

## Missing Person's Checklist

If you suspect a person is missing, the following are actions that you can take.

- Immediately contact your local law enforcement agency to report the person missing. In addition, you may contact the law enforcement agency in a different area if you believe the person went missing somewhere else. When you contact police, tell them that you need to file a missing person's report.
- When you file a missing person's report the police will ask you a number of questions. It would be helpful if you had the following information. Do not worry; you need not delay contacting the police should your information be incomplete.

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### **a) 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.

### **b) Physical description of the Missing Person**

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

### **c) Habits and Personality of Missing Person**

- Does the individual smoke? If yes, what brand of cigarettes? Does the individual drink alcohol? If yes, what type?
- Does the individual use recreational drugs?
- Does the individual chew gum?
- What type of recreation or activities does the individual engage in including hobbies?
- Are there particular habits that the individual has? For instance, does he/she go to a particular spot for coffee each day?
- Does the individual have particular banking habits?
- What type of personality does the individual have? Is the individual outgoing or quiet? Is the individual friendly or depressed?
- What are the personal values and philosophy of the individual?
- Is the individual religious?
- Does the individual have any personal or emotional problems?
- What level of education or training does the individual have?
- Does the individual frequent any particular areas, bars, taverns or places of interest?

**d) 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
- If applicable, type of headwear
- Type of glasses
- Type of gloves
- Type of footwear

**e) 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?
- If the individual was traveling by car, can you provide the make and model number, license plate number, as well as registration (if possible).
- Provide information about any other vehicles or mode of travel the missing person may have access to.

**f) 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 individual who last saw the missing person.
- The name of the individual 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 complaining of or concerned about anything before he/she went missing?

**g) 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? If so, are they registered on Safely Home? If they are registered on Safely Home, what is their registration number and are they wearing a Safely Home identification bracelet or carrying an identification card?
- Any handicaps or disabilities.
- Any psychological problems.
- Any medications that the individual is taking.
- Any addictions that the individual 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.

**h) Potential People that the Individual would contact**

- List all of the person's friends and acquaintances who the missing person may try to contact. Try to include addresses and telephone numbers.
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- When you have finished filing the missing person's report, ask that the police get back to you with the missing person's file number and the contact information for the investigator in charge of the file.
  - Secure the personal belongings and living space of the missing person until the police provide further direction. Below is a list of items of importance.
    - Items such as a hairbrush, a toothbrush, or undergarments in the event that investigators may need to undertake DNA analysis.
    - Any electronic equipment such as a cell phone or computer. What is the make of phone and the cell phone provider. As well, do you know if they were active on a chat line or other social on-line network such as MSN Facebook?
    - 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.
  - To make things more manageable, start a log or journal. Include all information about the missing person's case in the journal.
  - The Police will likely request that someone from the family volunteer to be a liaison or spokesperson for the family to deal with Police investigators. This simplifies the relationship between Police officers and the family. Police officers will update one person with respect to the investigation and will know who to contact when information is needed from the family. Talk with your family and close friends about who will be your family's contact person with the police. If the members of your family are feeling overwhelmed you may decide that a close friend should be the contact person.
  - If the missing person is a child, contact Child Find. They offer a 24 hour, 7 day per week toll free phone line to handle emergency situations, provide general investigations, ground search assistance, and assist with the preparation and distribution of posters.
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### Actions your family can undertake

- Conduct a telephone search. Phone friends or acquaintances that may have information about where the missing person is. Write all of the information down in your journal.
- If you find out any additional information from telephone inquiries pass it on to police
- Distribute a flyer with a photograph of the missing person around your community. If the missing person is a child talk to Child Find about the services they provide for distributing pictures and posters.
- Tell all necessary people about the disappearance of the missing person. This may include the missing person's employer, their bank, and their doctor. If the missing person is a child you will need to contact the school they are attending.
- If it applies to your situation, arrange for the payment of the missing person's mortgage, rent or bills. You may require legal advice on how to proceed.

### Actions to Undertake to Take Care of Yourself and your Family

- Ask yourself if you need to take an extended leave from work. If you do, talk to your employer about what options might be available.
  - If you feel you need an extension on bill payments then ask about what options are available.
  - Try to eat, sleep, and exercise on a regular basis. Although you may not feel that you have time it is important to take care of yourself.
  - Try not to blame yourself for the disappearance of your loved one. Treat yourself with as much kindness as you can in these difficult times.
  - Try to realize your limits. Be easy on yourself if you are unable to provide what is needed in all situations. You may, for instance, be unable to provide emotional support to all of the members of your family. Don't feel guilty about seeking professional counseling services to help yourself and your family deal with the wide range of emotions that are being experienced.
  - Don't feel guilty if you have to return to work. This does not mean that you have given up on the search for your loved one.
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