



HARFORD COUNTY SHERIFF'S OFFICE OPERATIONS POLICY

Homeland Security/Criminal Intelligence

Distribution:	All Personnel		Policy Number:	OPS 1211	
Responsible Unit:	Special Operations Division		Rescinds:	MAN3900	
Original Issued Date:	12/09/21	Revision #:	1	Latest Revision Date:	11/04/24
Latest Required Review was Completed:	11/04/24		Next Review Due:	11/04/27	

1. Purpose

To describe the Department of Homeland Security (DHS) 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 as it relates to homeland security, gangs, vice crimes, threat assessments and officer safety concerns.

2. Policy

All members will work along with the DHS 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).

3. Definitions

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.

CRITICAL: severe vulnerability and potential for catastrophic impact on the county if the location is damaged or destroyed.

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.

HIGH: high vulnerability and potential for a significant impact on the county if the location is damaged or destroyed.

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.

MODERATE: relative vulnerability and the potential for some impact on the county if the location is damaged or destroyed.

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.

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.

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.

4. Reference

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.”

5. Procedures

A. Responsibility

1. The Harford County Sheriff's Office (HCSO) recognizes the need to collect, store, and disseminate homeland security and criminal intelligence throughout the law enforcement community.
2. Intelligence must be uniform, managed from a single source and remain in compliance with 28 CFR Part 23 regulations.
3. All HCSO personnel, including civilian employees, who come into possession of any law enforcement related document, LES, FOUO brief, bulletin, advisement, warning or any other intelligence related document requiring dissemination will forward the document to the Crime Suppression Unit (CSU) via an e-mail to the Homeland Defense Unit (homelanddefenseunit@harfordsheriff.org) Outlook e-mail group
4. No law enforcement intelligence document will be disseminated by any HCSO employee without the review and permission of the CSU **or the Criminal Intelligence Analysis Unit**.
 - a. With the approval of a lieutenant or above, officer safety information of an immediate threat posed to the community and/or law enforcement personnel may be disseminated immediately.
 - b. With approval of a Criminal Investigations Division (CID) supervisor, Metro Crime Solvers Bulletins, may be distributed to appropriate HCSO personnel.

B. Homeland Security

1. Alert Status
 - a. The CSU will monitor the Alert Status updates as set by the United States Department of Homeland Security (DHS), **Maryland Department of Emergency Management (MDEM)** and FEMA. The CSU will disseminate information as needed.
2. Operational Considerations
 - a. Those actions undertaken reflective of the law enforcement role and the physical security of facilities.

- b. Steps taken to provide specific training and/or briefings to law enforcement personnel.
 - c. The acquisition of information is related to threats that may affect the operations of law enforcement and/or the welfare of the citizens.
 - d. The establishment of community, media, and governmental contacts for the effective exchange of information.
3. Risk and Threat Classification of Business, Government, and infrastructure
- a. Various businesses, government properties, infrastructures, etc. will be assessed by MDEM, FEMA, DHS, and the CSU and given an assessment regarding “risk and threat.”
 - b. In conjunction with the Harford County Department of Emergency Services (DES), the CSU supervisor will maintain a list in a secure database.
4. Incident Command Responses and Capabilities
- a. See OPS 0731 All Hazards (NIMS).
5. Recommended Actions
- a. Security actions should include increased patrol visibility, infrastructure restrictions, investigation of all leads and an increase in overall awareness.
 - b. Intelligence actions include joint sharing of information between local, state, and federal agencies, validation of incoming intelligence and regular briefs to affected officials.
 - c. Community outreach should be established through personal contact with community leaders.
 - d. Law Enforcement rollcall should include homeland security related training.
 - e. Utilized all possible resources and manpower to address a large-scale disaster or highly volatile incident and/or to prevent further disorder and unnecessary alarm.
 - f. Consider modification of work schedules, activation of non-uniform personnel, suspension of non-essential services, activation of the Emergency Operations Center (EOC), closure of lockdown sites, staffing additions including mutual aid and further restrictions as needed of critical infrastructure.
 - g. All leave will be suspended, when feasible.
 - h. Intelligence briefings twice daily to Agency command and governmental officials as directed by the Sheriff or his designee.
 - i. Debrief all incident related arrestees, validate incoming intelligence, monitor media outlets, and share all validated intelligence with local, state, and federal agencies.
 - j. Suspend training except for roll call updates.

- k. Review and implement procedures in the Homeland Defense Imminent Threat Operational Check-off Sheet ([SO-149](#)).

C. **Threat** Screening Center/Code Hit Response

1. When an Agency member makes a **Maryland Electronic Telecommunications and Enforcement Resource System** (METERS) inquiry on a subject and receives a Code hit response by Mobile Data Computer (MDC) or Dispatch from the **Threat** Screening Center, the Agency member will:
 - a. Confirm the hit with dispatch;
 - b. Contact the **Threat** Screening Center for directions; and
 - c. Provide the requested information and take the appropriate action as directed by the Center.
2. After the Agency member has concluded contact with the subject the Agency member will notify the CSU supervisor immediately of all pertinent information about the subject in question and the facts about the incident.

D. Submission of Intelligence Information for Dissemination

1. All HCSO personnel providing law enforcement information for dissemination will submit it to the CSU, complete with source information, point of contact, photographs, and any other accompanying documentation.
2. Submitting members should attempt to validate the information prior to submitting a document for dissemination.
3. Official intelligence bulletins from local, state, or federal agencies may be forwarded to the CSU without supporting documentation.
4. Submissions of "raw information" that cannot be confirmed by CSU personnel will only be disseminated within Harford County and with the approval of the Special Operations Division (SOD) Commander.
 - a. The product will clearly denote that the information is raw, unconfirmed, and is provided for informational purposes only.
 - b. The submitting deputy will be listed as the point of contact.
 - c. "Raw information" may be disseminated to other local, state, or federal agencies if it is classified as such.
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.

E. Vetting, Storage, Classification, and Dissemination of Intelligence

1. The CSU will collect, vet, maintain, and analyze any submitted information for validity, relevancy, and necessity prior to disseminating.
2. The CSU will vet the content of each submission, to the extent possible, to ensure the intelligence is valid, relevant, and necessary to disseminate.
3. Other factors that will be considered by the CSU 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.
4. The CSU may reject, hold, restrict, or return any request for dissemination of intelligence.
5. The submitting Agency members will be notified via email of any rejection with the reason for the rejection.
6. HCSO 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.
7. All submissions vetted by the CSU will be designated as LES or FOUO based on the content of the submission.
8. The CSU will maintain the responsibility of releasing intelligence products to agencies with a need to know in compliance with 28 CFR Part 23.
9. All disseminated intelligence products will be stored in a law enforcement only database in the HCSO.
10. It will be the responsibility of the requesting member's supervisor to request that intelligence information be forwarded to the CSU for distribution to the Maryland Coordination and Analysis Center (MCAC).

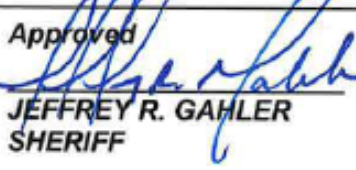
F. Threat Investigations and Threat Assessments

1. Threat Investigations will be conducted by Patrol and/or School Policing accordingly.
 - a. Threats made against the Harford County Public School System and or between students will be investigated immediately and assessed by the School Policing Unit.
 - b. All other threats will be investigated by Patrol unless assumed by a specialized unit (CID/DV/CSU) at that unit's discretion.
 - c. All potential threats should first be investigated by Patrol/SRO and reviewed by the respective member's Shift Commander to determine if further investigation is warranted.
2. A Threat Assessment will be completed by the CSU when the following criteria have been met:
 - a. An incident report documenting the threat was completed and an initial investigation was conducted;

- b. The threat is made to or against a HCSO employee;
- c. The threat is made to an elected or appointed public official;
 - i. 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 and
 - ii. The request for a threat assessment in this circumstance must be made by the elected official; or
- d. The threat involves HCSO listed critical infrastructure.

6. Summary of Changes

- A. On 11/04/24 a 3-year review was conducted, and the following edits were made:
 - 1. Section 5.B.4. Added: Incident Command Responses and Capabilities;
 - 2. Section 5.F.1. Added: Threat Investigations and edits to Threat Assessments;
 - 3. Renamed Maryland Emergency Management Administration to Maryland Department of Emergency Management (MDEM); and
 - 4. Rename the Terrorist Screening Center to Threat Screening Center.

Approved

JEFFREY R. GAHLER
SHERIFF
DATE 11.15.24