

Dispatch

Abducted/Missing/Runaway Person Worksheet

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 _____

Description of Person

- Name _____
- Sex _____
- Race _____
- Height _____
- Weight _____
- D.O.B. _____ Age _____
- Hair Color _____ Style _____
- Eye Color _____ Glasses/Contacts _____
- Clothing _____
- Last Seen When _____
Where _____

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Caller Information

Name _____
 Address _____
 Phone _____ Cell _____

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

MISSING

Description of Person

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

 Last Seen When _____
Where _____

Caller Information

Name _____
 Address _____
 Phone _____ Cell _____

**STAY AND WAIT TO TALK WITH AN OFFICER I'M
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Runaway

Description of Person

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

 Last Seen When _____
Where _____

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Caller Information

Name _____
 Address _____
 Phone _____ Cell _____

**STAY AND WAIT TO TALK WITH AN OFFICER I'M
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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
 Other

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 _____
- 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 _____

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
- 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
- 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

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

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Resources

UWPD

- MOC Notified
- On-duty police
- On duty security
- Off duty personnel
- K-9 units
- Mounted units
- Bicycle patrol

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

The National Center For Missing & Exploited Children (NCMEC)

1-800-843-5678

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

Appendix J

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