

**SPOKANE POLICE DEPARTMENT  
MISSING PERSONS CHECKLIST**

Date: \_\_\_\_\_ Case #: \_\_\_\_\_

Missing Person Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Aliases: \_\_\_\_\_ Race: \_\_\_\_\_ Gender: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Distinguishing Marks (tattoos, piercings, birthmarks): \_\_\_\_\_

Current Address: \_\_\_\_\_ Current Telephone #: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Work Telephone #: \_\_\_\_\_

Hangouts: \_\_\_\_\_

What out of the ordinary event or situation leads you to believe this person is in danger/missing?  
(i.e., left their keys/wallet/personal belongings behind, no longer participating in their regular routine, missing appointments, not showing up for work/school/appointments, etc.)

If you do not know this information personally, where did you learn about these circumstances?

**Mental Illness:**

Does this person have a diagnosed/documentated history of mental illness? Do they have an assigned social worker?

If not, what is the person's possible mental state?

Are they a potential danger to themselves or others?

Are they known to carry weapons on their person?

**Medical Concerns:**

Does the missing person have any chronic/diagnosed medical concerns that may present a threat to themselves or others if unmanaged? Who is their doctor?

Are there any medications this person normally takes that they will miss/have already missed?

Do they require regular treatment for any condition, medical or emotional?

# SPOKANE POLICE DEPARTMENT

## MISSING PERSONS CHECKLIST

### **Family/Reporting Party Contact:**

Has this person gone missing before? When? How long were they gone?

When was this person last seen? Where were they seen?

Who saw them last? What is their contact information?

When was the person last spoken to via the telephone or social media? Who spoke to them?

Is this an usual length of time to go without contact?

How long have they been considered missing?

How often is family/reporting party in contact with them normally?

### **Detailed Physical Description:**

Outside of the specifics provided at the beginning of this form, are there any other details you can provide about the person's physical description?

If known, what clothing was the person wearing when they were last seen?

### **Photographs:**

Do you have one or two clear and recent photographs available?      Yes              No

Consider providing those to law enforcement as soon as possible.

### **Additional Information Not Covered Above:**

## **Missing Person Requirements Not Met**

If the situation you are calling about does not meet the requirements for a report, but you are still looking to make contact with your loved one, below are some other resources/ideas that may help.

### Social Media:

Create a flyer or post that can be distributed on social media. Be sure to keep the communication on the social media outlet and do not provide your personal contact information, or it will be available for anyone and everyone to get in touch with you. Share the post not only to your page, but to the loved one's page as well as local shelters.

### Local Shelters / Homeless Outreach:

Continue to make contact with local shelters to see if they have seen your loved one.

[City of Spokane Homeless Resource Pocket Guide](#)

[Jewels Helping Hands](#)

### Mental Health / Crisis Resources:

[24/7 Regional Crisis Line](#)

[988 Suicide & Crisis Lifeline](#)

### Juvenile Runaway Resources:

[At Risk Youth / CHINS / Truancy](#)

[Programs | Daybreak Youth Services](#)

[Juvenile Community Service Program](#)

[Team Child – Training & Consulting](#)

### Private Investigator:

If you deem it necessary, there are private investigators available for hire that may further assist you.