

maintained for a period of four (4) years, then placed on archival-quality CDs in a separate directory on the Ballwin Police Report CD. The paper files are securely destroyed.

- E. A copy of every criminal offense and missing person/runaway report is distributed to the Division of Criminal Investigation for follow-up investigation.
- F. The Records Unit uses the CARE system to prepare reports for submission to the Missouri State Highway Patrol Statistical Analysis Center and the FBI Uniform Crime Reporting section.
- G. The Records Unit scans automobile accident reports, including supplements and attachments, into the DocStar document management system. The Records Unit enters the names of the driver(s) and the accident location into the CARE system. The signed original copy of each report, with all attachments and supplemental reports, is filed in a lockable file cabinet within the Records Unit in sequential order of complaint number.
 - 1. Copies of the accident reports are distributed to the STARS unit of the Missouri State Highway Patrol.
 - 2. Copies of Leaving the Scene of an Accident cases are assigned to the Traffic Safety Unit for investigation.
 - 3. Automobile accident reports are maintained indefinitely in DocStar. The original reports are securely destroyed after four (4) years.
- H. The CARE system is used by the various components of the Ballwin Police Department to prepare analysis and administrative reports. Access to the CARE system is limited by function with multi-leveled pass code protection.

III. WARRANT AND WANTED RECORDS MANAGEMENT

- A. Warrants issued by the Ballwin Municipal Court are forwarded from the court to the Communications Unit where they are activated in the Regional Justice Information Services (REJIS) computer system and the Missouri Uniformed Law Enforcement System (MULES). The warrant is then filed in the Communications Unit where it is accessible 24 hours a day. The warrant remains in the file as a form of verification until the person named in the warrant is arrested or the warrant is withdrawn or recalled by the Municipal Court. Information on active Ballwin Municipal Warrants can be accessed and cross indexed using the REJIS Zip Code inquiry.
- B. A Wanted is placed on a suspect, based on probable cause, by the investigating officer, prior to the issuance of a warrant. In addition to documenting the wanted in the police report, the officer will provide the following information to the Division of Communications Officers:
 - 1. All known information necessary to enter the wanted into the REJIS computer system, and
 - 2. A copy of the police report.

The Communication Officers will prepare a wanted file that includes the police report, the suspect's driver license record and criminal history record. The Communications

Officer enters the wanted reference numbers on the file and places the file in the Warrant/Wanted file cabinet in the Communications Unit. The file will be used to verify the Wanted.

C. Cancellation of Warrants and Wanted Persons

1. Upon the arrest of the person on a warrant:
 - a) The Communications Officer cancels the warrant from the REJIS computer system;
 - b) The warrant cancellation, along with the warrant, is given to the arresting officer for attachment to the Arrest Report.

2. Upon receipt of notification that the warrant has been recalled or withdrawn by the court, the Communications Officer shall:
 - a) Remove the warrant from the file and verify the information;
 - b) Attach the REJIS printed cancellation notification document to the warrant;
 - c) Forward the documentation to the Ballwin Municipal Court.

3. Upon the arrest of the wanted person, or when the investigating officer determines that a person named as wanted should no longer be considered as such:
 - a) The Communications Officer will cancel the wanted in the appropriate computer systems and note the cancellation on the wanted file. A copy of the computer cancellation printout will be placed in the file.
 - b) The Communications Officer will return the file to the investigating officer for attachment to the police report.

IV. ARREST RECORD PROCESSING AND STORAGE

- A. All instances of arrest require that a police report is written, and the arrestee is fingerprinted (if required), and photographed in accordance with departmental booking procedures. The arrest is immediately entered in the Department Criminal Number (DCN) system. The DCN system assigns a number to the arrestee, and all arrests of that individual by the Ballwin Police Department are indexed to that number. An Arrest Number (AR) is automatically generated by the DCN system. This AR number is entered onto the booking sheet.

- B. All arrests are entered into the REJIS system by the officer booking the arrestee. The REJIS system assigns an original Tracking Number to each arrest.

- C. The Records Unit maintains the Department Criminal Number (DCN) files which contain the photographs of the persons arrested by this Department. These files may be referred to as Local Identification Number (LID) in the REJIS system, but are the same as the DCN number.
 1. Photo files include printed arrest photos (mug shots). Digital arrest photos are maintained in the REJIS EPIC mug shot system.

2. Digital fingerprint files are maintained in the Missouri State Highway Patrol AFIS system.

V. CITATION AND SUMMONS PROCESSING AND DATA STORAGE

A Records Clerk will collect the approved traffic citations and summonses every weekday morning from the lock box in the squad room. A Records Clerk will enter the citations and summonses into a citation tracking database. The citations and summonses will then be forwarded to the Ballwin Municipal Court where the data is entered into the REJIS Integrated Metropolitan Docketing System (IMDS). Citations and summonses entered into the REJIS Docketing System are searchable through CrimeMatrix.

VI. PROCESSING AND STORING CLOSED OR EXPUNGED RECORDS

Chapter 610 of the Revised Statutes of Missouri (RSMO), also known as the Missouri Sunshine Laws, establishes practices for the closure, dissemination and expungement of police reports.

Definitions:

Arrest: A full custodial physical arrest of a subject. Arrest records are open records unless the arrestee was not charged within 30 days of the arrest, or is later acquitted, or the case is later dismissed, then all related arrest reports are closed.

Charged: Whenever a warrant is issued by a Court.

Closed Record: Available only to those parties identified in the exceptions contained in Chapter 610 RSMo.

Expunge: To completely remove, blot out, or obliterate an arrest record, rendering them unreadable and/or unavailable to anyone, including the arrestee.

Investigative Report: A record other than an arrest report or original incident report, written in response to an original report or evidence developed by officers during the course of their duties. Investigative reports are closed records until the case becomes Inactive.

Open Record: All arrest and incident reports are open to the public unless otherwise closed by one of the provisions of Chapter 610 RSMO as defined in this section.

- A. Closed Records: Any requests or orders to close a record will be filed with the original report. Should the report already be on microfilm or CD:
 1. The closure will be noted on the cassette or case.
 2. The closure request or court order will be filed in the appropriate secure cabinet.
- B. Expunged Records: Upon receipt of an authorized court order to expunge reports, records, and files, records clerks will obliterate all identification of the arrestee in all related documents. Records Clerks will obliterate all photos and DCN files, including fingerprint cards. All identification of the arrestee will be removed from any related in-house computer records.

1. Records clerk will request that REJIS delete the arrest from REJIS files, following the format prescribed by REJIS.
2. A Records Clerk will notify St. Louis County Police to expunge the information from the CARE system and CrimeMatrix.
3. A Records Clerk will expunge the arrest photograph.
4. The court order, and proofs that the court order has been carried out, will be filed in a secure file in the Records Unit.

VII. RELEASE OF CRIMINAL RECORDS WITHIN THE DEPARTMENT

All criminal history queries of REJIS, MULES and NCIC must be directly related to a traffic stop or an investigation. Officers requesting a query must provide a reason for the record check. Queries shall not be conducted for personal reasons.

- A. An off-duty officer requesting a records check must provide the complaint number or address of the investigation. This information shall be recorded in the CAD.
- B. All radio transmission referencing the results of a criminal history query shall be limited to the information necessary to effect an immediate identification or to ensure adequate safety for officers and the general public.

VIII. RELEASE OF INFORMATION OUTSIDE OF THE DEPARTMENT

All information, records, and reports that the Department has control over are confidential and shall not be released outside of the Department unless authorized. This includes all computerized information from the REJIS and in-house computer systems. Open public records may be released only in accordance with Departmental procedures and the Missouri Sunshine Law.

- A. Only information regarding Ballwin incidents or arrests may be released.
- B. The CARE system maintains an electronic record of the date and time a report is printed, the person who printed the report, type of report printed, name of requestor and the stated reason for printing the report.
- C. Release of reports: Three types of reports are defined under the statute: Incident, arrest and investigative. A police report may include one or more of these and each type of report must be reviewed and considered separately to determine if the information is open or closed.
 1. Incident Report. Details the date, time, specific location, name of victim, and the immediate facts and circumstances surrounding the initial report of a crime or incident. These include logs, crime reports, accident reports, and complaints.
 2. Arrest Report. Names the person arrested and the charges.
 3. Investigative Report. A record, other than an arrest or incident report, inquiring into a crime or suspected crime. The investigative report is a closed record until the investigation becomes inactive by reason of:
 - a) A decision by the Department to no longer pursue the case
 - b) Expiration of the statute of limitations or ten years after the offense of the crime, whichever comes first;

- c) All persons convicted for the offense have exhausted all appeals of their conviction(s).
- D. Information on the identity of persons named in the reports will not be released if:
- 1. The victim is the victim of a sex crime;
 - 2. Release of identity would endanger the safety of victims, witnesses, undercover officers, informants, or other persons named in the incident.
 - 3. Release of the information would jeopardize an active investigation;
 - 4. Information would disclose investigative techniques, procedures, or guidelines.
- E. Response to inquiries about persons in our custody:
- 1. Bond amounts and bonding procedures can be released;
 - 2. If a suspect is being held without a warrant, refer the inquiry to the investigating officer or shift commander;
 - 3. With the approval of the originating agency, the Ballwin Police Department will accept the bond for a person in our custody. The bond amount and bonding procedures may be released. For inquiries about the charge from other departments, refer the inquiry to the other department.
- F. Response to inquiries about persons wanted by our department:
- 1. Municipal Warrants: If the inquiry is by telephone, advise the caller that the information cannot be provided over the telephone. Advise the caller to respond to the Ballwin Police Station to make the inquiry in person. If a subject makes an inquiry at the Records Unit window, verify the person's identity, verify with the Communications Unit that the subject is wanted and then have a police officer respond to the lobby of the station to take the subject into custody.
 - 2. Wanted: If the inquiry is by telephone, refer the caller to the investigating officer or the watch commander. If the inquiry is in person, have the Division of Communications have a patrol officer respond to the lobby to take the subject into custody after the subject's identity is verified.

IX. RECORD CHECK REQUESTS BY CORRESPONDENCE AND TELEPHONE

- A. Requests by correspondence:
- 1. For members of authorized agencies to receive record information by correspondence the request must be on an official form or on office stationery which clearly designates the office address and is signed by someone with an official capacity in that office.
 - 2. Requests by mail shall be forwarded to the record clerks who shall, at their earliest convenience, make a cursory check of the request and arrange them for processing. Processing involves retrieving the report, checking it for restrictions to release, copying the report, determining the cost, if any, and mailing the requestor via normal mailing procedures. The process may be completed by either a record room clerk, or other person designated by the Commander of the Bureau of Administration and Operational Support.

B. Requests by Telephone:

1. For any member of authorized agencies to receive information by telephone, a call back will be required. The Department member will obtain the officer or agent's name (and DSN where applicable), the agency or Department and telephone number and return the call. In cases where the caller is not personally known to the Department member, the member will verify the telephone number of the agency as listed in the telephone directory.
2. If there is any question as to the legitimacy of the agency making the request, the Department is under no obligation to telephonically provide arrest record information.

X. RECORD ROOM FUNCTION

- A. An officer requesting to review an original processed report will make the request through one of the Records Clerks, or the Watch Commander after normal business hours. The report must be reviewed in the Records Unit area and may not be removed. An officer needing a copy of an original processed report will make that request through a Records Clerk.
- B. Records Unit Personnel, and other designated authority, may remove original processed reports for copying or review; however, the original report is not to leave the Records Unit without the permission of the Commander of the Bureau of Administration and Operational Support.
- C. On a regular basis the Records Clerk will provide the Commander of the Bureau of Administration and Operational Support with a list of all reports that have not been received in the records room. Action is then taken to locate and forward any missing reports to the record room for filing.
- D. Public window duties provided by the Records Clerk may include:
 1. Referring inquiries to the proper department (i.e. Division of Criminal Investigations, Watch Commander, etc.)
 2. Providing police reports to individuals requesting them, following Department guidelines.
 3. Answering questions about procedures and general knowledge information.
 4. Requesting the Division of Communications to dispatch an officer to the station for a report or other field operations function.
 5. Providing any other assistance within the scope of the record room expertise.
 6. The Department photocopy machine is located in the record room. The machine is used by Records Clerks to copy reports, documents, or other police related papers. Records Clerks are responsible for the supply of paper, and for making notification of repair when needed. Records Clerks normally copy reports for other department components and municipal, county, state, and federal agencies. Copies are also made of documents for distribution to city and police administrators, and any documents requested or required by department policy and procedure.

XI. RECORD ROOM ACCESS – AFTER HOURS AND WEEKENDS

- A. All record room file cabinets will be secured by the Records Clerks at the close of normal business hours.
- B. If a copy of any police report is needed after hours, the Watch Commander will have available a key(s) to the Record Room Files. The Watch Commander may remove original processed reports for copying; however, the original report in not to leave the record room.

XII. RECORDS RETENTION

The Department maintains all police reports, and various administrative records, in accordance with the Records Retention Schedule and the guidelines set forth by the Missouri Attorney General.

XIII. CASH CONTROL

- A. Cash, checks and credit card transactions are received in the course of business in the Records Unit.
 - 1. The Records Clerk shall collect the appropriate fee for making copies of incident and accident reports, fingerprinting, record checks, auction/estate sale license, soliciting permit and bond processing.
 - 2. The Records Clerk receiving the fee shall enter the transaction into the City's point of sale computer program which generates a computer numbered receipt.
 - 3. The original receipt shall be given to the person making the payment and one copy shall be retained by the Records Clerk.
 - 4. At the end of each business day, the Records Clerks shall close out the point of sale software which will generate a Daily Transmittal Sheet. The Records Clerks shall ensure that the Daily Transmittal Sheet is reconciled against the funds in the cash drawer.
 - 5. The money collected for the day, and a copy of each receipt, is placed in a locked bank bag with the Daily Transmittal Sheet. The locked bank bag shall be transported by a Police Officer to the City Government Center. The Police Officer will deposit the bank bag in the safe drop box located in the lobby of the City Government Center. The Police Officer shall document the deposit in the Department's Computer Aided Dispatch System.
 - 6. The Records Unit cash drawer shall be locked during non-business hours.
 - 7. Each sales receipt shall be scanned into the City's DocStar archiving software for retention in the Records Unit.
- B. The following procedures shall be followed by the Records Unit when processing Bond forms
 - 1. Records Clerk will remove the bond envelopes from the Records Unit safe as needed. The amount of currency in the envelope will be verified with the amount indicated on the bond receipt.
 - 2. Bonds for Ballwin Municipal Court cases will be forwarded to the Court Clerk. The Records Clerk will enter the bond on the transmittal sheet, verified by a 2nd party for accuracy. The bond form, bond and transmittal sheet will be placed into

- a locked bank bag and transported by a police officer to the Government Center where the bag will be placed in the safe drop box pending retrieval by the Court Clerk. The police officer will log the activity in the Computer Aided Dispatch system.
3. Record Clerks will process bonds for other courts. On bonds accepted for another court, the processing fee will be removed from the bond and entered directly into the daily cash drawer. The Records Clerk will enter the transaction in the City's point of sale computer system under "Bond Processing Fee." A copy of the transaction will be generated to be included with the transmittal sheet.
 4. The Records Clerk processing the bonds will check the bond receipts against the Bond Form Log from the booking room to ensure that all bonds are recorded properly on the log. The Commander of the Bureau of Field Operations will be notified if a bond has not been entered correctly in the Bond Form Log.
 5. The Records Clerk will prepare a deposit envelope that indicates how much money should be sent to each individual court. Each court will be listed separately with the amount of money to be sent. The total amount and the date the bond was processed will be written on the outside of the envelope.
 6. The Records Clerk will enter "other court" bonds, including Recognizance Bonds, into a "Bonds" spreadsheet that is maintained in a secure folder on the network server.
 7. The Records Clerk will scan "other court" bond receipts into DocStar. A copy of each of the bond sheets will be stapled to the respective deposit envelope. The recognizance bond receipts go directly to the Court Clerk after DocStar scanning.
 8. The Records Clerk will print an addressed envelope for the court for which the bond was collected. The envelope will be attached to the front of the bond receipt along with a copy of the REJIS printout showing that the originating agency cancelled the warrant. This allows for double checking to ensure that the bond money is going to the correct court and to verify that the warrant was cancelled.
 9. The Records Clerk will enter bonds into the City's point of sales computer system under Police Department "Bail Bond Deposits." The court address for the bond collected will be entered in the note section of the receipt. The name of the court will also be entered under the Ballwin receipt number. The total amount of bonds entered into the point of sale system will be written on a slip of paper and placed in the cash register drawer showing the amount of cash collected. Two copies for each point of sales receipt are attached to the bond receipts and the envelope containing the money. The receipts and the money are placed in the money safe awaiting an officer transporting them to the Government Center. The receipts and money will be transported once a day to the Government Center.
 10. The Records Clerk will maintain the original bond sheet with the addressed court envelope until a check is received from the Finance Department.
 11. The Finance Department will process the bonds collected for other courts. The Finance Department will send back a check to be mailed to the respective court. The Records Clerk will enter the check information in the Bond spreadsheet under the disposition column. The date that the check was mailed and the check number shall be entered in the comment section of the spreadsheet. Once the information is recorded, the check and the original bond receipt shall be mailed to each respective court.

- C. The City's Finance Clerks shall import the data from the "point of sale" software to verify against the actual daily deposits. All deposits are recorded on the City's Daily Cash Balance Sheets.

- D. No petty cash shall be disbursed from the Records Unit cash drawer. Petty cash may only be disbursed by the City's Finance Department for incidental costs. A petty cash reimbursement slip approved by the Chief of Police, or his designee, must be submitted before cash may be disbursed. The Chief of Police shall code the reimbursement slip to denote the account from which to draw the funds.

BY ORDER OF: Chief Steven Schicker 1/30/15
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 2/11/15
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE

8.5, 21.8, 32.1, 32.2, 32.3, 32.4, 32.5

officers should request a recent photograph of the missing person. A copy of the report and the photograph shall be routed through the usual chain for processing and investigation.

- b. Juvenile - A person under the age of 17 years. As in the case of an adult, responding officers should request a recent photograph. The initial responding officer's inquiry should also determine if the child;

is or may be with any adult who could cause him/her harm;

may have been the subject of a parental abduction;

has previously run away from home, has threatened to do so or has a history of explainable or unexplainable absences for extended periods of time.

If the possibility exists that the juvenile may have been the victim of a non-parental abduction, responding officers & supervisors should refer to the manual for Missing and Abducted Children (BPD manual #1) for guidance.

2. The complaint number, name and address shall be recorded on the reverse side of the photograph and the photograph will be attached to the report.

The Patrol Supervisor shall be notified whenever a missing person/runaway report is filed in order to supervise the initial investigation and to coordinate appropriate action with the next shift and/or the Division of Criminal Investigation. **It is the reporting officer's responsibility to ensure that follow-up contact is made with the reportee within twenty-four (24) hours to determine if the subject returned or was located.** It will also be the responsibility of the reporting officer to inform the watch commander if they are going on days off to ensure another officer will perform the twenty-four (24) contact.

In all cases where a juvenile is reported missing/runaway, the on-duty supervisor may contact the Department's Juvenile Detective, who will either provide in-put, or when appropriate, begin an investigation. In cases where foul play is expected or an extensive land or water search is anticipated, the Commander of the Bureau of Field Operations shall be notified immediately. Notification to Command Staff by the Commander of the Bureau of Field Operations shall follow General Order #56-01, "Emergency Staff Notification".

3. The Commander of the Division of Criminal Investigation shall be notified of all missing adult cases after the patrol units complete the initial fact finding investigative process. In cases where foul play is expected or an extensive land or water search is anticipated, the Commander of the Bureau of Field Operations shall be notified immediately. Notification to Command Staff by the Commander of the Bureau of Field Operations shall follow General Order #56-01, "Emergency Staff Notification".

The watch commander shall evaluate the circumstances and, if necessary, request assistance from other personnel (Detectives, Fire Department, other police agencies, etc.)

In all missing person cases, the description of the victim and their vehicle, if applicable, shall be provided to the police dispatcher for radio broadcast to Ballwin officers and surrounding police agencies. A teletype message shall also be sent to all St. Louis area police agencies. Information pertaining to the case shall also be entered into this Department's CAD report and "pass-on" book for dissemination at roll calls.

4. When the circumstances of the missing person meet the criteria of the St. Louis Area Regional **A.M.B.E.R. Alert** ([SARAA] (BPD Manual #3), Missouri Amber Alert (BPD Manual #5), or the Missouri Endangered Person Advisory (BPD Manual #6), the resources of these programs will be utilized. These programs may be activated by the on-duty Watch Commander or the Media Relations Officer with the approval of the Chief of Police or his designee.

B. Located Missing Persons

All located missing persons shall be documented by preparing an appropriate report.

1. Adults - If the original report was completed by this Department, the locating officer shall prepare a supplemental report. If the adult does not appear to need assistance, the adult should be allowed to proceed without further action. The locating officer is responsible for canceling all computer entries. If possible, the locating officer shall contact the reportee and inform him/her the person was located and not taken into custody. If the original report was made by another agency, the locating officer shall prepare a miscellaneous incident report and send a teletype to the original reporting agency. The teletype should only indicate the adult was located and no further action was taken. The locating officer need not contact the reportee; that is the responsibility of the reporting agency.
2. Juveniles – In cases involving juveniles, officers shall ensure that
 - a. They physically respond and confirm the juvenile's return by sight.
 - b. The juvenile receives medical attention if necessary in a timely manner.
 - c. Initial questioning of the youth identifies the circumstances surrounding the child's disappearance, including what occurred while the juvenile was away from home. Particular attention should be given to the child's cause for flight, their whereabouts while away from the home, any individuals who may be criminally responsible and/or whether an abusive or negligent home environment was a contributory factor (these items should be detailed in the officer's supplemental police report).

GENERAL ORDER 32-03A
POLICE RECORD VALIDATION PROCEDURES
PAGE 2

5. Verify completion of validation online

C. Vehicles

1. Pull actual physical report and check for all supplemental information. Verify if vehicle was recovered.
2. Check with the officer/detective entering vehicle, if there are any questions.
3. Check accuracy of vehicle information entered.
4. Make all necessary modifications or cancellations as needed.
5. Verify completion of validation online.

D. Guns

1. Pull physical report; check all supplemental information. Verify if gun was recovered.
2. Print up a letter to gun owner advising complaint number and all gun information.
3. Place the letters with envelope in Captain's mailbox for signature.
4. Upon return from Captain, mail information to owner to verify the weapon is still missing.
5. When letters are returned, they are filed in the case envelope and documented.
6. Verify completion of validation online.

BY ORDER OF: Chief Steven Schicker 1/7/15
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 1/24/15
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE

32.3

If the possibility exists that the juvenile may have been the victim of a non-parental abduction, responding officers & supervisors should refer to the Department's Missing and Abducted Children Manual (BPD Manual #1) for guidance.

B. Supervisory Notification

The Patrol Supervisor shall be notified whenever a missing/abducted juvenile call is placed in order to supervise the initial investigation and to coordinate appropriate action with the next shift and/or the Division of Criminal Investigation. It is the reporting officer's responsibility to ensure that follow-up contact is made with the reportee within twenty-four (24) hours to determine if the subject returned or was located. It will also be the responsibility of the reporting officer to inform the watch commander if they are going on days off to ensure another officer will perform the twenty-four (24) contact.

In all cases where a juvenile is reported missing/runaway, the on-duty supervisor may contact the department's juvenile detective who will either provide in-put, or when appropriate, begin an investigation. In cases where foul play is expected or an extensive land or water search is anticipated, the Commanding Officer of the Bureau of Field Operations shall be notified immediately.

The watch commander shall evaluate the circumstances and, if necessary, request assistance from other personnel (Reserves, Fire Department, Detectives, etc.)

C. Supervisory Response for code S.A.R.A.A. and A.M.B.E.R.

The **St. Louis Area Regional Abduction Alert, (S.A.R.A.A.)** and Missouri's statewide **America's Missing: Broadcast Emergency Response, (A.M.B.E.R.)** are the two plans in place for the emergency broadcast of information to the public regarding endangered abducted juveniles.

Under these plans, the public plays a key role in assisting in the safe recovery of the kidnapped child. The public is alerted to "be-on-the-lookout" for the child, the alleged abductor's vehicle and to report any information to the issuing law enforcement agency immediately. Because of the extensive media coverage, the abductor is encouraged to immediately release the child for fear of being caught. The goal of this anti-kidnapping plan is the safe and speedy recovery of the kidnapped child.

1. The St. Louis Area Regional Abduction Alert is a cooperative effort between the area's law enforcement, radio, and television stations. It will utilize the Emergency Alert System (EAS) and serve all of the 15 counties that are part of the St. Louis EAS Operation with KMOX-AM 1120 acting as the primary EAS station.

Local law enforcement agencies will notify KMOX by phone and fax information about any child kidnapping. KMOX will verify the agency's information and activate EAS to broadcast a S.A.R.A.A. notification. In addition to EAS, KMOX will also distribute the S.A.R.A.A. notification by broadcast fax to all participating media outlets, Missouri and Illinois Department of Transportations' message board systems

and text messages detailing the kidnapping will be sent to the region's cellular phone users that have registered with the Wireless AMBER Alerts Initiative (www.wirelessamberalerts.org).

Participating radio and television outlets agree to re-broadcast the S.A.R.A.A. at least twice an hour for the first four (4) hours. After that time period, stations will broadcast additional alerts every hour for the next 20 hours.

The S.A.R.A.A. plan requires a supervisor at the participating agency to verify four specific criteria prior to implementing the plan:

- a. The kidnapped child is 16 years or younger, and
- b. Investigators believe the child is in danger of serious bodily harm or death, and,
- c. Investigators believe that the child has been kidnapped by a non-parent or eliminated any other logical reason for the child's disappearance and
- d. There is enough descriptive information about the child, and/or the alleged kidnapper, and/or the suspect's vehicle to believe an immediate broadcast alert could aid in recovering the child.

If updated information is received about the kidnapped child or alleged suspect, the supervisor will re-contact KMOX and request that a S.A.R.A.A. Update be issued.

Experts stress that speed is essential in distributing child kidnapping information, as the first few hours after an abduction are the most crucial.

Further information on issuing a S.A.R.A.A. alert along with the necessary forms can be found in the S.A.R.A.A. Manual (BPD Manual #3).

2. Missouri's statewide America's Missing: Broadcast Emergency Response, (A.M.B.E.R.) does not replace or compete with S.A.R.A.A. It has been designed to complement and enhance S.A.R.A.A. and other local plans by providing additional methods of notification and statewide coverage.

A.M.B.E.R. alerts are issued under the same criteria as S.A.R.A.A. alerts and have the same general goals on a statewide basis. An A.M.B.E.R. alert should be issued in conjunction with a S.A.R.A.A. alert if any possibility exists that the abduction has traveled beyond the 15 county area covered by S.A.R.A.A.

Further information on issuing an A.M.B.E.R. alert along with the necessary forms can be found in the A.M.B.E.R. Manual (BPD Manual #5).

D. Code Adam

Code Adam, one of the country's largest child-safety programs, was created and promoted by the Wal-Mart® retail stores and named in memory of 6-year old Adam

Walsh whose abduction from a Florida shopping mall and murder in 1981 brought the horror of child abduction to national attention. This program is endorsed by the Missouri State Highway Patrol and the National Center for Missing and Exploited Children (NCMEC).

When a customer reports a missing child to a store employee, a “*Code Adam*” alert is announced over the public address system. A brief description of the child is obtained and provided to all designated employees who immediately stop their normal work to search for the child, and monitor all exits to help prevent the child from leaving the store.

If the child is not found within 10 minutes of initiating a storewide search, or if the child is seen accompanied by someone other than a parent or guardian, store personnel contact the local police department and request assistance.

Several Ballwin retail stores have successfully implemented the Code Adam program. More information is available at the NCMEC website: www.missingkids.com.

E: Located Missing Juveniles

Juveniles – In cases involving juveniles, officers shall ensure that

1. They physically respond and confirm the juvenile’s return by sight.
2. The juvenile receives medical attention if necessary in a timely manner;
3. Initial questioning of the youth identifies the circumstances surrounding the child’s disappearance, including what occurred while the juvenile was away from home. Particular attention should be given to the child’s cause for flight, their whereabouts while away from the home, any individuals who may be criminally responsible and/or whether an abusive or negligent home environment was a contributory factor (these items should be detailed in the officer’s supplementary police report)
4. Parents, guardians and/or the person reporting the missing youth are notified in a timely manner
5. Juvenile is informed that this Department stands ready to assist in any way.

The locating officer is responsible for canceling the missing teletype entry. If the original report was made by another agency, the locating officer shall prepare a miscellaneous incident report and send a locate message through REJIS to the original reporting agency. The officer should contact the juvenile’s parent and release the juvenile to the parent or other responsible adult.

GENERAL ORDER 32-03B

S.A.R.A.A. /A.M.B.E.R. ALERTS AND MISSING OR ABDUCTED CHILDREN

PAGE 5

BY ORDER OF: Chief Steven Schicker 1/22/15
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 1/29/15
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE

32.3

5. The Public Information Officer (PIO) should be appointed to handle the media. Once the advisory has been activated, media coverage may be overwhelming, the PIO should be constantly updated to utilize the media as much as possible and receive the maximum exposure for the case.
6. The PIO shall also issue a NIXLE alert containing the relevant information.

III. THE FOLLOWING WILL HAPPEN AFTER THE ADVISORY IS ACTIVATED

The MSHP employee assigned will ensure that the following steps occur:

1. All Missouri law enforcement agencies are notified through MULES/ALERT/REJIS.
2. Broadcasters and media are notified by fax.
3. The Missouri State Highway Patrol Missing Persons Unit will be notified for support and resources.
4. The National Center for Missing and Exploited Children (NCMEC) is contacted if the person is under the age of 18.

IV. ADDITIONAL RESOURCES

1. The Missouri State Highway Patrol Missing Persons Unit can contact other states if the advisory needs to be sent outside of Missouri.
2. The Missouri State Highway Patrol Public Information and Education Division can provide an additional PIO to assist.
3. A Child is Missing will contact residents and businesses in the area where the person was last seen by using an automated telephone system. The service is free and can be used for a missing child, elderly or disabled person. Call the toll-free number (888) 875-ACIM (888-875-2246).
4. Team Adam provides experienced child abduction investigators, technical assistance and equipment for free to agencies during investigations involving missing, abducted, or exploited children. Call toll-free (800) THE-LOST (800-843-5678)
5. Project Alert provides retired federal, state, and local law enforcement officers who volunteer their time and expertise as unpaid consultants during investigations of missing, abducted, or exploited children. All travel arrangements and costs are paid for by NCMEC. Call (800) THE-LOST (800-843-5678)

V. CANCELING THE ENDANGERED PERSON ADVISORY

The reporting officer, supervisor, case detective or a member of the Command Staff must cancel or have Communications cancel the Endangered Person Advisory using the MULES (EME) message. They must also call the Missouri State Highway Patrol; Troop F Headquarters at 573-751-1000 to verify the MULES message is cancelled.

GENERAL ORDER 32-03C
MISSOURI ENDANGERED PERSON ADVISORY
PAGE 3

BY ORDER OF: Chief Steven Schicker 4/20/15
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 5/11/15
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE

MISSOURI STATE HIGHWAY PATROL
MISSOURI ENDANGERED PERSON ADVISORY
This form is for use by law enforcement officials only

Follow this procedure to initiate an ENDANGERED PERSON ADVISORY

Make sure you complete ALL three (3) pages of this Advisory Form.

1. **SCREEN AGAINST CRITERIA** — Verify the following MISSOURI AMBER ALERT abduction criteria to ensure this missing person doesn't meet the AMBER ALERT CRITERIA:
- Law enforcement officials have reasonable belief that an abduction has occurred, which meets the definition in RSMo. 565.110 or 565.115.
 - Law enforcement officials believe that the child is in imminent danger of serious bodily injury or death.
 - Enough descriptive information exists about the victim and the abductor for law enforcement to issue an AMBER Alert.
 - The victim of the abduction is a child age 17 years or younger.

**IF ALL OF THE ABOVE CRITERIA ARE PRESENT
SUBMIT AN AMBER ALERT ABDUCTION FORM IMMEDIATELY.**

2. **If the missing person criteria do not meet ALL of the AMBER ALERT criteria, SCREEN AGAINST THE ENDANGERED PERSON ADVISORY CRITERIA.**
- Do the circumstances fail to meet the criteria for an AMBER ALERT? (If they do meet the criteria for an AMBER Alert, immediately follow the protocol to issue an AMBER Alert.)
 - Is the person missing under unexplained, involuntary, or suspicious circumstances?
 - Is the person believed to be in danger because of age, health, mental or physical disability, environment or weather conditions, in the company of a potentially dangerous person or some other factor that may put the person in peril?
 - Is there information that could assist the public in the safe recovery of the missing person?
3. **NCIC ENTRY** — Make a NCIC missing person entry using the Endangered Missing EME code through the law enforcement computer system available in your area (MULES, REGIS, ALERT, etc.)
4. **IF ALL OF THE ENDANGERED PERSON ADVISORY CRITERIA ARE MET, COMPLETE THIS FORM AND FOLLOW THE INSTRUCTIONS ON THE NEXT PAGE.**

THIS FORM WILL ALSO BE USED FOR UPDATES AND CANCELLATIONS.

MISSOURI STATE HIGHWAY PATROL
MISSOURI ENDANGERED PERSON ADVISORY
This form is for use by law enforcement officials only

- A. WHAT TYPE OF ADVISORY IS THIS?
 INITIAL ALERT UPDATE CANCELLATION

- B. HAS ANY TYPE OF LOCAL ADVISORY BEEN ISSUED?
 YES NO

- C. MISSING PERSON'S NAME

- D. LAW ENFORCEMENT AGENCY REQUESTING ADVISORY:

- E. OFFICER(S) VERIFYING CRITERIA AND REQUESTING ADVISORY:

- F. AGENCY CASE / INCIDENT NUMBER:

- G. PHONE NUMBER FOR LAW ENFORCEMENT TO CONTACT YOUR AGENCY:

- H. CELLULAR PHONE NUMBER FOR THE STATE COORDINATOR TO CONTACT THE INVESTIGATING OFFICER:

- I. PHONE NUMBER FOR THE MEDIA TO CONTACT YOUR AGENCY:

- J. COMPLETE THE ATTACHED ADVISORY MESSAGE FORMAT WORKSHEET OR ATTACH THE NCIC MESSAGE ON A SEPARATE SHEET. AS INDICATED ON THE WORKSHEET, THE MESSAGE SHOULD INCLUDE:
 - 1) Description of the missing person(s);
 - 2) Time, location and description of the incident;
 - 3) If known, description of any suspect(s) or associates, including vehicle and direction of travel.

- K. PHOTOGRAPHS / MAPS. You may attach relevant photographs, maps, or other useful attachments.

- L. CERTIFICATIONS. The law enforcement officer authorizing this advisory must sign and date below.

NAME OF PERSON FROM REQUESTING LAW ENFORCEMENT AGENCY AUTHORIZING THIS REQUEST (By typing your name below it is the same as a handwritten signature.)	DATE	TIME

MISSOURI ENDANGERED PERSON ADVISORY
 c/o Missouri State Highway Patrol, Troop F
FAX Number: (573) 751-6814 • Telephone Number: (573) 751-1000
Please verify by telephone that your FAX has been received.
E-mail: TroopF.Radio@mshp.dps.mo.gov

MISSOURI STATE HIGHWAY PATROL MISSOURI ENDANGERED PERSON ADVISORY

THE (AGENCY)													
HAS ISSUED AN ENDANGERED PERSON ADVISORY FOR A MISSING PERSON INCIDENT THAT OCCURRED AT (LOCATION)													
AT (TIME)						ON (DATE)							
<input type="checkbox"/> AM <input type="checkbox"/> PM													
MISSING IS (NAME)								RACE		SEX		AGE	
MISSING IS (NAME)								RACE		SEX		AGE	
VEHICLE IS A (COLOR)				YEAR		MAKE				MODEL			
BEARING (STATE)		LICENSE		LAST SEEN (LOCATION AND DIRECTION OF TRAVEL)									
POSSIBLE SUSPECT(S) OR ASSOCIATES ARE BELIEVED TO BE (NAME)								RACE		SEX		AGE	
HEIGHT		WEIGHT		HAIR		EYES		COMPLEXION					
PHYSICAL MARKS						WEARING (CLOTHING)							
THE ENDANGERED MISSING PERSON 1 (NAME)								RACE		SEX		AGE	
HEIGHT		WEIGHT		HAIR		EYES		COMPLEXION					
PHYSICAL MARKS						WEARING (CLOTHING)							
THE ENDANGERED MISSING PERSON 2 (NAME)								RACE		SEX		AGE	
HEIGHT		WEIGHT		HAIR		EYES		COMPLEXION					
PHYSICAL MARKS						WEARING (CLOTHING)							
BRIEF CIRCUMSTANCES REGARDING THE ENDANGERED MISSING PERSON INCIDENT (Include pertinent medical, mental, or other well being information)													
ANYONE SEEING THE MISSING PERSON, SUSPECT, ASSOCIATE, OR VEHICLE OR ANYONE HAVING ANY INFORMATION RELATED TO THE ENDANGERED MISSING PERSON SHOULD IMMEDIATELY DIAL 911 TO CONTACT THE NEAREST LAW ENFORCEMENT AGENCY OR CALL THE (AGENCY)													
AT (AGENCY CONTACT PHONE NUMBER). PLEASE STAY TUNED TO THIS STATION FOR FURTHER DEVELOPMENTS.													

About the Endangered Person Advisory

Missouri Endangered Person Advisory Plan

- I. PURPOSE

The Endangered Person Advisory is a voluntary partnership between law enforcement and local broadcasters to rapidly disseminate information about a missing and endangered person to law enforcement agencies, broadcasters, and the public.

- II. CRITERIA

The Endangered Person Advisory is initiated solely by Missouri law enforcement agencies using the following criteria:

- 1. Do the circumstances fail to meet the criteria for an AMBER Alert? (If they do meet the criteria for an AMBER Alert, immediately follow the protocol to issue an AMBER Alert)
- 2. Is the person missing under unexplained, involuntary, or suspicious circumstances?
- 3. Is the person believed to be in danger because of age, health, mental or physical disability, environment or weather conditions, in the company of a potentially dangerous person or some other factor that may put the person in peril?
- 4. Is there information that could assist the public in the safe recovery of the missing person?

- III. PROCEDURE FOR AGENCIES TO INITIATE AN ENDANGERED PERSON ADVISORY

- If all criteria exist, prepare the "Endangered Person Advisory" by using the Endangered Missing (EME) code on the Missouri Uniform Law Enforcement System (MULES).

- Fax the Endangered Persons Advisory (EPA) form with attachments such as photographs, area maps, etc. to the Missouri State Highway Patrol; Troop F Headquarters at 573-751-6814.
- Contact the Missouri State Highway Patrol; Troop F Headquarters at 573-751-1000 to verify the information has been entered in MULES and NCIC and the faxed form and attachment have been received.
- Make sure dispatchers or call takers are prepared to handle phone calls. Consider allocating additional resources from other law enforcement agencies.
- A Public Information Officer (PIO) should be appointed to handle the media. Once the advisory has been activated, media coverage may be overwhelming, especially for a small department. The PIO should be constantly updated to utilize the media as much as possible and receive the maximum exposure for the case.

The Endangered Persons Advisory does not preclude and in-house procedures, policies, or practices used by each law enforcement agency.

- IV. THE FOLLOWING WILL HAPPEN AFTER THE ADVISORY IS ACTIVATED
 - All Missouri law enforcement agencies are notified through MULES/ALERT/REGIS.
 - Broadcasters and media are notified by fax.
 - The Missouri State Highway Patrol Missing Persons Unit will be notified for support and resources.
 - The National Center for Missing and Exploited Children (NCMEC) is contacted if the person is under the age of 18.
- V. ADDITIONAL RESOURCES
 - The Missouri State Highway Patrol Missing Persons Unit can contact other states if the advisory needs to be sent outside of Missouri.
 - The Missouri State Highway Patrol Public Information and Education Division can provide a PIO to help your agency.
 - A Child is Missing will contact residents and businesses in the area where the person was last seen by using an automated telephone system. The service is free and can be

used for a missing child, elderly or disabled person. Call the toll-free number (888) 875-ACIM (888-875-2246).

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- Project Alert provides retired federal, state, and local law enforcement officers who volunteer their time and expertise as unpaid consultants during investigations of missing, abducted, or exploited children. All travel arrangements and costs are paid for by NCMEC. Call (800) THE-LOST (800-843-5678)
- VI. CANCELING THE ENDANGERED PERSON ADVISORY

The initiating agency must cancel the Endangered Person Advisory using the MULES (EME) message. The agency must also call the Missouri State Highway Patrol; Troop F Headquarters at 573-751-1000 to verify the MULES message is cancelled.

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 32-03D

EFFECTIVE: APRIL 20, 2015

CANCELS:

TO: ALL PERSONNEL

INDEX AS: MISSING PERSON
ALZHEIMER'S DISEASE

SUBJECT: MISSING PERSONS WITH ALZHEIMER'S DISEASE

I. PURPOSE

The purpose of this policy is to provide guidance for the response and investigation of missing persons with Alzheimer's disease and related dementias (AD/D).

II. POLICY

The mind-set of a person with AD/D is much different than that of other missing persons. Therefore, questioning, report-taking, investigation and search considerations should be appropriately expanded.

It is the policy of the Ballwin Police Department that 1) during agency employee contacts and encounters with older adults, consideration will be given to the potential that the individual is lost but is not yet reported missing, or is spatially disoriented and at high risk of becoming lost; 2) persons found with AD/D, whether by an employee or a Good Samaritan, are provided with assistance that is appropriate for the AD/D medical considerations; and 3) reports of missing persons with AD/D will be treated as an emergency and a search will begin as soon as reasonably possible.

III. OVERVIEW OF THE DISEASE

AD/D is hallmarked by memory loss and changes in a person's ability to think clearly; to recognize persons, landmarks, or other familiar objects; and often, causes him or her to act irrationally under what most persons would consider normal situations. While AD/D most commonly afflicts older adults, a small percentage of cases include early-onset AD/D beginning as early as age 35.

Law enforcement officers may come in contact with persons who manifest symptoms of AD/D in a variety of situations. Those missing with AD/D fall into three categories: 1) individuals who seem normal and oriented during encounters with law enforcement and other persons, and who may not be classified as missing but whose behaviors suggest that they are lost, or at risk of becoming lost; 2) those who are missing but have not yet been noticed or reported missing by caregivers; and 3) those who have been reported as missing by caregivers.

IV. PROCEDURES

A. Identifying the At-Risk Older Adult

Law enforcement officers may encounter individuals who, while initially coherent, are subsequently recognized as being confused and disoriented. In these situations, officers should ask the individual basic evaluation questions, such as the following:

1. Where are you coming from? Where are you going to?
2. What route are you taking to get there? Who are you meeting?
3. What is your full name and address? What is your phone number?
4. What day of the week is it? What month is it?
5. Can you tell me what city and state we are in?
6. What time is it right now? (Answer should be correct within one hour.)

B. If the individual does not provide correct answers to these questions officers should secure the person at his or her current location and consult with their immediate supervisor on appropriate actions. If a substantial degree of confusion and disorientation is identified, the individual should be temporarily detained in a reasonably comfortable setting and attempts made by officers to locate the individual's family or care facility. If these efforts are not successful, the person should be taken to a local hospital or care facility as available.

C. Initial Report Taking

1. There is no waiting period for reporting a missing person with AD/D.
2. The initial report taker shall gather information in order to initiate a response appropriate for the situation. Such information includes the following:
 - a. Name, age and physical description of the person; a recent photo, if available; and the relationship of the reporting party to the missing person.
 - b. Time and place of last known location and description of the clothing the person was wearing when last seen. Ask if the clothing is weather appropriate.
 - c. The extent of any search for the person currently being undertaken.
 - d. Whether the person has been missing on prior occasions and where the person has gone in the past or where they were located previously.
 - e. The current physical condition of the person and whether the person is taking prescription medication or has a co-existing medical condition. If the person takes medication, when was the last dose taken and how long can the person be without it without experiencing life-threatening or other serious consequences.
 - f. Which door or exit did the person leave from?
 - g. Did the person leave on foot or in a car?
3. In addition, the following questions should be asked:
 - a. Is the person carrying identification, medical alert devices, or similar items?
 - b. Would the person recognize and respond to police officers or someone in uniform? Would the person be fearful of police or uniforms for any reason?
 - c. Does the individual have weapons or access to weapons?
 - d. Is the current location near the person's hometown – could the person have gone to a former residence, workplace, church, or other familiar location?
 - e. What is the person's general daily routine?

- f. Can he or she still use money and does he or she have any with him or her? Is he or she capable of accessing cash?
- g. What neighbors does he or she know well?
- h. Are there activities he or she seeks out or enjoys? What would he or she find interesting as it relates to locations?
- i. Does he or she know how to use public transportation? Does he or she use it regularly?
- j. Does the person still remember his or her address or phone number?
- k. Is the person drawn to certain landmarks, buildings, or objects?
- l. Will the person go away from the sun or towards it?
- m. Does the person have fears of crowds, strangers, or certain environments?

D. Preliminary Investigation

- 1. Responding or assisting officers should do the following:
 - a. Conduct a full search, as soon as reasonably possible, of the home or care facility and surrounding premises and curtilage, including unusual locations such as false ceilings, A/C venting, toy-boxes, sink basins or cabinets, and so forth. A search of neighbors' yards should also be conducted.
 - b. Initiate a broader search if a thorough search of the home and immediate area is unproductive.
 - c. Upon verification of a missing person, complete an endangered missing persons report and initiate an Endangered Persons Alert (GO 32-03C). Make appropriate entries in state and national information databases in accordance with established procedures (e.g.: adjacent jurisdictions, State, National Crime Information Center, Fusion Centers, and LEADS).
 - d. Check for indications of missing personal belongings, particularly money and other valuables.
 - e. Check for any suggestion of foul play or accident.
 - f. Secure the premises or area where the person was last seen as a crime scene.
 - g. Request that one person with whom the missing person is familiar remain at the place last seen in the event the person returns and to serve as a consistent point of contact.
- 2. In the case of persons designated as Missing/Endangered person, the on-duty supervisor may do the following:
 - a. Direct the dispatcher to broadcast all relevant information necessary to identify the missing person to all persons on duty.
 - b. Authorize mobilization of resources necessary for an area search.
 - c. Establish an Incident Command Center and implement the Incident Command System.
 - d. Determine whether to use local media to help locate the missing person and use where deemed necessary, with the approval of Command Staff or DCI Supervisor and the missing person's family. Coordination with local media will be handled by the Department's Media Relations Officer.

GENERAL ORDER 32-03D
MISSING PERSONS WITH ALZHEIMER'S DISEASE
PAGE 4

- e. Determine the best use of developed communication networks: BOLOs, texting programs, social media, reverse-calling systems, fusion centers, and other outlets.
- f. Conduct outreach through other governmental/contracted employees with radios and vehicles such as parks/facilities, road crews, waste management, and related personnel.

E. Search and Operational Considerations and Guidelines

Determine if the person left by car or on foot.

1. If by car, officers should:

- a. Ascertain or approximate the amount of fuel in the vehicle and construct a search radius using this information. If the fuel cannot be approximated, begin a routine search with a 5-mile radius using available officers and volunteers.
- b. Notify adjacent counties.
- c. Initiate credit card and/or bank inquiries to determine if and where purchases have been made since the person was last seen.

2. If on foot, officers should:

- a. Begin a thorough foot search with a 1.5-mile radius using available officers and volunteers.
- b. Consider the dominant-hand theory: the person will follow the path of their dominant hand, that is, if the person is right-handed, he or she will likely be making right turns, following right, etc.
- c. Call in other available assets, such as search helicopters, volunteer teams, social services, etc.
- d. Search areas of thick vegetation, near bodies of water, and near highways; areas that have cover (natural or man-made), and residential yards. Special attention should be paid to areas such as culverts, drainage areas, wooded transitional areas between housing developments, etc.
- e. Consider obscure hiding locations: junkyards, drainage trenches, building roofs, abandoned buildings and vehicles, commercial ventilation systems/ducts, etc.
- f. Canvass area businesses and other easily accessible buildings.
- g. Expand radius as time and weather dictate.

3. Search considerations:

- a. Searchers should be aware that missing persons with AD/D likely will not respond to their name being called. Missing persons may perceive that they are "in trouble" and further hide or seclude themselves.
- b. If the person is located, those having initial contact with the person should do the following:

(1) Use low, calm voices and short, simple sentences or questions

- (2) Clearly identify themselves and explain what they are doing
- (3) Ask permission before touching
- (4) Use simple instructions and positive reinforcement
- (5) Allow plenty of time for the person to respond
- (6) Limit volume of radios and curtail the use of lights and sirens, if possible and practical, as this may further agitate the person
- (7) Avoid placing the person in handcuffs (in cases of arrest) and use caution when placing the person in a cruiser

F. Ongoing Investigation

Ongoing investigations of missing persons with AD/D should include, but should not be limited to, the following:

1. Requests for the release of dental records and fingerprints, if available.
2. Contact with hospitals and the coroner or the medical examiner's office as appropriate for injured or deceased persons fitting the description of the missing person.
3. Continuance of on-going contact by the lead investigator with the missing person's closest relative or responsible party concerning progress of the investigation.

G. Recovery of Missing Persons and Case Closure

1. Upon location of a missing person, all agencies and information systems previously contacted for assistance shall be notified or updated.
2. Missing persons and their caregivers shall be questioned to establish the circumstances surrounding their disappearance and how future incidents might be prevented.
3. The case report shall include a detailed report on the person's whereabouts, actions and activities during the investigation.
4. After Action Reports (AARs) shall be prepared, and a post-incident briefing shall be conducted to establish Lessons Learned. The Commander of the Bureau of Field Operations will assign a supervisory level officer the AAR responsibility.
5. In cases involving licensed care facilities, officers shall ensure that:
 - a. The facility has taken proper precautions to prevent future incidents.
 - b. Proper reports have been filed to the facility's chain of command – state accrediting agencies, corporate office, insurers, and others, and will request copies, if available.
6. Where indicated, follow-up action shall include filing an abuse, neglect or exploitation report with the Missouri Department of Health and Senior Services, Division of Senior and Disability Services.



DIVISION OF SENIOR AND DISABILITY SERVICES

Mandated Reporter Form

Mandated Reporter Form For Reports From 12:00 Midnight to 7:00 a.m. (when hotline is not in operation) please fill out and fax form to 573-751-4386. Report will be set up when office opens at 7:00 a.m. If this is an emergency situation, please contact 911.

Date	Time	DA # Assigned by CRU Staff)
------	------	-----------------------------

Reported Adult

Name				DOB	
DCN/Medicaid Number	Living Arrangements	Sex	Race	SSN	
Current Physical Address or Location					
City		State	Zip Code	Phone	

Reporter

Name		Agency/Title	Day and After Hours Phone	
Address		City	State	Zip Code

Contact/Involved Persons (Doctor, Next of Kin, Guardians etc)

Name		Relationship	Day and After Hours Phone	
Address		City	State	Zip Code
Name		Relationship	Phone	
Address		City	State	Zip Code

Alleged Perpetrator

Name and Relationship to Reported Adult		Sex	Race	DOB
Address		DCN/Medicaid #		SSN
City	State	Zip Code	Phone	



DIVISION OF SENIOR AND DISABILITY SERVICES

Mandated Reporter Form

Mandated Reporter Form For Reports From 12:00 Midnight to 7:00 a.m. (when hotline is not in operation) please fill out and fax form to 573-751-4386. Report will be set up when office opens at 7:00 a.m. If this is an emergency situation, please contact 911.

Report Information

List Any Potential Dangers in the Home

Physical/Mental Conditions

Directions if Home is Difficult to Locate

Situation Being Reported (Abuse, Neglect, and/or Exploitation):