

SPECIAL ORDER CHANGE



Subject
SO-08-03 (MPD Compliance with The National Child Search Assistance Act of 1990)

Topic / Number
SOC-09-01

Effective Date
January 15, 2009

DISTRICT OF COLUMBIA

I. REMOVE FROM:

SO-08-03, Dated 05/08/08

Page 1 and Page 2

INSERT:

SO-08-03, Dated 05/08/08

Page 1 (Revised 01/02/09) and Page 2

II. RESCIND: N/A

ADD: N/A

III. NOTES:

1. The "NOTE" under Part II. A:

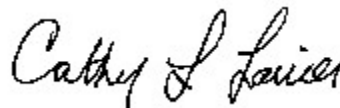
"NOTE: In the District of Columbia, a juvenile (child) is a person under eighteen (18) years of age unless the person has been emancipated by the court."

has been deleted and replaced with Part II. B. as follows:

"B. For the purposes of this special order, a juvenile is defined as any person who is under the age of twenty-one (21) years of age [42 USC 5779 (a)].

2. Part II. B. has been re-lettered Part II. C.

IV. RESCISSION OF OTHER DOCUMENTS: N/A



Cathy L. Lanier
Chief of Police

CLL:PH:JGW:MB:GHE

SPECIAL ORDER



DISTRICT OF COLUMBIA

Subject

**MPD Compliance with the National
Child Search Assistance Act of 1990**

Series	Number
08	03

Effective Date

May 8, 2008

Related to:

GO-OPS-304.03 (Missing Person Reports),
Effective Date January 30, 2004

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I. BACKGROUND

The National Child Search Assistance Act of 1990 (Act), 42 USC § 5780, requires that agencies verify and update original National Crime Information Center (NCIC) missing juvenile entries with any additional information, including medical and dental records, blood type, fingerprint characteristics, jewelry type/description, scars, marks, tattoos and other characteristics fields within sixty (60) days of entry.

This Special Order informs Metropolitan Police Department (MPD) members of the requirements of the National Child Search Assistance Act of 1990 and implements use of the NCIC Missing Person File Data Entry Collection Guide that the MPD is required to provide to persons reporting missing children. (CALEA 82.2.1-b)

II. REGULATIONS

- A. Members shall immediately accept a complainant's verbal or written report of a missing child. (CALEA 41.2.6-e)
- B. For the purposes of this special order, a juvenile is described as any person who is under the age of twenty-one (21) years of age [42 USC 5779 (a)].**
- C. Members shall not delete an NCIC entry based solely on the age of the missing person.

III. PROCEDURAL GUIDELINES

- A. When handling reports involving missing children, the Teletype Unit shall enter a missing child record in the Washington Area Law Enforcement System (WALES) and NCIC within two (2) hours of receipt of the report and make details of the missing child report available to the appropriate state missing persons clearinghouse. A complete child record shall include, but not be limited to: [CALEA 41.2.6(c-e)]

1. Full name, date of birth, sex, race/skin tone, height, weight, eye, and hair color of the child;
 2. Date and location of the last known contact with the child;
 3. Category under which the child was reported missing; and
 4. Caution and/or medical condition(s), according to the following categories:
 - a. 00 - Armed and Dangerous,
 - b. 05 - Violent Tendencies,
 - c. 10 - Martial Arts Expert,
 - d. 15 - Explosive Expertise,
 - e. 20 - Known to Abuse Drugs,
 - f. 25 - Escape Risk,
 - g. 30 - Sexually Violent Predator – Contact ORI for Detailed Information,
 - h. 50 - Heart Condition,
 - i. 55 - Alcoholic,
 - j. 60 - Allergies,
 - k. 65 - Epilepsy,
 - l. 80 - Medication Required,
 - m. 85 - Hemophiliac,
 - n. 90 - Diabetic, or
 - o. 01 - Other.
- B. In addition to the requirements outlined in GO-OPS-304.03 (Missing Person Reports), when taking reports on missing children, members shall obtain caution and/or medical condition(s) regarding the missing child, if applicable, and:
1. Initiate and assist with appropriate search and investigative procedures;
 2. Provide a copy of the NCIC Missing Person File Data Collection Entry Guide to the reporting person. [See Attachment A (NCIC Missing Person File Data Collection Entry Guide).];
 3. Document the name of the reporting person who received the NCIC Missing Person File Data Collection Entry Guide on the PD Form 251 (Event Report);
 4. Advise the reporting person;
 - a. To complete the NCIC Missing Person File Data Collection Entry Guide: