



TERRORISM LIAISON OFFICER

Definition:

A TLO is any peace officer, firefighter, state investigator, federal agent, military investigative personnel, or anyone working closely within the public safety/homeland security community, who has been properly certified by the appropriate Regional Terrorism Threat Assessment Center (RTTAC).

Mission Statement:

The mission of a TLO is to serve as a conduit of information between members of the public safety community, public/private sector, citizenry and the US Government, in the fight against terrorism.

Certification Process:

1. The prospective TLO must: Obtain approval (verbal or in writing) from his/her unit commander or designee to participate in the program.
2. Attend the appropriate California RTTAC specific, POST certified 8-hour TLO course, (minimum training standard), with the understanding that the 24 hour POST certified classroom training (3-Day RTTAC TLO Intermediate course) is recommended.
3. Understand and sign FOR OFFICIAL USE ONLY (FOUO) non-disclosure agreement.

Primary Duties and Responsibilities:

1. The TLO's primary function is to help line staff identify terrorism related situations and share intelligence related to terrorist activity.
2. TLOs serve as the point-of-contact within their agencies for questions and information regarding terrorism, and terrorism-related tips and leads.
3. In most cases the TLO position is a collateral duty. TLOs shall not independently investigate tips or leads unless directed to do so by the proper authorities i.e. Federal Bureau of Investigation (FBI), Joint Terrorism Task Force (JTTF), Fusion Center, etc., and stay within the responsibilities of their assigned duties.
4. A TLO is to have a working relationship with the local RTTAC, designated Intelligence Center and JTTF, to help facilitate the movement of terror related information to and from field personnel.
5. A TLO shall disseminate terrorism-related information and intelligence to personnel within their agencies' in an efficient and lawful manner. TLOs are responsible for verifying that all personnel with whom they share terrorism-related information have a valid need- and right-to-know the information.
6. TLOs are responsible for educating personnel within their agencies' regarding the procedure(s) for submitting tips and leads to the proper investigative authorities. For purposes of efficiency, it is not ideal for TLOs to function as the collection point for tips and leads.
7. TLOs are encouraged to pursue advanced level Homeland Security training courses as recommended and provided by their respective RTTAC.
8. The TLO should be flexible to fulfill other expectations and/or functions that may be determined by each individual RTTAC.