

KINGMAN COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURE MANUAL

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SECTION 16.1 MISSING PERSON GUIDELINE KANSAS SILVER ALERT

POLICY

Kingman County Sheriff's Office Policy Regarding Silver Alert and Missing At Risk Adults.

PURPOSE

1. To emphasize the Kingman County Sheriff's Office commitment to locating adults reported missing.
2. To provide guidance in determining if the missing adult may be at risk, requiring additional action, including issuing a Silver Alert.

DISTRIBUTION

All sworn law enforcement personnel, all volunteers, all records personnel, and all dispatch personnel employed by the Kingman County Sheriff's Office.

REFERENCES

Silver Alert Protocol established by the Kansas Attorney General.

DEFINITIONS

- A. **At-Risk adult:** Any missing adult, and
1. Information provides a reasonable belief they suffer from dementia, or
 2. Over the age of sixty-five (65), and meet any of the following criteria:
 - a) The person has a reported medical or mental condition that may threaten, or greatly reduce, their ability to make sound reasonable decisions and/or may diminish their ability to survive without assistance, or
 - b) The person has been determined to be a risk to harm their self.
- B. **Silver Alert:** Public notification of a missing at-risk adult as provided in the protocol developed by the Kansas Attorney General and as provided in 2009 SB 148.

POLICY

- A. All complaints of a missing at-risk adult shall be documented in an official report. **There is NO waiting period for reporting a missing adult.**
- B. Officers shall utilize appropriate resources to attempt to locate the missing at-risk adult.
- C. Utilize Silver Alert if protocol is met.
- D. All missing at-risk adults shall be entered into National Computer Information Center (NCIC.)

PROCEDURES

- A. Officers taking the initial report shall gather all relevant information that might assist in determining the level of risk faced by the missing adult. See attachment A, Investigative Checklist.
- B. Officers shall document in the report the details of information leading to the belief the missing adult is at risk including the source of that information.
- C. Medical and psychological determinations do not require written documentation from a care provider prior to acting on the report. However, Attachment B, Affidavit of Medical or Psychological Condition of Missing Adult, should be completed absent such written documentation.
- D. Once a missing adult is determined to be an at-risk adult, the officer shall request additional assistance as determined prudent to locate the missing at-risk adult. This may include, but is not limited to:
 - 1) Additional law enforcement personnel, including some from other agencies.
 - 2) Initiate a Silver Alert as per Kansas Silver Alert Protocol and Attachment D. Contact Kansas Bureau of Investigation (KBI) at the helpdesk 785-296-8245.
 - 3) Media Activation. Alert the media to request public assistance in locating the missing at-risk adult when adequate information is available and the family does not object to the release of information to the public. Provide the following to the media by telephone, e-mail, or fax:
 - a) Name and age of the missing person.
 - b) Description of individual (height, weight, hair color, other identifying characteristics)
 - c) Description of vehicle and clothes
 - d) Last known location and possible direction of travel
 - e) Most recent picture of the missing person, if possible
 - f) Other pertinent information

- g) Contact telephone number for the public to call with tips
- 4) Available automated telephone, text messaging, or e-mail alert systems
- 5) Local civic organizations that may aid in a search
- 6) Contacting other family members and friends of the missing adult.
- 7) Issuing an Attempt to Locate for the person including available descriptions of the person, their clothing, possible vehicles, and possible direction of travel.
- 8) Enter the information in the Kansas Hot Files.

Responsibilities

A. Dispatcher

- 1. Gather as much information as possible from caller regarding the missing adult's description, last known whereabouts, past history of missing, known medical or psychological conditions that may place them at risk, and potential places the missing at-risk adult might go. Report party information and relationship.
- 2. Dispatch an officer as quickly as possible.
- 3. Initiate Silver Alert as per Kansas protocol if requested by officer.
- 4. Start collecting victim information (driver's license, etc.) and vehicle registration. Start NCIC form for missing person.
- 5. Enter missing at-risk adult into NCIC and/or Kansas Hot Files as requested.
- 6. Broadcast ATL information as applicable or as requested by the investigating officer(s).

B. Initial officer

- 1. Seek out and assess pertinent information to determine the level of risk to the person. (See Attachment A)
- 2. Request additional assistance, as appropriate, to conduct a timely search for the missing at-risk adult. In the event a statewide alert is necessary, contact KBI Communications, helpdesk 785-296-8245. (See Attachment D)
- 3. Take immediate action to locate missing adult.
- 4. Complete necessary reports.
- 5. Request entry of information into NCIC and/or Kansas hot Files as appropriate.

6. If the person has a cell phone, request location information from the cell phone company if the criteria are met for such a request.
7. Complete NCIC Missing Person File Data Collection Entry Guide.
8. List the person on website Some One is Missing. <http://someoneismissing.com/>

Notification Responsibilities

- A. If a Silver Alert is issued, even if only at a local level, the incident must be reported immediately to the Office of the Attorney General by e-mail to:
silveralert@ksag.org

A report of the incident must be submitted to the Office of the Attorney General on the following business day. This can be delivered through the following:

By phone at (800) 828-9745

By fax at (785) 296-7796

By e-mail to: silveralert@ksag.org

Responsibilities When Missing At-Risk Adult is Located

A. Dispatcher

1. If person is located by a non-law enforcement person, dispatch an officer to confirm information and to gather information for report.
2. Clear attempts to locate, silver alerts, NCIC entries, and Kansas Hot File entries when requested by the investigating officer.

B. Officer

1. Confirm recovery of missing at-risk adult.
2. Determine if the missing at-risk adult is in need of medical or psychological treatment or evaluation.
3. Determine if the missing at-risk adult has been the victim of any crime.
4. Document in the report the circumstances of the person's discovery.
5. Document in the report the accuracy of the information initially provided to assess risk level.
6. Contact the initial reporting party to alert them the person has been located and their condition. *NOTE: If the missing at-risk adult is found in a condition indicating they are not at risk and does not want the initial reporting party to know their*

whereabouts, the officer should only inform the initial reporting party the person has been located, does not appear to be at risk, and does not wish their whereabouts to be known.

7. Request any Attempts to Locate, Silver Alerts, NCIC entries, or Kansas Hot File entries to be cancelled.
8. Notify all other agencies or persons assisting in the search, and the Attorney General's Office (see IX a.) that the missing at-risk adult has been located.

**ATTACHMENT A
MISSING ADULT CHECKLIST**

1. Any information the missing person may be the victim of foul play?
2. Does the person have a history of being a victim of domestic violence or stalking?
3. Does the reporting party have a history of being involved in domestic violence or stalking with the victim?
4. Does the person have a history of being reported as a missing person?
5. Does the person have a history of not returning as expected or leaving unannounced?
6. What are the possible locations or destinations of the missing adult as perceived by family, friends, or the reporting party?
7. If the person has been missing in the past, where were they located?
8. Obtain information about potential mode of travel, including vehicle description if applicable.
9. Does the person have any medical or psychological conditions rendering them at risk, such as Alzheimer's or Dementia? If so, complete the affidavit in Attachment B if copies of medical documentation cannot be immediately provided.
10. If the person is 65 years of age or older, do they have conditions placing them at risk such as diabetes, depression, suicidal threats or indicators, lack of life-sustaining medicines? If so, complete the affidavit in Attachment B if copies of medical documentation cannot be immediately provided.
11. Evaluate weather and other conditions that may increase risk level.

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12. Who was the last person the missing adult spoke to and where was the missing adult located at the time?
 13. Is there anyone else the missing adult may try to contact?
 14. Has there been any recent traumatic events affecting the missing adult such as death of a close relative, job loss, marital difficulties, financial difficulties, or pending legal action:
 15. Does the person have cash or credit cards to assist in travel?
 16. Does the person have a cell phone? If so, what is the number and who is the carrier?
 17. What belongings did the missing adult take with them?
 18. What medical facility would the person go to if they were seeking treatment?
 19. Obtain a recent photo of the missing adult if possible.
 20. Obtain physical description and clothing description.
 21. Determine if the missing at-risk adult's family, care giver, or other party responsible for the missing adult objects to publicly releasing information to help locate the person. If not, complete the form in Attachment C.

ATTACHMENT B
AFFIDAVIT OF MEDICAL OR PSYCHOLOGICAL CONDITION OF
MISSING ADULT

Name of reported missing at-risk adult: _____

DOB/or age _____

I, _____, have knowledge that the above
Adult is missing and has the following conditions which I believe puts their safety at risk:

_____ , _____

_____ has been medically diagnosed as having

Alzheimer's, dementia, or _____, which I believe puts their safety at risk.

_____ is age 65 or older and:

_____ has recently displayed evidence of
limited capacity, which I believe puts their safety at risk. (Explain below.)

_____ Requires life-sustaining medications
or treatment, which I believe they do not currently have access to: (Explain below.)

_____ has displayed or communicated a
desire to cause harm to their self. (Explain below.)

Additional explanation: _____

I affirm the above information is true to the best of my knowledge.

(Signature of person providing information.)

(Printed name of person providing information.)

(Phone # of person providing info)

(Address of person providing information.)

(City, State)

Date: _____

Time: _____

Officer: _____

**ATTACHMENT C
REQUEST TO RELEASE INFORMATION**

Name of reported missing at-risk adult:

I. _____, am a relative, caregiver, guardian, or power of attorney of the above adult and I have reason to believe the person named above is missing. I furthermore request and authorized the Kingman County Sheriff's Office to release relevant Information to the public to assist in locating the person named above.

(Signature of person making request)

(Printed name of person making request)

(Relationship to missing adult)

(Address of person making request)

(City, State)

(Phone #'s of person(s) making request)

DATE: _____

TIME: _____

OFFICER: _____

ATTACHMENT D MEDIA ACTIVATION

1. INITIAL CONTACT

The method for handling the tips and inquiries called in to the phone number once the Silver Alert is activated must be in place prior to contacting the media. The procedures for this are as follow:

Kingman County Sheriff's Office

1) Local Media

Upon determination by local law enforcement that a Silver Alert is warranted, communication with local media becomes time sensitive. It is important that the family of the missing person understands and supports the release of information to the public prior to release to the media.

2) Radio and Television

Both radio and television stations may have regular newscasts that can broadcast the information, or if they are airing a live program, may be able to include the Silver Alert. At their discretion, television stations might scroll information at the bottom of the screen. Most radio and television stations have active web sites that can be updated as well

3) Newspapers

Newspapers maintain web sites that are often updated throughout the day, and may be helpful with Silver Alerts.

4) Statewide Media

Upon determination that statewide media is necessary for the search, contact KBI Communications. Keeping in mind the alert is voluntary on the part of the media, provide the following to the media by telephone, e-mail, or fax:

Name and age of the missing person

Description of individual (height, weight, hair color, other identifying characteristics)

Description of vehicle and clothes

Last known location and possible direction of travel

Most recent picture of the missing person if possible.

Other pertinent information

Contact telephone number for the public to call with tips

2. CONTINUING CONTACT

Provide frequent updates in the first few hours to the media, keeping the family informed. This will lessen the calls from media to the local law enforcement agency. It is acceptable to select specific times to provide updates. For example, advise the media that a fax/email will be sent each hour, or that they can call each hour at a specific time. Policies and protocols will differ from local agency to agency.

Provide a method for reporters to verify information gathered during normal newsroom operations or who have legitimate news questions or even information obtained independently.

3. DEACTIVATION CONTACT

Contact the media immediately when the person is located so media can notify the public and cease the alert.

MEDIA NAME	PHONE	E-MAIL
TELEVISION:		
3 KSN	(316) 292-1111 News tip	news@ksn.com
10 KAKE	(316) 946-1331 Newsroom	news@kake.com
12 KWCH	(316) 831-6130 Newsroom	news@kwch.com
4 FOX	(Thru KSN)	
RADIO:		
101.3 KFDI	(316) 838-3771 Newsroom	news@kfdi.com
103.7 KEYN	(316) 869-1330 Newsroom	news@knssradio.com
NEWSPAPERS:		
Hutchinson News	1-800-766-5740 Newsroom	newsrelease@hutchnews.com
Wichita Eagle		wenews@wichitaeagle.com
Kingman Leader Courier	(620) 532-3151 (office)	news@lc.ksmail.com