



# **CHILD ABDUCTION RESPONSE TEAM (CART)**

**RESOURCE MANUAL**

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## **Why have a pre-planned response?**

It is likely that the classical non-family abduction will require a multi-agency response.

## **Facts and Figures**

Approximately 1 in every 10,000 missing children results in homicide of the child.

When a child is killed:

44% less than 1 hour

74% within 3 hours

91% within 24 hours

99% within 7 days

200 – 300 are classic kidnappings.

Most are short-term and involve sexual assault.

## **Child Abduction Response Team Purpose**

To establish an inter-agency child abduction team that will respond to abducted as well as missing and endangered child cases as set forth by certain criteria

**Section I**  
**CART TEAM GUIDELINE**

## DEFINITIONS

1. The term **“at-risk missing child”** includes a child who is:
  - A. Thirteen (13) years of age or younger, or
  - B. Believed to be:
    1. out of the zone of safety for age and developmental stage
    2. mentally incapacitated
    3. in a life threatening situation
    4. in the company of others who could endanger his/her welfare, or
  - C. Is absent under circumstances inconsistent with established patterns of behavior
  
2. The term **“missing child”** includes a person who is:
  - A. Under the age of eighteen (18), and
  - B. Does not meet the “at-risk” criteria

South Florida Regional Operations Center  
Child Abduction Response Team  
(C.A.R.T.)

**C.A.R.T. Team Response**

- A. C.A.R.T. Team members are authorized to investigate the abduction or endangerment of children in the South Florida area upon the request of a sheriff, police chief, administrator of a criminal justice agency, the State Attorney or designee; and with the approval of the Special Agent In Charge (SAC) at the Miami Region Operations Center (MROC). Investigations can also be initiated pursuant to an existing Memorandum of Understanding (MOU) or Executive Order of the Governor. The C.A.R.T. Team members will be comprised of various law enforcement and civilian employees as part of a Mutual Aid Agreement between the participating agencies.
  
- B. The occurrence of any of the following predicate incidents may initiate investigative and forensic involvement, assistance or coordination by the C.A.R.T Team members:
  - 1. The true (non-family) abduction of a minor child (under the age of 18); or
  - 2. The abduction of a minor child (under the age of 18) with endangerment circumstances. These circumstances must clearly be articulated to the C.A.R.T. Team Special Agent Supervisor, Chief of Investigations, or Regional Director in order to activate the team members. The child's disappearance or abduction shall meet the endangerment criteria if the child's life or well-being is perceived to be at-risk (due to violence or health conditions), or if the identified parental abductor has a potential for violence or could endanger the child; or
  - 3. Any other abduction or missing child investigation that requires immediate response in order to protect the well being of the child. All incidents at this level shall require the approval of the Regional Director or his/her designee.
  
- C. To initiate a request for assistance, the criminal justice agency administrator must contact the appropriate C.A.R.T. Team Special Agent Supervisor, Assistant Special Agent in Charge (ASAC), or Special Agent in Charge (SAC) who will approve or disapprove the request based upon the criteria specified above. The SAC or his/her designee will notify the Office of the Commissioner of the request via the chain-of-command.

**PRIMARY RESPONSIBILITIES:**

- A. Communications Center:
  - 1. When the Communication Center receives a request for assistance for the C.A.R.T Team members, the communication center member will immediately establish and document the following:
    - a. identity of the person calling and agency requesting assistance,
    - b. date and time of call/request for assistance,
    - c. date and time incident occurred,
    - d. location of and direction to incident,

- e. brief synopsis of incident, and
  - f. call-back number where the caller can be immediately reached.
2. The Communication Center will immediately notify the C.A.R.T. Team Special Agent Supervisor who will provide further instructions for member call out. Call out activation will be initiated through the utilization of the Threat-Com system. Additionally, the Communication Center will coordinate the request for assistance in accordance with FDLE'S policy and procedures as it relates to the activation of an Amber Alert. All coordination will include the immediate contact of the appropriate level for the Missing Children's Information Clearinghouse (MCIC).
  3. After the initial contacts have been completed, the Communication Center will notify the SAC, the ASAC, the Chief of Forensic Services, and the Public Information Officer and provide them information about the incident.
  4. If and FDLE member other than the Communication Center receives the initial request for assistance, the member must contact the C.A.R.T. Team Special Agent Supervisor. The Supervisor, as soon as reasonably possible, will ensure the Communications Center is notified.
- B. Responsibilities of the C.A.R.T. Team Special Agent Supervisor:
1. The Assigned Special Agent Supervisor (SAS) will:
    - a. Coordinate Amber Alert in accordance with FDLE procedures.
    - b. Activate critical incident team members.
    - c. Respond to the scene of the incident and assume the role of Incident Commander in order to facilitate the investigation :
      - 1) Establish law enforcement (involved agency) contact.
      - 2) Assign C.A.R.T. Team member to designated positions.
      - 3) Obtain comprehensive incident briefing.
      - 4) Make investigative assignments as necessary.
      - 5) Coordinate all activities on scene with requesting agency.
      - 6) Coordinate the utilization of FDLE crime scene unit(s). If FDLE Crime Scene is not available, personnel from another agency can be utilized.
      - 7) Ensure that the Communications Center has made all required notifications.
      - 8) Ensure that the C.A.R.T. Team Resources (E.O.C., private organizations, Media, etc.) are utilized and initiated immediately.
    - d. Provide summary for immediate briefing of local agency and FDLE command personnel.
  2. The SAS will coordinate critical incident meeting with all team members, the SAC, ASAC, Chief of Forensic Services, Regional Legal Advisor, Requesting Agency Head or their representative, a member of the State Attorney's Office, and any other appropriate personnel for a comprehensive Team review concerning the child abduction incident. These meetings will be conducted initially every four hours during the first 24-hour period. After the first 24 hours, critical incident briefings will be conducted as appropriate based on case activity.

During the four-hour briefings, the following will be discussed:

- a. Investigative team issues
- b. Witness statements
- c. Officer's statements
- d. Amber Alert status
- e. (MCIC) Reports
- f. Missing Children Information Center
- g. Incident Command issues
- h. Evidence collected and its status/pending analysis (turnaround time)
- i. Issues or items that need revisiting, i.e. aerial photographs, computer assisted sketching, etc.
- j. Legal issues
- k. Resources assignments and needs
- l. Media issues and utilization

3. A 72 hour briefing shall be conducted for all parties:

During the 72-hour briefing, the following will be discussed:

- a. Case progress
- b. Coordinate any unresolved evidence and legal issues
- c. Ensure all leads are being pursued
- d. Ensure timely completion of Investigative Incident Documentation
- e. Discussion related to continuation of team activation

C. Responsibilities of C.A.R.T Team Coordinator:

1. The C.A.R.T. Team Coordination will be responsible for directing the investigation and Working in concert with the Incident Commander. The role of the Team Coordinator will be to work in immediate concert with the Lead Investigator for the particular investigation. The Team Coordinator will be tasked with coordinating the entire investigation to include:
  - a. Investigator assignments
  - b. MCIC Coordination
  - c. Analytical assignments
  - d. Logistics assignments
  - e. Resource allocation
  - f. Investigative organization
  - g. Media Coordination
  - h. Overall team coordination

D. Responsibilities of 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 brief the Incident Commander and C.A.R.T. Team Coordinator on all significant developments.
3. The Lead Investigator will maintain liaison with requesting agency's lead investigator

4. The Lead Investigator will consult with Incident Commander and C.A.R.T. Team Coordinator and other relevant parties (State Attorney, Requesting Agency Head, PIO) on all investigative matters and requirements.
5. The Lead Investigator will prepare for the four-hour briefings incorporating, facts, witness statements, photos and draft timeline of events.

E. Responsibilities of the FDLE ASAC and or SAC.

1. The ASAC/SAC Regional Director will ensure notification to the Deputy Commissioner and Commissioner's Office.
2. The ASAC/SAC or Designee will ensure preparation of a briefing document for the Commissioner's Office.
3. The Chief/Regional Director or Designee will ensure liaison with the requesting agency's chief executive is maintained.

F. Other responsibilities associated with C.A.R.T. Team activation:

1. During the activation of the team the following assignments will be utilized based upon expected requirements and utilization.
  - a. Emergency Operations Center (EOC) Coordinator: Responsible for EOC Command
  - b. MCIC Representative: Responsible for coordination of all MCIC efforts regarding the abduction incident from headquarters in Tallahassee.
  - c. MCIC Coordinator: Responsible for coordination of incident to MCIC in Tallahassee from incident command post.
  - d. Witness Coordinator: Responsible for coordination of all witness.
  - e. Analyst Manager: Responsible for coordination of all analytical activities.
  - f. Media Coordinator: Responsible for coordination of media events and utilization
  - g. Support/Logistics Coordinator: Responsible for supporting the team needs and resources to include: communications, telephone bank, food, water, mobile command post, etc.
  - h. Search Coordinator: Responsible for coordination of all search mechanisms and search team resources
  - i. Family Liaison Officer: Positioned at the victim's residence and responsible for coordination efforts with family members. Further responsible for acting as Liaison for all questions from Agency Head, Incident Commander, investigators and media
  - j. Crime Scene Investigator: Responsible for Crime Scene processing and coordination with other agency Crime Scene efforts
  - k. Attorney Representative: Responsible for all legal issues to include obtaining of court orders, search warrants, tracking devices and subpoena issuance
  - l. Crime-Line Representative: Responsible for coordination of all Crime-Line efforts and advertisement of suspect information
  - m. Administrative Coordinator: Responsible for assisting Incident Commander and C.A.R.T. Team Coordinator with all aspects of incident.
  - n. Information Resource Management Coordinator: Responsible for all computer support to the initiative
  - o. Victims Advocate: Responsible for coordination of all Advocate activities for the victim at time of rescue and for family members as needed

*CONTENTS OF THE INVESTIGATIVE CASE FILE*

- A. The contents of the investigative case file (investigative reports, related items, Investigative Summary, etc.) will be pursuant to existing procedures in an automated investigative management system. The packet will be submitted to the Office of the State Attorney and the requesting agency and will contain at a minimum:
1. Investigative Summary/Timeline
  2. Witness/Officers Summary
  3. FDLE Investigative Reports
  4. Witness/Officers Interview Transcriptions
  5. Evidentiary Exhibits List
  6. Related Items List
  7. Lab Reports
  8. Other information as appropriate

**MUTUAL AID AGREEMENT BETWEEN THE MEMBER  
AGENCIES OF THE CHILD ABDUCTION RESPONSE TEAM  
AND THE FLORIDA DEPARTMENT OF LAW ENFORCEMENT**

**WHEREAS**, the below subscribed law enforcement agencies have joined together in a multi-jurisdictional effort to rescue abducted children and under circumstances allocate their resources to missing/endangered children cases; and

**WHEREAS**, the undersigned agencies are all participants in a multi-agency effort known collectively as the Children Abduction Response Team (CART).

**WHEREAS**, the undersigned agencies agree to utilize applicable state and federal laws to prosecute criminal, civil, and forfeiture actions against identified violators, as appropriate; and

**WHEREAS**, the undersigned agencies have the authority under Part 1, Chapter 23, Florida Statutes, “the Florida Mutual Aid Act,” to enter into a voluntary agreement for cooperation and assistance of a routine law enforcement nature that crosses jurisdictional lines;

**WHEREAS**, this agreement does not supercede or take the place of any other agreement entered into by the various members of the Children Abduction Response Team. Those agreements shall remain in full effect.

**NOW THEREFORE**, the parties agree as follows:

Pursuant to signing this Agreement, each of the undersigned law enforcement agencies approve, authorized and enter into this Agreement at the request of the member agencies of the Child Abduction Response Team (CART) and the Florida Department of Law Enforcement, (FDLE) to implement within the jurisdictional and other limits as noted herein for the purposes and goals indicated.

**Parties To This Agreement:**

The Florida Department of Law Enforcement (FDLE)

Additional parties may, at the request and with the approval of FDLE and the other Child Abduction Response Team members, enter into this Agreement at a later date as evidence by their signing of this Agreement. Any party may cancel its participation in this Agreement upon delivery of written notice of cancellation to the Florida Department of Law Enforcement.

**CHILD ABDUCTION RESPONSE TEAM GOALS AND COOPERATION TO BE  
RENDERED:**

The goal of the Child Abduction Response Team is to effect dedicated and intensive investigative, preventative, and general law enforcement efforts primarily with regard to abducted children. The Child Abduction Response Team efforts shall include, but are not limited to, the rescue of the abducted child; the arrest and prosecution of those involved (utilizing state and federal prosecutions, as appropriate); and the seizure and forfeiture options, as appropriate.

Nothing herein shall otherwise limit the ability of participating Child Abduction Response Team member to provide, as provided by or allowed by law, such assistance in any enforcement action as may

be lawfully requested by a law enforcement action as may be lawfully requested by a law enforcement officer having jurisdiction over an incident, crime or matter under consideration.

The parties to this Agreement are contributing personnel and resources in support of the Child Abduction Response Team efforts, with the operations of the Child abduction Response Team being coordinated with FDLE and other agency members.

**JURISDICTION, PROCEDURES FOR REQUESTING ASSISTANCE, COMMAND AND SUPERVISORY RESPONSIBILITY:**

Jurisdiction: The principal site of the South Florida Child Abduction Team covering West Palm Beach, Broward, Miami and Monroe County activity shall be in Broward County, Florida. When engaged in Child Abduction Response Team operations that have been approved by the Florida Department of Law Enforcement as contemplated by this Agreement; Child Abduction Response Team members that do not otherwise have jurisdictional authority, shall enjoy full jurisdictional authority anywhere in the State of Florida, although principally focused within the region, with full power to enforce Florida laws and avail themselves of the provisions of this Agreement. Officers assigned to Child Abduction Response Team operations pursuant to this agreement shall be empowered to render enforcement assistance and take enforcement action in accordance with the law and the terms of this Agreement. Execution of this agreement and continue participation by FDLE and one or more Child Abduction Response Team member agencies shall constitute a general reciprocal, continuing request for and granting of assistance between the members of the Team that shall be considered authorized in accordance with the provisions of this Agreement. No additional or specific formal request for assistance in required. Child abduction Response Team members operating outside the jurisdiction of their respective Agencies shall not enjoy extra-jurisdictional authority as law enforcement officers unless engaged in approved child Abduction Response Team activities as stated herein. Pursuant to Section 23.127(1), Florida Statutes, employees and agents of the undersigned Agencies participating in the Child Abduction Response Team shall, when engaging in authorized mutual cooperation and assistance pursuant to this Agreement, have the same powers, duties, rights, privileges and immunities as if the employees were performing duties inside the political subdivision in which the employee is normally employed.

Activities shall be considered authorized only when approved and directed as provided herein by and FDLE supervisor or command designee. If at anytime and FDLE supervisor or FDLE special agent designee(s) determines that an extra-territorial Child Abduction Response Team operation pursuant to this agreement should be determined, said operation is to be promptly terminated in a manner assuring the safety of all involved law enforcement officers.

No Child Abduction Response Team employee or agent shall engage in activities outside the jurisdictional territory of the Child Abduction Response Team pursuant to the authority of this Agreement that are not approved, are unreported or otherwise unknown to the FDLE supervisor and which are not documented as provided herein. The FDLE supervisor(s) shall maintain documentation that will demonstrate the daily involvement or specific employees or agents provided by the parties of this Agreement, including each operation's supervisor or designated leader.

The FDLE may request that a particular employee or agent of the Child Abduction Response Team no longer be allowed to participate in furtherance of this provision of the Agreement. Upon receiving the request, the employing Agency shall promptly terminate said person's participation in the activities contemplated by this provision of the Agreement.

Whenever an operation occurs outside the territorial limits of the FDLE Miami Regional Operations Center, the Chief of Investigations for the FDLE office in the region affected shall be notified about the presence of Child Abduction Response Team personnel in his or her region.

Nothing herein shall otherwise limit the jurisdiction and powers normally possessed by an employee as a member of the employee's Agency.

**FORFEITURE ACTIONS ARISING FROM THIS AGREEMENT:**

Forfeiture actions based upon seizures made by the Child Abduction Response Team may be pursued in either state or federal actions. Actions shall be based upon current statutory and case law.

**EVIDENCE AND RECORDS:**

All evidence, including currency, seized outside the regular jurisdictional boundaries of Child Abduction Response Team pursuant to this Agreement shall be taken into custody and processed by an FDLE Special Agent in accordance with FDLE policy relating to the handling of evidence/currency.

**LIABILITY AND COST-RELATED ISSUES:**

Each party engaging in any mutual cooperation and assistance pursuant to this Agreement agrees to assume its own liability and responsibility for the acts, omission, or conduct of such party's own employees while such employees are engaged in rendering such aid, cooperation and assistance pursuant to this Agreement, subject to the provisions of Section 768.28, Florida Statutes, where applicable.

Each party to this Agreement agrees to furnish necessary personnel, property, police equipment, vehicles, resources and facilities to render services to each other party to this Agreement in order to affect the purposes of the Child Abduction Response Team and agrees to bear the cost of loss or damage to such equipment, vehicles, or property. Parties understand and agree that they will be responsible for their own liability and bear their own costs with regard to their property and resources. This provision shall not preclude necessary property or resources being purchased, funded, or provided by a participating party via the party's legally vested forfeiture funds, if otherwise authorized by law.

Each Agency furnishing aid pursuant to this Agreement shall compensate its employees during the time such aid is rendered and shall defray the actual expenses of its employees while they are rendering such aid, including any amounts paid or due for compensation due to personal injury or death while such employees are engaged in rendering such aid. The privileges and immunities from liability, exemption from laws, ordinances, and rules, and all pension, insurance, relief, disability, workers' compensation, salary (including overtime compensation or compensatory time), death and other benefits that apply to the activity of an employee of an Agency shall apply to the employee to the same degree, manner, and extend while such employee acts under this Agreement. This provision shall not preclude payment of compensation, including overtime compensation, for its personnel utilizing its legally vested forfeiture funds to the extent allowed by law.

Each party agrees to maintain its own comprehensive general liability insurance, professional liability insurance, and automotive liability insurance or maintain a self-insuring fund for the term of this

Agreement in the amounts determined by each party to adequately insure such party's liability assumed herein. But in no event such coverage is less than the statutory waiver or sovereign immunity. Each party agrees to provide the other parties with a copy of the respective insurance required hereunder, including the endorsements thereto and renewals thereto. In the event a party maintains a self-insurance fund, such party agrees to provide the other parties with documentation to substantiate the existence and maintenance of such self-insurance fund.

**COMPLAINTS AGAINST CHILD ABDUCTION RESPONSE TEAM MEMBERS:**

Whenever a complaint has been lodged as a result of Child Abduction Response Team efforts outside their jurisdictional boundaries pursuant to this Agreement, a designee of the FDLE shall ascertain at a minimum:

The identity(ies) of the complainant(s) and an address where the complainant(s) may be contacted, the nature of the complaint, any supporting evidence or facts as may be available, including the names and addresses of witnesses to that which has been complained about, the identity(ies) of the Child Abduction Response Team Participant(s) accused and the employing Agency(ies) of the participant(s) accused.

FDLE will promptly provide to each affected employing Agency the above information for administrative review and appropriate handling or disposition. Each affected employing Agency shall, upon completion of said review, notify FDLE of its findings and any actions taken.

**OBLIGATION TO COORDINATE WITH PROSECUTOR'S OFFICE:**

The principal goal of the Child Abduction Response Team is the rescue of abducted children. An equally important goal is the successful prosecution of the abductor. The latter requires close coordination with prosecuting authorities, both in the state and federal courts. Members of the Child Abduction Response Team are obligated to coordinate their efforts in such a way as to support the efficient prosecution of cases; including, but not limited to prompt responses to request from prosecutors for information or assistance in handling Child Abduction Response Team generated cases, and reasonable availability for pretrial conferences with prosecutors, discovery depositions, pretrial hearings and trials. Civil or administrative actions derived from Child Abduction Response Team operations are likewise to receive coordinated support efforts from Child Abduction Response Team members. Child Abduction Response Team supervisors shall monitor the efforts of Child Abduction Response Team members in support of criminal include regular contact with assigned prosecutors or attorneys pursuing actions on behalf of the Child Abduction Response Team to assure the expected level of support from Child Abduction Response Team members is occurring. Failure by a member or the Child Abduction Response Team to support such efforts on a routine and regular basis in the manner set forth herein shall constitute grounds for removal of the member from this Agreement.

**COPY OF EACH PARTICIPATING CHILD ABDUCTION RESPONSE TEAM MEMBER:**

When this Agreement is fully executed, a copy shall be provided to each Child Abduction Response Team member so that each member may be fully aware of the powers, limitations, and expectations applicable to Child Abduction Response Team members and operations.

<b>TERM OF AGREEMENT:</b>
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This Agreement shall be effective as to the executing Parties upon execution by the member agencies of the Child Abduction Response Team and the FDLE. As each additional party executes this Agreement, it shall be effective as to the newly executing party. This Agreement may be duplicated for dissemination to all parties, and such duplicates shall be of the same force and effect as the original. Execution of this Agreement may be signified by properly signing a separate signature page, the original of which shall be returned to, and maintained by, the Florida Department of Law Enforcement, Mutual Aid Coordinator, P.O. Box 1489, Tallahassee, Florida 32302-1489 with a copy provided to the Regional Director, Florida Department of Law Enforcement, 1030 NW 111 Avenue, Miami, Florida 33172

This Agreement shall remain in full force as to all participating parties until \_\_\_\_\_, unless terminated in writing by the FDLE as to all or separate parties. Any party may withdraw from this Agreement upon providing written notice to FDLE and all other participating parties. Any written cancellation or extension shall be forwarded to FDLE at the address noted above.

**For the Florida Department of Law Enforcement (FDLE):**

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**Amos Rojas**  
**Special Agent In Charge**

# DETERMINATION OF A VALID ABDUCTION

## ***Witnessed Vs. Non-Witnessed Abductions:***

Whether or not an abduction has been witnessed may be critical to the determination of its validity and should be considered by law enforcement. While possible, it is difficult to imagine that people could commit a violent crime such as snatching or luring a child off the street without someone either hearing or seeing something. One would expect this type of behavior to have been witnessed by someone. Therefore, if abductions have been witnessed, the possibility of their validity may be greater. Location of the abduction, time of day, etc. should also be considered. It is probable that other witnesses could also be developed who would have seen “significant” persons or events prior to or immediately following the abduction. Issues to be considered immediately if a witnessed or non-witnessed abduction is reported:

1. Location
2. Time of Day
3. Persons who might have seen something (determined through the neighborhood investigation) and everyone who might have witnessed the abduction should be interviewed. Those persons who might *have* seen something because of their proximity to the abduction site are extremely important. First, they might help determine if it was a righteous abduction. Secondly, their observations of the victim’s behavior (screams, resistance, passiveness, etc.) will help determine whether the victim went willingly.
4. Number and specific location of people in area who might have seen something at the time of the abduction.
5. Thorough interview with witness(es) to the abduction is important. If another child has witnessed the abduction, a thorough interview by a trained investigator should be conducted. It is very possible that this interview will be the most beneficial. Once that child talks with friends and family his/her recollection can become contaminated. It is important to keep in mind that witnesses to the actual abduction or events immediately before or after the abduction can be developed through an immediate and thorough neighborhood investigation.
6. It is recommended that the incident commander or someone in a comparable position, be responsible for the following at the onset of the initial call:
  - A. Assess number of personnel needed for immediate perimeter search and determine if the agency has them available. “Child Abduction Protection Protocol — Mutual Aid Agreements” in which it has been determined ahead of time the number of people each agency can commit for the first 72 hours of this type case.

- B. If outside staffing is needed, dispatch should begin an immediate call up of surrounding agencies, EOC-Emergency Operation Center, volunteer groups (i.e. volunteer firefighter) similar to an “officer needs assistance” type of call-out.
- C. Immediately deploy personnel and remove him/her from actual scene search in order to initiate coordination and logistics.
- D. Hierarchy of area search should be made; resources needed, should be located from resource logs.
- E. Appropriate agency personnel should be notified (i.e. investigators, operations commanders, etc.). The designated Lead Investigator should remove him/herself from actual scene in order to initiate coordination and logistics. These activities can be postponed but if time is wasted on assessing the potential rather than responding to it, precious time is lost.
- F. **Immediately** issue BOLOs for zone units and notify Florida Highway Patrol, all local Police Departments and surrounding County Sheriff’s Office and the Missing Children’s Information Clearinghouse with available description and information for their assistance.

It is extremely important that experienced officers and detectives be involved in ultimately making the determination as to whether or not an abduction has occurred. It is the experience of these investigators which affords them the knowledge, background, and well developed intuitive feelings to make the best decision. What is being processed as a missing person crime scene for weeks or months may have actually been a homicide scene within 10 or 20 minutes of the initial abduction.

## REPORTS OF FALSE ALLEGATIONS

It has been observed that immediately following what appears to be a valid child abduction, law enforcement agencies have experienced an increase in false abduction reports. Efforts are currently underway to determine whether or not there are certain indicators to suggest whether or not a report of an attempted abduction has been fabricated.

A review sample of a police reports have yield the following as indicators that a report has been fabricated. However, law enforcement is strongly cautioned not to consider these indicators separately. They should be considered collectively and in connection with an appropriate preliminary investigation. Possible false reports indicate:

1. Child reports beating, kicking, and biting their attacker and subsequently escaping.
2. Other than the child or children’s reports, there are no other witnesses to corroborate the story.
3. Child/Children may not report it directly to police.

# NEIGHBORHOOD INVESTIGATION

The neighborhood investigation is one of the most important components of the “critical phase” of the investigation.

It is important to define for everyone the exact parameters of the area which should be covered in the neighborhood investigation. This is a critical moment in the investigation which can produce information that might lead to the quick resolution of the case or provide direction, that when followed at a later time, will uncover important leads. Failure to conduct a thorough neighborhood investigation expeditiously will possibly result in the loss of information which will never be obtained by subsequent investigation.

Recovered victims in previous child abductions have turned up close to their residence and as far away as hundreds of miles, so deputies must keep an open mind when defining the boundaries of the neighborhood investigation. Obviously, the area surrounding the scene of the abduction (if known) is the most critical.

Based on problems which have been identified in conducting neighborhood investigations in previous child abduction cases, the following points regarding the neighborhood investigation are being highlighted:

1. Neighborhood Investigation (NI) should be conducted as soon as possible following receipt of the missing child report.
2. Neighborhood Investigation should be conducted by law enforcement personnel who will not be pulled away to respond to other calls. If there is a volume of witnesses, a witness coordinator should be assigned.
3. The Command Post Commander regardless of how many agencies are involved should coordinate Neighborhood Investigation. However, it should not be assigned to the Lead Investigator. Having one coordinator will avoid duplication of effort and allow for all positive information to be channeled through one control point for more efficient processing.
4. Each officer to assure completeness of all information should use standardized sets of questions. These questions should be prepared ahead of time. Interviews should be in depth. Besides the basic who, what, when, where, and why questions, witnesses should be asked about their observations before and after the abduction.
5. Crime Scene personnel should photograph or videotape the immediate neighborhood surrounding the abduction in order to make a permanent record which could be used for identifying possible witnesses and/or investigative leads. Attention should also be given to any suspicious people who interject themselves into the investigation or inquire into the status of the investigations. Their names should be recorded for future reference.

6. Records should be maintained of each residence or locations where no one was present, as well as those where interviews were conducted.
7. Determine dynamics of the neighborhood during recent weeks/months. For example, determine the witness's knowledge of attempted abduction in the area or other crimes such as rapes, assaults, or nuisance-type sex offenses. Any unusual occurrences in the neighborhood could be of great importance. Determine who has left for presumably legitimate reasons.
8. Determine the history of people who have lived in the area. (Landlords/long term residents are good sources.) Subject will frequently have lived, worked, or visited the area in the past.
9. Ask about suspicious activity/persons in the area several days, even weeks prior to the abduction.
10. Do not be afraid to ask for and report inconsequential information.
11. Determine who might have been in the area near the time of the abduction and what they might have seen or **should** have seen (i.e. newspaper carrier, delivery people, etc. - persons driving a particular route daily).
12. Collect identification from any and all witnesses to the abduction and instruct them not to discuss the incident among themselves.
13. Residences or locations where no one was home should be re-contacted in a timely fashion.
14. Obtain maps of the area which include every residence and building. Street maps and maps from utility companies can be useful in tracking this part of the investigation. These maps can be used to make assignments and keep track of the areas covered.
15. Identify areas in the neighborhood where the victim could be taken, concealed, assaulted, etc. (Example: dumpsters, lots, basements, etc.).
16. Identify bars, liquor stores, fast food stores, etc. where suspect may have been prior to the abduction. Check to see if any of the locations have video camera or photographic surveillance.
17. Obtain information about any prior attempted kidnappings in the area. It is possible that the abductor tried unsuccessfully to abduct someone earlier in the day or earlier that week.

# CASE ORGANIZATION & MANAGEMENT DURING THE CRITICAL PHASE

Listed below are some of the common organizational and administrative problems which have been “barriers” in investigating child abduction cases:

1. Lack of overall administration.
2. Lack of overall coordination.
3. Lack of ongoing case review and analysis.
4. Lack of information management.
5. Too many non-investigative responsibilities for Case Investigators.
6. Problems interacting with news media.

Following is a list of assignments which have been identified as essential in successfully establishing and running a Critical Incident Center (CIC). Because most agencies are quite familiar with operating EOCs, only specific problem areas identified by the team will be presented under each respective assignment.

## INTERVIEWING VICTIMS & WITNESSES OF CRIME

*(Can Be Used During Neighborhood Investigation)*

Prior to asking the victim/witness to give a narrative report, they are told the following:

1. Reconstruct the circumstances, environment, room, location of furniture, vehicles, weather, lighting, people, objects, feeling at the time, reactions. (Powerful aid, easier than going to the scene and better sometimes since the scene may change.)
2. Report **everything**, do not edit anything (sometimes they do not realize what is important.)
3. Recall the events in a different order, from beginning to end and then in reverse order. Start with what impressed you most and then go both ways. (When only going in chronological order, people sometimes put in things they think must have happened.)
4. Change perspectives of themselves and describe the incident from the perspectives of others present at the time.

After the narrative the investigator uses the following to elicit specific items of information:

1. Physical appearance: Remind you of anyone, why?, Anything unusual about the appearance, clothes, etc.?
2. Names: Think of first letter by going through the alphabet, think of the number of syllables.
3. Numbers: Was there a number? Hi? Low? Letters in the sequence?
4. Speech characteristics: Remind you of anyone? Why? Anything unusual?
5. Conversation: What were your reactions to what was said? Reaction of other? Anything unusual - words/phrases?

## **UNDERSTANDING THE OFFENDER**

In order to understand the type of person, who would abduct a child, it is important to understand the psychology of these types of offenders and their motives for this type of behavior. In "Child Molesters: A Behavioral Analysis," Ken Lanning, Supervisory Special Agent, Behavioral Science Unit, FBI Academy, discusses the molester and the preferential child molester.

### ***SITUATIONAL CHILD MOLESTER***

The situational child molester does not have a true sexual preference for children, but engages in sex with children for a variety of reasons, some of which are quite complex. For these types of offenders, they may victimize a child only once in their life or it may become a pattern of behavior. This type of offender might also victimize the elderly, the disabled or the sick. There are four major patterns of behavior which are seen in this category: The Regressed; The Morally Indiscriminate; The Sexually Indiscriminate; and The Inadequate.

### ***PREFERENTIAL CHILD MOLESTER***

The preferential child molester has a definite sexual preference for children. Their fantasies and erotic imagery will focus on children. Their sexual involvement with children is not the result of some type of stress in their life but because they are sexually attracted to children. There are at least three patterns of behavior which are seen in this category: The Seduction; The Introverted; The Sadistic.

# INTERVIEW CONSIDERATIONS

*(Important Points To Consider Before Interviewing A Possible Suspect)*

1. Should include anyone who does not appear to be completely truthful.
2. Frequently there is only one opportunity to interview these people before they get defensive or obtain an attorney. Choose the best possible person to conduct the interview, setting aside egos or case assignments.
3. Familiarize yourself with Behavioral Analysis Interviews (BAI).
4. Plan interrogation strategies beforehand.
5. Consider the best setting and time to conduct the interview.
6. Review all available background on suspect and the case file beforehand.
7. Consider methods of recording interview if it is to be done.
8. Obtain **detailed** account of the suspect's activities on the **day** of the kidnapping. Verify those details as soon as possible.
9. Consider the use of polygraph.
10. If a confrontational interview takes place, ask yourself:
  - A. Does the person's story change?
  - B. Does the person's story make sense?
  - C. If you are certain that they are lying, cut off their denials.
  - D. PATIENCE – do not give up after one or two hours.

**Section II**  
**CART TEAM ASSIGNMENTS & RESPONSIBILITIES**

# INCIDENT COMMANDER

The person designated as the Incident Commander needs to possess delegation of authority within their agency and be readily accessible to the Lead Investigator.

This person would have overall responsibility for the following assignments:

1. Handle liaison with both the public as well as local government officials and other police agencies.
2. Manage all budget matters.
3. Authorize expenditures of resources.
4. Establish appropriate reporting policies.
5. Provide appropriate training: If outside training becomes essential the Incident Commander should arrange it. It is important that if the case continues for a long time that the leading investigating agency assure that their personnel are fully trained or briefed in computers, tracking leads, indexing, etc. before on-loan investigators are released.
6. The major personnel assignments which should be made immediately by the Incident Commander are identified as follows:
  - A. Lead Investigator - (In selecting or pre-selecting a Lead Investigator, the Incident Commander should consider not only the complexities of this type of case but also the possibility that it could last for months or even years.)
  - B. Media Coordinator
  - C. Support Coordinator
  - D. Special Operations Coordinator

Most agencies will not have the personnel to handle every aspect of the investigation while meeting the day-to-day demands of the department. Therefore, the primary investigative agency will want to consider immediate access to qualified personnel from other law enforcement agencies. Utilizing personnel from other agencies, at little or no cost results in cost sharing. Agencies throughout Florida should have prepared written memorandums of understanding which articulate the resources which each agency will commit for one of these cases and the time for which they will be assigned. These commitments made ahead of time save valuable time and allow critical investigation to take place with sufficient personnel.

7. Assessing the stress created by the investigation on all personnel: The stress associated with investigating this type of crime must be addressed. These types of cases can be on going for an undetermined amount of time, despite the exceptional

skills, talents, and commitment of the investigators, and the resources of the department and the community. Management must be sensitive to the investigators' emotional needs during this type of investigation. They must ensure that investigators take appropriate leave and that they can have time away from the case if necessary. This is important for them to maintain their productivity while sustaining a healthy outlook on the investigation.

8. Case review and critique - Is it proceeding in a logical direction and efficiently? Update suspect's information. Bundy was identified as a suspect out of 3,600 names within one year of beginning the investigation.

## **CART COORDINATOR**

This person is responsible for "directing" the investigation, assisting the prosecutor, and supervising investigative personnel. It is important that this person maintain presence at the command center and be available for questions, guidance, instructions, etc. A critical flaw for the Lead Investigator is that he or she does not delegate. They try to do everything they think is important and there is no organization to their performance. As a result very little gets done and valuable time is wasted.

Specific assignments which should be handled immediately by the Lead Investigator are identified below:

1. Maintain an investigative log: It is strongly recommended that the Lead Investigator immediately begin maintaining a log of events as they occur in 15-minute intervals. This will assure that important facts, events, etc. will not become lost in the initial barrage of incoming information.
2. Coordinate with the media coordinator: Throughout the case, the Lead Investigator should coordinate closely with his/her agency's media representative in order to maintain control over all information which is being disseminated to the public.
3. Schedule briefing sessions: Regular briefing sessions are necessary in order to keep everyone apprized of developments in the case. Initially, it is suggested that briefings be scheduled at least once a day. These briefings should be well organized and kept as brief as possible to prevent loss of valuable time. It is therefore recommended that a formal agenda be used. This information sharing keeps communication open with other department personnel so as not to lose ideas or tips through isolation or an elitist attitude.
4. Make personnel assignments:
  - A. ***On-line investigators*** - These investigators should be kept briefed. It is important that these people report directly to the department handling the case and that they be accountable in a timely fashion for the work assigned to them.

- B. **Reviewer of incoming leads** - One person/unit should be designated to review and prioritize all incoming leads.
- C. **Reviewer of outgoing leads** - One person/unit should be designated to assign all outgoing leads and review investigative results. Clerical employees can be utilized to track the leads in and out. It is important that this person insures sufficient information is given out so the leads can be properly covered.
- D. **Victim's residence** - This person is designated to respond immediately to the victim's residence to coordinate all activities.
- E. **Crime Scene** - This person identifies and secures evidence.
- F. **Special operations** - This person coordinates searches, surveillance, volunteers and coordinates the neighborhood investigation.
- G. **Liaison officer** - This person will deal with all requests and demands from other agencies, child find groups, etc. which the department may be unable to respond to immediately. Agencies providing information which they believe is critical to the case will not understand a lack of response. The liaison officer can minimize these misunderstandings.

This person can work with any special groups including psychics, letter writers, etc., and keep track of people who purposefully inject themselves into the investigation. Persons claiming to possess "psychic" abilities are likely to contact investigating agencies in an effort to provide assistance. In addition, letter writers and others who wish to inject themselves in the investigation will contact the department. It is strongly suggested to have one person coordinate with all of these individuals. Experience has shown that some individuals will inject themselves into numerous investigations. Before investigative time is spend following up information which has been provided, the credibility of the caller may be important.

- 5. Those persons in the department who are skilled in writing affidavits and search warrants should be put on standby. Departments should also be aware of individuals both in their departments as well as in other agencies who can serve as expert affiants for various affidavits if necessary.
- 6. Consider contact with the local district/state attorney early in the case.
- 7. Develop elimination criteria for suspects.
- 8. Maintain some fact(s) of abduction which are maintained on a "need to know basis."
- 9. Consider checking remote areas, away from the neighborhood, where the victim might have been taken immediately following the abduction.
- 10. The media monitors radios so beware of conversations and security, and assure that everyone involved in the case exercises caution.

11. Personally review telephone records/toll records of strong suspects.
12. Make sure that personnel preserve all telephone messages for evidence.
13. Use 800 numbers with an answering machine. This will pick up after hour calls or calls when everyone is busy.
14. Posters and poster distribution can also be accomplished by some of the "children's groups." (Insure that the police telephone number is on the poster.)
14. Pro-active techniques have a risk factor. Consult experts before proceeding.
16. Be alert to state and federal reporting requirements for this type of case.
17. Because 290 registrants (registered sex offenders) are probably **NOT** a first priority, emphasis should be placed on obtaining victimology and conducting a neighborhood investigation first.
18. Keep an "open mind" to all leads - take off the blinders. However, beware of "sensational" resolution which will cause investigators to get off track, such as allegations of Satanism, etc.
19. Be aware of the limitations and legal requirements involved in using various experts (for example: hypnotists).
20. Set up a central repository for hard copy records (reports) which will serve as a backup for computer records and allow for easy review by investigators.
21. It is critical to periodically review the case and the investigative priorities. In long term cases details and connections can be overlooked. The Lead Investigator should consider using graphic displays/charts for this purpose. In order to be useful these displays and charts must be maintained and updated.
22. Periodically provide a "list of critical case facts" to all investigators.

## **WITNESS COORDINATOR**

This person is responsible for the collection of available information and data, the team needs to begin the fact-finding, interview process. After interviewing parents, family members, neighbors, witnesses and other individuals, the Witness Coordinator should "compare notes" with the first responder, immediate supervisor and other agency personnel who have had contact with the persons interviewed. The Witness Coordinator should work through any conflicting information and verify the accuracy of all facts obtained. This collaborative evaluation will provide the CART team with a solid foundation upon which to structure case directions.

# **EOC COORDINATOR**

This person is responsible for coordinating resource agencies and organizations needed by the CART in the case of a missing or abducted child. Law enforcement is becoming increasingly aware of the many agencies and organizations that are able to provide unique services and assistance in the search for missing or abducted children.

There are many dedicated and skilled groups, both public and private that play a valuable role in the issue of missing and abducted children.

A list of the agencies and organizations includes:

- National Center for Missing & Exploited Children (NCMEC) 1-800 THE-LOST
- National Crime Information Center (NCIC) 202-324-6242
- FDLE's Missing Children's Clearinghouse 1-888 FL-MISSING
- Nonprofit Missing Children's Organizations
- National Association for Search and Rescue
- U.S. Postal Service 954-436-7200
- Federal Parent Locator Service
- U.S. Immigration & Naturalization Service 305-415-6500
- U.S. Customs Service 305-536-6600
- Local, State & Regional Resource ( Resources may include Runaway Shelters, School Resources, Search & Rescue Units, Telephone Companies, Transportation Systems and Utility Systems)

# **MEDIA COORDINATOR (PIO/LIAISON)**

Many cases are solved through public awareness and cooperation. It is therefore essential to establish rapport with the media so they can work together with law enforcement toward the best interests of the investigation. It is important to have one well-trained person designated to work with the media throughout the investigation. It is suggested that this person be of high enough rank to command credibility so he/she can respond to the media with sufficient authority.

The press officer should deal honestly with the press. The press officer's contacts in the media may become extremely important if the media's assistance is needed later on for proactive techniques, maintaining interest in the case, or quickly disseminating bulletins for inquiries.

With the assistance of the media, the investigating agency can notify the public quickly about the abduction, including a description of the offender, time and place of the abduction, description of the victim, vehicles involved, etc. The type of information which is given out should be consistent with that which will generate leads. Consideration may be given to using the same person to disseminate information rapidly to other agencies (Surrounding County Sheriff's Offices, Area Police Departments, FHP, F.D.L.E., etc.)

It is important that the media operation should be staged in a location **separate** from the command center so that investigators are not bothered and the integrity of the investigation is not affected.

In the initial stages of the investigation, the demands from the media are likely to be constant. Therefore, agencies might want to schedule regular meetings with the press in order to provide them with the most current information. This will prevent any interference on the part of the press to surreptitiously obtain information or put out misinformation.

The department leader (Sheriff, Chief of Police, etc.) should ensure that the Lead Investigator is not involved with the press. Keep the Lead Investigator free to manage information and coordinate the investigation.

The use of television programs such as "Unsolved Mysteries" and "America's Most Wanted" have successfully been used to resolve cases and can be considered as another investigative tool. Interested agencies can contact their local FBI offices for the appropriate person to contact to have their cases referred to either of these programs. Names of contact persons have also been provided in the Resource List.

"Misinformation" in the media or too much information provided to the media can be harmful to the investigation. For example, publicizing every phase or selective phases of the investigation, publicizing where searches are being conducted, etc., can cause the offender to either leave the area or become very comfortable with the fact that law enforcement has no idea as to their identity or the location of the victim.

Comments to the media such as "we have no leads" or "we have no idea where the victim is" can also communicate to the offender that law enforcement is baffled by the case, thus causing the offender to feel "comfortable."

There should be a dissemination list and an offer of understanding about information released. Ill-timed announcements including poorly worded rewards can stimulate so many calls as to divert investigators from priority work. An explanation should be given as to why information is withheld and what information could be detrimental to the investigation. Post and distribute the media policy and procedures regarding press releases to minimize violations.

Following are a list of recommendations for agencies in working with and utilizing the media in this type of investigation:

1. One person should be designated to handle the media.

2. Anticipate media questions. For example, "Do you think the victim is dead?" Consider reading written statements at scheduled news conferences.
3. Ask the media what questions they plan to ask before going on camera and set your own parameters if appropriate.
4. Do not give deadline for results.
5. Be prepared for a flood of calls after alerting the public or offering a reward.
6. Videotape media releases.
7. Monitor and file all news coverage for a permanent file.
8. Be aware that case information, such as public records or reports, may not be protected in some jurisdictions and can be accessed by the media.
9. Stipulate that the police telephone number be used when asking the public for information. This should be done in order to keep all calls going directly to the law enforcement agency. If 800 numbers of other organizations are used on flyers or posters, that group can screen information before it is referred to the police.
10. Rewards should be offered for information which will assist in reaching investigative goals. The primary law enforcement agency should maintain control over reward monies, the wording of flyers, telephone contact numbers, etc.

## **SUPPORT COORDINATOR**

The Support Coordinator will be responsible for everything from acquiring space and equipment to information management. Listed below are specific responsibilities which should be handled by the Support Coordinator as soon as possible:

1. Obtain Space:

A command center or work area should be quickly established. One important criteria for space selection should be the ability to expand this space should it become necessary. Cramped quarters which are noisy can adversely affect personnel already strained by demands and have a serious impact on the case. This space should accommodate the installation of a large number of telephones. There should also be some areas set aside which afford privacy for interviews, analysis, report writing, and meetings or briefings. An area must also be set aside or available for media briefings. Other areas which should be considered are evidence rooms, parking, and space for investigators from other agencies.

2. Establish an information management system:

The volume of information that can be generated by these investigations is staggering. For example, by August 1986, the two lists of suspects in the Green River case contained 12,000 names. The key to managing this information is to have one person/unit collecting, collating, prioritizing, and disseminating incoming information. This avoids duplication of effort, and alienating witnesses by unnecessary recontact and omissions. Computerization of this type of case is essential for filing, indexing, crime analysis, and data comparison. If it is to be used, it should be planned in advance. The system should be user friendly and the software should be compatible with any forms which are being used to take information. Consideration should be given to long term storage of case files and evidence for future trials, retrials, or appeals. Whatever system is utilized should be implemented immediately and updated regularly. Changing the system repeatedly throughout the investigation will result in lost evidence, lost information, etc. During the course of a major kidnapping investigation, it became apparent that there was a need for a computer driven data base system that could be easily operated by individuals not familiar with computers. With this in mind, a program using RBase for DOS, was designed to meet most of the needs identified during the investigation. It was also designed to be shared with other interested agencies equipped with IBM compatible computers. The program is a menu driven fill in the blank program designed to be used by data loaders with minimal training.

The program is designed to provide recoverable information regarding ***the informant, the subject of the information, and the investigator assigned the lead.*** The program will provide selected reporting based on filed information such as names, addresses, cities, states, vehicles, license numbers, etc. The program is also designed to assist the primary investigator with information regarding lead assignments and completions, and lead value classifications. The program is also designed to provide data required by administrators. In synopsis, the program is designed for any high volume lead case requiring lead information recording and recovery, lead management (possibly involving multiple agencies), and workload data for administrative decisions regarding case progress and manpower requirements. The program is being prepared with an application format that will not require the user to purchase an expensive data base program.

3. Setting up a system to collect incoming telephone calls:

Agencies will receive a barrage of telephone calls with information about the abduction. Information provided during this period of time is probably more critical than at any other time. Therefore, departments should be concerned about those persons who are answering all incoming calls. Inexperienced people may overlook the caller who is providing information. It is strongly recommended that the people who are answering the telephone, in the first 48 hours, be trained officers/law enforcement personnel. It is also suggested that a message system be set up immediately so that if the "operators" cannot answer all calls as soon as they come in, the caller has the opportunity to leave his/her information on a tape recorder. A recording should be set up to advise that all incoming lines are busy and will be answered in order. The people answering the telephone should keep the following fundamental points in mind:

- A. Information should be taken first, followed by the name and number of the caller. Take information first and then ask for the name and number of the caller second. Information may be last if the caller feels compelled to provide their name.

- B. Law enforcement should be trained in how to keep people talking on the telephone.
4. Obtain the following equipment:
- Agencies should make arrangements ahead of time for accessing this equipment so valuable time will not be lost. Suggested equipment includes:
- A. Portable copy machine
  - B. Fax machines - Communications
  - C. Computers - S.O.U. - Lap Top
  - D. Tables & Chairs -
  - E. Desks -
  - F. Vehicles - HCSO Shop
  - G. Cameras with tripods; video camera - Crime Scene
  - H. Beepers - Purchasing - Glenn
  - I. Portable telephones - Command Post & Cpl. Cell Phones
  - J. Televisions - Deputies Room - Training Room
  - K. VCRs - Deputies Room
  - L. Shredder –
5. Implement an inventory system immediately in order to maintain accountability for all equipment.
6. Establish telephone lines for incoming tips and investigators use.
7. Use standardized intake forms, compatible with computer software, for incoming calls. Three copies will allow one for the file, one for leads to the detectives, and one for indexing and recording.
8. Prepare for “trap and trace” and recorder, and be ready to record all incoming calls. The Support Coordinator should know if it is difficult to put a trap and trace on an 800 line.
9. Keep all departments at the police station informed since calls will inadvertently be diverted to other numbers.

10. Consider handling nuisance calls by asking the person to provide the information in writing or maintain a resume file to reduce the number and length of these calls. The special liaison person can maintain this information.

## **SEARCH COORDINATOR**

The Special Operations Coordinator is responsible for setting up support strategies for the case — most specifically any searches or special reconnaissance missions which are determined to be appropriate.

The following are important points to keep in mind:

1. Searches, both ground and air, should be organized immediately. This is done not only in an effort to identify the offender's or the victim's location, but also to publicize the fact that a kidnap investigation is underway. The media should be notified and a staging area for the media established.
2. One person should be assigned to coordinate all searches and a law enforcement representative should be present during all searches if possible. Resources such as bloodhounds, helicopters, search groups, aircraft, etc., are listed in the directory of this guide.
3. Consideration should be given to creating a handout or videotape for briefing searchers.
4. Logistical support for searchers must also be arranged. This will include food for volunteers, announcements regarding appropriate gear and equipment, and availability of medical care.
5. Search team leaders should keep a list of search volunteers (names, addresses, and telephone numbers). Subjects in the past have attempted to interject themselves into the investigation.
6. Departments will want to consider assessing community groups with special resources or large memberships which could aid in searches. Their resources might include cellular telephones, hand radios, off road vehicles, vans or utility trucks or vehicles. Groups with their own internal structure ready to immediately participate in a search should be called upon first before members of the general public. These groups usually bring their own supplies, food, weather gear, sources of communication, and transportation. And, perhaps most importantly, they have practiced and participated in searches before and have, therefore, trained for this type of rigorous assignment. Someone who has received no training might easily overlook certain clues or pieces of evidence. In addition, the primary investigative agency may have to bear the expense of equipping civilians to participate in a search. Departments should also research any liability they may bear by using untrained civilians in rigorous search exercises without some type of release form.
7. Investigators should be cautioned to restrict the extent of information which is provided to volunteers and the accessibility of information. Key information, inadvertently provided to a group, could compromise the integrity of a critical lead.

# LIAISON OFFICER AT VICTIM'S RESIDENCE

A sworn law enforcement officer should be sent immediately to secure the victim's residence. This officer should remain at that location at least during the critical phase. The victim's family must be briefed as to what they can expect (telephone calls, threats, psychics, children's groups, ransom demands, offers of assistance) and how they can best assist the investigation. The family should understand how they can affect the investigation in both a positive and a negative way by their actions. Later on it will be important to explain to them the changes and stresses they are likely to experience and how best to cope with their changing attitudes and problems. Needless to say that the person selected for this task must be a mature experienced officer who can interact effectively with parents, press, and outsiders, while initiating several very critical investigative steps.

## Step 1 - Establishing Communications

1. Immediately set up a trap and trace on family's telephone. Be familiar with Star \*57 procedures.
2. Set up a log and tape recorder for all incoming calls.
3. Utilize standardized forms to record incoming information. These forms should be consistent with those used at the C.I.C.
4. Establish radio and telephone contact with the C.I.C.
5. Arrange for one or more "tactical" telephone lines. Use a private room, if available to preclude the victim's family from monitoring calls.
6. Screen and record names of all visitors to the residence. Also, record license number of vehicles which appear near the residence. Subjects have been known to return to the crime scene or visit the residence after the abduction.

## Step 2 - Collecting Evidence

1. Secure the residence.
2. If necessary, search thoroughly.
3. Obtain a current photograph and detailed description of the victim for the media, posters, neighborhood investigators, other agencies, etc.
4. Obtain any relevant background on the victim and family including family dynamics, past history, day-to-day routines, problems, possible suspects, etc.
5. Obtain key information which only the victim would know, for example a pet's name. This information can be used to screen calls in the event there is contact with a person claiming to be involved in the abduction.

6. Interview friends and schoolmates of the victim as soon as possible for any “problems” which the parents might not be aware of.
7. Have Crime Scene videotape victim’s bedroom and “special” places.
8. Obtain victim’s letters, diaries, etc. which might reveal a problem or provide a lead of any type. Place into evidence.
9. Obtain fingerprints of victim as well as hair samples.
10. Talk with family members, especially parents regarding the possible impact of their behavior or their relationship with investigators as the investigation continues.
11. \*\*Brief family on the emotional changes/stages they could experience as the investigation continues.

## **CRIME SCENE INVESTIGATOR**

This person is responsible for the crime scene, in essence, *any* location where physical evidence can be located that substantiates or disproves a crime. Each scene must be viewed with a worst-case scenario in mind. This does not imply that the worst case results are anticipated. Rather, by observing the scene with such a mind-set, one hopes that no matter what the final result of the case, the appropriate and best evidence was obtained at all phases of the investigation.

A prompt response to the location where an offense took place is essential in determining the type of method required to process the scene. Taking a few moments before entering the scene to evaluate exactly what evidence may or may not be available, assembling facts, and reconstructing the events assists with processing the scene in a systematic manner most conducive with recovering evidence. Each scene must be evaluated to not only determine what evidence is available but also to judge the importance of any evidence that is potentially available. Example, searching for hair and fibers would not be a viable response in an interference with custody investigation where the offender is known. Yet it would be critical in an abduction investigation where the offender is not known.

## **ATTORNEY REPRESENTATIVE**

The Attorney Representative should be on stand by to advise on key issues that may arise during the investigation such as

## **VOLUNTEER COORDINATOR**

The Volunteer Coordinator is responsible for coordinating all volunteer personnel with assigned duties. Law enforcement agencies have often used auxiliaries, special deputies, police reserves, college interns, work study students, etc. to support investigations. Although the use of these individuals may be limited in certain areas of law enforcement, a significant number of agency functions are well within the realm of volunteerism.

Some of the duties and responsibilities that can be assigned to volunteers are assist with searches, routine callback, record keeping, filing, etc. The Volunteer Coordinator should identify and log all searchers utilizing a "Volunteer/Searcher Log" that captures relevant information on each search participant. This will provide information on potential witnesses and enable investigators to question the completeness of a search performed in a particular area. Investigators should be cautioned to restrict the extent of information provided to volunteers and the accessibility of information. Key information, inadvertently provided to a group, could compromise the integrity of a critical lead.

## CRIME STOPPERS: REPRESENTATIVE

**Miami-Dade 305-471-TIPS (8477)**  
**Broward 954-493-TIPS (8477)**  
**Palm Beach 1-800-458-TIPS (8477)**  
**Monroe County 305-346-TIPS (8477)**

### How does the program work?

When someone calls Crime Stoppers at our main number 1-800-423-TIPS to give a tip, they are given a CODE number; no names are taken or recorded. Our phone number is a separate line and does not have caller ID or any method attached to trace a phone number. The success of our program depends entirely on the caller being anonymous.

A form is filled out documenting the information and forwarded to the appropriate law enforcement agency for handling. The information is then assigned to an investigator for follow up. If the caller's information leads to a felony arrest or the apprehension of a fugitive, he/she will be eligible for a reward. The amount of the reward can be a maximum of \$1000 or any lesser amount as determined by the seriousness of the case and the Board of Directors.

The caller calls back to Crime Stoppers periodically to check on the results of his/her tip. If a reward is authorized, the caller is advised of the amount and is directed to a banking facility where the check is awaiting with the same code number as the payee. The caller simply gives his/her code number, then receives the check and endorses it with the code number. No names are ever asked or given.

**Crime Stoppers** does not use Caller I.D., \*69, or any other device to identify a caller. We can be reached 24 hours a day, 7 days a week. Crime Stoppers offers you the opportunity to report criminal Captivity, without getting involved, and also helps alleviate the fear of retribution. When you call Crime Stoppers, you will be given a unique code number. Since you are the only person that has the code number you will be asked to call anytime with additional information or at certain intervals to find out how the investigation is proceeding. **Do not lose your code number - it is the only link between you and the investigation. This process protects your anonymity.**

**If you have information about a felony crime, then you need to call Crime Stoppers main number at... 1-800-423-TIPS**

# FIRST RESPONDER

## MISSING CHILD “TOP 20” INITIAL RESPONSE TASKS

1. Verify jurisdiction based on where child was last seen.
2. Interview person who made initial missing child report.
3. Obtain detailed description of missing child/clothes/abductor/vehicle bicycle.
4. Relay B.O.L.O. (be on the look out) information for broadcast on all channels to local law enforcement agencies.
5. Search residence, yard, surrounding areas to determine whether child is in fact missing.
6. Have responding units search surrounding areas as they arrive.
7. Request K-9 assistance (preferably bloodhound).
8. Request as needed helicopter, boat, and divers.
9. Interview persons that saw child last.
10. Evaluate contents and appearance of child's room and home.
11. Look with caretaker to see if personal items are missing.
12. Decide if evidence best supports treatment as runaway or custodial taking, predatory abduction.
13. Utilize media resources to your advantage (television, radio, etc.).
14. Secure as crime scene if not clearly runaway or custodial taking.
15. Preserve child's bedding, used clothes, shoes, for K-9 and evidence.
16. Protect hairbrush, diary, items with child's fingerprints, computer/disks, and footprints.
17. Have classification entered in NCIC/FCIC.
18. Notify F.D.L.E. Missing Children Information Clearinghouse.
19. Obtain names, addresses, and telephone numbers of child's friends, relatives, school, and doctors.
20. Notify local FBI Office if abduction may be predatory and FBI CASKU.

**REMEMBER TO USE ALL RESOURCES AVAILABLE**, whether it is to get trained dogs, child's picture widely distributed, volunteers effectively coordinated for search and supplementary tasks, predatory profiles, DNA analysis, background checks, leads hotline, reward money, victim counseling, and anything else you might need that the following agencies also provide.

1. F.D.L.E. MCIC (Missing Children Information Clearinghouse):  
1-888-FL-MISSING
2. NCMEC (National Center for Missing and Exploited Children):  
1-800-THE-LOST
3. A Child Is Missing, Inc.  
500 SE 17<sup>th</sup> Street – Suite 101  
Fort Lauderdale, FL 33316  
PH 954-763-1288 / FX 954-763-4569  
[www.achildismissing.org](http://www.achildismissing.org)
4. FBI CASKU (Child Abduction and Serial Killer Unit)  
1-800-634-4097
5. FAMCO (Florida Alliance of Missing Children Organizations):
  - A. Child Watch of North America, Orlando (1-800-928-2445)
  - B. Local Crime Stoppers;
  - C. International Center for the Search and Recovery of Missing Children (1-800-887-7762);
  - D. Jimmy Ryce Center for victims of Predatory Abduction, Miami (1-800-JIM-RYCE);
  - E. Missing Children Help Center, Tampa (1-800-USA-KIDS)
6. Department of Corrections' Bloodhounds (fifty-four locations statewide, can be requested through F.D.L.E.)

**Section III**  
**CART TEAM ASSIGNMENT CHECKLIST &**  
**COMPLETION FORMS**

# MASTER CHECK-OFF LIST

- \_\_\_\_\_ Assign Lead Investigator
- \_\_\_\_\_ Begin investigative log
- \_\_\_\_\_ Plan for briefings
- \_\_\_\_\_ Assign on-loan investigators
- \_\_\_\_\_ Assign personnel to handle incoming leads/calls
- \_\_\_\_\_ Assign personnel to handle outgoing leads
- \_\_\_\_\_ Assign Media Coordinator
- \_\_\_\_\_ Press briefing, establish policies/procedures
- \_\_\_\_\_ Reward, police phone number, flyers
- \_\_\_\_\_ Coordinate releases with other agencies
- \_\_\_\_\_ Dissemination of pertinent information
- \_\_\_\_\_ Assign Support Coordinator
- \_\_\_\_\_ Establish Command Center
- \_\_\_\_\_ Provide equipment (desks, cameras, television, VCR, Xerox, telephones, 800 number, facsimile, computers, tape recorders, trap and trace, telephone personnel, beepers, forms — tip sheets).
  
- \_\_\_\_\_ Assign Special Operations Coordinator
- \_\_\_\_\_ Coordinate searches/volunteers (law enforcement presence)
- \_\_\_\_\_ Logistical support (food, medical, equipment, proper gear)
- \_\_\_\_\_ Notify press through media coordinator, press staging area
- \_\_\_\_\_ Arrange support (helicopter, bloodhounds, etc.)
- \_\_\_\_\_ Send personnel to scene of abduction (if known)
- \_\_\_\_\_ Identify witnesses to abduction
- \_\_\_\_\_ Identify witnesses in area and interview
- \_\_\_\_\_ Search/collect evidence
  
- \_\_\_\_\_ Conduct neighborhood investigation
- \_\_\_\_\_ Define neighborhood
- \_\_\_\_\_ Obtain maps
- \_\_\_\_\_ Photograph/video neighborhood
- \_\_\_\_\_ Determine any unusual occurrences/people in neighborhood
- \_\_\_\_\_ Previous attempted abduction/crimes in area
- \_\_\_\_\_ Keep record of everyone interviewed
  
- \_\_\_\_\_ Send investigator to victim's residence
- \_\_\_\_\_ Obtain photo of victim
- \_\_\_\_\_ Secure evidence
- \_\_\_\_\_ Obtain victimology
- \_\_\_\_\_ Establish communication with command center
- \_\_\_\_\_ Recorder on telephone/trap and trace
- \_\_\_\_\_ Log of visitors, callers

**This list is designed to be used by the Administrative Head**

# INVESTIGATIVE CHECK-OFF LIST

- \_\_\_\_\_ Begin/Maintain investigative log
- \_\_\_\_\_ Schedule briefings
- \_\_\_\_\_ Assign personnel to handle:
  - \_\_\_\_\_ On-loan investigators
  - \_\_\_\_\_ Incoming leads
  - \_\_\_\_\_ Outgoing leads
  - \_\_\_\_\_ Victim's residence (photograph, description, victimology, evidence).
  - \_\_\_\_\_ Neighborhood (witness/neighborhood dynamics)
  - \_\_\_\_\_ Special Operations (searches)
- \_\_\_\_\_ Coordinate the dissemination of information to media
- \_\_\_\_\_ Identify the department specialists
- \_\_\_\_\_ Identify prior attempts in area
- \_\_\_\_\_ Contact the State Attorney's Office/District Attorney's Office

**This list is designed for the Lead Investigator**

# VICTIMOLOGY CHECK-OFF LIST

In every case it is critical to know as much as possible about the victim before determination can be made as to whether or not a child has been abducted, either by a complete stranger or someone who knew the child. This information should be obtained as expeditiously as possible and in as much detail as possible. The following information is provided as a guide in developing information about the victim. It should include background information, family information, personal habits and traits, weaknesses, associates, etc. The reporting officer should complete this form.

1. Full description of the victim (also did he/she look their age). Obtain a current photograph.

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2. Victim's normal patterns of activities.

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3. Victim's closest friends.

Name	DOB	Address	PX#
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4. School, work, or family problems that the victim has been experiencing including (alcoholism, drug usage, abuse of the victim, financial problems, etc.).

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5. Behavior changes noticed by family or friends.

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6. Physical changes noticed by family or friends.

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7. Victim's hobbies, activities, or interests.

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8. Obtain victim's writings, diaries, and school papers.

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9. Identify all siblings, natural and stepparents, grandparents, aunts, uncles, and close friends of the family.

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10. Location of the abduction and its relationship to the victim's normal activities.

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11. Determine parental attitudes toward the victim.

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12. Determine runaway history or reasons for the victim's discontent at home.

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13. Possible "stressors" in the victim's life.

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14. Victim's behavior, including use of drugs, alcohol, sexual activity, etc.

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15. Financial status (possibly a target for ransom).

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16. Full description of victim's living area, i.e. determine who has access to victim's bedroom; determine victim's favorite toys, belongings; determine the condition of the room; determine how long victim has occupied that room; determine how quickly room is cleared out, or if it is treated as a shrine.

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17. Determine type of reading materials victim has.

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18. Determine type of pictures, posters, flyers, etc. on the wall.

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19. Determine who has regular access to the child.  
Name DOB Address PX#

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20. Determine anyone to whom family has denied access.  
Name DOB Address PX#

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21. Determine the one or two persons with whom victim is closest.

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22. Determine primary method of expression (example: writing, sports, etc.).

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23. Determine most important possessions belonging to the victim or most important activity.

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For those detectives who had been involved in a child abduction case, they felt that these cases should be treated similar to a homicide investigation, i.e. assume that a valid abduction has occurred and let facts or circumstances prove otherwise.

# SUPPORT COORDINATOR CHECK-OFF LIST

- \_\_\_\_\_ Arrange Space
- \_\_\_\_\_ Obtain equipment
- \_\_\_\_\_ Xerox machine
- \_\_\_\_\_ Obtain telephone (regular lines, 800 calls)
- \_\_\_\_\_ Facsimile machine
- \_\_\_\_\_ Computers
- \_\_\_\_\_ Tape recorders
- \_\_\_\_\_ Desks & Chairs
- \_\_\_\_\_ Cameras
- \_\_\_\_\_ TVs and VCRs
- \_\_\_\_\_ Beepers/Pagers
- \_\_\_\_\_ Cellular Telephones
- \_\_\_\_\_ Assign personnel to telephones
- \_\_\_\_\_ Obtain appropriate software and forms (tip sheets, etc.)
- \_\_\_\_\_ Set up system for filing, indexing, data comparison, and analysis
- \_\_\_\_\_ Assign person to update above information on regular basis

**This list is designed for the person responsible for setting up support services.**

**Section IV**  
**CART RESOURCE MANUAL**

# DIRECTORY OF RESOURCES

## LOCAL POLICE AGENCIES

### COUNTY RESOURCES

#### **NATIONAL CENTER FOR MISSING AND EXPLOITED CHILDREN (NCMEC)**

NCMEC/Florida is the central point for NCMEC child-protection education and prevention. To learn more about prevention programs and publication to assist with educational needs, call NCMEC/FL toll free at 1-866-476-2338.

NCMEC/Florida  
9176 Alternate A1A, Suite 100  
Lake Park, FL 33403-1445  
(561) 848-1900 (telephone)  
(561) 848-0308 (facsimile)

#### **Missing Children Information Clearinghouse (MCIC)**

Florida Department of Law Enforcement (FDLE)  
Post Office Box 1489  
**Tallahassee, Florida 32302**  
**1-888-356-4774 (1-888-FL-MISSING)**  
(Fax) 1-850-410-8599

The FDLE Missing Children Information Clearinghouse not only maintains a website of missing Florida children but also can distribute flyers and provide analytical support law enforcement agencies investigating missing children. In addition, the MCIC is the primary contact for Amber alerts within the State.

#### **AMBER ALERTS**

The Florida Amber Plan utilizes the Emergency Alert System via radio and television, Dynamic Message Signs\* and lottery machines to notify the public when a child is missing. In order for an alert to be activated, the following criteria must be met:

1. The child must be under the age of 18 years old.
2. There must be a clear indication of an abduction.
3. If not a clear abduction, the law enforcement agency's investigation must conclude that the child's life is in danger.
4. There must be a detailed description of the child and/or abductor/vehicle to be broadcast to the public (photo when available).

**FEDERAL BUREAU OF INVESTIGATIONS (FBI)**  
16320 NW 2<sup>nd</sup> Avenue  
North Miami Beach, FL 33169  
305-944-9101

Requesting FBI Resources

FBI Field Divisions are to contact the Violent Crimes/Fugitive Unit, Criminal Investigations Division, FBI Headquarters, Washington, D.C. 20535, 202-324-4294, for assistance in coordinating the following resources.

State, county and local law enforcement agencies are encouraged to contact CASKU (Child Abduction and Serial Killer Unit) at the FBI Academy, Quantico, Virginia 22135, 504-720-4700, for assistance in coordinating the following resources.

CRISIS MANAGEMENT UNIT, FBI Academy, Quantico, VA:

Can offer assistance in the establishment of a command center during crisis situations in which major case management skills are required.

- Major Case Management
- Neighborhoods
- Laboratory
- Behavioral science (profiling)
- Polygraph
- National leads to cover
- VICAP
- Hypnosis
- Assist with technical coverage/setup

**HELICOPTER**

Contact the Florida Department of Law Enforcement – FDLE at MROC-Miami Regional Operation Center 1-800-226-3023

**FEDERAL AVIATION AUTHORITY (FAA)** 1-800-992-7433

**NATIONAL TRANSPORTATION SAFETY BOARD (N.T.S.B.)**  
305-597-4610

**MEDIA**

**Television**  
**Radio**  
**PRESS**

**METAL DETECTORS**

Contact the Florida Department of Law Enforcement – FDLE at MROC-Miami Regional Operation Center 1-800-226-3023

**MISSING CHILDREN (“Child Find”)**  
**Missing Children’s Information Clearinghouse**  
1-888-356-4774 (Fax) 1-850-410-8599  
1-800-431-5005 (for children to locate parents)  
1-914-255-1848 (for parents to locate child)

**MISSING CHILDREN’S PROJECT**

Pat Chavez (415) 483-3576  
National Center for the Analysis of Violent Crime  
FBI Academy, Quantico, Virginia 1-800-634-4097  
Can provide assistance in preparing a criminal investigative analysis or “profile” of the offender, investigative strategies, interview strategies, and prosecutive strategies.

**RUNAWAY HOTLINE**

Florida - 1-800-RUNAWAY - 1-800-786-2929  
National - 1-800-621-4000

**STATE PROBATION AND PAROLE**

Florida – 850-487-3865

**TELEPHONE COMPANIES**

Contact early regarding what they can do for investigation. Can do a number of searches if they get time and date of call within a day (possibly up to six months).  
Trap and Trace - 1-800-299-8722 or 407-889-6877

**TELEVISION PROGRAMS**

“Unsolved Mysteries” - Kathleen Cromley  
Cosgrove-Meurer Productions  
4303 West Verdugo Avenue  
Burbank, California 91505  
1-800-843-5600 or 1-800-421-4519  
America’s Most Wanted - 1-800-274-6390

**VIOLENT CRIMINAL APPREHENSION PROGRAM (VICAP)**

FBI Academy, Quantico, Virginia - 1-800-634-4097 - can provide assistance in linking similar cases throughout the United States

## **FIRE DEPARTMENTS**

Broward County Fire and Rescue – 954-831-8200  
Miami/Dade County Fire and Rescue –  
Monroe County Fire and Rescue –  
West Palm Beach County Fire and Rescue –

## **NASA VIDEO ENHANCEMENT**

Bob Lawrence – 321-861-5135

## **FLORIDA DEPARTMENT OF LAW ENFORCEMENT**

Investigations and Forensics Program  
1030 NW 111 Avenue  
Miami, FL 33172  
1-800-226-3023

In 1984, the Florida Legislature passed a bill which established the Crimes Against Children Trust Fund. The FDLE Crimes Against Children Program (CACP) is located within the Investigations and Forensics Program. This program is designed to provide investigative, intelligence and training assistance to local law enforcement agencies that are involved in investigations of crimes against children.

Special Agents of the CACP have received extensive training in the area of crimes against children. Agents are qualified to investigate multi-victim/offender or multi-jurisdictional investigations. In addition, investigative and technical assistance is available to local law enforcement agencies involved with child homicides, child pornography, physical and sexual abuse and missing and exploited children.

## **K-9 Search Team Rescue**

### **The Florida Special Response Team A**

1-800-369-1400

Contact: Edward Wolf

# FLORIDA HIGHWAY PATROL - FHP

Broward FHP - Troop L  
14190 SR 84  
Davie, FL 33325  
(954) 845-6001

West Palm Beach FHP – Troop K  
P.O. Box 16007  
Okeechobee Road & Turnpike  
West Palm Beach, FL 33417  
(561) 640-2831

Miami/Dade/Monroe FHP – Troop E  
1011 NW 111 Avenue  
Miami, FL 33172  
(305) 470-2500

The FHP should be considered for setting up roadblocks on the Interstate System and Turnpike when the case mandates such closures.

## Mobil Command Post

Monroe County Sheriff  
Main # 305-296-2426  
**Col. Rick Ramsey**  
Cell 305-481-8036  
**Cap. Chad Scibilia**  
Cell 305-481-4915

# *Miami-Dade, Palm Beach, Broward and Monroe County Schools*

**PALM BEACH COUNTY SCHOOL BOARD:**

3300 Forest Hill Blvd  
West Palm Beach, FL  
561-434-8000

**Sheriff's Office:**

3228 Gun Club Road  
West Palm Beach, FL  
561-688-3000

**BROWARD COUNTY SCHOOLS BOARD:**

600 SE 3<sup>rd</sup> Avenue  
Fort Lauderdale, FL  
754-321-0000

**Sheriff's Office:**

2601 W. Broward Blvd  
Ft. Lauderdale, FL  
954-831-8900

**DADE COUNTY SCHOOLS BOARD:**

1450 NE 2<sup>ND</sup> Avenue  
Miami, FL  
305-995-1000

**Miami-Dade Police:**

9105 NW 25<sup>th</sup> Street  
Doral, FL 33172  
305-476-5423

**Section V**  
**CART AFTER ACTION REPORT**

# AFTER ACTION REPORT

## OVERALL MANAGEMENT

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## MANAGEMENT OF INFORMATION SYSTEMS

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## COMPUTER USAGE

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## COMMUNICATION BETWEEN GROUPS/AGENCIES

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## SECURITY

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## PERSONNEL SELECTION, STRESS, ASSIGNMENTS, VOLUNTEERS, CONSULTANTS

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INVESTIGATIVE TECHNIQUES - STRATEGIES

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CRIME SCENE - EVIDENCE

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TRAINING

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LEGAL ISSUES

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MEDIA INTERACTION

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BUDGET

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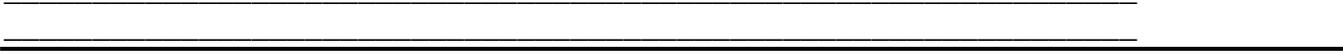
LOGISTICS, STORAGE, EQUIPMENT SPACE

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SUBJECT (MOTIVATION, HISTORY, ETC.)



**Section VI**  
**CART INVESTIGATIVE QUESTION GUIDE**

# I. Victimology

Knowing as much as possible about the victim of a violent crime is extremely important. The more that is known about the victim, the more that can be determined about the type of person who could have committed the crime. Following are some guidelines in terms of the information that is important to gather concerning ***your*** victim:

1. Lifestyle
2. Employment & employment record
3. Personality
4. Type & number of friends
5. Income
6. Family background
7. Alcohol & drug usage
8. Types of stores frequented
9. Types of bars/lounges/restaurants frequented
10. Physical handicaps
11. Mode of dress
12. Types of transportation used
13. Habits
14. Dating practices
15. Marital status
16. Associates
17. Criminal history
18. Skills (proficiency and use)
19. Likes/dislikes
20. Assertiveness

21. Vehicle description
22. Significant events (divorce, death of family member, being fired, transferred, etc.) close to the day of the crime

## ***II. Questions which can be used during the Neighborhood Interviews***

Prior to initiating this interview, agents/law enforcement officers should ask general background information about each person. This will allow you to observe and assess that person's normal response behaviors and patterns. (Keep in mind that as much as 90% of communication is not what a person tells you, but instead, their non-verbal behavior). What is important is to note how a person behaves when they answer non-threatening type questions, which presumably they will answer truthfully. This base-line of behavior should then be compared with how their non-verbal behavior changes as you begin to ask them more threatening type questions, where they may be deceptive if they fear they have something to hide. Some points to keep in mind when you ask questions include:

1. What kind of eye contact does the person have with you?
2. Does the person "pause" before answering each question, or do they answer immediately?
3. Does the person give short answers or do they ramble?
4. Does the person answer **your** question, or do they seem to "get off the track" with you?
5. How much gesturing does the person use when answering you? Does that change during the interview or parts of the interview?
6. Does the person move around a lot when they talk to you?
7. Take note of the person's body posture, and most importantly, at what points during the interview does their posture change?
8. Does the person's affect (emotion) appear to you to be appropriate? In other words, do they laugh during the interview? Do they cry during the interview? If so, make note of when this occurs.
9. Does the person appear to be nervous throughout the interview, or does their nervousness appear to decrease as the interview continues?
10. Does the person ask you any questions? What are those question?

# GENERAL BACKGROUND QUESTIONS

1. Name *(include nicknames)*: \_\_\_\_\_

\_\_\_\_\_

2. Address: \_\_\_\_\_

\_\_\_\_\_

3. Age: \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_

5. Driver's License Number: \_\_\_\_\_

6. Social Security Number: \_\_\_\_\_

7. Place of Employment: \_\_\_\_\_

\_\_\_\_\_

8. Address of Employment: \_\_\_\_\_

\_\_\_\_\_

9. Job Title/Description: \_\_\_\_\_

\_\_\_\_\_

10. Length of time at current employment: \_\_\_\_\_

11. Education Level: \_\_\_\_\_

\_\_\_\_\_

12. Prior experience in being interviewed by Law Enforcement/FBI for anything:

\_\_\_\_\_

\_\_\_\_\_

13. Miscellaneous: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*DESCRIPTION (From Observation)*

1. Sex: \_\_\_\_\_

2. Race: \_\_\_\_\_

3. Height: \_\_\_\_\_

4. Weight: \_\_\_\_\_

5. Hair: \_\_\_\_\_

6. Eyes: \_\_\_\_\_

7. Complexion: \_\_\_\_Fair\_\_Medium \_\_\_\_Ruddy\_\_\_\_Dark

8. Build:        \_\_\_\_Small \_\_\_\_Medium \_\_\_\_Large \_\_\_\_Extra Large  
                 \_\_\_\_Muscular \_\_\_\_Weak \_\_\_\_Other:

9. Marks/Scars: \_\_\_\_\_

10. Accent: \_\_\_\_\_

11. Jewelry: \_\_\_\_\_

12. Clothing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Miscellaneous Observations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INTERVIEW QUESTIONS:

1. Do you have any idea why I am interviewing you?

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2. Have you heard of \_\_\_\_\_?  
(Name of Victim – include any AKA's, street names)

3. What have you heard about him/her?

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4. Did you personally know \_\_\_\_\_?  
(Name of Victim)

5. How did you know \_\_\_\_\_?  
(Name of Victim)

6. If you knew (Name of Victim) even slightly, what two or three things about her/him stand out in your mind?

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7. Have you ever seen anyone in this (neighborhood, school, restaurant, bar, etc.) who looked similar to (Name of Victim), or who you now suspect could have been

(Name of Victim)?

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8. How did he/she act while he/she was here?

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9. Generally, what time did you see him/her before and how long did she/he stay; and when did he/she leave?

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10. What were his/her habits?

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11. What type of people did he/she initiate conversations with?

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12. How would he/she leave here, i.e. alone or with others?

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13. Did you ever see him/her get angry with anyone here?

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14. Did you ever see him/her talk to the same person on more than one occasion?

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15. Knowing only what you have heard on the news or seen on TV regarding this case, what is your opinion as to what might have happened to him/her?

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16. If someone is responsible for something happening to (*Name of Victim*) what type of person would that be? (*Descriptors can include mental, psychological or physical descriptors of possible suspect*).

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17. For what reasons, do you think, someone would want to hurt (*Name of Victim*)?

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18. Is there anyone that you have suspicions about who frequents this *place (or neighborhood)*, either now or in the past?

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19. Are you aware of anyone who seems to have stopped coming around since (*Name of Victim*) disappearance?

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20. Are you aware of anyone whose behavior seems to have changed since (*Name of Victim*) disappearance, for example, are they quieter, do not drink as much; they ask questions about the case, or just seem very curious, etc.?

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21. Are you aware of anyone from this neighborhood/school, bar, etc. who seems to have a “pattern” of approaching women/men who are here alone?

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22. Who do you know who comes to this bar that people seem to be afraid of, maybe because of his/her temper, threats to others, outbursts, etc.?

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23. Who do you know who comes to this (*neighborhood, restaurant, bar, etc.*) who is very much a loner and seems to be off by himself/herself most of the time while he/she is here?

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24. What rumors are circulating about what happened to *(Name of Victim)* or who might be responsible?

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25. How do you feel about being interviewed about this situation?

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26. If you did know or suspect who may have been involved in what happened to *(Name of Victim)* what reasons would prevent you from coming forward to law enforcement?

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27. Do you want to change the answers to any of my questions?

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# LEAD SHEET

(For Computer & Phone Intake)

PRIORITY: High Medium Low Non ID# \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

RECIPIENT #: \_\_\_\_\_ INV: \_\_\_\_\_

## INFORMANT INFORMATION:

Name: \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)

Address: \_\_\_\_\_ (Street)

\_\_\_\_\_ (City) \_\_\_\_\_ (State)

Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female Height: \_\_\_\_\_

PFN#: \_\_\_\_\_ QI/QP \_\_\_\_\_ Yes \_\_\_\_\_ No

Race: \_\_\_\_\_ Weight: \_\_\_\_\_

CII#: \_\_\_\_\_ 290 REG: \_\_\_\_\_

D.O.B.: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_

FBI#: \_\_\_\_\_ Violent: \_\_\_\_\_ Yes \_\_\_\_\_ No

P.O.B.: \_\_\_\_\_ SS#: \_\_\_\_\_ Precursor: \_\_\_ Yes  
\_\_\_ No

## VEHICLE INFORMATION:

License #: State: Current Registration: \_\_\_\_\_ Yes \_\_\_\_\_ No

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

R/O: \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)

Address: \_\_\_\_\_ (Street)

\_\_\_\_\_ (City) \_\_\_\_\_ (State)