



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

18-16

Inmate Disciplinary Procedures

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference: 2A-26; 2E-04, 08; 3A-01, 02; 6C-01 thru 18

CALEA Standards Reference:

NCCHC Standards Reference:

SCLEA Standards Reference:

SC Minimum Standards: 2001; 2002(a, b); 2003(c, d, e, f, g, h, i, k)

PREA Standards Reference: 115.22(a); 115.78a, b, c; 115.61(e);

This policy dated 1/29/2025 replaces prior policies cited above and supersedes all previously issued directives.

I. Purpose:

To establish a uniform policy for the administration of inmate disciplinary procedures.

II. Policy:

The maintenance of effective discipline is essential for the Sheriff Al Cannon Detention Center (SACDC) to effectively control its performance and satisfactorily achieve its objectives. Therefore, it is the policy of the SACDC to hold inmates accountable for their behavior in a manner that is fair, equitable, and timely in nature. Disciplinary action will not be arbitrary or retaliatory. The rules are reviewed annually and updated when necessary. (REF: PREA 115.78b)

The SACDC has established rules and penalties for major and minor infractions. This information is contained in the inmate handbook, available in English and Spanish, which is given to every inmate during the intake process. For inmates who are unable to read, the processing staff will read the inmate handbook to them and answer questions during the intake process. Reference Inmate Handbook: Open Bay Housing Unit Rules (SACDC Form -388), Podular Housing Unit Rules (SACDC Form -407), Behavioral Management Unit (BMU) Rules (SACDC Form -409), Special Management Unit (SMU) Rules (SACDC Form - 408), and Medical Housing Unit Rules (SACDC Form -410).

(REF: SC Min. 2001, 5-ALDF-2A-26, 3A-01, 02, PREA 115.78c)

III. Definitions:

- A. For purposes of this procedure, the word "deputy" applies to all agency employees with a certification classification of Class I, Class II, or Class III, or Reserve Deputy, as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on the usage of the term:

1. Deputy, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, reserve deputy.
 2. civilian, non-sworn employee.
- B. *Employee*: When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).
- C. *Disciplinary Hearing Board*: A panel of impartial persons who conduct disciplinary hearings on rule violations. (REF: 5-ALDF-6C-11)
- D. *Offenses*: Any violation of South Carolina Laws that could result in criminal

charges being brought against an inmate.

- E. *Minor Violations:* A violation of the facility's rules of conduct that does not require due process and can be resolved without the imposition of serious penalties. Minor infractions do not violate any state or federal statutes and may be resolved informally by reporting staff. These violations may be resolved by the inmate serving time in the lockdown room in the open bay housing units. A maximum of two inmates may be housed at one time in the lockdown room.
- F. *Major Violations:* A rule violation involving a serious loss of privileges and requires due process procedures. Major infractions include:
 - 1. violations that may result in disciplinary or administrative segregation;
 - 2. violations for which punishment may tend to increase an inmate's sentence;
 - 3. violations that may result in forfeiture, such as loss of good time served or work credit time; and
 - 4. Violations that may be referred for criminal prosecution.

IV. Procedure:

A. Processing Minor Violations:

- 1. When an inmate commits a minor violation, the Unit Deputy may take the inmate to an interview room or other private place to counsel the inmate regarding compliance with rules and regulations.
- 2. Whether the inmate is only counseled, or a disciplinary sanction is imposed, the detention deputy will complete an Incident Report titled *Disciplinary in Unit Sanctions Placed on Inmate* and complete the Inmate Reprimand Form on the discipline screen under the incident report. In the charge section the deputy must include the inmates name, date of birth, violation code, violation description and finding code (This will always be reprimand). In the finding box the deputy will explain the discipline that is assigned to the reprimand. Once completed the deputy will print the inmate reprimand report from the discipline screen for signatures. A copy of this report will be placed into the Classification and Records box to be uploaded into the inmate's multi-media file. (REF: SC Min. 2002(a))

3. All minor infractions for which a disciplinary sanction is imposed will receive a hearing by a Housing, Processing, or Security Sergeant not involved in the rule violation prior to the end of the reporting deputy's shift unless the inmate chooses to waive his/her right to a hearing.
(REF: SC Min. 2002(a), 5-ALDF-6C-01)

Note: In addition to the issued sentence or sanctions, referrals may be made for the inmate to be seen by mental health or the Chaplain.

4. These violations may be resolved by the inmate serving time in the lockdown room in the open bay housing units or in their respective cells in the podular housing units. A maximum of two inmates may be housed at one time in the lockdown room.

B. Processing Major Violations:

1. If a major violation of inmate rules is observed, the deputy observing the violation will:
 - a. Secure the scene and request backup if needed.
 - b. Immediately notify a supervisor, who will notify the Division Lieutenant. The Division Lieutenant will determine all other required notifications. If the rule violation is a criminal act, Consolidated Dispatch Center (CDC) will be notified, and a Deputy will respond to the facility. The inmates involved in the rule violation will be allowed to press charges if appropriate. If the inmate(s) do not wish to file charges the *Inmate Refusal to File Charges (SACDC Form-549)*. The form will be scanned into the inmate(s) multimedia for retention.
(REF: 5-ALDF-6C-02, PREA 115.61e)
 - c. At any time, an inmate threatens the life of a public official while in the facility, the Division Lieutenant will inform Central Control to notify the Command Duty Officer (CDO). The CDO will then have Central Control notify the Command Staff.
 - d. Inmates charged with a major violation are moved to the Special Management Unit (SMU) to await a disciplinary hearing. The Detention Director, or designee, will review the inmate's prehearing status within twenty-four hours, including weekends and holidays. Inmates will not be placed in disciplinary segregation for category U violations.
(REF: SC Min. 2002 (b), 5-ALDF-6C-06)

- e. The deputy must write a clear, thorough, and concise report covering all details of the incident including, but not limited to:
 - i. the rule and/or regulation allegedly violated;
 - ii. a formal statement of the charge;
 - iii. any unusual inmate behavior;
 - iv. An explanation of the event including:
 - a. the specific conduct comprising the alleged violation; and
 - b. any immediate action taken including use of force;
 - v. date, time, and specific location of the alleged violation;
 - vi. any physical evidence and its disposition (e.g., weapons, property, etc.);
 - vii. the identity of the person(s) charging the alleged violation;
 - viii. the identity of all witnesses to the alleged violation who are known to the deputy charging the alleged violation; and
 - ix. the identity of all persons allegedly participating in the violation. (REF: 5-ALDF-6C-03, 04; PREA 115.22a)

Note: Supervisors will investigate all reports as outlined in SACDC Policy Incident Reporting.

- f. The reporting deputy will prepare a *Notice of Disciplinary Violations Form (SACDC Form -343)* and personally serve the inmate with his/her copy of the Notice of Disciplinary Violations prior to the conclusion of his/her shift. The copy provides written notice of the charges brought against the inmate at least twenty-four hours before the scheduled hearing.
(REF: SC Min. 2002, 5-ALDF-6C-03, 04, 07, 09)
 - i. The inmate's signature will be requested verifying receipt of his/her copy. A refusal to sign will be noted in the signature area and initialed by the Housing supervisor.
 - ii. A copy of the Notice of Disciplinary Violation, the report,

and any evidence collected will be turned over to the Housing, Processing, or Security Sergeant for investigation and to be forwarded through the chain of command. All disciplinary actions must be completed before the end of shift. If a delay occurs in investigating the incident, it will be documented. A photograph should be taken of the evidence and attached to the report.

(REF 5-ALDF-6C-03, 6C-05)

2. All inmates accused of disciplinary violations will be seen by a Disciplinary Hearing Board consisting of a Tactical Operations Department Lieutenant or Sergeant, one Sergeant, and one Classification Deputy. The board chairperson is the designated Lieutenant or Sergeant with seniority which is determined by length of time in grade. (REF: 5-ALDF-6C-11)

- a. The Disciplinary Hearing Board is held seven times a week; Sunday through Saturday beginning at 9:00 a.m., or as outlined in the yearly board assignment memorandum prepared by the Tactical Operations Department Lieutenant, or designee. All disciplinary hearings will be held no sooner than twenty-four hours following the delivery of the notice of violation to the inmate, including weekends and holidays, unless the inmate chooses to waive his/her right in writing or through their behavior. The complexity of an incident and/or time of the violation can directly impact the availability of documents and evidence for the Disciplinary Board. If necessary, a hearing may be postponed or continued for a reasonable period and the reasons will be documented. Delayed hearings will be documented by a member of the Disciplinary Board in a inmate's inmate log within EIS as an information report.

(REF: 5-ALDF-6C-08, 09, 10)

- b. Classification staff will add the accused to the *Disciplinary Hearing Roster (SACDC Form-454)* on the night prior to the next Disciplinary Hearing Board. Three copies of the Disciplinary Hearing Roster are given to housing unit BMU. Classification maintains the original roster.

Note: If an inmate is charged with a criminal offense the disciplinary sentence will automatically be guilty and the disciplinary board will only convene to give the appropriate sentencing. The inmate will be present for sentencing unless the inmate chooses to waive his/her

right in writing or through their behavior.

- c. Classification staff will prepare the disciplinary paperwork including the following:
 - i. A copy of the incident report;
 - ii. *Disciplinary Hearing Board Sheet (SACDC Form -453)*;
 - iii. *Disciplinary Findings and Recommendations Form (SACDC Form -455)*;
 - iv. A copy of an *Inmate Request Form (SACDC Form -301)* to be given to the inmate; and
 - v. *Disciplinary Decision and Appeal Process Form (SACDC Form -456)*.
- d. A minimum of two deputies will restrain the inmates' hands and ankles, and then sit the inmates, one per table, in the dayroom to await their turn in front of the board. Inmates will attend the board one at a time, in the order that is written on the *Disciplinary Hearing Roster*.
- e. Any board member will read aloud the *Incident Report, Notice of Disciplinary Violation, Disciplinary Findings and Recommendations Form*, and the *Disciplinary Hearing Board Sheet* prior to each inmate entering the board.

Note: If the accused inmate is housed in the medical unit, or is on suicide watch, the board will be required to hold the hearing where the inmate is located.
- f. The inmate will be seated at the end of the table, in restraints. The chairperson will introduce the board members, advise the inmate of his/her rights at the hearing, and read the charges against the inmate. The inmate shall have the following rights in the disciplinary hearing:
 - i. remain silent at any stage of the disciplinary hearing;
 - ii. due process, which includes;
 - a. attending the entire hearing (excluding the committee deliberations);

- b. waiving the right to appear; or
- c. having a timely hearing no sooner than twenty-four hours after the delivery of the hearing notice to the inmate. Under no circumstances will a hearing occur later than forty-eight hours after the delivery of the hearing notice.

Note: If security considerations prevent an inmate from attending the disciplinary hearing, the board must document the security considerations in the inmate's inmate log within EIS as an information report.

- iii. presenting statements and evidence, including witness testimony on his/her behalf;
 - iv. appeal the board's determination; and
 - v. Explain that the inmate's signature on the *Notice of Disciplinary Violation* only indicates the receipt of the charges; not admittance to guilt. The board member advising the inmate will place his or her initials on the appropriate line of the *Disciplinary Hearing Board Sheet*.
- g. The inmate will plead either guilty or not guilty to the charges before discussions begin. The inmate is then given the opportunity, or assistance if needed, to make a statement, present evidence and request witnesses on his/her behalf. If such a request is denied, the reason must be documented in an Incident Report. Board members will ask questions of the inmate, as necessary. The inmate's plea and requests for witnesses are recorded on the *Disciplinary Findings and Recommendations Form*.
(REF: SC Min. 2002, 5-ALDF-6C-12, 13)
- h. The board will decide on whether or not a violation has occurred based solely on information obtained in the hearing process, including staff reports, video review, the statements of the inmate charged, and any evidence derived from witnesses and documents. The Board may amend charges as necessary. This will also be documented on the *Disciplinary Findings and Recommendations Form*.
(REF: 5-ALDF-6C-14)

Note: Board members are to refrain from making personal

assessments based on the inmate's behavior and/or mental health status. Statements made by board members must be always professional. If an inmate's behavior is unusual, an electronic *Mental Health Referral (SACDC Form -348)* should be submitted as outlined in the SACDC Mental Health Policy.

Note: If an inmate cannot understand the nature of the disciplinary proceedings, as determined by a medical authority, and cannot assist in his/her defense they shall be considered incompetent. The disciplinary proceedings will be postponed until the inmate can understand. If the inmate's mental status does not improve within a reasonable amount of time, the deputy must find the inmate incompetent and note it on the Incident Report. (REF: PREA 115.78c)

- i. Board members will summarize all board decisions based on one of these findings:
 - i. guilty;
 - ii. not guilty;
 - iii. time served (this means the inmate has been found guilty and additional disciplinary segregation time is not needed);
 - iv. dismissed;
 - v. No hearing due to release, transfer, or long-term checkout;
 - vi. hearing postponed due to hospitalization, out to court, or a medical appointment; or
 - vii. The inmate's refusal to attend the hearing will be documented on the *Inmate Refusal to Attend Disciplinary Hearing Form (SACDC Form -452)*.
- j. The committee will record the decision, imposed sanction time based on the severity of the violation (if given), and supporting information on the *Disciplinary Hearing Board Form*. If an inmate is found guilty on more than one charge, the length of disciplinary sanctions is based on the most severe violation. An inmate cannot be held in disciplinary segregation for more than thirty days without a review board hearing; in addition to the

issued sentence or sanctions, referrals may be made for the inmate to be seen by mental health staff or the Chaplain.

(REF: PREA 115.78b)

- k. The inmate is explained the decision of the board. The inmate is given a copy of the decision on the *Disciplinary Board Decision and Appeal Process*. This explains that inmates may appeal decisions of the board in the kiosk within twenty-four hours of the imposed sanction(s) to the Tactical Operations Manager. A decision must be made within three days, excluding holidays and weekends of the request. The entire disciplinary process should be completed within seven days, excluding holidays and weekends.

(REF: 5-ALDF-2E-08, 6C-18, PREA 115.78a)

Note: If an inmate is found not guilty, the inmate will be removed from the SMU on the same day.

- l. The hearing records and supporting documents are kept in the inmate's file and in the disciplinary committee's records in Classification. If the inmate is found not guilty of an alleged rule violation, the disciplinary report will be removed from the inmate's file.

(REF: 5-ALDF-6C-14, 15, 16)

- m. After a disciplinary board, the records are forwarded to the Security Threat Group Lieutenant for review.

(REF: SC Min. 2002(b), 5-ALDF-6C-17)

C. Conditions of Confinement:

- 1. There are two types of confinement that are related to the Disciplinary Process: Special Management and Behavioral Management.

- a. Inmates may be placed on Special Management status in the SMU until the disciplinary hearing.

(REF: 5-ALDF-6C-06)

- b. Inmates may be placed on Behavioral Management status under the following conditions:

- i. After committing a rule violation, if no bed space is available in SMU.

- ii. After a finding of a rule violation at an impartial hearing.

(REF: 5-ALDF-2E-04)

- iii. When the continued presence of an inmate in General population or Special Management poses a serious threat to life, property, self, other inmates, and staff.
 - iv. Upon order of the Detention Director all inmates that have present or previous charges of assault on SACDC staff will be housed permanently in Behavioral Management or Special Management.
2. Inmates placed on Behavioral Management shall maintain their basic rights, including access to courts, counsel, legal materials, maintenance of an acceptable level of personal hygiene, and/or medical care.
(REF: SC Min. 2003(c), (d))

Note: Regardless of the inmate's disciplinary status, personal hygiene canteen cannot be taken away or must be substituted with an indigent package.

3. Inmates shall be entitled to correspondence, visitation, telephone, and personal hygiene privileges per the rules and regulations. Restrictions on these privileges should not be imposed unless such privileges have been suspended and/or restricted based on legitimate government interests related to the safe and secure operation of the facility; to prevent continued criminal activities; or other similar concerns. The Detention Director has the authority to restrict telephone usage as deemed necessary for the safety and security of the facility.
(REF: SC Min. 2003(k))
4. Tablets are provided to inmates at dress out at the beginning of their incarceration. Inmates will be advised that the use of any tablet is a privilege and not a guaranteed right. As such, inmates may have their tablet privileges suspended or revoked due to disciplinary action and/or misuse of the tablet device (See *Policy 17-16, Inmate Tablet Use*).
5. No inmate shall be subjected to discipline or treatments that are dehumanizing, including but not limited to disrespect, profanity, and/or taunting. The use of restrictive diets, sleep deprivation, stripping of cells, and withholding of medication and/or treatments are prohibited.
(REF: SC Min. 2003(e), (f), (g), (h), (i))
- D. Disciplinary violations and sanctions are listed below for review and implementation.

CATEGORY VIOLATIONS/SANCTIONS

There are two types of confinement that are related to the Disciplinary Process - Special Management and Behavioral Management.

1. Special Management: Assignment to Special Management may be requested by the inmate, Detention Center staff, or a law enforcement officer. Assignment to Special Management will be utilized when the inmates' continued presence in the general population poses a serious threat to the life or property of that inmate, other inmates, staff members, or the public. The action of placing inmates into this status will be reviewed within 24 hours.
2. Behavioral Management: This is confinement to a secure cell in the BMU if an inmate is found guilty as a result of a disciplinary hearing for any Class "R", "Y" or "O" violations that threaten the security of the facility, staff, inmates, or visitors.
3. The four categories of violations are as follows:

Category Red or "R" Violations:

- R-1 Murder or attempted murder.
- R-2 Assault, physically harming or attempting to harm any staff.
- R-3 Assault, physically harming or attempting to harm another inmate.
- R-4 Engaging in sexual acts to include: rape, anal or oral sex.
- R-5 Escape, attempting or aiding an escape or planning an escape.
- R-6 Arson.
- R-7 Possession of or attempting to introduce any weapon or object intended for use as a weapon into the facility.
- R-8 Possession, manufacture, or consumption of alcoholic beverages, unauthorized drugs, medication, or drug paraphernalia.
- R-9 Possession of stolen property or theft of property.
- R-10 Any act of fraud, forgery, or deceit that results in personal gain of any kind (to include violation of canteen rules).
- R-11 Creating, participating in, or inciting a riot or group demonstration.
- R-12 Threatening or intimidating staff to include extortion or blackmail for any reason or attempting to control staff behavior through force.
- R-13 Possession of contraband or passing or aiding in the passing of unauthorized materials. To include, smoking; sale and/or possession of tobacco products; and sale and/or possession of incendiary devices.
- R-14 Destruction of property belonging to the SACDC to include tampering with, damaging, or destruction of fire and life safety equipment, any locking device, security monitoring devices, furniture, and damage to room fixtures.
- R-15 Attempt or aiding of others in any "R" category violations.

- R-16 Sexual Acts/Indecent Exposure: Engaging in sexual acts, deliberately exposing breasts, and genitalia; actual or simulated masturbation; sexually suggestive touching or kissing.
- R-17 Spitting or throwing of any objects at the staff.
- R-18 Sexual Harassment/Inappropriate language/conduct: Sexually explicit, suggestive statements or conduct directed at staff, to include civilian staff and visitors, or other inmates.
- R-19 Mail and phone harassment.
- R-20 Hostage taking to include holding any inmate or staff against their will.
- R-21 Filing false, misleading, or untrue statements, accusations, or allegations against staff members or other inmates.
- R-22 Refusing to leave or barricading yourself in any area of the SACDC.
- R-23 Fighting.
- R-24 Stockpiling of medications, misuse or abuse of authorized medications, or altering a medication's original state.
- R-25 Concealing meal or kitchen utensils to physically harm or attempt to harm another inmate.
- R-26 Possession of tattoo paraphernalia to include having or receiving a tattoo while being housed in the SACDC.

Category Yellow or "Y" Violations:

- Y-1 Threatening or intimidating another inmate to include extortion or blackmail for any reason or attempting to control another inmate's behavior through force.
- Y-2 Interfering with any lockdown, search, or count procedure.
- Y-3 Spitting or throwing of any object at any inmate with intent to harm.
- Y-4 Violation of inmate worker status. Unauthorized absence from work assignment (not related to attempted escape). To include being in an unauthorized area.
- Y-5 Stealing meal trays.
- Y-6 Flooding a cell.

Category Orange or "O" Violations:

- O-1 Defacing (altering the appearance of) any SACDC property to include but not limited to walls, furniture, linen, and clothing.
- O-2 Attempt or aiding of others in any Yellow category violations.
- O-3 Creating, participating in, or inciting a disturbance; to include kicking/beating on cell doors or work stoppage.
- O-4 Verbal abuse towards staff. Flagrant demeaning comments directed at staff, to include civilian staff and visitors.
- O-5 Three less serious violations (Housing Unit Violations), within six weeks.

O-6 Disorderly conduct to include offensive language and excessive noise.

Category Housing Unit or "U" Violations:

- U-1 Lying to a staff member or pretending to be sick or injured.
- U-2 Unauthorized use of the telephone, including calling anyone other than a party accepting collect charges or calling the PAR hotline without cause.
- U-3 Possession of any food items, other than canteen items, in cells or pods. For this charge, the following sanctions will be used:
 - 1st offense: Clean the common area of the unit after the next feed-off.
 - 2nd offense: Clean the common area of the unit after the next feed-off and one-hour lockdown.
 - 3rd offense: Clean the common area of the unit after the next feed-off and two hours of lockdown.
- U-4 Abuse of recreational equipment.
- U-5 Possession of any unauthorized clothing or bedding items including any personal clothing items that have been altered from their original state.
- U-6 Failure to address staff properly to include calling staff members by their first names.
- U-7 Stockpiling of canteen items for resale to other inmates, or for gambling purchases.
- U-8 Sending or receiving mail except by approved methods.
- U-9 Three minor violations, within six weeks.
- U-10 Possession of pornography or sexually explicit materials.
- U-11 Gang-related items, symbols, drawings, signs, literature, or paraphernalia.
- U-12 Unauthorized changing of room assignment, changing bed location without authorization, or being in another person's room.
- U-13 Providing false or frivolous information or requests.
- U-14 Putting foreign/excessive material into the plumbing system.
- U-15 Tampering with heating or air conditioning ducts and electrical outlets.
- U-16 Gambling.
- U-17 Refusal to obey an order, either verbal or written.
- U-18 Failure to keep your person clean, including cutting your fingernails to a quarter of an inch or less.
- U-19 Affixing items to walls, ceilings, bunks, or vents.
- U-20 Possession of more than the following: 1. One toothbrush. 2. One Narcotics Anonymous (N. A.) or Alcoholics Anonymous (A. A.) book. 3. One inmate handbook. 4. One extra set of batteries. 5. Fifteen personal letters, two magazines, two books, one newspaper, and legal papers. 6. Four approved scriptural or devotional books. 7. SACDC-issued clothing and bedding; not to exceed the allowed limit. 8. Five

- photographs.
- U-21 Covering windows, doors, lights, vents, or drains.
 - U-22 Concealing full or partial view of bunk by hanging bedding or other items.
 - U-23 Failure to neatly stack trays, cups, and utensils as directed by Housing Unit Deputies and other staff.
 - U-24 Refusing to immediately swallow or pretending to swallow medication.
 - U-25 Sleeping on the floor in the room or dayroom areas.
 - U-26 Wearing jewelry (excluding wedding bands).
 - U-27 Treating Deputies, civilian staff, visitors, or other inmates with disrespect or discourtesy.
 - U-28 Removing bedding or linen from rooms or pods without staff approval.
 - U-29 Unauthorized presence in the restricted and/or red area surrounding the Deputy's workstation.
 - U-30 Being within 18 inches of, hanging, or leaning on the railings.
 - U-31 Failure to remain fully dressed and appropriately clothed to include inappropriate use of clothing. For this charge the following sanctions will be used; 1st offense: one-hour extra cleaning duty (common area of the unit). 2nd offense: two hours extra cleaning duty (common and shower areas of the unit). 3rd offense: two hours extra cleaning duty (common and shower areas of the unit) and two hours lockdown.
 - U-32 Refusing to return or returning slowly to cells or bunks or returning slowly after recreation or feed-off; 1st offense: six inmates or less- notate the individuals who are in violation and take fifteen minutes of their recreation period. More than six inmates- the entire floor or unit lose fifteen minutes of their recreation period. 2nd offense: six inmates or less- notate the individuals who are in violation and take thirty minutes of their recreation period. More than six inmates – the entire floor or unit lose thirty minutes of their recreation period. 3rd offense: six inmates or less- notate the individuals who are in violation and take one hour of their recreation period. More than six inmates- the entire floor or unit lose one hour of their recreation period.
 - U-33 Inmate's hair will not reflect any type of design or symbols.
 - U-34 Talking or other activities after lights are out.
 - U-35 Throwing of any object at any inmate.
 - U-36 Failure to wear the armband at all times for this charge the following sanctions will be used; 1st offense: two hours lockdown. 2nd offense: two hours of lockdown and a one-week loss of canteen. 3rd offense: two hours lockdown, one-week loss of canteen, and mandatory ten-dollar charge for armband replacement.
 - U-37 Horse playing.
 - U-38 Failure to participate in housing unit sanitation, including making of your bed for this charge the following sanctions will be used; 1st offense: clean cell or pod to include walls and toilet (Pod units: Inmate to clean

one unit toilet). 2nd offense: Clean cell or pod to include walls and toilet and one-hour lockdown (Pod units: Inmate to clean one unit toilet). 3rd offense: clean cell or pod to include walls and toilet, two hours lockdown (Pod units: Inmate to clean one unit toilet).

Sanctions:

Note: When imposing sanctions on less serious or minor violations only one sanction will be imposed per charge.

- 1.) written warning /counseling.
- 2.) Extra unit cleaning duties.
- 3.) Lockdown not to exceed a maximum of four hours in the lockdown room in the open bay housing units or in their respective cells in the podular housing units. A maximum of two inmates may be housed at one time in the lockdown room.
- 4.) Loss of tablet privileges for one day or up to three days.
- 5.) Loss of canteen for up to seven days.
***Note: Regardless of the inmate's disciplinary status, even if the consequences include a loss of ordering commissary items, the inmate will still be able to order personal care items.**
- 6.) Restitution (for loss of or property damage).
- 7.) Removal from program or work assignment (reclassification).
- 8.) A third minor violation of different rules within six weeks will be processed as a major violation (low priority).
- 9.) A third minor violation of the same rule will be processed as a major violation (low priority) regardless of the period of time in which the violation occurred.

4. The only sanction imposed for Category "R", "Y", or "O" violations will be their reassignment to the BMU where they will be confined to a room commensurate to their violation. Restrictions in this unit will be imposed in accordance with the BMU policy.

Processing Minor Violations:

1. When an inmate commits a minor violation of SACDC rules, the Housing Unit Deputy may take the inmate to an interview room, or other private place, to counsel the inmate regarding compliance with the rules and regulations of the facility.
2. Whether only counseled or a disciplinary sanction is imposed, the Deputy will complete an Inmate Reprimand Form which includes a written statement of the rule violated. The Deputy will make an entry into the Jail Management System (JMS). A copy of the reprimand will be given to the inmate, the Classification Division, and the Records Division.

3. All minor infractions for which a disciplinary sanction is imposed will be investigated by either a Housing, Processing, or Security Sergeant not involved in the rule violation prior to the end of the reporting Deputy's shift unless the inmate chooses to waive his/her right to the investigation.
4. These violations may be resolved by the inmate serving time in the lockdown room in the open bay housing units or in their respective cells in the podular housing units. A maximum of two inmates may be housed at one time in the lockdown room.
5. In addition, to the issued sentence or sanctions, referrals may be made for the inmate to be seen by mental health or the Chaplain by a Sergeant.

Inmate Appeal of Disciplinary Action:

Inmates may appeal Category "R", "Y", and "O" for which disciplinary action has been imposed by the Disciplinary Board. Appeals of "R", "Y", or "O" violations must be sent to the Tactical Operations Department Manager, who will make the final decision. Inmates may appeal Category "U" violations given by the Housing Unit Deputy, which occurs in housing units. These appeals must be sent to the Housing Lieutenant, who will make the final decision. Appeals must be filed within 24 hours of the disciplinary sanction being issued. If an inmate is not satisfied with the final decision, they may file a grievance utilizing the kiosk system.

In Unit Sanctions – Resident Reprimand Report

1. Enter report into JMS per previous procedure.
2. On the discipline screen, select the Resident's name. (redacted example)

Incident

INCIDENT REPORT

- INCIDENT
- NARRATIVE
- NAMES
- DISCIPLINE**
- SUPPLEMENT
- MULTIMEDIA

Incident Number: [Redacted] Incident Type: [Redacted]

Incident Location: [Redacted]

INCIDENT

SELECT PERSON

| Select | Name Type | Involvement |
|-------------------------------------|-----------|-------------|
| <input type="checkbox"/> | INMATE | SUBJECT 2 |
| <input checked="" type="checkbox"/> | INMATE | SUBJECT 1 |
| <input type="checkbox"/> | INMATE | SUBJECT 3 |

3. Input their violation code. (redacted example)

CHARGE

Last: [Redacted] First: [Redacted] Middle: [Redacted] Suffix: [Redacted] DOB: [Redacted]

Charge #: 1 Violation Code: **U-5** Violation Description: POSSESSION OF UNAUTHORIZED CLOTHES OR BEDDING ITEMS

4. a. Click reprimand from the findings code. May need to start typing “reprimand” to get the option to show up if dropdown box is not available.
b. Complete the findings comment section with the same information that would be entered for the explanation and update when done. (on the old Reprimand form) Note: If the resident has more than one charge, repeat lines 2-4a. No further explanation needs to be written for additional charges; only the first one.

Note: If you have multiple residents: with the same violation code you will need to check/select each name that applies from the list, then follow lines 3-4a; if they have different violation codes, you will have to select the name separately, then follow lines 3-4a.

IG ITEMS

Plea: REPRIMAND

Findings Code:

File Edit Font Paragraph Bullets

Standard Text

FINDINGS

A search was completed during a security round. REsident received 2 hours of lock-down of the extra uniform and mesh bag. This is Resident second time having another uniform.

Hearing PIN:

Sanctions 1:

Sanctions 2:

Sanctions 3:

| | Plea | Hearing Date | Accepts | Closed Date |
|-----------------------|------|--------------|---------|-------------|
| ED CLOTHES OR BEDD... | | | | |
| ED CLOTHES OR BEDD... | | | | |

Delete Help **Update**

- When finished inputting information and you are ready to print, click on print at the bottom of the screen and choose Resident Reprimand Report – SACDC-344E

Print

- INCIDENT DISCIPLINARY REPORT - JMS-150
- INCIDENT DISCIPLINARY REPORT - JMS-150B
- RESIDENT REPRIMAND REPORT - SACDC-344E**

Note: It will print forms for each individual involved, all at one time, to be served.