

HONOLULU POLICE DEPARTMENT

POLICY LAW ENFORCEMENT OPERATIONS

September 23, 2015

Policy Number 4.50

MISSING PERSONS AND JUVENILE ABDUCTIONS

POLICY

The Criminal Investigation Division (CID) shall be responsible for investigating all missing person, juvenile abduction, and juvenile runaway cases where there exists evidence of foul play; suicidal tendencies; life-threatening medical, physical, or emotional conditions; or any other unusual circumstances.

PROCEDURE

I. LEGAL BACKGROUND

A. National Child Search Assistance Act of 1990 (Title XXXVII)

Every state must ensure that none of its law enforcement agencies establishes or maintains any policy that requires observing any waiting period before accepting a report of a missing child or unidentified person.

Reports with all available information must be entered as soon as possible into the state law enforcement system and the National Crime Information Center (NCIC) computer system and be made available to the state's Missing Child Information Clearinghouse. The law enforcement agency shall:

1. Verify and update each record with additional information, including medical and dental records, if available, no later than sixty days after the original entry of the record;

2. Institute or assist with appropriate search and investigation procedures; and
3. For missing children cases, provide a liaison to the National Center for Missing and Exploited Children for exchange of information and technical assistance.

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B. Reporting Missing Children in Hawaii

1. Upon the filing of a police report that a child is missing by the parent or guardian, the law enforcement agency receiving notification shall:
 - a. Immediately inform all on-duty law enforcement officers of the existence of the missing child report;
 - b. Report pertinent information about the missing child to any other law enforcement agency having jurisdiction in the county; and
 - c. Immediately transmit pertinent information on the missing child for inclusion within the state Juvenile Justice Information System (JJIS) and, if it appears that the juvenile has left the state or may leave the state, the NCIC system.

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2. A missing child report filed with a law enforcement agency that has jurisdiction is sufficient documentation for entering a juvenile in the missing persons' files of the JJIS, the NCIC, or both. Law enforcement agencies having jurisdiction over the missing child shall comply with any information required by the NCIC.

- 3. In the case of a parental kidnapping, the law enforcement agency shall obtain from the reporting parent or guardian a certified copy of the custody papers."

II. RESPONSIBILITIES

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A. Communications Division

When a call is received requesting assistance in locating a missing person from out-of-state or another island, the call taker shall:

- 1. Obtain the caller's name, contact information, and a brief synopsis; and
- 2. Immediately notify the Missing Persons Detail of the CID.
 - a. During normal business hours, Monday to Friday, 0745 to 1630 hours; or
 - b. After normal business hours and on weekends and/or holidays, contact the on-duty CID lieutenant or designee.

B. Patrol Districts

When a call is received regarding a missing person, juvenile abduction, or juvenile runaway case involving unusual circumstances, a beat officer shall be assigned to the case to conduct the initial investigation. The assigned officer shall:

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- 1. Interview the reporting person to obtain a description and gather information that could assist in locating the person. If possible, a recent photograph should be obtained;
- 2. Request that the Communications Division issue an All-Points Bulletin with the gathered information;

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3. Immediately notify his or her supervisor and the Missing Persons Detail of the CID.
 - a. During normal business hours, Monday to Friday, 0745 to 1630 hours; or
 - b. After normal business hours and on weekends and/or holidays, contact the on-duty CID lieutenant or designee.
4. If the missing or abducted person is found after the CID has been notified, immediately contact the CID's Missing Persons Detail or on-duty CID lieutenant or designee for a case disposition.
5. When a call is received requesting assistance in locating a missing person from out-of-state or another island, the call taker shall:
 - a. Obtain the caller's name, contact information, and a brief synopsis; and
 - b. Initiate a Miscellaneous Public report and immediately notify his or her supervisor and the Missing Persons Detail of the CID.
 - (1) During normal business hours, Monday to Friday, 0745 to 1630 hours; or
 - (2) After normal business hours and on weekends and/or holidays, contact the on-duty CID lieutenant or designee.
6. When a person designated as a "Help Locate" is found, the officers shall:
 - a. Immediately notify the Missing Persons Detail of the CID.
 - (1) During normal business hours, Monday to Friday, 0745 to 1630 hours; or

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- (2) After normal business hours and on weekends and/or holidays, contact the on-duty CID lieutenant or designee.
- b. Submit a follow-up report under the assigned Miscellaneous Public report number.

B. CID

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- 1. The Missing Persons Detail of the CID shall be responsible for:
 - a. Adding and removing names into the Honolulu Police Department's LEQM files under the designation of "Help Locate;"
 - b. Investigating all missing persons and "Help Locate" cases; and
 - c. Investigating juvenile runaway cases where there exists evidence of foul play; suicidal tendencies; life-threatening medical, physical, or emotional conditions; or any other unusual circumstances.
 - (1) For cases received after normal business hours, the on-duty CID lieutenant or designee shall immediately assign the on-call missing persons investigator to the investigation.
 - (2) If circumstances meet the criteria for an abducted juvenile under the Minor Abducted in Life-threatening Emergency and America's Missing Broadcast Emergency Response (MAILE AMBER) Alert plan, the Homicide Detail lieutenant or designee shall activate the MAILE AMBER Alert plan. Refer to Policy 4.59, MAILE AMBER ALERT PLAN.

- 2. The CID's Major Crimes Detail shall be responsible for investigating all juvenile abductions.
 - a. Upon notification of a juvenile abduction, the Major Crimes Detail lieutenant or designee shall immediately assign a detective to the investigation.
 - b. If circumstances meet the criteria for an abducted juvenile under the MAILE AMBER Alert plan, the detective shall immediately notify the Homicide Detail lieutenant or designee to activate the MAILE AMBER Alert Plan. Refer to Policy 4.59, MAILE AMBER ALERT PLAN.

C. Missing Child Center-Hawaii

The services of the Missing Child Center-Hawaii are available to assist in locating missing juveniles.

III. NEWS MEDIA

- A. When the Missing Persons Detail supervisor, Homicide Detail lieutenant, or a designee determines that a missing persons alert bulletin shall be released to local and/or national television stations, the media liaison shall be notified. Case information and reasons for the necessity of the media release shall be provided.
- B. Photographs of missing juveniles shall not be released to the media without clearance from the CID's Missing Persons Detail supervisor or the on-duty lieutenant in charge of cases after regular hours. Permission must be obtained from the child's legal guardian or parents.

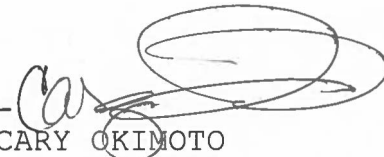
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- C. The guidelines established in Policies 5.06, MEDIA AND PUBLIC RELATIONS; and 8.01, DEPARTMENTAL NOTIFICATION PROCEDURE, shall be observed when disseminating any information to the news media.

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CARY OKIMOTO
Acting Chief of Police

Post on bulletin
board for one week

Policy first issued
February 7, 2003