



Using FBI Resources Effectively in Missing and Unidentified Persons Cases

Class Syllabus

Course Description: This block of instruction will examine several different Federal Bureau of Investigation managed law enforcement tools/strategies to help locate missing persons and identify unidentified human remains. The bulk of this training will center on effectively using the National Crime Information Center to aid in missing and unidentified persons investigations. The remainder of the training will center on using the National Missing Person's DNA Database (NMPDD) and the Integrated Automated Fingerprint Identification System (IAFIS) to aid in missing persons and unidentified persons investigations.

Suggested Attendees: This block of instruction is designed for:

1. Local/State/Federal Law Enforcement Personnel both sworn and support who investigate/support missing person and/or unidentified person investigations.
2. Local/State Medical Examiner/Coroner Personnel
3. Local/State/Federal Crime Lab personnel who support missing person and/or unidentified person investigations.
4. Members of the American Boards of Forensic Anthropology and Odontology who support missing person and/or unidentified person investigations.
5. Local/Regional/State Missing Persons Clearinghouse or other agencies that support the finding missing person including Amber Alert personnel.
6. Others involved with missing and unidentified persons cases that would benefit from the training.

Training Time: 4.0 Hours

Course Objectives:

At the conclusion of this block of instruction the student shall be able to:

1. Briefly explain the problem which exists with the national databases as they pertain to Missing and Unidentified Persons Cases.
2. Briefly explain the importance of the Model State Legislation as it pertains to state/local agencies polices and procedures.
3. State the key to the initial report in a Missing Persons Case.
4. List the six categories of entry for NCIC missing person's cases.
5. Compare and contrast the types of documentation which is required by law enforcement to enter individuals into NCIC who are under 21 and over 21 years of age.
6. State the two types of Data Collection Guides which are available to law enforcement agencies from the FBI.

7. List a minimum of five of the important items which should be placed in the NCIC miscellaneous field in a missing persons report.
8. Explain how the Notify Originating Agency field should be used in Missing Person Cases.
9. List the fields in the NCIC Missing Person Records which need to be completed no later than 60 days after entry.
10. Explain the importance of adding dental records to an NCIC missing person record.
11. Explain the importance of adding the DNA of a Missing Persons family member to the National DNA Missing Person's Database.
12. Explain the importance of NCIC Off-line searches in missing person investigations.
13. List the four Integrated Automated Fingerprint Identification System (IAFIS) files that a Missing Person Transaction type will search.
14. List the four key issues involved with placing an IAFIS "Stop" in a missing persons cases.
15. Compare and Contrast the two different types of DNA used in the in human identification.
16. Explain where to obtain the two types of Family DNA Data collection kits used by the National DNA Database.
17. Explain the two different methods used to collect DNA in the DNA Data collection kits referenced in 16 above.
18. Explain the importance of "packing the record" as soon as possible it pertains to Unidentified Persons file record.
19. Explain the differences between the three categories of unidentified person records in NCIC.
20. Explain the importance of estimated ranges in for the NCIC Unidentified Persons File.
21. Explain the importance of adding dental records to an NCIC unidentified person record.
22. Explain what types of fingerprint(s) in an unidentified person case could be ran against the prints in IAFIS.
23. Explain the importance on following up on all of the "hits" returned by the NCIC missing person/unidentified person algorithm.
24. List the four key issues involved with placing an IAFIS "Stop" in an unidentified persons cases.
25. Explain the importance of correctly marking missing digits on fingerprint cards for manual submissions in unidentified person's cases.

Handouts:

1. Identifying the Missing: Model State Legislation August 1985
2. NCIC Missing Person File – Data Collection Entry Guide
3. NCIC Unidentified Person File – Data Collection Entry Guide
4. Integrated Automated Fingerprint Identification System Brochure
5. Contact Information Sheet
6. Off-Line Search Pamphlet
7. The Investigative Tool

Class Outline:

- I. The Problem
- II. Model State Legislation and Departmental Guidelines
- III. Missing Persons Cases – NCIC
- IV. Unidentified Person Cases – NCIC
- V. Missing and Unidentified Persons – IAFIS
- VI. National DNA Missing Persons Database.