

Metropolitan Police Service

Missing Person Grab Pack

SUBJECT PROFILE

NAME: Enter the persons full name here

SENSITIVE – STORE SECURELY

To be filled out for anyone at risk of going missing

Reporting a person missing

When you report a person missing, you have a responsibility to provide full and accurate information to police, this will include personal details of the missing person, known risks, contact details for family and friends and details of what you have done to locate them. Police require this information in order to make a prompt and informed decision on risk, and to ensure the most appropriate police response. Failure to provide this information promptly can delay the police response and increase the risk to the missing person.

Reporting a person missing online

If you are an eligible service or organisation, you will be expected to use the online reporting process. In order to do so you will require a unique URL. If you believe you are an eligible service or organisation and you do not have a unique URL then please contact your missing person coordinator for more information. Completion of part 1 of this pack prior to a person going missing will save you significant time in the event the person goes missing.

Some of the benefits of reporting online include:

- Quicker than using the 101 phone service
- Updates, including notification of a person's return can also be completed online
- More information provided to police at the time of reporting means better and more accurate risk assessments
- Improved police response

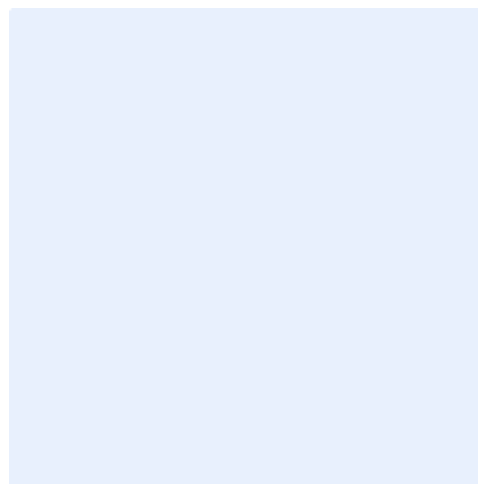
The online service is not to be used for emergencies, if the missing person is in immediate danger dial 999.

Using this pack

- **Part 1 – General information and Risk** to be completed prior to a person going missing; you will need this information in order to report someone missing and you will need to provide it when using the online reporting form
- **Part 2 – The Missing Episode** - Use this checklist to establish what tasks you need to complete when a person goes missing, you will need to provide the results of these when reporting online
- **Part 3 – The Return** provides guidance and a checklist detailing what you should do when a person returns, and what questions you should ask with regards to their disappearance.

PART ONE – GENERAL INFORMATION AND RISK

PERSONAL SUBJECT DETAILS	
First name	[Enter first name]
Middle name(s)	[Enter middle name(s)]
Last name	[Enter last name]
Alias/Nickname	[Enter alias or nicknames]
Gender	[Enter gender]
Date of Birth	[Enter date of birth]
Mobile Phone Number	[Enter mobile number]
First Language	[Enter first language]
Current address	[Enter address]
Since	[Enter the date]



Attach Photo

Date taken:

NATIONALITY		
<input type="checkbox"/> White-British	<input type="checkbox"/> White-Irish	<input type="checkbox"/> White-other
<input type="checkbox"/> Black African	<input type="checkbox"/> Black British	<input type="checkbox"/> Black Asian
<input type="checkbox"/> Any other Black background	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Chinese	<input type="checkbox"/> Any other Asian background
<input type="checkbox"/> Mixed - White & Black Caribbean	<input type="checkbox"/> Mixed - White & Black African	<input type="checkbox"/> Mixed - White & Asian
<input type="checkbox"/> Mixed - any other mixed background	<input type="checkbox"/> Greek & Greek Cypriot	<input type="checkbox"/> Turkish & Turkish Cypriot
<input type="checkbox"/> Any other group not specified		

DESCRIPTION	
Height	[Eg F507 or very tall, tall, medium height, short]
Build / Weight	[Eg slim or 70 kilos]
Distinguishing/noticeable features	[Eg tattoos and scars]
Hair Colour and style	[Eg brown and short]
Facial Features	[Eg glasses or beard]
Usual clothing	[Eg what they normally wear]

SOCIAL CARE DETAILS	
Care Order	[Record care order/section : LAC, Section 20..]
Social Worker	[Enter full name]
Telephone number	[Enter telephone number]
Email address	[Enter email address]
Local Authority	[Enter placing borough]

NEXT OF KIN, ASSOCIATES, CONTACTS AND LOCATIONS		
Next of Kin	[Full name] [Relationship]	[Address] [Phone number] [Email]
Friend or Family member	[Full name] [Relationship]	[Address] [Phone number] [Email]
Friend or Family member	[Full name] [Relationship]	[Address] [Phone number] [Email]
Group or Club	[Name of Group or club] [Email]	[Address] [Phone number]
Other relevant person/group	[Full name] [Relationship]	[Address] [Phone number] [Email]
Previous Address	[Address] [Phone number] Since: [Enter a date they resided there]	
Other Relevant location	[Address and connection]	

Risk Factors

OTHER PERSONAL INFORMATION	
Bank Account & Credit Card numbers	[How much money do they have access to, what are their card numbers]
Vehicle access	[Please provide make, model, colour and registration]
Social Media accounts	[Please list any social networking sites they use, including account/profile numbers and passwords if known]
Passport number	[Eg 925665416]
Oyster or Freedom card number	[Eg 0513495778-09]

THEAT OR RISK TO THEMSELVES?	
Sexual and/or Criminal Exploitation	[eg Evidence of unexplained gifts or items, contact with others who have been sexually or criminally exploited, be specific where possible]
Gang involvement	[eg evidence of involvement in crime, direct contact with gang members, be specific where possible]
Self-harm	[eg unexplained injuries or changes in physical appearance, evidence of self-harm, be specific where possible]
Risk of suicide or attempted suicide	[eg have they tried before, have they talked about death or killing themselves, have they shown feelings of hopelessness, an increase in the use of drugs and/or alcohol, unexplained injuries, be specific where possible]
Manipulation by others	[eg evidence of being controlled by another person to make them dependant/subordinate, signs of physical abuse, intimidation, be specific where possible]

Risks posed by family members or known associates	<p>[Detail the risk and who it concerns]</p> <p>[If the subject is in this persons company – what are the risks?]</p> <p>[WHEN MISSING - consider if contacting or notifying this individual will put them at further risk?]</p>
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THEAT OR RISK TO OTHERS?	
Violent tendencies	[Eg do they carry weapons? Have they attacked other people? If they have, can you provide an example, the number of times it has happened, the intensity of attacks, dates of any incidents reported to police, and any action taken, include references where possible]
Impulsive Behaviour	[Eg signs of verbal or physical aggression, sudden and unpredictable behaviour, making threats to others, include references where possible]
Criminal Behaviour	[Eg any evidence of criminality, unexplained items or money, secretive behaviour]

MEDICAL BACKGROUND	
GP details	[GP name, surgery and contact details]
Medication	[Provide a description of their medication and/or allergies eg antidepressants, antihistamine spray]
Likely outcome if they don't take their medication	[Eg mood swings, headaches, seizures]
Mental health or psychological issues	[Eg fear of heights, anorexia. Consultant diagnosis where known]
Current Mental Health Section	[If they are currently sectioned under the mental health act, which section?]
Date of Mental Health Section	[Enter a date]
Consultant Details	[Enter full name and contact details]
Physical disability or impairment	[Enter text]
Other medical issues	

SUBSTANCE/DRUG, ALCOHOL OR OTHER DEPENDENCIES?	
Addictions	[Eg please give details of the drugs, substances and/or other dependencies that may affect the health and condition of the person concerned]
Recent incidents	[Eg please provide circumstances and date of the most recent incidents]

General Behaviour

NORMAL ROUTINE	
Frequent activities and patterns	[Eg what do they tend to do on a day to day basis; are there any places or events they would go to regularly?]

Locations they frequently go	[Eg where do they tend to go to meet friends, socialise or be on their own?]
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EDUCATION	
School, PRU, College, University, Home tutoring	[Name Address Telephone number Email address]
Knowledge of Attendance	[Do they usually attend regularly? Please add any relevant information]
Not in Education, Employment, or Training (NEET)	[Please confirm]

PART 2 THE MISSING EPISODE

When a person goes missing YOU have a responsibility to complete a number of tasks and ascertain certain details about the person's disappearance. The following checklist will help; you should be prepared to provide the results to police where appropriate.

Consider the circumstances surrounding how they became missing. Has there been:

- recent changes or events in the missing person's life, or any upcoming changes or events that might have unsettled them
- troubles or incidents involving friends or relatives
- any recent financial troubles
- any issues with or changes in belief, religion or faith
- problems at school/work (bullying, exam issues etc.)
- recent problems with domestic abuse or sexual abuse
- any new people in their life
- any unexplained gifts or money

EXPECTED ACTIONS PRIOR TO POLICE INVOLVEMENT

- Attempt to contact the young person (repeat)
- Contact all known family members
- Contact all known friends and other relevant persons
- Contact local hospitals
- Check any known Social Media
- Search home and immediate outdoor areas wherever possible
- Check locations known to be frequented
- Oyster Card (it can be viewed online or by a social worker with access)
- Talk to other young people in the home
- Inform child's social worker
- Ensure social services risk assessment for the child available and viewed

The result of all actions completed, should be recorded and provided to police if it becomes necessary to report the child as missing.

PART 3 THE RETURN

When a person returns it is extremely important for police to ascertain whether the person is safe and well and whether or not they have been a victim of crime while missing. It is your responsibility to alert police to any concerns at the earliest opportunity. Please attempt to have a conversation with the person, this may not be fruitful at the time e.g. if they return at 4am, in this case observe and record as much detail as possible at the time but please ensure you schedule a more appropriate time to speak to the person in more detail:

- Where did they go?
- What did they do while missing?
- Why did the person go missing?
- Who did they go missing with? (if applicable)

Do you know?

- Was anyone else involved in them going missing?
- Why did they go missing?
- Did something happen that triggered them to leave?

Crucial information to include when updating the Police:

- The circumstances of return
- Appearance e.g. cleanliness/same or new clothes, injuries, distressed, obvious weight loss
- Sobriety e.g. under the influence of drugs/alcohol
- Property e.g. new clothes , gifts , mobile phone
- Comments made e.g. names of people they have been with, locations

Basic details you will need to complete the 'Return' online form

- Your personal details
- Personal details of the missing person
- The name and contact details of the person who has seen them now they have returned (if not yourself)
- Original Missing person report reference (from your earlier report)
- Date and time of return
- What happened when they returned?

Now please alert the social work or EDT and ask them to arrange an Independent Return Home Interview