GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 12-14	Policy # 22.2
Applicability: {x} All DJJ Staff {x} Administration {x} Community Services {x} Secure Facilities	Related Standards & References:	
Chapter 22: INVESTIGATIONS	Effective Date: 8/15/12 Scheduled Review Date: 8/15/14 APPROVED:	
Subject: SECURITY RISK GROUPS		
Attachments: A – Security Risk Group Questionnaire B – Intelligence Submission Form C – SRG Validation Request Worksheet	L. Gale Buckner, 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 accrued between 5 and 10 validation points of validation criteria and maintains ties with a security risk group.

Director: For the purposes of this policy, the staff member responsible for the overall operation of a Regional Youth Detention Center (RYDC), Youth Development Campus (YDC), community service office, or other DJJ owned, operated, or contracted facility.

Graffiti: Markings, such as, but not limited to initials, slogans, or drawings, written, spray-painted, or sketched on a sidewalk, wall of a building or public restroom, on DJJ property, mail or personal outerwear. Such markings may indicate the presence of a security risk group or group affiliation.

Security Risk Group (SRG): A group consisting of three or more individuals with a common interest, bond, or activity typically characterized by criminal or delinquent activity.

Security Risk Group (SRG) Activity: Youth behavior that poses a significant 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 and validate SRG members on behalf of the entire Department.

Security Risk Group (SRG) Member: A youth identified and validated as a member of a SRG by an accumulation of ten or more points in validation criteria.

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.

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.

Tattoo: Marking or brandings on the skin with patterns, pictures, legends, etc., by making punctures in it and inserting pigments.

Validation: A process by which a security risk group (SRG) member or associate is officially recognized through accumulation of validation points as 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. All photographs will be uploaded into the Juvenile Tracking System (JTS) Gang Module (Demographics Section) and/or local electronic folder.

2. The facility intake officer will have each youth that enters the facility complete the Security Risk Group Questionnaire (Attachment A). If the youth is unable to complete the form, the intake officer will read the questions to the youth and will accurately document the youth's responses.

    a. The Security Risk Group Questionnaire will be uploaded into the JTS gang module.

B. Security Risk Group Activity Management:

1. The Department prohibits engaging in Security Risk Group (SRG) activity and the displaying or possession of paraphernalia. Such behavior will result in disciplinary action.

2. Reporting and Review:

   a. The staff member witnessing any suspicious activity/trends related to SRG activity, within the facility/program/office will make a detailed verbal report to the SRG Officer and will complete a Special Incident Report in accordance with DJJ 8.5, Special Incident and Child Abuse Reporting. The appropriate SIR code (G9P) will be added to all reports involving gang graffiti, gang paraphernalia, gang related assaults (youth or staff), major group disturbances, gang initiations and recruitments, where either associates and or members have been validated.

   b. The SRG officer will ensure the reporting staff member completes an Intelligence Submission Form (Attachment A) by the end of the assigned daily work period or shift in which the suspected SRG activity is identified.

   c. The SRG officer will review the information included in the Intelligence Submission Form to ensure reliability and make a preliminary determination of whether a youth is an SRG member or associate by considering the following factors:

      - Confirmed self-admission;
      - Physical appearance including tattoos and marks;
      - Possession of SRG paraphernalia;
      - Prior identification/charge by law enforcement;
      - Association with SRG members or associates;
      - Graffiti; and
      - Credible information obtained from investigations, confidential informants, youths, or other sources.

3. After making a preliminary determination that a youth is an SRG member or associate, the SRG officer will complete the SRG Validation Request Worksheet (Attachment C) and will forward the worksheet, supporting documentation, and the Intelligence Submission Form to the Department SRG Coordinator within 24 hours of receiving the information from the reporting staff.

4. The Department SRG Coordinator will review the information provided by SRG officers and will gather additional information as necessary to confirm a validation. The validation process will include:

- Completing and signing the SRG Validation Request Worksheet as soon as possible but no later than 3 business days following receipt;
- Ensuring the appropriate entries are made in the Juvenile Tracking System (JTS);
- Entering a SRG Alert in JTS; and
- Communicating the validation results to the local SRG officer, the youth's status will be noted if known i.e.: leader, member or associate in an SRG.

5. All Department staff will receive documented SRG training to include, at a minimum, identification and management of SRG members and associates.

6. All SRG officers will meet with the SRG Coordinator on a quarterly basis to review trends, activities, incidents or submissions; as well as training issues, or other needs as it relates to the overall performance of Security Risk Groups.

C. Removal of Graffiti

1. Once graffiti is identified and documented, Directors will ensure that appropriate steps are taken to remove the graffiti.

2. Prior to removal of gang markings/graffiti on any DJJ property staff will immediately notify the SRG officer. The SRG officer will photograph and document findings and when possible, identify the youth.

3. The SRG officer will attach photos to an Intelligence Submission Form (Attachment B).

D. Paraphernalia:

1. In secure facilities, staff will confiscate any gang paraphernalia found to be on a youth's person, or in the cell that he/she occupies. An Intelligence Submission Form (Attachment A) will be completed by the discovering staff. The SRG officer will review the form in its entirety and begin the preliminary process.

2. In community offices, staff will document paraphernalia on the Intelligence Submission Form (Attachment B) and will submit the form to the SRG officer.

E. Documentation

1. SRG officers will maintain a SRG file, to include clear digital photographs of the youth's tattoos, marks, scars. The SRG officer will provide a list of known

and/or suspected SRG activity and SRG members and associates to the Department SRG Coordinator by the 5th business day of each month.

2. The Department SRG Coordinator will maintain and compile information on SRG's throughout the state to:

- Identify, validate, and maintain information on SRG members and associates;
- Assist with the proper placement and management of identified youths;
- Investigate SRG-related behavior by youths in a fair, objective manner;
- Provide awareness of SRG problems that may exist in facilities, programs and offices;
- Facilitate a SRG database in conjunction with JTS; and
- Share non-identifying information with other juvenile justice agencies and facilities/programs regarding SRG activity to assist in controlling safety and security.

3. 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.

F. Facility to Facility Transfer

It will be the responsibility of the SRG officer to notify the receiving facility's SRG officer of any transfer of a validated associate or member by appropriately checking the box marked "gang related" on the Transfer (Between Facility) form, located in JTS. The SRG officer will ensure that all validation instruments are enclosed in the case record for the receiving facility's SRG officer to review.

G. When a community case manager transfers a youth's case to another county, the case manager will document on the Case Management Transfer Form the youth's SRG status.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO