

UNIVERSITY OF NEW HAVEN
DEPARTMENT OF POLICE SERVICE
WEST HAVEN, CONNECTICUT 06516

ORDER NO.: G.O. 2010-09

DATE: July 15, 2010

INDEX AS: D1
POLICY TITLE: MISSING PERSON POLICY
MISSING STUDENT POLICY

RESPONSIBLE OFFICE: Department of Safety & Transportation
RESPONSIBLE OFFICIAL: Executive Director

DISTRIBUTION: ALL
AMENDED: NEW
SUPERSEDES: NEW

ACCREDITATION REFERENCES:
1.3.57, 1.3.58

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GENERAL ORDER # 2010-09

PURPOSE/SCOPE

The purpose of this order is to establish uniform and consistent procedures to ensure the expeditious processing and proper investigation of persons reported missing and to specify the responsibilities regarding a report of a missing student.

POLICY STATEMENT *(1.3.58a)*

It shall be the policy of the University of New Haven Police Department (herein referred to as the UNH Police Department) to investigate to the fullest all reports of missing persons. We shall immediately assist any person who is attempting to make a report of a missing person or runaway, regardless of jurisdiction, in conformance with POST guidelines.

The UNH Police Department may request the West Haven Department of Police Services for investigative assistance and may request activation of the Everbridge emergency notification system if we receive a report of a missing child that has gone missing for the first time, is under the age of 18, a missing college student, or a missing elderly person with some debilitating disease such as Alzheimer's disease.

The University of New Haven Police Department may request the West Haven Department of Police Services activate an AMBER alert when a child under 18, or with other special circumstances is abducted and is in danger of serious bodily harm or death. An accurate description of either the child, the suspect or the vehicle is necessary.

DEFINITIONS

Everbridge Emergency Notification System- This service allows authorized users to create and rapidly disseminate time sensitive messages to every telephone number stored in the notification database. With the Everbridge service, authorized users can send thousands of messages in minutes. The Chief, Assistant Chief or Executive Director must be notified for approval to access this system.

AMBER Alert- Defined as “America’s Missing: Broadcast Emergency Response” Alert, it is a nationally recognized program used by law enforcement to help find children under the most serious life threatening conditions. This is a rapid notification to the public, which utilizes all available technology during the critical period after a child/missing person has been abducted. The State Police Message Center is the clearinghouse for all AMBER Alert information and there is a set procedure for activating, broadcasting and deactivating the system.

Missing Person- Any person who is reported missing to a law enforcement unit until the person is located or determined to be a voluntarily missing adult. It also includes any child who is missing voluntarily or involuntarily, or under circumstances not conforming to his/her habits or behavior who may be in need of assistance per CGS Section 46b-120.

Missing Child- Any person who is under the age of eighteen years, whose temporary or permanent residence is in Connecticut or is believed to be in Connecticut, whose location has not been determined, and who has been reported as missing to a law enforcement agency CGS 29-1e(b)(1).

Evidence that a Missing Person is “At Risk”- “At Risk” includes, but is not limited to, the person missing being the victim of a crime or foul play, in need of medical attention, has no pattern or running away or disappearing, the victim of a parent/family abduction, or mentally impaired.

MISSING PERSON PROCEDURE *(1.3.57a, 1.3.58b, 1.3.58e)*

1. Upon receipt of a missing person complaint, the Dispatcher will take all necessary information and immediately dispatch the initial responding officer(s) to the complaint and ensure that a broadcast to all units is made immediately upon receipt of the information concerning the person reported missing. If the person being reported missing is a child that has gone missing for the first time and who is under the age of 18, a missing college student, or a missing elderly person with some debilitating disease such as Alzheimer’s disease, then the investigating officer can request on-campus and off-campus notifications as may be appropriate.

A file photo of the missing student may be used to assist as needed in the investigation. Information Services will be asked to assist in checking email accounts and card key access records.

Information will be distributed to all on-duty personnel and a campus-wide search for the student will be conducted. The Dean of Students will be notified.

If the person reported missing is a resident student the Dean of Students will notify the Office Residential Life. Resident Assistants and Resident Directors will assist as instructed.

Once the reported missing student has been located appropriate notifications will be made by the UNH Police Department.

2. The Dispatcher shall enter the missing person complaint into the dispatch computer as soon as possible. (1.3.57a, 1.3.58c, 1.3.58e)

a. The investigating officer assigned to the missing person shall obtain a complete description, and if possible the following other relevant information:

- A recent photograph
- Determine the extent of the search already performed
- Determine the time/place the missing person was last seen
- Obtain important relevant medical information (diabetes, epilepsy)
- Electronic Contact Information (i.e. cell phone, e-mail address, my space website page, screen name, etc)
- Determine other relevant information concerning the missing person including vehicle description, places he/she might have gone, habits, etc.
- Ascertain possible suicide risk, emotional upheaval, dependence on drugs or alcohol.

b. When an Officer has completed the missing person report he/she shall immediately bring the report to UNHPD and WHPD.

c. Whenever a photo is obtained, the photo shall be distributed to appropriate sources to assist with location of the missing person.

3. It will be the responsibility of the Supervisor to make an immediate assessment of the complaint to determine the most effective and appropriate response. Factors that determine such response include the age of the missing person, physical and mental condition, circumstances surrounding the matter (i.e. family dispute, illness, etc) and other such information. (1.3.58c, 1.3.58e)

- a. If the Supervisor determines that the missing person has possibly been abducted, he/she shall use the following criteria to determine if the AMBER Alert Plan should be utilized: *(1.3.57c, 1.3.58d)*
- The abducted child must be under 18 years of age, unless there are special circumstances such as a mental or physical disability.
 - The child must be in danger of serious bodily harm or death.
 - There must be enough descriptive information to believe a broadcast will help.

Should the Supervisor believe that the AMBER Alert Plan should be activated, then he/she shall notify the Chief of Police or his/her designee and request investigative assistance from the West Haven Police Department.

- b. The supervisor and/or the investigating Officer shall use the following criteria to determine if a Everbridge emergency notification should be requested:

- Missing child, that has gone missing for the first time and who is under the age of 18
- Missing college student
- Missing elderly person with some debilitating disease such as Alzheimer's disease.

The supervisor and/or the investigating Officer may request that the Everbridge emergency notification system be activated through the UNHPD Chief and/or Assistant Chief. The investigating Officer should have the following information ready prior to making the alert request: *(1.3.57c, 1.3.58d)*

- Name of person missing
- Date of Birth
- Gender
- Nationality
- Height and Weight
- Hair and Eye color
- Clothing description
- Any scars or other physical characteristics
- Any medical/psychological conditions to be aware of
- Home address including zip code
- Location last seen with zip code if different than residence
- Police department phone number for the public to call to report information

- Case # assigned to the incident
- If there is any water or wooded area in the vicinity
- Have friends and family been contacted?
- Has the person gone missing before?
- Is there foul play, kidnapping or parental abduction suspected?
- If the missing is a child, is the agency aware of any sexual predators within 1 mile of the last seen address?

Once all of the above information is obtained and a search of the residence and the surrounding area has been completed, the primary officer will give out a broadcast over the radio with all of the pertinent information so that the support officers can continue searching the area.

After Everbridge emergency notification has been approved, the primary officer will complete the missing Person incident report, noting that the system has been activated, and submit it to WHPD dispatch to be entered into COLLECT / N.C.I.C.

As calls are received from the public with information about the missing person, the call-taker (sworn or civilian) will determine if the information is credible and if so they will relay the information to the patrol units using the radio.

If information is received through dispatch that the search area needs to be broadened, they will notify other agencies as needed.

Once the missing person is located, all necessary reports and cancellations will be completed.

Ronald M. Quagliani
Executive Director