



Woodstock Police Force

Standing Order

Date: May 3 rd , 2024	Standing Order: 2024-007
Subject: AMBER Alert Policy (updated)	
Link to Supporting Documentation:	
Good day. The following AMBER Alert Policy has been updated. <u>Reason for Policy:</u> To provide critical information and procedures respecting the New Brunswick AMBER Alert Program and the compulsory criteria required for the activation of an AMBER Alert. A PDF version has been saved to WPF “TrueNAS U” drive /wpfshare /WPF POLICIES. With thanks,	
Approval – G. Forward, Chief of Police	Date: May 3 rd , 2024
Signature: <i>G. Forward</i>	

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Subject: AMBER Alert Policy

Policy Number: 2024-007

Effective Date: May 3rd, 2024

Next Review Date: May 3rd, 2027

Area(s) This Policy Applies to:

Office Responsible for Review of this Policy:

All Staff

Chief of Police or Designated Agent

Related Instruments:

Policy Sponsors:

Standing Order 2022-002

Chief of Police

Document Pages (including Title Page):

This document consists of 7 pages

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Review Date: May 3rd, 2024

Woodstock Police Force

Date of Passage of Current Framework:

May 3rd, 2024

**I certify that this Policy was adopted by Woodstock Police
Force as indicated above.**

Date of Revision:

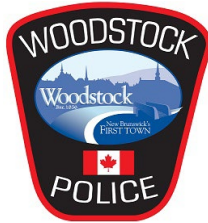
May 3, 2024

**Woodstock Police Force
Approval Date:**

May 3, 2024

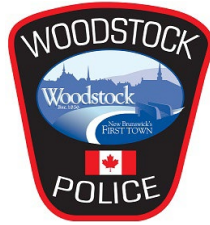
Contact:

Gary Forward, Chief of Police



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REASON FOR POLICY:

To provide critical information and procedures respecting the New Brunswick AMBER Alert Program and the compulsory criteria required for the activation of an AMBER Alert.

1.0 AMBER ALERT PROGRAM:

The New Brunswick AMBER Alert Program is a voluntary and cooperative province wide program which partners the province's law enforcement community, media broadcasting agencies and the public in locating an abducted child or an individual with a proven mental or physical disability and it is believed that his/her life could be in imminent danger.

The AMBER Alert system provides the public with immediate and up-to-date information about a child abduction via widespread media broadcasts on television, radio and wireless devices, and solicits the public's assistance with the safe and swift return of an abducted child.

The goal of an AMBER Alert is to involve as many community members as possibly in the search of an abducted child – each community member becoming the eyes and the ears of law enforcement.

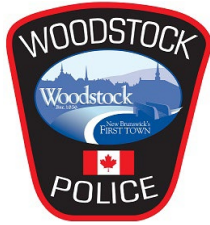
This AMBER Alert Policy does not absolve officers from fulfilling the duty requirements of any other police force policies relating to Parental Child Abduction and Missing Persons.

AMBER Alert training is available through the Canadian Police Knowledge Network (CPKN) – MPUR: Child Abduction – Amber Alert – National.

2.0 DEFINITIONS:

For the purposes of this AMBER Alert Policy, the following definitions shall apply:

- **Abduction:** an incident where a child under the age of eighteen (18) years, or an individual with a proven mental or physical disability, is illegally removed from his/her environment, without the permission from the victim's legal guardian or representative, or an individual with a proven mental or physical disability has been abducted.
- **Authorized User:** refers to police service personnel authorized to activate an Amber Alert (Refer to 4.0).



3.0 AMBER ALERT ACTIVATION CRITERIA:

3.1 The following criteria **must all be met** before an AMBER Alert can be activated:

- 3.1.1 that there is sufficient descriptive detail of the child;
- 3.1.2 that the child is under the age of eighteen (18) years or the individual abducted is 18 years of age or older and of proven mental or physical disability;
- 3.1.3 that the child's life is believed to be endangered or to be in danger of serious bodily harm; and
- 3.1.4 that there is sufficient descriptive information available about the abducted person, abductor, and/or abductor's vehicle provided in a reasonable time frame to ensure that the public can identify these elements to assist in the safe recovery of the victim.

4.0 AUTHORIZED USER – AMBER ALERT ACTIVATION/CANCELLATION:

4.1 An AMBER Alert can only be activated by an Authorized User.

4.2 The following are appointed as authorized users:

- 4.2.1 RCMP J Division Operational Communications Center (OCC) Risk Managers Unit;
- 4.2.2 RCMP J Division Amber Alert Provincial Coordinator; and
- 4.2.3 RCMP J Division Criminal Operations Officer.

4.3 An AMBER Alert can only be cancelled when the abducted person has been returned or if it has been determined, and after a period, that the AMBER Alert is not providing any assistance to the case regarding the return of the abduction person. Never state that a child is deceased in the cancellation.

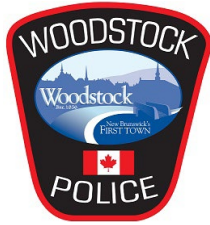
5.0 RELEASE OF PERSONAL INFORMATION:

The release of personal information for the Activation of an AMBER Alert does not contravene the *Federal Privacy Act*, nor the Province of New Brunswick *Right to Information Act*, or the *Protection of Personal Information Act*.

6.0 NB CHIEFS OF POLICE – POLICING STANDARDS POLICY COMMITTEE:

6.1 The New Brunswick Association of Chiefs of Police (NBACP) Policing Standards Policy Committee is responsible for reviewing and evaluating the NB AMBER Alert program, policy and procedures on an annual basis.

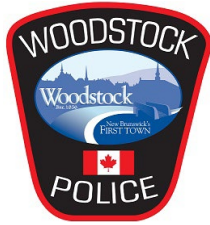
6.2 If practicable, The Department of Public Safety Policing Standards and Contract Management Branch, following the activation of an AMBER Alert, may hold a debriefing meeting with the requesting agency for the purposes of accountability, and/or improvement of the program and service delivery.



PROCEDURES

7.0 INVESTIGATOR:

- 7.1 All reports of missing children will be thoroughly investigated.
- 7.2 Prior to requesting an AMBER Alert, the investigating officer shall ensure that:
 - 7.2.1 confirmation is made that a child or an individual with a proven mental or physical disability has been abducted;
 - 7.2.2 all the activation criteria have been met (Section 3.0); and
 - 7.2.3 the AMBER Alert can be issued in a time frame that would provide reasonable expectation that the victim could be returned, or the abductor could be apprehended prior to fleeing.
- 7.3 Once it is determined that a reported abduction requires an AMBER Alert activation, the investigator will:
 - 7.3.1 complete the AMBER Alert Activation request;
 - 7.3.2 complete the AMBER Alert Waiver to obtain written permission from the parents or legal guardian to the release of information. This should be done expeditiously;
 - 7.3.3 verify accuracy of information to be released;
 - 7.3.4 consider including a reference that citizens must not attempt to apprehend the individual but to immediately call 911; and
 - 7.3.5 obtain approval from his/her Chief of Police/delegate to contact the Authorized Users;
 - 7.3.6 contact the Authorized User at the RCMP "J" Division Operational Communications Center (OCC) and forward the AMBER Alert Activation request without delay.
 - 7.3.7 identify a Media/Public Liaison Officer;
 - 7.3.8 ascertain that a phone line has been designated which will be supervised 24 hours a day for the duration of the AMBER Alert. This phone number will be displayed on the message to the public and will be used to manage the flow of information generated by the Alert;
 - 7.3.9 provide the Authorized User with that phone number;
 - 7.3.10 ensure that there are sufficient resources available to support the activation;
 - 7.3.11 ensure that he/she/they can be contacted 24 hours a day 7 days a week, if not available a designate will be made available.
- 7.4 when information is received related to an AMBER Alert generated by another police agency, record the information and immediately pass it on to the original police agency that issued the Alert.



8.0 AUTHORIZED USER / RCMP OCC RISK MANAGERS UNIT:

8.1 The designated Authorized User will:

- 8.1.1 determine whether an Amber Alert broadcast is appropriate;
- 8.1.2 determine that all criteria are met to activate an AMBER Alert;
- 8.1.3 activate the AMBER Alert through the RCMP AMBER Alert dissemination system, including the Alert Ready System.
- 8.1.4 in the event the request is denied by the Authorized User, the decision will be provided in writing to the requesting agency.

9.0 MEDIA/PUBLIC LIAISON OFFICER:

9.1 The Media/Public Liaison Officer from the original agency of the AMBER Alert activation is responsible for the following:

- 9.1.1 ensuring availability of sufficient resources to handle a high volume of media inquiries;
- 9.1.2 assuming the role of Media spokesperson;
- 9.1.3 preparing a communications strategy;
- 9.1.4 completing all press releases; and
- 9.1.5 while most AMBER Alerts are cancelled after a period of 24 hours, consulting with the investigative team to determine whether an AMBER Alert is still appropriate.

10.0 NATIONAL PUBLIC ALERTING SYSTEM (ALERT READY):

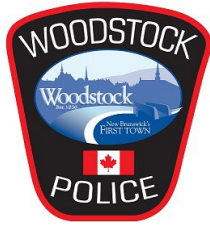
10.1 The Alert Ready System assists in streamlining how the Amber Alert gets out to the public. Critical alerts will go directly to wireless devices (compatible smartphones, some tablets, and potentially other electronics) in an impacted area. The message will be the first indication of a serious emergency event and compliments other alert distribution methods such as radio/TV and social media.

11.0 INTER-JURISDICTIONAL AMBER ALERT REQUEST:

11.1 Any request regarding the activation of a New Brunswick AMBER Alert received from an out-of-province agency or international law enforcement, must be directed to an authorized user who will determine whether the AMBER Alert is required.

11.2 The authorized user will contact the requesting agency and obtain details regarding the AMBER Alert. The following details must be met, prior to an AMBER Alert being issued:

- 11.2.1 there must be an active and current AMBER Alert in effect for the requesting agency;
- 11.2.2 the location of the abduction is close to the provincial border of New Brunswick and/or



there is information/belief that the victim and/or suspect could be in or heading to New Brunswick; and

11.2.3 the out-of-province AMBER Alert circumstances meet all four criteria that are required for a New Brunswick AMBER Alert activation and there are identified protocols from the requesting agency for cancellation.

11.3 The Media/Public Liaison Officer must be advised prior to activation of the Inter-Jurisdictional AMBER Alert.

12.0 REFERENCES / RELATED DOCUMENTS:

- Operational Manual, 3.14 – Crime Stoppers
- Operational Manual, 7.1 – Canadian Police Information Centre (CPIC)
- Operational Manual, 12.1 – Official Languages
- Operational Manual, 9.4 – Missing or lost persons
- 2023-007 WPF Missing or Lost Persons Policy
- New Brunswick Policing Standards, Ops 13
- Criminal Code
- Privacy Act
- Right to Information and Protection of Privacy Act
- Canadian Interjurisdictional AMBER Alert Protocol