



INVESTIGATIVE CHECKLIST

for Patrol First Responders

The Patrol First Responder Checklist provides information to promote accurate and effective response to reports of endangered missing and abducted children for first responding officers. The preliminary decisions made, and actions taken, during the initial response have a profound impact on the outcome of the investigation. Patrol first responders are encouraged to familiarize themselves with this checklist in a proactive manner, rather than amid an endangered missing or abducted child incident.

- 1. If possible and circumstances/policy allow, activate body camera or vehicle-mounted camera when approaching the scene to record vehicles, people, and anything else of note for later investigative review.**

NOTES:

DATE COMPLETED: _____ TIME COMPLETED: _____

2. Interview parents/guardians/persons who made the initial report. (Privately if possible).

NOTES:

DATE COMPLETED: _____ TIME COMPLETED: _____

3. Verbally confirm the child is in fact missing (if not fully and directly confirmed in step two).

NOTES:

DATE COMPLETED: _____ TIME COMPLETED: _____

4. Determine and document when the child was last seen, where the child was last seen and who last saw the child.

NOTES:

DATE COMPLETED: _____ TIME COMPLETED: _____

5. Identify the circumstances of the missing or abducted child episode.

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____

6. Be sure to ask these questions when interviewing the individual(s) who last had contact with the child.

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____

7. Make and document an initial assessment, based on the available information, of the type of incident.

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____

8. Obtain photos and videos of the missing child (and the abductor if known). Be sure to ask about photos on cell phones/mobile devices.

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____

9. Ensure information regarding the missing child is entered into the National Crime Information Center's (NCIC) Missing Person File as soon as confirmed, and no more than two hours after receipt of the report. Also ensure confirmed information about the abductor is entered into the NCIC's Wanted Persons File.

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____

10. Review sex-offender registries to determine if registered individuals live/work in the area or might otherwise be associated with the case.

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____

11. If directed by investigations and/or supervisory officers, assist in evaluating the information obtained thus far to determine whether the circumstances meet the criteria for an AMBER Alert or other public alerting notification.

NOTES:

DATE COMPLETED: _____ TIME COMPLETED: _____

12. Evaluate whether the circumstances warrant requesting the National Center for Missing & Exploited Children's (NCMEC) Team Adam. If a Child Abduction Response Team (CART) is available, request their assistance if appropriate.

NOTES:

DATE COMPLETED: _____ TIME COMPLETED: _____

13. Continue to keep the communication unit, investigators and supervisors up to date on all appropriate developing information.

NOTES:

DATE COMPLETED: _____ TIME COMPLETED: _____

14. Identify and separately interview everyone at the scene. Make sure their interview and identifying information is properly recorded.

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____

15. Obtain and document permission to search the home or building where incident took place even if the premises have been previously searched by family members or others.

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____

16. Conduct an immediate, thorough search of the missing child's home even if the child was reported missing from a different location.

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____

17. Seal/protect scene(s) and areas of the child's home. This should include the child's personal articles (e.g., hairbrush, toothbrush, books, toys - items with the child's fingerprints/footprints/teeth impressions. This helps to preserve (and avoid contamination of) evidence found during or after the initial search. In this process, determine if any of the child's personal items are missing. If possible, photograph and/or video the areas searched and secured.

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____

18. Evaluate the contents and appearance of the child's room/residence.

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____

19. Inquire if the child has access to the internet and evaluate its role. Do not overlook activity on social media accounts or other online apps and platforms.

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____

20. Ascertain if the child has a cell phone and/or other electronic communication devices. If directed, work with investigative and supervisory personnel regarding phone/device searches and to pursue records of use.

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____

21. Extend search to surrounding areas and vehicles, including those that are abandoned, and other places of concealment such as abandoned appliances, pools, wells, sheds, or other areas that a young person would be curious to explore.

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____

22. Treat all areas of interest or frequenting/regular visits by the missing child as potential crime scenes.

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____

- 23. If applicable, determine locations of surveillance or security cameras in the vicinity that may have captured relevant information which may help locate the child and/or corroborate or refute witness statements.**

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____

- 24. Interview other family members, friends, teachers/coaches or others with whom the child has regular associations.**

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____

- 25. Ensure NCIC entries for the incident are being updated as new information is obtained from interviews. Additional identifying information, and persons with information (PWI) should be added to the missing child record.**

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____

26. Prepare flyers/bulletins with the child's (and abductor, if confirmed) photo and descriptive information. Distribute in the appropriate geographic regions through all appropriate methods/technology platforms.

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____

27. Prepare reports/make all required notifications.

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____