

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: \_\_\_\_\_