



## 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 and 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.

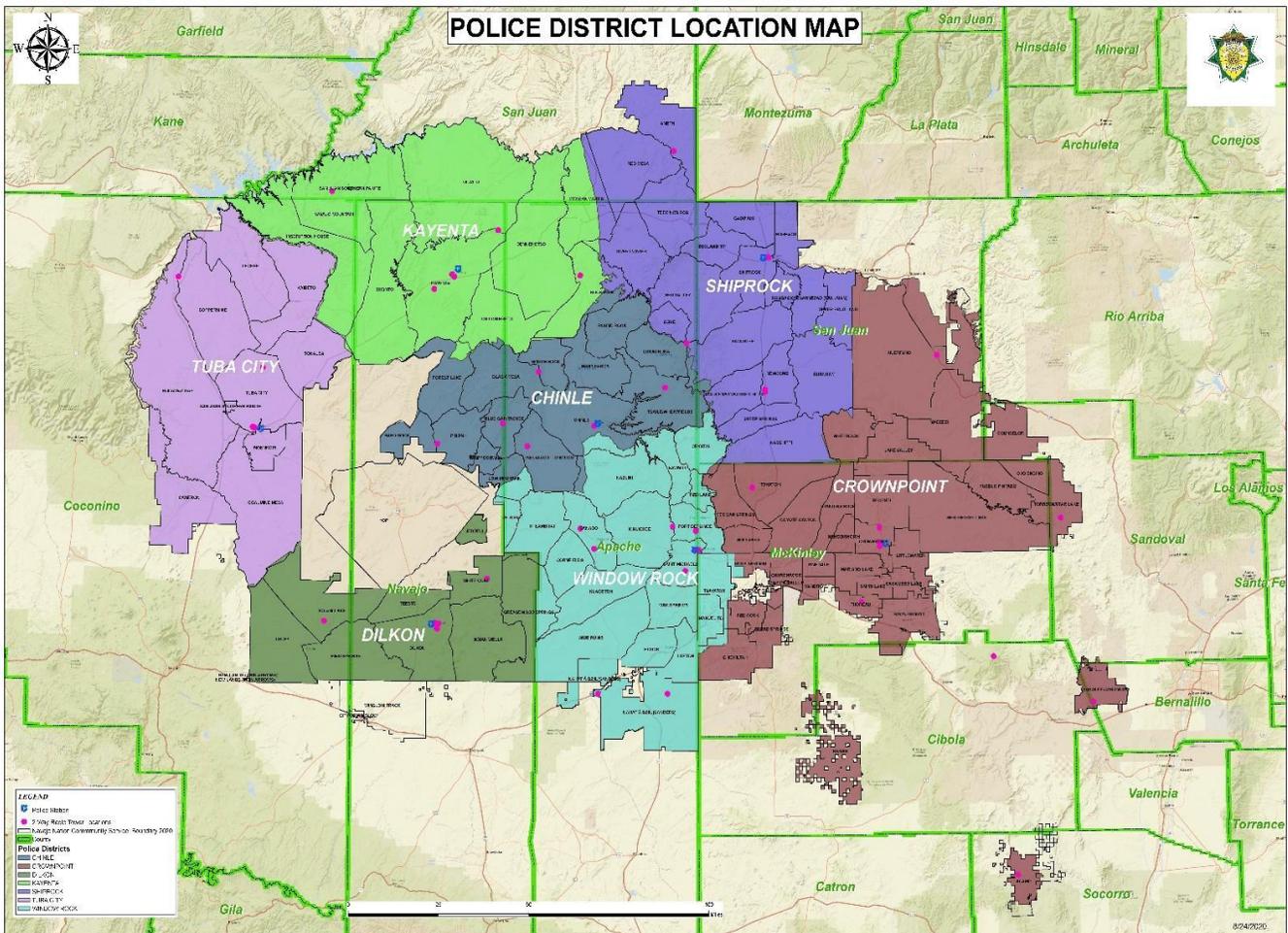
To receive alerts from Navajo Nation, visit [www.alertnn.com](http://www.alertnn.com) or text "navajonation" to 888777.

## 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