



School and Local Police S2SS Discussion Guide

The following provides a guide to facilitate Safe2Say Something (S2SS) discussion between schools / school districts and their local police jurisdiction(s) – specifically, below you will find:

- 1) An overview of S2SS to on-board your local jurisdiction – they are unfamiliar with the program. Word and PowerPoint files are at the end of the overview for email pre-read ahead of your meeting and/or presentation to the police. The PowerPoint presentation offers the fullest review and detail on the program.
- 2) A specific discussion guide providing questions and best practices from around the country to help you form how you will both operate when a “life safety” tip is received within and outside of school hours

This guide is not meant to serve as THE guide with all answers as to how you will operate with your jurisdiction, instead it is intended to help facilitate discussion to move you both to a place of agreement and alignment on operating procedures for all “life safety” tips. Note – schools and police will always be notified on all life safety tips via 911 County Dispatch (police) and OAG Crisis Center (schools). Police will NOT be notified about any non-life safety tips unless the school requests their involvement.

Program Overview

In 2018, the General Assembly passed Act 44 mandating the establishment and use of the “Safe2Say Something” (S2SS) anonymous reporting system by every Pennsylvania school entity by January 14, 2019

S2SS is a life-saving and life-changing school safety program that teaches students, educators, and administrators how: (1) to recognize the signs and signals of individuals who may be at risk of hurting themselves or others and (2) to anonymously report this information through the S2SS app, website, or 24/7 Crisis Center Hotline. The following provides an overview of how the program works and will be implemented in schools:

- S2SS works through 5 easy steps:
 1. An anonymous tip is submitted via mobile app, website, or by calling the PA based 24/7 Crisis Center
 2. The tip is then triaged by the Crisis Center to gather enough information to act on it
 3. The tip is delivered to the impacted school and, as needed, local law enforcement via 911 County Dispatch
 4. The school and, as needed, local law enforcement assess and intervene with the at-risk individual
 5. The school then closes out the tip and reports actions taken as a record for their school
- The Office of the Attorney General (OAG) has established S2SS and will manage and maintain the program. The OAG, in partnership with Sandy Hook Promise – a leader in anonymous reporting systems, is building out the app, website and PA-based 24/7 Crisis Center platform.
- OAG Crisis Center analysts are being trained to receive and triage tips to: (1) ensure there is enough information for schools and law enforcement, when needed, to act upon, (2) conduct 2-way anonymous dialog with tipsters to gather missing information, (3) categorize the tip as either “life-safety” (acts that require Police intervention) or “non-life safety” for ease of prioritization by recipients, and (4) deliver the tip to the impacted school and, when appropriate, to its local law enforcement via 911 County Dispatch.
- The S2SS platform allows the official users (Crisis Center analysts, school entities and 911 County Dispatch) to view and act against tips using their PC or mobile device. Additionally, the platform allows for real-time 2-way dialog with a tipster and the viewing and sharing of attachments (such as screen shots and videos) that a tipster has submitted. The platform permits communication between the official users on each tip, allowing for up-to-the-second information sharing and action that all see and read at the same time – as one of the MOST critical pieces of

information needed to intervene in a “life safety” situation is a child’s address, which can be securely and seamlessly shared within the platform amongst official users in order to expedite interventions. This address must be passed to 911 Dispatch to pass to the local jurisdiction to act upon – resulting in faster action and faster intervention to save lives.

- A district, charter school, cyber charter school, private school, nonpublic school, intermediary unit, and/or area vocational-technical school must have an assigned S2SS Lead to coordinate the establishment and training of a 3-5 member team who will have the responsibility to receive and act upon tips. Additionally, the team will help maintain and sustain S2SS long-term in partnership with Sandy Hook Promise local coordinators, who will in turn support the efforts of the S2SS Lead. Training for S2SS Leads is 3 hours, while team members require 2 hours. Both require a minimum of 30 minutes of un-interrupted practice time to learn the system ... 45 minutes if you are less familiar or have minimal experience in a windows environment.
- County-based 911 dispatch centers must have an assigned S2SS Lead to coordinate the setup and training of their personnel to action against “life safety” tips only. Dispatchers will use the S2SS P3 Tip Manager to view and act upon the tip, conduct 2-way dialog with a tipster (if needed), communicate with the school team, and facilitate interventions by dispositioning to local police jurisdictions. Training of S2SS Leads takes 2 hours and requires a minimum of 30 minutes of un-interrupted practice time. Dispatch team / personnel training will take 2 hours, including 30 minutes of practice time.
- At the conclusion of school and police investigation and intervention (as needed), all tips will be closed out by school personnel only. Districts, charter schools, cyber charter school, private school, nonpublic schools, intermediary units, and/or area vocational-technical schools can then run reports to analyze the types, times, etc. of tips received and, over time, view trends to demonstrate where change is taking place or is needed.
- Students, educators and administrators will be trained to recognize the signs and signals of individuals who may be at risk of hurting themselves or others along with how to use the S2SS anonymous reporting system to submit tips of the signs and signals they observe. Student and staff (optional to join the student presentations) training takes 1 hour and will be made available via an interactive training video, downloading of materials to self-lead and/or in-person S2SS certified trainers (where availability exists).
- S2SS will be sustained via support by Sandy Hook Promise’s School Outreach Coordinator, in-school awareness materials (at no cost), annual training of new incoming classes and educators/administrators, and, critically, establishment of in-school student clubs (existing or new clubs) to empower students to create sustained change.
- S2SS is mandated to launch January 14, 2019 – therefore trainings for school officials and dispatches will take place in December, followed by a statewide notification test to ensure official users are responsive and ready to go LIVE. Finally, student training begins on January 14 and can rollout any time after this date – please note that the system is live as of January 14 whether you train your students or not, therefore tips can and will begin to flow. That said, the number of tips will jump once all students are trained (estimates/calculator are in the PowerPoint presentation below).
- As reference – The OAG has partnered with Sandy Hook Promise (SHP) to rollout the S2SS program. SHP is a national non-profit committed to creating safe schools and communities through their four evidenced-based *Know the Signs* intervention programs. To date, SHP has delivered its programs to 10,000+ schools and trained 5+ million youth and adults in every state resulting in countless suicide, school shooting and firearm threat interventions and countless bullying, drug use and other acts of violence and victimization interventions.
- Double click [here to open the Word overview](#) and [here to open PowerPoint overview](#).



Discussion Guide

Questions:

1. *Who should be the key contacts between local police and the 3-5 person S2SS Team?*
 - Actions: Exchange critical contact information and load onto your phone's contact list
 - Lack of communication and contact because you do not know each other's cellphones can result in the loss of life – please exchange contact information so you can work together (when needed)
 - Exchange of contact information will also allow the police to work through you if more 2-way dialog is needed with a tipster – they do not have access to 2-way dialog
 - If never shared, the police should provide how their jurisdiction operates, especially in the evenings. Given some of the rural areas of PA, many local jurisdictions close their offices at night and officers take calls direct from the 911 County Dispatch— others have full 24/7 services. This is critical as it will help in understanding police operation and availability to collaborate on calls.

2. *How will your local jurisdiction handle Life Safety tips during school hours where they may need to come to the school?*
 - Actions:
 - Discuss and develop (as needed) a process for an imminent, life threatening situation.
 - Discuss and develop a process for non-imminent, non-Life Safety yet criminal situations.
 - Many districts nationwide create communication process to discuss a student / situation ahead or in parallel with police action as there may be history to the situation that is important for the police to understand. This is often a quick phone call with the local police dispatch or officer in route.

3. *How does a school call-in if police are **not** needed and the school has determined that they have the situation under control?*
 - Actions:
 - Schools should explain and share the chart of Life Safety and Non-Life Safety tips/"Event Types" as a guide to show what types of tips will be sent to ONLY the schools. This should then show police what the school will investigate first and then reach out to police for assistance. In some cases, police may help schools define when they should be called.
 - Discuss what should happen when/if the school reviews the tip and determines that while the tip IS a Life Safety issue, it may not need police involvement.
 - In the case of suicide / suicide ideology, many districts work with police by calling the home of the child to speak with parents to inform them that the police will be visiting and conducting a wellness check.
 - In the above, schools and local police coordinate via radio, telephone or through an assigned SRO. In any case, if a process doesn't exist, discuss how key situations will be managed. Examples include – active shooter, shooting threat, firearm in school, threat to bring firearm, suicide, suicide ideation, self-harm (eg cutting), dating violence, sexual assault/rape, drug use and/or distribution, human trafficking, child abuse, gang violence ... as these represent top tips that will be submitted.

4. *How will your local jurisdiction handle Life Safety tips during non-school hours where they may need to come to the school? A vast majority of life safety tips will be submitted between 4-11PM Sunday through Friday. This is a critical question to determine how communication will flow between school and police.*
 - Reminder: School S2SS teams are responsible for forwarding an address of a reported child to 911 Dispatch so they, in turn, can provide it to the local jurisdiction. This is done via Team "Comms" button on

the mobile tip manager and in the “Team Communications” section on the Main tab of the full website tip manager.

○ Actions:

- Discuss how the police will report back on action they have taken – especially outside of school hours? This is a critical step in order for schools to plan how they are responding the next school day with regard to impacted students, general student body, educators and administrators ... not to mention communication with parents.

5. How will the school will report back to the police (if requested) on actions they have taken with a child and/or actions parents / caretaker have stated they have/will take to help a child in need?
6. How and when will school officials and police move to break anonymity and request an IP address for a tipster?
 - Reminder: this can only be done with a court order for 1st person tips. The IP address is then shared with the police or party they have assigned in order to TRY and find the location of the individual.

Other Points and Processes:

1. Schools should share that any sexually explicit material (photos, videos) will not be passed along to the 3-5 member district team until the OAG Crisis Center and local police discuss steps to share information / evidence. The OAG Crisis Center will work with school officials to be placed in contact with the local jurisdiction.
2. Any victim of sexual assault or rape will have her/his name redacted from tip (done and documented in the P3 Tip Manager platform) until the OAG Crisis Center, school officials and local police jurisdiction review and discuss the management and protection of the possible victim. If imminent, the name of the victim and his/her corresponding address (if known) will be shared by other means, in cooperation with 911 County Dispatch, to allow for immediate intervention.

Reminders:

1. Local police do not have access to the tip within the P3 Tip Manager platform.
2. Local police do not have familiarity with this program beyond the information you provide them.
3. A school can choose to add a local police representative, liaison or lead SRO as a team member to give access to the P3 Tip Manager. This decision is solely on the school / school district and requires you to share the MDT Manual (provided in December training) so the chosen law enforcement representative can learn how to use the P3 Tip Manager platform. Follow your “add a team member” instructions in your admin manual to do this. Please keep in mind that when added you want to check the “life safety notification” box so they get life safety tips only.