

Missing Person Report

CONFIDENTIAL

The MPR provides a format to collect information in an efficient and coherent manner and is used to support a missing person investigation. It may also be used as a guide for conducting an interview. Information used to complete the form may come from multiple sources and from multiple interviews. Use a separate form for each interview and collate the information in a master file. If there is more than one missing person associated with this case, use a separate form for each subject.

Case Name/Number			Agency		
Date		Time	Location		
Interviewer's Name			Title	Agency	
Information given by				DOB	
Address					
Home Phone			Business Phone		
Cell Phone, Other Numbers					
Occupation			Employer		
Relationship to missing person					
Other persons interviewed: Name, contact information, date, time & relationship.					
Missing Person					
Full Name				Nickname(s)	
Name to call			Aliases		
Safe word?	Y	N	Word	Who knows it?	
Subject's primary language					
Home address					
Business or local address					
Home Phone			Business Phone		
Cell Phone, Other Numbers					
E-mail address					

Description						
Age	Race	Gender	Hgt	Wgt	DOB	
Build						
Hair Color		Length			Style	
If balding, describe						
Describe facial hair						
Eye color	Glasses	Y	N	Regular	Sun	Contacts
Describe glasses						
Eyesight without glasses						
Facial features, shape						
Complexion						
Distinguishing marks, scars						
General appearance						
Clothing Worn When Last Seen: Note brand, style, pattern, colors, & size for each						
Hat/Cap/Scarf						
Shirt/Blouse						
Pants						
Dress						
Sweater						
Coat/Jacket/Raingear						
Footwear						
Hose/Socks						
Underwear						
Other						
Describe all accessories the subject may have been wearing, such as belt, rings, watch, pins, hair accessories, necktie, tie clip, etc.						
Describe all items the subject may have been carrying, such as pocketbook, wallet, backpack (describe contents of each), cell phone, keys, pocket knife, pager, camera, weapon, etc.						

Details of Loss	
Location missing from	
Point Last Seen (PLS)	
Day/Date Last Seen	Time Last Seen
Last seen by whom	
Subject accompanied by animal(s)? Describe	
Vehicle description, if driving	
Destination(s), stated intentions	
Possible routes	
Weather at time of loss	
Events of last 24 hours leading up to time of loss	
Reported missing by:	Why?
Address	
Phones	
Relationship to missing person	
Where can this person be reached in the next 12 hours?	
Subject's Experience	
Resident of	How long?
Previous residence	How long?
Birthplace	
Has this person been the object of a search in the past?	
If so, describe date(s), circumstances of loss, how long missing, when found, where found, condition when found and actions taken by subject while missing (if known)	
Additional Information and Comments	

Identification							
Drivers License:	State	No.			Date Issued		
Other Identification							
Is subject enrolled in Safe Return or similar program?				Describe:			
Electronic tracking device?				Describe:			
Finances							
Credit cards: List card names and account numbers							
Checking and savings accounts: List banks and account numbers							
Does subject have credit cards or check book in possession?				Y	N	Cash carried:	
Describe:							
Detailed Subject History							
Single		Married		Divorced		Widowed	
Spouse's Name					Phone		
Address (if different)							
Siblings (Name, age, residence) Use Back If Necessary							
Fathers Name					Living?	Y	N
Contact Information							
Occupation & Employer							
Mothers Name					Living?	Y	N
Contact Information							

Detailed Subject History, continued			
Occupation & Employer			
Other relatives that may provide information			
Subject's primary occupation	Retired?	Y	N
Employer	How long?		
Contact person			
Previous employment history			
Education level			
Military service branch	Currently active or reserve?	Y	N
Contact person	Dates of service		
Religion or belief system	Active?	Y	N
Contact person			
Other persons who may provide information			
Hobbies, special interests			
Experience in outdoors, backcountry			
Favorite places to visit			
Athletic ability, mobility			
Active/outgoing or quiet/withdrawn?			
Attitude toward authority			
Recent, current or anticipated financial, legal or other problems			
Who does subject confide in and/or whom does he/she frequently talk to on the phone?			
Who last talked with subject at length?			

Children, Elderly, Special Needs				
Refer to mental/emotional health section			Mental age, if known	
How old does the subject look?				
Fears and phobias:	Horses?	Dogs?	Dark?	Sirens, loud noises?
Other: (describe)				
Will subject answer, if called?			Preferred name to call	
Any training on what to do if lost, such as Hug-A-Tree?				
How does subject normally travel? (Foot, bike, public transportation, family, friends, etc)				
Will subject talk to strangers, accept rides?				
Is there a "home place" or other special place?				
Does subject have a caretaker or a day care facility?				
Can the subject dress and/or feed him/herself?				
Does there appear to be any issues with family, school or care facility?				
Does the subject know how to call home or call 911?				
What would this subject most likely do if lost?				
Additional Information and Comments				

Planning Information				
Local Responsible Agency			Phone	
Address				
Name & Title of Responsible Agent				
Contact Information				
Other assisting agencies				
NCIC	Date	Time	Agency	
Amber Alert	Date	Time	Agency	
Other				
Obtain:	Identification	Photos	Scent Article	Records et al
Special precautions, instructions to search teams				
Search base/command post location, directions, phone numbers, radio frequencies				
Actions to date: (Date and time of this report)				
Person to be notified when subject located				
Additional Information and Comments				

Instructions and Comments

1. The MPR is a companion to the Missing Person – Initial Report. The information gathered there is vital to making the decision whether or not a physical search is necessary, and it also provides the initial data needed to initiate an operation.
2. This form provides the detailed planning and searching data that may be required to manage the search operation and is a tool useful to the on-going investigation.
3. The first detailed interview should be with the most knowledgeable person available.
4. Use as many forms as necessary to conduct multiple interviews. In the event more than one person is missing in the same incident, use a separate form for each subject.
5. If there are evidentiary issues, each form should be initiated by and retained in the custody of the investigating officer.
6. Information gathered in multiple interviews and on separate subjects must be collated and compared.
7. Additional information generated by the questions listed on the form should be referenced to the question and detailed on the back of the page.

Credits

The National Park Service is generally credited with creating the first detailed Lost Person Questionnaire. Over the years there have been many variants adopted and used around the world. This form is derived from a version used by the Virginia Search and Rescue Council.

There are several differences in this Missing Person Report and other versions. First is the emphasis on “missing” rather than “lost.” Missing persons are not necessarily lost. Second is the layout. Sections are divided according to specific types of information and laid out in a somewhat priority order. It should be emphasized that all immediately available information should be gathered as soon as possible and further information can be filled in as it becomes available. Third is the incorporation of information important to both law enforcement and search and rescue management.

The Missing Person Report is not copyrighted and its use is encouraged. Agencies and organizations may adopt and modify the form to suit their individual needs. Credit for authorship is appreciated. For an electronic version write to:

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