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## MISSING PERSONS COMMUNITY ACTION TOOLKIT

**Objective of the Toolkit:** The purpose of the MMDRC Missing Persons Community Action Toolkit is to aid families through the process of locating a missing relative, how to work with law enforcement, mobilize a community search/rescue with emergency management agencies, and to improve communication between all the involved parties. The ultimate goal is to bring our relatives home!

Creation of this toolkit was done with community input and in partnership with, revised with Navajo Nation MMDR Taskforce:



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Dear Relatives,

We understand that you are faced with a heartbreaking and confusing time. We have created this toolkit to help guide you through a process that can best fit your needs. The Navajo Nation is unique in that our homeland covers numerous jurisdictions and a large rural area with limited resources, and this creates unique difficulties. This kit was compiled through collaboration and experience from Diné families that have navigated similar challenges. This toolkit is an ever evolving and living document and may not apply to every situation. We welcome your feedback and insight in improving this resource. We hope this toolkit will be a beacon to guide your loved one back home.

From Meskee Yatsayte:

Yá'áhtééh shí'ké dóó shídine'é,

With the help of your voices and stories, we are able to present to you our MMDRC Missing Persons Community Action Toolkit that will help assist many Diné families through the hardship of searching for your missing loved one.

For so many of us we have experienced the traumatic difficulties of a missing relative. Just recently I myself had to go through another journey with my missing loved one. My uncle went missing in May of 2020 and I later found him deceased a couple miles from his residence. After founding Navajo Nation Missing Persons Updates (NNMPPU) in May of 2013, I was able to help families by making Missing Persons Fliers and getting them posted to social media outlets. Along with countless hours of awareness to this ongoing crisis. In March of 2019 NNMPPU joined collaboration with the newly founded group Missing and Murdered Diné Relatives (MMDR) created by Council Delegate Amber Kanazbah Crotty. We came together and brainstormed the Community Toolkit Action Plan—an idea we had for our Nation.

Through the process of the Community Toolkit Action Plan there were a couple of the group volunteers that had experienced the loss of a missing relative. This was also another reason why we see this toolkit as a needed guide for so many families that are left with only a case number and no direction on what to do next by law enforcement. We are also working with these departments to strengthen communication between law enforcement agencies and the families. Meanwhile, when our loved one goes missing it's in our nature to go and look for them, so we have put together some steps to follow and guide you and your family in the efforts of searching for your relative in a safe and coordinated way.

Our work was in response to a community need. When baby girl Ashlynnne Mike was taken, assaulted, and murdered, it resonated with communities. The MMDR Coalition embodies the spirit of baby girl Ashlynnne Mike. Our colors, logo and how we work is in the memory of Ashlynnne and all our missing and murdered relatives. Our hearts, soul and prayers have been poured into this effort because we are all relatives and have a duty and responsibility to cherish and protect and find justice for each other. Through kinship within our traditional ways of knowing, it is our responsibility to walk with and empower our relatives.

## **Information about the MMDR Missing Persons Toolkit**

This toolkit is intended for families of missing Diné relatives, to help navigate the search for your loved one and help to keep track of information from police and other agencies involved in the search. We understand that having a missing loved one is a traumatic experience and can be confusing, especially when there is not a clear “pathway” guiding how to start the process. We hope the toolkit provides help with handling the situation step by step, as well as providing tips for self-care and preserving the safety of you and your search team.

### **Missing Relative Advocates and Resources**

Advocates and resources depend on where you are from and where your relative went missing. [Appendix A](#) contains a list of Advocates and Resources available to you and your family. We encourage you to reach out to an advocate early on, but if you choose not to, know that you can reach out at anytime during the course of your search.

See [Appendix A](#) for the [Missing Relative Advocate and Resources](#)

### **Information about the Contact Log and Communication Log**

The Contact log can be used to log contact information for your search team, including: relatives, law enforcement, volunteers, and other involved in the search. The first person listed should be the primary contact. The primary contact is the point of contact for the police and other agencies that may be involved and should update the team on any new information.

See [Appendix B](#) for the [Contact Log](#)

The Communication log is a place to keep track of relevant conversations. For example, if the police call and ask question or explain something, you can write down the details in case you forget or need to relay the information to someone else, write down the officers name in case you need to contact that officer again, or share the communication log with other members of the search party so everyone is up to date. This log should be used by family, friends,

See [Appendix C](#) for the [Communications Log](#)

## Step 1: Preliminary Steps Before Filing a Missing Persons Case

NOTE: When talking to law enforcement, it is important to be honest. This may be difficult if there was a fight between family, if drugs or alcohol were involved, or anything else that may make you feel uncomfortable. It is important that the investigators know the circumstances of the disappearance to best determine how to find your loved one. It may be hard, but it is important, and you may be able to speak with a victim advocate during or afterward to help deal with these difficult feelings.

1. What ways can the individual be contacted? Mark off which methods have been attempted:

- cell phone,
- social media,
- friends,
- family,
- workplace/school, or
- any other usual hangout spots

1. Check local jails, detention centers, detox centers, domestic violence shelters, and hospitals. (DISCLAIMER: Be aware that some of these entities will not be allowed to provide personal information to you, and some agencies that cannot confirm or deny a person's presence may still allow you to leave a message.)

The information they may need: FULL NAME, AGE, DATE OF BIRTH, and RESIDENCE

See [Appendix L](#) for a list of places to call and search for.

2. If no response from contacted agencies OR no location of missing person, begin gathering all information before on the missing individual (the POLICE will ask you for this information):

Other considerations:

Does the individual have cognitive, mental, or physical health disabilities?

If a child is missing, have you checked all perimeter areas around the home, school, friend's houses, or relative's homes?

If the child has been **abducted and their life is in danger**, please contact law enforcement immediately so they can take the necessary steps to issue an **AMBER Alert**.

See [Appendix F](#) for more information about the [AMBER Alert Process](#)

## Step 2: Filing a Missing Person Report

Please be aware that the jurisdiction to file a missing person report is dependent on the location of where the missing person/child was last seen (i.e. Navajo Nation land, off-reservation border towns, urban cities, etc.).

Once you have all the preliminary information from **Step 1** ready you can call the Navajo Nation Police Department to make a missing person report if they have gone missing on the Nation. You can refer to the Navajo Nation jurisdiction map and police department numbers in **Appendix H**. For other law enforcement jurisdictions you will need to go to the law enforcement agency within the jurisdiction of where your relative went missing.

There is certain information about your relative that you will need and will benefit you when filling the Missing Person Report. Please see the **Checklist Information for filing a Missing Person Report** that will help when filing the missing person report **Appendix D**

The person who will be filing the missing person case will be designated as the point of contact. Make sure to note this in your **Communication Log** so other members of your search party are clear on who the main point of contact will be. It is not required for a family member to file a missing person's report, but it should be completed by the individual who last saw the missing person. When filling out a communication log, try to recall everything you can as the log may be used as evidence.

Generally, missing person reports are filed in-person. It will be up to the law enforcement agency if they will assign the case to a criminal investigator or detective. If the missing individual was last seen on the Navajo Nation, please refer to the Navajo Nation Police Department's Missing Persons Filing Process. Ask the police department to enter the case immediately into the *National Crime Information Center (NCIC)* and *NamUs*. Generally, *NamUs* is a resource for long-term searches. While you can also enter a missing person into *NamUs*, getting assistance from law enforcement would be preferable. **YOU WILL NEED A MISSING PERSON CASE NUMBER FOR THE NEXT STEP.**

For more information and a walk through about entering information into *NamUs*, visit:

<https://namus.nij.ojp.gov/sites/g/files/xyckuh336/files/media/document/userguide-enteringmpcases.pdf>

Be sure to continue documenting all information, conversations, and calls between all the involved parties in your **Communication Log**.

### **Step 3: Generating a Missing Persons Poster**

After obtaining a case number from law enforcement, you will also need to utilize the preliminary information from **Step 1** to aid with creating a missing persons poster. If you are filing a report with the Navajo Nation Police Department, they will create a missing person poster and post it on their social media sites and distribute it to other law enforcement agencies. We suggest that you supply current pictures of your relative and advocate for a picture of the family's choice as opposed to law enforcement using a previous mugshot. Provide a photo that is not photo shopped and preferable natural looking photo.

Usually, the law enforcement agency will generate a missing person's flier for you, however this isn't the case for all agencies. Therefore, an additional flier can be created by the Navajo Nation Missing Persons Updates (NNMPU).

To create the NNMPU poster, go to this link: [https://form.jotform.com/91885272167164?fbclid=IwAR1aM6ht4E-4\\_RaBsqp2oiAs3jTszhGgfZ-WQrQPMEcuegPaGI11b6QOhIE](https://form.jotform.com/91885272167164?fbclid=IwAR1aM6ht4E-4_RaBsqp2oiAs3jTszhGgfZ-WQrQPMEcuegPaGI11b6QOhIE)

The NNMPU will contact you after the poster request has been submitted and when an advocate becomes available.

It is important to print and post the fliers within the area(s) where your relative went missing AND to circulate the poster on social media via Facebook, Instagram, Twitter, etc. It is recommended that you hold a family meeting to provide updates, the nature of the situation, assign roles on how they can help, and to aid with costs and distributing missing persons posters.

### **Step 4: Community Mobilization**

The designated point of contact will need to coordinate and communicate with law enforcement and emergency management agencies (if they need to be involved). Depending on the nature of the missing person's case, mobilization to search can happen in two ways:

If the case qualifies for a search and rescue, a command post will be established by the emergency management agency, and they will assume control over the search and rescue efforts through the cooperation of your family.

Please see [Appendix I – Search and Rescue](#)

If the case does not qualify for a search and rescue, family and friends have the option to mobilize and create a search group (at your own risk). Please refer to the safety tips on [page 9](#).

If the case does qualify for search and rescue, here are things that the searchers may want to know:

- Bank card usage
- Cell phone provider and number
- Most recent pictures
- Car make and model if applicable
- Shoes that are often worn
- Medications or medical conditions



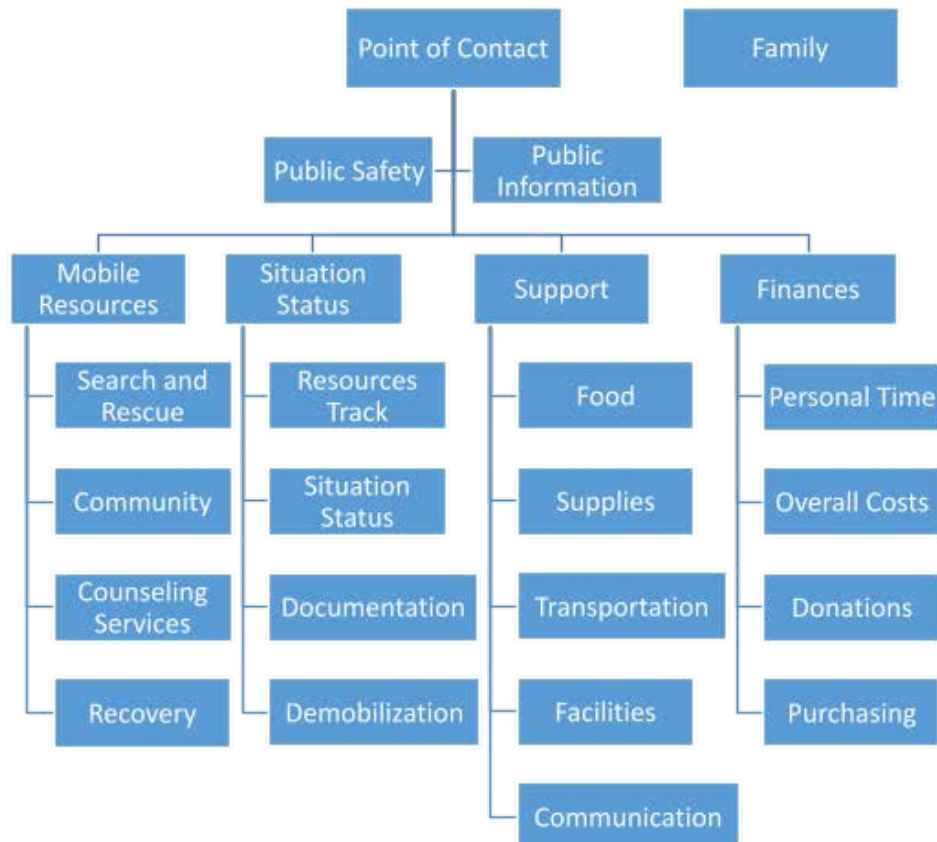
If the case does not qualify for a search and rescue and friends and family would like to mobilize...

Reach out to a local community organization or business who would be able to volunteer a space to set up a Community Command Post. This could be at a chapter house, church, local business, etc.

Determine the roles of the volunteers:

- **Community Command Post Coordinator(s):** These volunteers would be the point of contact for the search. It is recommended to obtain a prepaid phone that is dedicated to the search so the point of contact does not need to give out their own personal information. It is also recommended that they create a separate **Communication Log** dedicated to only the search as information comes in. This person can also serve as the media and public relations person, as well as accepting donations for the search party.
- **Community Search Facilitator(s):** these volunteers are in charge of mobilizing the search and creating search groups. They should also create a strategy for the search and keep track of the GRID search. They should also ensure the safety of search volunteers with regular check-ins and ensure all searchers are accounted for at the end of the search.
- **Search Volunteers:** Help to physically search the area for the missing person. Some volunteers could also help with calling places the missing person may be (hospitals, shelters, etc.) and documenting.

### Missing Person Draft Organizational Structure





### **Safety Tips:**

- Make sure to clearly establish a point of contact when a search is being conducted (Command Post Coordinator).
- When searching for your missing relative, make sure to notify the other people on your team of where you will be searching. This helps to prevent you from getting lost and helps others to know where you have searched so they can search other areas. If possible, search in pairs.
- If you suspect that domestic violence may be involved in your loved one's disappearance, avoid approaching a suspected abuser. Notify police as to this concern but approaching the suspected abuser yourself could put your safety in danger.
- If you are searching for several hours, bring food and water with you. It is important to keep your energy and focus, especially when searching outside. Gatorade can also be helpful, as it provides electrolytes.
- If possible, have your team set up an instant canopy to have a place where your team can park, meet up, and have food and water available.
- If possible, have at least one or more people call agencies that your loved one may be at (hospitals, shelters, jails, etc.) and others who are able to physically search for your loved one. This allows your team to cover more ground.
- Wear bright clothing and carry compasses when searching outside to avoid getting lost while searching.
- Create a sign in sheet to keep track of all volunteers, including their cell phone numbers. If volunteers participating in search and rescue follow the instructions of the professionals leading the search, you can see Appendix I.
- Make sure to have a method to communicate with other members of the team, whether that be cell phones or radios.
- Before beginning the search, communicate with each member of the team to establish a time for you to check in with the command post coordinator.
- If there are any environmental hazards, such as natural disasters, extreme heat, or you have to cross potentially unsafe areas, see if you can get help from professionals. Do not attempt to do it yourself, especially if you are alone. You are already facing a crisis situation, and injury would result in a second crisis situation.
- Be cautious of wildlife if you are searching outside, especially during sunrise or sunset when these animals are out.

## Self-Care after a Traumatic Experience – Things to do:

- Don't isolate yourself. Seek support from others, family, friends, or adult children. If that does not feel like an option, you could also try going to a support group. Navajo Nation Department of Behavioral and Mental Health Services (DBMHS)
- Seek professional help. Trained professionals can provide you specific help in these circumstances. It is okay to speak to someone to guide you through this time.
- Face the problem/trauma: don't avoid what you experienced
- Exercise both indoors and outdoors. Time in the sun is important, it provides your body with vitamins and improves mood.
- Eat healthy. It is important to make sure you are eating a balanced meal of fruits, vegetables, and healthy proteins. It is also vital to drink lots of water and stay hydrated.
- Pay attention to your body. Cry if you need to, sleep if you are tired. Your body and mind will feel better and function better if you fulfill your needs.
- Get involved in an activity or project. It can help you channel your feelings or take your mind off of things for a little while. This can be as simple as painting a rock, doing art, reading, taking a walk, or volunteering.
- Set reminders for yourself. Keep a calendar of important events.
- Ask for support from others, especially if you are feeling overwhelmed. They may also find comfort in being there for you.
- Check in with yourself. Ask yourself: How am I doing?
  - If I am feeling bad...
    - **Physically:** Am I eating properly and staying hydrated? Have I been resorting to self-harm or using substances to cope?
    - **Psychologically:** Am I depressed? Am I talking about things out of the ordinary, particularly death? Have I been allowing myself time to cry and feel my emotions? Have I been avoiding the problem or lying about the situation? Can I utilize my support network, social media, or a professional to talk about these issues and feelings?
    - **Socially:** Am I avoiding my friends or family? Are my behavior patterns changing? During this time, you may find yourself being alone more. Are you OK with that?
    - **Spiritually:** Am I avoiding this? Do I need to pray about this? Engaging in ceremonial and religious practices may be helpful for some and may help you be around a supportive community.
- Meditate or pray if you feel comfortable doing so. For example, you could set a goal of meditating for ten minutes or doing a breathing exercise. Here is an example:
  1. Relax your neck and shoulders.
  2. Keeping your mouth closed, inhale slowly through your nose for 2 counts.
  3. Pucker or purse your lips as though you were going to whistle.
  4. Exhale slowly by blowing air through your pursed lips for a count of 4.

- Visit with a spiritual practitioner or counselor. Read scripture, attend church or spiritual activities if that is something you are comfortable with.
- Spend time focusing on something you enjoy
- Maintain a journal. This does not need to be specifically about the incident. Write down what you enjoy, give yourself goals, write down what you feel, recognize your needs and do a self-assessment. You can draw a picture or color, which may be helpful for children affected by this event.
- Give yourself time to heal. Establish a healthy routine, manage negativity, and regain control. You have just experienced something no one should experience. Take time for yourself.

**Self-Care after a Traumatic Experience – Things to avoid:**

- Don't make any important life decisions. There is already a lot happening; if it is possible to keep even some of your normal routines, it may help you feel calmer and in control.
- Avoid judging yourself. It may help to look at situations with someone else who won't judge you.
- Avoid substance use. Not only will it help your physical health but also your mental health, as some substances like alcohol can make you feel worse about the situation.
- Avoid shame and guilt, allow for forgiveness. This situation is NOT your fault, and you are trying your best to find your loved one.
- Don't neglect personal care. It is easy to put our own needs "on the back burner" when we are trying to help others, but if you ignore your needs, you may have a situation where you become physically or mentally unable to help yourself or others. It is easier to take care of your needs in the present to avoid physical problems or mental/emotional burnout.
- Avoid toxic relationships. Toxic relationships will likely make you feel worse about your situation and will delay your healing and impair your ability to focus on finding your loved one. Instead, surround yourself with supportive people.

## Appendix A – Missing Relative Advocates

Your family is not alone in this process. There are many Missing Relative Advocates and Resources to help you locate and bring your relative home. Many advocates have special training on how to assist you navigate systems in a trauma-informed manner. Not all advocates have the same training, access to the same resources, and some advocates have very specific areas and ways in which they can help. They can assist in your missing person search and help navigate the different law enforcement agencies and the courts. Some advocates are only able to cover certain regions. What we want to share is that you can reach out to all or any of us at any time and we help you as best we can.

System-based advocates work with prosecutor's offices and will help with navigating court processes and can also help with things such as state victim compensation programs, while community-based advocates focus more broadly and may focus on the above while also helping obtain mutual aid and connecting families with resources. Most of them are listed here with the region and type of advocacy they perform. If you do not see an advocate or office listed in the area where you are conducting your search, we suggest you still call one of the numbers listed and ask if they can help refer you to someone in your area or you can also do your own Internet search.

What are the different types of advocates?

- **Victim Witness Services for Northern Arizona (VWS): (928) 865-7676**

<https://vwsnaz.org/>

Victim Witness Services for Northern Arizona Serves Northern Arizona, including the Arizona portion of the Navajo Nation and has multiple advocates and offices in Flagstaff, Page, Chinle, Tuba City, Kayenta, and St. Michaels. In addition to providing services to victims of crimes they also help families with missing relatives on the Navajo Nation. Listed below are some of their services:

- **24 Hour Crisis: (928) 856-7676**
- Advocacy Program, Crime Victim Compensation, Case Management and Crisis Counseling,
- VWS assists victims of crimes and crisis, including services to support families in search of missing Diné relatives.

- **Utah Navajo Health System (UNHS) Victim Advocates: (435) 678-0249**

Utah Navajo Health System provides victim advocacy and services across the Utah and New Mexico portions of the Navajo, including helping with searches for missing Diné relatives and has multiple advocates and offices in Montezuma Creek, Monument Valley, and Blanding, UT and Gallup, Crownpoint, and Shiprock, NM

- Utah and New Mexico Navajo **Victim Advocacy Hotline: (435) 678-024**

- **Navajo Nation Crisis Advocate: (833) 842-8460**  
<https://www.nndbmhs.org/treatment-services/outreach-services/crisis-response-team/>
- **Missing and Murdered Diné Relatives Coalition: (505) 593-2648**  
<https://navajommdr.org/>

Missing and Murdered Diné Relatives Coalition (MMDRC) is an advocacy group focused on missing and murdered Diné relatives, they provide some direct advocacy, mutual aid, and search support and will also help you navigate obtaining resources to aid you in finding your missing relatives and healing.

- **FBI Victim Advocates:**

**Gallup: (505) 726-6000 | Farmington: (505) 326-5584 | Flagstaff (928) 774-0631  
Provo (Advocates for San Juan): (801) 374-5332 | Monticello: (435) 587-2060**

If the case criminal case goes federal, the victim or family may be assigned a legal victim advocate from the FBI that will help advocate for the victim and family through the federal investigation and criminal court process. Crimes committed on the Navajo Nation against enrolled members may be federal if they are classified as a Major Crime and accepted by the federal prosecutor's office.

- What is a Major Crime?

Crimes outlined in the Major Crimes Act are:

- Murder
- Manslaughter
- Kidnapping
- Maiming
- A felony under chapter 109A (i.e. sexual abuse)
- Incest
- A felony assault under section 113 (e.g. assault with intent to commit murder or assault with a dangerous weapon)
- An assault against an individual who has not attained the age of 16 years
- Felony child abuse or neglect
- Arson
- Burglary
- Robbery
- A felony under section 661 of this title (i.e. larceny)

- Major crimes advocates are only available unless the case has been identified as a Major Crimes case. You can access a Major Crimes Advocate here: FBI Victim Advocate, local phone number and website.
- Why Do I need to know about the Major Crimes Act?
  - When a loved one who went missing is a victim of a crime listed as one of the Major Crimes, they will need to know if their case has been referred to the federal prosecutor's office.
  - When the case is referred to the federal prosecutor's office, the use of an FBI Victim Advocate is available as well as State Victim Crime Compensation (i.e. lodging, mileage, per diem, if it applies to their specific case).



## Appendix B – Communication Log

### COMMUNICATION LOG:

Date: _____ Time: _____ Details: _____ _____ _____	
Follow up actions: _____	Next Contact: _____
Date: _____ Time: _____ Details: _____ _____ _____	
Follow up actions: _____	Next Contact: _____
Date: _____ Time: _____ Details: _____ _____ _____	
Follow up actions: _____	Next Contact: _____
Date: _____ Time: _____ Details: _____ _____ _____	
Follow up actions: _____	Next Contact: _____
Date: _____ Time: _____ Details: _____ _____ _____	
Follow up actions: _____	Next Contact: _____
Date: _____ Time: _____ Details: _____ _____ _____	
Follow up actions: _____	Next Contact: _____

\*Print additional pages of the communication log as needed. You may find extra pages on [www.navajomdr.org](http://www.navajomdr.org)



## Appendix D – Information Checklist for Missing Person Report

Gather the information listed below to provide to the responding police officer-also serves as information the Navajo Criminal Investigators or Detectives need for entering into the database. This information will be asked by a police dispatcher so they can enter the missing person into the NCIC - National Crime Information Center in a timely manner.

- Full name and any alias or other names they often go by
- Date of Birth
- Physical Description
  - Height
  - Weight
  - Eye Color
  - Hair Color(facial hair)
  - Identifying marks (tattoos, scars, birthmarks, etc.)
- Clothing Description (often what they were last seen wearing or what they wear often) This information can be easily provided if you go from (head to toe)
- Date last seen
- Location of last seen
- Last contact (if by phone or social media) Provide phone number, user identification and what social media platform.
- Vehicle information (make, model, color, to include license plate number if known)
- Provide additional information:
  - Current cell phone number and cell phone service provider
  - Banking information, credit card information, etc.
- Most recent photograph (no photo shopped)
- Provide known physical and mental health conditions to include current medications, any issues with memory, any amputation etc.
- Provide information on additional family and friends to be interviewed
- Identify a point of contact for the family that will be communicating with the Navajo Police Department. Establishing a single (one person) point of contact is vital to ensure consistent information is passed from law enforcement to the family. It is equally important to select a point of contact who is willing and able to pass vital information to ALL family members on a consistent basis. Family needs to consider the following for a reliable POC:
  - Reliable phone number that they will always answer
  - Reliable email address that they continually check
  - Has good communication skills with all family members and with law enforcement agencies
- Request for the Police Officers name, Police Department number and the report/ case number.

Appendix E – MMDR Missing Person Toolkit Template

**NAME:** \_\_\_\_\_

LEGAL NAME

**CHOSEN NAME, NICKNAME, ALIAS:** \_\_\_\_\_

**MISSING FROM (Home, Residence or Community):** \_\_\_\_\_

**LAST DATE SEEN:** Time: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_

**AGE LAST SEEN:** \_\_\_\_\_ **DATE OF BIRTH:\*** \_\_\_\_\_

\*DO NOT Include DOB on posters as may be used by others for Identity Theft

**SEX (at birth):** \_\_\_\_\_ **Gender (how they identify or appear to others):** \_\_\_\_\_

**HEIGHT:** \_\_\_\_\_ **WEIGHT:** \_\_\_\_\_ **EYE COLOR:** \_\_\_\_\_ **HAIR COLOR:** \_\_\_\_\_

**FACIAL HAIR:** \_\_\_\_\_ **PIERCINGS:** \_\_\_\_\_

**TATTOOS:** \_\_\_\_\_

**OTHER VISIBLE PHYSICAL FEATURES (birthmarks, scars, dental):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HEALTH/WELLBEING CONCERNS:**

**Mental Health:** \_\_\_\_\_

**Medication(s):** \_\_\_\_\_

**Addictions:** \_\_\_\_\_

**Medical Disability:** \_\_\_\_\_

**Chronic Illnesses:** \_\_\_\_\_

**Physical Disability:** \_\_\_\_\_

**CAREER OR WORK:** \_\_\_\_\_

**CHILDREN AND NAMES:** \_\_\_\_\_

## VICTIM HISTORY

### Check Box if it Applies to Victim:

*\*This list is only to serve as a more holistic and empathetic understanding of the Victim and Victim's history as it pertains to his/her/their disappearance. Collecting a history of abuse can help us understand a victim's relationship to safety and vulnerability. Sometimes this information can provide critical insight on how and why the victim is missing or was murdered.*

- THIS RELATIVE IS UNSHELTERED
- THIS RELATIVE IS A VICTIM OF HUMAN TRAFFICKING
- THIS RELATIVE IS A VICTIM OF FORCED LABOR
- THIS RELATIVE IS A VICTIM OF SEX TRAFFICKING
- THIS RELATIVE IS INVOLVED WITH SEX WORK
  - SURVIVAL SEX
  - CHOSEN SEX WORK
- THIS RELATIVE IS A VICTIM OF DOMESTIC VIOLENCE
- THIS RELATIVE IS A VICTIM OF STALKING VIOLENCE
- THIS RELATIVE IS A VICTIM OF HATE CRIME
- THIS RELATIVE IS A VICTIM OF ELDER ABUSE
- THIS RELATIVE SUFFERS FROM SUBSTANCE DEPENDENCY
- THIS RELATIVE IS INVOLVED IN FRONTLINE ACTION
- THIS RELATIVE IS A VICTIM OF TRANSPHOBIA
- THIS RELATIVE IS A VICTIM OF HOMOPHOBIA

- THIS RELATIVE IS A VICTIM OF BULLYING
- THIS RELATIVE EXPERIENCES ALIENATION FROM FAMILY AND FRIENDS
- THIS RELATIVE FREQUENTS BORDER TOWN AREAS
- THIS RELATIVE IS LIVES NEAR MAN CAMPS
- THIS RELATIVE WORKS FOR EXTRACTIVE INDUSTRIES
- THIS RELATIVE IS A VICTIM OF CHILD ABUSE
- THIS RELATIVE IS IN FOSTER CARE
- THIS RELATIVE OFTEN HITCH-HIKES
- THIS RELATIVE IS A VICTIM OF SEXUAL VIOLENCE

## MENTAL HEALTH:

### Check Box if it Applies to Victim:

- THIS RELATIVE EXPERIENCES DEPRESSION
- PTSD
- AUTISM SPECTRUM
- DOWN SYNDROME
- THIS RELATIVE HAS ATTEMPTED SUICIDE
- THIS RELATIVE EXPERIENCES DISCRIMINATION
- THIS RELATIVE HAS A SEX ADDICTION
- THIS RELATIVE HAS A GAMBLING ADDICTION
- THIS RELATIVE HAS ACCESS TO A WEAPON(S)
- DOES THIS RELATIVE HAVE A DISABILITY THAT MAY NEGATIVELY AFFECT THEIR MENTAL HEALTH (SUCH AS: DEMENTIA, ETC.

## OTHER POTENTIAL RISK FACTORS AS IT APPLIES TO VICTIM:

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**AWARENESS AND ORIENTATION OF VICTIM:**

**Check Box if, YES:**

- The victim knows his/her/their name and can recognize significant others
- This relative is hearing impaired
  - Wears a hearing aid
  - Deaf
  - Understands Sign Language
- In addition, the victim is able to tell where he/ she/they are geographically
- In addition, the victim is able to communicate the date, day of the week, and season
- In addition to knowing his/her/their name, location and time, can the victim can explain situations that happen to them

Any additional details: \_\_\_\_\_

**LANGUAGE(S) VICTIM SPEAKS:**

\_\_\_\_\_

**MAIN CONTACT(S) ON BEHALF OF VICTIM (AKA Point of Contact; Command Post Coordinators, etc.):**

**NAME:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

*Relationship to Victim:* \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Describe roll/duty in search process: \_\_\_\_\_

**NAME:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

*Relationship to Victim:* \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Describe roll/duty in search process: \_\_\_\_\_

**NAME:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

*Relationship to Victim:* \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Describe roll/duty in search process: \_\_\_\_\_

**Areas/Locations Victim Frequent:**

Location name: \_\_\_\_\_

How often the victim frequents? \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

Describe victims' relationship to location/area: \_\_\_\_\_

**Check Box if, YES:**

- Is this location an area of concern?
- Is this location a safe place for the victim?

Location name: \_\_\_\_\_

How often the victim frequents? \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

Describe victims' relationship to location/area: \_\_\_\_\_

**Check Box if, YES:**

- Is this location an area of concern?
- Is this location a safe place for the victim?

**Victim Contact Information:**

Phone number: \_\_\_\_\_ Service provider: \_\_\_\_\_

[Note: Only law enforcement will have the ability to ping the location of cell phone]

- If the family knows the cell phone provider of the missing individual, that will help Law Enforcement expedite information and ping phone location as well as who is in contact (phone calls and text messages) with that phone number early in the investigation.
- If the cell phone is left behind, law enforcement will take possession of that phone to document who is calling and messaging that phone which will then be a part of the investigation. Law enforcement encourages this cooperation with the families to hand over the cell phone, to develop leads and finding the individual.

**Check Box if, YES:**

- Is cell phone missing with victim?
- Is the cell phone left behind?
- When called, does cell phone go straight to voicemail?
- Do family members/friends/comrades have access to GPS tracking/Find my iPhone app, etc?

\*Provide updated details and other information here:

**Victim Bank Card Usage:**

[Note: Only law enforcement will have the ability to access recent bank charges, otherwise family members who are not also on bank statements/accounts will only have access to paper statements that may come through the mail.]

- Family members that may have access to bank statements and charges that could be linked to suspicion and details around disappearance. Provide Details here:
- Share with Law Enforcement the victims bank information, bank card if it is left behind, which may give them insight on where the individual was prior and during disappearance.
- If the bank card is missing with the individual, law enforcement will monitor the bank card usage which could lead to critical information on location of victim and leads.

Bank Name: \_\_\_\_\_ Name of other people on account: \_\_\_\_\_

## **VICTIM'S VEHICLE DESCRIPTION:**

[If a family member locates the vehicle , it is important to leave the vehicle undisturbed until law enforcement investigates to preserve any evidence that is present there]

- Do not touch the car/vehicle
- Do not disturb anything on the ground or in the area of the vehicle
- Document who spotted the vehicle
- If there are any environmental circumstances such as rain or weather, ceremony, etc . that would change the details of the location or destroy the evidence of the area, there must be communication with nearest law enforcement that can be reached.
  - If this is not possible due to forthcoming elements, it is encouraged to take detailed photos and videos of the scene with little to no disturbance of the environment as is.
- Encourage law enforcement/dispatch/police to scope and document scene as soon as possible.
- If the point of contact for the vehicle location wants to remain anonymous, law enforcement will treat the individual as suspicious rather than a witness to the situation. It is best for the individual to proceed with communication and coordination with law enforcement. After the individual is interviewed by law enforcement/police investigators, once that individual is cleared, the individual can then remain anonymous to the case.
- Some Modern Vehicles carry black boxes that contain information: the history of the vehicle's movement, tracking where it was stolen to the time it was recovered, which can be useful in helping to understand the history of the vehicle as it pertains to the case.

[TIP FOR FAMILIES: If vehicle is missing with the victim, check local towing yards & bring the vehicle VIN # with you.]

**MAKE:** \_\_\_\_\_ **MODEL:** \_\_\_\_\_ **COLOR:** \_\_\_\_\_

License Plate: \_\_\_\_\_ State: \_\_\_\_\_ VIN#: \_\_\_\_\_

[In some cases , with newer cars still on payment/loan, those cars will have a tracker that has been attached by the dealership. Family and law enforcement will need a court order to request that private information from dealership/car loan offices. Note: There are different laws and procedures regarding car tracking and cell phone tracking, as they are different systems with different processes.]

- The vehicle is missing with victim
- The vehicle has been located

Date found: \_\_\_\_\_

Location found: \_\_\_\_\_

- The vehicle has been found underneath suspicious circumstances

Provide details here : \_\_\_\_\_

Description of any vehicle damage: \_\_\_\_\_

Windows (tinted, cracked, etc.): \_\_\_\_\_

Car GPS tracking (will only be available if the vehicle already had this system activated prior to the vehicle going missing, otherwise there are certain legal issues law enforcement and families will have to go through, if available at all.)

- Lo Jack
- OnStar

**KNOWN CIRCUMSTANCES PRIOR TO DISAPPEARANCE:**

[Examples: Family Argument, Hitch-Hiking, Running Errands, Date, Hang Out, Party, etc.]

**ACTIVITY:** \_\_\_\_\_ **AREA:** \_\_\_\_\_

**PEOPLE INVOLVED:** \_\_\_\_\_

TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

Description of circumstance: \_\_\_\_\_

**ACTIVITY:** \_\_\_\_\_ **AREA:** \_\_\_\_\_

**PEOPLE INVOLVED:** \_\_\_\_\_

TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

Description of circumstance: \_\_\_\_\_

Month:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Month:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday



**PEOPLE LAST IN CONTACT WITH VICTIM PRIOR TO DISAPPEARANCE:**

**NAME:** \_\_\_\_\_ **AGE:** \_\_\_\_\_

*RACE/ETHNICITY/TRIBAL AFFILIATION:* \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **CELL PHONE NUMBER:** \_\_\_\_\_

Description of Individual: \_\_\_\_\_

Relationship to victim: \_\_\_\_\_

Description & details of last interaction (ex. In person, over the phone, etc.):

**Check Box if, Yes:**

Are they in custody?

Where: \_\_\_\_\_

Have they been avoiding of inquiry?

Description of avoidance: \_\_\_\_\_

Individual is also victim to crime of missing/murdered relative.

**Links to Individual's Social Media:**

Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_

Other: \_\_\_\_\_

Additional notes and details: \_\_\_\_\_

**NAME:** \_\_\_\_\_ **AGE:** \_\_\_\_\_

*RACE/ETHNICITY/TRIBAL AFFILIATION:* \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **CELL PHONE NUMBER:** \_\_\_\_\_

Description of Individual: \_\_\_\_\_

Relationship to victim: \_\_\_\_\_

Description & details of last interaction (ex. In person, over the phone, etc.):

**Check Box if, Yes:**

Are they in custody?

Where: \_\_\_\_\_

Have they been avoiding of inquiry?

Description of avoidance: \_\_\_\_\_

Individual is also victim to crime of missing/murdered relative.

**Links to Individual's Social Media:**

Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_

Other: \_\_\_\_\_

Additional notes and details: \_\_\_\_\_

**INTIMATE PARTNER HISTORY:**

**NAME:** \_\_\_\_\_ **AGE:** \_\_\_\_\_

*RACE/ETHNICITY/TRIBAL AFFILIATION:* \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ CELL PHONE NUMBER: \_\_\_\_\_

Description of Individual: \_\_\_\_\_

Relationship to victim: \_\_\_\_\_

Description & details of last interaction (ex. In person, over the phone, etc.): \_\_\_\_\_

**Check Box if, Yes:**

- Current or most recent partner
- Past partner, DATE of last known contact/dating: \_\_\_\_\_
- History of Intimate Partner Violence with victim  
Details: \_\_\_\_\_
- History of Threats toward victim or other  
Details: \_\_\_\_\_
- History of Intimate Partner Violence with other partner(s) or people  
Details: \_\_\_\_\_
- History of other partner(s) going missing  
Details: \_\_\_\_\_
- History of Substance Dependency  
Details: \_\_\_\_\_

**Links to Individual's Social Media:**

Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_

Other: \_\_\_\_\_

Additional notes and details: \_\_\_\_\_

**NAME:** \_\_\_\_\_ **AGE:** \_\_\_\_\_

*RACE/ETHNICITY/TRIBAL AFFILIATION:* \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ CELL PHONE NUMBER: \_\_\_\_\_

Description of Individual: \_\_\_\_\_

Relationship to victim: \_\_\_\_\_

Description & details of last interaction (ex. In person, over the phone, etc.): \_\_\_\_\_

**Check Box if, Yes:**

- Current or most recent partner
- Past partner, DATE of last known contact/dating: \_\_\_\_\_
- History of Intimate Partner Violence with victim  
Details: \_\_\_\_\_
- History of Threats toward victim or other  
Details: \_\_\_\_\_

History of Intimate Partner Violence with other partner(s) or people

Details: \_\_\_\_\_

History of other partner(s) going missing

Details: \_\_\_\_\_

History of Substance Dependency

Details: \_\_\_\_\_

**Links to Individual's Social Media:**

Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_

Other: \_\_\_\_\_

Additional notes and details: \_\_\_\_\_

**NAME:** \_\_\_\_\_ **AGE:** \_\_\_\_\_

**RACE/ETHNICITY/TRIBAL AFFILIATION:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **CELL PHONE NUMBER:** \_\_\_\_\_

Description of Individual: \_\_\_\_\_

Relationship to victim: \_\_\_\_\_

Description & details of last interaction (ex. In person, over the phone, etc.): \_\_\_\_\_

**Check Box if, Yes:**

Current or most recent partner

Past partner, DATE of last known contact/dating: \_\_\_\_\_

History of Intimate Partner Violence with victim

Details: \_\_\_\_\_

History of Threats toward victim or other

Details: \_\_\_\_\_

History of Intimate Partner Violence with other partner(s) or people

Details: \_\_\_\_\_

History of other partner(s) going missing

Details: \_\_\_\_\_

History of Substance Dependency

Details: \_\_\_\_\_

**Links to Individual's Social Media:**

Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_

Other: \_\_\_\_\_

Additional notes and details: \_\_\_\_\_

**PEOPLE OF INTEREST:**

[\*SAFETY DISCLOSURE: For the safety of family and relatives, it is important to assess risk factors that may affect your safety when inquiring with people of interest. If family does want to inquire with individuals, it is strongly encouraged you meet in a public place, over the phone, or with multiple people present as safety net]

**NAME:** \_\_\_\_\_ **AGE:** \_\_\_\_\_

**RACE/ETHNICITY/TRIBAL AFFILIATION:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **CELL PHONE NUMBER:** \_\_\_\_\_

Description of Individual: \_\_\_\_\_

Relationship to victim: \_\_\_\_\_

Description & details of last interaction (ex. In person, over the phone, etc.)  
\_\_\_\_\_

Description of Car/Vehicle: \_\_\_\_\_

Criminal History: \_\_\_\_\_

Substance Dependency: \_\_\_\_\_

**Check Box, if Yes:**

- Are they in custody? Where: \_\_\_\_\_
- Does this person have a history of violence?
- Have they been avoiding inquiry?
- Is there an inconsistency in stories shared?
- Is there a history of violence with the victim? (e.g. Domestic Violence, Sexual Violence, Dating Violence, Coercion, etc.)
- Have they been cooperative? (tip box with explanation of suspicions: unmatched stories, lies, etc.)

**Links to Individual's Social Media:**

Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_

Other: \_\_\_\_\_

Additional notes and details: \_\_\_\_\_

**KNOWN SUSPECTS TO FAMILY:**

[\*SAFETY DISCLOSURE: For the safety of family and relatives, it is important to assess risk factors that may affect your safety when inquiring with people of interest. If family does want to inquire with individuals, it is strongly encouraged you meet in a public place, over the phone, or with multiple people present as safety net]

**NAME:** \_\_\_\_\_ **AGE:** \_\_\_\_\_

**RACE/ETHNICITY/TRIBAL AFFILIATION:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **CELL PHONE NUMBER:** \_\_\_\_\_

Description of Individual: \_\_\_\_\_

Relationship to victim: \_\_\_\_\_

Description & details of last interaction (ex. In person, over the phone, etc.) \_\_\_\_\_

Description of Car/Vehicle: \_\_\_\_\_

Criminal History: \_\_\_\_\_

Substance Dependency: \_\_\_\_\_

**Check Box, if Yes:**

- Are they in custody? Where: \_\_\_\_\_
- Does this person have a history of violence?
- Have they been avoiding inquiry?
- Is there an inconsistency in stories shared?
- Is there a history of violence with the victim? (e.g. Domestic Violence, Sexual Violence, Dating Violence, Coercion, etc.)
- Have they been cooperative? (tip box with explanation of suspicions: unmatched stories, lies, etc.)

**Links to Individual's Social Media:**

Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_

Other: \_\_\_\_\_

Additional notes and details: \_\_\_\_\_

**KNOWN SUSPECTS CONFIRMED BY LAW ENFORCEMENT:**

[\*SAFETY DISCLOSURE: For the safety of family and relatives, it is important to assess risk factors that may affect your safety when inquiring with people of interest. If family does want to inquire with individuals, it is strongly encouraged you meet in a public place, over the phone, or with multiple people present as a safety net]

**NAME:** \_\_\_\_\_ **AGE:** \_\_\_\_\_

**RACE/ETHNICITY/TRIBAL AFFILIATION:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **CELL PHONE NUMBER:** \_\_\_\_\_

Description of Individual: \_\_\_\_\_

Relationship to victim: \_\_\_\_\_

Description & details of last interaction (ex. In person, over the phone, etc.)  
\_\_\_\_\_

Description of Car/Vehicle: . \_\_\_\_\_

Criminal History: \_\_\_\_\_

Substance Dependency: \_\_\_\_\_

**Check Box, if Yes:**

Are they in custody? Where: \_\_\_\_\_

Does this person have a history of violence?

Have they been avoiding inquiry?

Is there an inconsistency in stories shared?

Is there a history of violence with the victim? (e.g. Domestic Violence, Sexual Violence, Dating Violence, Coercion, etc.)

Have they been cooperative? (tip box with explanation of suspicions: unmatched stories, lies, etc.)  
\_\_\_\_\_

**Links to Individual’s Social Media:**

Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_

Other: \_\_\_\_\_

Additional notes and details: \_\_\_\_\_

\*Enter all contacts with LE and other professionals on the Communications Log. Please document any issues (e.g. racism, dismissal, etc.) experienced. Record all calls if possible: go in a quiet room or space, place call on speaker and have a relative voice record discussion.

**LAW ENFORCEMENT CONTACT (County Police, State Police, Tribal Police):**

**CONTACT NAME:** \_\_\_\_\_ **Badge #:** \_\_\_\_\_ *Department:* \_\_\_\_\_  
POLICE REPORT #: \_\_\_\_\_ DATE: \_\_\_\_\_ MISSING PERSON #: \_\_\_\_\_  
NCIC NUMBER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_ **Badge #:** \_\_\_\_\_ *Department:* \_\_\_\_\_  
POLICE REPORT #: \_\_\_\_\_ DATE: \_\_\_\_\_ MISSING PERSON #: \_\_\_\_\_  
NCIC NUMBER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**TRIBAL LAW ENFORCEMENT CONTACT(S):**

**CONTACT NAME:** \_\_\_\_\_ **Badge #:** \_\_\_\_\_ *Department:* \_\_\_\_\_  
POLICE REPORT #: \_\_\_\_\_ DATE: \_\_\_\_\_ MISSING PERSON #: \_\_\_\_\_  
NCIC NUMBER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**FBI CONTACT(S)**

**AGENT NAME:** \_\_\_\_\_ **Field Office:** \_\_\_\_\_  
POLICE REPORT NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**FBI VICTIM ADVOCATE(S)**

**SPECIALIST NAME:** \_\_\_\_\_ **Field Office:** \_\_\_\_\_  
POLICE REPORT NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**OTHER ADVOCATES (Volunteers, MMIP Organizers, Community Members)**

**ADVOCATE NAME:** \_\_\_\_\_ **Agency/Group:** \_\_\_\_\_  
POLICE REPORT NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**ADVOCATE NAME:** \_\_\_\_\_ **Agency/Group:** \_\_\_\_\_  
POLICE REPORT NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_



## Appendix F – Social Media and Media Relations Tips

- If you need help setting up a social media account, don't be afraid to ask a friend and family for help. Additionally, you could ask the officer involved in your case or search "how to" guides on Google
- If you are using a platform like Facebook, it may be helpful to create a page rather than a new profile. That way more people can see the page. It is also important to make sure these posts are public and updated, even if the update is that you are still searching for your loved one.
- Learn to take screenshots in case someone deletes information that may be helpful to the case.
- If you do receive a tip, make sure to contact the officers involved in the case as soon as possible, especially if it pertains to the potential current location of your missing relative.
- Make sure to provide contact information for the main point of contact. If it is possible for that person to obtain a separate phone and/or email, this may be helpful so their personal contact information is not so widespread.
- Unfortunately, sometimes people provide false information or harass others Online. These people are sometimes referred to as "trolls". Though it is your decision whether or not to respond, it is usually best to ignore them or just delete their comments. They are trying to make others upset, so responding is likely to make them feel as though they have "won".
- Remember that you don't have to respond if someone is being rude or making you uncomfortable. You can say no to interviews, pieces of information, or any uncomfortable social media interaction.
- If you are having trouble keeping up a social media presence, it may be helpful to have a second person to read over the posts, keep track of comments, etc.
- Also be careful of scammers. A common scam will be evident if someone is asking for something in return for information or if they say something like they have abducted your relative and will help get them back to you in exchange for money, gift cards, etc., take screen shots, document the exchange and contact a law enforcement officer involved in the case.

## Appendix G – AMBER Alert Information

America's Missing: Broadcast Emergency Response (AMBER) alerts are issued when there is concern that a child has been abducted. In order to qualify for an AMBER alert on Navajo Nation:

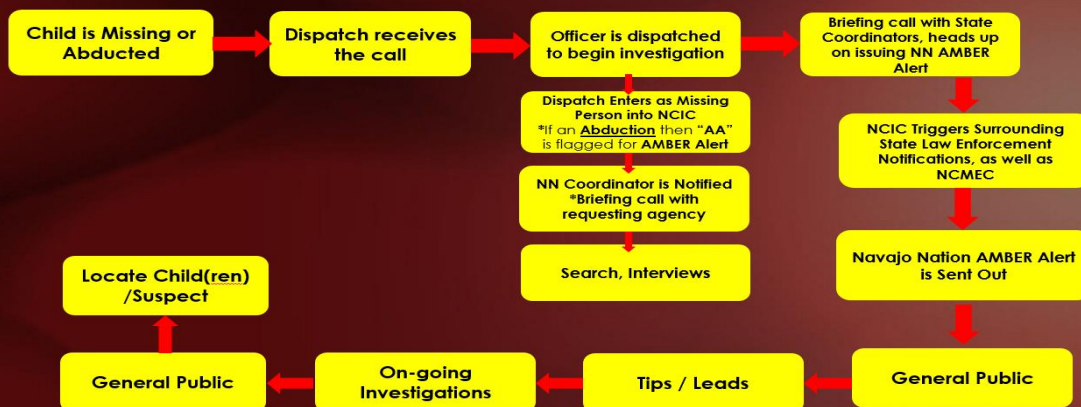
### NAVAJO NATION AMBER ALERT CRITERIA

- Child is not a runaway, and has not been abducted as a result of a child custody dispute, unless the dispute poses a credible and or specific threat of serious bodily harm or death to the child.
- The abduction poses a credible threat of serious bodily injury or death to the child.
- An abduction of a child (under 18) has occurred.
- There is sufficient descriptive information about the child, abductor and the circumstances surrounding the abduction to indicate that the activation of the AMBER Alert will locate /or suspect.
- There is information available to disseminate to the general public, which could assist in a safe recovery of child and/or the apprehension of a suspect.

If the incident does not meet the criteria for issuing an AMBER alert...

- If the reviewing personnel insists on proceeding with the activation, please inform them that the Department of Emergency Management strongly discourages activation because facts as presented, surrounding this incident do not support the foregoing criteria as established by Navajo Nation.
- A Missing Endangered Person Advisory (MEPA) can be issued through local media.

### HOW THEY ARE ALL CONNECTED?



Knowing what type of alert will be issued:

- AMBER Alert: Abducted Children
- MEPA: Missing Endangered Persons Advisory, which can be issued if a case doesn't fit the criteria for an AMBER alert. Navajo Police - Missing Persons Unit will work with states regarding other alerts.

To receive alerts from Navajo Nation, visit [www.alertnn.com](http://www.alertnn.com) or text "navajonation" to 888777.

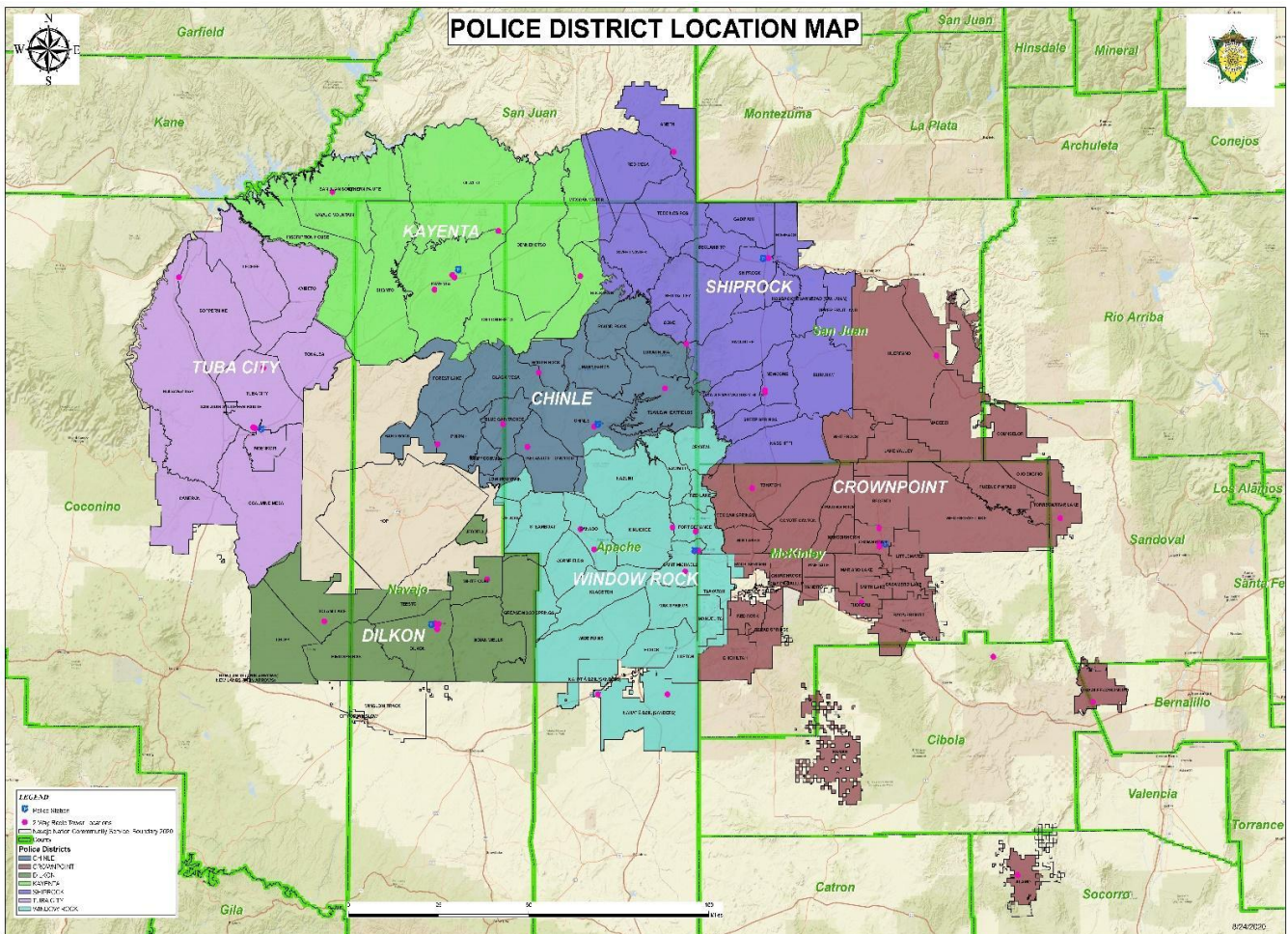


## Appendix H – Jurisdiction Maps

Jurisdiction can be very confusing especially with tribal and state jurisdiction. The National Indigenous Women's Resource Center (NIWRC) created this tool to help understand jurisdiction surrounding tribal nations. You can access that here: [NWIRC Jurisdiction Guide](#)

Here is a link to the Navajo Nation map <http://nnld.org/Home/Maps>

For the Navajo Nation, you can make a Missing Person Report at any Navajo Nation police department regardless of where your relative went missing on the Navajo Nation or even if they went missing off the nation and live on the Navajo Nation.



### NAVAJO POLICE DEPARTMENT EMERGENCY PHONE NUMBERS:

#### Window Rock District

Dispatch: (928) 871-6111 or (928) 871-6112

#### Shiprock District

Dispatch: (505) 368-1350 or (505) 368-1351

#### Crownpoint District

Dispatch: (505) 786-2050 or (505) 786-2051

#### Chinle District

Dispatch: (928) 674-2111 or (928) 674-2112

#### Kayenta District

Dispatch: (928) 697-5600

#### Dilkon District

Dispatch: (928) 657-8075

Chapter Houses Websites and contact can be found at: <https://www.navajo-nsn.gov/chapters.htm>

## Appendix I – Search and Rescue

Search and Rescue is safest when it is led by trained individuals. Some law enforcement agencies have their own search and rescue teams and there are some agencies that specialize in search and rescue. Depending on if the missing person is an elder or child and the circumstances of the missing relative there may be state wide response teams that can be activated, for example the Child Abduction Response Teams (CART) are made up of members of law enforcement throughout the state and can be deployed by law enforcement statewide and can also collaborate with teams from neighboring states.

MMDRC and the Navajo Nation have a working relationship with Four Corners K9 Search and Rescue (4CK9SAR), <https://4ck9sar.com/>, a Diné run non-profit that specializes in helping locate our missing Indigenous relatives, throughout the four corners region.

### Suggested items for Searches

- Missing Person Poster or photos
- Food/Water
- Ready-To-Eat snack packs
- Eating utensils, plates/bowls, cups, and napkins
- Gatorade or other hydrating drinks
- Sun protection (Sunscreen, umbrellas, appropriate clothes)
- Items specific to weather (hand and foot warmers, warm clothes)
- Bug repellent
- Flag markers to aid with searched areas
- Flashlights
- First aid kit
- Communications (radios where cell reception is in question)
- Maps to determine grids

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## Appendix J – What to do if you find your loved one

Finding your loved one is an emotional time, as well as to make sure law enforcement and anyone else helping in the search is informed. During this process, make sure to take care of yourself and to provide support to others on your search team, if possible. We highly recommend you contact a Missing Person Advocate to help you navigate these processes, both for after care and resources for our missing relatives when found alive or deceased.

If you find your loved one ...

- Check if they need medical attention. If you have a first aid kit with you, you can provide basic medical attention. If injuries are serious, call 911 or take your loved one to the hospital if you are able to safely move them. If on Navajo Nation, please utilize this contact list for emergency numbers.
- Contact law enforcement to inform them the person has been found. This is especially important if the police are also searching.
- Inform the others in your search party that the person has been found. (Add something about walkie talkies/ 2-way radios)
- Even if they are not injured, make sure they have access to water and light snacks as soon as possible. If they have not had food or water in a while, it is important to pace it out so they do not get sick.
- Depending on the weather, try to bring weather appropriate items. For example, blankets in the winter or an umbrella in the summer to provide shade.
- If our loved one left on bad terms, you may need to prepare if they have an emotional response

If you find your loved one, but they are deceased:

- Do Not touch their body unless you are unsure if they are deceased. If you need to check, have one medically trained person take their pulse. This is important because if foul play was involved, law enforcement will need to be able to collect evidence.
- Do Not disturb the area around their body. This is so that evidence will not be disturbed when law enforcement needs to investigate.
- Call law enforcement and inform them of the situation. Inform them of the location, do not try to move your loved one's body.
- Inform the others in your search party, and do not be afraid to seek support from them.
- This process will bring up a lot of emotions. It is important to have a support network during this time. This may include staying with friends or family for a few nights if possible. This way you'll have support and be able to provide support to others affected by this.
- Missing person advocates and MMDRC can help you navigate bringing your deceased relative's body home and with burial.
- Missing person advocates and MMDRC can also help you access aftercare and healing resources.

## Appendix K – Criminal Investigations

- “A Criminal Investigator (CI) will become involved upon notification by police officer, when the officer determines that a person has gone missing under suspicious circumstances.”
  - Police have discretion to call for a criminal investigator, depending on if there are suspicious circumstances, such as a fight in the home
  - Criminal investigators don't usually get involved from the beginning unless there are suspicious circumstances
  - For example, if someone with dementia goes missing the fire department may be contacted, but not CI since it is not necessarily a suspicious circumstance
  - Maybe able to access phones, if possible, provide the phone number for the missing person and the carrier of the phone. There are some issues with Cellular One
  - Pinging cell phones can be helpful, but because there are few towers on the reservation it will only give general directions
- “The CI will focus on investigating the suspicious circumstances so the reporting person, residents, and community volunteers should expect to be interviewed by the CI. The interviews may take several hours depending on the number and availability of individuals to be interviewed. Individuals being interviewed should always tell the truth and tell the whole story. Deceptions and withholding information will only prolong the investigation process. Time is critical under these circumstances so community members should give their fullest cooperation in the investigation process.”
  - Add a section to the toolkit to compile notes - Encourage family to be open, honest and write everything down! Families may not remember everything in the moment due to trauma response but writing things down can help to keep consistent and get the whole story
  - Best practice is to be honest, even if the questions are uncomfortable or embarrassing
  - Just want to understand the situation, not to make the families uncomfortable. Questions will likely be straightforward, but the goal is to find the missing relative
  - Will a victim advocate be present? Law enforcement may provide a victim advocate in subsequent interviews if needed. Family or friends may be able to come with the family member to the interview, but it is up to discretion - usually allowed though
- “Community volunteers should also go into these operations with the understanding that there is a potential to be called as a witness and provide testimony as to their involvement in a court of law and that every thing they generate in the process are subject to be used in a court of law (e.g. contact log, communication log, etc. ) and the inscriptions should be as legible as possible.”
  - Add to the **communication log!!!**
  - Ensure the families understand that they may need to use their notes and such in court, to make sure everything is factual, accurate, and legible
  - Volunteer communication log
  - Can victims record their own testimony? Usually not, but the officer will record the interview