

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

June 30, 2017

SUBJECT: TERRORISM LIAISON OFFICER (TLO)'S RESPONSIBILITY – REVISED

PURPOSE: The Terrorism Liaison Officer (TLO) Program has been revised to allow Area/division commanding officers more flexibility in designating Area/division TLOs.

PROCEDURE: The commanding officer of each geographic Area and specialized division shall designate a minimum of two, to a maximum of five TLOs to represent and disseminate information to his or her respective Area/division. Two TLOs shall be of supervisory rank and the remaining TLOs, up to three, can be of any rank.

Note: It is recommended that the remaining TLOs be assigned based on their familiarization with intelligence, the intelligence cycle, and the concept of intelligence oversight. The remaining TLOs should be assigned irrespective of rank and should possess good communication skills. It is recommended that a TLO be assigned from detectives, patrol, and/or specialized units within the division to facilitate the flow of information to their respective entities.

Attached is the revised Department Manual Section 4/271.45, *Terrorism Liaison Officer's Responsibilities*, with the revisions indicated in italics.

AMENDMENT: This Order amends Department Manual Section 4/271.45.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachment

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VOLUME IV
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271.45 TERRORISM LIAISON OFFICER'S RESPONSIBILITIES. *The Terrorism Liaison Officer (TLO) shall be responsible for the following:*

- Acting as a point of contact with Major Crimes Division (MCD);
- *Be familiar with reporting of possible terrorist activity as outlined in Department Manual Sections 1/590 and 4/271.46, Reporting Suspicious Activity Potentially Related to Foreign or Domestic Terrorism;*
- Relaying advisories and other terrorism related information provided by MCD, and the Joint Regional Intelligence Center (JRIC) to Area/divisional personnel in the form of roll call training at a minimum of once every two weeks, preferably on rotating watches;
- In the event of real-time transmission of threat information, utilizing Department communications technologies (ACC, MDC, ASTRO, etc.) to disseminate the information as deemed appropriate;
- Informing MCD of TLO personnel changes;
- Attending periodic coordination and training meetings; and,
- *Attending the California Commission on Peace Officer Standards and Training (POST) certified TLO Basic Course no later than six months after being assigned as a TLO. The TLOs shall coordinate with MCD or JRIC to arrange this training.*

Note: It is important to remember that TLOs are **not** considered intelligence and/or terrorism experts. They are trained in terrorism awareness and the proper procedure for reporting information to MCD and their *Area/division*.

Terrorism Liaison Officers are **not** responsible for collecting and disseminating information to the public regarding terrorism-related activity. However, once TLOs receive terrorism-related information from MCD or JRIC, they shall notify the Area/division command staff, and as directed, to Area/division personnel so that they may relay pertinent information to officers and/or the community, as appropriate.

Area/Division Commanding Officer's Responsibilities. The commanding officer of each *Area/division* shall:

- Designate *a minimum of two to a maximum of five employees as TLOs to represent their respective Area. Two TLOs shall be of a supervisory rank and the remaining TLOs, up to three, can be of any rank. All TLO positions shall be assigned at the commanding officer's discretion.*

Note: Commanding officers may consider that officers in their command may have experience, knowledge, and/or military experience *whom* may be suitable for the TLO position.

- Ensure that each TLO is properly coordinating with the MCD Terrorism Liaison Officer Section on **all** terrorism-related issues;

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- Ensure an *Intradepartmental* Correspondence, Form 15.02.00, be generated from the Area/division commanding officer to the Commanding Officer, MCD, designating the respective Area/division assigned TLOs;
- Ensure the TLOs attend the POST certified TLO Basic Course within six months of being designated as a TLO; and,
- Monitor the regular JRIC informational products in regard to terrorism and homeland security issues that may affect their jurisdiction.

Note: Specialized divisions include, but are not limited to, the four bureau traffic divisions; *Recruitment and Employment Division; Communications Division; Forensic Science Division; Technical Investigation Division;* specialized detective divisions from Detective Bureau (*i.e., Gang and Narcotics Division, Detective Support and Vice Division, and Commercial Crimes Division*); and, Counter-Terrorism and Special Operations Bureau (*i.e., Air Support Division, and Metropolitan Division*).