



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
4/16/25

PAGE NUMBER
1 of 4

NUMBER
DOC 400.320

POLICY

TITLE
TERRORISM/EXTREMISM ACTIVITY

REVIEW/REVISION HISTORY:

Effective: 10/17/08
 Reviewed: 10/26/09
 Revised: 9/12/11
 Revised: 5/8/20
 Revised: 4/16/25

SUMMARY OF REVISION/REVIEW:

Updated terminology throughout
 I.A. and I.B.3.a. - Added clarifying language
 II.A.1., III.A.1., and III.A.5. - Adjusted language for clarification
 I.B.3.b. - Removed unnecessary language


APPROVED:

Signature on file

TIM LANG, Secretary
 Department of Corrections

3/16/25

 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; 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 terrorism/extremism activity and threats.

DIRECTIVE:

- I. Responsibilities
 - A. The Superintendent/Reentry Center Manager/Community Corrections Supervisor will designate employees/contract staff to coordinate sharing of information gathered from criminal background checks on potential employees, contract staff, visitors, and volunteers with the Chief of Investigative Operations, the Security Threat Group Coordinator, and the Special Investigative Services (SIS) Intelligence Section Chief.
 1. The SIS Intelligence Section Chief should obtain, at a minimum, clearance sponsored by the Joint Terrorism Task Force (JTTF) or equivalent to facilitate sensitive information sharing.
 - B. The Chief of Investigative Operations will designate SIS Unit investigators with appropriate clearance levels to:
 1. Gather sensitive information or intelligence.
 2. Coordinate information sharing with federal and other state agencies.
 3. Develop a contact with the Terrorism Fusion Center and/or JTTF to share information related to terrorism/extremism including, but not limited to:
 - a. A list of known terrorist/extremist individuals under the Department's jurisdiction in custody or on supervision.
 - b. Intelligence regarding individuals with suspected terrorist/extremist ties.
 - c. Information regarding specific incidents, events, or threats affecting a facility(ies)/office(s) that has a possible terrorism/extremism connection.


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II. Criminal Background Checks

- A. Criminal background 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. New employees, contract staff, and volunteers prior to assuming their duties, and
 2. Visitors prior to entering a facility.
- B. Information gathered through a criminal background check regarding possible terrorism/extremism connections will be forwarded to the Chief of Investigative Operations for coordination with the Terrorism Fusion Center and/or JTTF.

III. Reporting and Tracking Activities

- A. Employees/contract staff will report observations regarding suspected terrorist/extremist ties to the Chief of Investigative Operations. Reportable observations may include:
1. Attempts by known or suspected terrorists/extremists to gain access to a facility/office as employees, contract staff, or volunteers.
 2. Attempts by individuals to perpetrate hate or hate crimes through visitors.
 3. Incoming personal correspondence 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/extremist groups, or ties to fundraising for terrorist/extremist groups.
 5. Unauthorized communications or attempts at unauthorized communication between individuals and religious service providers, contract staff, or volunteers.
 6. Resistance by any person to the presence of appropriate facility security supervision during group religious functions.
 7. Attempts by foreign governments or organizations to provide altered religious materials to individuals.

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8. Attempts by individuals to challenge or “force out” an authorized religious service provider.
 9. Sudden change in a person’s manner of dress or personal hygiene habits.
 10. Possession of symbols, propaganda, or anti-government paraphernalia.
- B. The Chief of Investigative Operations will designate SIS Unit investigative employees/contract staff to develop procedures to track activities of anyone identified on established federal terrorism/extremism watch lists. This will include close monitoring of visitors, mail, and telephone calls.
1. Applicable information will be forwarded to the Terrorism Fusion Center and/or JTTF by the Chief of Investigative Operations/designee.

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