDD)		Date Body Found (DBF)		Approximate Height Range (HGT) 		Approximate Weight Range (WGT) 																																									
Eye Color ☐ Black (BLK) ☐ Blue (BLU) ☐ Brown (BRO) ☐ Gray (GRY) ☐ Green (GRN) ☐ Hazel (HAZ) ☐ Maroon (MAR) ☐ Multicolored (MUL) ☐ Pink (PNK) ☐ Unknown (XXX)		(EYE)		Hair Color ☐ Black (BLK) ☐ Blonde/Strawberry (BLN) ☐ Brown (BRO) ☐ Gray/Partially Gray (GRY) ☐ Red/Auburn (RED) ☐ Sandy (SDY) ☐ White (WHI) ☐ Unknown (XXX)		(HAIR)																																									
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				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20																								
Reporting Agency's Case Number (OCA)		Miscellaneous (MIS) Information such as build, clothing description, handedness, weather conditions at the time of death, place where the body was found, etc. should be included. If additional space is needed, attach additional sheet. * * 																																													
Below is a list of clothing and personal effects. Please indicate those items that have been found with the person or body. Include style, type, size, color, condition, etc.																																															
Item		Style/Type		Size		Color		Markings																																							
Head Gear																																															
Scarf/Tie/Gloves																																															
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Shirt/Blouse																																															
Pants/Skirt																																															
Belts/Suspenders																																															
Socks																																															
Other																																															
Blood Type ☐ A Positive (APOS) ☐ A Negative (ANEG) ☐ A Unknown (AUNK) ☐ B Positive (BPOS) ☐ B Negative (BNEG) ☐ B Unknown (BUNK) ☐ AB Positive (ABPOS) ☐ AB Negative (ABNEG) ☐ AB Unknown (ABUNK) ☐ O Positive (OPOS) ☐ O Negative (ONEG) ☐ O Unknown (OUNK)		(BLT)		Circumcision (CRC) ☐ Was (C) ☐ Was not (N) ☐ Unknown (U)		Footprints Available (FPA) ☐ Yes (Y) ☐ No (N)																																									
Body X-Rays Available (BXR) ☐ Full (F) ☐ Partial (P) ☐ None (N)		Corrective Vision Prescription (VRX)		Mug Shot Photo Available? ☐ Yes ☐ No																																											
Manner of Death (CDA) ☐ Natural Causes (N) ☐ Accidental (A) ☐ Homicide (H) ☐ Suicide (S) ☐ Unknown (U)		Cause of Death (COA)		DNA (DNA) ☐ Yes (Y) ☐ No (N)																																											
DNA Location (DLO)		Jewelry Type (See check list) (JWJT)		Jewelry Description (JWL)																																											
Medical Examiner/Coroner Agency Name and Case Number (MAN)		Medical Examiner/Coroner Locality (MAL)		Medical Examiner/Coroner Telephone Number (MAT)																																											
NCIC Number (NIC)		Investigating Officer and Telephone Number (MIS)																																													