
KANSAS CITY, KANSAS POLICE

GENERAL ORDER

SUBJECT: Runaways and Missing Persons

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I. PURPOSE

- A. To establish Department policy regarding the procedures used in handling reports on runaways and missing persons.

II. DEFINITIONS

- A. Runaway - Any juvenile less than eighteen (18) years of age whom purposefully leaves home to escape (parental custody and/or guidance) and there is concern among family members for the welfare of such individual.
- B. Missing Person - Any person (adult or juvenile) who has, under unknown circumstances (disappeared) from his/her home or environment and the whereabouts of that person are unknown.
- C. High Risk – Any person who is at a heightened risk of bodily harm or death, including, but not limited to, persons missing:
1. As a result of Abduction
 2. under suspicious or known dangerous circumstances
 3. more than 30 days
 4. Who have been designated as a high-risk missing person by another law enforcement agency
 5. Under any facts or circumstances that would lead the law enforcement agency to believe such person may be at risk of bodily harm or death.

III. RUNAWAY JUVENILES

- A. Upon determining that a juvenile has run away from his or her home or environment and there is concern among family members for the welfare of such individual the officer will:
1. First determine if the Juvenile is High Risk - (Section II, C).
 - a. If the Runaway is considered to be **HIGH RISK**, officers will refer to Section IV of this General Order.
 2. Complete all applicable reports; and
 3. Issue a pickup form on the juvenile, if the officer feels it is appropriate and necessary.
 - a. The officer should utilize telephone communication to relay pickup information to the dispatcher.
- B. When a juvenile is reported as a runaway, the signature of the reporting person must be entered on the report, under their name in the reporting person/witness section.
- C. The family or reporting person must not have knowledge of the whereabouts of the runaway child when making the report.
1. If the family has reason to believe that they know the location of the child in question, then the officer will lend assistance to make certain that the child is returned to his/her home. A miscellaneous report will be taken in this situation.
- D. A report will be made immediately on calls involving any escape from detention.
- E. If more than one juvenile per location has run away, a separate report will be made for each individual. For each reported incident, one complaint number will be issued, e.g. two children run away at the same time from the Kaw Valley Assessment Center, an offense report on each juvenile containing the same complaint number will be completed.
- F. The runaway's parents should be advised of the various social agencies available to assist them. (e.g., National Runaway Crisis Hotline 1-800-621-4000).
- G. Information on the runaway juvenile, including any additional information that may lead to the location of the runaway, will be immediately communicated to the Records and Technology Unit, during their hours of operation or the Communications Unit so that the information can be entered into REJIS and NCIC.
1. The officer will note the date and time that the information was transmitted in their report.
 2. If the juvenile is a habitual runaway, note that in the report.

H. The officer will notify the Records and Technology operator or Communications personnel whenever the officer physically locates a reported runaway. The officer will complete a Cancellation of Missing Persons Form on the person and a juvenile report will be forwarded to the case-screening unit.

1. When the officer notifies Records and Technology Unit or Communications personnel of the cancellation, the runaway entry will be removed from the computer system.

IV. MISSING JUVENILES

A. Officers will immediately complete a missing person's report, without delay, regardless of the last known location of the person being reported. (KSA 75-712c) No officer shall refuse or fail to complete such report unless:

1. The officer or agency knows the location of the person reported missing;
2. Confirmed the safe status of the person reported missing; or
3. Has confirmed that another law enforcement agency has already completed a report on the missing person incident.

B. Officers will determine if the missing person meets the **HIGH RISK** criteria (Section II, C). If the case is labeled as high risk the missing and unidentified person system of the KBI and the missing person system of NCIC will immediately be notified.

C. If a report is completed for a missing person from an outside agency the reports will immediately be forwarded to that jurisdiction for investigation.

D. Information on the missing juvenile, including any additional information that may lead to the location of the person, will be immediately communicated to the Records and Technology or Communications personnel for entry into REJIS, NCIC and the missing and unidentified person system of the KBI along with the dissemination to affected personnel or agencies.

1. The officer will document the transmittal of this information in their report, noting the date and time of such transfer.
2. If applicable, the officer should also advise the Records or Communications personnel of any vehicle information that the missing person or juvenile might be using.

E. Whenever a juvenile is reported missing, the signature of the reporting person must be entered on the report, in the reporting person-witness-person with knowledge section of the Offense Report.

1. The officers will provide the person making such report with contact information and information concerning the national center for missing and exploited children (www.missingkids.com/home 1-800-843-5678) and the national center for missing adults now called "Lets Bring Them Home". (lbth.org or info@missingadults.org)
2. Reporting Parties will also be advised to immediately notify the law enforcement agency in the event the missing person returns or is located.

F. If warranted by the circumstances (such as if the juvenile is very young or mentally challenged), an area search may be coordinated, or the supervisor may consider

calling for the police canine to assist in tracking the juvenile.

G. The media may also be a useful tool for assistance in locating a missing child. If the situation warrants it, the PIO (Field Operations Captain or back up PIO) may disseminate information on a young child that is missing when media broadcasts would help facilitate a safe return. When the criteria are met under section V of this order, such as a stranger - child abduction, an Amber Alert will be initiated.

1. Any officer who reasonably believes a child 17 or younger is at risk or in danger; but the criteria in Section V, B 1-2 of this order are not met, then the officer should refer to Section VIII of this order.

H. Officers will notify Records and Technology/Communications personnel whenever the officer locates a reported missing person and will complete a Cancellation of Missing Persons Form on the individual. The form will then be processed through Case Screening.

1. Officers will immediately notify the reporting party if the missing person is located or contacted unless;
 - a. The officer has reason to believe the missing person is an adult or an emancipated minor and is staying at or has made contact with a domestic violence or sexual assault program and does not expressly consent to the release of this information.

2. Upon location of or contact by the missing person, records and technology/communications personnel shall clear the case in the NCIC and KBI databases.

I. When a juvenile is missing due to Interference with Parental Custody, a missing persons report will be generated as a second offense on the Interference with Parental Custody Offense Report.

V. AMBER ALERT ACTIVATION

A. The Amber Alert is a way to inform local media as soon as possible of any information which may be lawfully disseminated that may lead to the safe recovery of the missing child.

B. Before an Amber Alert is initiated, these four criteria must be reasonably confirmed. If these four criteria are not met, an Amber Alert will not be initiated.

1. Was the child abducted?
2. Is the child 17 years of age or younger, or have a proven mental or physical disability?
3. Is the child at risk of serious injury or death?
4. Is there sufficient descriptive information for the public to help locate the child and/or abductor?

C. Any officer who reasonably believes a child 17 years of age or younger is at risk or in danger; but the criteria in Section V, B, 1-4 of this order are not met then the officer should refer to Sections IV and VIII of this order.

D. Field Supervisor Responsibilities

1. Field officers will respond and assess pertinent information at the scene of the reported child abduction. If the field supervisor believes the four criteria have been met, the supervisor will then contact the Major Case Unit Commander. If

unavailable the Crimes Against Persons Unit Commander will be notified to respond.

- E. Criminal Investigation Bureau Commander Duties
1. The Criminal Investigation Bureau Commander is responsible for responding to the incident scene and verifying the Amber Alert criteria have been met. If the criteria have been met, a request for approval will be made to the Chief of Police or his designee.
 2. The Criminal Investigation Bureau Commander will direct Communications to broadcast the missing juvenile information fleet-wide as well as notifying surrounding agencies.
 3. The Criminal Investigation Bureau Commander, or his designee, will act as the liaison for our Department in matters involving information from outside agencies. The Major Case Unit Commander or the Crimes Against Persons Unit Commander will ensure that adequate investigative personnel are assigned to receive and follow up on tips information as it is received.
 4. The Major Case Unit Commander or Crimes Against Persons Unit Commander will be responsible for advising the on call PIO of information necessary to assist KBI in carrying out the press function.
- F. PIO Responsibilities
1. Establish a timely liaison with the media at the scene or as otherwise needed.
 2. Assist with gathering the data to send to KBI electronically.
- G. Communications Supervisor/Lead Dispatcher Responsibilities
1. The responsibilities of the Communications Supervisor/Lead Dispatcher will include ensuring that the Kansas Amber Alert Plan Information Sheet (Appendix A) has been filled out on-line at <https://www.kcjis.state.ks.us> or faxed to the KBI at (785) 296-7154 and confirming receipt of that information by calling KBI Communications at (785) 296-8262.
 2. The Communications Supervisor/Lead Dispatcher will also ensure that the victim's information has been entered as soon as possible into the NCIC Missing Persons file.

VI. MISSING ADULTS / ELDERLY PERSON

- A. Officers will immediately complete a missing person's report, without delay, regardless of the last known location of the person being reported. (KSA 75-712c) No officer shall refuse or fail to complete such report unless:
1. The officer or agency knows the location of the person reported missing;
 2. Confirmed the safe status of the person reported missing; or
 3. Has confirmed that another law enforcement agency has already completed a report on the missing person incident.
- B. Officers will determine if the missing person meets the **HIGH RISK** criteria (Section II, C). If the case is labeled as high risk the missing and unidentified person system

of the KBI and the missing person system of NCIC will immediately be notified.

- C. The officers will provide the person making such report with contact information and information concerning the national center for missing adults now called "Lets Bring Them Home". (lbth.org or info@missingadults.org)
1. Reporting Parties will also be advised to immediately notify the law enforcement agency in the event the missing person returns or is located.
- D. If a report is completed for a missing person from an outside agency the reports will immediately be forwarded to that jurisdiction for investigation.
- E. If any of the following conditions are present, the officer will provide dispatch with information to complete an attempt to locate transmittal form and request an immediate broadcast to affected personnel.
1. The person is elderly and enough time has elapsed to cause concern for their welfare.
 2. The person suffers from amnesia, senility or some other type of psychological problem or is physically ill.
 3. The person is suicidal.
 4. Other unusual circumstances exist that would necessitate the immediate issuance of an attempt to locate bulletin and the taking of a report.
 - a. Any officer who reasonably believes a missing adult is at risk or in danger should refer to Section VII of this order.
- F. If warranted by the circumstances, an area search may be coordinated, or the supervisor may consider calling for the police canine to assist in tracking the missing adult/elderly person.
- G. The media may also be a useful tool for assistance in locating a missing adult/elderly person. If the situation warrants it, the PIO may be requested to disseminate information on an adult/elderly person that is missing when media broadcasts would help facilitate a safe return.
- H. The Kansas Department of Social and Rehabilitation Service (SRS) can be contacted to assist elderly persons suffering from senility or some other form of mental deficiency (e.g., Alzheimer's). The individual must have an established pattern of walking away from their home or environment on a regular basis.
1. The person's family may contact this social service agency for assistance at 913-279-7206 (Adult Services Division) or;
 2. The officer may contact the agency direct and/or record the incident on a miscellaneous report, forwarding a copy to SRS for follow-up.
- I. When in contact with an elderly person who may be missing and there is reason to suspect he or she may be affected by Alzheimer's Disease:
1. Identify yourself as an officer and state your purpose for being there, even if it seems obvious.
 2. Look to see if there is a medical bracelet or necklace, which may indicate memory difficulties or other problems.
 3. Speak slowly using short, simple words.

4. Attempt to move the individual from a noisy, stressful location to a calmer one.
- J. The Alzheimer's Association runs a Safe Return program where persons with Alzheimer's may be reported missing or found, and they can be reached at 800-572-1122.
- K. In all cases where an adult is reported missing, the signature of the reporting person must be entered on the report, in the reporting person-witness-person with knowledge section.
- L. When initiating a report, the officer will, upon receipt of the information, contact Records and Technology Unit or Communications (depending on the time of the report) so that the information can as soon as practical be entered into REJIS, NCIC, and the missing and unidentified person system of the KBI.
1. The officer will document such transmittal of information in their report, noting the date and time that the information was given to a REJIS Systems operator.
- M. Officers will notify Records and Technology/Communications personnel whenever the officer locates a reported missing person and will complete a Cancellation of Missing Persons Form on the individual. The form will then be processed through Case Screening.
1. Officers will immediately notify the reporting party if the missing person is located or contacted unless;
 - a. The officer has reason to believe the missing person is an adult or an emancipated minor and is staying at or has made contact with a domestic violence or sexual assault program and does not expressly consent to the release of this information.
 2. Upon location of or contact by the missing person, records and technology/communications personnel shall clear the case in the NCIC and KBI databases.

VII. KANSAS SILVER ALERT ACTIVATION

- A. The Kansas Silver Alert Protocol provides guidance for law enforcement agencies and media outlets for alerting the public when an at-risk adult is reported missing.
- B. The term "Silver Alert" will not be used when requesting the public's assistance in locating a missing adult unless the following three criteria are met.
1. Law enforcement has reason to believe the person reported missing is either
 - a. Suffering from dementia, or
 - b. Over age 65, and
 - i. The person has a reported medical condition or mental condition that may threaten, or greatly reduce, their **ability** to make sound reasonable decisions and/or may diminish their ability to survive without assistance, or
 - ii. The person has been determined to be a risk to harm their self.
 2. The person's whereabouts are unknown and he or she is missing under circumstances not conforming

to their normal routine or habits and may be in need of assistance or intervention.

3. The investigating officer determines it is appropriate to request public assistance in locating the individual.
- C. If a Silver Alert is issued the incident must be reported immediately to the Office of the Attorney General by email to: silveralert@ksag.org
1. A report of the incident must be submitted to the Office of the Attorney General on the following business day by;
 - a. Phone – (800) 828-9745
 - b. Fax – (785) 296-7796
 - c. E-mail – silveralert@ksag.org

VIII. A CHILD IS MISSING ALERT (ACIM)

- A. Program Overview - A Child is Missing Alert (ACIM) is a program enabling law enforcement officials to swiftly collaborate with a non-profit agency that will mobilize an automated telephone response informing citizens, within a specific geographical area, about an adult or minor meeting specific criterion and is in danger or at risk.
- B. ACIM is to be utilized as a rapid response program and shall not replace an Amber Alert Activation if warranted. If the ACIM criterion is met, then utilize this program while determining if an Amber Alert Activation is warranted. If applicable follow the procedure in Section V.
- C. The reporting party shall be an adult family member, teacher, or another adult who is currently responsible for the person.
- D. Under no circumstances will an ACIM be utilized on a runaway or parental interference of a child disturbance unless approved by a Commander.
- E. Before activating the ACIM program, a juvenile 17 or younger or an adult with a proven mental or physical disability must be involved and in addition, the person must meet one of the following criteria:
1. A criminal who has just committed a violent crime and has a child, 17 or younger, with them during the commission of the crime. This includes custodial children or children present by free will.
 2. Abduction from the home or hospital.
 - a. Force must be present.
 - b. If the abductee is a sibling or relative they must be in immediate danger or at risk.
 3. Assist in a search that crosses jurisdictional boundaries when a confirmed sighting has occurred.
 4. Mentally challenged juveniles or adults that have wandered off from a known location.
 5. Any other instance not covered will be aggressively investigated and evaluated to determine if ACIM activation would be beneficial.
- F. Officer Responsibilities
1. It is the responding officers' responsibility to fully investigate a call and only utilize the ACIM and

Amber Alert when their criterion is met. This will prevent complacency with the public, ensuring the best citizen response.

2. If, upon collaboration, an officer feels ACIM criteria is met, the officer will immediately notify a supervisor.

G. Supervisor Responsibilities

1. Field supervisors will respond and assess the situation. If the supervisor concurs with officers on scene, the supervisor shall seek approval from a commander.
2. Once a commander's approval is obtained, the supervisor shall contact the Communications Unit to initiate ACIM protocol. If warranted, an Amber Alert Activation will also be initiated if criteria in Section V, B 1-2 of this order are met. Both programs should be executed as expeditiously as possible for higher probability of successful location of the missing person.
3. If, after activation of an ACIM, a representative of ACIM verifies a sighting through citizen contact, the supervisor may evaluate the need to conduct another ACIM activation.

H. Communications Responsibilities

1. The shift supervisor shall contact ACIM directly at 1-888-875-2246 and will provide the following information to the technician: (ACIM is manned 24/7, 365)
 - a. Identify Reporting Agency
 - b. Field Supervisor, Contact & Fax Number
 - c. Case Number
 - d. Name and Description of Missing Person(s), if known.
 - e. Location Last Seen, Zip Code, County, and Search Area.
 - f. Time and Date Last Seen
 - g. Number for Citizen to Report Sightings (913-596-3000, non-emergency)
 - i. ACIM reports that 90% of all citizen calls come within the first 20 minutes after ACIM initiates a mass calling.
 - h. Answer All Technician Questions

I. Follow Up Investigation

1. If the person is located, the field supervisor having knowledge of the ACIM activation shall call ACIM. Within 24 hours ACIM will fax their case file to the appropriate field supervisor and it will be the supervisor's responsibility to complete the case report and fax the finished copy to ACIM. The field supervisor will forward the ACIM case file to the appropriate commander and/or Criminal Investigations Bureau detective
2. If, after 24 hours, there is no response from this agency, a representative from ACIM will fax a case file to the field supervisor and that supervisor shall complete the form and fax the finished copy to ACIM. The field supervisor will forward the ACIM case file

to the appropriate commander and/or Criminal Investigations Bureau detective.

3. If the person is found after 24 hours and the ACIM case report has already been faxed back to ACIM, the field supervisor will call and update a representative of ACIM.
4. It is the field supervisor's responsibility to properly inform their relief of the current incident and the ACIM activation.
5. It shall be the field supervisor's responsibility to keep the appropriate commander and the Criminal Investigations Bureau abreast of information received from ACIM and/or new relevant information received concerning the ACIM activation.
6. There might be situations that require another ACIM activation. When this situation is warranted the officer and field supervisor will follow the same procedures as initiating an ACIM. However, ACIM will utilize the same case report for documentation purposes.

IX. FOLLOW-UP INVESTIGATIVE INFORMATION

- A. Additional information that is essential in matching missing person's reports with found persons, both living and dead will be documented in the preliminary reports by the original reporting officer.
 1. A more detailed description of Runaway/Missing Person information including more information regarding hair color and characteristics, complexion, dental work or defects, scars, marks, tattoos or physical defects.
 2. The person's reason for leaving, if known.
 3. The amount of money carried by or available to the person.
 4. A complete description of clothing or property worn by the person and whether additional clothes were taken.
 5. A complete description of any auto that was used or could have been used by the person.
 6. Any friends or relatives the person is likely to contact.
 7. The person's mental condition (e.g. depressed, senile, suicidal) or any medical requirements.
 8. An address and phone number where the reporting person can be reached later for additional information or to make a notification.