

**ALABAMA DEPARTMENT OF HOMELAND SECURITY
ADMINISTRATIVE CODE**

**CHAPTER 375-X-2
DUTIES AND RESPONSIBILITIES OF ASSISTANT DIRECTORS**

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The Assistant Director for Information Management and Budget shall be responsible for the management and day-to-day administration of the office. He/she also shall serve as a liaison establishing a cooperative relationship with the appropriate state and local agencies so as to effectively manage the following tasks and responsibilities for the Department.

- (a) Budget, appropriations, expenditures of funds, accounting, and finance;
- (b) Procurement;
- (c) Human resources and personnel;
- (d) Information technology and communications systems;
- (e) Facilities, property, equipment, and other material resources;
- (f) Security for personnel, information technology and communications systems, facilities, property, equipment, and other material resources;
- (g) Identification and tracking of performance measures relating to the responsibilities of the Department;
- (h) Grants and other assistance management programs;

(i) The conduct of internal audits and management analysis of the programs and activities of the Department; and

(j) Any other management duties that the Director may designate.

Author: James M. Walker, Jr.

Statutory Authority: Code of Ala. 1975, §31-9A-5.

History: New Rule: Filed January 10, 2006; effective February 14, 2006.

375-X-2-.02

Assistant Director For Intelligence Analysis And Infrastructure Protection.

The Assistant Director for Intelligence Analysis and Infrastructure Protection shall:

(1) Serve as liaison and establish a cooperative relationship with the appropriate state and local agencies and departments and various private corporations.

(2) Be responsible for establishing and implementing homeland security policies for the collection, transmission and maintenance of intelligence and classified information by and between state and local departments while coordinating these activities with federal governmental efforts.

(3) Conducting analysis of information, including intelligence and open source information, lawfully collected by federal, state and local law enforcement agencies and by elements of the intelligence community with respect to threats of terrorist acts against the United States and the State of Alabama.

(4) Integrating information, intelligence, and intelligence analysis to produce and disseminate infrastructure vulnerability assessments with respect to such threats.

(5) Identifying priorities for protective and supportive measures by the Department, by other state and local agencies, by the private sector, and other related entities.

(6) Reviewing, analyzing, and recommending improvements in law, policy, and procedure for the sharing of intelligence and other information with respect to threats against the United States and/or facilities within the State of Alabama.

(7) Developing a comprehensive State plan to provide for the security of key resources and critical infrastructures including, but not limited to, power production, generation, and distribution systems; information technology and telecommunications systems; electronic, financial and property

record storage and transmission systems; emergency preparedness communications systems; and the physical and technological assets that support such systems.

(8) Coordinating with federal, state and local government personnel, agencies, and authorities, and the private sector, to provide advice on implementation of comprehensive State of Alabama plans.

(9) Supporting the intelligence and information requirements of the Department.

(10) Administering the Homeland Security Advisory System, exercising primary responsibility for public advisories relating to terrorist threats, and, in coordination with other agencies, providing specific warning information to state and local government personnel, agencies, and authorities, the private sector, the public, and other entities, as well as, advice about appropriate protective actions and countermeasures.

Author: James M. Walker, Jr.

Statutory Authority: Code of Ala. 1975, §31-9A-5.

History: New Rule: Filed January 10, 2006; effective February 14, 2006.

375-X-2-.03

Assistant Director For Borders, Ports And Transportation Security.

The Assistant Director for Borders, Ports and Transportation Security shall:

(1) Serve as liaison and establish a cooperative relationship with the appropriate persons at the U. S. Department of Homeland Security and its subordinate agencies, the Alabama State Docks, the Alabama Department of Transportation and other applicable state agencies, county or municipal airport authorities and other local agencies and private corporations;

(2) Be responsible for implementing established homeland security policies for state and local departments and agencies' preparedness and preventive measures while coordinating those actions with federal governmental efforts.

(3) Assisting in the prevention of the entry of terrorists and instruments of terrorism into the State of Alabama.

(4) Assisting to secure the ports, docks, territorial waters, terminals, waterways, and air, land, and sea transportation systems of the State of Alabama, including coordinating governmental anti-terrorism activities at ports of entry.

Author: James M. Walker, Jr.

Statutory Authority: Code of Ala. 1975, §31-9A-5.

History: New Rule: Filed January 10, 2006; effective February 14, 2006.

375-X-2-.04 Assistant Director For Emergency Preparedness And Response.

The Director of the Department of Emergency Management shall hold the position of Assistant Director for Emergency Preparedness and Response and perform the following duties as they relate to Homeland Security:

- (1) Provide interface between the Alabama Emergency Management Agency and the Alabama Office of Homeland Security supporting their mission to ensure the preparedness of emergency response providers for terrorist attacks.
- (2) Support and compliment the State of Alabama Emergency Management Agency response to terrorist attacks and their responsibility to manage such response, and coordinating federal, state and local response resources in the event of a terrorist attack.
- (3) Serve as liaison and establish a cooperative relationship with the Attorney General, Emergency Management Agency, The State Military Department, Departments of Public Safety, Public Health, Transportation, Agriculture, Environmental Management, Conservation; Alabama Power Company; Southern Nuclear Company; and Tennessee Valley Authority.
- (4) Be responsible for implementing established homeland security policies for State and Local departments and agencies response, while establishing coordination with Federal governmental efforts:
 - (a) Securing the people, infrastructures, property, resources, and systems in the State of Alabama from acts of terrorism involving chemical, biological, radiological, or nuclear weapons or other emerging threats.
 - (b) Establishing guidelines for state and local government efforts to develop and implement countermeasures to threats of chemical, biological, radiological, and nuclear terrorism and other emerging terrorist threats.
- (5) Detecting and preventing the importation of related weapons and material and responding to terrorist attacks that involve such material.

(6) Aiding the recovery from terrorist attacks.

(7) Building a comprehensive state incident management system with federal, state, and local government personnel, agencies and authorities to respond to such attacks.

(8) Consolidating existing state government emergency response plans into a single, coordinated State of Alabama response plan.

(9) Developing comprehensive programs for developing interoperable communications technology, and helping to ensure that emergency response providers acquire such technology.

Author: James M. Walker, Jr.

Statutory Authority: Code of Ala. 1975, §31-9A-5.

History: New Rule: Filed January 10, 2006; effective February 14, 2006.

375-X-2-.05 Assistant Director For Science And Technological Development.

The Assistant Director of Science and Technological Development will head the research and development arm of the Department of Homeland Security and shall be responsible for:

(1) Organizing the vast scientific and technological resources of the State to prevent or mitigate the effects of catastrophic terrorism against Alabama or the United States.

(2) Unifying the State government's efforts to develop and implement scientific and technological countermeasures, including channeling the intellectual energy and extensive capacity of Alabama's scientific institutions, such as the State laboratories and universities.

(3) Encouraging and facilitating evolutionary improvements to current homeland security capabilities; as well as, the development of new capabilities and marketing to the federal government and other state and local agencies the vast technologies, developments and capabilities of the scientific industry, laboratories and academic institutions located in the State of Alabama.

Author: James M. Walker, Jr.

Statutory Authority: Code of Ala. 1975, §31-9A-5.

History: New Rule: Filed January 10, 2006; effective February 14, 2006.