



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
5/8/20

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

SUMMARY OF REVISION/REVIEW:

Major changes to include title change and updated terminology throughout. Read carefully!

APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

4/14/20

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/Community Corrections Supervisor (CCS) will designate employees/contract staff to coordinate sharing of information gathered from criminal background checks on potential employees, visitors, and volunteers with the Chief of Investigative Operations at Headquarters, 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 or equivalent to facilitate sensitive information sharing.
 - B. The Chief of Investigative Operations at Headquarters 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 Joint Terrorism Task Force to share information related to terrorism/extremism including, but not limited to:
 - a. A list of known terrorist/extremist individuals in custody or on supervision,
 - b. Intelligence regarding individuals under the Department's jurisdiction 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. All new employees, contractors, and volunteers prior to assuming their duties, and
 2. All 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 at Headquarters for coordination with the Terrorism Fusion Center and/or Joint Terrorism Task Force.

III. Reporting and Tracking Activities

- A. Employees/contract staff will report observations regarding suspected terrorist/extremist ties to the Chief of Investigative Operations at Headquarters. Reportable observations may include:
1. Attempts by known or suspected terrorists/extremists to gain access to a facility/office as employees, contractors, 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 under Department jurisdiction and religious service providers, contractors, 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 incarcerated individuals.

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8. Attempts by incarcerated 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 at Headquarters 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 Joint Terrorism Task Force 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](#)