



www.amber.ny.gov
(Dedicated NYS AMBER Alert Website)

LAW ENFORCEMENT ACTIVATION GUIDE

NEW YORK STATE POLICE
Communications Section
760 Troy Schenectady Road
Latham, NY 12110
(518) 457-6811 (518) 457-3207 (FAX)
www.amber.ny.gov

NYS DIVISION OF CRIMINAL JUSTICE SERVICES
Missing Persons Clearinghouse
80 South Swan Street
Albany, NY 12210
(800) 346-3543 (518) 457-6965 (FAX)
www.criminaljustice.ny.gov

INVESTIGATING AGENCY ACTIVATION PROCEDURES CHECKLIST

1. **Conduct a preliminary investigation.**
If unsure whether or not the case meets the AMBER Alert activation criteria, call NYSP COMSEC staff immediately for assistance with making a determination.
2. **Call the NYSP COMSEC at (518) 457-6811 to request activation if there is reasonable cause to believe an abduction has occurred.**
3. **Complete the “AMBER Alert Submission Form” and immediately forward to COMSEC via fax (518-457-3207), email (commop@troopers.ny.gov and nyspsvu@troopers.ny.gov) or Integrated Justice Portal (form “AMBER”).**
 Do not disseminate the form to other agencies.
4. **Obtain photographs or digital images of the child and abductor (if known) and submit to commop@troopers.ny.gov and nyspsvu@troopers.ny.gov.**
5. **Complete the missing person entry in the eJusticeNY Integrated Justice Portal (specify “involuntary”, “endangered” or “disability”) with the coded destination of APTS. NYSP COMSEC will send an abduction message (QNYS).**
 - ◆ Immediate entry of missing child information into DCJS/NCIC files is required pursuant to State and Federal laws. The entry should contain all available biographical information and details (i.e., description of clothing; unique marks and scars; circum stances.)
 - ◆ Ensure that the missing child entry is formally cross-referenced with suspect and vehicle entries (if known.)**Note:** Activation will not be delayed if a missing person entry has not been made. However, the entry must be made immediately following the activation request.
6. **Forward new or revised information to NYSP COMSEC upon receipt (updated broadcasts may be sent based upon new information.)**
 - ◆ Updated broadcasts should be requested only when new or revised information is substantial and is likely to strengthen public involvement.
 - ◆ If new or revised information conflicts with previously submitted information, clearly indicate which information is correct.
 - ◆ A revised broadcast is done upon receipt of information.

AMBER Submission Form in the eJusticeNY Integrated Justice Portal.

Select Notifications, Broadcasts, AMBER Alert

The screenshot shows the eJusticeNY Integrated Justice Portal interface. The top navigation bar includes 'Home', 'People', 'Property', 'Intelligence', 'Resources', and 'Notifications'. The 'Notifications' menu is expanded, showing options: 'Broadcasts', 'Hit Confirmation Request', 'Hit Confirmation Response', 'Intelligence Notifications', 'Abduction or Sexual Assault', 'Administrative Messages', 'AMBER Alert', 'Arrest', 'Assault', and 'Emergency Disaster'. The 'AMBER Alert' option is highlighted. Below the navigation, an 'Announcements' section displays a message dated 2011-10-25 regarding the release of the eJusticeNY Integrated Justice Portal 4.0.0.

NOTE: The “AMBER Alert Submission Form” in this publication should be photocopied and completed when requesting an Alert. Do not remove and use the original form. The form can be located and submitted through the eJusticeNY Integrated Justice Portal or on the eJusticeNY website, (select Law Enforcement Services; Missing Persons). This form can be submitted by fax or email.

Submit by Email

AMBER ALERT SUBMISSION FORM URGENT- FOR IMMEDIATE ACTION- URGENT

Print Form

Call NYSP Communications at (518) 457-6811 Before Completing This Form

TO: NYSP Communications and Special Victims Unit *** Email form (and child/abductor images): commop@troopers.ny.gov
AND nyspsvu@troopers.ny.gov Alternate method - FAX Form: (518) 457-3207*** **NOTE:** If you are using web-based email (ex: hotmail, gmail, yahoo etc.) you cannot use the "Submit by Email" button. Instead fill out the form and save it, then attach it to an email.

FROM:
Investigating Agency Name Officer Name Phone # (including area code)

Incident Date Incident Time

Incident Location
Municipality Name County Specific Location

Telephone Number (for Broadcast)

CHILD INFORMATION

Name
Last First Middle

Sex Race Height Weight Eye Color Hair Color

Date of Birth Age Scars/Marks/Tattoos

Clothing Description

SUSPECT INFORMATION

Name
Last First Middle

Sex Race Height Weight Eye Color Hair Color

Date of Birth Age Scars/Marks/Tattoos

Clothing Description

VEHICLE INFORMATION

Plate Number State Year Make Model Color

Other Descriptors

ABDUCTION DESCRIPTION (include circumstances, direction of travel, possible destination, additional suspects, etc)

NCIC # ENTRY

NYS AMBER ALERT ACTIVATION CRITERIA

AMBER Alert activation can occur when an investigation police agency has reasonable cause to believe that:

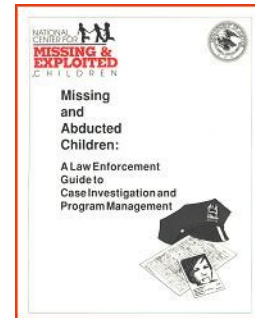
1. An abduction of a child (under the age of 18) has occurred, and
 2. The child is believed to be in danger of serious bodily harm or death, either due to the actions of another or due to a proven mental or physical condition.
- ◆ Reasonable cause to believe means that from eyewitness accounts OR by eliminating other possibilities, the investigation leads you to believe that a child has been abducted.
 - ◆ Familial abductions qualify only if a child is endangered by the actions of the abducting family member. Consider threats or use of violence while taking a child or a history of child abuse against a child, spouse or partner.

When a case does not meet AMBER Alert activation criteria, but a missing child, college student or young adult (under 21) is deemed to be endangered, an alternative Alert system is available through the Missing Persons Clearinghouse at 1-800-346-3543.

OTHER CONSIDERATIONS

1. Beyond the preliminary investigation: Immediately commencing an “incident command” strategy may be crucial. Considerations:

- ◆ Command post.
- ◆ Employing agency child abduction response plans.
- ◆ Scene management.
- ◆ Searches (scene, area and residence).
- ◆ Interviews (witnesses and potential suspects).
- ◆ Evidence (gathering, preservation, analysis)
- ◆ Coordination of intra and inter-agency operations.
- ◆ Lead management (intake, analysis and response).
- ◆ Resources: Availability, mobilization and assignment (i.e., personnel, equipment, canine, CART, Team Adam).
- ◆ Communications (agency, multi-agency and scene) and information flow.
- ◆ Media strategies.
- ◆ Family liaison.



2. Incoming calls: Expect a very high volume, possibly for an extended period of time.

- ◆ From the public, media (local, regional, national), police agencies and others.
- ◆ Ensure that the answering point is capable of handling the volume (dedicated number as well as others, including 911).
- ◆ Coordination of information flow, coming in and going out, is crucial.
- ◆ An agency media liaison working in direct consultation with the lead investigator(s) and agency managers is essential.

3. Area agencies: Be prepared to intake and if warranted, respond to leads.

- ◆ Recommendation: "Refer the complaint, not the complainant." Vital information may be lost if the caller is referred to another number (i.e., the person may be unable to get through due to call volume.)
- ◆ For purposes of lead coordination, detailed information on every lead should be recorded and immediately forwarded to the investigating agency.

4. Be prepared for pressure to activate in cases that do not meet Alert activation guidelines.

- ◆ Individuals will pressure for activation in cases that do not meet established protocols. Ensure that traditional non-Alert information mechanisms are used in these cases.
- ◆ The *NYS Missing Child/College Student Alert* program is available for cases that do not meet AMBER Alert activation requirements. Information is electronically distributed using the AMBER Alert regions.

ACTIVATION PROCEDURES COMPLETED BY NYSP COMSEC

1. Review request details to ensure that circumstances comply with activation criteria.
2. Determine activation areas based upon case specific details (i.e., direction of travel, time passed since the abduction, possible destinations.)
3. Call the requesting agency to verify the authenticity of the request and obtain additional information.
4. Place Alert details on the NYS AMBER website. At this time an alert banner/link is placed on the NYSP and NYS DCJS websites.
5. Notify all broadcasters and police agencies in the activation area(s) via broadcast fax and/or e-mail. In addition to being used for police radio broadcasts, agencies utilizing Mobile License Plate Reader technology are requested to immediately enter the license plate information, if known, into patrol vehicle databases.
6. Notify AMBER Alert Plan partners.
 - ◆ Transportation authorities - Details are displayed on highway message signs.
 - ◆ NYS Lottery - Details are displayed on in-store ticket terminals.
 - ◆ NYS Thruway Authority - Details are disseminated to toll barriers and service areas.
 - ◆ NYS Department of Motor Vehicles - Details are displayed on issuing office message boards.
7. Notify the National Center for Missing & Exploited Children (NCMEC), all FBI offices in New York State Intelligence Center (NYSIC) and bus, train and airport terminals.
8. Request interstate activation in neighboring states and/or Canadian Provinces, if warranted. If an activation area is adjacent to a border, the U.S. Border Patrol, U.S. Customs and Canadian Customs are also notified.



9. Send an abduction message to all law enforcement agencies throughout New York State (QNYS).
10. Transmits an AMBER Alert poster upon receipt of images of the child, suspect and/or vehicle from the investigating agency. Posters are transmitted via fax and e-mail to all broadcasters, partner agencies and police agencies in the activation area.
11. Transmits details to alert public subscribers via NYAlert.
12. Transmits an updated message to activation area(s) upon receipt of substantial new information. COMSEC will activate additional areas if information provided by the investigating agency indicates that it will be beneficial.
13. Transmits a cancelation message if the child is recovered within the eight hour activation period.

MISSING CHILD/COLLEGE STUDENT AND VULNERABLE ADULT ALERTS

When a missing child, college student, young adult (under 21) or vulnerable adult (18 or over) is deemed to be endangered, but the case does not meet AMBER Alert activation criteria, an alternative alert system is available.

Known as a *NYS Missing Child*, *Missing College Student* and *Missing Vulnerable Adult* Alert, information can be distributed electronically to every police agency in New York State, NYS Thruway travel plazas and toll barriers, broadcasters, Alert subscribers and others within minutes. Information is also placed on the NYS DCJS and National Center for Missing & Exploited Children websites and when there is known vehicle information, details can be listed on highway message signs.



Requests for a Missing Child/College Student Alert are made by contacting the DCJS Missing Persons Clearinghouse at 1-800-346-3543

Other support services provided by the NYS DCJS Missing Persons Clearinghouse include operating the 1-800-346-3543 hotline (365 days/year; 24 hours/day); offering case management advice; locating other available support services; conducting database searches to develop lead information; developing and electronically distributing missing person posters to private and public entities; placing photographs and biographical information on the DCJS and National Center for Missing & Exploited Children (NCMEC) websites.

The New York State Intelligence Center (NYSIC) has 24-hour access to several resources that can assist law enforcement agencies with both AMBER and non-AMBER Alert cases.

Information contained in various commercial and internal databases, accessible by the NYSIC staff, may provide up-to-date information on targets and may identify possible associates, neighbors and relatives. The NYSIC has the ability to supply accurate telephone service provider contact information for any telephone number. In addition, the NYSIC has contacts with automobile rental companies that can be useful in locating vehicles that are equipped with global positioning system (GPS) devices. The NYSIC's numerous contacts with local, state and federal agencies may also be able to provide additional investigative assistance.



Requests for assistance are made by contacting the New York State Intelligence Center at 1-866-48NYSIC.

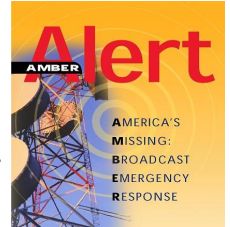
THE AMBER ALERT SYSTEM

The **AMBER** Alert System began in 1996 when Dallas-Fort Worth broadcasters teamed up with local police to develop an early warning system to help find abducted children. **AMBER** stands for *America's Missing: Broadcast Emergency Response* and was created as a legacy to 9-year-old Amber Hagerman, who was kidnapped while riding her bicycle in Arlington, Texas, and then brutally murdered. Other states and communities soon instituted similar plans as the idea was adopted across the nation.



Modeled after the Texas program, the New York State **AMBER** Alert Plan is a voluntary partnership between law enforcement, broadcasters and others to immediately involve the public, especially motorists, in the search for an abducted child.

Investigating agencies submit information directly to the New York State Police Communications Section (COMSEC) in Albany (518-457-6811.) In turn, through use of broadcast fax and email systems, details are rapidly sent to broadcasters and law enforcement agencies in the area of the abduction. Details may include descriptions of the child, abductor and/or involved automobiles. They can be seen or heard on:



- * Television stations.
- * Highway variable message signs.
- * NYS Thruway Authority service areas.
- * New York State AMBER Alert, NYSP and NYS DCJS websites.
- * Radio stations.
- * Lottery in-store ticket terminals.
- * DMV issuing office message boards.

Experience has shown that excessive or inconsistent use of the **AMBER** Alert Plan diminishes program integrity and effectiveness. Not only is the relationship between broadcasters and law enforcement harmed, but the public can become apathetic. To maintain program integrity, stringent activation criteria have been established and are strictly followed.

NY-ALERT: AMBER and Missing Child/Person Alerts

The New York State Police and the Division of Criminal Justice Services have partnered with NY-ALERT to allow you to sign up to receive free AMBER Alerts and Missing Child/College Student and Vulnerable Adult Alerts - via e-mail, text message or fax - whenever one of these alerts is issued in New York State.



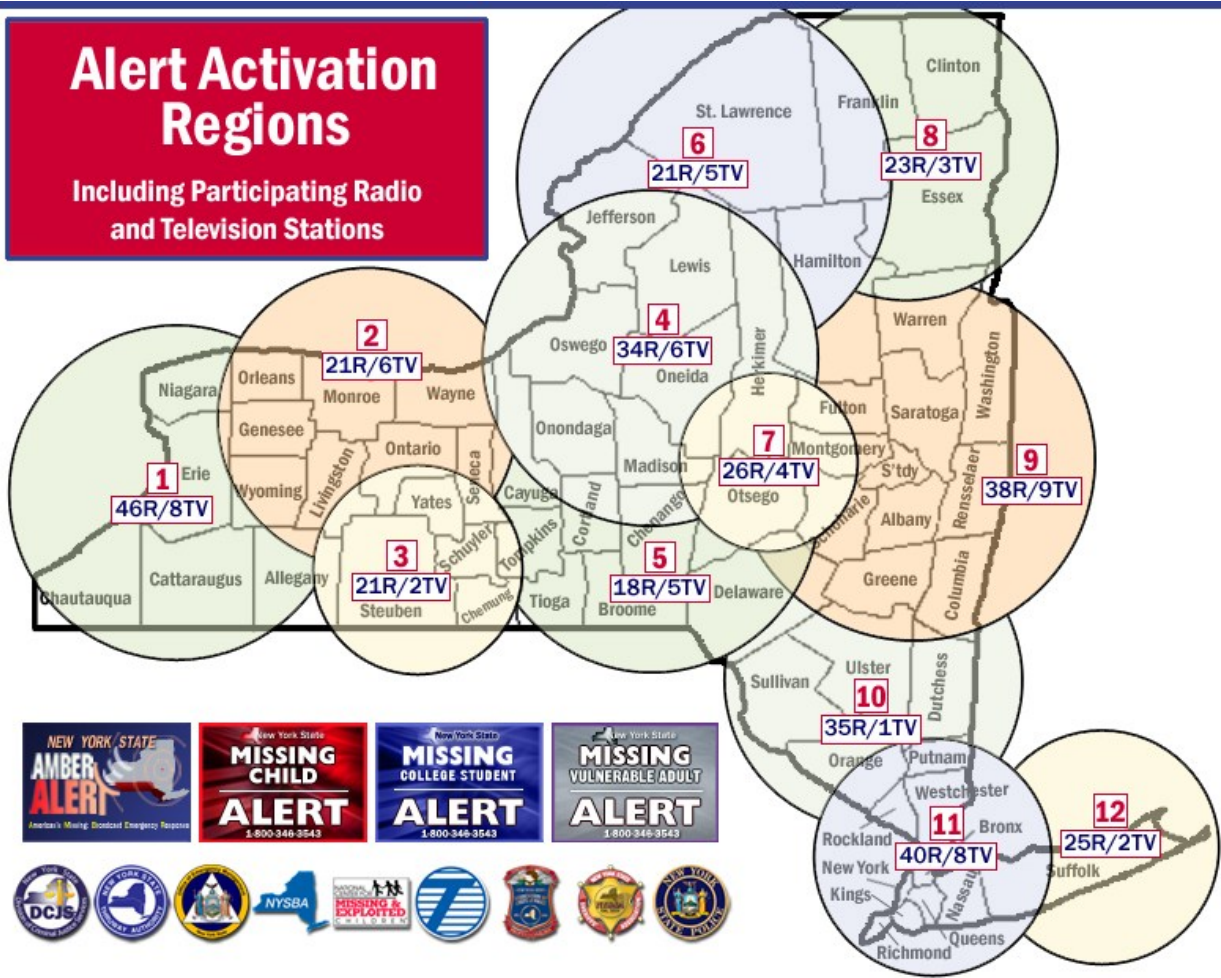
- ◆ If you already have a NY-Alert account, simply add AMBER Alert and Missing Child/Person Alerts to your profile.
- ◆ If you do not have an account with NY-ALERT, you need to establish one before you can subscribe to AMBER and Missing Child/Person Alerts. Go to www.nyalert.gov to subscribe.

Once you register, you won't need to do anything more, unless you want to change the way you receive alerts or the locations you wish to be alerted about.



Alert Activation Regions

Including Participating Radio and Television Stations



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New York State Partners

The New York State AMBER Alert Plan unifies efforts between the New York State Police, NYS Division of Criminal Justice Services, NYS Association of Chiefs of Police, NYS Sheriffs' Association, National Center for Missing & Exploited Children, State Emergency Management Office, NYS Department of Transportation, NYS Department of Motor Vehicles, NYS Lottery, NYS Thruway Authority, NYS Broadcasters Association, local broadcasters, local law enforcement agencies and the public.

