

Common Business Functions for Correctional Management Systems



IJIS Institute



Volume 2 – Business Scenarios ***Part F – Discipline***

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Corrections Technology Association*

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1. BUSINESS FUNCTION: DISCIPLINE

The system of discipline within corrections serves to regulate the conduct of offenders and officially document incidents that lead to individual disciplinary actions. The system requires formal procedures that are followed when moderate to serious incidents occur and informal procedures for minor infractions. The system also implies a potential safer quality of life for those that wish to conform and abide by the established rules. This entire process is an administrative action concerning many incidents and actions that could also be considered criminal. Furthermore, the process of administering the discipline system and its procedures are set aside from the legal process, wherein the same incident may travel through the judicial system as it completes a separate discipline route. Therefore, the appropriate documentation and tracking of all incidents that occur within each institution is important for legal and administrative purposes. The statistical tracking assists administrators in determining high-risk concerns and problem offenders. The information also identifies trends and security gaps.

Discipline Use Case Diagram

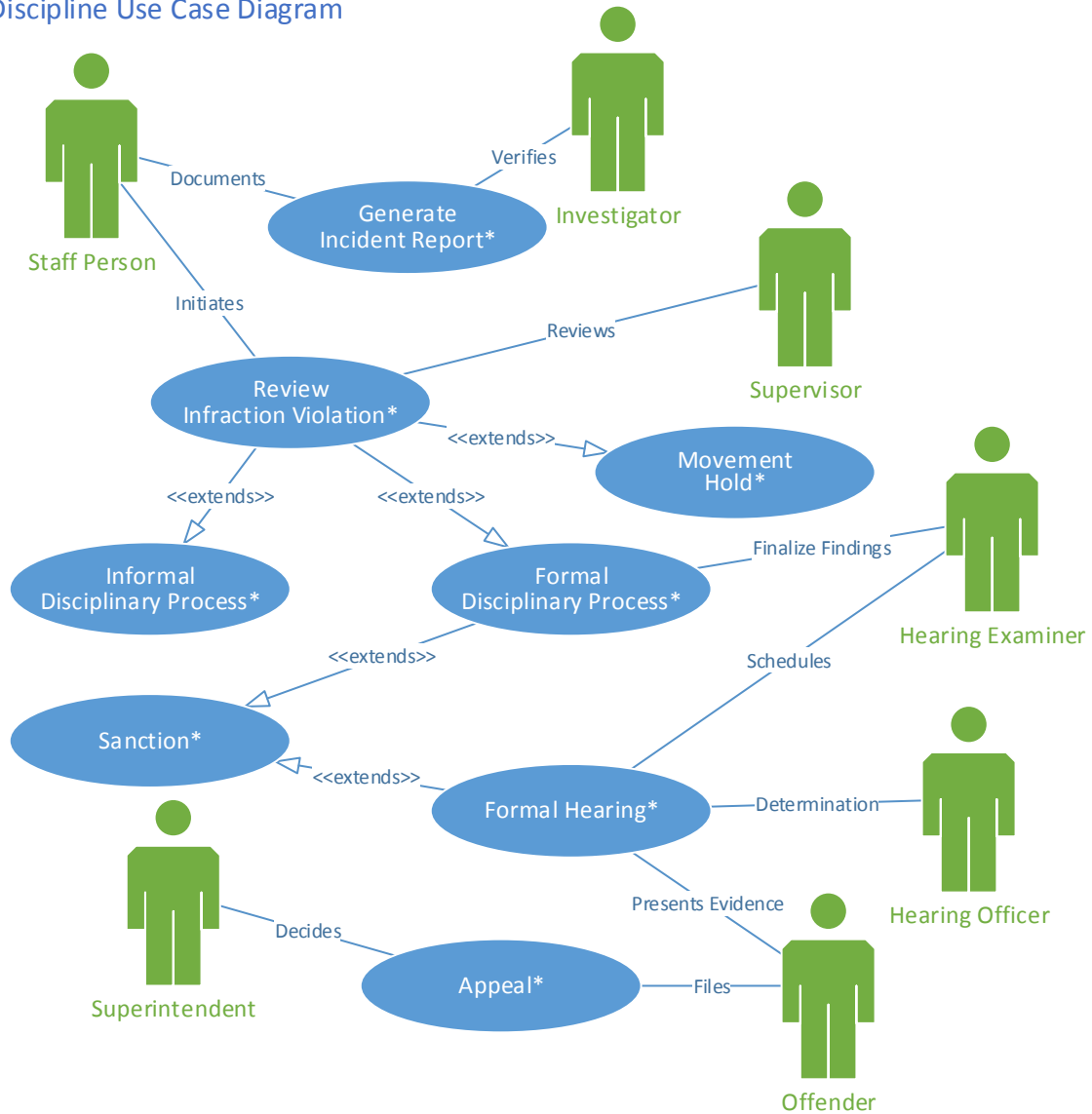


Figure 1: Discipline Use Case Diagram

1.1 Use Case Specification: Generate Incident Report

Developing the report which describes the incident in detail and any actors involved in the incident.

Associated Actor	Relationship	Description
Staff Person	Document	
Investigator	Verifies	The investigator is normally involved when there is a suspected criminal violation or a serious infraction occurred and it is uncertain who committed the infraction. Suspected criminal violations will result in the initiation of proceedings external to the corrections department/agency.

Generate Incident Report Activity Diagram

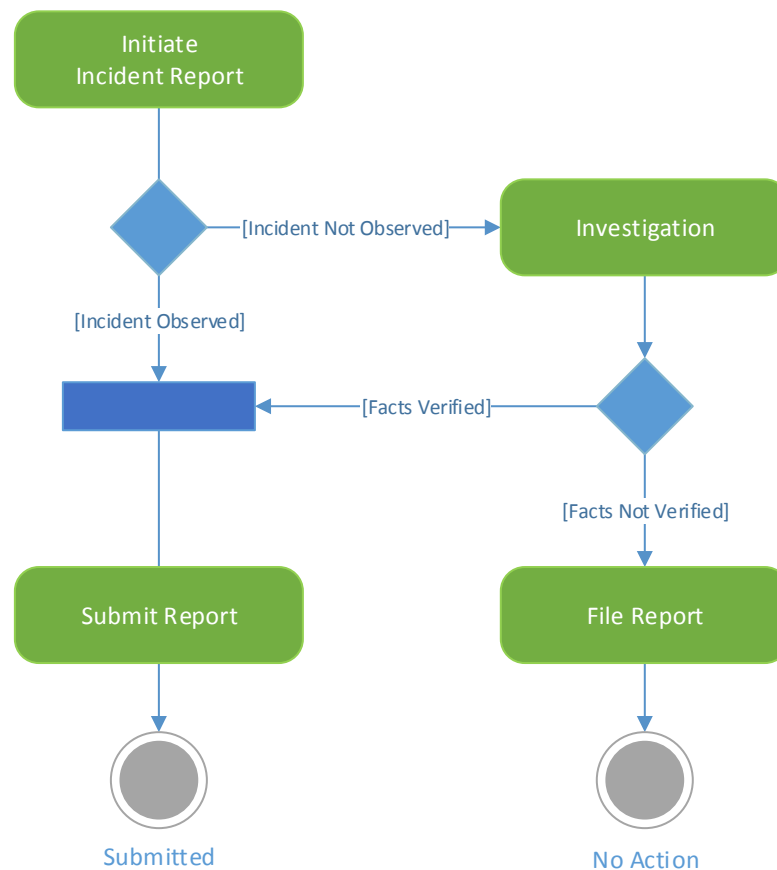


Figure 2: Generate Incident Report Activity Diagram

1.1.1 Flow of Events

Initiate Incident Report - Develop incident report based on a potential infraction or violation, providing details as to what happened, where it happened, who was involved, and when it occurred.

- Data provided: Offender Identifiers, Incident Report.
- Alternative Flows:

Detail

An investigation may be conducted in every incident report that is initiated.

(If Incident Not Observed) Investigation - An inquiry of an event or incident that includes the review of evidence, interviewing of witnesses and any other associated intelligence regarding the matter.

- Data provided: Incident Report, Offender Identifiers.

Detail
In an investigation where the event was not observed by the staff member initiating the report, and the investigation results in insufficient information needed to identify participants of an infraction, or there is insufficient evidence that an infraction was committed, the investigating staff will document information gathered during the investigation and file this for future reference.

Submit Report - When a report is developed and documented it will be handed over or recorded for reviewing or communication purposes.

- Special Requirements:

Special Requirement	Description
ASCA Performance Measures: Institutional Safety Key Indicator II.1.b	Number of victims of prisoner-on-prisoner attacks committed with a weapon that involved serious injury during the calendar year adjusted for the number of prisoners held by the agency on June 30 and reported as a rate per 1,000. The fact that an assault has taken place does not have to be substantiated by the disciplinary process; however, there must be sufficient evidence that the injury resulted from an attack and not an accident.
ASCA Performance Measures: Institutional Safety Key Indicator II.2.a	Number of staff injured as a result of direct, willful and physical attacks by prisoners that require treatment by a medical professional during the calendar year adjusted for the number of prisoners held by the agency on June 30 and reported as a rate per 1,000. The fact that an assault has taken place does not have to be substantiated by the disciplinary process; however, there must be sufficient evidence that the injury resulted from an attack and not an accident.

(If Facts Not Verified) File Report - Produce and record detail information about an event or activity that can be retrieved and reviewed as needed.

Pre-Condition	Description
None	
Post-Condition	Description
No Action	When a decision or determination process results in no action taken.
Submitted	Any instance whereby a document is prepared or a verbal communication is issued, and is offered for consideration, study, or decision.

1.2 Use Case Specification: Movement Hold

A movement hold will prevent a lateral or progressive move of the offender until such time as the infraction process has been resolved and progressive movement is still appropriate. The hold may involve a change in living assignment to a secured unit.

Movement Hold Activity Diagram

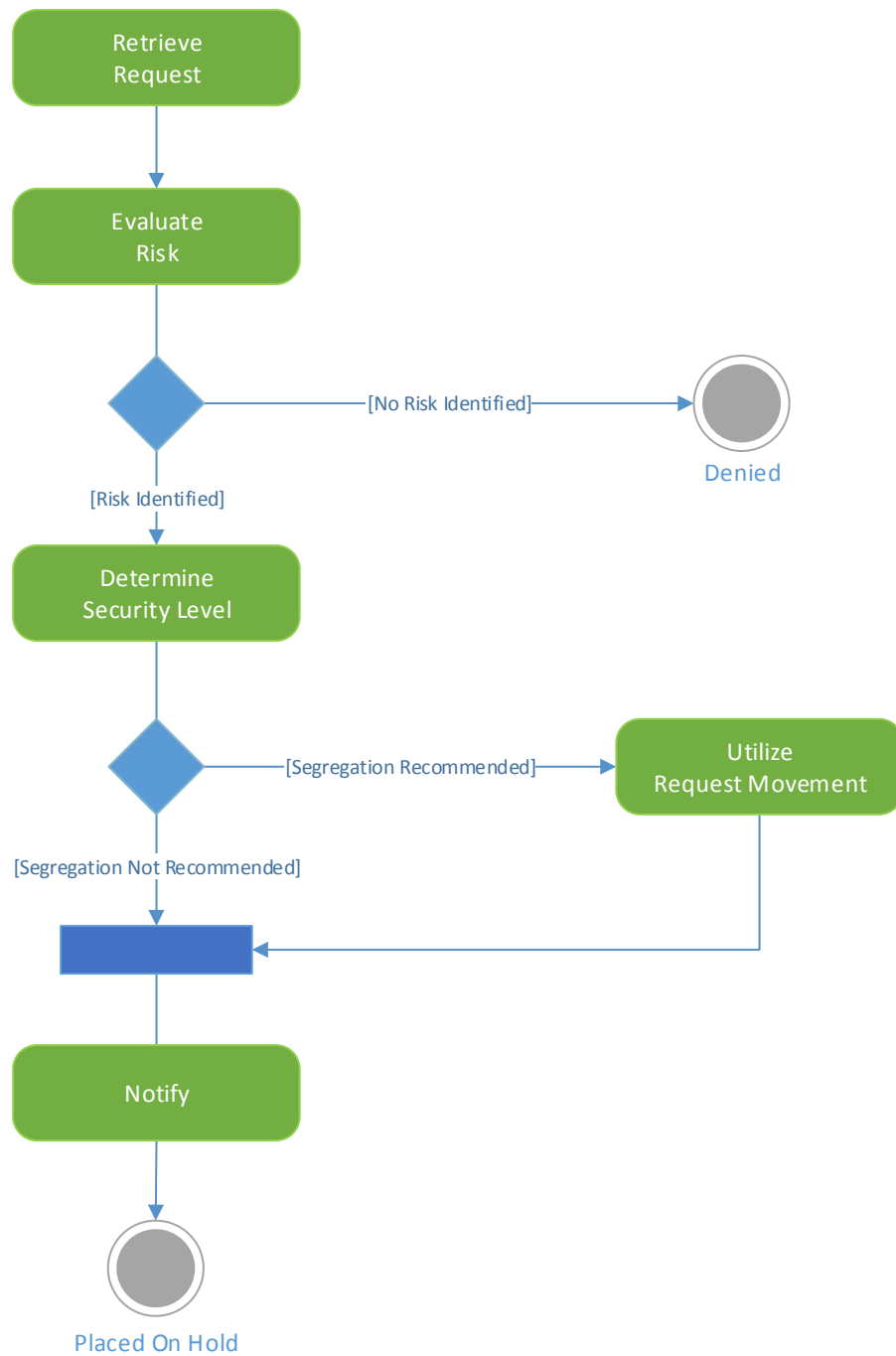


Figure 3: Movement Hold Activity Diagram

1.2.1 Flow of Events

Retrieve Request - This activity is the act of retrieving a formal request for an action or omission. This activity denotes the request has been documented, and will be reviewed resulting in either an authorization or denial of the action or omission.

- Data provided: Incident Report, Security Risk Data.

Detail
When an incident report is entered into the computer system the staff is prompted to enter a movement hold record to delay inter-facility moves until the disciplinary process is completed.

Evaluate Risk - An incident report must be evaluated to determine the risk level of the situation and what action needs to be taken. The risk would be primarily to the safety of staff and offenders, but also such things as escape risk, and medical risk.

- Data provided: Denial Reason, Movement Hold.

Detail
The process of placing a hold on movement will include a secondary review of the reasons for the request to ensure there is sufficient need.

- Special Requirements:

Special Requirement	Description
ACA Standard: Threats to Security 4-424 Situation That Threaten Institutional Security	(Mandatory) There are to be written plans that specify the procedures to be followed in situations that threaten institutional security. Such situations include, but are not limited to, riots, hunger strikes, disturbances, and taking of hostages. These plans are made available to all applicable personnel and are reviewed at least annually and updated as needed.

(If risk identified) Determine Security Level - Decide physical security needs for an offender for transportation, temporary or permanent living assignments.

(If segregation recommended) Utilize Request Movement - Movement between facilities requires central authorization. The process of initiating the movement of an offender to another facility often begins with the facility where the offender is currently assigned.

The request usually is automatic as a result of classification to another custody level, or it may be a special request due to medical, security risk (enemies, gangs), or other extenuating circumstances.

Notify - The notification activity produces and disseminates appropriate information for the purpose of making staff aware of an event and/or initiating action. The staff needing to know must have been identified for each event.

Pre-Condition	Description
None	
Post-Condition	Description
Denied	A review has resulted in a decision to deny a request or action.
Placed On Hold	Any instance where an event or action is delayed for a predetermined or undetermined time period.

1.3 Use Case Specification: Review Infraction Violation

The process of initiating a misconduct charge is relative to one or more incident events. The staff person initiating the misconduct report will define the charges following documented specifications. The misconduct report and charges will be reviewed by a supervisor to ensure the documented facts support the charges. If there is insufficient support of the charges, the charges are not authorized to be filed. If authorization is given the process continues with either the offender being formally charged or the infraction handled informally. Instances where a misconduct infraction is serious a hold will be placed on their movement until the infraction is remedied. This can also include an immediate assignment to a secured location within the facility.

Associated Actor	Relationship	Description
Supervisor	Reviews	
Staff Person	Initiates	

- Alternative Flows:

Detail
The offender may not be adjudicated at the originating facility. The process is completed at the receiving facility.

Detail
The informal disciplinary process is essentially a diversion process to handle discipline at the lowest possible level. Diverting to this process assumes the consent (not necessarily the admission of guilt) of the offender, otherwise a formal process will be pursued.

1.3.1 Flow of Events

Retrieve Incident - Information describing incidents must be forwarded to the appropriate staff person for further action if required. Once the incident is retrieved it must contain enough information either directly or associated with the report for the reviewing staff to take action.

- Data provided: Incident Report.
- Alternative Flows:

Detail
Originating staff will sometime determine the charges, with supervisor review to affirm or recommend appropriate charges.

Review Infraction Violation Activity Diagram

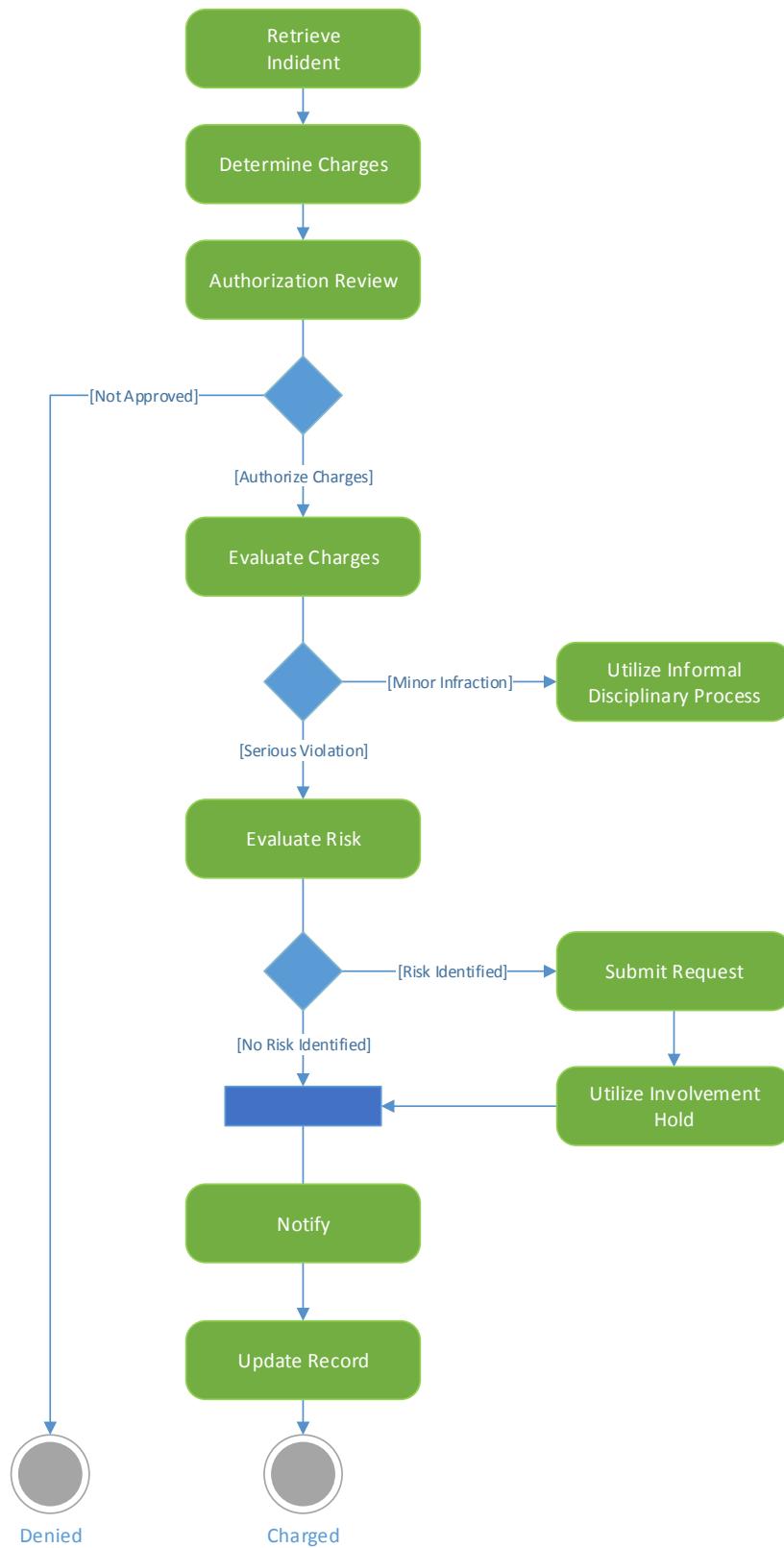


Figure 4: Review Infraction Violation Activity Diagram

(If informal remedy not possible) Determine Charges - Decision of what charges are to be filed against the offender for rule infractions.

- Data provided: Misconduct Report, Charges.

Authorization Review - Review of an action or document by one in authority in order to make a determination of approval or denial based upon policy or rule defined by the correctional department/agency.

- Data provided: Authorization Data, Denial Reason.
- Alternative Flows:

Detail
A disapproval of the misconduct report or charges may result in returning the document back to the originator for revision and reprocessing.

(If authorize charges) Evaluate Charges - After charges have been filed, an evaluation will be performed to determine which avenue will be taken to achieve a remedy. Violations are classified by severity, with minor and severe violations generally used as the two classifications.

- Alternative Flows:

Detail
Risk evaluation may not be performed during the infraction violation review.

(If serious violation) Evaluate Risk - An incident report must be evaluated to determine the risk level of the situation and what action needs to be taken. The risk would be primarily to the safety of staff and offenders, but also such things as escape risk, and medical risk.

- Data provided: Security Risk Data.

(If risk identified) Submit Request - A formal request is submitted to initiate an action or omission. It assumes the request will be documented, and will require a review process that will result in either an authorization or denial of the action or omission.

Utilize Movement Hold - A movement hold will prevent a lateral or progressive move of the offender until such time as the infraction process has been resolved and progressive movement is still appropriate. The hold may involve a change in living assignment to a secured unit.

Notify - The notification activity produces and disseminates appropriate information for the purpose of making staff aware of an event and/or initiating action. The staff needing to know must have been identified for each event.

(If minor infraction) Utilize Informal Disciplinary Process - After reviewing the infraction violation information an informal process may be initiated whereby the offender can avoid formal processing of the incident that may result in imposed sanctions. In doing so, the offender is admitting to committing an infraction and agrees to performing tasks that are appropriate and proportional to the infraction. Examples include extra work duty or restrictions to recreation privileges.

Update Record - When information is obtained for an established record, the pre-existing information in the record is amended or an addendum is added for future reference or communication.

Pre-Condition	Description
None	
Post-Condition	Description
Denied	A review has resulted in a decision to deny a request or action.
Charged	Any instance where an assertion is made as to blame or guilt, such as a rule infraction, or a violation of law.

1.4 Use Case Specification: Informal Disciplinary Process

After reviewing the infraction violation information, an informal process may be initiated whereby the offender can avoid formal processing of the incident that may result in imposed sanctions. In doing so, the offender is admitting to committing an infraction and agrees to performing tasks that are appropriate and proportional to the infraction. Examples include extra work duty or restrictions to recreation privileges.

1.4.1 Flow of Events

Retrieve Misconduct Report - Obtain the information for a specific violation that was documented and recorded for purposes of review.

- Data provided: Misconduct Report.

Evaluate Misconduct Information - Review information about a specific incident to adequately formulate a belief or understanding of the facts.

- Alternative Flows

Detail
Fines or restitution may be administered at the informal level.

Detail
Some jurisdictions consider a reprimand to be a form of sanction.

(If corrective action recommended) Determine Corrective Action - The process of deciding the appropriate action to take given the circumstances of the situation.

(If extra restriction recommended) Order Extra Restrictions - After evaluating the details of an incident the offender will have added restrictions applied as a means of accountability for unacceptable behavior.

- Data provided: Remedy Data.

(If extra duty recommended) Order Extra Duty - After evaluating the details of an incident the offender will be given extra work duties as a means of accountability for unacceptable behavior.

- Data provided: Remedy Data.

Informal Disciplinary Process Activity Diagram

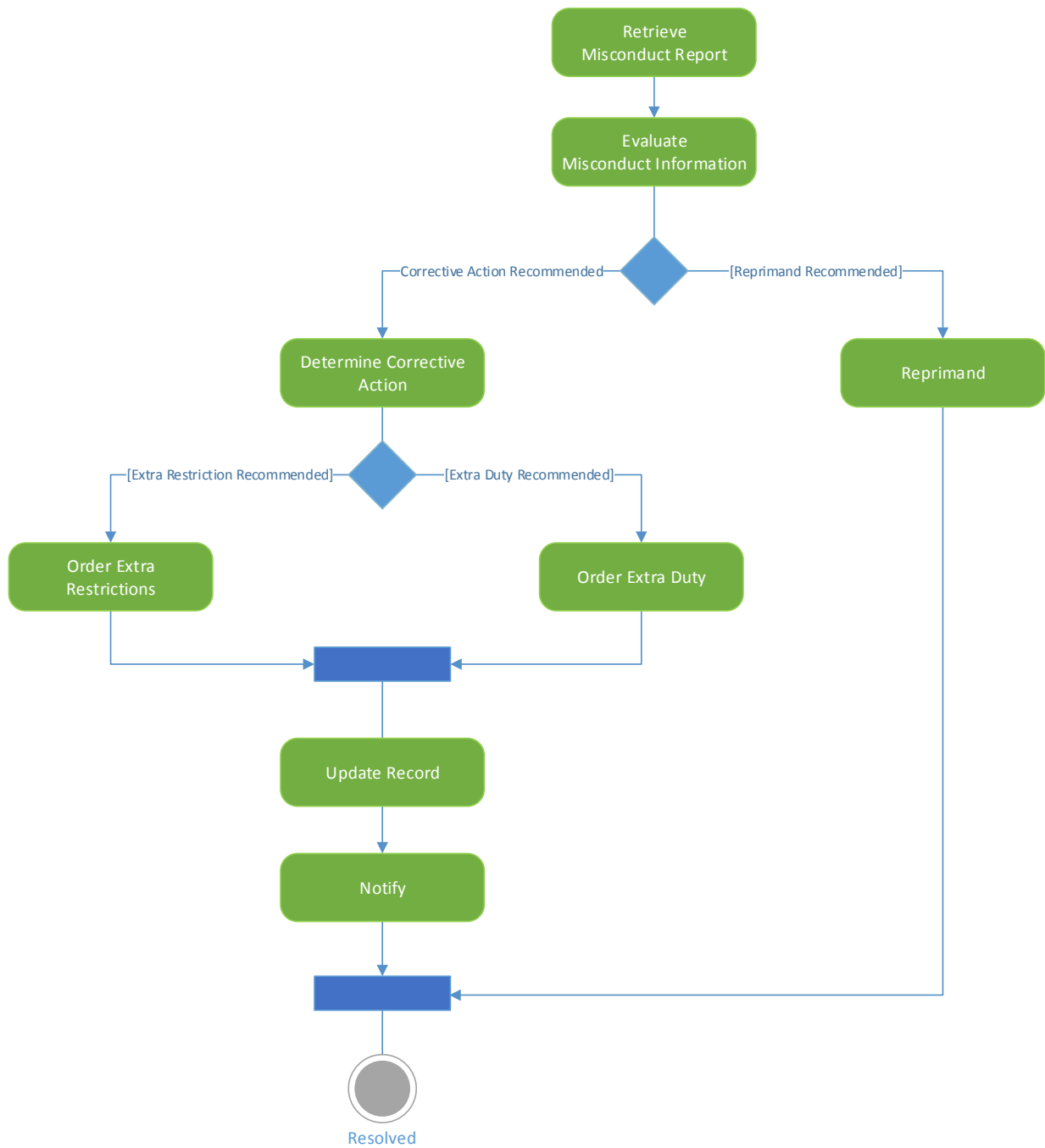


Figure 5: Informal Discipline Process Activity Diagram

Update Record - When information is obtained for an established record, the pre-existing information in the record is amended or an addendum is added for future reference or communication.

Detail
When extra work duties or special restrictions are ordered, appropriate staff are notified to oversee the order.

(If reprimand recommended) Reprimand - Action taken to critique an individual either verbally or in writing, with the intent to correct behavior. Action will be logged as multiple reprimands may drive more serious sanctions.

Notify - The notification activity produces and disseminates appropriate information for the purpose of making staff aware of an event and/or initiating action. The staff needing to know must have been identified for each event.

Pre-Condition	Description
None	
Post-Condition	Description
Resolved	When a problem or issue is appropriately addressed and agreed upon to the satisfaction of those involved.

1.5 Use Case Specification: Formal Disciplinary Process

Infractions that are moderate to serious that require formal resolution.

Associated Actor	Relationship	Description
Hearing Examiner	Finalize Findings	

1.5.1 Flow of Events

Retrieve Misconduct Report - Obtain the information for a specific violation that was documented and recorded for purposes of review.

- Data provided: Misconduct Report, Charges.

Review Charges - Review information about the infractions to adequately formulate a belief or understanding of the facts.

- Data provided: Denial Reason, Charges.

Formal Disciplinary Process Activity Diagram

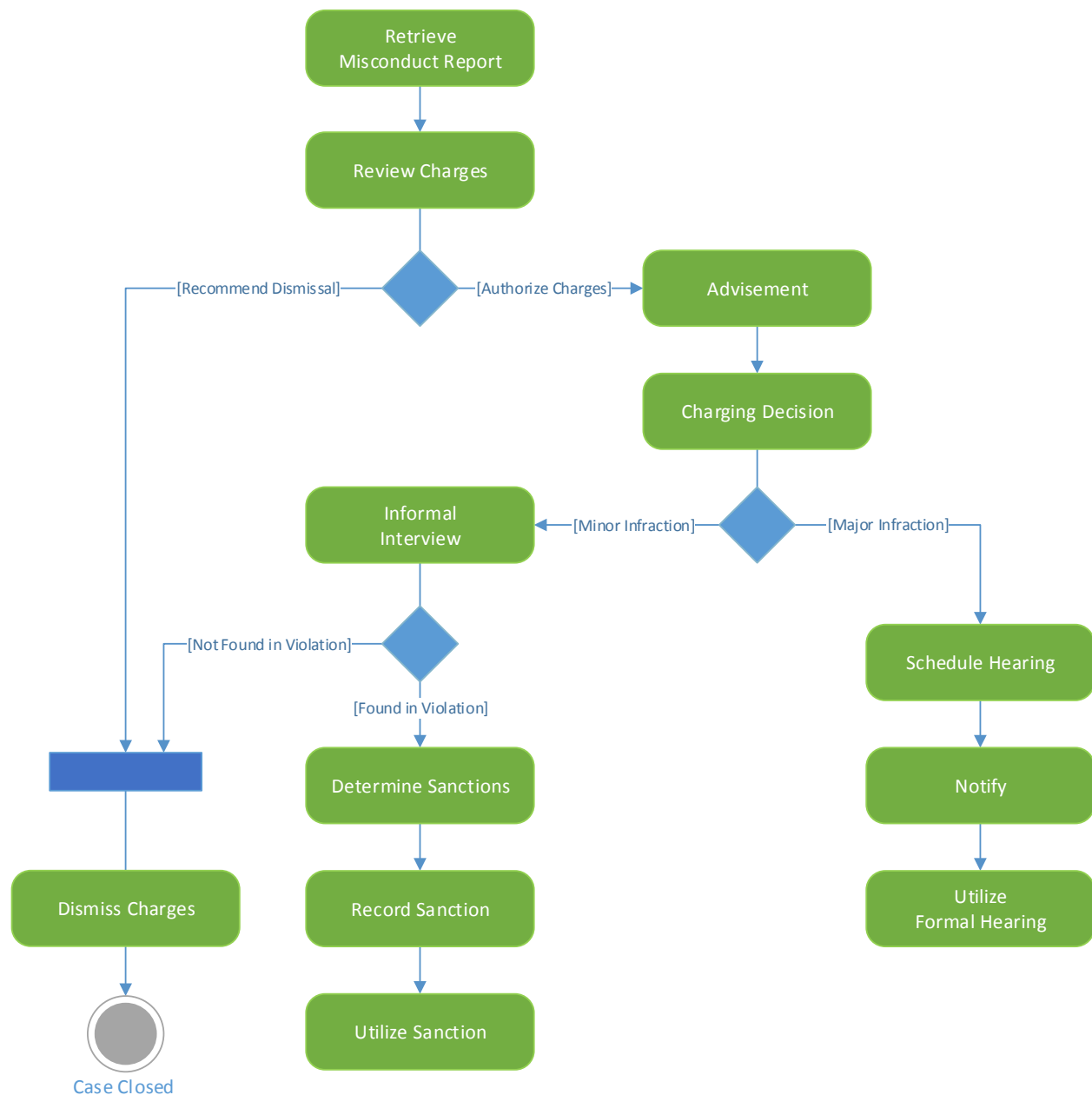


Figure 6: Formal Disciplinary Process Activity Diagram

(If authorize charges) Advisement - In a formal proceeding the offender is given information or formal notice of allegations that have been made against them. The advisement will give specific details of the allegations, the rights afforded the offender during the proceeding, and possible sanctions that can be imposed should the offender be found guilty of the allegations. The offender will be asked to make a plea of guilt or innocence, which will determine the next step in the disciplinary process.

Charging Decision - When charges have been reviewed and authorized a decision will be made as to the severity of the charge. In some jurisdictions, the charges for infractions are classified by degree of severity which simplifies this decision process. The charges will fall into one of two classifications, either minor or major infractions.

(If minor infraction) Informal Interview - The act of communicating less formally with an individual to exchange information.

- Data provided: Denial Reason.

Dismiss Charges - When charges have been reviewed and a recommendation to dismiss them is reached the records associated with the infraction are updated to reflect the dismissal with supporting reasons.

(If found in violation) Determine Sanctions - When it is decided that an offender has violated a rule or infraction, as a result of a formal hearing, one or more sanctions will be applied.

- Data provided: Sanction Data.

Record Sanction - The result of a process whereby an offender has either admitted to or has been found guilty of an infraction will result in a disciplinary action known as a sanction. The process of defining the sanction and any parameters with which to apply the sanctions is a separate step in the disciplinary process. An evaluation of available sanctions will be performed, and an appropriate sanction will be applied for the infraction. In some jurisdictions the sanction is well defined for each offense, so the application is simply an affirmation of the policy. The sanctions that have been ordered will be recorded and linked to an infraction report. Note there can be many sanctions ordered as a result of a finding of guilt for a rule infraction.

Utilize Sanction - The result of a process whereby an offender has either admitted to or has been found guilty of an infraction will result in a disciplinary action known as a sanction. The process of defining the sanction and any parameters with which to apply the sanctions is a separate step in the disciplinary process. An evaluation of available sanctions will be performed, and an appropriate sanction will be applied for the infraction. In some jurisdictions the sanction is well defined for each offense, so the application is simply an affirmation of the policy. Sanctions can be in the form of housing restrictions, loss of earned or good time, loss of spending privileges, or loss of property as examples.

(If major infraction) Schedule Hearing - Set a date for a formal review hearing of an offender's status. The hearing may be initiated either by a status review date, or a violation/incident report.

- Alternative Flows:

Detail
Some jurisdictions use a formal service process, performed by a security staff person, to notify the offender of the charges.

Notify - The notification activity produces and disseminates appropriate information for the purpose of making staff aware of an event and/or initiating action. The staff needing to know must have been identified for each event.

Utilize Formal Hearing - An administrative process initiated when a document containing allegations of fact is filed requesting procedural remedies, and whereby information and supporting evidence is presented to one of more individuals with authority to evaluate and render a decision or finding. The

evidence may be presented in the form of testimonial and physical evidence. The decision or finding will either affirm the allegations in whole, or in part with amendments, or disaffirm with no further action taken. An affirmation will result in one or more sanctions to the offender. In an administrative hearing a preponderance of the evidence is sufficient to affirm the allegations.

Pre-Condition	Description
None	
Post-Condition	Description
Case Closed	Any instance where a situation requiring an investigation or action is completed and identified with a status to indicate the process has ended.

1.6 Use Case Specification: Formal Hearing

An administrative process initiated when a document containing allegations of fact is filed requesting procedural remedies, and whereby information and supporting evidence is presented to one of more individuals with authority to evaluate and render a decision or finding. The evidence may be presented in the form of testimonial and physical evidence. The decision or finding will either affirm the allegations in whole, or in part with amendments, or disaffirm with no further action taken. An affirmation will result in one or more sanctions to the offender. In an administrative hearing, a preponderance of the evidence is sufficient to affirm the allegations.

Associated Actor	Relationship	Description
Offender	Presents Evidence	
Hearing Examiner	Schedules	
Hearing Officer	Determination	In some jurisdictions the roles of Hearing Officer and Hearing Examiner are combined.

- Special Requirements:

Special Requirement	Description
ACA Standard: Disciplinary Hearing 4-4240 Conduct of Hearing	Disciplinary hearings on rule violations are conducted by an impartial person or panel of persons. A record of the proceedings is made and maintained for at least six months.

Formal Hearing Activity Diagram

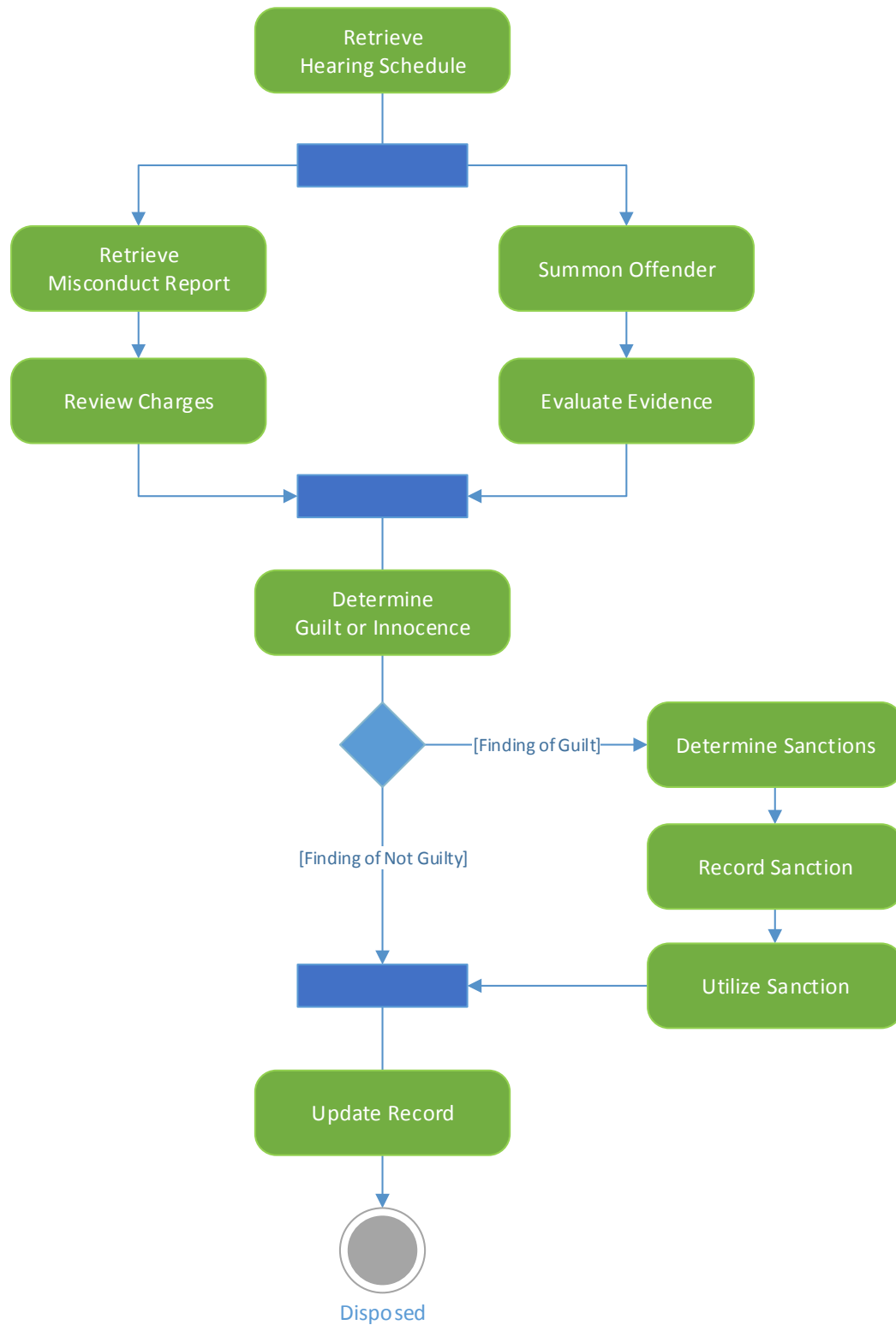


Figure 7: Formal Hearing Activity Diagram

1.6.1 Flow of Events

Retrieve Hearing Schedule - Obtain the schedule listing for a specific date that includes information necessary to perform a formal hearing.

Data provided: Schedule Data, Schedule Data.

- Special Requirements:

Special Requirement	Description
ACA Standard: Disciplinary Hearing 4-4242 Conduct of Hearing	Inmates have an opportunity to make a statement and present documentary evidence at the hearing and can request witnesses on their behalf. The reasons for denying such a request are stated in writing.
ACA Standard: Disciplinary Hearing 4-4241 Conduct of Hearing	Inmates charged with rule violations are present at their hearings unless they waive that right in writing or through their behavior.

Retrieve Misconduct Report - Obtain the information for a specific violation that was documented and recorded for purposes of review.

- Data provided: Misconduct Report.

Review Charges - Review information about the infractions to adequately formulate a belief or understanding of the facts.

Summon Offender - Using appropriate methods to contact the offender, staff with custody and control, and appropriate security checkpoints, will issue instructions directing the offender to report to a specified location at a specified time.

- Data provided: Evidence Identifiers.

Detail
When an offender is summoned to a formal hearing where a rule infraction is reviewed, any evidence they are to present will be pre-arranged and brought to the hearing when it is scheduled.

Evaluate Evidence - Review evidence about a specific incident or infraction to adequately formulate a belief or understanding of the facts.

Determine Guilt or Innocence - After reviewing all applicable information a decision is formulated that is supported by the facts as presented, and any accompanying documents and evidence. The decision will result in a finding affirming or disaffirming of the allegations.

- Data provided: Finding Information, Finding Information.

(If finding of guilt) Determine Sanctions - When it is decided that an offender has violated a rule or infraction, as a result of a formal hearing, one or more sanctions will be applied.

- Data provided: Sanction Data.

Record Sanction - The result of a process whereby an offender has either admitted to or has been found guilty of an infraction will result in a disciplinary action known as a sanction. The process of defining the sanction and any parameters with which to apply the sanctions is a separate step in the disciplinary process. An evaluation of available sanctions will be performed, and an appropriate sanction will be applied for the infraction. In some jurisdictions, the sanction is well defined for each offense, so the application is simply an affirmation of the policy. The sanctions that have been ordered will be recorded and linked to an infraction report. Note there can be many sanctions ordered as a result of a finding of guilt for a rule infraction.

Utilize Sanction - The result of a process whereby an offender has either admitted to or has been found guilty of an infraction will result in a disciplinary action known as a sanction. The process of defining the sanction and any parameters with which to apply the sanctions is a separate step in the disciplinary process. An evaluation of available sanctions will be performed, and an appropriate sanction will be applied for the infraction. In some jurisdictions the sanction is well defined for each offense, so the application is simply an affirmation of the policy. Sanctions can be in the form of housing restrictions, loss of earned or good time, loss of spending privileges, or loss of property as examples.

Update Record - When information is obtained for an established record, the pre-existing information in the record is amended or an addendum is added for future reference or communication.

- Special Requirements:

Special Requirement	Description
ASCA Performance Measures: Institutional Safety Key Indicator II.1.a	Number of assailants in prisoner-on-prisoner attacks committed with a weapon that involved serious injury during the calendar year adjusted for the number of prisoners held by the agency on June 30 and reported as a rate per 1,000.
ASCA Performance Measures: Institutional Safety Key Indicator II.3.a	To be counted, an assailant must have been convicted of a prison violation or the act must be substantiated in the disciplinary process and/or a court of law. Number of incidents of non-consensual sexual battery in which the victim is a male prisoner during the calendar year adjusted for the number of male prisoners held by the agency on June 30 and reported as a rate per 1,000.
ASCA Performance Measures: Institutional Safety Key Indicator II.3.b	An incident must be substantiated by the disciplinary process and/or a court of law. Number of incidents of non-consensual sexual battery in which the victim is a female prisoner during the calendar year adjusted for the number of female prisoners held by the agency on June 30 and reported as a rate per 1,000.
ASCA Performance Measures: Institutional Safety Key Indicator II.4.a.1	An incident must be substantiated by the disciplinary process and/or a court of law. Number of incidents of forcible sexual battery perpetrated on male staff by male prisoners during the calendar year adjusted for the number of male prisoners held by the agency on June 30 and reported as a rate per 1,000.
ASCA Performance Measures: Institutional Safety Key Indicator II.4.a.2	An incident must be substantiated by the disciplinary process. Number of incidents of forcible sexual battery perpetrated on male staff by female prisoners during the calendar year adjusted for the number of female prisoners held by the agency on June 30 and reported as a rate per 1,000.

Special Requirement	Description
ASCA Performance Measures: Institutional Safety Key Indicator II.4.b.1	An incident must be substantiated by the disciplinary process. Number of incidents of forcible sexual battery perpetrated on female staff by male prisoners during the calendar year adjusted for the number of male prisoners held by the agency on June 30 and reported as a rate per 1,000.
ASCA Performance Measures: Institutional Safety Key Indicator II.4.b.2	An incident must be substantiated by the disciplinary process. Number of incidents of forcible sexual battery perpetrated on female staff by female prisoners during the calendar year adjusted for the number of female prisoners held by the agency on June 30 and reported as a rate per 1,000.

Pre-Condition	Description
None	
Post-Condition	Description
Disposed	In a case involving due process, the findings and resultant actions have been ordered.

1.7 Use Case Specification: Appeal

A redress process is provided to offenders as a recourse avenue resulting from a formal proceeding such as classification, grievance, or disciplinary hearings. The offender can initiate an appeal process after a final decision or finding has been rendered by submitting required documentation to support the appeal. The documentation must be submitted following established guidelines, to the proper authority, within a defined time period.

Associated Actor	Relationship	Description
Offender	Files	
Superintendent	Decides	Some jurisdictions have implemented multi-level reviews in the appeal process.

- Special Requirements:

Special Requirement	Description
ACA Standard: Disciplinary Hearing 4-4248 Appeal	Grant inmates the right to appeal decisions of the disciplinary committee to the warden/superintendent or designee. Inmates have up to 15 days of receipt of the decision to submit an appeal. The appeal is decided with 30 days of its receipt, and the inmate is promptly notified in writing of the results.

1.7.1 Flow of Events

Retrieve Appeal - Obtain the appeal document from the appropriate source or storage location.

- Data provided: Appeal Document.

Appeal Activity Diagram

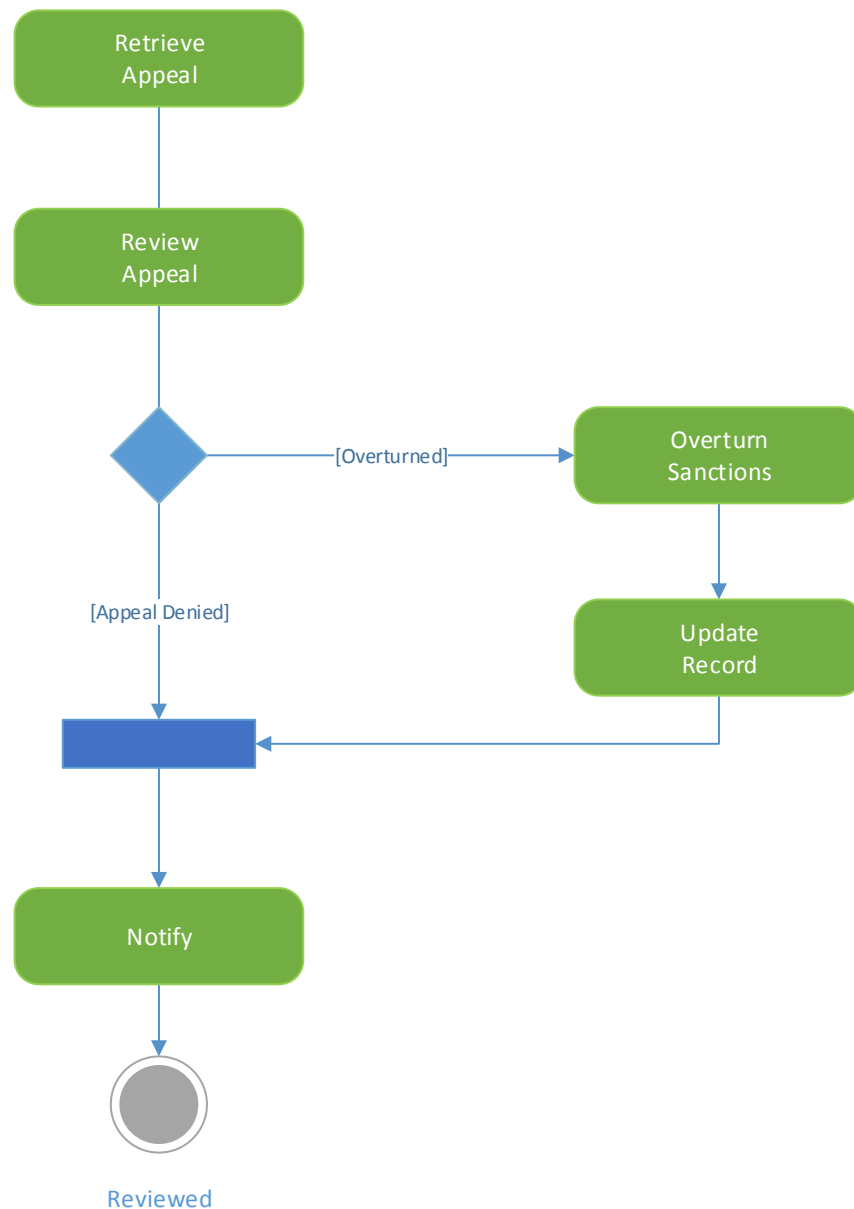


Figure 8: Appeal Activity Diagram

Review Appeal - When an offender submits a document appealing a decision or finding, a review of the information is performed to ensure procedures and policies were followed in prerequisite processes. A decision is rendered either supporting or overturning the preceding actions, with appropriate notification issued.

- Data provided: Denial Reason, Approval Reasons.

(If overturned) Overturn Sanctions - The result of an appeal review may reverse a previous decision of guilt. If so, sanctions that were imposed will be terminated, and adjustments made where feasible.

Update Record - When information is obtained for an established record, the pre-existing information in the record is amended or an addendum is added for future reference or communication.

Notify - The notification activity produces and disseminates appropriate information for the purpose of making staff aware of an event and/or initiating action. The staff needing to know must have been identified for each event.

Pre-Condition	Description
None	
Post-Condition	Description
Reviewed	Staff review of past behavior or conditions in respect to future action.

1.8 Use Case Specification: Sanction

The result of a process whereby an offender has either admitted to or has been found guilty of an infraction will result in a disciplinary action known as a sanction. The process of defining the sanction and any parameters with which to apply the sanctions is a separate step in the disciplinary process. An evaluation of available sanctions will be performed and an appropriate sanction will be applied for the infraction. In some jurisdictions, the sanction is well defined for each offense so the application is simply an affirmation of the policy. Sanctions can be in the form of housing restrictions, loss of earned or good time, loss of spending privileges, or loss of property as examples.

1.8.1 Flow of Events

Retrieve Sanctions - Obtain the sanction order information produced from a disciplinary finding.

- Data provided: Sanction Data.
- Alternative Flows:

Detail
Time sanctions in some jurisdictions will include the review of good time and apply loss of good time when appropriate.

Check Visitor Sanction - When sanctions are ordered a check will be performed to ensure the appropriate sanction is applied. In this instance, if a loss of visitation privileges has been ordered the visitor information for the offender will be updated and reflect sanction and parameters in which it is to be applied.

- Data provided: Sanction Data.

Detail
When a visiting sanction is applied, the offender record of approved visitors is updated to reflect the sanction and parameters that apply. This will prevent a visit from occurring during the sanction period.

Sanction Activity Diagram

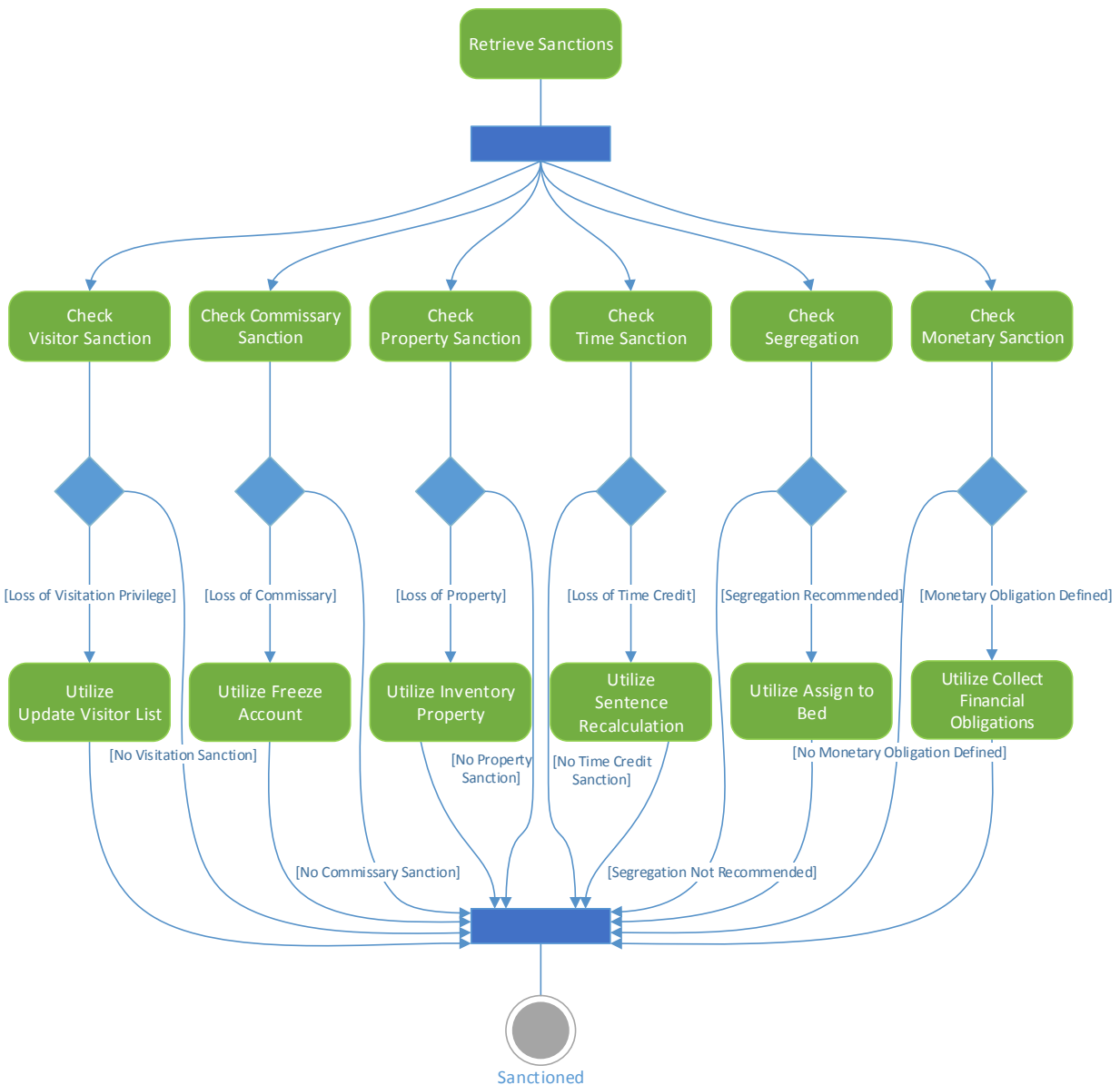


Figure 9: Sanction Activity Diagram

(If Loss of visitation privilege) Utilize Update Visitor List - Once a review process has been completed and it has been approved, the visitor information will be added to the list of approved visitors the offender can receive. When the number of approved visitors on the list exceeds the maximum number allowed, the visitor will be placed on a waiting list until such time the record can be added.

Check Commissary Sanction - When sanctions are ordered a check will be performed to ensure the appropriate sanction is applied. In this instance, if a loss of commissary privileges has been ordered the restriction information for the offender will be communicated, and reflect the sanction and parameters in which it is to be applied.

- Data provided: Sanction Data.

(If loss of commissary) Utilize Freeze Account - An offender's account is frozen and no funds may be disbursed out of the account until the account is released. This may be due to outstanding commitments such as fines, costs, or restitution, or it may be the result of a sanction.

Check Property Sanction - When sanctions are ordered a check will be performed to ensure the appropriate sanction is applied. In this instance, if a loss of property privileges has been ordered the restriction information for the offender will be communicated, and reflect the sanction and parameters in which it is to be applied.

- Data provided: Sanction Data.

Detail
When a property sanction is applied, the inventory process will address loss of property items appropriately, as well as update the inventory record to that an accurate reference of property items is provided.

(If Loss of property) Utilize Inventory Property - Accounting for offender property is an ongoing process during the incarceration period. Offenders are often moving to other living assignments. In most instances, the movement will result in a search of their property to ensure offenders have no contraband items. Intra-facility movement will definitely involve a search of their property, and either listing the items on an inventory form or a check against an existing inventory record. Contraband items will be confiscated and turned over for disposition. If a property record hasn't been produced, one will be in order to begin tracking their property items.

Check Time Sanction - When sanctions are ordered a check will be performed to ensure the appropriate sanction is applied. In this instance, if a loss of earned time has been ordered the sanction information will be communicated with parameters in which it is to be applied.

- Data provided: Sanction Data.

(If Loss of time credit) Utilize Sentence Recalculation - The Records Office will perform periodic reviews of the offender sentence to apply time credits that will affect the projected date of release from incarceration. The receipt of an amended sentence order affecting the original sentence(s) may trigger this function, resulting in a change to the projected date of release.

Check Segregation - When sanctions are ordered a check will be performed to ensure the appropriate sanction is applied. In this instance, if a reassignment of the offender to a living unit with more restrictive controls is ordered the sanction will include parameters in which it is to be applied.

- Data provided: Sanction Data.

(If segregation recommended) Utilize Assign to Bed - To move an offender from one housing unit/cell/bunk to another there is a process for reserving the bed. When the move occurs, regardless of inter or intra facility, the offender must be departed (checked out) from the previous bed assignment upon movement and received as soon as the offender arrives in the assigned bed.

The reservation may be done at the facility or central office level and may be down to the bed and bunk. However, the housing unit reserves the ability to adjust the specific bunk assignment.

The housing unit will display open bunks, as well as any cells in the unit occupied by enemies, co-defendants, and security threat group members by which co-location may violate policy.

Housing is notified of the scheduled move. The offender's property is prepared to move if the move is permanent and the property is allowed at the receiving facility. The offender is checked out or departed from the originating facility by the facility staff. The offender will be shown in transit until arriving at the receiving facility.

Check Monetary Sanction - When sanctions are ordered a check will be performed to ensure the appropriate sanction is applied. In this instance, a monetary obligation may have been defined. If it has the obligation amounts will be specified.

- Data provided: Sanction Data.

(If monetary obligation defined) Utilize Collect Financial Obligations - When a qualified deposit is processed, a portion of the deposit amount will be encumbered to satisfy reparations defined in a sentence order or disciplinary infraction. The sum of encumbrances will be withdrawn from the trust account with the insertion of a single transaction, releasing the encumbrance.

Pre-Condition	Description
None	
Post-Condition	Description
Sanctioned	The application of sanctions that were ordered.