



**Virginia's
"AMBER Alert"
Plan**

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SUMMARY

The Virginia "AMBER Alert" (VAA) Plan provides a valuable tool for Virginia law enforcement agencies in the ongoing battle to protect our children, while allowing the broadcasters of Virginia and the Virginia Department of Transportation an opportunity to contribute to the communities they serve in an extremely beneficial capacity.

According to the National Center for Missing and Exploited Children (NCMEC), established "AMBER Alert" plans have already been responsible for the recovery of over 330 children nationwide. We are hopeful that Virginia's "AMBER Alert" Plan will not only assist in recovering abducted and endangered children, but also act as a deterrent to this type of crime.

This plan is available for use by all Virginia law enforcement agencies and can be used as their primary "AMBER Alert" Plan or as a supplement to their existing plan.

Definitions:

§ [52-34.1](#).

"Abducted child" means a child (i) whose whereabouts are unknown, (ii) who is believed to have been abducted, (iii) who is 17 years of age or younger or is currently enrolled in a secondary school in the Commonwealth, regardless of age, and (iv) whose disappearance poses a credible threat as determined by law enforcement to the safety and health of the child and under such other circumstances as deemed appropriate by the Virginia State Police. (Note: See AMBER Alert Criteria for appropriate circumstances on page 5.)

"Amber Agreement" means the voluntary agreement between law-enforcement officials and members of the media whereby a child will be declared abducted, and the public will be notified, and includes all other incidental conditions of the partnership as found appropriate by the Virginia State Police.

"Amber Alert" means the notice of child abduction provided to the public by the media or other methods and under an Amber Agreement.

"Amber Alert Program" or "Program" means the procedures and Amber Agreements to aid in the identification and location of abducted children.

"Media" means print, radio, television, and Internet-based communication systems or other methods of communicating information to the public.

Virginia's "AMBER Alert" Plan Advisory Board

The Virginia "AMBER Alert" Plan should receive guidance from an Advisory Board consisting of eight members. These members should represent the Department of State Police, the Virginia Association of Chiefs of Police, the Virginia Sheriff's Association, the Virginia Department of Transportation, the Virginia Department of Emergency Management, one individual from the television Cable Systems and two individuals from the Virginia Association of Broadcasters (One member representing radio and one member representing television broadcasters).

Advisory Board Responsibilities and Procedures

The Advisory Board shall attempt to convene a minimum of twice a year to review the Virginia "AMBER Alert" Plan.

The Advisory Board shall review and approve all regional plans for the following elements:

- To ensure that each Regional "AMBER Alert" plan contains criteria which are not in conflict with the Virginia "AMBER Alert" Plan.
- To ensure that each Regional "AMBER Alert" Plan contains a requirement that the Virginia Missing Children Information Clearinghouse (VMCC) be notified when a Regional Plan is activated. This requirement will enable the Virginia Missing Children Clearinghouse to contact the investigating agency to obtain the required information to activate the Virginia "AMBER Alert" Plan if requested without delay.

Major Components of the “AMBER Alert” System

- **Emergency Alert System (EAS)**

EAS is the national civil emergency alert system designed to inform the public of immediate threats to national security, life and property. Employing warning tones, EAS utilizes the public radio/television and broadcast system to share information between public safety agencies and the media; who, in turn, transmit emergency information to the public. The Department of State Police has an Activating terminal to initiate the EAS via the COMLabs EMNet System. EMNet will be used to send the EAS using the Child Abduction Emergency (CAE) code, and email notifications.

- **Virginia Criminal Information Network (VCIN)**

VCIN is a telecommunication system which provides 24-hour access to Virginia law enforcement agencies to enter and query information regarding an abduction or any matter dealing with missing children.

- **Virginia Department of Transportation (VDOT) Message Boards and Highway Alert Radio and other VDOT Communication Systems**

These systems are maintained by VDOT. Electronic changeable message signs and radio systems will be used to disseminate information to the public as they utilize the highway transportation system. Fixed signs are located on major highways throughout the state. If available, these signs and radio system can be used to publicize information to the public regarding a child abduction. The other communication systems will provide information to Virginia Rest Areas, Virginia Welcome Centers, truck weigh stations and toll facilities.

- **Lost Child Alert Technology Resource (LOCATOR) System**

LOCATOR is a software based system that creates posters of missing children for local, statewide, and national distribution. LOCATOR contains templates for law enforcement agencies to publicize the information to those in the notification lists, During an abduction and when an AMBER Alert is authorized, the Virginia Missing Children Information Clearinghouse (VMCC) can create posters for the AMBER Alert. VMCC is the only Virginia agency that can create a LOCATOR poster with the AMBER Alert banner.

- **Virginia Missing Children Information Clearinghouse (VMCC)**

The Clearinghouse has the ability to scan photographs and enter information regarding a lost child on to the Virginia AMBER Alert website and the National Center for Missing and Exploited Children missing children website. During standard missing children incidents the information can be posted to the state police missing children website. Additionally, the VMCC uses a Broadcast Fax service to initiate mass facsimile messages to media and other partners..

Secondary Components of the “AMBER Alert” System

- **Public Utilities’ Communication Systems**

Notification of the major public utilities within the Commonwealth which have communication systems capable of notifying their field employees when the Virginia “AMBER Alert” Plan is activated. These utilities include electric companies, gas companies, etc.

- **Notification of a Regional Plan Infrastructure**

Notification of the coordinator of a regional “AMBER Alert” Plan will enable regional plans to notify all those elements of their respective plans, which have not been activated by the Virginia “AMBER Alert” Plan.

- **Virginia Realtors Association**

Notification of the Multiple Listing Services (MLS) which will notify the realtors of Virginia when a Virginia “AMBER Alert” Plan has been activated.

- **Virginia State Lottery**

If capable the Virginia Lottery will notify retailers and provide information via their network.

- **A Child Is Missing Program (ACIM)**

The ACIM program is a non-profit organization that enables law enforcement agencies to create a recorded audio message and publicized by telephone communications. The free service can be used by any law enforcement agency with an executed agreement. The Virginia Missing Person Information Clearinghouse has an agreement with ACIM for using the service. When appropriate during an “AMBER Alert” Alert, the VMCC can contact the organization, identifying affected areas by five zip codes. ACIM will automatically call 1000 telephone numbers in sixty seconds and announce the pre-recorded message regarding the abducted child.

Criteria for the Activation of the Plan

- 1. The abducted child must be 17 years of age or younger or is currently enrolled in a secondary school in the Commonwealth, regardless of age,, and the law enforcement agency believes the child has been abducted (unwillingly taken from their environment without permission from the child's parent or legal guardian).**
- 2. The law enforcement agency believes the abducted child is in imminent danger of serious bodily harm or death.**
- 3. A law enforcement investigation has taken place that verified the abduction or eliminated alternative explanations.**
- 4. Sufficient information is available to disseminate to the public that could assist in locating the child, suspect, and/or the suspect's vehicle.**
- 5. The Child must be entered into the Virginia Criminal Information Network (VCIN) and the National Crime Information Center (NCIC) missing person files as soon as practical.**

If all of the aforementioned criteria are not met, the Virginia "AMBER Alert" Plan will not be activated however, the Endangered Missing Child Media Alert can be used as effectively.

Law Enforcement Agency Request Process

The following requirements must be met by the requesting law enforcement agencies, Meeting the established requirements will enable the most effective “AMBER” Alert.

- Enter the abducted child into the VCIN/NCIC systems (“pack the record” with any and all information that may cause a hit or provide leads during a police contact.).
- Have at least one individual designated as the reporting officer.
- Use the criteria as delineated in the flow chart to determine whether to activate the Virginia “AMBER Alert” Plan.

Provide updates as frequently as they become available to the VMCC.

- Have an assigned telephone number capable of rolling over to at least two separate lines to take telephone calls if the Virginia “AMBER Alert” Plan is activated, or have made arrangements with the Virginia Missing Children Clearinghouse to take the telephone calls and forward the information to the law enforcement agency.
- Have volunteers or personnel to receive the telephone calls for a minimum of 24-hours if the plan is activated, until the Alert is canceled, or make arrangements with the Virginia Missing Children Information Clearinghouse to handle these duties.
- Submit the required information through the Virginia AMBER Alert Activation website to the Virginia Missing Children Information Clearinghouse immediately upon the initiation of the abduction investigation or as the investigation is developing.
- Submit a photograph of the abducted child in JPEG format with the website submission.
- Use the termination script in the event the incident is terminated before the 12-hour cycle is over.

The above-mentioned steps provide an efficient and streamlined approach to disseminate detailed information regarding an abducted child whose life may be in danger. The goal of this notification process is to be quick, clear, concise, uncluttered, and effective.

Local Law Enforcement Agencies Responsibilities and Procedures

Prior to activation of any “AMBER Alert” the Virginia Missing Children Information Clearinghouse (VMCC) shall be contacted with the required information to activate the Virginia “AMBER Alert” Plan. The requesting agency will be required to submit updated information and notify the VMCC of the recovery of the child or cancellation of the alert.

Law enforcement agencies should follow these operating procedures:

After local law enforcement officials determine an abduction has occurred (Please refer to the Virginia “AMBER Alert” Plan Flow Chart), they should notify the Virginia Missing Children Information Clearinghouse immediately at the Virginia State Police Administrative Headquarters and provide them with the required information through the Virginia “AMBER Alert” Request Activation Website.

Additionally, the law enforcement agency should do the following:

1. As additional information presents itself, including photographs, the agency shall contact the VMCC immediately with updates so the information can be disseminated to the media.
2. Upon closure of the child abduction case, immediately notify the VMCC with pertinent information.

The prompt broadcasting of an abduction is an integral part of the Virginia “AMBER Alert” Plan and our statewide child protection network. **If it saves the life of only one child, it is well worth your participation. That one child may be from your community.**

Virginia Missing Children Information Clearinghouse **Responsibilities and Procedures**

The following procedure is to be used if a Regional Plan has been activated prior to a request for activation of the Virginia "AMBER Alert" Plan.

1. Upon notification that a Regional Plan has been activated, the Virginia Missing Children Information Clearinghouse (VMCC) shall contact the investigating agency and obtain the required information needed to activate the Virginia "AMBER Alert" (VAA) plan, if requested.
2. The VMCC shall initiate the required steps to obtain approval as specified below to implement the Virginia "AMBER Alert"(VAA) in order to eliminate a delay in the implementation of the VAA if requested by the investigating agency.

The following procedure is to be used if the Virginia "AMBER Alert" Plan is being used as the primary plan.

1. Upon receiving a call from a law enforcement agency to activate a Virginia "AMBER Alert" (VAA), the Virginia Missing Children Clearinghouse (VMCC) will review the VAA Information Request submitted through the Virginia "AMBER Alert" Request Activation website or if not available submit the required forms.
2. The VMCC will immediately notify the CJIS Division VCIN Lieutenant who will notify the Executive Staff as identified (Superintendent, Deputy Superintendent, Director or Deputy Director of the Bureau of Administrative and Support Services) upon receiving a VAA request to discuss the circumstance of the case. If request incident clearly does not meet the criteria, the CJIS Division Lieutenant will advise the Executive Staff.
3. The VMCC shall verify that the use of an "AMBER Alert" is justified, and will assist the local law enforcement agency with the drafting of a "VAA Broadcast."
4. The Superintendent, Deputy Superintendent, Director or Deputy Director of the Bureau of Administrative and Support Services will evaluate the request and determine if a Virginia "AMBER Alert" should be activated.
5. The Superintendent, Deputy Superintendent, Director or Deputy Director of the Bureau of Administrative and Support Services will then direct the VCIN Control Center to submit a VAA through the Virginia Criminal Information Network (VCIN), activate the Emergency Alert System (EAS) either statewide or on a regional basis, activate the VDOT System, direct the VMCC to have the LOCATOR system activated if needed, and provide information to the National Center for Missing and Exploited Children.
6. Upon activation of the Virginia "AMBER Alert,"- the VMCC will activate the ComLabs EAS to initiate the EAS broadcast.

Virginia Missing Children Clearinghouse **Responsibilities and Procedures (Continued)**

7. When an “AMBER Alert” is activated, the Criminal Justice Information Services Division will assist with calls from the media. The VMCC staff will continue to maintain contact with the Superintendent, Deputy Superintendent, Director or Deputy Director of the Bureau of Administrative Support Services, and the investigating Agency regarding updates and new information.
8. The VMCC will send a VCIN message to all Virginia criminal justice agencies notifying them that the Virginia “AMBER Alert has been activated and for them to anticipate an increase in their 911-telephone traffic.
9. The VMCC will coordinate with the investigating agency to determine if assistance is needed in the production of missing children posters.
10. The VMCC will coordinate having a photograph of the child entered into the National Center for Missing and Exploited Children website.
11. The VMCC will notify other surrounding states that Virginia has activated the Virginia “AMBER Alert” Plan and provide them with alert information.
12. If an “AMBER Alert” is not activated, VMCC may submit information to all participating Virginia media, law enforcement and businesses using the Endangered Missing Child Media Alert.
13. If appropriate, and if the agency is unable to do so, initiate the A Child is Missing Program (ACIM). VMCC personnel will help with the process after obtaining the required information or initiate the ACIM process if requested.

The following are the organizations procedure and information required to request and initiate ACIM Program:

Phone: toll-free 888-875-2246 or 954-763-1288,

Fax: 954-763-4569

Pager: 954-492-4778

ACIM takes all pertinent information, including but not limited to:

- Name of law enforcement agency
- City, county and state of agency
- Name of person missing
- Date of Birth
- Gender
- Nationality
- Height and Weight
- Hair and Eye color
- Clothing description
- Any scars or other physical characteristics
- Any medical/psychological conditions to be aware of
- Home address including zip code

- Location last seen with zip code if different than residence
- Police department phone number for the public to call to report information
- Case # or Reference # assigned to the case
- If there is water or wooded areas in the vicinity
- Have friends and family been contacted
- Has the person gone missing before
- Is there foul play, kidnapping or parental abduction suspected
- If the missing is a child, is the agency aware of any sexual predators within 1 mile of the last seen address

A Child Is Missing also requests a cell or beeper number to reach the **officer on the scene** for additional information.

ACIM then makes a recorded message with the information that has been supplied.

The location last seen is entered into the computer and a database of phone numbers of the residents/businesses is gathered. The message is then sent out to the community.

When a child is reported missing near water, the immediate area is canvassed with the message, then the search area is expanded if the child has not been found.

ACIM continues to work with the officer on the scene and/or the communications department until the missing person has been found.

After recovery, the agency calls ACIM to stop the search. ACIM then faxes a case follow-up form to the officer/agency to be filled out, documenting the conclusion of the case. The agency then faxes the form back to ACIM. This documentation assists ACIM in obtaining funding to continue offering their services to law enforcement.

Please be sure to advise your Public Information Office about ACIM involvement in searches. This makes for good public relations with the community as the public is made aware that your agency is utilizing all resources possible to ensure their safety.

Law enforcement agencies are to contact the VMCC immediately if the victim is located, or if the "AMBER Alert" should be canceled for some other reason. After receiving this information, VMCC will issue a VCIN Message and VAA cancellation message advising that the Virginia "AMBER Alert" has been canceled.

Virginia Department of Transportation (VDOT) Responsibilities and Procedures

This document serves as Traffic Emergency Operations Center's (TEOC) guidance for VDOT's response to, and reporting of, Virginia "AMBER Alert" requests from the Department of State Police. VDOT is able to quickly disseminate "AMBER Alert" information to the public via our Variable Message Signs (VMS), Highway Alert Radio (HAR), Ticker and Travel Advisory messages. In addition, photos of missing/abducted children may be posted in our Welcome Centers/Rest Areas and distributed to field personnel. The use of messaging signs will be determined on a case by case basis. In the areas of immediate concern VDOT will use display the AMBER ALERT, TAG number and vehicle description. Outside the area of concern, VDOT will display AMBER ALERT , TUNE TO LOCAL MEDIA.

1. If the "AMBER Alert" comes from the Virginia State Police (VSP), proceed immediately to the action steps.
2. If the "AMBER Alert" comes from VDOT field staff (i.e. District Staff, STC), verify that they have received the request from a law enforcement agency. Immediately notify the VSP SPHQ Duty Sergeant at 674-2026, and determine if the Virginia "AMBER Alert" is being activated.

WHEN A VIRGINIA "AMBER ALERT" REQUEST IS RECEIVED FROM THE STATE POLICE, THE FOLLOWING STEPS WILL BE TAKEN:

1. Notify the applicable Smart Traffic Center (STC) for the District in which the incident occurred, and/or Virginia Transportation Technical Institute (VTTI). Inform them that we have an "AMBER Alert" request.
 - Advise them of the information received from law enforcement.
 - Instruct them to place a Virginia "AMBER Alert" message on appropriate VMS* and in HAR* (See Appendix D).
 - Confirm the information relayed, and your instructions, by e-mail and to the STC Shift Supervisor and/or VTTI.
 - Be prepared to forward the message to additional districts for VMS and HAR coverage, if the incident is extended.
2. If the law enforcement agency forwarded an "AMBER Alert" bulletin, and/or a photograph of the missing child,
 - E-mail the bulletin/photograph to WELCOME CENTERS, with a request that they post them in a prominent place.
 - Fax/Email the bulletin/photograph to the Rest Areas.
3. Page EOC WEATHER SITREP with a summary of the Virginia "AMBER Alert" information.
4. Place the Virginia "AMBER Alert" information in the Ticker and Travel Advisory (See Appendix D).

5. Create a High Profile VOIS incident with the Virginia “AMBER Alert” information. Page and e-mail additional people/groups per the Standing Operations Procedure (SOP) pertaining to the affected district.

Virginia Department of Transportation **Responsibilities and Procedures - Continued**

6. E-mail the “AMBER Alert” information to EOC WEATHER/SITREP and WELCOME CENTERS (See Appendix D).
7. (After hours) Call the Director and the Deputy Director of the Emergency Operations Center and inform them of the “AMBER Alert” information.
8. Be prepared to forward updated information (i.e. law enforcement may discover information about a vehicle used in the abduction) to whomever has been notified.
9. Document everything you have done in the Journal.

* If a serious incident requires the use of the VMS and/or HAR, the agency should run their incident message, as the incident requires. Once the incident is cleared, the agency is to resume running the normal messages.

VIRGINIA BROADCASTERS

RESPONSIBILITIES AND PROCEDURES

After receiving the EAS Message from the Virginia State Police, the broadcasters can either pass through or transcribe the information included in the EAS Message, faxed or e-mailed Virginia "AMBER Alert" Notification.

After an initial EAS "AMBER Alert" has been broadcast, it is suggested a rebroadcast of "AMBER Alert" information (non-EAS) is made at least every 15 minutes for the first two hours, and every 30 minutes for the next three hours. Once the first five hours have passed, the broadcasters may provide the information and any updates on an hourly basis for the next seven hours (not to exceed 12 hours after the notification was received, unless circumstances dictate that the alert should be extended). The decision to rebroadcast the "AMBER Alert" information will be left up to each individual broadcasting station, and is completely voluntary.

The Broadcasters will provide their audience with critical information included in the Virginia "AMBER Alert" Plan and other pertinent information that will assist law enforcement in the recovery of the child or identification of a suspect or suspect's vehicle.

Upon the termination of a Virginia "AMBER Alert," the broadcaster will provide information to their audience regarding the cancellation of the Virginia "AMBER Alert".

Endangered Missing Child Media Alert:

During certain incidents that may not meet all the AMBER Alert criteria, the VMCC will provide an Endangered Missing Child Media Alert. These alerts will be used in those incidents that raise serious concern for the missing child. Media outlets are encouraged to publicize the information as often as possible to help enable the safe return of the missing child. These incidents will involve those cases where information is limited regarding the suspect, suspect vehicle or when the missing child investigations have not clearly identified that an abduction has occurred or that parents and/or family members are involved in the abduction.

The Media are encouraged to broadcast the information as frequently as an AMBER Alert that may not interrupt broadcasts.

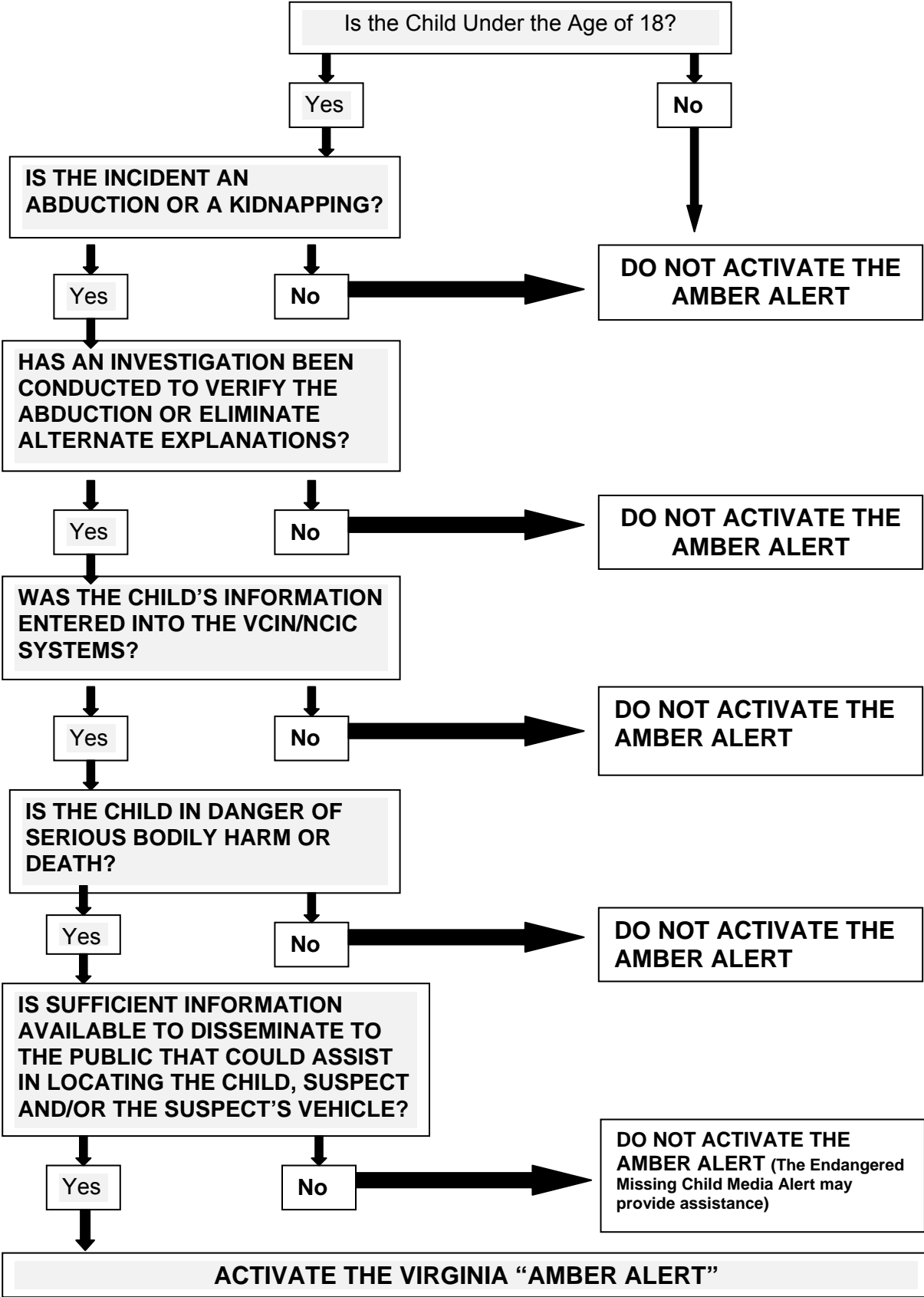
CANCELLATION OF THE ALERT/LOCATING THE CHILD

Subsequent updates shall be provided to the Virginia Missing Children Information Clearinghouse (VMCC) by the investigating agency.

The VMCC must be notified immediately, if the child has been located, or upon closure of the child abduction case. The VMCC will notify all components of the Virginia "AMBER Alert" (VAA) Plan regarding the termination of the VAA.

After the termination of the VAA, any updates may continue to be made directly to the Virginia Missing Children Information Clearinghouse.

DECISION FLOWCHART FOR VIRGINIA "AMBER ALERT" PLAN ACTIVATION



APPENDIX A

VIRGINIA “AMBER ALERT” FORMS

Virginia "AMBER Alert" Form

ABDUCTION INFORMATION

Date Abducted: _____ **Time Abducted:** _____
(mm/dd/yy) (hh:mm)

Location of Abduction: _____
(Description)

Direction of Travel/Destination: _____
(City, State, Subdivision)

Vehicle Description: _____
(Make, Model, Year, Color, License Plate Number and State of Issue)

CHILD INFORMATION (Complete an additional page for each child abducted)

Name: _____
(Last, First, MI)

Gender: _____ **DOB:** _____ **Race:** _____
(Male/Female) (mm/dd/yy or Approx. Year) (Include all Types)

Height: _____ **Weight:** _____ **Hair:** _____ **Eyes:** _____
(Feet/Inches) (Lbs.) (Style and Color) (Color)

Clothing:

Shirt: _____
(Type, Long or Short Sleeve, Color)

Pants: _____
(Type and Color)

Shoes: _____
(Type and Color)

Other: _____
(Type and Color)

Outerwear: _____
(Type and Color)

Additional Significant Identifiers: _____

OBTAIN A PHOTOGRAPH OF THE CHILD, AND E-MAIL TO THE VIRGINIA MISSING CHILDREN INFORMATION CLEARINGHOUSE Vamissing@vsp.virginia.gov

Details: _____

Virginia "AMBER Alert" Form

Page 2

ABDUCTOR INFORMATION (Complete an additional page for each additional abductor)

Name: _____
(Last, First, MI)

Gender: _____ **DOB:** _____ **Race:** _____
(Male/Female) (mm/dd/yy or Approx. Year) (Include all Types)

Height: _____ **Weight:** _____
(Feet/Inches) (Lbs)

Hair: _____ **Eyes:** _____
(Style and Color) (Color)

Clothing:

Shirt: _____
(Type, Long or Short Sleeve, Color)

Pants: _____
(Type and Color)

Other: _____
(Type and Color)

Shoes: _____
(Type and Color)

Outerwear: _____
(Type and Color)

Additional Significant Identifiers: _____

Details: _____

CONTACT ORGANIZATION:

Sheriff's Office or Police Department: _____

Contact Person: _____

Telephone Number: _____ **Facsimile Number:** _____

Pager Number: _____ **Cellular Telephone Number:** _____

Date and Time Submitted: _____

Virginia "AMBER Alert" Form

Page 3

AUTHORIZATION FOR RELEASE OF JUVENILE INFORMATION

For a period of one year from the execution of this form, the undersigned authorizes full disclosure of all records concerning my child to any agent of the state of Virginia, Virginia State Police, or any individual or entity assigned by the Virginia State Police, whether the records are of a public, private, internal, or confidential nature. I direct the release of such information regardless of any agreement I may have made to the contrary with any entity or individual to whom my child's information is released or presented. The intent of this authorization is to give my consent for full and complete disclosure of confidential juvenile information. Additionally, I understand the duty of the Virginia State Police to release any information to the proper authorities and make other reports as may be mandated by law. I also certify that any person(s) who may furnish such information concerning my child shall not be held accountable for giving this information; and I do hereby release such person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the Virginia State Police, Virginia Emergency Management Agency, Virginia Broadcasters Association and its agents, and designees under this release, from any and all liability which may be incurred as a result of furnishing such information. A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature. I have read and fully understand the contents of this "Authorization for Release of Juvenile Information."

PLEASE PRINT OR TYPE:

Last Name, First Name, Middle Initial

Current Address, House Number/Box Number Street Name/Rural Route, City, State, Zip Code

Signature : _____

LIABILITY AGREEMENT:

I hereby agree the information I have provided to you acting as an agent of the state of Virginia, Virginia State Police, Virginia Broadcasters Association or any individual or entity assigned by the Virginia State Police, to be truthful, factual, and correct. As the parent/legal custodian, I am aware that in order for the Virginia State Police to activate the Virginia "AMBER Alert," the following criteria must be met:

1. The child is 17 years of age or younger, and
2. The parent/legal custodian **must reasonably believe** the child **is in danger** of serious bodily harm or death.

I am also aware I may be charged criminally for committing the crime of knowingly providing false information to law enforcement authorities. I have read and fully understand the contents of this "Liability Agreement."

PLEASE PRINT OR TYPE:

Last Name, First Name, Middle Initial

Current Address, House Number/Box Number Street Name/Rural Route, City, State, Zip Code

Signature : _____

Virginia “AMBER Alert” Activation Fax Form

The enclosed fax is a request for activation of the Virginia “AMBER Alert.”

It includes the standard activation text.

There are (*number*) _____ pages, including this cover sheet.

The originating agency is (*Agency*) _____.

The activating officer is (*Name and Title*) _____.

UNLESS TERMINATED EARLIER, THIS ALERT WILL AUTOMATICALLY END AT _____.
(12 hours from current time.)

If there are any problems with or questions about the contents of this fax, call (*name*)
_____, at (*phone*) _____.

Virginia “AMBER Alert” Termination Fax Form

The enclosed fax is a request for termination of the Virginia “AMBER Alert.”

It includes the standard termination text.

There are (*number*) _____ pages, including this cover sheet.

The originating agency is (*agency*) _____.

The terminating officer is (*name and title*) _____.

If there are any problems with or questions about the contents of this fax, call (*name*)
_____, at (*phone*) _____.

Virginia “AMBER Alert” Termination Form

We are terminating the child abduction alert originated by our agency. Please broadcast the following information.

Text Follows

The Child Abduction Alert which was transmitted earlier for

(*Full name*) _____, abducted from

(*Street*) _____ in

(*City or County*) _____, has been

canceled. The Child Abduction Alert for (*Full name*) _____

_____ has been canceled.

Text Ends

Originating Agency: _____

Virginia “AMBER Alert” Information Update Form

The enclosed fax is an information update of the Virginia “AMBER Alert”
currently activated.

There are (*number*) _____ pages, including this cover sheet.

The originating agency is (*agency*) _____.

The activating officer is (*name and title*) _____.

If there are any problems with or questions about the contents of this fax, call (*name*)
_____, at (*phone*) _____.

Appendix B

Virginia “AMBER Alert” Request Activation Website

Log In Page

From www.vaamberalert.com click on Log In link and enter your UserID and Password
The password is case sensitive.

The screenshot shows the Virginia Statewide Amber Alert website. At the top, there is a navigation bar with links for "Commonwealth of Virginia | Governor", "Skip Navigation | Web Policy | Contact Us", and the Virginia State Police logo. Below this is a "Home" banner. The main content area displays a message: "Virginia has no alerts at this time." followed by an explanatory paragraph: "When Virginia's Amber Alert System is activated, the child's photo and personal data will appear here." and "Your interest is appreciated." To the left, there is a "Menu" section with a "Welcome VA042000" message and a list of links: "Current Alert", "Request Amber Alert", "View Amber Alerts", "View Success Stories", "Register Email Addresses", "View Email Information", "Send Email to VSP", and "Sign-Off". Below the menu is a "Help" section with links to "User Manual", "Decision Process Guide", "User's Guide", "Quick Reference Guide", "Link to NCMEC", and "Link to National Amber Alert".

Click Request Amber Alert

TAB 1: Child Information

Child Information Entry Web Page: This web page describes all information about the abducted child.

The screenshot shows the Virginia State Police Amber Alert Request web page. At the top, there is a navigation bar with "Commonwealth of Virginia | Governor" on the left and "Skip Navigation | Web Policy | Contact Us" on the right. Below this is the Virginia State Police logo and the text "Virginia Statewide Amber Alert". The main heading is "Home > Amber Alert Request".

The page is divided into three steps: "Step 1 Child Information", "Step 2 Abductor Information", and "Step 3 Abduction & Agency Information". The "Step 1 Child Information" tab is active.

On the left side, there is a "Menu" section with links: "Welcome VA042000", "Current Alert", "Request Amber Alert", "View Amber Alert", "View Success Stories", "Register Email Addresses", "View Email Information", "Send Email to VSP", and "Sign-Off". Below the menu is a "Help" section with links: "User Manual", "Decision Process Guide", "User's Guide", "Quick Reference Guide", "Link to NCMEC", and "Link to National Amber Alert".

The main content area is titled "Amber Alert Request" and "CHILD INFORMATION". It contains a form with the following fields:

- Photograph of Child:** A text input field, a "Browse..." button, and an "Upload" button.
- Name:** Three text input fields for (Last Name), (First Name), and (Middle Name).
- Gender:** A dropdown menu with "female" selected.
- Date of Birth:** A text input field with a note "(mm/dd/yyyy or Approx. Age)".
- Race:** A text input field.
- Height:** A dropdown menu for feet and a dropdown menu for inches.
- Weight:** A text input field with a note "(Lbs)".
- Hair Style:** A text input field.
- Hair Color:** A text input field.
- Eyes Color:** A text input field.
- CLOTHING:** A section with two columns of text input fields for "Shirt Type", "Pants Type", "Shoes Type", "Outerwear Type", and "Others Type", each with a corresponding "Color" field.
- Additional Significant Identifiers or Conditions of Child:** A large text area with a note "(You may enter up to 500 characters.)".
- Upload Scanned Copy of AUTHORIZATION FOR RELEASE OF JUVENILE INFORMATION Form:** A text input field, a "Browse..." button, and an "Upload" button.
- Add Another Child:** A button at the bottom of the form.

At the bottom of the page, there is a copyright notice: "Virginia State Police © Commonwealth of Virginia 2006".

Required fields are yellow, but you should enter all of the information you can. What you type will be what is viewed on the web page, emails, text pages etc.

Begin by uploading photo as you normally would. Click browse and select photo to be added from computer storage file. It must be a JPEG file. After highlighting file select Open command and select the Upload button.

Enter child details to complete Step 1 as shown.

If a second child is involved, click Add Another Child Button to save the first child's information and open a second page. After entry of the first child their will appear a "child list" at the bottom of the web page form after entry of the first and second child. You may come back and modify information later, to include adding photos.

After completing the information for the child click on the second tab to enter Abductor information.

All updates in regard to the abducted child are to be indicated on this page. Modify the correct field and/or other details. The first line in the posting should be indicated "UPDATED" and indicate what field was changed or added, e.g. "UPDATED": Child photo added, clothing description added.

TAB 2: Abductor Information

Abductor Information Entry Web Page: Fill in abductor information and upload picture, if available. Use the same instructions as used to enter information for a child.

Commonwealth of Virginia | Governor Skip Navigation | Web Policy | Contact Us

Virginia State Police Virginia Statewide Amber Alert

Home > Amber Alert Request

Menu
 Welcome VA042000
[Current Alert](#)
[Request Amber Alert](#)
[View Amber Alert](#)
[View Success Stories](#)
[Register Email Addresses](#)
[View Email Information](#)
[Send Email to VSP](#)
[Sign-Off](#)

Help
[User Manual](#)
[Decision Process Guide](#)
[User's Guide](#)
[Quick Reference Guide](#)
[Link to NCMEC](#)
[Link to National Amber Alert](#)

Step 1 Child Information | **Step 2 Abductor Information** | **Step 3 Abduction & Agency Information**

Abductor Information Form Page 2 of 3

When all abductor information has been entered, click the Abduction and Agency Information tab and complete the required fields (at a minimum), then click on Submit Amber Alert button to transmit this request to the Virginia State Police.

ABDUCTOR INFORMATION

Photograph of abductor

Name (Last Name) (First Name) (Middle Name)

Gender **Date of Birth**
(mm/dd/yyyy or Approx. Age)

Race

Height (Feet) (Inches) **Weight** (Lbs)

Hair Style **Hair Color**

Eyes Color

CLOTHING

Shirt Type **Shirt Color**

Pants Type **Pants Color**

Shoes Type **Shoes Color**

Outerwear Type **Outerwear Color**

Others Type **Others Color**

Additional Significant Identifiers (Scars, Marks, Tattoos)
(You may enter up to 500 characters.)

Details about Abductor (Armed, type of weapon, suicidal, etc)
(You may enter up to 500 characters.)

Virginia State Police
 © Commonwealth of Virginia 2006

You can enter information for a second abductor in the same way and modify using the instructions for those of entering multiple children.

When the abductor information is complete, click on TAB 3 - Abduction and Agency Information as shown below.

All updates in regard to the abductor details are to be indicated on this page. Modify the correct field and/or other details. The first line in the posting of the Details section should be indicated "UPDATED" and identify what field has been modified or added, e.g. "UPDATED": Description and name of suspect added."

TAB 3: Abduction and Agency Information

Abduction and Agency Information Entry Web Page: This information provides contact information about the requesting agency, information to publish in regard to the abduction and details that are very important and may reduce calls to your agency. This information is published. Any particular information related that the VMCC or State Police need to be aware of should be communicated by telephone. After activation almost all of data entered is publicized in one manner or another.

The screenshot shows the 'Virginia Statewide Amber Alert' web page, specifically the 'Amber Alert Request' form at Step 3: Abduction & Agency Information. The page header includes 'Commonwealth of Virginia | Governor' and 'Skip Navigation | Web Policy | Contact Us'. The Virginia State Police logo is visible. The breadcrumb trail is 'Home > Amber Alert Request'. The form is divided into three steps: Step 1 (Child Information), Step 2 (Abductor Information), and Step 3 (Abduction & Agency Information). The current step is Step 3, which is titled 'Amber Alert Request'. A red instruction reads: 'Complete the required fields (at a minimum), then click on Submit Amber Alert button to transmit this request to the Virginia State Police.' The form includes a 'Menu' on the left with links like 'Current Alert', 'Request Amber Alert', and 'View Amber Alert'. Below the menu is a 'Help' section with links to 'User Manual', 'Decision Process Guide', etc. The main form area contains the following sections:

- ABDUCTION INFORMATION:** Fields for 'Date Abducted' (03/22/2006), 'Time Abducted', 'Location of Abduction' (Address, City/County, State: Virginia), 'Direction of Travel', and 'Vehicle Description' (Make, Model, Color, Year, License Plate #, State of Issue).
- CONTACT ORGANIZATION:** Fields for 'Sheriff's Office or Police Department', 'Contact Person', 'Phone Number', 'Fax Number', 'Pager Number', 'Cell Number', 'Public Tips Phone', and 'Other Phone(s)'. A note states: '(All contact numbers must be 10 digits starting with Area code)'. Below these is a 'Details' text area with a note: '(You may enter up to 500 characters.)'.
- Buttons for 'Attach additional pictures' (with 'Browse...' and 'Upload' sub-buttons), 'Printer-friendly version', and a large 'Submit Amber Alert' button.

 The footer of the page reads 'Virginia State Police © Commonwealth of Virginia 2006'.

Enter all data fields possible on this page. When completed, click Submit AMBER Alert Button.

Unknown should not be entered unless it is a required field due to the way it appears in automated messages.

Enter all known details about the abduction into the details field that you would want to be broadcast to the media.

All updates in regard to abduction details are to be indicated on this page. The first line in the posting of the Details section should be indicated "UPDATED" and identify what field has been modified or changed, e.g. "UPDATED": Witness details regarding abduction added, direction of travel and vehicle information added."

Appendix C

VCIN AGENCY ACTIVATION MESSAGE

VCIN AGENCY ACTIVATION MESSAGE

ATTN: ALL VCIN AGENCIES
RE: VIRGINIA "AMBER ALERT"

URGENT URGENT URGENT URGENT URGENT URGENT

THE VIRGINIA MISSING CHILDREN CLEARINGHOUSE HAS JUST ISSUED A VIRGINIA AMBER ALERT IN YOUR AREA. THIS ACTIVATION COULD POSSIBLY INCREASE YOUR 911 CALLS. PLEASE BE ON THE LOOK OUT FOR (CHILD INFORMATION) (WITH SUBJECT INFORMATION if any); (IN A VEHICLE INFORMATION, if any). IF YOU NEED FURTHER INFORMATION PLEASE CONTACT THE (REQUESTING AGENCY/TELEPHONE NUMBER) OR THE VIRGINIA MISSING CHILDREN CLEARINGHOUSE AT (804) 674-2026.

AUTH/Captain Thomas W. Turner

VCIN Control Center/(CNST Name)

VCIN AGENCY CANCELLATION MESSAGE

ATTN: ALL VCIN AGENCIES (To the same region(s) or statewide, where ever original was sent.)
RE: VIRGINIA AMBER ALERT

Cancel AMBER Alert

Cancel AMBER Alert

Cancel AMBER Alert

THE VIRGINIA MISSING CHILDREN CLEARINGHOUSE HAS CANCELLED THE VIRGINIA AMBER ALERT THAT WAS ISSUED ON (Date) FOR (Child, Suspect and/or Vehicle).

AUTH/ Captain Thomas W. Turner

VCIN Control Center/(CNST Name)

Appendix D
VIRGINIA DEPARTMENT OF TRANSPORTATION
MESSAGE FORMATS

VDOT TEOC E-MAIL MESSAGE FORMAT

SUBJECT: AMBER ALERT (COUNTY NAME)

AMBER ALERT- Missing child from Henry County, VA. Officials have issued an AMBER Alert for a missing child, 9 years old, Jennifer Renee Short, White Female, Brown Hair, 4'3", 58-lbs. Anyone with information on her whereabouts, please call 276-638-8751.

John Jones

TEOC

VDOT TEOC PAGING FORMAT

ALERT - Missing child from Henry County, Virginia, 9 years old, Jennifer Renee Short, White Female, Brown Hair, 4'3", 58-lbs. Anyone with information on her whereabouts, please call 276-638-8751 EOC/xxx

EXAMPLE VDOT VMS MESSAGE

CHILD ABDUCTION
ALERT
HENRY COUNTY, VA
TUNE TO
LOCAL MEDIA
FOR UPDATES

or

VIRGINIA AMBER ALERT (COUNTY)
ABDUCTED WHITE FEMALE CHILD
FORD TAURUS LICENSE NUMBER ABC-1234

EXAMPLE VDOT “511” HAR MESSAGE

“This is the (Name) with a Child Abduction Alert. The Henry County Sheriff’s Office, in south central Virginia (near Martinsville) is conducting a search for a missing child. Jennifer Renee Short, age 9, white female, 4’ 3” tall, 58-lbs., and brown hair. Anyone having any information regarding the whereabouts of the missing child is urged to contact the Henry County Sheriff’s Office at 276-638-8751. You are listening to (Name of station). This message will be repeated.”

EXAMPLE VDOT TICKER MESSAGE

ALERT - Missing child from Henry County, 9 years old, Jennifer Renee Short, White Female, Brown Hair, 4'3", 58 lbs. Anyone with information on her whereabouts, please call 276-638-8751.

Appendix E
EMERGENCY ALERT SYSTEM (EAS)
LOCAL AREAS

EMERGENCY ALERT SYSTEM (EAS) LOCAL AREAS

The Eastern Virginia Local Area

Keith O'Malley
WGH Radio - FM-97.3
5589 Greenwich Rd., Suite 200
Virginia Beach, Virginia 23462

Voice: 757-497-1310
FAX: 757-547-0160

Eastern Virginia Local Area:

Virginia Beach, Hampton, Chesapeake, Poquoson, Portsmouth, Northampton, Suffolk, Accomack, Isle of Wight, York, Newport News, Williamsburg, Norfolk, Surry, James City County, Gloucester, Mathews, Franklin, and Southampton

The Richmond Extended Local Area

Mike Fleming
WRVA Radio - AM-1140
3245 Basie Road
Richmond, Virginia 23228

Voice: 804-474-0182
FAX: 804-474-0090

The Richmond Extended Local Area:

Greensville, Petersburg, Caroline, Colonial Heights, Emporia, Chesterfield, Sussex Amelia, Richmond, Dinwiddie, Charles City, New Kent, Prince George, Powhatan, Hopewell, Louisa, Hanover, Henrico, King William, King & Queen, Middlesex, Lancaster, Northumberland, Richmond County, Essex, Westmoreland, and Goochland

The Fredericksburg Virginia Local Area

Chris Wilk
WFLS - FM-93.3
616 Amelia Street
Fredericksburg, Virginia 22401

Voice: 540-373-1500
FAX: 540-373-5525

The Fredericksburg Virginia Local Area:

Spotsylvania, King George, Fredericksburg, Fauquier, and Stafford

The Northern Virginia – D. C. Local Area

Dave Garner
WTOP - AM-1500
3400 Idaho Ave, NW
Washington, D.C. 20016

Voice: 202-895-5149
Engineering Direct: 202-895-5056

The Northern Virginia – D.C. Local Area: Manassas Park, Falls Church, Manassas, Fairfax City, Arlington County, Loudoun County, Prince William County, Virginia; District of Columbia, and Prince George’s County, Maryland

The Culpeper Local Area

Joe Boucher
WJMA - FM-96.7
207 Spicers Mill Road
Orange, Virginia 22960

Voice: 540-672-1000
FAX: 540-672-0282

The Culpeper Local Area: Culpeper, Orange, and Madison

The Charlottesville Local Area

Dan Miller
WWWV - FM-97.5
1140 Rose Hill Drive
Charlottesville, Virginia 22903

Voice: 434-2202300
FAX: 434-220-2304

The Charlottesville Local Area: Charlottesville, Green, Albemarle, Nelson, and Fluvanna

The Farmville Local Area

Francis Wood
WFLO - FM-95.7
Hwy. 45 North
Farmville, Virginia 23901

Voice: 434-392-4195
FAX: 434-392-5724

The Farmville Local Area: Buckingham, Cumberland, and Prince Edward

The Southside Local Area

Chris Lawless
WKJS - FM-104.7
2809 Emerywood Parkway, Suite 300
Richmond, Virginia 23294

Voice: 804-672-9299
FAX: 804-672-9314

The Southside Local Area: Mecklenburg, Brunswick, Lunenburg, and Nottoway

The Danville/South Boston Local Area

Johnny Cole
WAKG - FM-103.3
710 Grove Street
Danville, Virginia 24541

Voice: 434-793-4411
FAX: 434-797-3918

The Danville/South Boston Local Area: Charlotte, Danville, Pittsylvania, and Halifax

The Roanoke Extended Local Area

Ralph Stewart
WXLK - FM-92.3
3934 Electric Road, SW
Roanoke, Virginia 24018

Voice: 540-345-1511
FAX: 540-342-2270

The Roanoke Extended Local Area: Henry, Pulaski, Patrick, Giles, Martinsville, Craig, Franklin County, Montgomery, Floyd, Roanoke, Radford, Salem, Botetourt, Bedford, Campbell, Lynchburg, Appomattox, Amherst, Buena Vista, Lexington, Rockbridge, Covington, Allegheny, Clifton Forge, Bath, Highland, Roanoke City, and Bedford City

The Shenandoah Valley Local Area

Bill Fawcett
WMRA (LP-1 is WQPO - FM-100.7)
821 S. Main Street
Harrisonburg, Virginia 22807

Voice: 540-568-3809
FAX: 540-568-3814

The Shenandoah Valley Local Area: Rockingham, Augusta, Page and Shenandoah

The Winchester Local Area

Arch McKay
WINC - FM-92.5
520 N. Pleasant Valley Road
Winchester, Virginia 22601

Voice: 540-667-2224
FAX: 540-772-3295

The Winchester Local Area: Warren, Winchester, Clarke, Frederick, and Rappahannock

The Marion Local Area

David Widener
WNEV - FM-93.9
1041 Radio Hill Road
Marion, Virginia 24354

Voice: 276-783-3151
FAX: 276-783-3152

The Marion Local Area: Carroll, Wythe, Grayson, Smyth, Galax, Bland, and Tazewell

Appendix F

Virginia Endangered Missing Child Media Alert

Virginia Endangered Missing Child Media Alert

One of the missions of the State Police and VMCC is to play a central role during the investigation of abducted missing children. One part of that role is assisting the investigating law enforcement agency to publicize the event. The goal is to immediately publicize critical information to other law enforcement agencies, media, and general public in hopes that it can lead to the quick and safe return of the child. To accomplish our mission, there are two categories of notification carried out by the State Police and VMCC: The Virginia AMBER Alert and Endangered Missing Child Media Alert.

The Endangered Missing Child Media Alert is a viable alternative to the AMBER Alert in those incidents that do not meet all the criteria for an AMBER Alert. Accordingly, when an incident is not authorized for the Virginia AMBER Alert Activation, the requesting agency will be informed that the Department will issue an Endangered Missing Child Media Alert unless circumstances of the incident clearly would not be the intent of either Alert. As a note, the VMCC encourages agencies not to publicize the possible abduction of a missing child as an AMBER Alert until the State Police have indicated that a statewide AMBER Alert will be activated. This recommendation is to ensure that both agencies are aware of the decisions about AMBER Alert activation and there is no disagreement after a local agency indicates an AMBER Alert has been issued.

An Endangered Missing Child Media Alert has six main differences from an AMBER Alert:

1. Name recognition
2. Use of the EAS system
3. Posting on VDOT Message Boards
4. Automated submission of information and posting to the vamberalert.com website
5. Agreed upon media broadcast intervals for first 12 hours
6. Deviation from existing criteria

The Endangered Missing Child Media Alert uses:

1. Email component and pager notification of the EAS System
2. VMCC, Missing Children website to publish the information
3. Broadcast fax of information to the same AMBER Alert contacts
4. Notification of surrounding states
5. VCIN/NLETS messaging to alert law enforcement agencies
6. Notification of VDOT and posting to their website and employees
7. Notification to the National Center for Missing and Exploited Children
8. Availability of the "A Child is Missing Program"

Once activated, the Endangered Missing Child Media Alert will only send out one broadcast through notification channels. Additional notification will occur if information is updated, to include termination of the Alert. If additional information is received that

provides enough detail to qualify as an AMBER Alert, the normal AMBER Alert notification process will occur.

Agencies using the Endangered Missing Child Media Alert will be required to follow the same protocols of the AMBER Alert for submission of information, which can be accomplished by the Law Enforcement AMBER Alert Request website or submission of AMBER Alert forms.

Additionally, agencies will be required to follow other procedures for the investigation, call taking, update of information, and termination protocol. Being familiar with normal Virginia AMBER Alert request procedures will expedite the activation of the Endangered Missing Child Media Alert.

