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HOMELAND SECURITY
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PURPOSE: The purpose of this policy is to establish guidelines for the prevention, identification, reporting, and processing of potential threats to community safety related to terrorist activities.

POLICY: It is the policy of the Albany Police Department to be committed to the protection and safety of life and property in the City of Albany and the many people who visit or travel through our community. The cooperation and collaboration of city, county, state, and federal government agencies as well as hospitals, private agencies, community leaders, and neighboring communities is critical to achieving public safety.

DEFINITIONS: **Terrorism** – Terrorism is defined in the Homeland Security Act of 2002, as an activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Terrorist Action – Terrorist action means a politically motivated, hostile action taken by a person or group whose intent is the commission of violent acts designed to instill fear, communicate a message, and/or demand some government action.

I. RESPONSE TO TERRORISM/ACTIVE THREAT

A. The Albany Police Departments Critical Asset Assessment Team (CAAT) maintains liaison with several agencies and organizations for the purpose of exchanging information, reporting and relaying terrorism related intelligence and information. These agencies and organizations include, but are not limited to the following:

1. Albany Fire Department;
2. City of Albany Department of Buildings and Regulatory Compliance;
3. New York State Police;

4. New York Police Department Counterterrorism Bureau;
5. NYS Office of Counter Terrorism Critical Infrastructure Unit;
6. NYS Division of Homeland Security and Emergency Services;
7. NYS Division of Military and Naval Affairs;
8. US Department of Homeland Security;
9. US Department of Defense;
10. US Immigrations and Customs Enforcement; and
11. Regional Joint Terrorism Task Force (JTTF) of the Federal Bureau of Investigation (FBI).

B. The department details a Criminal Investigations Unit (CIU) detective to act as a liaison with the Regional Joint Terrorism Task Force for the purpose of exchanging information and reporting and relaying terrorism related intelligence and information.

C. Suspected Terrorism Contacts:

1. Officers are required to report any information, event, or unusual activity obtained through interviews, crime scenes, search warrants, etc. that the officer believes involves a known or suspected terrorist threat to local, state, or national security.
2. Personnel making contact with a person who is suspected of engaging in terrorism related activities shall do the following:
 - a. Officers shall immediately notify their supervisor, prior to ending the encounter with the individual.
 - b. Supervisors shall contact a Criminal Investigations Unit (CIU) supervisor in regards to the individual.
 - c. The CIU supervisor shall make the determination as to if the individual is to be detained for further investigation.
 - d. If it is determined that the individual will be detained for further investigation, the CIU supervisor shall contact the Albany Police Department detective liaison who is assigned to the Joint Terrorism Task Force.
 - e. If the encounter involves a motor vehicle that may be involved in terrorism related activities, and unless exigent circumstances exist, personnel shall secure the vehicle until further action is determined by the detective supervisor or JTTF.
 - i. If it is determined that the vehicle shall be searched, personnel shall, at a minimum and whenever possible, obtain a written consent to search waiver by completing an Consent to Search Waiver Form, APD Form # [REDACTED] shown on page 5 of this order; or
 - ii. Tow the vehicle, in accordance with procedures in GO 3.4.30 – Motor Vehicle Towing Procedures, until a search warrant can be obtained.
 - f. If the information, event, or unusual activity constitutes a criminal offense, the officer shall complete a Standard Incident Report (SIR). In addition to the factual and criminal information contained

within the SIR, any additional information pertaining to the incident shall be documented on an Investigation Report.

- g.** For incidents where no criminal charges are alleged at the time of incident, but activity appears suspicious in nature, personnel shall complete and Investigation Report detailing the activities.
- h.** Reports generated from scenes involving the suspected or direct involvement of terrorist activities, to include the preliminary target selection, intelligence gathering activities, operational planning, dry runs, attempted material collection for improvised explosive device composition, or verbal threats of imminent actions shall also be forward to the Albany Police Department Critical Asset Assessment Team (CAAT) at [REDACTED] and the Albany Police Department JTTF liaison.

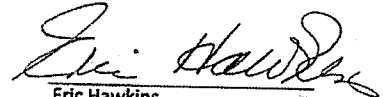
D. Terrorism Awareness:

- 1.** The Albany Police Department recognizes the role of the public in observing and reporting terrorism related activities. The department is committed to providing terrorism related information to enable the public to identify and report terrorism related information, which includes, but is not limited to the following:
 - a.** Public Service Announcements for local media outlets containing information in regards to terrorism related activities/warnings regarding public notifications for awareness and safety.
 - b.** Prepare terrorism awareness brochures and distribute them during community meetings. Said brochures shall be updated as necessary to reflect changes in threats, preparedness, or citizen reporting procedures.
 - c.** Terrorism related information reported by the public shall be forwarded to a CIU supervisor for review. The CIU supervisor shall forward all documentation to the CAAT and the Albany Police Department JTTF liaison for review.
 - d.** Information that requires immediate response shall be logged into the Computer Aided Dispatch System (CAD) and a record maintained of what action was taken by field units.

E. Training:

- 1.** The Albany Police Department recognizes the need for terrorism related training for its personnel.
- 2.** Department personnel that are assigned to the CAAT shall attend advanced training related to domestic/international terrorism and other Homeland Security topics, as available.
- 3.** Trained personnel shall then in return, provide training to Albany Police Department personnel related to domestic/international terrorism and other Homeland Security related topics, including proper gathering of criminal intelligence related to terrorism.
 - a.** This training may be in the form of, but not limited to:

- i. Roll call training;
- ii. Training bulletins;
- iii. Online training in PowerDMS; and/or
- iv. A segment of in-service training.


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