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Sent: Friday, June 24, 2022 3:54 PM

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Subject: Procedure change to take effect immediately: Place of Birth and Citizenship status

To all Staff:

This email addresses a procedure that is primarily followed by the Corrections Deputies, but there may be rare instances where other staff members may find themselves involved, so you all get a copy. A formal Special Order will be coming out the first part of next week, with the revised policy at some point in the future.

Effective immediately and from this point forward, the following changes to policy/procedure are being put into place:

POLICY:

No staff member is permitted to inquire about any offender's place of birth, national origin or citizenship status. Such information, if already known, may not be released to Immigration officials unless legally permitted to do so (most commonly a warrant).

Procedure:

Booking:

1. Offenders will not be asked for their place of birth, or immigration or citizenship status, at the time of booking. Instead, "unknown" or "XX" (the NCIC code for unknown) will be entered into the Spillman Records Management System for both the place of birth and citizenship fields.
2. This information will be sent electronically to the LiveScan machine, and will be what is reflected on the individuals fingerprint card and sent to WSP fingerprint identification.
3. Consular notification will be done only if the offender voluntarily discloses their citizenship information, and then only for mandatory notification countries, unless the offender specifically requests that their consulate be notified for non-mandatory countries.

This change is the result of a legal review by our Civil attorneys. There exists some conflicting information with the RCW's we have been following regarding Fingerprinting requirements, and the Keep Washington Working Act of 2019. This will resolve it.

Please let me know if any of you have any questions. Thanks everyone.

Wend



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