



**HERBERT PROTOCOL  
MISSING PERSON INCIDENT**



**There may be important pieces of information that you are able to provide 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 indicative – do not worry if you don't have, or cannot get, all of the information it asks for, some of it won't apply to everyone.**

Please fill in these sections and keep it in a safe place where it can easily be located if the person 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**.

**Part 1 - (to be completed when it has been identified the individual is at risk of going missing)**

Full name (of person at risk):	 INSERT IMAGE HERE Right click and choose 'Change Picture'  It may also be helpful if you have an electronic photo also, so it can be emailed to the Police. We can then send a copy to our front line staff on their mobile phones.
Preferred name:	
Date of birth: <span style="float: right;">Age:</span>	
Ethnicity:	
Current address:	
Postcode:	

	1
Previous addresses:	2
	3

	1
Previous employment details and addresses:	2
	3

	1
Places of interest or significance (old school, favourite walk, cemetery, etc):	2
	3

Habits:

Hobbies:

Medication required:

When is medication needed, and consequences of failing to take?

Health condition(s):

Blood type (if known):

GP name and address:

General description, e.g. hair colour, height, weight:  
Distinguishing features, e.g. scars, tattoos:

Has the person got a mobile phone?

If so, what is the number?

How independent is the person at the time of going missing?

If so, how much:

**Bank details**

Bus pass?

Bank name:

Name:

Account No:

Number:

Sort Code:

**OFFICIAL**

Previous places  
found:

**Weekly habits and routines – what regularly happens? Someone visits? Weekly shop?**

	Morning	Afternoon	Evening
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			
<b>Saturday</b>			
<b>Sunday</b>			

Completed in advance by:

Relationship to the person:

Contact number:

Date:

Any other relevant information?

**Part 2** - (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:

Is this person carrying or  
have they got access to  
money?

If so, how much? £

How independent is the  
person at the time of going  
missing?

Time, date and location last  
seen:

Risk factors ('check X')

- Suicidal    Depressed    Confused    Alcohol    Violent  
 Other (describe):

Are you happy for  
Nottinghamshire Police to  
issue publicity if this person  
is reported as missing?

[Select]

**OFFICIAL**

Completed on incident date  
by:

Relationship to the person:

Contact Number:

Date:

Any other relevant information?