



OFFICE OF THE DIRECTOR OF POLICE
THE UNIVERSITY OF TEXAS SYSTEM
TRAINING BULLETIN 033
MISSING AND UNIDENTIFIED PERSONS SYSTEM
October 19, 2021



I. Purpose

The purpose of this training bulletin is to inform and provide guidance to University of Texas System Police (UTSP) personnel on the use of the National Missing and Unidentified Persons System, NamUs. NamUs is a resource for law enforcement agencies for inputting missing or unidentified persons into a national database or to search for missing and unidentified persons. This bulletin should be read in conjunction with ODOP Policy 710, Major Crimes Team.

Pursuant to [HB1419](#), 87th Legislature, Texas created a requirement for any law enforcement agency that is investigating a missing child or adult that has been reported to have chronic dementia, including Alzheimer's dementia, whether caused by illness, brain defect, or brain injury to be entered into the National Missing and Unidentified Persons System, NamUs.

Law enforcement is also required to input all information regarding the recovery of an unidentified body or unidentified body parts into NamUs, as well. The website for law enforcement to enter identifiable information and to search for information regarding missing persons is: <https://namus.nij.ojp.gov/>

II. Definitions

NamUs- National online database that stores all reports of missing and unidentified person cases.

Alzheimer's Association Safe Return Emergency Response Center- nationwide emergency response service that facilitates the safe return of individuals living with Alzheimer's disease or another dementia who wander or have a medical emergency. The Alzheimer's Association, in collaboration with MedicAlert® Foundation, provides this service to those families that have a membership plan with 24/7 Wandering Support.

NamUs 2.0 User Guide Entering Missing Persons- User guide detailing how to use the database. [It can be located here.](#)

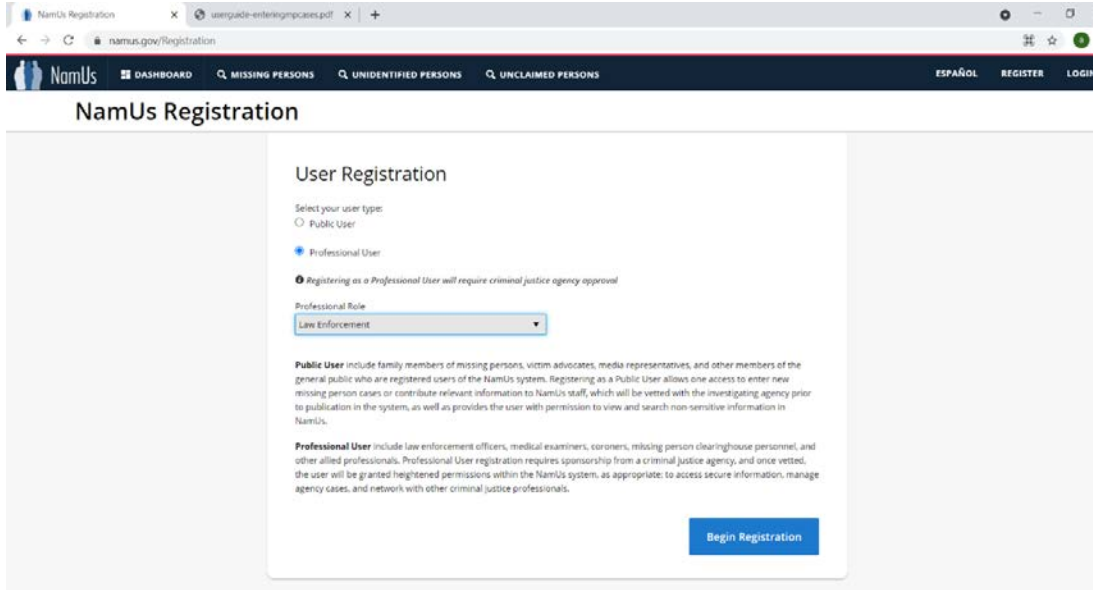
NamUs 2.0 User Guide Advanced Searching- User guide detailing how to complete advance search settings. [It can be located here.](#)

III. Operability

The institution Chief of Police will designate who will have access to the NamUs System within their respective police department.

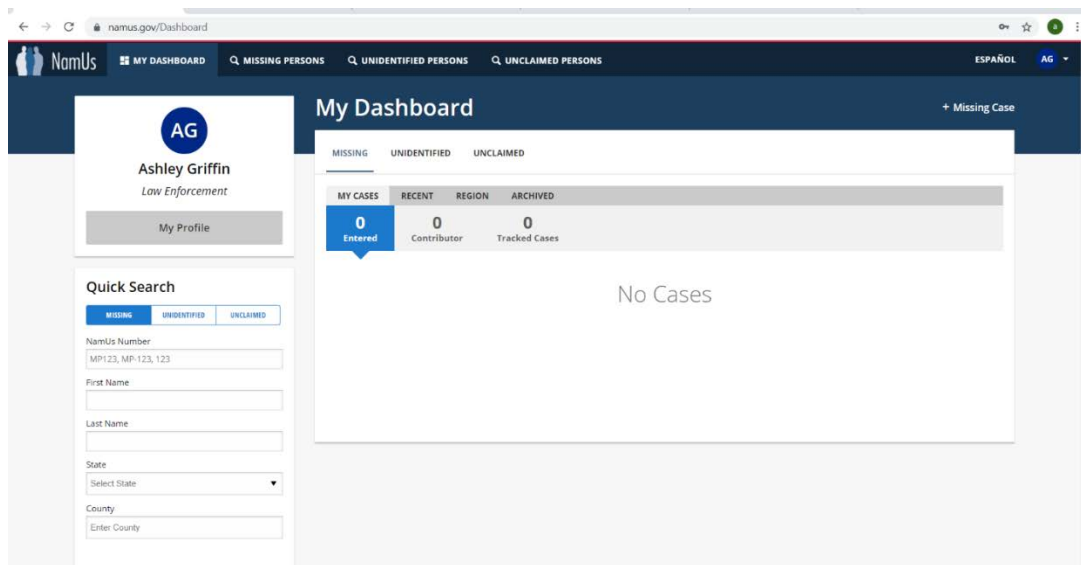
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Users that may have to enter information or search for information in the National Missing and Unidentified Persons System will have to create a profile and register on the website. Registration is located [here](#). The law enforcement officer will choose the “professional user” account and must provide contact information for a supervisor to verify their employment status with the agency.



IV. NamUs System

After registration has been completed, the system will grant you public access immediately. Once your account has been verified by your employer you will be granted law enforcement access. An example of the NamUs dashboard once logged in has been attached for your reference:



V. Policy

As a matter of policy and to conform to the applicable statute, those designees given access to NamUs will only log into the portal for law enforcement purposes and shall treat the information gained from the portal as law enforcement sensitive information.

VI. Timeline of Reporting

- A.** Upon receiving a report of a missing child and once the investigating agency has determined the child is at a high risk of harm or is otherwise in danger or if the subject of the report is a person who is known by the agency to have or is reported to have chronic dementia, including Alzheimer's dementia, whether caused by illness, brain defect, or brain injury shall:
1. immediately start an investigation in order to determine the present location of the child or person;
 2. immediately, but not later than two hours after receiving the report:
 - a. enter the name of the child or person into the Texas Missing Persons Clearinghouse, NCIC, and NamUs.
 - b. report the name and member ID to the Alzheimer's Association Safe Return Emergency Response Center, if applicable.
 - c. Submit an application for alert activation to DPS if criteria is met.
<https://www.dps.texas.gov/section/intelligence-counterterrorism/request-alert-activation>
 3. update each database with identifying information as it comes available during the investigation. This includes:
 - a. dental records
 - b. fingerprints
 - c. other physical characteristics
 - d. description of the clothing worn when last seen
 - e. description of any person reasonably believed to have taken or retained the missing child/person
 4. Information not immediately available when the original entry is made shall be entered into the clearinghouse, the national crime information center file, and the National Missing and Unidentified Persons System as a supplement to the original entry as soon as possible.
 5. not later than the 60th day after the date the agency receives the report, the law enforcement agency must have entered the name of the child or person into Texas Missing Persons Clearinghouse, NCIC, and NamUs, with all available identifying information available.
 6. inform the person who filed the report of the missing child or missing person that the information will be:
 - a. entered in the Texas Missing Persons Clearinghouse, NCIC, and NamUs.
 - b. issued in an alert, if criteria is met.
 - c. reported to the Alzheimer's Association Safe Return Emergency Response Center, if applicable.
 7. Immediately after the return of a missing child/person or the identification of an unidentified body has been made, the police department having jurisdiction of the

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investigation shall clear the entry in the Texas Missing Persons Clearinghouse, NCIC, NamUs, and Alzheimer's Association Safe Return Emergency Response Center, if applicable.

B. Deceased Person: Upon investigating the following:

1. A body or a body part of a person is found, the cause or circumstances of death are unknown, and:
2. the person is unidentified;
 - a. shall enter all available identifying features of the unidentified body (fingerprints, dental records, any unusual physical characteristics, and a description of the clothing found on the body) into the following databases not later than the 10th working day after the date the investigation began:
 - i. Texas Missing Persons Clearinghouse
 - ii. NCIC
 - iii. National Missing and Unidentified Persons System.



Michael J. Heidingsfield
Director of Police