



# Commonwealth Fusion Center

## Standard Operating Procedure

Effective Date:	July 1, 2006	Number:	CFC - 02
Subject:			
Processing of Tips and Leads			

### Policy

The Commonwealth Fusion Center (CFC) gathers information directed toward individuals, groups, or organizations where there is a reasonable suspicion that those individuals or organizations may be planning, engaged in, or have committed a criminal act or act of terrorism.

### Definitions

*Reasonable suspicion:* Sufficient facts to give a trained law enforcement officer, investigator, or analyst a basis to believe that there is a reasonable possibility that an individual, group, or organization is involved in a definable criminal activity or enterprise.

*Non-Urgent:* Sufficient information given for investigation; no immediate threat posed.

*Urgent:* Sufficient information given for investigation; immediate threat posed or possible.

*Immediate Response Required:* Sufficient information given for investigation; immediate danger posed to life or property.

### Intake Information

The primary intake points for the Fusion Center are the following:

Fusion Center Number	(508)-820-2129
Terrorism Tip Line	(888)-USA-5488
E-Mail	Fusion@pol.state.ma.us

### Watch Officer Intake Procedures

1. Complete the electronic version of the Field Interview and Observation Report (FIO), SP73, by gathering as much information as possible from reporting party. (A hard copy of the FIO may be initially utilized, but data must be entered electronically as soon as possible.)
2. Determine action to take based on information received:

- Not suitable for follow-up
- Urgent
- Non-Urgent
- Immediate Response Required

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3. If information is deemed **Not Suitable for Follow-Up**, no further action is necessary once the electronic FIO is completed.
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4. If information is deemed **Non-Urgent**:
- a. Conduct standard information checks through available resources:
    - CJIS
    - CFC databases
    - All other applicable sources
  - b. Compile file, and place in MSP Anti-Terrorism Unit (MSP-ATU) Commander's mailbox.
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5. If information is deemed **Urgent**:
- a. Immediately contact MSP-ATU Commander/designee by phone/pager and give briefing. (Refer to CFC-xx Notification Policy)
  - b. Take actions as specified.
  - c. Advise the CFC Analytical Unit (CFC-AU) Supervisor.
  - d. Complete all steps from # 4.
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6. If information is deemed **Immediate Response Required**:
- a. Immediately notify law enforcement agency of jurisdiction and shift commander of respective Troop Headquarters; record time, name and contact number of persons receiving the information in the FIO.
  - b. Complete all steps from #5.
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**MSP-ATU  
Investigator  
Responsibilities**

1. **Non-Urgent Case**
- a. Review case material and investigate during next tour-of-duty.
  - b. *Advise law enforcement agency of jurisdiction during investigation and of outcome after case is closed.*
  - c. Submit case or preliminary report within 10 business days to the MSP-ATU Commander.
  - d. Submit update to the MSP-ATU Commander every 30 days on open cases.
  - e. Advise reporting party, in general terms, of outcome after case is closed. The only exception is if this is determined to be detrimental, and reason(s) for said determination shall be documented in the case report.
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2. **Urgent Case**
    - a. Take action as delegated by MSP-ATU Commander/designee.
    - b. Complete all steps from # 1
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3. **Immediate Response Required Case**
    - a. Take action as directed by Fusion Center Supervisor.
    - b. Complete all steps from # 1.
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**MSP-ATU  
Commander /  
designee**

1. During each tour-of-duty, review the FIO database for newly entered reports.
  2. Review reports classified as *Not Suitable for Follow-Up* and *Non-Urgent*. If further investigation is warranted, either assign investigator or advise appropriate NCO to assign investigator.
  3. Notify the JTTF immediately if a nexus to terrorism is suspected.
  4. Record above assignments in the database.
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**CFC  
Supervisor  
Responsibilities**

1. **Urgent Case**
    - a. Determine appropriate action to be taken based on briefing.
    - b. Advise Watch Officer and MSP-ATU investigator of desired course of action.
    - c. Notify the JTTF immediately if a nexus to terrorism is suspected.
  2. **Immediate Response Required Case**
    - a. Determine appropriate action to be taken based on briefing.
    - b. Assign MSP-ATU investigators to respond immediately to scene.
    - c. Advise Watch Officer and MSP-ATU investigators of desired course of action.
    - d. Notify the JTTF immediately if a nexus to terrorism is suspected.
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**Case Review  
Process**

1. All investigative cases will be reviewed and approved by the MSP-ATU Commander or designee.
2. If submitted case is completed and meets approval:
  - a. Date and initial.

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3. If information is deemed **Not Suitable for Follow-Up**, no further action is necessary once the electronic FIO is completed.
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4. If information is deemed **Non-Urgent**:
- a. Conduct standard information checks through available resources:
    - CJIS
    - CFC databases
    - All other applicable sources
  - b. Compile file, and place in MSP Anti-Terrorism Unit (MSP-ATU) Commander's mailbox.
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5. If information is deemed **Urgent**:
- a. Immediately contact MSP-ATU Commander/designee by phone/pager and give briefing. (Refer to CFC-xx Notification Policy)
  - b. Take actions as specified.
  - c. Advise the CFC Analytical Unit (CFC-AU) Supervisor.
  - d. Complete all steps from # 4.
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6. If information is deemed **Immediate Response Required**:
- a. Immediately notify law enforcement agency of jurisdiction and shift commander of respective Troop Headquarters; record time, name and contact number of persons receiving the information in the FIO.
  - b. Complete all steps from #5.
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**MSP-ATU  
Investigator  
Responsibilities**

1. **Non-Urgent Case**
- a. Review case material and investigate during next tour-of-duty.
  - b. *Advise law enforcement agency of jurisdiction during investigation and of outcome after case is closed.*
  - c. Submit case or preliminary report within 10 business days to the MSP-ATU Commander.
  - d. Submit update to the MSP-ATU Commander every 30 days on open cases.
  - e. Advise reporting party, in general terms, of outcome after case is closed. The only exception is if this is determined to be detrimental, and reason(s) for said determination shall be documented in the case report.
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- b. Administratively close case.
  - c. Forward completed case to CFC-AU Supervisor for informational review and filing.
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3. If submitted case is completed but does not meet approval:

- a. Return to investigator with specific requirements noted.
  - b. Denote date in case book.
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4. If submitted case is open:

- a. Review preliminary report.
  - b. Denote date in case book.
  - c. Forward copy of report to CFC-AU Supervisor for informational review and filing.
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