

Appendix A. MISSING PERSON

FAMILY TASK CHECKLIST

Missing Person _____

Case # _____

Missing Person Agency _____

When a loved one is missing there are critical steps that must be taken in order to increase the chances of finding them. Such steps include ensuring that identifier records, such as fingerprints, dental records, and DNA, are submitted to searchable databases checked by the law enforcement agencies. Family members hold important information about the missing loved one and can be valuable partners and teammates in the investigation and search. This is why the family is being asked to complete the following tasks:

TASK	LOCATION	DATE ACQUIRED	DATE SUBMITTED
-------------	-----------------	----------------------	-----------------------

PHOTOGRAPHS

Smiling preferred

HOME VIDEOS

Talking preferred

FINGERPRINTS

Driver's License

Employment

Prison Records

Arrest Records

MILITARY RECORDS

Branch of service

Service #

Date of Entry

Date of Discharge

DENTAL AND MEDICAL RECORDS

Broken bones?

Surgeries

X Rays

DNA (Direct samples)

Toothbrush(es)

Hair Brush (es)

Shaving razor(s)

Electric shaver(s)

Clothing/hats (unwashed)

Teeth

Finger/Toe nails

Medical procedures

MISSING PERSON

FAMILY TASK CHECKLIST

TASK

DATE COMPLETED

_____ Complete A Missing Person's Report (Retain a copy).

_____ Ask law enforcement to organize a search immediately.

_____ Recruit volunteers to partner with law enforcement in search efforts.

_____ Ask law enforcement to enter the information into the NCIC database.

_____ Retain Name of and Contact information for Chief Investigator (Ask for business card).

_____ Set up a family and volunteer command post.

_____ Appoint a spokesperson to speak for the family.

Name of Family Spokesperson _____

_____ Read the *Missing Person Guide* – Appendix D.

_____ Name of Family Advocate/Law Enforcement Chaplain (Ask for business card)

_____ Complete A Missing Person Profile (See Appendix B.)

_____ Create and widely distribute a Missing Person Flyer. (You can use the on-line template at www.beyondmissing.com)

_____ Contact family and friends for assistance in spreading the alert.

_____ Start a notebook or journal.

_____ Keep a written record of all contacts, actions, and relevant information and discussions.
(This will help you remember what is happening and who is involved.)

Appendix A.

MISSING PERSON

FAMILY TASK CHECKLIST

TASK

DATE COMPLETED

- _____ Make a list of anyone who might have information or clues about the person's whereabouts.
- _____ Maintain records of telephone communications/messages.
- _____ Develop and maintain helpful media contacts. Work with law enforcement on press releases, messages and interviews. See Media Section of Appendix D – Missing Person Guide.
- _____ Contact and Meet with Missing Person Agencies for Assistance (Appendix C.)
- _____ For persons' under the age of 21, contact the National Center for Missing and Exploited Children (NCMEC)
- _____ Contact the State Clearinghouse –The Minnesota Bureau of Criminal Apprehension (BCA) for Assistance.
- _____ Establish a single point of contact with law enforcement and other agencies involved.
- _____ Request regular meetings to share information and to receive updates on the missing person case.
- _____ Ask to be informed, regularly.
- _____ Record dates of Meetings _____
- _____ Keep notes of discussions, attendees, and details of past and future activities and assignments.
- _____ Take care of yourself and your family.
(Grief, stress, and exhaustion can hinder decision making and search efforts at this crucial time.)
- _____ Read the *Missing Person Guide*- Appendix D.