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### **I. PURPOSE AND SCOPE:**

This policy describes the procedure for acceptance, reporting, documenting and investigating missing persons in compliance with the Minnesota Missing Persons' Act, (MN Statute 299C.51 to MN Statute 299C.565, the Minnesota Law-Enforcement Model Policy and Procedures for Reports of Missing Persons (MN Statute 626.8454) and federal law (42 USC 5779 (a)). The Department shall comply with requirements specified in federal law for reporting and investigating missing persons (MN Statute 299C.53 Subd. 4).

### **II. POLICY:**

The Inver Grove Heights Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. Priority shall be given to missing person cases over property-related cases. Members will initiate an investigation into all reports of missing persons, regardless of the length of time the person has been missing.

### **III. DEFINITIONS:**

For purposes of this section, the following definitions are provided (Minn. Stat. 299C.52 Subd. 1):

**Child:** Any person under the age of 18 years or any person certified or known to be mentally incompetent.

**CJIS:** The Criminal Justice Information System.

**DNA:** Deoxyribonucleic acid from a human biological specimen.

**Endangered:** There is sufficient evidence that the missing person is at risk of physical injury or death. Examples include:

1. The person is missing because of a confirmed abduction or under circumstances that indicate the person's disappearance was not voluntary.

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2. The person is missing under known dangerous circumstances.
3. The person is missing more than 30 days.
4. The person is under the age of 21, and at least one other factor is applicable.
5. There is evidence the person is in need of medical attention or prescription medication.
6. The person does not have a pattern of running away or disappearing.
7. The person is mentally impaired.
8. There is evidence that a non-custodial parent may have abducted the person.
9. The person has been the subject of past threats or acts of violence.
10. There is evidence that the person is lost in the wilderness, backcountry or outdoors where survival is precarious and search and rescue efforts are critical.
11. Any other factor the Department deems to indicate the person may be at risk of physical injury or death, including a determination by another law enforcement agency that the person is missing and endangered.
12. There is sufficient evidence that a child is with a person who presents a threat of immediate physical injury to the child or physical or sexual abuse of the child.

**Missing:** The status of a person following a report that he/she is missing and a preliminary investigation by a law enforcement agency determines the person cannot be located.

1. Disability: a person who is missing and under proven physical or mental disability or who is senile thereby subjecting himself/herself or others to personal and immediate danger.
2. Endangered: a person who is missing and in the company of another person under circumstances that could endanger his/her physical safety.
3. Involuntary: a person who is missing under circumstances in which the disappearance is not voluntary.
4. Catastrophe: a person missing after a disaster. Does not require a signed complaint.
5. Sufficient Evidence: means articulable facts and circumstances which would induce a reasonably prudent officer to believe that a crime has been or is about to be committed.

**NCIC:** The National Crime Information Center.

**Sufficient Evidence:** Facts and circumstance that would induce a reasonably prudent peace officer to believe that a crime has been or is about to be committed.

**IV. REPORT ACCEPTANCE:**

- A. The Inver Grove Heights Police Department shall render assistance without delay. This can be accomplished by accepting the report in person or by telephone or other

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- electronic means to the extent reasonable and practicable and initiating the investigation.
- B. Missing person reports shall be accepted without delay, and a report shall not be refused based upon the following (MN Statute 299C.53 Subd. 1):
1. The missing person is an adult.
  2. The circumstances do not indicate foul play.
  3. The person has been missing for a short period.
  4. The person has been missing for a long period.
  5. There is no indication that the missing person was in the jurisdiction served by this department at the time of the disappearance.
  6. The circumstances suggest that the disappearance may be voluntary.
  7. The reporting person does not have personal knowledge of the facts.
  8. The reporting person cannot provide all of the information requested by this department.
  9. The reporting person lacks a familial or other relationship with the missing person.
  10. For any other reason, except in cases where this department has direct knowledge that the person is, in fact, not missing and the whereabouts and welfare of the person are known at the time the report is filed.
- C. State statute requires the local law enforcement agency having jurisdiction over the location where a person has been missing or was last seen has the responsibility to take a missing person report from an interested party. If this location cannot be clearly and easily established, the local law enforcement agency having jurisdiction over the last verified location where the missing person last resided has the responsibility to take the report. In the event, any circumstances delay a determination of which law enforcement agency has the responsibility to take a missing person report from an interested party, the Bureau of Criminal Apprehension shall offer prompt guidance to the agencies involved (MN Statute 299C.565).
- D. Regardless of the statutory determinations of MN Statute 299C.565, in any instance where there is a disagreement over reporting responsibility that is not immediately resolved, it is the policy of this department to promptly commence taking and investigating a missing person report while concurrently pursuing guidance from the Bureau of Criminal Apprehension. Any investigation completed, and information obtained in a case that is ultimately the responsibility of another jurisdiction shall be recorded in an incident report, including information regarding the determination of jurisdiction, and forwarded to the appropriate agency.

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E. Criteria for Entering Missing and Endangered Persons:

1. **Endangered Missing Persons:** Endangered missing persons, regardless of age, are to be entered into the system within two (2) hours upon receiving the minimum data required for entry into NCIC. The two (2) hour clock shall begin at the time the call is received from the complainant. The call time is documented when the ICR is created.
2. **Juveniles (Up to 17 years of age):** Juveniles are to be entered into the system within two (2) hours upon receiving the minimum data required for entry into NCIC. The two (2) hour clock shall begin at the time the call is received from the complainant. The call time is documented when the ICR is created.
3. **Adults (18-20 years of age):** Any adult under the 21 years of age are to be entered into the system within two (2) hours upon receiving the minimum data required for entry into NCIC. The two (2) hour clock shall begin at the time the call is received from the complainant. The call time is documented when the ICR is created.
4. **Adults (21 years of age and older):** Adults age 21 years of age and older are required to have signed documentation\* supporting the stated conditions under which they are being declared missing before entry into NCIC unless they are victims of a catastrophe. To ensure maximum system effectiveness, Missing Person records must be entered immediately when conditions for entry are met, not to exceed three (3) days, upon receipt from the complainant. The call time is documented when the ICR is created.

\*NOTE: The documentation should be from a source such as a parent, legal guardian, next of kin, physician or another authority source including a neighbor or a friend in unusual circumstances. However, when such documentation is not reasonably attainable, a signed report by the investigating officer will suffice.

V. **INITIAL RESPONSE AND INVESTIGATION:**

- A. Patrol personnel shall handle the initial missing person report and conduct a preliminary investigation involving additional resources as necessary (MN Statute 299C.53 Subd. 1 (b)).
- B. The primary officer shall immediately contact such persons and, using interpretive services as reasonably necessary, make inquiries concerning the missing person and make an assessment of reasonable steps to be taken to locate the person. Initial investigation should include:
  1. Interview the persons who made the initial report, and if the person is a child, the child's parent(s) or guardian(s).
  2. Determine when, where and by whom the missing person was last seen.
  3. Interview the individual(s) who last had contact with the person.
  4. Obtain a detailed description of the missing person, abductor, vehicles and other pertinent information.

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**VI. INVESTIGATIVE PROCEDURES AND DILIGENCE:**

- A. If an initial investigation reveals that a person reasonably appears to be missing, further actions may be necessary. Determine from the information available whether a physical search is appropriate. In circumstances that appear to be an endangered missing person or missing children, each of the following actions should be performed:
1. If a search is warranted, conduct a search of the home, building or other area/location where the incident took place and conduct a search including all surrounding areas. Obtain consent or a search warrant if necessary.
  2. If a search is not warranted or does not recover the missing person, additional investigation may be warranted:
    - a) A neighborhood/vehicle canvas.
    - b) Identification of persons at the scene and conducting separate interviews.
    - c) Documentation of actions, telephone communications, and other activities.
    - d) Assigning an investigator whose duties will include coordination of the investigation.
    - e) Involvement of media coverage.
    - f) Assigning a department liaison who shall check in with the family on a regular basis.
- B. During missing person investigations, the primary officer shall attempt to obtain the most recent photograph available of the missing person. The photograph(s) will be forwarded to the Bureau of Criminal Apprehension. These photograph(s) may be used for public information bulletins without written authorization (MN Statute 299C.54 Subd. 2 and MN Statute 299C.535).
- C. Additional support, investigative and supervisory assistance should be requested as reasonably necessary. Any support assistance should be properly briefed and updated on the investigation status.
1. The handling investigator is responsible for seeing that all appropriate law enforcement agencies in the state are promptly notified. If deemed appropriate, law enforcement agencies in adjacent states or jurisdictions should be provided with any information that may aid in the location and the return of the missing or endangered person (MN Statute 299C.53 Subd. 3). If necessary, use the International Justice and Public Safety Network (NLETS), the Minnesota Crime Alert Network and MNJIS KOPS Alert to alert state, regional and federal law enforcement agencies.
- D. If it is determined the person **is missing and endangered**, the handling officer shall immediately (MN Statute 299C.53 Subd. 1 (b)):

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1. Ensure that identifying and descriptive information about the person and involved suspects and vehicles is immediately entered into the NCIC system for persons under 21 years of age (42 USC. 5779 (a)).
2. Ensure the information is broadcast regionally, statewide and nationally, or solicit the assistance of the Bureau of Criminal Apprehension to make the broadcasts.
3. Consult with the Bureau of Criminal Apprehension and request assistance as necessary.
4. Secure the crime scene and/or last known position of the missing person and, if not already completed, attempt to identify and interview persons in the area at the time of the incident.
5. Implement multi-jurisdictional coordination and mutual aid plans when necessary. Factors to consider include:
  - a) Inadequate Department resources.
  - b) The investigation crosses jurisdictional lines.
  - c) The existence of pre-established task forces or investigative teams.
6. Notify the family of the Minnesota Missing/Unidentified Persons Clearinghouse services available.
7. Obtain and protect uncontaminated missing person scent articles for possible use by search canines.
8. Activate protocols for working with the media, including AMBER Alert and Minnesota Crime Alert Network.
9. When the missing and endangered person is under the age of 21, Dispatch shall send a teletype to the US Department of Justice and the NCIC within two hours after accepting the report (42 USC. § 5779(a) and 42 USC. § 5780(3)). To assist the Department of Public Safety, the teletype must note if the case involves an endangered person.

**VII. CRIME SCENE INVESTIGATION AND MANAGEMENT:**

- A. If a crime scene is identified, it should be secured, and a command post or operation base located at a reasonable distance from the crime scene. Staff and assign the responsibilities for command post supervisor, media specialist, search coordinator, investigative coordinator, communication officer and support unit coordinator. Provide two liaison officers (one at the command post and one at the crime scene). The role of the liaison at the home will include;
  1. Facilitate support and advocacy for the family.
  2. Communicate with the family/reporting party or their designee.
  3. Be the primary point of contact for the family/reporting party or their designee.

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4. Provide general information to the family/reporting party or their designee about the handling of the missing person case or about any intended efforts, only to the extent that disclosure would not adversely affect the department's ability to locate or protect the missing person or to apprehend or criminally prosecute any person in connection to the case.
- B. The investigation of the scene and the crime should consider various elements, including:
1. Establishing the ability to "trap and trace" all incoming calls. Consider setting up a separate telephone line or cellular telephone for department use and follow-up on all leads.
  2. Compiling a list of known predatory offenders in the region.
  3. In cases of infant abduction, investigating claims of home births made in the area.
  4. In cases involving children, obtaining child protective agency records for reports of child abuse.
  5. Reviewing records for previous incidents related to the missing person and prior law enforcement activity in the area, including prowlers, indecent exposure, attempted abductions, etc.
  6. Obtaining the missing person's medical and dental records, fingerprints and a biological sample when practicable or within 30 days.
  7. Creating a missing person profile with detailed information obtained from records and interviews with family and friends, describing the missing person's health, relationships, personality, problems, life experiences, plans, equipment, etc.
  8. Interviewing delivery personnel, employees of gas, water, electric and cable companies, taxi drivers, post office personnel, sanitation workers, etc.
  9. Determining if outside help is needed and the merits of utilizing local, state and federal resources related to specialized investigative needs, including:
    - a) Investigative resources (e.g., search and rescue).
    - b) Interpretive resources.
    - c) Telephone services, such as traps, traces and triangulation.
    - d) Media assistance from local and national sources.
  10. Using secure electronic communication information, such as the missing person's cellular telephone number, e-mail address and information from social networking sites.

**VIII. SUPERVISOR RESPONSIBILITIES:**

- A. The responsibilities of the supervisor shall include, but are not limited to:
1. Reviewing and approving missing person reports upon receipt.

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- a) The reports should be promptly sent to the Records Unit.
  2. Notifying command-level personnel .
  3. Ensuring resources are deployed as appropriate.
  4. Initiating a command post as needed.
  5. Ensuring applicable notifications and public alerts are made and documented.
  6. Ensuring that records have been entered into the appropriate missing person's networks.
  7. Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.
    - a) If the case falls within the jurisdiction of another agency, the supervisor should facilitate the transfer of the case to the agency of jurisdiction.
- B. Once it is determined that the person is missing and endangered and the person was not found during the initial investigation, the on-duty supervisor must:
1. Notify the BCA (M.S. 299C.53)
    1. Instruct the communications center to enter the person in NCIC as missing; within two (2) hours of receiving the call from dispatch (U.S. Code, Title 42, Section 5781).
    2. Instruct the communications center to notify all appropriate law enforcement agencies in the state and, if deemed appropriate, law enforcement agencies in adjacent states and jurisdictions of any information that may aid in the prompt location and safe return of a missing and endangered person.
    3. An AMBER ALERT may be activated if the following criteria are met:
      - a) A child 17 years of age or younger is abducted;
      - b) There is a reason to believe the victim is in immediate danger of physical injury or physical or sexual abuse, and
      - c) There is information available to disseminate to the general public which could assist with the safe recovery of the victim and/or the apprehension of the suspect.
        - (1) The BCA will need descriptive information about the child and the abductor. The BCA activates the MN Crime Alert Network (MCAN) and works in conjunction with the Duty Officer from the Division of Emergency Management to activate the alert over the State Emergency Alert System (EAS). The duty officer activates the EAS which immediately delivers the information to all participating radio and television stations. Stations are requested to broadcast the information every fifteen minutes for the first two hours, then every half hour for the next three hours.

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- (2) The Department shall identify and have on at the Police Department an assigned Public information officer.
- (3) The BCA must be immediately notified of the recovery of the child in order to cancel the AMBER ALERT.

**IX. RECORDS UNIT RESPONSIBILITIES:**

- A. The responsibilities of the Records Unit receiving member shall include, but are not limited to:
  - 1. As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person’s residence in cases where the missing person is a resident of another jurisdiction.
  - 2. Notifying and forwarding a copy of the report to the agency of jurisdiction where the missing person was last seen.
  - 3. Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person’s intended or possible destination, if known.
  - 4. Forwarding a copy of the report to the Investigation Division.
  - 5. Coordinating with the NCIC Terminal Contractor for Minnesota to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (42 USC § 5780).
- B. Entering Records into NCIC Missing Person File:
  - 1. Entry:
    - a) Run a current DVS and CCH/III inquiry to obtain as many descriptors as possible regarding the subject. This check should include a check of whether medical/dental information is available regarding the subject. Any descriptors used must be documented in the officer’s report or saved within the case file. Attempts to obtain medical/dental information must also be documented in the case file.
    - b) Enter a record into NCIC on the subject. This record should include all descriptors. Additional identifiers such as scars, marks, and tattoos, aliases, additional dates of birth, etc..., should be added to the record through the use of the Enter Missing Person Supplemental Screen.
  - 2. After Entry:
    - a) After the record is entered, query the NCIC entry to obtain a hard copy for second party verification purposes.
    - b) The Inver Grove Heights Police Department is required to verify and update NCIC 2000 missing person record entries with any additional information, including Blood Type (BLT); Dental Characteristics (DCH); Fingerprint Classification (FPC); Jewelry Type (JWT); and Scars, Marks, Tattoos, and Other Characteristics (SMT) within sixty (60) days of entry.

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- c) If a record has a date of entry older than thirty (30) days and any of the above fields are blank, a \$.K. Missing Information Notification identifying the blank fields will be transmitted. The \$.K. Missing Person Notification will also include the record.
- 3. A notation shall be made in the case file indicating when this attempt was made, and what the outcome was, i.e., the child has returned, dental records obtained, etc.... This sixty (60) day update is mandatory FBI requirement on all missing person records under the age of 21 and Inver Grove Heights Police Department personnel shall document this attempt in the case file to show that this requirement has been met.

**X. INVESTIGATOR RESPONSIBILITIES:**

- A. For cases involving missing children, the investigator shall comply with federal laws regarding the reporting and investigation of missing children cases (MN Statute 299C.53 Subd. 4).
- B. In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:
  - 1. Should ensure that the missing person’s school is notified within ten days if the missing person is a juvenile.
    - a) The notice shall be in writing and should also include a photograph.
    - b) As necessary, the handling investigator will request that the school district in which a missing child has enrolled flag the pupil's records in such a manner that it is clear the record is that of a missing pupil. The school is responsible for flagging the missing child's record and immediately notify law enforcement of an inquiry or request for the missing child's records (MN Statute 123B.08).
  - 2. Should recontact the reporting person and/or other witnesses within 30 days of the initial report and within 30 days after that to determine if any additional information has become available.
  - 3. Shall review the case file to determine whether any additional information received on the missing person indicates that the person is endangered, and shall update applicable state or federal databases accordingly (MN Statute 299C.535(b); MN Statute 299C.535(c)).
  - 4. Shall attempt to obtain the following, if not previously obtained, if the person remains missing after 30 days (MN Statute 299C.535(a)):
    - a) Biological samples from family members and, if possible, from the missing person
    - b) Dental information and X-rays
    - c) Additional photographs and video that may aid the investigation or identification

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- d) Fingerprints
- e) Any other specific identifying information
5. Should consider contacting other agencies involved in the case to determine if any additional information is available.
6. Shall verify and update the Minnesota Justice Information Services (MNJIS), the Minnesota Missing and Unidentified Persons Clearinghouse, NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days after that until the missing person is located (42 USC § 5780).
7. Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.
8. Should consider taking certain actions if a person is missing after a prolonged period, generally exceeding 45 days. Those actions include:
  - a) Developing a profile of the possible abductor.
  - b) Using a truth verification device for parents, spouse, and other key individuals.
  - c) Reviewing all reports and transcripts of interviews, revisiting the crime scene, reviewing all photographs and videotapes, re-interviewing key individuals and re-examining all physical evidence collected.
  - d) Reviewing all potential witness/suspect information obtained in the initial investigation and considering background checks on anyone of interest identified in the investigation.
  - e) Periodically checking pertinent sources of information about the missing person for any activity, such as telephone, bank, Internet or credit card activity.
  - f) Developing a timeline and other visual exhibits.
  - g) Critiquing the results of the ongoing investigation with appropriate investigative resources.
  - h) Arranging for periodic media coverage.
  - i) Considering the use of rewards and crime-stoppers programs.
  - j) Maintaining contact with the family and/or the reporting party or designee, as appropriate.
9. Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (42 USC § 5780).

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10. Should make an appropriate inquiry with the Medical Examiner.
  11. Should obtain and forward medical and dental records, photos, X-rays and biological samples, as applicable.
  12. Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously, forward the photograph to BCA (MN Statute 299C.54) and enter the photograph into applicable missing person networks (42 USC § 5780).
  13. Should consider making appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs).
  14. In the case of an endangered missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).
- C. The Investigation Division Commander shall ensure the following forms and kits are developed and available:
1. Missing person report form.
  2. Missing person investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation.
  3. Missing person school notification form.
  4. Medical records release form.
  5. Biological sample collection kits.

**XI. REPORT HANDLING:**

- A. Missing person reports require special handling and timely notifications. At any time a missing report is made the officer shall complete a dental and medical release form that will be provided to the reporting party. If the form is properly endorsed, the completed form shall be attached to the missing person report.
- B. Information that is not immediately available is obtained later or updated shall be documented in a supplemental report to the original, as required. Entry into MJIS and NCIC databases shall be conducted as soon as reasonably possible by the handling investigator.

**XII. MISSING MORE THAN 30 DAYS:**

- A. In any case, where a person remains missing more than 30 days from entry into NCIC, the Department will prepare for release when contacted by the BCA Missing and Unidentified Persons Clearinghouse the following information for entry into appropriate databases, unless previously released:
  1. DNA samples from family members and, if possible, from the missing person.
  2. Dental information and X-rays.

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3. Additional photographs and video that may aid the investigation or identification.
  4. Fingerprints.
  5. Other specific identifying information.
- B. If a person is still missing after 30 days, review the case file to determine whether any additional information received on the missing person indicates that the person is endangered, and update the record in NCIC to reflect the status change as soon as reasonably possible (MN Statute 299C.535).

**XIII. MISSING PERSONS LOCATED:**

- A. Responsibilities related to missing persons who are located alive include:
1. Verifying that the located person is the reported missing person and document the location of the missing person in the appropriate report.
  2. Notify the reporting party and other involved agencies and refer the case for additional investigation if warranted.
  3. If appropriate, arranging for a comprehensive physical examination of the victim.
  4. Conducting a careful interview of the person, documenting the results of the interview and involving all appropriate agencies.
  5. Notifying the family/reporting party that the missing person has been located. In adult cases, if the located adult permits the disclosure of his/her whereabouts and contact information, the family/reporting party may be given this information.
  6. Depending on the circumstances of the disappearance, considering the need for reunification assistance, intervention, counseling or other services for either the missing person or family/reporting party.
  7. Cancel alerts (Minnesota Crime Alert, AMBER Alert).
  8. Remove the case from NCIC (MN Statute 299C.53. Subd. 2) and other information systems.
  9. Remove posters and other publications from circulation.
  10. If the missing person was a child, notify their school.
  11. Performing a constructive post-case critique. Reassessing the procedures used and updating the Department policy and procedures as appropriate.
- B. Responsibilities related to missing persons who are located deceased include:
1. If a deceased person has been identified as a missing person, the Investigation Division shall attempt to locate family members and inform them of the death and the location of the deceased missing person's remains. All efforts to locate and notify family members shall be recorded in appropriate reports and properly retained (MN Statute 390.25, Subd. 2).
  2. Secure the crime scene if this department has jurisdiction.

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3. Contact the coroner, medical examiner or forensic anthropologist to arrange for body recovery and examination.
  4. Collect and preserve any evidence at the scene.
  5. Depending on the circumstances, consider the need for intervention, counseling or other services for the family/reporting party.
  6. Cancel alerts and remove the case from NCIC and other information systems; remove posters and other publications from circulation.
  7. Perform a constructive post-case critique. Reassess the procedures used and update the department policy and procedures as appropriate.
- C. Responsibilities related to unidentified persons who are located include:
1. Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:
    - a) Obtain a complete description of the person.
    - b) Enter the unidentified person's description into the NCIC Unidentified Person File.
    - c) Use available resources, such as those related to missing persons, to identify the person.
- D. The Records Unit shall ensure that, upon receipt of information that a missing person has been located, the following occurs:
1. Notification is made to BCA.
    - (a) When a child is endangered, the fact that the child has been found shall be reported within 24 hours to BCA.
  2. Cancel entries made in the applicable missing person networks (MN Statute 299C.53, Subd. 2).
  3. If a missing person under the age of 21 is located, the investigator must ensure that a teletype is sent within 24 hours to the U.S. Department of Justice noting that information.
  4. The notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.
  5. shall notify the original law enforcement agency having jurisdiction over the missing person located in this jurisdiction. That agency shall cancel the entry from NCIC (MN Statute 299C.53 Subd. 2).

**XIV. CASE CLOSURE:**

- A. The Investigations Division Commander may authorize the closure of a missing person case after considering the following:

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1. The closure is appropriate when the missing person is confirmed returned, or evidence matches an unidentified person or body.
2. If the missing person is a resident of Inver Grove Heights or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.
3. If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified, and entries are made in the applicable missing person networks, as appropriate.
4. A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.