

This form is **optional** based upon the circumstances of the reported threatening behavior. You should always be careful to document any information collected that may guide decision making in a threat assessment process. Proceed with caution when making the decision not to fill out an optional form or complete an optional interview.

## Interviews

When a threat or concerning behavior is observed, obtain a specific account of the behavior by interviewing the person who made the threat or displayed the concerning behavior, if appropriate to the circumstances. Interview the intended victims, and other witnesses. Write the exact content of the threat and statements by each party. Consider the circumstances in which the threat was made and the threatening individual's intentions. **It is important to be sensitive to a person's reluctance to provide information. It will be necessary to build rapport with those you are interviewing in order for them to trust you. Interviews may take additional time because of this, but this step should not be skipped over.**

### Witness (person with relevant information)

*(If more than one, complete additional forms. If a group targeted, describe how subject identified the group (e.g., "everyone on this bus") and list all individuals.*

<b>Witness Name:</b>	<b>ID #:</b>
<b>Affiliation:</b> <input type="checkbox"/> Administrator <input type="checkbox"/> Teacher <input type="checkbox"/> Staff <input type="checkbox"/> Parent/ Guardian <input type="checkbox"/> Other: _____	<b>Status:</b> <input type="checkbox"/> Current <input type="checkbox"/> Former   <b>Grade (if student):</b>
<b>School:</b>	<b>Building/Program:</b>
<b>Emergency Contact:</b>	<b>Relation</b>
<b>Home Address:</b>	<b>Phone:</b>
<b>Interviewer(s) Name:</b>	<b>Location &amp; Date:</b>

*Use these questions as a guide to interview the person who witnessed the threat. Ask other questions as appropriate. Try to use open-ended questions rather than leading questions. If witness is a minor, record parent under emergency contact.*

1. Do you know why I want to talk to you? What happened today when you were  
(Record person's exact words with quotation marks for key statements if possible.)

2. Please describe what they said and did in as much detail as you can remember.

3. What did you think they meant when they said or did that? (Does target believe that subject intends to carry out the threat?)

4. How do you feel about what (subject) said or did?

5. Why do you think they (subject) said or did that? (Probe to find out if there is a precipitating event or history to this behavior.)

6. What are you going to do now? (Ask questions to determine how target plans to respond to the subject and assist in planning a safe and non-provocative response.) What do you think they will do now?

7. Have you ever thought that they (subject) were scary or that something they did worried you? Have you had to change any pieces of your daily routine because of the behavior of this person? If so, please describe.

8. Have you ever hear of them (subject) using or talking about any weapons?

9. Are you aware of anything that has happened that has been particularly upsetting to them (subject)?

10. Have you ever heard of them (subject) talking about suicide or self-harm? If so, please describe.

11. When they (subject) become angry, frustrated or upset how do they usually react?

12. Have you heard of them (subject) planning for some sort of attack or incident? If so, please describe.

13. Who are the people who know them the best?

14. Who do they have a problem with?

15. What else we should know about this situation?

16. Will you show me their social media accounts?