

INTERNAL DOCUMENT

**GUIDANCE DOCUMENT  
SECURITY THREAT GROUPS**

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**GENERAL GUIDANCE**

The purpose of this guidance document is to:

- Establish guidelines for the identification and management of inmates affiliated with security threat groups (STGs); and
  - Support and assist inmates with renouncing their affiliation with STGs.
1. Each Superintendent shall designate at least one Facility Intelligence Officer (FIO) to investigate STGs, related activity, and inmates believed to be affiliated with an STG.
    - a. This role may be a collateral duty with others assigned to the individual, as designated by the Superintendent.
    - b. Staff designated as FIOs shall be trained as specified by the Director of Facilities or designee. Although this training may change over time, it shall always include the following topics, and any others identified by the Director of Facilities:
      - i. Conducting STG investigations;
      - ii. Identification of STGs; and
      - iii. STG designation practices.
    - c. Although all staff are required to report their suspicions of possible STG activity to the STG validating staff member and their shift supervisor, only staff designated as FIOs shall:
      - i. Provide an STG Identification Report to the validating staff member on a possible STG; or
      - ii. Apply the Security Threat Group Affiliation Tool to designate an inmate as being affiliated with an STG.
    - d. The FIO shall collect and maintain documentation to support the investigation into the possible designation of any inmate as being affiliated with an STG.
  2. Each Superintendent shall designate at least one STG validating staff member to review STG investigations and validate STG designations. The Director of Facilities or designee may also designate STG validating staff members.
    - a. This role may be a collateral duty with others assigned to the individual, and shall:
      - i. Default to the Security and Operations Supervisor (SOS), unless otherwise designated by the Superintendent; or
      - ii. Be a facility or central office staff member who serves in a position higher in the chain of command than an SOS.
    - b. Staff designated as STG validating staff members shall be trained as specified by the Director of Facilities or designee. Although this training may change over time, it shall always include the following topics, and any others identified by the Director of Facilities:
      - i. All the STG-related training required for FIOs; and
      - ii. STG validation practices.
    - c. Staff designated as STG validating staff members shall be the only individuals who may validate:
      - i. Reports identifying possible STGs; or
      - ii. Designations of inmates as being affiliated with an STG.



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3. *It shall not be a violation of facility rules, or grounds for a disciplinary report (DR), for an inmate to be affiliated with an STG, or designated as an associate, member, or leader of an STG.*
4. Designation as a member or leader of an STG may impact some facility or field decisions regarding the inmate, including:
  - a. Classification or housing; and
  - b. The need for additional case management services.

**IDENTIFICATION OF STGS**

The first step in managing inmates affiliated with STGs is identifying which groups are actually STGs. An STG is defined as “a group or association of three or more persons who may have a common identifying sign, symbol, or name and who individually or collectively engage in, or have engaged in, criminal activity or other disruptive behaviors that could create an atmosphere of fear and intimidation or compromises safety and security.”

For DOC purposes, only groups identified by a FIO and approved by a validating staff member and the Director of Facilities or designee shall be considered an STG.

1. The following factors shall be used in the identification of an STG:
  - a. History and purpose of the group;
  - b. Organizational structure of the group;
  - c. Propensity for violence or specific violent acts or intended acts which may be attributed to the group;
  - d. Illegal or prohibited acts which may be attributed to the group;
  - e. Existence of any written material that displays group symbols, by-laws, chain-of-command, and membership lists; or
  - f. Having defined group membership criteria or relevant information about identifying characteristics of the group, including tattoos, monikers, or self-admission.
2. Facility staff shall be alert for possible STG activity. If they suspect such activity:
  - a. Staff shall report their suspicions to the STG validating staff member and shift supervisor;
  - b. The validating staff member shall then direct the FIO to begin an investigation. (Note: There may be emergent circumstances when the FIO becomes aware of information that warrants an STG investigation and the validating staff member is not available. In such circumstances, the FIO may begin an investigation, and shall notify the validating staff member and the shift supervisor as soon as possible);
  - c. If an investigation begun by the FIO leads to the conclusion that STG activity has occurred, he or she shall:
    - i. Upload all documentation supporting that conclusion to the Restricted Security Documents folder on the S: Drive; and
    - ii. Submit an STG Identification Report to the validating staff member, containing the FIO’s conclusion and informing the validating staff member that the supporting documentation is available in the Restricted Security Documents folder on the S: Drive;

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- d. The validating staff member shall approve or deny the FIO's STG Identification Report and determination that there is a new STG;
- e. In the event that the validating staff member verifies the FIO's STG Identification Report and determination of a new STG, the validating staff member shall inform the:
  - i. FIO;
  - ii. Facility Superintendent; and
  - iii. Director of Facilities or designee.
- f. The Director of Facilities or designee shall review the validating staff member's verification of the new STG, and if he or she approves the verification:
  - i. Inform the following staff members of the newly identified STG:
    - a) Superintendents;
    - b) FIOs; and
    - c) Validating staff members; and
  - ii. Arrange to have the new STG added to the STG selection list in OMS.

**DESIGNATION OF INMATE AS AFFILIATED WITH AN STG**

**STG SCREENING AT BOOKING**

All inmates shall be screened by the Correctional Officer in charge of booking ("Booking Officer") for possible affiliation with an STG. This screening shall be based on observations made during the course of the regular booking process.

1. The Booking Officer shall ask the following questions of all inmates, and document the answers within the "Intake STG Screening" in OMS:
  - a. Do you have any prior military service? If yes:
    - i. In what branch of the Armed Service did you serve?
    - ii. What were the years of your service?
    - iii. Did you serve in a combat zone?
  - b. Have you served time in any prison system other than in Vermont? If yes:
    - i. When did you serve this time?
    - ii. Where was this time served?
    - iii. How long were you incarcerated?
  - c. **Are you, or have you ever been, associated or affiliated with a gang or Security Threat Group?** If yes,
    - i. With which gang (set) or group are/were you associated?
    - ii. How long have you been, or were you, involved with this group?
    - iii. Where did you become involved with this group?
    - iv. Do you have any gang marks or tattoos?
    - v. What was your rank or position?
    - vi. Why did you join or become associated?
    - vii. What is the rank structure?
  - d. **Do you know anyone who is in a gang or Security Threat Group?** If yes:
    - i. Are they in a correctional facility? If yes, in which facility?
    - ii. How do you know them?
    - iii. Do you support their membership?

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- iv. Who are they?
- e. Do you have any formal training in a martial arts or fighting skills? If yes:
  - i. What discipline have you trained in?
  - ii. How long did you train?
  - iii. When did you train?
  - iv. Where did you train?
  - v. How far did you advance in this discipline?
- f. Are you related to, or do you know, anyone who is incarcerated? If yes:
  - i. Where are they incarcerated?
  - ii. For what are they in prison?
- g. Do you have any information about crimes being conducted within a correctional facility? If yes:
  - i. What are the crimes?
  - ii. How do you know about this?
- 2. The Booking Officer shall report the inmate's responses and his or her concerns in writing to the shift supervisor and the validating staff member for investigation anytime:
  - a. An inmate's responses to these questions lead the Booking Officer to believe that the inmate may present a threat to the safety and security of the facility; or



SECURITY THREAT GROUP AFFILIATION TOOL

Upon receiving a report from the Booking Officer or any other facility staff member that an inmate may be involved in STG activity, the validating staff member shall direct the FIO to begin an investigation and assess the inmate for possible affiliation with an STG. Any documentation used to identify an STG may also be used when assessing an inmate as a possible affiliate of an STG, provided it is directly applicable to the specific inmate and it is uploaded into the inmate's record in OMS and categorized with a document name of "STG Documentation" and a document category of "Misc. Documents."

Using the Security Threat Group Affiliation Tool under Points Based Classifications in OMS, the FIO shall assess criteria and collect supporting documentation as follows:

1. Communication – Click on "Communication" if these criteria are met:

- a. The FIO shall assign the "Communication" criterion
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]

THIS IS AN INTERNAL DEPARTMENT OF CORRECTION'S GUIDANCE DOCUMENT TO ASSIST IN UNDERSTANDING THE REQUIREMENTS OF THE DEPARTMENT'S DIRECTIVE 427. IT SHOULD NOT BE CONSTRUED TO BE THE DEPARTMENT'S POLICY BUT RATHER A WORK PRODUCT.



INTERNAL DOCUMENT

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

2. Documents – Click on “Documents” if these criteria are met:

- a. The FIO shall assign the “Documents” criterion for [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

INTERNAL DOCUMENT

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

HELPFUL TIPS

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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3. Media – Click on “Media” if these criteria are met:

- a. The FIO shall assign the “Media” criterion [REDACTED]  
[REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]

**HELPFUL TIP**

[REDACTED]  
[REDACTED]  
[REDACTED]

4. Self-Admission – Click on “Self-Admission” if these criteria are met:

- a. The FIO shall assign the “Self-Admission” criterion [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]



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**HELPFUL TIPS**

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

5. Symbolism – Click on “Symbolism” if these criteria are met:

- a. The FIO shall assign the “Symbolism” criterion for [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

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- [REDACTED]

**HELPFUL TIPS**

- [REDACTED]
- [REDACTED]

**6. Tattoos – Click on “Tattoo” if these criteria are met:**

- a. The FIO shall assign the “Tattoo” criterion if the [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

**HELPFUL TIPS**

- [REDACTED]
- [REDACTED]

*(Continued on next page)*

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**HELPFUL TIPS (continued)**

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

**7. Association – Click on “Association” if these criteria are met:**

- a. The FIO shall assign the “Association” criterion if the:
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]

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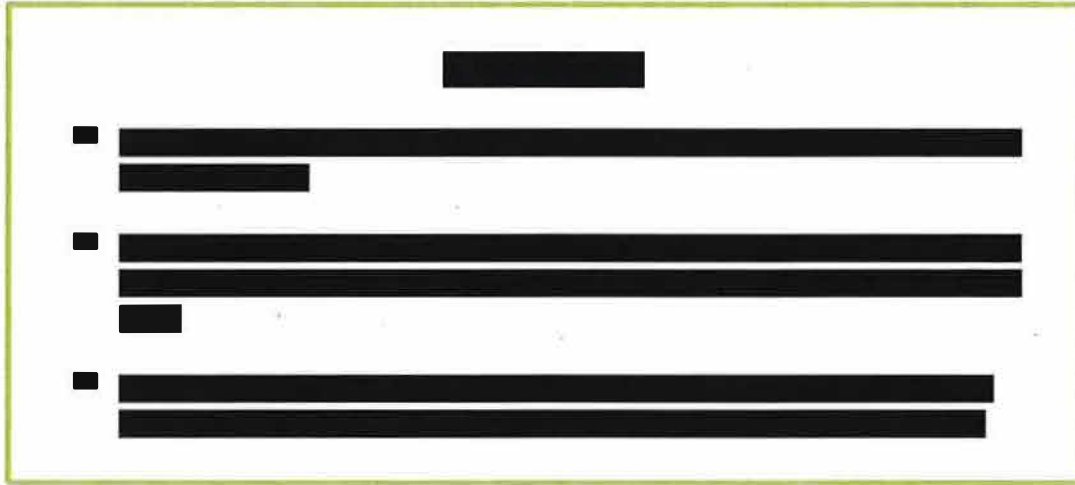
**HELPFUL TIPS**

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

**8. Court Records – Click on “Court Records” if these criteria are met:**

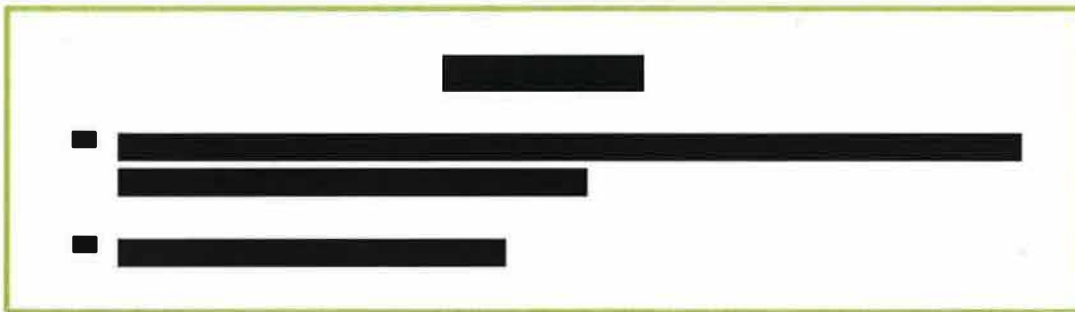
- a. The FIO shall assign the “Court Records” criterion if [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

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9. Group Photographs – Click on “Group Photographs” if these criteria are met:

- a. The FIO shall assign the “Group Photographs” criterion if [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]



10. Intelligence – Click on “Intelligence” if these criteria are met:

- a. The FIO shall assign the “Intelligence” criterion if [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]

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[REDACTED]

**HELPFUL TIPS**

- [REDACTED]
- [REDACTED]

**11. Participation – Click on “Participation” if these criteria are met:**

- a. The FIO shall assign the “Participation” criterion if [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

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**HELPFUL TIPS**

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The FIO shall upload all documentation collected related to an STG investigation to the inmate’s record in OMS as it is collected. The documentation shall be categorized with a document name of “STG Documentation” and a document category of “Misc. Documents.”

**NOTIFICATION TO VALIDATING STAFF MEMBER**

The FIO shall inform the validating staff member whenever the Security Threat Group Affiliation Tool is performed on an inmate. Upon receipt of such notification, the validating staff member shall review the information for validation, and the possible designation of the inmate as an affiliate of an STG.

**VALIDATION OF AN STG DESIGNATION**

An inmate shall not be designated as being affiliated with an STG until the results of the FIO’s investigation is validated by the validating staff member.

1. When a validating staff member receives a report from the FIO that an inmate may be affiliated with an STG, the validating staff member shall review all the documentation collected through the FIO’s investigation. The validating staff member shall ensure that:
  - a. Each piece of documentation used to assess points for the criteria of the Security Threat Group Affiliation Tool accurately met the standards and requirements for such documentation; and
  - b. No piece of documentation was used to assess points for more than one criteria of the Security Threat Group Affiliation Tool.

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- 2. A validating staff member shall only validate the results of the Security Threat Group Affiliation Tool if an inmate:

- [redacted]
- [redacted]

- 3. If the validating staff member's review indicates that the results of the FIO's investigation should not be validated, [redacted]

the validating staff member shall:

- a. Indicate that the results were not validated in the Validation Tab of the "Security Threat Group Designation" custom form within the offender's record in OMS;
- b. Enter the reason the results were not validated in the "Comments" section of the form;
- c. Notify the FIO that the results were not validated.

- 4. If the validating staff member's review indicates that the results of the FIO's investigation should be validated, the validating staff member shall designate the level of the inmate's affiliation to the STG as an associate, member, or leader of an STG, based on the inmate's results on the Security Threat Group Affiliation Tool as follows:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

- 5. After the validating staff member validates the results of the FIO's investigation and designates the inmates as an associate, member, or leader of an STG, the validating staff member shall:
  - a. Indicate that the results were validated and enter the level of the offender's designation level in the Validation Tab of the "Security Threat Group Designation" custom form within the offender's record in OMS;
  - b. Notify the FIO and the Superintendent; and
  - c. In cases when the inmate has been validated as a member or leader, provide the inmate with written notice that he or she has been validated as a member or leader of an STG.
- 6. When the Superintendent is notified by the validating staff member that an inmate has been designated as an associate, member, or leader of an STG, the Superintendent shall notify the Director of Facility Operations or designee and the Director of Classification and Facility Designation.



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Information in the STG designation field shall not be entered or removed by anyone other than the validating staff member.

**CONTINUING INVESTIGATIONS**

Whenever facility staff becomes aware of new STG-related information concerning an inmate:

1. The staff member shall report that information to the validating staff member and shift supervisor;
2. The validating staff member shall direct the FIO to:
  - a. Investigate and document all new observations, consistent with the guidelines in this document; and
  - b. Assess the inmate using the Security Threat Group Affiliation Tool; and
3. The FIO shall conduct the investigation and assessment. Following the assessment, the FIO shall report the results to the validating staff member for validation.

**INMATE RENUNCIATION OF STG**

Inmates who are affiliated with an STG shall be encouraged to renounce the STG and all criminal or disruptive behavior.

An inmate may renounce an STG through the following process:

1. The inmate shall submit a written and signed renunciation to the FIO. The renunciation shall:
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
2. Upon receipt of an inmate's renunciation, the FIO shall read the statement at the bottom of the Security Threat Group Member Renunciation Form to the inmate. That statement reads:

*BE ADVISED, IF YOU RESUME ACTIVITIES RELATED TO A SECURITY THREAT GROUP AFTER YOUR CLAIM OF RENUNCIATION IS ACCEPTED, YOU MAY BE REDESIGNATED AS AN AFFILIATE OF A SECURITY THREAT GROUP BY THE DEPARTMENT OF CORRECTIONS.*
3. The FIO shall investigate the inmate's claim of renunciation and the inmate's proposed plan.
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]

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- ii. All information and documentation gathered as part of his or her investigation shall be uploaded into OMS. The documentation shall be categorized with a document name of "STG Documentation" and a document category of "Misc. Documents."
  - c. The FIO shall make a recommendation to the validating staff member as to whether the inmate's claim of renunciation shall be accepted. The FIO shall enter his or her recommendation in the Renunciation Tab of the existing "Security Threat Group Designation" custom form in the offender's record in OMS.
4. The validating staff member shall review the FIO's recommendation, and all the relevant information and documentation in OMS, and make a determination as to whether the inmate's claim of renunciation shall be accepted.
- [REDACTED]
- [REDACTED]
- [REDACTED]
- b. The validating staff member shall enter his or her determination in the Renunciation Tab of the existing "Security Threat Group Designation" custom form in the offender's record in OMS.

**HELPFUL TIPS**

■ [REDACTED]

- [REDACTED]
- [REDACTED]

- 5. If the validating staff member determines that the inmate's claim of renunciation shall be accepted, he or she shall notify the FIO and the Superintendent.
- 6. When the Superintendent is notified by the validating staff member that an inmate's claim of renunciation has been accepted, the Superintendent shall notify the Director of Facility Operations or designee and the Director of Classification and Facility Designation.
- 7. In cases when an inmate is suspected of engaging in STG-related behavior after his or her claim of renunciation has been accepted, the FIO shall:
  - a. Investigate the inmate for possible STG affiliation and document all new observations, consistent with the guidelines in this document;
  - b. Reassess the inmate using the Security Threat Group Affiliation Tool; and
  - c. Report the results to the validating staff member for validation, and the possible redesignation of the inmate as an affiliate of an STG.

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Information in the STG designation field shall not be entered or removed by anyone other than the validating staff member.

**MAINTENANCE OF STG DOCUMENTATION**

1. The FIO shall upload all documentation collected related to an inmate STG investigation to the inmate's record in OMS as it is collected. The documentation shall be categorized with a document name of "STG Documentation" and a document category of "Misc. Documents."
2. Immediately following the upload, the FIO shall:
  - a. Check each item uploaded, to ensure that the uploaded file is clear and legible or understandable; and
  - b. Upload the document again, if the quality of the previous file is not clear and legible or understandable.