Written Threat Report Form

INSTRUCTIONS
The purpose of this form is to summarize significant information from a written threat received by a drinking water utility. ODW staff may use this form to advise utilities about the information they should be gathering when evaluating a written threat. ODW staff may even wish to complete this form on behalf of the utility. The summary information provided in this form supports the threat evaluation process; however, the completed form is not a substitute for the complete written threat, which may contain additional, significant details.

The written threat itself (e.g., the note, letter, e-mail message, etc.) may be considered evidence and thus should be minimally handled (or not handled at all) and placed into a clean plastic bag to preserve any forensic evidence.

SAFETY
A suspicious letter or package could pose a threat in and of itself, so caution should be exercised if such packages are received. The US Postal Service has issued guidance when dealing with suspicious packages (http://www.usps.com/news/2001/press/pr01_1022gsa.htm).

THREAT NOTIFICATION
Name of person receiving the written threat: ____________________________

Person(s) to whom threat was addressed: ____________________________

Date threat received: ______ Time threat received: ________________

How was the written threat received?
☐ US Postal service ☐ Delivery service ☐ Courier
☐ Fax ☐ E-mail ☐ Hand delivered
☐ Other ____________________________

If mailed, is the return address listed? ☐ Yes ☐ No

If mailed, what is the date and location of the postmark? ____________________________

If delivered, what was the service used (list any tracking numbers)? ____________

If faxed, what is the number of the sending fax? ____________________________
If E-mailed, what is the e-mail address of sender? 

If hand-delivered, who delivered the message? 

DETAILS OF THREAT

Has the water already been contaminated?  □ Yes  □ No

Date and time of contaminant introduction known?  □ Yes  □ No
  Date and time if known: 

Location of contaminant introduction known?  □ Yes  □ No
  Site Name:

Type of facility
  □ Source water  □ Treatment plant  □ Pump station
  □ Ground storage tank  □ Elevated storage tank  □ Finished water reservoir
  □ Distribution main  □ Hydrant  □ Service connection
  □ Other

Address:

Additional Site Information:

Name or type of contaminant known?  □ Yes  □ No

Type of contaminant
  □ Chemical  □ Biological  □ Radiological

Specific contaminant name/description:

Mode of contaminant introduction known?  □ Yes  □ No
  Method of addition:  □ Single dose  □ Over time  □ Other

Amount of material:

Additional Information:
**Motive for contamination known?**

- Yes
- No

- Retaliation/revenge
- Political cause
- Religious doctrine
- Other

**Describe motivation:**

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**NOTE CHARACTERISTICS**

**Perpetrator Information:**

- Stated name:
- Affiliation:
- Phone number:
- Location/address:

**Condition of paper/envelop:**

- Marked personal
- Marked confidential
- Properly addressed
- Clean
- Corrected or marked-up
- Soiled/stained
- Torn/tattered
- Other:

**How was the note prepared?**

- Handwritten in print
- Handwritten in script
- Computer typed
- Machine typed
- Spliced (e.g., from other typed material)
- Other:

If handwritten, does writing look familiar?

- Yes
- No

**Language:**

- Clear English
- Poor English
- Another language:
- Mixed languages:

**Writing Style**

- Educated
- Proper grammar
- Logical
- Uneducated
- Poor grammar/spelling
- Incoherent
- Use of slang
- Obscene
- Other:

**Writing Tone**

- Clear
- Direct
- Sincere
- Condescending
- Accusatory
- Angry
- Agitated
- Nervous
- Irrational
- Other:
SIGNOFF
Name of individual who received the threat:
Print name
Signature
Date/Time: 
Name of person completing form (if different from written threat recipient):
Print name
Signature
Date/Time: 