

STANDARD OPERATING PROCEDURE

ROCK COUNTY SHERIFF'S DEPARTMENT

TITLE: Amber Alert

NUMBER: 5.040

SCOPE: All Sworn Employees

REFERENCE: Child Abduction Emergency Alert Form
Victim Form
Suspect Form
Vehicle Form
Broadcast Script Form

EFFECTIVE DATE: 01/01/05

CANCELS: Policy 13.04A

APPROVED BY: Sheriff

PURPOSE

The purpose of this standard operating procedure is to outline the steps to initiate and participate in an Amber Alert, whether this Department or another law enforcement agency in Wisconsin activates it.

POLICY

It is the policy of the Rock County Sheriff's Department to participate in all legitimate current systems within County Rock and the State of Wisconsin to help with the recovery of abducted children.

DEFINITIONS

ABDUCTED CHILD: A child 17 years of age or younger who has been taken by force and/or unwillingly without permission of the legal guardian or designated legal representative.

ACTIVATION CRITERIA: The three (3) criteria that **must** be met in order to activate an Amber Alert.

AMBER ALERT: A response system utilizing the Emergency Alert system through law enforcement agencies, radio broadcast stations, television stations, and public highway information signs to alert the public of an abducted child with descriptive information of the child, abductor, and/or abductor's vehicle.

DANE COUNTY PUBLIC SAFETY COMMUNICATION CENTER: The central hub of the Amber Alert system. The Dane County Public Safety Communication Center (DCPSCC) will be responsible for all activations, updates, and cancellations of any Amber Alert.

PROCEDURE

A. Activation Criteria:

1. The child is 17 years of age or younger.
2. The child must be in danger of serious bodily harm or death.
 - a. An Amber Alert is **not** to be used for runaways or family abductions **unless** the child's life is in immediate danger.
3. There is enough descriptive information about the child, the suspect(s), and/or the suspect vehicle(s) to believe an immediate broadcast alert will help locate the child.

B. Investigation and Information Dissemination

1. The initial investigating officer who has reason to believe a child has been abducted will verify the details with the patrol shift supervisor on duty.
2. The supervisor will determine if the above-listed criteria have been satisfied for an Amber Alert activation.
3. If the Amber Alert criteria have been satisfied, the shift supervisor will complete the Amber Alert forms #1-5.
 - a. The Amber Alert forms may be found on the NLETS TIME System or on the WILENET website. Copies of the forms will also be distributed to all Patrol Lieutenants and Sergeants for copying on the photocopy machine.
 - b. Form #1: Child Abduction Emergency Alert Form.
 - c. Form #2: Victim Form.
 - d. Form #3: Suspect Form.
 - e. Form #4: Vehicle Form.
 - f. Form #5: Broadcast Script Form. At this time, the supervisor will determine if the alert will be broadcast regionally, multi-regionally, or statewide. A map will be supplied to every patrol supervisor outlining the regions within Wisconsin.
4. The shift supervisor will make sure the child is entered into the National Crime Information Center (NCIC) database.

5. The shift supervisor will contact Administration to inform them that he/she is going to initiate an Amber Alert. Administration to be contacted:
 - a. Sheriff
 - b. Chief Deputy
 - c. LES Commander
 - d. The Administrative Duty Officer if it is the weekend
 - e. Detective Bureau Lieutenant
6. The shift supervisor will telephone the DCPSCC to request Amber Alert activation.
 - a. Dane County Public Safety Communication Center (DCPSCC)
PH: (608) 267-3913
FAX: (608) 267-2535
7. Electronically send or fax the Amber Alert Forms (#1-#5) to the DCPSCC. ***This form requires the signature of the senior supervisor on duty.**
8. As time permits, the initial investigating deputy or supervisor should obtain written parent/guardian authorization to release the name and a photograph of the abducted child on the Child Photo and Name Release Form (#6). The photograph should be e-mailed to the DCPSCC at dane911@co.dane.wi.us. If someone in the Bureau of Identification or the LES Secretary is not working at the time, contact someone from B of I or the LES Secretary to scan in the photo and e-mail it to the DCPSCC.
9. The DCPSCC shift commander will confirm the accuracy of the information provided and will verify that all criteria of Amber Alert activation have been satisfied. The Center will then activate the alert the Emergency Alert System to be broadcast throughout the designated area.

C. Notifications

1. After the Amber Alert has been activated, the shift supervisor and/or the initial investigating officer shall report to the 911 Communication Center to help answer questions and take tips from the two tips lines that have been set up there. Our continuing presence at the 911 Communication Center is a requirement of this process.

2. Either the shift supervisor or a designated media liaison will inform the media and the public as to the tip line phone numbers where leads may be phoned in. These numbers are:
 - a. 758-TIPS (758-8477)
 - b. 1-877-AMBERRC (1-877-262-3772) This number is toll free.
3. The designated e-mail address for the Rock County Sheriff's Department is sheriff@co.rock.wi.us.
4. The designated fax number for information is the Jail fax at 757-7997.
5. A media liaison should be designated to coordinate information interviews and send out press releases.
6. The shift supervisor will contact the FBI-Madison office at (608) 833-4600.
7. The shift supervisor or Detective Lieutenant shall contact the National Center for Missing and Exploited Children (NCMEC) to report information regarding the missing/abducted child and/or for additional resources and services.
 - a. NCMEC 24-hour Hotline: 1-800-THE-LOST (1-800-843-5678). NCMEC can also provide the following additional assistance:
 - (1) Technical case assistance.
 - (2) Age enhancement, facial reconstruction, and image identification services.
 - (3) Informational analysis services.
 - (4) Queries and database searches.
 - (5) 24-hour, toll-free hotline and cyber tip line.
8. The shift supervisor can also contact the Wisconsin Clearinghouse for Missing and Exploited Children for additional resources and services at:
 - a. WISCONSIN CLEARINGHOUSE: 1-800-THE-HOPE (1-800-843-4673) or at wimissingchild@doj.state.wi.us.

D. Locater System

1. After the Amber Alert is activated and a current photo has been obtained, the LES Secretary will develop a poster on the Locater System and disseminate it to the appropriate law enforcement agencies in the designated areas.

E. Amber Alert Updates

1. As updated information develops or is obtained, the shift supervisor shall telephone the DCPSCC with the case updates.
2. Fill out the Amber Alert Update Form (#7) and e-mail, fax, or sent via the TIME System to the DCPSCC. This form requires the signature of the senior supervisor on duty.

F. Amber Alert Deactivations

1. Telephone the DCPSCC to request an Amber Alert deactivation.
2. Fill out the Amber Alert Deactivation Form (#8) and e-mail, fax, or sent via the TIME System to the DCPSCC. This form requires the signature of the senior supervisor on duty.
3. Contact the local FBI office, NCMEC, and Wisconsin Clearinghouse for Missing and Exploited Children to inform them that the Amber Alert has been deactivated.

G. Additional Information

1. The DCPSCC will send out a regional, multi-regional or statewide administrative message via the TIME System to law enforcement agencies regarding the **activations, updates, and cancellations of all Amber Alerts**.
2. The DCPSCC will contact the Xpedite Fax Broadcast Company which will disseminate faxes and e-mails to law enforcement and the media regarding the **activations, updates, and cancellations of all Amber Alerts**.
3. The DCPSCC will send out an administrative message via the TIME System to the Department of Transportation to **activate/deactivate electronic highway message board signs**.
4. The DCPSCC will also contact the Xpedite Fax Broadcast Company which will disseminate a fax to the Department of Transportation to **activate/deactivate electronic highway board signs**.
5. The DCPSCC is also the host of the Amber Alert website at www.amberalertwisconsin.org.