Purpose
To establish guidelines and legal compliance for the reporting and investigation of missing persons including runaway children.

General Order
The Indiana University Police Department (IUPD) shall fully investigate all reports of missing persons, runaways, or unidentified children, and shall exercise particular care involving individuals identified as a “high risk missing person.”

Definitions

High risk missing person (IC 5-2-17-1) – a person whose whereabouts are not known and who may be at risk of injury or death. This includes a person who:

- Is missing as the result of abduction by a stranger.
- Disappearance may be the result of the commission of a crime.
- Disappearance occurred under circumstances that are inherently dangerous.
- Is missing for more than thirty (30) days.
- Is in need of medical attention or prescription medication.
- May be at risk due to abduction by a noncustodial parent.
- Is mentally impaired.
- Is less than twenty-one (21) years of age.
- Has previously been the victim of a threat of violence or an act of violence.
- Is an endangered adult as defined by IC 12-7-2-131.3.
- Has been determined by a law enforcement agency to be at risk of injury or death.

Missing endangered adult (IC 12-7-2-131.3) – an individual at least eighteen (18) years of age who is reported missing to a law enforcement agency and is, or is believed to be, a temporary or permanent resident of Indiana, at a location that cannot be determined by an individual familiar with the missing individual, and incapable of returning to the missing individual’s residence without assistance by reason of: mental illness, intellectual disability, dementia, or another physical or mental incapacity of managing or directing the management of the individual’s property or providing or directing the provision of self-care.

Missing person – any person whose whereabouts cannot be determined, and the absence is a significant deviation from normal behavior and cannot be explained by knowledgeable parties; or any person who leaves on their own volition but does not have the authority to do so. This
includes, but is not limited to, runaways, a walk-away from an institution such as a hospital, nursing home, residential group home, etc.

Runaway (IC 31-37-2-2) – a child commits a delinquent act if, before becoming eighteen (18) years of age, the child leaves home or a specific location previously designated by the child’s parent, guardian, or custodian without reasonable cause and without permission of the parent, guardian, or custodian, who requests the child’s return.

No Requirement for a Waiting Period (9.2.4 a)

Under Indiana law, there is no waiting period to report a person missing.

IUPD shall immediately accept a report made in person concerning a missing person, including under any of the following circumstances:

- The missing person is an adult.
- It does not appear the person’s disappearance is the result of a crime.
- It does not appear that the missing person was within the IUPD jurisdiction at the time the person went missing. IUPD will accept the initial report and will advise the person reporting the missing person to make the report with the law enforcement agency that has jurisdiction in the place the missing person was last seen, or if that place is unknown, to the law enforcement agency with jurisdiction in the place where the missing person resides. IUPD will also make immediate notification to the appropriate law enforcement agency with jurisdiction.
- It appears that the missing person’s disappearance may be voluntary.
- The person reporting the missing person is unable to provide all the information requested.
- The person reporting the missing person does not have a familial relationship with the missing person.

There may be circumstances where it may not be reasonable or practicable for an individual to make an in person missing person report. IUPD will accept reports that are not made in person if the report falls under IUPD jurisdiction.

Entry to and Removal of Information in the Criminal Justice Information System (9.2.4 b)

Within two (2) hours of receiving a report of a missing person, the reporting officer will provide the communications center with all necessary information to make an entry into the missing
person file in the Indiana Data and Communications System (IDACS) and National Crime Information Center (NCIC.)

When the missing person has been located, the confirming officer will notify the communications center to clear the entry from IDACS/NCIC.

**Circumstances and Timeframe by which the Law Enforcement Agency(ies) with Jurisdiction Must be Notified (9.2.4 c)**

If IUPD receives a missing person report made in person that falls under the jurisdiction of another law enforcement agency for investigation, the reporting officer will immediately notify the proper law enforcement agency after receiving the initial information. This notification will be documented in the case report.

Once a detailed description and other pertinent information is gathered by responding officers, the communications center will broadcast the information to all officers and will notify surrounding law enforcement agencies of the missing person.

Other law enforcement agencies may be contacted for assistance as soon as possible with information about the missing person, depending on the facts of the investigation. This information includes, but is not limited to:

- If the person may live, work, or travel within their jurisdiction.
- Request checks of additional addresses.
- Inquire as to whether the agency may have information which could explain the disappearance of the missing person.
- Assist in any other manner outside IUPD’s resources at the request of the complainant, if reasonable.
- Any other law enforcement related request.

**Duties of Call Takers, First Responders, Supervisors, and Investigators (9.2.4 d)**

**COMMUNICATION DISPATCH OPERATORS**

Upon receiving a call of a missing person, the communications operator should make a preliminary inquiry regarding the following:

- The individual’s name and age.
- Physical descriptors, including last known clothing description.
9.2.4 Missing Persons

The location last seen, including date and time.

Circumstances leading up to their disappearance to assist in determine if the individual is a “high risk missing person” including, but not limited to:

- Known medical conditions or prescription medications.
- Physical or mental impairments or disabilities.
- Recent altercations or disturbances, threat or attempts of violence, and/or suspicious interactions or subjects.
- If the reported person is a child, are there any current or previous custody issues.

If the report is not made in person, and the reported missing person’s last known location was not within IUPD’s primary jurisdiction, the communications operator will refer the complainant to the police agency where the missing person was last seen or, if that place is unknown, to the police agency that has jurisdiction in the place where the person resides.

The communications operator shall immediately dispatch an officer to speak with the complainant and conduct a preliminary investigation and shall dispatch two officers if it is determined the individual is a “high risk missing person.”

Upon receipt of pertinent information, communications operators will make entry to and removal from IDACS/NCIC as described above (9.2.4 b).

The communications operator, if requested by the public, may inquire on an IDACS/NCIC Missing Person File entry to confirm that an individual is listed; however, no other information shall be provided.

**RESPONDING OFFICER**

Upon initial contact with the complainant, the responding officer shall attempt to gather and document relevant information found on F9.2.4-1 IUPD Missing Person Supplemental Form and attempt to obtain a recent photograph of the missing person to be added to the case report.

The reporting officer will provide the communications operator with all pertinent information for entry into IDACS/NCIC as described above (9.2.4 b).

As soon as possible, the reporting officer will determine whether the missing person is a high risk missing person as defined under (IC 5-2-17-1). If this is determined to be the case, the officer shall notify the chain of command.

- If after the initial determination is that the missing person is not a high risk missing person and new information suggests that the missing person may be a high risk missing
person, IUPD will make a new determination as to whether the person is a high risk missing person.

If after a diligent investigation it is determined the missing person left voluntarily or is not missing, a supervisor may decide if the investigation may stop.

- If the determination is made to stop the investigation, all actions leading to the decision shall be documented to include the investigative steps and the results of the investigation that led to the conclusion that the person reported missing is either voluntarily missing or not missing.
- If the missing person is located, IUPD shall not disclose the location of an adult missing person to the complainant if the missing person requests that the information not be disclosed.

SUPERVISOR RESPONSIBILITIES
The supervisor shall be responsible for ensuring compliance with this general order, including the following:

- Coordinate search efforts and assign appropriate resources as needed.
- Notify outside agencies and request assistance as needed.
- Notify the IUPD chain of command and investigative staff.
- Notify proper campus administration pursuant to Special Order 08-02 *Dean On-Call Response Team* if the missing person is a student.
- Contact a Public Information Officer (PIO) to pass on information and coordinate media assistance.
- See F9.2.4-2 *Missing Person Investigation Checklist* and F9.2.4-3 *Missing Child Investigation Checklist* for additional responsibilities.

INVESTIGATIVE DUTIES
After preliminary investigation by responding officers, an IUPD detective shall continue with the appropriate follow up as dictated by the circumstances of the case. This may include searching areas where the missing person may be located, obtaining medical or dental records, or electronic records.

The IUPD detective will also complete the additional responsibilities listed in F9.2.4-2 *Missing Person Investigation Checklist* and F9.2.4-3 *Missing Child Investigation Checklist* as appropriate.
The IUPD detective will also periodically conduct follow-up contact with the reporting person to ensure up-to-date information is on file with the IUPD and to ensure the reporting person is kept up-to-date on developments or leads in the case.

**Special considerations applicable to at-risk persons (9.2.4 e)**

A person is considered at-risk if they meet the any of the criteria of a high risk missing person or a missing endangered adult as defined above.

Incident reports will be completed as soon as practical, but no more than five (5) hours after receiving the initial report.

Upon receiving a report of a missing child, the IUPD will provide the parent or legal guardian a copy of the informational pamphlet regarding services provided by the National Center for Missing and Exploited Children and the National Runaway Safeline.

The investigation concerning the missing child will begin no more than twenty-four (24) hours after receiving the notification that the child is missing.

**Use of electronic alert systems (i.e., Amber Alert, Silver Alert) (9.2.4 f)**

**AMBER ALERT**

In order to activate the Amber Alert, the Indiana State Police require that all of the following criteria be met:

- The child must be under eighteen (18) years of age.
- The child must be believed to be abducted, and in danger of serious bodily harm or death.
- There must be enough descriptive information to believe the broadcast will help.
- Request must be recommended by the law enforcement agency of jurisdiction.
- The child must be entered into IDACS/NCIC with the message key of EME.

If the above criteria are met, the IUPD will call the Indiana Clearinghouse for Information on Missing Children & Missing Endangered Adults as soon as possible and follow the instructions provided by the Clearinghouse.
### 9.2.4 Missing Persons

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#### SILVER ALERT

In order to activate the Silver Alert, the Indiana State Police require that all of the following criteria be met:

- The person must be a missing endangered adult, missing endangered child, or high risk missing person or have a mental impairment validated through a credible medical authority (Physician, Physician’s Assistant, or Nurse Practitioner).
- There must be enough descriptive information to believe the broadcast will help.
- Request must be recommended by the law enforcement agency of jurisdiction.
- The person must be entered into IDACS/NCIC with the message key of EME.

If the above criteria are met, the IUPD will call the Indiana Clearinghouse for Information on Missing Children & Missing Endangered Adults as soon as possible and follow the instructions provided by the Clearinghouse.

#### Related Information

Indiana University Police Department:
- F9.2.4-1 Missing Person Supplemental Form
- F9.2.4-2 Missing Person Investigation Checklist
- F9.2.4-3 Missing Child Investigation Checklist
- G9.2.5 Missing Student Notifications
- S08-02 Dean On-Call Response Team

Indiana University:
- UA-16 Clery Act Compliance

Indiana Code:
- IC 5-2-17 Missing Persons
- IC 12-10-18 Reports of Missing Endangered Adults
- IC 12-7-2-131.3 Missing Endangered Adult
- IC 31-36-1 Reports of Missing Children
### 9.2.4 Missing Persons

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IC 31-36-2 *Investigation of Reports of Missing Children*

IC 31-37-2-2 *Delinquent Act; Leaving Home without Permission of Parent, Guardian, or Custodian*

**Indiana Clearinghouse for Information on Missing Children & Missing Endangered Adults:**

Indiana State Police
Missing Children Clearinghouse
100 N. Senate Avenue, N340
Indianapolis, IN 46204

Phone Number: 1-800-831-8953
Email: MissingChildren@isp.in.gov
Webpage: [https://www.in.gov/isp/mcmea/](https://www.in.gov/isp/mcmea/)

Amber or Silver Alert Request Email: ClearinghouseAlerts@isp.in.gov
Amber Alert Procedures: [https://www.in.gov/isp/files/IN-Amber_Alert_Plan.pdf](https://www.in.gov/isp/files/IN-Amber_Alert_Plan.pdf)
Silver Alert Procedures: [https://www.in.gov/isp/files/IN-Silver_Alert_Plan.pdf](https://www.in.gov/isp/files/IN-Silver_Alert_Plan.pdf)

**Indiana State Police: Missing Children/Missing Endangered Adults Law Enforcement Responsibilities:**

Webpage: [https://www.in.gov/isp/mcmea/law-enforcement-responsibilities/](https://www.in.gov/isp/mcmea/law-enforcement-responsibilities/)

**National Center for Missing & Exploited Children:**

Phone Number: 1-800- THE-LOST (1-800-843-5678)
Webpage: [https://www.missingkids.org/](https://www.missingkids.org/)

**A Child is Missing:**

Phone Number: 1-888-875-2246
Webpage: [https://achildismissing.org/](https://achildismissing.org/)
# 9.2.4 Missing Persons

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**US Department of the State, Office of Children’s Issues:**

United States Department of State  
CA/OCS/CI  
2201 C. St., NW  
SA-17 9th Floor  
Washington, DC 20522-1709

Domestic Number & After Hours Number: 1-888-407-4747  
International Number: 1-202-501-4444  
Email: AbductionQuestions@state.gov  

**National Missing and Unidentified Persons System:**

NamUs at UNT Health Science Center  
3500 Camp Bowie Blvd.  
Fort Worth, TX 76107

Phone Number: 1-855-626-7600  
Email: NamUs@unthsc.edu  
Webpage: [https://namus.nij.ojp.gov/](https://namus.nij.ojp.gov/)

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Benjamin Hunter (10/24/2021)  
Superintendent for Public Safety

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IACLEA Standard: 9.2.4