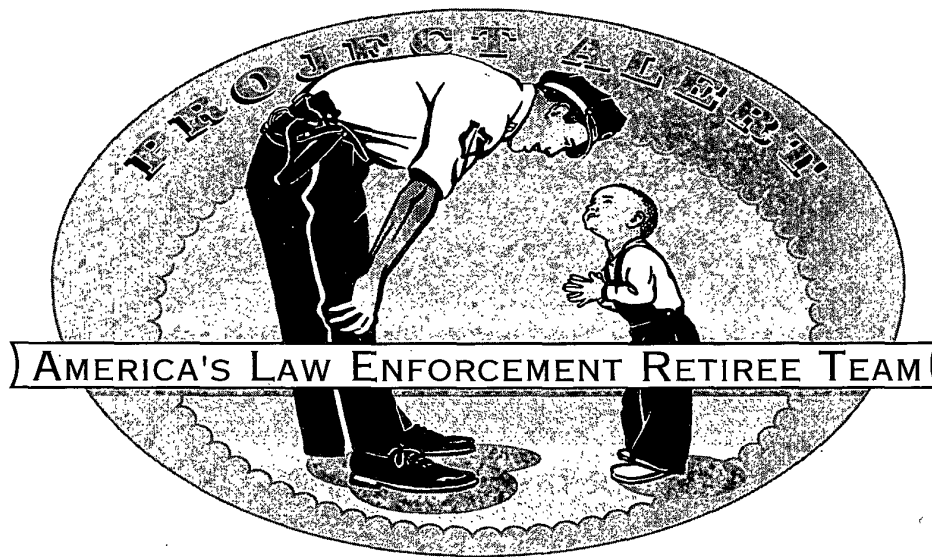


**NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN®**

**PROJECT ALERT POLICY MANUAL**



A Program of the



in cooperation with



*Office of Juvenile Justice  
and Delinquency Prevention*

184649

184649



**NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN®**

**PROJECT ALERT**

**POLICY MANUAL  
RECEIPT AND ACKNOWLEDGEMENT**

On this date I have received the Project ALERT Policy Manual that summarizes NCMEC policies and regulations applicable to the Project ALERT program.

I understand and agree to abide by all of NCMEC policies and practices contained in the policy manual.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project ALERT Services (NCMEC)

# NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN

## PROJECT ALERT MANUAL

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# NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN

## PROJECT ALERT MANUAL

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## **NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN®**

### **PROJECT ALERT MANUAL**

#### **Foreword**

This manual has been compiled as a guide to provide you with a quick reference, guidance, and information about the National Center for Missing & Exploited Children (NCMEC) and the Project ALERT program.

NCMEC operates as a private nonprofit organization that receives funding from several sources including the United States Department of Justice's Office of Juvenile Justice and Delinquency Prevention. Our personnel policies and practices, which are also relevant to Project ALERT Representatives, are approved by NCMEC's Board of Directors.

This manual was designed to help ensure that your experiences will be rewarding and fulfilling. You have access to a unique blend of talented people on staff and materials to give you a better understanding of the issue of missing and exploited children and the resources available to you from NCMEC. **(Appendices F-7 and F-8)**

NCMEC retains the right to change or amend any of these terms or conditions in any manner whenever necessary. This manual does not, in any manner, constitute a contract for employment between Project ALERT Representatives and NCMEC. It is designed for your general use only and merely sets forth those policies and procedures in effect when this manual was published.

We thank you for the generosity of your time to help children and reunite families, and we look forward to working with you. We know that you will be a welcome addition to the Project ALERT team.



## **NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN**

### **PROJECT ALERT MANUAL**

#### **GENERAL INFORMATION**

**ID Badges** - A photographic identification badge will be issued to each Representative by NCMEC. Each Representative must wear his or her identification badge at all times when on official NCMEC assignments.

**Business Cards** - Business cards are available and will be issued to Representatives upon request.

**Publications** - NCMEC publishes a number of brochures and books regarding missing and exploited children. All of these publications are available to you.

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The National Center for Missing & Exploited Children (NCMEC) is the national clearinghouse and resource center funded under Cooperative Agreement #98-MC-CX-K002 from the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice.

Points of view or opinions in this manual are those of NCMEC and do not necessarily represent the official position or policies of the U.S. Department of Justice.



## **ORGANIZATIONS ENDORSING THE PROJECT ALERT PROGRAM**

- ❖ Alcohol, Tobacco and Firearms Association of Retirees
- ❖ Association of Former Customs Special Agents, Inc.
- ❖ Association of Former Federal Narcotics Agents
- ❖ Federal Investigators Association
- ❖ Federal Law Enforcement Officers Association
- ❖ Fraternal Order of Police
- ❖ Major Cities Chiefs
- ❖ National Association of Police Organizations
- ❖ National Association of Retired Postal Inspectors
- ❖ National Organization of Black Law Enforcement Executives
- ❖ National Sheriffs' Association
- ❖ National Troopers Coalition
- ❖ Society of Former Agents of the F.B.I.
- ❖ Society of Former Agents of the U.S. Secret Service
- ❖ U.S. Marshals Service

**NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN**  
**PROJECT ALERT MANUAL**

**POLICY STATEMENT**

The goal of the Project ALERT program is to provide technical assistance and consultation at no cost to requesting law-enforcement agencies in domestic and international cases of missing, abducted, and sexually exploited children. Additionally, Project ALERT Representatives are available to address missing- and exploited-children's issues at speaking engagements; contribute their unique skills, expertise, and experience to an agency's resource pool; and provide general administrative liaison support to police agencies.



## CHAIN OF COMMAND

- I. General
  - A. Project ALERT Manager
  - B. Director, Missing Children's Division
  - C. Vice President/Chief Operating Officer
  - D. President
- II. Assignments
  - A. During assignments, Representatives will perform at the direction of the requesting agency's chief executive officer or designated appointee.
  - B. When two or more Representatives have responded to an assignment, the Project ALERT Manager shall select a lead spokesperson for the purpose of facilitating communications among the participants at the requesting agency and NCMEC, ensuring receipt of daily reports, and coordinating the presentation of a final report.

## STEERING COMMITTEE

A Project ALERT Steering Committee was established at the inception of the program to provide assistance and service to NCMEC upon request. The purpose of the Steering Committee is to provide guidelines relative to policy and procedures to include but not be limited to

- ❖ Recruitment
- ❖ Screening
- ❖ Funding
- ❖ Communication to the law-enforcement community

Membership of the Steering Committee shall be representative of each national law-enforcement organization endorsing the Project ALERT program and active members of local, state, county, federal, and municipal law-enforcement agencies.

A Chairperson shall be elected by the Steering Committee members by a majority vote. The Chairperson shall serve for a 12-month period. In the absence of a candidate for an election, a member may volunteer, without objection of the Steering Committee, to act as the Chairperson for a duration not to exceed a 12-month period. An election shall occur at the conclusion of each 12-month period.

Meetings of the Steering Committee shall be held quarterly during a calendar year or more often at the discretion of the Chairperson and the Project ALERT Manager, but there shall be no less than four meetings annually.

The Chairperson shall create subcommittees as deemed necessary to ensure that the goals of the Project ALERT program are achieved.

## APPLICATIONS

Applications for Project ALERT participation shall be furnished by NCMEC. The applications may be obtained directly from NCMEC and will also be made available through the national police organizations that have endorsed the program.

## QUALIFICATIONS

The qualifications noted below are required in order to be considered as a Project ALERT Representative.

The applicant must be retired from a federal, state, or municipal, law-enforcement agency and must have been a sworn member of that agency at retirement.

The applicant must be able to demonstrate his or her experience in one or more of the areas noted below.

- ❖ Criminal investigation with an emphasis in missing-children or victim-related crimes
- ❖ Information and data analysis
- ❖ Behavioral sciences/criminal profiling
- ❖ Forensic sciences/composite art
- ❖ Public speaking
- ❖ Fingerprinting/photography
- ❖ Search and rescue operations
- ❖ Crime-scene coordination

The applicant must be physically and mentally sound.

The applicant must be able to demonstrate a history of excellent moral and ethical character.

The applicant must be available for assignment as a Project ALERT Representative when requested by NCMEC.

## SELECTION CRITERIA

Candidates for the Project ALERT program will be selected from all applications received. No one will be considered for training unless he or she has submitted a completed application form. Final selection of candidates for each training session will be made by the Selection Committee members of the Project ALERT Steering Committee.

**Applicants who are currently employed as a private investigator and may become involved in the investigation or search for missing children for compensation will be disqualified from the Project ALERT program.**

All applications submitted will be retained on file and will be eligible for selection review as each training session is scheduled.

Applicants will be selected on the basis of experience, expertise, type of service to be performed, availability, and location of current residence. Efforts will be made to ensure a geographic spread of Representatives who are selected for each training class.

**(Appendices F-2 and F-3)**

## CONFLICT OF INTEREST

This Project ALERT Policy Manual incorporates the NCMEC Personnel Policies and Practices Manual #501 guideline that states employees and unpaid Representatives must adhere to the policy guiding conflict of interest as noted below.

“[NCMEC] employees may not participate in any transaction that might result in a conflict, or an apparent conflict, between the private interests of the employee and the interests of the organization.

“[NCMEC] employees must remain free of any involvement or investment that interferes or could appear to interfere with the exercise of their independent judgment in the best interests of the organization or that would constitute, contribute to, or suggest such a conflict of interest. A conflict of interest or the appearance thereof would occur when an employee’s interest in, association with, or simultaneous employment by a competitor of the organization, a supplier of goods or services to the organization, or a client of the organization is such that the employee’s ability to act in the best interest of [NCMEC] may be reasonably questioned.”

In addition, an applicant who wishes to participate in NCMEC’s Project ALERT program will be excluded if he or she is involved in an activity that could APPEAR to interfere with his or her independent judgment. This would include, but is not limited to, activities such as private investigation work, acting as a consultant to private investigators, or involvement in a missing-child-help organization similar to NCMEC.

If your current activities exclude you from participating in NCMEC’s Project ALERT program, do not be discouraged. You may wish to explore alternative community services at local law-enforcement agencies or to one of several nonprofit organizations involved in missing-child issues.

## TRAINING QUALIFICATIONS

No individual shall serve as a Project ALERT Representative or be considered for assignment until he or she has successfully completed the required training offered by the NCMEC Training Division. The current program consists of a basic-training course. Upon satisfactory completion of this training program, the Representative will receive a Certificate of Completion and then be eligible for assignment.

## **PROJECT ALERT REPRESENTATIVE AGREEMENT**

All applicants selected will be required to sign a Project ALERT Representative Agreement indicating that it is mutually understood between NCMEC and the applicant that no compensation is expected during training or for any services provided by the Representative. The signed agreement will also affirm that the applicant will not cause to solicit, obtain, or use any information, especially case-related information, for any transaction that might result in a conflict or an apparent conflict, between the private interests of the Representative and the interests of the organization.



## CONDUCT

Project ALERT Representatives shall conduct themselves at all times in a professional manner that does not bring discredit to NCMEC and to maintain a level of conduct that is consistent with the highest standards of the law-enforcement profession.

- I. Adverse Conduct - Conduct that adversely reflects on one's honesty, integrity, or fitness to be a Project ALERT Representative may result in dismissal such as, but not limited to,
  - A. Making false or fraudulent statements or inducing others to do so.
  - B. Being convicted of a felony or misdemeanor.
  - C. Taking or giving a bribe in any form. A bribe is something of value that serves to induce or influence judgment or conduct.
  - D. Accepting from any person any gratuity, reward, or gift in conjunction with Project ALERT duties.
  - E. Being intoxicated or using narcotics unless prescribed by a physician for an illness.
  - F. Making false official reports.
  - G. Being incompetent or inefficient while performing Project ALERT duties.
  - H. Attempting to induce another to commit any illegal act.
  - I. Ridiculing others. Project ALERT Representatives, while performing their duties, shall not engage in political or religious discussions, nor shall they speak slightingly of the nationality, race, creed, sex, or color of any person; nor shall Project ALERT Representatives ridicule or make disparaging remarks that could tend to jeopardize working relationships with other agencies and organizations.
- II. Periodic Records Checks - An annual check of Representatives' records through the National Crime Information Center's computer shall be conducted pursuant to a conduct readiness evaluation.

## TRAINING

Training of Project ALERT Representatives will be provided in a course and at a location approved by the NCMEC Director of Training and Outreach who shall determine the course, duration, and content.

Project ALERT Representatives selected for training shall be reimbursed for all travel, lodging, and per diem expenses incurred during the training period. Reimbursement shall adhere to NCMEC's internal policies as specified by the Federal Travel Guidelines

## **CONFIDENTIAL INFORMATION AND FILES**

The release of any investigative information to non-law enforcement personnel or any unauthorized individuals, organizations, or groups concerning cases of missing or exploited children gained through the status of a Project ALERT Representative is strictly prohibited and may be cause for termination from the Project ALERT program.

## LAW-ENFORCEMENT AGENCY REQUESTS

Requests for Project ALERT Representative assistance shall be made to the National Center for Missing & Exploited Children and directed to the Project ALERT Manager. Law-enforcement agencies shall be encouraged to pursue first-response assistance available through community mutual-aid and state agencies. Agencies requesting assistance shall clearly specify the type of assistance they require so that the appropriate Representative can be provided. Typical tasks that Project ALERT Representatives may perform include

- ❖ Follow-up leads (locate, interview, document)
- ❖ Organize a Hotline to receive leads
- ❖ Organize and identify community volunteers
- ❖ Review "cold" case(s) for new leads
- ❖ Review taped interviews and video of crime scene for leads
- ❖ Outreach activities (such as speaking engagements, training presentations)

The requesting agency's chief executive, or authorized officer, shall provide the Project ALERT Manager with a signed "Authorization Request for Assistance" form prior to the assignment of a Project ALERT Representative. **(Appendix F-12)**

The determination to provide Project ALERT assistance to a requesting agency shall be at the sole discretion of NCMEC's President, Vice President/Chief Operating Officer, Director of the Missing Children's Division, or Project ALERT Manager.

The requesting agency shall designate an agency member who shall act as a contact for the Project ALERT Representative(s). All site transportation of Project ALERT Representative(s) shall be provided by the requesting agency. The requesting agency shall also provide Project ALERT Representative(s) with desk space, telephone access, and a typewriter or computer while on assignment. The requesting agency shall also provide all the information necessary to perform the requested assistance. **(Appendix F-10)**

## PROJECT ALERT ASSISTANCE

Once a determination is made to provide Project ALERT assistance to a requesting agency, the Project ALERT Manager shall determine and secure for assignment the nearest available Representative(s). Every effort shall be made to provide the requested assistance without delay and as expeditiously as possible. The Project ALERT Manager shall then coordinate all travel and lodging accommodations and provide the assigned Representative(s) and agency contact person with the travel and lodging details. Project ALERT Representatives shall

- ❖ Make daily contact with the Project ALERT Manager while dispatched on case-assistance assignments.
- ❖ Prepare and submit daily activity reports consistent with established NCMEC case-management reporting procedures.
- ❖ Assume a non-intrusive demeanor toward the requesting agency and personnel.
- ❖ Have no contact with the media or victim-family members unless requested by the chief executive officer or authorized agent of the requesting agency and authorized by NCMEC.
- ❖ Ensure confidentiality of the investigation.

**(Appendix F-4)**

## TRAVEL CLAIMS

**Expense Report** - Project ALERT Representatives shall be reimbursed for all transportation, lodging, and per diem costs incurred for official assignments upon presentation of a signed Expense Report to the Project ALERT Manager. A completed expense report form shall be submitted upon completion of an assignment listing the daily expenses and dates of claimed expense. This report shall be completed with the requester's name, purpose and destination, and daily itemization of expenses. Appropriate receipts must also be attached. This report shall be submitted to the Project ALERT Manager who will affix a signature of approval for all appropriate expenses and forward the claim to NCMEC's Accounting Department for reimbursement. Reimbursement shall be made according to NCMEC's internal policies as specified in the Federal Travel Guidelines.

**(Appendix F-6)**

Expenses not related to official assignments will not be reimbursed such as souvenirs and entertainment.

**Cash Disbursement Request Form** - A cash disbursement claim shall be completed for requests for a cash advance. The form shall be completed with the requester's name, address, and purpose for authorization and amount requested. This claim shall be submitted to the Project ALERT Manager who will affix a signature of approval and forward the claim to NCMEC's Accounting Department for disbursement. **(Appendix F-5)**

## PERFORMANCE EVALUATION

Upon completion of a Project ALERT assignment, a performance evaluation will be requested of the user agency so that NCMEC and Project ALERT program personnel can assess the effectiveness of the Representative and the overall usefulness of the program. **(Appendix F-9)**

## REPORTS

### I. Evaluative Oral Report

After-Action Reports shall be limited to an oral report assessing the tasks performed and the evaluation of the assignment unless a written report is otherwise requested by the Project ALERT Manager.

- A. Upon completion of an assignment, an effort shall be made to meet immediately with the lead investigator(s) of the requesting agency.
- B. During the meeting with the lead investigator(s), a verbal overview and assessment of the case with recommendations shall be made in an articulate and organized presentation.

### II. Written Reports

When requested by an agency, and approved by the Project ALERT Manager, a Project ALERT Representative who has been given an assignment and/or a training course to attend shall file an After-Action Report upon completion of the assignment and/or training course. The format for a written report is described in Appendix F-1. This report shall be submitted to the Project ALERT Manager within five (5) days of the completion of the assignment. **DO NOT SUBMIT REPORTS DIRECTLY TO THE REQUESTING AGENCY.**



## EMERGENCY

- I. Normal Work Hours
  - A. In the event of an emergency arising from circumstances during an official assignment (*i.e.*, accidents, illness, family needs, crisis development in case, travel schedule, or per diem expenses) call the Project ALERT Manager at 1-800-843-5678.
  - B. In the absence of the Project ALERT Manager, make notification through the chain of command (**Policy Number #102**)
- II. After Work Hours
  - A. Call the NCMEC Hotline at 1-800-843-5678. Give a brief description of the emergency and request that the Project ALERT Manager be notified immediately.
  - B. If the Project ALERT Manager is not available, request the operator to make notification through the chain of command. (The Hotline Operator can access the pager and home telephone numbers of the appropriate staff members.)

## HAZARDOUS CONDITIONS

Representatives shall avoid participation in hazardous and dangerous conditions of an investigation (*i.e.*, effect arrests, search of residences and other locations, vehicle pursuits).

## MEDIA RELATIONS

- I. Assignments
  - A. All media requests shall first be referred to the investigating agency's representative. Project ALERT Representatives shall maintain a low-profile in deference to the investigating agency.
  - B. Distribution of information to the media shall be solely at the direction of the chief executive officer and lead investigating officer of the requesting agency.
  - C. All requests from the media shall be immediately reported to the Project ALERT Manager and approved/authorized before responding.
- II. Nonassignment Related Contacts
  - A. Issue Related Matters - Any contact with the media shall first be authorized and coordinated with the Project ALERT Manager. Any reference to national statistics shall be consistent with the available reports NCMEC provides. **(Appendix F-11)** All requests from the media shall be immediately reported to the Project ALERT Manager and approved/authorized before responding.
  - B. Personal Matters - When contacted by the local media for a personal profile story, regarding your status as a Project ALERT Representative, you are encouraged to cooperate after first obtaining authorization from NCMEC. Any reference to national statistics shall be consistent with the available reports NCMEC provides. **(Appendix F-11)** All requests from the media shall be immediately reported to the Project ALERT Manager and approved/authorized before responding.

## DRUG-FREE WORKPLACE

Project ALERT Representatives are subject to the same rules and regulations as NCMEC “employees.” The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the NCMEC workplace. An employee who violates this policy will be disciplined, up to and including termination. [NOTE: The “workplace” is defined as any location where a Project ALERT Representative’s presence is requested by NCMEC.]

As a condition of continued employment, you are expected and required to abide by the terms of this statement and to notify the Project ALERT Manager of any criminal drug statute conviction for a violation occurring in the NCMEC workplace no later than five (5) days after conviction. A conviction means a finding of guilt, including a plea of *nolo contendere*, or imposition of a sentence, or both by any judicial body with the responsibility to determine violations of the federal or state criminal drug statutes.

## SEXUAL HARASSMENT

Project ALERT Representatives are subject to the same rules and regulations as NCMEC "employees" on all occasions while representing NCMEC.

NCMEC is committed to providing a bias-free work environment for all employees. Consistent with NCMEC's respect for the rights and dignity of each employee, sexual harassment shall neither be sanctioned nor tolerated. All employees should, therefore, be aware of the items noted below.

- I. Sexual harassment is strictly prohibited. Sexual harassment has been defined by government regulations as "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature ... (when) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's basis for employment decisions affecting such individual; or ... such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment." Any employee who feels he or she has been subjected to the above described conduct is encouraged to file a complaint in accordance with Personnel Policies and Practices manual #100, paragraph 4 (also IV below).
- II. Officers and other supervisory personnel shall be responsible for assuring that no staff member is subjected to conduct that constitutes sexual harassment.
- III. Employees found to have engaged in sexual harassment shall be subject to immediate and appropriate action, up to and including discharge.
- IV. Any complaint regarding sexual harassment shall be treated confidentially and may be brought to the attention of either the employee's immediate supervisor or NCMEC's in-house General Counsel, whomever the employee determines to be the most effective person to provide assistance.
- V. No employee will be retaliated against when he or she acts in good faith by bringing a claim forward under this policy.

## SMOKING

Project ALERT Representatives are subject to the same rules and regulations as NCMEC "employees" on all occasions while representing NCMEC.

NCMEC has a responsibility to provide and maintain a healthful and clean working environment. To this end, a NO SMOKING policy has been adopted. Smoking will not be permitted in any area in NCMEC. [NOTE: Project ALERT Representatives shall follow the policies regarding smoking as set by the agencies to which they are assigned.]

---

### After-Action Reports

All National Clearinghouse staff members who travel off-site to conduct visits, inspections, and training programs or attend NCMEC sanctioned training are required to file an After-Action Report upon completion of the trip, unless this requirement is expressly waived by the Chief Operating Officer (COO). This report is to be submitted to the staff member's immediate supervisor and COO within five (5) days of the staff member's return to the office. The format noted below is to be used for all such reports.

#### AFTER-ACTION REPORT

[Date]  
[Trip/Meeting]  
[Staff Member's Name]

##### I. Introduction

This section needs to include a brief introduction as to what the After-Action Report is about (who, what, why, when, where).

##### II. Procedures

Procedures include **how** the process took place. This section may be brief depending upon the activity.

##### III. Observations/Discussion

This section should include any discussion about the process and/or the results. Individual perceptions and opinions should be labeled as such. It is important to remember that this section serves as a **critique** that will provide information on how the process worked; what worked well; and, if applicable, what might not have worked.

##### IV. Recommendations

This section provides the writer with an opportunity to make recommendations that may enhance the particular process addressed in this report. The anticipated outcome of each recommendation should be included.

PROJECT ALERT *APPLICANT* TRACKING SHEET

INITIAL REQUEST: \_\_\_/\_\_\_/\_\_\_

NAME: \_\_\_\_\_ AFFILIATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ POSTED: \_\_\_/\_\_\_/\_\_\_

PACKAGE SENT: \_\_\_/\_\_\_/\_\_\_ PACKAGE REC'D: \_\_\_/\_\_\_/\_\_\_

---

---

APPLICATION REVIEW

AVAILABILITY (DATES, DAYS, HOURS): \_\_\_\_\_

EMPLOYMENT HISTORY VERIFICATION: \_\_\_\_\_

REFERENCES CHECKED: \_\_\_\_\_ NCIC CHECKED: \_\_\_\_\_

LANGUAGES/PROFICIENCY: \_\_\_\_\_

SPECIAL SKILLS: \_\_\_\_\_

RESTRICTIONS/PREFERENCES: \_\_\_\_\_

APPLICANT ACCEPTED FOR TRAINING: \_\_\_/\_\_\_/\_\_\_

APPLICANT REJECTED FOR TRAINING: \_\_\_/\_\_\_/\_\_\_

---

---

TRAINING VERIFICATION

TRAINING DATE(S): \_\_\_\_\_ ID ISSUED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

---

---

ADDITIONAL COMMENTS: \_\_\_\_\_

---

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Revised 1/99



**Project ALERT APPLICANT REFERENCE SHEET**

Reference Check for: \_\_\_\_\_

Date: \_\_\_\_\_ Overall Rating: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Employee?    Y / N        Dates of Employment: \_\_\_\_\_

Known how long? \_\_\_\_\_

Nature of Work/Responsibilities: \_\_\_\_\_

**RATING AREAS**                      **PERFORMANCE:**    **O**        **VG**        **G**        **U**

O-Outstanding; VG-Very Good; G-Good; U-Unqualified
--

Attendance \_\_\_\_\_

Cooperation \_\_\_\_\_

Initiative \_\_\_\_\_

Productivity \_\_\_\_\_

Job Knowledge \_\_\_\_\_

Reliability \_\_\_\_\_

Quality of Work \_\_\_\_\_

Other Comments \_\_\_\_\_

Reference check completed by: \_\_\_\_\_

Revised 1/99

[illegible]

## CASH DISBURSEMENT REQUEST FORM

**F-5**

# National Center for Missing & Exploited Children

## Expense Report

Name: \_\_\_\_\_ Travel Dates: \_\_\_\_\_

Purpose/Destination of Travel: \_\_\_\_\_

Dates:

P = Prepd

		Day 1	Day 2	Day 3	Day 4	Day 5	Total
Air (attach copy of ticket)							
Hotel (attach receipt)							
Car Rental (attach receipt)							
Meals (attach receipts)							
Personal Auto							
_____ miles @ _____/mile							
Taxis (attach receipt)							
Parking (attach receipt)							
Other _____							
Other _____							
Daily Totals							
Total Costs							
Total Prepaid							
Less Cash Advance							
Total Due Traveler/NCMEC							

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## **INVESTIGATIVE RESOURCES**

### **Federal Bureau of Investigation (FBI)**

J. Edgar Hoover Building  
935 Pennsylvania Avenue, NW  
Washington, DC 20535  
(202) 324-3000 – General Information  
(202) 324-4245 – Fugitive Unit (Information on UFAP Warrants)

### **Federal Parent Locator Service (FPLS)**

370 L'Enfant Promenade, SW  
Washington, DC 20447  
(202) 401-9267

### **International Police Organization (INTERPOL)**

U.S. National Central Bureau  
U.S. Department of Justice  
Bicentennial Building  
Washington, DC 20530  
(202) 272-3838  
ORI-DCINTER00

### **National Association for Search and Rescue (NASAR)**

PO Box 3709  
Fairfax, Virginia 22038  
(703) 352-1349

### **National Center for the Analysis of Violent Crime (Criminal Profiling)**

FBI Academy  
Quantico, Virginia 22135  
1-800-634-4097 or (703) 640-6131

### **National Center for Missing & Exploited Children (NCMEC)**

2101 Wilson Boulevard, Suite 550  
Arlington, VA 22201-3077  
1-800-THE-LOST (1-800-843-5678) – Hotline  
(703) 235-3900 – General Information  
(703) 516-6137 – Training Center  
ORI-VA009019W

**National Crime Information Center (NCIC)**

J. Edgar Hoover Building  
935 Pennsylvania Avenue, NW  
Washington, DC 20535  
(202) 324-NCIC – General Information  
ORI-DCFBIWAT8

**U.S. Customs Service**

1301 Constitution Avenue, NW, Room 3136  
Washington, DC 20229  
(202) 566-2101

**U.S. Department of Defense**

Office of Family Policy, Support and Services  
4015 Wilson Boulevard, Suite 903  
Arlington, Virginia 22203  
(202) 696-4555

**U.S. Department of State**

Child Custody Division, Room 4817  
Office of Consular Affairs – CA/OCS/CCS  
Washington, DC 20520-4818  
(202) 736-7000 – International Abductions  
(202) 326-6168 – Passport Services

**U.S. Immigration and Naturalization Service**

425 I Street, NW, Room 7100  
Washington, DC 20536  
(202) 633-2829

**U.S. Office of Personnel Management**

1900 E Street, NW  
Washington, DC 20415  
(202) 606-2424

**U.S. Postal Inspection Service**

Inspection Division, Room 3100  
475 L'Enfant Plaza, SW  
Washington, DC 20260-2100  
(202) 268-4267

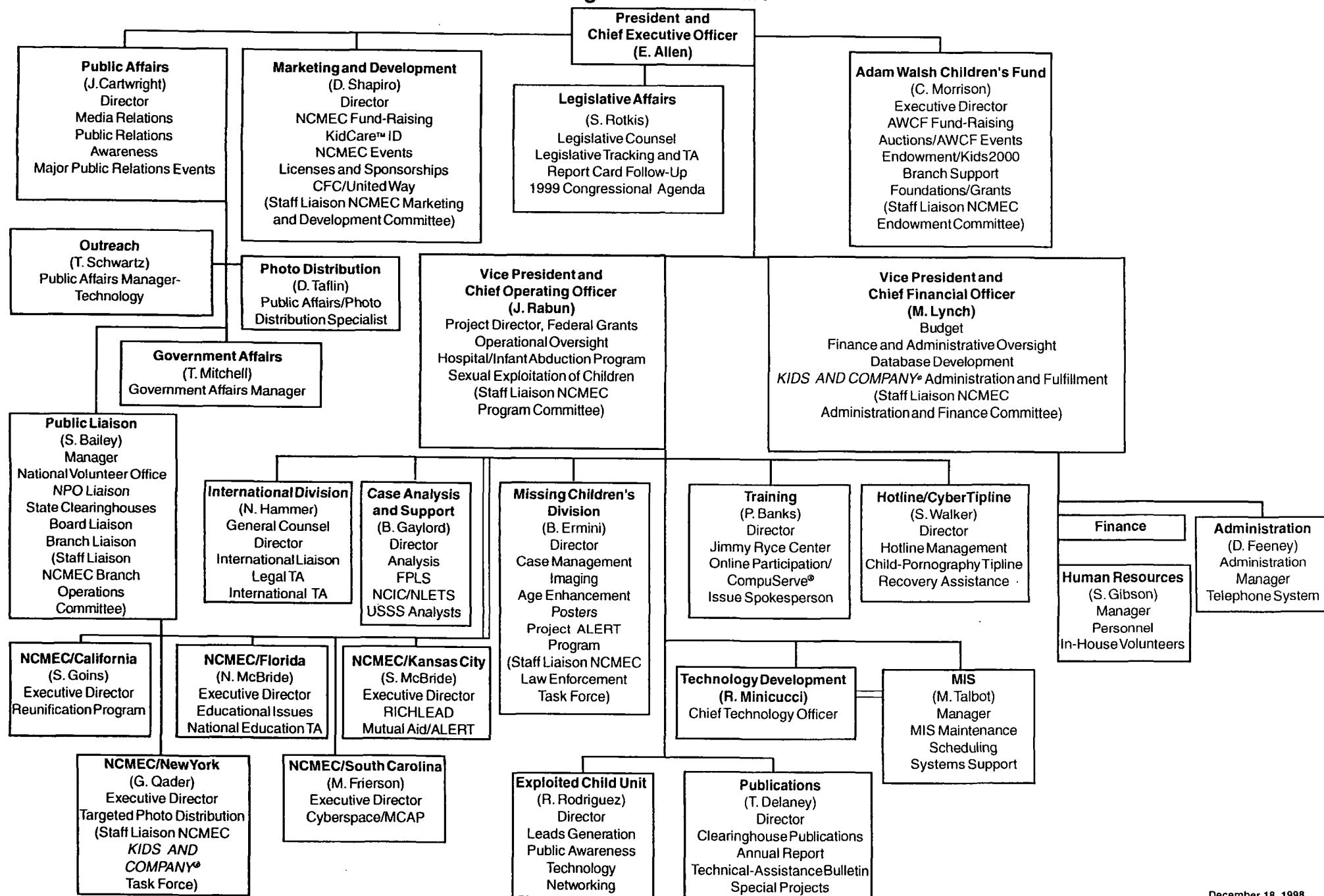
## **Local, State, and Regional Resources**

- Air National Guard
- Airport Security Staff
- Child Protective Services
- Civil Air Patrol
- CB-React Groups
- Dog Handlers
- Fire Departments
- Local Police Agencies
- Missing Children's Groups
- State Missing Children's Clearinghouses
- Media Contacts
- Printing Resources
- Runaway Shelters
- School Resources
- Youth Organizations
- Search and Rescue Units
- Telephone Companies
- Transportation System
- Utility Systems

Revised 1/99

# National Center for Missing & Exploited Children

## Organizational Chart





# NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN

## PROJECT ALERT PERFORMANCE EVALUATION

The National Center for Missing & Exploited Children (NCMEC) wants to provide you with the best possible service. Please evaluate our performance and that of the Project ALERT Representative(s) in the ten areas noted below.

*Please enter a number between 1 and 10 (1=lowest to 10=highest)*

1. What is your overall level of satisfaction in working with NCMEC? (\_\_\_\_)

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

2. How would you rate the professionalism of the NCMEC staff? (\_\_\_\_)

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

3. How well has NCMEC staff explained the Project ALERT program and our other available services? (\_\_\_\_)

*Comments:* \_\_\_\_\_

What is your overall level of satisfaction with the Project ALERT Representative(s)

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

4. How would you rate the professionalism of the Project ALERT Representative(s) assigned to assist you? (\_\_\_\_) *Comments:* \_\_\_\_\_

5. How well has the Project ALERT Representative(s) been able to understand and communicate with you regarding your primary concerns? (\_\_\_\_)

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

6. How well-prepared was the Project ALERT Representative(s) in his, her, or their technical ability to provide assistance in the development of multiple options, approaches, and strategies? (\_\_\_\_)

Comments: \_\_\_\_\_

\_\_\_\_\_

7. How would you rate the Project ALERT Representative(s) ability to cooperate and coordinate with members of your staff and others? (\_\_\_\_)

Comments: \_\_\_\_\_

\_\_\_\_\_

8. Would you recommend using the services of Project ALERT Representatives for your agency again? (\_\_\_\_)

Comments: \_\_\_\_\_

\_\_\_\_\_

9. Please give us your recommendations or suggestions to improve overall services: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you for taking the time to share your comments and observations with us. Your comments are extremely valuable to us. Please be assured that your input will be used to determine how we can continue to increase the quality of service we provide to you and other law-enforcement personnel in the future.

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

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PROJECT ALERT *REQUEST FOR SERVICES*

REQUEST DATE: \_\_\_\_\_ DATE NEEDED: \_\_\_\_\_

REQUEST TYPE: ☐ CASE ASSISTANCE  
☐ PUBLIC SPEAKING  
☐ ADMINISTRATIVE  
☐ SPECIAL SKILLS

CONTACT: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

AGENCY: \_\_\_\_\_ ORI #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ POSTED: \_\_\_\_\_

ADDITIONAL INFORMATION ABOUT REQUEST:

SKILLS REQUIRED:

REPRESENTATIVE ASSIGNED:

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2101 Wilson Boulevard  
Suite 550 • Arlington, VA  
22201-3052

Telephone: 703-235-3900

Facsimile: 703-235-4067

<http://www.missingkids.com>

Branches:  
California  
Florida  
New York  
South Carolina

Adam Walsh Children's Fund

## FACT SHEET

### 1998 MISSING CHILDREN STATISTICS

- In 1998, 932,190<sup>1</sup> missing persons (adults and juveniles) were reported missing to the police and entered into the FBI's National Crime Information Center (NCIC) computer.
- This is a positive development, the first time in 16 years since the passage of the Missing Children's Act in 1982 that there has been a significant reduction in the number of missing persons reported to the police. There was a 1.4% decline in 1996. **The 1998 reports were down 5% from 1997. Yet, the total increase since 1982 is still over 500% (154,341 entries in 1982 vs. 932,190 entries in 1998).**
- The FBI estimates that 85 – 90% of missing persons are juveniles.<sup>2</sup> Thus, in approximately 800,000 cases (or 2,200 per day) the disappearance of a child was serious enough that a parent called the police, the police took a report, and the police entered that report into NCIC.
- In 1990 Congress passed the National Child Search Assistance Act, mandating an immediate police report and NCIC entry in every case. Since 1990, NCIC missing persons reports have increased 40.4%.
- The primary NCIC categories in which missing children reports are entered are

**"Juvenile" – 749,090 cases, down 6.5% from 1997** (police enter most missing child cases in "Juvenile," including some nonfamily abductions where there is no evidence of foul play)

**"Endangered" – 111,723 cases** (adults and juveniles), **an increase of 5% over 1997** (defined as "missing and in the company of another person under circumstances indicating that his or her physical safety is in danger")

**"Involuntary" – 33,038 cases** (adults and juveniles), **a decrease of 2.5% from 1997** (defined as "missing under circumstances indicating that the disappearance was not voluntary; i.e., abduction or kidnapping")

<sup>1</sup> NCIC Missing/Unidentified Person File Report for 1998, Washington, D.C.: National Crime Information Center, Federal Bureau of Investigation, U.S. Department of Justice, January 1999, page 1.

<sup>2</sup> This estimate is annually confirmed through personal communication with officials at the National Crime Information Center. All remaining statistics and comparisons are prepared by the National Center for Missing & Exploited Children's Case Analysis and Support Division based on the numbers supplied in these yearly reports.

*PROJECT ALERT*

*AUTHORIZATION REQUEST FOR ASSISTANCE FORM*

The agency official designated below is requesting Project ALERT assistance and is authorized by the agency to make such a request. It is understood that travel costs, hotel, and per diem expenses will be provided to the Representative(s) by the National Center for Missing & Exploited Children. The agency official agrees to provide the Project ALERT Representative(s) with site transportation, if required. The agency official also agrees to provide the Representative(s) with desk space, a telephone, a typewriter or computer, and access to all pertinent information while on assignment. The agency official agrees that termination of the use of the Representative(s) will be at the discretion of NCMEC or the agency official. Termination of the assistance request shall be in writing.

Date of Request: \_\_\_\_\_ Time of Request: \_\_\_\_\_

Agency: \_\_\_\_\_ ORI#: \_\_\_\_\_

Agency Official Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Nature of Request for Services of Project ALERT Representative(s) (be specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The signature below indicates my official request for the use of (a) Project ALERT Representative(s), and I understand and will comply with the above stated provisions.

Signature of Authorized Agency Official: \_\_\_\_\_

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