

	STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small>	Reference Number INV-024
	Subject Violent Gang and Terrorist Organization File (VGTOF)	
	Special Instructions Replaces INV-024 dated November 27, 2007	Effective Date March 1, 2015

I. PURPOSE

Establish guidelines for the utilization of identifying information pertaining to violent criminal gangs and terrorist organizations and their particular members and controls for the handling of information identifying potential danger posed by violent individuals and organizations to law enforcement officers.

II. POLICY

The Violent Gang and Terrorist Organization File (VGTOF) shall be utilized by Department enforcement personnel. Information obtained will serve to warn law enforcement officers of the potential danger posed by violent individuals and their specific organizations and then will be provided to the Criminal Intelligence Unit (CIU).

III. PROCEDURE

A. Law enforcement personnel shall follow the National Crime Information Center (NCIC) procedures to enter suspects into the VGTOF.

B. Department personnel shall follow the criteria established by NCIC. The criteria identified to support an entry should be documented for the purposes of validation and audit. Additionally, each gang member criteria (GMC) record must include a notation in the Criteria for Entry (ECR) field. The following criteria must exist with respect to any individual, whether a gang or terrorist organization member, to be entered in the GMC:

1. A gang name/group (GNG) or subgroup (SGP) must match a previously entered gang or terrorist organization in the GRC.

a. The Group Reference Capability (GRC) contains identification and information about gangs or terrorist organizations. Three (3) criteria must be met by a group before information may be entered in the GRC:

(1) Must be an ongoing organization, association, or group of three or more persons,

(2) The group must be engaged in or show a pattern of conduct which involves the use of force, and

(3) The purpose of the group, in using violence, must be to intimidate or coerce a government, civilian population or segment thereof in the furtherance of political or social objectives.

b. Group Member Capability (GMC). An individual must meet the following criteria to be considered a candidate for entry into the NCIC-VGTOF:

(1) Membership in a criminal gang, terrorist organization or a subgroup thereof and is entered in the GRC; and

(2) Has admitted membership in that gang or terrorist organization (or subgroup) at the time of the member's arrest or incarceration; or meets two (2) of the following:

(a) Has been identified by an individual of proven reliability as a group member,

(b) Has been identified by an individual of unknown reliability as a group member and that information has been corroborated in significant respects,

(c) Has been observed by members of the entering agency to frequent a known group's area, associate with known group members and/or affect that group's style of dress, tattoos, hand signals, or symbols,

(d) Has been arrested on more than one occasion with known group members for offenses consistent with group activity; and/or

(e) Has admitted membership in the identified group at any time other than arrest or incarceration.

C. All documentation shall be maintained by Department personnel in accordance with current NCIC/IDACS procedures on maintaining records for the audit.

3. All GMC records are generally subject to a purge date that is five (5) years from the date of entry. For exceptions refer to the IDACS Manual, Part II, Section K.

D. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.