



Eric Hawkins
Chief of Police

ALBANY, NEW YORK

POLICE DEPARTMENT

165 HENRY JOHNSON BOULEVARD
ALBANY, NEW YORK 12210



1789

MISSING PERSONS

GENERAL ORDER NO: 3.1.25

Issue Date: June 14, 2022	Effective Date: March 1998
Revision Date: June 14, 2022	CALEA: 41.2.4, 41.2.5, 41.2.6, 42.2.1
Volume 3: Operations	Chapter 1: Patrol and Investigations
Distribution: Sworn & Communications Personnel	NYSLEAP: 40.2, 43.1, 44.3
Issuing Authority: Chief Eric Hawkins	Page: 1 of 14

PURPOSE: The purpose of this policy is to establish procedures for investigating, searching, and recording all reported incidents of missing or unidentified persons.

POLICY: It is the policy of the Albany Police Department to investigate all complaints of missing or unidentified persons; ~~whether~~ regardless of whether the missing person is a juvenile, elderly, mentally and/or physically impaired, or suicidal. The Albany Police Department and its members shall, and not dismissing the danger based on bias such as the person's race, economic status, living situation or neighborhood, or an adult who is se absent under circumstances indicating unaccountable or involuntary disappearance.

I. MISSING PERSONS

A. A missing person is defined as a resident of the City of Albany, including college students living on campus, residents of foster and group homes, residents of detention centers, residents from temporary housing (hotels, etc), anyone involuntarily housed at a hospital within the City of Albany, any person that cannot be identified immediately upon discovery, i.e. unconscious and no identification, deceased without identification and any missing person identified outside a City of Albany resident through a NCIC or eJusticeNY IJ Portal teletype message, who is:

1. Under eighteen (18) years of age and is missing under any circumstances.
2. A person who is eighteen (18) years of age or older and who is missing under any of the following circumstances:
 - a. Mentally or physically impaired to the extent that hospitalization or medication may be required or they cannot fend for themselves;
 - b. Senile, mentally impaired, or disabled and not capable of self-care and/or clear communication;
 - c. Indicated an intention of committing suicide; or
 - d. Absent under circumstances indicating unaccountable or involuntary disappearance.

3. There is no waiting period, twenty-four (24) hours or otherwise, before a missing

person report can be filed.

B. Missing Juvenile:

1. A missing juvenile is a person under the age of eighteen (18) who is missing under any circumstances, including runaways, abandoned, abducted, or other missing status.

C. Disability:

1. A missing person with a disability is a person, of any age, who is missing and under proven information provided by the reporter stating that the person has a physical or mental disability, or is senile, thereby subjecting him/herself or others to personal and immediate danger.

D. Endangerment:

1. Endangerment is a person, of any age, who is missing under circumstances indicating that his/her physical safety may be in danger.

E. Abandonment:

1. Abandonment of a child is when, being a parent, guardian, or person legally charged with the care of a child less than fourteen (14) years old, who deserts such child in any place with intent to wholly abandon such child

F. Involuntary:

1. Involuntary is a person, of any age, who is missing under circumstances indicating that the disappearance may not have been voluntary (i.e. abduction or kidnapping).

G. Missing Person Clearinghouse:

1. The New York State Missing Person Clearinghouse is responsible for providing assistance to law enforcement agencies handling cases involving children, college students, and vulnerable adults. Information can be located at: <http://www.criminaljustice.ny.gov/missing/>

H. AMBER Alert:

1. The AMBER Alert Program provides law enforcement agencies with a mechanism for rapid and widespread public dissemination of information in the event of a child's abduction.
2. The criteria for an Amber Alert are:
 - a. The missing person should be seventeen (17) years of age or younger, and;
 - b. Police must believe the child is in imminent danger of serious bodily harm or death, either at the hands of another or due to a proven mental or physical disability.

1.

I. A Child is Missing (ACIM):

1. ACIM is a program, which can also be used for adults, that is a localized rapid response neighborhood notification system which utilizes telephonic communications. A personalized message is sent to residents within the zip code where the person was last seen, to assist law enforcement in the early recovery

efforts of qualified persons.

J. Missing Child/College Student Alert:

1. A Missing Child/College Student Alert is any person who is a student of an institution (college or university) who resides in a facility owned or operated by such institution and is missing from his or her residence.
2. The Missing Child/College Student Alert is an alternative alert system that is available when a missing child or college student is deemed to be endangered, but the case does not meet AMBER Alert activation criteria.

K. Missing Vulnerable Adult Alert Program:

1. The Missing Vulnerable Adult Program became effective October 23, 2011. This program is administered by the Missing Person Clearinghouse at the New York State Division of Criminal Justice (DCJS). A "Missing Adult Alert" is active for up to fourteen (14) days; if the individual is not located within that timeframe, the case will remain an active missing person's case and continue to be publicized on the DCJS website: www.criminaljustice.ny.gov.

L. Golden Alert:

1. A Golden Alert is the dissemination of vital information to law enforcement agencies, the public, and media outlets regarding missing senior citizens or other individuals who suffer from Alzheimer's or dementia, to assist in the person's safe return.

M. Attempt to Locate:

1. An Attempt to Locate is a person who is eighteen (18) years of age or older, who does not meet the requirements of a missing person, as described in this section.

II. PROCEDURES FOR CALL TAKERS, PATROL OFFICERS, SUPERVISORS AND DETECTIVES

A. Call takers receiving calls regarding missing persons, whether an adult or child shall elicit the following information from the reporting person:

1. Name of missing person;
2. Age and date of birth of missing person;
3. Physical description of missing person;
4. Description of last known clothing of missing person;
5. Any health concerns or disabilities of the missing person;
6. Time and last known location of the missing person;
7. Whether the missing person has a history of going missing;
8. If the missing person is known to be in the company of another person whose whereabouts are unknown;
9. If the reporter suspects the missing person was abducted;
10. If the reporter suspects who may be responsible for a suspected abduction.

- B.** The dispatcher will dispatch an available unit to the reporter's location and an additional unit to the scene, if known, and if at a different location than the reporter.
1. The dispatcher shall also notify a supervisor for all calls involving missing juveniles, missing persons who are a danger to themselves or others, or alleged abductions of any persons.
 2. Once the necessary information is received, regarding any missing person, Communications personnel shall immediately enter the information into NCIC and broadcast the missing person's description. Once the missing person is located, Communications personnel shall also be responsible for the removal of the missing person from NCIC.
- C.** Upon receiving a call for a missing person, officers shall be responsible for the following:
1. Respond to the scene to interview the complainant and obtain the below information:
 - a. Circumstances under which the person is missing;
 - b. ~~Pedigree~~ Demographic information, including the missing persons full name, date of birth, address, phone number, etc.;
 - c. An accurate physical description of the subject, including the missing persons height, weight, race, ethnicity, skin color, hair color, eye color, and any scars, marks, or tattoos;
 - d. Clothing that the missing person was last seen wearing;
 - e. Location where the missing person was last seen and/or possible destination;
 - f. If the missing person is believed to be using a vehicle or some type of public transportation, obtain information on route taken and vehicle descriptions;
 - g. Time and date that the missing person was last seen;
 - h. Any medical conditions (mental or physical);
 - i. Parents' name(s), address and telephone number, including the mother's maiden name, as appropriate;
 - j. Place of birth and school district, as appropriate;
 - k. CPS caseworker's name, as appropriate; and
 - l. If possible, obtain a picture of the missing person.
 2. Conduct a thorough search of the residence/building;
 3. Verify that there is no active missing person report on file;
 4. Verify that the person is not in custody or incarcerated;
 5. Verify that the person is not in a local hospital or mental health facility;
 6. Broadcast the description of the missing person and any other pertinent information;
 7. Notify the ~~street~~ patrol supervisor;
 8. Complete a Standardized Incident Report (SIR) through the e-Reporting System; and
 9. Send copies of all paperwork pertaining to the call to the Criminal Investigation Unit (CIU) or Children Family Services Unit (CFSU), as appropriate.

- D. In addition, the following steps shall be completed when conducting a preliminary investigation:
1. Observe all conditions, events, and remarks made;
 2. Locate, identify and interview the complainant, witnesses and potential suspects;
 3. Maintain and secure the crime scene, including any potential evidence; and
 4. Arrange for the collection of evidence through the on-scene supervisor.
- E. It shall be noted that Equinox Shelter is an approved youth shelter for the housing of runaways under the Runaway and Homeless Youth Act of 1978. A juvenile runaway that has checked into equinox is allowed to stay for a period of up to thirty (30) days without being forced to return home.
- F. When receiving an Albany Police Missing Person Form from a group home or a juvenile facility, the desk officer/clerk shall notify a supervisor, assign the report an incident number and email a copy of the form to Communications.
- G. A complainant could be a member of the family, a legal or temporary guardian, a representative of the Board of Education or a hospital administrator.

III. PROCEDURES FOR THE SUPERVISOR

- A. Upon receiving a complaint of a missing person:
1. Obtain all pertinent information from the primary investigating unit;
 2. If circumstances dictate, respond to the scene;
 3. Request additional personnel, as required (e.g., additional Patrol Units, K-9, Mounted Units, Traffic Safety, NEU, Detectives, Information Coordination Unit); and
 4. Send the Standard Incident Report to Communications via the e-Reporting System, so that a File 6 teletype entry can be made into the NCIC system.

IV. WHEN IMMEDIATE INVESTIGATION AND/OR SEARCH IS REQUIRED

- A. An immediate investigation and/or search is required for “special category” missing persons:
1. Special category missing persons include the following:
 - a. Child under twelve (12) years of age;
 - b. Mentally/physically impaired persons, to the extent that hospitalization may be required;
 - c. Disabled and not capable of self-care or clear communication;
 - d. Unique/unusual circumstances;
 - e. Missing under circumstances indicating unaccountable or involuntary disappearance; or
 - f. A danger to themselves or others.

- B. The supervisor shall complete the following:

1. Contact the CIU or CFSU supervisor, as appropriate;
2. Request Communications to rebroadcast the description of the missing person, including possible directions of travel and possible destinations;
3. Initiate a thorough search at the location where the missing person was last observed;
4. Direct personnel performing the search to maintain records of area, routes and premises searched, as well as, the identities of persons interviewed;
5. Keep the following personnel informed of the progress of the search:
 - a. The operations lieutenant;
 - b. CFSU or CIU supervisor and detectives, as appropriate; and
 - c. The Communications Center.
6. Determine if circumstances fit the protocol to issue an Amber Alert, ACIM Alert, a Golden Alert, or a Missing Vulnerable Adult Alert for their assistance.

V. AMBER ALERT PROTOCOL

- A. The Capital Region AMBER Alert Program provides law enforcement agencies with a mechanism for rapid and widespread public dissemination of information in the event of a child's abduction.
 1. The AMBER Alert Program is not a substitute for intensive investigation, but rather is an investigative resource.
- B. Widespread public assistance can be facilitated within minutes after a child's abduction by broadcasting abduction details to the public on participating media outlets.
- C. To determine if a case qualifies for an AMBER Alert, the missing person must fit the following categories:
 1. The missing person should be seventeen (17) years of age or younger, and
 2. Police must believe the child is in imminent danger of serious bodily harm or death, either at the hands of another or due to a proven mental or physical disability.
- D. If the decision is made to utilize an AMBER alert, the supervisor shall complete the following:
 1. Contact Communications to ensure that an NCIC missing person entry is made with a designation of "involuntary," "endangered," or "disability" attached.
 - a. A File 11A, abduction message, must be generated by Communications to notify other law enforcement agencies of the circumstances.
 - b. Concurrent with this, the New York State Police Communications System (COMSEC) shall be contacted by telephone at 518-457-6811 and advised of the circumstances.
 2. Have the parent or guardian complete and sign the "Authorization to Publicize Form."

3. Have the "AMBER Alert Submission Form" completed and emailed to Communications, who in turn will fax the form to the New York State Police Communications System at 518-457-3207.
 - a. This form must provide a department telephone number to be included in the broadcast, for the public to call.
 - b. Use the allocated contact phone number: 518-462-5021.
 - c. This phone is located in CIU and shall have dedicated staffing.
 - d. The AMBER Alert Submission form should be utilized for additional information.
 4. Notify the Public Information Officer of the AMBER Alert immediately and have him/her take an active role in the dissemination of information to the media, as well as handle any requests of the media.
 5. Once the AMBER Alert is activated, the State Emergency Management Office broadcasts the Alert through the use of the Emergency Alert System.
 - a. Make any needed updates to the Alert by completing additional AMBER Alert Submission Forms detailing the new information and fax them to Albany Police Department Communications Center.
 - b. If it is determined that the case no longer qualifies for the Alert, COMSEC must be notified in writing, via fax, so that the cancellation may be broadcasted.
 - c. If the child is recovered during the preliminary investigation and search effort, notify APD Communications and COMSEC. Ensure all reports, notifications, and cancellations are completed. COMSEC must be notified in writing via fax so that the cancellation may be broadcasted.
- E. If an abduction takes place, it is important to remember that time is of the essence. The previously listed steps need to be followed, documented, and completed in an expedient and efficient manner in order to facilitate the safe return of the child.

VI. A CHILD IS MISSING (ACIM)/ PROTOCOL

- A. A Child is Missing (ACIM) is a valuable resource to assist law enforcement in the early recovery efforts of missing elderly persons (often with Alzheimer's), endangered disabled persons, or children.
 1. The program is a rapid response neighborhood notification system, which utilizes telephonic communication.
 2. When a person has been reported missing to law enforcement a supervisor calls ACIM and provides pertinent information about the missing individual.
 3. ACIM will then record a personalized alert message and notify the appropriate location (by zip code) based on where the person was last seen. ACIM can place up to one-thousand (1,000) calls in sixty (60) seconds.
 4. ACIM is not a replacement for a thorough investigation, and it is not a substitute for an Amber Alert notification.
- B. To determine if a case qualifies under A Child Is Missing, the missing person should fit one (1) of the following categories:

1. Missing person, birth to eighteen (18) years of age;
2. An elderly person;
3. A child who has wandered off;
4. An endangered disabled person; or
5. Major emergencies that involve children.

C. Responsibilities of the Patrol Supervisor:

1. If the decision to utilize ACIM is made, the supervisor shall contact ACIM at: 1-888-875-2246.
2. The following information is needed prior to placing the call to ACIM:
 - a. Name and description of the missing person(s);
 - b. Location last seen and zip code;
 - c. Time and date last seen; and
 - d. Phone number for citizens to call to report information.
3. Confer with the detective supervisor or operations lieutenant to determine what department phone number will be supplied to ACIM for the public to contact with information regarding the missing person.
4. Designate personnel to answer the phones and inform Communications of the situation.
5. Inform department personnel staffing the phones that any information received from the public regarding the missing person or possible sightings will be documented and relayed to the supervisor in charge.
6. If a sighting of the missing person is confirmed, the supervisor shall contact ACIM again using the most recent known location for notification to residents. This is important if the sighting location is in a different zip code than the original report.
 - a. If during the preliminary investigation and search efforts the person is located, notify ACIM and ensure all reports, notifications, and cancellations are completed.

VII. MISSING VULNERABLE ADULT ALERT PROGRAM PROTOCOL

A. The Missing Vulnerable Adult Program is administered by the Missing Person Clearinghouse at the New York State Division of Criminal Justice (DCJS).

1. Only law enforcement agencies can contact the Missing Persons Clearinghouse and request a Missing Vulnerable Alert Program.

B. The missing person must meet the following criteria:

1. The missing person must be at least eighteen (18) years of age and have a cognitive disorder, mental disability, or brain disorder;
2. There is a credible threat of harm to the missing individual; and
3. The reporting party must articulate the fact that the missing person has a cognitive impairment. Medical confirmation of the condition by a physician or

health care professional is not a requirement.

- C. After determining that the criteria for an Alert has been met, the supervisor shall ensure the following is completed:
1. Ensure that the individual is entered into NCIC with the condition of vulnerable adult;
 2. Contact the Missing Person Clearinghouse at 1-800-346-3543 (option 1) to request a Missing Vulnerable Adult Alert;
 3. Complete a Missing Vulnerable Adult Alert Submission form and submit the form via email at: missingpersons@dcjs.state.ny.us or via fax at: 518-457-6965; and
 4. Email a photograph of the missing person to the Clearinghouse via the email address listed above. A JPEG format is preferred, but other formats will be accepted.
 - a. The Missing Vulnerable Adult Alert Submission Form can be located on the DCJS website (www.criminaljustice.ny.gov) after clicking on the "Missing Person" tab on the top of the home page and selecting Forms/Publications.
 - b. The form can be submitted electronically from there or downloaded, completed by hand, and faxed.
- D. A "Missing Adult Alert" is active for up to fourteen (14) days; if the individual is not located within that timeframe, the case will remain an active missing person's case and continue to be publicized on the DCJS website.

VIII. MISSING CHILD/COLLEGE STUDENT ALERT

- A. When a missing child under the age of 21 or a college student of any age is deemed to be endangered, but the case does not meet AMBER Alert activation criteria, there are two alternative alert systems available, known as the Missing Child and College Student Alert Programs. A missing child or college student can be at serious risk of bodily harm or death without an abduction occurring. For example, children with Down syndrome, autism or other medical conditions can be at an extreme safety risk if they go missing.
- B. When a Missing Child or College Student Alert is activated, information about the missing child or college student is distributed electronically throughout New York State to every police agency, television and radio stations and newspapers, New York State Thruway travel plazas/toll barriers, airports, bus terminals, train stations, border crossings, Alert subscribers and others within minutes. Information is also posted to the DCJS website and National Center for Missing and Exploited Children (NCMEC) website.
- C. Unlike an AMBER Alert, radio and television station managers decide if – and when – to broadcast Missing Child or Missing College Student Alert information and Lottery terminal displays are not activated. While the maximum length of time for an AMBER Alert is eight (8) hours, a Missing Child or College Student Alert can remain active for up to seventy-two (72) hours. With both alerts, highway signs are active for up to eight (8) hours.

- D. Requests for a Missing Child or Missing College Student Alert must be made by the police agency investigating a disappearance by contacting the Missing Persons Clearinghouse (MPC) at 1-800-346-3543.

IX. GOLDEN ALERT

- A. The Missing Person Golden Alert System provides law enforcement agencies with a mechanism for rapid and widespread public dissemination of information in the event a senior citizen or other individual who suffers from Alzheimer's or dementia goes missing.
 - 1. The Golden Alert System is not a substitute for an intensive investigation, but rather an investigative resource.
- B. Widespread public assistance can be facilitated when an individual who suffers from Alzheimer's or dementia goes missing by broadcasting details to the public on participating media outlets.
- C. The Operations Lieutenant shall determine if the incident meets the criteria for issuing a Golden Alert. The on-scene supervisor shall be responsible for ensuring that the following is completed:
 - 1. That Communications supervisor is notified that a Golden Alert is activated and that the following information is provided:
 - a. Missing person's name;
 - b. Missing person's age;
 - c. Physical description of the missing person;
 - d. Last location where the missing person was seen;
 - e. Descriptions of any motor vehicles the missing person may be driving; and
 - f. Any directions of travel or possible destinations.
 - 2. Ensure that a NCIC missing person (File 6) entry has been submitted as part of standard missing person protocol; and
 - 3. That the Public Information Officer is notified.
- D. The Communications supervisor shall be responsible for completing the following:
 - 1. Ensuring that the Registry for Persons with Special Needs database is checked to determine if any information contained in the database is useful in locating the missing person.
 - 2. If such information exists, the Communications supervisor shall ensure that the information is provided to the on-scene supervisor.
- E. The Public Information Officer shall be responsible for completing the following:
 - 1. Making local media notifications and requesting that the information located in section ~~VIII~~IX-C-1 of this policy is broadcasted to the public.

X. ATTEMPT TO LOCATE

- A. An Attempt to Locate is a person who is eighteen (18) years of age or older, who does not meet the requirements of a missing person, as described above.
- B. When an officer determines that an "Attempt to Locate" is needed, the following shall be completed:
 - 1. Verify that there is no active missing person report on file;
 - 2. Verify that the person is not in custody or incarcerated;
 - 3. Verify that the person is not in a local hospital or mental health facility;
 - 4. Conduct a thorough search of the residence/building;
 - 5. Notify the street supervisor;
 - 6. Broadcast the description of the person and any other pertinent information;
 - 7. Complete a Standardized Incident Report (SIR) through the e-Reporting System; and
 - 8. The street supervisor shall send the Standard Incident Report to Communications via the e-Reporting System, so that an "Attempt to Locate" teletype entry can be made into the NCIC system.

XI. MISSING PERSONS FROM HOSPITALS

- A. Patients have a legitimate right to deny medical treatment, but in some instances the patient may not be mentally capable of making such a decision. A patient's decision-making capabilities may potentially be affected by intoxication, drug abuse, head injuries, lack of knowledge regarding care needed, adverse prescription drug side effects or various other factors that may impede a person's judgment. It is with this in mind, that responding officer(s) must make an informed decision based on the below criteria as to whether or not a person is capable of refusing medical treatment.
 - 1. Officers shall consult with medical staff for further information pertaining to the patient's current condition, as well as determining if the patient should be classified as a Missing Person/File 6 (must be returned to medical facility) versus an Attempt to Locate (check the welfare). This shall include the following information:
 - a. The patient's status (voluntary or involuntary);
 - b. Medication needs;
 - c. Physical/mental condition;
 - d. Hazards/dangers;
 - e. A danger to themselves or others;
 - f. Patient descriptors; and
 - g. Possible direction of travel/destination, relatives/friends in area, etc.

- B. Missing Person/File 6:

- 1. In cases involving a patient who has left the hospital and who is a danger to themselves or others, which shall be determined by a physician (e.g., mental health, altered mind states, and situations that may develop into serious medical complications (e.g., PICC lines (Peripherally Inserted Central Catheter), CVCs

(Central Venous Catheters), etc.), officers may be required to facilitate the patient's transportation back to the medical facility against the patient's request.

- a. Officers shall obtain a completed Office of Mental Health Emergency Admissions Form, OMH Form # 474, from the patient's physician. This authorizes the emergency admission of the patient under section 9.39 of the Mental Hygiene Law.
- b. Officers shall attempt to locate the patient. If located, officers shall return the patient to the hospital via ambulance. Officers shall make all appropriate notifications and shall cancel the Missing Person/File 6 teletype, if applicable.
- c. If the patient is not located, officers shall follow the procedures listed in Section IV of this policy - When Immediate Investigation and/or Search is required.

C. Attempt to Locate:

1. Patients who leave the hospital but who are not a danger to themselves or others, who are not under the influence of any mind-altering substance or prescription, who are not a juvenile, or who are not believed to be in situation that may develop into serious medical complications, officers shall complete an Attempt to Locate report.
 - a. Officers shall attempt to locate the patient and if the patient is located, officers shall ask the patient to voluntarily return to the hospital.
 - b. If the patient refuses, officers shall not force the patient to return to the hospital nor take the person into custody. This includes instances where the individual has left the hospital with a peripheral IV still intact.
 - c. Officers shall notify the reporting person that the patient was located and the conditions observed. Officers shall cancel the Attempt to Locate teletype, if applicable.
 - d. If the patient is not located, officers shall complete an Attempt to Locate report and notify the reporting person.

D. Under no circumstances, shall officers request a patient to remove an IV, of any kind, from their person, nor shall officers assist in the removal of any IVs.

1. If the IV consists of a peripheral IV, patients shall be advised that it is in their best interest to return to the hospital to have the IV removed by medical staff. Officers shall not force the patient to return unless exigent circumstances exist.
2. If the IV consists of a CVC, PICC, or other type of central venous catheter in which the end of the catheter lies in a large vein near the patient's heart, an OMH Form # 474 shall be obtained from the patient's physician, and the patient shall be advised that they must return to the hospital for treatment. If the patient refuses, the patient shall be returned involuntarily. EMS shall be summoned, and the patient shall be returned to the hospital via ambulance. Officers must complete all necessary paperwork, including a Use of Force Report.

XII. FOLLOW-UP INVESTIGATION AND CONTACT WITH REPORTING PERSONS

- A. CFSU or CIU, as appropriate, shall be responsible for the follow-up investigation of all missing persons/attempt to locate cases and shall be responsible for the following:
1. Ensuring that the missing person has been properly entered into NCIC;
 2. Investigating any leads;
 3. Searching areas where the missing person may be located;
 4. Documenting interviews, witnesses, searches and any other pertinent information relating to the case; and
 5. For follow-up contact with the reporting persons.
- a. Contact shall be made and maintained with the complainant until the missing person is located or all leads have been exhausted, which shall be communicated with the reporting persons.

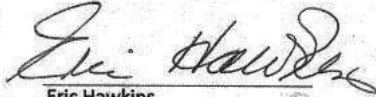
XIII. RECOVERY/RETURN OF A MISSING PERSON

- A. Section 718 of the Family Court Act provides the circumstances for the return of a runaway by a police officer:
1. If an officer encounters a child under the age of eighteen (18), whom the officer can reasonably conclude is a missing person (runaway), the officer will take custody of the child and either return the child to the place he/she is missing from or make arrangements to do so.
 2. If arrangements need to be made, the child will be transported to CFSU and placed in a juvenile interview room.
 3. If the child is from outside the City of Albany and arrangements have been made for transportation, the child can be placed in an approved facility for runaways or brought to Family Court for further action.
- B. Upon the return of a missing person the following shall be completed:
1. An officer shall verify the return in person, and shall complete a Supplemental Report via the e-Reporting System;
 2. The supervisor shall send the completed Supplemental Report to Communications via the e-Reporting System so that a File 6 teletype entry can be made, cancelling the missing person report in the NCIC system;
 3. Notifications shall be made and copies sent to CIU or CFSU, as appropriate; and
 4. If there is "just cause" for the juvenile having runaway, the officer will then investigate the validity of the "just cause," and if necessary file a DSS-2221-A report.

XIV. DIVISION OF CRIMINAL JUSTICE SERVICES MISSING PERSON NOTIFICATION

- A. When a person has been missing for more than thirty (30) consecutive days after the initial missing person Standardized Incident Report has been filed, the New York State Division of Criminal Justice Services is to be notified.
- B. CIU or CFSU, as appropriate, shall be responsible for initiating a DCJS Missing Person Report (Form 1508) and ensuring that all appropriate portions are sent to the proper individuals and/or agencies involved, and that they are completed and filed in

accordance with the instructions contained on the DCJS Missing Person Report.



Eric Hawkins
Chief of Police