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 Fusion Center.

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 Regional Fusion Center, ODP certified 8-hour TLO course, (minimum training standard), with the understanding that additional advanced level TLO courses are recommended.
3. Understand and sign a FOR OFFICIAL USE ONLY (FOUO) non-disclosure agreement.

Primary Duties and Responsibilities:
1. The primary function of a TLO is to help line staff identify terrorism related situations and share information related to terrorist activity. As suspicious activities are documented and reported, the protection of privacy, civil rights and civil liberties is paramount.
2. The TLO serve as the point-of-contact within their agencies for questions and information regarding terrorism, and terrorism-related suspicious activity reports, tips and leads.
3. In most cases the TLO position is a collateral duty. The TLO shall not independently investigate suspicious activity reports, 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 TLOs shall stay within the responsibilities of their assigned duties.
4. The TLO is to have a working relationship with the Regional Fusion Center and JTTF, to help facilitate the movement of terror related information to and from appropriate personnel.
5. The TLO shall disseminate terrorism related information and intelligence to personnel within their agencies in an efficient and lawful manner. The TLO is responsible for verifying that all personnel with whom they share terrorism related information, have a valid need and right to know.
6. The TLO is responsible for educating personnel within their agencies regarding the procedures for submitting suspicious activity reports, tips, or leads to the proper investigative authorities. For purposes of efficiency, it is not ideal for the TLO to function as the collection point for suspicious activity reports, tips or leads.
7. The TLO is encouraged to pursue advanced level TLO training courses as recommended and provided by their respective Regional Fusion Center.
8. The TLO should be flexible to fulfill other expectations and/or functions that may be determined by each individual Regional Fusion Center.

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