

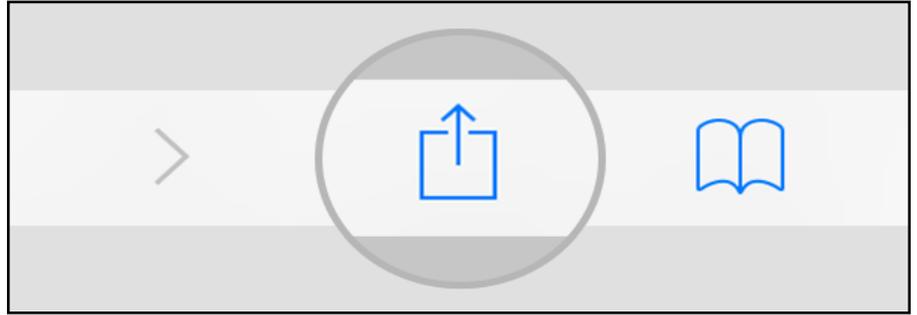


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Downloading the Checklist Tool on an iPhone or Apple Device

Adding the tool to your Home screen

- From the site, select the share button. This is the button that features a box with an arrow pointing out of it. It will be at the bottom of the screen on your browser.

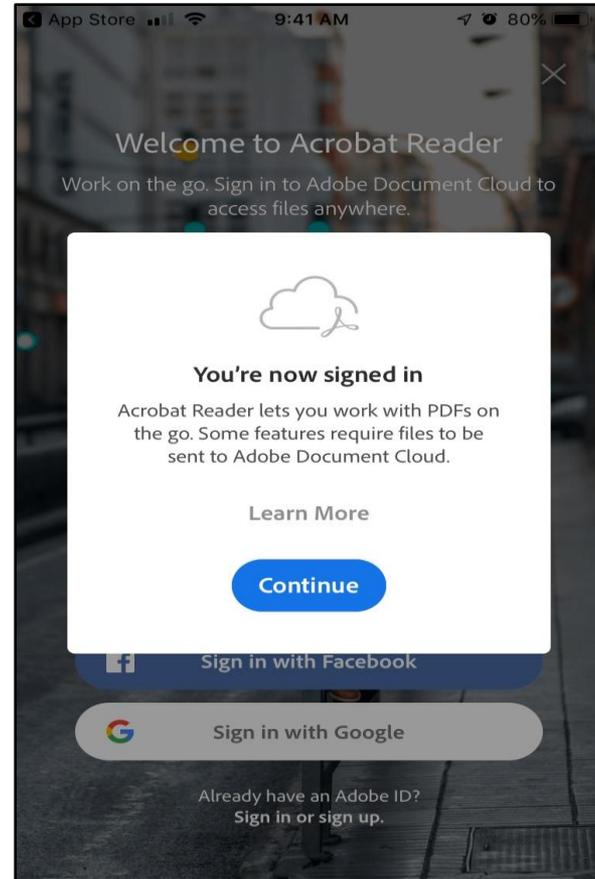


- This will save the website as if it were its own application on the home screen of your phone.

- A recommended option to **Save and Edit** the Investigative Checklist, is to use the mobile Adobe Acrobat application.
- To download the app, open the App Store on your iPhone and search “**Adobe Acrobat Reader**”.
- Click on **GET** to download the app.



- Once downloaded, you will now need to sign in to **Acrobat Reader** using Facebook or Google, or you can sign up in the app.
- Once signed up, click **Continue** to open the app on your iPhone.





- **Step One:** Go to <https://amber-ic.org/resources/checklists/>
- Scroll down to select your Role, choosing one of the following: *Patrol First Responder, Supervisory Officer, or Investigative Officer*. Once identified, click on “Begin Checklist” for your role.

TO BEGIN THE INVESTIGATIVE CHECKLIST, PLEASE SELECT YOUR ROLE BELOW:



PATROL FIRST RESPONDER

The Patrol First Responder Checklist provides law-enforcement officers or first responders with information enabling them to react appropriately to reports of missing or abducted children.

BEGIN CHECKLIST





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INVESTIGATIVE CHECKLIST

1. Obtain briefing and reports from the first responding officer and personnel at the scene.

More Information



From this screen you can see the checklist in your browser including buttons to expand for additional info and tips.



DOWNLOAD PDF VERSION OF
CONDENSED CHECKLIST



DOWNLOAD PDF VERSION OF
COMPREHENSIVE CHECKLIST

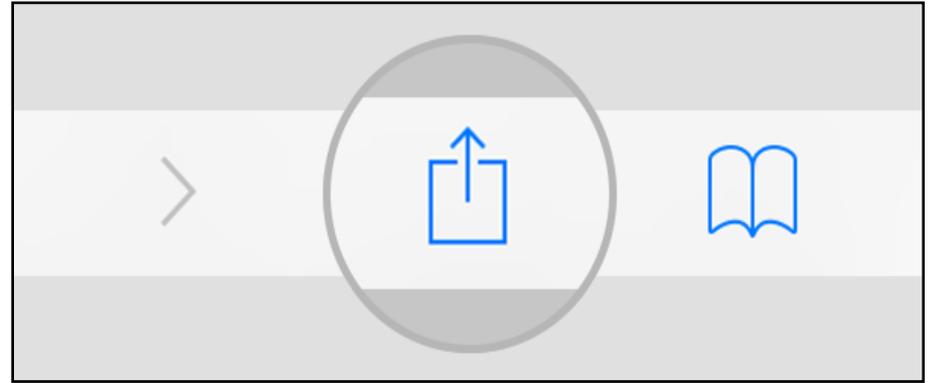


- **Step Two:** Tap “Download PDF Version of Condensed Checklist” or “Download PDF Version of Comprehensive Checklist”.



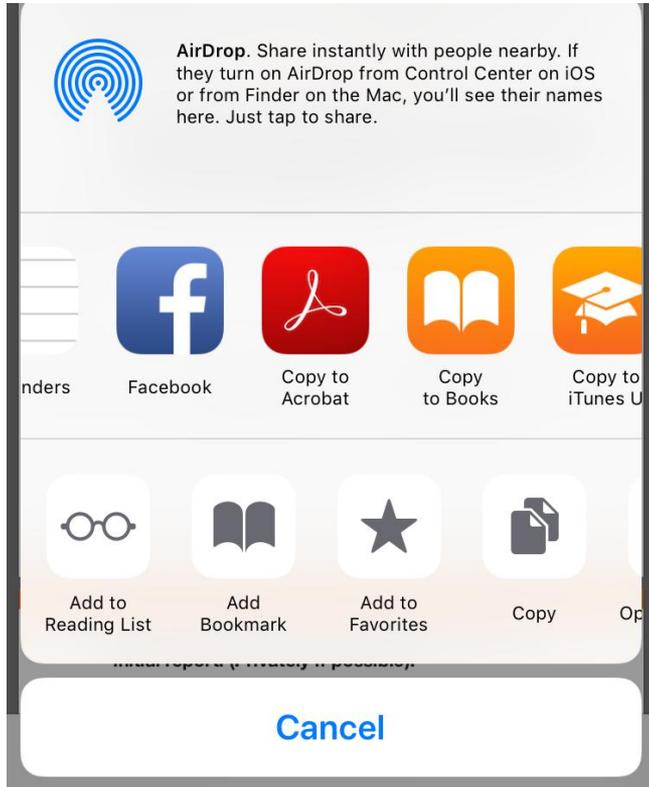
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- **Step Three:** Tap the Share button located on the bottom-left in Mail or in the middle of the bottom bar in the Safari web browser.





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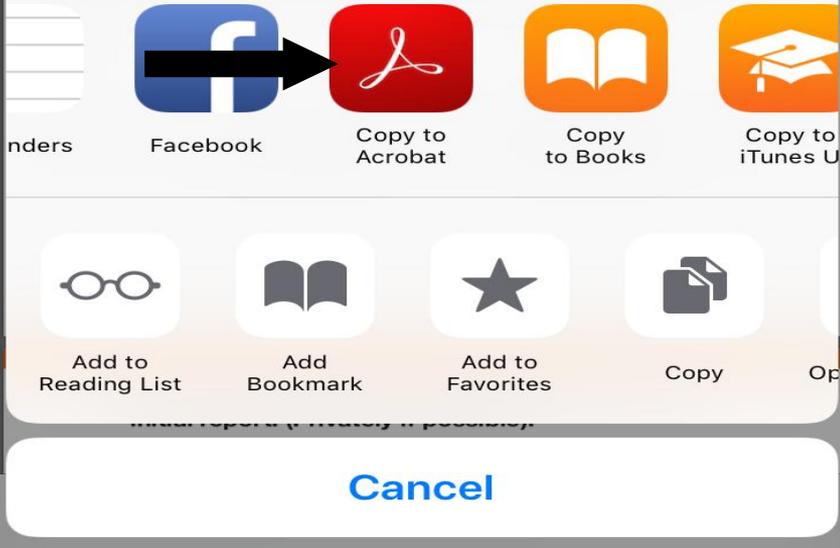
- **Step Four:** The Share button will bring up the share sheet, which is a window with different options for sharing the document. The share sheet has several options for saving the PDF file, depending on how you want to view the file in the future. We recommend the Adobe app to allow for edits.



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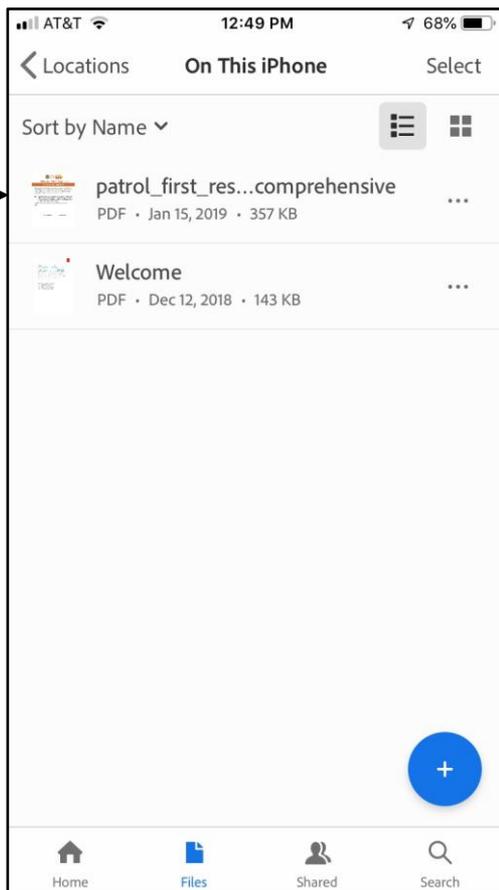
AirDrop. Share instantly with people nearby. If they turn on AirDrop from Control Center on iOS or from Finder on the Mac, you'll see their names here. Just tap to share.



- Choose **Copy to Acrobat** on the share sheet as your method for saving the PDF file.



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- When you access the Adobe Acrobat application on your phone, the downloaded PDF will appear in the list of files.

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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-alert.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.

If no recording device is available, be prepared to take notes of surroundings and observations.

NOTES:

DATE COMPLETED: _____ TIME COMPLETED: _____

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

Interview parents/guardians/reporting person (privately if possible). Confirm and build upon the information gathered by the 911 call taker to ensure you gather complete identifying information on the child and suspect (if known/seen) and can better ascertain the nature of the missing/abducted incident. Telecommunicator Intake Checklist, Refer to pages 6-19.

Resource - Trauma informed response for first responders & police.

NOTES:

My note

- 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.

AT&T 12:51 PM 67%

INVESTIGATIVE CHECKLIST

for Patrol First Responders

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- Click the share button at the top of the page to the right of the magnifying glass. This will bring up options to share the document.

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for Patrol First Responders

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NOTES:

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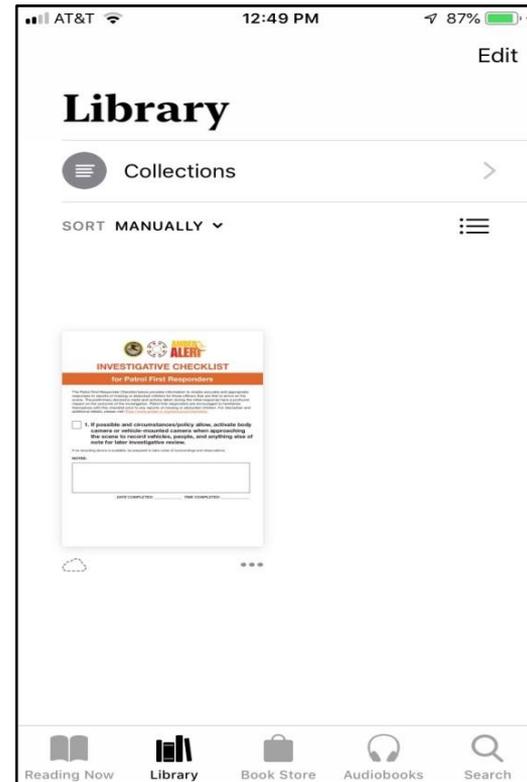
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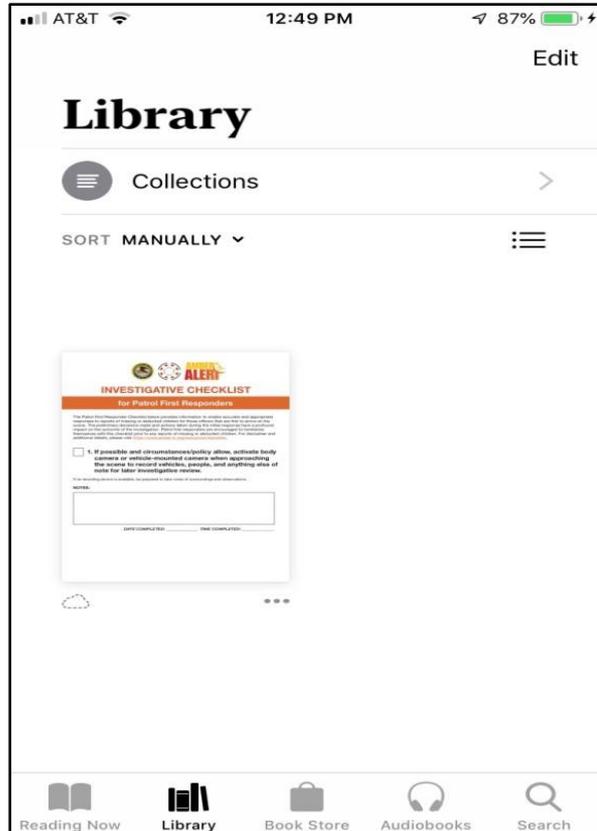
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