



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



ORIGINAL EFFECTIVE DATE: JANUARY 4, 2011	REVISED DATE: APRIL 27, 2012	NO. PAGES: 1 of 15	NUMBER: 6.2.17
SUBJECT: <b style="text-align: center;">MISSING PERSON JUVENILE			
ASSOCIATED MANUAL:		RELATED ORDERS: <b style="text-align: center;">4.1.14, 6.2.10, 9.1.07, 9.1.08	
CHIEF OF POLICE: <b style="text-align: center;"><i>Michael McGrath, Chief</i>			

Substantive Revisions in Italics

PURPOSE: To ensure Cleveland Division of Police compliance with Ohio Revised Code Sections 2901.30, 2901.41, and 2901.42, reporting and investigating Missing Persons.

POLICY: The Division shall act promptly to locate persons reported missing, complete Record Management System (RMS) reports, and when mandated, enter Missing Person information into LEADS/NCIC within the mandated time period.

The nature of Missing Person (juvenile) reports is such that they require a response that recognizes and demonstrates the Division’s heightened degree of sensitivity to the missing juvenile and those concerned with that person’s absence. The reporting person is often the best source of information to locating a missing juvenile; and as such, Division members aid the investigation by according all due care and concern to the reporting person appropriate to the circumstances.

Other law enforcement agencies operating within the jurisdictional boundaries of the City of Cleveland and who maintain authorizing mutual aid agreements with same shall not accept Missing Person reports originating in the City of Cleveland. Only the Cleveland Division of Police shall generate Missing Person reports for missing persons originating within its jurisdictional boundaries.

The Division shall make all attempts as appropriate to utilize programs such as the Amber Alert, A Child is Missing, and Truckers Helping to Recover Ohio’s Missing Children; *as well as internal resources such as entry into NCIC, inclusion on the City of Cleveland Missing Person website, and other internal alerts.*

Each District Commander shall ensure that one detective in their Detective

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Unit is designated as that district's Missing Person Investigator. The Division shall assign a Missing Person Liaison to the Northeast Ohio Regional Fusion Center (NOERFC).

DEFINITIONS:

Missing Person (Juvenile): is any person under the age of 18 years who is missing for any reason.

Endangered Juvenile: is a juvenile

- Who is believed to be out of the safety zone appropriate for his or her age and developmental stage, (i.e. a crib, stroller, or playpen in the case of an infant, a backyard for a toddler, or home/school route for a school aged child)
- Who is drug dependent *to preserve life or to counter a physical or mental impairment that substantially limits a major life activity*
- *Who is a habitual user/abuser of illegal drugs or substances.*
- Who is missing from home for more than 24 hours before being reported to police.
- Who is believed to be in a life-threatening situation.
- Who is believed to be in the company of adult(s) who could endanger the juvenile's welfare.
- Whose absence is inconsistent with their established patterns of behavior and cannot be readily explained.
- Whose absence was prompted by Internet involvement.
- Is involved in other circumstances that would lead to a belief that the juvenile is at risk.

Habitual Runaway: *is an unemancipated juvenile who has voluntarily left the care and custody of a parent, guardian, or institution (private or public other than correctional) three or more reported times without permission in the preceding twelve month period.*

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Runaway: is an unemancipated juvenile who has voluntarily left the care and custody of a parent, guardian, or institution (private or public other than correctional) without permission.

PROCEDURES:

I. General Responsibilities

- A. Officers shall accept all reports of missing juveniles.
- B. Reporting persons shall never be advised to wait a specified period of time before the Division of Police will accept a missing juvenile report.
- C. The reporting person shall be advised to immediately contact the Division of Police to report the return of a missing juvenile.
- D. Officers, including supervisors and investigating detectives, shall use the Investigative Checklist for First Responders (Attachment G) to formulate a proper response commensurate with the circumstances involved.
- E. Officers accepting Missing Person reports in person shall complete the Reporting Person Information Sheet (Attachment H) and present the original of same to the reporting person.
- F. Reporting Person - Officers shall accept information for a missing juvenile report from any of the following:
 - 1. Any family member (adult or juvenile)
 - 2. Other responsible household member such as a roommate
 - 3. A traveling companion
 - 4. A medical or mental health professional, government official, or social agency representative who has proximate care or custody of the missing juvenile
 - 5. A responsible representative of the missing juvenile's employer

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6. Any other such person who had temporary proximate care of the missing juvenile such as a chaperone, teacher, caretaker, neighbor, ship captain, taxi or bus driver, or tour operator.
7. Any person that has good cause to believe that a juvenile may be missing based on that reporting person's firsthand knowledge that the juvenile's absence is under circumstances inconsistent with the juvenile's wellbeing.

II. Original RMS reports shall include:

- A. The name, age, address, and telephone number of each person interviewed.
- B. The relationship between the reporting person and the missing juvenile.
- C. The name and address of the natural mother and father, and step or foster parents if applicable. The names and addresses of other family members in the area shall be included as appropriate.
- D. The complete name (as well as any nicknames), date of birth, birthplace, social security number, place of employment, and school attended, grade, physical and clothing description (note if the person was not appropriately dressed for the weather conditions), including scars, marks, and tattoos of the missing juvenile. All relevant physical descriptive information must be entered in the appropriate blanks on the RMS report.
- E. Information on habits, friends, and places commonly visited by the missing juvenile, and persons with whom last seen.
- F. A notation if the missing juvenile is carrying a cell phone, the number of the cell phone, and any results from attempting to contact the missing juvenile via their cell phone.
- G. Frequented places, i.e. church, bank, restaurant, store, park, playground etc.
- H. Medical condition/current medication used by the missing juvenile. The treating physician's name and the hospital the juvenile uses, as well as the missing juvenile's dentist.

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- I. The year, make, model, color, license plate, and listed owner of any motor vehicle that can be associated with the missing juvenile. Note any special vehicle locator capabilities such as LoJack or OnStar.
- J. A notation that the NCIC Missing Person Form was completed and the time the officer relayed the NCIC information to the Message Center.
- K. A notation that an all channels broadcast was made or requested.
- L. A notation if and which relatives or friends of the missing juvenile were contacted (and attempted contacts) and results of same if any.
- M. A general description of physical search efforts (i.e. searched home, vehicles, abandoned buildings...)
- N. A notation if any special program is used, such as Amber Alert, Truckers Helping to Recover Ohio's Missing Children, or A Child is Missing (ACIM).
- O. A notation if a *Missing Child/Missing Endangered/Elderly Adult Alert Form (Attachment C)* or a *Police and Community Alert Form (Attachment D)* were completed and forwarded.
- P. Report titles shall be appropriately titled, i.e. Missing Person/Juvenile/Endangered, or Missing Person/Juvenile/Unidentified [in the instance where the full identity of the juvenile is not immediately known]. Report titles for Missing Persons (juvenile) that originate with a law enforcement agency outside the jurisdiction of the City of Cleveland shall be titled Missing Person/Juvenile/Foreign Agency where the victim is the name of the originating agency and the missing juvenile is the subject.

III. When a juvenile is reported missing

- A. Search procedures where the missing juvenile is a child under 14 years of age or an endangered juvenile, a supervisor shall be notified to respond to the scene. Upon receipt of basic reporting information a physical search shall immediately commence for the missing juvenile.
 - 1. The search shall commence in the immediate area in which the juvenile was last seen or expected to be. More extensive searches

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shall approximate a grid pattern with supervisors assigning officers to particular areas.

2. Officers involved in search activities shall note the locations they searched and provide this information to the primary investigating officer responsible for the initial RMS report *or to the command post if one is established.*
3. Officers shall make a good faith effort to obtain voluntary consent from appropriate responsible persons in connection with the areas searched.
4. Officers shall rely on their training and experience to identify locations where a missing juvenile could possibly be located. A non-exhaustive list includes: closets, behind or under furniture or piles of clothing/drapery, crawl spaces (inside and outside), under stairwells, attics, refrigerators, freezers, ovens, driers, ductwork, fireplaces/chimneys, laundry baskets, laundry rooms, laundry and garbage chutes, bathtubs/shower stalls, storage cabinets, safes, garbage/refuse containers, maintenance/utility closets, public restrooms, boiler rooms, underground vaults or storage containers, roofs, sills/ledges, swimming pools, garages, storage sheds, all manner of vehicles including their storage areas (trunks), trees/shrubbery/landscaping, bodies of water, culverts, sewers, vacant lots, alleys, construction sites, and abandoned buildings.
5. Every effort shall be made to incorporate redundancy into a search, such as having a different officer search an area already searched by another officer. Officers shall still search firsthand any area that a person (other than a police officer) claims has already been searched.
6. For searches that result in the discovery of contraband, the contraband shall be seized and all normal protocols associated with seized contraband shall be followed including arrest as necessary. Upon first discovery of contraband, and when necessary, a supervisor shall ensure that a search warrant is obtained prior to initiating a search for additional contraband or evidence of a crime. The discovery of contraband does not negate the ongoing search for a missing juvenile.

- B. Investigating officers shall have the Communications Control Section (CCS) notify the Coast Guard when the juvenile was last seen aboard a watercraft, swimming or in close proximity to Lake Erie or the Cuyahoga River. CCS shall also contact the Division's Public Safety Marine Patrol Team for assistance as needed.

IV. National Crime Information Center (NCIC) Form (Attachment A)

- A. Officers shall complete an NCIC Form in duplicate.
- B. Federal law mandates (Title 42 USC, Chapter 72, Section 5780) that NCIC information must be entered into LEADS/NCIC within **2 hours** of an officer obtaining the minimum mandatory data for LEADS/NCIC entry. Officers shall immediately upon receiving the mandatory minimum information call the Message Center at 623-5262 (24 hours/7 days) and relay the required information for NCIC entry.

Officers shall use the following checklist to provide the Message Center with the necessary information as applicable:

Name Race (juvenile habitual)
 Sex Age Date of Birth
 Address City/State/Country of Birth Social Security Number
 Driver License Number Vehicle License Plate/Vehicle description
 Reported in company or last seen with Officers contacted relatives

PHYSICAL:

Height Weight Hair Color/Style Eye Color Glasses
 Blood Type Facial Hair (beard moustache chin whisker goatee other)
 Complexion (light medium dark)
 Scars/Markings/Tattoos (face arms hands legs back other)
 Clothing (hat/jacket/coat pants shirt/blouse dress other)
 Clothing – acceptable for weather conditions? yes no
 Jewelry (rings/bracelets/anklets/necklaces/other)
 Cash on person (other valuables) Dental Information

ABNORMALITIES/SPECIAL NEEDS:

Physical Mental Suicidal
 Suspected abuse of: Drugs Alcohol Prescription Medication Other
 Possible Destination

- C. The Message Center shall give the reporting officer a verbal time stamp of the officer's call. The officer shall note that time in the narrative of the RMS report. The officer shall still complete an NCIC form and attach a

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copy of same to the RMS report. See Section VI(D) regarding routing of the original NCIC form.

V. Release Form (Attachment B)

- A. Officers shall have a parent, guardian, or next of kin complete the Release Form (Attachment B) for all missing persons. This multi-purpose form authorizes the release of photographs to the media/public, as well as the release of medical and dental records to the investigating officer.
- B. The original Release Form shall be retained by the district Missing Person Investigator. A copy of the form shall be attached to the RMS report and forwarded to Report Intake and Review Unit.
- C. The Missing Person Liaison in the Northeast Ohio Regional Fusion Center (NOERFC) shall maintain a file of copies of the Release Forms.

VI. Supervisor/Responding Officer Responsibilities

- A. A supervisor shall respond to all instances of missing juveniles with the exception of non-endangered juveniles ages *14 to 17 years* (i.e. where the totality of the circumstances indicate a habitual runaway). A CCS supervisor shall ensure that the assignment meeting the above criterion is coded a Priority One and that a sector supervisor is responding to the scene. The responding supervisor shall ensure that the applicable program, as outlined in Section VII, is followed. The CCS supervisor shall include such incidents of missing juveniles on the Chief's Items of Interest.
- B. If an endangered juvenile or juvenile under 14 is not located within two hours after arrival on the scene, the investigating supervisor shall request that CCS contact the District Commander and Public Information Officer (PIO).
- C. *For endangered juveniles or juveniles under 14 years of age*, a sector supervisor shall assign at least one zone car beyond the original reporting shift to follow up and provide supplements to the Missing Person report with the results of searches and interviews conducted until such time that the missing juvenile is located or as directed by the District Commander.

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- D. *Officers shall obtain photographs from the reporting person for all missing person reports whenever possible. Officers shall ensure that they obtain a completed Release Form (Attachment B of GPO's 6.2.10 and 6.2.17) when receiving photographs of missing persons. The original photograph(s) shall be routed to the District Detective Unit Missing Person Investigator.*
- E. *The reporting officer shall forward the original NCIC form, along with a copy of a photograph if available, to the NEORFC and the duplicate NCIC form and original photograph to the District's Missing Person Investigator.*
- F. *District Detective Unit Missing Person Investigators shall ensure that all report supplements become part of that missing juvenile's file and that the original supplements are forwarded to the Report Intake and Review Unit.*
- G. *District Detective Unit Missing Person Investigators shall be responsible for scanning the RMS report, Release Form, and original photograph and sending same to the NEORFC missing person liaison. All documents comprising a single missing person report shall be scanned in as one continuous document so the document appears as one single case. Smaller photographs shall be firmly affixed onto a blank sheet of paper (labeled with the name of the missing person and RMS report number) before being fed through the copier/scanner. In instances where a suitable photograph is not available, district missing person liaisons shall make an effort to use other photograph sources such as those available on-line through OHLEG, other government agencies, and social media such as Facebook.*
- H. *The NEORFC missing person liaison shall be responsible for making entries to and updating the missing person webpage. NEORFC will additionally report the missing person through their normal bulletin reports to Region II and the State Fusion Center (SAIC).*
- I. *District Missing Person Investigators shall also ensure that reports of returned missing persons are also forwarded to NEORFC in a timely manner so that the website may be updated.*
- J. *District Missing Person Investigators Detective Unit supervisors shall ensure that missing person procedures are being followed in a timely manner.*

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K. Missing Child Alert Criteria:

1. It is confirmed that the individual is missing.
2. The missing juvenile is under 14 years of age, or *is ages 14 to 17 years* and is considered endangered.
3. The disappearance of the juvenile poses a credible threat of immediate danger of serious bodily harm or death to the individual.
4. There is sufficient descriptive information about the juvenile and the circumstances surrounding the juvenile's disappearance to indicate the activation of the alert will help locate the individual.

L. A Missing Child/Missing Endangered/Elderly Adult Alert Form (Attachment C) and a Police and Community Alert Form (Attachment D) if applicable shall be completed and faxed to CCS.

The Missing Child/Missing Endangered/Elderly Adult Alert Form (Attachment C) is used to describe the missing person and accompanying circumstances.

The Police and Community Alert Form (Attachment D) is used to describe a suspect, suspect vehicle, missing person's vehicle, or any vehicle or person mentioned in connection with the missing person.

1. CCS shall initiate a broadcast on all channels and shall fax a copy of the form to each district, along with the Police and Community Alert Form (Attachment D) if applicable, to be read at subsequent roll calls. Each communication channel will receive a copy of the Alert form.
2. CCS supervisors shall ensure that the description of the missing juvenile under 14 or endangered juvenile and any other pertinent information (i.e. vehicle description) is re-broadcast every four hours until the missing juvenile is located.
3. The Commander will consult with the Deputy Chief of Field Operations to determine whether or not the media will be asked to air/print the information contained in the alert. The Deputy Chief of Field Operations shall communicate that decision to the PIO. The

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Field Operations Deputy Chief or designee shall make further notifications up the chain of command as circumstances dictate.

4. The Deputy Chief of Special Operations shall make the determination to activate the Combined Abduction Response Team (CART) and proceed accordingly (G.P.O. 4.1.14).
- M. For all reports of missing juveniles the investigating officer shall contact:
1. The Message Center to determine if the missing juvenile is incarcerated as a result of a Cleveland Police arrest, on the Hospital List, or already has an active Missing Person report in RMS. If the officer finds an active Missing Person report, a supplement (returns or locates) shall be made to close the existing report before a new one is made. *See Section IX (E) for additional return reporting details.*
 2. The juvenile's school when applicable.
 3. The Juvenile Detention Center.
 4. The Cuyahoga County *Medical Examiner's* Office.
 5. CCS, if a vehicle is involved, to determine if the vehicle was towed.
- N. The district Missing Person investigator shall ensure that the Missing Person RMS report contains contact information for whichever detective is assigned to the missing juvenile case and that all follow-up is entered into the report in a timely manner.
- O. The district Missing Person investigator shall maintain a log book or electronic database to enter all reports of missing persons in that district. Such book or database shall include at minimum the missing person's name, RMS number, date of report, and disposition.
- P. After 21 days, the investigating detective shall obtain the dental records and *items containing DNA (e.g. hairbrush)* of the missing juvenile (or close blood relative) for active Missing Person reports. *The dental records shall be forwarded to the Missing Person Liaison in the NEORFC. Items containing DNA shall be collected as evidence forwarded in the prescribed manner for handling evidence. The detective may request the assistance of*

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the Crime Scene and Records Unit in identifying/collecting items that may contain useful DNA samples. The detective shall ensure that the dental records are properly coded prior to forwarding to the Missing Person Liaison.

- Q. The Missing Person Liaison assigned to the NEORFC shall ensure that all validation procedures relative to NCIC/LEADS requirements are completed in a timely manner.
- R. If the validation or follow-up process conducted by the Missing Person Liaison reveals that a missing juvenile has returned, the Missing Person Liaison shall notify the appropriate district commander where the returned missing juvenile is located to have the return verified and the Missing Person/Juvenile/Returned report completed. The only exception shall be when the Missing Person Liaison has verified the missing juvenile returned through a foreign police agency whereupon the Missing Person Liaison shall handle the Missing Person/Returned report.
- S. District Commanders shall ensure that Missing Person/Returned verification requests received from the Missing Person Liaison are followed up and that Missing Person/Returned procedures are followed as directed in Section (IX)A of this order.

VII. Additional Missing Juveniles Procedures

- A. Amber Alert - Refer to GPO 9.1.07 NORTHERN OHIO AMBER ALERT.
- B. A Child is Missing (ACIM) - Refer to GPO 9.1.08 (A CHILD IS MISSING PROGRAM - ACIM).
- C. Truckers Helping to Recover Ohio's Missing Children was developed in conjunction with the Attorney General's Office, The Ohio Trucking Association, and private trucking companies. It is a tool to obtain additional help in locating a missing juvenile. To utilize this program:
 - 1. The following criteria must be met in all situations:
 - a) A Missing Person report has been filed with law enforcement
 - b) The juvenile has been entered into LEADS/NCIC

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- c) The missing person is *an unemancipated juvenile* under 18 years of age
2. In addition, the juvenile must fall into one of the following categories:
- a) Stranger/Non-family Abductions – (AMBER alert criteria must be met)
 - b) Family Abductions - one or more of the following conditions must be met:
 - i. Abduction by non-custodial relative (other than non-custodial parent).
 - ii. Abduction by non-custodial parent who has a criminal record or outstanding warrant(s) for their arrest.
 - iii. Abduction by non-custodial parent where there is reason to believe that flight to another city or state is a probability.
 - iv. Abduction by a non-custodial parent where foul play is suspected.
 - v. Abduction by a companion of a custodial or non-custodial parent or relative.
 - c) An endangered juvenile.
3. Procedures
- a) A supervisor shall determine whether all the criteria for utilization are met.
 - b) The supervisor shall contact the Ohio Missing Children Clearinghouse via CCS to request that the call be made and identify for the Clearinghouse the scope of the search (City, County, and Region). The supervisor shall then fax the Call to Truckers Helping to Recover Ohio's Missing Children Report (Attachment F) and a picture of the missing juvenile if available. The telephone number is available from CCS.

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- c) The Clearinghouse or Bureau of Criminal Identification and Investigation (BCI&I) will send the information to participating trucking companies in the designated area where the information will be posted.
- d) Once a juvenile is located, the Clearinghouse must be notified to cancel the alert.

VIII. In instances where there are indications of violence related to the juvenile's absence or if the juvenile has not been located after one year, the appropriate District Commander shall confer with the Deputy Chief of Field Operations who in turn shall determine if the case shall be assigned to the Homicide Unit.

IX. Missing juveniles returned or located.

- A. Investigating officers shall personally and physically identify the juvenile upon return and promptly complete an RMS supplement report. Local returns shall never be completed by telephone verification only. Officers shall request foreign police agencies to physically verify the Missing Person return if the person is located outside of the Division's jurisdiction. The report shall state whether the person returned of their own volition (or was located in some other manner) and the place where the person was located *or was staying at during their absence*. Officers shall note in the RMS report that the returned missing juvenile was properly identified as directed above.
- B. When a missing juvenile is found/returned before the officer has had an opportunity to complete an RMS report, the officer shall contact the Message Center within 2 **hours** to remove that person from LEADS. However, the officer shall still complete an RMS report (*titled Missing Person/Juvenile/Combination/Return*) and NCIC form to account for the NCIC entry. Officers shall ensure that all information provided to the Message Center shall also appear in the RMS report.
- C. The investigating officers shall obtain a statement from the juvenile or parent/guardian regarding the juvenile's whereabouts and activities during their absence.
- D. CCS shall be immediately notified once a missing juvenile is located. A CCS supervisor shall write "cancelled" on the Missing Child/Missing

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Endangered/Elderly Adult Alert Form or other requisite form(s) and fax them to the PIO and all police districts and ensure that the Items of Interest log is updated.

- E. *An exception to the requirement of personally and physically identifying a returned juvenile shall be when a reporting person is attempting to make a missing person juvenile report but there already exists an open Missing Person report for that juvenile. In this instance, the officer shall close out the open Missing Person report and include in the narrative section the newly acquired information regarding the alleged return. The report title shall be Missing Person/Juvenile/Return/Unconfirmed. The officer shall then proceed with taking information for the subsequent Missing Person report.*
- F. Officers finding a juvenile outside of the juvenile's age appropriate comfort zone (abandoned infant, also refer to definition in Section I [A]) shall take that juvenile into custody. The first priority is to determine if medical care is warranted. Officers shall then make every effort to reunite that juvenile with that juvenile's parent or guardian. If efforts to return the juvenile are unsuccessful, then County Children and Family Services shall be contacted for further action. Officers shall also contact Children and Family Services if (based upon the totality of the juvenile's circumstances) there is evidence to suggest abuse or neglect. In all such instances, appropriate reports shall be completed to document the incident.

MM/AJG

Policy & Procedures Unit

Attachments (A- I) Attachment C & G are revised, Attachment I is added.