

## Missing Persons

### 316.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

#### 316.1.1 DEFINITIONS

Definitions related to this policy include:

**At risk** - A missing child who meets any of the following conditions (Md. Code FL § 9-402):

- (a) The child has not been the subject of a prior missing persons report.
- (b) The child suffers from a mental or physical handicap or illness.
- (c) The disappearance is of a suspicious or dangerous nature.
- (d) The person filing the report has reason to believe that the missing child may have been abducted.
- (e) The child has previously been the subject of a child abuse report filed with the state or a local law enforcement agency.
- (f) The missing child is under 17 years of age.
- (g) The missing child has not been located within 12 hours of the initial report.

**Missing child** - A person under the age of 18 who is the subject of a missing person report filed with a law enforcement agency in Maryland and whose location is unknown (Md. Code FL § 9-401).

**Missing person** - Any person who is reported missing to law enforcement when that person's location is unknown.

**Missing person networks** - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC), the National Missing and Unidentified Persons System (NamUs), the Maryland Center for Missing and Unidentified Persons (MCMUP), and the Maryland Electronic Telecommunications Enforcement Resource System (METERS).

### 316.2 POLICY

The University of Maryland, Baltimore Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. Priority shall be given to missing person cases over property-related cases. Members will initiate an investigation into all reports of missing persons, regardless of the length of time the person has been missing.

### 316.3 REQUIRED FORMS AND DNA COLLECTION KITS

The Shift Supervisor or Shift Commander shall ensure the following are complete:

- The State of Maryland Missing Person Report Form

## Missing Persons

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- 79-UMBPD Appendix 6.44.1 [See attachment: 6.44.1 Appendix - Missing Persons Report Form 79.pdf](#)
- Missing person investigation checklist (UMBPD Appendix 6.44.4) that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation (including the steps to be taken as set forth in Md. Code FL § 9-402 regarding missing children)

### 316.4 ACCEPTANCE OF REPORTS

Any member encountering an individual who wishes to report a missing person or runaway shall render assistance without delay. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report (Md. Code FL § 9-402(e); Md. Code PS § 3-601).

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction.

When taking a missing person report, department members shall use the Form 79-UMBPD Appendix 6.44.4 (Md. Code PS § 3-602).

### 316.5 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

- (a) Respond to a dispatched call as soon as practicable.
- (b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.
- (c) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).
- (d) Broadcast "Be on the Look-Out (BOLO) bulletin" if the person is under 17 years of age or there is evidence that the missing person is at risk. The BOLO should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 17 years of age or may be at risk.
- (e) Ensure that entries are made into the appropriate missing person networks:
  1. Immediately, when the missing person is at risk (Md. Code FL § 9-402).
  2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report (34 USC § 41308).
- (f) Complete the appropriate report forms accurately and completely and initiate a search as applicable according to the facts.
- (g) Collect and/or review:
  1. A photograph and fingerprint card of the missing person, if available.
  2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).

## Missing Persons

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3. Any documents that may assist in the investigation, such as court orders regarding custody.
  4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).
- (h) When circumstances permit and if appropriate, attempt to determine the missing person's location through their telecommunications carrier.
  - (i) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.
  - (j) If the person qualifies for a Silver Alert, contact the Maryland State Police as soon as practicable.

### 316.5.1 SPECIAL CIRCUMSTANCES

Upon determining that a missing child is at-risk, investigating officers or supervisors shall immediately take the following additional steps as part of the investigation (Md. Code FL § 9-402):

- (a) Request the assistance of the Baltimore Police Department.
- (b) Initiate search procedures, including the coordination of volunteer search teams
- (c) Notify the National Center for Missing and Exploited Children.
- (d) Notify other local departments and, if applicable, obtain any information that may help with locating the missing person.
- (e) Request the assistance of the Maryland State Police, when appropriate.

### 316.5.2 UMB MISSING STUDENT NOTIFICATION

The UMB Missing Student Notification Policy and Procedure is outlined in UMB Student Affairs Policy V-5.10(A). The key requirements involving students from on-campus residential facilities reported as missing are:

#### **UMBPD:**

- Receives and investigates reports of missing students, treating cases involving students from on-campus residential facilities the same as any other missing person report.
- Notifies the Associate Vice President for Academic and Student Affairs (AVP) of the report and investigation status.
- Determines whether the student is missing and updates the AVP accordingly.
- Ensures emergency contacts and parents (if applicable) are notified within 24 hours if the student is determined to be missing.
- Coordinates follow-up actions with the AVP as needed.

## *Missing Persons*

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### **General Manager for University Housing:**

- Collects and maintains emergency contact information for all students in UMB Housing and parental contact information for students under 18.
- Provides procedures for students to update their contact information.
- Ensures contact information is promptly accessible to the AVP for notification purposes.

### **Associate Vice President for Academic and Student Affairs (AVP):**

- Oversees and implements the Missing Student Notification Policy.
- Notifies the student's emergency contact and parent/guardian (if under 18) within 24 hours when the student is determined to be missing.
- Coordinates with the student's school/program and instructors as needed.
- Initiates any additional actions deemed appropriate for the student and UMB.

## **316.6 REPORT PROCEDURES AND ROUTING**

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

### **316.6.1 SUPERVISOR RESPONSIBILITIES**

The responsibilities of the supervisor shall include, but not be limited to:

- (a) Reviewing and approving missing person reports upon receipt.
  1. The reports should be promptly sent to the Records Section.
- (b) Notifying and requesting the assistance of BPD.
- (c) Ensuring resources are deployed as appropriate.
- (d) Initiating a command post as needed.
- (e) Ensuring applicable notifications and public alerts are made and documented.
- (f) Ensuring that records have been entered into the appropriate missing person networks.
- (g) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.
  1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

### **316.6.2 RECORDS SECTION RESPONSIBILITIES**

The responsibilities of the Records Section shall include, but not be limited to:

- (a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.

## Missing Persons

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- (b) Notifying and forwarding a copy of the report to the agency of jurisdiction where the missing person was last seen.
- (c) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.
- (d) Forwarding a copy of the report to the Criminal Investigation Division.
- (e) Collaborate with Communications coordinating with the NCIC Terminal Contractor for Maryland to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

### **316.7 CRIMINAL INVESTIGATION DIVISION (CID) FOLLOW-UP**

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

- (a) Shall coordinate the investigation with the Baltimore Police Department if a missing child has not been located within 24 hours and there is reason to believe the child may be located in another jurisdiction (Md. Code FL § 9-402(d)).
- (b) Should ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.
  1. The notice shall be in writing and should also include a photograph.
  2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information if the school receives a call requesting the transfer of the missing child's files to another school.
- (c) Should recontact the reporting party and/or other witnesses within 30 days of the initial report and within 30 days thereafter to keep them informed, as appropriate, and to determine if any additional information has become available.
- (d) Should consider contacting other agencies involved in the case to determine if any additional information is available.
- (e) Shall verify and update MCMUP, METERS, NCIC, and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).
- (f) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.
- (g) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).
- (h) Should make appropriate inquiry with the BPD Missing Person Unit.
- (i) Should obtain and forward medical and dental records, photos, X-rays and biological samples, as applicable.

## Missing Persons

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- (j) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph to the Maryland State Police and enter the photograph into applicable missing person networks (34 USC § 41308).
- (k) In the case of an at-risk missing person or a person who has been missing for an extended time, should consult with CID Supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

### **316.8 WHEN A MISSING PERSON IS FOUND**

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies and refer the case for additional investigation if warranted.

The Records Manager should ensure that, upon receipt of information that a missing person has been located, the following occurs:

- (a) Notification is made to the Maryland State Police.
- (b) A missing child's school is notified.
- (c) Entries are made in the applicable missing person networks.
- (d) When a person is at risk, the fact that the person has been found should be reported within 24 hours to MCMUP, METERS, and NCIC.
- (e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

#### **316.8.1 UNIDENTIFIED PERSONS**

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying themselves should:

- (a) Obtain a complete description of the person.
- (b) Enter the unidentified person's description into the NCIC Unidentified Person File and the NamUs database.
- (c) Use available resources, such as those related to missing persons, to identify the person.

### **316.9 CASE CLOSURE**

The CID Supervisor may authorize the closure of a missing person case after considering the following:

- (a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.
- (b) If the missing person is a resident of Baltimore or this department is the lead agency, the case should be kept under active investigation for as long as the person may still

## *Missing Persons*

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be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.

- (c) If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.
- (d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

### **316.10 TRAINING**

Subject to available resources, the E and T Lieutenant should ensure that members of this department whose duties include missing person investigations and reports receive training that includes:

- (a) The initial investigation:
  - 1. Assessments and interviews
  - 2. Use of current resources, such as Mobile Audio Video (MAV).
  - 3. Confirming missing status and custody status of minors.
  - 4. Evaluating the need for a heightened response.
  - 5. Identifying the zone of safety based on chronological age and developmental stage.
- (b) Briefing of department members at the scene.
- (c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).
- (d) Verifying the accuracy of all descriptive information.
- (e) Initiating a neighborhood investigation.
- (f) Investigating any relevant recent family dynamics.
- (g) Addressing conflicting information.
- (h) Key investigative and coordination steps.
- (i) Additional resources and specialized services.
- (j) Update procedures for case information and descriptions.
- (k) Preserving scenes.
- (l) Internet and technology issues (e.g., Internet use, cell phone use).
- (m) Media relations.

## Attachments



## **6.44.1 Appendix - Missing Persons Report Form 79.pdf**

## STATE OF MARYLAND MISSING PERSON REPORT FORM

1. Name					2. Race		3. Sex		4. DOB/AGE		5. Place of birth					
6. HGT		7. WGT		8. EYE		9. HAIR		10. NCIC Fingerprint <input type="checkbox"/> YES <input type="checkbox"/> NO		11. Foot Print <input type="checkbox"/> YES <input type="checkbox"/> NO		12. Blood Type		13. X-Ray <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> None <input type="checkbox"/> UNK Circumcision <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK		
14. Corrective Vision Prescription: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK				15. Jewelry Type				16. Jewelry Description				17. Caution Code (See Reverse)				
18. Social Security No.			19. FBI No.		20. Misc. No.		21. Scars and Marks			22. Skin Tone		23. DNA Collected <input type="checkbox"/> YES <input type="checkbox"/> NO				
24. Operators License			25. State of Issue			26. Year Expires			27. Emancipated <input type="checkbox"/> YES <input type="checkbox"/> NO							
28. INVOLVED VEHICLE COLORS					YEAR VEHICLE OWNER		MAKE		BODY/MODEL		29. IDENTIFYING CHARACTERISTICS OF VEHICLE					
30. VIN:					31. REGISTRATION INFORMATION STATE TAG NO. YEAR EXP.					32. Vehicle Processed <input type="checkbox"/> YES <input type="checkbox"/> NO						
33. MIS. PERSON'S RESIDENCE Address City										34. RES. PHONE						
35. MIS. PERSON'S EMPLOYER OR SCHOOL ATTENDS City State Zip Code																
36. BUS. PHONE NUMBER					37. GENERAL BROADCAST <input type="checkbox"/> YES <input type="checkbox"/> NO					DATE & TIME						
38. ADDRESS MISSING PERSON LAST SEEN			39. Loc.		40. Co. Code		41. Zip Code		42. Weather		43. Date & Time Last Seen		44. Date/Time Reported			

### DESCRIPTION OF MISSING PERSON

Photo Submitted  Yes  No

45. EYE COLOR <input type="checkbox"/> Black <input type="checkbox"/> Brown <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Green <input type="checkbox"/> Hazel <input type="checkbox"/> Maroon <input type="checkbox"/> Pink <input type="checkbox"/> Multicolored <input type="checkbox"/> Unknown <input type="checkbox"/> Other															
46. HAIR COLOR <input type="checkbox"/> Black <input type="checkbox"/> Brown <input type="checkbox"/> Blond <input type="checkbox"/> Red <input type="checkbox"/> Other						47. HAIR LENGTH <input type="checkbox"/> Ear <input type="checkbox"/> Collar <input type="checkbox"/> Shoulder <input type="checkbox"/> Below Shoulder <input type="checkbox"/> Crew Cut/Military <input type="checkbox"/> Bald <input type="checkbox"/> Other									
48. HAIRSTYLE <input type="checkbox"/> AFRO <input type="checkbox"/> STRAIGHT <input type="checkbox"/> CURLY <input type="checkbox"/> GREASY <input type="checkbox"/> BRAIDED/PONYTAIL <input type="checkbox"/> OTHER						49. FACIAL HAIR <input type="checkbox"/> NONE <input type="checkbox"/> BEARD <input type="checkbox"/> MUSTACHE <input type="checkbox"/> UNSHAVEN <input type="checkbox"/> GOATEE <input type="checkbox"/> SIDEBURNS <input type="checkbox"/> OTHER									
50. COMPLEXION <input type="checkbox"/> ALBINO <input type="checkbox"/> FAIR, LIGHT <input type="checkbox"/> DARK <input type="checkbox"/> ACNE <input type="checkbox"/> BLACK <input type="checkbox"/> MEDIUM <input type="checkbox"/> RUDDY <input type="checkbox"/> FRECKLED <input type="checkbox"/> TANNED <input type="checkbox"/> OLIVE <input type="checkbox"/> OTHER						51. BUILD <input type="checkbox"/> THIN <input type="checkbox"/> HEAVY <input type="checkbox"/> MEDIUM <input type="checkbox"/> MUSCULAR <input type="checkbox"/> OTHER									
52. TEETH <input type="checkbox"/> NORMAL <input type="checkbox"/> GAPS <input type="checkbox"/> GOLDCAPPED <input type="checkbox"/> CHIPPED <input type="checkbox"/> PROTRUDING <input type="checkbox"/> DECAYED <input type="checkbox"/> OTHER															
53. SCARS, MARKS, TATTOOS, DEFORMITIES (Describe and indicate location on body)															
54. CLOTHING AND PERSONAL EFFECTS. Please indicate those items the missing person was last seen wearing. Include style, type, size, color, condition, labels, or laundry markings.															
Item		Brand/Marking		Size		Color		Item		Brand/Marking		Size		Color	
Head Gear								Shoes/Boots/Sneakers							
Scarf/Tie/Gloves								Underwear							
Coat/Jacket/Vest								Bra/Girdle/Slip							
Sweater								Stockings/Pantyhose							
Shirt/Blouse								Wallet/Purse							
Pants/Skirt								Money							
Belts/Suspenders								Body Piercing							
Socks								Glasses							
55. Name, Address, Tel. No. of Doctor, if any <input type="checkbox"/> UNK						56. Name, Address, Tel. No. of Dentist, if any <input type="checkbox"/> UNK			57. Dentist Records Available <input type="checkbox"/> Yes <input type="checkbox"/> No Medical Records Available <input type="checkbox"/> Yes <input type="checkbox"/> No						
58. MEDICATION(S)						59. MEDICAL/PHYSICAL PROBLEMS									

<b>COMPLAINANT/REPORTING PERSON</b>						Code—W-Witness	P-Parent/Guardian	A-Associate/Friend	R-Relative
60. Complainant (Last, First, Middle)		Race-Sex-DOB	Code	61. Complainant's Address		62. Res. Phone		63. Bus. Phone (Work Hrs)	
64. Complainant's Signature				<i>I do solemnly declare and affirm, under penalty of perjury that the information I provided is true and correct to the best of my knowledge.</i>				65. Cell Phone	

**FRIENDS, ASSOCIATES, ETC. OF MISSING PERSON/IN THE COMPANY OF**

Code—W-Witness P-Parent/Guardian A-Associate/Friend R-Relative

66. Name (Last, First, Middle) Alias/Nicknames			Race	Sex	DOB/Age	Ht.	Wt.	Eyes	Hair color
67. Address		Phone	68. Miscellaneous				69. Rel. To Victim		Code
70. Clothing – Characteristics			71. Prior Arrest <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK			72. Weapons Description			
73. VEHICLE INFORMATION FOR			ASSOCIATE			OTHER			
74. VEHICLE DESCRIPTION:									
75. Year	76. Make	77. Model	78. Style	79. Color (Top/Bottom)		80. Equipment, Characteristics			
81. VIN:				82. Registration Information STATE YEAR TAG				83. Veh. Processed	

**INVESTIGATIVE BACKGROUND INFORMATION**

84. Missing Person's Cell Phone Number		85. Contract/Carrier For This Phone			86. Copy of Billing Information for Contact List On This Phone <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Computer</b>							
<i>If left on, do not turn off; if off, do not turn on as this could be important for forensic investigators.</i>							
87. Email address: Computer Seized <input type="checkbox"/> Yes <input type="checkbox"/> No		88. Internet Service Provider (ISP)			89. Screen Name Used by Missing Person (If Known)		
90. Credit Card Accounts		91. Bank/ATM			92. Misc.		
93. Possible Cause of Absence		94. Probable Destination			95. No. of Times Person Has Been Missing <input type="checkbox"/> None <input type="checkbox"/> Less Than 5 <input type="checkbox"/> More Than 5		

**96. ADDITIONAL INFORMATION**

97. Date Supplement Report Due		98. Initial Status <input type="checkbox"/> Open <input type="checkbox"/> Unfounded <input type="checkbox"/> Closed			99. Initial Investigator			100. ID No.	101. Date
102. Related Report No's. a. NCIC#      b.      c.				103. Reviewing Supervisor			104. ID No.	105. Date	
106. <input type="checkbox"/> NCIC Entered <input type="checkbox"/> NCIC CLEARED		107. FINAL STATUS (Check One) <input type="checkbox"/> Open <input type="checkbox"/> Closed			108. Classification (Office Use)			109. UCR Disp.	

**NOTE: USE CONTINUATION SHEET FOR NARRATIVE AND ADDITIONAL INFORMATION**

**MARYLAND CENTER FOR MISSING PERSONS  
1-800-637-5437**

## CLASSIFICATION CODES

C/K = A missing child who is reasonably believed to have been kidnapped or abducted by someone other than a parent.

CPC = A missing child who is reasonably believed to have been abducted by a parent or guardian who has legal custody. (include all cases where there is no formal custody)

CPW = A missing child who is reasonable believed to have been abducted by a parent or guardian who does not have custody. (include only cases where a formal custody agreement to the contrary exists)

C/C = A missing child who is considered critically missing by the existence of one or more critical factors

C/M = A missing child 14 years of age or older, for whom no critical factors are known to exist.

A/D = A missing adult documented as suffering from a mental or physical disability or is senile.

A/E = A missing adult documented as being in the company of another person under circumstances indicating physical safety is in danger.

A/1 = A missing adult under circumstances indicating the disappearance was not voluntary, i.e. kidnap or abduction.

A/M = A missing adult in which no critical factors are known to be present

## MILES/NCIC CAUTION CODES

A = Armed

C = Mental

E = Suicidal

G = Resists Arrest

I = Dangerous/Resists

K = Suicidal/Resists

M = Assaults Police Officer

B = Dangerous

D = Armed/Mental

F = Armed/Suicidal

H = Armed/Resists

J = Mental/Resists

L = Approach With Caution

N = Drug User/Seller

## LOCATION CODES

VC = Residence Curtilage (victim)

OC = Other residence Curtilage

AP = Amusement Park

CH = Church

CS = Convenience Store

HO = Hospital

ND = Nursery/Daycare

PA = Other Public Area

PG = Playground

PT = Public Transportation

RF = Restaurant/Fast Food

SB = School Bus Stop

SM = Shopping Mall

SY = School Yard

VA = Video Arcade

VR = Residence (victim)

OR = Other Residence

OP = Other Park

CG = Campground

GS = Grocery Store

MH = Motel/Hotel

OT = Other

PC = Parking Lot Commercial

PR = Parking Lot Residential

RD = On Or Near Roadway

RS = Retail Store

SC = School

SP = Beach/Swimming Pool

UK = Unknown

VL = Vehicle