

Herbert Protocol - Missing Person Information Form



NORFOLK
CONSTABULARY
Our Priority is You

If you are concerned about the whereabouts of your friend/relative, then you MUST call the police on 999.

Someone who has dementia, memory loss or other cognitive difficulties may be at risk of going missing. The Herbert Protocol document provides information about a person that can help others to build a better understanding of who the person is, and help to locate them quickly should they go missing.

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.

Please fill in as much as you can 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.

This form is designed to be completed by a friend/family member/neighbour/care worker or other appropriate person working with the vulnerable person.

If the form is completed by a representative of a partner agency, such as a carer, that agency will become the data controller and will have to consider on a case-by-case basis whether the information is passed on to the friend/family member/neighbour. Please contact your own legal team for further advice.

**** This section is to be completed PRIOR TO the individual being reported missing****

Part 1 – to be completed when an individual has been identified as at risk of going missing				
Full name (of person at risk):			**Attach a recent photo here** <i>It may help if you have an electronic photo so it can be emailed to the police who will send it to those involved in the search.</i>	
Preferred name:				
Date of Birth		Age:		
Ethnicity:				
Current address:				
Mobile telephone number				
Carer/Spouse/ Next of Kin – Name, Contact Telephone & Email:				

Part 2 – Previous Addresses (Inc. approx. dates)		
Part 3 – Background, Family & Friends (Inc. names and addresses if known)		
Part 4 – Current and past interests including employment, places of interest and places visited (Inc. approx. dates)		
Part 5 – Personal History of individual has been identified as at risk of going missing		

Part 6 – Further Information
Habits (e.g. drink, drugs, biting nails, collecting items)
General Description (e.g. skin colour, hair colour, height, weight, build)
Distinguishing features (e.g. marks, scars and tattoos)
Particular item of clothing always worn (e.g. coat / jacket / footwear)
Has the individual got a GPS tracker? (e.g. BUDDI) Yes / No
<i>If YES, what are the details:</i>
Does the individual have access to money / funds? Yes / No
<i>If YES, banking institute used and approx. amount:</i>
Public Transport used (e.g. number 54 bus to Castle Meadow from bus stop outside the corner shop)

Part 7 – Vulnerability Factors	
Hearing and eyesight (Condition):	
Mobility (e.g. walking stick, scooter)	
Other physical & mental health issues:	
Medication:	
Best method of communicating?	
Things that may cause worry or upset:	
If previously missing, where were they located?	

Part 8 – Routine / Visits / Activities & Groups / Shopping			
	MORNING	AFTERNOON	EVENING
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Please use this space to record any other relevant information about the individual:

Full name: _____ Contact telephone: _____

Relationship to the individual: _____ Date: _____

I agree that the information in this leaflet may be shared with emergency services and health and social care professionals for safeguarding purposes.

Signed: _____ Date: _____

Remember, if you are concerned about the whereabouts of a friend/relative who has dementia, memory loss or other cognitive difficulties then you **MUST** call the police on **999** at the earliest opportunity. It is quite normal to worry about dialling 999. Some people are concerned that they will be criticised for calling the police, but if you are worried about a person's safety then this will not happen. Please let the police control room know that you have a Herbert Protocol when you report them missing.

**** This section is to be completed AT THE TIME the individual is reported missing ****

Description	
Outerwear (e.g. coat / jacket)	
Headwear	
Scarf	
Gloves	
Footwear	
Jewellery (e.g. watch, rings)	
Were they carrying anything (e.g. bag / umbrella)	
Pet (Inc. name / type / breed & colour)	

When was the person last seen? (date & time)	
Where was the individual last seen?	
Name of individual who last saw the person	Name: _____ Contact telephone: _____
When did the individual last medicate?	
When is medication next due?	
What will the impact be if the individual does not take this medication?	
Other risk factors (please tick this that apply) Suicidal ☐ Depressed ☐ Confused ☐ Anxious ☐ Violent ☐ Alcohol ☐ Other ☐ (please describe) Any other information relating to the individuals current physical or mental health: 	
Are you happy to approve a media release?	