



Operating Procedure

Effective Date	May 1, 2018	Number	435.1
Amended	6/1/19	Operating Level	Department
Supersedes Operating Procedure 038.5 (9/1/15)			
Authority COV §53.1-10, §53.1-25			
ACA/PREA Standards 4-4102, 4-4530; 4-ACRS-7D-06, 4-ACRS-7F-04; 4-APPFS-1A-01; 4-APPFS-1A-02; 4-APPFS-1A-03; 4-APPFS-3D-34; 2-CO-1F-07; 1-CTA-1D-02			
Office of Primary Responsibility Chief of Security Enforcement			

Subject
SPECIAL OPERATIONS UNIT

Incarcerated Offender Access	Public Access	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Attachments	Yes <input type="checkbox"/>
			No <input checked="" type="checkbox"/>

I. PURPOSE

This operating procedure establishes protocol and responsibilities for the Department of Corrections Special Operations Unit to gather, collect, and analyze information and intelligence from internal and external sources to provide timely, informative, comprehensive reports and assessments to DOC Units and external partners. Elements of the Special Operations Unit specialize in gang/security threat group intelligence and control of drugs and other contraband being introduced into DOC facilities.

II. COMPLIANCE

This operating procedure applies to all units operated by the Department of Corrections (DOC). Practices and procedures shall comply with applicable State and Federal laws and regulations, Board of Corrections policies and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

III. DEFINITIONS

Analysis - The activity whereby meaning, actual or suggested, is derived through organizing and systematically examining diverse information and applying inductive or deductive logic for the purposes of criminal investigation or assessment

Daily Log - An automated record of all incoming telephone calls, emails, and correspondence received by the OLU Operations Center; the Daily Log is available to all Special Operations Unit personnel.

Gang/ Security Threat Group - A group of individuals who: (a) possess common characteristics that distinguish them from other offenders or groups of offenders and who, as an entity, pose a threat to the safety and security of staff, the facility, other offenders or the community; (b) have a common distinctive goal, symbolism or philosophy; (c) possess identifiable skills or resources, or engage in unauthorized/illegal activities. Criminal street gangs, neighborhood cliques, hate groups, cults, and domestic terrorists that meet these conditions are considered gangs. Terrorists (domestic & international) and radical extremists are considered security threat groups, but the gang and STG terms are generally interchangeable.

Gang Specialist - A DOC employee (P&P Officer, Surveillance Officer, Institutional Investigator, Intelligence Officer, or other individual) designated by the Unit Head to be responsible for development and communication of intelligence related to gangs within that unit; there shall be at least one Gang Specialist designated from each DOC institution, each Community Corrections facility, and each Probation and Parole District.

Incident - An actual or threatened event or occurrence outside the ordinary routine that involves:

- The life, health, and safety of employees, volunteers, guests, or offenders (incarcerated or under Community supervision)
- Damage to state property
- Disruption or threats to security, good order, and discipline of a facility or organizational unit
- Exposure of the Department of Corrections to significant media or public attention

Information - Pieces of raw, unanalyzed data that identify persons, evidence, or events or illustrate processes that indicate the incidence of a criminal event or witnesses or evidence of a criminal event

Intelligence - The product of the analysis of raw information related to crimes or crime patterns with respect to an identifiable person or group of persons in an effort to anticipate, prevent, or monitor possible criminal activity

Intelligence Analyst - Reviews information and creates reliable intelligence products

Intelligence Bulletin - A finished intelligence product in article format that describes new developments, methods and evolving trends

Intelligence Specialist - Personnel assigned to the DOC Special Operations Unit that facilitate the DOC statewide information gathering and intelligence process

Investigations Log - An automated record of all Special Operations Unit investigations and information requests; the Investigations Log is available to all Special Operations Unit personnel.

Offender - An inmate, probationer, parolee or post release supervisee or other person placed under the supervision (conditional release) or investigation of the Department of Corrections

Operations and Logistics Unit (OLU) Operations Center - The portion of the Special Operations Unit that is staffed at all times to serve as the main repository and clearing house for all DOC incident notifications and intelligence.

Operations Lieutenant/Operations Analyst - Receives incoming communications at the OLU Operations Center, responds to requests for assistance, and communicates all matters of concern in accordance with established Special Operations Unit protocols.

Organizational Unit - A DOC unit, such as a correctional facility, regional office, probation and parole office, Virginia Correctional Enterprises (VCE), Academy for Staff Development, Corrections Construction Unit, Agribusiness Unit, and individual headquarters unit (i.e. Human Resources, Offender Management, Internal Audit)

Sensitive but Unclassified - Information that has not been classified by a federal law enforcement agency that pertains to significant law enforcement cases under investigation and criminal intelligence reports that require dissemination criteria to provide information to only those persons necessary to further the investigation or to prevent a crime or terrorist act.

Special Investigations Unit (SIU) - The statewide DOC unit staffed and directed by persons qualified and competent to conduct lawful criminal and administrative investigations; its Special Agents have the same power as a law-enforcement officer and are authorized to conduct investigations into criminal activity, procedural and administrative violations, and employee misconduct affecting the operations of the DOC.

VACORIS Gang Module - DOC gang information located within VACORIS

Virginia Fusion Center - A multiagency intelligence unit currently located at Virginia State Police Headquarters that provides a centralized, comprehensive, information and intelligence network to enhance the operational efficiency of the agencies involved in the prevention activities as they relate to criminal activity in Virginia, including terrorism.

IV. PROCEDURE

A. Special Operations Unit Mission

1. The Department of Corrections (DOC) has the responsibility to maintain a safe, secure environment within DOC facilities and to protect the citizens of the Commonwealth.
 - a. DOC recognizes that the covert activities of gangs and other criminal enterprises pose a direct threat to the safety and security of its correctional facilities and the community at large. The development and dissemination of intelligence relative to these illicit activities is essential in meeting this ongoing challenge.
 - b. To enhance emergency preparedness, the DOC must be aware of severe weather events, other natural disasters, power and communication disruptions, highway accidents and congestion, manmade disasters, and other external incidents that may impact DOC operations and activities.
 - c. The gathering and analysis of information from all available internal and external sources is critical

- to developing reliable intelligence to guide and support informed, meaningful administrative and managerial decisions.
- d. An ability to gather relevant information and develop it into actionable intelligence is essential to maintain the public confidence in the DOC to carry out its mission for the citizens of the Commonwealth of Virginia.
 - e. The Special Operations Unit is charged with the responsibility to provide an expansive intelligence network to detect, address, disrupt, and prevent criminal activities, individual and organized, within DOC facilities and communities at large.
 - f. The Special Investigations Unit (SIU) is the designated investigatory arm of the DOC. The Operations and Logistics Unit must maintain a close relationship with the SIU to provide notification of incidents requiring investigation and to provide intelligence and information to assist the SIU in its duties.
2. The Special Operations Unit is responsible for receiving and reviewing information to create and disseminate intelligence that will enhance the DOC's ability to meet its public safety mission.
- a. All incidents reported in DOC units will result in notifications and reports flowing through the Special Operations Unit in accordance with Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*.
 - b. The Special Operations Unit will monitor law enforcement, emergency service, and weather radio systems, VDOT highway and traffic reporting systems, newscasts and other external sources for incidents and situations that may affect DOC operations.
 - c. All gang and security threat group member and activity information gathered in DOC units will flow through the Special Operations Unit for documentation and analysis.
 - d. All threats and information relating to planned or potential disruptions of DOC operations or harm to DOC staff shall be reported to the Special Operations Unit.
 - e. Information gathered by the Special Operations Unit will be maintained, managed, and accessed using a computerized intelligence information system.
 - f. The Special Operations Unit will ensure a seamless flow of information, intelligence, and communication between DOC operational units and headquarters.
 - g. The Special Operations Unit will analyze information from all available sources to find correlations and develop intelligence to aid in administrative decision making and emergency preparedness.
3. The Special Operations Unit will utilize information received and intelligence developed to:
- a. Provide timely notification of threats and incidents to DOC Administration and other appropriate agencies
 - b. Provide the Director of Security and Correctional Enforcement with daily briefing report(s) for the Director, Chief of Corrections Operations, Deputy Directors, Regional Operations Chiefs, Corrections Operations Administrator, and other designated Executive staff.
 - c. Provide Intelligence Bulletins to authorized DOC employees as well as local, state, and federal criminal justice and law enforcement agencies.
 - d. Produce all DOC Security Bulletins to be posted on the Virtual Library
 - e. Conduct regular meetings with SIU, Institutional Investigators, and Regional Gang Specialists to coordinate information gathering and analysis
 - f. Develop and implement operational plans for interdiction and other actions to control drugs, contraband, and other threats to DOC units.
 - g. Coordinate and disseminate information regarding emergency preparedness and evacuations in the event of a serious weather event or other natural or manmade disaster
 - h. Maintain and manage the VACORIS Gang Module in accordance with Operating Procedure 435.2, *Offender Gang Identification and Tracking*.
 - i. Enter gang/STG identification information into the Virginia Criminal Information Network (VCIN)

as required. (4-4530)

- j. Provide information and resources in order to give DOC personnel current and relevant gang related training
 - k. Provide training to assist and support DOC organizational units in their staff development, intelligence gathering, and information sharing processes.
 - l. Hold quarterly meetings with the Virginia Fusion Center and Attorney General's Office related to gang strategy
4. The Special Operations Unit works closely with the DOC Special Investigations Unit (SIU) to share and exchange information and intelligence related to DOC staff and operations.
 5. The DOC maintains a partnership and collaborates with the Virginia Fusion Center and U. S. Marshals Service Task Forces through the Special Operations Unit.
 6. Through its information gathering, exchange, and standardization, comprehensive intelligence analyses, assessment, and reports; the Special Operations Unit fosters networking opportunities and improved relationships between DOC and other criminal justice and law enforcement agencies. (4-4102; 4-ACRS-7D-06; 4-APPFS-3D-34; 2-CO-1F-07; 1-CTA-1D-02)
 7. The Special Operations Unit will foster and support an information sharing environment by maintaining a trusted partnership among all levels of government, the private sector, and other partners to detect, prevent, preempt, and mitigate the effects of criminal activity/terrorism against a facility, people, or interests of the DOC and community at large. This partnership enables the trusted, secure, and appropriate exchange of information to and from state and local governments. (4-ACRS-7F-04; 4-APPFS-1A-01; 4-APPFS-1A-02; 4-APPFS-1A-03)
 8. Gangs and Security Threat Groups (STG) present serious challenges to the safety and security of DOC facilities and to the public. The Special Operations Unit has the responsibility to lead the DOC in collection and analysis of Gang/STG intelligence and information and to act with other agencies in a unified response to minimize the threats from these groups.
- B. Special Operations Unit Organization and Administration
1. The Special Operations Unit shall be staffed by persons qualified and competent in information and intelligence gathering, analysis, and dissemination techniques.
 2. The Special Operations Unit is managed by a Chief of Security Enforcement who reports to the Director of Security and Correctional Enforcement.
 3. The Chief of Security Enforcement is responsible for:
 - a. The implementation of this operating procedure and the development of internal Special Operations Unit protocols that ensure efficient and effective intelligence gathering and dissemination practices are being utilized
 - b. The identification and prioritization of intelligence in a manner that is consistent with the DOC mission to provide safety and security in its correctional units and, when applicable, the community at large
 - c. The approval of any release of information or intelligence to other criminal justice and law enforcement agencies
 4. The Special Operations Unit is comprised of an Operations Center, a Gang/STD element, and two Operations Divisions; each of which is headed by a Special Operations Coordinator, supervised by the Chief of Security Enforcement.
 5. The OLU Operations Center is a stand-alone facility that is staffed by Intelligence Analysts and Operations Lieutenants to assist the Coordinator in the management of the Center's operations. At least one staff member, normally an Operations Lieutenant, will be on duty at the OLU Operations Center at all times.
 6. The Gang/STG element serves as the primary DOC resource on gang and security threat group

information and training. See Operating Procedure 435.2, *Offender Gang Identification and Tracking*, for details of this element's operations.

7. The two Operations Divisions each serve designated areas of the state to provide field services to include detection canines, cell phone analysts, intelligence specialists, and drug task force agents.
8. Through the Special Operations Unit, the DOC maintains a presence in U. S. Marshals Service (USMS) Task Forces in Virginia to partner and collaborate with the USMS in ongoing fugitive apprehension projects.
 - a. The USMS and the DOC share resources to facilitate the apprehension of persons wanted for community supervision violations and, when applicable, escapees from correctional custody.
 - b. The USMS allows DOC personnel working within their operations centers and field offices to access highly sensitive and sophisticated intelligence information.
 - c. The Special Operations Unit has a Fugitive Task Force Liaison assigned to work within a USMS field office. This employee will report to the Chief of Security Enforcement and work closely with Special Operations Unit personnel to enhance the intelligence gathering process.

C. OLU Operations Center

1. The OLU Operations Center will be staffed at all times to serve as the main repository and clearing house for all DOC intelligence.
2. Through the review of all incoming information and monitoring of a wide variety of external information networks, the Operations Center will remain aware of activities that have an impact on or the potential to have an impact on the safety, security, and orderly function of DOC units and the community at large.
3. All DOC personnel shall report any security threat information, real or perceived, or make requests for emergency assistance to the Operations Center by telephone (804) 372-4447 or email (docolu@vadoc.virginia.gov).
4. DOC organizational units will report security threats and other incidents to the OLU Operations Center in accordance with Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*.
5. OLU Operations Center protocols will guide response and further notifications after receiving initial notification of an incident.
 - a. For the most serious incidents, the Operations Center will send an immediate message to applicable, designated Department, Regional, and Operating Unit executive and administrative staff.
 - i. The Operations Center will have capability to open a conference call for the staff notified by message.
 - ii. A conference call may be initiated based on Operations Center protocol or upon request of Executive staff.
 - iii. The conference call should be utilized to organize information sharing and management decision making.
 - b. The OLU Operations Center will make immediate reports of Class I incidents to the Special Investigations Unit, and other units as appropriate based on incident type and Operations Center protocols.
 - c. Follow-up notification of Class I incidents may be made through the *Daily Executive Staff Briefing Reports*.
 - d. Notification of Class II incidents will generally be made through the *Daily Executive Staff Briefing Reports*.
 - e. Special Operations staff should monitor *Internal Incident Reports* to find trends and patterns of incidents that may require further analysis and reporting.
6. The Operations Center will immediately review all incoming information and provide notifications in accordance with internal Special Operations Unit protocols. These notifications may include external

as well as internal entities.

7. All newly discovered security threats or suspected security threats will be reported to the Chief of Security Enforcement or designee in accordance with internal protocols.
8. All incoming telephone calls, emails, or correspondence received by the OLU Operations Center will be documented on an automated *Daily Log* for review by the Operations Center Coordinator or designee.
9. The Operations Center will provide periodic reports to the Director, Chief of Corrections Operations, Deputy Directors, Regional Operations Chiefs, Director of Security and Correctional Enforcement, Corrections Operations Administrator, and other designated Executive staff in accordance with internal protocols.
10. The OLU Operations Center Coordinator or designee will review the *Daily Log* for all incoming information and requests and, in accordance with internal protocols, make assignments to an Intelligence Analyst or another Special Operations Coordinator. All assignments will be noted on the *Investigations Log*.
11. All requests for assistance from SIU and outside law enforcement agencies are to be brought to the attention of the Operations Center Coordinator and noted on the *Investigations Log*.
12. The Operations Center will issue periodic *Intelligence Bulletins* in accordance with internal protocols. In addition, following the review and approval of the Operations Center Coordinator, external intelligence bulletins, publications, and information may be disseminated by Operations Center personnel.
13. Through the OLU Operations Center, the DOC maintains a partnership and collaborates with the Virginia Fusion Center to provide and receive intelligence on a daily basis.
 - a. The Special Operations Unit has assigned one Intelligence Analyst to work with the Virginia Fusion Center to facilitate this intelligence sharing process.
 - b. This Analyst will report to the Operations Center Coordinator.
 - c. The Special Operations Unit will hold quarterly meetings with the Virginia Fusion Center and Attorney General's Office related to gang strategy

D. Special Operations Unit Field Service Divisions

1. Two field service Divisions of the Special Operations Unit are assigned to assist and support DOC organizational units within specified geographic areas in their intelligence gathering and dissemination processes.
2. Special Operations Unit field service personnel work in partnership and collaboration with Institutional Investigators, Intelligence Officers, Gang Specialists, SIU personnel, and jails, as well as other criminal justice and law enforcement agencies.
3. In addition to intelligence gathering and dissemination responsibilities, Special Operations Unit field personnel coordinate with law enforcement and other DOC resources to perform interdictions and other operations to protect DOC units based on intelligence gathered by the Special Operations Unit.
4. Special Operations Unit teams organize and conduct intelligence meetings for Institutional Investigators, Gang Specialists, SIU investigators, and other key intelligence gathering personnel that work within their assigned DOC units and communities at large.

E. Release of Intelligence Information (4-APPFS-3D-34)

1. All information collected, discovered, and accumulated by DOC employees, employees of other agencies, and contract employees working in DOC units is confidential and shall be used only in accordance with DOC operating procedures.
2. All offender information and intelligence accumulated by the Special Operations Unit is confidential and requests for this information should be directed to the Chief of Security Enforcement or, in the

absence of the Chief, a Special Operations Coordinator.

3. Any request for the collection of information for use by outside agencies (i.e. telephone or mail cover surveillances) should be directed to the Chief of Security Enforcement and shall be accomplished within DOC operating procedures.
4. Sensitive but Unclassified information and intelligence may be released by the Special Operations Unit when at least one of the following prescribed circumstances applies to the person receiving this information:
 - a. Right to Know - based on having legal authority, one's official position, legal mandates, or official agreements allowing the individual to receive intelligence reports
 - b. Need to Know - as a result of jurisdictional, organizational, or operational necessities, intelligence or information is disseminated to further an investigation.
 - c. Investigatory Value - intelligence or information is disseminated in the law enforcement community for surveillance, apprehension, or furtherance of an investigation.
 - d. Public Value - intelligence or information can be released to the public when there is a need to know and a right to know the information because of the value that may be derived from public dissemination to aid in locating targets/suspects and for public safety purposes (i.e., hardening targets, taking precautions).
5. Any information or intelligence disseminated to other criminal justice or law enforcement agencies is to include a statement as to whether the information has been validated or not. In most instances, the information may be raw intelligence that has not been validated (investigated or evaluated).

F. Training

1. All Special Operations Unit personnel are required to provide local and statewide training as needed or directed.
2. The Special Operations Unit will provide current and relevant gang and intelligence related training opportunities for all DOC personnel.
3. Gang related training requirements are outlined in Operating Procedure 435.2, *Offender Gang Identification and Tracking*.

V. REFERENCES

Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*
Operating Procedure 435.2, *Offender Gang Identification and Tracking*

VI. FORM CITATIONS

None

VII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years after the effective date.

The office of primary responsibility reviewed this operating procedure in May 2019 and necessary changes have been made.

Signature Copy on File

3/20/18

A. David Robinson, Chief of Corrections Operations

Date