

PORTLAND POLICE BUREAU CRIMINAL INTELLIGENCE UNIT STANDARD OPERATING PROCEDURE

SOP CIU #23

Effective: July 22, 2011

Review: July 22, 2012

SUBJECT: Criminal Intelligence Unit JTTF Standard Operating Procedure.

PURPOSE: To define a Standard Operating Procedure (SOP) for the Portland Police Bureau (PPB) Criminal Intelligence Unit (CIU) participation in the Federal Bureau of Investigation (FBI) Joint Terrorism Task Force (JTTF).

REFER: Directive 315.00 *Laws, Rules and Orders*, 344.05 *Bias-Based Policing*, Oregon Revised Statute (ORS) 181.575, ORS 181.850 and Portland City Council Resolution #36859.

POLICY: Whether domestic or foreign-based, it is the responsibility of the Federal Bureau of Investigation (FBI) to prevent, investigate, and respond to terrorism in the United States.

Under federal criminal law, 18 USC 2331, *Terrorism means activities that (A) involve acts dangerous to human life that are a violation of the criminal laws of the United States or of any State; and (B) appear to be intended (i) to intimidate or coerce a civilian population; (ii) to influence the policy of government by intimidation or coercion; or (iii) to affect the conduct of a government by mass destruction, assassination or kidnapping.*

To assist in its mission to prevent, investigate, and respond to terrorism, the FBI has established local Joint Terrorism Task Forces (JTTF) to share resources and coordinate among other federal, state, tribal and local governments.

The Portland Police Bureau (PPB) is responsible for protecting the lives, property and rights of all people, through collaborative partnerships with the community and other agencies. The policy of the City of Portland is to simultaneously achieve three goals:

- A. effectively prevent and investigate acts of terrorism
- B. protect civil rights and civil liberties under the United States and Oregon Law; and
- C. promote Portland as an open and inclusive community.

RESPONSIBILITIES / PROCEDURES:

1. The Chief of Police (Chief) may assign an officer or officers to work with the JTTF as needed, as determined by the Chief in consultation with the FBI Special Agent in-Charge (SAC) and the Commissioner in-Charge of the PPB.
2. All PPB personnel assigned to work with the JTTF must at all times comply with Oregon law. In situations where the statutory or common law of Oregon is more restrictive of law enforcement than comparable federal law, the investigative methods employed by PPB officers working on the JTTF investigations shall conform to the requirements of such Oregon statutes or common law.
3. PPB officers working with the JTTF shall notify the FBI SAC, the Chief and the PPB-JTTF supervisor if ever the work PPB officers are asked to do would be a potential violation or violation of ORS 181.575 or ORS 181.850 and the Chief shall immediately report any actual violation to the Commissioner in-Charge of the PPB.
4. The Chief may assign PPB officers to work on JTTF investigations outside the State of Oregon or City of Portland. On those occasions, all terms of this SOP shall apply, including that the PPB officer's investigative methods must still conform to Oregon law.
5. The FBI SAC or designee (supervisor of the JTTF) will direct and supervise the operational and day-to-day work of the PPB officer(s) detailed to work with the JTTF. For non-JTTF work, PPB officers who work with the JTTF will be under the supervision of PPB.
6. The Chief will assign a PPB Criminal Intelligence Unit (CIU) supervisor to work with the JTTF at any time an officer is assigned to work with the JTTF. The supervisor will seek and maintain once approved, clearance at the Top Secret / Secure Compartmentalized Information level.
7. The PPB CIU supervisor assigned to work with the JTTF will assist the Chief in preparing for his/her annual report by conducting frequent and on-going briefings regarding the work performed by PPB officers assigned to the JTTF.
8. The PPB officers working with the JTTF shall seek legal advice from the City Attorney whenever any officer has any question about the application of Oregon law, including ORS 181.575 and ORS 181.850, or the policies of the PPB as they pertain to the JTTF. Any consultation will be undertaken consistent with the requirements for handling classified information and with other legal restrictions on the dissemination of information.

9. In the event disclosure of classified information is necessary for the City Attorney to provide appropriate advice, the Chief shall request the FBI SAC to request approval to authorize the City Attorney to receive such information pursuant to a non-disclosure agreement. If the City Attorney cannot obtain the necessary authorization to provide legal advice, the City Attorney shall notify the Chief and the Commissioner in-Charge.
10. PPB officers may also seek legal advice from the FBI Office of General Counsel or the Portland FBI Chief Division Counsel regarding laws, regulations and policies that govern JTTF activities.
11. PPB officers assigned to the JTTF shall attend annual training to be conducted by the Office of the City Attorney to ensure compliance with applicable state and federal law. The officers shall document their training on an appropriate PPB Training form and submit the form through channels to the Training Division for tracking purposes once the annual training has been completed.
12. All PPB officers assigned to the JTTF will read and comply with all provisions of Portland City Council Resolution 36859 adopted April 28, 2011. This resolution is attached to this SOP as pages 4 thru 6.

Date: _____

By: Lt. L. Baird #11921

SUBSTITUTE RESOLUTION NO.

Regarding Portland Police Bureau cooperation with the Federal Bureau of Investigation for the purpose of combating terrorism (Resolution; rescind Resolution No. 36315).

WHEREAS, whether domestic- or foreign-based, it is the responsibility of the Federal Bureau of Investigation (FBI) to prevent, investigate, and respond to terrorism in the United States; and,

WHEREAS, Under federal criminal law, 18 USC 2331, "terrorism means activities that (A) involve acts dangerous to human life that are a violation of the criminal laws of the United States or of any State; and (B) appear to be intended (i) to intimidate or coerce a civilian population; (ii) to influence the policy of a government by intimidation or coercion; or (iii) to affect the conduct of a government by mass destruction, assassination, or kidnapping;" and,

WHEREAS, to assist it in its mission to prevent, investigate, and respond to terrorism, the FBI has established local Joint Terrorism Task Forces (JTTF) to share resources and coordinate among other federal, state, tribal and local governments; and,

WHEREAS, the City of Portland and FBI have decided not to enter into a Memorandum of Understanding for the JTTF, but the City will be cooperating with the JTTF according to the terms of this Resolution; and,

WHEREAS, the Portland Police Bureau (PPB) is responsible for protecting the lives, property, and rights of all people, through collaborative partnerships with the community and other agencies; and,

WHEREAS, the City Council, the Commissioner-in-Charge of PPB and Police Chief must constantly reprioritize and rebalance the allocation of internal and external resources to respond to critical crime prevention and law enforcement needs in the City; and,

WHEREAS, with its limited resources, the City recognizes the need for federal, state, and local agencies to coordinate and share information and resources; and,

WHEREAS, all PPB personnel are accountable to the Police Chief and Commissioner-in-Charge of PPB for carrying out the City's policies, lawfully assigned duties and responsibilities; and,

BE IT RESOLVED, that it is the policy of the City simultaneously to help prevent and investigate acts of terrorism, protect civil rights and civil liberties under United States and Oregon law, and promote Portland as an open and inclusive community; and,

BE IT FURTHER RESOLVED, the Police Chief shall regularly consult with the FBI Special Agent in Charge (SAC) to determine which aspects of JTTF work could benefit from PPB participation and whether there are PPB resources available to be allocated; and,

BE IT FURTHER RESOLVED, the Police Chief may assign PPB officers to work with the JTTF on an as-needed basis as determined by the Police Chief in consultation with the Commissioner-in-Charge of PPB; and,

BE IT FURTHER RESOLVED, in addition to regular briefings, and the Police Chief's participation in JTTF Executive Committee meetings, PPB officers shall work with the JTTF only on investigations of suspected terrorism that have a criminal nexus; in situations where the statutory or common law of Oregon is more restrictive of law enforcement than comparable federal law, the investigative methods employed by PPB officers working on JTTF investigations shall conform to the requirements of such Oregon statutes or common law; and,

BE IT FURTHER RESOLVED, the PPB officers who work with the JTTF shall notify the FBI SAC and Police Chief if ever the work PPB officers are asked to do would be a potential violation or violation of ORS 181.575 or ORS 181.850 and shall immediately report any actual violation to the Commissioner-in-Charge of the PPB; and,

BE IT FURTHER RESOLVED, that PPB officers working with the JTTF shall seek legal advice from the City Attorney whenever the officer has any question about the application of Oregon law, including ORS 181.575 and ORS 181.850, or this Resolution to their work with the JTTF. Any consultation with the City Attorney will be undertaken consistent with the requirements for the handling of classified information and with the other legal restrictions on the dissemination of information. In the event disclosure of classified information is necessary for the City Attorney to provide appropriate advice, the Police Chief shall request the FBI SAC to authorize the City Attorney to receive such information pursuant to a non-disclosure agreement. If the City Attorney cannot obtain the necessary authorization to provide legal advice, the City Attorney shall notify the Police Chief and the Commissioner-in-Charge of PPB; and,

BE IT FURTHER RESOLVED, the Police Chief may assign PPB officers to work on JTTF investigations that comply with the requirements stated above regardless of whether or not the investigation is

based in the City of Portland. On those occasions, all the terms of the resolution apply, including that the PPB officer's investigative methods must still conform to Oregon law; and,

BE IT FURTHER RESOLVED, to ensure access to information necessary to manage and supervise PPB officers, the Police Chief will seek clearance at the Top Secret/Secure Compartmentalized Information level, and the Commissioner-in-Charge of PPB will seek clearance at the Secret level; and,

BE IT FURTHER RESOLVED, the City understands that the FBI SAC or designee needs the ability to direct the operational and day-to-day work of PPB officers who work with the JTTF. However, at all times, PPB officers who work with the JTTF remain in the chain of command and under the formal supervision of PPB; and,

BE IT FURTHER RESOLVED, that the Police Chief, by the end of January each year, shall provide a report with appropriate public information to the City Council and public on PPB's work with the JTTF, including any issues related to compliance with Oregon laws; and,

BE IT FURTHER RESOLVED, that within 30 days after any change in personnel in the positions of Commissioner-in-Charge of PPB, Police Chief, FBI SAC for the Portland Field Office, or United States Attorney for Oregon, the Commissioner-in-Charge of PPB shall ensure that this Resolution is understood by all; and,

BE IT FURTHER RESOLVED, the Office of the City Attorney is directed by the end of January each year to confer with the office of the Oregon Attorney General and determine in writing whether or not based on any changes to federal laws, policies or rules, and any Oregon law, including ORS 181.575 and ORS 181.850, that PPB officers are precluded from legally working with the JTTF; and,

BE IT FURTHER RESOLVED, that the City Council directs the Police Chief and Commissioner-in-Charge of PPB to request regular briefings from the FBI SAC, at least twice a year, on the work of the JTTF so that the Police Chief and the Commissioner-in-Charge of PPB will be familiar with terrorist threats in the Portland area and will, therefore, be better able to manage local public safety issues; and,

BE IT FURTHER RESOLVED, the Chief will assign a PPB supervisor to the JTTF at any time that a PPB officer is assigned to JTTF work; and,

BE IT FURTHER RESOLVED, PPB officers assigned to the JTTF shall attend annual training, to be conducted by the Office of the City Attorney, to ensure compliance with applicable state and federal law;

and,

BE IT FURTHER RESOLVED, that the Portland Police Bureau shall adopt publicly available administrative policies and procedures consistent with this Resolution; and,

BE IT FURTHER RESOLVED, the provisions of this Resolution are binding city policy and no element can be changed without an open public hearing and ratification by City Council; and,

BE IT FURTHER RESOLVED, that Resolution No. 36315 is hereby superseded.

Adopted by the Council

Mayor Sam Adams
Portland

LAVONNE GRIFFIN-VALADE
Auditor of the City of

April 27, 2011

Deputy