

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 17

December 20, 2022

**SUBJECT: GUIDELINES FOR INITIATION OF A PUBLIC ALERT – REVISED;
AND, LOS ANGELES POLICE DEPARTMENT PUBLIC ALERT FORM,
FORM 09.31.00 – REVISED**

PURPOSE: Pursuant to Assembly Bill 1732, effective January 1, 2023, the requirement to initiate a Yellow Alert has been changed within Government Code Section 8594.15. The statute now requires a fatality to result from a hit-and-run only. This Order revises Department Manual Section 4/712.20, *Guidelines for Initiation of a Public Alert*, and the Department’s Public Alert Form, Form 09.31.00 to reflect the change. Additional Manual section revisions are also enclosed, consistent with current Department practices regarding other public alerts.

PROCEDURE:

- I. **GUIDELINES FOR INITIATION OF A PUBLIC ALERT – REVISED.** Department Manual Section 4/712.20, *Guidelines for Initiation of a Public Alert*, has been revised to omit serious bodily injury resulting from a hit-and-run collision as a criteria to initiate a Yellow Alert and to reflect current practices for all alerts initiated by the Department. The Manual section is attached with the revisions indicated in italics.
- II. **PUBLIC ALERT FORM, FORM 09.31.00 – REVISED.** The Los Angeles Police Department Public Alert Form, Form 09.31.00 has been revised to reflect the removal of “serious bodily injury” as a condition to initiate a Yellow Alert. The revised form is attached.

FORM AVAILABILITY: The Los Angeles Police Department Public Alert Form is available in E-Forms on the Department’s Local Area Network (LAN). A copy of the form is attached for immediate use and duplication. All other versions of the form are obsolete and shall be discarded.

AMENDMENT: This Order amends Section 4/712.20 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.


MICHEL R. MOORE
Chief of Police

Attachments

DISTRIBUTION “D”

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712.20 GUIDELINES FOR INITIATION OF A PUBLIC ALERT.

The following alert types shall be requested on a Los Angeles Police Department Public Alert Form, Form 09.31.00 (LAPD Public Alert Form), with the applicable alert type check box marked, when specific conditions have been met:

- Amber Alert;
- Child Abduction Regional Emergency (CARE) Alert;
- Silver Alert;
- Blue Alert; or,
- Yellow Alert.

AMBER ALERT. An Amber Alert shall be requested as soon as a verified child abduction or kidnapping has occurred.

Criteria for the Initiation of an AMBER ALERT. *The criteria for initiating an Amber Alert is met when all of the following conditions apply:*

- It has been confirmed that an abduction has occurred, or the child has been taken by anybody, including, but not limited to, parents and/or guardians; **and**,
- The victim is 17 years of age or younger, or suffers from a confirmed mental or physical disability; **and**,
- The victim is reasonably believed to be in **imminent** danger of serious bodily injury or death; **and**,
- There is sufficient information available that, if disseminated to the general public, could assist in the safe recovery of the victim.

Note: An Amber Alert is **not** intended for cases involving runaways, missing children in which there is no evidence of foul play, or custody disputes that are not reasonably believed to be endangering the life or physical health of a child.

Investigating Officer's Responsibilities. *When an officer determines a child abduction or kidnapping has occurred, the officer shall:*

- *Request a field supervisor and/or notify the on-duty watch commander;*
- *Complete an LAPD Public Alert Form, with the AMBER ALERT box checked, and approved by the detective commanding officer or the Area watch commander (WC) in the detective commanding officer's absence;*
- *Immediately contact the Department Operations Center (DOC) to request an Amber Alert;*
- *Ensure the missing person's information is entered into the National Crime Information Center (NCIC) within two hours;*

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Note: The *investigating officer* shall seek advice from Robbery-Homicide Division (RHD) or the assigned detective supervisor on the preparation of an Amber Alert when it involves a kidnap for ransom, or any other case which could be compromised by the release of the information. *The release of police records information or any information regarding the investigation shall follow guidelines outlined in Department Manual Section 3/406.10.*

- *Email the completed LAPD Public Alert Form with the “AMBER ALERT” box checked, to DOC@lapd.online, and make a follow-up phone call to confirm that the form was received;*
- *Contact Media Relations Division (MRD) personnel once the DOC receives an Amber Alert approval from the California Highway Patrol (CHP) Emergency Notification and Tactical Alert Center (ENTAC);*
- *Forward a copy of the LAPD Public Alert Form during working hours via email to mediarelations@lapd.online (MRD), with a follow-up phone call to confirm that the form was received. During off-hours, the person responsible for requesting the Amber Alert shall advise the DOC to notify the on-call MRD officer; and,*
- *Contact the WC, Communications Division, at (213) 978-6552, and request that an Amber Alert be broadcast every hour.*

Department Operations Center Responsibilities. *The Department Operations Center shall contact the CHP ENTAC to initiate the Amber Alert. During off-hours, the DOC shall also notify the on-call MRD officer.*

Media Relations Division Responsibilities. *Media Relations Division personnel shall prepare a press release for the Amber Alert based on the information articulated on the LAPD Public Alert Form, and disseminate the release to the appropriate news wire services and media outlets.*

Watch Commander, Communications Division Responsibilities. *The WC, Communications Division, shall ensure that the hourly Amber Alert broadcasts are made, until they are canceled.*

Upon obtaining additional follow-up information, or in the event the child is located, the *investigating officer* shall contact the DOC, RHD, Communications Division, and MRD to advise them that the child has been located. *The Department Operations Center shall immediately notify the CHP ENTAC of the cancellation.*

Note: The Amber Alert system does not replace current reporting procedures as required by California Penal Code Section 14211 relative to the Missing Unidentified Persons System and Department Manual Section 4/712.10, Missing/Found Persons.

CARE ALERT. *The Child Abduction Regional Emergency (CARE) Alert Program is a collaborative effort between the Department, the media (television, radio, and print), and the community.*

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Criteria for the Initiation of a CARE ALERT. *The criteria for initiating a CARE Alert is met when the following circumstances apply:*

- There has been a confirmed abduction by a non-family member; **or**,
- A parental abduction has occurred in which there is information that the child is being removed from the State of California or the jurisdiction of the United States; **or**,
- The child involved in a parental abduction faces a threat of injury or death.

Note: When circumstances surrounding a child's disappearance are unknown, a CARE Alert may be implemented after a complete investigation, or when significant time has elapsed and no alternative explanations for the child's absence are discovered (e.g., runaway).

Investigating Officer's Responsibilities. *When an officer determines that the circumstances of an abduction or kidnapping meet the criteria of a CARE Alert, the officer shall:*

- *Request a field supervisor and/or notify the on-duty watch commander;*
- *Prepare an LAPD Public Alert Form, as soon as there is sufficient information, with the CARE ALERT box checked, and approved by the detective commanding officer or the Area WC in the detective commanding officer's absence;*
- *Ensure the missing person's information is entered into the NCIC within two hours;*

Note: The *investigating officer* shall seek advice from RHD or the assigned detective supervisor on the preparation of a CARE Alert when it involves a kidnap for ransom, or any other case which could be compromised by the release of the information. Release of police record information or any information regarding the investigation shall follow guidelines outlined in Department Manual Section 3/406.10.

- *Email the completed LAPD Public Alert Form with the CARE Alert box checked to DOC@lapd.online, and make a follow-up phone call to confirm the form was received;*
- *Email the completed LAPD Public Alert Form, with the CARE ALERT box checked, to mediarelations@lapd.online. During off-hours, the person responsible for requesting the CARE Alert shall contact the DOC, which shall notify the on-call MRD officer; and,*
- *Contact the WC, Communications Division, at (213) 978-6552, and request that a CARE Alert be broadcast every hour.*

Department Operations Center Responsibilities. During off-hours, *the* DOC shall also notify the on-call MRD officer.

Media Relations Division Responsibilities. Media Relations Division personnel shall prepare a press release based on the *CARE ALERT* information articulated on the LAPD Public Alert Form, and disseminate the release to the appropriate news wire services and media outlets.

Watch Commander, Communications Division Responsibilities. The WC, Communications Division, shall ensure that the hourly CARE Alert broadcasts are made, until they are canceled.

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Upon obtaining additional follow-up information, or in the event the child is located, the *investigating officer* shall contact *the* DOC, RHD, Communications Division, and MRD to advise them that the child has been located.

Note: The CARE system does not replace current reporting procedures as required by California Penal Code Section 14211 relative to the Missing Unidentified Persons System and Department Manual Section 4/712.10, Missing/Found Persons.

SILVER ALERT. A Silver Alert shall be requested on an LAPD Public Alert Form, with the SILVER ALERT box *checked, and submitted for approval*, for a missing person meeting the criteria below.

Criteria for the Initiation of a SILVER ALERT. *The criteria for initiating a Silver Alert is met when all of the following conditions apply (per Section 8594.10 of the Government Code):*

- The missing person is developmentally disabled, or cognitively impaired, **regardless of his or her age; and,**
- Missing under unexplained or suspicious circumstances; **and,**
- All available local resources have been utilized, such as the distribution of flyers, cell phone tracking, neighborhood canvassing, checking area hospitals, contacting family members *and* friends, obtaining photos, and issuing a “Be on the lookout” *advisory*; **and,**
- The missing person is in danger due to age, health, mental or physical disability, environment or weather conditions, or the person is in the company of a potentially dangerous person, or other factors indicating the person may be in peril (i.e., Alzheimer’s, dementia, diabetes); **and,**
- There is information available that, if disseminated to the public, could assist in the safe recovery of the missing person.

Investigating Officer’s Responsibilities. *When an officer’s investigation reveals that the circumstances of a missing person meet the criteria of a Silver Alert, the officer shall:*

- *Request a field supervisor and/or notify the on-duty watch commander;*
- *Complete an LAPD Public Alert Form, with the SILVER ALERT box checked, and approved by the Area WC;*
- *Immediately contact the DOC to request a Silver Alert;*
- *Ensure the missing person’s information is entered into NCIC within two hours;*

Note: The *investigating officer* shall seek advice from RHD or the assigned detective supervisor on the preparation of a Silver Alert when it involves a **kidnap for ransom**, or any other case which could be compromised by the release of the information. Release of police record information or any information regarding the investigation shall follow guidelines outlined in Department Manual Section 3/406.10.

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- Contact the CHP ENTAC for request and verification if the *investigating* officer believes a Silver Alert is warranted. If denied by CHP ENTAC, *the WC shall be notified*. If CHP ENTAC grants the Silver Alert, then the completed LAPD Public Alert Form with the SILVER ALERT box *checked* shall be emailed to DOC@lapd.online, and a follow-up phone call made to confirm the form was received;
- Contact MRD personnel *once the* DOC receives a Silver Alert approval from *the* CHP ENTAC;
- *Forward* a copy of the LAPD Public Alert Form via email to mediarelations@lapd.online, with a follow-up phone call to confirm that the form was received. During off-hours, the *investigating* officer for the Silver Alert shall advise *the* DOC to notify the on-call MRD officer *during* working hours; and,
- Contact the *WC*, Communications Division, at (213) 978-6552, and request that a Silver Alert be broadcast every hour;
- Notify the Missing Persons Unit, at 213-996-1800 during business hours, when initiating a Silver Alert that involves individuals experiencing Dementia/Alzheimer's, developmental disabilities and/or cognitive developmental disabilities;
- Notify *the* DOC, RHD, Communications Division, and MRD upon obtaining additional follow-up information, or in the event the person is located; *and*,
- Contact the CHP ENTAC to *cancel* the Silver Alert *as appropriate*. During off-hours, *the officer* shall notify the on-call MRD officer.

Department Operations Center Responsibilities. During off-hours, the DOC shall notify the Missing Persons Unit (MPU) by sending an email to missingpersons@lapd.online.

Media Relations Division Responsibilities. Media Relations Division personnel shall prepare a press release based on the information articulated on the LAPD Public Alert Form, with the SILVER ALERT box *checked*, and disseminate the release to the appropriate news wire services and media outlets.

Watch Commander, Communications Division Responsibilities. The WC, Communications Division, shall ensure that hourly Silver Alert broadcasts are made, until they are canceled.

Note: The Silver Alert system does not replace current reporting procedures as required by California Penal Code Section 14211 relative to the Missing Unidentified Persons System and Department Manual Section 4/712.10, Missing/Found Persons.

BLUE ALERT. A Blue Alert is intended to solicit help from the public in the safe and swift apprehension of violent suspects that have killed or seriously injured law enforcement officers and who continue to pose a threat to public safety. Robbery-Homicide Division shall be contacted prior to the initiation of a Blue Alert in order to ensure that the case information is not compromised by the release of information.

Criteria for the Initiation of a BLUE ALERT. *The criteria for initiating a Blue Alert is when all of the following conditions are met:*

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- A law enforcement officer has been killed or has suffered serious bodily injury, or is assaulted with a deadly weapon, and the suspect has fled the scene of the offense; **and**,
- A law enforcement agency investigating the offense has determined that the suspect poses an imminent threat to the public or other law enforcement personnel; **and**,
- A detailed description of the suspect's vehicle or license plate is available for broadcast; **and**,
- Public dissemination of available information may help avert further harm or accelerate the apprehension of the suspect.

Note: *This section does not compel RHD to release any information it deems unsuitable for release to the public.*

Investigating Officer's Responsibilities. *When an investigating officer (IO) determines that the apprehension of a violent suspect(s) who has killed or seriously injured a law enforcement officer meets the criteria of a BLUE Alert, the IO shall:*

- *Immediately notify the WC;*
- *Complete an LAPD Public Alert Form, with the BLUE ALERT box checked, and approved by the WC;*
- *Request a Blue Alert by emailing the completed LAPD Public Alert Form, to DOC@lapd.online, and make a follow-up phone call to confirm that the form was received;*
- *Contact MRD personnel once the DOC receives a Blue Alert approval from the CHP ENTAC;*
- *Forward a copy of the LAPD Public Alert Form during working hours via email to mediarelations@lapd.online, with a follow-up phone call to confirm that the form was received. During off-hours, the IO shall advise the DOC to notify the on-call MRD Officer;*
- *Contact the WC, Communications Division, at (213) 978-6552, and request that a Blue Alert be broadcast every hour; and,*
- *Contact the DOC to cancel the CHP's Blue Alert and Communications Division broadcasts once it is no longer needed;*
- *Notify the DOC, RHD, Communications Division, and MRD when the suspect has been taken into custody and the Blue Alert broadcast is no longer necessary.*

Department Operations Center Responsibilities. *The Department Operations Center shall contact the CHP ENTAC to initiate or cancel the Blue Alert as appropriate. During off-hours, the DOC shall also notify the on-call MRD officer. The Department Operations Center shall contact the CHP to cancel the Blue Alert upon notification from an officer that the subject has been located.*

Media Relations Division Responsibilities. *Media Relations Division personnel shall prepare a press release based on the information articulated on the LAPD Public Alert Form, with the*

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BLUE ALERT box *checked*, and disseminate the release to the appropriate news wire services and media outlets.

Watch Commander, Communications Division Responsibilities. The WC, Communications Division shall ensure that the hourly Blue Alert broadcasts are made, until they are canceled.

YELLOW ALERT. The purpose of the Yellow Alert is to issue and coordinate alerts following a hit-and-run incident wherein a person has been killed *as required by Government Code Section 8594.15 and* described in Section 20001 of the Vehicle Code, *when* certain requirements are met.

Criteria for the Initiation of a YELLOW ALERT. *The criteria for initiating a Yellow Alert is met when all of the following conditions apply:*

- A person has been killed due to a hit-and-run incident; **and**,
- There is an indication that a suspect has fled the scene utilizing the state highway system or is likely to be observed by the public on the state highway system; **and**,
- The investigating law enforcement agency has additional information concerning the suspect or the suspect's vehicle, including, but not limited to, any of the following:
 - The complete license plate number of the suspect's vehicle;
 - A partial license plate number and additional unique identifying characteristics, such as the make, model, and color of the suspect's vehicle, which could reasonably lead to the apprehension of the suspect;
 - The identity of the suspect; **and**,
- Public dissemination of available information could either help avert further harm or accelerate apprehension of the suspect based on any factor including, but not limited to, the *fatality which occurred*, the time elapsed between a hit-and-run incident and the request, or the likelihood that an activation would reasonably lead to the apprehension of a suspect.

Investigating Officer's Responsibilities. *When an officer's investigation reveals that the circumstances of hit-and-run resulting in a fatality meet the criteria of a YELLOW Alert, the officer shall:*

- *Request a field supervisor and/or notify the on-duty watch commander;*
- *Complete an LAPD Public Alert Form, with the YELLOW ALERT box checked, with the approval of the detective commanding officer or the Area WC in the detective commanding officer's absence,*
- *Immediately contact the DOC to request a Yellow Alert;*
- *Email the completed LAPD Public Alert Form, with the YELLOW ALERT box checked, to DOC@lapd.online, and make a follow-up phone call to confirm that the form was received;*
- *Contact MRD Personnel once the DOC receives a Yellow Alert approval from the CHP ENTAC;*

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- *Forward* a copy of the LAPD Public Alert Form during working hours via email to *mediarelations@lapd.online* (MRD), with a follow-up phone call to confirm that the form was received. During off-hours, the person responsible for requesting the Yellow Alert, shall advise *the* DOC to notify the on-call MRD officer;
- Contact the *WC*, Communications Division, at (213) 978-6552, and request that a Yellow Alert be broadcast every hour; and,
- *Notify the* DOC, Communications Division, and MRD *when* the suspect has been taken into custody.

Department Operations Center Responsibilities. *The* Department Operations Center shall contact the CHP ENTAC to initiate *or cancel* the Yellow Alert *as appropriate*. During off-hours, *the* DOC shall also notify the on-call MRD officer.

Media Relations Division Responsibilities. Media Relations Division personnel shall prepare a press release based on the information articulated on the LAPD Public Alert Form, with the YELLOW ALERT box *checked*, and disseminate the release to the appropriate news wire services and media outlets.

Watch Commander, Communications Division Responsibilities. The WC, Communications Division, shall ensure that the hourly Yellow Alert broadcasts are made, until they are canceled.

Note: The Yellow Alert does not alter or impact the Hit and Run Award and Alert Network System.

LOS ANGELES POLICE DEPARTMENT

PUBLIC ALERT FORM

Check the box that applies and complete the applicable information.

- AMBER ALERT.** The Los Angeles Police Department (LAPD) is requesting that the media provide the public with the following information to assist law enforcement efforts in locating an abducted child that meets all Amber Alert criteria.
NOTE: When circumstances surrounding a child's disappearance are unknown, a CARE Alert may be implemented after a complete investigation, or when significant time has elapsed and no alternative explanations for the child's absence are discovered (e.g., runaway).
- CHILD ABDUCTION REGIONAL EMERGENCY (CARE) ALERT.** The LAPD is requesting that the media provide the public with the following information to assist law enforcement efforts in locating an abducted child. (Refer to Department Manual Section 4/712.20.)
- SILVER ALERT.** The LAPD is requesting that the media provide the public with the following information to assist law enforcement efforts in locating a missing person who is developmentally disabled or cognitively impaired, regardless of age. (Refer to Department Manual Section 4/712.20.)
- BLUE ALERT.** The LAPD is requesting that the media provide the public with the following information to assist law enforcement efforts in apprehending a suspect(s) who has killed or injured a law enforcement officer. (Refer to Department Manual Section 4/712.20.)
- YELLOW ALERT.** The LAPD is requesting that the media provide the public with the following information to assist law enforcement efforts in apprehending a suspect involved in a hit and run incident resulting in death.

TO: MEDIA RELATIONS DIVISION _____ FROM: _____
 EMAIL: *mediarelations@lapd.online* _____ PAGES: _____
 PHONE: _____ INCIDENT NO.: _____ DR NO.: _____

A child has been abducted from _____ Area.

A person missing regardless of age from _____ Area.

CHILD ABDUCTED/MISSING PERSON'S INFORMATION (if applicable)

Child Abducted/Missing Person's Name (Last, First, Middle)									<input type="checkbox"/> Photograph Available	
Sex	Descent	Hair	Eyes	Height	Weight	Date of Birth	Build	Complexion		
Location Last Seen				City		Date And Time Last Seen				
Clothing Worn					Medical Conditions/Personal Oddities					
Child's Parents or Legal Guardian				Address			City		Phone	
Vehicle Description (or method of travel)				Direction of Travel			Destination			

SUSPECT'S INFORMATION (if applicable)

Suspect's Name									<input type="checkbox"/> Photograph Available	
Sex	Descent	Hair	Eyes	Height	Weight	Date of Birth	Build	Complexion		
Location Last Seen				City		Date And Time Last Seen				
Clothing Worn					Weapons Used			Mental Condition		
Vehicle Description (or method of travel)				Direction of Travel			Destination			

LAPD Contact Person	Phone
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Supervisor's Signature

Investigative Responsibility				
Name	Serial No.	Division/Area	Unit/Section	Phone

Date/Time Area Received Information	Supervisor Receiving	Serial No.
Date/Time Information Faxed or E-mailed to Media Relations Division	Employee Forwarding	Serial No.
Date/Time Information Received by Media Relations Division	Employee Receiving	Serial No.

FACTS/CIRCUMSTANCES OF THE INCIDENT (INCLUDE FULL DETAILS). USE CONTINUATION SHEET IF NECESSARY.