

# AMBER ALERT AND MISSING CHILD ALERT QUICK REFERENCE

AMBER Alert activation can occur when an investigating police agency has reasonable cause to believe 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.



Reasonable cause to believe means that from eyewitness accounts OR by eliminating other possibilities, your investigation leads you to believe that a child has been abducted.

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

## ACTIVATION PROCEDURES CHECKLIST

1. Conduct a preliminary investigation to determine if abduction has occurred.
2. Call the NYSP COMSEC at **(518) 457-6811** to request activation if abduction is *confirmed*.
3. Complete the “AMBER Alert Submission Form” and submit via **email to [commop@troopers.ny.gov](mailto:commop@troopers.ny.gov) AND [nyspsvu@troopers.ny.gov](mailto:nyspsvu@troopers.ny.gov)** or fax to COMSEC (518-457-3207) or the eJusticeNY IJ Portal.
4. Obtain photographs or digital images of the child and abductor(if known) and submit to **[commop@troopers.ny.gov](mailto:commop@troopers.ny.gov) AND [nyspsvu@troopers.ny.gov](mailto:nyspsvu@troopers.ny.gov)**
5. Complete a missing person entry in the eJusticeNY IJ Portal (“involuntary,” “endangered” or “disability”) NYSP COMSEC will send the File 11A (F11a) abduction message.
6. 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 Missing Child or College Student Alert. **Call the NYS DCJS Missing Persons Clearinghouse at 1-800-346-3543.**



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## **INITIAL CASE ACTION**

1. Respond and conduct preliminary investigation. Verify that the child is missing!
2. Interview: person making report, parents, other care givers, witnesses, siblings, friends, school staff, neighbors and others.
3. Gather/document detailed information (circumstances, child, suspect, vehicle) **and** assess.
4. Request additional resources (investigative, supervision, equipment, canine.)
5. Conduct initial search (area of disappearance **and** the child's home.)
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.) Scan photo(s) if necessary 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?
- Recent issues or breakup with a boyfriend, girlfriend or other partner?
- 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.ny.gov](http://www.troopers.ny.gov)**

**NYS DCJS - MISSING PERSONS CLEARINGHOUSE**  
**1-800-346-3543 (518) 457-6965 (FAX) [www.criminaljustice.ny.gov](http://www.criminaljustice.ny.gov)**

**[www.amber.ny.gov](http://www.amber.ny.gov) (Dedicated AMBER Website)**

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**NOTE: The detailed "NYS AMBER Alert Law Enforcement Activation Guide" and investigative guides are available via eJusticeNY (click on the "Law Enforcement Services" tab; then on "Missing Persons.")**