

COLCHESTER POLICE DEPARTMENT

		SUBJECT: Missing Persons/Search & Rescue	
EFFECTIVE DATE: December 22, 2015	NUMBER: G.O. #23		
REFERENCE	SPECIAL INSTRUCTIONS: none		
REEVALUATION DATE: as needed	APPROVED: <i>J Monism #190</i>	NO. PAGES: 8	

POLICY: The Colchester Police Department will investigate reports of missing persons when it has been reported that the person's last known whereabouts were within Colchester, or of a Colchester resident whose whereabouts were unknown for a significant period of time. Missing person's reports range from juveniles that are late in arriving home to reports of abductions or persons missing under suspicious circumstances. CPD shall gather reports of missing persons and determine if there is a need for immediate police action. CPD shall also make appropriate reports to relevant organizations or databases (NCIC/VCIC/MIC, etc).

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I. PRELIMINARY PROCEDURES:

- A. There is no minimum amount of time which must elapse before a missing person complaint can be initiated.
- B. Any situation where the complainant knows the person's location shall not be considered a missing person complaint for the purposes of this procedure. However, reasonable assistance should be given to the complainant.
- C. Upon receipt of a report of a missing person, the officer shall record all the required information which shall serve as the dispatch record of the missing person. Additionally, the following information shall be recorded on the Missing Person Broadcast (using the current NLETS/VLETS broadcast message and format):
 - 1. Date and time of call.

2. Location from which the missing person was reported missing or lost and time he/she was last seen.
 3. Physical description of the missing person and other identifying information as available.
 4. Incident number and officer number assigned to call. Officer shall then notify OIC as to the nature and status of the report.
- D. The dispatcher shall ensure that BOLs, GBCs (General Broadcasts) and VCIC broadcasts shall be made as appropriate to the case. A copy of the entry shall be attached to the "hot sheet" and copied/pasted to the original incident.
- E. Immediate entry into NCIC by a dispatcher will be made for all missing juveniles and for missing adults who fit any of the following criteria:
1. A person of any age who is missing and under physical/mental disability.
 2. A person of any age who is in the company of another person under circumstances indicating that his/her physical safety may be in danger.
 3. If the disappearance may have been involuntary, (i.e. abduction) see Section II Emergency Situations.
 4. Any person who is missing after a catastrophe (Refer to NCIC Operations Manual for criteria for entry in missing person file.).
 5. All missing juveniles (anyone under the age of 21) MUST be entered into NCIC within two (2) hours after the required minimum data for NCIC entry is obtained.
- F. A missing adult, who is declared emancipated by the laws of his/her state of residence, may only be entered into NCIC as missing if the entering agency has signed documentation supporting the stated conditions under which the person is declared missing. The documentation must be from a parent, legal guardian, next of kin, physician, or in unusual circumstances a friend or neighbor. In the absence of such documentation, or when such documentation is not reasonably attainable, a signed report by the investigating officer will suffice.
- G. The dispatcher shall follow the procedures relative to the prioritization of calls and shall dispatch an officer to conduct an investigation relative to the missing person. The investigating officer shall make reasonable attempts to obtain a photo of the missing person.
- H. The Officer-in-Charge (OIC) will immediately review the circumstances of each missing person complaint based on the preliminary investigation and determine if referrals are appropriate (i.e., canine call in, Bureau of Criminal Investigations call in, State Attorney notification, etc.).

II. EMERGENCY SITUATIONS

- A. In cases where the dispatcher or investigating officer identifies the situation as being of an emergency nature, the following additional information shall be recorded at the time of the call for service:
 - 1. The extent of any search already performed by the caller or other parties.
 - 2. Time and place when the missing person was last seen.
 - 3. Other information that may be useful in assisting investigating officers in locating the person (for example, particular habits or personal interests, places frequented, location of out of town relatives or friends, etc.).
 - 4. Relationship of the caller to the person reported missing.
- B. If warranted, such as a child abduction case, the Vermont Amber Child Abduction Alert will be activated. Once responding officers and the OIC have determined that an Amber Alert is appropriate, the paperwork packet must be completed by dispatch. This is in addition to our standard procedures for BOLs and GBCs. Responding officers and the OIC shall also determine if other resources should be used, based on the circumstances, such as Fire Department assistance, Border Patrol air support, A Child Is Missing program, or others.
- C. CPD will contact the Vermont Intelligence Center for assistance with posters and other information dissemination assistance, as appropriate.
- D. See section IX. of this policy for information on Search & Rescue efforts.

III. JUVENILE RUNAWAY/MISSING PERSON

- A. If a missing person is determined to be a juvenile runaway, a parent or reporting agency must accept the responsibility that they will pick up the juvenile or make suitable arrangements for the return of the juvenile when located. The dispatcher shall then initiate BOL, GBCs, etc.
- B. When a missing juvenile is found, the receiving officer will notify the complainant and make arrangements for the parents/guardians to pick up the child.
 - 1. In cases of juveniles who are persistent runaways, their parents or guardians shall be notified by the responding officer to come to the station for the child. If the parents or guardians refuse to take responsibility for the juvenile, the officer shall make other suitable arrangements, with approval of the parents, such as placement with a relative or at a First Call Shelter. If the parents will not consent to an intermediate option, or one is not available, the State's Attorney's Office and the Department of Children & Families ("DCF") shall be contacted for completing the **Children in Need of Supervision (CHINS) process**.

2. If the parents reside out of the area, or the parents/guardians reside in Colchester and the child is located out of the area, and the parents/guardians state they cannot provide transportation for the child to return home, the Greyhound Bus Corporation, under the provisions of its "HOME FREE PROGRAM," will provide transportation at no charge provided the child is willing to return home unescorted and the child is between 12-18 years of age and officially listed as a runaway. **The Greyhound Bus Corporation is located at the Vermont Transit Company at 345 Pine Street, 802-864-6811. The Home Free Program's telephone number is 800-621-4000.**

- C. In order to utilize the "HOME FREE PROGRAM," officers shall comply with the following procedures:
 1. The officer shall contact the local law enforcement agency of the jurisdiction where the juvenile's parent/guardian resides.
 2. The officer will request that the Department of destination;
 - a. Verify the exact location of the parent/guardian.
 - b. Make reasonable determinations:
 - that the alleged parent/guardian is in fact the parent/guardian of the juvenile in custody.
 - as to the financial capability of the parent/guardian to provide transportation for the juvenile.
 - as to the relative stability of the parent/guardian – juvenile relationship.
 - make certain that a missing person report is on file, and that a copy is forwarded to the Department of origin.
 - make arrangements for the Department of destination to accompany the parent/guardian to meet the juvenile/runaway at the bus station or other agreed upon pick up point.
 - have the parent/guardian sign the juvenile custody form and forward the original to the agency holding the juvenile.
 3. Obtaining bus tickets:
 - a. The officer shall obtain supervisory approval to proceed with obtaining bus transportation for the juvenile runaway and shall complete the ticket purchase form at the bus station. (One copy of the form shall be retained by the officer and submitted with the incident paperwork).
 - b. The officer shall complete the driver/agent receipt of the juvenile passenger. The bus driver/agent shall sign the form and the officer/custodian shall retain the original of such form and give two copies to the driver/agent.
 4. Notification from department of destination:

Upon arrival of the juvenile/runaway at the final destination, the Department of destination should notify the Department of origin of the

time of arrival and condition of the juvenile. When notified that the missing person has been turned over to a guardian, the originating agency shall cancel any NCIC or local GBC. The initiating officer shall be notified of the cancellation of NCIC.

5. Pursuant to agreement among Chittenden County Law Enforcement Executives in November of 2013, within Chittenden County, the mutually agreed protocol when handling found runaway juveniles is as follows:
 - a. If any agency locates a missing/runaway juvenile or person, they are responsible for handling the situation, which may include releasing to custodians, parents, court, or following through with a CHINS. It is recommended that the originating agency be contacted when the juvenile is found to ensure the safe release or to obtain more information surrounding the reasons for a CHINS.
 - b. The investigating agency may come into a jurisdiction that may not be their own to follow up on leads. The investigating agency should make notice to the agency where they are working.
 - c. The original agency making the runaway report is not responsible to retrieve the juvenile from the locating agency unless there were some extenuating circumstances that dictate the involvement of another agency, i.e. locating agency handling a fatal crash or homicide and resources are limited.

IV. FOLLOW-UP INVESTIGATION

- A. It shall generally be the responsibility of the officer taking the initial complaint to conduct subsequent investigations for the first ten (10) days that a subject is reported as missing. If the officer will be away from work for the majority of that time, or if other circumstances dictate, the incident will be transferred to BCI. Also, if the case remains open for longer than ten days, it will be transferred to a BCI investigator.

All updates to an open missing person incident must be made during the shift in which new information is received. It is essential that records and dispatch personnel always have access to the most recent status of these incidents. **The State automatically removes a missing person from NCIC if the proper follow up paper work is not submitted by the Department.**

- B. Regardless of who takes the lead on an investigation, the initial investigating officer must notify BCI of the incident (email is okay) by the end of the shift in which the report was received. If appropriate, notification to the entire agency may be made.
- C. The investigating officer must obtain signed documentation in accordance with Section I. F. of this directive prior to entering an emancipated adult into NCIC.

- D. If the missing person is a young child, a mentally ill person, or if any other circumstances indicate that the case is of an urgent nature, the case shall be assigned for immediate follow-up with an investigator, and the follow up investigator shall re-interview the person who initiated the original missing person report. If there is an indication of suspicious circumstances or potential harm involving a reported missing person under age 16, the investigator will make contact with and coordinate investigative efforts with outside resources (i.e. DCF, State's Attorney's Office, etc.).
1. A photograph of the missing person should be obtained, if available, for dissemination.
 2. The investigating officer shall inquire if, for any purpose, inked fingerprint impressions are available.
 3. The officer assigned shall conduct an immediate investigation in an attempt to locate the individual. Resources may include canine search teams and media assistance.

V. FBI ANALYSIS OF FINGERPRINTS OF MISSING PERSONS

- A. Based upon the availability of inked or electronically scanned fingerprint impressions of the missing individual (FBI fingerprint card Form #1-391), the officer may request to submit the inked impressions to the Federal Bureau of Investigations under the provisions of the Missing Children's Act of 1982. The FBI will accept fingerprint cards relating to missing persons provided that one of the following criteria can be met.
1. A person of any age who is missing and under a proven physical/mental disability or is senile, thereby subjecting himself/herself or others to danger.
 2. A person of any age who is missing and in the company of another person under circumstances indicating that his/her physical safety is in danger.
 3. A person of any age who is missing under circumstances indicating that the disappearance was not voluntary (i.e. abduction or kidnapping).
 4. A person who is missing and declared unemancipated as defined by the laws of his/her state of residence (i.e. a person who is under 18 years of age in the State of Vermont) and does not meet any of the entry criteria set forth in 1, 2, or 3 of the above.
- B. The Support Services Lieutenant shall ensure that the appropriate entry has been made into the NCIC Missing Persons File by records or dispatch personnel **PRIOR** to the submission of the fingerprint card to the FBI, Identification Division. The fingerprint card shall be clearly marked with the following information:
1. Agency name and originating agency identifier, i.e. Colchester, Vermont Police Department, VT0040500.

2. Words "Missing Person" followed by the applicable NCIC entry criteria number as set forth previously.
 3. NCIC record number received by this Department in response to its entry into the NCIC Missing Person file.
- C. Once properly filled out, the card shall be forwarded to the below address accompanied by a cover letter which sets forth a summary of the incident and a current description of the missing person/child;

Assistant Director, Federal Bureau of Investigations
U. S. Department of Justice
Washington, DC 20535
ATTN: Identification Division

VI. MEDICAL AND DENTAL RECORDS

After 10 days have elapsed from the time any person was last seen (or was reported missing to the Department), and the person has not been located, the Support Services Lieutenant will assure that written consent is requested from the next of kin, in the case of an adult or from the legal parent or guardian in the case of a missing juvenile, for the release of the missing person's known medical and dental records to the Colchester Police Department.

VII. MEDIA ASSISTANCE

Notification of the general public through any of the news media can be valuable in locating a missing person. A decision to use such venues shall be made with authorization by the Chief of Police or his/her designee, and after consultation with the family of the missing person.

VIII. RE-CONTACT WITH REPORTING PERSON

Officers assigned to missing person investigations shall ensure frequent contact with reporting persons. In cases where missing persons are located, the investigating officer shall notify the reporting person as soon as possible. All missing persons cases shall remain open indefinitely, unless approved by the Chief of Police. The investigator, for the purposes of NCIC auditing and investigation, shall have regular contact with the complainant and/or reporting party to determine if there is any new information about the case or any new leads.

IX. LOCATION OF MISSING PERSONS

- A. Officers locating a missing person should interview that person and ascertain the circumstances as to why they were missing, along with any other pertinent information regarding the missing person's location during this period.

It shall be the responsibility of the OIC to ensure that the officer locating a missing person files a report detailing the aforementioned information along with the circumstances surrounding the finding of the person. Particular difficulties encountered, for example, reluctance or refusal to return home, should be noted.

- B. An officer who locates a missing person shall notify the dispatcher who shall **immediately remove** the copy of the missing person's card from the file in Communications (if we are the originating agency) or notify the originating agency.

A dispatcher receiving a cancellation call on a missing person shall dispatch an officer, if possible, to meet with the missing person to verify the information. When a missing person or juvenile is located, the dispatcher shall make notations in the report field of the original case to document the circumstances. When a person reported by another agency is located in Colchester, an incident will be initiated to document CPD's involvement.

Communications personnel shall ensure that any/all BOL/NCIC/GBC/"HOT SHEET" entries are noted in the original incident and verified by another dispatcher or Records employee.

- C. It is the responsibility of the Support Services Lieutenant to ensure integrity of all records associated with the Colchester Police Department. To assure compliance with VCIC/ NCIC reporting requirements, and the coordination of the agencies reporting process the records division shall:
 1. On a monthly basis, complete an audit of all missing persons to assure our records match existing VCIC/NCIC records.
 2. To assure compliance with the above, records personnel must make contact with the investigating officer or the complainant.
 3. If it is ascertained that the subject is still reported as missing, records personnel will assure that the investigating officer is supplied with the **NCIC Missing Person File, Data Collection Entry Guide** for completion and submission to NCIC.
 4. When notified that a missing person status is no longer valid (i.e., subject located), dispatch personnel will clear the missing person from NCIC via PS Portals. Additionally, they will assure that all GBCs are cancelled, and officers involved in the process are notified of case status.

X. SEARCH & RESCUE

- A. CPD shall comply with all applicable State laws relative to reporting missing persons and subsequent search and rescue operations. 20 VSA 1820-1828 and 1841-1845 provide clear direction for notification to the Department of Public Safety in missing person cases. [See Appendix A]
- B. Whenever a report of a missing person is received that will require a search of the back country, waterways, remote areas, or under conditions of inclement weather or large land mass, CPD will call in one of its Search Coordinators and notify the Department of Public Safety. The Search Coordinator will work with the OIC to determine the need for additional resources such as Technical Rescue, K-9s or State resources. Whether requested by CPD or self-dispatched, CPD will cooperate fully with State resources during any search for a missing person.

VERMONT GENERAL ASSEMBLY

The Vermont Statutes Online**Title 20: Internal Security And Public Safety****Chapter 112: Missing Persons And Search And Rescue****Subchapter 1: Missing Persons****§ 1820. Definitions**

As used in this chapter:

(1) "Missing person" means an individual:

(A) whose whereabouts is unknown; and

(B)(i) with either a physical disability, a mental disability, or a developmental disability; or

(ii) who is an unemancipated minor.

(2) "Unemancipated minor" means an individual under the age of majority who has not married and who resides with a parent or legal guardian. (Added 1985, No. 254 (Adj. Sess.), § 1, eff. June 4, 1986; amended 2013, No. 26, § 1, eff. May 13, 2013.)

§ 1821. Missing person complaint

(a) A person filing a missing person complaint with a law enforcement agency shall provide at a minimum the following information:

(1) the name, age, address, and identifying characteristics of the missing person;

(2) the length of time the person has been missing;

(3) the name of the complainant and the relationship of the complainant to the missing person; and

(4) any other relevant information provided by the complainant or requested by the law enforcement agency.

(b) All law enforcement personnel on active duty shall be notified forthwith that the person is missing. (Added 1985, No. 254 (Adj. Sess.), § 1, eff. June 4, 1986.)

§ 1822. Missing person report

Upon receiving a complaint, the law enforcement agency shall forthwith prepare a missing person report. The report shall include all information contained in the missing person complaint and any information or evidence gathered by a preliminary investigation, if one was made. (Added 1985, No. 254 (Adj. Sess.), § 1, eff. June 4, 1986.)

§ 1823. Dissemination of missing person report

(a) Upon completion of the report, a copy shall forthwith be forwarded to the Commissioner of Public Safety, all law enforcement agencies within the jurisdiction where the missing person lives or was last seen, and other law enforcement agencies that can reasonably be expected to be involved in any investigation.

(b) A copy of the report shall also be forwarded to:

(1) all law enforcement agencies to which the complainant reasonably requests the report be sent;

(2) any law enforcement agency requesting a copy of the missing person report; and

(3) all media in the region in which the missing person lives, or was last seen, unless such disclosure would impede an ongoing investigation or unless otherwise requested by the complainant. (Added 1985, No. 254 (Adj. Sess.), § 1, eff. June 4, 1986; amended 2013, No. 26, § 1, eff. May 13, 2013.)

§ 1824. Searches for missing persons

(a) A law enforcement agency shall commence a search for a missing person as soon as a report is received.

(b) Any rule specifying an automatic time limitation before commencing a missing person investigation shall be invalid.

(c) Notwithstanding any provision of law to the contrary, the search for a missing person whose whereabouts is unknown within the backcountry, remote areas, or waters of the State shall be conducted as provided in subchapter 2 of this chapter. (Added 1985, No. 254 (Adj. Sess.), § 1, eff. June 4, 1986; amended 2013, No. 26, § 1, eff. May 13, 2013.)

§ 1825. Missing person complaints regarding unemancipated minors

If a missing person complaint involves an unemancipated minor, including a runaway child as defined in 13 V.S.A. § 1311, the law enforcement agency shall transmit the report, as soon as it is complete, to the Department of Public Safety for inclusion in the National Crime Information Center database. (Added 1985, No. 254 (Adj. Sess.), § 1, eff. June 4, 1986; amended 2001, No. 41, § 3; 2013, No. 26, § 1, eff. May 13, 2013.)

§ 1826. False information on missing person

A person who knowingly makes a false report of a missing person or knowingly makes a false statement in the report shall be fined not more than \$1,000.00. (Added 1985, No. 254 (Adj. Sess.), § 1, eff. June 4, 1986.)

§ 1827. Commissioner of Public Safety; cooperation

The Commissioner of Public Safety shall cooperate with and support all law enforcement agencies in this State in matters relating to missing persons. When necessary to protect a missing person from harm, the Commissioner shall coordinate local and State efforts to search for and rescue the missing person. (Added 1985, No. 254 (Adj. Sess.), § 1, eff. June 4, 1986; amended 2003, No. 66, § 95b; 2013, No. 26, § 1, eff. May 13, 2013.)

§ 1828. Vermont Amber Alert Program

The Department of Public Safety shall establish the Vermont Amber Alert Program to aid in the identification and location of abducted children. The Department shall administer the program pursuant to the following:

(1) A law enforcement agency which verifies the abduction of a child shall notify the Department of Public Safety.

(2) The Department shall establish a procedure for verifying the need to issue an Amber Alert.

(3) The Department of Public Safety shall issue an alert over the Vermont Emergency Alert System if:

(A) a law enforcement agency notifies the Department of the abduction of

a child;

(B) there is sufficient information about the child or the person suspected of abducting the child that an immediate broadcast might help locate the child; and

(C) the child is in danger of imminent death or serious bodily harm.

(4) An Alert issued under this section shall be sent to the Federal Communications Commission's designated state Emergency Alert System broadcaster in Vermont. Participating radio and television stations shall broadcast the Alert at intervals established by the Department. The Alert shall include all information which the Department determines may assist in the safe recovery of the abducted child and instructions explaining how a person with information related to the abduction may contact a law enforcement agency.

(5) A law enforcement agency which locates a child who is the subject of an Alert issued under this section shall immediately notify the law enforcement agency which requested the Amber Alert.

(6) An Alert issued under this section shall be canceled:

(A) if the Department notifies the Federal Communications Commission's designated state Emergency Alert System broadcaster in Vermont that the child has been located; or

(B) at the expiration of a notification period specified by the Department.

(7) A radio or television station that accurately broadcasts information pursuant to this section shall not be liable for civil damages as a result of the broadcast of such information. (Added 2003, No. 33, § 1, eff. May 22, 2003; amended 2013, No. 26, § 1, eff. May 13, 2013.)

Subchapter 2: Search And Rescue

§ 1841. Definitions

As used in this chapter:

(1) "Public safety agency" means any municipal, county, or State agency or organization within the State that specializes in protecting the safety of the public and includes municipal police and fire departments, volunteer fire departments, county sheriffs, and constables who exercise law enforcement authority.

(2) "Search and rescue" means the deployment, coordination, and utilization of available resources and personnel in locating, relieving the distress, and preserving the lives of and removing persons who are missing or lost in the backcountry, remote areas, or waters of the State. (Added 2013, No. 26, § 1, eff. May 13, 2013.)

§ 1842. Commissioner of Public Safety; jurisdiction over search and rescue operations; coordination

(a) The Commissioner of Public Safety shall have jurisdiction over all search and rescue operations.

(b)(1) The Commissioner shall cooperate with and support all public safety agencies and any nonpublic entities that specialize in protecting the safety of the public in this State in matters relating to search and rescue operations. When necessary to protect a person missing in the backcountry, remote areas, or waters of the State from harm, the Commissioner shall coordinate local, county, State, and any nonpublic efforts to search for and rescue that person.

(2) The Commissioner shall specifically coordinate with game wardens in the Department of Fish and Wildlife as needed to search for and rescue a person missing or lost in the backcountry, remote areas, or waters of the State. (Added 2013, No. 26, § 1, eff. May 13, 2013.)

§ 1843. Incident command system; training

(a) The Commissioner shall ensure that all search and rescue operations are conducted using the incident command system in order to provide the seamless integration of all responding search and rescue agencies and organizations. Incident command is a standardized, on-scene approach to incident management that allows all responders to adopt a collaborative, integrated organizational structure while respecting agency and jurisdictional authorities.

(b) All Search and Rescue Team members within the Department of Public Safety shall maintain equipment standards and high-level search and rescue training and training on the incident command system as established by the Search and Rescue Council set forth in section 1847 of this subchapter. The Search and Rescue Team shall regularly conduct search and rescue training with collaborating agencies and organizations with the goal of continually refining search and rescue operations. (Added 2013, No. 26, § 1, eff. May 13, 2013.)

§ 1844. Search and Rescue Coordinator

(a) The Search and Rescue Coordinator shall be responsible for the general support of search and rescue operations conducted in the State. The Search and Rescue Coordinator shall be a permanent classified position within the Department of Public Safety and shall not be a law enforcement officer.

(b) The duties of the Coordinator shall include:

(1) assessing and populating with resources the database set forth in section 1846 of this subchapter as provided in that section;

(2) maintaining records of all search and rescue operations reported to the Department, including the date of the operation, the resources that assisted in the operation, and the result of the operation;

(3) maintaining records of all training completed by the Search and Rescue Team; and

(4) communicating with public safety agencies and any nonpublic entities that specialize in protecting the safety of the public regarding search and rescue training and equipment standards. (Added 2013, No. 26, § 1, eff. May 13, 2013.)

§ 1845. Search and rescue report; response

(a) Report of a person missing; response.

(1) A law enforcement agency taking a report of any person missing in the backcountry, remote areas, or waters of the State shall immediately:

(A) respond and take immediate action to locate the person reported missing; and

(B) notify the Department of Public Safety to advise of the situation.

(2) Any other public safety agency or a nonpublic entity that specializes in protecting the safety of the public and is included in the search and rescue database set forth in section 1846 of this subchapter which takes a report of any person missing in the backcountry, remote areas, or waters of the State:

(A) shall immediately notify the Department of Public Safety to advise of the situation; and

(B) may respond and take immediate action to locate the person reported missing.

(b) Department of Public Safety response.

(1) When provided with a report of a person missing in the backcountry, remote areas, or waters of the State, the Department shall ensure that notification is made to its Search and Rescue Team and the Team, in consultation with the entity providing the report, shall determine the appropriate level of response needed based on best practices in search and rescue operations. The Department shall also ensure that notification is made to any municipal police and fire departments of the town in which the person is missing, any volunteer fire departments of that town, and any emergency medical service providers of that town which are in the search and rescue database.

(2) The Department shall ensure that an immediate response to any report of a person missing in the backcountry, remote areas, or waters of the State is made, including immediate action to locate the person reported missing. (Added 2013, No. 26, § 1, eff. May 13, 2013.)

§ 1846. Search and rescue database

The Department of Public Safety shall populate and use a search and rescue database as set forth in this section.

(1) The Search and Rescue Coordinator, on a geographic basis, shall identify all agencies and organizations having specific search and rescue response capability. The points of contact for each agency and organization having specific search and rescue capability shall be compiled and entered into the search and rescue database. The database shall be updated on a regular basis by the Search and Rescue Coordinator.

(2) When the Search and Rescue Team determines that additional resources are necessary to respond to a search and rescue operation, the Team shall use this database in order to deploy properly those additional resources. (Added 2013, No. 26, § 1, eff. May 28, 2013.)

[Section 1847 effective until June 30, 2017; see also section 1847 effective June 30, 2017 set out below.]

§ 1847. Search and Rescue Council

(a) Creation of Council. There is created a Search and Rescue Council which shall be responsible for analyzing the performance of search and rescue operations conducted in the State.

(b)(1) Membership. The Council shall be composed of eight members who shall serve two-year terms commencing on July 1 of each odd-numbered year. Members of the Council shall be as follows:

(A) the Search and Rescue Coordinator;

(B) the Vermont State Police Search and Rescue Team Leader;

(C) one member of the Department of Fish and Wildlife, appointed by the Commissioner of the Department;

(D) one member of the public with experience in search and rescue operations, appointed by the Governor;

(E) one member of the National Ski Patrol or the Green Mountain Club with extensive experience in search and rescue operations, appointed by the Governor;

(F) one member of a professional or volunteer search and rescue organization, appointed by the Governor; and

(G) one volunteer firefighter and one career firefighter, each of whom has obtained National Association of Search and Rescue "SARTECH 3" or equivalent training and either Incident Command System (ICS) 200 or National Incident Management System (NIMS) 300 training, appointed by the Governor.

(2) The appointed members shall be appointed to reflect the different geographic regions of the State.

(c) Powers and duties. The Council shall:

(1) meet quarterly and upon the call of the Chair;

(2) establish the search and rescue training and equipment standards that shall be required of members of the Search and Rescue Team;

(3) review completed search and rescue operations and make recommendations to search and rescue resources on how those operations may be improved; and

(4) at its discretion and subject to the provisions of 32 V.S.A. § 5, apply for and accept contributions, capital grants, gifts, services, and funds from any source.

(d) Structure; decision-making. The Council shall elect a Chair from its membership. The provisions of 1 V.S.A. § 172 (joint authority of three or more) shall apply to the meetings and decision-making of the Council.

(e) Report. The Council shall report annually by November 15 to the House and Senate Committees on Government Operations its findings and any recommendations for legislative action.

(f) Reimbursement. Members of the Council who are not employees of the State of Vermont shall be entitled to compensation as provided in 32 V.S.A. § 1010. (Added 2013, No. 26, § 1, eff. May 13, 2013.)

[Section 1847 effective June 30, 2017; see also section 1847 effective until June 30, 2017 set out above.]

[Section 1847 effective June 30, 2017; see also section 1847 effective until June 30, 2017 set out above.]

§ 1847. Repealed. 2013, No. 26, § 4a, eff. June 30, 2017.

§ 1848. False report or statement

A person who knowingly makes a false report of a person missing in the backcountry, remote areas, or waters of the State or knowingly makes a false statement in the report shall be fined not more than \$1,000.00.
(Added 2013, No. 26, § 1, eff. May 13, 2013.)

HOT FILES – MISSING PERSONS

Date of Report: _____ Date Missing: _____

Case #: _____ Officer: _____ NIC#: **M** _____

NAME: _____ DOB: _____

Missing From: _____ Date/Time Last Contact: _____

Sex/Race: _____ Aliases and/or Nicknames: _____

POB: _____ SMT: _____

Hair: _____ Eyes: _____ Hgt: _____ Wgt: _____ SSN: _____

PID#: _____ Plate #: _____ State: _____ Year: _____ Type: _____

VIN: _____ Make: _____ Model: _____

Misc. Info: _____

Contact: _____ Relationship: _____

Address: _____ Tel: _____

Record Entered By: _____

Record Checked By: _____

VALIDATIONS

NAME	Date	Retain: Y/N	Reason	Officer

CRITERIA FOR ENTRY:

1. A missing person record may be entered using one of the following categories:
 - a. **Disability** (MKE/EMD): A person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting him/herself or others to personal and immediate danger.
 - b. **Endangered** (MKE/EME): A person of any age who is missing under circumstances indicating that his/her physical safety may be in danger.
 - c. **Involuntary** (MKE/EMI): A person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary, i.e., abduction or kidnaping.
 - d. **Juvenile** (MKE/EMJ): A person under the age of 18 who is missing and does not meet any of the entry criteria set forth in 1, 2, 3, or 5.
 - e. **Catastrophe Victim** (MKE/EMV): A person of any age who is missing after a catastrophe.
 - f. **Other** (MKE/EMO): A person over the age of 18 not meeting the criteria for entry in any other category who is missing and for whom there is reasonable concern for his/her safety

ENTRY OF A MISSING EMANCIPATED PERSON(ADULT) RECORD:

A record for a missing person who is over the age of 18 may be entered in the Missing Person File provided the entering agency has signed documentation in its possession supporting the stated conditions under which the person is declared missing. This written documentation will aid in the protection of the individual's right to privacy.

In the absence of documentation from a parent, legal guardian, next of kin, physician, or other authoritative source, including friend or neighbor in unusual circumstances, or when such documentation is not reasonably attainable, a signed report by the investigating officer will suffice.

ENTRY OF A MISSING UNEMANCIPATED PERSON (CHILD) RECORD:

A record for a missing person who is under the age of 18 should be immediately entered into NCIC 2000 using one of the appropriate categories (Disability, Endangered, Involuntary, Juvenile, or Catastrophe Victim). A missing person report filed with an agency is sufficient documentation for entering a juvenile in the NCIC 200 Missing Person File.

ENTRY OF CATASTROPHE VICTIM RECORD:

Catastrophe victim (MKE/EMV) records may be entered by any agency involved in identifying victims of a disaster, e.g., an airplane crash. No written documentation is required for entry into this category.

RECORD RETENTION PERIOD:

A missing person is retained indefinitely until action is taken by the originating agency to cancel or clear the record or until a locate is placed against the record.

An exception to record retention will occur in the event a serious error is detected in the record on file. Additional information concerning the serious error program can be found in the Introduction chapter of this manual.