

CECOMS

AMBER Alert Activation Packet

Complete the following pages in chronological order

Pre-AMBER Alert Activation Check List

The following items should be completed PRIOR to the issuance of your AMBER Alert:

		Initial
1.	Call CECOMS at (216) 771-1363 to advise you will be issuing an AMBER Alert CECOMS call taker will activate their alert protocol awaiting completion of this packet. E-mail this completed packet to DL-JS-PublicSafety-CECOMS@cuyahogacounty.us and Fax 216-443-5705	_____
2.	Complete LEADS missing juvenile entry form using the AA code If you have LEADS AA issues, call the OSP watch desk at 614-799-6633	_____
3.	Obtain cellular telephone number and carrier (if known) of the victim(s) and suspect(s) for location pinging (see page 5)	_____
4.	Prepare your call center to receive a high volume of calls and inquiries (call in additional dispatchers, officers, etc. to man your phone bank)	_____
5.	Obtain most current photos of child or children – be sure to label photo(s) with name(s) e-mail photos to DL-JS-PublicSafety-CECOMS@cuyahogacounty.us	_____
6.	Obtain photos of suspect – be sure to label photo(s) with name(s) e-mail photos to DL-JS-PublicSafety-CECOMS@cuyahogacounty.us	_____
7.	Obtain photos of suspect vehicle (if not available provide replica photo) e-mail photos to DL-JS-PublicSafety-CECOMS@cuyahogacounty.us	_____
8.	<u>OPTIONAL</u> depending on agency policy / protocol: Contact your local Child Abduction Response Team (CART) or CERT Team	_____

Upon completion of this page proceed to the next page to begin your alert.

All pages hereafter should be printed on agency letterhead and scanned to DL-JS-PublicSafety-CECOMS@cuyahogacounty.us or fax to (216) 443-5705

AMBER Alert Activation Form

CRITERIA FOR ACTIVATION:

The AMBER Alert requires an executive officer (or designee) at a participating law enforcement agency to verify all four (4) specific criteria listed below have been satisfied.

Please check off the following items for your alert:

_____ The child is under eighteen (18) years of age.

_____ There is credible information that suggests that the child was forcibly or intentionally removed or lured away from their location and remains missing.

_____ The law enforcement agency believes the child is in danger of serious bodily harm or death

_____ There is enough descriptive information about the child, and/or alleged abductor(s), and/or alleged abductor's vehicle to believe and immediate broadcast alert will help.

If the above criteria are not met, agencies should proceed to the "ENDANGERED ALERT" issuance by calling CECOMS at (216) 771-1363.

If an ENDANGERED ALERT is issued and the above four (4) criteria are met later, the agency should then issue the AMBER ALERT.

Requesting Agency _____

Authorized by _____
Title / Name Email Address

Signature/title of authorizing official _____

PAGE 1 OF 4 MANDATORY FORMS

24/7 CECOMS Contact Numbers:

VOICE: (216) 771-1363 / FAX: (216) 443-5705

Activation Page 2

URGENT INFORMATION

MUST BE TYPED

Requesting Agency: _____ Date: _____ Time: _____

Authorized by: _____ Call back #: _____ PIO: _____

MISSING / ABDUCTED CHILD INFORMATION

Missing Child's Name: _____ DOB: _____ Age: _____

Sex: _____ Height: _____ Weight: _____ Race: _____ Hair: _____ Eyes: _____

Scars, marks, tattoos or additional physical or mental condition information:

Clothing description:

Place of occurrence (if known) or location last seen:

Date last seen: _____ Time last seen: _____

Photo: Yes: No: e-mail photos to DL-JS-PublicSafety-CECOMS@cuyahogacounty.us

Check here if there is more than one child abducted. If so, repeat the use of this page

PAGE 2 OF 4 MANDATORY FORMS

24/7 CECOMS Contact Numbers:
VOICE: (216) 771-1363 / FAX: (216) 443-5705
Activation Page 3

AMBER ALERT ALLEGED ABDUCTOR(S) INFORMATION SHEET

MUST BE TYPED

Suspect's Name: _____ DOB: _____ Age: _____ Sex: _____

Last known address: _____

Height: _____ Weight: _____ Race: _____ Hair: _____ Eyes: _____

Scars, marks, tattoos or additional physical or mental condition information:

Clothing description:

Relationship to victim or family: Yes No How _____

E-mail photos of suspect to DL-JS-PublicSafety-CECOMS@cuyahogacounty.us

Check here if there is more than suspect. If so, repeat the use of this page

DESCRIPTION OF VEHICLE

License plate: _____ State: _____

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

Other pertinent information of vehicle _____

Other means of transportation used _____

Direction of travel (if known) _____

Other information

Check here if there is more than one suspect or vehicle involved. If so, repeat the use of this page

PAGE 3 OF 4 MANDATORY FORMS

24/7 CECOMS Contact Numbers:
VOICE: (216) 771-1363 / FAX: (216) 443-5705
Activation Page 4

URGENT REQUEST

Cellular Telephone Ping Request

When requested, agencies will receive cellular telephone location for 24 to 48 hours or until the child is located.

Requesting Agency: _____

Date: _____ Time: _____

Reason for request: **AMBER Alert**

Cellular Telephone Information

Mobile number: _____ Carrier (if known) _____

Mobile number: _____ Carrier (if known) _____

Mobile number: _____ Carrier (if known) _____

Authorizing Authority

Authorized By: _____
(Title and name)

Signature: _____

Date: _____

Please scan to DL-JS-PublicSafety-CECOMS@cuyahogacounty.us

If unable to scan, fax the completed form to (216) 443-5705 after scanning/faxing, contact CECOMS at (216) 771-1363 to confirm receipt.

24/7 CECOMS Contact Numbers:
VOICE: (216) 771-1363 / FAX: (216) 443-5705
Activation Page 5

EXACT MESSAGE TO BE TRANSMITTED

This message will be read over the Emergency Alert System (radio, television)

MUST BE TYPED

“The _____ in _____ County has issued an AMBER Alert

Victim name and age _____ years of age

Missing from _____

Last seen (place) _____

Last seen wearing (clothing descriptors)

The suspect is (if known) _____

The involved vehicle (if known) _____

License plate and state _____

Miscellaneous notes to be read (i.e. direction of travel, possible destination, other identifiers, etc.)

Anyone having information on this abduction please call the
_____ at _____ or dial 911.
Department

Repeating, anyone having information on this abduction please call the
_____ at _____ or dial 911.
Department

PAGE 4 OF 4 MANDATORY FORMS

24/7 CECOMS Contact Numbers:
VOICE: (216) 771-1363 / FAX: (216) 443-5705
Activation Page 6

ALPR Vehicle Entry Form

Requesting Agency: _____

Date: _____ Time: _____

Reason for request: **AMBER Alert**

Vehicle Information

Vehicle Description: _____

License Plate Number: _____ License Plate State _____

Authorizing Authority

Authorized By: _____

(Title and name)

Signature: _____

Date: _____

Please scan to DL-JS-PublicSafety-CECOMS@cuyahogacounty.us

If unable to scan, fax the completed form to (216) 443-5705 after scanning/faxing, contact CECOMS at (216) 771-1363 to confirm receipt.

24/7 CECOMS Contact Numbers:
VOICE: (216) 771-1363 / FAX: (216) 443-5705
Activation Page 7

NOTICE:

The next two pages are the AMBER ALERT CANCELLATION

Forms need to be printed onto agency letterhead.

These should be scanned/faxed upon the child being located.

Please Scan to DL-JS-PublicSafety-CECOMS@cuyahogacounty.us (if available
to scan fax to (216) 443-5705

After faxing, contact CECOMS at (216) 771-1363 to confirm receipt.

24/7 CECOMS Contact Numbers:
VOICE: (216) 771-1363 / FAX: (216) 443-5705

AMBER ALERT CANCELLATION

Please cancel the AMBER Alert from the _____
Department

Missing child's name _____

Disposition of information

Conclusion:

The _____ wishes to thank everyone for their help and support.
Department

Authorized by _____ Date _____
Title and name

Time _____

ALPR Vehicle Removal Form

Requesting Agency: _____

Date: _____ Time: _____

Reason for request: **AMBER Alert**

Vehicle Information

Vehicle Description: _____

License Plate Number: _____ License Plate State _____

Authorizing Authority

Authorized By: _____
(Title and name)

Signature: _____

Date: _____

Please scan to DL-JS-PublicSafety-CECOMS@cuyahogacounty.us (if unable to scan fax the completed form to (216) 443-5705)

After scanning/faxing, contact CECOMS at (216) 771-1363 to confirm receipt.