

## 5-09/490.00 - Terrorism Liaison Officers and Coordinators

### TERRORISM LIAISON OFFICERS

#### Definition

The Los Angeles County Sheriff's Department (LASD) has established the Terrorism Liaison Officer (TLO) program to facilitate the flow of information between the members of the department and the homeland security community. The TLO is someone who 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 LASD TLOs shall be certified by the Joint Regional Intelligence Center (JRIC).

#### Designation

A Terrorism Liaison Officer (TLO) shall be designated by each unit commander. This individual shall be known as the Primary TLO and shall serve as the point of contact for the Los Angeles County Sheriff's Department's Homeland Security Division and the JRIC. Backup TLOs shall also be designated to assist the primary TLO, and be available in their absence. The number of Backup TLOs at each unit shall be determined by the unit commander. For units with multiple facilities, a TLO shall be designated for each location. The selection of TLOs shall be based on the following qualities and shall not be determined by rank or assignment:

- Express an interest in assuming the responsibilities of a TLO;
- Demonstrate a desire and interest in Homeland Security;
- Demonstrate leadership ability;
- Possess good communication skills; and
- Possess good training skills.

#### Responsibilities – TLO

Each TLO shall be responsible for the following:

- Meet the following State of California TLO certification process:
  - The prospective TLO must have written approval from his/her unit commander or designee to participate in the program. (Utilize "TLO Approval Form" located in the Sheriff's Data Network Public Folders/All Forms);
  - 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 the JRIC; and
  - Understand and sign the Joint Regional Intelligence Center's "FOR OFFICIAL USE ONLY (FOUO) Non-Disclosure Agreement" presented during the eight hour TLO Basic Class;
- Act as the unit point of contact for:
  - Joint Regional Intelligence Center (JRIC);
  - Emergency Operations Bureau's Counter Terrorism Unit (EOB/CTU);

- LASD TLO Program Manager; and
- Terrorism Liaison Officer-Coordinators (TLO-Cs);
- Monitor the Joint Regional Intelligence Center's informational products regarding homeland security issues that may affect their jurisdiction;
- Provide a constant flow of homeland security related information to unit personnel such as bulletins, advisories and requests for information;
- Maintain unit situational awareness of national, state and local homeland security efforts;
- Be familiar with the mission, function and operations of the JRIC;
- Provide homeland security related training to unit personnel including the procedures for JRIC notifications, and the proper use of Statistical Codes 154 (Weapons of Mass Destruction), 444 (Suspicious Circumstances) and 709 (Potential Homeland Security Activity - MPP section 5-09/490.10);
- Conduct unit briefings regarding homeland security related information;
- Coordinate with other LASD TLOs and establish a network with outside agency TLOs from the law, fire, and health communities; and
- Inform TLO Coordinators of assignment changes.

#### Responsibilities – Unit Commander

The Unit Commander shall be responsible for the following:

- Appoint Primary and Backup TLOs;
- Ensure all TLO duties are performed properly.

#### TERRORISM LIAISON OFFICER COORDINATOR

##### Definition

The Terrorism Liaison Officer Coordinator (TLO-C) is a Department member who manages TLOs within their assigned division(s) with guidance and assistance from the Terrorism Liaison Officer Program Manager.

##### Designation

In order to effectively manage the span of control of TLOs within the Sheriff's Department, TLO-Cs shall be designated by the LASD TLO Program Manager. Terrorism Liaison Officer Coordinators may be selected from any division within the Los Angeles Sheriff's Department and their selection shall be directly coordinated with their unit commander.

##### Terrorism Liaison Officer Coordinators shall:

- Have a demonstrated ability to train Sheriff's Department personnel;
- Have verifiable knowledge of terrorism and expertise in Sheriff's Department homeland security and emergency management programs;
- Meet or exceed the State of California's TLO certification requirements;
- Coordinate directly with the LASD TLO Program Manager; and

- Terrorism Liaison Officer Coordinators shall be assigned to work within all Sheriff's Department Divisions.

#### Responsibilities

The Terrorism Liaison Officer Coordinators shall be responsible for the following:

- Manage TLOs within their assigned divisions within the Los Angeles County Sheriff's Department;
- Provide homeland security related training and briefings to LASD TLOs;
- Maintain a TLO email distribution list on the Sheriff's Data Network; and
- Maintain working relationships with members of the LASD Emergency Operation Bureau's Counter Terrorism Unit (EOB/CTU).

#### TERRORISM LIAISON OFFICER PROGRAM MANAGER

##### Definition

The Terrorism Liaison Officer Program Manager is a Sergeant within the LASD who manages and is responsible for all aspects of the LASD's Terrorism Liaison Officer Program.

##### Designation

In order to effectively manage the LASD Terrorism Liaison Officer Program, the full-time position of Terrorism Liaison Officer Program Manager shall be staffed by a Sergeant assigned to the Homeland Security Division's Emergency Operations Bureau.

##### Responsibilities - Program Manager

The TLO Program Manager shall be responsible for the following:

- Manage TLO Coordinators;
- Implement the TLO Program as directed by the Captain of EOB;
- Coordinate TLO training courses and meetings;
- Assess needs and resources of the TLO program based on the requirements of the LASD homeland security mission;
- Act as a direct representative for the LASD to the JRIC;
- Work closely with the JRIC's Regional TLO Program;
- Participate in the California Regional Terrorism Threat Assessment Center (RTTAC) TLO Managers group;
- Facilitate the training of LASD personnel regarding JRIC notifications and reporting Potential Homeland Security Activity (MPP section 5-09/490.10); and
- Coordinate the development of current and future TLO training curriculum.

##### Responsibilities - Emergency Operations Bureau Unit Commander

The Captain of EOB shall be responsible for the following:

- Designate a TLO Program Manager;
  - Set the direction of the LASD TLO Program; and
  - Ensure duties of the Program Manager are performed properly.
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