

When a threat is made or a security incident occurs:

- Immediately contact law enforcement and follow their instructions.
- Save all physical evidence related to the threat for law enforcement.
- Complete this report as soon as possible after the incident.
- Submit this report to law enforcement, the head of the agency or department, and the district court administrator/chief judge.

Describe the incident or the exact working used in making the threat: (Do not paraphrase.)

Did the person indicate what you were supposed to do in response to the threat? (Do not paraphrase.)

BOMB THREAT – QUESTIONS TO ASK

(Try to ask these questions and write down the exact answer.)

When is the BOMB going to explode? _____

Where is the BOMB going to explode? _____

What does the BOMB look like? _____

What kind of BOMB is it? _____

What will make the BOMB explode? _____

Did you place the BOMB? _____

Who were you trying to call? _____

What is your name? _____

What is your address? _____

How was threat made?
 Telephone In Person By Mail Other

Time of threat: _____ am or pm

Who made the threat?
 Male Female Adult Child

OTHER THREATS – QUESTIONS TO ASK

(Try to ask these questions and write down the exact answer.)

What is going to happen? _____

When is it going to happen? _____

Where is it going to happen? _____

Are you the one who is going to do it? _____

Why are you making this threat? _____

Who were you trying to call? _____

What is your name? _____

What is your address? _____

Were any weapons used? _____

Date of threat: _____

Who do you think the person was? _____

TELEPHONE THREATS

Caller's Voice: Calm Angry Excited Slow Lisp Nasal Raspy Disguised
 Stutter Slurred Accent Other: _____

Background Sounds: Voices Street Noise Children Music Animal Noise Office
 Factory Hospital PA System Restaurant Other: _____

Threat Language: Irrational Well Spoken Foul Incoherent Taped Read Message

Where did the threat/incident occur? _____

Phone Number to Which Call Was Made? _____ **Phone Number at Which Call was Taken?** _____

Name of Person Completing Report: _____ Position _____

Telephone Number: _____ Date: _____