

**CITY OF FERGUSON  
OFFICE OF THE CHIEF OF POLICE****Index as:**

Amber Alert  
Juvenile, Runaway  
Missing Persons  
Runaways  
S.A.R.A.A.

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**RUNAWAYS AND MISSING PERSONS REPORTS****446.00 PURPOSE:**

The purpose of this General Order is to establish procedures for accepting and investigating reports of runaway and missing persons.

**446.01 DEFINITIONS:**

- A. **AMBER Alert:** The State of Missouri AMBER Alert is a voluntary plan created under RSMo 210.1012 to broadcast a timely alert to a large number of people and to recruit the eyes and ears of these citizens to facilitate the safe return of abducted children. An abducted child is a person under the age of eighteen (18) for the purposes of an AMBER Alert.
- B. **Missing Juvenile:** any missing person who is under the age of seventeen (17) years.
- C. **Missing Person:** a person who is missing and meets one of the following characteristics:
  - 1. Is physically or mentally disabled to the degree that the person is dependent upon an agency or another individual.
  - 2. Was or is in the company of another person under circumstances indicating that the missing person's safety may be in danger.
  - 3. Is missing under circumstances indicating that the disappearance was not voluntary.
- D. **Runaway Juvenile:** any person who runs away from the residence of a parent, legal guardian or Family Court placement who is a child or juvenile under seventeen (17) years of age who has not been declared emancipated, or any person over the age of seventeen (17) years age who is still a ward of the Family Court due to a court action begun while the person was a juvenile.
- E. **St. Louis Area Regional Abduction Alert (S.A.R.A.A.):** S.A.R.A.A. is a cooperative effort between the area's law enforcement, radio and television stations, state highway departments, wireless service providers, and mass transit provider to find

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kidnapped children. Like other AMBER Plans, S.A.R.A.A. calls for the use of these resources to distribute timely kidnapping information to those people living in the St. Louis Metropolitan area and southwestern Illinois.

#### 446.02 PROCEDURE

In compliance with Missouri Statutes the following procedures will be followed by officers of this department in the handling of Missing Persons Reports and Missing Juvenile Reports.

##### A. Missing Person Reports

1. After being notified by a reporting party of a missing person, the assigned officer will immediately begin an investigation into the incident. In no case will a reporting party be told that they have to wait a period of time before making the missing persons report to this Department. (This section eliminates the twenty-four (24) hour rule that was commonly practiced in the past).
2. A missing persons report will be entered in the department I.T.I. report system for all missing persons not immediately located. For missing juveniles, the Juvenile Section in the I.T.I. system will be completed.
3. The reporting officer will fill out a communications Wanted/Missing Person Entry Card, and give it to the communications operator for immediate entry into the NCIC, MULES and REJIS systems and disseminated to other Law Enforcement Agencies who may come in contact with or be involved in the investigation or location of a missing person. The Wanted/Missing Person Entry Card will be placed in the "wanted file of the communications office after the communications operator writes the Reference Number on it. The reporting officer will add the reference number to his I.T.I. report and the date, time and dispatcher who entered the information.
4. Upon the location of a missing person, or the determination by this Department that the person is no longer missing, the investigating officer will have the communications operator remove the record of the missing person from the computer data bases. The communications operator will write CANCELED across the 'wanted/missing' card and place it in the inactive section of the wanted file. The communications operator will print a copy of the cancellation and submit it to the (NCIC/MULES/REJIS) tracking system file. The reporting officer will indicate in his report the date, time and communications operator cancelling the subject.

##### B. Runaway Juvenile.

1. Runaway Juvenile reports will be taken for all juveniles when it appears that they left at their own volition and there is no apparent foul play.

2. If the juvenile is a runaway from a Court appointed placement or foster care, get the juvenile's parent/guardian name, address and phone number from the facility and include that information in the report.
3. The reporting officer will fill out a Wanted/Missing Person Entry Card and give it to the communications operator for immediate entry into the NCIC, MULES and REJIS system. The Missing Person Entry Card will be placed in the wanted file. The process for the communications operator and reporting officer remains the same as with an adult. See Section A 3.
4. Upon the location of a runaway juvenile, or the determination by this department that the person is no longer missing, the process of canceling the teletype remains the same for a juvenile as it does with an adult. See Section A 4.

C. St. Louis Area Regional Abduction. Alert (S.A.R.A.A.)

1. At the discretion of the on-duty police supervisor, if he believes a regional broadcast might help locate the person, a **St. Louis Area Regional Abduction Alert (S.A.R.A.A.)** may be initiated:
  - a. If the missing person is a child 16 years of age or younger *and*
  - b. Police believe that the child has been kidnapped by a non-parent or eliminated any other logical reason for the child's disappearance *and*
  - c. Police believe that the child is in danger of serious bodily harm or death *and*
  - d. There is enough descriptive information about the child, *and/or* the alleged kidnapper, *and/or* the suspect's vehicle to believe an immediate broadcast alert could aid in recovering the child.
2. The supervisor will fill out and send the S.A.R.A.A. Fax form per the instructions kept with the S.A.R.A.A. Fax form in the Communications Center.
3. The supervisor will send a S.A.R.A.A. Update Fax for each time pertinent information is acquired.
4. A S.A.R.A.A. Cancelation Fax will be sent as soon as the person is located.

D. AMBER Alert

1. At the discretion of the on-duty police supervisor, if he believes a statewide broadcast might help locate the person an AMBER Alert may be initiated:
  - a. If the child is under eighteen (18) years of age *and*
  - b. Police believe that the child has been kidnapped by a non-parent or eliminated any other logical reason for the child's disappearance *and*
  - c. Police believe that the child is in danger of serious bodily harm or death *and*

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- d. There is enough descriptive information about the child, *and/or* the alleged kidnapper, *and/or* the suspect's vehicle to believe an immediate broadcast alert could aid in recovering the child.
2. The supervisor will fill out and send the AMBER Alert Fax form per the instructions kept with the AMBER Alert Fax forms in the Communications Center.
3. The supervisor will send an AMBER Alert Update Fax for each time pertinent information is acquired.
4. An AMBER Alert Cancelation Fax will be sent as soon as the person is located.

**446.03 MISSOURI STATE HIGHWAY PATROL REPORTING**

The department juvenile officer will review all missing persons and runaway juvenile reports and ensure that required reports are forwarded to the Missouri State Highway Patrol Records section.

By order of:



COLONEL THOMAS JACKSON  
Chief of Police

**Distribution**

All Department Personnel