

(POST)
BOTH SIDES...

- 2) CDCR Form 115, Rules Violation Report or CDCR Form 128-A, Custodial Counseling Chrono – which shall be processed in accordance with CCR, Article 5, Inmate Discipline. A copy of the document shall be routed to the STG Investigator.
- 3) CDCR Form 128-B, General Chrono – which shall be placed in the inmate's central file with copies being routed to the STG Investigator.
- 4) Confidential Memorandum or CDCR Form 128-B Confidential Chrono – which shall be reviewed per CCR 3321(c)(2) for placement into the confidential section of the central file. The original memorandum shall be placed into the central file with a copy being routed to the STG Investigator.

Current STG related behavior or activity is defined as behavior or activity with an identified nexus to the STG that occurred within four years of the current review.

Section 600. STG Disciplinary Matrix for STG Related Behavior or Activity.

The STG policy incorporates a behavior based disciplinary component as a foundation to its pre-existing intelligence based system. The STG validation system also incorporates a layered approach of procedural safeguards to affirm appropriate due process in the validation and housing placement of STG affiliates.

Inmates who have been validated as a STG affiliate shall not participate in further STG activity or behavior. The consequences of further confirmed STG behavior are outlined in the STG Disciplinary Matrix. STG behaviors or activities included in the STG Disciplinary Matrix are separated into Administrative Rule Violations and Serious Rule Violations, as identified in Section 1200 of this Instructional Memorandum.

The STG Disciplinary Matrix addresses four categories of impacted affiliates:

- 1) Validated STG I Associates Initial Placement into the SDP from general population.
- 2) Validated STG II Members or Associates Initial Placement into the SDP from general population.
- 3) Validated STG affiliates assigned in the SDP, demonstrating continued STG behavior or activities.
- 4) Validated STG affiliates on Monitored Status, Inactive Status, Inactive-Monitored Status, or Drop-out Status.

Section 600.1. STG Disciplinary Matrix

The following behaviors and activities qualify as STG behavior, when a nexus has been established between the behavior and an identified STG. The nexus shall be clearly articulated in the specific act, as well as clearly described within the narrative of the associated RVR and Findings of the Senior Hearing Officer/Hearing Officer (SHO/HO).

STG DISCIPLINARY MATRIX		
Behavior/Activity With Nexus to STG	Administrative or Serious	SDP Placement Options
❖ Murder, attempted murder, solicitation of murder, or voluntary manslaughter of a non-inmate or inmate; ❖ Assault or Battery capable of causing serious injury; Assault or battery with a deadly weapon or caustic substance	Serious	5, 6

<ul style="list-style-type: none"> capable of causing serious injury, solicitation for offense; ❖ Taking a hostage; ❖ Possession of a firearm, explosive device, or weapon which has been manufactured or modified so as to have the obvious intent or capability of inflicting traumatic injury, and which is under the immediate or identifiable control of the inmate; ❖ Escape or attempted escape with force or violence ❖ Rape, sodomy, or oral copulation against the victim's will. 		
<ul style="list-style-type: none"> ❖ Introduction, Trafficking, or Distribution of any Controlled Substance (as defined in Section 3000); ❖ Arson involving damage to a structure or causing serious bodily injury. ❖ Possession of flammable, explosive, or combustible material with intent to burn any structure or property; ❖ Extortion or Threat by Means of Force or Violence, including requiring payment for protection/insurance or intimidating any person on behalf of the STG; ❖ Threatening to kill or cause serious bodily injury to a public official, their immediate family, their staff, or their staffs' immediate family; ❖ Any other felony involving violence or injury to a victim and not specifically identified on this chart. 	<p style="text-align: center;">Serious</p>	<p style="text-align: center;">4, 5, 6</p>
<ul style="list-style-type: none"> ❖ Battery on a Peace Officer or non-inmate not involving use of a weapon; ❖ Assault on a Peace Officer or non-inmate by any means likely or not likely to cause great bodily injury; ❖ Assault or battery on a prisoner with no serious injury; ❖ Harassment of another person, group or entity either directly or indirectly through the use of the mail, telephone, or other means; ❖ Destruction of state property valued in excess of \$400 dollars during a riot or disturbance; ❖ Theft, embezzlement, arson, destruction, or damage to another's personal property, state funds, or state property valued in excess of \$400; ❖ Any felony not involving violence or the use of a weapon not listed in this schedule with a direct nexus to STG Behavior. 	<p style="text-align: center;">Serious</p>	<p style="text-align: center;">3, 4, 5, 6</p>
<ul style="list-style-type: none"> ❖ Bribery of a non-inmate; ❖ Leading/Inciting a disturbance, riot, or strike; ❖ Active participation in, or attempting to cause conditions likely to threaten institution security; ❖ Willfully resisting, delaying, or obstructing any peace officer in the performance of duties that severely impacts or disrupts facility operations; ❖ Possession of Cell Phone or Components; ❖ Acting in a Leadership Role displaying behavior to organize and control other inmates; 	<p style="text-align: center;">Serious</p>	<p style="text-align: center;">2, 3, 4, 5</p>
<ul style="list-style-type: none"> ❖ Gambling; ❖ Destruction or defacing state property valued at less than \$400, with symbols or slogans intended to promote 	<p style="text-align: center;">Serious</p>	<p style="text-align: center;">2, 3, 5</p>

affiliation with a STG.		
<ul style="list-style-type: none"> ❖ STG Related Tattoos and/or Body Markings (new since arrival in CDCR); ❖ Recording/documentation of telephone conversations evidencing active STG behavior; ❖ Communication between inmates regarding STG behavior or activities; ❖ Directing Active Participation for STG Roll Call; ❖ Directing Cadence for STG Group Exercise; ❖ Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, or other items with the intent to intimidate, promote membership, or depict affiliation in a STG; ❖ In Possession of Self-Created or Original Artwork clearly depicting recognized STG Symbols; ❖ In Personal Possession of STG related Written Material including Membership or Enemy List, Constitution, Organizational Structures, Codes, Training Material, etc.; ❖ In Personal Possession of mail, notes, greeting cards or other communication including coded messages evidencing active STG behavior; 	Serious	1, 2, 3, 5
Except as otherwise specified in this section, proven attempts to commit or conspire to commit any of the above listed offenses.	Serious	As noted in this chart.
<ul style="list-style-type: none"> ❖ Active Participation in STG Roll Call; ❖ Participating in STG Group Exercise; ❖ Using hand signs, gestures, handshakes, slogans, distinctive clothing, graffiti which specifically relate to an STG; ❖ In Possession of Artwork (other than self created and not original) clearly depicting recognized STG symbols; ❖ In Possession of Photographs that depict STG Association. Must include STG connotations such as insignia, symbols, or other validated STG affiliates. ❖ Violation of STG Contract (except associated with urinalysis testing or behavior not otherwise designated within this matrix). 	Administrative	1, 2, 5

Section 600.2. Validated Affiliates Housed in the General Population

(a) Validated STG-I Associate

Initial Placement into the Step Down Program shall be based upon a validated STG-I associate being found guilty of STG related behavior, as identified in the STG Disciplinary Matrix, and subsequent to the initial validation, as follows:

- Two Administrative Rules Violation Reports within any 12-month period; or
- One Serious Rules Violation Report

If there is a finding of guilt for STG related behavior in an RVR, the SHO/HO shall review the inmate's Central File to affirm validation and review the related disciplinary history. Inmates confirmed as STG-I associates and meeting RVR behavioral criteria should be processed for placement into ASU, based upon their threat to others, pending ICC review for placement consideration into the Step Down Program. The SHO/HO shall ensure a signed preliminary copy of the completed CDCR Form 115 is routed to the STG Lieutenant.

1) Institution Classification Committee

- A. The committee shall review the RVR and determine if it meets the criteria for placement in the SDP.
 - i. If the behavioral criteria and/or nexus to STG behavior are not clearly identified, the committee shall consider further Chief Disciplinary Officer (CDO) review and/or appropriate general population housing options.
- B. The committee shall discuss the inmate's behavior and encourage participation of the inmate.
- C. Inmates who are found guilty of a serious rule violation which requires a determinate SHU term, shall be assessed a determinate SHU term in accordance with CCR Section 3341.5(c)(9).
- D. ICC may:
 - i. assess and impose the SHU term and refer the inmate to the CSR for appropriate SHU transfer endorsement;
 - ii. assess and suspend the SHU term and place the inmate in the SDP, in conjunction with referral to the CSR for transfer endorsement;
 - iii. upon completion of the determinate SHU term, impose an indeterminate SHU term and referral to the CSR for transfer endorsement.
- E. The committee shall determine the inmate's current and future housing needs in accordance with the SDP Placement Option Chart.
- F. The committee chairperson shall verbally inform the inmate of the decision of the committee.
- G. The committee recorder shall prepare the CDCR Form 128-G, Classification Chrono.
- H. The committee chairperson shall ensure the inmate is provided with a copy of the CDCR Form 128-G, upon approval/signature by the Chairperson.
- I. The date of the ICC's assessment and imposition of an indeterminate SHU term for the SDP shall establish the start date toward the required time in each specified step of the SDP. Applicable privileges, as outlined in this Instructional Memorandum, shall be initiated upon the inmate's arrival at the SHU facility.
- J. If a transfer is determined appropriate, the case shall be referred to the CSR for review and endorsement.

(b) Validated STG-II Member or Associate

Initial placement into the Step Down Program shall be based upon a validated STG-II member or associate being found guilty of:

- Two STG-related RVRs as listed in the STG Disciplinary Matrix which are also identified in CCR Section 3341.5(c)(9) SHU Term Assessment Chart.

If there is a finding of guilt for STG related behavior in two RVRs, the SHO/HO shall review the inmate's Central File to affirm validation and review the related disciplinary history. Inmates validated as STG-II members or associates and meeting RVR behavioral criteria should be processed for placement into ASU, based upon their threat to others, pending

ICC review for placement consideration into the Step Down Program. The SHO/HO shall ensure a signed preliminary copy of the completed CDCR Form 115 is routed to the STG Lieutenant.

An inmate who is found guilty of a second STG related, SHUable RVR, but has not completed the validation process, shall have his/her validation package expedited.

1) Institution Classification Committee

- A. The committee shall review the RVRs and determine if they meet the criteria for placement in the SDP.
 - i. If the behavioral criteria and/or nexus to STG behavior are not clearly identified, the committee shall consider further CDO review and/or appropriate general population housing options.
- B. The committee shall discuss the behavior and encourage participation of the inmate.
- C. Inmates who are found guilty of a second serious rule violation which requires a determinate SHU term, shall be assessed a determinate SHU term in accordance with CCR Section 3341.5(c)(9).
- D. ICC may:
 - i. assess and impose the SHU term and refer the inmate to the CSR for appropriate SHU transfer endorsement;
 - ii. assess and suspend the SHU term and place the inmate in the SDP, in conjunction with referral to the CSR for transfer endorsement;
 - iii. upon completion of the second determinate SHU term, impose an indeterminate SHU term and refer for transfer endorsement to the SDP.
- E. The committee shall determine the inmate's current and future housing needs in accordance with the SDP Placement Options Chart.
- F. The committee chairperson shall verbally inform the inmate of the decision of the committee.
- G. The committee recorder shall prepare the CDCR Form 128-G, Classification Chrono.
- H. The committee chairperson shall ensure the inmate is provided with a copy of the CDCR Form 128-G, upon approval/signature by the chairperson.
- I. The date of the ICC's assessment and imposition of an indeterminate SHU term for the SDP shall establish the start date toward the required time in each specified step of the SDP. Applicable privileges, as outlined in this Instructional Memorandum, shall be initiated upon the inmate's arrival at the SHU facility.
- J. If a transfer is determined appropriate, the case shall be referred to the CSR for review and endorsement.

(c) Drop-out Status Inmates

A STG member or associate, who is validated as a dropout of a STG and released from a SHU, may be removed from the general population or any other placement based upon being found guilty of continued STG related behavior, as identified in the STG Disciplinary Matrix, as follows:

- Two Administrative Rules Violation Reports within any 12-month period; or
- One Serious Rules Violation Report

The STG related behavior must have occurred after the Drop-out Status inmate's release from Transitional Housing Unit (THU). In addition, the behavior or activity must identify the inmate as an active STG member or associate of the same STG with which the inmate was

previously validated. If the STG related behavior or activity demonstrates a connection to a different STG, the information may be considered in the validation process and/or the disciplinary process, but shall not be used as the sole basis for placement of the inmate into the SDP.

- 1) Upon conclusion of the disciplinary process(es), the STG Investigator shall:
 - A. Be provided a copy of the completed CDCR Form 115, Rules Violation Report(s) and CDC Form 114-D, Administrative Segregation Unit Placement Notice by appropriate facility staff.
 - B. The STG Investigator shall prepare a CDCR Form 128-B STG2 Security Threat Group Validation Evidence Disclosure and Interview Notification and serve it to the subject. The notice will inform the subject that they will have a minimum of 72 hours to prepare a written response/rebuttal to the information contained in the RVR and the nexus to the STG.
 - C. The assigned staff shall interview the subject to review the written response/rebuttal and provide the subject with a meaningful opportunity to be heard upon the conclusion of the preparation period, unless the time requirements are waived by the inmate, in writing.
 - D. The subject's mental health status and/or need for staff assistance shall be evaluated prior to the interview. The duties and functions of a staff member assigned to assist an inmate in the source items interview will be the same as set forth in CCR Section 3318. The reason for the decision will be included in the written document.
 - E. The interview shall be documented and include a record of the subject's position on the nexus between the RVR and the STG. The assigned staff shall record this information, via CDCR Form 128-B STG3, STG Validation Chrono, and provide a copy to the subject within fourteen (14) calendar days and prior to submission of the documentation to OCS.
 - F. The CDCR Form 128-B STG3, STG Validation Chrono along with the subject's written rebuttal shall be forwarded to the Senior Special Agent, SSU, or designee.
- 2) OCS:
 - A. A special agent shall be assigned to review the CDC Form 128-B STG3.
 - B. The special agent shall complete a CDCR Form 128-B2 recommending to rescind the inmate's Drop-out status or recommending that the inmate retain his/her current designation.
 - C. The completed CDCR Form 128-B2 shall be returned to the STG Investigator.
- 3) STG Investigator:
 - A. The original CDCR Form 128-B2 shall be received by the originating STG investigator.
 - B. The STG Investigator or designee shall review the CDCR Form 128-B2 noting the recommendations of OCS.
 - C. The STG Lieutenant or designee shall instruct staff to issue a copy of the CDCR Form 128-B2 to the identified subject, provide a copy to the captain of the facility where the inmate is assigned, and forward the original CDCR Form 128-B2 to the C&PR for placement into the central file.
- 4) Captain:
 - A. Ensure the assigned caseworker schedules the inmate's appearance before the STG Unit Classification Committee within 30 days of the institution's receipt of the finalized CDCR Form 128-B2.
 - B. Ensure an Investigative Employee is assigned, as appropriate.
- 5) Correctional Counselor I:

- A. Prepare and serve the CDCR Form 128-B1 STG, Security Threat Group Unit Classification Committee – Notice of Hearing to the inmate at least 72 hours prior to the STG Unit Classification Committee.
 - B. Ensure the inmate has received copies of all non-confidential documentation and/or CDCR Form 1030STGs that will be reviewed/discussed during the STG Unit Classification Committee.
- 6) Security Threat Group Unit Classification Committee:
- A. The STG Committee shall be convened within 30 days of the institution's receipt of a completed CDCR Form 128-B2.
 - B. The STG committee shall review the CDC Form 115, Rules Violation Report(s), and discuss the behavior of the inmate encouraging his/her participation.
 - C. The committee shall review the CDCR Form 128-B2, noting the recommendation of OCS.
 - D. The committee shall determine if they concur with the recommendation of OCS.
 - E. If the committee has a difference of opinion with the recommendation of OCS, the committee chairperson shall suspend the hearing and ask that it be rescheduled.
 - i. The committee chairperson shall contact the SSU Senior Special Agent to discuss and resolve the issue/concern.
 - ii. If the issue/concern can not be resolved with the SSU Senior Special Agent, the Committee shall elevate the issue/concern to the Warden and Special Agent in Charge, OCS, for further discussion and a final decision.
 - iii. If the original recommendation of OCS requires a change based on the above referenced discussion, a new CDCR Form 128-B2 shall be issued.
 - iv. The resulting CDCR Form 128-G1 shall articulate the issue requiring case conference and the decided resolution.
 - F. The committee shall re-convene, as necessary, and determine the need to rescind the current designation (i.e., drop-out status).
 - G. The committee shall make a recommendation to ICC regarding the inmate's current and future housing needs (in accordance with the SDP Placement Option Chart), based on the totality of the information.
 - H. The committee chairperson shall verbally inform the inmate of the decision of the committee.
 - I. The committee chairperson shall document the STG Unit Classification Committee review date and the STG designation that is being assigned in the area provided on the CDCR Form 128-B2.
 - J. The committee recorder shall prepare the CDCR Form 128-G1, Security Threat Group Unit Classification Committee – Results of Hearing (Monitored, Inactive, Inactive/Monitored, or Drop-out Status)(Attachment M).
 - K. The committee chairperson shall ensure the inmate is provided with a copy of the CDCR Form 128-G1, upon approval/signature by the Chairperson and the finalized CDCR Form 128-B2.
 - L. The STG Lieutenant shall receive a copy of the CDCR Form 128-B2 and forward to OCS for tracking purposes and input in the STG database.
- 7) Institution Classification Committee:
- A. The committee will review the CDCR Form 128-B2 STG, Security Threat Group Validation/Rejection Review and the CDCR Form 128-G1, Security Threat Group Unit Classification Committee – Results of Hearing (Monitored, Inactive, Inactive/Monitored, or Drop-out Status).
 - B. The committee shall discuss the inmate's behavior and encourage participation of the inmate.

- C. Inmates who are found guilty of a serious rule violation which requires a determinate SHU term, shall be assessed a determinate SHU term in accordance with CCR Section 3341.5(c)(9).
- D. ICC may:
- i. assess and impose the SHU term and refer the inmate to the CSR for appropriate SHU transfer endorsement;
 - ii. assess and suspend the SHU term and place the inmate in the SDP, in conjunction with referral to the CSR for transfer endorsement;
 - iii. upon completion of the determinate SHU term, impose an indeterminate SHU term and referral to the CSR for transfer endorsement.
- E. The committee will determine the inmate's current and future housing needs in accordance with the SDP Placement Options Chart.
- F. The committee chairperson shall verbally inform the inmate of the decision of the committee.
- G. The committee recorder shall prepare the CDCR Form 128-G, Classification Chrono.
- H. The committee chairperson shall ensure the inmate is provided with a copy of the CDCR Form 128-G, upon approval/signature by the Chairperson.
- I. The date of the ICC's assessment and imposition of an indeterminate SHU term for the SDP shall establish the start date toward the required time in each specified step of the SDP. Applicable privileges, as outlined in this Instructional Memorandum, shall be initiated upon the inmate's arrival at the SHU facility.
- J. If a transfer is determined appropriate, the case shall be referred to the CSR for review and endorsement.

(d) STG Monitored Status Affiliates

For STG affiliates who previously completed the SDP, re-housing into the SDP shall be based upon a monitored status affiliate being found guilty of STG related behavior.

- Refer to Section 800.2 of this Instructional Memorandum for monitored status affiliates.

(e) Inactive Status or Inactive-Monitored Status Affiliate

An inactive status affiliate is defined as a validated affiliate who was released from SHU prior to implementation of Case by Case Reviews. This inmate was not identified as having been involved in gang related activity for a period of six years, was reviewed by a Departmental Review Board, and released from the SHU.

An inactive-monitored status affiliate is defined as a validated affiliate who was released from SHU concurrent to the implementation of the Step Down Program through a Case by Case Review.

Placement in the SDP shall be based on an inactive status or inactive-monitored status affiliate being involved in either confirmed STG behavior or being found guilty of STG related behavior, as identified in the STG Disciplinary Matrix, as follows:

- Two Administrative Rules Violation Reports within any 12-month period; or
- One Serious Rules Violation Report

Upon conclusion of the disciplinary process(es), facility staff will ensure the Captain of the facility where the inmate is assigned is provided with a copy of the completed CDC Form 115, Rules Violation Report(s).

- 1) Captain:
 - A. Direct staff to prepare a CDC Form 114-D, Administrative Segregation Unit Placement Notice, if applicable, and facilitate his/her placement into ASU.
 - B. Ensure an Investigative Employee is assigned, as appropriate.
 - C. Ensure the assigned caseworker schedules the inmate's appearance before the ICC.
- 2) Correctional Counselor I:
 - A. Prepare and serve the CDCR Form 128-B1, Notice of Classification Hearing, to the inmate at least 72 hours prior to ICC.
 - B. Ensure the inmate has received copies of all non-confidential documentation and/or CDCR Form 1030STGs that will be reviewed/discussed during the ICC.
- 3) Institution Classification Committee:
 - A. The committee shall review the RVR and determine if it meets the criteria for placement in the SDP.
 - i. If the behavioral criteria and/or nexus to STG behavior are not clearly identified, the committee shall consider further CDO review and/or appropriate general population housing options.
 - B. The committee shall discuss the inmate's behavior and encourage participation of the inmate.
 - C. Inmates who are found guilty of a serious rule violation which requires a determinate SHU term, shall be assessed a determinate SHU term in accordance with CCR Section 3341.5(c)(9).
 - D. ICC may:
 - i. assess and impose the SHU term and refer the inmate to the CSR for appropriate SHU transfer endorsement;
 - ii. assess and suspend the SHU term and place the inmate in the SDP, in conjunction with referral to the CSR for transfer endorsement;
 - iii. upon completion of the determinate SHU term, impose an indeterminate SHU term and referral to the CSR for transfer endorsement.
 - E. The committee shall determine the need to rescind the inmate's current designation (i.e., inactive, inactive-monitored).
 - F. The committee shall determine the inmate's current and future housing needs (in accordance with the SDP Placement Options Chart), based on the totality of the information.
 - G. The committee chairperson shall verbally inform the inmate of the decision of the committee.
 - H. The committee chairperson shall complete the CDCR Form 128-B2 STG Supplement (Attachment N) with the ICC review date and the STG designation that is being assigned.
 - I. The committee recorder shall prepare the CDCR Form 128-G, Classification Chrono.
 - J. The committee chairperson shall ensure the inmate is provided with a copy of the CDCR Form 128-G, upon approval/signature by the chairperson.
 - K. The date of the ICC's assessment and imposition of an indeterminate SHU term for the SDP shall establish the start date toward the required time in each specified step of the SDP. Applicable privileges, as outlined in this Instructional Memorandum, shall be initiated upon the inmate's arrival at the SHU facility.

- L. The STG Lieutenant shall receive a copy of the CDCR Form 128-B2 STG Supplement and forward to OCS for tracking purposes and input in the STG database.
- M. If a transfer is determined appropriate, the case shall be referred to the CSR for review and endorsement.

Section 600.3. Validated Affiliate with Confirmed STG Behavior Outside the Disciplinary Process

- (a) A STG affiliate determined to have confirmed STG behavior or intelligence; information from an outside law enforcement agency; or which occurred outside the jurisdiction of the department or formal disciplinary process shall be documented in a CDCR Form 128-B, General Chrono (confidential chrono, if appropriate). The activity or behavior must have occurred within the last four years. Investigators shall establish reliability per CCR Section 3321 when confidential information is used and shall be recorded within the chrono. This confirmed STG behavior or activity shall consist of the following:
 - Behavior, activity or intelligence items as identified in Section 600.1 – Validation Source Criteria totaling at least 10 additional points and identified subsequent to the validation process. This process shall only be utilized if the circumstances cannot otherwise be addressed through the disciplinary process.

Any time a validated inmate engages in behavior that would warrant an RVR, it is the responsibility of the observing staff member to ensure appropriate disciplinary procedures are applied.

Investigative staff shall be responsible to initiate or update a STG Pilot Form 128-B3, STG Identification Worksheet, anytime confirmed STG behavior occurs and cannot be addressed through the disciplinary process.

- 1) STG Lieutenant or Investigator:
 - A. The completed CDC Form 128-B, General Chrono, shall be referred by the facility where it was completed to the STG Lieutenant for review to ensure the identified behavior/activities could not have been addressed through the disciplinary process.
 - i. If the STG Lieutenant determines that the information should have been addressed through the disciplinary process, the CDC Form 128-B shall be returned to the originating facility to initiate the disciplinary process.
 - B. The STG Lieutenant shall assign staff to prepare a CDCR Form CDCR 128-B3 STG, STG Identification Score Sheet.
 - C. When a validated inmate receives a total of 10 additional points (subsequent to validation), the STG Lieutenant shall assign staff to prepare a CDCR Form 128-B STG2, Security Threat Group Validation Evidence Disclosure and Interview Notification, and serve it to the subject, along with copies of all non-confidential information or CDCR Form 1030STG, Confidential Information Disclosure Forms. The notice will inform the subject that they will have a minimum of 72 hours to prepare a written response/rebuttal to the information they received.
 - D. The assigned staff shall interview the subject to review the written response/rebuttal and provide the subject with a meaningful opportunity to be heard upon the conclusion of the preparation period, unless the time requirements are waived by the inmate, in writing.
 - E. The subject's mental health status and/or need for staff assistance shall be evaluated prior to the interview. The duties and functions of a staff member