

## ARTICLE 7. INDIANA GOVERNMENT CENTER CODE ADAM SAFETY PROTOCOL

### Rule 1. Policy Statement

#### 25 IAC 7-1-1 Policy statement

Authority: IC 4-13-1-4; IC 4-13-1-7

Affected: IC 4-20.5-6-2

Sec. 1. (a) The policy of the state is to provide a safe environment for children visiting the Indiana government center campus. The department shall act on behalf of the state to actively enforce, monitor, and promote its safety protocol for locating lost or missing children.

(b) This policy applies to all persons in the Indiana government center campus at the time of the "Code Adam" alert notification. (*Indiana Department of Administration; 25 IAC 7-1-1; filed Jul 31, 2006, 9:24 a.m.: 20060830-IR-025060054FRA*)

### Rule 2. Definitions

#### 25 IAC 7-2-1 Definitions

Authority: IC 4-13-1-4; IC 4-13-1-7

Affected: IC 4-20.5-6-2

Sec. 1. The following definitions apply throughout this article:

(1) "Code Adam" means a system for locating lost or missing children.

(2) "Department" means the Indiana department of administration.

(3) "Employee" means anyone employed by the state of Indiana.

(4) "Indiana government center campus" means the following:

(A) The state capitol building.

(B) The Indiana government center-north.

(C) The Indiana government center-south.

(D) The state library.

(E) The Washington Street garage.

(F) The Senate Avenue garage.

(G) The Indiana historical society building and parking lot.

(H) The land adjacent to these buildings that is owned and controlled by the state.

(*Indiana Department of Administration; 25 IAC 7-2-1; filed Jul 31, 2006, 9:24 a.m.: 20060830-IR-025060054FRA*)

### Rule 3. Code Adam Procedures

#### 25 IAC 7-3-1 Notification

Authority: IC 4-13-1-4; IC 4-13-1-7

Affected: IC 4-20.5-6-2

Sec. 1. Any person may report to the capitol police that a child is missing or lost by calling (317) 232-6400. (*Indiana Department of Administration; 25 IAC 7-3-1; filed Jul 31, 2006, 9:24 a.m.: 20060830-IR-025060054FRA*)

#### 25 IAC 7-3-2 Duties of an employee

Authority: IC 4-13-1-4; IC 4-13-1-7

Affected: IC 4-20.5-6-2

Sec. 2. (a) Any employee to whom a missing child is reported shall immediately take all steps necessary to put the person reporting the missing child in contact with the capitol police, either in person or by telephone. This may include any of the following:

(1) Directing the reporting person to the capitol police office.

(2) Personally escorting the person to the capitol police office.

(3) Helping the person locate a capitol police officer on the campus.

(4) Calling the capitol police.

(b) If an employee finds the child after notifying the capitol police, the employee shall advise the capitol police. *(Indiana Department of Administration; 25 IAC 7-3-2; filed Jul 31, 2006, 9:24 a.m.: 20060830-IR-025060054FRA)*

**25 IAC 7-3-3 Duties of capitol police**

Authority: IC 4-13-1-4; IC 4-13-1-7

Affected: IC 4-20.5-6-2

Sec. 3. The capitol police must comply with the following procedures when a person reports a missing child:

(1) Record all information from the person reporting the missing child, including:

(A) the name; and

(B) all contact information;

of the person reporting the missing child.

(2) Record all identification information relating to the missing child, including the following:

(A) Name, including any nicknames.

(B) Gender.

(C) Race.

(D) Age.

(E) Physical description.

(F) Type and color of clothes.

(G) The location and time the child was last seen.

(H) The agency from which the child is missing, including building, floor, and room number.

(3) Dispatch all available officers to the building in which the child was lost to commence a search.

(4) Contact facilities management at (317) 232-3156 or (317) 233-4807 and report all identification information presented by the person regarding the missing child.

(5) Communicate with facilities management throughout the search to share the results of the effort.

*(Indiana Department of Administration; 25 IAC 7-3-3; filed Jul 31, 2006, 9:24 a.m.: 20060830-IR-025060054FRA)*

**25 IAC 7-3-4 Duties of facilities management**

Authority: IC 4-13-1-4; IC 4-13-1-7

Affected: IC 4-20.5-6-2

Sec. 4. Facilities management must comply with the following procedures when the capitol police reports a missing child:

(1) Record all identification information from the capitol police regarding the missing child.

(2) Use radios to notify all facilities management staff of the missing child.

(3) Send a staff member to make an announcement concerning the missing child.

(4) Notify all receptionists in the appropriate building or buildings.

(5) Search the building or buildings, beginning with the lowest floor and successively working up.

(6) Notify the capitol police at (317) 232-6400 when the child is found.

*(Indiana Department of Administration; 25 IAC 7-3-4; filed Jul 31, 2006, 9:24 a.m.: 20060830-IR-025060054FRA)*

**25 IAC 7-3-5 Concluding the search for a missing child**

Authority: IC 4-13-1-4; IC 4-13-1-7

Affected: IC 4-20.5-6-2

Sec. 5. (a) The capitol police and facilities management shall communicate and coordinate with each other throughout the search to share the results of their respective efforts.

(b) After the search concludes, the capitol police and facilities management shall conduct a debriefing to review the results and procedures. *(Indiana Department of Administration; 25 IAC 7-3-5; filed Jul 31, 2006, 9:24 a.m.: 20060830-IR-025060054FRA)*

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