

**CHAPTER: 800**

**Inmate Management**

**DEPARTMENT ORDER:**

**806 – Security Threat Groups  
(STG)/Criminal Street Gangs  
(CSG)/Disruptive Groups/Terrorist  
Monitoring**

**OFFICE OF PRIMARY  
RESPONSIBILITY:**

**OPS  
OIG**

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**Arizona  
Department  
of  
Corrections  
Rehabilitation  
and Reentry**



**Department Order Manual**

A handwritten signature in black ink, appearing to read "Ryan Thornell", is written over a horizontal line.

**Ryan Thornell, Director**

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## **PURPOSE**

The purpose of this Department Order (DO) is to minimize the threat that inmate gangs or gang-like activity pose to the safe, secure, and efficient operation of institutions. No inmate shall create, promote, or participate in any club, association, organization, or gang, except as permitted by Departmental written instructions. Minimizing gang or gang-like activity shall be accomplished by the identification, certification, and validation of prison gangs and gang members, and the debriefing and segregation of inmates who disavow gang membership.

## **PROCEDURES**

### **1.0 GENERAL GUIDELINES**

- 1.1 All employees are responsible for the observation and documentation of gang-related activity.
- 1.2 At the direction of the Security Threat Group (STG)/Special Security Unit (SSU) Statewide Coordinator, Wardens, and Deputy Wardens ensure that appropriate monitoring plans are developed and implemented by the SSU staff to facilitate membership validation of group associates to include STGs, Disruptive Groups, and Criminal Street Gangs (CSGs).
  - 1.2.1 These plans focus on information needed to support validation and preparedness to coordinate with key security and support staff.
- 1.3 All documents and formal proceedings associated with STG certification or terrorist identification and monitoring, group member validation, or the Membership Packet are confidential and available to Department staff on a need-to-know basis only.
- 1.4 Complex SSU Coordinators continuously monitor evidence relating to membership validation. The monitoring efforts include, at a minimum:
  - 1.4.1 Telephone monitoring
  - 1.4.2 Mail scans, in accordance with DO #914, Inmate Mail
  - 1.4.3 Documented CSG, STG, or Disruptive Group-related activity, including assaults, introduction of contraband, extortion, and disturbances
  - 1.4.4 Search results - Unit searches or community searches executed via a search warrant by ADCRR or other law enforcement agencies.
  - 1.4.5 Information obtained from Information Reports (Form 105-2), Significant Incident Reports (Form 105-3), Use of Force/Incident Command Reports (Form 804-2), court documents, and police reports
- 1.5 All prior information relating to gangs or gang-like activity is considered when determining whether or not to validate an individual inmate.
- 1.6 Inmates validated as group members prior to the effective date of this DO remain validated as members per the membership criteria and procedures in which they were validated as members. Validated members remain in their current classification until custody reduction or debriefing requirements for inmates validated as members of STGs, are met in accordance with this DO.

- 1.7 Group membership and associate status include Certified STG, CSG, and Disruptive Groups.
- 1.8 Only members of STG's may renounce membership. Group status for members of Disruptive Groups may be changed to associate status if certain criteria are met.
- 1.9 The membership status for CSG's will not change.
- 1.10 Terrorist Groups are not eligible for certification, membership, or associate status. Suspected terrorists or terrorist groups will be monitored only.
- 1.11 Members and associates released from the Department's custody, including those released through Community Corrections, shall retain their status.
- 1.12 If a released inmate returns to the custody of the Department, the inmate shall retain the member, associate, or suspected terrorist status held at the time of release, and shall be housed and managed in accordance with DO #801, Inmate Classification.
  - 1.12.1 An inmate released on a debriefed status shall be reviewed in accordance with DO #805, Protective Custody.
- 1.13 Upon taking final action on a membership validation, the STG Investigations Unit shall review the case documents to ensure the Arizona Correctional Information System (ACIS) entries reflect the inmate's current status.
- 1.14 Upon the return to custody of a member or associate due to a recommitment, new charge, or violator status, reception center intake staff shall contact the SSU staff, who shall verify prior group status through the appropriate ACIS screen.

## 2.0 STG VALIDATION

- 2.1 Complex SSU Coordinators ensure the criteria used for membership validation is supported explicitly by documentation or physical evidence in the Membership Packet. The criteria includes any of the following:
  - 2.1.1 The inmate's self-admission
  - 2.1.2 Group or terrorism-specific tattoos
  - 2.1.3 Group or terrorism-related symbolism
  - 2.1.4 Group or terrorism-related documents
    - 2.1.4.1 Terrorist documents shall be forwarded to the Joint Terrorism Task Force (JTTF) Monitor. Related documents may include, but are not limited to, membership lists, hit lists, and roll call lists. A single document may contain criteria for these lists, and it will be the responsibility of the SSU staff to interpret and articulate the different criteria.
  - 2.1.5 Group or terrorism-specific publications
  - 2.1.6 Group or terrorism-related documents authored by the inmate, including text messages, emails, and material included in any other electronic format

- 2.1.7 Court records that identify the inmate as a group member and/or an associate or a terrorist
  - 2.1.8 Group photos showing the inmate with two or more members or associates or terrorists
  - 2.1.9 Memos and reports that document observed association of the inmate with group membership or terrorist
  - 2.1.10 Memos and reports that document any form of contact the inmate has had with group members or terrorist
  - 2.1.11 Documents indicating an inmate's membership in a certified group, CSG, Disruptive Group, terrorism group, or cell
  - 2.1.12 Other law enforcement agency information indicating gang or terrorist membership activity
  - 2.1.13 Newspaper, magazine articles, or social media that indicate gang or terrorism membership or activity
- 2.2 If the minimum criteria are met, based on sections 2.1.1 through 2.1.13, an inmate is given the following group status, which is documented on the Group Worksheet, Form 806-3. The Complex SSU Coordinator enters the supporting information into the appropriate ACIS screen and STG database.
- 2.2.1 Inmates being reviewed for consideration as part of STGs/Disruptive Groups require a minimum of two criteria to be identified as associate status and a minimum of three criteria for membership status.
  - 2.2.2 Inmates being reviewed for consideration as part of CSGs require a minimum of one criteria to be identified as associate status and a minimum of two criteria for membership status.
  - 2.2.3 Inmates suspected of terrorism activity do not require point accumulation to maintain constant observation and tracking through the STG Investigations Supervisor and forwarded to the JTTF Monitor.
- 2.3 SSU staff forward the completed Membership Packet to the Complex SSU Coordinator for presentation to the STG Investigations Supervisor. The Membership Packet includes information about all of the associate's past and present gang activity.
- 2.4 If the documentation does not support membership, the Membership Packet is returned to the Complex SSU Coordinator. Results of subsequent monitoring activity is documented in the Associate File and/or Membership Packet.
- 2.5 The SSU Statewide Coordinator will recommend, or not recommend, membership and forward the Membership Packet to the initiating complex Warden.
- 2.6 The complex Warden will recommend, or not recommend, membership and forward it to the Deputy Assistant Director for Prison Operations for final decision.

- 2.7 If an inmate is validated as a member, the Complex SSU Coordinator will:
  - 2.7.1 Document the membership decision on a Result of Group Membership, Form 806-4, and explain the decision to the inmate. The inmate is provided a copy of the form.
  - 2.7.2 Complete the Group Worksheet, Form 806-3, and upload the Result of Group Membership, Form 806-4, and supporting documentation in ACIS and the STG database.
    - 2.7.2.1 Upon acquiring all required signatures on the Result of Group Membership form, the Membership Packet is uploaded to ACIS and the STG database.
    - 2.7.2.2 The Membership Packet is then scanned and emailed to the Special Investigations Unit, Administrative Assistant before sending the original file to the STG Investigations Supervisor.
  - 2.7.3 Advise the validated STG inmate member of the option to renounce STG membership, advising that renouncement is subject to the satisfactory completion of a formal debriefing by the STG Investigations Unit.
    - 2.7.3.1 Only members validated as an STG have the option to renounce STG membership.
- 2.8 An inmate validated as a member of a group may be considered for alternate housing if SSU determines they are actively involved in disruptive or criminal group activities.
- 2.9 The Complex SSU Coordinator reviews all Membership Packets with the SSU staff before submission. Those packets requiring additional work are returned to the SSU staff with deficiencies identified.
- 2.10 The SSU Statewide Coordinator communicates with the STG Investigations Supervisor, who forwards intelligence to the JTTF Monitor for updates or briefs, at least monthly. These updates or briefs should include general awareness and monitoring of state, regional, and federal events. The STG/SSU Statewide Coordinator communicates as needed with the JTTF Monitor if/when a terrorist suspect is housed in an ADCRR facility.

### **3.0 ASSOCIATE IDENTIFICATION**

- 3.1 Identification and evaluation of group associates is based on information from other criminal justice agencies, interviews at Department Reception Centers, and reports from Prison Operations, Community Corrections, and other Department staff.
- 3.2 Associates are examined for gang-related tattoos. Photographs of gang-related tattoos and identifying photographs are uploaded into ACIS and the current STG database.
- 3.3 Gang-related literature or paraphernalia taken from an associate is documented, processed as evidence of gang-related activity, and maintained in ACIS and the current STG database.
- 3.4 Gang-related information found in an associate's Pre-Sentence Investigation Report or institutional file is included in the Associate File.

- 3.5 As associates are identified, SSU staff initiate a Suspect File and conduct interviews using the Group Identifying Questionnaire, Form 806-1.
  - 3.5.1 The SSU staff member initiating the file enters the group information into the ACIS Initial Gang Interview screen and the current STG database, and notifies the receiving unit.
  - 3.5.2 The positive tracking of group and member status is accomplished by use of the appropriate ACIS and current STG database screen as follows:
    - 3.5.2.1 Associate Status entered by SSU staff/Complex Coordinator
    - 3.5.2.2 Membership Status entered by the Complex SSU Coordinator
    - 3.5.2.3 Validated Process of Debriefing entered by STG Investigations Supervisor or the Complex SSU Coordinator
    - 3.5.2.4 Debriefed successfully entered by the STG Investigations Supervisor
    - 3.5.2.5 Decertified Group entered by the STG Investigations Supervisor
    - 3.5.2.6 Inactive Debriefed entered by the STG Investigations Supervisor
  - 3.5.3 All information including the above, is entered by specified staff within three business days of receipt to ensure ACIS and current STG database input is completed.
  - 3.5.4 Complex SSU Coordinators ensure that applicable information is entered into ACIS and the current STG database.
    - 3.5.4.1 All evidence supporting an inmate's associate status is entered into the Security Intelligence System (SIS). Supporting evidence includes, but is not limited to, memorandums, Information Reports (Form 105-2), Significant Incident Reports (Form 105-3), and photographs of evidence (i.e., tattoos, etc.).
  - 3.5.5 The sending unit Complex SSU Coordinator will notify the receiving unit of the transfer of an associate or member.
  - 3.5.6 The receiving Complex SSU Coordinator reviews ACIS and the current STG database upon arrival.
- 3.6 All Group Associate Files shall be reviewed semi-annually.
  - 3.6.1 Complex SSU Coordinators will annotate this review into ACIS and update the STG database.
- 3.7 Members of a Disruptive Group may be eligible for a status change to associate if the following criteria are met:
  - 3.7.1 Not actively involved in disruptive or criminal group activities for one year
  - 3.7.2 No major rule violations for six months

- 3.7.3 No Class A rule violations for one year
- 3.7.4 Current Phase/Step III of the Earned Incentive Level
- 3.7.5 Completion of required programming

#### 4.0 TERRORIST IDENTIFICATION

- 4.1 At least semi-annually, the STG Investigations Supervisor or designee shall exchange intelligence information with the JTTF on all terrorism matters, including the following:
  - 4.1.1 A list of known terrorist inmates in local custody;
  - 4.1.2 Intelligence regarding inmates with specific terrorist ties;
  - 4.1.3 Information regarding specific incidents, events, or threats affecting the institution/facility that have a possible terrorism connection.
- 4.2 Suspected individual terrorists or terrorist groups are not eligible for group certification, membership, or associate status, and shall be monitored only.

#### 5.0 CLASSIFICATION AND MANAGEMENT

- 5.1 A validated group member assigned a custody level of Close/Maximum for males, or Close for females, shall be:
  - 5.1.1 Ineligible for the following:
    - 5.1.1.1 Restoration of forfeited time credits.
    - 5.1.1.2 Rescission of Parole Class III time.
    - 5.1.1.3 Emergency escorted leave.
    - 5.1.1.4 Work Incentive Pay Plan wages in excess of \$.20 per hour.
  - 5.1.2 As applicable, reviewed by the institutional classification staff in accordance with the Maximum Custody due process time frames outlined in DO #801, Inmate Classification.
  - 5.1.3 Permitted to renounce and debrief at any time, if a member of an STG. An inmate requesting to debrief shall be entered into the debriefing process.
- 5.2 If housed in Maximum Custody, the inmate shall participate in programming and comply with their individual Case Plans pursuant to DO #811, Individual Inmate Assessments and Reviews utilizing the steps and incentives as outlined in DO #812, Inmate Maximum Custody Management and Incentive System.
- 5.3 Reductions in custody will occur in accordance with DO #801, Inmate Classification, and after consultation with SSU.
- 5.4 Members and associates of a group shall be continuously monitored for any involvement in gang or criminal activity. Inmates may be eligible for alternative housing and may be required to participate in programming, treatment, education, and work assignments to include, but not limited to:



- 5.4.1.1 Changing Offender Behavior (COB)
- 5.4.1.2 Courage to Change (C2CH)
- 5.4.1.3 Merging Two Worlds (M2W)
- 5.4.1.4 Convergent Case Management (CCM)
- 5.4.1.5 Social Values
- 5.4.1.6 Self-Control
- 5.4.1.7 Carey Guides and Bits
- 5.4.1.8 Change Companies - Corrective Action Journals
- 5.4.1.9 Alternative to Violence Project (AVP)
- 5.4.1.10 Mandatory Literacy
- 5.4.1.11 GED

5.4.2 Inmates who have predictors of substance use (i.e., positive urinalysis test, disciplinary for drug or drug paraphernalia possession) shall be referred for a Substance Use Assessment and Treatment.

## **6.0 STG MEMBER DEBRIEFING**

- 6.1 If a validated STG inmate renounces their group membership, then the Complex SSU Coordinator will forward the Membership Packet to the STG Investigations Supervisor, through the SSU Statewide Coordinator, for the debrief.
  - 6.1.1 The inmate is immediately transferred to a designated housing unit, and Central Classification shall place a movement hold on the inmate until the debrief process has been completed.
- 6.2 STG Investigations staff will:
  - 6.2.1 Coordinate and conduct the debriefing.
  - 6.2.2 Prepare a debriefing report and an assessment memo within 30 business days of receiving the Membership Packet.
  - 6.2.3 Forward the assessment memo to the STG Investigations Supervisor, within 10 business days of the debriefing.
  - 6.2.4 Forward written recommendations to the STG Investigations Supervisor for final disposition.
  - 6.2.5 Upon receipt of the assessment memo, the Special Investigations Commander will:
    - 6.2.5.1 Decide whether or not to accept the renunciation.
    - 6.2.5.2 Complete the Result of Group Membership, Form 806-4.

- 6.2.5.3 Forward the forms to the Complex SSU Coordinator, who will notify the Deputy Warden and inmate, and make the appropriate ACIS entries.
  - 6.2.5.4 Complete a validation of membership and forward it to the institution's Classification staff for action.
- 6.3 The STG Debrief Committee shall:
- 6.3.1 Immediately notify the Protective Custody Unit Administrator once the request for debrief has been accepted.
  - 6.3.2 Ensure that a Group Membership - Notification to Classification, Form 806-7, is initiated and refer the inmate back to classification.
- 6.4 If the Special Investigations Commander does not accept the Membership Debriefing results, the inmate is advised in writing by the Special Investigations Commander that:
- 6.4.1 The rejection may be appealed to the Deputy Inspector General.
  - 6.4.2 Only the reasons for the rejection of the debriefing may be appealed.
- 6.5 If the inmate elects to appeal the rejection, then the Membership Packet is forwarded to the Deputy Inspector General, through the Special Investigations Commander, to hear the appeal. A hold will be placed on the inmate's movement by Central Classification.
- 6.6 Central Classification is advised to remove the movement hold if the inmate does not appeal.
- 6.7 The Membership Packet is forwarded to the Protective Custody Unit Administrator, through the STG Unit, who initiates the Protective Custody process.
- 6.8 A debriefing is not conducted to obtain incriminating criminal information or evidence against the member, but to learn enough about the member and the STG to:
- 6.8.1 Convince the Department that the inmate has withdrawn as a member from the STG.
  - 6.8.2 Provide additional information regarding the STG's structure, activity, and membership that would adversely impact the STG and assist in the management of the STG population.
  - 6.8.3 Provide sufficient information to determine if the inmate may require protection from other STG members or associates.
- 6.9 Debriefings are conducted by STG Investigations staff, however, the Deputy Inspector General may approve other staff to participate, if necessary.
- 6.9.1 Under no circumstances will a staff member make any unauthorized audio or visual recording of an inmate debriefing. Debriefings may only be recorded with the prior written consent of the Inspector General.
  - 6.9.2 All audio and/or visual recordings of debriefings are submitted within five business days to the STG Investigations Supervisor.

- 6.9.2.1 All audio and/or visual recordings are stored on compact disk(s) and are included with the inmate debriefing packet.
- 6.9.3 Recordings of inmate debriefings are not stored on computer hard drives, external hard drives, shared drives, or any unauthorized storage media. All debriefing documentation is maintained by the STG Investigations Unit.
  - 6.9.3.1 Under no circumstances will duplicate recordings or copies of any inmate debriefing be made without prior written consent of the Inspector General.
- 6.10 The Group Identifying Questionnaire, Form 806-1, shall be used to conduct the debriefing.
- 6.11 Upon conclusion of the debriefing, the STG Investigations Unit staff will:
  - 6.11.1 Have the inmate sign and date the questionnaire attesting to the contents.
  - 6.11.2 Sign and date the document.
  - 6.11.3 Forward relevant security issues to the unit Deputy Warden.
- 6.12 The debriefing assessment memo is returned to the STG Unit employees, through the STG Investigations Supervisor. The debriefing assessment memo includes recommendations regarding the accuracy of the information provided, and an evaluation of whether the report meets appropriate standards of acceptability.
- 6.13 Debriefed and Inactive Debriefed inmates are classified in accordance with DO #801, Inmate Classification.
- 6.14 An inmate who elects to renounce but does not successfully debrief shall not be eligible to renounce for six months from the date the previous renunciation was determined to be unsuccessful.
- 6.15 After a completed renunciation, if it is suspected that an inmate has resumed any form of STG activity, a re-validation process shall be initiated in accordance with section 3.0. If re-validated, the inmate shall maintain their current custody and classification level, without any mitigating factors impacting custody level or inmate classification.
  - 6.15.1 An inmate who is re-validated as a member of an STG shall be permitted to debrief after a three-year period starting from the re-validation date.
- 6.16 Validated STG members who renounce membership and satisfactorily participate in debriefing shall be placed into Protective Custody status under the provisions of Department written instructions governing Protective Custody.
  - 6.16.1 Institution Classification staff shall review the debriefed STG members based on established criteria for eligibility for lower custody housing or a double cell environment. See DO #704, Inmate Regulations.
    - 6.16.1.1 When the inmate is eligible for lower custody or is being considered for a double cell environment, Classification shall request the Special Investigations Unit to initiate a further investigation, which may include a polygraph examination.

- 6.16.1.2 The Special Investigations Unit shall coordinate the polygraph examination, if requested by the STG/SSU Statewide Coordinator, and forward a copy of the written results to Central Classification.
- 6.16.1.3 Debriefed inmates:
  - 6.16.1.3.1 Eligible for lower custody placement shall be eligible for transfer to the appropriate Protective Custody facility.
  - 6.16.1.3.2 Shall be eligible for double-bunk housing in accordance with established criteria regardless of custody level.
  - 6.16.1.3.3 Those who fail the polygraph examination are not eligible for transfer. The inmate may be rescheduled for a polygraph examination at a later date, no sooner than six months.
- 6.16.2 Debriefed inmates may request out-of-state placement under the provisions of the Interstate Corrections Compact, as outlined in DO #1004, Inmate Transfer System.
- 6.17 STG Debriefed inmates may be eligible for a status change to Inactive Debriefed if the following criteria are met:
  - 6.17.1 Not actively involved in disruptive or criminal group activities for two years
  - 6.17.2 No major rule violations for six months
  - 6.17.3 No Class A violations for one year
  - 6.17.4 Current Phase/Step III of the Earned Incentive Level
  - 6.17.5 Completion of required programming

## 7.0 GROUP CERTIFICATION/DECERTIFICATION AND ANNUAL REVIEW

- 7.1 Under any of the following conditions, a club, association, organization, or gang may be certified as an STG or considered a terrorist organization or threat.
  - 7.1.1 It meets the requirements of a CSG, pursuant to the Arizona Revised Statute (A.R.S.) § 13-105, Criminal Code Definitions and/or meets A.R.S. § 13-2301(C)(12), Definition of "Terrorism," and/or violates any section of A.R.S. Chapter 13 (§§ 13-706, 13-751, 13-1105, 13-2308.02, 13-2317, 13-2512, 13-3102, or 13-3961) and has a documented history of:
    - 7.1.1.1 Gang-like or terrorist activity within this Department or documented in any other correctional system operated at the municipal, county, state, or federal level, provided it has been determined that the jurisdiction's certification procedures are comparable to those of the Department.
    - 7.1.1.2 A propensity for violence, for example, rule violations and/or crimes involving possession of weapons or weapon-making material or other contraband related to violent acts.
    - 7.1.1.3 Committing, threatening to commit, or directing non-group members to commit violent acts under the auspice of the group.

- 7.1.2 Absent a documented history, it possesses unique resources, training, skills, intent, or other evidence demonstrating a clear and compelling potential to threaten the safe and secure operation of the Department or any members or sections of the public.
- 7.2 The Membership Threat Assessment Committee prepares Group Threat Assessments and certification information/justification based on collecting and analyzing information relevant to sections 4.1 through 4.1.3.
  - 7.2.1 The Membership Threat Assessment Committee consists of the SSU Statewide Coordinator, the STG Investigations Supervisor, and the Special Investigation Commander. The Special Investigations Commander acts as the chairperson for the committee.
  - 7.2.2 The Membership Threat Assessment Committee forwards each Group Threat Assessment to the Office of Inspector General and the Assistant Director for Prison Operations.
    - 7.2.2.1 If, within 20 business days of receiving the Group Threat Assessment, the Inspector General and the Assistant Director for Prison Operations believe the documentation supports certification, the Group Threat Assessment is then submitted to the Director for STG certification consideration.
    - 7.2.2.2 If the documentation does not support certification, the Group Threat Assessment may be returned to the STG Threat Assessment Committee with requests for any additional information.
- 7.3 Once a STG/Disruptive group has been identified:
  - 7.3.1 Monitoring and collecting documentation on group and individual behavior shall be a continual process.
  - 7.3.2 Based on the monitoring results, the Membership Threat Assessment Committee shall make annual recommendations to the Director, through the Office of Inspector General and Assistant Director of Prison Operations, annually by January 31st.
    - 7.3.2.1 Recommendations shall be:
      - 7.3.2.1.1 Remain active Group, or
      - 7.3.2.1.2 Decertification of the Group
  - 7.3.3 The Director may choose to decertify a Group if there is no supporting documentation of ongoing or current gang activity that has been provided since the completion of the previous review.
- 7.4 Once a Group is decertified:
  - 7.4.1 No additional membership may be initiated.
  - 7.4.2 Inmates are individually assessed and classified as appropriate for the assigned custody and internal risk level pursuant to DO #801, Inmate Classification.

7.4.3 Decertified debriefed inmates will remain in Protective Custody.

7.4.4 Debriefed/decertified inmates participating in any gang activity may be re-validated as outlined in section 2.0. Only new information shall be considered.

**8.0 INTERSTATE GROUP MEMBERS** – Members of Arizona STGs who are transferred out-of-state due to their gang activity and/or threat to the safe and orderly operations of the Department have the opportunity to renounce and debrief STG activity.

8.1 Renounce and Debrief STG Activity – STG members shall notify the Special Services Manager in writing of their desire to debrief.

8.1.1 The Special Services Manager, in conjunction with the STG Investigations Supervisor, shall ensure the inmate meets the eligibility requirements outlined in this DO.

8.1.2 The STG Investigations Supervisor shall coordinate a telephonic or video interview with the inmate to discuss the inmate’s desire to debrief and explain the debrief process.

8.1.3 If the inmate meets the requirements for debriefing, a decision shall be made in accordance with the DO #1004, Inmate Transfer System, on whether the inmate may return to Arizona or remain out-of-state.

8.1.4 If the inmate is returned to Arizona, the debrief process shall be followed as outlined in sections 3.7 and 6.0.

8.1.5 If the inmate is allowed to debrief and remain out-of-state, the inmate shall be classified and managed based on the policies and procedures of the receiving state.

## **9.0 RECORD REPOSITORY**

9.1 The STG Investigations Supervisor shall be responsible for the Central Record Repository located at the Central Office, at a location determined by the Inspector General, where all Group Membership and Associate Files for inmates released from custody shall be stored.

9.2 Membership Packets shall be forwarded to the Central Record Repository.

9.3 Associate Files of inmates released from custody shall be:

9.3.1 Sealed and marked confidential when completed.

9.3.2 Forwarded to the Central Record Repository via the Complex SSU Coordinator.

9.3.3 Documented on the appropriate ACIS screen by the STG Investigations Supervisor.

## **DEFINITIONS/GLOSSARY**

Refer to the Glossary of Terms for the following:

- Associate File
- Certification
- Criminal Street Gang (CSG)

- Criminal Street Gang (CSG) Member
- Debriefed
- Debriefing
- Demonstrated History
- Disruptive Group
- Hit List
- Inactive Debriefed
- Membership List
- Membership Packet
- Membership Threat Assessment Committee
- Renunciation
- Roll Call List
- Security Threat Group (STG)
- Special Security Unit (SSU)
- Special Security Unit (SSU) Complex Coordinator
- Special Security Unit (SSU) Statewide Coordinator
- Terrorism
- Terrorist
- Threat Assessment
- Validation

## **FORMS LIST**

105-2, Information Reports  
105-3, Significant Incident Reports  
804-2, Use of Force/Incident Command Reports  
806-1, Group Identifying Questionnaire  
806-3, Group Worksheet  
806-4, Result of Group Membership  
806-7, Group Membership - Notification to Classification

## **AUTHORITY**

A.R.S. § 13-105, Criminal Code Definitions  
A.R.S. § 13-706, Serious, Violent or Aggravated Offenders; Sentencing; Life Imprisonment; Definitions  
A.R.S. § 13-751, Sentence of Death or Life Imprisonment; Aggravating and Mitigating Circumstances; Definition  
A.R.S. § 13-1105, First Degree Murder; Classification  
A.R.S. § 13-2301(C)(12), Definition of "Terrorism"  
A.R.S. § 13-2308.02, Making A Terrorist Threat; False Reporting of Terrorism; Liability For Expenses; Classification; Definitions  
A.R.S. § 13-2317, Money Laundering; Classification; Definitions  
A.R.S. § 13-2512, Hindering Prosecution in the First Degree; Classification  
A.R.S. § 13-3102, Misconduct Involving Weapons; Defenses; Classification; Definitions  
A.R.S. § 13-3961, Offenses Not Bailable; Purpose; Preconviction; Exceptions