

APPENDIX A

INVESTIGATIVE CHECKLIST FOR FIRST RESPONDER TO A MISSING OR LOST PERSON INCIDENT

Officer's Name & ID	Date of Incident	Case#
☐		Interview family member/person who made the initial report
☐		Confirm that the person is, in fact, missing
☐		If a child is lost or missing, verify the child's custody status
☐		Identify the circumstances of the disappearance
☐		Determine when, where and by whom the missing person was last seen
☐		Identify the child's zone of safety for his or her age and developmental stage
☐		Based on the available information, make an initial determination of the type of incident whether non-family abduction, family abduction, endangered runaway or lost, injured or otherwise missing
☐		Obtain a detailed description of the missing or lost person, abductor and any vehicles used
☐		Secure photographs/videotapes of the missing or lost person/abductor
☐		Evaluate whether circumstance of child's disappearance meets AMBER Alert and/or other immediate community notification protocol. Discuss plan activation with supervisor
☐		Relay detailed descriptive information to communications unit for broadcast updates
☐		Determine need for additional personnel including investigative and supervisory staff
☐		Brief and bring up-to-date all additional responding personnel
☐		Identify and separately interview everyone at the scene. Make sure that their interview and identifying information is properly recorded. To aid in this process, if possible, take pictures or record video images of everyone present.
☐		Note name, address, home/business telephone numbers of each person
☐		Determine each person's relationship to missing person
☐		Note information that each person may have about the person's disappearance
☐		Determine when/where each person last saw the missing or lost person
☐		Ask each one, "What do you think happened to the person?"

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☐			Obtain names/addresses/telephone numbers of the missing person's friends/associates and other relatives and friends of the family
☐			Continue to keep communications apprised of all appropriate developing information for broadcast updates
☐			Obtain and note permission to search home or building where incident took place
☐			Conduct an immediate, thorough search of the missing person's home, even if the person was reported missing from a different location
☐			Seal/protect scene and area of the person's home (including person's personal articles such as hairbrush, diary, photographs and items with the person's fingerprints/footprints/teeth impressions) so that evidence is not destroyed during or after the initial search and to help ensure that items which could help in the search for and/or to identify the person are preserved. Determine if any of the person's personal items are missing. If possible, photograph/videotape these areas.
☐			Evaluate the contents and appearance of the person's room/residence
☐			Inquire if person has access to the Internet and evaluate its role in the disappearance.
☐			Ascertain if the person has a cellular telephone or other electronic communication device
☐			Extend search to surrounding areas including vehicles, trunks and compartments and other places of concealment
☐			Treat areas of interest as potential crime scenes
☐			Determine if surveillance or security cameras in the vicinity may have captured information about the person's disappearance
☐			Interview other family members, friends/associates of the person and friends of the family to determine: ☐ When each last saw the person ☐ What they think happened to the person
☐			Review sex-offender registries to determine if individuals designated as sexual predators live, work or might otherwise be associated with area of child's disappearance.
☐			Ensure that information regarding the missing child or person is immediately entered into the National Crime Information Center's (NCIC) Missing Person File and any information about a suspected abductor is entered into the NCIC Wanted Person File. (Carefully review NCIC categories before entering the case and be sure to use the Child Abduction flag whenever possible.)

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- ☐ Prepare flier/bulletin with the person/abductor's photograph and descriptive information. Distribute in appropriate geographic regions.
- ☐ Prepare reports/make all required notifications

Additional Notes or Observations:

APPENDIX B

SEARCH CHECKLIST FOR MISSING PERSON SEARCHES

Officer's/Supervisor's Name & ID	Date of Incident	Case#
☐		
Conduct a brief interview and investigation to determine if the missing person incident may require a search. Children, Alzheimer's patients and other high-risk categories qualify for high urgency action.		
☐		
Conduct a search of the surrounding area using patrol resources. <u>Keep track of what was searched for future planning.</u>		
☐		
If further action is warranted, contact a supervisor and request a search, activate local and County OEM.		
☐		
Secure the area around the point last seen (PLS) to preserve clues such as human scent and foot tracks.		
☐		
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.		
☐		
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 photograph of the missing subject and do an APBnet flyer		
☐		
Issue a state or countrywide B.O.L.O for missing subject and enter the missing subject into NCIC		
☐		
Identify a search coordinator that will assume search management 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) to manage the media		
☐		
Please have law enforcement officers, fire fighters, and volunteers who are knowledgeable with the area available to assist with planning the search.		

APPENDIX C

INVESTIGATIVE CHECKLIST FOR THE SUPERVISOR AT MISSING OR LOST PERSON INCIDENT

Supervisor's Name & ID	Date of Incident	Case#	
☐			Obtain briefing and written report from the first responding officer and other personnel at the scene
☐			Decide if circumstances of person's disappearance meet the protocol in place for activation of an AMBER Alert and/or other immediate community notification.
☐			Determine if additional personnel are needed to assist in the investigation.
☐			Establish a command post away from the person's residence.
☐			Determine if additional assistance is necessary from: ☐ State Police ☐ State Missing Children's Clearinghouse ☐ Federal Bureau of Investigation (FBI) ☐ Specialized Unit
☐			Notify the county prosecutor's office child abduction response team if there is a missing juvenile 13 years of age or younger whose whereabouts are not currently known.
☐			Notify the division commander and the county prosecutor's office if there is a high-risk missing person (i.e., a person whose whereabouts are not currently known and the circumstances of the person's disappearance suggest that the person may be at imminent or likely risk of injury or death). The circumstances that indicate a person is a high risk missing person include, but are not be limited to: 1. The person is missing as a result of a confirmed abduction or under circumstances that indicate the person's disappearance was not voluntary; 2. The person is missing under known dangerous circumstances or is believed to be with others who could endanger his/her welfare; 3. The person is a potential victim of foul play or sexual exploitation; 4. Is absent under circumstances inconsistent with established patterns of behavior; 5. The person has already been designated as a high-risk missing person by another law enforcement agency; 6. There is evidence that the person is at risk because: a. The person is in need of medical attention or prescription medication such that it will have a serious adverse effect on the person's health if he or she does not receive the needed care or medication (e.g., diabetic, heart patient, epileptic, etc.); b. Is drug dependent, including prescription and/or illicit substances; c. The person has a physical disability, handicap, or Autism (ASD);

APPENDIX C

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- d. The person is suicidal;
 - e. The person does not have a pattern of running away or disappearing;
 - f. The person missing may have been abducted by a non-custodial parent;
 - g. The person missing is mentally impaired or has diminished mental capacity;
 - h. The person is under 13 years of age;
 - i. The person missing is between 12 and 21 years of age, whose whereabouts are unknown to the parent/guardian or responsible person and whose absence is inconsistent with past patterns of behavior;
 - j. The person is out of their zone of safety for a person of his/her age, developmental stage, and/or physical condition;
 - k. The person missing has been the subject of past threats or violence;
7. Whose disappearance involves circumstances that would cause a reasonable person to conclude that the missing person is considered vulnerable;
8. Any other factor that may indicate, in the judgment of the investigating officer that the missing person may be at risk.
- ☐ Ensure that all the required resources, equipment and assistance necessary to conduct an efficient investigation have been requested and expedite their availability.
- ☐ Ensure coordination/cooperation among all law enforcement personnel involved in the investigation and search effort.
- ☐ Ensure that all required notifications are made.
- ☐ Ensure that the investigation is in compliance with all agency policies and procedures.
- ☐ Be available to make any decisions or determinations as they develop.
- ☐ Use media including radio, television and newspapers to assist in the search for the missing person and maintain media relations, per established protocols, throughout the duration of the case.

APPENDIX D

INVESTIGATIVE CHECKLIST FOR THE DETECTIVE ASSIGNED TO MISSING OR LOST PERSON CASE

Detective's Name & ID	Date of Incident	Case#	
☐			Obtain briefing from the first responding officer and other on-scene personnel.
☐			Verify the accuracy of all descriptive information and other details developed during the preliminary investigation.
☐			Initiate a neighborhood canvass.
☐			Obtain a brief recent history of family dynamics.
☐			Investigate the reasons for conflicting information offered by witnesses and other individuals.
☐			Review and evaluate all available information and evidence collected.
☐			Contact landfill management and request that they segregate garbage and dumping containers from key investigative areas in cases where it is suspected that there may be imminent danger to the missing person.
☐			Develop and execute an investigative plan.
☐			Conduct a criminal history check on all principal suspects and participants in the investigation.
☐			Determine what additional resources and specialized services are required.
☐			Ensure the details of the case have been reported to NCMEC and/or NAMUS.
☐			Prepare and update bulletins for local law enforcement agencies, state missing children's clearinghouse, FBI and other appropriate agencies.
☐			Secure the person's latest medical and dental records.
☐			Establish a telephone hotline for receipt of tips and leads.
☐			Establish a leads-management system to prioritize leads and help ensure that each one is reviewed and followed up on.
☐			If the missing person investigation remains active after 30 days, the detective shall contact the reporting party and/or appropriate biological family member(s) to ascertain if they are willing to provide a reference DNA sample for comparison purposes in the National Missing Persons Program federal database maintained by the Federal Bureau of Investigation. The investigating officer shall notify the reporting person or family member(s) that all such DNA samples are provided on a voluntary basis and shall be used solely to help locate or identify the missing person and shall not be used for any other purpose.

APPENDIX E
MISSING CHILDREN WITH SPECIAL NEEDS CHECKLIST

- ☐ Does the child become upset easily? If so, what methods are used to calm him or her?

Initial Response

- ☐ Identify hazards in the area where the child was last seen and dispatch personnel to those locations to search for the child, paying special attention to any bodies of water and specific locations of interest to the child such as his or her favorite places.
- ☐ Secure identified hazardous areas near where the child was last seen to prevent the child from entering those areas.
- ☐ Determine if the child was wearing/carrying a tracking device and, if so, immediately initiate tracking measures to locate the child.
- ☐ Determine if the child is frightened by aircraft, dogs, ATVs, or any other resources used to assist in searches. Remember using search dogs at the onset of the initial response will better ensure successful tracking.
- ☐ Determine if the child is sensitive to or frightened by noise and how he or she will typically react to that type of noise.
- ☐ Establish containment measures of the child's known routes to prevent him or her from wandering further away from the place last seen using all appropriate means such as road, bike, and air patrol.
- ☐ Contact the National Center for Missing & Exploited Children without delay to request assistance from their search-and-rescue and search-management experts.
- ☐ Use the services of a community notification system, if available.
- ☐ Determine if an Endangered Missing Child Alert has been issued.

Investigative Measures

- ☐ Contact the child's parent/guardian to further assess the child's special-needs condition.
- ☐ Determine if the child has any history of wandering or eloping and, if so, where and what physical features associated with those episodes may have attracted the child.
- ☐ Identify additional physical features the child may be attracted to such as roadways/highways, trains, heavy equipment, fire trucks, park swings, and road signs. Determine if the child has any favorite places.
- ☐ Determine if the child has a favorite song, toy, or character.

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☐ Determine if the child has any dislikes, fears, or behavioral triggers and, if so, how he or she will typically react to negative stimuli.

☐ Determine how the child reacts to sirens, dogs, vehicles used in searches, and people of authority/in uniform. Children with autism will sometimes avoid search teams or attempt to hide in small places.

☐ Determine the communication abilities of the child regarding verbal versus nonverbal skills.

☐ Determine if the child will respond to his or her name when being called.

☐ Determine if the child knows his or her parents' names, home address, and phone numbers.

☐ Determine if the child has any other mental or physical conditions.

☐ Determine if the child has any dietary issues or requirements.

☐ Determine if the child is taking any medications, and, if so, the type of medications, risks involved with delayed or missed doses, and potential side effects if the medication is not taken as prescribed.

☐ Determine if the child wears a medical identification bracelet or tag.

☐ Determine how the child responds to pain or injury.

☐ Determine the child's response to being touched.

☐ Determine what methods are used to calm the child.

NOTES:
