



## Oregon Police Department Policy and Procedure Manual

### Missing Persons Investigations

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#### I. PURPOSE

The purpose of this policy is to establish a uniform policy for the investigation and recording of complaints of persons reported missing from residences in the Village of Oregon.

#### II. POLICY

It is the policy of the Oregon Police Department to thoroughly investigate and record the investigation of all incidents of persons reported missing from residences in the Village of Oregon. Missing person's reports will also be accepted for persons missing from temporary residences within the Village (Assisted Living, Nursing Homes, etc.). Particular care should be exercised in instances involving missing children and those who may be mentally or physically impaired or others who are insufficiently prepared to take care of themselves. Every child reported as missing will be considered at risk until significant information to the contrary is confirmed. There is no waiting period for reporting a missing person. A person may be declared "missing" when his/her whereabouts is unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject's behavior patterns, plans or routines.

#### III. DEFINITIONS

Amber Alert- Amber Alert is a public alert system that spreads information about missing children by using the broadcast media and electronic billboards on highways. Radio and television stations interrupt programming with an emergency alert, similar to the one used to warn about severe weather conditions, utilizing

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the Emergency Alert System (EAS). Amber Alerts may only be used for children 17 years of age or younger when the child is in danger of serious bodily harm or death, and there is enough descriptive information about the child, the suspect(s) or suspect vehicle(s) to believe an immediate broadcast alert will help locate the child. It is not to be used for runaways or family abductions unless the child's life is in danger.

Silver Alert- Silver Alert is a public alert system that spreads information about a missing person suffering from Alzheimer's, dementia or another permanent cognitive impairment. Silver Alerts may only be used for a missing adult who is 60 years of age or older, believed to have Alzheimer's, dementia or another permanent cognitive impairment that poses a threat to their health and safety, and there is reasonable belief that the missing person's disappearance is due to their impaired cognitive condition. The Silver Alert is requested within 72 hours of the missing person's disappearance when there is sufficient information available to disseminate to the public and the missing person has been entered in NCIC. Silver Alerts will be disseminated through email, text messages or fax by the use of the Wisconsin Crime Alert Network. Silver Alerts may be broadcasted through television, radio, by digital billboards, lottery display terminals and DOT highway digital message signs. Silver Alerts cannot utilize the Emergency Alert System.

Missing - A person may be declared "missing" when his/her whereabouts is unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject's behavior patterns, plans or routines.

Missing Child - The term missing child refers to a person who is younger than 18 years of age and whose whereabouts is unknown to his or her parent, guardian, or responsible party.

Missing/Critical - An individual may be considered "missing-critical" who meets the foregoing criteria and who among other possible circumstances:

- A. May be the subject of foul play;
- B. Because of age (young or old), may be unable to properly safeguard or care for himself/herself, suffers from diminished mental capacity, mental health condition, medical condition, or drug dependencies that are potentially life threatening if left

untreated/unattended;

- C. Is a patient of a mental institution and is considered potentially dangerous to him/herself or others;
- D. Has demonstrated the potential for suicide;
- E. May have been involved in a boating, swimming or other sporting accident or natural disaster; or
- F. In addition to the foregoing, any child 13 years of age or younger is considered missing/critical if any one or more of the following apply:
  - 1. The child is out of the zone of safety for his or her age, developmental stage, and/or physical condition;
  - 2. The environment in which the child is missing may be particularly hazardous;
  - 3. The child was absent from home for more than 24 hours before being reported to law enforcement as missing;
  - 4. The child is believed to be with others who could endanger his or her welfare;
  - 5. The child is absent under circumstances inconsistent with established patterns of behavior; and
  - 6. The child's disappearance involves circumstances that would cause a reasonable person to conclude that the child should be considered at risk.

Reports of juveniles who have voluntarily left home (i.e., "runaways") should be classified as missing/critical only after a thorough investigation.

#### IV. PROCEDURE

- A. Receipt of complaint of missing person.
  - 1. Upon receiving a complaint of a missing person, an officer shall be assigned to respond and, if possible,

personally meet with the complainant and obtain:

- a. An accurate description of the subject to include any available information for data entry on a TIME Missing Person Worksheet.
  - b. Clothing last known to be worn by the missing person.
  - c. Location and circumstances where the missing person was last seen.
  - d. The name and address and telephone numbers for parents or legal guardians, if appropriate.
  - e. If a missing juvenile, any known information in addition to the above described on the department Report of Missing Juvenile Form.
2. There are no minimum time limits that must be observed before accepting a report of a missing person. However, if such reports involve a person 65 years of age or older or a disabled person as defined above and such persons are missing from a care facility or other institution, a search of the building will be conducted to verify that such persons are actually missing prior to initiating any other action.
  3. In all instances of reports of missing juveniles, a Report of Missing Juvenile Form shall be completed, and the form shall be signed by the person responsible for the welfare of the juvenile who initiates the report.
  4. A report of a person missing from a residence outside the Village of Oregon will not be accepted. The complainant should be directed to report the case to the local police agency covering the residence of the missing person. That local police agency may request the Oregon Police Department to assist in the investigation if there is reason to believe that the person reported missing is possibly in the Village of Oregon.

B. Initial investigation

1. On receipt of a complaint of a missing person, the initial assigned officer shall notify the on duty patrol

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Sergeant or Lieutenant and the communications center of the report.

2. The initial assigned officer shall check local records and records of local area agencies to determine if the missing person has been subject of police action, contact, or have been subject of a crime.
3. The initial assigned officer shall conduct an immediate investigation and/or search if the person missing is:
  - a. A child under the age of seventeen (17) years, or
  - b. Mentally/physically impaired to the extent that hospitalization may be required, or
  - c. Senile, mentally-disabled or handicapped and not capable of self-care or clear communication, or
  - d. Sixty (60) years of age or older, or
  - e. Missing under circumstances indicating unaccountable or involuntary disappearance, or
  - f. Is missing due to catastrophe, or
  - g. Other unusual cases.
4. The on duty patrol Sergeant or Lieutenant may request additional manpower to conduct such searches, request mutual aid from other local agencies, or request mutual aid for special assignment units of other local agencies as circumstances dictate.
5. If the initial investigation and search does not locate the person reported missing, the initial assigned officer shall:
  - a. Complete a CIB Missing Person Worksheet using all available gathered data.
  - b. Have the communications center enter the information on the CIB Missing Person Worksheet into CIB and NCIC missing person's files through the state T.I.M.E. teletype system.
  - c. Have the communications center initiate an area-

wide attempt to locate teletype message concerning the missing person.

- d. Based on the incident, consider the implementation of SILVER ALERT / AMBER ALERT if a child is missing.

#### C. Supervisor's Responsibilities

1. Obtain a briefing from the first responding officer at the scene. This briefing will help determine the scope and complexity of the case.
2. Determine an appropriate response, and whether additional personnel and resources are needed.
3. If an expanded or intense response is indicated, organize and coordinate initial investigative and search efforts.
4. If the case is classified as missing/critical:
  - a. The use of all appropriate resources will commence.
  - b. An area broadcast will be initiated.
  - c. Resources should be mobilized for an area search if appropriate.
  - d. In the case of a missing-critical child, review activation criteria and consider activation of the Amber Alert System or other immediate community notification methods.
  - e. When appropriate, establish a command post to be used as a center for organizing personnel and directing investigative efforts, as well as a focal point for inquiries and intelligence gathering. (The use of the victim's home as a command post is not recommended.)
  - f. Establish a liaison with the family.
  - g. Manage media presence, if any.

#### D. On-Going Investigation

1. On-going investigations of missing persons should include but should not be limited to the following actions and activities:
    - a. Request release of dental records and any fingerprints available.
    - b. Contact hospitals and the coroner's office as appropriate for injured or deceased persons fitting the description of the missing person.
    - c. Thoroughly check the location at which the missing person was last seen and conduct interviews as appropriate with persons who were with the individual or who may work in or frequent the area.
    - d. Conduct interviews with any additional family, friends, work associates, schoolmates and teachers as well as school counselors and social case workers, as appropriate, to explore the potential for foul play, voluntary flight, or in the case of juveniles, parental kidnapping or running away.
    - e. Provide identification and related information to all elements of this agency, the state DOJ missing persons authority, and neighboring police agencies and if parental or stranger-to-stranger abduction is suspected, the FBI.
    - f. Decisions to use local media to help locate missing persons shall be made with the approval of the Chief and the missing person's family.
    - g. The lead investigator shall maintain routine on-going contact with the missing person's closest relative concerning progress of the investigation. These and other relevant individuals shall be informed that they must notify the lead investigator as soon as any contact is made with the missing person.
- E. Recovery of Missing Persons and Case Closure
1. Competent adults, having left home for personal reasons, cannot be forced to return home. Officers locating such individuals shall advise them that they are the subject of a missing person investigation, ask if they desire

the reporting party or next-of-kin to be notified of their whereabouts, and make provisions to transmit this information to the reporting party or next-of-kin if permitted by the missing person.

2. In all cases reporting parties shall be informed of the well-being of located missing persons, unless criminal matters necessitate other action. The wishes of competent missing adults that their whereabouts not be revealed shall be honored.
3. Missing persons shall be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.
4. In cases involving juveniles, officers shall ensure that the juvenile receives medical attention if necessary in a timely manner. Initial questioning of the youth should be done to identify the circumstances surrounding the child's disappearance, any individuals who may be criminally responsible, and whether an abusive or negligent home environment was a contributory factor. (If questioning (or booking) of a runaway is not possible due to the nature of the recovery or return, follow-up contact should be made when it is feasible.) The parents, guardians and/or the person reporting the missing youth shall be notified of the recovery in a timely manner.
5. Upon location of a missing person, all agencies and information systems previously contacted for assistance will be notified or updated.
6. Where indicated, follow-up action shall include filing of an abuse and neglect report with the Department of Human Services. The case report shall include a complete report on the whereabouts, actions and activities of children while missing. Where appropriate, charges shall be filed with the Municipal Court or District Attorney's Office.

F. Amber Alert Activation Procedures

1. An investigating officer who has reason to believe a child is abducted will verify the details with the on duty supervisor or Lieutenant.

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2. The on duty supervisor or Lieutenant will determine if the criteria has been satisfied for an Amber Alert activation:
    - a. The child is 17 years of age or younger.
    - b. The child is in danger of serious bodily harm or death.
    - c. There is enough descriptive information about the child, the suspect(s) and/or the suspect's vehicle(s) to believe an immediate broadcast alert will help locate the child.
  3. The child must be entered into the National Crime Information Center (NCIC) database.
  4. If Amber Alert criteria have been satisfied, complete the following Amber Alert Forms immediately (linked and accessible in the Time System under "Administrative Messages"):
    - a. Child Abduction Emergency Alert Form
    - b. Broadcast Script Form
  5. Telephone the Dane County Public Safety Communications Center Supervisor to request Amber Alert activation, and email, fax, or TTY the forms:

**Dane County Public Safety Communications Center**  
Duty Supervisor Phone: 608-267-3913  
E-mail: [dane911@co.dane.wi.us](mailto:dane911@co.dane.wi.us)  
Fax: 608-267-2535  
ORI: WI013007
  6. E-mail a photograph of the child, suspect, and/or suspect vehicle, in JPEG (.jpg) format, to the Dane County Public Safety Communication Center at [dane911@co.dane.wi.us](mailto:dane911@co.dane.wi.us). The photos will be posted at the Amber Alert website [www.amberalertwisconsin.org](http://www.amberalertwisconsin.org) and the Wisconsin Clearinghouse for Missing and Exploited Children and Adults website [www.missingpersons.doj.wi.gov](http://www.missingpersons.doj.wi.gov).
  7. As time permits, obtain written parent/guardian consent to release the name and photograph of the abducted child

on the appropriate Wisconsin Amber Alert form.

8. All Amber Alert updates and deactivations must be sent to the Dane County Public Safety Communications Center.
9. Additional steps to be taken to assist the media and the public in providing leads and tips:
  - a. Designate a 24-hour telephone number.
  - b. Designate an e-mail address.
  - c. Designate a fax number.
  - d. Designate a media liaison who will coordinate information interviews and send out press releases.
10. Contact the Wisconsin Clearinghouse for Missing and Exploited Children for additional resources and services. The Clearinghouse staff and Special Agents from DCI will be assigned to provide technical, analytical and investigative assistance.  
  
**Amber Alert Hotline:** 1-866-65AMBER  
(Law Enforcement Only) 1-866-652-6237  
Wisconsin Clearinghouse for Missing & Exploited Children  
Hotline: 1-800-THE-HOPE (1-800-843-4673)
11. Contact the 24/7 FBI Number at 414-276-4684 to obtain additional resources and services.
12. Contact the National Center for Missing and Exploited Children (NCMEC) for additional resources and services: 1-800-THE-LOST (1-800-843-5678).
13. Retain a copy of all Amber Alert forms, faxes, teletypes, e-mails and pertinent case information.

G. Silver Alert Activation Procedures

1. An investigating officer who has reason to believe an elderly adult suffers from Alzheimer's and/or dementia will verify the details with the shift supervisor or Lieutenant.
2. The shift supervisor or Lieutenant will determine if the criteria has been satisfied for a Silver Alert activation:
  - a. The missing person is 60 years of age or older.

- b. The missing person is believed to have Alzheimer's, dementia, or another permanent cognitive impairment that poses a threat to their health and safety.
  - c. There is reasonable belief that the missing person's disappearance is due to their impaired cognitive condition.
  - d. The Silver Alert request is made within 72 hours of the individual's disappearance.
  - e. There is sufficient information available to disseminate to the public that could assist in locating the missing person.
  - f. The missing person has been entered in NCIC.
3. If the above criterias are met, the investigating officer will contact the Dane County Public Safety Communication Center and request Silver Alert activation.

**Dane County Public Safety Communications Center**

Duty Supervisor Phone: 608-267-3913

E-mail: [dane911@co.dane.wi.us](mailto:dane911@co.dane.wi.us)

Fax: 608-267-2535

ORI: WI0130007

4. Dane County Public Safety Communication Center staff will take the caller's name, agency and phone number and then contact the Wisconsin Department of Justice - Division of Criminal Investigation (DCI) on-call supervisor.
5. The DCI supervisor will contact the investigating officer and verify that the factors meet the Silver Alert criteria. The DCI supervisor will then provide an email address to which the [Silver Alert Details Form](#) and available photo(s) should be sent. Once the DCI supervisor receives the Details Form, the supervisor and the investigating officer will review the Details Form to make sure all relevant details are included. *Note Wisconsin Department of Transportation photographs cannot be used.*
6. The DCI supervisor will contact the Silver Alert Coordinator and provide all of the necessary

information, including the Details Form, photograph, and any other documentation.

7. The Silver Alert Coordinator will contact the investigating officer and will become the direct contact to the investigating officer and our agency regarding anything related to the Silver Alert.
8. The Silver Alert Coordinator will activate the Silver Alert via the Wisconsin Crime Alert Network.
9. The investigating officer and/or our agency are responsible for notifying the Silver Alert Coordinator of any significant updates so that an updated alert or cancellation can be issued. Only the Wisconsin Department of Justice Division of Criminal Investigation can officially update or cancel a Silver Alert.
10. After the individual is located, the Silver Alert Coordinator will request information for record-keeping purposes regarding how the individual was located and if the Silver Alert was directly responsible for their recovery. Any additional information about where the individual was while missing is also helpful.

APPENDIX A

FORMS



STATE OF WISCONSIN



AMBER ALERT-CHILD ABDUCTION EMERGENCY ALERT FORM

# AMBER ALERT REQUEST

**URGENT**

## CHILD ABDUCTION EMERGENCY ALERT

To: Dane County Public Safety Communications Center

Telephone: 608-267-3913 FAX: 608-267-2535

Email: [dane911@co.dane.wi.us](mailto:dane911@co.dane.wi.us) Website: [www.amberalertwisconsin.org](http://www.amberalertwisconsin.org)

ORI: WI0130007

From : \_\_\_\_\_

(name of local law enforcement agency making a request for alert activation)

\_\_\_\_\_  
(telephone number)

\_\_\_\_\_  
(fax number)

\_\_\_\_\_  
(Cell number)

\_\_\_\_\_  
(E-mail address)

\_\_\_\_\_  
(ORI)

Re: A confirmed child abduction has occurred in our city:

\_\_\_\_\_

DCPSCC USE ONLY

Date: \_\_\_\_\_ Time: \_\_\_\_\_

ALERT FORM #1



STATE OF WISCONSIN  
AMBER ALERT-**BROADCAST SCRIPT** FORM



INDICATE AREAS YOU ARE REQUESTING THE AMBER ALERT TO BE BROADCASTED:

- |                                     |                                      |                                    |
|-------------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> ASHLAND    | <input type="checkbox"/> MILWAUKEE   | <b>BORDERING STATE:</b>            |
| <input type="checkbox"/> EAU CLAIRE | <input type="checkbox"/> RHINELANDER | <input type="checkbox"/> ILLINOIS  |
| <input type="checkbox"/> GREEN BAY  | <input type="checkbox"/> SUPERIOR    | <input type="checkbox"/> MICHIGAN  |
| <input type="checkbox"/> LA CROSSE  | <input type="checkbox"/> WAUSAU      | <input type="checkbox"/> MINNESOTA |
| <input type="checkbox"/> MADISON    |                                      |                                    |

**URGENT \* URGENT \* URGENT**

This is a Child Abduction Alert regarding the following child: \_\_\_\_\_  
(child's name)

\_\_\_\_\_  
(description-age/wgt/hgt/scars)

Child was last seen at: \_\_\_\_\_  
(location)

Child was last seen wearing: \_\_\_\_\_

Law enforcement authorities believe the child maybe in the company of : \_\_\_\_\_  
(suspect/description)

They may be traveling in a: \_\_\_\_\_  
(vehicle description, license #, year, make, model, color, identifying stickers, logos, distinguishing features)

Last seen heading: \_\_\_\_\_  
(direction of travel)

If you have any information on the whereabouts of : \_\_\_\_\_  
(child's name)

Please contact : \_\_\_\_\_ At: \_\_\_\_\_  
(law enforcement agency) (24-hour telephone #)

Person(s) who may locate the abductor should take NO action other than to immediately call law enforcement authorities and provide them with the location.

**Amber Alert Website: [www.amberalertwisconsin.org](http://www.amberalertwisconsin.org)**

**\*END OF MESSAGE\***

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
(Supervising Officer)

BROADCAST SCRIPT FORM # 2

**AMBER ALERT**  
CHILD ABDUCTION EMERGENCY ALERT FORM

**VICTIM INFORMATION**

DATE \_\_\_\_\_ TIME \_\_\_\_\_ AM PM \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

**CHILD'S NAME:**

LAST \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

ALIAS/NICKNAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

DOB \_\_\_\_\_ AGE \_\_\_\_\_ SEX \_\_\_\_\_ RACE \_\_\_\_\_

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ EYE COLOR \_\_\_\_\_ HAIR COLOR \_\_\_\_\_

HAIR LENGTH \_\_\_\_\_ COMPLEXION \_\_\_\_\_ BUILD \_\_\_\_\_ SCARS, MARKS, TATTOOS \_\_\_\_\_

SPECIAL NEEDS or MEDICAL INFORMATION (diabetic, daily medication requirements, etc.) \_\_\_\_\_

DATE and TIME CHILD LAST SEEN \_\_\_\_\_ LOCATION LAST SEEN AT \_\_\_\_\_

CLOTHING DESCRIPTION \_\_\_\_\_

MISSING FROM (City & State) \_\_\_\_\_ POSSIBLE DIRECTION OF TRAVEL \_\_\_\_\_

MISCELLANEOUS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Add additional pages if needed)

**AMBER ALERT**  
CHILD ABDUCTION EMERGENCY ALERT FORM

**SUSPECT INFORMATION**

**SUSPECT NAME:**

\_\_\_\_\_  
LAST FIRST MIDDLE

\_\_\_\_\_  
ALIAS/NICKNAME

\_\_\_\_\_  
STREET ADDRESS CITY STATE

\_\_\_\_\_  
DOB AGE SEX RACE

\_\_\_\_\_  
HEIGHT WEIGHT EYE COLOR HAIR COLOR

\_\_\_\_\_  
HAIR LENGTH COMPLEXION BUILD FACIAL HAIR

\_\_\_\_\_  
IDENTIFYING MARKS/SCARS/TATTOOS/MOLES

\_\_\_\_\_  
SPECIAL IDENTIFIERS (glasses, contacts, disability)

\_\_\_\_\_  
DIALECT

\_\_\_\_\_  
CLOTHING DESCRIPTION

\_\_\_\_\_  
MISCELLANEOUS

\_\_\_\_\_

(Add additional pages if needed)

**AMBER ALERT**  
CHILD ABDUCTION EMERGENCY ALERT FORM

**VEHICLE INFORMATION**

MAKE \_\_\_\_\_

MODEL \_\_\_\_\_

TYPE (car, truck, van, etc.) \_\_\_\_\_

COLOR \_\_\_\_\_

YEAR \_\_\_\_\_

LICENSE PLATE \_\_\_\_\_

STATE \_\_\_\_\_

IDENTIFYING STICKERS/LOGOS \_\_\_\_\_

DISTINGUISHING FEATURES \_\_\_\_\_

MISCELLANEOUS INFORMATION \_\_\_\_\_

WISCONSIN CLEARINGHOUSE FOR MISSING AND EXPLOITED CHILDREN AND ADULTS

**AUTHORIZATION FOR PHOTO AND INFORMATION RELEASE FORM**

The undersigned \_\_\_\_\_ of \_\_\_\_\_  
(Print name & relationship: parent, spouse guardian, or Law enforcement) (Print name of missing child/person)

hereby requests that information pertinent to the disappearance of the above named individual and deemed appropriate for release by the law enforcement agency responsible for the investigation of said disappearance be published and/or circulated by any method subscribed to by the Wisconsin Clearinghouse, including the use of photographs. I understand this information may be made available to the public, media, other law enforcement agencies, hospitals, social service agencies, shelters, medical examiners, and/or other agencies or organizations involved with missing persons. I understand and agree that any or all information supplied by me shall be truthful. The undersigned individual(s) placing the description of a missing person agrees to indemnify and hold harmless the Wisconsin Department of Justice and any and all Law Enforcement agencies or other organizations and/or individuals, contacts or sources of information, for or on account of any legal liability for suits, actions, claims, or damages that the reported missing person might prosecute against the aforesaid persons and entities and or individuals, whether successful, including defendants, costs sustained. It is further understood and agreed that a photostatic, facsimile, or email copy of this authorization shall have the same effect as the original.

Parent/GuardianName: \_\_\_\_\_  
**(Please Print)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MissingChild/Children: \_\_\_\_\_  
(Please print full name) LAST FIRST MIDDLE

\*\*Release must be signed by the parent, spouse, legal guardian, or investigating officer\*\*

**SEND COMPLETED FORM TO:**  
WISCONSIN DEPARTMENT OF JUSTICE  
DIVISION OF CRIMINAL INVESTIGATION  
CLEARINGHOUSE FOR MISSING & EXPLOITED CHILDREN & ADULTS  
17 W. MAIN STREET  
P.O. BOX 7857  
MADISON, WI 53707-7857  
or  
FAX: (608) 240-3592

In cases of parental abductions, a copy of the court-certified custody order must be enclosed.

Signature of Witnessing Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE PRINT OR TYPE:**  
Witnessing Officer Name: \_\_\_\_\_



STATE OF WISCONSIN  
AMBER ALERT- **UPDATE** FORM



**CHILD ABDUCTION UPDATE FORM**

INDICATE AREAS YOU ARE REQUESTING THE AMBER ALERT TO BE BROADCASTED:

- |                                     |                                      |   |
|-------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> ASHLAND    | <input type="checkbox"/> MILWAUKEE   | <b>BORDERING STATE:</b>                   |
| <input type="checkbox"/> EAU CLAIRE | <input type="checkbox"/> RHINELANDER | <input type="checkbox"/> <i>ILLINOIS</i>  |
| <input type="checkbox"/> GREEN BAY  | <input type="checkbox"/> SUPERIOR    | <input type="checkbox"/> MICHIGAN         |
| <input type="checkbox"/> LA CROSSE  | <input type="checkbox"/> WAUSAU      | <input type="checkbox"/> <i>MINNESOTA</i> |
| <input type="checkbox"/> MADISON    |                                      |   |

**To: Dane County Public Safety Communications Center**

Telephone: 608-267-3913

FAX: 608-267-2535

Email: [dane911@co.dane.wi.us](mailto:dane911@co.dane.wi.us)

Website: [www.amberalertwisconsin.org](http://www.amberalertwisconsin.org)

ORI: WI0130007

**From :** \_\_\_\_\_

(name of local law enforcement agency making a request for alert activation)

\_\_\_\_\_  
(telephone number)

\_\_\_\_\_  
(signature of authorizing sheriff, police chief or authorized agency supervisor)

**Re:** Update regarding: \_\_\_\_\_  
(child's name)

**Additional information To Be Broadcast:** (add additional pages if needed)

DCPSCC USE ONLY

Time Received: \_\_\_\_\_

UPDATE FORM #7



STATE OF WISCONSIN  
AMBER ALERT- **DEACTIVATION** FORM



# AMBER ALERT

**URGENT**

## CHILD ABDUCTION **CANCELLATION** FORM

To: Dane County Public Safety Communications Center

Telephone: 608-267-3913

FAX: 608-267-2535

Email: [dane911@co.dane.wi.us](mailto:dane911@co.dane.wi.us)

Website: [www.amberalertwisconsin.org](http://www.amberalertwisconsin.org)

ORI: WI0130007

This Child Abduction Alert has been cancelled for: \_\_\_\_\_  
(child's name)

Law Enforcement Agency: \_\_\_\_\_

Supervising Officer: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**\*END OF MESSAGE\***

DCPSCC USE ONLY

Date: \_\_\_\_\_ Time: \_\_\_\_\_

DEACTIVATION FORM # 8

## INVESTIGATIVE CHECKLIST FOR FIRST RESPONDERS



This Checklist is meant to provide a framework of actions, considerations, and activities that may assist in performing competent, productive, and thorough missing/abducted-children investigations.

### First Responder

- Activate patrol-vehicle-mounted video camera, if circumstances warrant, when approaching the scene to record vehicles, people, and anything else of note for later investigative review.
- Interview parent(s)/guardian(s)/person who made the initial report.
- Confirm the child is in fact missing.
- Attempt to verify the child's custody status.
- Identify the circumstances of the missing episode.
- Determine when, where, and by whom the missing child was last seen.
- Interview the individuals who last had contact with the child.
- Identify the child's zone of safety for his or her age and developmental stage.
- Make an **initial assessment**, based on the available information, of the type of incident whether nonfamily abduction; family abduction; runaway, or lost, injured, or otherwise missing.
- Obtain a **detailed** description of the missing child, abductor, and any vehicles used.
- Secure photos/videos of the missing child/abductor, and don't forget photos that may be available on cell phones.
- Evaluate whether the circumstances meet **AMBER Alert™ criteria** and/or other immediate community-notification protocol if not already activated. Discuss plan activation with supervisor.
- Evaluate whether the circumstances warrant requesting the National Center for Missing & Exploited Children®'s (NCMEC) Team Adam. If a Child Abduction Response Team (CART) is in the area, does the child's case meet their activation criteria?
- Relay detailed descriptive information to communications unit for broadcast updates.
- Determine need for additional personnel including investigative and supervisory staff.
- Brief and bring up-to-date all additional responding personnel.
- Identify and separately interview everyone at the scene. Make sure their interview and identifying information is properly recorded. To aid in this process, if possible, take pictures or record video images of everyone present. Video cameras affixed to patrol vehicles may be helpful with this task.
  - Note name, address, home/business phone numbers of each person.
  - Determine each person's relationship to the missing child.
  - Note information each person may have about the circumstances surrounding the missing episode.
  - Determine when/where each person last saw the child.
  - Ask each one, "What do you think happened to the child?"
  - Obtain names/addresses/phone numbers of the child's friends/associates and other relatives and friends of the family.
  - Determine if any suspicious activity or people were seen in the area.
  - Determine if any people were seen who seemed unusual, strange, or out-of-place.
- Continue to keep communications unit apprised of all appropriate developing information for broadcast updates.
- Obtain and note permission to search home or building where incident took place **even if the premises have been previously searched by family members or others**.
- Conduct an immediate, thorough search of the missing child's home **even if the child was reported missing from a different location**.
- Seal/protect scene and area of the child's home, including the child's personal articles such as hairbrush, diary, photos, and items with the child's fingerprints/footprints/teeth impressions, so evidence is not destroyed during or after the initial search and to help ensure items that could help in the search for and/or to identify the child are preserved. Determine if any of the child's personal items are missing. If possible, photograph/take videos of these areas.
- Evaluate the contents and appearance of the child's room/residence.
- Inquire if the child has access to the Internet and evaluate its role. Do not overlook activity on social-networking websites and teen chatlines.
- Ascertain if the child has a cell phone or other electronic communication device and obtain the most recent records of their use.
- Extend search to surrounding areas and vehicles, including those that are abandoned, and other places of concealment such as abandoned appliances, pools, wells, sheds, or other areas considered "attractive nuisances."
- Treat areas of interest as potential crime scenes including all areas where the child may have been or was going to be located.
- Determine if surveillance or security cameras in the vicinity may have captured relevant information. This information may be used to help locate the child and/or corroborate or refute witness statements.
- Interview other family members, friends/associates of the child, and friends of the family to determine
  - When each last saw the child.
  - What they think happened to the child.
  - If the child had complained about being approached by anyone.

- Review sex-offender registries to determine if registered individuals live/work in the area or might otherwise be associated with the case. Call NCMEC toll-free at 1-800-THE-LOST® (1-800-843-5678) to request assistance with this step.
- Ensure information regarding the missing child is entered into the National Crime Information Center's (NCIC) Missing Person File no more than two hours after receipt of the report and any information about a suspected abductor is entered into the NCIC Wanted Person File. Carefully review NCIC categories before entering the case, and be sure to use the Child-Abduction flag whenever appropriate.
- Prepare flier/bulletin with the child/abductor's photo and descriptive information. Distribute in appropriate geographic regions. Call NCMEC toll-free at 1-800-THE-LOST (1-800-843-5678) for assistance with this step.
- Prepare reports/make all required notifications.

#### Supervisory Officer

- Obtain briefing and written reports from the first responding officer and other personnel at the scene.
- Decide if circumstances meet the protocol in place for activation of an **AMBER Alert** and/or other immediate community-notification systems if not already activated.
- Determine if additional personnel are needed to assist in the investigation.
- Establish a command post away from the child's residence.
- Determine if additional assistance is necessary from
  - State/Territorial Police.
  - Missing-Children Clearinghouse.
  - Federal Bureau of Investigation (FBI).
  - Specialized Units.
  - Victim-Witness Services.
  - NCMEC's Project ALERT®/Team Adam.
  - CARTs.
- Confirm all the required resources, equipment, and assistance necessary to conduct an efficient investigation have been requested and expedite their availability.
- Ensure coordination/cooperation among all law-enforcement personnel involved in the investigation and search effort.
- Verify all required notifications are made.
- Ensure all agency policies and procedures are in compliance.
- Be available to make any decisions or determinations as they develop.
- Use media including radio, television, and newspapers to assist in the search throughout the duration of the case.

#### Investigative Officer

- Obtain briefing from the first responding officer and other on-scene personnel.
- Verify the accuracy of all descriptive information and other details developed during the preliminary investigation.
- Initiate a neighborhood canvass using a standardized questionnaire.
- Obtain a brief, recent history of family dynamics.
- Correct and investigate the reasons for conflicting information offered by witnesses and other individuals.
- Collect article(s) of the child's clothing for scent-tracking purposes.
- Review and evaluate all available information and evidence collected.
- Secure the child's latest medical and dental records.
- Contact landfill management and request they delay or at least segregate garbage and dumping containers from key investigative areas in cases where it is suspected there may be imminent danger to the missing child.
- Develop and execute an investigative plan.
- Conduct a criminal-history background check on all principal suspects, witnesses, and participants in the investigation.
- Determine what additional resources and specialized services are required.
- Ensure details of the case have been reported to NCMEC.
- Prepare and update bulletins for local law-enforcement agencies, missing-children clearinghouse, FBI, and other appropriate agencies.
- Establish a phone hotline for receipt of tips and leads. Consider establishing an e-mail address and other methods of electronically receiving leads as well.
- Establish a leads-management system to prioritize leads and help ensure each one is reviewed and followed up on. **Note:** NCMEC has developed software, named the Simple Leads Management System, designed to manage and prioritize leads associated with missing-child investigations. It is available at no cost by calling NCMEC's Missing Children Division toll-free at 1-800-THE-LOST (1-800-843-5678).

This "pocket guide" is adapted from and to be used as a supplement to *Missing and Abducted Children: A Law-Enforcement Guide to Case Investigation and Program Management*. That guide contains additional investigative Checklists and materials. To request a free copy or technical assistance for specific cases, call **NCMEC at 1-800-THE-LOST (1-800-843-5678)**. This project was supported by Grant No. 2011-MC-CX-K001 awarded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice. This document is provided for informational purposes only and does not constitute legal advice or professional opinion on specific facts. Information provided in this document may not remain current or accurate, so recipients should use this document only as a starting point for their own independent research and analysis. If legal advice or other expert assistance is required, the services of a competent professional should be sought. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice. Copyright © 2004, 2006, and 2011 National Center for Missing & Exploited Children. All rights reserved. National Center for Missing & Exploited Children®, 1-800-THE-LOST®, and Project ALERT® are registered trademarks of the National Center for Missing & Exploited Children. NCMEC Order #88.

**WISCONSIN DEPARTMENT OF JUSTICE  
SILVER ALERT REQUEST FORM**  
Call Dane County Communications (608-267-3913)

**Reporting Agency Information**

	YES	NO	
_____ Date of Request	<input type="checkbox"/>	<input type="checkbox"/>	1. Is the missing person 60 years of age or older?
_____ Name of Reporting Agency	<input type="checkbox"/>	<input type="checkbox"/>	2. Is the missing person believed to have Alzheimer's, Dementia, or another <b>permanent</b> cognitive impairment which poses a threat to their health and safety?
_____ Contact number for Reporting Agency	<input type="checkbox"/>	<input type="checkbox"/>	3. Is there reasonable belief that the missing person's disappearance is due to their impaired cognitive condition?
_____ Fax Number for Reporting Agency	<input type="checkbox"/>	<input type="checkbox"/>	4. Is the Silver Alert request within 72 hours of the individual's disappearance?
_____ Name/Title of Investigating Officer	<input type="checkbox"/>	<input type="checkbox"/>	5. Is there sufficient information available to disseminate to the public that could assist in locating the missing person.
_____ Cell phone number for Investigating Officer	<input type="checkbox"/>	<input type="checkbox"/>	6. Is the missing person entered into NCIC?
_____ 24-hour phone number for media/public inquiries	The resources of Digital Billboards/Lottery Terminals will be activated only if accurate vehicle information is available AND it is confirmed that the missing person was driving the vehicle at the time of the disappearance.		

❖ **IMPORTANT:** Agencies are responsible for accurately answering the above questions. Do **NOT** request SILVER ALERT if the answer is **NO** to **ANY** of these questions. **If activated, your request is only valid for a period of 24 hours.** You must contact the Wisconsin Department of Justice to request an extension. You must **Contact WI DOJ within 1 hr** regarding a cancellation or significant update. Contact WI DOJ at (608) 266-1671.

If a missing persons case **does not meet Silver Alert Criteria**, your agency should send out an Endangered/Missing Persons Alert through the Wisconsin Crime Alert Network. If you need any assistance with this, or are unable to send out such an alert, please contact the WI DOJ at (608) 266 1671.

**\*\*\*\* COMPLETELY PLEASE FILL OUT THIS FORM, OBTAIN PHOTO (IF POSSIBLE) AND HAVE ALL INFORMATION READY PRIOR TO REQUESTING A SILVER ALERT \*\*\*\***

WISCONSIN DEPARTMENT OF JUSTICE / SILVER ALERT INFORMATION	
<b><u>FILL OUT THIS FORM</u> AND THEN CALL DANE COUNTY COMMUNICATIONS 608-267-3913</b>	
Date of last contact	Time of last contact
Last known location	
Missing from (city, county, state)	
Name of reporting party	Relationship
Believed to be traveling <input type="checkbox"/> on foot <input type="checkbox"/> in a vehicle	
Brief narrative of events	
MISSING PERSON'S INFORMATION	
Name (last, first, MI)	
DOB	Age
<input type="checkbox"/> Male <input type="checkbox"/> Female	Race
Hair color	Hair style
Eye color	Wears glasses? <input type="checkbox"/> Yes <input type="checkbox"/> No
Height	Weight
Last seen wearing	
Unique physical characteristics	Facial hair
If available, please have photo of individual ready electronically to email along with this form	
Walking ability <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	
Mobility devices	
Does the individual have a cell phone or other electronic device? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, give details:	
Is there reason to believe the individual is in possession of a weapon? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, give details:	
Has this individual gone missing before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, give details:	
Hobbies, points of interest, previous residences/workplaces:	
VEHICLE INFORMATION	
Make	Model
Year	Color
License plate state	Plate number
Distinguishing features	
If available, please have photo of vehicle (or likeness) ready electronically to email along with this form	