

SAMPLE Incident Handout

Incident Type

Missing Person

Scenario Summary

You are a police officer with the Columbus Division of Police. Your name is Officer Jordan Sanders, badge # 214, precinct assignment 5B6. You are working in cruiser #50. You and your partner were dispatched on October 31st to a private residence at 3146 Mayfair Drive, Columbus, OH 43221 to handle a report of a missing person. The caller is Mary Russell. You were dispatched at 6:00 p.m. and you arrive at 6:11 p.m.

The scenes you are about to view will show your partner, Officer Steven Potter, interviewing the caller and a family member. Officer Potter's badge # is 324. You are to complete an incident report form and write a descriptive passage detailing the facts as presented in the scenes and narrative. Your incident number for this run is 143. Assume that the incident happened in the current year.

Relevant Information

A Missing Person Report is filed when a person is not where they are expected to be, and their absence may have been involuntary or there is the possibility of danger.

- Incident information (incident #, badge #'s, assignment #, car #, date and time of dispatch, location)
- Relevant information for caller and witness/family member, if known (name, address, phone numbers, date of birth, social security number)
- Caller's relation to missing person
- Location where missing person was last seen
- Missing person's place of employment or schooling
- Date and time where missing person was last seen or range of time, if exact is not available
- Sequence of events
- Description of missing person (name, address, phone number, date of birth, social security number, gender, race, age, height, weight, hair and eye color, and clothing)
- Does missing person normally stay in contact with parties involved?
- Include any instructions given by police personnel to all parties involved