

STANDARDIZED ROLL CALL TRAINING PROGRAM

Deployment Period 1-19

LESSON PLAN

TOPIC: Specialized
SUBJECT: Suspicious Activity Reporting
PREPARED BY: Counter-Terrorism & Criminal Intelligence Bureau
Date Prepared: 3-08 **Revised:** 1-19
HYPERLINKS: Special Order No. 17, 2018
Suspicious Activity Reports Notebook Divider, Form 1830.03

PERFORMANCE OBJECTIVE

Department personnel will understand those activities and behaviors which require the completion of a Suspicious Activity Report (SAR) and which circumstances require a concurrent crime, property or other report, in addition to a SAR.

INTRODUCTION

Pre-operation planning and surveillance for terrorist activity requires overt actions that can potentially be recognized and investigated. This is the most likely period in which suspicious or terrorist activity may be observed and disrupted. The Department believes that front line officers and detectives play a crucial role in counter terrorism, and has established policy for investigating and reporting crimes and non-criminal incidents that represent indicators of potential foreign or domestic terrorism.

SCENARIO 1

Security officers at a critical infrastructure location in your division report a man and a woman taking pictures of the entrances, exits, and security positions.

DISCUSSION

Has a crime been committed? Is a report required?

No crime has been committed, but a "Suspicious Activity Report" is required. A Suspicious Activity Report (Form 03.24.00) is a stand-alone report of observed behavior reasonably indicative of pre-operational planning related to terrorism or other criminal activity. These reports will assist Counter-Terrorism and Special Operations Bureau (CTSOB) in gathering, analyzing and disseminating information that may prove critical to the intelligence cycle. The information in a SAR may be the result of observations or investigations by police officers or may be reported to them by the public.

How is a SAR completed?

The SAR utilizes the LAPD Form 03.23.00. The individuals engaged in the suspicious behavior, like the people taking pictures in the scenario, are listed as an "Involved Person" (IP). An involved person is an individual who has been observed engaging in suspicious activity, when no definitive criminal activity can be identified, thus precluding their identification as a suspect.

If the person reporting is willing to be contacted by investigators, they are listed within the "Witness" section of the SAR. If the person reporting refuses to identify themselves, list them as "Anonymous."

Who is listed as the victim?

If the potential target of the suspicious activity can be identified, such as a government official or a surveilled building, that individual or location is listed as the victim. Otherwise, the "City of Los Angeles" is the victim.

Reportable Activities

The SAR policy requires all Department employees to report information regarding specific activity or behaviors that have been identified as having a potential link to terrorism.

These behaviors have been specifically identified to have a connection with **criminal and potential terrorist activity:**

Breach/Attempted Intrusion

Unauthorized individuals attempting to or actually entering a facility/infrastructure or protected site.

Misrepresentation

Presenting false or misusing insignia, documents, and/or identification to misrepresent one's affiliation to cover possible illicit activity. Impersonation of any authorized personnel (e.g., police, security, or janitor).

Theft/Loss/Diversion

Stealing or diverting (obtaining or acquiring) something associated with a facility/infrastructure [e.g. badges, uniforms, identification, emergency vehicles, technology or documents (classified or unclassified), which are proprietary to the facility].

Sabotage/Tampering/Vandalism

Damaging, manipulating, or defacing part of a facility/infrastructure or protected site
The new SAR policy requires all Department employees to report information regarding specific activity or behaviors that have been identified as having a potential link to terrorism.

Cyber Attack

Compromising or attempting to compromise or disrupt an organization's information technology infrastructure.

Expressed or Implied Threat

Communicating a spoken or written threat to damage or compromise a facility/infrastructure, protected site, and cyber-attacks.

Aviation Activity

Operation or attempted operation of an aircraft in a manner that reasonable may be interpreted as suspicious or posing a threat to people, buildings/facilities, infrastructures, or protected sites. Such operation may or may not be a violation of Federal Aviation Administration regulations.

These behaviors have been specifically identified as those with **potential criminal or non-criminal activity requiring additional information during an investigation:**

Eliciting Information

Questioning individuals at a level beyond mere curiosity about particular facets of a facility's or building's purpose, operations, security procedures, etc., that would arouse suspicion in a reasonable person.

Testing or Probing of Security

Deliberate interactions with, or challenges to, installations, personnel, or systems that reveal physical, personnel or cyber security capabilities.

Recruiting

Building of operations teams and contacts, personal data, banking data or travel data.

Photography

Taking pictures or videos of facilities/buildings, infrastructures, or protected sites in a manner that would arouse suspicion in a reasonable person. Examples include taking pictures or videos of ingress/egress, delivery locations, personnel performing security functions (e.g, patrol, badge/vehicle checking), security-related equipment (e.g, perimeter fencing, security cameras), etc.

Observation/Surveillance

Demonstrating unusual interest in facilities/buildings, infrastructures or protected sites beyond mere casual or professional (e.g., engineers) interest, such that a reasonable person would consider that activity suspicious. Examples include observations through binoculars, taking notes, attempting to measure distances, etc.

Materials Acquisition/Storage

Acquisition and/or storage of unusual quantities of materials, such as cell phones, pagers, fuel, chemicals, toxic materials, and timers such that a reasonable person would consider that activity suspicious.

Acquisition of Expertise

Attempts to obtain or conduct training in security concepts, military weapons or tactics, or other unusual capabilities such that a reasonable person could consider that activity suspicious.

Weapons Discovery

Discovery of unusual amounts of weapons, explosives, or their components that would arouse suspicion in a reasonable person.

Sector Specific Incident

Actions associated with a characteristic of unique concern to specific sectors (such as the public health sector) with regard to their personnel, facilities, systems or functions

In order to protect the integrity of the reporting program, and to avoid stereotyping or generalizing behavior on inaccurate factors, there will be no subjective determination of the suspicious activity made by officers or supervisors. It is extremely important that officers understand if the activity is not listed as one of the overt behaviors on the Notebook Divider, a SAR shall not be completed.

SCENARIO 2

Officers respond to a car dealership for a vandalism investigation. Several large American-made vehicles have been vandalized by having "ELF" spray painted and etched onto them.

Is this activity possibly related to foreign or domestic terrorism?

Yes. It is important to note that terrorism is not isolated to activity by foreign terrorist organizations. Terrorist organizations in the United States include militia movements and various extreme right/left wing groups.

Is a report required? If so, what is the title of the report?

Yes. Vandalism. In addition, a SAR must be completed with a separate DR and incident number. Ensure that the DR number(s) of all completed reports are listed and referenced in the appropriate boxes in the upper left-hand corner of the SAR face sheet. Notify Major Crimes Division (or the DOC during off-hours) for guidance if the situation involves an arrest or a crime with follow-up potential.

Scenario3

Officers respond to a radio call of a domestic violence. The suspect is GOA, but they complete an IR for Spousal Battery. While conducting the investigation, the officers observe photographs and maps of LAX on a coffee table. Some writing on the map indicates distances, and the photographs appear to be of the departure terminals, large crowds gathered at check-in areas, curbside cars and buses

Do the officers include their observations of the suspicious photography in the body of the Spousal Battery IR?

No. The Spousal Battery report should be completed and processed as usual-with absolutely no mention of the suspicious articles. A completely separate report is completed on a SAR regarding the suspicious activity, noting the domestic violence investigation as the source of activity.

Are the reports' DR Numbers linked?

No. On the Spousal Battery report, there shall be no mention made of the suspicious activity within that report. These two reports are processed separately and will receive different Incident and DR numbers. You may mention the Spousal Battery report in the body of the SAR report only (not vice versa).

REVIEW

When an officer becomes aware of activity not amounting to a reportable crime, and may have a nexus to terrorism, how should it be reported?

It should be reported in a Suspicious Activity Report (Form 03.24.00).

When an officer becomes aware of activity with a potential nexus to terrorism that is directly related to a crime, such as a trespass, vandalism, or bomb threat, how should it be reported?

The related crime should be reported in an Investigative Report (Form 03.01.00). Also complete a Suspicious Activity Report (Form 03.24.00) with a separate DR and incident number. Ensure that the DR number(s) of all completed crime, arrest, and/or property reports are listed and referenced in the appropriate boxes provided in the upper left-hand corner of the SAR face sheet.

CONCLUSION

It is the policy of the Los Angeles Police Department to make every effort to accurately and appropriately gather, record, and analyze information of a criminal or non-criminal nature that could indicate activity or intentions related to either foreign or domestic terrorism, in a manner that protects the privacy and legal rights of all individuals.

Note: Officer assistance regarding suspicious activity reporting is available 24/7. Call Major Crimes Division, SAR Unit at (213) 486-7240 during business hours or Department Operations Center (DOC) at (213) 484-6700 during off hours.