

**WISCONSIN DEPARTMENT OF JUSTICE
DIVISION OF CRIMINAL INVESTIGATION**

**CHILD ABDUCTION RESPONSE TEAM
(CART)**

OPERATING PROCEDURES

WISCONSIN DOJ-DCI CART RESPONSE

- A. Wisconsin DOJ-DCI CART members are authorized to investigate the abduction or endangerment of children in the state of Wisconsin upon the request of a sheriff, police chief, administrator of a criminal justice agency, a district attorney or designee, and with the approval of the Wisconsin DCI Administrator, Wisconsin AMBER Alert On-Call Director or Special Agent in Charge (SAC). The Wisconsin DOJ-DCI CART will be comprised of DCI Law Enforcement personnel.
- B. The occurrence of any of the following predicate incidents may initiate investigative involvement, assistance or coordination by the Wisconsin DOJ-DCI CART members:
1. The non-family abduction of a child under the age of eighteen (18); or
 2. A child under the age of eighteen (18) and whose whereabouts are unknown to his or her parent, guardian or responsible party, and with at least one of the following unusual circumstances:
 - a. Out of zone of safety for his or her age, developmental stage and/or physical condition. *Note: The zone of safety will vary for each child depending on the above conditions. For example, in the case of an infant, the zone of safety is limited to the immediate presence of an adult custodian or the safe area the infant is placed. For a school-aged child, the zone of safety may be the immediate neighborhood or route between home and school and other activities.*
 - b. Mentally Diminished. *Note: If the child is developmentally disabled or emotionally disturbed, he or she may have difficulty communicating with others about needs, identity, or address and may be more prone to exploitation.*
 - c. Medical and/or Drug Dependent.
 3. Any other abduction or missing child investigation that requires an immediate response in order to protect a child whose life or well being is perceived to be at risk (due to violence or health conditions) or if an abductor has expressed a potential for violence or could endanger the child.

- C. To initiate a request for assistance, a criminal justice agency administrator or designee must contact the Wisconsin DCI Administrator, the Wisconsin AMBER Alert On-Call Director or SAC. The Wisconsin DCI Administrator, the Wisconsin AMBER Alert On-Call Director or SAC will determine if the abduction circumstances warrant a CART response, and if so, the initial CART resources that will be deployed.
- D. The primary goal of the Wisconsin DOJ-DCI CART is to provide a pool of specialized investigators, criminal analysts, and other support staff which are available to focus dedicated and intensive investigative, analytical, administrative, and general law enforcement efforts primarily with regard to cases involving missing and abducted children, at the request of any criminal justice agency in the state of Wisconsin. As a statewide team, the Wisconsin DOJ-DCI CART has access to many resources from several agencies, the deployment of which will be determined on a case by case basis, with consideration being given to the specific circumstances surrounding each CART event. Therefore, to mitigate the creation of numerous memorandums of understanding (MOU) with a variety of federal, state, tribal and local agencies, the Wisconsin DOJ-DCI CART has elected to forego formal MOU's and operate under the authority provided the Wisconsin DOJ-DCI as a statewide criminal justice agency with jurisdiction in the entire state of Wisconsin. Furthermore, the Wisconsin DOJ-DCI CART will request the services of those cooperating federal, state, tribal and local agencies as needed and deemed necessary.

WI DOJ-DCI CART PRIMARY RESPONSIBILITIES

- A. Responsibilities of the Wisconsin AMBER Alert On-Call Director or SAC:
 - 1. The assigned Wisconsin AMBER Alert On-Call Director or SAC will:
 - a. Coordinate AMBER/Endangered Alert in accordance with Wisconsin AMBER Alert procedures
 - b. Notify the agency requesting an AMBER/Endangered Alert that CART resources are available
 - c. Notify the Regional SAC, of an AMBER/Endangered activation; brief the facts of the AMBER/Endangered activation to Regional SAC, CART Coordinator(s) and CART Team
 - d. Ensure coordination of all WSIC resources
 - e. Provide summary for immediate briefing to Wisconsin DCI and/or Wisconsin DOJ executive personnel
- B. Responsibilities of the Wisconsin DOJ-DCI Regional SAC:
 - 1. The Wisconsin DOJ-DCI Regional SAC will be responsible for directing the investigation and working to assist the Incident Commander / requesting law enforcement agency. The role of the Regional SAC will be to work in immediate concert with the CART Lead Investigator for the particular investigation;

reporting directly to the AMBER Alert Activator or designee on all significant developments. The Regional SAC will notify the CART Coordinator(s) of an AMBER/Endangered activation and brief the facts. The Regional SAC, in collaboration with the CART Coordinator(s) as necessary, will be tasked with oversight of the following:

- a. Investigator assignments
 - b. Logistics assignments
 - c. Communication Center coordination
 - d. Analytical assignments
 - e. Investigative organization
 - f. Overall team coordination
2. The Regional SAC will brief the local Incident Commander on all significant leads. The Regional SAC may collaborate on those briefings with the CART Coordinator(s) as the situation dictates.

C. Responsibilities of the Wisconsin DOJ-DCI CART Coordinator(s):

1. The Wisconsin CART Coordinator(s) will be responsible for working conjointly with the Regional SAC and assisting the Incident Commander of the requesting law enforcement agency in the investigation. The CART Coordinator(s), along with the Regional SAC, will be tasked with the oversight of the following:
 - a. Staffing
 - b. Resource allocation
 - c. Team briefing coordination, to include:
 1. Every 4-8 hours (during the first 24 hour period) briefings will take place, or as case circumstances dictate; the following will be discussed:
 - a. Investigative team issues
 - b. Witness statements
 - c. Officer statements
 - d. AMBER Alert status
 - e. Communication Center reports
 - f. Incident Command issues
 - g. Evidence collected and its status pending analysis (turn around time)
 - h. Issues or items that need revisiting (i.e. aerial photographs, computer assisted sketching, etc.)
 - i. Legal issues
 - j. Resources assignments and needs
 - k. Media issues and utilization
 2. A 72-hour briefing shall be conducted to discuss the following:
 - a. Case progress
 - b. Coordination of any unresolved evidence and legal issues
 - c. Ensure all leads are being pursued
 - d. Discussion related to continuation of team activation

D. Responsibilities of the Wisconsin DOJ-DCI CART Lead Investigator:

1. The Lead Investigator will be responsible for overseeing all of the investigative leads and case investigative activity
2. The Lead Investigator will maintain liaisons with the requesting agency's lead investigator
3. The Lead investigator will brief the Incident Commander, Regional SAC and/or CART Coordinator(s) on all significant developments
4. The Lead Investigator will consult with the Incident Commander, Regional SAC, CART Coordinator(s) and other relevant parties (i.e. district attorney, requesting agency administrator, public information officer) on all investigative matters and requirements

WI DOJ-DCI CART ADDITIONAL RESPONSIBILITIES

During the activation of the WI DOJ-DCI CART, the following personnel assignments may be established based upon the characteristics of the investigation:

E. **OPERATIONS SECTION** – Responsible for managing all tactical operations at an incident

1. Crime Scene(s) / Evidence Coordinator: Responsible for crime scene processing, the coordination with other agency's crime scene efforts, and the collection / preservation of evidence
2. Interview Team(s) Coordinator: Responsible for coordinating the interviews of all witnesses, to include registered sex offenders in the area, and maintaining contact information of those witnesses
3. Search Coordinator: Responsible for determining the areas to be searched outside of the scope of the neighborhood and traffic canvasses, ensuring that those areas are searched, and coordinating all search mechanisms and search team resources to be utilized
4. Traffic / Neighborhood Canvas Coordinator: Responsible for coordinating the identification of all residential and business addresses in the area of the child's last known location and child's residence, ensuring that all individuals located at each address are identified and interviewed, and that the interior and exterior of all addresses, to include all vehicles, are searched. Also responsible for coordinating the identification of all individuals utilizing a vehicle to travel through the area of the child's last known location and the searching of those vehicles

F. **PLANNING SECTION** – Responsible for planning and status services for the incident

1. Analytical / Intelligence Coordinator: Responsible for coordinating all analytical and intelligence activities
2. Attorney Representative: Responsible for all legal issues, to include obtaining court orders, search warrants, tracking devices, and subpoena issuance
3. Leads / Tips Coordinator: Responsible for coordinating all leads and tips and the dissemination of leads/tips information to the CART members
4. Resources Coordinator: Responsible for determining which resources should be utilized, obtaining those resources, and acting as a liaison between CART members and those resources

G. LOGISTICS SECTION – Provides all incident support needs (Facilities, Transportation, Communications, Supplies, Equipment Maintenance, Food Services, Medical Services, all Off-Incident Resources)

1. Communications Coordinator: Responsible for coordinating all communication efforts related to the incident
2. Information Resource Management Coordinator: Responsible for all computer support to the incident
3. Support / Logistics Coordinator: Responsible for supporting the team needs and resources to include: communications, telephone banks, food, water, mobile command post, etc.
4. Volunteer Coordinator: Responsible for coordinating all volunteer efforts

H. ADMINISTRATION SECTION – Responsible for working with the Incident Commander, Regional SAC, and/or the Wisconsin DOJ-DCI CART Coordinator and the Operations, Planning, and Logistics Sections in order to maintain communications with the family of the victim(s) and the public in order to assist in the investigative efforts of the CART

1. Administrative Coordinator: Responsible for assisting the Incident Commander, the DCI Regional Special Agent-in-Charge(s), the Wisconsin DOJ-DCI CART Coordinator, and the Lead Investigator with maintaining documentation of all aspects of the incident
2. Family Liaison Officer: Positioned at the victim's residence and responsible for coordination / liaison efforts with family members [An example of liaison efforts would be to present the family with questions from the law enforcement agency administrator, Incident Commander, investigators and media, and relate those responses to the aforementioned individual(s)]
3. Media Coordinator: Responsible for coordinating media events and the possible utilization of the media in the investigation
4. Victims Advocate: Responsible for coordinating all advocate activities for the victim at time of rescue and for family members as needed
5. Wisconsin Clearinghouse Coordinator: Responsible for working closely with the Regional SAC, Wisconsin DOJ-DCI CART Coordinator in order to determine which Clearinghouse resources should be utilized, acting as the liaison between Wisconsin DOJ-DCI CART members and those resources, and as the liaison between NCMEC, CART members, Family Liaison Officer, and the Victims Advocate.