



# Missing Persons Alerts

Annual In-Service Training Curriculum 2026

Version: NM260015

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## INSTRUCTOR LESSON

<b>Version:</b>	NMLEA Accreditation Number: NM260015
<b>Lesson Purpose:</b>	Identify the procedures for filing an AMBER Alert, Brittany Alert, Silver Alert, and Turquoise Alert, to include Endangered Persons.
<b>Learning Objectives:</b>	<p>During this lesson, students will receive information and instruction on how to do the following:</p> <ol style="list-style-type: none"><li>1. Identify the functions of the NM Missing Persons Clearinghouse</li><li>2. Identify the procedures for conducting a basic missing person investigation.</li><li>3. Identify the procedures for notifying appropriate organizations of a missing person.</li><li>4. Identify procedures for filing Amber Alert, Brittany Alert, Silver Alert and Endangered Persons Advisory.</li><li>5. Identify proper forms to fill out for each missing person category.</li></ol>
<b>Hours:</b>	1 hr
<b>Instructional Methods:</b>	Presentation Facilitation, Active Learning, small group discussions, with video content, testing,
<b>Required Materials, Aids &amp; Equipment:</b>	Lesson Materials, PowerPoint, Audio-Visual classroom equipment, Flip Chart or Dry Erase Board
<b>Handouts:</b>	Investigative Officer Checklist Condensed PDF Missing Persons Forms & Checklist PDF Missing Persons Reference Manual PDF Patrol First Responder Checklist Condensed PDF

**Videos:****'What is NCIC?' Overview video**<https://le.fbi.gov/video-repository/what-is-ncic-overview-video-110923.mp4/view>**What is IDD?**<https://www.youtube.com/watch?v=rymHXQmiuqI>**New Turquoise Alert system awaits governor's signature.**<https://www.kob.com/new-mexico/four-corners/new-turquoise-alert-system-awaits-governors-signature/>**Keeping Hope Alive: The AMBER Alert Program.**<https://amberalert.ojp.gov/media/video/806>**Turquoise Alert Bill passes Senate unanimously.**<https://www.youtube.com/watch?v=GwToaB7Kecg>**What Is Dementia? Symptoms, types, and Diagnosis.**<https://www.nia.nih.gov/health/alzheimers-and-dementia/what-dementia-symptoms-types-and-diagnosis>**Coping With Alzheimer's Behaviors: Wandering and****Getting Lost** <https://www.nia.nih.gov/health/alzheimers-changes-behavior-and-communication/coping-alzheimers-behaviors-wandering-and>**What is developmental disability?**<https://www.youtube.com/watch?v=NqLRV IXVBQ>**Turquoise Alert Final.**<https://youtu.be/SoH0mLRVjKM?si=j9xes0pVULFHLDDL>**Testing Requirements:** End-of-course written test

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New Mexico Statutes Annotated. § 29-15-3. "Definitions." 2025. <https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-2>

New Mexico Statutes Annotated. § 29-15-3. "Missing persons information clearinghouse; function." 2025. <https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-3>

New Mexico Statutes Annotated. § 29-15-3. "Silver alert advisory." 2025. <https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-3.2>

New Mexico Statutes Annotated. § 29-15-3.1. "Endangered person advisory." 2025. <https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-3.1>

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New Mexico Statutes Annotated. § 29-15-7. "Law enforcement requirements; missing person reports; unidentified human remains" 2025. <https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-7>

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Salads, J. (2016). Child Abduction (Social Experiment). Youtube. <https://youtu.be/gGIDHrYKJ2s?si=7MZRkhjiCKLLJIWc>

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### **Guide Notes**

**SLIDE:** Slide, including all text on the slide.

**INSTRUCTOR NOTE:** Additional Information for instructor to share or discuss during course

**I. Introduction Missing Persons****A. Missing Persons**

SLIDE

Missing Persons

Missing Persons: Amber Alert, Brittany Alert, Silver Alert, Turquoise Alert, Endangered Persons Advisory

**B. Course Goal**

SLIDE

Course Goal

Identify the procedures for filing an AMBER Alert, Brittany Alert, Silver Alert, and Turquoise Alert, to include Endangered Persons.

**C. Objectives**

SLIDE

Objectives

1. Identify the functions of the NM Missing Persons Clearinghouse
2. Identify the procedures for conducting a basic missing person investigation
3. Identify the procedures for notifying appropriate organizations of a missing person
4. Identify procedures for filing AMBER Alert, Brittany Alert, Silver Alert, Turquoise Alert, and Endangered Persons Advisory
5. Identify proper forms to fill out for each missing persons category

## II. Definitions and Statutes

### A. Missing Persons

#### SLIDE

#### Missing Persons –Statute Definition

"Missing Person" means a person whose whereabouts are unknown to the person's custodian or immediate family member and the circumstances of whose absence indicate that:

(1) the person did not leave the care and control of the custodian or immediate family member voluntarily and the taking of the person was not authorized by law

or

(2) the person voluntarily left the care and control of the custodian without the custodian's consent and without intent to return

<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-2>

B. "Endangered Person" means a missing person who:

SLIDE

By new Mexico statute, an "endangered person" means a missing person who:

- (1) is in imminent danger of causing harm to the person's self;
- (2) is in imminent danger of causing harm to another;
- (3) is in imminent danger of being harmed by another or who has been harmed by another;
- (4) has been a victim of a crime as provided in the Crimes Against Household Members Act, or their equivalents in any other jurisdiction;
- (5) is or was protected by an order of protection pursuant to the Family Violence Protection Act;
- (6) has Alzheimer's disease, dementia or another degenerative brain disorder or a brain injury; or
- (7) has a developmental disability and that person's health or safety is at risk;

B. Missing Persons Information and Reporting Act:  
NMSA 29-15

SLIDE

Missing Persons Information and Reporting Act:  
NMSA 29-15

<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#a15>

Includes statutes and definitions about:

Missing Persons

The Clearinghouse

Amber Alerts

Brittany Alerts

Silver Alerts

Turquoise Alerts

Endangered Person Advisory

Types of Alerts

SLIDE

Instructor Note

Instructor Note

Review/PreKnowledge Check Activity

Ask About 4 Alerts, definitions and elements from statute

By clicking on the yellow icons, slides will advance to definition pages, and back button will return to this page.

This slide will be covered again during the lesson

This activity can be skipped by clicking on the skip arrow

1. Turquoise Alert

SLIDE

Turquoise Alert

A notification relating to a missing person who is an enrolled member or a person eligible for enrollment in a federally or state-recognized Indian nation, tribe or pueblo and the person:

(1) is missing due to involuntary, unexplained or suspicious circumstances

(2) is at risk due to safety or health concerns; or

(3) suffers from a mental or physical disability or substance abuse disorder

<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-2>

**2. Brittany Alert****SLIDE****Brittany Alert**

a notification relating to an endangered person:

- (1) who is a missing person; and
- (2) about whom there is a clear indication that the person has a developmental disability
- (3) and that the person's health or safety is at risk

<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-2>

**3. AMBER Alert****SLIDE****AMBER Alert**

a notification relating to a missing child:

- (1) There is evidence that an abduction has occurred
- (2) There is reason to believe that the child is in imminent danger of bodily harm or death
- (3) The abducted child is aged 17 years or less

<https://www.dps.nm.gov/law-enforcement-records-bureau/missing-persons-alerts/amber-alert-information/>

**4. Silver Alert****SLIDE****Silver Alert**

a notification relating to an endangered person:

- (1) who is a missing person; and
- (2) who is fifty years or older; or
- (3) who the reporter believes displays signs or symptoms of Alzheimer's disease or another form of dementia, cognitive decline or impairment, regardless of age

<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-2>

### C. The Missing Persons Information Clearinghouse

#### SLIDE

The Missing Persons Information Clearinghouse is a Centralize repository of information regarding missing persons for use by all New Mexico law enforcement agencies  
The Missing Persons Information clearinghouse is Created and maintained by The New Mexico Department of Public Safety's Law Enforcement Records Bureau  
<https://www.dps.nm.gov/law-enforcement-records-bureau/>

#### SLIDE

The preferred way to submit clearing house information is by email along with any photographs or additional information that can be provided.  
[DPS.MissingPerson@dps.nm.gov](mailto:DPS.MissingPerson@dps.nm.gov)

#### 1. The Missing Persons Information Clearinghouse

##### SLIDE

The Missing Persons Information Clearinghouse  
The Clearinghouse:  
Is responsible for statewide communication of information relating to missing persons  
Provides a centralized file for the exchange of information on missing persons and unidentified human remains within the state  
Communicates with the NATIONAL CRIME INFORMATION CENTER (NCIC) for the exchange of information on missing persons suspected of interstate travel  
Collects, processes, maintains and disseminate accurate and complete information on missing persons  
<https://le.fbi.gov/informational-tools/ncic>  
<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-3>

#### 2. The Missing Persons Information Clearinghouse

##### SLIDE

The Missing Persons Information Clearinghouse  
Provides a statewide toll-free telephone line for the reporting of missing persons and for receiving information on missing persons

And Compiles statistics relating to the incidence of missing persons within the state

The clearinghouse Provides training and technical assistance to law enforcement agencies and social services agencies pertaining to missing persons

a. Video

SLIDE

Video Clip

National Crime Information Center

<https://le.fbi.gov/video-repository/what-is-ncic-overview-video-110923.mp4/view>

III. 29-15-7 NMSA Missing Persons – Law Enforcement Requirements  
Receiving a Report of a Missing Person

SLIDE

29-15-7 NMSA Missing Persons – Law Enforcement Requirements  
Receiving a Report of a Missing Person

Law Enforcement SHALL accept without delay/exception a report of a missing person.

Law enforcement SHALL, within 2 hours (NCIC requirement)

1. Start an investigation
2. Determine if the person is an Endangered Person and notify DPS.
3. Provide all the information to the Clearinghouse.
4. Enter the name of the missing individual into:
  - The Clearinghouse
  - NATIONAL CRIME INFORMATION CENTER (NCIC)
5. Obtain follow-up information as soon as possible and enter necessary information into NCIC.

The 2 hours begins when dispatch receives the initial call

For Unidentified Remains

Enter detailed information regarding unidentified remains into NCIC

The Clearinghouse may already have the information from NCIC

<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-7>

INSTRUCTOR NOTE

Please Note: The 2 hours begins when dispatch receives the initial call

SLIDE

We need current pictures of the missing person

A. Missing Person's Investigation Recommended Procedures  
Telecommunication Personnel

SLIDE

Missing Person's Investigation Recommended Procedures  
Telecommunication Personnel

Telecommunications personnel who receive incoming reports concerning missing/endangered persons shall immediately, or as soon as practical and within the 2-hour federal requirements:

1. Contact an officer/supervisor or criminal agent/supervisor to inform them of the incident.
2. Obtain sufficient information from the reporting party to broadcast a "Be on the Lookout" (BOLO) alerting other officers about the circumstances of the adult/child disappearance.

B. Missing Person's Investigation Recommended Procedures  
Law Enforcement Personnel:

SLIDE

Missing Person's Investigation Recommended Procedures  
Law Enforcement Personnel:

Immediately begin an investigation:

1. Obtain identification, clothing description, last known location, distinguishing marks other pertinent information from the reporting party to broadcast a "Be on the Lookout" BOLO alerting other officers about the circumstances of the adult/child disappearance.
2. Provide identification of missing person and summary of circumstances to:
  - State Police
  - Neighboring Agencies
  - Stranger to stranger abduction is suspected, the FBI
  - FBI Duty Agent – (505) 889-1300
  - <https://www.fbi.gov/contact-us/field-offices/albuquerque>

## SLIDE

Missing Person's Investigation Recommended Procedures  
Law Enforcement Personnel:

3. Collect all available information to complete Missing Persons Clearinghouse Report Form (MPCH form)
4. Treat areas of interest as potential crime scenes

## SLIDE

Missing Person's Investigation Recommended Procedures  
Law Enforcement Personnel:

5. Evaluate and determine if additional resources are needed such as supervisor, crime scene team, etc.
  - If there is a possibility or potential Alert (AMBER, Brittany, Silver, or Turquoise) that needs to be issued:  
Contact the New Mexico State Police and request to speak to their "On Call" PIO (Public Information Officer)  
Their PIO will run through the requirements and checklists. If it qualifies, they will issue the alert statewide.  
It will still be the investigative agency's responsibility to ensure that the person is entered into the National Crime Information Center as a missing person through their dispatch center.

## SLIDE

ANY agency can issue a graphic/flyer to be sent out for  
Missing Endangered Alert  
Brittany Alert  
Turquoise Alert  
Silver Alert

Agencies must contact NMSP PIO for  
An Amber Alert  
To send out the Silver Alert through mobile devices  
For Turquoise alerts that meet the imminent danger of death and/or great bodily harm criteria agencies must contact NMSP PIO to send out that alert through mobile devices  
Source Lt Philip Vargas, NMSP PIO

## Instructor Note

Contact state police for any questions or clarifications

## SLIDE

Missing Person's Investigation Recommended Procedures  
Law Enforcement Personnel:

6. Complete and notify appropriate personnel for entry of information into the National Crime Information Center (NCIC) & ensure the Missing Persons Clearinghouse Report Form (MPCH form) is sent to the New Mexico Department of Public Safety
7. Refer to the Missing Persons Investigative Checklist to ensure necessary criteria is met
8. In the event it is determined that the person is missing under suspicious circumstances or endangered, complete the Endangered Person Advisory form and send it to DPS Clearinghouse (MPCH)

<https://le.fbi.gov/informational-tools/ncic>

<https://public.powerdms.com/NMSP/documents/294975>

<https://www.dps.nm.gov/law-enforcement-records-bureau/missing-persons-alerts/>

<https://public.powerdms.com/NMSP/documents/294953>

<https://public.powerdms.com/NMSP/documents/294642>

## SLIDE

Missing Person's Investigation Recommended Procedures  
Law Enforcement Personnel:

For Endangered Person Advisory, Consider:

Missing person's age

Health

Mental disability

Physical disability

Environment/weather conditions

If they are in the company of a dangerous person

Or other factors that place the person in imminent peril when determining "endangered"

Any information available that may be beneficial for the public to assist in locating the missing person

[https://www.amberadvocate.org/wp-content/uploads/2021/06/NCMEC\\_FIRST\\_RESPONDER\\_CHECKLIST.pdf](https://www.amberadvocate.org/wp-content/uploads/2021/06/NCMEC_FIRST_RESPONDER_CHECKLIST.pdf)

## SLIDE

Missing Person's Investigation Recommended Procedures  
Law Enforcement Personnel:

9. Immediately enter the name of the missing person into the National Crime Information Center (NCIC) and the NM Missing Persons Clearinghouse (MPCH)
10. Contact the State Police to coordinate the issuance of an Endangered Persons Advisory
11. Evaluate whether the information warrants a search of a given area
12. Contact the State Police to coordinate large scale searches
13. Upon receiving a report of a missing/runaway child, within 24 hours notify the State Registrar and submit a Birth Certificate Flag Request form to NM Vital records  
<https://public.powerdms.com/NMSP/documents/295001>

## SLIDE

Missing Person's Investigation Recommended Procedures  
Law Enforcement Personnel:

14. Provide the Dental Record Release form to parent, guardian, or immediate family member to sign. Officers must request dental records no later than 2 weeks after the initial call.
15. Maintain contact with family and keep them informed
16. Update National Crime Information Center (NCIC) and Missing Persons Clearinghouse (MPCH) with any new information ASAP within 48 hours  
<https://public.powerdms.com/NMSP/documents/295012>

## C. Immediately After a Missing Person/Child is Located the Investigating Officer/Agent Shall:

## 1. SLIDE

## Immediately After a Missing Person/Child is Located the Investigating Officer/Agent Shall:

Verify that the missing person has been found

**2. SLIDE**

Immediately After a Missing Person/Child is Located the Investigating Officer/Agent Shall:

Request the person's entry be cleared from National Crime Information Center (NCIC).

Within twenty-four (24) hours of receiving information a missing child was located, complete Missing Child Notification Birth Certificate Flag Cancellation Request Form and fax it to New Mexico Vital Records and Health Statistics and notify the State Registrar in writing that the missing child has been located.

Consider interviewing the child/person to determine if other criminal activity may have been committed or permitted, such as child abuse, adult/elderly abuse, neglect, etc.

AMBER Alert

<https://public.powerdms.com/NMSP/documents/295019>

**IV. AMBER Alert**

SLIDE

Video

Joey Salads CHILD ABDUCTION (Social Experiment)

<https://www.youtube.com/watch?v=gGIDHrYKJ2s>

SLIDE

AMBER Alert

**A. Introduction VIDEO**

SLIDE

Video:

Keeping Hope Alive: The AMBER Alert Program

<https://amberalert.ojp.gov/media/video/806>

**B. AMBER Alert defined****SLIDE****AMBER Alert**

a notification relating to a missing child:

- (1) There is evidence that an abduction has occurred
- (2) There is reason to believe that the child is in imminent danger of bodily harm or death
- (3) The abducted child is aged 17 years or less

<https://www.dps.nm.gov/law-enforcement-records-bureau/missing-persons-alerts/amber-alert-information/>

**Instructor Note**

An Amber Alert is

a notification relating to a missing child:

State Police may declare an AMBER Alert when there is reason to believe all of the following:

- (1) There is evidence that an abduction has occurred, and there is specific information about the child or the child's abductor that may assist in an expedient and successful end to the abduction
- (2) There is reason to believe that the child is in imminent danger of bodily harm or death
- (3) The abducted child is aged 17 years or less

**Where and Why did AMBER Alert First Start?**

The AMBER Alert System began in 1996 when Dallas-Fort Worth broadcasters teamed with local police to develop an early warning system to help find abducted children. AMBER stands for America's Missing: Broadcast Emergency Response and was created as a legacy to 9-year-old Amber Hagerman, who was kidnapped while riding her bicycle in Arlington, Texas, and then brutally murdered. Other states and communities soon set up their own AMBER plans as the idea was adopted across the nation.

How does it work.

Once law enforcement has determined that a child has been abducted and the abduction meets AMBER Alert criteria, law enforcement notifies broadcasters and state transportation officials. AMBER Alerts interrupt regular programming and are broadcast on radio and television and Department of Transportation highway signs. AMBER Alerts can also be re-disseminated through lottery, digital billboards, Internet Ad exchanges, Service Providers, and search engines, as well as wireless devices such as mobile phones.

The following is a Summary of Department of Justice Recommended Amber Alert Criteria:

1. There is reasonable belief by law enforcement that an abduction has occurred.
2. The law enforcement agency believes that the child is in imminent danger of serious bodily injury or death.
3. There is enough descriptive information about the victim and the abduction for law enforcement to issue an AMBER Alert to assist in the recovery of the child.
4. The abduction is of a child aged 17 years or younger.
5. The child's name and other critical data elements, including the Child Abduction flag, have been entered into the National Crime Information Center (NCIC) system.

<https://amberalert.ojp.gov/about>

<https://amberalert.ojp.gov/about/guidelines-for-issuing-alerts>

## C. AMBER ALERTS PROCEDURES

### 1. AMBER ALERTS PROCEDURES

SLIDE

AMBER ALERTS PROCEDURES

Law Enforcement Agencies investigating child abduction, may request the issuance of an AMBER Alert through State Police

The Law Enforcement agency requesting an AMBER Alert will be referred to the State Police Public Information Officer or Headquarters Duty Officer. The State Police (the Authorized Requestor) will determine if the criteria for an AMBER Alert are met and if the request is valid. .

### 2. AMBER ALERTS PROCEDURES

SLIDE

AMBER ALERTS PROCEDURES

Immediately request entry of information into the National Crime Information Center (NCIC) and the Missing Persons Information Clearinghouse (MPCH) AMBER Alerts are sent out region wide following DPS protocols.

### 3. During an AMBER Alert

SLIDE

During an AMBER Alert

<https://amberalert.ojp.gov/about/amber-alert-flowchart>

### 4. AMBER ALERTS DEACTIVATION PROCEDURES

SLIDE

AMBER ALERTS DEACTIVATION PROCEDURES

If the child has been located and confirmed safe, immediately notify the State Police

Only the State Police (the Authorized Requestor) may determine the validity of a request to terminate an active AMBER Alert

Immediately request removal from the National Crime Information Center (NCIC) and send information to the Missing Persons Information Clearinghouse (MPCH)

## V. Silver Alert

SLIDE  
Silver Alert

## A. What is a silver alert?

## SLIDE

## 1. What is a silver alert?

A silver alert is a notification that gets pushed out statewide similar to that of an Amber alert.

## 2. What are the criteria for a silver alert?

This advisory is a notification relating to an endangered person who is confirmed to be a missing person, who is fifty years or older, and whom there is clear indication that the individual has an irreversible deterioration of intellectual faculties.

## 3. What information is needed about the person when reporting them missing to law enforcement?

Basic descriptors of the missing person, information pertaining to their age and mental state, last known location, vehicle description if a vehicle is involved, and an updated photograph.

## 4. What happens when a silver alert goes out?

The New Mexico department of public safety pushes it out to all media outlets for broadcast: information included is general descriptors, last seen location, photo, etc. The information will go out statewide, unless there is specific evidence leading one to believe the loved one is in the general area.

## 5. What police agency can push out a silver alert?

The New Mexico state police, the Albuquerque police department, or any other law enforcement agency that has a policy pertaining to silver alerts. Ultimately, if any agency is uncomfortable with issuing one, then the department of public safety and the New Mexico state police will do it.

<https://www.dps.nm.gov/law-enforcement-records-bureau/missing-persons-alerts/silver-alert-information/>

**B. Silver Alert defined**

SLIDE

Silver Alert

SLIDE

Silver Alert

a notification relating to an endangered person:

- (1) who is a missing person; and
  - (2) who is fifty years or older; or
  - (3) who the reporter believes displays signs or symptoms of Alzheimer's disease or another form of dementia, cognitive decline or impairment, regardless of age
- <https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-2>

**C. Video Dementia**

SLIDE

What is Dementia Video

<https://www.nia.nih.gov/health/alzheimers-and-dementia/what-dementia-symptoms->

<https://www.nia.nih.gov/health/alzheimers-changes-behavior-and-communication/coping-alzheimers-behaviors-wandering-and-types-and-diagnosis>

**D. Silver Alert Procedures**

SLIDE

**1. Silver Alert Procedures**

Immediately request entry of information into the National Crime Information Center (NCIC) and the Missing Persons Information Clearinghouse (MPCH) Law Enforcement Agencies investigating an endangered missing person report, may request the issuance of a Silver Alert through State Police

**2. Silver Alert Procedures**

SLIDE

Silver Alert Procedures

The Law Enforcement agency requesting a Silver Alert will be referred to the State Police Public Information Officer or Headquarters Duty Officer.

The State Police (the Authorized Requestor) will determine if the criteria for a Silver Alert are met and if the request is valid.

Silver Alerts are sent out region wide following DPS protocol

### 3. Silver Alert Deactivation Procedures

SLIDE

Silver Alert Deactivation Procedures

When the endangered person has been located and confirmed safe, immediately notify the State Police

Only the State Police (the Authorized Requestor) may determine the validity of a request to terminate an active Silver Alert

Immediately request removal from National Crime Information Center (NCIC) and send information to the Missing Persons Information Clearinghouse (MPCH)

## VI. Brittany Alerts

SLIDE

Brittany Alerts

### A. Brittany Alert defined

SLIDE

Brittany Alert

a notification relating to an endangered person:

- (1) who is a missing person; and
- (2) about whom there is a clear indication that the person has a developmental disability as defined in Subsection A of Section 28-16A-6 NMSA 1978
- (3) and that the person's health or safety is at risk

<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-2>

### B. Video IDD

SLIDE

What is IDD?

[https://www.youtube.com/watch?v=NqLRV\\_IXVBQ](https://www.youtube.com/watch?v=NqLRV_IXVBQ)

<https://www.youtube.com/watch?v=rymHXQmiugI>

**C. Definition Developmental Disability****SLIDE****Definition Developmental Disability**

By New Mexico Statute, a "developmental disability" means:  
a severe chronic mental impairment, including impairments that are result from trauma to the brain, or physical impairment, or combination of mental and physical impairments

Developmental Disabilities manifest before the person reaches the age of 22, are expected to continue indefinitely in the person lifetime, and may require lifelong assistance or caregiving

<https://nmonesource.com/nmos/nmsa/en/item/4365/index.do#28-16A-6>

**D. Definition Developmental Disability****SLIDE****Definition Developmental Disability**

By New Mexico Statute,  
Developmental Disabilities result in substantial functional limitations in 3 or more of the following areas of major life activity:

Self-care

Ability to understand and/or produce language

Learning

Mobility

Self-direction

Capacity for independent living

Economic self-sufficiency

<https://nmonesource.com/nmos/nmsa/en/item/4365/index.do#28-16A-6>

**E. Brittany Alerts Procedures****1. Brittany Alerts Procedures****SLIDE****Brittany Alerts Procedures**

Immediately request entry of information into the National Crime Information Center (NCIC) and the Missing Persons Information Clearinghouse (MPCH)  
Law Enforcement Agencies investigating an endangered missing person report, may request the issuance of a Brittany Alert through State Police

## 2. Brittany Alerts Procedures

### SLIDE

#### Brittany Alerts Procedures

The Law Enforcement agency requesting a Brittany Alert will be referred to the State Police Public Information Officer or Headquarters Duty Officer. The State Police (the Authorized Requestor) will determine if the criteria for a Brittany Alert are met and if the request is valid.

Brittany Alerts are sent out region wide following DPS protocol

## 3. Brittany Alerts DEACTIVATION PROCEDURES

### SLIDE

#### Brittany Alerts DEACTIVATION PROCEDURES

When the endangered person has been located and confirmed safe, immediately notify the State Police

Only the State Police (the Authorized Requestor) may determine the validity of a request to terminate an active Brittany Alert

Immediately request removal from National Crime Information Center (NCIC) and send information the

Missing Persons Information Clearinghouse (MPCH)

## VII. Turquoise Alert

### SLIDE

#### Turquoise Alert

### A. Turquoise Alert defined

#### SLIDE

##### Turquoise Alert

A notification relating to a missing person who is an enrolled member or a person eligible for enrollment in a federally or state-recognized Indian nation, tribe or pueblo and the person:

- (1) is missing due to involuntary, unexplained or suspicious circumstances
- (2) is at risk due to safety or health concerns; or
- (3) suffers from a mental or physical disability or substance abuse disorder

<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-2>

**B. Video: Turquoise Alert News****SLIDE**

Turquoise Alert News Items Video

<https://www.youtube.com/watch?v=GwToaB7Kecg>

<https://www.kob.com/new-mexico/four-corners/new-turquoise-alert-system-awaits-governors-signature/>

**C. Turquois Alert Statute****SLIDE**

The Department of Public Safety or the lead investigating law enforcement agency shall issue a Turquoise Alert if, after review and investigation of a missing person report of a person subject to the alert, the department of public safety or the lead investigating law enforcement agency makes an independent determination that the missing person is a person subject to the alert.

<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-3.5>

**D. Turquoise Alert Deactivation****SLIDE**

Turquoise Alert Deactivation

Once a Turquoise Alert has been declared, only the Department of Public Safety or the lead investigating law enforcement agency may terminate the Turquoise Alert

<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-3.5>

**E. VIDEO Turquoise Alert NM State Police****SLIDE**

VIDEO

TURQUOSIE ALERT NM State Police

<https://youtu.be/SoH0mLRVjKM?si=j9xes0pVULFHLdHL>

## VIII. Endangered Person Advisory

SLIDE

Endangered Person Advisory

## A. Endangered Person Advisory Defined

## 1. Endangered Person Advisory

SLIDE

Endangered Person Advisory

An Endangered Person Advisory includes Department of Public Safety (DPS) procedures utilized for disseminating, as rapidly as possible, information about an endangered person.

An Endangered Person Advisory will be issued in the event a person is determined to be missing under unexplained or suspicious circumstances or deemed to be an endangered person/child.

<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-3.1>

## 2. Endangered Person Advisory

SLIDE

Endangered Person Advisory

Endangered or “at risk” persons are those who meet or when one or more of the following exist:

- a. A missing child thirteen (13) years of age or younger
- b. Out of the safety zone for his/her age, developmental stage, or mental and physical condition
- c. Diminished mental capacity or suicidal tendencies
- d. Drug dependent requires life or health sustaining medications
- e. A potential victim of foul play or sexual exploitation
- f. In a life-threatening situation
- g. Absent from home for more than twenty-four (24) hours before being reported to law enforcement as missing
- h. Believed to be with others who could endanger his/her welfare
- i. Is absent under circumstances inconsistent with established patterns of behavior

<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-3.1>

**Instructor Note**

Endangered or “at risk” persons are those who meet or when one or more of the following exist:

A missing child thirteen years of age or younger:

A person Out of the safety zone for his or her age, developmental stage or mental and physical condition.

Diminished mental capacity or suicidal tendencies.

Medical Drug dependence, requires life or health sustaining medications.

Endangered person's criteria continued...

...A potential victim of foul play or sexual exploitation.

In a life-threatening situation.

Absent from home for more than twenty-four hours before being reported to law enforcement as missing.

Believed to be with others who could endanger his or her welfare.

Is absent under circumstances inconsistent with established patterns of behavior.

**B. Endangered Person Advisory Procedures****1. Endangered Person Advisory Procedures****SLIDE****Endangered Person Advisory Procedures**

Immediately request entry of information into the National Crime Information Center (NCIC)

Fill out the Endangered Person Advisory Report form and forward it to the Missing Persons Information Clearinghouse (MPCH)

Law Enforcement Agencies investigating an Endangered Missing Person Report, may request the issuance of an Endangered Person Advisory through the State Police

## 2. Endangered Person Advisory Procedures

### SLIDE

#### Endangered Person Advisory Procedures

The Law Enforcement agency requesting an Endangered Person Advisory will be referred to the State Police Public Information Officer or Headquarters Duty Officer. The State Police (the Authorized Requestor) will determine if the criteria for an Endangered Person Advisory are met and if the request is valid. Endangered Person Advisories are sent out region wide following DPS protocol

## C. Endangered Person Advisory DEACTIVATION PROCEDURES

### SLIDE

#### Endangered Person Advisory DEACTIVATION PROCEDURES

When the endangered person has been located and confirmed safe, immediately notify the State Police

Only the State Police (the Authorized Requestor) may determine the validity of a request to terminate an active Endangered Person Advisory

Immediately request removal from the National Crime Information Center (NCIC) and send information to the Missing Persons Information Clearinghouse (MPCH)

## IX. Unidentified Bodies

### A. Unidentified Bodies

#### SLIDE

##### Unidentified Bodies

Agencies are required to enter all information about unidentified bodies found in their jurisdiction into National Crime Information Center (NCIC) system and the Missing Persons Information Clearinghouse (MPCH)

Include all available identifying features and a description of clothing found, jewelry, etc. found on the human remains.

## X. Conclusion

## A. Contacts

## SLIDE

- NM Missing Person's Clearinghouse
- 1-800-457-3463/505-827-9026
- Fax: 505-827-3399
- Email: [DPS.MissingPerson@dps.nm.gov](mailto:DPS.MissingPerson@dps.nm.gov)
- FBI Duty Agent : 505-889-1300
- NM Vital Records/State Registrar
- 1-866-534-0051/505-827-0121
- Fax: 505-827-1751

## SLIDE

PIO Email  
[nmsp.pio@dps.nm.gov](mailto:nmsp.pio@dps.nm.gov)

Dispatch Centers  
Central (CENCOM) 505-841-9256  
Northern (NORCOM) 505-425-6771  
Southern (SOCOM) 575-382-2500

NMSP PIO  
Lieutenant Philip Vargas  
Cell: 505-288-7893  
[PhilipR.Vargas@dps.nm.gov](mailto:PhilipR.Vargas@dps.nm.gov)  
Officer Wilson Silver  
505-946-8290  
[Wilson.Silver@dps.nm.gov](mailto:Wilson.Silver@dps.nm.gov)  
Sergeant Ricardo Breceda  
Cell: 505-331-2182  
[Ricardo.Breceda@dps.nm.gov](mailto:Ricardo.Breceda@dps.nm.gov)  
Officer Amanda Richards  
505-490-7034  
[Amanda.Richards@dps.nm.gov](mailto:Amanda.Richards@dps.nm.gov)

## B. Citations

SLIDE  
Citations

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<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-3.1>

New Mexico Statutes Annotated. § 29-15-3.3. "Brittany alert advisory." 2025.

<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-3.3>

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<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-7>

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**C. NM Statutes**

SLIDE

NM Statutes

The Missing Persons Information and Reporting Act:

<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#a15><https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-3><https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-7><https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-7.1><https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#a15A>**D. Summary**

SLIDE

Summary

The New Mexico Missing Persons Clearinghouse (MPCH) is the Department of Public Safety's centralize repository of information regarding missing persons for use by all New Mexico Law Enforcement agencies.

New Mexico Law Enforcement should gather information about the missing person and surrounding circumstances when conducting a missing persons investigation. New Mexico Law Enforcement should notify appropriate organizations such as the State Police, other local law enforcement agencies, the Missing Persons Clearinghouse (MPCH) and the National Crime Information Center (NCIC), and if applicable, the FBI.

AMBER Alert, Brittany Alert, Silver Alert, Turquoise Alert, and Endangered Persons Advisory are determined by New Mexico state statutes and guidelines. New Mexico Law Enforcement should notify State Police for Alerts and Advisory. State Police will determine the validity for an alert or advisory.

New Mexico Law Enforcement will submit the appropriate forms to the New Mexico Missing Persons Clearing House (MPCH) regarding a missing person.

# Missing Person's Clearinghouse Forms



**MISSING CHILD NOTIFICATION  
BIRTH CERTIFICATE FLAG REQUEST FORM**  
New Mexico Vital Records and Health Statistics  
FAX (505) 827-1751

New Mexico Vital Records and Health Statistics  
Post Office Box 26110  
Santa Fe, NM 87502

Dear State Registrar:

This report is being sent to you in accordance with the New Mexico Missing Child Reporting Act, [Section 29-15-7.1 NMSA 1978]. The act states that a law enforcement agency shall notify the State Registrar, **within 24-hours (by FAX)** of a reported missing child.

Upon Receipt of this notice, the State Registrar shall flag the missing child's birth certificate if the child was born in the State of New Mexico [Section 29-15-7.2 NMSA 1978].

In accordance with statute, the **complete** missing child's birth information is provided:

**Name of Child:**

<i>First</i>	<i>Middle</i>	<i>Last Name</i>
--------------	---------------	------------------

**Child's Date of Birth:**

<i>Month/Day/Year</i>
-----------------------

**Place of Birth:**

<i>City, County, State</i>
----------------------------

**Birth Name of Mother:**

<i>First</i>	<i>Middle</i>	<i>Maiden Last Name</i>
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**Name of Father or Non-Custodial Parent:**

<i>First</i>	<i>Middle</i>	<i>Last Name</i>
--------------	---------------	------------------

**NOTE: (If mother is unmarried, also provide the name of the Non-Custodial parent):**

**REPORTING LAW ENFORCEMENT AGENCY:**

Date of Notice: \_\_\_\_\_ Case Number: \_\_\_\_\_

Law Enforcement Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**For New Mexico Vital Records and Health Statistics Use Only**

**Date Flagged:** \_\_\_\_\_ **File Number:** \_\_\_\_\_

**LOCATED MISSING CHILD NOTIFICATION  
BIRTH CERTIFICATE FLAG CANCELTION REQUEST FORM**  
New Mexico Vital Records and Health Statistics  
FAX (505) 827-1751

New Mexico Vital Records and Health Statistics  
Post Office Box 26110  
Santa Fe, NM 87502

Dear State Registrar:

This report is being sent to you in accordance with the New Mexico Missing Child Reporting Act, [Section 29-15-7.1 NMSA 1978]. The act states that a law enforcement agency shall notify the State Registrar, **within 24-hours (by FAX)** when a missing child has been located.

Upon Receipt of this notice, the State Registrar shall un-flag the missing child's birth certificate if the child was born in the State of New Mexico.

In accordance with statute, the **complete** missing child's birth information is provided:

<b>Name of Child:</b>	<i>First</i>	<i>Middle</i>	<i>Last Name</i>
<b>Child's Date of Birth:</b>	<i>Month/Day/Year</i>	<b>Place of Birth:</b>	<i>City, County, State</i>
<b>Birth Name of Mother:</b>	<i>First</i>	<i>Middle</i>	<i>Maiden Last Name</i>
<b>Name of Father or Non-Custodial Parent:</b>	<i>First</i>	<i>Middle</i>	<i>Last Name</i>

**NOTE: (If mother is unmarried, also provide the name of the Non-Custodial parent):**

**REPORTING LAW ENFORCEMENT AGENCY:**

Date of Notice: \_\_\_\_\_ Case Number: \_\_\_\_\_

Law Enforcement Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

For New Mexico Vital Records and Health Statistics Use Only	
Date Flagged: _____	File Number: _____



**DEPARTMENT OF PUBLIC SAFETY**



**Dental Records Release Form**

**Authorization for Disclosure of Dental Record Information for a Missing Person**

---

Name

---

Date of Birth

---

Social Security Number

I certify that a missing person report has been made in compliance with the provisions of the Missing Persons Information Act [29-15-1 NMSA 1978].

---

Signature of Law Enforcement Officer

---

Printed Name, Rank, Agency

To: Dental Practitioner/Clinic

You are hereby requested pursuant to the Laws of the State of New Mexico, [29-15-8 NMSA 1978] to produce all dental records of the above named missing person. Please include all original dental x-rays, dental chartings, periodontal chartings, treatment notes, treatment plans, photographs, and study models. Please release these records to the investigating law enforcement agency. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) also includes an exemption for law enforcement and medical examiners.

All original records will be returned to your office once the investigation has been completed. Thank you for your assistance.

---

Signature (Custodian or Immediate Family Member)

---

Printed Name

---

Date



## DEPARTMENT OF PUBLIC SAFETY



### Dental Records Release Form

#### **Statutory Chapter in New Mexico Statutes Annotated 1978 – 29-15-8. Release of dental records; immunity.**

- A. At the time a missing person report is made, the law enforcement agency to which the missing person report is given shall provide a dental record release form to the custodian or immediate family member of the missing person. The law enforcement agency shall endorse the dental record release form with a notation that a missing person report has been made in compliance with the provisions of the Missing Persons Information Act [29-15-1 NMSA 1978]. When the dental record release form is properly completed by the custodian or immediate family member of the missing person and contains the endorsement, the form is sufficient to permit a dentist or physician in this state to release dental records relating to the missing person to the law enforcement agency.
- B. A district court judge may for good cause shown authorize the release of dental records of a missing person to a law enforcement agency.
- C. A dentist or physician who releases dental records to a person presenting a proper release executed or ordered pursuant to this section is immune from civil liability or criminal prosecution for the release of the dental records.

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)  
104th Congress  
PUBLIC LAW 104-191  
Code of Federal Regulations 45  
Subpart C - Compliance and Enforcement**

§164.512 Uses and disclosures for which consent, an authorization, or opportunity to agree or object is not required.

**45 CFR 164.512 (f) HIPAA Exception for Law Enforcement**

(f) Standard: Disclosures for law enforcement purposes.

- (3) A covered entity may disclose protected health information in response to a law enforcement official's request for such information about an individual who is or is suspected to be a victim of a crime.

**45 CFR 164.512 (g) HIPAA Exemption for Medical Examiners and Coroners**

(g) Standard: Uses and disclosures about decedents.

- (1) Coroners and medical examiners. A covered entity may disclose protected health information to a coroner or medical examiner for the purpose of identifying a deceased person, determining a cause of death, or other duties as authorized by law.

**Header Information**

\* Message Key  ORI  Control Field

**Incident Information**

\* Last Contact Date  \* Agency Case #  \* Missing Person  MP Circumstances  Notify Agency  N = No

**Personal Information**

\* Name  \* Sex  \* Race  Places of Birth

Date of Birth  Date of Emancipation  \* Height  \* Weight  \* Eye Color  \* Hair Color  FBI #/UCN  Ethnicity

Skin Tone  Scars, Marks, Tattoos  Fingerprint Classification  Miscellaneous #

Social Security #  DNA  DNA Location  Caution/Medical Condition  Citizenship

Body X-rays  Circumcision  CV Prescription  Blood Type  Footprint

**Operator Information**

Operator's License #  Operator's License State  Expiration Year

**License Information**

License #  License State  License Year  License Type

**Vehicle Information**

VIN #  Vehicle Year  Vehicle Make  Vehicle Model

Vehicle Style  Vehicle Color  /

**Optional Information**

Linkage Agency ID  Linkage Case #  Jewelry Description

**Jewelry Type**

Ankle bracelet  Belt buckle  Backpack  Brooch or pin

Cigarette lighter, holder, or case  Comb  Cuff links  Earrings

Key chain  Money clip  Necklace  Pocket knife

Pocket watch chain  Ring  Tie chain, clasp, or tack  Wallet or purse

Watch  Wrist bracelet having pendant



**DEPARTMENT OF PUBLIC SAFETY  
Missing Persons Clearinghouse (MPCH) Report Form**



MPCH Number: \_\_\_\_\_

**Case Agency:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Call Taken By: \_\_\_\_\_

Caller's Name: \_\_\_\_\_  
Last, First, Middle

Relationship to Missing: \_\_\_\_\_

Caller's Address: \_\_\_\_\_  
Number, Street, Apartment Number

\_\_\_\_\_  
City, State, Zip Code

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Missing Category:**     Non-Family Abduction     Parental Abduction     Runaway  
 Adult (18 years old or over)     Other – Explain Below:

NCIC Criteria:     Disability     Endangered     Involuntary     Juvenile  
 Catastrophe Victim     Caution Code

**Missing Person's Name:** \_\_\_\_\_  
Last, First, Middle

Aliases: \_\_\_\_\_

Date Missing: \_\_\_\_\_ Time: \_\_\_\_\_ Race: \_\_\_\_\_ Sex:  Male     Female

Place of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_ Hgt: \_\_\_\_\_ Wgt: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Complexion: \_\_\_\_\_

Scar/Marks/Tattoos: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ OLN#: \_\_\_\_\_ OLN State: \_\_\_\_\_ OLN Year: \_\_\_\_\_

Blood Type: \_\_\_\_\_ Fingerprints Available:  Yes     No    Where: \_\_\_\_\_

Distinguishing Features/Unique Characteristics (limp, jewelry, glasses. etc...):

Dental Records Available?  Yes     No    Medical Records Available?  Yes     No

Mental State (depressed, suicidal, etc...): \_\_\_\_\_

Location Last Seen (include city, state): \_\_\_\_\_  
\_\_\_\_\_



**DEPARTMENT OF PUBLIC SAFETY  
Missing Persons Clearinghouse (MPCH) Report Form**



Possible Destination (city, state): \_\_\_\_\_

Last Seen Wearing: \_\_\_\_\_

Hobbies & Interests: \_\_\_\_\_

Vehicle Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Vehicle Color: \_\_\_\_\_ Plate Number: \_\_\_\_\_ State: \_\_\_\_\_

**Abductor/Companion's Name:** \_\_\_\_\_  
Last, First, Middle

Aliases: \_\_\_\_\_

Sex:  Male  Female Relationship: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Hair Color: \_\_\_\_\_ Dyed:  Yes  No Length: \_\_\_\_\_ Style: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Glasses/Contacts:  Yes  No Blood Type: \_\_\_\_\_ Right/Left Handed: \_\_\_\_\_

Blood Type: \_\_\_\_\_ Fingerprints Available:  Yes  No Where: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Build: \_\_\_\_\_ Race: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Additional Information: (distinguishing features, jewelry, tattoos, piercings, etc.):

Forward a copy of this report to:

**Department of Public Safety  
Missing Person's Information Clearinghouse  
Law Enforcement Records Bureau  
P.O. Box 1628  
Santa Fe, New Mexico 87504-1628  
1-800-HLP-FIND (457-3463) and/or 505-827-9026  
Fax # 505-827-3399  
Email: [DPS.MissingPerson@state.nm.us](mailto:DPS.MissingPerson@state.nm.us)**



## DEPARTMENT OF PUBLIC SAFETY

### Amber Alert Checklist



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#### Amber Alert Checklist for Law Enforcement Agencies

- Call is received by a local agency of a possible abduction
- Dispatch gives out alert to all units of a possible abduction. Alert includes all information received from initial call.
- Dispatch assigns units to respond to scene of incident. All available resources should respond immediately and be devoted to the investigation and obtaining facts and developing information.
- Once abduction is verified on scene, the dispatcher should send out a teletype using the Amber Alert form in Messenger.
- Officers on scene should obtain a photo of the child, descriptors of the child, vehicle information, and suspect information. [Refer to NMSP "Attachment A - Amber Alert Form"]
- Immediately notify the local New Mexico State Police (NMSP) dispatch so they can start the Amber Alert notification. If agency has a public information officer (PIO), that officer should coordinate with NMSP PIOs and should begin gathering information to disseminate to the media.
- Dispatch entry should be made into NCIC as "MP Endangered" and setting the "MP Category" as "AA" (Amber Alert) to ensure the National Center for Missing and Exploited Children (NCMEC) is notified (Dispatch should have enough information received on the initial call to enter the missing person into NCIC, as this information should have been obtained on the initial call.). Remember, the NCIC entry as an Amber Alert triggers the NCMEC notification and the teletype notifies all law enforcement agencies.
- Notify the NCMEC Amber Alert Coordinator at 800-843-5678 of the pending Amber Alert.** The NCMEC coordinator will then confirm the information with NMSP in order to issue notification.
- The report, teletype, and NCIC entry will be completed by the local law enforcement agency handling the call (or NMSP, if they are assigned the call). **IN ALL AMBER ALERTS, NMSP IS TO BE NOTIFIED AS QUICKLY AS POSSIBLE.**
- Updates to the teletype should be made by dispatch as often as new information is received or information has changed.



**DEPARTMENT OF PUBLIC SAFETY  
AMBER ALERT REPORT FORM**



AGENCY INFORMATION:						
Officer's Name:			Contact #'s:			
Media Contact & Dept. PIO #'s:				District Office #:		
<b>Check the Appropriate Box</b>					YES	NO
1.	Is the child seventeen (17) years of age or less?				<input type="checkbox"/>	<input type="checkbox"/>
2.	Is there specific information concerning the child and/or abductor and is it available?				<input type="checkbox"/>	<input type="checkbox"/>
3.	Is there evidence and is the child believed to be in imminent danger of serious bodily harm or death?				<input type="checkbox"/>	<input type="checkbox"/>
<b>** DO NOT ACTIVATE IF YOU ANSWERED NO TO ANY OF THE ABOVE QUESTIONS.</b>						
4.	Has the child been entered into NCIC?				<input type="checkbox"/>	<input type="checkbox"/>
<b>Missing Category:</b>						
Non-Family Abduction: <input type="checkbox"/> Parental Abduction: <input type="checkbox"/> Other Abduction: <input type="checkbox"/>						
<b>VICTIM INFORMATION:</b>						
<b>Missing Child #1:</b>		Name:			DOB:	
Race:	Sex:	HGT:	WGT:	Eyes:		
Hair color, style, etc.:						
Clothing Description:						
Miscellaneous Information:						
<b>Missing Child #2:</b>		Name:			DOB:	
Race:	Sex:	HGT:	WGT:	Eyes:		
Hair color, style, etc.:						
Clothing Description:						
Miscellaneous Information:						



**DEPARTMENT OF PUBLIC SAFETY  
AMBER ALERT REPORT FORM**



<b>SUSPECT INFORMATION:</b>				
<b>Suspect Data #1</b>	Name:			DOB:
Race:	Sex:	HGT:	WGT:	Eyes:
Hair color, style, etc.:				
Clothing description:				
Miscellaneous Information:				
<b>Suspect Data #2</b>	Name:			DOB:
Race:	Sex:	HGT:	WGT:	Eyes:
Hair color, style, etc.:				
Clothing description:				
Miscellaneous Information:				
<b>Suspect Vehicle Data:</b>				
License Plate Number:			State:	
Color:	Year:	Make:	Model:	
Body Damage or other distinguishing details:				
<b>ABDUCTION:</b>				
City, County Last Seen in:				
Date & Time Last Seen:				
Circumstances:				
<b>Attach Photo:</b> (If Available)				



**DEPARTMENT OF PUBLIC SAFETY  
AMBER ALERT REPORT FORM**



**SCRIPT:**

***TO BE USED WHEN CALLING IN A AMBER ALERT TO KKOB:***

**This is an emergency broadcast:**

At approximately (time) today, (date), a man/woman by the name of; (abductor's person's name) described as: (age, sex, ethnicity, other descriptors/distinguishing features, etc.) has abducted a male/female child.

The child's name is (missing child's name) and is described as: (age, sex, ethnicity, other descriptors/distinguishing features, etc.) and has been determined to meet the criteria for an **AMBER** Alert.

(missing person's name) was last seen (last known location) on (date/time) in the area of (city, county, etc.); and may be driving the following vehicle.

**Vehicle Information (if any)**

The vehicle is a (color, year, make and model) bearing (registration plate state and number). Additional descriptors for the vehicle include: (distinguishing features such as decals, rims, paint, etc.).

This is an **ABDUCTION**. Anyone with information should immediately call your local Law Enforcement Agency or ( ) . Thank You.

**Point of Contact Information:**

Agency:	
Name:	
Phone number:	
Fax Number:	
E-mail:	



**DEPARTMENT OF PUBLIC SAFETY  
BRITTANY ALERT REPORT FORM**



AGENCY INFORMATION:						
Officer's Name:			Contact #'s:			
Media Contact & Dept. PIO #'s:				District Office #:		
Check the Appropriate Box					YES	NO
1.	Is the individual a <b>MISSING PERSON</b> ?				<input type="checkbox"/>	<input type="checkbox"/>
2.	Is the individual developmentally disabled?				<input type="checkbox"/>	<input type="checkbox"/>
3.	Is the individual's health or safety at risk?				<input type="checkbox"/>	<input type="checkbox"/>
<b>*Do NOT activate if you answered NO to any of the above questions.*</b>						
4.	Has the missing person been entered into NCIC?				<input type="checkbox"/>	<input type="checkbox"/>
<b>#1- Missing Person Information</b>						
Name:				DOB:		
Race:	Sex:	Height:	Weight:	Eyes:		
Hair color, style, etc:						
Clothing:						
Miscellaneous:						
<b>#2- Missing Person Information</b>						
Name:				DOB:		
Race:	Sex:	Height:	Weight:	Eyes:		
Hair color, style, etc:						
Clothing:						
Miscellaneous:						



**DEPARTMENT OF PUBLIC SAFETY  
BRITTANY ALERT REPORT FORM**



<b>INFORMATION for Last Person #1 Seen With MISSING:</b>				
Name:	Dennis Gold			DOB:
Race:	Sex:	Height:	Weight:	Eyes:
Hair color, style, etc:				
Clothing:				
Miscellaneous:				
<b>INFORMATION for Last Person #2 seen with MISSING:</b>				
Name:				DOB:
Race:	Sex:	Height:	Weight:	Eyes:
Hair color, style, etc:				
Clothing:				
Miscellaneous:				
<b>VEHICLE Last Seen in:</b>				
Year:	Make:	Model:		
Color:	License Plate and State:			
Body Damage or other:				
<b>MISSING FROM:</b>				
City or County Last Seen in:				
Date & Time Last Seen:				
Circumstances:				
<b>Attach Photo:</b> (If Available)				



**DEPARTMENT OF PUBLIC SAFETY  
BRITTANY ALERT REPORT FORM**



**SCRIPT:**

***TO BE USED WHEN CALLING IN A BRITTANY ALERT TO KKOB:***

**This is an emergency broadcast:**

At approximately **(time)**, on **(date)** a man/woman/child by the name of; **(missing person's name)** described as: **(age, ethnicity, other descriptors/distinguishing features, etc.)** has been determined to be missing and meeting the criteria for a BRITTANY Alert.

**(missing person's name)** was last seen on **(date/time)** in the area of **(city, county, etc.)** and has not been able to be contacted.

**(missing person's name)** is considered to be in **danger** due to **(describe health/mental concerns)**.

**(missing person's name)** was last seen **click to select**.

**Vehicle Information (if any)**

The vehicle is a **(color, year, make and model)** bearing **(registration plate state and number)**. Additional descriptors for the vehicle include: **(distinguishing features such as decals, rims, paint, etc.)**.

**Companion/s information (if any);**

The companion is a man/woman by the name of; **(name)** ; described as: **(age, ethnicity, descriptors)**

This is a **BRITTANY ALERT**: Anyone with information should immediately call your local Law Enforcement Agency or ( \_\_\_\_\_ ) \_\_\_\_\_. Thank You.

**Point of Contact Information:**

Agency:	
Name:	
Phone number:	
Fax Number:	
E-mail:	



**DEPARTMENT OF PUBLIC SAFETY  
SILVER ALERT REPORT FORM**



AGENCY INFORMATION:									
Officer's Name:					Contact #'s:				
Media Contact & Dept. PIO #'s:						District Office #:			
Check the Appropriate Box								YES	NO
1.	Is the individual a <b>MISSING PERSON</b> ?						<input type="checkbox"/>	<input type="checkbox"/>	
2.	Is the individual fifty (50) years or older?						<input type="checkbox"/>	<input type="checkbox"/>	
3.	Is there clear indication that the individual has an irreversible deterioration of intellectual faculties?						<input type="checkbox"/>	<input type="checkbox"/>	
<b>*Do NOT activate if you answered NO to any of the above questions.*</b>									
4.	Has the missing person been entered into NCIC?						<input type="checkbox"/>	<input type="checkbox"/>	
<b>#1- Missing Person Information</b>									
Name:						DOB:			
Race:		Sex:	Height:		Weight:		Eyes:		
Hair color, style, etc:									
Clothing:									
Miscellaneous:									
<b>#2- Missing Person Information</b>									
Name:						DOB:			
Race:		Sex:	Height:		Weight:		Eyes:		
Hair color, style, etc:									
Clothing:									
Miscellaneous:									



**DEPARTMENT OF PUBLIC SAFETY  
SILVER ALERT REPORT FORM**



<b>INFORMATION for Last Person #1 Seen With MISSING:</b>					
Name:					DOB:
Race:	Sex:	Height:	Weight:	Eyes:	
Hair color, style, etc:					
Clothing:					
Miscellaneous:					
<b>INFORMATION for Last Person #2 seen with MISSING:</b>					
Name:					DOB:
Race:	Sex:	Height:	Weight:	Eyes:	
Hair color, style, etc:					
Clothing:					
Miscellaneous:					
<b>VEHICLE Last Seen in:</b>					
Year:	Make:	Model:			
Color:	License Plate and State:				
Body Damage or other:					
<b>MISSING FROM:</b>					
City or County Last Seen in:					
Date & Time Last Seen:					
Circumstances:					
<b>Attach Photo:</b> (If Available)					



**DEPARTMENT OF PUBLIC SAFETY  
SILVER ALERT REPORT FORM**



**SCRIPT:**

***TO BE USED WHEN CALLING IN A SILVER ALERT TO KKOB:***

**This is an emergency broadcast:**

At approximately **(time)**, on **(date)** a man/woman by the name of; **(missing person's name)** described as: **(age, ethnicity, other descriptors/distinguishing features, etc.)** has been determined to be missing and meeting the criteria for a **BRITTANY** Alert.

**(missing person's name)** was last seen on **(date/time)** in the area of **(city, county, etc.)** and has not been able to be contacted.

**(missing person's name)** is considered to be in **danger** due to **(describe health/mental concerns)**.

**(missing person's name)** was last seen **click to select**.

**Vehicle Information (if any)**

The vehicle is a **(color, year, make and model)** bearing **(registration plate state and number)**. Additional descriptors for the vehicle include: **(distinguishing features such as decals, rims, paint, etc.)**.

**Companion/s information (if any);**

The companion is a man/woman by the name of; **(name)** ; described as: **(age, ethnicity, descriptors)**

This is a **SILVER ALERT**: Anyone with information should immediately call your local Law Enforcement Agency or ( \_\_\_\_\_ ) \_\_\_\_\_. Thank You.

**Point of Contact Information:**

Agency:

Name:

Phone number:

Fax Number:

E-mail:



## DEPARTMENT OF PUBLIC SAFETY Missing Persons Investigative Checklist



### Officer (First Responder) Checklist:

- If circumstances warrant, activate patrol-vehicle-mounted video camera when approaching the scene to record vehicles, people, and anything else of note for later investigative review.
- Interview spouse/parent(s)/guardian(s)/person who made the initial report.
- Confirm the person is in fact missing.
- Contact a Supervisor.
- Verify the person's custody status. (Court Order, Power of Attorney, etc.)
- Determine when, where, and by whom the missing person was last seen.
- Interview the individual(s) who last had contact with the person.
- Identify the person's zone of safety for his or her age and developmental stage.
- Based on the available information, make an **initial** determination of the type of incident whether non-family abduction, parental abduction, runaway, lost, or otherwise missing.
- Have juvenile/incident records searched for previous incidents related to the missing person and prior law-enforcement activity in the area including prowlers, indecent exposure, and attempted abductions.
- Obtain a **detailed** description of the missing person, abductor, and any vehicles used.
- Secure photographs/videotapes of the missing person/abductor.
- Is the missing person in possession of a firearm or any other weapon?
- What are the mental/physical/developmental characteristics of the person?
- Evaluate whether the circumstance of the person's disappearance meet **AMBER/SILVER/BRITTANY Alert** criteria and/or other immediate community-notification protocol. Discuss plan activation with supervisor, who will then contact on-call PIO immediately.
- Relay detailed descriptive information to communications unit for broadcast updates.
- Determine need for additional personnel including investigative and supervisory staff.
- Brief and bring up-to-date all additional responding personnel.
- Identify and separately interview everyone at the scene. Make sure their interview and identifying information is properly recorded. To aid in this process, if possible, take pictures or record video images of everyone present. Video cameras affixed to patrol vehicles may be helpful with task:
  - Note name, address, home/business telephone numbers of each person.
  - Determine each person's relationship to the missing person.
  - Note information each person may have about the person's disappearance.
  - Determine when/where each person last saw the missing person.
  - Ask each one, "What do you think happened to the person?"
  - Obtain names/addresses/telephone numbers of the person's friends and/or associates and other relatives and friends of the family.



## DEPARTMENT OF PUBLIC SAFETY Missing Persons Investigative Checklist



- Continue to keep communications unit apprised of all appropriate developing information for broadcast updates.
- Obtain and note permission to search home or building where incident took place.
- Conduct an immediate, thorough search of the missing person's home, **even if the person was reported missing from a different location.**
- Seal/protect scene and area of the person's home, including the person's personal articles, such as hairbrush, diary, photographs, and items with the person's fingerprints/footprints/teeth impressions, so evidence is not destroyed during or after the initial search and to help ensure items which could help in the search for and/or to identify the person are preserved. Determine if any of the person's personal items are missing. If possible, photograph/videotape these areas.
- Evaluate the contents and appearance of the person's room/residence.
- Inquire if the person has access to the Internet and evaluate its role in the disappearance.
- Ascertain if the person has a cellular telephone or other electronic communication device.
- Ask if the person may have been experiencing psychiatric problems, suicide threats, relationship problems, drug/alcohol problems, school/work problems, or physical illness.
- Extend search to surrounding areas including vehicles and other places of concealment.
- Treat areas of interest as potential crime scenes.
- Determine if surveillance or security cameras in the vicinity may have captured information about the person's disappearance.
- Interview other family members, friends/associates of the person, and friends of the family to determine:
  - When each last saw the person;
  - What they think happened to the person
- Review sex-offender registries to determine if individuals designated as sexual predators live, work, or might otherwise be associated with area of the person's disappearance.
- Ensure information regarding the missing person is immediately entered into the National Crime Information Center's (NCIC) Missing Person File and any information about a suspected abductor is entered into the NCIC Wanted Person File.
- Prepare flier/bulletin with the person/abductor's photograph and descriptive information (Missing Person Clearinghouse will assist officer with flier/bulletin) and distribute in appropriate geographic regions.
- Prepare reports/make all required notifications.



## DEPARTMENT OF PUBLIC SAFETY Missing Persons Investigative Checklist



### Supervisory Checklist:

- Obtain briefing and written reports from the first responding officer and other personnel at the scene.
- Decide if circumstances of the person's disappearance meet the protocol in place for activation of an **AMBER/SILVER/BRITTANY Alert** and/or other immediate community-notification systems.
- Contact on-call PIO for notification to media.
- Determine if additional personnel are needed to assist in the investigation.
- Establish a command post away from the person's residence.
- Determine if additional assistance is necessary from:
  - Missing Person Clearinghouse.
  - FBI.
  - Specialized Units.
  - Victim-Witness Services.
  - Confirm all the required resources, equipment, and assistance necessary to conduct an efficient investigation have been requested and expedite their availability.
  - Ensure coordination/cooperation among all law-enforcement personnel involved in the investigation and search effort.
  - Verify all required notifications are made.
  - Ensure all agency policies and procedures are in compliance.
  - Be available to make any decisions or determinations as they develop.
  - Use media including radio, television, and newspapers to assist in the search throughout the duration of the case.
  - Give family members the Missing Person Hotline at (800) 457-3463 for liaison assistance.



**DEPARTMENT OF PUBLIC SAFETY  
Missing Persons Investigative Checklist**



**Criminal Investigator Checklist:**

- Obtain briefing from the first responding officer and other on-scene personnel.
- Verify the accuracy of all descriptive information and other details developed during the preliminary investigation.
- Initiate a neighborhood canvass.
- Obtain a brief, recent history of family dynamics.
- Correct and investigate the reasons for conflicting information offered by witnesses and other individuals.
- Collect article(s) of the person's clothing for scent-tracking purposes.
- Review and evaluate all available information and evidence collected.
- Secure the person's latest medical and dental records by completing appropriate forms.
- Contact landfill management and request they segregate garbage and dumping containers from key investigative areas in cases where it is suspected there may be imminent danger to the missing person.
- Develop and execute an investigative plan.
- Conduct a criminal-history check on all principal suspects and participants in the investigation.
- Determine what additional resources and specialized services are required.
- Ensure details of the case have been reported to National Center for Missing and Exploited Children (NCMEC).
- Prepare and update bulletins for local law-enforcement agencies, missing children clearinghouse, the FBI, and other appropriate agencies.
- Establish a telephone hotline for receipt of tips and leads.
- Establish a leads-management system to prioritize leads and help ensure each one is reviewed and followed up on.

# INVESTIGATIVE CHECKLIST FOR FIRST RESPONDERS



This checklist is meant to provide a framework of actions, considerations, and activities that may assist in performing competent, productive, and thorough missing/abducted-children investigations.

## First Responder

- If circumstances warrant, consider activating patrol-vehicle-mounted video camera when approaching the scene to record vehicles, people, and anything else of note for later investigative review.
- Interview parent(s)/guardian(s)/person who made the initial report.
- Confirm the child is in fact missing.
- Verify the child's custody status.
- Identify the circumstances of the disappearance.
- Determine when, where, and by whom the missing child was last seen.
- Interview the individuals who last had contact with the child.
- Identify the child's zone of safety for his or her age and developmental stage.
- Based on the available information, make an **initial** determination of the type of incident whether nonfamily abduction; family abduction; runaway; or lost, injured, or otherwise missing.
- Obtain a **detailed** description of the missing child, abductor, and any vehicles used.
- Secure photographs/videotapes of the missing child/abductor.
- Evaluate whether the circumstances of the child's disappearance meet **AMBER Alert criteria** and/or other immediate community-notification protocol. Discuss plan activation with supervisor.
- Relay detailed descriptive information to communications unit for broadcast updates.
- Determine need for additional personnel including investigative and supervisory staff.
- Brief and bring up-to-date all additional responding personnel.
- Identify and separately interview everyone at the scene. Make sure their interview and identifying information is properly recorded. To aid in this process, if possible, take pictures or record video images of everyone present. Video cameras affixed to patrol vehicles may be helpful with this task.
  - Note name, address, home/business telephone numbers of each person.
  - Determine each person's relationship to the missing child.
  - Note information each person may have about the child's disappearance.
  - Determine when/where each person last saw the child.
  - Ask each one, "What do you think happened to the child?"
  - Obtain names/addresses/telephone numbers of the child's friends/associates and other relatives and friends of the family.
- Continue to keep communications unit apprised of all appropriate developing information for broadcast updates.
- Obtain and note permission to search home or building where incident took place.
- Conduct an immediate, thorough search of the missing child's home, **even if the child was reported missing from a different location.**
- Seal/protect scene and area of the child's home (including the child's personal articles such as hairbrush, diary, photographs, and items with the child's fingerprints/footprints/teeth impressions) so evidence is not destroyed during or after the initial search and to help ensure items which could help in the search for and/or to identify the child are preserved. Determine if any of the child's personal items are missing. If possible, photograph/videotape these areas.
- Evaluate the contents and appearance of the child's room/residence.
- Inquire if the child has access to the Internet and evaluate its role in the disappearance.
- Ascertain if the child has a cellular telephone or other electronic communication device.
- Extend search to surrounding areas including vehicles and other places of concealment.
- Treat areas of interest as potential crime scenes.
- Determine if surveillance or security cameras in the vicinity may have captured information about the child's disappearance.
- Interview other family members, friends/associates of the child, and friends of the family to determine
  - When each last saw the child.
  - What they think happened to the child.

- [ ] Review sex-offender registries to determine if individuals designated as sexual predators live, work, or might otherwise be associated with area of the child's disappearance.
- [ ] Ensure information regarding the missing child is entered into the National Crime Information Center's (NCIC) Missing Person File within two hours of report receipt and any information about a suspected abductor is entered into the NCIC Wanted Person File. (Carefully review NCIC categories before entering the case, and be sure to use the Child-Abduction flag whenever possible.)
- [ ] Prepare flier/bulletin with the child/abductor's photograph and descriptive information. Distribute in appropriate geographic regions.
- [ ] Prepare reports/make all required notifications.

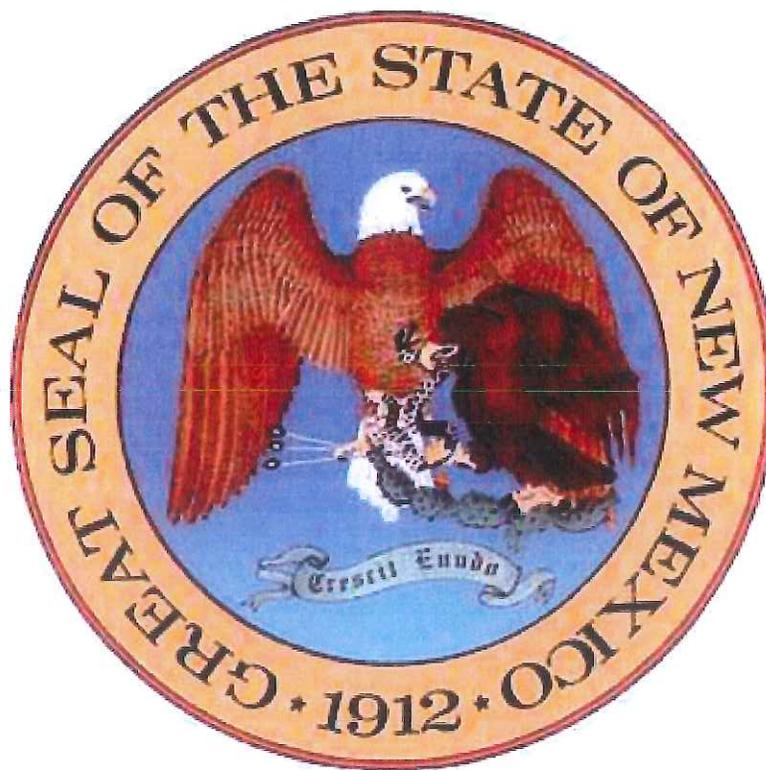
### Supervisory Officer

- [ ] Obtain briefing and written reports from the first responding officer and other personnel at the scene.
- [ ] Decide if circumstances of the child's disappearance meet the protocol in place for activation of an **AMBER Alert** and/or other immediate community-notification systems.
- [ ] Determine if additional personnel are needed to assist in the investigation.
- [ ] Establish a command post away from the child's residence.
- [ ] Determine if additional assistance is necessary from
  - [ ] State Police.
  - [ ] Missing-Children Clearinghouse.
  - [ ] FBI.
  - [ ] Specialized Units.
  - [ ] Victim-Witness Services.
  - [ ] NCMEC's Project ALERT/Team Adam.
- [ ] Confirm all the required resources, equipment, and assistance necessary to conduct an efficient investigation have been requested and expedite their availability.
- [ ] Ensure coordination/cooperation among all law-enforcement personnel involved in the investigation and search effort.
- [ ] Verify all required notifications are made.
- [ ] Ensure all agency policies and procedures are in compliance.
- [ ] Be available to make any decisions or determinations as they develop.
- [ ] Use media including radio, television, and newspapers to assist in the search throughout the duration of the case.

### Investigative Officer

- [ ] Obtain briefing from the first responding officer and other on-scene personnel.
- [ ] Verify the accuracy of all descriptive information and other details developed during the preliminary investigation.
- [ ] Initiate a neighborhood canvass using a standardized questionnaire.
- [ ] Obtain a brief, recent history of family dynamics.
- [ ] Correct and investigate the reasons for conflicting information offered by witnesses and other individuals.
- [ ] Collect article(s) of the child's clothing for scent-tracking purposes.
- [ ] Review and evaluate all available information and evidence collected.
- [ ] Secure the child's latest medical and dental records.
- [ ] Contact landfill management and request they segregate garbage and dumping containers from key investigative areas in cases where it is suspected there may be imminent danger to the missing child.
- [ ] Develop and execute an investigative plan.
- [ ] Conduct a criminal-history check on all principal suspects and participants in the investigation.
- [ ] Determine what additional resources and specialized services are required.
- [ ] Ensure details of the case have been reported to NCMEC.
- [ ] Prepare and update bulletins for local law-enforcement agencies, missing-children clearinghouse, the FBI, and other appropriate agencies.
- [ ] Establish a telephone hotline for receipt of tips and leads.
- [ ] Establish a leads-management system to prioritize leads and help ensure each one is reviewed and followed up on. **Note:** NCMEC has developed software, named the Simple Leads Management System, designed to manage and prioritize leads associated with missing-child investigations. It is available at no cost by calling NCMEC's National Missing Children's Division toll-free at 1-888-24-NCMEC (1-888-246-2632).

**State of New Mexico**  
**Department of Public Safety**  
**Law Enforcement Records Bureau**



**Missing Persons**  
**Reference Manual**

### **Information, 29-15-1 through 29-15-12.**

- Section 29-15-1 — short title.
- Section 29-15-2 — Definitions.
- Section 29-15-3 — Missing persons information clearinghouse; function.
- Section 29-15-4 — State department of public education; cooperation with clearinghouse.
- Section 29-15-5 — Custodian or immediate family member request for information.
- Section 29-15-6 — Missing person report forms.
- Section 29-15-7 — Law enforcement requirements; missing person reports; unidentified bodies.
- Section 29-15-8 — Release of dental records; immunity.
- Section 29-15-9 — Cross-checking and matching.
- Section 29-15-10 — Interagency cooperation.
- Section 29-15-11 — Confidentiality of records.
- Section 29-15-12 — Attorney general to require compliance

### **29-15-1. Short title. (2010)**

Chapter 29, Article 15 NMSA 1978 may be cited as the "Missing Persons Information and Reporting Act".

*History: Laws 1995, ch. 146, § 1; 2010, ch. 32, § 1; 2010, ch. 33, § 2.*

### **"29-15-2. Definitions**

As used in the Missing Persons Information and Reporting Act:

A. "Brittany alert" means a notification relating to an endangered person:

1. who is a missing person; and
2. about whom there is a clear indication that the person has a developmental disability as defined in Subsection A of Section 28-16A-6 NMSA 1978 and that the person's health or safety is at risk;

B. "child" means [an individual] a person under the age of eighteen years who is not emancipated;

C. "clearinghouse" means the missing person's information clearinghouse;

D. "custodian" means a parent, guardian or other person who exercises legal physical control, care or custody of a child or of an adult with a developmental disability; or a person who performs one or more activities of daily living for an adult;

E. "endangered person" means a missing person who:

1. is in imminent danger of causing harm to the person's self;
2. is in imminent danger of causing harm to another;
3. is in imminent danger of being harmed by another or who has been harmed by another;

4. has been a victim of a crime as provided in the Crimes Against Household Members Act or in Section 30-3A-3 or 30-3A-3.1 NMSA 1978, or their equivalents in any other jurisdiction;
5. is or was protected by an order of protection pursuant to the Family Violence Protection Act; [or]
6. has Alzheimer's disease, dementia or another degenerative brain disorder or a brain injury; or
7. has a developmental disability as defined in Subsection A of Section 28-16A-6 NMSA 1978 and that person's health or safety is at risk;

F. "immediate family member" means the spouse, nearest relative or close friend of a person;

G. "law enforcement agency" means a law enforcement agency of the state, a state agency or a political subdivision of the state;

H. "lead station" means an AM radio station that has been designated as the "state primary station" by the federal communications commission for the emergency alert system;

I. "missing person" means a person whose whereabouts are unknown to the person's custodian or immediate family member and the circumstances of whose absence indicate that:

1. the person did not leave the care and control of the custodian or immediate family member voluntarily and the taking of the person was not authorized by law; or
2. the person voluntarily left the care and control of the custodian without the custodian's consent and without intent to return;

J. "missing person report" means information that is:

1. given to a law enforcement agency on a form used for sending information to the national crime information center; and
2. about a person whose whereabouts are unknown to the reporter and who is alleged in the form submitted by the reporter to be missing;

K. "person" means an individual, regardless of age;

L. "possible match" means the similarities between unidentified human remains and a missing person that would lead one to believe they are the same person;

M. "reporter" means the person who reports a missing person;

N. "silver alert" means a notification relating to an endangered person:

1. who is a missing person;
2. who is fifty years or older; and
3. about whom there is a clear indication that the individual has an irreversible deterioration of intellectual faculties;

O. "state agency" means an agency of the state, a political subdivision of the state or a public postsecondary educational institution; and

P. "state registrar" means the employee so designated by the public health division of the department of health pursuant to the Vital Statistics Act."

*History: Laws 1995, ch. 146, § 2; 2007, ch. 119, § 1; 2010, ch. 32, § 2; 2010, ch. 33, § 3; 2013, ch. 81, § 2.*

### **29-15-3. Missing persons information clearinghouse; function. (2010)**

A. The "missing person's information clearinghouse" is established in the department of public safety. The department of public safety shall provide for the administration of the clearinghouse. The department of public safety may adopt rules to carry out the provisions of the Missing Persons Information and Reporting Act in the manner prescribed in Subsection E of Section 9-1-5 NMSA 1978.

B. The clearinghouse is a central repository of information on missing persons and shall be used by all law enforcement agencies, including tribal agencies, in this state.

C. The clearinghouse shall:

1. establish a system of intrastate communication of information relating to missing persons;
2. provide a centralized file for the exchange of information on missing persons and unidentified human remains within the state;
3. communicate with the national crime information center for the exchange of information on missing persons suspected of interstate travel;
4. collect, process, maintain and disseminate accurate and complete information on missing persons;
5. provide a statewide toll-free telephone line for the reporting of missing persons and for receiving information on missing persons;
6. disseminate to custodians, law enforcement agencies, the public education department, the children, youth and families department and the general public information that explains how to prevent child abduction and what to do if a child becomes missing;
7. compile statistics relating to the incidence of missing persons within the state;
8. provide training and technical assistance to law enforcement agencies and social services agencies pertaining to missing persons; and
9. establish a media protocol for disseminating information pertaining to missing persons.

D. The clearinghouse shall print and distribute posters, flyers and other forms of information containing descriptions of missing persons.

E. The department of public safety may accept public or private grants, gifts and donations to assist the department in carrying out the provisions of the Missing Persons Information and Reporting Act.

*History: Laws 1995, ch. 146, § 3; 2010, ch. 33, § 4.*

**29-15-4. State department of public education; cooperation with clearinghouse.  
(1995)**

The state department of public education [public education department] shall cooperate with the clearinghouse in seeking to locate missing children who may be enrolled in New Mexico school systems, including private schools, and for the reporting of children who may be missing or who may be unlawfully removed from schools.

*History: Laws 1995, ch. 146, § 4.*

**29-15-5. Custodian or immediate family member request for information. (2010)**

A. Upon written or oral request to a law enforcement agency by a custodian or immediate family member of a missing person, the law enforcement agency shall immediately request from the clearinghouse information concerning the missing person that may aid the custodian or immediate family member in the identification or location of the missing person.

B. A law enforcement agency to which a request has been made pursuant to Subsection A of this section shall report to the custodian or immediate family member on the results of its inquiry to the clearinghouse within seven calendar days after the day the request is received by the law enforcement agency, or as soon as the results of its inquiry become available, whichever occurs last.

*History: Laws 1995, ch. 146, § 5; 2010, ch. 33, § 5.*

### **29-15-6. Missing person report forms. (2010)**

- A. The clearinghouse shall distribute missing person report forms to law enforcement agencies in the state.
- B. A missing person report may be made to a law enforcement agency in person, or by telephone, electronic media or other indirect method of communication and the person taking the report may enter the information on the form for the reporter. A missing person report form may be completed by the reporter and delivered to a law enforcement officer.
- C. A copy of the missing person report form shall be filed with the clearinghouse.
- D. A missing person report form shall include, to the extent available, the following information:
  - 1. the missing person's:
    - a. name, including any alternative names used;
    - b. date of birth;
    - c. identifying marks, including birthmarks, moles, tattoos and scars;
    - d. height and weight;
    - e. gender;
    - f. race;
    - g. current hair color and true or natural hair color;
    - h. eye color;
    - i. prosthetics, surgical implants or cosmetic implants;
    - j. physical anomalies;
    - k. blood type;
    - l. driver's license number; and
    - m. social security number;
  - 2. a photograph of the missing person, with a recent photograph being preferable;
  - 3. a description of the clothing the missing person was believed to be wearing;

4. a description of items that might be with the missing person, such as jewelry and accessories;
5. information on the missing person's electronic communications devices, including cell phone numbers and email addresses;
6. reasons why the reporting person believes that the person is missing;
7. the name and location of the missing person's school or employer;
8. the name and location of the missing person's dentist or primary care physician;
9. any circumstances that may indicate that the disappearance of the missing person was not voluntary;
10. any circumstances that indicate that the missing person may be at risk of injury or death;
11. a description of the possible means of transportation of the missing person, including make, model, color, license and vehicle identification number of a vehicle;
12. any identifying information about a known or possible abductor of the missing person or the person last seen with the missing person;
13. any other information that can aid in locating the missing person; and
14. the date of last contact with the missing person.

*History: Laws 1995, ch. 146, § 6; 2010, ch. 33, § 6.*

**29-15-7. Law enforcement requirements; missing person reports; unidentified human remains. (2010)**

A. A law enforcement agency shall accept without delay and without exception for any reason any report of a missing person and, no later than two hours after receiving a missing person report or additional or supplemental information for the report, shall:

1. start an appropriate investigation to determine the present location of the missing person and to determine whether the missing person is an endangered person;
2. provide to the clearinghouse all information the law enforcement agency has relating to an investigation regarding or the location or identification of a missing person;
3. enter the name of the missing person into the clearinghouse and the national crime information center missing person file; and
4. if the missing person is determined to be an endangered person, notify the department of public safety in accordance with procedures prescribed by the department.

B. Information not immediately available shall be obtained as soon as possible by the law enforcement agency and, no later than two hours after receipt of the information, entered into the clearinghouse and the national crime information center file as a supplement to the original entry.

C. All New Mexico law enforcement agencies are required to enter information about all unidentified human remains found in their jurisdiction into the clearinghouse and the national crime information center unidentified person file, including all available identifying features of the human remains and a description of the clothing found on the human remains. If an information entry into the national crime information center file results in an automatic entry of the information into the clearinghouse, the law enforcement agency is not required to make a direct entry of that information into the clearinghouse.

*History: Laws 1995, ch. 146, § 7; 2007, ch. 119, § 2; 2010, ch. 32, § 3; 2010, ch. 33, § 7.*

**29-15-7.1. Missing child reports; law enforcement agencies; duties; registrar.  
(2010)**

A. Upon receiving a report of a child believed to be missing, a law enforcement agency shall:

1. no later than two hours after receiving the report, enter identifying and descriptive information about the child into the national crime information center computer. Law enforcement agencies having direct access to the national crime information center computer shall enter and retrieve the data directly and shall cooperate in the entry and retrieval of data on behalf of law enforcement agencies that do not have direct access to the system; and
2. notify the state registrar within twenty-four hours, by telephone, facsimile or electronic transmission, of the missing child. Within three days of this initial notification, the law enforcement agency shall make a written notification in a manner and form prescribed by the state registrar. Both notifications shall include the missing child's name, date of birth and county and state of birth; the mother's maiden name; the name of the noncustodial parent if the parents are not married; the name and telephone number of a contact person at the reporting law enforcement agency; and any other information required by the state registrar.

B. Immediately after a missing child is located, the law enforcement agency that located or returned the missing child shall notify the law enforcement agency having jurisdiction over the investigation, and the originating agency shall clear the entry from the national crime information center computer and shall, within twenty-four hours, notify the state registrar in writing that the missing child has been located.

*History: 1978 Comp., § 29-15-7.1, as enacted by Laws 2010, ch. 33, § 8.*

**29-15-7.2. Birth records of missing children; state registrar's duties. (2010)**

A. Upon notification by a law enforcement agency that a child born in the state is missing, the state registrar shall flag the child's birth record in such a manner that whenever a copy of the birth certificate or information concerning the birth record is requested, the state registrar shall be alerted to the fact that the certificate is that of a missing child.

B. Upon notification by a law enforcement agency that a child born outside the state is missing, the state registrar shall notify the corresponding officer in the state where the child was born that the child has been reported missing.

C. In response to any inquiry, the state registrar or any local registrar appointed by the state registrar or any employee of the vital statistics bureau of the health services division of the department of health shall not provide a copy of a birth certificate or information concerning the birth record of any missing child whose birth record is flagged pursuant to this section, except following notification of the law enforcement agency having jurisdiction over the investigation of the missing child. Such inquiries shall be handled in the following manner:

1. when a copy of the birth certificate of a missing child whose record has been flagged is requested in person, the local registrar or employee accepting the request shall immediately notify that person's supervisor or the state registrar. If possible, the person making the request shall complete a form supplying the requester's name, address, telephone number and relationship to the missing child and the name, address and birth date of the missing child. The driver's license of the requester, if available, shall be photocopied and returned. The requester shall be informed that a copy of the birth certificate will be mailed to the requester. The local registrar or employee shall note the physical description of the requester, and, upon that requester's departure from the vital statistics bureau office, the supervisor or state registrar shall immediately notify the law enforcement agency having jurisdiction of the request and the information obtained pursuant to this paragraph. The state registrar will retain the form completed by the person making the request; and

2. when a copy of the birth certificate of a missing child whose birth record has been flagged is requested in writing, the state registrar shall immediately notify the law enforcement agency having jurisdiction of the request and shall provide a copy of the written request. The state registrar shall retain the original written request.

D. Upon notification by a law enforcement agency that a missing child has been recovered, the state registrar shall remove the flag from the child's birth record.

*History: 1978 Comp., § 29-15-7.2, as enacted by Laws 2010, ch. 33, § 9.*

**29-15-8. Release of dental records; immunity. (2010)**

A. At the time a missing person report is made, the law enforcement agency to which the missing person report is given shall provide a dental record release form conforming to the requirements of the federal Health Insurance Portability and Accountability Act of 1996 to the custodian or immediate family member of the missing person, provided that the custodian or immediate family member is authorized pursuant to that federal act to execute a release on behalf of the missing person. The law enforcement agency shall endorse the dental record release form with a notation that a missing person report has been made in compliance with the provisions of the Missing Persons Information and Reporting Act. When the dental record release form is properly completed by the custodian or immediate family member of the missing person and contains the endorsement, the form is sufficient to permit a dentist or physician in this state to release dental records relating to the missing person to the law enforcement agency.

B. If a release form cannot be executed, the law enforcement agency shall seek disclosure of the dental records of a missing person directly from the records custodian pursuant to the provisions of the federal Health Insurance Portability and Accountability Act of 1996 that allow disclosure of health information for law enforcement purposes.

C. The law enforcement agency shall send the dental records to the clearinghouse.

D. A dentist or physician who releases dental records pursuant to this section is immune from civil liability or criminal prosecution for the release of the dental records.

*History: Laws 1995, ch. 146, § 8; 2010, ch. 33, § 10.*

**29-15-9. Cross-checking and matching. (2010)**

A. The clearinghouse shall cross-check and attempt to match unidentified human remains with descriptions of missing persons. When the clearinghouse discovers a possible match between unidentified human remains and a missing person description, the clearinghouse shall notify the appropriate law enforcement agencies.

B. Law enforcement agencies that receive notice of a possible match shall make arrangements for positive identification. If a positive identification is made, the law enforcement agency shall complete and close the investigation with written notification to the clearinghouse.

C. Law enforcement agencies that receive notice of a possible match between human remains and a missing person description shall notify the office of the state medical investigator.

*History: Laws 1995, ch. 146, § 9; 2010, ch. 33, § 11.*

**29-15-10. Interagency cooperation. (2010)**

A. State agencies and public and private schools shall cooperate with a law enforcement agency that is investigating a missing person report and shall furnish any information that will assist the law enforcement agency in completing the investigation.

B. Information provided by a state agency or a public or private school shall not be released to any person outside the law enforcement agency or the clearinghouse, except as provided by rule of the department of public safety.

*History: Laws 1995, ch. 146, § 10; 2010, ch. 33, § 12.*

**29-15-11. Confidentiality of records. (2010)**

A. The department of public safety shall by rule provide for the classification of information and records as confidential that:

1. are otherwise confidential under state or federal law or rules adopted pursuant to state or federal law;
2. are related to the investigation by a law enforcement agency of a missing person or unidentified human remains, if the department of public safety, in consultation with the law enforcement agency, determines that release of the information would be deleterious to the investigation;
3. are records or notations that the clearinghouse maintains for internal use in matters relating to missing persons and unidentified human remains and the department of public safety determines that release of the internal documents might interfere with an investigation by a law enforcement agency in New Mexico or any other jurisdiction; or
4. the department of public safety determines might interfere with an investigation or otherwise harm a person, custodian or reporter.

B. The rule may provide for the sharing of confidential information with the custodian or immediate family member of the missing person.

*History: Laws 1995, ch. 146, § 11; 2010, ch. 33, § 13.*

**29-15-12. Attorney general to require compliance; removal or discipline. (2010)**

A. The attorney general shall enforce state agency compliance with the provisions of the Missing Persons Information and Reporting Act as appropriate to assure the immediate response to a report of a missing person.

*History: Laws 1995, ch. 146, § 12; 2010, ch. 33, § 14.*

**ARTICLE 15A**  
**AMBER Alert**

Section

29-15A-1 Short title.

29-15A-2 Definitions.

29-15A-3 State police; AMBER alert notification plan; declaration of AMBER Alert

29-15A-4 AMBER alert; initiation by other law enforcement agencies.

29-15A-5 Submission of false information; penalty.

**Amber Alert:**

**29-15A-1. Short title. (2003)**

This act [29-15A-1 to 29-15A-5] may be cited as the "AMBER Alert Law".

*History: Laws 2003, ch. 93, § 1.*

**29-15A-2. Definitions. (2003)**

As used in the AMBER Alert Law:

- A. "AMBER alert" means a declaration by the authorized requester that an abduction has occurred and that notifications and broadcasts should be made pursuant to the AMBER alert notification plan;
- B. "authorized requester" means the person designated by the chief of the state police to implement the AMBER alert notification plan;
- C. "chief of the state police" means the director of the New Mexico state police division of the department of public safety;
- D. "lead station" means an AM radio station that has been designated as the "state primary station" by the federal communications commission for the emergency alert system; and
- E. "state police" means the New Mexico state police division of the department of public safety.

*History: Laws 2003, ch. 93, § 2.*

**29-15A-3. State police; AMBER alert notification plan; declaration of AMBER alert. (2013)**

A. The state police shall develop and implement an AMBER alert notification plan for the purpose of disseminating, as rapidly as possible, information about a child abduction so that law enforcement agencies and citizens throughout the state may be aware and vigilant. The plan shall:

1. provide a procedure for notifying the lead station by the authorized requester that an AMBER alert has been declared. The procedure shall include codes for use by the authorized requester in communicating with the lead station to prevent false alerts;
2. provide a procedure in which other state and private print, radio, television or other media may alert the members of the public of the abduction;
3. include a procedure for notifying the department of information technology that an AMBER alert has been declared. The department of information technology shall immediately transmit the notification and related information to all state field operations employees so that they may be aware and vigilant in the course of their regular activities;
4. include a procedure for notifying a representative of each cellular service company and paging service company operating in New Mexico so that a text message may be sent to the company's customers at no additional expense to the recipient or to any service that accepts the information from the authorized requester and delivers it to the cellular service or paging service company;
5. include a procedure for notifying all local and federal law enforcement agencies that an AMBER alert has been declared; and
6. provide for dissemination of information about a child or a child's abductor to the lead station, the department of information technology and local law enforcement agencies when an AMBER alert has been declared.

B. The state police shall distribute the AMBER alert notification plan to all local law enforcement agencies and provide such training and other assistance as is necessary to ensure that the plan can be properly implemented.

C. The authorized requester may declare an AMBER alert when the requester has reason to believe that:

1. a child under the age of eighteen has been abducted;
2. the child is in imminent danger of serious bodily harm or death; and
3. there is specific information available about the child or the child's abductor that may assist in an expedient and successful end to the abduction.

D. Once an AMBER alert has been declared, only the authorized requester may terminate the AMBER alert.

*History: Laws 2003, ch. 93, § 3; 2005, ch. 142, § 1; 2007, ch. 290, § 24; 2013, ch. 51, § 1.*

**29-15A-4. AMBER alert; initiation by other law enforcement agencies. (2003)**

A. The procedures for initiating an AMBER alert pursuant to the AMBER Alert Law are available to all law enforcement agencies in New Mexico; provided that nothing in that law prohibits a local law enforcement agency from developing and implementing its own similar notification plan; provided further that nothing in that act supercedes a provision or procedure in such a local notification plan.

B. If a law enforcement agency that has not developed and implemented its own similar plan desires that an AMBER alert be declared, it shall notify the authorized requester. The authorized requester shall declare an AMBER alert if, after evaluating the information, the authorized requester believes that the criteria for declaring an alert has been satisfied.

C. If an AMBER alert is initiated and there is information that the child's abductor may be traveling or has traveled across state lines, the authorized requester shall notify the other states or the Republic of Mexico in order for those governments to issue an alert. The state police shall work with all bordering states and the Republic of Mexico in order to establish agreements to carry out regional alerts.

*History: Laws 2003, ch. 93, § 4.*

**29-15A-5. Submission of false information; penalty. (2003)**

A person who knowingly submits false information to a law enforcement agency regarding a child abduction is guilty of a petty misdemeanor and shall be sentenced in accordance with Section 31-19-1 NMSA 1978.

*History: Laws 2003, ch. 93, § 5.*

## **BRITTANY ALERT**

### **Brittany Alert Definition:**

- A. "Brittany alert" means a notification relating to an endangered person:
1. who is a missing person; and
  2. about whom there is a clear indication that the person has a developmental disability as defined in Subsection A of Section 28-16A-6 NMSA 1978 and that the person's health or safety is at risk;

### **Brittany Alert Advisory:**

A. The department of public safety shall issue a Brittany alert if, after review and investigation of a missing person report of a person subject to the alert, the department makes an independent determination that the missing person is a person subject to the alert.

B. The department shall develop and implement Brittany alert procedures for the purpose of disseminating, as rapidly as possible, information about a person subject to the alert. The procedures shall include:

1. notification to the lead station of the Brittany alert;
2. notification to other public and private media sources and members of the public as necessary; and
3. the provision of information about the subject of the Brittany alert, including all identifying information, to the lead station and other media sources."

EFFECTIVE DATE.--The effective date of the provisions of this act is July 1, 2016.

## **28-16A-6. Eligibility.**

For purposes of eligibility for support and services:

- A. “Developmental disability” means a severe chronic disability of a person that:
1. is attributable to a mental or physical impairment, including the result from trauma to the brain, or combination of mental and physical impairments;
  2. is manifested before the person reaches the age of twenty-two years;
  3. is expected to continue indefinitely;
  4. results in substantial functional limitations in three or more of the following areas of major life activity:
    - a. self-care;
    - b. receptive and expressive language;
    - c. learning;
    - d. mobility;
    - e. self-direction;
    - f. capacity for independent living; and
    - g. economic self-sufficiency; and
  5. reflects the person's need for a combination and sequence of special, interdisciplinary or generic care treatment or other support and services that are of life-long or extended duration and are individually planned and coordinated;
- B. are children, birth through two years of age, who are at risk for or have developmental delays as defined by the department. These children are eligible for early intervention services; or
- C. is a person who is eligible for services based on any previous definition of developmental disability used by the state and is receiving services on the effective date of the Developmental Disabilities Act. However, children birth through age two who were determined to be a risk for or have developmental delays are eligible for early intervention services only, unless meeting the criteria set forth in Subsection A of this section.

**History:** *Laws 1993, ch. 50, § 6.*

## SILVER ALERT

### Silver Alert Definition:

Silver Alert means a notification relating to an endangered person:

1. who is a missing person;
2. who is fifty years or older; and
3. about whom there is a clear indication that the individual has an irreversible deterioration of intellectual faculties;

### **29-15-3.2. Silver alert advisory. (2013)**

A. The department of public safety shall issue a silver alert if, after review and investigation of a missing person report of a person subject to the alert, the department makes an independent determination that the missing person is a person subject to the alert.

B. The department shall develop and implement silver alert procedures for the purpose of disseminating, as rapidly as possible, information about a person subject to the alert. The procedures shall include:

- (1) notification to the lead station of the silver alert;
- (2) notification to other public and private media sources and members of the public as necessary; and
- (3) providing information about the subject of the silver alert, including all identifying information, to the lead station and other media sources.

*History: Laws 2013, ch. 81, § 1.*

## ENDANGERED PERSON ADVISORY

### Endangered Person Advisory Definition:

Endangered person means a missing person who:

1. is in imminent danger of causing harm to the person's self;
2. is in imminent danger of causing harm to another;
3. is in imminent danger of being harmed by another or who has been harmed by another;
4. has been a victim of a crime as provided in the Crimes Against Household Members Act or in Section 30-3A-3 or 30-3A-3.1 NMSA 1978, or their equivalents in any other jurisdiction;
5. is or was protected by an order of protection pursuant to the Family Violence Protection Act; [or]
6. has Alzheimer's disease, dementia or another degenerative brain disorder or a brain injury; or
7. has a developmental disability as defined in Subsection A of Section 28-16A-6 NMSA 1978 and that person's health or safety is at risk;

### **29-15-3.1. Endangered person advisory. (2007)**

A. The department of public safety shall issue an endangered person advisory if, after review and investigation of a missing person report of an endangered person, the department makes an independent determination that the missing person is an endangered person.

B. The department shall develop and implement endangered person advisory procedures for the purpose of disseminating, as rapidly as possible, information about an endangered person. The procedures shall include:

1. notification to the lead station of the endangered person advisory;
2. notification to other public and private media sources and members of the public as necessary; and
3. providing information about the endangered person, including all identifying information, to the lead station and other media sources.

*History: Laws 2007, ch. 119, § 3.*

## **Suzanne's Law**

### **Investigation of Missing Persons**

"Suzanne's Law" amends Section 3701 (a) of the Crime Control Act of 1990 so that there is no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of twenty one (21) (to include children of residents) and reports the missing person to the National Crime Information Center of the Department of Justice.

"Suzanne's Law" is named after Suzane Lyall a student at State University of New York at Albany, who has been missing since 1998. Previously, police were only mandated to report missing persons under the age of eighteen. This law was signed by former President Bush as part of the national Amber Alert bill on April 30, 2003, requires police to initiate prompt investigation into missing young people.



# INVESTIGATIVE CHECKLIST FOR LAW ENFORCEMENT WHEN HELPING UNSUPERVISED AND RUNAWAY CHILDREN



This Checklist provides an investigative framework for officers when coming in contact with unsupervised and/or runaway children<sup>1</sup> while on patrol. This information is offered to enhance the officer's ability to make educated decisions when helping to safeguard unsupervised and/or runaway children. Officers are encouraged to rely on the laws in their jurisdiction as well as their intuition and experience when making decisions regarding the best interest of the child and community.

## Field Interview: Initial Phase

The initial phase of the field interview should be conducted in a manner so as to establish the child's statements, which will form the basis in assessing the child's level of risk.

- Conduct a field interview. If the child is in the company of other people, **separate** everyone before conducting the field interview(s).
- Obtain identifying information, such as name and address, and descriptors such as height, weight, and age. Remember the child may be reluctant to provide the information or may provide incorrect information.
- Query information obtained through the Federal Bureau of Investigation's (FBI) National Crime Information Center's (NCIC) database and the state/territorial law-enforcement system counterpart. If a record is located, determine the child's status, such as missing or a charged offense, and determine whether grounds exist to immediately place the child in protective custody and transport the child for proper investigative follow-up, placement, or disposition. If no record is located, proceed with the field interview.
- Develop a timeline of the child's **whereabouts** and **activities** by asking
  - Who have you associated with while on the street?
  - What is your relationship with this/these individual(s)?
  - Where have you stayed?
  - With whom have you stayed?
  - How long have you stayed with them?
  - How long have you spent time on the street, and what have you done while on the street?
- Ask the child, in a **direct** manner, if he or she is missing, he or she is a runaway, or it is **possible** someone may be looking for him or her. Focus on deviations in behavior, both verbal and non-verbal, exhibited by the child during this initial interview phase. Keep in mind the child may be deceptive or fail to disclose information due to concerns such as fear, intimidation, or threats of reprisal.
  - If the child indicates **yes**, consider placing him or her in protective custody and transporting him or her for proper investigative follow-up, placement, or disposition.
  - If the child indicates **no**, proceed with the second phase of the field interview.

## Field Interview: Second Phase

An **in-depth** interview of the child should be conducted based on information obtained during the initial phase of the field interview in order to further **assess the child's level of risk** if allowed to remain unsupervised. Continue to look for discrepancies in information obtained in the initial phase of the field interview with information obtained during the second phase of the interview.

- Obtain **detailed** information about the child including
  - Full name.
  - Nickname(s).
  - Full physical description to include clothing, body piercings, tattoos, and any personal items such as a backpack and wireless device. **Note:** NCIC online searches should be conducted on personal items.
  - Date of birth/age. **Note:** Children 13 years old or younger do not have the survival skills necessary to protect themselves from exploitation on the streets.
  - Place of birth.
  - Addresses, both current and prior.
  - Home phone number.
  - Cell phone number.
  - Last time the child was **seen** at home.
  - Name of school attending or has attended.
  - Date last attended school.
  - Employment information, if the child is employed, including name, address, and phone number of the employer.
- Obtain full name, address, and home/business phone number(s) of last person/people to **see** the child at
  - Home.
  - School.

- Ask the child if he or she is under the care of a doctor. If so obtain the doctor's name, address, and phone number.
- Determine if the child is taking any prescription medication and/or other drugs, ranging from over-the-counter medications to illegal substances, and if he or she is in possession of any. Note any drug dependencies putting the child at risk.
- Ask the child if he or she has been involved in or the victim of any crimes since leaving home. Potential risk factors and/or indicators of trafficking and exploitation include
  - History of emotional, sexual, or other physical abuse.
  - Signs of current physical abuse and/or sexually transmitted diseases.
  - History of running away or current status as a runaway.
  - Appearance of expensive gifts, clothing, or other costly items with no valid explanation of their source.
  - Presence of an older boy-/girlfriend.
  - Drug addiction.
  - Withdrawal or lack of interest in previous activities.
  - Gang involvement.
- Ask the child for information about family members, both immediate and extended, including name, address, home/business phone number(s), and place(s) of employment.
- Determine the relationship(s) the child has with the identified family members.
- Identify and explore any dysfunctional relationships between family member(s) and the child. Keep in mind the child may have left home due to mental, physical, or sexual abuse or exploitation at the hands of a family member or individual otherwise known to the child.
- Ask the child to provide names, addresses, and phone numbers of friends who live or lived nearby and those with whom he or she attends or attended school.
- Identify and determine if the child is out of his or her zone of safety based on the child's age, the child's level of maturity, and environment in which the child is found. If so consider placing the child in protective custody and transporting the child for proper investigative follow-up, placement, or disposition.

#### **Field Interview: Final Phase**

Additional information must be obtained, based on the initial and secondary information gathered, in order to make a determination about allowing the child to remain unsupervised or placing the child in protective custody.

- Ask communications to check for any prior contact or calls for service with the child or child's family members
- Check with surrounding jurisdictions for prior contact with the child and the child's family members
- Check with the National Center for Missing & Exploited Children® (NCMEC) at 1-800-THE-LOST® (1-800-843-5678) for previous intake or new intake of information regarding reports of missing and/or sexually exploited children
- Check with the appropriate state/territorial missing-child (person) clearinghouse(s) for any prior contact with the child or the child's family members
- Check with the National Runaway Switchboard at 1-800-RUNAWAY (1-800-786-2929)
- Contact the National Human Trafficking Resource Center (NHTRC) at 1-888-373-7888 for assistance in cases of trafficking
- Query NCIC utilizing non-unique identifiers
- Check with social services for prior contact with the child or the child's family members
- Check with homeless shelters for any prior contact with the child
- Check with the person/people the child identified as the last one(s) to see him or her at home
- Check with the person/people the child identified as the last one(s) to see him or her at school
- Check with the child's family members to obtain additional information about the child
- Check with the child's friends to obtain additional information about the child
- Check with the child's school to obtain additional information about the child
- Check with the child's place of employment, if employed, to obtain additional information about the child

This Checklist should be used in conjunction with NCMEC's *Investigative Checklist for First Responders and Missing-Child, Emergency-Response, Quick-Reference Guide for Families* to help ensure a thorough investigation. These Checklists may be viewed, downloaded, and ordered from the "More Publications" section of NCMEC's website at [www.missingkids.com](http://www.missingkids.com).

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**Missing  
Person's  
Clearinghouse  
Forms**



**DEPARTMENT OF PUBLIC SAFETY**  
**Missing Persons Clearinghouse (MPCH) Report Form**



MPCH Number: \_\_\_\_\_

**Case Agency:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Call Taken By: \_\_\_\_\_

Caller's Name: \_\_\_\_\_  
 Last, First, Middle

Relationship to Missing: \_\_\_\_\_

Caller's Address: \_\_\_\_\_  
 Number, Street, Apartment Number

City, State, Zip Code \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Missing Category:**     Non-Family Abduction     Parental Abduction     Runaway  
 Adult (18 years old or over)     Other – Explain Below: \_\_\_\_\_

NCIC Criteria:     Disability     Endangered     Involuntary     Juvenile  
 Catastrophe Victim     Caution Code

**Missing Person's Name:** \_\_\_\_\_  
 Last, First, Middle

Aliases: \_\_\_\_\_

Date Missing: \_\_\_\_\_ Time: \_\_\_\_\_ Race: \_\_\_\_\_ Sex:  Male     Female

Place of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_ Hgt: \_\_\_\_\_ Wgt: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Complexion: \_\_\_\_\_

Scar/Marks/Tattoos: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ OLN#: \_\_\_\_\_ OLN State: \_\_\_\_\_ OLN Year: \_\_\_\_\_

Blood Type: \_\_\_\_\_ Fingerprints Available:  Yes     No    Where: \_\_\_\_\_

Distinguishing Features/Unique Characteristics (limp, jewelry, glasses. etc...): \_\_\_\_\_

Dental Records Available?  Yes     No    Medical Records Available?  Yes     No

Mental State (depressed, suicidal, etc...): \_\_\_\_\_

Location Last Seen (include city, state): \_\_\_\_\_  
 \_\_\_\_\_



**DEPARTMENT OF PUBLIC SAFETY  
Missing Persons Clearinghouse (MPCH) Report Form**



Possible Destination (city, state): \_\_\_\_\_

Last Seen Wearing: \_\_\_\_\_

Hobbies & Interests: \_\_\_\_\_

Vehicle Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Vehicle Color: \_\_\_\_\_ Plate Number: \_\_\_\_\_ State: \_\_\_\_\_

**Abductor/Companion's Name:** \_\_\_\_\_  
Last, First, Middle

Aliases: \_\_\_\_\_

Sex:  Male  Female Relationship: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Hair Color: \_\_\_\_\_ Dyed:  Yes  No Length: \_\_\_\_\_ Style: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Glasses/Contacts:  Yes  No Blood Type: \_\_\_\_\_ Right/Left Handed: \_\_\_\_\_

Blood Type: \_\_\_\_\_ Fingerprints Available:  Yes  No Where: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Build: \_\_\_\_\_ Race: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Additional Information: (distinguishing features, jewelry, tattoos, piercings, etc.):

Forward a copy of this report to:

**Department of Public Safety  
Missing Person's Information Clearinghouse  
Law Enforcement Records Bureau  
P.O. Box 1628  
Santa Fe, New Mexico 87504-1628  
1-800-HLP-FIND (457-3463) and/or 505-827-9026  
Fax # 505-827-3399  
Email: [DPS.MissingPerson@state.nm.us](mailto:DPS.MissingPerson@state.nm.us)**

**Endangered  
Advisory Alert  
Forms**



**DEPARTMENT OF PUBLIC SAFETY**  
**Endangered Person Advisory Report Form**



<b>MPCH Number:</b>				<b>Case Agency:</b>			
<b>Date:</b>				<b>Time:</b>			
		<b>Call Taken By:</b>					
<b>CALLERS INFORMATION:</b>							
<b>Relationship to Missing:</b> _____							
<b>NAME (Last, First, Middle)</b> _____							
<b>ADDRESS: (street, apt, etc.)</b> _____							
<b>City, State, ZIP</b> _____							
<b>Contact Phone #'s: Home:</b> _____ <b>Work:</b> _____ <b>Cell:</b> _____							
<b>MISSING CATEGORY:</b>							
		Non Family Abduction: <input type="checkbox"/>		Parental Abduction: <input type="checkbox"/>		Runaway: <input type="checkbox"/>	
		Adult (18 years or over) <input type="checkbox"/>		Other <input type="checkbox"/> Explain: _____			
<b>NCIC CRITERIA:</b>							
		Disability: <input type="checkbox"/>		Endangered: <input type="checkbox"/>		Involuntary: <input type="checkbox"/>	
		Juvenile: <input type="checkbox"/>		Catastrophe Victim <input type="checkbox"/>		Caution Code: _____	
		Other: _____					
<input type="checkbox"/> AMBER Alert Activated		<input type="checkbox"/> SILVER Alert Activated		<input type="checkbox"/> BRITTANY Alert Activated			
<b>MISSING PERSON INFORMATION:</b>							
<b>NAME (Last, First, Middle)</b> _____							
<b>Date Missing:</b> _____				<b>Time:</b> _____ <b>AM/PM</b>			
<b>Age:</b> _____		<b>Race:</b> _____		Male <input type="checkbox"/> Female <input type="checkbox"/>		<b>Height</b> _____	
<b>Weight:</b> _____		<b>Eye color:</b> _____		<b>Hair color:</b> _____		<b>Skin:</b> _____	
<b>Social Security #:</b> _____			<b>DOB:</b> _____			<b>Place of Birth:</b> _____	
<b>OL Number, Year, State):</b> _____							
<b>Blood type:</b> _____		<b>Fingerprints available: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, where:</b> _____					
<b>Dental Records Available? Yes <input type="checkbox"/> No <input type="checkbox"/></b>				<b>Medical Records Available? Yes <input type="checkbox"/> No <input type="checkbox"/></b>			
<b>Scars / Marks / Tattoos:</b> _____							
<b>Distinguishing Features/Unique Characteristics (limp, jewelry, glasses, etc.):</b> _____							
<b>Mental State (depressed, suicidal, etc.):</b> _____							
<b>Location last seen (address, city, state:</b> _____							



**DEPARTMENT OF PUBLIC SAFETY**  
**Endangered Person Advisory Report Form**



Possible Destination (city, state):			
Last seen wearing:			
Hobbies & interests:			
<b>VEHICLE LAST SEEN IN:</b>		License Plate Number:	State:
Color:	Year:	Make:	Model:

ABDUCTORS / COMPANIONS INFORMATION:				
<b>NAME (Last, First, Middle)</b>				
Aliases:				
Male: <input type="checkbox"/>		Female: <input type="checkbox"/>		Relationship:
Date of Birth:			Social Security Number:	
HAIR:	Color:	Dyed: Yes <input type="checkbox"/> No <input type="checkbox"/>	Length:	Style:
EYES:	Color:	Glasses/Contacts: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Height:	Weight:	Build:	Right Handed: <input type="checkbox"/>	Left Handed: <input type="checkbox"/>
Fingerprints available: Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, where?		
Race:			Blood Type:	
Distinguishing Features:				
Additional Information:				

<b>Forward a copy of this report to:</b>	Department of Public Safety Missing Person's Information Clearinghouse Law Enforcement Records Bureau (LERB) P.O. Box 1628 Santa Fe, New Mexico 87504-1628 1-800-HLP-FIND (457-3463) and/or 505-827-9293 Fax # 505-827-3399 EMAIL: <a href="mailto:DPS.MissingPerson@state.nm.us">DPS.MissingPerson@state.nm.us</a>
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# Amber Alert Forms



**DEPARTMENT OF PUBLIC SAFETY  
AMBER ALERT REPORT FORM**



AGENCY INFORMATION:						
Officer's Name:			Contact #'s:			
Media Contact & Dept. PIO #'s:		District Office #:				
<b>Check the Appropriate Box</b>					YES	NO
1.	Is the child seventeen (17) years of age or less?				<input type="checkbox"/>	<input type="checkbox"/>
2.	Is there specific information concerning the child and/or abductor and is it available?				<input type="checkbox"/>	<input type="checkbox"/>
3.	Is there evidence and is the child believed to be in imminent danger of serious bodily harm or death?				<input type="checkbox"/>	<input type="checkbox"/>
<b>** DO NOT ACTIVATE IF YOU ANSWERED NO TO ANY OF THE ABOVE QUESTIONS.</b>						
4.	Has the child been entered into NCIC?				<input type="checkbox"/>	<input type="checkbox"/>
<b>Missing Category:</b>						
Non-Family Abduction: <input type="checkbox"/>		Parental Abduction: <input type="checkbox"/>		Other Abduction: <input type="checkbox"/>		
<b>VICTIM INFORMATION:</b>						
<b>Missing Child #1:</b>		Name:			DOB:	
Race:	Sex:	HGT:	WGT:	Eyes:		
Hair color, style, etc.:						
Clothing Description:						
Miscellaneous Information:						
<b>Missing Child #2:</b>		Name:			DOB:	
Race:	Sex:	HGT:	WGT:	Eyes:		
Hair color, style, etc.:						
Clothing Description:						
Miscellaneous Information:						



**DEPARTMENT OF PUBLIC SAFETY  
AMBER ALERT REPORT FORM**



<b>SUSPECT INFORMATION:</b>				
<b>Suspect Data #1</b>	Name:			DOB:
Race:	Sex:	HGT:	WGT:	Eyes:
Hair color, style, etc.:				
Clothing description:				
Miscellaneous Information:				
<b>Suspect Data #2</b>	Name:			DOB:
Race:	Sex:	HGT:	WGT:	Eyes:
Hair color, style, etc.:				
Clothing description:				
Miscellaneous Information:				
<b>Suspect Vehicle Data:</b>				
License Plate Number:			State:	
Color:	Year:	Make:	Model:	
Body Damage or other distinguishing details:				
<b>ABDUCTION:</b>				
City, County Last Seen in:				
Date & Time Last Seen:				
Circumstances:				
<b>Attach Photo:</b> (If Available)				



DEPARTMENT OF PUBLIC SAFETY  
 AMBER ALERT REPORT FORM



**SCRIPT:**

**TO BE USED WHEN CALLING IN A AMBER ALERT TO KKOB:**

**This is an emergency broadcast:**

At approximately (time) today, (date), a man/woman by the name of; (abductor's person's name) described as: (age, sex, ethnicity, other descriptors/distinguishing features, etc.) has abducted a male/female child.

The child's name is (missing child's name) and is described as: (age, sex, ethnicity, other descriptors/distinguishing features, etc.) and has been determined to meet the criteria for an **AMBER** Alert.

(missing person's name) was last seen (last known location) on (date/time) in the area of (city, county, etc.); and may be driving the following vehicle.

**Vehicle Information (if any)**

The vehicle is a (color, year, make and model) bearing (registration plate state and number). Additional descriptors for the vehicle include: (distinguishing features such as decals, rims, paint, etc.).

This is an **ABDUCTION**. Anyone with information should immediately call your local Law Enforcement Agency or ( ) . Thank You.

**Point of Contact Information:**

Agency:	
Name:	
Phone number:	
Fax Number:	
E-mail:	

### Amber Alert Checklist for Law Enforcement Agencies

- Call is received by a local agency of a possible abduction
- Dispatch** gives out alert to all units of a possible abduction. Alert includes all information received from initial call.
- Dispatch** assigns units to respond to scene of incident. All available resources should respond immediately and be devoted to the investigation and obtaining facts and developing information.
- Once abduction is verified on scene, the **dispatcher** should send out a teletype using the Amber Alert form in Messenger.
- Officers on scene should obtain a photo of the child, descriptors of the child, vehicle information, and suspect information. [Refer to NMSP “Attachment A – Amber Alert Form”]
- Immediately notify the local New Mexico State Police (NMSP) dispatch so they can start the Amber Alert notification. If agency has a public information officer (PIO), that officer should coordinate with NMSP PIOs and should begin gathering information to disseminate to the media.
- Dispatch** entry should be made into NCIC as “MP Endangered” and setting the “MP Category” as “AA” (Amber Alert) to ensure the National Center for Missing and Exploited Children (NCMEC) is notified (Dispatch should have enough information received on the initial call to enter the missing person into NCIC, as this information should have been obtained on the initial call.). Remember, the NCIC entry as an Amber Alert triggers the NCMEC notification and the teletype notifies all law enforcement agencies.
- Notify the NCMEC Amber Alert Coordinator at 800-843-5678 of the pending Amber Alert. The NCMEC coordinator will then confirm the information with NMSP in order to issue notification.
- The report, teletype, and NCIC entry will be completed by the local law enforcement agency handling the call (or NMSP, if they are assigned the call). **In all Amber Alerts, NMSP is to be notified as quickly as possible.**
- Updates to the teletype should be made by **dispatch** as often as new information is received or information has changed.

### Amber Alert Criteria

- There must be evidence of a non-family OR custodial abduction
- Of a Child 17 years of age or less
- There must be specific information concerning the abductor and/or child, which would prove useful to the public in hopes of recovering the child
- There must be reason to believe the child is in imminent danger of bodily harm or death
- The child must have already been entered in to NCIC as missing

# Silver Alert Forms



**DEPARTMENT OF PUBLIC SAFETY  
SILVER ALERT REPORT FORM**



AGENCY INFORMATION:						
Officer's Name:		Contact #'s:				
Media Contact & Dept. PIO #'s:		District Office #:				
Check the Appropriate Box					YES	NO
1.	Is the individual a <b>MISSING PERSON</b> ?				<input type="checkbox"/>	<input type="checkbox"/>
2.	Is the individual fifty (50) years or older?				<input type="checkbox"/>	<input type="checkbox"/>
3.	Is there clear indication that the individual has an irreversible deterioration of intellectual faculties?				<input type="checkbox"/>	<input type="checkbox"/>
<b>*Do NOT activate if you answered NO to any of the above questions.*</b>						
4.	Has the missing person been entered into NCIC?				<input type="checkbox"/>	<input type="checkbox"/>
<b>#1- Missing Person Information</b>						
Name:				DOB:		
Race:	Sex:	Height:	Weight:	Eyes:		
Hair color, style, etc:						
Clothing:						
Miscellaneous:						
<b>#2- Missing Person Information</b>						
Name:				DOB:		
Race:	Sex:	Height:	Weight:	Eyes:		
Hair color, style, etc:						
Clothing:						
Miscellaneous:						





DEPARTMENT OF PUBLIC SAFETY  
SILVER ALERT REPORT FORM



**SCRIPT:**

**TO BE USED WHEN CALLING IN A SILVER ALERT TO KKOB:**

**This is an emergency broadcast:**

At approximately **(time)**, on **(date)** a man/woman by the name of; **(missing person's name)** described as: **(age, ethnicity, other descriptors/distinguishing features, etc.)** has been determined to be missing and meeting the criteria for a **BRITTANY** Alert.

**(missing person's name)** was last seen on **(date/time)** in the area of **(city, county, etc.)** and has not been able to be contacted.

**(missing person's name)** is considered to be in **danger** due to **(describe health/mental concerns)**.

**(missing person's name)** was last seen **click to select**.

**Vehicle Information (if any)**

The vehicle is a **(color, year, make and model)** bearing **(registration plate state and number)**. Additional descriptors for the vehicle include: **(distinguishing features such as decals, rims, paint, etc.)**.

**Companion/s information (if any);**

The companion is a man/woman by the name of; **(name)** ; described as: **(age, ethnicity, descriptors)**

This is a **SILVER ALERT**: Anyone with information should immediately call your local Law Enforcement Agency or ( \_\_\_\_\_ ) \_\_\_\_\_. Thank You.

**Point of Contact Information:**

Agency:

Name:

Phone number:

Fax Number:

E-mail:

# **Brittany Alert Forms**



**DEPARTMENT OF PUBLIC SAFETY  
BRITTANY ALERT REPORT FORM**



AGENCY INFORMATION:					
Officer's Name:			Contact #'s:		
Media Contact & Dept. PIO #'s:				District Office #:	
Check the Appropriate Box				YES	NO
1.	Is the individual a <b>MISSING PERSON</b> ?			<input type="checkbox"/>	<input type="checkbox"/>
2.	Is the individual developmentally disabled?			<input type="checkbox"/>	<input type="checkbox"/>
3.	Is the individual's health or safety at risk?			<input type="checkbox"/>	<input type="checkbox"/>
<b>*Do NOT activate if you answered NO to any of the above questions.*</b>					
4.	Has the missing person been entered into NCIC?			<input type="checkbox"/>	<input type="checkbox"/>
<b>#1- Missing Person Information</b>					
Name:				DOB:	
Race:	Sex:	Height:	Weight:	Eyes:	
Hair color, style, etc:					
Clothing:					
Miscellaneous:					
<b>#2- Missing Person Information</b>					
Name:				DOB:	
Race:	Sex:	Height:	Weight:	Eyes:	
Hair color, style, etc:					
Clothing:					
Miscellaneous:					





DEPARTMENT OF PUBLIC SAFETY  
BRITTANY ALERT REPORT FORM



**SCRIPT:**

**TO BE USED WHEN CALLING IN A BRITTANY ALERT TO KKOB:**

**This is an emergency broadcast:**

At approximately (time), on (date) a man/woman/child by the name of; (missing person's name) described as: (age, ethnicity, other descriptors/distinguishing features, etc.) has been determined to be missing and meeting the criteria for a BRITTANY Alert.

(missing person's name) was last seen on (date/time) in the area of (city, county, etc.) and has not been able to be contacted.

(missing person's name) is considered to be in **danger** due to (describe health/mental concerns).

(missing person's name) was last seen click to select.

**Vehicle Information (if any)**

The vehicle is a (color, year, make and model) bearing (registration plate state and number). Additional descriptors for the vehicle include: (distinguishing features such as decals, rims, paint, etc.).

**Companion/s information (if any);**

The companion is a man/woman by the name of; (name) ; described as: (age, ethnicity, descriptors)

This is a **BRITTANY ALERT**: Anyone with information should immediately call your local Law Enforcement Agency or ( \_\_\_\_\_ ) \_\_\_\_\_. Thank You.

**Point of Contact Information:**

Agency:

Name:

Phone number:

Fax Number:

E-mail:

# **Vital Statistics Request Forms**

**MISSING CHILD NOTIFICATION**  
**BIRTH CERTIFICATE FLAG REQUEST FORM**  
**New Mexico Vital Records and Health Statistics**  
**FAX (505) 827-1751**

New Mexico Vital Records and Health Statistics  
 Post Office Box 26110  
 Santa Fe, NM 87502

Dear State Registrar:

This report is being sent to you in accordance with the New Mexico Missing Child Reporting Act, [Section 32A-14-2 NMSA 1978]. The act states that a law enforcement agency shall notify the State Registrar, within 24-hours (by FAX) of a reported missing child.

Upon Receipt of this notice, the State Registrar shall flag the missing child's birth certificate if the child was born in the State of New Mexico.

In accordance with statute, the complete missing child's birth information is provided:

Name of Child:	<small>First</small>	<small>Middle</small>	<small>Last Name</small>
Child's Date of Birth:	<small>Month/Day/Year</small>	Place of Birth:	<small>City, County,</small>
Birth Name of Mother:	<small>First</small>	<small>Middle</small>	<small>(Maiden Last Name)</small>
Name of Father or Non-Custodial Parent:	<small>First</small>	<small>Middle</small>	<small>Last Name</small>

**NOTE: (If mother is unmarried, also provide the name of the Non-Custodial parent):**

**REPORTING LAW ENFORCEMENT AGENCY:**

Date of Notice: \_\_\_\_\_ Case Number: \_\_\_\_\_  
 Law Enforcement Agency: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Contact Person and Title: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

<small>For New Mexico Vital Records and Health Statistics Use Only</small>	
Date Flagged: _____	File Number: _____

**LOCATED MISSING CHILD NOTIFICATION  
BIRTH CERTIFICATE FLAG CANCELLATION REQUEST FORM  
New Mexico Vital Records and Health Statistics  
FAX (505) 827-1751**

New Mexico Vital Records and Health Statistics  
Post Office Box 26110  
Santa Fe, NM 87502

Dear State Registrar:

This report is being sent to you in accordance with the New Mexico Missing Child Reporting Act, [Section 32A-14-2 NMSA 1978]. The act states that a law enforcement agency shall notify the State Registrar, **within 24-hours (by FAX)** when a missing child has been located.

Upon Receipt of this notice, the State Registrar shall un-flag the missing child's birth certificate if the child was born in the State of New Mexico.

In accordance with statute, the complete missing child's birth information is provided:

Name of Child:	First	Middle	Last Name
Child's Date of Birth:	Month/Day/Year	Place of Birth:	City, County, State
Birth Name of Mother:	First	Middle	Maiden Last Name
Name of Father or Non-Custodial Parent:	First	Middle	Last Name

**NOTE: (If mother is unmarried, also provide the name of the Non-Custodial parent):**

**REPORTING LAW ENFORCEMENT AGENCY:**

Date of Notice: \_\_\_\_\_ Case Number: \_\_\_\_\_

Law Enforcement Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

For New Mexico Vital Records and Health Statistics Use Only	
Date Flagged: _____	File Number: _____

# Department of Public Safety

## Dental Records Release Form

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### Authorization for Disclosure of Dental Record Information for a Missing Person

**IN THE MATTER OF:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

I certify that a missing person report has been made in compliance with the provisions of the Missing Persons Information Act [29-15-1 NMSA 1978].

\_\_\_\_\_  
Signature of Law Enforcement Officer

\_\_\_\_\_  
Printed Name, Rank, Agency

**To: Dental Practitioner/Clinic**

You are hereby requested pursuant to the Laws of the State of New Mexico, [29-15-8 NMSA 1978]<sup>1</sup> to produce all dental records of the above named missing person. Please include all original dental x-rays, dental chartings, periodontal chartings, treatment notes, treatment plans, photographs, and study models. Please release these records to the investigating law enforcement agency. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) also includes an exemption for law enforcement and medical examiners.<sup>2</sup>

All original records will be returned to your office once the investigation has been completed. Thank you for your assistance.

\_\_\_\_\_  
Signature (Custodian or Immediate Family Member)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

---

<sup>1</sup> **Statutory Chapter in New Mexico Statutes Annotated 1978**

**29-15-8. Release of dental records; immunity.**

A. At the time a missing person report is made, the law enforcement agency to which the missing person report is given shall provide a dental record release form to the custodian or immediate family member of the missing person. The law enforcement agency shall endorse the dental record release form with a notation that a missing person report has been made in compliance with the provisions of the Missing Persons Information Act [29-15-1 NMSA 1978]. When the dental record release form is properly completed by the custodian or immediate family member of the missing person and contains the endorsement, the form is sufficient to permit a dentist or physician in this state to release dental records relating to the missing person to the law enforcement agency.

B. A district court judge may for good cause shown authorize the release of dental records of a missing person to a law enforcement agency.

C. A dentist or physician who releases dental records to a person presenting a proper release executed or ordered pursuant to this section is immune from civil liability or criminal prosecution for the release of the dental records.

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2

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)**

104th Congress

PUBLIC LAW 104-191

Code of Federal Regulations 45

Subpart C - Compliance and Enforcement

§164.512 Uses and disclosures for which consent, an authorization, or opportunity to agree or object is **not** required.

45 CFR 164.512 (g) HIPAA Exception for Law Enforcement

(f) Standard: Disclosures for law enforcement purposes.

(3) A covered entity may disclose protected health information in response to a law enforcement official's request for such information about an individual who is or is suspected to be a victim of a crime.

45 CFR 164.512(g) HIPAA Exemption for Medical Examiners and Coroners

(g) Standard: Uses and disclosures about decedents.

(1) Coroners and medical examiners. A covered entity may disclose protected health information to a coroner or medical examiner for the purpose of identifying a deceased person, determining a cause of death, or other duties as authorized by law.



# INVESTIGATIVE CHECKLIST

## for Investigative Officers

The Investigative Officer Checklist below is a resource to facilitate effective communication and documentation of valuable information in response to reports of endangered missing or abducted children. Investigative processes are crucial to all parties involved in the search and recovery of a missing or abducted child. This checklist presents specific techniques for handling non-family abductions, family abductions, and runaways, and important considerations for obtaining information and transitioning the incident from patrol first responders. Investigative officers are encouraged to familiarize themselves with this checklist prior to any reports of missing or abducted children.

- 1. Obtain a briefing from the first responding officer(s) and other on-scene personnel. Verify the accuracy of all descriptive information and other details developed so far during the preliminary investigation.**

### NOTES:

DATE COMPLETED: \_\_\_\_\_ TIME COMPLETED: \_\_\_\_\_

2. Conduct initial neighborhood/area canvassing operations using a standardized approach and questionnaire to create consistency of approach and questions, and thorough documentation, by all officers involved.

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

3. Obtain a brief, recent history of family dynamics.

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

4. Identify and further investigate reasons for any conflicting witness and/or interviewee information, working toward resolution of the conflicting elements.

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

5. Collect article(s) of the child's clothing for scent-tracking purposes. Review and evaluate all available information and evidence collected. Secure the child's latest medical and dental records.

**NOTES:**

DATE COMPLETED: \_\_\_\_\_ TIME COMPLETED: \_\_\_\_\_

6. If applicable, contact landfill/ transfer station management and request they delay or at least segregate garbage and dumping containers from key investigative areas in cases where it is suspected there may be imminent danger to the missing child.

**NOTES:**

DATE COMPLETED: \_\_\_\_\_ TIME COMPLETED: \_\_\_\_\_

7. Develop an investigative plan to focus the investigation and ensure it remains on track.

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

8. Conduct a criminal history background check on all principal suspects, witnesses, and participants in the investigation.

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

9. Determine what additional resources and specialized services are required to support the investigation.

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

- 10. Report all case information to NCMEC and work with your communications department or assigned investigators to update case details with NCMEC as the investigation progresses.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

- 11. Prepare and update bulletins for local law enforcement agencies, the state missing children clearinghouse, the FBI, and other appropriate agencies.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

- 12. Establish a phone hotline for receipt of tips and leads. Consider establishing an email address and other methods of electronically receiving leads as well.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

**13. Establish a leads management system to prioritize leads and help ensure each one is reviewed and followed up on.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_



# INVESTIGATIVE CHECKLIST

## for Patrol First Responders

The Patrol First Responder Checklist provides information to promote accurate and effective response to reports of endangered missing and abducted children for first responding officers. The preliminary decisions made, and actions taken, during the initial response have a profound impact on the outcome of the investigation. Patrol first responders are encouraged to familiarize themselves with this checklist in a proactive manner, rather than amid an endangered missing or abducted child incident.

- 1. If possible and circumstances/policy allow, activate body camera or vehicle-mounted camera when approaching the scene to record vehicles, people, and anything else of note for later investigative review.**

### NOTES:

DATE COMPLETED: \_\_\_\_\_ TIME COMPLETED: \_\_\_\_\_

2. Interview parents/guardians/persons who made the initial report. (Privately if possible).

**NOTES:**

DATE COMPLETED: \_\_\_\_\_ TIME COMPLETED: \_\_\_\_\_

3. Verbally confirm the child is in fact missing (if not fully and directly confirmed in step two).

**NOTES:**

DATE COMPLETED: \_\_\_\_\_ TIME COMPLETED: \_\_\_\_\_

4. Determine and document when the child was last seen, where the child was last seen and who last saw the child.

**NOTES:**

DATE COMPLETED: \_\_\_\_\_ TIME COMPLETED: \_\_\_\_\_

**5. Identify the circumstances of the missing or abducted child episode.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

**6. Be sure to ask these questions when interviewing the individual(s) who last had contact with the child.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

**7. Make and document an initial assessment, based on the available information, of the type of incident.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

**8. Obtain photos and videos of the missing child (and the abductor if known). Be sure to ask about photos on cell phones/mobile devices.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

**9. Ensure information regarding the missing child is entered into the National Crime Information Center's (NCIC) Missing Person File as soon as confirmed, and no more than two hours after receipt of the report. Also ensure confirmed information about the abductor is entered into the NCIC's Wanted Persons File.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

**10. Review sex-offender registries to determine if registered individuals live/work in the area or might otherwise be associated with the case.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

11. If directed by investigations and/or supervisory officers, assist in evaluating the information obtained thus far to determine whether the circumstances meet the criteria for an AMBER Alert or other public alerting notification.

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

12. Evaluate whether the circumstances warrant requesting the National Center for Missing & Exploited Children's (NCMEC) Team Adam. If a Child Abduction Response Team (CART) is available, request their assistance if appropriate.

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

13. Continue to keep the communication unit, investigators and supervisors up to date on all appropriate developing information.

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

**14. Identify and separately interview everyone at the scene. Make sure their interview and identifying information is properly recorded.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

**15. Obtain and document permission to search the home or building where incident took place even if the premises have been previously searched by family members or others.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

**16. Conduct an immediate, thorough search of the missing child's home even if the child was reported missing from a different location.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

- 17. Seal/protect scene(s) and areas of the child's home. This should include the child's personal articles (e.g., hairbrush, toothbrush, books, toys - items with the child's fingerprints/footprints/teeth impressions. This helps to preserve (and avoid contamination of) evidence found during or after the initial search. In this process, determine if any of the child's personal items are missing. If possible, photograph and/or video the areas searched and secured.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

- 18. Evaluate the contents and appearance of the child's room/residence.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

- 19. Inquire if the child has access to the internet and evaluate its role. Do not overlook activity on social media accounts or other online apps and platforms.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

**20. Ascertain if the child has a cell phone and/or other electronic communication devices. If directed, work with investigative and supervisory personnel regarding phone/device searches and to pursue records of use.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

**21. Extend search to surrounding areas and vehicles, including those that are abandoned, and other places of concealment such as abandoned appliances, pools, wells, sheds, or other areas that a young person would be curious to explore.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

**22. Treat all areas of interest or frequenting/regular visits by the missing child as potential crime scenes.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

- 23. If applicable, determine locations of surveillance or security cameras in the vicinity that may have captured relevant information which may help locate the child and/or corroborate or refute witness statements.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

- 24. Interview other family members, friends, teachers/coaches or others with whom the child has regular associations.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

- 25. Ensure NCIC entries for the incident are being updated as new information is obtained from interviews. Additional identifying information, and persons with information (PWI) should be added to the missing child record.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

**26. Prepare flyers/bulletins with the child's (and abductor, if confirmed) photo and descriptive information. Distribute in the appropriate geographic regions through all appropriate methods/technology platforms.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_

**27. Prepare reports/make all required notifications.**

**NOTES:**

*DATE COMPLETED:* \_\_\_\_\_ *TIME COMPLETED:* \_\_\_\_\_



# Course Goal

Identify the procedures for filing an AMBER Alert, Brittany Alert, Silver Alert, and Turquoise Alert, to include Endangered Persons.

# Objectives

- Identify the functions of the NM Missing Persons Clearinghouse
- Identify the procedures for conducting a basic missing person investigation
- Identify the procedures for notifying appropriate organizations of a missing person
- Identify procedures for filing AMBER Alert, Brittany Alert, Silver Alert, Turquoise Alert, and Endangered Persons Advisory
- Identify proper forms to fill out for each missing persons category

# Missing Persons – Statute Definition

**"Missing Person"** means a person whose whereabouts are unknown to the person's custodian or immediate family member and the circumstances of whose absence indicate that:



(1) the person did not leave the care and control of the custodian or immediate family member voluntarily and the taking of the person was not authorized by law

OR



(2) the person voluntarily left the care and control of the custodian without the custodian's consent and without intent to return

# **“Endangered Person” means a missing person who:**

**Is in imminent  
danger of causing  
harm to the  
person's self**

**Is in imminent  
danger of causing  
harm to another**

**Is in imminent danger of  
being harmed by another  
or who has been harmed  
by another**

**Has been a victim of  
a crime as provided  
in the Crimes Against  
Household Members  
Act**

**Is or was protected by  
an order of protection  
pursuant to the Family  
Violence Protection  
Act**

**Has Alzheimer's  
disease, dementia or  
another degenerative  
brain disorder or a  
brain injury**

**Has a developmental  
disability and that  
person's health or  
safety is at risk**



## Missing Persons Information and Reporting Act: NMSA 29-15

<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#a15>

Includes statutes and definitions about:

- Missing Persons
- The Clearinghouse
- Amber Alerts
- Brittany Alerts
- Silver Alerts
- Turquoise Alerts
- Endangered Person Advisory



**Turquoise Alert**



**Brittany Alert**



**AMBER  
ALERT**



**SILVER  
ALERT**



**Skip**



# Turquoise Alert



A notification relating to a missing person who is an enrolled member or a person eligible for enrollment in a federally or state-recognized Indian nation, tribe or pueblo and the person:

(1) is missing due to involuntary, unexplained or suspicious circumstances

(2) is at risk due to safety or health concerns; or

(3) suffers from a mental or physical disability or substance abuse disorder



# Brittany Alert

a notification relating to an endangered person:

- (1) who is a missing person; and
- (2) about whom there is a clear indication that the person has a developmental disability
- (3) and that the person's health or safety is at risk



# AMBER Alert



a notification relating to a missing child:

(1) There is evidence that an abduction has occurred

(2) There is reason to believe that the child is in imminent danger of bodily harm or death

(3) The abducted child is aged 17 years or less

A large graphic with the words "AMBER" in yellow and "ALERT" in red, both in a bold, blocky font. To the right of the text is a yellow silhouette of a person running, with motion lines behind them. The background is dark brown with a pattern of small, lighter brown circles.

<https://www.dps.nm.gov/law-enforcement-records-bureau/missing-persons-alerts/amber-alert-information/>

# Silver Alert



a notification relating to an endangered person:

(1) who is a missing person; and

(2) who is fifty years or older; or

(3) who the reporter believes displays signs or symptoms of Alzheimer's disease or another form of dementia, cognitive decline or impairment, regardless of age



# The Missing Persons Information Clearinghouse

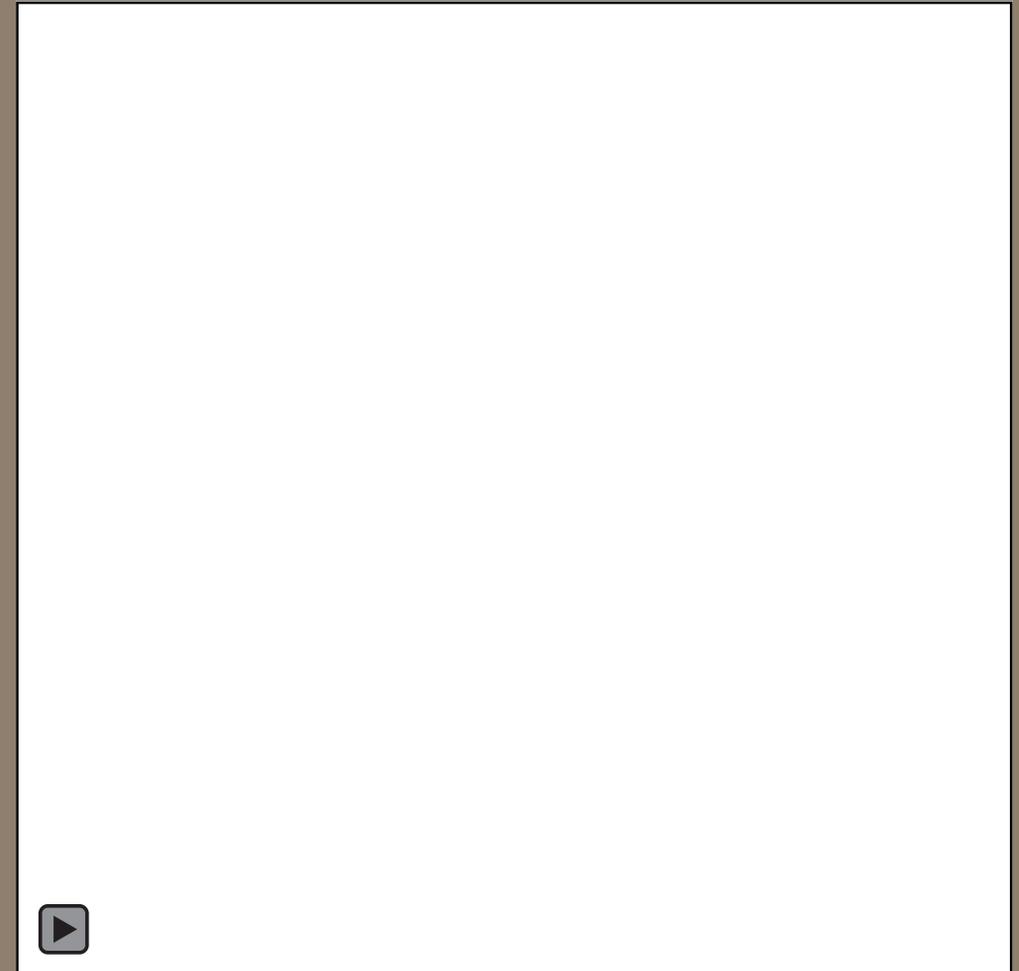
Centralize repository of information regarding missing persons for use by all New Mexico law enforcement agencies

Created and maintained by  
New Mexico Department of Public Safety's  
**Law Enforcement Records Bureau**

<https://www.dps.nm.gov/law-enforcement-records-bureau/>

The preferred way to submit clearing house information is by email along with any photographs or additional information that can be provided.

[DPS.MissingPerson@dps.nm.gov](mailto:DPS.MissingPerson@dps.nm.gov)



# The Missing Persons Information Clearinghouse

## The Clearinghouse:

- ❖ Is responsible for statewide communication of information relating to missing persons
- ❖ Provides a centralized file for the exchange of information on missing persons and unidentified human remains within the state
- ❖ Communicates with the NATIONAL CRIME INFORMATION CENTER (NCIC) for the exchange of information on missing persons suspected of interstate travel
- ❖ Collects, processes, maintains and disseminate accurate and complete information on missing persons

# The Missing Persons Information Clearinghouse

## The Clearinghouse:

- ❖ Provides a statewide toll-free telephone line for the reporting of missing persons and for receiving information on missing persons
- ❖ Compiles statistics relating to the incidence of missing persons within the state
- ❖ Provides training and technical assistance to law enforcement agencies and social services agencies pertaining to missing persons

# 29-15-7 NMSA Missing Persons – Law Enforcement Requirements

## Receiving a Report of a Missing Person

Law Enforcement SHALL accept without delay/exception a report of a missing person.

Law enforcement SHALL, within **2 hours** (NICI requirement)



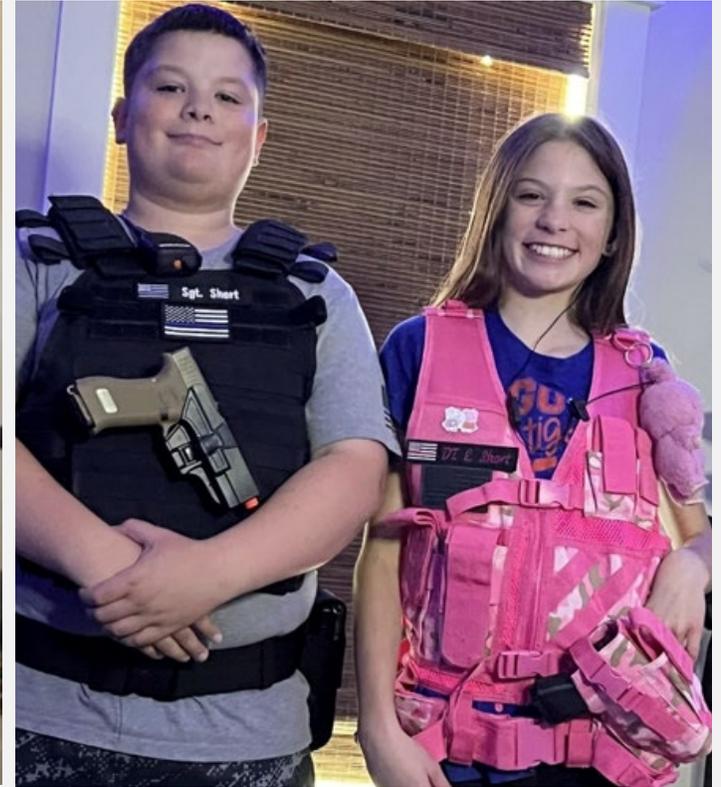
The **2 hours** begins when dispatch receives the initial call

1. Start an investigation
2. Determine if the person is an **Endangered Person** and notify DPS.
3. Provide all the information to the Clearinghouse.
4. Enter the name of the missing individual into:
  - a. The Clearinghouse
  - b. NATIONAL CRIME INFORMATION CENTER (NCIC)
5. Obtain follow-up information as soon as possible and enter necessary information into NCIC.

### For Unidentified Remains

- Enter detailed information regarding unidentified remains into NCIC
- The Clearinghouse may already have the information from NCIC

<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-7>



**We need current pictures of the missing person.**

# Missing Person's Investigation Recommended Procedures Telecommunication Personnel



Telecommunications personnel who receive incoming reports concerning missing/endangered persons shall immediately, or as soon as practical and within the 2-hour federal requirements:

1. Contact an officer/supervisor or criminal agent/supervisor to inform them of the incident
2. Obtain sufficient information from the reporting party to broadcast a **“Be on the Lookout” (BOLO)** alerting other officers about the circumstances of the adult/child disappearance.

# Missing Person's Investigation Recommended Procedures Law Enforcement Personnel:

Immediately begin an investigation:

1. Obtain identification, clothing description, last known location, distinguishing marks other pertinent information from the reporting party to broadcast a “**Be on the Lookout**” BOLO alerting other officers about the circumstances of the adult/child disappearance.
2. Provide identification of missing person and summary of circumstances to:
  - State Police
  - Neighboring Agencies
  - Stranger to stranger abduction is suspected, the FBI

FBI Duty Agent - (505) 889-1300

<https://www.fbi.gov/contact-us/field-offices/albuquerque>

Missing  
Person's  
Investigation  
Recommended  
Procedures  
Law  
Enforcement  
Personnel:

3. Collect all available information to complete  
Missing Persons Clearinghouse Report  
Form ([MPCH form](#))

4. Treat areas of interest as potential crime  
scenes



DEPARTMENT OF PUBLIC SAFETY  
Missing Persons Clearinghouse (MPCH) Report Form



MPCH Number: \_\_\_\_\_

**Case Agency:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Call Taken By: \_\_\_\_\_

Caller's Name: \_\_\_\_\_  
Last, First, Middle

Relationship to Missing: \_\_\_\_\_

Caller's Address: \_\_\_\_\_  
Number, Street, Apartment Number

\_\_\_\_\_  
City, State, Zip Code

**Missing  
Person's  
Investigation  
Recommended  
Procedures  
Law  
Enforcement  
Personnel:**

5. Evaluate and determine if additional resources are needed such as supervisor, crime scene team, etc.

If there is a possibility or potential Alert (AMBER, Brittany, Silver, or Turquoise) that needs to be issued:

Contact the New Mexico State Police and request to speak to their "On Call" PIO (Public Information Officer)

Their PIO will run through the requirements and checklists. If it qualifies, they will issue the alert statewide.

It will still be the investigative agency's responsibility to ensure that the person is entered into the National Crime Information Center as a missing person through their dispatch center.

**Missing Person's  
Investigation  
Recommended  
Procedures  
Law Enforcement  
Personnel:**

ANY agency can issue a graphic/flyer to be sent out for

- Missing Endangered Alert
- Brittany Alert
- Turquoise Alert
- Silver Alert

Agencies must contact NMSP PIO for

- An Amber Alert
- To send out the Silver Alert through mobile devices
- For Turquoise alerts that meet the imminent danger of death and/or great bodily harm criteria agencies must contact NMSP PIO to send out that alert through mobile devices

Missing  
Person's  
Investigation  
Recommended  
Procedures  
Law  
Enforcement  
Personnel:

6. Complete and notify appropriate personnel for entry of information into the National Crime Information Center ([NCIC](#)) & ensure the Missing Persons Clearinghouse Report Form ([MPCH form](#)) is sent to the [New Mexico Department of Public Safety](#)
7. Refer to the [Missing Persons Investigative Checklist](#) to ensure necessary criteria is met
8. In the event it is determined that the person is missing under suspicious circumstances or endangered, complete the [Endangered Person Advisory form](#) and send it to DPS Clearinghouse (MPCH)

**Missing  
Person's  
Investigation  
Recommended  
Procedures  
Law  
Enforcement  
Personnel:**

**For Endangered Person Advisory, Consider:**

Missing person's age

Health

Mental disability

Physical disability

Environment/weather conditions

If they are in the company of a dangerous person

Or other factors that place the person in imminent peril when determining "endangered"

Any information available that may be beneficial for the public to assist in locating the missing person

Missing  
Person's  
Investigation  
Recommended  
Procedures  
Law  
Enforcement  
Personnel:

9. Immediately enter the name of the missing person into the National Crime Information Center (NCIC) and the NM Missing Persons Clearinghouse (MPCH)
10. Contact the State Police to coordinate the issuance of an Endangered Persons Advisory
11. Evaluate whether the information warrants a search of a given area
12. Contact the State Police to coordinate large scale searches
13. Upon receiving a report of a missing/runaway child, within 24 hours notify the State Registrar and submit a [Birth Certificate Flag Request form](#) to NM Vital records

**Missing  
Person's  
Investigation  
Recommended  
Procedures  
Law  
Enforcement  
Personnel:**

14. Provide the [Dental Record Release form](#) to parent, guardian, or immediate family member to sign. Officers must request dental records no later than 2 weeks after the initial call.
15. Maintain contact with family and keep them informed
16. Update National Crime Information Center (NCIC) and Missing Persons Clearinghouse (MPCH) with any new information ASAP within 48 hours

# Immediately After a Missing Person/Child is Located the Investigating Officer/Agent Shall:

Verify that the missing person has been found



# Immediately After a Missing Person/Child is Located the Investigating Officer/Agent Shall:

Request the person's entry be cleared from National Crime Information Center (NCIC).

Within twenty-four (24) hours of receiving information a missing child was located, complete [Missing Child Notification Birth Certificate Flag Cancellation Request Form](#) and fax it to New Mexico Vital Records and Health Statistics and notify the State Registrar in writing that the missing child has been located.

Consider interviewing the child/person to determine if other criminal activity may have been committed or permitted, such as child abuse, adult/elderly abuse, neglect, etc.

AMBER

ALERT

AMBER Alert

# AMBER Alert

a notification relating to a missing child:

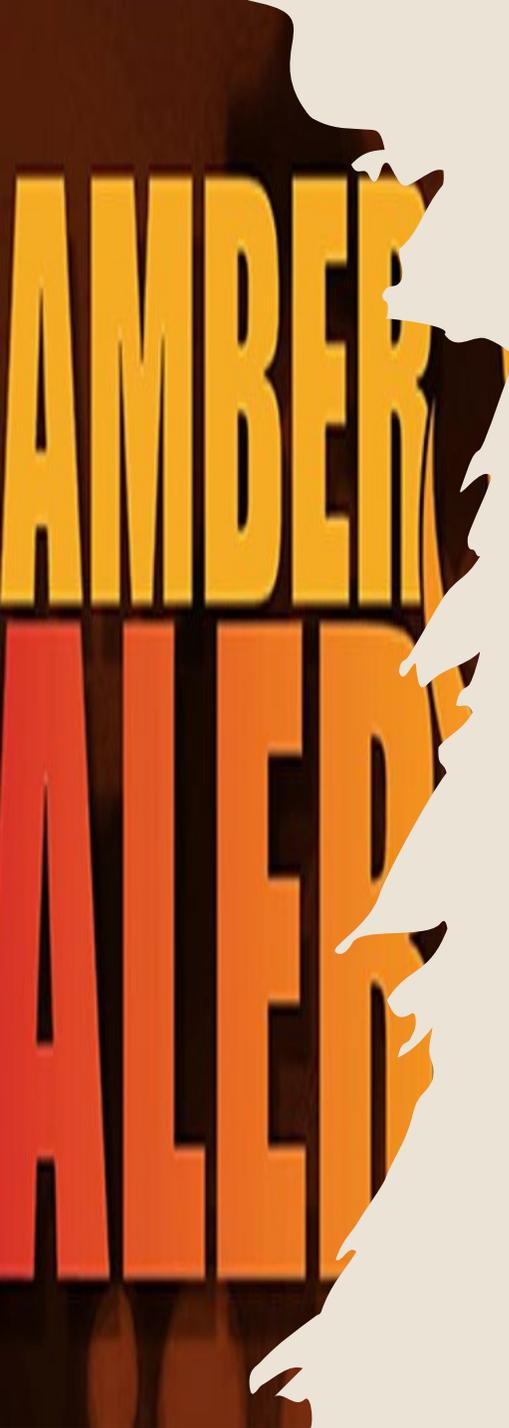
(1) There is evidence that an abduction has occurred

(2) There is reason to believe that the child is in imminent danger of bodily harm or death

(3) The abducted child is aged 17 years or less

The text 'AMBER ALERT' is displayed in a large, bold, sans-serif font. 'AMBER' is in yellow and 'ALERT' is in red. To the right of the text, there is a stylized graphic of a hand holding a telephone receiver, with yellow lines radiating from it, suggesting a call or alert.

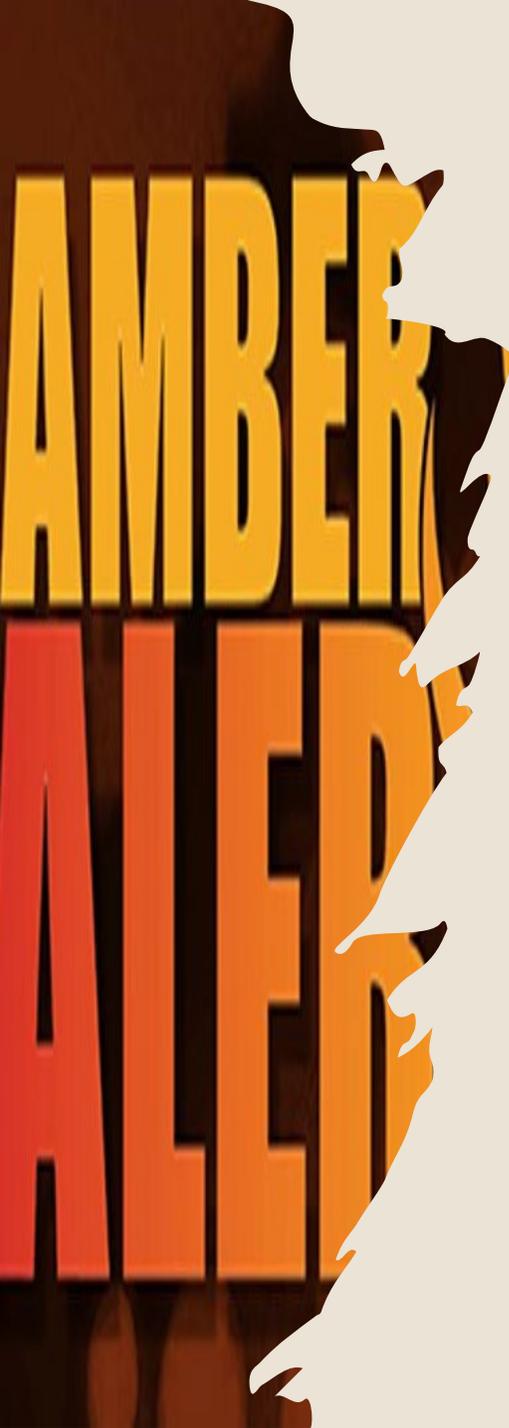
<https://www.dps.nm.gov/law-enforcement-records-bureau/missing-persons-alerts/amber-alert-information/>



# AMBER ALERTS PROCEDURES

Law Enforcement Agencies investigating child abduction, may request the issuance of an **AMBER Alert** through State Police

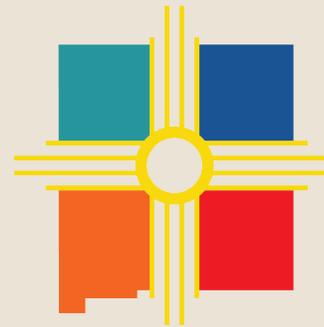
The Law Enforcement agency requesting an **AMBER Alert** will be referred to the State Police Public Information Officer or Headquarters Duty Officer. The State Police (the Authorized Requestor) will determine if the criteria for an **AMBER Alert** are met and if the request is valid.



# AMBER ALERTS PROCEDURES

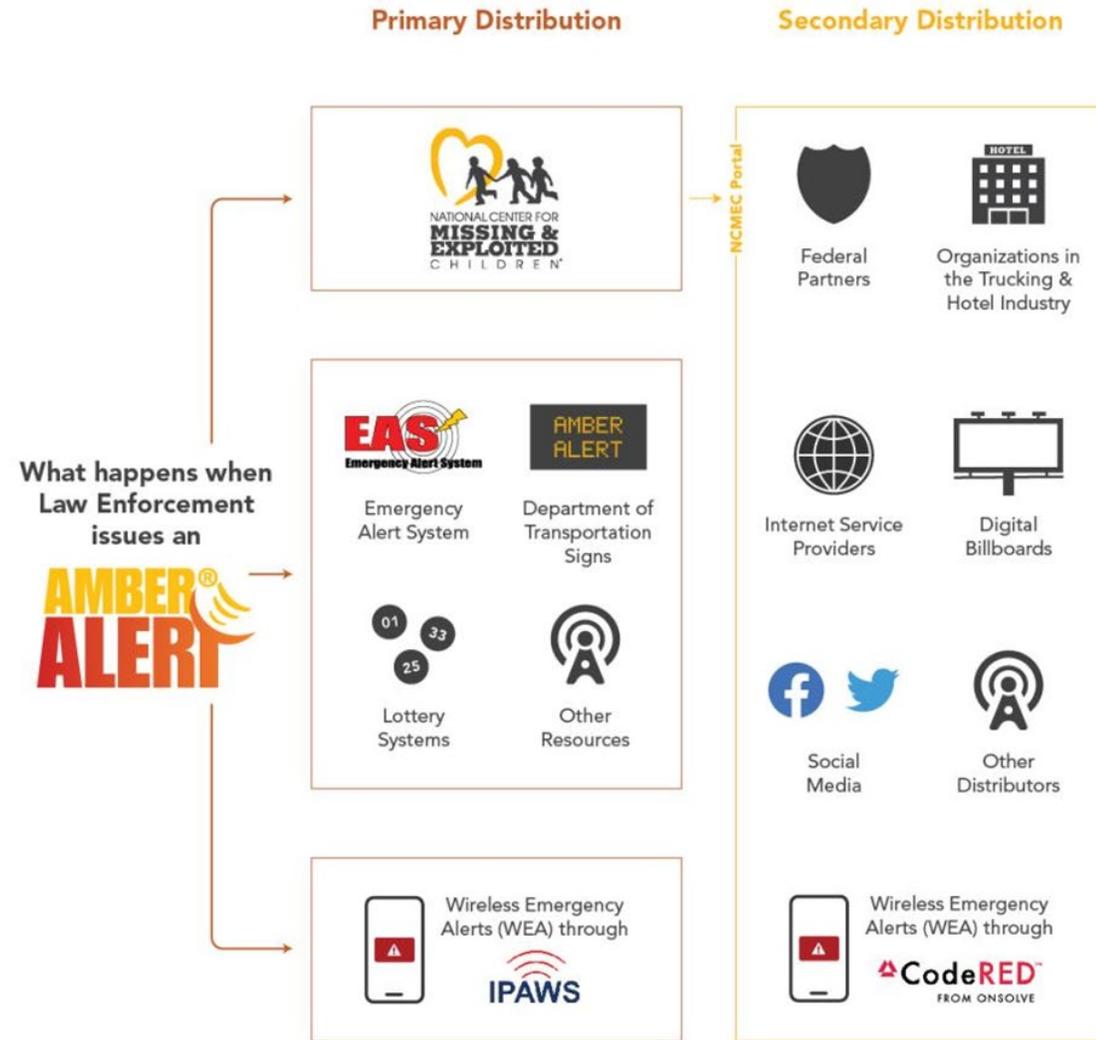
Immediately request entry of information into the National Crime Information Center (NCIC) and the Missing Persons Information Clearinghouse (MPCH)

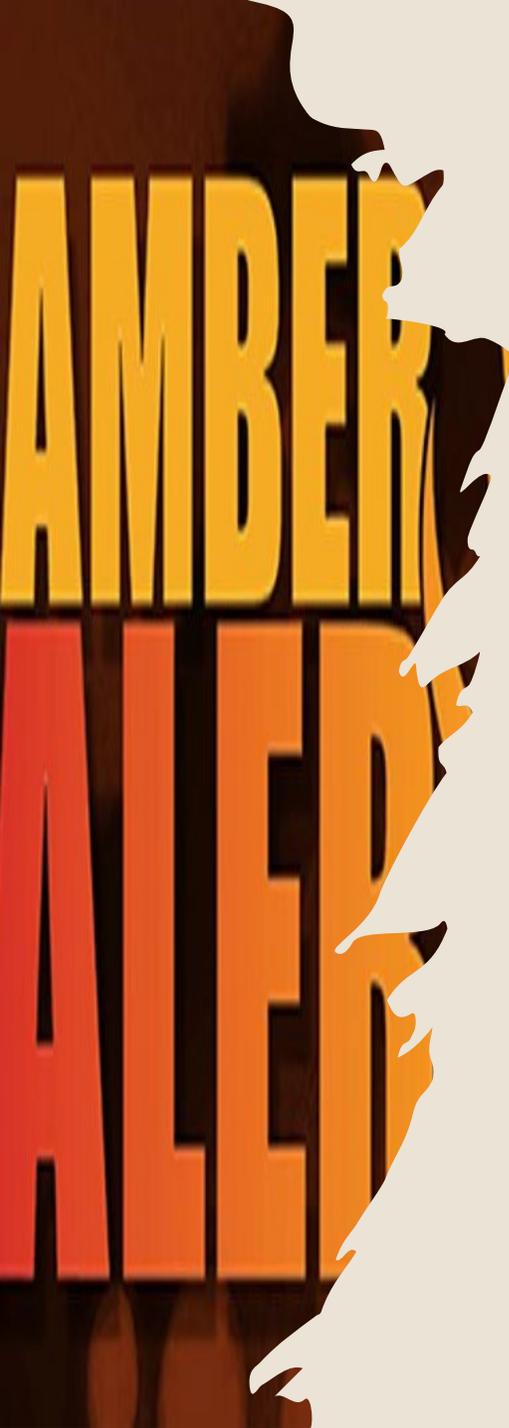
**AMBER Alerts** are sent out region wide following DPS protocols.



# During an AMBER Alert

<https://amberalert.ojp.gov/about/amber-alert-flowchart>





# AMBER ALERTS

## DEACTIVATION PROCEDURES

If the child has been located and confirmed safe, immediately notify the State Police

Only the State Police (the Authorized Requestor) may determine the validity of a request to terminate an active **AMBER Alert**

Immediately request removal from the National Crime Information Center (NCIC) and send information to the Missing Persons Information Clearinghouse (MPCH)

SILVER

Silver Alert

ALERT



# Silver Alert

a notification relating to an endangered person:

(1) who is a missing person; and

(2) who is fifty years or older; or

(3) who the reporter believes displays signs or symptoms of Alzheimer's disease or another form of dementia, cognitive decline or impairment, **regardless of age**

**IMPORTANT-** A diagnosis is preferred but is not required.



# Silver Alert Procedures

Immediately request entry of information into the National Crime Information Center (NCIC) and the Missing Persons Information Clearinghouse (MPCH)

Law Enforcement Agencies investigating an endangered missing person report, may request the issuance of a **Silver Alert** through State Police

# Silver Alert Procedures

The Law Enforcement agency requesting a **Silver Alert** will be referred to the State Police Public Information Officer or Headquarters Duty Officer.

The State Police (the Authorized Requestor) will determine if the criteria for a **Silver Alert** are met and if the request is valid.

**Silver Alerts** are sent out region wide following DPS protocol

# Silver Alert Deactivation Procedures

When the endangered person has been located and confirmed safe, immediately notify the State Police

Only the State Police (the Authorized Requestor) may determine the validity of a request to terminate an active **Silver Alert**

Immediately request removal from National Crime Information Center (NCIC) and send information to the Missing Persons Information Clearinghouse (MPCH)



# Brittany Alerts



# Brittany Alert

a notification relating to an endangered person:

- (1) who is a missing person; and
- (2) about whom there is a clear indication that the person has a developmental disability as defined in Subsection A of Section 28-16A-6 NMSA 1978
- (3) and that the person's health or safety is at risk



# Definition **Developmental Disability**

By New Mexico Statute, a "developmental disability" means:

- a severe chronic mental impairment, including impairments that are result from trauma to the brain,
- or physical impairment,
- or combination of mental and physical impairments

Developmental Disabilities manifest before the person reaches the age of 22, are expected to continue indefinitely in the person lifetime, and may require lifelong assistance or caregiving

<https://nmonesource.com/nmos/nmsa/en/item/4365/index.do#28-16A-6>

# Definition **Developmental Disability**

By New Mexico Statute,

Developmental Disabilities result in substantial functional limitations in 3 or more of the following areas of major life activity:

Self-care

Ability to understand and/or produce language

Learning

Mobility

Self-direction

Capacity for independent living

Economic self-sufficiency

# Brittany Alerts Procedures

Immediately request entry of information into the National Crime Information Center (NCIC) and the Missing Persons Information Clearinghouse (MPCH)

Law Enforcement Agencies investigating an endangered missing person report, may request the issuance of a **Brittany Alert** through State Police

# Brittany Alerts Procedures

The Law Enforcement agency requesting a **Brittany Alert** will be referred to the State Police Public Information Officer or Headquarters Duty Officer. The State Police (the Authorized Requestor) will determine if the criteria for a **Brittany Alert** are met and if the request is valid.

**Brittany Alerts** are sent out region wide following DPS protocol

## Brittany Alerts

# DEACTIVATION PROCEDURES

When the endangered person has been located and confirmed safe, immediately notify the State Police

Only the State Police (the Authorized Requestor) may determine the validity of a request to terminate an active

**Brittany Alert**

Immediately request removal from National Crime Information Center (NCIC) and send information the Missing Persons Information Clearinghouse (MPCH)



**Turquoise Alert**

# Turquoise Alert

A notification relating to a missing person who is an enrolled member or a person eligible for enrollment in a federally or state-recognized Indian nation, tribe or pueblo and the person:

(1) is missing due to involuntary, unexplained or suspicious circumstances

(2) is at risk due to safety or health concerns; or

(3) suffers from a mental or physical disability or substance abuse disorder



# Turquoise Alert

The Department of Public Safety or the lead investigating law enforcement agency shall issue a **Turquoise Alert** if, after review and investigation of a missing person report of a person subject to the alert, the department of public safety or the lead investigating law enforcement agency makes an independent determination that the missing person is a person subject to the alert.

# Turquoise Alert Deactivation

Once a **Turquoise Alert** has been declared, only the Department of Public Safety or the lead investigating law enforcement agency may terminate the **Turquoise Alert**

<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-3.5>

The background features a grid of silhouettes of people in various poses, set against a dark red and blue gradient. A large magnifying glass is positioned over the center of the grid, focusing on the text.

# Endangered Person Advisory

# Endangered Person Advisory

An **Endangered Person Advisory** includes Department of Public Safety (DPS) procedures utilized for disseminating, as rapidly as possible, information about an endangered person.

An **Endangered Person Advisory** will be issued in the event a person is determined to be missing under unexplained or suspicious circumstances or deemed to be an endangered person/child.

# Endangered Person Advisory

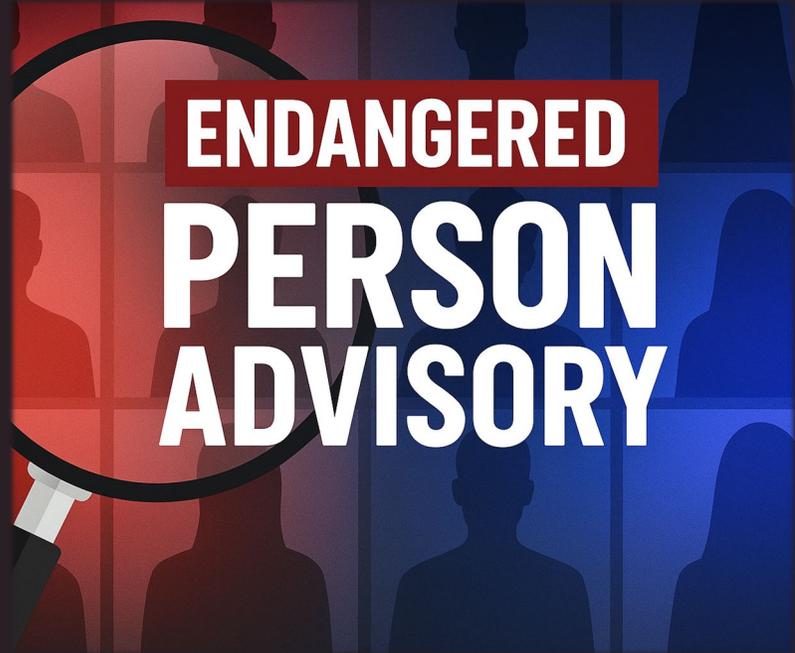
Endangered or “at risk” persons are those who meet or when one or more of the following exist:

A missing child thirteen (13) years of age or younger

Out of the safety zone for his/her age, developmental stage, or mental and physical condition.

Diminished mental capacity or suicidal tendencies

Drug dependent requires life or health sustaining medications



**ENDANGERED  
PERSON  
ADVISORY**

# Endangered Person Advisory Pt 2

Endangered or “at risk” persons are those who meet or when one or more of the following exist (cont.):

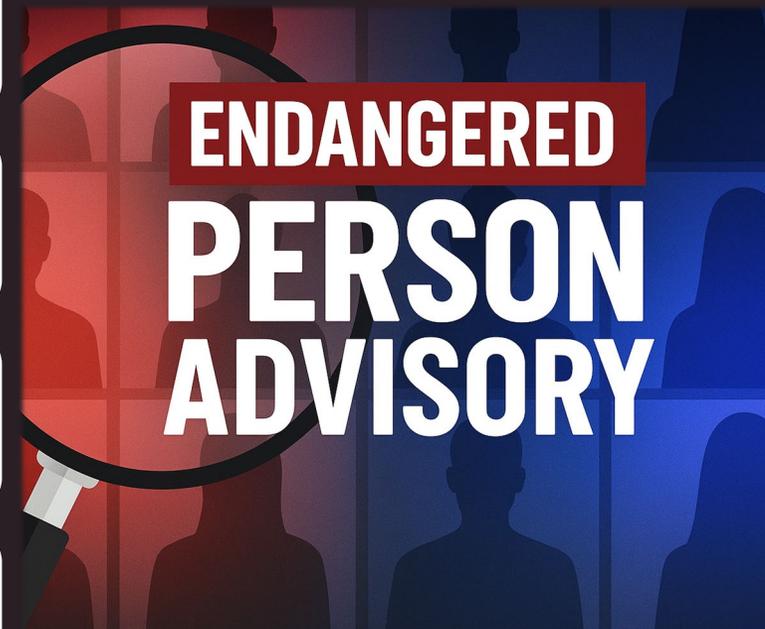
A potential victim of foul play or sexual exploitation

In a life-threatening situation

Absent from home for more than twenty-four (24) hours before being reported to law enforcement as missing.

Believed to be with others who could endanger his/her welfare

Is absent under circumstances inconsistent with established patterns of behavior.



**ENDANGERED  
PERSON  
ADVISORY**

# Endangered Person Advisory Procedures

Immediately request entry of information into the National Crime Information Center (NCIC)

Fill out the **Endangered Person Advisory** Report form and forward it to the Missing Persons Information Clearinghouse (MPCH)

Law Enforcement Agencies investigating an Endangered Missing Person Report, may request the issuance of an **Endangered Person Advisory** through the State Police

# Endangered Person Advisory Procedures

The Law Enforcement agency requesting an Endangered Person Advisory will be referred to the State Police Public Information Officer or Headquarters Duty Officer. The State Police (the Authorized Requestor) will determine if the criteria for an **Endangered Person Advisory** are met and if the request is valid.

**Endangered Person Advisories** are sent out region wide following DPS protocol

# Endangered Person Advisory DEACTIVATION PROCEDURES

When the endangered person has been located and confirmed safe, immediately notify the State Police

Only the State Police (the Authorized Requestor) may determine the validity of a request to terminate an active **Endangered Person Advisory**

Immediately request removal from the National Crime Information Center (NCIC) and send information to the Missing Persons Information Clearinghouse (MPCH)

# Unidentified Bodies

Agencies are required to enter all information about unidentified bodies found in their jurisdiction into National Crime Information Center (NCIC) system and the Missing Persons Information Clearinghouse (MPCH)

Include all available identifying features and a description of clothing found, jewelry, etc. found on the human remains.

<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-7>

# Contacts

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NM Missing Person's Clearinghouse

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1-800-457-3463/505-827-9026

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Fax: 505-827-3399

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Email: [DPS.MissingPerson@dps.nm.gov](mailto:DPS.MissingPerson@dps.nm.gov)

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FBI Duty Agent : 505-889-1300

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NM Vital Records/State Registrar

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1-866-534-0051/505-827-0121

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Fax: 505-827-1751

# Contacts New Mexico State Police



**PIO  
Email**

[nmsp.pio@dps.nm.gov](mailto:nmsp.pio@dps.nm.gov)

**Dispatch  
Centers**

- Central (CENCOM) 505-841-9256
- Northern (NORCOM) 505-425-6771
- Southern (SOCOM) 575-382-2500

**NMSP  
PIO**

Lieutenant Philip Vargas

- Cell: 505-288-7893
- [PhilipR.Vargas@dps.nm.gov](mailto:PhilipR.Vargas@dps.nm.gov)

**NMSP  
PIO**

Officer Wilson Silver

- 505-946-8290
- [Wilson.Silver@dps.nm.gov](mailto:Wilson.Silver@dps.nm.gov)

**NMSP  
PIO**

Sergeant Ricardo Breceda

- Cell: 505-331-2182
- [Ricardo.Breceda@dps.nm.gov](mailto:Ricardo.Breceda@dps.nm.gov)

**NMSP  
PIO**

Officer Amanda Richards

- 505-490-7034
- [Amanda.Richards@dps.nm.gov](mailto:Amanda.Richards@dps.nm.gov)

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<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#29-15-7.1>

<https://nmonesource.com/nmos/nmsa/en/item/4367/index.do#a15A>

# Summary

The New Mexico Missing Persons Clearinghouse (MPCH) is the Department of Public Safety's centralized repository of information regarding missing persons for use by all New Mexico Law Enforcement agencies.

New Mexico Law Enforcement should gather information about the missing person and surrounding circumstances when conducting a missing persons investigation. New Mexico Law Enforcement should notify appropriate organizations such as the State Police, other local law enforcement agencies, the Missing Persons Clearinghouse (MPCH) and the National Crime Information Center (NCIC), and if applicable, the FBI.

AMBER Alert, Brittany Alert, Silver Alert, Turquoise Alert, and Endangered Persons Advisory are determined by New Mexico state statutes and guidelines.

New Mexico Law Enforcement should notify State Police for Alerts and Advisory. State Police will determine the validity for an alert or advisory.

New Mexico Law Enforcement will submit the appropriate forms to the New Mexico Missing Persons Clearing House (MPCH) regarding a missing person.