



**PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER**

General Order Number: 12-13	Effective Date: October 23, 2019
Division: Inspections and Investigations	
Chapter: Suspicious Activity Reporting	
By Order of the Fire Chief: Benjamin M. Barksdale	Issue Date: October 23, 2019

BB

POLICY

The intent of this General Order is to provide guidance to the Prince George's County Fire/Emergency Medical Services (EMS) Department in reporting certain types of suspicious activity to the appropriate officials. The Nationwide Suspicious Activity Reporting (SAR) Initiative (NSI) is a collaborative effort led by the U.S. Department of Justice's (DOJ), Bureau of Justice Assistance, in partnership with the U.S. Department of Homeland Security, the Federal Bureau of Investigation, and state, local, tribal, and territorial law enforcement partners.

SUSPICIOUS ACTIVITY

I. Indicators and Warnings

- A. Below are a few activities that are frequently associated with terrorist attack planning. The activities below are designed to provide "basic" information about the types of suspicious activities that should be reported. This list is not 100% comprehensive since terrorist tactics are always evolving. Additional guidance is available in Attachment B.
- B. Indicators and Warnings may include the following:
 - 1. Radicalization
 - 2. Financing
 - 3. Training
 - 4. Concealment of Identity
 - 5. Acquisition of Materials
 - 6. Surveillance
 - 7. Dry Runs
 - 8. Other Suspicious Circumstances
- C. Radicalization – There are usually radical ideologies behind the activities of terrorists. Any individuals that advocate or embrace radical ideologies (i.e., justifying or advocating killing, the destruction of property, or other criminal activities) shall be reported. Interest or participation in websites or online forums featuring violent ideologies shall be reported. Individuals undergoing a radical shift in personality; sudden withdrawal from friends and family; and a willingness to express violent views (i.e., interest in killing, condoning killing, sympathizing with terrorists, encouraging others to adopt violent views, etc.) shall be reported.



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- D. Financing – Although difficult to observe in our interactions, financing is an important part of a terrorist attack. For example, if terrorists were unemployed, they may attempt to maintain the appearance of employment. They would need clothing, food, shelter, and transportation. Large sums of money with no apparent justification; attempts to conceal the movement of cash through suspicious or counterfeit merchandise transactions; ‘uncustomary’ donations of large sums of money to charities; attempts to cash checks or pay for services with cash when identification is questionable or not offered shall all be reported.
- E. Training – No terrorist wants the plot to fail. As such, instruction or training may be diligently pursued. Instruction may be sought to better understand the vulnerabilities of a specific target; how intelligence or law enforcement agencies work to detect or deter terrorism; or how first responders might be expected to respond to a particular scenario. Training may be sought in bomb-making; firearms; the handling of chemicals, biological or radiological agents; piloting of aircraft or boats. Terrorists have demonstrated the ability to be incredibly innovative. Interest in any of the above areas with no valid or reasonable justification shall be reported. Suspicious inquiries into training or instruction, particularly when there is an attempt to pay in cash and/or conceal one’s identity shall be reported.
- F. Concealment of Identity – In an effort to carry out a successful terrorist attacks, plotters will attempt to keep their identities concealed. Since the names of many people with terrorist connections are found in various government databases, these individuals may seek to obtain false identification (ID), claim to be of a different ethnicity or language group than their own, or try to confuse authorities by using multiple names. It may be easy to obtain false identification, but there is rarely an exact replica of a legitimate government issued ID. Even rarer are consistent and quality falsified identities in multiple forms (i.e., driver’s license, passport, etc.). Varied name spellings between different IDs, erasures, and intentionally damaged IDs shall be reported.
- G. Acquisition of Materials – With the exception of a cyber-attack, every terrorist attack involves the use of a weapon or weapons. There are only three ways to obtain these weapons: steal them, make them, or buy them. Improvised explosive devices (IED) have been used in literally hundreds of configurations (i.e., in backpacks, suitcases, cars, attached to suicide bombers, etc.). Even explosives that are made from household materials require the terrorist to purchase precursor materials. There has also been much experimentation with chemical, biological and radiological agents. As such, any suspicious inquiries or the purchase of large quantities of fertilizers, peroxides, pesticides, or other chemicals; the theft of dangerous substances (i.e., poison, explosive or corrosive materials); or the attempted or actual online purchase of these items shall be reported. If any of these materials are discovered in locations that are not authorized for their use, or if there appears to be an attempt to conceal the possession of these items, this shall be reported. Similarly, dead or dying vegetation around a location, unusual odors or efforts to ventilate an area with no rational explanation; or unexplained chemical burns shall also be reported. Small arms attacks have also been utilized in numerous recent terrorist attacks. As such, any unusual or unlawful attempts to obtain or accumulate weapons or ammunition shall be reported.



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- H. Surveillance – Terrorists have demonstrated a consistent interest in targets that produce mass casualties and economic, symbolic, and psychological impact. Surveillance may allow the terrorist to observe security measures, traffic patterns, the presence of security, first responder protocols, etc. Videotaping, photographing or sketching of facility features that are not routinely of interest to visitors or tourists shall be reported. Telephone/e-mail solicitation is another suspicious activity that may warrant investigation. Suspicious individuals that inquire about sensitive information, particularly when it relates to sensitive locations, shall be reported. Always ask for a name, call back telephone number, and email address whenever anyone seeks out sensitive information.
- I. Dry Runs – Most terrorist attacks are meticulously planned prior to execution. The dry run allows the terrorist(s) the opportunity to see if the attack can be successfully carried out without encountering obstacles or detection. The list of potential activities is quite long. Therefore, any activity considered to be a test run shall be reported. This may include leaving vehicles unattended in uncustomary locations, artfully concealing items while going through screening, or other unexplained suspicious circumstances.
- J. Other Suspicious Circumstances – The above list is by no means 100% comprehensive. Other suspicious activities could include attempts to gain access to sensitive government or law enforcement information; attempts to obtain sensitive information about government facilities or other key locations in the community; suspicious interest in chemicals or hazardous materials; suspicious attempts to gain access to aircraft, boats or other water-borne vessels; and so on. Theft or missing Department uniforms, credentials, or other access cards should also be immediately reported through the chain-of-command, especially if under suspicious circumstances.
- K. If you observe any activity, person or circumstance that appears suspicious, report it.

PROCEDURES / RESPONSIBILITIES

I. Reporting Procedure

- A. Suspicious activity can be reported through different mechanisms. If the threat is believed to be an urgent concern, it shall be reported immediately through the appropriate supervisor to the appropriate law enforcement agency. Other activity that may not be considered urgent shall be reported through other mechanisms described below. Regardless of classification, it is imperative that any suspicious activity be reported. A Suspicious Activity Report (SAR) shall be submitted when personnel observe activity that may be related to criminal activity or terrorism.

II. Information Required

- A. The more comprehensive the information provided, the quicker and more detailed the follow-up investigation. Information requested on the SAR form (Attachment A) may include:



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1. *Location* - Exact location and property type.
 2. *Time* - Date, time, and duration of the activity.
 3. *Suspect* - Gender, age, race, and physical descriptions (height, weight, build, hair color, clothing etc.).
 4. *Activity* - Describe what is/was taking place.
 5. *Vehicle* - Make/model, color, license plate/state, other descriptors.
 6. *Other Information* - Suspicious equipment, weapons, suspicious occupants, etc.
- B. The SAR shall be e-mailed to the Fire Investigations at:
DL-PGFDINVEST@co.pg.md.us
- C. All members of the Department are encouraged to maintain 'situational awareness' and use these procedures for both on-duty and off-duty observations.
- D. **If something seems "wrong," "out of place," feels "odd" and even if you cannot put a finger on the reason ... REPORT IT!!!**

III. Privacy and Record-Keeping

- A. The privacy of individuals and respect for the inherent freedoms guaranteed in our community require a high degree of caution in how we report and keep records of suspicious activity.
- B. The following rules apply to Suspicious Activity Reporting:
1. All submitted SAR forms shall be kept by the Fire Investigations in accordance with applicable laws and regulations. Fire Stations and other Fire/EMS work locations shall NOT keep copies of submitted SAR forms.
 2. Personnel shall NOT make journal entries regarding details concerning suspicious activity notifications.
- C. The reporting of activities observed while inside someone's home or business shall be limited to those related to criminal or terrorism activity and the situations described above.
- D. In all cases, it is inappropriate to report suspicious activity based solely on a person's race, color, religion, creed, national origin, ancestry, dress, etc. Reported activity MUST be based on observations, behaviors, or actions that can be articulated.

REFERENCES

Nationwide SAR Initiative (NSI), <https://nsi.ncirc.gov>

FORMS / ATTACHMENTS

ATTACHMENT A - SAR Form

ATTACHMENT B - SAR Criteria Guidance Chart



PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT FIRE/EMS SUSPICIOUS ACTIVITY REPORT



Transmit report immediately to DL-PGFDINVEST@co.pg.md.us

							INC#			
TYPE OF INCIDENT							DATE/TIME OCCURRED			
LOCATION OF INCIDENT							DATE/TIME REPORTED			
REPORTING PERSON										
NAME: LAST, FIRST MIDDLE						RACE	SEX	DOB		
ADDRESS						PHONE #	ALT. PHONE #			
SUSPICIOUS PERSON(S)										
NAME: LAST, FIRST MIDDLE						RACE	SEX	DOB		
ADDRESS						PHONE #	ALT. PHONE #			
HEIGHT	WEIGHT	EYES	HAIR	ADDITIONAL IDENTIFIERS						
NAME: LAST, FIRST MIDDLE						RACE	SEX	DOB		
ADDRESS						PHONE #	ALT. PHONE #			
HEIGHT	WEIGHT	EYES	HAIR	ADDITIONAL IDENTIFIERS						
NAME: LAST, FIRST MIDDLE						RACE	SEX	DOB		
ADDRESS						PHONE #	ALT. PHONE #			
HEIGHT	WEIGHT	EYES	HAIR	ADDITIONAL IDENTIFIERS						
INVOLVED VEHICLE										
YEAR	MAKE	MODEL	STYLE	COLOR	TAG #	STATE	VIN			
INDICATORS (Check all that apply)										
<input type="checkbox"/> Weapons <input type="checkbox"/> Suspicious Packages <input type="checkbox"/> Uniform / Credential Loss or Theft <input type="checkbox"/> Abandoned Vehicles in Secure Areas <input type="checkbox"/> Trespassers in Secure Areas										
<input type="checkbox"/> Suspicious Chemicals / Chemical Odors <input type="checkbox"/> Surveillance Equipment <input type="checkbox"/> Other:										
NARRATIVE: Explain the behavior, situation or indicator that causes you to believe the person, action or object is suspicious. (Ethnicity, culture, or manner of dress alone is not sufficient to justify suspicious activity – these descriptors belong in the additional identifiers field, NOT IN YOUR NARRATIVE)										
REPORTING PERSON						ID	MOBILE PHONE		STATION	BATTALION
SUPERVISOR						ID	MOBILE PHONE		INTERNAL USE ONLY	

**PRINCE GEORGE'S COUNTY FIRE/EMS
DEPARTMENT
SUSPICIOUS ACTIVITY REPORT CONTINUATION**

INC#

NARRATIVE (Continued)

REPORTING PERSON	ID	PAGE	OF	INTERNAL USE ONLY
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SAR CRITERIA GUIDANCE

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/fire, security, janitor).
Misrepresentation	Presenting false or misusing insignia, documents, and/or identification, to misrepresent one's affiliation to cover possible illicit activity.
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, or attempting to compromise or disrupt an organization's information technology infrastructure.
Expressed or Implied 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 INVESTIGATION	
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.
Recruiting	Building of operations teams and contacts, personnel data, banking data or travel data
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), security-related
Observation/Surveillance	Demonstrating unusual interest in facilities, buildings, or infrastructure beyond mere casual or professional (e.g. engineers) interest such that a reasonable person would consider the activity 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 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