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 runaway?

☐ Abducted:
☐ Description of Suspect
☐ Name _________________________________
☐ Sex _________________________________
☐ Race _________________________________
☐ Height _________________________________
☐ Weight _________________________________
☐ D.O.B. ____________ Age ____________________
☐ Hair Color ____________________ Style
☐ Eye Color ____________________ Glasses/Contacts
☐ Facial Hair / Complexion ________________________
☐ Scars, Marks, Tattoos ________________________
☐ Voice / Accent _____________________________
☐ Clothing - Hat ___________ Shirt ___________
☐ Jacket ___________ Pants ___________
☐ Footwear ___________ Other _________________________
☐ Any Weapons Seen ___________________________
☐ Relationship to Victim __________________________

☐ Description of Vehicle
☐ Make _________________________________
☐ Model _________________________________
☐ License _____________________________ State __________________
☐ Body Style _________________________________
☐ Color _________________________________
☐ Year _________________________________
☐ Other _________________________________

☐ Direction of Travel
☐ Street ____________________ Direction ________
Appendix J

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 - Hat_________Shirt__________________
☐ Jacket________________Pants_________________
☐ Footwear_____________Other_________________
☐ Last Seen When______________________________

☐ Additional Special Considerations (See Page 6 Ref. Autism questions):
   ☐ 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!

2
Other Considerations

- Dispatch District Car to Caller
- Dispatch Other Available Units to Other Locations
- Notify Supervisor
- Contact Madison Metro & Van Galder
- Contact Local Cab Companies
  - Badger Cab
  - Madison Taxi
  - Union Cab
  - Green Cab
- Monitor Ongoing Communications
- Broadcast ATL on UW Channels
- Advise Dane County Communications Center
- Send Amber Alert Information to Wisconsin State Patrol Traffic Management Center
  - 1-844-977-4357
  - Paperwork Online
  - 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 ________________
☐ Facial Hair / Complexion _______________________
☐ Scars, Marks, Tattoos _______________________
☐ Voice / Accent _______________________
☐ 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 _______________________

4
Appendix J

☐ Direction of Travel
  ☐ Street ____________________ Direction ________
## 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?_____________________
- Is the missing person a Veteran?_____________
- Green 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 Spectrum Disorder)

- 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?_____________________

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Appendix J
Appendix J

☐ Does the child have specific dislikes, fears or behavioral triggers?

☐ 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:
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
☐ HSCL

☐ 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, suspect and/or the suspect vehicle
☐ 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
  - Internet Access: Email, Social Networks, Chat rooms, etc.
  - Surveillance Cameras in the area.

Notes:
Appendix J

Supervisor
Abducted/Missing/Runaway Person Worksheet

☐ Review Officer checklist to determine if a comprehensive search is needed
☐ Notify the MOC

☐ 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
- Lake Rescue and Safety
- Off duty personnel
- K-9 units
- Mounted units
- Bicycle patrol
- Thermal Imaging
- Polaris UTV
- Database Checks
  - Lexis/Nexis, Accurint, public records databases
  - Travel / Financial Records

UW Resources
- Parking Department
- Physical Plant
- Grounds
- Air Support (Med Flight)
- Housing (students)

Other Resources
- Madison Police
- Drone Teams
- Madison Police
- Middleton Fire Department
- 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
Appendix J

☐ 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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