

<b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b>	Transmittal # 18-10	Policy # 22.2
Applicability: <input checked="" type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input type="checkbox"/> Secure Facilities	Related Standards & References: DJJ 8.5	
Chapter 22: INVESTIGATIONS	Effective Date: 6/11/18 Scheduled Review Date: 6/11/19 Replaces: 6/20/17	
Subject: SECURITY RISK GROUPS	APPROVED:	
Attachments:  A – Security Risk Group Questionnaire B – Intelligence Submission Form C –SRG Contact Form	 <hr/> Avery D. Niles, Commissioner	

**I. POLICY:**

The Department of Juvenile Justice shall maintain zero tolerance for youth behaviors and activities involved in or related to security risk groups that compromise the safe, orderly, and efficient operation and management of facilities, offices, and programs.

**II. DEFINITIONS:**

**Associate:** A youth who has been validated as one who maintains ties with a security risk group.

**Graffiti:** Any markings that that may indicate the presence of a security risk group or group affiliation.

**Security Risk Group (SRG):** A group consisting of 3 or more individuals with a common interest, bond, or activity involving criminal or delinquent activity.

**Security Risk Group (SRG) Activity:** Youth behavior that poses a threat to the safe and secure operation of the facility/program/office including, but not limited to: SRG recruitment, threatening or inflicting bodily injury on another person, promoting or engaging in disruptive group behavior, marking graffiti, distributing controlled substances, or maintaining SRG paraphernalia.

**Security Risk Group (SRG) Coordinator:** The individual designated to coordinate SRG information, SRG personnel and validate SRG members/associates on behalf of the entire Department.

**Security Risk Group (SRG) Member:** A youth identified and validated as a member of a SRG.

**Security Risk Group (SRG) Officer:** An individual at a facility/program/office, designated to provide SRG information to the Department’s SRG Coordinator, disseminate information to staff, and to provide updates as needed.

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**Security Risk Group (SRG) Paraphernalia:** Any material or document evidencing SRG affiliation or activity, including but not limited to: rosters, constitutions, structures, codes, pictures, training/recruiting material, clothing, communications, or other SRG related contraband.

**Validation:** A process by which a security risk group (SRG) member or associate is officially recognized and confirmed by the Department SRG Coordinator.

### III. GENERAL PROCEDURES

#### A. Intake:

1. Intake staff will photograph all visible tattoos during the initial intake process. All other tattoos will be photographed by medical services staff to protect the privacy of the youth. Photographs should only show the tattoo. All photographs will be uploaded into the Juvenile Tracking System (JTS) Gang Module (Demographics Section), unless photographs depict youth's private areas.
2. The facility intake officer or, if available, the SRG Officer will read the Security Risk Group Questionnaire (Attachment A) to the youth and accurately document the youth's responses.
3. The questionnaire will be uploaded into the JTS Gang Module and forwarded to the SRG Officer and SRG Coordinator.

#### B. Security Risk Group Activity Management:

1. The Department prohibits engaging in Security Risk Group (SRG) activity and the displaying or possession of paraphernalia.
2. Any staff member who witnesses or receives information about any suspicious activity/trends related to SRG activity within the facility/program/office will submit an Intelligence Submission Form (Attachment B) and will complete a Special Incident Report in accordance with DJJ 8.5, Special Incident Reporting. In secure facilities, the Intelligence Submission Form will be submitted to the SRG Officer. Attachment B and the SIR must be submitted by the end of the assigned daily work period or shift in which the suspected SRG activity is identified.
3. The SRG Officer will review all available information before making a preliminary determination that a youth has an association with a SRG. The SRG Officer will complete the SRG Contact Form (Attachment C) and will forward it with supporting documentation and the Intelligence Submission Form

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(Attachment B) to the SRG Coordinator within 24 hours of receiving the information from the reporting staff.

**C. Removal of Graffiti:**

Any DJJ staff member who notices markings/graffiti will notify the SRG Officer. Prior to removal of markings/graffiti the SRG Officer will photograph and document findings and when possible, identify the youth.

**D. Paraphernalia:**

1. In secure facilities, staff will confiscate any gang paraphernalia found to be on a youth's person or in the youth's room can complete an Intelligence Submission Form (Attachment B) and SIR.
2. In community offices, staff will document paraphernalia on the Intelligence Submission Form (Attachment B) and will submit the form to the SRG Coordinator.

**E. Documentation**

1. The SRG Officer will maintain a SRG file, to include clear digital photographs of the youth's tattoos, marks, and scars. The SRG Officer will provide a list of known and/or suspected SRG activity and SRG members/associates to the SRG Coordinator monthly.

**IV. LOCAL OPERATING PROCEDURES REQUIRED: YES**

- Each secure facility will establish procedures to determine the threat level that a particular SRG may pose based on formal interviews, on-going data collection, staff observations, and evaluation of SRG activity.