

 <p style="text-align: center;">University of Pittsburgh Police Department</p> <p style="text-align: center;">Rules &amp; Regulations Manual</p>	<b>Reference Number: (Chapter / Section)</b>	7 – 6
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	<b>Effective Date</b>	Immediately Upon Release
	<b>Rescinds:</b>	All Previous
	<b>Amends:</b>	N/A
<b>Title:     Missing Persons</b>	 By Order of James K. Loftus, Chief of Police	

**1.0     Purpose**

To establish procedures for the investigation and reporting of missing persons, regardless of age.

**2.0     Policy**

It shall be the policy of The University of Pittsburgh Police Department that all personnel comply with the provisions of this general order.

**3.0     Missing Children**

A.     Immediate Investigation regardless of age or circumstances

Pursuant to 18 Pa. Cons. Stat. SS2908 Relating to missing children:

1.     Initial response and investigation.
  - a.     Anytime it is brought to the attention of an officer that a child is or may be missing, or an unidentified child is discovered, the officer will respond immediately to initiate an investigation regardless of age or circumstances.
    - i.     A missing child is any person under the age of 18 that is lost, kidnapped, the victim of a child custody dispute, or is an apparent runaway.
  - b.     The initial investigating officer shall take prompt action including, but not limited to concentrated efforts to locate the missing child.

- c. The initial investigating officer also will be responsible to ensure that proper notification as per Act 106 of 1990, Section 402-A, amending the Vital Statistics Law of 1953 is made to the last known school district attended by the child (Attachment A), as well as the Pennsylvania Department of Health/Vital Records if the child was born in Pennsylvania (Attachment B).

B. Reporting all relevant information and circumstances on reports.

1. The initial investigating officer shall record all relevant information and circumstances in a department incident report and any other required report.
2. The initial investigating officer shall gather a photo if available and all readily available information about the missing child, to include child's place of birth (including county if born in Pennsylvania), and maiden name of child's mother.
  - a. If upon initial investigation it appears that the child is lost or the victim of a criminal act, the investigating officer shall immediately notify the shift supervisor.
  - b. Being acquainted with the facts of the case, the shift supervisor shall determine if a detective is to be immediately notified or if any other special efforts to locate the child are to be initiated.

C. Entry into Commonwealth Law Enforcement Assistance Network (CLEAN) Missing Persons File.

1. The initial investigating officer shall advise dispatch to immediately enter the information for the missing child into CLEAN/NCIC (National Crime Information Center) Missing Persons File, whether or not it is believed that the child is still within the department's jurisdiction.
  - a. Information entered into CLEAN/NCIC on a missing child should include full name, nickname, date and place of birth, age, social security number, operator's license number, height, weight, color of hair and eyes, use of eyeglasses or contacts, physical or mental handicaps, special medical conditions or needs, scars and marks, or any other distinguishing characteristics. Information should also be entered regarding any vehicle the missing child might be using or traveling within, as well as any persons that the missing child might be with.
2. Once the missing child is entered into CLEAN/NCIC, the investigating officer will see that the parents or guardian are notified, and will note the time and date on the incident report.
3. In all cases the missing child shall be entered into CLEAN/NCIC as soon as possible after the report is taken. There will be no waiting period before entry is made.
4. If the missing child is believed to have been kidnapped, notification to the Pennsylvania State Police via CLEAN shall be transmitted immediately in order to active the "Amber Alert" system.

D. Entry into CLEAN Unidentified Persons File.

1. Unidentified found or deceased children.
  - a. When a child is found and their identity is unknown, the investigating officer shall take the child into temporary protective custody and have the Communications Center enter the child into the CLEAN/NCIC Unidentified Persons File.
  - b. When a deceased and unidentified child is found, the investigating officer shall ensure that either Pitt Dispatch enters the child into the CLEAN/NCIC Unidentified Deceased Persons File or that this action is completed by the investigating detectives from the Pittsburgh Bureau of Police.

E. Timely cancellation of CLEAN entries.

1. When a child is found or returned to the parent, guardian or custodian, the CLEAN/NCIC entry on the missing child shall be canceled.
2. An administrative message shall be sent advising all notified jurisdictions that the child has been located.

F. Elimination of any waiting period for persons under the age of 21 years.

1. The Federal Crime Control Act of 1990 (42 U.S.C. 579 (a) eliminated any waiting period before initiating an investigation of a missing person under the age of twenty-one (21) and reporting that person to the national Crime Information Center.
2. Officer will manage reports of missing persons eighteen (18) to twenty (20) years of age consistent with this general order and without regard to their adult status.

**4.0 Amber Alert**

A. Amber Alert Criteria and Procedures.

Pursuant to 35 P.S. SS 7025 the following will be the governing policy regarding usage of the Amber Alert system.

1. Criteria
  - a. The child must be under the age of 18.
  - b. The officer must believe the child is in danger of serious bodily harm or death.
  - c. Family abductions are NOT excluded provided the criteria listed in a. and b. of this sub-section are met, and circumstances support activation of the PA Amber Alert Plan.

2. Procedures

- a. When the above criteria are established by the initial responding officer, that officer shall notify the shift supervisor who shall authorize notification of the Pennsylvania State Police for an Amber Alert Plan activation.
- b. The State Police Consolidated Dispatch Center in Harrisburg, or other State Police Dispatch Center, will be contacted and provided a brief synopsis of the abduction along with the request for an Amber Alert.
- c. The decision to activate the PA Amber Alert Plan will be made by a member of the Pennsylvania State Police Criminal Investigation Assessment Unit based on facts obtained from this agency's initial investigation.
- d. If an Amber Alert is authorized, the investigating officer will continually update and coordinate with the Criminal Investigation Assessment Unit throughout the duration of the Amber Alert activation.

**5.0 Missing Adult**

- A. A report will be prepared, without delay, when determined that the missing person, age 21 or older:
  1. Is unable to care for himself.
  2. Has a mental condition.
  3. Is suicidal, and/or is an apparent victim of foul play; e.g., extreme deviation from character or routine, victim's vehicle found abandoned, victim's residence discovered ransacked.

**6.0 Missing Person Investigation**

- A. The investigative efforts of our department are likely to occur in support of, or in conviction with the jurisdictional agency of record. Even so, the "UPPD" will exhaust all efforts to locate and safely return the missing person in cooperation with that agency. To that end, a "Missing persons checklist" is included as a template for investigative efforts.
  1. Missing Persons Checklist
    - a. Basic information about the Missing Person
      - Full name
      - Date of birth
      - Birthplace
      - Nicknames, if any
      - Current and previous addresses. Who else lived there?
      - Current and former employers

b. Physical description of the Missing Person

- Height
- Weight
- Age
- Build
- Hair Color / Length
- Eye color
- Any distinguishing marks-such as tattoos, birthmarks, scars, etc.
- Beard/mustache/sideburns
- Find the most recent photo of the missing person

c. Habits and Personality of Missing Person

- Does the individual smoke? If yes, what brand of cigarettes? Does the individual drink alcohol? If yes, what type?
- Does the individual use recreational drugs?
- Does the individual chew gum?
- What type of recreation or activities does the individual engage in including hobbies?
- Are there particular habits that the individual has? For instance, does he/she go to a particular spot for coffee each day?
- Does the individual have particular banking habits?
- 3. What type of personality does the individual have? Is the individual outgoing or quiet? Is the individual friendly or depressed?
- 4. Is the individual religious?
- 5. Does the individual have any personal or emotional problems?
- 6. What level of education or training does have?
- 7. Does the individual frequent any particular areas, bars, taverns or places of interest?

d. Clothing that the Missing Person was wearing the last time seen

- Style and color of shirt
- Style and color of pants
- Style and color of jacket or outerwear
- If applicable, type of headwear
- Type of glasses
- Type of gloves
- Type of footwear

e. Trip Plans of the Missing Person the day they went missing

- What were the missing person's plans and/or activities on the day they went missing?
- Where was he/she going?

- If the individual was traveling by car, can you provide the make and model number, license plate number, as well as registration (if possible).
- Provide information about any other vehicles or mode of travel the missing person may have access to.

f. Information about the last time the Missing Person was seen

- The time and location of where he/she was last seen
- The name of the individual who last saw the missing person.
- The name of the individual who last talked at length with the missing person.
- The direction the missing person was traveling the last time seen.
- The attitude of the missing person the last time seen.
- Was the missing person complaining of or concerned about anything before he/she went missing?

g. Overall health and condition of the Missing Person

- Physical condition
- Any known medical problems.
- Is the person suffering from Alzheimer's disease / dementia / memory loss? If so, are they registered on Safely Home? If they are registered on Safely Home identification bracelet or carrying an identification card?
- Any handicaps or disabilities?
- Any psychological problems.
- Any medications that the individual is taking?
- Any addictions that the individual has.
- Provide the name of the missing person's family physician and their health card number, if possible.
- Provide the name of the missing person's main dentist, if possible.

h. Potential people that the individual would contact

- List all of the person's friends and acquaintances who the missing person may try to contact. Try to include addresses and telephone numbers.

2. It is advisable to maintain contact with the reporting party and/or family. Periodic recontact with the reporter should be initiated by phone, email or postal mail services, to request updates, offer additional advice, and to clear the case should the missing person return. These contacts should take place every 30 days until the case is resolved.

## 7.0 **References**

Office of Residence Life Missing Student Protocol which can be found at:  
<http://www.studentaffairs.pitt.edu/reslifemissing>