

SEARCH WORKBOOK



M.I.S.T.I.

MISSING INDIGENOUS SISTERS
TOOLS INITIATIVE

v.1



**IF THIS WORKBOOK IS FOUND
PLEASE RETURN TO:**



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INTRODUCTION

It is with acknowledgement of the ancestors and the help they provide us that this workbook is put forward in a good way.

This workbook is geared towards families of missing Native relatives. Family searches are the most invested in finding a lost loved one.

They are also a powerful expression of sovereignty. Sometimes, police and other agencies need to be held accountable for inaction or apathy. With families empowered with information, the search for the missing relative cannot be derailed by apathy or inaction, in fact quite the opposite, as visibility and accountability won't permit it.

This workbook was not created in partnership with any funder or funding source. Rather, made because there is a need by people who see how this workbook can be developed as a community asset to first and foremost serve families of the lost. If we have collective consciousness, we have collective trauma that can come with it.

Maybe with community working together to find our missing, we can together begin to heal the collective trauma that is drifting between generations and must to be stopped.



BASIC PERSONAL INFORMATION

FULL NAME OF MISSING RELATIVE: _____

DOB & AGE: _____ HEIGHT: _____

NATION OR TRIBAL AFFILIATION: _____

HAIR COLOR: _____ EYE COLOR: _____

LAST SEEN CITY, STATE: _____

LAST SEEN, LOCATION: _____

LAST SEEN, CLOTHING: _____

TATTOOS, PIERCINGS, OTHER: _____

GENDER IDENTIFICATION: _____

SPECIAL CONDITIONS OR NOTES:



MISSING PERSONS REPORTS INFO

LOCAL PD INITIAL MISSING PERSONS REPORT #: _____

DATE FILED: _____ BY: _____

FBI'S (NCIC) MISSING PERSONS LIST #: _____

DATE FILED: _____ BY: _____

NAMUS FEDERAL MISSING PERSONS DATABASE FILE #: _____

DATE FILED: _____ BY: _____

DATABASE NAME: _____

DATABASE FILE #: _____

DATE FILED: _____ BY: _____

DATABASE NAME: _____

DATABASE FILE #: _____

DATE FILED: _____ BY: _____



CONTACTING POLICE / AUTHORITIES

If the relative remains missing more than three days, ask the police to place them on the FBI's National Crime Information Center (NCIC) Missing Person File list. If you make it clear to police that it is a mental health issue or that the missing person is under 18, they may be able to reduce the number of days.

Make sure to keep a record of the report with the case number on the **Basic Personal Information** worksheet so you can follow up. You will be asked for this number many times. Note: You still may want to ask the police to let you know if they locate your loved one, even if the missing person refuses to contact you.

UNDERSTANDING JURISDICTIONS

When a relative goes missing, it can be a confusing and huge task to understand the jurisdictions of all of the different police, FBI, local, and county authorities. This becomes even more complicated when the Bureau of Indian Affairs and tribal police are involved because overlapping jurisdictions mean more likelihood that apathy or playing "hot potato" with the case is a huge risk to Native people and one way our community members fall through the cracks.

The next pages in this workbook are the BIA Missing Persons protocol law enforcement should be following. After that is a worksheet to help you keep track of all contacts across all jurisdictions you're working with to help find your missing family member.



Print out multiple blank pages before you fill it out because there can be many people who come around and it can become frustrating trying to keep track of who is who. How often they have committed to be in touch is an important one to ensuring they are held accountable to their word as well as to family who deserves to be kept in touch.

The squeaky wheel gets the grease and it's critical to keep on top of these contacts. They will not ensure this for you nor will they act within their protocols sometimes. Learn what each agencies protocols are and ask for a copy. Unfortunately, expect that they won't want to give it to you because they'll have to follow them.

One of the very first things to do is to get them to file a missing person's report in NamUS: National Missing and Unidentified Persons System <https://namus.gov/index.htm>. Don't let them delay.

Southwest Center for Law and Policy <http://www.swclap.org/> may be of help if you need legal training on: domestic violence, sexual assault, stalking, dating/relationship violence, firearms violence, abuse of elders, abuse of persons with disabilities, victims' rights, sex offender registration and notification, forensic evidence, and/or tribal court trial skills.



BIA-OFFICE OF JUSTICE SERVICES
LAW ENFORCEMENT HANDBOOK



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2-14 MISSING PERSONS

POLICY

OJS will give cases involving a missing person high priority by responding to take the report, initiating a search if necessary, and quickly entering the information into the appropriate local, state, and NCIC law enforcement databases.

RULES AND PROCEDURES

2-14-01 GENERAL INFORMATION

The manner in which missing person cases are initially handled, and the speed with which pertinent information is distributed to local officers and area law enforcement agencies is critical to the successful outcome of the case.

1. Officers will conduct proper investigations, prepare necessary reports, and request appropriate state and NCIC computer entries.
2. Dispatchers will expedite entering missing person information into the appropriate database and ensure that the entry contains accurate and complete information.

2-14-02 MISSING PERSONS

- A. There is no formal waiting period required before the officer will accept a missing person report. Officer(s) preparing a missing person report must collect and evaluate information (pictures, descriptions, etc.), and immediately investigate possible leads provided by the reporting person.
- B. At a minimum, the officer should incorporate the following information into the report:
 1. Physical description including; race, age, height, weight, build, hair length and color, scars/marks/tattoos.
 2. Time and location last seen.
 3. Vehicle description.
 4. Clothing description.
 5. Known medical problems and medications.
 6. Verification that the missing person is not in a local hospital or jail.
 7. The name of the dispatcher and the date and time the missing person's information was entered into the appropriate local, state or NCIC database.
 8. Any specialized units at the scene e.g. canine, helicopter.
 9. Assistance from other law enforcement departments at the scene.



C. Dissemination of collected information

1. Information will be entered into the appropriate local, state, or NCIC database.
2. Immediate notification to surrounding or select jurisdictions by radio, telephone, teletype, e-mail, or broadcast media will be done based on the totality of circumstances.

D. Follow-up investigation and search

1. If circumstances dictate that an immediate search of the area should be conducted, such as a very small child missing or an adult with Alzheimer's disease, additional personnel will be requested from OJS, tribal or county law enforcement agencies.
2. The area will be searched until it is determined that the possibility of finding the person is unlikely
3. Based on the circumstances surrounding the missing person, investigators will conduct the follow-up investigation.

E. Follow up Contact

The investigating officer will periodically re-contact the reporting person(s) to determine if any further information regarding the missing person has become available. If additional information is available, a supplemental report to the original case number will be prepared.

F. Entry and Removal of Missing Person Information

1. Officers will forward the missing person information to the dispatcher for entry into the appropriate local, state, or NCIC database. As soon as the necessary information is gathered and the report completed, information can be sent by telephone, fax, radio, or immediately delivered.
2. Dispatchers will expedite entering missing person information into the appropriate database and ensure that the entry contains accurate and complete information.
3. When the missing person is located, a report will be prepared and the information removed from the appropriate criminal justice information system by the recovering agency or district.

- G. For missing juveniles, the investigating officer should immediately establish the fact that the youth is missing (i.e., search of the residence, check school, friends' homes, local stores, parks, etc.).



H. Retention period for missing person's record:

1. A missing person's record is retained indefinitely until action is taken by the originating agency to cancel or clear the record, or until a locate command is placed against the record.
2. A missing person's record for a juvenile is retained until a locate, clear or cancel, is placed against the record. Note: If a juvenile reaches his eighteenth birthday and no other action to update the file is taken, the file remains active in the system.
3. The duty dispatcher or records clerk receiving notification that the missing person has been located will follow NCIC guidelines and clear the entry from the system.
4. Documentation must be on file at the time of entry supporting the stated conditions under which the person is declared missing.

2-14-03 NCIC ENTRIES

- A. The National Crime Information Center (NCIC) and state communication networks provide several different information files. The effectiveness of the system and agency liability depends on accurate and prompt entry of missing person's information, as well as immediate cancellation of entries when no longer required.
- B. The following information will be obtained and included when issuing bulletins, airing law enforcement radio broadcasts and/or flyers dealing with BOLO's (be on the lookout) or ATL (attempt to locate) of missing persons:
 1. A description of the circumstances of the disappearance.
 2. The identity of the missing person, if known.
 3. The missing person's physical description including race, age, height, weight, build, hair length and color, scars/marks/tattoos, and clothing description.
 4. Area and time last seen and direction of travel, or destination, if known.
 5. Description of associated vehicles, if known.
- C. Officers receiving information on missing persons will make every reasonable effort to locate the person when information indicates the person may be in, or headed for, their area of responsibility. Any pertinent information received by officers during the course of attempting to locate a missing person will be documented in the appropriate offense or supplemental report and forwarded to their supervisor.



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3-09 SEARCH AND RESCUE OF A LOST PERSON

POLICY

Due to the vast boundaries of their jurisdiction, including a variety of topographical features, OJS officers must be trained and prepared to conduct search and rescue missions in an emergency situation.

RULES AND PROCEDURES

3-09-01 GENERAL INFORMATION

- A. Responsibility for Search Operations:
The Supervisory Special Agent or the Chief of Police where the emergency is occurring will determine which law enforcement agency is responsible for the search and rescue operation that is occurring within OJS jurisdictional boundaries.
- B. If the Supervisory Special Agent or Chief of Police determines that OJS is responsible for coordinating the search and rescue operation, the Search and Rescue plan will be implemented.
- C. The Chief of Police or Supervisory Special Agent will identify a list of resources available for conducting search and rescue operations and include them in the Search and Rescue Plan. A copy of the plan containing the list will be maintained in Communications so that it is readily available.
- D. The Chief of Police or Supervisory Special Agent will ensure officers and supervisors have been trained in procedures for coordinating search and rescue efforts pursuant to the Search and Rescue Operations Plan that is available at each agency/district.

3-09-02 FIRST ARRIVING OFFICER

- A. The first officer on scene of a lost person(s) call will take immediate action that may include, but are not limited to:
 1. Providing situation evaluation and update to the communications center.
 2. Locating and retaining complainants, witnesses and potential witnesses.
 3. Determining needs for immediate emergency actions to be taken.
 - a. Considering and arranging for immediate first aid.
 - b. Organizing and beginning a search.
 4. Establishing a Command Post and securing the scene.
 5. Assuming role of incident commander (IC) until relieved.
 6. Ensuring appropriate resources have been notified and are responding.



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- B. The first officer on scene will ensure complainants, witnesses, and potential witnesses are interviewed. Officers assigned the task of conducting interviews will attempt to obtain information that may include, but not limited to:
1. Establishing the identity of person interviewed.
 2. Determining the identity, age, and description, including all clothing, of the person(s) lost.
 4. Obtaining a complainant or witness description of what happened.
 5. Obtaining a description of the trip plans of the person lost, particularly determining whether there were any plans for altering the original route or plans for what the person would do if they became lost.
 6. Obtaining a description, including license plate number, if known, of any vehicle(s) associated with the lost person.
 7. Determining the outdoor experience of the lost person including, but not limited to:
 - a. Whether the person is familiar with the area.
 - b. Whether the person has food and water - and how much.
 - c. Whether the person has any wilderness or outdoor survival training or experience.
 8. Determining if on foot, the hiking habits of the person including, but not limited to:
 - a. How fast the person hikes.
 - b. Whether the person stays on trails or goes cross-country.
 - c. Any special interests, i.e. lakes, landmarks, animal habitats, etc.
 9. Determining personal habits and traits of the lost person including, but not limited to:
 - a. Whether the person smokes, and if so, what brand.
 - b. Whether the person uses alcohol and what type.
 - c. Whether the person is religious, is persistent vs. being a quitter, is emotionally stable vs. a history of being unstable, etc.
 10. Determining whether the person is suicidal and, if suicidal, by what means is the person most likely to attempt to commit suicide.
- C. The first officer on scene will coordinate the efforts of responding units and personnel. The officer will meet and confer with arriving unit leaders on:
1. The scope of the operation.
 2. The immediate and projected resource needs of the search.
 3. The status of units already in the field.
 4. The Incident Command (ICS) organization.
 5. Control of access to the operational area based on weather and other safety factors.
- D. As the acting IC, the officer will appoint an Operations Commander from one of the on-scene units.



- E. The officer will ensure additional law enforcement resources are responding and that any situations requiring immediate law enforcement action are handled.
- F. The officer will ensure that the Chief of Police or Supervisory Special Agent and/or other appropriate supervisors are notified of the extent and status of the search.
- G. The officer as IC will consider other immediate and long term needs related to the lost person. These needs may include, but are not limited to:
 - 1. Planning for response from news media.
 - 2. Summoning victim advocates to work with friends and family members of the lost person.
 - 3. Communicating with citizens wanting to continue to use facilities in and around the search area.

3-09-03 SEARCH OPERATIONS

- A. The Incident Commander (IC), in conjunction with the Operations Commander, will develop and implement a plan for the search operations. This plan may include, but is not limited to:
 - 1. A profile of the lost person to be used in defining the search objectives, determining resources needed, determining strategies, mapping the search area, and briefing the search teams.
 - 2. Establishing the search objectives including, an estimate on the amount of time left to find the person alive, the projected area that will ultimately be searched, and the initial focus of the search operation.
 - 3. Establishing the boundaries for the search area.
 - 4. Dividing the search area into segments.
 - 5. Prioritizing the segments to be searched.
 - 6. Assigning search teams and beginning the operation.
 - 7. Establishing medical and evacuation teams to rescue the person when found.
- B. As part of the search plan, the mission will be divided into operational phases. Those phases are:
 - 1. Initial Response.
 - a. Aimed at high probability areas.
 - b. Approached with speed as a priority.
 - c. Occur in the first few hours of the mission.



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2. First Operational Period.
 - a. Aimed at high probability areas that have been determined by the initial response.
 - b. Approached with speed and efficiency as priorities.
 - c. Considered the first day's search effort, usually ending at either 1800 or 0600 depending on when the initial response took place.
 3. Second Operational Period.
 - a. Aimed at new high probability areas and secondary search areas that have been previously covered.
 - b. Approached with efficiency and thoroughness as priorities.
 - c. Terminated at either 1800 or 0600 depending on when the first operational period ended.
 4. Subsequent Operational Periods.
 - a. Aimed at high and low probability areas simultaneously.
 - b. Approached with efficiency and thoroughness.
 - c. Involve 12-hour periods of time throughout the rest of the search mission.
- C. The IC will ensure a communications network is set up to communicate with all search teams.
- D. Each returning search team will be debriefed. The search plan will be assessed and modified as needed in response to information received from the search teams.
- E. Additional resources will be requested when necessary to:
1. Relieve search personnel who have been searching for a long period of time.
 2. Expand the search area.
 3. Supplement existing search personnel.
- F. The IC will appoint a Logistics Commander and ensure that sufficient food; water and toilet facilities have been established for search personnel.
- G. The search effort will continue until the IC, after consulting with unit leaders and other ICS command staff, determines that the person is not within the search area and:
1. The search area needs to be moved or expanded or,
 2. The search operation should be terminated.



3-09-04 POST-SEARCH OPERATIONS

- A. If the person is found alive, appropriate medical and/or evacuation teams will be sent to the person's location. In addition:
 - 1. The person's injuries or health condition will be treated and the person will be transported to the nearest medical facility as directed by on-scene medical personnel.
 - 2. As soon as practical after the evacuation, the person will be interviewed and debriefed by assigned agency officer(s) or investigator(s).
- B. If the person's body is found, evacuation and investigative teams will be sent to the location of the body. The area where the body is found will be treated as a crime scene and processed for evidence of the cause of death. If foul play is not involved, the body will be removed from the scene as soon as possible.
- C. Notification of the person's family will be handled by the IC, or designated supervisor, and, if available, appropriately selected victim advocates.
- D. All involved agency officers and personnel will complete reports as directed by the Chief of Police or Supervisory Special or designated supervisor.
- E. A post operational debriefing will be scheduled within ten days of completion of the mission. Representatives of each unit involved in the search will attend the debriefing. The debriefing will be conducted in accordance with policies and procedures in this manual.



2-14 MISSING PERSONS

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 2. Time and location last seen.
 3. Vehicle description.
 4. Clothing description.
 5. Known medical problems and medications.
 6. Verification that the missing person is not in a local hospital or jail.
 7. The name of the dispatcher and the date and time the missing person's information was entered into the appropriate local, state or NCIC database.
 8. Any specialized units at the scene e.g. canine, helicopter.
 9. Assistance from other law enforcement departments at the scene.



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4-06-02 DEVELOPMENT OF RESOURCE REFERRAL LIST

- A. The SAC or COP will review the governmental functions, programs, and resources available.
- B. The SAC or COP will maintain a brief listing of each agency, their address, and emergency and non-emergency telephone numbers for use by law enforcement personnel.
- C. If any of these organizations or services with which the law enforcement agency has frequent emergency contact maintains an emergency on-call schedule, the agency supervisor will ensure that an updated and current copy of this on-call list is maintained in an area to which law enforcement personnel have access.



JURISDICTIONS WORKSHEET

JURISDICTION (ex: FBI, Tribal PD, County PD Name):

MAIN POINT OF CONTACT NAME:

EMAIL ADDRESS:

PHONE NUMBER(S):

KINDS OF RECORDS THEY'RE KEEPING:

CO-WORKERS/AFFILIATES:

SUPERVISOR'S NAME:

SUPERVISORS'S CONTACT INFO:

FREQUENCY THEY HAVE SAID THEY WILL BE IN TOUCH:



SEARCH THE IMMEDIATE ENVIRONMENT

Check nearby jails, prisons, hospitals, churches, homeless shelters and libraries. Keep in mind that some of these places may have confidentiality restrictions and be unable to confirm if your loved one is there.

CALL THE JAILS / PRISONS

To find someone in jail (or in prison), you'll need the **Basic Personal Information** worksheet information in front of you with your relative's first and last name, date of birth, and their physical description.

If your relative is an inmate in state or federal prison, you'll need to search the state and federal inmate databases online one by one. If they were recently arrested and/or awaiting trial, you'll need to call local county jails and check their websites again, one by one. Here's how to get started:

- **Search [VINELink.com](https://www.vinelink.com)** VINE (Victim Information and Notification Everyday) is the largest database custody status website and notifies survivors of offender release. Updated daily, it is contracted by most state. You can register to be notified when your missing relative is released if they are incarcerated.
- **Check the county jail websites.** Go to the website for the local county jail. Most have their own search engines to look up inmates on their website. If they are in custody, make sure to call and confirm whether they're still there, and what their status is. Unfortunately, you'll have to check back very regularly and usually can't sign up for alerts.



- **Call the county jails.** Not all county jails have search engines to look up inmates. If that's the case, you'll need to call the jail. Google or use the Yellow Pages to locate the phone number for the county jail, and call them and ask for inmate information. Give them the full name and DOB of your missing person. They can tell you if the missing person is in that jail and what their custody status is. Again, check back every day if you are unable to find them in the system.
- **Check neighboring county jails.** If you couldn't find your missing person on VINELink or by checking your local county jail, it's worth checking the jails of neighboring counties. Check their websites, and give them a call to see if your missing person is there.
- **Rinse and repeat.** Depending on when the person you're looking for was taken into custody, it can take a while for them to appear in the system. This process can be even further prolonged if they gave a false name at the time of their arrest.

Finding a long-term inmate is easier than finding a newly missing person, generally.

- **Check the Federal Bureau of Prisons Website.** You'll need to have their first and last name, correctly spelled, as well as their age and race. <https://www.bop.gov>
- **Check your State Corrections Website.** Google your state + 'prison' or 'corrections'. This should give the website of your state's prison system, where you can conduct an inmate search.



If you still haven't gotten a positive ID on any of the inmates in your search (this is certainly possible if you are searching for a common name or searching by their spirit name). You may need to reach out to the prison in question to find out which inmate is the person you're looking for.

CALL THE HOSPITALS

- 1. Locate potential hospitals.** Start by finding the contact information of the hospitals closest to where they live or were last seen. After you've contacted the closest hospitals - expand your search outward. **Google** works great for this. Use the HOSPITALS WORKSHEET to track information gathered.
- 2. Call the hospitals.** Call each hospital on your list and ask for the missing person by name. If you believe the person you're looking for has been admitted recently, ask to speak to the person in charge of emergency room admissions. Otherwise, ask to speak to someone in whatever department you feel is relevant - for instance, the psychiatric ward. You may have to explain what your relation to the missing person is for privacy reasons.
- 3. Enquire about John/Jane Doe patients.** John or Jane Doe is the name given to a patient that can't give their information (unconscious) and doesn't have any identification when they're admitted. You should ask if any units have admitted any unidentified people recently. If they have - ask to be transferred to that unit. Once transferred - ask to speak with the head nurse. Give the head nurse the description of the missing person. Head Nurses know what's going on in their unit and will be able to tell you if a John or Jane Doe they have in their care fits the description.



Go to the hospital. Ask for the missing person by name at the front desk. You may need to explain your relation to them - but the front desk can direct you to their room. Also, ask if any John or Jane Does were recently admitted. If so, ask them to direct you to the unit where they were admitted. Give the Head Nurse of the unit the description and picture of the missing person. They will be able to let you know if the John or Jane Doe matches the description and picture.

Things to be aware of:

- **HIPPA privacy laws will make things difficult.** HIPAA (Health Insurance Portability and Accountability Act) can make it difficult to find a patient but don't be discouraged when you encounter it, just remain patient with the administrator as they work through it with you. The ACLU says that **HIPPA does not prevent loved ones from finding out where a relative has been admitted.** The more information about the person you're looking for you have, the more likely it is that the hospital will be able to tell you if they have been admitted.
- **If they are is unconscious you may still be able to find them.** The ACLU also says that in emergency situations where a patient is unconscious a hospital can disclose a patient's information if it has historically been their preference. Meaning, if they've visited the facility prior and have listed emergency contacts.



HOSPITALS WORKSHEET

HOSPITAL NAME: _____

CONTACT NAME: _____

DEPARTMENT: _____ DATE/TIME CALLED: _____

NEXT STEPS: _____

HOSPITAL NAME: _____

CONTACT NAME: _____

DEPARTMENT: _____ DATE/TIME CALLED: _____

NEXT STEPS: _____

HOSPITAL NAME: _____

CONTACT NAME: _____

DEPARTMENT: _____ DATE/TIME CALLED: _____

NEXT STEPS: _____



CONTACT FRIENDS & FAMILY

Reach out to anyone who had regular or recent contact with the missing person, such as case managers, coworkers, doctors and neighbors. Ask when they last saw them. Use **FRIENDS & FAMILY 'LAST-SEEN' INFO SHEET** to track what people report back.

SEARCHING ONLINE FOR A VEHICLE

One way to search for a vehicle that may have gone missing is to do two things:

- **Call local tow and junk yards.** Google, for example, “Rapid City towing” or “Longmont junk yard”, in quotes to be sure that both the location and that you’re looking for a towing or junk yard comes up. Also, don’t hesitate to search by region to find other locations within driving distances.
- **Set alerts on Craigslist for the model.** In the event a vehicle shows up in a different color, calling and asking for the VIN # can verify or eliminate the one you are looking at as the one you are or are not looking for. Go to **Craigslist.org** in the areas you want to search and create a search exactly the way you want it. Then, click the email alert link and it will create the alert for you. Then it will take you to the alerts page where you can edit or delete your search alerts.



ALERT THE DATABASES

An upcoming update to MISTI's tools seek to automate this process for you because it can be painful. In the mean time, this will need to be done one by one. Be sure to have the workbook sheets you have filled out in front of you because you may have to give the same information repeatedly and searching all over for bits of information can hurt. Check the box once alerted.

Find the Missing Database

URL: www.findthemissing.org

Black and Missing Database

URL: <http://www.blackandmissinginc.com/cdad/missing.cfm>

Sovereign Bodies Institute - MMIW Database

URL: <https://www.sovereign-bodies.org/submit>

Doe Network Database

URL: <http://www.doenetwork.org/forms/index.php/439461>

Lost and Missing in Indian Country

URL: <https://secure.jotform.us/form/52436179424155>

Missing Migrant Project

URL: <https://www.colibricenter.org/report-a-missing-border-crosser/>



MAKE AND POST FLYERS

There are a few ways to accomplish flyer and social media graphics being made that the search team needs.

1. Get ahold of **Missing Flowers on Facebook**, who can help you get the word out, make a flyer for you, and let their network of people who care across multiple states know to be on the lookout.

URL: <https://www.facebook.com/missingflowersmmiwm/>

2. Use [canva.com](https://www.canva.com)

Gather the following:

- Two recent photos (no filters!)
- Name
- Hometown, plus state
- Height, weight, age
- Tattoo/piercing/etc info
- Vehicle license plate number and photo of car
- Place last seen
- Phone number of SEARCH headquarters

Canva is a tool that offers free missing persons posters and is very easy to use. Once you have the information gathered above, making a poster will take around 30 minutes start to finish. You will need an email address to join the site and save your poster PDF.

Once the poster is made, save the digital version somewhere you can access it. **Make sure you put the month and year the poster was made somewhere on it.** If you wind up making new ones with updated information or new colors to keep it visually fresh.



Changing the colors once per month, for example, can help flyer teams keep track of when and where canvassing with the flyers was done and which locations have the most interest. Sometimes business owners remove flyers from community bulletin boards at their establishment that seem out of date so doing semi-regular updates can help avoid the flyer being pulled down.

SOCIAL MEDIA & A WEBSITE

Facebook, Twitter, Instagram and other accounts of your loved one may provide clues that can point you to where they are. Look at their friend's social media accounts as well. Create a Facebook page or free website for the missing using [WIX.com](https://www.wix.com).

- For a website, use a heading like "Find John Doe" or "Missing Jane Smith." This will help make sure they come up in Google search. Names like "PleaseHelpFindJane" or "MissingMySonJohn" will also get the message across, but may not be included in as many search results.
- Post recent pictures and specific information about your relative including clothing last seen wearing, physical description, age and information about glasses, tattoos etc., where they were last seen and where they like to hang out.
- Upload your missing person poster as a PDF so it can easily be shared and printed out.



- Disclosing that your loved one has a mental health condition should be considered carefully. You may simply want to say that he or she is vulnerable and under the care of a doctor.
- Add a story about your loved one and additional pictures that are compelling and easy for others to relate to.
- Upload a video to YouTube or Facebook of yourself and make a video appeal.

ALERT THE MEDIA

Getting the local media to make a public announcement may allow for the missing person to see the notice and decide to return home. This publicity can also lead police and others to devote more resources to solving the case. Keep in mind though that the media is not guaranteed and not likely to cover your story. Persistence is key.

- Send photos and videos of the missing person to your local TV stations.
- Call your local newspapers, and ask them to publish an article on the missing person.
- Take out an ad in a weekly newspaper.
- Send information to local blogs and websites.



HOW TO FIND JOURNALISTS

Use ANewsTip.com as a search engine, much like google, that only gives you results of what reporter is discussing things like your area, your state, your tribe, #MMIW, your relative, and so on.

Search Twitter - Many journalism institutions today ask reporters to put their work contact email address in their bio on their profile.

Don't underestimate the power of editor@____.com email addresses. Most newsrooms have this email address set up for letters to the editor, that are often read by the Editor in Chief, who assigns the reporters to come out and cover a story. Adding this email address to your press list is an *almost* surefire way to know your email will be read by at least *someone* in the newsroom.

Reporters have "beats" they cover, also known as topics. Local affairs reporters are who to look towards. Types of media to reach out to: TV, Local, Regional, Blogs, Radio, National, Independent.

Use the **PRESS LIST WORKSHEET** on the next page to help keep up with who has been contacted.



CHILD-SPECIFIC RESOURCES

All of the tips and suggestions provided for locating a missing person can apply to a person of any age.

Call immediately. Federal law prohibits police from imposing a waiting period before accepting a missing child. Within 2 hours of receiving a missing child report, police must add the information to the FBI's National Crime Information Center Missing Person File.

If your child is between the ages of 18 and 20, and legally considered an adult, and has a mental health condition, police are required by Suzanne's Law (a provision in the PROTECT Act of 2003) to extend the same level of effort and resources as they would for a child under the age of 18.

Also call the [National Center for Missing and Exploited Children](#) (CMEC), 1-800-843-5678. They provide technical and case management assistance to help ensure all available search and recover methods are used.

Find your regional Amber Alert coordinator and get in touch with them. Be sure to have the worksheet titled **MISSING PERSONS REPORTS INFO** in front of you.

URL: <https://www.amberadvocate.org/amber-alert-network/meet-our-partners/>



CHILD-SPECIFIC RESOURCES

Center for Missing and Exploited Children Database

www.missingkids.org

24-Hour Hotline

1-800-843-5678

Faces of the Lost Database

www.facesofthelost.org

24-Hour Helpline

1-800-566-5688

National Runaway Safeline

www.1800runaway.org

24-Hour Safeline

1-800-786-2929

Native Youth Sexual Health Network

URL: <http://www.nativeyouthsexualhealth.com/>



BUILD A SEARCH TEAM

When building your team, it's important that procedures are set up for check in and out of the search. On the next page is a **SEARCH TEAM CHECK IN/OUT SHEET** to utilize.

Different MMIW families may also help by offering their search practices if you contact them directly. Usually the local MMIW advocates know who these families are and how to reach them. At the end of this workbook is a big list of advocates under the **ACTION AND ADVOCACY** section to help you locate them.



SEARCHER REPORT BACK

NAME OF SEARCHER: _____

DATE: _____ TIME OUT: _____ TIME IN: _____

AREA SEARCHED: _____

LANDMARK: _____ CROSSROADS: _____

COUNTY: _____

REPORT INFORMATION:

SEND TO AUTHORITIES ASAP? (CIRCLE ONE): YES / NO

SEND TO: _____

NOTE: _____

SENT BY: _____

DATE SENT: _____ RECIEVING OFFICER: _____



HOUSING WORKSHEET

What was the last known address where your relative is living?

How long have they lived at this residence? _____

Would you consider this housing stable? Yes / No

Are there minors in the home? Yes / No

If yes, what are their names and ages?

Who are the people your relative lives with at this address?

NAME: _____ PHONE #: _____

RELATIONSHIP: _____

NAME: _____ PHONE #: _____

RELATIONSHIP: _____

Others: _____



FRIENDS & FAMILY 'LAST-SEEN' INFO WORKSHEET

WHO: _____ PHONE #: _____

RELATIONSHIP: _____ INFO TAKEN BY/ON: _____

LOCATION NAME: _____

WHERE: _____ WHEN: _____

CONTEXT: _____

WHO: _____ PHONE #: _____

RELATIONSHIP: _____ INFO TAKEN BY/ON: _____

LOCATION NAME: _____

WHERE: _____ WHEN: _____

CONTEXT: _____

WHO: _____ PHONE #: _____

RELATIONSHIP: _____ INFO TAKEN BY/ON: _____

LOCATION NAME: _____

WHERE: _____ WHEN: _____

CONTEXT: _____



SOURCES AND RESOURCES

Finding A Missing Loved One - National Alliance on Mental Illness

<https://www.nami.org/Find-Support/Family-Members-and-Caregivers/Finding-a-Missing-Loved-One>

Find A Missing Person - WikiHow

<https://www.wikihow.com/Find-a-Missing-Person>

How to Find a Missing Person: Checking Jails + Prisons - Trustify

<https://www.trustify.info/blog/find-missing-person-jail-prison>

4 Steps to Track Down a Missing Person in Hospital - Trustify

<https://www.trustify.info/blog/find-missing-person-hospital>

ADVOCACY & ACTION RESORCES

US: Indian Law Resource Center

URL: <https://indianlaw.org/>

US: Justice for Native Women

URL: <http://www.justicefornativewomen.com/>

Navajo: Missing and Murdered Diné Relatives

URL: <http://navajommdr.com>

US: Missing and Murdered Indigenous Women USA

URL: <https://www.missingandmurderedindigenouswomen.org/>

US: National Indian Country Clearinghouse on Sexual Assault

URL: <http://www.niccsa.org/>



US: National Indigenous Women's Resource Center

URL: <http://niwrc.org>

US: StrongHearts Native Helpline

URL: <http://www.strongheartshelpline.org/>

US: Department of Justice TAP: Tribal Access Program for National Crime Information

URL: <https://www.justice.gov/tribal/tribal-access-program-tap>

Arizona: Southwest Indigenous Women's Coalition

URL: <http://www.swiwc.org/>

Colorado: Red Wind Consulting, Inc.

URL: <http://www.red-wind.net/>

Maine: Wabanaki Women's Coalition

URL: <http://www.wabanakiwomenscoalition.org/>

Michigan: Uniting Three Fires Against Violence

URL: <http://unitingthreefiresagainstviolence.org/>

Minnesota: Mending the Sacred Hoop

URL: <http://mshoop.org/>

Washington: The Vanished

URL: https://www.yakimaherald.com/special_projects/vanished/

Washington: Women Spirit Coalition

URL: <http://www.womenspirit.net/>

New Mexico: Coalition to Stop Violence Against Native Women

URL: <https://www.csvanw.org/>



New York: Seven Dancers Coalition

URL: <http://www.sevendancerscoalition.com/>

North Dakota: First Nations Women's Alliance

URL: <https://www.nativewoman.org/>

South Dakota: Native Women's Society of the Great Plains

URL: <http://www.nativewomenssociety.org/>

Oklahoma: Native Alliance Against Violence

URL: <https://oknaav.org/>

Wisconsin: American Indians Against Abuse

URL: <https://www.facebook.com/AIAAWI>

Getting in touch with other search groups, like the Gitchigumi Scouts, may be helpful if you have protocol questions or believe your relative may be around the Canadian border areas near Twin Ports/FDL area between northwestern WI & around the Fond Du Lac Reservation, Duluth MN or Superior WI.

URL: <https://www.facebook.com/gitchigumiscouts/>

Canada: It Starts With Us

URL: <http://itstartswithus-mmiw.com/>

Canada: Idle No More

URL: <http://www.idlenomore.ca/>

Canada: Legal Strategy Coalition on Violence Against Indigenous Women (LSC)

URL: <http://www.leaf.ca/legal/legal-strategy-coalition-on-violence-against-indigenous-women-lsc/>



Canada: Missing and Murdered: Finding Cleo

URL: <http://www.cbc.ca/radio/findingcleo>

Canada: Missing and Murdered Indigenous Women

URL: <http://missingindigenouswomen.weebly.com/>

Canada: Missing and Murdered: The Unsolved Cases of Indigenous Women and Girls

URL: <http://www.cbc.ca/missingandmurdered/>

Canada: National Inquiry into Missing and Murdered Indigenous Women and Girls

URL: <http://www.mmiwg-ffada.ca/>

Canada: Native Women's Association of Canada (NWAC)

URL: <https://www.nwac.ca/>

Canada: Walking With Our Sisters

URL: <http://walkingwithoursisters.ca/>

Edmonton: Institute for the Advancement of Aboriginal Women (IAAW)

URL: <http://www.iaaw.ca/>

Ontario: Native Women's Association (ONWA)

URL: <http://www.onwa.ca/>

Winnipeg: Drag the Red Facebook group

URL: <https://www.facebook.com/groups/556842211083726/>