THREATENING-CALL REPORT FORM

Instructions: BE CALM, BE COURTEOUS, LISTEN, DO NOT INTERRUPT THE CALLER, USE THIS FORM AS THE CALL IS RECEIVED OR AS CLOSE AS POSSIBLE AFTER THE CALLER HANGS UP.

Date _______________ Time________ Operator-Person receiving call______________

Exact words of person placing call ___________________________________________
_______________________________________________________________________

Questions to ask: (Use additional page or back of this page if necessary)
1. When is this going to occur? _____________________________________________
2. Where is the bomb-other material right now? ________________________________
3. What kind of bomb-material is it? _________________________________________
4. What does it look like? __________________________________________________
5. Why are you doing this? _________________________________________________
6. How can I get you not to do this? __________________________________________

Other instructions:
1. Try to keep caller on the line.
2. Tell him/her you have to talk to a higher authority to make decisions.
3. Ask him/her to hold on or call back.
4. Tell him/her you will do whatever it takes for him/her not to do this act so as lives can be saved and people not hurt.
5. Call your supervisor, supervisor to report to highest authority, who reports to highest available police authority.
6. Arrange immediately for tape recorder on line.

Try to determine the following (circle as appropriate).
Callers identity: Male-Female, Adult-Juvenile, Age _________
White-Black-Spanish-Other ________________

Voice: Loud-Soft, High Pitch-Deep Raspy Voice-Pleasant-Gruff, Intoxicated, Disguised
_____________________________________________________________________

Speech: Fast-Slow, Distinct-Distorted, Stutter, Nasal, Slurred, Lisp, Other
_____________________________________________________________________

Language: Excellent  Good  Fair  Poor  Foul  Other ____________________________

Manner: Calm  Angry  Rational  Irrational  Coherent  Emotional  Righteous  Laughing
Intoxicated __________________________________________________________________

Background noises: Music, Other Voices, Office Machines, Animal  Party Atmosphere
Telephone Booth, Echo, Radio, Music, Other Noises _____________
__________________________________________________________________________

Additional information: _______________________________________________________

Signed: _________________________  Date:  __________  Time completed:_______