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Governor Scott Walker
Secretary Eloise Anderson

Division of Safety and Permanence
Bureau of Milwaukee Child Welfare

DATE: April 24, 2014

TO: All BMCW State Employed Staff
All BMCW Contracted Agencies and their subcontracted staff

FROM: Arlene Happach,
Director, Bureau of Milwaukee Child Welfare (BMCW)

RE: Parent(s) Abduction of a Child in BMCW Custody

The memo outlines BMCW staff and contacted agencies staff and their subcontracted staff requirements when information is known that a child in BMCW custody has been abducted by their parent or parents. This memo is applicable to a child defined to be in BMCW custody under Wisconsin Children's Code (Chapter 48).

BMCW program managers and supervisors along with contracted agencies' and their subcontracted program managers and supervisors should review this memo with their staff during supervision and/or team meeting.

BMCW staff and contracted agencies staff and their subcontracted staff must:

1. Immediately contact 9-1-1.
 - a. Staff will inform the 9-1-1 dispatcher that he/she is reporting a "critical missing" child.
 - b. Staff will inform the 9-1-1 dispatcher that the parent(s) who has abducted the child has been deemed unsafe (i.e. by BMCW and/or Children's Court Judge) in the custody of the parent(s).
 - c. Staff will identify the location of where the alleged abduction occurred to ensure proper notification/assignment of law enforcement.
2. Staff must then immediately report the situation to his/her supervisor, and when the abduction occurs in the city of Milwaukee, the staff person or supervisor must immediately call a Milwaukee Police Department Sensitive Crimes supervisor (414-935-7400 x 749) and repeat the same information above (#1 a, b and c).
3. If there is not an immediate response by the police, Staff must immediately report it to their program manager or higher management who then will immediately initiate a multi-disciplinary conference to strategize in finding the child. Please reference the *Milwaukee County Child Abuse Review (CART) Multidisciplinary Team Protocol 12-07-2011 (Addendum N)* on how to request an emergency multidisciplinary conference.