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| Virginia Department of Criminal Justice Services |
| Model Policy on Search and Rescue  October 29, 2015 |

The Department of Criminal Justice Services' (DCJS) Search and Rescue Model Policy is intended to serve as a structured template to assist law enforcement agencies that wish to adopt a comprehensive Search and Rescue policy. The DCJS Search and Rescue Model Policy additionally serves as a resource that identifies current best practices to those agencies with existing policies. The model policy was developed after researching best practice and reviewing the search and rescue policies from several localities in Virginia.

DCJS model policies are permissive in nature; therefore, when developing a Search and Rescue policy law enforcement agencies are encouraged to modify the DCJS model policy to meet operational, staffing, and budget constraints. Dialogue and communication with stakeholders regarding the implementation of any policy is important, but this is particularly true when implementing a search and rescue policy. Internal discussion and consultation with any affected stakeholders is essential in these instances because when an individual, adult or child goes missing time is of the essence and community partnerships and timely access to necessary resources can be the difference between finding a missing person alive or deceased.

It is important for agencies to designate a local search and rescue coordinator, identify community partners, and establish memorandums of agreement (MOA) or understanding (MOU) while developing a local search and rescue plan with those partners that have the ability to contribute valuable resources to an investigation and search for a missing subject before there is an immediate need. MOAs/MOUs can be particularly useful for those police departments and sheriff's offices with minimal or no investigative experience in the area of Search and Rescue Operations that may need to request the assistance of a neighboring locality or the Virginia State Police to lead the operation.

1. Police departments and sheriff's offices should consider developing MOAs/MOUs that at minimum delineate the following:
   1. Parties to the agreement;
   2. Notification requirements;
   3. Estimated response times;
   4. Roles and responsibilities;
   5. Minimum training requirements; and
   6. Requirements for insurance and/or waivers of liability.
2. The list of potential community partners includes but is not limited to:
   1. Virginia State Police;
   2. Virginia Fusion Center;
   3. Neighboring law enforcement agencies;
   4. Virginia Department of Emergency Management (VDEM);
   5. Virginia Emergency Operations Center (focal point for coordination of state and local resources)
   6. Virginia Department of Conservation and Recreation (Manage and regulate state parks);
   7. Local Search and Rescue (SAR) Teams;
   8. Community Emergency Response Team (CERT);
   9. Canine Teams (Air-Scent (Live find), Trailing (Scent-specific) Human Remains Detection (HRD) and Water);
   10. Dive Teams;
   11. Fire Departments and Emergency Medical Services (EMS);
   12. National Guard;
   13. Local Media;
   14. Local departments of social services (Respond to reports of abuse and neglect, emergency removal(s), provide families with referral(s) for service(s));
   15. Neighborhood watch groups;
   16. Vendors providing tracking devices to be worn by individuals prone to wandering (e.g. children with autism or other intellectual disabilities, seniors with dementia or Alzheimer's); and
   17. Red Cross (Notice of emergencies to deployed military members, referrals for resources and services).

The procedural language of the model policy is separated into the following sections:

1. Search and Rescue Generally
2. Search and Rescue Requirements and Training
3. Search and Rescue Operations
4. Mutual Aid Requests

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

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

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

1. **POLICY**

The Police Department/Sheriff's Office shall have primary responsibility to coordinate all search and rescue (SAR) operations.

**II. PURPOSE**

The purpose of this policy is to establish operational guidelines to conduct SAR operations.

1. **DEFINITION**

***Hasty search*** –This is a quick and efficient search by small SAR teams that travel quickly to the identified search area. A hasty search is generally the first tactic used in the early hours of a search.

1. **PROCEDURES**
2. **Search and Rescue Generally**

A SAR response must be immediate, rapid, and effective. The missing subject may be in danger, need emergency medical care, or unable to protect him or herself from the environment. Time and weather destroy clues and an urgent response and deployment of resources may reduce the size of the area that must be searched. SAR Teams shall:

* Respond urgently;
* Be prepared to search at night if necessary; and
* Mobilize quickly.

1. **Search and Rescue Requirements and Training**
2. All SAR operations shall be conducted in accordance with the guidelines established by the Virginia Department of Emergency Management (VDEM) and, when required, in close coordination with VDEM personnel.
3. SAR operations shall be coordinated by designated members of the police department or sheriff’s office who have been trained and certified by VDEM to conduct SAR operations. When called upon, these personnel shall be prepared to assume control of the tactical search operation.
4. SAR team members shall maintain a level of physical fitness sufficient to be able to conduct SAR operations in various terrains and weather conditions.
5. SAR team members shall meet and train at least quarterly.
6. SAR team members may be removed from the team for failure to maintain physical fitness, training, and certification requirements.
7. **Search and Rescue Operations**
8. The initiation of a SAR operation shall be approved by the Chief of Police/Sheriff or his designee.
9. After receiving a situational brief by the lead investigator the SAR Coordinator shall:
   1. Make an initial estimate of the situation (Appendix: *Law Enforcement Relative Urgency Assessment Tool for Missing Persons*) and develop and implement a "hasty search" (Appendix: *Law enforcement Hasty Search Checklist for Missing Persons Searches*) plan.
   2. If the missing subject is not located during the hasty search, develop and initiate an initial search plan using all available local assets and personnel.
   3. Pursue all immediate courses of action, isolate the search area, and attempt to locate the victim prior to requesting external support teams.
   4. Determine whether or not assistance from outside SAR agencies (dog teams, aircraft, boats, etc.) is required and brief the lead investigator accordingly. The criticalness of the situation and the decision to request external support shall be driven in large part by the age, health and physical condition of the victim, the existing weather conditions, and any extenuating circumstances surrounding the missing subject's disappearance.
   5. Upon determining outside assistance is required, contact the necessary agencies and develop a detailed search strategy and establish a logistical support plan and staging area to accommodate an extended SAR operation.
   6. Appoint a team leader for each search team and provide the team members the following information:
      1. Team leaders will report directly to the SAR Coordinator.
      2. Each team leader will receive an assignment and he/she will communicate that assignment to their respective team members.
      3. Each team leader will maintain a team roster and is required to be aware of the location of his/her entire team as the search progresses.
      4. All searchers are required to be trained and equipped for the task assigned. Searchers who are not properly dressed and equipped will not be permitted to participate in SAR operations.
      5. All searchers are expected to register upon arriving at the command center and before leaving the search area to ensure all individuals are accounted for at all times.
10. Before any SAR operation is discontinued or suspended, the SAR Coordinator shall contact the Chief of Police/Sheriff or his designee for approval.
11. **Mutual Aid Requests**
12. Upon receipt of a request for mutual aid, the SAR Coordinator shall obtain the following information:
    1. The circumstances of the incident; and
    2. What resources the requesting agency is seeking.
13. The SAR Coordinator shall determine what resources can be allocated to the request for mutual aid based on current police department/sheriff's office operational needs.
14. The SAR Coordinator shall relay the pertinent information regarding the circumstances of the request and the available resources to be contributed to the Chief of Police/Sheriff or his designee. The SAR Coordinator shall obtain the approval of the Chief of Police/Sheriff or his designee prior to allocating resources to fulfill requests for mutual aid.
15. The SAR Coordinator shall notify the requesting agency of the available resources.

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**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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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**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:**

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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) 4550100
* 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).