

AMBER ALERT AND DCJS MISSING CHILD ALERT QUICK REFERENCE

AMBER Alert activation can occur when an investigating police agency **confirms** that:

1. An abduction of a child (under age 18) has occurred, **AND**
2. The child is believed to be in danger of serious bodily harm or death.



“Confirms” means having reasonable cause to believe that a child has been abducted. Confirmation can be established through eyewitness accounts **OR** by eliminating other possibilities.

Familial abductions qualify if a child is endangered by the actions of the abducting family member. (Threats or use of violence while taking a child and a history of abuse against a child, spouse or partner should be considered.)

ACTIVATION PROCEDURES CHECKLIST

1. Conduct a preliminary investigation to determine if abduction has occurred.
2. Call the NYS COMSEC at **(518) 457-6811** to request activation if abduction is **confirmed**.
3. Complete the **“AMBER Alert Submission Form”** and immediately forward to COMSEC via fax (518-457-3207), NYSPIN (form **“AMBER”**) or the **eJusticeNY** Portal.
4. Obtain photographs or digital images of the child and abductor (if known) and submit to **missingchildren@dcjs.state.ny.us** AND **commop@troopers.state.ny.us**
5. Send a File 6 (MENT) missing person entry (“involuntary,” “endangered” or “disability”) and a File 11A (F11a) abduction message.
6. **NOTE:** When a missing child or college student is endangered, but the case does not meet AMBER Alert activation criteria, the case may be eligible for a **DCJS Missing Child/College Student Alert**. Call the NYS DCJS Missing & Exploited Children Clearinghouse at **1-800-FIND-KID (1-800-346-3543)**.



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AMBER ALERT ASSESSMENT REQUIREMENTS

1. Respond and conduct preliminary investigation.
2. Interview: person making report, parents, other care givers, witnesses, friends, school staff.
3. Conduct initial search (area of disappearance **and** the child's home.)
4. Gather/document detailed information (circumstances, child, suspect, vehicle) **and** assess.
5. Verify that the child is missing.
6. If abduction has occurred and case may qualify for an AMBER Alert, immediately call the NYSP COMSEC at (518) 457-6811 to request activation (see the reverse side for procedures.)
7. If familial abduction, has the abducting family member harmed the child in the past or threatened to now?
8. Obtain photos/images (child/abductor.) Is child registered in *Operation SAFE CHILD*? If so, DCJS can provide a digital image of child. If not, scan photo(s) (or *SAFECHILD* card) and submit via email.
9. Preserve evidence (including computers, cell phones, other devices.)
10. Provide additional information to communications/patrols.
11. Ensure that DCJS/NCIC missing person file entries, **as required by State and Federal statutes**, are made via *NYSPIN* or *eJusticeNY*.

NOTE: If an answer is not evident when determining whether or not Alert activation criteria have been met, call NYSP COMSEC immediately at (518) 457-6811 to discuss case specifics.

**** PRELIMINARY INVESTIGATION CONSIDERATIONS ****

- Is there a witness to or physical evidence of an abduction?
- How old is the child?
- Has the child been missing before? Prior runaway episodes ... When? How many? Are circumstances similar or different this time?
- How long has the child been missing? What were his or her actions before disappearing? Did the reporting party underestimate the time?
- Is the child despondent? Is the child experiencing academic, personal or family problems? Is the child mentally or physically disabled? Does the child have a known drug/alcohol problem?
- Is there evidence of online enticement? Has blog, instant messaging, text messaging and/or cell phone activity continued or stopped?

**NEW YORK STATE POLICE - COMSEC
(518) 457-6811 (518) 457-3207 (FAX) www.troopers.state.ny.us**

**NYS DCJS - MISSING & EXPLOITED CHILDREN CLEARINGHOUSE
1-800-FIND-KID (518) 457-6965 (FAX) www.operationsafechild.org**

www.nysamber.org (Dedicated AMBER Website)

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NOTE: The detailed "NYS AMBER Alert Program Brief and Law Enforcement Guide" and investigative guides can be accessed via the *eJusticeNY* Portal (click on the "Law Enforcement Services" tab; then on "Missing Children.")

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