

LOWRY POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL



N – No, to provide a negative response to the Hit confirmation

P – In process, to indicate that you are in the process of confirming the Hit.

E – Extradition, to indicate that the Hit is positive or valid, but the agency is awaiting a decision on extradition.

DOCUMENTATION OF THE HIT CONFIRMATION PROCESS

All Hit confirmation teletypes should be retained, and precise notes should be made on the printout concerning how, when, and to whom the information was given. The printout should be kept in the case file. Documentation of the confirmed Hit is essential and may be critical to the success of defending a later claim of misidentification or false arrest.

GENERAL ORDER 59

MISSING PERSON POLICY

06/08/2021

ENDANGERED MISSING PERSONS

Endangered missing persons, regardless of age, are to be entered into the system immediately not to exceed two hours, upon receiving the minimum data required for entry into NCIC. The two-hour clock shall begin at the time the minimum data required is received. The agency must be able to document the time.

JUVENILES – UP TO 17 YOA

Juveniles are to be entered into the system immediately, not to exceed two hours, upon receiving the minimum data required for entry into NCIC. The two-hour clock shall begin at the time the minimum data required is received. The agency must be able to document the time.

ADULTS 18 – 20 YEARS OLD

LOWRY POLICE DEPARTMENT

POLICY AND PROCEDURE MANUAL

Any adults under 21 years of age are to be entered into the system immediately, not to exceed two hours, upon receiving the minimum data required for entry into NCIC. The two-hour clock shall begin when the minimum data required for entry is received from the complainant. The agency must be able to document the time. A signed report is not required.

ADULTS 21 YEARS AND OLDER

To ensure maximum System effectiveness, Missing Person records must be entered immediately when the conditions for entry are met, not to exceed 3 days upon receipt by the entering agency.

Adults age 21 and older are required to have signed documentation supporting the stated conditions under which they are being declared missing before entry into the system, unless they are victims of a catastrophe. The documentation should be from a source such as a parent, legal guardian, next of kin, physician or other authority source including a neighbor or a friend. However, when such documentation is not reasonably attainable, a signed report by the investigating officer will suffice.

For agencies using Electronic Records Management Systems (ERMS), some forms of signatures that are acceptable are:

- 1) Digitized signatures
- 2) Manual signatures scanned into the ERMS
- 3) The case officer's typed name into the report in the ERMS.

When entering records into the NCIC missing person file, the entry person will:

1. Run a current DVS and CCH/III inquiry to obtain as many descriptors as possible regarding the subject. This check should include a check of whether medical/dental information is available regarding the subject. Any descriptors used must be documented in the officer's report or saved within the case file. Attempts to obtain medical/dental information must also be documented in the case file.
2. Enter a record into NCIC on the subject. This record should include all descriptors. Additional identifiers such as scars, marks and tattoos, aliases, additional dates of birth, etc., should be added to the record using the Enter Missing Person Supplemental Screen.

LOWRY POLICE DEPARTMENT

POLICY AND PROCEDURE MANUAL

After the record is entered, query the NCIC entry to obtain a hard copy for second party verification purposes.

Agencies are required to verify and update NCIC 2000 missing person record entries with any additional information, including: Blood Type (BLT); Dental Characteristics (DCH); Fingerprint Classification (FPC); Jewelry Type (JWT); and Scars, Marks, Tattoos, and Other Characteristics (SMT) within 60 days of entry. If a record has a date of entry older than 30 days and any of the above fields are blank, a \$.K. Missing Information Notification identifying the blank fields will be transmitted. The \$.K. Missing Information Notification will also include the record.

**A notation shall be made in the case file indicating when this attempt was made and what the outcome was, i.e.: child has returned, dental records obtained, etc. This sixty (60) day update is mandatory FBI requirement on all missing persons records under the age of 21 and (Agency Name Here) personnel shall document this attempt in the case file to show that this requirement has been met.

GENERAL ORDER 60

SECOND PARTY CHECK PROCEDURES

06/08/2021

Second party checking means that someone, other than the person making the record entry, checks the record for accuracy and completeness. This procedure requires ALL Hot File entries and modifications to record entries.

The person conducting a second party check on a hot file should first query the record and print the HIT and proceed with the following steps:

- a. Ensure that all appropriate sources were checked and queried for complete information. This may include Criminal History records, motor vehicle registrations, driver's license information and any other available sources. Make sure that this source material is kept with the case file or warrant. ie; D/L printouts, Registration printouts, CCH/III identification information.