

COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

NOTICE
1.15

January 12, 2011

TO: All Counter-Terrorism Special Operations Bureau Commanding Officers

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

SUBJECT: GROUP E-MAIL NOTIFICATION PROTOCOLS

On October 10, 2010, Counter-Terrorism and Special Operations Bureau (CTSOB) was created by merging the former Counter-Terrorism and Criminal Intelligence Bureau with Special Operations Bureau.

One of the goals for 2011 will be to further refine the amalgamation of the two entities into one shop, one bureau. With this merge, CTSOB comes equipped with unique and specialized capabilities that include:

- Major Crimes Division;
- Emergency Services Division;
- Metropolitan Division;
- Air Support Division; and,
- Emergency Operations Division.

Over the past several months, select members of your commands have been meeting to discuss direct action items that will assist in achieving a fully unified bureau. Key to this was the enhancement cooperation and information sharing with the various entities that make up CTSOB.

One such action item was to develop a method and protocol to create a real-time situational awareness among CTSOB at the ranks of Deputy Chief, Commander, Captain, Lieutenant, Sergeant II and Detective III regarding incidents and call-outs that occur on a daily basis. The goal of this situational awareness is to assist in making operational decisions as things occur real time; for example, a SWAT call out may result in the deployment of additional resources as needed or intelligence regarding possible terrorist activity may result in additional response from CTSOB resources.

Protocol

A special GroupWise e-mail address has been established that will allow anybody to send a group e-mail to the CTSOB commands listed above.

The e-mail is: *CTSOB@lapd.lacity.org*

All Counter-Terrorism and Special Operations Bureau Commanding Officers

Page 2

15.1

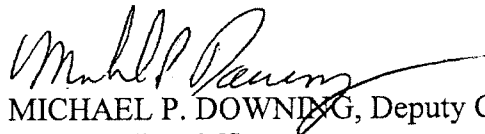
If you search the address book while logged in to GroupWise or if you utilize the "look up" feature on your BlackBerry device address book, you will find the address. The actual members who receive e-mails from the *CTSOB@lapd.lacity.org* is maintained by GroupWise, and thus there is no need on the part of you, the user, to maintain the list of members.

Effective immediately:

- CTSOB commanding officers, who receive notification from subordinate commands of incidents shall cause a notification to be e-mailed to the CTSOB e-mail tree. This includes, but is not limited to:
 - Unclassified intelligence with regard to events happening in the City, Region, State and Nation regarding terrorist activity
 - Bomb Squad call outs
 - Hazardous Materials section call outs
 - Special Weapons and Tactics unit call outs
 - Notifications of demonstrations
 - Unusual occurrences/events, either human induced or natural
 - Major Crimes Division deployment to an incident
 - Any incident or event that you feel is significant for situational awareness

So as to not create confusion or multiple duplicate notifications, it is incumbent upon the impacted CTSOB commanding officer to ensure that notifications are made by subordinate commands in a timely manner. Once that notification is made, the commanding officer will send out the group e-mail general notification.

If you have any questions regarding this notice, please contact Sergeant Jim Gordon, at (213) 486-8780.



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