



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: APRIL 16, 2004	REVISED DATE:	NO. PAGES: 1 of 3	NUMBER: 9.1.08
SUBJECT: A CHILD IS MISSING PROGRAM (ACIM)			
ASSOCIATED MANUAL:		RELATED ORDERS: 6.2.10, 9.1.07	
CHIEF OF POLICE: <i>Timothy A. Hennesy, Acting Chief</i>			

PURPOSE: To establish guidelines for activating the use of the **A Child Is Missing Program (ACIM)** phone advisory. ACIM is a free telemarketing service that allows a law enforcement agency to deliver a large volume of customized recorded phone messages (1,000 per minute) to the community in a short period of time. The call is an informational pre-recorded message about the missing person and agency contact information.

POLICY: The Cleveland Division of Police shall participate in the ACIM as an additional tool in cases of missing children, elder citizens, and disabled persons. It does **NOT** replace or preclude a thorough investigation and/or search by law enforcement officers.

PROCEDURES:

- I. ACIM will be activated only by a supervisor, with the approval of the District Commander or designee.
- II. ACIM will be used only when a Missing Person report will be completed.
- III. ACIM will be used only between 0800 and 2000 hours unless special circumstances exist and are noted by the District Commander or designee.
- IV. When a person is reported missing the following factors will be considered for determining the use of ACIM:
 - A. Juveniles
 - 1. The juvenile must be under the age of eighteen (18).
 - 2. The reporting person must be an adult family member, teacher, or another adult who is responsible for the child.
 - 3. ACIM is not used for habitual runaways. (Refer to D. of this section)

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- B. Elder citizens:
 - 1. The person must be sixty-five (65) years of age or older or suffer from Alzheimer's disease/dementia.
 - 2. Circumstances surrounding the incident must be out of character for the elder citizen.
 - C. Disabled Persons: (mentally/physically challenged)
 - 1. There is no age stipulation for a disabled person.
 - 2. For purposes of this guideline a disabled person will fall into the following categories:
 - a. The person has a physical or mental impairment that severely limits self-care.
 - b. The person is disoriented or unable to respond to simple questions regarding personal information such as name and address.
 - c. The person is dependent upon life sustaining medication.
 - D. The recommending supervisor has discretion to take into account circumstances that may influence using ACIM even if the person does not fall into the age category or is a habitual runaway or walk away. Circumstances include but are not limited to suspected foul play, imminent severe weather, etc.
- V. Activation of ACIM
- A. The decision to activate ACIM must be made by a supervisor with the approval of the District Commander or designee.
 - B. Once a decision has been made, the investigating supervisor will immediately refer to the ACIM informational form (Attachment A) and contact the Supervisor in CCS (Communications Control Section).
 - C. CCS will staff the phone bank with on duty CCS personnel from Police, Fire and EMS and may request assistance from District SR cars.

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- D. CCS will activate ACIM and initiate a Group One page.

VI. Investigation information from ACIM Activation

- A. Investigative leads concerning the missing person will be relayed immediately to the District Supervisor in charge of the case. The Supervisor will then take appropriate action.
- B. If a sighting is confirmed, the District Supervisor in collaboration with CCS shall consider using ACIM again using the most recent location in the notification, especially if the zip code is different.
- C. If ACIM is used more than once in the same case an additional ACIM Information form is not necessary. A notation of each instance with the subsequent use by date, time, and the last location seen can be noted below the "Date and Time" on the form.
- D. ACIM will fax a case follow-up form to be completed by CCS.

VII. Follow-up

- A. If the missing person is located, the District Supervisor in charge of the investigation will notify CCS with information to complete the case follow-up form. CCS shall fax the ACIM information and the case follow up forms to the RFS (Record File Section) to be included with the Missing Person's report. CCS shall retain the originals.
- B. If the missing person is not found in 24 hours, CCS will complete and fax the case follow-up form to ACIM noting in the area titled, "Any Other Comments" that the missing person has not been located.