I. PURPOSE

The purpose of this policy is to describe the Department of Homeland Security Event Classification System and provide recommended actions in the event of an incident within the borders of Harford County. Additionally, this policy will provide guidance in the dissemination of Criminal Intelligence and Homeland Security documents.

II. POLICY

It is the policy of the Harford County Sheriff’s Office that all members will work along with the Department of Homeland Security, and utilize the National Incident Management System (NIMS) and the Incident Command System (ICS) doctrine and procedures that are compliant with law and agency policies. All sworn law enforcement members will participate in the recommended (ICS) training programs developed and coordinated by the Federal Emergency Management Agency (FEMA).

The Harford County Sheriff’s Office recognizes the need to collect, store, and disseminate homeland security and criminal intelligence throughout the law enforcement community. That intelligence must be uniform, managed from a single source and remain in compliance with 28 CFR Part 23 regulations. Therefore, all Sheriff’s Office personnel, including civilian employees, who come into possession of any law enforcement related document, Law Enforcement Sensitive (LES), For Official Use Only (FOUO) brief, bulletin, advisement, warning or any other intelligence related document requiring dissemination will forward the document to the Criminal Intelligence/Homeland Security Unit. No law enforcement intelligence document shall be disseminated by any Harford County Sheriff’s Office Employee without the review and permission of the Criminal Intelligence/Homeland Security Unit.

Exceptions: Criminal Intelligence Unit releases Officer Safety information that requires immediate distribution due to an immediate threat posed to the community and/or law enforcement personnel.
enforcement personnel. All Harford County Sheriff's Office personnel must obtain a duty officer's approval prior to disseminating any warning falling under this exception.

**Metro Crime Solvers Bulletins:** It shall be the responsibility of the Public Information Officer (PIO) to distribute Metro Crime Solver Bulletins to all of Harford County Sheriff's Office personnel.

**III. DEFINITIONS**

**Elevated Threat:** Warns of a credible terrorist threat.

**Imminent Threat:** Warns of a credible, specific, and impending terrorist threat.

**28 CFR Part 23:** Code of Federal Regulations criminal intelligence systems operating policies governing the collection, storage, and dissemination of criminal intelligence to those who have a "right to know" and a "need to know."

**Law Enforcement Sensitive (LES):** Information that may only be shared with someone working in a law enforcement agency that has a "need to know" the information.

**For Official Use Only (FOUO):** Information that may be shared outside of the law enforcement community to persons who has the "need to know" and "right to know" the information.

**Classified:** National Security information that has been "classified" by a specified federal agency and cannot be shared with persons unless they have a federal security clearance.

**Unclassified:** Information that has dissemination restrictions and typically contains information similar to that in classified documents, although the sources of the information and methods of gaining the information have been eliminated.

**Right to Know:** Those agencies having a right to know are federal, state, and local law enforcement agencies and such organizations having and exercising the power of subpoena.

**Need to Know:** Requires that the requesting agencies or accepted persons state a specific and legitimate need for the information and that the validity of the need be justified.

**Raw Information:** Information that comes from a source whose reliability is unknown and/or the content of the information has not been validated and confirmed as accurate.
Harford County Sheriff's Office
Policy # MAN3900: Intelligence/Homeland Security

3900.1 Event Classification and Threat Levels
3900.1.1 The methodology encompasses two (2) Alert Status levels: Elevated Threat and the highest level, Imminent Threat.
3900.1.2 There is no requirement to proceed through the levels incrementally and it is conceivable that an incident may arise which requires movement from the Elevated level directly to Imminent level.
3900.1.3 Additionally, based upon conditions, some agencies and/or areas of our jurisdiction may be in one particular level while another agency/area is in a lesser or greater level.
3900.1.4 The two (2) Alert Status Levels are set by the United States Department of Homeland Security.
3900.1.5 An alert announcement will include, if available, the nature of the threat, geographic region, mode of transportation/delivery, critical infrastructure potentially affected as well as steps that individuals and communities can take to protect themselves and help prevent and/or mitigate the threat.
3900.1.6 Additional information will be provided by the Maryland Emergency Management Administration (MEMA) and the Federal Emergency Management Administration (FEMA).

3900.2 Operational Considerations Addressed with Each Threat Level
3900.2.1 Security – those actions undertaken reflective of the law enforcement role and the physical security of particular facilities.
3900.2.2 Training – steps taken to provide specific training and/or briefings to law enforcement personnel.
3900.2.3 Intelligence – the acquisition of information relative to threats that may affect the operations of law enforcement and/or the welfare of the citizens.
3900.2.4 Outreach – establishment of community, media, and governmental contacts for the effective exchange of information.

3900.3 Risk and Threat Classification of Business, Government, and Infrastructure
3900.3.1 Various businesses, government properties, infrastructures, etc. will be assessed and be given a rating regarding "risk and threat."
3900.3.2 Each entity will be rated as either Critical, High, or Moderate.
3900.3.2.1 Critical – a location because of its severe vulnerability and potential for catastrophic impact on the county if the location is damaged or destroyed.
3900.3.2.2 High – a location because of its high vulnerability and potential for a significant impact on the county if the location is damaged or destroyed.
3900.3.2.3 Moderate – a location because of its relative vulnerability and the potential for some impact on the county if the location is damaged or destroyed.
3900.3.3 The Homeland Security supervisor will maintain the list in a secure database.

3900.4 Elevated Alert Status Recommended Actions
3900.4.1 Security actions should include increased patrol visibility, infrastructure restrictions, investigation of all leads and an increase in overall awareness.
3900.4.2 Intelligence actions include joint sharing of information between local, state and federal agencies, validation of incoming intelligence and regular briefs to affected officials.
3900.4.3 Community outreach should be established through personal contact with community leaders.
3900.4.4 Law Enforcement roll call should include homeland security related training.

3900.5 Imminent Alert Status Recommended Actions
3900.5.1 All possible resources and manpower are utilized to address a large-scale disaster or highly volatile incident and/or to prevent further disorder and unnecessary alarm.
3900.5.2 Certain areas of the county might remain in a lower alert status even as an incident occurs which may require this Alert Status.
3900.5.3 Security measures could include modification of work schedules, activation of non-uniform personnel, suspension of non-essential services, activation of the Emergency Operations Center,
closure of lockdown sites, staffing additions including mutual aid and further restrictions as needed of critical infrastructure.
3900.5.4 All leave shall be suspended, when feasible.
3900.5.5 Intelligence briefings twice daily to Command Team and governmental officials as directed by the Sheriff or his designee.
3900.5.6 Debrief all incident related arrestees, validate incoming intelligence, monitor media outlets and share all validated intelligence with local, state and federal agencies.
3900.5.7 Training will be suspended except for roll call updates.
3900.5.8 Review and implement procedures in the attached: Homeland Defense Imminent Threat Operational Check-off Sheet (form # SO-149).

3900.6 Incident Command Response Objectives and Capabilities
3900.6.1 Sheriff’s Office representative shall respond to EOC as primary emergency contact.
3900.6.2 Requests for military assistance must be made by the Sheriff (or designee) through the Emergency Operations Center and the County Executive (or designee) to the Governor.
3900.6.3 An agency member of the rank of Captain or higher will act as the incident command for the duration of the event and deployment and staffing requirements will be determined by the on scene Incident Commander.
3900.6.4 The following response requirements shall be initiated by the Incident Commander
3900.6.4.1 Establish an inner and outer perimeter to contain the incident.
3900.6.4.2 Attempt to characterize the incident as
3900.6.4.2.1 Biological, Chemical, and/or Radiological
3900.6.4.2.2 Nuclear incident calling for the assistance of the Hazmat Team
3900.6.4.2.3 Active shooter/Small arms attack
3900.6.4.3 Determine action plan, to limit or contain the incident to include mass evacuation and/or shelter in-place protection.
3900.6.4.4 Manage the response of emergency personnel
3900.6.4.5 Notify appropriate resources
3900.6.4.6 Activate mutual aid agreements with local jurisdictions and state agencies
3900.6.4.7 Notify federal agencies
3900.6.4.8 Implement 12-hour shifts for on scene personnel and plan for a prolonged event with support personnel to sustain operations
3900.6.4.9 Provide casualty, evacuee care or shelter in place announcements
3900.6.4.10 Implement I.C.S. medical triage
3900.6.4.11 Stabilize and control impacted area to facilitate site cleanup and recovery
3900.6.4.12 Initiate CID investigation when the scene is declared safe
3900.6.4.13 Restore essential functions

3900.7 Terrorist Screening Center/ Code hit response.
3900.7.1 When an agency member makes a METERS inquiry on a subject and receives a Code hit response by MDC or Dispatch from the Terrorist Screening Center, the agency member shall:
3900.7.1.1 Confirm the hit with dispatch.
3900.7.1.2 Contact the Terrorist Screening Center for directions
3900.7.1.3 Provide the requested information and take the appropriate action as directed by the Center
3900.7.2 After the agency member has concluded contact with the subject the agency member shall notify the SID/Intelligence Unit (within 24 hours) of all pertinent information about the subject in question and the facts about the incident.

3900.8 Submission of intelligence/information for dissemination
3900.8.1 All Harford County Sheriff’s Office personnel providing law enforcement information for dissemination will submit it to the HCSO Intelligence Unit complete with source information, point of contact, photographs and any other accompanying documentation.
3900.8.2 Submitting members should attempt to validate the information prior to submitting a document for dissemination.
3900.8.3 Official intelligence bulletins from local, state or federal agencies may be forwarded to the Intelligence Unit without supporting documentation.
3900.8.4 Submissions of “raw information” that cannot be confirmed by the Intelligence Unit will only be disseminated within Harford County with the approval of the Task Force Commander.
3900.8.4.1 The product will clearly denote that the information is raw, unconfirmed and is provided for informational purposes only.
3900.8.4.2 The submitting deputy will be listed as the point of contact.
3900.8.4.3 At no time will “raw information” be disseminated to other local, state or federal agencies.
3900.8.5 Submissions that are vetted, designated with a classification and received from another law enforcement agency will be disseminated, “as is”, with the permission of the original authoring law enforcement agency.

3900.9 Request for intelligence assistance from outside agencies
3900.9.1 Any request for information or intelligence from outside agencies in a Harford County investigation will be disseminated by the Maryland Coordination and Analysis Center (MCAC) with the submitting deputy listed as the point of contact.

3900.10 Vetting, Storage, classification and dissemination of intelligence
3900.10.1 The Criminal Intelligence Unit will collect, vet, maintain, and analyze any submitted information for validity, relevancy and necessity prior to disseminating.
3900.10.2 The Criminal Intelligence Unit will vet the content of each submission, to the extent possible, to ensure the intelligence is valid, relevant and necessary to disseminate.
3900.10.3 Other factors that will be considered by the intelligence unit before an intelligence product is disseminated are the nature of the information, the age of the information, source of the information and the recommendation of the submitting member.
3900.10.4 Harford County Sheriff’s Office Intelligence Unit may reject, hold, restrict or return any request for dissemination of intelligence.
3900.10.5 The submitting agency member will be notified via email of any rejection with the reason for the rejection.
3900.10.6 Harford County Sheriff’s Office Intelligence products will only be disseminated to those agencies or authorized representatives thereof that have both a right to know and a need to know the information concerned.
3900.10.7 All submissions vetted by the Intelligence Unit will be designated as Law Enforcement Sensitive (LES), or For Official Use Only (FOUO) based on the content of the submission.
3900.10.8 The Intelligence Unit shall maintain the responsibility of releasing intelligence products to agencies with a need to know in compliance with 28 CFR Part 23.
3900.10.9 All disseminated intelligence products will be stored in a law enforcement only database in the Harford County Sheriff’s Office.
3900.10.10 It shall be the responsibility of the requesting member’s supervisor to request that intelligence information be forwarded to the Criminal Intelligence Unit for distribution to the Maryland Coordination and Analysis Center (MCAC).

3900.11 Threat Assessments:
3900.11.1 A threat assessment will only be completed when the following criteria have been met:
3900.11.1.1 A direct threat is made or implied to or against a Harford County Sheriff’s Office employee.
3900.11.1.2 A specific threat is made to an elected or appointed public official.
3900.11.1.2.1 This person must be known to the public or hold a high level of prominence in the local community, such as an Assistant State’s Attorney or County Council member.
3900.11.2 All potential threat complaints should first be reviewed by the respective members Shift Commander to determine if further investigation is warranted by the Criminal Intelligence Unit.

Note: Threats made by one citizen against another citizen will be handled on a case-by-case basis with the final determination on whether or not the case will be investigated being with the Supervisor of the Criminal Intelligence Unit.

Reference CALEA 46.3
Homeland Defense
Imminent Threat
Operational Check-off Sheet

At the initial onset of an incident all Command Team Members will respond to the County Stat Room ASAP, for a briefing from the Intelligence Unit. Any Commander not able to respond should participate via a teleconference call.

All subsequent briefings will be done at predetermined times via teleconference.

Likewise Commanders should have on-call personnel make personal preparations for extended home absence.

As a result of the briefing, Commanders should consider placing some or all of the below options into effect.

General Considerations:

☐ Institute Intel Briefings 2x daily electronically via MDC or e-mail
☐ Implement Critical Response Plan for Location (if applicable)
☐ Develop Commander rotation for EOC
☐ Implement plain speak transmissions
☐ Restrict access to Precincts and County Buildings
☐ Encourage lockdown of Critical Infrastructure Sites
☐ Routine patrols of county building parking lots for suspicious vehicles/persons
☐ Prepare location for long term power outage.
   ○ Fuel Generators- by current contractor. (County can fill in emergencies)
☐ Fuel all vehicles

Patrol Operations:

☐ Increase Staffing
   ○ Consider 12 hr. shifts
   ○ Patrol supplementation by other divisions
☐ Increase patrol and or security at Critical Infrastructures Sites
☐ Respond to Emergency CFS only
☐ Be prepared for Mass Arrest Situation
SID:

- Intel briefing 2x daily
- Debrief incident related arrestees
- Coordinate with PIO on all media releases
- Utilize covert surveillance at specific critical infrastructures
  - Water
  - Electric
  - Govt. Buildings
- Provide list of Critical Infrastructure Sites to Patrol Precincts
- Suspend all non-pertinent investigations
- Adjust scheduling to provide 24 hr. coverage
- Filter and vet all Intel and forward to MCAC

CID:

- Suspend non-essential investigations
- Assist with covert surveillance at specific critical infrastructures
- Assist Intelligence Unit with investigations and debriefs
- Supplement patrol

Court Services:

- Provide/Increase security at the following locations:
  - Circuit Court House – 20 W. Courtland St.
  - Sheriff’s Office Headquarters – 45 S. Main St.
  - Sheriff’s Office Court Services – 101 S. Main St.
  - Family Justice Center – 23 N. Main St.
- Remaining Supervisors and Deputies would be available to supplement patrol

Special Operations Division:

- Respond to Southern Precinct for briefing and deployment instructions
- No specific target - Supplement patrolling of Critical Infrastructure Sites
- Target specific in county - SRT would be deployed to provide security location
- Suspect identified on a location - SRT would handle as a tactical incident
Admin Services:

☐ Suspend In-service Training
☐ Admin Services Commander to EOC
☐ Deploy Planning LT, Planning Sgt., Planning DFC and Range Master to 45 S. Main St. to supplement security.
☐ Training Lt. to Incident Command
☐ Deploy Training Cpl. and Fleet DFC’s to EOC

Youth Services:

☐ School Related – implement Critical Response Plan for location
☐ Non-school related -Supplement Patrol as needed
☐ Adjust schedules to coincide with patrol precincts
☐ Deploy Sgt. and Cpl. to the NP.

Detention Center:

☐ Facility placed on lock-down
☐ Non-essential movement stopped
☐ On-call maintenance officer on-site
☐ Establish a POC Commander for EOC
☐ Routine inspections of facility