



COMMUNICATED THREAT WORKSHEET

State of Illinois



Incident Date: _____ Time: _____

Type of Threat: Targeted Physical Violence Shooting Bomb/Arson Chemical Other

Received VIA:

- Phone - Receiving #? _____ Caller ID? _____
- Text: Screenshot the Texts, do not erase or forward text until directed to do so
- E-Mail: Do not erase or forward email until directed to do so.
- Letter/Package: Follow the Suspicious Package Protocol identified in the *Communicated Threat Recognition and Management Guide* or your facility's EAP.
- Note left on-site: Do not handle the Note or writing, secure the area.
- Other: _____
- In-Person: Provide all information, if known or estimated:

Name: _____ DOB / AGE: _____

Address: _____

Phone: _____ Email: _____

Height: _____ Weight: _____ Hair: _____ Eyes: _____ Sex: _____

Clothes: _____

Carried Items: _____

Vehicle: _____

- | | |
|---|--|
| <p>Speech:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Slow <input type="checkbox"/> Disguised <input type="checkbox"/> Coughing <input type="checkbox"/> Normal <input type="checkbox"/> Slurred <input type="checkbox"/> Accent <input type="checkbox"/> Fast <input type="checkbox"/> Nasally <input type="checkbox"/> Rambling <input type="checkbox"/> Exited <input type="checkbox"/> Aggressive <input type="checkbox"/> Stuffy | <p>Background Noise: _____</p> <p>Other _____</p> <p>_____</p> <p>_____</p> |
|---|--|

Person directly receiving or experiencing the incident: _____

Cell Number: _____ Email: _____



COMMUNICATED THREAT WORKSHEET

State of Illinois (Continued)



QUESTIONS TO ASK: (Ask as many as you can, even if they don't give you an answer)

Why are you doing this (what is the grievance)?

What is it you want/How can we help you?

That sounds threatening, is that a threat?

What do you plan to do? How will you do it? When/where will the attack take place?

For Bomb threats:

What kind of bomb is it?

When/how will it detonate?

Where is it?

How did you put it there?

What does it look like?

WHAT WERE THE EXACT WORDS USED:
