



INVESTIGATIVE CHECKLIST

for Supervisory Officers

The Supervisory Officer Checklist below guides oversight and decision-making to promote adequate information collection and immediate implementation of investigative resources in response to reports of endangered missing or abducted children. Effective supervisory officer response is critical to the success of the investigation, as this officer is the catalyst to enable guidance and overall investigative coordination and oversight. Supervisory officers are encouraged to familiarize themselves with this checklist prior to any reports of endangered missing or abducted children.

- 1. Obtain a briefing from the first responding officer(s) and any investigative personnel involved at this juncture. Verify the accuracy of all descriptive information and other details developed so far during the preliminary investigation.**

NOTES:

DATE COMPLETED: _____ TIME COMPLETED: _____

2. If not already activated, decide if circumstances meet the protocol for activation of an AMBER Alert and/or other immediate public alerting systems.

NOTES:

DATE COMPLETED: _____ TIME COMPLETED: _____

3. Determine if additional agency personnel are needed to assist in the investigation.

NOTES:

DATE COMPLETED: _____ TIME COMPLETED: _____

4. Establish a command post away from the missing child's residence.

NOTES:

DATE COMPLETED: _____ TIME COMPLETED: _____

- 5. Determine if additional assistance is necessary from other agencies and organizations with specialized personnel, expertise and resources for critical incidents.**

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____

- 6. Confirm all required resources, equipment, and assistance to conduct an efficient investigation have been requested and take action to expedite their availability if needed.**

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____

- 7. Take action to ensure coordination/cooperation among all law enforcement personnel involved in the investigation and search effort.

NOTES:

DATE COMPLETED: _____ TIME COMPLETED: _____

- 8. Ensure all actions, including notifications, are conducted in accordance with agency policy and procedures.

NOTES:

DATE COMPLETED: _____ TIME COMPLETED: _____

- 9. Remain available to make any decisions or determinations as needs develop.

NOTES:

DATE COMPLETED: _____ TIME COMPLETED: _____

- 10. Use media including television and radio broadcasts, websites, social media, and print media to assist in the search throughout the case, no matter long it is open. These notifications/updates, public calls to action to help locate the child, and images of the child, suspect, and/or vehicles involved are absolutely essential in keeping the public engaged in efforts to spot/locate and report tips/leads.**

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____

- 11. Ensure support services are provided to the family in a timely manner and maintained throughout (and following closure of) the investigation.**

NOTES:

DATE COMPLETED: _____ *TIME COMPLETED:* _____