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Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):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D. Rescinded Special Order(s)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

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.
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
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.
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)

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
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 §§

1-66-3 Definitions

The title of defined word or unit.

Describe terminology used.
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 Missing Persons Unit detectives shall:
   A. complete the following investigations:
      1. Investigate adult Missing and/or Endangered Persons;
      2. Investigate missing Juveniles;
         a. The Missing Persons Unit detective shall contact the Child Exploitation Detail (CED) if, 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.
      4. Be responsible for Brittany and Silver Alerts; and
      5. Brittany Alerts.

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 Crime Information Center (NCIC) as missing;
6. Detectives will log and review all incoming Uniform Incident reports of missing or assumed missing persons in the Missing Person Unit’s internal case management system; and,

7. Conduct Detectives shall follow-up investigation to determine if the missing person has returned or is still missing:
   a. If the person is still missing, the Missing Persons Unit detective will 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 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 a Missing Persons 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 the call meets the necessity criteria. If necessary to respond to the scene and/or notify the Missing Persons Unit Sergeant; and
a. Missing Persons Unit Detectives may determine if a Brittany or Silver Alert is necessary.

b. 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 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 will 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 will provide training to Department personnel and other agencies as directed; and

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