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 _______
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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!
Appendix J

□ 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
Appendix J

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 _______________________________________
# 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 / Dimentia?_______**
- **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?____________________________**
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- 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
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- Emergency Department Exits
- First Floor Exits
- Roving Patrol

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

- 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
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☐ 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
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☐ 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
   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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