

**CHAPTER: 800**

**Inmate Management**

**DEPARTMENT ORDER:**

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

**OFFICE OF PRIMARY  
RESPONSIBILITY:**

**DIR  
OPS**

# Arizona Department of Corrections

## Department Order Manual



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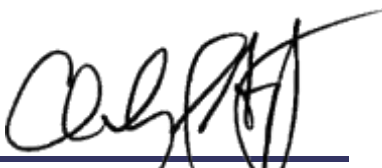
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Charles L. Ryan, Director

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## **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.
- 1.2 A club, association, organization or gang may be certified as an STG under any of the following conditions.
  - 1.2.1 It meets the requirements of a Criminal Street Gang pursuant to the Arizona Revised Statute (A.R.S.) §13-105, Criminal Code Definitions and has a documented history of:
    - 1.2.1.1 Gang like 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.
- 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 STG Appeals Committee through the Inspector General.
  - 1.3.2 Within 20 business days of receiving the Group Threat Assessment, the STG Appeals Committee shall review the document and provide any recommendations to the Inspector General and the Division Director for Prison Operations. ***[Revision – October 17, 2018]***

- 1.3.3 If the Inspector General, the STG Appeals Committee and the Division Director for Prison Operations believe the documentation: ***[Revision – October 17, 2018]***
  - 1.3.3.1 Does support certification, the Group Threat Assessment shall be submitted to the Director for STG certification consideration.
  - 1.3.3.2 Does not support certification, the Group Threat Assessment may be returned to the STG Threat Assessment Committee with requests for any additional information.
- 1.3.4 The Director may approve certification or return the recommendation for additional information.
- 1.4 Once an STG group or member is certified:
  - 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 STG Appeals Committee, regarding whether or not to continue certification.
  - 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 Monitored/Completed Step-Down inmates shall be individually assessed and classified as appropriate for the assigned custody and internal risk level. Inmates who have been decertified shall not be classified below Medium Custody. ***[Revision – October 17, 2018]***
  - 1.5.3 Validated and debriefed inmates shall be individually assessed and classified as appropriate for the assigned custody and internal risk level. Inmates who have been decertified shall not be classified below Medium Custody. Decertified debriefed inmates will remain in Protective Custody. ***[Revision – October 17, 2018]***
  - 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. Inmates who have been decertified shall not be classified below Medium Custody. ***[Revision – October 17, 2018]***
  - 1.5.5 Debriefed inmates participating in any gang activity may be re-validated as outlined in section 3.0 of this Department Order, 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 Suspect Files shall be reviewed semi-annually using the STG Suspect/Semi-Annual Review, Form 806-8. A brief notation of this review shall be entered into the Adult Information System (AIMS). 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 specific tattoos

2.1.6.3 STG related symbolism

2.1.6.4 STG related documents. STG 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. **[Revision – January 12, 2018]**

2.1.6.5 STG specific publications

2.1.6.6 STG related documents authored by the inmate

2.1.6.7 Court records that identify the inmate as an STG member and/or an associate

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

2.1.6.9 Memos and reports that document observed association of the inmate with STG members

2.1.6.10 Memos and reports that document any form of contact the inmate has had with STG members

- 2.1.6.11 Documents indicating an inmate’s membership in an STG
  - 2.1.6.12 Other law enforcement agency information indicating STG membership or activity
  - 2.1.6.13 Newspaper, magazine articles or social media that indicate STG membership or activity
- 2.2 An inmate will be given suspect status when a minimum of two points are accrued in at least one criterion, and shall be documented on the STG Worksheet, Form 806-3. The SSU Coordinator shall enter the supporting information into the appropriate AIMS screen.
- 2.3 The SSU Coordinator shall review all Validation Packets with the SSU staff prior to submission to the STG Validation Hearing Committee. Those packets requiring additional work shall be returned to the SSU staff with deficiencies identified.

### **3.0 INDIVIDUAL 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.  
***[Revision – October 17, 2018]***
- 3.5 As suspects are identified, the STG Unit/SSU staff shall initiate a Suspect File to include an STG Worksheet form, and conduct interviews using the STG Identifying Questionnaire, Form 806-1.
- 3.5.1 The STG Unit/SSU staff initiating the file shall enter the STG information into the AIMS utilizing the Gang Related Inmate Tracking System (GRITS)/STG screen and shall notify the receiving unit.
  - 3.5.2 The positive tracking of STGs, other gangs and member status shall be accomplished by use of the GRITS/STG screen and related identifier codes as follows:
    - 3.5.2.1 Suspect Status (S), entered by STG staff or SSU staff/Coordinator
    - 3.5.2.2 Validated Status (V), entered by STG Unit Supervisor/designee or SSU Coordinator
    - 3.5.2.3 Validated Pending Appeal (A), entered by the STG Unit Supervisor/designee or SSU Coordinator

- 3.5.2.4 Validated-Process of Debriefing (P), entered by STG Unit Supervisor/designee or SSU Coordinator
- 3.5.2.5 Monitored Step-Down Process (M), entered by STG Unit Supervisor/designee or SSU Coordinator
- 3.5.2.6 Debriefed Successfully (D), entered by the STG Unit Supervisor or designee
- 3.5.2.7 Completed Phase IV Step-Down Process (C), entered by the STG Unit Supervisor/designee or SSU Coordinator
- 3.5.2.8 Enrolled in Step-Down Process (E), entered by the STG Unit Supervisor/designee or SSU Coordinator
- 3.5.2.9 Decertified STG (W), entered by the STG Unit Supervisor or designee  
***[Revision – October 17, 2018]***
- 3.5.3 All information including the above shall be entered within three business days of receipt by specified staff to ensure AIMS input is completed.
- 3.5.4 The identifier codes listed in 3.5.2.1 through 3.5.2.9 above shall be placed on all case documents. ***[Revision – October 17, 2018]***
- 3.5.5 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.
- 3.5.6 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.
- 3.5.7 Gang related information found in a suspect's Pre-Sentence Investigation Report or institutional file shall be included in the Suspect File.
- 3.5.8 STG Unit staff and SSU Coordinators shall ensure that applicable information is entered into the appropriate AIMS/STG 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 AIMS/GRITS that the file was forwarded.
  - 3.6.2 The receiving SSU Coordinator shall make an entry into AIMS/GRITS 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 AIMS/GRITS 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 AIMS/GRITS by the STG Unit Supervisor or designee.

3.7 When Suspect Files meet validation criteria:

3.7.1 An inmate shall be eligible for validation as an STG member when they have accrued a minimum of ten points in two or more validation criteria.

3.7.2 SSU staff shall forward the completed Validation Packet to the SSU Coordinator for presentation to the STG Validation Hearing Committee as outlined in section 4.0 of this Department Order. The Validation Packet shall include information about all of the suspect's past and present gang activity. *[Revision – January 12, 2018]*

#### 4.0 VALIDATION HEARINGS

4.1 Each SSU Coordinator shall present completed Validation Packets for consideration by the STG Validation Hearing Committee.

4.1.1 SSU Coordinators shall schedule hearings for the STG Validation Hearing Committee through the Security Operations Administrator or designee.

4.1.2 The list of inmates scheduled for validation shall be forwarded to the STG Unit Supervisor, Security Operations Administrator or designee, Offender Services Bureau Administrator or designee, Arizona State Prison Complex (ASPC) - Eyman SSU Coordinator and Browning Unit Deputy Warden for coordination of housing and transportation before and after validation hearings.

4.1.2.1 Inmates validated by the STG Validation Hearing Committee and who elect to appeal shall be placed in detention at their respective complex. Validated inmates may be transferred to the ASPC-Eyman Browning Unit once the STG Validation Appeals Committee has rendered a decision.

4.1.3 Hearings shall be conducted within 30 business days of receiving the Validation Packet, but never sooner than ten business days after receiving the packet.

4.1.3.1 When a hearing cannot be conducted within 30 business days, the SSU Coordinator shall provide a written statement to the Warden explaining the reason for the delay and a request for additional time. A copy shall be placed in the Validation Packet.

4.1.3.2 Requests for additional time shall require a written postponement authorized by the Warden.

4.1.4 The inmate suspect shall only receive copies of the Hearing Notification/STG Validation, Form 806-2, and the Result of STG Validation Hearing, Form 806-4.

4.2 The SSU Coordinator shall:

4.2.1 At least ten business days prior to the hearing, deliver to the inmate the Hearing Notification/STG Validation form and the STG Witness Request/Response, Form 806-5, to enable the inmate time to prepare a defense.



- 4.2.2 No later than five business days prior to the hearing, obtain from the inmate the STG Witness Request/Response form, which shall contain:
  - 4.2.2.1 The name and title/Arizona Department of Corrections (ADC) number of the material witnesses.
  - 4.2.2.2 A list of the expected questions to be asked and summary of witness testimony.
  - 4.2.2.3 The inmate's signature and date.
- 4.2.3 Determine if confidential informants are needed to provide testimony.
  - 4.2.3.1 A Confidential Informant Reliability Assessment Questionnaire, Form 801-3, shall document the reliability and credibility of the information, and be reviewed and signed by the STG Validation Hearing Committee.
  - 4.2.3.2 A confidential informant shall submit written testimony when certified reliable by the STG Validation Hearing Committee.
  - 4.2.3.3 A confidential informant may not be called as a witness or questioned as a witness by the inmate suspect.
  - 4.2.3.4 The author of a confidential report shall not be called or questioned as a witness pertaining to any related issues contained in the confidential report.
  - 4.2.3.5 The inmate suspect shall not have access to any confidential information or reports, Significant Incident Reports, or confidential informant identification.
  - 4.2.3.6 Only under extraordinary circumstances shall information received from a confidential informant be used.
- 4.3 Upon service of the Hearing Notification/STG Validation form, the inmate shall be placed in detention or remain in detention at the current location pending review by the STG Validation Hearing Committee.
- 4.4 In preparation for the hearing, the STG Validation Hearing Committee Chair shall:
  - 4.4.1 Determine whether to call staff and/or inmate witnesses, and whether to review witnesses' written statements.
    - 4.4.1.1 The denial and reason for the denial of any witness, witness testimony or witness written statements shall be documented in the STG Validation Hearing Committee findings.
  - 4.4.2 Not permit the inmate to directly question witnesses appearing at the hearing.
    - 4.4.2.1 The charged inmate may submit written questions to the STG Validation Hearing Committee Chair.
    - 4.4.2.2 The Chair shall reject any non-relevant questions.

- 4.5 The Validation Packet shall be presented at the hearing by the SSU Coordinator or the STG Unit staff, who may be assisted by other case staff as deemed appropriate.
  - 4.5.1 The SSU Coordinator must present at least two separate criteria for validation, and may present multiple instances/examples of any criteria.
  - 4.5.2 The STG Validation Hearing Committee may only consider the STG specific and/or related criteria outlined in section 2.0, subsection 2.1.6 of this Department Order, and validate on one instance/example per criteria. This shall be documented on the Result of STG Validation Hearing form.
- 4.6 The inmate shall be present throughout the hearing unless substantial reasons exist that preclude the inmate's presence.
  - 4.6.1 If the inmate waives the right to be present or refuses to attend the hearing the inmate shall be directed to indicate this on the Hearing Notification/STG Validation form. If the inmate refuses to sign the notification, the refusal shall be documented on the form and witnessed by a second staff signature.
  - 4.6.2 The hearing shall be conducted without the inmate present if the inmate's behavior is disruptive. The inmate's absence and the reason(s) for the inmate's absence shall be documented on the inmate signature line of the Result of STG Validation Hearing form.
- 4.7 After hearing the SSU/STG Unit and inmate presentations, the STG Validation Hearing Committee shall determine whether the documentation supports validation.
  - 4.7.1 If the suspect is validated, the SSU Coordinator shall:
    - 4.7.1.1 Document the validation decision on a Result of STG Validation Hearing form and verbally explain the decision to the inmate. The inmate shall be provided a copy of the form.
    - 4.7.1.2 Complete an STG Validation Notification to Classification, Form 806-7, and forward it to the institution Classification staff for action.
    - 4.7.1.3 Advise the inmate that the appropriate Classification action will continue. Results of any subsequent successful appeal and/or renouncement shall be forwarded to the institution Classification staff for further consideration.
  - 4.7.2 If the documentation does not support validation, the SSU Coordinator shall document the basis for the finding on the Results of STG Hearing form. The results of subsequent monitoring activity shall be documented in the Suspect File and/or Validation Packet.
- 4.8 If the suspect is validated, the STG Validation Hearing Committee shall ensure the inmate selects one of the following options:
  - 4.8.1 Renunciation of the STG membership; advising that renouncement is subject to the satisfactory completion of a formal debriefing by STG Unit and/or SSU staff.

- 4.8.2 Acceptance of the validation, but refusal to renounce STG membership. The STG Validation Notification to Classification form shall be completed.
- 4.8.3 Appeal of the validation to the STG Appeals Committee. The STG Validation Notification to Classification form shall be completed.
- 4.9 If the inmate elects to renounce the STG membership, the STG Validation Hearing Committee shall forward the Validation Packet to the STG Unit, through the SSU Coordinator, for purposes of conducting the debriefing. A hold shall be placed on the inmate's movement by Central Classification until the debrief process has been completed.
  - 4.9.1 STG Unit staff shall:
    - 4.9.1.1 Conduct and coordinate the debriefing and prepare a debriefing report and an assessment memo within 30 business days of receiving the Validation Packet.
    - 4.9.1.2 Forward the assessment memo to the STG Validation Hearing Committee, through the SSU Coordinator, within ten business days of the debriefing.
    - 4.9.1.3 Forward written recommendations to the STG Validation Hearing Committee for final disposition at its next meeting.
  - 4.9.2 Upon receipt of the assessment memo, the STG Validation Hearing Committee shall:
    - 4.9.2.1 Render a decision whether or not to accept the renunciation.
    - 4.9.2.2 Complete the Results of STG Validation Hearing form and STG Validation Notification to Classification form.
    - 4.9.2.3 Forward the forms to the SSU Coordinator, who shall notify the Deputy Warden and inmate, and make the appropriate AIMS entries.
    - 4.9.2.4 Meet as often as necessary to expedite the business of the Committee.
  - 4.9.3 The Deputy Warden shall:
    - 4.9.3.1 Immediately initiate the debrief Protective Custody process.
    - 4.9.3.2 Ensure that an STG Validation Notification to Classification form is initiated and refer the inmate back to classification.
  - 4.9.4 If the STG Validation Hearing Committee does not accept the Validation Debriefing results, the inmate shall be advised in writing by the STG Unit Supervisor or designee that:
    - 4.9.4.1 The rejection may be appealed to the STG Appeals Committee as outlined in section 5.0 of this Department Order.
    - 4.9.4.2 Only the reasons for the rejection of the debriefing may be appealed.

- 4.10 If the inmate elects to appeal the rejection, the Validation Packet shall be forwarded to the STG Appeals Committee, through the SSU Coordinator, to hear the appeal. A hold shall be placed on the inmate's movement by Central Classification.
- 4.11 If the inmate does not appeal, Central Classification shall be advised to remove the movement hold.
  - 4.11.1 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.
- 4.12 If the inmate accepts validation, but does not elect to renounce, the STG Validation Hearing Committee shall refer the Validation Packet to the Deputy Warden, through the SSU Coordinator.
- 4.13 The STG Validation Hearing Committee's written findings shall include:
  - 4.13.1 A statement of the factual circumstances that support validation or the lack of validation.
  - 4.13.2 The identity of any witnesses, excluding confidential informants, their respective testimony and the reason(s) why the testimony was considered.
  - 4.13.3 A description of each exhibit, document or other evidence considered with a brief statement of its significance.
  - 4.13.4 A summary of the inmate's testimony and/or statements presented.

## 5.0 APPEALS

- 5.1 If the inmate elects to appeal validation, the STG Validation Hearing Committee Chair shall explain the following appeal process.
  - 5.1.1 The inmate shall prepare the appeal on an Inmate Letter, Form 916-1, and present it to the SSU Coordinator within five business days after the hearing.
    - 5.1.1.1 Inmates may appeal only those specific reasons why they were validated.
    - 5.1.1.2 Appeals shall consist of no more than two pages per each reason for validation. ***[Revision – January 12, 2018]***
    - 5.1.1.3 Information deemed not relevant by the STG Appeals Committee shall not be considered.
  - 5.1.2 All appeals shall be stamped with the date and time it was received.
  - 5.1.3 The SSU Coordinator shall:
    - 5.1.3.1 Not consider appeals received after time frames and, without action, return the appeal to the inmate using the Inmate Response, Form 916-2.
    - 5.1.3.2 Forward the appeal and all documents received within time frames to the Warden.

- 5.1.4 The Warden shall, within five business days of receipt:
  - 5.1.4.1 Review the case documents for completeness.
  - 5.1.4.2 Sign and date the packet.
  - 5.1.4.3 Forward the packet to the STG Appeals Committee.
- 5.1.5 The STG Appeals Committee shall:
  - 5.1.5.1 Hear the appeal and render a decision within 20 business days of receiving the packet.
  - 5.1.5.2 Return an appeal received after time frames have expired to the inmate without action using the Inmate Response form.
  - 5.1.5.3 Consider for appeal only the criteria and reasons the inmate is appealing their validation.
- 5.1.6 The Committee's decisions are final, and no further appeal action will be considered.
- 5.2 Validation/Debriefing Appeals – Whether or not the STG Appeals Committee upholds the validation or debriefing appeal:
  - 5.2.1 The findings shall be documented by the STG Validation Hearing Committee.
    - 5.2.1.1 The Chair shall prepare a "Memorandum for Record" documenting the results of the hearing.
    - 5.2.1.2 The original memorandum shall be placed in the Validation Packet, and a copy shall be forwarded to the SSU Coordinator.
  - 5.2.2 The STG Appeals Committee shall:
    - 5.2.2.1 Prepare an Inmate Letter Response, Form 916-2, advising the inmate of the Committee's decision. The original shall be sent to the SSU Coordinator to provide to the inmate and a copy placed in the Validation Packet.
    - 5.2.2.2 Return the Validation Packet to the STG Unit if the validation appeal is denied, or to the SSU Coordinator if upheld. For a debriefing appeal, the packet shall be forwarded to the STG Unit regardless of the outcome. The STG Appeals Committee shall notify Central Classification to remove the inmate's movement hold.
    - 5.2.2.3 Return the inmate to suspect status:
      - 5.2.2.3.1 When a validation appeal is upheld. The SSU Coordinator shall make an entry code "S" on the AIMS/STG screen.
      - 5.2.2.3.2 When a debriefing appeal is upheld. The STG Unit Supervisor shall make an entry code "D" on the AIMS/STG screen.

- 5.3 When an inmate has been returned to suspect status, the SSU Coordinator shall make appropriate AIMS entries. The Deputy Warden shall redirect the monitoring effort based on specific informational, institutional and inmate needs. An STG Validation Notification to Classification form shall be submitted to the institution Classification staff by the SSU Coordinator.
- 5.4 The Validation Packet shall be resubmitted for validation as soon as the additional information is obtained.

## **6.0 STG MEMBER DEBRIEFING**

- 6.1 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:
  - 6.1.1 Convince the Department that the inmate has withdrawn from the STG.
  - 6.1.2 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.
  - 6.1.3 Provide sufficient information to determine if the inmate may require protection from other STG members or suspects.
- 6.2 Debriefings shall be conducted only by STG Unit staff; however, others may be invited to participate at the discretion of the STG Unit Supervisor.
  - 6.2.1 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.
  - 6.2.2 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 briefings 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.
    - 6.2.2.1 Under no circumstances shall duplicate recordings or copies be made of any inmate debriefing without prior written consent of the Inspector General.
- 6.3 The STG Identifying Questionnaire shall be used to conduct the debriefing.
- 6.4 Upon conclusion of the debriefing, the STG Unit staff shall:
  - 6.4.1 Have the inmate sign and date the questionnaire attesting to the contents.
  - 6.4.2 Sign and date the document.
  - 6.4.3 Forward relevant security issues to the unit Deputy Warden or designee.

- 6.5 The debriefing assessment memo shall be returned to the STG Validation Hearing Committee, 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.
- 6.6 Debriefed inmates shall complete both Cultural Diversity and Cognitive Restructuring classes prior to being eligible for a reduction from Maximum Custody to Close Custody. ***[Revision – February 9, 2019: Sections 6.6 and 6.6.1]***
  - 6.6.1 Debriefed inmates shall complete Conflict Resolution within one year of reducing to Close Custody.

## 7.0 CLASSIFICATION AND MANAGEMENT

- 7.1 A validated STG member who has refused to renounce shall be:
  - 7.1.1 Assigned a custody level of Maximum in accordance with the Inmate Classification Technical Manual.
  - 7.1.2 Ineligible for subsequent custody reductions.
  - 7.1.3 Assigned to the ASPC-Eyman Browning Unit for males or ASPC-Perryville Special Management Area (SMA) for females.
  - 7.1.4 Ineligible for restoration of forfeited time credits.
  - 7.1.5 Ineligible for rescission of Parole Class III time.
  - 7.1.6 Ineligible for emergency escorted leave.
  - 7.1.7 Ineligible for Work Incentive Pay Plan wages in excess of \$.20 per hour.
  - 7.1.8 Reviewed by the institution Classification staff in accordance with the Maximum Custody due process time frames outlined in Department Order #801, Inmate Classification.
  - 7.1.9 Permitted to renounce and debrief at any time. An inmate who subsequently requests to debrief shall be entered into the debriefing process.
- 7.2 To become eligible for custody reductions and housing status changes, a validated STG member shall complete one of the following conditions:
  - 7.2.1 Successfully renounce STG membership. SSU Coordinators shall notify the STG Unit Supervisor by memorandum of all inmates who request to debrief.
  - 7.2.2 Or, satisfactorily complete the STG Step-Down Program as outlined in section 8.0 of this Department Order.
- 7.3 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.

- 7.4 Subsequent to 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 of this Department Order. If re-validated, the inmate shall:
- 7.4.1 Be placed in ASPC-Eyman Browning Unit or ASPC-Perryville SMA for the remainder of the inmate's current sentence. Validated inmates shall be required to successfully renounce and debrief or complete the entire Step-Down Program.
  - 7.4.2 An inmate that is re-validated shall be permitted to debrief after a three year period starting from the re-validation date.
- 7.5 Validated STG 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.
- 7.5.1 Institution Classification staff shall review the debriefed STG members for eligibility of lower custody housing or a double cell environment based upon established criteria. (See Department Order #704, Inmate Regulations.)
    - 7.5.1.1 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 shall include one or more polygraph examinations.
    - 7.5.1.2 The STG Unit shall coordinate the polygraph examination and forward a copy of the written results to Central Classification.
    - 7.5.1.3 No debriefed STG member shall be housed with any other inmate until successfully passing a polygraph examination.
    - 7.5.1.4 Debriefed inmates who:
      - 7.5.1.4.1 Pass the polygraph examination and remain eligible for Close Custody placement shall be eligible for transfer to the appropriate Protective Custody facility.
      - 7.5.1.4.2 Pass the polygraph examination shall be eligible for double-bunk housing in accordance with established criteria regardless of custody level.
      - 7.5.1.4.3 Fail the polygraph examination shall not be eligible for transfer. The inmate may be rescheduled for a polygraph examination at a later date.
  - 7.5.2 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.
  - 7.5.3 Validated STG members who have successfully debriefed shall be classified in accordance with Department Order #801, Inmate Classification.
- 7.6 Validated or suspect STG members released from the Department's custody, including those released through Community Corrections, shall retain their status.



7.7 If a released inmate returns to the custody of the Department, the inmate shall retain the STG status held at the time of release, and shall be housed and managed consistent with their STG status.

7.7.1 An inmate released on a debriefed status shall be reviewed in accordance with Department Order #805, Protective Custody.

7.7.2 An inmate released from the Step-Down Program shall not be returned to the program upon their return to custody.

7.7.2.1 The inmate shall be placed in detention until appropriate placement has been determined.

7.7.2.2 Within 48 hours of the inmate's return to custody, the Correctional Officer (CO) IV of the receiving unit shall notify the STG Unit Supervisor and the Offender Services Bureau Administrator or designee of the inmate's return to custody.

7.7.2.3 The STG Unit Supervisor shall initiate an investigation into the circumstances of the inmate's return to custody. The investigation shall be completed within 15 business days.

7.7.2.4 Upon conclusion of the investigation, the STG Unit Supervisor shall make a recommendation to the Offender Services Bureau Administrator or designee on whether the inmate should be returned to the Step-Down Program or returned to a validated status.

7.8 Upon taking final action on an STG validation:

7.8.1 The institution Classification staff shall forward a copy of the disposition to the Central Office STG Unit Central Record Repository.

7.8.2 The STG Unit shall review the case documents to ensure the AIMS entries reflect the current status of the inmate.

7.9 The STG Unit shall maintain a secure database that tracks the status of all validated STG members, to include those who appeal findings and successfully debrief, and interfaces with AIMS to ensure that the status of all STG members remain current.

**8.0 STG STEP-DOWN PROGRAM PROCEDURE** – The STG Step-Down Program permits active inmates who have been validated as STG members, to remove themselves from STG activity and demonstrate to Department staff that they are no longer involved with STG activity.

8.1 A validated STG member shall notify Department staff in writing of their desire to participate in the Step-Down Program.

8.2 To be eligible to participate in the Step-Down Program, the validated STG member shall have successfully completed a 24 month period where:

8.2.1 They have not participated in any documented STG/gang activity.

8.2.2 They have no documented incidents of:

- 8.2.2.1 Assaultive and/or violent behavior, extortion, or threats towards staff or other inmates, or weapons violations.
- 8.2.2.2 Violations involving cell phone/cell phone accessory and/or any unauthorized form of communication.
- 8.2.2.3 Violations of drug usage, drug and/or drug paraphernalia possession, or drug conspiracy.
- 8.2.2.4 Any participation, through a third party, in STG activity/gang activity, to include facilitating, supporting, encouraging and acknowledging gang activity.
- 8.2.2.5 A major disciplinary violation or more than three minor disciplinary violations within the last six months. ***[Revision – January 12, 2018]***
- 8.2.3 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. ***[Revision – January 12, 2018]***
- 8.3 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.
  - 8.3.1 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 Security Operations Administrator or designee. ***[Revision – February 9, 2019: Sections 8.3.1 thru 8.3.2.4]***
  - 8.3.2 The Security Operations Administrator or designee and the STG Unit Supervisor shall review the inmate names and provide recommendation to the Step-Down Selection Committee for final review and approval. The Step-Down Selection Committee shall be comprised of the following:
    - 8.3.2.1 Northern Regional Operations Director
    - 8.3.2.2 Southern Regional Operations Director
    - 8.3.2.3 Special Security Unit Coordinator
    - 8.3.2.4 Criminal Investigations Manager
- 8.4 Based on their prior STG activities, validated STG inmates must successfully complete the Step-Down Program to be eligible to reintegrate into Close 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.
- 8.5 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 180 days in which the inmate must initiate each of the programs listed in each of the phases by the end of that phase.

- 8.5.1 Reintegration Phase I – During this phase inmates will participate:
  - 8.5.1.1 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 assign the identifier code of (E) for “Enrolled” to all inmates assigned to the Step-Down Program.
  - 8.5.1.2 In the STG Program that consists of general evidence based programs that include:
    - 8.5.1.2.1 Cultural Diversity.
    - 8.5.1.2.2 High School Equivalency Preparation program, if required.
    - 8.5.1.2.3 Cognitive Restructuring. *[Revision – January 12, 2018]*
    - 8.5.1.2.4 Beginning programs, as identified by the individual inmate's Inmate Reintegration Team. *[Revision – January 12, 2018]*
    - 8.5.1.2.5 Adherence to all Department Orders, rules and procedures.
- 8.5.2 Reintegration Phase II – During this phase inmates will participate in the following:
  - 8.5.2.1 Completing the job assignments of Pod Porter (individually) outside of cell and unrestrained.
    - 8.5.2.1.1 Individual walks to and from the shower (in pod) unrestrained.
    - 8.5.2.1.2 Individual walks to and from the recreation (in pod) unrestrained.
  - 8.5.2.2 Beginning 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.
  - 8.5.2.3 Participating in programs as identified by their Inmate Reintegration Team. *[Revision – January 12, 2018]*
- 8.5.3 Reintegration Phase III – During this phase inmates will participate in:
  - 8.5.3.1 Program activities, including self-help groups, as identified by their Inmate Reintegration Team. *[Revision – January 12, 2018]*
  - 8.5.3.2 Two person recreation periods.
  - 8.5.3.3 **SECTION DELETED** *[Revision – January 12, 2018]*
  - 8.5.3.4 Job assignments.
  - 8.5.3.5 Conflict Resolution.

- 8.5.3.6 Domestic Violence.
- 8.5.3.7 One meal each day unrestrained, in pod with other Step-Down inmates.
- 8.5.3.8 Continuing treatment programs as identified by their Inmate Reintegration Team.
- 8.5.3.9 Discussion of transition needs for inmates going to a reduced custody level, such as developing an individual Corrections Plan.
- 8.5.3.10 Graduation with presentation of completion certificate of the ASPC-Eyman Browning Unit phases.

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

- 9.1 The Step-Down Program review process shall be completed within 18 months of the date of entry into the program. The inmate shall:
  - 9.1.1 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.
  - 9.1.2 Complete all positive programming as identified by the Inmate Reintegration Team members during Phases I through III.
  - 9.1.3 Refrain from disciplinary behavior that changes the inmate's classification or housing assignment.
- 9.2 Upon successful completion of the 18-month Step-Down Program review process the inmate may:
  - 9.2.1 Be eligible for transition transfer out of the ASPC-Eyman Browning Unit to a designated Close Custody general population unit.
  - 9.2.2 Continue program participation by enrolling, attending, and successfully completing available programs identified in the inmate individual Corrections Plan.

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

- 10.1 During the week prior to Step-Down, with inmates arriving at the designated Close Custody Unit, the following shall occur:
  - 10.1.1 The designated unit shall create vacancies through statewide movement to accommodate pending Step-Down arrivals.
  - 10.1.2 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.
  - 10.1.3 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.

- 10.1.4 Visitation staff from the designated unit shall audit the Step-Down inmates' visitation files to ensure a smooth transition to contact visitation.
- 10.2 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.
  - 10.2.1 The SSU Coordinator or STG Unit Supervisor/designee shall assign the identifier code of (M) for "Monitored" to all inmates assigned to the Step-Down Program Phase IV.
- 10.3 Week one activities shall include, at a minimum, the following:
  - 10.3.1 ASPC-Eyman Browning Unit and receiving unit SSU staff shall serve as the transportation team on the designated Monday morning.
  - 10.3.2 The designated unit intake shall consist of normal procedures, to include:
    - 10.3.2.1 Strip search and Body Orifice Security Scanner (BOSS) chair utilization
    - 10.3.2.2 Contract health and mental health staff contact to ensure continuity of care
    - 10.3.2.3 SSU interview
    - 10.3.2.4 Unit orientation class and tour
    - 10.3.2.5 Issuance of property
    - 10.3.2.6 Issuing of bed roll, clothing, and hygiene products as necessary
    - 10.3.2.7 Escort to cell by SSU staff or Unit Captain/designee; all arriving Step-Down inmates shall be housed in a specified area.
  - 10.3.3 Inmate movement during the first week shall be conducted by SSU staff or the Unit Captain/designee. Step-Down inmates shall eat, attend visitation, and attend recreation only with other Step-Down inmates they arrived with.
    - 10.3.3.1 Meals will be served in the dining hall. The turnout shall be separate from the rest of the Close Custody inmates.
    - 10.3.3.2 Recreation periods shall be conducted separately from the rest of the Close Custody inmates.
    - 10.3.3.3 One four-hour contact visit shall be accommodated on a week day.
    - 10.3.3.4 Daily contact from assigned CO III and targeted enrollment into programs identified as needed by the Step-Down inmate's Corrections Plan.
    - 10.3.3.5 On the Friday of week one a unit management meeting/town hall shall occur with the following in attendance:
      - 10.3.3.5.1 All new arrival Step-Down inmates

10.3.3.5.2 Deputy Warden/Associate Deputy Warden

10.3.3.5.3 Captain

10.3.3.5.4 CO IVs

10.3.3.5.5 CO IIIs

10.3.3.5.6 SSU staff

10.4 Week two activities shall include, at a minimum, the following:

10.4.1 Inmate movement during the second week shall be conducted by SSU staff or the Unit Captain/designee. Step-Down inmates shall attend visitation and attend recreation only with other Step-Down inmates they arrived with.

10.4.2 Meals shall be served in the dining hall. The turnout shall be with other Close Custody inmates assigned to the same Pod only.

10.4.3 Recreation periods shall be conducted separately from the rest of the Close Custody inmates.

10.4.4 One four-hour contact visit shall be accommodated on a week day.

10.4.5 Daily contact from the assigned CO III. Step-Down inmates shall begin programs identified by their Corrections Plan.

10.4.6 Each Step-Down inmate shall have individual educational needs assessed by the Education Department and be enrolled into the needed programs (not all inmates will have this need).

10.4.7 On Friday of week two a unit management meeting/town hall shall occur in the same manner as week one.

10.5 Week three activities shall include, at a minimum, the following:

10.5.1 Inmate movement during week three shall be conducted by shift staff. Step-Down inmates shall attend all unit activities on normal unit schedules.

10.5.2 Meals shall be served in the dining hall. Turnout shall be with other Close Custody inmates from their assigned living areas.

10.5.3 Recreation periods shall be with other Close Custody inmates from their assigned living area.

10.5.4 Step-Down inmates shall begin to visit per the unit visitation schedule.

10.5.5 Daily contact from assigned CO III and continue with enrolled programming.

10.5.6 Begin education classes as needed to fulfill requirements (i.e., Test of Adult Basic Education (TABE) and High School Equivalency Preparation program).

10.5.7 Complete job applications and be assigned to a job.

- 10.5.8 On Friday of week three a unit management meeting/town hall shall occur in the same manner as weeks one and two.
- 10.6 Week four activities shall include, at a minimum, the following:
  - 10.6.1 Inmate movement during the fourth week shall be conducted by shift staff. Step-Down inmates shall attend all unit activities on normal unit schedules.
  - 10.6.2 Meals, recreation and visitation shall continue per unit schedules. Turnouts will be done with other Close Custody inmates from their assigned living areas.
  - 10.6.3 Daily contact from assigned CO III and continue with enrolled programming and educational programs.
  - 10.6.4 Begin employment with the expectation that continued employment is a must. Job evaluations of 'Satisfactory' or above are required.
  - 10.6.5 Movement of Step-Down inmates to other buildings within the designated unit.
  - 10.6.6 On Friday of week four a unit management meeting/town hall shall occur in the same manner as weeks one, two and three. Opportunities for improvement in the transition process will be on the agenda.
- 10.7 After Phase IV is completed and a successful transition to a Close Custody unit has occurred, Phase V begins. Phase V is an indefinite period of monitoring for Step-Down inmates.
  - 10.7.1 The SSU Coordinator or STG Unit Supervisor or designee shall assign the identifier code of (C) for "Completed" to all inmates assigned to the Step-Down Program Phase V.
- 10.8 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:
  - 10.8.1 Target cell search list
  - 10.8.2 Mail scan, in compliance with Close Custody unit procedures for arriving and departing mail
  - 10.8.3 Phone call monitoring
  - 10.8.4 Targeted Urinary Analysis list
  - 10.8.5 Periodic SSU interviews

**11.0 REMOVAL FROM THE STG STEP-DOWN PROGRAM [Revision – January 12, 2018: Sections 11.0 through 1.1 thru 11.13]**

- 11.1 Inmates enrolled in the Step-Down Program Phases I through IV may be removed from the Step-Down Program upon confirmation that the inmate has violated any of the criteria outlined in sections 8.0, subsections 8.2.2.1 through 8.2.2.5, and 9.0, subsections 9.1.1 through 9.1.3 of this Department Order or the failure of a polygraph. **[Revision – October 17, 2018][2]**

- 11.1.1 Rationale for removals shall be documented in an Information Report, Form 105-2, to include all supporting documentation.
  - 11.1.2 Upon the inmate's removal from the Step-Down Program the Deputy Warden shall review the circumstances regarding the removal.
  - 11.1.3 The Deputy Warden shall determine to either reinstate or terminate the inmate from the Step-Down Program.
- 11.2 Inmates may be removed from Phase V of the Step-Down Program or returned to repeat any phase, upon confirmation that the inmate has violated any of the criteria outlined in sections 8.0, subsections 8.1.2.2.1 through 8.1.2.2.5, and 9.0, subsections 9.1.1 through 9.1.3 of this Department Order. **[Revision – October 17, 2018][2]**
- 11.3 All recommendations for the removal of an inmate from the Step-Down Program Phase V shall be forwarded to the Security Operations Administrator or designee and shall include all supporting documentation.
- 11.4 The SSU Coordinator shall deliver to the inmate, at least ten business days prior to the hearing, the Hearing Notification/Step-Down Revocation, Form 806-10, to enable the inmate time to prepare a defense.
- 11.5 Recommendations for the removal from the Step-Down Program Phase V shall be approved by the STG Validation Hearing Committee and may be appealed by the inmate to the STG Appeals Committee.
- 11.6 The STG Validation Hearing Committee shall have full discretion based on the severity of the violation whether the inmate is to be removed from the Step-Down Program or returned to repeat a previous Step-Down phase.
  - 11.6.1 The inmate shall be present throughout the hearing unless substantial reasons exist that preclude the inmate's presence.
  - 11.6.2 If the inmate waives the right to be present or refuses to attend the hearing the inmate shall be directed to indicate this on the Hearing Notification/Step-Down Revocation form. If the inmate refuses to sign the notification, the refusal shall be documented on the form and witnessed by a second staff signature.
  - 11.6.3 The hearing shall be conducted without the inmate present if the inmate's behavior is disruptive. The inmate's absence and the reason(s) for the absence shall be documented on the inmate signature line of the Result of STG Step-Down Revocation Hearing form.
- 11.7 The inmate shall only receive copies of the Hearing Notification/Step-Down Revocation form, and the Result of STG Step-Down Revocation Hearing, Form 806-9.
- 11.8 If the inmate's placement in the Step-Down Program is revoked, the STG Validation Hearing Committee shall ensure the inmate selects one of the following options:
  - 11.8.1 Accept the revocation.
  - 11.8.2 Appeal the revocation to the STG Appeals Committee.



- 11.9 If the inmate elects to appeal the decision of the STG Validation Hearing Committee the SSU Coordinator shall advise the inmate that a hold shall be placed on the inmate's movement by Central Classification until the appeal process has been completed.
  - 11.9.1 The inmate shall prepare the appeal on an Inmate Letter, Form 916-1, and present it to the SSU Coordinator within five business days after the hearing.
    - 11.9.1.1 Inmates may appeal only those specific reasons why they were revoked.
    - 11.9.1.2 Appeals shall consist of no more than two pages per each reason for revocation.
    - 11.9.1.3 Information deemed not relevant by the STG Appeals Committee shall not be considered.
  - 11.9.2 All appeals shall be stamped with the date and time it was received.
  - 11.9.3 The SSU Coordinator shall:
    - 11.9.3.1 Not consider appeals received after time frames and, without action, return the appeal to the inmate using the Inmate Response, Form 916-2.
    - 11.9.3.2 Forward the appeal and all documents received within time frames to the Warden.
  - 11.9.4 The Warden shall, within five business days of receipt:
    - 11.9.4.1 Review the case documents for completeness.
    - 11.9.4.2 Sign and date the packet.
    - 11.9.4.3 Forward the packet to the STG Appeals Committee.
- 11.10 STG Appeals Committee shall:
  - 11.10.1 Hear the appeal and render a decision within 20 business days of receiving the Revocation Packet.
  - 11.10.2 Return an appeal received after time frames have expired to the inmate without action using the Inmate Response form.
  - 11.10.3 Consider for appeal only the criteria and reasons the inmate is appealing their Revocation.
- 11.11 The STG Appeals Committee maintains the discretion to modify the sanctions imposed by the STG Validation Hearing Committee. The STG Appeals Committee decisions are final, and no further appeal action will be considered.
- 11.12 Inmates who are removed from the Step-Down Program, due to direct involvement in STG activity or for any reason deemed appropriate by the STG Validation Hearing Committee, during the inmate's placement in the program shall be required to serve a minimum of two years under validated status before they are eligible to participate in the program.

11.13 Inmates shall be given two opportunities to participate in the Step-Down Program. Inmates who have been removed from the program two times shall become permanently ineligible from participating in the program. The inmate shall remain in validated status unless they choose to participate in the debrief process.

**12.0 INTERSTATE VALIDATED STG INMATES** – Validated Arizona STG inmates who are transferred out of state due to their stg activity and threat to the safe and orderly operations of the Department shall have the opportunity to renounce and debrief STG activity or apply to participate in the Arizona Step-Down Program.

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

12.1.1 The Special Services Manager shall notify the STG Unit Supervisor of the inmate's request to participate in the debrief process. The STG Unit Supervisor in conjunction with the Special Services Manager shall ensure the inmate meets the eligibility requirements outlined in this Department Order.

12.1.2 The STG Unit Supervisor in conjunction with the Special Services Manager shall coordinate a telephonic interview with the inmate to discuss the inmate's desire to debrief and explain the debrief process.

12.1.3 If the inmate meets the requirements for debriefing, a decision shall be made by the ADC Division Director for Prison Operations on whether the inmate will return to Arizona or remain out of state. **[Revision – October 17, 2018]**

12.1.4 If the inmate is returned to Arizona, the debrief process shall be followed as outlined in sections 6.0 and 7.0 of this Department Order.

12.1.5 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).

12.2 Arizona Step-Down Program – Validated STG members shall notify ADC Special Services Manager in writing of their desire to participate in the Step-Down Program.

12.2.1 The Special Services Manager shall notify the STG Unit Supervisor of the inmate's request to participate in the Step-Down Program. The STG Unit Supervisor in conjunction with the Special Services Manager shall ensure the inmate meets the eligibility requirements outlined in this Department Order.

12.2.2 To be eligible to participate in the Step-Down Program, the inmate shall have successfully completed a 48 month period where they have not participated in any documented STG/gang activity, or have no documented incidents as outlined in section 8.0, subsections 8.2.2.1 through 8.2.2.5 of this Department Order. **[Revision – January 12, 2018]**

12.2.2.1 Any violation, as outlined above, shall result in the inmate starting the 48 month period over from the date of violation.

12.2.3 The STG Unit shall, in conjunction with the Special Services Manager and the investigative staff where the inmate is located, complete a comprehensive investigation of each interstate 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.

12.2.4 If the inmate successfully completes the out of state 48 month requirement with no violations they may be returned to ADC ASPC-Eyman Browning Unit to begin a 24 month period where they shall not participate in any documented STG/gang activity, or have no documented incidents as outlined in section 8.0, subsections 8.2.2.1 through 8.2.2.5, and 8.4 and 8.5 of this Department Order. **[Revision – January 12, 2018]**

### **13.0 RECORD REPOSITORY**

13.1 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.

13.2 Validation Packets for all completed appeals shall be forwarded to the Central Record Repository.

13.3 Suspect Files of inmates who have been released from custody shall be:

13.3.1 Sealed and marked confidential when completed.

13.3.2 Forwarded to the Central Record Repository via the SSU Coordinator.

13.3.3 Documented on the appropriate AIMS STG screen by the STG Coordinator.

**14.0 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:

14.1 SSU staff, who shall verify prior STG status through the AIMS STG screen.

14.2 Central Office STG Unit Central Record Repository to request activation of the inmate's Suspect Files.

## **DEFINITIONS/GLOSSARY**

Refer to the Glossary of Terms

## **FORMS LIST** **[Revision – January 12, 2018]**

806-1, STG Identifying Questionnaire

806-2, Hearing Notification/STG Validation

806-3, Security Threat Group (STG) Worksheet

806-4, Result of STG Validation Hearing

806-5, STG Witness Request/Response

806-7, Security Threat Group - Validation Notification to Classification

806-8, STG Suspect/Semi-Annual Review

806-9, Result of STG Step-Down Revocation Hearing

## 806-10, Hearing Notification/Step-Down Revocation

### **AUTHORITY**

A.R.S. § 13-105, Criminal Code Definitions