



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 180 – MISSING PERSONS

**GENERAL ORDER:** 2024-12  
**ISSUED:** March 21, 2024

**EFFECTIVE:** March 21, 2024

**REVIEWED/APPROVED BY:**  
Assistant Chief Nicole Waldner  
**DATE:** February 19, 2024

**ACTION:** Amends General Order 2023-54 (October 12, 2023)

**WILEAG STANDARD(S):** 6.1.5, 6.6.5

### ROLL CALL VERSION

**Contains only changes to current policy.  
For complete version of SOP, see SharePoint.**

#### **180.10 DEFINITIONS (WILEAG 6.1.5)**

##### **C. CRITICAL MISSING**

A person who has been reported missing and meets any of the following criteria:

1. The missing person has a physical, mental, or cognitive (Dementia, Alzheimer's) disability, drug dependency or other at-risk issue, which subjects themselves or others to danger. District shift commanders shall notify the ~~Sensitive Crimes Division (SCD)~~, or a supervisor assigned to the a Criminal Investigation Bureau supervisor at extension [REDACTED] when SCD is not operational, who will make the final determination to investigate as a critical or non-critical missing.  
(WILEAG 6.1.5.4)

#### **180.20 INVESTIGATION RESPONSIBILITY**

- D. The member filing the missing report shall obtain a recent photo of the missing person and shall ensure that the photo is filed in the manner prescribed by the missing report coordinator (MRC). In addition, the member shall import the photograph of the missing person to Evidence.com.

**Note: The district a citizen enters to report a missing person shall take the missing report. Citizens shall not be sent to another district or the district in which the missing person resides for the report taking process.**

#### **180.25 INVESTIGATIVE PROCEDURES (WILEAG 6.1.5, 6.6.5)**

##### **C. FOLLOW UP**

The commanding officer or designee of each district shall ensure all non-critical missing persons' investigations and follow-up are completed on a regular basis, based on the circumstances surrounding each missing person. For those persons missing for the first time or who have extenuating events surrounding their disappearance, follow up is required daily. Those persons who have been reported missing previously require follow up once a week at a minimum, based on the circumstances surrounding the investigation.

Each missing persons' case must be assessed individually and may require more follow up depending on the totality of the circumstances surrounding the investigation. If there are any questions regarding missing follow-up, seek guidance from a supervisor. All follow up must be documented in an other event supplemental report in RMS. If follow-up investigation reveals critical factors, SCD a CIB supervisor at extension [REDACTED] shall be notified and members shall follow the procedure outlined in SOP 180.25 and 180.30. (WILEAG 6.1.5.3, 6.1.5.4, 6.6.5.3)

### **180.30 CRITICAL MISSING PERSONS (WILEAG 6.1.5, 6.6.5)**

- D. SCD A CIB supervisor at extension [REDACTED] shall be notified by the district shift commander when they become aware of a critical missing. ~~A SCD supervisor~~ The CIB shift commander shall determine if ~~an SCD a CIB~~ investigator will be assigned to coordinate the investigation with the sergeant on scene in an attempt to locate the critical missing person. It shall be the responsibility of the respective district shift commander to assign police members and a sergeant from shift to shift to investigate the missing person. A missing other event supplementary report shall be filed in RMS during each 8-hour tour of duty and include follow-up information or other circumstances on the critical missing.
- E. SCD The CIB shift commander shall continually monitor and investigate all critical missings where a SCD CIB supervisor has been assigned. The assigned investigators from SCD CIB shall file a missing other event supplementary report in RMS on a daily basis. If a SCD CIB investigator has not been assigned, the investigating district shall be responsible for monitoring, investigating and filing a missing *Other Event Report - Supplemental* in RMS on a daily basis.  
(WILEAG 6.1.5.2, 6.1.5.3, 6.1.5.4, 6.6.5.3, 6.6.5.4)

### **180.45 AMBER ALERT- ABDUCTED CHILD RELATED MISSINGS (WILEAG 6.6.5)**

#### **B. AMBER ALERT PROCEDURE**

2. SCD A CIB supervisor at extension [REDACTED] shall be notified by the district shift commander when they become aware of an abduction/ potential Amber Alert. ~~An SCD~~ The CIB shift commander shall assign ~~an SCD a CIB~~ investigator to coordinate the investigation with the sergeant on scene in an attempt to locate the abducted person. The SCD CIB shift commander shall also monitor the investigation.
3. If the SCD CIB shift commander determines that the Amber Alert criteria have been satisfied, he/she shall obtain approval from the inspector of the Criminal Investigation Bureau, or designee, during weekdays or the night watch commander during nights and weekends to activate the Amber Alert. The SCD CIB shift commander shall ensure that the Amber Alert instructions are implemented without delay and the necessary reports are completed. The SCD CIB investigator shall ensure the NCIC missing person entry is flagged as an Amber Alert by contacting the CIB – Validation Desk.  
(WILEAG 6.6.5.1)
4. SCD The CIB shift commander shall continually monitor and investigate all Amber Alerts. SCD The CIB shift commander shall assign an investigator on each shift and

the investigators shall file a missing other event supplementary report in RMS.

### **180.50 GREEN ALERT – VETERAN AT RISK MISSING**

#### **B. GREEN ALERT PROCEDURE**

2. SCD A CIB supervisor at extension [REDACTED] shall be notified by the district shift commander when they become aware of a potential Green Alert missing. The SCD CIB shift commander shall assign an SCD a CIB investigator to coordinate the investigation with the sergeant on scene in an attempt to locate the missing person. The SCD CIB shift commander shall also monitor the investigation.
3. If the SCD CIB shift commander determines the Green Alert criteria have been satisfied, he/she shall obtain approval from the inspector of the Criminal Investigation Bureau, or designee, during weekdays, or the night watch commander on nights or weekend to activate the Green Alert. The SCD CIB shift commander shall ensure the Green Alert instructions are implemented without delay and the necessary reports are completed.
4. SCD The CIB shift commander shall continually monitor and investigate all Green Alerts. SCD The CIB shift commander shall assign an investigator on each shift and the investigators shall file a supplemental report on each shift.

### **180.55 SILVER ALERT (WILEAG 6.1.5)**

#### **B. SILVER ALERT PROCEDURE**

2. SCD A CIB supervisor at extension [REDACTED] shall be notified by the district shift commander when they become aware of a potential Silver Alert missing. The SCD CIB shift commander shall assign an SCD a CIB investigator to coordinate the investigation with the sergeant on scene in an attempt to locate the missing person. The SCD CIB shift commander shall also monitor the investigation.
3. If the SCD CIB shift commander determines that the Silver Alert criteria have been satisfied, he/she shall obtain approval from the inspector of the Criminal Investigation Bureau, or designee, during weekdays or the night watch commander during nights and weekends to activate the Silver Alert. The SCD CIB shift commander shall ensure that the Silver Alert instructions are implemented without delay and the necessary reports are completed.  
(WILEAG 6.1.5.4)
4. SCD The CIB shift commander shall continually monitor and investigate all Silver Alerts. SCD The CIB shift commander shall assign an investigator on each shift and the investigators shall file a missing other event supplementary report in RMS.

### **180.60 INTERFERENCE WITH CUSTODY**

- C. In all cases involving interference with custody, the SCD CIB shall be notified.

**180.65 MISSING JUVENILES****B. WANTED BY OTHER JURISDICTIONS**

3. Teletype communications with any other departments outside of the city of Milwaukee shall be processed through the SCD CIB or the CIB – Validation Desk.

**C. LOCAL MISSING JUVENILES LOCATED IN OTHER JURISDICTIONS**

4. When information is received that the juvenile is in the custody of another jurisdiction, a teletype shall be requested from that jurisdiction regarding the circumstances of the missing being taken into custody and sent to the CIB – Validation Desk. A copy of the teletype message from the outside jurisdiction shall be forwarded to the SCD CIB. The SCD CIB shall determine if follow-up investigation will be conducted regarding the juvenile's criminal activities. The officer receiving the notification shall ensure the juvenile missing is cancelled by the CIB – Validation Desk (MWDC). The officer receiving the notification shall file a missing other event supplementary report in RMS documenting all information in addition to the details of the missing's return.

**180.75 NON-CRITICAL PERSON MISSING MORE THAN 30 DAYS (WILEAG 6.1.5)**

If a non-critical person is missing more than 30 days, SCD shall notify the district and advise who will assume command of the ~~long-term~~ missing. Districts must exhaust all investigative leads and there must be documentation showing that an investigation and follow up has been conducted including if the missing person has been checked for and not located. If SCD assumes responsibility for the investigation, the district will no longer be required to file other event supplementary reports on the missing. If SCD makes the determination not to assume responsibility for the missing, the district shall be responsible for conducting follow up on the missing person and submitting the required reports. The determination of who will be responsible for the investigation shall be documented in a RMS supplemental report by SCD.

If unusual or suspicious circumstances are revealed, the SCD shift commander shall determine if supplementary information should be entered into NCIC, such as medical, dental, DNA, and finger print information. The SCD shift commander shall also determine if a photograph of the missing person should be disseminated to all districts and divisions. (WILEAG 6.1.5.2)

**180.85 LOST CHILD**

- B. SCD CIB shall assist in the identification of the lost child and in locating the parents/guardian. If the residence is located, it shall be assessed for circumstances of neglect, abuse or other criminal activity.



JEFFREY B. NORMAN  
CHIEF OF POLICE