

# ***National Major Gang Task Force***

A model format for establishing Jail Security Threat Group policy and plan.  
*Compiled by the NMGTF Executive Board, Executive Leadership Council and State Coordinators*

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## **AUTHORITY**

## **PURPOSE**

To establish a procedure for identifying, monitoring, and managing those offenders who associate with Disruptive/STG/Street Gang activity.

## **POLICY**

The policy of the \_\_\_\_\_ (name of agency) to provide a safe, secure jail environment by minimizing the threat posed by gangs or groups and gang-like activity. No offender shall create, promote or participate in any organization or group, except as specifically authorized in writing by the Sheriff.

## **DEFINITIONS**

- Security Threat Group (STG)
- Disruptive Groups
- Criminal Street Gang
- Intelligence/Gang Officer

## **PROCEDURES**

- A) All \_\_\_\_\_ (agency/department/office) personnel are responsible for assisting in the identification of any organization or group by:
1. Interview incoming offenders at intake for possible association with any organization or group
  2. Conduct a criminal history check to include local, state and federal databases
  3. Conduct local, state and federal query for any prior gang/group/organization association
  4. Examine, document, and photograph offender for scars, marks, and tattoos
  5. Document any clothing, jewelry, paraphernalia, literature, and symbols that the offender has on their person or property
- B) Prepare and maintain a separate intelligence offender file in a confidential and secure manner. This file should contain but not limited to:
1. All intelligence information collected at intake
  2. Biographical information
  3. Disciplinary actions
  4. Visitation list
  5. Phone list
  6. All reported incidents
  7. Mail monitoring
  8. Financial transactions

**Procedures, cont'd., Page 2**

C) Offender monitoring by:

1. Conducting a formal risk assessment interview (Attachment A)
2. Monitor offender activities to include:
  - a.) Communications by:
    - Incoming and outgoing correspondence
    - Phone monitoring
    - Visitation activity
  - b.) Cell Searches
  - c.) Associations within facility
    - Offenders
    - Staff
    - Outside contract personnel
  - d.) Line staff observation
  - e.) Overt/Covert service
  - f.) Program/Job assignments
  - g.) Review of any conduct/disciplinary incidents

D) Management of any organization or group that poses a risk or threat to the safe and secure operations of the facility:

1. Notify appropriate staff for classification /housing consideration
2. Restrict program and work assignment
3. Restricted housing and movement
4. Enhance monitoring efforts
5. Add due process step when restrictions applied

E) Disposition of the offender intelligence file:

1. Facility will maintain file for up to five years, per federal regulations
2. In accordance with legal authority, the agency will forward a copy of the offenders intelligence file to the receiving criminal justice agency