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
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 ____________________ Pants _______________________ 
☐ 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 / 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?**
- **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?**
- **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
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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