

# AMBER ALERT ACTIVATION CHECKLIST

## INSTRUCTIONS

### SUGGESTED CRITERIA

1. A child is known by law enforcement officials to have been abducted
2. The abduction occurred within 12 hours of initial activation of AMBER Alert
3. The child is under 17 years of age
4. Law enforcement must believe the child is in imminent danger of serious bodily harm or death
5. There must be enough descriptive information to believe that an AMBER Alert will assist in the recovery of the child (must include as much of the following information as possible)
6. The missing child must be entered into NCIC

### CHECKLIST INSTRUCTIONS

The Idaho AMBER Alert Activation Checklist is to be used by local law enforcement agencies, to gather the necessary information to request activation from the local ISP Regional Communication Center of an AMBER Alert. **Activation requests must be on this form.**

The IDAHO AMBER PORTAL ACTIVATION FORM is located on the Idaho Missing Persons Clearinghouse web site.

<http://www.isp.idaho.gov/BCI/documents/AmberAlertactivationform.docx>

The reporting agency will print a copy of the FORM and fill out, complete all known information, and **call the ISP RCC to request an AMBER Alert (North 208-209-8730; South 208-846-7500)**. The FORM is then faxed or emailed to the local Idaho State Police Regional Communication Center.

Fax numbers.

- **North** 208-209-8618 Coeur d'Alene
- **South** 208-846-7520 Meridian

Or email:

- **North** [D1Dispatchers@isp.idaho.gov](mailto:D1Dispatchers@isp.idaho.gov)
- **South** [D3Dispatchers@isp.idaho.gov](mailto:D3Dispatchers@isp.idaho.gov)

Reporting agency & telephone number: Complete in case ISP RCC needs to contact reporting agency.

PIO telephone number for the public: This is the telephone number that will be given to the public to call in tips, sightings, etc. The investigating agency **MUST** supply this number and the staff to answer calls.

Data provided by: This is who reported the child missing and is supplying the information. (Parent, guardian, teacher etc)

Authorizing Officer: Who is responsible for requesting an alert be issued?

Abduction location and time: Where did the abduction occur? Where was child last seen?

Incident Summary: Brief description on what occurred during the abduction.

Victim information: Reporting agency should complete as much as the descriptive information as possible. This information should be available from the victim's parent or guardian.

Vehicle and abductor information: Reporting agency should complete as much as the descriptive information as possible. This information should be available from witnesses of the abduction. For addition victims or suspect, use a second form.

Photo: Email photos to the local Idaho State Police Regional Communications Center in **.jpg or .jpeg format** only to:

- **North** [D1Dispatchers@isp.idaho.gov](mailto:D1Dispatchers@isp.idaho.gov)
- **South** [D3Dispatchers@isp.idaho.gov](mailto:D3Dispatchers@isp.idaho.gov)