



CHILD AMBER ALERT ACTIVATION
1-800-TBI-FIND
TENNESSEE CLEARINGHOUSE
FOR MISSING AND EXPLOITED CHILDREN



- STEP 1:**
- ◆ Interview parent(s)/person who made initial report.
 - ◆ Verify that the child is in fact missing.
 - ◆ Verify child's custody status.
 - ◆ Identify the circumstances of the disappearance.
 - ◆ Determine when, where and by whom the missing child was last seen.
 - ◆ Interview the individuals who last had contact with the child.
 - ◆ Identify the child's zone of safety for his or her age and developmental stage.
 - ◆ Based on the available information, make an **initial** determination of the type of incident: whether non-family abduction; family abduction; endangered runaway; or lost, injured, or otherwise missing.
 - ◆ Obtain a detailed description of the missing child, abductor and any vehicles used.
 - ◆ Relay **detailed description and photograph** of the missing child, abductor and any vehicles used to communications center for **immediate** entry into **NCIC** system.
 - ◆ Request additional personnel if circumstances require.
 - ◆ Request investigative assistance if necessary.
 - ◆ Request supervisory assistance.
 - ◆ Officer or supervisor on scene determines if missing child case meets criteria for **AMBER ALERT**.

AMBER ALERT CRITERIA

- ◆ The abducted child must be 17 years of age or younger.
- ◆ Believe the child to be in imminent danger of bodily injury or death.
- ◆ **Note:** To activate an **AMBER ALERT** you must have accurate information on at least one of the following: (a) description of child or (b) description of suspect or (c) description of vehicle.

STEP 2:

IF CHILD MEETS AMBER ALERT CRITERIA

- ◆ An **AMBER ALERT BOLO**, containing summary information about the child abduction, must be sent in all cases in which the **AMBER ALERT System** has been activated. The **BOLO** will be used to disseminate information to other law enforcement agencies and media outlets regionally, statewide or nationally if warranted.
- ◆ **The child must also be entered into NCIC Missing Person File** and any information on a suspected abductor(s) is entered into either the NCIC Temporary Felon File or the NCIC Wanted Person File, or if this is not possible, into the miscellaneous field of the child's entry. (Carefully review NCIC categories before entering the case, and be sure to utilize the **AMBER ALERT FLAG** whenever possible.)
- ◆ Officer should secure most recent photograph of child and transmit an electronic copy of the photo to TBI by email. An email address will be provided by TBI at the time of the **AMBER ALERT** Activation.
- ◆ Establish a telephone hotline for receipt of tips and leads.
- ◆ Establish a leads management system to prioritize leads and help ensure that each one is reviewed and checked.

STEP 3:

- ◆ Contact **TBI** (State Missing Children's Clearinghouse) at 1-800-TBI-FIND activate the appropriate **AMBER ALERT System**. TBI will then contact the National Weather Service to activate the EAS System, the Tennessee Department of Transportation to activate "Intelligent Transportation Signs" with an **AMBER ALERT** in the cities where the signs are available. The National Center for Missing and Exploited Children, Tennessee Emergency Management Agency and the Tennessee Highway Patrol (Dept. of Safety) will also be contacted.
- ◆ Determine what additional resources and specialized services are required.
- ◆ Establish a command post away from the child's residence.
- ◆ Ensure coordination/cooperation among all law-enforcement personnel involved in the investigation and search effort.
- ◆ Ensure that all agency policies and procedures are in compliance.
- ◆ Utilize media (including radio, television, and newspapers) to assist in the search for the missing child and maintain media relations, per established protocols, throughout the duration of the case.
- ◆ TBI will activate the **AMBER ALERT** web page for Statewide and Regional Alerts, as soon as information is received from the initiating agency and will rebroadcast the **AMBER ALERT BOLO** to surrounding states. You will be able to access the web page by logging on the TBI page at www.tbi.tn.gov

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STEP 4:

- ◆ If child is located, notify TBI to cancel the alert. TBI will notify TDOT, THP, TEMM and National Center for Missing and Exploited Children that **AMBER ALERT** has been canceled.
- ◆ **Cancel NCIC entry and the AMBER ALERT BOLO.**

ADDITIONAL RESOURCES AND SPECIALIZED SERVICES

Tennessee Bureau of Investigation

1-800-TBI-FIND (State of Tennessee Missing Children's Clearinghouse)

WWW.TBI.TN.GOV

Resources:

Child Abduction Response Teams
Airplane, equipped with FLIR capabilities
Mobile Command Center
Forensic Investigations Units
Technical Services Unit

Tennessee Highway Patrol

District 1 (Knoxville) (865) 594-5800
District 2 (Chattanooga) (423) 634-6890
District 3 (Nashville) (615) 741-2060
District 4 (Memphis) (901) 543-6281
District 5 (Fall Branch) (423) 348-6118
District 6 (Cookeville) (931) 526-6143
District 7 (Lawrenceburg) (931) 766-1464
District 8 (Jackson) (731) 423-5053

Resources:

Tracking dogs
Helicopters with FLIR capabilities
Law Enforcement Personnel
Special Operations Unit

Federal Bureau of Investigation

Knoxville (865) 544-0751 24 hours
Nashville (615) 232-7500
Chattanooga (423) 265-3601
Memphis (901) 747-4300 24 hours

National Center for Missing and Exploited Children (NCMEC)

1-800-THE-LOST

Resources:

Team ADAM Secondary Notification
NCMEC Website Project Alert

Tennessee Commission on Missing and Exploited Children
(Non-profit Agency)

Memphis (901) 405-8441

Resources:

Liaison for parents with Law Enforcement Agencies

