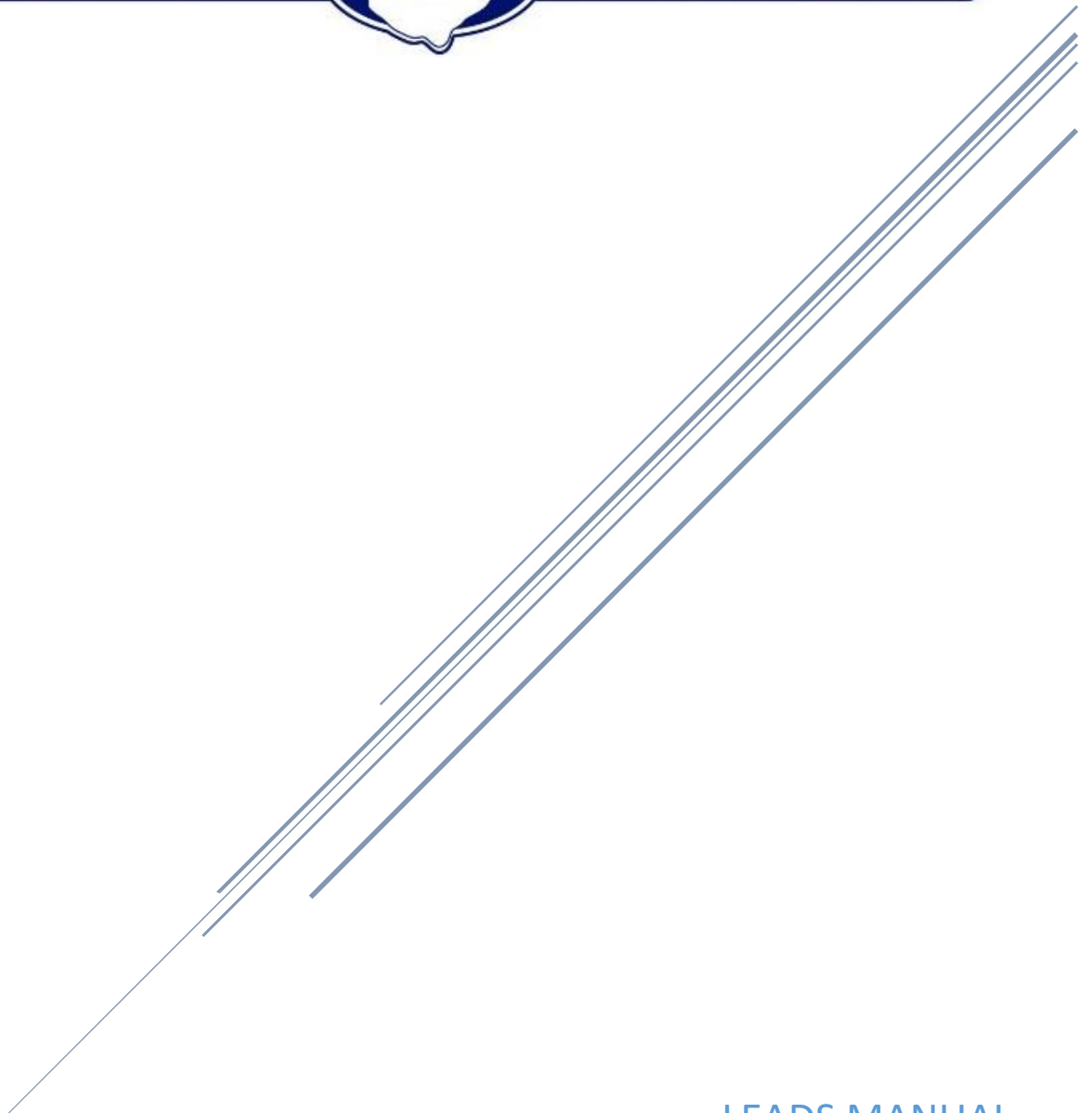


LEADS



LEADS MANUAL
Missing Person

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MISSING PERSON FILE

Agencies must have a missing person report (electronic or hard copy) on file to support a missing person entry. A missing person record may be entered using one of the following categories:

- **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.
- **Endangered (MKE/EME):** a person of any age who is missing under circumstances indicating that his/her physical safety may be in danger.
- **Involuntary (MKE/EMI):** a person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary, e.g., abduction or kidnapping.
- **Juvenile (MKE/EMJ):** a person who is missing and not declared emancipated as defined by the laws of his/her state of residence and does not meet any of the entry criteria set forth in 1, 2, 3, or 5. Persons 18 and older cannot be entered as EMJ.
- **Catastrophe Victim (MKE/EMV):** a person of any age who is missing after a catastrophe.
- **Other (MKE/EMO):** a person not meeting the criteria for entry in any other category who is missing and 1) for whom there is a reasonable concern for his/her safety or 2) a person who is under age 21 and declared emancipated by the laws of his/her state of residence.

In accordance with Title 42, United States code (U.S.C.), Section 5779(a), agencies are required to enter records into the NCIC Missing Person File for missing individuals under the age of 21. These records must be entered within two hours of receipt of the minimum data required to enter into NCIC.

In accordance with O.R.C. 2901.30 Missing Child Report, law enforcement agencies with jurisdiction are required to take a report on missing children and immediately enter the information into LEADS/NCIC. Additional information discovered about the missing child after the initial entry must be added to the record.

In accordance with O.R.C. 2901.42 Missing Adult, law enforcement agencies must make an immediate entry in LEADS/NCIC after receiving a missing report or additional information for persons age 18 to 20. Entries must be made within seven days after receiving a missing report for persons age 21 and older if there is evidence of foul play. All other entries for persons age 21 and older must be entered within 30 days of receiving the initial missing report.

SYSTEM FUNCTIONS

A missing person can be entered into LEADS and NCIC Missing Persons Files providing they meet the criteria. Once the information has been entered in the system, it can then be modified, canceled, located, cleared or retrieved for inquiry purposes.

The accuracy of records is an integral part of the system; therefore, all records must be double-checked by a second party. Additionally, the records must be queried for accuracy after any submissions to the system.

Inquiry

To query the LEADS Missing Person File, use one of the following message keys:

- **WW** Search fields: NAM & DOB, LID, LIC, OLN, FBI, MNU, BCI, SOC or VIN
- **WAR** Produces a list of missing person records entered by the specified ORI for a particular month. To pull the missing person records, place the value MP in the appropriate field.

Entry

When an entry is made for a non-entering agency, the ORI of the non-entering agency is to be placed in the MIS field of the record. Do not enter a non-entering ORI in the ORI field.

AMBER Alert

The criteria to activate an AMBER Alert are as follows:

- The child must be 17 years of age or younger.
- The child must be in immediate danger of serious bodily harm or death.
- There must be enough descriptive information about the child, the suspect, and/or the circumstances surrounding the abduction to believe the activation of the alert will help to locate the child.
- The activation must be recommended by the local law enforcement agency of jurisdiction.
- The activation is not to be used for runaway children or family abductions unless the investigation determines the child is in immediate danger of serious bodily harm or death.

Entering a missing person record with a message key of EME, EMEC, EMI, or EMIC along with a MNP value of AA for a child under 18 years of age will automatically generate an in-state AMBER Alert message to:

- County of entry and adjacent counties
- OSHP Central Dispatch Communications Center in Columbus
- Attorney General's Office
- FBI Child Abduction Unit
- National Center for Missing and Exploited Children
- Ohio media will be notified through the activation process

The missing person record does not currently support storing information about a suspect(s). A COP record can be entered into the system with the suspect's information.

The message key cannot be modified between juvenile and adult MKE codes.

Endangered Missing Adult Alert

The criteria to activate an Endangered Missing Adult Alert are as follows:

- For elderly (65 yrs. and older) or any adult with a mental disability at risk of serious physical harm or death.
- The disability must be diagnosed by a medical professional.
- The local investigating law enforcement agency **confirms that the individual is missing.**
- There is sufficient descriptive information about the individual and the circumstances surrounding the individual's disappearance to indicate that activation of the alert will help locate the individual.

Entering a missing person record with a message key of EME, EMEC, EMI, or EMIC along with a MNP value of SA will automatically generate an in-state Endangered Missing Adult Alert message to:

- County of entry and adjacent counties
- OSHP Central Dispatch Communications Center in Columbus
- Attorney General's Office
- Ohio media will be notified through the activation process

The record is sent to NCIC with an MNP value of MP

Endangered Missing Child Alert

The criteria to activate an Endangered Missing Child Alert are as follows:

- Law enforcement confirms the child is 17 years of age or younger;
- Law enforcement has confirmed the child's missing status and believes the child's life is considered at risk of serious bodily harm or death; and
- There is sufficient descriptive information about the individual about the child, the suspect, and/or the circumstances surrounding the disappearance to believe that activation of the alert will help locate the child.

Entering a missing person record with a message key of EME, EMEC, EMI, or EMIC along with a MNP value of JA will automatically generate an in-state Endangered Missing Child Alert message to:

- County of entry and adjacent counties
- OSHP Central Dispatch Communications Center in Columbus
- Attorney General's Office
- Ohio media will be notified through the activation process

The record is sent to NCIC with an MNP value of MP

Dental Record

Dental characteristics are included for the purpose of matching information against records in the NCIC Unidentified Person File. This information may be obtained using the Missing Person Data Collection Entry Guide and the Missing Person Dental Report available on the CJIS Launchpad/CJIS Documents/Miscellaneous Forms and Information. The Authorization to Release Dental Records form must be signed by the parent or guardian and the NCIC Missing Person Dental Report must be completed by the dentist.

Juvenile dental records must be entered within 30 days. If it is determined dental record information is not available for a juvenile this must be documented in the case file and “UNK” is entered in the DCH field.

The Missing Person Dental Report Form and Missing Person Data Collection Entry Guide are located in the CJIS Launch Pad/CJIS Documents/LEADS Forms.

RECORD COMPLETENESS

Complete records include all critical information that was available on the missing person at the time of entry. Records must be kept accurate and up-to-date. Agencies that enter records in the system are responsible for their accuracy, timeliness, and completeness.

In house documentation such as arrest records, court dispositions, etc. may be used in the entry as long as documentation is on file.

In circumstances when an agency does not enter a social security number (SOC) from the CCH, LEADS requires the operator to mark through & initial each SOC not entered.

Ex: ~~999-99-9999~~ vld

Refer to the NCIC Manual Missing Person chapter regarding the use of stolen fraudulent information and other required supplemental data.

OLN and MNU Information

Always use the most current information for entry. For example, if the subject has an expired or suspended OLN but has a valid ID card, the ID card would be the most current. It is agency discretion to enter expired or suspended information. If an OLN has no expiration date, use current year in the OLY field.

Ohio ID card numbers are entered into either the OLN field or the MNU field. ID card numbers from other states are entered into the OLN field.

FBI and BCI Numbers

If the subject has BCI# and FBI#, both numbers must be entered to complete the record. The subject's FBI# must be run to check for criminal history information from other states. The Ohio BCI record will be included in the FBI response.

SID Numbers

The State Criminal History Identification Number (SID) field should be populated with an out-of-state Computerized Criminal History (CCH) number when available. **Example: TN123456**

AR and AN Numbers on CCH

Alien Registration Numbers (AR) and Non-Immigration Admission Numbers (AN) on III records may be traceable and entered. The NLETS IAQ message key can be used to confirm AR and AN numbers.

The AR number is not valid and should not be used if the subject was born in the United States. Arrest Numbers (AN) on a BCI record are not traceable and should not be entered in the record.

CMC (Caution and Medical Conditions) Values:

The following may be used as Caution Indicators when they are associated with the subject of a record. If one of these is not used, it will be counted as a serious error during the audit. Caution Indicators must be used if any of the following dispositions (even attempted) appear on the subject's CCH record:

00	Armed and Dangerous
01	Other (Explain in MIS field)
05	Violent Tendencies
10	Martial Arts Expert
15	Explosive Expertise
20	Known to Abuse Drugs
25	Escape Risk
30	Sexually Violent Predator – Contact ORI for Detailed Information
35	Sex Offender
40	International Flight Risk
50	Heart Condition
55	Alcoholic
60	Allergies
65	Epilepsy
70	Suicidal
80	Medication Required
85	Hemophiliac
90	Diabetic

Violent tendencies include voluntary manslaughter, murder, strangulation, resisting arrest, felonious assault, felonious assault with a vehicle, assault on an officer, and aggravated assault. It is the agency's discretion whether or not to use a violent tendencies Caution Indicator for domestic violence offenses.

Fleeing and Eluding does not qualify as Escape Risk, and a Caution Indicator should not be used.

The missing person can be entered with a Caution Indicator if the subject does not have a CCH record, but the missing person is associated with one of the listed offenses.

A subject's possession of a Concealed Handgun License does not qualify for an armed and dangerous Caution Indicator.

CMC/01 (Other) should only be used when none of the CMC codes apply. The offense must be listed in the MIS field when CMC/01 is used. For example - do not use CMC/01 (Other) if a subject has previous arrests/convictions for Carrying Concealed Weapons, Felonious Assault, and Drug Abuse. Each individual CMC code that applies must be entered, which allows the system to translate the codes and makes it easier for the receiving operator to immediately determine the reasons for the Caution Indicator. In this example, CMC/00 (Armed and Dangerous), CMC/05 (Violent Tendencies), and CMC/20 (Known to Abuse Drugs) would be entered.

CMC/20 Known to Abuse Drugs shall be used if the subject has a CCH conviction for drug abuse, has a drug abuse OL suspension on their driving record, or other official source documentation indicates the subject has used drugs. A subject with drug trafficking, possession or paraphernalia does not necessarily imply drug use but may be entered at the agency's discretion. CMC/Other would be used with the offense being listed in the MIS field.

A subject with a previous CCH drug abuse charge would not necessarily qualify for entry as a SMT/MC DRUGAB. Using drug abuse in the SMT field as a medical condition indicates the subject has been under a doctor's care, in a rehabilitation clinic, received counseling for abusing drugs, etc. The arrest/conviction on a CCH would not be documentation in itself to use the MC DRUGAB in the SMT field.

When a record is transmitted and one of the combinations below matches a missing person record already on file, it will reject as a duplicate. The user will receive the message 'REJECT ON FILE' along with the IDX of the existing record.

FBI and ORI	NAM, MNU and ORI
NAM, SOC and ORI	OLN, OLS and ORI
VIN, VMA, NAM and ORI	LIC, LIS, LIY, LIT, NAM and ORI
OCA, NAM and ORI	DOB, NAM and ORI

If the record is accepted by NCIC the following message will be generated:

***** NCIC ACCEPT ENTER, NIC RETURNED AND APPLIED *****

If NCIC rejects a record, the record is not stored or retained in the LEADS file; therefore, the error must be corrected and the record transmitted again.

Data fields, which may be removed from the record, are coded as mark for deletion (DEL).

Refer to NCIC Manual (Missing Person) for additional information.