

HERBERT PROTOCOL MISSING PERSON



[Guidance Notes link](#)

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**, telling the call handler that you have the Herbert Protocol document

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

Full name (of person at risk):				Attach photo here 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:		Age:		
Ethnicity:				
Current address:				
	Postcode:			

Previous addresses:	1	
	2	
	3	

Previous employment details and addresses:	1	
	2	
	3	

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

Habits:			
Hobbies:			
Medication required:			
When is medication needed, and consequences of failing to take?			
Health condition(s): Ability to walk (distance)			
Blood group (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?	Yes/No	If so, what is the number?	
Has the person got any money?	Yes/No	If so, how much:	
Bank details			Bus pass?
<i>Bank name:</i>			Name:
<i>Account No:</i>			Number:
<i>Sort Code:</i>			

Previous places found:	(Include distance from Home and as much detail as possible for each occasion missing. There cannot be too much info. put here)
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Weekly habits and routines – what regularly happens? Someone visits? Weekly shop?			
	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Completed in advance by:	
Relationship to the person:	
Contact number:	Date:

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:		
Has the person got any money?	Yes/No	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)			
	Last seen by whom and relationship to missing person ie How well do they know missing person, last seen etc.			

Media release authority	
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Completed by:	
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Relationship to the person:	
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Any other relevant information?

Contact Number:	
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Date:	
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