



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-66 (Formerly 5-3) Effective: 06/28/2022 Review: 06/28/2023 Replaces: 05/07/2020

## 1-66 MISSING PERSONS UNIT

### Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

None

B. Form(s)

None

C. Other Resource(s)

NamUS Database

NMSA 1978, § 28-16A-6 Eligibility

NMSA 1978, §§ 29-15-1 through 29-15-12 Missing Persons Information and Reporting Act

NMSA 1978, §§ 30-3-10 to 30-3-18 Crimes Against Household Members Act

NMSA 1978, §§ 30-3A-1 or 30-3A-4 Harassment and Stalking Act

NMSA 1978, § 32A-1-21 Runaway Child; Law Enforcement; Permitted Acts

D. Rescinded Special Order(s)

None

### 1-66-1 Purpose

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

### 1-66-2 Policy

It is the policy of the Albuquerque Police Department (Department) to investigate all reports of missing persons that meet the criteria within state statutes and for Department personnel to carefully record and investigate the factual circumstances surrounding the disappearance in accordance with this Standard Operating Procedure (SOP), and for Department personnel to take special care of incidents involving endangered, missing children, and persons with disabilities.

### N/A 1-66-3 Definitions

A. Brittany Alert

A notification relating to an endangered person who is a missing person and about whom there is a clear indication that the person has a developmental disability as



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-66 (Formerly 5-3) Effective: 06/28/2022 Review: 06/28/2023 Replaces: 05/07/2020

defined in Subsection A. of Section 28-16A-6, NMSA 1978 and that the person's health or safety is at risk.

B. Child

A person under the age of eighteen (18) years who is not emancipated.

C. Custodian

A parent, guardian, or other person who exercises legal physical control, care, or custody of a child or of an adult with a developmental disability, or a person who performs one (1) or more activities of daily living for an adult.

D. Endangered Person

1. A missing person who:

- a. Is in imminent danger of causing harm to the person's self;
- b. Is in imminent danger of causing harm to another;
- c. Is in imminent danger of being harmed by another or who has been harmed by another;
- d. Has been a victim of domestic violence, consistent with the Crimes Against Household Members Act or the Harassment and Stalking Act, or their equivalents in any other jurisdiction that is or was protected by an order of protection pursuant to the Family Violence Protection Act (NMSA 1978, Chapter 40, Article 13);
- e. Has Alzheimer's disease, dementia, or another degenerative brain disorder;
- f. Has a brain injury; or
- g. Has a developmental disability as defined in NMSA 1978, § 28-16A-6 A. and that person's health or safety is at risk.

E. Immediate Family Member

The spouse, nearest relative, or close friend of a person.

F. Silver Alert

A notification relating to an endangered person who is a missing person; and who is fifty (50) years or older; or about whom there is a clear indication that the individual suffers from Alzheimer's disease or another form of dementia.

**7 1-66-4 Rules and Responsibilities**

A. The Missing Persons Unit Sergeant shall:

1. Organize the on-call schedule and ensure that a Missing Persons Unit detective is available twenty-four (24) hours a day and seven (7) days a week;



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-66 (Formerly 5-3)    Effective: 06/28/2022    Review: 06/28/2023    Replaces: 05/07/2020

2. Review and log incoming Uniform Incident Reports of missing or assumed missing persons; and
3. Assign cases to detectives for follow-up investigation.

B. A Missing Persons Unit detective shall:

1. Investigate adult missing and/or endangered persons;
2. Investigate missing juveniles;
  - a. A Missing Persons Unit detective shall contact the Child Exploitation Detail (CED) if during their investigation of a missing juvenile begins to indicate a possible abduction.
  - b. CED shall have sole case responsibility to investigate all abducted juvenile cases seventeen (17) years and below and shall be the sole entity to issue AMBER Alerts.
3. Investigate runaway juveniles in accordance with the provisions in NMSA 1978, § 32A-1-21 Runaway Child; Law Enforcement; Permitted Acts;
4. Be responsible for issuing Brittany and Silver alerts and notifying the Missing Persons Unit sergeant;
5. Obtain the Daily Report from the National Criminal Information Center (NCIC) Reporting Unit.
6. Log and review all incoming Uniform Incident Reports of missing or assumed missing persons in the Missing Person Unit's internal case management system;
  - a. The Missing Persons Unit detective shall determine whether the missing person meets the criteria outlined in the Missing Persons Information and Reporting Act.
7. Conduct follow-up investigation to determine whether the missing person has returned or is still missing;
  - a. If the person is still missing, the Missing Persons Unit Detective shall continue to investigate and leave the case open until the individual is located.
  - b. If the person has been found, the Missing Persons Unit Detective shall ensure the individual is removed from NCIC and a supplemental report is completed.
  - c. If the criteria is not met the Missing Persons Unit detective may remove the missing person from the NCIC database and shall complete a Supplemental Report.

6

6



**ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS**

**SOP 1-66 (Formerly 5-3)    Effective: 06/28/2022    Review: 06/28/2023    Replaces: 05/07/2020**

8. Provide state-mandated training to Department personnel and other agencies as directed; and
  9. Assist in the maintenance of the NamUS database.
- C. A Missing Persons Unit Detective(s) shall be on-call at all times and may be called by other agencies to assist with locating a missing person that may be within the Department's jurisdiction.
- D. Missing Persons Unit Call-Out Criteria and Procedures
1. If Field Services Bureau (FSB) personnel determine that the missing person is endangered, or fits the criteria for a Brittany or Silver Alert, a supervisor shall contact the on-call Missing Persons Unit Detective and advise them of their initial investigation.
  2. The Missing Persons Unit Detective shall:
    - a. Determine whether it is necessary to respond to the scene and notify the Missing Persons Unit Sergeant; and
    - b. Determine whether the missing person meets the criteria for an endangered person, Brittany Alert, or Silver Alert.
- E. Upon locating and recovering any missing person, or a person who has been verified as missing through a Silver or Brittany Alert, Department personnel shall forward a completed Uniform Incident Report or Supplemental Report to the Missing Persons Unit.
- F. FSB Response Procedures
1. FSB personnel shall conduct an initial investigation as outlined in the Missing Persons Information and Reporting Act and shall notify their supervisor to determine whether a Missing Persons Unit detective is needed.
    - a. Once FSB personnel determine that the missing person meets the Missing Persons Information and Reporting Act criteria, they shall have two (2) hours to contact the NCIC Reporting Unit to have the missing person entered into the NCIC database.
    - b. The law enforcement agency that is over the jurisdiction in which the missing person resides shall be responsible for the initial investigation and shall be responsible for entering the missing person into the NCIC database.