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This Administrative Regulation is to be made available in law libraries or other inmate resource centers.

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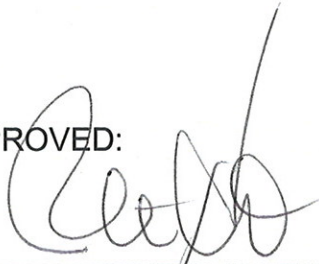
**SUMMARY of REVISION/REVIEW**

General Section 3<sup>rd</sup> paragraph – delete “and incarcerated inmates.” Add last sentence, “Inmates at WEC shall follow Chapters 5 and 6.”

APPROVED:

  
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## PURPOSE

To provide a written set of rules governing inmate conduct, establish penalties for violation of such rules, and establish disciplinary procedures.

## GENERAL

It is an objective of the Department to maintain a safe, secure, and humane environment for inmates, staff and the public. In furtherance of this objective, the Department shall promulgate a set of rules governing inmate conduct which shall be called the Code of Offenses. The Code of Offenses is promulgated as Department Chapter 5, which is herewith incorporated into this Administrative Regulation by reference.

Disciplinary procedures and the range of penalties are promulgated as Department Chapter 6, which is herewith incorporated into this Administrative Regulation by reference.

The Work Ethic Camp (WEC), with its population of probation offenders and, will develop rules and consequences consistent with the intent of this Administrative Regulation. The sentencing District Court maintains jurisdiction over the probationers and is ultimately responsible for due process and sanctions, which may include revocation of probation. Inmates at WEC shall follow Chapters 5 and 6.

## PROCEDURES

### **I. ANNUAL REVIEW**

Both Chapters 5 and 6 and this Administrative Regulation shall be reviewed annually and updated if necessary.

### **II. AVAILABILITY OF RULEBOOK**

Chapters 5 and 6 which contain all chargeable offenses, ranges of penalties and disciplinary procedures, shall be given to each inmate and staff member. Chapters 5 and 6 shall be translated into those languages spoken by significant numbers of inmates. Signed acknowledgement of receipt of the rulebook shall be maintained in the inmate's file. When a literacy or language problem prevents an inmate from understanding the rulebook, a staff member or translator shall assist the inmate in understanding the rules and this action shall be documented in the inmate's institutional file. Visually impaired inmates will have access to an audiotape of Chapters 5 and 6.

### **III. STAFF TRAINING**

Personnel working with inmates shall receive training in the Code of Offenses, the rationale for these rules, and the sanctions available.

### **IV. INFORMAL RESOLUTION**

Often inmate misbehavior can be handled informally. The employee observing the misbehavior will decide if the misbehavior is best handled by writing an incident report, writing a warning log entry and/or discussing the misbehavior with the inmate informally. The employee should consult with the supervisor as needed. If a misconduct report is not written, it is advisable to write an incident report.

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## V. DISCIPLINARY COMMITTEES

- A. Each institution shall have an Institutional Disciplinary Committee (IDC). IDC shall hear major inmate infractions. "Major inmate infractions" are those infractions that are likely to result in the loss of good time or the imposition of disciplinary segregation.
- B. Each institution shall have Unit Disciplinary Committee(s) (UDC). UDC shall hear minor inmate infractions. "Minor inmate infractions" are those infractions that are not likely to result in the loss of good time or the imposition of disciplinary segregation.
- C. As part of the investigatory hearing, [see below (VI.C.)], the Warden's designee(s) shall refer cases of inmate infractions to either IDC or UDC as follows:
  1. Review the report and determine the offense(s) allegedly committed.
  2. Determine whether the hearing on the report shall be conducted by the IDC or the UDC.
    - a. Factors to be considered to determine whether alleged offenses are minor inmate infractions to be heard by the UDC or major inmate infractions to be heard by IDC include but are not limited to the inmate's disciplinary history, the nature of the alleged offense(s) and the likelihood of disciplinary segregation and/or loss of good time being imposed.
    - b. Each Warden will develop guidelines for his/her facility to assist the Warden's designee in determining which inmate infractions will be handled by the UDC and which by the IDC.

## VI. REPORT AND INVESTIGATION (IDC AND UDC)

- A. If an employee witnesses or has a reasonable belief that an infraction of the Code of Offenses has been committed by an inmate, the employee shall prepare a written report. The report shall be filed with the Warden or designee, within 72 hours of the occurrence of the infraction or the discovery of it. The point of discovery of a drug violation based on a laboratory drug test is when the result of the laboratory test is received by the facility's designated staff member. The report shall be placed in the files of the facility and logged in the facility records. The report shall be logged within 24 hours after the report is filed, which commences the investigation.
- B. After a misconduct report (MR) is logged, an appropriate investigation will be completed without unreasonable delay, unless there are exceptional circumstances. Any exceptional circumstances shall be documented.
- C. An investigatory hearing provided for in Chapter 6 shall be held regardless of whether the disciplinary matter will be assigned to UDC or IDC. The inmate shall be notified by the Warden's designee whether the case will be heard by the UDC or IDC.

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**VII. HEARING PROCEDURES FOR UDC**

After the investigatory hearing, cases assigned to UDC shall follow these rules:

- A. The UDC hearing shall be held within seven days, excluding weekends and holidays, after the occurrence or discovery of an infraction.
- B. The person conducting the UDC hearing may grant a continuance of the UDC hearing for good cause shown for a reasonable period of time.
- C. The person conducting the UDC hearing shall not have first hand knowledge of the rule violation.
- D. The inmate has a right to 24 hour notice of the UDC hearing and a right to be present at that hearing. The inmate may waive either or both of these rights.
- E. The Unit Manager may decide to allow and appoint a representative(s) when it is apparent that an inmate is not capable of collecting and presenting evidence effectively on his or her own behalf.
- F. No witnesses, including the reporting employee, are permitted at the UDC hearing.
- G. The UDC decision shall be in writing. A copy of the UDC decision shall be given to the inmate.
- H. The Warden or designee shall review and approve UDC decisions to assure conformity with policy and regulations. The Warden or designee may modify or decrease sanctions imposed by the UDC, but may not increase the severity of the sanctions.
- I. If the Warden or designee reverses the UDC decision, the Warden/designee will state a reason for his/her action and insure that records of the disciplinary action are removed from the inmate's record.
- J. UDC decisions cannot be appealed.

**VIII. HEARING PROCEDURES FOR IDC**

**A. SCHEDULING/NOTIFICATION**

Inmates charged with a rule violation referred to IDC shall be scheduled for a hearing as soon as practicable but no later than seven working days (excluding holidays and weekends) after the alleged violation. Inmates shall be notified of the time and place of the hearing at least 24 hours before the hearing.

**B. WAIVERS**

The inmate may waive or consent to the denial of any of the procedures mentioned in Chapter 6, but only if such waiver is voluntarily made. Waivers and consents shall be reduced to writing and reviewed by the Warden or designee.

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C. REQUESTS FOR DOCUMENTS, REPRESENTATIVES AND/OR WITNESSES

Requests for documents, representatives and/or witnesses to appear at a disciplinary hearing must be made at the time of the Investigating Officer's hearing, or must be in writing and received by appropriate staff at least 24 hours in advance of the disciplinary hearing. If a timely request is not made, the requested documents, representatives and/or witnesses may be denied. Witnesses from outside the facility may not be present. An inmate may obtain a written statement from a witness from outside the facility who has relevant knowledge of the incident. The inmate requesting the statement is responsible for obtaining any such statement in time for the scheduled hearing.

If a requested statement is from an inmate in another Department of Correctional Services facility, such statement will be requested by and sent to the Disciplinary Committee Coordinator. Failure to receive a requested statement does not require a continuance.

**IX. SANCTIONS (IDC AND UDC)**

- A. Neither the IDC nor the UDC shall impose changes in work, education or other program assignments as disciplinary sanctions. Actions of this nature are administratively decided by classification teams.
- B. IDC may impose any of the sanctions set forth in Chapter 6.
- C. UDC may impose the sanctions of:
  - 1. A verbal reprimand.
  - 2. A written warning.
  - 3. Extra duty without pay for up to 20 hours.
  - 4. Room restriction of up to 21 days.
  - 5. Restrictions from any correctional activities except the recognized worship activity for his/her religious faith group, dining hall, designated group or individual therapy and school for a period of time not to exceed 21 days for all violations arising out of one incident. Restrictions on clothing, bedding, mail, visitation, use of toilets, washbowls, scheduled showers or facilities and materials needed for access to the courts shall be imposed only for abuse of such privileges or facilities.
  - 6. Restitution of up to \$100.00 (See Rule 6.012.04).
- D. When an inmate is on IDC room restriction, the inmate shall not attend his/her institutional work assignment.
- E. When an inmate is on UDC room restriction, the inmate shall attend his/her institutional work assignment.

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- F. When imposing extra duty or room restriction the IDC and the UDC shall specifically state the number of hours of extra duty and/or the number of days the inmate shall be on room restriction.
- G. When imposing the loss of good time, the IDC shall specifically state the amount of good time being taken.
- H. When imposing disciplinary segregation, the IDC shall specifically state the number of days of disciplinary segregation being imposed.
- I. The IDC and the UDC shall impose disciplinary sanctions in a progressive manner as appropriate.

**X. DECISION AND DOCUMENTATION (IDC AND UDC)**

- A. The decisions of the IDC or UDC shall be based solely on information obtained in the hearing process.
- B. The proceedings before the IDC shall be tape recorded and that recording shall be retained by the institution for at least two years. Hearings before UDC need not be tape recorded.
- C. A written record of the decision of the IDC or UDC and the supporting reasons shall be made and a copy given to the inmate. For MR's processed on paper, the written record of the hearing and supporting documents are to be kept in the inmate file. For MR's processed via the Corrections WebSuite, the Misconduct Report Routing System (MRRS) application will store electronic records in lieu of paper ones.
- D. If an IDC, UDC or an appellate body dismisses or reverses all charges on a misconduct report, all records of the disciplinary action will be removed from the inmate's file. When an inmate is found guilty of only some of the rule violations he or she was originally charged with, the disciplinary record must show which charges were dismissed. This provision includes misconduct reports dismissed at UDC or IDC, by the Warden or designee, or overturned on appeal by the DCS Appeals Board or the District Court.

**XI. RIGHTS OF APPEAL (IDC ONLY)**

**A. DCS APPEALS BOARD**

Inmates found guilty of offenses by IDC shall be informed of their right to appeal the decisions to the DCS Appeals Board. These procedures are outlined in Chapter 6, Adult Inmate Discipline, of the Inmate Rules and Regulations Book.

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**B. ADMINISTRATIVE PROCEDURES ACT**

If an IDC imposes a loss of good time or disciplinary segregation as a sanction, the inmate has the right to appeal the action to the State District Court under the Nebraska Administrative Procedures Act (APA). If the inmate chooses to appeal under the APA, he or she may file a petition in State District Court within 30 days after the service of the Department Appeals Board's final decision.

**C. EMPLOYEE SUMMONS/NOTIFICATION**

A summons will be served on the defendants after the filing of the petition. Any Department employee who receives such summons shall immediately notify the litigation contact person for the institution, who shall immediately notify the Department's Appeals Board staff.

**D. CERTIFIED TRANSCRIPTS**

When ordered by the Nebraska Department of Justice, a certified transcript of the disciplinary record reviewed by the Appeals Board and a transcript of the tape recorded hearing will be transmitted to the court by the Appeals Board staff within 30 days after the service of the summons in a procedure under the APA. The Assistant Attorney General assigned to the appeal will be notified promptly by the Appeals Board staff of any need for an extension of these time limits so that additional time may be requested from the court.

REFERENCE

**I. ATTACHMENT:**

A. NE Dept. of Corr. Inmate Waiver-Disciplinary Committee

**II. ACA STANDARDS**

A. Adult Correctional Institutions (fourth edition): 4-4226, 4-4227, 4-4228, 4-4229, 4-4230, 4-4231, 4-4232, 4-4233, 4-4234, 4-4235, 4-4236, 4-4237, 4-4238, 4-4239, 4-4240, 4-4241, 4-4242, 4-4243, 4-4244, 4-4246, 4-4247, 4-4248, 4-4255

B. Adult Community Residential Services (fourth edition): 4-ACRS-3A-01, 4-ACRS-3A-02, 4-ACRS-3A-04, 4-ACRS-6C-01, 4-ACRS-6C-02, 4-ACRS-6C-03, 4-ACRS-6C-04