GENERAL ORDER, OPERATIONS, NUMBER 29
APRIL 3, 2001
WATERLOO POLICE DEPARTMENT

A. SUBJECT:

Operation Locate Alert.

B. PURPOSE:

To establish procedures for the use of Operation Locate Alert.

C. POLICY:

Operation Locate Alert is principally designed to be used to locate missing juveniles. However, it may be used for other incidents such as locating handicapped adults, etc., or whenever, in the opinion of a commanding officer, it should be used. The primary goal of the Department is to determine the safety and location of all missing persons.

D. PROCEDURES

1. Whenever anyone makes a missing person report on:

   a. A person under 18 years of age, or;

   b. A handicapped person or learning impaired individual of any age, or;

   c. Any person who, in the opinion of a commanding officer, falls within the scope of this General Order,

   d. and: the person has been missing less than twelve (12) hours from the time of the initial report.

2. They will be asked if they wish to participate in Operation Locate Alert.

3. If they wish to participate:

   a. Ask them to come to the Police Department to sign a release form.

      1. Anyone can sign a release form if they are responsible for the missing person (parent or guardian).

   b. If they cannot come to the Police Department (for a legitimate reason), an officer will take a release form to be signed.

   c. Once the release is signed, Operation Locate Alert should go into effect.

d. The original release form will remain in the Records Section to be attached to the original missing person report.

e. The on-duty Watch Commander will be responsible to see that each participating media agency (see attached list) is contacted.

f. The person contacting the media agencies should:

1. Identify himself/herself and that they are from the Waterloo Police Department.
2. Give the name, age, description (including clothing) and when the missing person was last seen.
3. Other pertinent information that might be useful.
4. Do not identify the person as mentally retarded (use learning impaired).
5. If the media agency has a FAX, the form “Operation Locate Alert FAX Notification” may be used and f.1. and f.2. will not be necessary.

g. When the person is located:

1. The on-duty Watch Commander at the time the missing person is located or the media agency is informed that the person has been located will be responsible to see that each media agency is re-contacted. As much information as is known or can be released without jeopardizing the crime investigation will be given to each agency. Example: “Missing was located; no foul play involved.”

h. If anyone receives information that a media agency no longer wishes to participate in the program, he/she should leave a report for Public Information.

By order of:

Thomas J. Jennings
Chief of Police