



Director of State Courts

## Wisconsin Court Security Threat and Incident Report

- In compliance with SCR 68 -

### Instructions

**Who completes the form:** The presiding judge of a circuit court, or designee, is responsible for completing the Wisconsin Court Security Threat and Incident Report Form.

**When to complete the form:** The form must be completed for each incident involving a breach of court security that occurred in or around a court building. It includes incidents in the courtroom, chambers or staff offices of the presiding judge or any associate judges, lobby areas, and courthouse grounds.

**Definition of an incident:** An incident is defined as any adverse event that threatens the security of person or property, or causes or may cause significant disruption to functions of the court or courthouse environment. This includes, but is not limited to, threats to harm a person or property, disorderly conduct, physical assaults, escape attempts, or any other serious situation that disrupts court activities.

<b>Report</b>	<i>An individual threatened the public defender with a pocket knife</i>
<b>Do Not Report</b>	<i>An individual was stopped at screening with a pocket knife</i>

**How to complete the form:** In order for the Director of State Courts Office to compile the most complete set of data for analysis of security needs in the court system, it is important that full and accurate information be provided; complete the form with as much information as is known.

In the section "Description of Incident," please provide a brief, but thorough, description of the event or any additional information that is not included elsewhere in the report but is essential for a thorough understanding of the incident. Include who was involved, what happened, and what the response/outcome was. An example is: "During trial, defendant in criminal case became hostile; screaming and threatening to harm the witness. Baliff handcuffed defendant and escorted him to the holding area. No harm to any individuals occurred."

**When and how to submit the form:** The Wisconsin Court Security Threat and Incident Report form should be submitted to the Director of State Courts Office as soon as possible after the incident occurred. The form may be submitted via mail, fax, or email:

Send to:	Melissa Lamb	
Address:	Office of Court Operations	Email: melissa.lamb@wicourts.gov
	110 East Main Street, Suite 410	Fax: (608) 267-0911
	Madison, WI 53703	Phone: (608) 266-3121



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This form is for data collection purposes only. Additional reporting may be required by local procedure.

<b>1. Information of Person Completing Form:</b>	
Last <input type="text"/> First <input type="text"/>	Area Code and Phone <input type="text"/>
Title <input type="text"/>	Email <input type="text"/>

<b>2. Name of Court or Courthouse/Court Building:</b> <input type="text"/>	<b>3. Incident Date:</b> <input type="text"/> <b>Time:</b> <input type="text"/> <input type="checkbox"/> AM <input type="checkbox"/> PM
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<p><b>4. Type of Incident (check all that apply):</b></p> <p><input type="checkbox"/> Physical assault <span style="margin-left: 150px;"><input type="checkbox"/> Disorderly behavior</span>  <input type="checkbox"/> Bomb threat <span style="margin-left: 150px;"><input type="checkbox"/> Hostage situation</span>  <input type="checkbox"/> Threat <span style="margin-left: 150px;"><input type="checkbox"/> Prisoner escape attempt</span>  <input type="checkbox"/> Other: <input type="text"/></p> <p>How Communicated :  <input type="checkbox"/> In-Person <span style="margin-left: 50px;"><input type="checkbox"/> Telephone/Voicemail</span>  <input type="checkbox"/> Letter/Package <span style="margin-left: 50px;"><input type="checkbox"/> Electronic (email, social media)</span>  <input type="checkbox"/> Other: <input type="text"/></p> <p><b>5. Name of person(s) threat made against:</b>  <input type="text"/></p> <p>Check Affiliation:  <input type="checkbox"/> Judge or Commissioner <span style="margin-left: 100px;"><input type="checkbox"/> Attorney (DA, PD, Private)</span>  <input type="checkbox"/> Court staff <span style="margin-left: 100px;"><input type="checkbox"/> Juror or Witness</span>  <input type="checkbox"/> Litigant <span style="margin-left: 100px;"><input type="checkbox"/> Other: <input type="text"/></span>  <input type="checkbox"/> Family of judge/ judicial officer</p> <p><b>6. Location of Incident:</b></p> <p><input type="checkbox"/> Courtroom of: <input type="checkbox"/> Judge <span style="margin-left: 100px;"><input type="checkbox"/> Other judicial officer (court commissioner, municipal judge)</span>  <input type="checkbox"/> Chambers of: <input type="checkbox"/> Judge <span style="margin-left: 100px;"><input type="checkbox"/> Other judicial officer (court commissioner, municipal judge)</span>  <input type="checkbox"/> Staff offices of: <input type="checkbox"/> Judge <span style="margin-left: 100px;"><input type="checkbox"/> Other judicial officer (court commissioner, municipal judge)</span>  <input type="checkbox"/> Non-judicial staff (DCA, COC, RIP, Juvenile Clerk)</p> <p><input type="checkbox"/> Holding area  <input type="checkbox"/> Public area of courthouse/court building  <input type="checkbox"/> Home  <input type="checkbox"/> Other: <input type="text"/></p>	<p><b>7. Was a weapon involved?</b>  <input type="checkbox"/> No <span style="margin-left: 20px;"><input type="checkbox"/> Yes, identify all weapons involved:</span>  <input type="checkbox"/> Gun <input type="checkbox"/> Knife <input type="checkbox"/> Other: <input type="text"/></p> <p><b>8. Who was the perpetrator in the incident?</b></p> <p><input type="checkbox"/> Criminal defendant/juvenile respondent  <input type="checkbox"/> Plaintiff/non-criminal defendant/respondent/petitioner  <input type="checkbox"/> Family member/friend of party in the case  <input type="checkbox"/> Court employee/staff  <input type="checkbox"/> Attorney, witness, juror  <input type="checkbox"/> Member of public (unknown relation to any case)  <input type="checkbox"/> Unknown/Other: <input type="text"/></p> <p>Was this individual arrested as result of the incident?  <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Unknown</p> <p><b>9. Was this incident related to a particular case within the court?</b></p> <p><input type="checkbox"/> Criminal <input type="checkbox"/> Civil <input type="checkbox"/> Mental Health <input type="checkbox"/> Not related to a particular case  <input type="checkbox"/> Family <input type="checkbox"/> Probate <input type="checkbox"/> Juvenile</p> <p><b>10. Brief Description of Incident:</b></p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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