

RENO POLICE DEPARTMENT GENERAL ORDER

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Chief of Police: Jason Soto /s/		
Approving Deputy Chief: Deputy Chief Tom Robinson		
General Order No: P-291-05	Issued: December 28, 2005	Revised: May 11, 2015
General Order Title: Missing Person under 21		

POLICY

It is the policy of the Reno Police Department to conduct missing children investigations thoroughly. This includes ascertaining the possibility of a criminal act, initiating immediate searches, treating all reports of missing children as abductions until facts or other circumstances prove otherwise, and accepting all reports of missing children, including telephone reports.

PROCEDURES

Personnel will accept every report of missing person under 21, including those received by telephone. Upon receipt of a missing person under 21 report, immediate action will be taken. Initial circumstances of the type of disappearance will be determined after making all possible inquiries that are available at the time of the report. Circumstances can include, but are not limited to, the following:

- Runaway (voluntarily missing)
- Abducted by a noncustodial parent
- Stranger abduction
- Unknown missing Adult (under 21 – Federally required entry)

(Adult is intended to be used to designate records that are entered into the Missing Person File, Other Category, in order to comply with Suzanne's Law. On April 7, 2003, the United States Congress enacted Suzanne's Law, which Modified Title 42, United States Code (U.S.C.), Section 5779(a). In accordance with this statute, agencies are required to enter records into the NCIC Missing Person File for missing individuals under the age of 21.)

If the missing child/juvenile meets the criteria set forth in the current Care Trak procedures, Officers and Supervisors will implement the Care Trak protocol as soon as practical.

Initial Report-Taking

The initial report-taker must gather the minimum information required for NCIC entry to include, but not limited to, the following information:

- Name, Race, Sex, DOB, Height, Weight, Hair, Eyes and physical description (such as scars, marks, and/or tattoos) of the missing person under 21
- relationship of the reporting party to the missing person under 21;
- Time and place of last-known location of the child and the identity of anyone accompanying the child;
- The extent of any search already conducted for the child;
- Whether the child has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits, or plans;
- Whether the child has been involved recently in domestic incidents, suffered emotional trauma or life crises, demonstrated unusual, uncharacteristic, or bizarre behavior, is dependent on drugs or alcohol, or has a history of mental illness; and
- The current physical condition of the child and whether the child is currently on prescription medication.

A supervisory officer will be notified immediately upon classification of a report as “missing person under 21.”

Reports of children who have voluntarily left home, *i.e.*, runaways, should be classified as such only after a thorough investigation.

Determination as to Whether an Abduction is Valid

Time is critical, and quickly determining if the case is a valid abduction is very important. Some factors to help determine validity are as follows:

1. Whether or not the abduction has been witnessed;
2. Time of day;
3. Location;
4. Witness descriptions of persons seen in the area before or after the reported abduction.
5. Inquiry should also determine if the child:
 - Is or may be with an adult who could cause him/her harm;
 - May be the subject of a parental abduction; or
 - Has previously run away from home, has threatened to do so, or has a history of

explainable or unexplainable absences for extended periods of time.

Often there is an increase in attempted abduction reports immediately following valid abductions; caution should be used in utilizing this fact in determining whether a valid abduction has occurred.

Case Organization and Management

Once a reported abduction has taken place, the following steps should be taken immediately:

1. The patrol incident commander should establish a command post. The command post should be close to the scene yet far enough away to keep unnecessary persons from contaminating it.
2. The detective commander or designee will determine whether or not a task force should be formed. An interagency task force will be implemented when the facts indicate that the child has been abducted and is in grave danger.
3. In order to meet NCIC requirements the case number and case information must be submitted to records personnel within 2 hours of the officer arriving on scene of the missing person under 21 call.

Interagency Task Force

This procedure is to provide interagency assistance, not mutual aid. Agencies supplying personnel will incur the full costs for those employees. When feasible, each agency will provide personnel for immediate use at the scene and for the long-term investigation upon request of the originating agency. The following special conditions apply for an interagency task force:

1. Agencies providing personnel should provide supervision, but the requesting agency is in charge of all personnel at the scene, including those from other agencies.
2. Requests for assistance will be made or approved by the Chief of Police/designee. The requesting agency will advise where responding personnel are to report and to whom.
3. Personnel should be limited to a maximum of 12-hour shifts and be relieved by their agency.
4. Agencies will provide vehicles for their personnel.

Communications' Responsibilities

Communications will dispatch an officer to the scene of a reported missing person under 21. They will notify the patrol supervisor and watch commander. They will issue an immediate ATL to the surrounding agencies.

First Responding Officer's Responsibilities/Preliminary Investigation

The first responding officer will assess the situation and provide additional information to other patrol units and communications. The officer will secure the scene, identify any known witnesses, and stay with the family until relieved by the family liaison detective. Statements made by the reporting person could be important to the investigation and should be recorded whenever possible.

A search of the scene is necessary, even if a parent has indicated that it has already been searched. Officers should be aware that it is a potential crime scene and precautions must be taken to protect potential physical evidence. The victim's residence should also be thoroughly searched even if it has already been gone through prior to the officer's arrival.

In every case, it is critical to know as much as possible about the victim before determining the classification. This information should be obtained as soon as possible and in as much detail as possible. The following list is provided as a guide to developing this information:

1. Obtain a full description of the victim, including clothing, jewelry, marks, scars, missing teeth and/or dental work. Did the victim look his/her age?
2. Verify the child's custody status.
3. Determine when, where, and by whom the missing child was last seen.
4. Obtain a current photograph of the victim. If available, obtain several different photographs.
5. Determine the victim's normal patterns of activity.
6. Obtain information about the victim's closest friends, all siblings, natural and step-parents, grandparents, aunts, uncles, and close friends of the family.
7. Inquire if the child has access to electronic devices (computers, cell phones, etc.) and evaluate their value in assisting the resolving the investigation.
8. Obtain information about websites that the victim may visit and obtain login information to access their account(s).
9. Obtain information about any school, work, or family problems, or other possible stress factors the victim might have been experiencing.
10. Obtain information about any behavioral or physical changes noted by family or friends, including use of drugs, alcohol, or sexual activity.

11. Obtain information as to the victim's hobbies, activities, or interests, *e.g.*, favorite toys, favorite clothing, or favorite place.
12. Determine parental attitudes towards the victim.
13. Determine "runaway" history and reasons for victim's discontent at home.
14. Determine financial status of the family.
15. Identify any medical problems the victim may have, including any medical treatment the victim has received at locations other than from his/her physician.
16. Look for signs of an abusive home environment or dysfunctional family situation.
17. Check whether the child is believed to be with adults who may pose a danger to him/her.
18. Obtain the name and location of the school attended by the child and any persons who may be responsible for private transportation to and from the school.
19. When possible, officers should gain permission to search a missing child's home and school locker, as appropriate.
20. Submit initial case information to records within 2 hours of arriving on scene of call.

Patrol Supervisor's Responsibilities

The patrol supervisor will determine the location of the command post. The command post should not be at the location of the abduction, yet should be close enough to allow easy access by those involved while keeping unnecessary persons from interfering with the investigation or destroying potential evidence.

The patrol supervisor will organize/supervise the initial neighborhood search/canvas, and the checkpoints for examination of vehicles leaving the area. This is a critical time in the investigation which could produce information leading to a quick resolution or provide direction, which when followed up, may uncover important leads.

It is important that a canvas be made of all vehicles in the area; photographs and video should be taken immediately of all vehicles and people in the area surrounding the crime scene. Should people return to the scene or attempt to interject themselves into the investigation, video and/or photographs may assist in identifying them at a later time.

Ensure the initial case information has been reported to the records section within 2 hours of initial officer on scene to meet NCIC requirements.

Watch Commander's Responsibilities

Consider contacting "A Child Is Missing." If the criteria are met to issue an AMBER alert, the

watch commander will ensure an alert is issued as soon as practicable. The watch commander will coordinate searches other than the neighborhood canvas, both ground and air, e.g., tracking dogs, aircraft, outside agencies, etc. Important factors to consider are as follows:

1. Searches, both ground and air, should be organized immediately. This is done not only in an effort to identify the offender(s) or the victim's location, but also to publicize that an abduction investigation is under way.
2. Consider checking remote areas away from the neighborhood where the victim may have been taken immediately following the abduction.
3. It is important that parameters be set for the searches, and that the searches be documented to avoid missed areas or repeat efforts.

Robbery-Homicide Supervisor's Responsibilities

The detective robbery-homicide supervisor will direct the initial investigation and make assignments of detectives/outside investigators, supervise investigative personnel, and serve as liaison with the District Attorney's Office. Factors to consider are as follows:

1. It is important to maintain a presence at the command post.
2. Consider initiating involvement by the District Attorney's Office at an early stage so that search warrants, seizure orders, etc. can be obtained in a timely manner. Request a designated deputy district attorney be available at all times during the initial critical hours.
3. To maintain control over information disseminated to the public, coordinate with the assigned public information officer.
4. Officers should remain with the same assignments throughout the investigation or until they are no longer needed.

Detective *Lieutenant* Responsibilities

The Detective Lieutenant will oversee the entire investigation, determine if outside agency assistance is needed and, if so, coordinate with them. They will also coordinate with the media and assign a media representative. Factors to consider are as follows:

1. It is important that adequate personnel be assigned to the initial investigation and be available throughout the investigation. Consideration should be given to getting help from

outside agencies/investigators who have been involved in previous abduction investigations.

2. One person should be assigned as the public information officer. The Detective Lieutenant will oversee the information to be released.
3. It is recommended that media operations be staged in a location separate from the command post so that the integrity of the investigation is not affected.
4. With the assistance of the media, the department can notify the public quickly about the abduction, including a description of the offender, time and place of the abduction, description of the victim, vehicles involved, etc.

There should be a list as to whom media releases have been submitted. Releases should be submitted with the understanding that they will be immediately acted upon and not held for release at a later time.

Managing the Investigation

1. Regular briefing sessions are necessary in order to keep everyone apprised of developments. Initially, briefings should be scheduled as often as practicable and held at the command post.
2. Updates should be sent to all briefings and other divisions on a regular basis.
3. Local law enforcement agencies will be requesting information. It is important that those calls are answered in a timely manner.
4. Set up a central repository for hard-copy records/reports which will serve as a backup for computer records and allow for easy review by investigators. Place original reports in a locked file.
5. It is critical to periodically review the case and investigate priorities. In long-term cases, details and connections can be overlooked. It is important to use graphic displays/charts for this purpose.
6. To keep investigators on track and refresh their memories, periodically provide a list of critical case facts.
7. A list of assignments will be maintained and posted in a place for personnel to refer to.
8. One person/screening unit should be designated to assign all outgoing leads and review investigative results. This responsibility should fall upon the case agent who will ultimately manage the continuing investigation of the case.
9. Assign a detective to obtain information and record incoming leads.

10. An investigator should be assigned to identify and work with any special groups including psychics, letter writers, etc., and keep track of people who purposely interject themselves into the investigation.
11. Ensure that search-team leaders have each volunteer complete a Volunteer Search Waiver form prior to participation in the search, and keep all Volunteer Search Waiver forms.
12. Ensure that all personnel involved in the investigation exercise caution with their radio traffic, as it could be monitored by outside individuals.
13. If possible, develop elimination criteria for suspects and provide it to investigators and screening officers.
14. Ensure that personnel preserve all lead sheets and phone messages. These should be collected by the case agent and become part of the case file.
15. Posters and flyers containing the Department's phone number will be printed and distributed.
16. Notify the FBI as they may provide additional personnel, task force computer software, etc.
17. Notify the National Center for Missing and Exploited Children as soon as possible.
18. Notify the State AMBER Alert Plan Review Committee within (30) days of date of activation.

Family Liaison Detective's Responsibilities

The family liaison detective will remain with the family during the critical phases of the investigation, secure the residence as necessary, and take steps to establish the trap and trace on the family telephone. This detective will remain the family liaison throughout the investigation and ultimately become the assisting case agent.

The family liaison detective must brief the family on what to expect and how they can assist in the investigation. Factors to consider are as follows:

1. Inform the victim's family about potential calls, e.g., threats, psychics, children's groups, ransom demands, and offers of assistance. It is best if law enforcement personnel monitor all incoming calls. Arrangements should be made so a detective is with the family 24 hours a day during the initial phase of the investigation.
2. Arrange for the family to speak with a professional counselor having training in dealing with families of abduction victims.
3. Contact Nevada Bell to establish a trap and trace on the family's telephone line to identify

incoming phone numbers. A written consent from the family may be required. Arrange to record and log all incoming phone calls. Contact the District Attorney prior to recording phone calls or consider use of the FBI if available.

4. If feasible, arrange for an additional phone line to the residence for Department use.
5. Screen and record names of all visitors to the residence. Allow visitors only after the residence has been photographed and processed.
6. Record by notation, photo, or video, license numbers of vehicles that appear near the residence.
7. Obtain a current photo and description of the victim from the first responding officer. It is important that patrol units, detectives, and others have immediate access to this information.
8. Talk to the first responding officer and determine how the family has been responding to the situation.
9. Obtain the victimology from the first responding officer and confirm its completeness. Obtain information from the parent(s) only known by the victim, e.g., pet's name, best friends, etc.
10. Interview family members, friends, and relatives about the victim. These interviews should be done separately and recorded.
11. Obtain fingerprints and DNA of the victim. If not available, direct the evidence detective to recover items that could bear the victim's fingerprints and/or DNA.
12. Determine if the victim's dental records are available. Obtain these records, and submit them to the Nevada Division of Investigation and NCIC.

Canvas Detective's Responsibilities

The canvas detective will ensure that a complete and accurate canvas of the area is completed, including follow-up canvases. Factors to consider are as follows:

1. The neighborhood/crime scene canvas may be the most critical portion of the investigation and cannot be duplicated at a later time.
2. The initial stages of the canvas may be much disorganized due to the number of personnel involved. It is essential that proper documentation of the canvas take place.
3. Many people may not be home during the initial canvas. Follow-up contacts must be attempted as soon as possible. It is important that all negative contacts be documented with a Major Case Canvas form.

4. Landlords and apartment managers may be a good source of information regarding tenants, both current and past.
5. In situations where searches of residences may be critical, obtain a master key if available, and coordinate with the District Attorney's Office.
6. Ask for consent to search all occupied dwellings encountered and consider obtaining a signed Consent to Search form.
7. A Major Case Canvas form should be maintained for each location where no one was present, as well as those locations where interviews were conducted.
8. Standardized sets of questions should be used to assure completeness of all information. A Reno Police Department Canvas Form should be completed for each location, whether or not contact was made.
9. Interviews should be in depth. Besides the who, what, when, where and why witnesses should be asked about their observations before and after the abduction. Determine the whereabouts of each person contacted before, during, and after the abduction.
10. Determine the dynamics of the neighborhood during recent weeks/months. Determine the witnesses' knowledge of attempted abductions in the area or other crimes such as rapes, assaults, or nuisance-type sex offenses.
11. Determine the history of the people who have lived in the area. Landlord/long-term residents are good sources. Suspects frequently have lived, worked, or visited the area in the past.
12. Ask about suspicious activity or persons in the area several days, even weeks, prior to the abduction.
13. Determine who might have been in the area near the time of the abduction and what they may have seen or should have seen, *e.g.*, newspaper carrier, delivery people, meter readers, trash collectors, mail carriers, UPS, etc.
14. Collect identification from witnesses to the abduction, separating them if possible or instructing them not to discuss the incident among themselves.
15. Identify persons living at the location, including temporary guests. Record pertinent information, *e.g.*, address, phone number, SS No. Attempt to speak to each household member.
16. Seek consent to search the residence, vehicles, or any storage units. If consent is refused, immediately notify the patrol supervisor or detective on scene.
17. If unoccupied residences are encountered, coordinate with the District Attorney's office and

property manager regarding possible search of same.

Evidence Detective's Responsibilities

The evidence detective will ensure crime scene areas are processed properly and completely. This includes photographing and videotaping the area canvas and ensuring that obtained evidence is processed as necessary. Factors to consider are as follows:

1. The scene will begin to change immediately and cannot be reconstructed at a later time. Therefore, it must be processed properly at the time of the initial response.
2. Obtain consent or a search warrant if necessary.
3. Confirm the perimeter of the scene; change it if necessary.
4. Direct crime lab personnel as necessary to obtain all relevant evidence. Ensure a secondary review of all evidence prior to releasing the scene.

Leads Detectives' Responsibilities

Calls received regarding possible leads in the initial stages of the investigation will be referred to the leads detectives. The leads detective will ensure incoming leads be properly documented, prioritized, and assigned for follow-up. Due to knowledge of incoming leads and subsequent assignments, the leads detective will ultimately become the case agent. Factors to consider are as follows:

1. In the initial stages of the investigation, numerous calls will be received regarding the abduction. Information provided during this time may be more crucial than at any other time. It is important that a trained investigator be available to deal with initial calls.
2. A designated phone line should be used, with voice mail and line identification installed. Calls received should be logged with date and time to allow the necessary line identification.
3. Ensure that other divisions are informed since some calls will inadvertently be diverted to wrong numbers.
4. Many callers are hesitant to provide their identity and may resort to the use of "Secret Witness." A trained investigator should be available for the Secret Witness line during the critical stages of the investigation.
5. Standardized forms, compatible with computer software, should be used for incoming calls. Three (3) copies should be made: one for the case file, one for the detectives, and one for indexing and recording.
6. Incoming leads should be assigned a number and prioritized. The leads detective will make the follow-up assignments and will maintain a log indicating the lead number, who it was

assigned to, when it was assigned, and when it was completed. Lead sheets will be completed on all incoming calls.

Non-Profit Organization Liaison's Responsibilities

The non-profit organization liaison will coordinate activities of non-profit organizations that become involved or are called upon for assistance. This liaison represents the Department and handles coordination with all non-profit children's groups as well as publicity involving televised media. Factors to consider are as follows:

1. The non-profit organization liaison should not be a detective involved in the investigation. A member of the Department with experience dealing with non-profit groups may be an effective liaison.
2. Non-profit organizations may offer to design and mass-produce flyers and posters with the missing child's information. Insist that the flyers have the Department phone number on them.
3. Attempt to keep contact between these organizations and the victim's family to a minimum.

Recovery of the Child

Alive

Upon recovery of an abducted child there are a number of factors to be taken into consideration. The child may be the most valuable piece of evidence. The child most likely has gone through a traumatic event. Being reunited with family members must be weighed with obtaining evidence and statements from the child; however, the parents, guardians and/or the person reporting the missing child must be notified immediately. The child must receive medical attention, if necessary, in a timely manner.

If the child is old enough to talk, it will be important that the child be interviewed. The proper interview of the child is critical to the investigation. It is important that if the child is re-united with the family prior to the interview, they be counseled not to ask the child any questions, but to document anything that the child may say voluntarily. To protect the interview in the criminal trial, it is extremely important that the child be interviewed by someone who is skilled at interviewing children.

Contact the assigned deputy district attorney regarding the audio or video recording of the child's interview. The district attorney may want to be present during the interview.

A medical examination of the child may be necessary. Unless there is need for immediate medical care, it is essential that a child sexual assault examination be conducted by someone experienced in this field that can properly document the examination.

Deceased

If the deceased body of the victim is found intact, the scene should be handled the same way as

any homicide scene.

If the body of the child is found to be buried or skeletalized, it is important that additional investigative procedures take place. Some or all of the following personnel should be considered:

- Coroner Investigator
- Forensic Anthropologist
- Pathologist
- Forensic Odontologist
- Photographer
- Criminalist
- Law Enforcement Personnel

Exposed bones are to be photographed at all stages of excavation. Soil removed from the grave site should be maintained for further examination. Any insects obtained from the grave site/body should be maintained. Consider contacting a forensic entomologist regarding the preservation of such evidence. It may be necessary to maintain some of the insects alive as well as killing and preserving others in an attempt to determine how long a body has been present.

If the remains have been spread throughout an area, consider the assistance of a forensic anthropologist in the area search.

A complete autopsy and photo identification of all recovered items should be conducted.

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CARE TRAK PROCEDURES

The purpose of the procedures to be followed are in the event that the Care Trak System is activated for an At Risk Missing Care Trak Client. Reports of Care Trak missing persons with cognitive impairment will be treated as an emergency and a search will begin as soon as reasonably possible.

See related General Orders (Missing Persons) P-290-04 and (Missing Persons under 21) P-291-05.

Definitions:

Care Trak- Equipment consisting of RF Telemetry Tracking Devices and Transmitters

Care Trak Client- Subject who is currently equipped with the Care Trak Wrist/Ankle Transmitter who has been diagnosed with Alzheimer's, Autism, or other Cognitive Impairments

Caregiver- Subject who has the principal responsibilities for caring for a child or dependent adult

Six (6) Digit Frequency Code- Personal identifying code assigned to each Care Trak wrist/ankle Transmitter

Wandering Prevention Program (WPP) –Web based system containing all Care Trak client information.

Responsibilities:

Upon receiving a 911 call from the caregiver activating the Care Trak system, the following procedures will be adhered to when possible:

Communications Personnel:

- *Caregiver will inform Communication's Personnel (ECOM) that the missing person is a Care Trak client and provide his/her six (6) digit frequency code.*
- *If the Caregiver does not have the six (6) digit frequency code, the code can be obtained from the Wandering Prevention Program system (WPP) under the client's name.*
- *Communication's Personnel will log in to WPP, verify the missing person is an active Care Trak Client and click the "Activate Alert" icon on the missing person's client page.*
- *An On –Duty Patrol Supervisor will be notified immediately upon classification of Care Trak client by Communication's Personnel.*
- *On duty trained Care Trak Officers (Care Trak code on strength report) will be dispatched and immediately be provided with the six (6) digit frequency code to activate*

the receiver. Additional Officers will be dispatched to scene to take initial report from caregiver per G.O. P290-04 and P291-05.

- *Verify if RAVEN and/or Washoe County Sheriff's Office Search and Rescue (SAR) are on duty and relay Raven and/or (SAR) status to Patrol Supervisor for additional assistance in search.*
- *Broadcast ATL informing all Patrol Officers of the pertinent missing person's information per standard procedures.*
- *Upon locating the Care Trak missing person; cancel the Attempt to Locate (ATL), "Cancel Alert" from the WPP system.*

Supervisor Responsibilities

Time is critical, and quickly ensuring the Care Trak equipment has been activated is very important.

- *Ensure on Duty Trained Care Trak Officers have been dispatched to the scene with Care Trak locating equipment.*
- *If RAVEN is on-duty, activate RAVEN for assistance on the search.*
- *IF RPD, WCSO, OR SPD CARE TRAK TRAINED OFFICERS ARE UNAVAILABLE, ACTIVATE CARE TRAK TRAINED WASHOE COUNTY SHERIFF'S OFFICE SEARCH AND RESCUE (SAR) TO THE SCENE.*
- *Ensure that trained Officers of the Care Trak locator equipment conduct a thorough area search for the missing person in accordance with Care Trak training*
- *Ensure that all standard reporting procedures are followed per G.O.s P290-04 and P291-05 to include NCIC entry procedures.*
- *Handle media releases in accordance with G.O. S180-05 (Media Relations)*
- *If it has been determined that the missing person has ventured outside of the tracking range or the transmitter has failed to produce a radio frequency, command staff will revert to using the standard RPD search protocol for missing endangered person.*
- *Request deactivation of Care Trak search upon locating the missing person*
- *Ensure Kids to Seniors Korner is informed of the Care Trak search results.*

Sworn Officers

- *Trained Care Trak Officers will respond to collect Care Trak equipment, activate receiver with frequency code provided by Communications, and begin responding to the location the missing person was last seen.*
- *If a vehicle mounted receiver is available, the Officer driving the vehicle should immediately activate the on-board receiver with the frequency code and begin the search.*
- *The assigned Patrol Officer will initiate a report in accordance with G.O. P290-4/P-291-05*
- *It shall be documented in the report that the missing person is a participant of Care Trak and entered into NCIC per procedure.*
- *Upon locating the Care Trak missing person, the Officer will follow the procedures for removing the individual from NCIC.*

At deactivation of the Care Trak search, all portable Care Trak equipment should be immediately returned to the Station for charging and to prepare for next use.

FIRST RESPONDING OFFICER'S GUIDE LINES

- [] Search the residence and any vehicles on the property. Keep in mind they are potential crime scenes; Treat them as such. Be aware of potential evidence as you search and protect same.
- [] Verify the child's custody status
- [] Obtain descriptive information about victim.
- [] Obtain a current photograph of the victim.
- [] Determine when, where, and by whom the missing child was last seen.
- [] Obtain location and time of abduction if known.
- [] Notify Communications of description of victim.
- [] Request Communications issue an ATL to surrounding agencies with updated information. This should be done within five (5) minutes of your arrival. Provide updates as information becomes available.
- [] Secure the scene if possible, particularly the child's bedroom. Treat it as a crime scene until facts prove otherwise. Remove family from scene if necessary to avoid potential destruction of evidence. If necessary, secure the entire area if possible. It's easier to make your scene smaller than it is to try and make it bigger later.
- [] Note persons who had been in the scene upon your arrival.
- [] Inquire if the child has access to the internet and evaluate its role in the disappearance: Facebook, MySpace, etc.
- [] Ascertain if the child has a cellular telephone or other electronic communication device.
- [] Identify any family members living in the area along with their contact information.
- [] Identify any friends living in the area along with their contact information.
- [] Identify any potential witnesses who are present at the scene. It is recommended

witnesses be kept separated until their statements have been taken.

- [] Determine if surveillance or security cameras in the vicinity may have captured details regarding the child's disappearance.
- [] Obtain written or taped statements from parents and/or witnesses. Tape record your interviews whenever possible.
- [] Stay with the family. Documentation of their activities could be critical if it is determined they have involvement. Until relieved by a family liaison detective, your main responsibility is to ensure the timely flow of information from the family to investigating officers and vice-versa.
- [] Obtain an Amber Alert waiver from the parent or guardian, even if you don't plan to immediately use it.
- [] Complete a missing person report
- [] Notify the records section with minimum information required for NCIC entry within 2 hrs of initial officer arriving on scene.

PATROL SUPERVISOR GUIDE LINES

- [] Ensure the missing child is entered into NCIC as soon as possible.
- [] Assign a separate officer to search the residence / vehicles for a second time (to ensure the child is not hiding within)
- [] Arrange for vehicle inspection points to allow all vehicles leaving the area to be stopped and examined. Document the vehicle description, license plate, and driver's license information.
- [] Assign an officer to videotape and photograph the area and vehicles in the area. Request the video/photos include vehicle license numbers and bystanders.
- [] Designate the location of the Command Post; advise dispatch and others involved of the locations,
- [] After receipt of additional information from first responding officer, identify the parameters of the area to be searched.
- [] Request the response of sufficient officers to conduct a search/canvas of the designated area.
- [] Notify Child Protective Services
- [] Assign individual officers to specific areas to be searched, keeping a list of those assignments to include unit numbers and / or cell phone numbers. If available, have an available officer begin acting as your scribe.
- [] When available, utilize the Washoe County School District parent notification system as a "reverse 911" system. Ask all schools within the area to notify households of the

missing child.

- [] Activate “A Child Is Missing” as soon as possible. Notify dispatch if/when “A Child is Missing” or an Amber Alert is issued.
- [] Consider assigning an officer as a “scribe” to document the steps you and the investigating officers have completed in the investigation.
- [] Ensure that an Attempt to Locate flier is released to the media as soon as possible.
- [] Attempt to obtain maps of areas to be searched which show every residence and building. Sources may include public utilities and fire department.
- [] When appropriate, advise dispatch to begin their missing child guide lines. (Their guide lines is quite extensive regarding the notification process and goes beyond the initial notification of surrounding agencies)
- [] Ensure that Reno Police Major Case Canvass forms are obtained and completed for every person or residence contacted during the canvass.
- [] A detective may be assigned to the canvas. If so, brief same and provide with all completed forms and officer assignments.
- [] When appropriate, prepare a written report regarding all activities participated in.
- [] Ensure initial officer on scene has notified the records section with minimum information required for NCIC entry within 2 hrs of initial officer arriving on scene.

WATCH COMMANDER'S GUIDE LINES

- [] Meet with patrol supervisor at the designate Command Post to determine the need of additional personnel to ensure completion of missing children guide lines.
- [] Ensure that the first responding officer and the patrol sergeant on scene have begun using their missing children guide lines.
- [] Evaluate the need to call out RHU detectives.
- [] If the criteria have been met, issue an Amber Alert as soon as possible. Update as needed.
- [] Review subordinate guide lines to ensure all applicable steps have been assigned and/or completed.
- [] Request de-activation of the AMBER Alert Plan when the situation has been resolved.

ROBBERY-HOMICIDE SUPERVISORS GUIDE LINES

- [] Assign family liaison detective/case agent.
- [] Assign evidence detective.
- [] Assign canvas detective.
- [] Assign leads detective.
- [] Confirm an *AMBER Alert* was issued with the most current information.
- [] Contact FBI.
- [] Contact district attorney.
- [] Confirm NCIC entry has been made immediately.
- [] Confirm necessary ATL's and teletypes have been requested.

- [] Provide updated information to patrol and surrounding agencies as necessary.
- [] Develop posters and flyers.
- [] Schedule briefings with investigators as necessary.
- [] Notify the National Center for Missing and Exploited Children as soon as possible.
- [] Notify State AMBER Alert Plan Review Committee within thirty (30) days of the date of activation.
- [] Consider the use of volunteer organizations for area searches, if Washoe County Search and Rescue, National Guard, etc.
- [] Have officer from our jurisdiction accompany searchers if possible.

DETECTIVES LIEUTENANT GUIDE LINES

- [] Confirm necessary investigators are available for extended period of time if necessary.
- [] Coordinate use of outside agency investigators if necessary.
- [] Advise personnel you or the assigned media liaison is the designated media representative.
- [] Alert the media as to the identity of the assigned media representative and provide them with location and time to obtain information.
- [] Meet with necessary investigators to obtain accurate information to be released and any information that should not be released.

- [] Consider using written media releases.
- [] Consider videotape media releases.

FAMILY LIAISON GUIDE LINES

- [] Ensure important areas of residence or entire residence are secured as necessary.
- [] Line identification placed on family's telephone line ASAP.
- [] Arrange to record and log all incoming phone calls. Contact district attorney prior to recording phone calls or consider use of FBI if available.
- [] Touch base with first responding officer regarding information obtained.

- [] Obtain photograph of victim and distribute as necessary.
- [] Obtain victimology as still necessary.
- [] Obtain information known only to victim.
- [] Obtain fingerprints if available.
- [] Obtain information regarding dental/medical records. Obtain signed consent form for the release of records if necessary.
- [] Arrange for installation of additional phone line if possible.
- [] Coordinate with evidence detective and FIS regarding processing of the scene.
- [] Submit dental records, fingerprints, etc to necessary agencies as required.
- [] Obtain photos of victim's parents at same age of victim, as well as present, to be used for age enhancement if necessary.

CANVAS DETECTIVE GUIDE LINES

- [] Meet with the patrol supervisor who initiated the canvas.
- [] Re-set the canvas boundaries if necessary.
- [] Confirm maps of the area showing all residences and buildings have been requested or

obtained.

- [] Confirm a vehicle canvas in the area has taken place and vehicle check points are in place.
- [] Make arrangements for apartment managers to supply a list of present and past tenants including name, date of birth, Social Security numbers and vehicles if available.
- [] Obtain all completed Major Case Canvas forms.
- [] Request all persons involved in the canvas provide a written report of his activities in addition to the Major Case Canvas forms.
- [] After the initial canvas, compile a list of residences where contact has not yet been made and arrange for those locations to be contacted.
- [] Review all completed canvas forms for pertinent information. Arrange for additional interviews as necessary.
- [] Identify and make arrangements to question all persons who frequent the area, if., electric/gas meter readers, newspaper carriers, postal workers, lawn service employees, maintenance workers, taxis, playmates etc.
- [] Arrange for registration checks of all vehicles documented during vehicle canvas.
- [] Arrange for background check of all persons contacted during neighborhood canvas.

EVIDENCE DETECTIVE GUIDE LINES

- [] Photographs of entire scene. Include all rooms of the residence from all angles; include

closets.

- [] Photograph outward from scene showing all residences which have a view of the scene.
- [] Photograph all vehicles in the immediate area.
- [] Photograph all items of evidence prior to collection.
- [] Collect any unexplained items whether they seem important at the time or not.
- [] Collect items bearing samples of victim's hair.
- [] Collect items bearing victim's fingerprints and DNA.
- [] Collect victim's letters, diaries, etc.
- [] Process scene for latent prints. Consider all areas of the residence the suspect may have entered as well as other areas suspect would have had to travel through to enter or leave the scene.
- [] Process scene for blood and other trace evidence.
- [] Collect hair samples from family pets.
- [] Collect fiber samples for carpeting or other items victim or suspect may have been in contact with.
- [] Collect items such as garbage bags, etc which could have been used to transport the victim.
- [] Obtain fingerprints from family members and others who are known to have been in the crime scene.
- [] Collect photos/videos/film taken by initial responding officers.
- [] Confirm with the Family Liaison Officer that Medical/Dental records have been obtained.

LEAD DETECTIVE GUIDE LINES

- [] Arrange for dedicated phone lines for incoming leads.
- [] Make sure others involved in investigation are aware of the phone number to be used for incoming leads.
- [] Confirm this phone number is the one to be broadcast by the media.
- [] Contact the phone company for a trap and trace to be placed on the designated line to identify incoming phone numbers. If recording of the designated line is to occur, the district attorney must be contacted prior to any recording. Consider the use of the FBI if available.
- [] Obtain the necessary trained personnel to answer incoming phone calls.
- [] Advise all departments regarding the investigation and request calls pertaining to the abduction be directed to the designated line.
- [] List each incoming lead on a separate lead form.
- [] Assign a lead number to each lead and a priority. Only the designated case agent should set the priority based on his knowledge of other information previously received.
- [] Maintain a log indicating each person to whom a lead has been assigned for follow-up. Indicate the lead by number, time and date and to whom the lead was assigned. Also indicate date and time of completion.
- [] Consider designating a detective to complete the following tasks:
 - [] Contact other units within the department regarding similar cases or attempts.
 - [] Contact surrounding agencies regarding similar cases or attempts.
 - [] Contact Parole and Probation regarding address and M.O.'s of known sex offenders.
 - [] Contact Taxi companies and request records for hours proceeding and following the abduction.
 - [] Check for stolen vehicles proceeding and following the abduction.
 - [] Check with licensing division regarding sales permits issued to individuals who may have been in the area of the abduction.
- [] Identify all persons assisting in the search. The use of a "Search Waiver for Volunteers" form documents this identification.

- [] Instruct searchers not to touch any evidence. Ask them to remain in place if any evidence is spotted.

COMMUNICATIONS GUIDE LINES

- [] Dispatch officer(s) to the scene of the reported missing child.
- [] Issue immediate ATL on the air and to the surrounding agencies with available information; Update every 30 minutes or sooner if information becomes available.
- [] Notify patrol supervisor, watch commander. Notify the RHU supervisor if requested by the patrol sergeant or watch commander.
- [] Request the Records Section teletype the Western States with the child's description.
- [] Issue updated ATL to surrounding agencies / entities, including:

- ___ Washoe County Sheriff's Dept – North and South Dispatch
- ___ Sparks Police Dept.
- ___ Nevada Highway Patrol
- ___ Airport Police
- ___ Washoe County School District Transportation
- ___ Washoe County School Police
- ___ Truckee Meadows Community College Police
- ___ UNR Police Dept.
- ___ Carson City S/O
- ___ Storey County S/O
- ___ Lassen County, Ca. S/O
- ___ Nevada County, Ca. S/O
- ___ Plumas County, Ca. S/O
- ___ Douglas County S/O
- ___ Calif. Highway Patrol/Truckee
- ___ Calif. Highway Patrol/Susanville
- ___ Calif. Highway Patrol/Quincy
- ___ Calif. Highway Patrol/Bishop
- ___ Bug Station/395 North
- ___ Bug Station/Truckee
- ___ Bug Station/Topaz
- ___ Reno Sparks Indian Colony PD
- ___ Pyramid Lake Tribal Police
- ___ Nevada Division of Investigation
- ___ RENOWN, St. Mary's Hospital and Northern Nevada Medical Center
- ___ RTC
- ___ Local cab companies
- ___ Greyhound Bus station

NON-PROFIT ORGANIZATION LIAISON GUIDE LINES

- [] Contact the robbery-homicide supervisor for information to be released.
- [] Produce a bulletin with the victim's picture and information for all children's groups.
- [] Be sure the police department phone number is on all flyers.

RENO POLICE DEPARTMENT
SEARCH WAIVER FOR VOLUNTEERS

I, _____, the undersigned, declare as follows:

I am not a member of the Reno Police Department. I have made a voluntary request to assist the Reno Police Department in the search for a missing child. I will assume the risks involved in the participation of the search, and agree to release the City of Reno, its Officers, Agents and Employees from liability, as specified below, and I agree to participate in the search on these conditions.

I UNDERSTAND THE SEARCH MAY BE DANGEROUS AND I MAY BE SUBJECTED TO THE RISK OF DEATH OR PERSONAL INJURY, OR OF DAMAGE TO MY PROPERTY DURING THE PARTICIPATION OF THIS SEARCH. I FURTHER UNDERSTAND SAID RISKS MAY ARISE FROM, BUT ARE NOT LIMITED TO, THE ACTS AND FORCIBLE RESISTANCE OF CRIMINAL SUSPECTS, THE EFFECTS OF WIND, RAIN, FIRE AND VEHICULAR COLLISION, AND I FREELY AND VOLUNTARILY ASSUME ALL OF SAID INHERENT RISKS, WHETHER OR NOT THEY ARE LISTED ABOVE.

I hereby, for myself, my heirs, executors, AGREE NOT TO SUE and release the City of Reno, its Officers, Agents and Employees from any and all liability for any damage or injury which I may receive while participating in this search.

I further stipulate and agree, while participating in this search, to be bound by all orders, rules and regulations concerning my participation, and to promptly OBEY ALL INSTRUCTIONS of any police officer to whom I am assigned.

I have read and I understand the contents of this document and sign the same of my own free will. I declare under penalty of perjury the foregoing is true and correct.

EXECUTED this ____ day of _____, 2____ at _____, Nevada.

Print name _____ Signature _____

Address _____

Phone _____ Date of Birth _____ SSA# _____

I, the parent or guardian of _____, AGREE NOT TO SUE AND HEREBY RELEASE AND AGREE TO HOLD HARMLESS the City of Reno, its Officers, Agents and Employees from any and all liability for any damage or injury my child or minor may receive while participating in the search.

Signature of Parent/Guardian _____

PERMISSION TO RELEASE RECORDS

MISSING JUVENILE: _____

REPORTING AGENCY: _____ CASE #: _____

AUTHORIZATION

I am a Parent/Guardian/Family Member/Next of Kin of the above named missing juvenile and I hereby authorize the release of all dental or skeletal x-rays and/or medical records to assist law enforcement agencies in locating the above named missing juvenile. I also consent to the release of the above named missing juvenile's photograph, physical description, and circumstances surrounding the disappearance. This information may be used by law enforcement agencies for inclusion in missing children bulletins and posters which will be distributed throughout Nevada and/or the United States to law enforcement agencies, elementary and secondary schools, state buildings, appropriate roadside rest areas, and other parties determined to be appropriate by the investigating agency to assist in locating the missing juvenile.

DENTIST: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

PHYSICIAN: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

OTHER: _____
ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

OTHER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

SIGNATURE OF FAMILY MEMBER: _____

RELATIONSHIP TO MISSING JUVENILE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

AMBER ALERT PROGRAM

The State of Nevada AMBER Alert Plan is a voluntary, cooperative program between law enforcement and public safety agencies, and radio, television, and cable broadcasters, to use the Emergency Alert System, or EAS, and other resources, to provide timely information to the public when a child has been abducted and authorities believe the child is in grave danger. An abduction must meet the listed criteria before an AMBER Alert Plan will be issued.

1. The child must be the victim of an abduction. For the purpose of issuing an *AMBER Alert*, parental abductions or custodial situations are not included.
2. *The child must be 18 years of age or younger.*
3. Law enforcement must believe the child is in danger of serious bodily harm or death.
4. *There is enough descriptive information about the child and the abductor or the abductor's vehicle to believe that an immediate public broadcast of that information may assist in the safe return of the child. An AMBER Alert should be activated within two hours of the initial report, unless extenuating circumstances exist.*

Individual cases must be evaluated to determine if an *AMBER Alert* is warranted. An example would include a witnessed stranger abduction. In cases of a missing child investigation where the circumstances have not yet been determined, an *AMBER Alert* would not be issued. In such cases the assistance of the media could be utilized through other means.

Once these guidelines are met, the following actions will be taken to issue an *AMBER Alert*:

1. Receive approval from a Watch Commander or a Robbery Homicide supervisor to issue an *AMBER Alert*.
2. Request a parent, guardian, or person having legal custody of the abducted child, if available, to sign a parental consent form agreeing to the *AMBER alert activation*. A parental consent form is not necessary if a parent cannot be located in a reasonable period of time.
3. An *AMBER Alert Notification Form* will be completed with the best information available. Remember, it's hard to correct inaccurate information once it's broadcast by the media.
4. The information on the form will be relayed to the Emergency Activation System local primary station (KKOH) by calling this confidential phone #325-6350. The number should be manned 24 hours a day. The operator will record your statement for broadcasting. Follow the form and be prepared with a statement as to the nature of the emergency and the facts you want broadcast. The form must then be faxed to the KOH media fax #325-9188.

EAS coverage includes Western Nevada/Eastern California counties. A statewide notification, to include Southern Nevada/Inyo County, California, and Eastern Nevada will be accomplished as a Statewide Activation. Therefore, the Nevada Department of Public Services (Nevada Highway Patrol Dispatch – 689-2500 – will be contacted and requested to activate the AMBER Alert on a statewide basis.

5. Upon receipt, the station will proceed with the activation of the Emergency Activation System using the “Civil Emergency Message” code.
6. Broadcasters will repeat the information in the *AMBER Alert three to four times* an hour for the next two to four hours. Updated information will be faxed when available. This includes notification when the case is resolved. Each individual station will have autonomy whether to continue broadcasting information and the frequency in which it is broadcast.

Activation Request from Out-Of-State Agencies

1. Law enforcement and public safety agency officials from outside the State of Nevada that believe an abducted child may be in Nevada may request activation of the *AMBER Alert in Nevada*. Those requests may be made to the Nevada Department of Public Safety or to a specific agency.
2. When receiving a request for activation from an outside agency, the Reno Police Department will complete the activation according to policy and then inform the Nevada Department of Public Safety about the request and the activation.
3. When initiating the *AMBER Alert for an out-of-state agency*, it is the approving supervisor's responsibility for following up the activation with information about the resolution of the case.

AMBER Alert Notification Form

The Reno Police Department has requested activation of the Emergency Alert System for the abduction of a child from _____, Reno, NV.

The victim's name is _____. He/she is a _____ (race), _____ (sex), _____ years old, and is _____ tall, weighs approximately _____ pounds, _____ build, _____ hair and _____ eyes, _____ (scars, marks, jewelry or anything distinguishing).

The victim was wearing _____.

The suspect's name is _____. He/she is _____ (race), _____ (sex), _____ years old, _____ tall, weighs approximately _____ pounds, _____ build, _____ hair, _____ eyes. _____ (scars, marks, tattoos or anything distinguishing).

The suspect was wearing _____.

The suspect's vehicle was a _____.

It was last seen in the area of _____
heading _____.

The abduction occurred at _____ hours from _____.

If you have any information, please contact the Reno Police Department at
_____.

This has been an activation of the Western Nevada-Eastern California Emergency Alert System.

*****End of Broadcast*****

Emergency Activation System local primary station
KKOH confidential phone #325-6350.
KKOH fax #325-9188.