REVIEW/REVISION HISTORY:

Effective: 1/28/02
Revised: 1/14/05
Revised: 12/4/06
Revised: 11/21/08

SUMMARY OF REVISION/REVIEW:

Several changes to include change in applicability. Read carefully!

APPROVED:

Signature on File

ELDON VAIL, Secretary
Department of Corrections

10/20/08 Date Signed
POLICY

SECURITY THREAT GROUP MEMBER VALIDATION AND TRACKING

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; ACA 4-4312-1; DOC 320.400 Risk Assessment Process

POLICY:

I. [4-4312-1] The Department has established a system that identifies and monitors the movement and activities of offenders and offender groups who pose a potential threat to the security or safety of staff, visitors, other offenders, criminal justice partners, and community members.

DIRECTIVE:

I. Responsibilities

A. The responsibilities of the Headquarters Security Threat Group (STG) Coordinator or designee include:

1. Maintaining a centralized STG database,
2. Reviewing submitted validations and determining membership status,
3. Acting as liaison with law enforcement and/or other intelligence groups (e.g., regional intelligence groups, joint analytical centers, joint terrorism task forces),
4. Providing information and analysis to Department staff upon request, and
5. Providing training on STG related issues.

B. Each Superintendent/Community Corrections Supervisor (CCS)/Field Administrator will designate an investigator/staff(s) to act as the STG contact staff for the facility/section. The STG contact staff will be responsible for:

1. Identifying suspected STG affiliation via the assessment/validation process.
2. Investigating incidents where there is suspected STG involvement.
3. Serving as the liaison for the STG Coordinator and law enforcement.
4. In facilities, maintaining validation supporting documents.

II. Security Threat Group Membership Identification and Validation

A. Assessment and Documentation
1. [4-4312-1] Offenders entering or transferring within the Department will be assessed for STG affiliation, to include, but not limited to:
   a. Completion of DOC 21-881 Security Threat Group (STG) Membership Assessment and/or STG database, depending on authorization.
   b. Interviews.
   c. In facilities, documentation of objective information, and photographs of scars, marks, and tattoos.
      1) Photographs will be documented in STG Database and retained or scanned into GENIE or Offender Based Applications - Offender Photograph Search.
   d. Notifying the offender of the dropout process.
      1) Facility notification will be given to all new offenders during orientation. Affected offenders will be notified as needed by Intelligence and Investigations Unit (IIU) staff.
      2) Community notification will be given by the CCO assigned to STG duties.

2. [4-4312-1] All information and supporting documentation will be reviewed by the facility STG Investigator or CCS/designee, who will be responsible for entering timely any information not already in the STG database.

3. For offenders on community supervision, information obtained and/or verified events which lead to a new conviction, revocation, or confinement related sanction may result in a reassessment/override per DOC 320.400 Risk Assessment Process. This information will be entered into the STG database by the CCS/designee.

4. All information and documentation obtained in the assessment process, including DOC 21-881 Security Threat Group (STG) Membership Assessment, will be retained at the originating facility/Field Office, or scanned into Liberty.

5. The STG Investigators/CCS/designee will document and verify information obtained from sources outside the Department. Documentation will include identification of the outside source.
6. [4-4312-1] Full access to information entered into the STG database will be restricted to authorized Department staff. Authorized Field staff will have access to add documentation or validation information. Limited information will be available to all other Department staff.

B. Investigation and Validation

1. The criteria listed on DOC 21-881 Security Threat Group (STG) Membership Assessment will determine STG status:
   a. One criterion must be met to have STG Suspect status.
   b. Two criteria must be met to have STG Associate status.
   c. Three criteria must be met to have STG Membership status.

2. The STG Coordinator will be responsible for determining membership status after a complete review of submitted criteria.

III. Debriefing/Dropout Process

A. Offenders who wish to drop out must submit a written request to the facility Intelligence and Investigations Supervisor or CCS and participate in the debriefing process.

B. The STG Coordinator is responsible for conducting a debriefing and verifying the information obtained.

1. If approved, the offender’s STG status will be changed to dropout by the STG Coordinator.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

DOC 21-881 Security Threat Group (STG) Membership Assessment