

**OFFICE OF SPECIAL OPERATIONS**

**NOTICE**  
1.15

February 23, 2018

**TO:** All Department Personnel

**FROM:** Director, Office of Special Operations

**SUBJECT:** SCHOOL THREAT PROTOCOLS AND NOTIFICATIONS

The recent proliferation of threats of violence targeting schools has made it necessary for a single Department entity to serve as the Department Coordinator for such threats. The Officer in Charge, Analysis Section, Major Crimes Division (MCD) has been designated as the Department School Threat Coordinator.

The purpose of this Notice is to establish protocols to ensure immediate notification is made to MCD when such a threat is brought to the attention of any Department employee. These threats may originate from many sources, including but not limited to, calls for service, social media posts, reports from other agencies, and reports from students, parents, teachers, and school officials.

Effective immediately, all Department personnel who become aware of any threat of school violence shall immediately notify MCD, at (213) 486-7220 for advice during normal business hours. Off-hours notifications shall be made to the MCD on-call lieutenant via the Department Operations Center at (213) 484-6700. Any Investigative Report completed shall be forwarded electronically to MCD without delay. The investigative responsibility will typically remain with the geographic area of occurrence. However, MCD will determine if the magnitude of the threat rises to a level requiring the response of MCD investigative personnel and a change of investigative responsibility.

If you have any questions regarding this Notice, please contact Deputy Chief Horace Frank, Commanding Officer, Counter-Terrorism and Special Operations Bureau, at (213) 486-8780.

APPROVED:



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