

Reporting Guidance for Homeland Security Tips Line

Connecticut Intelligence Center (CTIC) encourages recipients to report information concerning suspicious or criminal activity potentially related to terrorism received on the *Homeland Security (HLS) Tips line*. The following information will be forward to the Connecticut Intelligence Center, which in turn will forwarded to the New Haven FBI Joint Terrorism Task Force / Domestic Terrorism Squad and subsequently to the Homeland Security Operations Center (HSOC)

Every reported HLS Tips Line calls should be documented on the CTIC Suspicious Activity Report Form (SAR.pdf) This report form is available in a fill able Adobe Acrobat form and is located on Homeland Security Information Network portal (<https://government.hsin.gov>) Law Enforcement On-Line / New Haven FIG SIG (<https://cgate.leo.gov>), Connecticut Intelligence Center Forum on NESPIN/RISS NET (<http://nespinmail.riss.net:8100/>)

Information Collected / Reporting Procedure

Routine information that does not require immediate attention and/or response.

- Complete the Suspicious Activity Report Form
- Email completed report to Ctic@nespin.riss.net

Information that requires immediate attention and/or response

- Complete the CTIC Suspicious Activity Report Form
- During normal business hours: Mon. - Fri. 9 AM to 5 PM contact the On Duty Complaint Agent at (203) 777-6311, and report the following HLS Tips requiring immediate attention.
 - Who will ensure appropriate notification is made to the Duty Agent.
- Outside of normal business hours: On weekends, holidays and after normal hours of business, notify the NH FBI switchboard at (203) 777-6311 and report the following HLS Tips.
 - Who will follow the appropriate notification set forth by New Haven FBI
- Email completed report to Ctic@nespin.riss.net

The following guideline will streamline the reporting procedure and all of the appropriate agency/department will be notified.

For questions or clarifications, contact Sgt. Luis A. Rosa at the Connecticut Intelligence (203) 503-5436.