

Southwestern Pennsylvania Regional Threat Assessment Hub Structure and Operation

Mission Statement: The Pennsylvania Commission on Crime and Delinquency (PCCD), in partnership with the University of Pittsburgh, is leveraging federal funding through the U.S. Department of Homeland Security's *FY 2020 Targeted Violence & Terrorism Prevention (TVTP) Grant Program* to launch a new regional initiative to collaborate against targeted violence and mass shootings using an evidenced based and multi-disciplinary approach towards threats. The Southwestern Pennsylvania Regional Threat Assessment Hub (hereafter, "Threat Hub") is open to organizations, agencies, and other entities working in Allegheny, Armstrong, Beaver, Butler, Washington, and Westmoreland Counties interested in enhancing threat assessment capabilities and is not intended to usurp existing agency threat assessment models, but to enhance threat management capabilities through a collaborative environment.

Team Composition: The team comprises representatives from entities working in the following counties:

- Allegheny
- Armstrong
- Beaver
- Butler
- Washington
- Westmoreland

Participating members will include those public and private entities working in health care, primary/secondary education, higher institutions of learning, faith-based groups, court systems, law enforcement, businesses, community members, and large gathering venues.

Which Cases Will Be Assessed: Any of the participating agency representatives, serving as ad-hoc team members may bring a case to be assessed within the Threat Hub. The Threat Hub team will be comprised based upon availability and specific to the needs of the stakeholders. The Threat Hub has asked that each member be sensitive to jurisdictional and political considerations of the other participating agencies. For example; if a team member from the courts becomes aware of a threat involving the school district, that court member would immediately advise the school district member(s). It would then be the decision of the school district member(s) if the case should be handled internally or brought to the Threat Hub for collaboration. Each participating member should be aware of their own agency's specific confidentiality guidelines as well as pertinent state or federal guidelines (e.g., CHRIA, HIPAA, FERPA).

Any member bringing a case to the team for staffing is welcomed and encouraged to bring whatever sources of information that member feels would benefit the team in either assessing or managing the case. Those sources of information might include (but are not limited to) reports, documents, recordings, persons such as probation

officers, school resource officers, or victim advocates. NOTE: The documents or materials discussed during a collaborative session are the sole property of the individual member bringing the documentation into the meeting and is not considered the property of the Threat Hub, University of Pittsburgh, Department of Homeland Security, or the Pennsylvania Commission on Crime and Delinquency.

Case Management: While other members may offer suggestions, resources or assistance, the determination of how a case will be managed is ultimately the responsibility of the member who brought the case to the team. The Threat Hub bears no responsibility for action or inaction taken by a partner.

Case Files: The confidentiality and custody of all case files are the responsibility of the member who brought the case to the team.

Information Sharing: In the event that it is discovered that an entity outside of the Threat Hub should be made aware of case related information, it will be the responsibility of the member originating the case to reach out to the other entity. The Threat Hub leadership team will take reasonable steps to help identify and facilitate such connections and introductions whenever requested.

Internal Operations: Barring specific directions from the administrative authorities of the participating agencies, internal operational decisions will be by the consensus of the team. Barring consensus, decisions will be made by vote with each participating agency having a single vote. Dissenting opinions are encouraged to be heard to promote a collaborative and communicative environment.

Meeting Confidentiality: Any member bringing a guest to a team meeting is responsible for ensuring that the guest has signed a “Southwestern Pennsylvania Regional Threat Assessment Hub, Structure and Operation” form prior to the meeting. The hosting member is also responsible for maintaining the signed copy of the agreement.

- Each member must keep all information discussed within the confines of a case assessment in confidence and the information can only be shared when there exists a ‘need to know’ such in the case of threats made against individuals, entities, or groups and for the furtherance of safety and chain of command communication.
- It is also understood that each member must brief their own management on pertinent matters, but the information discussed during an assessment should be disclosed only when absolutely necessary and under the auspices of providing for the greater safety and security of an individual, entity or group.

Team Membership: The administrative authority of each participating agency has sole authority for selection of which individual(s) will serve as that agency’s representative(s) to the team (team members) for the threat assessment meeting. It is hoped that due to the investment of resources, both by the agency and by the team in training members, that consideration be given to consistency and stability in selection and retention of members. Team members will be encouraged to receive advanced training in threat

management and related skills. Core team members will be able to provide ad hoc and ongoing training for members whenever possible.

Team Consultants: The Threat Hub benefits greatly from the availability of individuals who provide consultation, advice, and assistance to the team. When the Threat Hub arranges for consultation services of a subject matter expert on a particular case consultation, the costs will be borne by the Threat Hub for the service. These consultants may or may not be employees of participating agencies and attend team meetings at the invitation of the team. In instances when other Threat Hub members chose to invite their own subject matter expert or consultant, approval must be secured prior to the meeting and the cost of that consultant invited by the Hub member agency will be borne by that agency alone. All consultants to the team are bound by confidentiality agreements and the team has sole authority for designating consultants.

Indemnification: The Threat Hub and participating organizations are joining together in good faith to cooperate to prevent acts of violence. Participants agree to indemnify, save, and hold the other participants, their agents, and employees harmless from all claims or costs arising out of, resulting from, or in any manner attributable to violation of any provision of this agreement, FERPA, HIPAA, IDEA, CHRIA or other rules or regulations, including legal fees and disbursements paid or incurred to enforce the provisions of this agreement.

Acknowledgment and Concurrence of Administrative Authority:

By signing, I understand and agree with the structure and operational direction outlined in this document for the Southwestern Pennsylvania Regional Threat Assessment Hub.

Agency Head or Designee Signatures:

X _____ Date: _____
John "Jack" Rozel, MD, MSL
Director, Southwestern Pennsylvania Regional Threat Assessment Hub

X _____ Date: _____
[Printed Name]
[Agency Name]