

Policy Number: 06-001

Lucas County Sheriff's Office
Policy and Procedure



Approved by Sheriff:

Michael J. Navarre

Sheriff Michael J. Navarre

DATE FOR REVIEW:

Pages:

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SECTION: RECORDS

AMBER ALERT

I. PURPOSE

The purpose of this policy is to establish a procedure for the activation of the AMBER Alert System in the event of an abducted child.

II. POLICY

A. CRITERIA FOR ACTIVATION

1. In an incident involving the abduction or kidnapping of a child.
2. The child must be under the age of eighteen.
3. The abduction poses a creditable threat of immediate danger of serious bodily harm or death to the child.
4. A law enforcement agency has determined 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.
5. There is sufficient descriptive information about the child, the abductor, and the circumstances surrounding the abduction to indicate the activation of the alert will help locate the child.

An AMBER Alert is only used for serious child abduction cases. It is not used for runaway or child custody disputes unless the circumstances are life threatening to the child.

B. ACTIVATION PROCEDURES

1. Upon receiving an AMBER Alert form by fax or email, and receiving a confirmation telephone call from the law enforcement agency sending the AMBER Alert form, the Lucas County Sheriff's Office Records Sergeant will contact the OSHP

Communications Center at 614-466-2660 to activate the IPAWS System as well as the EAS for Northwest Ohio.

2. The Records Sergeant will fax the AMBER Alert information to all law enforcement agencies within Lucas County as well as the Sheriff's Office in each adjacent County.
3. The Records Sergeant will contact the 9-1-1 COG Supervisor via telephone and will also fax the AMBER Alert information to them.
4. The 9-1-1 COG Supervisor will notify on duty law enforcement officers by:
 - a. Doing a general broadcast of the AMBER Alert for ALL crews over the air.
 - b. Sending a CAD message to all call takers, dispatchers and MDT users.
5. Upon receipt of the AMBER Alert form by fax, the Sheriff's Office Warrant Desk Clerk will:
 - a. Completing an OHALLTERM message through LEADS:
 - i. The Clerk will go to the LEADS transaction page on the NORIS terminal.
 - ii. Click to highlight the generic message field.
 - iii. Type /OHALLTERM
 - To notify surrounding states type OHALLTERM,MI,PA,IN,IL,KY (no spaces)
 - iv. Type *****AMBER ALERT - BOLO**** and press enter.
 - v. Type the AMBER Alert information and then press send.
 - b. Make an AMBER Alert Entry and Missing Juvenile Entry into L.E.A.D.S. and N.C.I.C.
 - c. Make copies of all relevant L.E.A.D.S and N.C.I.C. entries for the Records Sergeant.

C. CANCELLATION OF AMBER ALERT – PROCEDURES

1. Upon receiving an AMBER Alert Cancellation form by fax or email, and after receiving a confirmation telephone call from the law enforcement agency sending the AMBER Alert Cancellation form, the Lucas County Sheriff's Office Records Sergeant will contact the OSHP Communications Center at 614-466-2660 to initiate the cancellation of the AMBER Alert.

2. The Records Sergeant will fax the AMBER Alert cancellation to all law enforcement agencies within Lucas County as well as the Sheriff's Office in each adjacent county.
3. The Records Sergeant will contact the 9-1-1 COG Supervisor via phone and fax the AMBER Alert cancellation information to them.
4. The 9-1-1 COG Supervisor will notify on duty law enforcement officers about the cancellation by:
 - a. Doing a general broadcast of the AMBER Alert cancellation for all crew over the air:
 - b. Sending a CAD message to all call takers, dispatchers and MDT users.
5. Upon receipt of the AMBER Alert cancellation form by fax the Sheriff's Office Warrant Desk Clerk will:
 - a. Complete an OHALLTERM message through LEADS:
 - i. The Clerk will go to the LEADS transaction page on the NORIS terminal.
 - ii. Click to highlight the generic message field.
 - iii. Type /OHALLTERM.
 - To notify surrounding states type OHALLTERM,MI,PA,IN,IL,KY (no spaces)
 - iv. Type *****AMBER ALERT CANCELLATION***** and press enter.
 - v. Type the AMBER Alert cancellation information and then press send.
 - b. Make an AMBER Alert cancellation Entry and Missing Juvenile Entry into L.E.A.D.S. and N.C.I.C.
 - c. Make copies of all relevant L.E.A.D.S and N.C.I.C. entries for the Records Sergeant.