002-Corrective Action Plan (Leadership and Merit Masters)

PURPOSE OF ORDER:

The purpose of this order is to establish a detailed process of corrective action if an inmate student has received a negative entry in the Inmate Report Tracking System (IRTS) or engaged in poor conduct warranting possible disciplinary action. This unit order is specific to inmate students that are participating in the Lotus program while holding the title of Leadership or Merit Master.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Gender Responsive Services.

ORDER:

Conduct

The following conduct is subject to a write-up (IRTS entry), intervention and corrective action. This conduct includes, however is not limited to:

- Gossiping or bad mouthing a peer.
- Intentional malice towards a peer.
- Physical relationships that violate jailhouse rules.
- Theft of another's property.
- Refusing to participate within their roles.
- Disrespectful to staff.
- Dishonesty or divisiveness.

Zero-Tolerance Conduct

The following conduct is considered a major violation, has a zero-tolerance policy, and is not subject to intervention and corrective action. The inmate student will be removed from the program immediately and face possible disciplinary action. This conduct includes, however is not limited to:

- Possession of tobacco, drugs, or alcohol – regardless of amount.
- Physical fights or threats of violence against peers or staff.
- Fostering and/or participating in the orchestration of physical fights and/or threats of violence against peers or staff.

Corrective Action Plan

Those found to be in minor violation will be interviewed by GRS staff within five business days, preferably within 72 hours. Once a decision has been made regarding any further action needed and the level of corrective action determined, the inmate student will be given a concluding interview. At this time, a corrective action plan will be discussed with the inmate student. Once interviewed, the inmate student has up to 24 hours

to decide whether they would like to continue with the program at a reduced level or exit the program. Corrective action can include, but is not limited to:

- Additional duties such as clean up, etc., may be assigned.
- Remove from class facilitator, trusty or TA assignments.
- Removal from Leadership or Merit Master position.
- Removal from the module.

Corrective Action Minimums

If it is determined the inmate student should lose their Leadership or Merit Master position, the following shall be followed:

- Leadership will be removed from their position for no less than 45 days. At that time, the inmate student can apply for a reinstatement interview. All requests shall be submitted in writing to GRS staff. This interview shall take place within two weeks from request.
- Merit Masters will be removed from their position for no less than 60 days. At that time, the inmate student can apply for a reinstatement interview. All requests shall be submitted in writing to GRS staff. This interview shall take place within two weeks from request.
- If the inmate student holds the position of in-house trusty at time of corrective action, they will be removed from the position of in-house trusty for no less than 30 days.

IRTS Entries

Should a inmate student receive a write-up in the IRTS, the following are grounds for removal from the program:

- Three minor violation write-ups within 30 days.
- One major violation write-up regardless of days housed in module.
- Habitual or regular write-ups with little to no positive results from corrective action.

Request for Reinstatement

The procedures for consideration for reinstatement are as follows:

- The inmate student must complete a reinstatement letter that will include what steps they have taken towards regaining their former position and why they believe they are ready for reinstatement consideration.
- ALL reinstatements are subject to GRS staff discretion.
- Reinstatements may be subject to position vacancy.

Reinstatement Tiers

The reinstatement tiers are as follows:

- Reinstated former Leadership shall return to the Leadership Council.

- Reinstated former Merit Masters shall return to the Leadership Council, with the eligibility to return to full Merit Master Status in no less than 30 days from their reinstatement date.