



City of Racine Police Department
Policy and Procedure

Number: 1109

Subject: Amber, Silver and Green Alerts		
Date Issued: 05-09-03	Date Revised: 1/13/2020	Revision Number: 5

POLICY

The Amber, Silver and Green Alert systems were designed as a tool to permit timely notice to the general public and law enforcement agencies of children in danger, people over 60 years of age that pose a threat to their health and safety and veterans at risk. The Racine Police Department is participating in this program through the State of Wisconsin. The department will use this tool to help protect the members of our community. Participation in these Alert systems is not a substitute for normal practices followed when handling cases of missing or abducted children or adults.

AMBER ALERT CRITERIA

1. The child must be 17 years of age or younger.
2. The child must be in danger of serious bodily harm or death.
3. There must be enough descriptive information about the child, the suspect(s), and/or the suspect vehicle(s) to believe that an immediate broadcast alert will help locate the child.
4. Amber Alert is not to be used for Runaways or Family Abductions unless the child's life is in immediate danger.

EXCEPTION: Juveniles with mental conditions, medical conditions or physical disabilities that place the child's health and safety at severe risk. (The department must evaluate the circumstances of the case based on its own merits).

SILVER ALERT CRITERIA

1. Must be 60 years of age or older.
2. Believed to have Alzheimer's, dementia or other permanent cognitive impairment which poses a threat to their health and safety.
3. Reasonable belief that the missing person's disappearance is due to their impaired cognitive condition.
4. The Silver Alert request is within 72 hours of the individual's disappearance.
5. There is sufficient information available to disseminate to the public that could assist in locating the missing person.

GREEN ALERT CRITERIA

1. The missing person is a veteran or an active-duty member of the armed forces, the national guard, or the military reserve forces.
2. Reason to believe that the veteran at risk is missing due to his or her physical or mental health condition and this condition is related to his or her service.
3. The Green Alert is within 72 hours of the individual's disappearance.
4. There is sufficient information available to disseminate that could assist in locating the missing veteran.

DEFINITIONS

An Abducted Child – a child 17 years of age or younger who has been unwillingly removed from his/her environment without permission from the child's legal guardian or designated legal representative.

Veteran at Risk – a veteran or an active-duty member of the armed forces, the national guard or the military reserve forces of the United States who is known, based on the information provided by the person making the report, to have a physical or mental health condition that is related to his or her service.

PROCEDURE

MEMBER

Upon receipt of information indicating that one of the above is in danger or missing and may fit the criteria necessary to initiate an Alert system:

1. Contact the Shift Commander and inform him or her of the circumstances surrounding the disappearance.
2. When the Shift Commander determines that the circumstances match the criteria for an Alert:
 - a. For an Amber Alert:
 - 1) The missing child must be entered into the National Crime Information Center (NCIC) Database.
 - 2) Complete an Amber Alert Child Abduction Notification Form packet, using the applicable pages, consisting of the following (**steps 1 & 2 must be completed immediately**);
 - a) Alert form # 1
 - b) Broadcast Script form # 2
 - c) Victim form # 3
 - d) Suspect form # 4
 - e) Vehicle Information form # 5
 - f) Child Photo/Name Release form # 6
 - g) Update form # 7
 - h) Deactivation form # 8
 - 3) An attempt should be made to include a copy of a photo, in JPEG format, that can be made part of the broadcast.
 - 4) Ensure the parent or legal guardian has signed Form # 6 (Child Photo/Name Release Form) before the packet is sent to the Shift Commander.
 - b. For a Silver Alert:
 - 1) The missing person must be entered into the National Crime Information Center (NCIC) Database.
 - 2) Complete a Silver Alert Request Form and the Silver Alert Information Form
 - 3) An attempt should be made to include a copy of a photo, in JPEG format, that can be made part of the broadcast.
 - c. For a Green Alert:
 - 1) The missing veteran must be entered into the National Crime Information Center (NCIC) Database.
 - 2) Complete a Green Alert – Missing Veteran at Risk Form.
 - 3) An attempt should be made to include a copy of a photo, in JPEG format, that can be made part of the broadcast.

NOTES

The forms are available in the file in the Sergeants office and on the computer in the Sergeants Forms section of the RPD Forms folder.

SUPERVISOR

1. Upon notification of a potential Amber, Silver or Green Alert incident, ensure localized search efforts with available Patrol and Investigations personnel have begun and respond to the scene with an Amber Alert Child Abduction Notification Form packet or Silver/Green Alert Forms.
2. Assist the member(s) involved in the gathering of information and review such information to ensure that the appropriate resources are available and allocated to the case.
3. Return, or direct appropriate personnel to return, the complete packet/forms to the Shift Commander and as soon as Forms #3, 4 and/or 5, and 6 are completed for Amber Alerts.

SHIFT COMMANDER

1. When a member or supervisor advises you about the potential abduction of a child or missing and endangered person, review the criteria for participation in the Amber, Silver or Green Alert program.
 - a. For an Amber Alert:
 - 1) If it is determined that the circumstances do not fit the criteria, ensure that all necessary resources are provided to the case.
 - 2) If it is determined that the circumstances fit the criteria for an Amber Alert, review the paperwork completed by the member.
 - 3) Ensure the abducted child has been entered into NCIC.
 - 4) Electronically transmit (e-mail or fax) completed Alert form #1 and Broadcast Script form #2 immediately to the Dane County Communications Center. Ensure that you have signed the form as the authorizing representative of the department.
 - 5) Telephone the Dane County Communications Center to request Amber Alert activation and verify receipt of all faxes, emails and TTYs transmitted.
 - 6) Amber Alert Forms #3, 4, 5 and 6 should be completed and forwarded to the Wisconsin State Patrol Traffic Management Center for broadcasting as updated information becomes available on the suspect, vehicles involved, or the abducted child.
 - 7) Contact the Public Information Officer (PIO) when the Amber Alert system is going to be activated.
 - 8) Ensure that in all communications, the department non-emergency number, and the Records fax number are made available to the public and the media. The Public Information Officer (PIO) will be designated as the point of contact for coordinating information and interviews relevant to information released to the media.
 - 9) Once it is determined that the child has been located, the State of Wisconsin Amber Alert Broadcast Deactivation Form # 8 must be completed, signed, and submitted to the Dane County Communications Center for broadcasting.
 - b. For Silver Alerts:
 - 1) If it is determined that the circumstances do not fit the criteria, ensure that all necessary resources are provided to the case.
 - 2) If it is determined that the circumstances fit the criteria for a Silver Alert, review the paperwork completed by the member.
 - 3) Ensure the missing person has been entered into NCIC.
 - 4) Electronically transmit (e-mail or fax) completed Silver Alert Request Form and the Silver Alert Information Form immediately to the Dane County Communications Center. Ensure that you have signed the form as the authorizing representative of the department.
 - 5) Contact the Public Information Officer (PIO) when the Silver Alert system is going to be activated.
 - 6) Ensure that in all communications, the department non-emergency number, and the Records fax number are made available to the public and the media. The Public Information Officer (PIO) will be designated as the point of contact for coordinating information and interviews relevant to information released to the media.
 - c. For Green Alerts:

- 1) If it is determined that the circumstances do not fit the criteria, ensure that all necessary resources are provided to the case.
 - 2) If it is determined that the circumstances fit the criteria for a Green Alert, review the paperwork completed by the member.
 - 3) Ensure the missing veteran has been entered into NCIC.
 - 4) Electronically transmit (e-mail or fax) completed Green Alert – Missing Veteran at Risk Form immediately to the Dane County Communications Center. Ensure that you have signed the form as the authorizing representative of the department.
 - 5) Contact the Public Information Officer (PIO) when the Green Alert system is going to be activated.
 - 6) Ensure that in all communications, the department non-emergency number, and the Records fax number are made available to the public and the media. The Public Information Officer (PIO) will be designated as the point of contact for coordinating information and interviews relevant to information released to the media.
2. During the process of initiating an Alert, ensure that the Senior Staff is notified per Procedure #212 (Reporting of Major, Unusual, or Noteworthy Occurrences).
 3. Ensure copies of all related paperwork are forwarded to Records.

RELATED PROCEDURES

[Table of Contents](#)

[212 – Reporting of Major, Unusual, or Noteworthy Occurrences](#)

[1125 – “A Child is Missing” Program](#)

INFORMATION RESOURCES

Wisconsin State Patrol Management Center

Phone: 1-844-977-4357

Fax: 1-414-227-2164

Wisconsin Clearinghouse for Missing & Exploited Children

Phone: 800-843-4673

E-Mail: www.wimissingkids@doj.state.wi.us/

National Center for Missing & Exploited Children (NCMEC)

Phone: 800-843-5678 (24-Hour Hotline)

E-Mail: www.missingkids.com/

Amber Alert Hotline (Law Enforcement Only)

Phone: 1-866-652-6237