



State of Indiana
Indiana Department of Correction

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POLICY AND ADMINISTRATIVE PROCEDURES
Manual of Policies and Procedures

Title
HIGH RISK OFFENDERS

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5(A)(8)	01-04-101 02-01-111	ACA:
IC11-8-2-5(a)(12)	01-04-104 03-02-102	ACI: 4-4102
IC 11-8-2-5(a)(13)	01-04-106 03-02-104	
IC 11-11-6-1	02-01-110	
IC 35-45-9-4		

I. PURPOSE:

The purpose of this policy and administrative procedure is to provide a mechanism that will allow the Department of Correction to monitor and track those offenders who are determined to be likely to commit high risk behaviors while incarcerated.

II. POLICY STATEMENT:

Some offenders have a greater likelihood of engaging in behaviors and activities that present a serious threat to the safety and security of the Department. In order to provide a safe and secure environment where staff and offenders can work and live, the Department must be able to identify, monitor and manage those offenders most likely to engage in high risk behavior. The identifying and monitoring of these offenders shall make it possible for the Department and staff to:

- A. Effectively identify, monitor and control the incarceration of High Risk offenders by anticipating questionable activities (scams, possible criminal acts, etc.), and potential volatile situations before such incidents occur
- B. Provide a safe correctional environment for staff and offenders in Department facilities.
- C. To protect the public and communities from predatory high risk offenders.

In addition to identifying and monitoring these offenders, the Department must be able to track offenders with a significant likelihood of committing high risk behavior so that staff can be made aware of their presence in the offender population and in what types of behaviors these offenders may participate. In order to track these offenders, the Department shall develop and implement a computer-based tracking

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system that will allow staff to identify those offenders who have been designated as high risk and to obtain information that will assist in the offender's supervision.

III. DEFINITIONS:

For the purpose of these administrative procedures, the following definitions are presented:

- A. **CHIEF INVESTIGATOR:** The staff person assigned to Central Office with the responsibilities to supervise the day-to-day operations of the Office of Internal Affairs and provide statewide operational supervision of field investigation units consistent with these procedures.
- B. **CONFIDENTIAL INFORMANT:** A person who provides information relevant to an investigation and wishes to remain anonymous for safety and/or security reasons.
- C. **DEPUTY CHIEF INVESTIGATOR:** Staff person assigned to Central Office with the responsibility of ensuring compliance with these procedures and conducting investigations as applicable.
- D. **EXECUTIVE DIRECTOR OF CLASSIFICATION:** The administrative staff person within the Central Office assigned the responsibility of overseeing the operation of the Division of Classification.
- E. **DIRECTOR OF OPERATIONAL SUPPORT SERVICES:** The administrative staff person in Central Office assigned the responsibility to oversee Offender Accountability, Department Offender Movement and Security Threat Group Activity.
- F. **FACILITY INVESTIGATOR:** Staff person(s) at a facility assigned, either on a full-time, part-time or cases-by-cases basis, to conduct investigations at the facility level.
- G. **HIGH RISK OFFENDER:** An offender in a Department facility that has been identified in accordance with this policy and administrative procedure as an offender who is likely to be involved in behaviors that present a serious threat to the safety and security of the facilities, staff, public or other offenders.
- H. **PREA:** The Prison Rape Elimination Act which was passed by the U.S. Congress to reduce and/or eliminate sexual violence within the nation's correctional facilities.

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- I. SECURITY THREAT GROUP (STG): A group of offenders that set themselves apart from others, pose a threat to the security or safety of staff or offenders, or are disruptive to programs or the orderly management of the facility.
 - J. SECURITY THREAT GROUP COORDINATOR (COORDINATOR): A staff member at a facility assigned the duties of overseeing the coordination and documentation of STG members in a particular facility.
- IV. CRITERIA FOR HIGH RISK OFFENDERS:

Upon admission to the Department or transfer from one facility to another, all offenders shall be interviewed and their records shall be reviewed to make a determination as to whether the offender may be a High Risk Offender. In making this determination, staff designated by the Superintendent shall determine whether the offender has any of the following “flags” in the Offender Information System (OIS) or Juvenile Data System (JDS), including both “Juvenile Flags” and “Special Flags,” and shall ensure that the appropriate flag(s) is(are) activated:

- 1. Escape risk (escape from secure facilities or planned escapes)
- 2. Staff/Offender Death (involved in the death of a law enforcement officer, correctional professional, visitor, volunteer, or fellow offender)
- 3. Assault on Staff with Serious Bodily Injury
- 4. Direct discharge/release from incarceration from New Castle Psych Unit (NCP), Wabash Valley Special Needs Unit (SNU), a Department-wide disciplinary restrictive status housing, Department-wide administrative restrictive status housing, or Pendleton Treatment Unit (IRT) to outside agencies or wanting authorities.
- 5. Released on Maximum Release Date (MRD)
- 6. Offender with a death sentence
- 7. Primary figure (high-ranking or highly influential) in a criminal organization or Security Threat Group (STG).
- 8. An offender determined by Internal Affairs, or by discretion of the Superintendent, as High Risk.

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When staff becomes aware of any changes in the offender's status, such as the addition of flags in OIS/JDS or serious disciplinary code violations, staff shall ensure that the Unit Team is made aware of these changes. The Unit Team will note the changes for use during the offender's Unit Team Meeting and shall notify the Facility Investigator/Security Threat Group Coordinator and provide information regarding the changes. The Facility Investigator/Security Threat Group Coordinator shall review the information and determine whether the offender is to be placed on High Risk Offender List.

The Facility Investigator/Security Threat Group Coordinator shall ensure that any offender who has been determined to be a High Risk Offender is entered into the High Risk Notification computer program and that all required information is completed.

In juvenile facilities, the Superintendent may make the determination to place a youth on the High Risk Offender list without a recommendation by a Facility Investigator/Security Threat Group Coordinator. The Superintendent shall use the same criteria as indicated above to make the determination.

Once an offender has been identified as a High Risk Offender, the offender shall remain in the High Risk category until removed as indicated in this policy and administrative procedure. Offenders who have been identified as High Risk Offenders shall remain in this category even if the offender is transferred to another facility or is re-classified to a lower security level.

An offender may be added to the High Risk Offender list at any time during his/her incarceration. Additionally, an offender may be added or removed from the list at any time based upon the offender's behavior and activities. Offenders removed from the High Risk Offender list may be returned to the list if the offender's behavior or activities indicate that the offender should be on the list.

V. CONFIDENTIALITY AND DISSEMINATION OF HIGH RISK INFORMATION:

HIGH RISK CONFIRMATIONS, records, ORACLE/OIS/JDS may contain confidential information. Staff having access to these records shall be required to follow all applicable Department procedures regarding the release of restricted and confidential information, including the administrative procedure for Policy 01-04-104, "The Establishment, Maintenance and Disposition of Offender Records," and Policy 04-03-103, "Information and Standards of Conduct for Departmental Staff." High risk information normally shall be limited to the following staff in accordance with all applicable policies and administrative procedures and statutes and under the direction of the Superintendent or higher authority:

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- A. Superintendent;
- B. Assistant Superintendent(s);
- C. Supervisor of Classification;
- D. Custody Supervisor;
- E. Internal Affairs;
- F. Security Threat Group Coordinator;
- G. Assistant Security Threat Group Coordinator;
- H. Unit Managers;
- I. Case Managers;
- J. Counselors;
- K. Shift Supervisor;
- L. Lieutenant and above;
- M. Parole District Supervisor;
- N. Assistant Parole District Supervisor;
- O. Supervising Parole Agent; and,
- P. Master Locations Officers

Equivalent positions at Level I and Juvenile Facilities shall be granted access to information regarding High Risk Offenders

Information relating to High Risk Offenders may be released to others with the approval of the Superintendent or higher authorities in cases where there appear to be security needs or when the release of the information would be in the best interests of the public.

VI. RESPONSIBILITIES OF THE CHIEF OF INTERNAL AFFAIRS:

The responsibilities of the Chief Investigator in the management of High Risk Offenders include the following:

- A. Monitor and document the activities of High Risk Offenders in the Department;
- B. Assist in facility assignments of High Risk Offenders;
- C. Gather and dispense intelligence information, as appropriate;
- D. Provide training to Department staff on identifying High Risk Offenders; and,
- E. Act as liaison to federal, state and community agencies concerning High Risk Offender activity, and identification.

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VII. RESPONSIBILITIES OF THE FACILITY INVESTIGATOR/SECURITY THREAT GROUP COORDINATOR:

The Facility Investigator(s)/Security Threat Group Coordinator, or their assistants, shall be responsible for the following actions:

- A. Complete certification in the Oracle System of the High Risk, upon receiving intelligence information indicating that an offender is a high risk and compile all necessary information;
- B. File the completed documentation and supporting original intelligence following review, approval and initialing by the Superintendent in those cases where the offender meets the specified criteria of activity;
- C. Maintain a complete copy of all documentation and input all information in the ORACLE High Risk System;
- D. Monitor the movement and activities of all identified High Risk Offenders, including but not limited to:
 1. The relationship between identified members and program assignments (which may show when a particular group of High Risk offenders is monopolizing a certain work area or program assignment and which may alert the administration to an organized objective);
 2. The relationship between High Risk Offenders and housing assignments;
 3. The relationship between drug confiscation(s) and High Risk Offenders, which may indicate that certain High Risk Offenders are monopolizing the drug trafficking at the facility;
 4. The relationship between weapons (quantity and type) with High Risk identifications which may indicate what weapons are preferred by which group and the sources of those weapons;
 5. The frequent searching of the cells or living areas of identified High Risk Offenders, noting for the record and forwarding to the Superintendent any information found, i.e. suspicious mail, pictures, "hit" lists, debtors, lists, dues list, etc. (Most often this kind of

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information is plentiful and often may be pieced together to produce significant information.);

6. The monitoring of visitors with attention given to visitor's dress, showing of colors, addresses, and cross-visiting between offenders from facility to facility; and,
 7. The monitoring of offender telephone calls in accordance with the administrative procedure for Policy 02-01-105, "Telephone Privileges," and as necessary to determine current and potential activities by offenders;
- F. Ensuring that complete information is obtained regarding the offenders and that all relevant and pertinent data has been entered into the Oracle/OIS/JDS System (i.e. tattoos, changes in physical descriptions, etc.);
- G. Ensuring that pertinent staff is notified by the Oracle System when receiving an identified High Risk Offender from another facility:
1. With the approval of the Superintendent, the Facility Investigator/Security Threat Group Coordinator shall designate which staff persons need to be informed when a High Risk Offender is received at the facility;
 2. The Facility Investigator/Security Threat Group Coordinator shall ensure that all designated staff persons have their e-mail addresses put into the Oracle program so that they will receive the appropriate notifications; and,
 3. The Facility Investigator/Security Threat Group Coordinator shall ensure that these e-mail addresses are kept up-to-date.
- H. Review the High Risk Offender List at least bi-weekly to ensure that any offenders added to or removed from the lists are noted and appropriate action taken.

VIII. REMOVAL OF OFFENDERS FROM THE HIGH RISK LIST:

Following the identification of an offender as a High Risk Offender, the Facility Investigator/Security Threat Group Coordinator shall continue to monitor the offender's behavior and activities. If the offender's behavior or activities for a period of six (6) months or more appear to indicate that the offender does not need to be monitored or for the offender to remain on the High Risk Offender list, the

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Facility Investigator/Security Threat Group Coordinator shall prepare a report which includes a justification as to why the offender should be removed from the High Risk Offender list. This report shall be forwarded to the Superintendent of the facility housing the offender.

The Superintendent shall convene a panel consisting of the Superintendent, Assistant Superintendent/Operations, Facility Investigator/Security Threat Group Coordinator and the offender's Unit Manager. This panel shall review the offender's status and the report prepared by the Facility Investigator/Security Threat Group Coordinator. The panel shall make a decision as to whether the offender should remain on the list or be removed.

If the decision is that the offender is to remain on the list, the Facility Investigator/Security Threat Group Coordinator shall continue to monitor the offender in accordance with these administrative procedures. The Facility Investigator/Security Threat Group Coordinator may recommend that the offender be removed from the list six (6) months from the date of the decision to continue the offender on the list.

If the panel recommends that the offender should be removed from the High Risk Offender List, the recommendation and any supporting information shall be forwarded to the appropriate Executive Director of Adult Facilities or Executive Director of Youth Services. The Executive Director shall review the recommendation and determine whether the offender may be removed from the Potential or High Risk list. The Executive Director shall notify the Superintendent of the decision. If the decision is to approve the recommendation to remove the offender from either list, the Superintendent shall advise the Facility Investigator/Security Threat Group Coordinator who shall be responsible for removing the offender from the Potential or High Risk Offender List.

IX. MANAGEMENT OF HIGH RISK OFFENDERS:

Due to the propensity of violence, offenders identified as High Risk may present a threat to the safety and security of the facility. The management of all potential and identified high risk offenders shall be consistent with the administrative procedures for Policies 01-04-101, "Adult Offender Classification," and Policy 03-02-104, "Juvenile Classification and Comprehensive Case Management."

Upon notification that an offender has been placed on the High Risk Offender list, the offender's Unit Team shall meet to review the offender's records to determine what, if any, special considerations should be included in the offender's Case Plan. When reviewing the offender during Unit Team meetings, any decisions made by the Unit Team shall take into consideration the offender's status on the High Risk

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Offender list. The Unit Team shall consult with the Facility Investigator/Security Threat Group Coordinator as necessary to ensure that any decisions regarding the offender are in accordance with the safety and security needs of the facility.

High Risk Offenders that present a threat to the safety of the public, staff, offenders, or the security of the facility may be housed in Administrative Restrictive Status Housing as addressed in the administrative procedures for Policy 02-01-111, "The Use and Operation of Adult Offender Administrative Restrictive Status Housing Units," or Policy 03-02-104, "Juvenile Classification and Comprehensive Case Management."

The Facility Investigator/Security Threat Group Coordinator shall run a report from the High Risk Notification program at least bi-weekly to ensure that any changes in the report indicating additions, deletions or modifications to the High Risk Offender list is noted and shared with appropriate staff.

X. TRANSFER OF HIGH RISK OFFENDERS:

The Superintendent shall ensure that High Risk Offenders are monitored to determine whether they present a threat to the safety and security of the facility. If it is determined that the offender presents a threat to the safety and security of the facility and the facility cannot adequately manage the offender, the Superintendent may submit a recommendation that the offender be transferred to another facility, including facilities with the same or a higher security level. Any recommendation shall be in accordance with the appropriate classification procedures.

Upon receiving approval to transfer a High Risk Offender, the Superintendent shall determine whether the offender will require High Risk or High Security transportation. All transportations shall be conducted in accordance with the administrative procedures for Policy 02-03-110, "Adult Offender Transportation," or Policy 03-02-106, "Juvenile Offender Transportation."

When an identified High Risk Offender is transferred to another facility, the sending Facility Investigator/Security Threat Group Coordinator shall document all special concerns in the High Risk Offender computer system about the transferred offender(s). The sending Facility Investigator/Security Threat Group Coordinator shall ensure that the Facility Investigator/Security Threat Group Coordinator at the receiving facility is notified by e-mail that a High Risk Offender is being transferred to the receiving facility and that staff is to review the High Risk Offender computer system. All staff whose e-mail addresses have been included in the High Risk Offender system will be notified automatically of the transfer.

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XI. REPORTING VICTIMS/ POTENTIAL VICTIMS OF HIGH RISK OFFENDERS

Each facility shall establish a tracking system to identify victims and potential victims of HIGH RISK offenders within the facility. Staff shall include in the information regarding the High Risk Offender in the High Risk Offender computer software any available information regarding the victim(s) or potential victim(s) of the High Risk Offender.

Facilities may initiate the administrative procedures for Policy 01-04-106, "Offender Monitoring Program," Policy 02-01-107, "The Use and Operation of Protective Custody," Policy 02-01-111, "The Use and Operation of Adult Offender Administrative Restrictive Status Housing," or Policy 03-02-104, "Juvenile Classification and Comprehensive Case Management," to ensure that the High Risk Offender and any known victims or potential victims are kept apart.

XII. RELEASE OF HIGH RISK OFFENDERS:

When a High Risk Offender is released temporarily from a facility, such as on a court order, hospital trip, escape, etc., staff at the facility shall ensure that the transporting persons are aware that the offender has been identified as a High Risk Offender. Facility staff shall ensure that the transporting persons are made aware as to the reason the offender has been identified as a High Risk Offender and whether there are any known victims or potential victims that the transporting persons should know. Additionally, the Facility Investigator/Security Threat Group Coordinator shall note in the High Risk Offender system that the offender has been temporarily released and the reason for the release. The Facility Investigator/Security Threat Group Coordinator shall monitor the offender's status to determine when the offender is returned to the facility and shall note the offender's return in the High Risk Offender system and whether there were any noteworthy incidents involving the offender while he/she was away from the facility. The Facility Investigator/Security Threat Group Coordinator shall ensure that the automatic notifications are made regarding the status of the High Risk offender.

In cases where a High Risk or High Profile offender is released to Parole, Probation, or discharged, the Victim Notification and Sex Offender Registry Division shall review the offender's record for the need to notify community law enforcement agencies. If appropriate, the Victim Notification and Sex Offender Registry Division shall forward notifications, with any pertinent information regarding the offender and victims or potential victims in the community, to the affected agencies at least twenty-four (24) hours prior to release.

Local jurisdictions may request notifications on selected offenders. Requests shall be forwarded to the Victim Notification and Sex Offender Registry Division. The

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Division shall receive, process, and forward such requests to the affected Department facility. The facility shall enter the agency's email address in the ORACLE High Risk Offender System. Notifications shall be accomplished automatically in accordance with other High Risk Offender Notifications.

Parole District Supervisors are to ensure that their e-mail addresses have been entered into the ORACLE High Risk Offender System for all offenders that are to be released into the Parole District. Notifications will be made to all Parole staff whose e-mail addresses are in the ORACLE High Risk Offender System automatically. Upon receipt of the notification the Parole District Supervisor shall review the information in the High Risk Offender computer system and brief the supervising Parole Agent. District Parole staff shall notify local authorities as necessary to ensure public safety.

XIII. TRAINING:

The Department's Chief Investigator shall develop training in conjunction with the Division of Staff Development and Training for staff in the use and operation of this policy and its administrative procedures, including the identification of High Risk Offenders and the use of the High Risk Offender System. All staff involved in the use of the High Risk Offender System shall be trained.

XIII. APPLICABILITY:

This policy and administrative procedure is applicable to all Department facilities.

signature on file
Bruce Lemmon
Commissioner

Date