

**Operational Protocol**  
***Arkansas' Silver Alert System***



**Effective: August 6, 2015**

Policy: The Arkansas State Police (ASP), through mutual agreement with the Arkansas Sheriffs' Association and the Arkansas Association of Chiefs of Police, hosts an Internet web site providing Arkansas broadcasters and news organizations a means to receive alert notifications from Arkansas' *Silver Alert System*.

Arkansas' *Silver Alert System* may be activated at the request of Arkansas sheriffs and police chiefs based on confirmed law enforcement reporting that a missing person who is the subject of the *Silver Alert* request:

- (1) has been adjudicated by a court to be incapable of managing his or her own personal affairs (i.e. through a guardianship proceeding); or
- (2) has a documented diagnosis of a mental illness, injury or other condition causing the person to be incapable of making personal care decisions; or
- (3) is strongly suspected, by that person's caregiver or family member, to be afflicted with some form of dementia.

Procedures: Arkansas sheriffs and police chiefs desiring the issuance of a *Silver Alert* must complete the ASP created uniform questionnaire designed to capture the data necessary for ASP Troop A Communications personnel to enter that data into the electronic mail template. The uniform questionnaire is publicly available from the ASP website.

Arkansas sheriffs and police chiefs desiring the issuance of a *Silver Alert* are responsible to ensure that the individual or family member reporting the person missing and, thereby, requesting the issuance of a *Silver Alert* be:

- (1) the legal guardian of the person who is the subject of the *Silver Alert*;
- (2) an immediate family member living in the same household with the person who is the subject of the *Silver Alert*;
- (3) a caregiver who has had recent contact with the person who is the subject of the *Silver Alert*.

Upon ASP Troop A Communication's receipt of the fully completed, and signed, uniform questionnaire from the Arkansas sheriff or the Arkansas police chief, or from his or her authorized designee, requesting the issuance of a *Silver Alert*, ASP Troop A Communications personnel will immediately notify the ASP Criminal Investigation Division (CID) Commander by telephone and by email of the request.

The CID Commander must review the prepared alert's content and must approve the prepared alert's content before ASP Troop A Communications personnel will be authorized to disseminate the alert to Arkansas' *Silver Alert* subscribers.

The date and time of the CID Commander's approval of the alert's content and the CID Commander's subsequent authorization to disseminate the alert to Arkansas' *Silver Alert* subscribers must be noted on the uniform questionnaire by ASP Troop A Communications personnel.

ASP Troop A Communications personnel, when completing the electronic mail template, **shall not** enter any health information relative to the person who is the subject of the *Silver Alert* request. For the purpose of this policy, "health information" is defined as any information relative to the past, present, or future physical or mental health condition of the person.

ASP Troop A Communications personnel, when completing the electronic mail template, shall only enter into the "Supplemental Circumstances" field of the template the *who, what, when, where, why, and how* circumstances surrounding the person's disappearance. No information shall be entered relative to whether or not the person is suicidal, requires a particular type of medication, suffers from a specific medical or mental condition, etc.

Only after the CID Commander has approved the alert's content and given authorization to disseminate the alert to Arkansas' *Silver Alert* subscribers, may ASP Troop A Communications personnel disseminate the alert.

ASP Troop A Communications personnel should regularly validate with the appropriate Arkansas sheriff's office or with the appropriate Arkansas police department requesting an alert the need to keep an alert active.