

MACE (Missing & Abducted Child Excel application) Lead Sheet

INTAKE SPECIALIST: _____ DATE & TIME OF INTAKE _____

SOURCE (Name/Phone/Address): _____

Information Provided (staple additional pages if needed): _____

SHIFT COMMANDER: _____ DATE & TIME LEAD ASSIGNED _____

INVESTIGATOR ASSIGNED: _____ CELL PHONE: _____

PRIORITY: IMMEDIATE (URGENT / A.S.A.P) PRIORITY (WITHIN 24 HOURS) ROUTINE (WITHIN 2 DAYS)

ACTION REQUIRED: (Attach photocopy of additional information as necessary)

FOR INTAKE SPECIALIST _____ **LEAD #** _____

Lead provided to Shift Commander _____

Issued Lead from Shift Commander entered into MACE database

Lead Response Summary from Lead Investigator entered into MACE database

Lead Response Final Draft copy of report reviewed and entered into MACE database.

Circle any MACE pages in which information from this lead was entered:

LEADS	TIMELINE	SUSPECTS	NEIGHBORHOOD CANVASS
VIDEO REVIEW	SEX OFFENDERS	TASK ASSIGNMENTS	

FOR INVESTIGATOR:

Use the back of this page for a summary of your lead coverage with all pertinent information and/or attach a legible photocopy of your notes. Keep the original of your notes. Place this response in the intake box in the command post. **Please draft your final report ASAP, and place a copy of your report in the intake box.** Fully identify all individuals in the report by full name, DOB, Social Security #, and contact information. Make reference to the assigned lead # in your final draft report.

Lead Completed Lead Needs Follow-Up Investigation (describe on back)