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Training Bulletin 2013-03

Effective Date: February 15, 2013
To: All Personnel
Subject: **NEW AND REVISED POLICY AND PROCEDURE MANUAL SECTIONS**

REMINDER: The most current policy and procedure manuals are available electronically and must be accessed via the intranet. Any other method of accessing the electronic manuals will not ensure you are viewing updated material.

The following are related to the response to reports of missing children, adults and endangered persons:

Revised Policy Manual Section

13.7 MISSING/ABDUCTED CHILDREN (re-titled)

Revised Procedure Manual Sections

19.03 MISSING PERSONS REPORTS + 19.04
21.0 RUNAWAY REPORTING
21.01 LAW ENFORCEMENT AUTHORITY
21.04 RUNAWAY WARRANT ARREST

New Procedure Manual Sections

Procedure Manual ~~Section 34~~ has been re-titled **PUBLIC ALERTS (MYSTATE EMERGENCY NOTIFICATION, AMBER ALERT, ENDANGERED MISSING PERSON ADVISORY)** and includes two new procedures that are attached to this training bulletin:

★ { **34.03 AMBER ALERT**
34.04 ENDANGERED MISSING PERSON ADVISORY

The following miscellaneous policy and procedures have also been updated:

Revised Policy Manual Section

17.2 OFFICER INVOLVED SHOOTING -INJURY

updated & uploaded 2/20/13

Revised Procedure Manual Sections

*Changed
to 3.56
12/1/12*

- 3.21 LAW ENFORCEMENT-INVOLVED FATAL OR SERIOUS INJURY INCIDENTS:
Patrol Supervisor's Checklist (re-titled)
- ~~3.57~~ SUPERVISOR'S USE OF FORCE OR PURSUIT REVIEW (re-titled)
- 5.0 DECONTAMINATION PROCEDURES
- 9.0 JAIL TRANSPORT

Commissioned employees are expected to be familiar with all of the provisions of the new and revised policy and procedures. Records Unit personnel are expected to be familiar with the missing person and runaway report policy and procedures as it relates to their duties. The full texts are contained within the respective manuals and should be reviewed by all officers and other affected personnel.

NOTE:

The changes to Policy 17.2 and Procedure 3.21 will be reviewed at the Mandatory Supervisor's Training in March. There will also be a block of instruction regarding the procedures for initiating an AMBER Alert or Endangered Missing Person Advisory through the WSP Web Portal. If a need arises to activate either type of notification prior to the training, contact Deputy Chief Templeman or Campbell for assistance, or call SNOPAC Operations to request contact with Crystal Ayco or Karl Christian for assistance.

KATHERINE A. ATWOOD
Chief of Police

DATE

Procedure

34.03 AMBER ALERT

America's **Missing Broadcast Emergency Response (AMBER)** Alert is the recruitment of public assistance to locate an abducted child via a widespread media alert. Utilizing the assistance of local radio, television and press affiliates, the public will be notified of the circumstances of a child's abduction and how they can assist law enforcement in the child's recovery. The goal of the AMBER Alert program is the safe return of an abducted child by establishing an effective partnership between the community, the media, and law enforcement.

The department has adopted the Washington Statewide AMBER Alert Plan as governed by the AMBER Alert Advisory Committee, and in compliance with State Emergency Communications Committee guidelines for the development and maintenance of local Emergency Alert System plans and networks to assist in public notification of a child's abduction.

For purposes of this procedure, an abduction is defined as any child under eighteen (18) years of age, who has been unwillingly removed from their environment without permission from the child's legal guardian or a designated legal representative.

EMPLOYEE RESPONSIBILITIES

Employees of the Everett Police Department should notify their supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person or gathering information.

SUPERVISOR (PATROL SERGEANT) RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the on-duty Lieutenant or ODO and the Public Information Officer (PIO) when the need for any public alert is generated.

The supervisor is responsible for the following:

- (a) Updating alerts
- (b) Canceling alerts
- (c) Ensuring all appropriate reports are completed
- (d) Preparing an after-action evaluation of the investigation to be forwarded to the Operations Deputy Chief.

AMBER ALERT CRITERIA

The following criteria must exist prior to requesting an AMBER Alert:

- (a) The child is under 18 years of age and is known to be abducted and is not a runaway or throwaway child. (Throwaway is defined as a child who is asked or told to leave home or is prevented from returning home by a parent or other

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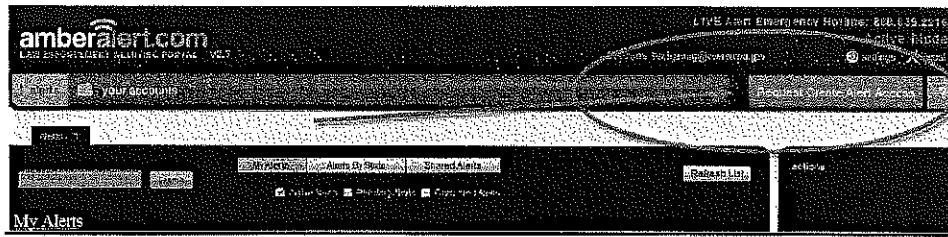
household adult, no adequate alternative care is arranged for the child by a household adult, and the child is out of the household overnight.)

- (b) The abducted child is believed to be in danger of death or serious bodily injury.
- (c) The AMBER Alert activation should occur within four hours of the qualifying event unless circumstances or the timeliness of the information warrant otherwise.
- (d) There must be enough descriptive information to believe that an AMBER Alert activation will assist in the recovery of the child, including:
 - 1. Where the abduction took place.
 - 2. A physical description of the child: height, weight, age, hair color and length, eye color, clothing worn when the child was last seen, and any additional distinguishing physical characteristics.
 - 3. A physical description of the abductor: height, weight, age, hair color and length, eye color, clothing worn when the suspect last seen, and any distinguishing physical characteristics.
 - 4. Place last seen.
 - 5. Description of the vehicle: color, make, model, license number, approximate year.
- (e) The incident must be reported to and investigated by a law enforcement agency.

ACTIVATION

Should the supervisor determine that the incident meets the criteria of the Washington Statewide AMBER Alert Plan and has obtained authorization from the on-duty Lieutenant or ODO to activate the alert, the supervisor should:

- (a) Notify SNOPAC Operations of the impending activation and potential incoming calls.
- (b) Collect the information required by the plan.
- (c) Log into the activation web portal called the Law Enforcement Alerting Portal (LEAP) at hyperlink (<https://leap.amberalert.com>) to enter your User ID and password. Once logged into the site, indicate you want to activate an alert.
NOTE: This web address is a "live" site and once the AMBER Alert activation icon is selected, WSP will contact the activating agency or SNOPAC. You CANNOT proceed with entering the alert until WSP authorizes your access.



- (d) If WSP does not call within a few minutes, contact the Washington State Patrol (WSP) at 360-654-1204 to request an activation of the Washington Statewide AMBER Alert Plan and Portal.
1. The WSP initiates the state AMBER Alert process at the request of local law enforcement and notifies the Washington State Department of Transportation (WSDOT), Emergency Management Division (EMD) and WSP ACCESS (A Centralized Computerized Enforcement Service System).
 2. The WSP provides AMBER Alert cancellation notification to WSDOT, EMD and ACCESS.
- (e) Provide the information required in the plan.
- (f) Designate or assume the role of point of contact until relieved of such duty by command staff or designee.

INITIAL NOTIFICATIONS

Upon initiation of an AMBER Alert, the supervisor shall:

- (a) Ensure prompt entry of information into the Washington Crime Information Center (WACIC) and National Crime Information Center (NCIC) databases.
- (b) Promptly notify the on-duty Lieutenant or ODO and the Community Information Officer (CIO) of any AMBER Alert activation. It will be the responsibility of the on-duty Lieutenant or ODO to notify the CDO, who will be responsible for notifying the Operations Deputy Chief and the Chief of Police of an activation.
- (c) Work with the CIO or designee to prepare an initial press release that includes all the information required by the Washington Statewide AMBER Alert Plan, and any other available information that might aid in locating the child, such as:
 1. A photograph.
 2. Detail regarding location of incident, direction of travel, potential destinations, etc., if known.

3. Name and telephone number of the CIO or other authorized point of contact to handle media and law enforcement liaison.
 4. The telephone number that will be used for the call center is 425-407-3970 (This is the 7-digit phone number into SNOPAC 9-1-1 for the public to use to report leads. It will generate a 9-1-1 call for service) and point of contact for the public to call with information. It will be the responsibility of the on-duty Lieutenant or ODO to designate a commissioned employee familiar with the facts of the case to be present in the call center to evaluate tips and assist SNOPAC call takers with questions or information from the public.
 5. The call center number is not to be used for media access unless they are calling in a tip.
- (d) Consider the following resources or contacts if direct action is dictated by the circumstances.
1. National Center for Missing and Exploited Children (NCMEC):
 - (a) Provides and monitors the Cyber Tip Link.
 - (b) Posts missing children alerts.
 - (c) Provides educational materials for children, teachers and the public.
 - (d) Provides statistical information.
 2. Federal Bureau of Investigation (FBI) local office.

FOLLOW-UP NOTIFICATIONS / CANCELLATION

Upon locating the abducted child, the patrol supervisor or designee shall be responsible for issuing an alert cancellation to all those previously notified of the alert. Once an investigative unit assumes responsibility for the abduction investigation, that unit supervisor or designee shall become responsible for preparing and distributing to the previously described locations follow-up press releases with updates regarding the search and investigation. The unit supervisor shall also become responsible for cancellation notifications.

POST-INCIDENT REPORTING

The Chief of Police or designee shall be responsible for submitting the AMBER Alert Report to the Washington Association of Sheriffs and Police Chiefs (WASPC) in a timely fashion. The Chief of Police or the authorized designee shall be responsible for representing the Department during the AMBER Alert Review Committee's after-action review of the alert.

34.04 ENDANGERED MISSING PERSON ADVISORY

The Endangered Missing Person Advisory (EMPA) is a voluntary partnership between law enforcement, other government agencies and local broadcasters to rapidly disseminate information to law enforcement agencies, the media and the public about a missing and endangered person in circumstances that do not qualify for an AMBER Alert.

The Everett Police Department participates in this partnership and may initiate the required notifications whenever a person is reported missing from this jurisdiction and meets the criteria of an Endangered Missing Person.

EMPA ADVISORY CRITERIA

All of the following criteria must exist prior to initiating an Endangered Missing Person Advisory:

- (a) The person is missing under unexplained, involuntary or suspicious circumstances.
- (b) The person is believed to be in danger because of age, health, mental or physical disability, in combination with environmental or weather conditions, or is believed to be unable to return to safety without assistance.
- (c) There is enough information that could assist the public in the safe recovery of the missing person (e.g., photo or description, clothing worn when last seen, vehicle, location last seen).
- (d) The incident has been reported to and investigated by a law enforcement agency.

PROCEDURE

Should the supervisor determine that the incident meets the criteria of an EMPA and has obtained authorization from the on-duty Lieutenant or ODO to proceed with the advisory, the supervisor should:

- (a) Direct Records Unit personnel to prepare the EMPA administrative message through ACCESS. The words "Endangered Missing Person Advisory" should be included in the title of the message. All Washington law enforcement agencies are notified through the ACCESS administrative message.
- (b) Contact the WSP Missing Persons Unit (MPU) at 1-800-543-5678 to verify it received the advisory via WACIC.

- (c) Direct Records Unit personnel to enter the information into WACIC and NCIC databases using the proper message key: Missing (MNP), Endangered (EME), or involuntary (EMI).
- (d) Advise SNOAC of the advisory and ensure that it is prepared to handle a high volume of telephone calls.
- (e) Ensure that the handling officer attempts to obtain a photograph of the missing person and/or suspect as soon as possible.
- (f) Direct the Records Unit to enter the photograph into WACIC and NCIC, then send an e-mail to the WSP MPU.
- (g) Notify the CIO to handle the media.
 - 1. The CIO should notify the media through appropriate channels regarding the EMPA. Upon request, the WSP MPU can provide electronic posters with details of the missing person.
 - 2. If the Endangered Missing Person is 21 years of age or younger, the National Center for Missing or Exploited Children (NCMEC) at 1-800-843-5678 should be notified as soon as practicable.
- (h) The Records Unit personnel should promptly cancel the advisory after an Endangered Missing Person is located by sending an administrative message through ACCESS, noting that the person has been found.
- (i) In addition to the administrative message, the Law Enforcement Alerting Portal (LEAP) may be used to initiate, update and cancel the EMPA as the case warrants. Log-in procedures are the same as an AMBER Alert with the exception of selecting EMPA when prompted to choose the type of alert to be activated.
 - 1. The Portal will automatically notify all alerting partners and the public (who are subscribed) of the initial advisory and any subsequent updated advisories.
 - 2. An EMPA cancellation advisory must also be sent through the Portal.

Section 34 PUBLIC ALERTS (MYSTATE EMERGENCY NOTIFICATION, AMBER ALERT, ENDANGERED MISSING PERSON ADVISORY)

34.01 Emergency Telephone Network (ETN) Message Initiation Procedure (Reverse 911)

Not all emergency situations will warrant the use of a Mystate USA ETN. Below are several examples in which an ETN message might be warranted:

- Natural Disaster (earthquakes, floods, etc.). These notifications will commonly be initiated by the City of Everett Emergency Management Division.
- Missing and Endangered Child. Not all missing children cases warrant an ETN. Factors to consider might include recent information that a child has been seen in a certain geographic area and information indicating that a missing child is in imminent danger.
- Police Tactical Situations. Instances may arise where the police department desires to quickly notify residents in a particular geographic area that a police operation is occurring in the vicinity and provide direction to those citizens. This direction might include locking their doors and remaining inside their homes, evacuation, or providing a suspect description and a directive to call 911 if a subject matching that description is seen.
- Public Safety Messages. Providing urgent information concerning public safety with the intent of protecting life and property.

This list is not meant to be all inclusive. There may be instances that arise that do not meet any of the above listed criteria where an ETN message may be appropriate.

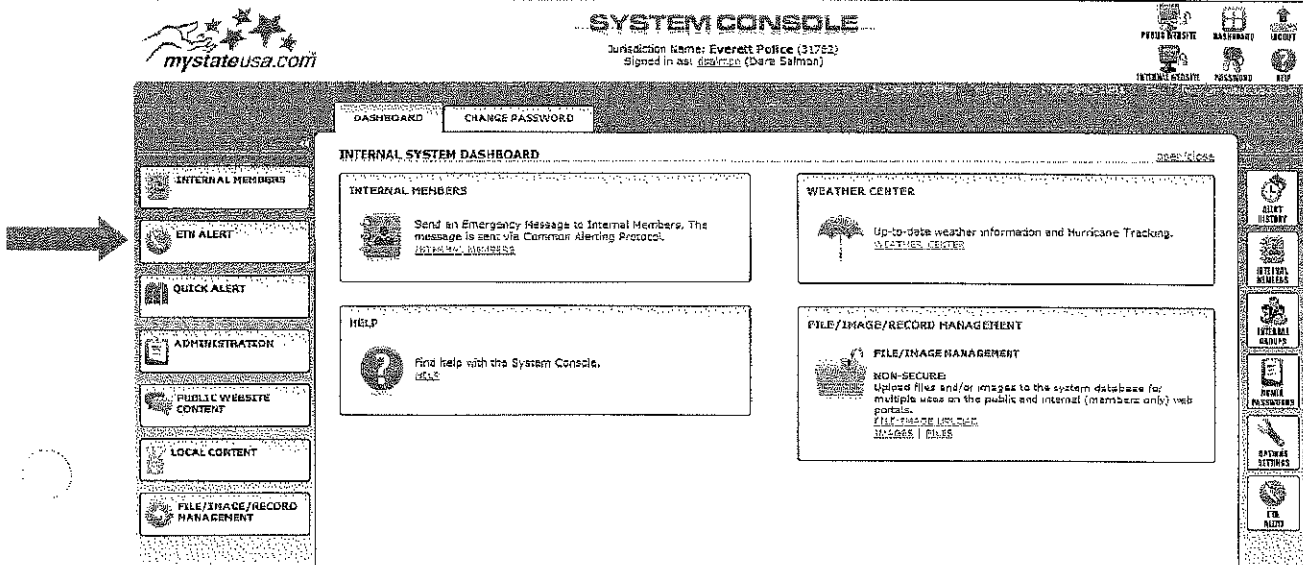
A patrol supervisor is responsible for evaluating a given situation and making the determination as to whether an Emergency Telephone Network message is appropriate under the given circumstances. Patrol supervisors are responsible for the drafting and sending the ETN message. No ETN messages will be sent out unless a police captain or higher has first approved the request.

Once the decision has been made to initiate an ETN message, the patrol supervisor will log in to the Mystate website at: <https://mystateusa.com/edit/>. Once in the system, the patrol supervisor will input all the necessary

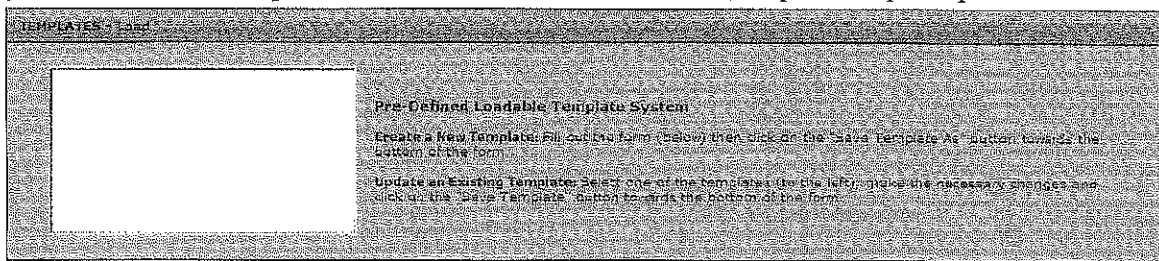
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information to send out an alert. Detailed instructions on how to send out a message are located below. A "launch code" is required in order to send out the message. This launch code is maintained in the Records Unit.

1. Access the Mystate USA message page, <https://mystateusa.com/edit/>
2. Log-in using your username and password.
3. Once logged in, click on "ETN Alert" in the left-hand column (red button below).



4. Select "Send ETN Alert". A template comes up.
5. Either create a new template by filling in and saving information in the template format or update an existing template by selecting one of the saved templates that would appear in the left-hand window. If you do not have a template saved, or do not wish to save one, skip this step and proceed to next step.



6. Your basic information should come up, including the Caller ID number (set for Records). If you wish to change the Caller ID number, you must choose "Set up Default Caller ID" and input the phone number you want to show on the recipient's caller ID.

BASIC INFORMATION	
(*) Required Field	
*Caller ID Number (2):	4252578438 Setup Default Caller ID
From (Name) (2):	Dave Salmon
*Sender's Email (2):	dsalmon@d.everett.wa.us
*Email Subject (2):	

If you wish to change the Caller ID number and have clicked on the Setup Default Caller ID link, you will see the following box (entitled "Alert Form Setting Defaults):

ALERT FORM SETTING DEFAULTS	
Caller ID Default Number: (2)	425 257-8438 Number you want to automatically fill into alert forms. (Include Area Code)
Default Email Subject (2):	
Footer Text for Email Alerts (2):	

It is here that you will insert the new caller ID number that you wish the recipient to see. You will then need to scroll to the bottom of the page and click on the "Submit" box.

7. Now it is time to compose your message in the Build Message box.

BUILD MESSAGE - Text For Emails, Text Messages, AND Text-To-Speech If a Send Voice checkbox is checked	
*Message (2):	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
	Counter (2) 6
Add Phone #: (2)	<input type="text"/> Preview Voice

Determine your message method. There are two message methods:

- a. Text to Speech: Converts the message that you type into a computer generated voice. Limitations include complex words and acronyms. You must preview the voice to make sure it is understandable. Quicker than recording your own voice (WAV file).
- b. Recording (WAV file): A recording of your voice onto your computer and then uploaded to Mystate USA. Message drafters must have an integrated headphone/microphone set capable of

recording to your computer. With the proper equipment, this is the preferred method of message delivery.

Compose your message. The following template is recommended:

- a. **Introduction:** "This is an emergency message from the City of Everett Police Department; please listen carefully to the following information."
- b. **Body:** The message should not exceed three minutes in total length. On average, 700 words is about three minutes, shorter is better. The word count includes the introduction and closure. A written script is the best method to limit the message length. The body should specify the problem, to whom it specifically applies to (addresses, streets, neighborhoods, etc.) and the specific action recommended.
- c. **Closure:** Your message may conclude with: "Please inform your neighbors to take the action outlined in this message. Do not call 911 unless you have a life threatening emergency." (Optional call-in information: "For information, call (425) 257-XXXX").

Note the counter: it will notify you when you have reached the text limits for most cell phones. Disregard the counter if you are sending an email or voice message only.

Before proceeding to step 8, you must preview your message. In the "Add Telephone Number" box, input a current telephone number that you can answer and listen to your message. You must include the proper area code. Once your number has been inserted, click on the "Preview Voice" button and wait for the telephone call. It should take no more than 30 seconds to arrive. If you are satisfied with the message that has been sent, proceed to step 8.

8. Determine what methods will be used to deliver your message:

SEND THE ALERT AS - [what is this?](#)

DELIVERY OPTIONS [?](#) Uncheck All but Email -- [Check All](#)

Send Email:

Send Text Message [?](#) Mobile Phone Pager/2nd Call

ADVANCED OPTIONS [?](#)

Send Voice Message: Mobile Phone Business Phone Home Phone

Be aware extra charges may be incurred by using these checkboxes.

E-mails and text messages are free of charge. There is a minimal fee for all calls initiated under the Advanced Options section.

9. Determine which groups or individuals already loaded into MyState will receive your message. This is usually internal staff.

SEND THE ALERT TO - [what is this?](#)

<input checked="" type="checkbox"/> AVAILABLE GROUPS	SELECTED GROUPS
CITY OF EVERETT ADMINISTRATION CITY OF EVERETT DEPARTMENT HEADS EVERETT POLICE DEPARTMENT- COMMAND -- ACT -- Chiefs -- Code Enforcement -- Honor Guard -- OPS -- Police Department Employees -- Property and Evidence	

<input checked="" type="checkbox"/> AVAILABLE INDIVIDUALS	SELECTED INDIVIDUALS
Albertson, Sandra E. Alexander, Shea W. Allen, Kevin E. Anders, Margaret R. Andersen, Chris H. Andersen, Chrissy E. Ashley, Robin H. Atkins, Herman	

Individual Cell #: _____ ; Must check Mobile Phone checkbox above for either TEXT or VOICE

10. Click on the "OPEN MAP TO SELECT POLYGONS" link. This is where you will determine what homes/businesses will receive your telephone alert by drawing a polygon around the area to receive your alert.

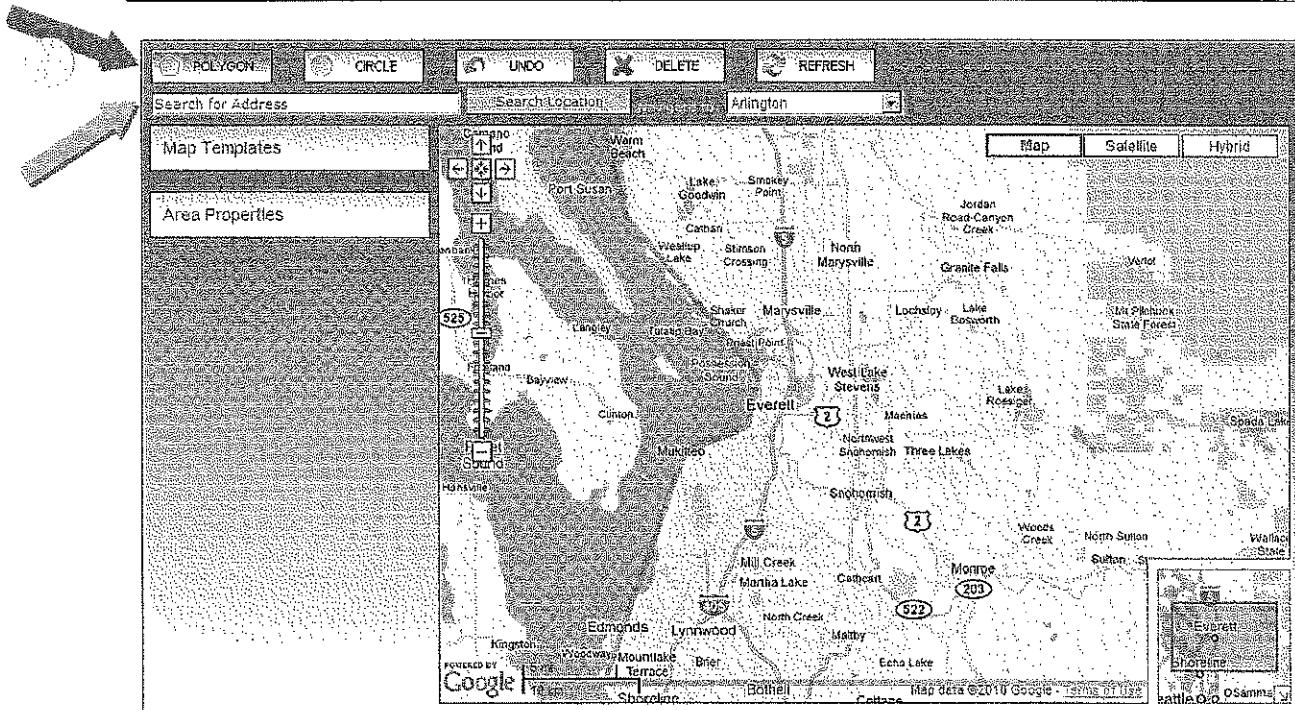
MAP SELECTION TOOL (ETN) - [what is this?](#) [Open/Close](#)

[OPEN MAP TO SELECT POLYGONS](#)

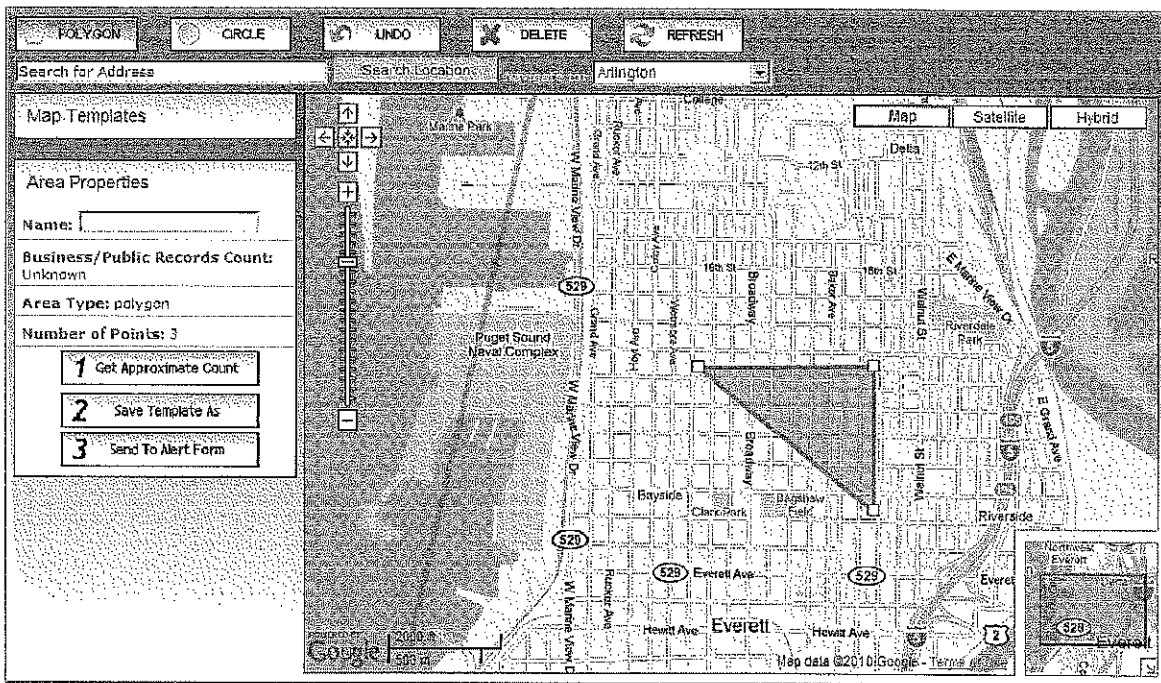
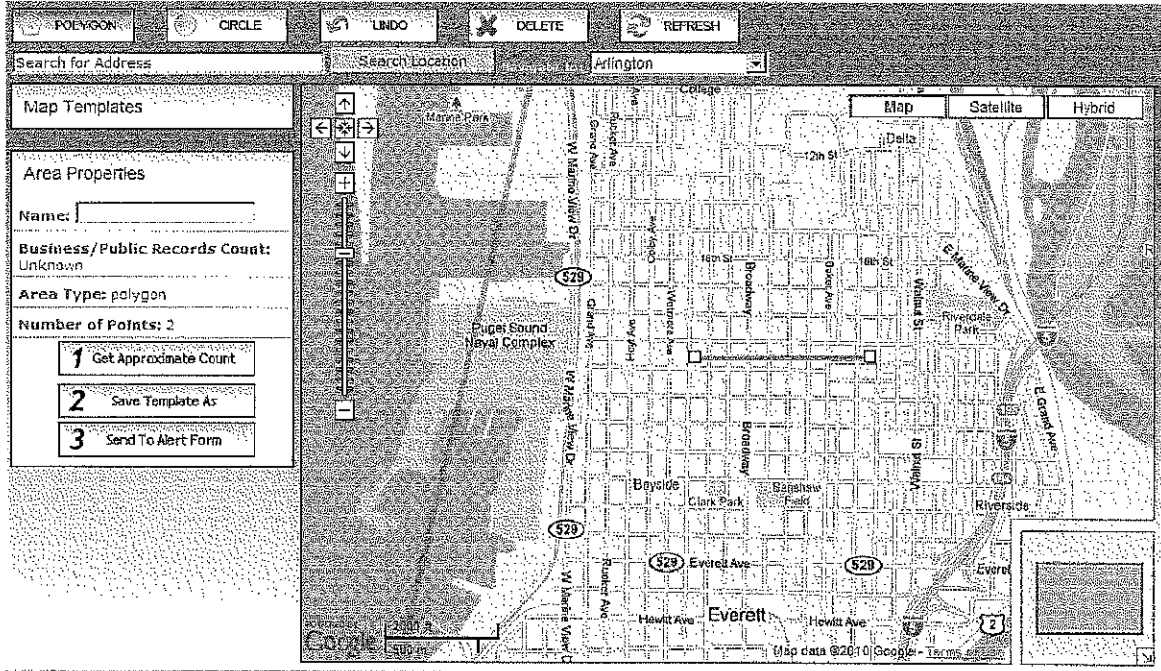
Call Polygon-Captured Phone Numbers: ETN Callout

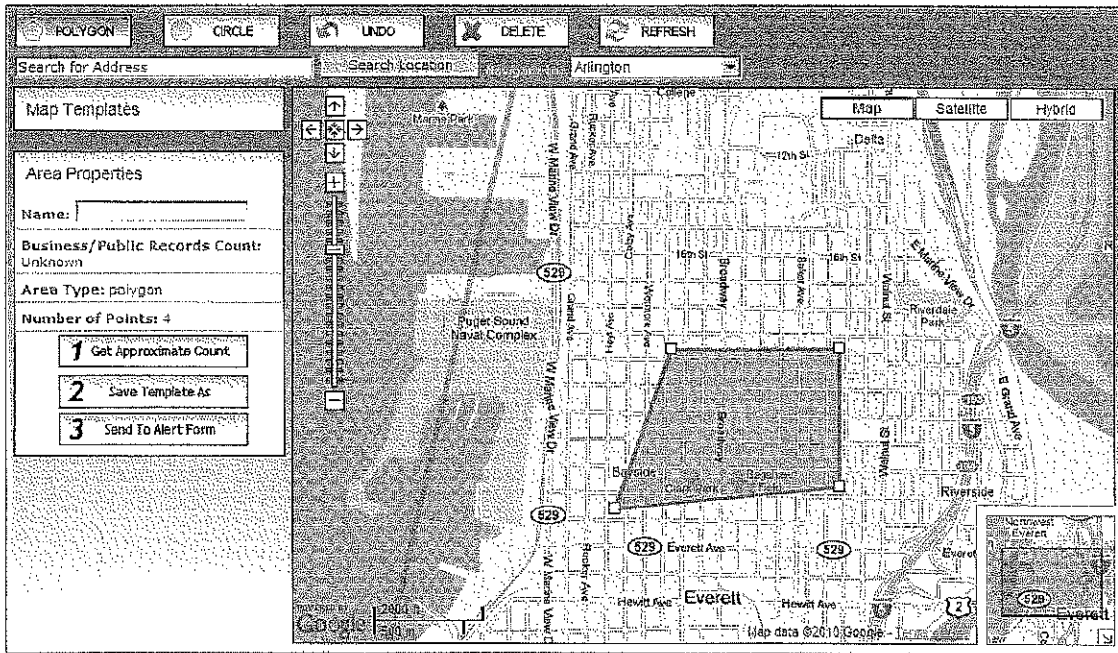
11. Choose "Polygon" (red arrow below). If you have an address or area to focus on, type it into the "search for address" area (green arrow below). Otherwise, you can use the scale tool to zoom into the area where you want to send the reverse telephone call.

IMPORTANT: this is not a precise tool. You must select an area larger than necessary to capture all the targeted phone numbers. This is because the telephone service box is geo-coded to receive reverse telephone calls, not each parcel. So if you only draw a polygon around parcels, you may inadvertently leave out businesses/homes that should get the emergency message because their telephone service box was across the street or around the corner. It is recommended that you do not draw polygon lines down the middle of streets but instead draw the polygons through the middle of homes to help ensure you capture all area telephone service boxes. Because you may include more telephone numbers than are actually affected, be aware that **your message must be generic enough to provide the appropriate warning to those who need it, while also giving enough information to those who don't need the warning to be able to recognize the message does not apply to them.**

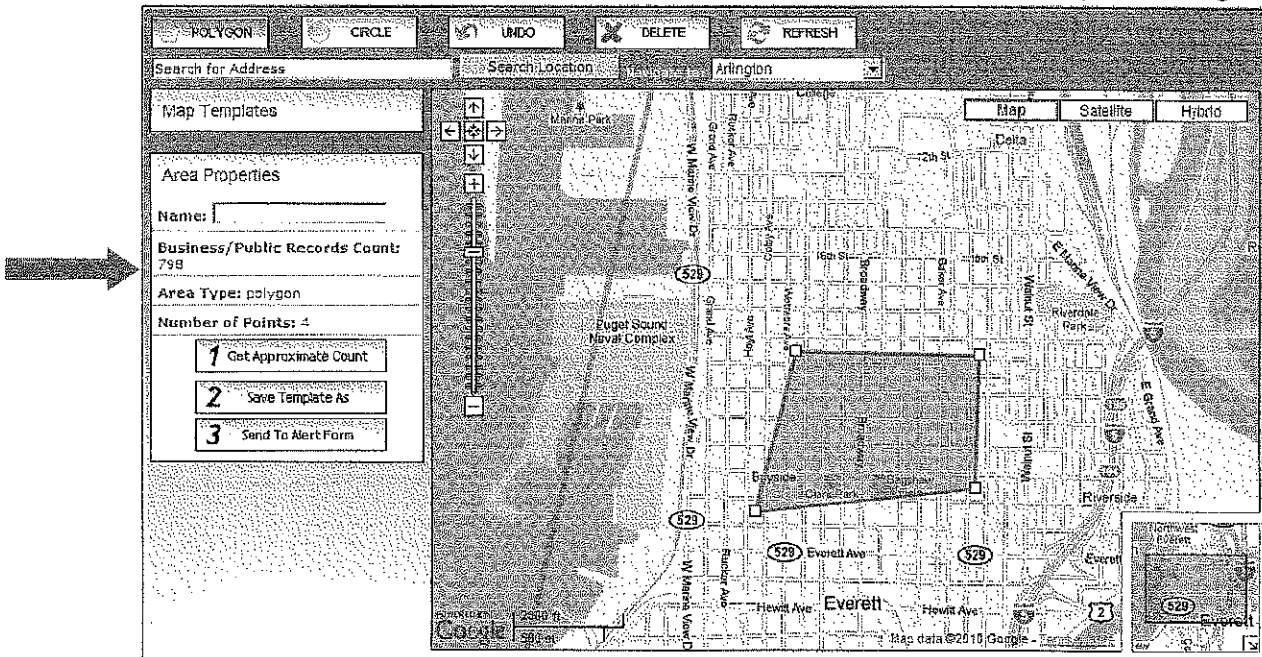


12. Place the hand icon in the middle of the block where you want to start your polygon. Then draw the shape that best includes your targeted area, being sure to draw the shape larger than necessary. Your shape can have more than 4 corners, depending on what best serves your needs.





- Once your polygon shape is set, click on “Get Approximate Count”. It will take a moment to pull the geo-coded telephone boxes in this area. When this is complete, a number will appear in the “Business/Public Records Count” box (purple arrow below). This count displays the number of business and residential telephone numbers will simultaneously be called and delivered your message.



If zero appears in the “Business/Public Records Count” box, then the polygon you drew did not capture any geo-coded telephone boxes and you must hit delete and redraw the polygon with a larger footprint.

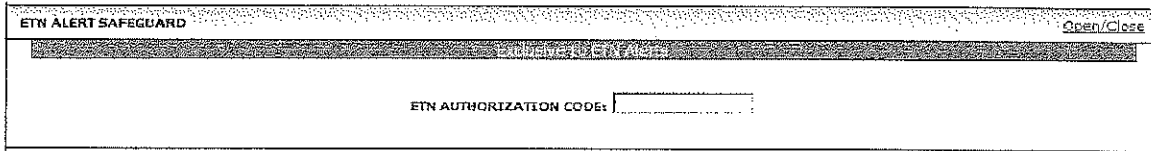
14. Once you are satisfied with your polygon, choose "Send To Alert Form". It will look like this:

15. The Auto-Populate Cap field applies to Emergency Alert and Weather Alert System messages, and not to ETN messages. Use the drop down menu to choose the appropriate message code. Proceed to Step 16 if you want to save this message as a template to be used again. If not, proceed to Step 18 if you are ready to launch the Emergency Telephone Network alert.

16. At this point, you may use this area to save what you've input so far as a new template, or to save changes if you've used an existing template. If there is no need to save it, proceed to the Attach Content box (Step 17 below).

17. This is optional and allows you to attach a map, picture, PDF or additional text. At this point, EPD will not be using this function until MyState expands this capability.

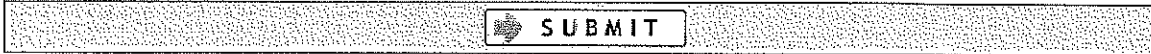
18. Enter in the appropriate Launch Code. The current launch code will be maintained in a secure location in the Records Unit:



ETN ALERT SAFEGUARD Open/Close

ETN AUTHORIZATION CODE:

19. Click on "Submit" to send the message.



20. A box will appear that says "Begin Callout"....click on that button to initiate the ETN.

Use of the ETN messaging system should be done when the immediacy of the message would not warrant an alternative notification process.

A window will appear that catalogs the results of the ETN. It will show number of human answers, machine answers, continuing attempts due to a busy signal and no answers, as compared to the total number in the target area.

Please see Everett Police Policy 7.5 Emergency Telephone Network (Reverse 911) and Procedure 34.01 for additional details.

34.02 QUICK ALERT MESSAGE INITIATION PROCEDURE

The MyState USA Quick Alert Notification System allows the Police Department to send out emergency notification messages to an unlimited number of police and city employees simultaneously. These messages may be in the form of e-mail, text message or voice message, or a combination of all three. The Quick Alert notification system is the preferred method for specialty unit callouts for the Police Department. Initially, all Records Unit personnel will be trained to initiate a Quick Alert, however all department supervisors may eventually receive this training. Records Unit personnel will not initiate a Quick Alert notification without prior approval from a police supervisor. The following procedure will be followed when initiating a MyState Quick Alert message:

The patrol, specialty unit or investigative unit supervisor has determined a need for a unit callout

That police supervisor will then contact the Records Unit and request a Quick Alert group or team page

The police supervisor requesting the callout will provide (either verbally or in writing) the exact text of the message he/she wants to be relayed to the Records specialist/supervisor fielding the request

The police supervisor requesting the callout will identify to the Records specialist/supervisor the specialty unit being requested (for example TAC, Marine, Major Crimes Unit, etc.)

Once the Records specialist/supervisor has the message content and knows which group is being requested, the Records specialist/supervisor will access the MyState USA website via the Internet (see separate internal step by step procedure for initiating a Quick Alert, located in the Records Unit)

From the website, the Records specialist/supervisor will log in and initiate a Quick Alert message using the information provided by the patrol/specialty unit supervisor

Once the message has been composed and the callout group identified, the Records specialist/supervisor will review the message one more time for accuracy, and then submit the message for dissemination

The message will direct officers to call a voice message box (257-SWAT, or 257-7928), where the police supervisor who authorized the callout will have recorded pertinent information (nature of incident, command post location, response protocol, etc.). This voice message box may also be used to disseminate other police department information needing to be broadcast to a large group.

Once properly trained, any police supervisor may initiate their own Quick Alert notification, without going through the Records Unit. The Everett Police Department is responsible for all costs incurred as a result of initiating a Quick Alert message.

Please see Everett Police Department Policy Section 9 for additional details on MyState and Quick Alert System (Group paging/notification).

34.03 AMBER ALERT

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The department has adopted the Washington Statewide AMBER Alert Plan as governed by the AMBER Alert Advisory Committee, and in compliance with State Emergency Communications Committee guidelines for the development and maintenance of local Emergency Alert System plans and networks to assist in public notification of a child's abduction.

For purposes of this procedure, an abduction is defined as any child under eighteen (18) years of age, who has been unwillingly removed from their environment without permission from the child's legal guardian or a designated legal representative.

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Employees of the Everett Police Department should notify their supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person or gathering information.

SUPERVISOR (PATROL SERGEANT) RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the on-duty Lieutenant or ODO and the ^{Community} Public Information Officer (PIO) when the need for any public alert is generated.

The supervisor is responsible for the following:

- (a) Updating alerts
- (b) Canceling alerts
- (c) Ensuring all appropriate reports are completed
- (d) Preparing an after-action evaluation of the investigation to be forwarded to the Operations Deputy Chief.

AMBER ALERT CRITERIA

The following criteria must exist prior to requesting an AMBER Alert:

- (a) The child is under 18 years of age and is known to be abducted and is not a runaway or throw-away child.
- (b) The abducted child is believed to be in danger of death or serious bodily injury.
- (c) The AMBER Alert activation should occur within four hours of the qualifying event unless circumstances or the timeliness of the information warrant otherwise.
- (d) There must be enough descriptive information to believe that an AMBER Alert activation will assist in the recovery of the child, including:
 1. Where the abduction took place.
 2. A physical description of the child: height, weight, age, hair color and length, eye color, clothing worn when the child was last seen, and any additional distinguishing physical characteristics.

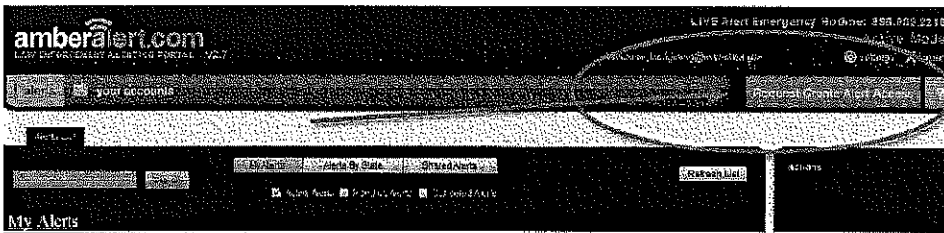
3. A physical description of the abductor: height, weight, age, hair color and length, eye color, clothing worn when the suspect last seen, and any distinguishing physical characteristics.
 4. Place last seen.
 5. Description of the vehicle: color, make, model, license number, approximate year.
- (e) The incident must be reported to and investigated by a law enforcement agency.

ACTIVATION

Should the supervisor determine that the incident meets the criteria of the Washington Statewide AMBER Alert Plan and has obtained authorization from the on-duty Lieutenant or ODO to activate the alert, the supervisor should:

- (a) Notify SNOPAC Operations of the impending activation and potential incoming calls.
- (b) Collect the information required by the plan.
- (c) Log into the activation web portal called the Law Enforcement Alerting Portal (LEAP) at hyperlink (<https://leap.amberalert.com>) to enter your User ID and password. Once logged into the site, indicate you want to activate an alert.

NOTE: This web address is a "live" site and once the AMBER Alert activation icon is selected, WSP will contact the activating agency or SNOPAC. You CANNOT proceed with entering the alert until WSP authorizes your access.



- (d) If WSP does not call within a few minutes, contact the Washington State Patrol (WSP) at 360-654-1204 to request an activation of the Washington Statewide AMBER Alert Plan and Portal.
 1. The WSP initiates the state AMBER Alert process at the request of local law enforcement and notifies the Washington State Department of Transportation (WSDOT), Emergency Management Division (EMD) and WSP ACCESS (A Centralized Computerized Enforcement Service System).
 2. The WSP provides AMBER Alert cancellation notification to WSDOT, EMD and ACCESS.

- (e) Provide the information required in the plan.
- (f) Designate or assume the role of point of contact until relieved of such duty by command staff or his/her designee.

INITIAL NOTIFICATIONS

Upon initiation of an AMBER Alert, the supervisor shall:

- (a) Ensure prompt entry of information into the Washington Crime Information Center (WACIC) and National Crime Information Center (NCIC) databases.
- (b) Promptly notify the on-duty Lieutenant or ODO and the Community Information Officer (CIO) of any AMBER Alert activation. It will be the responsibility of the on-duty Lieutenant or ODO to notify the CIO, who will be responsible for notifying the Operations Deputy Chief and the Chief of Police of an activation.
- (c) Work with the CIO or designee to prepare an initial press release that includes all the information required by the Washington Statewide AMBER Alert Plan, and any other available information that might aid in locating the child, such as:
 - 1. A photograph.
 - 2. Detail regarding location of incident, direction of travel, potential destinations, etc., if known.
 - 3. Name and telephone number of the CIO or other authorized point of contact to handle media and law enforcement liaison.
 - 4. The telephone number that will be used for the call center is 425-407-3970 (This is the 7-digit phone number into SNOPAC 9-1-1 for the public to use to report leads. It will generate a 9-1-1 call for service) and point of contact for the public to call with information. It will be the responsibility of the on-duty Lieutenant or ODO to designate a commissioned employee familiar with the facts of the case to be present in the call center to evaluate tips and assist SNOPAC call takers with questions or information from the public.
 - 5. The call center number is not to be used for media access unless they are calling in a tip.

(d) Consider the following resources or contacts if direct action is dictated by the circumstances.

1. National Center for Missing and Exploited Children (NCMEC):
 - (a) Provides and monitors the Cyber Tip Link.
 - (b) Posts missing children alerts.
 - (c) Provides educational materials for children, teachers and the public.
 - (d) Provides statistical information.

2. Federal Bureau of Investigation (FBI) local office.

FOLLOW-UP NOTIFICATIONS / CANCELLATION

Upon locating the abducted child, the patrol supervisor or designee shall be responsible for issuing an alert cancellation to all those previously notified of the alert. Once an investigative unit assumes responsibility for the abduction investigation, that unit supervisor or designee shall become responsible for preparing and distributing to the previously described locations, follow-up press releases with updates regarding the search and investigation. The unit supervisor shall also become responsible for cancellation notifications.

POST-INCIDENT REPORTING

The Chief of Police or designee shall be responsible for submitting the AMBER Alert Report to the Washington Association of Sheriffs and Police Chiefs (WASPC) in a timely fashion. The Chief of Police or the authorized designee shall be responsible for representing the Department during the AMBER Alert Review Committee's after-action review of the alert.

34.04 ENDANGERED MISSING PERSON ADVISORY

The Endangered Missing Person Advisory (EMPA) is a voluntary partnership between law enforcement, other government agencies and local broadcasters to rapidly disseminate information to law enforcement agencies, the media and the public about a missing and endangered person in circumstances that do not qualify for an AMBER Alert.

The Everett Police Department participates in this partnership and may initiate the required notifications whenever a person is reported missing from this jurisdiction and meets the criteria of an Endangered Missing Person.

EMPA ADVISORY CRITERIA

Rev 12/2010

● All of the following criteria must exist prior to initiating an Endangered Missing Person Advisory:

- (a) The person is missing under unexplained, involuntary or suspicious circumstances.
- (b) The person is believed to be in danger because of age, health, mental or physical disability, in combination with environmental or weather conditions, or is believed to be unable to return to safety without assistance.
- (c) There is enough information that could assist the public in the safe recovery of the missing person (e.g., photo or description, clothing worn when last seen, vehicle, location last seen).
- (d) The incident has been reported to and investigated by a law enforcement agency.

PROCEDURE

Should the supervisor determine that the incident meets the criteria of an EMPA and has obtained authorization from the on-duty Lieutenant or ODO to proceed with the advisory, the supervisor should:

- (a) Direct Records Unit personnel to prepare the EMPA administrative message through ACCESS. The words "Endangered Missing Person Advisory" should be included in the title of the message. All Washington law enforcement agencies are notified through the ACCESS administrative message.
- (b) Contact the WSP Missing Persons Unit (MPU) at 1-800-543-5678 to verify it received the advisory via WACIC.
- (c) Direct Records Unit personnel to enter the information into WACIC and NCIC databases using the proper message key: Missing (MNP), Endangered (EME), or involuntary (EMI).
- (d) Advise SNOPAC of the advisory and ensure that it is prepared to handle a high volume of telephone calls.
- (e) Ensure that the handling officer attempts to obtain a photograph of the missing person and/or suspect as soon as possible.
- (f) Direct the Records Unit to enter the photograph into WACIC and NCIC, then send an e-mail to the WSP MPU.

(g) Notify the CIO to handle the media.

1. The CIO should notify the media through appropriate channels regarding the EMPA. Upon request, the WSP MPU can provide electronic posters with details of the missing person.
2. If the Endangered Missing Person is 21 years of age or younger, the National Center for Missing or Exploited Children (NCMEC) at 1-800-843-5678 should be notified as soon as practicable.

(h) The Records Unit personnel should promptly cancel the advisory after an Endangered Missing Person is located by sending an administrative message through ACCESS, noting that the person has been found.

(i) In addition to the administrative message, the Law Enforcement Alerting Portal (LEAP) may be used to initiate, update and cancel the EMPA as the case warrants. Log-in procedures are the same as an AMBER Alert with the exception of selecting EMPA when prompted to choose the type of alert to be activated.

1. The Portal will automatically notify all alerting partners and the public (who are subscribed) of the initial advisory and any subsequent updated advisories.
2. An EMPA cancellation advisory must also be sent through the Portal.

PROC

3103 AMBER ALERT

INITIAL NOTIFICATIONS (C) 4 ^{copy} (347)

REPLACE 407-49710

w/

407-3960