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<b>Intelligence</b>	<b>ACA Standards: 2-CO-1F-07, 4-4102, 4-4281-3, 4-4530, 4-ACRS-7D-06, 4-APPFS-3D-34</b>		
<b>Joe M. Allbaugh, Director</b> <b>Oklahoma Department of Corrections</b>		<b>Signature on File</b>	

## Intelligence

The Office of Inspector General (OIG) Intelligence Unit gathers information regarding serious incidents involving staff, organized criminal activities, narcotics trade, gang and terroristic activity within the Oklahoma Department of Corrections (ODOC).

### I. Data Collection

The following procedures are used by the OIG Intelligence Unit to ensure information is collected, evaluated and disseminated to the appropriate staff and related criminal justice agencies in order to meet the mission of ODOC. (2-CO-1F-07, 4-4102, 4-ACRS-7D-06, 4-APPFS-3D-34)

#### A. Fugitives

Intelligence agents will gather information which may assist in the apprehension of fugitives from ODOC.

Intelligence staff will use information contained in the Oklahoma Law Enforcement Telecommunications System (OLETS) and the National Law Enforcement Telecommunications System (NLETS) as well as other available Law Enforcement and open source databases to determine if any additional leads may be obtained in order to assist the assigned fugitive apprehension agent.

#### B. Prison Rape Elimination Act (PREA) (4-4281-3)

The Intelligence Unit will gather information regarding sexual assaults in accordance with [OP-030601](#) entitled "Oklahoma Prison Rape Elimination Act" (PREA). This information will be obtained from the "Initial Notification

Checklist” ([OP-050108](#), [Attachment H](#)) and completed investigations. Information gathered will be entered into the OIG database.

1. Confirmed sexual predators will also be entered into the Offender Management System (OMS) and administrative flags will be utilized to monitor the movement of such inmates.
2. The Intelligence Unit will assist the PREA Coordinator in compiling information regarding sexual assaults. The PREA Coordinator will submit the information to the United States Census Bureau as required by [OP-030601](#) entitled “Oklahoma Prison Rape Elimination Act” (PREA).

C. Visitors

The Intelligence Unit will review visitor restrictions/suspensions submitted by each facility in accordance with [OP-030118](#) entitled “Visitation” and enter all restrictions/suspensions into the agency’s visitor restriction data base which is accessible by each facility.

D. Crime Alert Bulletin (4-4102, 4-ACRS-7D-06, 4-APPFS-3D-34)

Intelligence staff will collect data for the monthly Crime Alert Bulletin and ensure the bulletin is provided to internal and external stakeholders in accordance with [OP-040115](#) entitled “Offender Identification and Crime Alert Bulletin.”

E. Security Threat Groups (STG)

1. Each facility/district will be assigned to an OIG intelligence agent. The intelligence agent will specialize in the identification of STG and information gathered by the Intelligence Unit.
2. The Intelligence Unit will enter data on identified active gang members into the OIG database. This will include information such as gang affiliation, known and/or suspected terrorist affiliation, known associates and current facility assignment. (4-4530 b# 1, 2)
3. Intelligence staff will ensure gang/terrorist information is entered into OMS and administrative flags are used in order to track the movement of gang members/terrorist groups.
4. The Intelligence Unit will provide training opportunities to facility staff regarding identification of STG members.

5. An inmate/offender will be assessed into a STG upon reliable, documented history of gang or terrorist activity while confined, or in the community. (4-4530 b# 1)
  - a. If one of the five items apply under the “STG Information” on the “Incident/Staff Report” ([OP-050109](#), [Attachment A](#)), or any other information is obtained which indicates gang activity or gang involvement, a “Security Threat Group (STG) Validation Form” ([Attachment A](#), attached) must be completed by the chief of security or designee. Upon completion, the STG Validation Form will be forwarded to the OIG Intelligence Unit.
  - b. An intelligence agent will evaluate the information contained in the “Security Threat Group STG Validation Form” ([Attachment A](#)) and enter the information into the OIG database.
  - c. In the event an inmate/offender admits gang membership, a “Security Threat Group Intelligence Admittance Form” ([Attachment B](#), attached) and an “Initial Security Threat Group Assessment Questionnaire” ([Attachment C](#), attached) will be completed and forwarded to the Intelligence Unit.
  - d. Any information gathered regarding suspected terrorist involvement prior to the inmate’s incarceration will be documented. Incidents during incarceration, to include attempts to recruit other inmates or efforts to continue contact with terrorist groups in the community, will also be documented. This information may be shared with the appropriate authorities as outlined in this procedure.(4-4530 b# 3)
6. The information regarding gang/terrorist activity will be collected from the host facility and forwarded to the Intelligence Unit for review.
7. Intelligence staff will update information in the OIG database and submit a monthly report to each facility outlining changes such as newly identified gang/terrorist members and potential security risks to the facility.
8. The Intelligence Unit will contact the Joint Terrorism Task Force (JTTF) when information is reported/gathered regarding incidents, events or threats which may have possible terrorism connection.

- a. A list of known inmates/offenders with terroristic affiliations will be maintained by the Intelligence Unit and shared with appropriate authorities as required.(4-4530 b# 1)
- b. Consultation with the JTTF will occur at least semi-annually or on a more frequent basis, as required, to share intelligence gathered. (4-4530)

F. Serious Incidents Involving Staff

The Intelligence Unit will collect information on all serious incidents involving staff, including assaults and threats against staff, and maintain the information for future reference. (4-4530 b# 3)

1. Information on serious incidents involving staff will be collected from "Serious Incident Reports" submitted to the Inspector General.
2. The information will be entered into the OIG database to include location, time, inmates/offenders involved, staff involved and type of situation. This information will be used to determine if specific events can be avoided.
3. The Intelligence Unit will evaluate the information to determine if an inmate/offender requires an administrative flag in order to track movement within ODOC.

II. Reports

A. Monthly Intelligence Report

The Intelligence Unit will distribute information in the form of a monthly Intelligence Report which summarizes the information collected the previous month. This report will be distributed to the director, associate directors, division managers, facility heads, chiefs of security, and other approved stakeholders.

B. Weekly SIR Report

The Intelligence Unit will prepare and distribute a weekly report to the director, associate directors, division managers, facility heads and chiefs of security outlining all reported incidents from the previous week.

III. References

Policy Statement No. P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"

OP-030118 entitled "Visitation"

OP-030601 entitled "Oklahoma Prison Rape Elimination Act" (PREA)

OP-040115 entitled "Offender Identification and Crime Alert Bulletin"

OP-050108 entitled "Use of Force Standards and Reportable Incidents"

OP-050109 entitled "Reporting of Incidents"

Prison Rape Elimination Act of 2003

IV. Action

The Inspector General is responsible for compliance with this procedure.

The Inspector General is responsible for the annual review and revisions.

Any exception to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-040119 "Intelligence" dated January 15, 2015

Distribution: Policy and Operations Manual  
Agency Website

<u>Referenced Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	“Security Threat Group (STG) Validation Form”	Attached
<a href="#">Attachment B</a>	“Security Threat Group Intelligence Admittance Form”	Attached
<a href="#">Attachment C</a>	“Initial Security Threat Group Assessment Questionnaire”	Attached
<a href="#">Attachment H</a>	“Initial Notification Checklist”	<a href="#">OP-050108</a>
<a href="#">Attachment A</a>	“Incident/Staff Report”	<a href="#">OP-050109</a>