

|  |
| --- |
| Virginia Department of Criminal Justice Services |
| Model Policy on Missing Persons  October 29, 2015 |

The Department of Criminal Justice Services' (DCJS) Missing Persons Model Policy is intended to serve as a structured template to assist law enforcement agencies that wish to adopt a comprehensive Missing Persons policy. The DCJS Missing Persons Model Policy additionally serves as a resource that identifies current best practices to those agencies with existing policies. DCJS model policies are permissive in nature; therefore, when developing a Missing Persons policy law enforcement agencies are encouraged to modify the DCJS model policy to meet operational, staffing, and budget constraints. As with the implementation of any policy, internal discussion and consultation with any affected stakeholders is encouraged. The procedural language of the model policy is separated into the following sections:

1. Missing Persons Generally
2. Initial Report and Response
3. Missing Children
4. VCIN/NCIC Initial Entries
5. Logistics
6. Investigations
7. Location of Missing Person and Case Closure

An appendix with checklists, forms, and contacts for missing person and search and rescue resources has been included with this model policy.

The model policy was developed after researching best practices, reviewing the International Association of Chiefs of Police Missing Persons and Missing Children model policies. Missing person policies were also reviewed from several Virginia agencies. DCJS would like to thank the following agencies for their assistance in the development of the model policy.

* Frederick County Sheriff's Office
* Hanover County Sheriff's Office
* New Kent County Sheriff's Office
* Virginia Department of Emergency Management
* Virginia State Police
* Westmoreland County Sheriff's Office

|  |  |
| --- | --- |
| **POLICE/SHERIFF'S DEPARTMENT** | **MODEL POLICY** |
| **SUBJECT: Missing Persons** | **NUMBER:** |
| **EFFECTIVE DATE:** 10/29/2015 | **REVIEW DATE:** |
| **AMENDS/SUPERSEDES:** NA | **APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Chief of Police/Sheriff** |
| **VLEPSC STANDARDS:** OPR.05.01 | **RELATED POLICIES:**  2-42Missing Persons with Alzheimer's Disease  Search and Rescue |

1. **POLICY**

Officers/deputies shall respond expeditiously to all reports of missing persons and every report shall be thoroughly investigated. All missing persons shall be considered "at risk" until sufficient information to the contrary is confirmed. Particular care shall be exercised in instances involving a critically missing adult, missing child, missing senior, or an individual who may be mentally or physically impaired.

**II. PURPOSE**

The purpose of this policy is to establish responsibilities and guidelines for the investigation of missing persons.

**III. DEFINITIONS**

***Abducted child*** - A child (i) whose whereabouts are unknown, (ii) who is believed to have been abducted, (iii) who is 17 years of age or younger or is currently enrolled in a secondary school in the Commonwealth, regardless of age, and (iv) whose disappearance poses a credible threat as determined by law enforcement to the safety and health of the child and under such other circumstances as deemed appropriate by the Virginia State Police.

***Critically missing adult*** - Any missing adult 21 years of age or older whose disappearance indicates a credible threat to the health and safety of the adult as determined by a law enforcement agency and under such other circumstances as deemed appropriate after consideration of all known circumstances.

***Missing child*** - Any person who is under the age of 21 years, whose temporary or permanent residence is in Virginia, or is believed to be in Virginia, whose whereabouts are unknown to any parent, guardian, legal custodian, or other person standing in loco parentis of the child, and who has been reported as missing to a law enforcement agency within the Commonwealth.

***Missing senior adult*** - An adult whose whereabouts are unknown and who is over 60 years of age and suffers a cognitive impairment to the extent that he is unable to provide care to himself without assistance from a caregiver, including a diagnosis of Alzheimer's Disease or dementia, and whose disappearance poses a credible threat as determined by a law enforcement agency to the health and safety of the adult and under such other circumstances as deemed appropriate by the Virginia State Police.

1. **PROCEDURES**
2. **Missing Persons Generally**
3. There is no waiting period for taking a missing persons report.
4. A person may be declared missing when his/her whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject's known behavior patterns, plans, or routines.
5. A missing person may be considered "at risk" if any of the following circumstances are met. The individual:
   1. Is an abducted child;
   2. Is a critically missing adult;
   3. Is a missing child under the age of 21 years old;
   4. Is a missing senior;
   5. Has diminished mental capacity;
   6. Suffers from medical or behavioral health condition(s) that are potentially life- threatening if left untreated; or
   7. Is at risk of suicide.
6. The determination that a missing person is "at risk" will be based on the criticalness of the situation (e.g. age, health and physical condition of the victim, the existing or impending weather conditions, known abduction etc.). A request for search and rescue and other external support shall be made in the early hours of the investigation if the missing person is determined to be "at risk".
7. **Initial Report and Response**
8. When a report of a missing person has been received, the officer/deputy responding to the call shall activate the patrol-vehicle mounted video camera and body worn camera when approaching the scene to record vehicles, people, or anything else of note for later investigative review.
9. The officer/deputy receiving the complaint shall take notes and record all important information pertaining to the circumstances of the missing person episode and determine if the missing person is considered "at risk".
10. The officer/deputy shall obtain the following information:
11. The physical description of the subject (age, height, weight, race, etc.);
12. The last known clothing worn by the subject;
13. The last known location of the subject (obtain time and date);
14. Possible destination of the subject;
15. Name of person who last saw the subject;
16. Description of person or suspect whom the subject was last seen with;
17. Whether the subject has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans;
18. Whether the individual has been involved recently in domestic incidents; suffered an emotional trauma or life crises; demonstrated unusual, uncharacteristic, or bizarre behavior; is dependent on drugs or alcohol;
19. All addresses and phone numbers of any relatives or friends; and
20. Any other pertinent information that applies (Appendix: *Law Enforcement Search and Rescue Questionnaire for Missing Persons*).
21. A city/county wide alert shall be issued to all patrol units and all neighboring law enforcement agencies.
22. All available officers/deputies shall be dispatched to the area surrounding the last known location of the missing subject. Officers/deputies shall focus on secluded places where an offender might have quickly taken a victim or areas in which an individual may be trapped, injured, or lost.
23. If the missing subject was abducted and there are witnesses, the officer/deputy shall obtain a description of the abductors, the mode and direction of travel, vehicle description, and any related information.
24. If there is evidence of foul play or a known abduction the officer/deputy shall secure the area as a crime scene until it can be searched and examined for evidence.
25. If foul play or suspicious circumstances exist or are suspected, a statewide alert to all law enforcement agencies shall be issued. Additionally, vehicle checkpoints should be set up to prevent transportation of the missing subject from the area.
26. Obtain a recent photograph of the missing subject. The photograph should reflect the subject's day-to-day appearance. Create a flyer with the missing subject's picture and identifying information.
27. Determine if the criteria for an AMBER or a SENIOR Alert has been met and request the alert as applicable.
28. **Missing Children**
29. If the missing person is a child, the officer/deputy shall obtain the name, telephone number, and address of the current guardian. Additionally the officer/deputy shall determine if the child:
30. Is or may be with any adult who could cause him/her harm;
31. May have been the subject of a parental abduction; or
32. Has previously run away from home, has threatened to do so, or has a history of explainable or unexplainable absences for extended periods of time.
33. Reports of missing children who have voluntarily left home (i.e., “runaways”) should be classified as such only after the completion of a thorough investigation. A child who repeatedly runs away should be interviewed at length to identify any persons who may be criminally responsible, whether the child is a victim o sexual exploitation, or whether an abusive or negligent home environment contributed to the child's disappearance.
34. The officer/deputy shall conduct a thorough search of the immediate area where the missing child was last seen. Officers/deputies shall target areas where a child may hide or become trapped. With the consent of the parent(s), the officer/deputy shall conduct a thorough search of the child's residence, including all child-size areas within the home and any other structures or vehicles on the property. A thorough search of the home shall be conducted regardless of whether the child went missing from the home.
35. The officer/deputy shall request that one person with whom the missing child is familiar remain at the place the child was last seen in the event he or she returns to the location. This individual may also serve as a point of contact for the officer/deputy.
36. The officer/deputy shall notify the Virginia Missing Children Information Clearinghouse of the missing child report and the National Center for Missing & Exploited Children (NCMEC) of the missing child report. (NCMEC has developed software designed to manage and prioritize leads associated with missing child investigations. It is available at no cost by calling 1-800-THE-LOST.)
37. **VCIN/NCIC Initial Entries**
38. Upon completing a missing persons report, officers/deputies shall complete the NCIC form and enter information on a missing person of any age into VCIN/NCIC if any of the following criteria are met:
39. The missing person has a diagnosed or documented physical, intellectual, or behavioral health disability and may subject himself or others to danger;
40. The missing person is in the company of another under circumstances that indicate danger;
41. The missing person may have disappeared involuntarily under circumstances that suggest abduction or kidnapping;
42. The missing person is an un-emancipated juvenile; or
43. The person has gone missing subsequent to a disaster.
44. A missing person report (electronic or hard copy) shall be on file to support a missing person entry.
45. A record for a missing person who is under the age of 21 should be entered into VCIN and NCIC using one of the appropriate categories (Disability, Endangered, Involuntary, Juvenile or Catastrophe Victim) within two (2) hours of receipt of the minimum data required to enter an NCIC record.
46. A missing person report filed with the department is sufficient documentation for entering a juvenile in the NCIC Missing Person File.
47. **Logistics**
48. Establish an Incident Command Center.
49. Establish and advertise a dedicated telephone line for receipt of tips and leads. Ensure there is sufficient staff to respond to incoming calls.
50. Assign experienced investigators to lead the investigation and to determine and monitor the investigative direction of the case. The lead investigator shall determine the following:
    1. If search and rescue resources should be alerted and placed on notice or if a request for immediate assistance is require.
    2. If the news media should be contacted and what information should be made public.
    3. If the use of social media is appropriate.
51. Obtain DNA samples from the missing subject's possessions (e.g. hairbrush, hats, toothbrush, and bed linens etc.).
52. Appoint an administrative coordinator to handle personnel scheduling and other administrative matters.
53. Appoint a law enforcement liaison with the family who can explain law enforcement efforts and work with the family to uncover any additional information useful to the investigation.
54. Contact all local hospitals, urgent care facilities, and the Medical Examiner's office for injured or deceased persons fitting the description of the missing subject.
55. Determine if recording devices such as traffic, red light, bus cameras, or license plate readers are used in the area or in logical travel routes to and from the area.
56. Contact local government and commercial trash companies to request delaying trash collection in the vicinity of the last known location of the missing subject or place of abduction.
    1. Determine if it is appropriate to request the trash from the missing subject's neighborhood be segregated.
    2. Obtain information regarding trash collection schedules, transfer stations, landfill locations, and specific dump sites in the event subsequent information determines that a search of these locations is necessary.
57. **Investigation**
58. Establish a preliminary timeline documenting the activities and locations of the missing subject, associated events, and individuals pertinent to the investigation.
59. Canvass the neighborhood/area and conduct a roadblock canvas at streets and intersections surrounding the missing subjects last known location on the day following the missing subject's disappearance. Canvassing identifies individuals who routinely travel through the area who may have information pertinent to the investigation.
    1. Missing person fliers shall be distributed during the canvases.
    2. If the missing subject has still not been located a second roadblock canvas shall be repeated the same day of the week and time of the incident the following week.
60. Request assistance and coordinate with Search and Rescue Teams, as applicable.
61. Obtain permission to search homes, businesses, and parked vehicles surrounding the missing subjects last known location.
62. Separate witnesses and conduct comprehensive interviews immediately using a standardized set of questions with pertinent witnesses including children. Standardized questions ensure completeness and uniformity of the information collected. Witnesses' statements shall be compared with known information and discrepancies in statements shall be clarified and/or investigated.
63. Conduct interviews using a standardized set of questions with family members, friends, and co-workers. If the missing subject is a child, interviews shall also be conducted with school officials and classmates.
64. Conduct comprehensive interviews with suspect(s).
65. Identify any desktop or laptop computers tablets, cellular telephones, gaming systems, and other computing devices the missing subject or other family members had access to as well as email addresses, social media accounts, passwords, and online identities.
    1. Issue a preservation order on all accounts.
    2. Obtain consent or a search warrant and review recent emails, chats, and other online communications for any information pertinent to the investigation. (The Virginia State Police (VSP) High Tech Crime Division (HTCD) can be contacted for assistance at 804-674-2767.  After normal business hours contact the local VSP division dispatch center to request assistance of HTCD agent.)
66. Initiate credit card and bank inquiries to determine if and where purchases have been made since the missing subject was last seen, as applicable.
67. Obtain and view copies of security videos from all businesses, residences, and any structures in the vicinity and along travel routes that may have been used by the missing subject or an offender entering or leaving the area. Contact the managers of area businesses directly (employees may not be aware of security cameras) and seize recordings as soon as possible to minimize the risk of crucial footage being recorded over or deleted.
68. Identify and interview known and registered sex offenders residing or working in or adjacent to the missing subject's last known location.
69. Obtain and execute search warrants.
70. Review and revise the missing subject's timeline based on information obtained from the investigation.
71. Prioritize and pursue all leads.
72. Continue to communicate the most current and accurate information to patrol officers and neighboring law enforcement departments and make updates to alerts (e.g. Amber and Senior) as applicable. Supervisors shall ensure comprehensive case information is provided and investigative leads are either completed or re-assigned during shift changes.
73. **Location of Missing Person and Case Closure**
74. When missing subject (adult) has been located, officers/deputies shall:
    1. Verify the identity of the individual;
    2. Advise the individual they are the subject of a missing person investigation;
    3. Obtain medical care as appropriate;
    4. Question the subject about the circumstances of his/her disappearance and determine if there is a criminal act that requires further investigation; and
    5. Determine if the individual wishes his or her family or the reporting party to be informed of his/her whereabouts. Officers shall inform the family or the reporting party the individual has been located but may not provide the missing subject's location unless authorized.
75. If the missing subject is a child, the officer/deputy shall:
    1. Determine whether an abuse or neglectful home environment contributed to the child's disappearance;
    2. Obtain a complete medical exam to identify and treat injuries;
    3. Notify the parents/guardians and arrange for the child to be picked up or contact social services in the case of abuse and neglect; and
    4. Notify the Virginia Missing Children Information Clearinghouse the child has been located.
76. All agencies and information systems previously contacted for assistance shall be notified as soon as possible when a missing subject is located.
77. The subject's information shall be removed from VCIN/NCIC systems.

**This page intentionally left blank.**

**Missing Person / Search and Rescue**

**Tools and Resources**

**Appendix**

**LAW ENFORCEMENT HASTY SEARCH CHECKLIST FOR MISSING PERSON SEARCHES**

NOTE: This checklist is intended to be used as a resource for law enforcement. This checklist does not supersede any existing general orders, policies, or procedures.

* **Conduct a brief interview and investigation to determine if the missing person incident may require a search.**
* If a search is warranted, determine search urgency using the ***Law Enforcement Relative Urgency Assessment Tool for Missing Persons***. Children, persons with Alzheimer’s or dementia and other high risk categories qualify for high urgency action.
* For children, see NCMEC’s *Investigative Checklist for First Responders* and or Missing Children with Special Needs-Lost Person Questionnaire.
* For persons with Alzheimer’s or dementia, see *Alzheimer’s and Related Disorders Checklist* or the *Alzheimer’s Caregiver Questions Card.*
* **Complete a Lost Person/Search and Rescue Questionnaire when interviewing reporting party.**
* **Issue a region wide B.O.L. for missing subject and enter the missing subject into NCIC.**
* **Conduct a hasty search and/or neighborhood canvass of the surrounding area using patrol resources.** Keep track of what area was searched for future planning. A hasty search involves trained personnel moving quickly to scan high probability areas to locate a person.
* **Set-up containment in search area ASAP** utilizing law enforcement or SAR resources.
* **Secure or isolate all trash receptacles/dumpsters in containment area.**
* **For additional assistance, contact the Virginia Emergency Operation Center (VEOC)** at 1-800-468-8892 and request to speak to the VDEM Search and Rescue Coordinator.
* **Secure the area around the Point Last Seen (PLS)** to preserve clues such as human scent and footprints.
* **Identify video cameras along suspected path**. Determine if any of them made a recording that can be taken and reviewed.
* **Secure a command post.** Please do not use the immediate area of the point last seen or the subject’s residence as the command post. Desirable facilities for a command post would include sufficient parking, power, workrooms and bathrooms.

* **Request K-9 assistance if appropriate. Identify the location of scent articles for dog handlers**. Whenever possible, allow the dog handlers to collect items who should then coordinate with investigative team.
* **Identify the location of scent articles for dog handlers** to collect when they arrive on scene. Whenever possible, please allow the dog handlers to collect items.
* **Obtain a recent photograph** of the missing subject and prepare a flyer.
* **Obtain cell phone number / provider information** of the missing subject for exigent circumstance and location data. Note cellular data may be extremely time sensitive.
* Appoint a **supervisor who will assume incident command** of the search.
* Request that the **Reporting Party (RP),** and others that have information about the missing subject, **be available for interviews** by search and rescue members.
* **Identify a Press Information Officer (PIO)** from your agency to manage the media.
* **Manage the search** and keep track of what areas have been searched and what areas have not been searched until Trained SAR personnel arrive.

**LAW ENFORCEMENT RELATIVE URGENCY ASSESSMENT TOOL FOR MISSING PERSONS**

NOTE: This assessment tool is intended to be used as a resource for law enforcement. This assessment tool does not supersede any existing assessment tools, general orders, policies, or procedures.

The relative urgency of a reported SAR situation should be established - if it is not immediately apparent - during the first notice and interview phase. Children, elderly, persons with Alzheimer's or dementia and other high risk categories qualify for high urgency/emergency response action.

**RELATIVE URGENCY RATING FACTORS**

**Factor Profile Factor Value Subject**

**AGE**

Very young 1

Very old 1

Age factor a moderate concern 2

Age factor a minimal concern 3

**Medical Condition**

Known injury or illness 1

Suspected injury or illness 2

Healthy 3

Known fatality 3

**Number of Subjects**

One alone 1

More than one (separation suspected) 2

More than one (separation not suspected) 3

**WEATHER PROFILE**

Existing hazardous weather 1

Predicted hazardous weather, 8 hours or less 1

Predicted hazardous weather, more than 8 hours 2

No hazardous weather predicted 3

**EQUIPMENT/RESOURCES PROFILE**

Inadequate for environment 1

Questionable for environment 2

Adequate for environment 3

**SUBJECT EXPERIENCE PROFILE**

Not experienced, does not know area 1

Not experienced, knows area 2

Experienced, not familiar with area 2

Experienced, knows area 3

**TERRAIN AND HAZARDS PROFILE**

Known hazardous terrain or other hazards 1

Few hazards or terrain somewhat hazardous 2

No hazards or terrain not hazardous 3

**HISTORY OF INCIDENTS IN THIS AREA**

Yes, very recent history of similar incidents in the area 1

Yes, somewhat recent history of similar incidents in the area 2

No history of similar incidents in the area 3

**TOTAL: \_\_\_\_\_\_\_\_** *\*Note: The lower the value, the more urgent.*

See next page for rating factor response

**Response to Assessment**

Note: The **LOWER THE VALUE** of each factor and the sum of all factors, the **MORE URGENT** the situation.

While a factor sum can be obtained with this assessment tool, it is important to consider other factors that can affect the relative urgency level, such as considerable elapse time from when the subject was reported missing and the political sensitivity.

**APPROPRIATE RESPONSE TO URGENCY RATING**

**Factor Sum Response**

**08 – 12 Emergency Response**

13 – 18 Measured Response

19 – 24 Evaluation and Investigation

**Emergency Response:** Immediate response of all available personnel including full activation of search and rescue resources.

**Measured Response:** Focused search of primary area utilizing road patrols, neighborhood canvassing, K-9s, and air support.

**Evaluation Response:** Continued investigation to determine the viability of a physical search effort.

**Note:** Children, persons with Alzheimer’s or dementia and other high risk categories qualify for high urgency/emergency response action. Also note that the possibility of a “bastard search” where no victim exists, because the report was inaccurate or the individual has left the area on his own or has been found by another party – is always present.

**LAW ENFORCEMENT SEARCH AND RESCUE QUESTIONNAIRE FOR MISSING PERSONS**

*NOTE:* *This questionnaire is intended to be used as a guide to assist law enforcement in developing the missing person profile and classification of missing subject type. Information collected will be useful for investigative purposes, as well as establishing search strategy. This questionnaire does not supersede any existing questionnaires, general orders, policies, or procedures.*

**Basic Information:**

Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First Middle

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ Age:\_\_\_\_\_\_\_ Race:\_\_\_\_\_\_

**P**oint **L**ast **S**een (PLS) *\*Note: PLS is a credible eye-witness report that identifies a location and time of the missing subject. LKP is based on evidentiary value such as the discovery of the missing vehicle.*

Where:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**L**ast **K**nown **P**oint (LKP): *\*Note: LKP is based on evidentiary value such as the discovery of the missing vehicle.*

Where:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circumstances of being missing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What has been done so far to try and locate the missing person (phone calls, text messages, searches, etc.)?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does this person have a cellular phone (yes, no, unknown)? If so, list the number and carrier information:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has this person previously been reported missing? What were the circumstances and where/how were they located? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Physical Description:**

Height: \_\_\_\_\_\_\_\_\_ Weight: \_\_\_\_\_\_\_lbs. Build: \_\_\_\_\_\_\_\_\_\_\_\_

Hair Color/Length of Hair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Eye color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any Markings – such as tattoos, birthmarks, scars, etc.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beard/Mustache/Sideburns: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Clothing that the Missing Person was Wearing at the Time Last Seen:**

Style and color of shirt: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Style and color of pants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Style and color of jacket or outerwear: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of headwear: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of glasses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of gloves: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe jewelry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Size and type of footwear: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are recent photos of the missing person available?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Trip Plans of the Missing Person the Day They Went Missing:**

What were the missing person’s plans and/or activities on the day they went missing? \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where was he/she going? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why was he/she going there? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How was the person travelling? \_\_\_\_\_\_\_\_\_\_\_ If travelling by car, were they driving? \_\_\_\_\_\_\_\_\_

Provide the make and model, color, license plate and registration numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the person have access to any other vehicles or mode(s) of travel? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information About the Last Time Missing Person was Seen:**

The time and location of where he/she was last seen: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The name of the person who last saw the missing person and their phone number:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The name of the person who last talked at length with the missing person and their phone number:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The direction the missing person was traveling the last time seen: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The frame of mind of the missing person the last time seen: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was the missing person concerned about anything before he/she went missing? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the persons’ normal pattern at the time of day that they went missing? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Overall Health and Condition of the Missing Person:**

Physical condition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any known medical problems: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the person suffering from Alzheimer’s disease, dementia, or memory loss? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If so, are they registered on *Safe Return* or *Project Lifesaver*? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If they are registered on *Safe Return*, what is their registration number? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are they wearing a *Safe Return* identification bracelet or carrying an identification card? \_\_\_\_\_\_\_

Is English the person’s first language? \_\_\_\_\_\_\_\_ If no, which language is? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any handicaps or disabilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any psychological problems: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any medications that the person is taking: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any addictions that the person has: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide the name of the missing person’s family physician:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide the name of the missing person’s dentist, if possible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Potential People that the Person Would Contact:**

List all of the people who the missing person may try to contact. Try to include addresses and telephone numbers. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Habits and Personality of Missing Person:**

Does the person smoke? \_\_\_\_\_\_\_\_\_\_ If yes, what brand of cigarettes? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the person drink alcohol? \_\_\_\_\_\_\_\_\_ If yes, what type? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the person use recreational drugs? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the person chew gum, tobacco, and/or favorite candies? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What type of recreation or activities does the person engage in including hobbies? \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there habits that the person has? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the person have particular banking habits? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What type of personality does the person have? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the person outgoing or quiet? \_\_\_\_\_\_\_\_\_ Is the person friendly or depressed? \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are the values and philosophy of the person? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the person religious? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the person have any emotional problems? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What level of education or training does the person have? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the person go to any particular areas, bars, taverns or places of interest? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was the person carrying any weapons or firearms? Do they know how to use them? \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this person a military veteran? \_\_\_\_\_ If yes: What branch of service? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What was their training / background?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where were they stationed and when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does this person have any survival or wilderness training?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would the person trust us if found? Is there something or someone I should know about to help

establish trust? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Advanced Information:**

Birthplace: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nicknames, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have they resided at this address? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who else lives there? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do they stay anywhere else? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous Addresses/cities/Locations:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current employer(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Former employer(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Notes and Information:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Contact information for the primary person(s) providing the background information of the missing person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person completing this form:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STATE, FEDERAL and PRIVATE RESOURCES**

**Virginia State Police (VSP)**

**Amber Alert**

The Virginia “AMBER Alert” (VAA) Plan provides a valuable tool for Virginia law enforcement agencies in the ongoing battle to protect our children, while allowing the broadcasters of Virginia, the Virginia Department of Transportation, and other partners an opportunity to contribute to the communities they serve in an extremely beneficial capacity.

Certain criteria must be met to initiate an Amber Alert and can only be activated through the Virginia State Police. For assistance please contact804-674-2026.

For more information on Amber Alerts, including criteria, please visit <http://www.vaamberalert.com/index.htm>

**Senior Alert**

The Virginia “Senior Alert” (VSA) Plan created by legislation in the 2007 General Assembly provides a valuable tool for Virginia law enforcement agencies to help locate missing “senior adults”, while allowing the broadcasters of Virginia an opportunity to contribute to the communities they serve.

Activation of the Virginia “Senior Alert” Plan must be initiated through the Virginia State Police. For assistance please contact 804-674-2026.

For more information on Senior Alerts, including criteria, please visit <http://www.vasenioralert.com/>

**Virginia State Clearinghouse on Missing Children**

**The Clearinghouse operates as Virginia’s center for missing children administered through the Virginia Department of State Police. The clearinghouse is linked to all Virginia law enforcement agencies through the Virginia Criminal Information Network, the FBI, all U.S. police agencies through the National Crime Information Center (NCIC), and all children's clearinghouses through computer hookups with the National Center for Missing and Exploited Children.**

For assistance contact Telephone:(804) 674-2000, Toll Free: 1-800-822-4453 After Hours: (804) 674-2026

**Virginia Emergency Operations Center**

When disaster strikes, response needs to be fast, efficient and effective. The Virginia Department of Emergency Management manages and staffs the Virginia Emergency Operations Center (VEOC), which serves as the operations center for state efforts before, during and after emergencies and disasters strike or threaten Virginia.

Watch Center: The Watch Center is the emergency point of contact for the Commonwealth, connecting the VEOC to local emergency managers across Virginia, to other state emergency operations centers across the country, and to partner agencies at the federal level. Staffed 24 hours a day, seven days a week, the Watch Center coordinates day-to-day situational assessment, alerts and warnings, resource management, operational planning and reporting, and external relations. The VEOC Watch Center may be contacted at (800) 468-8892.

Localities can contact the Watch Center with unmet needs during an event. Their local liaison in the VEOC will ensure that requests for assistance are assigned to an appropriate resource provider. The VEOC has the ability to mobilize a broad base of experts, who have been vetted, and have liability protection through the state's program.

To contact the appropriate regional office visit the following website: <http://www.vaemergency.gov/aboutus/locationscontact-us>

**Federal Bureau of Investigation (FBI)**

**Child Abduction Rapid Deployment or CARD** Teams deploy teams of experienced personnel to provide on-the-ground investigative, technical, and resource assistance to state and local law enforcement for non family abductions during the initial critical period after a child is kidnapped. CARD Teams make sure the investigation moves quickly, efficiently, and thoroughly.

**National Center for the Analysis of Violent Crime (NCAVC)** part of the FBI's Critical Incident Response Group (CIRG) near Quantico, Virginia, and provides free assistance—in the form of investigative/operational support, research, and training—to federal, state, local, and international law enforcement agencies.The NCAVC has a rapid response element that:

* Applies the most current expertise available in matters involving missing and exploited children;
* Provides immediate operational assistance to federal, state, and local law enforcement agencies involved in violent crime investigations; and
* Provides onsite investigative support through technical and forensic resource coordination.

Law enforcement can request assistance from the FBI by contacting the local field office, FBI Headquarters, or the national Center for Missing and Exploited Children.

FBI Field Offices

* Norfolk (757) 455-0100
* Richmond (804) 261-1044
* Washington D.C. (Northern VA) 202-278-2000

**National Center for Missing & Exploited Children's Missing Children Division**

**Team Adam** is a resource for law enforcement. The group deploys highly trained retired federal, state, and local law enforcement officers to provide immediate investigative and technical assistance for cases involving critical child abduction and child sexual exploitation.

Law enforcement can request assistance from Team Adam by calling 1-800-THE-LOST (1-800-843-5678).

**Project ALERT** provides technical assistance to law enforcement agencies regarding missing children investigations. The teams specialize in long term missing children cases and perform a wide range of functions including:

* Case review;
* Organization and analysis;
* Recommendation of investigative strategies;
* Follow-up of leads; and
* Coordination of meetings with law enforcement personnel to discuss additional resources.

To request Project ALERT assistance email [rharp@ncmec.org](mailto:rharp@ncmec.org).