



**POLICE DEPARTMENT**

**MISSING PERSONS  
INVESTIGATIONS**

**OPERATIONAL  
PROCEDURE #464**

Responsible Executive:  
Chief of Police  
Responsible Office:  
Vice President for Public Safety  
Approved by:  
Dr. Branville G. Bard Jr.  
Issued: 07/25/2024  
Revised: N/A

**Table of Contents**

**POLICY STATEMENT ..... 1**

**WHO IS GOVERNED BY THIS POLICY ..... 2**

**PURPOSE ..... 2**

**DEFINITIONS ..... 2**

**POLICY ..... 4**

**CORE PRINCIPLES ..... 5**

**PROCEDURES ..... 5**

**POLICY ENFORCEMENT ..... 22**

**RELATED RESOURCES ..... 22**

**CONTACTS ..... 22**

**APPENDIX A ..... 23**

**Policy Statement**

Many missing person reports involve individuals who have voluntarily left home for personal reasons, while other reports are often unfounded or quickly resolved. However, there are many instances in which people disappear for unexplained reasons and under circumstances where they may be considered at risk. The roles of communications personnel and initial responding officers are critical in identifying the circumstances surrounding missing persons and in identifying those who are at risk. It is the policy of the Johns Hopkins Police Department (JHPD) that all reports of missing persons be given full consideration and attention by members of the JHPD, to include careful recording and investigation of factual circumstances surrounding the disappearance in accordance with this Directive.

## Who Is Governed by This Policy

This Directive governs all bureaus, sections, and their members, including sworn, nonsworn, and contractual or voluntary persons in service with the JHPD.

## Purpose

The purpose of this Directive is to establish responsibilities and guidelines for taking missing persons reports and conducting missing persons investigations.

## Definitions

---

<b>Abandoned Person:</b>	A person whose location is known and is: <ul style="list-style-type: none"><li>• A child who may or may not be able to identify themselves or their parents/guardians, and who has been left without proper care and attention by a person who is responsible for providing that care and attention, or</li><li>• An adult who may or may not be able to identify themselves, needs assistance because of a physical and/or mental impairment, and has been left without proper care and attention by a person who is responsible for providing that care and attention.</li></ul>
<b>AMBER Alert Plan/AMBER Alert:</b>	America's Missing: Broadcast Emergency Response (AMBER) Alert Plan is a voluntary partnership between law enforcement agencies and broadcasters to activate an urgent bulletin in the most serious child abduction cases. An AMBER Alert is an urgent news bulletin regarding a child abduction that is broadcast over the airwaves, as well as on highway alert signs and through a variety of other notification systems, to enlist the aid of the public in finding an abducted child and stopping a perpetrator.
<b>Complainant/Reporting Person:</b>	May be a close relative, a roommate, an employer, or a close friend who has frequent contacts with the missing person and who knows what is unusual or out of character for the subject.
<b>Critical Missing Person:</b>	A child, elderly person, person with a disability, or person experiencing a mental/behavioral health crisis or illness who is in need of swift medical assistance, or an individual in need of prompt location whose whereabouts are unknown. (See JHPD Directive #415, Individuals with Behavioral Health Conditions.)
<b>Member:</b>	All members of the JHPD, including employees, officers, and volunteers, unless the term is otherwise qualified (e.g., member of the public, member of the Baltimore Police Department, etc.).
<b>Missing Adult:</b>	A person who meets the criteria for a missing person and is over 18 years old.
<b>Missing Child:</b>	A person who is under 18 years old, who is the subject of a missing person report filed with a law enforcement agency in Maryland, and whose whereabouts are unknown. (MD Code,

---

---

Family Law, § 9-401(c)

---

**Missing Emancipated Person:**

A person who meets the criteria as a missing person and is:

- Under the age of 18 years,
- Legally declared emancipated (released from paternal care) by the laws of their state of residence, and
- The subject of a missing person report filed with a law enforcement agency.

The emancipation of the individual must be documented and verified by the responding officer, and the law enforcement agency must have signed documentation in its possession supporting the stated conditions under which the person is declared missing.

---

**Missing Person:**

Any person who:

- Is missing from the person's normal residence under unusual circumstances and whose present whereabouts are unknown,
- Is missing and is of diminished mental capacity or has a medical condition that is potentially life threatening, even if the person's absence is proved to be voluntary,
- Is missing under any circumstances and is under 18 years old,
- Is missing and has demonstrated a potential for suicide,
- Is admitted to any mental or medical facility and leaves such facility without notifying any personnel employed by that facility,
- Has disappeared in circumstances related to a drowning or other disaster, or
- Leaves to travel to a foreign jurisdiction and fails to arrive within a reasonable time.

The following are not considered missing persons:

- A person whose disappearance appears to be related to the issuance of a warrant.
  - A person who has left notes (other than a suicide note) explaining the reason for the person's absence.
  - A person who has left as the result of a domestic disagreement and is not a threat to the person or others.
  - A person whose whereabouts are unknown but who has contacted family, friends, or acquaintances (unless the person suffers from mental or medical complications).
-

---

	<ul style="list-style-type: none"> <li>• A person being sought for business or social purposes such as debt collections or school reunions.</li> <li>• A person whose whereabouts are unknown to relatives or family members but there are no unusual circumstances. These situations should be treated initially as a welfare check conducted by Johns Hopkins Public Safety (JHPS) or the Behavioral Health Crisis Support Team. The outcome of the welfare check may result in the report being treated as a missing person.</li> </ul>
<b>Officer:</b>	All sworn police officers, at any rank, as defined by MD Code, Public Safety, § 3-201, in service with the JHPD.
<b>Runaway:</b>	Any youth under the age of 18 who purposely leaves home to escape parental custody and/or guidance, and there is concern among family members for the welfare of such individual.
<b>Silver Alert Program/Silver Alert:</b>	<p>A program to alert public safety agencies and the general public in instances of an adult who has been reported missing and:</p> <ul style="list-style-type: none"> <li>• Is at least 60 years of age,</li> <li>• Suffers a cognitive impairment, including a diagnosis of Alzheimer’s disease or dementia,</li> <li>• Whose disappearance poses a credible threat to the health and safety of the individual,</li> <li>• Is traveling in a vehicle and there is enough descriptive information about the missing person and the vehicle for law enforcement to issue an alert,</li> <li>• The investigating agency has already activated a local or regional alert by contacting media outlets in their jurisdiction, and</li> <li>• Has been entered into the National Crime Information Center (NCIC).</li> </ul>
<b>Unidentified Person:</b>	<p>A person whose location is known and is:</p> <ul style="list-style-type: none"> <li>• A child who is unable to identify themselves, for any reason is separated from their parents or guardians, or cannot identify their parents or guardians, or</li> <li>• An adult who is unable to identify themselves or their caretakers and needs assistance because of physical and/or mental impairments.</li> </ul>
<b>Vulnerable Adult:</b>	An adult who lacks the physical or mental capacity to provide for their own daily needs. (MD Code, Family Law, § 14-101(c))

---

## Policy

The JHPD will assume that any reported missing person is in need of immediate assistance until the investigation determines otherwise. The JHPD shall exercise particular care and expediency

in instances involving missing or unidentified children, individuals who may be mentally or physically impaired or insufficiently prepared to take care of themselves, and individuals who may be the victim of a crime. The Baltimore Police Department (BPD) shall have primary investigative jurisdiction over missing persons investigations. (Commission on Accreditation for Law Enforcement Agencies (CALEA) 41.2.6.a)

## Core Principles

- I. **Prompt & Consistent Response:** The JHPD will accept reports of missing persons in all cases, regardless of jurisdiction, where the incident occurred, where the missing person was last seen, or where the missing person resides. There is no waiting period for reporting a missing person, and under no circumstances shall the JHPD advise individuals that they must wait a specific time period before a report can be made. (MD Code, Public Safety, § 3-601) JHPD members shall follow the additional protocols outlined in this Directive for responding to reports of critical missing persons, children, Johns Hopkins affiliates, and unidentified or abandoned persons.
- II. **Thorough Preliminary Investigation:** Per the Memorandum of Understanding between the JHPD and BPD, dated December 2, 2022, BPD shall have primary investigative jurisdiction over missing persons investigations. However, detectives from the JHPD's Criminal Investigations Division will conduct thorough preliminary investigations to gather initial information and to take steps that will aid in the search for and location of a missing person. Preliminary investigations must be conducted in accordance with this Directive and with JHPD Directive #460, Criminal Investigations.

## Procedures

- I. **Initial Report Taking & Notifications**
  - A. The JHPD shall accept a report of a missing person in all cases, regardless of jurisdiction, where the incident occurred, where the missing person was last seen, or where the missing person resides.  
  
NOTE: There is no waiting period for reporting a missing person, and under no circumstances shall an individual be advised that they must wait a specific time period before a report can be made. (MD Code, Public Safety, § 3-601)
  - B. When receiving missing persons complaints, officers shall utilize the State of Maryland Missing Person Report Form, which contains fields required by the Maryland Center for Missing Persons. (MD Code, Public Safety, § 3-602) (CALEA 41.2.5.a)
    - Complaints can be made in person, by phone, or electronically.
    - Missing Person Certifications should be signed by parents, legal guardians, next of kin, physicians, or other authoritative sources, including friends or neighbors in unusual circumstances.

C. In addition to the information required by the Missing Person Report Form, the officer must gather as much pertinent information as possible in order to properly classify a missing person report and initiate the proper response. This includes the following information: (CALEA 41.2.5.a)

- Time and place of last known location and the identity of anyone accompanying the person.
- The extent of any search for the person.
- Whether the person has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits, or plans.
- Whether the person has been involved recently in domestic incidents, suffered emotional trauma or life crises, demonstrated unusual or uncharacteristic behavior, is dependent on drugs or alcohol, or has a history of mental illness.
- The current physical condition of the person and whether the person is currently on prescription medication.
- If the missing person is a child, inquiry should also determine if the child:
  - Is or may be with any adult who could cause them harm,
  - May have been the subject of parental abduction,
  - Has previously run away from home or has threatened to do so, or
  - Has a history of explainable or unexplainable absences for extended periods of time.
- If the missing person is suspected to have been abducted, the report taker should obtain as much information as possible related to:
  - Location and time of suspected abduction,
  - Detailed description of the suspected abductor and vehicle, as well as direction of travel,
  - Whether the suspected abductor had a weapon, and
  - Whether a witness observed any harm to the missing person.

D. Based on the information received, the officer should determine whether the reported missing person meets the criteria for one of the following:

- **Critical Missing Person**
  - Any missing child under 18 years old,
  - Any missing adult or emancipated person who is:

- Experiencing a mental or behavioral health condition or crisis (see JHPD Directive #415, Individuals with Behavioral Health Conditions),
  - A vulnerable adult who lacks the physical or mental capacity to provide for their own daily needs (MD Code, Family Law, § 14-101(c)),
  - In the company of other persons under circumstances indicating their physical safety is in danger, or
  - Missing under circumstances indicating foul play or that disappearances were not voluntary.
- See Procedures, Section II, of this Directive for protocols to follow when a critical missing person is reported, including when to issue a Silver Alert.
- **Missing Child**
  - Any person who is under 18 years old and whose whereabouts are unknown. (MD Code, Family Law, § 9-401(c))
  - See Section III of this Directive for protocols to follow when a missing child is reported, including issuing an AMBER Alert.
- **Missing Johns Hopkins Student**
  - Any missing person who is enrolled as a full- or part-time student at Johns Hopkins, regardless of the student's age or place of residence.
  - See Section IV of this Directive for protocols to follow when a Johns Hopkins student is reported missing.

**E.** When responding to a missing person report, officers should refrain from telling the reporting party that the missing person “will be back soon” or from making other predictions about the missing person’s return. Although it is natural to want to offer soothing statements to concerned family and friends, these kinds of unfounded predictions can create false hope and emotional trauma. Instead, officers should share with the reporting party what steps the JHPD will take to help locate the missing person.

**F. Notifications**

The officer shall make the following notifications upon receiving a missing person report: (CALEA 41.2.5.b)

- On-duty supervisor
  - Officers shall notify their supervisors immediately of the circumstances surrounding any missing person report. The supervisor will determine what, if any, immediate follow-up investigations and search activities will be conducted and request additional personnel as circumstances require.
- JHPD Communications Center (CC)
  - Relay a detailed and accurate description of the missing person, including whether they are considered a critical missing person, and request that the CC broadcast the description and any known associated vehicle.
  - The CC shall complete appropriate entries in NCIC and other state/national information databases in order to notify other law enforcement agencies.
- Teletypes
  - Request a Teletype be sent as appropriate and in accordance with the following procedures:
    - Identify the appropriate jurisdictions to receive the Teletype.
    - Complete the Teletype Request Form and forward it to the Communications Division.
    - Request the Teletype number for inclusion in the report.
- Baltimore Police Department
  - The on-duty supervisor shall notify BPD's Missing Persons Unit anytime a missing person is reported. Officers shall forward to BPD the completed State of Maryland Missing Person Report Form and any other relevant materials.

**G. National Crime Information Center Entry (CALEA 41.2.5.c)**

- If it is determined that NCIC entry is appropriate, a completed State of Maryland Missing Person Report Form/NCIC Worksheet shall be forwarded to the CC as soon as possible, but no more than **two hours** after receiving the minimum information necessary to make the entry.
- A missing adult or child shall be entered into NCIC if at least one of the following criteria is met:
  - Disability: A person of any age who is missing and under proven physical or mental disability or is senile, thereby subjecting the individual or others to personal and immediate danger.



- Endangered: A person of any age who is missing under circumstances indicating that their physical safety may be in danger.
  - Involuntary: A person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary—e.g., abduction or kidnapping.
  - Juvenile: An individual who is missing and declared unemancipated as defined by the laws of the individual’s state of residence.
  - Catastrophe Victim: An individual of any age who is missing after a catastrophe.
  - Other: The missing person is at least 18 and under 21 years old or is over 21 and does not meet any of the above criteria but there is a reasonable concern for their safety.
- H. Officers shall advise the reporting person to immediately contact the JHPD if the missing person returns or has been located.
- I. The initial report taker shall complete a report at the end of their shift, including any Teletype numbers and the original State of Maryland Missing Person Report Form/NCIC Worksheet stamped “Received” by the CC.

## II. **Reports of Critical Missing Person** (CALEA 41.2.5.g)

In addition to the protocols described in Procedures, Section I, of this Directive, the following initial steps must be taken when a critical missing person is reported.

- A. The officer shall immediately notify the on-duty supervisor upon determining that the criteria for a critical missing person are met.
- B. The supervisor shall do the following:
- Respond and confirm that the person meets the “critical missing person” criteria.
  - Confirm that BPD has been notified and, if not, notify BPD to request that a search of the immediate area(s) be conducted.
  - Notify the CC and request they broadcast a description of the missing person via JHPD radio at regular intervals until the critical missing person is located.
  - Obtain briefing and written reports from the first responding officer/initial report taker.
  - Determine if additional JHPD personnel are needed to assist in the investigation.

- Ensure that all resources, equipment, and assistance necessary to conduct an efficient investigation have been requested and expedite their availability.
- Establish a command post away from the missing person's residence.
- Establish that all required notifications have been made.
- Ensure that all JHPD policies and procedures are in compliance.
- Be able to make any decisions or determinations as they develop.

**C. Silver Alerts (CALEA 41.2.5.d)**

The supervisor may contact the Maryland State Police (MSP) Headquarters Duty Officer to request a Silver Alert if the following criteria are met in accordance with requirements set forth by the MSP and MD Code, Public Safety, § 3-604:

- The missing person is at least 60 years of age,
- The missing person suffers from a cognitive impairment, including a diagnosis of Alzheimer's disease or dementia,
- The person's disappearance poses a credible threat to the health and safety of the individual,
- The missing person is traveling in a vehicle and there is enough descriptive information about the missing person and the vehicle for law enforcement to issue an alert,
- The JHPD has already activated a local or regional alert by contacting media outlets in its jurisdiction, and
- The missing person has been entered into NCIC.

**D.** If the critical missing person is under age 18, follow the additional protocols in Section III of this Directive.

**E.** If the critical missing person is a Johns Hopkins student, follow the additional protocols in Section IV of this Directive.

**F.** Any further investigation of critical missing person reports will be coordinated and managed by BPD. JHPD members should provide assistance as requested.

- Officers shall forward to BPD the completed State of Maryland Missing Person Report Form and any other relevant materials collected.

### III. Reports of Missing Children/AMBER Alerts (CALEA 41.2.6.a, e)

In addition to the actions and notifications described in Procedures, Sections I and II, of this Directive, the following initial protocols must be taken when a person under 18 years of age is reported missing. (MD Code, Family Law §§ 9-401, 9-402)

- A. Officers shall immediately notify the on-duty supervisor upon receiving a report of a missing child. (CALEA 41.2.6.b)
- Reports of children who have voluntarily left home should only be classified as “runaways” after thorough investigation.
- B. The supervisor shall notify BPD to initiate a missing person investigation immediately when the missing child: (CALEA 41.2.6.c)
- Is less than 17 years of age,
  - Has not been the subject of previous missing person reports,
  - Suffers from mental, behavioral, or physical illnesses or impairments,
  - Is missing as the result of suspicious or dangerous circumstances,
  - Is missing as the result of possibly being abducted, or
  - Has previously been the subject of child abuse reports or investigations.
- C. If the missing child **does not** meet the conditions listed above in Section III.B, officers will take the following steps in accordance with MD Code, Family Law, § 9-402:
- Promptly attempt to determine the circumstances surrounding the disappearance of missing children through investigative steps that include but are not limited to:
    - Locating and inspecting scenes where the child was last seen, and
    - Interviewing family members, friends, teachers, etc.
- NOTE: The JHPD’s actions will be limited to the campus area.
- Ensure descriptions of the child are provided to BPD.
  - Notify BPD to initiate an investigation.
  - Follow up with BPD regarding the status of their investigation if the child has not been located within 12 hours of the filing of the initial missing person report.

D. If the missing child **does** meet the conditions listed in Section III.B, officers will ensure that the following steps are taken in accordance with MD Code, Family Law, § 9-402:

- Contact BPD immediately to initiate an investigation and intensive search. JHPD members will assist with these efforts as requested.
- Notify the CC and provide a complete and accurate description of the missing child, advising the CC if the missing child:
  - Has a serious medical or behavioral health condition,
  - Has a disability, and/or
  - Is potentially suicidal.

NOTE: If any one of these conditions exists, the officer must call the Division of Child Protective Services, Department of Social Services, at 410-361-2235 and, to the extent possible, get any information that may assist in locating the missing child.

- Request the CC broadcast a “be on the lookout” (BOLO) bulletin if the missing child is under 17 years of age or if there is evidence that the missing child is at risk. The BOLO should be broadcast as soon as practicable, but never more than one hour after determining the missing person is under 17 years of age or may be at risk.
- Ensure all necessary and available information is entered into NCIC within two hours after receipt of the minimum information necessary to make the entry, in accordance with Procedures, Section I.G, of this Directive.
- Ensure all necessary and available information is entered into the Maryland Electronic Telecommunications Enforcement Resource System.
- Provide copies of the missing child reports to the National Missing Children Information Center and the Maryland Clearinghouse for Missing Children.
- Notify the National Center for Missing and Exploited Children. The contact number is 1-800-THE-LOST (1-800-843-5678).
- Notify the MSP as appropriate.

NOTE: If a missing child has not been located within 24 hours of the filing of the initial report, and if the JHPD, BPD, or the MSP has reason to believe that the missing child may be located in a jurisdiction other than the one where the missing person report was filed, the MSP shall enter the investigation and assist efforts to locate the missing child. (MD Code, Family Law, § 9-402)

**E. AMBER Alert**

The on-duty supervisor may contact the MSP Headquarters Duty Officer to request an AMBER Alert if all the following criteria are met in accordance with MSP requirements. (CALEA 41.2.5.d, 41.2.6.d)

- The child is under the age of 18.
- A law enforcement agency has confirmed that the child has been abducted.
- The law enforcement agency believes the circumstances surrounding the abduction indicate that the child is in danger of serious bodily harm or death.
- There is enough descriptive information about the child, abductor, and/or suspected abductor's vehicle to believe an immediate broadcast alert will help.
- The child is believed to still be in the broadcast area.
- The child's name and other critical elements have been entered into NCIC by the law enforcement agency.

**F.** Any further investigation of missing child reports will be coordinated and managed by BPD. JHPD members should provide assistance as requested.

- Officers shall forward to BPD the completed State of Maryland Missing Person Report Form and any other relevant materials collected.

**IV. Reports of Missing Johns Hopkins Students**

In addition to the actions and notifications described in Procedures, Sections I, II, and III, of this Directive, the following initial protocols must be taken when a Johns Hopkins student is reported missing.

**A.** Upon confirmation that a student is missing and cannot be located, the on-duty supervisor shall notify the Office of Student Affairs.

**B. On-Campus Residential Students**

- The JHPD will comply with requirements of 34 CFR 668.46(h) as they apply to missing on-campus residential students.
- The on-duty supervisor shall notify the Resident Advisor (RA) or the House Dean for the area in which the student is housed. The RA should be directed to contact neighbors and friends in the immediate vicinity of the student's room and report any findings to the JHPD.
- The JHPD will ensure that notifications required by 34 CFR 668.46(h) are made as promptly as possible, and in all cases within

24 hours when it has been determined that any on-campus residents are missing. These notifications include but are not limited to:

- BPD,
  - The student's designated emergency contact,
  - The student's custodial parents or guardians if the student is under 18 years of age and not emancipated, and
  - Any persons or organizations as required by Johns Hopkins policy.
- If the student lives at a fraternity or sorority, the supervisor shall contact the Office of Fraternity and Sorority Life for assistance in obtaining information about the person's possible whereabouts.

**C. Students Residing Off-Campus**

- If the student lives off-campus, the supervisor shall contact:
  - BPD, and
  - The Director of Off-Campus Living, who will contact the landlord of the property to obtain the names of neighbors or fellow residents, assuming this information is not already known. The landlord shall be asked to accompany JHPD officers to the residence of the missing student.

**D. International Students**

- The supervisor shall contact the Department of International Programs for assistance upon receiving a report of a missing international student.

**E. Any further investigation of Johns Hopkins students reported missing will be coordinated and managed by BPD. JHPD members should provide assistance as requested.**

- Officers shall forward to BPD the completed State of Maryland Missing Person Report Form and any other relevant materials collected.

**V. Reports of Unidentified or Abandoned Persons**

**A. When responding to an unidentified or abandoned person, officers' duties and responsibilities include but are not limited to the following:**

- Requesting appropriate emergency medical assistance.
- Ensuring the on-duty patrol supervisor has been notified.
- Ensuring that BPD is notified and responds.

- Attempting to verify the person's status as unidentified/abandoned and what led to their present situation.
  - Taking steps to ensure the person's safety.
  - Relaying detailed descriptive information to the CC and all information to BPD.
  - Completing required reports.
- B.** Supervisors' duties include but are not limited to the following:
- Responding to incident scenes.
  - Coordinating preliminary investigations.
  - Ensuring an on-duty commander is notified.
  - Ensuring the appropriate social service agencies are notified as needed.
  - Taking steps to ensure the person's safety.
  - Ensuring that unidentified persons are entered into NCIC as appropriate.
  - Ensuring any follow-up activities are coordinated and facilitated.

## **VI. Conducting Preliminary Investigations**

- A.** All investigations conducted by the JHPD shall be done in accordance with JHPD Directive #460, Criminal Investigations.
- B.** BPD will serve as the lead investigative agency in missing persons cases, unless otherwise directed by BPD. The JHPD will conduct preliminary investigations and shall assist in investigations as requested.
- C.** Investigators from the JHPD will conduct preliminary investigations to gather additional information and to take those steps that will aid in the search for and location of a missing person. This includes gathering from the reporting person and other sources the following types of information and materials:
- Complete description of the subject, abductors, vehicles used, etc.
  - Details of any physical or emotional problems identified.
  - Identity of the last person(s) to have seen the subject, as well as friends, relatives, coworkers, or associates who were or may have been in contact with the subject prior to disappearance.
  - Whether there were any similar incidents within the area that were reported to the police (attempted abductions, prowlers, suspicious persons).

- Plans, habits, routines, and personal interests of the subject, including places frequented or locations of particular personal significance.
- Indications of any missing personal items (clothing, suitcase, cash, bank books, cell phone, computer, etc.).
- Any suggestions of foul play or accident.
- A fingerprint card and recent photograph of the missing person.
- A biological sample of the missing person, so long as it is provided voluntarily.
- Court orders, school attendance records, or any other documents or records that may assist with locating the missing person.
- Personal electronic devices, such as cell phones or computers.
- Access to social media accounts, if possible.
- The subject's zone of safety for their age and development stage.
- The missing person's location as determined through their telecommunications carrier.
- Initial determinations, based on available information, of the type of incident (e.g., stranger abduction, family abduction, nonfamily abduction, endangered runaway, lost or injured person).

**D.** During preliminary investigations, supervisors' duties include but are not limited to the following:

- Coordinating with BPD, including any transitioning of the case to BPD.
- Reviewing and approving missing person reports taken by officers.
- Notifying a commander if incidents involve a child or other critical missing person.
- Determining, through the best information available, if immediate follow-up investigations are needed. This includes whether additional officers should be dispatched to immediately conduct a physical search of the area.
- Determining whether additional resources and equipment are needed and deploying them as appropriate.
- Establishing command posts away from the missing person's residence.
- Ensuring that notifications and alerts have been made as applicable.
- Ensuring that officers' actions have been documented and that all related JHPD directives are being followed.



- E.** When responding to a missing person report, officers should refrain from telling the reporting party that the missing person “will be back soon” or from making other predictions about the missing person’s return. Although it is natural to want to offer soothing statements to concerned family and friends, these kinds of unfounded predictions can create false hope and emotional trauma. Instead, officers should share with the reporting party what steps the JHPD will take to help locate the missing person.

## **VII. Conducting Ongoing & Follow-Up Investigations** (CALEA 41.2.5.f, 41.2.6.f)

In the event that BPD directs the JHPD to be the lead investigative agency or to assist in a missing persons case, the duties and responsibilities of members involved in ongoing and follow-up investigations will include but will not be limited to the following:

- A.** Reviewing and evaluating all evidence and information that has been collected, including verifying the accuracy of all descriptive information and other details developed during initial investigations.
- B.** Serving as a liaison for BPD for all missing persons investigations involving a Johns Hopkins affiliate or for any investigative requests related to the JHPD jurisdictional area.
- C.** Developing and executing investigative follow-up plans.
- D.** Determining what additional resources and specialized services are required and requesting the additional resources/services.
- E.** Ensuring that individuals at scenes are positively identified, that their identification information is accurately reported, and that they are interviewed separately.
- F.** Interviewing individuals who last had contact with the missing persons, as well as other family members, friends, schoolmates, case workers, teachers, and associates. Information that should be obtained from interviewees includes but is not limited to:
- The interviewee’s relationship with the missing person,
  - Information they may have that relates to the disappearances, and
  - What they believe may have happened to the missing person.
- G.** Investigating and reconciling the reasons for conflicting information offered by witnesses and other individuals.
- H.** Contacting hospitals, detention facilities, shelters, and the medical examiner’s office as appropriate for persons fitting the description of the missing person.

- I.** Conducting searches as appropriate and in accordance with the following guidelines:
- Approval of a supervisor or commander should be obtained prior to conducting searches.
  - Searches should typically begin in the immediate areas of the person's home or last known locations as situations dictate.
    - When appropriate, members should seek written permission from the person controlling the area.
    - Members should carefully examine the area for signs of any unusual physical condition that would cause the officer to believe the area may be a crime scene. If such a concern does arise, the member must immediately cease any further examination, secure the scene, and seek guidance from a supervisor regarding the need to obtain a search and seizure warrant and/or crime scene investigators to continue the search. (See JHPD Directive #411, Search & Seizure)
  - Searches should include:
    - Homes, buildings, etc. where known incidents took place,
    - The missing person's residence, even if they were reported missing from another location,
    - Surrounding areas, including vehicles and other places of concealment, and
    - Locations where missing persons are thought to frequent.
  - Members should conduct interviews as appropriate with people who were with the missing person immediately prior to going missing, or who work in or frequent the area where the missing person was last seen.
  - Off-duty personnel may be mobilized to assist with searches. Lead investigators will be recalled when off-duty whenever necessary to support the investigative efforts.
  - Searches should continue until they are suspended only on the approval of a commander, after ensuring that all reasonable means of locating the persons have been exhausted and that further searching is not likely to locate the persons.
- J.** Preparing and distributing flyers and bulletins about missing persons and/or their abductors.
- K.** Obtaining the fingerprints and medical/dental records of the missing persons.

- L. Establishing telephone and email hotlines for tips and leads.
- M. Utilizing the local media to help locate the missing person, with the approval of the Chief of Police and the missing person's family.
- N. As appropriate, requesting assistance from, and coordinating with, allied enforcement agencies (e.g., BPD, the MSP, the FBI) to provide staff and/or logistical assistance, search specific locations, or provide investigative assistance.
  - The JHPD should consider seeking assistance from the FBI and U.S. Marshals Service in the case of a vulnerable missing person or when a person has been missing for an extended time.
- O. The investigator assigned to a missing person investigation should contact the reporting party and other witnesses within 24 hours of the initial report and then regularly for the first 30 days after the initial report, then within 30 days thereafter, to provide updates and to inquire whether they have additional information to offer. (CALEA 41.2.5.e)
  - Investigators may feel the need to comfort witnesses and reporting parties, but investigators shall refrain from speculating about the outcome or whereabouts of the missing person.
- P. The duties and responsibilities of supervisors during ongoing and follow-up investigations include the following:
  - Responding to the scene when foul play is detected and/or the scene must be secured.
  - Ensuring coordination and cooperation among all law enforcement personnel involved in search efforts.
  - Ensuring criminal background checks are conducted on all principal criminal suspects and participants in the investigations.
  - Ensuring that investigations are properly conducted and being available to make decisions or determinations as they develop.
  - Ensuring that all required reports are completed and submitted for approval before reporting officers end their tours of duty.

## **VIII. Case Closure/Located Missing Persons**

- A. Missing person reports can be closed by patrol or investigative personnel.
- B. Members closing missing person cases will do the following:
  - Ensure a supervisor or commander is notified and approves case closure.

- Verify returns and identities of the missing persons. If missing persons are located in other jurisdictions, members can request the allied agency in that jurisdiction make the verifications.
- Advise original reporting person(s) that the missing person has been located, keeping in mind that every case presents different dynamics, and that discretion must be exercised where appropriate in furnishing information, such as in domestic-related cases.
- Return any photographs in police possession to owners.
- Arrange, whenever possible, for the formerly missing subjects to be interviewed to determine the circumstances of their disappearances.
- Arrange, whenever possible, for the formerly missing, runaway, abandoned, or deserted children to be interviewed to determine if they were exploited by criminal activities, particularly those crimes that focus on children as sexual objects such as sexual abuse, child pornography, and prostitution.
  - Given the trauma associated with the interview process, ensure that the appropriate agency conducts any such interview; if conducted by the JHPD, the interview process should be consistent with a trauma-informed and victim-centered response. See JHPD Directive #465, Response to Crimes of Sexual Violence.
- Write supplemental reports containing information that includes but is not limited to:
  - Dates, times, and locations where missing subjects were found,
  - Locating agency,
  - How identities were verified,
  - The physical and mental condition of subjects,
  - Any previously undetected reasons for disappearances,
  - Any information related to the suspect, and
  - Synopsis of charges placed or contemplated.

C. Officers taking missing persons into custody because of outstanding legal processes (warrants, emergency psychiatric petitions, escape charges, runaway, etc.) will ensure that notifications are made to originating agencies so arrangements can be made to satisfy the requirement of the legal processes. (See also JHPD Directive #424, Arrests & Alternatives to Arrest.)

- D.** Officers who locate subjects who are being sought only for notification requests will not detain the subjects unless other lawful reasons exist. Locating officers will ensure that originating agencies are notified of the circumstances surrounding the contacts. Complainants are to be notified by originating agencies.
- E.** Personal and direct contact will be made with reporting parties when it is determined that missing subjects have been the subject of foul play or have been found injured, deceased, etc. The determination of which agency and who will make these notifications should be made collaboratively with the involved agencies.
- F.** The agency that entered the individual missing into the missing persons databases, including NCIC, is responsible for removing the information from the system upon recovery of the missing person. (CALEA 41.2.5.c)
- NCIC entries involving missing children reported by the JHPD can only be canceled upon the child's return to this jurisdiction.
    - To accomplish this, officers will inform the guardian to contact the case investigator when they return so the NCIC entry can be canceled.
    - Exceptions may be made when the juvenile's location and condition are verified by another police agency and the legal guardian grants permission for the child to remain at that location. In all other cases, telephone contact will suffice.
  - If a missing child returns home and no foul play is suspected, the missing child NCIC entry can be canceled and only the appropriate supplemental report is required.
    - Officers will write appropriate supplemental and detention-related reports in the event the missing child is determined to be a runaway.
- G.** The respective parents/guardians will be promptly notified when runaways are apprehended.
- Runaways will not be placed in secure detention.
  - Runaways who have committed crimes may be placed in secure detention. See JHPD Directive #424, Arrests & Alternatives to Arrest.

## Policy Enforcement

<b>Enforcement</b>	Police Department managers and supervisors are responsible for enforcing this Directive.
<b>Reporting Violations</b>	Suspected violations of this Directive should be reported to the Public Safety Accountability Unit.

## Related Resources

<b>University Policies and Documents</b>	
Operational Procedure #411, Search & Seizure	
Operational Procedure #415, Individuals with Behavioral Health Conditions	
Operational Procedure #424, Arrests & Alternatives to Arrest	
Operational Procedure #460, Criminal Investigations	
<b>External Documentation</b>	
MD Code, Public Safety, Title 3, Subtitle 6, Missing Persons	
MD Code, Family Law, Title 9, Subtitle 4, Missing Children	
U.S. Code of Federal Regulations, 34 CFR 668.46(h), Institutional security policies and crime statistics	
Maryland AMBER Alert Plan, Maryland State Police AMBER Alert Website	
Maryland Silver Alert Program, Maryland State Police Silver Alert Website	
National Center for Missing and Exploited Children, <a href="https://www.missingkids.org/">https://www.missingkids.org/</a>	
Baltimore City Department of Human Services, <a href="https://dhs.maryland.gov/local-offices/baltimore-city/">https://dhs.maryland.gov/local-offices/baltimore-city/</a>	
Memorandum of Understanding Between the Johns Hopkins Police Department and the Police Department of Baltimore City, dated December 2, 2022, Coordination of Law Enforcement Duties	
<b>Police Department Forms and Systems</b>	
<a href="https://powerdms.com/ui/login">https://powerdms.com/ui/login</a>	

## Contacts

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	Policy Management	(667)306-8618	<a href="mailto:jhpdpolicyinquiry@jh.edu">jhpdpolicyinquiry@jh.edu</a>

## Appendix A

### State of Maryland Missing Person Report Form

Classification Code  
(Must Be Completed)

Reporting Agency ORI No.  
Agency Case No.

#### 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	MAKE	29. IDENTIFYING CHARACTERISTICS OF VEHICLE		
28. INVOLVED VEHICLE COLORS			VEHICLE OWNER	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
<b>DESCRIPTION OF MISSING PERSON</b> Photo Submitted <input type="checkbox"/> Yes <input type="checkbox"/> 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	
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	
<b>Medical &amp; Other Identifiers</b>				<b>Medical/Dental Release Authorized By</b>			
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			

