



**DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION
OPERATIONAL PROCEDURE**

Procedure No.: PPD 3.1.2400	Subject: SECURITY THREAT GROUP AND STREET GANG IDENTIFICATION AND MANAGEMENT	
Reference: DOC 3.1.24; 46-18-101, MCA	Page 1 of 4, plus attachment	
Effective Date: 01/11/16	Revision Dates: 06/08/16	
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator		

I. PURPOSE:

The Probation and Parole Division maintains a zero tolerance for any security threat group activities within its facilities or street gang-related activities that are criminal activities or are a violation of an offender's conditions of supervision.

II. DEFINITIONS:

Associate – An offender who has accrued a minimum of five and less than ten validation points of validation criteria and maintains ties with a security threat group.

Contact Staff – Staff who have frequent offender contact as a normal job function including, but not limited to, administrators, correctional officers, drill instructors, correctional counselors, investigators, teachers, work supervisors, probation and parole officers, mental health and health care providers and staff, and staff working in offices where offenders may be assigned full-time work.

Department STG Manager – The individual(s) designated to coordinate STG information and validate STG members on behalf of the entire Department.

Facility STG Coordinator – An individual located at a PPD facility designated to provide STG activity information to the RIL, disseminate information to staff, and provide updates as needed.

MATIC-Montana Analysis and Technical Information Center – Multi-agency entity operating through the Montana Department of Justice that collects, stores, and analyzes crime information and disseminates that information to law enforcement, community and government officials.

PPD-Probation and Parole Division – The Division oversees the Probation & Parole regional offices, interstate transfers, and the facilities providing assessments and sanctions, training, prerelease, and treatment services.

RIL-P&P Regional Intelligence Liaison – An individual appointed by the Deputy Chief to track street gang activity within a specific region/city and is the liaison to MATIC and RMIN.

RMIN-Rocky Mountain Information Network – A regional center which is part of the Regional Information Sharing System that provides information sharing and other services supporting law enforcement.

STG-Security Threat Group – A group within a secure facility consisting of three or more individuals with a common interest, bond, or activity typically characterized by criminal or delinquent conduct.

STG Member – An offender identified and validated as a member of an STG by having accumulated ten or more points in validation criteria.

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STG/Street Gang Activity – Offender behavior in the community or behavior that poses a significant threat to the safe and secure operation of a facility including, but not limited to, STG/gang recruitment, threatening or inflicting bodily injury on another person, promoting or engaging in disruptive group behavior, distributing controlled substances, or maintaining STG/gang paraphernalia/ graffiti.

STG/Street Gang Paraphernalia/Graffiti – Any material or document evidencing STG/street gang affiliation or activity, e.g., rosters, constitutions, structures, codes, pictures, training material, clothing, or communications (including gang signs), or other STG-related contraband.

Street Gang – Any organization, association, or group of three or more persons within the community, whether formal or informal, which has continuity of purpose, seeks a group identity, and has members who individually or collectively engage in or have engaged in a pattern of criminal activity.

Validation – A process by which an STG member or associate is officially recognized through accumulation of validation points by completion and signature of the STG Validation Worksheet by the Department STG Manager.

III. PROCEDURES:

A. STG/STREET GANG ACTIVITY QUESTIONNAIRE

1. If not completed previously, *PPD 3.1.2400(A) STG/Street Gang Activity Questionnaire* will be completed while interviewing an offender during one of the following:
 - a. Completion of *PPD 1.5.506(B) Pre-Sentence Investigation (PSI)* prior to sentencing (*Questionnaire* is not made part of the PSI unless the crime is related to gang activity):
 - i. completed *Questionnaire* is forwarded to appropriate RIL;
 - ii. if offender is new to DOC, RIL will make OMIS STG chronological entry noting completion of *Questionnaire* once offender’s field file is created and ensure a copy of the *Questionnaire* is placed in the file;
 - iii. if offender has current field files, PSI writer makes OMIS STG chronological entry noting completion of *Questionnaire* and places copy of *Questionnaire* in file.
 - or
 - b. Completion of *PPD 1.5.506(F) Post-Sentence Investigation (Questionnaire* is not made part of the Post-PSI unless the crime is related to gang activity):
 - i. if offender is new to DOC, contact RIL to determine if *Questionnaire* was previously completed;
 - ii. if not, complete *Questionnaire* and forward to appropriate RIL, make OMIS STG chronological entry noting completion of form, and place copy of *Questionnaire* in offender’s field file.
 - or
 - c. Sign-up to probation or conditional release supervision:
 - i. if offender is new to DOC, contact RIL to determine if *Questionnaire* was previously completed;
 - ii. if not, complete *Questionnaire* and forward to appropriate RIL, make OMIS STG chronological entry noting completion of form, and place copy of *Questionnaire* in offender’s field file.
 - or

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- d. In-take/orientation process at a PPD facility:
 - i. if offender is new to DOC, contact appropriate RIL to determine if *Questionnaire* was previously completed;
 - ii. if not, complete *Questionnaire* and forward to appropriate RIL, placing copy in offender's field file;
 - iii. RIL will make OMIS STG chronological entry noting completion of *Questionnaire*.
2. The RIL will review the information from the *Questionnaire* and make a preliminary determination as to whether:
 - a. a second interview with the offender is necessary; and/or
 - b. documentation of activity in OMIS STG record is necessary; and/or
 - c. *DOC 3.1.24 (Attachment) RD STG Validation Worksheet* needs to be completed and forwarded to the Department STG Coordinator.
3. RIL will notify local law enforcement, MATIC, and RMIN of offender's gang-related activity and/or affiliation.

B. INFORMATION/MOVEMENT FLOW

1. Contact staff with reason to believe that an offender under P&P supervision or in a PPD facility has become involved in street gang/STG activity, or upon becoming aware of gang-related activity or paraphernalia/graffiti, will be responsible to report the information to the appropriate persons as noted below:
 - a. **Contact staff in PPD Facilities:**
 - i. Staff notifies the Facility STG Coordinator.
 - ii. Facility STG Coordinator:
 - 1) during in-take/orientation process, interviews offender and completes *PPD 3.1.2400(A) STG/Street Gang Activity Questionnaire* if not done previously. If *Questionnaire* is completed, forwards to RIL;
 - 2) notifies RIL of STG-related activity/paraphernalia/graffiti in facility; and
 - 3) notifies RIL of STG-validated offender movement out of facility.
 - iii. RIL will make OMIS STG entry on behalf of facility STG coordinators.
 - b. **Interstate Compact Section** notifies supervising P&P Officer of any interstate offender who has STG validation or street gang-related activity or affiliation noted in OMIS.
 - c. **P&P Officer:**
 - i. Completes *PPD 3.1.2400(A) Street Gang Activity Questionnaire* during interview of offender for pre-sentence investigation, post-sentence investigation, or supervision sign-up and forwards *Questionnaire* to RIL;
 - ii. Notifies RIL of any STG-validated or street gang-affiliated interstate offender;
 - iii. Notifies appropriate RIL of movement of any STG-validated offender under his/her supervision;
 - iv. Reports any offender gang-related activity/paraphernalia/graffiti to RIL; and
 - v. Makes OMIS STG entry on gang-related activity in offender's record.
 - d. **Prison IPPO** notifies appropriate RIL of release of STG-validated offender into the region, including movement to any PPD facility within the region.
 - e. **RIL-P&P Regional Intelligence Liaison:**
 - i. Makes determination as to whether the offender will be interviewed and *PPD 3.1.2400(A) Street Gang Activity Questionnaire* is completed, if not done previously;

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- ii. When necessary, conducts interviews with offender suspected of street gang affiliation and completes *Questionnaire* or collects and analyzes completed *Questionnaire*. If completed, copy of *Questionnaire* is placed in offender's field file;
- iii. Determines if *DOC 3.1.24(Attachment) RD STG Validation Worksheet* needs to be completed and forwarded to Department STG Coordinator;
- iv. Notifies Department STG Coordinator of STG-validated offender release from or return to prison;
- v. Notifies supervising P&P Officer of STG-validated offender being released from prison to P&P;
- vi. Notifies Facility STG Coordinators, IPPOs, P&P Officers, and/or Interstate Compact Section of movement of STG-validated offender;
- vii. Notifies local law enforcement and MATIC of noted street gang activity/paraphernalia/graffiti and STG-validated offenders in the community;
- viii. Ensures OMIS STG entries are made, noting completion of *Questionnaire* and noting reported gang-related activity from PPD facilities and P&P Officers; and
- ix. Coordinates with Department STG Coordinator.

C. TRAINING/MEETINGS

1. All contact staff will receive documented training to include, at a minimum, identification and management of STG/street gang members and associates.
2. RIL(s) will receive advanced STG training when available, as well as the Intelligence Liaison Officer Training provided by MATIC, and is expected to attend Department STG meetings.

IV. CLOSING:

Questions regarding this procedure should be directed to the Department STG Coordinator or P&P Regional Intelligence Liaison.

V. FORMS:

PPD 3.1.2400 (A) STG/Street Gang Activity Questionnaire
DOC 3.1.24 (Attachment) **RD** STG Validation Worksheet

STG/Street Gang Activity FLOW CHART

