

 King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	<u>Chapter 6</u> Classification	
6.02.002: Inmate Disciplinary System	Approved By:	Director Holtgeerts
	Effective Date:	March 27, 2006
	This policy supersedes all prior policies and memoranda relating to this subject.	

A. Purpose

To establish guidelines for formal disciplinary standards for violation of jail rules.

B. Policy

It is the policy of this Department to provide a formal disciplinary system through which inmates who violate jail rules will be processed. Inmate discipline is implemented with the goals of ensuring that the inmate is held responsible for his or her actions, to minimize the reoccurrence of an inmate's problem behavior, and to promote humane, safe, and secure facilities. The results of this system may include corrective, behavior modification, and/or disciplinary sanctions.

C. References

- WAC: Chapter 289-19
- ACA Standards: 3-ADLF-3C-01, 02, 04-22
- DAJD Publications: *Inmate Information Handbook*
- DAJD Forms:
 - Disciplinary Appeal Form (F-583D)
 - Disciplinary Hearing Form (F-652)
 - Jail Incident Report (F-531)
 - Officer's Report (F-627)
 - Rule Infraction/Behavior Modification Report (F-544) *Commonly referred to as the Rule Infraction Report*
- DAJD Policies:
 - 1.06.001, Collection and Storage of Evidence
 - 1.02.004, Inmate Trust Fund Accounting
 - 5.01.001, Admissions Procedure
 - 5.07.001, Good Time
 - 5.07.002, Sentence Computation & Tracking
 - 6.01.004, Inmate Behavior Report

D. Definitions

Classification/Operations Workgroup: A group of Department members, including representatives from both Classification and Operations, as appointed by The King County Corrections Guild and Local 21AD. The group's main task is to hear and report back on infraction outcomes brought to the group by dissatisfied reporting staff, but may hear and take action on other issues as well.

Discipline/Disciplinary Sanction: Sanction imposed after a guilty finding at a hearing, designed to deter future misbehavior and to hold the inmate accountable for the rule violation.

Disciplinary Appeal: A process by which an inmate may appeal disciplinary findings to an appointed authority.

Disciplinary Hearing: An administrative process that determines the guilt or innocence of an inmate and imposes disciplinary sanctions.

Disciplinary Hearing Committee: One or more persons convened for the purpose of conducting a disciplinary hearing. The committee is chaired by a Corrections Program Specialist (CPS), Corrections Program Supervisor, or other supervisor designated by the appropriate authority.

Disciplinary History ('55') Record: A computer file which documents inmate infractions, sanctions, and/or corrective actions taken.

Disciplinary History Risk Code (DHRC): A computer entry denoting aggressive, assaultive, or violent behavior history.

Infraction: A violation of the inmate rules, documented on a Rule Infraction/Behavior Modification Report.

Inmate Rules: Published rules of prohibited inmate behavior. There are three categories: Major, Serious, and General.

Keep Separate From (KSF): A computer entry that specifies inmates that must be kept away from each other for documented reason(s).

On-Site Behavior Modification/Regulation: Measures taken without a disciplinary hearing:

- a. to address General rule violations,
- b. designed to alleviate current rule violations or threats to order/security,
- c. creating an environment where rule violations or threats to order/security are less likely,
- d. and are documented on the Rule Infraction/Behavior Modification Report.

Presumptive Sanctions: The range of disciplinary segregation time (in days) associated with each rule violation

Post-Disciplinary Hearing Segregation: Restricted housing for inmates serving disciplinary segregation sanctions resulting from a guilty finding in the disciplinary process.

Pre-Disciplinary Hearing Segregation: Restricted housing for inmates awaiting a disciplinary hearing. This shall only be used when the inmate poses and continues to pose an imminent threat to safety and/or security to others or to the operation of the facility. A Sergeant or higher authority must approve such placement.

Rackback: Confinement to an inmate's cell or specific living area.

E. Inmate Rules List Distribution

1. A complete list of inmate rules is contained in the *Inmate Information Handbook*. This list shall be reviewed and updated as necessary.
2. *Inmate Information Handbooks* shall be distributed to all inmates by uniform staff at the time of booking. Refer to Department policy 5.01.001, *Admissions Procedure*.
3. Classification staff shall provide transparencies and/or hard copies of the inmate rules for posting in the housing units.
4. The Housing Unit Officer shall ensure that the inmate rules are posted in the living unit.

F. Responses to Inmate Rule Violations

All actions below shall be documented on a Rule Infraction/Behavior Modification Report (except minor verbal warnings) and be entered into the unit's logbook.

1. Verbal Warning: Used to provide initial instructions/reminder of rules. When feasible, inmates should receive a verbal warning before further action is taken.
2. Written Warning: Used for an inmate's deliberate refusal to adhere to initial instructions/reminders of the rules. One step higher than a verbal warning. A written warning should be used when appropriate before undertaking other means.
3. Behavior Modification/Regulation: Methods used to respond to General rule violations committed by individual inmates. The goal is correcting behavior and the measure used must be geared to that end.
4. Written Infraction: A formal Rule Infraction/Behavior Modification Report is completed, approved by a supervisor, and forwarded to Classification staff for processing through the formal disciplinary process, which includes determination as to guilt or innocence and imposition of sanctions, if appropriate.
5. Transfer to Pre-disciplinary Segregation: Inmates who present an imminent threat to safety and security maybe transferred to pre-disciplinary segregation with the approval of the Duty Sergeant.
6. Criminal Charge Referral: If an inmate allegedly commits a violation of criminal law, the incident will be reviewed by the Shift Commander and will be referred to the appropriate authorities for prosecution.

G. On-site Behavioral Modification/Regulation (No Disciplinary Hearing)

1. For a General rule violation, staff may attempt to regulate behavior on site, rather than formally infract. Attempts to regulate behavior are not the same as discipline. General rule violations that do not result in infractions, but are dealt with by staff with verbal and/or written warnings, or on site behavior modification shall be documented on a Rule Infraction/Behavior Modification Report and transmitted to a CPS who will enter the details into the inmate's classification file. CPS staff shall enter this information into the '55' record so it can be easily recognized and referenced.
2. The goal of any on-site behavior modification measure must be to address security concerns or to curtail/contain improper behavior.
3. Behavior modification measures may include:
 - a. Verbal warnings.
 - b. Written warnings.
 - c. Request to CPS staff for an alternative housing assignment.
 - d. Racking back (up to two hours).
 1. The time in rack back shall be designed to reach the goal of maintaining security or curtailing the improper behavior specifically at issue.
 2. An inmate will be allowed to participate in visiting if he or she is racked back, unless a security concern exists.
 3. An inmate will not be allowed to participate in programs if he or she is racked back.
 4. Guidelines for racking back individual inmates:
 - a. If an inmate is infracted and racked back pending a disciplinary hearing because they are considered to be a safety/security risk, this must be clearly indicated on the Rule Infraction/Behavior Modification Report.
 - b. Staff members may rack individual inmates back for up to two hours without supervisor approval.
 - c. Individual inmates may be racked back for up to six hours with a Sergeant's approval.

- d. At no time shall an individual inmate be racked back for longer than six hours for behavior modification.
- e. Document any behavior modification action(s) taken on a Rule Infraction/Behavior Modification Report and forward to CPS staff.
5. Guidelines for racking back groups of inmates:
 - a. A Sergeant or higher authority must be notified and approve a rack back of a group of inmates.
 - b. A group rack back should only be used for violations of a group nature or when individuals cannot be identified.
 - c. When an entire unit is racked back, the rack back applies to all inmates in that unit. It is not expected that Officers must single out inmates that the rack back should not apply for.
 - d. The Shift Commander shall be notified any time a group of inmates are racked back for any reason.
 - e. Document any group rack backs in the unit's logbook. It is not expected that staff be required to write an individual Rule Infraction/Behavior Modification Report on each inmate if there are more than ten involved in the group.
4. Additional on-site behavior modification/regulation efforts include:
 - a. Extra work.
 - b. Loss of unit worker privileges.
 - c. Loss of other privileges, such as: dayroom access (for inmates already restricted to one hour of dayroom access per day, reduction of less than three hours access per week can only be imposed as the result of a formal disciplinary hearing), recreation yard access, television access, etc. (Removal of commissary privileges are not included, as they can only be removed as the result of a disciplinary hearing.)
 - d. Removal from current visiting, telephone access, or program session, only if the inmate is displaying inappropriate behavior during the visit, telephone call or program.

H. Submission of Rule Infraction/Behavior Modification Reports

1. Any staff member may write an infraction. Reporting staff members shall:
 - a. include detailed information on the Rule Infraction/Behavior Modification Report, including:
 1. Inmate's full name and Book of Arrest number.
 2. Date and time of the incident/discovery of the incident.
 3. The inmate's housing location before and after the incident.
 4. Rules violated, including the rule number.
 5. Direct, specific, and detailed descriptions of the behaviors or actions that violated rules. For example: who, what, where, when, why, and how.
 6. A listing of injuries inflicted/suffered by the inmate.
 7. Reporting staff's printed first initial and last name, serial number (if needed for further identification), and initials.
 - b. contact a supervisor to review the infraction report prior to the end of shift.
2. Original infraction evidence is not to be attached to the infraction report. It is to be secured for future use as evidence in criminal proceedings or disposed of at the direction of the Duty Sergeant. Refer to Department policy *1.06.001, Collection & Storage of*

Evidence. A photocopy of the evidence may be attached to the Rule Infraction/Behavior Modification Report.

3. **Witness Staff** shall enter their printed first initial and last name, serial number (if needed for further identification), and initials on the report.
4. The **Supervisor** shall:
 - a. review the content of the Rule Infraction/Behavior Modification Report for completeness, verifying that all information called for in Section H, 1, above is included.
 - b. complete any necessary follow-up investigation as soon as possible, preferably by the end of the current shift.
 - c. interview the violator inmate, or others, when necessary.
 - d. determine if behavior modification/regulation or a disciplinary hearing is appropriate.
 - e. determine if pre-disciplinary hearing isolation is necessary.
 - f. list any comments and/or observations regarding the infraction. Recommendations for final discipline should only be made in unusual cases. Where exacerbating or mitigating circumstances are known, the supervisor shall include such information. It would also be appropriate to include information about efforts at behavior modification, which can impact the severity of sanctions within the presumptive range.
 - g. when necessary, obtain and attach witness statements.
 - h. sign the report and forward it to the delivery Officer. Every attempt should be made to forward all documents by the end of the shift.
5. The **Delivery Officer** shall:
 - a. give the inmate a copy of the Rule Infraction/Behavior Modification Report as soon as possible.
 - b. sign the original Rule Infraction/Behavior Modification Report, indicating the inmate was given a copy. (The inmate's copy does not require the Delivery Officer's signature.)
 - c. deliver the Rule Infraction/Behavior Modification Report and attachments to the classification basket in the Intake Transfer and Release (ITR) area.
6. **Classification staff** shall:
 - a. frequently retrieve Rule Infraction/Behavior Modification Reports from the ITR distribution trays.
 - b. log all Rule Infraction/Behavior Modification Reports into the disciplinary log when received.
 - c. return all incomplete Rule Infraction/Behavior Modification Reports to an appropriate supervisor. (The supervisor that signed off on the report if he or she is available.)
 - d. enter data into the inmate classification file.
 - e. log data from every Rule Infraction/Behavior Modification Report into the infraction tracking system.
 - f. notify Jail Health Services (JHS) staff whenever an inmate is placed into segregated housing.
 - g. distribute all Rule Infraction/Behavior Modification Reports and supporting documents to the appropriate floor mail slot in ITR.
 - h. process disciplinary appeals. Refer to Section O, below.

I. Disciplinary Hearing Process

1. The **Disciplinary Committee** shall:

- a. review the infraction for facial validity in accordance with Section H(1)(a); if facially invalid, Classification staff shall refer the infraction back to the approving supervisor, or other supervisor if approving supervisor is not on duty, for review with the reporting staff. Supervisors are responsible to review errors with reporting staff. As time permits, such errors may be corrected and returned to Classification staff for processing. Facial invalidity may include incorrect rule citations.
- b. provide to the inmate written notice of the Disciplinary Hearing at least 24 hours prior to the hearing. The inmate may waive, in writing, the 24-hour waiting and preparation period.
- c. initiate the disciplinary hearing within 120 hours of the discovery of the alleged violation, excluding weekends and holidays.
- d. allow staff involved in the rule violation to appear and be present as witnesses only.
- e. allow the inmate to be present at the hearing, except during deliberations or witness statements.
- f. allow the inmate an opportunity to provide a written statement if he or she wishes.
- g. request that the Corrections Program Supervisor appoint an uninvolved, on-duty CPS to act as a representative for the inmate, when it is apparent that an inmate is incapable of presenting evidence or preparing an effective defense on his or her own behalf.
- h. forward a copy of the Rule Infraction/Behavior Modification Report to JHS staff for review when a question of mental competency exists; CPS staff will follow normal procedures to process each report and determine the appropriate course of action based on input from JHS and behavior of the inmate. JHS staff shall review each case referred and determine if medical or psychiatric intervention is required, or if disciplinary segregation housing is contraindicated. JHS staff is responsible for contacting CPS staff of their determination related to specific referrals.
- i. discontinue a Disciplinary Hearing for inmates deemed unable to participate in a hearing due to mental illness. The "55" record will be noted to reflect competency issues and the behavior of the inmate is recorded in the classification file.
- j. continue a scheduled disciplinary hearing when the inmate is not available to participate. The Classification staff will make notations in the "55" record to reflect the hearing date and time. The file will be forwarded to the designated Classification support staff for entry into a tickler file, and upon the inmate's return to custody, the Classification staff will be notified and the hearing process will be resumed.
- k. instruct the inmate that a maximum of three named witnesses may be called. Written witness statements shall be taken. The inmate's signature is preferred, but not required, on witness statements.
- l. allow the inmate to provide questions to be asked of their witnesses.
- m. review all information and make a finding based a preponderance (slightly more convincing) of evidence,
- n. determine an appropriate sanction.
- o. notify the inmate of the basis for the decision and sanction in writing.
- p. inform the inmate that he or she has the right to appeal the decision. Refer to Section O, Disciplinary Appeal, below.
- q. schedule a classification review of the inmate's location and security level, and Keep Separate From (KSF) status, as a result of the infraction and hearing outcome.
- r. complete a Disciplinary Hearing Form, listing the findings and rationale for the decision and any sanctions that are above or below the presumptive range. The

- member(s) of the Disciplinary Committee shall legibly print and sign their names on the Disciplinary Hearing Form and ensure that all copies of the form are readable.
- s. record the completed Disciplinary Hearing decision and sanctions on the Rule Infraction/Behavior Modification Report and in the inmate's disciplinary record. The phrase 'no hearing necessary' will not be used. If a hearing is not held, the reason(s) will be stated clearly in writing on the Rule Infraction/Behavior Modification Report or Disciplinary Hearing Form.
 - t. forward copies of the Rule Infraction/Behavior Modification Report, the completed Disciplinary Hearing Form, plus the inmate appeal (if appealed) to the signing supervisor of the Rule Infraction/Behavior Modification Report.
 - u. file the original documents.
2. The **Supervisor** signing the Rule Infraction/Behavior Modification Report shall review the results and forward the documents, or a copy, to the initiating staff member.
 3. The **Corrections Programs Supervisor** shall conduct a disciplinary hearing with the inmate not present when the inmate has escaped and is not currently in custody.

J. Formal Sanctions following the disciplinary hearing (not an exclusive listing)

1. Sanctions may include verbal warnings, written warnings, loss of privileges, and up to ten days in disciplinary segregation for any one incident.
2. Inmates may never be punished by taking away regularly scheduled meals, clothing, bed, bedding, or normal hygienic implements and facilities. (These items may be modified, however, and certain inmates may be given adequate substitutions to the regularly issued items, in the interests of safety and security.)
3. Presumptive ranges: Each category of rule violation shall be assigned a presumptive range of sanctions. Exceptional circumstances may warrant sanctions above or below the standard ranges. The exacerbating or mitigating circumstances must be set forth in writing for sanctions given outside the standard range.
4. A record of previous guilty findings may be used as an exceptional circumstance, where appropriate.
5. A record of on-site behavior modification attempts may only be used to determine an appropriate sanction within the presumptive range.
6. Sanctions for separate incidents shall run consecutively.
7. Suspension of sanctions: A portion of a sanction may be suspended if such suspension does not reduce the actual sanction imposed below the presumptive range (absent exacerbating/mitigation circumstances). Upon a finding of guilt during the same booking, the suspended sanction shall automatically be imposed in addition to sanctions for current infractions. Suspended sanctions last at least for the duration of the current booking, but can also be carried over to subsequent bookings on the same cause number.
8. Loss of privileges: Privileges that may be removed are trustee status, security override, access to dayroom, yard out, telephone, television, commissary, and programming.
9. Loss of future visiting privileges may be imposed only if the infraction is related to visiting.
10. Good time: A specified amount of early release credits (good time) may be removed from the inmate's record.
11. Restitution: Any damage to County property may result in disciplinary sanction and/or restitution.

12. Sanctions that include loss of good time or monetary restitution that are not satisfied prior to release shall be imposed on the inmate’s subsequent bookings and recorded on the same cause number.
13. Any sanction may be carried over from booking to booking, but may be imposed only when the inmate is being held on the same cause number that he or she was being held on when the original infraction occurred.
14. The Washington State Department of Corrections will receive a behavior alert on inmates housed in administrative segregation, medical, or psychiatric housing at the time of their transfer. Refer to Department policy 6.01.004. *Inmate Behavior Report.*

K. Disciplinary Segregation Rights and Privileges

Inmates in disciplinary segregation shall have the following rights and privileges:

1. Housed in cells substantially similar to cells used for the general population.
2. Access to a dayroom three times weekly for exercise and shower.
3. Permitted correspondence.
4. Access to legal material and representation.
5. Served meals that conform to dietary nutritional standards.
6. Access to medical care.
7. Granted one-to-one religious access to approved clergy.
8. Considered for individual educational tutoring.
9. Scheduled visitation for a minimum of three hours weekly.

L. Presumptive Ranges for Inmate Discipline

Infraction Categories	Sanction
All Major Infractions	<i>Maximum Allowable Penalties - Ten days disciplinary segregation, loss of good time, loss of any privileges associated with the infraction.</i>
All Serious Infractions	<i>Maximum Allowable Penalties - Ten days disciplinary segregation, loss of good time, loss of any privileges associated with the infraction.</i>
All General Infractions	<i>Maximum Allowable Penalties - Seven days disciplinary segregation, loss of good time, loss of any privileges associated with the infraction.</i>

- Maximum Allowable Penalties are listed by category (Major, Serious or General)
- Presumptive Ranges (for disciplinary segregation) are listed for each rule violation

INMATE RULES OF BEHAVIOR			
Rule	Infraction Name	Description	Disciplinary Sanction Range (in days)
MAJOR INFRACTIONS			
Maximum Allowable Penalties: 10 days disciplinary segregation, loss of good time; loss of any privileges associated with the infraction.			
100	Homicide	Causing the death of another person	10
101	Assault	Engaging in a physical attack with a weapon or an item used as a weapon or causing severe injury.	10

102	Custodial Assault	Engaging in physical contact with a staff member.	10
103	Sexual Assault	Engaging in a physical, sexual attack regardless of physical injury.	10
104	Arson	Purposely creating, building, or setting a fire	10
105	Escape	Fleeing custody from escort or any secure unit of a Jail facility.	10
106	Possession of a Weapon or Escape Tool	Possession of a firearm, knife, explosive, ammunition, or any tool capable of inflicting bodily harm or any device which could be used in an escape attempt.	10
107	Taking Hostages	Detaining any person against his or her will; kidnapping.	10
108	Rioting	Participating in any gathering of two or more persons who engage in rebellious behavior attempting to control any area of the facility.	10
SERIOUS INFRACTIONS			
Maximum Allowable Penalties: 10 days disciplinary segregation, loss of good time; loss of any privileges associated with the infraction.			
200	Assault	Making physical contact with another person by shoves, pushes, holds, pokes, grabs, head butt, blows, slaps, scratches, bites, kicks or jabs; or by propelling any object or substance at another (e.g., throwing objects, spitting).	Injury: 5-7 Non-Injury: 3-5
201	Fighting	Engaging in mutual combat or other violent physical contact with another person (e.g. fist fighting, wrestling, shoving, kicking, slapping, scratching, biting, etc.).	Injury: 5-7 Non-Injury 3-5
202	Physical Resistance	Physically resisting staff in any way.	5-7
203	Refusing Orders/Causing a Supervisor's Response	Refusing a staff member's order during an emergency; causing a code to be called; or causing a supervisor's response.	5-7
204	Intentional Flooding	Intentionally causing a flood by any means.	3-5
205	Verbal Abuse Directed At A Staff Member	Flagrant, demeaning comments directed at staff	5-7
206	Escape from a Community Based Program or a Temporary Release. Lateness from WER/EHD/WC or Temporary Release more than 60 minutes	Leaving Community based or Correctional program; In Work Release, EHD, and Work Crew, an unexcused absence of 60 minutes or more; Failure to return from a court-approved "temporary release", Leaving a medical facility without permission.	Loss of all good time.
207	Threats	Making direct, verbal, written, explicit or implied threats	5-7
208	Sexual Acts/Indecent	Engaging in sexual acts with others;	5-7

	Exposure	deliberately exposing breasts, genitalia; actual or simulated masturbation; sexually suggestive touching or kissing.	
209	Tampering/Safety/Security	Interfering, blocking, or locking a door. Tampering with fire suppression equipment, fire or smoke alarms, sprinkler heads, electrical jacks, lighting systems, or any security or safety device not requiring repair services. (If repair services are required cite 214 or 309.)	5-7
210	Contraband: Drugs, Alcohol, and/or Tobacco	Introduction or possession of narcotics, drugs, drug paraphernalia, intoxicating beverages, alcohol, and/or tobacco.	5-7
211	Use and/or under the influence of drugs, alcohol, and/or tobacco	Use of or under the influence of drugs, alcohol and/or tobacco; failure to pass UA/BA for drugs/alcohol.	5-7
212	Group Demonstration	Actively participating in a disturbance involving other inmates by causing a hazardous or serious incident which disrupts order.	5-7
213	Extortion	Demanding or receiving anything from another person in return for protection from bodily harm, or under a threat of informing.	5-7
214	Property Damage of more than \$100	In the possession of, destroying, defacing, damaging, breaking or mutilating King County or private property with replacements costs of more than \$100.00; or fire or smoke alarms, sprinkler heads, regardless of value.	3-5
215	Refusing Placement	Refusing to remain in or be moved into an assigned housing area.	3-5
216	Misuse of Medication	Possession or use of unauthorized medications, misuse of prescribed medication; failing to keep medication in the designated container. In Work Release, also includes failure to surrender medications to and/or inform staff of all medications being taken.	5-7
217	Self Mutilation or Tattooing	Inflicting or attempting to inflict physical harm or injury on oneself; tattooing oneself or another.	3-5
218	Theft	Willfully taking anything of value from another person or from King County by any means.	5-7
219	Harassment/Inappropriate language or conduct	Sexually explicit, suggestive statements or conduct related to disability, age, race, gender, or religious content.	5-7
220	Mail or Phone Harassment	Sending or making threatening, intimidating, obscene, or harassing letters or phone calls; also unlawful acts using the mail or telephone.	3-5
221	Destroying/Tampering with ID	Failure to wear, altering, or wearing another's wristband.	3-5
222	Possessing or making	Possession of or making pornographic or	3-5

	pornographic/sexually explicit materials	sexually explicit materials including drawings, cartoons, photographs, magazines, books, videos or any other items which contain sexually inappropriate material such as nudity, genitalia, exposed female breasts, or sexual acts of any kind.	
223	Unauthorized Area	Being in an unauthorized area	3-7
GENERAL INFRACTIONS			
Maximum Allowable Penalties: 10 days disciplinary segregation, loss of good time; loss of any privileges associated with the infraction.			
300	Inappropriate Physical Contact/Combative Posture	Engaging in pushing, shoving, sparring, horseplay, presenting a combative posture, or other, non-injurious or inappropriate physical contact.	3-5
301	Defiance, Insolence, or Abuse	Making abusive, defiant, insolent, challenging, obscene, ridiculing or degrading statements to other inmates.	3-5
302	Refusing Order(s)	Refusing to obey a direct staff order or posted directive in a timely manner or refusing to work as directed.	3-5
303	Interference with Count	Failure to stand for count or interfering with count.	3-5
304	Contraband, Possession of	Possession of or keeping any items not approved by staff. Includes: Unauthorized clothing, excessive or unauthorized amounts of Jail issued items (clothing, linens, bedding, food, drink, etc.). Money or other valuables, personal linen, bedding, or mattresses in cells or dayrooms. Other items not specifically authorized by staff (pens, lighters, matches and etc.) Property of another person or another agency of King County.	3-5
305	Tampering with Equipment	Tampering with Jail material, equipment, electrical outlets, plumbing, lighting fixtures, machinery, etc. or staff property.	5-7
306	Lying to or about Staff	Making a false statement <i>or</i> withholding pertinent information from a staff member	5-7
307	Unauthorized Area	Being in an unauthorized bed within the same living unit. (For other unauthorized areas see S-223, above.)	3-5
308	Property Damage \$100 or less	Possessing, destroying, defacing, breaking, mutilating private or King County property which results in damages of \$100.00 or less or being in possession of damaged property with a value of \$100.00 or less.	3-5
309	Nuisance Activity	Making loud noises, shouting, yelling, singing, kicking, banging, or any other disruptive activity.	3-5

310	Violating Program Rules	Violating visiting, housing, commissary, inmate worker, recreation, or other program rules.	3-5
311	Changing Bed Location	Changing bunks, beds, cells, dorms, or tank locations without authorization.	3-5
312	Failure to follow Meal Instructions	Failure to rack forward, be ready at mealtime, put out tray, return food containers and utensils, or follow meal instructions.	3-5
313	Gambling	Betting or wagering for anything of value, including food or beverage.	3-7
314	Not fully clothed or improper attire	Being improperly attired inside or outside a tank or dorm (shirtless, pant less, use of head coverings, headbands, arm socks, wearing pants below waist level, etc.). <u>In Work Release</u> , includes failure to be fully dressed in public areas (e.g., shirt, pants, and shoes)., or wearing non-prescription sunglasses or head coverings	3-5
315	Unauthorized Marking	Marking or defacing of King County property, surfaces, or equipment.	3-5
316	Smoking (Non-Tobacco)	Smoking any non-tobacco product in a Jail facility (see 210 and 211 for possession and use of tobacco).	3-5
317	Failure to Follow Safety or Sanitation Regulations	Willfully allowing unsafe or unsanitary conditions to continue, or actively causing or adding to such conditions, or failure to maintain personal cleanliness or failure to maintain cleanliness of an assigned living area.	3-7
318	Bribery	Giving or offering any person money or a bribe of any type.	3-7
319	Hanging Pictures	Unauthorized posting or hanging of pictures.	3-5
320	Unauthorized Borrowing Or Passing Items	Buying, taking, borrowing, selling, trading, bartering, passing, or using another inmate's belongings without the permission of staff.	3-5
321	Failure to follow phone rules	Failure to follow telephone rules as posted or as listed in the <i>Inmate Information Handbook</i> .	3-5
321	Failure to follow phone rules	Failure to follow telephone rules as posted or as listed in the <i>Inmate Information Handbook</i> .	3-5
322	Law Violation	Violation of any local, state, or federal law or court order.	3-5
323	Victim Contact	Contact of any nature with the victim of the crime, unless express permission is given by a Court.	3-5
324	Forging Signature	Forging or counterfeiting any signature or document.	5-7
325	Unauthorized Financial Transaction	Entering into a financial transaction or new financial obligation without approval of staff.	3-5
326	Attempt to Leave Work Release without	Attempting to leave the facility without permission prior to the scheduled release time;	5-7

	Permission or Sign In and Out	or failure to sign in or out of the unit according to posted procedures.	
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M. Community Corrections Division

The Community Corrections Division (CCD) will internally track and address all infractions relating to violations of Conditions of Conduct Orders (COCO) and will provide the court with documentation of the specific violations. Rule violations which result in a remand to the jail will be processed by Classification staff in the same manner as other infractions.

N. Imposing Disciplinary Sanctions

1. The **Disciplinary Committee** shall be responsible for the following:
 - a. Reading the inmate's file and taking into consideration the following when determining disciplinary sanctions:
 1. The severity of the violations.
 2. The number and type of previous violations.
 3. The severity of injuries to others.
 4. Use of weapons.
 5. Prior and recent behavior.
 6. Whether the infraction was inmate to staff.
 7. If an emergency response was required.
 8. Any other pertinent factors.
 - b. Identifying cause numbers on the disciplinary hearing page for any sanction involving loss of good time.
 - c. Forwarding a copy of the disciplinary sanction to the commitment officer for all cases assessed as "Loss of good time". Please refer to Department policies *5.07.001, Good Time*, and *5.07.002, Sentence Computation*.
 - d. Distributing copies of the Disciplinary Hearing Form to Floor Control, the inmate's Housing Unit, and Reception, when future visiting privileges are being restricted (the offense must be related to visiting),
 - e. Distributing copies of the Disciplinary Hearing Form to Floor Control and the Housing Unit, when yard privileges are being restricted (the offense must be related to yard),
 - f. Distributing a copy of the Disciplinary Hearing Form to the housing unit, including the duration of restriction, when dayroom privileges are being restricted,
2. **Classification staff** shall be responsible for forwarding a copy of the Disciplinary Hearing Form:
 - a. to the Bookkeeping Office when a financial penalty or loss of commissary privilege is imposed.
 - b. to the Bookkeeping Office and the Assistant Finance Manager when destruction or damage to County property occurs.
3. The **Bookkeeper** shall administer financial penalties.

O. Disciplinary Appeal:

1. Inmates may appeal disciplinary decisions.
2. A Disciplinary Appeal Form will be provided to the inmate by the CPS at the time of the hearing, upon request. The inmate's name, BA, and housing location shall be written on the Disciplinary Appeal Form and given to the inmate with his or her copy of the Disciplinary Hearing Form.

3. Inmates shall be given 24 hours to submit an appeal to CPS staff. Additional, reasonable time to prepare an appeal shall be made available upon request.
4. The CPS shall pick up the appeal form at the appointed time from the inmate. The appeal will be attached to the entire disciplinary document file and delivered to the Corrections Program Supervisor for review and decision. The complete file shall consist of all data used during the hearing.
5. The **Corrections Program Supervisor** shall return a written response to the inmate within 72 hours indicating if the finding or sanctions have been upheld, rescinded, or modified.
6. **Classification staff** shall:
 - a. update the classification file and tracking log.
 - b. make a copy of the appeal and decision for the inmate.
 - c. deliver the entire hearing file to the floor location mailbox where the inmate currently resides.
 - d. enter the results of the appeal into the inmate's classification file.
 - e. make a copy of the hearing page, attach the page to a copy of the infraction report, and forward to the supervisor who signed the infraction report.
 - f. file the packaged documents.
7. The **CPS** assigned to the location where the inmate resides shall:
 - a. enter the appropriate location changes and schedule the inmate's release from disciplinary segregation when required.
 - b. deliver a copy of the appeal response to the inmate.

P. Classification/Operations Workgroup

1. A majority of the members of the Workgroup must be present to constitute a quorum.
2. The minutes of the Workgroup's meetings will be posted in a forum accessible by Department members.
3. If any Classification staff, witness, writer of an infraction, or approving supervisor is dissatisfied with a disciplinary proceeding or result, he or she may present their concern, either orally or in writing, to the Classification/Operations Workgroup, via any member of the group.
4. The Workgroup shall review the issue as soon as possible and respond in writing to the presenter of the complaint. Decisions on issues will generally be by majority decision, but the Chair of the Workgroup may delay a decision on an issue pending receipt of additional information. Issues that arise during this process shall be handled as in any other forum, in a progressive manner. Issues will be resolved at the meeting in which they arise unless additional information is needed, in which case they will be resolved at the next meeting, absent some hardship.
5. The Workgroup may recommend additional training or review of issues for groups of staff members, or individuals, if it deems necessary.
6. The Workgroup cannot reverse any not guilty disciplinary hearing decision or increase sanctions imposed.
7. The workgroup meets monthly and is chaired by a member of the Senior Management Team. Such meetings may only be cancelled if there are no agenda items.
8. Agenda items may be added by any staff member who has filed a written complaint or plans on attending to present an oral complaint. Complaints can be submitted to any member of the Senior Management team or a member of the committee.