



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-66 (formerly 5-3) Effective: 05/07/20 Review Due: 05/07/20 Replaces: 10/17/17

## 1-66 MISSING PERSONS UNIT

### Related SOP(s):

[2-91 Investigation of Violent Crimes](#)

### 1-66-1 Purpose

The purpose of the Missing Persons Unit is to investigate all missing person cases, including missing adults, missing juveniles, and runaway juveniles.

### 1-66-2 Policy

It is the policy of the Department's Missing Persons Unit to investigate all missing persons cases meeting the criteria within New Mexico state statute § 29-15-1 through 12 NMSA 1978.

### 1-66-3 Rules and Responsibilities

A. Missing Persons Unit will complete the following investigations:

1. Adult Missing and/or Endangered Persons;
2. Missing Juveniles;
  - a. Missing Persons Unit shall contact CED if through their investigation a missing person's case of a juvenile begins to indicate a possible abduction.

CED will have sole case responsibility to investigate all abducted juvenile cases (17 years and below) and will be the sole entity to issue AMBER ALERTS.

3. Runaway Juveniles;
4. Silver Alerts; and
5. Brittany Alerts.

7 B. Detectives will obtain the Daily Report from records to locate reports not yet received for individuals entered into National Criminal Information Center (NCIC) as missing.



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- 7 1. Detectives will log and review all incoming reports of missing or assumed missing persons in the case management system.
- 7 2. Detectives will follow up to determine if the missing person has returned or is still missing.
  - 6 a. If the person is still missing, the detective will continue to investigate and leave the case open until the individual is located.
  - 6 b. If the person has been found, the detective will ensure the individual is removed from NCIC and the case is closed.

C. Missing Persons Call-Out Criteria/Procedures

1. Field Officers will conduct an initial investigation and notify their supervisor to determine if a detective is needed.
2. The supervisor will then contact the on-call Missing Persons detective and advise them of the incident.
3. The Missing Persons detective will determine if the call meets the call out criteria.
4. Detectives may determine if a Silver or Brittany Alert is necessary.
5. The Missing Persons Unit is on call at all times. The Sergeant will organize the on call schedule.

D. Detectives may be called by other agencies to assist with locating a missing person that may be within the Department's jurisdiction.

E. Detectives will provide training to Department personnel and other agencies as directed.

F. Detectives will assist in the maintenance of the NamUS Database, which is housed with the Cold Case Unit.