



KANSAS CITY MISSOURI POLICE DEPARTMENT

**PROCEDURAL INSTRUCTION**

DATE OF ISSUE

12/2/2021

EFFECTIVE DATE

12/2/2021

NO.

21-13

SUBJECT

Adult Missing Persons and Missing/Runaway Juveniles

AMENDS

REFERENCE

PI - Call Prioritization  
PI - Juvenile Procedures

RESCINDS

PI 16-06

**\*I. INTRODUCTION**

This written directive establishes procedures for the investigation of adult missing persons and missing/runaway juveniles. Members will contact the Missing Persons/Cold Case Section (MPCC) for procedures regarding the reporting or investigation of missing adults and missing/runaway juveniles (under the age of eighteen).

**II. PROCEDURE**

**A. Adult Missing Persons**

1. A person may be declared "missing" when their whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the person's behavior patterns, plans, or routines. There is not a minimum amount of time that must pass to report a missing person.
  - a. The dispatcher will send at least one (1) officer. If available, a supervisor will also be sent to the call.
  - b. A missing person report will be completed when the preliminary investigation determines the person was last seen in Kansas City, Missouri and one or more of the following circumstances exist:
    - (1) The missing person is under the care of a medical doctor for life threatening physical ailments requiring immediate treatment or medication.
    - (2) The missing person is under the care of a psychologist/psychiatrist for mental health issues.
    - (3) The missing person has threatened suicide in the past or is at risk of harming themselves.
    - (4) The missing person suffers from diminished mental capacity or medical conditions that if left untreated/unattended are potentially life threatening.
    - (5) The missing person suffers from dementia or Alzheimer's disease.

- (6) There is a strong indication of foul play being involved in the disappearance (e.g., the missing person has been the subject of past threats, acts of violence or involved in recent domestic disputes).
- \*2. If the criteria have been met, the member will complete the appropriate report in the Records Management System (RMS).
- \*a. The following information will be entered in the RMS:
- (1) Name, age, address, and physical description of the person and relationship of the reporting party to the missing person.
  - (2) Time and place of last known location and the identity of anyone accompanying the missing person.
  - (3) The length of time the person has been missing.
  - (4) Vehicle information.
  - (5) Cell phone information.
- \*b. The following information will be included in the RMS report narrative, if available:
- (1) The extent of any search for the missing person (i.e., addresses of any homes, businesses, or parks that were checked).
  - (2) Whether the missing person has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans.
  - (3) Whether the missing person has recently:
    - (a) Been involved in any domestic disputes;
    - (b) Been involved in an emotional trauma or life crises;
    - (c) Demonstrated unusual, uncharacteristic or bizarre behavior; or
    - (d) Been dependent on drugs or alcohol or has a history of mental illness.

- (4) The physical condition of the missing person and whether the missing person is currently on prescription medication.
3. If available, the member will obtain a recent photo of the missing person and email it or hand deliver it to the detective who was notified of the disappearance.
- \*4. If available, the member will obtain and check any social media accounts, for possible information on the missing person. If time does not allow for checking social media accounts the member will advise and provide the information to the detective who was notified of the disappearance.
5. Any questions regarding ongoing adult missing person investigations should be referred to MPCC.
6. Members who are dispatched to a mental health facility on a reported walk-away/missing person will follow the guidelines in the written directive entitled, "Persons with Mental Health Disorder, Alcohol Abuse, and/or Drug Abuse."

B. Missing/Runaway Juveniles

1. Missing/Runaway juvenile recordkeeping is performed by the MPCC. A missing/runaway juvenile is a status offense, not a criminal offense.
2. Citizens will be advised that a runaway juvenile, from the local metropolitan area, located by law enforcement **will not** be transported to a juvenile detention facility. Per Division of Family Services guidelines, they will be returned to the custody of a parent/guardian/adult responsible party.
  - a. Members should keep in mind that a runaway juvenile is not a criminal offense so jurisdictional boundaries do not apply.
  - \*b. Field supervisors will determine when a missing/runaway juvenile, reported in Kansas City, Missouri, will be transported to a local metropolitan area in Kansas to be returned to the custody of the parent/guardian.
3. Juveniles, who are located by law enforcement that are reported as missing/runaway persons from out of state, will be detained. Per the Interstate Compact pertaining to juveniles, the member will call the local family court where the juvenile was found, and arrangements for securely detaining the juvenile will be made.

4. When a parent/guardian reports that their child has been kidnapped, whether by a stranger or family member, officers and a supervisor will be dispatched to the scene. Upon investigation, if it is determined a kidnapping has occurred, a supervisor will:
  - a. Contact the Juvenile Section when it is a family member kidnapping or abduction for direction and/or a response.
  - b. Contact MPCC when it is a stranger kidnapping or abduction for direction and/or a response.
  - \*c. Request an Amber Alert as outlined in the current written directive entitled, "Alert Notifications System."
  
5. All calls from parents/guardians who advise their child is missing or has run away will be transferred to the Communications Unit call takers. Two (2) officers will be dispatched immediately. A supervisor will be notified and respond, if available.
  - a. Members will make every attempt to locate the missing/runaway juvenile by:
    - (1) Thoroughly searching the residence where the missing/runaway juvenile was last seen.
    - \* (2) Conducting a thorough area canvass and consider using the Department helicopter/Unmanned Aerial Vehicle (UAV).
    - (3) Conducting appropriate residence checks if reporting party has reason to believe missing/runaway juvenile is at a specific location.
  - \*b. A member will complete the necessary report in RMS even if the juvenile is returned.
  - c. A member will contact MPCC or Juvenile Section as soon as possible. (See section II, C for notification guidelines.)

NOTE: To adhere to Federal Guidelines, MPCC must be notified within **two (2) hours**.
  - \*d. MPCC will work with Data Entry to immediately enter the missing/runaway pick-up in MULES, based on the information obtained from the members on the scene.
  - e. When foul play is suspected, members will contact MPCC for assistance and/or an immediate response.

- f. Members will ensure that the parent/guardian is given contact information for MPCC for follow up if the child cannot be located in a timely manner.
- 6. MPCC will maintain a file on the missing/runaway juvenile. Follow up will be conducted by MPCC personnel.
- 7. When a missing/runaway juvenile return is reported, members will be dispatched to ensure the child's safety. Members will attempt to ascertain where the juvenile has been and complete a supplemental report indicating the child has been located. Members will ensure the child is returned to their parent/guardian/adult responsible party, unless allegations of child abuse are made.
  - a. When allegations of child abuse are made, the member will contact Juvenile Section for direction.
  - \*b. If no allegations of abuse are made, the member should contact MPCC. The MULES entry will be removed and the missing/runaway juvenile file will be closed.

C. Notification

- 1. The reporting member will contact Investigations personnel during the following times from the dispatched location:
  - \*a. MPCC – Monday through Sunday 0700-2300 hours.
  - \*b. Assault Squad – 2300-0700 hours, weekends and holidays.
- 2. Contact the MPCC on-call member if there is a need for an immediate investigation or a field search for the missing person due to exigent circumstances (i.e., suicidal, autism, medically dependent, etc.). During non-duty hours, the MPCC personnel should be contacted via the Communications Unit Supervisor.
- 3. Members should determine if a missing person participates in Care Trak. Care Trak is an electronic tracking device that assists in locating persons who may wander off or elope due to conditions such as autism or dementia. If it is determined that the missing person participates in Care Trak, the member should notify the on-call Care Trak team through the Communications Unit Supervisor from the scene regardless of time of day.

D. MPCC or Violent Crimes Responsibilities:

1. Issue pickup and/or cancellation for the missing person in a timely manner and complete a supplemental report under the original CRN and note this information in the narrative of the RMS report. The entry should be listed as "Missing/Endangered" to ensure the pickup order remains in NCIC longer than 48 hours. This entry will remain in the system until it is cancelled by a detective or a supervisor.
2. Issue a voice broadcast for the missing person, when applicable.



Richard C. Smith  
Chief of Police

Adopted by the Board of Police Commissioners this 16<sup>th</sup> day of November, 2021.



Mark C. Tolbert  
Board President

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