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	ADMINISTRATIVE DIRECTIVE	Supersedes Security R	tisk Groups, dated	01/01/2012
Approved By Commissioner James E.Dzurenda		Title	ecurity Risk Group	ps

1. <u>Policy</u>. The Department of Correction shall identify, monitor and manage security risk groups, disruptive groups, watch groups and their members.

2. Authority and Reference.

- A. Connecticut General Statutes, Section 18-81.
- B. Administrative Directives 4.2, sentence Computation and Timekeeping; 4.2a, Risk reduction earned Credit; 6.10, Inmate Property; 9.2 Offender Classification; 9.2, Offender Classification; 9.4, Restrictive Status; 9.5, Code of Penal Discipline; and 9.6, Inmate Administrative Remedies; 10.6, Inmate Visits; 10.7, Inmate Communications and 10.8, religious Services.
- C. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4140, 4-4257, 4-4262, 4-4263, 4-4266, 4-4267, 4-4270 and 4-4271.
- D. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-2A-51, 4-ALDF-2A-52, 4-ALDF-2A-57, 4-ALDF-2A-60, 4-ALDF-2A-61 and 4-ALDF-2A-64 through 4-ALDF-2A-66.
- E. Security Risk Group Management Manual
- 3. <u>Definitions and Acronyms</u>. For the purposes stated herein, the following definitions and acronyms apply:
 - A. <u>Administrative Detention</u>. The placement of an inmate in a restrictive housing unit pending review and subsequent assignment to appropriate housing.
 - B. <u>Demerit</u>. A written misconduct issued to inmates housed in Phases 2 through 5 that indicates a rule violation.
 - C. <u>Disruptive Group</u>. A structured or unstructured group designated by the Director of Security, that meets one or more but not all of the necessary recommendation factors to be considered as a Security Risk Group and which exhibits behavior that jeopardizes the safety of the public, staff or other inmate(s) and/or the security and order of the facility.
 - D. <u>Disruptive Group Member</u>. An inmate determined to be a member of a Disruptive Group in accordance with this Directive.
 - E. <u>DOC</u>. <u>Department of Correction</u>.
 - F. Facility Intelligence Coordinator. A staff member appointed by the Unit Administrator to assess all information in any given facility relating to alleged Security Risk Group, Disruptive Group and Watch Group activity.
 - G. <u>Hearing Officer</u>. A person assigned by the Commissioner or designee to act as the decision maker in Security Risk Group Member hearings, disciplinary hearings and/or any other inmate related hearing as required.
 - H. Security Risk Group. A group of inmates, designated by the Commissioner, possessing common characteristics, which serve to distinguish them from other inmates or groups of inmates and which as a discrete entity, jeopardizes the safety of the public, staff or

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- other inmate(s) and/or the security and order of the facility.
- I. <u>Security Risk Group Member (SRGM)</u>. An inmate determined to be a member of a Security Risk Group in accordance with this Directive.
- J. <u>Security Risk Group Member Unit</u>. An inmate housing unit located in designated facilities wherein Security Risk Group Members are assigned.
- K. Security Risk Group Member Designation Process. A process where an inmate's Security Risk Group activity is assessed and documented. Specific activities shall be assigned a point value. Once an inmate reaches a specified threshold, the inmate shall be reviewed for designation as a Security Risk Group Member and enter into the appropriate phase of the Security Risk Group Member program.
- L. <u>Security Risk Group Member Phase Program</u>. A method, by which inmates designated as Security Risk Group Members, after successful completion of a structured 5 phase program, may be reintegrated into General Population.
- M. Watch Group. A group identified by various law enforcement intelligence networks that may pose a legitimate threat to the public interest and to institutional safety and security.
- N. <u>Watch Group Member</u>. An inmate determined to be a member of a Watch Group in accordance with this Directive.
- 4. Security Risk Group Identification. The Unit Administrator or designee shall report any incident, activity or information which suggests the existence of a Security Risk Group to the Director of Security or designee. The Director of Security or designee shall assess the activities of inmates who may be involved in or with a Security Risk Group. The Director of Security or designee shall manage the collection, maintenance and dissemination of information regarding Security Risk Groups.
 - A. Recommendation Factors. The Director of Security shall consider the following factors when recommending designation of a Security Risk Group. These factors include, but are not limited to:
 - 1. history and purpose of the group;
 - organizational structure of the group;
 - propensity for violence by the group or its individual members;
 - specific violent acts or intended acts of violence that can be reasonably attributed to the group as an entity;
 - 5. specific illegal or prohibited acts, to include the intention or conspiracy to commit such acts, that can be associated with the group, within the facilities and in the community, as an entity;
 - demographics of the group to include group size, location, patterns of expansion or decline of group membership; and,
 - 7. the degree of threat to community or facility security.
 - B. <u>Designation</u>. The Director of Security shall evaluate all information suggesting the existence of a Security Risk Group. When sufficient information suggests the existence of a Security Risk Group, the Director of Security shall present the findings and supporting documentation to the Commissioner. The Commissioner shall be the approving authority to designate a Security Risk Group in accordance with the factors set forth in Section 4(A) of this Directive.

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C. <u>Notification of Designated Security Risk Groups</u>. A list of designated Security Risk Groups shall be posted in inmate housing units and/or common areas within the facility. The lists shall be updated as modifications occur.

- 5. Group Monitoring. The Unit Administrator or designee shall manage the ongoing monitoring and reporting of all Security Risk Groups, Disruptive Groups and Watch Groups activities to the Director of Security or designee. Such monitoring and reporting shall include organizational structure, chain of command, bylaws, creed, names and titles of individual inmates connected with Security Risk Groups and identifying colors, tattoos, hand signals or other common identifiers. Monitoring shall include information on the relationships of Security Risk Group Members both within the unit and the Department as well as reports on all factors listed in Section 4(A) of this Directive.
- 6. Security Risk Group Member Designation Process. An inmate's Security Risk Group activity shall be monitored utilizing form CN 61408, Internal Security Criteria for SRG Determination. Form CN 61408, Internal Security Criteria for SRG Determination (whether blank or complete) shall be exempt from disclosure. Inmates shall be assessed and considered for designation based on the following:
 - A. Security Risk Group Member. An inmate shall have a minimum of five (5) points in accordance with CN 61408, Internal Security Criteria for SRG Determination AND meet the requirements of Section 7(A) of this Directive.
 - B. Security Risk Group Member Phase 1 Placement. An inmate shall have a minimum of ten (10) points in accordance with CN61408, Internal Security Criteria for SRG Determination.

--OR-

An inmate currently designated as a Security Risk Group Member and is found guilty of a Class A Disciplinary Report in accordance with section 11(C) of this Directive and Administrative Directive 9.5, Code of Penal Discipline.

- C . SRG Review Committee for Initial Phase Placement. The SRG Review Committee shall consist of the following members:
 - Security Division SRG Unit;
 - Unit Manager (if applicable);
 - Classification Counselor Supervisor;
 - Unit Counselor;
 - Facility Intelligence Coordinator;
 - Unit Correctional Treatment Officer (if applicable)
- 7. <u>Designation as a Security Risk Group Member</u>. An inmate shall be designated as a Security Risk Group Member under the following conditions:
 - A. When there is reason to believe that an inmate is a Security Risk Group Member, the Unit Administrator or designee shall initiate the process for designation of an inmate as a Security Risk Group Member by following the notice and hearing procedures set forth in Administrative Directive 9.5, Code of Penal Discipline and Section 6 of this Directive, except that form CN 61401, Security Risk Group

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Hearing Notification and page one of CN 61402, Security Risk Group Member Determination, shall be provided as notice to the inmate. A hearing shall be held and presided over by a Hearing Officer. Notification of the hearing shall be made to the Director of Security or designee utilizing CN 61406, Security Risk Group Hearing Notification - Security Division prior to the hearing. When the Hearing Officer has evidence to show that an inmate is affiliated with a Security Risk Group, the inmate shall be designated as a Security Risk Group Member. A completed copy of page two of CN 61402, Security Risk Group Member Determination shall be given to the inmate upon completion of the hearing.

The Hearing Officer shall notify the inmate in writing of the inmate's designation as a Security Risk Group Member, utilizing form CN 61404, Security Risk Group Notification of Decision. The Facility Intelligence Coordinator shall forward the original CN 61404, Security Risk Group Notification of Decision, CN 61408, Internal Security Criteria for SRG Determination and original evidence along with a copy of the incident report, disciplinary report and other relevant documentation used to decide an inmate's designation as a Security Risk Group Member to the Director of Security or designee. A photocopy of the inmate's picture shall be attached. A copy of all the documentation indicating Security Risk Group Membership shall be forwarded to the Unit Administrator. The Unit Administrator or designee shall notify the Director of Offender Classification and Population Management and the Director of Security or designee of the inmate's Security Risk Group status. The Director of Security shall ensure the designation is noted where appropriate. The Unit Administrator or designee of the designating facility shall ensure that the designated inmate's objective classification score, including Security Risk Group level being updated accordingly.

- B. An inmate shall also be designated as a Security Risk Group Member when the inmate is found guilty of the charge of Security Risk Group Affiliation in accordance with Administrative Directive 9.5, Code of Penal Discipline. In this case, the disciplinary report shall act as the notification of the pending placement hearing. No hearing other than the one provided for in Administrative Directive 9.5, Code of Penal Discipline, shall be required when such designation is based on the offense of Security Risk Group Affiliation. In addition to any notification requirement in accordance with Administrative Directive 9.5, Code of Penal Discipline, the Hearing Officer shall notify the inmate in writing of the inmate's designation as a Security Risk Group Member, utilizing form CN 61404, Security Risk Group Member Notification of Decision.
- C. Upon an inmate being designated as a Security Risk Group Member, the SRG Review Committee shall be notified and shall evaluate the inmate for phase placement.
- 8. Notification of Decision (Security Risk Group Member). The Hearing Officer shall notify the inmate and the Unit Administrator of the decision regarding the Security Risk Group Member hearing, utilizing form CN 61404, Security Risk Group Member Notification of Decision. The Hearing Officer shall inform the inmate of the appeal process. The Unit Administrator or designee shall notify the Director of Security and the Director of Offender Classification and Population Management when an inmate has been designated as a Security Risk

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Group Member and shall arrange transfer of the inmate to a Security Risk Group Unit as appropriate. The Director of Security or designee shall ensure the designation is noted where appropriate. The Classification Counselor Supervisor of the designating facility shall ensure that the designated inmate's Security Risk Group level and classification score is updated accordingly, as well as placing the inmate on the transfer list, if applicable.

- 9. Six(6) Month Review of Security Risk Group Member Designation. The Director of Security or designee shall review any inmate's designation as a Security Risk Group Member as new information arises, or at least every six (6) months, to determine whether the inmate should remain on this status utilizing form CN 61405, Security Risk Group Member Six Month Review. Any recommended change in the inmate's status shall be forwarded to the Director of Security or designee and submitted to the Commissioner or designee for action. The Director of Security or designee shall notify the Director of Offender Classification and Population Management, the appropriate District and Unit Administrator, the Facility Intelligence Coordinator, Classification Counselor Supervisor and the inmate of any changes in the inmate's designated status.
- 10. SRG Management Manual. The Director of Security or designee shall develop and maintain a manual outlining the management of inmates classified as SRG members, subject to the approval of the Commissioner. The manual shall be reviewed and updated on an annual basis by the Security Division. Nothing in this administrative directive shall preclude the Director of Security from initiating revisions prior to the annual review.
- 11. Management of Security Risk Group Members. The Deputy Commissioner of Operations shall designate Security Risk Group Units within selected level 3, 4 and 5 facilities for the purpose of managing Security Risk Group Members. An inmate designated as a Security Risk Group Member shall be managed as follows:
 - A. <u>Classification</u>. The inmate shall be classified level 3 or higher in accordance with Administrative Directive 9.2, Offender Classification.
 - B. <u>Extended Family Visits</u>. Security Risk Group Members shall not be eligible for extended family visits.
 - C. <u>Disciplinary Reports</u>. Any Security Risk Group Member, in accordance with Administrative Directive 9.5, Code of Penal Discipline, that is found guilty of one of the following disciplinary reports:

Contraband (Class A - Dangerous Weapon)

Assault

Assault on a DOC Employee

Creating a Disturbance

Felonious Misconduct

Fighting

Impeding Order

Riot

shall be reviewed for Phase 1 placement. The inmate may also be considered for Administrative Segregation placement depending on the circumstances.

D. <u>Food Service</u>. Regular meals shall be provided. Inmates shall be fed in their respective housing units. Unless fed in cell, at level 4 or 5 facilities only twenty-five percent (25%) of each housing unit and

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at level 3 facilities only fifty percent (50%) of each housing unit shall be released at any given time. Feeding schedules shall alternate on a day to day basis.

- E. <u>Furloughs</u>. An inmate designated as a Security Risk Group Member shall not be eligible for furloughs.
- F. <u>Good Time Restoration</u>. Restoration of forfeited good time shall not be permitted in accordance with Administrative Directive 4.2, Sentence Computation and Timekeeping.
- G. <u>Risk Reduction Earned Credit</u>. Earning/Restoration of Risk Reduction Earned Credit shall not be permitted in accordance with Administrative Directive 4.2A, Risk Reduction Earned Credit.
- H. <u>Haircuts</u>. Barber services shall be provided and documented in the unit logbook/activity sheet.
- I. Housing. Security Risk Group Members shall be placed in the appropriate level 3, 4 or 5 Security Risk Group Member Unit (MYI, York CI, or other designated facilities as determined by the Deputy Commissioner of Operations). MYI and York CI shall serve as the facilities for housing male (under the age of eighteen (21) and female Security Risk Group Members, respectively. Facilities without a Security Risk Group Member Unit for Security Risk Group Members shall place such designated inmates on restrictive status and arrange for transfer to a facility with a Security Risk Group Member Unit.
- J. <u>In-Cell Observation</u>. Inmates assigned to Phase 1 and 2 shall have, direct observation by a correction officer. The direct observation shall not be less frequently than every fifteen (15) minutes. Inmates assigned to Phases 3, 4, and 5 shall have, direct observation by a correction officer that shall not be less frequently than every thirty (30) minutes. Living breathing flesh shall be observed.
- K. <u>Inmate Accounts</u>. The Unit Administrator or designee shall monitor the inmate's account activity.
- L. <u>Inmate Property</u>. Security Risk Group Members may possess property in accordance with Administrative Directive 6.10, Inmate Property.
- M. <u>Mail</u>. All mail shall be handled in accordance with Administrative Directives 6.10, Inmate Property and 10.7, Inmate Communications.
- N. Movement.
 - 1. Phase 1 Inmates. The inmate shall be handcuffed behind the back for all out of cell movement. The exceptions to this are to legal visits, legal calls, medical appointments and inmate social calls. Exceptions may be made for social calls, if the facility is equipped with phone cages. For these exceptions, the inmate will be handcuffed in the front with a tether chain and leg irons.
 - 2. Out of Cell within Unit. For level 4 and 5 facilities no greater than twenty-five percent (25%) of the capacity of a unit shall be permitted out of cell at one time. For level 3 facilities and MYI no greater than fifty percent (50%) of the capacity of a unit shall be permitted out of cell at one time.
 - Out of Unit. Security Risk Group Members shall be escorted at all times while out of the unit, with the exception of the designated recreation yard.
- O. <u>Outstanding Meritorious Performance Award</u>. Awards for outstanding meritorious performance shall not be granted.
- P. Recreation. Recreation shall be authorized to include, at a minimum,

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one (1) hour per day, five (5) days a week in a controlled area. Recreation refusals shall be documented in the unit logbook/activity sheet.

- Q. <u>Religious Services</u>. Religious services shall be provided in accordance with Administrative Directive, 10.8, Religious Services and Restrictive Status, 9.4.
- R. <u>Searches</u>. Random cell and living area searches shall be conducted on a daily basis. Each cell and living area shall be searched at least once every seven (7) days and documented in the unit logbook/activity sheet.
- S. <u>Showers</u>. Inmates shall be permitted to shower daily, which shall be documented in the unit logbook/activity sheet. Inmates in Phase 1 or 2 will receive three (3) showers per week on designated days.
- T. <u>Sick Call/Medication Line</u>. Sick call and/or medication line shall be conducted in the unit, whenever possible.
- U. <u>Telephone</u>. All inmate telephone calls shall be in accordance with Administrative Directive 10.7, Inmate Communications.
- V. <u>Visits</u>. Visits shall be non-contact, where possible, and separate from general population visits. Security Risk Group Members in Phase 1 or 2 are only permitted to have immediate family members as active visitors on their visiting lists.
- W. Work or Program Assignments. An inmate assigned to a work assignment shall be limited to service jobs within the unit. Seven (7) day job credit shall not be authorized.

Program opportunities shall be provided in-cell/unit or separate from the general population in a secure area. The Unit Administrator shall submit a program plan to the Director of Programs and Treatment (Division) for approval. For level 4 or 5 facilities no greater than twenty-five percent (25%) of the capacity of each unit shall be permitted out of cell to participate in work and/or programs at one time.

For a level 3 facility and MYI no greater than fifty percent (50%) of the capacity of each unit shall be permitted out of cell to participate in work and/or programs at one time. Programming shall be conducted in the unit, cell or other space as deemed appropriate by the Unit Administrator. To participate in work or program assignments, inmates shall remain discipline free.

12. Security Risk Group Member Renunciation. Inmates may be considered for renunciation after a minimum of nine (9) consecutive months in the Security Risk Group Member program and the successful completion of the required facility programs. Inmates at MYI may be considered for renunciation after a minimum of six (6) consecutive months in the Security Risk Group Member program and the successful completion of the required facility programs. At the successful completion of the required programming, the Unit Administrator or designee shall submit a recommendation package (CN 61403 Renunciation Form and 61413 Facility Completion Recommendation form) for status removal consideration by the Director of Security. The designation shall be removed by the Security Division in the appropriate areas, upon approval from the Director of Security. The Unit Administrator or designee shall remove the Security Risk Group designation from the inmate's classification profile. The inmate's Security Risk Group file shall be kept in an inactive file in the Security Division for future reference. If an inmate discharges after successful completion of the required programs and awaiting removal from Security Risk Group status, the inmate may be

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approved after discharge by the process outlined in this section.

Disruptive Group Monitoring. The Unit Administrator or designee shall manage the ongoing monitoring and reporting of all Disruptive Group activities to the Director of Security or designee. Such monitoring and reporting shall include organizational structure, chain of command, bylaws, creed, names and titles of individual inmates connected with the Disruptive Groups and identifying colors, tattoos, hand signals or other common identifiers. Monitoring shall include information on the relationships of Disruptive Group Members both within the unit and the Department as well as reports on all factors listed in Section 4(A) of this Directive.

A list of Disruptive Groups shall be posted in inmate housing units and/or common areas within the facility. The list shall be updated as modifications occur. It is not necessary for a group to operate within the State of Connecticut or the Connecticut Department of Correction to be identified as a Disruptive Group.

If a Disruptive Group is identified as a Security Risk Group in accordance with Section 4 of this Directive, inmates who have been suspected of being members of that Disruptive Group shall be reviewed for designation.

14. Watch Group Monitoring. The Unit Administrator or designee shall manage the ongoing monitoring and reporting of all Watch Group activities to the Director of Security or designee. Such monitoring and reporting shall include organizational structure, chain of command, bylaws, creed, names and titles of individual inmates connected with the Watch Groups and identifying colors, tattoos, hand signals or other common identifiers. Monitoring shall include information on the relationships of Watch Group Members both within the unit and the Department. Reporting on all factors listed in Section 4(A) of this Directive. It is not necessary for a group to operate within the State of Connecticut or the Connecticut Department of Correction to be identified as a Watch Group.

If a Watch Group is identified as a Security Risk Group in accordance with Section 4 of this Directive, inmates who have been suspected of being members of that Watch Group shall be reviewed for designation.

15. Other Restrictive Status Placement. Placement of an inmate in a Security Risk Group Member Unit shall not preclude placement in any other restrictive status with the exception of Administrative Segregation.

While, Administrative Segregation status supercedes Security Risk Group status, consideration shall be given when housing inmates as to their respective Security Risk Group.

- 16. <u>Appeal of Security Risk Group Member Designation</u>. An inmate may file an appeal regarding a Security Risk Group Member designation in accordance with Administrative Directive 9.6, Inmate Administrative Remedies.
- 17. <u>Inmate Records</u>. An inmate's designation as a Security Risk Group Member shall be recorded in the inmate's master file, classification profile and where appropriate.
- 18. Readmission. An inmate discharged from the custody of the Commissioner while designated as a Security Risk Group Member shall be readmitted on the same status. Upon readmission, all inmates who were previously on Security

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Risk Group Member status shall be placed on Administrative Detention status pending placement to appropriate housing. The inmate's status shall be reviewed by the Facility Intelligence Coordinator/Unit Manager within ninety (90) days of readmission. Prior to meeting with the inmate, the Facility Intelligence Coordinator/Unit Manager shall review the inmate's SRG file and notify the inmate of the pending meeting regarding the inmate's SRG status utilizing CN 61409, Security Risk Group 90-Day Review Notification. The Facility Intelligence Coordinator/Unit Manager shall meet with the inmate and advise the inmate of the results of the review utilizing CN 61407, Security Risk Group 90-Day Review. The original CN 61407, Security Risk Group Member 90-Day Review shall be forwarded to the Director of Security or designee and a completed copy of the form shall be forwarded to the inmate upon completion of the review. A recommendation regarding the Security Risk Group status for each readmitted inmate shall be made by the Unit Administrator and reviewed by the Security Division. The final disposition of continued Security Risk Group status shall be made by the Director of Security.

The Unit Administrator or designee shall notify the Director of Security and the Director of Offender Classification and Population Management of any Security Risk Group Member readmission by the next business day.

- 19. Redesignation. An inmate redesignated as a Security Risk Group Member in accordance with this Directive, after having been permitted to renounce membership previously, shall not be allowed to renounce again without authorization of the Commissioner. On the occurrence of a second designation, the inmate shall complete all programs and remain discipline free for a period not less than two years cumulative incarcerated time after the last disciplinary report or designation hearing prior to being reviewed for consideration for removal. Incarcerated time will be defined as time spent under the jurisdiction of the Department of Correction within a level 3, 4 or 5 facility. The Director of Security or designee shall reactivate the inmate's Security Risk Group file. Reactivation shall be indicated where appropriate.
- 20. Extension of Time. Notwithstanding the time frames established in this Directive, the Unit Administrator and/or the Director of Security may extend such time frames for good cause shown for inmates awaiting transfer to a Security Risk Group housing bed. Any such extensions of time shall be documented together with the reasons for the extension on CN 9409, Notification of Extension of Status. No inmate shall be confined on Administrative Detention status for more than 30 days without notice as to the reasons for such placement and an informal opportunity to be heard, either by a facility counselor, or a designee of the Unit Administrator or Director of Security. Any such informal notice and hearing shall be documented on CN 9409, Notification of Extension of Status.
- 21. Movement. The Director of Offender Classification and Population Management shall notify the Director of Security and the receiving Unit Administrator prior to the movement of any known Security Risk Group Member
- 22. Movement outside the Facility. For the purposes of court trips, medical appointments or other outside movement, an inmate designated as a Security Risk Group Member shall not be permitted to be placed in any holding area with inmates that are not of the same classification.
- 23. <u>Discharge of a Designated Inmate</u>. The Unit Administrator or designee of the discharging facility shall notify the Director of Security or designee when a Security Risk Group Member is scheduled for discharge to the community. The Director of Security or designee shall notify the appropriate local law enforcement agency and the Connecticut State Police, providing a profile and photograph of the released inmate.

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- 24. <u>Staffing</u>. Specifically screened staff shall be assigned to work in an SRG Unit in accordance with established facility guidelines. Some factors to be considered shall be: the nature of the inmates in the unit; the ability of the respective candidate to manage such inmates; and, the employee's performance record.
 - A. <u>Selection</u>. An employee assigned to work in an SRG Unit shall be a permanent status employee who has demonstrated maturity, good judgment and an ability to work in a difficult environment as reflected in acceptable performance rating in each job element of any service rating conducted during the previous 12 month period.
 - B. <u>Training and Supervision</u>. Special orientation for each employee shall be provided prior to assignment to the SRG Unit, orientation shall include the following areas:
 - 1. the function of the unit;
 - 2. the requirements of this Directive and the SRG Management Manual;
 - 3. rules governing the unit's operation; and,
 - 4. the needs and problems typical of inmates in the unit.
- 25. <u>Language Contradictions with Other Administrative Directives</u>. Any SRG-related provision contained in another administrative directive in conflict with the provisions contained herein shall be disregarded and the requirements of this directive applied.
- 26. Forms and Attachments. The following forms are applicable to this Administrative Directive and shall be utilized for the intended purpose:
 - A. CN 61401, Security Risk Group Membership Hearing Notification;
 - B. CN 61402, Security Risk Group Member Determination;
 - C. CN 61403, Security Risk Group Member Renunciation Form;
 - D. CN 61404, Security Risk Group Member Notification of Decision;
 - E. CN 61405, Security Risk Group Member Six-Month Review;
 - F. CN 61406, Security Risk Group Member Hearing Notification - Security Division;
 - G. CN 61407, Security Risk Group Member 90-Day Review;
 - H. CN 61408, Internal Security Criteria for SRG Determination;
 - I. CN 61409, Security Risk Group Member 90-Day Review Notification;
 - J. CN 61410, Security Risk Group Member Demerit Notice;
 - K. CN 61411, Security Risk Group Demerit Appeal Notification;
 - L. CN 61412, Security Risk Group Member Phase Progression Acknowledgment of Expectations;
 - M. CN 61413, Security Risk Group Phase Program Facility Completion Recommendation.
 - N. CN 61414, Security Risk Group Member Phase Program Progression/Regression;
- 27 . Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.