



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/REENTRY/FIELD

REVISION DATE
2/8/22

PAGE NUMBER
1 of 6

NUMBER
DOC 470.300

POLICY

TITLE
INTELLIGENCE AND INVESTIGATIONS

REVIEW/REVISION HISTORY:

- Effective: 9/12/89 DOC 400.300
- Revised: 9/3/02
- Revised: 3/22/10
- Revised: 8/8/11
- Revised: 8/1/12
- Revised: 8/1/14 DOC 470.300
- Revised: 4/19/21
- Revised: 2/8/22

SUMMARY OF REVISION/REVIEW:

II.B. and IV.D.1. - Adjusted language for clarification

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

1/26/22

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 9.73.095](#); DOC 420.280 Canine Teams; DOC 450.200 Telephone Use by Incarcerated Individuals; DOC 460.050 Disciplinary Sanctions; DOC 460.130 Response to Violations and New Criminal Activity; DOC 460.135 Disciplinary Procedures for Work Release; DOC 470.450 Audio Monitoring; DOC 470.500 Security Threat Groups; DOC 490.860 Prison Rape Elimination Act (PREA) Investigation; DOC 850.010 Administrative Investigations; [Records Retention Schedule](#)

POLICY:

- I. The Department has established a system for developing, compiling, maintaining, and disseminating intelligence and investigation information. This information will be used for:
 - A. Keeping individuals under the Department's jurisdiction accountable through administrative and criminal sanctions to promote a reduction of violence in facilities and the community, and
 - B. Developing and disseminating actionable intelligence throughout the Department and with law enforcement, as appropriate.

DIRECTIVE:

- I. General Requirements
 - A. Intelligence and Investigative programs include:
 1. Special Investigative Services (SIS) Unit
 2. Intelligence and Investigations Units (IIUs)
 3. Gangs and Security Threat Group (STG)
 4. Security Threat Intelligence and Narcotics Group
 5. Canine Teams
- II. Responsibilities
 - A. Duties of the SIS Unit include:
 1. Conducting and providing assistance in complex investigations,
 2. Reviewing and developing processes and procedures for professional development training for the IIU Program,
 3. Maintaining the Gangs and STG Program per DOC 470.500 Security Threat Groups,

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4. Providing canine support and training per DOC 420.280 Canine Teams,
5. Scheduling and conducting annual audits of IIU operations, and
6. Cultivating collaborative relationships with community partners and law enforcement agencies.

B. Level 3 and higher facilities will have an IIU. Superintendents at Level 2 facilities and Community Corrections Supervisors at Reentry Centers will designate an employee as the Intelligence Officer and provide the SIS Unit with the designee's name and title. IIU employees and Intelligence Officers will:

1. Report significant events (e.g., disturbances, serious employee/contract staff/volunteer assaults, recovery of significant contraband) to the Chief of Investigative Operations within 24 hours,
2. Provide investigative support and assistance as needed,
3. Collect, evaluate, and disseminate intelligence information throughout the Department and with law enforcement as appropriate,
4. Provide training regarding security issues,
5. Provide support to facilities regarding Gang and STG intelligence gathered to assist with reducing violence and inappropriate activities, and
6. Assist the SIS Unit with annual audits of investigative operations.

C. Employees may contact the SIS Unit or local IIU to provide new information regarding gang and STG activities or to request information on an individual under the Department's supervision.

D. SIS Investigators and IIU employees will meet quarterly for intelligence/information sharing and specialized training. Attendance is mandatory unless approved by the Assistant Secretary for Prisons/designee.

III. Intelligence

- A. IIU employees will develop a plan to brief and train other Department employees on safety and security issues, including new trends and officer security alerts related to intelligence and investigations.
- B. The Chief of Investigative Operations will develop a system to exchange intelligence information throughout the Department and with outside agencies.

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- C. Tele-monitoring information may be released per RCW 9.73.095, DOC 470.450 Audio Monitoring, and DOC 450.200 Telephone Use by Incarcerated Individuals.

IV. Investigations

- A. SIS/IU employees will work closely with employees and collaborate with criminal justice partners to identify inappropriate behavior, Revised Code of Washington (RCW)/Washington Administrative Code (WAC) violations, and/or safety and security issues.
 - 1. Individuals will be held accountable per DOC 460.050 Disciplinary Sanctions, DOC 460.130 Response to Violations and New Criminal Activity, and DOC 460.135 Disciplinary Procedures for Work Release.
- B. Upon notification of an allegation(s) of criminal conduct within a facility, the Superintendent/Community Corrections Supervisor/designee will inform law enforcement.
 - 1. During significant events where a crime scene(s) exists, DOC 16-357 Crime Scene Containment/Preservation/Processing Checklist and DOC 16-358 Crime Scene Security Log will be completed.
- C. Allegations of sexual assault, rape, or sexual misconduct involving an incarcerated victim will be investigated per DOC 490.860 Prison Rape Elimination Act (PREA) Investigation.
- D. Allegations of employee/contract staff/volunteer misconduct will be reported to the Appointing Authority immediately.
 - 1. If the allegation involves drugs and/or other contraband, the Appointing Authority will review the information with the appropriate Deputy Assistant Secretary/Regional Administrator. IU employees will work with the Security Threat Intelligence and Narcotics Group.
 - 2. IU employees will only investigate these allegations per DOC 850.010 Administrative Investigations with Appointing Authority approval.
- E. With Appointing Authority approval, investigators may assist law enforcement with criminal investigations.

V. Training

- A. Within a year of being hired/assigned, IU employees and SIS Investigators must attend and successfully complete:

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1. Department of Personnel Basic and Advanced Investigator Training
2. Reid Method/Wicklender-Zulawski or similar Interview and Interrogation Training
3. Professional Gang and STG Training
4. Crime Scene Preservation and Evidence Collection Training
5. Criminal Intelligence Training
6. Prison Rape Elimination Act (PREA) Investigation Training

B. SIS Investigators and IIU employees will successfully complete annual specialized professional development, to include:

1. Report writing
 2. Crime scene preservation
 3. Drug identification training
 4. Gangs and STG training
 5. Development of actionable intelligence
 6. Use of force training and qualification
 7. Firearms training and qualification
- a. Employees will attend the Community Corrections Handgun Academy when approved by the Appointing Authority.

VI. Reports

- A. SIS Investigators and IIU employees will assign case numbers to investigative case files and record the case files on the Investigations SharePoint site.
- B. Investigative case files will be assigned a number using the format established by the Chief of Investigative Operations and entered into the Investigations Case Management database.
- C. The Chief Investigator at Level 3 and higher facilities must review and approve case files placed in the Investigations SharePoint Case Management site by IIU employees before they are forwarded to the Chief of Investigative Operations/designee in the Investigations SharePoint site.
- D. Case files/information and intelligence will be maintained per the Department Records Retention Schedule.

DEFINITIONS:

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

ATTACHMENTS:



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None

DOC FORMS:

DOC 16-357 Crime Scene Containment/Preservation/Processing Checklist

DOC 16-358 Crime Scene Security Log