



Indiana University Police Department

General Order G9.2.4

Missing Persons & Runaways

Issue Date:	7/10/2019	Effective Date:	2/16/2016
Review Date:	7/10/2020	Number of Pages:	9
Rescinds:	None		
IACLEA Standards:	9.2.4; 9.2.5		

I. Purpose

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

II. General Order

The Indiana University Police Department (IUPD) shall investigate to the fullest extent possible all reports of missing persons, runaways, or unidentified children, and shall exercise particular care involving individuals identified as a “high risk missing person.” A person is considered missing when their whereabouts are unknown and knowledgeable persons regard the disappearance of the individual as unusual or uncharacteristic. Under Indiana law, there is no “waiting period” to report a person missing and a missing person report shall be submitted on all individuals reported as missing¹.

III. Communications Operators Responsibility²

- A. When accepting the report of a missing person or runaway, the communications operator should make a preliminary inquiry regarding the following:
1. The individual’s name and age.
 2. Physical descriptors.
 3. The location last seen, including date and time.
 4. Circumstances leading up to their disappearance to assist in determine if the individual is a “high risk missing person” including but not limited to:
 - a. Known medical conditions of prescription medications.
 - b. Physical or mental impairments or disabilities.
 - c. Recent: altercations or disturbances, threat or attempts of violence, and/or suspicious interactions or subjects.
 - d. If the reported person is a child, are there any current or previous custody issues.

¹ IACLEA 9.2.4.a – Procedures – Missing Persons

² IACLEA 9.2.4.d – Procedures – Missing Persons



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- B. The communications operator shall immediately dispatch an officer to conduct a preliminary investigation, and shall dispatch two officers if it is determined the individual is a “high risk missing person³.”
- C. The communications operator shall obtain all necessary information for the responding officer to make a Missing Person File entry into *Indiana Data and Communications System (IDACS) /National Crime Information Center (NCIC.)*⁴
 - 1. The reporting agency shall make a Missing Person File entry into IDACS/NCIC within 5 hours of receiving the report.
 - 2. If the reported individual is identified as a “high risk missing person,” the reporting agency shall make a Missing Person File entry into the IDACS/NCIC system within 2 hours of receiving the report.
 - 3. When the individual has been located or it is determined the individual is not missing or left voluntarily, the information shall be immediately forwarded to the communications operator for removal of the Missing Person File from IDACS/NCIC⁵.
 - 4. 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.

IV. Uniform Responsibilities

- A. Upon initial contact with the complainant, the responding officer shall attempt to gather and document relevant information found on *F09-02-04.1 IUPD Missing Person Supplemental Form*.
- B. As soon as possible, determine whether the missing person is a “high risk missing person” according to *(IC 5-2-17-1)*. If this is determined to be the case, the officer shall request a supervisor to the scene if one has not already been dispatched or is on-scene.
- C. If the missing person or runaway is a child, the responding officer will make a determination as to whether an Amber Alert is needed⁶.

³ IACLEA 9.2.4.c – Procedures – Missing Persons

⁴ IACLEA 9.2.4.b – Procedures – Missing Persons

⁵ IACLEA 9.2.4.b – Procedures – Missing Persons

⁶ IACLEA 9.2.4.f – Procedures – Missing Persons



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- D. Information concerning the missing person shall be given to the communications operator, and entry shall be made into the Missing Person File of IDACS/NCIC⁷.
- E. If after a diligent investigation, it is determined the missing person or runaway left voluntarily or is not missing the shift supervisor shall decide if the investigation may stop.
 - 1. 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 or runaway is either voluntarily missing or not missing.
- F. If the missing person or runaway 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, or if the missing person is a student of Indiana University.
- G. When the missing person or runaway has been located or the decision to terminate the investigation has been made, the information shall be immediately forwarded to the communications operator for removal of the Missing Person File from IDACS/NCIC⁸.

V. Supervisor Responsibilities⁹

- A. The officer-in-charge or shift supervisor shall be responsible for ensuring compliance with this policy, including the following:
 - 1. Coordinate search efforts and assign appropriate resources as needed.
 - 2. Keep the administrative and investigate staff informed of any updates of significant importance or as directed.
 - 3. Contact the departmental Public Information Officer (PIO) to pass on information and update to Communications/Marketing/Media.

VI. Investigative Follow-up

- A. After preliminary investigation by responding officers, the Investigative Section shall continue with the appropriate follow up as dictated by the circumstances of

⁷ IACLEA 9.2.4.b – Procedures – Missing Persons

⁸ IACLEA 9.2.4.b – Procedures – Missing Persons

⁹ IACLEA 9.2.4.d – Procedures – Missing Persons



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the case. This may include searching areas where the missing person may be located.

- B. Follow-up contact with the reporting person shall be done periodically to ensure up-to-date information is on file with IUPD and to ensure the reporting person is kept up-to-date on developments or leads in the case¹⁰.

VII. Runaway Release

- A. If there is no court order against releasing the runaway, and the child does not need intervention from any local programs or agencies in your jurisdiction, officer discretion may be used to release runaways under the following conditions:
 - 1. The runaway must be released to a verified guardian (i.e. custodial parent, Department of Child Services, etc.) who is positively identified by the officer.
 - 2. The verified guardian/custodial parent may designate someone whom the officer may release the child to, after the guardian or parents designee has also been positively identified.
 - a. If the child is being released to a designee, the officer must request a criminal history check of the designee prior to releasing the child.
 - b. If the criminal history check reveals that the designee is a registered sex offender or has a violent criminal past, then the officer shall either take the child into protective custody, or the guardian or parent may choose another designee.
- B. If a court order is in place regarding the child, the court order shall be followed at all times and shall nullify all officer discretion.
- C. Individuals that have been positively identified by the officer shall be included in the incident report.

VIII. Other Agency & Resource Notifications

- A. Private Resources (Law Enforcement Contacted Agencies)

¹⁰ IACLEA 9.2.5 –Missing Student Notifications



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1. Other law enforcement agencies shall be contacted for assistance as soon as possible with information about the missing person or runaway, depending on the facts of the investigation. This information includes but is not limited to:
 - a. If the person may live, work, or travel within their jurisdiction.
 - b. To request checks of additional addresses.
 - c. To inquire as to whether the agency may have information which could explain the disappearance of the missing person.
 - d. Assist in any other manner outside IUPD’s resources at the request of the complainant.
 - e. Any other law enforcement related request.
2. Campus housing will be contacted immediately in the event the missing individual resides in on-campus student housing at Indiana University. Their office has additional contact information provided by the student, in the event they go missing, which will aid in the investigation.
3. The offices of the Dean of Students and International Students will be notified, depending on the circumstances of the case. The decision to make notification will be made by a Supervisor or above. Methods can include email for non-emergency or informational purposes, up to and including telephone calls for serious situations¹¹.
4. The Indiana Clearinghouse for Information on Missing Children and Missing Endangered Adults can be forwarded a copy of the case report along with a photograph, this information can be provided via fax or mail. This Clearinghouse serves as a state repository for missing and endangered individuals’ information within the state of Indiana.
 - a. The Indiana Amber Alert program is a function of the Indiana Clearinghouse for Information on Missing Children and Missing Endangered Adults, and is a partnership between law enforcement agencies and the Indiana Broadcasters Association to inform the public regarding missing and endangered children under the age of 18¹².

¹¹ IACLEA 9.2.5 –Missing Student Notifications

¹² IACLEA 9.2.4.f – Procedures – Missing Persons



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- b. The Indiana Silver Alert program is a function of the Indiana Clearinghouse for Information on Missing Children and Missing Endangered Adults, and is a partnership between law enforcement agencies and the Indiana Broadcasters Association to inform the public regarding missing or endangered adults over the age of 21¹³.
 - 5. The National Center for Missing and Exploited Children serves as a national clearinghouse for missing and exploited children under the age of 21.
 - 6. A Child is Missing is a partnership to assist law enforcement agencies in the initial search and recovery efforts of individuals reported as missing or endangered, sending notifications via telephone to neighborhoods. A Child is Missing assists in the locating of children under the age of 21, the elderly, and individuals with disabilities¹⁴.
 - 7. In the event a missing child could have been removed to another country by a parent, the U.S. Department of State’s Office of Children’s Issues should be contacted. Their abduction unit can assist with criminal and civil issues dealing with international parental child abductions.
 - 8. The National Missing and Unidentified Persons System is a national repository maintained by the U.S. Department of Justice containing information on missing persons, unidentified persons, and unclaimed persons.
- B. Public Resources (Complainant Contacted Agencies)
- 1. The Indiana Clearinghouse for Information on Missing Children and Missing Endangered Adults provides liaisons among citizens, private organizations, and law enforcement. They can be contacted for updates, reported sightings, to receive lead information, and to respond to requests for information or further assistance.
 - 2. The National Center for Missing and Exploited Children provides liaisons among citizens, private organizations, and law enforcement. They can be contacted for updates, reported sightings, to receive lead information, and to respond to requests for information or further assistance.
 - 3. A Child is Missing provides information to the surrounding areas of a reported missing or endangered child, elder, or individual with a disability via

¹³ IACLEA 9.2.4.f – Procedures – Missing Persons

¹⁴ IACLEA 9.2.5.c – Missing Student Notifications



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telephone to improve possibilities of sightings and the early locating of the individual.

4. The National Missing and Unidentified Persons System is searchable by medical examiners, coroners, law enforcement, and the general public to locate possible matches for individuals reported as missing, unidentified, or unclaimed.
5. Project Lifesaver is an international program that provides bracelets equipped with transmitters to individuals with mental disabilities or disorders. The caregiver of an individual enrolled in Project Lifesaver should contact their local Project Lifesaver agency and inform them regarding the missing and endangered member.

IX. Related Information

Indiana University Police Department:

F9.2.4-1 *Missing Subject Supplemental Report*

F9.2.5-2 *Missing Person Investigation Checklist*

F9.5-3 *Missing Child Investigation Checklist*

Indiana Code:

IC 5-2-17 *Missing Persons*

IC 5-2-17-1 *High risk missing person*

IC 12-10-3-2 *Endangered adult*

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

Indiana State Police
Missing Children Clearinghouse
100 N. Senate Avenue, 3rd Floor North
Indianapolis, IN 46204-2259



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Phone Number: 1-800-831-8953
 Fax Number: 1-317-233-3057
 Webpage: <http://www.in.gov/isp/2333.htm>

Indiana Amber Alert:

Phone Number: 1-317-234-4636 or 1-800-831-8953
 Webpage: www.amberalertindiana.com

Indiana Silver Alert:

Phone Number: 1-800-831-8953
 Webpage: <http://www.in.gov/silveralert/2332.htm>

National Center for Missing & Exploited Children:

Phone Number: 1-800- THE-LOST (1-800-843-5678)
 Webpage: <http://www.missingkids.com>

A Child is Missing:

Phone Number: 1-888-875-2246
 Webpage: <http://www.achildismissing.com/>

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

United States Department of State
 Bureau of Consular Affairs
 Office of Children’s Issues
 SA-17 9th Floor
 Washington, DC 20522-1709

Domestic Number & After Hours Number: 1-888-407-4747
 International Number: 1-202-501-4444
 Fax Number: 1-202-485-6221
 Email: askci@state.gov
 Webpage: <http://travel.state.gov/content/childabduction/en.html>

National Missing and Unidentified Persons System:

Phone Number: 1-855-626-7600



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Email: questions@findthemissing.org

Webpage: <http://namus.gov/>

Project Lifesaver International:

Local Office: Van Buren Township Fire Department

2130 South Kirby Road

Bloomington, IN 47403

Phone Number: 1-812- 825-9500

Webpage: <http://www.projectlifesaver.org/>

Benjamin Hunter (07/10/2019)
Superintendent of Public Safety