



DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 211	MISSING PERSONS AND RUNAWAY MINORS	
	Effective: 08/15/2024	Commissioner Approval: 
	Authorities: AS 47.10.141 ; AS 1865.600-660 ; AS 65.600 ; AS 47.10.310 ; AS 11.51.130 (a)(4)(B) ; AS 60.170	
	Applicability: ALL DEPARTMENTAL EMPLOYEES	
	Special Instructions:	

211.100 INTRODUCTION

This chapter establishes definitions and proper reporting/handling of missing persons and runaway minors.

211.300 MISSING PERSONS INFORMATION CLEARINGHOUSE

A. Purpose of Missing Persons Information Clearinghouse. DPS is mandated under AS 18.65.600 to operate a clearinghouse for information concerning missing persons, and to establish appropriate procedures for the reporting of missing persons by all law enforcement agencies. The Clearinghouse, established within the Alaska Bureau of Investigation (ABI), maintains a database of missing persons and provides forms to collect, maintain, and disseminate accurate and complete information on missing persons.

B. Missing Persons Information Clearinghouse responsibilities. The responsibilities of the Clearinghouse are:

1. Provide assistance in analytical comparison of missing persons records submitted.
2. Disseminate information reported to the Clearinghouse to Detachments and police agencies to aid in locating, identifying and recovering missing persons.
3. Provide coordination in the exchange of information on missing persons within the State.
4. Cooperate with and assist investigations concerning missing persons conducted by private citizens, local law enforcement agencies, and other State and Federal agencies.
5. Provide training and assistance to law enforcement agencies to promote effective use of the Clearinghouse.
6. Enter all missing persons reported to the Clearinghouse into the National Missing and Unidentified Persons System (NamUs) at www.namus.gov within 60 days.
7. Provide assistance to family members of missing persons.
8. Validate all department missing persons case files in APSIN/NCIC on an annual basis.

CHAPTER 211 MISSING PERSONS AND RUNAWAY MINORS

9. Track all missing persons cases across the state regardless of which agency has the missing persons case.
10. Assist with obtaining dental records for the missing person and DNA samples from the missing person's family members.
11. Create and distribute missing persons bulletins upon case officer request. Information required for a bulletin are:
 - a. Name
 - b. Date of birth
 - c. Recent photo
 - d. Basic physical description
 - e. Date, time, and location where person was last seen
 - f. Last known clothing description
 - g. Possible known location
 - h. Agency contact number
 - i. Incident Number

C. *Missing Persons Information Clearinghouse notice required within 48 hours.*

Department personnel are required to submit their missing person reports to the Missing Persons Information Clearinghouse if the person is not located within 48 hours of initial report of disappearance. [Ref. AS 18.65.620]

Investigative information such as a recent photograph, dental and medical records release forms may be emailed, be to the Clearinghouse at dps.missing.persons@alaska.gov. If for any reason the items can't be emailed, they may submitted to:

Missing Persons Information Clearinghouse
5700 E. Tudor Rd
Anchorage, AK 99507

211.310 MISSING PERSON REPORTING PROTOCOL

A. *Missing person's report required.* Every case of a missing person requires the immediate completion of a missing person report. [Ref. AS 47.10.141]

B. *APSIN/NCIC entry required.* For persons over 21 years of age, an APSIN/NCIC missing person entry must be made as soon as practical, . and no longer than 24 hours after the initial report. For runaways or missing persons under the age of 21, an APSIN/NCIC missing person

entry must be made as soon as practical and no longer than two (2) hours after the initial report. [Ref. AS 18.65.620]

C. *Investigation of unresolved missing persons cases.* Appropriate investigative steps shall be taken in all cases of reported missing persons, which are not resolved in a timely manner. These shall include the gathering of information and records that can be used as aids in identifying the missing person at a later date. Officers shall:

1. Attempt to locate a photograph of the missing person and send the photograph and an accompanying [Photograph Release Form](#) to the Clearinghouse.
2. Attempt to locate copies of medical and dental records of the missing person. This is accomplished by delivering a Medical/Dental Records Release form to the medical facility having records that will then release records relevant to the identity of the missing person. These records shall be sent to the Clearinghouse. Officers can obtain Medical/Dental Records Release forms in two ways; either:
 - a. Have the family complete the 211 [Medical-Dental Records-B Known Family form](#); or
 - b. If the family, next of kin, or legal guardian cannot be located or does not exist, complete the 211 [Medical-Dental Records-A Unknown Family form](#).
 - c. The Clearinghouse can also request medical and dental records if the officer sends the contact information to the Clearinghouse.
3. Attempt to locate immediate family members of the missing person and send the information to the Clearinghouse for possible family reference DNA samples. The Clearinghouse will complete the required [National Missing and Unidentified Persons System \(NamUs\) DNA Donor Consent Form](#). The family reference DNA samples cannot be submitted without the required donor consent form completed and signed by both the donor and the officer. The DNA samples and the completed donor consent form shall be sent to the Clearinghouse for processing and submission to an outside lab.. The DNA samples and the donor consent form should never be put in evidence.
4. It is best to have family reference DNA samples from two (2) closely related biological relatives. The preferred order for the submission of family reference samples is as follows:
 - a. Mother, father, and/or child of the missing person (Most Useful).
 - b. Full sibling of the missing person (Useful).
 - c. Half-sibling (need to know which parent who is shared).

CHAPTER 211 MISSING PERSONS AND RUNAWAY MINORS

- d. Aunt/Uncle, Niece/Nephew, Grandparents of the missing person (Least Useful) However if these relatives are the only ones living, need to know the exact relationship to the missing person.

D. Actions upon locating missing person. Department personnel who become aware missing person has been found shall, as soon as practicable, but no later than 24 hours, notify the Clearinghouse, remove APSIN/NCIC missing person entries, and arrange to remove bulletins if one has been created.

211.320 MISSING OR RUNAWAY MINOR REPORTING PROTOCOL

A. Missing minor persons report required. Upon receiving a written, telephonic, or other request to locate a minor evading the minor's legal custodian or to locate a minor otherwise missing, a law enforcement agency shall make reasonable efforts to locate the minor and shall immediately complete a missing person's report containing information necessary for the identification of the minor. [Ref. AS 47.10.141]

B. APSIN/NCIC entry required within 2 hours for persons under 21 years of age. An APSIN/NCIC missing person entry must be made within two hours of receiving a report. [Ref. AS 18.65.620(b)]

C. Vital Statistics Notification. If, after investigation of a report of a missing minor, a law enforcement agency has reason to believe that the minor is involuntarily absent from the legal custody of a custodial parent or guardian, the department shall notify the Bureau of Vital Statistics at BVSRegistration@alaska.gov of the disappearance and shall provide the bureau with a description of the minor. The description of the minor must include, if known, the minor's full name, date and place of birth, parent's names, and mother's maiden name. If the Department of Public Safety has reason to believe that the minor, whether born in this state or not, has been enrolled in a specific school or school district in the state, the department shall also notify the last known school or school district attended in the state by the missing minor of the disappearance. When a person who was listed as a missing minor is found, the Department of Public Safety shall notify the Bureau of Vital Statistics and any school or school district previously informed of the person's disappearance. [Ref. AS 18.50.315 and AS 14.30.700]

D. Disposition of runaway minors. [Ref. AS 47.10.141] If a runaway minor is contacted by an officer and is not subject to arrest or detention, the officer will take the minor into protective custody and the officer shall:

1. Return the minor to the legal custodian at the legal custodian's residence if the residence is in the same community where the minor was found and if the legal custodian consents to the return, except that the officer may not use this option if the officer has reasonable cause to believe that the minor has experienced physical or sexual abuse in the legal custodian's household;
2. Take the minor to a nearby location agreed to by the legal custodian if the legal custodian does not consent to return of the minor under (1), except that the officer may not use this option if the officer has reasonable cause to believe that

CHAPTER 211 MISSING PERSONS AND RUNAWAY MINORS

the minor has experienced physical or sexual abuse in the legal custodian's household; or

3. If disposition of the minor is not made under (1) or (2), take the minor to an office specified by the Department of Family and Community Services, a program for runaway minors licensed by the Department of Family and Community Services under AS 47.10.310, a shelter for runaways that has a permit from the Department of Family and Community Services under AS 47.32.032 that agrees to shelter the minor, or a facility or contract agency of the Department of Family and Community Services.
 - a. If the officer plans to take the minor to an office, program, shelter, or facility under (3), the officer shall give the highest priority to taking the minor to an office, program, shelter, or facility that is semi-secure.
 - b. If an office specified by the Department of Family and Community Services , a licensed program for runaway minors, a shelter for runaways that will accept the minor, or a facility or contract agency of the Department of Family and Community Services does not exist in the community, the officer shall take the minor to another suitable location and promptly notify the Department of Family and Community Services.
 - c. Without a court order a minor in protective custody may not be housed in a jail or other detention facility but may be housed in a semi-secure portion of an office, program, shelter, or other facility.

E. *Runaway minors to receive written and verbal advisement of rights.* An officer shall immediately, upon taking a minor into protective custody, advise the minor of available mediation services and of the right to social services. The officer will complete the [Advisement of Rights of Runaway Minor form](#) and provide a copy to the minor. The officer shall also advise the legal custodian, if known, that the minor has been taken into protective custody and that counseling services for the custodian and the minor's household may be available.

F. *Department of Family and Community Services (DFCS) responsible for care of runaway minors.* Contact the DFCS for offices or facilities where minors can be taken.

G. *Mediation Services.* Twice each year, in January and July, AST Commanders will contact the DFCS in their area and obtain a list of the mediation services available locally for each post in the detachment. The name, address, and phone number for those services will be provided to the department personnel assigned to posts in the detachment.

Officers will include mediation service information on the [Advisement of Rights of Runaway Minor form](#).

H. *Third party custody of runaway minors.* Commanders will establish procedures for recording the date and time that departmental personnel receive notification made under AS 11.51.130(a)(4)(B), Contributing to the Delinquency of a Minor. That sub-section requires a

CHAPTER 211 MISSING PERSONS AND RUNAWAY MINORS

person to notify a peace officer, a law enforcement agency, or the DFCS of the name of a minor and the minor's location. The notification is required if the person is keeping a minor from the minor's guardian because the person reasonably believes that the minor is in danger of physical injury or in need of temporary shelter. The procedures required under this section will include advising the DFCS that the department has received such notification and the details of that notification.

211.330 JOINT-AGENCY CHILD ABDUCTION RAPID DEPLOYMENT TEAM (J-CARD)

A. J-CARD. Child abduction cases occur rarely, but when they do, it is essential that specific protocols are followed and that there is a trained team leading the investigation. The department, specifically AST/ABI, has entered into an agreement with the Federal Bureau of Investigation's (FBI) Anchorage Field Office and the Anchorage Police Department (APD) to create a specialized investigative team capable of responding immediately to anywhere in the state of Alaska should a child abduction occur or should a child go missing under suspicious circumstances. This team, consisting of dozens of experienced investigators and crime analysts, has formed the Joint-agency Child Abduction Rapid Deployment team (J-CARD).

B. Call-out Procedures. You shall contact your local on-call staff when you reasonably believe an abduction has occurred or that a child is missing under suspicious circumstances, or the child is in imminent danger of serious bodily injury or death. ABI will expect you to have completed a sufficient investigation to come to a reasonable belief that a child abduction has occurred. If you cannot contact your local ABI unit, you shall call the on-call ABI command staff or the on-call AKCIC staff.

211.340 AMBER ALERT

A. AMBER Alerts. AMBER stands for America's Missing: Broadcast Emergency Response. Once law enforcement has determined that a child has been abducted and the abduction meets AMBER Alert criteria, law enforcement notifies broadcasters and state transportation officials. AMBER Alerts interrupt regular programming and are broadcast on radio, television, wireless emergency alerts, and DOT highway signs.

B. AMBER Alert Coordinator. The Alaska State Troopers are responsible for the Alaska AMBER Alert Coordinator position. This position coordinates with the Alaska Department of Homeland Security & Emergency Management (DHS&EM) for after-action reviews of statewide AMBER Alerts, coordinates with participating agencies for a periodic review of the [AMBER Alert Plan](#), and maintains the Alaska AMBER Alert public notification list and website.

The AMBER Alert coordinator position is an extra duty assigned to AST's Search and Rescue Coordinator, a lieutenant assigned to headquarters.

C. Criteria for Amber Alerts. The following criteria must be met:

1. The abduction involves a child or children under 18 years of age,

CHAPTER 211 MISSING PERSONS AND RUNAWAY MINORS

2. Local law enforcement is reasonably certain that an abduction has occurred, and the victim is believed to be in imminent danger of serious bodily harm or death; and,
3. Enough descriptive information is available about: the victim; the suspect; and/or the suspect's vehicle to assist with the safe recovery of the victim and/or the apprehension of the suspect; and,
4. Information on the abduction has been entered into the National Crime Information Center (NCIC), Alaska Public Safety Information Network (APSIN) and flagged as a Child Abduction (CA) or AMBER Alert (AA).

D. Activation Procedures. The following procedures shall be followed:

1. If you believe an AMBER Alert is warranted, contact your deputy commander or commander, and request an AMBER Alert.
2. The commander will assess your request, if they agree with your assessment of the need for an alert, they will have you contact the AST Fairbanks Dispatch Center (FDC).
3. The FDC will email you the Alaska AMBER Alert request form. You shall fill out the form and email it back to the FDC (dispatch.fairbanks@alaska.gov).

[Alaska Amber Alert | Home](#)

211.350 SILVER ALERT

Silver Alert is a voluntary partnership between law enforcement agencies, state and local government, and Alaska's media and broadcasters to alert the public when a vulnerable adult is missing and believed to be in serious danger.

The system uses media and broadcast releases, email, social media, and the State's transportation 511 system to distribute a description of the missing adult.

The following activation procedures shall be followed:

1. If you believe a Silver Alert is warranted, contact your deputy commander or commander, and request a Silver Alert.
2. The commander will assess your request, if they agree with your assessment of the need for an alert, they will have you contact the AST Fairbanks Dispatch Center (FDC).
3. The FDC will email you the Alaska Silver Alert request form. You shall fill out the form and email it back to the FDC (dispatch.fairbanks@alaska.gov).

Silver Alert Hotline: 855-SILVR99 - (855-745-8799)

[Alaska Silver Alert | Home](#)

ATTACHMENTS

[National Missing and Unidentified Persons System \(NamUs\) DNA Donor Consent Form](#)

Release of Photographs – [Link to Form](#)

Medical/Dental Records Release-A (Unknown Family) – [Link to Form](#)

Medical/Dental Records Release-B (Known Family) – [Link to Form](#)

Advisement of Rights of Runaway Minors – [Link to Form](#)