

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 (See Page 5 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!**

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

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 / Dementia? _____
- 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? _____

Appendix J

- Does the child know their name, phone number or address? _____
- 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:

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, 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)

Appendix J

- 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
- 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

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

Appendix J

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

Issued 05/08
Reviewed 12/11
Reviewed 12/12
Reviewed 04/14
Reviewed 09/18
Reviewed 08/19
Reviewed 11/20
Revised 07/21

STANDARD: CALEA 41.2.5, 41.2.6