

COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

NOTICE
16.2

February 7, 2017

TO: All Commanding Officers

FROM: Commanding Officer, Counter-Terrorism and Special Operations Bureau

SUBJECT: PROCEDURE FOR HANDLING IWATCHLA TIPS

The purpose of this Notice is to establish and formalize the process for the handling of information reported on the iWATCH system via iWATCHLA.org and the iWATCHLA mobile application.

The community has the option of sending information via the online website at lapdonline.org/iWATCHLA or via the iWATCHLA mobile application which can be downloaded on an Android or iPhone device.

Major Crimes Division Employee's Responsibilities: During normal business hours, Major Crimes Division (MCD), Suspicious Activity Report (SAR) Unit personnel, will review iWATCH tips and determine if the reported activities and behaviors meet the threshold for a SAR, as outlined in Special Order No. 17, dated August 28, 2012.

Procedure: If the iWATCH tip contains activities and behaviors that meet the SAR criteria, within the City of Los Angeles, the employee shall complete a SAR and forward the information to the Joint Regional Intelligence Center (JRIC) for review. If the reported behaviors or activities do not meet the SAR criterion, or involve criminal activity or has a criminal predicate, as well as no actionable intelligence, the information shall be forwarded to and handled by the appropriate Department entity responsible for investigative oversight. When the activity reported is found to be outside the City of Los Angeles, that information shall be forwarded to the appropriate outside agency. Additionally, if an iWATCH tip requires immediate emergency police response, the responsible MCD employee shall ensure the information is immediately forwarded to Communications Division.

Note: The MCD SAR Unit's normal business hours are Monday through Friday, 0700 hours to 1700 hours.

When any iWATCH tip received involves an entity outside the Los Angeles area of responsibility (AOR), (i.e., Central California, Northern California or out-of-state), a notification shall be made to the JRIC for proper handling and dissemination of the information to that entity. A notification shall be made to the Commanding Officer of MCD and the SAR Unit when a suspicious activity incident or SAR is reported to MCD personnel. Immediate notification shall be made when the SAR involves a place of worship, place of mass gathering (sports/concert venues, malls) or critical infrastructure (government sites, utility plants).

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The attached iWATCH Disposition Sheet shall be completed once the iWATCH tip handling procedure has been completed by the MCD employee handling and disseminating the tip. The documents will be logged by MCD SAR personnel and filed for retention and audit purposes. Assigned SAR personnel will also maintain a daily rolling log of all iWATCH tips that are received by the Department and forward the daily log at the end of watch to the Commanding Officer of MCD.

All iWATCH Disposition Sheets received from RACR Division personnel will be logged by MCD SAR personnel and filed for retention and audit purposes. Personnel from the SAR Unit will review and document the iWATCH Disposition Sheets completed by RACR Division and log them into the iWATCH Daily Rolling Log. The MCD SAR Unit shall forward the log to the Commanding Officer of MCD.

Real-Time Analysis and Critical Response (RACR) Division Responsibilities: *During off-hours*, a RACR Division supervisor shall review the iWATCH tip(s) and determine if the reported activities and behaviors meet the threshold for a SAR as outlined in Special Order No. 17.

Procedure: If an iWATCH tip, occurring within the City of Los Angeles, appears to meet the SAR criteria, a RACR Division supervisor shall contact the MCD on-call lieutenant for further advice and follow-up. If the information reported in the iWATCH tip contains elements that do not appear to meet the SAR criteria but are of interest to the Department, a notification shall be made to the MCD on-call lieutenant for advice.

At the direction of the MCD on-call lieutenant, the RACR Division supervisor shall ensure that a SAR is completed if the iWATCH tip meets the SAR criteria. A copy of the SAR shall be faxed and the original report forwarded to the MCD SAR Unit as outlined in Special Order No. 17. The MCD on-call lieutenant shall also determine if the nature of the SAR requires an immediate response by MCD on-call investigative personnel and/or notification to the JRIC/CT6.

Note: If an iWATCH tip requires an emergency police response, the employee shall ensure the information is immediately forwarded to Communications Division.

When the activity reported is found to be outside the City of Los Angeles, that information shall be forwarded to the appropriate outside agency. When an iWATCH tip involves an entity outside the Los Angeles AOR (i.e., Central California, Northern California or out-of-state), a notification shall be made to the MCD on-call JRIC personnel for proper handling and dissemination to that entity.

An iWATCH Disposition Sheet shall be completed once the iWATCHLA tip handling procedure has been completed by the initial employee handling and disseminating the tip. The iWATCH Disposition Sheet shall then be electronically forwarded to the MCDSAR@lapd.online generic email address.


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Major Crimes Division Commanding Officer Responsibilities: The Commanding Officer of MCD shall ensure that all SARs meet the SAR criteria and that the information is forwarded to the appropriate Department entity responsible for investigative oversight.

Audit Responsibilities: The Commanding Officer, MCD, is responsible for auditing the SAR process on a regular basis. Compliance with this Notice will be determined by the Inspector General during the audit of the SAR process.

If you have any questions, please contact the Analysis Section, SAR Unit, MCD, at (213) 486-7240.

APPROVED:


MICHAEL P. DOWNING, Deputy Chief
Commanding Officer
Counter-Terrorism and Special Operations Bureau


SEAN W. MALINOWSKI, Deputy Chief
Chief of Staff
Office of the Chief of Police

Attachment

DISTRIBUTION "B"

Tracking #

IWATCH DISPOSITION SHEET

DATE & TIME RECEIVED:

BUREAU:

RECEIVED BY:

DIVISION:

METHOD RECEIVED:

ONLINE LOCATION OF INCIDENT:

APPLICATION DATE & TIME OF INCIDENT:

SAR CREATED:

NO YES DR # TIP/LEAD SUBMITTED #

RELATED REPORT(S) CREATED:

YES DR # CRIME ARREST PROPERTY OTHER:

NO

TARGET/VICTIM'S AGE NOT APPLICABLE

WEAPONS INVOLVED (DESCRIPTION)

INJURIES INVOLVED (DESCRIPTION)

PROPERTY DAMAGE INVOLVED (DESCRIPTION)

NOTIFICATIONS:

NO YES TO:

DISPOSITION:

REPORT SUSPICIOUS BEHAVIORS AND ACTIVITIES TO:

1-877-R-THREAT
iWATCHLA.ORG
iWATCHLA

APP available to download on:



PRODUCED BY:
LOS ANGELES POLICE DEPARTMENT
Counter-Terrorism and
Special Operations Bureau
100 West First St., Los Angeles, CA 90012

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As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.

iWATCH

REPORT **iKEEP US SAFE**

See Something, Report it to iWATCH

iWATCH is a partnership between the public and law enforcement. The program educates the community regarding possible acts of terrorism by teaching them about behaviors and activities that appear unusual and/or seem to be out of the ordinary; makes them aware of important places to watch; and informs them on key details that should be included as part of the reporting process.

There are three key methods for public reporting.

- 1) iWatch mobile app: **DOWNLOAD APP NOW**
SEARCH: **iWATCH LA** or **iWATCH LA ESPANOL**
- 2) Online reporting through **iWATCHLA.org**
- 3) **1-877-R-THREAT (1-877-284-7328)**



Terrorist Reporting for LA Region.

**SUSPICIOUS ACTIVITY REPORT (SAR)
QUICK REFERENCE GUIDE FOR FIRST
RESPONDERS**

A Suspicious Activity Report (SAR) is used to document any observed behavior or criminal act reasonably indicative of pre-operational planning related to foreign or domestic terrorism.

THINGS TO REMEMBER WHEN

COMPLETING A SAR:

- ★ Use **SUSPICIOUS ACTIVITY REPORT LAPD Form 03.24.00** Refer to Special Order No. 17 (2012) and **SAR Notebook Divider, Form 18.30.03**.
- ★ Use appropriate headings in the narrative of the SAR report (e.g., Source of Activity, Investigation; Photos, Recordings, Video, DICV and Digital Imaging; Evidence; Additional; Court Testimony).
- ★ Explain why behavior is suspicious/questionable in the narrative.
- ★ What did you observe? Explain **WHAT** you saw.
- ★ Document quantifiable data: i.e. license plate #, phone #, passport #, etc.
- ★ SAR is a stand-alone report. If a crime occurred, complete **Investigative Report form 03.01.00** for the respective crime (i.e., Criminal Threats, Bomb Threat, Vandalism, Theft, etc.).

**LIST OF 16 TERRORISM RELATED
BEHAVIORS/CRIMINAL BEHAVIORS**

- ★ Breach/Attempted Intrusion
- ★ Misrepresentation
- ★ Theft/Loss/Diversion
- ★ Sabotage/Tampering/Vandalism
- ★ Cyber Attack
- ★ Expressed or Implied Threat
- ★ Aviation Activity
- ★ Testing or Probing of Security
- ★ Recruiting
- ★ Photography
- ★ Observation/Surveillance
- ★ Materials Acquisition
- ★ Acquisition of Expertise
- ★ Weapons Discovery
- ★ Sector-Specific Incident
- ★ Eliciting Information

**IMPORTANT PHONE NUMBERS/
REFERENCE**

MAJOR CRIMES DIVISION:

Phone: 213-486-7240 or 213-486-7220
FAX: 213-486-7272

RACR

Phone: 213-484-6700

JOINT REGIONAL INTELLIGENCE CENTER:

www.JRIC.org