

HOW TO USE THE PORTAL IN YOUR STATE

Become Familiar with the AMBER Alert Portal (AAP)

Speak with representatives from the AMBER Alert Portal and/or the AMBER Alert Portal Consortium regarding:

- Features and functionality
- “No Cost” business model
- Opportunities to partner with public and private organizations to distribute AMBER Alerts.
- Identify any changes to your state’s AMBER Alert procedures (for example, eliminating manual steps).

Formalize Decision to Use the AAP to Issue Alerts

- Review the National Oversight Committee Charter (available at www.amberalert.com/consortinfo/) to further understand Portal governance and operations.
- Convene AMBER Alert oversight committee to identify and approve (if required in your state) any changes in your state’s current alert procedures.
- Obtain formal approval, as required by state statute.

Join the AAP Consortium through the Memorandum of Understanding (MOU) and Addendum

- Execute the addendum, which officially documents your state’s participation in the AMBER Alert Portal Consortium (AAPC).
- NOTE: The MOU and the state-specific addendum (available at www.amberalert.com/consortinfo/) provide the foundation for the multi-state AAPC and define the relationship between each state and the AMBER Alert Portal.



HOW TO USE THE PORTAL IN YOUR STATE (continued)

Develop Implementation Plan for Portal in Your State

- Using the Implementation Plan template, work with the AMBER Alert Portal to develop your specific plan.
- Outline high level tasks and time frames (Times vary greatly by state; the time frames provided below are the minimum.)

TASK

Identify team members
Identify alerting partners
Identify changes to alerting plan
Begin training appropriate personnel
Verify setup and procedure changes
Sign up alerting partners
Develop publicity/communications plan
Readiness checklist and production test
Activate AMBER Alert Portal

TIMEFRAME

Initiation
Initiation
Week 1-2
Week 2-ongoing
Week 3-4
Week 2-4
Week 2-5
1 wk prior to go-live
Go-live day



Follow-On Activities to Maximize Benefits of the Portal

- AMBER Alert Portal will assist with publicity and outreach events to encourage alerting partner and public sign-up
- Conduct ongoing training as required to ensure that law enforcement officials are prepared to issue alerts
- Participate in ongoing AAP governance through the Consortium

For More Information:

Call the AMBER Alert Portal at (480) 889-2646 or email info@amberalert.com.