

AMBER ALERT AND 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. (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 NYS COMSEC at (518) 457-6811 to request activation if abduction is **confirmed**.
3. Complete the “AMBER Alert Submission Form” and immediately fax to COMSEC (518-457-3207). Alternatives: 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 *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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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 NYS 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 NYS 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.state.ny.us
NYS DCJS - MISSING & EXPLOITED CHILDREN CLEARINGHOUSE
1-800-FIND-KID (518) 457-6965 (FAX) www.criminaljustice.state.ny.us
www.amber.ny.gov (Dedicated AMBER Website)

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NOTE: The detailed “NYS AMBER Alert Program Brief and Law Enforcement Guide” and investigative guides are available via the eJusticeNY Portal (click on the “Law Enforcement Services” tab, then on “Missing Children.”)

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