

**TERRORISM LIAISON OFFICER (TLO) PROGRAM**

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INDEX CATEGORY:	Extraordinary Responses		

I. PURPOSE

This directive:

- A. informs Department members of the Terrorism Liaison Officer (TLO) Program.
- B. delineates the responsibilities of the:
 - 1. Terrorism Liaison Officer.
 - 2. District Watch Commanders.
 - 3. supervisor assigned to the TLO program.

II. GENERAL INFORMATION

- A. The Terrorism Liaison Officer (TLO) Program is under the direction of the Counter Terrorism Section (CTS) of the Deployment Operations Center (DOC) Section.
- B. The TLO Program is established to afford an opportunity for the sharing of information pertaining to Homeland Security issues to all bureaus/units of the Chicago Police Department.
- C. A member's rank has no bearing on their ability to be a TLO. Members with a military background and/or experience in intelligence gathering are preferred, but it is not required. However an interest in Homeland Security is required.
- D. Terrorism Liaison Officers are chosen from each district and units with investigative or patrol functions. Districts and units may assign more than one member to be designated as a TLO.

III. RESPONSIBILITIES

- A. Terrorism Liaison Officer
 - 1. Sworn members assigned as a Terrorism Liaison Officer will:
 - a. act as liaison for their respective district / unit regarding Homeland Security issues.
 - b. establish and maintain an open line of communication with key personnel at critical facilities within their district / unit.
 - c. attend quarterly TLO meetings to discuss critical information concerning Homeland Security and the TLO program.
 - d. upon attending the TLO meeting, prepare a report for their watch commander / unit commanding officer regarding information from the TLO meeting.
 - e. attend CPD Area TLO Meetings to discuss critical information concerning Homeland Security pertaining to the districts within the Area.
 - f. upon attending the CPD Area TLO meeting, prepare a report for their watch commander / unit commanding officer regarding information from the CPD Area TLO meeting.
 - g. review reports from their units which pertain to Homeland Security and forward them to the CTS.

- h. distribute literature to inform members of their unit relating to Homeland Security threats.
 2. TLOs assigned to specialized units (e.g., Vice Control Section, Narcotics Section, and Gang Investigation Section) will assist the district TLOs when necessary.
- B. Watch Commanders will ensure:
 1. TLOs attend meetings or training.

NOTE: Watch commanders will allow TLOs to adjust their duty hours or days off to attend meetings or training, as long as such action does **NOT** adversely affect manpower needs.
 2. a copy of the TLOs report from the quarterly TLO meeting is available for officers in their respective district/unit.
 3. upon approval, the TLO report is forwarded to their district commander / unit commanding officer of command staff rank.
- C. Unit commanding officers will ensure that the information from the TLO report is disseminated to the following for distribution to their respective personnel, including:
 1. watch commanders.
 2. tactical lieutenants.
 3. area CAPS lieutenant.
- D. The supervisor assigned to direct the TLO program will:
 1. maintain a database of TLOs by district / unit.
 2. coordinate and attend the Area TLO meetings.
 3. prepare an agenda and take minutes for each TLO meeting.
 4. forward pertinent information to TLOs between meetings (special bulletins, etc).
 5. when possible, visit critical facilities with TLOs.
 6. distribute information to officers and citizens to increase their awareness to Homeland Security issues with the assistance of TLOs.
 7. ensure a quarterly meeting is held with citywide TLOs to discuss critical information concerning Homeland Security and the TLO program.
 8. coordinate a TLO certification program with the Education and Training Division.
 9. record and document all TLO specific training.

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