
Counterterrorism Team (CTT) Standard Operating Procedures

405.1 PURPOSE AND SCOPE

The procedure provides guidelines for the operation of the Counterterrorism Team (CTT), including responsibilities, functions, training, and reporting.

405.2 PERSONNEL

405.2.1 PROGRAM MANAGEMENT

Management and oversight of CTT will be the responsibility of the Commander, which will be the rank of lieutenant. The Program Manager's primary responsibility is to provide general management, direction, and control for the Team including, but not limited to, audits and assessments, training, and review of plans and work products.

405.2.2 PROGRAM SUPERVISION

Supervision of the CTT will be the responsibility of the Team Leader, which will be the rank of Sergeant. Though there may be more than one sergeant assigned to the Team, only one will be designated as the Program Supervisor, in order to maintain consistency and a linear chain of command. It is desirable that the Team Leader have experience as a Terrorism Liaison Officer and be familiar with the program.

405.2.3 SELECTION TO CTT

Selection to the CTT will be done in accordance with UCPD Policy 1004. The selection process will consist of the following elements:

- (a) Oral board
- (b) Peer review (current Counterterrorism Team Members)
- (c) Supervisor review and input
- (d) Manager review

Upon successful completion of the selection process, the Commander will make suggestions regarding the desired candidate(s) to the Command Staff. Upon final approval from the Chief of Police, candidates will be appointed to the CTT.

405.2.4 COUNTERTERRORISM TEAM TRAINING

Counterterrorism Team should receive initial and recurrent training to ensure the program is using best practices and is familiar with current trends. CTT members may be called to be Subject Matter Experts (SME) in some aspects of the program. The CTT Supervisor will ensure the Team is receiving proper training.

Training of all members of CTT includes, but is not limited to, the following courses:

- (a) Basic Terrorism Liaison Officer (TLO)

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- (b) Intermediate TLO
- (c) Law Enforcement Response to Terrorism (LERT)
- (d) Recognition and response to explosives
- (e) Hazardous Material/Weapons of Mass Destruction First Responder
- (f) Site Protection through Operational Techniques

405.3 RESPONSIBILITIES

Members of the CTT work to counter the threat of terrorism and other matters of National Security, including:

- (a) Serve as liaison between the Northern California Regional Intelligence Center (NCRIC) and Federal Bureau of Investigation (FBI) Joint Terrorism Task Force (JTTF) for threat reporting, information sharing, follow-up investigations, and operational coordination.
- (b) Provide training in matters related to terrorism, weapons of mass destruction, espionage, Hazardous Materials, and other related subject matter.
- (c) Provide expertise and guidance during incidents related to terrorism, weapons of mass destruction, espionage, Hazardous Materials, and related subject matter
- (d) Conduct threat assessment for events and locations with large groups of people, Critical Infrastructure and Key Resource (CIKR) sites, and other planned events where terrorism and/or mass violence is a concern.
- (e) Provide ongoing intelligence-sharing with Department members to ensure situational awareness and appropriate responses.
- (f) Conduct and assist in follow-up investigations
- (g) Other assignments as directed, wherein the specialized knowledge, skills, and abilities of the team are required or beneficial.

405.4 SUSPICIOUS ACTIVITY REPORTING

Counterterrorism Team members will review reports and records for indicators of suspicious activity and submit Suspicious Activity Reports (SAR) to the NCRIC following the current guidelines. The SARs should be submitted to the NCRIC via the "Law Enforcement Reporting" section at <https://ncric.ca.gov>. After submission of the SAR, the submitting member will receive an email confirming submission of the SAR that will contain an attachment with the details of the SAR. That email should be shared with the entire CTT for situational awareness.

For in-progress incidents, imminent threats, and other issues requiring an urgent response, JTTF can be reached at (415) 553-7400. The CTT Team Leader and Commander should be notified by telephone as soon as possible whenever any such incidents occur.

405.5 REVISIONS

Adopted: February 09, 2021

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