REVIEW/REVISION HISTORY:

Effective: 10/17/08
Reviewed: 10/26/09
Revised: 9/12/11

SUMMARY OF REVISION/REVIEW:

I.A. & B., II.B., and III.A. & B. - Adjusted for title change
I.B.2. and II.A.1. - Removed unnecessary language

APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

8/1/11
Date Signed
POLICY

TERRORISM ACTIVITY

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; ACA 4-4061; ACA 4-4530; ACA 7B-05; DOC 810.015 Criminal Record Disclosure and Fingerprinting

POLICY:

I. The Department has established a process for coordinating with federal and other state agencies regarding information on terrorist threats.

DIRECTIVE:

I. Responsibilities

A. The Superintendent/Community Corrections Supervisor (CCS) will designate staff to coordinate sharing of information gathered from criminal record checks on potential employees, visitors, and volunteers with the Chief of Investigative Operations at Headquarters.

B. The Chief of Investigative Operations at Headquarters will:

1. Gather information from Headquarters.

2. Coordinate information sharing with federal and other state agencies.

3. [4-4530] Develop a contact with the Terrorism Fusion Center and/or Joint Terrorism Task Force to share information related to terrorism including, but not limited to:
   a. A list of known terrorist offenders in custody,
   b. Intelligence regarding offenders with suspected terrorist ties,
   c. Information regarding specific incidents, events, or threats affecting a facility(ies)/office(s) that have a possible terrorism connection.

II. [4-4061] [7B-05] Criminal Record Checks

A. Criminal record checks will be initiated on DOC 05-370 Request for Criminal History Record Information WASIS/NCIC III Check NCIC/WACIC Check and conducted per DOC 810.015 Criminal Record Disclosure and Fingerprinting for:

1. All new employees, contractors, and volunteers prior to assuming their duties, and

2. All visitors prior to entering a facility.
B. Information gathered through criminal record check regarding possible terrorism connections will be forwarded to the Chief of Investigative Operations at Headquarters for coordination with the Terrorism Fusion Center and/or Joint Terrorism Task Force.

III. Offender Activities

A. Facility/Office staff will report observations regarding suspected terrorist ties to the Chief of Investigative Operations at Headquarters. Reportable observations may include:

1. Attempts by known or suspected terrorists to gain access to a facility/office as employees, contractors, or volunteers.

2. Attempts by offenders to perpetrate hate or hate crimes through visitors.

3. Incoming personal correspondence to offenders containing offers of training and sanctuary upon release.

4. Links between contract or volunteer religious service providers and organizations with known or suspected ties to terrorist groups, or ties to fundraising for terrorist groups.

5. Unauthorized communications or attempts at unauthorized communication between offenders and religious service providers, contractors, or volunteers.

6. Offender or religious service provider resistance to presence of appropriate facility security supervision during group religious functions.

7. Attempts by foreign governments or organizations to provide altered religious materials to offenders.

8. Attempts by offenders to challenge or “force out” an authorized religious service provider.

9. Sudden change in offender manner of dress or personal hygiene habits.

B. The Chief of Investigative Operations at Headquarters will develop procedures to track activities of identified offenders and offenders on established federal terrorism watch lists. This will include close monitoring of visitors, mail, and telephone calls.

1. Information regarding identified offenders will be forwarded to the Terrorism Fusion Center and/or Joint Terrorism Task Force.
DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 05-370 Request for Criminal History Record Information WASIS/NCIC III Check
NCIC/WACIC Check