

 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 6.14	Effective Date 01/01/2012	Page 1 of 13
	Supersedes Security Risk Groups, dated 01/15/2009		
Approved By 	Title Security Risk Groups		

1. Policy. The Department of Correction (DOC) 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 and Reduction Earned Credit; 6.10, Inmate Property; 9.2, Offender Classification; 9.4, Restrictive Status; 9.5, Code of Penal Discipline; 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.
3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Administrative Detention. The placement of an inmate in a restrictive housing unit for up to 14 days pending review and subsequent assignment to appropriate housing.
 - B. Close Custody Unit. An inmate housing unit located at designated facilities wherein Security Risk Group Safety Threat Members are assigned.
 - C. Close Monitoring Unit. An inmate housing unit located at designated facilities wherein Security Risk Group Members are assigned.
 - D. Disruptive Group. 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.
 - E. Disruptive Group Member. An inmate determined to be a member of a Disruptive Group in accordance with this Directive.
 - 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. Hearing Officer. A person assigned by the Commissioner or designee to act as the decision maker in Security Risk Group Member hearings, Security Risk Group Safety Threat 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

Directive Number 6.14	Effective Date 1/1/2012	Page 2 of 13
Title Security Risk Groups		

distinguish them from other inmates or groups of inmates and which as a discrete entity, jeopardizes the safety of the public, staff or other inmate(s) and/or the security and order of the facility.

- I. Security Risk Group Member (SRGM). An inmate determined to be a member of a Security Risk Group in accordance with this Directive.
 - J. Security Risk Group Safety Threat Member (SRGSTM). An inmate whose activity, behavior, status as a recognized Security Risk Group leader, and/or whose activity, behavior or involvement in an event associated with a Security Risk Group jeopardizes the safety of the public, staff or other inmate(s) and/or the security and order of the facility.
 - K. Security Risk Group Member/SRG Safety Threat 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 or Security Risk Group Safety Threat Member.
 - L. Watch Group. A group identified through various law enforcement intelligence networks that may pose a legitimate threat to the public interest and to institutional safety and security.
 - M. Watch Group Member. An inmate determined to be a member of a Watch Group in accordance with this Directive.
4. Security Risk Group Identification. The Unit Administrator shall report any incident, activity or information which suggests the existence of a Security Risk Group to the Director of Security. The Director of Security shall assess the activities of inmates who may be involved in or with a Security Risk Group. The Director of Security 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;
 - 2. organizational structure of the group;
 - 3. propensity for violence by the group or its individual members;
 - 4. 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;
 - 6. 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. Designation. 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.
 - C. Notification of Designated Security Risk Groups. A list of

Directive Number 6.14	Effective Date 1/1/2012	Page 3 of 13
Title Security Risk Groups		

designated Security Risk Groups shall be posted in inmate housing units and/or common areas within the facility and the inmate handbook. 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. 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/ SRG Safety Threat 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 12(A) of this Directive.
 - B. Security Risk Group Safety Threat Member. An inmate shall have a minimum of ten (10) points in accordance with CN 61408, Internal Security Criteria for SRG Determination AND meet the requirements of Section 7(B) of this Directive.

- 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 14(C) of this Directive and Administrative Directive 9.5, Code of Penal Discipline.

7. Designation as a Security Risk Group Safety Threat Member.
 - A. Designation. An inmate shall be designated a Security Risk Group Safety Threat Member when:
 1. The inmate falls within the provisions as outlined in Administrative Directive 9.5, Code of Penal Discipline and Section 6 of this Directive.
 2. The Hearing Officer has evidence to show that the inmate, whether previously or currently designated as a Security Risk Group Member or Security Risk Group Safety Threat Member or not, has engaged in behavior associated with a Security Risk Group, or acted in violence, or is a leader of a Security Risk Group and such behavior or status presents a threat to the safety of the community, staff, facility, other inmates or the order of the Department.
 - B. Process. In making a designation under this section, the following procedure shall be adhered to:
 1. The Unit Administrator or designee shall initiate the process

Directive Number 6.14	Effective Date 1/1/2012	Page 4 of 13
Title Security Risk Groups		

for designation of an inmate as a Security Risk Group Safety Threat Member by following the notice and procedures as 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/SRG Safety Threat Member Hearing Notification and page one of CN 61402, Security Risk Group/SRG Safety Threat Member Determination shall be provided as notice to the inmate. When the Hearing Officer has evidence to show that an inmate is a Security Risk Group Safety Threat Member, the inmate shall be so designated. A completed copy of page two of form CN 61402, Security Risk Group/SRG Safety Threat Member Determination shall be given to the inmate upon completion of the hearing. The Facility Intelligence Coordinator shall forward the original CN 61404, Security Risk Group/SRG Safety Threat Member 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 Safety Threat Member to the Director of Security or designee. A photocopy of the inmate's picture and visiting list shall be attached. A copy of all the documentation indicating Security Risk Group Safety Threat Membership shall be forwarded to the Unit Administrator. The Unit Administrator shall notify the Director of Offender Classification and Population Management and the Director of Security of the inmate's Security Risk Group Safety Threat Member 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 Security Risk Group level is updated accordingly.

2. Any inmate who is housed in a level 2 facility and has a hearing pending shall be transferred to a higher level facility and shall be placed on Administrative Detention in accordance with Administrative Directive 9.4, Restrictive Status, prior to initiation of the hearing. All other inmates at a level 3 facility or higher level facility shall be placed on Administrative Detention and the hearing may take place at that facility, as soon as possible.

Prior to initiating any Security Risk Group Safety Threat Member hearing the Facility Intelligence Coordinator shall notify the Director of Security utilizing CN 61406, Security Risk Group/SRG Safety Threat Member Hearing Notification - Security Division prior to the hearing.

3. The Manson Youth Institution (MYI) and York CI shall establish and maintain a Security Risk Group Safety Threat Member (SRGSTM) Review Committee so that each inmate so designated meets the criteria for designation as a Security Risk Group Safety Threat Member. Each review shall determine if a SRGSTM designation is appropriate. The decision shall not be based solely on the evidence but the inmate's appropriateness for such designation as well (i.e., mental health status, maturity, etc.). Automatic consideration does not imply an automatic classification increase to the close custody program for Security Risk Group Safety Threat Members. If, in the

Directive Number 6.14	Effective Date 1/1/2012	Page 5 of 13
Title Security Risk Groups		

professional judgement of the committee, an inmate may continue to benefit from imposed sanctions and inmate management techniques at a given facility, assignment to close custody for Security Risk Group Safety Threat Members may not occur.

- C. SRGSTM Review Committee Composition. The SRGSTM Review Committee shall consist of the following members:
1. Deputy Warden;
 2. Unit Manager (if applicable);
 3. Classification Counselor Supervisor;
 4. Unit Counselor;
 5. Facility Intelligence Coordinator;
 6. Unit Correctional Treatment Officer (if applicable); and,
 7. Mental health staff.
8. Notification of Decision (Security Risk Group Safety Threat Member). The Hearing Officer shall notify the inmate and the Unit Administrator of the decision regarding the Security Risk Group Safety Threat Member hearing, utilizing form CN 61404, Security Risk Group/ SRG Safety Threat Member Notification of Decision. The Hearing Officer shall inform the inmate of the appeal process as outlined in Administrative Directive 9.6, Inmate Administrative Remedies. 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 Group Safety Threat Member and shall arrange transfer of the inmate to a Close Custody Unit as appropriate. 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 Security Risk Group level is updated accordingly, as well as placing the inmate on the transfer list.
9. Management of a Security Risk Group Safety Threat Member. An inmate designated as a Security Risk Group Safety Threat Member shall be managed as follows:
- A. Classification. Classification shall be in accordance with Administrative Directive 9.2, Offender Classification.
 - B. Extended Family Visits. Security Risk Group Safety Threat Members shall not be eligible for extended family visits.
 - C. Food Service. Regular meals shall be provided.
 - D. Furloughs. An inmate designated as a Security Risk Group Safety Threat Member shall not be eligible for a furlough.
 - E. Good Time Restoration. Restoration of forfeited good time shall not be permitted in accordance with Administrative Directive 4.2, Sentence Computation and Timekeeping.
 - F. Risk Reduction Earned Credit. Restoration of Risk Reduction Earned Credit shall not be permitted in accordance with Administrative Directive 4.2A, Risk Reduction Earned Credit
 - G. Haircuts. Barber services shall be provided and documented in the unit logbook.
 - H. Housing. Security Risk Group Safety Threat Members shall be placed in the appropriate level 4 Close Custody Unit. MYI and York CI shall serve as the facilities for housing male (under the age of eighteen (18)) and female Security Risk Group Safety Threat Members, respectively. Facilities without a Close Custody Unit for

Directive Number 6.14	Effective Date 1/1/2012	Page 6 of 13
Title Security Risk Groups		

Security Risk Group Safety Threat Members shall place such designated inmates on restrictive status and arrange for transfer to a facility with a Close Custody Unit.

- I. In-Cell Observation. Direct observation by a correction officer shall not be less frequently than every fifteen (15) minutes. Living breathing flesh shall be observed.
- J. Inmate Accounts. The Unit Administrator or designee shall monitor the inmate's account activity.
- K. Inmate Property. Security Risk Group Safety Threat Members may possess property in accordance with Administrative Directive 6.10, Inmate Property.
- L. Mail. All mail shall be handled in accordance with Administrative Directives 6.10, Inmate Property and 10.7, Inmate Communications. No more than five (5) letters may be retained per inmate in the cell.
- M. Movement Phase I.
 - 1. Out of cell or secured area within housing unit - not more than eight (8) inmates including janitors/tierman permitted out of cell at one (1) time.
 - 2. Out of cell or secured area when on restraint status - restraints shall not be authorized unless for movement to Restrictive Housing.
 - 3. Out of unit other than to adjacent recreation area - inmate shall be escorted, at a minimum, by one (1) staff member for every three (3) inmates.
- M. Movement Phase II and III. Out of cell movement for an inmate engaged in the approved Close Custody Phase II and III program may be relaxed at the discretion of the Unit Administrator and consistent with the program model.
- N. Program Assignments. 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.
- O. Recreation. Recreation shall be authorized to include one (1) hour per day, five (5) days a week in a controlled area. Recreation refusals shall be documented in the unit logbook.
- P. Religious Services. Religious services shall be provided in accordance with Administrative Directive, 10.8, Religious Services.
- Q. Searches. 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.
- R. Sentence Credits. Statutory Good Time credits shall not be authorized. Outstanding Meritorious Performance Award shall not be granted.
- S. Showers. Three (3) showers with a fifteen (15) minute limit shall be permitted weekly and shall be documented in the unit logbook.
- T. Sick Call/Medication Line. Sick call and/or medication line shall be conducted in the unit.
- U. Telephone. All inmate telephone calls shall be in accordance with Administrative Directive 10.7, Inmate Communications. A maximum of three (3), fifteen (15) minute telephone calls per week may be permitted, exclusive of privileged communication. All calls must be approved by the Unit Manager or designee. Phone calls shall be recorded and may be listened to directly. Upon written request, an authorized call to a privileged correspondent shall be arranged to

Directive Number 6.14	Effective Date 1/1/2012	Page 7 of 13
Title Security Risk Groups		

preclude recording or listening.

- V. Visits. Two (2) non-contact visits per week shall normally be permitted. Legal visits shall be permitted as needed and approved by the Unit Administrator or designee in accordance with Administrative Directive 10.6, Inmate Visits. Additional non-contact visits may be authorized by the Unit Administrator based upon an individual's successful program participation.

Security Risk Group Safety Threat Members, regardless of housing facility, are only permitted to have immediate family members as active visitors on the visiting list.

- W. Work Assignments. Work assignments shall be limited to cleaning and food service jobs within the unit.

10. Change in Security Risk Group Safety Threat Member Designation. The Director of Security shall review any inmate's designation as a Security Risk Group Safety Threat Member as new information arises, or at least every six (6) months, to determine whether the inmate should remain in this status utilizing form CN 61405, Security Risk Group Safety Threat Member Six-Month Review. Any recommended change in the inmate's status shall be forwarded to the Director of Security 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 and the inmate of any changes in the inmate's designated status.

11. Security Risk Group Safety Threat Member Renunciation (Close Custody). Inmates may be considered for renunciation after a minimum of ten (10) consecutive months in the close custody program and the successful completion of the required facility programs. Inmates at MYI may be considered for renunciation after a minimum of eight (8) consecutive months in the close custody 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 for removal consideration by the Director of Security. The package shall include CN 61403, Security Risk Group/SRG Safety Threat Member Renunciation Form, signed by the inmate. The removal request shall require the signatures of the Unit Administrator, Deputy Warden, the Unit Manager and the Facility Intelligence Coordinator.

The designation shall be removed by the Security Division, in the appropriate areas, upon approval from the Director of Security. The facility 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 approved after discharge by the process outlined in this section.

The Unit Administrator of the facility recommending the renunciation shall see that the inmate is tracked (Close Custody Progress Tracking) for a period of no less than one (1) year from the date of renunciation. Close Custody Progress Tracking shall include, but is not limited to, meeting with the inmate a minimum of once per month, reviewing facility based

Directive Number 6.14	Effective Date 1/1/2012	Page 8 of 13
Title Security Risk Groups		

files, meeting with facility managers/supervisors and staff. These meetings shall be documented in the inmate's Security Risk Group file located at Central Office. At the completion of the close custody program, inmates shall be placed in a designated step-down unit to assess their behavior for a minimum of thirty (30) days.

12. Designation as a Security Risk Group Member. 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/ SRG Safety Threat Membership Hearing Notification and page one of CN 61402, Security Risk Group/ SRG Safety Threat 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 utilizing CN 61406, Security Risk Group/ SRG Safety Threat Member 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/ SRG Safety Threat 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/ SRG Safety Threat Member Notification of Decision. The Facility Intelligence Coordinator shall forward the original CN 61404, Security Risk Group/ SRG Safety Threat Member 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 and visiting list shall be attached. A copy of all the documentation indicating Security Risk Group Membership shall be forwarded to the Unit Administrator. The Unit Administrator shall notify the Director of Offender Classification and Population Management and the Director of Security 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 Security Risk Group level is 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

Directive Number 6.14	Effective Date 1/1/2012	Page 9 of 13
Title Security Risk Groups		

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/SRG Safety Threat Member Notification of Decision.

13. 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/SRG Safety Threat 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 Group Member and shall arrange transfer of the inmate to a Close Monitoring Unit as appropriate. The Director of Security 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 is updated accordingly, as well as placing the inmate on the transfer list.

14. Management of Security Risk Group Members. The Deputy Commissioner of Operations shall designate Close Monitoring 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. Classification. The inmate shall be classified level 3 or higher in accordance with Administrative Directive 9.2, Offender Classification.
 - B. Extended Family Visits. Security Risk Group Members shall not be eligible for extended family visits.
 - C. Disciplinary Reports. Any Security Risk Group Member, in accordance with Administrative Directive 9.5, Code of Penal Discipline, that is found guilty of a Contraband (Class A - Dangerous Weapon); Assault; Assault on a DOC Employee; Creating a Disturbance; Fighting; Impeding Order; Security Risk Group Safety Threat Member disciplinary report shall be automatically designated as a Security Risk Group Safety Threat Member. The inmate may also be considered for Administrative Segregation placement depending on the circumstances.
 - D. Food Service. 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 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. Furloughs. An inmate designated as a Security Risk Group Member shall not be eligible for furloughs.
 - F. Good Time Restoration. Restoration of forfeited good time shall not be permitted in accordance with Administrative Directive 4.2, Sentence Computation and Timekeeping.
 - G. Risk Reduction Earned Credit. Restoration of Risk Reduction Earned Credit shall not be permitted in accordance with Administrative Directive 4.2A, Risk Reduction Earned Credit.
 - H. Haircuts. Barber services shall be provided and documented in the unit logbook.

Directive Number 6.14	Effective Date 1/1/2012	Page 10 of 13
Title Security Risk Groups		

- I. Housing. Security Risk Group Members shall be placed in the appropriate level 3, 4 or 5 Close Monitoring 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 (18)) and female Security Risk Group Members, respectively. Facilities without a Close Monitoring Unit for Security Risk Group Members shall place such designated inmates on restrictive status and arrange for transfer to a facility with a Close Monitoring Unit.
- H. In-Cell Observation. Direct observation by a correction officer shall not be less frequently than every thirty (30) minutes. Living breathing flesh shall be observed.
- I. In-Cell Restraint Status. In-cell restraints shall not be permitted while in the Close Monitoring Unit. The inmate shall be moved to Restrictive Housing prior to any in-cell restraint placement.
- J. Inmate Accounts. The Unit Administrator or designee shall monitor the inmate's account activity.
- K. Inmate Property. Security Risk Group Members may possess property in accordance with Administrative Directive 6.10, Inmate Property.
- L. Mail. All mail shall be handled in accordance with Administrative Directives 6.10, Inmate Property and 10.7, Inmate Communications.
- M. Movement.
 - 1. 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.
 - 2. 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.
- N. Outstanding Meritorious Performance Award. Awards for outstanding meritorious performance shall not be granted.
- O. Recreation. Recreation shall be authorized to include, at a minimum, one (1) hour per day, five (5) days a week in a controlled area. Recreation refusals shall be documented in the unit logbook.
- P. Religious Services. Religious services shall be provided in accordance with Administrative Directive, 10.8, Religious Services.
- Q. Searches. 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.
- R. Showers. Inmates shall be permitted to shower daily, which shall be documented in the unit logbook.
- S. Sick Call/Medication Line. Sick call and/or medication line shall be conducted in the unit, whenever possible.
- T. Telephone. All inmate telephone calls shall be in accordance with Administrative Directive 10.7, Inmate Communications.
- U. Visits. Visits shall be non-contact, where possible, and separate from general population visits.
- V. 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

Directive Number 6.14	Effective Date 1/1/2012	Page 11 of 13
Title Security Risk Groups		

Treatment (Division) for approval. For a level 4 or 5 facility 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.

15. Security Risk Group Renunciation (Close Monitoring). Inmates may be considered for renunciation after a minimum of eight (8) consecutive months in the close monitoring 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 close monitoring program and the successful completion of the required facility programs. An inmate identified as a member of a Security Risk Group but who is not a threat member and has completed the required number of program components, may submit a letter to the Unit Administrator to request removal from such designation. The Unit Administrator or designee shall interview the inmate to determine the validity of the request and have the inmate sign CN 61403, Security Risk Group/SRG Safety Threat Member Renunciation Form. When the Unit Administrator, in consultation with the Director of Security or designee, reasonably determines the inmate has discontinued unauthorized associations and activities, the Unit Administrator may approve a change in designation and forward a written copy of the decision, along with any related information to 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 approved after discharge by the process outlined in this section.

At the completion of the close monitoring program, inmates shall be placed in a designated step-down unit to assess their behavior for a minimum of thirty (30) days.

16. 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. 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

Directive Number 6.14	Effective Date 1/1/2012	Page 12 of 13
Title Security Risk Groups		

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.

17. 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. 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.

18. Administrative Segregation Placement. Placement of an inmate in a Close Custody Unit shall not preclude placement in Administrative Segregation. Upon successful completion and removal from the Administrative Segregation program in accordance with Administrative Directives 9.2, Offender Classification and 9.4, Restrictive Status, a designated Security Risk Group Safety Threat Member shall enter the Close Custody program for Security Risk Groups.

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

19. Appeal of Security Risk Group/SRG Safety Threat Member Designation. An inmate may file an appeal regarding a Security Risk Group/SRG Safety Threat Member designation in accordance with Administrative Directive 9.6, Inmate Administrative Remedies.
20. Inmate Records. An inmate's designation as a Security Risk Group Member or as a Security Risk Group Safety Threat Member shall be recorded in the inmate's master file, classification profile and where appropriate.
21. Readmission. An inmate discharged from the custody of the Commissioner of Correction while designated as a Security Risk Group Member or Security Risk Group Safety Threat Member shall be readmitted on the same status. Upon readmission, all inmates who were previously on Security Risk Group Member or Security Risk Group Safety Threat 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/SRG Safety Threat Member 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

Directive Number 6.14	Effective Date 1/1/2012	Page 13 of 13
Title Security Risk Groups		

Group/SRG Safety Threat Member 90-Day Review. The original CN 61407, Security Risk Group/SRG Safety Threat 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 or Security Risk Group Safety Threat Member's readmission by the next business day.

22. Redesignation. An inmate redesignated as a Security Risk Group Member or Security Risk Group Safety Threat Member in accordance with this Directive, after having been permitted to renounce membership, shall not be allowed to renounce again without authorization of the Commissioner. A redesignated inmate shall complete all programs and remain discipline free for a period not less than two years prior to being reviewed for consideration for removal. The Director of Security or designee shall reactivate the inmate's Security Risk Group/SRG Safety Threat Member file. Reactivation shall be indicated where appropriate.
23. 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/SRG Safety Threat Member.
24. 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/SRG Safety Threat Member shall not be permitted to be placed in any holding area with inmates that are not of the same classification.
25. Discharge of a Designated Inmate. The Unit Administrator or designee of the discharging facility shall notify the Director of Security when a Security Risk Group Member or Security Risk Group Safety Threat 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.
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/SRG Safety Threat Membership Hearing Notification;
 - B. CN 61402, Security Risk Group/SRG Safety Threat Member Determination;
 - C. CN 61403, Security Risk Group/SRG Safety Threat Member Renunciation Form;
 - D. CN 61404, Security Risk Group/SRG Safety Threat Member Notification of Decision;
 - E. CN 61405, Security Risk Group Safety Threat Member Six-Month Review;
 - F. CN 61406, Security Risk Group/SRG Safety Threat Member Hearing Notification - Security Division;

Directive Number 6.14	Effective Date 1/1/2012	Page 14 of 13
Title Security Risk Groups		

- G. CN 61407, Security Risk Group/SRG Safety Threat Member 90-Day Review;
- H. CN 61408, Internal Security Criteria for SRG Determination; and,
- I. CN 61409, Security Risk Group/SRG Safety Threat Member 90-Day Review Notification.

27. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.