

Missing Persons and Runaways

316.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

316.1.1 DEFINITIONS

Definitions related to this policy include:

At risk - Includes persons who have dementia or related disability (as defined in CRS § 25-1-502), who have a verified developmental disability, or who are 60 years of age or older and have a verified impaired mental condition, whose whereabouts are unknown, and whose disappearance poses a credible threat to the safety and health of the person (CRS § 24-33.5-415.8). This term also includes persons who:

- a. Are 13 years of age or younger.
- b. Regardless of age, are believed or determined to be experiencing one or more of the following circumstances:
 1. Out of the zone of safety for the person's chronological age and developmental stage.
 2. Mentally or behaviorally disabled.
 3. Drug dependent, including prescribed medication and/or illegal substances, and the dependency is potentially life-threatening.
 4. Absent from home for more than 24 hours before being reported to law enforcement as missing.
 5. In a life-threatening situation.
 6. In the company of others who could endanger the person's welfare.
 7. Absent in a way that is inconsistent with established patterns of behavior and cannot be readily explained. Most children have an established and reasonably predictable routine.
 8. Involved in a situation that would cause a reasonable person to conclude the person should be considered at risk.
- c. Are children under the legal custody of the Colorado Department of Human Services or a county department of human or social services (CRS § 19-1-115.3).
- d. Are Indigenous persons, regardless of whether the person is an adult or child (CRS § 16-2.7-103; CRS § 24-33.5-431).

Missing person - Any person who is reported missing to law enforcement when that person's location is unknown. This includes persons whose safety or welfare is the subject of concern (CRS § 16-2.7-101(2)).

Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC), the Colorado Crime Information Center (CCIC), and the Colorado Bureau of Investigation (CBI).

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316.2 POLICY

The Louisville Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. The Louisville Police Department gives missing person cases priority over property-related cases and does not require a specific amount of time to have passed before beginning a missing person investigation.

316.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS

The Detective Section supervisor shall ensure the following forms and kits are developed and available:

- Missing person report form
- Missing person investigation checklist that could be helpful in the early hours of a missing person investigation
- Medical records release form
- Biological sample collection kits

[Missing Persons Checklist.pdf](#)

316.4 ACCEPTANCE OF REPORTS

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction.

316.4.1 RUNAWAYS

- Any parent, guardian, legal custodian, or any other person responsible for supervising a juvenile may report that juvenile as a runaway.
- If the missing or "runaway" juvenile is ten years of age or younger, mentally disabled, suffering from known medical problems, has a past history of runaways, left a note, or is under court ordered detention/shelter, or any other reason that would dictate immediate action, an officer shall begin an immediate investigation.
- The investigating officer shall ensure that the Communications Center has entered all "runaway" juveniles in CCIC/NCIC.
- When the juvenile has been taken into custody by this agency, or information that the child has returned home or been taken into custody by another agency, all CCIC/NCIC entries shall be cancelled by the Communications Center.

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- Officers taking juveniles into custody for "runaway" shall transport that juvenile to the police department.
- The officer shall notify the parent, guardian, or legal custodian that the juvenile has been taken into custody and that they should respond to the police department as soon as possible.
- If a runaway returns home, an officer shall respond to the residence to verify the welfare of the child.
 - If the juvenile left home as a result of physical or sexual abuse, the officer shall place that juvenile into protective custody as per CRS § 19-3-401.
- Officers shall take into custody any "out of area" runaways or missing juveniles who are listed as missing or runaway through the CCIC/NCIC computer.
 - The juvenile shall be transported to the police department and the officer shall fill out a juvenile intake form.
 - The reporting agency shall be notified that the juvenile has been taken into custody.
 - The detaining officer shall notify the HHS to place the juvenile until arrangements are made to return them to their parents.

316.4.2 UNREPORTED RUNAWAYS

Any officer who receives information of a juvenile who has runaway and not been reported by a parent, guardian, or legal custodian shall investigate the case thoroughly as a missing persons/runaway investigation. They will also investigate the report as a possible neglect/abuse case.

1. Authority

1. CRS § 19-3-102(1)(a) to (g) defines the parameters of "Neglected or Dependent."
2. Officers should investigate possible "unreported" runaways, and if the child is in danger as defined by statute, the officer shall place the juvenile into protective custody, pursuant to CRS § 19-3-401(1)(b) and notify HHS to screen the child/juvenile for temporary shelter.

316.5 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

- a.
 - a. Respond to a dispatched call as soon as practicable.
 - b. Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.
 - c. Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).

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- d. Broadcast a "Be on the Look-Out" (BOLO) bulletin if the person is under 18 years of age or there is evidence that the missing person is at risk. The BOLO should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 18 years of age or may be at risk.
- e. Ensure that entries are made into the appropriate missing person networks, as follows:
 - 1. Immediately, when the missing person is at risk.
 - 2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report.
- f. Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.
- g. Collect and/or review:
 - 1. A photograph and fingerprint card of the missing person, if available.
 - 2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
 - 3. Any documents that may assist in the investigation, such as court orders regarding custody.
 - 4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).
- h. When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier (CRS § 18-9-312).
 - 1. If the officer has probable cause to believe the missing person is at risk of death or serious bodily injury, a supervisor should be notified and should determine whether to order the telecommunication provider to disclose the missing person's location information without a court order.
 - 2. The supervisor shall ensure that a court order is obtained within 48 hours of the initial request for the location information.
- i. Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.
- j. In cases of missing juveniles, the LPD will also utilize the Investigative Checklist for First Responders form.

[Investigative Checklist for First Responders \(NCMEC\).pdf](#)

316.6 REPORT PROCEDURES AND ROUTING

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

316.6.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include but are not limited to:

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1. Reviewing and approving missing person reports upon receipt.
 1. The reports should be promptly sent to the Records Section.
2. Ensuring resources are deployed as appropriate.
3. Initiating a command post as needed.
4. Ensuring applicable notifications and public alerts are made and documented.
5. Ensuring that records have been entered into the appropriate missing persons networks.
6. Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.
 1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

316.6.2 RECORDS SECTION RESPONSIBILITIES

The responsibilities of the Records Section receiving member shall include but are not limited to:

- a. As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.
- b. Notifying and forwarding a copy of the report to the agency of jurisdiction where the missing person was last seen.
- c. Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.
- d. Forwarding a copy of the report to the Detective Section.
- e. Coordinating with the NCIC Terminal Contractor for Colorado to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

316.7 DETECTIVE SECTION FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

- a. Should ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.
 1. The notice shall be in writing and should also include a photograph.
 2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information if the school receives a call requesting the transfer of the missing child's files to another school.
- b. Should re-contact the reporting person and/or other witnesses within 30 days of the initial report and within 30 days thereafter to determine if any additional information has become available.
- c. Should consider contacting other agencies involved in the case to determine if any additional information is available.

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- d. Shall verify and update CCIC, NCIC, and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).
- e. Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.
- f. Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).
- g. Should make appropriate inquiry with the Coroner.
- h. Should obtain and forward medical and dental records, photos, X-rays, and biological samples, as applicable.
- i. Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph to the Colorado Bureau of Investigation and enter the photograph into applicable missing person networks (34 USC § 41308).
- j. Should consider making appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs).
- k. In the case of an at-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U. S. Marshals Service (28 USC § 566).

316.8 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies and refer the case for additional investigation if warranted.

The Administrative Services Manager should ensure that, upon receipt of information that a missing person has been located, the following occurs:

- a. Notification is made to CBI.
- b. A missing child's school is notified.
- c. Entries are made in the applicable missing person networks.
- d. When a person is at risk, the fact that the person has been found should be reported within 24 hours to CBI.
- e. Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

316.8.1 UNIDENTIFIED PERSONS

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Department members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

- a. Obtain a complete description of the person.
- b. Enter the unidentified person's description into the NCIC Unidentified Person File.
- c. Use available resources, such as those related to missing persons, to identify the person.

316.9 CASE CLOSURE

The Detective Section supervisor may authorize the closure of a missing person case after considering the following:

- a. Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.
- b. If the missing person is a resident of Louisville or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.
- c. If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.
- d. A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

316.10 TRAINING

Subject to available resources, the Deputy Chief should ensure that members of this department whose duties include missing person investigations and reports receive training that includes:

- a. The initial investigation:
 1. Assessments and interviews
 2. Use of current resources, such as Mobile Audio Video (MAV)
 3. Confirming missing status and custody status of minors
 4. Evaluating the need for a heightened response
 5. Identifying the zone of safety based on chronological age and developmental stage
- b. Briefing of department members at the scene.

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- c. Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).
- d. Verifying the accuracy of all descriptive information.
- e. Initiating a neighborhood investigation.
- f. Investigating any relevant recent family dynamics.
- g. Addressing conflicting information.
- h. Key investigative and coordination steps.
- i. Managing a missing person case.
- j. Additional resources and specialized services.
- k. Update procedures for case information and descriptions.
- l. Preserving scenes.
- m. Internet and technology issues (e.g., Internet use, cell phone use).
- n. Media relations.

Attachments

Investigative Checklist for First Responders (NCMEC).pdf

INVESTIGATIVE CHECKLIST FOR FIRST RESPONDERS



This Checklist is meant to provide a framework of recommended actions, considerations, and activities to perform competent, productive, and thorough missing/abducted-children investigations with the goal of better assisting families, victims, and the community.

First Responder

- ☐ Activate body camera or vehicle-mounted camera, if circumstances and policy allow, when approaching the scene to record vehicles, people, and anything else of note for later investigative review.
- ☐ Interview parent(s)/guardian(s)/person who made the initial report.
- ☐ Confirm the child is in fact missing.
- ☐ Identify the circumstances of the missing episode.
- ☐ Determine when, where, and by whom the missing child was last seen.
- ☐ Interview the individuals who last had contact with the child.
- ☐ Identify the child's zone of safety for his or her age and developmental stage.
- ☐ Attempt to verify the child's custody status.
- ☐ Make an **initial assessment**, based on the available information, of the type of incident whether nonfamily abduction; family abduction; runaway; or lost, injured, or otherwise missing.
- ☐ Obtain a **detailed** description of the missing child, abductor, and any vehicles used.
- ☐ Secure photos/videos of the missing child/abductor, and don't forget photos that may be available on cell phones.
- ☐ Evaluate whether the circumstances meet **AMBER Alert criteria** and/or other immediate community-notification protocol if not already activated. Discuss plan activation with supervisor.
- ☐ Evaluate whether the circumstances warrant requesting the National Center for Missing & Exploited Children®'s (NCMEC) Team Adam. If a Child Abduction Response Team (CART) is in the area, does the child's case meet their activation criteria?
- ☐ 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 their interview and identifying information is properly recorded. To aid in this process, if appropriate, take pictures or record video images of everyone present. Vehicle-mounted or body cameras may be helpful with this task.
 - ☐ Note name, address, home/business phone numbers of each person.
 - ☐ Determine each person's relationship to the missing child.
 - ☐ Note information each person may have about the circumstances surrounding the missing episode.
 - ☐ Determine when/where each person last saw the child.
 - ☐ Ask each one, "What do you think happened to the child?"
 - ☐ Obtain names/addresses/phone numbers of the child's friends/associates and other relatives and friends of the family.
 - ☐ Determine if any suspicious activity or people were seen in the area.
 - ☐ Determine if any people were seen who seemed unusual, strange, or out-of-place.
- ☐ Continue to keep communications unit apprised of all appropriate developing information for broadcast updates.
- ☐ Obtain and note permission to search home or building where incident took place **even if the premises have been previously searched by family members or others**.
- ☐ Conduct an immediate, thorough search of the missing child's home **even if the child was reported missing from a different location**.
- ☐ Seal/protect scene and area of the child's home, including the child's personal articles such as hairbrush, diary, photos, and items with the child's fingerprints/footprints/teeth impressions, so evidence is not destroyed during or after the initial search and to help ensure items that could help in the search for and/or to identify the child are preserved. Determine if any of the child's personal items are missing. If possible, photograph/take videos of these areas.
- ☐ Evaluate the contents and appearance of the child's room/residence.
- ☐ Inquire if the child has access to the Internet and evaluate its role. Do not overlook activity on social-media accounts or other online apps and platforms.
- ☐ Ascertain if the child has a cell phone or other electronic communication device and obtain the most recent records of their use.
- ☐ Extend search to surrounding areas and vehicles, including those that are abandoned, and other places of concealment such as abandoned appliances, pools, wells, sheds, or other areas considered "attractive nuisances."
- ☐ Treat areas of interest as potential crime scenes including all areas where the child may have been or was going to be located.
- ☐ Determine if surveillance or security cameras in the vicinity may have captured relevant information. This information may be used to help locate the child and/or corroborate or refute witness statements.
- ☐ Interview other family members, friends/associates of the child, and friends of the family to determine
 - ☐ When each last saw the child.
 - ☐ What they think happened to the child.
 - ☐ If the child had complained about being approached by anyone.

- [] Review sex-offender registries to determine if registered individuals live/work in the area or might otherwise be associated with the case. Call NCMEC toll-free at 1-800-THE-LOST® (1-800-843-5678) to request assistance with this step.
- [] Ensure information regarding the missing child is entered into the National Crime Information Center's (NCIC) Missing Person File no more than two hours after receipt of the report 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 appropriate.
- [] Prepare flier/bulletin with the child/abductor's photo and descriptive information. Distribute in appropriate geographic regions. Call NCMEC toll-free at 1-800-THE-LOST (1-800-843-5678) for assistance with this step.
- [] Prepare reports/make all required notifications.

Supervisory Officer

- [] Obtain briefing and written reports from the first responding officer and other personnel at the scene.
- [] Decide if circumstances meet the protocol in place for activation of an **AMBER Alert** and/or other immediate community-notification systems if not already activated.
- [] Determine if additional personnel are needed to assist in the investigation.
- [] Establish a command post away from the child's residence.
- [] Determine if additional assistance is necessary from
 - [] State/Territorial Police.
 - [] Missing-Children Clearinghouse.
 - [] Federal Bureau of Investigation (FBI).
 - [] Specialized Units.
 - [] Victim-Witness Services.
 - [] NCMEC's Project ALERT®/Team Adam.
 - [] CARTs.
- [] Confirm 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.
- [] Verify all required notifications are made.
- [] Ensure all agency policies and procedures are in compliance.
- [] Be available to make any decisions or determinations as they develop.
- [] Use media including print, radio, television, and the Internet/social media to assist in the search throughout the duration of the case.

Investigative Officer

- [] 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 using a standardized questionnaire.
- [] Obtain a brief, recent history of family dynamics.
- [] Correct and investigate the reasons for conflicting information offered by witnesses and other individuals.
- [] Collect article(s) of the child's clothing for scent-tracking purposes.
- [] Review and evaluate all available information and evidence collected.
- [] Secure the child's latest medical and dental records.
- [] Contact landfill management and request they delay or at least segregate garbage and dumping containers from key investigative areas in cases where it is suspected there may be imminent danger to the missing child.
- [] Develop and execute an investigative plan.
- [] Conduct a criminal-history background check on all principal suspects, witnesses, and participants in the investigation.
- [] Determine what additional resources and specialized services are required.
- [] Ensure details of the case have been reported to NCMEC.
- [] Prepare and update bulletins for local law-enforcement agencies, missing-children clearinghouse, FBI, and other appropriate agencies.
- [] Establish a phone hotline for receipt of tips and leads. Consider establishing an e-mail address and other methods of electronically receiving leads as well.
- [] Establish a leads-management system to prioritize leads and help ensure each one is reviewed and followed up on. **Note:** NCMEC has developed software, named the Simple Leads Management System, designed to manage and prioritize leads associated with missing-child investigations. It is available at no cost by calling NCMEC toll-free at 1-800-THE-LOST (1-800-843-5678).

This Checklist is adapted from and to be used as a supplement to *Missing and Abducted Children: A Law-Enforcement Guide to Case Investigation and Program Management*. That guide contains additionally recommended Checklists and materials. To request a free copy or assistance for specific cases, call **NCMEC at 1-800-THE-LOST (1-800-843-5678)**. This project was supported by Grant No. 2016-MC-FX-K001 awarded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice. This document is provided for informational purposes only in support of NCMEC's mission to serve as a resource center for law enforcement, families, and the public to help find missing children, reduce child sexual exploitation and prevent future victimization and does not constitute legal advice or professional opinion about specific facts. Information provided in this document may not remain current or accurate, so recipients should use this document only as a starting point for their own independent research and analysis. If legal advice or other expert assistance is required, the services of a competent professional should be sought. The opinions, findings, and conclusions or recommendations expressed in this publication are those of the author and do not necessarily reflect those of the Department of Justice. Copyright © 2004-2016 National Center for Missing & Exploited Children. All rights reserved. National Center for Missing & Exploited Children®, 1-800-THE-LOST®, and Project ALERT® are registered trademarks of the National Center for Missing & Exploited Children. The AMBER Alert logo is a registered trademark of the U.S. Department of Justice. NCMEC Order #88. Printing provided courtesy of Lifetouch®.

Missing Persons Checklist.pdf



Louisville

Missing Persons Checklist

POLICE

Basic information about the Missing Person

- ☐ Full name
- ☐ Date of birth
- ☐ Birthplace
- ☐ Nicknames, if any
- ☐ Current and previous addresses. Who else lived there?
- ☐ Current and former employers.
- ☐ Current and former schools.

Physical description of the Missing Person

- ☐ Height
- ☐ Weight
- ☐ Age
- ☐ Build
- ☐ Hair Color/Length of Hair
- ☐ Eye color
- ☐ Any Markings – such as tattoos, birthmarks, scars, etc.
- ☐ Beard/Mustache/Sideburns
- ☐ Find the most recent photo of the missing person

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?
- ☐ What type of recreation or activities does the person engage in including hobbies?
- ☐ Are there novel habits that the person has? For instance, does the person have a place where they always go for coffee?
- ☐ 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?

Clothing that the Missing Person was wearing the last time seen

- ☐ Style and color of shirt
- ☐ Style and color of pants
- ☐ Style and color of jacket or outerwear
- ☐ Type of glasses

- ☐ Type of gloves
- ☐ Type of footwear

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?
- ☐ Was the person traveling by car? If so, provide the make and model number, license plate number and registration.
- ☐ Does the person have access to any other vehicles or mode of travel?

Information about the last time the 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
- ☐ The name of the person who last talked at length with the missing person
- ☐ The direction the missing person was traveling the last time seen.
- ☐ The attitude of the missing person the last time seen
- ☐ Was the missing person concerned about anything before he/she went missing?

Overall health and condition of the missing person

- ☐ Physical condition
- ☐ Any known medical problems.
- ☐ Is the person suffering from Alzheimer's disease/dementia/memory loss?
- ☐ Any handicaps or disabilities.
- ☐ Any psychological problems
- ☐ Any medications that the person is taking
- ☐ Any addictions that the person has
- ☐ Provide the name of the missing person's family physician and their health card number, if possible
- ☐ Provide the name of the missing person's main 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.

Secure the personal belongings and living space of the missing person

- ☐ Hairbrush
- ☐ Toothbrush
- ☐ Undergarments
- ☐ Cell phone - who is the provider
- ☐ Computer
- ☐ Social Media sites and any login information available
- ☐ Any personal documents such as banking statements and credit card statements as well as all bank card information.
- ☐ Any written material such as a journal

Determine who the contact person will be for the family