



1-66 MISSING PERSONS UNIT

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

None

B. Form(s)

None

C. Other Resource(s)

NamUS Database

NMSA 1978, §§ 29-15-1 through 29-15-12 Missing Persons Information and Reporting Act

NMSA 1978, § 32A-1-21 Runaway Child; Law Enforcement; Permitted Acts

D. Rescinded Special Order(s)

None

1-66-1 Purpose

The purpose of the Missing Persons Unit is to investigate missing person cases, including missing adults, missing juveniles, and runaway juveniles.

1-66-2 Policy

It is the policy of the Albuquerque Police Department (Department) to investigate all missing persons cases meeting the criteria within New Mexico state statutes.

N/A

1-66-3 Definitions

None

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1-66-4 Rules and Responsibilities

A. The Missing Persons Unit Sergeant shall:

1. Organize the on-call schedule.
2. Review and log incoming Uniform Incident Reports of missing or assumed missing persons.



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3. Assign cases to detectives for follow-up investigation.

B. A Missing Persons Unit detective shall:

1. Investigate adult missing and/or endangered persons;

2. Investigate missing juveniles;

- a. A Missing Persons Unit detective shall contact the Child Exploitation Detail (CED) if during their investigation of a missing juvenile begins to indicate a possible abduction.
- b. CED shall have sole case responsibility to investigate all abducted juvenile cases seventeen (17) years and below and shall be the sole entity to issue AMBER Alerts.

3. Investigate runaway juveniles in accordance with the provisions in NMSA 1978, § 32A-1-21 Runaway Child; Law Enforcement; Permitted Acts;

4. Be responsible for Brittany and Silver alerts;

5. Obtain the Daily Report from Central Records to locate Uniform Incident Reports not yet received for individuals entered as missing in the National Crime Information Center (NCIC);

6. Log and review all incoming Uniform Incident Reports of missing or assumed missing persons in the Missing Person Unit's internal case management system;

7. Conduct follow-up investigation to determine whether the missing person has returned or is still missing;

- a. If the person is still missing, the Missing Persons Unit Detective shall continue to investigate and leave the case open until the individual is located.
- b. If the person has been found, the Missing Persons Unit Detective shall ensure the individual is removed from NCIC and the case is closed.

8. Provide training to Department personnel and other agencies as directed; and

9. Assist in the maintenance of the NamUS database, which is managed by Cold Case Unit personnel.

C. Missing Persons Unit Detective(s) are on-call at all times and may be called by other agencies to assist with locating a missing person that may be within the Department's jurisdiction.

D. Missing Persons Unit Call-Out Criteria/Procedures

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1. Field Service Bureau (FSB) personnel shall conduct an initial investigation and notify their supervisor to determine whether a Missing Persons Unit Detective is needed.
 - a. The supervisor shall contact the on-call Missing Persons Unit Detective and advise them of their initial investigation.
 2. The Missing Persons Unit detective shall:
 - a. Determine whether it is necessary to respond to the scene and/or notify the Missing Persons Unit Sergeant; and
 - b. Determine whether a Brittany or Silver alert is necessary.
- E. Upon locating and recovering any missing person, or a person who has been verified as missing through a Silver or Brittany alert, Department personnel shall forward a completed Uniform Incident Report or Supplemental Report to the Missing Persons Unit.

REDLINED



1-66 MISSING PERSONS UNIT

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

None

~~2-91 Investigation of Violent Crimes~~

B. Form(s)

~~PD X Form Title None~~

C. Other Resource(s)

NamUS Database

~~New Mexico NMSA 1978, §§ 29-15-1 through 29-15-12 Missing Persons Information and Reporting Act 1978~~

~~NMSA 1978, § 32A-1-21 Runaway Child; Law Enforcement; Permitted Acts 2014~~

NamUS Database

~~(Placeholder. For example, Collective Bargaining Agreement between the City of Albuquerque and the Albuquerque Police Officers' Association)~~

D. Rescinded Special Order(s)

~~SO X Subject None~~

Related SOP(s):

~~2-91 Investigation of Violent Crimes~~

1-66-1 Purpose

The purpose of the Missing Persons Unit is to investigate all missing person cases, including missing adults, missing juveniles, and runaway juveniles.

1-66-2 Policy

It is the policy of the Albuquerque Police Department (Department)'s ~~Missing Persons Unit~~ to investigate all missing persons cases meeting the criteria within New Mexico state statutes ~~§ 29-15-1 through 12-NMSA-1978~~.

N/A 1-66-3 Definitions (if applicable)

~~The title of defined word or unit.~~

~~Describe terminology used.~~



~~The title of defined word or unit.~~

~~Describe terminology used. None~~

7 1-66-43 Rules and Responsibilities

A. The Missing Persons Unit Sergeant shall:

1. Organize the on-call schedule.
2. Review and log incoming Uniform Incident Reports of missing or assumed missing persons.
3. Assign cases to detectives for follow-up investigation.

~~B. The A Missing Persons Unit detectives shall:~~

~~A. complete the following investigations:~~

1. Investigate A adult m Missing and/or e Endangered p Persons;
2. Investigate M missing j Juveniles;
 - a. A The Missing Persons Unit detective shall contact the Child Exploitation Detail (CED) if through during their investigation of a missing person's case of a juvenile it begins to indicate a possible abduction.
 - b. CED shall have sole case responsibility to investigate all abducted juvenile cases seventeen (17) years and below and shall be the sole entity to issue AMBER Alerts. LERTS
- ~~a. CED will have sole case responsibility to investigate all abducted juvenile cases (17 years and below) and will be the sole entity to issue AMBER ALERTS.~~
3. Investigate R runaway j Juveniles in accordance consistent with the provisions in NMSA 1978, § MSA-32A-1-21 Runaway Child; Law Enforcement; s Permitted Acts;
4. Be responsible for Brittany and Silver a Alerts; and
- ~~5. Brittany Alerts.~~

7 ~~Missing Persons Unit Detectives shall:~~

- ~~B.5. Obtain the Daily Report from Central # Records to locate Uniform Incident # Reports not yet received for individuals entered as missing in the National Criminal Crime Information Center (NCIC) as missing.~~



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- 7. ~~6. Detectives will log and review all incoming Uniform Incident reports. Reports of missing or assumed missing persons in the Missing Person Unit's internal case management system; and~~
 - 7. ~~7. Conduct~~ Detectives shall follow-up investigation to determine if whether the missing person has returned or is still missing;
 - 6. a. If the person is still missing, the ~~Missing Persons Unit detective~~ Detective shall continue to investigate and leave the case open until the individual is located.
 - 6. b. If the person has been found, the ~~Missing Persons Unit detective~~ Detective shall ensure the individual is removed from NCIC and the case is closed.
 - 8. ~~Shall~~ Provide training to Department personnel and other agencies as directed; and
 - 9. ~~Shall~~ Assist in the maintenance of the NamUS Database, which is housed with managed by the Cold Case Unit personnel.
- C. Missing Persons Unit Detective(s) are on-call at all times and may be called by other agencies to assist with locating a missing person that may be within the Department's jurisdiction.
- D. Missing Persons Unit Call-Out Criteria/Procedures
- 1. ~~Field Service Bureau (FSB) Officers personnel shall conduct an initial investigation and notify their supervisor to determine if a Missing Persons detective is needed.~~
 - 2. ~~The supervisor shall then contact the on-call Missing Persons detective and advise them of the incident.~~
 - 1. Field Service Bureau (FSB) personnel shall conduct an initial investigation and notify their supervisor to determine if whether a Missing Persons Unit Detective is needed.
 - a. The supervisor shall then contact the on-call Missing Persons Unit Detective and advise them of their initial call investigation.
 - 2. The Missing Persons Unit detective shall:
 - 3. Determine if whether it is the call meets the necessity necessary to respond to the scene and/or notify the Missing Persons Unit Sergeant; and call-out criteria.



a.

~~Missing Persons Unit Detectives may shall~~ Determine if whether a Brittany or Silver
or Brittany Alert is necessary.

b.

E. Upon locating and recovering any missing person, or a person who has been verified
as missing through a Silver or/ Brittany alert person(s), Department personnel shall,
forward a upon locating and recovering any missing/ Silver/ Brittany alert person(s)
completed a Uniform Incident Report, or Supplemental Report and forwarded to the
Missing Persons Unit.

~~4. The Missing Persons Unit is on call at all times. The Missing Persons Unit Sergeant shall organize~~
~~the on-call schedule.~~

~~Missing Persons Unit Detective(s):~~

~~Are on call at all times;~~

~~D. Detectives may be called by other agencies to assist with locating a missing~~
~~person that may be within the Department's jurisdiction.~~

~~E. Detectives shall provide training to Department personnel and other agencies~~
~~as directed; and~~

~~F. Detectives shall assist in the maintenance of the NamUS Database, which is~~
~~housed with the Cold Case Unit.~~

