



Herbert Protocol

This form is intended to provide information which will assist the police in their searches should the person it refers to go missing.

Please complete the form as fully as possible. However, do not worry if you don't have or cannot get all of the information it asks for. Some of the information will apply to everyone and any information could be helpful. Please save the form in a place where it can easily be found if the person it refers to goes missing. This could be in an electronic format or handwritten.

The Form may need to be located quickly, at any time of the day, by the person who may need the information to begin the initial searches. It would be helpful if you make several copies which can be kept safe by care workers, neighbours or relatives. It should be kept up to date and be transferred with the person if they move.

When complete, the form will contain personal information and must be stored appropriately to protect the person's confidentiality. It is important that if the person goes missing this information is shared with the police and other professional agencies. The police will only ever ask for the form if the person is reported missing.

This information may be shared with agencies such as police and social care if the person is reported missing.

Thank you for taking the time to complete it. It could help to save someone's life.

Details of Vulnerable Person

Full name: Preferred name:	<p>Photograph</p> <p>Attach a recent photo. Please find one that is a good likeness of the person.</p> <p>It will also be helpful if you have an electronic photo so it can be emailed to the police in the event of the person going missing, but do not worry if you can't.</p>
Date of birth:	
Ethnicity:	
Mobile number:	
Description (such as height, build, ethnicity or unusual marks/scars)	
Current address:	
Preferred Point of Contact	GP
Name:	Doctor:
Address:	Surgery Address:
Contact details:	Contact details:
Any other agencies involved with the care of the person:	

Medical Information

Current diagnosed or undiagnosed condition:

Relevant Medication:

Other significant medical problems:

When is it due & what are the risks if not taken:

What is their mobility like? Do they use walking aids?

How might they react to officers finding them? Is there anything you can tell us to help officers when they are found such as communication or behavioural problems? What names are familiar to them such as; family or spouse who may be of reassurance.

Places and Addresses of Interest

Have they been missing before? What were the circumstances and where were they found?

Important address and search locations

Please provide details of locations such as; previous home addresses, places of work, any other places of interest like schools, familiar walks, family cemeteries which the person may go to. You may wish to outline their relevance and list them in order of where they are most likely to go.

(continue overleaf)

Weekly Habits

- Which shops/banks etc do they use or have used?
- Favourite cafés or pubs the use or have used?
- GP/clinic/group?
- Do they attend a place of worship?
- Friends they visit, both now and in the past?

Routine

	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Travel

- Do they have a bus pass?
Where's the nearest bus stop?
Where does it go?
- Where is the nearest train station?
- Do they have access to a car?
What is the make, model, registration?
- Does anybody else provide transport for them such as a friend/neighbours/taxis?
- What access to money do they have? Bank card or cash?

Any other Information

Person completing the Form

Name:

Date form completed:

Relationship to adult:

Contact details:

Thank you for filling in this form

**Remember to keep the form somewhere safe and accessible
in the event of a missing incident.**

In the unfortunate event that this person goes missing you will need to call 999 and ask for the police. If possible please have this form to hand and tell the call handler that the person has a Herbert Protocol in place.

You will be asked the following questions by the call handler:

- Name and DOB
- Brief description of person and what they were last wearing?
- When was the person last seen?
- What is the home address? Or the address/location missing from if different from above?
- Are there specific concerns? **Please mention Dementia/Alzheimer's**
- Has this happened before or is this out of character?
- Are there any specific medical needs?
- Are they likely to be subjected to crime/abuse/exploitation?
- Do they pose a danger to themselves or others?
- What has been done so far to find this person?
- Do they have a social worker? Do you have contact details?
- Is there any other information relevant to their absence such as vulnerabilities?

Please be ready to provide the information and have the Herbert Protocol ready to send electronically or available to give to the attending officer in an emergency.