Employee observes and confronts behavior

Offender commits misconduct

Employee submits report to General Infraction Review Officer

Designated unit employee schedules a hearing within 5 working days and serves notice to the offender at least 24 prior to the scheduled hearing.

General Infraction Review Officer ensures report is complete, clear, and that the evidence supports the violation(s) cited. General Infraction Review Officer may:
1) Approve and forward to designated hearing employee/unit team
2) Have the report rewritten if unclear
3) Dismiss if evidence is insufficient
4) Upgrade a general infraction to a serious if evidence is sufficient
5) Recommend referral to a mental health professional

Designated unit employee schedules a hearing within 5 working days and serves notice to the offender at least 24 prior to the scheduled hearing.

Serious Infraction

Employee follows Attachment 3

On-site adjustment

Employee documents on DOC 21-887 Onsite Adjustment Log

Negotiated Hearing Process in place

Unit Hearing Officer conducts hearing

Guilty

Not Guilty

Report may be forwarded to the designated negotiator

Sanctions are decided based on offender’s prior conduct, mental health status, and overall adjustment to the facility. Hearing Officer determines appropriate sanctions per WAC 137-28-240 and may suspend the sanction. Unit employee completes DOC 17-085 Sanction Notification.

Offender may appeal the sanctions for a guilty finding to the Disciplinary Hearing Officer within 24 hours of receiving the hearing decision

No Appeal

Appeal

Disciplinary Hearing Officer responds to the appeal within 10 working days and may schedule a hearing, affirm the decision, modify downward, or reverse the guilty finding without a hearing. No sanction is imposed. Offender is reinstated to previous status and documentation will be retained per WAC 137-28-330.

Disciplinary Hearing Officer forwards decision to the offender and unit within 72 hours

Unit employee retains a copy of violation in offender’s unit