	<b>Segment:</b> <b>5 – Operations and Procedures</b> <b>Yellow Section</b>	<b>Section:</b> <b>512</b>
	<b>Section Title:</b>  <b>Missing and Endangered Children</b>	<b>Total Pages:</b> <b>9</b>
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## PURPOSE

It is the purpose of this policy to establish guidelines and responsibilities for the consistent response to, and investigation of, all reports of missing and endangered children as defined in “Minnesota Missing Children Program” in MN Statutes, Chapter 299C.52, subd. 1 (c) and (e).

### 512.01 POLICY

The Champlin Police Department recognizes that immediate and consistent response to reports of missing and endangered children is critical to the welfare of such children. Therefore, this agency has established the following responsibilities and guidelines for the investigation of missing and endangered children.

After this agency has received a report of a missing child, obtained the basic facts of the case, descriptions of the missing child and abductor (if known), and determined that there is sufficient evidence to believe that the child is endangered, the agency will respond according to the following general procedures:

- Initial Response
- Initial Investigation
- Investigation
- Prolonged Investigation, and
- Recovery/Case Closure.

The facts surrounding each missing and endangered child report will dictate when the procedures are warranted and what the order and priority should be within each of the five categories.

### 512.02 DEFINITIONS

- 1) CHILD: Per Minnesota Statute 299C.52 1(a) "any person under the age of 18 years or any person known or certified to be incompetent."
- 2) MISSING: Per Minnesota Statute 299C.52 1(c) "The status

of a child after a law enforcement agency that has received a report of a missing child has conducted a preliminary investigation and determined that the child cannot be located."

- 3)      ENDANGERED:      Per Minnesota Statute 299C.52 1(e) "a law enforcement official has received sufficient evidence that the child is with a person who presents a threat of immediate physical injury or physical or sexual abuse of the child."
- 4)      NCIC:                      National Crime Information Center
- 5)      CJIS/MNJIS:              Criminal/MN Justice Information Services
- 6)      SUFFICIENT EVIDENCE:      Facts and circumstances, which would induce a reasonably prudent peace officer to believe that a crime has been or is about to be committed.

512.03

#### PROCEDURES

##### 1)      OFFICER RESPONSE

- a)      Respond promptly to the person who made the initial report. Use the MISSING & EXPLOITED INVESTIGATIVE CHECKLIST FOR FIRST RESPONDERS.
- b)      Conduct a thorough search of the scene to verify that the child is missing. Obtain consensual search of the house, vehicles, outbuildings and grounds to include places where a child could be hiding, trapped or asleep. Identify the zone of safety for the child's age and development. *This is to help determine how far a missing child could travel from the location where last seen before they would most likely be at risk of injury/exploitation.*
- c)      Identify and interview everyone at the scene. Conduct separate interviews of parents, family members, and the person who made the initial report, and the last person to see the child.
- d)      Determine when, where, and by whom the missing child was last seen. Treat the location as a crime scene.
- e)      Obtain a detailed description of the missing child, abductor, vehicles, etc. Obtain a recent photo of the child.
- f)      Confirm the child's custody status.

- g) After it has been determined that sufficient evidence exists to believe that the child is missing and endangered, the officer will notify a supervisor. The officer shall then begin the following procedure:
- Activate the Amber Alert Plan if the child is 17 years of age or younger, or the individual, under proven mental or physical disability, is abducted and there is reason to believe the victim is in imminent danger of serious injury or death.

***Amber Alert Plan Check list***

1. *Is the abduction one in which the victim is 17 years of age or younger?*
2. *Is the abduction one in which the victim has a proven mental or physical disability?*  
*-if yes, answer question 3*  
*-if no, answer question 4*
3. *Do you believe the child to be in danger of serious bodily harm or death?*  
*-if yes, fill out the Amber Alert Information Request form and activate the Amber Alert Plan.*  
*-if no, do not activate the Amber Alert Plan, go to question 4.*
4. *If public assistance, media, business community and other law enforcement agencies could assist in locating the individual (who does not qualify for the Amber Alert), use the Minnesota Crime Alert Network.*

- h) The NCIC Missing Person file (involuntary category) will be filled out with all available information (complete descriptive and critical information regarding the child, suspect information and vehicle description). Also, information shall be put out on NLETS (teletype) to alert other agencies.

2) SUPERVISOR RESPONSIBILITIES

- a) Obtain information at the scene to determine the scope and complexity of the case and develop an appropriate response. Use the MISSING & EXPLOITED INVESTIGATIVE CHECKLIST FOR SUPERVISORS and reference the Emergency Management Operations Resource manual Annex

D (Search and Rescue).

- b) Notify the Chief of Police and Command staff personnel.
- c) The Emergency Operations Center (EOC) will be opened and will establish overall direction, control and/or coordination through a unified command to support the response to, and the recovery of, a missing and endangered child.
- d) The EOC staff will utilize the National Incident Management System (NIMS) to assist in the coordination and control of the event.
- e) Secure the crime scene, do not allow individuals to leave the area until interviewed, and try to determine if anyone may have left prior to the arrival of law enforcement.
- f) Ensure that all required notifications have been made and officer's duties and responsibilities are carried out.
- g) Contact the Bureau of Criminal Apprehension regarding the incident as required by MN Statutes, Chapter 299C.53, subd. 1. Also request assistance as necessary.
- h) Establish a liaison with the family as soon as possible who will stay with them until relieved. The liaison will inform the family of the victim of Crime Victims Services and will facilitate support and advocacy for the family. They will also work with the family to uncover any information useful to the investigation.
- i) Assign a trained and/or experienced investigator whose duties will include coordination of the investigation.
- j) If necessary, establish a Command Post away from the child's residence to assist in field management of the search.
- k) Identify the child's zone of safety for his or her age, developmental stage and physical and mental state.

3) INVESTIGATION

Use the "Investigative Checklist for First Responders" along with the Missing and Abducted Children Guide to Case Investigation Manual. Investigation should implement the "Simple LEADS Case Management System".

- a) Conduct a neighborhood/vehicle canvas.
- b) If possible, conduct a search of the child's school locker as well as any computer or electronic messaging device to which a child has access.
- c) Be alert for any surveillance or security cameras in the vicinity that may have captured information.
- d) Maintain records of telephone communications/messages.
- e) Ensure that everyone at the scene is identified and interviewed separately.
- f) Search the home or building where the incident took place and conduct a search including all surrounding areas. Obtain consent or a search warrant if necessary.
- g) Arrange for use of helpful media coverage.
- h) Investigator will contact the appropriate telephone company to have a trap-trace placed at the victims' home. Consider setting up a separate telephone line or cellular telephone for agency use.
- i) Compile a list of known sex offenders in the region.
- j) In cases of infant abduction, investigate claims of home births made in that area.
- k) Obtain child protective agency records for reports of abuse on the child.
- l) Review records for previous incidents related to the missing child and prior police activity in the area, including prowlers, indecent exposure, attempted abductions, etc.
- m) Obtain the child's medical and dental records.
- n) Update the NCIC missing person file with any additional information regarding the child or suspect as necessary.
- o) Interview delivery personnel, employees of gas, water, electric and cable companies, taxi drivers, post office personnel, sanitation workers, etc.

- p) Contact the National Center for Missing and Exploited Children (NCMEC) for photo dissemination and other case assistance.
- q) Determine if outside help is necessary and utilize local and state resources related to specialized investigative needs, including:
  - 1. Crime Victim Advocates
  - 2. Minnesota Bureau of Criminal Apprehension
  - 3. Federal Bureau of Investigation
  - 4. County Attorney
  - 5. Customs Investigative Services
  - 6. Minnesota State Patrol
  - 7. Minnesota Crime Alert Network
  - 8. Investigative experts in the areas of sexual assault, child maltreatment, and/or homicide
  - 9. Searches:
    - Ground Searches – personnel, vehicles, and/or mounted patrols
    - Canine assisted
    - Water and underwater searches
    - Air searches
  - 10. Investigative Resources:
    - Child interviewing
    - Polygraph
    - Profiling/behavioral analysis
    - MN Sex and Violent Crime Analysis Programs
    - Crime analysis/computer assistance
    - Forensic artistry/Crime scene and evidence processing
    - Memory retrieval
  - 11. Interpretive Services
  - 12. The Department of Natural Resources
  - 13. Telephone Services (traps, traces, etc.)
  - 14. Media Assistance (Local and National)

#### 4) PROLONGED INVESTIGATION

- a) Develop a profile on the possible abductor.
- b) Consider the use of a polygraph for the parents and other key individuals.
- c) Re-read all reports and transcripts of interviews, revisit the crime scene, review all photographs and videotapes, re-

interview key individuals, and re-examine all physical evidence collected.

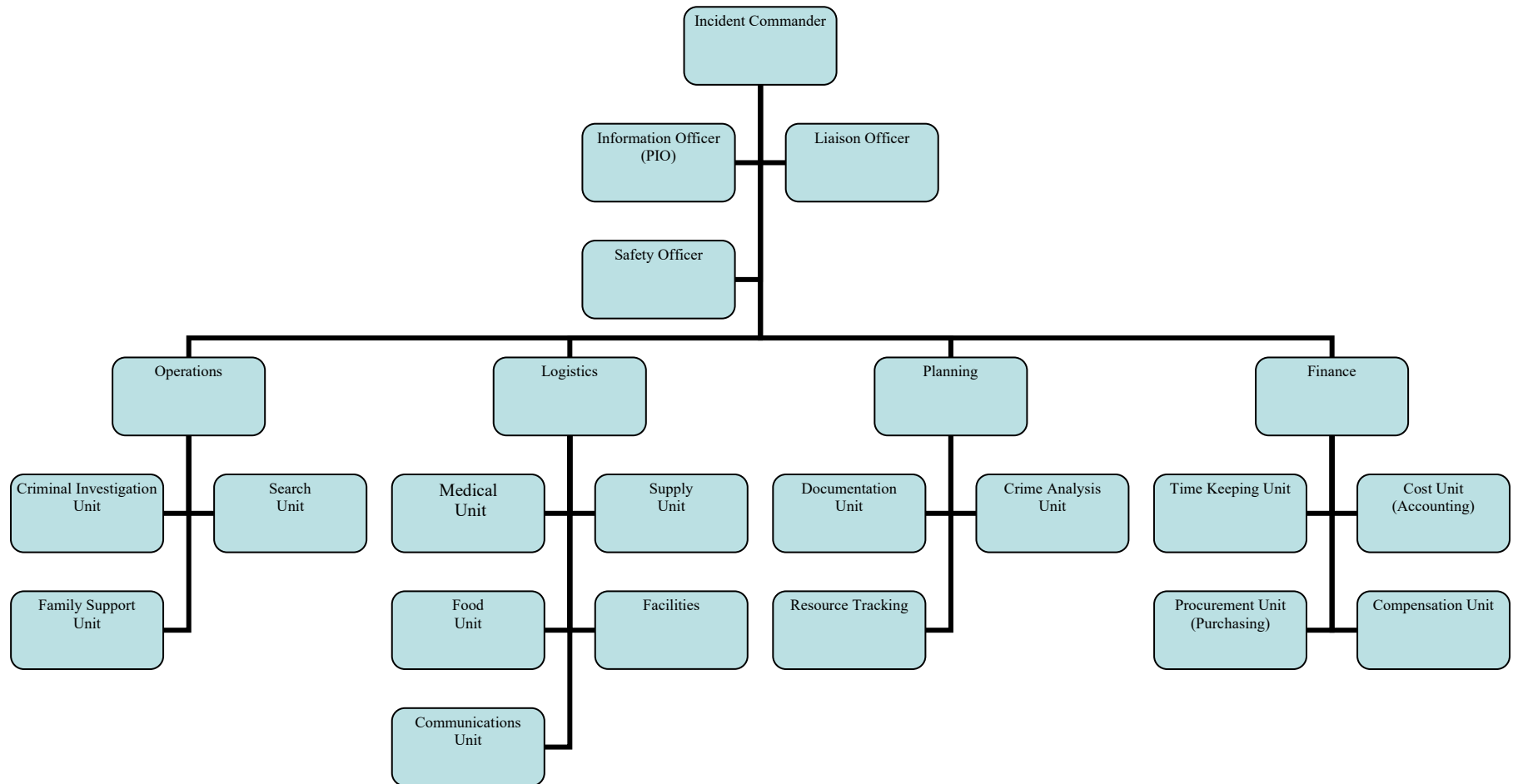
- d) Review all potential witness/suspect information obtained in the initial investigation and consider background checks on anyone identified in the investigation.
- e) Develop a time line and other visual exhibits.
- f) Critique the results of the on-going investigation with appropriate investigative resources. Arrange for periodic media coverage.
- g) Utilize rewards and crime-stoppers programs.
- h) Update NCIC Missing Person File information as necessary. Re-contact the National Center for Missing and Exploited Children (NCMEC) for age progression assistance.

#### 5) RECOVERY/CLOSURE

Upon the recovery or return of a child, it is important to ensure that the reunification process takes place for the health and welfare of the child.

- a) Provide or arrange counseling for the child
- b) Complete medical and psychological exams should be performed
- c) Child after-care should be considered
- d) Careful debriefing interview of the child should be completed
- e) All notices, NCIC and NLETS advisories and all other media must be recovered or removed from active use.

## Command Structure for a Missing or Abducted Child





### **Incident Commander**

- Coordinate incident activities
- Evaluate strategic options
- Decide on strategies
- Order and release resources
- Report to Council and Administrator on case progress
- Decide upon release of information to the public and media
- Operate from the command post

### **Operations**

- Implement child recovery plan
- Command major functions such as searching, criminal investigations and family support
- Operate from the command post

### **Finance**

- Monitor and summarize expenditures
- Advise the incident commander on financial support needed for child recovery strategies
- Coordinate time keeping of personnel
- Coordinate procurement and purchasing
- Operate out of EOC

### **Planning**

- Collect, analyze and disseminate case related information to include leads management
- Advise incident commander of potential scenarios based on case characteristics
- Assess staffing needs based on child recovery strategy to be implemented
- Operate out of EOC

Date Implemented: March 1, 2002