

GENERAL ORDER, RECORDS AND COMMUNICATIONS, NUMBER 3  
APRIL 3, 2001  
WATERLOO POLICE DEPARTMENT

A. SUBJECT:

Runaways, Missing Persons and Attempt to Locate.

B. PURPOSE:

To insure the systematic documentation and cancellation of requests from a person or agency for the Department to initiate procedures to locate another individual.

C. POLICY:

To accomplish the above purpose, it is the policy of the Department that the following procedures shall be instituted and adhered to by all Department employees except when expressly authorized by the Chief of Police.

D. PROCEDURES:

1. A person or agency having the authority to do so who wishes to place a "Runaway/Missing Person Report" on another person shall be informed by the employee receiving the request that signed documentation must be on file before a formal Runaway/Missing Person Report will be initiated. This documentation shall be in the form of a signed Department "Offense Form" and the person shall be informed to come to the Department to file the Offense Form if one of the following acceptable conditions exists.
2. The following criteria are the only acceptable conditions for placing a formal Runaway/Missing Person Report.
  - a. INC/D - 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.
  - b. INC/E - A person of any age who is missing and in the company of another person under circumstances indicating that his/her physical safety is in danger.
  - c. INC/I - A person of any age who is missing under circumstances indicating that the disappearance was not voluntary; e.g., abduction or kidnapping.
  - d. INC/V - A person of any age who is missing after a catastrophe.

- e. INC/K - A minor who is missing and has been declared unemancipated (under 18 years of age) as defined by the laws of his/her state of residence and who has been abducted by a non-custodial parent or relative.
  - f. INC/L - A minor who is lost or has wandered away. This category does not include those persons taken by force or runaways.
  - g. INC/J - A person who is missing and declared unemancipated (under 18 years of age) as defined by the laws of his/her state of residence and does not meet any of the entry criteria for disability, endangered, involuntary, catastrophe victim, parental abduction, or lost or wandered away.
3. If the person is unable to come to the Department or other conditions exist which deem it ill advised, an officer will be dispatched to contact the party and take the signed report.
  4. The employee who takes the Runaway/Missing Person Report shall use a Department Offense Form and shall fill in all pertinent data. Classification shall be either Runaway-2900, or Missing Person-3210, whichever is appropriate.
  5. Narrative of Offense Form shall contain the reasons amounting to probable cause to believe that the conditions exist making the person eligible as missing: INC/D, E, I, V, K, L, or J. Information useful to locate the person and/or handle the person and return him/her to safety shall also be included.
  6. Suspect/Arrestee portion of the Offense Form shall be used to accurately describe the runaway/missing person. If runaway/missing person is believed to be driving or riding in a vehicle this information shall be included in this portion of Offense Form.
  7. The employee taking the report shall mark a single line through the words "...and I will prosecute the offender if found" in the space provided for "Filing False Report Warning" on all Offense Forms. The person placing the report shall then be required to sign the report attesting to its validity. One runaway/missing person permitted per report.
  8. Immediately following the completion of the Offense Form, the officer will fax a copy of the Offense Form to the Consolidated Dispatch Center. The original will go to the Watch Commander for review. Consolidated Dispatch Center will enter the Runaway/Missing Person into C.J.I.S. (Criminal Justice

Information System) (local), I.O.W.A. (Iowa on Line Warrants & Articles), and N.C.I.C. (National Crime Information Center). Dispatch will call the Watch Commander and provide the SIN # for entry on the Offense Form.

9. Upon receipt of a completed Runaway/Missing Person Report from the Watch Commander, Records Section personnel shall:
  - a. Copy and distribute the completed Offense Report and enter in the CJIS software. The Teletype paperwork produced by the I.O.W.A., N.C.I.C. entry shall be attached to the Offense Form.
10. When an employee locates a person or learns that a person who has been entered as a runaway/missing person is no longer missing, that employee must immediately notify communications employees to cancel all entries on that person. The employee must file an Investigative Report stating the following:
  - a. Circumstances surrounding the return of the runaway/missing person.
  - b. Notification of reporting party as to whereabouts of the runaway/missing person.
  - c. Identification of the employee in Communication Center who was notified to cancel Runaway/Missing Person Report.
11. Communications employees notified that a person has been located or has returned may obtain the incident number by making an inquiry to the Warrant module. Communications employees shall then obtain the SIN (System Identification Number) from the Warrant module. The I.O.W.A. and N.C.I.C. entries shall then be cancelled and the Warrant entry shall be deleted by communication employees. Teletype paper work produced by the employee making the cancellation/deletion shall be initialed and forwarded to the Records Section.
12. A person having the authority to do so who wishes to place an Attempt to Locate (ATL) but will not or does not want to place a formal Runaway/Missing Person Report, shall be informed that the Attempt to Locate (ATL) will be broadcast to on- duty units and will be maintained for three (3) shifts.
  - a. If an informal Attempt to Locate is placed and at some later time, within twenty-four (24) hours, formal documentation is filed and signed, the original incident number is utilized. The incident will then be considered a Runaway/Missing Person Report and handled as such.
13. It is very important that all employees adhere to this system of entry and

removal of these Runaway/ Missing Persons Reports from the three computer systems to insulate the Department from claims of interfering with person's rights. It is also important to recognize that persons are reported as runaway/missing persons for their own benefit. Therefore, an employee who locates one of these people should determine what action to take through careful analysis of all facts available including the person's actions and comments. An adult who was sincerely reported as missing may have disappeared purely voluntarily thereby providing no authority to detain him/her.

By order of:

Thomas J. Jennings  
Chief of Police