

	<b>CLAY COUNTY SHERIFF'S OFFICE</b>		<b>Policy 320</b>
	<b>SUBJECT: PUBLIC ALERTS</b>		Approved by: Sheriff Will Akin 08/24/2022
	ISSUED: 09/29/2016	REVISED: 08/24/2022	CANCELS:
	CALEA References:		

### 320.1 PURPOSE AND SCOPE

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

### 320.2 POLICY

- (a) 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.

### 320.3 RESPONSIBILITIES

#### 320.3.1 EMPLOYEE RESPONSIBILITIES

- (a) Employees of the Clay County Sheriff's Office should notify their supervisor, Shift Supervisor, or Investigation 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.

#### 320.3.2 SUPERVISOR RESPONSIBILITIES

- (a) 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 commander and the Public Relations Manager (PRM) when any public alert is generated. The commander will begin notification through their chain of command.
- (b) The supervisor in charge of the investigation to which the alert relates is responsible for the following:
  1. Updating alerts
  2. Canceling alerts
  3. Ensuring all appropriate reports are completed
  4. Preparing an after-action evaluation of the investigation to be forwarded to the Division Commander.

#### 320.3.3 COMMUNICATIONS RESPONSIBILITIES

- (a) Alert initiation shall be conducted by the on-duty communications member unless otherwise designated.

## 320.4 MISSOURI AMBER ALERTS™

- (a) The Missouri AMBER Alert program coordinates the efforts of law enforcement, the media, and the public in an effort to safely recover abducted children. In the event of a suspected child abduction, a local AMBER Alert should be generated first and, if the facts warrant, the alert should be expanded beyond the local plan to a Missouri AMBER Alert.

### 320.4.1 CRITERIA

- (a) The Shift Supervisor will respond to the scene and determine if the criteria have been met to initiate an AMBER Alert.
  1. A reasonable belief that an abduction has occurred;
  2. The child is 17 years of age or younger;
  3. The child is in the custody of someone other than a parent, guardian, or other official custodial entity, OR if in their custody, there is sufficient evidence that exists to indicate that death or serious bodily injury may have come to a child;
  4. Enough descriptive information exists about the child, the abductor, and/or the suspect's vehicle to believe an immediate broadcast alert will help.
- (b) The victim and suspect descriptions will be as detailed as possible. Suspect information will be released in accordance with the Media Relations policy.

### 320.4.2 PROCEDURE

- (a) The following is the procedure for initiating a Missouri AMBER Alert:
  1. Complete the Missouri AMBER Alert Abduction form, addressing any questions to the Missouri State Highway Patrol (MSHP) at 573-751-1000.
  2. Complete the Missouri AMBER Alert form online and submit to MSHP Communications-Missouri AMBER Alert Notification.
    - i. <http://www.mshp.dps.missouri.gov/MSHPWeb/Publications/Forms/documents/SHP-720.pdf>
  3. Verify by telephone that the form was received.
  4. Make a National Crime Information Center (NCIC) missing person entry using the Child Abduction (CA) flag through the law enforcement computer system available in your area such as the Missouri Uniform Law Enforcement System (MULES) or Regional Justice Information System (REJIS).
  5. For a multi-state AMBER Alert request, these additional steps may be taken:
    - i. A standard police dispatch must be sent to the Missouri control terminal with the address text field formatted, "Request AMBER Alert broadcast to XX, YY, and ZZ," with XX, YY, and ZZ being two letter abbreviations for the requested state or states.
    - ii. Control terminal operators will appropriately code the message as an AMBER Alert and forward it to the appropriate adjacent state control terminals.
    - iii. If additional assistance is needed from other states, the Shift Supervisor or Investigation Unit supervisor should contact the adjacent state's Missing Person Clearinghouses. A list of contact information for each state's clearinghouse is available on the website of the National Center for Missing and Exploited Children (NCMEC) (<http://www.missingkids.com>).

## **320.5 ENDANGERED SILVER ADVISORIES**

(a) An Endangered SILVER Advisory accomplishes the following:

1. All Missouri law enforcement agencies are notified through MULES and the Missouri Information Analysis Center (MIAC) e-mail alert.
2. Broadcasters and media are notified.
3. The MSHP Missing Persons Unit will be notified for support and resources.
4. The Department of Health and Senior Services Hotline will be notified.
5. The Missouri Department of Transportation will be notified to activate message signs, if practicable.

### **320.5.1 CRITERIA**

(a) An Endangered SILVER Advisory is warranted when:

1. A missing person is 60 years of age or older and believed to be suffering from dementia or other cognitive impairment.
2. A legal custodian of the missing person has submitted a missing person's report to the local law enforcement agency where the person went missing.
3. There is sufficient information available to disseminate to the public that could assist in locating the missing adult.

### **320.5.2 PROCEDURE**

(a) The following is the procedure for initiating an Endangered SILVER Advisory:

1. Create an NCIC message using the Endangered Missing (EME) code in MULES.
2. Submit online the Endangered SILVER Advisory (EPA) form with attachments such as photographs and area maps, to the MSHP Troop F Headquarters.
  - i. <http://www.mshp.dps.missouri.gov/MSHPWeb/Publications/Forms/documents/SH-718.pdf>
3. Contact the MSHP Troop F Headquarters at 573-751-1000 to verify the information has been entered in MULES and NCIC and that the faxed form and attachment have been received.

## **320.6 MISSOURI ENDANGERED PERSON ADVISORY PLAN**

(a) An Endangered Person Advisory will accomplish the following:

1. Alerts will be made to all Missouri law enforcement agencies through MULES/REJIS.
2. Broadcasters and media will be notified by e-mail.
3. The MSHP Missing Persons Unit will be notified for support and resources.
4. The NCMEC will be contacted if the person is under the age of 18.

### 320.6.1 CRITERIA

(a) An Endangered Person Advisory is warranted when (§ 650.025, RSMo):

1. The circumstances do not meet the criteria for a Missouri AMBER Alert (if they meet the criteria for a Missouri AMBER Alert, immediately follow the protocol to issue a Missouri AMBER Alert).
2. The person is missing under unexplained, involuntary, or suspicious circumstances.
3. The person is believed to be in danger because of age, health, mental or physical disability, and the environment or weather conditions; is in the company of a potentially dangerous person or some other factor that may put the person in peril.
4. There is information that could assist the public in the safe recovery of the missing person.

### 320.6.2 PROCEDURE

(a) If all criteria exist, the Endangered Person Advisory can be initiated by taking the following actions:

1. Preparing the Endangered Person Advisory by using the Endangered Missing (EME) code in MULES.
2. Submitting the Endangered Persons Advisory form with attachments, such as photographs and area maps, to the MSHP Troop F Headquarters.
  - i. <http://www.mshp.dps.missouri.gov/MSHPWeb/Publications/Forms/documents/SHP-716.pdf>
3. Contacting the MSHP Troop F Headquarters at 573-751-1000 to verify the information has been entered into MULES and NCIC and that the form and attachment have been received.

## 320.7 BLUE ALERTS

(a) Blue Alerts are used to provide a statewide system for the rapid dissemination of information regarding a violent criminal who has seriously injured or killed a local, state, or federal law enforcement officer (§ 650.520, RSMo).

### 320.7.1 CRITERIA

(a) The following criteria are used to determine if a Blue Alert should be issued:

1. A law enforcement officer has been killed or seriously injured in the line of duty or is missing in connection with official duties.
2. There is an imminent and credible threat to kill or seriously injure a law enforcement officer.
3. There is actionable information known about the suspect to make public notification that would be helpful to law enforcement in locating the suspect.

## 320.7.2 PROCEDURE

(a) The following is the procedure for initiating a Blue Alert:

1. Complete the Blue Alert form available on the MSHP website and submit the form to the MSHP with available supporting documents, if available (i.e., photographs, area maps).
  - i. <http://www.mshp.dps.mo.gov/MSHPWeb/Publications/Forms/documents/SHP-721.pdf>
2. Confirm receipt of the submitted form.
3. Notify the office PRM that the alert has been requested to facilitate updates to the media, as appropriate.