



# CART Certification Program Assessor Field Exercise Checklist

## Important Instructions for Use

- This form is designed for **download/save on your local device or drive**
  - » You can **enter information electronically** via a laptop or tablet and save the form to email to AATTAP; naming it this way: Assessor\_Checklist\_[Your Last Name]\_[CART Name]\_Month\_Year; for example: *Assessor\_Checklist\_Smith\_ABC-CART\_April\_2020*.
- You can **print a hardcopy for hand-written documentation** in the field as you observe the CART’s field exercise and related activity during the onsite certification event.
  - » If you use a hardcopy, be sure to write legibly and scan the final document into your computer as a PDF File, naming it as described above.
- **Email the PDF file to AATTAP** as directed by the CART project coordinator.

Assessor Last Name :	
Assessor First Name:	
Name of CART Being Assessed:	
Start Date of Onsite Assessment:	

Each standard’s compliance element below is paraphrased from the CART Assessors Guide and is for general recall of the compliance element and applicable proofs only. Consult the Guide for the full/complete information on each standard as needed.

# AMBER ALERT

## TRAINING & TECHNICAL ASSISTANCE



### Standard 1: Response Criteria

1.1 The CART has a written set of criteria to determine the circumstances in which CART activation can occur. **(Policy | written directive | proof of distribution)**

Compliance achieved?  Yes  No

Detailed comments:

1.2 The criteria have been communicated to all participating agencies, and such criteria are supported through written documentation clearly indicating all member CART agencies agree. **(MOU | training roster | policy | proof of distribution)**

Compliance achieved?  Yes  No

Detailed comments:

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1.3 The criteria shall be incorporated in all participating agencies' policies, directives, and/or standard operating procedures. **(Sample policies from all applicable agencies | proof of distribution)**

Compliance achieved?  Yes  No

Detailed comments:

## Standard 2: Team Composition

2.1 The CART has an assigned CART coordinator who has responsibility and oversight of the CART coordination, process, team development, training, debriefings, after action reports, and other logistical needs as determined by the CEOs and CART members. The CART coordinator determines who is responsible for coordination in the event of CART call-out. The CART coordinator can be either sworn or non-sworn and must possess supervisory responsibilities with a proven background in leadership and management. **(Job description document | proof of distribution | posted announcement)**

Compliance achieved?  Yes  No

Detailed comments:

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2.2 The CART roster and team makeup will be posted at member agencies and distributed to all personnel of each agency. The CART coordinator is responsible to maintain and update the CART roster, including all contact information and version history/date of last update. **(Roster of personnel | effective date version history | revisions)**

Compliance achieved?  Yes  No

Detailed comments:

2.3 The CART should include representatives of various agencies, to include: public safety personnel (federal, state and local), U.S. Attorneys, correctional personnel, child welfare personnel, school resource officers, crime stoppers, search and rescue groups and/or personnel from other organizations who could assist the CART in the event of an endangered missing or abducted child. **(Roster of personnel to include agency and specialty; should be current and reflect version history/revision | interviews | observation)**

Compliance achieved?  Yes  No

Detailed comments:

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2.4 The CART coordinator is responsible for maintaining selection criteria for assignment and replacement of CART personnel. Consideration should be given to members regarding specialized skills. Written policy or directive should outline in detail the selection process, include position descriptions, all appropriate training and skills inventories, along with any other policy guidance. These items and documentation should demonstrate that personnel being utilized possess appropriate and significant expertise in serving as members of the CART.

Compliance achieved?  Yes  No

Detailed comments:

2.5 The CART must have demonstrated capacity to sustain activation, mobilization, and deployment over multiple days. **(Relief schedule document | call-out schedule | example(s) of how sustained activation has been accomplished previously by the team)**

Compliance achieved?  Yes  No

Detailed comments:

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### Standard 3: Notification Protocol

3.1 Each participating law enforcement or public safety agency has a written policy that provides specific and detailed information regarding how to activate, mobilize, call-out, and deploy the CART. Further, the policy or written directive shall describe in its procedures the person within the organization who has the authority to request activation. **(Policy | directives for all involved agencies on CART | proof of distribution)**

Compliance achieved?  Yes  No

Detailed comments:

3.2 The CART has written documentation stating how the CART coordinator is notified and how activation, mobilization, call-out, and deployment is approved. **(Policy | directives on notifications and approval | examples of past processes)**

Compliance achieved?  Yes  No

Detailed comments:

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3.3 The policy or directive shall include the designated CART coordinator and applicable succession plan in the event the designated CART coordinator is unavailable. This succession plan must be included in the policy or directive and updated prior to any announced changes to the CART Coordination protocol. **(Organizational chart showing chain of command | proof of distribution)**

Compliance achieved?  Yes  No

Detailed comments:

3.4 There shall be written procedures/processes for CART activation, mobilization, call-out, and deployment, including all items below. **(Policy | directives | observations and interviews can supplement policy or directives)**

- a. Method and manner of notification to responding CART members and any other personnel
- b. Responsibilities of responding CART members
- c. Time requirements for response
- d. If applicable, equipment that assigned members should bring

Compliance achieved?  Yes  No

Detailed comments:

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3.5 Governance policy and written directives should include specific equipment availability, operational protocols for equipment use, and any specific designation of personnel responsible to obtain and deliver the referenced equipment to the designated scene, location, or staging area. Current contact information for all CART personnel must be maintained and made accessible to all member agencies. **(List of current contact info, dated and reflecting version history/revisions | if directives have been tested, include copy of after-action results)**

Compliance achieved?  Yes  No

Detailed comments:

3.6 The CART has an established method to ensure proper identification of/for CART members during CART activation (such as identification cards with photo, agency member name, and name of CART member). Such protocol shall not conflict with an agency's security and confidentiality requirements. If such conflict exists, the specific agency must be identified and a substitute identification protocol must be in place prior to an activation, mobilization, or call-out. **(Observed | photo should be placed in file)**

Compliance achieved?  Yes  No

Detailed comments:



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3.7 The CART policy or written directive shall include an expected response time for activation, mobilization, or call-out to the designated location. This policy or directive should include proof of agreement by participating member agencies.

Compliance achieved?  Yes  No

Detailed comments:

### Standard 4: Communication

4.1 The CART has a process in place to immediately establish a hotline number (preferably toll-free) for tips and leads. **(Written directive | SOP/policy | observation of phone bank/lead processing operations | interviews)**

Compliance achieved?  Yes  No

Detailed comments:

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4.2 The CART has written guidelines indicating how staffing will occur at the hotline number/call center/phone bank to accomplish effective intake and logging of calls. (**Written directive | SOP/policy | schedule of call-takers/telecommunicators | observation | interviews**)

Compliance achieved?  Yes  No

Detailed comments:

4.3 The CART has an established process/system for leads management, including the coordination, assignment, prioritization, tracking, and resolution/closure of leads. (**SOP/policy | directive | training roster | lesson plan | copies of lead sheets/examples of completed lead sheets**)

Compliance achieved?  Yes  No

Detailed comments:

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4.4 The CART coordinator maintains a current list of all communication equipment to be utilized in CART activation. The list must include all the items below. **(SOP/policy | inventory list | testing schedules | maintenance records | training records | skills inventory | emergency measures if failure occurs)**

- a. Personnel responsible for maintenance and upkeep (e.g., regular testing, fresh batteries, proper storage, and transport)
- b. A log of personnel trained and tested for proficiency in the use of assigned equipment
- c. Field test records to ensure equipment is compatible with all jurisdictions covered by the CART, with written backup plan(s) for equipment failure.

Compliance achieved?  Yes  No

Detailed comments:

4.5 A procedure is in place to ensure equipment can be accessed in a timely manner in the event of activation, and the equipment is accessible by more than one person. **(SOP/policy | observation | interviews)**

Compliance achieved?  Yes  No

Detailed comments:

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### Standard 5: Command and Control

5.1 The CART maintains an organizational chart detailing roles and lines of authority and reporting for the entire team. The chart should include detailed language on who oversees the overall CART, and how authorizations are affected across all CART functions. (**Organizational chart | SOP/policy | directive | command responsibilities | supervision**)

Compliance achieved?  Yes  No

Detailed comments:

5.2 A written directive must be agreed upon by all participating agencies which details an Incident Command System (ICS) including the role of the CART coordinator, the role CART plays in the establishment of a command post, how the incident commander is determined once the CART has arrived on scene, and how conflicts are resolved between CART and other responding entities (e.g., federal, state or local authorities). ICS protocol shall be a component of the CART policy, directive, and training, and shall be consistent with the uniform ICS adopted by each state and political subdivision or tribal nation. The ICS is a standardized, on scene, all-hazards incident management approach developed and adopted by the U.S. Department of Homeland Security. (**SOP/policy | MOUs | directives | ICS training logs | lesson plans**)

Compliance achieved?  Yes  No

Detailed comments:

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5.3 A written directive exists describing the various assignments necessary during CART activation, mobilization, call-out, and deployment; including, but not limited to, a lead investigator(s), emergency operations coordinator (EOC), AMBER Alert representative, witness coordinator, leads analyst, media representative, support/logistics representative, search coordinator, family liaison, technical support, legal advisor and a crime scene/forensic evidence collection representative. **(Directive | SOP/policy | assignment roster | training schedules/agendas/certificates | CART organizational chart)**

Compliance achieved?  Yes  No

Detailed comments:

## Standard 6: Search Operations

6.1 The CART has a document detailing the types of searches on which the team has been trained, and the forms to be used when conducting these searches (e.g., neighborhood canvass, sex offender interviews, roadblock canvass, and grid searches). Documents should be personnel-specific and should include any specialized skills or certification, such as K-9 certification. **(SOP/policy | directives | training logs | lesson plans | sample documents | certification documents)**

Compliance achieved?  Yes  No

Detailed comments:

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6.2 The CART has a designated search coordinator responsible for ensuring searches are conducted properly during an activation, search areas and search participants are logged, searchers are briefed and updated, search perimeters are defined, and procedures are in place for handling evidence. **(SOP/policy | directive | training certificates | lesson plans)**

Compliance achieved?  Yes  No

Detailed comments:

6.3 The CART has a written protocol in place for a tracking dog to be dispatched to the scene within a defined response time. **(SOP/policy | directive | interviews)**

Compliance achieved?  Yes  No

Detailed comments:

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6.4 If CART utilizes volunteers, all appropriate personnel information, training, equipment, and the volunteers' roles should be clearly explained and agreed upon. Special emphasis should be placed on integrity and background clearances of selected volunteers. If an agency does not utilize volunteers, a plan must be in place to deal with volunteers who self-dispatch to the area to offer assistance. **(SOP/policy | directives | interviews)**

Compliance achieved?  Yes  No

Detailed comments:

## Standard 7: Training

7.1 There is a designated training coordinator for the CART. **(Organizational chart | job description)**

Compliance achieved?  Yes  No

Detailed comments:

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7.2 Training occurs semi-annually, at a minimum, and team members practice and/or train together. At least 60% of CART must attend each training session or designated specialty training.

Compliance achieved?  Yes  No

Detailed comments:

7.3 CART-related training for team members must be documented and maintained to provide proof of compliance.  
(**CART meeting/training schedule | SOP/policy | directive | rosters | lesson plans**)

Compliance achieved?  Yes  No

Detailed comments:



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7.4 A mock activation exercise or tabletop exercise is conducted annually if the team has not had a real activation during the same time frame. At least 60% of CART members must attend the scheduled exercise. **(After action report | SOP/policy | directive | copy of field exercise | roster of attendees | copy of debriefed document)**

Compliance achieved?  Yes  No

Detailed comments:

7.5 Assigned team members who require specialized skills, such as investigators, crime scene, search/rescue, and K-9 personnel, etc., will receive training from their agencies for these skills. **(SOP/policy | directives | training roster | schedules | lesson plans | copy of certificates/certification)**

Compliance achieved?  Yes  No

Detailed comments:

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7.6 A current skills inventory document is maintained and includes details of all training each team member receives and the knowledge, skills, and abilities each member possesses as a result of the training. (**Directive | SOP/policy | personal history form on each member | training roster | schedules**)

Compliance achieved?  Yes  No

Detailed comments:

### Standard 8: Legal Issues

8.1 The CART has written policy or directive establishing/outlining the authority team members must operate outside their area of jurisdiction. (**SOP/policy | directive | MOU/Mutual Aid Agreements | copy of law/authorization | interview**)

Compliance achieved?  Yes  No

Detailed comments:

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8.2 There is written policy or directive, and through Mutual Aid Agreements, state statute and/or MOUs, that address all liability issues, including protection of CART members (who may be injured while on an activation), as well as protection of members and their agencies from civil liability. **(SOP/policy | directives | MOU/mutual aid agreements, status/administrative rules)**

Compliance achieved?  Yes  No

Detailed comments:

8.3 There must be written policy or a directive addressing the role of the prosecutor in the CART command post. **(SOP/policy | directive | MOU | operating agreement)**

Compliance achieved?  Yes  No

Detailed comments:

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8.4 The CART has a relationship with a legal advisor(s); and in case of civil litigation jurisdictions within, the CART would have appropriate access to legal representation. **(SOP/policy | directive | MOU | binding legal statute | city and state administrative rules)**

Compliance achieved?  Yes  No

Detailed comments:

### Standard 9: Equipment Inventory

9.1 The CART maintains a current list of equipment, guidelines for use and any expert personnel who can be utilized to operate and/or troubleshoot the equipment during the CART activation, mobilization, call-out, or deployment. Documentation directives shall include a list of all equipment and resources available to the CART. This directive must be updated at least semi-annually and is accessible to all members of the team. **(SOP/policy | directive | interview | observation | AAR-prior incidents)**

Compliance achieved?  Yes  No

Detailed comments:

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9.2 The directive for the CART inventory shall provide specific details for gaining and securing operational access to each specified item of equipment or resource. This standard requires the inventory of resources and assets to include the following documentation components all equipment and resources to be used by the CART. **(SOP/ policy | directive | MOU)**

- a. Each item of equipment or resource
- b. Pre-agreement for use by the owner of each item of equipment or resource
- c. Estimated response time for mobilization of each item of equipment or resource
- d. An assumption of cost agreement by the CART from the agency possessing the item of equipment or resource

Compliance achieved?  Yes  No

Detailed comments:

9.3 The CART inventory must demonstrate the team's full capacity to respond to the endangered missing or abducted child incident with the appropriate amount of physical and asset resources. This standard is assessed by CART Assessors prior to and during the onsite assessment and evaluation process. CART Assessors will determine the reasonable and appropriate resources and assets available to the CART that are needed in order to effectively respond to, locate, and safely rescue/recover endangered missing and abducted children. **(SOP/policy | directive | interview | observation | organization chart | rosters | MOU)**

Compliance achieved?  Yes  No

Detailed comments:



### Standard 10: CART Protocols

- 10.1 A written CART response manual shall be developed and approved by participating agencies to include at a minimum the following items. (SOP/policy | directives | CART manual with all referenced items highlighted and listed on table of contents | interviews | observation | AAR- prior incidents)
- The role of the CART coordinator
  - All current standards as reflected in the AATTAP Cart Certification Manual
  - Other critical team assignments, notification or activation, mobilization, call- out, and deployment of team members
  - Use of equipment
  - Use of an incident command structure on the scene
  - Designation of an Incident Commander
  - Legal documents
  - CART forms to be used
  - Leads tracking capability
  - Use of a tip line
  - Use of volunteers
  - A list of predetermined activities that will immediately take place as soon as CART arrives on scene, in order to limit downtime

Compliance achieved?  Yes  No

Detailed comments:

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10.2 Written documentation is available indicating and reflecting a debriefing is conducted and an after-action report is created after each real or field exercise. The documentation must also address how issues identified during the activation are resolved.

Compliance achieved?  Yes  No

Detailed comments:

10.3 For purposes of the field exercise conducted for certification, the assessor report will serve to meet the after-action reporting requirement. A structured debriefing is required following the field exercise. **(SOP/policy | directives | AAR/debrief documentation, to include minutes and plan for collection and/or roster of attendees, and date and location of debrief to include distribution schedule)**

Compliance achieved?  Yes  No

Detailed comments:

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## TRAINING & TECHNICAL ASSISTANCE



### Standard 11: Reunification

11.1 The CART has procedures in place to ensure medical and psychological assistance is readily available during CART activations, mobilization, call-outs, and deployments. The purpose of this standard is to ensure medical and psychological services and assistance are available. This standard mandates a protocol to provide the services but does not require a specific law enforcement or responding agency or organization to provide such services or assistance. **(SOP/policy | directives | MOU/contract with service providers | redacted examples)**

Compliance achieved?  Yes  No

Detailed comments:

11.2 The CART has a key position assigned to the team (e.g., victim advocate) to address family assistance during the investigation and reunification; and advocacy in the event the abduction resulted in the child's murder. This standard requires a description for the position, inclusive of the role of victim advocate. **(Organizational chart | skills inventory | SOP/policy | directives | observation | interviews)**

Compliance achieved?  Yes  No

Detailed comments:



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11.3 The CART has a plan in place that identifies services and resources available at the community, state, and national levels to assist in victim and family support during the investigation, reunification, and post-reunification referrals. These resources are documented in the CART's Resource Inventory. **(Resource Inventory)**

Compliance achieved?  Yes  No

Detailed comments:

11.4 The CART procedure includes a requirement for a detailed forensic interview of the child by a qualified forensic interviewer. If possible, forensic interviewers will be identified prior to activation of the CART and all listed forensic interviewers will provide a statement of qualifications accepted in the jurisdiction of prosecution. **(Organizational chart | SOP/policy | directive | redacted examples of previous interviews)**

Compliance achieved?  Yes  No

Detailed comments:

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11.5 The CART procedure includes a requirement for a risk assessment and background check on the family/shelter prior to returning the child to the family/shelter. **(Copy of form/document to be used | examples of previous cases | MOU | SOP/policy | directive)**

Compliance achieved?  Yes  No

Detailed comments:

## Standard 12: Community Education

12.1 Jurisdictions represented in CART have an established community outreach plan relating to the prevention of child abduction and the AMBER Alert plan utilized in that jurisdiction. **(Lesson plan or established curriculum | roster | appointment letter | agenda | social media account/page, or other public-facing website/page)**

Compliance achieved?  Yes  No

Detailed comments:

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12.2 Jurisdictions represented in CART hold educational sessions to juveniles and/or their parents regarding internet safety and other child safety prevention programs. (**Lesson plan | roster | appointment letter | agenda**)

Compliance achieved?  Yes  No

Detailed comments: