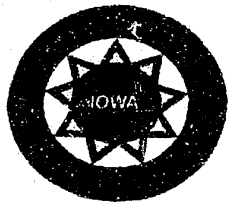


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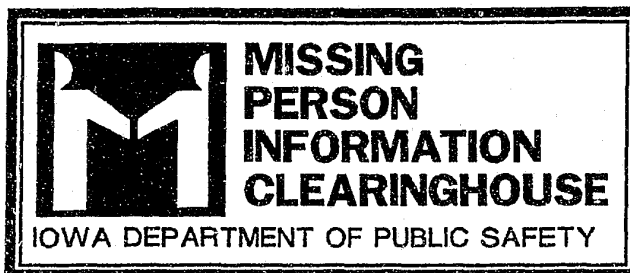


NCJRS

MAR 22 1995



ACQUISITIONS



# IOWA MISSING PERSON REFERENCE MANUAL

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U.S. Department of Justice  
National Institute of Justice

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## **INTRODUCTION**

The Iowa Missing Person Information Clearinghouse began reporting the statistics on missing person reports filed in the state of Iowa in 1986. Since that time the state of Iowa has seen an increase of 39 per cent in the numbers of missing person reports filed (40 per cent in the numbers of missing juvenile reports filed).

With missing juvenile reports making up 91 per cent of all the missing person reports filed in the state of Iowa and with the addition of new laws and procedures established on the federal level concerning missing juvenile reports, the Iowa Missing Person Information Clearinghouse with the help of a grant provided by the Office of Juvenile Justice and Delinquency Prevention provides this reference manual to assist all agencies in the state of Iowa in updating their procedures to comply with those laws that are presently in effect.

The goal of the Missing Person Information Clearinghouse is to provide the citizens of the state of Iowa with an efficient means of reporting and investigating the disappearance of a loved one. The clearinghouse would like to make filing a missing person report as easy as possible for the reporting party, as well as provide law enforcement agencies with current information that will assist them in missing person investigations.



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**MISSING PERSON  
REPORT  
INFORMATION**



## **MISSING PERSON REPORT**

A "missing person" according to Chapter 694, Code of Iowa, means a person whose temporary or permanent residence is in Iowa, or is believed to be in Iowa, whose location has not been determined, who has been reported as missing to a law enforcement agency and who meets one of the following characteristics:

1. Is physically or mentally disabled.
2. Is missing under circumstances indicating that the missing person's safety may be in danger.
3. Is missing under circumstances indicating that the disappearance was not voluntary.
4. Is an unemancipated minor (a minor who has not married and who resides with a parent or other legal guardian).

Both federal and state laws make it mandatory in cases of juveniles under the age of 18 to immediately enter descriptive information regarding the missing juvenile into IOWA/NCIC and to begin an immediate investigation. According to the *Investigator's Guide to Missing Child Cases* (by John C. Patterson © 1987 by the National Center for Missing and Exploited Children, pages 1 - 2, all rights reserved) those cases that involve one or more of the following circumstances should be given a higher priority for investigation purposes:

1. The missing youth is thirteen years of age or younger.
2. The missing youth is believed to be out of the zone of safety for his or her age and developmental stage.
3. The missing youth is mentally incapacitated.
4. The missing youth is drug dependent (including prescribed medication or "user's habit").
5. The missing youth is a potential victim of foul play, sexual exploitation, or is in a dangerous environment.
6. The missing youth has been absent from home for more than twenty-four hours before being reported to the police.
7. The missing youth is believed to be with adults who could endanger the welfare of the minor.
8. The absence is a significant deviation from established patterns of behavior that cannot be explained.

(For a more detailed explanation of each circumstance consult *The Investigator's Guide to Missing Child Cases*.)

Chapter 694.2 Code of Iowa sets forth the following information which is required to be collected in a missing person report:

- a. The name of the complainant.
- b. The relationship of the complainant to the missing person.
- c. The name, age address, and all identifying characteristics of the missing person.
- d. The length of time the person has been missing.
- e. All other information deemed relevant by either the complainant or the law enforcement agency.



## Iowa Missing Person Reference Manual

The Iowa Missing Person Information Clearinghouse recommends the utilization of the NCIC Missing Person Report, shown on page 5, in order to capture as complete information as possible on the missing individual. Once this information is obtained, a copy of the NCIC Missing Person Packet should be left with the reporting party in order for their assistance in updating the missing person entry with additional information, such as dental or medical. (The NCIC Missing Person Report and the NCIC Missing Person Packet can be obtained by contacting the Missing Person Information Clearinghouse at 1-800-346-5507.) Information collected on these forms also help the law enforcement agency to comply with federal law (P.L. 101-647 Sec 3702 Title XXXVII - National Child Search Assistance Act of 1990) relating to missing juveniles - *"no later than 60 days after the original entry of the record into the State law enforcement system and National Crime Information Center computer networks, verify and update such record with any additional information, including, where available, medical and dental records"*.

Iowa Code Chapter 694.2 §2 states that "a report of the complaint of missing person shall be given to all law enforcement personnel currently on active duty for that agency through internal means and over the law enforcement administration network immediately upon its being filed."



## **NATIONAL CRIME INFORMATION CENTER (NCIC) AND IOWA ON-LINE WARRANTS AND ARTICLES (IOWA)**

The National Crime Information Center (NCIC) is an automated data base maintained by the Federal Bureau of Investigation (FBI). It provides criminal justice and law-enforcement information to federal, state, and local law-enforcement agencies throughout the country, Canada, the Commonwealth of Puerto Rico, and the Virgin Islands. Information captured by NCIC is wanted/missing/unidentified persons, stolen vehicles, stolen articles, stolen boats, stolen/recovered guns, stolen securities and III (criminal history).

The Iowa On-line Warrants and Articles Criminal Justice Information System (IOWA) is a computer system administered by the Iowa Department of Public Safety. It provides criminal justice and law-enforcement information to sheriffs' offices, police departments, county and state communications centers, and various municipal county, state and federal criminal justice agencies. The IOWA system contains data base information on wanted/missing persons, stolen vehicles and stolen articles.

Federal law requires when a juvenile is reported missing to a law enforcement agency, identifying information should be entered into the state law enforcement system and the National Crime Information Center computer networks immediately. The law has been in effect for the state of Iowa since 1982 mandating juvenile identifying information be entered into NCIC immediately. The IOWA computer system was revised at this time to enable any missing person entry made into the IOWA system to be automatically sent to NCIC. Therefore, an agency has to make only one entry in order to enter the information into both computer systems.

The basic information needed to enter a missing person into IOWA/NCIC is name, sex, race, date of birth, date of emancipation, height, weight, hair color, eye color, date missing and incident type. (Federal law mandates "no later than 60 days after the original entry of the record into the State law enforcement system and National Crime Information Center computer networks, verify and update such record with any additional information, including, where available, medical and dental records". The IOWA system automatically sends a notice to the originating agency after 30 days to update their record.)



**IOWA MISSING PERSON INCIDENT TYPES**  
*(Incident Codes for IOWA Computer System Entries)*

<b>INCIDENT TYPE</b>	<b>EXPLANATION</b>
<b>I - Involuntary</b>	A person of any age who is missing under circumstances indicating that the disappearance was not voluntary, i.e., abduction or kidnapping.
<b>E - Endangered</b>	A person of any age who is missing under circumstances indicating that his/her physical safety is in danger.
<b>D - Disability</b>	A person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger.
<b>V - Catastrophe</b>	A person of any age who is missing after a catastrophe, (i.e., victims of disasters, such as tornadoes, etc.)
<b>K - Familial Abduction</b>	A minor who is missing and has been declared unemancipated as defined by the laws of his/her state of residence and who has been abducted by non-custodial parent or relative.
<b>L - Lost or Wandered Away</b>	A minor who is lost or has wandered away. This category does not include those persons taken by force or runaways.
<b>J - Juvenile</b>	A person who is missing and declared unemancipated as defined by the laws of his/her state of residence and does not meet any of the entry criteria for Disability, Endangered, Involuntary, Parental Abduction, or Lost or Wandered Away.





**IOWA MISSING PERSON  
CANCELLATION TYPES (MPS CODES)**  
*(Cancellation Codes for IOWA. Computer System Locations)*

**C** - Arrested criminal charges

**D** - Other Deceased

**E** - Error in record

**H** - Homicide victim

**P** - Picked up (no criminal charge)

**T** - Transfer of status (change of INC)

**U** - Unfounded report

**V** - Voluntarily returned

**W** - Whereabouts determined; person not returned

**Z** - Test entry cancellation





## REPORT DISSEMINATION

In addition to the information required for entry into IOWA/NCIC, a missing person report is required under Chapter 694.3 Code of Iowa. This report is to include the information contained in the complaint in addition to all the information or evidence which was gathered by a preliminary investigation, if one was made. A statement, by the law enforcement officer in charge, setting forth that officer's assessment of the case based upon all evidence and information received is to be included. The report is to contain an explanation of the next steps to be taken by the law enforcement agency filing the report.

Report information under Chapter 694.4 Code of Iowa is to be disseminated to the following agencies:

1. All law enforcement agencies having jurisdiction of the location in which the missing person lives or was last seen.
2. All law enforcement agencies considered to be potentially involved by the law enforcement agency filing the report;
3. All law enforcement agencies which the complainant requests the report to be sent to, if the request is reasonable in light of the information contained in the report.
4. Any law enforcement agency requesting a copy of the missing person report,

and.

5. Under Iowa Code Chapter 694.10 §3 to the clearinghouse (Iowa Missing Person Information Clearinghouse). *The National Child Search Assistance Act of 1990 also requires that the report be made available to the Missing Children Information Clearinghouse within the State or other agency designated within the State to receive such reports.*

Neither federal or state law mandate that the missing person report be sent to the National Center for Missing and Exploited Children, however, federal law does state that a law enforcement agency "maintain close liaison with the National Center for Missing and Exploited Children for the exchange of information and technical assistance in the missing children cases."



## FREQUENTLY ASKED QUESTIONS REGARDING MISSING PERSON ISSUES

**Question:** What would be the factors used in determining the Iowa agency with jurisdiction and responsibility to handle a missing person entry?

The purpose of any exercise in statutory construction is to ascertain and, to the extent possible, give effect to the intent of the legislature behind the enactment in question. In doing so, we should look to the object to be accomplished, the mischief to be remedied, or the purpose to be served, and place on the statute that construction which will best effect rather than defeat the intent. Beier Glass Co. v. Brundige, 329 N.W. 2d 280 (Iowa 1983). Words are to be given their meaning in common usage, unless they have particular technical or legal meaning in the context of the statute. Iowa Code § 4.1(2)(1987); Welp v. Iowa Dep't of Revenue, 333 N.W. 2d 481 (Iowa 1983).

The intent behind the enactment of chapter 694 is obvious. The legislature was concerned that persons seeking official assistance from law enforcement agencies to locate relatives, friends or associates who had disappeared were being frustrated by rules or policies and indifferences, real or perceived, of these agencies. The purpose of the statute is to provide some uniformity to the process so that concerned persons know to whom to turn, and law enforcement agencies know what their obligations are.

It is with this intent and purpose in mind that we turn to the language of the statute. The question asked what factors would be considered in determining "the" agency with jurisdiction. The statute refers to "a" law enforcement agency. The word "a" is an indefinite article.

The article "a" is not necessarily a singular term; it is often used in the sense of "any" and is then applied to more than one individual object.

Black's Law Dictionary, p. 3 (4th Rev. Ed. 1973). Thus, it is clear that while the obligations of chapter 694 can be imposed only on a law enforcement agency that has

jurisdiction, there is by no means necessarily only one such agency in a given case. Such a construction of the statute would complicate rather than simplify the task of persons seeking law enforcement assistance.

There are many ways in which an agency could become "a law enforcement agency having jurisdiction". It could have jurisdiction over the missing person's place of residence, where the person was last seen, where witnesses or other pertinent evidence may be located, where the person is likely to be coming or intended to go, or any other factors providing a basis to conduct an investigation within its territorial authority. The scope of the phrase is broad, and was intended to be so. Thus, any number of agencies could be obligated to receive a missing person report and follow through with the requirements of chapter 694, even though other agencies may have already done so, or may be asked to do so in the future.

**Question:** Under what circumstances can an Iowa agency cancel a missing person entry if an individual has not been located?

The only references in chapter 694 to the cancellation of a missing person report are in Iowa Code § 694.10(5) and (6) (1987), referring to the Missing Person Information Clearinghouse in the Iowa Department of Public Safety. These provisions only permit the cancellation of reports on persons who have been located. It would be unreasonable to cancel a missing person report because the person's place in an institution or facility had been filled, for administrative reasons, or because for any other reason the person reporting their disappearance was no longer interested in their return. So long as they meet the criteria of Iowa Code § 694.1 (1987) as a missing person, they are to remain on the registry of missing persons in the clearinghouse.

*The pertinent statutory provisions to the above information provided by the DPS attorney general's opinion dated May 4, 1988 regarding the foregoing questions are Iowa Code §§694.1, 694.2, 694.3 and 694.10(5) and (6) 1984.*



## **Iowa Missing Person Reference Manual**

**Question: What is the waiting period for filing a missing person report?**

Both Federal and State law require the immediate investigation and computer entry of juveniles under the age of 18 (see the National Child Search Assistance Act found on page # and Iowa Code Chapter 694.5 found on page #).

Adult cases are based on agency policy and the circumstances surrounding the case.

**Question: Who can file a missing person report?**

Neither federal nor state law place any restrictions on who can file a missing person report.

In cases involving unemancipated juveniles, custody and legal guardianship only establish the type of missing person case and the category which the case would be entered into IOWA/NCI. (EXAMPLE: A case involving a custodial parent filing a missing person report on an unemancipated juvenile would be entered in as a parental kidnap case; a case involving a non-custodial parent filing a missing person report would be entered into the juvenile category. Custody determination is definitely required in obtaining any warrants for the arrest of a non-custodial parent or family member.) A missing juvenile report should be taken from anyone wishing to file a missing person report on an unemancipated juvenile.

Adult cases are based on agency policy and the circumstances surrounding the case.

**Question: Can a non-custodial parent file a missing person report?**

The following is the Iowa Code definition of a missing person regarding an unemancipated minor:

*A person whose temporary or permanent residence is in Iowa, or is believed to be in Iowa, whose location has not been determined, who has been reported as missing to a law enforcement agency and who is an unemancipated minor.*

In a case filed by a non-custodial parent, an unemancipated juvenile would meet the above definition of a missing person since his/her residence would be *believed* to be in Iowa, his/her location would not have been determined, he/she would be considered an unemancipated minor and he/she would be reported as missing by the non-custodial parent.

Note, however, that the agency is only obligated to immediately enter the individual into IOWA/NCIC (Juvenile Category) and to immediately investigate the case. The agency, upon locating the missing juvenile, would have no authority except to cancel the missing juvenile from IOWA/NCIC. Information regarding the whereabouts of the custodial parent or child would be confidential information and would not be disclosed to the non-custodial parent.

**Question: What happens if an individual or agency files a false missing person report?**

Iowa Code Chapter 694.6 establishes the penalty for anyone filing a missing person report:

*A person who knowingly makes a false report of missing person, or knowingly makes a false statement in the report, to a law enforcement agency is guilty of a simple misdemeanor.*  
84 Acts, ch 1084, §6

**Question: What are the requirements regarding the signing of a missing person report?**

Federal and state laws define what information is to be captured when receiving a missing person report to aid in the location of the missing juvenile, however, there is no specific law mandating that a missing person report be signed.

Restrictions do come into effect when the missing person is entered into IOWA/NCIC. (A missing person report can be taken by an agency on a missing adult without entering that individual into IOWA/NCIC. However, the Iowa Missing Person Information Clearinghouse encourages the entry of any missing person into IOWA/NCIC.) The following information is



## Iowa Missing Person Reference Manual

taken from the Iowa Operating Manual for computer entry:

*"A record for a missing person who is declared emancipated as defined by Iowa law may be entered as missing provided the entering agency has documentation in its possession supporting the stated conditions under which the person is declared missing. This written documentation will aid in the protection of the individual's right to privacy. The documentation must be from a source other than the investigating police agency.*

*Examples of appropriate documentation are: A written statement from parent or legal guardian confirming that the person is missing and verifying his/her date of birth; a written statement from a physician or other authoritative source corroborating the missing person's physical/mental disability; or a written statement from parent or legal guardian, family member or other authoritative source advising that the missing person's disappearance was not voluntary or that he/she is in the company of another person under circumstances indicating his/her physical safety is in danger. No written documentation is required for entering catastrophe victims as missing.*

*A record for a missing person who is declared unemancipated as defined by the laws of his/her state of residence should be immediately entered into IOWA/NCIC using one of the appropriate incident type. A missing person report filed with an agency which has jurisdiction is sufficient documentation for entering a juvenile as missing."*

**Question:** Who is to provide transportation for the return of a missing person?

This question has been sent to the Assistant Iowa Attorney General for response. Some

agencies require that the reporting party sign a statement that they will pick up the juvenile upon his/her location. If the reporting party does not wish to sign such a statement, this does not relieve the law enforcement agency from their responsibility for entering and investigating the missing juvenile case.

For those cases where the missing juvenile is located out of state, avenues of return could involve use of the Interstate Compact, private businesses/agencies and the National Center for Missing & Exploited Children. The Iowa Missing Person Information Clearinghouse (1-800-346-5507) will assist law enforcement agencies with obtaining transportation services through these resources.

**Question:** Can more than one missing person entry be made into IOWA/NCIC for the same individual?

IOWA/NCIC rules specify there can be only one entry per person per agency.

**Question:** Can an individual be entered into IOWA/NCIC as both wanted and missing?

IOWA/NCIC rules specify there can be only one entry per person per agency. Therefore, an individual can be entered as both wanted and missing if there is more than one agency involved. If only one agency is involved, the seriousness of the charge, the danger present for the person involved or that could be inflicted upon others, and the distance either the reporting person or the agency is willing to transport are all important criteria to consider. A missing person entry with a nationwide pickup would likely take precedence over a warrant issued for a speeding violation. Conversely, a robbery with aggravation warrant would usually take precedence over a missing person report.



# **UNIDENTIFIED DEAD REPORT INFORMATION**



## **UNIDENTIFIED PERSON REPORTS**

When an individual or body has been located and his/her identity cannot be determined, descriptive information should be entered into NCIC. Records can be entered into the Unidentified Person File for the following:

- 1) Any unidentified deceased person.
- 2) A person who is living and unable to ascertain his/her identity, e.g., amnesia victim, infant, etc. The information on unidentified living persons should only be included for persons giving their consent, or if they are physically or mentally unable to give this consent.
- 3) Any unidentified catastrophe victim.
- 4) Body parts when a body has been dismembered.

Utilization of the "Unidentified Person Packet for NCIC Record Entry" form (example page 16) developed by NCIC will assist in capturing information which will aid in the identification of the individual. This form along with the unidentified person packet should be sent to the Missing Person Information Clearinghouse for entry into NCIC. All entries are made by the Department of Public Safety in Des Moines using a Division of Criminal Investigation ORI. Any information obtained regarding the unidentified person case is referred to the agency submitting the report for any further investigation. The NCIC computer system compares all records of missing persons and unidentified persons on a daily basis and sends a message to the originating agencies involved when a match occurs.

The Iowa Missing Person Information Clearinghouse keeps a file relating to each unidentified person in the state of Iowa. The clearinghouse will assist with additional computer searches and the preparation of informational flyers to aid in the identification of an individual.

Unidentified body information is not required to be entered into NCIC by all states. In fact, in many cases, information regarding an unidentified body is kept on a local law enforcement level. The Iowa clearinghouse encourages entry of the unidentified body in order to assist with the identification of the individual.



**UNIDENTIFIED PERSON REPORT  
FOR NCIC RECORD ENTRY**

Date \_\_\_\_\_

Message Key (see definitions on page 1) (MKE) <input type="checkbox"/> Unidentified Deceased (EUD) <input type="checkbox"/> Unidentified Living (EUL) <input type="checkbox"/> Unidentified Catastrophe Victim (EUV)	Reporting Agency (ORI)	Body Parts Status (BPS) <input type="checkbox"/> Complete Body (ALL) <input type="checkbox"/> Complete Skeleton (SKL)
---	------------------------	--

Body Parts Status (if incomplete body or skeleton, see body diagram for coding corresponding parts) (BPS) <table border="1" style="width:100%; text-align: center;"> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> ↓ - Not Recovered    R - Recovered    S - Skeletal	2	3	4	5	6	7	8	9	10	11	12	13	14														Sex (SEX) <input type="checkbox"/> Male (M) <input type="checkbox"/> Female (F) <input type="checkbox"/> Unknown (U)	Race (RAC) <input type="checkbox"/> Asian/Pacific Islander (A) <input type="checkbox"/> Black (B) <input type="checkbox"/> American Indian/Alaskan Native (I) <input type="checkbox"/> White (W) <input type="checkbox"/> Unknown (U)	Estimated Year of Birth Range (EYB) <table border="1" style="width:100%; text-align: center;"> <tr><td> </td><td> </td><td> </td><td> </td><td>-</td><td> </td><td> </td><td> </td></tr> </table>					-			
2	3	4	5	6	7	8	9	10	11	12	13	14																									
				-																																	

Estimated Date of Death (EDD)	Date Body Found (DBF)	Approximate Height Range (HGT) <table border="1" style="width:100%; text-align: center;"> <tr><td> </td><td> </td><td> </td><td>-</td><td> </td><td> </td><td> </td></tr> </table>				-				Approximate Weight Range (WGT) <table border="1" style="width:100%; text-align: center;"> <tr><td> </td><td> </td><td> </td><td>-</td><td> </td><td> </td><td> </td></tr> </table>				-			
			-														
			-														

Eye Color <input type="checkbox"/> Black (BLK) <input type="checkbox"/> Brown (BRO) <input type="checkbox"/> Hazel (HAZ) <input type="checkbox"/> Blue (BLU) <input type="checkbox"/> Gray (GRY) <input type="checkbox"/> Maroon (MAR) <input type="checkbox"/> Green (GRN) <input type="checkbox"/> Multicolored (MUL)	(EYE) <input type="checkbox"/> Pink (PNK) <input type="checkbox"/> Unknown (XXX)	Hair Color <input type="checkbox"/> Black (BLK) <input type="checkbox"/> Brown (BRO) <input type="checkbox"/> Blonde/Strawberry (BLN) <input type="checkbox"/> Gray/Partially Gray (GRY) <input type="checkbox"/> Red/Auburn (RED) <input type="checkbox"/> White (WHI)	(HAIR) <input type="checkbox"/> Sandy (SDY) <input type="checkbox"/> Unknown (XXX)
--	--	--	--

Scars, Marks, Tattoos, and Other Characteristics (SMT) See attached Personal Descriptors check list)	Fingerprint Classification* (FPC) <table border="1" style="width:100%; text-align: center;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20																					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20																							

Reporting Agency's Case Number (OCA)	Miscellaneous (MIS) Information such as build, clothing description, handedness, weather conditions at the time of death, place where the body was found, etc. should be included. If additional space is needed, attach additional sheet. *
--------------------------------------	---

Below is a list of clothing and personal effects. Please indicate those items that have been found with the person or body. Include style, type, size, color, condition, etc.

Item	Style/Type	Size	Color	Markings	Item	Style/Type	Size	Color	Markings
Head Gear					Shoes/Boots/Sneakers				
Coat/Tie/Gloves					Underwear				
Coat/Jacket/Vest					Bra/Girdle/Slip				
Swater					Stockings/Pantyhose				
Shirt/Blouse					Wallet/Purse				
Pants/Skirt					Money				
Suit/Suspenders					Glasses				
Socks					Other				
Other					Other				

Blood Type (BLT) <input type="checkbox"/> A Positive (APOS) <input type="checkbox"/> B Positive (BPOS) <input type="checkbox"/> AB Positive (ABPOS) <input type="checkbox"/> O Positive (OPOS) <input type="checkbox"/> A Negative (ANEG) <input type="checkbox"/> B Negative (BNEG) <input type="checkbox"/> AB Negative (ABNEG) <input type="checkbox"/> O Negative (ONEG) <input type="checkbox"/> A Unknown (AUNK) <input type="checkbox"/> B Unknown (BUNK) <input type="checkbox"/> AB Unknown (ABUNK) <input type="checkbox"/> O Unknown (OUNK)	(BLT)	Circumcision (CRC) <input type="checkbox"/> Was (C) <input type="checkbox"/> Unknown (U) <input type="checkbox"/> Was not (N)	Footprints Available (FPA) <input type="checkbox"/> Yes (Y) <input type="checkbox"/> No (N)
---	-------	---	--

Body X-rays Available (BXR) <input type="checkbox"/> Full (F) <input type="checkbox"/> Partial (P) <input type="checkbox"/> None (N)	Corrective Vision Prescription (VRX)
---	--------------------------------------

Manner of Death (CDA) <input type="checkbox"/> Accidental (A) <input type="checkbox"/> Homicide (H) <input type="checkbox"/> Suicide (S) <input type="checkbox"/> Unknown (U)	Cause of Death (CDA)
--	----------------------

Jewelry Type (See check list) (JWT)	Jewelry Description (JWL)
-------------------------------------	---------------------------

Medical Examiner/Coroner Agency Name and Case Number (MAN)	Medical Examiner/Coroner Locality (MAL)	Medical Examiner/Coroner Telephone Number (MAT)
--	---	---

NCIC Number (NIC)	Investigating Officer and Telephone Number (MIS)
-------------------	--

\* If fingerprints are available, submit a copy to the FBI, Identification Division, 10th and Pennsylvania Ave., Washington, D.C. 20537.  
 \*\* All dental information should be recorded on the dental report and entered in NCIC as a supplemental record.



# IOWA LAWS

**CODE OF IOWA**

**CHAPTER 694**

**MISSING PERSONS**

- 694.1 Missing persons
- 694.2 Complaint of missing person.
- 694.3 Report on missing persons
- 694.4 Dissemination of report.
- 694.5 Unemancipated minors.
- 694.6 False information —penalty.
- 694.7 to 694.9 Reserved.
- 694.10 Missing person information clearinghouse.

**694.1 Missing Persons**

As used in this chapter, unless the context otherwise indicates, "missing person" means a person who is missing and meets one of the following characteristics:

1. Is physically or mentally disabled.
2. Is missing under circumstances indicating that the missing person's safety may be in danger.
3. Is missing under circumstances indicating that the disappearance was not voluntary.
4. Is an unemancipated minor.

For purposes of this chapter an "unemancipated minor" means a minor who has not married and who resides with a parent or other legal guardian.

84 Acts, ch 1084, §1; 90 Acts, ch 1051, §1; 90 Acts, ch 1233, § 40

**694.2 Complaint of missing person.**

1. A person may file a complaint of a missing person with a law enforcement agency having jurisdiction. The complaint shall include, but is not limited to, the following information:

- a. The name of the complainant.
- b. The relationship of the complainant to the missing person.
- c. The name, age address, and all identifying characteristics of the missing person.
- d. The length of time the person has been missing.
- e. All other information deemed relevant by either the complainant or the law enforcement agency.

2. A report of the complaint of missing person shall be given to all law enforcement personnel currently on active duty for that agency through internal means and over the law enforcement administration network immediately upon its being filed.

84 Acts, ch 1084, §2

**694.3 Report on missing person.**

1. A law enforcement agency in which a complaint of a missing person has been filed shall prepare, as soon as practicable, a report on a missing person. That report shall include, but is not limited to, the following:

- a. All information contained in the complaint on a missing person.
- b. All information or evidence gathered by a preliminary investigation, if one was made.
- c. A statement, by the law enforcement office in charge, setting forth that officer's assessment of the case based upon all evidence and information received.
- d. An explanation of the next steps to be taken by the law enforcement agency filing the report.

84 Acts, ch 1084, §3

**694.4 Dissemination of report.**

Upon completion of the report, a copy of the report shall be forwarded to:

1. All law enforcement agencies having jurisdiction of the location in which the missing person lives or was last seen.
2. All law enforcement agencies considered to be potentially involved by the law enforcement agency filing the report.
3. All law enforcement agencies which the complainant requests the report to be sent to, if the request is reasonable in light of the information contained in the report.
4. Any law enforcement agency requesting a copy of the missing person report.

84 Acts, ch 1084, §4

**694.5 Unemancipated minors.**

1. If a report of missing person involves an unemancipated minor, the law enforcement agency shall immediately transmit the proper information for inclusion in the national crime information center computer.

2. If a report of missing person involves an unemancipated minor, a law enforcement agency shall not prevent an immediate active investigation on the basis of an agency rule which specifies an automatic time limitation for a missing person investigation.

84 Acts, ch 1084, §5



**694.6 False information --penalty.**

A person who knowingly makes a false report of missing person, or knowingly makes a false statement in the report, to a law enforcement agency is guilty of a simple misdemeanor.

84 Acts, ch 1084, §6

**694.7 to 694.9 Reserved.**

**694.10 Missing person information clearinghouse.**

**1. As used in this section:**

a. "Missing person" means a missing person as defined in 694.1 whose temporary or permanent residence is in Iowa, or is believed to be in Iowa, whose location has not been determined, and who has been reported as missing to a law enforcement agency.

b. "Missing person report" is a report prepared on a form designed by the department of public safety for use by private citizens and law enforcement agencies to report missing person information to the missing person information clearinghouse.

2. The department of public safety shall establish a statewide missing person information clearinghouse. In connection with the clearinghouse, the department shall:

a. Collect, process, maintain, and disseminate information concerning missing persons in Iowa.

b. Develop training programs for local law enforcement personnel concerning appropriate procedures to report missing persons to the clearinghouse and to comply with legal procedures relating to missing person cases.

c. Provide specialized training to law enforcement officers, in conjunction with the law enforcement academy, to enable the officers to more efficiently handle the tracking of missing persons and unidentified persons on the local level.

d. Develop training programs to assist parents in avoiding child kidnapping.

e. Cooperate with other states and the national crime information center in efforts to locate missing persons.

f. Maintain a toll-free telephone line, available twenty-four hours a day, seven days a week, to receive and disseminate information related to missing persons.

g. Distribute monthly bulletins to all local law enforcement agencies and to media outlets which request missing person information, containing the names, photos, and descriptions of missing persons, information related to the events surrounding the disappearance of the missing persons, the law enforcement agency or person to contact if missing persons are located or if other relevant information is discovered relating to missing persons, and the names

of persons reported missing whose locations have been determined and confirmed.

h. Produce, update at least weekly, and distribute public service announcements to media outlets which request missing person information, containing the same or similar information as contained in the monthly bulletins.

i. Encourage and seek both financial and in-kind support from private individuals and organizations in the production and distribution of clearinghouse bulletins and public service announcements under paragraphs "g" and "h".

j. Maintain a registry of approved prevention and education materials and programs regarding missing and runaway children.

k. Coordinate public and private programs for missing and runaway children.

3. A law enforcement agency shall submit all missing person reports compiled pursuant to section 694.3 and updated information relating to the reports to the clearinghouse.

4. Subsequent to the filing of a complaint of a missing person with a law enforcement agency pursuant to section 694.2, the person filing the complaint may submit information regarding the missing person to the clearinghouse. If the person reported missing is an unemancipated minor, any person may submit information regarding the missing unemancipated minor to the clearinghouse.

5. A person who has filed a missing person complaint with a law enforcement agency shall immediately notify that law enforcement agency when the location of the missing person has been determined.

6. After the location of a person reported missing to the clearinghouse has been determined and confirmed, the clearinghouse shall only release information described in subsection 2, paragraphs "g" and "h" concerning the located person. After the location of a missing person has been determined and confirmed, other information concerning the history of the missing person case shall be disclosed only to law enforcement officers of this state and other jurisdictions when necessary for the discharge of their official duties and to the juvenile court in the county of a formally missing child's residence. All information relating to a missing person in the clearinghouse shall be purged when the person's location has been determined and confirmed, except that the information relating to a missing child shall be purged when the child reaches eighteen years of age and the child's location has been determined and confirmed.

85 Acts, sh 173, §29



## CODE OF IOWA

### Chapter 710

#### KIDNAPPING AND RELATED OFFENSES

##### 710.1 Kidnapping defined.

##### 710.2 Kidnapping in the first degree.

##### 710.3 Kidnapping in the second degree.

##### 710.4 Kidnapping in the third degree.

##### 710.5 Child stealing.

##### 710.6 Violating custodial order.

##### 710.7 False imprisonment.

##### 710.8 Harboring a runaway child prohibited-penalty.

##### 710.9 Civil liability of harboring a runaway child.

##### 710.10 Enticing away a child.

##### 710.11 Purchase or sale of an individual.

##### 710.1 Kidnapping defined.

A person commits kidnapping when the person either confines a person or removes a person from one place to another, knowing that the person who confines or removes the other person has neither the authority nor the consent of the other to do so; provided, that to constitute kidnapping the act must be accompanied by one or more of the following:

1. The intent to hold such person for ransom.
2. The intent to use such person as a shield or hostage
3. The intent to inflict serious injury upon such person, or to subject the person to a sexual abuse.
4. The intent to secretly confine such person.
5. The intent to interfere with the performance of any government function.

[C51, §2588; R60, §4211; C73, §3869; C97, §4765; S13, §4750-b; C24, 27, 31, 35, 39, §12981, 12983; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, §706.1, 706.3; C79, 81, §710.1]

##### 710.2 Kidnapping in the first degree.

Kidnapping is kidnapping in the first degree when the person kidnapped, as a consequence of the kidnapping, suffers serious injury, or is intentionally subjected to torture or sexual abuse. Kidnapping in the first degree is a class "A" felony.

[C51, §2588; R60, §4211; C73, §3869; C97, §4765; C24, 27, 31, 35, 39, §12981; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, §706.1; C79, 81, §710.2]

*definition of forcible felony, §702.11*

##### 710.3 Kidnapping in the second degree.

Kidnapping where the purpose is to hold the victim for ransom or where the kidnapper is

armed with a dangerous weapon is kidnapping in the second degree. Kidnapping in the second degree is a class "B" felony.

[C51, §2588; R60, §4211; C73, §3869; C97, §4767; S13, §4750-b; C24, 27, 31, 35, 39, §12981, 12983; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, §706.1, 706.3; C79, 81, §710.3]

*definition of forcible felony, §702.11*

##### 710.4 Kidnapping in the third degree.

All other kidnappings are kidnappings in the third degree. Kidnapping in the third degree is a class "C" felony.

[C51, §2588; R60, §4211; C73, §3869; C97, §4765; C24, 27, 31, 35, 39, §12981; C45, 50, 54, 58, 62, 66, 71, 73, 75, 77, §706.1; C79, 81, §710.4]

*definition of forcible felony, §702.11*

##### 710.5 Child Stealing.

A person commits a class "B" felony when, knowing that the person has no authority to do so, the person forcibly or fraudulently takes, decoys or entices away any child with intent to detain or conceal such child from its parents, guardian, or other persons or institution having the lawful custody of such child, unless the person is a relative of such child, and the person's sole purpose is to assume custody of such child.

[S13, §254-a46; C24, 27, 31, 35, 39, §12982; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, §706.2; C79, 81, §710.5]

##### 710.6 Violating custodial order.

A relative of a child who, acting in violation of an order of any court which fixes, permanently or temporarily, the custody or physical care of the child in another, takes and conceals the



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child, within or outside the state, from the person having lawful custody or physical care, commits a class "D" felony.

A parent of a child living apart from the other parent who conceals that child or causes that child's whereabouts to be unknown to a parent with visitation rights or parental time violation of a court order granting visitation rights or parental time and without the other parent's consent, commits a serious misdemeanor.

[C79, 81, §710.6]

85 Acts, ch 132, §1; 86 Acts, ch 1145, §1

### **710.7 False imprisonment**

A person commits false imprisonment when, having no reasonable belief that the person has any right or authority to do so, the person intentionally confines another against the other's will. A person is confined when the person's freedom to move about is substantially restricted by force, threat, or deception. False imprisonment is a serious misdemeanor.

[C79, 81, §710.1]

### **710.8 Harboring a runaway child prohibited-penalty.**

1. As used in this section and section 710.9 unless the context otherwise requires:

a. "Criminal Act" means the violation of any federal or state law.

b. "Harbor" means to provide aid, support, or shelter.

c. "Runaway Child" means a person under eighteen years of age who is voluntarily absent from the person's home without the consent of the person's parent, guardian, or custodian.

2. A person shall not harbor a runaway child with the intent of committing a criminal act involving the child or with the intent of enticing or forcing the runaway child to commit a criminal act.

3. A person convicted of a violation of this section is guilty of an aggravated misdemeanor. 85 Acts, ch 183, §1

### **710.9 Civil liability for harboring a runaway child.**

A parent, guardian, or custodian of a runaway child has a right of action against a person who harbored the runaway child in violation of section 710.8 for expenses sustained in the search for the child, for damages sustained due to physical or emotional distress due to the absence of the child, and for punitive damages.

85 Acts, ch 183, §2

### **710.10 Enticing away a child.**

1. A person commits a class "D" felony when, without authority and with the intent to commit an illegal act upon the child, the person entices away a child.

2. A person commits an aggravated misdemeanor when, without authority and with the intent to commit an illegal act upon the child, the person attempts to entice away a child.

85 Acts, ch 183, §3; 86 Acts, ch 1238, §29

### **710.11 Purchase or sale of an individual.**

A person commits a class "C" felony when the person purchases or sells or attempts to purchase or sell an individual to another person. This section does not apply to a surrogate mother arrangement. For purposes of this section, a "surrogate mother arrangement" means an arrangement whereby a female agrees to be artificially inseminated with the sperm of a donor, to bear a child, and to relinquish all rights regarding that child to the donor or donor couple.

89 Acts, ch 116, §1



# **FEDERAL LAWS AND THE HAGUE CONVENTION**



## The Family Educational Rights and Privacy Act of 1974

P.L. 93-380; P.L. 83-568  
20 U.S.A. Code, § 1232g

(a)(1)(A) No funds shall be made available under any applicable program to any educational agency or institution which has a policy of denying, or which effectively prevents, the parents of students who are or who have been in attendance at a school of such agency or at such institution, as the case may be, the right to inspect and review the education records of their children. If any material or document in the education record of a student includes information on more than one student, the parents of one of such students shall have the

right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material. Each educational agency or institution shall establish appropriate procedures for the granting of a request by parents for access to the education records of their children within a reasonable period of time, but in no case more than forty-five days after the request has been made.

## The Parental Kidnapping Prevention Act of 1980

Public Law 96-611  
28 U.S. Code, § 1738A

(a) The appropriate authorities of every State shall enforce according to its terms, and shall not modify except as provided in subsection (f) of this section, any child custody determination made consistently with the provisions of this section by a court of another State.

(b) As used in this section, the term --

(1) "child" means a person under the age of eighteen;

(2) "contestant" means a person, including a parent, who claims a right to custody or visitation of a child;

(3) "custody determination" means a judgment, decree, or other order of a court providing for the custody or visitation of a child, and includes permanent and temporary orders, and initial orders and modifications;

(4) "home State" means the state in which, immediately preceding the time involved, the child lived with his parents, a parent, or a person acting as a parent, for at least six consecutive months, and in the case of a child less than six months old, the State in which the child lived from birth with any of such persons.

Periods of temporary absence of any of such persons are counted as part of the six-month or other period;

(5) "modification" and "modify" refer to a custody determination which modifies, replaces, supersedes, or otherwise is made subsequent to, a prior custody determination concerning the same child, whether made by the same court or not;

(6) "person acting as a parent" means a person, other than a parent, who has physical custody of a child and who has either been awarded custody by a court or claims a right to custody;

(7) "physical custody" means actual possession and control of a child; and

(8) "State" means a State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, or a territory or possession of the United States.

(c) A child custody determination made by a court of a State is consistent with the provisions of this section only if --





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(1) such court has jurisdiction under the law of such State; and

(2) one of the following conditions is met:

(A) such State (i) is the home State of the child on the date of the commencement of the proceeding, or (ii) had been the child's home State within six months before the date of the commencement of the proceeding and the child is absent from such State because of his removal or retention by a contestant or for other reasons, and a contestant continues to live in such State;

(B) (i) it appears that no other State would have jurisdiction under subparagraph (A), and (ii) it is in the best interest of the child that a court of such State assume jurisdiction because (I) the child and his parents, or the child and at least one contestant, have a significant connection with such State other than mere physical presence in such State, and (II) there is available in such State substantial evidence concerning the child's present or future care, protection, training, and personal relationships;

(C) the child is physically present in such State and (i) the child has been abandoned, or (ii) it is necessary in an emergency to protect the child because he has been subjected to or threatened with mistreatment or abuse;

(D) (i) it appears that no other State would have jurisdiction under subparagraph (A), (B), (C), or (E), or another State has declined to exercise jurisdiction on the ground that the State whose jurisdiction is in issue is the more appropriate forum to determine the custody of

(c) In furtherance of the purpose of section 1738A of title 28, United States Code, as added by subsection (a) of this section, State courts are encouraged to --

(1) afford priority to proceedings for custody determinations; and

(2) award to the person entitled to custody or visitation pursuant to a custody determination which is consistent with the provisions of such section 1738A, necessary travel expenses, attorneys' fees, costs of private investigations, witness fees or expenses, and other expenses

the child, and (ii) it is in the best interest of the child that such court assume jurisdiction; or

(E) the court has continuing jurisdiction pursuant to subsection (d) of this section.

(d) The jurisdiction of a court of a State which has made a child custody determination consistently with the provisions of this section continues as long as the requirement of subsection (c)(1) of this section continues to be met and such State remains the residence of the child or of any contestant.

(e) Before a child custody determination is made, reasonable notice and opportunity to be heard shall be given to the contestants, any parent whose parental rights have not been previously terminated and any person who has physical custody of a child.

(f) A court of a State may modify a determination of the custody of the same child made by a court of another State, if --

(1) it has jurisdiction to make such a child custody determination, and

(2) the court of the other State no longer has jurisdiction, or it has declined to exercise such jurisdiction to modify such determination.

(g) A court of a State shall not exercise jurisdiction in any proceeding for a custody determination commenced during the pendency of a proceeding in a court of another State where such court of that other State is exercising jurisdiction consistently with the provisions of this section to make a custody determination.

incurred in connection with such custody determination in any case in which--

(A) a contestant has, without the consent of the person entitled to custody or visitation pursuant to a custody determination which is consistent with the provisions of such section 1738A, (i) wrongfully removed the child from the physical custody of such person, or (ii) wrongfully retained the child after a visit or other temporary relinquishment of physical custody; or

(B) the court determines it is appropriate.



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### 42 U.S. Code, § 653

(17) in the case of a State which has in effect an agreement with the Secretary entered into pursuant to section 463 for the use of the Parent Locator Service established under section 453, to accept and transmit to the Secretary requests for information authorized under the provisions of the agreement to be furnished by such Service to authorized persons, and to impose and collect (in accordance with regulations of the Secretary) a fee sufficient to cover the costs to the State and

to the Secretary incurred by reason of such requests, to transmit to the Secretary from time to time (in accordance with such regulations) so much of the fees collected as are attributable to such costs to the Secretary so incurred, and during the period that such agreement is in effect, otherwise to comply with such agreement and regulations of the Secretary with respect thereto.

### 42 U.S. Code, §§ 653 - 655

#### 42 U.S. Code, §663

(a) The Secretary shall enter into an agreement with any State which is able and willing to do so, under which the services of the Parent Locator Service established under section 453 shall be made available to such State for the purpose of determining the whereabouts of any absent parent or child when such information is to be used to locate such parent or child for the purpose of --

(1) enforcing any State or Federal law with respect to the unlawful taking or restraint of a child; or

(2) making or enforcing a child custody determination.

(b) An agreement entered into under this section shall provide that the State agency described in section 454 will, under procedures prescribed by the Secretary in regulations, receive and transmit to the Secretary requests from authorized persons for information as to (or useful in determining) the whereabouts of any absent parent or child when such information is to be used to locate such parent or child for the purpose of --

(1) enforcing any State or Federal law with respect to the unlawful taking or restraint of a child; or

(2) making or enforcing a child custody determination.

(c) Information authorized to be provided by the Secretary under this section shall be subject to

the same conditions with respect to disclosure as information authorized to be provided under section 453, and a request for information by the Secretary under this section shall be considered to be a request for information under section 453 which is authorized to be provided under such section. Only information as to the most recent address and place of employment of any absent parent or child shall be provided under this section.

(d) For purposes of this section --

(1) the term 'custody determination' means a judgment, decree, or other order of a court providing for the custody or visitation of a child, and includes permanent and temporary orders, and initial orders and modification;

(2) the term 'authorized person' means --

(A) any agent or attorney of an State having an agreement under this section, who has the duty or authority under the law of such State to enforce a child custody determination;

(B) any court having jurisdiction to make or enforce such a child custody determination, or any agent of such court; and

(C) any agent or attorney of the United States, or of a State having an agreement under this section, who has the duty or authority to investigate, enforce, or bring a prosecution with respect to the unlawful taking or restraining of a child.

### 18 U.S. Code, § 1073, note

(a) In view of the findings of the Congress and the purposes of sections 6 to 10 of this Act set forth in section 302, the Congress hereby expressly declares its intent that section 1073 of

title 18, United States Code, apply to cases involving parental kidnapping and interstate or international flight to avoid prosecution under applicable State felony statutes.



## The Missing Children Act of 1982

Public Law 97-292  
28 U.S. Code, § 534 (a)

The Attorney General, through the FBI, will be required, as part of its National Crime Information Center (NCIC) to:

Acquire, collect, classify, and preserve any information which would assist in the identification of any deceased individual who has not been identified after the discovery of such deceased individual; and acquire, collect, classify, and preserve any information which

would assist in the location of any missing person (including an unemancipated person as defined by the laws of the place of residence of such person); and provide confirmation as to any entry for such a person to the parent, legal guardian, or next of kin of that person (and the Attorney General may acquire, collect, classify, and preserve such information from such parent, guardian, or next of kin).

## The Uniform Child Custody Jurisdiction Act (UCCJA)

All fifty states, the District of Columbia, and the Virgin Islands have enacted the UCCJA. Although it is called a "uniform act", many states have changed some of this law's provisions before enacting it. Consequently, you should read the UCCJA as passed by the state of Iowa (Iowa Code Chapter 598A §.1 to .25) as well as the state in which the abducted child is located.

The UCCJA does the following:

1. Establishes rules governing which state has jurisdiction (power to make or modify (change) a custody determination.
2. Applies to proceedings for custody, visitation, and joint custody but not to actions for child support.
3. Makes it possible for a parent to obtain a custody determination even after a child has been abducted.
4. Enables a parent with a valid custody decree to have the decree honored and enforced in whatever state the child is located, without having to retry the whole custody case. It may be necessary, however, for the court of the state in which the child is found to hold a hearing to satisfy itself that the court order is valid. The enforcing court will also apply the Federal Parental Kidnapping Prevention Act, which in some instances will prevent enforcement of a

custody decree that is valid under the state UCCJA.

5. Limits the right of a court to conduct a custody hearing when a valid custody decree has already been made by another state and when a court in another state that has jurisdiction under the UCCJA is considering a petition for custody.
6. Restricts the power of a court to modify existing custody orders made by courts in other states that follow the UCCJA.
7. Punishes child abductors by permitting judges to order them to pay all reasonable costs, including attorney's fees, incurred by the victim parent in locating and recovering the child.
8. Discourages parental kidnapping by giving judges the power to refuse to hear a case if an abductor petitions the judge for a new custody order or for changes in an existing order.
9. Encourages communication and cooperation between judges in different states to decide which state has jurisdiction and whether that state should exercise jurisdiction in an interstate custody or parental kidnapping case.
10. Permits special scheduling of interstate custody cases to speed their resolution.
11. Provides that custody decrees made by courts in foreign countries are entitled to enforcement in the United States if reasonable notice and an opportunity to be heard are given to all affected persons.



## **The Missing Children's Assistance Act of 1984**

**Public Law 98-473  
42 U.S. Code §5771 *et seq.*)**

Requires the federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) of the U.S. Department of Justice to:

establish and operate a national, toll-free telephone line to receive reports of sightings of missing children and to provide information on reuniting the child and the child's custodian

establish and operate a national clearinghouse of information about missing and exploited children

provide technical assistance to law enforcement agencies, nonprofit agencies, and families to help locate and recover missing children

conduct a national incidence study to find out the numbers of missing children

publish summaries of the latest research on missing children

## **The International Child Abduction Remedies Act of 1988**

**Public Law 100-300  
42 U.S. Code, §11601 to §11610)**

Establishes procedures for bringing court actions in the United States for the return of abducted children pursuant to the Hague Convention on the Civil Aspects of International Child Abduction in the United States. The International Child Abduction Remedies Act requires the President to designate a federal agency as the Central Authority for administration of the treaty provisions within the United States. It empowers state and federal

courts to hear cases for the return of children who have been abducted from foreign countries to the United States, and authorizes the courts to protect the well-being of the child and to prevent the child's further removal or concealment. The U.S. Central Authority is authorized to have access to information in certain American records pertaining to the whereabouts of an abductor or child.



## **Iowa Missing Person Reference Manual**

**LAWS of 101st Cong.-2nd SESS.**

**Nov. 29**

**CRIME CONTROL ACT OF 1990**

**P.L. 101-647  
Sec. 3702**

### **TITLE XXXVII—NATIONAL CHILD SEARCH ASSISTANCE ACT OF 1990**

#### **SEC. 3701. REPORTING REQUIREMENT.**

a) **IN GENERAL.**--Each Federal, State, and Local law enforcement agency shall report each case of a missing child under the age of 18 reported to such agency to the National Crime Information Center of the Department of Justice.

b) **GUIDELINES.**--The Attorney General may establish guidelines for the collection of such reports including procedures for carrying out the purposes of this Act.

c) **ANNUAL SUMMARY.**--The Attorney General shall publish an annual statistical summary of the reports received under this title.

#### **SEC. 3702. STATE REQUIREMENTS.**

Each State reporting under the provisions of this title shall--

1) ensure that no law enforcement agency within the State establishes or maintains any policy that requires the observance of any waiting period before accepting a missing child or unidentified person report;

2) provide that each such report and all necessary and available information, which, with respect to each missing child report, shall include--

A) the name, date of birth, sex, race, height, weight, and eye and hair color of the child;

B) the date and location of the last known contact with the child; and

C) the category under which the child is reported missing;

is entered immediately into the State law enforcement system and the National Crime Information Center computer networks and made available to the Missing Children Information Clearinghouse within the State or other agency designated within the State to receive such reports; and

3) provide that after receiving reports as provided in paragraph (2), the law enforcement agency that entered the report into the National Crime Information Center shall--

A) no later than 60 days after the original entry of the record into the State law enforcement system and National Crime Information Center computer networks, verify and update such record with any additional information, including, where available, medical and dental records;

B) institute or assist with appropriate search and investigative procedures; and

C) maintain close liaison with the National Center for Missing and Exploited Children for the exchange of information and technical assistance in the missing children cases.

Approved November 29, 1990

104 STAT. 4966 - 4968



## **International Child Abduction**

### **The Hague Convention**

#### **on the Civil Aspects of International Child Abduction**

The Hague Convention on the Civil Aspects of International Child Abduction is an international treaty governing the return of internationally abducted children. It was negotiated in 1980 and ratified by the United States in 1988. The Hague Convention became law in the United States on July 1, 1988.

The Hague Convention (Child Abduction Convention) provides for the prompt return of internationally abducted children, usually to the country of their habitual residence, subject to very limited exceptions. Custody decisions are to be made by the courts of the country of the child's habitual residence. The Convention establishes new administrative and judicial remedies to secure the return of an internationally abducted child and to facilitate the exercise of visitation rights across international borders. The remedies established under the Convention are not exclusive. A parent can file any other authorized court action for the child's return in addition to, or instead of, pursuing remedies established by the Convention.

The Hague Convention will apply only to cases occurring after its entry into force in both countries, and it is not expected that all countries will ratify. Nonetheless, it sets international policy condemning parental abduction and seeks promptly to restore children to their pre-abduction circumstances, thus limiting the harm they suffer as a result of the abduction. It also provides international laws and procedures for the resolution of these difficult disputes.

The preceding information regarding The Hague Convention was excerpted from pages 66 - 67 of *Family Abduction*, a publication by Patricia Hoff, et al. and published by the National Center for Missing and Exploited Children in cooperation with the ABA Center on Children and the Law, a program of the Young Lawyers Division, American Bar Association. © 1994. All rights reserved. For further information on the Hague Convention and countries that have ratified the Convention please refer to this publication.



# INVESTIGATIVE CHECKLISTS

The checklists on the following pages were adapted from the *Investigator's Guide to Missing Child Cases* © in 1987 by the National Center for Missing and Exploited Children (NCMEC), Arlington, Virginia, USA and are reprinted with permission. All rights reserved. These checklists provide basic investigative information to be utilized by law enforcement agencies when investigating a missing person report. More detailed information regarding each of these checklists can be found in this National Center for Missing and Exploited Children publication.



### **Initial Response Investigation Checklist**

- Take initial description**
  - Name
  - Clothing worn
  - Physical appearance
- Dispatch patrol officer.**
- Broadcast description.**
- Interview parents.**
  - What is the correct spelling of the child's name?
  - What is the correct date of birth?
  - What nicknames does the child have?
  - Who has custody?
  - Who saw the child last?
  - Where was the child last seen?
  - When was the child noticed to be missing?
  - Who are the child's friends and their addresses?
  - Verify physical description provided in broadcast.
  - Are there any unusual circumstances?
- Note everyone present at the scene.**
  - Name?
  - Photo identification?
- Search the home.**
  - Get permission from the parents to search the home.
  - Look in any place a child might be able to crawl into or hide.
  - Be alert to signs of violence or foul play.
  - Have a second officer search if the child is not found.
- Interview other family members.**
  - Did the child talk about running away or suicide?
  - What places did the child frequent?
  - Were there any family problems affecting the child?
  - Did the child use drugs or alcohol?
  - Were there any school problems?
  - When and where was the last time each family member saw the child?
  - Was there anyone with the child when last seen?
- File a missing persons report with NCIC-MPF immediately upon verification that the child is missing.**
  - If the child is believed to be endangered (if any "unusual circumstances" exist), enter in "Endangered" category in NCIC-MPF.
  - Use "Miscellaneous" section to enter information about suspected abductor as well as warrant information.
  - Using NCIC printout, verify date of birth and exact spelling of name.





## ***Iowa Missing Person Reference Manual***

- Assign case to lead investigator.**
- Seek crime analysis unit assistance**
  - Produce case enhancement file
    - Victim file
    - Field interrogation contacts
    - School incidents reports
    - Child abuse reports
  - Suspicious vehicle file
  - Suspicious persons file
  - Tip file
- Disseminate relevant case information.**



Statistics compiled for the state of Iowa show 91 per cent of missing person cases are categorized as juvenile cases and 99 per cent of the juvenile cases are categorized as voluntary missing or runaway. The following section refers to information regarding the voluntary missing juvenile. Since the majority of these runaways generally return home within a week (80 per cent) and because of the large number of voluntary cases (over 8,000 per year) a law enforcement agency can easily acquire a casual attitude when handling a runaway case. Laws that are in place both on the federal level and the state level, however, do not allow for a casual attitude. An agency is still responsible for the immediate entry of the missing person report into IOWA/NCIC and the immediate investigation of the case.

### **Voluntary Missing Case Investigation Checklist**

- Give parents tasks.**
  - Collect child's medical and dental records.
  - Contact out-of-town relatives.
  
- Assist parents in developing, printing, and distributing poster of missing child.**
  
- Refer parents to the Iowa Missing Person Information Clearinghouse, the National Center for Missing and Exploited Children and local nonprofit missing/runaway children's organizations.**
  
- Interview friends.**
  - Determine if whereabouts of missing child are known to friends or friends' families.
  - Ask about problems the child may have been encountering - home, school, boyfriend/girlfriend, drugs, alcohol - in neutral, non judgmental manner.
  - Ask about "hangouts."
  
- Obtain patrol involvement.**
  - Provide patrol units in area with picture and description of youth.
  - Units in areas of youth "hangouts" should be alerted to all cases of runaway youths.
  - Distribute pictures of missing child to train and bus stations and truck stops.
  
- Determine life style of missing youth.**
  - Focus on the life style of the missing youth.
  - What survival skills or resources does the youth have?
  - Has the child run away before - where did he or she go?
  - Does the child have money? Is the bank alerted?
  - Was the episode planned in advance or was it spontaneous?
  
- Seek information and assistance from other units in the department, especially vice and intelligence.**
  
- Check with school officials.**
  - Search school lockers.
  - Check school attendance records and those of close friends.
  - Inquire about school observations of:
    - Peer relationships
    - Changes in behavior
    - Possible explanations of the disappearance.



## ***Iowa Missing Person Reference Manual***

- Check child abuse registry.**
- Contact hospitals and other health facilities.**
  - Provide copy of poster of missing youth.
  - Remind them of their child abuse reporting responsibility.
- After thirty days, fully load NCIC Missing Persons File with all available information.**
  - Fingerprint classifications and dental records
  - Identifying physical characteristics
- Conduct case review to determine if the child should be listed in the "endangered category" of NCIC.**
- Maintain contact with the friends and family of the child.**
  - Contact out-of-town as well as local relatives of the child and ask them to notify the investigator if contacted by the youth.
  - Recontact friends to determine if the youth has had contact with them.
- Maintain contact with the patrol, vice, and intelligence units within the department.**
- Upon recovery of the child (even if the child returns home voluntarily), interview the child.**
  - Determine why the child left.
  - What happened while the child was missing?
  - What can the department do to help the youth now?
- Delete the case from NCIC**



## **Parental Kidnapping Case Investigation Checklist**

- Document custody status**
  - Obtain copy of notarized custody order.
  - Check with searching parent's attorney for any modifications.
  - Check with clerk of court with jurisdiction.
  
- If available, interview abductor parent suspect.**
  - Determine if he or she has physical custody of the child.
  - Is child safe?
  - Obtain court order to take child if possible abduction is suspected.
  
- Enter child into MPF.**
  - If felony warrant has been issued, enter abductor parent in IOWA/NCIC wanted persons file.
  - Cross reference entries in "Miscellaneous" fields.
  
- Examine records (after proper authorization).**
  - Check telephone, bank, and credit card records of abducting parent.
  - Check employer, union and other occupational licensing records.
  
- Refer searching parent to the Iowa Missing Person Information Clearinghouse, the National Center for Missing and Exploited Children and nonprofit organizations.**
  
- Assist searching parent in developing a missing child poster.**
  - After obtaining warrant for the abductor parent, include a photograph and descriptive information of the abductor.
  
- "Flag" child records.**
  - Request school officials to notify law-enforcement if school records are requested.
  - Request health care providers to "flag" medical records and notify if requests are received.
  - Request Bureau of Vital Statistics to notify if requests for birth certificates are received.
  - Notify State Department to block request for passport and notify if application is received.
  
- Contact Federal Parent Locator Service (FPLS) if case is at least six months old.**
  - Request a search of state PLS data bases.
  - Repeat every six months.
  
- Fully load MPF after the child has been missing thirty days.**
  - Dental and medical records
  - Fingerprints
  - Complete physical description
  
- Make additional records checks.**
  - Credit bureau
  - Endorsements on government checks
  - Possible reference requests
  - Pension fund change of address.



## ***Iowa Missing Person Reference Manual***

- Plan for the recovery of the child.**
  - Obtain pick-up order for the child.
  - Notify child protective service workers about potential need for shelter care.
  - Coordinate with clearinghouse in state in which child is recovered.
  - If necessary, contact National Center for Missing and Exploited Children for assistance in arranging transportation for searching parent.
  
- Take abductor into custody away from child if possible.**
  
- Interview the child.**
  - What happened while abducted?
  - Did any abuse occur before abduction or while abducted?
  
- Delete NCIC entries.**



## **Non-family Abduction Case Investigation Checklist**

- Set up command post away from the child's home.**
  - Station officer at child's home.
  - Assign responsibilities.
  - Mobilize resources.
    - Search and rescue teams
    - Fire department
    - Other law-enforcement agencies in the region.
  
- Conduct search.**
  - ID and log in searchers; issue search ID.
  - Assign teams for search.
  - Carefully conduct grid search of ground.
  - Air search in ten-mile diameter from home or scene of disappearance.
  - Contact National Guard for infrared aerial photography.
  - Maintain discipline among ground searchers.
  
- Locate and interview witnesses.**
  - Conduct door-to-door searches (neighborhood canvass).
  - Conduct building searches.
  
- Maintain routine patrol in the area of the disappearance.**
  - Look for any deviation from "normal."
  - Conduct IOWA/NCIC checks on suspicious vehicles.
  - Conduct IOWA/NCIC checks on suspicious persons.
  - Analyze calls for service to determine possible relationship to abduction.
  
- Concentrate on finding perpetrator.**
  - Interview witnesses.
  - Follow up on leads.
  - Monitor parents' telephone line.
  - Process crime scene.
  - Check child's medical records.
  - Check crime reports from nearby jurisdictions.
  - Contact hospitals and cab companies.
  
- Polygraph parents and other family member/guardians.**
  
- Seek FBI assistance.**
  - Crime scene profiling
  - Forensic analysis
  - VICAP
  
- Report to IOWA/NCIC.**
  - Fully load IOWA/NCIC Missing Persons File within two weeks.
  - Be sure that child is listed as "Endangered". (An IOWA entry of Involuntary - automatically sent to NCIC as endangered)
  
- Develop and distribute poster of missing child.**
  - Use color, if possible.



## ***Iowa Missing Person Reference Manual***

Have two or three different pictures of the child.  
Consider age enhancement after three years.

- Be vigilant in search for other child victim crimes with similar characteristics.**
- Interview the child.**
  - What offenses took place?
  - Where offenses took place (jurisdictions)?
  - Use caution in deciding whether to videotape the interviews with the child.
  - Do not further victimize the child.
- In recovery of a deceased child:**
  - Determine cause of death.
  - Investigate as any possible homicide.



# RESOURCES





## **IOWA MISSING PERSON INFORMATION CLEARINGHOUSE**

The Missing Person Information Clearinghouse was established July 1, 1985, within the Department of Public Safety providing a program for compiling, coordinating and disseminating information in relation to missing persons and unidentified persons. Housed within the Division of Criminal Investigation, the clearinghouse assists in helping to locate missing persons through public awareness and cooperation, and in educating law enforcement officers and the general public about the missing persons problem. Services provided by the clearinghouse are the following:

**24 Hour Toll Free Hotline** - available 7 days a week to request assistance in the location of a missing person and report information on the sighting/location of a missing person.

### **Networking**

#### *General Public*

Speakers Bureau  
Child Abduction and Runaway Prevention Materials  
Films and Videos

*Local Law Enforcement Agencies* - Training and investigative assistance in the area of missing persons and contact for research of laws and resource information.

*Nationwide* - Member state of I-SEARCH (Interstate Enforcement Agencies to Recover Children); contact with other state missing person agencies in the location of missing persons; and contact with the National Center for Missing and Exploited Children.

**Programs and Materials Registry** - provides information regarding approved prevention and education program and material information regarding missing children. The clearinghouse also provides for the filing of complaints regarding programs and materials which are questionable as to content or usage.

### **Publications**

*Missing Person Bulletin* - published monthly, containing names, photographs, descriptions and circumstances surrounding the disappearance of Iowa individuals. The bulletin is distributed to Iowa law enforcement agencies, the National Center for Missing and Exploited Children, all state clearinghouses, and other interested individuals and/or agencies requesting a copy of the bulletin.

*Weekly Public Service Announcements* - provides updated information to the Missing Person Bulletin.

**Statistical Information** - collected and disseminated on missing persons in the state of Iowa to assist in an accurate picture of the missing person issue as it relates to Iowa individuals.

### **Missing Person Information Clearinghouse**

Iowa Department of Public Safety  
Division of Criminal Investigation  
Wallace State Office Building  
Des Moines, Iowa 50319  
515-281-5138

**1-800-346-5507**



## **THE NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN**

**A POWERFUL RESOURCE FOR POLICE AND FAMILIES**

In June of 1993 NBC Nightly News referred to the National Center for Missing & Exploited Children (NCMEC) as "a high-tech search network." A private, non-profit organization working in cooperation with the U.S. Department of Justice, NCMEC is a vital resource for families and America's 17,000 law enforcement agencies in the search for missing children and the quest for child protection.

Since 1984, NCMEC has handled 700,000 calls through its national hotline 1 (800) THE LOST; trained 125,000 police and other professionals; and disseminated 7 million free publications. NCMEC has worked with law enforcement on 34,000 cases, resulting in the recovery of 23,000 children.

### **SERVICES**

**National Computer Network** -- NCMEC is linked via computer with 43 state clearinghouses, allowing the instant transmission of images and information on missing child cases.

**Project ALERT** (America's Law Enforcement Retiree Team) -- In partnership with thirteen law enforcement associations, NCMEC uses volunteer, retired police officers to provide free, on-site assistance to hard-pressed local police in difficult missing or exploited child cases.

**Missing Child Alert** -- Time is the enemy, and NCMEC provides instant exposure by computer or public service announcements in breaking cases prepared by Fox Television's "America's Most Wanted" and distributed via satellite across the country.

**Photos and Posters** -- Through a network of 400 private sector partners, millions of missing children photographs have been disseminated, with one in seven of the children featured recovered as a direct result. NCMEC believes that "somebody knows," and seeks to reach every home in America.

**Imaging/Identification** -- Headed by forty year FBI veteran Horace Heafner, and supported by computer industry leaders, NCMEC "ages" photos of long term missing children; reconstructs faces from morgue photos of unidentified deceased; helps identify facial images of children from confiscated child pornography; and trains forensic artists.

**Case Management** -- Directed by former New York Police Captain Ben Ermini, NCMEC Case Managers work with police, and provide advice and assistance in evidence collection, search warrants, interviewing victims, conducting searches, and more.

**Leads** -- NCMEC receives thousands of leads, which are disseminated to police investigators. NCMEC also operates the national child pornography tipline in conjunction with the U.S. Customs Service and the U.S. Postal Inspection Service, which has produced leads resulting in eighty successful investigations.

**Case Analysis** -- Headed by former Metropolitan Washington, D.C. Police Department Investigator Ruben Rodriguez, NCMEC assesses leads and provides the most usable, relevant information possible to



## ***Iowa Missing Person Reference Manual***

police. Using a geographic information database, NCMEC tracks leads, identifies patterns between cases, and helps tie the cases together and coordinate investigations.

**Queries and Data Base Searches** -- Through its networked database NCMEC searches active missing child cases based upon a series of identifiers. If a police officer is suspicious about a child, he or she contacts NCMEC with descriptive information, and requests a database search for matches.

**Legal/Legislative Assistance and Advocacy** -- NCMEC legal staff provide information to attorneys, families and legislators. NCMEC's Selected State Legislation provides model child protection legislation and is used widely across America.

**Training** -- NCMEC has provided training in all aspects of missing and exploited child cases. NCMEC's national training center in Arlington, VA, offers a wide range of programs.

**Prevention of Infant Abductions** -- NCMEC's John Rabun, the former Manager of Louisville, Kentucky's model Exploited and Missing Child Unit, is the national leader in the prevention and investigation of infant abductions. Rabun has trained 35,000 health care professionals and consulted with 500 hospitals.

**Prevention/Education** -- NCMEC reaches out to families with positive, effective child safety information and services including *Kids & Company: Together for Safety*, the state-of-the-art personal safety curriculum for grades K-6; Project KidCare, a campaign to provide parents with a current photo of their child, descriptive information, and safety tips in an attractive, passport-like booklet; and Kidprint, a program through which families can obtain a free video tape of their child.

Whether a police officer needs case assistance, desperate parents are seeking help to find their child, or an average citizen is asking for the information on child safety, all it takes is one call, 1 (800) THE LOST, to America's High-Tech Search Network, The National Center for Missing and Exploited Children.

### **National Center for Missing & Exploited Children**

2101 Wilson Boulevard

Suite 550

Arlington, VA 22201-3052

Telephone: 703-235-3900

Facsimile: 703-235-4067

**1-800-THE LOST**





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**Connecticut State Police**  
Research & Planning/Missing  
Persons  
TELEPHONE: (203) 238-6575  
FAX: (203) 238-6082

**Delaware State Police**  
State Bureau of Identification  
TELEPHONE: (302) 739-5883  
FAX: (302) 739-5888

**Distirct of Columbia Metro  
Police Department**  
Missing Persons/Youth Division  
TELEPHONE: (202) 576-6771  
FAX: (202) 576-6561

**Florida Department of Law  
Enforcement**  
Missing Children Information  
Clearinghouse  
TELEPHONE: (904) 488-5224  
FAX: (904) 487-1030

**Georgia Bureau of Investigation**  
Intelligence Unit  
TELEPHONE: (404) 244-2554  
FAX: (404) 244-2798

**Illinois State Police**  
I-SEARCH  
TELEPHONE: (217) 782-6053  
FAX: (217) 785-2325

**Indiana State Police**  
Indiana Missing Children  
Clearinghouse  
TELEPHONE: (317) 232-8310  
FAX: (317) 232-0652

**Iowa Department of Public  
Safety**  
Division of Criminal Investigation  
TELEPHONE: (515) 281-5138  
FAX: (515) 242-6297

**Kansas Bureau of Investigation**  
Special Services Division  
TELEPHONE: (913) 296-8200  
FAX: (913) 296-6781

**Kentucky State Police**  
TELEPHONE: (502) 227-8799  
FAX: (502) 564-4931

**Louisiana Department of Social  
Service**  
TELEPHONE: (504) 342-4011  
FAX: (504) 342-4038

**Maine State Police**  
Criminal Investigation Division  
TELEPHONE: (207) 624-7097  
FAX: (207) 624-7088

**Maryland Center for Missing  
Children**  
Maryland State Police  
TELEPHONE: (410) 290-0780  
FAX: (410) 290-0752

**Massachusetts State Police**  
Missing Persons Unit  
TELEPHONE: (617) 727-8972  
FAX: (617) 566-8249

**Michigan State Police**  
Prevention Services Unit  
TELEPHONE: (517) 336-6603  
FAX: (517) 336-6257

**Minnesota State Clearinghouse**  
Bureau of Criminal Apprehension  
TELEPHONE: (612) 642-0610  
FAX: (612) 642-0618

**Mississippi Highway Patrol**  
TELEPHONE: (601) 987-1792  
FAX: (601) 987-1579

**Missouri State Highway Patrol**  
Missing Persons Unit  
TELEPHONE: (314) 751-3313  
FAX: (314) 526-5577

**Montana Department of Justice**  
Missing/Unidentified Persons  
TELEPHONE: (406) 444-3625  
FAX: (406) 444-2759



## ***Iowa Missing Person Reference Manual***

**Nebraska State Patrol**  
Criminal Records & Identification  
Division  
TELEPHONE: (402) 479-4019  
FAX: (402) 479-4002

**Nevada Office of the Attorney  
General**  
Nevada Missing Children  
Clearinghouse  
TELEPHONE: (702) 486-3539  
FAX: (702) 486-3416

**New Hampshire State Police**  
TELEPHONE: (603) 271-2663  
FAX: (603) 271-1153

**New Jersey State Police**  
Missing Persons/Child  
Exploitation  
TELEPHONE: (800)709-7090  
(USAwide)  
FAX: (609) 883-2007

**New Mexico Department of  
Public Safety**  
Communications  
TELEPHONE: (505) 827-9187  
FAX: (505) 827-3396

**New York Division of Criminal  
Justice Service**  
Missing & Exploited Children  
TELEPHONE: (518) 457-6326  
FAX: (518) 457-6550

**North Carolina Center for  
Missing Persons**  
Crime Control & Public Safety  
TELEPHONE: (919) 733-3914  
FAX: (919) 733-3800

**North Dakota Clearinghouse,  
Missing Children**  
North Dakota Radio  
Communication  
TELEPHONE: (701) 224-2121  
FAX: (701) 224-2126

**Ohio Missing Children  
Clearinghouse**  
Attorney General's Office  
TELEPHONE: (614) 644-0122  
FAX: (614) 466-8226

**Oklahoma State Bureau of  
Investigation**  
Criminal Information Unit  
TELEPHONE: (405) 848-6724  
FAX: (405) 843-3804

**Oregon State Police**  
Missing Children Clearinghouse  
TELEPHONE: (503) 378-3720  
ext. 4412  
FAX: (503) 363-5475

**Pennsylvania State Police**  
Bureau of Criminal Investigation  
TELEPHONE: (717) 783-5524  
FAX: (717) 772-6917

**Rhode Island State Police**  
Missing & Exploited Children  
Unit  
TELEPHONE: (401) 444-1125  
FAX: (401) 444-1105

**South Carolina Law  
Enforcement Division**  
Missing Person Information  
Center  
TELEPHONE: (803) 737-9000  
FAX: (803) 896-7041

**South Dakota Attorney  
General's Office**  
Division of Criminal Investigation  
TELEPHONE: (605) 773-3331  
FAX: (605) 773-4629

**Tennessee Bureau of  
Investigation**  
Criminal Intelligence Unit  
TELEPHONE: (615) 741-0430  
FAX: (615) 532-8315



**Texas Department of Public  
Safety**  
Criminal Intelligence Service  
Missing Persons Clearinghouse  
TELEPHONE: (512) 465-2814  
FAX: (512) 465-2885

**Vermont State Police**  
TELEPHONE: (802) 773-9101  
FAX: (802) 775-6968

**Virginia State Police  
Department**  
Missing Children's Clearinghouse  
TELEPHONE: (804) 674-2026  
FAX: (804) 674-2105

**Washington State Patrol**  
Missing Children Clearinghouse  
TELEPHONE: (206) 753-3960  
FAX: (206) 586-8231

**Wyoming Office of the Attorney  
General**  
Division of Criminal Investigation  
TELEPHONE: (307) 777-7537  
FAX: (307) 777-7252

**Royal Canadian Mounted Police**  
Missing Children's Registry  
TELEPHONE: (613) 993-1525  
FAX: (613) 993-0218