

GENERAL ORDER

PORT WASHINGTON POLICE DEPARTMENT

SUBJECT: MISSING PERSONS INVESTIGATIONS		NUMBER:	6.1.3
		ISSUED:	5/5/09
SCOPE:	All Police Personnel	EFFECTIVE:	5/5/09
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INDEX AS: Investigation Procedures for Missing Persons
 Missing Adults
 Juvenile Runaways
 Missing Persons
 Runaways

PURPOSE: The purpose of this Order is to establish responsibilities and guidelines for the investigation of missing persons incidents.

This Order consists of the following numbered sections:

- I. POLICY
 - II. REPORTING/CLASSIFICATION OF MISSING PERSONS
 - III. INITIAL REPORT TAKING
 - IV. PRELIMINARY INVESTIGATION
 - V. RECOVERY OF MISSING PERSON AND CASE CLOSURE
 - VI. MISSING/RUNAWAY JUVENILES
- I. POLICY
- A. Many missing person reports involve individuals who have voluntarily left home for personal reasons, while other reports are often unfounded or quickly resolved. However, there are many instances in which persons disappear for unexplained reasons and under circumstances where they may be considered at risk. The role of the initial responding officer is critical in identifying the circumstances surrounding missing persons and those persons at risk. Therefore, it is the policy of the Port Washington Police Department that:

1. All reports of missing persons be given full attention by members of this agency to include careful recording and investigation of factual circumstances surrounding the disappearance in accordance with this Order, and
2. That particular care 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.

II. REPORTING/CLASSIFICATION OF MISSING PERSONS

- A. There is no waiting period for reporting a missing person. Missing person reports shall be taken in-person.
- B. A person may be considered “missing” when that person cannot be located by people familiar with them and is believed to be missing. In addition, the unexplained absence is for a period of time considered unusual or suspicious, and the absence does not fit known behavior patterns, plans, or routines.
- C. An individual may be considered “missing-endangered” who meets the criteria listed in paragraph B above, and who, among other possible circumstances,
 1. May be the subject of foul play;
 2. Because of age (young or old), may be unable to properly safeguard or care for himself/herself;
 3. Suffers from diminished mental capacity or medical conditions that are potentially life threatening if left untreated/unattended;
 4. Is a patient of a mental institution and is considered potentially dangerous to himself/herself or others;
 5. Has demonstrated the potential for suicide; or
 6. May have been involved in a boating, swimming or other sporting accident or natural disaster.
- D. Based on the outcome of initial inquiries, a decision will be made concerning the potential danger posed to the missing person and the scope and urgency of police response.

III. INITIAL REPORT TAKING

- A. The initial report taker must gather as much pertinent information as possible in order to properly classify a missing person report and initiate proper police response. This includes the following information:
 1. Name, age and physical description of the subject and relationship of the reporting party to the missing person.

2. Time and place of last known location and the identity of anyone accompanying the subject.
 3. The extent of any search for the subject.
 4. Whether the subject has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans.
 5. Whether the individual has been involved recently in domestic incidents; suffered emotional trauma or life crises; demonstrated unusual, uncharacteristic or bizarre behavior; is dependent on drugs or alcohol or has a history of mental illness.
 6. The current physical condition of the subject and whether the person is currently on prescription medication.
- B. If the missing person is a child, inquiry should also determine if the child
1. May be with any adult who could cause him/her harm;
 2. May have been the subject of a stranger abduction;
 3. May have been the subject of a parental abduction;
 4. Has previously run away from home, has threatened to do so or has a history of explainable or unexplainable absences for extended periods of time.
- C. The Shift Supervisor shall be notified immediately upon classification of a report as “missing-endangered” or missing juvenile.

IV. PRELIMINARY INVESTIGATION

- A. The preliminary investigation is intended to gather additional information and to take those steps that will aid in the search for and location of a missing person. This includes gathering the following types of information:
1. Complete description of the subject and a recent photograph.
 2. Details of any physical or emotional problems identified in the Initial Report Taking section of this Order.
 3. Identity of the last person(s) to have seen the subject as well as friends, relatives, coworkers or associates who were or may have been in contact with the subject prior to disappearance.
 4. Plans, habits, routines and personal interest of the subject including places frequented or locations of particular personal significance.

5. Indications of missing personal belongings, particularly money and other valuables.
 6. Any suggestions of foul play or accident.
- B. In the case of missing children, officers shall thoroughly investigate and report information that may suggest parental abduction or the possibility of stranger abduction, as well as:
1. The presence of behavioral problems;
 2. Past instances of running away;
 3. Signs of an abusive home environment or a dysfunctional family situation;
 4. Whether the child is believed to be with adults who may pose a danger; and
 5. The name and location of the school attended by the child and any persons who may be responsible for private transportation to and from the location.
- C. When appropriate, officers should gain permission to search a missing child's home, school locker and personal computer.
- D. Upon completion of the "Missing Person Confirmation" form, it is the responsibility of the reporting officer to notify the dispatch center to have the missing person immediately entered into the teletype system (N.C.I.C./C.I.B.). The following are the categories to be used in the N.C.I.C./C.I.B. system:
1. Disability: A person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger.
 2. Endangered: A person of any age who is missing and in the company of another person under circumstances indicating that his/her physical safety is in danger.
 3. Involuntary: A person of any age who is missing under circumstances indicating that the disappearance was not voluntary.
 4. Juvenile Runaway: A person who is missing and declared unemancipated as defined by the laws of his/her state of residence and does not meet any of the entry criteria set forth in 1,2, or 3 above. In Wisconsin, this is a person who is a juvenile (under 18 years of age).
 5. Disaster/Catastrophe Victim: A person of any age who is missing after a natural disaster or catastrophe.

6. Other: A person who is over the age of 18 not meeting the criteria in any other category and for whom there is a reasonable concern for his/her safety.
- E. Missing juvenile information should be transmitted to the National Center for Missing and Exploited Children and put in the roll call book.
 - F. In the case of persons missing or endangered, the shift supervisor:
 1. Will direct that dispatch broadcast to all persons on duty all information necessary to identify the missing person, and
 2. May authorize mobilization of resources necessary for an area search, and
 3. Shall authorize an Amber Alert for a missing juvenile if the criteria are met as set forth in the Amber Alert Guidelines Standard Operating Procedure.
 4. Shall authorize the use of the Wisconsin "Silver Alert" program in the case of a missing or endangered person with Alzheimer's, mental health issues, drug dependencies, or for any others who are considered at-risk adult persons.
 - G. In the event that a parent or guardian is a suspect in a missing child incident, or proper consent is not obtained from a parent or guardian, officers should consider obtaining physical evidence by use of exigent circumstances or search warrant.

V. ONGOING INVESTIGATION

- A. Ongoing investigations of missing persons should include but should not be limited to the following actions and activities:
 1. An investigator/officer will be assigned as liaison to the parents or other family members.
 2. Request release of dental records and any fingerprints available.
 3. Contact hospitals and the coroner's office as appropriate for injured or deceased persons fitting the description of the missing person.
 4. Thoroughly check the location at which the missing person was last seen and conduct interviews with persons who were with the individual or who may work in or frequent the area.
 5. The parents of a child will be interviewed and if determined necessary requested to submit to a polygraph examination as soon as possible in the investigation.

6. 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.
7. Provide identification and related information to all divisions of the department.
8. Decisions to use local media to help locate missing persons shall be made with the approval of the Chief of Police and/or designee, and the missing person's family.
9. The lead officer 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.

VI. RECOVERY OF MISSING PERSONS AND CASE CLOSURE

- A. Competent adults, having left home for personal reasons, cannot be forced to return home. Officers locating such individuals shall:
 1. Advise them that they are the subject of a missing person investigation;
 2. Ask if they desire the reporting party or next-of-kin to be notified of their whereabouts; and
 3. Make provisions to transmit this information to the reporting party or next-of-kin if permitted by the missing person.
- B. In all cases, reporting parties shall be informed of the well-being of the located missing person. Unless criminal matters necessitate other action, desires of missing persons not to reveal their whereabouts shall be honored.
- C. Missing persons shall be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.
- D. In cases involving juveniles, officers shall ensure that:
 1. The juvenile receives medical attention if necessary, in a timely manner;
 2. Initial questioning of the juvenile identifies the circumstances surrounding the juvenile's disappearance, any individuals who may be criminally responsible and/or whether an abusive or negligent home environment was a contributing factor; and
 3. Parents, guardians and/or the person reporting the missing juvenile are notified in a timely manner.
- E. Upon locating a missing person, all agencies and information systems previously contacted for assistance shall be notified or updated and NCIC/CIB entry shall be cancelled by Records personnel, as well as any Silver Alerts that may have previously been issued.

- F. Where indicated, follow-up action shall include filing of an abuse and neglect report with Human Services within 12 hours.
- G. The case report shall include a complete report on the whereabouts, actions and activities of juveniles while missing.
- H. Where indicated, criminal charges shall be filed.

VII. MISSING/RUNAWAY JUVENILES

- A. It is the policy of the Port Washington Police Department to promptly investigate all reports of missing juveniles in an effort to locate and safely return them to their homes.
- B. The reporting officer will make personal contact with and interview the reporting person. The reporting officer shall ensure that a complete and accurate report is left. When available, a current photograph of the juvenile should be obtained.
- C. Runaway reports will be assigned for follow-up investigation. The case shall remain open until the runaway has been located.
- D. When the missing/runaway juvenile has returned or is returned home, the assigned officer shall make a supplement report as to the whereabouts of the juvenile while away and interview the juvenile as to why he/she was a missing person/runaway. The following should be part of the interview and documentation:
 - 1. Why did the juvenile leave?
 - 2. Where did the juvenile go?
 - 3. How did the juvenile survive, and where did they stay?
 - 4. Who helped the juvenile during his/her absence?
 - 5. Will the juvenile leave again?
- E. The juvenile's name shall be withdrawn from the teletype system by Records personnel along with the cancellation of any Amber Alert that may have previously been issued.
- F. If the parent or guardian does not or will not take a juvenile back into the home for any reason, the juvenile intake worker will be contacted for other arrangements.

APPROVED:



Chief Kevin Hingiss

DATE:

4/12/19

Revised 4/12/19, Revised 9/14/16; Revised 7/12/16

Attachments: Missing Person Certification Form
Wisconsin Amber Alert Law Enforcement Protocol

PORT WASHINGTON POLICE DEPARTMENT

MISSING PERSON CERTIFICATION

IN ORDER TO ASSURE THAT THE RIGHT OF PRIVACY OF INDIVIDUALS WILL NOT BE VIOLATED, THE PORT WASHINGTON POLICE DEPARTMENT REQUIRES WRITTEN DOCUMENTATION THAT ONE OF THE FOLLOWING CONDITIONS EXIST PRIOR TO ENTERING A MISSING PERSON INTO NCIC (NATIONAL CRIME INFORMATION CENTER) AND CIB (CRIME INFORMATION BUREAU) FILES.

- The person I am reporting as missing is under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger.
- The person I am reporting as missing is missing under circumstances indicating that the disappearance was not voluntary.
- The person I am reporting as missing is in the company of another person under circumstances indicating that his or her safety is in danger.
- The person I am reporting as missing is under the age of 18 and whose custody and control is vested in me. Further, that said missing person does not meet any of the criteria set forth in 1, 2 or 3 above.

I HEREBY DECLARE THAT:

FIRST NAME			MIDDLE NAME			LAST NAME		
STREET ADDRESS			CITY		STATE		TELEPHONE NUMBER	
DATE OF BIRTH		AGE	HAIR COLOR		EYE COLOR		HEIGHT	WEIGHT
LAST SEEN (DATE & TIME)			AT (WHERE LAST SEEN)					
CLOTHING DESCRIPTION								

IS MISSING PURSUANT TO PORT WASHINGTON POLICE DEPARTMENT REPORT # _____
AND I REQUEST THAT SAID INDIVIDUAL BE ENTERED INTO THE NCIC/CIB RECORDS AS A MISSING PERSON.

I hereby acknowledge that if said missing person is a juvenile, I am responsible for transporting said juvenile from place of pick-up to his/her residence on notification of the whereabouts of said individual and will make immediate arrangements for safe transportation, and I being the parent/legal guardian of juvenile, authorize temporary detainment by authorities.

SIGNATURE RELATIONSHIP DATE

OFFICER'S NAME RANK

MISSING PERSON LOCATED - REMOVAL OF NAME FROM NCIC/CIB FILES		
SIGNATURE RELATIONSHIP DATE		

WISCONSIN AMBER ALERT

LAW ENFORCEMENT PROTOCOL

THE FOLLOWING PROCEDURES ARE REQUIRED FOR ALL WISCONSIN LAW ENFORCEMENT AGENCIES REQUESTING AN **AMBER ALERT ACTIVATION**.

AMBER ALERTS MUST BE REQUESTED BY THE LAW ENFORCEMENT AGENCY OF JURISDICTION.

1.) An investigating officer who has reason to believe a child is abducted will verify the details with the designated supervising officer on duty.

2.) A supervisor 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 VEHICLE(S) TO BELIEVE AN IMMEDIATE BROADCAST ALERT WILL HELP LOCATE THE CHILD

3.) 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:

#1 CHILD ABDUCTION EMERGENCY ALERT FORM

(This form requires the signature of the supervising officer on duty.)

#2 BROADCAST SCRIPT FORM

(The supervising officer will determine if the alert will be broadcast regionally, multi-regionally or statewide.)

*** If your agency needs the Amber Alert forms, they can be located at the following places:**

- WISCONSIN DEPARTMENT OF JUSTICE WILENET WEBSITE AT WWW.WILENET.ORG
- REQUEST FORMS FROM DANE COUNTY COMMUNICATIONS CENTER, DUTY SUPERVISOR. PROVIDE AN EMAIL ADDRESS OR FAX NUMBER THE FORMS ARE TO BE SENT TO.
- IN THE NEAR FUTURE – ALL FORMS WILL BE LOCATED ON THE TIME SYSTEM

5.) TELEPHONE the Dane County Public Safety Communications Center to request Amber Alert activation, and to verify the receipt of all faxes, emails and TTYs transmitted
Dane County Public Safety Communications Center

DUTY SUPERVISOR TELEPHONE: 608-267-3913

- 6.) E-mail, fax or teletype Amber Alert forms to Dane County Public Safety Communications Center immediately.

Dane County Public Safety Communications Center

E-mail: dane911@co.dane.wi.us
Fax: 608-266-9861
ORI: WI0130007

- AS TIME PERMITS, send the following forms to Dane County Public Safety Communications Center:

#3 VICTIM FORM
#4 SUSPECT FORM
#5 VEHICLE FORM

- 7.) **IMPORTANT:** E-mail a **photograph of the child, suspect, and/or suspect vehicle**, in JPEG (.jpg) format, to the Dane County Public Safety Communications Center at dane911@co.dane.wi.us. If your agency does not have the capability to e-mail photos, then contact another law enforcement agency in your area, local media, school, local library, or copy center for assistance. (If photograph not available at this time, obtain one as soon as possible and e-mail it to the Dane County Public Safety Communications Center immediately.) The photos will be posted at www.amberalertwisconsin.org.
- 8.) As time permits, law enforcement should obtain written parent/guardian consent to release the name and photograph of the abducted child on the appropriate Wisconsin Amber Alert form.
- CHILD PHOTO AND NAME RELEASE FORM (#6)
- 9.) All Amber Alert **UPDATES** and **DEACTIVATIONS** must be e-mailed, faxed or sent via teletype to the Dane County Public Safety Communications Center.
- AMBER ALERT **UPDATE** FORM (#7)
 - AMBER ALERT **DEACTIVATION** FORM (#8)
- 10.) Additional steps to be taken by your agency:
- These steps will assist the media and the public in providing leads and tips to your agency.
- Designate a 24-hour telephone number
 - Designate an e-mail address
 - Designate a fax number
 - Designate a media liaison who will coordinate information interviews and send out press releases
- 11.) Contact the 24/7 FBI Number at [414-276-4684](tel: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.

**TELEPHONE: 1-800-THE-LOST
(1-800-843-5678)**

- 13.) 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 your agency with 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

- 14.) Retain a copy of all Amber Alert forms, faxes, teletypes, e-mails and pertinent case information. The Amber Alert review committee may request this information. Every Amber Alert activation will be evaluated and reviewed by the committee.

Additional IMPORTANT Amber Alert Information:

TIME SYSTEM:

Dane County Public Safety Communications Center will send out a statewide administrative teletype message via the TIME System to law enforcement agencies regarding Amber Alert **activations, updates and cancellations**.

XPEDITE FAX/E-MAIL BROADCAST:

Dane County Public Safety Communications Center will contact the Xpedite Fax Broadcast Company, which will disseminate faxes and e-mails to law enforcement and the media regarding **activations, updates and cancellations** of all Amber Alerts.

HIGHWAY MESSAGE BOARD SIGNS:

Dane County Public Safety Communications Center will work with the Wisconsin Department of Transportation to **activate/deactivate electronic highway message board signs**.

Amber Alert WEBSITE: www.amberalertwisconsin.org.

Your agency should be checking the Amber Alert website to ensure the posting of accurate information.

EMERGENCY ALERT SYSTEM (EAS) BROADCAST:

Emergency Alert System (EAS) broadcast will be sent out every 30 minutes for the first two hours and once for the next three hours. (A **five hour activation period**)

EXTENDING AMBER ALERT BROADCAST:

Amber Alerts can be extended beyond the five-hour period by **telephoning** Dane County Communications Center. **Duty Supervisor Telephone: 608-267-3913**

IMPORTANT: **Revisions/Updates** to Amber Alert procedures and forms can be accessed at the following sites:

- WILENET www.wilenet.org
- Contacting the Wisconsin Clearinghouse for Missing and Exploited Children
1-800-THE-HOPE
(1-800-843-4673)
608-266-1671



Wisconsin Silver Alert Law Enforcement Protocol



The following procedures are required for all Wisconsin law enforcement agencies requesting a Silver Alert activation/update/cancellation.

Silver Alerts must be requested by the law enforcement agency of jurisdiction and are only issued by the WI Department of Justice, Division of Criminal Investigation (DCI)

1. A law enforcement officer (LEO) who has reason to believe a missing person fits the criteria for a Silver Alert will gather all relevant details and fill out a Silver Alert Details Form (located on WILEnet/DOJ/Silver Alert). The investigating LEO should also obtain an electronic image to be forwarded for inclusion in the alert. Please note that a WI Driver's License photo cannot be used.
 - a. Is the missing person 60 years of age or older?
 - b. Is the missing person believed to have Alzheimer's, dementia, or other permanent cognitive impairment which poses a threat to their health and safety?
 - c. Is there reasonable belief that the missing person's disappearance is due to their impaired cognitive condition?
 - d. Is the Silver Alert request within 72 hours of the individual's disappearance?
 - e. Is there sufficient information available to disseminate to the public that could assist in locating the missing person?
 - f. Is the missing person entered into NCIC?
2. The investigating LEO will contact the Dane County Communications Center at 608-267-3913.
3. The Dane County Communications Center will collect the requesting LEO's name and direct contact number.
4. The Dane County Communications Center will contact the DCI on-call supervisor and provide the LEO contact's name and number. *At this point, the Dane County Communication Center's involvement ends.*
5. The DCI supervisor contacts the LEO and verifies that the factors meet the Silver Alert criteria. The supervisor will then provide an email address to which the Silver Alert Details Form and available photo(s) should be sent. Once the supervisor receives the Details Form, the supervisor and the LEO will go over the information to make sure all relevant details are included.

6. The DCI supervisor then contacts the Silver Alert Coordinator and provides all necessary information and forwards the documentation and photo(s). *At this point, the DCI supervisor's involvement ends.*
7. The Silver Alert coordinator calls the LEO and provides their direct contact number. **The Silver Alert Coordinator now becomes the direct contact to the LEO and their agency regarding anything related to the Silver Alert.**
8. The Silver Alert Coordinator activates the Silver Alert via the Wisconsin Crime Alert Network.
9. Depending on the circumstances, the following regional, multi-regional or statewide resources can be utilized during the Silver Alert. Which resources are used will be at the discretion of the Silver Alert Coordinator and/or the DCI supervisor.
 - a. Wisconsin Crime Alert Network message
 - b. Department of Transportation highway message boards - if the person is in a vehicle, the DOT message boards can be activated. The Silver Alert message is displayed for a maximum of 5 hours (not including the hours of 10PM-6AM).
 - c. Wisconsin Lottery terminals
 - d. Time System Control Center - TSCC will issue an administrative teletype message to notify law enforcement agencies in the region in which the Silver Alert was activated.
 - e. Digital Billboards - Outdoor Advertising Association of Wisconsin may display the Silver Alert on digital billboards in the area.
10. The LEO and/or their agency are responsible for notifying the Silver Alert Coordinator of any significant updates so that an updated alert or a cancellation can be issued. Only the Wisconsin Department of Justice Division of Criminal Investigation can officially update or cancel a Silver Alert.
11. 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 they were during their time missing is also helpful.

**Please contact DCI Silver Alert Coordinator
Kari Orn
with any questions, feedback
or concerns.
ornkm@doj.state.wi.us
608-234-3160**