

CHAPTER: 800

Inmate Management

DEPARTMENT ORDER:

806 – Security Threat Groups (STGs)

**OFFICE OF PRIMARY
RESPONSIBILITY:**

**OPS
OIG**

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ACCESS

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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", written over a horizontal line.

Ryan Thornell, Director

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PURPOSE

The purpose of this Department Order is to minimize the threat that inmate gangs or gang like activity poses 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 GROUP CERTIFICATION/ANNUAL REVIEW

- 1.1 All documents and formal proceedings associated with Security Threat Group (STG) certification shall be considered confidential at all times and shall be available to Department staff on a need-to-know basis only. At least semi-annually, the STG **Investigations** Supervisor or designee shall exchange intelligence information with the Joint Terrorism Task Force (JTTF) on all terrorism matters to include the following:
 - 1.1.1 A list of known terrorist inmates in local custody;
 - 1.1.2 Intelligence regarding inmates with specific terrorist ties;
 - 1.1.3 Information regarding specific incidents, events or threats affecting the institution/ facility that have a possible terrorism connection.
- 1.2 A club, association, organization or gang may be certified as an STG or considered a terrorist organization or threat, under any of the following conditions.
 - 1.2.1 It meets the requirements of a Criminal Street Gang (CSG), or terrorist activity, pursuant to the Arizona Revised Statute (A.R.S.) §13-105, Criminal Code Definitions and/or meets A.R.S. §13-2301(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:
 - 1.2.1.1 Gang like or terrorist activity within this Department or which is 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.
 - 1.2.1.2 A propensity for violence, example: rule violations and/or crimes involving possession of weapons or weapon-making material, or other contraband related to violent acts.
 - 1.2.1.3 Committing, threatening to commit, or directing non-group members to commit violent acts under the auspice of the group.
 - 1.2.2 Absent a documented history, it possesses the unique resources, training, skills, intent, or other evidence that demonstrates a clear and compelling potential to threaten the safe and secure operation of the Department or any members or sections of the public.

- 1.3 Based upon the collection and analysis of information relevant to 1.2 through 1.2.2 of this section, the STG Threat Assessment Committee shall prepare Group Threat Assessments.
 - 1.3.1 The STG Threat Assessment Committee shall forward each Group Threat Assessment to the **Office of the** Inspector General and the Assistant Director for Prison Operations.
 - 1.3.2 If, within 20 business days of receiving the Group Threat Assessment, the Inspector General and the Assistant Director for Prison Operations believe the documentation:
 - 1.3.2.1 Does support certification, the Group Threat Assessment shall be submitted to the Director for STG certification consideration.
 - 1.3.2.2 Does not support certification, the Group Threat Assessment may be returned to the STG Threat Assessment Committee with requests for any additional information.
 - 1.3.3 The Director may approve certification or return the recommendation for additional information.
- 1.4 Once an STG group or member is certified or a terrorism suspect has been identified:
 - 1.4.1 The monitoring and collection of documentation on group and individual behavior shall be a continual process.
 - 1.4.2 Based upon the results of monitoring, the STG Threat Assessment Committee shall make annual recommendations to the Director, through the **Office of the** Inspector General and Assistant Director of Prison Operations.
 - 1.4.3 Absent supporting documentation of ongoing or current gang activity since the completion of the previous annual review, the Director may choose to decertify an STG.
- 1.5 Once an STG is decertified:
 - 1.5.1 No additional validations may be initiated.
 - 1.5.2 Inmates shall be individually assessed and classified as appropriate for the assigned custody and internal risk level.
 - 1.5.3 Validated and debriefed inmates shall be individually assessed and classified as appropriate for the assigned custody and internal risk level. Decertified Validated inmates classified as Maximum Custody shall utilize either the classification system or Debrief process to reduce in custody level. Decertified debriefed inmates shall remain in Protective Custody.
 - 1.5.4 Decertified STG inmates who return to custody shall be individually assessed and classified as appropriate for the assigned custody and internal risk level.
 - 1.5.5 Debriefed/decertified inmates participating in any gang activity may be re-validated as outlined in section 3.0. **Only** new information shall be considered.

2.0 SUSPECT IDENTIFICATION AND MONITORING – At the direction of the **STG/SSU Administrator**, Wardens and Deputy Wardens shall ensure that appropriate monitoring plans are developed and implemented by the Special Security Unit (SSU) staff to facilitate validation of STG suspects. These plans shall focus on information needed to support validation and preparedness to coordinate with key security and support staff.

2.1 Evidence relating to validation shall be continuously monitored by the SSU Coordinator. All STG and terrorism suspect files shall be reviewed semi-annually using the STG Suspect/Terrorism Semi-Annual Review, Form 806-8. The SSU Coordinator shall annotate this review into the Arizona Correctional Information System (ACIS). The SSU Coordinator shall forward a copy of the STG Suspect/Terrorism Semi-Annual Review form to the **STG Statewide Coordinator**. The SSU Coordinator’s monitoring effort shall include, but may not be limited to:

2.1.1 Telephone monitoring

2.1.2 Mail scans, in accordance with Department Order #914, Inmate Mail

2.1.3 Documented STG-related activity, including assaults, introduction of contraband, extortion, and disturbances

2.1.4 Search results

2.1.5 Information obtained from Information Reports, Significant Incident Reports, Use of Force/Incident Command Reports, court documents, and police reports

2.1.6 Ensuring that each of the criteria used to support validation is specifically supported by documentation or physical evidence in the Validation Packet. The criteria shall include any of the following:

2.1.6.1 The inmate’s self-admission

2.1.6.2 STG or terrorism specific tattoos

2.1.6.3 STG or terrorism related symbolism

2.1.6.4 STG or terrorism related documents. Related documents may include, but are not limited to, membership lists, hit lists, and roll call lists. A single document may contain criteria of these lists, and it will be the responsibility of the SSU staff to interpret and articulate the different criteria.

2.1.6.5 STG or terrorism specific publications

2.1.6.6 STG or terrorism related documents authored by the inmate, to include text messages, emails, and **material included in** any other electronic format.

2.1.6.7 Court records that identify the inmate as an STG member and/or an associate, or a terrorist suspect or member

2.1.6.8 Group photos showing the inmate with two or more validated or suspected STG or terrorist members

- 2.1.6.9 Memos and reports that document observed association of the inmate with STG or terrorist members
 - 2.1.6.10 Memos and reports that document any form of contact the inmate has had with STG or terrorist members
 - 2.1.6.11 Documents indicating an inmate's membership in an STG or terrorism group or cell
 - 2.1.6.12 Other law enforcement agency information indicating STG or terrorist membership or CSG activity
 - 2.1.6.13 Newspaper, magazine articles, or social media that indicate STG or terrorism membership or activity
- 2.2 An inmate shall be given STG suspect status when a minimum of two criteria is accrued and shall be documented on the Security Threat Group (STG)/Terrorist Worksheet, Form 806-3. The SSU Coordinator shall enter the supporting information into the appropriate ACIS screen. Inmates suspected of terrorism activity or membership do not require points accumulation to maintain constant observation and tracking through the STG **Investigations** Supervisor and forwarded to the JTTF Monitor.
- 2.3 The SSU Coordinator shall review all Validation Packets with the SSU staff prior to submission. Those packets requiring additional work shall be returned to the SSU staff with deficiencies identified.
- 2.4 The SSU Statewide Coordinator shall communicate with the STG **Investigations** Supervisor, who shall forward intelligence to the JTTF Monitor for updates or briefs, at least monthly, for general awareness and monitoring of state, regional, and federal events. The **STG/SSU Administrator** shall communicate no less than weekly with the JTTF Monitor if/when a terrorist suspect is housed in an ADCRR facility.

3.0 INDIVIDUAL STG VALIDATION

- 3.1 All Validation Packet documents and formal proceedings associated with an STG member validation shall be considered confidential at all times and shall be available to Department staff on a need-to-know basis only.
- 3.2 All prior information relating to STG-like activity shall be considered when determining whether or not to validate an individual inmate.
- 3.3 All employees are responsible for the observation and documentation of gang related activity.
- 3.4 Identification and evaluation of STG suspects shall be based upon information received from other criminal justice agencies, interviews at Department Reception Centers, and reports received from Prison Operations, Community Corrections, and other Department staff.
- 3.5 As suspects are identified, SSU staff shall initiate a Suspect File to include a Security Threat Group (STG)/Terrorist Worksheet form, and conduct interviews using the STG/Terrorist Identifying Questionnaire, Form 806-1.

- 3.5.1 The SSU staff member initiating the file shall enter the STG information into the ACIS Initial Gang Interview screen and Security Threat Group (STG)/Terrorist Worksheet form and notify the receiving unit.
- 3.5.2 The positive tracking of STGs, other gangs, and member status, shall be accomplished by use of the appropriate ACIS screen as follows:
 - 3.5.2.1 Suspect Status entered by SSU staff/Coordinator
 - 3.5.2.2 Validated Status entered by SSU Coordinator
 - 3.5.2.3 Validated Process of Debriefing entered by **STG Investigations Supervisor** or SSU Coordinator
 - 3.5.2.4 Debriefed **successfully** entered by the **STG Investigations Supervisor or designee.**
 - 3.5.2.5 Decertified STG entered by the **STG Investigations Supervisor or designee.**
- 3.5.3 All information including the above shall be entered within three business days of receipt by specified staff to ensure ACIS input is completed.
- 3.5.4 Suspects shall be examined for gang related tattoos. Photographs of gang related tattoos and identifying photographs of the suspect shall be placed in the Suspect File.
- 3.5.5 Gang related literature or paraphernalia taken from a suspect shall be documented, processed as evidence of gang related activity, and maintained in or with the Suspect File.
- 3.5.6 Gang related information found in a suspect's Pre-Sentence Investigation Report or institutional file shall be included in the Suspect File.
- 3.5.7 SSU Coordinators shall ensure that applicable information is entered into the appropriate ACIS screens.
 - 3.5.7.1 **All evidence supporting an inmate's suspect status shall be entered into the Security Intelligence System (SIS). Supporting evidence includes, but is not limited to, memorandums, Information Reports, Significant Incident Report and photographs of evidence (i.e., tattoos, micro notes, letters, roll call lists, membership lists, hit lists, greeting cards, copy of electronic communications, etc.).**
- 3.6 When an inmate suspect is relocated, the Suspect File shall be sealed, marked CONFIDENTIAL and forwarded to the receiving institution's SSU Coordinator.
 - 3.6.1 The sending SSU Coordinator shall forward the suspect's file and make an entry into ACIS **and SIS** that the file was forwarded.
 - 3.6.2 The receiving SSU Coordinator shall make an entry into ACIS **and SIS** when the suspect's file has been received and provide the file to the appropriate SSU staff member.

- 3.6.3 If a suspect inmate is released, the SSU Coordinator shall forward the suspect's file to the **STG Investigations Supervisor** and make the appropriate ACIS and SIS entries.
- 3.6.4 Upon receipt of the suspect's file by the **STG Investigations Supervisor**, an entry noting receipt shall be made into ACIS and SIS by the **STG Investigations Supervisor**.
- 3.7 When Suspect Files meet validation criteria:
 - 3.7.1 An inmate shall be considered for validation as an STG member when they have accrued a minimum of three or more validation criteria.
 - 3.7.2 SSU staff shall forward the completed Validation Packet to the complex SSU Coordinator for presentation to the **STG Investigations Supervisor**. The Validation Packet shall include information about all of the suspect's past and present gang activity.
 - 3.7.2.1 If the documentation does not support validation, the Validation Packet shall be returned to the complex SSU Coordinator. Results of subsequent monitoring activity shall be documented in the Suspect File and/or Validation Packet.
 - 3.7.3 The **SSU Statewide Coordinator** shall recommend, or not recommend, validation and forward the Validation Packet to the initiating complex Warden.
 - 3.7.4 The complex Warden shall recommend, or not recommend, validation and forward to the **Deputy Assistant Director for Prison Operations** for final decision.
 - 3.7.5 If an inmate is validated, the SSU Coordinator shall:
 - 3.7.5.1 Document the validation decision on a Result of STG Validation, Form 806-4, and explain the decision to the inmate. The inmate shall be provided a copy of the form.
 - 3.7.5.2 Complete the Security Threat Group (STG)/Terrorist Worksheet form and upload the Result of STG Validation form and supporting documentation in ACIS.
 - 3.7.5.2.1 **Upon acquiring all required signatures on the Result of STG Validation, Form 806-4, the validation packet shall be uploaded to ACIS and SIS. It shall then be scanned and emailed to the Special Investigations Unit, Administrative Assistant prior to sending the original file to the STG Investigations Supervisor for storage in the repository.**
 - 3.7.5.3 Advise the inmate 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**.
 - 3.7.6 Inmates validated shall remain at their current custody and classification level.

- 3.7.7 An inmate validated as a member of a STG may be eligible for Maximum Custody placement when he/she have violated any behavior categories governing placement into Maximum Custody in accordance with Department Order #801, Inmate Classification.
- 3.7.8 An inmate validated as a member of a STG may be considered for Maximum Custody placement if determined by SSU that he/she are actively involved in STG activities.
- 3.7.9 Inmates validated as an STG member prior to the effective date of this Department Order shall remain validated per the validation criteria and procedures in which they were validated. Validated inmates shall remain in their current classification until which time custody reduction or debriefing requirements are met in accordance with this Department Order.

4.0 STG MEMBER AND/OR TERRORIST SUSPECT DEBRIEFING

- 4.1 If a validated inmate elects to renounce the STG membership or terrorist group, the complex SSU Coordinator shall forward the Validation Packet to the STG **Investigations Supervisor**, through the SSU **Statewide** Coordinator, for purposes of conducting the debriefing.
 - 4.1.1 The inmate shall be immediately transferred to a detention unit and a hold shall be placed on the inmate's movement by Central Classification until the debrief process has been completed.
- 4.2 STG **Investigations** staff shall:
 - 4.2.1 Conduct and coordinate the debriefing.
 - 4.2.2 Prepare a debriefing report and an assessment memo within 30 business days of receiving the Validation Packet.
 - 4.2.3 Forward the assessment memo to the **SSU Statewide Coordinator** or designee, through the STG **Investigations** Supervisor, within 10 business days of the debriefing.
 - 4.2.4 Forward written recommendations to the **SSU Statewide Coordinator** or designee for final disposition.
 - 4.2.5 Upon receipt of the assessment memo, the **SSU Statewide Coordinator** or designee shall:
 - 4.2.5.1 Render a decision whether or not to accept the renunciation.
 - 4.2.5.2 Complete the Result of STG Validation form.
 - 4.2.5.3 Forward the forms to the SSU Coordinator, who shall notify the Deputy Warden and inmate, and make the appropriate ACIS entries.
 - 4.2.5.4 Complete an STG Validation and forward it to the institution Classification staff for action.

- 4.3 The Deputy Warden shall:
 - 4.3.1 Immediately initiate the debrief Protective Custody process.
 - 4.3.2 Ensure that an STG Validation - Notification to Classification, Form 806-7, is initiated and refer the inmate back to classification.
- 4.4 If the **SSU Statewide Coordinator** does not accept the Validation Debriefing results, the inmate shall be advised in writing by the STG **Investigations** Supervisor or designee that:
 - 4.4.1 The rejection may be appealed to the **STG/SSU Administrator**.
 - 4.4.2 Only the reasons for the rejection of the debriefing may be appealed.
- 4.5 If the inmate elects to appeal the rejection, the Validation Packet shall be forwarded to the **STG/SSU Administrator**, through the SSU Coordinator, to hear the appeal. A hold shall be placed on the inmate's movement by Central Classification.
- 4.6 If the inmate does not appeal, Central Classification shall be advised to remove the movement hold.
- 4.7 The Validation Packet shall be forwarded to the Deputy Warden, through the SSU Coordinator, who shall determine whether the Protective Custody process needs to be initiated.
- 4.8 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 or terrorist group to:
 - 4.8.1 Convince the Department that the inmate has withdrawn from the STG or terrorist group.
 - 4.8.2 Provide additional information regarding the STG's structure, activity, and membership that would adversely impact the STG and assist in management of the STG population.
 - 4.8.3 Provide sufficient information to determine if the inmate may require protection from other STG members or suspects.
- 4.9 Debriefings shall be conducted only by STG **Investigations** staff; however, others may be invited to participate at the discretion of the STG **Investigations** Supervisor.
 - 4.9.1 Under no circumstances shall any 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 **or designee**.
 - 4.9.2 All audio and/or visual recordings of debriefings shall be submitted within five business days to the STG **Investigations** Supervisor. All audio and/or visual recordings shall be stored on compact disk(s) and shall be included with the inmate debriefing packet. Recordings of inmate debriefings shall not be stored on computer hard drives, external hard drives, shared drives or any unauthorized storage media. All debriefing documentation shall be maintained by the STG **Investigations** Unit.

- 4.9.2.1 Under no circumstances shall duplicate recordings or copies be made of any inmate debriefing without prior written consent of the Inspector General or **designee**.
- 4.10 The STG/Terrorist Identifying Questionnaire form shall be used to conduct the debriefing.
- 4.11 Upon conclusion of the debriefing, the STG **Investigations** Unit staff shall:
 - 4.11.1 Have the inmate sign and date the questionnaire attesting to the contents.
 - 4.11.2 Sign and date the document.
 - 4.11.3 Forward relevant security issues to the unit Deputy Warden or designee.
- 4.12 The debriefing assessment memo shall be returned to the **SSU Statewide Coordinator**, through the STG **Investigations** Supervisor. The debriefing assessment memo shall include recommendations regarding the accuracy of the information provided, and an evaluation of whether the report meets appropriate standards of acceptability.
- 4.13 Debriefed inmates shall remain at their current custody **and** classification level.
- 4.14 Debriefed inmates may be eligible for Maximum Custody placement when they have violated any behavior categories governing placement into Maximum Custody in accordance with Department Order #801, Inmate Classification.
- 4.15 If an inmate identified as a possible terrorist elects to debrief, the **Special Investigations** Supervisor shall conduct the initial interview and forward all relevant information to the JTTF Monitor.

5.0 CLASSIFICATION AND MANAGEMENT

- 5.1 A validated STG member or suspected terrorist inmate who has refused to renounce shall maintain current custody and classification level, without any mitigating factors impacting custody level or inmate classification.
 - 5.1.1 **Upon validation, inmates shall be placed in the Earned Incentive Program, Phase I. Validated inmates shall complete the following programs to be eligible for Phase advancement.**
 - 5.1.1.1 **Changing Offender Behavior (COB)**
 - 5.1.1.2 **Courage to Change (C2CH)**
 - 5.1.1.3 **Merging Two Worlds (M2W)**
 - 5.1.1.4 **Convergent Case Management (CCM)**
 - 5.1.2 **Upon validation, inmates who have predictors of substance use (i.e., positive urinalysis test, disciplinary for drug or drug paraphernalia possession) shall be referred for Substance Use Treatment.**
- 5.2 A validated STG member assigned a custody level of Maximum for males, or **Close** for females, and refused to renounce shall be:

- 5.2.1 Assigned to the ASPC-Eyman, Browning Unit for males or ASPC-Perryville for females.
- 5.2.2 Ineligible for the following:
 - 5.2.2.1 Restoration of forfeited time credits.
 - 5.2.2.2 Rescission of Parole Class III time.
 - 5.2.2.3 Emergency escorted leave.
 - 5.2.2.4 Work Incentive Pay Plan wages in excess of \$.20 per hour.
- 5.2.3 Reviewed by the institution Classification staff in accordance with the Maximum Custody due process time frames outlined in Department Order #801, Inmate Classification.
- 5.2.4 Permitted to renounce and debrief at any time. An inmate who subsequently requests to debrief shall be entered into the debriefing process.
- 5.3 To become eligible for custody reductions and housing status changes, a validated STG member or terrorist classified as Maximum Custody shall complete one of the following conditions:
 - 5.3.1 Successfully renounce STG or terrorism membership. SSU Coordinators shall notify the STG **Investigations** Supervisor by memorandum of all inmates who request to debrief.
 - 5.3.1.1 While housed in Maximum Custody, the inmate shall complete all three steps of the Inmate Maximum Custody Management and Incentive System as outlined in Department Order #812, Inmate Maximum Custody Management and Incentive System.
 - 5.3.2 Reduction in custody in accordance with Department Order #801, Inmate Classification, and after consultation with SSU.
- 5.4 An inmate who elects to renounce but does not successfully debrief shall not be eligible to renounce for a period of six months from the date the previous renunciation was determined to be unsuccessful.
- 5.5 Subsequent to a completed renunciation, if it is suspected that an inmate has resumed any form of STG or terrorist activity, a re-validation process shall be initiated in accordance with section 3.0. If re-validated, the inmate shall maintain his/her current custody and classification level, without any mitigating factors impacting custody level or inmate classification.
 - 5.5.1 An inmate who is re-validated shall be permitted to debrief after a three year period starting from the re-validation date.
- 5.6 Validated STG or terrorist members who renounce membership and satisfactorily participate in debriefing shall be placed in Protective Custody status under the provisions of Department written instructions governing Protective Custody.

- 5.6.1 Institution Classification staff shall review the debriefed STG or terrorist members for eligibility of lower custody housing or a double cell environment based upon established criteria. See Department Order #704, Inmate Regulations.
 - 5.6.1.1 When the inmate is eligible for lower custody or is being considered for a double cell environment, Classification shall submit a request to the **Special Investigations** Unit to initiate a further investigation, which may include one or more polygraph examinations.
 - 5.6.1.2 The **Special Investigations** Unit shall coordinate the polygraph examination, **if requested by the STG/SSU Administrator**, and forward a copy of the written results to Central Classification.
 - 5.6.1.3 Debriefed inmates:
 - 5.6.1.3.1 Eligible for **Close** Custody placement shall be eligible for transfer to the appropriate Protective Custody facility.
 - 5.6.1.3.2 Shall be eligible for double-bunk housing in accordance with established criteria regardless of custody level.
 - 5.6.1.3.3 Who fail the polygraph examination shall not be eligible for transfer. The inmate may be rescheduled for a polygraph examination at a later date, **no sooner than six months**.
- 5.6.2 Debriefed inmates may request out of state placement under the provisions of the Interstate Corrections Compact, as outlined in Department Order #1004, Inmate Transfer System.
- 5.6.3 Validated STG members or suspected terrorists who have successfully debriefed shall be classified in accordance with Department Order #801, Inmate Classification.
- 5.7 Validated or suspected STG members or terrorists released from the Department's custody, including those released through Community Corrections, shall retain their status.
- 5.8 If a released inmate returns to the custody of the Department, the inmate shall retain the STG or suspected terrorist status held at the time of release, and shall be housed and managed in accordance with Department Order #801, Inmate Classification.
 - 5.8.1 An inmate released on a debriefed status shall be reviewed in accordance with Department Order #805, Protective Custody.
- 5.9 Upon taking final action on an STG validation, the STG **Investigations** Unit shall review the case documents to ensure the ACIS entries reflect the current status of the inmate.
- 6.0 INTERSTATE VALIDATED STG INMATES** – Validated Arizona STG inmates who are transferred out of state due to their STG activity and/or threat to the safe and orderly operations of the Department shall have the opportunity to renounce and debrief STG activity.
 - 6.1 Renounce and Debrief STG Activity – Validated STG members shall notify the **Special Services Manager** in writing of their desire to debrief.

- 6.1.1 The **Special Services Manager**, in conjunction with the **STG Investigations Supervisor**, shall ensure the inmate meets the eligibility requirements outlined in this Department Order.
- 6.1.2 The **STG Investigations Supervisor** shall coordinate a telephonic interview with the inmate to discuss the inmate's desire to debrief and explain the debrief process.
- 6.1.3 If the inmate meets the requirements for debriefing, a decision shall be made **in accordance with the Department Order #1004, Inmate Transfer System**, on whether the inmate may return to Arizona or remain out of state.
- 6.1.4 If the inmate is returned to Arizona, the debrief process shall be followed as outlined in sections 4.0 and 5.0.
- 6.1.5 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 (not to be classified below Medium Custody).

7.0 RECORD REPOSITORY

- 7.1 The **STG Investigations Supervisor** shall be responsible for the Central Record Repository located at the Central Office **Security Operations** where all STG Validated and Suspect Files for inmates who have been released from custody shall be stored.
- 7.2 Validation Packets shall be forwarded to the Central Record Repository.
- 7.3 Suspect Files of inmates who have been released from custody shall be:
 - 7.3.1 Sealed and marked confidential when completed.
 - 7.3.2 Forwarded to the Central Record Repository via the **Complex SSU Coordinator**.
 - 7.3.3 Documented on the appropriate ACIS screen by the **STG Investigations Supervisor**.

8.0 RETURN TO CUSTODY – Upon return of an STG validated and/or suspect inmate to custody on a recommitment, new charge or violator status, Reception Center Intake staff shall contact the:

- 8.1 SSU staff, who shall verify prior STG status through the appropriate ACIS screen.
- 8.2 Central Office **Security Operations** Central Record Repository to request activation of the inmate's Suspect Files.

DEFINITIONS/GLOSSARY

Refer to the Glossary of Terms for the following:

- Central Record Repository
- Certification
- Criminal Street Gang
- Criminal Street Gang Member
- Debriefed
- Debriefing
- Demonstrated History

- Hit List
- Membership List
- Renunciation
- Roll Call List
- Security Threat Group (STG)
- Security Threat Group (STG) Member Validation Packet
- Security Threat Group (STG) Threat Assessment Committee
- Special Security Unit (SSU)
- Special Security Unit (SSU) Coordinator
- Suspect File
- Terrorism
- Threat Assessment
- Validation

FORMS LIST

806-1, STG/Terrorist Identifying Questionnaire
806-3, Security Threat Group (STG)/Terrorist Worksheet
806-4, Result of STG Validation
806-7, STG Validation - Notification to Classification
806-8, STG Suspect/Terrorism Semi-Annual Review

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. § 13-2308.02, 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