



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Handling Threats			Article: 1604
APPROVED: William Dickinson, Chief Probation Officer			
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POLICY

Whenever a threat of personal injury or loss of life is made against any Probation Department employee, law enforcement officer, judicial officer, victim, witness, or any other person connected in any way to an individual under investigation, supervision, or control of this department, the following actions shall occur:

- A. The matter will be brought to the attention of a first-line Supervisor and a Division Director without delay.
- B. The employee, the Supervisor, and the Division Director will evaluate the authenticity and probability of the threat being carried out and review any information, written or verbal, which is available.
- C. If the information and circumstances indicate that the party is likely to carry out the threat and has the capacity of carrying out such a threat:
 1. The Probation Officer managing the case will immediately contact the intended victim and advise that person of the nature of the threat.
 2. The Probation Officer managing the case will immediately contact the appropriate law enforcement agency and advise the details and nature of the threat. Additionally, advise that in the opinion of the Probation Department, a reasonable probability exists of the threat being carried out.
 3. In the case of juveniles who have made threats, the Probation Officer will notify the juvenile's parents, guardians, or custodians of the nature of the threat and advise them of their special responsibility to exercise supervision and control of the juvenile.
- D. In the event threats are directed toward a specific neighborhood or group of people, the Probation Officer will seek the assistance of the appropriate Police Department or Sheriff's Department in advising that neighborhood or group of people.
- E. The Probation Officer or Juvenile Correction Officer managing the case will immediately prepare a detailed memorandum including the details of the threat, discussions and actions of the department. The original

memorandum will be placed in the case file with copies to the direct management line from the Division Director to the Chief Probation Officer.

It is the position of the department, the County Counsel, and established case law that our duty to warn potential victims supersedes the confidential relationship which exists between this department and its clientele. Departmental personnel do not need to fear a breach of confidentiality when they act in good faith in issuing a warning as described herein.

I. Bomb Threats

When a bomb threat has been received by a telephone call by any Probation Department employee, at any location, the following procedures shall be immediately placed into effect:

A. Person receiving the call shall:

1. Speak calmly and keep caller on the line as long as possible. Ask caller to repeat message and make written notes of every word spoken by caller.
2. Ask caller for the location of the bomb and the time it is set to detonate.
3. Ask caller if he/she realizes many innocent people could get killed or injured if a bomb were to explode.
4. Listen closely to voice of caller to determine caller's age, sex, accent, speech impediment, education, knowledge of County, etc.
5. Immediately after caller hangs up, notify the Chief Probation Officer. Notify the Deputy Chief Probation Officer if the Chief Probation Officer is absent.

B. Department Head shall:

1. Report the threatening call to Bakersfield Police Department (327-7111) if threatened building is within Bakersfield City limits.
2. Report the call to Sheriff's Department Communications Center 861-3110 if threatened building is located in an unincorporated area of the County.
3. Call the County Administrative Office (868-3198) and report all known details of the threat and action contemplated.

4. Notify General Services Department (868-3000) of the threat.
 5. Designate an employee to meet arriving Police Officers or Sheriff's Deputies and escort them to the Department Head and person who received the call.
 6. Make decision whether or not to evacuate employees.
 - a. Notify Heads of other Departments whose offices are on the floors above, below, or contiguous to the office receiving the call if the decision is made to evacuate.
 7. Conduct search of building, accompanied by Police or Sheriff's Deputies, if possible.
 - a. Employees familiar with the work areas should be asked to assist in the search as they would be more apt to notice any unusual objects.
 8. If a strange or suspicious object is discovered, it is not to be touched, moved or handled by searching personnel. Report its location and description to law enforcement personnel.
- D. If a suspicious device is found:
1. Evacuate employees from area.
 2. Notify Police and Sheriff (if officers have not arrived or have already departed).
 3. Notify County Administrative Office.
- E. Upon completion of search, make decision to reenter building.
- F. Prepare full written report of entire sequence of events and actions taken. Send the report to the County Administrative Officer with copies to the Director of General Services and responding law enforcement agency.

II. DISASTER PREPAREDNESS AND CIVIL DISORDERS

In the event of disaster arising from natural causes such as earthquakes, floods, etc., or in the event of a civil disorder, all sworn probation employees shall place themselves at the disposal of the Chief Probation Officer to assist in any capacity in restoring and maintaining civil order. Sworn staff shall be prepared to be placed under the jurisdiction of governmental agencies that have primary responsibility at such times; such as, fire departments, police departments, sheriff departments and National Guard, etc. In such cases, the

Chief Probation Officer, shall give priority to the protection of Court Wards and other juveniles in the physical custody of the Probation Department and shall coordinate probation participation.