

Additional MB Police Agencies

Police Agency	Address	Telephone Numbers
Altona (Town of)	Altona Police Service P.O. Box 1809 Altona MB R0G 0B0	(204) 324-4464 (204) 324-1904 FAX (204) 324-5373 Admin.
Brandon (City of)	Brandon Police Service 1340 – 10 th Street Brandon MB R7A 6Z3	(204) 729-2305 (204) 729-1999 FAX
Cornwallis (R.M. of)	R.M. of Cornwallis Police Site 500, Box 10, R.R. 5 Brandon MB R7A 5Y5	(204) 725-8686 office (204) 724-7999 cell (204) 725-3659 FAX
Morden (Town of)	Morden Police Service 106 – 195 Stephen Street Morden MB R6M 1V3	(204) 822-6292 police (204) 822-4900 mobile (204) 822-5934 FAX
Rivers (Town of)	Rivers Police Service P.O. Box 940 Rivers MB R0K 1X0	(204) 328-7430 police (204) 761-7995 cell (204) 328-7599 FAX
Springfield (R.M. of)	Springfield Police Service 628 Main Street Box 219 Oakbank MB R0E 1J0	(204) 444-4308 (204) 444-5991 FAX
Ste. Anne (Town of)	Ste. Anne Police Department 181 Centrale Avenue Ste. Anne MB R5H 1G3	(204) 422-8209 (204) 422-6070 admin. (204) 422-5666 FAX
Victoria Beach (R.M. of)	Victoria Beach Police P.O. Box 189 Victoria Beach MB R0E 2C0	(204) 756-2322 (204) 756-8159 FAX (204) 754-7166 cell

Additional MB Police Agencies

<p>Whitehead (R.M. of)</p>	<p>R.M. of Whitehead Police Box 107 Alexander, Manitoba R0K 0A0</p>	<p>(204) 752-2261 office (204) 752-2129 FAX</p>
<p>Winkler (City of)</p>	<p>Winkler Police Service 185 Main Street Winkler MB R6W 1B4</p>	<p>(204) 325-9990 (204) 325-0829 admin (204) 325-8318 FAX</p>
<p>Dakota Ojibway Police Service (DOPS)</p>	<p>3rd Floor –5000 Crescent Rd West PO Box 37 Portage la Prairie MB R1N 3B2</p>	<p>(204) 856-5370 (204) 853-5889 FAX</p>
<p>CN Police</p>	<p>P.O. Box 1620 821 Lagimodiere Blvd. "M" Building, Symington Yard Winnipeg MB R3C 2Z6</p>	<p>(780) 472-3702 office (780) 298-3720 cell 24-hour Communication Centre: 1-800-465-9239</p>
<p>CP Police</p>	<p>10 – 150 Henry Avenue Winnipeg MB R3B 0J7</p>	<p>(204) 946-3434 (204) 946-3404 FAX 24-hour Emergency: 1-800-716-9132</p>
<p>Military Police Unit – Shilo, MB</p>	<p>CFB/ASU Shilo P.O. Box 5000 Stn Main Shilo MB R0K 2A0</p>	<p>(204) 765-3000 ext. 3339 (204) 765-3847 FAX</p>
<p>Military Police Unit – 17 Wing Winnipeg</p>	<p>Military Police P.O. Box 17000, Stn. Forces Winnipeg MB R3J 3Y5</p>	<p>(204) 833-2500 ext. 5567 OR (204) 833-2500 ext. 5046 (204) 833-2511 FAX</p>

Checklist for Hospitals, Rehabilitation Centres and Places Known to Frequent

V	Name	Address	Phone Number	Date/Time	Notes:
	Concordia Hospital	1095 Concordia	(204) 667-1560		
	Grace Hospital	300 Booth	(204) 837-8311		
	Health Sciences Centre	820 Sherbrook	(204) 787-2595		
	Misericordia Hospital	99 Cornish	(204) 774-6581		
	St.Boniface Hospital	409 Tache	(204) 233-8563		
	Seven Oaks General Hosp.	2300 McPhillips	(204) 632-3224		
	Victoria General Hospital	2340 Pembina	(204) 269-3570		
	Addictions Foundation of MB	1041 Portage Avenue	(204) 944-6200		
	Behavioural Health Foundation	35 Ave de la Digue, St.Norbert	(204) 269-3430		
	Main Street Project	75 Martha Street	(204) 982-8245		
	Pritchard House/Native Addictions Council of MB	160 Salter Street	(204) 586-8395		
	Whispering Pines	112 Beach Road East, Teulon MB	(204) 886-3580		

Remember that the police may not check hospitals or drug/alcohol rehabilitation centres right away. Contact these first.

Checklist for Hospitals, Rehabilitation Centres and Places Known to Frequent

Remember that the police may not check hospitals or drug/alcohol rehabilitation centres right away. Contact these first.

Detailed Description

HAIR COLOUR/STYLE (MOST RECENT + KNOWN TO HAVE)	
EYE COLOUR/GLASSES?/ COLOURED CONTACTS?	
HEIGHT	
WEIGHT	
TATTOOS	
BIRTHMARKS/SCARS/ DISTINGUISHING MARKS	
PIERCINGS	
PANT COLOUR	
SHIRT COLOUR	
SHOE COLOUR/TYPE/SIZE	
JACKET TYPE/COLOUR	
JEWELRY WEARING	
PERSON LAST SPOKEN TO	
PERSON LAST SEEN WITH	
KNOWN TO FREQUENT	
CONTACT NUMBERS: (HOME/SCHOOL/ WORK/CELL/OTHER)	

Manitoba RCMP Detachments

Detachment	Address	Emergency Telephone	Non-Emergency Telephone
Altona	Box 450 Altona, Manitoba R0G 0B0	204-324-6970	204-324-5217
Amaranth	Box 118 Amaranth, Manitoba R0H 0B0	204-843-2691	204-843-2309
Arborg	Box 280 Arborg, Manitoba R0C 0A0	204-376-5251	204-376-5253
Ashern	Box 400 Ashern, Manitoba R0C 0E0	204-768-2324	204-768-2311
Beausejour	Box 1770 Beausejour, Manitoba R0E 0C0	204-268-1234	204-268-2612
Berens River		204-382-2436	204-669-3268
Bloodvein		204-395-2020	204-395-2311
Boissevain	Box 25 Boissevain, Manitoba R0K 0E0	204-534-7261	204-534-7262
Brandon	Site 500 RR 5 Box 12 Brandon, Manitoba R7A 5Y5	204-726-7500	204-726-7522
Carberry	Box 40 Carberry, Manitoba R0K 0H0	204-834-2131	204-834-2905
Carman	Box 310 Carman, Manitoba R0G 0J0	204-745-6773	204-745-6760

Manitoba RCMP Detachments

Chemawawin	PR327 Arena Rd Chemawawin, Manitoba R0C 0V0	204-329-2000	204-329-2004
Churchill	Box 40 Churchill, Manitoba R0B 0E0	204-675-8821	204-675-2551
Cranberry Portage	Box 69 Cranberry Portage, Manitoba R0B 0H0	204-472-4040	204-472-4044
Cross Lake	Box 68 Cross Lake, Manitoba R0B 0J0	204-676-2345	204-676-2600
Crystal City	Box 430 Crystal City, Manitoba R0K 0N0	204-873-2413	204-873-2114
Dauphin	2 Hedderly Street Dauphin, Manitoba R7N 3M2	204-622-5050	204-622-5020
Deloraine	Box 403 Deloraine, Manitoba R0M 0M0	204-747-2575	204-747-2810
East St. Paul	3021 Birds Hill Road East St. Paul, Manitoba R2E 1A7	204-668-8322	204-667-6519
Elphinstone	Box 70 Elphinstone, Manitoba R0J 0N0	204-625-2138	204-625-2090
Emerson	Box 421 Emerson, Manitoba R0A 0L0	204-373-2428	204-373-2505
Ethelbert	Box 242 Ethelbert, Manitoba R0L 0T0	204-742-3371	204-742-3296

Manitoba RCMP Detachments

Falcon Beach	Box 160 Falcon Lake, Manitoba R0E 0N0	204-349-2588	204-349-8035
Fisher Branch	Box 400 Fisher Branch, Manitoba R0C 0Z0	204-372-8484	204-372-6329
Flin Flon	96 Hapnot Street Flin Flon, Manitoba R8A 1L6	204-687-1422	204-687-1423
Gillam	Box 309 Gillam, Manitoba R0B 0L0	204-652-2200	204-652-2436
Gimli	Box 1500 Gimli, Manitoba R0C 1B0	204-642-5104	204-642-5106
Gladstone	Box 230 Gladstone, Manitoba R0J 0T0	204-385-2142	204-385-3035
God's Lake Narrows	Box 319 God's Lake Narrows, Manitoba R0B 0M0	204-335-2464	204-335-2260
Grand Marais	Box 190 Grand Marais, Manitoba R0E 0T0	204-754-2300	204-754-3494
Grand Rapids	Box 360 Grand Rapids, Manitoba R0C 1E0	204-639-2467	204-639-2469
Grandview	Box 280 Grandview, Manitoba R0L 0Y0	204-546-2217	204-546-3196

Manitoba RCMP Detachments

Gypsumville	Box 179 Gypsumville, Manitoba R0C 1J0	204-659-2682	204-659-5224
Hamiota	Box 190 Hamiota, Manitoba R0M 0T0	204-764-2345	204-764-2732
Headingley	156 McIntosh Road Headingley, Manitoba R4H 1G1	204-831-5929	204-888-0358
Island Lake	Box 70 Stevenson Island, Manitoba R0B 2H0	204-456-2626	204-456-2290
Killarney	Box 490 Killarney, Manitoba R0K 1G0	204-523-7255	204-523-7293
Lac du Bonnet	Box 280 Lac du Bonnet, Manitoba R0E 1A0	204-345-8685	204-345-6311
Leaf Rapids	Box 489 Muhekun Street Leaf Rapids, Manitoba R0B 1W0	204-473-2469	204-473-2944
Little Grand Rapids	General Delivery Little Grand Rapids, Manitoba R0B 0V0	204-397-2133	204-397-2249
Lundar	Box 220 Lundar, Manitoba R0C 1Y0	204-762-5678	204-762-5088
Lynn Lake	Box 1120 Lynn Lake, Manitoba R0B 0W0	204-356-2494	204-356-8862

Manitoba RCMP Detachments

Manitou	Box 159 Manitou, Manitoba R0G 1G0	204-242-2121	204-242-2017
McCreary	Box 399 McCreary, Manitoba R0J 1B0	204-835-2461	204-835-2668
Melita	Box 327 Melita, Manitoba R0M 1L0	204-522-3248	204-522-3213
Minnedosa	Box 1319 Minnedosa, Manitoba R0J 1E0	204-867-2751	204-867-2916
Moose Lake	General Delivery Moose Lake, Manitoba R0B 0Y0	204-678-2267	204-678-2399
Morden	797 Thornhill Street Morden, Manitoba R6M 1Y6	204-822-5469	204-822-4476
Morris	Box 579 Morris, Manitoba R0G 1K0	204-746-2323	204-746-6355
Neepawa	239 Mill Street Box 549 Neepawa, Manitoba R0J 1H0	204-476-7338	204-476-7340
Nisichawayasihk	Box 425 Nelson House, Manitoba R0B 1A0	204-484-2288	204-484-2837
Norway House	Box 40 Norway House, Manitoba R0B 1B0	204-359-6715	204-359-6483

Manitoba RCMP Detachments

Oakbank	Box 309 Oakbank, Manitoba R0E 1J0	204-444-3391	204-444-3847
Oxford House	Box 267 Oxford House, Manitoba R0B 1C0	204-538-2413	204-538-2046
Poplar River		204-244-2000	204-244-2003
Portage La Prairie	340 Lorne Ave E Portage La Prairie, Manitoba R1N 3M8	204-857-8767	204-857-4445
Powerview	265 Main Street Box 250 Powerview, Manitoba R0E 1P0	204-367-2222	204-367-8728
Pukatawagan	Box 134 Pukatawagan, Manitoba R0B 1G0	204-553-2045	204-552-2342
Reston	Box 309 Reston, Manitoba R0M 1X0	204-877-3701	204-877-3871
Roblin	2nd AVE SW Box 1024 Roblin, Manitoba R0L 1P0	204-937-2164	204-937-8054
Rosburn	Box 280 Rosburn, Manitoba R0J 1V0	204-859-2132	204-859-2057
Russell	377 Main ST S Box 40 Russell, Manitoba R0J 1W0	204-773-2105	204-773-3051

Manitoba RCMP Detachments

Selkirk	1019 Manitoba Ave Selkirk, Manitoba R1A 3T7	204-482-3322 204-482-8114	204-482-1222
Shamattawa	General Delivery Shamattawa, Manitoba R0B 1K0	204-565-2350	204-565-2351
Shoal Lake	Box 298 Shoal Lake, Manitoba R0J 1Z0	204-759-2344	204-759-2390
Snow Lake	505 Lakeshore Drive Box 280 Snow Lake, Manitoba R0B 1M0	204-358-7722	204-358-7723
Souris	Box 880 Souris, Manitoba R0K 2C0	204-483-2123	204-483-2854
Sprague	Box 29 Sprague, Manitoba R0A 1Z0	204-437-2135	204-437-2041
St-Pierre-Jolys	Box 430 St Pierre-Jolys, Manitoba R0A 1V0	204-433-7433	204-433-7908
Ste-Rose-du-Lac	960 Central Ave Box 419 Ste-Rose du Lac, Manitoba R0L 1S0	204-447-2513	204-447-3082
Steinbach	100 PTH 12 N Steinbach, Manitoba R5G 1Y1	204-326-1234	204-326-4452

Manitoba RCMP Detachments

Stonewall	404 3rd Ave S Box 903 Stonewall, Manitoba R0C 2Z0	204-467-5591	204-467-5015
Swan River	105 10th Ave N Box 1840 Swan River, Manitoba R0L 1Z0	204-734-3454	204-734-4686
Teulon	Box 559 Teulon, Manitoba R0C 3B0	204-886-2244	204-886-3856
The Pas	Box 710 The Pas, Manitoba R9A 1K7	204-627-6200	204-627-6204
Thompson	122 Selkirk Ave Thompson, Manitoba R8N 0M9	204-677-6911	204-677-6909
Treherne	Box 150 Treherne, Manitoba R0G 2V0	204-723-2345	204-723-2024
Virden	Box 130 Virden, Manitoba R0M 2C0	204-748-2135	204-748-2046
Wabowden	Box 250 Wabowden, Manitoba R0B 1S0	204-689-2152	204-689-2685
Wasagaming	Fox St Box 310 Onanole, Manitoba R0J 1N0	204-848-2442	204-848-2659

Manitoba RCMP Detachments

Waywayseecappo	Box 322 Waywayseecappo, Manitoba R0J 1S0	204-859-5070	204-859-5071
Winnipegosis	Box 369 Winnipegosis, Manitoba R0L 2G0	204-656-7000	204-656-7003

First 24 Hours Checklist

Important steps to take when you become aware a relative or friend is missing.

- Confirm with all family, friends and contacts that the person is indeed missing. Conduct your own search with family, friends, hangouts and hospitals prior to reporting them missing to the police. It is **ESSENTIAL** that you keep detailed notes and documentation of who you talk to, when, and main points of the conversation as well as all efforts of your search. Use the **Communication Log, Family and Friends Contact list, and Checklist of Hospitals and Hangouts** included in this toolkit so you can share with the police.
- Contact all relatives, friends, foster-families and any contacts in other communities, and other provinces, to ensure that your loved one has not gone to stay with them. Remember to document the details of these conversations in your **Communication Log**.
- Use the **Detailed Description Form** in this toolkit to write down a detailed description of the missing person; hair and eye color, height, weight, scars, tattoos or any distinguishing marks or piercings and what they were wearing when they were last seen. Focus on distinctive features, as well as jewelry always worn by your loved one. Include ALL of the contact numbers (home, work, school, cell, other places they may stay) for your loved one. Also on this form, write down the last time you, or others, had contact with the missing person; where they were going, who they were with, etc.
- Write down a detailed pattern of behaviour for your loved one. Write down what your loved one's typical day would be like – Work? School? Childcare? Family Visits? Friends? Volunteering? Think about whether there may have been changes to your loved one's routine recently. If there have been any noticeable changes, bring this to the attention of police immediately.
- Report the person missing to the police! **It is not necessary to wait 24-48 hours** particularly if you have noticed a change in their behaviour or routines. If you believe your loved one is at risk (see **Working with Police** in this toolkit), you should definitely let police know, and share this information with them.
- Write down the case number, contact person spoken to as well as the Officer's badge number on the **front flaps of this toolkit** for easy reference.

- Once the police report has been filed, ask investigators when your loved one's name will be added to the CPIC (Canadian Police Information Centre) database. CPIC is a communication system that informs every police department in Canada allowing police nation-wide access to basic information on your missing relative or friend.
- Let all family members know who the contact person for police is. Police will contact only one person per family and try a maximum of two phone numbers. It is important that these phone numbers work, and have accessible voicemail.
- Use the attached ***Communication Log*** to record ALL contacts and conversations you have during your search for your loved one. Keep detailed notes of search efforts that you and your family conduct to share with police. Always use this log when contacting anyone or to make note of anything so that all of your notes are in the same place.
- Use the ***Family and Friends Contact List*** to log all the names, phone numbers, and addresses you can think of for people your loved one would have contact with. Ask each person you speak to for other contacts you may not have. Ensure you touch base with all of these people to let them know your loved one is missing, see if they've had contact with them, and to let them know the police may be in contact with them for their investigation.
- Check email accounts for activity. Also, check social media websites such as Facebook, Twitter or blogs to see if there has been any activity on the missing person's accounts that might assist you.
- Gather as many photos as possible of the missing person for police to use in the ***Missing Persons Poster*** included in this toolkit. Include different hair colors/hair styles if missing person changes their hair frequently. You can even use pictures on Facebook or other websites – just save them to a computer.
- It is vital that you care for yourself in order to stay healthy in this time of crisis: Refer to the ***Self-Care Information Sheet*** included in this toolkit.
- Seek support from family, friends and organizations: If you don't know who to turn to for help, call Ka Ni Kanichihk at (204) 953-5820 or use the ***Medicine Bear Resource Guide*** included in this toolkit.
- Keep your compiled list of support people and their contact information on the ***Family and Friends Contact List*** near the phone so others can make calls to follow up with contacts of your loved one when you are not at home.

- Make sure someone is answering the phone **24 hours a day** and delegate this ‘phone duty’ between family members and friends so you are supported. Keep ALL voicemail boxes clear so messages are not missed.

- Contact the Canadian Centre for Child Protection (Child Find Manitoba) at 1-800-532-9135 to request assistance in your search or visit www.missingkids.ca

NOTES:

48 Hours & Beyond Checklist

This list is designed to support you with the important things you can do to continue the search when a relative or friend is missing.

- Confirm with the police or RCMP who the contact will be, and make sure the police have their name and correct contact numbers. This contact will be responsible for asking the police for regular updates – they CAN call the police to follow up. To streamline communication, this person should be the only person talking to the police.
- Provide the police with all cell phone/calling card/contact numbers for your loved one, including bills/statements with account numbers if you can.
- Ask police to release a picture you have chosen of your missing loved one to the media along with a statement on behalf of the family. Use the sample *Media Release* found in the “**Working with Police and Media**” section of this toolkit to help you draft this statement.
- Assign a family media spokesperson. Ideally, this person should be someone who feels comfortable and confident when speaking to the media and can keep things clear and brief. The spokesperson should be able to remain calm when dealing with reporters who may ask hard or inappropriate questions. To make sure the media always knows the right person to call and always get the correct information, the assigned media contact should be the only person talking to the media. When incorrect information goes out to the public, it is very hard to correct it. You may also want to assign a back-up media contact if your first contact may not always be available.
- Assign a family member to be the coordinator for organizing phone monitoring. This person can also be responsible for checking in with family members needing support.
- Have a meeting with family and friends to plan what needs to be done to continue the search and decide on who is responsible for each task. After the first planning meeting, try to have regular check-in meetings so everyone knows what is going on and so anything new can be added to the list of things that need to be done.
- Again, make sure someone is answering the phone 24 hours a day and all voicemail is cleared so messages are not missed if a call is not answered.**

- Choose one or two designated ‘organizers’ to follow up with all family and friends who have been given search-related tasks to make sure that these tasks are getting done. This person may be a close family friend as family members may be too busy searching or too stressed to keep everyone organized on a day to day basis. ‘Organizers’ should attend check-in meetings.

- Ask all family members to make a list of friends who may be able to offer supports (meals, childcare, rides, putting up posters, etc.) This frees family members to be available for police and media work, and ensure they can take a break and get some rest.

- Start to work on a poster to distribute to the public using the *Draft Missing Poster* in this toolkit. Photocopy and put the poster up everywhere; especially all the places where your loved one regularly hangs out. If you are able to make an electronic version of this poster, circulate it to your entire email contact list, and encourage friends and family to do the same (an electronic version of the poster for customizing and printing is available at www.kanikanichihk.ca).

- Research the following details about your loved one so that you can provide them to the police for further investigation. Ensure you list full names, phone numbers and addresses wherever possible. You can also call these people yourself and let them know your loved one is missing and request any information they may have.
 - Make a list of your loved one’s doctors, dentist and other care providers.
 - Look up their provincial medical card number as well as any additional health care card numbers they may have.
 - If your loved one is in school or training of any kind list where, as well as any teachers, trainers, counsellors etc. that they may have mentioned.
 - List banks, credit unions, or cheque cashing places that your loved one deals with. If you can access copies of their bank/credit card statements (if any) keep these handy for police.
 - If your loved one has status, look up their treaty card number, as well as listing the contact information for their band office.
 - Identify whether your loved one has a passport, and if so, might they have it with them or has it been left at home?

- Start a Facebook page or group for your loved one to share information about their disappearance and invite ALL of your Facebook contacts. There are also several Facebook group for missing persons that will help you share this information across Canada – just search “Red Circle Alert” and “Families of Sisters in Spirit” in groups, and request that they help you. If you need help using social media, please refer to the *‘Using Social Media’* information sheet in this toolkit.

- Provide police with the information on all of your loved one's online accounts including Facebook, Bebo, Twitter, MySpace, Hotmail, Gmail or any other email/online providers. Police may have the ability to check activity on these accounts.

- There are many people, and organizations, who want to help your family get through this. The *Medicine Bear Resource Guide* will help connect you with organizations that may be able to assist you with producing posters, childcare, emotional and spiritual support, and more.

- If foul play is suspected, ask about a Crime Stoppers video or any other ways you can inform the public. Talk to your assigned police officer about this or call Winnipeg Crime Stoppers at (204) 786-8477 or Manitoba Crime Stoppers at (204) 983- 4951.

- Place your loved one's toothbrush or hairbrush, as well as an article of worn clothing, in sealed 'Ziploc' bags in case the police request it in future.

- Be mindful of how much stress you, your family and friends are under. Take a moment to look at the *Self-Care Guide* in this toolkit and try to eat, and sleep, regularly. Your loved one needs you to stay healthy!

NOTES:

Working with the Police

It is important to remember that there is no 24-hour waiting period to report a person missing! When a loved one has gone missing, it is an extremely stressful situation for the family. The police should understand this and should be able to have sympathy for what your family is going through. While you will feel worried and tense, always try to deal clearly and respectfully with the police. A positive relationship with the police helps everyone stay focused on finding the missing person. And if it happens that you have a concern about police behaviour, you will be better able to address your concern if you can show that you have done your part to build a positive relationship with the police.

What will the police ask?

Expect the police to ask you to complete your own search of family, friends, hangouts and hospitals before they take a missing persons report.

Be prepared to answer any number of questions. Your *Communication Log* will help you keep track of information. If you are unsure about why they are asking a particular question, you can just ask them why they want that information.

What to expect from the Police

- Always remember that as a family member of a missing person, you have rights.
- You can ask for your police contacts name and badge number.
- Remember to ask for the case file number.
- You can ask what follow ups the police will be doing.
- You can ask if similar cases have been reported.
- You can give consent to check if your loved ones identification has been used nationwide (drivers licence, credit cards, bank cards etc.)
- You can call missing persons with your case number and ask for updates or for clarity on information previously given to you.
- You can request police do media updates, a Crime Stoppers video (if foul play is suspected) and other awareness campaigns.
- Try hard to think of small details about the time before your loved one went missing – even small things can be very significant for police so do not hesitate to tell them everything.
- Do not hesitate to ask the police any questions you may have.
- If your family is offering a reward, make police aware of the details as it may impact the number of tips that are coming in about your loved one (rewards increase the number of tips). Police are not responsible for offering rewards, nor will they communicate the details of the reward that is being offered.

Information on Missing Persons Unit

At any given time, approximately eighty people are listed as missing in Winnipeg. Currently, the Winnipeg Police Service Missing Persons Unit investigates more than 5,000 cases each year. The majority of missing persons are located within three days; most are located within 24 hours of being reported missing.

Missing Persons cases include:

- Runaway youths
- Voluntarily missing adults
- Wandered/Alzheimer patients
- Parental abductions where there is immediate danger to the child
- Non-family abductions
- Unknown circumstances
- Unusual/suspicious circumstances

The Missing Persons Unit also handles requests from other agencies to try and locate people who may be in Winnipeg. The Winnipeg Police Service Missing Person Unit is fully staffed and trained to use best practice tools and procedures in their investigations.

Endangered Missing Persons:

The Missing Persons Unit classifies some incidents involving missing persons as Endangered Missing Person incidents. An Endangered Missing Person is defined as:

- A person who is reported to possess a physical or mental disability
- A person who is elderly or very young
- A person who is dependent on prescription medications
- A person who is unfamiliar with the city

Persons reported to engage in a high-risk lifestyle or those associated with violent behaviour are also considered endangered. The perceived risk to a missing person can also be elevated through environmental conditions.

A Risk Assessment is conducted on every reported missing person and, if the assessment dictates, a uniform car will be dispatched to begin the investigation. Depending on the circumstances, members of the Missing Persons unit may be called upon to assist or lead the investigation.

If you believe your loved one is at risk and should be considered an Endangered Missing Person, ensure you share ALL relevant information with police immediately when giving your report.

Missing Children:

Most of the persons reported missing are under 18 years of age. Running away is the most common explanation of why children go missing from their place of residence. Unfortunately, children that run away expose themselves to a variety of risks, which may include being exploited by others.

Custody disputes also result in children being reported missing or abducted. Detectives in the 'district of occurrence' (where the event happened) normally investigate these reports unless the child is in immediate danger of bodily harm. In these cases, and others where the safety of the child is an issue or it is believed that the child is to be taken out of the province, or country, detectives from the Missing Persons unit will investigate.

The Canadian Centre for Child Protection (Child Find Manitoba) offers various services to families of missing children. The Winnipeg Police Service utilizes their assistance when investigating missing children. For a complete list of the services please visit their website at www.childfind.mb.ca

General Information on Reporting a Missing Person

It is not a crime to be missing. Adults can choose to leave home and cut off all contact with friends and family. This means law enforcement is limited in what it can do in these situations. Even if law enforcement locates a missing person, they cannot divulge any information about that person without specific permission from that person.

Remember: There is no 24-hour waiting period to report a person missing.

If there is some indication of foul play, contact police immediately at 9-1-1. If foul play is not suspected, and the person has gone missing in Winnipeg, contact the Missing Persons Unit at (204) 986-6250 and provide the following information:

Missing Children (under 18 years of age)

- Information about the child's school and teachers and whether or not the school was contacted and checked.
- A current photo of the missing child. This may be used by police when issuing a media release and helps officers identify the missing person.
- A description of the child, including date of birth, age, physical description and clothing worn when last seen.
- The time and place where the missing person was last seen and by whom.
- The names, addresses and phone numbers of friends and whether or not they have been checked prior to reporting the person missing.
- A list of possible hangouts or locations that the child may have gone and whether or not those locations have been checked.

- If the missing person requires any medications:
 - Find out if they have the medications with them.
 - How often they need to take the medication.

Adults (18 years of age and older)

- A current photo of the missing person. This may be used by police when issuing a media release and helps officers identify the missing person.
- A description of the person including the date of birth, age, physical description and clothing worn when last seen.
- The names, addresses and phone numbers of friends and whether or not they have been checked prior to reporting the person missing.
- Check all the hospitals prior to contacting police.
- A list of possible hangouts or locations that the adult may have gone and whether or not these locations have been checked.
- If the missing person requires any medications:
 - Find out if they have the medications with them.
 - How often they need to take the medication.
- Ensure the missing person is not at work prior to contacting police.

NOTES:

Working with the Media

You will find a ***Draft Media Release*** on the next page of this checklist, as well as a listing of Media Contacts in the ***Medicine Bear Resource Guide*** within this kit to support you in communicating with the media.

- You CAN request a media interview! The police can issue an initial request for the public's help in locating your loved one, however they cannot keep your loved one's story in the media. Have your family media representative call or email different media outlets (radio, TV, large and small local papers) to suggest they cover your loved one's story.
- In this toolkit you will find a ***Draft Media Release*** which is also available online for personalization at www.kanikanichihk.ca. **If you need assistance creating the media release please call Ka Ni Kanichihk at 953-5820.** After sending out the initial media release, do weekly follow up media releases if your loved one still has not returned home.
- Most reporters will carry a business card listing their name, contact information and what media organization they work for. Always ask for and keep their card handy. It makes it easier for you to track the coverage of your story and contact them for future stories and updates.
- Never assume a reporter interviewing you knows what your story is about. Reporters are given many assignments every day and they often will not have real information on your story. This can be frustrating, but try not to take it personally. It's nothing about you: it's just the nature of their job. Always remember, you are the expert on your story. Be prepared to tell the reporter everything they need to know, so they can do a good story.
- You can request a gentle and respectful approach to reporting your loved one's case. You can request that reporters do not use stereotypes in their stories. You can provide the photograph so that they don't use file photos from the police.
- When you find a reporter has done a story you really appreciate, call them and thank them for the story. This helps you build a positive relationship with the best reporters. When a reporter has done a story that is inaccurate or that you feel is unfair, call them and tell them the specific problems you had with their story. This helps you to educate a reporter and can lead to better stories in the future. If the reporter will not accept your feedback, call the editor. If a media outlet publishes inaccurate information, you can and should ask them to provide a correction.
- The media will ask you for the phone number of local police or RCMP and the name of the investigator who is handling your case.
- Always provide media with the Crime Stoppers phone number and remind them that Crime Stoppers provides a \$2000 cash reward for information.

City/town, Province
Month, day, year

DRAFT - Media Advisory **For Immediate Release**

Missing Person – (name of missing person)

The family of (MISSING PERSON'S NAME HERE) requests the public's assistance in their efforts to locate their missing loved one. In collaboration with the (INSERT POLICE AGENCY NAME HERE) and the Missing Persons Unit, they are attempting to determine the whereabouts of (MISSING PERSON'S NAME HERE) from (CITY, PROVINCE HERE). On (DATE, MONTH YEAR), (MISSING PERSON'S NAME HERE) was reported to the police as missing. Repeated attempts to contact (MISSING PERSON'S NAME HERE), as well as an initial search, have been unsuccessful.

(MISSING PERSON'S NAME HERE) was last seen or heard from on (DATE, MONTH, YEAR, TIME HERE), and was last seen at (LOCATION HERE-CHECK WITH POLICE IF OK TO RELEASE). (MISSING PERSON'S NAME HERE) is (ETHNICITY HERE) and was last seen wearing (DESCRIPTION OF CLOTHING HERE). (MISSING PERSON'S NAME HERE) has (EYE COLOUR/GLASSES/CONTACTS/HAIR COLOUR AND STYLE), is (HEIGHT AND WEIGHT HERE), and has (TATTOOS, SCARS, PIERCINGS, BIRTHMARKS, DISTINGUISHING MARKS HERE). Please take the time to look at the attached photographs and help us locate our loved one.

Any assistance with locating (MISSING PERSON'S NAME HERE) is greatly appreciated by the family.

If you have seen, have any knowledge of the location of, or have any information that could help us locate our loved one please contact (POLICE AGENCY HERE) at (POLICE PHONE NUMBER) or Crime Stoppers at 1-800- 222-8477 as soon as possible. Callers to Crime Stoppers never have to reveal their identity and may be eligible for a cash reward of up to \$2,000.

Contact: (INSERT FAMILY MEDIA CONTACT NAME, PHONE NUMBER, EMAIL ETC. INSERT POLICE/RCMP CONTACT NUMBERS HERE AGAIN

Guide to Working with Social Media

Instructions and information to support you in using Social Media in your search for your loved one. Includes Facebook, Bebo, Twitter, and Hotmail (for those who do not have a current email).

Facebook Instructions:

Note: In order to set-up a Facebook account you need a current email – if you do not have one, please go to the Hotmail instructions in this guide first to get an email account. All of your sign-up information will be sent to the email you provide to Facebook.

We recommend that you set up a profile for yourself first in your own name then start a “group” for your loved one. Groups are great – you can message people, and share information easily, however it’s important that you make your group an “open” group with limited privacy so that as many people can see this as possible. **IMPORTANT** – you will not be able to be “friends” with your missing loved one as they need to accept your request by signing in. You will need to monitor their personal “Profile” through someone who is already friends with them (like their close friend/partner).

Getting Started

- Type in www.facebook.com and you will see blanks in which to type your name, email and information. Click on “sign up” (note: type your name exactly as you want it to appear).
- Facebook then redirects you to a security page. Enter the security check and click ‘sign up’.
- **STEP 1:** You are directed to your ‘Getting Started’ page where you have the option to search for friends, you have the option to skip this step by clicking “skip”, found on the bottom left of the page.
- **STEP 2:** Facebook then directs you to set up your ‘Profile Information’ where it asks about the schools you attended/work details etc. Again you have the option of skipping this at the bottom left of the page.
- **STEP 3:** you are prompted to upload or take a picture for your profile that can be seen on your profile to friends and family, again the option to skip is on the left. We recommend you load a picture of yourself, or your loved one.
- Next, you’ll enter the ‘Welcome’ page where you’ll walk through all the profile options. On this page you are able to search friends by name or email.
- An important option on this page is your personal security options – found at the top right of the page – you can set your personal security to be high, and still leave security open if you start a group for your loved one. Remember that the tighter the security on your profile, the fewer people can see it.
- On the left side of the page you have the options to create events, send messages, create groups, etc. This is where you would create a group for your loved one.

- When using this site, please be mindful that if you add people you don't know as friends, your profile runs the risk of being hacked. You can report spam and hackers on your page – in order to share your loved one's information, this may be a risk you choose to take. Ask friends and family for more tips on security.
- The more family and friends you add as friends or invite to the group, the bigger the network – information can travel in hours across the country. Send messages to your friends and family asking them to share information widely.

Bebo Instructions:

- Go to www.bebo.com
- Click on the 'Join Bebo for Free' link that is highlighted in blue on your left
- This brings you to a sign up for free page where you need to enter your full name and email address along with some personal information (see Hotmail instructions below if you don't have an email).
- It now brings you to a 'find friends from Hotmail' option – either select, or there is an option to skip this on the right of the 'find friends' button
- From here it takes you to a page on which you are able to edit your basic information, descriptive phrase, user names, contact details, education details, etc.
- This page also gives you the option to change your privacy settings – ensure you select privacy levels that allow you to share information, however protects your own personal information.
- You can navigate through Bebo by using the 'navigation bar' at the top of the web page. This will provide you with options for checking your 'home page', your profile, finding and viewing friends, photos etc.

Hotmail Instructions:

- Type in www.hotmail.com and look to your bottom left to sign up for an account.
- You will be redirected to a page where you need to enter all your information and choose a name for your account.
- Make sure to pick a name that will be easy to remember, and write it down to avoid having to search or make up a new account. Often using a version of your first and last name is ideal if you are able to.
- When choosing your password try to choose wisely to ensure no-one can easily access your account. Choose something that is easy for you to remember but difficult for others to figure out.
- When you are asked for an alternate email address, and if you do not have one you will have the option of answering a security question.
- After all this information is entered, you will then be forwarded to your new Hotmail account with further instructions on managing it.
- Tip: Add all your email contacts immediately to your "address book" so they are easy to access for sending email updates.

Twitter Instructions:

Note: In order to set-up a Twitter account you need a current email – if you do not have one, please go to the Hotmail instructions in this guide first to get an email account. All of your sign-up information will be sent to the email you provide to Twitter.

Twitter enables you to communicate quickly – kind of like sending a text to the world. You update your Twitter right from your cell phone, so you can do anywhere/anytime. The challenge with “tweets” is that you only have 140 characters to share what you want to say, and if no-one is following your page, your message doesn’t get heard, so you need to spend some time inviting people to follow you. Twitter is a great way to communicate brief “sound-bites” however, it will take some time to get up and running and you need to be able to spend some time getting it active. *For Advanced Users: one advantage to a Facebook “page” rather than a group, is that you have the option to have all page status updates go immediately to Twitter. See Facebook instructions for more details.*

- Go to www.twitter.com to access the site.
- On the home page you will be prompted to enter your name, email and a password to sign up.
- You will then be directed you to a confirmation page, double check all your information before clicking `creating my account`
- This brings you to another security check, enter the information asked and click create my account.
- STEP 1: Select the topics you are interested in. Find a few people you want to hear from, then follow them as well as their messages
- STEP 2: Search the services you use to discover which of your friends are already using Twitter. Follow any of the friends you find to add their Tweets to your timeline.
- You are then directed to your home page, where you have the option of formatting your profile.

Notes:

Self Care -

It's vital that you remember to take care of yourself

Stress symptoms are normal under these circumstances. How you are feeling is normal and natural and may be experienced differently by each family member. These are *some possible symptoms** that you, or others, may be feeling. Be mindful of:

Physical	Emotional
<ul style="list-style-type: none"> Chills Thirst Vomiting Nausea Dizziness Headaches Chest pains Elevated Blood Pressure Shock symptoms Tension Insomnia Fatigue Exhaustion Stomach/digestive problems <p><i>Any of these symptoms may need medical attention. Maintain regular contact with your Doctor if any of these symptoms persist.</i></p>	<ul style="list-style-type: none"> Fear Guilt Grief Denial Anxiety Agitation Depression Intense anger Feeling overwhelmed Disconnection Loss of emotional control Inappropriate emotional responses Emotional outbursts
Mental	Behavioural
<ul style="list-style-type: none"> Confusion Nightmares Hyper-vigilance Suspiciousness Difficulty problem solving Difficulty making decisions Poor concentration/memory Heightened/lowered alertness Hyper-critical 	<ul style="list-style-type: none"> Any change in normal behaviour Withdrawal Irritability Anger Restlessness Irregular sleeping patterns Change in social activity Resorting to old coping habits Loss/increase of appetite Loss/increase of alcohol consumption Increasing anxiety Absenteeism Pacing

This is not a complete list; you may be experiencing other symptoms not included here. Be sure to talk to your doctor if symptoms continue more than a week. Refer to the **Medicine Bear Resource Guide for different resources available to support you, your family and friends.*

Helpful tips...

- Plan regular family meetings to check in with everyone and see how each of you is doing. This will also provide an opportunity to share information and plan together, which will reduce miscommunication.
- Know that you are not alone and that there are always people that want to help you search, people to support you, and people to talk to. Reach out – people do care!
- Talk with someone. Whether it is an Elder, therapist, family member or a friend, you need to be able to speak freely with someone who will listen openly to your feelings. Remember that you can also attend or request a ceremony.
- Make a commitment to do at least one thing for yourself and your well-being each day. This will help you stay balanced and reduce stress so you can continue to manage the situation. Try to
 - Go for a 10-15 minute walk
 - Call a friend to go out for coffee
 - Write in a journal
 - Connect with nature
 - Make time for exercise
 - Light a candle and have 5 minutes of quiet time
 - Take an afternoon nap
 - Talk to an Elder or other spiritual advisor
- Your body needs fuel and sleep to be able to stay healthy. Even though it may be hard, it is vital that you eat a balanced diet with regular meals and get at least 8 hours of sleep a night.
- Find a place with no distractions that you can go to and feel at peace. Even a few minutes will help.
- You may find that the strong emotions you are feeling help drive you in the search for your loved one. Remember that you need to be able to release these emotions in a positive way as they build up – allow yourself time to blow off steam in a safe and healthy way.
- Sometimes it may feel like you should have been there or done something differently in order to prevent this from happening. Be gentle with yourself and others, and know that blaming yourself or others isn't fair to you, or helpful for your loved one.
- Some people find relief in writing, whether it be a letter, scribbles of thoughts, or just writing everything you're feeling, thinking and what is going on around you.

- Depending on their age and maturity, let younger siblings take part in the search if they request it; it may help them avoid a sense of helplessness and make them feel better for contributing.
- Allow your younger ones return to school if they are able but ensure that the school counsellor is there if needed.
- Do not try and go through this alone and be the rock for the whole family; you have every right to have your feelings, they are normal and natural. It's important to acknowledge how you're truly feeling and learn how to use these feelings in a positive way.
- Know that other families have also traveled this journey and have survived. You are not alone.
- Never give up, don't stop looking and smile whenever possible at all the good thoughts that come to mind of your loved one. Never lose hope

Other ideas that may be helpful in maintaining your health and wellness through this challenging journey:

Always remember, you are not alone

Prevention and Safety Tips for Families

- Talk with your children regularly about how to be safe, and about dangerous situations that may potentially occur for children and young adults.
- Make a plan for, and/or ‘role-play’, unsafe scenarios and teach children/youth how to handle these situations. Make them aware of resources available to them to stay safe (like neighbours, safe places in the community, friends and family etc.).
- Know the friends and contacts your child/friend has. Try to listen and remember when they’re talking about where they’re hanging out, and with whom.
- Teach them about how to stay safe from internet predators (including on Facebook and other social media) by never meeting strangers in person, never releasing personal details like age or address during online chat, and by using secure privacy settings for photographs online.
- Take lots of regular photographs of your family and friends. Having current photos is a great way to remember special moments, but it is also important so that you have updated photographs of your loved ones.
- Make sure your child memorizes phone numbers and/or addresses in case of an emergency. If they have a cell phone, make sure these emergency numbers are programmed into the phone.
- Enrolling your child in fun and engaging activities with other friends and loved ones not only boost self esteem but also supports a sense of belonging and supports making connections to their community. There are many low-cost and free activities available through local organizations.
- Encourage your loved one to always travel in a group, rather than walking alone. Whether it’s 2 or 20 people, travelling with others usually makes it less likely something will happen.
- Make sure that your loved one never accepts rides from anyone except trusted family or friends. Even if they do know the person they should call and check with you before getting into any vehicle. Have a “code word” that they have to say before they get in a car so you know they’re safe and not coerced.
- Let your loved one know that you will ALWAYS help them/pick them up if they are in a tough situation even if it’s late or they think you’ll be upset.
- Let your loved one know that if they were ever to go missing that you would not stop looking for them (just in case someone were to try telling them differently).

- Teach your loved ones that if something or someone does not seem quite right, that they should trust their gut feelings and instincts and get out of that situation.
- Pay closer attention than you normally do if your child's behaviour seems to be changing significantly, and/or you notice a sudden change in their friends.
- Parents who have reason to be concerned with their child's safety may choose to save a toothbrush or hairbrush in a sealed 'Ziploc' bag.

NOTES:

MISSING PERSON!



(delete silhouette and insert photo of your loved one)

NAME OF LOVED ONE

INSERT PERSONAL INFO HERE

Please bring our loved one home safely!

NAME OF LOVED ONE has been missing since DATE. SHE/HE was last seen PLACE/LOCATION in CITY/TOWN on DATE at approximately TIME. SHE/HE is RACE/GENDER, about HEIGHT tall and approximately WEIGHT. SHE/HE has LENGTH/COLOR hair. SHE/HE has COLOUR eyes and has SCAR/PIERCING/DISTINGUISHING MARK. SHE/HE was last seen wearing DESCRIPTION OF CLOTHES/SHOES/JEWELRY.

**If you have any information or have seen NAME OF PERSON please contact Winnipeg Police Missing Persons at 986-6250.
(OR INSERT LOCAL LAW ENFORCEMENT INFO)**

(Note – visit www.kanikanichihk.ca for a template of this poster or call 953-5820 for assistance)

City/town, Province
Month, day, year

DRAFT - Media Advisory **For Immediate Release**

Missing Person – (name of missing person)

The family of (MISSING PERSON'S NAME HERE) requests the public's assistance in their efforts to locate their missing loved one. In collaboration with the (INSERT POLICE AGENCY NAME HERE) and the Missing Persons Unit, they are attempting to determine the whereabouts of (MISSING PERSON'S NAME HERE) from (CITY, PROVINCE HERE). On (DATE, MONTH YEAR), (MISSING PERSON'S NAME HERE) was reported to the police as missing. Repeated attempts to contact (MISSING PERSON'S NAME HERE), as well as an initial search, have been unsuccessful.

(MISSING PERSON'S NAME HERE) was last seen or heard from on (DATE, MONTH, YEAR, TIME HERE), and was last seen at (LOCATION HERE-CHECK WITH POLICE IF OK TO RELEASE). (MISSING PERSON'S NAME HERE) is (ETHNICITY HERE) and was last seen wearing (DESCRIPTION OF CLOTHING HERE). (MISSING PERSON'S NAME HERE) has (EYE COLOUR/GLASSES/CONTACTS/HAIR COLOUR AND STYLE), is (HEIGHT AND WEIGHT HERE), and has (TATTOOS, SCARS, PIERCINGS, BIRTHMARKS, DISTINGUISHING MARKS HERE). Please take the time to look at the attached photographs and help us locate our loved one.

Any assistance with locating (MISSING PERSON'S NAME HERE) is greatly appreciated by the family.

If you have seen, have any knowledge of the location of, or have any information that could help us locate our loved one please contact (POLICE AGENCY HERE) at (POLICE PHONE NUMBER) or Crime Stoppers at 1-800- 222-8477 as soon as possible. Callers to Crime Stoppers never have to reveal their identity and may be eligible for a cash reward of up to \$2,000.

Contact: (INSERT FAMILY MEDIA CONTACT NAME, PHONE NUMBER, EMAIL ETC. INSERT POLICE/RCMP CONTACT NUMBERS HERE AGAIN