

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 02/26/2015	NUMBER 04.04.113
SUBJECT SECURITY THREAT GROUPS		SUPERSEDES 04.04.113 (11/01/10)	
		AUTHORITY MCL 791.203, MCL 750.411u, MCL 750.411v	
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POLICY STATEMENT:

Effective monitoring of Security Threat Group (STG) activity assists in the prevention of violence and ensures the overall security of the facility. The strategic intelligence gained through monitoring is critical to understanding the group dynamics involved in the introduction of contraband, escape plots, and violence related to disputes, debt collection, and other STG influenced activities. Prisoners who are identified as members of a STG shall be managed in a uniform manner in order to provide a safe and secure environment for prisoners, staff and facility operations.

POLICY:

DEFINITIONS

- A. Inactive Status: A formerly designated STG I or STG II member who shall be monitored for potential STG activity.
- B. Security Threat Group (STG): A STG is a group of prisoners designated by the Director as possessing common characteristics which distinguish themselves from other prisoners or groups of prisoners and which, as an entity, pose a threat to staff or other prisoners or to the custody, safety and security of the facility.
- C. STG I: An offender who has been verified and designated through gathered intelligence, information and/or activity to be an active member of a STG.
- D. STG II: STG members who pose a greater threat to the safety and security of the facility and/or public. These members have been identified as holding a position of influence, enforcer or recruiter of a STG.
- E. Suspected STG Member: An offender who has not been designated as a STG member, but is being monitored as a STG associate, is connected to and/or interacts with known STG members, is involved in STG related activity, or is in possession of STG materials.

GENERAL INFORMATION

- F. In order to proactively manage STGs, staff must be aware of methods of identification, the threat characteristics of the various STGs, management strategies, and tools to be used to manage such prisoners.
- G. It is crucial that STG monitoring be conducted in accordance with applicable Department policies, including PD 04.07.112 "Prisoner Personal Property" as to confiscation of property, and for confiscation and/or rejection of written material, PD 05.03.118 "Prisoner Mail."

SECURITY THREAT GROUP COORDINATOR

- H. The Manager of the Emergency Management Section (EMS), Operations Division, Correctional Facilities Administration (CFA) is responsible for the compilation, dissemination and sharing of STG information as well as the coordination of all Department STG tracking and monitoring.
- I. Each Warden shall designate at least one STG Coordinator for the institution. The STG Coordinator will establish a local STG team of employees for the purpose of monitoring STG activity and to assist the STG Coordinator with investigation and management of STG prisoners. The Warden responsible for each reception facility also shall designate a Transcase/Reentry Processor as the local STG Coordinator for the reception facility. Each Warden or designee shall provide the EMS Manager or

designee the name of the employee assigned as the local STG Coordinator and provide updates as changes occur. The local STG Coordinator will similarly notify the EMS Manager of the names of the STG team members. Local STG Coordinators will be required to attend training as determined by the EMS Manager.

- J. Each local STG Coordinator shall submit a monthly statistical report for his/her respective area of responsibility to the EMS Manager or designee.

IDENTIFICATION OF SECURITY THREAT GROUPS

- K. Factors which shall be utilized in the identification of a STG include, but are not limited to the following:
1. History and purpose of the group;
 2. Organizational structure of the group;
 3. Propensity for violence or specific violent acts or intended acts which can reasonably be attributed to the group;
 4. Illegal or prohibited acts which can be attributed to the group;
 5. Demographics of the group, including group numbers, pattern of expansion (i.e. recruitment) or decline in group membership;
 6. Existence of any written material that displays group symbols, bylaws, chain-of-command, membership lists, etc.;
 7. Specific illegal or unauthorized acts, including the intention or conspiracy to commit such acts, that can be associated with the group;
 8. Any other relevant information which appears to have identifying characteristics (e.g. monikers, tattoos, self-admission);
 9. Having defined membership Criteria which includes but is not limited to the items listed on the Security Threat Group Member Identification form (CSJ-102).
- L. Staff shall document evidence of STG activity on the Security Threat Group Informational Report (CAJ-400) and forward it to the local STG Coordinator for review. If the local STG Coordinator believes the group may be a STG, the following shall occur:
1. The local STG Coordinator shall submit a report to the Warden who shall review and forward the report to the EMS Manager or designee. The report shall include all information which led to identifying the group as a STG. All supporting documentation, including photographs, shall be attached to the report.
 2. The EMS Manager shall review the report and make a recommendation whether to designate the group as a STG and forward to the Operations Administrator, CFA, for review.
 3. The Operations Administrator, CFA or designee shall review the recommendation and if s/he concurs, forwards the report and recommendation to the CFA Deputy Director for review and approval. If the CFA Deputy Director concurs with the recommendation, the report and recommendation shall be forwarded to the Director.
 4. The Director shall determine whether to designate a group as a STG. The EMS Manager or designee shall be notified of the decision through the appropriate chain of command.
 5. The EMS Manager or designee shall ensure all reports are retained for purposes of group monitoring and to ensure uniformity and consistency in the review and designation process.
- M. The EMS Manager or designee shall ensure written notification of the decision whether to designate a

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group as a STG, along with pertinent identifying information of each STG, is provided to all Wardens, local STG Coordinators, other staff, and outside agencies as deemed appropriate.

DESIGNATION OF PRISONER AS STG MEMBER

- N. Methods of identifying STG membership or involvement in STG related activities include but are not limited to the following:
1. Possession or display of items relating to membership or activities in a STG (e.g. STG by-laws, chain-of-command, membership lists, symbols, colors or pictures);
 2. Self-admission;
 3. Identification in a STG membership roster;
 4. Association with STG members;
 5. Tattoos associated with a STG;
 6. Documentation obtained identifying STG related activity or associations by reviewing "J-Pay" records, telephone recordings, "Securepak", Trust accounting or as evidence by other means of investigation.
- O. Field Operations Administration (FOA) field agents shall include any evidence of gang or STG activity when preparing a Presentence Investigation Report (CFJ-145) as set forth in PD 06.01.140 "Pre-Sentence Investigation and Report."
- P. All newly committed prisoners shall be screened for gang and STG activity by reception facility staff. This shall include a review of information contained in the Presentence Investigation Report (CFJ-145), Sheriff's Questionnaire for Delivered Prisoners, and any other available documents. Any gang involvement shall be documented in the Basic Information form (CSX-104). A prior designation as a STG member also shall be documented on the Basic Information form and entered into the Department's computerized database.
- Q. Staff shall use the Security Threat Group Informational Report (CAJ-400) to convey information on suspected prisoner involvement in STG activity and shall forward the form to the local STG Coordinator.
- R. A prisoner's designation as a STG member shall be noted on all Transfer Orders (CSJ-134) as set forth in PD 05.01.140 "Prisoner Placement and Transfer." Prior to transfer, Transfer Coordinators for the sending facility shall notify the local STG Coordinator of the receiving facility that the prisoner is being transferred.

Designation as STG I Member

- S. If a local STG Coordinator believes there is sufficient information for a prisoner to be designated a STG I member, s/he shall complete the Security Threat Group (STG) Member Identification form (CSJ-102). The local STG Coordinator shall interview the prisoner, which shall include a review of the information contained on the form. If the prisoner renounces membership in the STG, and the local STG Coordinator finds the prisoner to be credible, s/he shall have the prisoner sign the Security Threat Group Renunciation/Removal form (CSJ-128). The Security Threat Group (STG) Member Identification form (CSJ-102) for designation of the prisoner as a STG I member shall not be processed. If the prisoner does not fully cooperate and/or complete all documentation during the renunciation request, they are ineligible for renunciation. In all other cases, the local STG Coordinator shall forward the completed Security Threat Group (STG) Member Identification form (CSJ-102) and all supporting documentation to the EMS Manager or designee for review prior to any STG related transfer.
- T. The EMS Manager or designee shall make the final determination on whether to designate the prisoner as a STG I member and shall complete the Security Threat Group (STG) Member Identification form (CSJ-102). The EMS Manager shall ensure a copy of the completed form is sent to the appropriate Warden or designee. The Warden or designee shall ensure a copy is placed in the prisoner's Record

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Office and Counselor files and that a copy is provided to the prisoner, the local STG Coordinator, and other staff, as appropriate.

- U. If a prisoner who has renounced STG membership by signing the Security Threat Group Renunciation/Removal form (CSJ-128) engages in subsequent STG activity, the local STG Coordinator shall again interview the prisoner but shall not offer the prisoner another opportunity to renounce membership. The local STG Coordinator shall complete the Security Threat Group (STG) Member Identification form (CSJ-102) and shall forward the completed form and all documentation to the EMS Manager for processing as set forth above.
- V. If the local STG Coordinator believes a prisoner should be designated as a STG I member, he/she shall forward the Security Threat Group (STG) Member Identification form (CSJ-102) and all supporting documentation to the EMS Manager or designee. The EMS Manager or designee shall make a final determination whether to designate the prisoner as a STG I member.

Designation as STG II Member

- W. A prisoner can be designated as a STG II member under any of the following circumstances:
 1. The prisoner is currently designated a STG I member and is subsequently found guilty of a Class I or Class II misconduct for behavior related to STG activity, as determined by the EMS Manager or designee;
 2. The prisoner is currently designated STG I member, or was previously designated STG I member but had that designation removed, and currently presents a threat to the safety of staff or other prisoners or to the order and security of the facility due to STG activities, as determined by the EMS Manager or designee or;
 3. The prisoner is identified as a leader, enforcer, or recruiter in a STG.
- X. If the local STG Coordinator believes a prisoner should be designated as a STG II member pursuant to Paragraph W, the local STG Coordinator shall forward the Security Threat Group (STG) Member Identification form (CSJ-102) and all supporting documentation to the EMS Manager or designee. A referral shall be made by the local STG coordinator to the EMS Manager or designee whenever a STG I member is subsequently found guilty of a Class I or Class II misconduct believed to be related to STG activity to determine if the prisoner should be increased from STG I to STG II. The EMS Manager or designee shall make a final determination whether to designate the prisoner as a STG II member.
- Y. The EMS Manager or designee shall determine whether to designate a prisoner a STG II consistent with this policy. In making this determination, the EMS Manager or designee shall exercise his/her professional judgment based on sound correctional practice, a review of all applicable materials, his/her training and experience, and shall confer with the local STG Coordinator. The decision shall be documented on the Security Threat Group (STG) Member Identification form (CSJ-102). The EMS Manager or designee shall notify the local STG Coordinator of the final decision.
- Z. Immediately upon designation of a prisoner as a STG II member, the EMS Manager or designee shall notify appropriate facility staff to submit a Transfer Order (CSJ-134) for the prisoner to transfer to a security Level IV or higher facility, unless the prisoner is already housed in a security Level IV or higher facility or the CFA Deputy Director or designee determines alternative placement is necessary. The prisoner may be placed in segregation consistent with the requirements of PD 04.05.120 "Segregation Standards."
- AA. Whenever a prisoner is designated as a STG II member, the EMS Manager or designee shall forward a copy of the completed form to the Warden where the prisoner is housed. The Warden shall ensure that copies of the completed form are placed in the prisoner's Record Office and Counselor files and that a copy is provided to the prisoner, the local STG Coordinator, and other staff, as appropriate. The EMS Manager or designee shall retain all original paperwork regarding the designation.

CONSEQUENCES FOR STG MEMBERSHIP

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BB. A prisoner designated as a STG I member shall be housed in a level II setting or higher, the CFA Deputy Director or designee may authorize a prisoner to be housed in a Secure Level I or open bay or dormitory setting if Level II or higher placement is not necessary. The prisoner also shall be subject to the following restrictions as a result of that designation:

1. Visits shall be limited to three per month; this limitation does not apply to attorney and clergy visits authorized pursuant to PD 05.03.140 "Prisoner Visiting."
2. Classification to participate in Reception and Guidance Center or Parole Board recommendations only as approved by the EMS Manager or designee.
3. Attendance at meetings of groups established by prisoners shall be prohibited, except that attendance at religious services and religious activities of the prisoner's designated religion shall be permitted in accordance with PD 05.03.150 "Religious Beliefs and Practices of Prisoners."
4. Participation in any leisure time activities offered pursuant to PD 05.03.104 "Leisure Time Activities" shall not be permitted, except for yard. Participation in scheduled leisure time activities during yard (e.g. intramural and league games) is prohibited. This only applies to leisure time activities offered pursuant to PD 05.03.104 and not to religious services, law library, group counseling or therapy, and similar activities scheduled during a prisoner's leisure time hours.
5. The prisoner's cell shall be searched at least weekly. Special attention to STG related materials shall be noted.
6. Ineligible to receive a Securepak package (this includes any subsequent like program package as approved by the CFA Deputy Director).
7. Restricted from sending electronic messages.
8. Restricted to five (5) personal telephone calls per week excluding attorney, public officials, or the Legislative Corrections Ombudsman.
9. Shall not be classified to work assignments.
10. Shall be placed on unemployable status.
11. Shall not participate in incentive programs.

CC. A prisoner designated as a STG II member shall be housed in security Level IV or higher unless classified to administrative segregation or the CFA Deputy Director or designee determines such placement is not necessary. The prisoner also shall be subject to the following restrictions as a result of that designation:

1. Only two non-contact visits per month of one hour duration each. This limitation does not apply to attorney and clergy visits authorized pursuant to PD 05.03.140 "Prisoner Visiting."
2. Classification to participate in Reception and Guidance Center or Parole Board recommendations only as approved by the EMS Manager or designee.
3. Attendance at meetings of groups established by prisoners shall be prohibited, except that attendance at religious services and religious activities of the prisoner's designated religion shall be permitted in accordance with PD 05.03.150 "Religious Beliefs and Practices of Prisoners."
4. Participation in any leisure time activities offered pursuant to PD 05.03.104 "Leisure Time Activities" shall not be permitted, except for yard. Participation in scheduled leisure time activities during yard (e.g. intramural and league games) is prohibited. This only applies to leisure time activities offered pursuant to PD 05.03.104 and not to religious services, law library,

group counseling or therapy, and similar activities scheduled during a prisoner's leisure time hours.

5. The prisoner's cell shall be searched at least weekly. Special attention to STG related materials shall be noted.
 6. Out-of-cell movement shall not exceed a total of one hour per day. This does not include out-of-cell movement for showers, meals, and school assignments, religious services, law library, group counseling or therapy, and attorney/clergy visits.
 7. Ineligible to receive a Securepak package (this includes any subsequent like program package as approved by the CFA Deputy Director).
 8. Restricted from sending electronic messages.
 9. Restricted to five (5) personal telephone calls per week excluding attorney, public officials, or the Legislative corrections Ombudsman.
 10. Shall not be classified to work assignments.
 11. Shall be placed on unemployable status.
 12. Shall not participate in incentive programs.
- DD. A prisoner designated as a STG member who is in segregation shall also be subject to the restrictions set forth in PD 04.05.120 "Segregation Standards."

APPEAL OF STG MEMBERSHIP DESIGNATION

- EE. A prisoner designated as a STG member may file a grievance contesting the basis of the designation pursuant to PD 03.02.130 "Prisoner/Parolee Grievances."

REMOVAL OF STG DESIGNATION

- FF. Each local STG Coordinator shall review the cases of all prisoners designated as STG I or II in their facility at least annually to determine whether the STG designation should be removed or modified. This review shall be documented in the department's computerized database.
- GG. A local STG Coordinator who reasonably believes that a prisoner designated as a STG I member has discontinued STG associations and activities may recommend removal of the STG designation. A local STG Coordinator who reasonably believes that a prisoner designated as STG II has discontinued STG associations and activities may recommend that the prisoner be reduced to a STG I member. In such cases, the local STG Coordinator shall interview the prisoner and, if removal or reduction is recommended, the prisoner will sign the Security Threat Group Renunciation/Removal form (CSJ-128). The local STG Coordinator shall forward his/her recommendation, the completed form, and any other relevant information to the Warden. If the Warden concurs with the recommendation, s/he shall forward the recommendation, completed form and relevant information to the EMS Manager or designee for review. The EMS Manager or designee shall make the final determination whether to remove or reduce the designation.
- HH. A reduction in custody level for a prisoner classified as STG I or II requires prior approval from the EMS Manager. A prisoner housed in a Level V facility who is being reduced from a STG II to a STG I must be housed in a Level IV facility for a minimum of six months prior to any additional consideration for further custody reduction, unless otherwise approved by the CFA Deputy Director or designee.
- II. A prisoner whose STG designation is removed or modified pursuant to the policy may be re-designated at any time based on new information or activity as set forth in this policy.

RELEASE FROM CFA FACILITY

- JJ. The appropriate STG Coordinator or designee shall notify the EMS Manager or designee and local law

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enforcement in the community where the prisoner will be released if a prisoner designated as a suspected, active or inactive STG member who is discharging on his/her maximum sentence or paroling. If the prisoner is paroling, the local STG Coordinator also shall notify the FOA STG Coordinator or designee and upon request will provide any STG member information prior to parole. These requirements are in addition to any other notices required pursuant to PD 01.06.120 "Victim Notification" and PD 03.01.135 "Discharge/Termination of Sentence."

- KK. A prisoner identified as a STG suspect or member returned to a CFA facility shall return to the same STG designation held immediately prior to his/her release.

PROCEDURES

- LL. Wardens shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive. This shall be completed within 60 calendar days after the effective date of the policy directive.

AUDIT ELEMENTS

- MM. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self-audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures."

APPROVED: DHH 01/15/15