



2-93 CHILD ABDUCTION AND MISSING CHILD INVESTIGATIONS

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

None

B. Form(s)

PD 1385 Crime Scene Canvass & Witness Information Form

C. Other Resource(s)

NMSA 1978, § 29-15-2 Definitions
NMSA 1978, § 30-4-1 Kidnapping
NMSA 1978, § 30-4-4 Custodial Interference; Penalties
NMSA 1978, § 40-10C-2 Definitions

D. Rescinded Special Order(s)

None

2-93-1 Purpose

The purpose of this policy is to provide standards for Albuquerque Police Department (Department) personnel in responding to and investigating cases involving child abductions and missing children. It is also the purpose of this policy to establish the Department's standards for issuing AMBER Alerts.

2-93-2 Policy

It is the policy of the Department to respond in a timely and appropriate manner to thoroughly investigate reports of a missing child in order to determine if the missing child has been abducted or kidnapped.

N/A 2-93-3 Definitions

A. Abducted Child

A child who is seventeen (17) years old or younger who has been taken, detained, concealed, or enticed away by a person(s) who does not have custodial rights to the child.

B. Abduction



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The wrongful removal or wrongful retention of a child. The action of taking away of a person by persuasion, fraud, or force, consistent with NMSA 1978 § 40-10C-2 A.

C. AMBER Alert

A declaration by the authorized requester that an abduction has occurred and that notifications and broadcasts should be made pursuant to the AMBER alert notification plan, consistent with NMSA 1978, § 29-15A-2.

D. Custodial Interference

Consists of any person, having a right to custody of a child, taking, detaining, concealing or enticing away or failing to return that child without good cause and with the intent to deprive permanently or for a protracted time from another person also having a right to custody of that child, consistent with NMSA 1978, § 30-4-4B.

E. Kidnapping

1. The unlawful taking, restraining, transporting, or confining of a person, by force, intimidation or deception, with intent:

- a. That the victim be held for ransom;
- b. That the victim be held as a hostage or shield and confined against their will;
- c. That the victim be held to service against the victim's will; or
- d. To inflict death, physical injury, or a sexual offense on the victim.

F. Missing Child

A child who is under the age of eighteen (18) years, who is not emancipated, and whose whereabouts are unknown to a parent, guardian, or responsible party, consistent with NMSA 1978, § 29-15-2B.

G. Unlawful Interference with Custody

Consists of any person, not having a right to custody, maliciously taking, detaining, concealing, enticing away, or failing to return any child with the intent to detain or conceal permanently or for a protracted time that child from any person having a right to custody of that child, consistent with NMSA 1978, § 30-4-4C.

H. Wrongful Removal

The taking of a child whereby taking the child breaches rights of custody or visitation given or recognized pursuant to the law of this state, consistent with NMSA 1978, § 40-10C-2-A.

I. Wrongful Retention



The keeping or concealing of a child, which keeping or concealing breaches rights of custody or visitation given or recognized pursuant to the law of this state, consistent with NMSA 1978, § 40-10C-2-A.

5 2-93-4 **Procedures**

A. Investigations of Child Abduction, Kidnapping, or Missing Child Cases

1. The responding officer shall:

- a. Interview the parent/guardian making the report;
- b. Conduct a thorough search of the immediate area;
- c. Obtain a description and current photograph of the child;
- d. Advise the Emergency Communications Center (ECC) of the information received, including the last known location and have ECC broadcast this information on all Talk Groups;
- e. Ensure the Real Time Crime Center (RTCC) completes a New Mexico Children, Youth, and Families Department (CYFD) portal check;
- f. Request an additional officer to secure any scene that may be of evidentiary value if the location is other than the home or location where the officer was dispatched;
- g. Interview potential witnesses at the scene, including children;
- h. Ensure the on-scene supervisor is notified of pertinent information;
- i. Stay on-scene to ensure the integrity of all potential evidence and obtain any new information when made available;
- j. Create a Uniform Incident Report as soon as practical;
- k. Tag all officer recordings of evidentiary value into evidence; and
- l. Upon determining that the child is missing or abducted, enter the child into the National Crime Information Center (NCIC) within two (2) hours from the time the incident was created in the Computer-Aided Dispatch (CAD) system.

2. The on-scene supervisor shall:

- a. Ensure that proper personnel are in place to carry out a proper and thorough investigation;
 - i. The on-scene supervisor shall immediately assign a records keeper, who shall keep accurate records of all investigative steps taken.
 - ii. The on-scene supervisor shall immediately assign personnel to begin a canvass of the neighborhood, using a standardized canvass form.
- b. Organize and coordinate an immediate search of the area surrounding the missing child's home and/or place where the child was last seen;
- c. Establish a command post;
- d. Contact and brief a Child Exploitation Detail (CED) Detective;
- e. Ensure that the primary officer has entered the child into NCIC;
- f. Ensure the Public Information Officer (PIO), the chain of command, and Duty Chief are notified; and
- g. Ensure that Supplemental Reports are written by all responding personnel.



3. The CED Detective shall:

- a. If an investigation meets the criteria of an AMBER Alert, have the primary responsibility with the issuance of an AMBER Alert and for operating the phone bank;
 - i. The appropriate investigating unit will assist with investigatory tasks in coordination with the CED Supervisor. Upon locating the missing child, the appropriate investigating unit will take case responsibility for the criminal investigation.
- b. Ensure they are briefed by personnel at the scene;
- c. Verify the accuracy of all descriptive information;
- d. Obtain a brief history of family dynamics, including:
 - i. Using information from the Crime Scene Canvass and Witness Information Form; and
 - ii. Obtaining any available records from CYFD, Department Records Division, family doctor(s), hospital and school.
- e. Update descriptive information;
- f. Conduct follow-up interviews with reporting parent/guardian and all possible witnesses and suspects; and
- g. Respond to requests for assistance from other agencies, as deemed necessary by the CED Supervisor.

4. The CED Supervisor shall:

- a. Respond personally to the scene of any investigations of abduction or kidnapping being investigated by a Missing Persons Unit Detective;
- b. After being briefed, assess the situation to determine the appropriate level of response;
- c. If the on-call Missing Persons Unit Supervisor concludes a high probability exists that the child was abducted and is in danger of bodily harm or death, they shall contact the New Mexico Department of Public Safety AMBER Alert Clearinghouse to activate the AMBER Alert and ensure contact is made with New Mexico State Police (NMSPP) and 770 News Radio KKOB who then disseminates the information by using the emergency alert system;
- d. Confirm the child is entered into NCIC;
- e. Assume responsibility for command post operation;
- f. Notify appropriate investigative unit for the criminal investigation;
- g. Keep the Criminal Investigations/Scientific Evidence Division Commander informed of all aspects of the investigation;
- h. Ensure that all AMBER Alerts are issued based on the Department of Justice, Office of Justice Programs, and AMBER Alert recommended criteria as follows:
 - i. There must be evidence of a non-family or unlawful interference with custody;
 - ii. The child must be seventeen (17) years of age or younger;
 - iii. There must be specific information concerning the abductor and/or child, which would prove useful to the public in hopes of recovering the child;



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- iv. There must be a reason to believe the child is in imminent danger of bodily harm or death; and/or
- v. The child must be entered into NCIC as abducted.
- i. Make the final decision to complete an AMBER Alert.

REDLINED



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

A. Related SOP(s)

- ~~1-26 Child Exploitation Detail~~
- ~~1-33 Crimes Against Children Unit~~
- ~~2-92 Crimes Against Children Investigations~~ None

B. Form(s)

- PD ~~X~~ ~~Form Title~~ 1385 Crime Scene Canvass & Witness Information Form

C. Other Resource(s)

- NMSA 1978, § 29-15-2 Definitions
- NMSA 1978, § 30-4-1 Kidnapping
- NMSA 1978, § 30-4-4 ~~C~~ Custodial Interference; Penalties
- NMSA 1978, § 40-10C-2 Definitions
-

D. Rescinded Special Order(s)

- ~~SO X Subject~~ None

2-93-1 Purpose

The purpose of this policy is to provide ~~guidance~~ standards for ~~to~~ Albuquerque Police Department (Department) personnel in responding to and investigating cases involving child abductions and missing children. It ~~is also the purpose of this policy to will also~~ establish the Department's standards for ~~the Department for~~ issuing AMBER Alerts.

2-93-2 Policy

It is the policy of the ~~Albuquerque Police Department~~ (Department) to respond in a timely and appropriate manner to thoroughly investigate reports of a missing child in order to determine if the missing child has been abducted or kidnapped. ~~If the investigation meets the criteria of an AMBER Alert, CED Detectives~~ Child Exploitation Division will have the primary responsibility with the issuance of ~~the~~ issuing an AMBER Alert and ~~for~~ operating the phone bank. The appropriate investigating unit will assist with investigatory tasks ~~in coordination with the CED Supervisor~~. Upon locating the missing child, the appropriate ~~investigating~~ investigating unit will take case responsibility for the criminal investigation.

N/A 2-93-3 Definitions

- ~~A. Abducted Child~~



~~A child who is seventeen (17) years old or younger who has been taken, detained, concealed, or enticed away by a person(s) who does not have custodial rights to the child.~~

~~E.A. Abduction (Kidnapping)~~

~~The action of taking away of a person by persuasion, fraud, or force. The terms "abduction" and "kidnapping" are, at times, used interchangeably. The NMSA uses the term Kidnapping. See NMSA 1978, § 30-4-1.~~

A. Abducted Child

A child who is seventeen (17) years old or younger who has been taken, detained, concealed, or enticed away by a person(s) who does not have custodial rights to the child.

B. Abduction (Kidnapping)

The wrongful removal or wrongful retention of a child. The action of taking away of a person by persuasion, fraud, or force, consistent with ~~See NMSA 1978 § 40-10C-2 - A. The terms abduction and kidnapping are, at times, used interchangeably. The NMSA uses the term Kidnapping. See NMSA 1978 § 30-4-1.~~

~~The action of taking away of a person by persuasion, fraud, or force. The terms "abduction" and "kidnapping" are, at times, used interchangeably. The NMSA uses the term Kidnapping. See NMSA 1978, § 30-4-1.~~

~~I.C. AMBER/AMBER Alert Program~~

A declaration by the authorized requester that an abduction has occurred and that notifications and broadcasts should be made pursuant to the AMBER alert notification plan, consistent with NMSA 1978, § 29-15A-2.

~~The AMBER/AMBER Alert Program is a voluntary partnership between law enforcement agencies, broadcasters, transportation agencies, and the wireless industry, to activate an urgent bulletin in the most serious child abduction cases. The goal of an AMBER/AMBER Alert is to call draw on the instantly galvanize the entire community to assist in the search for and the safe recovery of the child immediately.~~

~~J. Custodial Abduction~~

~~(Also known as unlawful interference with custody) consists Consists of any person, not having a right to custody, maliciously taking, detaining, concealing, or enticing away, or failing to return any child with the intent to detain or conceal permanently or for a protracted time that child from any person having a right to custody of that child. See NMSA 1978 § 30-4-4C.~~

~~M.D. Custodial Interference~~



~~Custodial Interference~~ Consists of any person, having a right to custody of a child, taking, detaining, concealing or enticing away or failing to return that child without good cause and with the intent to deprive permanently or for a protracted time from another person also having a right to custody of that child, consistent with ~~See~~ NMSA 1978, § 30-4-4B.

~~N.E.~~ Kidnapping

1. The unlawful taking, restraining, transporting, or confining of a person, by force, intimidation or deception, with intent:

- a. That the victim be held for ransom;
- b. That the victim be held as a hostage or shield and confined against their will;
- c. That the victim be held to service against the victim's will; or
- d. To inflict death, physical injury, or a sexual offense on the victim.

~~Kidnapping is the~~ The unlawful taking, restraining, transporting, or confining of a person, by force, intimidation, or deception with the intent to:

- ~~1. Hold~~ That the victim be held for ransom;
- ~~2. That the victim be held as a hostage or shield and confined against his~~ their will;
- ~~3. That the victim be held to service against the victim's will; and~~
- ~~4. To inflict death or physical injury or a sexual offense on the victim.~~

~~O.F.~~ Missing Child

A child who is under the age of eighteen (18) years, who is not emancipated, is 17 years old and younger and, whose whereabouts are ~~is~~ unknown to a parent, guardian, or responsible party, consistent with ~~NMSA 1978, § 29-15-2B.~~

G. Unlawful Interference with Custody

Consists of any person, not having a right to custody, maliciously taking, detaining, concealing, enticing away, or failing to return any child with the intent to detain or conceal permanently or for a protracted time that child from any person having a right to custody of that child, consistent with ~~See~~ NMSA 1978, § 30-4-4C.

H. Wrongful Removal

The taking of a child, whereby ~~which~~ taking the child breaches rights of custody or visitation given or recognized pursuant to the law of this state, consistent ~~See~~ with NMSA 1978, § 40-10C-2-A.

I. Wrongful Retention



The keeping or concealing of a child, which keeping or concealing breaches rights of custody or visitation given or recognized pursuant to the law of this state, consistent with ~~See~~ NMSA 1978, § 40-10C-2-A.

5 2-9493-4 Procedures

A. Investigations of Child Abduction, Kidnapping, or ~~Missing~~ Child Cases

~~2.1.~~ The r~~R~~esponding o~~O~~fficer s~~S~~hall:

- a. Interview the parent/guardian making the report;
- b. Conduct a thorough search of the immediate area, ~~including residence(s), vehicles, other buildings, swimming pools, etc.;~~
- c. Obtain a description and current photograph of the child;
- d. Advise the Emergency Communications Center (ECC) of the information received, including the last known location and have ECC broadcast this information ~~broadcast~~ on all ~~radio frequencies~~ Talk Groups;
- e. Ensure ~~that~~ the Real Time Crime Center (RTCC) completes a New Mexico Children, Youth, and Families Department (CYFD) portal check;
- f. Request an additional officer to secure any scene that may be of evidentiary value if the location is other than the home or location where the officer was dispatched;
- g. Interview potential witnesses at the scene, including children;
- h. Ensure the on-scene supervisor is notified of pertinent information;
- i. Stay on ~~the~~ scene to ensure the integrity of all potential evidence and obtain any new information when made available;
- j. Create a ~~Initiate the~~ Uniform Offense/Incident ~~R~~eport as soon as practical;
- k. Tag ~~All~~ officer recordings of evidentiary value ~~will be tagged~~ into evidence; and
- l. Upon determining that the child is missing or abducted, ~~the officer shall~~ enter the child into the National Crime Information Center (NCIC) within two (2) hours from the time the incident was created in the Computer-Aided Dispatch (CAD) system, ~~not from the time that the report is being written, immediately.~~

~~3.2.~~ The o~~O~~n-s~~S~~cene s~~S~~upervisor s~~S~~hall:

- a. Ensure that proper personnel are in place to carry out a proper and thorough investigation;
 - i. The on-scene supervisor shall ~~immediately~~ assign a records keeper, who ~~will~~ shall keep accurate records of all investigative steps taken.
 - ii. The on-scene supervisor shall ~~immediately~~ assign personnel to begin a canvass of the neighborhood, using a standardized canvass form.
- b. Organize and coordinate an immediate search of the area surrounding the missing child's home and/or place where the child was last seen;



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- c. Establish a command post;
- d. ~~Will~~ Contact and brief a Child Exploitation Detail (member of CED) Detective; ~~Child Exploitation~~
- e. Ensure that the primary officer has entered the child into NCIC;
- f. Ensure the Public Information Officer (PIO), the chain of command, and Duty Chief are notified; and
- g. Ensure that Supplemental Reports are written by all responding personnel.

4.3. The ~~CED~~ CED Detective shall:

- a. If an investigation meets the criteria of an AMBER Alert, have the primary responsibility with the issuance of an AMBER Alert and for operating the phone bank;
 - i. The appropriate investigating unit will assist with investigatory tasks in coordination with the CED Supervisor. Upon locating the missing child, the appropriate investigating unit will take case responsibility for the criminal investigation.
- ~~a.~~ b. Ensure ~~he/she~~ they are briefed by personnel at the scene;
- ~~b.~~ c. Verify the accuracy of all descriptive information;
- ~~c.~~ d. Obtain a brief history of family dynamics, including:
 - i. Using information from the Crime Scene Canvass and Witness Information Form canvass forms; and
 - ii. Obtaining any available records from CYFD (Children Youth and Families), ~~APD~~ Department Records Division, family doctor(s), hospital and school.
- ~~d.~~ e. Update descriptive information;
- ~~e.~~ f. Conduct follow-up interviews with reporting parent/guardian and all possible witnesses and suspects; and
- ~~f.~~ g. Respond to requests for assistance from other agencies, as deemed necessary by the ~~(someone)~~ CED Supervisor.

5.4. The ~~Juvenile Section~~ CED supervisor ~~Supervisor~~ shall:

- a. Respond personally to the scene of any investigations of abduction or kidnapping being investigated by a ~~CED~~ Missing Persons Unit ~~a~~ Detective;
- b. After being briefed, assess the situation to determine the appropriate level of response;
- c. If the on-call ~~Juvenile Section~~ Missing Persons Unit supervisor ~~Supervisor~~ concludes a high probability exists that the child was abducted and is in danger of bodily harm or death, ~~he/she~~ they will ~~shall~~ contact the New Mexico Department of Public Safety ~~Amber~~ AMBER Alert Clearing House to activate the ~~Amber~~ AMBER Alert and ensure contact is made with New Mexico State Police (NMSP) and 96.3770 News Radio KKOB radio station who then ~~will~~ disseminates the information by using ~~utilizing~~ the ~~e~~ Emergency a ~~Alert~~ s ~~System~~;
- d. Confirm the child is entered into NCIC;
- e. Assume responsibility for command post operation;
- f. Notify appropriate investigative unit for the criminal investigation;



- g. Keep the ~~Juvenile Section~~ Criminal Investigations/Scientific Evidence Division (CID) Commander informed of all aspects of the investigation;
- h. Ensure that all ~~Amber~~ AMBER Alerts are issued based on the Department of Justice, Office of Justice Programs, and ~~Amber~~ AMBER Alert recommended criteria as follows: ~~and~~
 - i. There must be evidence of a non-family ~~OR~~ or unlawful interference with custody ~~custodial abduction~~;
 - ~~B.ii.~~ ii. The child must be seventeen (17) years of age or younger;
 - ~~C.iii.~~ iii. There must be specific information concerning the abductor and/or child, which would prove useful to the public in hopes of recovering the child;
 - ~~D.iv.~~ iv. There must be a reason to believe the child is in imminent danger of bodily harm or death; and/or;
 - ~~E.v.~~ v. The child must be entered into NCIC as abducted.
- i. ~~The CED CED supervisor will shall m~~ Make the final decision to complete an ~~Amber~~ AMBER Alert.

~~F. Use of Volunteers for Searches~~

- ~~1. Volunteers will shall be used only when absolutely necessary.~~
- ~~2. If volunteers are used, they must be under the direct supervision of police Department personnel.~~
- ~~3. NCIC, Motor Vehicle Department (MVD), and CYFD portal checks shall be conducted and documented on all volunteers before use.~~

~~2-93 CHILD ABDUCTION/MISSING CHILD INVESTIGATIONS~~

~~2-93-1 Purpose~~

~~This policy details the duties and responsibilities of the Field Services Bureau when responding to incidents involving missing children, to include child abduction.~~

~~2-93-2 Policy~~

~~Department policy is to respond in a timely and appropriate manner to thoroughly investigate reports of a missing child to determine if the missing child has been abducted. The Child Exploitation Detail (CED) will assume follow up case responsibility for all verified child abduction cases. On abduction cases that result in the issuance of an AMBER Alert, the CED will have the primary responsibility with the issuance of the AMBER Alert and the phone bank. The respective area command Impact Team will assist with investigatory tasks in coordination with the Juvenile Section supervisor.~~

~~2-93-3 Definitions~~



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~~A. Abducted Child~~

~~A child who is younger than 18 years of age who has been maliciously taken, detained, concealed or enticed away by a person(s) who does not have custodial rights to the child.~~

~~B. AMBER Alert~~

~~The AMBER Alert Program is a voluntary partnership between law enforcement agencies, broadcasters, transportation agencies, and the wireless industry, to activate an urgent bulletin in the most serious child abduction cases. The goal of an AMBER Alert is to instantly galvanize the entire community to assist in the search for and the safe recovery of the child. An AMBER Alert may be issued when the following circumstances are present:~~

- ~~1. There must be evidence of a non-family OR custodial abduction;~~
- ~~2. The child must be 17 years of age or less;~~
- ~~3. There must be specific information concerning the abductor and/or child, which would prove useful to the public in hopes of recovering the child;~~
- ~~4. There must be reason to believe the child is in imminent danger of great bodily harm or death; and~~
- ~~5. The child must have already been entered in to NCIC as missing.~~

~~C. Custodial Abduction~~

~~Known as unlawful interference with custody consists of any person, not having a right to custody, maliciously taking, detaining, concealing or enticing away or failing to return any child with the intent to detain or conceal permanently or for a protracted time that child from any person having a right to custody of that child. See NMSA § 30-4-4C.~~

~~D. Custodial Interference~~

~~Custodial Interference consists of any person, having a right to custody of a child, maliciously taking, detaining, concealing or enticing away or failing to return that child without good cause and with the intent to deprive permanently or for a protracted time another person also having a right to custody of that child of his right to custody. See NMSA § 30-4-4B.~~

~~E. Kidnapping~~



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~~Kidnapping is the unlawful taking, restraining, transporting or confining of a person, by force, intimidation or deception with intent:~~

- ~~1. That the victim be held for ransom;~~
- ~~2. That the victim be held as a hostage or shield and confined against his will;~~
- ~~3. That the victim be held to service against the victim's will; or~~
- ~~4. To inflict death or physical injury.~~

~~F. Missing Child~~

~~A child who is younger than 18 years of age, whose whereabouts is unknown to a parent, guardian, or responsible party.~~

~~G. Zone of Safety~~

~~A dwelling, school, play area, other areas of activity whether public or private, or any other area that provides a reasonable expectation of safety including situations where children over ten years of age are under the supervision of persons who are authorized to provide a zone of safety or situations where children ten years of age or less are required by law to be under the supervision of an adult.~~

~~2-93-4 Procedures~~

~~A. Investigative Factors - Circumstances to Consider~~

~~1. Certain factors may exist when an officer is dispatched to a missing/abducted child incident that should be considered. These factors could aid the officer in determining if a true abduction has taken place. The factors to consider include, but are not limited to:~~

- ~~a. Is the child 13 years of age or younger?~~
- ~~b. Is the child out of the zone of safety for his/her age and developmental stage?~~
- ~~c. Is the mental capacity of the child diminished?~~
- ~~d. Does the child take prescribed medication and/or is the child drug dependent on illicit substances?~~
- ~~e. Is the child a potential victim of foul play or sexual exploitation?~~
- ~~f. Is the situation considered life threatening in any way?~~
- ~~g. Did the incident occur near a truck stop or busy thoroughfare?~~
- ~~h. Has the child been absent from home for more than 24 hours before being reported to police as missing?~~



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- ~~i. Is the child believed to be with adults who could endanger his or her welfare?~~
- ~~j. Is the child absent under circumstances inconsistent with established patterns of behavior?~~
- ~~k. Does the child's disappearance involve circumstances that would cause a reasonable person to believe that the child should be considered at risk?~~

~~B. Investigations of Child Abduction/Missing Child Cases~~

~~1. Communications~~

- ~~a. Determine if circumstances of the report meet the requirements of an abducted/missing child as outlined in 2-35-2 above.~~
- ~~b. Immediately dispatch an officer to the scene of the incident.~~
- ~~c. Notify the on-duty Communications supervisor.~~
- ~~d. Dispatch a Field Services Supervisor, transmit the appropriate radio alerts and other notifications and update this information as it becomes available.~~
- ~~e. Search radio/dispatch records for related information and relay this information to the responding officer and/or field supervisor.~~
- ~~f. Safeguard all pertinent records, such as handwritten notes and dispatch logs.~~
- ~~g. Ensure that relieving dispatch personnel are fully briefed and have possession of pertinent records when taking over the dispatch responsibilities.~~
- ~~h. Ensure that on-coming commanders/supervisors are made aware of the call.~~
- ~~i. Contact the relevant agencies/resources listed in subsection 2-35-3-B upon request.~~

~~2. Responding Officer~~

- ~~a. Interview the parent/guardian making the report.~~
- ~~b. Conduct a thorough search of the immediate area including residence(s), vehicles, other buildings, swimming pools, etc.~~
- ~~c. Obtain a description and current photograph of the child.~~
- ~~d. Advise Communications of the information received, including the last known location and have this information broadcast on all radio frequencies.~~
- ~~e. Request an additional officer to secure any scene that may be of evidentiary value if the location is other than the home or location where the officer was dispatched.~~
- ~~f. Interview potential witnesses at the scene, including children.~~
- ~~g. Ensure the on-scene supervisor is apprised of pertinent information.~~
- ~~h. Stay on the scene to ensure the integrity of all potential evidence and obtain any new information when made available.~~
- ~~i. Initiate the Offense/Incident report as soon as practical.~~
- ~~j. All officer recordings of evidentiary value will be tagged into evidence.~~

~~3. On-Scene Supervisor~~



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- ~~a. Ensure he/she is briefed by the dispatched officer.~~
 - ~~b. Determine if additional personnel and resources are needed.~~
 - ~~c. Organize and coordinate an immediate search of the area surrounding the missing child's home and/or place where the child was last seen.~~
 - ~~d. Ensure that an officer has been established as the victim family liaison.~~
 - ~~e. Establish a command post, if needed.~~
 - ~~f. Will contact and brief a member of the Child Exploitation Detail.~~
 - ~~g. If the on-call Juvenile Section supervisor concludes a high probability exists that the child was abducted and in danger of serious harm or death, he/she will activate the Area Law Enforcement Response Transmission (ALERT) broadcast by calling KKOB. The on-call Juvenile Section supervisor must give them his/her man number for verification and enough information to broadcast an "Attempt to Locate" over the Emergency Alert system. KKOB will then activate the statewide ALERT broadcast via television and radio station.~~
 - ~~h. Ensure that NCIC is notified as soon as possible with the child's information.~~
 - ~~i. Ensure the PIO, the chain of command and Duty Chief are notified.~~
 - ~~j. Ensure that supplemental reports are written by all responding personnel.~~
 - ~~k. Contact the on-duty communications supervisor to issue a Child is Missing Alert. The on-scene supervisor should have the following information:~~
 - ~~i. Name and description of the missing child/person.~~
 - ~~ii. Location last seen, zip code, and county~~
 - ~~iii. Time and date last seen~~
- ~~4. Duties of the On-call Juvenile Section supervisor if the incident is verified as a child abduction, or if the circumstances surrounding a missing child report are suspicious or unusual:~~
- ~~a. Respond personally to the scene.~~
 - ~~b. After being briefed assess the situation to determine the appropriate level of response.~~
 - ~~c. If the situation warrants, assign the Child Exploitation Detail detective case responsibility the Area Law Enforcement Response Transmission (ALERT) broadcast by calling KKOB. The on-call Juvenile Section supervisor must give them his/her man number for verification and enough information to broadcast an "Attempt to Locate" over the Emergency Alert system. KKOB will then activate the statewide ALERT broadcast via television and radio station case agent's orders are carried out to their completion.~~
 - ~~d. Assume responsibility for command post operation, if implemented.~~
 - ~~e. Act as liaison between investigators and other police personnel.~~
 - ~~G. Request additional resources as needed. Keep the Juvenile Section commander informed of all aspects of the investigation.~~
- ~~1. Case Agent/Assistant Case Agent duties if the incident is verified as a child abduction, or if the circumstances surrounding a missing child report are suspicious or unusual:~~
- ~~a. Ensure he/she is briefed by personnel at the scene.~~
 - ~~b. Verify the accuracy of all descriptive information.~~



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- ~~c. Ensure that proper personnel are in place to carry out a proper and thorough investigation.~~
- ~~i. Immediately assign a records keeper, who will keep accurate records of all investigative steps taken.~~
- ~~ii. Immediately assign personnel to begin a canvass of the neighborhood, using a standardized canvass form.~~
- ~~d. Obtain a brief history of family dynamics:~~
 - ~~i. Utilize information from the canvass forms.~~
 - ~~ii. Assign personnel to interview other family members, friends, and associates.~~
 - ~~iii. Obtain any available records from CYFD (Children Youth and Families), APD Records, family doctor(s), hospital and school.~~
- ~~e. Evaluate the need for additional resources and specialized services. Update descriptive information.~~
- ~~f. Conduct follow-up interviews with reporting parent/guardian and all possible witnesses and suspects.~~
- ~~g. Prepare necessary reports and complete appropriate forms.~~
- ~~h. Assume responsibility for all phases of the investigation, except processing the scene and the collection of evidence.~~
- ~~i. Respond to requests for assistance from other agencies, as deemed necessary by the Chief of Police.~~

~~D. Crime Scene Specialist's Duties for Missing/Abducted Child Investigations~~

- ~~1. Take preliminary photographs of the scene and search for evidence, as appropriate.~~
- ~~2. Be responsible for collecting evidence at the scene and tagging it into evidence.~~

~~E. Use of Volunteers for Searches~~

- ~~1. Volunteers will be used only when absolutely necessary.~~
- ~~2. If volunteers are used, they must be under direct supervision of police personnel.~~
- ~~3. No person will be allowed to volunteer without first being identified.~~
- ~~4. The person's information shall be recorded and given to the records keeper.~~
- ~~5. Basic background checks shall be conducted on all volunteers before use.~~