PURPOSE: FOR CALIFORNIA NORTHERN DISTRICT ONLY. The TLO Basic Course is the entry point to the Terrorism Liaison Officer (TLO) program. This course serves as the pre-requisite to join the TLO Team throughout California. The bulk of this course is consistent throughout the state’s five Fusion Centers which administer the TLO program. The Northern District of California version of the TLO Basic Course addresses specific demands placed on TLO’s participating in this Fusion Center’s TLO program. This course instructs students to function as a conduit of information between their agency and the Northern California Regional Intelligence Center. This course includes information on the NCRIC, introduces the TLO management personnel, structure of the National & California information sharing system, TLO expectations, certification procedures, training plan, risk management, reporting procedures, information handling and indicators; national, international and those specific to the California and the Northern California district.

PRESENTATION FORMAT:

* The “webinar” presentation of this course is presented live with the instructors via the Zoomgov web conferencing platform.
* The Northern Districts plan for the TLO Basic – NCRIC presentation to schedule a virtual only training on two concurrent days and teach Model One through Four on the first day and Model Five and Six on the second day. These two four-hour days will reduce impacting the working students as well as create an improved learning environment with a shorter erudition duration over two days.
* The presentation is bi-directional with audio and video. This allows the instructors to see and hear the students at remote locations and allows the students to see and hear the instructors.
* A requirement to use official email addresses for registration, capture POST ID numbers and the mandatory use of a web enabled camera allows the instructors to also see the students to make sure they are online and engaged in the learning taking place. This and our web registration, will allow us to gather the needed information for the POST forms.
* The Q&A function also allows attendees to hear and see written questions posed to the group or the instructors that often increase class participation from fellow students.
* The bi-directional format allows instructor to answer student questions.
* Learning assessment is accomplished via pre and post-tests in addition to a learning exercise. The Pre and Post-test will be shared with the students and retained by the NCRIC. We will also use virtual breakout rooms to conduct group learning actives such as the one used in Model 6.

MODULE ONE: Introductions (1-Hour)

* 1. Learning Need: The student will receive an overview of the course and an explanation of the roles and responsibilities of the Terrorism Liaison Officer (TLO).
	2. Introduction
		1. Fusion Center, Terrorism Liaison Officer (TLO) Training Staff Introductions
		2. Instructor introductions
		3. Student introductions
			1. Agency affiliation
			2. Pre-test
	3. Administration/Training Liaison Officer (TLO) Role
		1. Course overview
			1. Course content overview
			2. Module by module
		2. Role of the TLO
			1. Definition of Threat – Terrorism
			2. TLO Mission Statement
			3. Definition of a Terrorism Liaison Officer
			4. TLO Selection
			5. TLO Minimum Duties
			6. TLO Roles and Responsibilities
1. MODULE TWO: Fusion Center Overview (1-1/2 hours)
	1. Learning Need: The TLO must have a working knowledge of the State Threat Assessment system and have an understanding of the products and resources available to TLO's from their local Fusion Center.
	2. Fusion Center Fundamentals
		1. Creation of Fusion Centers
			1. National Network
			2. Commission Report
		2. What a fusion center is not
			1. A Federal Entity
				1. Each Center has Autonomy to reflect their needs
			2. An investigative entity
			3. A Police Department
		3. Participating Disciplines
		4. National Network
			1. United States Intelligence Community (USIC)
			2. National Counterterrorism Center (NCTC)
			3. Federal Bureau of Investigations (FBI)
			4. National Operations Center (DHS/NOC)
		5. TLOs Role in the Intelligence Community
			1. Intelligence Defined
			2. Intelligence Cycle
	3. State Threat Assessment System (STAS)
		1. Regional Threat Assessment System (STAS)
			1. Introduction to the STAS
			2. Fusion Center's Area of Responsibilities (AORs)
			3. Fusion Center Funding
2. STAS Components
	1. State Threat Assessment Center (STAC)
	2. Joint Regional Intelligence Center (JRIC)
	3. Orange County Intelligence Center (OCIAC)
	4. Northern California Regional Intelligence Center (NCRIC)
	5. Central California Intelligence Center (CCIC)
	6. SD-Law Enforcement Coordination Center (SD-LECC)
3. Fusion Center Sections, Resources, Products and Systems May Include;
	1. Web Site
	2. TLO Unit/Training Resources may include:
		1. Free training
		2. Requirements for training
		3. Basic, Intermediate and Advanced Level Training
		4. Additional advanced courses
		5. Course Registration
			1. TLO Secure website
			2. Registration procedures/requirements
	3. Suspicious Activity Reports (SARs) Tips and Leads
	4. Intelligence Analysis
		1. Intelligence Support
		2. Various Misc. Intelligence Products
	5. Critical Infrastructure Protection (CIP)
		1. Vulnerability
		2. Threat Assessment
	6. InfraGard/Private Sector
	7. Briefings-delivered on request regarding;
		1. Potential threats,
		2. Emerging Trends,
		3. Major terrorist incidents,
		4. Regional critical infrastructure,
		5. Fusion Center operations
	8. Notifications-timely email updates
		1. Situational awareness of major local, national and global events
	9. Special Event Assessments (Request for Information - RFI)
		1. Threat assessments to local events of regional importance
	10. Regional Specific Threats Such As;
		1. Prison/Jail Radicalization Unit
		2. Maritime Threats
		3. Border Security Threats
	11. Cyber
	12. Other Resources Available
4. MODULE THREE: Legal Aspects of Intelligence (1/2 Hour)
	1. Learning Need: The TLO Must have knowledge in the proper collection and dissemination techniques while maintaining the security of the intelligence. TLO’s will understand the importance of maintaining confidentiality of information / intelligence and the proper storage thereof.
	2. Legal Aspects of Intelligence
		1. Collection of Intelligence in California
			1. California Attorney General Guidelines
			2. Ensure criminal file systems operate in conformance with privacy/constitutional rights of individuals
		2. 28 CFR Part 23 Considerations
			1. Criminal Predicate
			2. File maintenance policies
				1. 1 Year Files
				2. 5 Year Files
			3. Audit trails, policies and purge
			4. Other current policy considerations
		3. Information Dissemination
			1. Need to Know
				1. Requested information is pertinent and necessary for initiating or furthering law enforcement activity
			2. Right to Know
				1. Requester is acting in official capacity and has the authority to obtain information sought
			3. Dissemination & Extraction of Information Controlled by Originator (ORCON)
				1. Third Party Rule
		4. Information Security and Security Clearances Defined
			1. Handling caveats FOUO and LES must be protected even if the information is in the public domain
			2. Sensitive Security Information (SSI) defined
				1. 49 CFR Part 1520
			3. Classification is a tool to protect information
				1. Top Secret
				2. Secret
				3. Confidential
		5. Proper Dissemination/Storage Procedures (Products)
5. MODULE FOUR: Suspicious Activity Reports (SARS) / National SAR Initiative (NSI) / Terrorist Screening Center (TSC) (1 ½ Hours)
	1. Learning Need: The TLO must have knowledge of the National SAR Initiative, the Terrorist Screening Center system, the TSC nomination procedures and the Lead submission procedures for a TSC hit (if applicable). During a facilitated discussion the TLO will be exposed to various SAR reports.
	2. NSI Functional Standards:
		1. Current NSI functional Standards most likely to be encountered by TLO
			1. Indicators Video
				1. “See Something Say Something”
		2. Suspicious Activity Report (SAR) Overview
			1. Submission Methods
				1. Web site
				2. phone or other Fusion Center specific method
				3. mobile access

Submit SAR (media)

Depict live SAR website link

Submit live test SAR for students

Review SAR submission procedure

* + 1. Review National Case Study-plot disruption
			1. Number of SARs submitted to local Fusion Center and number statewide
			2. 80% of plot disruptions came from a tip or lead from law enforcement and civilian
			3. eGuardian
			4. Privacy and Constitutionally protected activity
	1. Terrorist Screening Center
		1. Terrorist Screening Center (TSC) overview
			1. Reasons for establishment
			2. Explanation of the TSC nomination procedures (no role in nomination process)
			3. How student accesses TSC (NCIC, law enforcement only)
			4. Review current handling codes
		2. Lead submission procedures for a TSC hit
		3. Center Specific Protocol
		4. Intelligence Systems and Databases
			1. Federal Secure Systems (classified and unclassified)
				1. Open source data
				2. Internet, public records etc.
				3. Local Systems
1. MODULE FIVE: Terrorism (2 ½ Hours)
	1. Learning Need: TLO’s must have at least a basic understanding of Terrorist groups currently active along with events that may have led the groups to their current ideology and tradecraft.
	2. Overview of Terrorism
		1. Terrorism Defined
			1. Use of Violence to Intimidate or Coerce in Pursuit of Political, Social, Ideological Goals
		2. Current FBI Definition
			1. “The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.” January 3, 2017
		3. International Terrorism
			1. Current definition
			2. Ideology
			3. Sunni v Shia
			4. Evolution of Terrorist Organizations
			5. History
			6. Sunni Terrorist Groups
			7. Shia Terrorist Groups
			8. Rise of On-Line Radicalization
			9. Emerging groups
			10. Emerging trends
	3. Domestic Terrorism
		1. Current Definition used by the FBI is:
			1. U.S. Title 18 USC International/Domestic Terrorism
		2. Home Grown Violent Extremist (HVE)
			1. FBI Definition
		3. Current Case Studies
		4. Current Groups
	4. Political Ideology
		1. Domestic Racial Supremacists
			1. Racial Supremacy and Anti-Government Groups
				1. Defined/Explained
		2. Domestic Terrorists Anti-Government Groups
			1. Current groups
			2. Current Case Studies
			3. Militia and Sovereign Citizen Extremist Movements
				1. Defined/Explained
		3. Single Issue Domestic Terrorist Groups
			1. Environmental Extremist Groups
			2. Animal Rights Extremist Groups
			3. Other Current Extremist Groups
	5. Cyber Threat
		1. Denial of Service Attacks
		2. Hacking
		3. Phishing
		4. Current Criminal Tactics
	6. Specific Regional Issues
2. Module SIX: TLO Basic Course Learning Activity and Final Remarks (1 Hour)
	1. Learning Need: The student will demonstrate an understanding of the SAR process and how various pieces of information can culminate in a significant terrorist event. The student will receive a review of course topics to ensure they leave the course with the ability to actively participate as a TLO.
	2. Learning Activity: Student will participate in a Learning Activity that analyses raw information to demonstrate recognition of possible pre-incident indicators (as defined by NSI) this will cause the student to participate in the reporting of suspicious activities and exposes them to the Fusion Center reporting process. Preestablished breakout rooms will divide the class in equal number groups for this Learning Activity. The student will:
		1. Specifically Identify suspicious activity
		2. Demonstrate methods of reporting
		3. Recognize the importance of the information sharing environment (ISE)
		4. Work as a team to submit a simulated Suspicious Activity Report (SAR), if warranted.
	3. TLO Mission Statement Review
	4. Review/TLO Network
	5. Final Exam/Review Learning Outcomes
	6. Final Remarks