



**POLICE  
SCOTLAND**  
Keeping people safe

# Missing Person Aide Memoire

## Initial Information

**During any Missing Person Investigation, it is important to have a full understanding of the missing person's personal information, previous movements, behaviour and contacts. It is equally important to learn of their personality and lifestyle, including any factors leading to their disappearance.**

For every missing person report, the Initial Attending Officer **MUST** gather and record the information contained in **SECTION A**.

The Initial Attending Officer **SHOULD** also consider and record relevant data contained in **SECTION B**.

**SECTION C** refers to information relating to the circumstances of disappearance. Not all of these factors will be relevant in every missing person investigation. However, an assessment of their relevance should be made by the Initial Attending Officer when considering the overall circumstances.

**Not Protectively Marked**

# Section A:- Essential Core Information

## 1. Personal Details

1. Full name, including middle names, nicknames, previous names and aliases
2. Age, date & place of birth
3. Occupation / school attended & addresses
4. Home address
5. Location missing from (if different)
6. Phone number (contracted or pay as you go & service provider)
7. Access to other phone or SIM cards
8. E-mail addresses (passwords)
9. Social networking sites used (obtain account names and passwords)

## 2. Personal Description

1. Photograph
2. Gender
3. Height, build, weight & complexion
4. Ethnicity and skin colour
5. Eye colour
6. Glasses / contact lenses worn
7. Habits & mannerisms
8. Accent
9. General health / Mental health (diagnosed or otherwise)

10. Hair cut & facial hair (colour & style)
11. Clothing
  - a. Head wear
  - b. Upper body clothing
  - c. Lower body clothing
  - d. Footwear
  - e. Underwear
  - f. Outer clothing
  - h. Jewellery
  - g. Other clothing, gloves / scarves / glasses etc
12. Possessions e.g. cash, keys, computer, medication, bank cards, store cards, travel cards, passport, make / model of phone. Is it internet enabled or have phone locator apps installed
13. Preferred modes of transport, access to vehicles, ability & licence to drive, types of public transport used regularly
14. Visible marks, scars, tattoos, piercings or distinguishing features

## 3. Other Information

1. Are there any objections to a media release?
2. Does the family / informant need personal support?

## Section B:- Additional Personal Information Dependent On Circumstances

### 1. Personal Details

1. Nationality
2. Religion or beliefs
3. Marital / civil partnership status
4. Sexuality
5. Previous addresses
6. Previous schools / occupations
7. Financial details (income source, bank, sort code, account no, cards)
8. Passport details (number & location)
9. Details of Doctor

10. Details of Dentist

11. Right / left handed

### 2. Personal Description

1. Jewellery (earrings, watches, bracelets, rings, necklace, other)
2. Languages spoken / read
3. Ability to understand / read English
4. Shoe size
5. Dentures
6. Medical implants

## Section C:- Information Relating To Circumstances Of Disappearance

### 1. Information relating to previous movements

1. Date, time and place last seen.
2. Date, time and method of last contact, i.e. call / text
3. Details of person who last saw / spoke with missing person
4. Known demeanour of missing person at last sighting
5. Were they accompanied?
6. Any property missing from home?
7. Any preparations made to leave?

### 2. Information relating to contacts and behaviour

1. Next of kin (including relationship to missing person)
2. Friends, relatives, partners or associates
3. Intended destination when last seen
4. Daily routines, routes used
5. Work location / address
6. Locations frequented, favourite places, beauty spots, walking routes etc.

### 3. Information relating to personality, lifestyle and influences

1. Social interests
2. Personality (outgoing, insular, deep)
3. Recent demeanour
4. Details of any addictions
5. Involvement with crime, cults or gangs?

6. Recent life troubles? e.g. family, financial or work
7. Religious and cultural influences?

### 4. Information gathered from Risk Assessment

Any concerns identified in the completion of the Risk Assessment must be fully investigated.

## Risk Assessment Tool

Missing Persons risk assessment will be conducted by the Initial Attending Officer and endorsed by a supervisor. It should be subject to daily reviews by the Inspector or the Senior Management Team (where appropriate). All questions must be considered to assist in determining the level of risk and investigative priorities. Supplementary questions may be needed to fully clarify concerns raised. Responses made and the person giving the information should be recorded.

No.	Investigative Considerations
<b>Vulnerability</b>	
1	Is there any identified risk of suicide?
2	Is criminality suspected to be a factor in the disappearance?
3	Is the person vulnerable due to age, infirmity or other similar factor?
4	What are the effects of failure to take medication that is not available to them?
5	Does the missing person have dementia, medical or mental health conditions, physical illnesses or disabilities?

6	Can the person interact safely with others when finding themselves in unfamiliar circumstances?
7	Is there a dependency on drugs, alcohol, medication or other substances?
8	Are they on the Child Protection Register?
9	Do the current/previous weather conditions present additional risk? Consider all circumstances including age & clothing.
<b>Influences</b>	
10	Are there family/relationship problems or recent history of family conflict and/or abuse?
11	Are they the victim or perpetrator of domestic violence?
12	Is there an ongoing personal issue linked to racial, sexual, homophobic, the local community or any cultural issues?
13	Were they involved in a violent and/or hate crime incident prior to disappearance?
14	Are there any school, college, university, employment or financial problems?
15	Is forced marriage or honour based violence an issue?
16	Are they the victim of sexual exploitation, human trafficking or prostitution? If so, is going missing likely to place them at risk of considerable harm.
<b>Past Behaviour</b> Behaviour that is out of character is often a strong indicator of risk	
17	Are the circumstances of going missing different from normal behaviour patterns?
18	Is there a reason for the person to go missing?
19	Are there any indications that preparations have been made for absence?
20	What was the person intending to do when last seen? Did they fail to complete their intentions?
21	Has the person disappeared previously and were they exposed to harm on such occasions?
22	Is the missing person a risk to others? And in what way?
23	Are there other unlisted factors which the officer or supervisor considers relevant in the assessment of risk?

**In consideration of the above factors, their likelihood and seriousness, what level of risk do you consider to be adequate?**

### **HIGH Risk**

The risk posed is immediate and there are substantial grounds for believing that the missing person is in danger through their own vulnerability; or may have been the victim of a serious crime; or the risk posed is immediate and there are substantial grounds for believing that the public is in danger.

### **MEDIUM Risk**

The risk posed is likely to place the missing person in danger or they are a threat to themselves or others.

### **LOW Risk**

The apparent threat of danger to the missing person or the public is low.

## **Return Interview**

Upon the return of a missing person, the immediate priority is to ensure their personal wellbeing and to provide any medical assistance necessary.

A return interview **MUST** be conducted, to gain a better understanding of the circumstances and events which led to their disappearance, along with their conduct and behaviour whilst missing.

The level of detail required in any return interview will vary dependent on the risk classification and general circumstances.

Careful consideration is necessary to ensure that the missing person is interviewed at the right time, in the right circumstances and provided with an appropriate level of support. Where personal harm is suspected, consideration should be given to consult with PPU staff or local partner agencies for advice or support in conducting the interview. It may be necessary to delay the completion of this interview, carrying it out at a suitable time and place in the days following their return. Any identified vulnerability should be followed by an appropriate referral.

The following should be considered during any return interview.

# 1. Reason For Disappearance

1. Why did they leave?
  - a) Life pressures? (i.e. work, family, financial, relationship)
  - b) To clear their head?
  - c) Boredom?
  - d) To get family contact?
  - e) Were they encouraged to stay out? If so, by whom?
2. Were they intent on going anywhere when they left?
3. Did they go anywhere that was unfamiliar to them? Why? What drew them there?
4. Were any preparations made to leave? What were they?
5. Were they under the influence of alcohol or drugs when they left?

# 2. Circumstances While Away

1. How did they travel? How far?
2. Who were they with?
3. What did they do?
4. Where did they stay, shower, change clothes?
6. Did they access money?
7. Did they have/use a mobile phone?
8. Did they access/use social media?
9. Did they make contact with anyone whilst away?
10. Were they involved in criminal activity?
11. Were they encouraged to take part in criminal activity? By whom? What type of activity?
12. Did they take alcohol or drugs whilst away? (What & how much?)
13. Did anything bad happen to them? (hurt, injured, drugged, abused?)
14. Were they held captive?
15. Were they aware the Police were concerned for them?
16. Did they actively avoid Police whilst away?
17. Did they want to return at any point? What stopped them from doing so?

## 3. Circumstances Of Return

### Self return

1. Why did they return? Would anything have made them return sooner?

### Traced

1. Who traced them? (Police, friends, family, carers?)
2. Would they have returned of their own accord eventually?  
If so, how long would this have taken?
3. Is there anything that would have made them return of their own accord sooner?
4. Did they have any worries about coming back? If so, what were they?
5. Is there any help they would like but were unable to find?

## 4. Health / Vulnerability / Suicide Issues

1. Any physical conditions, disability or impairment?
2. Any mental health conditions?
3. Any prescribed medication?
4. When away, did they feel vulnerable or in danger?
5. Any injuries? If so, what are they?
6. Did they try to get help whilst away? (Who, why?)
7. Did they consider taking their own life?
8. Did they talk to anyone about their concerns prior to leaving?
9. Did they make physical attempts to take their own life? If yes, how?
10. Have they previously attempted to take their own life? If yes, how often and by what method?

## 5. Other Relevant Information

1. Have they been missing / gone away before?
2. How many times and when did they last go away?
3. Was this reported to Police?
4. Did they do the same on this occasion as they did previously?
5. What did they do differently?
6. Any strong religious / cult beliefs or practices?
7. Is there anything else they need?