



DESCHUTES COUNTY SHERIFF'S OFFICE

Policy Title: AMBER Alert System	Effective Date: September 8, 2015	Policy Number: 5.28
Accreditation Reference: 2.2.4	Review Date: September 8, 2018	Supercedes: March 1, 2013
Attachments: <ul style="list-style-type: none">• AMBER Alert Checklist• Tip Sheet• AMBER Alert Message	L. Shane Nelson, Sheriff	

I. PURPOSE

The purpose of this policy is to provide guidelines for the procedure when a child is abducted and the AMBER Alert System is implemented.

II. POLICY

It is the policy of the Deschutes County Sheriff's Office that deputies shall conduct thorough and complete investigations of all reports of missing children.

III. DEFINITION

AMBER Alert or America's Missing Broadcast Emergency Response (AMBER) is a cooperative program between law enforcement agencies and local area radio and television stations to broadcast information about a missing, endangered child using the Emergency Broadcast System.

IV. PROCEDURES

Do not use the AMBER Alert for runaways or parental abductions unless the child is in peril or danger of serious bodily harm.

Basic procedures for investigating a missing child are contained in Policy 7.06, Missing Persons. When a missing child meets AMBER Alert criteria, Policy 5.28, AMBER Alert, shall be followed in addition to [Policy 7.06, Missing Persons](#).

When a deputy is investigating a report of a missing child and there is the possibility of abduction, the deputy shall complete the AMBER Alert Criteria Checklist. If the responding deputy believes that a child has been abducted and the circumstances fit the AMBER Alert criteria, the deputy will immediately notify a supervisor. The supervisor shall then contact the OSP AMBER Alert Coordinator at the OSP Northern Command Center at (503) 375-3555 to review the investigative facts and verify the abduction meets AMBER Alert activation criteria.

The deputy will obtain sufficient information to complete an AMBER Alert message. Once OSP has verified the abduction meets AMBER Alert criteria, the deputy will ensure that all necessary steps for activation have been followed.

V. SUPERVISORY DUTIES

A supervisor will review the information gathered by the responding deputy, including the AMBER Alert Checklist. The supervisor shall determine if there is sufficient information that would be useful to the public to assist in the recovery of the child. If the supervisor believes the case meets the AMBER Alert criteria, the supervisor will ensure that the OSP AMBER Alert Coordinator at the OSP Northern Command Center at (503) 375-3555 and 9-1-1 Dispatch are notified.

The supervisor will notify appropriate personnel to staff the Sheriff's Office AMBER Alert tip line. The supervisor will immediately assign a person to be the liaison at the AMBER Alert tip line-answering point.

The supervisor will review the information on the AMBER Alert message to ensure it is complete and accurate.

Updates to the AMBER Alert message will be completed utilizing the Alert message form after review by the supervisor and will then be forwarded to 9-1-1 Dispatch for broadcast. Updates need to be consecutively numbered at the top of each form for tracking purposes.

OSP and/or DCSO shall send news releases announcing activation and deactivation of the AMBER Alert. During activation, updated news releases shall be sent with important information needed to help safely recover the child. Updates will also be made to the AMBER Alert website and via social media by OSP to keep the public informed while the search for the child and suspect occurs.



Case #: _____

Deschutes County Sheriff's Office Missing/Abducted Children Checklist

The Deschutes County Sheriff's Office uses the uniformly established Incident Command System (ICS). As such, the first Deputy on scene will establish Incident Command (IC) with Dispatch and retain IC until the Deputy transfers command to another Deputy or agency. IC may be transferred as often as prescribed by the incident. Transfers of command must be clearly communicated to Dispatch and other involved responders and acknowledged by the new IC. To provide the most efficient IC, the primary investigating Deputy should not be/remain IC. If the primary Deputy is also the first to arrive on scene, the Deputy should establish IC and then pass IC to an appropriate responder as soon as practical. IC is not rank structured and the IC may or may not be of any particular rank.

Not every incident will require each and every step. This checklist is provided as a guide to the responding personnel to assure each incident a proper response and disposition. Check off completed tasks, draw a line through those not appropriate for the incident.

Immediate Actions

- Establish Incident Command (IC)/Transfer IC if appropriate
- Establish Command Post (CP)
- Direct responding units to begin perimeter search
- Always be alert for potential crime, evidence, crime scene preservation
- Determine initial circumstances, where/when last seen, type of incident(non-family/family abduction, endangered runaway, lost, injured, otherwise missing)
- Identify and interview responsible persons/witnesses
- Obtain and broadcast detailed description of child(ren) and suspect(s) (if appropriate)
- Determine as well as possible the potential for harm, **critical for AMBER Alert activation**
- Determine child custody issues, if any
- Request additional resources as required, consider Search and Rescue, Fire, search K9s
- If abduction a likely possibility advise Division Commander and Sheriff, call out Detectives
- Obtain and note permission to search home or building where incident occurred
- Conduct immediate and thorough search of child(s) home, even if child reported missing from other location
- Evaluate contents and appearance of child(s) room/residence, consider photo/video
- Obtain most current photos of child(ren), distribute as needed
- If possible family/acquaintance abduction obtain photos of abductor(s), distribute as needed
- Conduct thorough search of surrounding area to include likely places of concealment
- Make proper notifications and log times (Fire/EMS, Chaplains, DA, Tows, MEs, etc.)
- Establish Media relations/Location and identify Public Information Officer (PIO)
- Complete investigation/reports

Detective Supervisor Duties (Abduction)

- Obtain detailed briefing from initial responding deputies
- Verify accuracy of information and details obtained during preliminary investigation
- Coordinate process of interviewing other family members, friends, extended family, etc.
- Obtain history of family dynamics
- Coordinate with patrol supervisor to determine search patterns, notifications, etc.
- Identify available investigative resources and deploy as needed
- Determine and execute investigative follow up plan
- Coordinate planning and investigative process/resources with Command Center
- Assist Command Center personnel with media release, photo release, etc.

Patrol Supervisor Duties (Abduction)

- Obtain detailed briefing from initial responding deputies
- Determine if AMBER Alert activation requirements met, activate if appropriate
- Coordinate and direct search efforts and resources, call out additional resources as needed
- Notify OSP, FBI, Chaplain, Victims Assistance, DA, Missing Children's Clearing House as situation dictates
- If abduction and AMBER Alert activated, establish Command Post at Sheriff's Office
- Coordinate with detective supervisor to determine and implement investigative process
- Identify senior incident commander, may be lieutenant or division commander
- Identify and designate PIO
- Ensure agency policy and procedures are followed
- Keep IC constantly updated and informed of progress or developments
- Complete investigation and reports

Office Supervisor Duties (Abduction)

- Initiate AMBER Alert** through OSP and dispatch when advised to do so
- Establish and staff Command Center in training room
- Identify equipment needs for Command Center and communicate to IC
- Establish incoming Tip Line in Command Center/staff for duration of incident/assure Tip Line is dedicated line or lines
- Identify primary phone number(s) for incoming media requests, staff for duration
- Assist in preparation (scanning, editing, etc.) and dissemination of media releases, photos, etc.
- Supervise and/or assist in electronic or telephonic communications (fax, e-mail, etc.)
- Maintain liaison with dispatch and other local law enforcement agencies
- Identify and staff a scribe position or note taker for incoming information, details, assignments
- Ensure sensitive information remains out of unauthorized view/access

PIO Duties (AMBER Alert)

- Primary contact and liaison for ALL media contacts/no media releases by unauthorized persons
- Liaison between IC/Command Center and media
- Schedule, coordinate and staff media briefings
- Be available for media and not involved with primary investigation
- Liaison between command center and law enforcement staff

Case #: _____

**Deschutes County Sheriff's Office
AMBER Alert Criteria Checklist**

****DO NOT USE AMBER ALERT FOR RUNAWAYS OR PARENTAL ABDUCTIONS UNLESS THE CHILD IS IN DANGER OF SERIOUS BODILY HARM OR DEATH****

1. Do you have cause to believe a child has been ABDUCTED?

- If YES, go to Question 2
- If NO, DO NOT ACTIVATE AMBER Alert

2. Is the abduction one in which the child victim is 17 years of age or younger?

- If YES, Answer Question 3
- If NO, DO NOT ACTIVATE AMBER Alert

3. Is the abduction one in which the child victim has a proven mental or physical disability?

- If YES, Answer Question 6
- If NO, Answer Question 4

4. Was the child abduction witnessed by anyone, or is there adequate information available to disseminate to the public that could help locate the child?

- If YES, Answer Question 6
- If NO, Answer Question 5

5. Did the child abduction involve acts of violence?

- If YES, initiate AMBER Alert Activation
- If NO, Answer Question 6

6. Do you believe the child to be in danger of serious bodily harm or death?

- If YES, initiate AMBER Alert Activation
- If NO, investigate further, DO NOT activate AMBER Alert

Does incident fit criteria for an AMBER Alert? YES NO

If YES, AMBER Alert activation shall be initiated through OSP.

Reporting Deputy	DPSST	Date	Approved
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DESCHUTES COUNTY SHERIFF'S OFFICE "TIP SHEET"

Case#: _____ Offense: _____ Victim: _____

Call Received Date: _____ Time: _____ By: _____ ext.: _____

Shift/Days off: _____

USE SECOND PAGE FOR ADDITIONAL SUSPECT OR VEHICLE

SUSPECT NAME: _____ AKA: _____

Address _____ Phone: _____

Sex: M F Race: ____ DOB/AGE: _____ Ht: _____ Wt: _____ Hair: _____ Style: _____

Eyes: _____ Scars/Marks/Tattoos, etc. _____

Clothing: _____ Employment: _____

VEHICLE: Yr: _____ Make: _____ Model: _____ Style: _____ Color: _____

Lic #: _____ State: _____ Description: _____

Location of Occurrence: _____ Date: _____ Time: _____

How did caller acquire information? _____

Details: _____

VICTIM INFO (If applicable, i.e., unidentified body case)

NAME: _____ AKA: _____

Sex: M F Race: ____ DOB/AGE: _____ Ht.: _____ Wt.: _____

Scars/Marks/Tattoos, etc.: _____

DETAILS: _____

Who else may possess this information?

Name: _____ Address: _____

Phone: _____ Work phone: _____

Identity of any associates of suspect/s: _____

CALLER'S NAME: _____ DOB: ____ Sex: M F Race: _____

Address: _____ Home Phone: _____

Employment: _____ Work Phone: _____

If caller refused above info: Do you wish your name to be kept confidential Yes/No. (If yes, try again to obtain name.) If they refuse, obtain a code name from caller:
_____ Check schedules and set a time for them to call back and speak directly with the detective or detective sergeant.

Deschutes County Sheriff's Office

AMBER ALERT MESSAGE (2 MIN. MAX)

CASE NUMBER	TIME OF BROADCAST	DATE	UPDATE #

The Deschutes County Sheriff's Office is investigating the abduction of _____
(Victim Name)
 _____, a _____ year old, _____
(Male/Female)

The child was abducted from _____
(Description of area, home, business, etc)

at _____
(Time and Date)

_____ is _____, _____, _____, with
(Name of Victim) (Age) (Height) (Weight)

(Hair color and length)

_____ has _____
(Name of Victim) (Physical descriptors, scars, marks, tattoos)

_____ was last seen wearing _____
(He/She)

The suspect, _____, was described as a _____,
(Name of Suspect) (Race)

_____, _____, _____, with _____,
(Male or Female) (Height) (Weight) (Hair color and length)

Wearing _____

The suspect may be driving _____

(May insert additional details of the abduction if appropriate)

If you know where this individual(s) are at this time call 9-11. If you are able to provide any information that may assist with this investigation, please call **(1-541-617-3391)**
 Stay tuned to your local news station for updates and photos.

Reporting Deputy	DPSST	Date	Approved
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