



National Crisis Intervention Training Institute

Missing Person Profile - Family Worksheet

INTRODUCTION

(Please Read Carefully)

Dear Parent(s), Guardian(s), and/or Grieving Family Member(s):

You, or a designated family member, have requested the services of our Victimology Team. **Our job is to better help you understand your missing loved one's state of mind in the weeks, days, and hours leading up to his/her disappearance, and to, identify information which might aid in their location and/or recovery.** Our team's protocols and approach are multi-disciplinary in nature, allowing different specialized professional perspectives to examine the data, and to contribute to a more holistic, complete, honest, and revealing picture.

The outcome and actual process of our investigative approach is designed to provide the following:

- Answers to the haunting, damning questions which often plague searching family members.
- A holistic picture of your missing loved one's psychological, emotional, cognitive, physical, familial, social, and spiritual conditions which may have led up to his/her death.
- A gathering, organization, and processing of relevant information and resulting findings, and determination as to how they may apply to the other clinical or legal investigations into the circumstances of your missing loved one's disappearance...and how law enforcement and other searching parties may use the information to solve the case.
- The benefit of having the details and circumstances, as well as the reports from the above-mentioned agencies, examined and scrutinized by professionals from several different fields of expertise.
- An assurance that your concerns are not being ignored, and that you are not alone.

Any or all of the following types of information will be gathered during the investigation, and will be interpreted, evaluated, synthesized, and applied to your child's case by our multi-disciplinary team:

- Identifying demographic information, both past and present.

- All available investigative reports by law enforcement, forensic investigators, and any civilian investigative businesses and/or organizations.
- Information regarding the significant events leading up to, and contemporaneous to your missing loved one's disappearance, including those considered directly applicable to his/her frame of mind, as well as collateral social and familial events which may have had primary or secondary impact upon his/her life, or the lives of significant others.
- Detailed information regarding your missing loved one's family history, marriages and other significant relationships, past and present illnesses, injury history, medical history, mental health history, credit and financial histories, and evidence of prior history of self-injurious thoughts, ideations, gestures, and/or attempts.
- Detailed information about any other family members, close friends, or significant others who have attempted suicide, or have died as a result of suicide or homicide, or disappeared.
- Evidence of your missing loved one's "thought life:" his/her fantasies, dreams, thoughts, delusions, fears, hopes, plans, et cetera.
- Recorded artifacts such as journals, blogs, financial records, correspondences, diaries, web pages, entries via social network websites such as Facebook, MySpace, et cetera.
- Information regarding your missing loved one's known sexual history.
- Evidence of any recent or historical changes in eating habits, weight gain or loss, hobbies, employment, or other extracurricular activities, and other life routines.
- Any noted changes in your missing loved one's circle of friends and social contacts, as well as information regarding sustained friends, associates, romantic or sexual partners, confidants, et cetera.
- Information about your missing loved one's known methods of coping with stress, escape-based avoidance methods such as substance abuse, running away, et cetera.
- Recent stressors, and difficulties (e.g. legal, social, financial, romantic, et cetera).
- Any circumstantial or other collateral evidence which may help to determine intention on the part of your missing loved one.
- Examination of results of a lethality risk assessment, examination of nomenclature of the mode and instrument(s) of death available or known to your missing loved one, et cetera, if applicable.
- Statements and evidentiary reports of other assigned investigative and clinical professionals.
- Interviews with clinicians and other helping professionals who attended to your missing loved one prior to his or her disappearance (such as counselors, therapists, social workers, teachers, tutors, mentors, et cetera).

Obviously, the gathered information may be sensitive, private, surprising, or even shocking to you. **It is very common for family members to feel the need to be protective of the memory and reputation of their missing loved one, and/or to protect the reputation and privacy of the family.** For that reason, they may sometimes be tempted to withhold or alter information or

evidence. **First of all, we want to assure you that THE UTMOST DISCRETION AND CARE is taken to protect the INTEGRITY, PRIVACY, AND CONFIDENTIALITY of you, your family members, and the memory of your missing loved one.**

We also want to assure you that we will be exceptionally careful to make sure that **you will receive all the support and help that you need to process the discovered information, as well as the final outcome findings of our investigation.** False, misleading, partial, or withheld information may result in erroneous findings, as well as improper recommendations. For those reasons, **we implore you to be as open, honest, candid, and complete as possible in providing the requested information.** To us, there is no such thing as too much information, as long as it is potentially or actually relevant to our investigative inquiry.

This information will assist us in making some preliminary determinations, in order to appropriately assign relevant personnel to your case, as well as to streamline the process as much as possible, and to formulate key interview questions. **It is by no means complete. It is only a collection of beginning reference information for us. More will be learned from the actual interviews that we conduct with you, other family members, friends, involved professionals, witnesses, et cetera.**

While the questionnaire is only the beginning of our investigative inquiry, you will no doubt find its completion to be a time and effort-consuming process, which may sometimes be emotionally, psychologically, cognitively, and spiritually difficult at times. **We ask you to take your time in completing the following questionnaire / worksheet. Once you have completed it, set it down in a private, secure place, then go back to it in a day or so, re-read what you have written, and see if there is anything you would like to add or amend.** Please feel free to contact us at any point of the documentation process, if you require assistance in completing any or all sections, and/or in clarifying your responses. On behalf of our team, thank you for your cooperation in providing this information, which we are confident will prove to be an invaluable tool in accomplishing our task of helping you.

With deepest condolences, empathy, respect, and appreciation,

Joel Johnson, Director / Chief Field Forensic Investigator
NCITI Critical Response Division.

NCITI Missing Person's Family Worksheet

REPORTER(s) / HISTORIAN(s) INFORMATION

Reporter's Name _____ Relationship to Missing Person _____

Missing Person's Name _____

Nickname(s) _____

AKA _____

Date / Place of Birth _____

Address _____

City/State of Disappearance _____

LE Jurisdiction _____



BRIEF NARRATIVE OVERVIEW OF CIRCUMSTANCES OF DISAPPEARANCE

MISSING PERSON'S PAST AND PRESENT DEMOGRAPHIC INFORMATION

Age _____ Race _____ Ethnicity _____ Nationality _____ Citizenship _____

Educational Level _____ Highest Degree Attained _____ From _____

Educational Institutions Attended _____

Occupation at Time of Disappearance _____ Employer _____

Prior Occupations _____

Prior Employers (Attach Resume, if Available) _____

Childhood Interests _____

Childhood Best Friends _____

Hobbies / Interests _____

Hangouts _____

Ideal Day Off Involved _____

Ideal Vacation Location / Activity _____

How Would You Describe Disappearance's Personality? _____

RELEVANT ARTIFACT EVIDENCE (HELD OR RELEASED BY WHAT AGENCY?)

AVAILABLE OFFICIAL REPORTS

<u>Type of Report</u>	<u>Case #</u>	<u>Investigating Agency</u>	<u>Investigator</u>	<u>Phone</u>

AVAILABLE ARTIFACTS RETAINED BY FAMILY

(journals, blogs, financial records, correspondences, diaries, personal web pages, social network pages, et cetera) *PLEASE ATTACH COPIES*

MISSING PERSON'S FAMILY HISTORY AND STRUCTURE

Marriages and other Significant Relationships (Parents, Guardians, Siblings, et cetera)

CREDIT AND FINANCIAL HISTORY (MISSING PERSON AND FAMILY)

MISSING PERSON'S LIFE ROUTINES

**MISSING PERSON'S INTERESTS
(Hobbies, Extracurricular Activities)**

**MISSING PERSON'S SOCIAL HISTORY
(romantic, significant friendships , et cetera)**

MISSING PERSON'S SPIRITUAL HISTORY

MISSING PERSON'S PROBLEMATIC MENTAL HEALTH HISTORY

STRESSORS IN MISSING PERSON'S LIFE
(Significant stressors within 6 months of death; history of coping mechanisms and skills, et cetera)

MISSING PERSON'S PAST OR CURRENT LEGAL DIFFICULTIES

MISSING PERSON'S SUBSTANCE ABUSE/DEPENDENCE HISTORY

MISSING PERSON'S KNOWN OR SUSPECTED SEXUAL HISTORY

**HISTORY OF MISSING PERSON'S SELF-INJURIOUS and/or THREATENING
THOUGHTS, IDEATIONS, GESTURES, ATTEMPTS, and other BEHAVIORS**

**MISSING PERSON'S FAMILY'S SUICIDE, HOMICIDE, OR ANY OTHER
SIGNIFICANT DEATH HISTORY**

**ADDITIONAL DETAILS OF CIRCUMSTANCES OF MISSING PERSON'S
DISAPPEARANCE**

**CIRCUMSTANCES LEADING UP TO REQUEST FOR LOCATION / RECOVERY
EFFORTS BY THE NCITI TECHNICAL ASSISTANCE
(Questions, suspicions, problems, special needs, et cetera)**

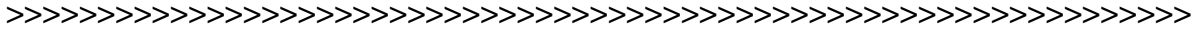
ADDITIONAL RELEVANT INFORMATION

REPORTER'S SUMMARY

Signature of Reporter/Historian _____

Date Completed _____ **Date Submitted to NCITI-TPAT** _____

Method of Submittal (Mail, E-mail, Fax, Hand-delivery, et cetera) _____



FOR NCITI OFFICE USE ONLY

Initial Contact Date _____ **Open Case Date** _____ **Doc Send Date** _____

Family Worksheet Delivery Method _____ **Delivery Confirmation #** _____

Initial Receipt Date _____ **Initials** ____ **Initial Review Date** _____ **Initials** ____

Initial Contact Date _____ **Active Case Date** _____ **Assign Date** _____

Case Manager _____ **Chief Field Forensic Investigator** _____

Assigned Team Members _____

CFFI Site Arrival Date _____ **Field Inquiry Completion Date** _____

To-Team Submittal Date _____ **Final From-Team Receipt Date** _____

Report Completion Date _____ **Final To-Team Submittal Date** _____

Final Signed Report Receipt Date _____ **Final Submittal Date** _____

Final Report Submitted To _____

Final Delivery Method _____ **Delivery Confirmation #'s** _____
