



MICHIGAN CATHOLIC CONFERENCE

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: _____