Lincoln Parish Threat Investigation Form

Directions: This form is to be used to investigate and document the details of each reported threat or violence or terrorism which involves students, teachers, principals, or school employees.

The term threat of violence means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any intent to kill, maim, or cause great bodily harm to a student, teacher, principal, or school employee on school property or at any school function.

The term threat of terrorism means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, teacher, principal, or school employee to be in sustained fear for his safety, cause the evacuation of a building, or cause other serious disruption to the operation of a school.

<table>
<thead>
<tr>
<th>Date of Report:</th>
<th>School Name:</th>
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<tbody>
<tr>
<td>District: Lincoln</td>
<td>Date of incident:</td>
</tr>
<tr>
<td>Time of incident (if known):</td>
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INTERVIEW CONDUCTED: (Check all that may apply.)

O Interviewed Who Reported Name: ____________ Date: ____________

Description of alleged threat:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

O Interviewed Alleged Victim(s) Name: ____________ Date: ____________

Description of alleged threat

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

O Interviewed Alleged Offender(s) Name: ____________ Date: ____________

Description of alleged threat:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
O Interviewed Witness(s)  
Name: __________________ Date: __________
Name: __________________ Date: __________
Name: __________________ Date: __________

Description of alleged threat:  
______________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

O Interviewed the Parents/ Guardian(s) of Alleged Victim:  
Name(s): __________________ Date: __________

Summary of Interview:  
______________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

O Interviewed Parent(s)/ Guardian(s) of Alleged Offender: Name(s): __________________ Date: __________

Summary of the interview:  
______________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Any prior documented incidents by the alleged offender? ___Yes ___No

<table>
<thead>
<tr>
<th>DOCUMENTATION AND NOTIFICATION REQUIREMENTS</th>
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<td>Date of report:</td>
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<tr>
<th>INVESTIGATION DETERMINATION</th>
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<tbody>
<tr>
<td>Name(s) of alleged victim(s)</td>
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<tr>
<td>____________________________</td>
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<td>____________________________</td>
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<td>____________________________</td>
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| Names(s) of alleged offender(s) | Age | Sex | Grade |
|---------------------------------|__________|__________|__________|
| ____________________________ | __________ | __________ | __________ |
| ____________________________ | __________ | __________ | __________ |
| ____________________________ | __________ | __________ | __________ |

| Name(s) of witness(es), if applicable | Age | Sex | Grade |
|----------------------------------------|__________|__________|__________|
| ____________________________ | __________ | __________ | __________ |

| ____________________________ | __________ | __________ | __________ |

| ____________________________ | __________ | __________ | __________ |
Where did the incident happen (choose all that apply)?

- Classroom
- Lunchroom
- School Bus
- Locker Room/Area
- Restroom
- Hallway
- Other: ____________________________________________________________

- Bus Stop
- Parking Lot
- On the way to/from school
- Playground
- Internet
- Cell Phone
- At a school sponsored activity or event off school property
- Bus Stop
- Parking Lot
- On the way to/from school
- Playground
- Internet
- Cell Phone
- At a school sponsored activity or event off school property
- Other: ____________________________________________________________

Physical evidence, if available: __Graffiti __Notes __E-mail __Websites __Video/Audio
*Attach copy or original

Incident reported to parent/guardian of alleged victim within one school day receipt of complaint of victim. __Yes __No Initials of school official: __________

Incident reported to parent/guardian of alleged offender within one school day of the receipt of threat complaint. __Yes __No Initials of school official: __________

Additional pertinent information gained during investigation: (attach a separate sheet if necessary)

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

This allegation was investigated by: __________________________________________

Name

Title