

## PHILADELPHIA POLICE DEPARTMENT DIRECTIVE 12.13

Issued Date: 07-17-20 Effective: Date 07-17-20 Updated Date:

SUBJECT: MISSING PERSONS

**PLEAC 4.3.1** 

### 1. POLICY

A. A report of a missing person will be accepted by personal interview from a responsible adult (parent(s), physician, legal guardian, next of kin over the age of 18, etc.,) closely connected with the subject.

**EXCEPTION:** Department of Human Services (DHS) personnel making reports pursuant to their official duties shall be exempt from the personal interview requirement and their reports shall be taken consistent with the policy outlined in Section 3-C.

- B. The determination of the category of reported missing persons will be made by a Detective Division Supervisor. When in doubt, the report will be taken.
- C. In accordance with PA Crimes Code 18 Pa. C.S. § 2908(a)(1) and 42 U.S.C. §§ 5779 80, anytime it is brought to the attention of the department that anyone under the age of 21 is, or may be missing, a member shall be assigned to immediately investigate the incident (including immediate preparation of a Missing Persons Report), regardless of age or circumstances. (PLEAC 4.3.1a, f)
- D. Whenever a National Crime Information Center (NCIC) inquiry is made concerning an adult, and the inquiry lists the person as missing, the District or Detective Division Lieutenant will decide if further detention or investigation is warranted.
- E. All adult missing person information will be entered into the PCIC system by the assigned investigator unless the investigative supervisor authorizes immediate NCIC entry.
- F. All persons under 21 years of age will immediately and automatically be entered into PCIC and NCIC systems. In accordance with 42 U.S.C. § 5780(1), there will be no waiting period before initiating an investigation of a missing person under the age of 21 and entering that person into NCIC. (PLEAC 4.3.1 f-k)

- G. When conducting follow-up interviews, the assigned investigator will attempt to identify facts which support or negate the missing person categories.
- H. All personnel will be guided by the instructions in Computer Training Bulletin 97-03, "Incident Transmittal System (INCT)" and the Police Integrated Information Network (PIIN) Users Guide when documenting police action and processing the resulting paperwork.

## 2. MISSING PERSON CATEGORIES

- A. The following categories have been formulated by the Federal Bureau of Investigation and adopted by the Pennsylvania State Police as criteria for entry of missing persons into NCIC and CLEAN systems.
  - 1. DISABLED PERSONS A person of any age who is missing and is proven to be physically or mentally disabled, or is senile, thereby subjecting themselves or others to immediate danger.
  - 2. PERSONS INVOLUNTARILY MISSING A person of any age who is missing under circumstances indicating that the disappearance was not voluntary (i.e., abduction or kidnapping).
    - **NOTE**: In the case of an abducted child, 18 and under, an "Amber Alert" should be initiated. Refer to Appendix "B."
  - 3. ENDANGERED PERSON A person of any age who is in the company of another person under circumstances indicating that their physical safety is in danger.
  - 4. JUVENILE A person under 18 years of age who is not emancipated as defined by the laws of their state of residence and does not meet any of the criteria set forth in 1, 2, 3, or 5. Missing is defined as lost, abducted or kidnapped, the victim of a child custody dispute, or an apparent run away.
    - a. Juveniles who are married or declared adults by court order are emancipated and will be investigated relative to the criteria set forth in 1, 2, 3, or 5.
    - b. Tender age is defined as any juvenile under 10 years of age, subject to modification by the assigned investigator.
  - 5. CATASTROPHE A person of any age who is missing after a disaster.

- 6. OTHER A person 18 years of age or older not meeting the criteria for entry in any other category, but who is missing and for whom there is reasonable concern for their safety. This category includes all persons between 18 and 21 years of age as per the federal Suzanne's Law.
- 7. ELDERLY PERSON A person 65 years of age or older where there is a medical diagnosis or history of senility, dementia or diminished mental capacity.
- 8. All persons who are MENTALLY IMPAIRED, regardless of age.

### 3. REPORTING

- A. Uniform personnel in the District of Occurrence will:
  - 1. Prepare a Missing Person Report (75-74A).
    - a. The report must be filled out completely with no blocks left blank and include all relevant information and circumstances. (PLEAC 4.3.1 b)
    - b. After completing the Missing Person Report (75-74A), have the individual reporting the missing person sign the Missing Person Report in the "Absence Reported By" block.
      - **NOTE:** In the case of a suspected child abduction, determine if an "Amber Alert" should be initiated and notify a district supervisor immediately. Refer to Appendix "B."
    - c. It is not necessary to transport the individual who reports a person missing to the district of occurrence for the purpose of completing the required reports.
    - d. Check with the Operations Room Supervisor by telephone from the scene, except when a tender age child is involved. In these cases, a uniformed district supervisor will be summoned to the scene. Refer to Appendix "A."
      - **NOTE**: When a Tender Age Search is involved, the uniform supervisor at the scene will contact the Detective Division by telephone/radio, relaying pertinent facts and establishing a radio patrol car as a communications vehicle pending the arrival of the assigned investigators and the Detective Supervisor.
      - 1) Provide Police Radio with a physical description of the missing person. Include clothing worn, where, when, and if applicable, with whom the missing person was last seen.

2) Ensure a thorough visual and physical check of the missing person's residence is conducted, as well as any vehicles (including trunks, closed compartments, etc.,) on location.

## B. District Operations Room Supervisor (ORS) will:

- 1. Require persons reporting disappearances in person (walk-ins) at the district to sign their full name (in ink) in the block captioned "Absence Reported By" on the work copy of the Missing Person Report (75-74A).
  - a. Print the name in the same block above signature.
  - b. Sign approval, in space marked "Signature of Supervisor."
- 2. When contacted by the reporting officer from the scene, ensure the accuracy of the information regarding the missing person.
- 3. Ensure that each missing person reported has a separate DC Number.
- 4. Ensure that the incident information is entered into the INCT and PIIN systems in a timely fashion. Additionally, scan the working copy of the 75-74A into the PIIN system.
- 5. Give the prepared work copy of the Missing Person Report (75-74A) to the assigned investigator. This report must be filled out completely and legibly.
- 6. In instances where the missing person falls under criteria category 1, 2, 3, 7 or 8 (Section 2-A), or is under 10 years of age (Tender Age):
  - a. Ensure that Police Radio has been provided with a physical description of the missing person, include clothing worn, where, when and if applicable, with whom the missing person was last seen.
  - b. Prepare and deliver a completed Missing Person Report (75-74A) to the respective investigating unit. All abductions will be handled by the Special Victims Unit.
  - c. Ensure that the investigative unit is also notified via phone and forward any other additional information at that time.
  - d. Record all actions taken on the Sending and Receiving Sheet (S&R).
- 7. All missing persons are presumed missing from their home residence. The report classification will be in accordance with the Philadelphia Police Department Incident Classification Manual (3500 Series).

**EXCEPTION:** Juveniles, who are court committed, fall into one of two categories: delinquent or dependent. A juvenile who has been designated "delinquent" has been adjudicated by a juvenile court for a criminal offense. A "dependent" juvenile acquires this designation for non-criminal (status) offenses or social needs. Juveniles falling into either category will be considered missing from the location of their placement (foster home, etc.,) and not their original residence. The assigned investigator will communicate with the missing person team of the detective division of the original residence and request information and assistance, as necessary.

- a. When a court-committed 'delinquent' juvenile is reported missing from within Philadelphia, prepare a Complaint or Incident Report (75-48) which will be coded 2639 Escaped Prisoner.
- 8. Ensure that all district level updated information is entered into the INCT system and PIIN system in a timely fashion.

## C. DHS Reporting:

- 1. DHS personnel who, as part of their duties, are required to report missing persons under DHS care or supervision shall be allowed to make a missing person report over the phone.
- 2. The report will be taken over the phone in the operations room of the district in which the person is being reported as missing from.
- 3. DHS personnel making reports under this exception will provide the officer taking the report with their full name and payroll number.
- 4. All subsequent communication between the reporting DHS official and police department personnel may be conducted over the phone, unless the situation clearly requires an in-person interview.
- 5. The same reporting procedures shall be followed for DHS phone reporting as for regular personal interviews with the exception that the DHS official's payroll number will be used in place of a written signature.

### 4. MISSING JUVENILES

A. Detective Division Supervisor will:

- 1. When a completed Missing Person Report (75-74A) is received:
  - a. Assign an investigator to interview, in person, the individual reporting a missing juvenile as soon as possible. However, DHS workers reporting a missing juvenile under their care will be interviewed by phone (See the Section 3-C.
- 2. Ensure the entry of the juvenile, as well as any person between the ages of 18-21 (Suzanne's Law), into the PCIC/NCIC system including:
  - a. The name, date of birth, sex, race, height, weight, eye and hair color and all other required information of the child.
  - b. The date and location of the last known contact with the child.
  - c. The category under which the child is reported missing.
  - d. No later than 60 days after the original entry of the record into the PCIC/NCIC computer networks, verify and update such record with any additional information, including, where available, medical and dental records.
- 3. Determine the missing person category after conferring with the assigned and ensure that any classification code changes are entered into INCT and PIIN.
- 4. When a child under 10 years of age (Tender Age) is reported missing:
  - a. Ensure a General Radio Message (GRM) has been sent city-wide and is broadcast every 20 minutes for the first 24 hours, then once per hour after that.
  - b. Complete information will be disseminated without delay to ensure that these cases are made a priority to all police personnel. Ensure a General Computer Message is sent to "All Commanding Officers" including information contained in the GRM, the GRM number and any other pertinent information.
  - c. Ensure that the missing person circular is created and distributed department wide via email

## REDACTED – LAW ENFORCEMENT SENSITIVE

This missing person circular shall contain:

1) The name, date of birth, sex, race, height, weight, eye and hair color of the missing tender age.

- 2) A recent photograph.
- 3) The name and badge number of the assigned investigator.
- 4) Any additional relevant information/circumstances concerning the missing tender age.
- d. Refer to Appendix "A," Tender Age Search Procedure.
- 5. Ensure transmission of all additional messages.

## B. Assigned Investigator will:

- 1. Interview, in person, the individual reporting the missing juvenile as soon as possible. However, if a DHS worker is reporting a missing juvenile under their care, the investigator will interview the DHS worker by phone as soon as possible (See Section 3-C).
- 2. Obtain a photograph of the missing person.
- 3. Request the reporting person to preserve possible DNA evidence (toothbrush, hairbrush, hat, etc.,), medical and dental records, and other identification pictures in the event that it is needed for future comparison.
- 4. Send a GRM and request it be repeated every 20 minutes for the first 24 hours, then once per hour after that.
  - a. Send a General Computer Message to all "All Commanding Officers" including information contained in the GRM, the GRM number and any other pertinent information.
- 5. Ensure that the computerized Missing Person Report (75-74A) is entered into PIIN.
  - a. Check "Yes" on the NCIC block of the PIIN computer display.
  - b. Enter an individual computerized Missing Person Report (75-74A) into PIIN for each missing person using a separate District Control Number for each.
  - c. Scan and upload the work copy of the Missing Person's Report (75-74A).
- 6. Prepare and distribute required Supplemental Reports (75-52s).
- 7. Interview relatives and others who may aid in locating a missing juvenile.

- 8. Check locations habitually frequented by missing juveniles.
- 9. Check Criminal Record Files.
- 10. Check computer messages for reports of unidentified injured persons.
- 11. Check with the Medical Examiner's Office to ascertain if an unidentified body fitting the missing person's description has been located.
- 12. Check all Juvenile Detention facilities, including the Philadelphia Juvenile Justice Service Center (PJJSC), Department of Human Services, etc.
- 13. Check with Family Court to determine if the juvenile was committed to an institution.
- 14. Check schools to interview friends, teachers, counselors, etc.
- 15. Check the Megan's Law Offender Registry or with the Megan's Law Officer at the Special Victims Unit (SVU) for potential suspects in the abduction.
- 16. Transmit all additional messages after receiving a supervisor's approval.

### C. PCIC Unit will:

1. Ensure that information supplied by the assigned investigator, via the PCIC/NCIC network, is entered into the Missing Persons File of CLEAN. (PLEAC 4.3.1c)

### 5. MISSING ADULTS

- A. Detective Division Supervisor will:
  - 1. When a Missing Person Report (75-74A) is received:
    - a. Immediately assign an investigator to interview the individual reporting the missing person.
    - b. Ensure a GRM is sent when appropriate.
  - 2. Ensure that a periodic follow-up by the assigned investigator is made with the person reporting the absence to determine if the subject has returned voluntarily.
  - 3. Ensure the transmission of all additional messages and entry of the missing person's information into the PCIC/NCIC via the PIIN System.
  - 4. Coordinate investigation with other units.

- a. When the missing person was last seen in another detective division other than the person's residence, the division receiving the initial report will assign a detective to assist in the investigation.
- b. Missing persons from outside Philadelphia who are believed to be in Philadelphia, will be investigated by the pertinent detective division where the person was last known to be enroute.
- 5. Following an investigation, ensure that the person is not classified as missing when the investigation discloses no unusual or suspicious circumstances and the missing person is believed to be of sound physical and mental health, is over 21 years of age, and is absent for any of the following reasons (Code 3507):
  - a. Domestic discord
  - b. Parental discipline
  - c. Desire to be self-supporting
  - d. Financial or personal problems
  - e. Evasion of arrest or service of legal process
- 6. Ensure that investigations of above identified cases are closed out by the investigators with the submission of a 75-52 in the PIIN System.
- 7. Ensure that all Missing Person's case reports are promptly reviewed and approved in PIIN so that the Missing Person's Report is sent to PCIC.

### B. Assigned Investigator will:

- 1. Conduct an intensive investigation including the applicable responsibilities as listed in Section 4-B of this directive.
- 2. Check Federal, State, and County detention facilities.
- 3. Interview family physician or medical advisor to determine the status of the person's physical or mental health. Check the appropriate hospitals as indicated by the investigation for emergency treatment or admission.

## C. Elderly and/or Impaired Missing Persons Protocol

- 1. Detective Commanders will ensure that a response consistent with a 'Tender Age' situation is implemented upon receiving a missing person report involving the following:
  - a. Elderly person (age 65 or older) where a medical diagnosis or history of senility, dementia or diminished mental capacity suggests that the missing

person is at an increased risk.

- b. All persons who are mentally impaired, regardless of age.
- 2. Divisional Detective(s) and Supervisor will immediately respond to the scene and interview the reporting person(s) to confirm the identifying information and condition of the missing person. They will:
  - a. Ascertain whether the missing person has Alzheimer's disease and is registered with the Alzheimer Association's Safe Return Program, as appropriate. If so, determine whether the person was wearing a Safe Return wristband or necklace and that the complainant provides the Safe Return identification number. If the identification number is unknown, the assigned investigator will phone the Alzheimer's Association at (800) 272-3900 to obtain the number and any other information the Association has on the missing person.
  - b. Interview other pertinent family members, witnesses, and conduct neighborhood surveys.
  - c. Notify the Detective Division Commanding Officer.
  - d. Start and continually update the information in INCT and PIIN with paper copies in the case file.
  - e. Thoroughly search the residence and immediate area. Enlist the aid of the Field Operations, Canine Unit, Aviation Unit, Marine Unit and other Detective Division personnel as needed. Broaden the search to include area parks, hospitals, shelters, yards, extended family homes or places the missing person is known to frequent.
  - f. Ensure that Police Radio is notified and broadcasting Flash information to adjoining districts/divisions. Initiate a GRM for broadcast by radio until the person is located.
  - g. Obtain a photograph of the missing person. Request dissemination of the Missing Persons circular to the News Media, via the Public Affairs Unit. If not located within 24 hours, circulars will be distributed (and/or posted) to local newspapers, businesses, churches, suspected destination points, etc. District Victim Assistance Officers (VAO), community groups or other available persons may be enlisted to aid in the distribution.
  - h. Request the reporting person to preserve possible DNA evidence (toothbrush, hairbrush, hat, etc.,), medical and dental records, and other identification pictures in the event that it is needed for future comparison.
  - i. Ensure the missing person is not in police/prison custody and then immediately

enter them in PCIC, NCIC, and the PIIN System.

- j. Notify/check with other police jurisdictions, Medical Examiner's Office (MEO), Social Service or Community Outreach Services, etc.
- k. Maintain contact with the family on all tours through the first 24 hours. The assigned investigator will re-contact the family member(s) within 72 hours and then at least once per week thereafter, to provide updates and obtain additional information.
- 1. Ensure all personnel on every tour are aware of the missing person. Any and all tips will be immediately documented and investigated regardless of the availability of the assigned investigator. The results of the tip investigations will be forwarded to the family member(s) and the assigned investigator.
- D. Missing Endangered Person Advisory System (MEPAS), provided by the Pennsylvania State Police (PSP).
  - 1. An adult 21 years or older is considered a Missing Endangered Person if the following criteria exist:
    - a. The incident circumstances do not meet the criteria for an Amber Alert, and;
    - b. The person(s) is missing under unexplained, involuntary or suspicious circumstances, or
    - c. The person(s) age, health, mental or physical disability, environment or weather conditions places the missing person in peril of serious bodily injury or death, and
    - d. If information is distributed to the public, it could assist in their safe recovery.
      - **NOTE**: Additional relevant factors to consider are quality/quantity of descriptive information, time elapsed since time last seen and reliability of witnesses.
  - 2. A supervisor will be notified if a missing person(s) fits the above listed criteria. The supervisor will then notify the PSP Watch Center at 1-XXX-XXXX with details and circumstances.

### 6. FOLLOW-UP INVESTIGATIONS

A. Detective Division supervisors will ensure that the assigned investigator:

- 1. Re-interviews the person who reported the absence within 72 hours after the initial visit and once a week for a minimum period of one (1) month from the reported date of disappearance.
- 2. Record each contact on a Supplemental Report (75-52) in PIIN with any additional information and investigative action noted.
- 3. Maintains liaison with other investigative units or agencies.

### 7. MISSING PERSONS LOCATED

- A. When a suspected missing person (adult or emancipated juvenile) is located during a vehicle investigation, pedestrian investigation or radio call, uniform personnel will request an NCIC/PCIC inquiry from Police Radio. Upon confirmation that the individual is a reported missing person, police personnel will:
  - 1. Prepare a 75-48 with a separate set of DC#s for the returned/located missing person.
    - a. The ORS will ensure that the 75-48 for the located/returned missing person is coded properly using one of the following codes:

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3502 – Missing Adult – Located
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- 3503 Missing Adult Located Prior to Report
- 3505 Missing Adult Reported from Outside Jurisdiction Located
- 3552 Missing Juvenile Located
- 3553 Missing Juvenile Located Prior to Report
- 3558 Missing Juvenile Run Away
- 2. If the located missing <u>adult</u> is listed as a category #2 or #3 of Section 2-A (above) and the person states that the reason for absence was voluntary and they are not in danger, request the person to accompany you to the Detective Division of Occurrence to clear the NCIC entry. If the located person refuses, notify the District or Detective Lieutenant, who will determine whether the person is to be released or transported to the pertinent Detective Division. If the person is released at the scene, notate the decision on the 75-48 and request that the person sign the 75-48 (if they refuse to sign, make notation of refusal on the 75-48).

**NOTE**: Located Missing Juveniles will always be transported to the Detective Division of Occurrence.

3. The assigned investigator will enter the located missing person information into

NCIC/PCIC via the PIIN System for cancellation of the missing person record in a timely manner. (PLEAC 4.3.1e)

4. The PCIC Unit will ensure the cancellation of the CLEAN record of a missing person who has been located or returned. (PLEAC 4.3.1e)

## B. Juvenile Missing Person Located

- 1. If a juvenile is reported missing from a jurisdiction within the Commonwealth of Pennsylvania (including Philadelphia), officers shall:
  - a. Prepare a 75-48/48A.
  - b. Prepare a Juvenile Contact Form (75-82).
  - c. Transport the juvenile to the detective division of occurrence for an investigative interview.
  - d. After the investigative interview, contact the responsible party (parent/guardian) to arrange for the juvenile to be returned.
    - 1) Missing/returned juveniles will be transported and held in the non-secure facility for the division.
    - 2) In the event that arrangements cannot be made to return the juvenile (i.e., parent/guardian refuses to retrieve the child) within a reasonable amount of time, the ORS of the non-secure facility shall notify **PA CHILDLINE** (1-800-932-0313) and have the juvenile transported to DHS at 1515 Arch Street.

### 2. Assigned Investigator shall:

a. Be responsible to conduct an investigation which focuses on the circumstances attributing to the juvenile's disappearance. This shall include an interview of the juvenile, completion of a PIIN report and notifying the agency reporting the missing juvenile via an NCIC message.

### 8. JUVENILE MISSING/ RUN AWAY: OUT OF STATE JURISDICTION

A. In accordance with 11 P.S. § 890.1 et seq., officers coming into contact with non-delinquent juveniles who are reported missing or have run away from a jurisdiction outside of Pennsylvania, are obligated to take affirmative action to ensure the safety and well-being of such juveniles and to ensure that such juveniles are returned to their legal guardian or a custodial agency.

- B. Officers encountering juveniles who are reported missing or have run away, including self-reporting from a jurisdiction outside of Pennsylvania, will take the following actions:
  - 1. <u>Confirmed Missing/Run Away</u>: A juvenile who is confirmed missing from a jurisdiction outside of Pennsylvania, through NCIC, will be transported to the detective division of occurrence for investigation.
    - a. The initiating officer shall prepare a 75-48/A, a Juvenile Contact Form (75-82), and obtain a copy of the NCIC record. An officer shall remain with the juvenile until they are transferred to the custody of a PJJSC worker.
    - b. The assigned investigator shall be responsible to conduct an investigation which focuses on the circumstances attributing to the juvenile's disappearance. This shall include an interview of the juvenile, completion of a PIIN report, and notifying the agency reporting the missing juvenile via an NCIC message.
    - c. Upon completion of the initial investigation, the juvenile shall be transported to the Philadelphia Juvenile Justice Service Center (PJJSC) located at 49 N. 48<sup>th</sup> Street. A Juvenile Probation worker shall be responsible for the intake of the out-of-state missing juvenile. The transporting officer shall provide the PJJSC intake worker with a copy of the 75-48/A, the Juvenile Contact form, and a copy of the NCIC record. The transporting officer shall also record the name of the intake worker to whom the juvenile was transferred.
  - 2. <u>Unconfirmed Missing/Run Away</u>: A juvenile who reports that they have run away from a jurisdiction outside of Pennsylvania (self-reporting run away), shall be transported to the detective division of occurrence for investigation.
    - a. The initiating officer shall prepare a 75-48/A, and a Juvenile Contact Form. An officer shall remain with the juvenile until they are transferred to the custody of a PJJSC worker.
    - b. The assigned investigator shall be responsible to conduct an investigation which focuses on the circumstances attributing to the juvenile's disappearance. This shall include an interview of the juvenile, completion of a PIIN report, and an attempt to notify the jurisdiction from which the juvenile reports they are missing from.
    - c. Upon completion of the initial investigation, the juvenile shall be transported to the Philadelphia Juvenile Justice Center (PJJSC) located at 49 N. 48<sup>th</sup> Street. A Juvenile Probation worker shall be responsible for the intake of the out-of-state missing juvenile. The transporting officer shall provide the PJJSC intake worker with a copy with a copy of the 75-48, the Juvenile Contact form, and a

copy the NCIC record. The transporting officer shall also record the name of the intake worker to whom the juvenile was transferred.

C. The interstate Compact for Juvenile (ICJ) provides a specific exemption for the use of secure custody as it pertains to run away juveniles from an out-of-state jurisdiction. <a href="Non-delinquent juveniles">Non-delinquent juveniles</a> who are reported missing or have a run away from a jurisdiction outside of Pennsylvania <a href="AND">AND</a> present a danger to themselves or others, may be detained securely until such time they are returned to their legal guardian or custodial agency of their home state.

### 9. CLOSING CASES

- A. All assigned investigators will personally interview located missing persons and ascertain pertinent information concerning their whereabouts during their absence. Close the cases by submitting a 75-52 in PIIN, selecting PCIC/NCIC message Type "16" Missing Person Cancellation.
  - 1. When the reported missing person returns after the 75-74A is prepared by district personnel, but prior to the arrival of the assigned investigator (before the 75-74A computer entry), the assigned investigator will enter the computerized Missing Person Report (75-74A),-along with the Missing Person Cancellation (75-52MP). A Supplemental Investigation Report (75-52) is not required.
  - 2. If the assigned investigator is not available (Scheduled Day Off), different shift, vacation, etc.,), the on-duty divisional detective supervisor will assign another investigator to conduct and document the interview.
- B. A Supplemental Report (75-52), in PIIN, will be prepared for:
  - 1. Status Reports results of follow-up investigation (prior to location/return of the missing person).
  - 2. When documenting an investigation, all personnel will comply with the instructions in Computer Training Bulletin 97-03, "Incident Transmittal System (INCT) and the Police Integrated Information Network (PIIN) Users Guide."

### 10. MESSAGES

## A. Out-of-Town Messages

1. The assigned investigator must have the approval of the ranking Detective Division supervisor present before sending any out-of-town messages.

2. The assigned investigator must have the approval of the ranking Detective Division supervisor on-duty before entering any missing adult information (over 21) into NCIC.

**NOTE**: PCIC/NCIC messages are sent in PIIN and are only sent to PCIC after approval, in PIIN, by a Detective Supervisor.

B. At the time the person is located, the ranking Detective Division supervisor will ensure that any GRMs, computer messages, and NCIC/PCIC entries are cancelled properly in PIIN and that the original investigator is notified.

### 11. OUT-OF-TOWN MISSING PERSONS CASES

- A. The assigned Detective Division Supervisor will determine what actions are to be taken on all requests by out-of-town law enforcement agencies seeking information regarding missing persons.
  - 1. After normal business hours, Command Inspections Bureau (CIB) will determine what actions are to be taken on all requests by out-of-town law enforcement agencies seeking information regarding missing persons.

## 12. MISSING PERSON BULLETINS AND CIRCULARS

- A. Missing Person Bulletins
  - 1. The District Operations Room Supervisor (ORS) on each tour of duty will:
    - a. Check names listed on Missing Person Bulletins against defendants slated on the Arrest Register.
    - b. Check local computer messages for unidentified, dead, injured, or amnesia victims.
    - c. Ensure daily delivery by patrol personnel of Missing Person Bulletins to every hospital, prison, YMCA, Salvation Army Shelter, and similar institutions within the districts.

## B. Missing Person Circulars

1. The pertinent Detective Division will be responsible for the actual preparation and distribution of circulars.

## 13. DISTRIBUTION OF REPORTS

- A. Ensure the completed Missing Person Report (75-74A) is entered into the INCT in a timely fashion.
  - 1. Copy Scanned into the PIIN System.
  - 2. Copy Pertinent Divisional Detective Division.
  - 3. Copy Retained in District File.
- B. Missing Person Report (75-74MP) Computerized Printout
  - 1. Copy
    Reports Control Unit (attach original 75-52, if any). When documenting an investigation, all personnel will comply with the instructions in Computer Training Bulletin 97-03, "Incident Transmittal System (INCT) and the Police Integrated Information Network (PIIN) Users Guide."
  - 2. Copy Detective Division File
  - 3. Copy Case File

**NOTE:** A copy of the entered computerized Missing Person Report (75-74MP) will automatically be sent to all Police Department terminals, and to the Office of Innovation and Technology for entry into the PCIC and/or NCIC systems as indicated on the preformatted screen.

- C. Missing Person Cancellation (75-52MP) Computerized Printout
  - 1. Copy
    Reports Control Unit (attach original 75-52, if any) When documenting an investigation, all personnel will comply with the instructions in Computer Training Bulletin 97-03, "Incident Transmittal System (INCT) and the Police Integrated Information Network (PIIN) Users Guide."
  - 2. Copy Detective Division File
  - 3. Copy Case File

**NOTE**: A copy of the Missing Person Cancellation (75-52MP) will automatically be sent to all Police Department terminals and to the Data

## Processing Unit.

D. Supplemental Investigation Report (75-52) when required and/or prepared

1. Copy
Reports Control (attach original 75-52, if any). When documenting an investigation, all personnel will comply with the instructions in Computer Training Bulletin 97-03, "Incident Transmittal System (INCT) and the Police Integrated Information Network (PIIN) Users Guide."

2. Copy Detective Division File

3. Copy Case File

## 14. COMPUTER REGISTERS

- A. On a monthly basis, the Office of Innovation and Technology will forward a register of all missing persons in PCIC to the Commanding Officer of each Detective Division and the Special Victims Unit. This register will also indicate which entries appear in NCIC.
  - 1. The pertinent Commanding Officers will ensure the verification and accuracy of the information on these registers.

### BY COMMAND OF THE POLICE COMMISSIONER



## PHILADELPHIA POLICE DEPARTMENT DIRECTIVE 12.13 APPENDIX "A"

Issued Date: 07-17-20 Effective Date: 07-17-20 Updated Date:

SUBJECT: "TENDER AGE" SEARCH PROCEDURES

## 1. POLICY

- A. Missing children under the age of 10 years, as well as those with physical or mental disabilities as determined by police, are considered endangered and a specialized search protocol should be followed. The Philadelphia Police Department commonly refers to this protocol as a "Tender Age Search." The best practices have been to rapidly deploy patrol and investigative resources; to continuously remain on location; and to conduct a methodical, redundant search, thoroughly documenting the outcome of such.
- B. Time is a critical factor in the safe recovery of these children. Most are found in their residences. Therefore, a thorough and immediate search of the interior of the residence, garages, pools, hot tubs and any vehicles on or near the property, including trunks and closed compartments is mandatory. In shared-custody situations, the coparent's home and vehicles should be searched as well. There is **NO** waiting period to report a child missing. A "Tender Age" missing person case is never closed until the subject has been located and identified.

#### 2. PROCEDURES

- A. First officer on scene will:
  - 1. Immediately notify a patrol supervisor when there is a report of a missing tender age.
  - 2. Broadcast flash information with the description of the subject, the clothing worn, how long the subject has been missing, and the location last seen.
  - 3. Begin an immediate search of the residence and exterior areas adjacent to the residence and document the areas searched.
    - a. The search of the interior residence should include, but is not limited to:
      - 1) Rooftops.
      - 2) Chimneys.
      - 3) Attics.

- 4) Any small containers or appliances (refrigerators and freezers all must be checked).
- 5) Under stairwells.
- 6) Behind heaters and air conditioning units.
- 7) Under beds.
- 8) In bookcases.
- 9) Under clothing in closets.
- b. A search of the exterior areas adjacent to the residence should include, but is not limited to:
  - 1) Yards.
  - 2) Garages.
  - 3) Pools.
  - 4) Hot tubs.
  - 5) Alleyways.
  - 6) Creeks, streams or other natural bodies of water.
  - 7) Sewers.
  - 8) Trash cans and trash bags.
  - 9) Water towers.
  - 10) Train yards.
  - 11) Construction sites.
  - 12) Abandoned buildings.
  - 13) Parked trucks and autos, including abandoned autos, must be opened and inspected, including the trunks, spare tire wells, and behind the back seats.
- c. This list is not all-inclusive. Personnel are encouraged to use their imagination and search any area that might be a place for a child to be trapped or secreted. When all of this has been checked, then the process is to check it all again.
  - **NOTE:** In the event that a pool cannot be visibly searched from the surface due to darkness, excessive algae, or any other impediments, the Marine Unit shall be notified through Police Radio to conduct a search of the pool.
- 4. Prepare a Missing Persons Report (75-74A).
- 5. Determine if an "Amber Alert" should be activated and immediately notify a patrol supervisor. Refer to Appendix "B."
- 6. The officer will remain on location until notified by a supervisor.

- B. Patrol Supervisor will:
  - 1. Report directly to the scene.
  - 2. Ascertain where, when, with whom, and by who the subject was last seen.
  - 3. Ensure that Police Radio is notified and a physical description of the subject and Clothing worn is broadcast on the divisional radio band. (Flash Information)
  - 4. Determine if an "Amber Alert" should be activated. Refer to Appendix "B."
  - 5. Ensure the locations identified in Section 2-A-3 of the interior and exterior of the subject's residence are searched with immediate attention to any pools, hot tubs, vehicles, trunks, and closed compartments and record the information of who conducted the primary search.

**NOTE**: If a pool cannot be visibly searched from the surface due to darkness, excessive algae, or any other impediment, ensure the Marine Unit has been contacted through Police Radio to conduct a search of the pool.

- 6. Ensure a Missing Person Report (75-74A) is prepared, completely and legibly with the parent/guardian signing the work copy.
- 7. Sign the 75-74A.
- 8. Notify the Detective Division of Occurrence and remain on location.
- 9. Have additional patrol units check the area for the missing subject and make notations of the areas checked on their patrol logs.
- 10. Ensure that the names, addresses and phone numbers of all people interviewed are recorded.
- 11. Ensure that the license plates and VIN numbers of all vehicles, including abandoned autos, which are parked near the home of the subject and/or the location last seen, are recorded.
- 12. Ensure that an immediate and thorough search of these vehicles (including trunks and closed compartments) is conducted, and the date, time and by who is recorded on the 75-74A, and on the chronology.
- 13. Ensure a continuous police presence at the subject's residence during the course of the investigation.

14. Provide all above information to the Detective Supervisor upon their arrival at the scene.

## C. Detective Supervisor Responsibilities:

- 1. Assign at least two (2) investigators and accompany them to the scene. One of these investigators will be the Assigned and the other as a Recorder.
- 2. Assign other investigators to various tasks to accomplish the mission.
- 3. Ensure protocols are followed and a chronology is initiated.
- 4. Assign investigators to re-search each room of the residence and record the information.
- 5. Ensure the locations identified in Section 2-A-3 of the interior and exterior of the subject's residence are searched with immediate attention to any pools, hot tubs, vehicles, trunks, and closed compartments and then are re-searched and record the information.
- 6. Notify the Detective Division and ensure that computer entries are made and a citywide General Radio Message (GRM) is broadcasted every 20 minutes for the first 24 hours, and once per hour after that.
- 7. Obtain a photograph of the subject for widespread distribution to the public and news media.
- 8. Obtain signed Medical/Dental Release forms from parent/guardian at the appropriate time.
- 9. Utilize appropriate checklists.
- 10. If criminality is apparent, follow provisions of Directive 4.1, "Responsibilities at Crime Scenes," and notify the Crime Scene Unit to respond.
- 11. To ensure a thorough search is conducted, it is best to employ a systematic methodology with built-in redundancies.

## D. Assigned Investigators Responsibilities:

1. The RECORDER will initiate a chronology of all activities conducted, file all reports and forms in a logical order, prepare all white papers and 75-52 Supplemental Reports.

- 2. The assigned investigator will enter the missing child into PCIC/NCIC via the PIIN System as soon as possible.
- 3. Conduct and record all interviews then search the locations identified in Section 2-A-3 of the interior and exterior of the subject's residence with immediate attention to any pools, hot tubs, vehicles, trunks, and closed compartments and record the information; conduct and record neighborhood interviews.
- 4. A useful tool for the investigator is a biographic sheet containing the subject's physical description at the time of disappearance, including clothing, eyeglasses, condition of teeth or orthodontics, and any scars or marks. Information about how the subject went missing is good to have on the form such as day, date, time, location, possible destination, if the subject had any money and how it was obtained. Family history including, legal guardian's information, biological mother's information, biological father's information, maternal and paternal grandparent's information and any other relative's information. Medical information should be included such as the family physician, pediatrician, dentist, orthodontist, blood type, previous injuries, and medical conditions such as allergies, illnesses and medications taken. School history, name, location and phone number of school attended, grade, teacher's name, room number, date last attended, academic standing, friends, problems, or incidents, should be included on the form. The names of the subject's neighborhood friends should be obtained and they must be interviewed. Subject's home computer should be checked for information that might ascertain their whereabouts.
- 5. To ensure a thorough search is conducted, it is best to build in redundancies to a search. One example would be to have a team search a building from the roof down to the basement and have another team reverse the process. Checklists are useful in helping to reduce oversights. Utilizing forms for interior and exterior searches indicating date, time, location, what was searched, and signatures of the officers, establishes control and accountability.
- 6. The search should include any garages, pools, hot tubs, rooftops, chimneys and attics. Look inside any small containers or appliances, with the thought that no area is too small to be searched. Under stairwells, behind heaters and air conditioning units, under beds, in bookcases, under clothing in closets, refrigerators, freezers all must be checked. Yards, alleyways, sewers, trash cans, trash bags, water towers, train yards, construction sites, abandoned buildings have to be thoroughly inspected from all angles. Parked trucks and autos, including abandoned autos, must be opened and inspected, including the trunks, spare tire wells, and behind the back seats. Investigators should be encouraged to use their imagination and search any area that might be a place for a child to be trapped or secreted. When all of this has been checked, then the process is to check it all again.

## E. Detective Division Command Personnel Responsibilities:

- 1. The Detective Division Commander or CIB Captain will be notified and respond to the scene when a Tender Age Search is initiated.
- 2. Ensure that the protocols are followed.
- 3. Establish a Command Post in or near the subject's residence. In situations involving secondary locations, a Communications Post will be established at each location.
- 4. Provide additional resources to the investigators as needed, such as Canine Unit, Aviation Unit, Marine Unit and any additional investigative or uniform personnel, such as the MIRT Teams (Major Incident Response Teams).
- 5. Notify the Public Affairs Unit to assign a news media liaison to disseminate photographs and give periodic updates on the investigation to the press.
- 6. Ensure that the investigation continues around the clock, until the subject is located.
- 7. Remain on location until relieved by another Commander.
- F. Public Affairs Unit (PAU) will:
  - 1. Immediately respond to the scene and be briefed by Command Personnel at the scene.
  - 2. Obtain missing subject's photograph and disseminate to the news media.
  - 3. Provide periodic briefings to the media.

## BY COMMAND OF THE POLICE COMMISSIONER



## PHILADELPHIA POLICE DEPARTMENT DIRECTIVE 12.13 APPENDIX "B"

Issued Date: 07-17-20 Effective Date: 07-17-20 Updated Date:

**SUBJECT: "AMBER ALERT" PLAN** 

### 1. PURPOSE

A. The purpose of the Amber Alert Plan is to locate missing children within hours of a child abduction. Statistics show that the sooner information about these missing children is communicated, the better the chances are of finding them alive. The primary purpose of a sexual predator is sexual exploitation. The gender of abducted children under the age of six (6) usually makes no difference to the predator. Abducted children above the age of eleven (11) are predominantly female. In almost all of these cases the children are killed after they are sexually exploited. Forty-four percent (44%) are killed within the first hour, seventy-four percent (74%) are killed within the first three hours, less than one percent (1%) survive a full day and forty percent (40%) are dead before they are even reported missing.

### 2. INTRODUCTION

A. The "Amber Alert" program is a cooperative plan between the Emergency Alert System (EAS) and Pennsylvania police agencies. The plan calls for the Pennsylvania State Police (PSP) to provide participating media outlets (radio and television stations) with critical information concerning a confirmed child abduction. Upon confirmation, the Philadelphia Police Department will notify the PSP with all available information surrounding the abduction. The PSP will confirm the accuracy of the information and issue an "Amber Alert" via the State EAS.

### 3. POLICY

- A. Before an alert is initiated the following criteria must be met:
  - 1. The child is 18 years of age or younger, and
  - 2. Police believe the child/person is in danger of serious bodily harm or death. This includes family-member abductions (e.g., custody disputes).
- B. If the above criteria are not met, an alert will not be initiated.

- C. Information regarding the suspect, if known, will be as specific as possible. Should a witness identify a suspect by name, they will not be named as a suspect, but only as someone police are interested in interviewing regarding the abduction.
- D. Upon confirmation of a child abduction, the Department will immediately notify the PSP with all available information surrounding the abduction. Final authority for the initiation of an alert with the EAS rests with the PSP.
- E. It is incumbent on all parties involved in these investigations that they carry out their responsibilities in the most expeditious manner. Because the chance of recovering the victims of these child abductions unharmed decreases with the passing of each hour, it is imperative that all available information be forwarded to the PSP as soon as possible so that a determination can be made and the "Amber Alert" can be activated.

### 4. PROCEDURES

- A. Investigating Officer will:
  - 1. Gather and assess pertinent information at the scene.
  - 2. Determine if the criteria has been met to activate an "Amber Alert":
    - a. The child is eighteen (18) years of age or younger, AND
    - b. The child/person is in danger of serious bodily harm or death.
  - 3. If the officer believes that the criteria has been met, request the presence of a supervisor to their location.
  - 4. If it is determined that the above criteria has been met, the investigating officer will immediately contact Police Radio to advise them of an "Amber Alert" and request them to notify the Special Victims Unit (SVU), per Directive 5.25, "Rape and Other Sexual Offenses" of the abduction.
    - **NOTE**: Time is of the essence. The sooner this information can be broadcasted, the greater the chances are that the abducted child may be found unharmed and the perpetrator apprehended.
  - 5. Provide Police Radio with flash information to include a description of the child, suspect(s), and any vehicle involved so that this information can be made available to local police. The officer will then take the complainant to the Special Victims Unit along with the paperwork so that any further details may be ascertained by the detective that may help in recovering the missing child. Any uncompleted paperwork can be completed upon arrival at the Special Victims Unit.

- 6. If it is determined that there is a crime scene, the investigating officer will follow the procedures set forth in Directive 4.1, "Responsibilities at Crime Scenes" and request the supervisor to assign someone to preserve the integrity of the scene.
- 7. If it is determined that the above criteria has not been met, the investigating officer will continue to process the incident as a missing person according to Directive 12.13, "Missing Persons."

## B. Patrol Supervisor will:

- 1. Respond to the location of the investigating officer to establish if the abduction meets the Amber Alert criteria and authorize activation.
- 2. If it is determined by the supervisor that all criteria has been met, the supervisor will immediately telephone PCIC at (215) XXX-XXXX or XXXX and provide them with the following information: with the following information:
  - a. They have a founded abduction and are requesting an "Amber Alert"
  - b. Date.
  - c. DC Number.
  - d. Name of Victim.
  - e. Date and Time Victim Last Seen.
  - f. Sex of Victim.
  - g. Race of Victim.
  - h. Height and Weight of Victim.
  - i. Hair and Eye Color of Victim.
  - j. Date of Birth of Victim.
  - k. Any additional information (e.g., description of car abductor was driving, description of abductor, direction taken by abductor, description of clothing worn by victim or any distinguishing characteristic or marks on either the victim or abductor).
  - 1. UCR Code (2641 Kidnapping).

### C. Police Radio will:

- 1. Transmit flash information over the divisional band and the citywide band.
- 2. Notify the **Special Victims Unit** of the abduction.
- 3. Upon confirmation from the PSP that an "Amber Alert" has been issued, announce a General Radio Message (GRM) with the Alert details and repeat this same message every 15 minutes for the first two (2) hours and then once every half hour for the next three (3) hours.

## D. Assigned Special Victims Unit Investigator will:

- 1. Review the paperwork and interview the complainant.
- 2. Complete and forward any additional information received to PCIC.
- 3. Ensure that the Special Victim's investigator's name is listed as the contact person on the Missing Person Message (MSPE) along with their telephone number.
- 4. If this abduction does not meet the criteria for an "Amber Alert," the assigned detective will process the complaint appropriately.

## E. PCIC Operator will:

1. Once the Philadelphia Crime Information Center (PCIC) operator receives the MSPE message and it is indicated that a child abduction has occurred, an entry will be made through the PCIC system with special coding designating this missing person entry as an "Amber Alert." A copy of this information will be sent to the PSP Dispatch Center for the necessary action.

## F. Pennsylvania State Police (PSP) will:

- 1. The PSP Dispatch Center will contact the PSP Bureau of Criminal Investigation, Criminal Investigations Assessment Unit with all information surrounding the abduction using the Commonwealth Law Enforcement Assessment Network (CLEAN). The PSP will confirm the accuracy of the information and verify that the activation criteria are met. The PSP will be available 24 hours a day, 7 days a week to receive this information.
- 2. Once the PSP have confirmed the accuracy of the information and verified the activation criteria, they will immediately transmit all relevant information surrounding the abduction to:
  - a. Municipal and state law enforcement installations using the CLEAN system.
  - b. The Pennsylvania Emergency Management Agency (PEMA) for activation of the EAS.
- 3. When the suspected abductor has been apprehended and/or the abducted child has been located, or in the event that an Amber Alert was issued erroneously, a follow-up CLEAN cancellation of the activation will go out to all police via PCIC.

### G. Broadcasts

- 1. Once the EAS is activated, participating local radio stations and television stations will broadcast news of the abduction and give information regarding the victim, the alleged abductor and any other pertinent information that may help in the apprehension of the abductor and recovery of the child. This broadcast information will occur once, unless new, timely information, critical to the viewing and listening public has become available. In that case, a second Alert will be issued.
- 2. The PSP website is located at

REDACTED – LAW ENFORCEMENT SENSITIVE

## BY COMMAND OF THE POLICE COMMISSIONER



# PHILADELPHIA POLICE DEPARTMENT DIRECTIVE 12.13 APPENDIX "C"

Issued Date: 07-17-20 Effective Date: 07-17-20 Updated Date:

SUBJECT: MISSING PERSONS ENROLLED IN THE SAFETYNET PROGRAM BY

**LOJACK** 

### PURPOSE

- A. SafetyNet by LoJack is a non-profit program designed to assist in locating people suffering from Autism, Down Syndrome or Alzheimer's disease and other dementia type disorders. Persons afflicted with these adverse developmental conditions may not be able to independently protect themselves if lost. This program allows caregivers to enroll those suffering from these conditions to be fitted with a radio transponder bracelet, which can be used to help locate the missing person.
- B. The investigation for a missing person enrolled in the SafetyNet Program will be conducted within the guidelines of a Tender Age search (Refer to Directive 12.13 Appendix "A").

### 2. PROCEDURE

- A. When police personnel are informed that a person is missing, the person making the report will be asked if the missing person is enrolled in the SafetyNet program. If the missing person is enrolled, police personnel will:
  - 1. Confirm enrollment by documentation of the caregiver or by requesting Police Radio to confirm.
  - 2. If not already notified, notify Police Radio of the information and conditions, and request a patrol supervisor.

#### B. Police Radio will:

- 1. Determine whether the missing person is enrolled in the SafetyNet program and secure confirmation and frequency setting by calling 1-XXX-XXX-XXXX.
- 2. Dispatch a police officer and a patrol supervisor to the scene.

- 3. Notify a supervisor in the Detective Division of Occurrence to have a trained Electronic Search Specialist (ESS) respond with the emergency locator equipment to the last known location of the missing person.
  - a. If there are no trained personnel available in the Division of Occurrence, other Divisions will be contacted to locate the necessary operator(s).
- 4. Notify an Aviation Unit supervisor of the report.
- 5. Maintain a log on all reports of missing persons enrolled in the SafetyNet Program.
- C. Uniform personnel in the District of Occurrence will follow the procedures as outlined in this Directive and its Appendixes.
- D. Commanding Officers of Detective Divisions and Special Victims Unit (SVU) will:
  - 1. Ensure at least one (1) person from each letter group of each squad is trained as an Electronic Search Specialist (ESS) and available in the use of the SafetyNet equipment. Training will be requested through the Chief Inspector, Training and Education Services Bureau.
  - 2. Ensure proper storage, maintenance and use of the SafetyNet equipment. Weekly testing of equipment will be conducted on Sunday during the day work tour of duty and documented on the Sending and Receiving Sheet (S&R).
  - 3. Notify the SafetyNet Program, Customer Service at 1-XXX-XXXX when the equipment is in need of repair or replacement. Additionally, SafetyNet will ensure that the batteries in transponder bracelets are replaced on a monthly basis and forward documentation to Chief Inspector, Training and Education Services Bureau.
- E. Detective Division / SVU Supervisor will:
  - 1. Ensure that the procedures outlined in this Directive are followed and assume all investigative responsibilities.
- F. Patrol Supervisor will:
  - 1. Immediately proceed to the last known location of the missing person and confirm the status of the reported missing person.
  - 2. Assign uniformed officers to assist the certified Electronic Search Specialist.
- G. The Aviation Unit will, when requested, report to the on-scene Detective Supervisor and assist.

## BY COMMAND OF THE POLICE COMMISSIONER