



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".*

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 Checklist0 (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.

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

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.