



Village of Schaumburg Police Department
Policies and Procedures Manual

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<i>Chapter :</i>	Policies Under Construction	Issued:	01/11/2005
<i>Title :</i>	45-20 Missing Children FINAL	Effective:	01/11/2005

45-20 MISSING CHILDREN

It is the goal of the Schaumburg Police Department to utilize every tool available in the successful location of missing or unidentified children, including runaway, abandoned, abducted or any other missing juvenile.

The AMBER Alert Notification Plan and Critical Reach System are both tools that help law enforcement agencies in the search and recovery of missing children. The State of Illinois AMBER Alert Notification Plan was developed by the Illinois State Police (ISP) as a result of an act of the Illinois legislature. The "AMBER Alert" quickly informs the public of specific information regarding the abduction of a child whose life may be in danger. The Plan provides information about the child's alleged abductor(s) and possible vehicle description to the public through an Emergency Alert System (EAS). The EAS provides for broadcasting this important information over radio and television stations. Critical Reach is a commercial tool which, when used in conjunction with the AMBER alert, maximizes the chance of safe recovery of an abducted child. Using Critical Reach, law enforcement agencies can create and print a flyer with the child's photo and case information. These photo bulletins can then be shared electronically with other police agencies and the community.

I. RESPONSIBILITIES

A. Communications:

- 1. Determine if circumstances of the report meet the definitions of a missing child or adult. Communications personnel shall question the caller to make a preliminary assessment about the level of risk to the missing person.**
- 2. Upon notification that a child is missing, possibly abducted, or found but unidentified, Communications shall immediately assign a police officer.**
- 3. Communications shall obtain sufficient information to broadcast a radio message that alerts other officers about the circumstances of the child's disappearance as well as obtain and broadcast all available suspect, vehicle and direction of travel information.**
- 4. If the Officer verifies a child is missing or possibly abducted and there appears to be an immediate threat to their safety, Communications shall broadcast all available information including child and abductor (when applicable) descriptions to ISPERN**

and all units.

5. The Watch Commander shall be notified.

B. Police Officer:

1. The officer dispatched shall respond to the scene immediately, verify if a child is missing or possibly abducted, and relay the information to Communications.
2. Procedures shall be followed as outlined below.

C. Shift Supervisor:

1. Obtain a briefing from the initial officer and other agency personnel at the scene to determine the scope and complexity of the case and develop an appropriate response.
2. Determine if additional personnel are needed to assist in the initial investigation, in securing a scene or initiating a coordinated search of a large area.
3. Determine if activation of the AMBER Alert system and/or other immediate community notification methods are required.

II. AMBER ALERT ACTIVATION

- A. Before activating the AMBER alert, the officer receiving the missing person report **MUST** ensure the following two criteria are met:
1. The child is under the age of sixteen (16) or has a proven mental or physical disability; and
 2. Police must believe the child is in danger of serious bodily harm or death.
3. If both criteria are not met, the AMBER alert should not be activated.
- B. Once it has been established the two criteria have been met and have confirmed that an abduction has taken place, the pre-established facsimile packet required to activate the AMBER alert must be completed. This packet must be faxed to the ISP Springfield Area Communications (SAC).
1. The facsimile message must include detailed information which could be helpful to the public in identifying the child.
 2. If available, include a recent photograph of the child.
- C. Contact ISP SAC **IMMEDIATELY** to confirm they are in receipt of the packet information or if there are any difficulties transmitting information.
- D. The Youth Detective Sergeant will be designated as primary contact for ISP SAC.
- E. Officers must still follow Schaumburg Police Department policy regarding the actual

investigation process involving any abducted/kidnapped child incident which takes place in the jurisdiction.

- F. If the child has been located or the case closed within eight (8) hours of the time of abduction, complete the AMBER Alert Notification Plan ISPERN Cancellation Form and fax to the ISP SAC.
- G. After eight (8) hours of the abduction, any cancellation/updates shall be made directly to the Illinois State Clearinghouse for Missing and Exploited Children Manager.

III. CRITICAL REACH ACTIVATION

- A. Critical Reach activation does not have the same stringent requirements of the AMBER alert system and can be used for many different types of cases, i.e.,
 - 1. Abductions, both child and adult
 - 2. Runaways
 - 3. Police Bulletins
- B. If an AMBER alert is activated, a youth detective shall be contacted immediately for a Critical Reach activation.
- C. If a missing child does not fit the AMBER alert activation standard, but there is evidence the child may be in danger of bodily harm or death, a youth detective shall be contacted immediately for a Critical Reach activation.
- D. In other cases, such as runaways and unidentified children, the youth detective, through the normal investigative process, may at his discretion activate the Critical Reach System..

IV. RUNAWAYS

- A. Reports of runaway youths who reside in Schaumburg and Jennings Home should be recorded on a missing persons report and entered into LEADS.
- B. Communications will broadcast a description of all runaway juveniles, regardless of residency.
- C. Circumstances may exist which would lead the responding officer to believe a resident or nonresident runaway is "at risk." If, after taking into consideration all facts surrounding the runaways absence, the responding officer has reason to believe the runaway may be at risk, i.e., the runaway is the victim of a crime or foul play, in need of medical attention, or mentally impaired:
 - 1. Immediately notify a Patrol Supervisor, and
 - 2. Complete a Missing Person Report Form and enter the runaway juvenile into LEADS;

3. When the situations warrants, coordinate a formal and systematic search for the missing juvenile, including:
 - a. Designating a particular search area for each unit and requesting additional personnel as needed;
 - b. Determining if additional police services may be utilized. If appropriate, request the necessary services including, but not limited to:
 - i. The Department's Canine Unit;
 - ii. Special Investigations personnel, who will be used to assist in any systematic search for missing "at-risk" subjects.
 - c. Determining if any unusual circumstances exist or any additional resources are needed for locating missing juveniles.
- D. Unless the runaway is determined to be "at-risk"(section C), the report will be assigned for follow up the next business day. A copy of the report and a photograph of the runaway juvenile (when available), will be placed in the plastic mailbox, located on the wall, outside the main juvenile office before the officer completes his/her tour of duty.
- E. Reports of runaway youths who reside in another jurisdiction, but were reported as a runaway while in Schaumburg shall be documented as follows:
 1. A Miscellaneous Incident Report will be completed and a thorough search of the area will be conducted.
 2. The reporting person shall be instructed to contact the agency where the youth resides for a missing persons report and LEADS entry.
 - a. The responding officer shall instruct the reporting person if the home agency refuses to take the report, they should return to the Schaumburg Police Department for report filing and LEADS entry.
 - b. When completing the report the officer should document the date, time, agency, and officer refusing to accept the runaway report. The Juvenile Section Supervisor will follow up on this report on the next business day.
 3. **EXCEPTION:** Out of state runaways will be handled as if they were Schaumburg residents.
- F. All located runaways should be brought to the Schaumburg Police Station.
 1. If Schaumburg is the originating authority:
 - a. Notify parent or guardian and facilitate youth's return. If the youth or parent refuses this resolution, contact the Bridge Crisis team. Contact the on-duty Youth Bureau Detective if any problems emerge with the Bridge.

- b. A copy of the police report should be given to the responding Bridge advocate.
- 2. When dealing with a youth reported missing from another jurisdiction, contact should be made with the originating agency to determine appropriate disposition and release of located youth as soon as possible. The agency, personnel notified, and the person that the runaway is released to will be documented in the Miscellaneous Incident Report.

G. Located out of state runaways

- 1. The Bridge in Palatine will be contacted if temporary placement is needed for the runaway. Copies of the officer's report will be given to the responding Bridge worker.
- 2. Out of state runaways should be turned over to an on-duty youth detective, when available, with copies of any reports prepared.
- 3. Before contacting an on-call youth officer, procedures and actions taken should be reviewed by a field supervisor.

H. Runaways That Have Returned Home

- 1. The Communication's dispatcher shall send a patrol unit to the residence to verify the return of the runaway.
- 2. Whenever a person contacts Schaumburg Police Department to report that a runaway juvenile has returned home the officer receiving the information will be responsible for the following:
 - a. Complete a supplementary Report documenting the returned runaway to include the name and relationship of the person reporting the returned runaway.
 - b. Complete a LEADS Cancellation Form and provide this information to the communications dispatcher.

V. UNIDENTIFIED/ABANDONED CHILDREN:

A child whose caretaker makes no effort to recover the child who has run away, or who has been abandoned or deserted, often referred to as throwaways.

- A. The responding officer shall notify his immediate supervisor, document the incident on a Miscellaneous Incident Report and contact the Bridge.
- B. The Bridge shall arrange for follow-up contact with the parents or guardians, for follow up counseling, and/or placement, and contact with DCFS, if required.

By order of:

Director of Police