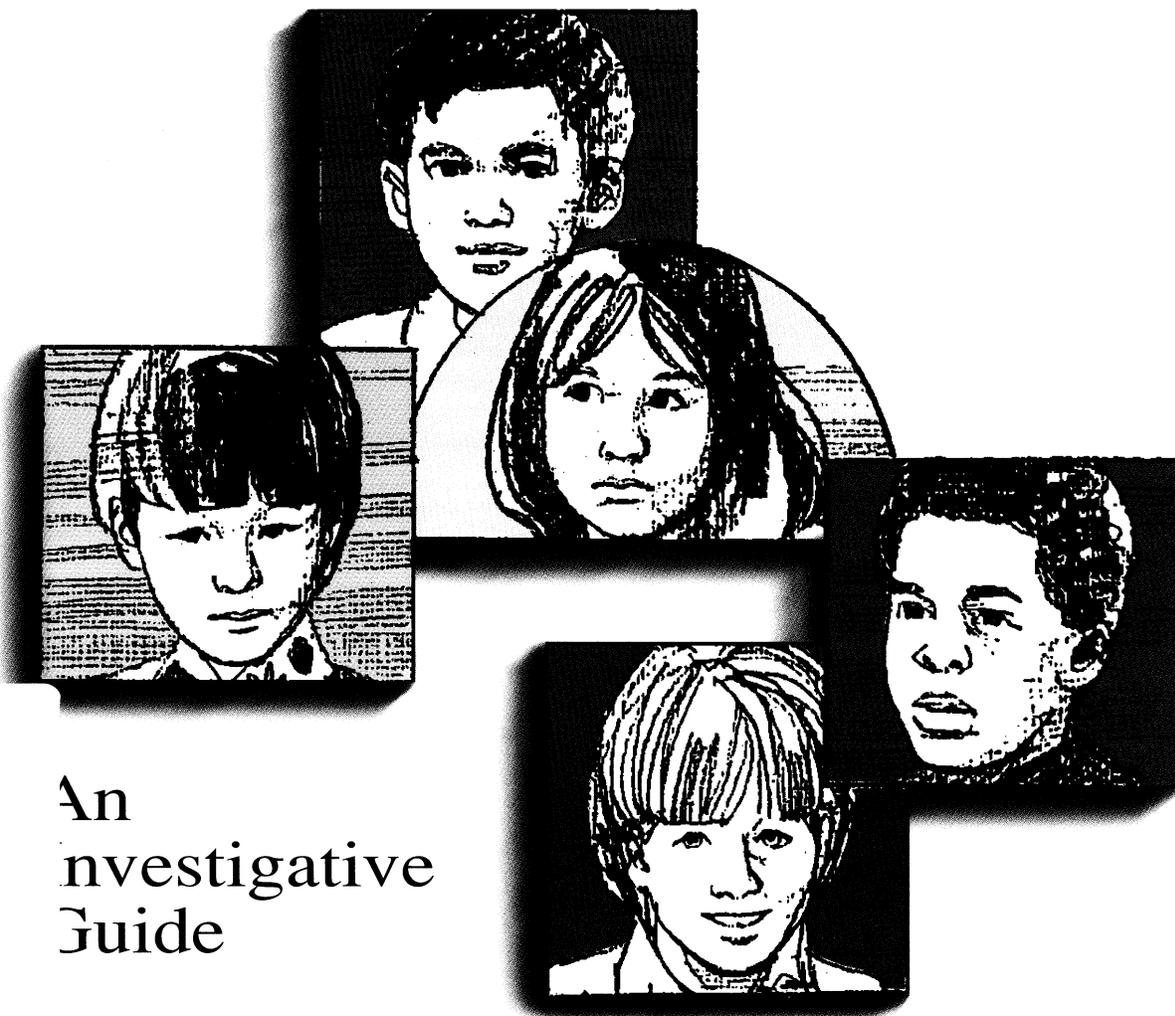
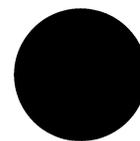


U.S. Department of Justice
Federal Bureau of Investigation



CHILD ABDUCTION RESPONSE PLAN



An
Investigative
Guide

206248

Federal Bureau of Investigation
Critical Incident Response Group
Quantico, Virginia 22135

206248

CHILD ABDUCTION RESPONSE PLAN

An Investigative Guide



Child Abduction and Serial Killer Unit

Critical Incident Response Group

Quantico, Virginia 22135

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National Criminal Justice Reference Service (NCJRS)

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Rockville, MD 20849-6000

MESSAGE FROM THE DIRECTOR

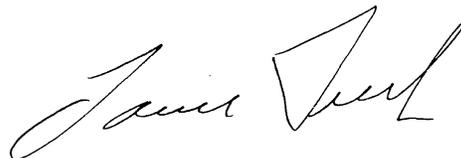
There is no more urgent crisis that faces investigators than the abduction of a child and the inherent threat to the child's life. The predators who stalk our children are much more transient, more sophisticated, and, in many cases, more brutal than in the past. They prey upon the most naive and innocent of our society without regard to gender, age, race, or jurisdictional boundary. Their success at avoiding detection and prosecution seems only to fuel their seemingly insatiable lust to victimize others.

Although the public sees the victims as photographs on posters with names such as Etan, Adam, Jacob, Polly, Megan, or Jimmy, to others who know and love them and to the investigators charged with resolving their disappearances, they are so much more. Clearly, our children are our most precious assets, and their safety is truly the measure by which our Nation's commitment to life and liberty is judged.

As Director of the FBI, I am committed to channeling all available resources to work in partnership with state and local agencies to combat violent crime. The Child Abduction and Serial Killer Unit was created as a component of the Critical Incident Response Group, and it is the unit's primary responsibility to provide immediate investigative support and application of the most current expertise available in such crimes.

With reliance on the institutional knowledge, experience, and research of the FBI and of many state and local investigators, this Child Abduction Response Plan was created. It is a current composite of the most logical investigative approaches and techniques available. I invite you to shape and tailor it to meet your specific jurisdictional climate and to share it with others in the law enforcement community. I am hopeful that it will become a valuable tool and I wish to express my personal gratitude to all who contributed to its creation.

In these most critical of crimes involving innocent children, time is often another adversary. We must respond together, in a spirit of cooperation, and utilize our combined resources with a proven plan. We can and will make a difference.

A handwritten signature in black ink, appearing to read "Louis J. Freeh". The signature is fluid and cursive, with a large, stylized initial "L" and "F".

Louis J. Freeh

NOTES

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INTRODUCTION

Often the most challenging task at hand upon the receipt of a missing child complaint is determining whether it is an actual abduction, runaway child, lost child, thrown away child, or fictitious report to cover up the death of the child or other family problem. This crucial assessment of the initial facts will dictate what actions the responding law enforcement agency will perform.

Review of previous cases has demonstrated the importance of a thorough neighborhood investigation and search. The value of having these two steps meticulously completed in a timely manner cannot be overstated. In many cases, the offender resided, worked, frequented, or had some association in the immediate area of the abduction. On some occasions, the offender had even been contacted during the initial neighborhood investigation but went undetected because of the hasty and cursory nature of the canvass. A very important lesson has been learned from such cases: there is no substitute for thoroughness in executing a neighborhood investigation and search.

It is equally important to know as much about the victim as possible, including the dynamics of the child's family life. This insight will facilitate assessment of what type of incident has occurred and whether the parents or caretakers of the child might be involved in the disappearance.

Experience is our best teacher, and we have the opportunity to learn and benefit from others' endeavors. Most cases are resolved through the use of logical investigative techniques. Child abduction investigations are solved the same way. Swift implementation and precise execution of basic techniques will enhance the chances of a successful outcome. But first we must be prepared with a plan of action, prior to the onset of the incident.

This Plan does not contain anything revolutionary; rather, it emphasizes those techniques that are essential in conducting abduction investigations. It is not a substitute for existing departmental procedures or protocols, but a supplement to be used to enhance investigative efforts. Readers are encouraged to use the many specific suggestions, checklists, forms, and lists of resources to tailor a plan to fit their particular needs. Improvement is a continuous process, and recommendations to enhance this Response Plan are welcome and can be sent to the Child Abduction and Serial Killer Unit, FBI Academy, Quantico, Virginia 22135.

It is important to note that in instances of suspected child abductions or in many mysterious disappearances of children, the Federal Kidnapping Statute can be invoked and the FBI will immediately enter the investigation in partnership with state and local authorities in an effort to fully determine the case status. To further improve the FBI's response to child abductions and mysterious disappearances of children, FBI Director Louis J. Freeh created a specialized unit to focus on investigating these cases and serial homicide. The Child Abduction and Serial Killer Unit (CASKU) provides immediate operational assistance to

federal, state, and local law enforcement agencies involved in these important and complex investigations. This assistance includes crime analysis, offender profiling, investigative strategies, interview and interrogation strategies, behavioral characteristics of unknown offenders, trial preparation and prosecutive strategy, expert testimony, and coordination of other resources, including the use of the FBI Evidence Response teams, FBI Laboratory services, and major case management resources such as Rapid Start.

INITIAL RESPONSE

If there is one lesson to be learned from the trials and errors of previous incidents, it is how the initial complaint should be processed. Without the presence of witnesses who can readily furnish factual details of the incident, the responding officer must determine what probably occurred based upon his/her initial observations and findings. This determination will dictate what investigative steps will be taken.

The purpose of the initial response is to gather sufficient information to determine what occurred. The accuracy of this determination or assessment is crucial, in that an actual abduction requires a prompt and detailed investigation. **During this investigation nothing should be assumed and everything should be verified.** Far too often crucial details are overlooked because one investigator thought someone else had taken care of a particular aspect, or a witness's account of the incident need not be verified because the witness "seemed credible." A rapid and thorough investigation may also develop additional information that will indicate that the matter is not an abduction. It may be a pretense to cover up the homicide or domestic problems of the reported missing victim, or the child may be lost or injured or may have run away. At this point the investigation can "stand down" and investigators can take the appropriate action to resolve that matter. It is much easier to redirect the investigation and resources at that point than to make up lost ground and recover overlooked or damaged evidence and/or lost clues because of a failure to initially use all available personnel and resources. A proper assessment should direct the investigation appropriately from the onset.

This initial assessment should include the following pertinent considerations:

- witnesses' accounts of the incident (if any)
- the victim's age (young tender years compared to juvenile; toddlers do not run away but can wander and become lost)
- activity the victim was engaged in when last seen
- history of disappearances
- prior incidents with family (child abuse/neglect calls, disturbances)
- any previous similar incidents within the area that were reported to the police (attempted abductions, prowlers, suspicious persons)

The following sections outline suggestions to assist in the initial response, assessment, and follow-up activity. Sufficient personnel should be assigned to cover these investigative steps in a timely manner.

Upon Receipt of the Complaint

- ___ Obtain the basic facts as to who, what, when, where, and how, including a brief description of the victim, suspect, and any vehicles involved. Assign the matter to an experienced officer for immediate follow-up.
- ___ Search police records for any previous contacts with the complainant and victim, any similar activities, and any police activity within the reported or adjacent area or at the complainant's and victim's address. Advise the responding officer of any pertinent information.
- ___ Broadcast all critical details, including notification to other precincts or patrols within the department and other surrounding local, county, and state agencies. Consider National Law Enforcement Telecommunications System (NLETS) for regional and even national notification. Maintain a sensitivity to the media's ability to monitor these transmissions and use appropriate discretion relative to specific crime scene details.

Upon Arrival at the Scene

- ___ Verify the accuracy of complaint information, description of victim, circumstances at time of disappearance, health, and custody status of child.
- ___ Ask what has already been done to locate the missing child. Note the nature of these efforts and the complainant's disposition (frantic, concerned, level of emotion). CAUTION: Be careful about putting too much weight on interpretation of reactions of individuals to the crisis because people react to crises differently. Also take care not to minimize the complaint simply because of a perceived dysfunction within the family.
- ___ Conduct search of the immediate area to verify disappearance, especially areas where a child may hide.
- ___ Locate any witness(es) to the incident, to include the complainant and the last person to have had contact with the victim. Separate the witnesses, interview same, and compare details to known information. Be especially sensitive to the interviews of child witnesses in attempts to obtain original and accurate information.
- ___ Identify the exact place the victim was last seen and secure the scene until it can be searched and examined for possible evidence. (Is this area within the victim's comfort zone. . . an area where the child regularly visits or plays; if not, why was the child there?)
- ___ Identify and secure the child's comfort zones as potential crime scenes or sources of relevant evidence.

- ___ **Determine the time frame between when the victim was last seen and when discovered missing. This “window of opportunity” is crucial to establish.** Realize that persons responsible for the child may attempt to reduce the window of opportunity. Keep the window of opportunity in mind when conducting interviews of possible witnesses.
- ___ Evaluate all information gathered, noting any discrepancies and conflicting information, especially in regard to the window of opportunity. Immediately resolve differences through verification. **Confirm everything.**
- ___ Based upon the information developed, make an **initial** assessment as to the type of incident: abduction, parental kidnapping, runaway, or possibly a false report to conceal some other type of incident (homicide, accidental death, or other problem).
- ___ If not enough information is developed to formulate an assessment as to the type of incident, **treat the disappearance as an abduction, until information is developed to suggest otherwise.** It is better to err on the side of caution.
- ___ Update local and regional NLETS broadcast; ensure information about the missing child is entered into NCIC’s Missing Person File.

If the Child Is Not Immediately Located
(Abduction, possible abduction, lost, or missing child)

- ___ Request additional personnel to assist with the investigation, including supervisory personnel who can assign a case detective/agent to coordinate all phases of investigation.
- ___ As soon as possible notify the local FBI Office. Assistance and resources will be offered to further develop the nature of the incident (refer to Appendix A for the address and telephone number of the local FBI Office).
- ___ Establish a command center separate from the crime scene and/or victim’s residence (refer to Section 7, Major Case Management for further details).
- ___ Brief responding units with complete details as known and update communications as to new pertinent information.
- ___ Assign personnel, including a Team Leader, to initiate Search (refer to Section 3, General Area Searches).
- ___ Assign personnel, including a Team Leader, to secure and process Crime Scene (refer to Section 3, Crime Scene Searches).

- ___ Assign personnel, including a Team Leader, to establish and maintain liaison with the victim's family and initiate Victimology (refer to Section 4, Victimology).
- ___ Assign personnel, including a Team Leader, to initiate a Neighborhood Canvass (refer to Section 5, Neighborhood Investigation).
- ___ Assign a person to coordinate press releases, if appropriate, to include photographs of the victim (refer to Section 8, Media Strategies).
- ___ Assign a person to document all personnel on site and their assignments. This person should collect and review all information received from each Team.
- ___ Review all developed information and immediately resolve any contradictory or inconclusive information.
- ___ Determine what additional resources are needed and assign personnel to contact and obtain resources.
- ___ Ensure all information on the victim is accurately entered and updated into NCIC Missing Person File.
- ___ Have and be ready to immediately implement a contingency plan for a kidnapping for ransom abduction.

Motivation for Abductions

Keep an open mind about possible motivations for child abductions.

Motivation in nonfamily child abductions is generally easier to evaluate in short-term cases. The child is returned alive and perhaps can describe the offender's behavior and/or is examined by a qualified physician. If the child is recovered dead, a good crime scene examination and autopsy may help determine motivation and indicate sexual assault. If the child remains missing, however, the motivation often is impossible to establish and investigators must keep an open mind and not pursue only one possibility. Consider and investigate all possible motivations for an apparent child abduction, including the possibility that the report is false or that the child is actually lost. An abduction can also have more than one motivation or different motivations for multiple offenders.

Determining the exact motivation for an abduction may not always be essential in an investigation or prosecution. In long-term abduction cases where the child remains missing, however, it usually plays a major role in directing the investigation and identifying and evaluating potential suspects. **Nonfamily child abductors are often not "strangers."**

From a motivation perspective, nonfamily abductions can be divided into six broad categories:

- **Sexual:** Children abducted primarily for the sexual gratification of the offender.
- **Killing:** Children abducted to be killed by the offender. For some individuals, the act of killing itself may bring arousal and/or gratification.
- **Nontraditional:** Usually very young children abducted predominately by women to fill a perceived void in the offender's life.
- **Ransom:** Children abducted to obtain financial benefit from the victim's family. These are usually solved because the abductor must make some contact with the family.
- **Profit:** Children abducted to obtain financial benefit from a third party. Most for-profit trafficking in children involves buying (not abducting) children from parents or legal guardians. Cases involving some kind of deception (e.g., telling mother her baby died at birth) are less rare.
- **Miscellaneous:** Children abducted for a wide variety of reasons related to criminal activity. Common examples include crimes such as stealing a vehicle with a child in it, taking a child hostage to facilitate escape, abducting a child in retaliation for a personal or criminal dispute or to prevent testimony in court, etc.

NOTES

SEARCHES

Once it is established that a child has been abducted or is missing under mysterious circumstances, a number of steps must be swiftly taken to best utilize law enforcement resources in an attempt to recover the child and to identify the potential offender(s). For the purposes of this Plan, searches will be composed of two parts: the **crime scene search** and the **general area search**.

Searches must be well coordinated, controlled, and conducted, preferably by personnel trained in search and rescue techniques. Volunteers must be closely supervised and their actions documented. The identities of all participating personnel should be verified and recorded, and the areas they searched and the time they searched them should be noted. When applicable, the use of military personnel from nearby military installations is recommended.

Large-scale outdoor searches have proven successful when searchers have been briefed prior to the search by Search and Rescue Personnel. After such a briefing, the search should then be coordinated through one person who is responsible for overseeing the assignment of areas of responsibility and reviewing the results. This technique reduces duplication of efforts and the risk of areas being missed. Whenever possible, use a trained Search and Rescue Team or other trained law enforcement search team. Crime scene technicians and forensic evidence specialists such as an FBI Evidence Response Team (ERT) should be used in photographing and recovering physical evidence.

As in all searches, when in doubt as to the legality of the search, secure the area in question and consult the appropriate Legal Advisor. Consent-to-search authorization(s) should be documented and search warrants obtained when necessary.

Once the team is in place and ready to begin the crime scene process, a systematic procedure must be strictly adhered to. Prior preparation should have ensured the procurement of the necessary collection and packaging materials for the physical evidence. Additionally, the required paperwork for proper documentation of the crime scene process should be in hand and ready for use. Carefully consider search team personnel assignments prior to the actual crime scene process. When the crime scene process is initiated, the search location must be aggressively secured. A detailed log of who enters the scene must be kept, and any individual without a specific reason to enter the scene should not be allowed to interfere with the crime scene process.

Crime Scene Search

The goal of any crime scene search is to properly document, collect, and analyze all items of physical evidence within a targeted area. Experience has shown that a well-trained and well-equipped team of crime scene investigators is crucial to effective recovery of the physical evidence needed to assist in solving complex investigative matters, such as those involving the abduction of a child. Due to the myriad situations that can occur, it is impossible for this Plan to cover all conceivable aspects of a child abduction crime scene search.

Each crime scene investigation should incorporate the general categories of documentation listed below (refer to Appendix B for samples of these documents):

- ___ An administrative worksheet: documentation of all major events, times, and movements relating to the crime scene effort.
- ___ A narrative description: documentation of the general appearance of the crime scene as it is initially observed.
- ___ A photographic log: documentation of the scene photography providing a detailed description of each photograph.
- ___ A crime scene diagram: documentation of the location of each item of recovered physical evidence.
- ___ An evidence recovery log: documentation of the recognition, collection, initialing/dating, and packaging of each item of seized physical evidence.
- ___ A latent print lift log: documentation of the latent prints located and seized at the scene.

Certain duties and responsibilities are necessary in most child abduction crime scene operations. It is not unusual for one person to accomplish two or more of these tasks. These major assignments, as well as their corresponding duties and responsibilities, are as follows:

- **Crime Scene Team Leader**

- ___ Assumes overall control and responsibility for the crime scene search procedure. Ensures scene is properly processed. Assigns team members to specific tasks.

- **Photographer**

- ___ Prepares photographic log with accompanying sketch. Photographs entire scene **before** evidence is collected. Photographs each item of evidence in place. Photographs the crime scene again **after** processing.

- **Diagram Preparer**

___ Sketches overall crime scene, noting location of each item of recovered evidence. Designates each crime scene location for facilitation of evidence location.

- **Locating Agent/Officer**

___ Responsible for search of a specific area of the crime scene as dictated by the Team Leader. When evidence is found, ensures it is photographed in place and then advises the Seizing Agent.

- **Seizing Agent/Officer**

___ Takes custody of located evidence, initialing and dating same. Prepares evidence recovery log, which notes who initially located the evidence and the exact location where found.

The crime scene search consists of the abduction site, or if unknown, the area the victim was last seen, the victim's residence (to include his/her bedroom), the recovery site, areas of any documented sightings of the victim, and if applicable, searches of the offender's residence, vehicles, storage areas, and other places that the offender is known to have access to (employment areas). At each crime scene the following suggestions should be applied:

- **Victim's Residence/Room**

___ Process for physical evidence, to include latent fingerprints, fibers, forensic-type evidence and weapons.

___ Attempt to obtain samples of victim's hair (hairbrushes, hooded clothing, hats, pillowcases).

___ Attempt to obtain unwashed clothing of the victim for possible forensic evidence.

___ If known fingerprints of the victim are unavailable, attempt to develop latents from items known to have been handled by the victim.

___ Obtain elimination fingerprints of anyone known to have access to that area.

___ **Obtain an item containing odor of victim to serve as canine's scent material.** Consult your search team leader on how to collect the item without contaminating it with your scent.

- **Abduction and Recovery Sites**

___ Seal off and restrict access, logging identities of all persons who enter the area.

___ Process for physical evidence, to include latent fingerprints, forensic-type evidence, weapons.

- **Subject Search**

___ Obtain known samples of blood, saliva, head and pubic hairs, penile swabs, fingernail scrapings, dental impressions, and photographs.

___ Obtain fingerprints (offender's major case prints and presence of victim's latent prints).

___ Process the offender's residence, storage areas, vehicles (including rentals and any other vehicles the offender had access to), and trash containers for physical evidence, to include latent fingerprints, forensic-type evidence, and weapons.

___ Search employment site, to include lockers, vehicles, and computers.

___ Seize any available computer logs, diaries, articles of interest (newspaper clippings, etc.), videotapes, photographs and negatives, address books, receipts, credit card receipts and records, telephone billings, gasoline receipts, and cash withdrawals.

___ Search for clothing, especially any matching eyewitness accounts of what the offender was wearing at the time of the incident (any evidence of laundering clothes or disposal of same).

___ Check for recent sale, repairs, and/or maintenance of vehicles, including recent cleaning of interior and exterior.

___ Consider additional forensic technology that may not have been available during initial crime scene search: alternate light source, electrostatic lifts, laser technology, etc.

General Area Search

The general area search includes any wooded or uninhabited areas not far from the victim's residence or area last seen, bodies of water, areas that attract curious children (vacant buildings, shafts, holes, underpasses, neighbors' backyards), neighborhood hangouts, abandoned vehicles, and secluded areas the offender(s) could have used to assault and/or dispose of the victim.

Personnel assisting with the Neighborhood Investigation should ask the persons they contact for consent to search their residences/businesses for the victim. This will save time and resources by eliminating a second contact of these persons by a separate team of personnel, such as the search team.

- **Wooded and Uninhabited Areas**

___ Use Search and Rescue Teams with a designated Team Leader (brief prior to search).

___ Use a systematic approach.

___ Initiate ground search with teams **after** canine units have completed their search.

___ Use high ground or aerial resources to oversee the search area.

___ Contact industrial trash companies and coordinate with them for searches of dumpsters, information about trash collection, etc.

___ Consider local resources such as the military for personnel and equipment.

___ Log and document progress of search and any recovered evidence.

___ Maintain a complete log of all search participants.

NOTES

VICTIMOLOGY AND LIAISON WITH VICTIM'S FAMILY

Victimology and the liaison with the victim's family are two crucial areas of the investigation that are often neglected. Victimology is directed toward collecting information about the victim. Liaison is directed toward assisting the emotional needs of the family members as they experience this devastating ordeal and keeping the channels of communication open. Complicating this process is the fact that one or more family members could become the focus of the investigation.

Victimology

A detailed account of the victim's lifestyle and personality assists in determining the nature of the disappearance, the risk level of the victim, and the type of person who could have committed the crime. Complete information regarding the victim's physical description, normal behavioral patterns, the family dynamics, and known friends and acquaintances should be obtained as soon as possible.

- **Physical Characteristics**¹

- ___ Obtain complete detailed description of victim. Include birthmarks, scars, tattoos, and peculiarities (chipped teeth, broken bones, etc.).
- ___ Obtain a detailed description of all items of last known clothing, jewelry worn, or personal belongings (such as backpack or purse), including brand names, sizes, and date/location purchased.
- ___ Obtain current photograph and/or recent videotapes.
- ___ Document any recent physical changes.
- ___ Determine if the victim has any disabilities or injuries.
- ___ Obtain medical/dental records, to include X-rays, eyeglass prescriptions, and any medication being taken at the time of the abduction. Ensure information is entered into NCIC Missing Person's File.
- ___ Determine normal style of dress.

¹Collection of known hairs and fibers is addressed in Section 3. Searches.

- **Behavior/Personality**

- ___ Develop and verify detailed timeline of victim's last known activities up to the time noticed and reported missing (window of opportunity).
- ___ Determine habits, hobbies, interests, favorite activities.
- ___ Note any recent changes in behavior or activity patterns, any recent unusual events, or recent stressors (failed relationships, pregnancies, school problems, etc).
- ___ Identify normal activity patterns, to include the "comfort zone" (area the victim frequents or in which he or she regularly plays, etc).
- ___ Identify and separately interview close friends, schoolmates, teachers, class counselors, church youth leaders, or other significant persons.
- ___ Determine verbal skills and how the victim normally interacts with others.
- ___ Determine any history of drug and/or alcohol abuse.
- ___ Determine any history of gang activity.
- ___ Identify and interview boyfriends/girlfriends; determine normal dating patterns, including any sexual activity.
- ___ Identify membership in clubs, sports teams, or other organizations; determine most recent participation/events. Identify and interview adult members or leaders.
- ___ Obtain and review personal writings, diaries, drawings, and schoolwork, including any entries into a personal computer or interest in or interaction with on-line computer systems or services. Search locker at school, if applicable.
- ___ Determine any history of running away or discontent with home life.
- ___ Identify and interview employment associates/coworkers.
- ___ Determine the victim's history of victimization (victim of other crimes).

- **Family Dynamics**

- ___ Identify and **separately** interview all immediate and extended family members (to include their spouses, boyfriends/girlfriends, or other close associates) who reside in the residence and immediate area.
- ___ Determine who has normal parental control over the victim and the relationship and location of same. This includes natural parents, stepparents, foster parents, divorced or estranged parents, or any others who exercised guardianship of the victim.
- ___ Determine the relationship of the victim with the immediate family members.
- ___ Prepare a detailed timeline of significant family members' whereabouts during the window of opportunity. **Immediately confirm this information.**
- ___ Determine if there are any custody/visitation disputes between parents.
- ___ Document the parental reaction to the disappearance.
- ___ Determine parents' employment and interview employers/coworkers as to recent behavior of parents.
- ___ Determine the level of parental supervision normally provided to victim.
- ___ Determine any history of drug and/or alcohol abuse by any family member.
- ___ Identify recent "stressors" within the family (termination of employment, separations, deaths, fights).
- ___ Identify any criminal history/activity and/or psychiatric history of all family members.
- ___ Determine family financial status, including any large or recent debts and insurance policies on victim.
- ___ Identify and interview any babysitters/caretakers of the victim.
- ___ Consider and evaluate the culture of the family and any bearing that may have on the incident.
- ___ Determine whether Child Protective Services (or similar agencies) have responded to the residence and, if so, the nature of the incident.

Liaison With the Victim's Family

In an actual abduction of a child, the responding law enforcement officials must keep in mind the emotional needs of the victim's family. The parents' assistance is necessary for the compilation of the information for the victimology and other investigative needs. Obtaining the information can be facilitated with empathy and understanding of what they are experiencing. The following suggestions are in no way inclusive of all the appropriate responses that should be carried out in this critical phase, but are aspects to be aware of. The responding officials need to be mature, professional individuals, because they must establish direction and oversee the situation with the family.

- **Liaison**

It is not uncommon during long-term investigations for the family to withdraw cooperation and become frustrated and angry due to their perception of a lack of progress. Thus it is important to keep the family informed and involved with certain aspects of the investigation. With this understanding, their cooperation will likely continue throughout the investigation, even when the emotional aspects are overwhelming for them.

- ___ Appoint a contact person (not the case agent or lead investigator) to establish and maintain appropriate liaison with the family. Having one person designated for this function will facilitate the building of rapport and trust.

- ___ Explain what investigative activity will occur:
 - ▶ Activities at the residence
 - ▶ Elements of the search
 - ▶ Use of polygraph
 - ▶ Certainty of emotional roller coaster
 - ▶ Necessity of resolving the issue of parents and family members as possible suspects
 - ▶ Preparation for possible ransom calls
 - ▶ Intense media attention
 - ▶ Possible reward offers

- ___ Regularly update the family as to the status of the investigation within the boundaries of investigative integrity and legal propriety.

- ___ Address the emotional aspects the family is experiencing. Furnish counseling if applicable and/or contact a victim/witness assistance program.

- ___ Express family concerns to the Case Agent, to include investigative suggestions. This helps the family feel they are a part of the investigation and that their concerns are considered.

- **Operational Activities**

Consent from the victim's family is necessary for the initiation of some of the following techniques. It is important to keep the family apprised as to what is being attempted investigatively. Obtain court orders when necessary, absent consent from the family or when state laws mandate same and federal laws don't apply.

- ___ Install a trap and trace on the family's telephone.
- ___ Establish a secure tactical phone inside the residence for law enforcement use.
- ___ Tape record and document all incoming calls.
- ___ Maintain a log of all activities/events.
- ___ Discuss family role in a possible ransom payoff.
- ___ Monitor and coordinate the activities of support agencies.

NOTES

NEIGHBORHOOD INVESTIGATION

A neighborhood investigation is one of the most crucial steps in these cases and is often overlooked or underemphasized. The objective is to identify and interview in person **all** individuals within the abduction and/or last known sighting area during the window of opportunity (last time seen through the time discovered missing). Many victims have fallen prey to someone who resided or was visiting someone who resided within their neighborhood. Often, someone within the neighborhood witnesses the incident but will not realize the importance of what they saw until contacted by authorities or made aware of the missing child through the media. Unless the neighborhood investigation is conducted immediately and thoroughly, valuable information that may assist in the resolution of the disappearance may be lost.

- ___ Conduct a neighborhood investigation at each location the child is known to have been (abduction, recovery, disposal sites) and any place the child was reported to have been seen or was likely to have visited.
- ___ Conduct the neighborhood investigation as soon as possible upon receipt of the missing person complaint, to verify and document the last sighting of the victim. Repeat the neighborhood investigation during the “window of opportunity” the following day and the same day the following week.
- ___ Dedicate law enforcement teams to the task through its conclusion; teams should not be subject to being called away to another assignment. Give consideration to assigning teams to each area.
- ___ Clearly define parameters for the neighborhood as to what areas are to be included, thus avoiding any confusion as to areas of responsibilities.
- ___ One person (Team Leader) should coordinate this facet of the investigation, thus avoiding duplication and/or omission of areas.
- ___ Use a **standardized set of questions** (refer to Appendix C for sample). Standardization will assure completeness and uniformity of information and facilitate establishment of a data base to track all information.
- ___ Document all investigative efforts (to include addresses where no contact was made and the names/addresses of persons who stated they did not observe anything).
- ___ Interview each occupant of a residence separately from other occupants.
- ___ Obtain consent to conduct search of the residence and vehicles for the child **only**, emphasizing this is for the safe return of the child.

- ___ Contact the residences/businesses where no contact was made during the initial neighborhood investigation. Interview and inquire as to their observations and whereabouts during the window of opportunity, document their responses, and **verify their whereabouts.**

- ___ Determine the dynamics of the neighborhood, including recent criminal activity (attempted abductions, prowlings, suspicious persons, nuisance sex-type complaints). In making this determination, include field interview reports or other reports not necessarily computerized.

- ___ Attempt to use personnel who speak the language of or have similar ethnic backgrounds as the population being interviewed.

- ___ Develop the identities of current and recently relocated neighbors and any relevant criminal history and/or unusual behavior of same. Determine if they recently visited the neighborhood.

- ___ Identify guests of neighbors who frequently visit and/or have extended stays.

- ___ Identify all registered and known sex offenders residing in or adjacent to the area.

- ___ Identify area businesses (bars, liquor stores, convenience stores, banks) that use video equipment for security purposes. Review tapes for possible lead information.

- ___ Document the presence of all vehicles within the area by appropriate means (hand notes, photograph, videotape).

- ___ Conduct vehicle registration inquiries on these vehicles and match the names of registered owners against the neighborhood investigation interviews.

- ___ Identify any contractors/businesses recently conducting work projects within the vicinity.

- ___ The Team Leader should review all documentation for lead information, missed residences, negative contacts, and contradictory information.

- ___ Establish a timeline of the sightings of the victim from the collected information. Compare the timeline with the statements of persons contacted for discrepancies of their whereabouts during the “window of opportunity.” Discrepancies could be due to inaccuracies in the statements or in the window of opportunity.

- ___ Contact local utilities and/or fire departments for maps or computer software for appropriate neighborhood maps.

Roadblock Canvass

Roadblock canvasses can be instrumental in lead development and should be initiated when appropriate. Establish roadblocks to further develop the identities of individuals who routinely travel through the area of the incident (commuters, newspaper carriers, delivery people).

- ___ Using marked vehicles, set up the roadblock immediately on the day of the incident. Repeat this canvass during the “window of opportunity” the following day and the same day of the incident the following week.

- ___ Identify all occupants of the vehicle. Document their identities, descriptions, and statements.

- ___ Use a standardized set of questions to assure completeness and uniformity of information (refer to Appendix D for sample).

- ___ During a roadblock established immediately after the disappearance, ask for consent to search vehicles (to include trunk area) when the situation is appropriate.

NOTES

INTERVIEW STRATEGIES

The suspect interview is a critical stage of the investigation, and the interviewer often gets only one opportunity. Maximize the chance of success with proper preparation.

Interviewing is a skill, and some investigators are more skilled than others. In critical cases, use those who have demonstrated a high level of proficiency. In most cases, strong consideration should be given to conducting a one-on-one interview.

Quite often, offenders admit to only two things: That which the interviewer already knows or the suspect thinks the interviewer knows and that which the suspect can justify or rationalize. Experienced interviewers agree that “themes” (face-saving scenarios) are crucial in obtaining the truth, because they provide suspects with the justifications for their actions. Themes can **minimize** the nature of the crime, **project** the blame to somebody or something else, or **rationalize** the suspect’s actions.

- ___ Learn as much information about the suspect as possible prior to starting the interview, including the suspect’s alleged whereabouts at the time of the crime, and any recent significant events or stressors in the suspect’s life.
- ___ When attempting to develop background information by interviewing associates, friends, and family members, use a **standard set of questions** to ensure uniformity of information. Interview strategies are best developed when based on individual traits and characteristics such as those ascertained from the assessment questionnaire (refer to Appendix E for the General Assessment Questions).
- ___ Schedule uninterrupted time for the interview. Obtaining the truth takes time.
- ___ Conduct the interview at a law enforcement office or a neutral site if possible. Avoid interviewing the suspect in his or her environment.
- ___ Establish rapport through conversation and nonthreatening open-ended questions at the onset of the interview. Observe the suspect’s nonverbal behavior during this nonaccusatory process.
- ___ Once convinced that the suspect is responsible for the crime, the interviewer should confront the suspect with this conclusion and present themes in an attempt to obtain an admission or confession. Base these themes on information derived during the interview and background checks. It is important that the interviewer not be condescending or judgmental of the suspect.

Developing interview strategies and appropriate themes is a service provided by the Child Abduction and Serial Killer Unit. CASKU’s suggested approaches have evolved from extensive research and case experience.

NOTES

MAJOR CASE MANAGEMENT

A suspected child abduction case can quickly evolve into a major investigation, and often the investigating agency is not prepared to effectively manage the volume of investigative leads generated and the administrative requirements. Valuable lead information may be lost and investigative resources may not be used to their full potential. It is best to have a plan adopted and the resources pledged prior to a major crisis occurring. Following are some suggestions taken from the FBI Crisis Management Unit's Crisis Response Plan, which has been instrumental in successfully managing many major crises. Some of the important elements of that Plan have been included in this section and are listed below. Every major investigation has different variables, which will cause the management of each case to differ. Therefore, some elements may not necessarily apply in every situation.

Some or all of the following components may be necessary to manage the crisis. Each component should be administered by a Coordinator who has the appropriate assistance to conduct the necessary duties. With limited resources, the same individual may have to fill several positions. The successful management of a major crisis is directly related to the proper staffing of these components. As a general rule, one investigator and two support persons are required to assist each Coordinator assigned to the command post. The command post must be established apart from the crime scene and victim's residence. A command post is necessary to direct the investigation and gather and process the developed intelligence. It is also recommended to have **one** place to control **all** incoming information on a **standardized** intake form, with a control number assigned to each investigative lead for reference purposes (refer to Appendix F for a sample of a standardized form, Information Control Form, used by the FBI's Crisis Management Unit). It is equally important to have at least **one** person designated to review this information and make a determination as to its investigative value (larger cases will require more personnel to perform this task). It is strongly recommended to use a computerized software program to track all the incoming information, which can then be cross-referenced and managed more efficiently. The FBI's Rapid Start Program has had outstanding success in many major and complex investigations.

The following components are useful in establishing a major case management system and are arranged in three groups: **Command, Operations, or Support**. With multiple law enforcement agencies, integrate representatives from each agency in each group and component for a full team approach (refer to Appendix G for an Organizational Flow Chart). Dedicate personnel to the investigation until no longer needed; personnel should not be subject to being called away to other assignments.

- **Command Group:** On-Scene Commanders.
- **Operations Group:** Operations, Intelligence, Investigative, Tactical, Negotiations, Technical, and Special Operations (surveillance unit) components.
- **Support Group:** Administrative, Logistics, Media, Legal, and Liaison components.

Command Group

- **On-Scene Commander(s)**

___ Directs and coordinates the activities of the Operations Group.

___ Is the seat of authority for all actions.

___ Approves the formulation and implementation of all activity affecting the investigation (including media releases), based upon the action criteria: Is it necessary? Is it risk effective? Is it acceptable?

___ Assigns a coordinator for each essential component.

___ Establishes a chain of command and ensures all personnel are aware of it.

Operations Group

- **Operations Coordinator**

___ Supervises the overall establishment and functioning of the Command Post.

___ Coordinates the efforts of the Intelligence and Investigative components.

___ Ensures coordination as necessary with the Support Group.

___ Supervises enforcement of command post security.

___ Provides situational briefings to the command post and other components as needed.

___ If Rapid Start is on the scene, ensures their efforts are coordinated with the Intelligence and Investigative components.

___ Establishes and maintains a crisis log and documents the crisis response after the crisis is resolved.

- **Intelligence Coordinator**

___ Collects, processes, analyzes, and disseminates current and valid intelligence data to all components.

- ___ Ensures smooth, rapid, and accurate intelligence flow to all components. One system should be agreed upon by all agencies and a standardized form used with a separate number assigned to each bit of information received.
- ___ Supervises maintenance of situation/intelligence boards. Boards can be used in the Command Post to provide an orderly and visual display of key data to all participants of the Command Post. The number of boards will vary, but can include any or all of the following: Subjects, Crime Scenes, Timelines, Leads, Media and Investigative Briefings, Deadlines, Maps/Photos, Victimology.
- ___ Reports to the Operations Coordinator and provides situational briefings to the On-Scene Commanders and other components as needed.

- **Investigative Coordinator**

- ___ Initiates and directs the investigative activity, with the focus being the safe recovery of the victim and the eventual prosecution of the subject(s). Should not be personally involved in conducting the investigation or interviews.
- ___ Organizes and supervises the investigative staffing pool, ensuring that the general area and crime scene searches, neighborhood canvass, and victimology are initiated and conducted.
- ___ Develops, assigns, and ensures completion of investigative leads.
- ___ Coordinates the results of the investigative activity with the Intelligence Coordinator.
- ___ Reports to the Operational Component and provides situational briefings to the On-Scene Commander and other components as needed.
- ___ Schedules daily briefings with investigators to ensure good communication flow.

The Tactical, Negotiations, Technical, and Special Operations Coordinators' responsibilities will not be outlined in this Response Plan because most abductions do not require these components. In the event that a situation does require such consideration (e.g., abduction for ransom), the FBI's Crisis Management Unit will be glad to assist in establishing a crisis response plan, including the needed components.

Support Group

- **Assistant On-Scene Commander**

___ Directs and coordinates the activities of the Support Group components.

___ Ensures coordination as necessary with the Command Post and the Operations Group components.

- **Administrative Coordinator**

___ Ensures data base is set up and maintained to record information for all individuals participating in the case, including volunteers. Data base should capture such data as names, agencies, contact numbers, etc.

___ Ensures adequate number of clerical personnel are assigned.

___ Ensures efficient interoffice and intraoffice mail flow.

___ Prepares and maintains the case file and other pertinent paperwork.

___ Coordinates and ensures the proper storage and transmittal of evidence.

___ Ensures that the Command Post has the proper supplies to conduct administrative duties.

___ Supervises and coordinates all communications and ensures pertinent data are furnished to all appropriate personnel.

___ Accounts for expenditures and lost/damaged property and handles contractual agreements.

___ Provides for routine personnel support functions (pay, time and attendance, leave, etc).

- **Logistics Coordinator**

___ Identifies and acquires suitable Command Post space.

___ Arranges for adequate lodging and food for all personnel if this becomes necessary.

___ Establishes and coordinates supply system and central transportation as needed.

___ Facilitates the acquisition of specialized items and services.

- **Liaison Coordinator**

___ Initiates and maintains contact with other law enforcement agencies and FBI.

___ When deemed necessary by the On-Scene Commander, initiates and maintains contact with other contributing agencies and services (nonprofit missing child organizations, volunteer organizations, support groups, etc.).

- **Legal Coordinator**

___ Coordinates all legal matters that arise during the incident, including contact with the U.S. Attorney's Office and/or state and local prosecutors.

- **Media Coordinator**

___ Coordinates and controls information released to the media (refer to Section 8, Media Strategies, for further details of responsibilities).

Information Flow

Information flow is critical in any investigation, especially a complex one such as a child abduction. How efficiently the information is collected, processed, analyzed, and disseminated can positively or adversely affect the case. The On-Scene Commander and other component coordinators must be abreast of all developments to make sound decisions. The process of managing information flow is just as vital as other investigative techniques already discussed, and some suggestions follow as to how to conduct this process:

___ Direct that all information simultaneously flow into and out of a central point (Intelligence Component).

___ Document all information that is received on a standardized intake form that is routed to the central point for review, analysis, and dissemination.

___ Classify incoming information as pertinent or nonpertinent. Nonpertinent information should be placed in a file established specifically for such information.

___ Assign a control number to pertinent information and determine whether additional investigative activity is necessary.

- ___ Photocopy the intake form with pertinent information that doesn't require additional investigation. Give the photocopies to each command post component, the Intelligence Component, the Rapid Start personnel (or similar person tracking all lead information), and the originator. No further action is required.
- ___ The Investigations component assigns leads developing from pertinent information.
- ___ Route photocopies of the intake form with assigned leads to the command post components, Intelligence Component, Rapid Start personnel, and the law enforcement officer assigned the lead investigation.
- ___ Categorize leads as local or out-of-state. The assigned law enforcement officer should prepare an outgoing communication (including the control number assigned to the lead) with instructions for the responding agency to make reference to the control number.
- ___ Establish a pending file for all outstanding leads and match same with the results of the investigative activity upon completion.
- ___ Assign one person to review the results of all investigative activity and determine if the lead has been thoroughly exhausted or if further investigation is warranted.
- ___ If further investigation is deemed necessary, record the requested activity on a separate standardized intake information form and assign a new control number. Repeat the above-listed procedures.
- ___ Load all information into a computerized information processing system such as the Rapid Start Program. This will facilitate the retrieval and cross-referencing of information, including establishing timelines of suspects and witnesses and comparing statements for corroborating and/or conflicting testimony.
- ___ Persons assigned to review, analyze, and disseminate incoming information should have a strong and extensive background in conducting criminal investigations, which will help the person determine the value of the information received.

MEDIA STRATEGIES

The media can be of invaluable assistance in the resolution of child abduction cases. Experience with child abduction cases has demonstrated the need to establish and maintain positive liaison with the media throughout the investigation. Positive liaison will minimize criticism of investigative efforts, deter untimely interviews with victim families and/or witnesses, and discourage the premature release of sensitive information.

- ___ Establish a policy prohibiting unauthorized disclosures and enforce it.
- ___ Designate one experienced person to serve as the media coordinator on behalf of **all** involved agencies. The media coordinator should be located separate from the command center and should not be personally involved with the case.
- ___ Utilize the media as appropriate to immediately disseminate posters of missing children.
- ___ Coordinate all press releases through the designated media coordinator, including statements by the prosecutor's office, medical examiner's office, etc.
- ___ Schedule regular briefings to deter attempts by the media to discover details that might obstruct investigative activity.
- ___ Release positive comments stressing the resources dedicated to the investigation, the support of the community, and the large number of leads generated, etc.
- ___ Release only details of the investigative activity that are deemed essential to the recovery of the child. **Always consider the risk to the child created by releasing information.** Keep in mind that the offender is in the audience.
- ___ Carefully worded releases can elicit additional information from witnesses, associates of the offender, and even the offender. When appropriate, use a family member or clergy as a spokesperson. This is particularly important in infant abduction cases.
- ___ Advertise a post office box number and a dedicated toll-free phone number.
- ___ Consider using tools such as the Internet to disseminate information.
- ___ Videotape media releases and news broadcasts relating to the case for future reference.
- ___ Release information about any reward being offered. The press release should be tailored so that the use of the reward advances the investigation.

CASKU is available for consultation and preparation of press releases and/or conferences and can provide suggestions in regard to content, timing, participants, location, and format.

NOTES

RESOURCES AVAILABLE FOR ASSISTANCE

Consider utilizing the following resources in child abduction cases. Each Field Division of the FBI, along with the respective state and local law enforcement agencies, is encouraged to establish liaison with individual forensic experts within the region. Use the forms on pp. 39-47 to record the agency, type of resource, telephone number, and contact person for local resources. Ideally, have the experts' cooperation pledged before an incident occurs.

- | | |
|---------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Aircraft | <input type="checkbox"/> Evidence Response Team |
| <input type="checkbox"/> Anthropologist | <input type="checkbox"/> Geologist |
| <input type="checkbox"/> Archeologist | <input type="checkbox"/> Government and Corporate Resources |
| <input type="checkbox"/> Artist | <input type="checkbox"/> Ground-Penetrating Radar |
| <input type="checkbox"/> Botanist | <input type="checkbox"/> Odontologist |
| <input type="checkbox"/> Blood Pattern Specialist | <input type="checkbox"/> Pathologist |
| <input type="checkbox"/> Climatologist | <input type="checkbox"/> Search and Rescue Team |
| <input type="checkbox"/> Crime Scene Technician | <input type="checkbox"/> Tracking/Cadaver Dogs |
| <input type="checkbox"/> Entomologist | <input type="checkbox"/> Underwater Search and Rescue Team |

Requesting FBI Resources

FBI Field Divisions are to contact the Violent Crimes/Fugitive Unit, Criminal Investigative Division, FBI Headquarters, Washington, D.C. 20535, (202) 324-4294, for assistance in coordinating the following resources.

State, county, and local law enforcement agencies are encouraged to contact CASKU at the FBI Academy, Quantico, Virginia 22135, (540) 720-4700, for assistance in coordinating the following resources.

CRISIS MANAGEMENT UNIT, FBI ACADEMY, QUANTICO, VA:

Can offer assistance in the establishment of a command center during crisis situations in which major case management skills are required.

ENGINEERING RESEARCH FACILITY, *FBI ACADEMY, QUANTICO, VA:*

Can offer on-site assistance in searching for burial sites using remote geophysical sensing equipment (ground penetrating radar, etc.) and other techniques.

EVIDENCE RESPONSE TEAMS, *each FBI Field Office has ERT personnel on site:*

Can offer on-site assistance in processing crime scenes using the most current techniques and equipment, including the processing of forensic evidence.

FBI LABORATORY DIVISION SERVICES, *FBI HEADQUARTERS, WASHINGTON, D.C.:*

Can examine/analyze evidence submitted (following proper protocol and Memoranda of Understanding between various state laboratories) and testify as to results.

FBI RAPID START UNIT, *FBI HEADQUARTERS, WASHINGTON, D.C.:*

Can provide major case management software that has capabilities for cross-referencing leads and names. Under certain circumstances, may travel to the scene and assist with the loading of case information into the Rapid Start software.

FORENSIC SCIENCE RESEARCH UNIT, *FBI ACADEMY, QUANTICO, VA:*

Can offer expert consultation regarding forensic issues, including factors affecting body decomposition, time of death, environmental influences, and blood spatter analysis.

INVESTIGATIVE AND PROSECUTIVE GRAPHIC UNIT, *FBI HEADQUARTERS, WASHINGTON, D.C.:*

Can provide artist composite drawings, photographic retouches, facial age progressions, facial reconstructions from skeletal remains, wanted fliers, crime scene documentation and reconstruction, and a wide array of investigative and prosecutive graphic aids.

Requesting Other Resources

Resources listed below can be contacted directly or with the assistance of CASKU.

ARMED FORCES INSTITUTE OF PATHOLOGY, WASHINGTON, D.C. (202) 782-2626:

Can offer expert advice regarding pathological issues, including reviewing autopsy reports.

NATIONAL ASSOCIATION FOR SEARCH AND RESCUE, P.O. BOX 3709, FAIRFAX, VA 22038, (703) 352-1349:

Can offer information on what ground, water, air, and dog search and rescue units to contact within the area of an ongoing missing or abducted child investigation. Also assists with training courses on conducting missing persons searches.

NATIONAL CENTER FOR MISSING AND EXPLOITED CHILDREN, SUITE 550, 2101 WILSON BOULEVARD, ARLINGTON, VA 22201-3052, 1-800-843-5678:

Can offer assistance in the search for missing children with the development and distribution of photographs and posters of the victims, age enhancement of photographs, and on-line computer services with missing children clearinghouses at the state level. Can furnish information about missing children organizations around the Nation.

UNITED STATES PROBATION OFFICES, located within the local U.S. District Court Building:

Can make known to law enforcement agencies any federal parolees currently on parole or probation for sex-related offenses (similar to a sex offender registry).

VIOLENT CRIMINAL APPREHENSION PROGRAM (VICAP), FBI ACADEMY, QUANTICO, VA, 1-800-634-4097 or 540-720-4900:

Can offer assistance to investigate, identify, track, apprehend, and prosecute serial offenders of violent crimes through the coordination and cooperation of efforts between law enforcement agencies. Can assist with NCIC off-line searches, timelines, matrices, VICAP Alerts, NLETS searches, and nationwide mailings to law enforcement agencies.

Record your own local contacts for resources using the forms on the following pages.

NOTES

Local Resources

Type of Resource	Contact Person	Agency	Address	Telephone #

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ADDITIONAL CONSIDERATIONS

- **Automated Fingerprint Identification Systems (AFIS)**

Often agencies submit latent prints developed from a crime scene to their local fingerprint identification system and to the FBI Latent Fingerprint Section for comparison to known inked fingerprints for a possible identification of the offender. Numerous such systems exist from local to state to regional levels. Consider submitting the latents to the regional AFIS within the area of the crime as well as to adjacent AFIS Laboratories. Sometimes latents are submitted to the FBI Latent Fingerprint Section for a comparison and no records are found, but a search at the regional level results in a hit. Unfortunately, not every agency submits known prints to the FBI Latent Fingerprint Section on all felony arrests, so the national data base is not inclusive of all arrested and convicted felons.

- **Crash Arrest Plan**

In the initial phase of the investigation, some time should be directed toward preparing a plan of action to arrest a subject. Often it is felt that this issue will be addressed at the time an offender is identified and the appropriate warrants are obtained. When this is the case, details are often overlooked and actions are carried out by “the experience” of the involved personnel. Consider designating personnel as the arrest team, interviewers, affidavit preparer, crime scene team, and evidence response contacts. This preparation will greatly assist the operation when and if an arrest is made.

- **Department of Justice, Victim’s Assistance Program**

In an incident that is investigated as an FBI case, federal law mandates that the investigative agency refer the victim(s) of the crime (in an abduction matter, the family is also a victim) to the Victim Assistance Program Coordinator at either the local U.S. Attorney’s Office or FBI Division. The coordinator can assist the family in obtaining counseling and other services available through this program. Many state and local agencies have similar programs in place and can be used accordingly.

- **DNA samples collected from crime scenes and submission to CODIS Laboratories**

DNA coding developed from evidence collected at the crime scene can be submitted to a new DNA Index computer system that has a data base containing the DNA coding of convicted sex offenders. This system is referred to as CODIS (Combined DNA Index System). The system is similar in concept to that of the fingerprint index process, in attempting to identify offenders by their unique genetic substance and link them to the crime. Many states are

operational and waiting to go online with the FBI CODIS in an attempt to have a national clearinghouse for DNA linkage of offenders to crimes.

When circumstances are appropriate, collect known blood samples from the biological parents of the missing child for possible identification purposes.

- **Emotional Aspects of Long-Term Abduction Cases**

Child abduction cases, especially those where the child remains missing for an extended period of time, are difficult, frustrating, and emotionally draining for all involved. Investigators must be prepared to deal with the following phenomena common in long-term child abduction cases:

- ▶ False, exaggerated, or distorted confessions or information concerning the abduction from sex offenders, guilt-ridden parents, and overzealous or attention-seeking citizens.
- ▶ Leads based not on documented fact, but on emotionally driven perceptions and personal theories about highly improbable scenarios such as organized child sex rings, international child sex slaves, satanic cults, “snuff” films, etc.
- ▶ Private investigators, psychics, and other self-proclaimed experts injecting themselves into the investigation, especially through the highly vulnerable family of the missing child.
- ▶ Investigators developing their own theories about the abduction and refusing to change them when the evidence indicates otherwise.
- ▶ **Command staff should be aware of and responsive to the potential emotional impact of the overwhelming stress investigators may experience; appropriate monitoring of their welfare should be an administrative priority.**

CAUTION: In spite of any skepticism, all leads must be assessed and evaluated and thoroughly resolved.

- **Forensic Artists**

Forensic artists’ abilities vary, but one factor remains the same with any artist ... **the credibility of the witness.** If the witness can’t give an accurate description of the offender(s), it is best not to have a composite drawn and circulated. This inaccurate drawing can only cause confusion. It is recommended that when a composite is to be developed, the artist should draw the composite rather than assemble it from a kit.

- **Hostage Negotiator as the Liaison Contact with the Victim's Family**

Most hostage negotiators have the background and experience that would suit them as ideal contacts with the victim's family. They generally have good communication skills and are good listeners, important elements in establishing and maintaining liaison with the victim's family.

- **Hypnosis to enhance the witness/victim's memory recall**

There are situations where a hypnotist has assisted a witness or victim in the recall of details previously not reported during an interview. Like other investigative techniques, it is a tool that can be beneficial to an investigation when appropriate. One concern regarding use of hypnosis is whether the technique will discredit the subsequent testimony of the victim or witness. Some courts acknowledge this technique and others do not. Contact your prosecutor prior to initiating hypnosis. If all other leads have been exhausted or it is not important for the hypnotized person to possibly testify, consider it. Use a police hypnotist or a hypnotist who has experience with investigative matters.

- **Memorandum of Understanding between law enforcement agencies within regional areas**

Law enforcement agencies within a regional area are encouraged to establish an agreement pledging manpower and resources to assist each other if a child abduction matter occurs within their region. Of course, the agreement should be instituted prior to an incident and not at the time one develops. Agencies should indicate how many officers they would make available and the resources (equipment) they can allocate. Other factors to include are the time commitment, lead agency and responsibilities, expenses related to the case (task force generated, personnel, and equipment), and other logistical details.

- **Nonprofit Missing Children Organizations**

There are several nonprofit organizations whose goal is to assist in the recovery of "missing children," which includes the runaway child, thrown-away child, parentally kidnapped child, and the stranger-abducted child. These civilian organizations are supported by donations and even grants. Such organizations can be of assistance to law enforcement in several areas:

- ▶ preparing and distributing posters containing photographs and descriptive data of the missing child (request a law enforcement telephone number be included on posters)
- ▶ coordinating and maintaining public interest and involvement in the investigation

- ▶ notifying law enforcement as to details of the case that may not already be known to law enforcement officials
- ▶ providing support for the family

With nonprofit organizations and law enforcement agencies having the same goal of the safe recovery of the missing child, it is important that all agencies work together and not in opposition. To achieve this level of cooperation at the onset of the investigation, clearly delineate the role of the organization and the investigative responsibilities of the agency. Ensure the members of the civilian organization comply with the need for all investigative activity to be conducted by law enforcement officials—any investigative attempts by the organization may have a negative impact upon the recovery of the child if those attempts interfere with the ongoing investigation. Tactfully reiterate that details of the investigation cannot be routinely released, but the organization will be kept apprised of the pertinent details. Ask that they coordinate their media releases through the appointed media coordinator and advise the organization of the perils of inappropriate statements. Reinforce the team concept and the common objective.

For information about specific missing children organizations, contact the National Center for Missing and Exploited Children (1-800-843-5678).

- **Polygraphs**

In any child abduction, consideration should be given to administering a polygraph examination to any individual, including any parent, custodial adult, or family member or associate whose statements are inconsistent or whose alibi has not been corroborated to the satisfaction of the case Agent/investigative team.

This examination should be administered by a veteran polygraph examiner who has conducted examinations in abduction cases or at least cases involving violent crime. The examiner should have demonstrated the demeanor necessary to deal with the range of emotions exhibited by the innocent parent suffering from guilt feelings or the guilty offender knowing he/she is responsible for the disappearance or death of the child. Ideally, this examination should not be conducted following many hours of interview/interrogation.

Finally, prior to the administration of any examination, the polygraph examiner should be thoroughly briefed on the case and should be provided periodical updates. FBI polygraph examiners can be involved only in open and ongoing FBI cases. It should be noted that polygraphing can be extremely important in developing lead information, not solely in determining guilt or innocence.

- **Post Office Box**

Consider using a post office box address to allow people to provide tips anonymously. As tips early in the investigation are time-critical, using a post office box might be more appropriate as the investigation proceeds. Some individuals who are uncomfortable telephoning might send information to a post office box.

- **Recovery and Reunification**

This is an area that is often neglected until the occasion occurs for this event. It is assumed that a smooth transition will occur between the child and his/her parents. Unfortunately, this isn't always the case, especially with long-term abductions. Upon recovery of the victim, arrange for a thorough medical examination, to include examination for sexual abuse. Arrange for the interview of the victim by personnel trained and experienced with debriefing victimized children. Have the reunification in a private setting and not in the presence of the media. Prepare the parents for possible changes in the child, especially in long-term abductions. Arrange for the appropriate victim's assistance program that will furnish any needed counseling for the child and parents. Cancel all NCIC postings.

- **Sex Offenders Registry**

Develop a registry of convicted sex offenders within your area to maintain and use on-site at your division or agency. This should include photographs, residences, employers, and any DNA typing of the offenders. This registry can be similar to ones already established and maintained by divisions and agencies for bank robbers, gang members, and other known criminals. Information regarding convicted sex offenders is maintained by federal, state, and local probation offices. Initiate a system in which your probation offices routinely contact you with information regarding recently convicted or released sex offenders. Update this registry regularly.

- **Telephone tipline**

A separate telephone line should be established for the receipt of tips concerning the ongoing investigation, preferably answered by law enforcement personnel or trained individuals such as reserve or retired officers. This line should not be associated with a police telephone number so callers who are reluctant to become "involved" will feel comfortable calling. It is recommended that a trap and trace be placed on this number, in case a crucial call is received that dictates the origin of the call be identified. Calls to this line should also be recorded. Use an answering machine allowing people to leave a message if the lines are busy. Use of a toll-free number should be evaluated on a case-by-case basis.

- **Violent Criminal Apprehension Program (VICAP)**

VICAP maintains a data base of (1) solved and unsolved homicides or attempts, especially those that involve an abduction; are apparently random, motiveless, or sexually orientated; or are known or suspected to be part of a series; (2) missing persons where the circumstances indicate a strong possibility of foul play and the victim is still missing; (3) unidentified dead bodies where the manner of death is known or suspected to be homicide and **(4) abductions of children or attempts.**

This data base should be searched for any similar incidents to the one in question. The investigative matter should also be recorded in the VICAP data base using the VICAP Crime Analysis Report Form. There are similar regional and state data bases operated by state law enforcement agencies that should be queried as well. The objective is to identify if this offender has operated in a different location and if there is any linkage between incidents. In the event that an offender is identified and arrested for the event in question, submission to VICAP is requested so other unsolved crimes in the VICAP system can be linked to known offenders.

VICAP forms may be obtained from the local FBI offices, CASKU, or VICAP (1-800-634-4097).

FBI FIELD DIVISIONS

ALBANY (AL) 445 Broadway, Suite 502 James T. Foley Building Albany, NY 12207	518-465-7551
ALBUQUERQUE (AQ) 415 Silver Ave., S.W. Suite 300, Albuquerque, NM 87102	505-224-2000
ANCHORAGE (AN) 101 East Sixth Ave. Anchorage, AK 99501	907-258-5322
ATLANTA (AT) 2635 Century Pkwy, NE Suite 400 Atlanta, GA 30345	404-679-9000
BALTIMORE (BA) 7142 Ambassador Road Baltimore, MD 21244-2754	410-265-8080
BIRMINGHAM (BH) 2121 8th Ave., N., Room 1400 Birmingham, AL 35203	205-326-6166
BOSTON (BS) One Center Plaza, Suite 600 Boston, MA 02108	617-742-5533
BUFFALO (BF) One FBI Plaza Buffalo, NY 14202-2698	716-856-7800
CHARLOTTE (CE) 400 South Tryon St., Suite 900 Charlotte, NC 28285	704-377-9200
CHICAGO (CG) 219 S. Dearborn St., Room 905 Chicago, IL 60604	312-431-1333
CINCINNATI (CI) 550 Main St., Room 9023 Cincinnati, OH 45273-8501	513-421-4310
CLEVELAND (CV) 1240 E. 9th St., Room 3005 Cleveland, OH 44199-9912	216-522-1400
COLUMBIA (CO) 1835 Assembly St., Room 1357 Columbia, SC 29201	803-551-4200
DALLAS (DL) 1801 N. Lamar, Suite 300 Dallas, TX 75202	214-720-2200
DENVER (DN) 18th Floor, Suite 1823, FOB 1961 Stout St. Denver, CO 80294	303-629-7171
DETROIT (DE) 26th Floor, P. V. McNamara FOB 477 Michigan Ave. Detroit, MI 48226	313-965-2323
EL PASO (EP) 700 E. San Antonio Ave. Suite C-600 El Paso, TX 79901-7020	915-533-7451

HONOLULU (HN) Room 4307, Kalaniana'ole FOB 300 Ala Moana Blvd. Honolulu, HI 96850	808-521-1411
HOUSTON (HO) 2500 E. T. C. Jester, Suite 200 Houston, TX 77008-1300	713-693-5000
INDIANAPOLIS (IP) 575 Pennsylvania St. Room 679 FOB Indianapolis, IN 46204	317-639-3301
JACKSON (JN) 100 W. Capitol St. Room 1553 FOB Jackson, MS 39269	601-948-5000
JACKSONVILLE (JK) 7820 Arlington Expwy., Suite 200 Jacksonville, FL 32211	904-721-1211
KANSAS CITY (KC) 811 Grand Ave., Room 300 U.S. Courthouse Kansas City, MO 64106	816-221-6100
KNOXVILLE (KX) 710 Locust St., Suite 600 Knoxville, TN 37902	423-544-0751
LAS VEGAS (LV) 700 E. Charleston Blvd. Las Vegas, NV 89104	702-385-1281
LITTLE ROCK (LR) 10825 Financial Centre Pkwy. Suite 200, Two Financial Centre Little Rock, AR 72211-3552	501-221-9100
LOS ANGELES (LA) Suite 1700, FOB 11000 Wilshire Blvd. Los Angeles, CA 90024	310-477-6565
LOUISVILLE (LS) 600 Martin Luther King Jr. Pl. Room 500 Louisville, KY 40202	502-583-3941
MEMPHIS (ME) Suite 3000, Eagle Crest Bldg. 225 North Humphreys Blvd. Memphis, TN 38120-2107	901-747-4300
MIAMI (MM) 16320 NW Second Avenue North Miami Beach, FL 33169	305-944-9101
MILWAUKEE (MW) 330 E. Kilbourn Ave., Suite 600 Milwaukee, WI 53202-6627	414-276-4684
MINNEAPOLIS (MP) 111 Washington Ave., South Suite 1100 Minneapolis, MN 55401	612-376-3200

March 25, 1999

FBI FIELD DIVISIONS

MOBILE (MO) 1st Louis St., 3rd Floor One St. Louis Centre Mobile, AL 36602	334-438-3674
NEW HAVEN (NH) 150 Court St., Room 535, FOB New Haven, CT 06510	203-777-6311
NEW ORLEANS (NO) 1250 Poydras St., Suite 2200 New Orleans, LA 70113-1829	504-522-4671
NEW YORK (NY) 26 Federal Plaza, 23 Floor New York, NY 10278	212-384-1000
NEWARK (NK) 1 Gateway Center, 22nd Floor Newark, NJ 07102-9889	973-622-5613
NORFOLK (NF) 150 Corporate Blvd. Norfolk, VA 23502	757-455-0100
OKLAHOMA CITY (OC) 1900 Northwest Expressway, Suite 1600 Oklahoma City, OK 73118	405-290-7770
OMAHA (OM) 10755 Burt Street Omaha, NE 68114	402-493-8688
PHILADELPHIA (PH) William J. Green Jr., FOB 600 Arch Street, 8th Floor Philadelphia, PA 19106	215-418-4000
PHOENIX (PX) 201 E. Indianola Ave., Suite 400 Phoenix, AZ 85012	602-279-5511
PITTSBURGH (PG) 700 Grant St., Suite 300 USPO Pittsburgh, PA 15219-1906	412-471-2000
PORTLAND (PD) 1500 SW 1st Ave., Suite 400 Portland, OR 97201	503-224-4181
QUANTICO – CIRG FBI Academy Quantico, VA 22135	703-632-1000
RICHMOND (RH) 111 Greencourt Rd. Richmond, VA 23228	804-261-1044
SACRAMENTO (SC) 4500 Orange Grove Ave. Sacramento, CA 95841-4205	916-481-9110
SALT LAKE CITY (SU) 257 East 200 South, Suite 1200 257 Towers Bldg. Salt Lake City, UT 84111	801-579-1400

SAN ANTONIO (SA) 615 E. Houston St., Suite 200 U.S. Post Office & Courthouse Bldg. San Antonio, TX 78205	210-225-6741
SAN DIEGO (SD) 9797 Aero Drive San Diego, CA 92123-1800	619-565-1255
SAN FRANCISCO (SF) 450 Golden Gate Avenue, 13 Floor San Francisco, CA 94102-9523	415-553-7400
SAN JUAN (SJ) Room 526, US FOB 150 Carlos Chardon Ave. Hato Rey, PR 00918-1716	787-754-6000
SEATTLE (SE) 915 Second Avenue, Room 710 Seattle, WA 98174-1096	206-622-0460
SPRINGFIELD (SI) 400 W. Monroe St., Suite 400 Springfield, IL 62704	217-522-9675
ST. LOUIS (SL) 2222 Market St. St. Louis, MO 63103	314-231-4324
TAMPA (TP) Room 610 FOB 500 Zack Street Tampa, FL 33602-3917	813-273-4566
WASHINGTON FIELD OFFICE (WFO) 601 4th Street, N.W. Washington, D.C. 20535	202-278-2000

DIAGRAM SKETCH

LOCATION _____

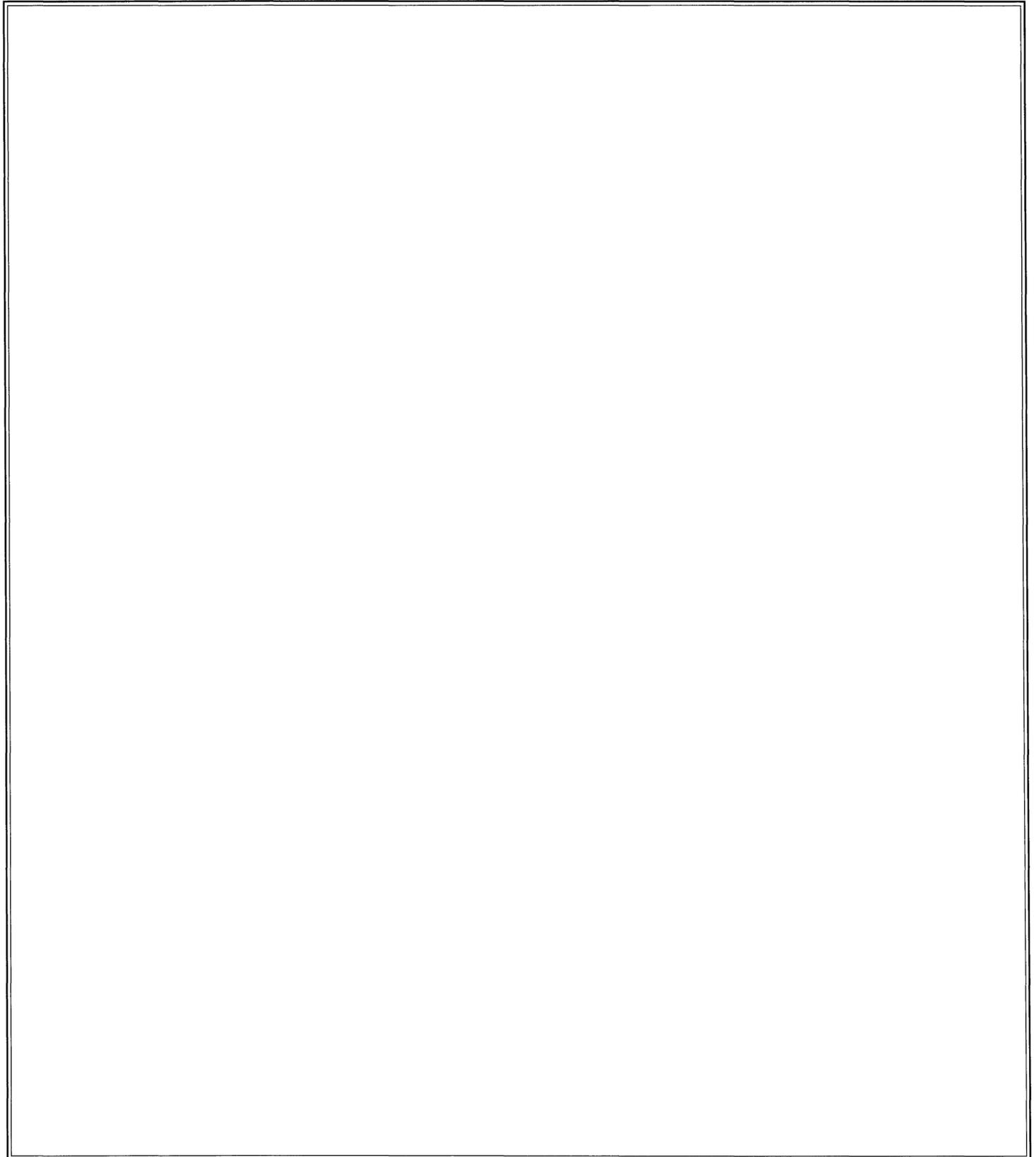
DATE _____

CASE IDENTIFIER _____

PREPARER / ASSISTANTS _____

REFERENCE:

- Scale of Disclaimer
- Compass Orientation
- Evidence
- Fixed Objects
- Measurements
- Key/Legend



NEIGHBORHOOD CANVASS

1. Address:
2. Type of Structure:
3. Vehicle descriptions and registration numbers present at location.
4. Is the victim's home visible from this location?
5. Is the abduction site visible from this location?
6. Full name of person contacted:
DOB:
Telephone numbers:
7. Do you know the _____ family and specifically the victim, _____?
8. Were you home on the day of the incident?
9. Names of all occupants and visitors at this home at the time of the incident.
10. What did you observe on that day?
11. What did you hear?
12. What activity did you see or hear at or near the victim's home?
13. Tell me everything you know about the victim and his/her family.
14. What is the usual daily activity in this area (day and night)?

15. What have you noticed in the past two months that is suspicious or unusual?
16. What delivery people come to this area?
17. Describe the normal vehicle and pedestrian traffic in the area during the time of the incident.
18. What vehicles were observed in the area around the time of the incident?
19. Are any of the vehicles not normally in the area?
20. What person(s) were observed in the neighborhood around the time of the incident?
21. Which of these people are not usually in the neighborhood?
22. Who is usually arriving in or leaving the area around the time of the incident?
23. Have any neighbors recently left the area?
24. Are you aware of anyone who may have information or evidence relating to this incident?
25. Do you have any other information about this incident that you feel is important?
26. Is there anything else you would like to tell us?
27. If appropriate, obtain consent to search the residence, vehicles, storage areas.

Date:

Time:

Interviewing Officers:

ROADBLOCK CANVASS

Location of Roadblock:

Advise drivers of nature of investigation.

1. Vehicle Registration (State & Tag Number):
2. Vehicle Description:
3. Completely identify all vehicle occupants.
4. How often do they travel this route?
5. Did they travel this route on the day of the incident?
6. What time did they travel this route and in what vehicle?
7. What did they observe?
8. Determine the time they made observations and how they established the time.
9. What other vehicles were observed in the area?
10. What people were observed in the area?
11. Obtain any other information they can provide.
12. If appropriate, obtain consent to search vehicle.

Date:

Time:

Interviewing Officer:

GENERAL ASSESSMENT QUESTIONS

FOR EASE AND TO EXPEDITE ASSESSMENT, PLEASE WRITE THE ANSWERS LEGIBLY DIRECTLY ON THIS FORM (or circle the correct response). ATTACH ADDITIONAL SHEETS AS NEEDED.

Source of information _____ Age _____

Relationship with subject _____

GENERAL

1. Name of subject _____
2. Date of birth _____ Present age _____
3. Place of birth _____
4. Male Female Race _____

FAMILY

5. Socioeconomic status while growing up:
 upper middle lower
6. Moving while growing up:
 grew up in one place
 moved a few times
 moved many times
7. Type of area(s) where subject grew up:
 rural small town suburban city

 (name areas, if known):

22. If male, does the subject wear a beard or moustache? How long has he had it? Does he say why he grew it?

PERSONAL CHARACTERISTICS

23. Does subject smoke?

What? For how long? How much?

24. Does subject drink alcoholic beverages?

What? How often?

Drink to excess? How often?

25. Does the subject partake of other drugs?

What? How often?

26. Describe the subject's usual sleep patterns.

27. Describe the subject's usual eating habits (balanced meals, junk food, cooks at home, eats out, etc.)

28. How is the subject's physical health and well-being?

29. Has the subject had any major illnesses or injuries? If so, when and what?

30. What is the subject's attitude about his/her health and level of physical fitness?

EMPLOYMENT

31. Is the subject currently employed? Where?

Job title:

Income:

How long employed there?

Describe what the job involves:

32. Is subject specially skilled in any areas? (welding, electrician, computers, machinist, carpentry, etc.)

33. How does subject relate to co-workers? (leader, loner, agitator, etc.)

34. How does subject relate to superiors? (subservient, defiant, angry, unconcerned, etc.)

35. How does subject relate to subordinates?

36. What personal/professional impact would the subject experience if he/she were to lose that job?

37. Provide information regarding subject's significant prior employments. Describe type(s) and reasons for leaving.

Any military service? No Yes (when/where)

Type of discharge:

Attitude toward military service:

EDUCATION

38. What is the highest level of schooling subject completed? Include vocational/technical.

Where?
39. Did subject ever leave school/training without completing it? Why?
40. Did the subject experience any problems in a formal academic setting?

INTERESTS

41. What are the subject's current hobbies/interests?
42. What are the subject's former hobbies/interests?
43. Has the subject ever belonged to any groups or organizations? (clubs, professional groups, volunteer police/fire, etc.)
44. What does the subject do in his/her spare time?
45. How does the subject relax?
46. What types of movies/television shows does the subject prefer? (e.g. action/adventure, mystery, drama, comedy, sci/fi, history)

Give examples of favorite movies/shows:

47. What types of reading material does the subject prefer? (fiction, nonfiction, spy novels, pornography, etc.)

Does the subject subscribe to or regularly purchase any publications? If so, what?

GENERAL DATA

48. Type of residence and general description of neighborhood: Own Rent

49. Does the subject live alone? Yes No

If not alone, with whom?

50. Does the subject seem to have friends?

none some several many

How do they compare to him/her?

(higher/lower/same class; more/less educated; older/younger, etc.)

51. Does the subject own any vehicles? Yes No

If yes, describe:

How well is it maintained?

If no, what is the normal mode of transportation?

52. How would you describe the subject's driving habits?

53. What is subject's current financial status?

PERSONAL

54. Does the subject currently embrace a structured belief system that influences his/her behavior? If so, what?

How strong is this influence?

Is this a recent development?

55. Is the subject currently married or in a monogamous relationship? Yes No

If yes, to whom and for how long?

56. Describe the nature of his/her current main relationship.

57. Was the subject ever married or involved in a significant relationship in the past?

If yes, describe:

Was there anything unusual in any of the subject's prior marriages/relationships (divorce due to "extreme cruelty," relationships lasted very short time, etc.)?

58. Does the subject have any children? Yes No Unknown

If yes, names and ages:

What is the quality/quantity of subject's relationship with his/her children?

Does the subject frequently talk about his/her children?

59. Is there evidence of promiscuity?

60. Does the subject engage in intimate acts that could be regarded as unconventional?

Is the subject excessively blatant or secretive regarding this intimate activity?

PERSONALITY/ATTITUDES/BEHAVIORS

61. Does the subject hold any particular prejudices?

62. What makes the subject happy?

63. What makes the subject angry?

How is that anger displayed?
64. What events seem to shake subject's self-confidence?
65. What days/dates are especially significant to the subject (birthdays, holidays, anniversaries, etc.)?
66. What are the subject's strengths?
67. What are the subject's weaknesses?
68. What are the subject's life ambitions?
69. What are the subject's life failures?
70. What is the subject's general attitude toward law enforcement and other authority figures?
71. How does the subject react under stress?
72. Describe recent/ongoing stresses in the subject's life (emotional, criminal, financial, professional, personal, etc.).
73. Is the subject viewed by others as someone who can be trusted?
74. Describe any significant mood changes that the subject experiences and the situations that cause the subject to display positive or negative emotions.
75. Does the subject accept responsibility for his/her own acts or place blame elsewhere?
Provide examples.

76. How does the subject react to the loss (by death, separation, alienation, etc.) of people important to him/her?
77. To whom does the subject turn for advice?
78. What is truly important to the subject?

HISTORY

79. What is the subject's criminal history?
80. What is the subject's mental health history?

OTHER INFORMATION THAT WOULD HELP IN UNDERSTANDING THE SUBJECT'S PERSONALITY.

PLEASE PROVIDE A NARRATIVE DESCRIPTION OF THIS INDIVIDUAL'S PERSONALITY.

PERSONALITY CHARACTERISTICS

INTROVERT (reserved)	1	2	3	4	5	EXTROVERT (outgoing)
LONER (prefers to be alone)	1	2	3	4	5	SOCIAL (enjoys others' company)
SELF-CENTERED ("me" oriented)	1	2	3	4	5	CONCERNED FOR OTHERS
AGGRESSIVE (dominant)	1	2	3	4	5	PASSIVE (submissive)
EMOTIONAL (led by the heart)	1	2	3	4	5	RATIONAL (led by the head)
MOOD SWINGS (seesaw emotions)	1	2	3	4	5	EVEN-TEMPERED (consistent emotions)
DISORDERLY (sloppy)	1	2	3	4	5	ORDERLY (neat)
IRRESPONSIBLE	1	2	3	4	5	RESPONSIBLE
REBELLIOUS (risk taker)	1	2	3	4	5	CONSERVATIVE (conformist)
VINDICTIVE (gets even)	1	2	3	4	5	FORGIVING (lets bygones be bygones)
NERVOUS (anxious)	1	2	3	4	5	CALM (laid back)
PESSIMISTIC (glass half empty)	1	2	3	4	5	OPTIMISTIC (glass half full)
RIGID (uncompromising)	1	2	3	4	5	FLEXIBLE (easygoing)
DEPENDENT	1	2	3	4	5	INDEPENDENT
IDEALISTIC	1	2	3	4	5	PRACTICAL
INSECURE	1	2	3	4	5	CONFIDENT
MANIPULATOR	1	2	3	4	5	STRAIGHTFORWARD

INFORMATION CONTROL

CONTROL NUMBER*: _____

SOURCE*: _____

Affiliation: _____

Phone Number: _____

Method of Contact*

_____ In Person _____ Telephone

_____ Observation _____ Written

Prepared by*: _____

Date*: _____ Time*: _____

NARRATIVE*: _____

_____ continued

Narrative reviewed by: _____

Lead Set? (Y/N): _____

Categories

Assigned to: _____ Date & Time: _____

LEAD: _____

_____ continued

DISPOSITION: _____

_____ continued

Lead Completed: _____

White - Original

Yellow - Rapid Start

Pink - Lead

INFORMATION CONTROL

Assigned by
CONTROL NUMBER*: **INTELL**

SOURCE*: **Origin of Info documented on Form**

Affiliation: **Organization of source or private citizen, etc.**

Phone Number: **POC for source**

Method of Contact*

In Person Telephone

Observation Written

Prepared by*: **Person completing form**

Date*: **Date form completed**

Time*: **Time form completed**

NARRATIVE*: **Synopsis of information received, continue on 2nd page if necessary. Source document may be attached if desired. However, synopsis must still be completed.**

Narrative reviewed by: **Initials - INTELL**

Lead Set? (Y/N): **Y or N**

_____ continued

Categories

Rapid Start Section to be completed by INTELL or INVEST Component or Rapid Start.

Assigned to: **Investigative Asset(s) assigned lead**

Date & Time: **Date and time lead assigned.**

LEAD: **Description of leads to be covered.**

_____ continued

DISPOSITION: **Synopsis of investigative results, supporting documents may be attached but synopsis must be completed for Rapid Start.**

_____ continued

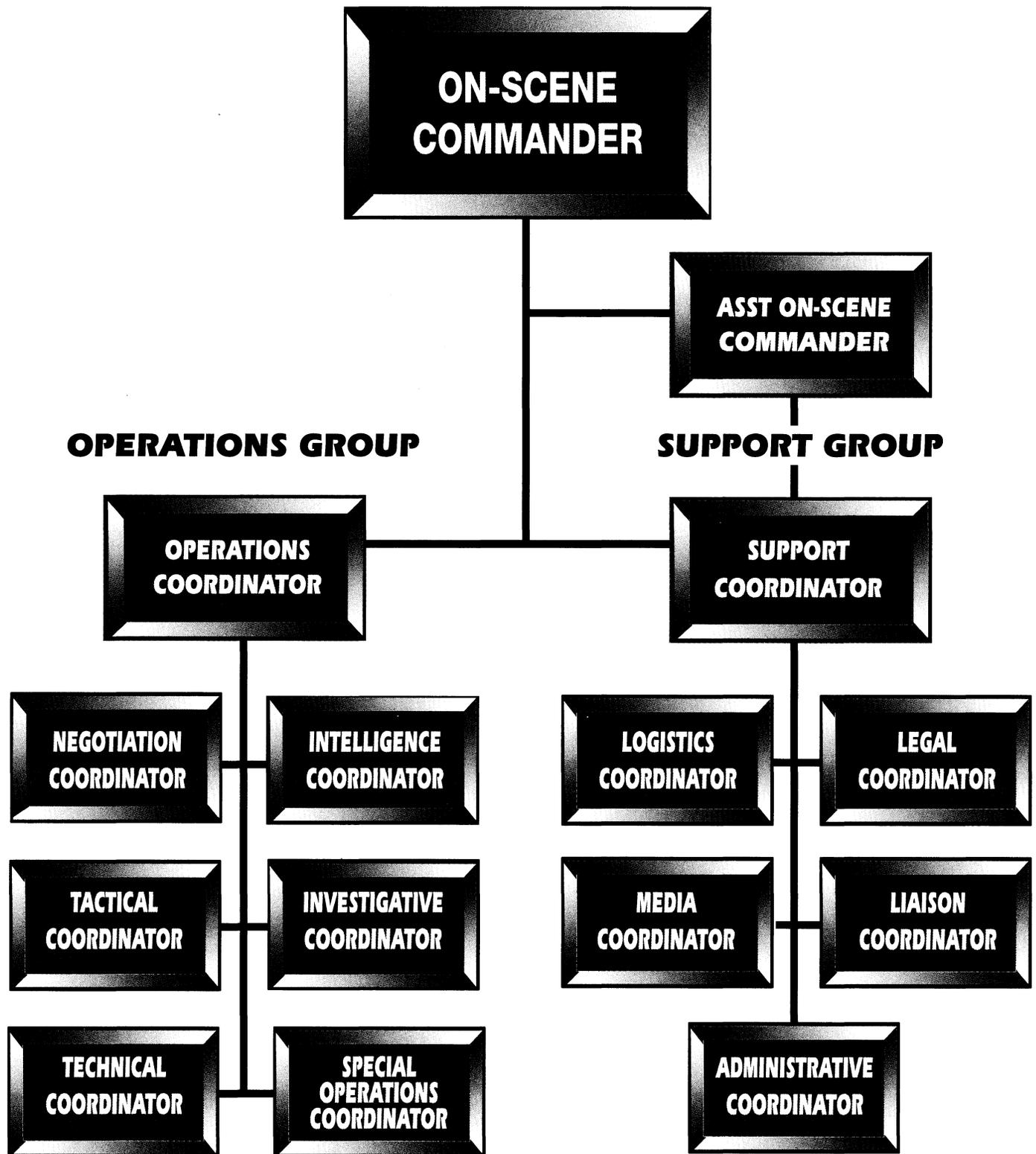
Lead Completed: **Y or N with initials**

White - Original

Yellow - Rapid Start

Pink - Lead

COMMAND POST ORGANIZATION



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Box 6000
Rockville, MD 20849-6000