Toint Initiative of the



Florida Department of
Law Enforcement
Missing Endangered Persons
Information Clearinghouse
and the
Florida Medical Examiners
Commission
to



Identify Florida's Unidentified Deceased







Introduction

Florida maintains data for over 750 unidentified deceased persons currently entered into the National Crime Information Center (NCIC). Many are believed to be homicide victims, some may be members of transient or immigrant populations, and others are missing children. Regardless of the circumstance, each of these individuals represents a family who has lost a loved one and has not received closure. Making a positive identification of human remains can provide law enforcement with new leads for death investigations.

With the continual advancement of computer and forensic technological resources, the chances of matches occurring between long term missing persons and the unidentified deceased persons have increased significantly. This guide will provide resources to aid in the identification of Florida's unidentified deceased. It contains information for contacting NCIC, fingerprint submission guidelines, DNA submission guidelines, and updated reference lists for forensic medical professionals in the state of Florida. The reference lists and other resource materials included in this reference guide are also found online at the Medical Examiners Commission website: http://www.fdle.state.fl.us/cms/MEC/MEC-Home.aspx.

Please collaborate with medical examiners in your area to review and revisit these unidentified deceased cases. Also, please take the time to pursue any resources for identification that you have not visited already if appropriate, such as NCIC, DNA profiling, and state and national fingerprint identification systems.

This is an excellent opportunity for medical examiners and law enforcement across the state to bring answers to families as well as provide new leads for unsolved homicides. We thank you in advance for your cooperation and hope that you find this reference guide useful.

Please note:

The information in this guide is available

for law enforcement and medical examiners offices use only.





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Joint Initiative of the



Florida Department of Law Enforcement

Missing Endangered Persons Information Clearinghouse and Florida Medical Examiners Commission

To Identify Florida's Unidentified Deceased

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Strategies and Available Resources

for Use in Solving Unidentified Deceased Person Cases



This document is provided as a reference guide to summarize the resources available for solving unidentified deceased persons cases. The FDLE hopes this information will be a valuable resource for your agency.

1. Florida Statute §406.145 states:

Unidentified persons; reporting requirements.—

"... If the body is not immediately identified, the law enforcement agency responsible for investigating the death shall complete an Unidentified Person Report and enter the data, through the Florida Crime Information Center, into the Unidentified Person File of the National Crime Information Center."

2. Administrative Rule 11G Medical Examiners Commission

3. FBI's National Crime Information Center (NCIC)

NCIC is a law enforcement database maintained by the FBI which searches the missing person files against the unidentified person files. If you have active unidentified deceased person cases that are not listed in NCIC, please contact your local law enforcement agency to have them entered. If you have cases that need to be closed and removed from NCIC, please contact your local law enforcement agency.

To obtain a hard copy or interactive CD of the **2013 NCIC III Unidentified Person Data Entry Guide**,

please contact:
FBI Logistical Support Unit
Phone number: (304) 625-4438
E-mail: cksupply@leo.gov

Also available online on the Florida Criminal Justice Network (CJNet) website at the following address: http://www.flcjn.net/CJIS-Resources/Resources/CJIS-Forms.aspx.

4. FDLE Unidentified Persons Reporting Course

The Florida Department of Law Enforcement has developed a course entitled "Unidentified Persons Reporting", http://www.fdle.state.fl.us/cms/FCJEI/Online-Training/Unidentified-Persons-Reporting.aspx, which is available to law enforcement personnel, and medical examiners and their staff.

A certificate of completion is provided at the end of the course. The certificate can be provided to the person designated by your agency to enter records into the Automated Training Management System (ATMS) or to your agency's training personnel. Certified officers may be awarded **one hour** of training that can be applied toward the 40 hour mandatory retraining requirement.

For additional information contact the Bureau of Professional Development at (850) 410-7373.

5. Fingerprints

Fingerprints of unidentified decedents may be submitted to FDLE. FDLE can conduct a search of state (FDLE) missing person files, unsolved latent fingerprint files, and national (FBI) missing person fingerprint files. FDLE will prioritize processing of these requests, and if identification is made, the submitting agency will be contacted via telephone immediately. Original fingerprint cards are preferred. If an original card is not available, a photographic copy should be submitted. Please ensure that the National Crime Information Center Number, Medical Examiner Case Number, Agency Case Number and descriptors of the unidentified person are included on the card. All fingerprint cards will be returned to you. Cards should be mailed with the enclosed submission form to FDLE at the address below.

Florida Department of Law Enforcement
Quality Control and Compromised Identity Section
P.O. Box 1489
Tallahassee, FL 32302-1489

Should you have any questions, please contact the Quality Control Section at (850) 410-7898 or via email at QualityControl@fdle.state.fl.us.

6. Dental Records coded and entered into NCIC

The purpose of entering dental codes into NCIC is to aid in cross matching missing persons and unidentified person entries. Dental x-rays can be submitted to a trained dentist or to a Forensic Odontologist to be coded and entered into NCIC. Dental records encoded in the old NCIC format should be re-entered and recoded into the new format by these same trained individuals. A listing of trained Forensic Odontologists is included in this booklet.

7. **DNA Analysis**

Blood, tissue, or bone samples may be submitted directly to the FBI Laboratory by ME offices. Please call the FBI's National Missing Person DNA Database Unit prior to submitting unidentified human remains. Contact FBI Forensic DNA Examiner Patricia Aagaard, with the National Missing Person DNA Database, at (703) 632-8446. Further information can be obtained at https://www.fbi.gov/services/laboratory/biometric-analysis/federal-dna-database.

The University of North Texas, Center for Human Identification (UNTCHI), Forensic Services Unit, also accepts DNA specimens for missing and unidentified remains. Please contact B.J. Spamer, Director of the NamUs Forensic and Analytical Services Unit, at (817) 735-5473. Further information can be obtained at MissingPersons@hsc.unt.edu.

8. Forensic Composites

The Dale Earnhardt Bill prohibits the release of autopsy photographs; therefore, it is recommended that an artist's composite or skull reconstruction be created for each unidentified deceased person before releasing image for public viewing. Please see the included list or contact your local law enforcement agency for a forensic artist to create an artist composite for the unidentified deceased person.

9. Florida Unidentified Decedents Database (www.fluiddb.com)

This is a widely used, online interactive clearinghouse for Florida's unidentified deceased cases. The website has recently been renovated and the database is currently being updated. The District 20 Medical Examiner, Dr. Marta Coburn, will continue to oversee the database, but now each Medical Examiner District will be provided an access code to enter their own cases. Should you have a question concerning the changes or about entering a case, Dr. Coburn can be reached at (239) 434-5020.

10. Forensic Anthropologists

It is recommended that an anthropologic analysis be performed on unidentified deceased remains for a more accurate analysis of the person's height, weight, ethnicity, and any other details that may help the investigation. Please refer to the included list of Forensic Anthropologists or you can contact the FBI Crime Laboratory in Quantico, Virginia, or the University of North Texas, Center for Human Identification, in Fort Worth, Texas, for assistance with an anthropologic analysis.

11. National Missing and Unidentified Persons System (www.NamUs.gov)

The National Missing and Unidentified Persons System, NamUs, is the first national online repository for missing persons records and unidentified decedent cases. It was launched in July 2007 by the Office of Justice Program's National Institute of Justice. NamUs is made up of three databases: (1) cases of unidentified decedents, (2) cases of missing persons, and (3) cases of unclaimed persons. Please visit their website for more information.

If you have any questions, please contact the FDLE Missing Endangered Persons Information Clearinghouse at (850) 410-8585, email: mepic@fdle.state.fl.us or FDLE's Medical Examiner Commission Staff at (850) 410-8600.

Medical Examiners; Disposition of Dead Bodies Chapter 406

Florida Statute 406.145

Unidentified persons; reporting requirements.—When an unidentified body is transported to a district medical examiner pursuant to this chapter, the medical examiner shall immediately report receipt of such body to the appropriate law enforcement agency, provided such law enforcement agency was not responsible for transportation of the body to the medical examiner. If the medical examiner cannot determine the law enforcement agency having jurisdiction, he or she shall notify the sheriff of the county in which the medical examiner is located, who shall determine the law enforcement agency responsible for the identification. It is the duty of the law enforcement officer assigned to and investigating the death to immediately establish the identity of the body. If the body is not immediately identified, the law enforcement agency responsible for investigating the death shall complete an Unidentified Person Report and enter the data, through the Florida Crime Information Center, into the Unidentified Person File of the National Crime Information Center. An Unidentified Person Report is that form identified by the Florida Department of Law Enforcement for use by law enforcement agencies in compiling information for entrance into the Unidentified Person File.

History.—s. 2, ch. 86-234; s. 31, ch. 97-103.

11G Medical Examiners Commission

Administrative Rule

11G-2.002 Identification.

- (1) If necessary to make an identification, or prior to the burial of any unidentified body, the medical examiner shall:
- (a) Photograph and record a detailed description of the body; clothing, and personal effects;
- (b) Obtain complete skeletal x-rays:
- (c) Create thorough dental charts and x-rays;
- (d) Retain samples for possible DNA profiling; and,
- (e) Obtain a complete set of fingerprints, if possible, and these shall be forwarded to the Department by the medical examiner or through the investigating law enforcement agency.
- (2) An identification photograph shall be taken of any body in the custody of the medical examiner.
- (3) Unidentified remains of any person, in the custody of the medical examiner, that require a certificate of death pursuant to Section 382.008, F.S., shall not be cremated, donated for anatomic dissection, or buried at sea.

Rulemaking Authority 406.04 FS. Law Implemented 406.11, 406.13, 406.145 FS. History–New 10-18-81, Formerly 11G-2.02, Amended 8-22-00, 3-21-07, 5-21-12.

Federal Bureau of Investigation's National Crime Information Center (NCIC)

The Department of Justice estimates that there are tens of thousands of unidentified human remains in the country, yet there are just 8400 unidentified entries in NCIC. Florida has over 700 unidentified deceased person entries listed in NCIC and is ranked 4th in the country. As part of the statewide initiative, it is recommended that law enforcement agencies coordinate with their medical examiner districts to enter any cases that are still active and to remove cases that are inactive.

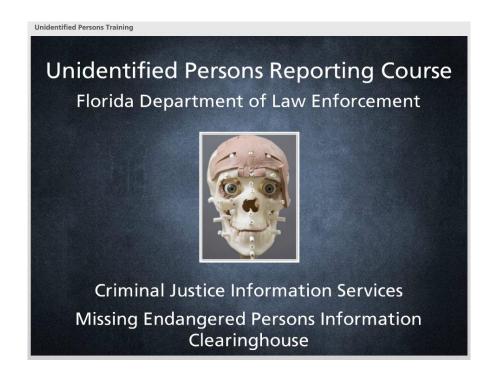
NCIC automatically cross-searches Unidentified Persons (UP) records that are entered or modified with Missing Person records on a daily basis and provides the agency of record with potential matches. It is envisioned that by increasing the number of records in the NCIC UP File, it could potentially result in helping to solve future and past missing and unidentified person cases.

To obtain a hard copy or interactive CD of the 2013 NCIC III
Unidentified Person Data Entry Guide,

please contact:
FBI Logistical Support Unit
Phone number: (304) 625-4438
E-mail: cksupply@leo.gov

Also available online on the Florida Criminal Justice Network (CJNet) website at the following address: http://www.flcjn.net/CJIS-Resources/Resources/CJIS-Forms.aspx.

Florida Department of Law Enforcement Unidentified Persons Reporting Course



The purpose of this training is to define the responsibility of law enforcement and the medical examiner working an unidentified person's case, as well as provide instructions on filling out the unidentified person form and entering the case information into the FCIC/NCIC database. This training explains the importance of the cooperation between agencies working these types of cases, in an effort to identify the person and bring resolution to the family.

Training Link: http://www.fdle.state.fl.us/cms/FCJEI/Online-Training/Unidentified-Persons-Reporting.aspx



Florida Department of Law Enforcement **Unknown Deceased Fingerprint Identification Request**

SAMPLE Form

This form is available online to view and print at: www.fdle.state.fl.us (Councils, Medical Examiners Commission, Links, Unidentified Deceased Initiative Resources).

Please complete this form and submit with fingerprint cards for unidentified decedents.

Original fingerprint cards are preferred. If an original card is not available, a photographic copy may be submitted. Please ensure that the National Crime Information Center Number, Medical Examiner Case Number, Agency Case Number, and descriptors of the unidentified person are included on the card. All fingerprint cards will be returned to you.

Cards should be mailed to FDLE at the address below. FDLE can conduct a search of state (FDLE) missing person files, unsolved latent fingerprint files, and national (FBI) missing person fingerprint files. If an identification is made, you will be contacted via telephone immediately. FDLE will prioritize processing of these unidentified decedent requests.

Agency Name:
Agency Contact:
Contact Phone Number:
Contact Fax Number:
Contact Email Address:
Contact Mailing Address:
Number of Requests Attached:

Please mail original fingerprint cards to: Florida Department of Law Enforcement Quality Control and Compromised Identity Unit P.O. Box 1489 Tallahassee, FL 32302-1489

Phone number: (850) 410-7898

Or QualityControl@fdle.state.fl.us

THE FBI'S NATIONAL MISSING PERSON DNA DATABASE

SAMPLE SUBMISSION GUIDELINES

DNA samples can be submitted to the National Missing Person DNA Database for DNA analysis for any of the following: Missing Persons, Missing Person's biological relatives (maternal relative preferred), and **Unidentified Deceased Persons**.

Either law enforcement agencies or medical examiner's offices may submit DNA samples for unidentified deceased to be analyzed.

To obtain a copy of the FBI's National Missing Person DNA Database submission guidelines, please contact Forensic DNA Examiner Patricia Aagaard with the FBI National Missing Persons DNA Casework Unit at (703) 632-8446.



Any questions regarding case submission or DNA analysis for missing person cases should be directed to:

FBI Forensic DNA Examiner Patricia Aagaard DNA Casework Unit Phone number: (703) 632-8446

Further information can be obtained at: https://www.fbi.gov/services/laboratory/biometric-analysis/federal-dna-database

Please contact the FBI before submitting samples.

UNIVERSITY OF NORTH TEXAS CENTER FOR HUMAN IDENTIFICATION (UNTCHI)

Appropriate DNA samples may be submitted to UNTCHI for both mitochondrial and nuclear DNA analysis and entry into the National Missing Persons Combined DNA Database (CODIS) by law enforcement agencies and medical examiners at no cost to their agency. Funding is provided by the National Institute of Justice (NIJ) through the President's DNA Initiative.

Collection kits containing cheek swabs and submission/consent forms are provided by UNTCHI at no cost for DNA submissions relating to Missing Persons, Missing Person's Biological Relatives, and Unidentified Decendents. Guidelines for submissions and appropriate sample selection are included in the kits and forms.

Note: If submitting remains for Forensic Anthropological analysis, please submit all of the skeletal elements that were recovered. Include with this submission form any investigative reports, scene descriptions, scene photographs, and maps. If you have questions regarding the submission of remains for anthropological analysis, call the Laboratory of Forensic Anthropology directly at (800) 279-1339.



Any questions regarding case submission should be forwarded to:

B.J. Spamer
Director, NamUs Forensic and Analytical Services
National Missing & Unidentified Persons System (NamUs)

www.namus.gov

UNT Health Science Center 3500 Camp Bowie Blvd., CBH-650 Fort Worth, Texas 76107 Office: (817) 735-5473

Cell: (817) 964-1879 Email: <u>BJ.Spamer@unthsc.edu</u> Web: <u>www.untfsu.com</u>

Or

UNTCHI Evidence Custodian Office Phone number: (817) 735-0606 E-mail: MissingPersons@hsc.unt.edu

FBI Crime Laboratory

The FBI Crime Laboratory has the capability to perform Forensic Anthropological examinations on unidentified human remains submitted to them by Florida medical examiners. This section also has the capability to perform facial reconstructions on some human skulls. The FBI Laboratory will issue a report to the respective medical examiner, and if requested, submit a sample directly to the FBI's DNA Analysis Unit for possible entry into the National Missing Person DNA Database.



These services are provided at no cost to the medical examiner.

The FBI requests that evidence submissions be pre-arranged through the following contact:

Dr. Cary T. Oien
Unit Chief of Trace Evidence
FBI Laboratory
Quantico, Virginia

Phone number: (703) 632-7929/8449

https://www.fbi.gov/

Florida Highway Patrol (FHP)

If FHP works a case that involves an unidentified deceased person, the medical examiner's office should provide the FHP Traffic Homicide Investigator with the completed portion of the NCIC worksheet that pertains to the medical examiner's examination. The investigator will have the FHP Regional Communications Center enter the information into the FCIC/NCIC database.



The point of contact for any questions about this procedure is:

Florida Highway Patrol Traffic Homicide Department Neil Kirkman Building MS-51, Room 367B 2900 Apalachee Parkway Tallahassee, Florida 32399 (850) 617-2306

Pinellas County Sheriff's Office Florida's Facial Recognition Network (FR-NET)



FACES Application Terms and Conditions:

The Pinellas County Sheriff's Office exclusively hosts Florida's Facial Recognition Network (FR-Net). FR-Net provides information, assistance, and application access via CJNET to Florida law enforcement. The Face Analysis, Comparison, and Examination System (FACES) is FR-Net's automated facial recognition (FR) search application. Use of FACES is restricted to trained and authorized law enforcement users. Information contained within FACES is law enforcement sensitive and not intended for public use or distribution. FACES users should consider FR results as investigative leads to assist with subject identification and confirmation. FACES users accept responsibility for identity adjudication and take law enforcement action based upon their own identity determination as an investigative lead only.

For further information on new user account requests or Faces Training registration, please contact Jake Ruberto at (727) 453-7893.

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Dixie Co. ME Services provided by District 8 Madison, Lafayette & Suwannee Co. ME Services provided by District 2 Columbia & Hamilton Co. ME Services provided by District 4	District 3
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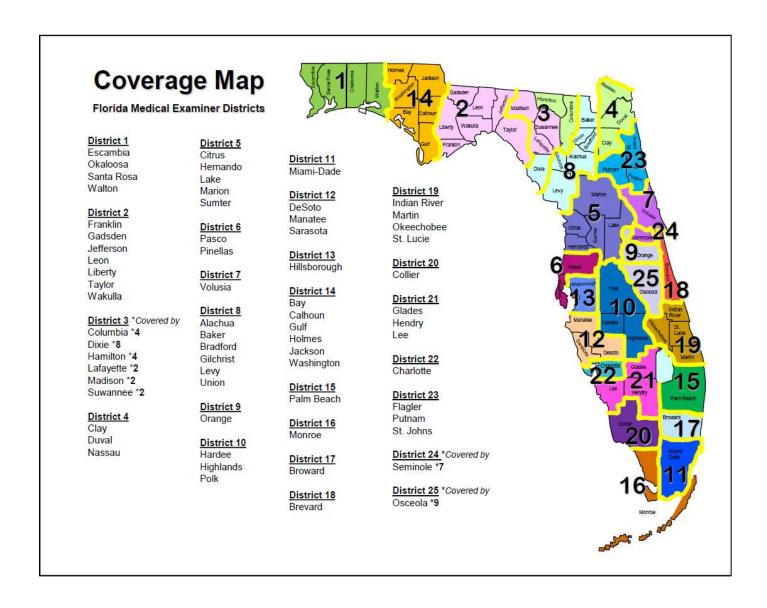
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Florida District Medical Examiners Map



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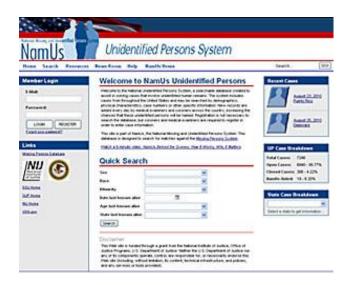
Out of State

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National Missing and Unidentified Persons System (NamUs)



The National Institute of Justice's National Missing and Unidentified Persons System (NamUs), http://www.namus.gov/, is a national centralized repository and resource center for missing persons and unidentified decedent records. NamUs is a free online system that can be searched by medical examiners, coroners, law enforcement officials and the general public from all over the country in hopes of resolving these cases.

NamUs is comprised of three databases:

- The Missing Persons Database contains information about missing persons that can be entered by anyone; however before it appears as a case on NamUs, the information is verified. NamUs provides a user with a variety of resources, including the ability to print missing persons posters and receive free biometric collection and testing assistance. Other resources include links to state clearinghouses, medical examiner and coroner offices, law enforcement agencies, victim assistance groups and pertinent legislation.
- The Unidentified Persons Database contains information entered by medical examiners and coroners. Unidentified persons are people who have died and whose bodies have not been identified. Anyone can search this database using characteristics such as sex, race, distinct body features and even dental information.
- The UnClaimed Persons Database contains information about deceased persons who
 have been identified by name, but for whom no next of kin or family member has been
 identified or located to claim the body for burial or other disposition. Only medical examiners
 and coroners may enter cases in the unclaimed persons database. However, the database is
 searchable by the public using a missing person's name and year of birth.



Missing Unidentified Person Success Story

Missing Person - Ms. Vickie Jackson

Ms. Vickie Jackson went missing from the area of Sunrise in Broward County, Florida in late 2008. Family and friends last heard from her in October or November of that same year. Law enforcement was notified by family in 2009 requesting to file a missing person's report but only a BOLO was issued. Due to her mental health issues, law enforcement felt she was in the area and would return back to her home. In 2011, the family attempted to open a case for Ms. Jackson in the National Missing and Unidentified Persons System (NamUs). Because there was no active missing person case or entry in NCIC, the NamUs case was not made public. The NamUs Regional System Administrator for Florida contacted the FDLE Missing Endangered Persons Information Clearinghouse (MEPIC) requesting assistance. Government Analyst Jan Henderson opened a case with MEPIC on Ms. Jackson and requested Sunrise PD to take a missing persons report and open a case. During this time, the family kept in close contact with MEPIC.

As this process was taking place, GA Henderson searched the NamUs Unidentified Persons Database for possible matches to Ms. Jackson. A Miami Dade unidentified homicide victim, with similar identifiers to Ms. Jackson, came to her attention. Contact was made with the Dade County Medical Examiner's Office to verify that DNA/Dental was on file for this unidentified person. Due to the close descriptive similarities, a case on the unidentified person was also opened in MEPIC.

Ms. Jackson was adopted as a child so Family Reference Samples could not be used for the DNA analysis, but she did have extensive and expensive dental work done.

Further research was conducted by MEPIC using the information provided by the family and the law enforcement agencies for both cases were notified of this possible match. It took Sunrise PD several months to obtain dental records for Ms. Jackson. In February 2012, all three agencies met to review the dental of Ms. Jackson and the Dade County homicide victim. The dental records were a match and the homicide victim was identified as Ms. Jackson.

If you have a success story as a result of the information provided in this publication,

please contact the

Missing Endangered Persons Information Clearinghouse Phone number: (888) 356-4774 E-mail: mepic@fdle.state.fl.us

Or

Florida Medical Examiners Commission Phone number: (850) 410-8600



Florida Department of Law Enforcement Missing Endangered Persons Information Clearinghouse 1-888-356-4774