

Terrorism Liaison Program

320.1 PURPOSE AND SCOPE

The Orange County Sheriff's Department's (OCSD) Terrorism Liaison program shall facilitate the flow of information between the Members of the Department and the homeland security community. The Terrorism Liaison Officer (TLO) serves as an information conduit between members of the public safety community, public/private sector, citizenry, and the US Government, in the fight against terrorism. All Department TLOs shall be certified by the Orange County Intelligence Assessment Center (OCIAAC).

320.2 DIVISION/BUREAU PARTICIPANTS

1. Central Jail Complex, Theo Lacy Facility, James A. Musick Facility, Airport Operations, North Operations, South Operations, Court Operations, Investigations and Homeland Security
2. Harbor Patrol/Maritime Operations, OCTA/Transit Police Services, Security Bureau

320.3 DESIGNATION

1. Terrorism Liaison Officer-Coordinator (TLO-C)
 - (a) The Commanding Officer of the Counter-Terrorism Bureau is designated as the Orange County Sheriff's Department, Terrorism Liaison Officer Coordinator (TLO-C). The TLO-Coordinator is responsible for the coordination of all Department related TLO duties through each designated TLO-OIC. The TLO-C shall ensure appropriate training is provided to the designated TLO-OICs.
2. Terrorism Liaison Officer-Officer in Charge (TLO-OIC)
 - (a) A Division/Bureau Terrorism Liaison Officer/Officer in Charge (TLO-OIC) at the rank of Captain shall be designated to ensure continuity of the TLO training, collection of data, and timely reporting to the Orange County Intelligence Assessment Center (OCIAAC). Each Division/Bureau TLO-OIC shall be under the functional supervision of the Department's TLO Coordinator (TLO-C) for matters involving terrorism, threats, tips, and leads. The name of the specific Captain shall be provided to the (TLO-C).
3. Terrorism Liaison Officer (TLO)
 - (a) Terrorism Liaison Officers (TLOs) shall be designated by each TLO-OIC. These individuals shall serve as the point of contact for the Department and the OCIAAC. The selection of TLOs shall be based on the following qualities and not necessarily determined by rank or assignment:
 1. Express an interest in assuming the responsibilities of a TLO
 2. Demonstrate an interest in Homeland Security issues
 3. Demonstrate leadership ability
 4. Possess good communication skills and the ability to train others

Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

Terrorism Liaison Program

320.4 TLO RESPONSIBILITIES

1. Meet the following State of California TLO certification process.
 - (a) Attend the 8 hour TLO Basic Course no later than six months after being assigned as a TLO. This Commission on Peace Officers Standards and Training (POST) certified course is considered the minimum training standard to serve as a TLO. To schedule this course, students should contact OCIAC.
 - (b) Understand and sign both the JRIC and OCIAC "FOR OFFICIAL USE ONLY (FOUO) Non-Disclosure Agreement," presented during the eight-hour TLO Basic Class.
2. Act as the unit point of contact for:
 - (a) Orange County Intelligence Assessment Center (OCIAC)
 - (b) Terrorism Liaison Officer- Officer in Charge (TLO-OIC)
3. Monitor the OCIAC informational products regarding homeland security issues that may affect their jurisdiction.
4. Maintain unit situational awareness of National, State, and local homeland security efforts.
5. Be familiar with the mission, function, and operations of OCIAC.

320.5 NOTIFICATION OF POTENTIAL HOMELAND SECURITY ACTIVITY

1. All Members shall be responsible for:
 - (a) Notifying the Department Commander and Division/Bureau TLO-OICs for situational awareness.
 - (b) Reporting all potential homeland security activity to the Orange County Intelligence Assessment Center (OCIAC), and submitting an Information Report (DR), prior to completing their shift. Telephonic notification is preferred, but either of the below listed methods may be utilized:
 1. Telephonic notification: [REDACTED]
 2. Email notification: [REDACTED]
2. Suspicious Activity Reporting (SAR) is defined as unusual or suspicious activity that may have a nexus to terrorism.
 - (a) The Orange County Intelligence Assessment Center (OCIAC) must be immediately notified of any suspicious incident, which may have a nexus to terrorism. Any information, which may be suspicious in nature, shall be reported to the OCIAC. It is critical that all personnel understand reporting procedures in order to ensure the effective and efficient flow of information.

Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

Terrorism Liaison Program

1. It shall be the duty of all Members to report any unusual or suspicious activity that may have a nexus to terrorism, whether or not they deem such information to be a credible or viable threat.
2. Members shall be aware that potential Homeland Security Activity may not rise to the level of a crime
3. The activity may not have a clear nexus to terrorism
4. Speed and accuracy in reporting is crucial

320.6 TERRORIST SCREENING CENTER MATCH - NCIC QUERY

The Terrorist Screening Center (TSC) is located in Washington D.C. and maintains the U.S. Government's consolidated Terrorist Watch list. This resource is a single database of identifying information about those known or reasonably suspected of being involved in terrorist activity. Access to the TSC database is accomplished via CLETS/NCIC queries.

1. Upon receiving a possible match to a known or suspected terrorist, pursuant to an NCIC query, deputies shall contact the TSC immediately at [REDACTED] NOTE: Terrorist Screening Center handling codes are not related to, or the same as OCSD radio codes. A TSC "Handling Code 3" return does NOT require an emergency vehicle response.
2. All personnel who receive a TSC match in response to a NCIC query shall contact the TSC and then notify the OCIAC immediately.
3. Each TSC match will indicate an associated Handling Code. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]