	DEPARTMENT OF CORRECTIONS AND REHABILITATION DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: ADM.08.07
		SUPERSEDES (Policy No. & Date): ADM.08.07 of June 17, 2008	
	SUBJECT: THREATS AGAINST STATE OFFICIALS		Page 1 of 3

1.0 PURPOSE

To establish guidelines and procedures for the handling of terroristic threats made against State officials and received by Department employees.

2.0 SCOPE

This policy applies to all employees within the Department who may receive a terroristic threat.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

- a. Hawaii Revised Statutes, §707-715 through §707-717, Terroristic Threatening.

.2 Definitions

- a. State Official: For purposes of this policy, a State official is defined as the Governor, Lt. Governor, any department head, and any employee of the Department of Corrections and Rehabilitation (DCR).

4.0 POLICY

The threatening of State officials may cause serious alarm for personal safety or the disruption of public services or activities. To comply with the provisions of the Hawaii Penal Code concerning terroristic threatening, all threats of this nature shall be promptly reported in accordance with the provisions of this policy.

5.0 PROCEDURES

.1 Receipt of Threats by Telephone

- a. Upon receipt of a terroristic threat by telephone, the employee receiving the call shall obtain as much information from the caller as possible. An effort shall be made to keep the caller on the telephone as long as possible to ensure that every word spoken is accurately recorded mechanically or graphically.

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- b. If the caller does not specifically mention who the threat is intended for, try to obtain this information. Ascertain from the caller the reason for the threat and how he intends to carry out the threat.
- c. Particular attention should be given to strange or peculiar background noises, the caller's voice for tone quality, accents, speech impediments, and other investigative leads such as the sex of the caller, possible age, or race.
- d. After the caller has hung up, the employee who received the call shall immediately complete the Notification of Terroristic Threatening, Form DCR 0150 (reference Attachment A) while the information is still fresh in their mind.
- e. The employee who received the call shall then inform their supervisor of the situation. A terroristic threatening complaint shall then be lodged with the Protective Services Division.

.2 Receipt of Threats by U.S. Mail

- a. Any employee of the Department who receives an article of mail, that when opened, directs a threat against an employee of the Department, shall immediately inform their immediate supervisor. A terroristic threatening complaint will then be lodged with the Protective Services Division.
- b. Further handling of the article of mail that contained the threat, along with the envelope, shall be avoided. The picking up of the letter and envelope to secure it in a safe place and to avoid further contamination can be accomplished by the use of a pair of tweezers or other mechanical devices. If none are available then the article in question shall be picked up by the outermost corner(s) and, if practical, secured between two pieces of paper. This is to ensure that evidence, such as fingerprints, will not be destroyed.


.3 Receipt of Threats in Person

Any employee of the Department who receives a threat by a person or any means not outlined above, shall prepare a written report, providing all details and submit it to his/her immediate supervisor. The result shall be transmitted to the Protective Services Division for action.

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APPROVAL RECOMMENDED:


JAN 0 1 2024


Deputy Director for Administration Date

APPROVAL RECOMMENDED:


JAN 0 1 2024

Deputy Director for Corrections Date

APPROVED:


JAN 0 1 2024

DIRECTOR Date

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