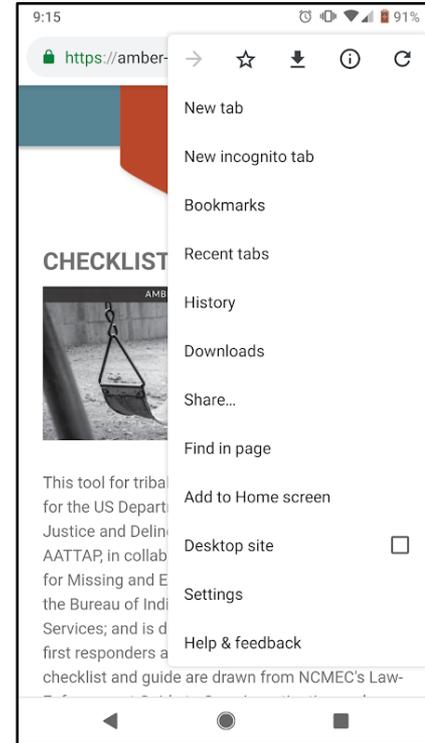




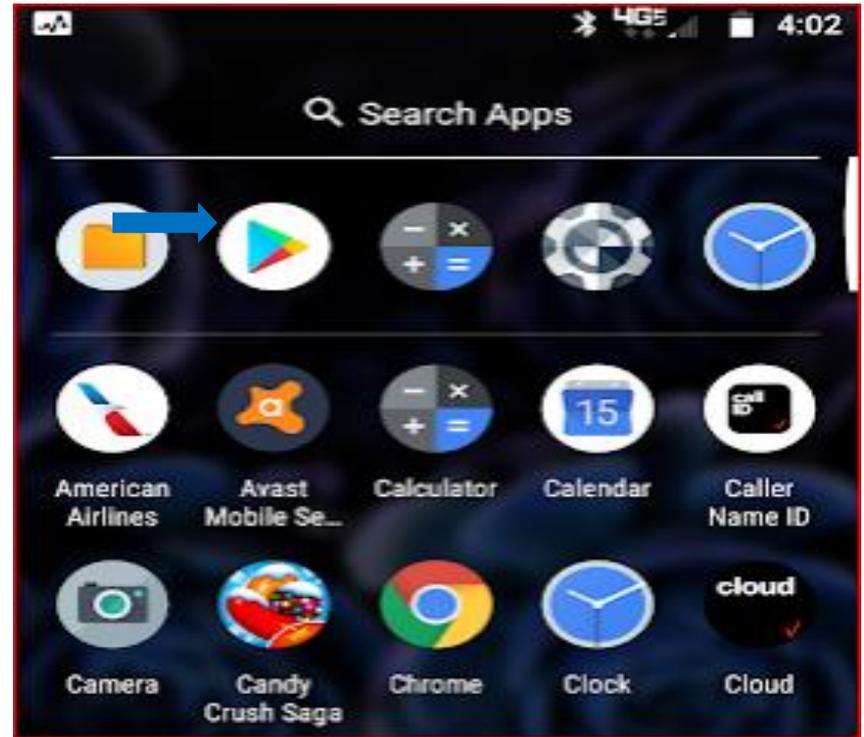
Downloading the Checklist Tool on an Android Device

Adding the tool to your Home screen

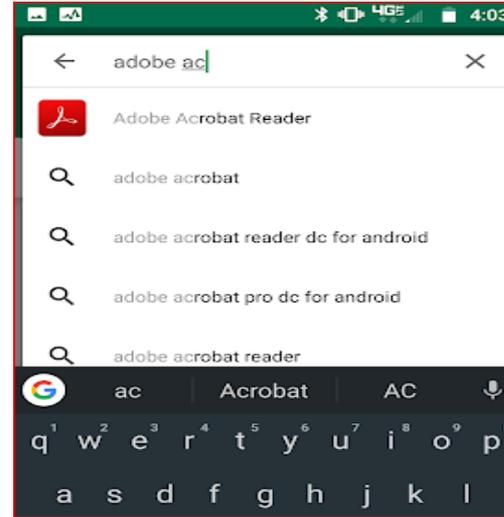
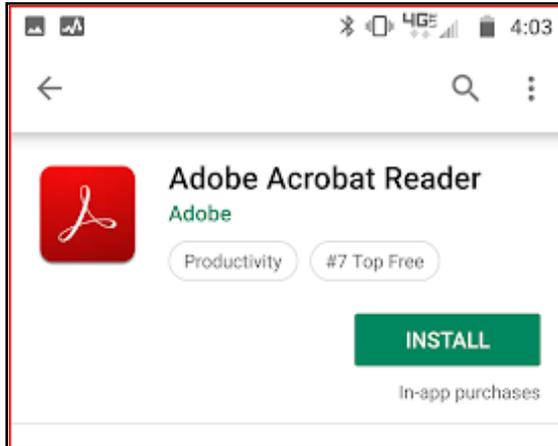
- Click the three dots at the top right of your browser from the homepage of the site and select “**Add to Home Screen.**” This will save the website as if it were it’s own application on the home screen of your phone.



- The recommended option to **Save and Edit** the Investigative Checklist, is to use the mobile Adobe Acrobat application which can be downloaded free from the Google Play Store



- To download the app, open the Google Play store on your android device and search “Adobe Acrobat”.



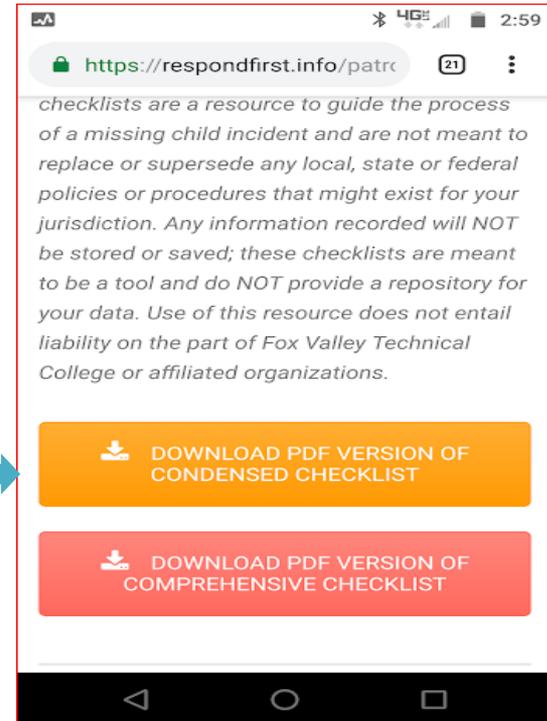
- Tap “Install” to download the App to your phone

- **Step One:**

First, navigate to the

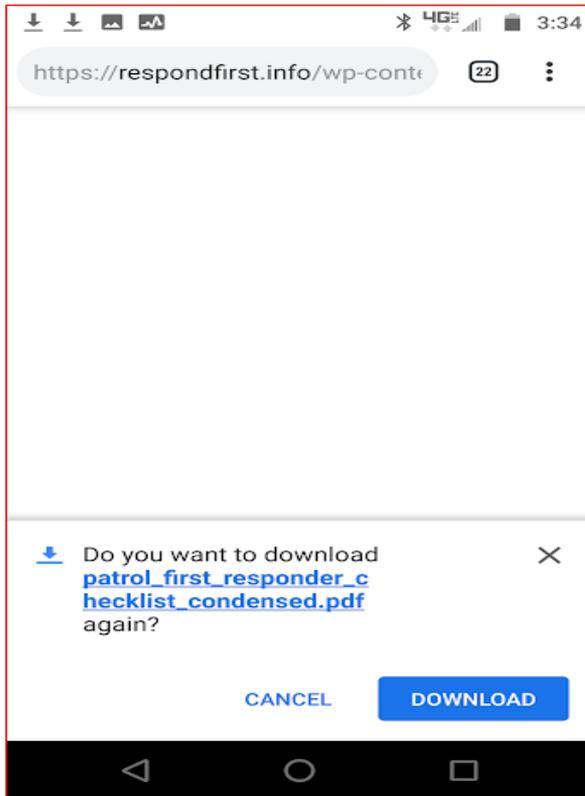
<https://amber-ic.org/resources/checklists/>

website, click on the checklist based on your role, and tap on the PDF checklist you wish to use in your web browser.





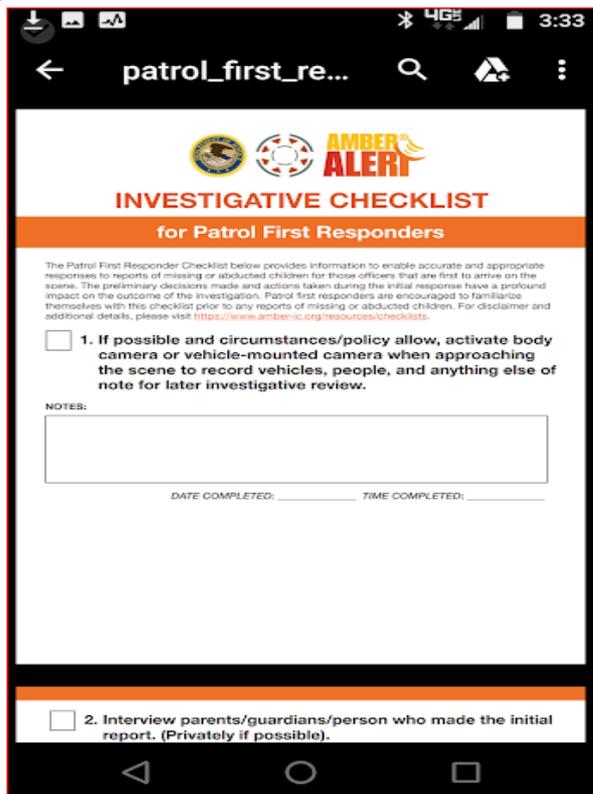
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- **Step Two:** The following window will appear on your screen. Tap “Download”.



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patrol_first_re...

INVESTIGATIVE CHECKLIST
for Patrol First Responders

The Patrol First Responder Checklist below provides information to enable accurate and appropriate responses to reports of missing or abducted children for those officers that are first to arrive on the scene. The preliminary decisions made and actions taken during the initial response have a profound impact on the outcome of the investigation. Patrol first responders are encouraged to familiarize themselves with this checklist prior to any reports of missing or abducted children. For disclaimer and additional details, please visit <https://www.amber-ic.org/resources/checklists>.

1. If possible and circumstances/policy allow, activate body camera or vehicle-mounted camera when approaching the scene to record vehicles, people, and anything else of note for later investigative review.

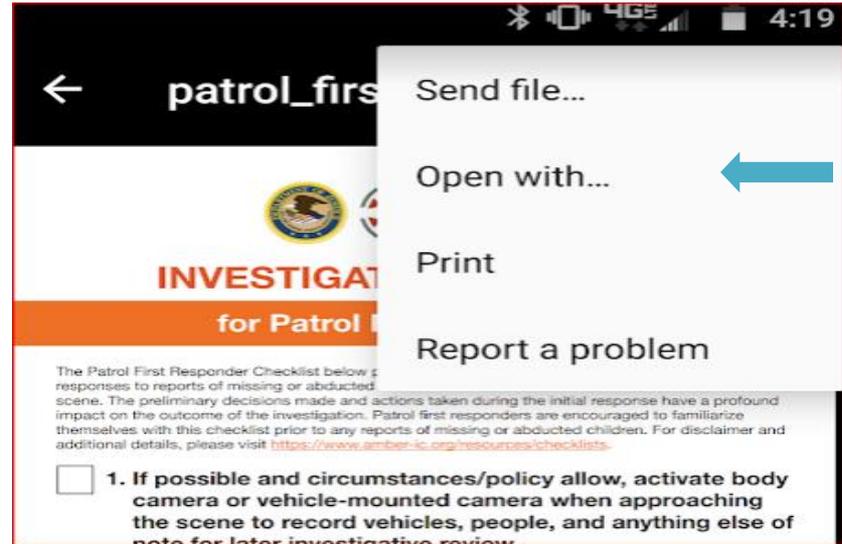
NOTES:

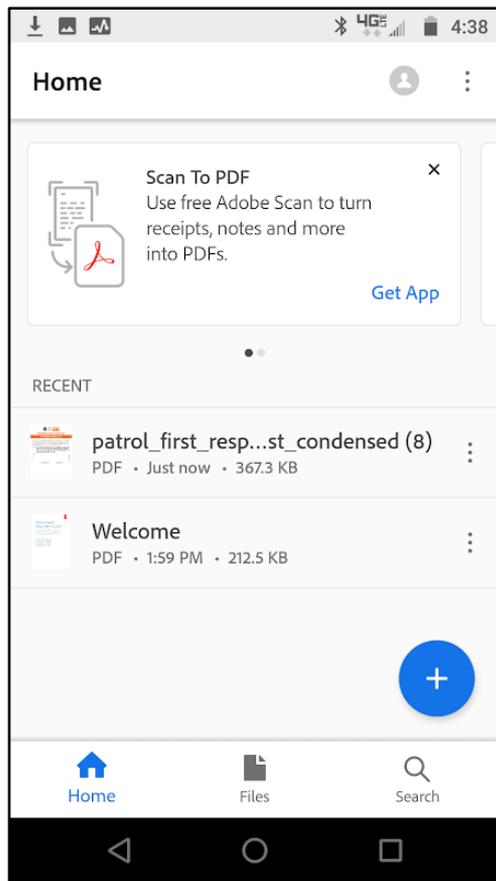
DATE COMPLETED: _____ TIME COMPLETED: _____

2. Interview parents/guardians/person who made the initial report. (Privately if possible).

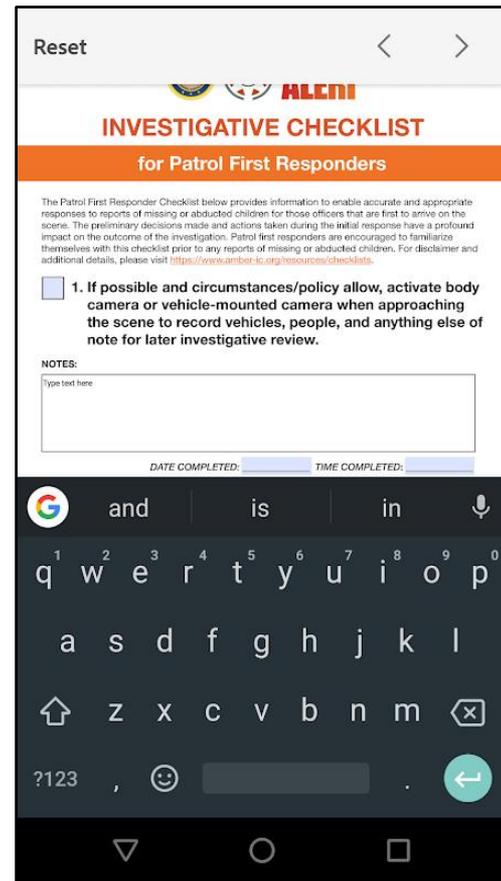
- **Step Three:** Follow the link to the screen pictured. From this page, you will be able to open it directly on Adobe Acrobat Reader. Tap the symbol of three dots at the top right of your screen.

- **Step Four:** Tap the “Open with...” Option. This will allow you to view the PDF in Adobe Acrobat.





- Selecting the checklist will open it in the Adobe Acrobat app. From this view, you will be able to type into the checklist and save the data entered. Be sure to name the file something unique so that you can know exactly which checklist pertains to which case.



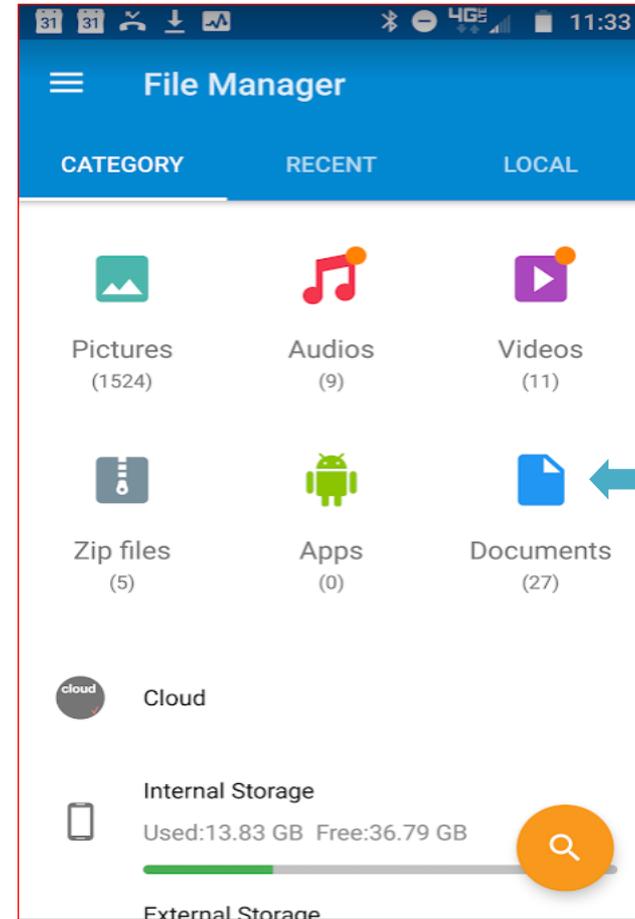


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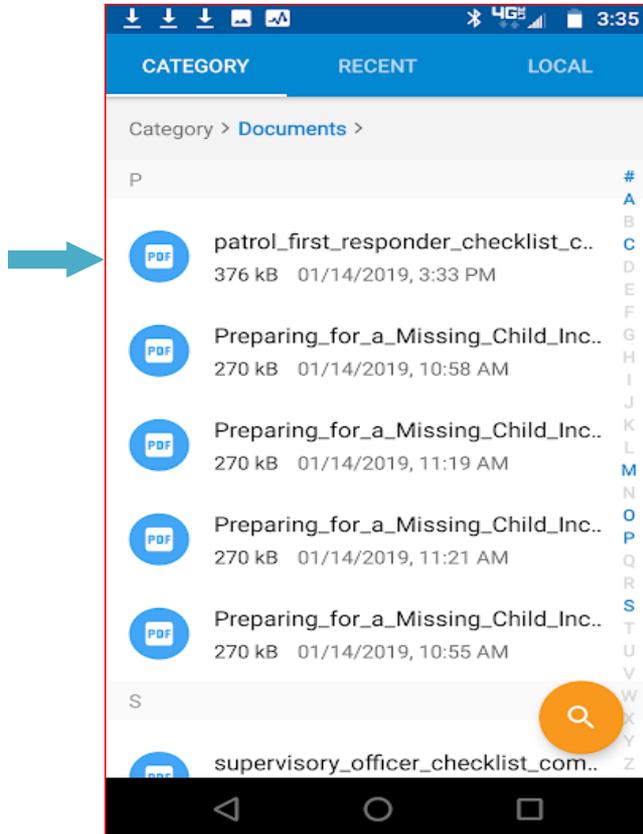
- Additionally, you can view the downloaded PDF in the File Manager application, which comes standard to most android devices.

- File Manger allows you to view all downloaded and saved files, including audio, photo, and video. To view the PDF checklist that have been downloaded, select “Documents”.



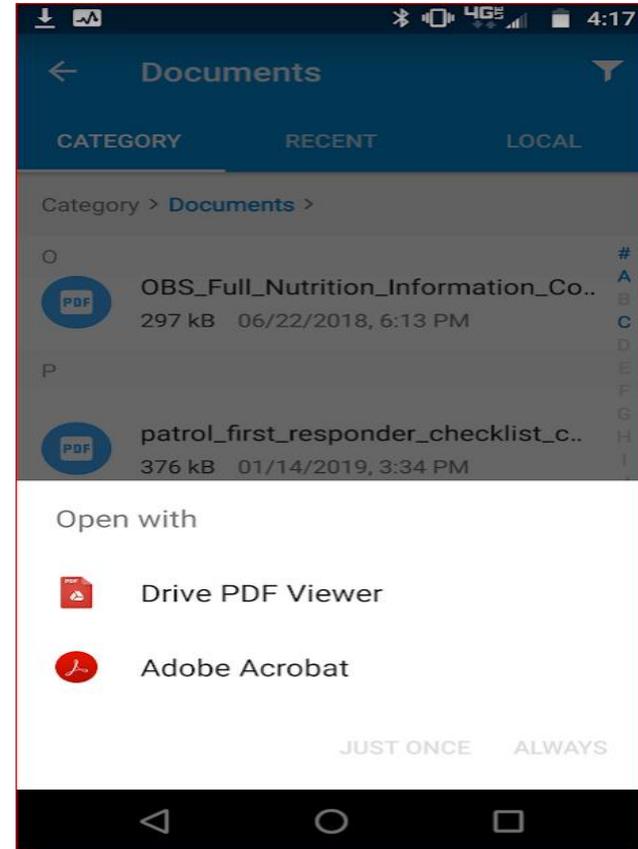


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- Find the title of your file among the documents listed (it is in alphabetical order). You will be able to access this whenever you need to reference to your downloaded document.

- Selecting the checklist from within the file manager app will prompt a screen where you can select how to open the document.





- Viewing the PDF in the Adobe Acrobat application will allow you to take notes and document your progress with relevant data. Adobe will save your work automatically.

← [Camera] [Share] [Search] [More]

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INVESTIGATIVE CHECKLIST

for Patrol First Responders

The Patrol First Responder Checklist below provides information to enable accurate and appropriate responses to reports of missing or abducted children for those officers that are first to arrive on the scene. The preliminary decisions made and actions taken during the initial response have a profound impact on the outcome of the investigation. Patrol first responders are encouraged to familiarize themselves with this checklist prior to any reports of missing or abducted children. For disclaimer and additional details, please visit <https://www.amber.ic.org/resources/checklists>.

1. If possible and circumstances/policy allow, activate body camera or vehicle-mounted camera when approaching the scene to record vehicles, people, and anything else of note for later investigative review.

NOTES:

Camera activated

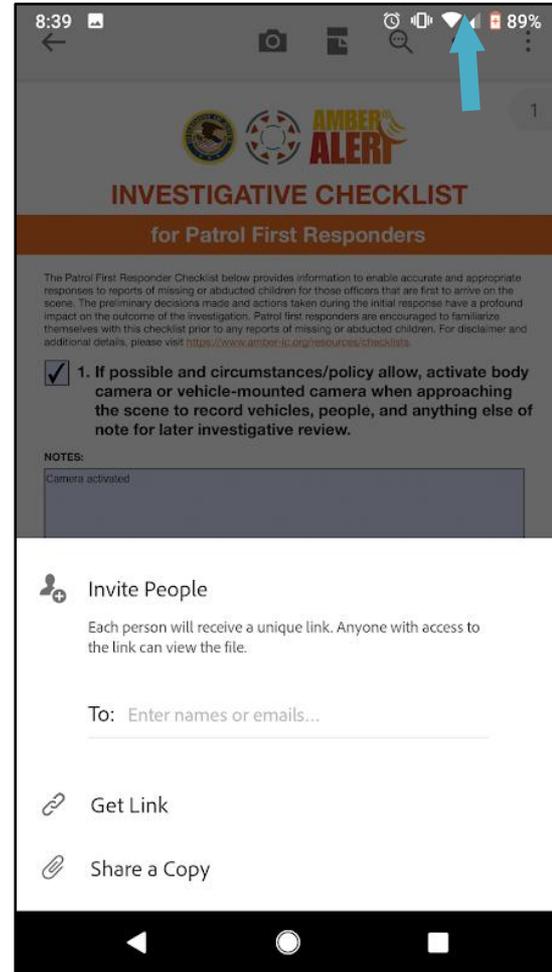
DATE COMPLETED: 1/11/2019 TIME COMPLETED: 7:45pm

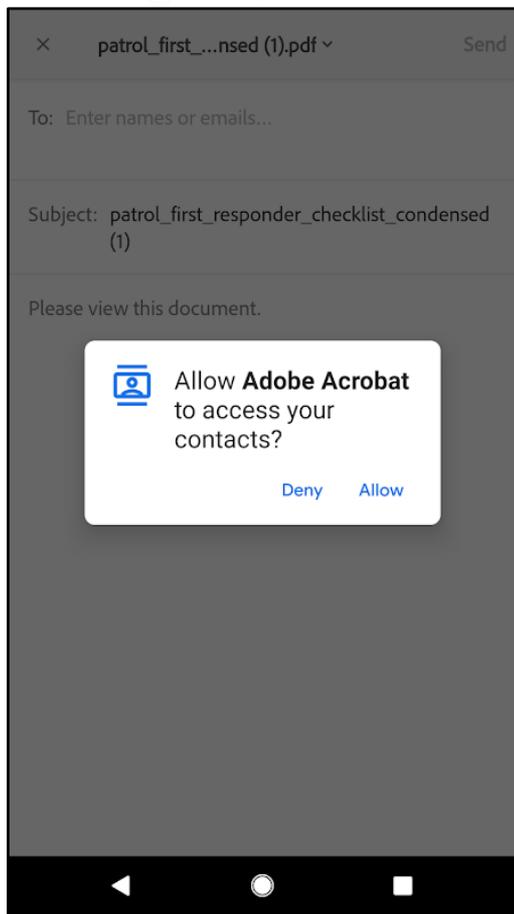
2. Interview parents/guardians/person who made the report. (Privately if possible).

NOTES:

Completed interview with father (John Doe) who stated that the child was last seen with his sister (Jane Doe)

- As you complete the document, you can share it with other individuals at your agency.
- Click the symbol at the top of the page to the right of the magnifying glass. This will bring up options to share the document.





- Selecting the “**Invite People**” option will prompt you to share your contacts (Optional).
- From here you can invite other relevant personnel from your agency to view the document via email.

