

NIHÍ K'É DÓÓ BÉÉDAHOOZINÍGÍÍ NÁALKAA BIKÉGÓ NAALTSOOS

NAVAJO NATION GUIDELINES FOR MISSING PERSONS



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These law enforcement guidelines have been developed for quick response and maximum flexibility to bring our missing loved ones home as soon as possible. These guidelines should be used with a sense of urgency and empathy for victims and their families. These guidelines are public information but their accompanying appendix is a confidential law enforcement document. Both the guidelines and their appendix are working documents that must be updated as necessary to be effective.

Reports to Navajo Nation Police Department (PD) of a Potential Missing Person

1. Any missing person case on the Navajo Nation is a potential violation of Title 17 of Navajo Nation Code and should be treated accordingly by all law enforcement agencies regardless of who ultimately leads the case.
2. Any missing person case involving a member of the Navajo Nation impacts K'é and should therefore involve the victim's immediate family, clan and community.
3. All persons reported missing on the Navajo Nation are considered to be endangered until their present location is identified or it is determined that they are not endangered.
4. No waiting period is required to report a person missing.
5. Missing persons reports should be taken without regard to jurisdiction.
6. The method to file a missing persons report includes in person, by telephone, or electronically where available.
7. PD must gather as much pertinent information as possible in order to properly classify a missing person report and initiate a proper response. (see Standardized In-take Form For Recording Missing Person Reports, p.1 of Appendices).
8. Navajo Nation law enforcement and social service agencies should prioritize missing persons cases and should redirect all available staff and resources to missing person cases so long as such staff and resources are not already dedicated to the response and investigation of violent offense cases.
9. PD should be lead on the case and continue to be in charge of the investigation unless (1) Navajo Nation Criminal Investigation (CI) or the Federal Bureau of Investigation (FBI) assumes primary responsibility, or (2) the case is handed off to the Navajo Nation Office of Prosecutor (NNOP) or U.S. Attorney's Office (USAO).
10. PD, CI and NNOP should be entitled to the cooperation of any tribal, county, state and federal law enforcement agency for any missing person case that occurs on the Navajo Nation or involves a member of the Navajo Nation.

Intake of Missing Person

IN THE CASE OF A MISSING CHILD

1. A missing child is a person who is (1) younger than 18 years of age and (2) whose location is unknown to the child's: parents, guardian or responsible party; under circumstances that are uncustomary for the child or that would cause reasonable concern (See Definition of Unusual Circumstances and Zone of Safety in the Case of a Missing Child, p.4 of Appendices).
2. Every child reported missing should be considered at risk until significant information to the contrary is confirmed (See Risk Factors for a Child Going Missing, p.5 of Appendices).
3. Jurisdictional conflicts are to be especially avoided when a child is reported missing. If a missing child either resides in, or was last seen on the Navajo Nation, then PD will immediately initiate the required reporting process. If a child resides on the Navajo Nation and was last seen in another jurisdiction, but the law-enforcement agency covering that jurisdiction chooses not to take a missing-child report, then PD will assume initial responsibility for the case.
4. PD should accept the report of a missing child even if parental custody has not been formally established. PD should open a case when it can be shown the child has been removed, without explanation, from his or her usual place of residence.
5. The only concern of PD should be the safety of the child.

INITIAL RESPONSIBILITY OF CALL TAKER FOR REPORT OF MISSING CHILD

Dispatch should prioritize all calls reporting missing children because the manner in which the initial call is managed forms the foundation and direction of the overall response to missing, abducted, and/or sexually exploited children.

Whether in person or over the phone, intake is the first stage of Navajo Nation missing child response and must include:

Information About the Person Reporting the Child Missing

1. Verify the caller's contact information and location.

2. Obtain the caller's name and relationship to the missing child.
3. Request the caller have recent photographs/videos available for law enforcement upon their arrival that depict how the child looks now.

Information About the Possible Abductor or Last Person Seen with the Missing Person

1. Obtain the suspect's description, if available: name; age; sex; race; height; weight; hair color; eye color; complexion; clothing; other identifiers: eyeglasses or contact lenses, piercings, scars, marks, tattoos; and any other unique physical attributes such as a limp.
2. Obtain a detailed description of the suspect's vehicle: color, year, make, model, and license plate/tag, if it is believed to have been used in transporting or abducting the child.
3. Verify if the suspect/companion is related to or has knowledge of the child. (See Intake Checklist for Child Abductions; Lost, Injured or Otherwise Missing Children; and Runaways, p. 6 of Appendices)

Information for the Caller

1. Dispatch should convey to the caller that responding law enforcement officers and investigators may likely ask the caller the same questions that Dispatch has asked.
2. Dispatch should tell the caller that these questions are crucial to law enforcement's efforts to find their missing loved one.
3. Dispatch should inform the caller that they should not disturb or tamper with the home, school, or location where the child might have been or any of the child's belongings.
4. Dispatch should communicate the ability to help the caller (See Standard Missing Person Report Intake Should Also Include Providing the Following Information to Caller, P. 3 in Appendices).
5. Dispatch should inform the person filing the report that there are two clearing houses for missing persons to whom families may initiate

the report of a missing person: the National Center for Missing and Exploited Children (NCMEC) for persons up to 20 years of age and National Missing and Unidentified Persons System (NAMUS) and that NAMUS provides families with search resources.

INITIAL RESPONSIBILITY OF CALL TAKER FOR REPORT OF MISSING ADULT

Dispatch should treat all calls of missing adults as emergencies by carefully recording all information reported about the circumstances surrounding the disappearance of the person, regardless of how long the person is reported to have been missing.

Information About the Caller Reporting the Missing Person

1. Verify the caller's contact information and location.
2. Obtain the caller's name and relationship to the missing person.
3. Ascertain the reasons why the caller believes that the person is missing.
4. Date and time of last contact with missing person.
5. Ask whether they have a current photograph of missing person as that person currently looks.

Information About the Missing Person

1. Obtain the missing person's description: name (including aliases); age; gender; race; height; weight; hair color (current and natural); eye color; prosthetics, glasses, surgical implants, or cosmetic implants; physical anomalies; clothing and jewelry the missing person was believed to be wearing at the time of disappearance; and notable items that the missing person may be carrying such as electronic devices.
2. Any circumstances that may indicate that the disappearance was not voluntary and that the missing person may be at risk of injury or death.
3. A description of the possible means of transportation used by the missing person, such as the make, model, color, license, and Vehicle Identification Number (VIN) of a motor vehicle.
4. The name and location of the missing person's employer, if known.
5. The name and location of the missing person's dentist and primary care physician, if

known and information about whether the person is medically high risk (See Designation of a High Risk Missing Person, see Page 9 of Appendices).

Information About the Possible Abductor or Last Person Seen with the Missing Person

1. Obtain the suspect's description, if available: name; physical description; date of birth; and identifying marks.
2. Description of possible means of transportation, such as the make, model, color, license, and VIN of a motor vehicle.
3. Known associates.

Information for the Caller

1. Dispatch should inform the caller that they should not disturb or tamper with anything in the missing person's home or any of their belongings.
2. Dispatch should communicate the ability to help the caller.
3. Dispatch should inform the person filing the report that there is a clearing house for missing persons to whom families may initiate the report of a missing person: the National Missing and Unidentified Persons System (NAMUS) and that NAMUS provides families with search resources (See NAMUS Resources for Families, p. 10 of Appendices).

INITIAL RESPONSIBILITY OF OFFICERS RESPONDING TO MISSING ADULT REPORT

Dispatch should notify the Shift Supervisor immediately so that the Supervisor can expeditiously direct a Patrol Officer to (1) go to the scene to corroborate that a person is missing, (2) coordinate communications with Dispatch if the person's disappearance is suspicious, and (3) begin the preliminary investigation. If no Shift Supervisor is available then Dispatch should notify the nearest available patrol officer about the report of the missing person. All missing persons reports must be treated with urgency, which means that officers shall be dispatched to the report of the missing person and take that call as a priority. Under no circumstance may a patrol officer refuse to respond to the report of a missing person.

Corroboration That a Person is Missing

1. Any responding law enforcement officer should treat the area where the person was reported to have gone missing as a potential crime scene that violate Title 17 of Navajo Nation Code and secure the scene as such.
2. PD should assume the case will be prosecuted in Navajo Nation courts and the re-ponding officer should proceed accordingly by gathering and recording as much information as possible through written notes, photographs and videotape.
3. The responding PD officer should identify everyone at the scene and interview them separately, noting each person's names, addresses, and phone numbers.
4. The responding PD officer should determine each person's relationship to the miss-ing person and ask where each person believes the missing person may be.
5. PD should gather as much pertinent information as possible in order to properly classify the missing person and initiate an appropriate response.

WHEN A CHILD IS MISSING PD RESPONDING OFFICER(S) SHOULD:

1. Verify that the child is missing by conducting a consensual search of the house and grounds to include places where the child could be hiding, trapped or asleep.
2. If permission to conduct home search is not forthcoming then officer should con-duct a welfare check.
3. Conduct interviews with the parent(s) or other person who made the initial report separately in order to gain insight into the circumstances surrounding the disap-pearance and gather other information needed to conduct an initial assessment of the case.
4. Obtain a detailed description of the missing child, along with recent photographs and/or videotapes of the child, when possible.
5. Determine when, where and by whom the child was last seen; interview those who last saw the child and treat the location as a crime scene.

Initial Alerts That a Person is Missing

1. Dispatch should immediately notify the on duty Shift Supervisor, Navajo Nation Department of Emergency Management Services (DEM) and the Navajo PD PIO.
2. Dispatch should email intake form to local CI office.
3. The Shift Supervisor should call relevant police districts, whether on or off the reservation, to provide the description of the missing person and any other pertinent information so that such information may be radioed to patrol officers within those districts.
4. The Shift Supervisor should, through any means available, provide the intake report to the on-scene officer(s) and investigator(s) as soon as possible.

Notifications to National Clearinghouses of Missing Person

1. If the missing person is a child of tender years (12 years of age or younger), then Dispatch should submit the missing person entry into National Crime Information Center (NCIC) immediately.
2. If the missing person is a child 13-18 years of age, then the shift supervisor should submit the missing person entry into NCIC within 2 hours.
3. If the missing person is a child who meets all five Amber Alert criteria (See Navajo Nation Amber Alert Criteria, p. 11 of Appendices) then Dispatch should notify DEM to issue the Amber Alert.
4. If the missing person is an adult whom the responding officer has corroborated as being missing then the Supervisor should determine the correct NCIC Missing Person File category (disability, endangered, involuntary, or catastrophe) and direct Dispatch to enter this information into the NCIC database.
5. Once the initial reporting officer has confirmed that a person is missing the Supervisor should then direct Dispatch to enter the missing person into NAMUS and, if the missing person is 20 years of age or younger, into NCMEC.

Public Notices of Missing Person

1. Concurrent notification to the PD Public Information Officer (PIO) about the missing person is essential for effective notification of the public and media whose assistance is a critical resource in the search effort.
2. All District Dispatch should immediately notify the PIO once the responding officer has corroborated the report of the missing person.
3. Such timely notice is necessary for the PIO to be activated as a central conduit of information between Navajo Nation law enforcement, external agencies and the public.

Initial Engagement of Victim Services

1. If circumstances dictate, the Shift Supervisor shall call victim services on a case by case basis. Where warranted, the provision of culturally appropriate victim services is critical for both families and the investigation. When appropriate, victim services should be provided as early as possible.
2. For the purposes of victim services, “next of kin” is defined by those descended by blood or clan pursuant to the definition of “kin” in Title 17 of Navajo Nation Code.

Preliminary Information Provided to the Family

1. PD should inform the person making the report, a family member, or any other person in a position to assist the law enforcement agency, of its efforts to locate the missing person.
2. PD should provide the family with general information about the handling of the missing person case or about intended efforts in the case to the extent that the law enforcement agency determines that disclosure would not adversely affect its ability to locate or protect the missing person, to apprehend, or to prosecute any persons criminally involved in the disappearance.
3. PD should provide the person making the report and other involved persons that if the missing person remains missing, they should contact the law enforcement agency to provide additional information and materials that will aid in locating the missing person, such as any credit or debit cards the missing person has access to, other banking or

financial information, and any records of cell phone use.

4. In those cases where DNA samples will likely be requested, PD should notify the person or family member that such DNA samples are provided on a voluntary basis and that such samples should be used solely to help locate or identify the missing person and should not be used for any other purpose.
5. PD should inform the family of the national clearinghouse data bases into which the missing person's information has been entered and direct the family to the websites of NCMEC and NAMUS for information about available resources.

Preliminary Investigation of Missing Persons Report

The preliminary investigation of the responding officer(s) is critical to the direction and outcome of the case. The PD should conduct a preliminary investigation with the intent of writing a police report that includes as much detailed information as possible for (1) other agencies to help in the successful recovery of the missing person, and (2) the Navajo Nation Office of Prosecutor or U.S. Attorney's Office to deliver justice to the vic-tim and their family by successfully prosecuting the case.

SPECIAL NOTE: A priority of the investigation from its outset should be to confirm or eliminate the possibility of human trafficking being a likely reason for the missing person's disappearance (Please see List of Indications of Human Trafficking, p. 12 of Appendices). Communicate to the community as soon as possible when human trafficking has been eliminated as a possibility and the disappearance is instead an isolated incident.

WHEN A PERSON IS MISSING PD RESPONDING OFFICER(S) SHOULD:

1. Thoroughly search the immediate and surrounding area in a logical and systematic manner, taking special note of any particulars related to the missing person.
2. Canvass the area for potential witnesses and individuals with knowledge of the missing person and interview such individuals as necessary, ensuring that everyone at the scene is identified and interviewed separately and properly record the information by noting the legal name, social media links, physical address, mailing address, email address, and phone numbers of each person (See Suggested List of Interview Questions, p. 13 of Appendices).
3. Be sure to communicate the location, address and/or description of the home(s) where

residents were not home when officer(s) originally attempted to make contact so that follow up at those residences can be conducted later.

4. Request voluntary assistance from the family or reporting party in determining if any of the missing person's personal items are known to be missing from the area/scene and obtain items of investigatory value belonging to the missing person (See List of Items Responding Officer Should Try to Obtain, p. 15 of Appendices).
5. If possible and appropriate, search and safeguard police agency records that may assist with the search and investigation
6. Utilize police district's forms that guardians sign for the release of medical records, dental records, school records etc. (note that forms used vary by district in order to accommodate local standards and practices, see p. 16-20 of Appendices).
7. Maintain scene integrity until relieved by investigative or supervisory personnel; prepare a chronological account of actions taken and information obtained; debrief Supervisor about all investigative steps and documentation made from point of contact to relief,

WHEN A CHILD IS MISSING RESPONDING OFFICER(S) SHOULD ADDITIONALLY:

1. Conduct a thorough home search even if the child's disappearance occurred elsewhere.
2. Secure and protect in particular the child's bedroom, bed clothing, and related areas until evidence and identification material such as hair, fingerprints, or bite marks can be collected.
3. Determine the child's accessibility to computers and/or the internet and ensure appropriate personnel examine any computers accessed by the child prior to disappearance.
4. If the abductor is a family member, obtain photographs of the suspect(s) and all available information about their mode of and direction of travel.
5. Determine the appropriateness of issuing an Amber Alert (See Navajo Nation Amber Alert Criteria, p.11 of Appendices).

Establishing the Command Center

1. The initial responding PD officer(s) should establish the command post and main-tain responsibility for it until a Supervising Officer arrives.
2. A command post may be any available base of operation—including options as var-ied as a Chapter House, mobile command unit or even trunk of a patrol vehicle— and may be established on a case by case basis in the event that the reporting of the missing person case has been delayed for 24 hours or more.
3. PD should be the lead agency of command centers that is established by the PD Supervising Officer and should set up a note taking system that can track and up-date incoming information for preservation of case records.
4. To the extent possible, Dispatch should be at command center to be conduit for or-ganized transmission of incoming information between Navajo Nation law enforce-ment and external agencies.
5. The Supervising Officer should ensure that:
 - All appropriate alerts have been triggered.
 - All necessary information has been submitted to national data bases.
 - DEM has been activated.
 - Appropriate victim services have been engaged
 - PIO is at command center to help manage flow of information.

Role of Search and Rescue

1. DEM supports the PD in searches for missing persons and aims to expand and im-prove interfaith and intercultural dialogue by furthering community engagement ef-forts as well as expand cooperative efforts with law enforcement and state and fed-eral entities.
2. DEM can help facilitate a reciprocal flow of information between the community and law enforcement agencies to create open lines of communication that help uncover important information quickly to bring missing loved ones home as soon as possi-ble.
3. DEM is responsible for coordinating the provision of food, water, emergency re-sponse vehicles, volunteers, tracking dogs, horse riders, drones, divers, atvs and any other

resources the search requires (See NN List of Search & Rescue Resources and Partners, p. 21-23 of Appendices).

4. Three phases of the case will dictate with whom DEM will collaborate:
 - Tier One: 0-24 hours calls for outreach to tribal community resources;
 - Tier Two: 24-48 hours calls for outreach to state and local resources; and
 - Tier Three: 48-72 hours calls for outreach to federal and national resources.
5. FBI resources may be requested without triggering FBI jurisdiction. (See List of Federal Resources for Search & Rescue, p. 24 in Appendices).

General Search Coordination

1. PD are search experts who should lead search efforts but if missing person is a child, then Supervising Officer should immediately contact CI and FBI.
2. Every effort should be made to brief all officers before canvassing begins to provide them with direction.
3. DEM and other local agencies, both within and outside the Navajo Nation, should coordinate their search efforts with PD (see Contact List of External Law Enforcement Partners, see p. 25-26 of Appendices).
4. Incident Commander should delegate an individual to handle volunteers, to provide them with direction about personal safety and brief them on evidence collection.
5. If more technical search methods are required, FBI scene coordinators should be contacted to work directly with the PD coordinator.

Initial Investigation

1. If there is no suspicion of a crime then the responding officer is the lead investigator but if PD's preliminary investigation develops information of suspected foul play or any criminal nexus then the case should transition to CI to initiate investigative process.
2. The Incident Command System should be used to keep track of parties participating in logistics, leads that have been eliminated or need to be followed, and information about searches and interviews.

3. If a preliminary response does not develop any clear direction, then PD should contact CI to help make a determination about appropriate next steps (See PD's and CI's Responsibilities for Missing Persons Investigation, p. 27 of Appendices).
4. CI should be the lead agency for an ongoing investigation and make all necessary requests for additional resources from federal law enforcement agencies.
5. In order to meet Savannah's Act, mandate the FBI should provide the Navajo Nation with maximum flexibility in requesting FBI resources needed to assist in a missing persons case.
6. Please note that when FBI is brought in for purposes of providing technical assistance (i.e., CART or ERT) the investigation continues to be Navajo led. The Navajo Nation remains responsible for the crime scene. It is only in the rare instance of a joint investigation (i.e., terror attack, etc.) that the Navajo Nation & FBI will share crime scene responsibility.

Crime Scene Supervision

1. PD assumes initial responsibility for the crime scene.
2. PD should remain on scene until CI finishes processing scene, at which point CI assumes supervision of crime scene.
3. If other crime scenes emerge then other law enforcement agencies may be called in to help secure the additional crime scenes.
4. On scene Supervisor will direct collection of all digital evidence and, where appropriate, will submit a request for assistance from the FBI Computer Analysis Response Team (CART) (Navajo Nation should ask FBI to open a local police assistance request to create the file number needed to trigger a CART request) or the Rocky Mountain Information Network (RMIN).

Law Enforcement Communications

1. It should be the responsibility of the initial responding officer(s) to maintain a clear line of communication with outside organizations until their Shift Supervisor or commanding officer relieves them of such duty.
2. The initial responding officer(s) should maintain information in a central location so that the entire investigative team can access the information promptly.

3. Dispatch should, if possible, help keep track of tasks and leads already completed.
4. The lead agency should establish a briefing schedule to provide regular command post updates.
5. The FBI should share evidence with all Navajo Nation law enforcement agencies because the underlying crime, that has victimized a Navajo person, is a violation of Title 17 of the Navajo Nation Code.
6. If it is determined that missing person is a child of tender years then Navajo PD or CI shall notify the FBI within the first 2 hours of the investigation. The person making contact with FBI shall document the date and time of contact, as well as the name and number of the person at FBI with whom contact was made.
7. Contact to the FBI should be made through FBI Dispatch, who will in turn contact an FBI Supervisor in Charge who will assign a Special Agent to respond for the FBI.

External Communications

1. The lead investigative agency, whether Navajo or federal law enforcement, should regularly share information about the general progress of the case with the victim's extended family and clan if the victim's parent, guardian or next of kin grants the investigative agency permission to do so (See Navajo Nation Code Title 17 definition of "kin").
2. The PIO should have primary responsibility for sharing information with the media and public to aid in the investigation and help maintain K'é by addressing community concerns that the needs of the victim and their family are being addressed by all responsible agencies. (See Media Contact List, p. 30 of Appendices).
3. District offices and CI should share appropriate case information with the PIO as soon as possible and continue to provide the PIO with updated information as necessary.
4. In the case of a command post, the PD Communications Director will work with all agencies and jurisdictions to ensure appropriate information is efficiently shared with the media in a timely manner.
5. If the FBI gets involved in the case, then the PD Communications Director will coordinate with the FBI's PIO.

Ongoing Victim Services

1. The Navajo Nation should maintain a conduit of communication between victims and their kin (as Title 17 of Navajo Nation Code defines “kin”) from initial case re-sponse through prosecution because:
 - Victims and their kin make the case.
 - Victims and their kin need help participating in the criminal justice system.
 - Victims and their kin need regular case updates to maintain their hope.
 - Victims and their kin need information to manage their expectations.
 - Victims and their kin need interdisciplinary services to recover from the crime.
2. The Navajo Nation Office of the Chief Prosecutor Victim Witness Advocate Program (OCP-VWAP) is the lead agency that should liaison with Navajo Nation Division of Social Services (DSS) and the Navajo Nation Department of Behavioral and Mental Health Services (DBMHS) to coordinate the trauma centered services that each agency provides to victims of crime and their families (see Navajo Nation List of Vic-tim Services, p. 31-35 of Appendices).
3. PD and CI should notify the OCP-VWAP first before notifying any other external victims service agency.
4. Victim service providers at the FBI and US Attorney’s Office (ASO) should com-municate to OCP-VWAP when their agency’s victim services are engaged in a case.
5. Victim services should continue until a case ends, regardless of how long it takes to resolve the case or whether it is tried in tribal or federal court, because orderly and harmonious relationships with other people is a sacred Navajo principle— the foun-dational path that must be followed for individuals and communities to be restored to a state of wellness.

Ongoing Investigation

1. PD and CI should not hesitate to request assistance from state and county law en-forcement partners because cases usually do not unfold within a single jurisdiction and cross-jurisdictional cooperation is critical to solving the case.
2. Officers should feel free to step on cross-jurisdictional toes regardless of where the case started (See Contact List of State and County Law Enforcement Partners, p. 25-26 of

Appendices).

3. Family members should be interviewed early, often and always separately.
4. Victims should never be judged but should instead always be treated respectfully.
5. Search warrants for cellular phone analysis should be expedited through the FBI's Cellular Analysis Response Team.
6. CI should engage the NAMUS as soon as possible.
7. All evidence should be collected in a manner that ensures it has a pathway to be introduced in court, regardless of who is the lead investigative agency or whether the case will be prosecuted in federal or tribal court.
8. So long as the FBI is working with CI, the FBI should share all information with the Navajo Nation Office of the Prosecutor.
9. NNPD and CI should use the same request form to access health records from all health care facilities on the Navajo Nation so that implementation of law enforcement exception to the Health Protection and Promotion Act (HPPA) is consistent across the Navajo Nation.
10. The lead agency should establish a schedule of communication with extended family members and kin to notify them of the status of the case, dispel fears of human trafficking, and allay community concerns that the victim is forgotten.

Unidentified Deceased Investigation

1. Upon receiving a report of unidentified human remains, officers should notify their shift supervisor and CI.
2. All law enforcement agencies are required to enter information about all unidentified human remains found in their jurisdiction into NAMUS and the NCIC unidentified person file, including all available identifying features of the human remains and a description of the clothing found on the human remains.
3. If remains are not immediately identifiable as human, CI should consider utilizing other resources such as archaeologists or medical professionals.
4. Law enforcement should wait 30 days before contacting NAMUS.
5. Investigators should assume that the arid environment of the Navajo Nation will not preserve DNA samples so it is important to pursue every other material lead.

Recovery of Missing Persons and Case Closure

1. The listing of a missing or endangered person should not be removed from NCIC until their identity is verified in person by a law enforcement officer.
2. Navajo cultural norms should dictate how a family is notified that their loved one's body has been found.
3. Missing persons found alive who are competent adults cannot be forced to return home because going missing is not a crime.
4. PD officers or CI locating such individuals should:
 - Advise them that they are the subject of a missing person investigation;
 - Ask if they desire the reporting party or next-of-kin to be notified of their whereabouts; and
 - Provide this information to the reporting party or next-of-kin if permitted to do so by the missing person.
5. Officers who locate a missing person should immediately notify CI, remove the individual from NCIC/NAMUS/NCMEC, and change the case status to "cleared."

