

Official (When Complete)



This form should be used when an individual is missing and must be completed electronically. Upon completion, it must be stored as its own version electronically. This form should only ever be printed or emailed on the request of a representative of Cleveland Police. This form should be provided to the attending officer or on request emailed to contactmanagement@cleveland.pnn.police.uk

Part B - (to be completed when the person has been reported as missing)

Description of what the person was last seen wearing. Include colour, designer labels/brands:

Shirt /sweater:	
Trousers / skirt:	
Outerwear, e.g. coat, jacket:	
Headwear:	
Gloves:	
Scarf:	
Footwear:	
Jewellery, e.g. watch, rings:	
Other:	

Time, date and location last seen:	
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	Suicidal	Depressed	Confused	Alcohol
Current warning markers / information	Violent	Other	DOLS	CSE
	Weapons	County Lines / CCE	Drugs	Other
Please provide evidence to support each of the above				
Does anyone pose a risk to Y.P. (Please provide evidence):	Yes	No		
Does the Y.P. pose risk to others (Please provide evidence):	Yes	No		



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Media release approved?	Yes	No	On-call manager aware?	Yes	No
Persons informed of child missing (example parent, E.D.T., social worker, professionals involved etc):					
Details of other staff on duty at the time of missing report.					
Any other information that may be of help to the Police:					
This section should be completed in conjunction with the premises searched Form.					
Have you searched the address the young person is missing from?			Yes	No	
Have you completed and marked off the areas searched as per premises plan?			Yes	No	
Name and position of person searching:					
Have you searched the young person's bedroom?			Yes	No	
Name and position of person searching:					
Please detail any information or items located:					
Please detail any information or items missing:					



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This should be completed in conjunction with the *Risk Assessed Locations & Contacts form*.

What enquiries have already been completed to try and locate the missing person prior to reporting to the police:

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What enquiries will you continue to do whilst the young person is missing (include how often you will complete these):

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How will you record this and notify the police that you have done these enquiries:

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What arrangements have been made to collect the young person when located:

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Completed by:	
Relationship to the person:	
Date:	

It is the responsibility of the agency completing and the recipient to protect the information from theft and compromise. This form and the information contained in it must be securely stored.

