

MISSING PERSONS CHECKLIST

CHICAGO POLICE DEPARTMENT

Department members responding to a missing person incident may utilize this field checklist when completing the Missing Persons Report.

1) Basic Information About the Missing Person

- ☐ Full name.
- ☐ Date of birth.
- ☐ Birthplace.
- ☐ Nicknames.
- ☐ Current and previous addresses. Who else lives there?
- ☐ Current and former employers.

2) Physical Description of the Missing Person

- ☐ Height.
- ☐ Weight.
- ☐ Age.
- ☐ Build.
- ☐ Hair Color/Length of Hair.
- ☐ Eye color.
- ☐ Any Markings - such as tattoos, birthmarks, scars, etc.
- ☐ Beard/Mustache/Sideburns.
- ☐ Style and color of shirt.
- ☐ Style and color of pants.
- ☐ Style and color of jacket or outerwear.
- ☐ If applicable, type of headwear.
- ☐ Description of glasses.
- ☐ Contact lenses. ☐ Colored contact lenses.
- ☐ Description of footwear.
- ☐ Dental records on file.
- ☐ Dentures. ☐ Braces. ☐ Chipped teeth. ☐ Missing teeth.
- ☐ Most recent photo of the missing person.

3) Overall Health and Condition of the Missing Person

- ☐ Physical condition.
- ☐ Any known medical problems?
- ☐ Is the person suffering from Alzheimer's disease/dementia/memory loss?
- ☐ Any disabilities?
- ☐ Any psychological disorders?
- ☐ Any medications that the person is taking? If yes, has the person been taking medicine consistently? Any recent changes in the medication?
- ☐ Any substance use disorders?
- ☐ Provide the name of the missing person's primary physician and medical insurance card, if possible.
- ☐ Provide the name of the missing person's primary dentist, if possible.
- ☐ Any history of domestic abuse?

4) Information About the Last Time the Missing Person Was Seen

- ☐ The time and location of where he/she was last seen.
- ☐ The name of the person who last saw the missing person.
- ☐ The name of the person who last spoke with the missing person.
- ☐ The direction the missing person was traveling the last time seen.
- ☐ The physical or emotional behavior of when the missing person was last seen.

5) Trip Plans of the Missing Person the Day They Went Missing

- ☐ What were the missing person's plans and/or activities on the day they went missing?
- ☐ Where was he/she going?
- ☐ Why was he/she going there?
- ☐ Was the person traveling by car? If so, provide the make and model number, license plate number and registration.
- ☐ Does the person have access to any other vehicles or modes of travel?

6) Habits and Personality of Missing Person

- ☐ Does the person consume alcohol or recreational drugs?
- ☐ What type of recreation or activities does the person engage in including hobbies?
- ☐ Are there novel habits that the person has? For instance, does the person have a place where they always go for coffee?
- ☐ What type of personality does the person have? Is the person outgoing or quiet? Is the person friendly or depressed?
- ☐ Does the person have any emotional problems?
- ☐ Has the person attempted suicide or expressed the desire to harm himself or herself?
- ☐ Does the person go to any particular areas, bars, taverns, or places of interest?

7) Potential People that the Missing Person Would Contact

- ☐ List all of the people who the missing person may try to contact. Try to include addresses and telephone numbers.

8) Voluntary Release of Missing Person's Personal Belongings

- ☐ Items such as a hairbrush, a toothbrush, or undergarments. Investigators may need to undertake DNA analysis.
- ☐ Any electronic equipment such as a cell phone or computer. What is the make of phone and the cell phone provider?
- ☐ Do you know if they were active on social media such as Facebook, etc.?
- ☐ If known, user names from their social media accounts.
- ☐ Does Missing have a phone tracking application?
- ☐ Any personal documents such as banking statements and credit card statements as well as all bank card information.
- ☐ Any written material such as a journal.

9) Databases

- ☐ Check all available CPD databases for any helpful information that can lead to the missing person.

10) Actions Person Reporting Can Undertake

- ☐ Has the family provided consent to upload photo to CPD website?
- ☐ Contact the National Center for Missing & Exploited Children (NCMEC), if suspected child abuse.
- ☐ Conduct a telephone search. Phone friends and family that may have some idea of where the missing person is. Start with those closest to the missing person and write all of the information down in your journal.
- ☐ If you find out any additional information from telephone inquiries, contact the Detective.
- ☐ Put up flyers with a photograph of the missing person around your community.
- ☐ Tell all necessary people about the disappearance of the missing person. This may include the missing person's employer, their bank, and their doctor. If the missing person is a child you will need to contact the school they are attending.