

APPENDIX C-5
AMBER ALERT PROTOCOL

I. SITUATION AND ASSUMPTIONS

- A. The *America's Missing: Broadcast Emergency Response* (AMBER) Plan is a key part of the Kentucky missing Child Project. The AMBER Plan is a program developed by the National Center for Missing and Exploited Children to provide immediate information and assistance in the search for abducted children. Its goal is to instantly alert and involve entire communities to assist in locating abducted children.
- B. The AMBER Plan is a voluntary partnership between law enforcement agencies and broadcasters to alert the public when a child has been abducted and is believed to be in serious danger. Under the AMBER Plan, area radio and television stations initially interrupt programming to broadcast information about the abducted child using the Emergency Alert System (EAS), the emergency system typically used for alerting the public to severe weather emergencies.

II. MISSION

To provide information on the Amber Plan Alert protocol in Kentucky.

III. DIRECTION AND CONTROL

- A. The Kentucky State Police have the primary responsibility for AMBER Alert Activation. The Kentucky State Police are a full service organization with 24-hour access to all local law enforcement agencies investigating child abductions. Sixteen (16) State Police posts are regionally located throughout the state.
- B. Any local, city, county, or state law enforcement agency that investigates an abduction case shall make a request for AMBER Plan activation through the nearest State Police post.

IV. CONCEPT OF OPERATIONS

- A. All law enforcement agencies within the commonwealth of Kentucky will utilize every resource available to investigate and facilitate the safe return of all abducted children.
- B. When a child has been reported abducted, the nearest law enforcement agency shall respond and provide immediate assistance.
- C. Once a child is confirmed by a law enforcement agency to be abducted, the Kentucky State Police Missing Person form (KSP-261) shall be completed in full as required by Kentucky revised statute, with a current photograph attached. The information contained within the KSP-261 shall be entered into LINK/NCIC computer system as expeditiously as possible. The KSP-261 shall be forwarded

to the Kentucky State Police Intelligence Section, Missing Persons Unit, within 24 hours for processing.

- D. All pertinent information shall be gathered concerning the possible location of the abducted child and circumstances surrounding his or her disappearance.
- E. Once law enforcement has conducted the initial investigation, certain criteria must be met to trigger an AMBER Alert. Consistent with recommendations by the National Center for Missing and Exploited Children, the following criteria shall be met before an alert is activated:
 - 1. Law enforcement confirms a child has been abducted;
 - 2. Law enforcement believes and confirms the circumstances surrounding the abduction.
 - 3. There are indications the child is in danger of serious bodily harm or death;
 - 4. There is sufficient descriptive information about the child, the abductor, and/or the suspect's vehicle.
- F. If these criteria are met, the information below must be compiled by the investigating agency:
 - 1. Alert information shall include, but is not limited to:
 - a. Full name, nicknames, age sex, race height, weight, hair color, eye color, clothing child was last observed wearing.
 - b. Location, date and time the child was last seen.
 - c. Recent photograph(s), preferably a close-up of the child's face.
 - d. Medical issues the child has, i.e., need for prescription drugs, allergies, or other pressing medical conditions.
 - e. Belongings in the child's possession when he or she was last seen (book bags, backpacks, game cases, notebooks), jewelry, body piercing, or noticeable scars.
 - f. Abductor information: Name (if known), age, sex, race, height, weight, hair/eye color, clothing, dress, jewelry, body piercing, facial hair, glasses or other identifying information.
 - g. Abductor's vehicle description, including year, make, model, color, license plate, distinctive insignia, personalization, or damage which sets it apart from others.
 - h. Direction of travel and last known location of vehicle or conveyance.
- G. It is imperative that activation of the AMBER Alert through the Emergency Alert System (EAS) is utilized only in instances meeting the required criteria so as to not interfere with the operation of the EAS or diminish its importance through overuse.
- H. In order to ensure a smooth flow of information, a lead source is designated to request activation of the AMBER Plan. Any local, city, county or state law enforcement agency that investigates an abduction case shall make a request for

AMBER Plan activation through the nearest State Police post. The Post Commander or his/her designee shall forward this request to Central Headquarters in Frankfort, KY by the quickest means available.

- I. If the investigating agency is the Kentucky State Police, they shall also make their request to Headquarters Command.
- J. During business hours, a designated member of the Kentucky State Police command in Frankfort will determine if the incident meets the criteria for AMBER Plan activation. The Kentucky State Police Acting Command Duty Officer will make the determination after normal business hours.
- K. If the criteria for AMBER Plan activation are met, the Kentucky State Police command officer-in-charge will direct the headquarters radio-room dispatcher to obtain all pertinent data from the investigating agency.
- L. The Kentucky State Police headquarters radio-room dispatcher will then contact the Division of Emergency Management, State Emergency Operations Center (24 hour access), (502) 607-1638 OR 1-800-255-2587, to inform the Duty Officer of an AMBER Plan alert. All pertinent information concerning the missing child, the abductor and any vehicle will be provided to the State Emergency Operations Center Duty Officer via facsimile. A follow-up phone call will be initiated from the State Emergency Operations Center to verify the activation of the alert.
- M. The Kentucky State Police radio-room dispatcher will also notify the National Center for Missing and Exploited Children via telephone that an AMBER Plan alert is being activated and brief circumstances surrounding the disappearance.
- N. The Emergency Alert System (EAS) will be activated at this time. The State Emergency Operations Center (EOC) will notify media liaisons of the information to be broadcast with this alert. The information will be provided in script form to aid in broadcasting.
- O. The Emergency Alert System is a tier-down system that can be activated regionally or statewide.
- P. The decision will be made jointly with the Kentucky State Police and the Division of Emergency Management, State Emergency Operations Center (EOC) whether to activate the AMBER Plan alert statewide or in one or more of the 14 regional systems throughout the state based on the circumstances of the abducted child.
- Q. The State Emergency Operations Center (EOC) will notify the Statewide Transportation Operation Center (STOC) in the Transportation Cabinet with pertinent information regarding the abduction in order for interstate signage to be activated when applicable. Road sign messages will be limited to "AMBER Alert: Tune to Local Media."

R. The AMBER Plan will air three (3) times within the first hour following activation and once each hour thereafter.

S. The National Center for Missing and Exploited Children will be re-contacted concerning the status of the alert and its outcome.

V. ADMINISTRATIVE SUPPORT

A. After an AMBER Plan Alert has been utilized, all parties involved in the activation of this system shall meet to evaluate the effectiveness of the Alert. Any changes, ideas or additional implementations will be discussed at this time.

B. All agencies involved in the activation of the AMBER Plan Alert will be responsible for providing their own administrative support.