

Missing Person Process Overview
NCIC Missing Person Entry and File 6 Missing Person Teletype Message

The process is typically initiated with a Missing Persons report to a law enforcement agency. It can also be initiated by a law enforcement officer in the course of his/her investigative duties, if they feel an individual meets any of the criteria.

In Maine, there are two separate and completely independent parts to the process for the entry of a Missing Person; the National Crime Information Center (NCIC) Missing Person database entry and a subsequent Administrative Message (teletype) that is sent electronically via our message switch to all law enforcement agencies statewide.

The NCIC Missing Person Record and File 6 message will remain active until the individual is located. When the individual is located, law enforcement determines whether or not any further action is warranted, i.e. medical or mental health evaluation, etc. The record is subsequently removed from the NCIC database and the File 6 message is canceled.

Below is a brief explanation of how each part works.

NCIC Missing Persons Entry:

The individual must meet one of the following criteria/categories in order to qualify for entry into the national database:

- **Disability** : a person of any age who is missing and has a proven physical/mental disability or is senile, thereby subjecting him/ herself or others to personal and immediate danger.
- **Endangered** : a person of any age who is missing under circumstances indicating that his/her physical safety may be in danger.
- **Involuntary** : a person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary, i.e., abduction or kidnapping.
- **Juvenile** : a person who is missing and not declared emancipated as defined by the laws of his/her state of residence and does not meet any of the entry criteria set forth in the Disability, Endangered, Involuntary, or Catastrophe Victim categories.
- **Catastrophe Victim** : a person of any age who is missing after a catastrophe.
- **Other** : a person not meeting the criteria for entry in any other category who is missing and 1) for whom there is a reasonable concern for his/her safety or 2) a person who is under age 21 and declared emancipated by the laws of his/her state of residence*.

*In accordance with Title 34, United States Code, Section 41307(a), agencies are required to enter records into the NCIC Missing Person File for missing individuals under the age of 21.

Missing Person Process Overview
NCIC Missing Person Entry and File 6 Missing Person Teletype Message

If it is determined that the individual falls into one of these categories, the investigating officer authorizes entry into the NCIC, which is made by the servicing dispatch center. Once the entry into the NCIC has been made, law enforcement nationwide will be alerted to the missing person status upon making an inquiry on the subject's name and DOB or vehicle (if included in the record).

File 6 Administrative Message (teletype):

Following the entry into the NCIC Missing person File, the respective dispatch agency will send a File 6 Administrative Message, which is delivered electronically via our message switch to all law enforcement agencies statewide. The message includes the individual's name and DOB, as well as physical demographics and a brief description of the circumstances by which the person is missing and any officer safety information.

Once the message is delivered, each law enforcement agency determines whether the message is relevant to them and may share with their patrol officers via general broadcast or through the CAD/RMS messaging.