

5-09/030.00 Disciplinary Guidelines

Inmates who violate or refuse to comply with facility rules and regulations shall be subject to discipline. The degree of punitive actions taken by the disciplinary officer shall be directly related to the severity of the rule violation. Force shall never be used as a form of discipline or corporal punishment against an inmate.

Acceptable forms of discipline shall consist of, but not be limited to, the following:

- Loss of privileges
- Extra work detail
- Short term lockdown for less than 24 hours
- Removal from work details
- Loss of "good time" and/or "work time" credits earned pursuant to Penal Code section 4019, "Deductions from Confinement Period"
- Revocation of early release credits if eligible
- Disciplinary segregation/isolation
- Disciplinary diet
- Criminal prosecution

Minor Violations

Minor acts of non-conformance or minor violations may be handled informally by any staff member through a harmony transfer or counseling and advisement of conduct expected. Any counseling of inmates or advisement of expected behavior shall be conducted in normal traffic areas. When possible, counseling shall be conducted by two Department members. Acceptable forms of discipline for minor violations include:

- Extra duty
- Temporary loss of privileges, (e.g. access to television, telephones, or commissary)
- Lockdown for less than 24 hours
- Removal from a work detail without loss of work time credit

Minor violations or acts of non-conformance shall be documented in the Inmate Report Tracking System (IRTS).

If the inmate requests an appeal of the proposed discipline, a sergeant may act as the discipline review officer. The discipline review officer may conduct further inquiry or investigation and shall provide the inmate with an opportunity to present a defense. The discipline review officer shall then either exonerate the inmate or reprimand the inmate, assess the number of hours to be worked, determine loss of privileges, or direct the member submitting the initial violation to complete a discipline report alleging a major violation. An accumulation of three (3) minor violation reports within a 30 day period for a single inmate shall result in a major violation.

Major Violations

Major violations shall be handled on a formal basis and may result in disciplinary segregation/isolation, loss of good time/work time, disciplinary diet, revocation of early release credits, and/or criminal prosecution. An

Inmate Discipline Report on the Inmate Report Tracking System (IRTS) and, if applicable, an Incident Report (SH-R-49) shall be written.

When an event requires that an Incident Report (SH-R-49) be written, discipline shall not be imposed unless an Inmate Discipline Report is completed. A narrative description of the incident shall not be duplicated on the Inmate Discipline Report. A reference to the URN file number from the Incident Report shall be placed in the narrative of the Inmate Discipline Report. A copy of the approved Incident Report shall be attached to the Inmate Discipline Report.

When a violation of jail rules is serious or compromises safety and security, the inmate(s) may be removed from their current housing area and reassigned to pre-disciplinary housing pending a hearing by the Disciplinary Review Board (DRB). The inmate shall retain all basic privileges afforded to other inmates until disposition of the case by the DRB.

Each designated unit commander shall appoint sergeants to act as a facility DRB. All discipline recommended by the DRB shall be a single assessment for each report, but may be enhanced due to past violations, or multiple violations within the same report. All discipline recommended by the DRB shall be reviewed by the unit commander or their designee. The unit commander shall make a recommendation to Population Management Bureau (PMB), Program Placement Team with regard to revocation of current good-time/work-time, or for consideration of loss of early release credits, based on the Inmate Discipline Schedule, refer to Custody Division Manual section 5-09/070.00 "Inmate Discipline Schedule."
