



Cover Memorandum

Missing Persons Investigations, JHPD Directive #464

Purpose of the Directive

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

Summary of Directive Requirements

It is the policy of the Johns Hopkins Police Department (JHPD) that all reports of missing persons be given full consideration and attention by members of JHPD, to include careful recording and investigation of factual circumstances surrounding a disappearance in accordance with this Directive. JHPD will assume that any reported missing person is in need of immediate assistance until the investigation determines otherwise. JHPD shall exercise particular care and expediency in instances involving missing children, individuals who may be mentally or physically impaired or insufficiently prepared to take care of themselves, and individuals who may be the victim of a crime.

JHPD is required to accept a report of a missing person in all cases, regardless of jurisdiction, where the incident occurred, where the missing person was last seen, or where the missing person resides. Per Maryland law, there is no waiting period for reporting a missing person. This Directive describes the procedures for taking missing persons reports, including: using the required Maryland Missing Person Report Form; what information to collect about the missing person and circumstances surrounding their disappearance; how to identify and respond to special categories of missing persons (e.g., children, critical missing, JHU students, abandoned/unidentified persons); completing the required entries into National Crime Information Center (NCIC) and other databases; and notifications that must be made to supervisors, the Baltimore Police Department (BPD), Johns Hopkins University (JHU) officials, the Maryland State Police (MSP), etc. All procedures are in accordance with requirements set forth by Maryland law and the MSP.

Although BPD will generally have lead investigative jurisdiction over missing persons cases, there may be times when BPD will request JHPD to lead or assist with investigations. Therefore, this Directive also provides guidelines for conducting both preliminary and ongoing investigations into missing persons cases. The Directive describes additional information that members should gather during interviews with the missing person's family, friends, coworkers, etc., as well as documents and records that should be gathered (school records, criminal history records, fingerprints, and biological samples, etc.). The Directive also provides guidelines for conducting searches and coordinating with partner law enforcement agencies. Finally, the Directive describes the steps that members must take when a missing person is recovered, including the required notifications and database entries.

Blueprint for the Policy Development Process

The draft JHPD policies (hereinafter referred to as "directives") shared for community feedback are based on examples of 21st century best practices in public safety policy, identified through extensive

benchmarking of university and municipal law enforcement agencies across the nation. Taken together, they represent a comprehensively progressive approach to policing that prioritizes equity, transparency, accountability, and community-based public safety strategies.

The JHPD's draft directives embody approaches that community advocates and leading experts have championed locally and in law enforcement reform efforts across the nation. The draft directives have also been developed based on input received through robust community engagement in prior phases of JHPD development, including suggestions received in the legislative process as well as last fall's Memorandum of Understanding (MOU) public comment period and feedback opportunities.

In addition, the directives were drafted to exceed the minimum requirements of the Constitution and laws of the United States and the State of Maryland, to align with the Community Safety and Strengthening Act (CSSA) and to fulfill the requirements of the MOU between the Johns Hopkins University and the Baltimore Police Department. The Hopkins community and our neighbors throughout Baltimore can help improve and strengthen these directives further through their feedback and input.

Material that was considered in the drafting of the Directive and Procedure Manual, include:

a. Publicly available policies from municipal police departments that have undergone substantial reform efforts, including: the New Orleans Police Department; Seattle Police Department; Portland Police Department; Detroit Police Department; Ferguson Police Department; and Baltimore Police Department;

b. National guidance on best practices and model policies from criminal justice reform efforts, social science research centers, and civil rights organizations, including: the Leadership Conference on Civil and Human Rights; American Civil Liberties Union (ACLU), including the ACLU of Massachusetts's "Racially Just Policing: Model Policies for Colleges and Universities"; the International Association of Chiefs of Police (IACP); the Police Executive Research Forum (PERF); U.S. Department of Justice Office of Community Oriented Policing Services (COPS Office); The Justice Collaboratory (The JC) at Yale University Law School; and The Center for Innovation in Community Safety (CICS) at Georgetown Law School.

c. National and local higher education institutions that are based in comparable environments and make policies publicly available, including: Carnegie Mellon University; Morgan State University; Towson University; University of Chicago; University of Cincinnati; University of Maryland, Baltimore County; University of Pennsylvania; and Yale University.

To ensure that the proposed directives captured national best practices in community-focused public safety services, the development team collaborated with independent experts from two organizations: National Policing Institute (the Institute), a non-profit dedicated to advancing excellence in policing through research and innovation, and 21CP Solutions, an expert consulting team of former law enforcement personnel, academics, civil rights lawyers, and community leaders dedicated to advancing safe, fair, equitable, and inclusive public safety solutions. Each directive was reviewed by experts selected by both organizations, who provided feedback, suggestions, and edits that were fully incorporated into the current draft.

Finally, individuals and organizations representing the diversity of the Johns Hopkins University community provided feedback to ensure the policies and procedures reflect and respond to the values of our institution and to our community's public safety service needs.

Now they are available for your review. Johns Hopkins is committed to adopting, incorporating, or otherwise reflecting recommended changes and feedback in the final version of policies so long as feedback is aligned with our values and commitments, permissible within legal parameters, and supported by national best practices for community policing and public safety.



POLICE DEPARTMENT
MISSING PERSONS
INVESTIGATIONS

OPERATIONAL
PROCEDURE #464

Responsible Executive:
Chief of Police
Responsible Office:
Vice President for Public Safety
Approved by:
Dr. Branville G. Bard, Jr.
Issued: [full date]
Revised: [full date]

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Policy Statement

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

Who is Governed by this Policy

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

Purpose

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

Definitions

Abandoned Person:	A person whose location is known and is: <ul style="list-style-type: none">• A child who may or may not be able to identify themselves or their parents/guardians, and who have been left without proper care and attention by a person who is responsible for providing that care and attention, or• An adult who may or may not be able to identify themselves, needs assistance because of a physical and/or mental impairment and has been left without proper care and attention by a person who is responsible for providing that care and attention.
AMBER Alert Plan/AMBER Alert:	America's Missing Broadcast Emergency Response (AMBER) Alert Plan is a voluntary partnership between law enforcement agencies and broadcasters to activate an urgent bulletin in the most serious child abduction cases. An AMBER Alert is an urgent news bulletin regarding a child abduction that is broadcast over the airwaves, as well as on highway alert signs and through a variety of other notification systems, to enlist the aid of the public in finding an abducted child and stopping a perpetrator.
Complainant/Reporting Person:	May be a close relative, a roommate, an employer, or a close friend who has frequent contacts with the missing person and who knows what is unusual or out of character for the subject.
Critical Missing Person:	A child, elderly person, person with a disability, or a person experiencing a mental/behavioral health crisis or illness who is in need of swift medical assistance, or an individual in need of prompt location whose whereabouts are unknown. (See JHPD Directive #415, Individuals with Behavioral Health Conditions)
Member:	All members of the JHPD, including employees, officers, and volunteers, unless the term is otherwise qualified (e.g., member of the public, member of the Baltimore Police Department, etc.).
Missing Adult:	A person who meets the criteria for a missing person and is over 18 years old.
Missing Child:	A person who is under 18 years old, the subject of a missing person report filed with a law enforcement agency in Maryland, and whose whereabouts are unknown. MD Code, Family Law § 9-401(c).
Missing Emancipated Person:	A person who meets the criteria as a missing person and is: <ul style="list-style-type: none">• Under the age of 18 years,• Legally declared emancipated (released from paternal care) by the laws of their state of residence, and

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- The subject of a missing person report filed with a law enforcement agency.

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

Missing Person:

Any person who:

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

The following are not considered missing persons:

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

Policy

JHPD will assume that any reported missing person is in need of immediate assistance until the investigation determines otherwise. JHPD shall exercise particular care and expediency in instances involving missing children, individuals who may be mentally or physically impaired or insufficiently prepared to take care of themselves, and individuals who may be the victim of a crime. The Baltimore Police Department (BPD) shall have primary investigative jurisdiction over missing persons investigations.

Core Principles

- I. **Prompt & Consistent Response.** JHPD will accept reports of missing persons in all cases, regardless of jurisdiction, jurisdiction, where the incident occurred, where the missing person was last seen, or where the missing person resides. There is no waiting period for reporting a missing person, and under no circumstances shall JHPD advise individuals that they must wait a specific time period before a report can be made. (MD

Code, Public Safety § 3-601) JHPD members shall follow the additional protocols outlined in this Directive for responding to reports of critical missing persons, children, Johns Hopkins University (JHU) students, and unidentified or abandoned persons.

- II. Thorough Preliminary Investigation**, per the Memorandum of Understanding (MOU) between JHPD and BPD, dated December 2, 2022, BPD shall have primary investigative jurisdiction over missing persons investigations. However, detectives from JHPD's Criminal Investigations Division (CID) will conduct thorough preliminary investigations to gather initial information and to take steps that will aid in the search for and location of a missing person. Preliminary investigations must be conducted in accordance with this Directive and with JHPD Directive #460, Criminal Investigation.

Procedures

I. Initial Report Taking & Notifications

- A. JHPD shall accept a report of a missing person in all cases, regardless of jurisdiction, where the incident occurred, where the missing person was last seen, or where the missing person resides.

NOTE – There is no waiting period for reporting a missing person, and under no circumstances shall an individual be advised that they must wait a specific time period before a report can be made. MD Code, Public Safety § 3-601.

- B. When receiving missing persons complaints, officers shall utilize the State of Maryland Missing Person Report Form, which contains fields required by the Maryland Center for missing persons. MD Code, Public Safety § 3-602. (CALEA 41.2.5.a)
- Complaints can be made in person, by phone, or electronically.
 - Missing Person Certifications should be signed by parents, legal guardians, next of kin, physicians, or other authoritative sources, including friends or neighbors in unusual circumstances.
- C. In addition to the information required by the Missing Person Report Form, the officer must gather as much pertinent information as possible in order to properly classify a missing person report and initiate the proper response. This includes the following information: (CALEA 41.2.5.a)
- Time and place of last known location and the identity of anyone accompanying the person.
 - The extent of any search for the person.
 - Whether the person has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits, or plans.

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

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

- **Critical missing person:**
 - o Any missing child under 18 years old,
 - o Any missing adult or emancipated person who is:
 - Experiencing a mental or behavioral health condition or crisis (see JHPD Directive #415, Individuals with Behavioral Health Conditions),
 - A vulnerable adult who lacks the physical or mental capacity to provide for his/her own daily needs. MD Code, Family Law § 14-101(c),
 - In the company of other persons under circumstances indicating their physical safety is in danger, or
 - Missing under circumstances indicating foul play or that disappearances were not voluntary.
 - o See Section II of this Directive for protocols to follow when a critical missing person is reported, including when to issue a Silver Alert.
- **Missing child:**

- o Any person who is under 18 years old and whose whereabouts are unknown. MD Code, Family Law § 9-401(c).
 - o See Section III of this Directive for protocols to follow when a missing child is reported, including issuing an AMBER alert.
 - **Missing JHU student:**
 - o Any missing person who is enrolled as a full- or part-time student at JHU, regardless of the student's age or place of residence.
 - o See Section IV of this Directive for protocols to follow when a JHU student is reported missing.
- E.** When responding to a missing person report, officers should refrain from telling the reporting party that the missing person “will be back soon” or from making other predictions about the missing person’s return. Although it is natural to want to offer soothing statements to concerned family and friends, these kinds of unfounded predictions can create false hope and emotional trauma. Instead, officers should share with the reporting party what steps JHPD will take to help locate the missing person.

F. Notifications

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

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

- Baltimore Police Department
 - o The on-duty supervisor shall notify BPD's Missing Persons Unit anytime a missing person is reported. Officers shall forward to BPD the completed Maryland Missing Person Report Form and any other relevant materials.

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

- If it is determined that NCIC entry is appropriate, a completed State of Maryland Missing Person/NCIC Worksheet shall be forwarded to the CC as soon as possible, but no more than **two (2) hours** after receiving the minimum information necessary to make the entry.
- A missing adult or child shall be entered into NCIC if at least one (1) of the following criteria is met:
 - o Disability – A person of any age who is missing and under proven physical or mental disability or is senile, thereby subjecting the individual or others to personal and immediate danger.
 - o Endangered – A person of any age who is missing under circumstances indicating that his/her physical safety may be in danger.
 - o Involuntary – A person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary, e.g., abduction or kidnapping.
 - o Juvenile – An individual who is missing and declared unemancipated as defined by the laws of the individual's state of residence.
 - o Catastrophe Victim – An individual of any age who is missing after a catastrophe.
 - o Other – Missing person is at least 18 and under 21 years old or is over 21 and does not meet any of the above criteria but for whom there is a reasonable concern for their safety.

H. Officers shall advise the reporting person to immediately contact JHPD if the missing person returns or has been located.

I. The initial report taker shall complete a report at the end of their shift, including any Teletype numbers and the original Maryland Missing Person Report/NCIC Worksheet stamped "Received" by the Communications Division.

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

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

A. The officer shall immediately notify the on-duty supervisor upon determining that the criteria for a critical missing person are met.

B. The supervisor shall:

- Respond and confirm that the person meets the “critical missing person” criteria.
- Confirm that BPD has been notified and, if not, notify BPD to request that a search of the immediate area(s) be conducted.
- Notify JHPD Communications and request they broadcast a description of the missing person via JHPD radio at regular intervals until the critical missing person is located.
- Obtain briefing and written reports from the first responding officer/initial report taker.
- Determine if additional JHPD personnel are needed to assist in the investigation.
- Ensure that all required resources, equipment, and assistance necessary to conduct an efficient investigation have been requested and expedite their availability.
- Establish a command post away from the missing person’s residence.
- Establish that all required notifications have been made.
- Ensure that all JHPD policies and procedures are in compliance, and
- Be able to make any decisions or determinations as they develop.

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

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

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

- The missing person has been entered into NCIC.
- D. If the critical missing person is under age 18, follow the additional protocols in Section III of this Directive.
- E. If the critical missing person is a JHU student, follow the additional protocols in Section IV of this Directive.
- F. Any further investigation of critical missing person reports will be coordinated and managed by BPD. JHPD members should provide assistance as requested.
- Officers shall forward to BPD the completed Maryland Missing Report Form and any other relevant materials collected.

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

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

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

NOTE – JHPD’s actions will be limited to the Campus Area.

- Ensure descriptions of the child are provided to BPD, and
- Notify BPD to initiate an investigation if the child has not been located within 12 hours of the filing of the initial missing person report.

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

- Contact BPD immediately to initiate an investigation and intensive search. JHPD members will assist with these efforts as requested.
- Notify the CC and provide a complete and accurate description of the missing child, advising the CC if the missing child:
 - o Has a serious medical or behavioral health condition,
 - o Has a disability, and/or
 - o Is potentially suicidal.
 - o If any one (1) of these conditions exists, the officer must call the Division of Child Protective Services, Department of Social Services at 410-361-2235, and to the extent possible, get any information that may assist in locating the missing child.
- Request the CC broadcast a “Be on the Lookout” (BOLO) bulletin if the missing child is under 17 years of age or if there is evidence that the missing child is at risk. The BOLO should be broadcast as soon as practicable, but never more than one (1) hour after determining the missing person is under 17 years of age or may be at risk.
- Ensure all necessary and available information is entered into NCIC within two (2) hours after receipt of the minimum information necessary to make the entry, in accordance with Section I.G of this Directive.
- Ensure all necessary and available information is entered into the Maryland Telecommunications Enforcement Resources System (METERS).
- Provide copies of the missing child reports to the National Missing Children Information Center and the Maryland Clearinghouse for Missing Children (MCMC).
- Notify the National Center for Missing and Exploited Children (NCMEC) has been notified. The contact number to NCMEC is 1-800-The-Lost (1-800-843-5678).
- Notify the MSP as appropriate.

NOTE - If a missing child has not been located within 24 hours of the filing of the initial report, and if JHPD, BPD, or MSP have reason to believe that the missing child may be located in a jurisdiction other than

the one where the missing report was filed, MSP shall enter the investigation and assist efforts to locate the missing child. MD Code, Family Law § 9-402.

E. AMBER Alert

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

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

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

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

IV. Reports of Missing JHU Students

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

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

B. On-Campus Residential Students

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

- JHPD will ensure that notifications required by 34 CFR 668.46(h) are made as promptly as possible, and in all cases within 24 hours when it has been determined that any on-campus residents are missing. These notifications include, but are not limited to:
 - o The Baltimore Police Department,
 - o The student's designated emergency contact,
 - o The student's custodial parents or guardians if the student is under 18 years of age and not emancipated,
 - o Any persons or organizations as required by JHU policy, and
- If the student lives at a fraternity or sorority, the supervisor shall contact the Office of Fraternity and Sorority Life for assistance in obtaining information about the person's possible whereabouts.

C. Students Residing Off-Campus

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

D. International Students

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

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

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

V. Reports of Unidentified or Abandoned Persons

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

- Requesting appropriate emergency medical assistance.
- Ensuring the on-duty patrol supervisor has been notified.
- Ensuring that BPD is notified and responds.
- Attempting to verify the person's status as unidentified/abandoned and what led to their present situation.

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

VI. Conducting Preliminary Investigations

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

- Any suggestions of foul play or accident.
- A fingerprint card and recent photograph of the missing person.
- A biological sample of the missing person, so long as it is provided voluntarily.
- Court orders, school attendance records, or any other documents or records that may assist with locating the missing person.
- Personal electronic devices, such as cell phones or computers.
- Access to social media accounts, if possible.
- Identifying the subject's zone of safety for their age and development stage.
- Attempting to determine the missing person's location through their telecommunications carrier.
- Making initial determinations, based on available information, of the type of incident (e.g., stranger abduction, family abduction, nonfamily abduction, endangered runaway, lost or injured person).

B. During preliminary investigations, supervisors' duties include but are not limited to:

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

C. When responding to a missing person report, officers should refrain from telling the reporting party that the missing person "will be back soon" or from making other predictions about the missing person's return. Although it is natural to want to offer soothing statements to concerned family and friends, these kinds of unfounded predictions can create false hope and emotional trauma. Instead,

officers should share with the reporting party what steps JHPD will take to help locate the missing person.

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

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

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

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

- JHPD should consider seeking assistance from the FBI and U.S. Marshals Service in the case of a vulnerable missing person or when a person has been missing for an extended time.
- O. The investigator assigned to a missing person investigation should contact the reporting party and other witnesses within 24 hours of the initial report and then regularly for the first 30 days after the initial report, then within 30 days thereafter, to provide updates and to inquire whether they have additional information to offer. (CALEA 41.2.5.e).
- Investigators may feel the need to comfort witnesses and reporting parties, however, investigators shall refrain from speculating about the outcome or whereabouts of the missing person.
- P. The duties and responsibilities of supervisors during ongoing and follow-up investigations include:
- Responding to the scene when foul play is detected and/or the scene must be secured.
 - Ensuring coordination and cooperation among all law enforcement personnel involved in search efforts.
 - Ensuring criminal background checks are conducted on all principle criminal suspects and participants in the investigations.
 - Ensuring that investigations are properly conducted and being available to make decisions or determinations as they develop.
 - Ensuring that all required reports are completed and submitted for approval before reporting officers end their tours of duty.

VIII. Case Closure/Located Missing Persons

- A. Missing person reports can be closed by patrol or investigative personnel.
- B. Members closing missing person cases will:
- Ensure a supervisor or commander is notified and approves case closures.
 - Verify returns and identities of the missing persons. If missing persons are located in other jurisdictions, members can request the allied agency in that jurisdiction make the verifications.
 - Advise original reporting person(s) that the missing person has been located, keeping in mind that every case presents different dynamics, and that discretion must be exercised where appropriate in furnishing information, such as in domestic-related cases.
 - Return any photographs in police possession to owners.

- Arrange, whenever possible, for the formerly missing subjects to be interviewed to determine the circumstances of their disappearances.
 - Arrange, whenever possible, for the formerly missing, runaway, abandoned, or deserted children to be interviewed to determine if they were exploited by criminal activities, particularly those crimes that focus on children as sexual objects such as sexual abuse, child pornography, and prostitution.
 - Write supplemental reports containing information that includes, but is not limited to:
 - Dates, times, and locations where missing subjects were found
 - Locating agency
 - How identities were verified
 - The physical and mental condition of subjects
 - Any previously undetected reasons for disappearances
 - Any information related to the suspect
 - Synopsis of charges placed or contemplated
- C.** Officers taking missing persons into custody because of outstanding legal processes, e.g., warrants, emergency psychiatric petitions, escape charges, runaway, etc., will ensure that notifications are made to originating agencies so arrangements can be made to satisfy the requirement of the legal processes. (See also JHPD Directive #424, Arrests & Alternatives to Arrest)
- D.** Officers who locate subjects that are being sought only for notification requests will not detain the subjects unless other lawful reasons exist. Locating officers will ensure that originating agencies are notified of the circumstances surrounding the contacts. Complainants are to be notified by originating agencies.
- E.** Personal and direct contact will be made with reporting parties when it is determined that missing subjects have been the subject of foul play, or have been found injured, deceased, etc. The determination of which agency and who will make these notifications should be determined collaboratively with the involved agencies.
- F.** The agency that entered the individual missing into the missing persons databases, including NCIC, is responsible for removing the information from the system upon recovery of the missing person. (CALEA 41.2.5.c)
- NCIC entries involving missing children reported JHPD can only be canceled upon the child's return to this jurisdiction.
 - To accomplish this, officers will inform the guardian to contact the case investigator when they return so the NCIC entry can be canceled.

- o Exceptions may be made when the juvenile's location and condition are verified by another police agency and the legal guardian grants permission for the child to remain at that location. In all other cases, telephone contact will suffice.
 - If a missing child returns home and no foul play is suspected, the missing child NCIC entry can be canceled and only the appropriate supplemental report is required.
 - o Officers will write appropriate supplemental and detention related reports in the event the missing child is determined to be a runaway.
- G.** The respective parents/guardians will be promptly notified when runaways are apprehended.
- Runaways will not be placed in secure detention.
 - Runaways who have committed crimes may be placed in secure detention. See JHPD Directive #424, Arrests & Alternatives to Arrest

Policy Enforcement

Enforcement	Police Department managers and supervisors are responsible for enforcing this Directive.
Reporting Violations	Suspected violations of this Directive should be reported to the Public Safety Accountability Unit (PSAU).

Related Resources

University Policies and Documents
Operational Procedure #415, Individuals with Behavioral Health Conditions Operational Procedure #424, Arrests & Alternatives to Arrest Operational Procedure #460, Criminal Investigation Operational Procedure #411, Search & Seizure
External Documentation
Maryland Code, Public Safety, Title 3, Subtitle 6, Missing Persons Maryland Code, Family Law, Title 9, Subtitle 4, Missing Children U.S. Code of Federal Regulations, 34 CFR 668.46(h), Institutional security policies and crime statistics Maryland AMBER Alert Plan, Maryland State Police AMBER Alert Website Maryland Silver Alert Program, Maryland State Police Silver Alert Website National Center for Missing and Exploited Children, https://www.missingkids.org/ .

Baltimore City Department of Human Services: <https://dhs.maryland.gov/local-offices/baltimore-city/>.

Memorandum of Understanding Between the Johns Hopkins Police Department and the Police Department of Baltimore City, Coordination of Law Enforcement Duties.

Police Department Forms and Systems

<https://powerdms.com/ui/login>

Contacts

Subject Matter	Office Name	Telephone Number	E-mail/Web Address
Policy Clarification and Interpretation			

DRAFT

Appendix A: State of Maryland Missing Person Report Form

Classification Code
(Must Be Completed)

Reporting Agency ORI No.
Agency Case No.

STATE OF MARYLAND MISSING PERSON REPORT FORM

1. Name				2. Race		3. Sex		4. DOB/AGE		5. Place of birth		
6. HGT		7. WGT		8. EYE		9. HAIR		10. NCIC Fingerprint <input type="checkbox"/> YES <input type="checkbox"/> NO		11. Foot Print <input type="checkbox"/> YES <input type="checkbox"/> NO		
								12. Blood Type		13. X-Ray <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> None <input type="checkbox"/> UNK Circumcision <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK		
14. Corrective Vision Prescription: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK				15. Jewelry Type		16. Jewelry Description			17. Caution Code (See Reverse)			
18. Social Security No.			19. FBI No.		20. Misc. No.		21. Scars and Marks		22. Skin Tone		23. DNA Collected <input type="checkbox"/> YES <input type="checkbox"/> NO	
24. Operators License		25. State of Issue			26. Year Expires		27. Emancipated <input type="checkbox"/> YES <input type="checkbox"/> NO					
28. INVOLVED VEHICLE COLORS				YEAR VEHICLE OWNER		MAKE		BODY/MODEL		29. IDENTIFYING CHARACTERISTICS OF VEHICLE		
30. VIN:				31. REGISTRATION INFORMATION STATE TAG NO. YEAR EXP.				32. Vehicle Processed <input type="checkbox"/> YES <input type="checkbox"/> NO				
33. MIS. PERSON'S RESIDENCE Address City										34. RES. PHONE		
35. MIS. PERSON'S EMPLOYER OR SCHOOL ATTENDS City State Zip Code												
36. BUS. PHONE NUMBER						37. GENERAL BROADCAST DATE & TIME <input type="checkbox"/> YES <input type="checkbox"/> NO						
38. ADDRESS MISSING PERSON LAST SEEN			39. Loc.	40. Co. Code		41. Zip Code	42. Weather	43. Date & Time Last Seen		44. Date/Time Reported		
DESCRIPTION OF MISSING PERSON Photo Submitted <input type="checkbox"/> Yes <input type="checkbox"/> No												
45. EYE COLOR <input type="checkbox"/> Black <input type="checkbox"/> Brown <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Green <input type="checkbox"/> Hazel <input type="checkbox"/> Maroon <input type="checkbox"/> Pink <input type="checkbox"/> Multicolored <input type="checkbox"/> Unknown <input type="checkbox"/> Other												
46. HAIR COLOR <input type="checkbox"/> Black <input type="checkbox"/> Brown <input type="checkbox"/> Blond <input type="checkbox"/> Red <input type="checkbox"/> Other						47. HAIR LENGTH <input type="checkbox"/> Ear <input type="checkbox"/> Collar <input type="checkbox"/> Shoulder <input type="checkbox"/> Below Shoulder <input type="checkbox"/> Crew Cut/Military <input type="checkbox"/> Bald <input type="checkbox"/> Other						
48. HAIRSTYLE <input type="checkbox"/> AFRO <input type="checkbox"/> STRAIGHT <input type="checkbox"/> CURLY <input type="checkbox"/> GREASY <input type="checkbox"/> BRAIDED/PONYTAIL <input type="checkbox"/> OTHER						49. FACIAL HAIR <input type="checkbox"/> NONE <input type="checkbox"/> BEARD <input type="checkbox"/> MUSTACHE <input type="checkbox"/> UNSHAVEN <input type="checkbox"/> GOATEE <input type="checkbox"/> SIDEBURNS <input type="checkbox"/> OTHER						
50. COMPLEXION <input type="checkbox"/> ALBINO <input type="checkbox"/> FAIR, LIGHT <input type="checkbox"/> DARK <input type="checkbox"/> ACNE <input type="checkbox"/> BLACK <input type="checkbox"/> MEDIUM <input type="checkbox"/> RUDDY <input type="checkbox"/> FRECKLED <input type="checkbox"/> TANNED <input type="checkbox"/> OLIVE <input type="checkbox"/> OTHER						51. BUILD <input type="checkbox"/> THIN <input type="checkbox"/> HEAVY <input type="checkbox"/> MEDIUM <input type="checkbox"/> MUSCULAR <input type="checkbox"/> OTHER						
52. TEETH <input type="checkbox"/> NORMAL <input type="checkbox"/> GAPS <input type="checkbox"/> GOLDCAPPED <input type="checkbox"/> CHIPPED <input type="checkbox"/> PROTRUDING <input type="checkbox"/> DECAYED <input type="checkbox"/> OTHER												
53. SCARS, MARKS, TATTOOS, DEFORMITIES (Describe and indicate location on body)												
54. CLOTHING AND PERSONAL EFFECTS. Please indicate those items the missing person was last seen wearing. Include style, type, size, color, condition, labels, or laundry markings.												
Item	Brand/Marking			Size	Color	Item			Brand/Marking		Size	Color
Head Gear						Shoes/Boots/Sneakers						
Scarf/Tie/Gloves						Underwear						
Coat/Jacket/Vest						Bra/Girdle/Slip						
Sweater						Stockings/Pantyhose						
Shirt/Blouse						Wallet/Purse						
Pants/Skirt						Money						
Belts/Suspenders						Body Piercing						
Socks						Glasses						
Medical & Other Identifiers						Medical/Dental Release Authorized By						
55. Name, Address, Tel. No. of Doctor, if any <input type="checkbox"/> UNK				56. Name, Address, Tel. No. of Dentist, if any <input type="checkbox"/> UNK				57. Dentist Records Available <input type="checkbox"/> Yes <input type="checkbox"/> No Medical Records Available <input type="checkbox"/> Yes <input type="checkbox"/> No				
58. MEDICATION(S)						59. MEDICAL/PHYSICAL PROBLEMS						

COMPLAINANT/REPORTING PERSON											
Code—W-Witness P-Parent/Guardian A-Associate/Friend R-Relative											
60.Complainant (Last, First, Middle)			Race-Sex-DOB		Code	61.Complainant's Address			62.Res. Phone	63.Bus. Phone (Work Hrs)	
64. Complainant's Signature					<i>I do solemnly declare and affirm, under penalty of perjury that the information I provided is true and correct to the best of my knowledge.</i>					65. Cell Phone	
FRIENDS, ASSOCIATES, ETC. OF MISSING PERSON/IN THE COMPANY OF											
Code—W-Witness P-Parent/Guardian A-Associate/Friend R-Relative											
66.Name (Last, First, Middle) Alias/Nicknames				Race	Sex	DOB/Age	Ht.	Wt.	Eyes	Hair color	
67. Address			Phone		68. Miscellaneous				69. Rel. To Victim		Code
70.Clothing – Characteristics				71. Prior Arrest <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK				72.Weapons Description			
73. VEHICLE INFORMATION FOR ASSOCIATE OTHER											
74. VEHICLE DESCRIPTION:											
75. Year	76. Make	77. Model	78. Style	79. Color (Top/Bottom)			80. Equipment, Characteristics				
81. VIN:				82. Registration Information STATE YEAR TAG				83. Veh. Processed			
INVESTIGATIVE BACKGROUND INFORMATION											
84. Missing Person's Cell Phone Number			85. Contract/Carrier For This Phone				86. Copy of Billing Information for Contact List On This Phone <input type="checkbox"/> YES <input type="checkbox"/> NO				
Computer <i>If left on, do not turn off; if off, do not turn on as this could be important for forensic investigators.</i>											
87. Email address: Computer Seized <input type="checkbox"/> Yes <input type="checkbox"/> No			88. Internet Service Provider (ISP)				89. Screen Name Used by Missing Person (If Known)				
90. Credit Card Accounts			91. Bank/ATM				92. Misc.				
93. Possible Cause of Absence			94. Probable Destination				95. No. of Times Person Has Been Missing <input type="checkbox"/> None <input type="checkbox"/> Less Than 5 <input type="checkbox"/> More Than 5				
96. ADDITIONAL INFORMATION											
97. Date Supplement Report Due		98. Initial Status <input type="checkbox"/> Open <input type="checkbox"/> Unfounded <input type="checkbox"/> Closed			99. Initial Investigator			100. ID No.	101. Date		
102. Related Report No's. a. NCIC# b. c.				103. Reviewing Supervisor			104. ID No.	105. Date			
106. <input type="checkbox"/> NCIC Entered <input type="checkbox"/> NCIC CLEARED			107. FINAL STATUS (Check One) <input type="checkbox"/> Open <input type="checkbox"/> Closed			108. Classification (Office Use)		109. UCR Disp.			

NOTE: USE CONTINUATION SHEET FOR NARRATIVE AND ADDITIONAL INFORMATION

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