 DEPARTMENT OF CORRECTIONS

MONTANA WOMEN’S PRISON

OPERATIONAL PROCEDURE

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| Procedure No.: MWP 3.1.24 | Subject: **SECURITY THREAT GROUP IDENTIFICATION AND MANAGEMENT (Gang Affiliation and Activity)** |
| Reference: DOC 3.1.24 | Page 1 of 2 |
| Effective Date: 05-17- 2004 | Revision Date: 06-22-2006, 01-04-2013 |
| Signature: //s// Jo Acton  |

1. **PURPOSE**

To establish a uniform process for the identification and management of members of security threat groups (gangs/STGs) in Montana Women’s Prison.

1. **DEFINTIONS**

STG – (Security Threat Group) Any group or individual that has gang affiliation and/or participates in gang related activities.

1. **PROCEDURES**
2. **Intake responsibilities**
3. Take digital pictures of all Tattoos and put in folder in “Escape File”. Fill out, with the offender, the MWP Intake Questionnaire and have the offender sign and date it. Forward form to Deputy Warden of Security/Designee
4. Case Managers should review all files of offenders and notify in writing to the Deputy Warden of Security/Designee of any suspected Security Threat Group activity or affiliation
5. Inform STG Officer of any possible STG activity or signs from the intake process, Case Managers or other sources.
6. **STG Officer Duties**
7. Review all tattoo pictures of offenders and identify any suspected STG tattoos.
8. Interview all STG Offenders and take high quality pictures of all STG tattoo’s and graffiti.
9. On all suspected STG Offenders, start a STG packet by printing the “Adult Offender Information Sheet” and any relevant documentation from the offenders file or other sources. Use the Case Mangers as necessary for some of this information.
10. Fill out the MDOC Security Threat Group Validation Worksheet and include it in the STG packet.
11. Forward the STG packet to the Deputy Warden of Security/Designee.
12. **Deputy Warden of Security**
13. Maintain a Computer based tracking system, which will include photos of all suspected or verified STG members and pictures of them and their tattoo’s
14. Maintain in a secure location all STG packets and forward copies to the DOC Investigator

Everyone needs to be on the alert for any offender using STG signs, graffiti or activity in their cells, pictures, mail, groups, or any other form and report it in writing to the

Deputy Ward of Security/Designee. Copies or original drawings/pictures should be included if possible.

1. **CLOSING**

Questions concerning this procedure should be directed to direct supervisor or the Deputy Warden of Security.

1. **ATTACHMENTS**

**NONE**