



Child, Youth & Family Services Department

# Juvenile Justice Services (JJS) Policies and Procedures (P&P)

**Title JJS Facilities – Gang Management**

**Category Safety and Emergency Operations**

**Procedure # P.05.21**

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### 1 Overview Statement

“Juvenile Justice Services (JJS) provides for and engages clients in pro-social skills development programs and services that work toward diminishing and eliminating gang involvement. No client or group of clients shall be given authority over other clients through formal or informal mechanisms.” (NMAC 8.14.5.21)

### 2 Purpose

This procedure establishes the process for identification, classification, and supervision of clients who are gang or group affiliated to ensure that employees and clients are safe and that clients have opportunities for positive change and rehabilitation.

### 3 Intake

- 3.1 During a client’s Field-Facility Admissions Teaming (FFAT), the Juvenile Probation Officer (JPO) shares information with the receiving facility employees, including the client’s possible gang or group affiliations, monikers, co-offenders, and victims.
- 3.2 During Intake, Diagnostics & Disposition (ID&D), facility leadership includes collateral information provided by JPOs and community service providers in determining the most appropriate housing and classification.

#### **4 Pro-Social Unit Programming**

- 4.1 Unit employees monitor all clients' activities and influences, direct clients toward positive peer interaction, and assist the multidisciplinary treatment (MDT) team in implementing pro-social activities and developing a positive milieu.
- 4.2 Unit employees may conduct group discussions/programming that address negative behaviors associated with gang affiliation.
- 4.3 When an employee discovers or identifies gang related activities, the employee notifies the Security Threat Officer (STO) and may issue a Behavior Change Contract (BCC) or a Disciplinary Incident Report (DIR).

#### **5 Security Threat Officers (STOs)**

- 5.1 Whenever a new client arrives at intake or is transferred to a new facility placement, the receiving facility's STO documents the client's possible gang or group affiliations and monikers.
- 5.2 STOs maintain a face sheet, pictures (tattoos), questionnaire, and random UA log on every client.
- 5.3 STOs investigate behaviors or activities constituting security threats in a fair and objective manner.

#### **6 Transports**

Per P.05.19 Client Transports, for every transport, the following information is included in the Transport Authorization documentation:

- Purpose,
- Destination,
- Itinerary,
- Departure time and date,
- Expected arrival time and date,
- Expected return time and date,
- Clients' names, identification numbers, and Client Identification Sheets (face sheet),
- MDT signatures,
- Transport officers' names, and
- Any special circumstances of the scheduled transport.

#### **7 Consequences of Noncompliance**

An employee who fails to follow this Procedure may be subject to disciplinary action in accordance with the CYFD Code of Conduct and the Collective Bargaining Agreement (CBA) between AFSCME and the State of New Mexico.

#### **8 Additional Forms and Documents**

None

#### **9 Issue Date**

October 1, 2022

**10 Effective Date**

November 1, 2022

**11 Replaced Procedure**

P.5.21 Gang Management, issued 06/15/2010

**12 Applicable Policy (Rule)**

NMAC 8.14.5 Safety and Emergency Operations

**13 Authorizing Signatures**



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