|  |  |  |  |
| --- | --- | --- | --- |
| **https://www.arts4dementia.org.uk/GetImage.aspx?IDMF=591d6ce0-9e57-4e59-92f0-04dc7bfe07bc&w=786&h=150&src=mc** Herbert Protocol logo | | | **C:\Users\2072\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\8C45LD0U\Leics Police full colour CMYK text no background.png** |
| **PART 1**  There may be important pieces of information that you are able to provide to the Police in the event that the  person you are caring for has gone missing. Try and have several copies of recent, close-up photographs of the  person. This may help the Police when searching for them. The checklists below are important – but don’t worry  if you haven’t all of the information that it asks for as it will not apply to everyone.  Fill in these sections and keep it in a safe place, where it can be easily located if the person that it refers to goes  missing. You may want to make several copies which can be kept safe by neighbours or relatives. If you are  concerned about the whereabouts of your friend/relative then you MUST call the Police on 999. | | | |
| Full Name:  Preferred Name: | | [Image result for silhouette](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwitsLuT3q3QAhUFVBQKHSnTCK0QjRwIBw&url=http://www.clker.com/clipart-24011.html&psig=AFQjCNHrmrR4c1-uFvKsHoss0AVsifILaQ&ust=1479401436800417)  ATTATCH UP TO DATE PHOTO HERE  It may also be helpful if you have an electronic photo also, so that it can be emailed to the Police | |
| Preferred Language: | |
| Date of Birth: | Age: |
| Ethnicity:  Gender: | |
| Current Address:  Postcode: | |

|  |  |
| --- | --- |
| Previous/Key  Addresses | 1 |
| 2 |
| 3 |

|  |  |
| --- | --- |
| Previous Employment Details & Addresses | 1 |
| 2 |
| 3 |

|  |  |
| --- | --- |
| Places of Interest | 1 |
| 2 |
| 3 |

|  |  |
| --- | --- |
| **DESCRIPTIVE** | |
| General Description (e.g. hair colour; height; weight): | Distinguishing features (e.g. scars; tattoos): |
| Habits: | Hobbies: |
| Do they have a mobile phone:  Number: | Do they have money with them?:  How much?:  Do they have access to money?: |
| Any relevant medical information: | |
| **PART 2**  Please complete in the event you have reported the person missing.  DESCRIPTION OF WHAT THE PERSON WAS LAST SEEN WEARING  Shirt / Sweater:  T-shirt / Undershirt:  Outerwear (e.g. coat; jacket; gloves; scarf):  Headwear:  Footwear:  Jewellery (e.g. watch, rings):  Any other descriptive information: | |

|  |  |  |  |
| --- | --- | --- | --- |
| DESCRIPTIVE (CONTINUED) | | | |
| Has this person been missing before (date; place; reference numbers)?: | | | |
| What were the circumstances of his previous missing incidents (times & dates, how they came to be missing, where they were located, what routes were taken, what people they came across etc.): | | | |
| Risk Factors: □ Suicidal □ Depressed □ Confused □ Alcohol □ Violent  □ Other (state): | | | |
| WEEKLY HABITS AND ROUTINES  (Appointments, places visited, people seen etc.) | | | |
|  | Morning | Afternoon | Evening |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |
| Sunday |  |  |  |
| Completed by: | | Date Completed: | |

|  |
| --- |
| MISSING REPORT |
| Date, time and location last seen: |
| Agree to a media release: Y / N |
| Events immediately prior to going missing: |
| Are there any risks or considerations persons searching should be aware of: |
| Point of contact if person is located: |
| Can you offer any other relevant information?  (consider anything that might help locate, protect or help communicate with the missing person) |