



Staff Duties in the Disciplinary Process

Hearings Officer

- Appointed by the Facility Unit Head, with approval of the Inmate Discipline Manager
- Possess a thorough understanding of the discipline process
- Objective and impartial decision-maker
- Follow Hearings Officer Code of Ethics by demonstrating – competency, independent decision-making, dignity and decorum, professional conduct, confidentiality
- Successfully complete the training requirements set by the Chief of Corrections Operations
- Required to attend In-Service annually (requirement can be satisfied by attending Annual Hearings Officer Conference)

Alternate Hearings Officer

- Perform duties of Hearings Officer in absence of the primary Hearings Officer and in cases where the Hearings Officer must be recused
- Appointed by the Facility Unit Head and approved by the Inmate Discipline Manager
- Each Alternate Hearings Officer must be trained the same as the Hearings Officer.
- Alternate Hearings Officers must complete all required training prior to conducting a disciplinary hearing.
- Maintain certification by completing the required number of hearings per quarter: major institutions (5), field units (2).
- Required to attend In-Service annually (requirement can be satisfied by attending Annual Hearings Officer Conference).

Reporting Officer

- Any employee who received training on the *Inmate Discipline Procedure* and has reasonable cause to believe an offense was committed
- Submit the *Disciplinary Offense Report* including a clear, specific description of the offense through VACORIS
- Provide further information to the OIC as requested
- Provide personal testimony at the disciplinary hearing for Category I offenses – in person or via speakerphone

Officer-In-Charge (OIC)

- A Unit Manager or designated ranking security officer of a facility (normally the Shift Commander or the Assistant Shift Commander)
- Review *Disciplinary Offense Report* in the established time frame.
- Review *Disciplinary Offense Report* for completeness and accuracy, spelling, grammar
- If necessary corrections could affect the meaning of the charge, the OIC will return the report to the Reporting Officer for revision or work closely with the Reporting Officer to make the revision.
- Ensure the offense code and title correspond to the alleged offense description
- Enter the scheduled hearing date in VACORIS
- Make any of the following decisions on a pending charge – **(1) Not Process; (2) Informal Resolution (If Charge Qualifies); (3) Penalty Offer**
- OIC cannot be the Institutional Reviewer
- Designate a trained security staff to serve the charge.
- Enter in all data from the service of the charge in VACORIS
- Forward all completed paperwork to the Hearings Office

Serving Officer

- Security staff (Corrections Officer or above)
- Must complete the required training on the proper way to serve a charge
- Have a working knowledge of procedure and inmate's rights
- Meet with accused inmate in area that has privacy, if possible, to serve the charge
- Can serve as the advisor during service of the charge
- Verify the inmate's identity to that listed on the *Disciplinary Offense Report*
- Read the charge in its entirety, focusing on the rights, checking the appropriate boxes
- Obtain signature of the accused inmate and printed name and date
- Sign the *Disciplinary Offense Report*, print name and date
- Serve the *Penalty Offer* or *Informal Resolution*
- Deliver all completed documents to the OIC

