



Helpful Hints for Handling Safe2Tell Reports

Each Safe2Tell report requires a response while maintaining the ANONYMITY of the reporting party who is protected by Colorado State Law 07-197 C.R.S. The following are a few helpful hints to aid in successfully responding to and reporting back on all Safe2Tell reports. If you have any questions, please call our administrative office at: 719-520-7435

Who Should Be Aware?

While the anonymity of the reporting party is to be protected, administrators in a position of trust can make a difference in the life of a student who is at risk, feeling threatened, or in a dangerous situation. Those administrators may be notified and assist in helping to provide a positive outcome. Your organization should determine what the practice or procedure will be for routinely handling Safe2Tell report issues in a confidential and anonymous manner. Consider who the most effective and involved party may be or form a collaboration of:

- School Principal
- School Resource Officer / Local Law Enforcement
- School Security
- Student's Parent(s) / Guardian(s)
- School Counselor / Psychologist / Nurse

What is the Appropriate Action?

With varied content and circumstances for each report, the goal is always prevention and awareness through education and training. It is not necessary to inform the student (whether victim or perpetrator) that a Safe2Tell report has been received. Please remember that Safe2Tell reports are considered intelligence information and are NOT to be included in case files with public access.

In most cases, the most effective intervention for the student is realizing that an adult in their life notices, cares and is aware. Consider some suggestions of possible actions for the most productive method for obtaining a positive outcome:

- **Counseling** – Speak with students on an individual basis; counseling large groups can be ineffective, leading to further intimidation/bullying. Strive for solution-based outcomes.
- **Monitoring Situation with Awareness** - Seek to personally observe the noted behavior, particularly in situations where students assume the adults are not aware of the reported actions.
- **Immediate Intervention** - Many S2T reports save lives. Take all threats seriously and be prepared to suggest helpful outside resources in your area for students in crises.
- **School Discipline** – Any behavior that violates school or district policies should be met with the appropriate disciplinary procedures.
- **Citation / Arrest** – When a report is crime-related, it will be at the prerogative of local law enforcement to determine the appropriate action.
- **Referral** – Should it befit the circumstance, a referral to another local agency, such as DHS, Mental Health, etc. is appropriate and acceptable. Please note as such on the Disposition Report.

Submitting the Disposition Report

- You may submit the Disposition Report via e-mail, via the Safe2Tell website at: www.safe2tell.org, by fax or by mailing a hard copy.
- Follow-up on every Safe2Tell report is a program requirement.
- The more detailed information provided, the more helpful the program is for both the school, local law enforcement and Safe2Tell.

FAQ's

Q: *What if I received this report erroneously?*

A: Please notify Safe2Tell immediately, providing the report number, and discard the report.

Q: *What if there is not enough information for follow-up?*

A: Safe2Tell may request more information from the reporting party via our web reporting system. Please inform the Safe2Tell administrative staff if you would like to post a request for more information. Make sure to have the report identification number available for reference.

Should more information be submitted on your particular Safe2Tell report, you will either be notified by the Safe2Tell administrative staff or a new report will be generated by the CO State Patrol Communications staff.

If there is not enough information for follow-up, please note as such on the Disposition Report and return to Safe2Tell.

Should more information become available after the Disposition Report is returned to Safe2Tell, please update our administrative office or submit an updated report via www.safe2tell.org.

Q: *Should I notify the suspect or victim that a Safe2Tell report has been made?*

A: It increases the reporting party's ANONYMITY if the Safe2Tell report is kept private and confidential. It is not necessary to articulate that a Safe2Tell report has been received.

Q: *Will Safe2Tell notify the media if a serious crime or incident is prevented?*

A: While Safe2Tell reserves the right to use report content to describe incidents and outcomes for program purposes, the identity of particular schools and/or districts will not be disclosed unless that particular school or district chooses to pursue their own media coverage. In that event, Safe2Tell will include any publicly released media in its own publicity packets for program usage and promotion.

Q: *Can I obtain statistics for my school or school district from the Safe2Tell database?*

A: Once Safe2Tell statistics are compiled in any demographic for release to any entity, the information becomes public domain and may be published or reported by the media. Therefore Safe2Tell does not release any statistical data that is specifically pertinent to any entity in order to ensure that all information is maintained in as confidential a manner as possible.

Q: *If another agency involved (school, law enforcement, etc.) has already sent in a Disposition Report, do you still need one from our agency?*

A: Yes, please submit your Disposition Report regardless of another agency's involvement so that Safe2Tell may have a complete record of the outcome.

Q: *Am I allowed to contact or interview the suspect or subject in the report, since anonymity is protected by Colorado state law?*

A: Anonymity laws protect the individual who *made* the report. Individuals listed in the report who are in need of intervention may be contacted, interviewed, investigated, etc. as appropriately determined by the designated school representative, law enforcement officer or involved community agency.

Please remember it is not necessary to mention that a Safe2Tell report is involved and often can lend to a more successful outcome if that information is kept private and confidential.

For more questions, information or resources, please contact our administrative office at: 719-520-7435 or visit: www.safe2tell.org