



Colorado Springs Police Department

Standard Operating Procedure

DL-1020-42 Safe-2-Tell Program

Section 1000 – Patrol Functions

Effective Date: 2/12/2021

Supersedes Date: 10/20/2005

.01 Purpose

The purpose of this directive is to outline the agency response to receiving information from the Safe-2-Tell Program.

.02 Cross-Reference

[GO 1050 Juveniles: General Applicability](#)

[DL-1050-01 Juvenile Victims](#)

[DL-1050-10 Juvenile Offenders](#)

[COM-104 Safe-2-Tell Program](#)

[PowerPoint SAFE-2-Tell Training](#)

.03 Definitions

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.04 Procedure

The Safe-2-Tell (S2T) program is a state-wide program designed to provide an organized method of obtaining and disseminating information regarding a variety of incident types occurring at all levels of schools. Information is reported to the program, via a mobile application, a website, or a toll-free telephone number; this information is analyzed and disseminated to the appropriate law enforcement agency by analysts at the Colorado Information Analysis Center (CIAC).

The Safe2Tell Act (24.31.606(2)(n)) requires law enforcement and schools to work with S2T to analyze and follow up on tips that are submitted to the program. To accomplish this follow up officers will utilize the tip disposition form offered and maintained by S2T to ensure the appropriate information is captured in the S2T system after a response to a call.

The S2T disposition form can be accessed on the CSPD Intranet Home Page at [PowerPoint SAFE-2-Tell Training](#).

Upon completion of the call for service officers will navigate to the disposition form and complete the following information:

- Enter Tip ID from the call screen
- Enter a disposition ID from the call screen
- Use the appropriate tip status:
 - Open
 - Transferred to Another Agency
 - Closed
 - Ongoing Investigation
- School/Agency Assigned to:
 - Colorado Springs Police Department
- Description of Investigation or Intervention:
 - Copy your CAD CFS or clearance remarks into this field
- Complete Agency, Title, Phone (work cell), Name and email
- Outcome
 - Check all that apply
- Trends
 - Check all that apply
- Assessments
 - Used by school administration; no need to fill in
- Number of suspects
 - No need to fill in

Submit the form