

SECURITY THREAT GROUP

IDENTIFICATION AND MANAGEMENT

Preface

The Security Threat Group Identification and Management Policy incorporates national standards and approaches to the handling of security threat group (STG) members housed in California's adult institutions. Policy documents and related STG information were collected from the Federal Bureau of Prisons and the following states: Arizona, New Mexico, Colorado, Texas, Florida, Connecticut, and New York. A literature review was also conducted to identify national studies that evaluated correctional programs, including management and treatment approaches for validated gang members.

Project staff at California State University, Sacramento reviewed these documents and incorporated relevant findings in the discussions and ideas generated by the five national gang experts who serve as consultants to the Office of Correctional Safety. This policy document represents the gang consultants' recommendations for identifying and managing security threat groups and members in CDCR institutions.

I. Policy Statement

The Security Threat Group Identification and Management Policy of the California Department of Corrections and Rehabilitation (CDCR) recognizes that security threat groups and security threat group-like activity pose a significant risk to the safety, security, and orderly operation of its institutions. CDCR's intention is to ensure that its employees and inmates are able to work and live without fear of intimidation, injury, and/or death.

CDCR has zero tolerance for any security threat group activity within its institutions. It recognizes that institutional security threat group management is affected in critical ways by how the correctional staff identify and control the influence of security threat group members.

II. Purpose and Scope

The purpose of this policy is to provide procedures for the identification of security threat groups and their members and to establish a uniform process for the management of these groups and individuals within the CDCR. The Department prohibits inmates from creating, promoting, or participating in any club, association, or organization, except as permitted by written instructions.

Minimizing security threat group or security threat group-like activity shall be accomplished by the following:

- Certification of security threat groups;
- Identification and validation of security threat group members;
- Debriefing and segregation of inmates who disavow security threat group membership; and
- Programming for security threat group members who want to disengage from security threat group activity and avoid disciplinary actions.

III. Definitions

Certification: The formal designation of a group or gang as a security threat group (STG) based upon a threat assessment.

Debriefing: The process of formal disassociation by inmates from security threat groups and activities resulting from security threat group involvement. The initial phase of the debriefing process includes the inmate writing a complete history of involvement with a security threat group and an interview to confirm, clarify, and expand upon the information provided by the inmate.

Observation: The second phase of the debriefing process where an inmate's activities are closely monitored to ensure no further involvement with the security threat group or its members.

Risk Assessment: The degree of risk posed by an inmate based upon information compiled during the classification process.

Security Threat Group (STG): Any group or organization of two or more members, either formal or informal (including traditional prison gangs), that may have a common name or identifying sign or symbol, whose members engage in activities that include, but are not limited to: planning, organizing, threatening, financing, soliciting, committing, or attempting to commit unlawful acts or violations of the department's written rules and regulations, which detract from the safe and orderly operations of the prison.

Security Threat Group (STG) Member: An inmate that is identified and validated as a member of a STG in accordance with this policy.

Security Threat Group (STG) Suspected Member: An inmate who is suspected of being a STG member and is tracked by the Office of Correctional Safety pending validation.

Sensitive Needs Yard: A segregated yard in a housing unit within an institution that is designated for sensitive inmate groups (e.g., sex offenders, graduates of the debriefing process).

Threat Assessment: The criminal analytical summary compiled by the department to determine the security threat posed by a particular group, gang, or organization to an institution, staff, visitors, or inmates.

Validation: The objective process by which an inmate is determined to be or have been an active member of a STG.

IV. Roles and Responsibilities

Assistant Secretary, Office of Correctional Safety:

- Ensure departmental compliance with this policy.

Director, Division of Adult Institutions:

- Provide oversight for implementation of this policy.

Office of Correctional Safety, Security Threat Intelligence Section:

- Serve as departmental repository of security threat group related information and conduct the final validation review and approval.

Warden:

- Implement and ensure institutional compliance with this policy.

Institutional Security Threat Intelligence Unit (ISTIU):

- Identify, monitor, and document security threat group suspects and members in accordance with this policy.

Institutional Security Threat Intelligence Coordinator:

- Oversee and manage the ISTIU and ensure that all actions are in accordance with this policy.

V. Certification Process

A recommendation for certification as a security threat group will be made by the Institutional Security Threat Intelligence Coordinator and approved by the Assistant Secretary, Office of Correctional Safety (OCS). The Secretary of CDCR will be the final approving authority for all security threat group certifications.

Threat Assessment/ Group Certification Criteria:

- A. The threat assessment process, coordinated by OCS, applies to any group or organization suspected of being a security threat group and will include consideration and documentation of the following information:
 - Information from other state departments of corrections, other jail or prison facilities, state, county, or city law enforcement agencies, as to the potential disruptive nature of the group under review.
 - History of criminal behavior in the community.
 - Evidence that the group presents a potential threat to the safe and secure environment of the institutions.
 - History of threatening behavior to staff, housing unit, and/or inmate safety involving such activities as group disturbances, the possession or manufacturing of weapons, assaults, drug-related activities, extortion and/or coercion of inmates.
 - Documentation of violent and/or illegal incidents or activities.
 - Group evolution, structure, formalized procedures, and/or membership characteristics.
 - Information concerning group meeting and membership criteria.

- Chronology of events or other information evidencing a threat to institutional security or staff and inmate security through group activities, associations, and potential security alignments.
 - Tattoo and graffiti documentation.
 - Group association evidence, including inmate and staff interviews.
 - Rivalry, retaliation, and/or recruitment information as provided in inmate and/or staff interviews.
 - Available information concerning group philosophy and affiliations.
- B. The Institutional Security Threat Intelligence Coordinator will collate, prepare, and submit a formal threat assessment executive summary to the Assistant Secretary, OCS. Upon approval, this report will be submitted to the Secretary of CDCR and include the following:
- Evidence, including staff and inmate interviews and staff observations, relative to each security threat group criteria involved in the recommendation for certification.
 - Information relating to the group from other states, county, city, or private correctional facilities.
 - Information from law enforcement agencies.
 - Information from incident reports.
 - Evidence of specific tattoos or graffiti.
 - Evidence that group by-laws or other mechanism regulate group activity and/or that the group has a structure.
 - Evidence of drug, weapons involvement, extortion or protection rackets.
 - Overall assessment relative to the security and safety threats that the group poses to the institution, its staff and other inmates.

Certification Procedure:

The Assistant Secretary, OCS, shall review the Threat Assessment to determine whether the group should be certified as a security threat group under any of the following conditions:

- Gang-like activity within the department or in any other correctional system operated at the city, county, state, or federal level or contract facility.
- A propensity for violence (e.g., rule violations) and/or crimes involving possession of weapons or weapon-making material, or other contraband related to violent acts.
- Committing or threatening to commit violent acts in the name of the group.
- Absent a documented history, it possesses the unique resources, training, skills, documents stating intent, or other evidence that represents a clear potential to threaten the safe and secure operation of the department, its institutions and the general public.

The Assistant Secretary, OCS shall report to the Secretary of CDCR requesting certification of a group as a security threat group. The Secretary of CDCR makes the final decision regarding certification. Such determination shall be based upon a reasonable and non-discriminatory assessment of the certification criteria. The department shall periodically review its certification of STGs.

Notification:

The Secretary of CDCR shall notify, in writing, the Assistant Secretary, OCS that a group has been certified as a Security Threat Group. The Assistant Secretary will then notify, in writing, all Institutional Security Threat Intelligence Coordinators that a group has been certified as a Security Threat Group.

VI. Validation Process

Validation Files:

A three-part folder will be used to hold documents related to the security threat group validation process.

- Part 1: Security Threat Group Validation Worksheet, including memorandums and other copies of documentation used to support any criteria cited as a basis for validation (e.g., self-admission must be signed and dated by inmate and staff); individual and group photos taken with validated security threat group members; photos of security threat group specific tattoos, and other documents including letters, authorized visiting lists and other criteria used in validation.
- Part 2: All reports and documents relating to notification of inmate as part of the validation process.
- Part 3: All documents relating to the debriefing process, to include debriefing report and observation notes.

Validation Criteria:

A total of ten (10) or more points are needed to qualify as a security threat group member. A total of two (2) to nine (9) points is required for identification as a suspected security threat group member:

- The inmate's self-admission (9 points)
- STG specific tattoos (5 points)
- Symbolism, including specific colors, hand signs, insignia, logos, notations, drawings, graffiti, etc. (2 points)
- Documents, including STG-specific by-laws, ceremonial procedures, rosters, hit lists, address book entries, group pictures and other similar items (5 points)
- STG-specific publications, including newsletters, fliers, and posters, etc. (1 point)
- Court records, including documents that identify inmates as a member of a STG under consideration, conviction with a gang enhancement sentence, pre-sentence report, incident, arrest warrant affidavit, prosecution memorandum, etc. (9 points)
- Association, including reports that note inmate's association with validated STG members (e.g., walks, eats, recreates with) or is found to have been corresponding with validated STG members (2 points)
- Contacts, including correspondence that contains financial transactions (e.g., money orders), gang business, or receives visits from known relatives and close associates of validated STG members (2 points)
- Confidential informant (offender and civilian), including information that is deemed credible and reliable indicating the subject inmate is a STG member (2 points)
- Membership, including STG-specific documents found in the inmate's possession, such as membership lists, membership cards/credentials, list of rank/titles, letters of introduction, letters of recognition, etc. (9 points)
- Other agency memorandums and reports or copies of reliable interagency law enforcement information regarding membership status, STG activities and threat assessments (8 points)

Validation Procedure

The Institutional Security Threat Intelligence Coordinator shall facilitate the identification of suspected security threat group members, collection of intelligence information, and submission of intelligence to the Office of Correctional Safety Security Threat Intelligence Section.

The procedures include, but are not limited to, the following:

- The Institutional Security Threat Intelligence Coordinator shall ensure that the inmate is interviewed, a Security Threat Group Questionnaire is completed, and digital photographs of tattoos, scars, or other marks are taken and are clearly visible.
- The Security Threat Group Validation Worksheet shall be completed with accurate and criteria-supported documentation.
- Validation of the inmate's level of affiliation with a security threat group will be determined by using the score from the Security Threat Group Validation Worksheet (member – 10 points; suspect – between 2 and 9 points).
- The Institutional Security Threat Intelligence Coordinator shall forward the validation packet to the Security Threat Intelligence Section in OCS for review and final approval.
- When an inmate's validation as a member of an STG is approved, the inmate will be notified in writing.
- The inmate may appeal this validation decision in accordance with existing departmental policy.
- The validation information shall be placed in the inmate's C-file and entered into the Automated Security Threat Group Case Reporting and Tracking System.
- If additional or updated information is obtained pertaining to a security threat group suspect or member after the initial information was submitted, this information shall be submitted to the Security Threat Intelligence Section in OCS on a new Security Threat Group Validation Worksheet. All supporting documentation and/or evidence shall also be submitted at that time.

VII. Security Threat Group Management Unit Housing Program

The Security Threat Group Management Unit (STGMU) Housing Program is designed to afford inmates the opportunity to achieve designated privileges according to improvements and continuation of acceptable custodial adjustment. Failure to maintain acceptable behavior may result in loss of those privileges by virtue of the inmate's removal from a designated STGMU phase.

All staff who interact with inmates in the STGMU Housing Program may be required to complete an activity report that must include some area for reporting significant mental health problems. Information from these reports shall be entered in the Automated Security Threat Group Case Reporting and Tracking System.

Referral to the STGMU Program:

The Institutional Security Threat Intelligence Coordinator shall consider the following factors in making a recommendation to the Institutional Classification Committee (ICC) for placement of an inmate into the STGMU Program:

- Any incident during confinement in which the inmate has caused injury to other persons
- Any incident in which the inmate has expressed threats to the life or well-being of other persons
- Any incident involving possession by the inmate of deadly weapons or dangerous drugs
- Any incident in which the inmate is involved in a disruption of the orderly operation of a prison, jail, or other correctional institution

- Validated gang members or other inmates who are disruptive or violent, regardless of their gang affiliation
- An escape from a correctional institution
- An escape attempt involving the taking of hostages or an escape attempt involving the use of weapons
- Other incidents involving multiple escape attempts, an escape attempt otherwise involving injury or threat to life, or use of a deadly weapon
- The nature of the offense for which the inmate was committed may be considered in combination with other factors as described in this section

Progression and Phases of STGMU Confinement:

All inmates assigned to the STGMU Housing Program shall begin in Phase 1 and progress through the other phases based on their adherence to the rules and regulations of the program and completion of program requirements. All inmates in the program are subject to mandatory and random urinalysis. Inmates may opt to participate in the debriefing process at any phase of this housing program.

The STGMU Housing Program staff shall convene a committee to include at a minimum the assistant warden, correctional counselor, correctional peace officer, unit manager, and a representative from the Institutional Security Threat Intelligence Unit to determine inmate progression through the phases. This committee shall be responsible for conducting reviews of inmates' behavior to determine progression through the housing program on a scheduled basis. This review may include a decision to start an inmate at Phase 2 based on an individualized assessment.

The total time in STGMU confinement, if an inmate meets all of the requirements for each phase, is four years. Inmates who do not program as required or violate institutional rules in Phase 2 are placed back in Phase 1, where their time frames begin again. Inmates who fail in Phases 3 to 6 are returned to Phase 2 and begin their time frames again. In each phase, the inmate's behavior, including any gang-related activity, is monitored by staff.

Any staff recommendations regarding an inmate's progression to another phase are presented to the STGMU Housing Program committee for consideration. While it is the inmate's behavior that is the primary determinant of progress progression, it is not the sole criteria. There are limited circumstances where an inmate meets all programmatic and behavioral mandates, but credible intelligence exists to indicate that the inmate poses such a threat to the institution and/or public safety that he requires the restrictions of that phase of the program to ensure this safety. Under these circumstances, intelligence must be updated on a recurring basis to ensure its veracity and timeliness for future decisions about the inmate's placement.

Phase 1:

Inmates in this phase will be subject to the following program requirements:

- 30-day adjustment period with 23-hour single-cell confinement
- Inmates are required to exercise individually
- Other conditions of confinement as outlined in Title 15, Section 3343

- Inmates confined in this phase over 30 days may be provided with the minimum canteen privileges for hygiene items only
- Inmates who fail to maintain positive adjustment in Phase 1 or become involved in acts of misbehavior may be moved to a Security Housing Unit (SHU) through the normal disciplinary process
- Individual Inmate Treatment Plans may be developed during this phase
- Inmates must be in restraints at all times when out-of-cell
- This is the most restrictive phase of the housing program
- The minimum time period in this phase of the program is six months

Phase 2:

Inmates in this phase will be subject to the following program requirements:

- Inmates remain in a single cell
- Inmates will be afforded more privileges/amenities such as earphones, radio, photographs, canteen for hygiene items only, etc.
- Inmates must be in restraints at all times when out-of-cell
- Inmates may enroll in various self-study programs as approved by CDCR
- The minimum time period in this phase of the program is one year

Phase 3:

Inmates in this phase will be subject to the following program requirements:

- Inmates may be double-celled in accordance with departmental policy
- Inmates will be afforded more privileges such as out-of-cell time, increased access to non-essential canteen products (taking into consideration dollar value and quantity), earphones, radio, photographs, etc.
- Out-of-cell movement inmate restraints are optional
- Inmates may have access to departmentally-approved religious or treatment-related programming (e.g., anger management, drug therapy) on a television
- Inmates shall continue to complete various program components of their Individualized Inmate Treatment Plan
- The minimum time period in this phase of the program is one year

Phase 4:

Inmates in this phase will be subject to the following program requirements:

- Inmates should be double-celled in accordance with departmental policy whenever possible
- Inmates may participate in non-individualized exercise
- Inmates will be allowed to have more personal property in their cells and visits in accordance with departmental policy
- Inmates will have more canteen privileges than they were given in the earlier phases
- Inmates shall participate in small-group programming
- Inmates shall continue to complete various program components of their Individualized Inmate Treatment Plan
- The minimum time period in this phase of the program is six months

Phase 5:

Inmates in this phase will be subject to the following program requirements:

- Inmates should be double-celled in accordance with departmental policy whenever possible
- Inmate privileges including personal property, canteen, etc. will be enhanced beyond that offered in Phase 4
- Inmates shall participate in integrated group recreation
- Inmates shall be able to demonstrate their sustained ability to coexist and interact appropriately with other groups
- Inmates shall be considered for in-unit job assignments
- Inmates may have visits in accordance with departmental policy
- Inmates shall participate in large-group programming
- Inmates must meet the goals of their Individualized Inmate Treatment Plan
- The minimum time period in this phase of the program is six months

Phase 6:

Inmates in this phase will be subject to the following program requirements:

- Inmates should be double-celled in accordance with departmental policy whenever possible
- Inmates shall participate in integrated group recreation
- Inmates shall be able to demonstrate their sustained ability to coexist and interact appropriately with other groups
- Inmates may have visits in accordance with departmental policy
- Inmates shall participate in large-group programming
- Inmates shall successfully complete appropriate programs assigned to the inmate
- Inmates must complete the requirements of their Individualized Inmate Treatment Plan
- The minimum time period in this phase of the program is six months

Release from a STGMU:

The STGMU Committee composed of an assistant warden, correctional counselor, correctional peace officer, unit manager, and a representative from the Institutional Security Threat Intelligence Unit shall be responsible for recommending an inmate's release from STGMU. The following factors may be considered in the evaluation of an inmate's readiness for release from STGMU:

- No activity related to gang involvement or affiliation (e.g., communication outside the unit with known gang members, financial transactions involving gang business)
- Relationship with other inmates and staff members that demonstrates the inmate is able to function in a less restrictive environment without posing a threat to others or to the orderly operation of the institution
- Involvement in activities and assignments as identified in the Individualized Inmate Treatment Plan
- Adherence to institution guidelines and CDCR rules and policy
- Personal grooming and cleanliness
- Quarters sanitation

VIII. Debriefing

This process is designed for validated Security Threat Group (STG) members only.

The purpose of a debriefing is to allow a validated STG member the opportunity to disassociate from his/her group.

- An inmate who has been validated as a STG member may request to debrief at any time.
- A protective custody investigation must be conducted into each inmate request for disassociation and protection from the inmate's respective security threat group. The investigation will take into consideration the inmate's disciplinary history activities regarding the inmate's association or contact with any security threat group.
- Protective Custody Investigation Report Procedures: admit the inmate into a secure housing unit; confiscate all security threat group materials; monitor mail and telephone calls to determine any security threat group contact; assess the inmate's conduct in the secure housing unit; request written reports from correctional staff assigned to the secure housing unit; request a psychological evaluation with written report; complete the investigation in no less than 90 days; and submit final Protective Custody Investigation Report to the Institutional Security Threat Intelligence Coordinator.
- To demonstrate a willingness to debrief, an inmate will be required to complete, sign, and date the Security Threat Group Debriefing Form, which includes all information regarding their rights. Inmates who cannot read should be read the instructions and assisted in the completion of the form.
- The Institutional Security Threat Intelligence Unit verifies the information provided by the inmate on the Security Threat Group Debriefing Form.
- Debriefing Preparation: ensure inmate is notified of the purpose, benefits, and privilege of debriefing; place emphasis on truthfulness and willingness to disassociate; inform inmate of right to terminate the debriefing at any time; inform inmate of the date and time of the debriefing, including the interview; and notify inmate that the interview may not necessarily occur immediately after the completion and verification of the Security Threat Group Debriefing Form. The Institutional Security Threat Intelligence Unit staff conducting the debriefing are not required to advise the inmate of the Miranda protections.
- Pre-Debriefing: Miranda warning not necessary because 1) the subject shall be debriefed only upon their request; 2) subject shall not be required to complete their debriefing; and 3) subject may terminate their debriefing at any time.
- Debriefing: includes the completion of the Security Threat Group Debriefing Form. This form will include a report detailing the inmate's complete history of involvement and all activities associated with the security threat group. This report should include, but not be limited to:
 - * Reasons for dropping out
 - * History of the security threat group
 - * Other members
 - * Leadership structure
 - * Who gave the orders in each incident (including details of specific incidents)
 - * Motivation and rationale behind previous institutional incidents
 - * Leaders at other institutions
 - * Validation of tattoos
 - * Codes
 - * Mail drops

- * Communication networks, including phone calls, mail, notes, visits, and any other written or verbal communications
- * Rivals
- * Escape operations, drug trafficking, weapon possession and money laundering within the institution
- * Misuse of legal and/or religious process including legal mail
- * Non-members (girlfriends, relatives and staff) and their activities
- * What the non-member has done for the Security Threat Group (contraband introduction, transport information, mail drops, three-way calls etc.)
- * Activities on the streets
- * Who was involved and what part they played
- * Contact information of all members (telephone and pager numbers, addresses, etc.)
- * Security flaws and concerns
- * Future security threat group plans or operations
- The debriefing phase may require several days to complete. The setting for the debriefing (written report and interview) should include:
 - * Comfortable location and setting
 - * Covered windows
 - * No or limited traffic
 - * Available restrooms
 - * Available drinking water
 - * Available meals for the inmate if appropriate
- If the inmate is unable to write the report, a videotape recording of the above information will be obtained.
- The staff conducting the debriefing will review the written report for legibility, completeness and discrepancies, ensuring that the “who, what, where, when and why” are included in the report.
- The Institutional Security Threat Intelligence Unit staff will confirm as much of the information on the Security Threat Group Debriefing Form using available institutional intelligence and records.
- When the initial review of the Security Threat Group Debriefing Form is completed, the Institutional Security Threat Group Intelligence Unit will conduct an interview with the inmate. The purpose of the interview is to ensure that all information provided in the written/taped report and developed during the background investigation are covered.
- The debriefing packet, which includes the Security Threat Group Debriefing Form and all other documents generated by the Institutional Security Threat Intelligence Unit, shall be forwarded to the Institutional Security Threat Intelligence Coordinator for review of the debriefing and assessment of the veracity and willingness to disassociate from the security threat group.

Observation Phase

The purpose of the observation phase is to verify the inmate’s disassociation from the security threat group. All inmates must be placed in a housing setting that offers programming to aid the individual inmate in returning to and adapting into a general population or Sensitive Needs Yards (SNY) setting. The inmates should be offered increased privileges for demonstrating appropriate behavior.

Inmates may be removed from this special housing based on failure to comply with conditions of the participation agreement, including an inability or unwillingness to achieve the expectations of the program and/or refrain from disciplinary infractions. Inmates will be transferred to a SHU pending a reclassification of housing needs.

IX. Security Threat Group Files

All security threat group intelligence, whether on the group or the individual member or suspected member of the group, shall be placed in a separate confidential folder maintained by the Institutional Security Threat Intelligence Unit. All access to this confidential folder is controlled by the Institutional Security Threat Intelligence Unit.

If an inmate under review is transferred, the Confidential Security Threat Intelligence Folder will move with the inmate to the new institution. The confidential folder shall be sent by Golden State Courier directly to the receiving Institutional Security Threat Intelligence Unit.

When an inmate is paroled, his STG file will be sent directly to the parolee's regional parole office.

Where applicable, the following information will be in each inmate's Security Threat Intelligence Folder:

- Security Threat Group Affiliation Identifying Questionnaire
- Security Threat Group Validation Worksheet
- Standard Incident Report Form
- Security Threat Group Debriefing Form
- Security Threat Group Notice Form
- Protective Custody Investigation Report

X. Management of Security Threat Group (STG) Records and Related Information

The Assistant Secretary, OCS is responsible for the overall management of STG records and related information.

Maintenance and Security of Inmate Confidential Security Threat Intelligence Folder:

- The Confidential Security Threat Intelligence Folder is maintained by the Institutional Security Threat Intelligence Unit until the transfer or parole of the inmate. At that point, the folder will be placed in the designated area of the inmate's C-file.
- All folders shall be kept in a secure location, safeguarded from unauthorized and improper disclosure, and will not be available to inmates at any time, unless an inmate is authorized by the Warden, or designee, to inspect his/her file or the contents thereof. Every effort shall be made to preserve all inmate records.
- Access to the room at the institutions where the records are located will be limited to authorized personnel. During normal operations, the Institutional Security Threat Intelligence Unit shall determine who has authorized access. After-hours access will be determined by the warden or warden designee.

- An inmate's record will contain only appropriate, relevant, and original information governed by form management numbers, required for the management of the record. All major decisions, pertinent background and events shall be recorded. Only original documents will be kept in the inmate file and no carbon copies shall be accepted. All legal documents that have been placed into an inmate's file will not be highlighted, underlined, circled or otherwise altered except as authorized by this policy. The information will be organized according to an appropriate format as directed by the Security Threat Intelligence Section and all material will be filed in accordance with the approved format.
- All entries in the inmate file will be typed or written legibly with a ballpoint or hard tipped pen and in black ink to ensure future photocopies will be legible.
- No inmate file shall be destroyed for any purpose.

XI. Automated Security Threat Group Case Reporting and Tracking System

The Office of Correctional Safety, Security Threat Intelligence Section (STIS) has overall responsibility for maintaining the Automated Security Threat Group Case Reporting and Tracking System. The STIS shall ensure that the intelligence data are incorporated into a systematic and orderly database and that the data are verified and credible. The Section shall also perform quality checks on the data no less than annually.

The case reporting and tracking system will allow the Departmental and Institutional Security Threat Intelligence Units to track inmates' throughout the complete process of validation, debriefing, housing, and programming while in the institution and on parole. The STIS shall provide the Institutional Security Threat Intelligence Units with quarterly reports that provide security threat group activity by institution and statewide (e.g., number of validated inmates, number of assaults, number and type of inmate grievances).

CONTENT OF THE RECORDS:

- Biographical criminal career and prior institutional information.
- Status of security threat group involvement.
- Disciplinary history and dispositions.

SECURITY OF CRIMINAL INTELLIGENCE

- All documents and formal proceedings associated with security threat group certification, individual validation, and debriefing shall be considered confidential at all times and shall be available to department staff on a need-to-know basis.

COMPUTER SYSTEMS ACCESS CONTROLS

The highest level of security shall be maintained in the California Department of Corrections and Rehabilitations' efforts to preserve accurate and confidential records within its files and database programs and structures. This includes verification, access to data, and protection of the privacy of offenders and staff.

- Physical and logical controls must ensure that users cannot access or store information unless they are authorized to do so.

- File servers and other multi-user or sensitive systems should be in locked, limited access rooms. Computer lock keys must be sealed and locked in security cabinets.
- Visitor or unauthorized personnel must be escorted in areas containing sensitive computer systems. When the visitor is required access to other highly sensitive areas, such computer/network areas, they will be required to show their badge and sign in on the Visitor's Log in the Information Technology Office (ITO) area. Violations to this policy will not be tolerated. Visitors and unauthorized personnel in the secured areas may not open the area to any other unauthorized person; only ITO staff members may do so.
- Unmanaged modems may be installed only on stand-alone computers.
- Access to tape backups should be limited to those responsible for handling the tapes.
- Non-employees are not allowed to use State computer equipment or software except as authorized by the STIS (this includes employee's spouse or children).
- Violations of access controls must be reported and recorded for review by the Chief Information Officer.
- Managers and contractor supervisors are responsible for notifying the IT Security Officer or Human Resources office concerning persons no longer allowed access to the building.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
 SECURITY THREAT GROUP VALIDATION WORKSHEET

RECEPTION INSTITUTION	DATE	ICC MEMBER:
RECEIVING INSTITUTION	DATE	ISTIU COORDINATOR:
DATE RECEIVED:		
OFFENDER NAME	CDC #	
MONIKER / NICKNAME	STG:	

Validation Criteria: A subject must accrue 2-9 points to be considered a suspect and 10 points to be confirmed as a member.

Point value for A—L is used one time regardless of the number of items in that category. Check the appropriate box for all criteria used to accrue point values; label attachments and supporting documentation in the validation packet accordingly.

Item	Category	Point Value	Special Instructions	Staff Name & Initials	Date
A	<input type="checkbox"/> Admission	9	When possible, signed/dated by inmate and staff		
B	<input type="checkbox"/> Tattoos	5	Must be STG-specific (attach photos)		
C	<input type="checkbox"/> Symbolism	2	Attach photos, copies, and/or memos to document STG-specific colors, hand signs, insignia, logos, notations, drawings, graffiti, etc.		
D	<input type="checkbox"/> Documents	5	Attach memos and example copies to document possession of STG-specific by-laws, ceremonial procedures, rosters, hit lists, address book entries, and other similar items		
E	<input type="checkbox"/> Publications	1	Attach memos and example copies to document STG-specific publications, newsletters, fliers, posters, etc.		
F	<input type="checkbox"/> Court Records	9	Attach copies of court documents that directly identify inmate as a member of an STG. Pre-Sentence Report, Indictment, Arrest Warrant, Affidavit, Prosecution Memorandum, etc.		
G	<input type="checkbox"/> Group Photos	2	Attach copies of inmate group photos in which the inmate appears with (2) or more validated or suspected STG members		
H	<input type="checkbox"/> Association	2	Attach memos/reports to document that inmate is frequently observed associating with validated or suspected STG members (walks, eats, recreates with, etc.)		

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
 SECURITY THREAT GROUP VALIDATION WORKSHEET
 (Continued)

Item	Category	Point Value	Special Instructions	Staff Name & Initials	Date
I	<input type="checkbox"/> Contacts	2	Attach memos/reports and example copies to document correspondence, financial transactions (money orders, etc.) or receives visits from known relatives and close associates of validated or suspected STG members.		
J	<input type="checkbox"/> C/I Information	2	Confidential information that is deemed credible or reliable (substantiate why) indicating the subject inmate is an STG member		
K	<input type="checkbox"/> Membership	9	Attach copies of STG-specific documents found in inmate's possession, such as membership list, membership cards/credentials, list of rank or titles, letters of instruction, letters of recognition, etc.		
L	<input type="checkbox"/> Other Agencies	8	Attach memos, reports, or copies of reliable interagency law enforcement information regarding membership status, STG activities, or threat assessment (corrections or law enforcement database systems)		

TOTAL POINTS ACCRUED: _____

RECOMMENDED MINIMUM LEVEL INSTITUTION / PLACEMENT: _____

X _____
 INSTITUTIONAL SECURITY THREAT INTELLIGENCE COORDINATOR (PRINT)

X _____
 INSTITUTIONAL SECURITY THREAT INTELLIGENCE COORDINATOR (SIGN) DATE

SECURITY THREAT GROUP
AFFILIATION IDENTIFYING QUESTIONNAIRE

DATE	LOCATION
INTERVIEWER	POSITION
INMATE	AKA/MONIKER/NICKNAME
CDC#	SECURITY THREAT GROUP NAME

1. Where did you grow up? _____
2. How long have you been in California? _____
3. Have you done prison or juvenile time before? _____
4. When did you join this group? _____
5. How did you become involved? _____
6. Why did you become involved? _____
7. What did you expect to gain by joining? _____
8. What role/rank did you have in this group? _____
9. Who recruited or sponsored you into this group? _____
10. Did you have to go through an initiation period? YES NO
If Yes, what was required and how long did the initiation last? _____

11. Have you recruited anyone? YES NO
If Yes, what are their name(s)? _____

12. Do you have any relatives in the group? YES NO
If Yes, what is your relationship to the relative(s), their names, and current location? _____

SECURITY THREAT GROUP
AFFILIATION IDENTIFYING QUESTIONNAIRE
(Continued)

13. Are you in contact with any other group/gang members in or out of prison?

Who? _____

14. Have you dropped out of the group? YES NO

If Yes, how did you get out? _____

15. What hand signs, colors, or tattoos are used by your group members?

Show me your tattoos (record into the Automated Security Threat Group Case Reporting and Tracking System ASTGCRTS) _____

16. Does your group have any current rivals? YES NO

If Yes, which groups? _____

If Yes, are you currently at war with any of these groups (Please specify group name) YES NO

17. Has there been any retaliation (assaults, murders) because of group rivalry/conflict? YES NO

18. Is your group friends with or have alliances with any other groups? YES NO

If Yes, which groups? _____

19. Do you personally have any problems with your group or members of your group? YES NO

If Yes, please specify the nature of the problems. _____

20. Do you personally have any problems with any other group? YES NO

If Yes, please specify the nature of the problem. _____

21. Have you ever been assaulted or threatened by any member of another group? YES NO

If Yes, please describe the altercation (e.g., who, where and how). _____

SECURITY THREAT GROUP

AFFILIATION IDENTIFYING QUESTIONNAIRE

(Continued)

22. Do you feel that you can go to any prison in California? YES NO

If NO, which prison(s) pose a threat to your health and safety and why? _____

23. Is there is anything more you would like to add? _____

X

OFFENDER SIGNATURE

DATE

X

INTERVIEWER SIGNATURE

DATE

SECURITY THREAT GROUP VALIDATION NOTICE

TO:	CDC#
FROM:	Institutional Security Threat Intelligence Unit
SUBJECT	Notification of Validation as a Member of a Security Threat Group

On _____, the Office of Correctional Safety reviewed your validation packet and found it contained sufficient supportive documentation to validate you as a confirmed member of the _____ security threat group.

Inmate shall indicate below, by initialing the appropriate box and date & sign where indicated.

_____ I am a member and would like to discontinue membership in my security threat group by participating in the debriefing process.
(INITIAL HERE)

_____ I am a member but do not want to discontinue membership nor participate in the debriefing process.
(INITIAL HERE)

_____ I would like to appeal my validation as a security threat group member.
(INITIAL HERE)

REFUSAL BY THE INMATE TO COMPLETE THIS DOCUMENT WILL INDICATE THAT THE INMATE IS A MEMBER OF A SECURITY THREAT GROUP AND DOES NOT WANT TO DISASSOCIATE STG AFFILIATION

X

INMATE SIGNATURE DATE

X

INSTITUTIONAL SECURITY THREAT INTELLIGENCE UNIT STAFF OR WITNESS DATE

X

INSTITUTIONAL SECURITY THREAT INTELLIGENCE UNIT COORDINATOR DATE

SECURITY THREAT GROUP DEBRIEFING FORM

I, _____ am willing to discontinue involvement with my security threat group, _____. This decision is completely voluntary, and no one is forcing me to discontinue involvement with my security threat group. _____ (initial here)

(INITIAL HERE) I have been fully informed in writing and verbally as to the program requirements for debriefing.

(INITIAL HERE) I understand that I may request to terminate my participation in the debriefing program at any time, and that I will be placed in an appropriate housing assignment upon doing so.

(INITIAL HERE) I further understand that if I continue to participate in security threat group-like activity after the start of the debriefing process, the process will terminate immediately.

(INITIAL HERE) As part of my debriefing process, I am / am not (circle one) requesting to be placed in protective custody.

NOTE: The inmate's initials indicate acceptance and understanding of the program requirements.

PROTECTIVE CUSTODY INVESTIGATION REPORT

After completing my investigation, it is my determination that the following inmate:

NAME

NICKNAMES / MONIKER

CDC#

- requires protective custody
- does not require protective custody

Documentation supporting this conclusion is attached.

X

INSTITUTIONAL SECURITY THREAT INTELLIGENCE UNIT STAFF

DATE

X

INSTITUTIONAL SECURITY THREAT INTELLIGENCE UNIT COORDINATOR

DATE