 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______________________________
Dispatch
Abducted/Missing/Runaway Person Worksheet

☐ 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 SENDING ONE TO HELP YOU NOW!

☐ 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_____________________________
Appendix J

Dispatch
Abducted/Missing/Runaway Person Worksheet

☐ 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
☐ 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 ____________________________________________

Description of Vehicle
- Make ___________________________________________
- Model ___________________________________________
- License ___________________ State ___________________
- Body Style ________________________________
- Color _________________________________________
- Year _________________________________________
- Other ____________________________________________

Direction of Travel
- Street ___________________ Direction ________________
Appendix J

**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:
Appendix J

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
Appendix J

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
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

☐ 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