



MIKE DeWINE

OHIO ATTORNEY GENERAL



KEEP YOUR CHILDREN SAFE

Dozens of Ohio children are reported missing to law enforcement any given day. Thankfully, most return to their families quickly and unharmed. Ohio Attorney General Mike DeWine's office provides these reminders for keeping your children safe:

- Teach your children their full name, address, and telephone number.
- Make sure they know your full name and how to reach you by cell phone or at work.
- Teach them how and when to call 911.
- Make sure your children always have a trusted adult to call if they're scared or have an emergency.
- Instruct them to keep the door locked and not to open it to anyone when they are home alone.
- Discuss how they should answer the telephone when you're away.
- Choose caregivers and babysitters with care. Seek referrals and check references. Drop in unexpectedly to see how things are going. Ask your children about their experiences.
- Make sure your children understand there is safety in numbers. When they are playing or walking to school or elsewhere, have them do so with friends.

THE OHIO ATTORNEY GENERAL'S MISSING PERSONS UNIT

Attorney General Mike DeWine's office promotes measures to keep kids safe and assists law enforcement and families in missing children cases. Through its Missing Persons Unit, the office:

- Issues Missing Child Alerts
- Works with law enforcement when AMBER Alerts are needed
- Maintains a toll-free hotline, **800-325-5604**, with the **Ohio Bureau of Criminal Investigation (BCI)**
- Provides resources to aid in searches at **www.OhioAttorneyGeneral.gov/MissingPersons**
- Uses social networking sites, public records, and law enforcement databases to help locate children
- Assists law enforcement and families
- Trains professionals and the public on missing persons issues

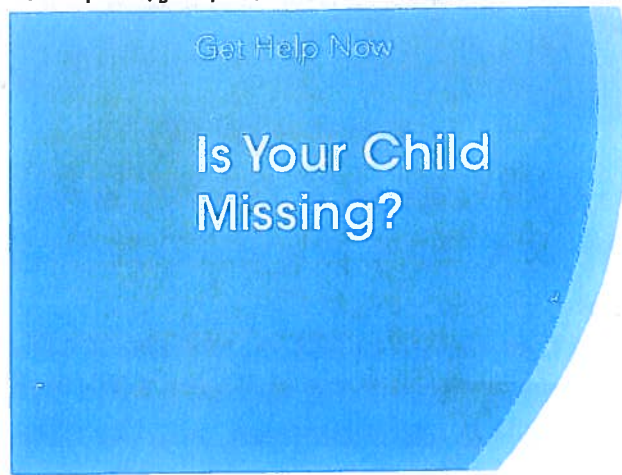
IF A LOVED ONE IS MISSING:

- Immediately file a report with law enforcement.
- Limit access to your home until investigators have the opportunity to collect evidence. Do not touch anything in the home.
- Give investigators all requested information, including a complete description, photos, facts related to the disappearance, social media accounts, cell phone number, and any other requested details.
- Be prepared to provide fingerprints, dental records, and DNA to help find your loved one.

For more information on the Missing Persons Unit, please contact Ohio Attorney General Mike DeWine's office at www.OhioAttorneyGeneral.gov/MissingPersons or **800-325-5604.**



MIKE DeWINE



Overview

Act immediately if you believe your child is missing.

Download this checklist (/content/dam/pdfs/publications/nc198.pdf) of actions to be taken by families in the initial stages of a missing child case. If you have any questions call the NCMEC at 1-800-THE-LOST® (1-800-843-5678). If you are not located in the United States, call your country's hotline.

What to do if your child is missing

- **Immediately call your local law enforcement agency.**
- **After you have reported your child missing to law enforcement, call the National Center for Missing & Exploited Children at 1-800-THE-LOST(1-800-843-5678).**
- **If your child is missing from home, search through:**
 - **Closets.**
 - **Piles of laundry.**
 - **In and under beds.**
 - **Inside large appliances.**
 - **Vehicles – including trunks.**
 - **Anywhere else that a child may crawl or hide.**
- **Notify the store manager or security office if your child cannot be found when in a store. Then immediately call your local law enforcement agency. Many stores have a Code Adam plan of action in place.**
- **When you call law enforcement**
 - **Provide law enforcement with your child's name, date of birth, height, weight, and descriptions of any other unique identifiers such as eyeglasses and braces. Tell them when you noticed your child was missing and what clothing he or she was wearing.**
 - **Request law enforcement authorities immediately enter your child's name and identifying information into the FBI's National Crime Information Center Missing Person File.**

How NCMEC can help

When you call NCMEC, a Call Center specialist will record information about your child. A NCMEC case management team will next work directly with your family and the law enforcement agency investigating your case. They will offer technical assistance tailored to your case to help ensure all available search and recovery methods are used.

As appropriate NCMEC case management teams:

- **Rapidly create and disseminate posters to help generate leads.**
- **Rapidly review, analyze and disseminate leads received on 1-800-THE-LOST (1-800-843-5678) to the investigating law enforcement agency.**
- **Communicate with federal agencies to provide services to assist in the location and recovery of missing children.**
- **Provide peer support, resources and empowerment from trained volunteers who have experienced a missing child incident in their own family.**
- **Provide families with access to referrals they may use to help process any emotional or counseling needs.**

Resources

Missing-Child, Emergency-Response, Quick-Reference Guide (English)
(/content/dam/pdfs/publications/nc198.pdf)

When Your Child is Missing: A Family Survival Guide (English)
(/content/dam/pdfs/publications/pdf6a.pdf)

If Your Child is Missing (/content/dam/pdfs/missing.pdf)

Missing-Child, Emergency-Response, Quick-Reference Guide
(Spanish) (/content/dam/pdfs/publications/nc199.pdf)

When Your Child is Missing: A Family Survival Guide (Spanish)
(/content/dam/pdfs/publications/pdf6a-es.pdf)

Sign up ► (https://missingkids.revv.co/signup?utm_source=page_form)

Get the latest updates from NCMEC



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Missing Persons Checklist

1. Contact your local law enforcement agency to file a missing persons report
2. Take steps to help investigators after a report is filed
3. Raise awareness in your community regarding the missing person
4. Take care of yourself

The following tips are intended to provide those seeking the return of a missing adult with direction on the action they can take to help.

Contact Your Local Law Enforcement Agency to File a Missing Persons Report

1. At the time you file a report, law enforcement may ask you to supply the following information:
 - Missing person's full name, date of birth and social security number
 - Details on where they were last seen or heard from
 - Details on any vehicles involved
 - Details on any persons who may be with them
 - Details on what the person was wearing and any unique characteristics
 - A current photograph
2. Be sure to clearly state the reasons why you believe the individual's absence is not voluntary.
3. Record the name, phone number and badge number of the officer who takes the report so that you can follow-up with additional information. It is a good idea to keep a record of all the law enforcement personnel you speak with regarding the missing person.
4. Request a copy of the missing persons report that is filed and obtain the agency case number.
5. Confirm with law enforcement that the case information has been entered into the National Crime Information Center (NCIC) database. This allows all federal, state and local law enforcement agencies to access information on the case. Ohio law requires that this information be posted to NCIC immediately for missing adults age 18 to 21. For those persons older than 21, the information must be posted in seven days should foul play be suspected. If foul play is not suspected, the law enforcement agency has up to 30 days to enter the information in NCIC.
6. Should you not be related to the missing person, it could be necessary for you to alert a family member of the missing individual so they can file the report with law enforcement. Some law enforcement agencies have policies in place that require the missing persons report be filed by a family member.

Take Steps to Help Investigators After a Report is Filed

1. Maintain a cooperative dialogue with investigators and law enforcement; share with them additional information you become aware of and ask them if there are ways you can assist.
2. Ask law enforcement before disturbing items in the missing person's residence. Make a video of the interior of the home to document how it appeared at the time the individual went missing.
3. Talk with the missing person's friends, co-workers, school, neighbors, relatives or others who may have information about the missing person. Ask them to let you know if they hear from the missing person.
4. Retain personal items that were worn frequently, or that only the missing person would have used. These items should be placed in a paper bag and stored in a secure location.
5. Talk with law enforcement about preservation of DNA through the Ohio Attorney General's Project LINK (Linking Individuals Not Known). This program preserves DNA from family members of the missing person or intimate items owned by the missing person to help in the identification of unidentified human remains. Investigators should contact the Ohio Bureau of Criminal Identification and Investigation for further details.

6. Make a list of places the missing person often went to. Check to see if anyone at these locations has seen them.
7. Provide law enforcement with information regarding the bank the missing person uses, who their dentist is and who is their home internet service provider.
8. Retain the missing person's cell phone and landline phone records.
9. Get caller ID for your home phone and log all calls, even hang-ups.
10. If the missing person is found let investigators know.

Raise Awareness in Your Community Regarding the Missing Person

1. Before taking any action that would share details about the missing person with the entire community, talk with law enforcement to make sure no information is shared that could hurt their investigation.
2. Create and distribute a missing person poster.
 - Posters can be distributed at many locations including malls, public libraries, hospitals, and businesses. Ask a manager for permission prior to posting or distributing your materials. You can also take them to other law enforcement agencies in the area.
 - Ask law enforcement what contact number should be printed on the poster.
3. Contact local media and ask them to tell the missing person's story.
4. Contact the National Center for Missing Adults to have information regarding the missing person posted on the national registry they maintain. They can be contacted at (800) 690-FIND.
5. Ask law enforcement to post information about the case on the Ohio Attorney General's Ohio Missing Persons website. Ask law enforcement to make this request by calling (800) 282-0515.

Take Care of Yourself

1. In this traumatic time do not cut yourself off from others who can support you such as family, friends and clergy. Talk to your doctor if increased stress is affecting your health.
2. Be careful if you are contacted by those seeking money to help in locating the missing person. These can include private investigators and psychics. Report information on these individuals to law enforcement.
3. Should you choose to retain the services of a private investigator, you can check to see if any complaints have been made against them by contacting your local Better Business Bureau as well as the Ohio Attorney General's Consumer Protection Section. You can check the Attorney General's consumer complaint records on-line at www.ohioattorneygeneral.gov or call (800) 282-0515.
4. Media coverage can be very beneficial in missing persons' cases, but it can also lead to unexpected attention for you or other family members. You may choose to set guidelines on when and where interviews will occur. Not all interview requests must be accepted and not every question that is asked must be answered. A family may choose to select one individual who is best able to tell the story of the missing person to serve as their spokesperson.

MISSING-CHILD, EMERGENCY-RESPONSE, QUICK-REFERENCE GUIDE FOR FAMILIES



- [] Contact your local law-enforcement agency as soon as you have determined your child is missing or has been abducted. Do not delay in reporting your child missing to law enforcement.
- [] Search any area into which a child could crawl or hide and possibly be asleep or unable to get out. This includes closets, piles of laundry, in and under beds, inside large appliances, in vehicles including trunks, or any other space into which a child might fit. Check areas where your child was last seen or may have played such as open or abandoned wells, caves, sheds, buildings, and crawl spaces.
- [] Provide law enforcement with the date, time, and location where your child was last seen, if known.
- [] Provide law enforcement with the name(s) of the last person/people who saw your child, if known.
- [] Determine the names or descriptions of companions or associates last seen with your child.
- [] Secure your child's room and personal belongings until law enforcement has the opportunity to conduct a search.
- [] Identify and secure any computers and wireless devices used by your child, but do not attempt to conduct a search of these devices on your own. Ask law enforcement to look for clues in any chat and social-networking websites your child has visited or hosts.
- [] Provide law enforcement with information about your child's general health and any medical conditions or concerns.
- [] Compile descriptive information about your child and have the information available to provide to the first-responding, law-enforcement investigator. Descriptive information should include items and information such as a recent, clear, color photo of your child; video of your child; a description of the clothing worn at the time the child was last seen; cell and other phone numbers; date of birth; hair and eye color; height; weight; complexion; identifiers such as eyeglasses or contact lenses, braces, body piercings, tattoos; and/or other unique physical attributes.
- [] Ask the responding officer if immediate community notification, such as an AMBER Alert™,¹ has been considered.
- [] Ask the responding officer if a neighborhood canvass will be conducted.
- [] Restrict access to the home, no matter where your child was last seen, until law enforcement has arrived and had the opportunity to search the home and surrounding area.
- [] Try to keep all phone lines open.
- [] Provide law enforcement with information regarding custody issues, if any, including court-ordered visitation conditions.
- [] Provide law enforcement with information about any recent changes in your child's behavior.
- [] Provide law enforcement with information about any individuals who have recently shown unusual attention to or interest in your child.
- [] Obtain the name of and contact information for the primary investigator assigned to your child's case.
- [] Report your missing child to the National Center for Missing & Exploited Children® (NCMEC) at 1-800-THE-LOST® (1-800-843-5678).

¹ Although the search for every missing child is important, AMBER Alerts are not designed for use in all missing-child cases and are issued only when abducted children are facing imminent danger. AMBER Alerts are designed to rapidly notify the public of a child's abduction. The criteria for dissemination of an AMBER Alert varies among states and territories. To obtain more information about AMBER Alerts in your area visit www.amberalert.gov.

- [] Verify, through the investigating law-enforcement agency, that information about your missing child has been entered into the National Crime Information Center (NCIC) Missing Person File. Federal law² requires law enforcement to enter information about a missing child into NCIC no more than two hours after the receipt of the report.
- [] Report your missing child to the missing-child clearinghouse in your state or territory. To find your missing-child clearinghouse visit www.missingkids.com, and from the home page click on the "More Services" and "Missing-Child Clearinghouse Program" links.
- [] Contact nonprofit organizations in your area assisting families of missing children. For information about organizations in your area contact the Association of Missing and Exploited Children's Organizations (AMECO) at 1-877-263-2620 or visit www.amecoinc.org.
- [] Contact the National Runaway Switchboard, if your child may be a runaway, at 1-800-RUNAWAY (1-800-786-2929) or visit www.1800runaway.org for assistance including information about developing communication with your child.
- [] Prepare posters of your missing child including a recent photo and descriptive information and post them within the local community. NCMEC may be able to provide you with copies of your child's poster as soon as the poster has been certified by them for distribution.
- [] Make every effort to obtain local and national media attention regarding your missing child. Conduct television, radio, and newspaper interviews to discuss and direct attention to your child.
- [] Obtain medical records from your child's doctor and dental records from your child's dentist.
- [] Provide a DNA sample to law enforcement if you already have one. If not, collect samples from your missing child's possessions such as his or her toothbrush, baby's teeth, hair brush used exclusively by your child for at least one month, and used bandage with dried blood.
- [] Provide fingerprints and dental charts to law enforcement if you have them.
- [] Provide law enforcement with detailed information about the description and characteristics of the abductor if he or she is known to you.
- [] Provide law enforcement with the abductor's photo, driver's license number, credit-card numbers, cell and other phone numbers, passport numbers, and any other available information useful for tracking purposes if known.
- [] Contact the U.S. Department of Justice's Office for Victims of Crime for possible financial assistance at 1-800-851-3420 or visit www.ovc.gov. Also check your local phone directory for crime-victim-compensation or crime-victim-assistance programs.
- [] Stay in regular contact with law enforcement, the media, and local government officials during the search for your child.
- [] Conduct periodic press conferences and plan events related to the search for your child to help keep the disappearance in the public eye.
- [] Notify law enforcement, NCMEC, and other agencies assisting in the search as soon as your child is located.

² The Adam Walsh Child Protection and Safety Act (Pub. L. No. 109-248) mandates NCIC entry must be made by law enforcement within two hours of receipt of a report of a missing or abducted child. This two-hour requirement replaces the term "immediately" in the National Child Search Assistance Act (NCSAA, 42 U.S.C. §§ 5779 and 5780).

This Checklist was created and published by NCMEC and is to be given to families by law enforcement during an emergency response to a report of a missing or abducted child. NCMEC, at 1-800-THE-LOST® (1-800-843-5678) or www.missingkids.com, offers a wealth of resources to assist families and law enforcement in the search for a missing or abducted child or cases involving the sexual exploitation of a child. This project was supported by Grant No. 2011-MC-CX-K001 awarded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice. This document is provided for informational purposes only and does not constitute legal advice or professional opinion on specific facts. Information provided in this document may not remain current or accurate, so recipients should use this document only as a starting point for their own independent research and analysis. If legal advice or other expert assistance is required, the services of a competent professional should be sought. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice. Copyright © 2008 and 2011 National Center for Missing & Exploited Children. All rights reserved. National Center for Missing & Exploited Children® and 1-800-THE-LOST® are registered trademarks of the National Center for Missing & Exploited Children. NCMEC Order #198.



**PLACE
PHOTO HERE**

Remember to use a
high-resolution, head-and-
shoulders photo of your child,
and update it every 6 months.



PERSONAL INFORMATION

Address: _____

City: _____ Zip/Postal Code: _____

State/Province/Region: _____ Country: _____



PHYSICAL CHARACTERISTICS

Sex: Female ☐ Male ☐

Race/Ethnicity: _____

Hair Color: _____

Eye Color: _____

Height	Weight	Date



DISTINGUISHING CHARACTERISTICS

My child wears or has:

Glasses ☐ Contacts ☐ Braces ☐ Birthmarks ☐ Piercings ☐ Tattoos ☐

Special Needs: _____

Other: _____



MEDICAL INFORMATION

Physician's Name: _____



Emergency Contact: _____



Emergency Contact: _____

Office #: _____

Relationship: _____

Relationship: _____

Allergies/Conditions: _____

Cell #: _____

Cell #: _____

Medications: _____

Home #: _____

Home #: _____

Blood Type: _____

Work #: _____

Work #: _____



FINGERPRINTS

Fingerprints
are critical to a
complete child
identification
record and should
be taken by trained
individuals, such as
law-enforcement
personnel.

Left Thumb	Left Index	Left Middle	Left Ring	Left Pinky
Right Thumb	Right Index	Right Middle	Right Ring	Right Pinky