



Mount Pleasant Police Department



O-56

DIRECTIVE TYPE GENERAL ORDER	EFFECTIVE DATE Nov. 1, 1994	NUMBER 94-1101
SUBJECT MISSING PERSON PROCEDURE		
CALEA REFERENCE 41.2.6, 41.2.7	AMENDS/SUPERSEDES 2/02/04	
DISTRIBUTION ALL PERSONNEL	RE-EVALUATION DATE ANNUAL	NO. PAGES 4

PURPOSE: To establish a standard procedure for responding to a report of a missing person.

POLICY: It is the policy of the Mount Pleasant Police Department to diligently investigate all reports of missing persons to include missing children, runaways, abandonment, abducted or unidentified persons/children.

1. Procedures.

A. Telecommunicators

- (1) Telecommunicators receiving a report of a missing person will assign the call as priority 2. In the event the missing person is a young child or an adult who is mentally or physically disabled, the report will immediately be assigned to an officer and the on-duty supervisor advised.
- (2) Upon receiving information from the reporting officer, a statewide broadcast and NCIC entry shall be made, in accordance with NCIC regulations for Missing Persons File. If there is any question as to meeting the appropriate criteria, the Supervisor will be notified and will make the appropriate decision.
- (3) Upon being notified to cancel a missing person report, the statewide broadcast will be canceled and the entry removed from NCIC.

B. Responding Officers

- (1) Officers arriving on the scene will obtain all necessary information, to include:

- o physical description
 - o age
 - o clothing
 - o vehicular information
 - o destination
 - o circumstances of disappearance
 - o detailed information as to the specific disability and/or medical concern
- (2) In the event the missing person is a young child or an adult who is mentally or physically disabled, the on-duty supervisor will be summoned to the scene.
 - (3) Responding officer will provide Communications with necessary information to allow immediate NCIC entry and statewide broadcast of the missing person prior to leaving the scene.
 - (4) Responding officer should remind the reporting person that if the missing person is located, the Police Department should be notified immediately.
 - (5) Upon receiving information that a missing person has been located, notify telecommunications requesting the person be removed from NCIC.
 - (6) Include the NIC number for entry or removal in the report filed for the incident.

C. Supervisor Responsibilities

- (1) In the event the missing person is a young child or an adult who is mentally or physically disabled, the on-duty supervisor shall respond to the scene and make a determination of the value of an immediate search of the area.
- (2) Direct additional units, as needed, in searching the area.
- (3) Make notifications.
- (4) Ensure that a BOLO is broadcast immediately and provided to adjacent agencies, detailing all available information.
- (5) Upon approval of the Chief of Police, coordinate the use of desirable agencies such as the news media for assistance.
- (6) Coordinate the primary search. Determine the length of time needed for the preliminary search and decide when a call-out of additional personnel

will be warranted. The supervisor will consider the following facts in making such determinations:

- o age and condition of the missing person
- o conditions which will affect visibility, such as darkness
- o weather conditions
- o such other factors as may have bearing at the time

D. Amber Alert

(1) Background

The South Carolina Amber Alert system is an effort to enhance law enforcement's ability to respond to child abductions, to quickly enlist assistance from communities, and to hopefully result in the safe and quick recovery of abducted children. The Alert mechanism is cooperative effort between South Carolina Law Enforcement personnel and South Carolina broadcasters, and allows for the quick dissemination of an urgent bulletin in child abduction cases. Radio and television stations, under the South Carolina Amber Alert system will immediately interrupt their regular programming to broadcast information about a child's abduction. The quick dissemination of this information is critical in the effort to save lives of abducted children.

(2) Criteria for activation

- The Mount Pleasant Police Department can articulate that the child has been abducted (taken from their environment unlawfully, without authority of law, and without permission from the child's parent or legal guardian).
- The child is 16 years old or younger, and the Mount Pleasant Police Department can articulate the child is in immediate danger of serious bodily harm or death; or if the individual is 17 years old or older, and the law enforcement agency believes the individual is at greater risk for immediate danger of serious bodily harm or death because the individual possesses a proven physical or mental disability.
- All other possibilities for the victim's disappearance have been reasonably excluded.
- There is sufficient information available to disseminate to the public that could assist in locating the victim, suspect, or vehicle used in the abduction.
- The duty supervisor will have the sole authority to evaluate the investigating officer's report regarding the abduction.

- When the chief or designee determines that the case meets the criteria for activation of the South Carolina AMBER Alert plan, they then call SLED Headquarters at the South Carolina Clearinghouse at (800) 322-4453 and report the abduction (only AMBER Alert designated officers may activate the plan).
- The chief or designee then must fax the completed South Carolina AMBER Alert Notification Form and a photograph of the victim to (803) 896-7041.

E. Investigative Follow-up

- (1) All instances of a reported missing person will be assigned to an investigator.
- (2) The investigator assigned to the case shall verify the victim's missing status.
- (3) The complainant shall be kept updated on the status of the investigation.
- (4) Coordinate any search that may be conducted beyond the exigent searches that may be done at the time the person is reported missing.
- (5) Upon receiving information that a missing person has been located, notify telecommunications requesting the person be removed from NCIC.
- (6) Include the NIC number for entry or removal in the report filed for the incident.
- (7) A South Carolina Law Enforcement Division Missing Child/Juvenile Data Collection Form will be completed on a weekly basis and forwarded to the South Carolina Law Enforcement Division's Missing Persons Information Center at the conclusion of each month.
- (8) The Investigative Sergeant shall maintain a log on all missing persons to ensure that these cases remain active until the person is located.



Mount Pleasant Police Department



I-05

DIRECTIVE TYPE GENERAL ORDER	EFFECTIVE DATE July 1, 1991	NUMBER 91-0717
SUBJECT INTELLIGENCE OPERATIONS		
CALEA REFERENCE Chapter 51	AMENDS/SUPERSEDES Amended: 07/01/08	
DISTRIBUTION SWORN PERSONNEL	RE-EVALUATION DATE ANNUAL	NO. PAGES 45

PURPOSE: To establish procedures for the collection, processing, analysis and dissemination of information relating to criminal and homeland security activities, and civil disorders.

POLICY: It shall be the policy of this Department that intelligence information will be selectively maintained relating only to those activities which present a threat to the community.

1. Procedure.

- A. The Commander of Criminal Investigations is responsible for the Agency Criminal Intelligence function.

The Supervisor of the Narcotic Bureau is accountable for the intelligence function relative to Organized Crime and Vice activities and the responsibilities will include:

- o Collecting raw intelligence in accordance with priorities determined on a department-wide basis.
- o Serving as the principal channel for receipt and dissemination of organized crime and vice related intelligence within the department.
- o Providing timely analytical support to tactical operations including but not limited to analysis of the aims and methods of organizations which are prone to public violence.

- o When requested by enforcement, make personal contact with citizens or organizations for use of their residences or businesses for surveillance on criminal target locations.

The Supervisor of the Criminal Investigation Bureau is accountable for the intelligence function relative to Criminal and Homeland Security Activities and the responsibilities will include:

- o Collecting raw intelligence in accordance with priorities determined on a department-wide basis.
- o Serving as the principal channel for receipt and dissemination of criminal and homeland security related intelligence within the department.
- o Providing timely analytical support to department personnel on criminal patterns and methods of operation.
- o Dissemination of inter and intra agency crime bulletins as well as South Carolina Information Exchange bulletins.

B. Maintaining legality and integrity

In order to ensure that informants are secure in their anonymity, the confidential informant policy (91-0701) will be followed.

Intelligence information collected will be limited to criminal conduct and activities that present a threat to the community. These areas are as follows:

- o Organized crime activity
- o Terrorist activity
- o Vice activity
- o Narcotics
- o White collar crime

The Criminal Investigations Bureau Commander will give prior authorization for the use of intelligence personnel and equipment and it will be restricted to collection of raw data, strategic intelligence, tactical intelligence, and support for undercover officers and operations, and the maintenance of undercover operations or assistance in providing specialized surveillance equipment.

- o Raw data - information from various sources that by itself may not infer criminal activity, but when combined with other information may make an inference of criminal activity.

- o Strategic intelligence - a situation where the problem is known and an attempt is made to determine who is responsible.
- o Tactical intelligence - answering requests for information from Patrol or Investigations Bureaus on a specific subject or location.

The intelligence gathered will be obtained legally with adherence to privacy rights. Any operations where a question or concern of legality or privacy rights exists, will be directed to the Solicitor's office by the Supervisor of the Narcotics Unit or the Investigations Bureau for clarification.

C. Maintenance of Intelligence Records

The intelligence files will be secured and under the control of the Supervisor of the Narcotics Unit and will be maintained in that office. Bulletins and crime analysis information will be secured and under the control of the Supervisor of the Criminal Investigations Bureau. Access to the files is restricted to Criminal Investigations Unit and personnel designated by the Chief of Police.

The Supervisor of the Narcotics Unit will review all incoming information and classify the information by source, content validity and sensitivity as follows:

- o The ratings for the source will be:
 - 1) Reliable
 - 2) Usually reliable
 - 3) Unreliable
 - 4) Unknown
- o The ratings for content validity will be:
 - 1) Confirmed
 - 2) Probable
 - 3) Doubtful
 - 4) Can't be judged
- o The ratings for sensitivity will be
 - 1) Open to law enforcement and others with a need to know
 - 2) Classified

Information released from the intelligence files will be on a need-to-know basis. Information that is classified will not be released without the approval of the Chief of Police.

D. Liaison

The Supervisor of the Narcotics Unit will maintain liaison with federal, state and local criminal justice agencies for the purpose of facilitating an exchange of information relative to law enforcement.

The Supervisor of Investigations or a designee will attend all Low Country Regional Crime Information Council meetings and will prepare a report of the meetings to be documented in the intelligence files or disseminated as required.

Recognizing that all agency personnel have a significant opportunity to gather intelligence information, personnel are encouraged to forward pertinent information to the Criminal Investigation Bureau or the Narcotic Bureau Supervisor. Information that may be beneficial to the patrol units will be provided to them during investigations briefings at roll call, or disseminated from the Crime Analyst through interdepartmental electronic mail.

E. Equipment

The Criminal Investigations Bureau Commander will make available any Department surveillance equipment or personnel as needed for the purpose of authorized intelligence gathering.

F. Training

Department personnel will receive periodic training in the detection and identification of suspicious incidents and criminal intelligence related to criminal and homeland security activities.

G. Receiving and Processing Complaints

When information is received it will be reviewed by the Criminal Investigations Bureau Commander or designee and a determination will be made as to whether the information should be assigned for investigation or classified as intelligence information using the following guidelines:

- o Is the original information valid,
- o What is the criminal nature of the problem?
- o What lead information exists?

- o What investigative techniques are required?
- o Consideration for staffing.

If a case is assigned for investigation, the case management system will be followed with the exceptions being that all investigative reports, supplemental reports, statements, or court orders will remain in the organized crime and vice files until the case has been cleared by arrest and/or no further control of information is required.

H. Records Retention

All intelligence records will be purged based on the records retention schedule.

I. Annual Review

The Office of the Major will conduct an annual review of the procedures and processes utilized with regards to criminal intelligence function performed by departmental personnel.