	West Fargo Fire & Rescue Standard Operating Guideline			Authorized by: D. Fuller Fire Chief
	Subject: SUSPICIOUS ACTIVITY REPORTING			
	Section: OPERATIONS	Date Authorized: 12/5/2016	Date Reviewed: 11/1/2017	
	Number: 217			

Intent

The intent of this SOG is to provide a uniform and consistent method to report activities that West Fargo Fire Department personnel may encounter during the course of their normal duties that meet the criteria for reportable suspicious activities, define suspicious activities and the potential nexus to criminal or terrorist behaviors or plots and understand the legal parameters of such reporting.

Definitions

Suspicious Activity -An observed behavior, reasonably indicative of pre-operational planning related to terrorism or other criminal activity.

Defined Criminal Activity and Potential Terrorism Nexus Activity

- *Breach/Attempted Intrusion:* Unauthorized personnel attempting to or actually entering a restricted area or protected site. Impersonation of authorized personnel (e.g., police/security, janitor)
- *Misrepresentation:* Presenting false or misusing insignia, documents, and/or identification, to misrepresent one’s affiliation to cover possible illicit activity or gain access to sensitive areas.
- *Theft/Loss/Diversion:* Stealing or diverting something associated with a facility/infrastructure (e.g., badges, uniforms, identification, emergency vehicles, technology or documents {classified or unclassified}, which are proprietary to the facility).
- *Sabotage/Tampering/Vandalism:* Damaging, manipulating, or defacing part of a facility/infrastructure or protected site.
- *Cyber Attack:* Compromising, attempting to compromise, or disrupt an organization’s information technology infrastructure.
- *Spoken or Written Threat:* Communicating a spoken or written threat to damage or compromise a facility/infrastructure.
- *Aviation Activity:* Operation of an aircraft in a manner that reasonably may be interpreted as suspicious, or posing a threat to people or property. Such operation may or may not be a violation of Federal Aviation Regulations.

Potential Criminal or Non-Criminal Activity Requiring Additional Fact Information During Investigation



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- **Eliciting Information:** Questioning individuals at a level beyond mere curiosity about particular facets of a facility's or building's purpose, operations, security procedures, etc., that would arouse suspicion in a reasonable person.
- **Testing or Probing of Security:** Deliberate interactions with, or challenges to, installations, personnel, or systems that reveal physical, personnel, or cyber security capabilities.
- **Photography:** Taking pictures or video of facilities, buildings, or infrastructure in a manner that would arouse suspicion in a reasonable person. Examples include taking pictures or video of infrequently used access points, personnel performing security functions (patrols, badge/vehicle checking, etc.), security-related equipment (perimeter fencing, security cameras), etc.
- **Observation/Surveillance:** Demonstrating unusual interest in facilities, buildings, or infrastructure beyond mere casual or professional (e.g., an engineer's) interest such that a reasonable person would consider the activity to be suspicious. Examples include observation through binoculars, taking notes, attempting to measure distances, etc.
- **Materials Acquisition/Storage:** Acquisition and/or storage of unusual quantities of materials such as cell phones, pagers, fuel, chemicals, toxic materials, and timers, such that a reasonable person would suspect possible criminal/terrorist activity.
- **Acquisition of Expertise:** Attempts to obtain or conduct training in security concepts; military weapons or tactics; or other unusual capabilities that would arouse suspicion in a reasonable person.
- **Weapons Discovery:** Discovery of unusual amounts of weapons or explosives that would arouse suspicion in a reasonable person.
- **Sector-Specific Incident:** Actions associated with a characteristic of unique concern to specific sectors (such as the public health sector), with regard to their personnel, facilities, systems, or functions.

Note: These activities are generally first amendment-protected activities. They shouldn't be reported in a SAR or ISE-SAR without articulable facts and circumstances that support the source agency's suspicion that the behavior observed is not innocent, but rather reasonably indicative of criminal activity associated with terrorism, including evidence of pre-operational planning related to terrorism.

Race, ethnicity, national origin or religious affiliation should not be considered as factors that create suspicion. These factors may be used as specific suspect descriptions.

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REPORTING PROCEDURE:

- Reporting a SAR should not impede or affect the completion of the department’s primary response or activities. Behavior or materials that meet the criteria for a SAR, but do not present an immediate threat, can be reported upon the conclusion of the incident after returning to the fire station
- All suspicious activity should be reported to local law enforcement as soon as reasonably possible.
- Immediately contact your local communications center if the observed behavior or material presents a threat to life safety or property.
- Complete the Suspicious Activity Form and transmit this form to the North Dakota State and Local Intelligence Center (NDSLIC) using the email address ndslic@nd.gov or call the center at 1-866-885-8295.
- If the observed behavior or material presents an immediate threat to life safety or property, a reasonable attempt should be made to safely maintain/secure the scene until the arrival of police. Examples of this would be, but are not limited to, the storage of large amounts of chemicals, improvised explosive devices in late stage of development, operational chemical labs.
- Be prepared to give as much detail as possible and identify the reason you believe the behavior or indicator is suspicious. Reference the above descriptions as a guide to terminology.

NOTICE: Continue with normal operations unless there is an obvious or imminent risk to life and public safety. If this is the case, immediately contact your local law enforcement agency.

Indicators and/or Behaviors Observed

- | | |
|---|--|
| <input type="checkbox"/> Eliciting Information | <input type="checkbox"/> Misrepresentation |
| <input type="checkbox"/> Testing of Security | <input type="checkbox"/> Theft/Loss/Diversion |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Sabotage/Tampering/Vandalism |
| <input type="checkbox"/> Observation/Surveillance | <input type="checkbox"/> Expressed or Implied Threat |
| <input type="checkbox"/> Materials Acquisition/Storage | <input type="checkbox"/> Sector-Specific Incident |
| <input type="checkbox"/> Acquisition of Expertise | <input type="checkbox"/> Weapons Discovery |
| <input type="checkbox"/> Breach/Attempted Intrusion | |

Please provide a detailed narrative including the date, time, location, call/incident number, and the type of incident. In addition, include a description of individuals involved, vehicles, facilities, behaviors, location of incident, etc.



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Follow-Up Contact Information

Full Name _____ Phone _____

Title/Shift/Station _____ Email _____

Police Officer Contacted _____ Officer's Phone _____

Please contact the responsible law enforcement agency per area of the district, the ND State and Local Intelligence Center, and the Fire Chief.

Cass County Sheriff Phone: 701-241-5800
West Fargo Police Department: 701-433-5500

Email: ndslic@nd.gov
Phone: 1-866-885-8295
Fax: 701-328-8175