
	Corrections and Community Supervision DIRECTIVE		TITLE Reporting Suspicious Activity	NO. 0750
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SUPERSEDES DIR# 0750 Dtd. 6/12/2017	DISTRIBUTION A	PAGES PAGE 1 OF 7	DATE LAST REVISED	
REFERENCES (Include but are not limited to) Religious Land Use and Institutionalized Persons Act of 2000; Civil Rights of Institutionalized Persons Act of 1980; Directive #2002, #0700; Employees Manual			APPROVING AUTHORITY 	

- I. **PURPOSE:** The Department of Corrections and Community Supervision (DOCCS) recognizes that violent extremism and terrorism are dangerous realities in today's society; therefore, DOCCS seeks to prevent violent extremist and terrorist recruitment and radicalization of persons within the DOCCS system, while protecting civil rights. Through this directive, the Department establishes a mechanism for employees to immediately report suspicious activity to the Office of Special Investigations (OSI).
- II. **POLICY:** Departmental employees should be vigilant and mindful of common indicators of suspicious behavior involving those who may attempt to radicalize or recruit inmates, parolees, staff, or anyone else to a radical extremist group or terrorist organization. All DOCCS employees must remain objective, devoid of prejudice, and mindful that anyone could try to radicalize or recruit an inmate, parolee, staff member, or another person working within the DOCCS system. Although the below list of "suspicious activity indicators" references inmates and parolees, many of the listed behaviors equally apply to staff and others and should not be overlooked. One or more of the behavioral indicators can be present at the same time and indicate suspicious activity, yet the behavior can also indicate activities that are within the law (e.g., The Religious Land Use and Institutionalized Persons Act of 2000 and the Civil Rights of Institutionalized Persons Act of 1980) and protected by the Federal and State Constitutions.

The Department is cognizant of the fact that certain activities listed in Section IV, "Suspicious Activity Indicators," overlap with the legal, recreational activities, and private lives that many Department employees enjoy during their off-duty time (i.e., frequenting gun ranges, practicing various forms of martial arts, possessing multiple firearms, etc.). The Department encourages all staff to remember that the "suspicious activity indicators" listed in Section IV are required to be reported if they are reasonably believed to have a connection with terrorism or potential terrorist activities. Legal hobbies and recreational activities, in and of themselves, are generally not considered to be reportable pursuant to this directive, but should be reported if there is a suspicion that the activity is connected with terrorism.

Therefore, DOCCS employees who observe any suspicious activities related to the Department shall promptly document his or her observations on a Suspicious Activity Report (SAR) form (Form #0750, Attachment A), and provide the SAR to a supervisor, in accordance with Section V of this directive. The SAR will then serve as the factual basis for further review by OSI and any additional action as deemed appropriate.

III. DEFINITIONS

- A. Radicalization: Process by which an individual or group adopts extreme views including beliefs that violent measures must be taken for political or religious purposes.
- B. Recruitment: Solicitation of an individual to commit terrorist acts or engage in behavior for a terrorism purpose.
- C. Suspicious Activity Report (SAR): Form #0750, "Suspicious Activity Report," Attachment A, is a report used to record any behavior within the DOCCS system that is reasonably and objectively believed to be suspicious and/or having a nexus with violent extremism or terrorism. The SAR must be completed and submitted immediately, or as soon as possible, but no later than four hours of the observation of the suspicious activity.
- D. Threat Group/Individual: Employee, volunteer, contractor, visitor, or group of said individuals accessing DOCCS correctional facilities, Community Supervision offices or other Departmental property to recruit and radicalize inmates, parolees, staff, or others to promote and carry out acts of violence.

IV. SUSPICIOUS ACTIVITY INDICATORS

- A. Eliciting Information/Testing Security: Questioning individuals at a level beyond mere curiosity about particular facets of a facility's or building's purpose, operations, or security procedures; or challenges to installations, personnel, or systems that can be pertinent for the planning of a terrorist act.
- B. Surveillance/Photography: Demonstrating unusual interest in or taking photographs or video of facilities, buildings, or infrastructure such that it would arouse suspicion in a reasonable person.
- C. Materials Acquisition/Storage: Acquisition of weapons or unusual quantities of precursor materials, such as cell phones, fuel, chemicals, pressure cookers, and timers. Another example is an attempt to purchase controlled materials without proper credentials or hazardous material in bulk.
- D. Acquisition of Expertise: Attempts to learn about or actual participation in the tactical use of firearms, martial arts training, or paramilitary operations. Examples include:
 - 1. An individual engages in a military drill or martial arts training as part of authorized services, gatherings, or study groups.
 - 2. An individual is involved in suspicious recreational activities that have potential for tactical applications such as attending "security training," paint-ball, or similar intense, outdoor "tactical games."
 - 3. An individual is suspected of firearms training or frequenting shooting ranges.
 - 4. An individual exhibits an interest in learning about patrolling, surveillance, and/or counter-surveillance techniques.
- E. Weapons Discovery/Suspicious Injuries: Discovery of unusual amounts of weapons, hazardous chemicals, or explosives; or suspicious chemical burns on hands and body, chemical bleaching of skin or hair, or other injuries and illnesses inconsistent with his or her explanation. For example, a parolee possesses a cache of weapons or any explosives (or precursor materials) during the home, work, or office visit.
- F. Breach/Attempted Intrusion: Unauthorized personnel attempting to enter or actually entering a restricted area or protected site. Examples include:

1. The person who has been removed or denied access for cause as contractor and/or volunteer then attempts to arrange to have themselves instead placed on inmate visiting or authorized telephone lists.
 2. The person is seeking additional access to or encountered within a restricted or controlled area.
- G. Misrepresentation: Presenting false or misusing insignia, documents, and/or identification to misrepresent one's affiliation to cover possible illicit activity. Example: The person refuses to provide all the necessary identification or attempts to access an area through another person's credentials.
- H. Theft/Loss/Diversion: Stealing or diverting something associated with DOCCS property (e.g., badges, uniforms, identification, emergency vehicles, technology, or documents).
- I. Sabotage/Tampering/Cyberattack: Damaging, manipulating, or defacing part of a facility, Community Supervision office, or other protected site; or compromising or attempting to compromise information technology infrastructure (i.e., cyberattack).
- J. Express or Implied Threats or Racist Statements: Communicating a threat to harm people or damage a facility, building, or infrastructure, or communicating racist or hate group statements or displaying racist or hate group symbols. Related examples include:
1. Statements on social media threatening violence against specific individuals or groups, or damaging a certain building, such as a place of worship.
 2. Statements on social media communicating racist ideologies or the posting of racist symbols.
 3. Extremist or radical statements to imply support for radical groups; espousing hatred for the United States or other democratic societies; or speaking directly in support of groups identified as hate groups or those engaging in terrorism.
- K. Questionable Affiliations: The person is affiliated or associated with others suspected of violent radical extremism or a terrorist group. Related examples include:
1. The person is attempting to have unauthorized communications with inmates, such as accepting telephone calls from inmates. Staff members are only allowed to provide services to inmates in connection with their official duties and are prohibited from engaging in any personal relationship with individual inmates, by telephone, correspondence, or financial transactions. Employees are strictly prohibited from receiving telephone calls from inmates and inmates' family members by Department policy. With prior approval from OSI, exceptions can be made for an employee who completes an *Inmate Association* form in accordance with Employees Manual Part I, Section 2, Sub-Section 2.15.
 2. The person has attended radical extremist training camps, participated in radical extremist religious services, engaged in illicit fund-raising activities within and outside of the correctional facilities, or associated in person or by telephone with subjects in terrorism investigation.
 3. The person is associated with an existing international or domestic terrorism investigation in the community and is also found to be accessing a correctional facility as a contractor or volunteer, etc.
 4. The person is sponsored or endorsed by a radical Non-Governmental Organization (NGO) under investigation for extremist activities.

5. The person has ties to terrorist groups, to fundraising activities for violent extremist groups, or to domestic or international terrorist or a violent extremist organization.
 6. The person resides in dorm-style or other arrangement at a known radical or extremist place of worship, or in a house or apartment under suspicious circumstances, such as many bedrolls and backpacks present, no furniture, maps on the walls, presence of strange chemical smells, and excess of common household chemicals such as acetone or peroxide, or posters of extremists or radicals on the walls, etc. There is a presence of burn marks or discolorations on the walls, doors, ground, or floor, or corroded or rusted metal fixtures in otherwise dry and weather protected environments.
 7. The parolee's place of employment is known to harbor extremists or radicals as employees or walk-in visitors, or the work-site is adorned with posters of extremists or radicals on the walls, flying extremist flags or banners, etc.
 8. The person is associating with a known radical or extremist place of worship, NGO, or known extremists within or outside his or her community.
 9. The person provides funds, supplies, room and board, etc., to a known or suspected radical or extremist organization or person.
 10. The person has ties to foreign entities commonly associated with violent radical extremism. The person may be contacting individuals in these countries through phone calls, mail, electronic mail, social media, etc. (Remember that this can be innocuous behavior too.)
- L. Recruitment Attempts: The person directs inmates who are pending release/soon to be released to report to a radical or extremist place of worship or NGO in the community that is the subject of a terrorism investigation. Related examples include:
1. An inmate is resistant to having appropriate institutional security supervision present during group functions, such as study groups or festivals.
 2. An inmate attempts to have separate, unauthorized side-bar meetings within otherwise authorized services, gatherings, or study groups.
- M. Propaganda Materials: Radical literature, merchandise, symbols, or study guides with violent extremist commentaries or symbols. Related examples include:
1. A domestic and/or foreign NGO is attempting to provide altered and/or radical literature, merchandise, or study guides with inserted inflammatory commentaries or interpretations. If a contractor, volunteer, or staff member makes use of these publications, their activities should be reviewed to ensure they are not advocating extremist or terrorist activity.
 2. An inmate is found in possession of radical literature, merchandise, drawings, pictures of terrorists, etc., during the cell search.
- N. Group Convergence: Usually hostile inmates or parolees are detected to be working on the same project or socializing during recreation activities.
- O. Controlling Leader: A charismatic, disciplined inmate, parolee, or other person who gives orders, controls others, or influences the behavior of other inmates, parolees, etc. Another example: a radical, charismatic inmate, parolee or other person attempts to undermine, challenge, or "force out" an authorized services provider during authorized services, gatherings, or study groups by showing open disrespect for the authorized provider or trying to usurp the role of the designated authorized provider.

- P. Suspicious Travel: Person goes to conference that appears to espouse violent extremist activities or a country where terrorist training and extremist violence is prevalent. Related examples include:
1. Parolee proposes travel that is suspicious in nature.
 2. Parolee proposed travel during or after supervision to potentially extremist destinations, such as an extremist school.
- Q. Change in Behavior Patterns: Significant change in inmate's, parolee's, staff member's, or other person's behavior, leisure activities, programs and services, manner of dress, and personal hygiene habits.
- R. Financial Records: The person has accepted undeclared funding from a foreign government or foreign non-government organizations.
- S. Other Suspicious Activity: Any behavior that would lead a reasonable person to suspect that nefarious activities are afoot that may result in violence towards people or places propagated to foster extreme political or religious views.
- V. **REPORTING**: Upon observing any suspicious activity within the DOCCS system, a DOCCS employee shall promptly complete a SAR (Form #0750, Attachment A), indicating the observed suspicious behavior; the date and time of the observation; the identity of the individual(s) who engaged in the suspicious behavior; and the employee's name and contact information. Any additional relevant information may also be added to the SAR. Imminent threats of danger should be immediately reported verbally, prior to completion of a SAR form and then the SAR form may follow after the verbal reporting.
- A. Correctional Facilities: When suspicious activity is observed of an inmate, staff member, volunteer, or other individual within a correctional facility, the employee should promptly provide the SAR to the Watch Commander and the Superintendent.
- B. Community Supervision Offices: When suspicious activity is observed of a parolee or someone on Community Supervision, or in relation to a Community Supervision office, the employee should promptly provide the SAR to the Bureau Chief responsible for the pertinent Community Supervision office.
- C. Central Office and Other DOCCS Employees: When a DOCCS employee who is not assigned to a correctional facility or Community Supervision office observes suspicious activity outside of a correctional facility or Community Supervision office, the employee should promptly provide the SAR to his or her supervisor.


NOTE: The recipient of the SAR (i.e., Watch Commander, Bureau Chief, or other supervisor) shall immediately scan and email a copy of the SAR to the Office of Special Investigations at: OSI.SAR@doccs.ny.gov, or fax it to (518) 453-8470, to the attention of OSI's Intake and Case Management Unit. After emailing or faxing the SAR, mail the original SAR to OSI, at the following address for secure storage:

NYS DOCCS Office of Special Investigations
Attention: Intake and Case Management Unit
The Harriman State Office Campus
1220 Washington Avenue
Albany, NY 12226-2050

VI. OFFICE OF SPECIAL INVESTIGATIONS: Upon receipt of the SAR, OSI's Intake and Case Management Unit will assign a complaint number to the SAR and enter it into OSI's electronic Case Management System. The SAR will be treated similar to a complaint and will be provided to OSI's Counter-Terrorism Unit within OSI's Criminal Intelligence Division, to review and determine which action is appropriate, including:

- A. Investigation by OSI;
- B. Referral to the DOCCS Crisis Intervention Unit (CIU) for follow-up monitoring;
- C. Referral to the Bureau Chief of the Community Supervision office for further action regarding the parolee;
- D. Notification to an FBI Joint Terrorism Task Force, the New York State Intelligence Center (NYSIC) or other fusion center, or another outside agency;
- E. Notification of safety and security concerns to the pertinent DOCCS personnel and any other person(s); and
- F. Any other action or combination of actions.

Any action taken by OSI pertaining to the SAR will be documented in the OSI Case Management System. Any referral to another unit or person within DOCCS requires a written response to OSI's Counter-Terrorism Unit of the action taken and the results of that action, which will be documented in OSI's Case Management System. OSI, within the bounds of confidentiality rules, will provide the originating SAR reporter of the action taken on the SAR.

		Suspicious Activity Report (SAR) New York State Department of Corrections and Community Supervision			FORM #0750 (8/19) Photocopy Locally
Date of Incident	Location of Incident	Name of Person Engaged in Suspicious Activity	DIN or Other Identifying Information	Reporting Employee's Name	Employee's Phone Number
<i>Check all that apply (✓)</i>					
Eliciting Information/ Testing of Security	Questioning individuals at a level beyond mere curiosity about particular facets of a facility's or building's purpose, operations, security procedures; or challenges to installations, personnel, or systems.				
Surveillance/ Photography	Demonstrating unusual interest in or taking photographs or video of facilities, buildings, or infrastructure such that it would arouse suspicion in a reasonable person.				
Materials Acquisition or Storage	Acquisition or storage of unusual quantities of precursor materials, such as cell phones, fuel, chemicals, pressure cookers, and timers.				
Acquisition of Expertise	Attempts to learn about or actual participation in the tactical use of firearms, martial arts training, or paramilitary operations.				
Weapons Discovery/ Suspicious Injuries	Discovery of unusual amounts of weapons, hazardous chemicals, or explosives; or suspicious chemical burns on hands and body, chemical bleaching of skin or hair, or other injuries and illnesses inconsistent with his or her explanation.				
Breach/Attempted Intrusion	Unauthorized personnel attempting to enter or actually entering a restricted area or protected site.				
Misrepresentation	Presenting false or misusing insignia, documents, and/or identification to misrepresent one's affiliation to cover possible illicit activity.				
Theft/Loss/Diversion	Stealing or diverting something associated with DOCCS' property (e.g., badges, uniforms, identification, emergency vehicles, technology, or documents).				
Sabotage/Tampering or Cyberattack	Damaging, manipulating, or defacing part of a facility or protected site; or compromising or attempting to compromise information technology infrastructure.				
Expressed or Implied Threat	Communicating a spoken or written threat to harm people or damage a facility, building, or infrastructure.				
Questionable Affiliations	The person is affiliated or associated with others suspected of violent radical extremism or terrorist group.				
Recruitment Attempts	The person directs inmates who are pending release/soon to be released to report to radical or extremist place of worship or NGO in the community that is the subject of a terrorism investigation.				
Propaganda Materials	Radical literature, merchandise, symbols, or study guides with violent extremist commentaries or symbols.				
Group Convergence	Usually hostile inmates or parolees are detected to be working on the same project or socializing during recreation activities.				
Controlling Leader	A charismatic, disciplined inmate (or other person) is found giving orders, controlling, or influencing the behavior of other inmates, parolees, etc.				
Suspicious Travel	Person goes to a conference that appears to espouse violent extremist or a country where terrorist training and extremist violence is prevalent.				
Change in Behavior Patterns	Significant change in inmate's, parolee's or other person's behavior, leisure activities, programs and services, manner of dress, and personal hygiene habits.				
Financial Records	The person has accepted undeclared funding from a foreign government or foreign non-government organizations.				
Other Suspicious Activity (Describe)					
Additional Information:					

Email a copy of the SAR to the Office of Special Investigations at: OSI.SAR@doccs.ny.gov, or fax it to (518) 453-8470.

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