



## Illinois Department of Corrections

### Administrative Directive

Number: <b>01.02.310</b>	Title: <b>Amber Alert System</b>	Effective: <b>12/1/2020</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Acting Director
<b>Supersedes:</b>	01.02.310 effective 11/1/2003

<b>Authority:</b> 730 ILCS 5/3-2-2	<b>Related ACA Standards:</b> 5-ACI-1A-07, 5-ACI-1F-01, 02 and 08, 5-ACI-3A-01
<b>Referenced Policies:</b>	<b>Referenced Forms:</b>

#### I. POLICY

The Department shall participate in the Amber (America's Missing Broadcast Emergency Response) Alert system by distributing information and advising staff to be on the look out for people and vehicles identified in the alert.

#### II. PROCEDURE

##### A. Purpose

The purpose of this directive is to provide guidelines to staff regarding the dissemination of Amber Alert information.

##### B. Applicability

This directive is applicable to the Information Services Unit, Operations Center and all correctional facilities, offices, programs and parole services within the Department that receive Amber Alert information.

##### C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

##### D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

##### E. Definitions

Amber Alert – a broadcast issued when a child has been confirmed missing by police. The broadcast includes information such as a description of the missing child, suspected abductor and vehicles involved.

##### F. Requirements

1. The Information Services Unit shall develop a distribution list for Amber Alert notifications that shall include correctional facilities, parole agents and apprehension agents.
2. The Operations Center shall maintain the Amber Alert distribution list.
3. The Chief Administrative Officer (CAO) shall submit personnel changes in writing to the Operations Center for distribution list updates.

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4. Upon receipt of an Amber Alert from the Illinois State Police, Operations Center staff shall:
    - a. Distribute the alert or information contained in the alert via Outlook to a distribution list; and
    - b. Advise staff to be on the lookout for the people or vehicles identified in the alert.
  5. Once the Amber Alert is received at a correctional facility, the CAO shall ensure that:
    - a. The alert is taken to the armory or control center and that the alert is broadcast over the low band radio every 30 minutes for two hours.
    - b. The alert is addressed with staff at the beginning of each shift and when vehicles are checked out for travel.
  6. If staff observe what appears to be the people or vehicle identified in the alert, they shall contact local law enforcement or the Illinois State Police providing as much information as possible. Staff shall **NOT** attempt to stop or detain.

**NOTE:** If the Illinois State Police cannot be contacted directly, staff shall contact the nearest correctional facility with pertinent information to be relayed to the Illinois State Police.
  7. When the Amber Alert is cancelled, the cancellation shall be disseminated in accordance with Paragraphs II.F.4.a. and 5.b.
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