



# Division of Capitol Police

## *Threatening Communication*

### #1 Rule

**Take All Threats Seriously**

#### Examples of Common Types of Threats

Direct:

- *"I'm going to burn this place down".*

Conditional:

- *"If I have to come down there to straighten this out, somebody is going to get hurt".*

Veiled:

- *"You'll be sorry you said that".*

**Know your emergency contact numbers and keep them posted in your workplace.**

For the Division of Capitol Police call

786-HELP (4357)

Visit us at  
[www.dcp.virginia.gov](http://www.dcp.virginia.gov)

### Threatening Telephone Calls

Tips for handling threats received over the telephone:

- \* Stay calm.
- \* Keep the person on the phone as long as possible.
- \* Write down the information word for word on the Bomb Threat Checklist (It can be used for any type of threat).
- \* If you don't understand what the caller means, then ask for clarification.
- \* If you have caller I.D. on your telephone, write down the caller's phone number.
- \* Ask the caller to give details (location of bomb, detonation time, etc.).
- \* Note anything that might be significant about the caller's voice (male/female, accent, etc.).
- \* If the voice sounds familiar, note who it sounds like.
- \* Pay attention to any background noises you might hear on the telephone (street sounds, public address systems, etc.).
- \* Ask the caller their name, location, and telephone number. (Oddly enough, there have been cases where the correct name and address have been given).
- \* Have someone notify police IMMEDIATELY.
- \* Do NOT use the telephone after receiving the call until you have been authorized to do so by police.

### What You Should Not Do

- Do not pull the fire alarm pull station.
- Do not panic and encourage others not to panic.
- Do not touch or allow others to touch any suspicious packages.
- Do not make any general announcements without approval.

### Other Threatening Communication

- Handle all letter threats as little as possible.
- Do not throw away the envelope.
- Do not erase an email threat from your computer, even if you don't think it is intended for you.
- Immediately report the threatening communication to the police.