

## **MISSING PERSONS PROGRAMS**

**AMBER ALERT** -used only for abducted children, 17 years of age or younger or when a child's safety is at risk. Use EAS (Emergency Alert System) to send out alert, also fax out alert to WVNOWMFD (TV 68) at 419- 529-2319, channel 4 at 614-261-4762 and Ohio News Network at 614-280-3600. Refer to your Amber procedures.

**LOCATER-NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN** -can be used for any missing child (includes runaways) or missing adult. Can also be used as a crime alert -wanted persons/vehicles, etc. (this program is sponsored by BSSA).

**A CHILD IS MISSING** -used for abducted or missing children up to 18 years of age. Also for the disabled and elderly. Law enforcement places a call to "ACIM" at 1-888-875-2246, which goes into a databank & then calls residents & businesses around the area where the person was last seen. This program generates 1000 calls in less than 5 minutes. (This program is sponsored by "A Child is Missing")

**ABDUCTION CENTRAL ALERT** -used for amber alerts, missing children, runaway children, missing adults, abductions, Alzheimer's patients, etc. A picture can be scanned or just a fax sent to all agencies listed in the contacts. There are over 1100 contacts listed within our zone, which is a 100-mile radius. This includes law enforcement & businesses in our zone. (This program is sponsored by Child Alert Foundation).

# CRAWFORD COUNTY SHERIFF'S OFFICE

## Guidelines for issuing and canceling an AMBER ALERT .

The AMBER ALERT system **IS NOT** designed to report runaway children, missing persons, children missing more than 24 hours by the time of report, children who become lost where foul play is not in evidence, children taken custody by parents in visitation or custody disputes, children who fail to report to school or who fail to return to a parent or caretaker's home absent foul play or articulable facts of a stranger abduction.

The basic criteria to activate the AMBER ALERT is as follows:

1. THE CHILD IS 17 YEARS OF AGE OR YOUNGER; AND
2. THE CHILD'S SAFETY IS AT RISK, AND;
3. THE ABDUCTOR AND/OR CHILD ARE LIKELY TO STILL BE IN THE CENTRAL OHIO BROADCAST AREA, AND;
4. THERE IS A LIKELIHOOD SOMEONE PROVIDED WITH A DESCRIPTION OF THE ABDUCTOR, THE CHILD, OR THE VEHICLE INVOLVED MAY OBSERVE AND REPORT THE WHEREABOUTS OF THIS PERSON(S) TO LAW ENFORCEMENT OFFICERS.

The AMBER ALERT system may be initiated whenever there is a reasonable degree of certainty it will assist in the investigation of a stranger abducted child or missing child where a stranger abduction or foul play as previously described is suspected. The Investigating Officer and the Shift Supervisor will consider the following circumstances when evaluating whether an AMBER ALERT should be issued:

1. The age of the child, health and condition of the missing child.
2. The time, place and manner of the abduction or circumstances related to the child's disappearance including timeliness of reporting the child missing.
3. Reliability of eyewitness accounts of what happened including information describing the child victim, the perpetrator, vehicle, license plate number and/or location description.
4. Danger presented to the child.
5. Review of any convincing circumstantial evidence of foul play.
6. Determination by the Investigating Officer upon credible evidence that recovery of a missing child through an AMBER ALERT may enhance the recovery of that child.

Once the Investigating Officer and the Shift Supervisor determine an alert should be issued, they will contact the Communications Supervisor/Senior Dispatcher on duty .The Road OIC & Senior Dispatcher will make the final decision as to whether the AMBER ALERT will be issued.

When the AMBER ALERT is cancelled, **DO NOT** broadcast the information over the EAS. You are to send a Broadcast Fax to the agencies you had originally sent the faxes to on the alert.

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IN ALL MISSING CHILDREN CASES, CONSIDER THE USE OF THE BELOW LISTED RESOURCES.

**REMEMBER:  
IF THE INFORMATION DOES NOT MEET THE AMBER CRITERIA,  
YOU CAN STILL**

- Work with the media to get the word out
- Follow good, sound investigative strategies, as we did before AMBER
- Enter the missing juvenile through LEADS and NCIC
- Send a LEADS administration broadcast to all Ohio law enforcement terminals. If an AMBER Alert, enter the information on the LEADS AMBER screen
- Send a NLETS (National Law Enforcement Telecommunications System) broadcast message to adjacent states
- Contact the National Center for Missing and Exploited Children to report the missing child case at 1-800-843-5678; this is a 24-hour hot line
- Contact, "A Child is Missing" at 888-875-2246; pager 954- 492-4778, fax 954-763-4569 with the child's last known location so that calls can be placed to residences in the area
- Use LOCATER, Child Alert Foundation, TRAK or other program to create a poster
- Call the Attorney General's Ohio Missing Children's Clearing House at 1-800-325-5604
- Re-evaluate criteria as information changes

**OTHER CONSIDERATIONS**

- Seal/protect area of child's home where personal items can be located -such as hairbrush, toothbrush, soiled underwear , fingerprints -that can be used for later search and/or identification purposes
- Initiate neighborhood canvas using standardized canvas sheets in area where child last observed and interview **ALL** persons
- Initiate roadblock canvas in area where child last observed

- Set up liaison with victim's family
- Bring in canine and professional search assistance
- Establish command post away from victim's home or abduction area
- Initiate trap and trace on all family telephones as well as recording capabilities
- Establish secure, tactical telephone inside family's home
- Maintain activity log
- Assign a law enforcement officer to handle liaison with media
- Implement leads-management system to assist in lead maintenance (such as FBI's Rapid Start software, free to law enforcement)

# **INVESTIGATIVE CHECK LIST FOR FIRST RESPONDERS**

(Note: this checklist is provided to assist local law enforcement in the investigation of stranger-related child abduction cases. Fast action is paramount in the safe Return of the child and the identification of the abductor.)

## **IF THERE IS AN EYEWITNESS TO THE ABDUCTION**

### **UPON RECEIPT OF COMPLAINT**

- Immediately Broadcast Information over Police Frequency to alert all Officers of Possible Abduction, to include Victim Description, Suspect Description, and Vehicle Description

### **UPON ARRIVAL AT THE SCENE**

- Confirm and "fine-tune" information provided by witness
- Broadcast updated information regarding victim/abductor/vehicle description over all available police frequencies in area, including LEADS
- Confirm involuntary disappearance with caregiver/parent
- Obtain latest photograph available of child/suspect/vehicle for broadcast
- Request additional personnel
- Contact the local FBI office or BCI for assistance as necessary
- Locate, separate, and interview all witnesses
- Secure area where victim was last observed and treat as a crime scene.

# **IF NO EYEWITNESS TO THE ABDUCTION:**

## **GATHER INFORMATION TO MAKE INITIAL ASSESSMENT**

### **Factors to Consider:**

- Victim's Last Known Activity
- Victim's Age
- Witness Accounts
- History of Disappearance
- Previous Similar Events Reported in neighborhood

### **INVESTIGATIVE STEPS**

- Conduct search of immediate area where child went missing as well as the child's home, to include all outbuildings and vehicles, anywhere a child could hide or be hid
- Locate, separate, and interview all witnesses
- Develop "Window of Opportunity"
- Secure area where victim was last observed and treat as a crime scene
- Recognize caregiver/parent may have false-reported as a way to cover for other crime committed against the child

# **IF THE INFORMATION COLLECTED POINTS TO A LEGITIMATE CHILD ABDUCTION:**

**DETERMINE IF THE BELOW AMBER ALERT CRITERIA ARE MET**

## **AMBER ALERT CRITERIA**

- Law Enforcement Confirms That The Child Is Under 18 Years Of Age
- Law Enforcement Believes The Abduction Poses A Credible Threat Of Immediate Danger Of Serious Bodily Harm Or Death To The Child
- A Law Enforcement Agency Determines That The Child Is Not A Runaway And Has Not Been Abducted As A Result Of A Child Custody Dispute, Unless The Dispute Poses A Credible Threat of Immediate Danger Of Serious Bodily Harm Or Death To The Child
- There Is Sufficient Descriptive Information About The Child, Abductor, And/Or Suspect Vehicle To Believe An Immediate Broadcast Alert Will Help

**IF THE ABOVE CRITERIA ARE MET  
ACTIVATE THE AMBER ALERT PLAN **NOW!!****

**The AMBER activation should be made in accordance with the local and state AMBER Plans.**

## **NORTH CENTRAL OHIO E.A.S.**

ASHLAND

CRAWFORD

KNOX

MARION

MORROW

RICHLAND

WYANDOT

THERE ARE SIX AM, 19 FM AND 2 TV STATIONS

THESE CAN BE REACHED IN MINUTES THROUGH EITHER WVNO  
(MANSFIELD) THE LOCAL PRIMARY-1 STATION OR WNCO (ASHLAND) THE  
LOCAL PRIMARY-2 STATION.

## PROCEDURE FOR AMBER ALERT FORMS

"**North Central Ohio Amber Alert Activation Sheet**" this form will be completed by our road units if we take a report. If another agency takes the report, they will complete this form and fax it to our dispatch office. The information from this form will then be transferred by our dispatcher to the "**North Central Ohio Amber Alert Media Report**" form. You can just handwrite this form, as it will be the form you use to record your message onto the EAS. Please write legibly as this form is then faxed to the news media (WVNO/WMFD/TV 68 at 419-529-2319, channel 4 at 614-261-4762 and Ohio News Network at 614-280-3600)

**When cancellation of an alert is received:** There are two forms that dispatch will receive. One is the "**North Central Ohio Amber Alert Termination Form**" and the other is the "**North Central Ohio Amber Alert Termination Fax Form**". Both of these forms will be completed by our road units or will be completed by another agency and faxed to our dispatch center. The "**North Central Ohio Amber Alert Termination Fax Form**" will then be faxed to the news media. The North Central Ohio Amber Alert Termination Form is for our records only.

If a photo of the missing child is received, make sure you also have the signed copy of the "**Photo Release Form**" on file.

# PHOTO RELEASE FORM

I authorize the \_\_\_\_\_ to create, copy and /or  
(Agency)

disseminate photos or posters of \_\_\_\_\_.  
(Missing Child)

I further authorize the release of the child's name and/or description.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Relationship to Child \_\_\_\_\_  
(Parent/Custodian, Etc)

Today's Date \_\_\_\_\_

# NORTH CENTRAL OHIO AMBER ALERT ACTIVATION SHEET

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Agency Name \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Phone Number of Contact Person \_\_\_\_\_



Consent form signed \_\_\_\_\_ (Y or N)

Photo Available \_\_\_\_\_ (Y or N)

NCIC/LEADS # \_\_\_\_\_ ORI \_\_\_\_\_

NAME \_\_\_\_\_  
*Last First Middle*

DOB/Age \_\_\_\_\_ Race \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye \_\_\_\_\_

Hair \_\_\_\_\_ Any other identifiers (scars, marks, tattoos, etc.) \_\_\_\_\_

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Clothing \_\_\_\_\_



DOB/Age \_\_\_\_\_ Race \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye \_\_\_\_\_

Hair \_\_\_\_\_ Any other identifiers (scars, marks, tattoos, etc. ) \_\_\_\_\_

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Clothing \_\_\_\_\_



Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ License Plate \_\_\_\_\_

Last Seen at \_\_\_\_\_ In \_\_\_\_\_  
*(Time/Date) (City/Village, Street)*

Suspected Vehicle or Abductor headed in \_\_\_\_\_  
*(Direction of travel)*

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CLEARING HOUSE SUPERVISOR SIGNATURE \_\_\_\_\_  
TIME RECEIVED INITIAL FAX \_\_\_\_\_ TIME OF INITIAL EAS BROADCAST \_\_\_\_\_  
SUBSEQUENT EAS BROADCAST TIMES \_\_\_\_\_

FAX TO 419-563-2724

**NORTH CENTRAL OHIO AMBER ALERT  
MEDIA REPORT**

**ANNOUNCER:**

We have just received this important announcement regarding a missing child in

\_\_\_\_\_. The \_\_\_\_\_  
*(Name of City or County)* *(Local Law Enforcement Agency)*

is looking for \_\_\_\_\_, a \_\_\_\_\_  
*(Child's name, optional)*

DOB/Age \_\_\_\_\_ Race \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye \_\_\_\_\_ Hair \_\_\_\_\_

Any other identifiers (scars, marks, tattoos, etc. ) \_\_\_\_\_

This child last seen at \_\_\_\_\_ and is believed to be  
*(Location)*

in EXTREME DANGER. Child was last seen wearing \_\_\_\_\_

\_\_\_\_\_, Authorities say the child was likely abducted by  
*(Clothing Description)*

\_\_\_\_\_, a \_\_\_\_\_  
*(Name of Suspect, optional)* *(Description Race/Sex/Height/Weight/Hair/Eyes)*

They may be traveling in a \_\_\_\_\_  
*(Vehicle Description – Year, Color, Make, Model, and Tag Number, If Available)*

which was last seen traveling \_\_\_\_\_. If you have any information on the whereabouts

*(Direction of travel)*

of \_\_\_\_\_ please do not try to apprehend, but dial 911 immediately.  
*(Child's Name, Optional)*

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**Law enforcement agencies and media outlets should contact the following person for additional information on the case:**

Original report came from \_\_\_\_\_ with the \_\_\_\_\_  
*(Name of Contact Person)* *(Law Enforcement Agency)*

and can be reached at \_\_\_\_\_.  
*(Phone number of Contact Person)*

**CRAWFORD COUNTY SHERIFF'S OFFICE**

**PHONE: 419-562-7906**

**FAX: 419-563-2724**

**PRIMARY EAS**

**PHONE: 419-529-5900**

**FAX: 419-529-2319**

**EMAIL: [newsroom@wmfd.com](mailto:newsroom@wmfd.com)**

öNORTH CENTRAL OHIO AMBER ALERTö  
TERMINATION FAX FORM

The enclosed fax is a request for termination of the öNorth Central Ohio Amber Alert.ö

There are (number) \_\_\_\_\_ pages, including this cover sheet.

The originating agency is (agency)\_\_\_\_\_

The terminating officer is (name and title)\_\_\_\_\_

CHILDS FULL NAME \_\_\_\_\_

REASON FOR TERMINATION

1. LOCATED

2. OTHER  \_\_\_\_\_

If there are any problems with or questions about the contents of this fax, call (name)

\_\_\_\_\_, at (phone)\_\_\_\_\_

**FAX TO CRAWFORD COUNTY S.O. @ 419-563-2724**

ØNORTH CENTRAL OHIO AMBER ALERTØ  
TERMINATION FORM

We are terminating the child abduction alert originated by our agency.

The child abduction alert, which was transmitted earlier for:

(Full Name) \_\_\_\_\_, abducted from

(Street) \_\_\_\_\_ in

(City or County) \_\_\_\_\_, has been

canceled. The Child Abduction Alert has been canceled for the following reason(s):

\_\_\_\_\_

Originating Agency \_\_\_\_\_

Terminating Officer \_\_\_\_\_

Time \_\_\_\_\_ Date \_\_\_\_\_

**FAX TO CRAWFORD COUNTY S.O. @ 419-563-2724**