

CARTERET POLICE DEPARTMENT STANDARD OPERATING PROCEDURES		
SUBJECT: MISSING AND UNIDENTIFIED PERSON INVESTIGATIONS		
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PURPOSE The purpose of this standard operating procedure is to codify this department's procedures concerning missing/unidentified person investigations.

POLICY It is the policy of the Carteret Police Department that all reports of missing persons be given full consideration and attention. It is further the policy of this department to investigate these instances in compliance with New Jersey State Statutes and New Jersey Attorney General guidelines and directives, where applicable, and with all directives issued by the Middlesex 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. Every child reported missing to this agency is considered at-risk until significant information to the contrary is confirmed.

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

PROCEDURES

I. GENERAL

- A. This SOP 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, etc.
 - 2. This SOP cannot anticipate every potential scenario and establish special procedures for what may be a temporarily overdue person.
 - 3. When undertaking a missing person investigation, officers must be guided by common sense and an evaluation of the facts and circumstances of each instance and invoke those sections of this SOP that are necessary based on the facts of the investigation.
- B. To initiate a successful investigation, the first responding officers 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. The Middlesex County Sheriff's Office and the Middlesex County Prosecutor's Office shall be contacted when the initial report or follow-up investigation indicates an emergency situation and/or foul play. Emergency situations are as follows:
 - 1. Children thirteen (13) years of age and under;
 - 2. A handicapped person (mental or physical);
 - 3. A person who is suicidal in nature;
 - 4. A person who is under a doctor's care and is dependent upon medication to survive (e.g., diabetic, heart attack patient, epileptic);
 - 5. Major search and rescue in operation.

II. DEFINITIONS AND RESOURCES

- A. 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.
- B. 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.
- C. APBnet formerly referred to 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 law enforcement agencies.
- D. 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.
- E. Child Abduction Response Team (CART) is an investigative unit within the Middlesex County Prosecutor's Office that assists with missing child investigations.
- F. Endangered Missing Advisory (EMA) is similar to an AMBER Alert and brings together law enforcement agencies, broadcasters, transportation agencies, and others in a voluntary partnership to enlist the aid of the public in finding a missing person. The EMA can be issued to help find a missing person who may be in danger but, does not fit the AMBER Alert criteria. Examples of endangered missing advisories include:
 - 1. Facebook is an online social networking service maintained by the borough that can be used by the agency to disseminate information concerning missing or unidentified persons.

2. Instagram is another online social networking service maintained by the borough that can be used by the agency to disseminate information concerning missing or unidentified persons.
 3. Middlesex Alert Plan (MAP) is a program that permits law enforcement agencies to utilize available notification resources (electronic message boards, radio media, etc.) to alert the public of an emergency situation that the public may be of assistance in resolving.
 4. Twitter is an online social networking and microblogging service maintained by the borough that enables users to send and read text messages (tweets) to registered users.
- G. 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.
- H. 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;
 - b. Is drug dependent, including prescription and/or illicit substances;

- c. The person has a physical, mental, or developmental disability, or handicap;
 - 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 13 years of age and under;
 - i. The person missing is between 14 and 18 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.
- I. Human Remains Collection Kit is a standardized collection kit that provides a safe and effective means for obtaining DNA samples from human remains.
- J. Lead Law Enforcement Agency is the law enforcement agency with primary responsibility for investigating a missing or unidentified person case.
- K. Long Term Missing Person is any person that has remained the subject of a missing person investigation for over 30 days.
- L. 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.
- M. Middlesex County Resources:
- 1. MCME is the Middlesex County Medical Examiner.
 - 2. MCPO is the Middlesex County Prosecutor's Office Fugitive Unit.
 - a. Regular business hours 732-745-3300

b. Other than regular Business Hours 732-745-3271

3. MCSO is the Middlesex County Sheriff's Office 732-745-3271.

N. Missing Child is any person 17 years of age or younger (except where otherwise noted in this SOP) 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 immediate NCIC entry purposes. Missing child includes the following subcategories:

1. Nonfamily abduction involves a child who has been wrongfully taken by a nonfamily perpetrator through the use of physical force, persuasion, or threat of bodily harm.
2. Family abduction occurs when, in violation of a court order, a decree, or other legitimate custodial rights, a member of the child's family, or someone acting on behalf of a family member, takes or fails to return a child. This is also referred to as parental kidnapping and custodial interference.
3. Runaway child, often a teenager, leaves home voluntarily for a variety of reasons. This would include any child 17 years of age or younger.
4. Throw away is a child whose caretaker makes no effort to recover the child after running away, who has been abandoned or deserted, or who has been asked to leave his or her home and not allowed to return. While not necessarily reported to authorities as missing, children in this category frequently come to the attention of law enforcement.
5. Lost, injured, or otherwise missing child is defined as a child who has disappeared under unknown circumstances. The incident may range from the child wandering away and becoming lost to the child being abducted, wherein no one witnessed the act. These circumstances sometimes involve foul play, where those reporting the incident are attempting to cover-up a crime involving the child.

O. Missing Vulnerable Person Emergency Alert System (MVP Alert) is a cooperative effort between law enforcement and the broadcast media in the event of a missing person with mental, intellectual, or developmental disabilities. Activation of the system provides immediate emergency broadcasts of descriptive information to the public through a multitude of media outlets. A missing vulnerable person means a person who is believed to have a mental, intellectual, or developmental disability or defect who goes missing under circumstances that indicate that the person may be in danger of death or serious bodily injury.

P. 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). NCMEC also provides resources for international family abductions.

- Q. 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.
- R. New Jersey State Police resources:
1. New Jersey State Police Air Support – 800-332-4356;
 2. New Jersey State Police Air and Building Collapse Team – 800-882-2000;
 3. New Jersey State Police Canine Unit – 609-882-2000 ext. 2224;
 4. New Jersey State Police Operational Dispatch Unit – 609-882-2000 ext. 6311;
 5. New Jersey State Police Regional Operations Intelligence Center – 609-963-6900 ext. 1.
 6. Missing Persons and Child Exploitation Unit provides analytical and investigative support related to missing persons and unidentified persons investigations.
 - a. Main telephone 609-882-2000, extension 2893.
 - b. During other than normal business hours, contact the Regional Operations and Intelligence Center (ROIC) at 609-963-6900 ext. 1.
 7. D.R.I.L.L. (Dental Records Initiative to Locate a Life) – The NJSP forensic anthropology laboratory will assist in the retrieval of dental records from a dental office; they will assist with the dental entry into NamUs and in NCIC; will assist with any scanning of dental records; photographs and radiographs; will assist in the review and verification of any existing dental data entered in NamUs or NCIC and assist with match comparisons.
 8. Homicide Evaluation and Assessment Tracking (HEAT) – New Jersey's central repository for information and analysis of a variety of violent crimes. HEAT provides New Jersey law enforcement agencies reporting similar patterns of violent crimes with information necessary to initiate and coordinate multi-agency investigations.
- S. 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.

- T. Project Lifesaver International locates and rescues missing persons through proven radio technology and a specially trained search and rescue team. Clients that are enrolled in the Project Lifesaver program wear a personalized wristband that emits a tracking signal.
- U. Safe Return Program (800-883-1180) (safereturn@medicalert.org) 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.
- V. 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.
- W. Unidentified Deceased Persons Remains are human remains that have been discovered while conducting a death investigation in which the identity of the human remains is currently unknown.
- X. 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.
1. FBI Franklin Office (908) 231-2800
 2. FBI Newark Office (973) 792-3000
- Y. Other helpful telephone numbers include:
1. Central Jersey Technical Rescue Team – 800-334-0373;
 2. Carteret Emergency Management Coordinator
 - a. Office - 732-390-6947;
 - b. Cell - 732-558-2967.
 3. Somerset County Prosecutor's Office – 908-575-3300;
 4. Interpol United States Department of Justice – 202-616-9000.
- Z. 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.

AA. 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.
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.

BB. 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. The 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 supervisors 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 to conduct a preliminary investigation.
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 the Carteret or a neighboring community;
 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 personnel 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 conduct a preliminary investigation;
 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;

5. Make the necessary, timely notifications;
 6. Run a CCH, NJCJIS inquiry and a DMV inquiry on the missing person, and attach all results to the NCIC missing person's entry;
 7. Determine if the missing person is enrolled in Project Lifesaver. If so, make the necessary notification to the Middlesex County Sheriff's Office and request that a search team be sent to the scene;
 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 and with the permission of the station commander, consider notification to the media;
 10. Depending on the circumstances of the investigation, activate the APBnet system.
- E. This department will remain the lead law enforcement agency in charge of the investigation until another the Middlesex County Prosecutor's Office directs another law enforcement agency to assume 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. Normally, the duty shift commander shall be notified of all preliminary missing person investigation. Missing person investigations shall be given high priority and shall not be considered routine. The shift commander shall respond to all missing person investigations 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; 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. Initial responding officer's responsibilities include:
1. Promptly respond to the scene and thoroughly investigate the case.
 2. 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 communications 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.
 - e. Determine if the missing person is enrolled in Project Lifesaver. If so, make the necessary notification to the Middlesex County Sheriff's Office and request that a search team be sent to the scene;
3. 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. Facebook®, Instagram® and other social networking access;
 - r. Fingerprint classification, if known and available;

- s. A description of the clothing the missing person was believed to be wearing at the time of disappearance;
- t. A description of notable items and jewelry that the missing person may be carrying or wearing;
- u. Information regarding the missing person's electronic communications devices, such as cell phone number or e-mail addresses and carrier or Internet service provider;
- v. The reasons why the reporting person believes that the person is missing;
- w. The name and location of the missing person's school or employer, if known;
- x. The name and location of the missing person's dentist and primary care physician, if known;
- y. Any circumstances that may indicate that the disappearance was not voluntary;
- z. Any circumstances that indicate that the missing person may be at risk of injury or death;
- aa. 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;
- bb. 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) Facebook®, Instagram®, and other social networking access;
 - 6) Online screen names;
 - 7) 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;
 - 8) Description of possible means of transportation;
 - 9) Known associates;

- 10) Megan's Law classification status, if applicable;
 - 11) Any other information that can aid in locating the missing person; and
 - 12) Date of last contact.
- cc. 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 an endangered missing advisory, 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®, Instagram®, 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);
4. 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.
5. Identify the circumstances of the disappearance. Determine when, where, and by whom the missing person was last seen. 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.

6. 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.
 - a. Utilize a *Search Urgency Chart* to help determine whether or not the missing person can be classified as high-risk.
 - b. Missing autistic children and adults pose unique challenges to law enforcement for several reasons. They:
 - 1) Often seek bodies of water;
 - 2) Have a tendency to wander or elope;
 - 3) Have a tendency to seek small, enclosed spaces, which may be overlooked during initial searches;
 - 4) Elude or hide from searches;
 - 5) May have a diminished sense of fear;
 - 6) May be unable to respond to search teams;
 - 7) May be very resilient;
 - 8) May exhibit unique behaviors (no people are alike);
 - 9) May have specific interests or fascinations (active roadways, road signs, trains, fire trucks, etc.)
 - c. See subsection IV.B for a *Missing Children with Special Needs Checklist* (Appendix E).
7. Make every reasonable effort to put family members at ease and to reassure them a thorough investigation will be conducted.
8. Other factors to consider during the investigation of the missing child:
 - a. Time and place of last known location and the identity of anyone accompanying the child.
 - b. The extent of any search for the child.
 - c. Whether the child has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans.
 - d. Whether the child has been involved recently in domestic incidents; suffered emotional trauma or life crises; demonstrated unusual, uncharacteristic or bizarre behavior; is dependent on drugs or alcohol or has a history of mental illness.
 - e. The current physical condition of the child and whether or not the child is on prescription drugs.

- f. Description of the child and the relationship of the reporting party to the missing child.
 - g. Attempt to locate a note.
 - h. Check wastebaskets, schoolbooks, etc. for clues.
 - i. Compile a list of close friends and associates.
 - j. Obtain a recent photograph.
 - k. Compile a list of possible destinations and locations frequented.
 - l. Check for recent bank account activity and record the information.
 - m. Instruct the reporting party to contact this department immediately upon receipt of new information or the child's safe return.
9. In cases of missing children, officers shall be particularly cognizant of information that may suggest the potential for parental abduction or the possibility of stranger abduction, as well as:
 - a. The presence of behavioral problems.
 - b. Past instances of running away.
 - c. Signs of an abusive home environment or dysfunctional family situation.
 - d. Whether the child is believed to be with adults who may pose a danger; and
 - e. The name and location of the school attended by the child and any persons who may be responsible for private transportation to and from the location.
 10. Relay detailed descriptive information necessary for the investigation to communications for broadcast to all patrols and applicable law enforcement entities.
 11. Ensure available photo(s) are relayed to communications for the creation of an APBnet bulletin, endangered missing advisory (see definitions), MAP Alert, Amber Alert, Silver Alert, MVP Alert, as appropriate.
 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. 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.
 - a. If there is a positive response, investigate including an in-person check/interview.
 - b. If the initial officer cannot leave the incident scene, notify the shift commander so that another officer/detective can be assigned to conduct these tasks.
16. Utilize a crime scene entry/exit log, when necessary.
17. 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.
18. 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.
19. Determine if any of the missing person's personal items are known to be missing from the area/scene.
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.

H. 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 (e.g., NCIC, APBnet, NAMUS, etc.).

3. Obtain a brief, recent history of family dynamics or relationship dynamics, which apply to the missing person.
 4. Correct and investigate the reasons for conflicting information offered by witnesses and other involved individuals.
 5. Update descriptive information and maintain communications with MCPO and MCSO personnel, as warranted.
 6. Review and evaluate all available information and evidence requested.
 7. Develop an investigational plan; implement effective case management and initiate appropriate supplemental investigative actions.
 8. Canvas the neighborhood; expand where necessary.
 9. Determine what additional resources and specialized services are required.
 10. Contact the NJSP Missing Persons and Child Exploitation Unit for assistance and resources, when necessary.
 11. 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.
 12. Conduct a thorough supplemental investigation with accurate documentation.
 13. Copies of all reports involving missing person investigations shall be forwarded to the MCPO and MCSO Missing Persons Unit on a daily basis. Reports include, but are not limited to: investigation reports, supplemental reports, NCIC entries/modifications, etc.
- I. Shift commander's responsibilities include:
1. Respond in a timely manner to the scene. If busy with other assignments, consider making the missing person investigation a priority.
 2. Conduct a debriefing of the first responding officer, investigators, and other agency personnel at the scene. Obtain pertinent written reports.
 3. Determine if additional personnel are needed to assist in the investigation including, but not limited to:
 - a. Contiguous law enforcement agencies;
 - b. Canine Unit (including mutual aid);
 - c. Lighting (fire department);

- d. Fire department or the N.J. State Police if water rescue/recovery is indicated;
 - e. Ambulance;
 - f. Middlesex County Sheriff's Office;
 - g. N.J. State Police Missing Persons and Child Exploitation Unit;
 - h. N.J. State Police Air Unit;
 - i. MCPO Child Abduction Response Team.
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 endangered missing advisories such as MAP, Silver Alert, Amber Alert, MVP Alert, when warranted.
 - d. If a missing person is classified as high-risk, immediately contact the MCPO Fugitive Unit Commander. During non-business hours, contact the on-call fugitive officer. Also contact the MCSO Missing Persons Unit.
 - 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. Shift commanders 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. Organize and coordinate search efforts. (This task should be delegated to a search coordinator while the supervisor can remain available to manage the overall operation.)
 8. Ensure that all required notifications are made; designate a public information officer to manage media relations, when warranted.
 9. Ensure that all SOPs are in compliance.
 10. Establish and maintain liaison with the missing person's family and other involved public safety agencies.
 11. Conduct 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. Utilize media outlets to assist in search efforts, when necessary, throughout the duration of the case.
 14. Maintain communications with appropriate personnel from the MCPO and MCSO.
- J. 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.
 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. Be guided by *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.
- K. 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 Carteret Police Department investigation report and a supplemental narrative, if necessary;
 - 2. *Missing Persons Report Form for NCIC Record Entry;*
 - a. Complete this form, including determination of the applicable NCIC Missing Person File category (e.g., endangered, involuntary,

disability, juvenile, non-specific) and ensure that entry into the NCIC database is promptly completed.

- b. 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.
- c. A missing child (person under the age of 21; see definitions) does not require written authorization.

B. The following checklists and logs may be useful in missing or lost person incidents:

1. Investigative Checklist for First Responder to a Missing or Lost Person Incident (Appendix A). The officer initially assigned to a missing or lost person incident will use the checklist as a guide during the search.
2. Search Checklist for Missing Person Searches (Appendix B) – The shift commander and/or incident commander will utilize this form to assist with the coordination of a search for a missing or lost person.
3. Investigative Checklist for the Supervisor at a Missing or Lost Person Incident (Appendix C) - the shift commander and/or incident commander assigned to a missing or lost person incident will use this checklist as a guide during the search.
4. Investigative Checklist for the Detective Assigned to a Missing or Lost Person Case (Appendix D) - the detective assigned to a lost or missing person case will use the checklist as a guide in the investigation.
5. Missing Children with Special Needs Checklist (Appendix E) – should be utilized when a child with special needs is reported missing.
6. Search Urgency Chart (Appendix F) – this chart is helpful in determining the urgency of a search.

C. The shift commander shall review and forward all reports to communications or detectives for data entry.

V. ANCILLARY PROCEDURES – MISSING PERSONS

A. All obtained information shall be forwarded to communications 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. APBnet – Whenever possible, generate an APBnet bulletin with a photo of the missing person and particulars of the case. If the APBnet system is inoperative or disabled, contact the NJSP Missing Persons and Child Exploitation Unit for assistance.

3. NCMEC/NAMUS – 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 Missing and Unidentified Persons System, when deemed appropriate.
 4. Facebook, Instagram, and/or Twitter – The investigating officer should give consideration to conducting a mass notification through these technologies.
 5. Consider the use of an MVP Alert if the missing person is considered a vulnerable missing person (see definitions and subsection V.N of this SOP).
 6. 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.
- 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 child (age 20 or under, see definitions), the person filing the report shall be provided with contact information for the National Center for Missing and Exploited Children (NCMEC). If the person wishes to have the missing child listed on the NCMEC website:
 - a. Ensure that an NCIC entry is completed and an NIC number is generated;
 - b. Obtain a JPEG image of the missing child (if unavailable, convert any photo to a JPEG format);
 - c. Have the reporting person complete an NCMEC Photo Waiver Form;
 - d. Email the JPEG image and the completed NCMEC Photo Waiver Form to NCMEC at pawillingham@NCMEC.org.
 - e. Retain the image and the waiver form in the case file.

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. Mechanics for submission of DNA samples:
 - a. Once the article(s) has been properly documented, detectives shall utilize a *Personal / Direct Reference Sample Evidence Registration Form*.
 - b. 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.
 - c. Detectives shall utilize a 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.
 - d. Upon obtaining the DNA sample(s), detectives shall forward the kit to the National Missing Persons Program, University of East 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.
 - e. 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.
 - f. Upon completion of the DNA sample submission process, the assigned patrol 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.
 - g. Reference Sample Priority Sequence:
 - 1) Personal item(s) from missing person:
 - a) Toothbrush;
 - b) Clothing;

- c) Hairbrush;
 - d) Any item capable of furnishing a DNA profile.
 - 2) Nuclear family members of missing person:
 - a) Biological brother or sister of missing person;
 - b) Biological parents of missing person;
 - c) Biological children of missing person.
 - 3) Maternal biological relatives of missing person:
 - a) Aunts/uncles of missing person (maternal side only);
 - b) Cousins (maternal side only);
 - c) 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 detectives from obtaining any of the materials identified in this section before the 30th day following the initiation of the missing person investigation.
- 6. 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.
- 7. 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
- 8. Fingerprints – The resulting profile shall be coded and entered into NCIC by modification of the existing record.
- 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. Detectives 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 Middlesex County Prosecutor's Office shall be notified and be kept informed of all developments.
- G. To activate the Middlesex Alert Plan (MAP):
1. The shift commander, assigned detective or their designees shall contact the Middlesex County Sheriff's Office (MCSO) Communications Center, advise them to activate MAP, and provide all available information.
 2. The MCSO Communications Center will broadcast the hot-line information only. The MCSO Communications Center will **not** reveal this as a MAP activation.
 3. No later than the next business day, forward copies of all written reports and documents concerning the case, including the circumstances surrounding the justification for the MAP activation to the MCPO.
- H. 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 shift commander or assigned detective 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.
 - I. 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.
 - J. 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.
 - K. In family abduction cases, investigators should consider the following specific circumstances, when information about these circumstances is available:
 - 1. Whether the abductor made any threats of harm to the child 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.
- L. Use an *AMBER Abducted Child Alert Reporting Form* to help identify and document the facts used to determine whether it is appropriate to activate an AMBER Alert.
- 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 criteria 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 609-882-2000, extension 6941 (24/7)
 - 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. The New Jersey State Police also implement the MVP Emergency Alert System:

1. Each of the following criteria shall be met before an MVP Emergency Alert can be issued:
 - a. The missing person is believed to have a mental, intellectual, or developmental disability or defect, regardless of age;
 - b. Officers are investigating the missing person complaint;
 - c. The person missing person may be in danger of death or serious bodily injury;
 - d. There is sufficient information available to indicate that an MVP Emergency Alert would assist in locating the missing vulnerable person including but, not limited to: information indicating that at the time the person went missing the person was the operator of, a passenger in, or otherwise conveyed by a motor vehicle; and
 - e. Sufficient information is available to disseminate to the public that could assist in locating the person, including but not limited to accurate information concerning any motor vehicle the person may have been operating or in which the person may have been a passenger or otherwise conveyed.
2. Upon belief that a person may fit the criteria for activating an MVP Emergency Alert, officers or detectives shall 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 and Child Exploitation Unit;
 - e. The NJSP Missing Persons and Child Exploitation Unit will determine whether an MVP Emergency Alert will be broadcast.
 - f. 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 MVP Emergency Alert investigation.

- O. When receiving a telephone call regarding the sighting of any subject in an Amber, Silver, MVP, MAP Alert 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 county hotline or broadcast the location and information to Carteret Police Department units if within the borough;
5. Do not hang-up on the caller until the situation has reached its logical end.

VI. CHILD ABDUCTION RESPONSE TEAM

- 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 (N.J.S.A. 52:17B-212)
- B. Upon receipt of a report of a missing child, the shift commander shall cause notification to the Middlesex County Prosecutor's Office, Child Abduction Response Team (CART) Leader.
 1. This department will remain the lead-investigating agency until the Middlesex County Prosecutor determines otherwise.
 2. CART leaders shall oversee all missing child investigations.
- C. When investigating a missing child, the Middlesex 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 Carteret 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.
- B. 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.

- C. Supervisors shall evaluate the investigation and undertake any other reasonable actions to increase or narrow the scope of any search that may be undertaken.
- D. Search efforts shall be conducted in accordance with Middlesex County Prosecutor's Office Directive #32, Section III, Subsections I through L, as updated.
- E. This agency will maintain primary responsibility for coordination of the search for missing persons reported in their jurisdiction.
 - 1. The shift commander will ordinarily take command of any search efforts until relieved of this duty by another ranking officer.
 - 2. Ensure that the Chief of Police has been notified through the chain of command.
 - 3. Make arrangements to feed, house and relieve personnel, when applicable.
 - 4. Keep command post clear of all unnecessary personnel.
 - 5. Contact local OEM for assistance in any prolonged searches.
- F. Interview:
 - 1. Neighbors;
 - 2. Relatives;
 - 3. Friends;
 - 4. Playmates;
 - 5. Coworkers.
- G. 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) and will notify the Chief of Police through the chain of command prior to extra-jurisdictional aid or outside resources. Notify the Chief of Police if:
 - 1. A search requires staffing or services outside of the agency; or
 - 2. Indications show grave or unusual circumstances.
- H. Investigative personnel shall secure the necessary aid for the search to include:
 - 1. Staffing for area searches;
 - 2. Other service groups;
 - 3. Neighboring communities;
 - 4. Broadcast alerts to:

- a. Local radio stations;
 - b. Facebook, Instagram, and/or Twitter;
 - c. Schools (when open);
 - d. Postal services.
- I. A designated incident commander (IC) shall organize and coordinate search efforts. (This task can 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. Assigned officers shall notify the MCPO.
 3. All responding personnel who will assist with the search, or report for any other reason in this matter, will meet at the staging area. They will receive their direction from the staging manager.
 4. If any evidence is found during the search, the officer directing the search shall contact the command post.
 5. Assign a liaison between the family of the missing person (or other reporting party) and the agency's search operation.
 6. 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.
 7. Assigned officers shall give due consideration to activating the Amber Alert, Silver Alert, MVP Alert, MAP Alert systems, endangered missing advisory, and other community notification methods.
 8. 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.
 9. The manner in which a person is traveling (on foot, bike, wheelchair) 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, storm drain lines) will help in the IC's decision on where to concentrate efforts and what type of support units will be needed to aid in the search.

- J. 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) in the immediate area.
- K. All motor vehicles in the area should be searched, including the passenger compartment and trunk. First, seek consent. If consent is not granted or the vehicle's owner is not available and there is suspicion that the missing person (especially a child) might be in the trunk, a warrantless search might be authorized under the emergent circumstances/community caretaking exception. At a home or place of abode, include at a minimum:
1. Rooms (clothes);
 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. DO NOT accept someone's word that they have checked the area; personally, search again. Keep in mind the age of the person missing and motive, if any, for absence.
- L. When searching outdoor areas, consider:
1. To and from school;
 2. School and grounds;
 3. Area around house or playgrounds;
 4. Attractive nuisances (lakes, culverts, storm drains);
 5. Stores, commercial areas, strip malls;
 6. Direction to and from work, or place last seen.
- M. Once a decision has been made to utilize canine search teams:
1. While the canine search team is en 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 (e.g., underwear). If clothing is not available, then determine where the person sleeps. Sheets and pillowcases can be used.
 - d. 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.
 - e. 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).
 - 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.

N. 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. PROCEDURES – RETURNED/LOCATED MISSING PERSON

- A. Communications personnel must be continually aware of incoming NLETS messages, including but not limited to all \$Messages, \$M-Match, \$N-No Match, \$Locate, Hit Confirmations, APBnet Alerts, etc. Communications personnel shall ensure that every Teletype message is scanned for these messages and that action is taken on all pertinent messages.
- B. In all cases involving a returned missing person:
 1. Communications personnel shall ensure that the NCIC database entry is cleared or canceled with the appropriate code, depending upon the circumstances.
 2. An NLETS Cancel Missing Persons Message (File 09) noting the returned missing person must be broadcast immediately following the NCIC transaction.
- C. Returned/Located in Carteret:
 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.
 2. The supplemental information includes, but is not limited to physical appearance, reported physical condition, where they were, why they were missing, etc.
 - a. The return, with supplemental information, must be documented on an investigation/supplemental report.
 - b. Arrange for the return of any missing child/adolescent who is not wanted on a warrant or other law violations to their parent/guardian.
 3. Medical and/or interventional assistance shall be offered, if indicated and appropriate.
 4. If the person had been reported missing from another jurisdiction, communications personnel 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.)
 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.

6. All teletypes and supplemental files/documents must be maintained with the case file.

D. Reported Missing in Carteret – Located by Outside Agency:

1. An outside agency that locates a person reported missing by this department would normally send a Hit Confirmation Request and a Locate Message to this agency.
2. Upon receiving a Hit Confirmation Request and/or the Locate Message, communications personnel 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.
3. 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.
4. 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. Communications personnel 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 SOP could not possibly provide detailed guidance to address every possible scenario. Common sense and good judgment will guide this department's action.
5. 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.

6. Officers shall ensure that an investigation/supplemental report detailing the located missing person including any supplemental information is completed. All supplemental files and teletypes shall be forwarded to records for inclusion in the case file.
- E. If an Amber, Silver, or MVP Alert has been initiated, the shift commander shall make immediate notification to the New Jersey State Police advising it to cancel the Amber, Silver, or MVP Alert. NLETS messages, generated as a result of the located missing child/person, must also contain a request to cancel the Amber, Silver, or MVP Alert, when applicable.
- F. Cancel any MAP or other EMA activation.
- G. Notify and/or update all other investigative resources and have them modify its databases, i.e. APBnet, EMA, NCMEC/NAMUS, etc.
- H. Cancel any Facebook, Twitter, and/or Instagram alerts.

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. Police officers lack the statutory authority to serve and execute civil process in these custodial matters and have no jurisdiction except when ordered by the Middlesex County Prosecutor (N.J.S.A. 2A: 34-53 through N.J.S.A. 2A: 34-90).
- 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 N.J.S.A. 2C: 13-4 *Interference with Custody in NJ*. There are several federal laws that can be applied, see NCMEC international family abductions.
- 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 shift commander shall consider:

1. Immediate notification to the station commander, who shall make the determination to whether to contact a detective.
 2. Notification to the Middlesex County Prosecutor's Office to make it 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, Amtrak Police Department, NJSP Missing Persons and Child Exploitation Unit, Federal Bureau of Investigation.
 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 United States:
- a. Immediately notify the station commander, who shall make the determination to whether to contact a detective.
 - b. Contact the Middlesex County Prosecutor's Office to make it aware of the incident.
 - c. 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.
 - d. Contact to the National Center for Missing & Exploited Children for international assistance.
 - e. Because of treaty obligations, U.S. Department of State actions or remedies may supersede any local criminal investigation.
 - f. Because of federal and international laws, the FBI may supersede any local criminal investigation.

X. PROCEDURES-UNIDENTIFIED PERSONS

- A. These procedures are not intended to replace prudent investigative techniques employed to identify an unidentified living person such as a walk-away from an assisted care facility. Instead, these procedures will supplement existing investigative processes. Section VIII of this SOP can be used as a guide when handling unidentified living persons.
- 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. Communications personnel or assigned detectives shall ensure that the individual identifying characteristics are entered into the NCIC Unidentified Persons File as soon as they become available. Communications center personnel and detectives must be continually aware of any \$Messages.
- D. Communications personnel or assigned detectives 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. As the lead law enforcement agency, this department will enter all data relevant for the NCIC Unidentified Deceased/NLETS Unidentified Deceased (File 11) entries.
 - 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.

STATE OF NEW JERSEY

MISSING PERSON REPORT FOR NCIC ENTRY

Message Key (MKE) ☐ Disability (EMD) ☐ Juvenile (EMJ) ☐ Endangered (EME) ☐ Catastrophe Victim (EMV) ☐ Involuntary (EMI) ☐ Other (EMO) ☐ Caution		Reporting Agency Name		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)	Place of Birth (POB)	Date of Birth (DOB)	Date of Emancipation If Juvenile (DOE)	Missing Person Circumstances (MPC) ☐ Abducted by Noncustodial ☐ Runaway ☐ Abducted by Stranger						
Eye Color (EYE) ☐ Black (BLK) ☐ Green (GRN) ☐ Multicolored (MUL) ☐ Blue (BLU) ☐ Hazel (HAZ) ☐ Pink (PNK) ☐ Brown (BRO) ☐ Maroon (MAR) ☐ Unknown (XXX) ☐ Gray (GRY) ☐ Other	Hair Color ☐ Black (BLK) ☐ Brown (BRO) ☐ Orange (HAI) ☐ Gray/Partially Gray (GRY) ☐ Green ☐ Blonde/Strawberry (BLN) ☐ White (WHI) ☐ Blue ☐ Red/Auburn (RED) ☐ Unknown (XXX) ☐ Purple ☐ Sandy (SDY) ☐ Other ☐ Pink	Skin Tone ☐ Albino (ALB) ☐ Fair (FAR) (SKN) ☐ Black (BLK) ☐ Light (LGT) ☐ Olive (OLV) ☐ Dark (DRK) ☐ Lt Brown (LBR) ☐ Ruddy (RUD) ☐ Dk Brown (DBR) ☐ Medium (MED) ☐ Sallow (SAL) ☐ Med Brown (MBR) ☐ Yellow (YEL)									
Height (HGT)	Scars, marks, tattoos & other characteristics (SMT)		Fingerprint Classification* (FPC)		Missing Person (MNP) ☐ Missing Person (MP) ☐ Child Abduction (CA) ☐ Disaster Victim (DV)						
Weight (WGT)					Date & Time of Last Contact (DLC) ☐ Yes ☐ No Amber Alert ☐ Yes ☐ No						
FBI Number (FBI)	Social Security Number (SOC)	Other Identifying Numbers (Passport, State ID # - Specify) (MNU)		NCIC Number (NIC)	Originating Agency Case # (OCA)						

Miscellaneous Information: (Tobacco Use, Type, Brand; Medication In Possession; Fractures, Surgeries, including Cosmetic; Description of Scars, Marks, Tattoos)

(MIS)

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					Wallet/Purse				
Shirt/Blouse					Money				
Pants/Skirt					Glasses				
Belts/Suspenders					Cell Phone (Number)				
Socks					Other				

Does the missing person have corrected vision? (SMT) ☐ Yes ☐ No
☐ Glasses ☐ Contact Lenses

Corrective Vision Prescription (VRX) (Nearsighted, Farsighted, etc.)

Photo Available? ☐ Yes ☐ No

Has the missing person ever been fingerprinted? ☐ No ☐ Yes
 If so, by whom?

Has missing person ever donated blood? ☐ No ☐ Yes

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)

Circumcision (CRC) ☐ Was (C) ☐ Was not (N) ☐ Unknown (U)

Footprints Available (FPA) ☐ Yes (Y) ☐ No (N)

Body X-Rays (BXR) ☐ Full (F) ☐ Partial (P) ☐ None (N)

DNA Collected ☐ Yes ☐ No

DNA Submitted (DLO) to CODIS ☐ Yes ☐ No

Jewelry Type (Ring, Watch, Necklace, Piercings, etc.) (JWT)

Jewelry Description (JWL)

MOTOR VEHICLE INFORMATION		License Plate Number (LIC)		State (LIS)		Year Expires (LIY)		License Plate Type (LIT)	
Operator's License Number (OLN)		Operator's License State (OLS)		Operator's License Year of Expiration (OLY)		Vehicle Identification Number (VIN)			
Vehicle Year (VYR)	Make (VMA)	Model (VMO)		Style (VST)		Color (VCO)			

SCHOOL INFORMATION		School Name		School Type ☐ Public ☐ Parochial ☐ Graduated ☐ Unknown ☐ Private ☐ Home School ☐ Drop Out ☐ Other	
School City	School District	School County		School Email Address	

Aliases		Caution/Medical Condition (Violent Tendencies, Armed/Dangerous, Suicidal, Heart Condition, Specify) (CMC)	
Missing Person's Address		Places Missing Person Frequented (MIS)	
Close friends/relatives		Possible destination (MIS)	
Location Last Seen (Specify) (MIS)			

Complainant's Name		Relationship of Complainant to Missing Person		Complainant's Address		Complainant's Telephone Number	
Investigating Officer Name (MIS)		Date of Report		Complainant's Signature		Date	