

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER POLICE BUREAU	DATE OF ISSUE JUNE 26, 2026	EFFECTIVE DATE JUNE 26, 2026	NO. 038-26
SUBJECT: GENERAL ORDER Missing Persons, Amber Alert, Vulnerable Adult Alert & Project Lifesaver		DISTRIBUTION Police Bureau Personnel	AMENDS
REFERENCE: NYS – DCJS Missing & Exploited Children, NYSLEAP 44.3 NYS Executive Law § 838			RESCINDS 038-13

Purpose: To establish guidelines relative to obtaining, recording, and disseminating information regarding persons and children reported as missing to the Monroe County Sheriff's Office (MCSO).

Policy: It shall be the policy of the Monroe County Sheriff's Office (MCSO) to thoroughly investigate all calls of missing persons and complete all required reports. Reports of missing persons and children meeting the below listed criteria shall be immediately investigated and documented at the scene and pertinent information shall be provided to New York State as legally mandated.

I. Reporting requirements:

- A. In all incidents of missing persons, there is no mandated waiting period before a missing person entry can be made. Reporting requirements listed below are state mandated maximum times for data entry.
- B. The zone of occurrence will assume responsibility for the immediate and thorough investigation of all reports of missing persons. When extenuating circumstances dictate the need, Criminal Investigation Section (CIS) personnel will conduct follow-up.
- * C. Specific criteria to be placed in the applicable box on the Field Case Report should denote the following codes as appropriate for Division of Criminal Justice Services (DCJS) upon ensuring the entry code is consistent with the circumstances/conditions.
 - * 1. Disability (Code D): A person of any age who is missing under proven physical/mental disability or who is senile, thereby subjecting themselves or others to personal and immediate danger. Information must be forwarded immediately by the Criminal Records Unit (CRU) personnel to DCJS through eJusticeNY. Continuing investigation will be the responsibility of the Road Patrol. An investigator will assume control of the investigation after 30 days.
 - * 2. Vulnerable Adult (Code A): An individual 18 years or older who has a cognitive impairment, mental disability, or brain disorder and whose disappearance has been determined by law enforcement to pose a credible threat of harm to such a missing individual. Information must be forwarded immediately by CRU personnel to DCJS through eJusticeNY. Continuing investigation will be the responsibility of an investigator.

3. Endangered (Code E): A person of any age who is missing and in the company of another person under circumstances indicating that their physical safety is in danger. Information must be forwarded immediately by CRU personnel to DCJS through eJusticeNY. Continuing investigation will be the responsibility of an investigator.
4. Involuntary (Code I): A person of any age who is missing under circumstances indicating that the disappearance was not voluntary. Information must be forwarded immediately by CRU personnel to DCJS through eJusticeNY. Continuing investigation will be the responsibility of an investigator.
- * 5. Juvenile (Code J): A person who is missing and is under the age of eighteen (18) and does not meet any of the above criteria. Information must be forwarded immediately by CRU personnel to DCJS through eJusticeNY immediately. Continuing investigation will be the responsibility of CIS.
- * 6. Disaster Victim (Code V): A person of any age who is reported missing after a disaster. Information must be forwarded immediately by CRU personnel to DCJS through eJustice. Continuing investigation will be the responsibility of CIS.
- * 7. Other (Code O): A person of any age who is missing under circumstances not described by above codes (i.e., missing for unknown reasons). Information must be forwarded immediately by CRU personnel to DCJS through eJustice. Continuing investigation will be the responsibility of the Road Patrol. An investigator will assume control of the investigation after 30 days.

D. Amber Alert:

The Amber Alert program has been designed as a public resource to expeditiously broadcast details of a child's abduction to the public in the hopes of facilitating a rapid recovery of such child. Only command officers can activate this alert. Specific criteria states that the child must be:

1. Under the age of eighteen (18) and;
2. In imminent danger of serious bodily harm or death at the hands of another or due to the child having a mental or physical disability.
3. If an Amber Alert is activated it will be entered into the eJusticeNY as Involuntary (Code I), Disability (Code D), or Endangered (Code E).

E. Missing Child/College Student Alert:

1. A missing student is any person who is a "student of an institution (college or university) who resides in a facility owned or operated by such institution on or off campus and who is reported as missing from his or her residence."
2. There is no age limit specified in the law (for a college student).

Note: When a case does not meet the Amber Alert activation criteria, but a missing child, college student or young adult (under 21, non-college student) is deemed to be endangered, this alternative Alert is available.

F. Missing Vulnerable Adult Alert:

The Missing Vulnerable Adult program has been designed as a means for Law Enforcement to establish a mechanism, through the Missing Persons Clearinghouse for rapidly disseminating information about missing vulnerable adults to the public and other law enforcement agencies. This program will also be used to assist in identifying unidentified, living persons who may be listed in the missing vulnerable adult database.

A command officer will activate this program for cases that involve the following criteria:

1. The missing person is 18 years of age or older AND has a cognitive disorder, mental disability or brain disorder.
2. There is a credible risk of harm to such missing person.

Note: A suicidal missing person who does not have a cognitive disorder, mental disability or brain disorder is not eligible for this program.

* G. Project Lifesaver Program:

* Project Lifesaver uses a designated FM radio frequency to help locate children and adults who are diagnosed with Autism, Downs Syndrome, Traumatic Brain Injury, Alzheimer's, Dementia, or other intellectual or developmental disabilities. In addition, the individual needs to have a severe risk of, or history of wandering, eloping or becoming disoriented.

* 1. Each individual, or "Client", enrolls in the Project Lifesaver Program with the MCSO or may have enrolled with another agency and travelled to Monroe County.

* 2. The Project Lifesaver Program will be administered by the MCSO Community Services Sergeant who will use the following forms when enrolling new Clients:

- a. Project Lifesaver Interest Letter
- b. MB-180 Project Lifesaver Client/Agency Agreement
- c. MB-181 Project Lifesaver Enrollment Application (Adult)
- d. MB-182 Project Lifesaver Application (Child)

* 3. Upon notification of a missing person covered under the Project Lifesaver Program, a trained MCSO Electronic Search Specialist will be notified and respond to the scene to conduct the search using specialized equipment. A list of all members who are Project Lifesaver certified will be kept and made part of the roster.

* 4. All procedures listed in Section II will be followed in the event of a missing client.

* 5. The Emergency Communications Department (ECD) will be notified by the Community Services Sergeant of all Project Lifesaver Clients within Monroe County and a premise warning will be noted for their residence. ECD will also be provided with a list of Electronic Search Specialists.

- * 6. All Clients will be in the National Project Lifesaver database (www.pliportal.org). Members of the MCSO Police Bureau's Community Services Unit and other selected members who attend the Project Lifesaver Training will have access to the database and can use it to aid in their search.

II. Procedures:

A. Deputies shall:

1. Respond to the scene in a timely manner and conduct an "at risk" assessment.
2. Identify those at the scene and preserve the scene, if deemed appropriate.
3. When possible, two recent photographs of the missing person will be obtained via email and attached to job cards on TYLER.
4. Provide ECD with the description of any person who is missing under extenuating circumstances for dissemination via MDT/MDC messaging for up to 24-hours.
5. Immediately check or request another unit to investigate and document any area or address the reporting person has indicated as a possible location of the missing person.
6. Commence search if warranted and if needed, assist with the preparation of fliers with investigative staff
- * 7. Request additional resources: K-9 Unit, Drone Response Team.
8. Notify a supervisor of all missing person investigations. Determine if extenuating circumstances exist (i.e., foul play suspected, age factor, questionable mental health, impaired physical conditions).

Note: If criteria for Amber Alert, Missing Child/College Student Alert, or Vulnerable Adult Alert exist refer to Section IV of this order in addition to continuing with the subdivisions of this section.

9. Prepare a Field Case Report as outlined in Section V, obtaining as much information as possible and indicating unknown or N/A (when information is not available).
10. Be responsible for continuing investigations described as Code O (where no extenuating circumstances exist) for 30 days, after which time the investigation will be turned over to the zone investigator for further follow-up.
11. Submit completed report to supervisor for review/approval as follows:
 - * a. Immediately, regarding missing persons involving extenuating circumstances, after which the deputy shall contact the CRU with the appropriate information for immediate entry into eJusticeNY.
 - b. Ensure teletype is sent in the appropriate timeframe.
 - c. At completion of tour-of-duty in those instances lacking extenuating circumstances, after which the supervisor shall forward the report to the CRU through inter-office mail.

Note: Situations involving custodial interference, unlawful imprisonment, kidnapping or other crimes will also be documented on a Field Case Report.

B. Supervisors shall:

1. Respond to the scene of a missing person upon request of reporting deputy and assess the situation.
- * 2. Ascertain if suspicious circumstances or age of the victim require immediate special attention (i.e., search, radio broadcast, etc.) and coordinate follow-up investigation as necessary. This includes briefing and immediate follow-up by the following shift as needed.
3. Contact the zone investigator, Major Crimes Sergeant, and patrol/zone commander when foul play is suspected, suspicious circumstances exist, or an unexplained prolonged absence exists. The patrol/zone commander shall be contacted regarding the necessity for addition personnel.
4. Establish a command post if warranted, direct media inquiries, and update notifications as needed.
- * 5. Arrange logistics for search if needed: K9 Unit, Drone Response Team.
6. In cases of juveniles missing without extenuating circumstances, ensure that a follow-up contact is made with the reporting person/persons within 48 hours to determine whether the juvenile is still missing.
7. In cases of reported missing juveniles, forward a copy of the report to the Zone Administrative Sergeant and Zone Captain.
- * 8. Ensure that the CRU is immediately contacted with appropriate information for Teletype entry into eJusticeNY when reports of missing persons fall into the following categories: Code D-Disability, Code E-Endangering and Code I – Involuntary.
9. In cases of an Amber Alert, Missing Child/College Student Alert, or Missing Vulnerable Adult Alert, the supervisor will ensure that the deputy is following the Amber Alert/Vulnerable Adult Alert procedure in section IV.
10. Ensure that the appropriate zone commander as well as the CIS Captain is notified.

C. Zone Administrative Sergeants shall:

1. Review copies of all Field Case Reports involving missing persons.
2. Track all investigations regarding missing persons.
- * 3. Coordinate consistent, daily follow-up with Patrol and CIS in cases when it is appropriate.
4. Ensure continued follow-up investigation after 30 days of initial Field Case Report.

D. Central Records Unit Staff shall:

- *
 - 1. After receipt of a Field Case Report involving a missing person, immediately enter a missing person Teletype regardless of circumstance (i.e., code type) into eJusticeNY. Entries for a Missing Vulnerable Adult must include the missing person condition of "Vulnerable Adult".
 - 2. After 30 days forward DCJS Form 1508, Missing Person Data Collection Guide to the appropriate zone commander who will in turn ensure that the document is taken to the reporting person to be completed and then returned to the CRU.

III. Cancellations:

A. Deputy Shall:

- 1. Either respond to the location of the individual initiating the cancellation or, by competent authority, verify the well being of the previously reported missing person.
- 2. Complete an Investigative Action Report (IAR) upon receiving a cancellation of a missing person, indicating the original CR number, victim's name, age and date of return, and circumstances relating to the incident.
- 3. Notify the CRU of information necessary for Teletype cancellation.
- 4. Submit completed IAR to supervisor upon completion of tour-of-duty.

B. Supervisor shall review all IARs and forward them to the CRU for distribution.

C. CRU personnel shall ensure that reported missing person information entered into eJusticeNY is removed from it upon receiving cancellation information from IARs or from reporting deputies.

IV. Amber Alert/Missing Vulnerable Adult Alert Procedures, Missing Child/College Student Alert:

A. Deputy Shall:

- 1. Conduct preliminary interviews and contact a supervisor if circumstances fit the Amber Alert, Missing Child/College Student Alert, or Vulnerable Adult Alert Criteria.
- 2. Once an Amber Alert, Missing Child/College Student Alert, or Vulnerable Adult Alert has been activated by a command officer, the deputy will complete the applicable Amber Alert Submission Form, Missing Child/College Student Alert Submission Form, or Vulnerable Adult Alert Submission Form. All forms can be located on the MCSO intranet under Police Bureau forms.

B. Supervisors Shall:

- 1. Determine if an Amber Alert, Missing Child/College Student Alert, or Vulnerable Adult Alert is warranted and recommend activation of the alert to a command officer.
- 2. Ensure that the General Authorization Form has been completed and signed for non-urgent/missing child case/college student case.

3. For an Amber Alert, review the Amber Alert Submission Form and fax it to the NYSP Communication Section at 518-457-3207. The command officer listed on the Amber Alert Submission Form will be contacted by the NYSP Communications Center for final verification. Also notify the NYSP to the incoming fax at 518-457-6811. The submission form can also be accessed and submitted via eJusticeNY. The hard copy of the form is to be kept with the Missing Person's Report and submitted together.
4. For Missing Child/College Student Alert, contact the Missing Persons Clearinghouse at 1-800-346-3543 and speak to a Case Manager for approval. If approved, review the Missing Child/College Student Alert Submission Form and fax it to the Missing Persons Clearinghouse at 518-457-6965 or e-mail it to missingpersons@dcjs.ny.gov. The hard copy of the form is to be kept with the Missing Person's Report and submitted together.
 - a. Ensure that a photo of the missing person is available (jpg preferred).
 - b. Determine regions that will be activated.
 - c. Provide DCJS with a phone number (24/7) that will be able to handle leads as they are received.
5. For Missing Vulnerable Adult Alert, contact the Missing Person Clearinghouse at 1-800-346-3543 and speak to a Case Manager for approval. If approved, review the Missing Vulnerable Alert Submission Form and fax it to the Missing Persons Clearinghouse at 518-457-6965 or e-mail it to missingpersons@dcjs.ny.gov. The hard copy of the form is to be kept with the Missing Person's Report and submitted together.
 - a. Ensure that a photo of the missing person is available (jpg preferred).
 - b. Determine regions that will be activated.
 - c. Provide DCJS with a phone number (24/7) that will be able to handle leads as they are received.

Note: You also have the option of e-mailing this form directly from either website or to email it directly from a computer to missingpersons@dcjs.state.ny.us. In any case, once it is sent you will have to then call to confirm that it was received.

6. When an unidentified, living person is located who may be listed in the Missing Vulnerable Adult database, contact the Missing Person Clearinghouse at 1-800-346-3543 in an attempt to identify the found missing vulnerable adult. Missing Person Clearinghouse's website is: <http://www.criminaljustice.ny.gov/missing/va-alpha1.htm>
7. Dispatch a Deputy to the CRU to assist with incoming calls and leads.

C. Records Unit Shall:

- * 1. Complete and send a missing person Teletype entry, (File 6) through eJusticeNY.
2. Generate an eJusticeNY abduction message (File 11A).

D. Termination of an Amber Alert:

In the event that the alert needs to be terminated either by recovery or determination that the abductee no longer qualifies for the Amber Alert, immediate notification to the NYSP communications center needs to be made by a command officer, or designee, by fax (518) 457-3207 and telephonic notification (518) 457-6811, canceling the broadcast.

E. Termination of a Vulnerable Adult Alert/Missing Child/College Student Alert:

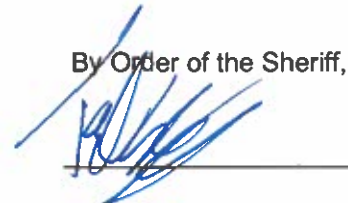
In the event that the alert needs to be terminated either by recovery or determination that the missing person no longer qualifies for the Vulnerable Adult Alert/Missing Child/College Student, immediate notification to the Missing Person Clearinghouse needs to be made by a command officer, or designee, by fax (518) 457-6965 and telephonic notification 1-800-346-3543, canceling the Alert.

Note: An Alert will expire after 14 days, if a person is still not located DCJS will continue to publicize as a regular case and not as an alert.

V. Completion of Field Case Report:

- A. Members will utilize a Field Case Report form and accompanying booklet when answering each question. The coded responses provide specific information that NYSIBRS utilizes for crime reporting, tracking and nationwide comparisons.
- B. Any questions that do not apply to the incident will be marked with a dash (-). If the answer to the question is unknown, it will be marked with an "X".

By Order of the Sheriff,



Todd K. Baxter

* Indicates a change from previous order.