

DEPARTMENT GENERAL ORDER 13-07

OFFICE of the CHIEF OF POLICE

DATE: August 28, 2013

A CHILD IS MISSING (ACIM) ACTIVATION PROCEDURE

I. PURPOSE.

A Child Is Missing (ACIM), a public/private partnership, is devoted to assisting law enforcement in the search/early recovery efforts during the initial hours of a person's disappearance via a rapid-response neighborhood notification program utilizing high-tech telephony. ACIM can place up to 1,000 alert phone calls in one minute to area residents and businesses. Answering machines can pick up (ACIM) calls so residents can hear the alert when returning home.

II. PROCEDURES.

Program is available 24 hours a day, 7 days a week, 365 days a year

Calls are taken between 7:00 AM to 9:00 PM, unless there are extenuating circumstances.

The Chief of Police and/or Captain, or their designee determines if calls are to be made after 9:00 PM.

Types of cases the Clayton Police Department would ask ACIM to handle through telephony notifications:

Missing Person Categories:

1. Wander-off young children.
2. Wander-off elderly (i.e.: Alzheimer's).
3. Runaways -- when foul play is suspected after a thorough investigation.
4. Child abductions -- from home or other areas
5. Mentally/Physically Challenged/Endangered-may not be mentally competent to care for themselves.

Procedure for the activation of ACIM Program

The investigating officer on the scene (using a departmental cellular phone) or at the station, without any unnecessary delay and with the approval of the Chief of Police, or the Captain, or their designee, then calls ACIM toll-free number (888)875-2246 or if busy, (954)763-1288 or pager (954)492-4778.

When calling ACIM, be prepared to provide the ACIM technician with the following information, but not limited to:

- * Name of missing person
- * Date of birth of the missing person
- * Gender
- * Nationality
- * Height
- * Weight
- * Eye color
- * Hair color
- * Any other characteristics such as glasses, tattoos, piercing, scars, etc.
- * Clothing description.
- * Location last seen with zip code
- * Provide accurate spelling of street names.
- * Provide nearest major intersection.
- * Residence if different than last seen location.
- * Date and time last seen.
- * Is the person a habitual runaway?
- * Were friends/family notified?
- * Is there water or wooded areas near the location last seen?
- * Did the missing person leave in a vehicle, on a bicycle, or any modes of transportation?
- * Last known direction of travel.
- * If in a vehicle, what is the vehicle description and license plate?
- * Were there any foul play suspected?
- * Was there a confrontation prior to the person's disappearance?
- * Does the person have a substance abuse problem?
- * Is the person taking medication?
- * Clayton Police report number.
- * Provide telephone number being used by the reporting officer.
- * On-duty Officer-in Charge (OIC) name for later contact.

ACIM then creates an individually recorded message, based on the information provided by the reporting officer, which is phoned ONCE to numbers within the area where the missing/unidentified person was last seen.

Within ten to fifteen minutes, the ACIM technician will call the reporting officer to determine if another batch of phone calls, in an expanding radius or another location, should be made.

Preparation of ECDC after activation of ACIM

After the activation of A Child Is Missing (ACIM), a heavy number of telephone calls are expected to come in, through the Dispatch office, with tips and possible sightings. An experienced investigative officer should be sent to ECDC to assist in answering incoming calls and to filter pertinent information.

Upon the recovery/return of the missing person, ACIM will fax a case follow-up report. This report should be completed and faxed back to ACIM with a copy attached to our case file.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:mij