003-Corrective Action Plan (Lotus Participants)

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 not holding the title of Leadership or Merit Master.

SCOPE OF ORDER:

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

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.
- 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 under the conditions provided by the GRS staff 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 teacher assistant assignments.
- Removal from the module.

Corrective Action Minimums

If it is determined the inmate student should lose privileges, the following shall occur:

- 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 an 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 to Return to the Program

If an inmate wishes to return to the program, they can submit an Inmate Request Form.

Upon receiving the request, the inmate shall be placed on a standby list. Normal vetting procedures shall be adhered to in accordance to the appropriate GRS procedures. This is typically considered when the inmate is 30 days past their most recent write-up, however this varies by the type and quantity of the infraction and is also at the discretion of the GRS staff.