

Reporting Incidents to Law Enforcement

The FBI encourages private sector partners, academic institutions, and houses of worship, including religious schools, **to immediately report** any perceived threat of violence, harassment, or intimidation to local law enforcement, their local FBI Field Office, and the FBI National Threat Operations Center by calling 1-800-CALL-FBI (225-5324) or visiting www.tips.fbi.gov.

The following activities may assist law enforcement in their investigation if they can be conducted and communicated safely; however, conduct these activities only **after** first reporting threats to law enforcement, as communicated above:

Telephonic Threats

- If possible, record the phone call. If you are unable to obtain a recording, take detailed notes and have others listen to the call. Consider these questions:
 - What did the caller sound like?
 - What was the specific threat?
 - Was there any identifying information/caller ID?
- Identify the date, time, and victim number called, as well as the victim's telecommunication provider.
- Do not offer the caller information that they would not already have, such as specific room numbers, addresses, names of surrounding establishments, etc.

Email Threats

- Leave the e-mail open, and if possible, print, photograph, or take a screenshot of the message. Do not delete, forward, or reply to the email.
- Obtain the email's header data, as this will provide additional technical information.
- Work with your IT staff to obtain information about IP addresses of those who recently visited your organization's website.
- Preserve your institution's web log files. A reasonable timeframe for preserving web logs is seven days before and 48 hours after the threat is received.

Social Media Threats

- Record the threat, possibly with a screenshot, and include any associated social media usernames, platforms, or other identifying information.