

	POLICY & PROCEDURE	SERIES # 530	PAGE 1 OF 4
	SUBJECT:		EFFECTIVE DATE
	<p align="center">HOMELAND SECURITY UNIT</p>		<p align="center">11/20/2018</p>
			<p align="center">OVERSIGHT Support Services</p>
DISTRIBUTION:	AMENDS/SUPERSEDES/CANCELS:		
ALL MANUALS	P&P # 530 dated 06/15/10.		

I. PURPOSE:

The purpose of this policy is to outline the duties and responsibilities of the Homeland Security Unit. It is the responsibility of every officer in the Hampton Police Division to provide protection to its citizens from terrorist threats and attacks. The Hampton Police Division will maintain a Homeland Security Unit to accomplish this goal.

II. POLICY:

The Hampton Police Divisions Homeland Security Unit will have the responsibility of developing, implementing and maintaining an organizational strategy to secure the City of Hampton from terrorist threats and attacks. Additionally it will coordinate with other units in the Division and its surrounding jurisdictions through information sharing and training to prevent, deter and defeat any threat of terrorism in the City of Hampton and its surrounding jurisdictions.

III. PROCEDURE:

A. The Homeland Security Unit has several responsibilities and activities in the division to include:

1. Maintaining the divisions Marine Patrol Unit and coordinating enforcement responsibilities with the City Attorney in the City's maritime jurisdiction.
2. Maintaining an effective information sharing system with the Federal, State and Local agencies, to include an officer being assigned to the Joint Terrorism Task Force (JTTF) for information sharing purposes.
3. Following up on terrorism related information received from Division members, and documenting possible terrorist activities by submitting the Virginia State Police Report of Terrorist Acts form. (SP-47 available at www.vsp.state.va.us/FormsPublications.shtm)
4. Maintaining relationships with Federal Agencies such as the US Coast Guard, ICE, Langley AFB, and Ft Monroe for the purpose of furthering the Homeland Security Units mission.

APPROVED:
CHIEF OF POLICE



5. Coordinating training with Division units that could be utilized in a terrorist event, which includes Communications Personnel, Forensics, SWAT, MRT, Hostage Negotiators and Dive Team.
 6. Coordinating with the City's Emergency Management personnel in the event of a terrorist event.
- B. Reporting requirements for Homeland Security concerns:
1. All employees are required to report any potential Homeland Security information/concern to their immediate supervisor. In addition, Officers should use the IBR report form and/or the Field Interview Card, or the Intelligence Report form for documentation purposes.
 2. The supervisor shall then immediately forward this information to the Commander of Homeland security, or his designee, either via written report or voicemail detailing the nature and source of the information.
 3. All intelligence information obtained shall be forwarded to the Criminal Intelligence Unit within 24 hours of receipt for entry into the CrimeNtel database.
 4. If the information indicates an imminent attack by a Domestic or International terrorist group or a "lone wolf" individual, the Commander of Homeland Security and/or the Division's JTTF representative shall be contacted immediately. The Commander of Homeland Security will be responsible for coordinating with the Division Staff. The JTTF representative will be responsible for coordinating with the FBI's Counterterrorism Division and obtaining further information regarding the threat.
 5. Homeland Security intelligence information obtained shall be held as confidential in a secure area separate from all other investigative and agency files in accordance with legal and privacy requirements.
- C. Collection, Dissemination, and Retention of Information Concerning U.S. Persons:
1. The collection, dissemination, and retention of information concerning U.S. Persons is governed by procedures set forth in numerous federal directives including the Foreign Intelligence Surveillance Act (FISA), the Attorney General Guidelines (AGG), the FBI's Domestic Investigations and Operations Guide (DIOG), and the policies and procedures of the individual agencies that make up the U.S. Intelligence Community (USIC). These policies and procedures all address the collection, dissemination, and retention of information with respect to an individual's privacy and civil liberties. Additionally, the AGG states that collection must be for an authorized national security, criminal or foreign intelligence purpose.

2. The AGG defines a "U.S. Person" as:
 - (a) An individual who is a United States citizen or an alien lawfully admitted for permanent residence, or
 - (b) An unincorporated association substantially composed of individuals who are United States Persons, or
 - (c) A corporation incorporated in the United States.
3. The Hampton Police Division collects information concerning U.S. Persons in two, broad categories:
 - (a) Information that is collected as a result of a law enforcement activity conducted by the Division. For example, field interviews, traffic stops, vehicle searches, execution of search warrants, criminal investigations, etc.
 - (b) Information that is received from another local, state, or federal agency which the Division had no role in collecting. For example, crime analysis information received from another local agency, information disseminated by the Virginia Fusion Center, and Handling Code Alerts on suspected terrorists received from the Terrorist Screening Center.
4. The Terrorist Screening Center (TSC) maintains the U.S. Government's consolidated Terrorist Screening Database (TSDB) - a single database of identifying information about those known or reasonably suspected of being involved in terrorist activity. The TSC regularly conducts comprehensive and case-specific quality assurance reviews of this data to ensure that terrorist identity data meets the U.S. Government's substantive criteria for watch listing and is thorough, accurate, and current. The Division periodically receives TSC Handling Code Alerts on individuals that officers have contact with and must exercise caution in collecting and retaining this information so as not to violate an individual's rights or civil liberties. In order to accomplish this, the following procedures will be followed anytime an officer receives a TSC Handling Code Alert.
 - (a) Anytime an officer receives a TSC Handling Code Alert on an individual he has contact with, the officer will comply with the current Handling Code instructions as provided by the TSC.
 - (b) Upon completion of the contact, officers will forward information concerning their contact with a TSC watch listed individual (to include the specific Handling Code - 1, 2, or 3) to the Intelligence Unit utilizing the Division's Intelligence Report.
 - (c) Before entering that information into the CrimeNtel database, the Intelligence Unit will provide a copy of the Intelligence Report to

the Division's JTTF representative for review.

- (d) The JTTF representative will review the information and verify that the TSC "hit" is accurate and current. Once the accuracy is verified, the JTTF representative will notify the Intelligence Unit who will, in turn, enter the individual's identifying data into the CrimeNtel database. Access to this information will be restricted to officers with a specific need-to-know.
 - (e) The Intelligence Unit will "flag" all TSC Handling Code Alerts for ease of tracking and retrieval. The JTTF representative will also establish a record of all TSC Handling Code Alerts that have been entered into the Division's CrimeNtel database.
 - (f) Every thirty days, the Intelligence Unit and the JTTF representative will review all TSC Handling Code Alerts that have been entered into the CrimeNtel database to ensure they remain accurate and current. If it is determined that an individual has been removed from the TSC watch list, the JTTF representative will notify the Intelligence Unit and request that the individual's identifying information be immediately removed from all Division databases.
5. Officers reviewing the CrimeNtel database in preparation for a Division operation, i.e., execution of a search warrant or some other event, who identify a watch listed individual who could become involved in their operation will coordinate with the JTTF representative to ensure the integrity of both the operation at hand and the counterterrorism matter.
- D. Education Programs: the Division will provide programs to its citizens through education and communication with the assistance of the Homeland Security Unit. This can be completed by providing the following:
- 1. Educating the public during Neighborhood Watch meetings to enable them to identify terrorist activities.
 - 2. Conducting Security surveys by the Community Relations Unit that include vulnerabilities to terrorist threats.
 - 3. Assisting with terrorism education upon request by the public.
- E. The Commander of Homeland Security shall conduct an annual review of the reporting procedure and process to determine if changes are needed.

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