

 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p>	<p>CHAPTER: 800</p> <p>INMATE MANAGEMENT</p>	<p>OPR:</p> <p>DIR OPS</p>
	<p>DEPARTMENT ORDER: 806</p> <p><b><i>SECURITY THREAT GROUPS (STGs)</i></b></p>	<p>SUPERSEDES:</p> <p>DO 806 (03/15/06)</p>
		<p>EFFECTIVE DATE:</p> <p>NOVEMBER 5, 2009</p>
		<p>REPLACEMENT PAGE EFFECTIVE DATE:</p> <p>MAY 21, 2012</p>

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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, shun gang activity and affiliation, and remain disciplinary free.

## PROCEDURES

### 806.01 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 ARS 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 section 806.01, 1.2 through 1.2.2, the STG Unit shall prepare Group Threat Assessments.
  - 1.3.1 The STG Unit shall forward each Group Threat Assessment through the Inspector General to the STG Appeals Committee.
  - 1.3.2 Within 20 business days of receiving the Group Threat Assessment, the STG Validation Committee shall review the document and provide any recommendations to the Director through the Inspector General and the Division Director for Offender Operations.
  - 1.3.3 If the Inspector General, the STG Appeals Committee or the Division Director for Offender Operations believes the documentation does not support certification, the Threat Assessment may be returned to the STG Unit with requests for any additional information.

- 1.3.4 If the Inspector General, the STG Appeals Committee or the Division Director for Offender Operations believes the documentation does not support certification, the Threat Assessment may be returned to the STG Unit with requests for any additional information.
- 1.3.5 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 Unit 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 retain their status.
  - 1.5.3 Validated and Debriefed inmates shall retain their status and options as outlined in section 806.07 of this Department Order.
  - 1.5.4 Inmates terminated/removed from the Step-Down Program by the STG Validation Committee shall be returned to Validated status.
  - 1.5.5 Debriefed inmates participating in gang activity may be re-validated as outlined in section 806.03 of this Department Order, only new information shall be considered.

## **806.02 SUSPECT IDENTIFICATION AND MONITORING**

- 1.1 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.
  - 1.1.1 These plans shall focus on information needed to support validation and preparedness to coordinate with key security and support staff.
  - 1.1.2 Evidence relating to validation shall be continuously monitored by the SSU Coordinator. All STG Suspect Files shall be reviewed not less than quarterly using the STG Suspect/Quarterly Review, Form 806-8.
  - 1.1.3 SSU Coordinator monitoring effort shall include, but may not be limited to:
    - 1.1.3.1 Telephone monitoring.
    - 1.1.3.2 Mail scans. (See Department Order #914, Inmate Mail)

- 1.1.3.3 Documented STG-related activity, including assaults, extortion and disturbances.
- 1.1.3.4 Search results.
- 1.1.3.5 Information obtained from Information Reports, Significant Incident Reports, Use of Force Reports and debriefings.
- 1.1.3.6 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:
  - 1.1.3.6.1 The inmate’s self admission.
  - 1.1.3.6.2 STG specific tattoos.
  - 1.1.3.6.3 STG related symbolism.
  - 1.1.3.6.4 STG related documents.

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- 1.1.3.6.5 STG specific publications.
- 1.1.3.6.6 STG related documents authored by the inmate.
- 1.1.3.6.7 Court records that identify the inmate as an STG member.
- 1.1.3.6.8 Group photos showing the inmate with two or more validated or suspected STG members.
- 1.1.3.6.9 Memos and reports that document observed association of the inmate with STG members.
- 1.1.3.6.10 Memos and reports that document any form of contact the inmate has had with STG members.
- 1.1.3.6.11 Credible information obtained from a confidential informant.
- 1.1.3.6.12 Documents indicating an inmate’s membership in an STG.
- 1.1.3.6.13 Other law enforcement agency information indicating STG membership or activity.
- 1.1.3.6.14 Newspaper or magazine articles that indicate STG membership or activity.

1.1.4 The SSU Coordinator shall review all Validation Packets with the SSU staff prior to submission to the STG Validation Committee. Those packets requiring additional work shall be returned to the SSU staff with deficiencies identified.

### **806.03 INDIVIDUAL VALIDATION**

- 1.1 All Validation Packet documents and formal proceedings associated with STG member validation shall be considered confidential at all times and shall be available to Department staff on a need-to-know basis only.
- 1.2 All prior information relating to STG-like activity shall be considered when determining whether or not to validate an individual inmate.
- 1.3 All staff are responsible for the observation and documentation of gang related activity.
- 1.4 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 Offender Operations, Community Corrections and other Department staff.
- 1.5 As suspects are identified, STG Unit staff at Department Reception Centers and institutional SSU staff shall initiate a Suspect File to include a Security Threat Group (STG) Worksheet, Form 806-3, and conduct interviews using the STG Identifying Questionnaire, Form 806-1.
  - 1.5.1 The STG Unit member or SSU staff initiating a Suspect File shall enter the STG information into the Adult Information Management System (AIMS) utilizing the Gang Related Inmate Tracking System (GRITS)/STG screen as outlined in the GRITS Manual.

- 1.5.2 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:
    - 1.5.2.1 Suspect Status (S), entered by SSU staff/Coordinator.
    - 1.5.2.2 Validated Status (V), entered by SSU Coordinator.
    - 1.5.2.3 Validated Pending Appeal (A), entered by the SSU Coordinator.
    - 1.5.2.4 Validated-Process of Debriefing (P), entered by SSU Coordinator.
    - 1.5.2.5 Monitored Step-Down Process (M), entered by SSU Coordinator.
    - 1.5.2.6 Debriefed Successfully (D), entered by the STG Coordinator.
  - 1.5.3 All information including the above shall be entered within three business days of its receipt by staff specified to ensure AIMS input is completed.
  - 1.5.4 The identifier codes listed in 1.5.2.1 through 1.5.2.6 shall be placed on all case documents.
  - 1.5.5 Suspects shall be examined for gang specific tattoos. Photographs of gang specific tattoos and identifying photographs of the suspect shall be placed in the Suspect File.
  - 1.5.6 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.
  - 1.5.7 Gang related information found in a suspect's Pre-Sentence Investigation Report or institutional file shall be included in the Suspect File.
  - 1.5.8 STG Unit staff and SSU Coordinators shall ensure that applicable information is entered into the appropriate AIMS/STG screens.
- 1.6 When an inmate suspect is relocated, the Suspect File shall be sealed, marked CONFIDENTIAL and forwarded with the inmate to the receiving institution's SSU Coordinator.
- 1.6.1 The Offender Information Unit (OIU) staff shall notify the affected SSU Coordinator when an inmate with an identified GRITS entry code is scheduled to arrive.
  - 1.6.2 The sending SSU Coordinator shall forward the suspect's file to the receiving institution's SSU Coordinator and made an entry into AIMS/GRITS that the file was forwarded. The receiving SSU Coordinator shall provide the file to the appropriate SSU staff member.
  - 1.6.3 The receiving SSU Coordinator shall make an entry into AIMS/GRITS when the suspect's file has been received.
  - 1.6.4 If a suspect inmate is released, SSU Coordinator shall forward the suspect's file to the STG Unit Central Office record repository and make the appropriate AIMS/GRITS entries.
  - 1.6.5 Upon receipt of the suspect's file by the Central Office STG Unit, an entry noting receipt shall be made into AIMS/GRITS.

- 1.7 When Suspect Files meet validation criteria:
  - 1.7.1 SSU staff shall prepare and forward a Validation Packet to the Complex SSU Coordinator for presentation to the STG Validation Committee as outlined in section 806.04, Validation Hearings. The validation packet shall include information about all of the suspect's past and present gang activity.
  - 1.7.2 STG Unit staff at Reception Centers shall present completed Validation Packets directly to the STG Validation Committee.

#### **806.04 VALIDATION HEARINGS**

- 1.1 Each Complex SSU Coordinator shall present completed Validation Packets for consideration by the STG Validation Committee.
  - 1.1.1 SSU Coordinators shall schedule hearings for the STG Validation Committee.
  - 1.1.2 A list of validation inmates will be forwarded to the Browning Unit Deputy Warden for housing and other STG related activities to be completed before and after validation hearings.
  - 1.1.3 Hearings shall be conducted within 30 business days of receiving the Validation Packet, but never sooner than ten business days after receiving the Validation Packet.
    - 1.1.3.1 When a hearing cannot be conducted within 30 business days, the Complex SSU Coordinator shall provide:
      - 1.1.3.1.1 A written statement to the Warden explaining the reason for the delay and a request for additional time.
      - 1.1.3.1.2 A copy shall be placed in the Validation Packet.
    - 1.1.3.2 Requests for additional time shall require a written postponement authorized by the Warden.
  - 1.1.4 The inmate suspect shall only receive copies of the Notification of STG Committee Hearing, Form 806-2, and a copy of the Result of STG Validation Hearing, Form 806-4.
- 1.2 The Complex SSU Coordinator shall:
  - 1.2.1 At least ten business days prior to the hearing, deliver to the inmate the Notification of STG Committee Hearing and the STG Witness Request/Response, Form 806-5, to enable the inmate time to prepare a defense.
  - 1.2.2 Not later than five business days prior to the hearing, obtain from the inmate the STG Witness Request/Response form, which shall contain:
    - 1.2.2.1 The name and title/ADC number of the material witnesses.
    - 1.2.2.2 A list of the expected questions to be asked and summary of witness testimony.
    - 1.2.2.3 The inmate's signature and date.

- 1.2.3 Determine if confidential informants are needed to provide testimony.
  - 1.2.3.1 A Confidential Informant Reliability Assessment Questionnaire, Form 801-3, shall:
    - 1.2.3.1.1 Be prepared for review and completion by the STG Validation Committee.
    - 1.2.3.1.2 Document the reliability and credibility of the information.
  - 1.2.3.2 A confidential informant shall submit written testimony when certified reliable by the STG Validation Committee.
  - 1.2.3.3 A confidential informant may not be called as a witness or questioned as a witness by the inmate suspect.
  - 1.2.3.4 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.
  - 1.2.3.5 The inmate suspect shall not have access to any confidential information or reports, Significant Incident Reports, or confidential informant identification.
  - 1.2.3.6 Only under extraordinary circumstances shall information received from a confidential informant be used.
- 1.3 Upon service of the Notification of STG Committee Hearing Form, the inmate shall be placed in detention or remain in detention at the current location pending review by the STG Validation Committee.
- 1.4 In preparation for the hearing, the STG Validation Committee Chair shall:
  - 1.4.1 Determine whether to call staff and/or inmate witnesses, and whether to review witnesses' written statements.
    - 1.4.1.1 The denial and reason for the denial of any witness, witness testimony or witness written statements shall be documented in the STG Validation Committee findings.
  - 1.4.2 Not permit the inmate to directly question witnesses appearing at the hearing.
    - 1.4.2.1 The charged inmate may submit written questions to the STG Validation Committee Chair.
    - 1.4.2.2 The Chair shall reject any non-relevant questions.
- 1.5 The Validation Packet shall be presented at the hearing by the Complex SSU Coordinator, or the STG Unit staff at Reception Centers, who may be assisted by other case staff as deemed appropriate.
- 1.6 The inmate shall be present throughout the hearing unless substantial reasons exist that preclude the inmate's presence.

- 1.6.1 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 Notification of STG Committee Hearing form. If the inmate refuses to sign the notification, the refusal shall be documented on the form and witnessed by a second staff signature.
- 1.6.2 The hearing shall be conducted without the inmate present if the inmate's behavior is disruptive. The inmate's absence and the reasons for the inmate's absence shall be documented on the inmate signature line of the Result of STG Validation Hearing form.
- 1.7 After hearing the SSU/STG Unit and inmate presentations the STG Validation Committee, shall determine whether:
  - 1.7.1 If the suspect is validated, the SSU Coordinator shall.
    - 1.7.1.1 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.
    - 1.7.1.2 Complete an STG Validation Notification to Classification, Form 806-7, and forward it to the institution Classification staff for action.
    - 1.7.1.3 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.
  - 1.7.2 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.
- 1.8 If the suspect is validated, the STG Validation Committee shall ensure the inmate selects one of the following options:
  - 1.8.1 Renunciation of the STG membership; advising that renouncement is subject to the satisfactory completion of a formal debriefing by STG Unit staff.
  - 1.8.2 Acceptance of the validation, but refusal to renounce STG membership. The STG Classification Notification form shall be completed.
  - 1.8.3 Appeal of the validation to the STG Appeals Committee. The STG Classification Notification form shall be completed.
- 1.9 If the inmate elects to renounce the STG membership, the STG Validation Committee shall forward the Validation Packet to the STG Unit, through the Complex SSU Coordinator, for purposes of conducting the debriefing. A hold shall be placed on the inmate's movement by Central Classification.
- 1.10 STG Unit staff shall:
  - 1.10.1 Conduct and coordinate the debriefing and prepare a debriefing report and an assessment memo within 30 business days of receiving the Validation Packet.

- 1.10.2 Forward the assessment memo to the STG Validation Committee, through the Complex SSU Coordinator, within ten business days of the debriefing.
- 1.10.3 Forward written recommendations to the STG Validation Committee for final disposition at its next meeting.
- 1.11 Upon receipt of the assessment memo, the STG Validation Committee shall:
  - 1.11.1 Render a decision whether or not to accept the renunciation.
  - 1.11.2 Complete the Results of STG Validation Hearing form and STG Validation Notification to Classification form.
  - 1.11.3 Forward the forms to the SSU Coordinator, who shall notify the Deputy Warden and inmate and make the appropriate AIMS entries.
  - 1.11.4 Meet as often as necessary to expedite the business of the Committee.
- 1.12 The Deputy Warden shall:
  - 1.12.1 Immediately initiate the Protective Custody process.
  - 1.12.2 Ensure that an STG Classification Notification form is initiated and refer the inmate back to classification.
- 1.13 If the STG Validation Committee does not accept the Validation Debriefing results, the inmate shall be advised that:
  - 1.13.1 The rejection may be appealed to the STG Appeals Committee as outlined in section 806.05, Appeals.
  - 1.13.2 Only the reasons for the rejection of the debriefing may be appealed.
- 1.14 If the inmate elects to appeal the rejection, the Validation Packet shall be forwarded, through the Complex SSU Coordinator, to the STG Appeals Committee to hear the appeal. A hold shall be placed on the inmate's movement by Central Classification.
- 1.15 If the inmate does not appeal:
  - 1.15.1 Central Classification shall be advised to remove the movement hold.
  - 1.15.2 The Validation Packet shall be forwarded through the SSU Coordinator to the Deputy Warden who shall determine whether the Protective Custody process needs to be initiated.
- 1.16 If the inmate accepts validation, but does not elect to renounce, the STG Validation Committee shall refer the Validation Packet through the Complex SSU Coordinator to the Deputy Warden.
- 1.17 The STG Validation Committee's written findings shall include:
  - 1.17.1 A statement of the factual circumstances that support validation or the lack of validation.
  - 1.17.2 The identity of any witnesses, excluding confidential informants, their respective testimony and the reason(s) why the testimony was considered.

- 1.17.3 A description of each exhibit, document or other evidence considered with a brief statement of its significance.
- 1.17.4 A summary of the inmate's testimony and/or statements presented.

## **806.05 APPEALS**

- 1.1 If the inmate elects to appeal validation, the STG Validation Committee Chair shall explain the following appeal process.
  - 1.1.1 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.
    - 1.1.1.1 Inmates may appeal only those specific reasons why they were validated.
    - 1.1.1.2 Appeals shall consist of not more than two pages per reason for validation.
    - 1.1.1.3 Information deemed not relevant by the STG Appeals Committee shall not be considered.
  - 1.1.2 All appeals shall be stamped with the date and time it was received.
  - 1.1.3 The Complex SSU Coordinator shall:
    - 1.1.3.1 Not consider appeals received after time frames and, without action, return the appeal to the inmate using the Inmate Response form.
    - 1.1.3.2 Forward the appeal and all documents received within time frames to the Warden.
  - 1.1.4 The Warden shall, within five business days of receipt:
    - 1.1.4.1 Review the case documents for completeness.
    - 1.1.4.2 Sign and date the packet.
    - 1.1.4.3 Forward the packet to the STG Appeals Committee.
  - 1.1.5 The STG Appeals Committee shall:
    - 1.1.5.1 Hear the appeal and render a decision within 20 business days of receiving the packet.
    - 1.1.5.2 Return an appeal received after time frames have expired to the inmate without action using the Inmate Response form.
    - 1.1.5.3 Consider for appeal only the criteria and reasons the inmate is appealing their validation. See 1.1.1.1 of this section.
  - 1.1.6 The Committee's decisions are final. No further appeal action will be considered.
- 1.2 Validation/De-Briefing Appeals - Whether or not the STG Appeals Committee upholds the validation or debriefing appeal:

- 1.2.1 The findings shall be documented by the STG Validation Committee.
  - 1.2.1.1 The Chair shall prepare a "Memorandum For Record" documenting the results of the hearing.
  - 1.2.1.2 The original memorandum shall be placed in the Validation Packet. A copy shall be forwarded to the SSU Coordinator.
- 1.2.2 The STG Appeals Committee shall:
  - 1.2.2.1 Prepare an Inmate Letter Response 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.
  - 1.2.2.2 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.
  - 1.2.2.3 Return the inmate to suspect status:
    - 1.2.2.3.1 When a validation appeal is upheld. The SSU Coordinator shall make an entry code "S" on the AIMS/STG screen.
    - 1.2.2.3.2 When a debriefing appeal is upheld. The SSU Coordinator shall make an entry code "D" on the AIMS/STG screen.
- 1.3 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. A Classification Notification form shall be submitted to the institution Classification staff by the SSU Coordinator.
- 1.4 The Validation Packet shall be resubmitted for validation as soon as the additional information is obtained.

#### **806.06 STG MEMBER DEBRIEFING**

- 1.1 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:
  - 1.1.1 Convince the Department that the inmate has withdrawn from the STG.
  - 1.1.2 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.
  - 1.1.3 Provide sufficient information to determine if the inmate may require protection from other STG members or suspects.
- 1.2 Debriefings shall be conducted only by STG Unit staff. However, the SSU Coordinator and others may be invited to participate at the discretion of the STG Manager. Under no circumstances shall any staff member make an audio or visual recording of a debriefing.

- 1.3 The STG Identifying Questionnaire shall be used to conduct the debriefing.
- 1.4 Upon conclusion of the debriefing, the STG Unit staff shall:
  - 1.4.1 Have the inmate sign and date the questionnaire attesting to the contents.
  - 1.4.2 Sign and date the document.
  - 1.4.3 Forward relevant security issues to the unit Deputy Warden or designee.
- 1.5 The debriefing assessment memo shall be returned to the STG Validation Committee, through the SSU Coordinator. The debriefing assessment memo shall include:
  - 1.5.1 Recommendations regarding the accuracy of the information provided.
  - 1.5.2 An evaluation of whether the report meets appropriate standards of acceptability.

## **806.07 CLASSIFICATION AND MANAGEMENT**

- 1.1 A validated STG member who has refused to renounce shall be:
  - 1.1.1 Assigned a custody level of maximum in accordance with the Classification Technical Manual.
  - 1.1.2 Ineligible for subsequent custody reductions.
  - 1.1.3 Assigned to a Browning Unit for males or Special Management Area (SMA) for females.
  - 1.1.4 Ineligible for restoration of forfeited time credits.
  - 1.1.5 Ineligible for rescission of Parole Class III time.
  - 1.1.6 Ineligible for emergency escorted leave.
  - 1.1.7 Ineligible for Work Incentive Pay Plan wages in excess of \$.20 per hour.
  - 1.1.8 Reviewed by the unit Classification staff in accordance with the maximum custody due process time frames outlined in Department Order #801, Inmate Classification.
  - 1.1.9 Permitted to renounce and debrief at any time. An inmate who subsequently requests to debrief shall be entered into the debriefing process.
- 1.2 To become eligible for custody reductions and housing status changes, a validated STG member shall complete one of the following conditions:
  - 1.2.1 Successfully renounce STG membership. SSU Coordinators shall notify the Central Office STG Supervisor and Offender Operation's, Security Operations Administrator or designee by memorandum of all inmates who request to debrief.
  - 1.2.2 Or, satisfactorily complete the STG Step-Down Program, as outlined in section 806.08.
- 1.3 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.

- 1.4 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 806.03, Individual Validation. If re-validated, the inmate shall:
  - 1.4.1 Be placed in Browning Unit or 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.
  - 1.4.2 An inmate that is re-validated shall be permitted to debrief after a four year period starting from the re-validation date.
- 1.5 Validated STG members who renounce membership and satisfactorily participate in debriefing:
  - 1.5.1 Shall be placed in Protective Custody (PC) status under the provisions of Department written instructions governing Protective Custody.
  - 1.5.2 Classification staff shall review the Debriefed STG members for eligibility of lower custody housing based upon established criteria.
    - 1.5.2.1 When the inmate is eligible for lower custody, Central Classification shall submit a request to the STG Unit to initiate a further investigation, which shall include one or more polygraph examinations.
    - 1.5.2.2 The STG Unit shall coordinate the polygraph examination and forward a copy of the written results to Central Classification.
    - 1.5.2.3 No debriefed STG member shall be housed with any other inmate until successfully completing a polygraph examination.
    - 1.5.2.4 Debriefed inmates who:
      - 1.5.2.4.1 Pass the polygraph examination and remain eligible for close custody placement shall be eligible for transfer to the appropriate PC facility.
      - 1.5.2.4.2 Fail the polygraph examination shall not be eligible for transfer and shall be required to pass two consecutive polygraph examinations, which may be administered not less than six months after the failed polygraph. If the inmate fails consecutive polygraph examinations, future tests shall be administered in not less than a twelve month cycle.
  - 1.5.3 May request out-of-state placement under the provisions of the Interstate Corrections Compact, as outlined in Department Order #1004, Inmate Transfer System.
- 1.6 Validated or suspect STG members released from the Department's custody, including those released through Community Corrections, shall retain their status.
- 1.7 Upon a validated STG member's return to custody, STG/SSU Unit staff shall request that the appropriate criminal justice agencies provide an individualized status and threat assessment.

- 1.8 If a released inmate returns to the custody of the Department, the inmate shall:
  - 1.8.1 Retain the STG status held at the time of release.
  - 1.8.2 Be housed and managed consistent with their STG status and section 806.07 of this Department Order.
- 1.9 Upon taking final action on an STG validation:
  - 1.9.1 The institution Classification staff shall forward a copy of the disposition to the STG Unit record repository.
  - 1.9.2 The STG Unit shall review the case documents to ensure the AIMS entries reflect the current status of the inmate.
- 1.10 Offender Operations shall maintain a secure data base that:
  - 1.10.1 Tracks the status of all validated STG members, to include those who appeal findings and successfully debrief.
  - 1.10.2 Interfaces with AIMS to ensure that the status of all STG members remain current.
- 1.11 The STG Unit shall provide weekly status reports to Offender Operations concerning those inmates engaged in the debriefing process.

#### **806.08 STG STEP-DOWN PROGRAM PROCEDURE**

- 1.1 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.
- 1.2 A validated STG member shall:
  - 1.2.1 Notify Department staff in writing of their desire to participate in the Step-Down Program.
  - 1.2.2 To be eligible to participate in the Step Down Program, have successfully completed a 24 month period where:
    - 1.2.2.1 They have not participated in any documented gang activity.
    - 1.2.2.2 They have no documented incidents of:
      - 1.2.2.2.1 Assaultive and/or violent behavior, extortion, or threats towards staff or other inmates, or weapons violations.
      - 1.2.2.2.2 Violations involving cell phone/cell phone accessory and/or any unauthorized form of communication.
      - 1.2.2.2.3 Violations of drug usage, drug and/or drug paraphernalia possession, or drug conspiracy.
      - 1.2.2.2.4 Any participation in a Security Threat Group activity, to include supporting, encouraging and acknowledging gang activity.

- 1.2.2.3 They have successfully completed a polygraph examination that is specific in nature concerning the inmate's intent of participating in the program.
- 1.3 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.
- 1.4 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. STG inmates may be eligible to participate in the Step-Down Program which consists of three phases at 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.
  - 1.4.1 Reintegration Phase I - During this phase the inmate will participate:
    - 1.4.1.1 With Department Mental Health staff and the Inmate Reintegration Team (IRT) for screening and evaluation of appropriateness for program participation.
    - 1.4.1.2 In the STG Program that consists of general evidence based programs that include:
      - 1.4.1.2.1 Cultural Diversity.
      - 1.4.1.2.2 General Education Diploma (GED), if required.
      - 1.4.1.2.3 Introduction to the Cognitive Thinking.
      - 1.4.1.2.4 Beginning treatment programs, as identified by the individual inmate's IRT.
      - 1.4.1.2.5 Adherence to all Department Orders, rules and procedures.
  - 1.4.2 Reintegration Phase II – During this phase the inmate will participate in the following:
    - 1.4.2.1 Completing the job assignments of Pod Porter (individually) outside of cell and unrestrained.
      - 1.4.2.1.1 Individual walks to and from the shower (in pod) unrestrained.
      - 1.4.2.1.2 Individual walks to and from the recreation (in pod) unrestrained.
    - 1.4.2.2 Beginning peer group interaction (Town Hall Meetings) in separate non-contact cells in open groups to include:

- 1.4.2.2.1 Participation in restorative justice programming with complex and Department staff interaction (reviewed and approved by IRT Team) involving activities.
- 1.4.2.2.2 Completion of the ICVC program.
- 1.4.2.3 Participating in treatment programs as identified by their IRT.
- 1.4.3 Reintegration Phase III – During this Phase the inmate will participate in:
  - 1.4.3.1 Educational activities as identified by their IRT.
  - 1.4.3.2 Two person recreation periods.
  - 1.4.3.3 Enroll and complete the Substance Abuse Education.
  - 1.4.3.4 Job assignments.
  - 1.4.3.5 Conflict Resolution.
  - 1.4.3.6 Domestic Violence.
  - 1.4.3.7 One meal each day unrestrained, in pod with other step-down inmates.
  - 1.4.3.8 Continuing treatment programs as identified by their IRT.
  - 1.4.3.9 Discussion of transition needs for inmates going to a reduced custody level, such as developing an individual Corrections Plan.
  - 1.4.3.10 Graduation with presentation of completion certificate of Browning Unit Phases.

## **806.09 COMPLETION OF THE STG STEP-DOWN PROGRAM AT BROWNING UNIT**

- 1.1 The Step-Down Program review process shall be completed within 18 months of the date of entry into the program. The inmate shall:
  - 1.1.1 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.
  - 1.1.2 Complete all positive programming as identified by the IRT members during Phases 1 through 3.
  - 1.1.3 Refrain from disciplinary behavior that changes the inmate's classification or housing assignment.
- 1.2 Upon successful completion of the 18-month Step-Down Program review process the inmate may:
  - 1.2.1 Be eligible for transition transfer out of Browning Unit to a designated close custody general population unit.

1.2.2 Continue program participation by enrolling, attending, and successfully completing available programs identified in the inmate individual corrections plan.

1.3 Staff shall make entries on AIMS to identify inmates that are in the Step-Down Program under their STG code as "Validated Monitored".

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

1.1 During the week prior to Step-Down, with inmates arriving at the designated Close Custody Unit, the following shall occur:

1.1.1 Designated Unit shall create vacancies through statewide movement to accommodate pending Step-Down arrivals.

1.1.2 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.

1.1.3 Staff from the Designated Unit shall meet with the Step-Down inmates at 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.

1.1.4 Visitation staff from the Designated Unit shall audit the Step-Down inmates' visitation files to ensure a smooth transition to contact visitation.

1.2 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 Four in the Step-Down Program.

1.3 Week One activities shall include, at a minimum, the following:

1.3.1 Browning Unit and receiving unit SSU staff shall serve as the transportation team on the designated Monday morning.

1.3.2 Designated Unit intake shall consist of normal procedures, to include:

1.3.2.1 Strip search and BOSS chair utilization.

1.3.2.2 Medical and mental health staff contact to ensure continuity of care.

1.3.2.3 SSU interview.

1.3.2.4 Unit orientation class and tour.

1.3.2.5 Issuance of property.

1.3.2.6 Issuing of bed roll, clothing, and hygiene products as necessary.

1.3.2.7 Escort to cell by SSU staff or Unit Captain/designee. All arriving Step-Down inmates shall be housed in a specified area.

- 1.3.3 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.
  - 1.3.3.1 Meals will be served in the dining hall. The turnout shall be separate from the rest of the Close Custody inmates.
  - 1.3.3.2 Recreation periods shall be conducted separately from the rest of the Close Custody inmates.
  - 1.3.3.3 One four-hour contact visit shall be accommodated on a week day.
  - 1.3.3.4 Daily contact from assigned CO III and targeted enrollment into programs identified as needed by the Step-Down inmate's corrections plan.
  - 1.3.3.5 On the Friday of week one a unit management meeting/townhall shall occur with the following in attendance:
    - 1.3.3.5.1 All new arrival Step-Down inmates.
    - 1.3.3.5.2 Deputy Warden/Associate Deputy Warden.
    - 1.3.3.5.3 Captain.
    - 1.3.3.5.4 CO IVs.
    - 1.3.3.5.5 CO IIIs.
    - 1.3.3.5.6 SSU staff.
- 1.4 Week Two activities shall include, at a minimum, the following:
  - 1.4.1 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.
  - 1.4.2 Meals shall be served in the dining hall. The turnout shall be with other Close Custody inmates assigned to the same Pod only.
  - 1.4.3 Recreation periods shall be conducted separately from the rest of the Close Custody inmates.
  - 1.4.4 One four-hour contact visit shall be accommodated on a week day.
  - 1.4.5 Daily contact from the assigned CO III. Step-Down inmates shall begin programs identified by their corrections plan.
  - 1.4.6 Each Step-Down inmate shall have their individual educational needs assessed by the Education Department and be enrolled into the needed programs (not all inmates will have this need).
  - 1.4.7 On Friday of week two a unit management meeting/townhall shall occur in the same manner as week one.

- 1.5 Week Three activities shall include, at a minimum, the following:
  - 1.5.1 Inmate movement during week three shall be conducted by shift staff. Step-Down inmates shall attend all unit activities on normal unit schedules.
  - 1.5.2 Meals shall be served in the dining hall. Turnout shall be with other Close Custody inmates from their assigned living areas.
  - 1.5.3 Recreation periods shall be with other Close Custody inmates from their assigned living area.
  - 1.5.4 Step-Down inmates shall begin to visit per the unit visitation schedule.
  - 1.5.5 Daily contact from assigned CO III and continue with enrolled programming.
  - 1.5.6 Begin education classes as needed to fulfill requirements, such as ABE and GED.
  - 1.5.7 Complete job applications and be assigned to a job.
  - 1.5.8 On Friday of week three a unit management meeting/townhall shall occur in the same manner as weeks one and two.
  
- 1.6 Week Four activities shall include, at a minimum, the following:
  - 1.6.1 Inmate movement during the fourth week shall be conducted by shift staff. Step-Down inmates shall attend all unit activities on normal unit schedules.
  - 1.6.2 Meals, recreation and visitation shall continue per unit schedules. Turnouts will be done with other Close Custody inmates from their assigned living areas.
  - 1.6.3 Daily contact from assigned CO III and continue with enrolled programming and educational programs.
  - 1.6.4 Begin employment with the expectation that continued employment is a must. Job evaluations of 'Satisfactory' or above are required.
  - 1.6.5 Movement of Step-Down inmates to other buildings within the Designated Unit.
  - 1.6.6 On Friday of week four a unit management meeting/townhall shall occur in the same manner as weeks one, two and three. Opportunities for improvement in the transition process will be on the agenda.
  
- 1.7 After Phase Four is completed and a successful transition to a close custody unit has occurred, Phase Five begins. Phase Five is an indefinite period of monitoring for Step-Down inmates. 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 IV's on a monthly basis. Below are the minimum monitoring activities that will be conducted on all STG Step-Down inmates:
  - 1.7.1 Target cell search list.
  - 1.7.2 Mail Scan, in compliance with Close Custody unit procedures for arriving and departing mail.

- 1.7.3 Phone call monitoring.
- 1.7.4 Targeted Urinary Analysis list.
- 1.7.5 Periodic SSU interviews.

#### **806.11 REMOVAL/TERMINATION FROM THE STG STEP-DOWN PROGRAM**

- 1.1 All recommendations for the removal from the program shall be approved by the STG Validation Committee and may be appealed by the inmate to the STG Appeals Committee.
- 1.2 Inmates shall be removed or terminated from the Step-Down Program upon confirmation that the inmate has violated any of the criteria outlined in section 806.08, 1.2.2.2 and 806.09, 1.1.1 through 1.1.2.
- 1.3 Inmates who are terminated from the Step-Down Program due to direct involvement in STG activity or for any reason deemed appropriate by the STG Validation committee during the inmate's placement in the Step-Down Program shall be required to serve a minimum of two years under validated status before they are eligible to participate in the Step-Down Program.

#### **806.12 RECORD REPOSITORY**

- 1.1 The STG Unit Manager 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.
- 1.2 Validation Packets for all completed appeals shall be forwarded to the Record Repository.
- 1.3 Suspect Files of inmates who have been released from custody shall be:
  - 1.3.1 Sealed and marked confidential when completed.
  - 1.3.2 Forwarded to the Record Repository via the SSU Coordinator.
  - 1.3.3 Documented on the appropriate AIMS STG screen by the STG Coordinator.

#### **806.13 RETURN TO CUSTODY** - Upon return of STG Validated and Suspect inmates to custody on a recommitment, new charge or violator status, intake staff shall:

- 1.1 Contact SSU staff, who shall verify prior STG status through the AIMS STG screen.
- 1.2 Contact the Record Repository to request activation of the inmate's Suspect Files.

## **IMPLEMENTATION**

Within 90 days of the effective date of this Department Order the Division Director for Offender Operations, in consultation with the Inspector General, shall develop and implement a GRITS Technical Manual. STG Unit staff, in coordination with Offender Operations and Staff Development and Training shall develop and deliver STG specific training.

## DEFINITIONS

**CERTIFICATION** - The formal designation of a club, group, gang or organization as an STG by the Director, based upon an STG Unit Threat Assessment.

**COMPLEX SPECIAL SECURITY UNIT (SSU) COORDINATOR** - A Lieutenant designated by the Warden, or the STG Unit Investigator designated by the Inspector General, assigned to oversee STG member validation activity on either a full or part-time basis.

**CRIMINAL STREET GANG** - An ongoing formal or informal association of persons whose members or associates, individually or collectively, engage in the commission, attempted commission, facilitation or solicitation of any felony act, and that has at least one individual that is a criminal street gang member, as defined in ARS 13-105, Criminal Code Definitions.

**CRIMINAL STREET GANG MEMBER** – An individual to whom two of the following seven criteria apply, indicating street gang membership:

- Self-proclamation.
- Witness testimony or official statement.
- Written or electronic correspondence obtained from or provided by outside criminal justice agencies.
- Paraphernalia or photographs.
- Tattoos.
- Clothing or colors.
- Any other reliable indication of street gang membership.

**DEBRIEFED** - An inmate that has successfully renounced and completed the debrief program.

**DEBRIEFING** - The process in which an STG Unit staff member, using the STG Identifying Questionnaire, documents the claim of an STG member that he/she is no longer a member of an STG.

**DEMONSTRATED HISTORY** - Previous acts of violence, security or safety threatening behavior, criminal enterprise, or disruptive actions. Such acts may be documented by any of the following:

- Investigative records.
- Disciplinary reports.
- Court records.
- Staff information.
- Confidential informant information.
- Verified news media accounts.
- Self-admission.
- Interagency information/intelligence sharing.
- Historical data from other jurisdictions.

**GANG RELATED INMATE TRACKING SYSTEM (GRITS)** - An AIMS program designed to identify all gang members for classification, validation, security concerns and to assist management in the control of disruptive, predatory inmates with gang affiliations. GRITS is designed to initiate the validation process from the community through the county jails, the Department's Reception Centers and to prison complexes/units.

**INMATE REINTEGRATION TEAM (IRT)** – An inter-disciplinary team designated to manage the Step-Down Program consisting of one sergeant, one CO III, assigned CO IIs , a mental health provider and a dedicated educational staff member.

**RECORD REPOSITORY** - An area designed by the STG Manager designated to maintain STG Validated and Suspect Files.

**RENUNCIATION** - The process in which a validated STG member agrees to renounce STG affiliation, successfully completes a debriefing, and is considered a former member.

**SECURITY THREAT GROUP (STG)** - Any organization, club, association or group of individuals, either formal or informal (including traditional prison gangs), that may have a common name or identifying sign or symbol, and whose members engage in activities that include, but are not limited to: planning, organizing, threatening, financing, soliciting, committing or attempting to commit unlawful acts or acts that violate the Department's written instructions, which detract from the safe and orderly operation of prisons. Such activities may include interaction with non-inmates. Examples include: family members, other relatives, former inmates and other "street" associates.

**SECURITY THREAT GROUP (STG) APPEALS COMMITTEE** - A committee appointed by the Director, consisting of representatives from Offender Operations (Chair), Offender Services and the STG Unit. The committee shall convene as necessary to review STG Threat Assessments and/or other appropriate certification information, to forward recommendations to the Director regarding STG certification and to hear individual validation-related appeals.

**SECURITY THREAT GROUP (STG) MEMBER VALIDATION PACKET** - A standard file of information on validated or suspect STG members and their activities, gathered for the purpose of determining STG status. This packet is available for staff on a need-to-know basis. Each file shall contain a completed Security Threat Group (STG) Worksheet and supporting documentation that may include, but is not limited to:

- Incident Management System Reports.
- Use of Force Reports.
- Significant Incident Reports.
- Information Reports.
- Copies of letters or memoranda.
- Transcripts of telephone calls.
- Photographs.
- Disciplinary Reports.
- Criminal investigation reports.
- Any other physical evidence.
- Information obtained from other criminal justice agencies.

**SECURITY THREAT GROUP (STG) UNIT** - Inspector General's staff who:

- Assist in the preparation of STG Threat Assessments at prison complexes/stand-alone units.
- Assist in the preparation of individual Validation Packets at Reception Centers.
- Conduct debriefings of renounced STG members and suspects.

**SECURITY THREAT GROUP (STG) VALIDATION COMMITTEE** - A committee of Wardens, Deputy Wardens, or Administrators as selected by the Division Director for Offender Operations, to conduct STG validation hearings. The senior member shall chair the committee.

**SPECIAL SECURITY UNIT (SSU)** - Correctional Officer series staff at institutions that collect, assimilate and document supporting information concerning STG certification and individual validation packets.

**STEP-DOWN PROCEDURE** - A monitored program for active inmates, who have been validated as members of a Department certified STG, to remove themselves from active STG status by demonstrating that they are no longer involved in STG activity.

**STEP-DOWN TRANSITION TEAM** – Staff members that have been screened and selected by the unit Deputy Warden to work exclusively with the STG Step-Down inmates during the four week STG Transition Phase. The transition team shall have the following as members: Deputy Warden, Associate Deputy Warden, Captain, CO IV, Assigned CO III, four Day Shift CO II positions, four Swing Shift CO II positions, four Graveyard Shift CO II positions, and SSU. The STG Step-Down Transition Team selection criteria consists of past experience working with prior STG Step-Down inmates and/or supervisor recommendation.

**SUSPECT FILE** - Confidential information file compiled by SSU staff consisting of Information Reports, photographs, symbols, documents, publications, court records, contacts, associates, confidential informant information, membership lists, media and other agency information. Suspect File information shall be compiled as part of the investigative process and shall be used by SSU staff to validate STG suspects in accordance with criteria on the Security Threat Group (STG) Worksheet form.

**THREAT ASSESSMENT** - The process used by the STG Unit to document the security threat that a particular group, club, organization or gang may pose to a healthy, safe and secure prison environment for staff, inmates and the public.

**VALIDATION** – An objective process by which:

- An inmate is determined to be, or to have been, an active member of an STG.
- The level of involvement of an inmate in an STG is determined. See the Security Threat Group (STG) Worksheet form.
- SUSPECTED STATUS - An inmate suspected of being an STG member and is being monitored pending validation of the 14 criteria contained in the Security Threat Group (STG) Worksheet. The documented assignment of a minimum of two points in at least one criteria on the Security Threat Group (STG) Worksheet is necessary.
- VALIDATED STATUS - An inmate that has accrued ten or more points in two or more validation criteria and has had the information presented before a Validation Committee.
- VALIDATED PENDING APPEAL - An inmate that has been validated by the Validation Committee and has elected to appeal the validation results to the Appeals Committee.
- VALIDATED PROCESS OF DEBRIEFING - An inmate that has been validated by the Validation Committee and has elected to renounce and participate in the debriefing program.

- VALIDATED MONITORED - An inmate that has been validated by the Validation Committee and has elected to participate in the STG Step-Down process.
- DEBRIEFED - An inmate that has successfully renounced and completed the debriefing program.

{Original Signature on File}

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Charles L. Ryan  
Director

**FORMS LIST**

- 806-1, STG Identifying Questionnaire (3 pages)
- 806-2, Hearing Notification/ STG Validation
- 806-3, Security Threat Group (STG) Worksheet (5 pages)
- 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/Quarterly Review