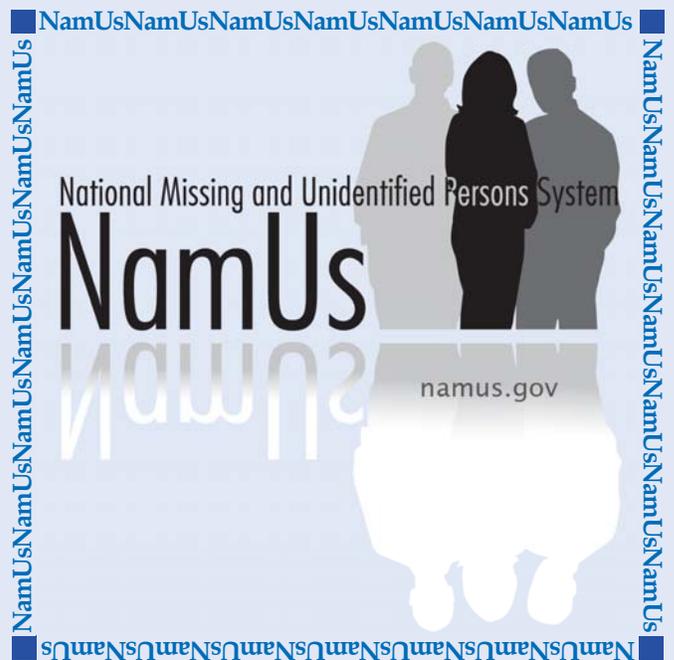


NamUs

National Missing and Unidentified Persons System



A Guide for Users of the
National Missing and Unidentified Persons System

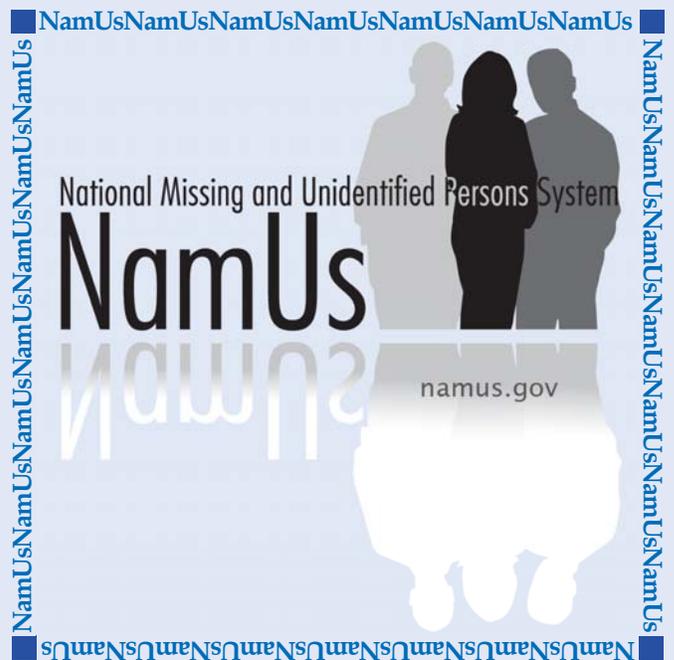


U. S. Department of Justice
Office of Justice Programs
National Institute of Justice
810 Seventh Street N. W.
Washington, DC 20531



NamUs

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HOW TO USE THIS GUIDE

This guide is designed as a general resource for individuals using the National Missing and Unidentified Persons System (NamUs). Each topic has been verified and determined essential to the successful application of the online data system for both the entering and retrieving of, data. In addition, reference material is provided to assist users in basic knowledge associated with the various fields and sections of the system.

LIVING DOCUMENT

New and additional information will be added to the system as technology improves, modifications in the workplace occur, and process improvements take place. During any NamUs training program, individual instructors may supply additional information during their specific section of the class. This information should be inserted into a trainee notebook as a resource for future review and application.

NAMUS CORE TEAMS

The following individuals are recognized for their tireless efforts in the development and review of the materials covered in this guide. Individuals from the U.S. Department of Justice, National Institute of Justice, Washington, DC, the National Center for Forensic Science (NCFS) at the University of Central Florida, Orlando, Florida and the National Forensic Science and Technology Center (NFSTC) in Largo, Florida are recognized for their dedication and support. In addition, the various administrative and forensic specialists who support NamUs and this Education Project are also thanked.

Educational Development Team

Bruce Anderson, Ph.D.	Emily Craig, Ph.D.	Randy Hanzlick, M.D.
Anthony Falsetti, Ph.D.	Marcella Fierro, M.D.	Donna Fontana
Bill Hagmaier	Jeffrey Jentzen, M.D., Ph.D.	Jennifer Love, Ph.D.
Todd Mathews	Elizabeth Murray, Ph.D.	Warren Tewes, D.D.S.

National Center for Forensic Science

John Bardakjy	Kathie Sullivan	Carrie Whitcomb
---------------	-----------------	-----------------

National Forensic Science and Technology Center

George Adams	Margaret Black-Fitzpatrick	Jerry Brown
Beth Carpenter	Joanna Cristalli	Fred Evans
John Filippi, DDS	Frank Fitzpatrick	Nicole Inacio Vanecek
Stephanie Kavanaugh, D.D.S.	Peter Loomis, D.D.S.	Kevin Lothridge
Monte McKee	Richard MacKnight	Susan Myster, Ph.D.
Mike O'Berry	Rose Sacchetti	Richard Scanlon, D.M.D.
Susan Stiltner	Karolyn Tontarski	Billy Young

National Insitiute of Justice

John Paul Jones	Charles Hurich	Brigid O'Brien
Danielle Weiss, J.D.		

Occupational Research and Assessment

Suzy Carrick	Tim Hansen	Jorden Hendricks
Monte Johnson	Melissa McGhee	Jennifer Proctor
Peter Stawasz	Kavan Story	

Steven C. Clark, Ph.D., Project Director
Occupational Research and Assessment

CONTRIBUTORS

Patty Aagaard+

National Missing Person DNA Database Program
Federal Bureau of Investigation
Quantico, Virginia

Jonathan Arden, M.D.~

Representative
National Association of Medical Examiners
McLean, Virginia

Elizabeth Balraj, M.D.~

Coroner
Cuyahoga County Coroner's Office
Cleveland, Ohio

Larry Bedore~

Director of Investigations
District 8 Medical Examiner
Gainesville, Florida

Sheri Blanton~

Forensic Coordinator
District 9 Medical Examiner
Orlando, Florida

Martha Burt, M.D.~

District 8 Medical Examiner Office
University of Florida College of Medicine
Gainesville, Florida

Frank Ciaccio~

Kenyon International Emergency Services
Houston, Texas

Tony Ciriello+~

Chief of Police
Syracuse Police Department
Syracuse, Indiana

Michael Case~

Missing Persons DNA Program
California Department of Justice
Sacramento, California

Steven Clark, Ph.D.*+~

Project Director
Occupational Research and Assessment
Big Rapids, MI

Marta Coburn, M.D.~

District 20 Medical Examiner
Naples, Florida

Debra Culberson+

Victim Advocate
Blanchester, Ohio

Joseph Davis, M.D.~

Chief Medical Examiner (retired)
Miami-Dade County Medical Examiner Office
Miami, Florida

Louis Eliopoulos+~

Chief, Forensic Consultants Division
Naval Criminal Investigative Services
Washington, DC

Tony Falsetti, Ph.D.*+~

C.A. Pound Human Identification Lab
University of Florida
Gainesville, Florida

Robert Farm+~

Section Chief
Scientific Analysis Section Laboratory Division
Federal Bureau of Investigation
Quantico, Virginia

Marcella Fierro, M.D.*+~

Chief Medical Examiner (retired)
Commonwealth of Virginia
Richmond, Virginia

Donna Fontana+~

Forensic Anthropologist
New Jersey State Police
Hamilton, New Jersey

* Key author

+ NamUs-MP advisory group

~ NamUs-UP advisory group

Jan Garavaglia, M.D.~

District 9 Chief Medical Examiner
Orlando, Florida

Bill Hagmaier+

Federal Bureau of Investigation (Ret)
International Association of Homicide
Investigators
Fredricksburg, Virginia

Randy Hanzlick, M.D.*+~

Project Co-Director
Chief Medical Examiner
Fulton County ME Office
Atlanta, Georgia

Mitch Holland, Ph.D.~

Associate Professor of Forensic Science
Pennsylvania State University
University Park, Pennsylvania

Charles Hurich+~

Program Manager
Office of Science and Technology
National Institute of Justice
Washington, DC

Cynthia Johnson+~

Federal Bureau of Investigation
Criminal Justice Information Services
Clarksburg, West Virginia

Dinah Johnson~

Government Analyst
Florida Department Law Enforcement
Missing Children Information Clearinghouse
Tallahassee, Florida

John Paul Jones+~

Program Manager
Office of Science and Technology
National Institute of Justice
Washington, DC

Norman Kassoff~

Director of Operations (retired)
Miami-Dade County Medical Examiner Office
Miami, Florida

Erin Keneally+

San Diego Super Computer Center
La Jolla, California

J. Philip Kruse~

Major, Illinois State Police (retired)
Grand Marais, Minnesota

Mary Lou Leary+

National Center for Victims of Crime
Washington, DC

Richard MacKnight*~

Program Manager
System Planning Corporation
Arlington, Virginia

Todd Mathews*+

DOE Network - Project EDAN
Livingstone, Tennessee

Joni McClain, M.D.~

Southwest Institute of Forensic Sciences
Texas Tech University
Dallas, Texas

P. Michael Murphy, MBA, DBA+~

Coroner
Clark County Forensic Science Center
Las Vegas, Nevada

Eric Pokorak~

Program Manager
Missing Person DNA Database
DNA Analysis Unit 1
Federal Bureau of Investigation
Quantico, Virginia

Carla Proudfoot+~

Maryland Center of Missing Children
Maryland State Police
Pikesville, Maryland

Barbara Simpson, M.D., Ph.D.~

First Deputy Chief Medical Examiner
Office of the Chief Medical Examiner
New York City, New York

William Silver, D.D.S.~

Forensic Odontology Consultant
Miami-Dade Medical Examiner Office
Miami, Florida

B.J. Spamer+~

National Center of Missing and Exploited
Children
Alexandria, Virginia

Susanne Stiltner+~

Violent Criminal Apprehension Program
Federal Bureau of Investigation (Ret)
Washington, DC

Warren Tewes, D.D.S.*+~

Forensic Odontology Partners
Baltimore, Maryland

Douglas Ubelaker, Ph.D.~

Department of Anthropology
Museum of Natural History
Smithsonian Institution
Washington, DC

Daniel J. Warren+

Special Agent
Organized Crime Squad
Florida Department of Law Enforcement
Orlando, Florida

Danielle Weiss, J.D.+~

Office of Science and Technology
National Institute of Justice
Booz | Allen | Hamilton
Washington, DC

Jeannine Willie~

Missing Persons DNA Program
California Department of Justice
Sacramento, California

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NAMUS FOUNDATION SKILLS

1

CHAPTER ONE:
Tools and Terminology

CHAPTER TWO:
NamUs Registration



section

INTRODUCTION

This section consists of two chapters designed to provide essential information for using the National Missing and Unidentified Persons System (NamUs) - as an investigative tool. The material covered will be supplemented and referenced throughout the remaining chapters of this guide.

1

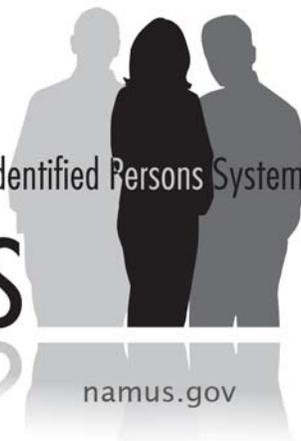
chapter

National Missing and Unidentified Persons System

NamUs

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namus.gov

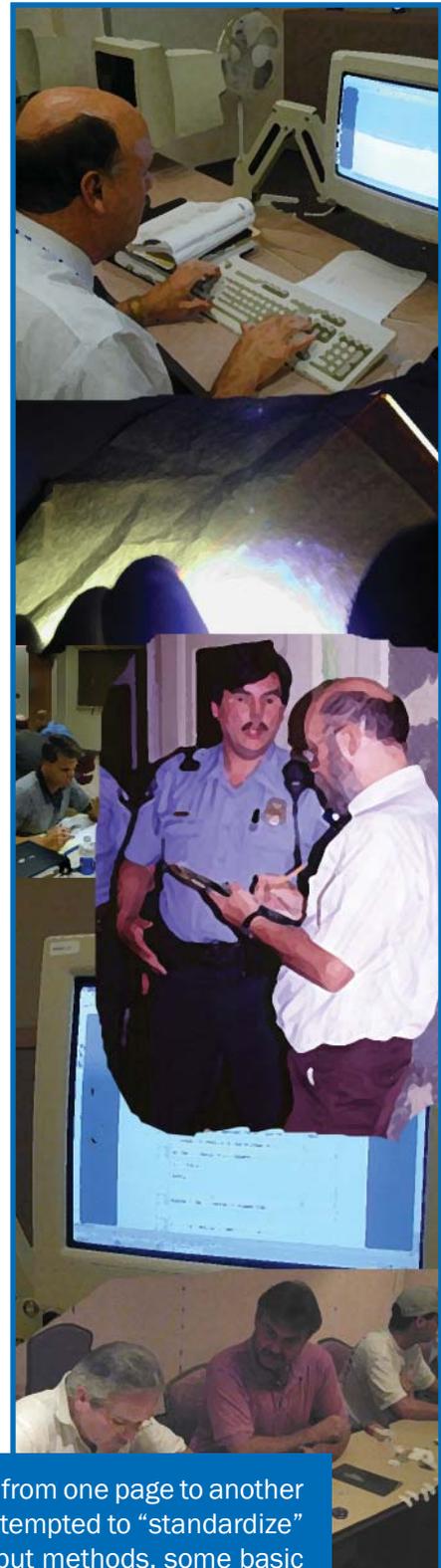


Tools and Terminology

Unit 1: The NamUs System

Unit 2: Input Elements and Terminology

Unit 3: The Case Log



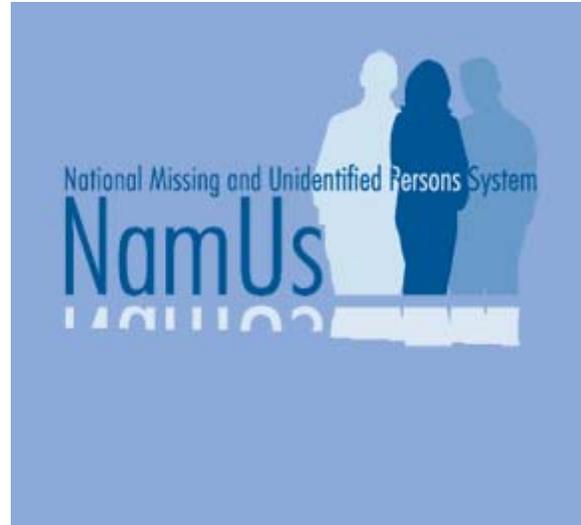
In the world of web-based data systems, moving from one page to another is relatively simple. While many systems have attempted to “standardize” the look and feel of most item selection and input methods, some basic descriptions and navigation terminology is always helpful as you begin to use NamUs as an investigative tool.

OVERVIEW

The National Missing and Unidentified Persons System, or NamUs, is an electronic registry for cases involving missing and unidentified persons. NamUs is a free, online, technological resource that can be used by medical examiners, coroners, law enforcement officials, and the general public as an investigative tool.

Data about **missing persons** can be entered into the NamUs system by registered public users (including relatives of a missing person), registered law enforcement officers, registered members of clearinghouses, and NamUs staff members. The profiles of **unidentified persons** are entered into the NamUs system by registered representatives of coroner's and medical examiner's offices, some registered forensic scientists, and NamUs staff members. Users of the NamUs-MP and NamUs-UP systems are allowed different levels of access to information and data entry privileges, such as viewing and/or case editing. System privileges are assigned by NamUs administration based on user need.

Members of the general public can view selected information within both the NamUs-MP and NamUs-UP databases without registering; however, their access to any sensitive information about a missing person is restricted, as is their ability to view certain details about unidentified persons. Even after registration, access to some information is restricted, such as details about a case intended solely for the eyes of law enforcement personnel or medicolegal investigators. Despite some limitations, NamUs is the first government-sponsored website of its kind to allow the general public to view the profiles of missing persons and the unidentified dead.



1

unit

The NamUs System

INTRODUCTION

NamUs consists of two linked databases; one populated with information about missing persons (NamUs-MP), and the other populated with information obtained from the discovery and examination of the remains of unknown persons (NamUs-UP). Through interactive queries between these two databases, profiles of missing persons can be compared with profiles of unidentified decedents, and vice versa. This unit provides general information on NamUs.

1.1 NamUs.gov

The official government website for the National Missing and Unidentified Persons System (NamUs), is found at www.namus.gov. This site can be accessed by any computer with modern browser software (i.e., Internet Explorer, FireFox, Safari, etc.) and an Internet connection. From the NamUs.gov site, users have access to a number of NamUs related documents and general information about the program. In addition, users may enter either the missing persons “side” of the system, or the unidentified persons “side” of the system. Many users will “bookmark” these sites to make future access simpler.

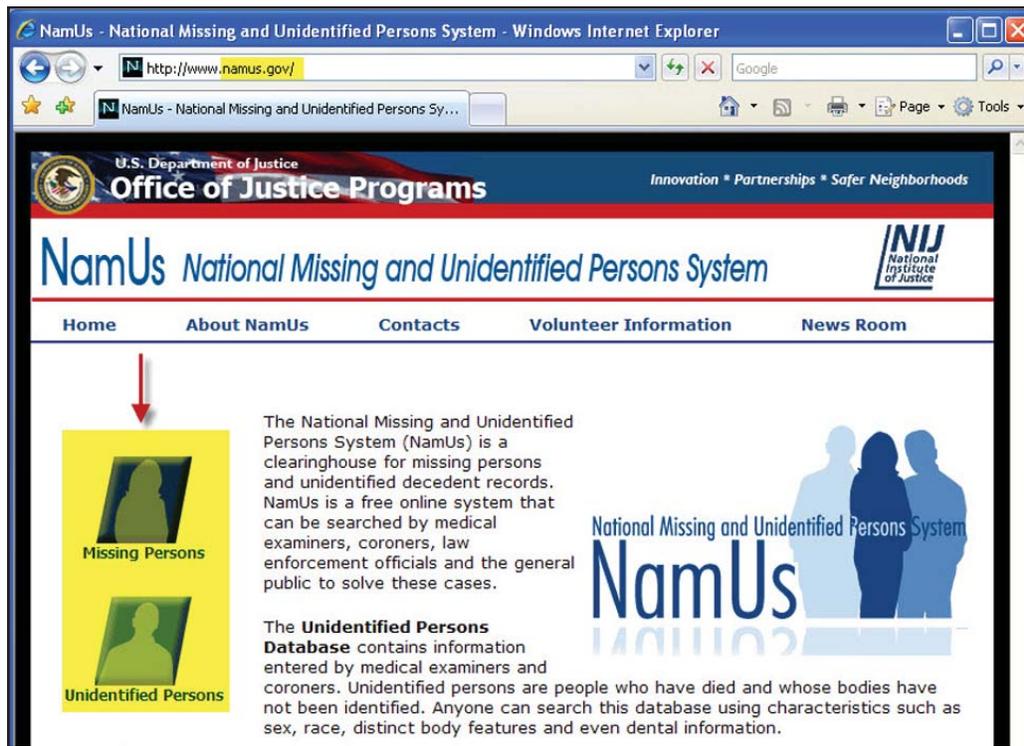


Fig. 1.1: NamUs.gov Home Page.

1.2 Findthemissing.org

This web address is the location of the missing persons side of the NamUs program. Anyone may access this site and search the system for missing persons. However, there are limited menu bar items for the non-registered user. Registered public users may take advantage of some additional features to which the “general public” does not have access.

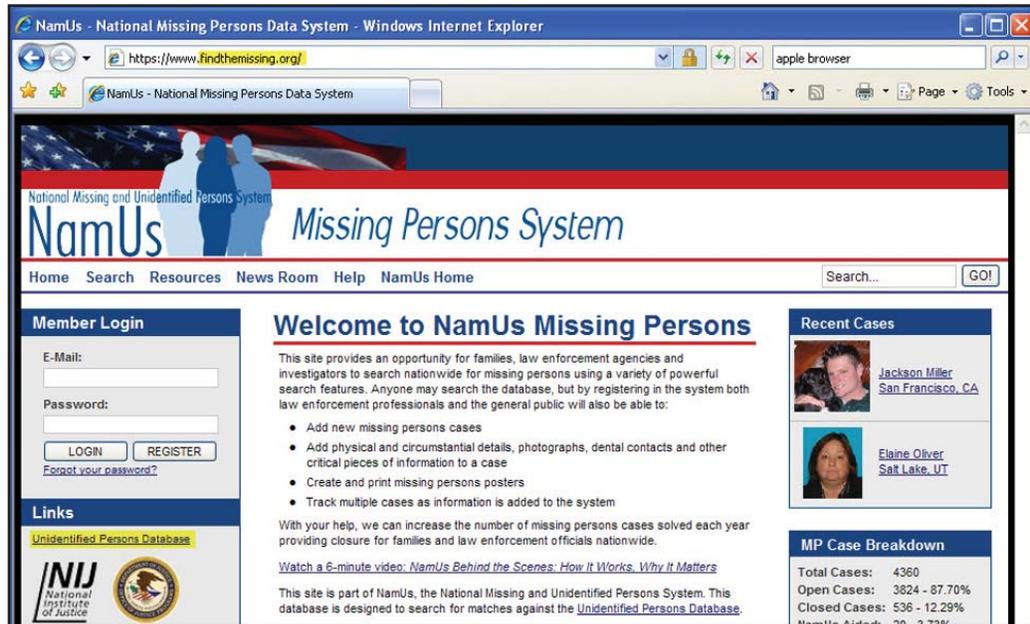


Fig. 1.2: Findthemissing.org Home Page.

Public User and Law Enforcement Menu Bar

Registered public users and law enforcement users see essentially the same menu bar after initial login. The only real addition is the “My Dashboard” item, which allows additional control of individual cases. However, the selections under the menu bar item differ depending on the level of permissions.



Fig. 1.3: Public User and Law Enforcement Menu Bar (after login).

Case Manager Menu Bar

Case managers have additional “Management” options within their Dashboard. These options are designed for easy review and publishing of cases to the NamUs websites.



Fig. 1.4: My Dashboard menu items for Case Managers.

Identifyus.org

This web address is the location of the unidentified persons side of the NamUs program. The menu bar selections for the various users of this system mirror the MP side, except case managers are typically medicolegal officers (medical examiners and coroners) and case publishing is handled by fewer people.

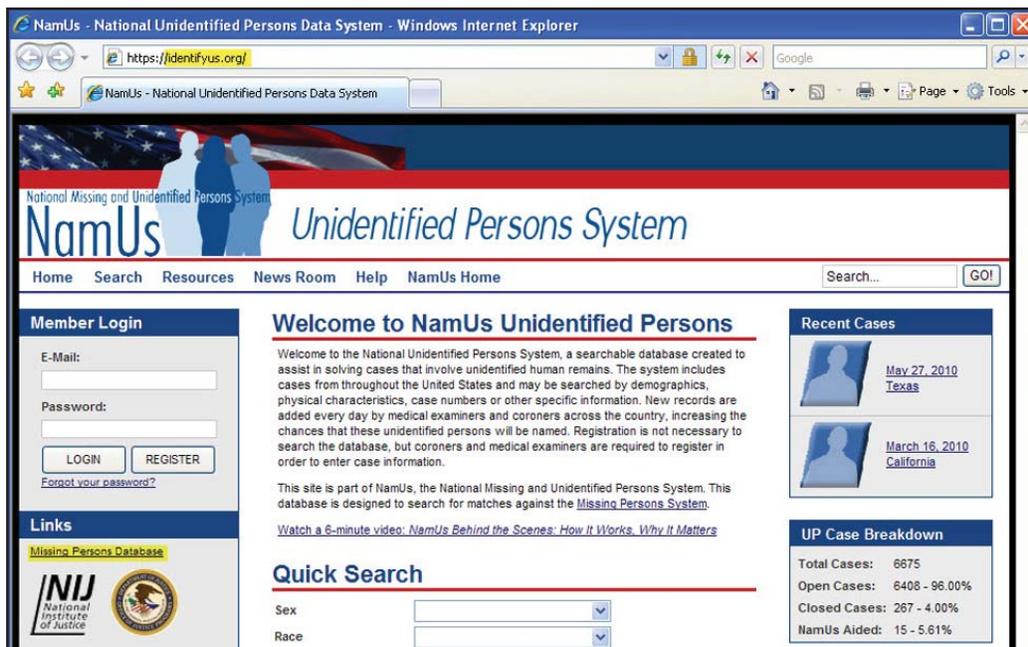
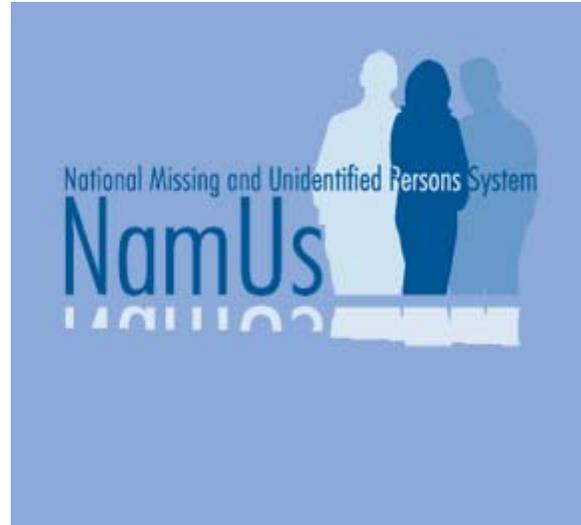


Fig. 1.5: Identifyus.org Home Page.



2

Input Elements and Terminology

unit

INTRODUCTION

This unit contains information on web tools and has been created to aid in your interaction with the NamUs websites. It is considered basic knowledge for those who work with the Internet on a regular basis. If you have knowledge of these terminologies, you may wish to bypass this section.

2.1 Button

A button actuates a command in a program when it is depressed (“clicked”). It may be of several shapes, but the most common is rectangular with one or more words on it.



Fig. 2.1: Buttons are essential to saving data to the servers - save often.

2.2 Check Box

A check box is a type of input element that has only two values. When it is “clicked” a check mark is entered in the box; if left unmarked, there will be no check in the box. It is primarily used for allowing you to make multiple selections from a number of options.



Fig. 2.2: Check boxes are critical for searching by “specific” data categories.

2.3 Drop-Down

A “drop-down” list or menu allows you to choose one value from a list. When a drop-down is inactive, only the selected item from the list is displayed. When activated, the list displays, or “drops down”, a set of choices from which you may make a selection. To make a selection, click on the item you want. After you have made a selection, the list “rolls up” and only displays the selected value.

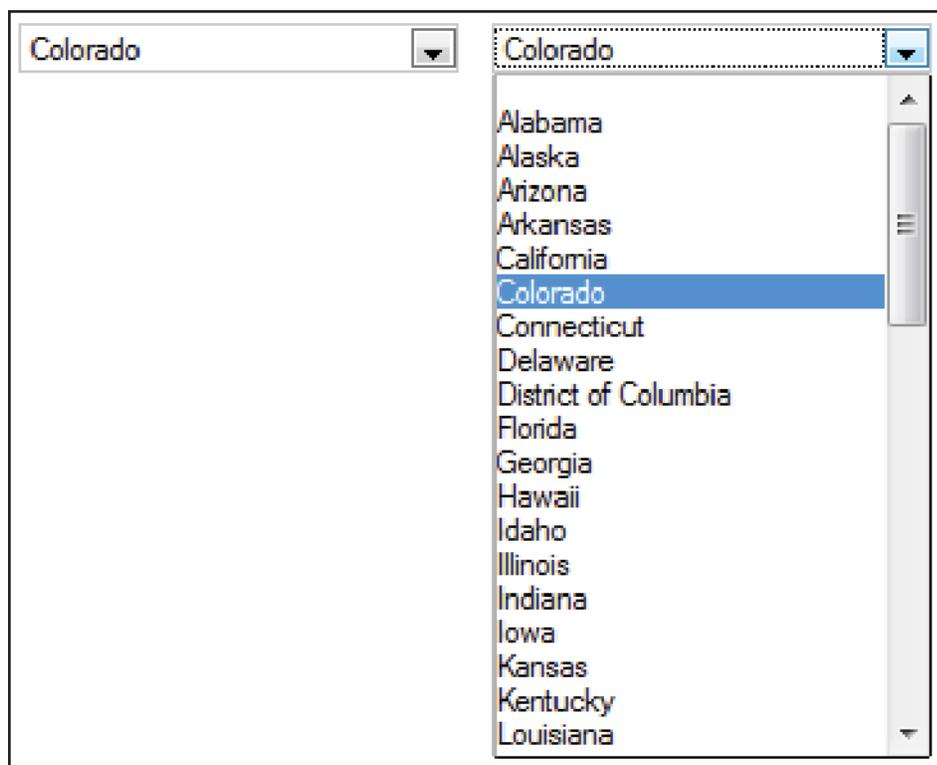


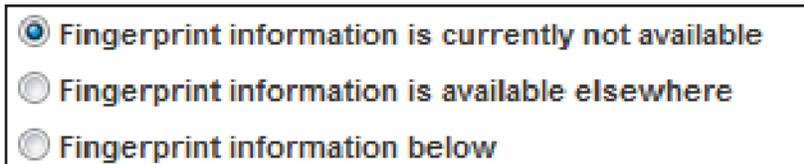
Fig. 2.3: Drop-down lists are often “linked” to other lists.

2.4 Hyperlink / Link

A “hyperlink” or link, (used interchangeably) is an item that, when selected, transfers you to another location on the webpage or to another webpage. It can appear as text (often underlined) or as an image.

2.5 Radio Button

A radio button is a type of input element that allows you to choose only a single choice from a predetermined set of options.



Fingerprint information is currently not available
 Fingerprint information is available elsewhere
 Fingerprint information below

Fig. 2.4: Many times radio buttons are used to indicate that you has “considered” the item requested.

2.6 Text Box

A text box is an input element that allows for a single line of text to be typed in. These vary in size, and some have limits on the amount of text that can be entered.



First name

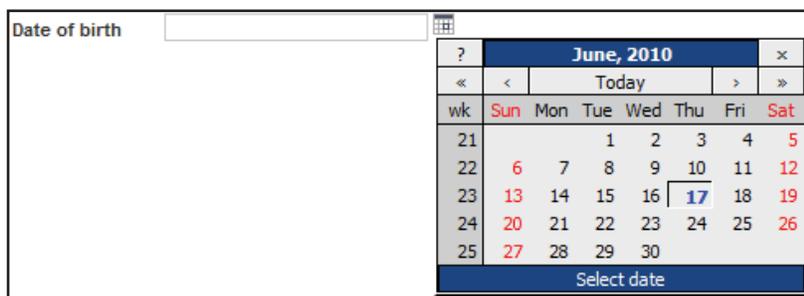
Fig. 2.5: All text entered into “open” text fields and boxes are “searchable” - therefore spelling counts.

2.7 Text Area

A text area is similar to the text box, but allows for multiple lines of text to be entered. Often, it is larger so more text can be seen.

2.8 Calendar Tool

The calendar tool allows a user to select a date by clicking it instead of typing a date in. For more information on how to use the calendar, click on the “?” in the upper left corner of the calendar.



Date of birth 

?								June, 2010								x	
<<		<		Today								>		>>			
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat										
21				1	2	3	4	5									
22	6	7	8	9	10	11	12										
23	13	14	15	16	17	18	19										
24	20	21	22	23	24	25	26										
25	27	28	29	30													

Select date

Fig. 2.6: Items like the calendar tool are called “widgets” and offer visual representations of data.

2.9 Hover / Mouse over

An event when the cursor (mouse pointer) pauses over an object such as a link. In many cases, the cursor or the object being hovered over will change. For example, the cursor may change to a small hand when hovering over a link.

2.10 Download

Downloading is a term used to describe the transferring of a file or data (e.g., a pdf or image) from a server or website to your computer for use.

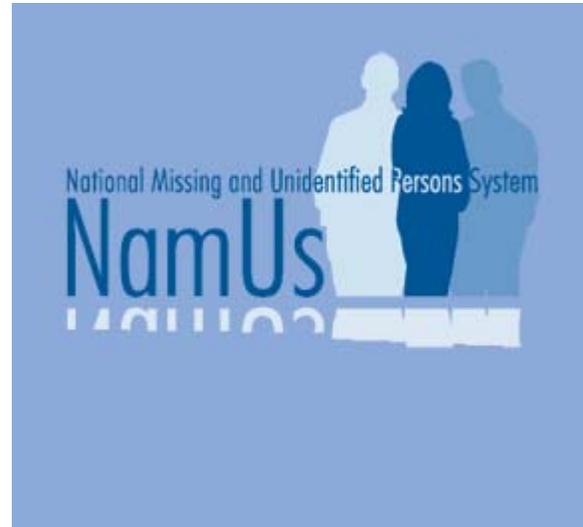
2. 11 Upload

Uploading is a term used to describe the transferring of a file or data (e.g., a pdf or image) from your computer to a server or website.

3

The Case Log

unit

**INTRODUCTION**

The Case Log is the most prominent and most used feature of NamUs. All organized lists of cases, from the smallest search result to the largest grouping, are presented by default in the **Case Log** format. The log can be sorted and displayed in a number of ways, including thumbnails and map view.

3.1 The Case Log

There are a number of generated lists or logs in the NamUs system. Some examples of logs are “My Cases”, “Users”, “Search Results” – which all behave in the same manner, regardless of the data.

MP #	Name	Date LKA	Location	Sex	Race	Age LKA
2828	Smith, Israel	03/24/2008	Wytheville, VA	Male	White	28
1121	Smith Jr., Walter	09/03/2006	Edinburgh, IN	Male	White	42
3411	SMITH IV, GEORGE	07/05/2005	New Haven, CT	Male	White	26
287	Smith, James	07/09/2003	Mullins, SC	Male	White	26
3244	Smith, Joshua	11/04/2000	Ponte Vedra Beach, FL	Male	White	23
1128	Smith, Garrison	07/14/1999	Hardinsburg, IN	Male	White	57
4785	Smith II, Bennie	05/31/1998	Calera, AL	Male	White	35
4444	Smith Jr., John	04/26/1996	Santa Cruz, CA	Male	White	36
565	Smith, Oliver	04/10/1996	Columbus, GA	Male	White	84
3106	Smith, Hoyle	11/04/1995	Sanford, NC	Male	White	79

Fig. 3.1: Typical case log showing the results of a user search.

3.2 Sorting the Log

All lists can be sorted by clicking on the column header by which you want to sort. By default, the list will be sorted in ascending order of that column. To sort the list in descending order, click the column again. An up arrow symbolizes ascending order and a down arrow symbolizes descending order.

UP #	Date Found	County	ST	Case Number	Sex	Race	Age Range
5101	05/17/2010	Fulton	GA	2010-05-17-1	Male	White	25 to 35
477	03/11/2007	Fulton	GA	07-0442	Male	Unsure	0 to 1
462	01/27/2007	Fulton	GA	07-0155	Male	Unsure	30 to 55
89	06/13/2006	Fulton	GA	06-1000	Male	Black/African American	40 to 60
20	01/14/2006	Fulton	GA	06-0082	Male	Unsure	50 to 60
27	02/25/2005	Fulton	GA	05-0379	Female	Unsure	25 to 45
28	02/01/2005	Fulton	GA	05-0217	Unsure	Unsure	20 to 50
29	01/09/2005	Fulton	GA	05-0066	Unsure	Unsure	45 to 60
30	10/06/2004	Fulton	GA	04-1735	Male	Black/African American	45 to 60
38	09/28/2004	Fulton	GA	04-1695	Male	Unsure	0 to 1

Fig. 3.2: All columns within the case log can be sorted and the number of cases displayed selected.

3.3 Next and Previous Page

At the bottom of the case log is a records bar, which consists of the current page, total number of pages, total number of records in the list, and some navigation tools. To move between pages of results, click the button with its associated action. For example, if you are on page “1” of a list and want to view page “2”, click the “Next page” button.

To jump to a specific page number, type the number into the text box displaying the current page number and press “Enter” on your keyboard. This will display the requested page of results.

3.4 Results Per Page

You may change the number of results displayed on a log page by selecting a new value from the drop-down next to the page navigation tools. This will cause the list to be reloaded and display the desired number of results per page.

3.5 List Search

Many of the logs in NamUs have a list search feature available. This allows you to search the items in the log for specific keywords. To use the List Search in NamUs, enter the desired information to search for in the text box and click the “list search” button. NamUs then searches within the items in the log to find any matches to your input keywords and displays only those results in the list.

MP #	Name	Date LKA	Location	Sex	Race	Age LKA
4205	Smith, James	09/06/1991	Harvey, LA	Male	White	22
287	Smith, James	07/09/2003	Mullins, SC	Male	White	26

Fig. 3.3: Search results are displayed in a list format.

Clearing a List Search

If you have performed a list search on a log and you want to return to the original list of cases, you can clear your last list search by clicking the “Clear” button next to the “List Search” button. This will empty the text box and reload the list.

3.6 Moving From Case to Case

Once a case is “opened” from the case log, you may move quickly to the next case (in the log) by clicking on the right-arrow (next) or the left-arrow (previous). You may also return to the log by clicking on the middle icon, which represents the case log “listing.”

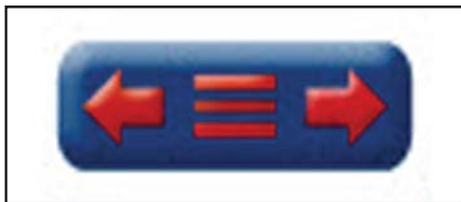
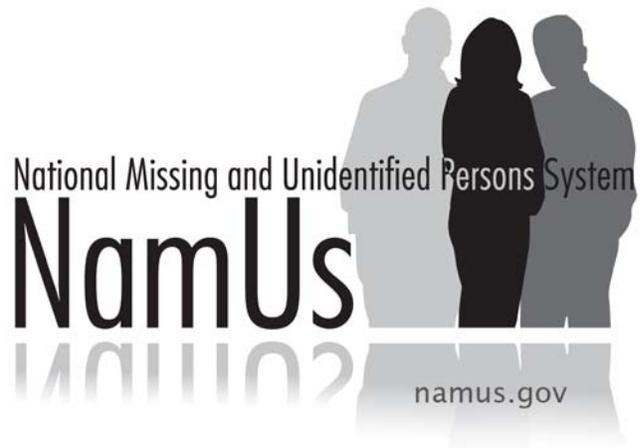


Fig. 3.4: “Next,” “Previous” and “Back to List” button icon.

chapter 2



NamUs Registration

Unit 4: Missing Persons System Registration

Unit 5: Unidentified Persons System Registration

Member Login

E Mail
 Password

LOGON REGISTER

Forgot your password?

State
 Zip
 County

Persons Registration

Public User

Public User

Medical Examiner/Coroner
 Law Enforcement Of
 MP/UP Clearinghouse
 Law Enforcement
 NamUs Staff
 Medicolegal Death Inv
 ...
 Anthropolog
 Ontologis
 ger

Welcome to NamUs

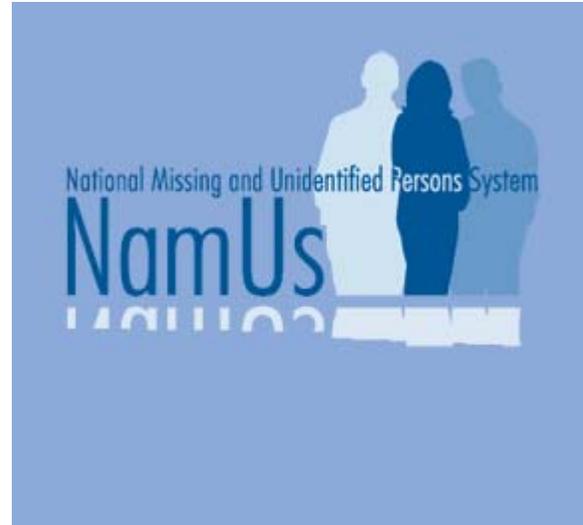
The first thing new users discover is that registration is required on both “sides” of NamUs. Because some information held within the NamUs database is considered sensitive, and various users represent different investigative agencies, individuals using the system must request access on each system. In addition, there are some groups that only have specific interest in missing persons or specific interest in unidentified persons.

Overview

For the user who wants more complete functionality out of NamUs, registration provides the user with a level of access to the NamUs database utilizing the user's own e-mail address and a NamUs system-generated password.

Within either site, there are basically two divisions of users:

1. The "public" who have some limitations regarding searching and viewing of some case data.
2. The "registered" who have expanded levels of access to the NamUs database information as determined by their need.



4

Missing Persons System Registration

unit

INTRODUCTION

Because NamUs consists of two separate data systems, registration is required for each. Registration on the missing persons “side” of NamUs provides, assigns, and identifies a level of access to the information housed within the NamUs database. Although registration is not required for access, individuals who want to take full advantage of the system’s functionality are encouraged to register.

4.1 Registration

The new user registration page is accessed by clicking the “REGISTER” button in the left menu under the “Member Login” heading. You will be presented with a page detailing the necessary information and procedure needed to enter a missing person case. After reviewing this page, click “Continue” to proceed with registration or “Cancel” to go back to the home page.

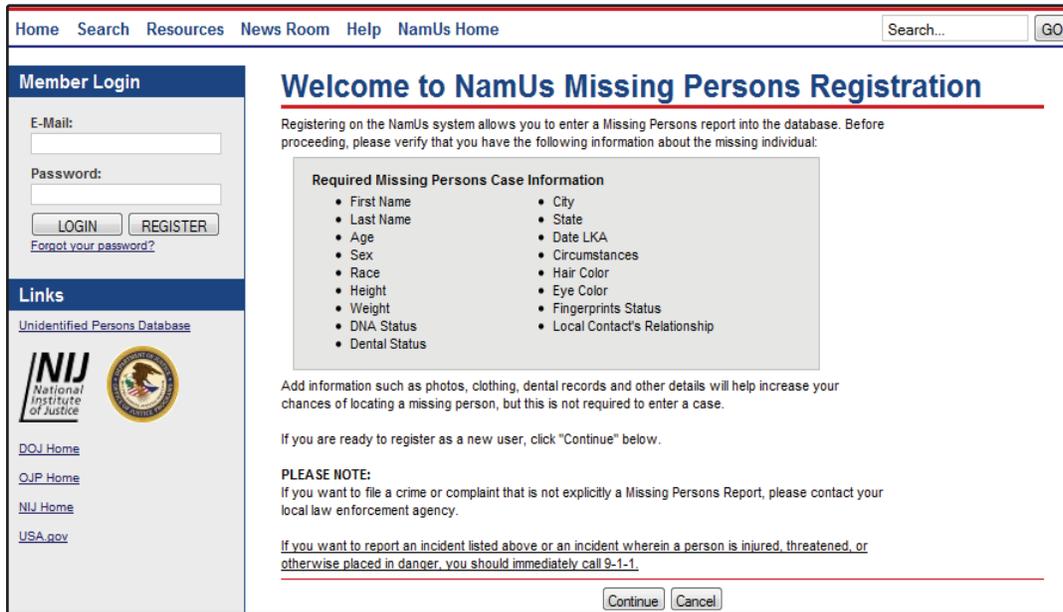


Fig. 4.1: Registration page lists the data required to “submit” a missing persons case.

4.2 Registration Page

On this page, you need to enter your contact information. The required information is marked with a red asterisk (*), and all fields that are designated as required must be completed. If any required information is left blank, NamUs will display an error message describing the issue and will halt the registration process until the required information is entered. To clear all information that you have entered, click the “Reset” button at the bottom of the page.

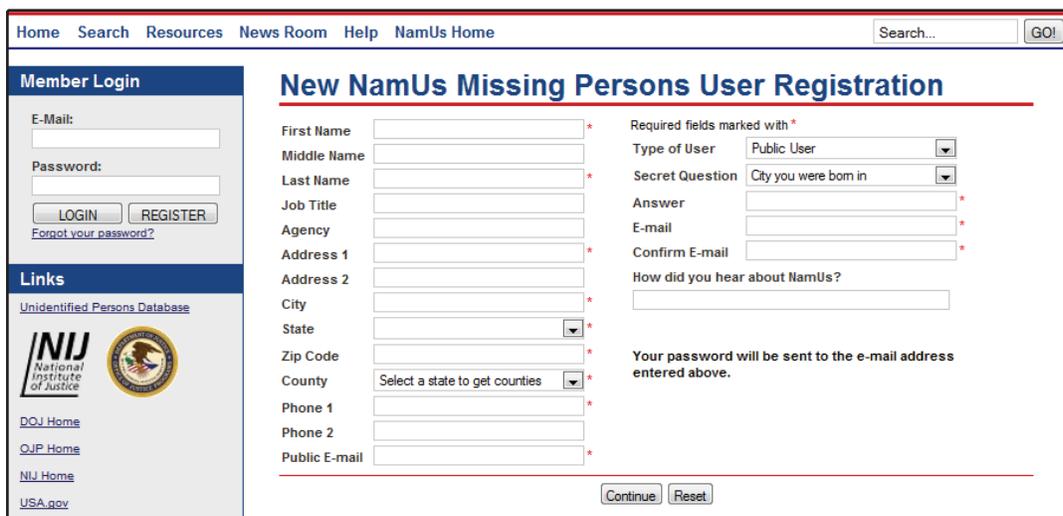


Fig. 4.2: Registration requires users to supply personal demographic data and request an access level.

Sponsor Information

If a “Type of User” other than “Public” is selected, a new group of text boxes will appear and are required for completion of the registration process. Above “Public” user access, you must go through an authentication process before being issued greater access to the system. To speed this authentication, you must supply official agency contact information to enable NamUs to verify your requested users status.

Fig. 4.3: If “Law Enforcement” access is requested, the user is required to enter a “sponsor” for employment verification.

4.3 Terms of Use

Before a user account can be created, you must accept the terms of use. This is done by scrolling to the bottom of the “Terms of Use” page, marking the checkbox, and clicking the “Register” button.

Fig. 4.4: Accepting the “Terms of Use” is required to complete registration.

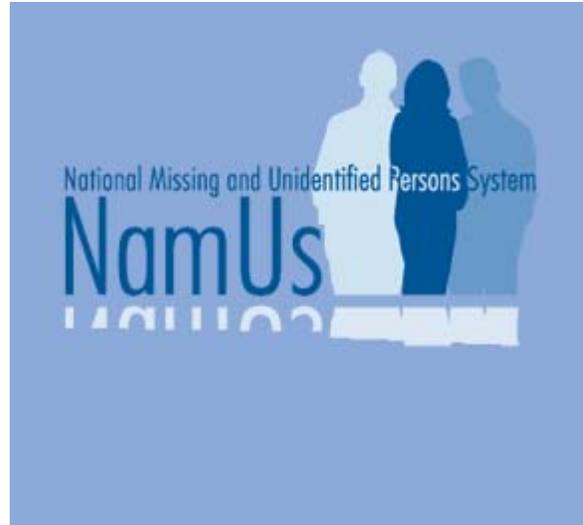
4.4 Success Page

After the terms of use are accepted, you will see a confirmational “Success” page showing that your account was created. A system-generated password will be sent to your registered e-mail address as part of the process. The system also checks to see if your e-mail address is registered on the NamUs UP system; if not, an option will be available to register on the UP system.

The screenshot shows a web browser window with the following content:

- Navigation Bar:** Home Search Resources News Room Help NamUs Home Search... GO!
- Member Login:**
 - E-Mail:
 - Password:
 - Buttons: LOGIN REGISTER
 - Link: [Forgot your password?](#)
- Links:**
 - Unidentified Persons Database
 - Logos: INJ National Institute of Justice and a circular seal.
 - Links: [DOJ Home](#) [OJP Home](#)
- Success Message:**
 - ### Success
 - Thank you for registering with the NamUs Missing Persons System. User name and password activation typically takes THREE BUSINESS DAYS.
 - An email containing your password has been sent from **NamUs - MP** <support@findthefmissing.org> to manual@findthefmissing.org
 - Once you receive your password, you will be able to log into the NamUs Missing Persons System to enter case reports or track cases.
 - ** NOTICE ****
 - If you do not receive this email within 24 hours, please check your email SPAM folder. Many popular email services (i.e., yahoo, gmail, hotmail, etc.) have SPAM filters which trap emails from unknown addresses.
 - Survey question: **Would you like to register for NamUs Unidentified Persons also?**
 - Buttons: Yes No

Fig. 4.5: Successfully completing registration will be indicated when you see the “Success” page.



5

Unidentified Persons System Registration

unit

INTRODUCTION

Just like the missing persons “side” of NamUs, registration on the unidentified persons “side” provides, assigns, and identifies a level of access to the information housed within the system. Although registration is not required for public access, the ability to create and manage new cases is restricted to medicolegal officers or their designees and requires registration. Sponsorship and verification of employment are required for full-featured access.

Introduction

Some information held in NamUs may be considered sensitive and proprietary to agencies conducting investigations involving unidentified decedents. Therefore, full view and edit privileges are restricted to medical examiners, coroners, law enforcement and their designees.

5.1 Registration

The new user registration page is accessed by clicking the “REGISTER” button in the left menu under the “Member Login” heading. You will be presented with a page of user access descriptions that are available within NamUs UP. These descriptions determine a basic level of user access for a particular occupation. Depending upon the needs of the user’s job, higher access can be granted if necessary. After reviewing this page click “Continue” to proceed with registration or “Cancel” to go back to the home page.

Home Search Resources News Room Help NamUs Home Search... GO!

Member Login

E-Mail:

Password:

[Forgot your password?](#)

Links

[Missing Persons Database](#)

[DOJ Home](#)

[OJP Home](#)

[NIJ Home](#)

[USA.gov](#)

Welcome to NamUs Unidentified Persons Registration

General Public (Not Registered)
Non Registered Public Users can search the system and view cases. They only have access to limited data and some images.

Public Users (Registered)
Registered Public Users have the same abilities as the general public user except they can create a list of cases to track changes on and can leave messages on cases.

Law Enforcement Officers
Law Enforcement Officers can view all data, images, and messages for each case in the system.

Medicolegal Officers (Medical Examiner, Coroner, Medicolegal Death Investigator)
Medicolegal Officers have the same abilities as law enforcement officers except they can create cases.

Forensic Specialists (Forensic Odontologist, Forensic Anthropologist)
A Forensic Specialist has the ability to edit specific data on all cases in his or her region. For example a Forensic Odontologist registered for the state of Michigan will be able to edit all dental information on cases in Michigan.

Administrators (RSA, Case Manager)
Administrators manage cases and users.

Fig. 5.1: The first page of the registration process describes the NamUs “user types.”

5.2 Registration Page

On this page you need to enter your contact information. Required information is marked with a red asterisk (*), and all fields designated as required must be completed. If any required information is left blank, NamUs will display an error message describing the issue and will halt the registration process until the required information is entered. To clear all information that you have entered click the “Reset” button at the bottom of the page.

Fig. 5.2: The registration page.

5.3 Sponsors and Coverage Area

If a User Type other than “Public” is selected, you will be required to enter a sponsor and your coverage area. This information is used to verify what access level is necessary for you. Your sponsor will be verified and then contacted to approve your access request. You can be your own sponsor if you fit one of the job titles listed in the sponsor description.

Fig. 5.3: NamUs-UP allows for multiple sponsors for users that cover multiple jurisdictions.

Sponsor

Your sponsor must be the county's chief medicolegal officer (the Chief Medical Examiner, Coroner, or the county's equivalent) if you want to have the ability to enter and/or edit cases. If you are only seeking full view privileges, your sponsor needs to be a superior such as the Chief of Police, Sheriff, etc. Click on the "Directions for adding a Sponsor" link on this page if you need help with the process.

Coverage Area

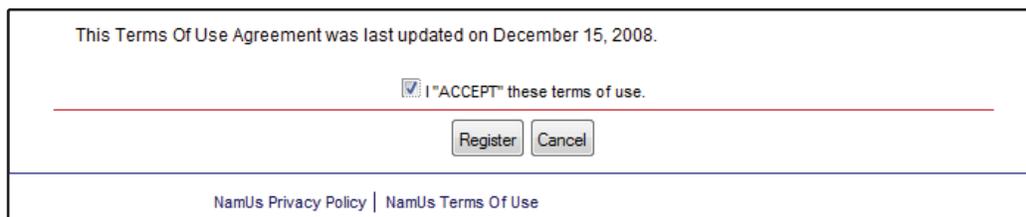
This is the region in which you have jurisdiction. It can range from a single county to the entire country depending on what is necessary for you. Click on the "Directions for adding Coverage Area" link on this page if you need help with the process.

5.4 Completing Registration

The final steps in the registration process for NamUs-UP requires you to accept the terms of use and click the "Register" button. This will prompt the system to display the "Success" page. User verification typically takes three business days.

Terms of Use

Before a user account can be created, you must accept the terms of use. This is done by scrolling to the bottom of the "Terms of Use" page, marking the checkbox, and clicking the "Register" button.



This Terms Of Use Agreement was last updated on December 15, 2008.

I "ACCEPT" these terms of use.

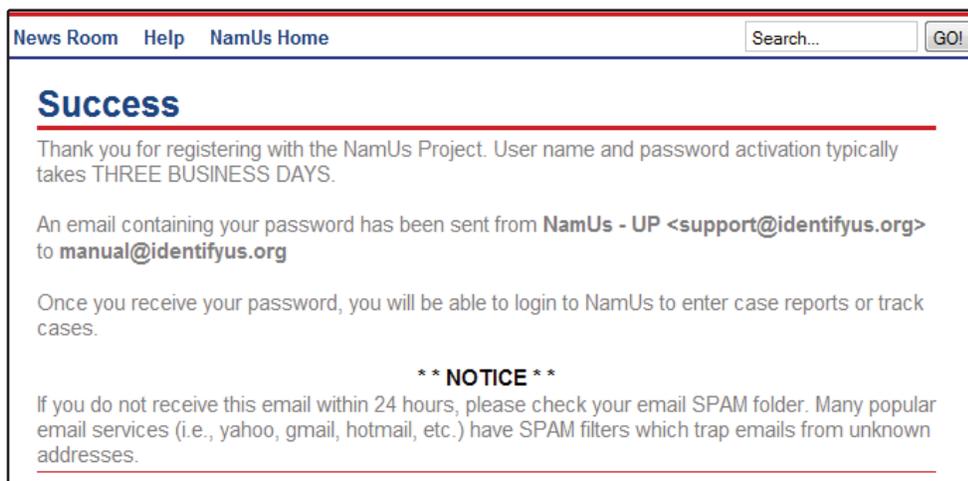
[Register](#) [Cancel](#)

[NamUs Privacy Policy](#) | [NamUs Terms Of Use](#)

Fig. 5.4: Accepting "Terms of Use."

Success Page

After the terms of use are accepted, you will see a confirmational "Success" page showing that your account was created. A system-generated password will be sent to your registered e-mail address as part of the process. The system also checks to see if your e-mail address is registered on the NamUs-MP system; if not, an option will be available to register on the missing persons system.



News Room Help NamUs Home Search... GO!

Success

Thank you for registering with the NamUs Project. User name and password activation typically takes THREE BUSINESS DAYS.

An email containing your password has been sent from **NamUs - UP <support@identifyus.org>** to **manual@identifyus.org**

Once you receive your password, you will be able to login to NamUs to enter case reports or track cases.

**** NOTICE ****

If you do not receive this email within 24 hours, please check your email SPAM folder. Many popular email services (i.e., yahoo, gmail, hotmail, etc.) have SPAM filters which trap emails from unknown addresses.

Fig. 5.5: Success page. Once your sponsor(s) is verified, contacted and respond; an email will be sent to the address used on the registration page.

5.5 Password Sharing and Protection

Sharing of system user names and passwords compromises the integrity and validation of data stored within the system. In addition, login information serves as a link between known users and project administrators that monitor and follow-up on data quality issues. The management of user access is essential to the maintenance, quality and control of system data.

NOTE: Reactivation of each user account is done annually by NamUs project administration.

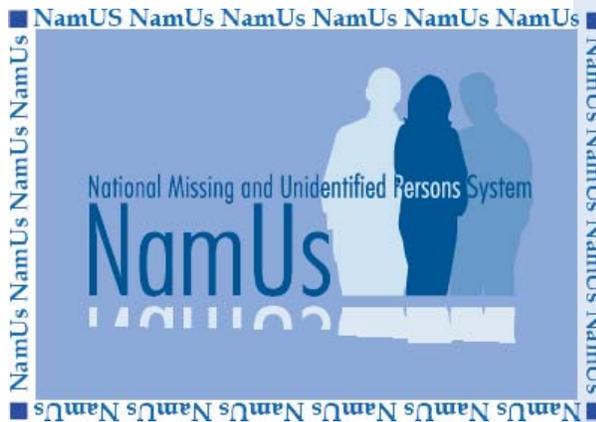
NAMUS MISSING PERSONS SYSTEM

2

CHAPTER THREE:
Getting Started with NamUs Missing Persons

CHAPTER FOUR:
The Missing Persons Case

CHAPTER FIVE:
Searching NamUs Missing Persons

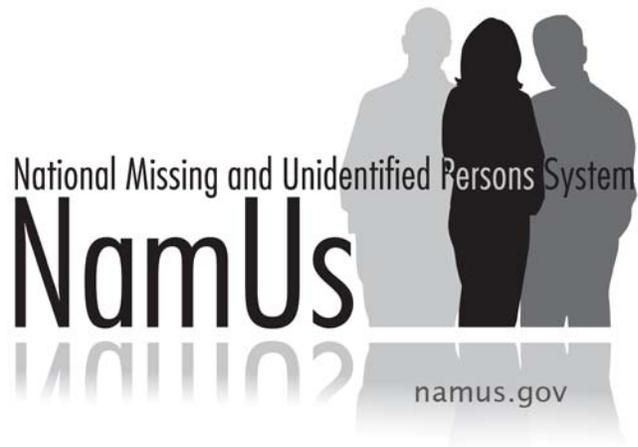


section

INTRODUCTION

This section consists of three chapters written to expose you to information considered essential for understanding basic NamUs design and functions. The material covered will be supplemented and referenced throughout the remaining chapters of this guide.

chapter 3



Getting Started

with NamUs Missing Persons

Unit 6: Home Page Components

Unit 7: The Menu Bar

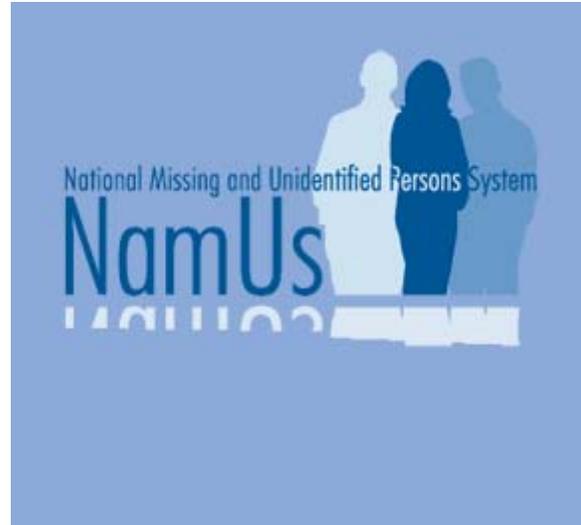
The screenshot displays the NamUs website interface. At the top, there is a navigation bar with links for Home, Search, Resources, News Room, and Help. Below this is a 'Member Login' section with fields for E-Mail and Password, a 'GO!' button, and buttons for LOGIN and REGISTER. A 'Forgot your password?' link is also present. To the right of the login section is a 'Welcome' message and a list of search features: Add new missing, Add physical and critical pieces of, Create and print, and Track multiple ca. Below the login section is a 'Quick Search' form with fields for First Name, Last Name, Gender, and State, and a 'Find' button. The 'Recent Cases' section shows a list of cases, including Marilyn Lee Clayton, NC and Hector Val Los Banos. The 'Profile Strength' section is also visible.

So many people have access to the Internet today that it becomes a significant challenge to design a system which allows both ease of use and power. The missing persons side of NamUs is specifically designed to provide all Internet users easy access to information about missing persons nationally. Specific investigative knowledge is not necessary to navigate the system and view detailed case information.

Overview

NamUs, the National Missing and Unidentified Persons System, is a clearinghouse for missing persons and unidentified person records. NamUs is a free, online system that can be searched by all participants involved in the investigation of missing and unidentified persons. Specifically; medical examiners, coroners, law enforcement officials, and the general public.

The NamUs Missing Persons system (MP) stores missing persons information and exchanges specific data elements with its sister database, the NamUs Unidentified Persons system (UP) which houses unidentified persons information. Through automated interactive queries, once a new missing persons case is published on the MP side the data is cross-matched with details in the Unidentified Persons system (UP) database for similarities. These potential matches, form the bases for further investigation and hopefully successful case resolution.



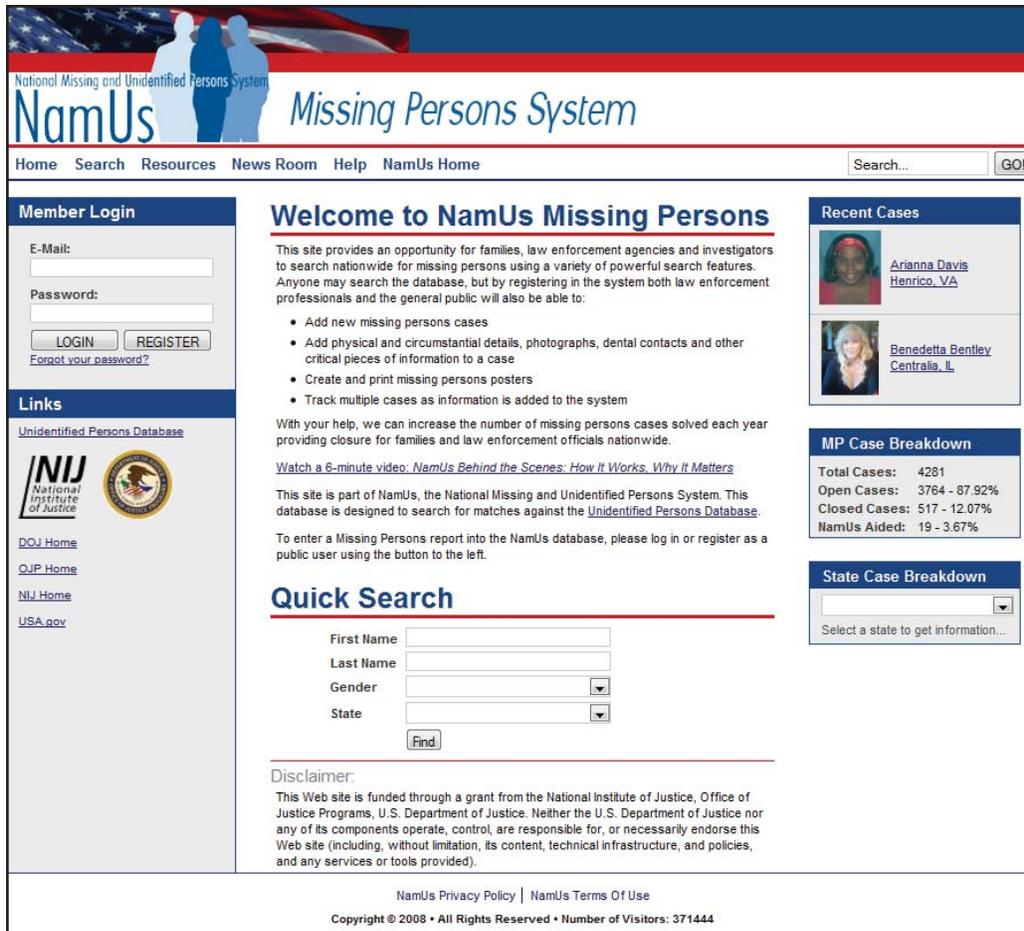
6

Home Page Components

unit

INTRODUCTION

To successfully use the NamUs Missing Persons website, the user should be familiar with the various elements of the NamUs Home Page in order to navigate the website and use its features.



Member Login

E-Mail:

Password:

[Forgot your password?](#)

Links

[Unidentified Persons Database](#)

[DOJ Home](#)

[OJP Home](#)

[NIJ Home](#)

[USA.gov](#)

Welcome to NamUs Missing Persons

This site provides an opportunity for families, law enforcement agencies and investigators to search nationwide for missing persons using a variety of powerful search features. Anyone may search the database, but by registering in the system both law enforcement professionals and the general public will also be able to:

- Add new missing persons cases
- Add physical and circumstantial details, photographs, dental contacts and other critical pieces of information to a case
- Create and print missing persons posters
- Track multiple cases as information is added to the system

With your help, we can increase the number of missing persons cases solved each year providing closure for families and law enforcement officials nationwide.

[Watch a 6-minute video: *NamUs Behind the Scenes: How It Works, Why It Matters*](#)

This site is part of NamUs, the National Missing and Unidentified Persons System. This database is designed to search for matches against the [Unidentified Persons Database](#).

To enter a Missing Persons report into the NamUs database, please log in or register as a public user using the button to the left.

Quick Search

First Name

Last Name

Gender

State

Disclaimer:

This Web site is funded through a grant from the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided).

[NamUs Privacy Policy](#) | [NamUs Terms Of Use](#)

Copyright © 2008 • All Rights Reserved • Number of Visitors: 371444

Recent Cases

 [Arianna Davis](#)
Henrico, VA

 [Benedetta Bentley](#)
Centralia, IL

MP Case Breakdown

Total Cases: 4281
Open Cases: 3764 - 87.92%
Closed Cases: 517 - 12.07%
NamUs Aided: 19 - 3.67%

State Case Breakdown

Select a state to get information...

Fig. 6.1: NamUs Home Page.

6.1 The Menu Bar

The *Menu Bar* is located directly beneath the NamUs Missing Person's banner. The Menu Bar is used to maneuver to various areas within the website. It is a consistent feature on all pages within the NamUs-MP website. Items in the menu bar are links to further functionality within the NamUs-MP system. Moving the cursor over an item allows you to click and access a desired feature, or view subcategories through the use of drop-down menus.

The menu bar will contain different items, depending on your permissions level in the system and whether you are logged into the website. Items in the menu bar may include: Home, My Dashboard, New Case, Search, Resources, News Room, Reports, Help, and NamUs Home. The menu bar is the point from which you may navigate to various areas within the website, depending upon your level of access within NamUs-MP.

6.2 Keyword Search

The *Keyword Search* is located to the far right of the Menu Bar and searches data fields within cases for words or parts of words - exactly as you've entered them. Users can search for cases by keyword, such as the missing person's name, city, MP case number, street name, etc. It is an exact word search, so spelling counts.

6.3 Member Login

The *Member Login* is located in the left menu of the NamUs home page. The Member Login serves as the entry point for the registered user, directs unregistered users to the Registration page, and directs users to the password recovery page should they lose their password.

6.4 Links

The *Links* section is located at the bottom of the left menu on the NamUs home page. Listed in this section are links to NamUs related websites such as its sister system, the Unidentified Persons System.

6.5 Recent Cases

Recent Cases displays the name and image of two missing persons. Clicking on either the image, name, or location opens that case for further review. The selection of the two displayed “recent cases” is based on random selection from the ten most recent cases entered into the system, by date last known alive.

6.6 Missing Person (MP) Case Breakdown

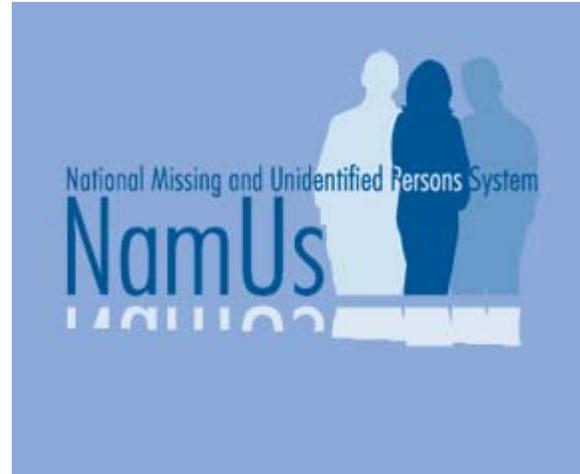
The *MP Case Breakdown* is located in the right menu on the NamUs home page. The Case Breakdown shows statistical information for missing person’s cases found within the NamUs MP database.

6.7 Quick Search

The *Quick Search* is found towards the middle of the NamUs home page and allows users to initiate a search based on the missing person’s name, sex, or state last known alive (LKA).

6.8 State Case Breakdown

The *State Case Breakdown* is located in the right menu of the NamUs home page. A user can get statistics about a specific state by selecting it from the drop-down.



7 — The Menu Bar

unit

INTRODUCTION

The Menu Bar allows you to navigate the site with ease. Some menu bar items have submenus which are accessible by hovering the cursor over the item. The items in the menu bar will vary based on your system access level.



Fig. 7.1: Basic Menu Bar

7.1 Home

Clicking on *Home* moves you to the home page (www.findthemissing.org).

7.2 Search

Clicking on *Search* moves you to the Advanced Search page while hovering over *Search* opens a sub-menu of different search related pages.

7.3 Resources

Clicking on *Resources* opens to a list of documents and websites you may find useful.

Brief Resources Navigation Explanation

Upon loading the Resources page, you are presented with a map of the United States. At the top of the page, there are hyperlinks designating regional areas. Hovering the cursor over the link or region on the map will highlight the region in red. To view regionally specific information, click on the link or the map for the region you want to load. Each Region page has a list of states that can be clicked on for state-specific information.

7.4 News Room

Clicking on *News Room* opens to a page containing information about NamUs. Much of the material has been professionally created and is ready to download for local use. There are sample news releases, video clips and press articles from newspapers and magazines. The News Room is a great resource for individuals wishing to assist others in understanding the NamUs mission.

7.5 Help

Hovering the cursor over *Help* opens to a submenu of help related pages.

Help

A list of documents to assist you in how the system works. Documents are in PDF format for easy viewing and printing.

FAQ

A list of commonly asked questions with their associated answers.

About

A short history and milestones of NamUs.

Contacts

Instructions on *who and how* to contact someone for information or questions about NamUs.

7.6 NamUs Home

Clicking on *NamUs Home* opens a new window to the NamUs National Missing and Unidentified Persons System at www.namus.gov, which explains the intent and function of NamUs, as well as its interaction between the Unidentified Persons Database and the Missing Persons Database.

7.7 My Dashboard

My Dashboard functionality is available to users registered in the NamUs system. Hovering over My Dashboard opens a submenu containing the following:

NOTE: My Dashboard menu items differ based on “user type”.

My Cases

This provides the number of cases that you have created and/or currently manage in the NamUs-MP system. It is also a link that leads you to a complete list of those cases which were created and/or are managed by the logged in user.

My Case Tracking

This provides the number of cases (other than those that you have created or manage) in the NamUs-MP system that you have elected to follow for various reasons. It is also a link that leads you to a complete list of those cases. This feature is helpful to individuals who wish to “track” the progress of a case, even if they did not create the case. By “tracking” a case, registered users also receive email notifications if information (to which they have access to) has been modified.

County Cases

This provides the total number of cases over which you have responsibility - as a case manager - in the county or counties assigned by your level of access within the NamUs-MP system. It is also a link that leads you to a complete list of those cases. For law enforcement users, this represents a list of county cases for which they are jurisdictional responsibility for.

Pending Cases

This provides the number of cases that you have created and/or currently manage that need further review before they are authenticated and published in the NamUs-MP system. Although you have access to these cases, no one other than administrators can view them until they are approved. This list may include new cases or existing cases in which certain changes have been made. This option is also a link that leads you to a complete list of those cases.

Archived Cases

This provides the number of cases that you have created and/or currently manage that are being held in an archive portion of the NamUs-MP system and are not viewable to most others. There are various reasons a case may be temporarily or permanently put into this category, including cases in which the once missing person has been located. This option is also a link that leads you to a complete list of those cases. This is typically a list of persons who’s “status” has changed from “missing” to “found”.

User List

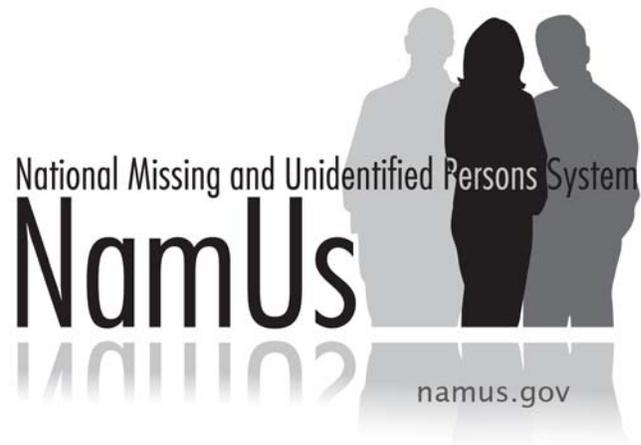
This provides the number of registered users with whom you are affiliated. Depending on your level of access the user list may also link you to a complete list of registered users (e.g., public users, law enforcement users, case managers, odontologists, etc.). from a particular jurisdictional area.

7.8 New Case

Clicking on *New Case* opens a blank case profile page, allowing you to create a “new” missing persons case.

4

chapter



The Missing Persons Case

Unit 8: Creating a Missing Persons Case

Unit 9: Missing Persons Case Submission and Follow-up

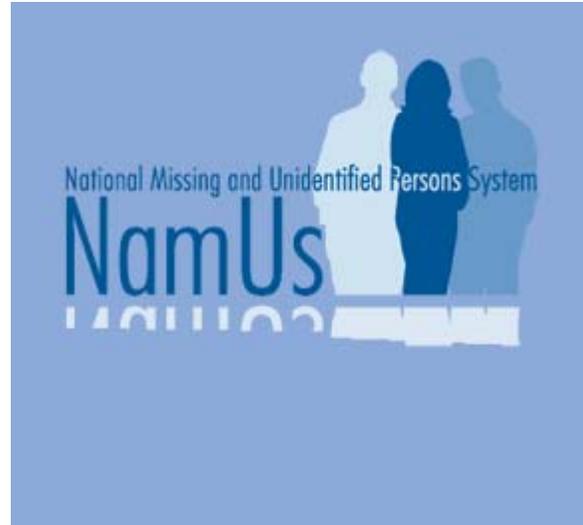


Data about missing persons can be found in hundreds of locations on the Internet today. Many of these sites contain excellent data and images about missing persons. However, essential data fields are often unsearchable or missing, limiting their usefulness as an investigative tool. NamUs was designed to mix ease with functionality. Entering missing persons case data using a standard format is the key to finding individuals. By harnessing the power of the public, NamUs finds missing persons.

Overview

One of the hallmarks of NamUs is **“accessability.”** Direct access to the system by those individuals who have “primary source data” about the missing or unidentified person is essential to all users. This focus is key to the success and uniqueness of NamUs. These “primary source” individuals represent members of the public (i.e., families), who have access to the most valid and reliable data regarding a missing person and official agency representatives (i.e., medical examiners and coroners), who have jurisdictional control over the unidentified body. In addition, allowing these individuals access and managed control over case data keeps them involved and working toward a common goal: finding a loved one (NamUs-MP) or identifying a person and returning them to their family (NamUs-UP).

This chapter reviews the process of creating a missing persons case and submitting it to the National Missing and Unidentified Persons System (NamUs).



8

Creating a Missing Persons Case

unit

INTRODUCTION

Once registered, users have the ability to enter and submit missing persons cases to NamUs. The entry process is designed to allow individuals without specific investigative knowledge the ability to logically input information about a missing person. Starting with the clicking of the “New Case” link, users begin the process of building a new NamUs-MP profile, submitting it to NamUs, and hopefully, finding the missing person.

8.1 Starting a New Missing Persons Case

Once registered, the “New Case” menu item is added to the standard menu bar. Clicking on this item loads a “blank” set of case profile pages, which include all of the data entry input elements and support file uploading features described in Unit 2. Individuals who create new missing persons cases are advised to review the required information for case submitting under the “View Missing” link at the top of the Case Information page if the red “requirements” warning continues to display (Fig. 8.3).



Fig. 8.1: Create a case for submission in NamUs by clicking “New Case.”

8.2 Case Information Page

When the Case Information page first appears, it has four items that should be noted: the first is the red notice that indicates missing data, the second is the “View all” link which will open a window (Fig. 8.2) showing all required case data, the third is the “View missing” link that, when clicked, displays all missing data (Fig. 8.3), and the fourth and most important, is the “Save Changes” button and sliding “Save Changes” bar.

NOTE: An MP case number is not assigned until the “Save” button has been clicked at least once.

Case Information	
Status	Missing
First name	Kavan *
Middle name	
Last name	Story *
Maiden name	
Nickname(s)	
Date of birth	1984-03-09
Place of birth	Wurtsmith AFB
NCIC number	
NCMEC number	
Date LKA	2010-06-07 15:40 *
Date entered	
Age LKA	26 to 26 years old *
Age now	Unknown DOB
Race	White *
Ethnicity	
Sex	Male *
Height (inches)	70 to 71 *
Weight (pounds)	175 to 185 *
Blood type	

Fig. 8.2: Case Information page with missing data warning and save buttons highlighted.

This case does not meet requirements to be sent to a case manager. [View missing](#)

First name	Last name
Min age LKA	Sex
Race	Minimum height
Minimum weight	City LKA
State LKA	County LKA
Date LKA	Circumstances
Hair color	Left eye color
Right eye color	Contact relationship
Dental status	DNA status
Fingerprints status	

[Hide](#)

Required fields marked with * [View all](#)

[Hide Requirements](#)

The following fields must be filled in for a case to be sent on to a case manager.

First Name	City
Last Name	State
Age	Date LKA
Sex	Circumstances
Race	Hair Color
Height	Eye Color
Weight	Fingerprints Status
DNA Status	Local Contact's Relationship
Dental Status	

warden name

Fig. 8.3: Viewing required data fields from the Case Information page.

Some information is essential in order to submit a case to the NamUs system for approval. All fields marked with a red asterisk on all pages must be completed in order to meet the minimum requirements for case creation and review. The NamUs MP system will prompt you with an error message if any required information is missing since a lack of any essential data will prevent you from submitting your case to NamUs staff for approval.

Again, it is important to save your data regularly by using the “Save Changes” button near the top of each page or the sliding “Save Changes” bar you will see to the right of the screen during data entry. Saving any data will not prevent you from editing it, so it is advisable to save each page of data after it is entered before moving to other pages. The “Delete” button to the right of the “Save Changes” button is not used for individual data fields, it will delete the entire case from the system. You will be presented with a pop-up confirmation screen, this will allow you to cancel the proposed deletion and return to data entry, should you inadvertently click on the “Delete” button.

Case Information Entry Guidelines

- The Status of a person in the NamUs-MP database defaults to “Missing” and is not changed until such time as the person is found (whether alive or deceased) and an administrator for that case edits the case status.
- The NCIC Number is where you enter the case number for that missing person from the National Crime Information Center (NCIC), if known.
- The NCMEC Number is for entering the case number for that person from the National Center for Missing and Exploited Children (NCMEC), if such applies and is known.
- Date LKA stands for “Date Last Known Alive”; it is important to be as accurate as possible about this date, as it is used in the computerized matching functions between the NamUs Missing Persons System and the NamUs Unidentified Persons System.

- The Date Entered will be provided by the system when you enter the case.
- The Age field is where you indicate the age the missing person was when last known alive. You can put the same number in both boxes if the age is definitively known, or indicate an age range by putting a minimum and maximum number into the two boxes provided.
- The Age Now is calculated by the system, based upon the Date of Birth you enter and the current date when a case is entered and/or subsequently viewed.
- Among the dropdown menu choices for Race are “Other” and “Unsure”; these can be used for biracial or multiracial individuals, but details should be explained on the Circumstances page.
- The dropdown menu choices for Ethnicity include “Hispanic/Latino” and “Other”; if a person is of mixed ancestry, such that the Race can be indicated as “White” and Ethnicity as “Hispanic/Latino”, using that combination will most fully explain the heritage of that missing person. When “Other” is used, it should be explained on the Circumstances page.
- Height must always be entered in inches. Use the same number in each box if the exact height is known, but enter a minimum and maximum number to represent a range for height. (Computer matching functions expand all heights to a range, but you should be as precise as possible during data entry.)
- Weight must always be entered in pounds, and since it is unlikely that an exact weight for a missing person is known, you should enter a minimum and maximum number. (Computer matching functions expand all weights to a range, but you should be as precise as possible during data entry.)
- It is recommended that you save this page before moving on.

8.3 Circumstances Page

The Circumstances page contains location information pertaining to the last known address of the missing person or where that person was last seen alive. It is also the place to enter details about the person’s disappearance and/or any financial transactions that might be informative to the case. It is advantageous to include as much detailed information in the Circumstances box, as it may aid in solving the missing person case.

The screenshot shows the 'Circumstances' page for a missing person case (MP # 78). The page includes a sidebar with navigation options such as 'Case Information', 'Circumstances', 'Physical / Medical', 'Clothing and Accessories', 'Electronic Communications', 'Transportation Methods', 'Secondary Parties', 'Dental', 'DNA', and 'Fingerprints'. The main content area is titled 'Circumstances' and contains a form with the following fields:

- Type of address: Address (dropdown)
- Address 1 LKA: 128 Michigan St
- Address 2 LKA: (empty)
- City: Big Rapids *
- State: Michigan *
- Zip code: 49307
- County: Mecosta *
- Foul play indicated: (dropdown)
- Circumstances: Last seen walking to his work. *
- Financial transactions: (empty)

There is a checkbox for 'Circumstances are viewable by the public.' which is checked. The page also has a search bar at the top and a 'Save Changes' button on the right side.

Fig. 8.4: Case circumstances may be made viewable to the public or blocked from public view.

Circumstances Data Entry Guidelines

- If an exact address is not known, any relevant location can be entered into either of the two Address boxes and/or the Circumstances box (for example, an intersection the person was known to frequent or a city park in which the person sometimes slept).
- Choosing the State will automatically load a list of counties for that State.
- When entering information into the Circumstances box, be as informative as possible regarding case information, including whether foul play is suspected or the missing person is likely a runaway. Use caution and good judgment, however, and do not give personal details that could be abused (for example, phone numbers). Avoid inflammatory comments about the missing person and/or associated parties.
- Recognize that the default setting makes everything in the Circumstances box viewable by the public unless you uncheck the associated box.
- Financial transactions should only be included if relevant to the case (for example “last withdrawal from ATM was at 5th and Broadway in Lexington, KY, on March 4, 2007”). Sensitive information, such as account numbers, should never be provided.
- It is recommended that you save this page before moving on.

8.4 Physical / Medical Page

The Physical / Medical page is the place to record aspects of a missing person’s physical description and any medical conditions of which you are aware.

Explanation of Physical Section

In the Physical section, the missing person’s physical description is defined. There is also a set of radio buttons to select if “No distinctive body features” are available. If distinctive body features are available mark the checkbox for all necessary features and describe them in the text area to the right of the feature.

The screenshot displays the 'Physical' section of the NamUs system. The page title is 'NamUs MP # 78'. The left sidebar contains navigation links: Home, My Dashboard, New Case, Search, Resources, News Room, Reports, Help, NamUs Home. The main content area shows a 'Physical' section with the following fields:

- Hair color: Brown (dropdown menu)
- Head hair: Cut very short (text area)
- Body hair: (text area)
- Facial hair: Reddish brown colored beard (text area)
- Left eye color: Brown (dropdown menu)
- Right eye color: Brown (dropdown menu)
- Eye description: (text area)

At the bottom of the 'Physical' section, there are three radio buttons:

- No known distinctive body features
- Distinctive features as described below
- Amputations

The page also includes a 'Save Changes' button on the right side and a 'Save Changes' button at the top right. A warning message at the top states: 'This case does not meet requirements to be sent to a case manager. View missing'.

Fig. 8.5: Physical characteristics page.

Explanation of Medical Section

This section allows you to detail any medical conditions that may be relevant to your missing person. Mark the checkbox for all necessary topics and add a description in the associated text area for each.

Fig. 8.6: Medical characteristics page.

Physical/Medical Data Entry Guidelines

- With regard to text boxes, abbreviations should be avoided as much as possible; do not use any abbreviations that are not easily understood by the general public.
- The Hair Color feature uses a dropdown menu of numerous options for a variety of hair colors, but the last option is “Unknown or Completely Bald”. If you select this option, describe in the Head Hair text box whether the hair color is unknown or whether the missing person had no hair. This box should also be used to note details of a missing person’s hairline, texture, the use of hair dyes, etc.
- There are two text boxes that allow you to record any details of a person’s Body Hair and/or Facial Hair. If the missing person had no body and/or facial hair, that should be noted. If you do not know whether the person had facial and/or body hair, you can type “Unknown” into the text boxes.
- There are separate dropdown menus for Left Eye Color and Right Eye Color, as sometimes individuals have two different colored eyes. An associated Eye Description text box allows explanation of shape and other features.
- It is important to choose either the “No distinctive body features” or “Distinctive features as described below” button for any missing person’s case. Indicating the lack of distinctive body features allows viewers of a case profile to know that none were noted, rather than the possibility that these categories were overlooked.
- All of the remaining categories on the Physical / Medical page are preceded by a check box that, when clicked on, opens up an associated text box to the right of the category. You can use as many of these options as apply to a missing person’s case and type in detail about that feature in its text box.
- Most items on the Physical / Medical page are self-explanatory; however a few will be further described here.
- Be specific about the nature of Amputations, Deformities, Scars and Marks, Tattoos, Piercings, Prosthetics, etc. Provide the side and aspect of the body part involved (for example, stretch marks from pregnancy on abdomen, or missing half of the right ring finger). Give details about the size of scars and tattoos and their specific appearance and the number of piercings in each ear. If the missing person has a prosthetic (artificial) body part or aid, note as much information as possible about that device.
- If a photograph of the missing person shows a distinctive physical feature such as a tattoo, it can be uploaded on the Images page.

- Medical Implants include devices intentionally placed inside the body, such as stents implanted during heart surgery. Foreign Objects include items like shrapnel or bullets lodged in the body. Skeletal Information would include bony defects or prior injuries to bones like fractures.
- Obviously there is some overlap among the categories on the Physical / Medical page; therefore choose and explain as many as possible, even if they may be redundant (for example, if a missing person had a kidney removed, it would be appropriate to check Scars and Marks, Organ Absent, and Prior Surgery), as all are relevant to that single procedure.
- Any physical or medical feature that does not seem to fit the categories provided can be noted using either the Other Distinctive Physical Characteristics or Other Medical Information check boxes and described in its accompanying text box.
- It is recommended that you save this page before moving on.

8.4 Clothing and Accessories Page

The Clothing and Accessories page is used to inventory any clothing or accessories that were on or associated with a missing person when last seen. This page can also be used to note articles of clothing or accessories that the missing person habitually wore or used, even if it is unknown whether that item was present when the person disappeared.

The screenshot displays the 'Clothing and Accessories' page for a missing person case. The page includes a navigation sidebar on the left with options like 'Case Information', 'Physical / Medical', and 'Clothing and Accessories'. The main content area features a warning message: 'This case does not meet requirements to be sent to a case manager. View missing'. Below this, there are two radio buttons: 'Clothing and accessories are unknown' (unselected) and 'Clothing and accessories are described below' (selected). The form contains several sections: 'Clothing' (Light colored khaki pants and light green Isod polo shirt), 'Footwear' (Brown Sketcher brand shoes), 'Jewelry' (Silver Nautica watch and wedding band), 'Eyewear' (Contact lenses), and 'Accessories' (empty). The page also has 'Save Changes' and 'Delete' buttons at the top, and 'Previous Page' and 'Next Page' buttons at the bottom.

Fig. 8.7: Clothing and Accessories information

Clothing and Accessories Data Entry Guidelines

- It is important to choose either the “Clothing and accessories are unknown” or “Clothing and accessories are described below” button for any missing person’s case. Indicating that the type of clothing and/or accessories is not known allows viewers of a case profile to know that these categories were not overlooked.

- Details regarding color, size, brand and/or style of clothing should always be included. Abbreviations should be avoided as much as possible; do not use any abbreviations that are not easily understood by the general public.
- An accessory can be anything associated with a missing person, including a child’s favorite toy, a hat, a purse, a backpack, or a keychain. Provide as much information as possible about any item routinely associated with, or known to be carried by, a missing person.
- If a photograph of the missing person shows a distinctive item of clothing or an accessory habitually worn or carried, such as a hat, a necklace or a teddy bear, it should be uploaded on the Images page.
- It is recommended that you save this page before moving on.

8.5 Electronic Communications Page

The Electronic Communications page is directed toward compiling the missing person’s presence/contact through the various forms of media the missing person may have used. For instance, the missing person’s cell phone information, particular websites or chat room(s) he/she may have frequented including online “nicknames” that may have been used. Any electronic data that might be useful in locating a missing person could be entered here. This data may help define the person by their electronic “footprint”.

This information is only viewable to NamUs-MP personnel with specific access privileges and does not appear in the Case Navigation options of general public users. Below is an image of the Electronic Communications page as it appears after some basic data entry.

The screenshot displays the 'Electronic Communications' page for a missing person case. The page is part of a web application with a navigation menu at the top including 'Home', 'My Dashboard', 'New Case', 'Search', 'Resources', 'News Room', 'Reports', 'Help', and 'NamUs Home'. A search bar is located on the right. The user is logged in as 'Administrator Training'. The case is identified as 'NamUs MP # 78' for 'Kavan Story', a 26-year-old white male from Mecosta County, Michigan. The profile strength is 'Extremely Low'. The 'Electronic Communications' section includes a 'Cellphone' field with the entry 'Motorola ROKR', a 'Pager' field, and an 'Internet access history' field with the entry 'He usually checks hi facebook account multiple times throughout the day.'. There are 'Save Changes' and 'Delete' buttons at the top right, and 'Previous Page' and 'Next Page' buttons at the bottom. A warning message states: 'This case does not meet requirements to be sent to a case manager. View missing'. A vertical 'Save Changes' button is also visible on the right side of the form.

Fig. 8.8: Electronic Communications page.

Electronic Communications Data Entry Guidelines

- Information on this page may include cell phone use and records, such as particular numbers called, time and date of last call, last bill paid, etc.
- Internet information may also be input on this page, such as a particular website often accessed, a chat room frequented, a user or screen name, an avatar character, etc. The last known entry for such Internet communications can also be included.

- A specific model of cell phone or pager that was regularly carried by a missing can also be entered into the Accessories portion of the Clothing and Accessories page. Doing so will allow the general public to see that information; however, do not include any other Electronic Communications data on that page.
- It is recommended that you save this page before moving on.

8.6 Transportation Methods Page

On the Transportation page, data about how the missing person may have traveled can be listed. Such information may include a commonly-used vehicle, bus route, or flight if the individual went missing on a vacation. This not only includes personal transportation methods, such as a car, truck, motorcycle, or bicycle, but also covers public transportation.

The screenshot displays the 'Transportation Methods' page for a missing person case. The interface includes a top navigation bar with links like 'Home', 'My Dashboard', and 'New Case'. A sidebar on the left provides navigation for various case details, including 'Profile Strength' (Extremely Low) and 'Case Navigation' (Physical/Medical, Clothing and Accessories, etc.). The main content area features a form with the following fields:

- Vehicle make: Chevrolet
- Vehicle model: S10
- Year: 2000
- Style: Pickup
- Vehicle color: Tan
- VIN: (empty)
- Tag type: (empty)
- Tag number: (empty)
- Tag state: Michigan
- Expiration year: 2011
- Vehicle comments: Extended cab
- Airline: (empty)
- Bus: (empty)

Buttons for 'Save Changes' and 'Delete' are visible at the top of the form area. A warning message states: 'This case does not meet requirements to be sent to a case manager. View missing'. Navigation buttons '<< Previous Page' and 'Next Page >>' are located at the bottom of the form.

Fig. 8.9: Transportation Methods page.

Transportation Methods Data Entry Guidelines

- If entering information about a car, you must select a Vehicle Make first. Doing so will access the possible Vehicle Model options for that brand of car, truck, motorcycle, etc.
- The Airline and/or Bus fields may be used to report any known or suspected information about public transportation methods, such as the bus line a missing person typically used or the flight number of an airline associated with a missing person.
- It is recommended that you save this page before moving on.

8.7 Secondary Parties Page

The Secondary Parties page is used to define the person(s) with whom the missing person may have had contact. It may be a friend, relative, work associate, employer, or anyone else that had a relationship with him/her. All secondary party information is entered separately - by individual.

Adding Additional Secondary Party Information

To add more individuals to your list of “Secondary Parties,” click on the “Add Party” button that is below all of the currently listed parties. The page will be loaded with a blank Secondary Party profile for you to fill out. Enter the appropriate data for that person and save.

Fig. 8.10: Secondary Parties information page.

Secondary Parties Data Entry Guidelines

- There are a variety of options included in the Relationship dropdown menu. All typical familial relationships are included (for example, son, grandmother, husband, cousin, etc.), as are a number of other affiliations (for example, girlfriend, landlord, concerned citizen, other, etc.). Select the option that best fits the person you wish to describe on the Secondary Parties page. This can be a person known or suspected to be associated with the missing person, or who has a connection with the missing person’s case in some way.
- Use good judgment regarding what is entered in the Comments box, but be clear as to why you are including a person’s information on the Secondary Parties page.
- It is recommended that you “save” before moving on.

8.8 Dental Page

The Dental page allows the user to enter the missing person’s pertinent dental information. Indicating the availability of dental information for a missing person, whether charted or the upload of a radiographic image, is a required field on the NamUs-MP system. Any specific information provided on this page is only viewable to NamUs-MP personnel with specific access privileges. Although this page appears in the Case Navigation options of general public users, only the status of the dental information is viewable when they navigate to a missing person’s dental page; they see no other dental page content.

Note: Some forensic dentists have been trained to perform dental coding using the NCIC format. NamUs allows for the import of NCIC dental coding and automatically converts it to the more simplified, yet effective NamUs dental coding system.

Dental Data Entry Guidelines for Adults

- You must select one of the three button options regarding the current availability of dental information at the time of data entry. If dental information is not available, explain the reason it cannot be uploaded in the Dental comments box. If data is available, but cannot be entered at the time of data entry for whatever reason, it is imperative that you return to this case as soon as possible and enter the dental information.
- You may use as many of the check boxes as necessary to describe specific aspects of the dental record that may be available. If you select X-Rays Available, Models Available and/or Photographs Available, keep in mind these pertain to dental data. Use the Dentist Information section to report contact information for the dentist who holds these x-rays, models (dental casts) and/or dental photographs.
- If available in electronic form, dental x-rays and photographs should be uploaded on the “Images” page.
- Check all appropriate boxes to sufficiently describe the condition of and treatments to the teeth of a missing person. Even if specific dental charting is not available, indicating that a missing person had at least one filling or crown present, or had braces when last seen is extremely valuable information. Use the “Dental comments box” for any further explanation needed.
- If you have any questions about uploading dental information, use the “Send request for help to RSA” link. Clicking on the link sends an automated e-mail request using the e-mail address you provided at registration. An RSA will contact you by e-mail as soon as possible.
- If there is no further information available to you for input to this page, it is recommended that you save before moving on to other case information pages.

Dental Coding Guidelines

Both clinically and forensically, information for individual teeth is often presented in one of several coded formats. The NamUs-MP system uses a basic version of dental coding that records essential data about each tooth, if known, in a series of text boxes that correlate to the 32 teeth normally found in the adult mouth. As is standard, the 16 teeth typically present in the adult upper jaw are numbered from 1-16, from the upper right third molar (“wisdom tooth”) to the upper left third molar. The 16 teeth typically present in the adult lower jaw are numbered in the opposing direction from 17-32, from the lower left third molar to the lower right third molar.

8.9 DNA Page

The DNA page is used to report the status of any DNA testing and analysis in a missing person's case. Because DNA is increasingly used in forensic science to confirm positive identity, attempting to locate and analyze DNA samples is extremely important. There are two primary sources for obtaining a DNA profile relevant to cases involving missing persons: 1) A "direct" sample is one that originated from the person who is missing, such as from a toothbrush or blood sample that has been retained. 2) A "family reference sample" is one that originates from a blood relative of the person who is missing (for example, a parent, sibling or child), and is usually obtained by swabbing the inside of the relative's mouth. Either of these types of samples can be analyzed in an attempt to generate the DNA profile of a missing person so that it can be compared to other DNA profiles (such as those persons in the NamUs-UP system).

There are two sources of DNA within body tissues: 1) "Mitochondrial DNA" (mtDNA) that is inherited only through a person's mother, and 2) "Nuclear DNA" (nucDNA) that is inherited from both of a person's parents. The nature of the blood relationship between a missing person and a relative who is willing to submit a DNA sample will, therefore, have bearing on which test(s) are useful in a given case. There are different testing methods used to analyze these two types of DNA, and not all DNA laboratories perform both types of analyses. Furthermore, the amount and/or quality of tissue available for sampling may render the use of one test preferable to the other, and not all tissue samples culminate in a complete DNA profile suitable for comparisons. Finally, valid DNA samples require a "chain of custody" (documented by paperwork) that ensures they originate from proper sources and are collected by appropriate means; therefore, DNA samples suitable for forensic purposes come only through law enforcement agencies and are tested only at certified laboratories.

Indicating the availability of any DNA samples for a missing person, whether direct or family reference samples, is a required field on the NamUs-MP system. Any specific information provided on this page is only viewable to NamUs-MP personnel with specific access privileges. Although this page appears in the Case Navigation options of general public users, only the status of DNA sample testing is viewable when they navigate to a missing person's DNA page (such as whether a DNA sample is unavailable or testing is complete); they see no other DNA page content. The DNA page allows the user to input data about the missing person's DNA or reference sample status.

Administrator Training [Edit Profile] [Logout]

NamUs MP # 78

Save Changes Delete

Kavan Story

Mecosta County, Michigan
26 year old white male

Profile Strength

☆☆☆☆☆☆
Extremely Low

Case Navigation

Case Information

Circumstances

Physical / Medical

Clothing and Accessories

Electronic Communications

Transportation Methods

Secondary Parties

Dental

DNA

Fingerprints

This case does not meet requirements to be sent to a case manager. [View missing](#)

Required fields marked with * [View all](#)

DNA

Select one - Required *

Sample is currently not available (Explain in comments box below)

Initial inquiry underway

Sample available - Not yet submitted

Samples submitted - Tests not complete

Complete

Sample relationship Missing Individual

Type mtDNA nucDNA

Location University of North Texas

Reference # 1006-52

Lab ORI

Comments

Add Another DNA Sample

[Order DNA sample collection kit](#)

<< Previous Page Next Page >>

Fig 8.12: DNA status page.

DNA Availability

Select the availability status of the missing person's DNA sample.

Sample is Currently Not Available

Select this if you do not have a sample.

Initial Inquiry Underway

Select if you have sent a request for DNA but do not have a sample yet.

Sample Available – Not Yet Submitted

Select if a sample is available or collected, but not yet been submitted for testing.

Sample Available – Tests Not Complete

Select if a sample has been submitted for testing, but the test results have yet to be returned.

Complete

Select this after all DNA analysis is done and the results have been returned to you.

DNA Sample Details

After a sample has been submitted, new fields will become available for entry which will provide the location of the sample and any additional available information.

Adding Another Reference Sample

You may add additional samples to your missing person's DNA page. Click on the "Add Another Reference Sample" button to get another blank DNA profile added to the page.

DNA Data Entry Guidelines

- You must select one of the five button options regarding the current availability of DNA samples and/or status of testing at the time of data entry. If a DNA sample is not available, explain the reason in the DNA comments box.
- If you are involved with, or are aware of, attempts to locate direct or family reference samples for DNA analysis, select the Initial inquiry underway option. Use the DNA comments box to explain, and return to this case as soon as possible and update the information as needed.
- Certain registered users may see a link marked "Order DNA sample collection kit". If available, clicking on this link will expand a message intended to assist law enforcement personnel in ordering one or more free DNA collection kits through the NamUs-MP system.
- If a DNA sample is available, but has not been submitted at the time of data entry for whatever reason, make every effort to pursue testing. Use the DNA comments box to explain, and return to this case as soon as possible and update the information as needed.
- If you have any questions about DNA testing, use the "Send request for help to RSA" link. Clicking on the link sends an automated e-mail request using the e-mail address you provided at registration. An RSA will contact you by e-mail as soon as possible.
- If you have no other information regarding DNA samples and their availability/testing at the time of data entry, it is recommended that you save before moving on to other case information pages.

Procuring a DNA Sample Collection Kit

For public users, contacting a local law enforcement agency in their area is the logical route to get a DNA sample collection kit. When users are registered, they have the option of ordering a DNA Sample Collection Kit using a hyperlink to request a number of these kits via e-mail. This link is only visible for those registered users with access of law enforcement or above.

Clicking on the “Order DNA sample collection kit” link will open details about collecting DNA and the option to order collection kits. To order kits, you must select the number you want to receive and then click the “Order” button. The “Cancel” button closes the detailed view for ordering collection kits.

Dental	Add Another DNA Sample
DNA	Order DNA sample collection kit
Fingerprints	The following samples are acceptable for Family Reference Samples:
Images	<ul style="list-style-type: none"> Buccal swabs (Preferred) Blood card or whole blood
Documents	The preferred order for the submission of family reference samples is as follows:
Police Information	<ul style="list-style-type: none"> Biological Mother, Father, and/or Child of the missing person (Most Useful) Full sibling of the missing person (Useful) Half-sibling, Aunt/Uncle, Niece/Nephew, Grandparents of the missing person (Least Useful)
Exclusions	Please submit multiple family reference samples when possible so that a pedigree can be developed and searched in CODIS 6.0. All samples will be searched at the local CODIS level; however, at NDIS, single family reference samples are only searched if it is a mother, father, or child! In the future, single family reference samples must also have been tested using two technologies - Nuclear and Mito or Y-STR.
Possible UP Matches (0)	Number of kits to send <input type="text" value="1"/> <input type="button" value="Order"/> <input type="button" value="Cancel"/>
Reports	<< Previous Page
Contacts	Next Page >>
Links	
Unidentified Persons Database	
	

Fig 8.13: Up to three DNA sample collection kits can be ordered online.

Submitted DNA Sample Data Entry Guidelines

- This page allows you to record specific information about the origin of the sample (for example, from which relative the sample was taken), the type(s) of testing performed, the laboratory where the sample was sent, the reference number given to the sample by the laboratory, and the ORI number for that laboratory (the ORI is a unique number assigned to a law enforcement agency or testing facility). Provide as much of that information as possible for the submitted sample. Use the DNA Comments box to explain any additional details.
- Clicking on the “Add Another DNA Sample” button will open further data entry fields for the additional sample. This will allow you to report the current status of testing for the additional sample, and once the sample has been submitted to a laboratory, the same data entry fields regarding the origin of that sample, testing laboratory, box for comments, etc., will appear. The “Add Another DNA Sample” button will continue to appear on the DNA page and allow for numerous DNA sample submissions.
- Certain registered users may see a link marked “Order DNA sample collection kit”. If available, clicking on this link will expand a message intended to assist law enforcement personnel in ordering one or more free DNA collection kits through the NamUs-MP system.
- If you have any questions about DNA testing, use the “Send request for help to RSA” link. Clicking on the link sends an automated e-mail request using the e-mail address you provided at registration. An RSA will contact you by e-mail as soon as possible.
- It is recommended that you save before moving on to other case information pages.

8.10 Fingerprints Page

The Fingerprint page holds information regarding the availability of a missing person's fingerprint data, as well as fingerprint coding, if it has been performed by a forensic expert. This page also contains a link that can be used to upload a digital version of a missing person's fingerprints to the Images page. Because fingerprint records are often used in establishing personal identification, attempting to obtain and input this information is extremely important.

Indicating the availability of fingerprint information for a missing person is a required field on the NamUs-MP system. Any specific information provided on this page is only viewable to NamUs-MP personnel with specific access privileges. Although this page does appear in the Case Navigation options of general public users, they only see the status of fingerprint information when they navigate to a missing person's Fingerprint page (such as whether fingerprint information is unavailable or it is entered); they see no other Fingerprint page content.

The screenshot shows the 'Fingerprint Information' page for a missing person case. The page includes a navigation menu at the top with links like 'Home', 'My Dashboard', 'New Case', 'Search', 'Resources', 'News Room', 'Reports', 'Help', and 'NamUs Home'. Below the navigation is a search bar and a 'GO!' button. The main content area is titled 'Fingerprint Information' and contains a message: 'This case does not meet requirements to be sent to a case manager. View missing'. Below this, there are three radio button options for selecting the fingerprint status: 'Fingerprint information is currently not available', 'Fingerprint information is available elsewhere', and 'Fingerprint information below'. The 'Fingerprint information below' option is selected. There are also ten input boxes for fingerprint coding, labeled 'RT' and 'LT', and a 'Load fingerprint card' link. A 'Comments' section contains the text 'Requested from employer.' and a text area for additional comments. The page also features a 'Save Changes' button and a 'Delete' button. On the left side, there is a sidebar with 'Case Navigation' options: 'Case Information', 'Circumstances', 'Physical / Medical', 'Clothing and Accessories', and 'Electronic Communications'. The sidebar also shows 'Profile Strength' as 'Extremely Low' and 'Case Information' as 'Mecosta County, Michigan' and '26 year old white male'.

Fig. 8.14: Fingerprint information page.

Fingerprint Data Entry Guidelines

- You must select one of the three button options regarding the current availability of fingerprint information at the time of data entry. If fingerprint information is not available, explain the reason it cannot be entered in the Fingerprint comments box. If data is available, but cannot be entered at the time of data entry for whatever reason, it is imperative that you return to this case as soon as possible and enter the fingerprint information.
- If either the “Fingerprint information is currently not available” or “Fingerprint information is available elsewhere” options are selected, the system will not allow you to put fingerprint coding into the ten boxes that represent a missing person's ten digits.
- Fingerprint coding can be input into the ten boxes used on the Fingerprint page to represent the ten digits.
- If available in electronic form, a fingerprint card should be uploaded. Using the “Load Fingerprint Card” link on the Fingerprints page will lead you to the Images page where the print card can be uploaded.
- If you have any questions about fingerprint information, use the “Send request for help to RSA” link.
- NamUs is affiliated with individuals who can assist in coding fingerprints, if necessary.

8.11 Images Page

The Images page allows you to upload and view images of a missing person and items that may assist in the location of the individual.

Uploading Images

The Images page allows for the storage of images associated with a missing person. Features available include uploading, categorization and/or filtering, captioning, viewing, and saving and/or deleting images. Although the Images page is found in the Case Navigation of non-registered public users, whether any given image is viewable by the general public can be determined at the time an image is uploaded (or it may be blocked from public viewing at a later date by editing). This page utilized typical procedures for selecting and uploading images to websites. The Images page allows you to upload image files in .JPG format ONLY.

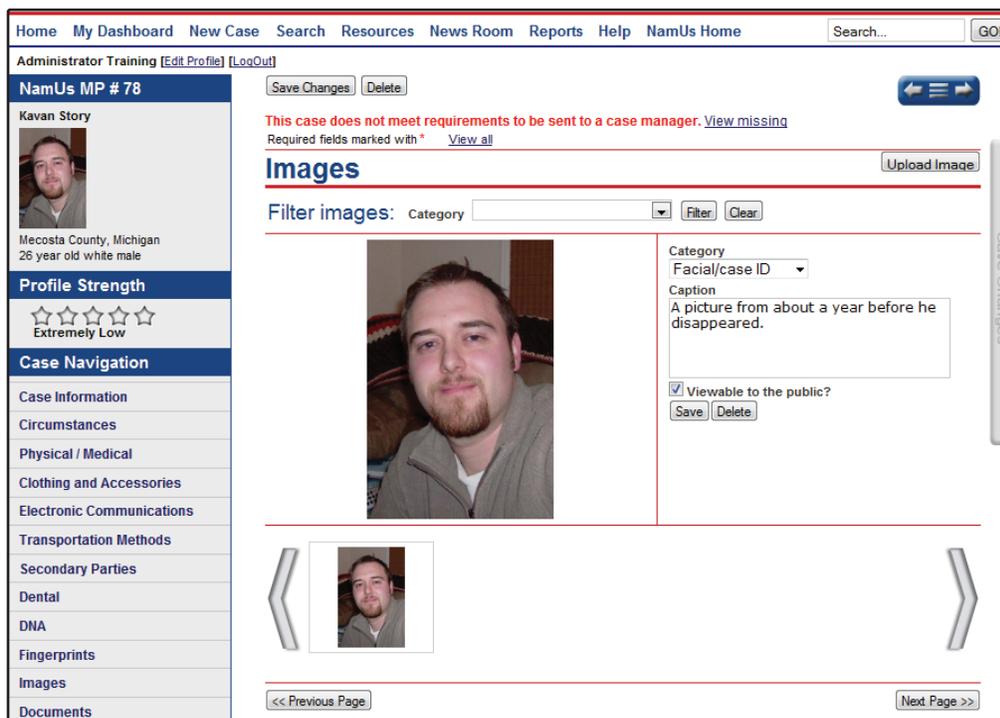


Fig. 8.15: Images Page.

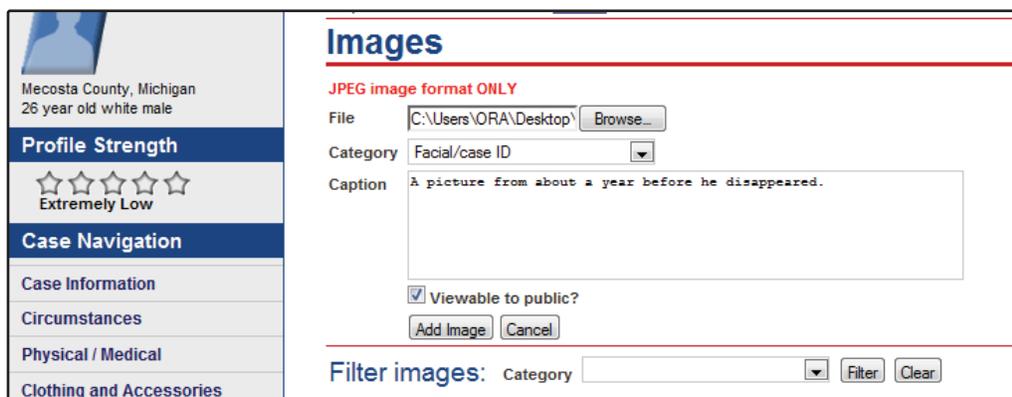


Fig. 8.16: Uploading JPG images.

Image Uploading Guidelines

- The Images page allows you to upload computerized graphic image files from your computer in a “j-peg” (.jpg) format only. Images available in other formats must be converted to .jpg prior to uploading.
- Use the Upload Image button to begin the process of uploading an image. This will open up additional options, including a Browse button which allows you to access files on your computer.
- Use the Category dropdown menu to indicate the type of image you are uploading. Options include choices such as Facial/case ID, Age progression, Dental radiograph, Clothing, Jewelry, Other, etc.
- Caption the image with anything informative you choose to add. The text in the caption box is searchable and may be very important for others using the system – spelling counts.
- The default setting is that images are viewable by the public. Uncheck the “Viewable to Public?” box if you want only registered and authorized users to be able to see the image.
- Click on the “Add Image” button as the final step to send the desired image from your computer to the profile of the missing person. Depending on network speed and file size of the image, this step may take a few seconds or more.

Viewing Images

To view an enlarged image with its details, click on the thumbnail of the image you want to see. This will load a larger version of the image on the left, along with its details (category, caption, etc.) on the right. To view the original full size version of the image click on the enlarged image (not the thumbnail) to open a new browser window displaying only that image.

Editing and Deleting Images

Once you have your image uploaded, the you may then edit the details for the image or delete it.

To edit an image’s information, first view the image, make the necessary edits to the image’s category, caption, public viewability, and then click the “Save” button beneath image details.

To delete an image, first view the image and then click the “Delete” button at the bottom of the image details. A confirmation box will appear to warn you and allow you to cancel the deletion of the image should you not want to delete it.

Filtering Images

Select the category of images you want to see from the drop-down in the “Filter Images” area and click the “Filter” button. This will show only the images in that category for this case and hide the rest. To view all images for this case, click the “Clear” button.

8.12 Documents Page

The Documents page allows for the storage of a variety of documents associated with a missing person. Although similar to the Images page, the Documents page will accept electronic files in formats other than .jpg, such as .pdf and .doc files. Examples of documents might include a flyer for a missing person or a police report. Although the Documents page is found in the Case Navigation of non-registered public users, whether any given document is viewable by the general public can be determined at the time a document is uploaded (or it may be blocked from public viewing at a later date by editing).

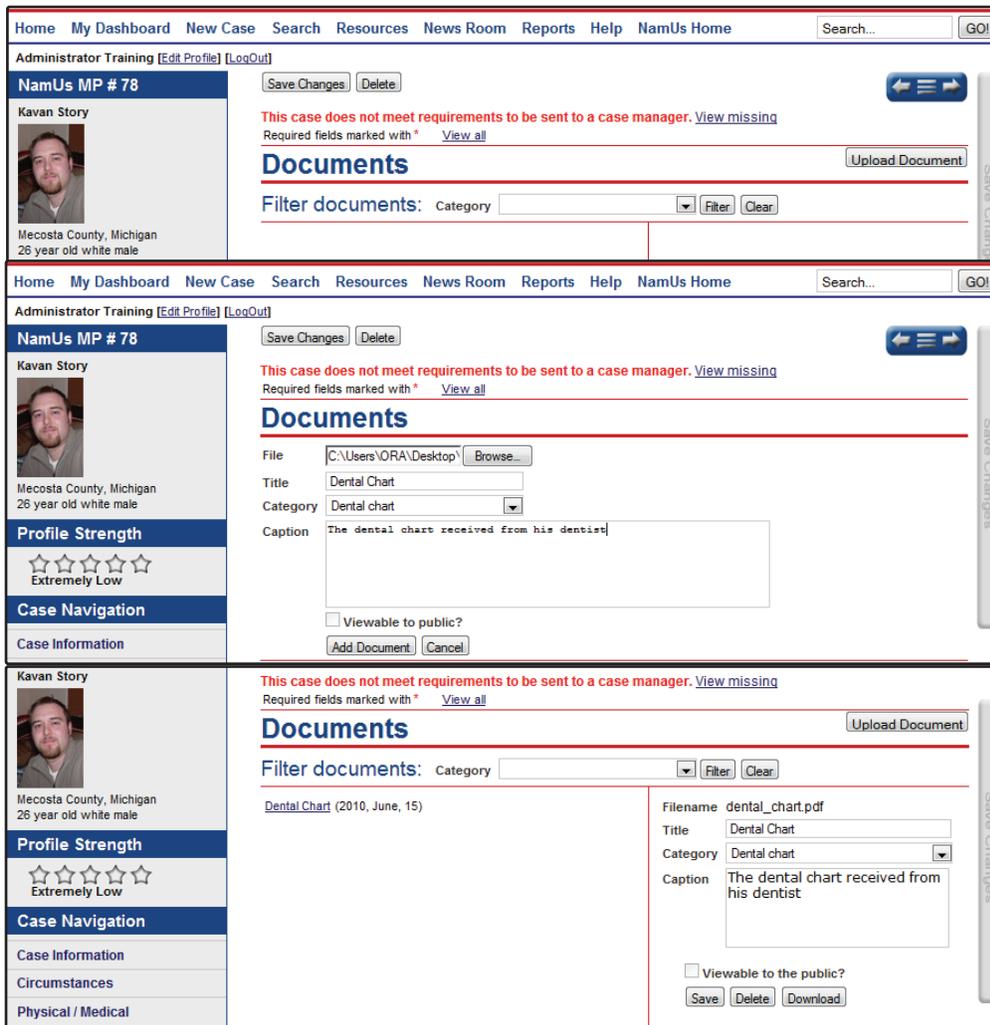


Fig. 8.17: Document uploading sequence.

Document Uploading Guidelines

- Use the Upload Document button to begin the process of uploading a document. This will open up additional options, including a Browse button that allows you to access files on your computer.
- It is very important that you use the Title box to give a title to the document you are uploading. This title should be informative, as it becomes the link that others will use to download the document.
- Caption the document with anything informative you choose to add (for example, “Flyer shows missing person’s appearance in 2007”) using the Caption box.
- The default setting is that documents are viewable by the public. Uncheck the “Viewable to Public?” box if you want only registered and authorized users to be able to view and/or download the document.
- Click on the “Add Document” button as the final step to bring the desired document from your computer to the profile of the missing person. Depending on network speed and file size of the document, this step may take a few seconds or more.

Viewing a Document

Documents are listed on the left side of the “Documents” Page. Click on the title of the document you want to view. This will load the document’s details in the right section of the page. Click the “Download” button at the bottom of the document’s details. This will give you the option to open or save the document.

Editing and Deleting Documents

Once you have uploaded a document, you may edit the document details or delete it.

To edit a document’s information, first view the document (section above), make the necessary edits to the document’s title, category, caption, and public visibility, then click the “Save” button beneath document details.

To delete a document, first view the document (section above), and then click the “Delete” button at the bottom of the document details. A confirmation box will appear to warn you and allow you to cancel the deletion of the document should you not want to delete it.

Filtering Documents

Select the category of document you want to see from the drop-down in the “Filter Documents” area and click the “Filter” button. This action will show only the documents in that category for this case and hide the rest. To view all documents for this case, click the “Clear” button.

8.13 Police Information Page

The Police Information page allows for the entry of contact and other information about the police agency/agencies associated with a missing person’s case. Although the Police Information page is found in the Case Navigation of non-registered public users, the general public can only see general contact information; they cannot see information entered into the Circumstances box on this page.

Police Information Data Entry Guidelines

Because the circumstances box on the Police Information page is not viewable by the non-registered general public, this is the place to report any case details of a sensitive nature. Contact and other information for additional agencies can be added by clicking on the “Add Agency” button near the bottom of the Police Information page. It is recommended that you save this page before moving on to other case information pages.

Adding an Agency

To add an agency to the missing person’s case, click the “Add Agency” button at the bottom of the Police Information page. A new set of entry fields will appear to be filled out.

Deleting an Agency

A user may delete an agency by clicking on the “Delete Agency” button located at the end of the contact to be removed. After clicking on the button, the user will be presented with a confirmation box; Clicking on “OK” removes the agency contact information, while clicking on “Cancel” stops the deletion process and returns to the case profile.

Home My Dashboard New Case Search Resources News Room Reports Help NamUs Home Search... GO!

Administrator Training [\[Edit Profile\]](#) [\[LogOut\]](#)

NamUs MP # 78 [Save Changes](#) [Delete](#)

Kavan Story

 Mecosta County, Michigan
 28 year old white male

Profile Strength
 ☆☆☆☆☆
 Extremely Low

Case Navigation

- Case Information
- Circumstances
- Physical / Medical
- Clothing and Accessories
- Electronic Communications
- Transportation Methods
- Secondary Parties
- Dental
- DNA
- Fingerprints
- Images
- Documents
- Police Information

Police Information

This case does not meet requirements to be sent to a case manager. [View missing](#)
 Required fields marked with * [View all](#)

Police Information

Title
 First name
 Last name
 Jurisdiction
 ORI
 Agency
 Address 1
 Address 2
 City
 State
 Zip code
 Phone
 Email
 Case number
 Date reported
 Comments
 Circumstances
[Delete Agency](#)

[Add Agency](#)

[<< Previous Page](#) [Next Page >>](#)

Fig. 8.18: Police Information page.

8.14 Reports Page

The Reports page contains links to reports that can be generated based on the case's information.

Case Report

Clicking on the Case Report link will display a summary of the information in a missing person's case profile in a separate browser window (formatted in HTML), allowing the report to be viewed and/or printed.

Printable Poster

Clicking on the Printable Poster link will allow you to open, download and/or print a PDF document that contains a subset of information derived from the missing person's case profile, arranged as a "Missing Person" poster. Generally the poster contains the facial image of the missing person, basic demographic and case information, and any specific features that might lead to location and identification.

Email Poster

This allows you to have an automated email containing the missing person poster link sent to a selected email. You simply enter the email address into the text box labeled "Email Address" and then click the "Send" button.

Case Chronology Report

The Case Chronology Report contains data from the missing person's Case Information page, as well as the information about changes made to the case.

Activities Log Report

This is a printer-friendly version of the "Activities Log" for the case.

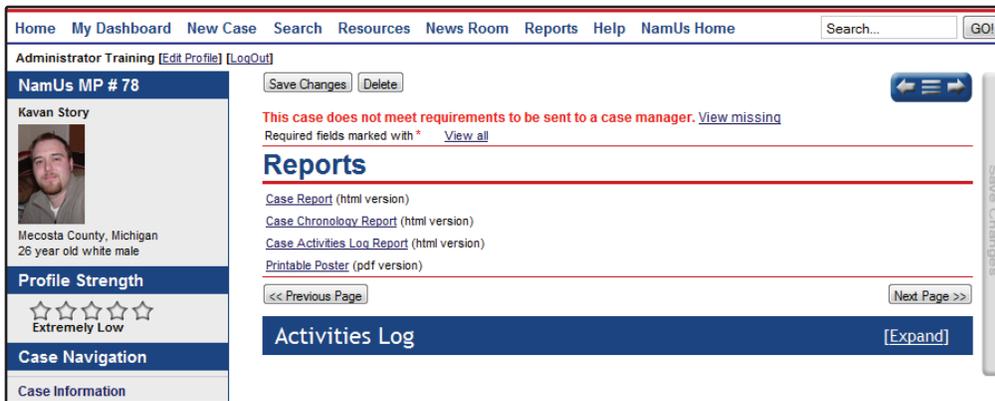


Fig. 8.19: Standard reports can be viewed or printed from the system.

8.15 Contacts Page

The Contact page serves as a place for you to find the appropriate people to contact with questions about a particular case. Available contacts are shown based on your access level when logged in.

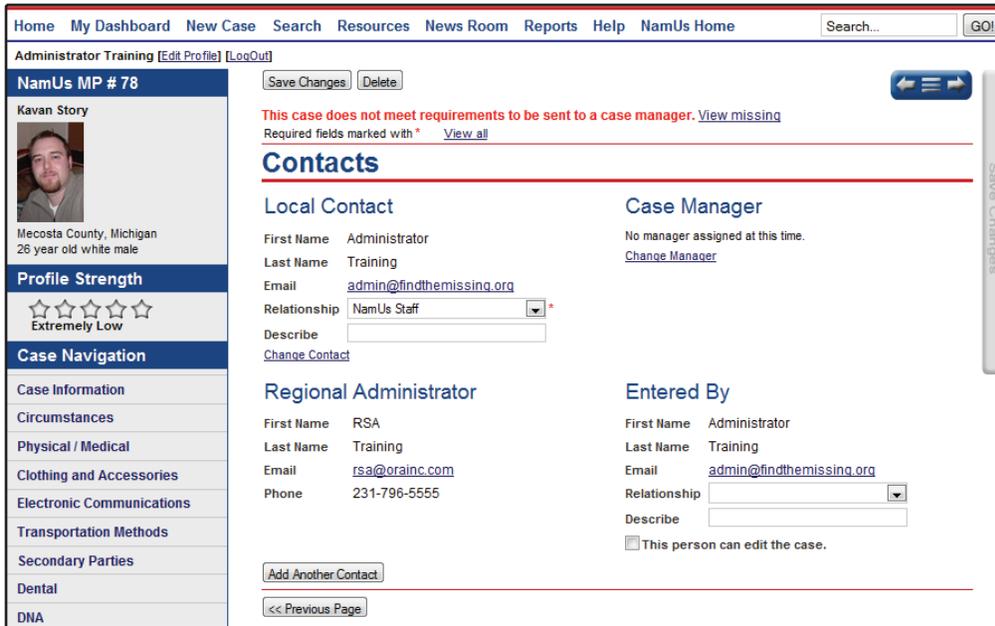


Fig. 8.20: Contacts page.

Local Contact

The local contact is often the family member who entered the missing person case, but could also be a close friend or official agency representative such as law enforcement or a missing persons clearing-house employee.

Case Manager

The case manager's information is always shown, regardless of a user's access level. The person listed has direct knowledge of the case and is responsible for answering questions and/or making necessary changes.

Regional Administrator

The regional administrator information is always shown, regardless of a user's access level. The person listed has the greatest level of access in the NamUs hierarchy and can be considered the "case manager's manager". The person at this level of responsibility acts as the overseer for missing persons' cases in a large area and may not have direct knowledge of the specific case, but should be contacted with general questions.

Entered By

This is the person that created the case in the system.

8.16 Exclusions Page

The Exclusions page in a missing person's profile provides a list of those unidentified bodies from the NamUs Unidentified Persons System (NamUs-UP) that have been ruled not to be the missing person on whose Exclusion page they appear. This page also provides one means by which case managers can submit an exclusion for a missing person. This list of exclusions is only viewable to NamUs-MP personnel with specific access privileges; this page does not appear in the Case Navigation options of general public users.

The bases by which case managers make exclusions between NamUs-MP and NamUs-UP cases relates to the NamUs system's matching functions, and the procedures used by the agency comparing the cases. This portion of the manual only covers the use and appearance of the Exclusions page as one of the pages in the Case Navigation menu.

Adding an Exclusion

To add an exclusion, click on the "Add Exclusion" button, which shows the data entry fields. Not all fields must be filled out since an unidentified person does not have a name. After all of the necessary fields have been completed, click the "Save Exclusion" button to create the exclusion within the system - for that case.

Viewing details of an Exclusion

To view the details of an exclusion click, on the exclusion in the list. This will expand a section under the exclusions list to show all information entered.

Deleting an Exclusion

As additional investigative information is obtained it may be necessary to delete an exclusion. To do this, click on the exclusion you wish to delete, then click the "Delete" button which will appear after the screen expands. This will open a confirmation box to warn you and allow for you to cancel the deletion process, if desired.

The screenshot shows the 'Exclusions' page for a missing person named Kavan Story. The page layout includes a navigation menu at the top, a profile summary on the left, and a main content area with an 'Exclusions' table. The table has columns for 'UP #', 'Last Name', 'First Name', 'Reason', and 'Description'. Below the table, there are navigation controls for the table, including 'Previous Page' and 'Next Page' buttons. A vertical 'Save Changes' button is on the right side of the page. The profile summary on the left includes a photo, name, location (Mecosta County, Michigan), and age (26 year old white male). The profile strength is shown as 'Extremely Low' with five stars. The case navigation menu is visible at the bottom left.

Fig. 8.21: Exclusions page.

The figure consists of two screenshots of the NamUs MP # 78 Exclusions page. The top screenshot shows the 'Add Exclusion' form with the following fields:

- NamUs UP #: 36
- First Name: Unknown
- Last Name: Unknown
- LE Agency: Mecosta County Sheriff's Department
- LE Case Number: MC2010-06-08-2
- Reason: Circumstances
- Description: The unidentified person had become deceased before Kavan went missing.

The bottom screenshot shows the 'Exclusions' table with one record:

UP #	Last Name	First Name	Reason	Description
36	Unknown	Unknown	Circumstances	The unidentified person had become deceased before

Fig. 8.22: Exclusion information is essential to the NamUs program.

Exclusions Page Data Entry Guidelines

- Once you have established that an unidentified person in the NamUs system is not the missing person for whom you are a case manager, you begin to record that exclusion by clicking on the Add Exclusion button on the Exclusions page.
- Enter as much information as possible for the unidentified person, but use “Unknown” for the First Name and Last Name fields, since the names of unidentified persons are not known. Typically, only the NamUs UP #, the Reason for making the exclusion, and any necessary Description are recorded on the Exclusions page for a missing person.
- Click on the Save Exclusion button to record the exclusion. Because proper and valid exclusions are essential to the NamUs system, you will receive a popup confirmation screen prior to finalizing an exclusion. That screen will allow you to cancel the exclusion if it was made in error.
- Once an exclusion is entered into a NamUs-MP case, the Exclusions page will begin to generate a list of the case numbers of those unidentified persons with profiles in the NamUs system that are not the missing person. That list will appear on the Exclusions page as shown above.

- If it is later found that an exclusion was made in error, there is a Delete button that can be used to eliminate an exclusion. You will be presented with a popup confirmation screen that will allow you to cancel the proposed deletion and return to data entry, should you inadvertently click on the Delete button.
- It is recommended saving this page before moving on to other case information pages.

8.17 Possible UP Matches Page

The Possible UP Matches page of a missing person's profile allows case managers to view possible matches to unidentified persons that have been automatically generated by the NamUs system. In addition to providing a means for comparing NamUs-MP and NamUs-UP case profiles, the features on the Possible UP Matches page include another route for recording exclusions. This list of possible matches between unidentified persons and a missing person is only viewable to NamUs-MP personnel with specific access privileges; this page does not appear in the Case Navigation options of general public users. When the Possible UP Matches entry appears in the Case Navigation, the number of system-suggested matches follows the phrase Possible UP Matches in parenthesis.

The screenshot displays the NamUs MP # 78 profile page. The left sidebar contains navigation options: Home, My Dashboard, New Case, Search, Resources, News Room, Reports, Help, and NamUs Home. The profile section for Kavan Story includes a photo, location (Mecosta County, Michigan), and age (26 year old white male). The Profile Strength is shown as five stars with the text "Extremely Low". The Case Navigation menu lists: Case Information, Circumstances, Physical / Medical, Clothing and Accessories, Electronic Communications, Transportation Methods, Secondary Parties, Dental, and DNA.

The main content area shows a "Possible UP Matches" section. A warning message states: "This case does not meet requirements to be sent to a case manager. View missing Required fields marked with * View all". Below this is a table of matches:

NamUs UP #	Date Found	NCIC #	Location	Sex	Race	Age
478	06/15/2010	U560019430	Grand Rapids, MI	Male	White	25 to 45

Below the table, it indicates "1 Record(s) Found". There are also "Previous Case" and "Next Case" buttons.

Fig. 8.23: Possible NamUs-MP>Nam-UP match.

The screenshot displays the 'Possible UP Matches' section of the NamUs MP # 78 interface. At the top, a warning message states: 'This case does not meet requirements to be sent to a case manager. View missing'. Below this, the 'Possible UP Matches' title is shown with a red underline. The interface is split into two columns. The left column shows the profile for the missing person (NamUs MP # 78), including a photo, name, age, and profile strength (Extremely Low). The right column shows a possible match (NamUs UP # 478) with a photo and detailed information. A side-by-side comparison of the two profiles is provided below the photos. The interface includes navigation buttons like 'Previous Case', 'Next Case', 'Save Changes', and 'Delete', as well as a 'Links' section at the bottom left.

NamUs MP # 78
 Kavan Story
 Mecosta County, Michigan
 26 year old white male
 Profile Strength: ☆☆☆☆☆ Extremely Low

Possible UP Matches
 Adjust Sensitivity Show Case Log

NamUs MP #	78	NamUs UP #	478
NCIC Number		U560019430	
Date LKA	June 07, 2010 - 10:42	Date Found	June 15, 2010 - 18:12
Age	26 to 26 years old	Age	25 to 45 years old
Race	White	Race	White
Ethnicity		Ethnicity	
Sex	Male	Sex	Male
Height	70.0 to 71.0 inches	Height	69 inches (measured)
Weight	175.0 to 185.0 pounds	Weight	180 pounds (measured)
City	Big Rapids	City	Grand Rapids
State	Michigan	State	Michigan
County	Mecosta	County	Kent
Circumstances	Last seen walking to his work.	Circumstances	This man was injured and then crawled through an alley to the listed address, where he collapsed and died.

Unidentified Persons Database

Fig. 8.24: Possible missing persons match to an unidentified person (NamUs-UP).

Possible Match Data Displayed

- NamUs-UP # - The NamUs-UP (Unidentified Persons) case number.
- Date Found - The date on which the unidentified remains were found.
- NCIC # - The National Crime Information Center's (NCIC) case number.
- Location - The location where the unidentified body was found.
- Sex - Male or Female.
- Race - Ethnicity or ancestry of the person.
- Age - Estimated age at the time of death.

Viewing a UP Case

You may view the UP case's information by clicking on the desired case line in the listing. Once you have chosen a case from the search list, the page will display two groups of information:

1. The NamUs-MP case with which you are working, displayed in the left of the page.
2. The case information of the selected UP case on the right side of the page.

The side-by-side display allows you to make a comparison of the missing person's information with that of the unidentified person's to determine a possible match.

Viewing Images

If images exist within the NamUs cases, you will see them above the case information of each case. You may view the images by using the scroll bars located on the right side of the images section.

Once you have determined an image to view, you may click on the image, which will then open in a separate browser window, allowing you to view the image using the browser's own application features and/or other resident application(s) on your computer.

Adjusting Search Sensitivity

Just under the Possible UP Matches heading, there is a hyperlink that reads: "Adjust Sensitivity". Clicking on the link opens a list of options to adjust the matching criteria. You may select/deselect criteria or adjust a matching range (e.g., expand height range) then click the "Search" button to find all UP cases based on the new search selections (see Fig 8.24 also).

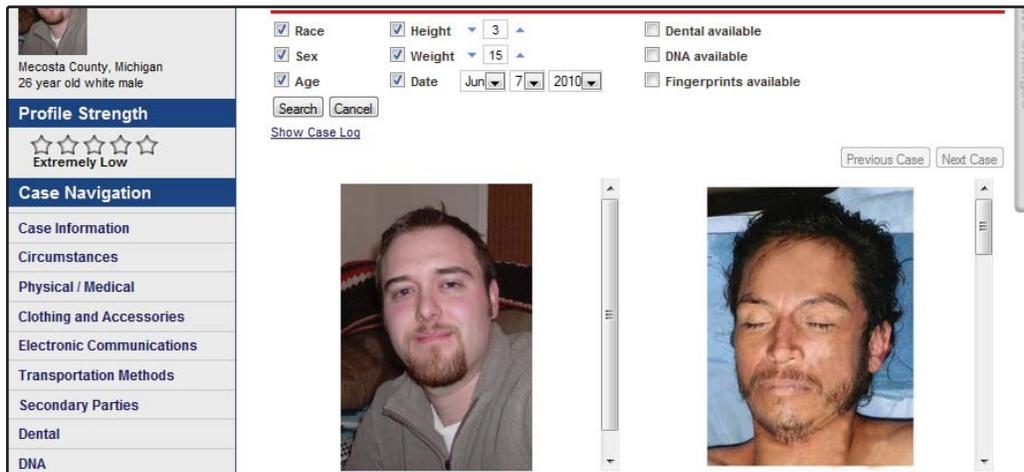


Fig. 8.25: Built-in case matching criteria may be adjusted by the user.

Viewing the Case Log

If you have opened a UP case for comparison, and want to review your search results, you must use the "Show Case Log" hyperlink.

Moving Between UP Cases

Located just above the loaded UP case's images is a "Previous Case" button and a "Next Case" button. Clicking on those buttons will navigate through the UP case list without having to open it each time.

Excluding UP Cases

You have the option of excluding a UP case using the "Exclude this UID Case" hyperlink found on the bottom of the Possible UP Matches page. Clicking on this link opens an Exclusion block below it. Complete the necessary fields and click "Add to Exclusions" to continue or "Cancel" if you no longer want to make this exclusion.

The figure consists of two side-by-side screenshots of a web application interface. The left screenshot shows a 'Possible Case Matching' screen with the following fields: NamUs UP # (478), NCIC Number (U560019430), Date Found (June 15, 2010 - 18:12), Age (25 to 45 years old), Race (White), Ethnicity, Sex (Male), Height (69 inches (measured)), Weight (180 pounds (measured)), City (Grand Rapids), State (Michigan), County (Kent), and Circumstances (This man was injured and then crawled through an alley to the listed address, where he collapsed and died.). Below the Circumstances field is a link 'Exclude this UID Case' and a 'Next Page >>' button. The right screenshot shows an 'Exclusion' form with the following fields: NamUs UP # (478), LE Agency, LE Case Number, Reason (Other), and Description (Visual differences.). Below the Description field are 'Add to Exclusions' and 'Cancel' buttons, and a 'Next Page >>' button at the bottom right.

Fig. 8.26: Adding an exclusion to an MP Case from the possible case matching screen.

8.18 Case Changes Page

If a case has changes pending approval and you have the appropriate access, “Changes” will be a choice in the Case Navigation Menu. The Changes page will reflect any changes that have been made to the case.

Additions

Under the Additions heading you will see anything that has been added to the case but has not yet been approved. Such additions could be images, documents, police contacts, etc.

Changes

Under the Changes heading you will see any alterations that have been made to existing case data.

Removals

Under the Removals heading you will see anything that is pending approval for deletion. This could include images, documents, etc.

Exclusions

Under the Exclusions heading you will see any exclusions that have been added, but not yet approved.

Approving, Denying, and Holding Cases

There are three possible ways to handle each addition, change, removal, and exclusion. They can be approved, denied, or put on hold. Each action is done by selecting the appropriate radio button for all items on the page. To apply the actions you must click the “Save Changes” button.

Approve

This will finalize the change so everyone sees it. This is done after the change, addition, removal, or exclusion has been verified and found to be correct.

Deny

This will reject the suggested change and keep the current data unchanged.

Hold

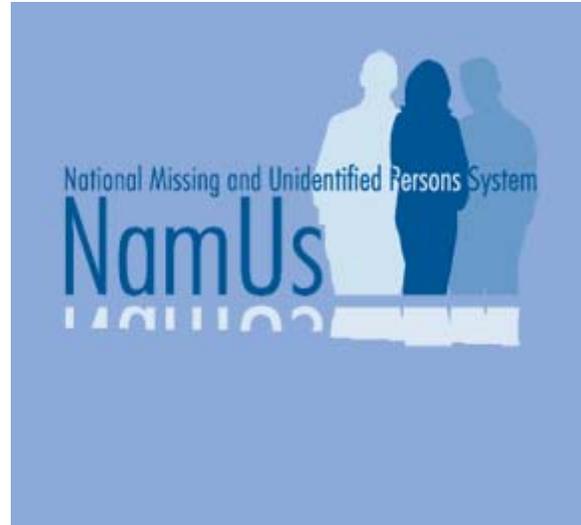
This is the same as taking no action. It does not accept or deny the change but leaves it for a later decision.

The screenshot displays the 'Changes to Case' interface for Administrator Training. The left sidebar contains a navigation menu with items like 'Case Information', 'Circumstances', 'Physical / Medical', etc. The main content area is titled 'Changes to Case' and includes a 'Save Changes' button. Below this, there are sections for 'Additions', 'Changes', 'Removals', and 'Exclusions'. The 'Changes' section contains a table with the following data:

Field	From	To	User	Approve	Deny	Hold
Cases - Physical characteristics availability		Entered	Administrator Training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

At the bottom of the page, there is an 'Activities Log' section with an '[Expand]' button.

Fig. 8.27: Changes to the case are controlled by the case manager.



9

Missing Persons Case Submission and Follow-up

unit

INTRODUCTION

Because NamUs is an open access public system - quality assurance is a daily activity. New and growing with each success, NamUs has experienced an increase in cases submitted by families and friends of missing persons, in addition to those cases received from law enforcement. To help ensure case validity, all new submissions are reviewed by case managers and assigned a “local contact” for specific case management purposes. The local contact is typically a law enforcement officer who has knowledge of and access to information about the case. All attempts are made to involve local law enforcement prior to publishing a case “live” to NamUs.

Introduction

To create a new case, you start by clicking “New Case” in the top menu bar. This will create a blank case for you to begin your entry. A NamUs MP Number will not be assigned until you save the case for the first time. Also, some elements of the case profile page – like the facial identification photo and profile strength – will not appear until after the case is saved the first time.

9.1 Required Fields

If the minimum required fields have not been completed, a warning message will be displayed. Clicking the “View missing” link will display the list of incomplete fields. When all required fields have been completed, the message will change and a “Submit to NamUs” button will appear. You must click the submission button to inform the NamUs administrators you are ready for them to review and authenticate your case so it can go “live” on the system for everyone to see. **REMEMBER: You will “see” your case in your “My Case” log long before others on the system will - it must be validated before others can view it.**

The figure shows two screenshots of the NamUs case submission form. The top screenshot shows a red warning message: "This case does not meet requirements to be sent to a case manager. View missing". The bottom screenshot shows a green message: "Case minimums met: Please submit to NamUs".

Both screenshots show the following information:

- Administrator Training [Edit Profile] [Logout]
- NamUs MP # 78
- Save Changes | Delete
- Kavan Story
- Mecosta County, Michigan
- 26 year old male
- Case Information
- Status: Missing
- Age LKA: 26 to 26 years old *
- Age now: 26 years old
- First name: Kavan *
- Middle name: [Empty]
- Race: [Empty]

Fig. 9.1: A red warning indicates when case submission minimums have not been met. Once minimums have been met, a green message will be displayed instructing the user to “Submit” the case.

9.2 Submitting a Case

When a case meets the minimum requirements, it can be submitted to NamUs for publication. When the “Submit to NamUs” button is clicked, a new page will be loaded that describes the Terms of Use for publishing your case. You must accept these terms of use before your case will be submitted. This is done by marking the check box next to “I agree to the conditions” and clicking the “Submit” button. You will receive a “Success” page after this and your case will now appear in an administrator’s “New Cases” log for authentication.

The figure shows the Terms of Use page. It includes a search bar, navigation menu, and a section for "Terms Of Use".

The page includes the following information:

- Home My Dashboard New Case Search Resources News Room Reports Help NamUs Home
- Administrator Training [Edit Profile] [Logout]
- Links
- Unidentified Persons Database
- NIJ National Institute of Justice
- DOJ Home
- OJP Home
- NIJ Home
- USA.gov
- Terms Of Use
- Thank you for entering a case. Participation in the NamUs Project is voluntary, however once submitted your case information may be viewed by NamUs employees, police, and other members of the public.
- UNDER PENALTY OF PERJURY, I DECLARE THAT THIS REPORT AND THE INFORMATION CONTAINED HERIN IS TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER ACKNOWLEDGE THAT ANY INTENTIONAL FALSE STATEMENT, MISSTATEMENT, OR INACCURACY MAY BE A VIOLATION OF STATE LAW, OR OTHER STATUTES AND MAY RESULT IN CRIMINAL PROSECUTION.
- I agree to the conditions
- Submit Cancel

Fig. 9.2: Terms of Use must be agreed to before a case will be submitted for verification and publication.

9.3 Accepting a Case

After the case manager has ensured your case is legitimate and its data is accurate, your case will be accepted. This is done by clicking the “Accept” button at the top of the case profile. When a case is “accepted”, it moves from the “New Cases” log to the “Accepted” cases log. An “accepted” case is one that has been verified as legitimate, but is not ready for public viewing. When the case is ready for the public to see, the case manager will “Publish” the case.

9.4 Publishing a Case

A case is “published,” or made viewable to the public, by clicking the “Publish” button at the top of the case profile. This will allow the case to show in search results and let all users of the system view and track it.

9.5 Un-Publishing a Case

If a case has been published and it should not have been, it can be un-published. This is done by clicking the “Un-Publish” button at the top of the case profile. When a case is un-published, it is moved back to the “Accepted” case log and will need to be published again after the corrections are made.

9.6 Deleting a Case

If a case is entered in error, it can be deleted. This is done by clicking the “Delete” button at the top of the case profile page.

9.7 Profile Strength

NamUs uses a 5-star scale to rank each case based on the amount of information it contains that is potentially useful for finding a missing person. The system automatically assigns a number of stars based on the amount and quality of data that is entered. “Star Rating” is displayed in the upper left of each case. Essentially, the more useful identification information contained in a profile, the more likely it is that these specifics can be used to help solve a case.

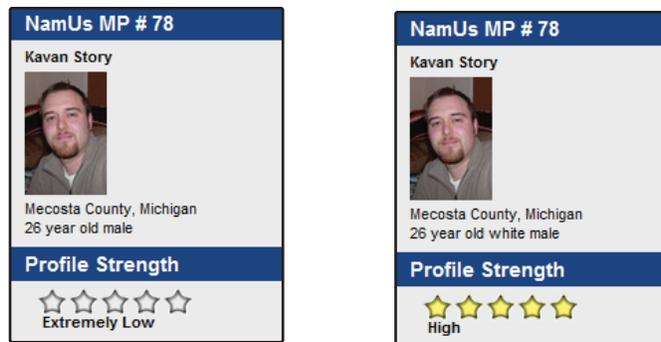


Fig. 9.3: Checking Case Profile Strength.

The “Five Star” Profile Strength Scale and Criteria

All cases will show Five Stars that are not colored. As the amount of useful information increases, the number of yellow stars will increase from one to five. In general, the rating system is as follows:



The case includes a first name, last name, age, sex, race, height, weight, hair color, and eye color for the missing person. Also there must be a date, city, and state where the person was last seen and the circumstances of the disappearance.



Has a facial photo of the missing person OR law enforcement information with a case number.



Has a facial photo of the missing person AND law enforcement information with a case number.



Has three stars and ONE of the following pieces of data entered: Fingerprint information; a description of scars and marks along with photo(s); a description of tattoos with photo(s); tooth specific dental data; or DNA profile information.



Has three stars and TWO OR MORE of the following pieces of data entered: Fingerprint information; a description of scars and marks along with photo(s); a description of tattoos with photo(s); tooth specific dental data; or DNA profile information.

NOTE: All cases must meet the minimum requirements to receive any stars.

9.8 Case Navigation

Case Navigation Menu (Non-Sequential)

The Case Navigation menu allows you to access a particular page in a non-sequential fashion. The Case Navigation menu is located in the left menu of the page. Essentially, the Case Navigation menu is a list of case profile pages you can view. The Case Navigation menu items vary depending on the access level you have been assigned.

Sequential Movement

One way to navigate through the pages of a case profile is by using the “Next Page” and “Previous Page” buttons at the bottom of each page. These buttons will load either the next or the previous page of case details, based on which button is clicked. The sequence these buttons follow is the same as what is found in the Case Navigation Menu.

Case Navigation	
Case Information	All users
Circumstances	All users
Physical / Medical	All users
Clothing and Accessories	All users
Electronic Communications	LC, LE CM
Transportation Methods	LC, LE, CM
Secondary Parties	LC, LE, CM
Dental	Public=Status, full=LC, LE, CM
DNA	Public=Status, full=LC, LE, CM
Fingerprints	Public=Status, full=LC, LE, CM
Images	All users (if indicated)
Documents	All users (if indicated)
Police Information	All users
Exclusions	LE, CM
Possible UP Matches (1)	LE, CM
Reports	All users (some hidden)
Contacts	All users (some hidden)

Fig. 9.4: Case Navigation menu - “Who sees what.”

Different Menu Items Available for Different User Types

The Case Navigation menu items viewable to users are controlled by the permissions level the specific logged-in user has been given. Fig. 10.1 shows the menu items and the user level requirements for viewing any data associated to the item; LC=Local Contact, LE=Law Enforcement, CM=Case Manager. RSAs (Regional System Administrators) and System Administrators have full-view permissions across the system.

9.9 Using the Activities Log

The log is available at the bottom of every page of the case profile. To view the entries and/or make an entry, click on the “Expand” link on the right side of the Activities Log bar.

When the Activities Log is opened, the “Expand” link changes to a “Collapse” link, which, when clicked upon, will close the Activities Log.

Making an Activities Log Entry

Case managers are responsible for entering notes regarding their work on a missing person’s case within the NamUs system. These notes involve aspects of case management, such as an effort to contact a forensic specialist or law enforcement agency to obtain additional data or records for the case profile. The Activities Log allows those charged with working on a case to enter and build a permanent record of tasks they undertake and interactions they have with others regarding that case. Only those individuals with certain levels of access on a NamUs-MP case will see the Activities Log on Case Information pages. Furthermore, this does not appear until after the case is created by entering data on the Case Information page and then saving it. If visible to you, the Activities Log appears on each and every Case Information page in a NamUs-MP profile. Using the text box beneath the heading “Enter Text Here:”, you may enter any relevant text information you have for the case. Mark the “Viewable to case creator” check box if you want the case creator to be able to see the message, leave it unmarked if not. When finished, click on “Post Message” to complete the entry. The message will be marked with the current time and details about who entered it, then added to the list of other activities.

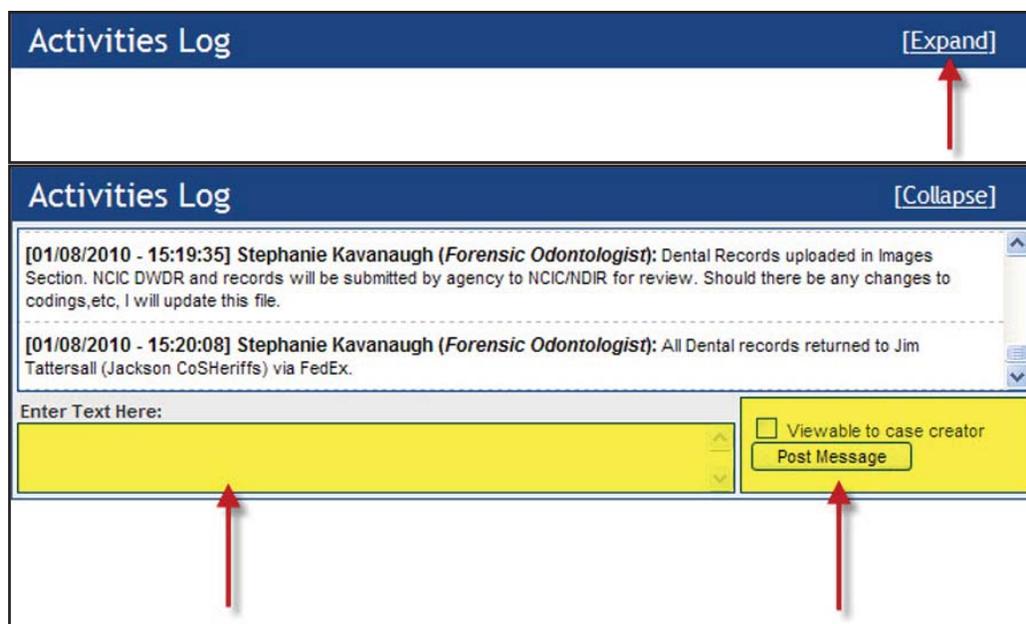


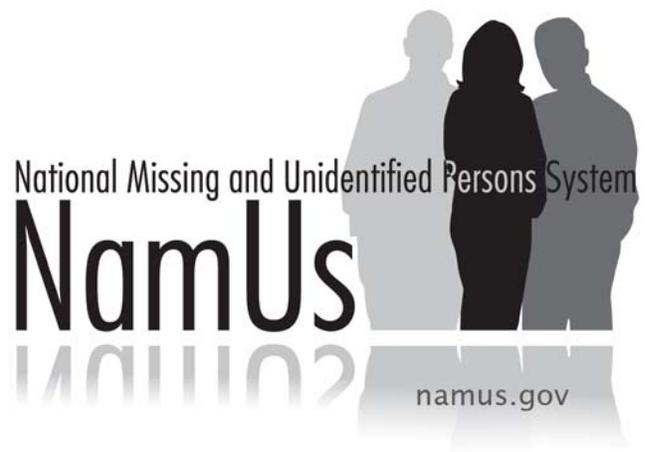
Fig. 9.5: Expand to view and use the Activities Log (top), enter message, determine viewability and post.

Activities Log Use Guidelines

- Clicking on the Expand link will open new features and functions of the Activities Log. A scrollable list of all entries currently in the Activities Log will appear, including the date and time each was made, as well as the person who made the entry.

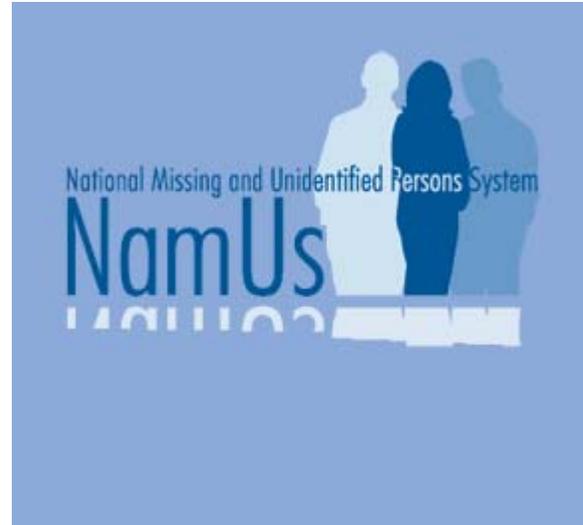
- To make an entry into the Activities Log, type it into the “Enter Text Here” box. It is important that you review your message carefully within the “Enter Text Here” box and decide on whether to make it viewable to others before posting it. Once posted, all entries posted are irrevocable; they are permanently in the Activities Log and cannot be edited or deleted for any reason.
- Use good judgment in deciding whether others can view your comments; the case creator may be a relative of the missing person.
- Clicking on the “Post Message” button submits your comment into the running collection of entries in the Activities Log. The system automatically adds the date and time, and records your name with your comment. All of the information is saved automatically; there is no other save feature.
- To hide the Activities Log from view, click on the “Collapse” link.

chapter 5



Overview

There are several ways to search the NamUs-MP system: 1) The Quick Search feature available from the NamUs-MP Home page; 2) The “global” (GO!) Search feature to the right of the menu bar on all NamUs-MP pages; and 3) The New Search feature available under Search on the menu bar on all NamUs-MP pages. Each of these functions work to gather and present a subset of NamUs cases based upon the search criteria you establish. The following units cover the basics of each search type.



10

Searching Missing Person Cases

unit

INTRODUCTION

The NamUs-MP system allows you to define very general or very specific search criteria for searching cases within the database. Searching the MP database can allow you to narrow in on one or more case profiles of missing persons, according to the search parameters you select. Choosing search criteria, executing a search, and the various ways to view, sort and navigate search results are presented in this unit.

10.1 Quick Search

This feature is a condensed version of the Advance Search found under “Search” on the menu bar. It allows you to search by first name, last name, sex, and/or state by entering criteria into the appropriate input boxes. Empty input boxes are ignored and will not affect the search outcome. When you are done entering your information, click the “Find” button. This will execute the search and direct you to the *Search Results* log to view the cases matching your criteria.

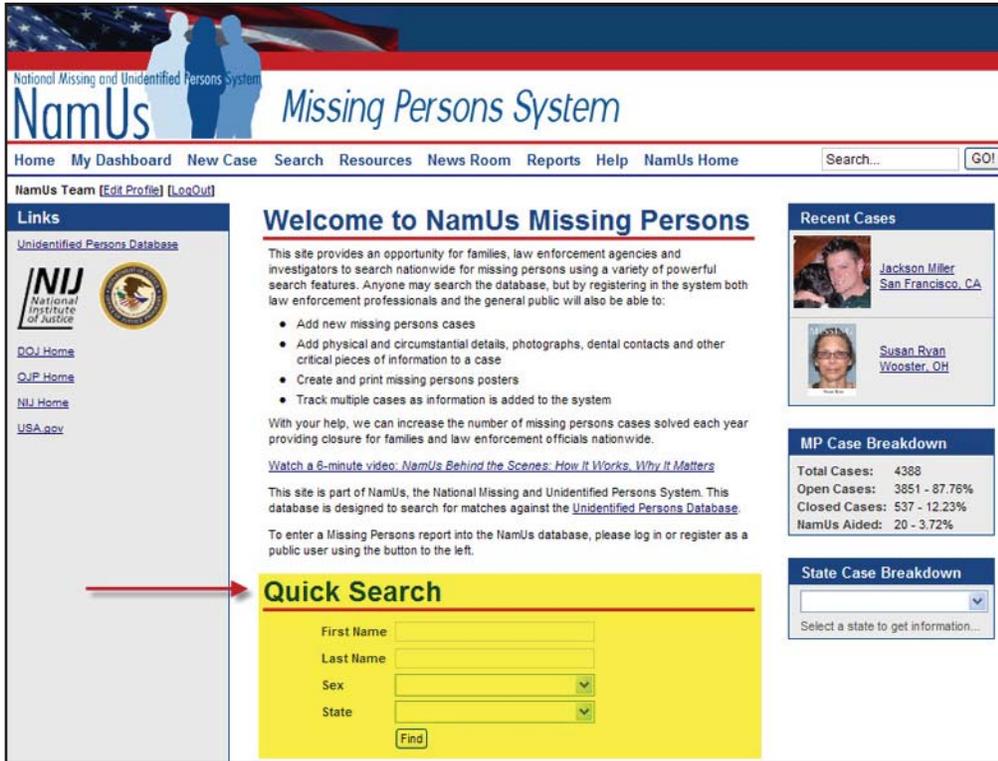


Fig. 10.1: “Quick Search” the database from the Home page.

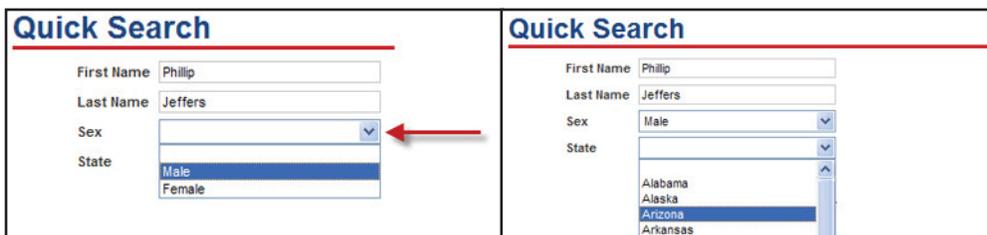


Fig. 10.2: “Quick Search” by Name, Sex and State.

Using Quick Search

To use the Quick Search feature on the NamUs-MP Home page and search on a name, enter the First Name, Last Name, or both, in the appropriate text boxes. Clicking on the “Find” button will execute the search. The NamUs system will search for all instances of the name(s) you input into these fields, including both exact and partial matches.

The Sex of a missing person can be used in Quick Search criteria on the NamUs-MP Home page by clicking on the blue drop-down arrow. This will open a drop-down menu with two choices. Moving the cursor over the desired choice will highlight it and clicking on the choice will insert it into the field. Clicking on the “Find” button will execute the search. The NamUs system will search for all records of missing persons matching the sex selected.

The State where a missing person was last known alive can be used in a Quick Search of records from the NamUs-MP Home page. The State field uses a drop-down menu by which a list of U. S. States and Territories can be accessed. Clicking on the blue drop-down button will open the list, allowing you to maneuver through the list using the up/down arrows or the scroll bar. Moving the cursor over the desired choice will highlight it, and clicking on the choice will insert it into the field. Clicking on the “Find” button will execute the search. The NamUs system will search for all records of missing persons last known alive in that State/Territory.

Using combinations of features in the Quick Search function, including all four fields, will provide the most narrowly-defined quick search for a given missing person. Clicking on the “Find” button will execute a search for only those persons matching all of the selected criteria.

10.2 Keyword “GO!” Search

The “GO!” Search, or case keyword search, is located on all pages in the NamUs-MP system, including the Home page and all case pages. The Search (GO!) appears to the right within the menu bar. To use the keyword search, enter a list of words into the text box and click the “GO!” button. Keywords can include details about the missing person like name or details such as the NamUs-MP case number.



Fig. 10.3: The Keyword “GO!” searching option (see p. 159).

The Search (GO!) function allows you to enter one or more numbers and/or keywords as search criteria within the NamUs-MP database. Examples of information that may be entered into this box include a known case number for a missing person in the NamUs-MP system, a year, a name, a county, etc.

This feature allows the most direct access to a specific case profile where the NamUs-MP case number is known. However, if that case number is also a number that could represent a year, part of an address, etc., the search will include any cases in which that number appears for any reason. If the word “male” is used, the system will return a list of all cases in which the word “male” appears. If a number and keywords are used in combination, such as “2000” and “male”, the system will execute a search for cases in which both of those entries appear. Enter your keywords and select “GO!”

REMEMBER: There are a number of reasons a specific case number search will not result in a “hit” - the case may have been “unpublished” by the case manager, it may not have been published yet, the person may have been “found,” etc.

Search Results

11 cases found based on Word Search "122" View: Case Log | Thumbnails | Map

MP #	Name	Date LKA	Location	Sex	Race	Age LKA
1221	Haddican-McEnroe, M...	10/10/2006	Warren Township, NJ	Female	White	29
7377	Heim, Karen	12/25/2005	Sand Springs, OK	Female	White	42
4294	Christian, Eloise	02/07/2004	Washington DC , DC	Female	Black/African American	60
1223	Harris, Fonya	07/18/2003	Los Angeles, CA	Female	Black/African American	30
1225	Hawkins, Edward	05/26/2003	Altadena, CA	Male	Black/African American	63
866	Barnes, Celia	09/01/2002	Gold Hill, OR	Female	White	53
1220	Hampton, Stanley	06/01/2002	Long Beach, CA	Male	White	45
1227	Hickson, Kenya	08/14/2001	Newark, NJ	Female	Black/African American	28
1222	Harms-Sanchez, Jean...	07/27/2001	Los Gatos, CA	Female	White	42
1292	Mendoza, Florencio	05/10/1998	Blythe, CA	Male	Other	91

11 Record(s) Found

NamUs MP # 4294

Eloise Christian



District of Columbia County, District of Columbia
60 year old black/african american female

Circumstances

Type of address: Address

Address 1 LKA: 1221 C Street SE

Address 2 LKA:

City: Washington DC *

State: District of Columbia *

Fig. 10.4: Global “GO!” searches act on specific major categories within the database (e.g., names, case numbers, state, etc.). Sometimes you have to open the case to see why it was selected in the search.

10.3 Advanced “New Search”

To start an Advanced search, hover your mouse over “Search” in the menu bar and click on “New Search” in the submenu. The Advanced Search page shows several condensed categories you may use to define search criteria. Each of these categories is expanded by clicking on the “+” next to the category’s name.

National Missing and Unidentified Persons System

NamUs Missing Persons System

Home My Dashboard New Case **Search** Resources News Room Reports Help NamUs Home

- New Search
- Saved Searches
- Shared Searches

Fig. 10.5: New Search.

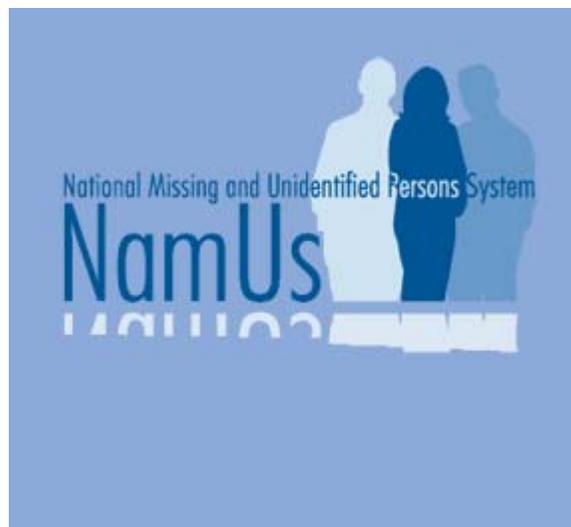
Expanding the category will show the list of fields within it. You may then choose the desired field to be searched by marking the corresponding check box. Once a field is chosen, you can enter the search criteria using the necessary input field. You may select as many fields as you want, entering the appropriate information for your search parameters. Once you are done building your search, click the “Search” button at the bottom of the page to execute your search and view the cases matching your criteria.

The screenshot displays the 'Advanced Search' interface. On the left, a list of search categories is shown, each with a plus icon. The 'Case Information' category is expanded, and a red arrow points to the plus icon with the text 'Click to expand.' Below the categories is a 'Search' button. The main content area shows the expanded 'Case Information' section, which is titled '(Searching for Sex, Race, Last Name)'. It contains several search criteria with checkboxes and input fields: MP Case Number, Profile Strength, First Name, Middle Name, Last Name (with 'Smith' entered), Maiden Name, Nickname, NCIC Number, NCMC Number, Date LKA, Age LKA, Sex (with 'Male' selected in a dropdown), Race (with 'White' selected in a dropdown), Ethnicity, Height, Weight, and Date Entered. Below this section are other collapsed categories: Circumstances, Physical / Medical, Clothing and Accessories, Transportation Methods, Images, Documents, and Police Information. A 'Search' button is at the bottom of the main content area. The page also features a navigation bar with links like Home, Search, Resources, News Room, Help, and NamUs Home, and a Member Login section on the left with fields for E-Mail and Password.

Fig. 10.6: Expanding the search is done by clicking the major category, expanding the list of options and adding data as required - you can build a very detailed search by adding more items.

After reviewing subcategories, and/or entering data into associated text boxes, or using drop-down menus to choose information, the subcategory list can be condensed from its expanded version by clicking on the “-“ icon on the main category. Whether a category is left expanded or is condensed will not affect the search.

Once all desired category and subcategory search criteria have been selected, clicking on the “Search” button at the bottom of the Advanced Search category list will execute the search. The results of the search will be displayed in a Search Results case log.



11

Reviewing Search Results

unit

INTRODUCTION

Search Results displays the cases found based on your search criteria, in several different formats for viewing: Case Log, Thumbnails, and Map. The default viewing mode is the case log or list. The current viewing mode is noted in bold at the upper right of the case log, while the others are displayed as hyperlinks for switching between viewing modes. This unit describes the different methods available for viewing and sorting search results.

11.1 Case Log View

This view is enabled by default and follows the same navigation and use as all other logs in the system.

NamUs Missing Persons System

Home Search Resources News Room Help NamUs Home

Search... GO!

Member Login

E-Mail:

Password:

LOGIN REGISTER

Forgot your password?

Links

Unidentified Persons Database

INJ National Institute of Justice

DOJ Home

OJP Home

NIJ Home

USA.gov

Search Results

13 cases found based on Last Name "Smith", Sex "Male", Race "White" View: [Case Log](#) | [Thumbnails](#) | [Map](#)

MP #	Name	Date LKA	Location	Sex	Race	Age LKA
2828	Smith, Israel	03/24/2008	Wytheville, VA	Male	White	28
1121	Smith Jr., Walter	09/03/2006	Edinburgh, IN	Male	White	42
3411	SMITH IV, GEORGE	07/05/2005	New Haven, CT	Male	White	26
287	Smith, James	07/09/2003	Mullins, SC	Male	White	26
3244	Smith, Joshua	11/04/2000	Ponte Vedra Beach, FL	Male	White	23
1128	Smith, Garrison	07/14/1999	Hardinsburg, IN	Male	White	57
4785	Smith II, Bennie	05/31/1998	Calera, AL	Male	White	35
4444	Smith Jr., John	04/26/1996	Santa Cruz, CA	Male	White	36
565	Smith, Oliver	04/10/1996	Columbus, GA	Male	White	84
3106	Smith, Hoyle	11/04/1995	Sanford, NC	Male	White	79

1 / 2 10 13 Record(s) Found

Fig. 11.1: Search results are displayed in "case log" format by default.

11.2 Thumbnails View

This view shows a thumbnail and general information about a missing person.

Home Search Resources News Room Help NamUs Home

Search... GO!

Member Login

E-Mail:

Password:

LOGIN REGISTER

Forgot your password?

Links

Unidentified Persons Database

INJ National Institute of Justice

DOJ Home

OJP Home

NIJ Home

USA.gov

Search Results

13 cases found based on Last Name "Smith", Sex "Male", Race "White" View: [Case Log](#) | [Thumbnails](#) | [Map](#)

Order By: [MP #](#) | [Date LKA](#) | [Name](#) | [Location](#) | [Sex](#) | [Race](#)

 NamUs MP Case Number: 3972 Nicholas Smith Dona Ana County, New Mexico 12 Year Old White Male	 NamUs MP Case Number: 3234 Luther Smith Maricopa County, Arizona 55 Year Old White Male	 NamUs MP Case Number: 4205 James Smith Jefferson County, Louisiana 22 Year Old White Male
 NamUs MP Case Number: 3106 Hoyle Smith Lee County, North Carolina 79 Year Old White Male	 NamUs MP Case Number: 565 Oliver Smith Muscogee County, Georgia 84 Year Old White Male	 NamUs MP Case Number: 4444 John Smith Jr. Santa Cruz County, California 36 Year Old White Male

Fig. 11.2: Search results displayed in "thumbnails" format.

Opening a Case Profile from Thumbnail View Search Results

To view a case from this page, you may either click on the thumbnail image or the NamUs-MP case number. This will load the case profile for the selected case.

Sorting Thumbnail View Search Results

Search results can be ordered by clicking on one of the links next to “Order By” at the top of the page. The results will be sorted according to your chosen field. If the blue arrow is pointing up, the results are sorted in ascending order. If the blue arrow is pointing down, the results are sorted in descending order. To change the sort direction, click on the link which you are currently sorting.



Fig. 11.3: Sort your thumbnailed search results by clicking on the desired sorting link.

Navigating Thumbnail View Search Results

At the bottom of the Search Results page there are navigation links. The left side displays the current page being viewed in bold while the other pages are shown as links. The “Previous” and “Next” links allow you to move backwards and forwards with the pages of search results. The bottom right shows a drop-down that allows you to select the number of results displayed on each page.

11.3 Map View

The map view displays the search results as plotted points based on the missing persons Last Known Alive (LKA) location.

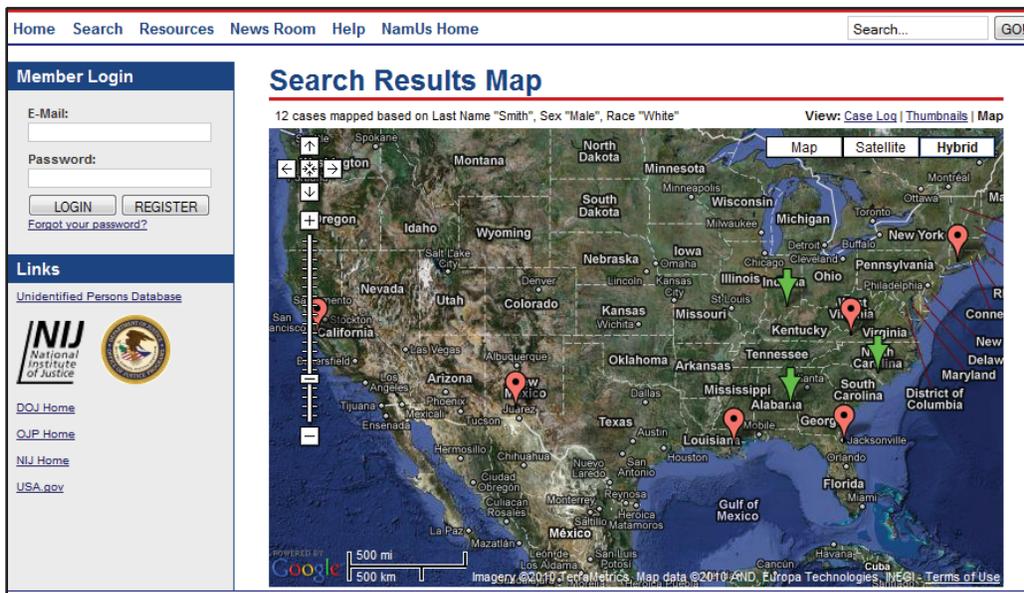


Fig. 11.4: Using Google Maps, NamUs can display search results (case locations) in “map” format.



The Red Marker (Individual Case View)

Click on the red marker to open a balloon dialog showing the NamUs-MP number as a hyperlink to that case’s profile.



The Green Marker (Multiple Case View)

The green marker is displayed when multiple red markers are in close proximity, such that the map would be cluttered with overlapping red markers. Clicking on this marker opens a balloon dialog, listing all of the represented red markers in that area. The green marker also contains links that will allow you to zoom in on the area to display the red markers as separate points.

11.4 Tracking a Case

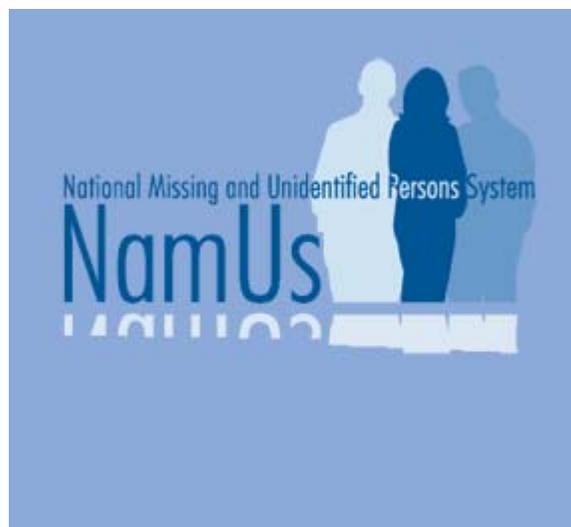
While reviewing the results of a search, you may come across a NamUs-MP profile that you wish to track for future reference. In order to add a NamUs-MP profile to your Case Tracking list, click the button on the Case Information page within the profile of that missing person, as seen below. Cases you have selected for tracking appear in your Dashboard under the Case Tracking label.

Removing a case from your Case Tracking list is done by opening the case and clicking the “Remove from Case Tracking” button.

The screenshot displays the NamUs Missing Persons System interface. At the top, there is a header with the text "National Missing and Unidentified Persons System" and "NamUs Missing Persons System". Below the header is a navigation menu with links: Home, My Dashboard, New Case, Search, Resources, News Room, Reports, Help, and NamUs Home. The main content area shows a profile for "NamUs MP # 4294" for "Eloise Christian". A small photo of Eloise Christian is shown, along with her details: "District of Columbia County, District of Columbia", "60 year old black/african american", and "female". To the right of the profile, there are three buttons: "Save Changes", "Delete", and "Add to Case Tracking". A red arrow points to the "Add to Case Tracking" button. Below the buttons is a section titled "Circumstances" with a form containing the following fields:

Type of address	Address
Address 1 LKA	1221 C Street SE
Address 2 LKA	
City	Washington DC *
State	District of Columbia *

Fig. 11.5: Add any case to your Case Tracking log by opening the case and clicking on the “Add to Case Tracking” button.



12

Applying Search Options

unit

INTRODUCTION

NamUs provides a number of search options some users may find helpful while using the system. When hovered over, the Search link has a submenu with one or more options (depending on when it is used) including New Search, Revise Last Search, Last Search Results, Saved Searches, and Shared Searches. If you are not involved in an existing search, the submenu will display only the New Search option. However, once a search has been initiated within the NamUs-MP system you will have two new options available under Search on the menu bar. New Search was described in Unit 11, each additional option is explained in this unit.



Fig. 12.1: Full list of NamUs search options.

12.1 Revise Last Search

Revise Last Search allows you to change your search criteria from the most recent search. This function is accessed by hovering over “Search” in the Menu Bar and clicking on “Revise Last Search”. The Advanced Search page will be loaded with your previously entered search criteria. You may then make changes to the criteria and click the “Search” button at the bottom of the page to execute the new search with the revised criteria.

 The image shows the "Advanced Search" page. It features several sections of search criteria:

- Case Information**: Includes checkboxes for "Type of Address", "Address LKA", "City LKA", "State LKA" (set to Arizona), "Zip LKA", "County LKA" (set to Pima), "Foul Play" (set to Yes), "Financial Transactions", "Circumstances" (set to Drugs), and "Circumstances Public View".
- Physical / Medical**: Includes a checkbox for "Clothing and Accessories" (Searching for Eyewear, Clothing). Under this section, "Eyewear" is set to "Wayfarer" and "Clothing" is set to "Levi".

 A red arrow points from the text "Add new criteria to the last search." to the "Clothing and Accessories" section, which is highlighted in yellow.

Fig. 12.2: Revise an old search by adding new criteria and searching again.

12.2 Last Search Results

This loads the Search Results page with cases based on the last search you executed. It is accessed by hovering over “Search” in the Menu Bar and clicking on “Last Search Results”.

12.3 Saving a Search

After completing a search, you may save it for later review without the need of entering the criteria into the Advanced Search page again. In order to save your search, click on the “Save this Search” link at the bottom of the Search Results page. This action transfers you to a New Saved Search page where you may name, categorize, and describe your search. After completing this, click the “Save” button at the bottom of the page.

Search Results

16 cases found based on State LKA "Arizona", County LKA "Pima" View: [Case Log](#) | [Thumbnails](#) | [Map](#)

MP #	Name	Date LKA	Location	Sex	Race	Age LKA
5765	Brown, Eric	10/05/2009	Tucson, AZ	Male	Black/African American	23
5542	READ, KAY	02/14/2008	TUCSON, AZ	Female	White	62
6169	Henriquez-Diaz, Jose	06/03/2007	Sells, AZ	Male	Other	14
1634	Daniel, Ricky	01/15/2005	Tuscon , AZ	Male	White	45
486	Cisneros, Miguel	02/23/2004	Between Sasabe and Ari...	Male	Other	27
4295	Shelton , Joan	02/07/2004	Catalina Foothills, AZ	Female	White	65
4281	Simmons , Charles	01/14/2004	Tucson, AZ	Male	White	52
1104	Snelgrove, Lisa	10/17/2003	Apache Junction, AZ	Female	White	34
1099	Sewell, Rebecca	06/01/2000	Tucson, AZ	Female	White	35
3222	Chadburn , Randy	10/23/1997	Arivaca , AZ	Male	White	41

16 Record(s) Found

[Save this Search](#)

Fig. 12.3: To save a search for future use, click on the “Save this Search” link.

Home My Dashboard New Case Search Resources News Room Reports Help NamUs Home

NamUs Team [\[Edit Profile\]](#) [\[LogOut\]](#)

Links

Unidentified Persons Database

[DOJ Home](#)
[OJP Home](#)
[NIJ Home](#)
[USA.gov](#)

New Saved Search

Criteria Last Name "smith", Sex "Male", Race "White"

Name

Category

Description

Share

Fig. 12.4: All Saved Searches must be detailed for future use.

After you have saved a search, you can view it by hovering over “Search” in the Menu Bar and then click on “Saved Searches”. You have the following three options in a saved search.

Run

This executes the search and takes you to the Search Results page. After running the search, you may revise or use the search results as desired.

Edit

This takes you to a page similar to the “New Saved Search” page where you can edit information about your saved search.

Delete

Removes the search.

Fig. 12.5: The saved searches log displays all searches stored in the system by the user.

12.4 Shared Searches

Saved searches can also be shared with other users of the system. This is done either while initially saving a search or by editing it after it is saved. When setting the name, category, and description for the search, there is a drop-down with the label “Share”. If you want to let other people see this search, select “Yes” in the drop-down. Otherwise, select “No” in the drop-down. To view shared searches, hover your mouse over “Search” in the Menu Bar and select “Shared Searches”. To run a search from this page, click on the row of the search you want to execute.

Fig. 12.6: Shared searches can be used by other NamUs users.

Note: This feature is helpful if you build complex searches that you feel other users may wish to run, especially searches run routinely (e.g., monthly reporting from a region).

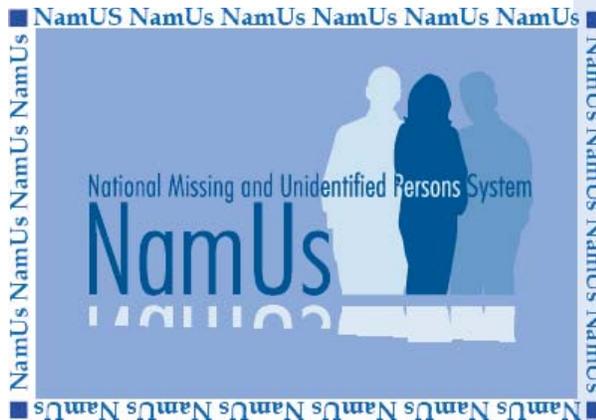
NAMUS UNIDENTIFIED PERSONS SYSTEM

3

CHAPTER SIX:
Getting Started with NamUs Unidentified Persons

CHAPTER SEVEN:
The Unidentified Persons Case

CHAPTER EIGHT:
Searching NamUs Unidentified Persons

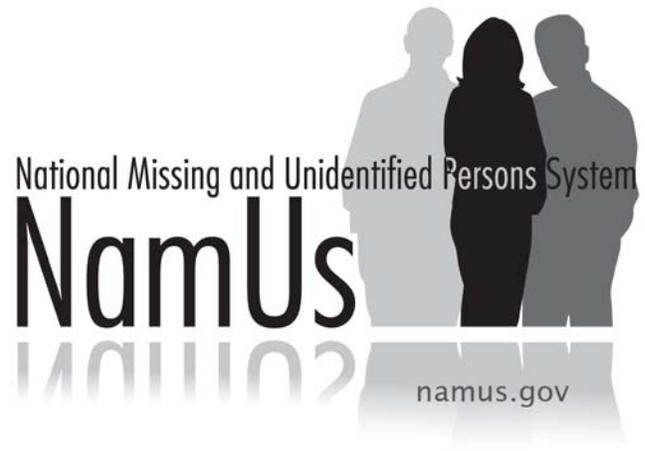


section

INTRODUCTION

NamUs was developed in response to an overwhelming need for a national, accessible, searchable database for unidentified human remains and missing persons. The unidentified “side” of NamUs has been called the “Google” of unidentified decedents because of the percentage of the U.S. population covered by the medical examiners and coroners who are registered users of the system.

chapter 6



Getting Started

with NamUs Unidentified Persons

Unit 13: Home Page Components

Unit 14: The Menu Bar

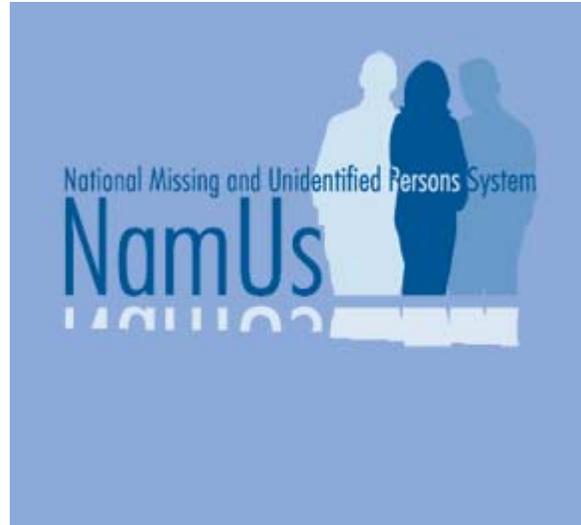
The screenshot displays the NamUs Unidentified Persons System interface. At the top, there is a navigation menu with links for Home, Search, Resources, News Room, Help, and NamUs Home. Below the menu is a calendar for May 2010, with the 20th highlighted. A search bar is located below the calendar, followed by a 'Links' section with a 'Missing Person' link. The 'State Case Breakdown' section shows a dropdown menu set to 'Arizona' and the following statistics: Total Cases: 776, Open Cases: 765 (98.02%), and Closed Cases: 11 (1.99%). Below this is a 'Recent Cases' section with two entries: 'June 05, 2010 Delaware' and 'March 13, 2010 Texas'. A vertical sidebar on the left contains the text 'Home to NamUs Unidentified Persons'. The bottom of the page shows a partial 'UP Case Breakdown' section with percentages: 96.02%, 3.97%, and 5.66%.

In the world of death investigation, identification of the decedent is paramount. Medicolegal death investigators, including medical examiners and coroners, are aware of the pitfalls of misidentification and the burden of not being able to identify a person brought into their facility. The ability to enter UID case data directly into a national repository that automatically searches against missing persons records is a perfect tool for this type of work they do.

Overview

The NamUs-UP system is an outgrowth of a public service research project involving the Data Committee of the National Association of Medical Examiners (NAME - Randy Hanzlick, MD, Chair), in conjunction with Occupational Research and Assessment, Incorporated (ORA - Steven Clark, PhD, Director). This project involved a number of other resources, including the International Association of Coroners and Medical Examiners (IACME), International Homicide Investigators Association (IHIA), National Sheriffs Association (NSA), International Association of Chiefs of Police (IACP), National Center for Missing and Exploited Children (NCMEC), National Center for Missing Adults (NCMA), and others.

The overarching goal of the NamUs-UP system is to identify (find the name of) dead persons who have not yet been identified. This goal is achievable with NamUs, as Medical Examiners and Coroners throughout the United States now have the ability to register and directly enter UID case data in a “standard” format creating a single national database amenable to searching and comparison with information about missing persons.



13

Home Page Components

unit

INTRODUCTION

In order to successfully use the NamUs Unidentified Persons website, users should be familiar with the various elements of the NamUs Home page, which will give them the ability to navigate the website's features. The NamUs-UP Home page automatically displays two recently entered cases of unidentified decedents. It also provides links for first-time user registration, and for those previously registered, to log in to the system using their username and password.

NamUs Unidentified Persons System

Home Search Resources News Room Help NamUs Home

Search... GO!

Member Login

E-Mail:

Password:

LOGIN REGISTER

[Forgot your password?](#)

Links

Missing Persons Database

[DOJ Home](#)

[OJP Home](#)

[NIJ Home](#)

[USA.gov](#)

Welcome to NamUs Unidentified Persons

Welcome to the National Unidentified Persons System, a searchable database created to assist in solving cases that involve unidentified human remains. The system includes cases from throughout the United States and may be searched by demographics, physical characteristics, case numbers or other specific information. New records are added every day by medical examiners and coroners across the country, increasing the chances that these unidentified persons will be named. Registration is not necessary to search the database, but coroners and medical examiners are required to register in order to enter case information.

This site is part of NamUs, the National Missing and Unidentified Persons System. This database is designed to search for matches against the [Missing Persons System](#).

Watch a 6-minute video: [NamUs Behind the Scenes: How It Works, Why It Matters](#)

Quick Search

Sex

Race

Ethnicity

Date last known alive

Age last known alive

State last known alive

Search

Recent Cases

 [May 27, 2010](#)
[Texas](#)

 [May 18, 2010](#)
[California](#)

UP Case Breakdown

Total Cases: 6649

Open Cases: 6384 - 96.01%

Closed Cases: 265 - 3.98%

NamUs Aided: 15 - 5.66%

State Case Breakdown

Select a state to get information...

Disclaimer:

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Fig. 13.1: The NamUs-UP Home Page.

13.1 Home Page Features for the General Public

Without logging into the system, members of the general public can search the system by clicking the “Search” link at the top left of the screen. No registration, password, or username is required. The public has access to the case identification photograph (if the case provider has authorized public view of the photo) and all basic case information.

Medical examiners, coroners, and other officials who will be entering case information or obtaining full data access for viewing, will need to register to use the system. This is accomplished by clicking the “REGISTER” button at the upper left of the page. A registration process is then initiated.

Those users who have already been authorized for data entry or full data access will need to sign in using the “Member Login” in the left menu by entering their e-mail and password, and then clicking the “LOGIN” button.

Clicking the “Help” link will provide printable documents such as this User’s Guide, Quick Tips, Search Tips, Dental Searching Tips. There is also a Worksheet that can be used to gather case information before going on-line to NamUs-UP to enter a case. User questions can be sent to NamUs using the provided email address if the Help and FAQ materials do not answer your questions.

Clicking the “FAQ” link will provide answers to commonly asked questions and should be read by all potential users of the NamUs-UP System.

13.2 Menu Bar

The *Menu Bar* is located directly beneath the NamUs Unidentified Person's banner. The menu bar is used to maneuver to various areas within the website.

13.3 Keyword Search

The *Keyword Search* is located to the far right of the menu bar. Users can search for cases by keyword. Keywords can include the state, county of discovery, case number, etc.

13.4 Member Login

The *Member Login* is located in the left menu of the NamUs home page. The Member Login serves as the entry point for the registered user, directs unregistered users to the Registration page, and directs users to the password recovery page, should they lose their password.

13.5 Links

The *Links* section is located at the bottom of the left menu on the NamUs home page. Listed in this section are links to NamUs related websites such as its sister system, the Missing Persons System.

13.6 Recent Cases

Recent Cases displays the date, county location, and image of two unidentified persons. Clicking on either the image, date, or location opens that case for further review. The selection of the two displayed "recent cases" is based on random selection from the ten most recent cases entered into the system.

13.7 UP Case Breakdown

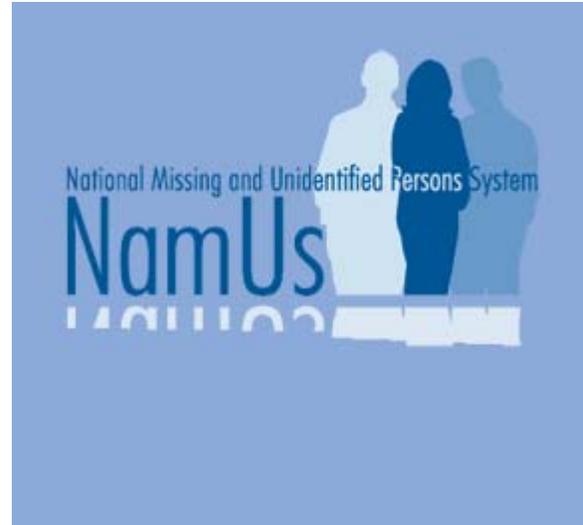
The *UP Case Breakdown* is located in the right menu on the NamUs home page. The UP Case Breakdown shows statistical information for unidentified person cases within the NamUs-UP database.

13.8 Quick Search

The *Quick Search* is found towards the middle of the NamUs home page and allows users to initiate a search based on general information about the unidentified person.

13.9 State Case Breakdown

The *State Case Breakdown* is located in the right menu of the NamUs home page. A user can get real-time statistics about a specific state by selecting it from the drop-down in this area.



14 — The Menu Bar

unit

INTRODUCTION

The Menu Bar allows users to navigate the site with ease. Some menu bar items have submenus that are accessible by hovering the cursor over the item. The items in the menu bar are different based on system access level.

14.1 Home

Clicking on *Home* moves you to the home page (www.identifyus.org).

14.2 Search

Clicking on *Search* moves you to the Advanced Search page, while hovering over Search opens a sub-menu of different search related pages.

14.3 Resources

Clicking on *Resources* opens to a list of documents and websites you may find useful.

Brief Resources Navigation Explanation

Upon loading the Resources page, you are presented with a map of the United States. At the top of the page, there are hyperlinks designating regional areas. Hovering the cursor over the link or region on the map will highlight the region in red. To view regional specific information, click on the link or the map for the region you want to load. Each Region page has a list of states that can be clicked on for state-specific information.

14.4 News Room

Clicking on *News Room* opens to a page containing information about news releases such as magazine ads and articles from newspapers. Much of the material has been professionally produced and ready to download for local use. There are sample news releases, video clips and press articles from newspapers and magazines. The News Room is a great resource for individuals wishing to assist others in understanding the NamUs mission.

14.5 Help

Hovering the cursor over *Help* opens to a submenu with help-related pages.

Help

A list of documents to assist you in how the system works. Documents are in PDF format for easy viewing and printing.

FAQ

A list of commonly asked questions with their associated answers.

About

A short history and milestones of NamUs.

Contacts

Instructions on who to contact and how for information or questions about NamUs

14.6 NamUs Home

Clicking on *NamUs Home* opens a new window to the NamUs National Missing and Unidentified Persons System at www.namus.gov. This page explains the intent and function of NamUs, as well as its interaction between the Unidentified Persons Database and the Missing Persons Database.

14.7 My Dashboard

My Dashboard functionality is available to users registered in the NamUs system. Hovering over My Dashboard opens a submenu containing the following:

NOTE: My Dashboard menu items differ based on “user type”.

My Cases

This provides the number of cases that you have created and/or currently manage in the NamUs-UP system. It is also a link that leads you to a complete list of those cases which were created and/or are managed by you.

My Case Tracking

This provides the number of cases (other than those that you have created or manage) in the NamUs-UP system that you have elected to follow for various reasons. It is also a link that leads you to a complete list of those cases. This feature is helpful to individuals who wish to “track” the progress of a case, even if they did not create the case. By “tracking” a case, registered users also receive email notifications if information (to which they have access to) has been modified.

County Cases

This provides the total number of cases over which you have responsibility - as a case manager - in the county or counties which makeup your jurisdiction. It is also a link that leads you to a complete list of those cases. For medical examiner and coroner users, this represents a list of county cases for which they are jurisdictional responsibility for.

Pending Cases

This provides the number of cases that you have created and/or currently manage that need further review before they are authenticated and published in the NamUs-UP system. Although you have access to these cases, no one other than you and the system administrators can view them until they are approved. This list may include new cases or existing cases in which certain changes have been made. This option is also a link that leads you to a complete list of those cases.

Archived Cases

This provides the number of cases that you have created and/or currently manage that are being held in an archive portion of the NamUs-UP system and are not viewable to most others. Only cases marked as identified may be temporarily or permanently put into this category. This option is also a link that leads you to a complete list of those cases.

User List

This provides the number of registered users with whom you are affiliated. Depending on your level of access the user list may also link you to a complete list of registered users (e.g., public users, medical examiners, coroners, law enforcement users, case managers, odontologists, etc.) from a particular jurisdictional area.

14.8 New Case

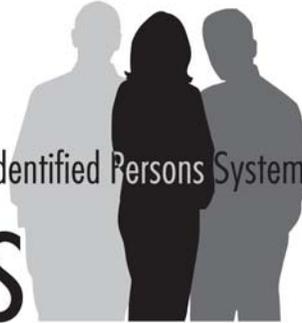
Clicking on *New Case* opens a blank case profile page, allowing you to create a “new” unidentified person case (Chapter 7).

7

chapter

National Missing and Unidentified Persons System

NamUs



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namus.gov

The Unidentified Persons Case

Unit 15: Creating an Unidentified Persons Case
 Unit 16: Unidentified Persons Case Submission and Follow-up

The screenshot displays the 'Unidentified' case management interface. At the top, the title 'Unidentified' is in a large, blue, cursive font. Below it, a section titled 'Identification Potential' shows five stars, with the first three filled yellow and the last two empty white. The potential is rated as 'Medium'. To the left is a vertical grid of buttons labeled 'N' and '1' through '24'. The main content area is divided into several sections: 'Case Info' and 'Demographic' are visible as labels. There are images of a yellow sneaker, a pair of tan sneakers, and two 3D facial reconstructions. Below these are two more 3D reconstructions, one in profile and one front-facing. A section titled 'Possible MP Matches (97)' is visible, with a sub-section for 'Dental' showing a photo of a man's teeth with the label 'NamUs UP # 599'. Below the dental photo, text reads: 'NamUs UP Case Number', 'ME/C Case Number IN2', 'Cuyahoga County, Ohio', and '55 to 65 Year Old White'. At the bottom, a partially visible field is labeled 'Date of Birth'.

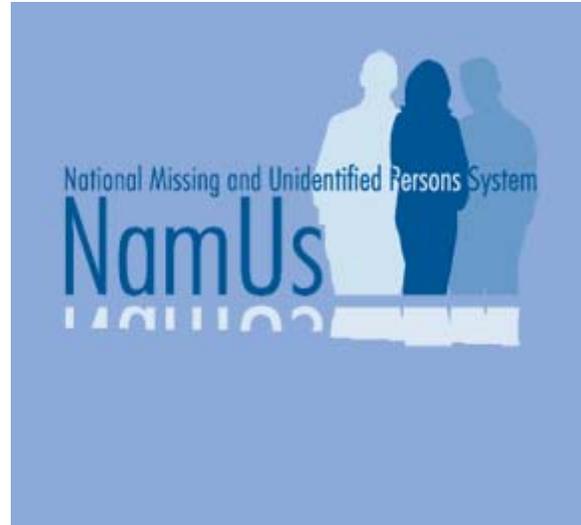
The creation of a new unidentified persons case can be time consuming if case data has not been collected and organized by the various participating offices (e.g., ME/C, law enforcement, labs, etc.). The use of the NamUs-UP “worksheet” is key to efficient entry time. As medicolegal offices increase their use of NamUs-UP, the organization of unidentified persons case data becomes more standardized and easier to gather, record and enter into the system.

Overview

The concept seems simple enough; match the known missing with the unknown found. However, it is a far more complicated process than one might imagine. NamUs forces individuals to follow specific data entry procedures that allows for “apples-to-apples” data comparison between the two systems (MP and UP). This has the potential to assist investigators nationally in their efforts to identify the estimated 40,000 unidentified dead in the United States. Although an almost endless number of data fields that could be available in NamUs, the developers focused on essential data used by medical examiners, coroners and the various forensic specialties for years to make human identifications. This quest to “keep-it-simple”, also keeps the system from collapsing under its own weight.

By remembering NamUs-UP is an investigative “tool” and not a repository for cataloging extensive scientific detail, allows usefulness by the public and investigators who are searching for “leads.” The expectation of NamUs producing definitive scientific results is unrealistic and counter productive – the system works because of its simplicity.

This chapter details the process of entering unidentified persons cases into NamUs based upon the “Best Practices Guidelines for Identification of Human Remains” developed between 2006-2009 by The National Center for Forensic Science (NCFS, <http://www.ncfs.org>) at the University of Central Florida (UCF, <http://www.ucf.edu>), through a Cooperative Agreement with the National Institute of Justice (NIJ, <http://www.ojp.usdoj.gov/nij>).



15

Creating an Unidentified Persons Case

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INTRODUCTION

In general, only medical examiners, coroners, or their authorized official designees may enter or edit case information in NamUs-UP. Other authorized users will have access to enter follow-up notes and the public will be able to search and view cases. However, creation, submission and approval of UID cases into NamUs is typically done by medical examiners and coroners (the primary sources for UP data).

15.1 Guidelines for Identifying Human Remains

Before unidentified cases are entered into NamUs, Medical Examiners/Coroners can collect data from the deceased by careful review, observation, and documentation. It includes, but is not limited to, the proper use of photography, proper fingerprint techniques, inventory, description of clothing and personal affects, scars, tattoos, dental and full body x-rays/radiographs, the collection of appropriate material for DNA testing, followed by accurate data entry into NamUs.

In investigating unidentified persons cases, it is of utmost importance that all agencies follow “Best Practices” standards developed by working groups of experts in the field, to ensure that proper and necessary steps are taken to aid in identification. The following are guidelines that if followed will ensure that all essential data is collected for entry into NamUs should the decedent remain unidentified.

Identification Photography

1. Where appropriate, clean full-faced color photographs should be taken of the deceased as soon as practical.
2. These facial photos should include eyeglasses placed on the deceased’s face with the eyes open if the individual is believed to have worn them.
3. Other photographs that should be taken for identification purposes include tattoos, scars, deformities, body piercings, bite marks, pattern injuries, clothing, or any other item related to the case that could help with the identification.
4. A complete set of full body photographs should also be taken showing the anterior, posterior, and lateral portions of the deceased body.
5. If the body has been skeletonized, make certain that all bones with any unique features appear in the photographs.
6. All of the above should always include a ruler, which clearly shows measurements of the items in the photographs.

Fingerprints

On two (2) standard ten-print cards, two (2) full sets of fingerprints should be taken. One set must always remain in the Medical Examiner/Coroner’s case file and the other set provided to the investigating law enforcement agency for submission to the National Criminal Information Center, local Automated Fingerprint Identification Systems, and the Integrated Automated Fingerprint Identification System.

1. Three (3) sets of the deceased palm prints should also be taken and distributed as outlined above.
2. Under certain conditions, adhesive strips may be used to obtain the fingerprints, then placed on the standard ten-print card.
3. Utilize only skilled fingerprint technicians to take finger and palm prints from a decomposing body.
4. Before distributing the fingerprint cards, at least one qualified fingerprint examiner should review them to ensure that there is enough detail to permit a classification of the prints.
5. If a fingerprint obtained by detached gloving cannot be identified as to proper placement on the card, it should be noted on the card itself.
6. Every effort should be made to obtain fingerprints and palm prints no matter how badly damaged or decomposed the hands are. In some cases, it may be necessary to surgically remove the fingers or skin. This should only be done with the Medical Examiner/Coroner’s approval.
7. Postmortem fingerprints may be compared with latent prints from known personal effects and papers of missing person(s) to accomplish identification when prints are not available from standard databases.

Once the fingerprint search has proved to be negative and with no mistakes made, a Forensic Odontologist should be contacted to initiate the dental examination.

Inventory and Documentation of Clothing and Personal Effects

1. As the above steps are being taken, the Medical Examiner/Coroner should ensure that all personnel handling clothing and personal effects are wearing gloves to avoid DNA contamination.
2. Carefully examine, document, and photograph all clothing and personal effects associated with the deceased that may provide evidence leading to the identification of the deceased. If recovered with skeletal remains, clothing measurements can be used to estimate the weight/size of the decedent.
3. Make certain that all personal effects belonging to the deceased that have been collected by law enforcement are brought to the Medical Examiner/Coroner for examination and review.
4. Search for laundry marks, manufacturer's labels, product bar codes, and sizes of clothing and shoes that may assist in the identity phase of the identification.
5. Examine jewelry for engravings and manufactures serial identification numbers inside and outside watch cases. Consult with a watchmaker to find any watchmaker repair codes inside the watch (since codes identify the watchmaker).
6. Make certain during this period of review that no personal effects, jewelry, or clothing are washed or cleaned without the approval of the DNA technician. Such approval should appear on the property receipt accompanying the evidence.

X-Rays/Radiographs

1. If the early investigation suggests the remains will be unidentified, head and torso x-rays/radiographs should be taken prior to the autopsy.
2. If there is no identification made after the above steps have been taken, then the entire body should be x-rayed/radiographed to determine if there are unique or distinctive features within the body (e.g., broken bones, hip replacements, dental implants, pacemakers, etc.). All of these should be duly noted. Where manufacturers' names, models and serial numbers are found, those companies should be contacted for information as to whom they were shipped so that there can be further follow up during this phase.

DNA

1. DNA samples need to be taken early in the investigation to avoid degradation and/or contamination.
2. Associated items of the victim should also be considered as a source of DNA (e.g., clothing, jewelry, eye glasses, etc.) Again, gloves should always be worn when handling these items and under no circumstances should these items be washed or cleaned until the DNA process is complete.
3. Obtain and properly store all DNA samples from remains for future profiling.
4. Obtain DNA reference samples for profiling from possible relatives for testing and matches.
5. For decomposed, burned, or skeletonized remains, tooth, bone, or fingernail samples should be considered.
6. Dried blood should be collected for DNA extraction.
7. Follow CODIS-NMPDD procedures (National Missing Persons DNA Database).
8. Retain case information and DNA samples indefinitely.

The Media

1. It is essential for the Medical Examiner/Coroner to maintain a good working relationship with all aspects of the media as they can assist in providing information to the public that may aid in the identification
2. Provide and disseminate any information (including any unique dental features) to the media that will aid in identifying the unknown remains.
3. Obtain facial approximations, sketches, computer generated images, and clay models of the head to disseminate to the media, Websites and other outlets.

4. In cooperation and coordination with law enforcement, prepare press releases and interviews for the public that will not jeopardize any criminal investigation.
5. Designate a single person within the Medical Examiner/Coroner's office who will interface with the media, e.g., a public information officer, the Medical Examiner/Coroner, or other officials with experience in dealing with the media.
6. Post all press releases concerning unidentified remains on the Medical Examiner/Coroners' Websites as well as the NamUs site.
7. Make certain that the media and Website information is continually reviewed and updated when necessary.
8. Take steps to insure that all public inquiries regarding unidentified remains are properly and fully addressed.

15.2 My Cases Log

The "My Cases" log will be empty the first time you login to NamUs-UP. This case log is reserved for the cases you enter into the system and have responsibility for as case manager. Unidentified persons cases are typically managed by the medicolegal officer (medical examiner/coroner) who has legal jurisdiction over the body. The medical examiner or coroner may elect to pass their responsibility to state or local law enforcement, however in all jurisdictions within the United States the medicolegal officer - regardless of job title - has authority over the body.



Fig. 15.1: Initially the "My Cases" log is empty.

15.3 Before Starting a New Unidentified Persons Case

The majority of unidentified persons cases are resolved within 30-days of discovery by medicolegal death investigators who often work in collaboration with law enforcement and various forensic specialists (odontologists, anthropologists, etc.). Therefore, medical examiners and coroners who use NamUs are asked to "work" the case for at least 30-days before entering it into the system (this helps prevent cases from revolving in and out of the system), after 30-days click on New Case to get started.



Fig. 15.2: Starting a "New Case."

15.4 Required Fields

As described in Chapter 4 each NamUs database has a set of minimum required fields. If these minimums have not been completed, a message to that effect will show. Click the “View missing requirements” link to see a list of what fields have not been completed. When all required fields have been completed, the message will change and a “Submit to NamUs” button will appear. You must click that button to let a NamUs administrator know you are ready for them to review and authenticate your case so it can be published live on the system.

The figure displays two screenshots of the NamUs case information page for a specific case (UP # 5101). Both screenshots show the same case details on the left: NamUs UP Case Number: 5101, ME/C Case Number: 2010-05-17-1, Fulton County, Georgia, and 25 to 35 Year Old White Male. The top screenshot shows the case is not ready for submission, with a red message: "This case does not meet requirements to be sent to a case manager. View missing requirements". The bottom screenshot shows the case is ready for submission, with a green message: "Case minimums met: Please submit to NamUs".

Fig. 15.3: Once minimum case data requirements are met, the case may be submitted to a NamUs administrator for acceptance and publishing “live” to NamUs.

When a specific case is opened, the Case Information page appears (Fig 15.4). You may consider this page as the case Home page. Each case contains multiple categories of case information as detailed by the titles in the left menu bar. The following is a list of specific data pages that appear on the left menu bar and will be described in detail throughout this unit:

- Case Information.
- Demographics.
- Circumstances.
- Physical/Medical.
- Fingerprints.
- Clothing and Accessories.
- Dental.
- DNA.
- Images.
- Documents.
- Police Information.
- Reports.
- Contacts.
- Exclusions.

15.5 Case Information Page

The Case Information page is the initial point for unidentified person case entry. It contains the unidentified person’s basic information such as date found, case number, and current disposition. The Date Created and Date Last Modified fields are entered automatically when a case is created or modified and the “Save Changes” button is utilized. ME/C Contact Information is automatically assigned to the case from county of discovery registration information. Case number should be the number assigned to the case

by the medical examiner or coroner. Disposition of the body is entered so bodies can be located even years after discovery. “Date found” is the date of death or the date the decedent was discovered, and is entered by clicking the calendar icon located next to the Date found field. The date defaults to today’s date but may be changed by using the scroll arrows on the calendar. NCIC Number is the 10-character number assigned by NCIC and is sometimes used by NamUs during the case verification process.

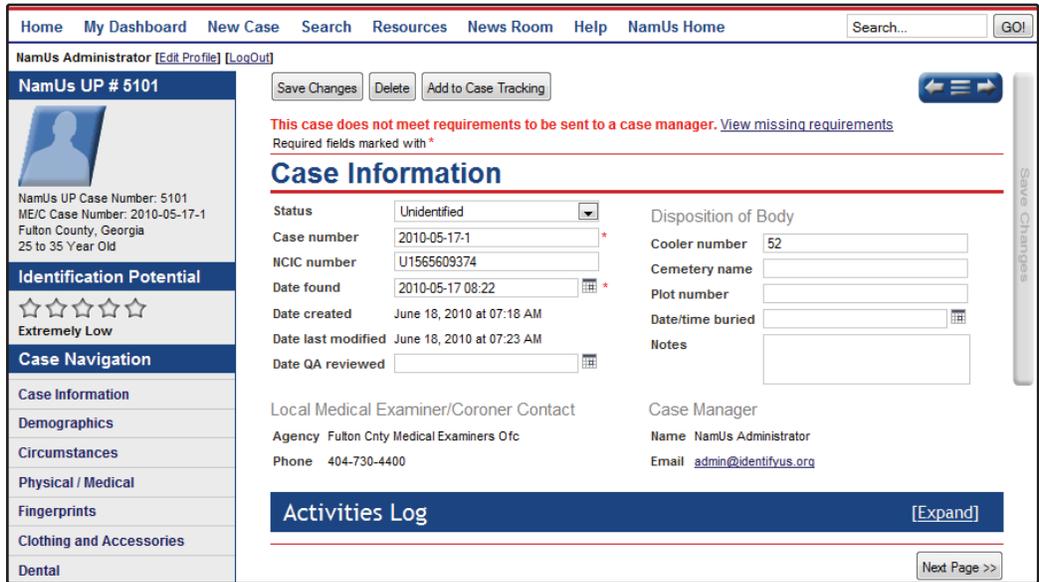


Fig. 15.4: The Case Information Page.

15.6 Demographics Page

The Demographics Page allows you to detail biological information (age, race, weight, height, etc.) about the unidentified person.

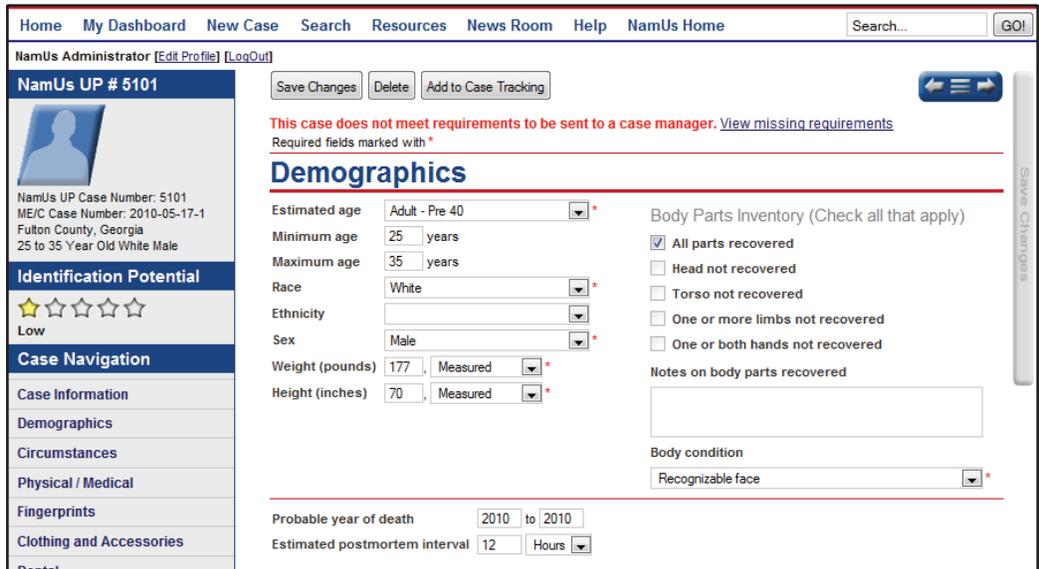


Fig. 15.5: The Demographics Page.

“Estimated Age” is selected from a dropdown menu of age categories. “Minimum Age” is the youngest age the decedent is estimated to be but should only be “0” if a fetus or infant. Maximum Age is the oldest the decedent is estimated to be and should only be “0” if a fetus or “1” if an infant. If Minimum Age or Maximum Age can not be reasonably determined, either or both may be left blank. However, enter data in these fields if possible.

Race and sex are selected from dropdown menus which include “unsure.” Use “unsure” if appropriate. A race should also be indicated in the “Race” field, when possible. If a person is known to be Hispanic/Latino, that is indicated by selecting that choice from the dropdown list in the Ethnicity field.

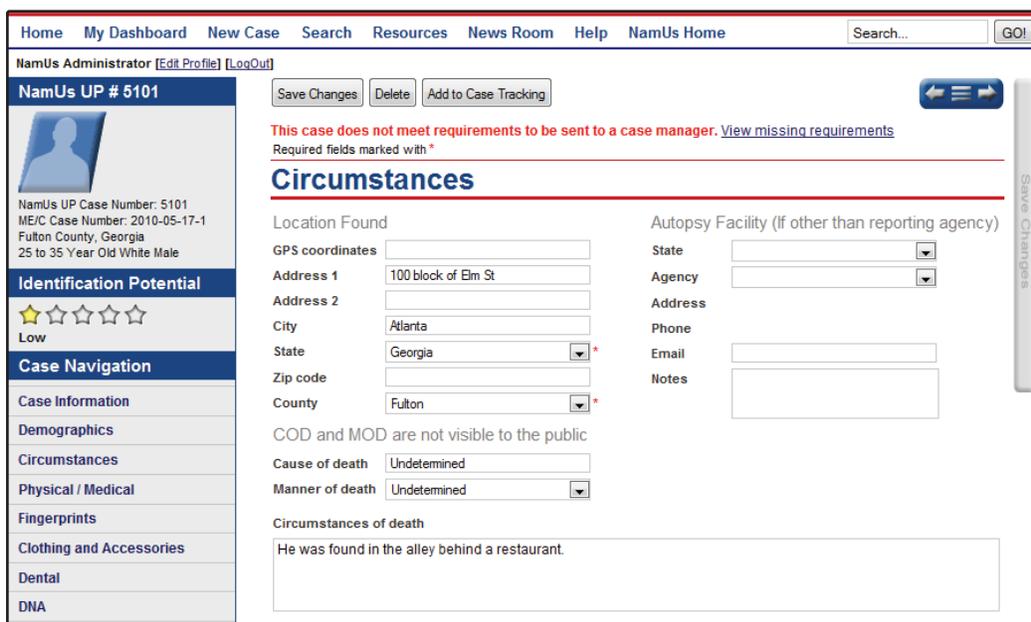
Weight is reported in pounds and Height is reported in inches. You should indicate whether these were measured, estimated, or could not be estimated using the dropdown menus provided. If unsure, leave these blank - do not use zeros for height or weight.

For estimated postmortem interval (time between death and discovery) a number may be entered along with a qualifier such as minutes, hours, days, weeks, months, or years. The number may be left blank and a general interval (minutes, hours etc) may be reported.

15.7 Circumstances Page

The Circumstances page focuses on the location where the body was found as well as any circumstances surrounding the discovery. The circumstances are critical and viewable to all users of the system, so use care when choosing what to enter. Use descriptions that detail information regarding the circumstances surrounding the death and the unique features of the location. Avoid specific “details” of body condition, injury or trauma that may include sensitive information better put on the police information page.

Note: The information on this page is critical because many system features are based on the data entered on this page. For example; the address is used for the mapping, the county is used to assign the case to a specific medicolegal officer (medical examiner/coroner), email addresses are always linked to some auto-email feature or for users who wish to contact the case managers.



Home My Dashboard New Case Search Resources News Room Help NamUs Home Search... GO!

NamUs Administrator [Edit Profile] [Logout]

NamUs UP # 5101

Save Changes Delete Add to Case Tracking

This case does not meet requirements to be sent to a case manager. [View missing requirements](#)

Required fields marked with *

Circumstances

Location Found

GPS coordinates

Address 1

Address 2

City

State *

Zip code

County *

COD and MOD are not visible to the public

Cause of death

Manner of death

Autopsy Facility (if other than reporting agency)

State

Agency

Address

Phone

Email

Notes

Circumstances of death

He was found in the alley behind a restaurant.

Save Changes

Fig. 15.6: The Circumstances page.

15.8 Physical / Medical Page

The Physical / Medical page is a reporting of the unidentified person's physical description and medical information. The upper part of the page details information about the "physical" characteristics of the body, while the lower portion of the screen is focused on the "medical" aspects of the body.

Physical Section

In the Physical section, information about the unidentified person's physical description is summarized/presented/selected. There is also a set of radio buttons to select if "No distinctive body features" are available. If distinctive body features are available, mark the checkbox for all necessary features and describe them in the text area to the right of the feature.

You may check whether amputations, deformities, scars or marks, tattoos, piercings, medical implants, foreign objects, distinctive skeletal findings, absent organs (during life), or evidence of prior surgery existed. When a category is checked, you may enter relevant descriptive information in the box provided. All of the text box items are searchable for words and characters.

Medical Section

This section allows you to detail any medical conditions that may be relevant to your unidentified person. Mark the checkbox for all necessary topics and add a description in the associated text area for each. As with the physical section, all text box items are searchable for words and characters.

Home My Dashboard New Case Search Resources News Room Help NamUs Home Search... GO!

NamUs Administrator [Edit Profile] [Logout]

NamUs UP # 5101

Save Changes Delete Add to Case Tracking

This case does not meet requirements to be sent to a case manager. [View missing requirements](#)

Required fields marked with *

Physical

Hair color: Brown

Head hair: cut short

Body hair:

Facial hair: reddish brown go-tee

Left eye color: Brown

Right eye color: Brown

Eye description:

Medical

Medical implants

Foreign objects

Skeletal findings

Organ absent

Prior surgery

Other medical findings

Save Changes

NIJ Home
USA.gov

Fig. 15.7: Physical / Medical information page.

15.9 Fingerprints Page

The Fingerprints page allows you to determine the status of an unidentified person's fingerprint information, as well as enter the actual fingerprint data, if available. You must select if fingerprints are available using the radio buttons. You may enter fingerprint coding in the text boxes, along with any commentary you may have. If you have a computer file of the fingerprint data, you can upload it on the Images page.

Note: Uploading fingerprint card scans is critical because of the number of "national" fingerprint databases that do not interact. Several agencies download fingerprint images directly from NamUs and run them through their databases for matches (e.g., U.S. Visit).

Fingerprints

Select one - Required *

Fingerprint information is currently not available (Explain in comments box below)

Fingerprint information is available elsewhere (Explain below)

Fingerprint information below

RT

LT

Comments

See "Images" area for scan of prints.

Fig. 15.8: Fingerprints information page.



Fig. 15.9: If you have uploaded a scanned fingerprint card on the images page, a thumbnail of the image will appear next to the code textboxes on this page.

15.10 Clothing and Accessories Page

The Clothing and Accessories page is used to inventory any clothing on or with the unidentified person at the time of discovery or accessories the person may have been carrying. Text descriptions may be entered to describe clothing on or with the body, footwear, jewelry, and eyewear such as glasses or contacts.

The screenshot shows the NamUs web interface for case # 5101. The top navigation bar includes links for Home, My Dashboard, New Case, Search, Resources, News Room, Help, and NamUs Home. The user is logged in as 'NamUs Administrator'. The case details on the left sidebar include: NamUs UP Case Number: 5101, ME/C Case Number: 2010-05-17-1, Fulton County, Georgia, and a description of '25 to 35 Year Old White Male'. The 'Identification Potential' is 'Low'. The 'Case Navigation' menu lists various sections, with 'Clothing and Accessories' currently selected. The main content area displays the 'Clothing and Accessories' form. It has two radio buttons: 'No clothing or accessories' (unselected) and 'Clothing and accessories are described below' (selected). Below these are several text input fields: 'Clothing on body' (containing 'Blue jeans and a red polo shirt'), 'Clothing with body', 'Footwear' (containing 'Tan shoes'), 'Jewelry' (containing 'Silver watch and a silver wedding band'), 'Eyewear' (containing 'Contact lenses'), and 'Other items found with body'. A 'Save Changes' button is located on the right side of the form.

Fig. 15.10: Clothing and Accessories page.

15.11 Dental Page

The Dental page allows you to enter the unidentified person's dental information. It contains a checklist to indicate general information about dental findings, as well as a box to code up to two features for each tooth using the code letters provided. Within a given box for a specific tooth, the order in which the codes are entered does not matter. Thus, a tooth with a crown and a root canal could be entered as either "CR" or "RC."

Availability of Dental Information and Basic Dental Details

Use the radio buttons to indicate if dental information is available and if it is entered or not. Below the dental availability radio buttons is a group of checkboxes. Mark all that apply to the unidentified person.

Entering Dental Chart Information

Each tooth in the mouth is associated with a number. Enter the appropriate code for each tooth in the designated box. Again, you may enter up to two codes per box, but only some combinations are accepted. If you try to enter a non-standard combination into a box, you will receive a message defining your error.

Dental Comments

In the Dental comments section you can add further information not directly encompassed in the previous areas.

Home My Dashboard New Case Search Resources News Room Help NamUs Home Search... GO!

NamUs Administrator [Edit Profile] [Logout]

NamUs UP # 5101 Save Changes Delete Add to Case Tracking

This case does not meet requirements to be sent to a case manager. [View missing requirements](#)
Required fields marked with *

Dental

Select one - Required *

Dental information / charting is currently not available (Explain in comments box below)

Dental information / charting is available and will be entered later (Explain below)

Dental information / charting below

X-rays available Models available Photographs available

One or more teeth present Implants Upper jaw present

Baby/primary teeth present Braces Upper jaw had no teeth during life

Filling or crown present Retainer Lower jaw present

Removable dentures Root canal Lower jaw had no teeth during life

Cemented bridge

[Show NCIC Dental Codes](#)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
Upper Right	A	N	N	N	N	N	N	C	C	C	C	N	N	N	N	A	Upper Left
Lower Right	A	N	N	N	N	N	N	N	N	N	N	N	N	N	N	A	Lower Left
	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	

- N = Natural tooth, no filling
- F = Filling, inlay, onlay, or veneer
- C = Crown or cap
- B = Bridge work
- R = Root canal
- A = Antemortem loss (healed socket)
- P = Postmortem loss (open socket)
- I = Impacted
- O = Other features (describe in dental comments)

Fig. 15.11: Dental information and coding page.

If you have NCIC dental coding, you can convert it to NamUs dental coding with a button click.

4		29	
5		28	
6		27	
7		26	
8		25	
9		24	
10		23	
11		22	
12		21	
13		20	
14		19	
15		18	
16		17	

[Convert NCIC Dental Codes](#) [Hide NCIC Dental Codes](#)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
Upper Right	N	N	C	N	N	N	N	N	N	N	N	N	N	N	N	N	Upper Left
Lower Right	N	N	A	N	N	N	N	N	N	N	N	N	N	A	C	N	Lower Left
	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	

Fig. 15.12: Click “Show NCIC Dental Chart” to expand page and enter NCIC coding for conversion to NamUs coding.

15.12 DNA Page

The DNA page allows you to input information about the unidentified person's DNA testing status. DNA status is presented in NamUs using five categories that allow individuals to track the status of the case's DNA analysis process.

The screenshot shows the NamUs DNA page for case # 5101. The page is titled "NamUs UP # 5101" and includes a navigation menu on the left with options like "Case Information", "Demographics", "Circumstances", "Physical / Medical", "Fingerprints", "Clothing and Accessories", "Dental", "DNA", and "Images". The main content area features a "DNA" heading and a "Select one - Required" dropdown menu. The dropdown menu has five options: "Sample is currently not available (Explain in comments box below)", "Sample available - Not yet submitted", "Samples submitted - Tests not complete", "Complete - Insufficient DNA for profiling", and "Complete and entered below". Below the dropdown are fields for "Type" (mtDNA/nucDNA), "Location", "Reference #", "Lab ORI", and "Comments". An "Add Additional DNA" button is located to the right of the "DNA" heading. The "Activities Log" section at the bottom has an "[Expand]" button.

Fig. 15.13: The DNA page.

Sample is Currently Not Available

Select this if you do not have or cannot obtain a sample, explain below why the sample is not available.

Sample Available – Not Yet Submitted

Select if a sample is available or collected but has not yet been submitted for testing yet.

Sample Available – Tests Not Complete

Select if a sample has been submitted for testing but the results have not been returned.

Complete - Insufficient DNA for Profiling

Select this if DNA analysis is finished but there was not enough DNA for a profile to be created.

Complete and Entered Below

Select this after DNA analysis is finished and the results have returned a completed profile.

DNA Sample Details

After a sample has been submitted, new fields become available to track additional information about the analysis, including the type of testing and where it was performed.

Adding Additional DNA Samples

You may add additional DNA samples for an unidentified person. Click on the “Add Additional DNA” button next to the “DNA” heading to get another blank DNA profile added to the page.

15.13 Images Page

The Images page allows you to upload and view images of an unidentified person and items found with the individual.

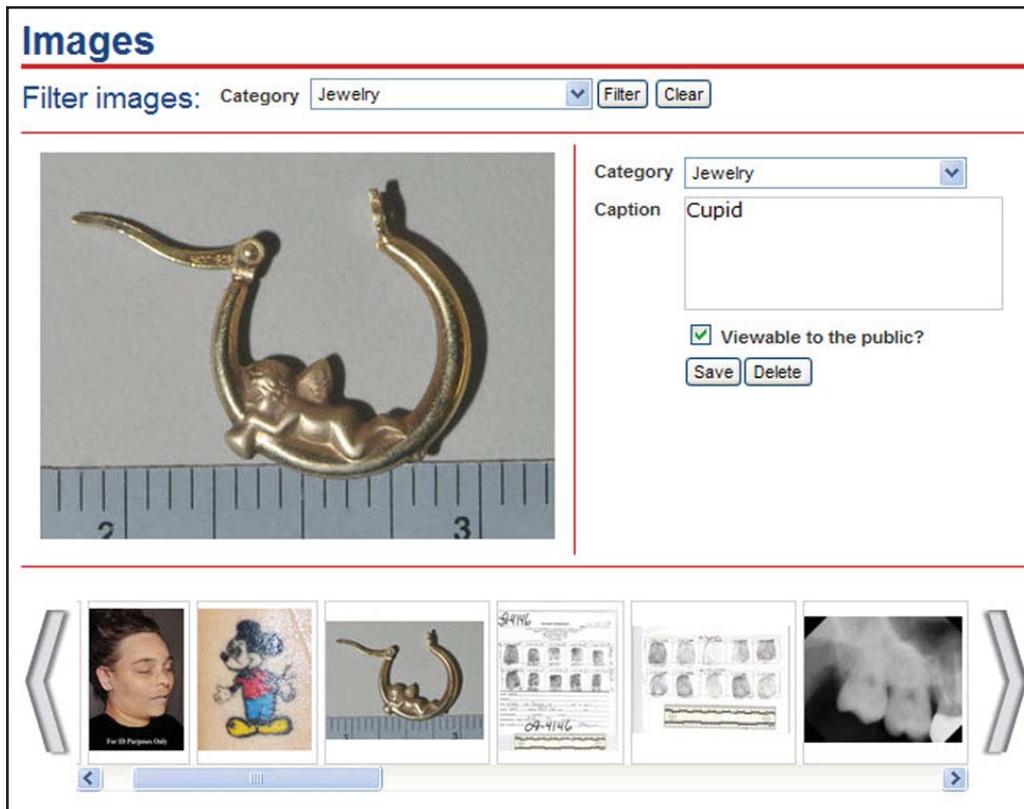


Fig. 15.14: The Image page is where all images are uploaded, categorized and described in NamUs.

Uploading Images

The Images page allows you to upload image files in a .JPG format ONLY. Images should be at least 3”X5” in size and 96dpi for viewing on screen. NamUs servers are capable of receiving and storing large image files, however the time it takes to upload larger files (i.e., >2 meg) may be considerable depending on your internet connection speed (i.e., dial-up or institutional connections at busy times of the day). Plus, typical computer monitors display at 96dpi, so the time it takes to upload large photos may not be fully appreciated. For fingerprint cards; the FBI recommends scanning at 500dpi before uploaded.

To begin the process of uploading a desired image, click on the “Upload Image” button to the right of the Images heading. New data entry boxes will appear for you to select the image to upload, categorize it, and add a caption if necessary.

To select the image you want to upload, click on the “Browse” button, navigate to the image you want, click on it, and click “Open” to finalize the selection. Then select the category this image fits from the drop down menu, and add a caption if you feel it necessary. Select if the image should be viewable to the public or not using the check box next to the label “Viewable to the public?”. Checked means the image can be viewed by all users while unchecked means only users with the appropriate access can view it. Uploaded images are displayed as thumbnails at the bottom of the Images page.

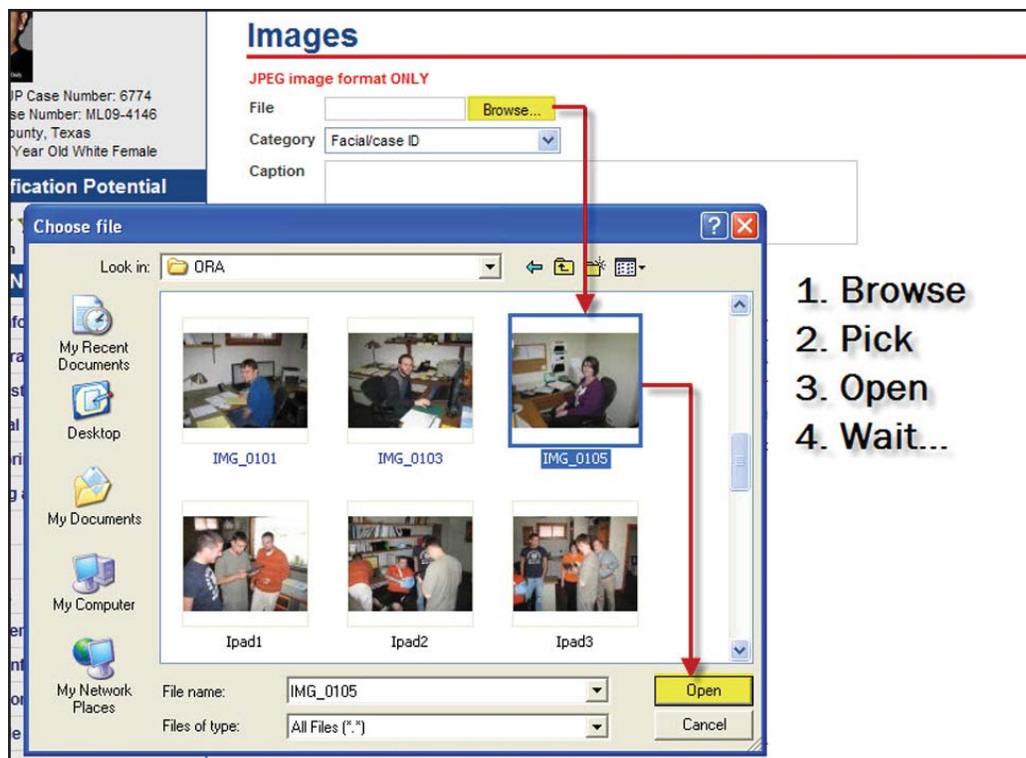


Fig. 15.15: Uploading images to the NamUs servers.

Viewing Images

To view an enlarged (full-size) image with its details, click on the thumbnail of the image you want to see. This will load a larger version of the image on the left, along with its details (category, caption, etc.) on the right. To view the original full size version of the image click on the enlarged image (not the thumbnail) to open a new browser window displaying only that image.

Editing and Deleting Images

Once you have an image uploaded, you may then edit the details for the image or delete it.

To edit an image's information, first view the image (section above), make the necessary edits to the image's category, caption, public visibility, and then click the "Save" button beneath image details.

To delete an image, first view the image (section above), and then click the "Delete" button at the bottom of the image details. A confirmation box will appear to warn you and allow you to cancel the deletion of the image if you do not want to delete it.

Filtering Images

Select the "category" of images you want to see from the dropdown in the "Filter Images" area and click the "Filter" button. This will show only the images in that category for this case and hide the rest. To view all images for this case, click the "Clear" button.

15.14 Documents Page

The Documents page functions similarly to the Images page and allows you to upload document files in both doc and pdf file formats.

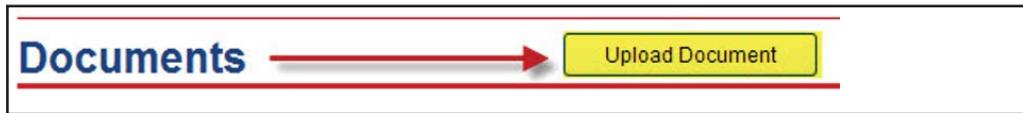


Fig. 15.16: Documents are uploaded to NamUs using a process similar to uploading images.

Uploading Documents

To upload a document, click on the “Upload Document” button to the right of the Documents heading. New data entry boxes will appear for you to select the file to upload, give it a title, categorize it, and add a caption if necessary.

To select the document you want to upload, click on the “Browse” button, navigate to the file you want, click on it, and click “Open” to finalize the selection. Then give the document a title so users will know what this document is about, select a category, and add a caption if you feel it necessary. Select if the document should be viewable to the public or not using the check box next to the label “Viewable to the public?”. Checked means the document can be viewed by all users while unchecked means only users with the appropriate access can view it.

Viewing a Document

Documents are listed on the left side of the “Documents” page. Click on the title of the document you want to view. This will load the document’s details in the right section of the page. Click the “Download” button at the bottom of the document details. This will give you the option to open or save the document.

Editing and Deleting Documents

Once you have uploaded a document, you may then edit the details for the document or delete it.

To edit a document’s information, first view the document (section above), make the necessary edits to the document’s title, category, caption, public viewability, and then click the “Save” button beneath document details.

To delete a document, first view the document (section above), and then click the “Delete” button at the bottom of the document details. A confirmation box will appear to warn you and allow you to cancel the deletion of the document if you do not want to delete it.

Filtering Documents

Select the category of document you want to see from the dropdown in the “Filter Documents” area and click the “Filter” button. This will show only the documents in that category for this case and hide the rest. To view all documents for this case, click the “Clear” button.

15.15 Police Information Page

The Police Information page allows you to enter details about the police agency or agencies that are may be associated with the case. On this page, the medical examiner, coroner, or authorized delegate entering case information provides the names of the investigating police officers, police agency, police incident report number, and investigating officer's phone number and email address. This information is NOT visible to the public but is visible to authorized users.

The Circumstances box on this page may contain information entered by a case manager or others with appropriate data entry privileges, or it may contain information that has been pulled in electronically from NCIC data. This information is not viewable to the public and should be used to enter sensitive that should not be on the main case circumstances page.

Fig. 15.17: Police Information page is used to share law enforcement agency contact data.

Adding Police Information

To add an additional police information block to the case, click the “Add Police Information” button next to the Police Information heading. A new set of entry fields will appear to be filled out.

Deleting Police Information

You may delete police information by clicking on the “Delete” button located at the end of the contact to be removed. After clicking on the button, you will be presented with a confirmation box:

- Clicking on “OK” removes the police contact information.
- Clicking on “Cancel” stops the deletion process and returns to the case profile.

15.16 Reports Page

The Reports page contains links to reports that can be generated based on the information in a case.

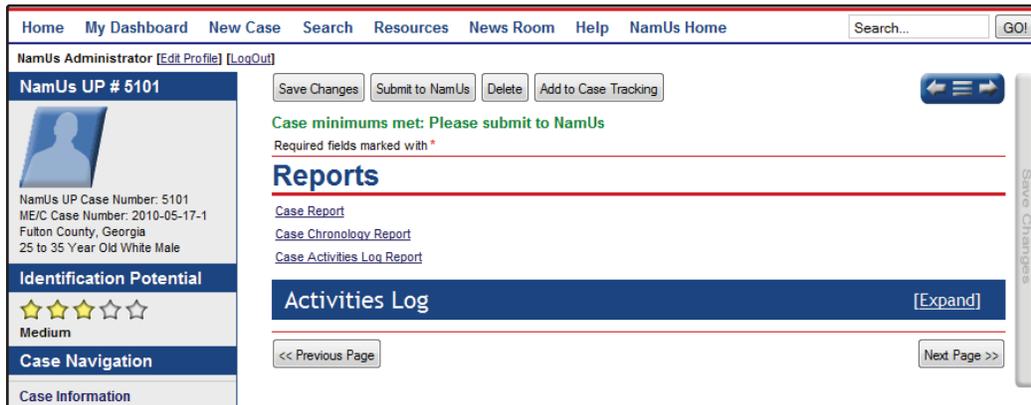


Fig. 15.18: The Reports page is a listing of standard NamUs reports the system can generate automatically.

Case Report

The case report is a printer friendly version of all case profile pages.

Case Chronology Report

The case chronology report contains data from the unidentified person's Case Information page, as well as the information about changes made to the case.

Activities Log Report

This is a printer friendly version of the "Activities Log" for the case.

15.17 Contacts Page

The Contact page serves as a place to find the people to contact with questions on a particular case. Contacts shown are based on the logged in user's access level.



Fig. 15.19: The Contacts page displays the key NamUs contacts on a specific case.

Local Contact

The local contact is the medical examiner or coroner office of the county in which the body was found.

Case Manager

The case manager information is always listed, regardless of a user's access level. The person listed has direct knowledge of the case and is responsible for answering questions or making necessary changes.

Regional Administrator

The regional administrator information is always listed, regardless of a user's access level. The person at this level of responsibility acts as the overseer for unidentified persons cases in a large area and may not have direct knowledge of the specific case, but should be contacted with general questions.

15.18 Exclusions Page

The Exclusions page is used to list people who have been ruled out as being the unidentified person in the case being viewed.

Exclusions Add Exclusion

NamUs MP #

First name

Last name

Year of birth ▼

State ▼

LE agency

LE case number

Reason ▼

Description

1. Click "Add Exclusion"
2. Enter information
3. Click "Add"

MP #	Name	Year of Birth	State	Reason	Date
	Klett, Heather	1977	Florida	Circumstances	March 17, 2010
489	Corona, Patricia	1967	Arizona	Circumstances	April 17, 2010
606	Carroll, Amanda	1979	New Jersey	Dental	March 31, 2010
1845	Faulk, Leann	1963	Maryland	Other	June 01, 2010
4410	Leone, Jacquelyn	1958	Illinois	Circumstances	June 01, 2010

1 / 1 | 10 | 5 Record(s) Found

Fig. 15.20: Exclusions page

Adding an Exclusion

Adding an exclusion is initiated by clicking on the "Add Exclusion" button which shows the data entry fields. After all of the necessary fields have been completed click the "Add" button to create it.

Viewing details of an Exclusion

To view the details of an exclusion that has been added, click on the exclusion in the list. This will expand a section under the exclusions list to show all information that was entered about it.

Deleting an Exclusion

Click on the exclusion in the list to show the details about it. Click the "Delete" button at the end of the details. This will open a confirmation box to warn you and allow for you to cancel the deletion process.

Home My Dashboard New Case Search Resources News Room Help NamUs Home Search... GO

NamUs Administrator [Edit Profile] [LogOut]

NamUs UP # 5101

Save Changes Accept Delete Add to Case Tracking

Required fields marked with *

Exclusions

Add Exclusion

MP #	Name	Year of Birth	State	Reason	Date
65	Smith, John	1984	Georgia	Circumstances	June 18, 2010

1 / 1 10 1 Record(s) Found

NamUs MP 65 LE agency Atlanta City Police
 First name John LE case number 2010-06-14-32
 Last name Smith Reason Circumstances
 Year of birth 1984 Description Visual check from family
 State Georgia Entered by NamUs Administrator

Delete

Activities Log

[Expand]

<< Previous Page Next Page >>

Fig. 15.21: Click on an exclusion from the log to view the details.

15.19 Possible MP Matches Page

The Possible MP Matches Page provides you with possible matches from the NamUs-MP database. This is one of the most important features of NamUs. If any possible matches are found, each can be displayed side-by-side with photos (if available) and basic comparison criteria listed below each set of available images.

NamUs UP # 6774

NamUs UP Case Number: 6774
 ME/C Case Number: ML09-4146
 Harris County, Texas
 25 to 35 Year Old White Female

Identification Potential
 Medium

Case Navigation
 Case Information
 Demographics
 Circumstances
 Physical / Medical
 Fingerprints
 Clothing and Accessories
 Dental
 DNA
 Images
 Documents
 Police Information
 Exclusions
 Possible MP Matches (119)
 Reports

Possible MP Matches can be compared side-by-side.

Possible MP Matches

Adjust Sensitivity

NamUs MP #	Date LKA	NCIC #	Location	Sex	Race	Age
6982	11/07/1960	M156732755	Carmichael, CA	Female	White	30
5879	09/06/1970	Entered in NCIC	Grand Prairie, TX	Female	White	15 to 15
2057	05/21/1971	M002577911	Corbin, KY	Female	White	27

1 / 40 3 119 Record(s) Found

Previous Case Next Case



For ID Purposes Only

NamUs UP # 6774
 Status Unidentified
 NCIC Number U390022214
 Date Found December 29, 2009 - 15:41
 Age 25 to 35 years old
 Race White



NamUs MP # 5879
 Name Joyce Brewer
 NCIC Number Entered in NCIC
 Date LKA September 06, 1970 - 00:00
 Age 15 to 15 years old
 Race White

Fig. 15.22: Possible matches are displayed side-by-side for ease of comparison and possible exclusion.

About Possible Matches

The Possible MP Matches page of a case's profile allows case managers, law enforcement and forensic specialists to view possible matches to missing persons that have been automatically generated by the NamUs system. In addition to providing a means for comparing NamUs-UP and NamUs-MP case profiles, the features on the Possible MP Matches page include another route for recording exclusions. This list of possible matches between unidentified persons and a missing person is only viewable to NamUs personnel with specific access privileges; this page does not appear in the Case Navigation options of general public users. When the Possible MP Matches entry appears in the Case Navigation, the number of system-suggested matches follows the phrase Possible MP Matches in parenthesis.

Viewing a MP Case

A user may view the MP case's information by clicking on the desired case line in the listing. Once you have chosen a case from the search list, the page will display two groupings of information:

1. The NamUs UP case with which you are working, displayed in the left of the page.
2. The case information of the selected MP case on the right side of the page.

The side-by-side display allows you to make a comparison of the missing person's information with that of the unidentified person's to determine a possible match.

Viewing Images

If images exist within either (or both) of the NamUs cases, you will see them above the case information of each case. You may view the documents by using the scroll bars located on the right side of the images section.

Once you have determined an image to view, you may click on the image, which will then open in a separate browser window, allowing you to view the image using the browser's own application features and/or other resident application(s) on his/her computer.

Adjusting Search Sensitivity

Just under the Possible MP Matches heading, there is a hyperlink that reads: Adjust Sensitivity. Clicking on the link opens a list of options to adjust the matching criteria.

You can select which fields to match on and then click the "Search" button to find all MP cases based on these fields.

Viewing the Case Log

If you have opened a MP case for comparison, and want to review the search results you must use the "Show Case Log" hyperlink.

Moving Between MP Cases

Located just above the loaded MP case is a "Previous Case" button and a "Next Case" button. Clicking on those buttons will navigate through the MP case list without having to open it each time.

Excluding MP Cases

You have the option of excluding a MP case using the "Exclude this MP Case" hyperlink found on the bottom of the Possible MP Matches page. Clicking on this link opens an Exclusion block below it. Complete the necessary fields and click "Add to Exclusions" to continue or "Cancel" if you no longer want to make this exclusion (See Fig. 15.24).

Possible MP Matches

[Adjust Sensitivity](#)

NamUs MP #	Date LKA	NCIC #	Location	Sex	Race	Age
7056	08/27/1971	M598716527	Oxnard, CA	Male	Other	20 to 59
7147	07/11/1980		Colorado Springs , CO	Male	Other	24 to 24
1601	07/24/1986	M211636198	Los Angeles, CA	Male	Other	28 to 50

1 / 8 3 23 Record(s) Found

Possible MP Matches

Race Height 3 Dental available
 Sex Weight 15 DNA available
 Age Date Dec 29 2009 Fingerprints available

NamUs MP #	Date LKA	NCIC #	Location	Sex	Race	Age
6982	11/07/1960	M156732755	Carmichael, CA	Female	White	30
5879	09/06/1970	Entered in NCIC	Grand Prairie, TX	Female	White	15 to 15
2057	05/21/1971	M002577911	Corbin, KY	Female	White	27

1 / 40 3 119 Record(s) Found



For ID Purposes Only



Fig. 15.23: Click the “Adjust Sensitivity” link to expand and view the options, make adjustments and “search.”

15.20 Changes Page

If a case has changes pending approval and you have the required system access level, “Changes” will be a choice in the Case Navigation Menu. The Changes page will reflect any changes that have been made to the case.

Additions

Under the Additions heading you will see anything that has been added to the case but has not been approved yet. Such additions are: Images, documents, police contacts, etc.

Changes

Under the Changes heading you will see any alterations that have been made to existing case data.

Removals

Under the Removals heading you will see anything that is pending approval for deletion. This could include images, documents, etc.

Exclusions

Under the Exclusions heading you see any exclusions that have been added but not yet approved.

NamUs UP #	6755	NamUs MP #	1601
Status	Unidentified	Name	Freddy Murguia
NCIC Number		NCIC Number	M211636198
Date Found	December 27, 2009 - 15:08	Date LKA	July 24, 1986 - 00:00
Age	25 to 40 years old	Age	28 to 50 years old
Race	Other	Race	Other
Ethnicity	Hispanic/Latino	Ethnicity	Hispanic/Latino
Sex	Male	Sex	Male
Height	64 inches	Height	67 to 67 inches
Weight	148 pounds	Weight	140 to 160 pounds
City	Vail	City	Los Angeles
State	Arizona	State	California
County	Pima	County	Los Angeles
Circumstances	Decedent was found in desert along with a Mexican	Circumstances	Freddy Murguia was last seen on July 24, 1986 in the

[Exclude this MP Case](#)

Exclusion

MP #	1601
First Name	Freddy
Last Name	Murguia
Year Of Birth	1958
State LKA	California
LE Agency	
Case Number	
Reason	Circumstances
Description	

Click on the "Exclude this MP Case" link to expand the exclusion form to complete and add this MP to the list of people this UP is NOT.

Fig. 15.24: Adding an exclusion from the side-by-side comparison page.

15.21 Approving, Denying, and Holding Changes

There are three possible ways to handle each addition, change, removal, and exclusion. They can be approved, denied, or put on hold. Each action is done by selecting the appropriate radio button for all items on the page. To apply the actions you must click the “Save Changes” button.

Approve

Finalize the change so everyone sees it. This is done after the change, addition, removal, or exclusion has been verified and found to be correct.

Deny

This will reject the suggested change and keep the current data how it is.

Hold

This is the same as taking no action. It does not accept or deny the change but leaves it for a later decision.

The screenshot displays the NamUs Case Manager interface for Case # 5101. The top navigation bar includes links for Home, My Dashboard, New Case, Search, Resources, News Room, Help, and NamUs Home. The user is logged in as the NamUs Administrator. The main content area is titled 'Case Changes' and includes a 'Save Changes' button and a 'Required fields marked with *' warning. The 'Changes' section contains a table with the following data:

Form	Field	From	To	Approve	Deny	Hold
Circumstances	Circumstances	He was found in the alley behind a restaurant.	He was found in the alley behind a restaurant by two teenagers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

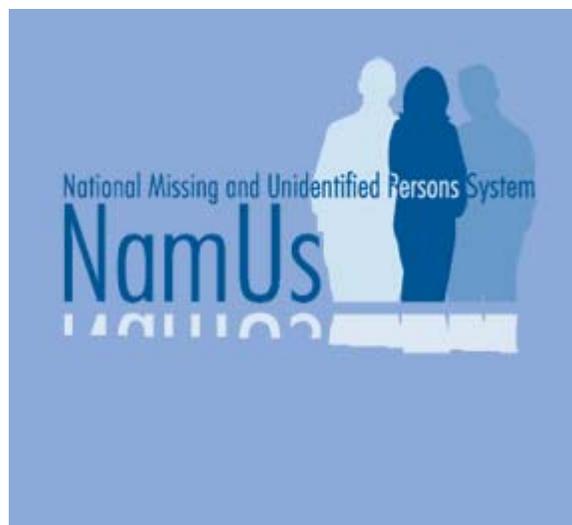
The interface also includes sections for Additions (No additions), Deletions (No deletions), and Exclusions (No exclusions). A 'Save Changes' button is located at the bottom of the main content area. The left sidebar contains a 'Case Navigation' menu with options for Case Information, Demographics, Circumstances, Physical / Medical, Fingerprints, Clothing and Accessories, Dental, DNA, Images, Documents, and Police Information.

Fig. 15.25: Case Changes are displayed for Case Managers to review and approve, deny or hold for follow-up.

15.22 Summary

NamUs is an investigative “tool.” Exclusions are an important part of NamUs-UP/MP data sharing. However, there is no “magic” black-box application in play. The computer code details some basic logic search algorithms to identify “possible” matches between the two data sets. Time spent programming these algorithms is worthwhile for many continuous and repetitive functions such as calculating time and date differences and known dichotomous data differences like sex. This takes some tedious effort and human error out of the equation while increasing the reliability of the searches, however users still have to look at the cases and make decisions - based on available information.

Having a “human-in-the-loop” is a necessary and important part of the process that no computer system can currently duplicate.



16

Unidentified Persons Case Submission and Follow-up

unit

INTRODUCTION

After a new case has been created it must be “submitted” to NamUs for review and publication “live” so others may view the case. Although “unpublished” cases are viewable to the individual who created the case (My Cases), until the case is “published” by a NamUs administrator, it is not viewable to other users of the system and will not appear as a result of any searching activities.

16.1 Submitting a Case

When a case meets the minimum requirements case managers are asked to submit the case to NamUs for review by NamUs administrators. The case is published once case details are verified. The case will not appear in the “New Cases” log for authentication until the case originator has pressed the “Submit to NamUs” button has been pressed. NamUs Administrators can check the number of “incomplete” cases from their dashboard to see if there are specific case managers that have users from their area having trouble completing cases.



Fig. 16.1: Before a NamUs administrator can review a case, the case manager must “submit” it.

16.2 Accepting a Case

After the NamUs administrator has made sure this is a legitimate case and the entered data appears appropriate, the case will be accepted. This is done by clicking the “Accept” button at the top of the case profile. When a case is accepted, it moves from the administrator’s “New Cases” log to the “Accepted” cases log. Case accepted into NamUs may be held for additional reviewed by forensic specialists or basic editing prior to “Publishing” live for public view. It is at this point changes to the case are logged and must be approved by the NamUs-UP administrator(s). When the case is ready for public view, the NamUs administrator will “Publish” the UP case.

16.3 Publishing a Case

A case is published, or made viewable to the public, by clicking the “Publish” button at the top of the case profile. This will allow the case to now show in search results and let all users of the system view and track it.

16.4 Un-Publishing a Case

If a case has been published and it should not have been, it can be un-published. This is done by clicking the “Un-Publish” button at the top of the case profile. When a case is un-published, it is moved back to the “Accepted” case log and will need to be published again after the corrections are made.

16.5 Deleting a Case

If a case is entered in error, it can be deleted. This is done by clicking the “Delete” button at the top of the case profile page.

NamUs Unidentified Persons System

Home My Dashboard New Case Search Resources News Room Help NamUs Home Search... GO!

NamUs Administrator [Edit Profile] [LogOut]

NamUs UP # 2050

Save Changes Un-Publish Delete Add to Case Tracking

Required fields marked with *

Case Information

Status: Unidentified

Case number: 227352

MCIC number:

Date found: 1997-03-10 09:30

Date created: June 11, 2008 at 10:06 AM

Date last modified: February 13, 2010 at 08:21 AM

Date QA reviewed: 2010-02-13 04:36

Disposition of Body

Cooler number:

Cemetery name: Highland Park Cemetery

Plot number:

Date/time buried:

Notes: Highland Hills, OH

Identification Potential: Medium

Case Navigation: Case Information

Fig. 16.2: Case can be “Un-Published” or “Deleted” from the system.

16.6 Pending Cases

All cases in NamUs are checked by a case manager before being published “live” for viewing on the system. This process is as follows:

1. User creates a case.
2. User submits the case.
3. Case appears in the Pending Cases>New Cases log of the NamUs case manager assigned to the geographic area of responsibility by county of discovered.
4. The case manager reviews the case for specific details.
5. The case manager “accepts” the case.
6. The case manager “publishes” the case.

The system keeps track of: cases that are submitted and accepted, but not yet published, changed cases that are waiting for the case manager to approve the changes, cases that have been created but not submitted (incomplete cases) and possible duplicate cases. Duplicate cases typically result from automated data imports from other databases.

The following pages detail the Pending case logs:

- Pending>New Cases
- Pending>Accepted Cases
- Pending>Changed Cases
- Pending>Incomplete Cases
- Pending>Duplicate Cases

My Dashboard

- My Cases
- My Case Tracking
- County Cases
- Pending Cases**
- Archived Cases
- User List
- ME/C Contacts
- County Profiles

Pending Menu

- New Cases**
- Accepted Cases
- Changed Cases
- Incomplete Cases
- Duplicate Cases

Pending New Cases

View: Case Log | [Thumbnails](#) | [Map](#)

UP #	Date Found	County	ST	Case Number	Sex	Race	Age Range
5100	04/09/2010	Osceola	FL	134-89	Male	Other	29 to 31

1 Record(s) Found

↑ This case is marked as Identified.

Newly submitted case appear in the appropriate case manager's Pending New Cases log for review and publication.

Fig. 16.3: New cases submitted to NamUs are reviewed before they “go live” on the system.

Pending New Cases

Cases in the Pending, New Cases log are cases that have been submitted by users, typically medical examiners and coroners, that have not been “accepted” or “published” to NamUs. Once the case manager reviews the case for appropriate and logical data it is accepted and published “live” to the system.

Save Changes Accept Accept & Publish Delete Add to Case Tracking

Fig. 16.4: Case managers can “Accept” a case for review or “Accept & Publish” directly.

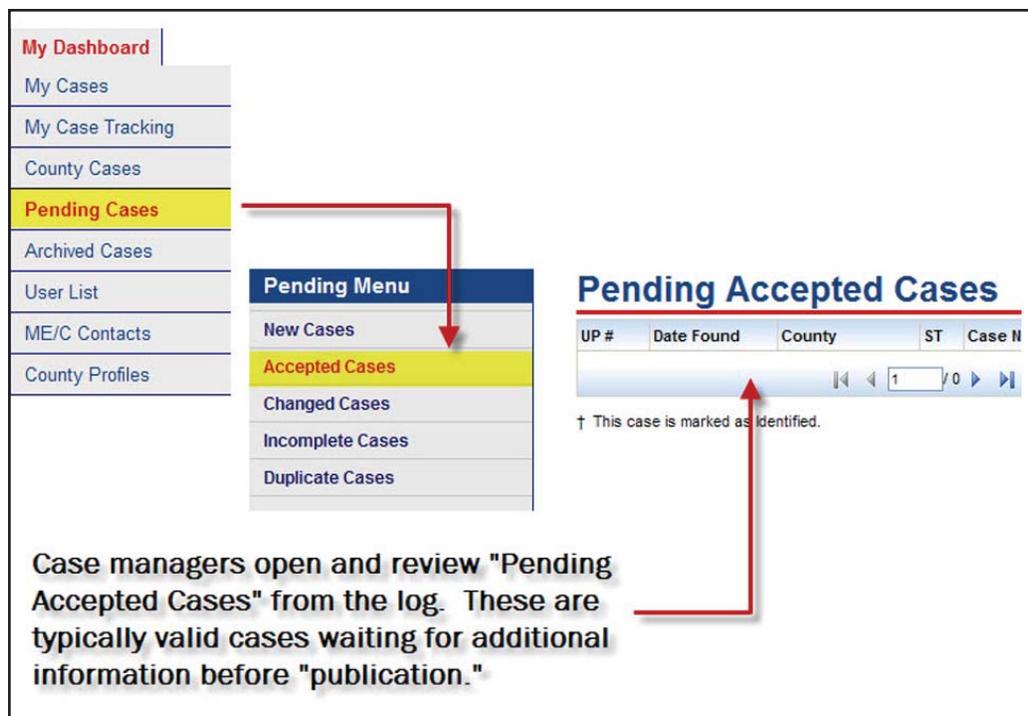


Fig. 16.5: Accepted case log.

Pending Accepted Cases

Cases in the Pending, Accepted Cases log are cases “accepted” by the case manager into NamUs but have NOT been published “live” to the system. Typically, these cases are considered legitimate, but lack some details that are considered important for identification purposes (e.g., circumstances of death). Once the missing details are added to the case, it is submitted to NamUs for availability on the site.

If changes are made to an existing case, each change must be "approved" by the Case Managers BEFORE the change is published to the system.

Pending Menu

- New Cases
- Accepted Cases
- Changed Cases**
- Incomplete Cases
- Duplicate Cases

Pending Changed Cases

UP #	Date Found	County	ST	Case N
1596	09/17/1983	Bergen	NJ	Unknown

↑ This case is marked as Identified.

Case managers open and review "Pending Changed Cases" from the log. Once changes are reviewed, the case manager either approves, denies or holds the change until verification is completed.

Case Changes

[Approve All](#) [Deny All](#) [Hold All](#)

Additions
No additions

Changes

Form	Field	From	To	Approve	Deny	Hold
	Circumstances	Partial X-Rays available.		<input type="radio"/> Approve	<input type="radio"/> Deny	<input type="radio"/> Hold

Fig. 16.6: Changed Cases process.

Pending Changed Cases

Cases in the Pending, Changed Cases log are cases that are already published to NamUs but have been modified by individuals with the appropriate case "edit" privileges. Regardless, the case manager must view the changes and either "accept" the changes, "deny" the changes, or "hold" the changes until some additional information can be obtained. Changes submitted by users may take a few days to "appear" live on NamUs because of the approval process.

Pending Menu

- New Cases
- Accepted Cases
- Changed Cases
- Incomplete Cases
- Duplicate Cases

Pending Cases

- Archived Cases
- User List
- ME/C Contacts
- County Profiles

Pending Menu

- New Cases
- Accepted Cases
- Changed Cases
- Incomplete Cases**
- Duplicate Cases

Incomplete Cases

UP #	Date Found	County	ST
7071	04/13/2010	Jackson	FL
7038	03/29/2010	Roanoke City	VA
6684	02/12/2010		
7270	02/10/2010	Mohave	AZ
7323	12/23/2009	San Francisco	CA
7145	08/28/2009	Mohave	AZ

Incomplete pending cases waiting to be submitting by users appear "grayed-out" in the log.

Fig. 16.7: Incomplete Cases log.

Pending Incomplete Cases

Cases in the Pending, Incomplete Cases log are cases that users with “New Case” entry privileges have entered but not yet submitted to a NamUs case manager. There are a number of reasons this happens, most of the time the case creator is waiting for more information or is not sure if the case should be in the system (e.g., waiting for investigative follow-up). However, the system *automatically* clears these cases after six-months of inactivity.

Case managers should review possible duplicate cases for removal from the system.

Pending Duplicate Cases

UP #	Date Found	County	ST	Case Number	Sex
6936	08/12/1999	Gray	TX	TT-9517	Female
3695	04/17/1996	Harris	TX	9604172346	Male
3697	04/17/1996	Harris	TX	9604172346	Female
7123	09/04/1992	Montgomery	TX	PA92-0451	Male
4016	10/31/1989	Montgomery	TX	PA89-0397	Male
4049	03/10/1989	Harris	TX	HCS0 89064777	Male
4051	03/10/1989	Harris	TX	89064777	Male

This case does not meet requirements to be sent to a case manager.
This case appears to already exist in the system.
Required fields marked with *

Compare to Duplicates

UP #	Date Found	Case Number	Sex	Race	Estimated Age	Age Range
4051	03/10/1989	89064777	Male	White		40 to 50

1 Record(s) Found

No Images Available.

Case managers can review "possible" duplicate case and delete one or combine the two cases after reviewing side-by-side.

Same Case??

NamUs MP #	4049	NamUs UP #	4051
Status	Unidentified	Status	Unidentified
NCIC Number	U150020774	NCIC Number	U352816244
Case Number	HCS0 89064777	Case Number	89064777
Date Found	March 10 1989 - 00:00	Date Found	March 10 1989 - 00:00

Fig. 16.8: Duplicate Case log.

Pending Duplicate Cases

When State and Local agencies ask NamUs to automate the transfer of cases electronically from their existing database(s) to NamUs, the possibility of duplicating cases exists. To “help” identify potential duplicates a system of checks are built into NamUs. After cases are “Crosswalked” from an existing database to NamUs, specific data elements (e.g., case number, found date, county, etc.) are checked against each other for matches. When two or more cases in the system match a set number of data elements, the case is flagged and placed in the “duplicate” case log for review prior to publication.

Duplicate case matching works like case-matching using the side-by-side method for easy determination of duplication. During this process, if two cases are found to match, the data from both entries are taken and moved into one case. After the data is combined - building the “strongest” case, the other is deleted from the system.

16.7 Identification Potential

NamUs uses a 5-star scale to rank each case based on the amount of information it contains that is potentially useful for making a positive identification. The system automatically assigns a number of stars based on the amount and quality of data that is entered. “Star Rating” is displayed in the upper left of each case. Essentially, the more useful identification information contained in a profile, the more likely it is that these specifics can be used to help solve a case.

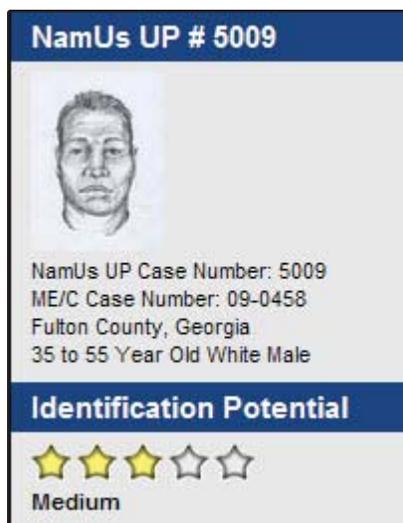


Fig. 16.9: Identification Potential scale.

The “Five Star” Identification Potential Scale

All cases will show Five Stars that are not colored. As the amount of useful information increases, the number of yellow stars will increase from one to five. In general, the rating system is as follows:

1 Star 

The case information includes a case number, the date the body or body part was found, the county and state where the body or body part was found, and the condition of the body. Entries are also required for the estimated age group, race, sex, weight and height, but these entries may be listed as “unsure” or “cannot estimate.”

2 Stars 

There are distinctive bodily features such as scars, marks, and tattoos, AND/OR there is distinctive clothing, footwear, eyewear or jewelry that may be helpful for identification.

3 Stars 

A fingerprint classification or fingerprint card has been entered or uploaded, AND/OR, information has been entered in at least one of the tooth boxes on the dental chart page, AND/OR the “Recognizable Face” option has been selected in the Body Condition section and a facial photo or artist’s rendering has been uploaded.

4 Stars 

Same as three stars except that a mitochondrial OR nuclear DNA profile has been established.

5 Stars 

The face is recognizable, a facial photo or rendering has been uploaded, fingerprint information has been entered or uploaded, a DNA profile has been established and specific tooth information has been entered.

NOTE: Cases that do not contain enough information to receive one star status can still be entered, but no stars will be colored yellow. At least one star status must be attained before a higher status can be assigned. A case can become a three, four or five star case without having been a two star case because some cases lack clothing, jewelry or distinctive body markings, yet they have highly valuable information like fingerprints, dental chart, facial photos or a DNA profile.

16.8 Using the Activities Log

The log is available at the bottom of every page of the case profile. To view the entries and make an entry click on the “Expand” link on the right side of the Activities Log bar.

When the Activities Log is opened, the “Expand” link changes to a “Collapse” link, which when clicked upon, will close the Activities Log.

Making an Activities Log Entry

Using the text box beneath the heading “Enter Text Here:”, you may enter any relevant text information. Decide if the public should see this message or not and mark the “Viewable to public” checkbox as necessary. When done you must click on “Post Message” to complete the entry. It will then be marked with the current time and who entered it, then added to the list of other activities.

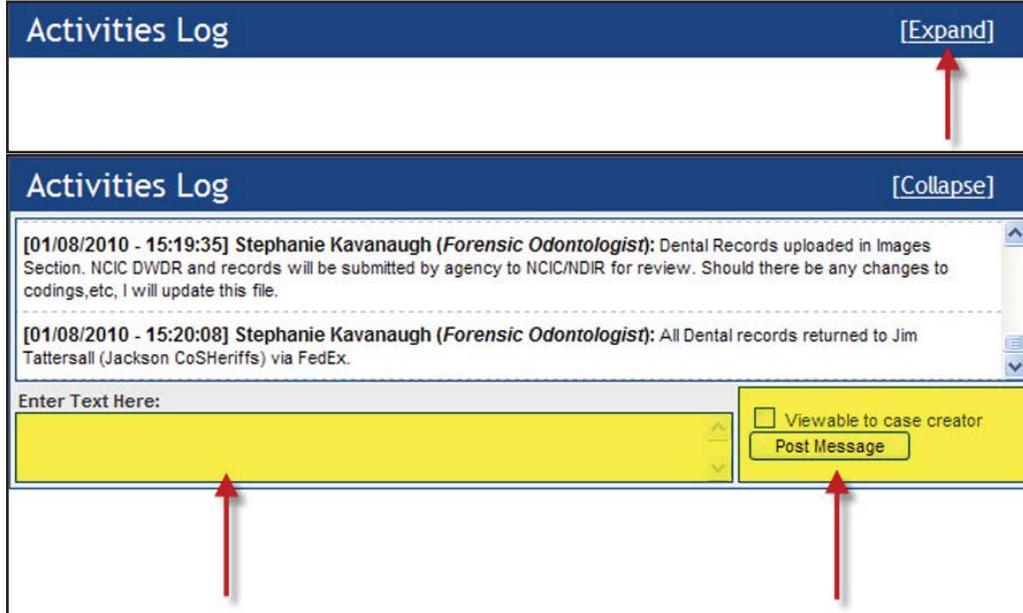
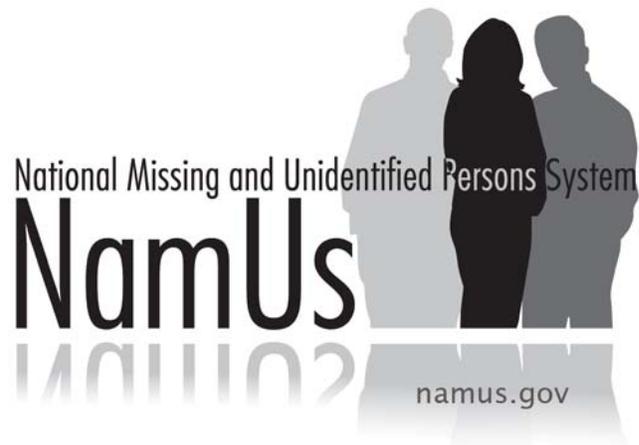


Fig. 16.10: Activities Log.

chapter 8



Searching NamUs Unidentified Persons

Unit 17: Searching Unidentified Persons Cases

Unit 18: Reviewing Search Results

Unit 19: Applying Search Options

NamUs

Search
New Search

Unidentified Person

Hazel

Advanced Search

Physical / Medical (Searching for Tattoos)

<input type="checkbox"/> Hair Color
<input type="checkbox"/> Head Hair
<input type="checkbox"/> Body Hair
<input type="checkbox"/> Facial Hair
<input type="checkbox"/> Left Eye Color
<input type="checkbox"/> Right Eye Color
<input type="checkbox"/> Eye Details
<input type="checkbox"/> Distinctive Body Features Available
<input type="checkbox"/> Amputations
<input type="checkbox"/> Deformities
<input type="checkbox"/> Scars and Marks
<input checked="" type="checkbox"/> Tattoos Unicorn Rose
Left home on foot between 5 am - 8
all possessions, all money, urse,
Mandible with teeth found wear g jean
license, and a 22mm handgun issing
<input checked="" type="checkbox"/> Circumstances are viewable t he publi
left forearm
Devil on ankle
Back of left shou
<input type="checkbox"/> Clothing and Accessories (Searching
<input type="checkbox"/> Eyewear
<input checked="" type="checkbox"/> Clothing

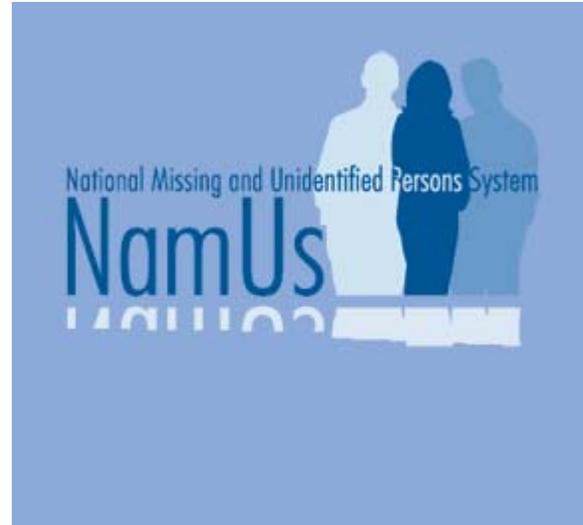
Back Search

Search

Unique to NamUs is the ability to search medical examiner and coroner records, which detail the unidentified person's physical characteristics and medical conditions. This was never been available in a standardized, searchable format prior to NamUs. In addition, the linking of the two systems (UP/MP) makes a powerful investigative tool for all those who wish to participate in the identification of unidentified persons - public and private.

Overview

There are several ways to search the NamUs-UP system: 1) The Quick Search feature available from the NamUs-UP Home page; 2) The “global” (GO!) Search feature to the right of the menu bar on all NamUs-UP pages; and 3) The New Search feature available under Search on the menu bar on all NamUs-UP pages. Each of these functions works to gather and present a subset of NamUs cases based upon the search criteria you establish. The following units cover the basics of each search type.



17

Searching Unidentified Persons Cases

unit

INTRODUCTION

The NamUs-UP system allows you to define criteria to be used in a search of cases in its database. Searching functions allow you to narrow in on multiple case details, according to the search parameters you select. Choosing search criteria, executing a search, and ways to view, navigate and sort search results are presented in this section.

17.1 Quick Search

This feature is a condensed version of the Advanced Search found under “Search” on the menu bar. It allows you to search by entering basic identification criteria into the appropriate input boxes. Empty input boxes are ignored and will not affect the search outcome. When you are done entering your information, click the “Search” button to execute the search.

Fig. 17.1: “Quick Search” the database from the Home page.

Fig. 17.2: “Quick Search” - use one or more of the available criteria.

Using Quick Search

Use the Quick Search feature on the NamUs-UP Home page by selecting/entering one or more of the available search criteria in the appropriate text boxes, as seen above. Clicking on the “Search” button will execute the search. The NamUs system will search for all instances of the items you input into these fields, including both exact and partial matches.

The Sex of an unidentified person can be used in Quick Search criteria on the NamUs-UP Home page by clicking on the blue drop-down arrow. This will open a drop-down menu with two choices. Moving the cursor over the desired choice will highlight it and clicking on the choice will insert it into the field. Clicking on the “Search” button will execute the search. The NamUs system will search for all records of unidentified persons matching the sex selected.

The age and date (range) last known alive (LKA) and State where an unidentified person was discovered can be used in a Quick Search of records from the NamUs-UP database. The State field uses a drop-down menu by which a list of U.S. States and Territories can be accessed. Clicking on the blue drop-down button will open the list, allowing you to maneuver through the list using the up/down arrows or the scroll bar. Moving the cursor over the desired and clicking on the choice will insert it into the field. Clicking on the “Search” button will execute the search. The NamUs system will search for all records of unidentified persons discovered in that State/Territory.

Using combinations of features in the Quick Search function, including all six fields, will provide the most narrowly-defined search for a given unidentified person. Clicking on the “Search” button will execute a search for only those persons matching all of the selected criteria.

17.2 Keyword “GO!” Search

The “GO!” Search, or case keyword search, is located on all pages in the NamUs-UP system, including the Home page and all case pages. The Search (GO!) appears to the right within the menu bar. To use the keyword search, enter a list of words into the text box and click the “GO!” button. Keywords can include details about the unidentified person—like the NamUs-UP case number.

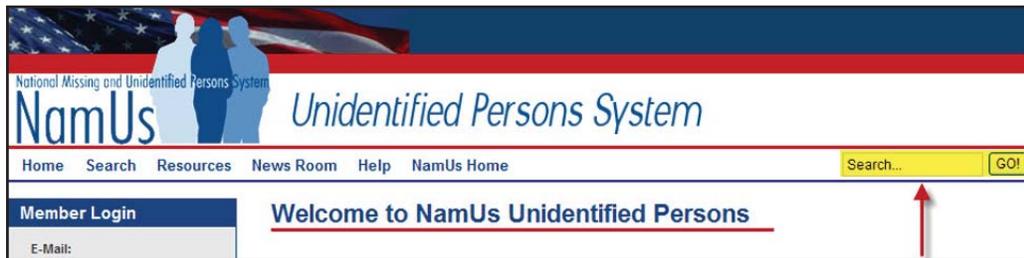


Fig. 17.3: The global Keyword “GO!” searching option.

The Search (GO!) function allows you to enter one or more numbers and/or key words as search criteria within the NamUs-UP database. Examples of information that may be entered into this box include a known case number for an unidentified person in the NamUs-UP system, a year, a county, etc.

This feature allows the most direct access to a specific case profile where the NamUs-UP case number is known. However, if that case number is also a number that could represent a year, part of an address, etc., the search will include any cases in which that number appears for any reason. If the word “male” is used, the system will return a list of all cases in which the word “male” appears. If a number and keywords are used in combination, such as “2000” and “male,” the system will execute a search for cases in which both of those entries appear.

To use the Search (GO!) function, enter your Keywords and select “GO!”

Home Search Resources News Room Help NamUs Home

124 GO!

Member Login

E-Mail:

Password:

LOGIN REGISTER

Forgot your password?

Links

Missing Persons Database

National Institute of Justice

Search Results

14 cases found based on Word Search "124" View: Case Log | Thumbnails | Map

UP #	Date Found	County	ST	Case Number	Sex	Race	Age Range
5010	06/13/2007	St. Louis	MO	07-1244	Male	Black/African American	18 to 30
5381	10/15/2006	Pima	AZ	ML06-1988	Male	Unsure	18 to 65
2753	03/22/2004	San Bernardino	CA	04-2273	Unsure	Unsure	40 to 90
2759	03/22/2004	San Bernardino	CA	04-2272	Male	Unsure	30 to 60
5956	11/09/2003	San Francisco	CA	2003-1244	Female		0 to 0
2040	04/19/2003	Maricopa	AZ	03-1247	Male	White	20 to 40
1356	08/25/1997	Cecil	MD	97-04768	Male	Black/African American	25 to 35
6770	07/18/1997	Bronx	NY	B97-02456	Male	White	25 to 35
1928	06/05/1992	Maricopa	AZ	1992-1242	Male		0 to 0
1262	09/19/1983	Broward	FL	1983-1245	Female	White	15 to 19

14 Record(s) Found

Circumstances

Location Found

GPS coordinates: 32.382528N, -112.656619W

Address 1: 1249 N. Ajo Well Rd

Address 2: Bates Well

City: AJO

State: Arizona

Zip code:

County: Pima

Autopsy Facility (if other than reporting agency)

State:

Agency:

Address:

Phone:

Email:

Notes:

NamUs UP # 5381

Identification Potential: Medium

Case Navigation

Fig. 17.4: Global keyword searches specific major categories within the database (e.g., case numbers, state, etc.). Sometimes you have to open the case to see why it was selected in the search.

17.3 Advanced “New Search”

To start an Advanced search, hover your mouse over “Search” in the menu bar and click on “New Search” in the submenu. The Advanced Search page shows several condensed categories you may use to define search criteria. Each of these categories is expanded by clicking on the “+” next to the category’s name.

National Missing and Unidentified Persons System

NamUs Unidentified Persons System

Home My Dashboard New Case Search Resources News Room Help NamUs Home

New Search

Last Search Results

Saved Searches

Shared Searches

Fig. 17.5: New Search.

Expanding the category will show the list of fields within it. You may then choose the desired field to be searched by marking the corresponding check box. Once a field is chosen, you can enter the search criteria using the necessary input field. You may select as many fields as you want, entering the appropriate information for your search parameters. Once you are done building your search, click the “Search” button at the bottom of the page to execute your search and view the cases matching your criteria.

Advanced Search

- Case Information
- Demographics
- Circumstances
- Physical / Medical
 - Fingerprints
 - Clothing and Accessories
 - Dental
- DNA
- Images
- Documents
- Police Information

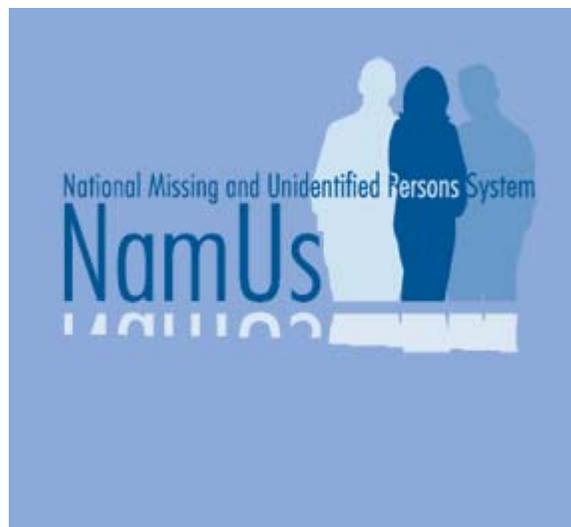
Advanced Search

- Case Information
- Demographics
- Circumstances
- Physical / Medical (Searching for Tattoos)
 - Distinctive Body Features Available
 - Hair Color
 - Head Hair
 - Body Hair
 - Facial Hair
 - Eye Color Left
 - Eye Color Right
 - Eye Description
 - Amputations
 - Deformities
 - Scars and Marks
 - Tattoos
 - Piercings

Fig. 17.6: Expanding the search is done by clicking the major category, expanding the list of options and adding data as required - you can build a very detailed search by adding more items.

After reviewing subcategories, and/or entering data into associated text boxes, or using drop-down menus to choose information, the subcategory list can be condensed from its expanded version by clicking on the “-” button on the main category. Condensing a category or leaving it expanded, will not affect the search.

Once all desired category and subcategory search criteria have been selected, clicking on the “Search” button at the bottom of the Advanced Search page will execute the search. The results of the search will be displayed in a Search Results case log.



18

Reviewing Search Results

unit

INTRODUCTION

Search results are typically where the “work” begins for users of NamUs. These results display cases found based on user-supplied search criteria. There are three different views available for the search results page: case log (default), thumbnails, and map. The selected (current) view is noted in bold in the upper right corner of the search results page, while the other views are selectable as hyperlinks. This unit covers the different log-views available in NamUs.

18.1 Case Log View

This view is enabled by default and follows the same navigation as all other logs in the system.

The screenshot shows the NamUs Unidentified Persons System interface. At the top, there is a header with the system name and a navigation menu including Home, My Dashboard, New Case, Search, Resources, News Room, Help, and NamUs Home. A search bar is located on the right. Below the header, there is a 'Links' section with various database and organizational links. The main content area is titled 'Search Results' and displays a table of 22 cases found based on the search criteria 'Tattoos "unicorn rose"'. The table columns include UP #, Date Found, County, ST, Case Number, Sex, Race, and Age Range. At the bottom of the table, there are pagination controls showing '22 Record(s) Found'.

UP #	Date Found	County	ST	Case Number	Sex	Race	Age Range
5531	04/22/2009	Bronx	NY	B09-01572	Male	White	25 to 40
5044	06/07/2008	Webb	TX	M.E.08-246	Male	White	25 to 40
550	01/01/2007	Davidson	TN	07-0003	Male	White	18 to 35
6759	08/22/2004	Pima	AZ	ML04-1416	Male	Other	40 to 60
2785	07/06/2004	New York	NY	M04-03737	Male	White	55 to 65
468	03/08/2004	Fulton	GA	04-0444	Male	Black/African American	35 to 55
2035	07/26/2003	Maricopa	AZ	2003-2462	Male		20 to 50
6334	09/12/2002	Pima	AZ	ML02-1538	Male	White	21 to 34
71	10/09/2001	Simpson	KY	FA-2001-44	Female	White	25 to 35
6097	08/06/2000	Durham	NC	00-6230	Male	White	40 to 50

Fig. 18.1: Search results are displayed in a case log by default.

18.2 Thumbnails View

This view shows a thumbnail and general information about an unidentified person.

The screenshot shows the NamUs Unidentified Persons System interface in the 'Thumbnails' view. The search results are displayed as a grid of six cards, each representing a case. Each card includes a thumbnail image (either a placeholder or a photo), the NamUs UP Case Number, ME/C Case Number, Date Found, County, and a brief description of the person's characteristics (age, sex, race). The 'View' options at the top indicate that 'Thumbnails' is the selected view.

NamUs UP Case Number	ME/C Case Number	Date Found	County	Age Range	Sex	Race
5531	B09-01572	April 22, 2009	Bronx County, New York	25 to 40	Male	White
5044	M.E.08-246	June 07, 2008	Webb County, Texas	25 to 40	Male	White Hispanic/Latino
550	07-0003	January 01, 2007	Davidson County, Tennessee	18 to 35	Male	White Hispanic/Latino
6759	ML04-1416	August 22, 2004	Pima County, Arizona	40 to 60	Male	Hispanic/Latino
2785	M04-03737	July 06, 2004	New York County, New York	55 to 65	Male	White
468	04-0444	March 08, 2004	Fulton County, Georgia	35 to 55	Male	Black/African American

Fig. 18.2: Search results may be displayed as "thumbnails" by clicking the appropriate link.

Opening a Case Profile from Thumbnail View Search Results

To view a case from this page, you may either click on the thumbnail image or the NamUs-UP case number. This will load the case profile for the selected case.

Sorting Thumbnail View Search Results

Search results can be ordered by clicking on one of the links next to “Order By” at the top of the page. The results will be sorted according to your chosen field. If the blue arrow is pointing up, the results are sorted in ascending order. If the blue arrow is pointing down, the results are sorted in descending order. To change the sort direction, click on the link which you are currently sorting.

The screenshot shows a search results interface. At the top, there is a search bar with a "List Search" button and a "Clear" button. Below the search bar, it displays "13 cases found based on Last Name 'Smith', Sex 'Male', Race 'White'". To the right of this text are links for "View: Case Log | Thumbnails | Map". Below this, there is an "Order By:" section with several sorting options: "MP #", "Date LKA" (with a blue arrow pointing up), "Name", "Location", "Sex", and "Race".

Fig. 18.3: Sort your thumbnailed search results by clicking on the desired sorting link.

Navigating Thumbnail View Search Results

At the bottom of the Search Results page there are navigation links. The left side displays the current page being viewed in bold, while the other pages are shown as links. The “Previous” and “Next” links allow you to move backwards and forwards through the pages of search results. The bottom right shows a drop-down that allows you to select the number of results displayed on each page.

18.3 Map View

The map view displays the search results as plotted points based on the location where the unidentified persons was discovered.

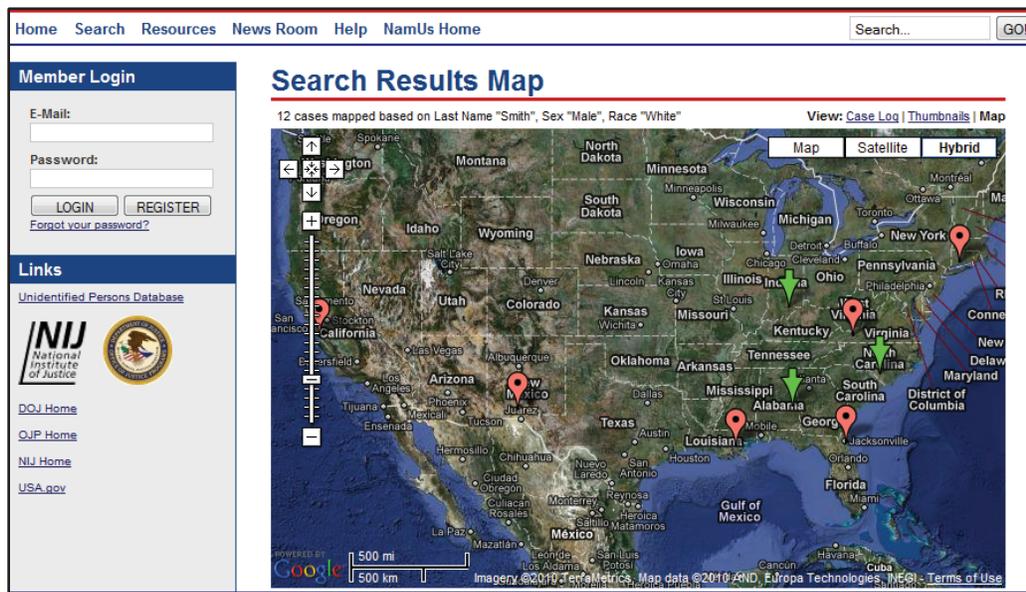


Fig. 18.4: Using Google Maps, NamUs can identify the locations of cases.



The Red Marker (Individual Case View)

Click on the red marker to open a balloon dialog showing the NamUs-UP number as a hyperlink to that case's profile.



The Green Marker (Multiple Case View)

The green marker is displayed when multiple red markers are in close proximity, such that the map would be cluttered with overlapping red markers. Clicking on this marker opens a balloon dialog, listing all of the represented red markers in that area. The green marker also contains links that will allow you to zoom in on the area to display the red markers as separate points.

18.4 Tracking a Case

While reviewing the results of a search, you may come across a NamUs-UP profile that you wish to track for future reference. In order to add a NamUs-UP profile to your Case Tracking list, click the button on the Case Information page within the profile of that unidentified person, as seen below. Cases you have selected for tracking appear in your Dashboard under Case Tracking.

Removing a case from your Case Tracking list is done by opening the case and clicking the “Remove from Case Tracking” button.

NamUs Unidentified Persons System

Home My Dashboard New Case Search Resources News Room Help NamUs Home

NamUs Administrator [\[Edit Profile\]](#) [\[LogOut\]](#)

NamUs UP # 468



NamUs UP Case Number: 468
ME/C Case Number: 04-0444
Fulton County, Georgia
35 to 55 Year Old Black/African American Male

Identification Potential

☆☆☆☆☆
Medium - High

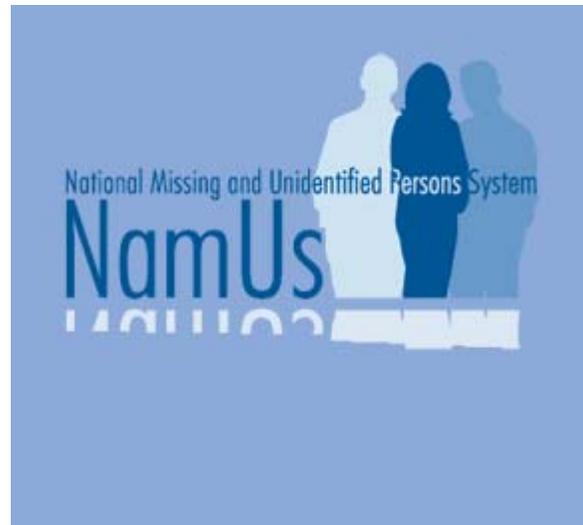
Save Changes Un-Publish Delete **Add to Case Tracking**

Required fields marked with *

Case Information

Status	Unidentified	Disposition of Body	
Case number	04-0444 *	Cooler number	
NCIC number	U450017103	Cemetery name	Forrest Lawn, College Park, GA
Date found	2004-03-08 00:00 *	Plot number	
Date created	June 30, 2007 at 12:00 AM	Date/time buried	
Date last modified	February 12, 2010 at 08:53 AM	Notes	Buried

Fig. 18.5: Add any case to your Case Tracking log by opening the case and clicking on the “Add to Case Tracking” button.



19

Applying Search Options

unit

INTRODUCTION

Once you have initiated a search within NamUs there are new options available within the Search submenu of the main Menu Bar. These features include: New Search, Revise Last Search, Last Search Results, Saved Searches, and Shared Searches. If you are not involved in an existing search, the submenu will display only the New Search option. However, once a search has been initiated within the NamUs-UP system you will have two new options available under Search on the menu bar. This unit describes each additional search option.



Fig. 19.1: Full list of NamUs search options.

19.1 Revise Last Search

Revise Last Search allows you to change your search criteria from the most recent search. This function is accessed by hovering over “Search” in the menu bar and clicking on “Revise Last Search”. The Advanced Search page will be loaded with your previously entered search criteria. You may then make changes to the criteria and click the “Search” button at the bottom of the page to execute the new search with the revised criteria.

 The image shows the "Advanced Search" page. On the left side, there is a list of search criteria categories, each with a plus sign in a box: Case Information, Demographics, Circumstances, and Physical / Medical (Searching for Tattoos, Piercings). Under the Physical / Medical category, several checkboxes are listed: Distinctive Body Features Available, Hair Color, Head Hair, Body Hair, Facial Hair, Eye Color Left, Eye Color Right, Eye Description, Amputations, Deformities, and Scars and Marks. Below these, there are two checked checkboxes: Tattoos and Piercings. The Tattoos checkbox has a text input field containing "unicorn rose" and a "Find All" button. The Piercings checkbox has a text input field containing "left ear" and a "Find All" button. On the right side of the page, a large text overlay reads "Add new criteria to your last search."

Fig. 19.2: Revise an old search by adding new criteria, and searching again.

19.2 Last Search Results

This loads the Search Results page with cases based on the last search you executed. It is accessed by hovering over “Search” in the menu bar and clicking on “Last Search Results”.

19.3 Saving a Search

After completing a search, you may save it for later review without the need of entering the criteria into the Advanced Search page again. In order to save your search, click on the “Save this Search” link at the bottom of the Search Results page. This action transfers you to a New Saved Search page where you may name, categorize, and describe your search. After completing this, click the “Save” button at the bottom of the page.

Search Results

16 cases found based on State LKA "Arizona", County LKA "Pima" View: [Case Log](#) | [Thumbnails](#) | [Map](#)

MP #	Name	Date LKA	Location	Sex	Race	Age LKA
5765	Brown, Eric	10/05/2009	Tucson, AZ	Male	Black/African American	23
5542	READ, KAY	02/14/2008	TUCSON, AZ	Female	White	62
6169	Henriquez-Diaz, Jose	06/03/2007	Sells, AZ	Male	Other	14
1634	Daniel, Ricky	01/15/2005	Tuscon , AZ	Male	White	45
486	Cisneros, Miguel	02/23/2004	Between Sasabe and Ari...	Male	Other	27
4295	Shelton , Joan	02/07/2004	Catalina Foothills, AZ	Female	White	65
4281	Simmons , Charles	01/14/2004	Tucson, AZ	Male	White	52
1104	Snelgrove, Lisa	10/17/2003	Apache Junction, AZ	Female	White	34
1099	Sewell, Rebecca	06/01/2000	Tucson, AZ	Female	White	35
3222	Chadburn , Randy	10/23/1997	Arivaca , AZ	Male	White	41

1 / 2 10 16 Record(s) Found

[Save this Search](#)

Fig. 19.3: To save a search for future use, click on the “Save this Search” link.

Home My Dashboard New Case Search Resources News Room Reports Help NamUs Home

NamUs Team [\[Edit Profile\]](#) [\[LogOut\]](#)

Links

Unidentified Persons Database

[DOJ Home](#)
[OJP Home](#)
[NIJ Home](#)
[USA.gov](#)

New Saved Search

Criteria Last Name "smith", Sex "Male", Race "White"

Name

Category

Description

Share

Fig. 19.4: All Saved Searches must be detailed for future use.

After you have saved a search, you can view it by hovering your mouse over “Search” in the menu bar and then clicking on “Saved Searches”. You have the following three options in a saved search.

Run

This executes the search and takes you to the Search Results page. After running the search, you may revise or use the search results as desired.

Edit

This takes you to a page similar to the “New Saved Search” page where you can edit information about your saved search.

Delete

Removes the search.

Fig. 19.5: The saved searches log displays all searches stored in the system for future use.

19.4 Shared Searches

Saved searches can also be shared with other users of the system. This is done either while initially saving a search, or by editing it after it is saved. When setting the name, category, and description for the search, there is a drop-down with the label “Share”. If you want to let other people see this search, select “Yes” in the drop-down. Otherwise, select “No” in the drop-down. To view Shared Searches, hover your mouse over “Search” in the menu bar and select “Shared Searches”. To run a search from this page, click on the row of the search you want to execute.

Fig. 19.6: Shared searches can be used by other NamUs users.

Appendix A



NamUs Missing Person Case Data Entry Form

I. Case Information Page

- **Name of Missing Person** (first, middle, and last):

Maiden: _____ **Nickname(s):** _____

- **Date of Birth:** _____ **Place of Birth:** _____

- **NCIC Number:** _____ **NCMEC Number:** _____

- **Date LKA:** _____ **Age LKA:** _____ to _____ years old

- **Race** (check one):
 White Black/African American Other
 Asian/Pacific Islander Native American Unsure

- **Ethnicity** (if applicable): Hispanic/Latino Other
Race/Ethnicity Notes: _____

- **Sex** (check one): Male Female

- **Height:** (inches) _____ to _____ **Weight:** (lbs) _____ to _____

- **Blood Type** (check one):
 O+ O- A+ A- B+ B- AB+ AB-

II. Circumstances Page

- **Type of Address** (check one): Address Cross street Other

- **Address LKA**

Line 1: _____

Line 2: _____

City: _____

State: _____ **Zip code:** _____ **County:** _____

- **Foul Play Indicated** (check one): Yes No Unknown

- **Circumstances:** _____

- **Financial Transactions:** _____

III. Physical/Medical Page

- **Hair Color** (check one):
 Brown Black White
 Sandy Gray or Partially Gray Red/Auburn
 Blue Green Blonde/Strawberry
 Orange Pink Purple
 Unknown or Complete Bald

- **Head Hair** (description): _____

- **Body Hair** (description): _____

- **Facial Hair** (description): _____

- **Left Eye Color and Right Eye Color** (check one for each eye):
 Black Left Right Blue Left Right
 Brown Left Right Gray Left Right
 Green Left Right Hazel Left Right
 Maroon Left Right Pink Left Right
 Unknown or Missing Left Right

- **Eye Description:** _____

- **Check here if you know of no other distinctive body features:** _____
- **Distinctive features as described below** (check any that apply):
 Amputations Deformities
 Scars and marks Tattoos
 Piercings Artificial body parts and aids
 Finger and toe nails Other distinctive physical characteristics

Description of each of the above:

- **Medical** (check any that apply):
 - Medical implants Foreign objects Skeletal information
 - Organ absent Prior surgery Medications
 - Drugs of abuse Known allergies Known illnesses
 - Medical conditions and disorders Other medical information

Description of each of the above:

IV. Clothing and Accessories Page

- **Options** (check one):
 - Clothing and accessories are unknown
 - Clothing and accessories are described below
- **Options** (check all that apply):
 - Clothing Footwear Jewelry
 - Eyewear Accessories

Description of each of the above:

V. Electronic Communications Page

- **Cell Phone:** _____
 - **Pager:** _____
 - **Internet Access History:** _____
-
-

VI. Transportation Methods Page

- **Vehicle Make:** _____ **Vehicle Model:** _____
- **Year:** _____ **Style:** _____ **Color:** _____
- **VIN:** _____
- **Tag Information** (type, number, state, expiration year): _____

- **Airline/Bus Information:** _____

- Comments:** _____

VII. Secondary Parties Page

- **Relationship:** _____ **Description:** _____

First/Last Name: _____
Address
Line 1: _____
Line 2: _____
City: _____ **State:** _____ **Zip code:** _____
Phone: _____ **Email:** _____
Comments: _____

- **Relationship:** _____ **Description:** _____

First/Last Name: _____
Address
Line 1: _____
Line 2: _____
City: _____ **State:** _____ **Zip code:** _____
Phone: _____ **Email:** _____
Comments: _____

VIII. Dental Page

- **Options** (check one, explain below):
 - Dental information / charting is currently not available
 - Dental information / charting is available and will be entered later
 - Dental information / charting below
 - **Options** (check all that apply):
 - X-rays available (dental films) Models available (dental casts)
 - Photographs available (dental photographs)
 - Baby/primary teeth present Braces
 - Filling or crown present Retainer
 - Removable dentures Root canal
 - Bridge work Upper jaw has no teeth
 - Implants Lower jaw has no teeth
 - **NCIC dental codes available for entry?** Yes No (attach dental coding form)
- Comments** (if information is not available or is elsewhere, describe why/where):
-
-
-

- **Dentist First/Last Name:** _____
- Address:** _____
- City:** _____ **State:** _____ **Zip code:** _____
- Phone:** _____

IX. DNA Page

- **DNA Sample 1 - Options** (check one, explain below):
 - Sample is currently not available
 - Initial inquiry underway
 - Sample available - Not yet submitted
 - Samples submitted - Tests not complete
 - Complete
 - Sample relationship** (check one): Missing individual
 Father Mother Brother Sister Son Daughter
 - Type of profile available** (check either/both that apply):
 mtDNA nucDNA
 - Laboratory Location:**
 FBI NMPDD North Texas Other
 - Sample Reference Number:** _____ **Lab ORI:** _____
- Comments** (if sample is not available, describe why; give name of lab if "other"):
-
-

• **DNA Sample 2 - Options** (check one, explain below):

- Sample is currently not available
- Initial inquiry underway
- Sample available - Not yet submitted
- Samples submitted - Tests not complete
- Complete

Sample relationship (check one): Missing individual
 Father Mother Brother Sister Son Daughter

Type of profile available (check either/both that apply):
 mtDNA nucDNA

Laboratory Location:
 FBI NMPDD North Texas Other

Sample Reference Number: _____ **Lab ORI:** _____

Comments (if sample is not available, describe why; give name of lab if "other"):

X. Fingerprints Page

• **Options** (check one, explain below):

- Fingerprint information is currently not available
- Fingerprint information is available elsewhere
- Fingerprint information below

Fingerprint data for right hand (thumb first): _____

Fingerprint data for left hand (thumb first): _____

Scoring method: Henry NCIC IAFIS

Comments (if information is not available or is elsewhere, describe why/where):

XI. Images Page

List of images to upload: _____

XII. Documents Page

List of documents to upload: _____

XIII. Police Information Page

- Title and first and last name of officer: _____

Jurisdiction: _____ ORI Number: _____

Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Case number: _____ Date Reported: _____

- Title and first and last name of officer: _____

Jurisdiction: _____ ORI Number: _____

Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Case number: _____ Date Reported: _____

- Comments: _____

- Circumstances: _____

XIV. Notes for Activities Log: _____

Appendix C

NamUs-MP Search Map

Most every data element within NamUs can be searched. The following is a list of major information pages with the corresponding sub-item.

A. Case Information

1. MP Case Number
2. Profile Strength
3. Status
4. NamUs Assistance
5. First Name
6. Middle Name
7. Last Name
8. Maiden Name
9. Nickname
10. Date of Birth
11. Place of Birth
12. NCIC Number
13. NCMEC Number
14. Date LKA
15. Age LKA
16. Sex
17. Race
18. Ethnicity
19. Height
20. Weight
21. Blood Type
22. Date Entered

B. Circumstances

1. Type of Address
2. Address LKA
3. City LKA
4. State LKA
5. Zip LKA
6. County LKA
7. Foul Play
8. Financial Transactions
9. Circumstances
10. Circumstances Public View

C. Physical / Medical

1. Hair Color
2. Head Hair
3. Body Hair
4. Facial Hair
5. Left Eye Color
6. Right Eye Color
7. Eye Details
8. Distinctive Body Features Available
9. Amputations
10. Deformities
11. Scars and Marks

D. Physical / Medical (cont.)

1. Tattoos
2. Piercings
3. Prosthetics
4. Finger/Toe Nails
5. Medical Implants
6. Foreign Objects
7. Skeletal Information
8. Organ Absent
9. Prior Surgery
10. Medications
11. Drugs of Abuse
12. Known Allergies
13. Known Illnesses
14. Medical Conditions/Disorders
15. Other Physical Characteristics
16. Other Medical Information

E. Clothing and Accessories

1. Eyewear
2. Clothing
3. Footwear
4. Jewelry
5. Accessories

F. Transportation Methods

1. Vehicle Make
2. Vehicle Model
3. Vehicle Year
4. Vehicle Style
5. Vehicle Color
6. VIN
7. License Type
8. License Plate Number
9. License Issue State
10. Expiration Year
11. Vehicle
12. Airline
13. Bus

G. Electronic Communications

1. Cell phone
2. Pager
3. Internet Access History

NamUs-MP Search Map

H. Secondary Parties

1. First Name
2. Last Name
3. Address
4. City
5. State
6. Zip
7. Phone
8. Email
9. Relationship to Missing Person
10. Notes

I. Dental

1. Dental Availability
2. Dental X-Rays Available
3. Dental Models Available
4. Dental Photographs Available
5. Filling or Crown Present
6. Dentures
7. Bridge Work
8. Implants
9. Braces
10. Retainer
11. Root Canal
12. Upper Jaw Toothless
13. Lower Jaw Toothless
14. Baby Teeth Present
15. Teeth Codes
16. Dental Comments
17. First Name
18. Dentist Last Name
19. Dentist Address
20. Dentist City
21. Dentist State
22. Dentist Zip Code
23. Dentist Phone Number

J. DNA

1. DNA Status
2. DNA Relationship
3. mtDNA Checkbox
4. nucDNA Checkbox
5. DNA Location
6. DNA Reference Number
7. DNA ORI
8. DNA Comments

K. Fingerprint

1. Fingerprint Availability
2. Fingerprint Codes
3. Fingerprint Comments

L. Images

1. Category
2. Caption

M. Documents

1. Title
2. Caption

N. Police Information

1. Title
2. Jurisdiction
3. First Name
4. Last Name
5. ORI
6. Agency
7. Address
8. City
9. State
10. Zip
11. Phone
12. Email
13. Case Number
14. Date Reported
15. Notes
16. Circumstances

O. Activities Log

1. Message

Appendix B



NamUs Unidentified Person Case Data Entry Form

I. Case Information Page

- **Case Number:** _____ **NCIC Number:** _____
- **Date Found:** _____
- **Disposition of Body** (current location of remains; cooler number, cemetery name, date of burial, etc.):

II. Demographics Page

- **Estimated Age** (check one):
 Fetus (pre-birth) Infant (newborn or baby)
 Preadolescent (child) Adolescent (teenager)
 Adult Cannot determine
Minimum Age: _____ **Maximum Age:** _____ (in years)
- **Race** (check one):
 White Black/African American Other
 Asian Native American Unsure
- **Ethnicity** (if applicable): Hispanic/Latino Other
Race/Ethnicity Notes: _____

- **Sex** (check one): Male Female Unsure
- **Weight:** (lbs) _____ (check one) Estimated Measured Cannot Estimate
- **Height:** (inches) _____ (check one) Estimated Measured Cannot Estimate
- **Body Parts Inventory** (check one):
 All parts recovered One or more limbs not recovered
 Torso not recovered One or both hands not recovered
 Head not recovered
Notes: _____

- **Probable Year of Death:** Years _____ to _____
- **Estimated Postmortem Interval** (check one and/or insert number, leave blank if unsure):
 Minutes Hours Days
 Weeks Months Years

- **Body Condition** (check one):
 - Recognizable face
 - Not recognizable - Traumatic injury
 - Not recognizable - Decomposing/putrefaction
 - Not recognizable - Insect/animal activity
 - Not recognizable - Charred/burned
 - Not recognizable - Mummified
 - Not recognizable - Near complete or complete skeleton
 - Not recognizable - Partial skeletal parts only
 - Not recognizable - Partial remains with soft tissues

III. Circumstances Page

- **GPS Coordinates:** _____
- **Location Found**
 - Line 1:** _____
 - Line 2:** _____
 - City:** _____
 - State:** _____ **Zip code:** _____ **County:** _____
- **Autopsy Facility** (if other than county of discovery):
 - State:** _____ **Agency:** _____
 - Email:** _____
 - Notes:** _____
 - _____
- **Cause of Death:** _____
- **Manner of Death** (check one):

<input type="checkbox"/> Pending	<input type="checkbox"/> Natural	<input type="checkbox"/> Accident
<input type="checkbox"/> Suicide	<input type="checkbox"/> Homicide	<input type="checkbox"/> Undetermined
- **Circumstances of Death:**
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____

IV. Physical/Medical Page

- **Hair Color** (check one):

<input type="checkbox"/> Brown	<input type="checkbox"/> Black	<input type="checkbox"/> White
<input type="checkbox"/> Sandy	<input type="checkbox"/> Gray or Partially Gray	<input type="checkbox"/> Red/Auburn
<input type="checkbox"/> Blue	<input type="checkbox"/> Green	<input type="checkbox"/> Blonde/Strawberry
<input type="checkbox"/> Orange	<input type="checkbox"/> Pink	<input type="checkbox"/> Purple
<input type="checkbox"/> Unknown or Complete Bald		

- **Head Hair** (description): _____

- **Body Hair** (description): _____

- **Facial Hair** (description): _____

- **Left Eye Color and Right Eye Color** (check one for each eye):

Black	<input type="checkbox"/> Left	<input type="checkbox"/> Right	Blue	<input type="checkbox"/> Left	<input type="checkbox"/> Right
Brown	<input type="checkbox"/> Left	<input type="checkbox"/> Right	Gray	<input type="checkbox"/> Left	<input type="checkbox"/> Right
Green	<input type="checkbox"/> Left	<input type="checkbox"/> Right	Hazel	<input type="checkbox"/> Left	<input type="checkbox"/> Right
Maroon	<input type="checkbox"/> Left	<input type="checkbox"/> Right	Pink	<input type="checkbox"/> Left	<input type="checkbox"/> Right
Unknown or Missing		<input type="checkbox"/> Left	<input type="checkbox"/> Right		

- **Eye Description:** _____

- **Check here if you know of no other distinctive body features:** _____

- **Distinctive features as described below** (check any that apply):

<input type="checkbox"/> Amputations	<input type="checkbox"/> Deformities
<input type="checkbox"/> Scars and marks	<input type="checkbox"/> Tattoos
<input type="checkbox"/> Piercings	<input type="checkbox"/> Artificial body parts and aids
<input type="checkbox"/> Finger and toe nails	<input type="checkbox"/> Other distinctive physical characteristics

Description of each of the above:

VII. Dental Page

- **Options** (check one, explain below):
 - Dental information / charting is currently not available
 - Dental information / charting is available and will be entered later
 - Dental information / charting below
- **Options** (check all that apply):
 - X-rays available (dental films) Models available (dental casts)
 - Photographs available (dental photographs)
 - One or more teeth present Retainer
 - Baby/primary teeth present Root canal
 - Filling or crown present Upper jaw present
 - Removable dentures Upper jaw had no teeth during life
 - Cemented bridge Lower jaw present
 - Implants Lower jaw had no teeth during life
 - Braces
- **NCIC dental codes available for entry?** Yes No (attach dental coding form)
Comments (if information is not available or is elsewhere, describe why/where):

VIII. DNA Page

- **Options** (check one, explain below):
 - Sample is currently not available
 - Sample available - Not yet submitted
 - Samples submitted - Tests not complete
 - Complete - Insufficient DNA for profiling
 - Complete and entered below
- Type of profile available** (check either/both that apply):
 - mtDNA nucDNA
- Laboratory Location** (check one):
 - FBI NMPDD North Texas Other
- Sample Reference Number:** _____ **Lab ORI:** _____
- Comments** (if sample is not available, describe why; give name of lab if "other"):

IX. Images Page

List of images to upload: _____

X. Documents Page

List of documents to upload: _____

XI. Police Information Page

- Title and first and last name of officer: _____
Jurisdiction: _____ ORI Number: _____
Agency: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____
Case number: _____ Date Reported: _____
- Title and first and last name of officer: _____
Jurisdiction: _____ ORI Number: _____
Agency: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____
Case number: _____ Date Reported: _____
- Notes: _____

- Circumstances: _____

XII. Notes for Activities Log: _____

Appendix D

NamUs-UP Search Map

Most every data element within NamUs can be searched. The following is a list of major information pages with the corresponding sub-item.

A. Case Information

1. Status
2. Identification Potential
3. NamUs Aided in Identification
4. NamUs UP Number
5. Case Number
6. NCIC Number
7. Date Found
8. Date Created
9. Date Modified
10. Manager Office Name
11. QA Reviewed Date
12. Case Manager

B. Demographics

1. Estimated Age
2. Age Range
3. Race
4. Ethnicity
5. Sex
6. Weight
7. Weight Type
8. Height
9. Height Type
10. BI - All parts recovered
11. BI - Head not recovered
12. BI - Torso not recovered
13. BI - One or more limbs not recovered
14. BI - One or both hands not recovered
15. Body Condition
16. Notes on Body Parts Recovered
17. Probable year of death

C. Circumstances

1. GPS Coordinates
2. Address Found
3. City Found
4. State Found
5. Zip Found
6. County Found
7. Cause of Death
8. Manner of Death
9. Circumstances

D. Physical / Medical

1. Distinctive Body Features Available
2. Hair Color
3. Head Hair

E. Physical / Medical (cont.)

1. Body Hair
2. Facial Hair
3. Eye Color Left
4. Eye Color Right
5. Eye Description
6. Amputations
7. Deformities
8. Scars and Marks
9. Tattoos
10. Piercings
11. Medical Implants
12. Foreign Objects
13. Skeletal Findings
14. Organ Absent
15. Prior Surgery
16. Artificial Body Parts and Aids
17. Finger and Toe Nails
18. Other Distinctive Physical Characteristics
19. Other Medical Findings

F. Fingerprints

1. Fingerprints Available
2. Fingerprint Codes
3. Fingerprint Comments

G. Clothing and Accessories

1. Clothing and Accessories Available
2. Clothing
3. Footwear
4. Jewelry
5. Eyewear
6. Other Items Found With Body

NamUs-UP Search Map

Most every data element within NamUs can be searched. The following is a list of major information pages with the corresponding sub-item.

H. Dental

1. Dental Available
2. X-rays Available
3. Models Available
4. Photographs Available
5. One or more teeth present
6. Baby/primary teeth present
7. Filling or crown present
8. Removable dentures
9. Cemented bridge
10. Implants
11. Braces
12. Retainer
13. Root Canal
14. Upper Jaw Present
15. Upper jaw had no teeth during life
16. Lower Jaw Present
17. Lower jaw had no teeth during life
18. Dental Codes
19. Comments

L. Police Information

1. Title
2. First Name
3. Last Name
4. Jurisdiction
5. ORI
6. Agency
7. City
8. State
9. Zip
10. Phone
11. Email
12. Case Number
13. Date Reported
14. Notes
15. Circumstances

I. DNA

1. DNA Status
2. mtDNA
3. nucDNA
4. DNA Location
5. DNA Location Other
6. DNA Reference Number
7. ORI
8. DNA Comments

J. Images

1. Related Topic
2. Caption
3. Viewable to public?

K. Documents

1. Title
2. Related Topic
3. Caption
4. Viewable to public?

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124 Elm Street
Big Rapids, MI 49307
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