

	STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small>	<small>Reference Number</small> INV-009
	<small>Subject</small> Threats of Violence Against Public Officials and Their Families	
	<small>Special Instructions</small> Replaces INV-001 dated May 30, 2012	<small>Effective Date</small> January 15, 2015

I. PURPOSE

Establish guidelines for investigating threats of violence against public officials and their families.

II. POLICY

The Department shall investigate all threats of violence against any local, state or federal official, or their families and shall advise any other appropriate agency, having jurisdiction, that such a threat or incident has occurred.

III. PROCEDURE

A. Any officer who receives information concerning a threat of violence against any local, state or federal official, or their families shall immediately report all information available to the Commander of the Special Investigations Command (SIC), through channels, unless an emergency exists.

B. Upon notification, district commanders in concert with area, area investigative, and district investigative commanders, shall take any precautionary measures deemed necessary if the situation is of an emergency nature.

C. The SIC Commander shall:

1. Cause a detailed investigation to begin immediately into the background and all other pertinent information that can be developed about the suspect(s).
2. Report all incidents to the agency having jurisdiction; example: the Secret Service in cases of threats or violence against the President of the United States or the governor's security detail in cases of threats or violence against the Governor.
3. Be kept informed of the progress of the investigation as information develops.
4. Cause a comprehensive file to be maintained at general headquarters on all incidents in addition to the regular case reports.

D. Response to threats or acts of violence directed at a public official(s) while at the Indiana Government Complex:

1. Capitol Police Section (CPS) officers shall immediately respond to the area and the CPS, Special Operations Command (SOC) and the SIC Commanders along with the Assistant Chief of Staff (AC/S) Operations shall be immediately notified.
 2. If the threats or acts of violence are in progress the CPS Commander shall immediately notify:
 - a. The Operations and the SOC Commander if additional uniform assistance is needed;
 - b. The Primary Staff through the chain-of command; and
 - c. Operations shall email information to the Superintendent's Staff.
 3. The AC/S Operations or a designee shall serve as the incident commander at any active scene.
 4. All police personnel at general headquarters (GHQ), whose assistance is requested, shall report to Operations with their weapon and ISP identification and will be utilized to assist, as needed.
 5. The incident commander shall direct Operations when to activate specialty team support.
- E. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.