

PENNSYLVANIA AMBER ALERT PLAN
CHILD ABDUCTION NOTIFICATION SYSTEM

3.01 PURPOSE

The Pennsylvania State Police (PSP), as required by law, shall establish and maintain the Pennsylvania (PA) **America's Missing: Broadcast Emergency Response (AMBER)** Alert System to assist in the recovery of abducted children. This regulation establishes standard procedures and protocols necessary for the effective administration and utilization of the PA AMBER Alert Plan.

3.02 OVERVIEW

The PA AMBER Alert Plan is a method of alerting citizens and law enforcement agencies that a child abduction has occurred. The plan was developed for the Commonwealth by the PSP and is named after nine-year-old Amber Hagerman, who was abducted while playing near her home in Texas and subsequently murdered in 1996. The PA AMBER Alert Plan provides for the issuance of an emergency alert that contains abduction information regarding the victim, the suspect, and, if applicable, the suspect's vehicle. The alert enables the media to assist police by rapidly disseminating information via public broadcasts. The alert encourages citizens to immediately report sightings of the child, perpetrator, and/or any other associated information. The plan is available to all law enforcement agencies. The ultimate goal is to facilitate the quick and safe recovery of the child.

3.03 DEFINITIONS

- A. AMBER Alert State Coordinator: The Supervisor, Criminal Investigation Assessment/Missing Persons Unit, Bureau of Criminal Investigation (BCI), shall be designated as the AMBER Alert State Coordinator.
- B. Child: For the purposes of this regulation, the term "child" means a person under the age of 18.
- C. Child Abduction: An act by a person who removes or confines a child, and by such act places the child in imminent danger of serious bodily injury or death.

- D. Immediate Message: Immediate notification sent via email from the Department Watch Center (DWC) to affected recipients containing pertinent information relative to an incident.
- E. PA AMBER Alert Plan: The PA AMBER Alert Plan is a child abduction alert notification that alerts citizens and law enforcement of a child abduction through established transmissions, broadcasts, Wireless Emergency Alerts and/or other forms of public communications. The emergency alert provides descriptive information about the child and the perpetrator, if known, to law enforcement and the public, with the goal of enlisting support in the search efforts and safe recovery of the child. In order for the PA AMBER Alert Plan to be activated, the following minimum criteria must be met:
1. The abducted person must be a child as defined by this regulation.
 2. Law enforcement must have reason to believe that the abducted child is in imminent danger of serious bodily injury or death.
- NOTE: Additional factors are considered in decisions regarding PA AMBER Alert Plan activation. These factors include, but are not limited to, availability of descriptive information that could assist in the recovery of the child, time since the child was last seen, and the reliability of witnesses.
- F. PA AMBER Alert Plan Designee: A member of a Troop Criminal Investigation Assessment Unit who has received and continues to receive extensive, comprehensive training in child abductions and who has been designated by the AMBER Alert State Coordinator.
- G. PA AMBER Alert Plan Partner: A person or agency that supports the PA AMBER Alert Plan in an ancillary role. A PA AMBER Alert Plan Partner shall be so designated by the AMBER Alert State Coordinator.
- H. PA AMBER Alert Plan Stakeholder: A person or agency that supports the PA AMBER Alert Plan in a primary role. A primary role includes direct dissemination of alert information, law enforcement training, and education to the public at large.

- I. PA AMBER Alert System: A comprehensive alert system established and maintained by the PSP to assist in the recovery of abducted children. The PA AMBER Alert System is comprised of three components:
 - 1. The PA AMBER Alert Plan as defined above.
 - 2. Educational and training forums designed to inform law enforcement agencies and the general public regarding the PA AMBER Alert Plan.
 - 3. Partnership with state and federal agencies responsible for the recovery of abducted children.

- J. Wireless Emergency Alert: A public safety system that allows customers who own certain wireless phones and other enabled mobile devices to receive geographically targeted text-like messages alerting them of imminent threats to safety in their area.

3.04 DUTIES AND RESPONSIBILITIES

- A. Director, Bureau of Criminal Investigation:
 - 1. Monitor, evaluate, and direct the PA AMBER Alert System.
 - 2. Ensure the AMBER Alert State Coordinator provides training on the PA AMBER Alert Plan to persons and/or agencies as appropriate, to ensure law enforcement and the general public are aware of the PA AMBER Alert Plan and its availability.
 - 3. Coordinate PA AMBER Alert Plan training programs and curricula for law enforcement personnel in cooperation with the Director, Bureau of Training and Education.

- B. Director, Special Investigations Division:
 - 1. Administer the PA AMBER Alert System.
 - 2. Coordinate with Troop Commanders to ensure Troop Criminal Investigation Assessment Unit members assigned as PA AMBER Alert Plan Designees are

available to perform their duties associated with the PA AMBER Alert System.

3. Ensure Troop Criminal Investigation Assessment Unit members assigned as PA AMBER Alert Plan Designees receive training necessary to maintain proficiency in their respective responsibilities associated with the PA AMBER Alert System.

C. Supervisor, Criminal Investigation Assessment/Missing Persons Unit:

1. Serve as the AMBER Alert State Coordinator.
2. Have final authority to activate or deactivate the PA AMBER Alert Plan.
3. Coordinate and conduct the implementation, utilization, monitoring, and maintenance of the PA AMBER Alert System.
4. Select Troop Criminal Investigation Assessment Unit members to serve as PA AMBER Alert Plan Designees.
5. Coordinate and conduct training for PA AMBER Alert Plan Designees.
6. Coordinate and conduct training for Pennsylvania Criminal Intelligence Center personnel.
7. Evaluate the necessity for periodic meetings of PA AMBER Alert Plan Designees and schedule the meetings in accordance with operational needs.
8. Coordinate and conduct training for law enforcement agencies on the utilization and activation of the PA AMBER Alert Plan.
9. Coordinate and conduct educational forums for the general public on the utilization and activation of the PA AMBER Alert Plan.
10. Ensure all requests from law enforcement agencies for AMBER Alert activations are received and acted on in a timely manner.

11. Ensure timely submission, review, and processing of Request for AMBER Alert Activation reports within the Records Management System (RMS).
 12. Coordinate and conduct PA AMBER Alert Plan Stakeholder review meetings.
 13. Prepare and ensure posting of the PA AMBER Alert Plan Designee on-call duty roster. The PA AMBER Alert Plan Designee on-call duty roster shall be prepared on an annual basis and shall be posted in the DWC and on the Criminal Investigation Assessment/Missing Persons Unit "I" Drive, in the "AMBER Alert Designee" folder, prior to January 1 of each year.
 14. Maintain liaison with the Department's Communications Office relative to the PA AMBER Alert System.
 15. Maintain liaison with the National AMBER Alert Coordinator, other AMBER Alert State Coordinators, PA AMBER Alert Plan Designees, PA AMBER Alert Plan Partners, PA AMBER Alert Plan Stakeholders, law enforcement agencies, and the federal government to promote and advance the PA AMBER Alert System.
 16. Assign a PA AMBER Alert Plan Designee as acting AMBER Alert State Coordinator in his/her absence.
 17. Assign members of the Criminal Investigation Assessment Unit to act as PA AMBER Alert Plan Designees and to perform monthly on-call duties with a total of eight Designees.
 18. Ensure an appropriate test/practice message(s) is sent on a monthly basis to Troop Criminal Investigation Assessment Unit members designated as PA AMBER Alert Plan Designees.
- D. Assistant Supervisor, Criminal Investigation Assessment/Missing Persons Unit:
1. Assist the Supervisor, Criminal Investigation Assessment/Missing Persons Unit, with all aspects of the PA AMBER Alert Plan implementation.

2. Carry out assignments as directed by the Supervisor, Criminal Investigation Assessment/Missing Persons Unit, as they relate to the PA AMBER Alert Plan.
- E. Criminal Investigation Assessment/Missing Persons Unit Intelligence Analyst:
1. Assist the Supervisor/Assistant Supervisor, Criminal Investigation Assessment/Missing Persons Unit, with the administration of the PA AMBER Alert Plan, to include coordination and conduct of implementation, utilization, monitoring, and maintenance of the PA AMBER Alert System.
 2. Carry out assignments as directed by the Supervisor, Criminal Investigation Assessment/Missing Persons Unit, as they relate to the PA AMBER Alert Plan.
 3. Administer the PA AMBER Alert website: www.psp.pa.gov/amber-alert.
- F. Troop Commanders: Ensure Troop Criminal Investigation Assessment Unit members designated as PA AMBER Alert Plan Designees are available to fulfill their duties associated with the PA AMBER Alert System.
- G. Troop Criminal Investigation Assessment Unit members designated as PA AMBER Alert Plan Designees:
1. Perform specific PA AMBER Alert-related duties, to include, but not limited to, monthly on-call duties, at the direction of the AMBER Alert State Coordinator, or designee.
 2. Document requests for PA AMBER Alert Plan activation by preparing and submitting a Request for AMBER Alert Activation report via RMS to the AMBER Alert State Coordinator, or designee, no later than the next business day following a request for AMBER Alert activation.
 3. Attend PA AMBER Alert Plan review meetings conducted by the AMBER Alert State Coordinator, or designee.
 4. At the direction of the AMBER Alert State Coordinator, or designee, attend periodic meetings, training seminars, schools, conferences, etc., in order to maintain

proficiency in their responsibilities associated with the PA AMBER Alert System.

5. At the direction of the AMBER Alert State Coordinator, complete the appropriate monthly test/practice message(s).

H. First Responding Police Officer:

1. Conduct in-depth interviews of the victim's family and any witnesses in order to establish whether the details surrounding the incident may meet the criteria for a PA AMBER Alert Plan activation.
2. Consult with a Supervisor to determine if there is sufficient information to conclude that an activation of the PA AMBER Alert Plan is warranted.

NOTE: The first responding police officer shall follow the procedures contained in FR 7-1, Criminal Investigations, FR 7-7, Juveniles, and applicable Reporting Manuals (RM), governing the investigation of missing juveniles. The first responding police officer shall also continually reevaluate case information as it becomes available and review it against the criteria for activation of the PA AMBER Alert Plan to determine if the activation criteria are met.

3. If the first responding police officer believes the incident may meet the criteria for a PA AMBER Alert Plan activation, immediately transmit, by radio or telephone, all information required for entering the victim into the National Crime Information Center (NCIC) database and the Commonwealth Law Enforcement Assistance Network (CLEAN) to the appropriate Communications-Desk Unit personnel. Specifically instruct the affected Communications-Desk Unit personnel to contact the DWC and request a PA AMBER Alert Plan activation.
4. Continue to gather and transmit all relevant information to the Communications-Desk Unit and be available to provide clarification to the AMBER Alert State Coordinator or the PA AMBER Alert Plan Designee, if needed.

5. Upon supervisory approval, the Pennsylvania Criminal Intelligence Center (PaCIC) shall be notified for a manual license plate entry into the Automated License Plate Recognition (ALPR) system.

I. Communications-Desk Unit Personnel:

1. Upon receipt of the abduction information from the first responding police officer, provide the DWC with the information via telephone. Immediately thereafter, enter the child abduction information into NCIC and CLEAN as a PA AMBER Alert Plan request.
2. Forward requests for information from the AMBER Alert State Coordinator or the PA AMBER Alert Plan Designee to the first responding police officer.

J. Department Watch Center Personnel:

1. Upon receiving a request for a PA AMBER Alert Plan activation, contact the AMBER Alert State Coordinator or the on-call PA AMBER Alert Plan Designee, as appropriate, by the most expedient means, to determine if a PA AMBER Alert Plan activation is necessary.
2. Upon request from the AMBER Alert State Coordinator or the PA AMBER Alert Plan Designee, transmit an Immediate Message and a statewide CLEAN Message concerning the abduction.
3. Forward requests for information from the AMBER Alert State Coordinator or the PA AMBER Alert Plan Designee to the first responding police officer.

K. Pennsylvania Criminal Intelligence Center:

1. Upon notification and direction from the AMBER Alert State Coordinator or the on-call PA AMBER Alert Plan Designee, perform specific duties as they relate to the activation and deactivation of the PA AMBER Alert Plan.
2. **Upon notification, the license plate shall be manually entered into the Axon Automated License Plate Recognition (ALPR) system. A manual entry into the Axon ALPR system shall not be made in lieu of a CLEAN/NCIC entry.**

- L. Director, Bureau of Training and Education:
 - 1. Coordinate PA AMBER Alert Plan training programs and curricula for law enforcement personnel in cooperation with the Director, BCI.
 - 2. Ensure all PA AMBER Alert Plan training is conducted in accordance with the provisions of this regulation and with the approval of the Director, BCI.
- M. Chief Information Officer, Public Safety Information Technology Delivery Center: Ensure affected personnel under their command receive training from BCI on the PA AMBER Alert Plan in furtherance of its established training programs and curricula.

3.05 REPORTING PENNSYLVANIA AMBER ALERT PLAN ACTIVITY

- A. Request for AMBER Alert Activation:
 - 1. When a request for an AMBER Alert Activation is received from law enforcement, the AMBER Alert State Coordinator or the on-call PA AMBER Alert Plan Designee shall generate a separate Computer-Aided Dispatch (CAD)/Case number using call type code, "RASPEC - Request Assist - Specialized Services." General Offense (GO) Code "9061 CIA Amber Alert" shall be selected as the GO offense code. The AMBER Alert State Coordinator, or designee, shall complete the Request for AMBER Alert Activation report in its entirety to document all requests for activation of the PA AMBER Alert Plan.
 - 2. The AMBER Alert State Coordinator will be automatically notified of any request for AMBER Alert Activation via the Bureau's workflow handle and shall ensure the request for AMBER Alert Activation is reviewed and processed in accordance with this regulation. Request for AMBER Alert Activation reports shall be retained within RMS for use in tracking statistics and trends.
 - 3. The request for PA AMBER Alert Plan activation shall also be noted in the appropriate investigative report(s) by the investigating officer. The notation shall include the date and time the request was made and shall indicate whether

the request was approved or did not meet the AMBER Alert Activation criteria.

- B. Other Reporting: Special reporting may be required as specific needs are identified.