



City of Racine Police Department  
**Policy and Procedure**

**Number: 1125**

Subject: <b>"A Child Is Missing" Program</b>		
Date Issued: <b>05-05-06</b>	Effective Date: <b>03-11-11</b>	Revision Number: <b>2</b>

**POLICY:**

Taking action during the first hours of a person's disappearance is very critical in helping save lives. The "A Child Is Missing" (ACIM) program is a tool to assist law enforcement in locating missing children, the elderly affected by dementia, or the disabled (at no cost to the Department).

The ACIM program covers a broader range of missing persons than the Amber Alert system. This program does not replace other programs such as Amber Alert or Citywatch, and will be used in addition to those existing programs or when those programs would not be appropriate for an incident.

Participation in the ACIM program is not a substitute for normal practices followed when handling cases of missing, abducted or endangered persons.

**PROCEDURE:**

1. The ACIM program is a telephone notification service to help law enforcement find or identify persons who meet the following criteria:
  - a. A missing child who has wandered off or been abducted.
  - b. An elderly person affected by dementia.
  - c. Unidentified persons who are unconscious or unable to assist in identifying themselves.
  - d. A mentally or physically challenged person who is missing or endangered.
  - e. Sexual Predator Awareness Notice.
2. ACIM makes a recorded message with the information that has been supplied.
  - a. ACIM will make the phone calls between the hours of 6:00 am and 10:30 pm unless an extreme emergency.
  - b. The location last seen is entered into the computer and a database of phone numbers of the residents/businesses is gathered. The message is then sent out to the community.
  - c. When a child is reported missing near water, the immediate area is canvassed with the message, then the search area is expanded if the child has not been found.
  - d. ACIM continues to work with the officer on the scene, contact person and/or Communications until the missing person has been found.

**MEMBER:**

Respond to an incident where ACIM's services may be used:

1. ACIM will require the following information for a broadcast notification.
  - a. Name of law enforcement agency
  - b. City, county and state of agency
  - c. Name of person missing
  - d. Date of Birth
  - e. Gender
  - f. Nationality
  - g. Height and Weight
  - h. Hair and Eye color
  - i. Clothing description
  - j. Any scars or other physical characteristics
  - k. Any medical/psychological conditions to be aware of
  - l. Home address including zip code

- m. Location last seen with zip code if different than residence
  - n. Police department phone number for the public to call to report information
  - o. Case # or Reference # assigned to the case
  - p. If there is water or wooded areas in the vicinity
  - q. Have friends and family been contacted
  - r. Has the person gone missing before
  - s. Is there foul play, kidnapping or parental abduction suspected
  - t. If the missing is a child, is the agency aware of any sexual predators within 1 mile of the last seen address.
2. Contact a Supervisor for their approval to activate ACIM.

**SUPERVISOR  
AND/OR SHIFT  
COMMANDER:**

- 1. Upon notification of a potential ACIM incident, determine whether to use ACIM's services and, upon approval, contact or designate a contact to call ACIM with the requested information, a Supervisor or his/her designee shall be the contact person on the scene. ACIM also requests a cell or pager number to reach the contact officer on the scene for additional information.
- 2. A Supervisor or his/her designee shall contact ACIM and provide them with the requested information.
- 3. Notify Communications that they may be receiving calls reference the ACIM incident and how and/or to whom they should disseminate the information.
- 4. After recovery, notify Communications and have ACIM contacted to stop the search.
  - a. ACIM will fax a case follow-up form to be filled out, documenting the conclusion of the case.
  - b. Have the form completed and faxed back to ACIM. (This documentation assists ACIM in obtaining funding to continue offering their services to law enforcement.)

**COMMUNICATIONS:**

- 1. Upon notification of a potential ACIM incident, dispatch a Supervisor to assist.
- 2. Collect information called in concerning the ACIM incident and disseminate it as directed.

**RELATED  
PROCEDURE:**

[1109 – Amber Alert](#)  
[Table of Contents](#)

**A Child Is Missing**  
**1-888-875-2246 Toll Free**  
 1-954-492-4778 Pager  
 1-954-763-1288  
 1-954-763-4569 Fax

500 S.E. 17<sup>th</sup> Street #101  
 Fort Lauderdale, FL 33316

[www.AChildIsMissing.org](http://www.AChildIsMissing.org)  
[info@AChildIsMissing.org](mailto:info@AChildIsMissing.org)