

## Dealing with Threats

Prison Officers on a daily basis are faced with threats from inmates. Based on the nature of the Organization and the role of the Prison Officer the fact is this phenomenon will not go away.

Without advice from relevant authorities you should never determine how serious an inmate's threat should be taken nor should you disregard a threat that is overheard.

The Trinidad & Tobago Prison Service is presently developing a policy to address the issue of threats, made by inmates, to you. However, you are asked to note the following guidelines to assist when faced / dealing with threat(s) from inmates.

### What information should I gather and report?

- Description of the person making the threat, such as name, address, approximate height and weight, colour of hair & eye, skin complexion, any defining marks or scars;
- What was said (the exact words);
- Description of the vehicle (if seen) driven by the person or persons associated with the threat;
- Description of the location (where the threat was made);
- Whether the person is recognized as an ex-inmate (where threat was made externally)
- Date and time when the threat was made and;
- Names of any witnesses present at the time the threat was made.

## The Reporting & Intervention Process

### Step 1

#### *i. Report the threat immediately to the Supervisor;*

*Report the threat to the Resident Police Station where you live as well as, to the Police Station where you work see listing below:*

- Arouca Police Station for YTC, MSP, GGP, Remand and WP Stations;
- Central Division for Port of Spain Prison;
- Carenage for CCP;
- Scarborough for Tobago Prison.

#### *ii. Submit a written statement to your Supervisor.*

Include the stations and names of the police officer(s) who took your report).

### Step 2

*The Supervisor shall forward your report immediately to the Superintendent of Prisons / Station.*

### Step 3

*The Superintendent of Prisons shall immediately inform the Prisons Executive, by phone, and subsequently submit a written report.*

### Step 4

*The Prisons Executive will make immediate contact with the Commissioner of Police for further action and intervention*

## Action to be taken by the Police Service

- Police will conduct investigation;
- Necessary and appropriate action will be taken based on the outcome of the investigation and;
- Appropriate protective action will be taken to ensure your safety.

*(For your safety you may or may not be advised of the nature of action taken)*

## Action to be taken by the Prison Service

- Internal investigations will be conducted;
- The inmate who made the threat will be charged and;
- Any further action necessary to protect you

## Support for Officers and their Families

- Receiving threats can have a psychological impact on you and your family in this regard the Prisons Psychologist will meet with you and your family to provide counselling and/or make referrals for psychiatrist visit(s) and;
- The Prison Service De-briefing Team will provide ongoing support to you and your family as per needs/ requests.