

AN ATTEMPT TO COMMIT AN OFFENSE IS THE SAME AS COMMITTING THE OFFENSE

ACTS CONSTITUTING RULE VIOLATION

**Class of
Offense**

GROUP DISRUPTIVE BEHAVIOR

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|------|---|---|
| 01-1 | Banding together for purposes of demonstration, work stoppage, hunger strike, etc. | X |
| 01-2 | Taking over a part of the physical plant. | X |
| 01-3 | Participation with others or an attempt to incite others in a course of disorderly conduct: (a) with purpose to commit or facilitate commission of a felony or misdemeanor; or (b) with purpose to prevent or coerce official action; or (c) when the actor or any other participant to the knowledge of the actor uses or plans to use a firearm or other deadly weapon. | X |
| 01-4 | Riot. May be used only when the director declares an emergency status in writing. | X |
| 01-5 | Involvement in writing, circulating, or signing a petition that poses a threat to the security of the facility. | X |

INDIVIDUAL DISRUPTIVE BEHAVIOR

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|------|--|---|
| 02-1 | Aiding or abetting in the commission of any rule violation. | B |
| 02-2 | Under the influence of and/or any use of illegal drugs, alcohol, intoxicating chemicals or any medication in an unauthorized manner, including "cheeking" or "palming" the medication. "Cheeking or palming" medication is defined as any attempt to fail to promptly take medication as ordered by staff by hiding the medication while representing to the staff in any manner that the medication was taken as ordered. | A |
| 02-3 | Monetary misconduct-Entering into contractual agreements requiring time payments; receiving salary/ wage advances; entering into other contractual agreements; failure to turn in all pay checks or money received. House arrest/pre-parole conditional supervision/electronic monitoring/specialized supervision program offenders will receive prior written authorization to enter into contractual agreements that require time payments. Also, they will turn in monies in a timely manner for program support fees, restitution, court costs, or other required financial obligations. | B |
| 02-4 | Employment misconduct-Quitting job without prior approval; getting fired for misconduct on job, tardiness, or shirking of duties; failure to notify staff/employer when too ill to work. | B |
| 02-5 | Unauthorized use of mail or telephone, to include passing unauthorized messages or conducting unauthorized activities. | B |
| 02-6 | Use of mail, telephone or computer to conduct illegal business. | A |
| 02-7 | Unauthorized contacts with public. | B |
| 02-8 | Correspondence/conduct with visitor in violation of posted regulations, excluding sexual activity. | B |

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02-9	Running from or resisting apprehension or refusal to submit to restraints within facility, to include hiding within the facility to avoid detection or with the intent to escape.	X
02-10	Interfering with taking of count.	B
02-11	Tattooing or possession of tattoo paraphernalia/self-mutilation, including body piercing except earrings authorized for females/any attempts to inflict self-injury or ingestion of any harmful or poisonous substance.	A
02-13	Carrying out any action designed to coerce administration, and/or fraternizing with any staff member, with the exception of sexual activity.	A
02-14	Bucking an offender line.	B
02-15	Not having proper ID or displaying ID improperly.	B
02-16	Tampering with or blocking any lock, locking device, or other security equipment.	A
02-17	Refusal to submit to substance abuse testing for determination of violation of rule 02-2. Testing is not mandatory when it is evident that the offender has used a chemical substance. If the offender alleges inability to produce a specimen, a two hour delay period under observation will be allowed.	A
02-18	Attempt to contaminate, pollute, alter, substitute, or destroy any urine sample or report.	A
02-19	Failure to cooperate in any investigation. Does not include disciplinary procedures investigations.	A
02-20	To alter or mutilate any official document, offender ID, or evidence or to destroy or attempt to destroy any evidence, including but not limited to, eating it or flushing it down a toilet.	A
02-21	Violation of OP-030117 entitled "Correspondence, Publication, and Audio/Video Media Guidelines."	A
02-22	Program Misconduct-Refusing to participate in an agency sanctioned program, quitting prior to successful completion, or being removed from the program for any reason. Education misconduct to include cheating on tests, or possession/passing of stolen tests or answer keys.	A
02-23	Selling, trading, bartering, or giving prescribed medication/drugs to another person.	X
02-24	Communicating a threat to staff either in person or in writing.	X
02-25	Possessing, preparing or writing in any manner, a document in any form, which poses a threat to the security of the facility to include: possessing or preparing maps or any documentation indicating an attempt to introduce contraband into the facility.	X
02-28	Interfering with the canine or handler in the performance of their duties.	A

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02-29	Refusal of medical care/appointment after transportation to an outside medical facility.	A
02-30	Possession/use/introduction of tobacco for an amount of less than 20 cigarettes and/or less than one ounce of tobacco-like products; lighter and/or one book/box of matches.	B
02-31	Possession/use/introduction of tobacco for an amount of twenty or more cigarettes and/or one ounce or more of tobacco-like products; more than one lighter and/or more than one book/box of matches.	A
02-32	Charging another offender for services rendered.	B
02-33	Possession/utilization of a cell phone or cell phone paraphernalia or posting to a computer site in minimum, medium and maximum security facilities and county jails.	X
02-34	Possession/utilization of a cell phone or cell phone paraphernalia in community corrections.	A
02-35	Use of tobacco or tobacco like products in a state owned building.	A
02-36	Use of tobacco or tobacco like products in an unauthorized outside area.	B

PRESENT IN UNAUTHORIZED AREA

03-1	Outside defined boundaries within facility as defined by facility or present in a restricted area.	A
03-3	Failure to follow sign-in/sign-out procedures.	B
03-4	Unexcused absence from work/school assignment or other program activity.	B
03-5	Unauthorized presence in another's cell/living quarters.	B

BATTERY

04-1	Killing another person(s) to include any attempt to cause grave injury to another person rendering that person brain dead or left with the loss of a limb or organ.	X
04-2	Participating in activity that directly results in the intentional death of another person.	X
04-3	Battery of another person.	A
04-4	Participating in an activity that directly results in the intentional injury of another person(s).	X
04-5	Rape or forced sexual act.	X
04-6	Kidnapping another person.	X
04-7	Seizing another person as a hostage.	X

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|------|---|---|
| 04-8 | Battery of staff member with physical contact which results in bodily harm. | X |
| 04-9 | Battery of a staff member with physical contact which does not result in bodily harm. | X |

MENACING

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|------|---|---|
| 05-2 | Assault; any willful attempt or threat to inflict injury upon the person of another. | A |
| 05-3 | Making sexual threats to another person. | B |
| 05-4 | Making sexual threats, innuendo, or inferences to, or stalking a staff member or citizen. | X |
| 05-5 | Threats of bodily harm or death to a staff member or citizen. | X |

EXTORTION

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|------|---|---|
| 06-1 | Demanding/receiving money or favors or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing. | A |
|------|---|---|

THEFT

- | | | |
|------|---|---|
| 07-1 | Unauthorized use of state/private/public property/supplies. | B |
| 07-2 | Breaking into another person's room/locker. | A |
| 07-3 | Forgery of any type to obtain goods/materials (Attach document where possible). | B |
| 07-4 | Taking of property. | B |

DESTRUCTION OF PROPERTY

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|------|--|---|
| 08-1 | Destruction/mutilation/malicious alteration of state/private/public property to include the intentional blocking of any drain in any manner which causes flooding. | A |
| 08-2 | Destruction of property of another person. | A |
| 08-3 | Setting a fire. | X |
| 08-4 | Adulteration of any foods or drinks. | X |

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POSSESSION/MANUFACTURE OF CONTRABAND

09-1	Possession/introduction of any explosive, combustible substance, fireworks, and/or unauthorized matches/lighters being used in conjunction with any item listed in this rule violation as an incendiary device.	X
09-2	Possession/introduction of any gun, firearm, weapon, ammunition, knife, sharpened instrument, or Class A tool, to include keys and security equipment.	X
09-3	Possession/introduction of any drug, synthetic drug, narcotic, intoxicant, chemical, to include paperwork or documentation containing information for the manufacture of intoxicants/drugs/illegal substances, drug paraphernalia, not prescribed by medical staff, or failure to take medication as prescribed.	X
09-4	Possession of money or currency, unless specifically authorized.	B
09-5	Possession of property belonging to another person or offender; unauthorized state/private/public property, or official documents/materials, or legal material of another offender.	B
09-6	Possession of clothing or property not authorized by the facility, to include possession of excess personal property.	B
09-7	Possession of staff uniforms.	X
09-8	Manufacture of intoxicants.	A
09-9	Counterfeiting, forging, or unauthorized reproductions of any document, article of identification, money, security, or official paper.	A
09-10	Possession of gambling paraphernalia that is not specifically authorized property as specified by OP-030120.	B
09-11	Possession of unauthorized identification.	A
09-12	Possession/introduction of unauthorized tool.	A
09-13	Possession of any other item not authorized by the facility.	A

SEXUAL ACTIVITY

10-1	Engaging in sexual activity with another consenting person excluding time on passes.	A
10-2	Making sexual proposals, innuendos, inferences, or threats to another offender.	A
10-3	Indecent exposure, to include urinating or defecating in any location other than a toilet, or masturbating in view of staff, visitor, or vendor.	A
10-4	Bestiality.	A

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DISRESPECT TO STAFF OR CITIZENS

- | | | |
|------|---|---|
| 11-1 | Insolence to staff member or citizens. | B |
| 11-2 | Using abusive/obscene language. | A |
| 11-3 | Making profane/obscene gestures to a staff member or citizen. | A |

DISOBEDIENCE TO ORDERS

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|------|---|---|
| 12-1 | Failure to obey verbal and/or written order of staff member in a prompt manner. | A |
| 12-2 | Failure to comply with rules and conditions of supervision, contents of any community based supervision program, accountability plan, itinerary, or other contracted agreement. | B |
| 12-3 | Failure to obey a group order (e.g., "move", "lockdown"). | A |

FALSE STATEMENT

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|------|--|---|
| 13-1 | Lying to staff member. | B |
| 13-2 | Malingering; feigning an illness. | B |
| 13-3 | Making a false allegation against any person, with the exception of other offenders. | A |

GAMBLING

- | | | |
|------|---|---|
| 14-1 | Preparing or conducting a gambling operation. | A |
| 14-2 | Participating in games of chance for gain/profit. | B |

BARTERING

- | | | |
|------|---|---|
| 15-1 | The receiving, trading, selling, giving, or loaning of property. | B |
| 15-2 | Attempting to give, giving, or receiving money or anything of value as a bribe or inducement. | B |
| 15-3 | Any attempt to receive or receipt of money or property in any form, from another offender or another offender's family member, as well as sending money or property to another offender or offender's family member; this includes attempting to conceal the transfer of money or property through another person who is not a family member. | A |

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ESCAPE

16-1	Escape for any period of time from the custody of the Department of Corrections.	X
16-2	Participating in any activity that aids or abets an escape.	X
16-3	Any attempt to escape from the custody of the Department of Corrections.	X
16-4	Failure to comply with the limits placed on extended limits of confinement.	A
16-5	Failure to return from any approved activity or pass at the designated time.	A
16-6	Failure to successfully complete telephone contact while participating in an off-center activity or pass.	A
16-7	Outside defined boundaries of facility without permission (Community Correctional Centers, Community Work Centers, and Halfway Houses only).	A

LAW VIOLATIONS

17-1	Violation of City, State or Federal law. (Does not require conviction in a city, state, or federal court)	X
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Regarding the disciplinary process, staff member refers to any employee, student intern, volunteer, employee associated with any contract facility, CareerTech employee, canine, and anyone else who works with offenders in an official capacity.

RANGE OF ALLOWABLE SANCTIONS

Class X

- 1X. Disciplinary segregation for 20-30 days
- 2X. Revocation of earned credits/achievement credits 120-365 days*
- 3X. Reserved
- 4X. Restitution***
- 5X. Visitation Restriction**
- 6X. For Riot (when declared by the director) and Escape, minimum/medium/maximum security offenders will lose all earned credits; minimum security with community placement, will lose 365 to all earned credits
- 7X. Canteen restrictions for up to 180 days**

Class A

- 1A. Discretionary disciplinary segregation for 1-20 days
- 2A. Discretionary revocation of earned credits/achievement credits 1-120 days*
- 3A. Reserved
- 4A. Restitution***
- 5A. Fine of \$10.00
- 6A. Extra duty not to exceed 60 hours
- 7A. Visitation Restriction not to exceed 180 days**
- 8A. Telephone Restriction not to exceed 180 days**
- 9A. Canteen restrictions for up to 180 days**

Class B

- 1B. Discretionary Revocation of earned credits/achievement credits 0-60 days*
- 3B. Restitution***
- 4B. Fine of \$5.00
- 5B. Extra duty not to exceed 40 hours
- 6B. Visitation Restriction not to exceed 90 days**
- 7B. Telephone Restriction not to exceed 90 days**
- 8B. Canteen restrictions for up to 90 days**

The second infraction of the same rule violation within six months is justification for increasing the imposed sanction to a sanction classified in the next higher class of offense.

* Not to exceed amount already accrued by the offender.

** For class X offenses, visitation may be restricted for one hour or less, non-contact for up to 180 days. For class A and B offenses, condition and duration of visitation may be restricted for up to 180 days and 90 days respectively. For 02-6 offense only, loss of telephone privileges (other than client/attorney) may be for 180 days to remainder of sentence. For class X, A, B only allowed hygiene items to be purchased during canteen restriction.

*** Restitution may be imposed when monetary loss was incurred as a result of the infraction, but will not exceed the actual amount of the replacement value of the item/s destroyed, damaged, or missing. Restitution may also be imposed for the cost of providing a service such as ambulance or doctor's fees. If restitution is imposed as a sanction, the funds may be collected from the offender's draw account at a rate not to exceed 50% of the deposits made to the account. Documentation will be provided to the offender verifying how the amount of restitution was determined. Restitution for personnel services will not be assessed.

(R 10/12)