State of Indiana Indiana Department of Correction	Effective Date	Page 1 of	Number
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POLICY AND ADMINISTRATIVE PROCEDURES
Manual of Policies and Procedures

Title
SECURITY THREAT GROUPS

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5(A)(8) IC11-8-2-5(a)(12) IC 11-8-2-5(a)(13) IC 11-11-6-1 IC 35-45-9-4	01-04-101 02-01-111 01-04-104 02-03-115 01-04-106 03-02-102 02-01-110 03-02-104	ACA: ACI: 4-4102

I. PURPOSE:

The purpose of this policy and its administrative procedures is to establish a network to identify security threat groups, membership in such groups, and those who are high security risk offenders under the jurisdiction of the Department of Correction. This network shall include input from external agencies.

II. POLICY STATEMENT:

Security Threat Groups present a significant concern to correctional staff due to the close confinement of members of various rival groups. This confinement can lead to increased assaults and other criminal or disruptive behavior within the Department's facilities. In order to reduce the possibility of such disruptive behavior, the Department must establish a process through which staff can monitor and control the activities of those offenders identified as members or suspected members of Security Threat Groups.

In order to monitor and control the activities and movement of members of Security Threat Groups, the Department shall assign staff at the Central Office level to oversee all activities with regards to the monitoring of identified offenders. Additionally, each facility shall designate a staff person(s) to coordinate the monitoring of these groups and offenders at the particular facility.

In conjunction with the monitoring of the Security Threat Groups and those offenders identified as members, the Department also must monitor and control those offenders who present a high security risk. These offenders are identified as those offenders with a propensity towards violent behavior, as demonstrated by assaults on staff and other offenders. In order to ensure the safety of staff and other offenders, these high security risk offenders must be identified and their activities and movement monitored.

III. DEFINITIONS:

For the purpose of this policy and its administrative procedures, the following definitions are presented:

A. CONFIDENTIAL INFORMANT: A person who has supplied pertinent information confidentially.

B. DEPUTY CHIEF OF INTERNAL AFFAIRS : The administrative staff person within Central Office assigned the responsibility of overseeing the operational duties of Security Threat Group management.

C. DIRECTOR OF CLASSIFICATION: The administrative staff person within the Central Office assigned the responsibility of overseeing the operation of the Division of Classification.

D. SECURITY THREAT GROUP (STG): A group of offenders that set themselves apart from others; pose a threat to the security or safety of staff or offenders; or, are disruptive to programs or the orderly management of the facility.

E. SECURITY THREAT GROUP COORDINATOR (COORDINATOR): A staff member at a facility assigned the duties of overseeing the coordination and documentation of STG members in a particular facility.

F. SECURITY THREAT GROUP MEMBER: An offender who meets the criteria set forth in these administrative procedures.

G. SUSPECTED SECURITY THREAT GROUP MEMBERS: An offender who meets at least one of the criteria set forth in these administrative procedures.

IV. OBJECTIVES:

The operational objectives for monitoring and controlling Security Threat Group (STG) members are:

A. To protect the public and communities from STG members;

B. To provide a safe correctional environment for staff and offenders in Department facilities by implementing a Zero (0) Tolerance for STG activity; and,

C. To effectively identify, monitor and control the incarceration of STG members by anticipating questionable activities (scams, possible criminal acts, etc.), and potential volatile situations before such incidents occur.

V. RESPONSIBILITIES OF THE DEPUTY CHIEF OF INTERNAL AFFAIRS:

The responsibilities of the Deputy Chief of Internal Affairs in the management of Security Threat Groups include the following:

A. Monitor and document the activities of Security Threat Groups in the Department;

B. Work with the Director of Classification to assist in facility assignments of confirmed STG members;

C. Ensure that out-of-state verification of suspected STG members is obtained;

D. Gather and disseminate intelligence, as appropriate;

E. Distribute STG profiles to the Internal Affairs Division and Director Operational Support Services for review;

F. Provide training to Department staff on STGs (training to include identification and current trends); and,

G. Ensure communication and sharing of intelligence with federal, state and community agencies concerning Security Threat Group monitoring, activity, and identification.

VI. CONFIDENTIALITY AND DISSEMINATON OF STG INFORMATION

All STG profiles and records shall be considered confidential. Staff having access to these records shall be required to follow all applicable Department procedures regarding the release of confidential information, including the administrative procedures for Policy 01-04-104, "The Establishment, Maintenance and Disposition of Offender Records," and Policy 04-03-103, "Information and Standards of Conduct for Departmental Staff." Use and dissemination of STG information shall be limited to the following facility staff in accordance with all applicable policies/administrative procedures and statutes and under the direction of the Facility Head or higher authority:

A. Facility Head
B. Assistant Facility Heads
C. Supervisor of Classification

D. Custody Supervisor
E. Internal Affairs
F. Coordinator
G. Assistant Coordinator
H. Unit Team Manager
I. Shift Supervisor
J. Parole District Supervisor
K. Parole STG District Coordinator

Or equivalent positions at Level I and Juvenile Facilities

VII. SECURITY THREAT GROUP COORDINATOR:

Each Facility Head shall designate a staff person to serve as the facility's Security Threat Group Coordinator (Coordinator).

A. The following facilities have been approved to have full time positions to serve as the Coordinator:

1. Branchville Correctional Facility (1 position)
2. Correctional Industrial Facility (1 position)
3. Indiana State Prison (2 positions)
4. Miami Correctional Facility (2 positions)
5. Pendleton Correctional Facility (2 positions)
6. Plainfield Correctional Facility (1 position)
7. Putnamville Correctional Facility (2 positions)
8. Wabash Valley Correctional Facility (2 positions)
9. Westville Correctional Facility (2 positions)

B. The Facility Heads at facilities not listed above shall appoint staff to serve as the Coordinator. The Facility Head shall consider the following in the selection of the Coordinator:

1. The staff person must have sufficient time to devote to the assignment (at least 80 hours per month at Level 2 or higher facilities, if staffing is available.)

2. The staff person must have frequent contact with the offender population;

3. The staff person should have prior experience with STG intelligence; and,

4. The staff person shall have access to a secure office for paperwork, offender interviews, phone calls, computer/network access, etc., as is necessary to complete the duties of Coordinator.

The Facility Head shall provide the Deputy Chief with the name, job position, shift, e-mail address, telephone extension and a summary of any past training or experience in Security Threat Group intelligence of the Coordinator. The Facility Head shall notify the Deputy Chief as soon as possible if there are any changes in the staff assigned these duties or any of the requested information.

The Coordinator shall be required to attend training sessions as instructed by the Deputy Chief. The Deputy Chief shall make all necessary arrangements to conduct this training with the staff person and the Facility Head.

VIII. RESPONSIBILITIES OF THE COORDINATOR:

The responsibilities of the facility Coordinator shall include the following:

A. Complete a State Form 43964, PROFILE OF OFFENDER, upon receiving intelligence indicating that an offender is a member or suspected member of a STG and compile all necessary information;

B. Electronically submit the completed State Form 43964 and supporting intelligence to the Deputy Chief in those cases where the offender meets the specified criteria of STG activity;

C. Maintain a complete copy of all documentation;

D. Maintain a current list of all identified STG members in the facility;

E. Monitor the movement and activities of all identified STG members and suspected members, including but not limited to:

1. The relationship between an identified member and program assignment (which may show when a particular STG is monopolizing a certain work area or program assignment and which may alert the administration to an organized objective);

2. The relationship between STG members and housing assignments (which may show a STG controlling an area, developing an organized area or perhaps a cluster toward an enemy that is scheduled to be eliminated);

3. The relationship between drug confiscation(s) and STG affiliation, which may indicate that certain group members are monopolizing the drug trafficking at the facility;

4. The relationship between weapons (quantity and type) with STG affiliation which may indicate what weapons are preferred by which group and the sources of those weapons;

5. The rate of commissary sales (food etc.) to STG members (increases in sales may be an indicator of upcoming major events such as rival conflicts, homicides, etc).

6. The frequent searching of the cells or living areas of identified STG members, noting in the profile any information found, i.e. suspicious mail, pictures, literature promoting or describing STG activities, colors, insignia, "hit" lists, debtors, lists, dues list, etc.

7. The monitoring of visitation with attention given to the visitor's dress, showing of colors and visitors' registration information;

8. The monitoring of offender telephone calls in accordance with the administrative procedures for Policy 02-01-105, "Telephone Privileges," and as necessary to determine current and potential STG activities by offenders;

9. The monitoring of the offender mail in accordance with the administrative procedures for Policy 02-01-103, "Offender Correspondence," and as necessary to determine current and potential STG activities by offenders;

10. Any information collected that indicates an immediate threat to the safety and security of the facility, shall be reported immediately to the Lead Investigator or the Facility Head.

F. The Coordinator shall ensure that all relevant information and data has been entered into the computer/network system (i.e. tattoos, changes in physical descriptions, etc.);

G. The Coordinator shall notify the receiving facility Coordinator via e-mail of the transfer of a confirmed or suspected STG member to his/her facility.

H. The Facility Coordinator shall e-mail the Parole District Supervisor and Parole District STG Coordinator if a confirmed/suspected STG member is released on probation or parole; and,

I. The Coordinator shall prepare and submit monthly reports to the Deputy Chief. (See attached).

IX. SECURITY THREAT GROUP MEMBER IDENTIFIERS:

An offender who meets the criteria in these administrative procedures shall be identified as a confirmed or suspected STG member. The Coordinator shall scan all supporting documentation used to identify an offender as a confirmed or suspected STG member to State Form 43964.

If an offender has at least one (1) of the following criteria, the offender shall be identified as a suspected STG Member.

A minimum of three (3) of the following criteria shall be required in order to identify an offender as a STG Member:

A. Admits To STG Affiliation:

A memo shall be prepared and attached to State Form 43964 indicating date and time of the interview with name and title of the staff member conducting the interview. Brief comments and a copy of the interview summary shall be included. When possible, the offender should sign the self-admission statement.

B. Body Tattoos Indicating STG Affiliations:

The offender's body shall be checked for tattoos or symbols. Such identifiers shall be described and noted as to location. If possible, photographs shall be taken and provided. Such information shall also be recorded in the OIS/JDS System.

C. Wearing of Colors Indicating STG Affiliation:

The wearing of known gang "colors" or symbols by an offender or the displaying of known gang "colors" or symbols on multiple occasions by an offender may be used as one (1) identifier. A signed statement by staff is required to verify the date(s) and place(s) that the offender was observed displaying "colors" or other known gang symbols.

D. Identified By Other Affiliates:

A confidential informant interview summary including the reliability of the informant supplying the information shall be prepared. This summary is to

include a declaration verifying how the confidential informant has come to the conclusion that the offender is an STG member.

E. Writings About Affiliation:

Items that may be used as an identifier include confiscated offender to offender letters or notes that contain STG codes, symbols, signs, etc., contract or "hit" lists, group constitutions, membership documents, certificate of rank or title. Additionally, any items that the offender has been known to deface or alter with known symbols or writing, such as lockers, walls, beds, books, etc., may be used as an identifier.

F. Photographed With Affiliates:

Personal photographs showing tattoos or symbols or group photographs documenting the association of the offender with other confirmed members may be used as an identifier.

G. Association With Other Known Members:

The Pre-Sentence Investigation Report may be checked for co-defendants who are confirmed STG members. Those offenders who the offender is known to closely associate with in areas such as living quarters, dining room, recreation yard, etc., who have been identified and confirmed as STG members. A copy of any confiscated STG related letters to persons in the community may be used as documentation. A statement by a staff member who has knowledge of known STG members is required to verify association.

Observations of association by Parole Agents shall be documented and provided to their District Supervisor and forwarded to the Director.

H. Family/Relatives are STG Affiliated:

Relatives identified as STG members may be a source for identification. A copy of any STG related letters to include letters of other offenders addressed to a family member shall be provided.

I. Law Enforcement Intelligence:

Information obtained from law enforcement or other criminal justice agencies indicating that the offender is known to be a member or to associate with a member of a STG may be used. Types of information that may be used as an identifier in this category include:

a. The Offender has a record of conviction for IC 35-45-9-3, "Criminal gang activity" or IC 35-45-9-4, "Criminal gang intimidation";

b. The offender has been identified by any other jurisdiction (Federal, State or Local authorities) where documentation has been presented to the Department; or,

c. Documentation in the Pre-Sentence Investigation Report substantiates the offender as being a member of a STG.

J. Other:

Examples of this type of information include, but is not limited to: copies of the cover of a STG publication, STG insignias, a photograph of STG symbols on clothing, investigation summaries, coded language, clothing worn in STG fashion, arts and crafts projects or self made items with a STG orientation.

X. RESPONSIBILITIES OF INTAKE UNITS:

Intake units often will be the first opportunity for staff to identify those offenders who are STG members. Staff in Intake Units shall screen all incoming offenders for obvious STG identifiers, e.g., tattoos, clothing, personal property marked with STG symbols, colors, etc.

If any identifiers are found or suspected, staff shall report this information to the Coordinator. The Coordinator shall interview the suspected STG member to attempt to determine whether the offender is an STG member and, if so, with what STG the offender is affiliated. Following the interview, if the offender meets the criteria to be identified as a suspected/confirmed STG member, the Coordinator shall start a profile of the offender.

XI. OFFENDERS WISHING TO DISASSOCIATE WITH SECURITY THREAT GROUP AFFILIATIONS:

There may be STG offenders who want to be debriefed and no longer want to be associated with other identified group members. The debriefing process shall be digitally recorded and shall be handled with the utmost confidentiality. The offender shall be required to sign a waiver agreeing to the videotaping of the debriefing. The attached questionnaire will be filled out and evaluated. The questionnaire, along with supporting documents and recommendations from the Facility Head shall be forwarded to the Deputy Chief. The results shall be placed on his STG Profile.

XII. MANAGEMENT OF SECURITY THREAT GROUP OFFENDERS:

The management of all suspected and confirmed STG offenders shall be consistent with the administrative procedures for Policies 01-04-101, "Adult Offender Classification," 02-01-111, "The Use and Operation of Adult Offender Administrative Segregation Units," 03-02-102, " The Use and Operation of Juvenile Detention Units" and 03-02-104, "Juvenile Classification and Comprehensive Case Management System." The Facility Head shall establish the following management steps:

A. Suspected and Confirmed STG Members

1. STG members that present a management problem through their conduct/activities may be transferred to another or higher security facility in accordance with the applicable classification procedures.

2. The sending facility's STG Coordinator shall communicate special concerns about the transferred offender(s) to the receiving facility's STG Coordinator.

3. Suspected/confirmed members that present a threat to the safety of the public, staff, offenders, or the facility may be housed in Administrative Segregation as outlined in the administrative procedures for Policy 02-01-111, "The Use and Operation of Adult Offender Administrative Segregation Units," or Policy 03-02-102, "The Use and Operation of Juvenile Detention Units."

B. Facility Security Threat Group Task Force:

A Security Threat Group Task Force to monitor and manage Security Threat Groups shall be established.

When utilized, the Task Force shall at minimum be comprised of:

1. Assistant Superintendent of Operations
2. Custody Supervisor
3. Investigator
4. STG Coordinator
5. A member from each Unit Team.
6. A member from the Education Department
7. A member from the Recreation Department
8. Facility Chaplain
9. A member from the Classification Department

The STG Task Force shall meet monthly to discuss:

1. Facility STG trends and patterns such as;

   a. Who are the major groups;
   b. Who are the leaders; and,
   c. Which offenders are probating, recruiting, etc.;

2. Review management and housing strategies at the facility; and,

3. Communicate information to the Facility Head and Deputy Chief through meeting minutes. Minutes shall be provided to the Facility Head and Deputy Chief no later than the 10th of the following month.

C. Programming for Security Threat Groups

Each facility may provide specialized programs for offenders in Security Threat Groups. The programs may be used in conjunction with an offender's desire to debrief or disassociate from a STG.

Examples of programs that may be utilized for STG Members may include:

1. "Thinking for a Change"
2. Anger Management
3. Life skills
4. GROW
5. Why Try

D. Continued Monitoring

Upon the release of an offender identified as a suspected/confirmed STG Member to a Parole District, the District Supervisor or designee shall continue to monitor those suspected/confirmed STG members and update any new information electronically. The offender shall be reminded of the Department's Zero Tolerance position on Security Threat Group activity.

XIII. REPORTING VICTIMS/ POTENTIAL VICTIMS OF SECURITY THREAT GROUPS

The STG Coordinator shall review all incidents involving battery or injury to determine if the aggressor(s) or victim(s) is/are confirmed or suspected members of a STG. Also, the Coordinator shall review all Protective Custody requests or any other serious incidents to determine if any confirmed or suspected members are involved. Incidents that are determined to involve STG members shall be supported

with all appropriate documentation. This information and all supporting documentation shall be forwarded to the Lead Investigator immediately and documented on the monthly reports.

XI. APPLICABILITY:

These administrative procedures are applicable to all facilities, staff and offenders within the Department.

Signature on File
Edwin G. Buss
Commissioner

12/9/09
Date