

## *Dispatch*

### Abducted/Missing/Runaway Person Worksheet

**Caller Information**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_

**Establish Abducted, Missing or Runaway**

- Did you see someone take the person?
- Person is not where they indicated they would be?
- Did the person run away?

**Abducted:**

**Description of Suspect**

Name \_\_\_\_\_  
 Sex \_\_\_\_\_  
 Race \_\_\_\_\_  
 Height \_\_\_\_\_  
 Weight \_\_\_\_\_  
 D.O.B. \_\_\_\_\_ Age \_\_\_\_\_  
 Hair Color \_\_\_\_\_ Style \_\_\_\_\_  
 Eye Color \_\_\_\_\_ Glasses/Contacts \_\_\_\_\_  
 Clothing \_\_\_\_\_  
 Any Weapons Seen \_\_\_\_\_

**Description of Vehicle**

Make \_\_\_\_\_  
 Model \_\_\_\_\_  
 License \_\_\_\_\_ State \_\_\_\_\_  
 Body Style \_\_\_\_\_  
 Color \_\_\_\_\_  
 Year \_\_\_\_\_  
 Other \_\_\_\_\_

**Direction of Travel**

Street \_\_\_\_\_ Direction \_\_\_\_\_

## *Dispatch*

### Abducted/Missing/Runaway Person Worksheet

- MISSING**
- Runaway**
- Injured**
- Endangered Runaway**
- Lost**
- Non Family Abduction**
- Family Abduction**

**Description of Person**

- Name \_\_\_\_\_
- Sex \_\_\_\_\_
- Race \_\_\_\_\_
- Height \_\_\_\_\_
- Weight \_\_\_\_\_
- D.O.B. \_\_\_\_\_ Age \_\_\_\_\_
- Hair Color \_\_\_\_\_ Style \_\_\_\_\_
- Eye Color \_\_\_\_\_ Glasses/Contacts \_\_\_\_\_
- Clothing \_\_\_\_\_

- Last Seen When \_\_\_\_\_  
Where \_\_\_\_\_

Additional Special Considerations: \_\_\_\_\_

- Medical/Mental Health Needs: \_\_\_\_\_
- Wander or bolt from safe environment
  - Where would they go? \_\_\_\_\_
- High Risk Behavior: ie. Seeking Water / Active Roadways
- Elude or Hide from search teams
- Conceal (small / tight enclosures) themselves from search team
- Child can respond to rescuers? \_\_\_\_\_
- Where does the child like to go? \_\_\_\_\_

**Caller Information**

- Name \_\_\_\_\_
- Address \_\_\_\_\_
- Phone \_\_\_\_\_ Cell \_\_\_\_\_

**STAY AND WAIT TO TALK WITH AN OFFICER I'M  
SENDING ONE TO HELP YOU NOW!**

**Other Considerations**

Dispatch District Car to Caller

Dispatch Other Available Units to Other Locations

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Notify Supervisor & Manager on Call

Contact Madison Metro & Van Galder

Contact Local Cab Companies

- Badger Cab
- Madison Taxi
- Union Cab

Monitor Ongoing Communications

Broadcast ATL on UW Channels

Advise Dane County Communications Center

Send Amber Alert Information to Dane County Communications Center

- Fax Paperwork
- TIME System
- Other

## ***Police Patrol & Health Sciences Complex***

### Abducted/Missing/Runaway Person Worksheet

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Case #** \_\_\_\_\_

**Reporting Person**

Name \_\_\_\_\_  
 Reporting Address \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 D.O.B. \_\_\_\_\_ Relationship \_\_\_\_\_

**Type of Incident**

Missing  
 Runaway  
 Injured  
 Endangered Runaway  
 Lost  
 Non Family Abduction  
 Family Abduction

**Description of Suspect**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Sex \_\_\_\_\_ Race \_\_\_\_\_  
 Height \_\_\_\_\_ Weight \_\_\_\_\_  
 D.O.B. \_\_\_\_\_ Age \_\_\_\_\_  
 Hair Color \_\_\_\_\_ Style \_\_\_\_\_  
 Eye Color \_\_\_\_\_ Glasses/Contacts \_\_\_\_\_  
 Clothing - Hat \_\_\_\_\_ Shirt \_\_\_\_\_  
Jacket \_\_\_\_\_ Pants \_\_\_\_\_  
Footwear \_\_\_\_\_ Other \_\_\_\_\_  
 Any Weapons Seen \_\_\_\_\_  
 Relationship to Victim \_\_\_\_\_  
 Picture \_\_\_\_\_

**Description of Vehicle**

Make \_\_\_\_\_  
 Model \_\_\_\_\_  
 License \_\_\_\_\_ State \_\_\_\_\_  
 Body Style \_\_\_\_\_  
 Color \_\_\_\_\_  
 Year \_\_\_\_\_  
 Other \_\_\_\_\_

**Direction of Travel**

Street \_\_\_\_\_ Direction \_\_\_\_\_

## ***Police Patrol & Health Sciences Complex***

### Abducted/Missing/Runaway Person Worksheet

**Description of Person/Victim**

- Name \_\_\_\_\_
- Address \_\_\_\_\_
- Phone \_\_\_\_\_ Cell \_\_\_\_\_
- Sex \_\_\_\_\_ Race \_\_\_\_\_
- Height \_\_\_\_\_ Weight \_\_\_\_\_
- D.O.B. \_\_\_\_\_ Age \_\_\_\_\_
- Is Missing person 65 YOA or older? \_\_\_\_\_
- Do they suffer from Alzheimers / Dementia? \_\_\_\_\_
- Silver Alert Activation? \_\_\_\_\_
- Mental Health / Welfare Concerns? \_\_\_\_\_
- Hair Color \_\_\_\_\_ Style \_\_\_\_\_
- Eye Color \_\_\_\_\_ Glasses/Contacts \_\_\_\_\_
- Clothing - Hat \_\_\_\_\_ Shirt \_\_\_\_\_  
Jacket \_\_\_\_\_ Pants \_\_\_\_\_  
Footwear \_\_\_\_\_ Other \_\_\_\_\_  
Other \_\_\_\_\_
- Any Weapons Seen \_\_\_\_\_
- Relationship to Victim \_\_\_\_\_
- Picture \_\_\_\_\_
- School \_\_\_\_\_ Grade \_\_\_\_\_
- Last Seen - When \_\_\_\_\_ Where \_\_\_\_\_
- With Whom \_\_\_\_\_

**Children with Special Needs (Autism)**

- Is the child carrying / wearing any tracking technology / Cell Phone ? If so, which one and how can information be accessed? \_\_\_\_\_  
\_\_\_\_\_
- Is the child attracted to water? Can they swim? \_\_\_\_\_
- Is the child attracted to roadways / highways? \_\_\_\_\_
- Does the child have a fascination with vehicles, i.e. trains, heavy equipment, airplanes or fire trucks? \_\_\_\_\_
- Has the child wandered away before? Where were they found \_\_\_\_\_
- Where does the child like to go? Does the child have a favorite place? \_\_\_\_\_  
\_\_\_\_\_
- Is the child nonverbal? How will the child likely react to his or her name being called? \_\_\_\_\_
- Will the child respond to a particular voice such as that of his or her mother, father, relative, caregiver or family friend? \_\_\_\_\_
- Does the child have a favorite song, toy or character? If so, what or who is it? \_\_\_\_\_  
\_\_\_\_\_
- Does the child know their name, phone number or address? \_\_\_\_\_  
\_\_\_\_\_
- Does the child have specific dislikes, fears or behavioral triggers? \_\_\_\_\_  
\_\_\_\_\_

Appendix J

- How might the child react to sirens, helicopters, airplanes, search dogs, people in uniform, or those participating in a search team? \_\_\_\_\_
- How does the child respond to pain or injury? \_\_\_\_\_
- What is the child's response to being touched? \_\_\_\_\_
- Does the child wear a medical ID tag? \_\_\_\_\_
- Does the child have any sensory, medical or dietary issues or requirements? \_\_\_\_\_
  
- Does the child rely on any life-sustaining medications? \_\_\_\_\_
- Does the child become upset easily? If so, what methods are used to calm him or her? \_\_\_\_\_

**Parent/Guardian Information**

- Name \_\_\_\_\_
- Reporting Address \_\_\_\_\_
- Home Address \_\_\_\_\_
- Phone \_\_\_\_\_ Cell \_\_\_\_\_
- D.O.B. \_\_\_\_\_ Relationship \_\_\_\_\_
- Family Structure (ie: Married, Divorced,) \_\_\_\_\_

- Name \_\_\_\_\_
- Reporting Address \_\_\_\_\_
- Home Address \_\_\_\_\_
- Phone \_\_\_\_\_ Cell \_\_\_\_\_
- D.O.B. \_\_\_\_\_ Relationship \_\_\_\_\_
- Family Structure (ie: Married, Divorced,) \_\_\_\_\_

Notes:

***Police Patrol & Health Sciences Complex***  
Abducted/Missing/Runaway Person Worksheet

**Other Considerations Health Sciences Center**

- Posts**
  - Security Office Main Desk
  - Main Entrance
  - Clinics Entrance

Appendix J

- Emergency Department Exits
- First Floor Exits
- Roving Patrol

**Contacts**

- UWPD Dispatch
- UWHC Security
- Parking Booths
- VA Police
- Waisman Center
- Rennebohm
- HSLC

**Other**

- Cameras
- Review Applicable Policies

**Other Considerations Police**

**Supervisor Notification**

- If Child under 12 years of age
- Child is disabled
- Child is suicidal
- Involves criminal activity
- Any other unusual activity

**Amber Alert Criteria**

- Law Enforcement confirmation of an abduction
- Sufficient descriptive information about victim and suspect
- Age of child is 17 or younger
- Child entered into NCIC/CIB files
- Risk of serious bodily injury or death to include serious medical conditions

**Searches**

- Residence (Don't take word of family that this was done)
- Common routes to/from school/work/friends
- School building and grounds
- Neighborhood and local parks
- Notes (garbage, schoolbooks, computers)
- Any signs of abusive home setting
- Obtain a list of destinations/locations frequented

***Police Patrol & Health Sciences Complex***

Abducted/Missing/Runaway Person Worksheet

**Interviews**

- Friends
- Relatives
- Siblings
- Playmates

Appendix J

- Employees
- Co-Workers
- Neighbors
- Teachers

**Other**

- Prior history of missing or does this differ from a set pattern /behavior
- Any recent punishments or fear of punishment
- Any mental health/emotional concerns
- Any drug use/abuse
- Internet Access: Email, Social Networks, Chat rooms, etc.
- Surveillance Cameras in the area.

**Notes:**



## *Supervisor*

### Abducted/Missing/Runaway Person Worksheet

**Review Officer checklist to determine if a comprehensive search is needed**

**Comprehensive search shall include**

- Establish a command post near search area (not residence)
- Implement Incident Command
- Liaison with family
- Brief Media
- No unauthorized personnel at command post
- Relief/breaks for search teams

**Maps of area**

- Scope and direction plotted
- Direct search team(s) after each check in

**Documentation**

- All Leads
- Investigative efforts
- Areas searched
- Other pertinent info

**Search Teams**

- Can be a combination of Police, non-sworn, and volunteers
- Under direction of a police officer if possible
- Desirous to have 4 personnel assigned to each team

Team #1 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Team #2 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Team #3 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Team #4 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ***Supervisor***

### Abducted/Missing/Runaway Person Worksheet

**Resources**

**UWPD**

- MOC Notified
- On-duty police
- On duty security
- Off duty personnel
- K-9 units
- Mounted units
- Bicycle patrol
- Database Checks
  - Lexis/Nexis, Accurint, public records databases
  - Travel / Financial Records

**UW Resources**

- Parking Department
- Physical Plant
- Lake Safety
- Grounds
- Air Support (Med Flight)
- Housing (students)

**Other Resources**

- Madison Police
- Shorewood Hills Police & Fire Departments
- Madison Fire Department
- Cab Companies
- Madison Metro/Van Galder
- Civilian volunteers
- Federal Bureau of Investigation
- Wisconsin State Patrol
- Capitol Police
- Child Abduction Response Team (CART) – WI DOJ
- Wisconsin Crime Alert Network
- Statewide Traffic Operations Center (STOC) – DOT
- Facebook – Social Media

**International**

- Office of Children's Issues (OCI) – US Department of State  
1-888-407-4747 or 1-202-501-4444
- INTERPOL  
1-202-616-9000
- Bureau of Diplomatic Services (DS) – Passport Fraud  
1-571-345-2973

**The National Center For Missing & Exploited Children (NCMEC)**  
**1-800-843-5678**

**Wisconsin Clearinghouse for Missing & Exploited Children**  
**1-608-266-1671**

**A Child is Missing Alert – Reverse 911 Neighborhood-Alert**  
**[www.achildismissing.com](http://www.achildismissing.com)**  
**954-763-1288 888-875-2246**

**The National Center For Missing Adults**  
**1-800-690-FIND**

**Resources they provide**

- Technical assistance
- Photograph/poster preparation
- LOCATER
- Age Enhancement/Identification services
- Queries and data base services
- Expert investigative on site assistance
- Special Case Unit
- Forensic services

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