

July 14, 2015

Mayor Jane W. Dawkins	P
Commissioner Paul Don King	P
Commissioner Ronnie Lancaster	P
Commissioner Jeff Powers	P
Commissioner Jimmy Wigfall	P

The Board of Mayor and City Commissioners met in a Regular City Meeting on Tuesday, July 14, 2015.

A **Motion** was made by Commissioner Lancaster, seconded by Commissioner Wigfall, to approve the minutes of the June 23, 2015 meeting. Five voted aye.

A **Motion** was made by Mayor Dawkins, seconded by Commissioner Wigfall, to appoint Trevor Shattuck (4 year term) to the Planning Commission Board. Five voted aye.

A **Motion** was made by Mayor Dawkins, seconded by Commissioner Lancaster, to reappoint Jim Rogers (2 year term) and Jane Pellam (3 year term) to the Planning Commission Board. Five voted aye.

A **Motion** was made by Mayor Dawkins, seconded by Commissioner Wigfall, to reappoint Felix Pete Evans and Connie Reeves (6 year terms) to the Industrial Development Board. Five voted aye.

A **Motion** was made by Mayor Dawkins, seconded by Commissioner Wigfall, to appoint Debbie Hughes (4 year term) to the Elderly Housing Board. Three voted aye, Commissioner Powers and Commissioner King voted no.

Mayor Dawkins made the recommendation to reappoint Keith Garth (5 year term) to the SPHA Board. She also recommended Dirk Chapman (5 year term) to replace former board member, Sam Brooks. This did not require Board approval.

A **Motion** to pass **Resolution # 956** (A Resolution to Amend and Supplement the City Police Manual to Include Sections on Missing Persons and Abducted Children and Crime Scenes for the City of South Pittsburg, TN) was made by Commissioner Lancaster, seconded by Commissioner Wigfall. Five voted aye.

A **Motion** was made by Commissioner Wigfall, seconded by Commissioner Lancaster, to pass on first (1st) reading **Ordinance #756** (An Ordinance of the City of South Pittsburg to Amend the Zoning Map for the City of South Pittsburg, TN, to Rezone Property from the I-2 Heavy Industrial District to the R-2 Medium Density Residential District). Five voted aye.

A **Motion** was made by Commissioner Lancaster, seconded by Commissioner Wigfall, to pass on first (1st) reading **Ordinance #757** (An Ordinance of the City of South Pittsburg to Amend the Zoning Map for the City of South Pittsburg, TN, to Rezone Properties from the C-1 Local Highway Commercial District to the R-3 High Density Residential District). Five voted aye.

Police Chief Simpson recommended the City of South Pittsburg to hire Josh Chance as a City Police Officer. A **Motion** was made by Commissioner Lancaster, seconded by Commissioner Wigfall. Five voted aye.

Chief Simpson recommended the City of South Pittsburg to hire Josh Winters as a City Police Officer. A **Motion** was made by Commissioner Wigfall, seconded by Commissioner Lancaster. Five voted aye.

Chief Simpson recommended the City of South Pittsburg to hire Jeremy Zimmerman as a City Police Officer. A **Motion** was made by Commissioner Wigfall, seconded by Commissioner Lancaster. Five voted aye.

A **Motion** to pass **Resolution #957** (A Resolution to Approve an Agreement for the Reimbursement for Costs and Expenses Associated with the Training of Non-Certified Police Officers for the Police Department of South Pittsburg, TN) was

made by Commissioner Wigfall, seconded by Commissioner Lancaster. Roll call vote: Commissioner Lancaster, yes; Commissioner Wigfall, yes; Commissioner Powers, yes; Commissioner King, yes; Mayor Dawkins, yes. Five voted aye.

A **Motion** was made by Mayor Dawkins, seconded by Commissioner Wigfall, to clarify that **Resolution #957** will go into effect immediately, as of today's date. This will apply to the new Police hires. Five voted aye.

A **Motion** was made by Commissioner King, seconded by Commissioner Powers, to remove Sammy Burrows as City Administrator. Roll call vote: Commissioner Lancaster, no; Commissioner Wigfall, no; Commissioner Powers, yes; Commissioner King, yes; Mayor Dawkins, no.

A **Motion** to adjourn the meeting was made by Commissioner Wigfall, seconded by Commissioner Lancaster. Five voted aye.

Respectfully submitted,

Mayor Jane W. Dawkins
Diane Beavers, City Recorder

**CITY OF SOUTH PITTSBURG, TENNESSEE
RESOLUTION # 956**

**A RESOLUTION TO AMEND AND SUPPLEMENT THE CITY POLICE
MANUAL TO INCLUDE SECTIONS ON MISSING PERSONS AND
ABDUCTED CHILDREN AND CRIME SCENES FOR THE CITY OF
SOUTH PITTSBURG, TENNESSEE.**

WHEREAS, by Resolution # 955 adopted by the Board of Mayor and Commissioners of the City of South Pittsburg, Tennessee on May 12, 2015, an updated and revised City Police Manual on Rules, Policies and Procedures for the City's Police Department was approved and adopted; and

WHEREAS, based on recommendations from the City's Police Chief, it has now been determined that said newly-adopted Manual should be amended and further supplemented to include provisions on missing persons and abducted children, and a crime scene policy; and

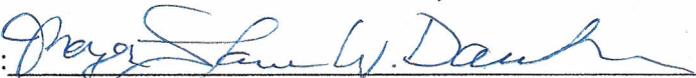
WHEREAS, the Board of Mayor and Commissioners of the City now desires to amend and supplement said Manual by adding thereto and including therein **Section 13.018 MISSING PERSONS & ABDUCTED CHILDREN**, and **Section 13.019 CRIME SCENES**, with copies of said sections attached hereto and incorporated herein and therein by reference.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Mayor and Commissioners of the City of South Pittsburg, Tennessee, meeting in session on the 23rd day of June, 2015, that the City Police Manual on Rules, Policies and Procedures for the police department, adopted by the Board through Resolution #955 on May 12, 2015, be and the same is hereby amended and supplemented by adding thereto and including therein **Section 13.018 MISSING PERSONS & ABDUCTED CHILDREN**, and **Section 13.019 CRIME SCENES**, with copies of said sections attached hereto and incorporated herein and therein by reference.

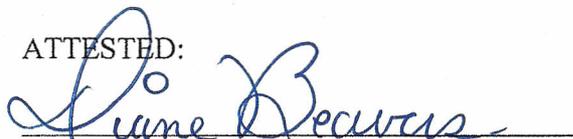
BE IT FURTHER RESOLVED by the Mayor and Commissioners that this Resolution shall take effect immediately from and after its passage as required by law, the public welfare requiring it.

ADOPTED this 14th day of July, 2015.

THE CITY OF SOUTH PITTSBURG, TENNESSEE

By: 
Jane W. Dawkins, Mayor

ATTESTED:


Diane Beavers, City Recorder

DATE PASSED: July 14, 2015

13.018 MISSING PERSONS & ABDUCTED CHILDREN

PURPOSE

The purpose of this general order is to establish guidelines and responsibilities for the investigation of missing persons.

I. POLICY

It shall be the policy of this agency to thoroughly investigate all reports of missing children and missing adults by using its resources within the scope of its authority to identify, locate, and assist each person who is reported missing. In addition, this agency holds that every child reported as missing shall be considered "at risk" until significant information to the contrary is confirmed.

II. DEFINITIONS

A. The term "missing adult" includes a person who is:

1. eighteen (18) years of age or older, and
2. whose absence is contrary to his or her normal patterns of behavior and may be due to one or more of the unusual circumstances listed in paragraph C of this section.

B. The term "missing child" includes a person who is:

1. younger than eighteen (18) years of age, and
2. whose whereabouts are unknown to a parent, guardian, or responsible party.

C. The term "unusual circumstances" refers to:

1. A missing child thirteen (13) years of age or younger. This age was established by the federal Missing Children Assistance Act because children of this age group have not established independence from parental control, and do not have the survival skills necessary to protect themselves from exploitation on the streets.
2. A child or an adult believed to be (one or more of the following):
 - a. Out of the zone of safety for his or her age and physical and mental condition. The zone of safety will vary depending on age. In the case of an infant, for example, the zone of safety shall include the immediate presence of an adult custodian, or the crib, stroller, or carriage in which the infant was placed. For a school age child, the zone of safety might be the immediate neighborhood or the route taken between home and school. In the case of an elderly person of diminished physical and/or mental health, the zone of safety might include the close proximity and availability of a caregiver familiar with that individual's condition and needs.
 - b. Mentally diminished. If a person is developmentally disabled or emotionally disturbed, or the victim of disease, he or she may have difficulty communicating with others about needs, identity, or address. The disability places the person in danger of exploitation.
 - c. Drug dependent. In the case of a child, the term "drug dependent" shall refer to dependence on either prescription or illicit substances, since any drug dependency puts a child at substantially increased risk. In the case of an adult, the term "drug dependent" shall refer only to a dependence on legitimately prescribed drugs or medicines vital to the adult's continued physical well-being relating to an existing medically-diagnosed condition. This in no way limits an investigating officer's discretion in determining exigent circumstances in specific situations regarding an adult's use of illicit drugs.

d. A potential victim of foul play or sexual exploitation. Significant risk to the person can be assumed if investigation reveals indications of a possible abduction, violence at the scene of an abduction, or signs of sexual abuse.

e. In a life threatening situation. The environment in which the person is missing may be particularly hazardous. Examples of a dangerous environment could be a busy highway for a toddler, an all-night truck stop for a young teenager, or simply an outdoor environment in inclement weather for a child or elderly missing person.

f. Absent from home for more than twenty-four (24) hours before being reported to the police as missing. While some persons may incorrectly assume that twenty-four (24) hours must pass before police will accept a missing person case, a delay in reporting might also indicate the existence of neglect or abuse within the family.

g. Believed to be with persons who could endanger his or her welfare. A missing child in such circumstances is in danger not only of sexual exploitation, but of involvement in criminal activity such as burglary, shoplifting and robbery.

h. Is absent under circumstances inconsistent with established patterns of behavior. Most children and adults to some degree have established routines that are reasonably predictable. Significant, unexplained deviations from those routines increase the probability that the person may be at risk.

3. A child or adult whose disappearance involves circumstances that would cause a reasonable person to conclude that the missing person should be considered at risk.

C. Determination of unusual circumstances

If it is determined that unusual circumstances are involved in the report of a missing child or adult, a thorough investigation, including the use of all appropriate resources, shall commence immediately. While all missing person incidents should be investigated thoroughly, those involving unusual circumstances indicate a heightened likelihood of risk to the person who is missing and, therefore, require an intensive response. In any missing person case determined to involve "unusual circumstances," a supervisor and an investigator shall be alerted.

III. PROCEDURES

A. Communications personnel receiving the report of a missing person shall be responsible for the following:

1. Determine if circumstances of the report meet the definition of a missing child or adult as set forth in Section II. By questioning the caller about the circumstances of the report, the dispatcher receiving the report is able to make a preliminary assessment about the level of risk to the missing person. This assessment shall also prepare the dispatcher to promptly activate additional response protocols, if needed.

2. Immediately dispatch an officer to the scene of the report. The officer who routinely patrols the vicinity of the report is best suited to handle the first response since he/she should be familiar with the area and is likely to have knowledge of unusual activities, suspicious persons, known offenders, and other neighborhood dynamics. The handling of certain missing person reports, such as suspected runaways, over the telephone is discouraged since accurate assessments of risk to the child cannot be made. The National Child Search Assistance Act of 1990 mandates law enforcement's immediate response to reports of missing children, and the prompt entry of descriptive information into the NCIC Missing Person File.

3. Notify a supervisor and an investigator when appropriate. Because of the complexity of some missing person cases, especially those that may require the immediate mobilization of investigative resources, dispatchers should verify that a supervisor has been notified whenever officers respond to such an assignment. A supervisor and an investigator should be notified in every reported incident in which "unusual circumstances" are determined to exist.

4. Transmit the appropriate radio alerts and other notifications. A critical responsibility of the dispatcher receiving the report is to obtain sufficient information from the reporting party to broadcast a radio message that alerts other officers, and other agencies if necessary, about the circumstances of the person's disappearance. Basic information should include the person's height, weight, hair and eye color, and

clothing, as well as the location where the person was last seen. Most importantly, the radio alert should contain any information known about a possible abductor with special emphasis on the description of the suspect and vehicle used as well as direction of travel. In the case of an abduction, consideration should also be given to using highway surveillance plans, including requesting the cooperative assistance of surrounding law enforcement agencies, to apprehend a fleeing abductor.

5. Search agency records for related information. It is essential for responding officers to know if the person or family have been the subject of previous reports that might have a bearing to this incident. If possible, records should also be reviewed to learn if any incidents have been reported in proximate time or location to this incident that might have investigative value in this case. Complaints such as attempted abductions, prowlers, public lewdness, and suspicious persons shall be of particular interest. Access should also be made to the Sex Offender Registration list to determine if individuals designated as sexual predators reside, work, or might otherwise be associated with the area.

6. Safeguard all pertinent records. Communication personnel should also ensure that records of all communication related to this incident, such as telephone conversations with the reporting party, including written notes regarding the discussion, radio broadcasts, and all subsequent notifications, are safeguarded for future investigative reference.

7. Initiate contact as directed with other persons, such as the Public Information Officer and Administrative Personnel, whose direct involvement in or awareness of the investigation is needed.

NOTE: There is no required waiting period for reporting a missing person. A person may be declared "missing" when his/her whereabouts is unknown and unexplainable for a period of time that is regarded by knowledgeable persons as highly unusual or suspicious in consideration of the subject's behavior patterns, plans or routines.

B. The initial officer assigned to the report of a missing person shall be responsible for the following:

1. Respond promptly to the scene of the report. Even if the assigned officer has been provided with initial information such as the missing person's description and other facts about the incident, it would be inappropriate to delay response to conduct a random search or to stop suspicious individuals. Unless in immediate response to the missing person's safety, these activities can be handled by other patrol units.

2. Interview the person(s) making the initial report. Gain an insight into the circumstances surrounding the disappearance and other information needed to conduct an initial assessment of the case.

3. Obtain a description of the missing person. The collection of information about the missing person; race, height, weight, hair and eye color, clothing, and other noteworthy features should be done promptly and relayed to other officers who may be assisting in the investigation. Recent photographs and/or videotape should be secured if available.

4. Verify that the person is in fact missing. In the case of children, first responders should never assume that searches conducted by distraught parents or others have been performed in a thorough manner. Another check of the house and grounds should be made that includes places where children could be trapped, asleep, or hiding. Special attention should be paid to enclosures like refrigerators, freezers, and the interior of parked vehicles where limited breathing air may place the child at even greater risk. In the case of older children, first responders should ask if parents have checked with the child's friends or perhaps overlooked or forgotten something the child may have said that would explain the absence. Note: a search of the home should be conducted even if the child was last seen elsewhere.

5. In the case of a child, confirm the child's custody status. First responders should ascertain whether a dispute over the child's custody may have played a role in the disappearance. Questions regarding whether the reporting party has full legal custody, or if the non-custodial parent has been contesting custody, or if the missing child expressed a wish to live with the other parent, may help an officer gain important insight into the case.

6. Identify the circumstances of the disappearance. First responders need to ascertain whether the circumstances surrounding a person's disappearance are such that a heightened level of response is warranted. If "unusual circumstances" exist, as defined in paragraph C of Section II, then the decision to

employ additional responders and resources is clear. In other situations where the circumstances are not clear, officers should keep the missing person's safety in mind and act accordingly.

7. Determine when, where, and by whom the missing person was last seen. This information is needed to determine factors such as, abduction time frame or window of opportunity, and for verification of previously received information.

8. Interview the individual(s) who last had contact with the missing person. Effective questioning of those individuals who last saw or spoke with a missing person is crucial in the case assessment process. While seeking information about the person's appearance, demeanor, and actions, officers also should be alert to contradictions or evasiveness by the witness, especially if these statements cannot be readily substantiated.

9. Identify the missing person's zone of safety for his or her age and physical and mental state. Responding officers should attempt to determine how far the missing person could travel from the location where last seen before he or she would most likely be at risk of injury or exploitation. This perimeter should, under many circumstances, define the first search zone.

10. Make an initial determination of the type of incident. By employing all available assessment tools, i.e., completion of standardized forms, interviews with parents, family, and friends, statements of witnesses, search of scene, etc., an officer should be able to reach a preliminary determination regarding the type of case and the need for additional resources. Officers must be cautious in "labeling" or classifying a missing person case, since the classification process shall affect the way in which initial information or evidence is gathered. Even if first indications suggest a "less urgent" incident, officers should consider all possibilities until the case category is clearly determined.

11. Obtain a description of the suspected abductor(s) and other pertinent information. Officers need to record witness information immediately; not only for general investigative use, but also before witnesses forget or speak to others who may confuse or make suggestions about what was actually observed. If the abduction scene involves a business or other public place, officers may be able to supplement witness information with video from security cameras that might provide crucial information about suspect, vehicles, and circumstances. In the case of a suspected family abduction, the reporting party may have photographs of the abductor or other valuable information.

12. Contact an M.C.S.O. clerk (Marion County Sheriff's Office), who shall perform the computer entry and in return give the reporting officer a control number to be recorded on the officer's initial report. Quickly entering this information into NCIC shall increase the possibility of identifying a missing person coincidentally stopped or observed by law enforcement personnel not yet aware of the incident at hand.

13. Provide detailed descriptive information to communications unit for broadcast updates. As information becomes available regarding the missing person's physical appearance, circumstances of the case, or description of the potential abductor, the initial officer should ensure that other officers and agencies are provided with up-to-date facts.

14. Identify and interview everyone at the scene. The name, address, home and work telephone number of everyone present at the scene, along with their relationship to the missing person, should be recorded. If possible, include them in photographs and/or videotapes of the incident scene. By interviewing each person privately, officers may be able to uncover information that shall be instrumental in resolution of the case.

15. Conduct a thorough scene search. With the assistance of additional personnel, a systematic, thorough search of the incident scene should be conducted. If appropriate, officers should obtain written permission to search houses, apartments, out-buildings, vehicles and other property that might hold information about the person's disappearance. Officers are again reminded to conduct a thorough, immediate search of the child's home and property - even if the disappearance supposedly took place elsewhere. When possible, officers also should search a missing child's school locker as well as any computer or electronic messaging system to which a capable child has access.]

16. Secure and safeguard the area as a potential crime scene. If unusual circumstances exist, first responders must take control of the immediate area where the incident occurred and establish an appropriate perimeter to avoid destruction of vital evidence. In addition to external crime scenes, the person's home, and particularly his or her bedroom, should be secured and protected until evidence and identification material such as hair, fingerprints, bite marks, etc. are collected.

17. Prepare necessary reports and complete appropriate forms. Information gathered by the first responding officer(s) may be instrumental in the eventual case solution. To record this important information, officers should prepare a chronological account of their involvement and actions in the case from time of assignment to the point of dismissal. Reports should include everything, not just those events that seem to have a direct bearing on the case.

C. The supervisor assigned to the report of a missing child or adult determined to involve "unusual circumstances" shall be responsible for the following:

1. Obtain a briefing from the first responder(s) and other agency personnel at the scene. This briefing allows the supervisor to determine the scope and complexity of the case and thus develop an appropriate response. The briefing should be conducted away from family, friends or any other individuals who may be present. Doing so shall allow officers to speak freely about the events that have transpired and to pass along initial impressions and opinions that might be misconstrued by others.

2. Determine if additional personnel and resources are needed to assist in the investigation. Depending upon the situation, a supervisor may determine that additional personnel, including specialized units, should be called to the scene or otherwise assist in the investigation. Certain cases may also require that the supervisor activate existing interagency response protocols. It is the supervisor's responsibility to ensure that the appropriate investigative unit has been notified and is responding to the correct location.

3. Establish a command post if needed. A command post is a field headquarters for scene management. It is used as a center for organizing personnel and directing investigative efforts as well as a focal point for inquiries, intelligence gathering and media contacts. As a general rule, the command post should be close enough to the center of activity to facilitate control and coordination, but sufficiently apart to allow a free exchange of ideas among responders. Using the victim's home as a command post is not recommended.

4. Organize and coordinate search efforts. A supervisor should appoint a search operation coordinator who can oversee the search effort while the supervisor remains available to manage the entire investigation.

5. Ensure that all required notifications have been made. Because dissemination of information is an integral part of the search for a missing person, the supervisor should ensure that all officers, other departments and agencies, and all investigative networks are supplied with accurate details.

6. Establish a liaison with the victim family. Families of a missing person will experience extreme stress. Supervisors should establish a liaison with the victim-family who can explain what investigative actions are being employed and what they can do to assist in the search.

7. Confirm that all agency policies and procedures are observed. In addition to providing the innovative direction required during a missing person investigation, a supervisor must also ensure that the rules and regulations of a professional law enforcement organization are adhered to. Established policies and procedures, especially those related to missing children, should be regularly reviewed to insure compliance.

8. Manage media relations. Many missing person investigations, especially those involving large-scale search efforts, are likely to draw media attention. Supervisors, should manage media presence in a way that complements, rather than conflicts with the investigation.

D. The investigator assigned to the report of a missing person shall be responsible for the following:

1. Obtain a briefing from agency personnel at the scene. This briefing should be conducted prior to interviews with family members of the missing person or witnesses who may have been identified during the initial stage of the case. Its objective is to assist the investigator in formulating an effective interview strategy.

2. During the preliminary investigation. During the interview process the investigator should be alert to facts or statements that conflict with those gathered by the first responder.

3. Conduct a neighborhood investigation if the situation dictates it. When so, a thorough canvass of the neighborhood should be conducted without delay. The objective is to identify and interview all persons within the abduction zone who may provide information related to the incident. Investigators should use a

standardized set of questions to insure completeness and uniformity of information and facilitate establishment of a data base to track leads. Record should also be made of all vehicles parked within the neighborhood and any other conditions that may have future investigative value. Access should also be made to the Sex Registration list to determine if individuals designated as sexual predators reside, work, or might otherwise be associated with the area.

4. Obtain a brief history of recent family dynamics. Information about family dynamics, obtained from family members, neighbors, teachers, classmates, employers, co-workers, friends, and witnesses can offer valuable insights into what may have happened to the missing person and where he or she may be found. Records of family contact maintained by law enforcement agencies, social service departments, schools and other organizations should also be obtained and evaluated.

5. Explore the basis for conflicting information. When preliminary investigative steps have been taken, investigators should "compare notes" with the first responder, fellow investigators, and other agency personnel to identify and work through conflicting information. This collaborative evaluation will provide the investigative staff with a solid foundation upon which to structure future case directions.

6. Implement effective case management. Depending on the resources available, information may either be computerized or incorporated in a simple card system. Both methods are used to record, index, cross-reference, and retrieve the facts amassed during an investigation. The method doesn't matter as long as the system works for the investigator in charge of solving the case.

7. Evaluate the need for additional resources and specialized services. The complexity of many missing person incidents may necessitate the use of resources and services both from within the agency and from other organizations as well. Investigators should be aware of the input that can be obtained from resources such as the FBI, NCIC, and the National Center for Missing and Exploited Children.

8. Update descriptive information. If it appears that the case will not be resolved promptly, investigators should ensure that the descriptive record, especially that entered into the NCIC Missing Person File, is updated to include dental characteristics, scars, marks and tattoos, fingerprints, along with additional articles of clothing, jewelry, or unique possessions.

9. Monitor media relations. While information gained through effective media relations is often of significant value in a missing person case, investigators should review all notices prior to release to ensure that investigative objectives are not unintentionally compromised.

NOTE: In most incidents, initial contact and investigation shall be handled by a patrol officer, who then shall relinquish primary responsibility for the continuing investigation to an investigator. In that event, it becomes the mutual responsibility of the patrol personnel and investigative personnel involved to hold a briefing to ensure the accurateness, thoroughness, and overall integrity of the investigation.

E. Ongoing investigations of missing persons shall include, but not be limited to, the following actions and activities:

1. Request release of dental records and any fingerprints available and entry of fingerprint into AFIS;

2. Contact hospitals and the medical examiner's office as appropriate for injured or deceased persons fitting the description of the missing person;

3. Thoroughly check the location at which the missing person was last seen and conduct interviews as appropriate with persons who were with the individual or who may work in or frequent the area;

4. Conduct interviews with any additional family, friends, work associates, schoolmates and teachers as well as school counselors and social case workers, as appropriate, to explore the potential for foul play, voluntary flight, or, in the case of juveniles, parental kidnapping or running away;

5. Provide identification and related information to all elements of this agency, neighboring police agencies and, if parental or stranger-to-stranger abduction is suspected, the FBI.

6. If a decision is made to use local media to help locate missing persons the PIO shall be notified and permission must be granted by the missing person's family.

7. The lead investigator shall maintain routine on-going contact with the reporting person and the closest relative of the missing person concerning progress of the investigation. These and other significant individuals shall be informed that they must notify the lead investigator as soon as any contact is made with the missing person.

F. An officer assigned to the report of an unidentified person, living or deceased, shall be responsible for the following:

1. Obtain a complete description. Officers who are assigned to this task should utilize standardized information gathering forms such as the NCIC Unidentified Person File Worksheet.
2. Enter the unidentified person's description into the NCIC Unidentified Person File. This file is compared daily with the contents of the NCIC Missing Person File. Entries with common characteristics are flagged and both agencies are informed.
3. Utilize all available resources to aid in identification of the person. The National Center for Missing and Exploited Children and state medical examiners may be of assistance in the identification.
4. Cancel all notifications after identification is confirmed.

G. An officer assigned to the recovery or return of a missing person shall be responsible for the following:

1. Verify that the located person is, in fact, the reported missing person. All returns should be personally verified by an officer. The benefits of this practice include assessing the person's safety, gaining intelligence about possible predators, and preventing future episodes.
2. In the case of a missing adult who has been located, inform the located person that he or she is the subject of a missing person investigation. If the located person is a competent adult, the officer shall determine the person's willingness for the police to reveal his or her whereabouts. To the extent possible, a person's desire to remain hidden shall be honored.
3. Notify the initial reporting person(s) of the well-being and, if permissible, the physical whereabouts and contact information of the person who has been located.
4. In the case of a missing or abducted person who has been located, arrange for intervention services, if indicated. During the verification process, officers should be alert for indications that additional services may be needed before a located person can safely remain with its family. These services may include mental and/or physical health examinations and arrangements for family counseling.
5. In the case of a runaway or missing child from within department jurisdiction, who has been located and who is not wanted on a warrant or other law violation, arrange the return of the child to its legal guardian or to an appropriate shelter under sponsorship of the State Department of Children's Services.
6. In the case of a runaway from another county or from out-of-state, who has been located and for whom an arrest warrant exists, or for whom an NCIC Missing Person hit is verified, place the child in custody and transport him or her to the Hamilton County Juvenile Detention Center for admission.
7. Complete the appropriate supplemental reports and cancel all outstanding notifications. Along with cancellation of the NCIC Missing Person File entry and other notifications regarding the case, a supplemental report should be completed that describes the person's activities while missing and the circumstances of the recovery/return.

NOTE: In situations where initial contact and investigation is begun by a patrol officer and then continued by an investigator, it is their mutual responsibility to hold a briefing to determine what action has been taken and what remains to be done to ensure proper recovery and case closure.

Appendix I – Missing Child (At-Risk Adult) Response Plan

This document is to serve as procedural guidelines for response to an abduction of a child, or a missing child or at-risk adult.

I. INITIAL CALL TO REPORT AN ABDUCTION OF A CHILD (OR MISSING CHILD OR AT-RISK ADULT)

A. When a child (20 years of age and younger) is reported abducted, the person who is receiving/retrieving the information on the offense should ask the below listed questions. In addition, careful attention should be paid to the reporting person's demeanor, tone of voice, inflection and other characteristics that would assist in the investigation.

B. Questions to ask reporting person:

1. Identity of caller,
2. Location of abduction,
3. Age of child,
4. When did abduction occur,
5. Offender information:
 - a. Vehicle
 - b. Direction of travel
 - c. Age
 - d. Description – physical/clothing
6. Offender's current location, if known
7. Victim information
 - a. Name
 - b. Description – physical/clothing
8. Relationship of offender to victim
9. Presence of physical or mental problems (i.e. medication needs or mental deficiencies)
10. Location of parents or guardian.

C. An officer and supervisor shall be dispatched immediately. Abduction of children shall be of the highest priority and must be dispatched without delay. Also, an investigator and Crime Scene personnel should be dispatched as soon as possible.

D. Additional action of Communications personnel.

1. Determine call history of victim's address
2. Has victim been reported as an abducted child in the past
3. Broadcast information to all officers regarding victim and offender
4. If call taker has name of offender or license plate number on vehicle, check National Crime Information Center (NCIC) and other available information sources for further information.

II. INITIAL PATROL OFFICER RESPONSE:

Upon arrival at the scene, the initial responding officer shall do the following:

- A. Interview the initial reporting person or the parent/guardian of the child.
- B. Gather all pertinent descriptive information on the child as well as the offender and any vehicle information.
- C. Determine site of abduction and process any evidence as well as secure the crime scene.

- D. Gather and interview all witnesses, to include other family members and neighbors
- E. Broadcast information to all surrounding units as well as to other jurisdictions
- F. Have officers conduct a thorough search of the child's home
- G. Confirm the child's custody status
- H. Determine unique circumstances of the abduction. These might include: age of child, mental or physical disabilities, prior history of child relating to previous episodes, custodial issues or evidence that the child is in significant danger of being harmed.

[Important: When dealing with child abductions, time is a critical element in the successful recovery of the child. Securing appropriate personnel to assist with all duties is paramount.]

- I. Determine the need to establish search teams of the surrounding areas. Areas to search would include: victim's home, outbuildings, garages, all vehicles in the area, area residences, ditches, drainage areas and any conceivable location where a child could be placed.
- J. Coordinate and control of search will be crucial to effective management of the scene.
- K. Obtain photographs of the child.

III. INVESTIGATOR RESPONSIBILITY

- A. Verify all previously obtained information, as practicable.
- B. Begin to arrange for additional intervention services. This may include support from Chaplain services, mental or physical treatment/counseling or friend/family support.
- C. Conduct neighborhood profile to include previous call histories, sex offender registry, probation and parole data and other pertinent information.
- D. Explore a brief history of family dynamics, (i.e. marital or household problems, custodial issues, current status of household relationships.)
- E. Check Sex Offender Registry for the suspect and/or other sex offenders who live in the area.
- F. Check Parolee and Probation data to determine possible offenders in the area.
- G. Contact the Tennessee Bureau of Investigation (TBI) for assistance and to report abducted child.
- H. Use the Locator System to enhance communication and preparation of information.
- I. Contact appropriate federal agencies to include the Federal Bureau of Investigation (FBI).

IV. PATROL SUPERVISOR RESPONSIBILITY

- A. Confer with initial officer on the scene to gather facts and coordinate efforts.
- B. Establish command post, away from child's home, and immediately notify the Incident Command Team.
- C. The Police Information Officer shall respond to scene to address media.

V. INCIDENT COMMAND TEAM RESPONSIBILITY

- A. The Incident Command Team shall assume responsibility for and command of the overall search.
- B. Request additional assistance to include the South Pittsburg FD, Marion County EMA, Hamilton County STARS team, investigators, crime scene technicians, command personnel, etc.
- C. Be certain that any searches are coordinated and controlled to maximize effectiveness.
- D. Develop staffing plans to handle search of areas as well as relief factors for personnel currently on the scene.

VI. MAJOR CRIMES SUPERVISOR RESPONSIBILITY

- A. Discuss with additional senior personnel the need to activate the AMBER Plan.
- B. Have victim information entered into NCIC.
- C. Contact NCIC for appropriate dissemination to area law enforcement agencies.

VII. AMBER Plan

A. The AMBER Plan is a partnership with law enforcement and the media to immediately broadcast information on abducted children to the public. Utilization of the AMBER Plan is an effective tool for law enforcement because it is only used in accordance with mandated criteria and prior to activation; all details of a case are carefully scrutinized.

B. Criteria for activation of AMBER Plan

1. Confirm abduction has occurred
2. Child must be 20 years of age or younger.
3. A significant likelihood that the child is in grave danger of serious bodily injury or death.

[Generally, runaway and missing children will not result in activation of the AMBER Plan, but may result in the activation of the "A Child is Missing Program."]

C. Designate an individual who has the authority to activate the AMBER Plan. (Within the South Pittsburg Police Department, the authority to activate the AMBER Plan will require approval of a Lieutenant or above.)

VIII. ACTIVATION OF AMBER PLAN FROM JURISDICTIONS OTHER THAN SOUTH PITTSBURG.

In the event that a child abduction occurs in a jurisdiction other than South Pittsburg, the agency exercising primary jurisdiction over the event will perform the following to activate the AMBER Plan:

- A. Follow the guidelines contained in this document regarding the response to an abducted child.
- B. Carefully scrutinize all pertinent facts to be certain that information is correct.
- C. Review AMBER Plan criteria to be certain that activation is warranted.
- D. Contact the 911 Center at (423) 942-5667
- E. The requesting agency will then ask the communications personnel to contact the:
 1. Lieutenant,
 2. Chief of Police.
- F. Upon confirmation by a Lieutenant or the Chief of Police that AMBER Plan activation is warranted, the communications personnel will initial the following steps:
 1. Contact the Police Information Officer
 2. If PIO is not available, a Chief or designee will be tasked to:
 3. Contact the on-call Major Crimes Supervisor to establish a phone bank and AMBER Plan activation.
- G. Any additional resources, such as investigative or crime scene personnel support may be approved by a Lieutenant or above, as requested.

IX. ESTABLISHMENT OF PHONE BANK

Prior to the AMBER Plan activation, the phone bank must be established. This will be done in the following manner:

- A. The Major Crimes Supervisor shall activate the Phone Bank Center.
- B. The responsibility to staff the phone bank rests with the Major Crimes Supervisor.
- C. The scene commander, or his/her designee, shall assign appropriate personnel. Staffing should reflect appropriate expertise with an emphasis placed on investigators or senior police personnel.
- D. Phone bank personnel will be briefed on the situation and will utilize the SPPD Lead Sheet and record each phone call.
- E. Phone bank personnel should remember that their function is to record and submit relevant information. Personnel are not to furnish callers with facts or circumstances of a case.
- F. All leads obtained through the phone bank will be immediately forwarded to the investigative team assigned to the phone bank and disseminated and prioritized for follow-up.
- G. Once the Major Crimes supervisor is satisfied that the phone bank is operational, the media will then be notified as to the activation of the amber Plan.
- H. The Major Crimes supervisor will then make all required Emergency Activation System (EAS) notifications.
- I. The Major Crimes supervisor will request that all AMBER Plan activation continue for a 24-hour period or until the case is resolved (whichever time period is shorter).
- J. The phone bank will be established to operate for an initial 24-hour period or until the case has been solved. After 24 hours, the need for the phone bank will be evaluated as appropriate.
- K. When a phone bank is operational for a jurisdiction other than the City of South Pittsburg, the investigating agency will agree to send at least one (1) representative to the phone bank to disseminate leads back to their jurisdiction for follow-up.

X. RECOVERY INTERVIEWS

When a child is recovered from an abduction, it is critically important to interview the child to gain insight into the circumstances of the event as well as to determine the health and well being of the child. In addition, vital information can be obtained that may prevent additional abductions. Include all necessary agencies in the interview to prevent re-victimization, (i.e. Department of Children's Services). Questions could include:

- A. Personal information to be obtained from the child
 - 1. Where does the child live?
 - 2. With whom? List everyone living in the house.
 - 3. Where does the child go to school?
 - 4. What grade is the child in?
 - 5. Does the child feel safe going home with parents/guardian?
- B. Incident information
 - 1. When was the child abducted? (See if there is a difference in time.)
 - 2. From where was the child abducted?
 - 3. Does the child know where the abductor took them?
 - 4. Was the child physically or sexually abused?
 - 5. Ask the child to describe the event from the time of abduction through recovery.

XI. REUNIFICATION PLAN

When feasible, prior to allowing the child to be reunited with the parents or guardian, the following should occur:

- A. Immediate, complete physical examination to document and collect evidence of physical or sexual abuse.
- B. Recovery interview to determine what happened while he/she was gone.
- C. Plan for the parents and child to be reunited in a private setting.
- D. Cancel all bulletins, NCIC, or other information systems; this is the responsibility of the Major Crimes supervisor.

**CITY OF SOUTH PITTSBURG, TENNESSEE
RESOLUTION # 957**

**A RESOLUTION TO APPROVE AN AGREEMENT FOR
REIMBURSEMENT FOR COSTS AND EXPENSES ASSOCIATED WITH
THE TRAINING OF NON-CERTIFIED POLICE OFFICERS FOR THE
POLICE DEPARTMENT OF SOUTH PITTSBURG, TENNESSEE.**

WHEREAS, the City of South Pittsburg, Tennessee is frequently faced with the need to pay for training and certification of police officers; and

WHEREAS, the Board of Mayor and Commissioners of the City desires to insure that the investment in such training and certification of its police officers is repaid to the City and that the City gets the full benefit from its investment in such training and certification costs, whether reimbursement is through continued employment for at least two years after officers obtain such certification or through repayment of such costs and expenses if officers voluntarily leave city employment during the two year period after such certification.

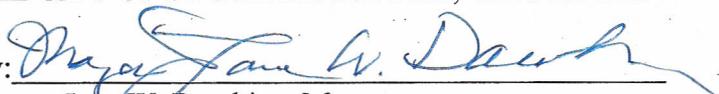
NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Mayor and Commissioners of the City of South Pittsburg, Tennessee, meeting in regular session on the 14th day of July, 2015, that from the effective date of this Resolution, all police officers hired for employment with the City's Police Department who are not POST certified at the time of hiring be required to execute an agreement for reimbursement of the costs and expenses associated with such officers obtaining certification as required by law.

BE IT FURTHER RESOLVED that said Agreement be for a term of two (2) years following the date of certification of such officers, and that reimbursement be made on a pro-rated basis by any officer who voluntarily leaves employment during said two (2) year time period. A draft of such agreement is attached to this Resolution as an exhibit.

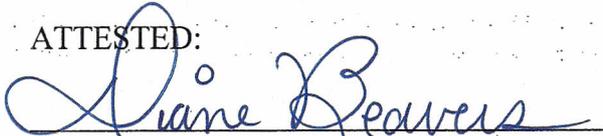
BE IT FURTHER RESOLVED by the Mayor and Commissioners that this Resolution shall take effect immediately from and after its passage as required by law, the public welfare requiring it.

ADOPTED this 14th day of July, 2015.

THE CITY OF SOUTH PITTSBURG, TENNESSEE

By: 
Jane W. Dawkins, Mayor

ATTESTED:


Diane Beavers, City Recorder

DATE PASSED: July 14, 2015

AGREEMENT FOR REIMBURSEMENT FOR COST OF TRAINING, SALARY AND TRANSPORTATION IN EVENT OF RESIGNATION

I understand and agree that in consideration of my employment by the Police Department of the City of South Pittsburg, Tennessee that I will reimburse the City and its Police Department for any and all costs and expenses related to my training to become a police officer subject to the following terms and conditions:

- (1) In the event I voluntarily resign from the South Pittsburg Police Department during the two (2) years after completion of the basic recruit training required to become a certified police officer, I agree to repay all of the costs and expenses incurred by the City on a prorated basis. For each month I am employed after completion of the basic police recruit training, the amount owed to the City will be reduced by 1/24.
- (2) I understand and agree that the costs and expenses incurred by the Police Department/City for my training total \$ _____, and that I will repay this amount pursuant to the above-referenced terms and conditions (See attached itemized cost of training).

I understand that this Agreement does not constitute an employment contract. I understand that this Agreement does not grant me any rights or benefits from the Police Department or City and does not require the Police Department or City to offer me a position as a police officer or change the status of any probationary period. I understand that if I successfully complete the basic recruit training required to be certified that this Agreement does not alter or affect any other terms or conditions of my employment with the Police Department/City.

I understand that if it becomes necessary to enforce this Agreement and judgment is entered against me, I will pay all costs and expenses incurred by the City of South Pittsburg in the enforcement of same, including reasonable attorney fees.

The itemized list of costs of training attached to this Agreement is incorporated herein by reference as if fully set out herein.

Signed this _____ day of _____, 2015.

Officer's Signature

Sworn to and subscribed before me this _____ day of _____, 2015.

Notary Public

My commission expires: _____

ITEMIZED COSTS OF TRAINING FOR OFFICER _____

Listed below are the costs for tuition and any other reimbursable expenses relating to training costs:

Tuition to Academy: \$ _____

Other reimbursable expenses:

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL: \$ _____

I have read and understand the above-listed costs for my training and agree to the total listed.

Date: _____

Officer

WITNESS:

Date: _____

Chief of Police