

**CHAPTER: 800**

**Inmate Management**

**DEPARTMENT ORDER:**

**806 – Security Threat Groups (STGs)**

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OPS**

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# Arizona Department of Corrections Rehabilitation and Reentry



**Department Order Manual**

A handwritten signature in black ink, appearing to be "David Shinn", written over a horizontal line.

David Shinn, Director

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## **EXPECTED PRACTICES**

American Correctional Association (ACA) Expected Practices: 5-ACI-1A-20

### **PURPOSE**

The purpose of this Department Order is to minimize the threat that inmate gang 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, the debriefing and segregation of inmates who disavow gang membership and a step-down process for gang members who participate in programming, reject gang activity and affiliation, and remain disciplinary free.

### **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 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, Classification 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 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 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 Completed Step-Down 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, Step-Down Program 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** – 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 SSU Statewide Coordinator and the STG Unit Supervisor. The SSU Coordinator’s monitoring effort shall include, but may not be limited to: {5-ACI-1A-20}

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/STG 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 any other electronic formats

- 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 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 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 SSU Statewide Coordinator shall communicate no less than weekly with the JTTF Monitor if/when a terrorist suspect is housed in an ADCRR facility. {5-ACI-1A-20}

### **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, the STG Unit/SSU staff shall initiate a Suspect File to include an Security Threat Group (STG)/Terrorist Worksheet form, and conduct interviews using the STG/Terrorist Identifying Questionnaire, Form 806-1.
  - 3.5.1 The STG Unit/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 STG staff or SSU staff/Coordinator
    - 3.5.2.2 Validated Status entered by STG Unit Supervisor/designee or SSU Coordinator
    - 3.5.2.3 Validated Process of Debriefing entered by STG Unit Supervisor/designee or SSU Coordinator
    - 3.5.2.4 Debriefed Successfully entered by the STG Unit Supervisor or designee
    - 3.5.2.5 Validated Completed Phase IV Step-Down Process entered by the STG Unit Supervisor/designee or SSU Coordinator
    - 3.5.2.6 Validated Enrolled in Step-Down Process entered by the STG Unit Supervisor/designee or SSU Coordinator
    - 3.5.2.7 Decertified STG entered by the STG Unit 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 STG Unit staff and SSU Coordinators shall ensure that applicable information is entered into the appropriate ACIS screens.
- 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 that the file was forwarded.

- 3.6.2 The receiving SSU Coordinator shall make an entry into ACIS 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 Central Office STG Unit Central Record Repository and make the appropriate ACIS entries.
- 3.6.4 Upon receipt of the suspect's file by the Central Office STG Unit, an entry noting receipt shall be made into ACIS by the STG Unit Supervisor or designee.
- 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 Statewide SSU Coordinator. 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 Statewide SSU 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 respective Regional Operations Director 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.
    - 3.7.5.3 Advise the inmate of the option to renounce STG membership; advising that renouncement is subject to the satisfactory completion of a formal debriefing by STG 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/STG that he/she are actively involved in STG activities.

3.7.9 Inmates validated as a 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, Step-Down Program or debriefing requirements are met in accordance with this Department Order.

#### **4.0 STG MEMBER AND/OR TERRORIST SUSPECT DEBRIEFING**

4.1 If the validated inmate elects to renounce the STG membership or terrorist group, the complex SSU Coordinator shall forward the Validation Packet to the STG Unit, through the Statewide SSU 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 Unit staff shall:

4.2.1 Conduct and coordinate the debriefing and prepare a debriefing report and an assessment memo within 30 business days of receiving the Validation Packet.

4.2.2 Forward the assessment memo to the Investigative Manager or designee, through the STG Supervisor, within ten business days of the debriefing.

4.2.3 Forward written recommendations to the Investigative Manager or designee for final disposition.

4.2.4 Upon receipt of the assessment memo, the Investigative Manager or designee shall:

4.2.4.1 Render a decision whether or not to accept the renunciation.

4.2.4.2 Complete the Result of STG Validation form.

4.2.4.3 Forward the forms to the SSU Coordinator, who shall notify the Deputy Warden and inmate, and make the appropriate ACIS entries.

4.2.4.4 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 a STG Validation - Notification to Classification, Form 806-7, is initiated and refer the inmate back to classification.

4.4 If the Investigative Manager or designee does not accept the Validation Debriefing results, the inmate shall be advised in writing by the STG Unit Supervisor or designee that:

4.4.1 The rejection may be appealed to the Security Operations Administrator or designee.

- 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 Security Operations Administrator or designee, 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 Unit staff; however, others may be invited to participate at the discretion of the STG Unit 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.
  - 4.9.2 All audio and/or visual recordings of debriefings shall be submitted within five business days to the STG Unit 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 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.
- 4.10 The STG/Terrorist Identifying Questionnaire form shall be used to conduct the debriefing.
- 4.11 Upon conclusion of the debriefing, the STG 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 Investigative Manager, through the STG Unit 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 be classified as Maximum Custody until the completion of the mandatory programs as outlined in Department Order #813, High Management, Attachment B, prior to being eligible for custody reduction.
- 4.14 If an inmate identified as a possible terrorist elects to debrief, the STG 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.
- 5.2 A validated STG member assigned a custody level of Maximum for males or custody level of High 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 Unit Supervisor by memorandum of all inmates who request to debrief.
  - 5.3.2 Satisfactorily complete the STG Step-Down Program as outlined in section 6.0.
  - 5.3.3 Qualify for custody reductions as outlined in Department Order #801, Inmate Classification, after having successfully completed a 24 month period where they have not participated in any documented STG/Gang or terrorist activity.

- 5.3.3.1 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.
- 5.3.4 Reduction in custody in accordance with Department Order #801, Inmate Classification, and after consultation with STG/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 STG Unit to initiate a further investigation, which may include one or more polygraph examinations.
    - 5.6.1.2 The STG Unit shall coordinate the polygraph examination and forward a copy of the written results to Central Classification.
    - 5.6.1.3 Debriefed inmates:
      - 5.6.1.3.1 Eligible for High 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.
  - 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.
  - 5.8.2 An inmate released from the Step-Down Program shall not be returned to the program upon their return to custody.
- 5.9 Upon taking final action on an STG validation, the STG Unit shall review the case documents to ensure the ACIS entries reflect the current status of the inmate.
- 6.0 STG STEP-DOWN PROGRAM PROCEDURE** – The STG Step-Down Program permits active inmates who have been validated as STG members and classified as Maximum Custody, to remove themselves from STG activity and demonstrate to Department staff that they are no longer involved with STG activity. Classification shall dictate placement in Maximum Custody, regardless of Step-Down Program eligibility.
  - 6.1 A validated STG member shall notify Department staff in writing of their desire to participate in the Step-Down Program.
  - 6.2 To be eligible to participate in the Step-Down Program, the validated STG member shall have successfully completed a 24 month period where:
    - 6.2.1 They have not participated in any documented STG/gang activity.
    - 6.2.2 They have no documented incidents of:
      - 6.2.2.1 Assaultive and/or violent behavior, extortion, or threats towards staff or other inmates, or weapons violations.
      - 6.2.2.2 Violations involving cell phone/cell phone accessory and/or any unauthorized form of communication.
      - 6.2.2.3 Violations of drug usage, drug and/or drug paraphernalia possession, or drug conspiracy.
      - 6.2.2.4 Any participation, through a third party, in STG activity/gang activity, to include facilitating, supporting, encouraging and acknowledging gang activity.
      - 6.2.2.5 A major disciplinary violation or more than three minor disciplinary violations within the last six months.
    - 6.2.3 They have successfully completed a polygraph examination prior to the completion of Phase III that is specific in nature concerning the inmate's intent of participating in the program.

- 6.3 STG Unit staff shall, in conjunction with local SSU officers, complete a comprehensive investigation of each validated STG inmate who requests participation in the Step-Down Program. Department staff shall use all available intelligence and information to make an accurate assessment of an inmate's STG involvement.
  - 6.3.1 At the conclusion of the investigation into the prospective Step-Down participants, ASPC-Eyman Browning Unit SSU staff shall submit the inmate names to the Unit Deputy Warden, who shall review and submit a recommendation to the Statewide SSU Coordinator or designee.
  - 6.3.2 The Statewide SSU Coordinator and the STG Unit Supervisor shall review the inmate names and provide recommendation through the respective Regional Operations Director and Investigative Manager for approval. The Assistant Director for Prison Operations shall have final approval if conflict exists.
- 6.4 Based on their prior STG activities, validated STG inmates must successfully complete the Step-Down Program to be eligible to reintegrate into High Custody institutions when their behaviors demonstrate that they do not pose a threat to staff, inmates or the safe, secure and orderly operations of the institution.
- 6.5 Validated STG inmates may be eligible to participate in the Step-Down Program which consists of three phases at the ASPC-Eyman Browning Unit. Each phase shall last 60 calendar days. Inmates shall complete the mandatory programs as outlined in Department Order #801, Inmate Classification.
  - 6.5.1 Reintegration Phase I – During this phase inmates shall:
    - 6.5.1.1 Meet with contract Mental Health Services staff and the Inmate Reintegration Team for screening and evaluation of appropriateness for program participation. The SSU Coordinator or STG Unit Supervisor/designee shall change the validation status to "Validated Enrolled" to all inmates assigned to the Step-Down Program.
    - 6.5.1.2 Begin participation in programs, as identified by the individual inmate's Inmate Reintegration Team.
    - 6.5.1.3 Adhere to all Department Orders, rules and procedures.
  - 6.5.2 Reintegration Phase II – During this phase inmates shall:
    - 6.5.2.1 Complete the job assignments of Pod Porter (individually) outside of cell and unrestrained.
      - 6.5.2.1.1 Individual walks to and from the shower (in pod) unrestrained.
      - 6.5.2.1.2 Individual walks to and from the recreation (in pod) unrestrained.
    - 6.5.2.2 Begin peer group interaction (town hall meetings) in separate non-contact cells in open groups, which includes participation in restorative justice programming with complex and Department staff interaction (reviewed and approved by the Inmate Reintegration Team) involving activities.

- 6.5.2.3 Participate in programs as identified by their Inmate Reintegration Team.
- 6.5.3 Reintegration Phase III – During this phase inmates shall participate in:
  - 6.5.3.1 Program activities, including self-help groups, as identified by their Inmate Reintegration Team.
  - 6.5.3.2 Two person recreation periods.
  - 6.5.3.3 Job assignments.
  - 6.5.3.4 One meal each day unrestrained, in pod with other Step-Down inmates.
  - 6.5.3.5 Discussion of transition needs for inmates going to a reduced custody level, such as developing an individual Corrections Plan.
  - 6.5.3.6 Graduation with presentation of completion certificate of the ASPC-Eyman Browning Unit phases.

## **7.0 COMPLETION OF THE STG STEP-DOWN PROGRAM AT ASPC-EYMAN BROWNING UNIT**

- 7.1 The Step-Down Program review process shall be completed within 180 calendar days of the date of entry into the program. The inmate shall:
  - 7.1.1 Not participate in any activity that could adversely affect the safety of staff, inmates and the general public or the safe, secure and orderly operation of any institution during the program.
  - 7.1.2 Complete all positive programming as identified by the Inmate Reintegration Team members during Phases I through III.
  - 7.1.3 Refrain from disciplinary behavior that changes the inmate's classification or housing assignment.
- 7.2 Upon successful completion of the Step-Down Program review process the inmate may:
  - 7.2.1 Be eligible for transition transfer out of the ASPC-Eyman Browning Unit to a designated High Custody general population unit.
  - 7.2.2 Continue program participation by enrolling, attending, and successfully completing available programs identified in the inmate's individual Corrections Plan.

## **8.0 STEP-DOWN TRANSITION TO GENERAL POPULATION AND MONITORING**

- 8.1 During the week prior to Step-Down, with inmates arriving at the designated High Custody Unit, the following shall occur:
  - 8.1.1 The designated unit shall create vacancies through statewide movement to accommodate pending Step-Down arrivals.
  - 8.1.2 The designated unit shall select specific staff to work with the Step-Down inmates over the course of the next 28 days. These staff shall be known as the STG Step-Down Transition Team.

- 8.1.3 Staff from the designated unit shall meet with the Step-Down inmates at the ASPC-Eyman Browning Unit and outline expectations and explain the transition to them. The staff members to be present, at a minimum, include the Deputy Warden, Associate Deputy Warden, Captain, CO IV, CO II, and SSU.
- 8.1.4 Visitation staff from the designated unit shall audit the Step-Down inmates' visitation files to ensure a smooth transition to contact visitation.
- 8.2 The Step-Down transition shall occur during the first four weeks the Step-Down inmates are assigned to the designated unit. The four-week period will be Phase IV in the Step-Down Program.
- 8.3 Week one activities shall include, at a minimum, the following:
  - 8.3.1 ASPC-Eyman Browning Unit and receiving unit SSU staff shall serve as the transportation team on the designated Monday morning.
  - 8.3.2 The designated unit intake shall consist of normal procedures, to include:
    - 8.3.2.1 Strip search and Body Orifice Security Scanner (BOSS) chair utilization/ Magneto Static Detector (MSD) Towers.
    - 8.3.2.2 Contract health and mental health staff contact to ensure continuity of care
    - 8.3.2.3 SSU interview
    - 8.3.2.4 Unit orientation class and tour
    - 8.3.2.5 Issuance of property
    - 8.3.2.6 Issuing of bed roll, clothing, and hygiene products as necessary
    - 8.3.2.7 Escort to cell by SSU staff or Unit Captain/designee; all arriving Step-Down inmates shall be housed in a specified area.
- 8.4 Step-Down inmates shall attend all unit activities on normal unit schedules.
  - 8.4.1 Meals, recreation and visitation shall continue per unit schedules. Turnouts shall be done with other High Custody inmates from their assigned living areas.
  - 8.4.2 Daily contact from assigned CO III and continue with enrolled programming and educational programs.
  - 8.4.3 Begin employment with the expectation that continued employment is a must. Job evaluations of 'Satisfactory' or above are required.
  - 8.4.4 Movement of Step-Down inmates to other buildings within the designated unit.
- 8.5 SSU staff shall maintain a list of all Step-Down inmates on the unit and make it available to the Deputy Warden, Associate Deputy Warden, Captain, and CO IVs on a monthly basis. Below are the minimum monitoring activities that will be conducted on all STG Step-Down inmates:



- 8.5.1 Target cell search list
- 8.5.2 Mail scan, in compliance with High Custody unit procedures for arriving and departing mail
- 8.5.3 Phone call monitoring
- 8.5.4 Targeted Urinary Analysis list
- 8.5.5 Periodic SSU interviews
- 8.6 After Phase IV is completed and a successful transition to a High Custody unit has occurred, the inmate shall be housed based on current classification as a validated STG member.

## 9.0 REMOVAL FROM THE STG STEP-DOWN PROGRAM

- 9.1 Inmates enrolled in the Step-Down Program Phases I through III may be removed from the Step-Down Program upon confirmation that the inmate has violated any of the criteria outlined in section 6.0, 6.2.2.1 through 6.2.2.5, and section 7.0, 7.1.1 through 7.1.3 or the failure of a polygraph.
  - 9.1.1 Rationale for removals shall be documented in an Information Report, Form 105-2, to include all supporting documentation.
  - 9.1.2 The Statewide SSU Coordinator and the STG Unit Supervisor shall review the revocation documentation and provide recommendation to the respective Regional Operations Director and Investigative Manager for approval utilizing the Result of STG Step-Down Revocation, Form 806-9. The Assistant Director for Prison Operations shall have final approval if conflict exists.
- 9.2 Inmates who are removed from the Step-Down Program, due to direct involvement in STG activity or for any reason deemed appropriate by the respective Regional Operations Director, Investigative Manager or Assistant Director for Prison Operations, during the inmate's placement in the program shall be required to serve a minimum of two years in Maximum Custody before they are eligible to participate in the program.
  - 9.2.1 Inmates who voluntarily request removal from the Step-Down Program shall be required to serve a minimum of two years in Maximum Custody before they are eligible to re-enter and participate in the Step-Down Program.

## 10.0 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. They shall not be allowed to participate in the Arizona Step-Down Program.

- 10.1 Renounce and Debrief STG Activity – Validated STG members shall notify the STG Unit Supervisor in writing of their desire to debrief.
  - 10.1.1 The STG Unit Supervisor in conjunction with the Special Services Manager shall ensure the inmate meets the eligibility requirements outlined in this Department Order.

- 10.1.2 The STG Unit Supervisor shall coordinate a telephonic interview with the inmate to discuss the inmate's desire to debrief and explain the debrief process.
- 10.1.3 If the inmate meets the requirements for debriefing, a decision shall be made by the ADCRR Assistant Director for Prison Operations on whether the inmate may return to Arizona or remain out of state.
- 10.1.4 If the inmate is returned to Arizona, the debrief process shall be followed as outlined in sections 4.0 and 5.0.
- 10.1.5 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).

## **11.0 RECORD REPOSITORY**

- 11.1 The STG Unit Supervisor shall be responsible for the Central Record Repository located at the Central Office STG Unit where all STG Validated and Suspect Files for inmates who have been released from custody shall be stored.
- 11.2 Validation Packets for all completed appeals shall be forwarded to the Central Record Repository.
- 11.3 Suspect Files of inmates who have been released from custody shall be:
  - 11.3.1 Sealed and marked confidential when completed.
  - 11.3.2 Forwarded to the Central Record Repository via the SSU Coordinator.
  - 11.3.3 Documented on the appropriate ACIS screen by the STG Coordinator.

## **12.0 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:

- 12.1 SSU staff, who shall verify prior STG status through the appropriate ACIS screen.
- 12.2 Central Office STG Unit 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
- Inmate Reintegration Team (IRT)
- Membership List

- Renunciation
- Roll Call List
- Security Threat Group (STG)
- Security Threat Group (STG) Member Validation Packet
- Security Threat Group (STG) Threat Assessment Committee
- Security Threat Group (STG) Unit
- Special Security Unit (SSU)
- Special Security Unit (SSU) Coordinator
- Step-Down Procedure
- Step-Down Transition Team
- 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  
806-9, Result of STG Step-Down Revocation

## **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