

# **NEIGHBORHOOD INVESTIGATION** **CHECKLIST**

*In almost all endangered missing or abducted children investigations a thorough neighborhood investigation is essential and must be implemented as soon as possible, utilizing as much information as is available to investigators at the time.*

The following procedures are intended as guidelines, specific procedures may not necessarily apply to every case. The listed procedures should be implemented when the facts of the case dictate.

- Check off each assignment as completed.
- Assignments requiring follow up should be annotated with the name/ID of the person making the assignment
- Document the name and ID of the person assigned the task
- Annotate the date and time the task was completed.
- Standardized forms should be attached to this checklist for documentation.

REVIEWED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

### INITIAL INFORMATION GATHERING

*Prior to initiating the canvass and as soon as possible after being advised of a child abduction, information gathering should begin. This process may be conducted by trained Crime Analysis personnel or experienced investigators. Information must be accurate and timely. This information will be provided to investigators in the field for use in the investigation and the area canvass.*

- If not already accomplished and if facts of the case warrant, issue AMBER ALERT.***

**DATE/TIME ALERT ISSUED:** \_\_\_\_\_

Investigators should;

- Search computer data base for solved and unsolved cases involving similar M.O.**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_

Remarks: \_\_\_\_\_

- Obtain a listing of all registered sex offenders residing or working within a 10 block radius of the abduction site (Expand search as appropriate).**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_

Remarks: \_\_\_\_\_

- Review all prowler, peeping tom, and night burglary cases occurring in the area.**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_

Remarks: \_\_\_\_\_

- Identify Vehicle, Pedestrian Stops, Suspicious Person or Vehicle Calls for Service or On-View Events that occurred in a similar time frame and location.**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_

Remarks: \_\_\_\_\_

- Examine similar cases to determine commonalties in the following criteria:**

1. suspect description
2. crime location
3. date and time of crime
4. district/beat/building block
5. type of structure (e.g. apartment vs. single family dwelling)
6. victim physical description
7. verbal and physical *signatures*
8. initial approach of suspect
9. method used to subdue victim, force (if any) employed
10. weapon used , method of use
11. weapon brought by suspect or picked up at scene
12. prior reconnaissance conducted by suspect

REVIEWED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

- 13. sequence and order of sex acts
- 14. gloves or other hand coverings used
- 15. items of property removed or left behind by suspect
- 16. type of mobility (car, motorcycle, bicycle, pedestrian, etc.).

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

**Search computer data base for registered sex offenders with similar physical descriptions if a suspect description is provided.**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

**Request feedback from local agencies with similar case(s) and/or suspect information.**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

**Maintain a list of agencies who respond to information request. Follow-up with agencies from which no response is received.**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

**Immediately issue statewide/regional/nationwide teletypes seeking information on similar crimes.**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

**Teletypes should be directed to sexual assault, burglary *and* homicide investigations units as well as patrol divisions.**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

**Disseminate bulletins or flyers describing the M.O., victim characteristics, suspect description, and vehicle description to the following agencies (check when done)**

- \_\_\_ State Parole
- \_\_\_ County Probation
- \_\_\_ Other County Law Enforcement Agencies
- \_\_\_ Youth Authority
- \_\_\_ Federal Bureau of Investigations
- \_\_\_ State Missing Persons Clearing House
- \_\_\_ National Center for Missing and Exploited Children
- \_\_\_ State Department of Justice
- \_\_\_ State Highway Patrol/Troopers
- \_\_\_ Other law enforcement agencies (i.e. military, US Park Police, Forest Service etc.) in the region
- \_\_\_ Members of State and local Sexual Assault Investigators Associations.

REVIEWED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

- Prepare an informational entry for the Watch Bulletin or other media used to communicate within the agency(s).**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_

Remarks: \_\_\_\_\_

- If applicable, contact burglary investigators for similar methods of entry in solved and unsolved burglaries.**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_

Remarks: \_\_\_\_\_

- Brief case details at all staff meetings to solicit for related cases and ideas to further the investigation.**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_

Remarks: \_\_\_\_\_

### **OTHER SOURCES OF INFORMATION**

- Crime Analysis Unit personnel or investigators should search the following sources of information or request assistance from the responsible agency(check when done):**

- \_\_\_ Field Interview Cards
- \_\_\_ Pre-booking sheets
- \_\_\_ State Sex Registrant Files
- \_\_\_ Narcotic Registrant Files
- \_\_\_ Adult Corrections/Youth Authority parolees
- \_\_\_ Adult/Juvenile probationers
- \_\_\_ Watch Bulletin/Activity Log entries
- \_\_\_ Traffic citations
- \_\_\_ Runaway/Recovery Interviews

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_

Remarks: \_\_\_\_\_

- Contact local utilities and/or fire departments for maps or computer software for appropriate neighborhood maps.**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_

Remarks: \_\_\_\_\_

- Determine availability and obtain aerial and/or satellite imagery of area.**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_

Remarks: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

- Contact District Attorney's/Prosecutors Office for files on individuals they have prosecuted with possible matches in M.O., description, area of offense, etc.**

- \_\_\_ Employment and family background information
- \_\_\_ Psychological information
- \_\_\_ Probation/sentencing reports
- \_\_\_ Limited juvenile information
- \_\_\_ Old crime reports

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

- Request FBI assistance with developing suspect profile.**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

**MEDIA ISSUES**

*At the outset of a major case, news media strategy must be devised. Large scale area canvasses will certainly attract the attention of the press; therefore a media strategy must be in place before the canvass is initiated. The news media may assist the canvass by disseminating basic case and suspect information in an attempt to obtain suspect identification assistance and promote safety awareness.*

**Media Coordinator:** \_\_\_\_\_

**Media Team** *(All press releases should be coordinated through the media team. The team should be comprised of representatives from Investigations, Administration, Command etc.)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

- Coordinate press release with the Press Information Officer and Investigations Chain of Command. A request community for assistance and names of detectives to contact should also be included.**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

- Prepare informational bulletins to be distributed in effected neighborhoods, containing a request for information from the public, as well as contact information for investigators.**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

- Identify and supervise volunteers in distributing bulletins in neighborhoods, shopping centers, etc. within a minimum 10 block radius of abduction site. Expand outward as time allows.**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_

Remarks: \_\_\_\_\_

- Establish phone bank and lead management system in advance of press release. After the press release is publicized, prepare for an onslaught of leads. All investigators, including on-call and clerical personnel, must be provided with a copy of the press release and blank lead cards.**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_

Remarks: \_\_\_\_\_

- Provide advanced warning to victim family that crime will be profiled in the media.**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_

Remarks: \_\_\_\_\_

- Suspect photographs should not be released to the media if there are potential identifying witnesses.**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_

Remarks: \_\_\_\_\_

**CANVASS TEAM LEADER CHECKLIST**

*Conduct a neighborhood investigation at each location the child is known to have been (abduction, recovery, and disposal sites) and any place the child was reported to have been seen or was likely to have visited.*

Team Leader Assigned: \_\_\_\_\_

**Canvass Team**

	Name	ID	Call Sign	Phone
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
c.	_____	_____	_____	_____
d.	_____	_____	_____	_____
e.	_____	_____	_____	_____
f.	_____	_____	_____	_____
g.	_____	_____	_____	_____
h.	_____	_____	_____	_____
i.	_____	_____	_____	_____
j.	_____	_____	_____	_____
k.	_____	_____	_____	_____
l.	_____	_____	_____	_____

**Clearly define parameters for the neighborhood as to what areas are to be included, thus avoiding any confusion as to areas of responsibilities.**

Area of Canvass: \_\_\_\_\_ (Attach map)

Date/Time canvass initiated : \_\_\_\_\_

Date/Time of briefing for personnel assigned to the canvass: \_\_\_\_\_

**Issue Area Canvas Forms. Forms include maps, specific area assignments, sample questions and canvass log.**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_

Remarks: \_\_\_\_\_

**Advise canvassers that they may be contacting the suspect, and to be conscious of suspect indicators and officer safety.**

**Repeat the neighborhood investigation during the “window of opportunity” the following day and the same day the following week.**

Date/Time of Next Canvass : \_\_\_\_\_

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_

Remarks: \_\_\_\_\_

**Review all documentation for lead information, missed residences, negative contacts, and contradictory information. Date of Review: \_\_\_\_\_**

REVIEWED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**TEAM LEADER NOTES & SKETCHES:**

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



**INDIVIDUAL CANVASS TEAM CHECKLIST**

- Document all investigative efforts (to include addresses where no contact was made and the names/addresses of persons who stated they did not observe anything)
- Interview each occupant of a residence separately from other occupants.
- Use a standardized set of questions (Attached).
- Determine who lives in the residence, not simply who is present. *This is especially critical if the absent party was present at the time of the crime or matches the suspect description.* Record on canvass log.
- Obtain consent to conduct search of the residence and vehicles for the child only, emphasizing this is for the safe return of the child.
- Unusual or troublesome neighbors should be identified, as should any residents who have been the subject of law enforcement attention.
- Identify residents who have lived in the area for a long time, to provide background and insight into the normal activities in that area.
- Canvassers should also identify non-residents who might or should have been in the area at the time of the crime (e.g. postal carriers, delivery employees, etc.)
- Contact employees at neighborhood businesses
- Determine whether or not the business utilizes a security camera system. If so, secure any recordings prior to the abduction and until the time investigators contact the business. Record on Canvass log.
- Review videotapes or other recordings for relevant information.  
Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_  
Remarks: \_\_\_\_\_
- Investigators business cards left at homes where there is no response.
- Document the presence of all vehicles within the area by appropriate means (hand notes, photograph, and videotape).  
Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_  
Remarks: \_\_\_\_\_
- Conduct vehicle registration inquiries on these vehicles and match the names of registered owners against the neighborhood investigation interviews.  
Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_  
Remarks: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

- Identify any contractors/businesses recently conducting work projects within the vicinity.
- Canvassers should document their findings on standardized canvas forms as well as a supplementary offense report

**NEIGHBORHOOD RE-INTERVIEWS**

*As cases evolve, it may be advantageous to re-interview witnesses to more clearly identify consistencies, and to develop new suspect information. Witnesses may not have volunteered information they were not previously asked.*

**A standard set of questions for re-interviews should be established to maintain continuity**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

**New information garnered should be utilized to revise previous M.O. charts or graphs.**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

**ROADBLOCK CANVASS**

*Roadblock canvasses can be instrumental in lead development and should be initiated immediately, when appropriate.*

**Date/Time Roadblocks Established:** \_\_\_\_\_

Roadblock locations :

- a. \_\_\_\_\_ / \_\_\_\_\_
- b. \_\_\_\_\_ / \_\_\_\_\_
- c. \_\_\_\_\_ / \_\_\_\_\_
- d. \_\_\_\_\_ / \_\_\_\_\_
- e. \_\_\_\_\_ / \_\_\_\_\_

- Identify all occupants of the vehicle. Document their identities, descriptions, and statements.
- During a roadblock established immediately after the disappearance, ask for consent to search vehicles (to include trunk area) when the situation is appropriate.

**Repeat this canvass during the “window of opportunity” the following day and the same day of the incident the following week.**

Assigned By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Completed: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**CHILD ABDUCTION RESPONSE TEAM  
NEIGHBORHOOD CANVASS SHEET**  
(Prepare separate sheet for each interview)

**Case Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Officer's Name:** \_\_\_\_\_ **ID #:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **M** \_\_\_ **F** \_\_\_ **DOB:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_ **Work Telephone:** \_\_\_\_\_

**Other Residents Not At Home:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

**Security System in Use?** \_\_\_Y \_\_\_N. **Tapes seized?** \_\_\_Y \_\_\_N

**Investigator's Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sample Questions for Neighbors/Neighborhood Canvass:**

- Are you aware of what happened?  
\_\_\_\_\_
- Were you home at the time of the incident?  
\_\_\_\_\_
- Can you see the victim's home/crime scene etc. from your home?  
\_\_\_\_\_
- Have you seen anything out of the ordinary or unusual?  
\_\_\_\_\_
- Are you aware of any similar problems or attempts?  
\_\_\_\_\_
- Do you know of anyone who could do this?  
\_\_\_\_\_
- What should happen to someone who did this type of thing (kidnap a child)?  
\_\_\_\_\_
- Can you recall what you were doing when the incident happened?  
\_\_\_\_\_
- Do you know the victim or their family?  
\_\_\_\_\_
- Was there anyone else in the area who we should talk to?  
\_\_\_\_\_
- Identify guests of neighbors who frequently visit and/or have extended stays  
\_\_\_\_\_
- Are you aware of any construction work or other similar activity in the neighborhood?  
\_\_\_\_\_  
\_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



**CHILD ABDUCTION RESPONSE TEAM  
ROADBLOCK CANVASS SHEET**

(Prepare separate sheet for each interview)

**Case Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time of Interview:** \_\_\_\_\_

**Officer's Name:** \_\_\_\_\_ **ID #:** \_\_\_\_\_

**Location of Roadblock:** \_\_\_\_\_

**Driver Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **M – F** **DL:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Work Address/Company Name:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_ **Work Telephone:** \_\_\_\_\_

**Vehicle License:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Color:** \_\_\_\_\_ **Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_

**Other Vehicle Occupants:**

**Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **M – F** **DL:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Work Address/Company Name:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_ **Work Telephone:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **M – F** **DL:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Work Address/Company Name:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_ **Work Telephone:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **M – F** **DL:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Work Address/Company Name:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_ **Work Telephone:** \_\_\_\_\_

**Investigator's Comments:**

\_\_\_\_\_  
\_\_\_\_\_

**VEHICLE SEARCH CONDUCTED? YES** \_\_\_\_\_ **NO** \_\_\_\_\_ **REMARKS** \_\_\_\_\_

- Are you aware of what happened?  
\_\_\_\_\_
- \_\_\_\_\_
- Were you near the area at the time of the incident?  
\_\_\_\_\_
- \_\_\_\_\_
- Did you see anything out of the ordinary or unusual?  
\_\_\_\_\_
- \_\_\_\_\_
- Can you see the victim's home/crime etc. scene from where you were?  
\_\_\_\_\_
- \_\_\_\_\_
- If you do not live in the area, what was the purpose of your visit?  
\_\_\_\_\_
- \_\_\_\_\_
- Are you aware of any similar problems or attempts?  
\_\_\_\_\_
- \_\_\_\_\_
- Do you know of anyone who could do this?  
\_\_\_\_\_
- \_\_\_\_\_
- What should happen to someone who did this type of thing (kidnap a child)?  
\_\_\_\_\_
- \_\_\_\_\_
- Can you recall what you were doing when the incident happened?  
\_\_\_\_\_
- \_\_\_\_\_
- Do you know the family?  
\_\_\_\_\_
- \_\_\_\_\_
- Is there anyone else in the area who we should talk to?  
\_\_\_\_\_
- \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

DATE: \_\_\_\_\_