

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 201-P

REFERENCE STANDARDS: 41.2.5 41.2.6

SUBJECT: Missing Persons

POLICY: The Hanover Park Police Department will conduct prompt and thorough investigations on all missing person reports, including missing or unidentified children. A procedure for handling adult and juvenile missing person cases is provided as a guide for investigative efforts. The urgency presented by critically missing or at-risk persons will be given appropriate operational and investigative response. (41.2.5g 41.2.6a)

The Hanover Park Police Department shall accept without delay any report of a missing person. Acceptance of a missing person report filed in person may not be refused on any ground. Officers may not refuse to accept a missing person report on the basis that the missing person is an adult; on the basis that the circumstances do not indicate foul play; on the basis that the person has been missing a short period of time; on the basis that the person has been missing a long period of time; on the basis that there is no indication that the missing person was in Hanover Park at the time of the disappearance; on the basis that the circumstances suggest that the disappearance may be voluntary; on the basis that the reporting individual does not have personal knowledge of the facts; on the basis that the reporting individual cannot provide all of the information requested by the law enforcement agency; on the basis that the reporting individual lacks a familial or other relationship with the missing person; on the basis of the missing person's mental state or medical condition; or for any other reason.(50 ILCS 722/5) (41.2.6a)

DEFINITIONS:

MISSING - Any reported missing person.

CRITICAL MISSING - Any reported missing person who is missing and foul play may be a factor.

AT RISK PERSONS - Any person who is physically disabled, mentally ill (e.g. schizophrenic), mentally challenged (e.g. developmental disability), memory impaired (e.g. Alzheimer's, dementia), has a serious or potentially life-threatening medical condition (e.g. Diabetes), or who poses a risk to themselves or others (e.g. suicidal or homicidal). At risk also includes persons with dementia or Alzheimer's disease, and may be called a SILVER Alert or SILVER Search when referring to those persons (20 ILCS 2605/2605-485).

POLICE OPERATIONS MANUAL

Dir.#: 201-P
Rev: 12/12/2025

Issued: 02/25/2000

Eff: 07/07/2000

VILLAGE OF HANOVER PARK

Rescinds: 203-I

Auth:

HIGH RISK MISSING PERSON (50 ILCS 722/10) – 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 include but are not limited to: (1) The person is missing as a result of a stranger abduction; under suspicious, unknown, or known dangerous circumstances; or is missing more than 60 days. (2) The person has already been designated as a high-risk missing person by another law enforcement agency. (3) There is evidence that the person is at risk because the person is in need of medical attention, including but not limited to persons with dementia-like symptoms, or prescription medication; the person does not have a pattern of running away or disappearing; the person may have been abducted by a non-custodial parent; the person is mentally impaired, including, but not limited to, a person having a developmental disability, as defined in Section 1-106 of the Mental Health and Developmental Disabilities Code, or a person having an intellectual disability, as defined in Section 1-116 of the Mental Health and Developmental Disabilities Code; the person is under the age of 21; the person has been the subject of past threats or acts of violence; the person has gone missing from a facility licensed under the Nursing Home Care Act; -the person is a veteran or active duty member of the United States Armed Forces, the National Guard, or any reserve component of the United States Armed Forces who is believed to have a physical or mental health condition that is related to his or her service. (4) Any other factor that may, in the judgment of a law enforcement official, indicate that the missing person may be at risk.

LOCK-OUTS/NEGLECT - are juveniles who (1) have been told to leave the household (2) the child has been away and the caretaker/parent refuses to let them back, (3) the child has run away and the caretaker/parent has made no effort to recover the child, (4) the child has been abandoned or deserted.

AMBER ALERT PLAN - Establishes a coordinated system for Illinois law enforcement agencies to utilize the Illinois Emergency Management Agency (IEMA) Emergency Alert System (EAS) in voluntary cooperation by broadcasters to quickly inform the public about an abducted child and the available facts regarding the alleged abductor. The EAS is directly linked to radio and television stations in Illinois. We may activate the alert by contacting the Illinois State Police when a child is abducted who is under 16 years of age or has a proven mental or physical disability and is believed to be in danger of serious bodily harm or death.

I. PROCEDURE (41.2.6e)

- A. The responsibilities of the DuComm call taker will be to obtain the following information from the complainant:
1. Obtain location of the incident and verify it.
 2. Obtain complainant information.
 3. Determine who is missing (in relation to the caller).
 4. How old is the missing person (small child, endangered adult).
 5. How long have they been gone.

6. Gather subject description.
 7. Was the subject on foot or in a car. (obtain vehicle description if applicable.).
 8. Obtain last known location.
 9. Any idea of where the subject would have gone.
- B. The taking of and the preliminary investigation of missing persons reports are normally performed by the uniformed police officers. In all cases, the on-duty supervisor will be immediately notified of the circumstances (41.2.6b). The Investigative Bureau performs follow up investigations. (41.2.6f)
- C. Upon receipt of a missing person report, the responding local law enforcement agency shall enter all collected information relating to the missing person case in the Law Enforcement Agencies Data System (LEADS) and the National Crime Information Center (NCIC).
- D. If the law enforcement agency learns through investigation that a missing person report has been filed by another law enforcement agency for the same missing person and is under active investigation by that agency and if a missing person entry is active in the Law Enforcement Agencies Data System (LEADS), then the law enforcement agency may not draft an additional missing person report but shall draft an informational report detailing the interview of the reporting individual. The informational report shall be forwarded to the original law enforcement agency handling the missing person case without delay.
- E. When contacting the reporting party, an employee shall obtain the following information: (41.2.5a)
1. Physical description, date, time, and location last seen or contacted.
 2. Work, cellular, and home telephone numbers of the reporting person.
 3. Information about circumstances of disappearance, especially any unusual circumstances that might indicate the person was abducted or is otherwise in risk of harm, injury, or death. (41.2.5g)
 4. Identity and phone number of associates, friends, relatives, and others who might have information about the whereabouts of the person.
 5. Any social media accounts of the missing person.
 6. Information about any steps that have already been taken by the reporting party or others to locate the missing person.

7. Any information about where the missing person might have gone, or places that the missing person frequents.
 8. Any information about any possible physical disability, mental illness, developmental disability, memory impairment, serious or potentially life-threatening medical condition, or dangerous to self or others. (41.2.5g)
 9. Any past history of voluntary disappearance or lock-out circumstances.
 10. Officers will ask and observe for signs of involuntary abduction (signs of struggle, disarray, abandoned purses, etc.), and other circumstances that may indicate that the disappearance was not voluntary. In such cases, the officer will collect identifying information about a known or possible abductor and/or person last seen with the missing person, including name, physical description, date of birth, identifying marks, description and possible means of transportation, including make, model, color, license number, and Vehicle Identification Number of a vehicle. (41.2.5g)
 11. As required by Illinois statute, 325 ILCS 40/7.2, any Hanover Park police officer, at the time of first contact with an individual making a report of a missing child who is under 18 years of age, shall provide that individual with information prepared by Illinois Attorney General's Office, regarding the National Center for Missing and Exploited Children and the National Runaway Safeline, (Appendix C). This form will also be available on the website for the Village of Hanover Park for ease of accessibility and also the website for the Illinois Attorney General's Office at http://www.illinoisattorneygeneral.gov/children/Report_a_Missing_Minor.pdf.
 12. Patrol supervisors will coordinate volunteers, if required, at scene after liaison with criminal follow-up investigators.
 13. A description of possible means of transportation, including make, model, color, license number, and Vehicle Identification Number of a vehicle.
 14. Any other reason(s) the reporting individual believes that the person is missing and/or any other information that may aid in locating the missing person.
- F. Complete the personal information and description of the missing person, to include the following information needed for NCIC/LEADS entry:
1. Complete name, including alternative names used.
 2. Date of birth.
 3. Social Security number (if known), operator's license (if known), and other identifying numbers.
 4. Complete physical description including gender, race, height, weight, current hair color, true or natural hair color, eye color, prosthetics, surgical implants, cosmetic

implants, physical anomalies, blood type (if known), scars, identifying marks, birthmarks, moles, tattoos, braces, etc.

5. Description of vehicle, if involved.
 6. Clothing description, including shoes or boots, accessories, earrings and other jewelry worn.
 7. Recent photograph, if available. Recent photograph(s) are preferable, and officers are encouraged to attempt to ascertain the approximate date the photograph(s) were taken.
 8. Information on electronic communications devices, such as cellular telephone numbers and email addresses.
 9. School and/or employer name(s) and location(s).
 10. Name(s) and location(s) of dentist(s) or primary care physician(s) or provider(s).
- G. Officers shall notify the person making the report, a family member, a person responsible for the missing person's welfare, or other person in a position to assist the law enforcement agency in its efforts to locate the missing person of the following:
1. General information about the handling of the missing person case or about intended efforts in the case to the extent that the law enforcement agency determines that disclosure would not adversely affect its ability to locate or protect the missing person or to apprehend or prosecute any person criminally involved in the disappearance;
 2. That the person should promptly contact law enforcement agency if the missing person remains missing in order to provide additional information and materials that will aid in locating the missing person such as the missing person's credit cards, debit cards, banking information, and cellular telephone records; and
 3. That any DNA samples provided for the missing person case are provided on a voluntary basis and will be used solely to help locate or identify the missing person and will not be used for any other purpose.
- H. Officers shall inform the reporting citizen of one of 2 resources, based upon the age of the missing person. If the missing person is under 18 years of age, contact information for the National Center for Missing and Exploited Children shall be given. If the missing person is age 18 or older, contact information for the National Center for Missing Adults National Missing and Identified shall be given.
- I. Officers handling the remains of a missing person who is deceased must notify the agency handling the missing person's case. Documented efforts must be made to locate family members of the deceased person to inform them of the death and location of the remains of their family member.

- J. The Hanover Park Police Department may make available informational materials, through publications or electronic or other media, that advise the public how the materials are used to help locate or identify missing persons.
- K. Endangered Missing Persons Advisory (41.2.5d 41.2.6d)
1. Personnel shall provide for the prompt use of the Endangered Missing Person Advisory in appropriate high-risk cases. The Endangered Missing Person Advisory is a voluntary partnership between law enforcement and local broadcasters for notifying the public about a missing and endangered person, intended to rapidly disseminate information about a missing and endangered person to law enforcement agencies, broadcasters, and the public. This advisory also includes persons with dementia or Alzheimer's disease, and may be referred to as a SILVER Alert or SILVER Search when referring to those persons (20 ILCS 2605/2605-485). The advisory is initiated utilizing the criteria for an Endangered Missing Person, as follows:
 - a. The person is missing under unexplained or suspicious circumstances.
 - b. The person is believed to be in danger because of age, health, mental or physical disability, environment, weather conditions, or in the company of a potentially dangerous person or some other factor that may expose the person to possible harm or injury.
 - c. Public information is available that could assist in the safe recovery of the person.
 - d. The circumstances do not fit the criteria of an AMBER Alert.
 2. The procedures to initiate an Endangered Missing Person Advisory will mirror Amber Alert procedures described in section VI below, including supervisory approvals.
 - a. Enter the missing person into LEADS and NCIC. Cross reference other involved parties, as well as vehicle information, if available.
 - b. Complete the fax packet required to activate the Endangered Missing Person Advisory. (Attachment B)
 - 1) Fax message must include as much detailed information as possible to enable the public to identify the person.
 - 2) If available, include a current photograph of the missing person.
 - 3) Notify ISP SCC by fax.
 - a) Contact the ISP SCC immediately confirming receipt of the packet information or if there are any difficulties transmitting information.
 - b) The Patrol supervisor will be the Department contact for ISP SCC.
 3. If the case involves a child and if a current photograph of the child is available, forward it along with a copy of all details/summaries to the Illinois State Clearinghouse for Missing and Exploited Children Manager.
 4. Activation of the Endangered Missing Person Advisory does not replace other law enforcement notification systems including, but not limited to, ISPERN messages, LEADS/NCIC, media releases, etc.

II. LAW ENFORCEMENT RISK ASSESSMENT (41.2.6e)

- A. Upon initial receipt of a missing person report, officers shall immediately determine whether there is a basis to determine that the missing person is a high-risk missing person.
- B. If officers have previously determined that a missing person is not a high-risk missing person, but obtain new information, they shall immediately determine whether the information indicates that the missing person is a high-risk missing person.

III. INVESTIGATIVE ACTIONS (41.2.6e 41.2.6f)

- A. An immediate follow-up investigation should be initiated in any juvenile or adult case involving extenuating circumstances. (41.2.6f)
- B. The Investigation Bureau will be responsible for the follow-up investigation on all missing persons, including runaways. (41.2.6f)
- C. The reporting person should be re-contacted periodically during the course of the follow-up investigation. (41.2.5e)
- D. When a child under the age of 12 or an individual with special needs has been reported missing, and is not located within a reasonable amount of time, (e.g. or prior to nightfall), the employee shall contact a supervisor who will arrange for additional assistance in searching and conducting follow-up (41.2.5d 41.2.5f 41.2.6c)
- E. In any case where it appears that the person may be at risk or critically missing, supervisors may contact the news media and request broadcast of critical information about the missing person. (i.e. Missing Child) (41.2.5d 41.2.5g 41.2.6c 41.2.6d)
- F. In critical missing cases, the Investigations Bureau will also conduct the investigation as a crime scene and will utilize normal investigative strategies.
- G. Investigators will contact intelligence sources and assistance agencies (i.e. Crime Analysis, National Center for Missing and Exploited Children, informant contacts) (41.2.5d 41.2.6c).
- H. If the missing person remains missing for 60 days, then the law enforcement agency shall immediately generate a report of the missing person within the National Missing and Unidentified Persons System (NamUs), and the law enforcement agency shall-attempt to obtain all of the following additional information and materials specified below have not been received: the investigating officers shall attempt to obtain:
 - 1. Additional photographs of the missing person that may aid the investigation or identification of an unidentified person, including photographs of the missing person's

scars, marks, and tattoos. All photographs of the missing person that the law enforcement agency collected shall be added to the National Missing and Unidentified Persons System (NamUs) record. The law enforcement agency is not required to obtain written authorization before it releases publicly a photograph that would aid in the investigation or location of the missing person.

2. Fingerprint records of the missing person from a competent authority or from a criminal history database, if available. If a missing person remains missing for 30 days after the date of the police report, then the missing person's fingerprint record shall be added to the missing person entry in the Law Enforcement Agencies Data System (LEADS). If a missing person remains missing for 60 days after the date of the police report, then the missing person's fingerprint record shall be entered in the National Missing and Unidentified Persons System (NamUs). The fingerprint records may be used for direct comparison to the fingerprint records of unidentified persons only.
3. Dental charts and radiographs of the missing person, if available. If a missing person remains missing for 60 days after the date of the police report and missing for 60 days after the date of the police report in the National Missing and Unidentified Persons System (NamUs), then the missing person's dental record shall be added to the missing person entry in the Law Enforcement Agencies Data System (LEADS). The dental records may be used only for direct comparison to the dental records of unidentified persons.
4. Biological samples collected for DNA analysis, if any, shall be submitted to a Combined DNA Index System (CODIS) or other accredited laboratory where DNA profiles are entered into local, State, and national DNA Index Systems within 90 days from the date of the police report. All biological samples and subsequent DNA profiles, if any, obtained in missing person cases from family members of the missing person or personal items of the missing person may not be retained after the location or identification of the remains of the missing person unless there is a search warrant signed by a court of competent jurisdiction.
5. If the missing person remains missing for 60 days from the date of report and if reporting requirements for entry into the Federal Bureau of Investigation's Violent Criminal Apprehension Program are met, the law enforcement agency shall enter the missing person case into the Federal Bureau of Investigation's Violent Criminal Apprehension Program database.

IV. NCIC/LEADS ENTRY AND RADIO BROADCASTS (41.2.5b 41.2.6c 41.2.6e)

- A. The preliminary investigating employee shall initiate an NCIC/LEADS entry and ensure a broadcast is made as soon as possible, via police radio, on any missing persons who are missing when extenuating circumstances exist, such as:
 1. There is reason to believe the person is missing involuntarily.

2. The missing person is believed to be a danger to himself.
 3. The person is believed to be ill, injured, physically disabled, mentally ill, memory impaired, or mentally challenged.
 4. The person is believed to be in danger of physical harm.
- B. After obtaining the necessary information, the reporting employee shall immediately respond to the station and ensure that the Records/Communications clerk enters the missing person into the NCIC/LEADS system.
- C. It is the responsibility of the Records/Communications clerk to make entry of the missing persons report into the system. (41.2.5c). Records personnel shall immediately enter all collected information relating to the missing person case in the Law Enforcement Agencies Data System (LEADS) and the National Crime Information Center (NCIC) databases. The information shall be provided in accordance with applicable guidelines relating to the databases. Other available information shall be entered as follows:
1. All appropriate DNA profiles, as determined by the Department of State Police, shall be uploaded into the missing person databases of the State DNA Index System (SDIS) and National DNA Index System (NDIS) after completion of DNA analysis and other procedures required for database entry.
 2. Information relevant to the Federal Bureau of Investigation's Violent Criminal Apprehension Program shall be entered as soon as possible.
- D. Records personnel who receive LEADS/NCIC notification of information that will aid in the prompt location and safe return of a high-risk missing person shall notify officers to be on the lookout for the missing person or a suspected abductor.

V. REPORTS (41.2.6e)

- A. Missing person cases require a minimum of a missing person report. Other reports, such as supplementary reports, may be necessary depending on the circumstances.
- B. Officers shall document all follow-up investigation with appropriate reports.
- C. Whenever a missing person has been located or returned, it is the responsibility of the employee receiving the information to complete a Supplemental report documenting the return of the missing person and notify the Records/Communications clerk for cancellation of the person in the NCIC/LEADS system. (41.2.5c)
- D. Dissemination of collected information (41.2.5b)

1. Employees taking the initial Missing Person report will be responsible to forward the report to the NCIC/LEADS operator as in Section IV.B.
2. The original Missing Person Report will be placed in the "in box" in the Records division for supervisor approval.
3. The Records personnel will then be responsible for forwarding copies to the Investigative Bureau and Social Service unit.
4. Records personnel will also place the missing person information on the Daily Bulletin.

VI. LOCATED RUNAWAYS - OTHER JURISDICTIONS

- A. All located runaways from other jurisdictions as well as runaways who are refusing to return to their residence should be brought to the Police Department.
- B. The originating agency will be contacted and determine the course of action to follow for the return of the runaway.
- C. Runaways refusing to return to their residence will be handled according to existing procedure involving the Illinois Juvenile Court Act.
 1. Social Service intervention, i.e.: The Bridge, DCFS, etc.

VII. (AMBER) ALERT NOTIFICATION PLAN (41.2.5d 41.2.6d)

- A. Personnel shall provide for the prompt use of an Amber Alert in cases involving abducted children. The AMBER Alert will be activated when the shift supervisor has confirmed that an abduction has taken place and verified the following two criteria have been met:
 1. The child must be under the age of 16 or has a proven mental or physical disability,
 2. You must believe the child is in danger of serious harm or death.
- B. The AMBER Alert Activation Plan
 1. The AMBER Facsimile Transmission Packet, Appendix A, will be completed.
 2. A current photograph of the abducted child will be submitted with the packet, either by FAX or e-mailed to isp.scc@illinois.gov after being scanned.
 3. The Shift Supervisor will contact the Illinois State Police Springfield Area Communications (ISP SAC) at 1-217-786-6677 and confirm that the packet has been received.

- C. ISP SAC will disseminate the information over ISPERN and will send a copy of the packet to the Illinois Emergency Management Agency (IEMA). IEMA will contact all broadcast companies and release the information and the photograph.
- D. The broadcasting companies will rebroadcast the alert at a minimum of every 30 minutes for at least four hours (not to exceed eight hours) after the notification was received. The decision to continue to rebroadcast after eight hours will be up to the individual broadcasting station.
- E. If the child is located or the case is closed within eight hours of the AMBER activation, the Cancellation Form will be completed and submitted to ISP SAC who will notify IEMA. IEMA will then notify the broadcasting companies.
- F. After eight hours of the abduction, any updates/cancellations should be made directly to the Illinois State Clearinghouse for Missing and Exploited Children Manager, 1-800-843-5763.

VIII. A CHILD IS MISSING (ACIM) ALERT PROGRAM (41.2.5d 41.2.6d)

- A. A Child is Missing (ACIM) sends a recorded message to numerous phone numbers in the area of a missing person who is a child, elderly, and/or disabled. ACIM is activated by calling their toll-free number 1-888-875-2246. ACIM can be used by the Hanover Park Police Department in any case where it would benefit the investigation.
- B. When contacted, ACIM takes all pertinent information, including but not limited to:
 - 1. Name of law enforcement agency
 - 2. City, county and state of agency
 - 3. Name of person missing
 - 4. Date of Birth
 - 5. Gender
 - 6. Nationality
 - 7. Height and Weight
 - 8. Hair and Eye color
 - 9. Clothing description
 - 10. Any scars or other physical characteristics
 - 11. Any medical/psychological conditions to be aware of
 - 12. Home address including zip code
 - 13. Location last seen with zip code if different than residence
 - 14. Police department phone number for the public to call to report information
 - 15. Case # or Reference # assigned to the case
 - 16. If there is water or wooded areas in the vicinity
 - 17. Have friends and family been contacted
 - 18. Has the person gone missing before
 - 19. Is there foul play, kidnapping or parental abduction suspected

20. If the missing is a child, is the agency aware of any sexual predators within 1 mile of the last seen address
 21. A Child Is Missing also requests a cell or beeper number to reach the officer on the scene for additional information.
- C. ACIM then makes a recorded message with the information that has been supplied.
 - D. The location last seen is entered into the computer and a database of phone numbers of the residents/businesses is gathered. The message is then sent out to the community.
 - E. When a child is reported missing near water, the immediate area is canvassed with the message, then the search area is expanded if the child has not been found.
 - F. ACIM continues to work with the officer on the scene and/or the communications department until the missing person has been found.
 - G. After recovery, the agency calls ACIM to stop the search. ACIM then faxes a case follow-up form to the officer/agency to be filled out, documenting the conclusion of the case. The agency then faxes the form back to ACIM.

VIII. UNIDENTIFIED PERSONS OR HUMAN REMAINS (50 ILCS 722/20)

- A. If the Hanover Park Police Department comes into custody of an unidentified deceased person or human remains, the investigating officer(s) shall immediately notify the coroner or medical examiner of the county in which the remains were found. The coroner or medical examiner is required to respond to the scene and take charge of the remains.
- B. Notwithstanding any other action deemed appropriate for the handling of the human remains, the investigating officer(s), medical examiner, or coroner shall make reasonable attempts to promptly identify human remains. This does not include historic or prehistoric skeletal remains. These actions shall include, but are not limited to, obtaining the following when possible:
 1. Photographs of the human remains prior to an autopsy.
 2. Dental and skeletal radiographs
 3. Photographs or items found on or with the human remains.
 4. Fingerprints from the remains.
 5. Tissue samples suitable for DNA analysis.
 6. Any other information that may support identification efforts.

- C. The investigating officer(s), medical examiner, coroner, or other person(s) shall not dispose of, or engage in actions that will materially affect the unidentified human remains before the items essential for human identification efforts listed above are obtained.
- D. Cremation of unidentified human remains is prohibited per 50 ILCS 722/20(d).
- E. The investigating officer(s), medical examiner, or coroner shall seek support from appropriate State and federal agencies, including National Missing and Unidentified Persons System resources to facilitate prompt identification of human remains. This support may include, but is not limited to, fingerprint comparison; forensic odontology; nuclear or mitochondrial DNA analysis, or both; and forensic anthropology.
- F. It is the responsibility of the submitting agency to ensure the following steps are completed in the following order when submitting : (1) Fingerprints from unidentified human remains, including partial prints, if any, shall be submitted for analysis within 7 days of recovery of the remains by the assisting law enforcement agency, medical examiner, or coroner to all local, State, and federal automated fingerprint identification system databases. (2) The submitting agency shall ensure fingerprints are appropriately searched for identification purposes.
- G. If there are no matches, the unidentified fingerprint records shall be uploaded to the National Missing and Unidentified Persons System (NamUs) within 60 days after recovery of the remains.
- H. Submitting agency may contact the International Criminal Police Organization (INTERPOL) to search through the automated fingerprint identification system databases of member countries if remains are believed to have an international nexus.
- I. If the fingerprint analysis does not aid in the identification of the remains, then the submitting agency, coroner, or medical examiner shall cause a dental examination to be performed by a forensic odontologist within 45 days of recovery of the remains for the purpose of dental charting, direct comparison to missing person dental records, and uploading to the National Crime Information Center (NCIC) and National Missing and Unidentified Persons System (NamUs).
- J. If the fingerprint and dental analysis does not aid in the identification of the remains, then blood, tissue, or bone samples from the unidentified remains shall be submitted for DNA analysis within 90 days of the recovery of the remains to a Combined DNA Index System (CODIS) accredited laboratory where DNA profiles are entered into the National DNA Index System upon completion of testing.
- K. The investigating officer(s), medical examiner, or coroner shall cause the entry of a National Crime Information Center Unidentified Person record within 5 days of the discovery of the remains. In the case of markedly decomposed or skeletal remains, the creation of a National Crime Information Center (NCIC) Unidentified Person File shall be made upon receipt of the anthropological analysis report. The Hanover Park Police

Department, medical examiner, or coroner shall provide the Department of State Police all information required for National Crime Information Center entry. Upon receipt of this information, the assisting law enforcement agency shall create the Unidentified Person record without unnecessary delay. In the case of markedly decomposed or skeletal remains, the creation of a National Crime Information Center (NCIC) Unidentified Person File shall be made upon receipt of the anthropological analysis report. If an anthropological analysis report determines the remains to be historic or prehistoric, then no NCIC entry is required.

- L. The medical examiner, or coroner shall obtain a National Crime Information Center number from the assisting law enforcement agency to verify entry and maintain this number within the unidentified human remains case file. A National Crime Information Center Unidentified Person record shall remain on file indefinitely or until action is taken by the originating agency to clear or cancel the record. The medical examiner, or coroner shall notify the assisting law enforcement agency of necessary record modifications or cancellation if identification is made.
- M. No later than 60 days following the discovery of the remains, the investigating officer(s), medical examiner, or coroner shall create an unidentified person record in the National Missing and Unidentified Persons System, if no identification has been made. The entry shall include all available case information including fingerprint data and dental radiographs and charts. A notation of DNA submission shall be made within the National Missing and Unidentified Persons System Unidentified Person record.
- N. The Hanover Park Police Department, medical examiner, coroner, or the Department of State Police may pursue other efforts to identify human remains including efforts to publicize information, descriptions, or photographs related to the investigation.
- O. An assisting law enforcement agency, a medical examiner, a coroner, or the Illinois State Police may not close an unidentified person case until the individual has been identified. Law enforcement agencies, medical examiners, and coroners shall keep such cases under active investigation until the person is identified. Reasons for closing an unidentified person case may not include exhaustion of leads or termination of the anticipated life span of the missing person's next of kin.
- P. If historic or prehistoric human skeletal remains are determined by an anthropologist to be older than 100 years, jurisdiction shall be transferred to the Department of Natural Resources for further investigation under the Archaeological and Paleontological Resources Protection Act.
- Q. The coroner, medical examiner, or assisting law enforcement agency shall obtain a biological sample from any individual whose remains are not identifiable. The biological sample shall be forwarded to an accredited Combined DNA Index System (CODIS) laboratory where DNA profiles are entered into of the remains. Prior to the burial or interment of any unknown individual's remains or any unknown individual's body part, the medical examiner or coroner in possession of the remains or body part must assign a case number to the unknown individual or body part. The medical examiner or coroner

shall place a stainless-steel tag that is stamped or inscribed with the assigned case number on the individual or body part and on the outside of the burial container.

State of Illinois
AMBER ALERT
Notification Plan

(Public Act 92-0259)
FACSIMILE TRANSMISSION PACKET

Date: _____ Time: _____

To: Illinois Springfield Communications Center
Telephone #: 217-786-6677
Facsimile #: 217-786-7191

From: (Department) _____
(Contact) _____

Telephone #: _____ Facsimile #: _____

Subject: **ALERT**
CHILD ENDANGERMENT/ABDUCTION
EMERGENCY NOTIFICATION MESSAGE

OCA (LEADS/NCIC) Number: _____

*PHOTOGRAPH OF THE CHILD SENT TO missing@isp.state.il.us G Yes G Forthcoming
The Illinois State Clearinghouse for Missing & Exploited Children manager will contact your agency to provide
guidance in forwarding photographs and/or additional information pertaining to this abduction.*

If you have any questions regarding this transmission, please call the sender at the telephone number listed above.

*This facsimile contains **CONFIDENTIAL INFORMATION** which may also be legally privileged and is
intended only for the use of the individual or entity to which it is addressed. Unauthorized disclosure or
dissemination may be prohibited by state and federal statutes. If you have received this communication in*

EMERGENCY NOTIFICATION MESSAGE CRITERIA

The child is under the age of 16 or has a proven mental or physical disability,
and

Police **must believe** the child is in danger of serious bodily harm or death.

ABDUCTION INFORMATION

Date Abducted: Time Abducted:
Location/Place of Abduction:
Direction of Travel/Destination:

Vehicle Description Make/Model: Year: Color: Plate: State of Issue:

Incident Details:

CHILD INFORMATION (Complete an additional page for each additional child abducted)

Last Name: First Name: MI:
Date of Birth or approximate age: Sex: Race:
Height: Weight: Hair: Eyes:

Clothing Shirt: Pants:

Shoes: Outerwear:

Additional Significant Identifiers:

ABDUCTOR INFORMATION (Complete an additional page for each additional abductor)

Last Name: First Name: MI:

Date of Birth or approximate age: Sex: Race:

Height: Weight: Hair: Eyes:

Clothing Shirt: Pants:

Shoes: Outerwear:

Additional Significant Identifiers:

LAW ENFORCEMENT CONTACT INFORMATION

Department: Contact Name: Phone #:

If the plan is activated in an environment of being "safe rather than sorry," public and police confidence in this plan will suffer. Although each

case has its own set of circumstances, police must follow the abduction criteria as closely as possible.

This process should not replace departmental policy/procedure on conducting follow-up investigation to include collecting photographs

of any missing or abducted child.

For ISP Use ONLY:

Clearinghouse notified Yes No DOT notified Yes No District 15 notified Yes No

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State of Illinois

AMBER ALERT

Notification Plan

(Public Act 92-0259)

FACSIMILE TRANSMISSION PACKET

Date: Time:

To: Illinois Springfield Communications Center

Telephone #: 217-786-6677

Facsimile #: 217-786-7191

From: (Department)

(Contact)

Telephone #: Facsimile #:

Subject: **CANCELLATION**
CHILD ENDANGERMENT/ABDUCTION
EMERGENCY NOTIFICATION MESSAGE

OCA (LEADS/NCIC) Number:

Name: DOB:

Reason for Cancellation:

If you have any questions regarding this transmission, please call the sender at the telephone number listed above.

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