

HRN No ..... CIS CRN: ..... Last Name .....

Force Incident No ..... Forename(s) .....



## Northumbria Police

# MISSING PERSON INITIAL INVESTIGATION REPORT

### IMPORTANT

Before completing this form please refer to the risk identification checklist on page 4. If the answer to any of the questions on this checklist is yes, the initial risk identification may be high and advice of a supervisor should be sought to determine if an immediate response is required.

**To be completed only after completion of Risk Assessment/Decision Making Guide on pages 4 & 5.**

☐ High Risk      ☐ Medium Risk      ☐ Low Risk

### 1. MISSING STATUS

- ☐ Missing Child/Youth (under 18 years) cared for by Local Authority  
☐ Missing Child/Youth under 18 years  
☐ Absconder from hospital  
☐ Missing Adult

### 2. PERSONAL DETAILS OF MISSING PERSON

Date/Time of initial report .....

Title ..... Last name .....

Forename(s) ..... Sex .....

Other names used (eg nickname, preferred name, previous name, maiden name) .....

Nationality ..... Religion ..... Language Spoken .....

Age ..... Date of birth ..... Place of birth ..... Height .....

Home Address .....

Post code ..... Telephone No .....

Location missing from .....

Telephone No ..... Mobile No ..... Network Provider .....

Marital status of missing person (include date of latest status change)

- ☐ Single      ☐ Separated      ☐ Not known  
☐ Cohabiting      ☐ Married      ☐ Divorced      ☐ Widowed

### 3. PNC ETHNIC ORIGIN CATEGORIES

- |               |                                      |                          |  |                                     |
|---------------|--------------------------------------|--------------------------|--|-------------------------------------|
| <b>Colour</b> | W <input type="checkbox"/> White     | <b>Ethnic Appearance</b> | 1 <input type="checkbox"/> White European    | 5 <input type="checkbox"/> Oriental |
|               | N <input type="checkbox"/> Non white |                          | 2 <input type="checkbox"/> Dark European     | 6 <input type="checkbox"/> Arab     |
|               | U <input type="checkbox"/> Unknown   |                          | 3 <input type="checkbox"/> African Caribbean | 0 <input type="checkbox"/> Unknown  |
|               |                                      |                          | 4 <input type="checkbox"/> Asian             |                                     |

Attach recent missing person's photograph here.  
(Remove photographs from card frame)

Does photograph need to be returned?

Yes ☐ No ☐

Any change in appearance since  
photograph was taken?

How recent is photograph?

**NOTE:**

*Writing on the reverse of a photograph can create  
an impression on the front making future copying  
more difficult. It is suggested that details are  
appended on note paper and then stuck to the  
reverse side*

**PHOTOGRAPH**

#### 4. INITIAL INFORMANT DETAILS

Title ..... Last name .....  
Forename(s) ..... Sex ..... Date of birth ..... Age .....  
Home address ..... Telephone number .....  
..... Mobile number .....  
..... Post code ..... Other contact numbers .....  
Place of work ..... Occupation .....  
..... Work Tel No .....  
Relationship of informant to missing person .....

#### 5. CONSENT FORM

Consent should be requested for the various options listed below.

1. Enquiries with medical practitioners/hospitals/dentists/educational establishments/workplaces/financial or other agencies or their representatives and to examine, take, copy and retain any material considered relevant to the enquiry into the disappearance of the person named in this report (*delete options as necessary*).
2. Information being passed to the media.
3. Details being passed to **Missing People**, who will make enquiries and offer support in relation to this investigation.  
**Missing People Helpline (Public) 0500 700 700** **Police Support Services Team 0871 222 5055**  
**Website: [www.missingpeople.org.uk](http://www.missingpeople.org.uk)** **Case Management Team 0208 392 4545**
4. Information and a photograph being placed on the **ukmissingkids.com** website.
5. Search of premises or part of premises occupied by missing person.

I consent/do not consent to Northumbria Police taking actions in respect of items number 1, 2, 3, 4, 5 (*delete as necessary*) above.

Date/Time ..... Name .....

Signature ..... Relationship to missing person .....

## 6. CIRCUMSTANCES LEADING TO DISAPPEARANCE

.....

.....

.....

.....

.....

## 7. PLACE LAST SEEN

**Last Apparent Sighting by** (all sightings to be recorded in further information below - use Source/Intelligence Evaluation Criteria)

Title ..... Last name .....

Forename(s) ..... Sex ..... Date of birth ..... Age .....

Home address ..... Telephone number .....

..... Mobile number .....

..... Post code ..... Other contact numbers .....

Place of work ..... Occupation .....

..... Work Tel No .....

Temporary address.....

Relationship of informant to missing person .....

## 8. FURTHER INFORMATION (use Source/Intelligence Evaluation Criteria)

.....

.....

.....

.....

.....

.....

.....

## 9. INFORMATION FROM PERSON REPORTING ABOUT PREVIOUS MISSING INCIDENTS - where and when found

| Dates missing | Where found | Circumstances (Misper Ref No.) |
|---------------|-------------|--------------------------------|
|               |             |                                |

## 10. RISK ASSESSMENT/DECISION MAKING GUIDE

Consider all of the questions below in order to structure enquiries and to assist in determining the level of risk.

| Investigative consideration   | Details and circumstances | Person giving the information |
|---|---------------------------|-------------------------------|
| Is the person vulnerable due to age or infirmity or any other similar factor?   |                           |                               |
| Behaviour that is out character is often a strong indicator of risk; are the circumstances of going missing different from normal behaviour patterns? |                           |                               |
| Is the person suspected to be subject of a significant crime in progress eg abduction?  |                           |                               |
| Is there any indication that the person is likely to commit suicide?  |                           |                               |
| Are there family or relationship problems or recent history of family conflict and/or domestic abuse?   |                           |                               |
| Does the missing person have any physical illness or mental health problem?   |                           |                               |
| Is the person in the company of a person who may cause them harm?   |                           |                               |
| Do they need essential medication that is not likely to be available to them?   |                           |                               |
| Are there ongoing bullying or harassment issues eg racial, sexual, homophobic?  |                           |                               |
| Does the missing person pose a threat of harm to others?  |                           |                               |
| Does the missing person have drug or alcohol dependency?  |                           |                               |
| Are there other factors which the officer or supervisor considers should influence risk assessment?   |                           |                               |

**IMPORTANT** - before completing the below section, see page 5 for definition of risk.

## 11. CLASSIFICATION OF RISK AND RESPONSE

### High Risk

- The risk posed is immediate and there are substantial grounds for believing the subject is in danger through their own vulnerability; or may have been the victim of a serious crime; or
- The risk posed is immediate and there are substantial grounds for believing that the public is in danger.

This category requires the immediate deployment of police resources and a member of the area command Senior Management Team or similar command level must be involved in the examination of initial enquiry lines and approval of appropriate staffing levels. Such cases will lead to the appointment of a named investigating officer. Consideration should be given to a press/media strategy and/or close contact with outside agencies.

### Medium Risk

The risk posed is likely to place the subject in danger or they are a threat to themselves or others. This category requires an active and measured response by police and other agencies in order to trace the missing person and support the person reporting.

### Low Risk

There is no apparent threat of danger to either the subject or the public. In addition to recording the information on the PNC, the police will advise the person reporting the disappearance that following basic enquiries and unless circumstances change, further active enquiries will not be carried out by police. The missing person's details will be passed to Missing People in line with the national protocol. Low risk missing persons, however, must be kept under review as risk can increase with the passage of time.

### IMPORTANT - before completing the below section, see definition of risk.

Please ensure 'Risk Assessment' Screen is updated with Persons for Risk Assessment.

In consideration of the above factors, their likelihood and seriousness, what level of risk do you consider to be adequate?

LOW RISK ☐ MEDIUM RISK ☐ HIGH RISK ☐

Risk Assessment Screen updated: DATE ..... OFFICER No .....

Risk Assessment checked and agreed: DATE ..... SERGEANT No .....

## 12. CHILD RESCUE ALERT

(For further information see MISSING PERSON GUIDANCE on IIS)

If high risk, consider if implementation of a Child Rescue Alert is relevant in accordance with all the following criteria (advice should be sought from on-duty SIO):

- The child is under 18 years old;
- There is a reasonable belief that the child has been kidnapped or abducted;
- There is a reasonable belief that the child is in imminent danger of serious harm or death, and;
- There is sufficient information available to enable the public to assist the police in locating the child.

### 13. MARKS, SCARS, TATTOOS AND DISTINGUISHING FEATURE

Description of marks, scars, tattoos etc

|          |        |       |       |          |           |        |        |
|----------|--------|-------|-------|----------|-----------|--------|--------|
| Tattoo   | Right  | Scalp | Arms  | Chest    | Nose      | Toes   | Tongue |
| Mark     | Left   | Eyes  | Legs  | Genitals | Chin      | Breast |        |
| Lacking  | Centre | Lips  | Brow  | Hand     | Abdomen   | Gait   |        |
| Scarred  | Upper  | Neck  | Ears  | Feet     | Buttocks  | Hips   |        |
| Pierced  | Lower  | Back  | Teeth | Face     | Finger(s) | Speech |        |
| Peculiar |        |       |       |          |           |        |        |

Description of marks, scars, tattoos etc.

### 14. HAIR

Type (Bald, Cropped, Short, Shoulder length etc...)

Colour

Features (Pony Tail, Shaven, Curly, Highlighted etc...)

### 15. FACIAL HAIR (Use only those values as above where appropriate)

|                   |           |       |                |              |
|-------------------|-----------|-------|----------------|--------------|
|                   | Moustache | Beard | Long sideburns | Clean shaven |
| Type              |           |       |                |              |
| Natural colour    |           |       |                |              |
| Dyed/greying      |           |       |                |              |
| Artificial colour |           |       |                |              |
| Features          |           |       |                |              |

### 16. DENTURES

Yes

No

Details: .....

### 17. BUILD

Fat ☐

Stocky ☐

Medium ☐

Slim ☐

Thin ☐

### 18. SHOE SIZE

eg E41 - Metric/European size 41 or B7.5 British size 7½ .....

### 19. EYE COLOUR

Blue ☐ Brown ☐ Green ☐ Grey ☐ Hazel ☐ Pink ☐ Unknown ☐  
Spectacles ☐ Contact lenses ☐

### 20. SEXUALITY

Gay ☐ Transgender ☐ Transsexual ☐ Heterosexual ☐

### 21. COMPLEXION

Fresh ☐ Ruddy ☐ Fair ☐ Pale ☐ Tanned ☐  
Spotted ☐ Freckled ☐ Sallow ☐ Swarthy ☐ Wrinkled ☐

### 22. CLOTHING *include designer label/brands and colours if known*

Shirt/Sweater .....  
Trousers/skirt .....  
Outer wear .....  
Underwear .....  
Head wear .....  
Gloves .....  
Other clothing .....  
Footwear .....  
Sample available Yes ☐ No ☐ Where? .....  
Other information .....  
.....  
.....

### JEWELLERY *include distinguishing features, engravings*

Ear ring(s) .....  
Watch(es) .....  
Bracelet(s) .....  
Ring(s) .....  
Necklace(s) .....  
Other .....

### OTHER PERSONAL POSSESSIONS

*Full details of other items believed to be in possession of missing person, including cash*

.....  
.....  
.....  
.....  
.....

## 23. MEANS OF TRANSPORT - Vehicle

Consider using PNC Vehicle Online Descriptive Search (VODS) if required to identify vehicle used  
(Contact PNC Bureau/Operations Room for assistance)

Make and Model ..... Body Type (Van, Estate, Saloon etc.) .....

Colour ..... Registration number .....

Owner .....

Registered keeper .....

Distinctive features .....

V.I.S. intelligence ..... Date created ..... Date updated .....

PNC ..... Date checked ..... Date updated .....

Information report added ..... Confirmed Yes ☐ No ☐ ..... Date/Time .....

Other Information .....

## 24. NEXT OF KIN

Title ..... Last name .....

Forename(s) ..... Sex ..... Date of birth ..... Age .....

Home address ..... Telephone number .....

..... Mobile number .....

..... Other contact numbers .....

Place of work ..... Occupation .....

..... Tel No .....

Relationship to missing person .....

## 25. RELATIVES, FRIENDS AND ASSOCIATES

1. Name .....

Address .....

Tel Nos .....

Relationship .....

2. Name .....

Address .....

Tel Nos .....

Relationship .....

3. Name .....

Address .....

Tel Nos .....

Relationship .....

4. Name .....

Address .....

Tel Nos .....

Relationship .....

5. Name .....

Address .....

Tel Nos .....

Relationship .....

6. Name .....

Address .....

Tel Nos .....

Relationship .....

Full details of all persons identified during the enquiry as potential contacts  
for information to be updated on electronic missing person screens.



## 26. STATUTORY ORDERS (eg. Care Orders, Mental Health Act, Injunctions, Warrants)

Details - including relevant dates and Power of Arrest if applicable .....

.....

.....

Contact person .....

Address .....

Telephone number ..... Mobile number .....

Details .....

## 27. FINANCIAL DETAILS

Bank/Building Society

Name .....

Branch .....

Sort code .....

Account number(s) .....

Bank/Building Society

Name .....

Branch .....

Sort code .....

Account number(s) .....

## 28. OTHER IDENTIFICATION CARRIED OTHER THAN BANKING CARDS (e.g. Passport, Driving License etc...)

Type and description (passport number/driving license number/country of origin) .....

.....

## 29. TELECOMS

Telephone Numbers .....

E-mail Addresses .....

Social Networking Accounts (e.g. Myspace, facebook) .....

### 30. LOG OF IMMEDIATE ACTIONS, TO BE UPDATED ON ELECTRONIC MISSING PERSON RECORD

This is a standard set of immediate actions that must be considered in every case but is not a definitive list. Further actions should be carried out on actions to trace screen.

| No | Action   | Officer | Date completed | Details |
|----|--|---------|----------------|---------|
| 1  | Home address – thorough search to be made for missing person and evidence which may assist in locating missing person.<br><br>Record details of extent of search and what was not searched |         |                |         |
| 2  | Other premises – if missing from place other than 1 above, details of search to be recorded.   |         |                |         |
| 3  | Interview all witnesses to the disappearance   |         |                |         |
| 4  | Obtain lists of friends including telephone numbers, and interview same  |         |                |         |
| 5  | School/College/Place of work (obtain details of teachers/friends/colleagues and interview)   |         |                |         |
| 6  | Check local hospitals  |         |                |         |

### FURTHER ACTIONS

TO BE USED TO RECORD ACTIONS TAKEN PRIOR TO CREATION OF ELECTRONIC RECORD.  
ACTIONS TAKEN THEREAFTER TO BE RECORDED ELECTRONICALLY

Action/details

### 31. INTELLIGENCE CHECKS & CREATION OF MISSING PERSON RECORD ON CIS

Now check PNC/CIS for further information and create "MU 15" Missing Person Record.

Date ..... Officer Number .....

### 32. NATIONAL POLICE IMPROVEMENT AGENCY MISSING PERSONS BUREAU

Tel: 01256 602979 Fax: 0125 669 2571 Email: [missingpersons bureau@npia.pnn.police.uk](mailto:missingpersons bureau@npia.pnn.police.uk)

MUST be informed no later than 14 days after initial report. If still outstanding earlier notification may be advisable depending on circumstances. This is an area command responsibility and must be recorded on this log. Cancellation must be prompt and similarly recorded.

Informed ..... Date/Time .....

### 33. MISSING PEOPLE HELPLINE

Tel: 0500 700 700 Public

Tel: 0871 222 5055 Police Support Services Team Tel: 0208 392 4545 Case Management Team

MUST be informed no later than 14 days after initial report. Earlier notification may be advisable depending on circumstances. This is an area command responsibility and must be recorded on this log. Cancellation must be prompt and similarly recorded.

Informed ..... Date/Time .....

Cancelled ..... Date/Time .....

In all cases, family / carers must be consulted. Where the investigating officer considers it appropriate, Missing People may be contacted as soon as possible in high risk cases, within 72 hours in medium risk cases and after 14 days in low risk cases. In low risk cases the family / carer **Must Consent**

### 34. MANAGEMENT OF THE RETURN (Details to be recorded on CIS)

Time returned ..... Date returned ..... Found by .....

Location found .....

Found Screen on CIS updated ..... Date ..... Officer ..... Number .....

#### CHECKED BY SUPERVISOR

Name ..... Rank ..... Number .....

Date/Time .....

## **INVESTIGATIVE CONSIDERATIONS** *(Not exhaustive and may not be applicable in all cases).*

**Remember a missing person notification can become a homicide enquiry.**

Consider statement taking as a record of an important event. At the very least they may well be required by HM Coroner.

### **SEARCHING**

- Consider house-to-house enquiries in vicinity of home address and the area missing person was last seen.
- Co-ordinated searches **MUST** be led by a Police Search Advisor (PoSA). Qualified Volunteer Search Teams should be considered for both rural and urban searches.
- Other considerations are air support, marine unit, dogs and horses. Also consider Special Constabulary.

### **FRIENDS/RELATIVES AND ASSOCIATES OF MISSING PERSON**

- If appropriate make enquiries at missing person's school, or place of work, liaise with head teacher or relevant manager first. Interview teachers and members of staff and check lockers, desks and as similar these may hold clues.

### **CIRCULATION OF INFORMATION**

- Update Communications Centre with description and circumstances for early local circulation.
- Update person reporting as to proposed course of police action and impress on them the importance of informing the police of any contact from missing person (telephone calls, letters, sightings and of course their actual return).
- Pass description to CCTV control rooms.
- Consider media circulation via press office. Liaise with Senior Management regarding publicity.

### **MISSING PERSON'S PROPERTY**

- Check for clues of disappearance. What property may have been taken, eg, money, clothing, travel documents, suitcase, passports, mobile telephone, pager (record numbers).
- Does the missing person have a diary or an electronic organiser? It may hold clues.
- Do the family own a computer with Internet access? Consider checking emails, sent and received. (Exercise caution when checking computers, if in doubt seek specialist assistance).

### **MISSING PERSON'S TELEPHONE**

- Have telephone numbers, unknown to person reporting, appeared on telephone bill? Seize bill and consider subscribers check (Inspectors authority). Do not forget the 1471 facility.

### **MISSING PERSON'S MEDICAL NEEDS**

- Record all medication prescribed to the missing person and whether it has been taken.
- Record details of illnesses and consider contacting missing person's doctor.

### **AT RISK/POSSIBLE ABDUCTION**

- If appropriate liaise with Child Abuse Investigation Unit.
- In cases where a child may have been taken by a parent/guardian, establish who has parental responsibility. Supervision must be informed immediately.
- If abduction abroad is suspected contact PPU or CIM.

### **RELIGIOUS/CULTURAL CONSIDERATIONS**

- Are there religious or cultural issues which should be considered?

### **CCTV**

- Be aware of other CCTV systems, eg, local authority, transport and commercial factories, filling stations.

### **MISSING PERSON'S FINANCES/BENEFITS**

- Check missing person's bank/building society. Have there been any withdrawals?
- Banks and building societies have CCTV systems fitted, as do some cash machines.
- Markers can be placed on accounts of interest to the police. This allows the missing person to be tracked via cash withdrawals.
- Obtain missing person's National Insurance number and contact DSS regarding recent transactions.

### **MISSING PERSON'S FAMILY**

- Update family regularly with progress of enquiries.

# Northumbria Police MISSING PERSON INVESTIGATION



## MISSING PERSON – ADVICE NOTICE

Missing person ref no .....

Officer attending ..... Force incident no ..... Date .....

Police station ..... Tel No ..... Ext .....

### MISSING PERSONS

Experience shows that the vast majority of people who go missing are found safe and well within hours of their absence being reported to the police. We understand that this is a very worrying time for you and these notes are intended to provide you with a clear picture of what action we will take in response to your report as well as suggesting things which you and your family can do to help. We will do everything we can to locate the person you have reported missing.

### POLICE PROCEDURES

The investigating officer may want to contact friends, relatives, associates or colleagues of the missing person as well as conduct searches of your home, the local area and last place the missing person was last seen or frequents. Some of the questions asked may appear personal, but it will help our investigation if you are able to answer the questions in full.

### HOW YOU CAN HELP

If, on reflection after making the initial report, you realise there is something which you forgot to mention, it is important that you contact us immediately. Even the smallest detail could turn out to be crucial to our enquiries. It is vitally important that you inform us at once if the person you have reported missing returns home without our knowledge. A great deal of police time is devoted to looking for missing persons. Please do not let us waste precious time searching for someone who has already returned.

### OTHER AGENCIES

People can go missing for extended periods. The following agencies can assist with missing persons and can offer support to relatives

**Missing People Helpline Tel: 0500 700 700 (24 hour freephone – public enquiries only)**

**Address:** Missing People, 284 Upper Richmond Road West, London SW14 7JE

Missing People provides help and support for the families (and close friends in exceptional circumstances) of people who are missing. They can offer practical advice to reduce the stress and upset that the disappearance of a loved one can cause and provide additional support to the police.

They also provide a 'Message Home' service which allows runaways to record a message in confidence that is passed on to the person the caller has named. **Tel: 0800 700 740 (freephone)**

**Website:** [www.missingpeople.org.uk](http://www.missingpeople.org.uk)

**Reunite (International Child Abduction Centre) Advice Line Tel: 0116 2556 234**

**Business Line Tel:** 0116 2555 345 **Address:** Reunite International, PO Box 7124, Leicester, LE1 7XX

Reunite assist in cases where a child may have been abducted and removed from the UK by an estranged parent.

**The Salvation Army Tel: 0845 634 4747**

**Address:** The Salvation Army Family Tracing Service, 101 Newington Causeway, London, SE1 6BN.

We hope that this information will help you to understand the action that will be taken in response to your report but, should you have any queries about police procedures in respect of missing persons, our officers will be pleased to assist.

The national police website <http://www.police.uk/> has links to other organisations which may also offer assistance.