SUPERSESSION:

DOC 400.300 effective 9/12/89; DOP 400.300 effective 4/27/95; DCC 200.425 effective 7/15/95

REFERENCES:

DOC 100.100 is hereby incorporated into this Policy Directive; RCW 9.73.095; DOC 400.310 Security Threat Group Member Validation; DOC 420.280 Canine Teams; DOC 420.450 Audio Monitoring; DOC 450.200 Telephone Use by Offenders; DOC 856.010 Employee Investigations; DOC 856.020 Guidelines for Investigations of Sexual Abuse, Assault, Contact, or Harassment of Offenders by Employees; DOC 857.005 Corrective Action/Disciplinary Action

POLICY:

I. The Department shall establish a system for developing, compiling, maintaining, and disseminating intelligence and investigation information.

DIRECTIVE:

I. Special Investigation Units

A. The Department has created a Headquarters (HQ) Special Investigations Services comprised of the Intelligence and Investigations Program, the Security Threat Group (STG) Program, and the Canine Program.

B. Each major facility shall have an Intelligence & Investigations Unit (IIU). Each minimum, Pre-Release, and Work Release facility shall identify a staff member to act as the Intelligence Officer and ensure the HQ Special Investigations Services has the name and title of this staff.

C. Responsibilities

1. IIU Staff and Intelligence Officers are responsible to:

   a. Provide investigative support and assistance;

   b. Collect, evaluate, and disseminate intelligence information throughout the Department and with law enforcement;
c. Provide training regarding security issues;
d. Provide STG support; and
e. Assist HQ Special Investigations Services with annual audits of IIU operations.

2. Additional duties of the HQ Special Investigations Services are:
   a. Provide canine support and training;
   b. Review investigative processes; and
   c. Schedule annual audits of IIU operations.

II. Intelligence Process
   A. Investigators and Intelligence staff shall develop a plan to brief and train other Department staff on safety and security issues to include new trends and Officer security alerts.
   B. The HQ Special Investigations Program Coordinator shall develop a system to exchange intelligence information throughout the Department and with outside agencies.
   C. Tele-monitoring information may be released in accordance with RCW 9.73.095, DOC 420.450 Audio Monitoring, and DOC 450.200 Telephone Use by Offenders.

III. Investigations
   A. Facility IIU staff shall work closely with staff and law enforcement to identify inappropriate offender behavior, RCW/WAC violations, and/or security issues.
   B. If the allegation is criminal in nature, the Appointing Authority and law enforcement shall be notified.
      1. If there are allegations of offender criminal conduct in facilities:
         a. The Superintendent shall be notified;
         b. The Superintendent/designee shall notify law enforcement; and
         c. With the approval of the Superintendent, IIU staff may assist law enforcement with criminal investigations.
   C. If there are allegations of staff misconduct, the Appointing Authority shall be notified immediately. S/he shall assign an investigator in accordance with DOC 856.010 Employee Investigations, DOC 857.005 Corrective Action/Disciplinary Action, and DOC 856.020 Guidelines for Investigations of Sexual Abuse, Assault, Contact, or Harassment of Offenders by Employees.
1. Only when directed by the Appointing Authority will an IIU staff investigate staff misconduct.

2. With the approval of the Appointing Authority, Investigators may assist law enforcement with criminal investigations.

IV. Reports

A. Investigative case files shall be assigned a number using the following format, and entered into the Investigations Case Management database:

1. 1 2 3 4 – 5 6 – 7 8 9 – 10 11
   a. 1 – 4: 2, 3, or 4 letter facility/location abbreviation (e.g., HQ, WCC, WCCW, etc.);
   b. 5 – 6: 2 digit month;
   c. 7 – 9: 3 digit sequential case numbers starting with 001 for January and continuing sequentially through December, starting over again in January; and
   d. 10 – 11: 2 digit year (e.g., 02 for 2002).

2. Example: AHCC – 01 – 001 – 02.

B. Each major, minimum, Pre-Release, and Work Release facility shall submit a weekly narrative report via Outlook to the HQ Special Investigations Program Coordinator.

1. This report is due each Thursday and shall include the information noted on Special Investigations Weekly Narrative Report (attached).

C. Case files/information shall be maintained in accordance with the Department’s record retention schedule.

V. Field Staff Contact with HQ Special Investigations Services

A. Field staff may contact the HQ Special Investigations Services to provide new information regarding offenders’ activities with STGs or to obtain information on an offender with whom they may have concerns.

DEFINITIONS:

Words/terms appearing in this Policy Directive may be defined in the Glossary section of the Policy Directive Manual.

ATTACHMENTS:

Special Investigations Weekly Narrative Report
DOC FORMS (See Appendix):

None