



## CITY OF PORTLAND, OREGON



### Bureau of Police

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Integrity • Compassion • Accountability • Respect • Excellence • Service

## Executive Summary

### Directive 0850.39, Missing, Runaway, Lost, or Disoriented Persons

#### **Introduction**

The Portland Police Bureau began reviewing Directive 0850.39, Missing, Runaway, Lost, or Disoriented Persons, in early 2022. The Bureau posted the directive for First Universal Review in February 2022 to seek public comments on the directive. The Bureau posted a revised draft of the directive for Second Universal Review in July 2022 to seek public comments on proposed changes.

The Bureau significantly revised the directive, making several important changes, as the directive had not been updated in several years. Of note, the final revised directive includes: new guidance on Silver Alerts, new and more informative definitions, clearer guidance for compliance with Suzanne's Law (which requires law enforcement to report all missing persons under age 21 to the National Crime Information Center), more guidance for risk assessment for missing persons, and more guidance for initial member response to missing person investigations.

#### **Public Comments**

The Bureau received few comments during both Universal Review and public comment periods. All comments are included later within this document.

The Bureau received one actionable comment during Second Universal Review, asking to clarify deactivation procedures for Silver Alerts and mirror the procedure used for Amber Alerts. The Bureau attempted to address this suggestion, and simplify guidance, by discussing updates to both Amber and Silver Alerts in the final revised directive, under Procedure 7.

#### **The Bureau's Revised Policy**

The Bureau made several changes to Directive 0850.39 to offer members more guidance and offer the community more context and information about Missing Persons investigations.

First, the Bureau added several important laws to the reference section and revised definitions, such as the Oregon Revised Statutes for Kidnapping and Custodial interference.

In the Definitions section, the Bureau added definitions for Abduction, At-Risk Factors, High-Risk Factors, Juvenile Runaway, Missing Person Networks, and Silver Alert, to give members and the community more information about procedures for Missing Persons.

The revised directive clearly states that members shall not decline a Missing Person Report for any person under age 21, regardless of the circumstances, to ensure compliance with Suzanne's Law.

The revised directive offers more guidance for initial member response to Missing Persons, including listing important information to be collected about Missing Persons, such as complete physical description, risk factors, and cellphone number. The revised directive also mandates a direct and prompt police response to the scene of the report for all juvenile Missing Persons and vulnerable adult Missing Persons, with a limited exception for repeat Juvenile Runaway reports, without risk of endangerment, permitted to be handled by phone.

Finally, the revised directive expands guidance for Missing Child Searches, including directing members to obtain consent to conduct a search of the child's home, absent suspicious circumstances, and document the consent in a police report.

The Bureau welcomes further comments on this directive during its next review.

This directive goes into effect on December 29, 2022. Published on December 8, 2022.

## **0850.39 Missing, Runaway, Lost, or Disoriented Persons**

### **Refer:**

- 42 USC 5779
- ORS 163.225, Kidnapping in the second degree
- ORS 163.235, Kidnapping in the first degree
- ORS 163.245, Custodial interference in the second degree
- ORS 163.257, Custodial interference in the first degree
- ORS 181A.310, When notification of missing children clearinghouse required
- ORS 181A.315, Amber Plan; rules
- ORS 181A.320, Written policies relating to missing vulnerable adults required
- OAR 257-015-0000, Law Enforcement Data System (LEDS)
- DIR 0640.31, Custodial Interference
- DIR 0850.10, Custody, Civil Holds
- DIR 0850.20, Police Response to Mental Health Crisis
- DIR 0850.30, Temporary Detention and Custody of Juveniles
- DIR 0900.00, General Reporting Guidelines
- BOEC Operations SOP 10.20.020 Amber Alert Plan (BOEC)

### **Definitions:**

- **Abduction:** Kidnapping or custodial interference.
- **Amber Alert:** A statewide coordinated and cooperative notification and information-gathering system used to resolve child abduction or suspected child abduction incidents by broadcasting critical information to the media and the public.
- **At-Risk Factors:** Facts or circumstances that suggest a missing person may be in danger. Examples include, but are not limited to: developmental disability, suicidal history, vulnerable medical condition, or suspicious circumstances.
- **High-Risk Factors:** Facts or circumstances that indicate a missing person is in danger. Examples include, but are not limited to: Imminently suicidal, suspected or known abduction, or exigent and highly suspicious circumstances.
- **Juvenile Runaway:** A juvenile who voluntarily left the custody of their parent or legal guardian.
- **Missing Person Networks:** Databases available to law enforcement to obtain information related to missing person investigations. This includes the National Crime Information Center

(NCIC), the Oregon Law Enforcement Data System (LEDS) and the Oregon State Police Missing Children Clearinghouse.

- Silver Alert: A statewide coordinated and cooperative notification and information gathering system used to broadcast information about missing vulnerable adults with intellectual or developmental disabilities, brain injuries, or mental health conditions such as dementia.

**Policy:**

1. The Portland Police Bureau will thoroughly investigate and document all reports of missing persons. This directive establishes guidelines for initial member response, report writing, and the investigation for all reports of missing persons.

**Procedure:**

1. Reporting Requirements.
  - 1.1. Mandatory Reporting.
    - 1.1.1. All reports of Missing Persons require a police report, and must be documented as either a:
      - 1.1.1.1. Missing Person Report;
      - 1.1.1.2. Missing Person Report Declined; or
      - 1.1.1.3. Juvenile Runaway Report.
    - 1.1.2. If a member declines a Missing Person Report for any reason, the member shall document the circumstances in a police report and indicate “Missing Person Report Declined” in the heading of their report.
      - 1.1.2.1. Members shall not decline a Missing Person Report for any person under age 21, regardless of the circumstances.
  - 1.2. No Waiting Period.
    - 1.2.1. There is no waiting period for accepting a report on a Missing Person.
  - 1.3. Notifying Records.
    - 1.3.1. Members shall contact Teletype/Records as soon as practical to enter a person as missing in LEDS/NCIC.
  - 1.4. Separate Case Numbers.
    - 1.4.1. Members shall assign separate case numbers for each reported Missing Person, except in custodial interference cases or Runaway cases when the Runaway leaves with their own infant child.
2. Initial Member Response.
  - 2.1. Preliminary Investigation.
    - 2.1.1. The responding member shall respond directly and promptly to the scene of the report for all juvenile Missing Persons and all vulnerable adult Missing Persons.

- 2.1.1.1. Reports of a repeat Juvenile Runaway, without risk of endangerment, may be handled by phone response.
    - 2.1.2. The responding member should determine when, where, and by whom the Missing Person was last seen, and gather information to determine the type of case, the need for additional resources, and identify any At-Risk or High-Risk factors.
    - 2.1.3. At minimum, members shall attempt to obtain the following information:
      - 2.1.3.1. Missing Person's name, date of birth, and complete physical description;
        - 2.1.3.1.1. Complete physical description shall include, when known and if applicable: gender, height, weight/build, skin, hair, and eye color, hair style, facial hair, clothing, and scars/marks/tattoos.
      - 2.1.3.2. Date, time, and location the Missing Person was last seen, and with/by whom;
      - 2.1.3.3. Direction of travel and relevant vehicle information, if applicable;
      - 2.1.3.4. Missing Person's cellphone number and carrier, if available;
      - 2.1.3.5. Juvenile Missing Person or Juvenile Runaway's legal guardian; and
      - 2.1.3.6. Existence of any open juvenile dependency or delinquency case.
  - 2.2. Members shall advise the Reporting Party to call the non-emergency police phone number when the Missing Person returns or is located, unless the Missing Person is located by police.
  - 2.3. Risk Assessment and Suspicious Circumstances.
    - 2.3.1. Members should be aware that in any Missing Persons case with suspicious circumstances, the Missing Person's home or location where they went missing could be a potential crime scene.
    - 2.3.2. For reports of any Missing Persons where High-Risk factors are present, the responding member shall immediately notify a supervisor of the circumstances.
    - 2.3.3. The supervisor shall review the circumstances and determine whether a description of the missing person should be immediately broadcast.
    - 2.3.4. The supervisor shall determine whether a block by block search is necessary.
    - 2.3.5. If the supervisor determines a block search is necessary, they shall notify the relief commander, who will assign additional members as needed.
    - 2.3.6. The supervisor shall notify the Detective Division's Missing Persons Detail Sergeant as soon as possible.
    - 2.3.7. The involved precinct shall retain investigative responsibility as long as there is no suspicion of foul play.
    - 2.3.8. If foul play is reasonably suspected, the Homicide Detail will take control of the investigation.
3. Recovery of Missing Persons.
  - 3.1. Members shall document all recoveries of Missing Persons in a police report.
    - 3.1.1. Members shall contact Teletype/Records as soon as practical to have the Missing Person's status as missing cleared from LEDS/NCIC.
  - 3.2. Members shall not clear any Missing Person if there is any documented history or suspected history of domestic violence or abuse between the Missing Person and the Reporting Party.

- 3.3. Members shall attempt to contact the Missing Person in-person or by phone to confirm their identity and welfare.
  - 3.3.1. When contacting the Missing Person directly is not reasonable, members can rely on witness statements to verify the Missing Person's identity, welfare, and location.
4. Missing Child Search.
  - 4.1. If a child is reported missing and there are no suspicious circumstances, the responding member shall verify that a child is missing by thoroughly searching the location the child was reported missing from.
    - 4.1.1. Members shall ask for consent to conduct a search of the child's home and document the consent in a police report. If consent is refused, the member shall consult a supervisor.
  - 4.2. If the child is not located, the member shall notify a supervisor of the circumstances and the supervisor will determine if a block search is necessary.
  - 4.3. If the child is not located within a reasonable period of time, the supervisor shall contact the Detectives Homicide Unit supervisor.
  - 4.4. The Detectives Homicide Unit supervisor or designee shall respond to the scene to assist the incident supervisor.
  - 4.5. Upon the incident supervisor's RU manager's request, the Homicide Unit will assume command of the investigation.
5. Assisting Lost, Disoriented, Developmentally Disabled, Medically Fragile, or Vulnerable Persons.
  - 5.1. Members may encounter or respond to calls involving adults who are unable to find their home or shelter.
    - 5.1.1. In such situations, members shall make reasonable efforts to locate the person's home, and should contact the Detective Cold Case Unit for guidance if needed.
    - 5.1.2. If the member is unable to locate the person's home or the person appears to be homeless, the member should attempt to obtain shelter services for the person.
6. Amber Alerts.
  - 6.1. For an Amber Alert activation, all of the following criteria must be met:
    - 6.1.1. Police reasonably believe an abduction has occurred, and the victim is a juvenile (17 years of age or younger);
    - 6.1.2. Police reasonably believe the child is in imminent danger of serious physical injury or death;
    - 6.1.3. A member has contacted the reporting party;
    - 6.1.4. A sworn member with rank of Sergeant, Detective, or above, or their designee, authorizes the Amber Alert;
    - 6.1.5. The child's name and other critical information, including Child Abduction (CA) and Amber Alert (AA) flags, must be entered into NCIC.
  - 6.2. Required Information:
    - 6.2.1. Date, time, and location of abduction, vehicle description, and last known direction of travel, if applicable;
    - 6.2.2. Name and date of birth of child and complete physical description;

- 6.2.3. Name and date of birth of abductor and complete physical description, if known; and
  - 6.2.4. Details of abduction.
7. Requesting and Updating Amber and Silver Alerts.
  - 7.1. Members shall request Amber and Silver Alerts by contacting the BOEC Dispatch Coordinator by phone or in person, and not via radio broadcast.
  - 7.2. Members shall not refer to the Amber Alert or Silver Alert via radio broadcast until BOEC has processed the Amber/Silver Activation alert and made the alert public.
  - 7.3. The member responsible for the investigation shall update BOEC regarding changes or deactivation of the Amber or Silver Alert.
8. Silver Alerts.
  - 8.1. For a Silver Alert activation, all of the following criteria must be met:
    - 8.1.1. Police reasonably believe a missing vulnerable adult is in danger of imminent physical injury or death;
    - 8.1.2. There is adequate descriptive information available that, if shared with the public, could help locate the vulnerable adult or their vehicle;
    - 8.1.3. A member has contacted the reporting party;
    - 8.1.4. A sworn member with rank of Sergeant, Detective, or above, or their designee, authorizes the Silver Alert; and
    - 8.1.5. The vulnerable adult's name and other critical information, including the Silver Alert (SA) flag, must be entered in NCIC.
  - 8.2. Required Information.
    - 8.2.1. Date, time, and location the vulnerable adult went missing, including vehicle description and last known direction of travel, if applicable;
    - 8.2.2. Name and date of birth of the vulnerable adult and complete physical description; and
    - 8.2.3. Vulnerable adult's cellphone number and carrier, if available.
9. Amber and Silver Alert Notification Requirements.
  - 9.1. If a member reasonably believes they should activate an Amber Alert or Silver Alert, they shall notify the Missing Persons Detail Unit as soon as possible.
  - 9.2. The member authorizing an alert activation, or their designee, shall notify the Assistant Chief of Investigations, through channels, and the Public Information Officer (PIO) of the notification.

Effective: December 29, 2022  
Next Review: December 29, 2024

## **0850.39 Missing, Runaway, Lost, or Disoriented Persons**

**Index:**—Title

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42 USC 5779

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ORS 181A.320, Written policies relating to missing vulnerable adults required

OAR 257-015-0000, Law Enforcement Data System (LEDS)

~~DIR 6400640.31 Investigations~~, Custodial Interference

~~DIR 8500850.10~~, Custody, Civil Holds

~~DIR 8500850.20, Police Response to Mental Health Crises~~  
~~ResponseCrisis~~

~~DIR 8500850.30, Temporary Detention and Custody of Juveniles, Custody~~

~~DIR 940.00 After Action Reports and Operations Orders~~

~~DIR 0900.00, General Reporting Guidelines~~

BOEC Operations SOP 10.20.020 Amber Alert Plan (BOEC)

### **POLICY (850.39)**

~~The Bureau will act promptly to investigate reports of missing, runaway, lost and/or disoriented persons in a sensitive and proactive manner.~~

### **PROCEDURE (850.39)**

#### **Directive Specific Definitions:**

~~Activation: To begin or start PENS by an authorized individual.~~

- ~~• Abduction: Kidnapping or custodial interference.~~
- ~~Amber Alert program: A statewide coordinated and cooperative notification and information-gathering system specifically employed to aid in the resolution of used to resolve child abduction or suspected child abduction incidents by broadcasting critical information to the media and the public.~~

~~Closure message: A recorded message~~

~~At-Risk Factors: Facts or circumstances that is delivered using PENS to alert the receiving parties that the emergency situation no longer exists.~~

~~MPERS: Missing Persons detail.~~



~~Outgoing message: A recorded voice message that will be delivered using PENS to alert the receiving parties about the emergency situation.~~

~~PENS operator: The person contacted to activate PENS.~~

~~Portland Emergency Notification System (PENS): An automated telephone system used to notify citizens of an emergency situation or police action in their area.~~

~~Service Provider: The company taking activation information, either from computer or voice, and completes the calling.~~

### **~~Missing Persons/Runaway Juveniles (850.39)~~**

~~Calls regarding suggest a missing persons or runaway juveniles will be channeled to BOEC call takers. They will determine if a car will be dispatched to take a report or if the report will be taken by telephone. A car will be dispatched if the missing person:~~

~~a. Is in the company of another person under circumstance indicating that the disappearance was not voluntary or in the company of another person considered dangerous to the missing person.  
b. Because of age, reported suicidal tendencies, physical or mental defect, there is a possibility of person may be in danger to the missing person or others.  
c. Has been involved with the Reporting Party in any previously reported or suspected domestic violence or abuse (i.e., PPDS, LEDS/NCIC, or CAD). Examples include, but are not limited to: developmental disability, suicidal history).~~

- ~~• d. Is missing under, vulnerable medical condition, or suspicious circumstances. e. Is a juvenile and has no history of runaway.~~

- ~~• High-Risk Factors: Facts or circumstances that indicate a missing person is in danger. Examples include, but are not limited to: Imminently suicidal, suspected or known abduction, or exigent and highly suspicious circumstances.~~

- ~~• Juvenile Runaway: A juvenile who voluntarily left the custody of their parent or legal guardian.~~

- ~~• Missing Person Networks: Databases available to law enforcement to obtain information related to missing person investigations. This includes the National Crime Information Center (NCIC), the Oregon Law Enforcement Data System (LEDS) and the Oregon State Police Missing Children Clearinghouse.~~

- ~~• Silver Alert: A statewide coordinated and cooperative notification and information gathering system used to broadcast information about missing vulnerable adults with intellectual or developmental disabilities, brain injuries, or mental health conditions such as dementia.~~

### **Policy:**

1. The Portland Police Bureau will thoroughly investigate and document all reports of missing persons. This directive establishes guidelines for initial member response, report writing, and the investigation for all reports of missing persons.

## Procedure:

### 1. Reporting Requirements.

#### 1.1. Mandatory Reporting.

1.1.1. All reports of Missing Persons will require mandatory reporting. a police report, and must be documented as either a:

1.1.1.1. Missing Person Report;

1.1.1.2. Missing Person Report Declined; or

1.1.1.3. Juvenile Runaway Report.

~~1.1.1.1.2.~~ If a member declines a Missing Person Report for any reason, including not meeting the specified criteria, the member shall complete a Special Report with a subject document the circumstances in a police report and indicate "Missing Person Report Declined" in the heading Missing Person Report Declined of their report.

1.1.2.1. a. Members shall not decline a Missing Person Report for any person under age 21, regardless of the circumstances.

#### 1.2. No Waiting Period.

~~1.1.2.1.2.1.~~ There is no waiting period before for accepting a report on a Missing Person. All juvenile/runaway and at risk missing persons reports should be taken immediately.

~~b. Federal law prohibits any waiting period for entry of a missing child report. If an incident meets the criteria, a report will be completed without delay. Missing persons are to be documented on an Investigative Report.~~

~~c. The~~

#### 1.3. Notifying Records Division (Records).

~~1.1.3.1.3.1.~~ Members shall contact Teletype will be notified, Records as soon as practical; to facilitate having the enter a person as missing person entered into in LEDS/NCIC. It is possible to relay this information to teletype by radio using NE net.

~~d.~~

#### 1.4. Separate Case Numbers.

~~1.1.4.1.4.1.~~ Members should shall assign separate case numbers for each reported Missing Person, except in custodial interference cases or juvenile/Runaway cases when the missing juvenile or Runaway leaves with her their own infant child. In these cases, all involved persons would be reported on the same report.

~~e.~~

### 2. Initial Member Response.

#### 2.1. Preliminary Investigation.

2.1.1. The responding member shall respond directly and promptly to the scene of the report for all juvenile Missing Persons and all vulnerable adult Missing Persons.

- 2.1.1.1. Reports of a repeat Juvenile Runaway, without risk of endangerment, may be handled by phone response.
- 2.1.2. The responding member should determine when, where, and by whom the Missing Person was last seen, and gather information to determine the type of case, the need for additional resources, and identify any At-Risk or High-Risk factors.
- 2.1.3. At minimum, members shall attempt to obtain the following information:
  - 2.1.3.1. Missing Person's name, date of birth, and complete physical description:
    - 2.1.3.1.1. Complete physical description shall include, when known and if applicable: gender, height, weight/build, skin, hair, and eye color, hair style, facial hair, clothing, and scars/marks/tattoos.
    - 2.1.3.2. Date, time, and location the Missing Person was last seen, and with/by whom;
    - 2.1.3.3. Direction of travel and relevant vehicle information, if applicable;
    - 2.1.3.4. Missing Person's cellphone number and carrier, if available;
    - 2.1.3.5. Juvenile Missing Person or Juvenile Runaway's legal guardian; and
    - 2.1.3.6. Existence of any open juvenile dependency or delinquency case.
- 2.2.2. Members ~~should~~shall advise the Reporting Party ~~of the responsibility to contact~~call the non-emergency police phone number as soon as possible when the Missing Person ~~returns or is no longer missing (located,~~ unless the Missing Person is ~~contacted or returned by police, who would generate a Special Report and teletype notification.~~located by police.
  - f. When
- 2.3. Risk Assessment and Suspicious Circumstances.
  - 2.3.1. Members should be aware that in any Missing Persons case with suspicious circumstances, the Missing Person's home or location where they went missing could be a potential crime scene.
  - 2.3.2. For reports of any Missing Persons where High-Risk factors are present, the responding member ~~clears~~shall immediately notify a supervisor of the circumstances.
  - 2.3.3. The supervisor shall review the circumstances and determine whether a description of the missing person report, the reporting members should be immediately broadcast.
  - 2.3.4. The supervisor shall determine whether a block by block search is necessary.
  - 2.3.5. If the supervisor determines a block search is necessary, they shall notify the relief commander, who will assign additional members as needed.
  - 2.3.6. The supervisor shall notify the Detective Division's Missing Persons Detail Sergeant as soon as possible.
  - 2.3.7. The involved precinct shall retain investigative responsibility as long as there is no suspicion of foul play.
  - 2.3.8. If foul play is reasonably suspected, the Homicide Detail will take control of the investigation.

### 3. Recovery of Missing Persons.

- 3.1. Members shall document all recoveries of Missing Persons in a police report.

~~1.2.1.3.1.1.~~ Members shall contact ~~Records/Teletype/Records~~ as soon as practical, to have the ~~person removed~~ Missing Person's status as missing cleared from LEADS/NCIC. ~~It is possible to relay this information to teletype by radio using the NE net. The member will complete a Special Report documenting the clearance.~~

~~1.3.3.2.~~ g. Members ~~will~~ shall not clear any Missing Person ~~report merely by the reporting party calling over the phone to request the clearance, when there has been any previously reported~~ if there is any documented history or suspected history of domestic violence or abuse between the ~~reporting party and the missing person (i.e., PPDS, LEADS/NCIC or CAD history).~~ Missing Person and the Reporting Party.

~~1.4.3.3.~~ h. Members ~~should either~~ shall attempt to ~~make contact with~~ the Missing Person face-to-face in person or ~~should make reasonable attempts to speak with the missing person over the~~ by phone, ~~verifying the missing person's~~ to confirm their identity and welfare.

~~3.3.1.~~ i. Members ~~may also~~ When contacting the Missing Person directly is not reasonable, members can rely on witness statements ~~in verifying~~ to verify the Missing Person's identity, welfare, and location.

#### 4. Missing Child ~~when direct Search.~~

4.1. If a child is reported missing and there are no suspicious circumstances, the responding member shall verify that a child is missing by thoroughly searching the location the child was reported missing from.

4.1.1. Members shall ask for consent to conduct a search of the child's home and document the consent in a police report. If consent is refused, the member shall consult a supervisor.

4.2. If the child is not located, the member shall notify a supervisor of the circumstances and the supervisor will determine if a block search is necessary.

~~1.5.4.3.~~ If the child is not located within a reasonable period of time, the supervisor shall contact ~~with the missing person is not reasonable~~ the Detectives Homicide Unit supervisor.

4.4. The Detectives Homicide Unit supervisor or designee shall respond to the scene to assist the incident supervisor.

4.5. Upon the incident supervisor's RU manager's request, the Homicide Unit will assume command of the investigation.

#### 2.5. Assisting Lost, Disoriented ~~or~~ Developmentally Disabled, Medically Fragile, or Vulnerable Persons ~~(850.39).~~

5.1. Members may ~~be called upon~~ encounter or respond to assist ~~lost, disoriented or developmentally disabled~~ calls involving adults in seeking ~~who are unable to find their places of residence~~ home or ~~shelter care facilities.~~

5.1.1. In such situations, members ~~will~~ shall make ~~every~~ reasonable ~~effort~~ efforts to locate the person's ~~residence. This home, and~~ should include a PPDS check for a Disability Alert Flag (DAF). The DAF will be found under the PPDS MISC INFO heading, and indicates the presence of a PPDS file containing the names and telephone numbers of contact person(s) for certain developmentally disabled individuals. If those efforts fail, the member should consider contacting the the Detective ~~Division (Detectives), Missing Persons Detail (MPERS).~~ MPERS

~~maintains a database of reported chronic lost, disoriented or developmentally disabled persons, which may assist the member in identifying a person~~Cold Case Unit for guidance if needed.

~~2.1.1-5.1.2.~~ If the member is unable to locate the person's residence/home or an emergency contact cannot the person appears to be located. Members/homeless, the member should attempt to obtain shelter care/services for the person.

~~Following the transfer of the person to a facility, the member will complete a Special report noting the location or facility of final disposition. The Special Report will be forwarded to Records. Records will route a copy to MPERS.~~

### **Missing Adults or Juveniles Under Suspicious Circumstances (850.39)**

~~In cases where the reported missing person is an adult or juvenile missing under suspicious circumstances, the following procedure will be initiated:~~

~~a. The investigating~~

#### 6. Amber Alerts.

~~6.1. For an Amber Alert activation, all of the following criteria must be met:~~

~~6.1.1. Police reasonably believe an abduction has occurred, and the victim is a juvenile (17 years of age or younger);~~

~~6.1.2. Police reasonably believe the child is in imminent danger of serious physical injury or death;~~

~~6.1.3. A member has contacted the reporting party;~~

~~6.1.4. A sworn member will immediately advise a supervisor with rank of Sergeant, Detective, or above, or their designee, authorizes the Amber Alert;~~

~~6.1.5. The child's name and other critical information, including Child Abduction (CA) and Amber Alert (AA) flags, must be entered into NCIC.~~

~~6.2. Required Information:~~

~~6.2.1. Date, time, and location of abduction, vehicle description, and last known direction of travel, if applicable;~~

~~6.2.2. Name and date of birth of child and complete physical description;~~

~~6.2.3. Name and date of birth of abductor and complete physical description, if known; and~~

~~6.2.4. Details of abduction.~~

#### 7. Requesting and Updating Amber and Silver Alerts.

~~7.1. Members shall request Amber and Silver Alerts by contacting the BOEC Dispatch Coordinator by phone or in person, and not via radio broadcast.~~

~~2.2-7.2.~~ Members shall not refer to the Amber Alert or Silver Alert via radio broadcast until BOEC has processed the Amber/Silver Activation alert and made the circumstances alert public.

~~7.3. b. If, after reviewing the circumstances, the supervisor~~The member responsible for the investigation shall update BOEC regarding changes or deactivation of the Amber or Silver Alert.

#### 8. Silver Alerts.

~~8.1. For a Silver Alert activation, all of the following criteria must be met:~~

~~8.1.1. Police reasonably believe a missing vulnerable adult is in danger of imminent physical injury or death;~~

- 8.1.2. There is adequate descriptive information available that, if shared with the public, could help locate the vulnerable adult or their vehicle;
- 8.1.3. A member has contacted the reporting party;
- 8.1.4. A sworn member with rank of Sergeant, Detective, or above, or their designee, authorizes the Silver Alert; and
- 8.1.5. The vulnerable adult's name and other critical information, including the Silver Alert (SA) flag, must be entered in NCIC.

## 8.2. Required Information.

- 8.2.1. Date, time, and location the vulnerable adult went missing, including vehicle description and last known direction of travel, if applicable;
- 8.2.2. Name and date of birth of the vulnerable adult and complete physical description; and
- 8.2.3. Vulnerable adult's cellphone number and carrier, if available.

## 9. Amber and Silver Alert Notification Requirements.

If a member reasonably believes it necessary, the description of the missing person will be immediately broadcast.

- ~~e. The supervisor will determine whether a block by block search is necessary.~~
- ~~d. If it is determined that a block by block search is necessary, the supervisor will notify the relief commander who will assign additional members as needed.~~
- 2.3.9.1. e. The supervisor will notify the Detective Division's (Detectives) Homicide Detail supervisor they should activate an Amber Alert or Silver Alert, they shall notify the Missing Persons Detail Unit as soon as possible.
- ~~f. The involved precinct will retain investigative responsibility unless foul play is reasonably suspected.~~
- ~~g. If foul play is reasonably suspected, the Homicide Detail will assume control of the investigation.~~
- ~~h. The supervisor and the Homicide Detail supervisor will evaluate whether an activation of the Portland Emergency Notification System (PENS) is appropriate.~~
  - ~~1. Refer to the PENS section of this Directive for further details.~~
- ~~i. The investigating member will notify Records as soon as practical, with information on the missing person for LEDS/NCIC data entry. It is possible to relay this information to Teletype by radio using NE net.~~
- ~~j. Copies of all associated reports should be faxed or, if no fax is available, sent via Interoffice Mail to the Detectives MPERS, prior to the end of shift.~~
- ~~k. Responding members should be aware that, in suspicious circumstances, the location the person is missing from may be a crime scene.~~

### **Abducted or Suspected Abducted Adults or Juveniles (850.39)**

In cases where the reported missing person has been abducted or is suspected to have been abducted, the following procedure will be initiated:

- a. The investigating member will immediately advise a supervisor of the circumstances.

- ~~b. If, after reviewing the circumstances, the supervisor believes it is necessary, the description of the missing person will be immediately broadcast.~~
- ~~c. The supervisor will notify the Detectives Homicide detail supervisor as soon as possible.~~
- ~~d. If abduction is suspected, the Homicide Detail will respond to the scene and assume control of the investigation.~~
- ~~e. The supervisor and Homicide Detail supervisor will make a determination as to whether a block-by-block search is necessary.~~
- ~~f. If it is determined that a block-by-block search is necessary the supervisor will notify the relief commander who will assign additional members as needed.~~
- ~~g. If the abducted or suspected abducted person is a juvenile (17 years of age or younger) the detective or other person designated by the Homicide Detail supervisor will evaluate whether the abduction meets the specific criteria for member authorizing an Amber Alert.~~
  - ~~1. Refer to the Amber Alert (850.39) section.~~
- ~~h. The Homicide Detail supervisor, or his designee, will evaluate whether an activation of PENS is appropriate.~~
  - ~~1. Refer to the PENS (850.39) section of this Directive for further details.~~
- ~~i. The investigating member will notify Records as soon as possible with information on the missing person for entry into LEADS/NCIC. Information relating to an abducted or suspected abducted person will not be transmitted to Records/Teletype over any of the radio broadcast nets, due to the sensitive nature of the information.~~
- ~~j. Responding members should be aware that, in an abduction or suspected abduction case, the location the person is missing from may be a crime scene.~~

alert

#### ~~Missing Child, No Suspicious Circumstances (850.39)~~

~~In cases where a child is reported missing, but there are no suspicious circumstances involved:~~

- ~~a. The investigating member will thoroughly search the location from where the child is reported missing, including bedrooms, closets, front and back yards, outbuildings and other areas where a child might be hiding. If the child is not located, the investigating member will immediately advise a supervisor of the circumstances.~~
- ~~b. The supervisor will determine if a block-by-block search is necessary.~~
- ~~c. If it is determined that a block-by-block search is necessary, the supervisor will notify the relief commander who will assign additional members as needed.~~
- ~~d. The involved precinct will retain investigative responsibility as long as foul play is not reasonably suspected and there are no apparent suspicious circumstances.~~
- ~~e. The supervisor will evaluate the circumstances to determine if activation of PENS is appropriate.~~
  - ~~1. Refer to the PENS (850.39) section of this Directive for further details.~~
- ~~f. If the child is not located within a reasonable period of time, the supervisor will contact the Detectives Homicide Detail supervisor.~~
- ~~g. The Homicide Detail supervisor or designee will respond to the scene to provide assistance to the incident supervisor. Upon request of the RU manager, the Homicide Detail will assume command of the incident.~~

- ~~h. The investigating member will notify Records, as soon as practical, with information on the missing person for LEADS/NCIC data entry. It is possible to relay this information to Teletype by radio using NE net.~~

### **Missing Person is a Juvenile Runaway (850.39)**

~~In cases where the reported missing person is a juvenile runaway, the following procedure will be initiated:~~

- ~~a. Members will make a notation in the distribution box of the report form, directing a copy to the Family Services Division (FSD). Records will distribute a copy of the report(s) to the Juvenile Section of FSD. FSD will coordinate and conduct follow-up investigations on Juvenile Missing/Runaway reports.~~

### **AMBER Alert (850.39)**

~~An Amber Alert System (AAS) activation shall only be authorized under the following circumstances:~~

- ~~a. There is reasonable belief that an abduction occurred, and the victim is a juvenile (i.e., 17 years of age or younger).~~
- ~~b. There is articulable information as to why the child is in danger of imminent bodily harm or death.~~
- ~~c. There is adequate descriptive information available to believe that dissemination of that information to the public could help locate the juvenile, or the suspect or the suspect vehicle.~~

~~The AAS is not to be used in cases involving parental abduction (Custodial Interference), unless the juvenile is believed to be in imminent danger of bodily harm or death.~~

~~The AAS will only be activated after a member has had direct contact with a reporting party. Activation will not be based solely on a report to BOEC by a reporting party.~~

~~Authorization for an Amber Alert must be made directly to BOEC. Requests will be made by telephone, or in person, but not over the radio broadcast net. Members making a request will contact the BOEC Dispatch Coordinator (DC).~~

~~The AAS may be authorized only by a sworn member with a rank of sergeant, detective or above, or by a member acting under specific direction from a sworn member with a rank of sergeant, detective or above.~~

### **Member Responsibilities, Amber Alert (850.39)**

- ~~a. BOEC:
  - ~~1. The Bureau of Emergency Communications (BOEC) is responsible for coordinating an AMBER Alert. The DC will refer to and implement the current SOP 10.20.020 for an Amber Alert when an authorization for one is received.~~~~
- ~~b. The member making the request:
  - ~~1. The member calling the DC with an authorization for an Amber Alert will provide the DC with the following information on the juvenile:
    - ~~a) Name.~~
    - ~~b) Approximate age (date of birth if available).~~
    - ~~c) Complete physical description (including clothing, scars, marks and tattoos).~~
    - ~~d) Complete physical description of the suspect(s) (including clothing.~~~~~~



- e) ~~Description of suspect vehicle or other mode of transportation.~~
- f) ~~Direction of travel.~~
- g) ~~Description of the abduction (brief summary of what occurred).~~
- h) ~~Additional information (officer safety, child endangered, etc.).~~

~~Until the Amber Alert activation request has been processed by BOEC, and the Amber Alert has been made public, no references to the Amber Alert will be made over any radio broadcast net.~~

~~Activation of the Amber Alert system does not, in any way, relieve members of any current response or investigative responsibility.~~

### **Updating an Amber Alert (850.39)**

~~An AAS activation is a time consuming and labor intensive procedure that will tax the capabilities of BOEC. Therefore, an Amber Alert shall be authorized only as long as it is deemed a productive and useful tool in attempting to locate the abducted child. The lead detective or supervisor involved with the investigation will be responsible for updates to and/or deactivation of the Amber Alert.~~

### **Notification and Reporting Requirements for an Amber Alert (850.39)**

~~The supervisor granting the authorization for the AAS activation will ensure that the following notifications are made:~~

- a. ~~Prompt notification (, or their designee, shall notify the Assistant Chief of Investigations, through channels) to the appropriate Branch chief.~~
- 2.4.9.2. ~~b. , and the Public Information Officer (PIO). This will ensure a properly managed media response and will assist with the dissemination of appropriate and accurate information) of the notification.~~

~~An After Action Report will be completed, and forwarded through channels to the appropriate Branch chief, for every Amber Alert activation. The After Action Report will be completed by the incident supervisor in order to evaluate the effectiveness of the notification system, and to provide an overview of the time and resources expended to complete the investigation.~~

### **Portland Emergency Notification System (PENS) (850.39)**

~~PENS delivers a recorded voice message to all available home-based phones lines within a targeted geographical area. PENS does not send TTY/TDD messages (for the hearing impaired). TTY/TDD users may still need to be contacted in person.~~

~~PENS is used to alert citizens of a life threatening or property threatening incident in their area (i.e., police searching for a missing child, flood information). PENS will only be used from 0700 to 2200 hours for situations involving missing and/or suspicious persons; as its effectiveness is diminished during the hours the receiving parties will be asleep. PENS will be used at all hours for situations involving severe natural disasters and national emergencies.~~

### **Activation of PENS (850.39)**

- a. ~~The PENS server provider is located in the state of Louisiana, and should be used with discretion due to cost.~~

- ~~b. PENS will be activated only by a RU manager or his/her designee. The designee must be a sworn member with a rank of sergeant or above.~~
- ~~c. PENS may be activated by calling one of the following locations:
  - ~~1. The Police Information and Referral line (Police I&R) from 0700-2200 Monday through Friday.~~
  - ~~2. If the Police I&R is closed, a mobile command center at the scene may be used; provided it is equipped with a laptop computer.~~
  - ~~3. If the Police I&R is closed, and a mobile command center with a laptop computer is not available, the activation may be made directly to the service provider via phone. The server provider is First Call. This option will only be used if the other options are not available, and/or the tactical situation warrants it.~~~~
- ~~d. PENS takes time to organize so, if there is a chance PENS will be activated, the RU manager or designee should let the PENS operator know as soon as possible.~~
- ~~e. The RU manager or designee activates PENS by calling the appropriate PENS operator, and requesting a PENS activation.~~
- ~~f. The RU manager or designee requesting the activation will provide the following information to the PENS operator:
  - ~~1. Their name.~~
  - ~~2. A fax number where the report is to be sent if different than the preset one.~~
  - ~~3. Define the Geographical area to be notified. This may be done in one of four ways:
    - ~~a) Using a block grid (as if setting up a perimeter for a block search).~~
    - ~~b) By geographical boundaries such as freeways or rivers.~~
    - ~~c) By a combination of block grids and geographical boundaries.~~
    - ~~d) By designating a radius from a specific address.~~~~
  - ~~4. Fax a typed copy of the outgoing message to the PENS operator:
    - ~~a) Keep the outgoing message as short as possible, since longer messages require more time and resources to complete.~~
    - ~~b) If a fax is not available, the PENS operator will take the outgoing message, verbally over the phone; but it may delay the activation of PENS.~~~~~~

### **Closure of PENS (850.39)**

- ~~a. At the conclusion of the incident, the shift commander will re-contact the PENS operator to activate a closure message.~~
- ~~b. Refer to the incident number to begin the closure routine.~~
- ~~c. The closure message will be sent to the phone numbers that received the outgoing message.~~
- ~~d. The closure message should be informative to the public, and, if possible, explain the reason for the original message. The message should be brief and to the point while thanking the citizens for their cooperation.~~
- ~~e. The PIO can assist in the formation of the message, and keep the information coordinated.~~
- ~~f. If the incident is concluded between 2200 and 0700 hours, the PIO can forward the closure message through the local media instead of incurring the cost of PENS.~~

### **Reporting Requirements of Using PENS**

The on-scene supervisor will complete an After Action Report at the conclusion of the PENS incident. The After Action Report will include, but is not limited to, the following information:

- a. Type of incident.
- b. Time of day.
- c. Area covered by the activation (i.e., 10 block radius from 123 NE Anywhere street).
- d. Did the message system save him/her from deploying more officers? If not, why?
- e. In his/her opinion did the system work well in the situation? If not, why?

### **Hospital Requests for Fingerprinting/Photographing of Incapacitated Subjects (850.39)**

If a member receives a request from a local hospital for assistance in attempting to identify a subject who is currently in the hospital's care, through fingerprinting and/or photographing of the subject, and for whom, no other reasonable means of identifying the person in a timely manner is available, the member may assist in facilitating the request under the following circumstances:

- a. The request must originate from a local, licensed hospital, and must be only for the purposes of attempting to identify a subject who is currently unconscious, medically incapacitated or otherwise incapable of communicating with hospital staff.
- b. The request must be related to the hospital's attempts to identify the subject in order to more specifically address the person's emergent medical condition, notify next-of-kin, or identify a possible missing person.
- c. The request must be approved by a member with the rank of sergeant, detective or above.

Members may use portable IBIS fingerprint technology, in addition to traditional fingerprinting techniques and photography, in order to identify subjects meeting the above criteria, provided the inquiry is not intended for criminal investigative purposes.

If an inquiry results in the positive identification of a subject, either by fingerprint (verified by a qualified member of the Forensics Evidence Division) or by photograph (verified by the officer), the member may provide the identified subject's information to the hospital. This includes:

- a. Name, date of birth, physical descriptors.
- b. Known addresses and phone numbers.
- c. Known family members and family contact information.
- d. Member's responsibility in attempting to assist a hospital in identifying a person is limited to providing the hospital the above information, when available.

Members will check the subject in LEDS/NCIC to determine if the subject has been entered as a Missing Person.

- a. If a member identifies a subject as a Missing Person, the member will notify the originating agency of the subject's status, by contacting PPB teletype to clear or send a "locate" on the Missing Person hit.
- b. Members will not contact family members or associates of the subject directly, unless specifically authorized by a Missing Persons Unit (MPERS) detective.

Any time a member responds to a hospital and photographs and/or fingerprints any individual at the request of hospital staff, the member will:

- a. Write a Special Report documenting the name and contact information of the staff member making the request, the reason for the request, the member's actions taken and the results.
- b. The report shall be sent to the Records Division and will be forwarded to MPERS.

e. ~~Members will fax a copy of the report to MPERS and leave a detailed message for a MPERS detective prior to the end of shift for routine results, or immediately contact a MPERS detective, or the On-Call Homicide supervisor, via BOEC, if the situation may involve a high-profile case or may necessitate immediate detective involvement.~~

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# #1

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, February 01, 2022 11:02:37 AM  
**Last Modified:** Tuesday, February 01, 2022 11:03:24 AM  
**Time Spent:** 00:00:47

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Page 1

## Q1

Please provide feedback for this directive

Thorough and thoughtful.....You are so appreciated!

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## Q2

**Respondent skipped this question**

Contact Information (optional - your name will be visible on PPB's website)

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## #2

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, February 01, 2022 12:12:01 PM  
**Last Modified:** Tuesday, February 01, 2022 12:17:01 PM  
**Time Spent:** 00:04:59

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Page 1

### Q1

Please provide feedback for this directive

I am hoping In This policy improvements, you will address the issue of teen runaways. I have a drug affected grandson who is being harbored by his drug addict bio mother. She has exposed him to drugs for years. Since he and his brother were two. The courts wouldn't stop her. And forced my son who had custody, to take them for bi-weekly visits. Despite a sheriff and DHS worker witnessing her with the children in an environment with active drug smoke. And being tested. Please help our teens by making it harder for non custodial parents to ingratiate themselves to the children by allowing them to use drugs, or giving them drugs. and when a teen at 15 runs away, pick him up and take him home. Teens are getting the message that they can get away with bad behavior. Stop the teen from becoming another drug affected criminal. My grandson is already been caught selling on school Property.

---

### Q2

Respondent skipped this question

Contact Information (optional - your name will be visible on PPB's website)

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#3

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, February 01, 2022 2:06:43 PM  
**Last Modified:** Tuesday, February 01, 2022 2:08:25 PM  
**Time Spent:** 00:01:42

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Page 1

**Q1**

Please provide feedback for this directive

I read all the directives from the last 6 months or more, I never have any feedback or questions.

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**Q2**

Contact Information (optional - your name will be visible on PPB's website)

Name **Kala Franklin**

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# #1

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, July 28, 2022 8:32:30 AM  
**Last Modified:** Thursday, July 28, 2022 8:37:12 AM  
**Time Spent:** 00:04:42

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Page 1

## Q1

Please provide feedback for this directive

In 6.3.3 the Directive named the person responsible for deactivating the Amber Alert. Noticed there is no language for deactivating a Silver Alert. To make things simple just use the same language in 6.3.3

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## Q2

Contact Information (optional - your name will be visible on PPB's website)

Name **Robbie**

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