

INVESTIGATIVE CHECKLIST

for Supervisory Officers

The Supervisory Officer Checklist below guides oversight and decision-making to promote adequate information collection and immediate implementation of investigative resources in response to reports of endangered missing or abducted children. Effective supervisory officer response is critical to the success of the investigation, as this officer is the catalyst to enable guidance and overall investigative coordination and oversight. Supervisory officers are encouraged to familiarize themselves with this checklist prior to any reports of endangered missing or abducted children.

1.	Obtain a briefing from the first responding officer(s) and any investigative
	personnel involved at this juncture. Verify the accuracy of all descriptive
	information and other details developed so far during the preliminary
	investigation.

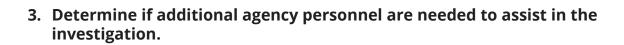
NOTES:

DATE COMPLETED: _____ TIME COMPLETED: _

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NOTES:

DATE COMPLETED: ______ TIME COMPLETED: _____



NOTES:

DATE COMPLETED: ______ TIME COMPLETED: _____

4. Establish a command post away from the missing child's residence.

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5. Determine if additional assistance is necessary from other agencies and organizations with specialized personnel, expertise and resources for critical incidents.

NOTES:

DATE COMPLETED: _____ TIME COMPLETED: _____

6. Confirm all required resources, equipment, and assistance to conduct an efficient investigation have been requested and take action to expedite their availability if needed.

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7. Take action to ensure coordination/cooperation among all law enforcement personnel involved in the investigation and search effort.

NOTES:

DATE COMPLETED: ______ TIME COMPLETED: _____



8. Ensure all actions, including notifications, are conducted in accordance with agency policy and procedures.

NOTES:

DATE COMPLETED: _____ TIME COMPLETED: _____



NOTES:

10. Use media including television and radio broadcasts, websites, social media, and print media to assist in the search throughout the case, no matter long it is open. These notifications/updates, public calls to action to help locate the child, and images of the child, suspect, and/or vehicles involved are absolutely essential in keeping the public engaged in efforts to spot/locate and report tips/leads.

NOTES:

DATE COMPLETED: ______ TIME COMPLETED: _____

11.Ensure support services are provided to the family in a timely manner and maintained throughout (and following closure of) the investigation.

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