

ANOKA COUNTY THREAT ADVISORY GROUP

Agency Agreement

Mission Statement:

“To prevent targeted violence in Anoka County through multi-disciplined collaboration to identify, assess, and manage risks of violence.”

The Anoka County – Threat Assessment Group is a collaborative multidisciplinary group. Its members are comprised of representative of law enforcement, social services, and a variety of organizations and government entities within Anoka County. The group exists as a resource for Anoka County law enforcement agencies and other agencies that work with situations involving persons that have been identified as being at high-risk for serious *targeted violence*.

Team Composition: The team comprises representatives from each participating agency.

Participating agencies are:

- Anoka County Sheriff’s Office
- Anoka Police Department
- Blaine Police Department
- Columbia Heights Police Department
- Coon Rapids Police Department
- Fridley Police Department
- Lino Lakes Police Department
- Ramsey Police Department
- Anoka County Attorney’s Office
- Anoka County Social Services

Which Cases will be Assessed: Any of the participating agency representatives, serving as team members, may bring a case before the team to be assessed. The team has asked that each member be sensitive to jurisdictional and political considerations of the other participating agencies.

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.

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 and agency who brought the case to the team.

Case Files: The confidentiality and custody of all case files are the responsibility of the member and agency who brought the case to the team. Members who distribute materials to members for review during the meeting are responsible for retrieving materials at the conclusion of the meeting.

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.

Meeting Confidentiality: Members agree to maintain all information presented at meetings or through other means of communication with the strictest confidence. Information presented to the team will not be shared with others unless necessary for business purposes, to perform job duties, and authorized by applicable law and policy. Guests are subject to the same confidentiality requirements. Any member bringing a guest to a team meeting is responsible for ensuring that the guest has signed a “Anoka County Threat Advisory Group, Visitor Confidentiality Agreement” prior to the meeting. (See attached) The hosting member is also responsible for maintaining the signed copy of the agreement.

Team Membership: The administrative authority of each participating agency has authority to bring forward for selection which individual(s) will serve as that agency’s representative(s) to the team (team members). 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. Final selection will be made in active collaboration with the participating agency.

Team Consultants: The team benefits greatly from the availability of individuals who provide consultation, advice, and assistance to the team. The team or its individual members have authority to designate consultants. These consultants may or may not be employees of participating agencies and attend team meetings at the invitation of the team. Consultants who are employees of participating agencies provide services as permitted by their participating agency. Consultants who are not employees of participating agencies provide their services without cost to the team or to any of the participating agencies. All consultants to the team must sign and are bound by confidentiality agreements.

Acknowledgment and Concurrence of Administrative Authority:

By signing, I understand and agree with the structure and operational direction outlined in this document for the Anoka County Threat Advisory Group.

Agency Head or Designee Signatures:

_____	_____
Name of Agency	Agency Head or Designee Name (Printed)
_____	_____
Agency Head or Designee Name (Signature)	Date

City Administration or Designee Signatures: (If applicable)

_____	_____
Name of Agency	City Administration or Designee Name (Printed)
_____	_____
Agency Head or Designee Name (Signature)	Date

Mayor, Council, or Designee Signatures: (If applicable)

_____	_____
Name of City	Mayor, Council, or Designee Name (Printed)
_____	_____
Mayor, Council, or Designee Name (Signature)	Date