

# ILLINOIS STATE POLICE DIRECTIVE OPS-014, MISSING PERSON RESPONSE

<b>RESCINDS:</b> OPS-014, 2023-058, revised 01-03-2023.	<b>REVISED:</b> 12-09-2024 <b>2024-045</b>
<b>RELATED DOCUMENTS:</b> LEADS Manual	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 41.2.5, 41.2.6, 46.2.5, 71.1.1, 82.2.4, 82.2.5, 83.2.1, 83.2.6, 84.1.1

## I. POLICY

The Illinois State Police (ISP) will:

- I.A. Respond to reports of missing persons in a timely, coordinated, and reasonable manner and, when applicable, refer such reports to the appropriate local law enforcement jurisdiction.
- I.B. Provide appropriate assistance to other law enforcement agencies attempting to locate or investigate reports of missing persons.
- I.C. Initiate appropriate procedures when the ISP is the primary agency.
- I.D. Provide for radio broadcast of missing persons in accordance with communications policies and procedures.

## II. AUTHORITY

- II.A. 20 ILCS 2605/2605-1, "Illinois State Police Law"
- II.B. 20 ILCS 2605/2605-375, "Missing Persons; Law Enforcement Agencies Data System (LEADS)"
- II.C. 325 ILCS 40/1, et seq., "Intergovernmental Missing Child Recovery Act of 1984"
- II.D. Public Law 101-647, section 3702, "National Child Search Assistance Act of 1990"
- II.E. 20 ILCS 2630/9, "Criminal Identification Act"
- II.F. 20 ILCS 2605/2605-380, "Dental records"
- II.G. 50 ILCS 722/1 et seq., "Missing Persons Identification Act,"
- II.H. 42 U.S.C. 5779(a), "Missing Children; Reporting requirement"

## III. DEFINITIONS

III.A. America's Missing: Broadcast Emergency Response (AMBER) notification plan mandates the ISP to develop a coordinated program for a statewide emergency alert system when a child is missing or kidnapped. The plan provides information about a child's alleged abductor(s) and possible vehicle description to the public via the National Oceanic and Atmospheric Administration's (NOAA) National Weather Service's weather system to radio and television stations. All the following criteria must be met to activate an AMBER Alert:

- III.A.1. Law enforcement must confirm a child is abducted involuntarily, missing, or kidnapped
- III.A.2. The child must be under the age of 16 or have a proven mental or physical disability
- III.A.3. Law enforcement must believe the child is in danger of serious bodily harm or death
- III.A.4. There is enough descriptive information about the child, abductor, and/or suspect's vehicle to believe an immediate broadcast alert will help

III.B. Child – a person who has not yet reached the age of 21; a minor.

- III.C. Emancipated Minor – a person over 16 years of age who has been declared emancipated by the courts of their state of residence.
- III.D. Exceptional Circumstances – conditions or events surrounding the disappearance of a person suggesting the person or others are in danger. Reports of persons missing under the following exceptional circumstances require special handling:
  - III.D.1. Kidnapping or suspected involuntary disappearance of subject
  - III.D.2. The person reported missing is under 14 years of age
  - III.D.3. Physical or mental disability of subject
  - III.D.4. In the absence of prescribed medication or treatment, the subject poses danger to self or others
  - III.D.5. Suicidal tendencies of subject
  - III.D.6. Failure to disseminate the information via Illinois State Police Emergency Radio Network (ISPERN) or a troop-wide broadcast could endanger the missing person, a law enforcement officer, or the general public
- III.E. High-risk Missing Person – a person whose whereabouts are not currently known and whose circumstances indicate that the person may be at risk of injury or death. The circumstances that indicate that a person is a high-risk missing person include, but are not limited to the following:
  - III.E.1. The person is missing as a result of a stranger abduction
  - III.E.2. The person is missing under suspicious circumstances
  - III.E.3. The person is missing under unknown circumstances
  - III.E.4. The person is missing under known dangerous circumstances
  - III.E.5. The person is missing more than 30 days
  - III.E.6. The person has already been designated as a high-risk missing person by another law enforcement agency
  - III.E.7. There is evidence that the person is at risk because:
    - III.E.7.a. The person is in need of medical attention or prescription medication
    - III.E.7.b. The person does not have a pattern of running away or disappearing
    - III.E.7.c. The person may have been abducted by a non-custodial parent
    - III.E.7.d. The person is mentally impaired
    - III.E.7.e. The person is under the age of 21
    - III.E.7.f. The person has been the subject of past threats or acts of violence
    - III.E.7.g. The person has left a nursing home without permission
    - III.E.7.h. Any other factor that may, in the judgment of the law enforcement official, indicate that the missing person may be at risk
- III.F. Involuntary Disappearance – a person who is missing under circumstances indicating foul play or endangerment may be suspected or the disappearance was involuntary in nature, including child abduction as defined in 720 ILCS 5/10-5.
- III.G. Kidnapping – a crime as defined in 720 ILCS 5/10-1 or the seizure and unlawful detention of any individual by another.
- III.H. Missing Person(s) – any person whose whereabouts are unknown to the person's spouse, parent, legal guardian, or other authoritative source, including friend or neighbor in unusual circumstances.

III.I. Primary Agency – the law enforcement agency accepting responsibility for the case.

#### IV. RESPONSIBILITIES

IV.A. The Division of Patrol (DOP) will coordinate the Department's initial response to missing person reports, as needed, to include:

IV.A.1. Assessing the case

IV.A.2. Identifying and referring the case to the local law enforcement agency with jurisdictional responsibility and volunteering the full support of the Department and its resources to the investigation

**NOTE:** Jurisdictional responsibility rests with the law enforcement agency in the location of occurrence. When location of occurrence is not known, the last known or most probable location of the missing person will be used.

IV.A.3. Ensuring proper and timely creation of a Computer Aided Dispatch (CAD) incident with the appropriate incident type code, entry into LEADS/National Crime Information Center (NCIC), and radio broadcast of information related to missing person reports via troop frequencies and ISPERN (see Addendum 2 of this directive) in accordance with communications policies and procedures

IV.A.4. Referring the case to the Division of Criminal Investigations (DCI) and providing full support if an ISP investigation of a missing person report is needed, as determined by the Troop Commander

IV.A.5. Notifying the ISP Clearinghouse for Missing Persons at 800/843-5763 of any missing person reports entered into LEADS/NCIC by the ISP

IV.A.6. Coordinating searches as necessary

IV.B. The DCI will:

IV.B.1. Assume the responsibilities of the primary agency and initiate an investigation of any reports of missing persons referred for investigation.

IV.B.2. Provide operational support for the purpose of conducting searches.

IV.B.3. Assist local agencies in investigations involving missing persons.

IV.B.4. Notify troop communications of the need for any related LEADS/NCIC entries, radio broadcasts, or LEADS/National Law Enforcement Telecommunications System (NLETS) directed messages related to missing persons to include the following:

IV.B.4.a. Circumstance relating to the missing person

IV.B.4.b. Name of the person

IV.B.4.c. Last known location of missing person

IV.B.5. Systematically review all missing person reports entered into LEADS/NCIC by the ISP.

IV.C. The Division of Forensic Services (DFS) will assist all law enforcement agencies in identifying missing persons through forensic services, including crime scene processing.

#### V. PROCEDURES

All reports of missing persons received by the ISP will be referred to the Troop of jurisdiction for case assessment and referral (see ISP 4-164, "Missing Person Response – Procedural Checklist").

- V.A. The responding officer will:
- V.A.1. Treat any missing person incident as an abduction until sufficient evidence supports another theory.
  - V.A.2. Handle the scene of a missing person as a crime scene to preserve any potential evidence when sufficient evidence supports the likelihood of an abduction, or a felony has been committed pertaining to the disappearance of a person.
  - V.A.3. Detain any witnesses.
  - V.A.4. When warranted, request the immediate assistance of the DCI personnel through their chain-of-command.
  - V.A.5. Notify their supervisor of any report of missing persons.
- V.B. Special Procedures: AMBER Alert Notification
- The following actions must be taken when any report involving the abduction of a child has been approved for an AMBER Alert by the AMBER Alert Coordinator or their designee.
- V.B.1. All required information and data will be relayed to the Telecommunications Command Center (TCC) either by facsimile transmission (217/786-7191) of the AMBER Alert packet (preferred method) or through telephonic notification (217/786-6677).
    - V.B.1.a. This will be completed either by the investigating local agency, or by Regional Telecommunications Center personnel within the ISP Troop handling the investigation as requested by the originating local agency (this would be the ISP Troop of jurisdiction within which the originating agency is located).
    - V.B.1.b. With any instance of facsimile transmission, the sending agency/troop should contact the TCC via telephone at the above number to confirm receipt.
  - V.B.2. Once the TCC has gathered all required data and information, the AMBER Alert distribution procedure will be activated as set forth in the AMBER Alert Procedures Manual. The Division of Statewide 9-1-1 (9-1-1) Telecommunication Services Bureau (TSB), and the ISP Clearinghouse for Missing Persons jointly maintain the AMBER Alert Procedures Manual.
  - V.B.3. The TCC, in activating these procedures, will accomplish the following components of the AMBER Alert Program:
    - V.B.3.a. Broadcast of the alert via the National Weather Service's NOAA weather system
    - V.B.3.b. Hard copy notification to radio, television, and newsprint media entities (as well as all ISP Troops) via large-distribution facsimile software
    - V.B.3.c. Dissemination to appropriate interstate law enforcement control points via NLETS
    - V.B.3.d. Telephonic notifications to the Illinois Department of Transportation (IDOT), the Illinois State Toll Highway Authority (ISTHA), and all other appropriate ISP personnel/units as outlined in the AMBER Alert manual
  - V.B.4. The investigating agency will distribute a statewide LEADS message to all law enforcement agencies.
    - V.B.4.a. If not previously initiated, the ISP Troop having jurisdiction over the location of occurrence will disseminate an initial ISPERN broadcast and distribute the ISPERN message via LEADS to all law enforcement agencies within the troop of occurrence and adjacent troops.
    - V.B.4.b. If an ISPERN broadcast for Child Abduction or Kidnapping has already been completed for the incident, this ISPERN broadcast will be updated to clarify that an AMBER Alert has been activated, along with the time of activation.
    - V.B.4.c. If an ISPERN broadcast has not previously been initiated for the Child Abduction or Kidnapping, the ISP Troop of jurisdiction will base their one-hour time parameter

upon the time of their initial notification of the approved AMBER Alert (as opposed to the time of occurrence of the actual abduction).

- V.B.4.c.1) No ISP Troop, other than the ISP Troop of jurisdiction, shall use ISPERN for an initial AMBER Alert broadcast, or to update a previous ISPERN for Child Abduction or Kidnapping when the AMBER Alert is activated. Rebroadcast of these ISPERN dispatches on the ISPERN frequency shall be limited to the ISP Troops that are adjacent to the troop of occurrence.
- V.B.4.c.2) ISP Troops beyond the rebroadcast area should use the statewide LEADS notification message initiated by the investigating agency for broadcast of the alert information on the troop frequencies.
  - V.B.4.c.2)a) Rebroadcasts should be performed at the time of initial receipt of the message, and again as part of the troop summary broadcasts for the next two consecutive shifts, or until the AMBER Alert cancellation is confirmed by the TCC – whichever occurs first.
  - V.B.4.c.2)b) Rebroadcasts should not be made more frequently than as outlined in this subsection.
- V.B.4.d. Post Incident Observation updates for AMBER Alerts shall only be broadcast via ISPERN when all visible identifiers including complete license plate information are known.
  - V.B.4.d.1) The post incident observation broadcast must provide at least as much identification value as the original ISPERN broadcast.
  - V.B.4.d.2) Sightings with less than complete identifiers should be limited to broadcasts via local frequencies only.
  - V.B.4.d.3) Post-incident observations that meet these and all other applicable criteria for update broadcast via ISPERN shall be disseminated via LEADS message to only those troops having jurisdiction over the location of the post-incident sighting and adjacent troops.
  - V.B.4.d.4) Additionally, courtesy notification should be sent troop-wide to the original troop of occurrence.
  - V.B.4.d.5) Upon receipt of a post-incident observation ISPERN message from another ISP Troop, adjacent troops and the troop of occurrence shall rebroadcast this information on the ISPERN frequency.
- V.B.5. When the TCC in its role as the NLETS control point receives an out-of-state AMBER Alert, they will be redirected as a LEADS message to all Illinois LEADS terminals. ISP Troops should ensure the information provided by the issuing state is edited for proper formatting/wording prior to their on-the-air broadcast.
  - V.B.5.a. If the state issuing the AMBER Alert is adjacent to Illinois, ISP Troops bordering the issuing state will broadcast the message via ISPERN.
  - V.B.5.b. All non-bordering ISP Troops will broadcast only via local frequencies, unless the issuing state has provided specific information substantiating reasonable grounds to believe the suspect is entering or may be entering a specific troop.
    - V.B.5.b.1) In such cases, those troops specifically affected by the direction of travel/destination may also broadcast via ISPERN.
    - V.B.5.b.2) This restriction will also apply to AMBER Alerts issued by states that are not adjacent to Illinois.

- V.B.6. When Illinois AMBER Alert cancellations (or cancellation for Illinois AMBER Alerts activated at the request of another state) are confirmed by the investigating agency and/or the AMBER Alert control point, the TCC will disseminate notification via large distribution facsimile software to radio, television, and newsprint media entities (as well as all ISP Troops).
  - V.B.6.a. Confirmation will also be sent to all appropriate interstate law enforcement control points via NLETS.
  - V.B.6.b. Telephonic notifications will also be made as appropriate to IDOT, ISTHA, and all other appropriate ISP personnel/units as outlined in the AMBER Alert manual.
  - V.B.6.c. All ISP Troops will broadcast from the LEADS ISPERN message or the statewide LEADS notification message via the same frequencies as used for the original broadcast.
  - V.B.6.d. Terminology should be consistent with ISPERN broadcast guidelines ('Victim Located' and/or 'Suspect Apprehended').
  - V.B.6.e. In accordance with ISPERN policy, cancellations will only be made on the air if within 10 hours of the original ISPERN broadcast.
  - V.B.6.f. When the TCC as the NLETS control point receives an out-of-state AMBER Alert cancellation (those read in Illinois for informational purposes only), the TCC will redirect the cancellation as a LEADS message to all Illinois LEADS terminals. ISP Troops should ensure the information provided by the issuing state is edited for proper formatting/wording prior to their on-the-air cancellation broadcast.
    - V.B.6.f.1) ISPERN broadcasts will not be used for cancellations.
    - V.B.6.f.2) ISP Troops should broadcast via local frequencies only, and only if they participated in broadcast of the original alert.

#### V.C. DOP Troop

- V.C.1. A Field Report, form ISP 5-048, will be completed pursuant to ISP Directive ENF-008, "Field Report." Locations using Tracs will not complete the paper field report, form ISP 5-048. Instead, these locations will enter their information directly into the appropriate ISP report management system. The DOP officer will obtain sufficient information to complete the Field Report and assess the case for necessary notifications, LEADS/NCIC entry, broadcasts, and referrals, minimally to include:
  - V.C.1.a. Subject name, description, and date of birth (if minor: is the subject emancipated?)
  - V.C.1.b. General circumstances of disappearance
  - V.C.1.c. Time and location of last contact
  - V.C.1.d. Name of other law enforcement agencies contacted about the case
  - V.C.1.e. The missing person's residence and, if known, the name of the local law enforcement agency having jurisdiction
  - V.C.1.f. The relationship of the missing person to the person making the report
- V.C.2. Case Assessment
  - V.C.2.a. Troop operations will determine if one or more of the exceptional circumstances exists (see paragraph III.D. of this directive).
  - V.C.2.b. Troop operations will also evaluate the following factors:
    - V.C.2.b.1) Involvement of the local agency (Does the agency need investigative or technical assistance?)
    - V.C.2.b.2) Time of last contact (Has a length of time passed since last contact to believe the person has come to some harm?)
    - V.C.2.b.3) Location of last contact (Is there reason to believe the person is within a specific troop or has been traveling a specific highway?)
  - V.C.2.c. Troop operations will determine which of the following circumstances prevail:
    - V.C.2.c.1) When the subject is in imminent danger and time is of the essence, the DOP officer will ensure the CAD incident is created, the LEADS/NCIC entry is made, and radio messages are broadcast

- prior to notifying the law enforcement agency having jurisdiction or obtaining any required signature from the authoritative source.
- V.C.2.c.2) When a local agency has been previously notified, DOP will contact the local agency, confirm they are handling the case, and offer ISP assistance.
  - V.C.2.c.3) When no local agency has been previously notified and no exceptional circumstances exist, DOP will refer the case to the local agency (see paragraph V.C.5. of this directive) and complete a Field Report/TraCS Report, or report in the appropriate ISP report management system.
  - V.C.2.c.4) When exceptional circumstances exist, DOP will immediately create the CAD incident, enter the report into LEADS/NCIC, broadcast radio messages, refer the case (see paragraph V.C.5. of this directive), and complete a Field Report/TraCS Report or equivalent ISP report management system report.
- V.C.2.d. Adults or Emancipated Minors.
- V.C.2.d.1) A missing person statement must be signed as soon as possible by the authoritative source reporting the missing person (refer to LEADS Reference Manual) to allow for LEADS/NCIC entry and case investigation.
  - V.C.2.d.2) The report must include the exceptional conditions under which the adult or emancipated minor is declared missing.
- V.C.3. Radio broadcast guidelines are described in Addendum 2 of this directive.
- V.C.4. DOP will make referrals for reports made directly to ISP to local agencies unless not warranted.
- V.C.4.a. If the local agency refuses or is unable to assume responsibility for the investigation, the ISP will serve as the primary agency. The appropriate troop will complete the intake forms, create a CAD incident, ensure missing person information is entered into LEADS/NCIC, and refer the case to the DCI.
  - V.C.4.b. In referring the case to another law enforcement agency or another operational unit in ISP, the ISP officer will:
    - V.C.4.b.1) Convey all information recorded at intake
    - V.C.4.b.2) Offer additional ISP operational assistance (see Addendum 3 of this directive)
    - V.C.4.b.3) Advise the agency of any related LEADS/NCIC requirements
- NOTE:** If the agency does not have a LEADS terminal, the ISP officer will have troop communications enter the message into the LEADS/NCIC system.
- V.C.5. Troop operations will notify the DCI immediately of any missing person reports received directly that:
- V.C.5.a. Meet the definition of exceptional circumstances (see paragraph III.D. of this directive)
  - V.C.5.b. Have been entered into LEADS/NCIC by ISP
  - V.C.5.c. Need an ISP investigation, as determined by the Troop Commander
- V.C.6. Troop operations will notify the DCI if a local department requests assistance.
- V.C.7. Any DOP officer involved in the investigation (taking the initial reports, contacting other law enforcement agencies, disseminating information, etc.) will:
- V.C.7.a. Complete a Field Report (patrol officers) or an Investigative Report (Investigations officers) for any action taken. Locations using TraCS or equivalent software application will not complete the paper field report, form ISP 5-048. Instead, these

locations will enter their information directly into TraCS or the appropriate ISP report management system.

V.C.7.b. Forward copies of this report through the chain-of-command to:

- V.C.7.b.1) The primary agency performing the investigation
- V.C.7.b.2) The Troop, if involved
- V.C.7.b.3) ISP Clearinghouse for Missing Persons Manager
- V.C.7.b.4) The Division of Justice Services (DJS) Patrol and Investigative Records Management Section

V.C.8. The ISP officer will promptly notify the officer's chain-of-command of any missing person reports following intake, make necessary referrals to the local jurisdiction, and when needed, DCI notification. The Shift Commander will ensure the following actions are completed:

- V.C.8.a. A CAD incident has been created with the appropriate incident type code
- V.C.8.b. The Field Report includes any additional actions and notifications to be made
- V.C.8.c. The following required notifications are made for all missing person reports:
  - V.C.8.c.1) ISP Clearinghouse for Missing Persons Manager at 800/843-5763
  - V.C.8.c.2) Affected troops - immediately
  - V.C.8.c.3) Shift Commanders on the next two succeeding shifts
- V.C.8.d. Copies of all missing person reports and actions taken will be provided to the DOP Operations Commander

V.D. DCI

V.D.1. A Missing Person report made directly to DCI.

- V.D.1.a. The DCI will obtain the subject's name and date of birth, the caller's name and telephone number, and the name of any local agency contacted about the case.
- V.D.1.b. The DCI will promptly give the information to the most appropriate troop for case assessment and possible referral to the local law enforcement agency of jurisdiction.
- V.D.1.c. When delay or referral will further endanger the subject, the DCI will immediately initiate its own investigation.

V.D.2. When a case is referred to the DCI, they assume ISP responsibility for the case.

- V.D.2.a. The assigned agent will complete a File Initiation Report.
- V.D.2.b. The DCI must initiate an investigation when the disappearance has occurred under exceptional circumstances, and the local agency having jurisdiction for the case refuses, fails, or is unable to assume responsibility to investigate the case.
- V.D.2.c. The DCI will follow special procedures when investigating a kidnapping (see Addendum 1 of this directive).

V.D.3. When conducting or assisting in the conduct of an investigation, DCI will:

- V.D.3.a. Regularly apprise the Zone Commander of case status.
- V.D.3.b. Regularly apprise the reporting party of case status (unless it would compromise the investigation).
- V.D.3.c. Request, if needed, assistance including radio broadcasts, notifications, and searches.
- V.D.3.d. Make reasonable efforts to obtain dental records of any person missing for 30 or more days.
- V.D.3.e. Make reasonable efforts to obtain DNA from missing person or family reference samples, along with needed documentation and/or consent forms, of any person missing for 30 or more days.

- V.D.4. Daily, DCI will obtain and review all missing person reports newly entered into LEADS/NCIC by the ISP for the counties covered by the region.
  - V.D.5. Whenever the Department becomes aware that another agency is investigating a kidnapping, the appropriate Zone Commander will extend an offer of assistance to that agency. If the investigating agency declines the Department's offer of assistance, the appropriate Zone Commander will monitor the progress of the case and, if information is available, will follow the proper chain-of-command to keep appropriate Commanders apprised.
- V.E. Follow-up and Recovery
- V.E.1. The case agent will verify and update the LEADS/NCIC entry at least once every 60 days when the ISP is the primary agency.
  - V.E.2. When an ISP officer locates a missing person, the officer will immediately notify the Troop.
    - V.E.2.a. The Shift Commander will immediately notify the law enforcement agency that originated the LEADS/NCIC entry.
    - V.E.2.b. The case agent will notify the person's spouse, parent, etc.
    - V.E.2.c. The case agent will notify the ISP Clearinghouse for Missing Persons Manager at 800-843-5763.
  - V.E.3. The assigned officer will refer to the "Juvenile Officer Procedures Manual" for appropriate action, if a child is recovered.
- V.F. Discontinuation of ISP Assistance
- V.F.1. The ISP officer assigned to the case will verify the status of the report before making a recommendation to discontinue ISP assistance on the case.
  - V.F.2. The Region Commander will consult with the Zone Commander, Troop Commander, or the Commander of the primary agency prior to making a decision to discontinue special efforts to locate a missing person.
  - V.F.3. Other ISP Divisions will notify the primary agency and the appropriate DCI Zone and/or Troop Commander when they discontinue or suspend any special efforts on the case.

| Indicates new or revised items.

**-End of Directive-**

**ILLINOIS STATE POLICE DIRECTIVE  
OPS-014, MISSING PERSON RESPONSE  
ADDENDUM 1, SPECIAL PROCEDURES: KIDNAPPING**

<b>RESCINDS:</b> OPS-014, Addendum 1, 2023-058, revised 01-03-2023.	<b>REVISED:</b> 12-09-2024 <span style="float: right;"><b>2024-025</b></span>
<b>RELATED DOCUMENTS:</b> LEADS Manual	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 41.2.5, 41.2.6, 46.2.5, 71.1.1, 82.2.4, 82.2.5, 83.2.1, 83.2.6, 84.1.1

The following actions must be taken when the report involves the kidnapping of an adult that is not being investigated by another law enforcement agency, or the kidnapping of a child directly reported to the Illinois State Police (ISP).

- I. As soon as minimal information has been obtained, communications in the troop of occurrence will create a Computer Aided Dispatch (CAD) incident and enter the appropriate information into Law Enforcement Agencies Data System (LEADS)/National Crime Information Center (NCIC).
- II. The Troop will initiate an Illinois State Police Emergency Radio Network (ISPERN) broadcast\* for a kidnapping originating within the jurisdiction of the Control Point\*\*, provided the broadcast is made within one hour from the time of the last contact\*\*\*.
- III. A rebroadcast of the ISPERN message in other troops will occur when there is a description of the vehicle used in the kidnapping and:
  - III.A. The offense occurred within 30 miles of the troop's boundary or,
  - III.B. There is reason to believe the suspect is entering or may be entering that troop, e.g., direction of travel indicates movement toward the troop or,
  - III.C. The suspect is known to reside in the Troop.

**\*EXCEPTION:** The requirements for radio broadcasts may be waived if it is known or reasonably suspected the missing person report is a kidnapping for ransom, and broadcast would further endanger the missing person.

\*\*\*"Control Point" is a designated agency or communications center possessing operational control of a network, as defined in the Telecommunication Services Bureau (TSB) Policies and Procedures Manual.

\*\*\*\*"time of the last contact" refers to the time the person was last seen or heard from.

- IV. The Division of Patrol (DOP) will conduct a case assessment and will initiate a LEADS and/or National Law Enforcement Telecommunications System (NLETS) area-wide directed message describing the kidnapping of the victim, the suspect, and any vehicle involved in the crime. This message will be directed to:
  - IV.A. The troop of occurrence and adjacent troops, neighboring states, etc.
  - IV.B. ISP Clearinghouse for Missing Persons Manager at 800-843-5763.

**NOTE:** If the missing person meets the criteria for an America's Missing: Broadcast Emergency Response (AMBER) Alert (paragraph II.H. of the main directive), fax the AMBER Alert packet to the Springfield Communications Center at 217/786-7191.

- V. The Troop will immediately notify the Division of Criminal Investigation (DCI) and, when appropriate, DCI will notify the Division of Forensic Services (DFS) of the kidnapping.
  - V.A. The DCI will assume responsibility for any follow-up investigation.
  - V.B. The DFS will provide Crime Scene Investigators to collect and analyze available evidence.
- VI. The local law enforcement authority with jurisdictional responsibility will be notified of the kidnapping and may be requested by Investigations to assist in its investigation.

VII. Investigative personnel will immediately:

- VII.A. Compile pertinent information, photographs, or composites of the victim, suspects, vehicles, etc.
- VII.B. Request the ISP Clearinghouse for Missing Persons to assist with the preparation and dissemination of missing person posters, flyers, and bulletins.
- VII.C. Forward any updated case information as it is received to those previously notified.

| Indicates new or revised items.

**-End of Addendum-**

**ILLINOIS STATE POLICE DIRECTIVE  
OPS-014, MISSING PERSON RESPONSE  
ADDENDUM 2, RADIO BROADCASTS**

<b>RESCINDS:</b> OPS-014, Addendum 2, 2023-058, revised 01-03-2023.	<b>REVISED:</b> 12-09-2024 <span style="float:right"><b>2024-045</b></span>
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**Troop Frequencies**

- I. Any missing person report may be broadcast if determined necessary by the Division of Patrol (DOP) Shift Commander.
- II. The following types of missing person reports must be broadcast:
  - II.A. Missing child reported directly to the Troop or referred to the Troop by another unit in the Illinois State Police (ISP).
  - II.B. Any person reported missing with exceptional circumstances (see paragraph III.C. of the main directive), where the report is made directly to the ISP.
- III. Regional Telecommunications Center will initiate a radio broadcast message immediately and again on the next two succeeding shifts (unless the person is located or recovered).
  - III.A. The dispatch will contain the name and approximate age of the missing person(s) and other pertinent information available at that time.
  - III.B. The message will be broadcast by all troops through which the missing person(s) may have traveled.
  - III.C. Following the third reading of the message, Regional Telecommunications Center will inform the Shift Commander who will re-evaluate the information to determine if additional action or further broadcast is needed.

**Illinois State Police Emergency Radio Network (ISPERN) Broadcasts**

Regional Telecommunications Center will broadcast messages via ISPERN only if the following conditions are met:

- IV. Report of missing person has been made:
  - IV.A. Missing adult or emancipated minor
    - IV.A.1. The investigating agency has obtained, or has established the intent to obtain, signed documentation supporting the stated conditions of which the person is declared missing.
    - IV.A.2. The documentation must be signed by an authoritative source other than another law enforcement agency such as the person making the report of the missing person.
  - IV.B. Missing child

A missing person report has been filed with a law enforcement agency.
- V. One of the exceptional circumstances has occurred.
- VI. The broadcast is within one hour from the time of last contact or critical information is received.
- VII. The missing person report was not made directly to the Chicago Police Department.

**EXCEPTION:** The requirements for radio broadcasts may be waived if it is known or reasonably suspected the missing person report is a kidnapping for ransom or extenuating circumstances exist.

**-End of Addendum-**

**ILLINOIS STATE POLICE DIRECTIVE  
OPS-014, MISSING PERSON RESPONSE  
ADDENDUM 3, RESOURCES**

<b>RESCINDS:</b> OPS-014, Addendum 3, 2023-058, revised 01-03-2023.	<b>REVISED:</b> 12-09-2024 <b>2024-045</b>
<b>RELATED DOCUMENTS:</b> LEADS Manual	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 41.2.5, 41.2.6, 46.2.5, 71.1.1, 82.2.4, 82.2.5, 83.2.1, 83.2.6, 84.1.1

**RESOURCES AVAILABLE TO ANY LAW ENFORCEMENT AGENCY RESPONDING TO A  
MISSING PERSON REPORT**

Actual availability of resources may vary depending upon current operational needs of the Department.

- I. Illinois State Police (ISP)
  - I.A. Office of the Director
    - I.A.1. Public information services (Missing Children Bulletin, flyers, posters, etc.)
  - I.B. Division of Patrol (DOP)
    - I.B.1. Canine teams
    - I.B.2. Emergency response vehicle (including auxiliary lighting and equipment)
    - I.B.3. Saturation staffing
  - I.C. Division of Criminal Investigation (DCI)
    - I.C.1. Comprehensive criminal indexing resources
    - I.C.2. Computerized investigative analysis system
    - I.C.3. Special Operations Command, including Air Operations, Special Weapons and Tactics Teams, Crisis Negotiators, Waterborne Assets, and All Terrain Vehicles
    - I.C.4. Electronic tracking equipment
    - I.C.5. Investigative services
    - I.C.6. Night vision equipment, Forward Looking Infrared (FLIR) devices and telescopic lenses
    - I.C.7. Telephone trace services
    - I.C.8. Time lapse video equipment
  - I.D. DCI, Statewide Terrorism Intelligence Center (STIC), Clearinghouse for Missing Persons
    - I.D.1. Poster creation and dissemination
    - I.D.2. Analytical assistance, including comprehensive databases (Federal Bureau of Investigation (FBI) Rapid Start, LexisNexis, Violent Crime Information Tracking and Linking (VITAL), etc.)
    - I.D.3. Liaison with INTERPOL
    - I.D.4. Liaison with the National Center for Missing and Exploited Children

- | I.E. Division of Forensic Services (DFS)
  - I.E.1. Crime Scene Investigators
  - I.E.2. Forensic Science Laboratories
- | I.F. Division of Justice Services (DJS)
  - I.F.1. Information Services Bureau
- | I.G. Division of Statewide 9-1-1 (9-1-1)
  - I.G.1. Radio Network Services Bureau (RNSB)
    - I.G.1.a. Portable radios
    - I.G.1.b. A portable computer capable of running the Law Enforcement Agencies Data System (LEADS) is available (may be installed at command post, smaller law enforcement agencies, etc.)

**-End of Addendum-**