

<b>Course Title:</b>	Developing a Missing Persons Protocol
<b>Type of Course:</b>	On-Demand Web-based training
<b>Course Length:</b>	Approximately 60 minutes
<b>Subject Matter Experts:</b>	Ms. B.J. Spamer and Mr. George Adams
<b>Instructor E-mail:</b>	<a href="mailto:BJ.Spamer@unthsc.edu">BJ.Spamer@unthsc.edu</a> and <a href="mailto:G.W.Adams@unthsc.edu">G.W.Adams@unthsc.edu</a>

## Course Information

### Description

This course is designed to provide law enforcement agencies with the information needed to develop protocols that will ensure consistent and effective investigations of missing person cases. The material in this course is applicable to all law enforcement agencies, regardless of size, and will cover free resources that will assist agencies to better respond to, and investigate, missing person cases. This course will be delivered in a Web-based on-demand format which will allow participants flexibility in scheduling this training.

### Pre-requisites, Co-requisites, and/or Other Restrictions

None.

### Instructor Qualifications:

B.J. Spamer joined the University of North Texas Center for Human Identification in 2010 as a Program Manager in the Forensic Services Unit. She has worked as an intelligence analyst and spent eight years with the National Center for Missing & Exploited Children (NCMEC), where she provided investigative support to long-term missing and unidentified deceased child cases. She managed the NCMEC's nationwide DNA collection program in conjunction with the University of North Texas. She also participated in the National Missing & Unidentified Person System (NamUs) working group and served as a NCMEC liaison to NamUs for two years. She holds a Bachelor's Degree in Behavioral and Social Sciences from the University of Maryland and a Master's Degree in Forensic Science from the George Washington University.

Officer G.W. Adams holds an Advanced Police Officer Certification and was awarded the Academic Achievement Award. He has an active commission with the University of North Texas Health Science Center Police Department. Officer Adams has been with the University of North Texas Health Science Center since 2005 and he currently functions as a Program Manager for the Forensic Services Unit. He served on the NamUs Advisory Group and often speaks as a leading advocate for law enforcement officers. Prior to joining the UNT Center for Human Identification, Officer Adams was the Chief Financial Officer of AMF-Playcenter, S.A. in Brazil and Argentina; Controller of AMF Limitada; and International Financial Manager for AMF Bowling Worldwide. Officer Adams retired early from Mobil Corporation after 23 years, with extensive experience in the Planning and Financial Analysis Unit of U.S. Marketing and Refining. While working as a Patrol Officer with the Ft. Worth Police Department, Officer Adams earned a Bachelor's Degree in Business Administration from the University of North Texas.

## Learning Objectives/Outcomes

This course will assist law enforcement agencies in creating a missing persons protocol to provide a consistent response to all missing persons cases, effectively utilize the free resources available for missing and unidentified cases, effectively work with families of missing persons, and respond to unique situations such as high-risk missing persons cases.

Upon completing this course, the participant should be able to:

- Understand the reasons for developing a missing persons protocol
- Categorize cases to address unique issues pertaining to high-risk or long-term missing persons
- Effectively use NCIC and NamUs for missing persons investigations
- Understand how DNA and CODIS are used for missing persons investigations and collect appropriate DNA reference samples for each case
- Effectively work with families of missing persons

## Outline

1. Introduction
  - 1.1. Reasons to develop a missing persons protocol
2. Categorizing missing person cases
  - 2.1. High-risk missing persons: Juveniles
  - 2.2. High-risk missing persons: Elderly and impaired victims
  - 2.3. Missing adults
  - 2.4. Long-term missing persons
3. Collecting demographic and identifying information
4. NCIC overview
  - 4.1. Reasons for NCIC entry
  - 4.2. Dental coding and unique identifiers in NCIC
  - 4.3. Sample NCIC missing person entry
5. NamUs overview
  - 5.1. Additional NamUs resources: NamUs personnel and odontology
  - 5.2. DNA collection kits through NamUs
  - 5.3. Automatic NamUs missing/unidentified case comparisons
  - 5.4. Advanced NamUs searching
6. Standardized case intake form for data collection
7. DNA Collections
  - 7.1. Primary DNA collection considerations
  - 7.2. STR, YSTR and mtDNA profiles explained

- 7.3. Collecting family reference samples – who to collect from
- 7.4. Direct reference samples for missing persons
- 7.5. What is CODIS
  - 7.5.1. CODIS terminology
  - 7.5.2. Three levels to the DNA Index System
  - 7.5.3. Most commonly used CODIS indexes for missing/unidentified cases
  - 7.5.4. Cross-index CODIS searching
  - 7.5.5. National DNA Index System (NDIS) searching issues
- 7.6. Confirming DNA is complete
- 7.7. CODIS 6.1 laboratories
- 7.8. DNA collection kits
8. Working with families of missing persons
  - 8.1. Encouraging families to use NamUs
  - 8.2. Working with families for DNA collections
  - 8.3. Having families participate in information gathering
  - 8.4. Periodic meetings with families to keep them involved and informed
  - 8.5. Providing resources for family support
    - 8.5.1. NCMEC family advocacy division
    - 8.5.2. Team Hope
9. Conclusion

## Suggested Readings/Texts

After the training please review the Resource List handout provided in the course.

## Grading / Documentation of Attendance

This course is not graded. Documentation of attendance in the form of a certificate that can be printed or saved will be unlocked when you have completed all of the required training content. RTI International will preserve your attendance record if you need to access it or provide proof of training at a later date.

## Course Evaluation

An online instructional assessment form will be made available for your confidential use at the end of the module. Any feedback you provide will inform RTI and NIJ of methods to improve the program.

## Forensic Science Education Program Policies

Use of On-Demand Modules: On-demand modules are available 24 hours a day, 7 days a week. Access to the modules is provided for free to registered users. The registration system can be accessed at [www.rti.org/forensiced](http://www.rti.org/forensiced). Once registration is complete a link to the actual learning module will be provided via email. Use that link to log in and view the learning module. If you need assistance with logging in please use the forms provided at the login screen, email us at [cfs-forensic-ed@rti.org](mailto:cfs-forensic-ed@rti.org) or during business hours call the Center for Forensic Sciences at 1-866-252-8415.

### Technical Requirements

The learning modules contain audio, video, animation, graphics, and file sharing which are best experienced over a high speed Internet connection. In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements and web browser configuration information available [here](https://rti.adobeconnect.com/common/help/en/support/meeting_test.htm) .( [https://rti.adobeconnect.com/common/help/en/support/meeting\\_test.htm](https://rti.adobeconnect.com/common/help/en/support/meeting_test.htm)). Note that this linked page contains a utility to test your computer for the minimum system requirements. Considerable beta testing of each module is implemented as a quality assurance measure in this program. While technical difficulties may still occur; please be aware of the following information:

### Do not use the “Back Button” on your browser

The “back button” should disappear when you enter this on-demand module. However, some browser configurations will continue to display this control. If you see this button, do not use it. When viewing an on-demand module use the navigation pane. Use of the navigation pane is explained in the beginning of the course.

### Server Unavailability/Other Technical Difficulties

RTI International is committed to providing a reliable online course system to all users. Students should report any problems to the email [cfs-forensic-ed@rti.org](mailto:cfs-forensic-ed@rti.org) or call the Center for Forensic Sciences at 1-866-252-8415.

Customer Service will respond to participants request at the earliest possible time during the next working day. CFS staff will be available from 8:15 AM – 5:00 PM ET Monday through Friday.