
	SPRINGFIELD POLICE DEPARTMENT POLICY MANUAL	POLICY #82.2.6
EFFECTIVE DATE 9/6/23	 Andrew Shearer, Chief of Police	ACCREDITATION REFERENCE 2.2.4

Public Alerts

82.2.6.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

82.2.6.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

82.2.6.3 EMPLOYEE RESPONSIBILITIES

Employees of the Springfield Police Department should notify their supervisor, Operations Division Commander or Investigations Unit 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.

82.2.6.4 SUPERVISOR 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 their respective Division Commander and the Public Information Coordinator when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

- (a) Updating alerts
- (b) Cancelling alerts
- (c) Ensuring all appropriate reports are completed

82.2.6.5 EMERGENCY ALERTS:

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- (a) Emergency Alert System (EAS): The Communications Center of the Lane County Sheriff's Office is the agency that operates the Emergency Alert System for Lane County. If there is an impending emergency the Watch Commander or appropriate division commander can make the request through the Lane County Sheriff's Office that an emergency message be sent (broadcast) using the Emergency Alert System.
- (b) Reverse 911: Once the Watch Commander or appropriate division commander determines there is a need to alert at-risk residents, the request for activation of the public alerting system is made to Central Lane 911 supervisor. The system can deliver alerts and warnings and provide emergency instructions to the general public by automatically calling the landline phone numbers in an affected area.
- (c) Amber Alerts: America's Missing: Broadcast Emergency Response Alert, or AMBER Alert is a voluntary partnership between law enforcement agencies and local broadcasters to rapidly disseminate an emergency alert to the public when a child is abducted under emergency circumstances and the child may be in danger of serious bodily harm or death.

82.2.6.6 AMBER ALERT CRITERIA

All of the following criteria must exist before an AMBER Alert will be issued:

- (a) There is confirmation that a child abduction has occurred; and
- (b) The child is 17 years or younger; and
- (c) The child may be in imminent danger of serious bodily harm or death; and
- (d) There is adequate descriptive information available to believe that its dissemination to the public could help locate the child, suspect, and/or suspect's vehicle; and
- (e) The child's name and other critical data elements, including the child abduction (CA) and AMBER Alert (AA) flags, either have been or will be entered into the National Crime Information Center (NCIC) system.

An AMBER Alert should not be used if the child is a runaway or has been abducted as a result of a child custody situation, unless the child may be in danger of serious bodily harm or death. Refer to the AMBER Alert field checklist in the Oregon Amber Alert Manual.

82.2.6.7 AMBER ALERT PROCEDURE

- (a) If it is determined through the preliminary investigation that the abduction fits the criteria for an AMBER Alert, the Watch Commander or designee will contact the Oregon State Police Northern Command Center (OSP NCC) in Salem at 503-375-3555 to request activation of an AMBER Alert and will provide them with the information listed in subsection (b), below.
 1. The investigating officer will complete the Amber Alert Activation Form (attachment a) and provide the necessary information to the Watch Commander or designee, and that person

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will coordinate with the NCC for activation of the AMBER Alert and the release of the information.

2. When the decision is made to activate an AMBER Alert, the Watch Commander will consult with a Division Commander and determine if the Oregon State Police or Springfield Police Department will staff the tip line phones. (Callers will be instructed to call the toll-free AMBER Alert tip line, 1-866-5AMBER5. If SPD can staff the tip line phones, a phone number to which calls will be transferred must be provided to OSP).
 3. Prior to posting the AMBER Alert message, consideration should be given to ensuring adequate staffing for the tip line, 9-1-1 lines and any media line. AMBER Alerts generate significant public and media interest. It is likely that a high volume of calls from the public and media will be received. Reassigning personnel from other units or requesting mutual aid from other agencies should be considered.
- (b) The Public Information Coordinator, Division Commander or Supervisor should consider whether to prepare a press release that includes all available information that might aid in locating the child, such as:
1. The child's identity, age, physical and clothing description, including any distinguishing characteristics.
 2. Photograph if available.
 3. The location where the abduction occurred or where the child was last seen.
 4. The suspect's identity, age, physical and clothing description if known.
 5. Pertinent vehicle license number and description if known.
 6. Detail regarding direction of travel and potential destinations if known.
 7. Contact information for the Public Information Coordinator or other authorized individual to handle media liaison.
 8. A telephone number for the public to call with leads or information. (1-866-5AMBER5)
- (c) Information on the abducted child, suspect vehicle and suspect should be entered into the Law Enforcement Data System (LEDS) and NCIC as soon as feasible. The suspect's name, if known, should be entered in the "AKA" moniker field. The child's name and other critical data elements, including the child abduction (CA) and AMBER Alert (AA) flags, must be entered into the NCIC system in order to trigger the resources of the National Center for Missing and Exploited Children (NCMEC) and the FBI.
- (d) Dispatch, or the Records Division, upon request, will send a statewide Administrative Message (AM) via LEDS with the information. The text of the message will begin with the words, "Oregon AMBER Alert." *See example on page 12 of Oregon Amber Alert Manual.*

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- (e) The information in the press release should also be forwarded to the dispatch center so that general broadcasts can be made to local law enforcement agencies.
- (f) Consideration should be given to whether to utilize the following resources:
 - 1. Federal Bureau of Investigation (FBI Local Office)
 - 2. National Center for Missing and Exploited Children - 1-800-843-5678
- (f) The FBI and NCMEC will have received notification of the AMBER Alert via the NCIC computer entries. If needed, the Oregon State Police Missing Children Clearinghouse is available to assist agencies with any additional notifications or to serve as the liaison with NCMEC.
- (g) Amber Alert follow up responsibilities shall be managed by the Operations Support Division Commander, Detective Unit Sergeant or designee.
- (h) At least two detectives should be assigned to screen and assign leads received.
- (i) The Amber Alert will be cancelled when the child is located and in protective custody, or all leads have been exhausted and cancellation is deemed appropriate by the Operations Support Division Commander or Detective Unit Sergeant.

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ATTACHMENT A



**SPRINGFIELD POLICE DEPARTMENT
AMBER ALERT ACTIVATION FORM**

OFFICER NAME/BADGE#: _____

CASE #: _____

DATE: _____

Case Information

	YES	NO*
Is this a child abduction?	<input type="checkbox"/>	<input type="checkbox"/>
Is the child 17 years of age or younger?	<input type="checkbox"/>	<input type="checkbox"/>
Is there reason to believe the child may be in danger of serious bodily harm or death?	<input type="checkbox"/>	<input type="checkbox"/>
Is there sufficient descriptive information about the child, abductor, and/or suspect's vehicle to believe an immediate broadcast alert will help?	<input type="checkbox"/>	<input type="checkbox"/>
Has the child's name and other critical data elements, including the child abduction (CA) and AMBER alert (AA) flags, either have been or will be entered into the National Crime Information Center (NCIC) system?	<input type="checkbox"/>	<input type="checkbox"/>

Note: An AMBER alert should not be used if the child is a runaway or has been abducted as a result of a child custody situation unless the child may be in danger of serious bodily harm or death.

***ANSWERING "NO" TO ANY OF THESE QUESTIONS MEANS THE
AMBER ALERT WILL NOT BE USED**

CHILD #1

Last Name: _____ First Name: _____ DOB/Age: _____
Race/Gender: _____ Hair/Eyes: _____ Height/Weight: _____
Physical Descriptors, Scars, Marks, Tattoos, etc.: _____
Clothing Description: _____
Last Known Location – Date/Time: _____
Photo if available:

CHILD #2 (if applicable)

Last Name: _____ First Name: _____ DOB/Age: _____
Race/Gender: _____ Hair/Eyes: _____ Height/Weight: _____
Physical Descriptors, Scars, Marks, Tattoos, etc.: _____
Clothing Description: _____
Last Known Location – Date/Time: _____
Photo if available:

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ATTACHMENT A



**SPRINGFIELD POLICE DEPARTMENT
AMBER ALERT ACTIVATION FORM**

SUSPECT #1

Last Name: _____ First Name: _____ DOB/Age: _____

Race/Gender: _____ Hair/Eyes: _____ Height/Weight: _____

Physical Descriptors, Scars, Marks, Tattoos, etc.: _____

Clothing Description: _____

Last Known Location – Date/Time: _____

Photo if available:

SUSPECT #2 (if applicable)

Last Name: _____ First Name: _____ DOB/Age: _____

Race/Gender: _____ Hair/Eyes: _____ Height/Weight: _____

Physical Descriptors, Scars, Marks, Tattoos, etc.: _____

Clothing Description: _____

Last Known Location – Date/Time: _____

Photo if available:

VEHICLE INFORMATION

Year: _____ Color: _____ Make: _____ Model: _____

License Plate: _____ License State: _____

Distinguishing Marks/Characteristics: _____

Last Known Location – Date/Time: _____

Last Known Direction of Travel/Potential Destination: _____

Photo if available: