1. When a child is missing or has absconded, a report is promptly made to Law Enforcement (LE) in the jurisdiction where the child has been reported missing. LE has two (2) hours to enter the child into NCIC according to state law and the Adam Walsh Act.

2. If the child is in danger, specific details are reported to law enforcement immediately. Do not wait to report. If LE does not respond timely, contact the Tennessee Bureau of Investigation (TBI).

3. An Amber Alert may be issued if the child is in imminent danger of bodily injury or situations which includes the following:
   - The child is believed to be out of the zone of safety for his/her age and developmental stage.
   - The child has a mental, physical, or developmental disability.
   - The child has a life-threatening drug dependency.
   - The child is in a life-threatening situation.
   - The child is in the company of adults who could endanger his/her welfare such as a known perpetrator.

   The child (absconder or missing child) must be in imminent danger. This includes, but is not limited to a child:
   - Who has serious medical issues
   - Who is in the company of a known perpetrator (name the perpetrator[s]), or
   - Who is a threat to him/herself

4. An Endangered Child Alert may be issued in these instances:
   - A runaway child has a special need due to age or medical condition.
   - A child is out of their zone of safety.

   A report on the absconder/missing child must be promptly made to the local law enforcement (LLE) agency in the jurisdiction from which the child has either absconded or has been reported missing.
The LLE agency has two (2) hours from the time of receiving the report to enter the child into the NCIC according to State Law and the Adam Walsh Act.

The danger that the child is in must immediately be expressed to the LLE agency after the danger is known. **Do not wait to report it!** If there are problems with reporting or the LLE is not responding appropriately, contact TBI immediately for assistance. **Do not wait to report it!**

5. The determination of whether an **AMBER Alert or Endangered Child Alert (ECA)** is issued is decided by Law Enforcement and will be issued is made by the TBI Tennessee Bureau of Investigation (TBI) after receiving the request for activation from the LE LLE agency.

6. If LE the LLE agency does not contact the TBI to issue an ECA or Amber Alert, as applicable, contact the TBI TBI at 1-800-TBI-FIND. Ask for assistance in issuing the alert and ask that they contact the LE agency so a determination can be made. Provide the TBI with **Advise TBI that there is a situation requiring an ECA, the LLE agency contacted (name the specific LLE agency), and provide a 24-hour contact telephone number. TBI will contact the LLE agency to verify the information and offer their assistance to the LLE agency.**

7. If the AMBER/ECA is issued, the **occurs**, provide the TBI with: **will require the following:**
   a) A release form (provided by TBI), signed by the requester (usually CM, TL, or TC).
   b) A color photograph sent electronically. **Photos in J-peg or other usable format.**
   c) Other pertinent documentation and information.

8. TBI **will then** makes the determination with **LE if on whether** the case qualifies for an AMBER/ECA. If approved, TBI will then activate the appropriate alert according to their policy. Notify regional leadership and the Absconder Unit of the decision.