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Effective Date: July 1997	Revision Date: November 2011
Amends/Supercedes: 1700.20/ July 2007	Approved by: Chief Kevin Higdon
Meets Accreditation Standard:	30.7

Section 1400.20-Missing Persons

Policy

It is the Policy of this department to investigate and attempt to locate missing persons. Officers shall immediately complete a missing person report. Depending upon age, mental and emotional condition or other factors, members should broadcast an attempt to locate for the missing subject and, if the situation warrants, notify their shift commander. Their shift commander will determine if a search is necessary and request appropriate support units.

Missing Adults

A report of a missing adult may be taken immediately upon notification of a family member or someone in legal care of an adult. As soon as a report is taken, the reporting officer will turn the report in, so that the dispatcher may:

- Send an Attempt to Locate to all agencies
- Enter the subject into the LINK/NCIC system.

Missing Children

A report shall immediately be taken on any person under twenty-one years of age who is reported missing by a parent, guardian or caregiver. Anytime additional information is developed, an officer should complete a revised supplemental report. This report will be forwarded to the *Center for Missing and Exploited Children*.

The officer investigating the report must maintain reasonable contact with the parent or guardian who reported the child missing in order to develop all proper leads and promptly determine when and if the child returns or is located.

Return of Missing Person

If missing person is located, they should be returned to a parent or guardian as soon as possible or if warranted, be placed into protective custody.

Runaway Juveniles

Juvenile runaways that are located should be taken to a youth shelter facility (i.e., Safe Place or Home of the Innocents) if the juvenile is determined to be a runaway and the parents will not accept them. In addition, the officer must immediately contact the dispatcher to remove the missing person or runaway from the LINK/NCIC system.

Efforts should be made to cancel any previous Attempt to Locate (ATL).

Abducted Children and Amber Alert

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If it is determined that a child has been abducted an Amber Alert shall be triggered. An Amber Alert is to be used for serious child abduction cases only. It is NOT to be used for runaways or most parental abduction cases unless the circumstances are life threatening to the child.

Amber Alert Criteria

Once law enforcement has conducted the initial investigation, certain criteria must be met to trigger an Amber Alert. At a minimum:

- Law enforcement confirms that a child has been abducted.
- Law enforcement believes and confirms the circumstances surrounding the abduction.
- There are indications that the child is in danger of serious bodily harm or death.
- There is sufficient descriptive information about the child, the abductor and /or suspect's vehicle.

Amber Alert Activation

- The Kentucky State Police has the primary responsibility for Amber Alert activation.
- Any local, city, county or state law enforcement agency that investigates an abduction case shall make the request for Amber Alert activation through the nearest Kentucky State Police Post. The Shively Police Department will initiate any Amber Alert activation through Kentucky State Police Post 4 in Elizabethtown, Kentucky.
- The post commander or his/her designee shall forward the request to central headquarters in Frankfort, Kentucky by the quickest means available.
- If the criteria for an Amber Alert activation are met, the Kentucky State Police command officer in charge will direct the headquarters radio room dispatcher to obtain all pertinent data from the investigating agency.
- The Kentucky State Police headquarters radio room dispatcher will then contact the Division of Emergency Management, the Emergency Operations Center (24 hour access) to inform them of the Amber Alert activation.
- The Kentucky State Police radio room dispatcher will also notify the National Center for Missing and Exploited Children via telephone and advise them that an Amber Alert is being activated and the inform them of the brief circumstances surrounding the disappearance.
- The Emergency Operations Center will notify the Statewide Transportation Operation Center in the Transportation Cabinet with pertinent information regarding the abduction in order for interstate signage to be activated when applicable.