

VIRGINIA



AMBER ALERT PLAN

Revised 3-1-21

TABLE OF CONTENTS

	Page
Summary	1
Virginia "AMBER Alert" Advisory Board	2
Major Components of the Virginia "AMBER Alert" System	3
Secondary Components of the Virginia "AMBER Alert" System	4
Wireless Emergency Alert	5
Criteria for the Activation of the Plan	6
Law Enforcement Agency Request Process	7
Activation Process	8
Local Law Enforcement Agencies Responsibilities and Procedures	9
Virginia Missing Children Clearinghouse Responsibilities and Procedures	10-12
Virginia Department of Transportation Responsibilities and Procedures	13
Virginia Lottery and Virginia Department of Transportation	14-15
Virginia Broadcasters Responsibilities and Procedures	16
Cancellation of the Alert/Locating the Child	17
Virginia "AMBER Alert" Activation Flow Chart	18
Appendix A. Virginia "AMBER Alert" Forms:	19
Virginia "AMBER Alert" Form	20-22
Emergency Alert System (EAS) Broadcast Form	23
Virginia "AMBER Alert" Activation Fax Form	24
Virginia "AMBER Alert" Termination Fax Form	25
Virginia "AMBER Alert" Termination Form for EAS	26
Virginia "AMBER Alert" Information Update Form	27

TABLE OF CONTENTS - CONTINUED

Appendix B. VCIN Virginia "AMBER Alert" Message Formats:	28
VCIN Agency Virginia "AMBER Alert" Activation Message	29
VCIN Agency Virginia "AMBER Alert" Cancellation Message	30
Appendix C. Emergency Alert System (EAS) Local Areas	31-35
Appendix D. Missing Endangered Child Alert	36-37

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, the Virginia Department of Transportation, and other partners 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 602 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 once 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 Everbridge. Everbridge 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 upload 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.

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**

The Virginia State Lottery will display the Amber Alert on their lottery machine marquee during activation of the alert. The Marquee used will notify lottery customers of an Amber Alert, the location, and for customers to tune to local media or to www.Twitter/VSPAlerts.com for more details.

- **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.

- **DMV**

Amber Alerts notices are sent to all Customer Service Centers (CSC) location managers. Information provided about the incident is programmed into DMV’s Q-Flow Queuing System. This information will be set to the TV screens in 73 Customer Service Centers.

- **WIRELESS EMERGENCY ALERT (WEA)**

AMBER Alerts are distributed to cell phones as part of the AMBER Alert program's secondary distribution through the Wireless Emergency Alert program which is also known as the Commercial Mobile Alert System.

The Wireless Emergency Alert program is operated by the Federal Emergency Management Agency. It distributes notifications from authorized federal, state, local and tribal government agencies that alert customers with capable devices of imminent threats to safety or an emergency situation. The messages are intended as a supplement to the existing Emergency Alert System, which broadcasts alerts over radio and television.

Because the alerts are sent on a special wireless carrier channel called Cell Broadcast they are not affected by congestion on the voice or SMS text channels. The alerts are transmitted simultaneously to all mobile devices within range of the cellular carrier towers in the affected area. The system does not need to know your mobile number and it does not track your whereabouts; it simply broadcasts the alert, and any mobile devices that can "hear" the alert will display it to the user.

The Virginia Missing Children's Clearinghouse will use WEA as a tool to help locate an abducted child. The WEA may be issued by county, division, or along an interstate system. The WEA can use up to 360 characters and will only be used if a vehicle and registration is known, or suspected to be involved in the Virginia Amber Alert activation.

Due to the tone that is given during the activation of a WEA, it will not be activated during midnight hours, unless there is a higher than normal probability that the abducted child is in a small location. Then the WEA may be activated to a specific targeted location. If the abducted child is still missing during the morning hours WEA may be authorized to a broader area.

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.
6. The Virginia "Amber Alert" Form authorizing release of information must be signed.

****Note****

If all of the aforementioned criteria are not met, the Virginia "Amber Alert" Plan will not be activated. However, the Missing Endangered Child Alert may be used.

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.
- Have volunteers or personnel to receive the telephone calls for a minimum of 24-hours if the plan is activated or until the Alert is canceled.
- 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.

ACTIVATION PROCESS

Activation of the Virginia "AMBER Alert" Plan will only be initiated through the Virginia State Police. Once the contacted agency receives a report that a child has been abducted, the following process should be followed:

1. Confirm that an abduction has taken place and the criteria have been met.
2. The information submitted through the AMBER Alert Request Activation website will be verified with the investigating agency. If the website is unavailable, Virginia "AMBER Alert" Activation forms, equivalent Regional Plan or Agency forms which contain the required information as set forth in the Virginia "AMBER Alert" Plan may be submitted.
3. Include a current photograph of the abducted child that can be emailed or submitted through the AMBER Alert Request Activation website.
4. If the website is unavailable, send the forms to the Virginia Missing Children Information Clearinghouse (VMCC) by telephonic facsimile. Contact the VMCC immediately confirming receipt of the packet information, or if you should have any difficulties transmitting information, designate a department contact for VMCC (include a name and telephone number on the standardized facsimile form). Local law enforcement agencies must follow intra-departmental policy regarding the actual investigation process involving any abducted/kidnapped child incident, which takes place within their jurisdiction. If a current portrait of the child is available, forward it along with a copy of all abduction details or summaries to the Virginia Missing Children Clearinghouse Manager vamissing@vsp.virginia.gov and dutysgthq@vsp.virginia.gov.
Telephone #: 804-674-2026 **Facsimile #: 804-674-6704**
5. After being contacted by the reporting agency, VMCC will conduct the required tasks as outlined in this plan and confirm receipt of the Virginia "AMBER Alert" information with the reporting agency.
6. After being contacted, the Virginia State Police will contact any/all broadcasting companies through the Emergency Alert System (EAS) as per the Virginia Emergency Alert System Plan. The Virginia State Police may provide supplemental information with a detailed summary of the child abduction, and forward a copy of the abducted child's portrait to any/all broadcasting companies. All Virginia Emergency Alert System activations for "AMBER Alert" (CAE) will conform to the Virginia Emergency Alert System Plan.
7. After an initial EAS "AMBER Alert" has been broadcasted, 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. Only one EAS message will be broadcast.

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, page 18), 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 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."
3. The VMCC will immediately notify the CJIS VCIN First Sergeant who will notify and confer with the CJIS Lieutenant. They will evaluate the request and determine if a Virginia "Amber Alert" (VAA) should be activated. The VCIN First Sergeant will notify the Duty Sergeant of the decision. The CJIS Lieutenant will then notify the CJIS Captain and Executive Staff.
 - a. If the VCIN First Sergeant and CJIS Lieutenant do not agree, the CJIS Captain will be contacted. The CJIS Captains decision will determine if the VAA will be activated.
4. The VCIN First Sergeant will then direct the Duty Sergeant to have 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. The Duty Sergeant will then ensure that the missing child is posted onto the VMCC and NCMEC website.
5. Upon activation of the Virginia "AMBER Alert", the VMCC will activate the Everbridge EAS to initiate the EAS broadcast.

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

6. 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.
7. 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.
8. The VMCC will coordinate with the investigating agency to determine if assistance is needed in the production of missing children posters.
9. The VMCC will coordinate having a photograph of the child entered into the National Center for Missing and Exploited Children website.
10. The VMCC will notify other surrounding states that Virginia has activated the Virginia "AMBER Alert" Plan and provide them with alert information.
11. 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.
12. 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 by the investigating agency.

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

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 child gone missing before
- Is there foul play, kidnapping or parental abduction suspected
- Is the agency aware of any sexual predators or registered sex offenders within 1 mile of the last 1 mile of the location the child was last seen?

A Child Is Missing also requests a cell phone 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. If the child was located the message will advise that the Virginia "AMBER Alert" has been cancelled – CHILD LOCATED.

Amber Alerts are generally approved for 12 hour activation unless new leads or information is obtained to necessitate the time extension. If no additional information is obtained and the alert has timed out VMCC will issue a VCIN Message and VAA cancellation message advising that the Virginia "AMBER Alert" has "EXPIRED".

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. (Areas of immediate concern will be determined by the Department of State Police after conferring with the local agency requesting the alert.)

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 804-674-2026, 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. Email is the preferred method if a photo is attached.
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.
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.

THE VIRGINIA LOTTERY PROCEDURES

These procedures serve as a guidance for the Virginia Lottery's response to an Amber Alert.

1. Virginia State will fax an alert notification to both fax machines at the Primary Data Center (PDC):
 - 804-228-7782
 - 804-228-7783
2. PDC will immediately update:
 - The VFD message that displays on all Altura terminals; and the message scroll on the Lottery Express devices.
 - The Amber Alert will preempt all other messages.
 - Message text to be entered:
 - AMBER ALERT – City/County Tune to local media or www.Twitter.com/VSPalerts for details.
3. Unless other instructed, PDC will remove Amber Alert message when either:
 - The alert is cancelled by the Virginia State Police.
 - Five (5) hours after the Amber Alert was issued by the Virginia State Police.
4. If an alert notification or cancellation is received from VSP during a time when Lottery retailer devices are not operational (i.e. during overnight processing), the PDC will make the necessary adjustments to Steps 2 and 3 above.
5. PDC will send an informational voice mail and email to all "Active Members" advising them when an Amber Alert notification is received, and when the alert is either cancelled or removed from Lottery devices.

DMV PROCESS

Amber Alert message is received via email from the Virginia Department of State Police by DMV Law Enforcement Services, Assistant Commissioner, and other participants as requested by DMV. When an Amber Alert notice is received it is sent to all Customer Service Center (CSC) location managers to alert them of the Amber Alert. The link to the www.Twitter.com/VSPAlerts website is provided so that information about the individual is available to the location managers.

Information provided about the incident is programmed into DMV's Q-Flow Queuing System. This information will be sent to the TV screens in DMV Customer Service Centers. The information will be displayed in a scroll format across the bottom of the TV screen. It will be in a continuous scroll until the alert is cancelled. When notification is received that the alert is cancelled, the CSC's are informed that the alert is cancelled. The Q-Flow TV's are reprogrammed with the regular DMV scroll 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 broadcasted, 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.

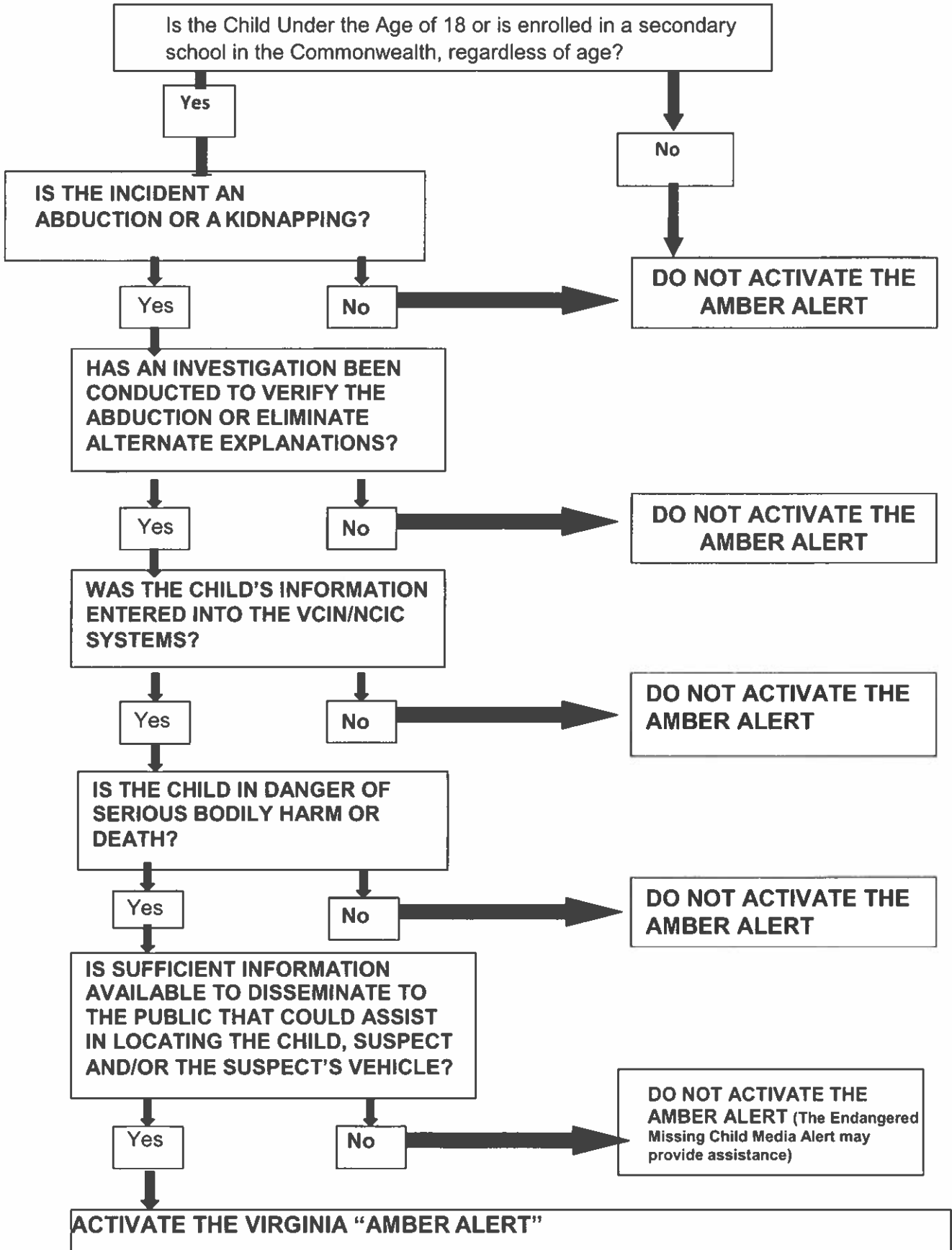
CANCELLATION OF THE ALERT/LOCATING THE CHILD

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 and dutysqthq@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 MISSING CHILD 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 : _____

COMMONWEALTH OF VIRGINIA Emergency

Alert System (EAS) Broadcast Form

(Check one) (Use EAS Operational Map to determine activation areas.)

 REQUEST ADMINISTRATIVE ALERT OR BLAST FAX IN EAS AREAS _____
(Attention Broadcasters: Please read at the next break. Administration Alert will also include a Blast Fax to all stations.)

 REQUEST TONE ALERT IN EAS AREAS _____
(Attention Broadcasters: Please Read Immediately)
(Attention Law Enforcement: To be used only in an immediately known "endangered" Case)
(TONE: Alert will also include a Blast Fax in all stations within the EAS systems.)

Urgent Urgent Urgent Urgent Urgent

**THE VIRGINIA STATE POLICE HAS ISSUED AN "AMBER" CHILD ABDUCTION ALERT
FOR AN ABDUCTED CHILD IN _____**
(Name of City or County)

THE _____
(Law Enforcement Agency)

**AND THE VIRGINIA MISSING CHILDREN CLEARINGHOUSE ARE LOOKING FOR
_____ A _____**
(Child's Name) (Description Sex/Age/Race/Height/Weight/Eyes/Hair)

CHILD WAS LAST SEEN AT _____ AND IS
(Location)

BELIEVED TO BE IN EXTREME DANGER. CHILD WAS LAST SEEN WEARING _____
(Clothing Description)

AUTHORITIES SAY THE CHILD WAS LIKELY ABDUCTED BY A _____
(Suspect Description)

THEY/CHILD MAY BE TRAVELING IN A _____
(Vehicle Description, Year, Color, Make, Model and Tag Number)

WHICH WAS LAST SEEN TRAVELING _____
(Direction of Travel)

PLEASE CONTACT _____ AT _____
(Local Law Enforcement Agency) (Telephone Number)

**OR THE VIRGINIA STATE POLICE AT 1-800-822-4453.
End of Message**

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
for EAS

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

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 Matthew T. Patterson

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/ Matthew T. Patterson

VCIN Control Center/(CNST Name)

Appendix C

EMERGENCY ALERT SYSTEM (EAS) LOCAL AREAS

EMERGENCY ALERT SYSTEM (EAS) LOCAL AREAS

The Eastern Virginia Local Area

WGH Radio - FM-97.3
5589 Greenwich Road, Suite 200
Virginia Beach, Virginia 23462
757-671-1000

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

WRVA Radio - AM-1140
3245 Basie Road
Richmond, Virginia 23228
804-474-0000

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

WFLS - FM-93.3
10333 Southpoint Landing Blvd, Suite 215
Fredericksburg, Virginia 22407
540-373-9600

The Fredericksburg Virginia Local Area:

Spotsylvania, King George, Fredericksburg,
Fauquier, and Stafford

The Northern Virginia - D.C. Local Area

WTOP - FM-103.5
5425 Wisconsin Avenue
Chevy Chase, Maryland 20815
202-895-5060

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

WJMA - FM-103.1
207 Spicers Mill Road
Orange, Virginia 22960
540-825-3900

The Culpeper Local Area: Culpeper, Orange, and Madison

The Charlottesville Local Area

WINA - FM-98.9
1140 Rose Hill Drive
Charlottesville, Virginia 22903
434-220-2300

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

The Farmville Local Area

WFLO - FM-95.7
1582 Cumberland Road
Farmville, Virginia 23901
434-392-4195

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

The Southside Local Area

WKJS/WKJM - FM-99.3/105.7
2809 Emerywood Parkway, Suite 300
Richmond, Virginia 23294
804-672-9299

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

The Danville/South Boston Local Area

WAKG - FM-103.3
710 Grove Street
Danville, Virginia 24541
434-797-4290

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

The Roanoke Extended Local Area

WXLK - FM-92.3
3934 Electric Road
Roanoke, Virginia 24018
540-774-9236

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

WMRA & WEMC - FM-90.7
983 Reservoir Street
Harrisonburg, Virginia 22801
540-568-6221

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

The Winchester Local Area

WINC - FM-92.5
520 N. Pleasant Valley Road
Winchester, Virginia 22601
540-667-2224

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

The Marion Local Area

WMEV - FM-93.9
1041 Radio Hill Road
Marion, Virginia 24354
276-783-3151

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

Appendix D

Virginia Missing Endangered Child Alert

Virginia Missing Endangered Child 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 Missing Endangered Child 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.

The Missing Endangered Child Alert uses:

1. Email component 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.