

A. PURPOSE. To outline responsibilities for reporting threats against police officers

B. SPECIFIC RESPONSIBILITIES

1. Any employee of this Department that is informed about a threat to a police officer shall promptly report all related details, including the nature of the threat, to the Watch Commander.
2. The Watch Commander, after receiving the notification of the threat, shall:
  - a. Review the records of the Law Enforcement Information Network (LEIN), the Department Records Management System, and CAD system and retrieve any entry related to the alleged threat.
  - b. If necessary, contact the commanders of the Detective Unit, Vice Unit, and/or Special Response Team for the purpose of receiving supplemental knowledge regarding the threat and the subject(s) expressing the threat.
  - c. Record all of the aforementioned information, together with the summarized content of the initial correspondence regarding the threat, in a Warning–Threats Against Police Officer(s) form.
  - d. Immediately include all information related to the new threat in an email sent to “Police Civilian Personnel” and “Police Sworn Personnel.”
  - e. Have the “Radio” operator enter any suspect address information into a premise hazard file for the suspect(s).
  - f. Inform their units of the threat after receipt of the aforementioned form.
3. If there is any reason to believe that the threat is imminent, the Major Case Team (MCT) shall be notified to respond and assist with all investigative efforts with the intent of properly apprehending the suspect(s). A supervisor of the Major Case Team may request assistance from the Special Response Teams and Vice Unit to supplement this effort.
4. The Support Services Division will maintain a file of issued Threats Against Police Officer Forms on the Department’s computer network.

- C. **CONFIDENTIALITY.** The content of the Warning-Threats Against Police Officer(s) form is strictly confidential and for the knowledge of police officers only. Other Kent County Police Departments shall be advised of all documented threats when circumstances deem it relevant to warn other agencies.