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## MISSING PERSONS COMMUNITY ACTION TOOLKIT

**Objective of the Toolkit:** The purpose of the MMDR 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:



COALITION to STOP  
VIOLENCE AGAINST  
NATIVE WOMEN



MMIWWHOISMISSING

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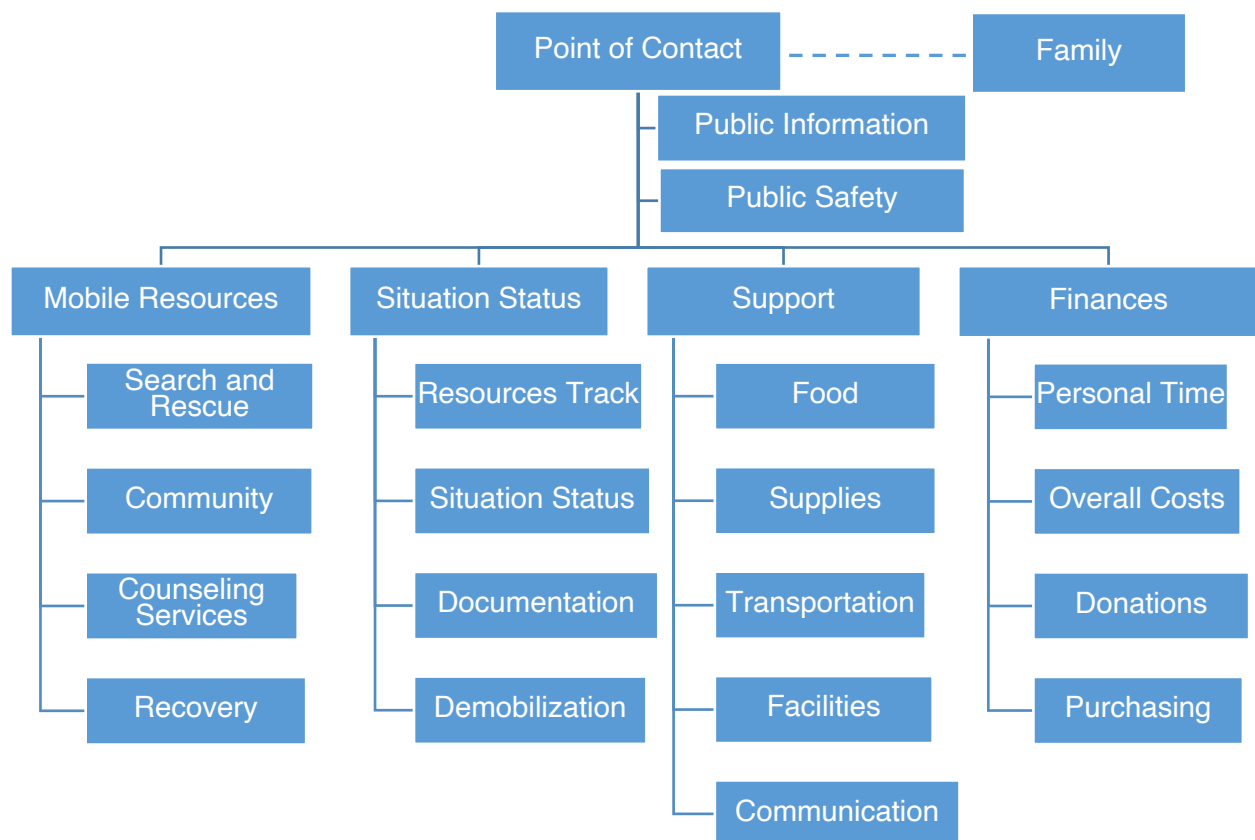
**If the case does not qualify for a search and rescue and friends and family would like to mobilize...**

Reach out to a local community organization or business who would be able to volunteer a space to setup 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 create 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



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### 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.

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



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

## Appendix C - MMDR Missing Person Toolkit Template

# NAME

NICK NAME(S) OR ALIASES: \_\_\_\_\_

### 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.)

## MISSING FROM

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**

EYE COLOR:"

HEIGHT:"

WEIGHT:

HAIR COLOR:"

FACIAL HAIR:"

TATTOOS:"

PIERCINGS:"

OTHER VISIBLE PHYSICAL FEATURES:"

Birthmarks:

Moles:

Dental:

**OTHER POTENTIAL RISK FACTORS AS IT APPLIES TO VICTIM**

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

**VICTIM:**

**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, the victim can explain situations that happen to them

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

**Language(s) Victim Speaks:**

\_\_\_\_\_

**HEALTH/WEELLBEING CONCERNS**

**Mental Health:**

\_\_\_\_\_

**Medication(s):**

\_\_\_\_\_

**Addictions:**

\_\_\_\_\_

**Medical Disability:**

\_\_\_\_\_

**Chronic Illnesses:**

\_\_\_\_\_

**Physical Disability:**

\_\_\_\_\_

**CAREER OR WORK**

\_\_\_\_\_

**CHILDREN AND NAMES**

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

### **Areas/Locations Victim Frequents:**

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.

DepnI Pco g< \_\_\_\_\_

Pco g'qhlqyj gt 't gqr rg'qp'teeqwp< \_\_\_\_\_

### **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 avoidant of inquiry?

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

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

**LINKS TO INDIVIDUAL'S SOCIAL MEDIA:**

Face Book: \_\_\_\_\_

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 avoidant of inquiry?

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

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

**LINKS TO INDIVIDUAL'S SOCIAL MEDIA:**

Face Book: \_\_\_\_\_

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

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

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



**INTIMATE PARTNER HISTORY:**

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

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

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

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

Description of Relationship: \_\_\_\_\_

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: \_\_\_\_\_

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

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

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

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

Description of Relationship: \_\_\_\_\_

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: \_\_\_\_\_

**INTIMATE PARTNER HISTORY:**

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

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

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

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

Description of Relationship: \_\_\_\_\_

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: \_\_\_\_\_

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

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

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

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

Description of Relationship: \_\_\_\_\_

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: \_\_\_\_\_

### **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 individuals as safety-net]

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

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

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

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

Description of Relationship: \_\_\_\_\_

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 avoidant of inquiry? \_\_\_\_\_

☐ Is there an inconsistency in stories shared? \_\_\_\_\_

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

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

#### **LINKS TO INDIVIDUAL'S SOCIAL MEDIA:**

Face Book: \_\_\_\_\_

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 individuals as safety-net]

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

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

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

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

Description of Relationship: \_\_\_\_\_

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

**LINKS TO INDIVIDUAL'S SOCIAL MEDIA:**

Face Book: \_\_\_\_\_

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 individuals as safety-net]

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

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

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

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

Description of Relationship: \_\_\_\_\_

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

**LINKS TO INDIVIDUAL'S SOCIAL MEDIA:**

Face Book: \_\_\_\_\_

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:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Department:** \_\_\_\_\_

POLICE REPORT NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_ MISSING PERSON NUMBER: \_\_\_\_\_

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

**CONTACT NAME:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Department:** \_\_\_\_\_

POLICE REPORT NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_ MISSING PERSON NUMBER: \_\_\_\_\_

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

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

**CONTACT NAME:** \_\_\_\_\_ **Tribe:** \_\_\_\_\_ **Department:** \_\_\_\_\_

POLICE REPORT NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_ MISSING PERSON NUMBER: \_\_\_\_\_

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

**FBI CONTACT(S)**

**CONTACT NAME:** \_\_\_\_\_ **Field Office:** \_\_\_\_\_

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

**VICTIM ADVOCATE(S)**

**VICTIM SPECIALIST NAME** \_\_\_\_\_ **Field Office:** \_\_\_\_\_

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

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

**ADVOCATE NAME** \_\_\_\_\_ **Agencies, Coalitions or Group** \_\_\_\_\_

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

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

**ADVOCATE NAME** \_\_\_\_\_ **Agencies, Coalitions or Group** \_\_\_\_\_

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

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## Appendix E – 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:

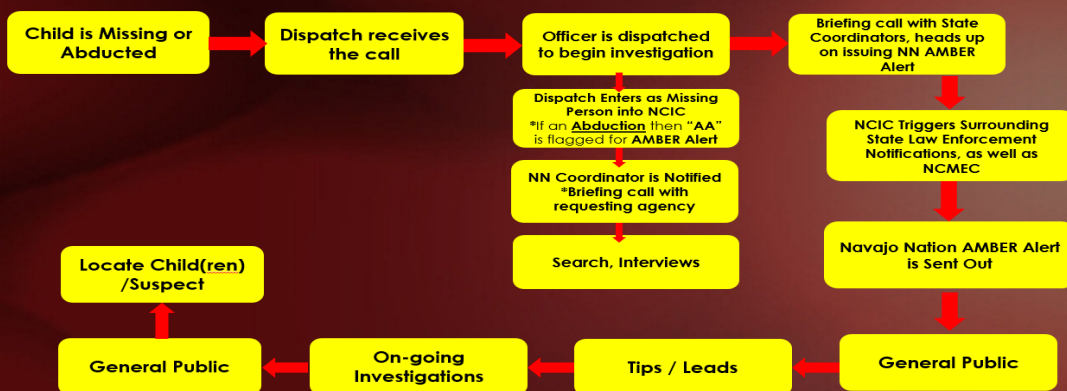
### NAVAJO NATION AMBER ALERT CRITERIA

- 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?

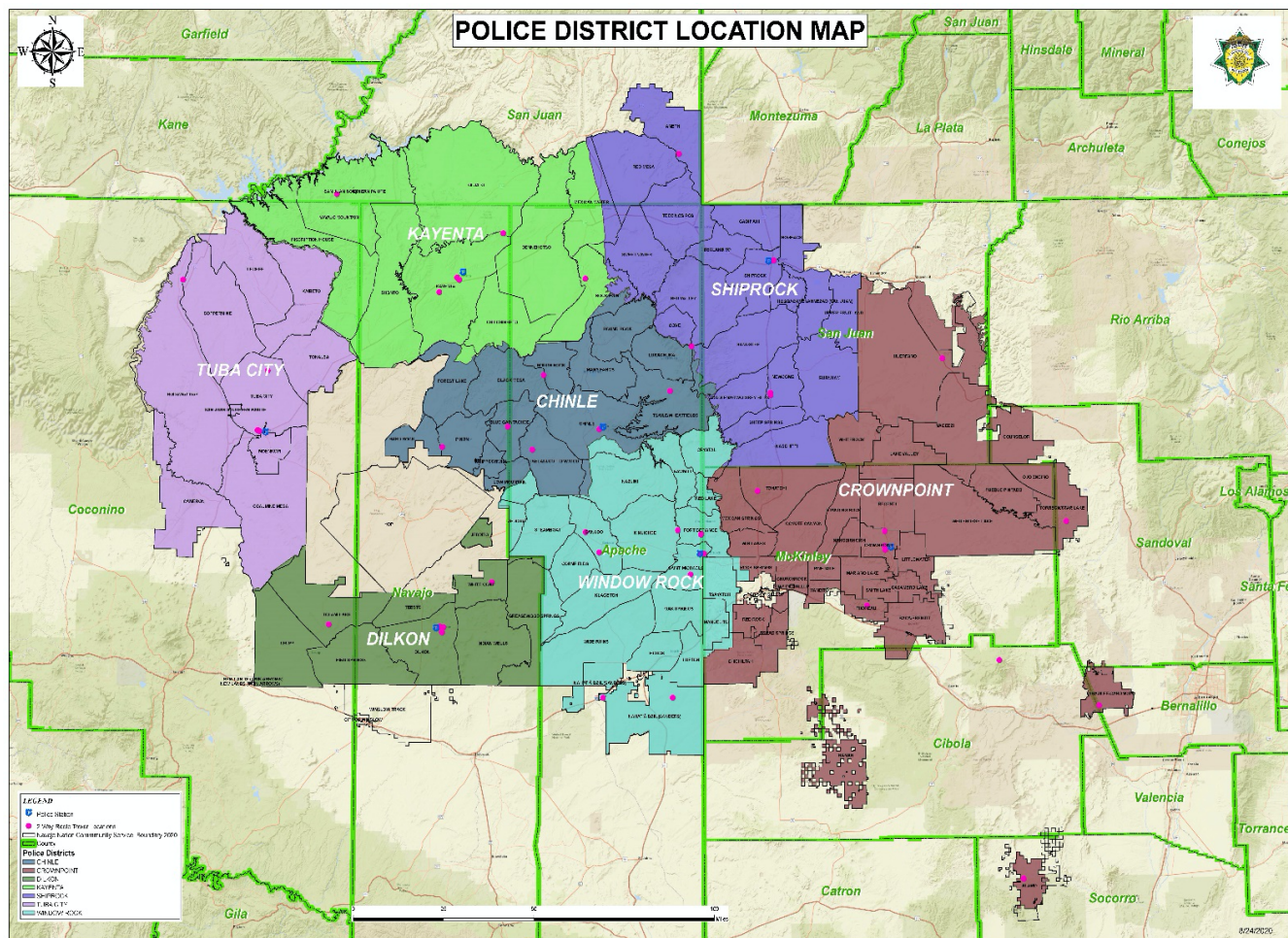


Knowing what type of alert will be issued:

- AMBER: Abducted Children
- SILVER: Missing elderly person with medical or mental health conditions
- MEPA: Missing Endangered Persons Advisory, which can be issued if a case doesn't fit the criteria for an AMBER alert

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

## Appendix F – Jurisdiction Maps



See Navajo MMDR Website for Tribal and Boarder Town Jurisdictional Contact information: <https://www.navajommdr.org>

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

## Appendix G – Recommended Donations for Search Parties

- Food/Water
- Ready-To-Eat snack packs
- Eating utensils, plates/bowls, cups, and napkins
- Gatorade
- Sunscreen
- Bug repellent
- Flag markers to aid with searched areas
- Flashlights
- First aid kit

-

## **Appendix H – 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.

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 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 ones 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.



## Appendix I – 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
  - May be 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 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 ultimate goal is to find the missing person
  - 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 everything 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 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