


Chapter:	<b>Disciplinary System</b>	Classification:	<b>Public Document</b>
Subject:	<b>Rules and Regulations</b>		
For:	<b>Correctional Facilities</b>	 Authorized by Executive Director	

**1. Policy**

- 1.1 It is the policy of Correctional Services to hold adults and young persons accountable for their behaviour while in custody.
- 1.2 The disciplinary system is designed to
  - 1.2.1 ensure compliance with established rules and regulations developed to protect those within the correctional facility
  - 1.2.2 support personal growth and self-control
  - 1.2.3 promote positive behaviour and personal development
  - 1.2.4 provide an opportunity for reparation

**2. Authority**

- 2.1 Sections 69 to 73 of the *Correctional Services Act*, and Sections 85 to 99 of the *Correctional Services Regulations* authorize the disciplinary system.

**3. Workplace Violence Prevention Plan**

- 3.1 This policy, in addition to any associated facility Standard Operating Procedures (SOP) is part of the Correctional Services Division's overall workplace violence prevention plan as required by section 7 of the *Violence in the Workplace* regulations.


**4. Rules**

- 4.1 Prohibited conduct and activities for adults and young persons in custody are outlined in Section 85(1) and (2) of the *Correctional Services Regulations*.

**5. Notice of Rules**

- 5.1 In accordance with Section 87 of the *Correctional Services Regulations* designated staff will review and provide a copy of facility rules to all adults and young persons in custody.

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## 6. Warnings

- 6.1 In accordance with section 88(1)(b)(i) of the *Correctional Services Regulations*, correctional staff have the discretion to address minor disciplinary rule infractions by giving the adult or young person a warning that their behaviour is an infraction of a specified rule and repetition may result in further disciplinary penalties.

## 7. Breach of Rules

- 7.1 Persons in custody will be held accountable for inappropriate behaviour, specifically in respect to breaches of the rules included in sections 86(1) and (2) of the *Correctional Services Regulations*.
- 7.2 The disciplinary system has three (3) breach levels that address
- 7.2.1 the severity of the breach of a rule
  - 7.2.2 the behavior and attitude demonstrated at the time of the breach
- 7.3 The three levels of the disciplinary system are
- 7.3.1 Level I breach are minimal breaches of the correctional facility rules and regulations
  - 7.3.2 Level II breaches are more serious breaches of rules and regulations of the correctional facility
  - 7.3.3 Level III breaches are most serious breaches of the correctional facility rules and regulations
- 7.4 As not all breaches of rules are of similar severity, see Breach of Rules and Regulations Chart 42.00.00-A for examples.
- 7.5 All breaches of rules will be documented as follows
- 7.5.1 on the appropriate form
    - 7.5.1.1 Level I Report (see form [42.00.00-B](#))
    - 7.5.1.2 Level II and III Report (see form [42.00.00-C](#))
    - 7.5.1.3 indicating the associated Justice Enterprise Information Network (JEIN) code (full lists of all active codes are available at Tables/More/Incident and Tables/More/Penalties)
  - 7.5.2 enter the rule breach and resulting disciplinary sanctions on JEIN

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7.5.3 scan and upload the completed forms to FileNet via the Document Tab in JEIN

7.6 A copy of section one, describing the rule breached, and section two the results of the investigation will be provided to the adult or young person prior to a disciplinary adjudication.

7.7 Information not to be shared with the adult or young person will be documented in the "[Appendix A](#)" section of the report when there is cause to believe that providing the information will

7.7.1 jeopardize the safety and security of any person

7.7.2 disrupt to the orderly operation and effective delivery of programs and services at the correctional facility

7.8 The "[Appendix A](#)" section of the report will not be shared with the adult or young person.

## 8. Disciplinary Adjudications and Penalties

8.1 Disciplinary adjudications and subsequent penalties will be carried out in accordance with

8.1.1 Section 70(1) of the *Correctional Services Act*

8.1.2 Sections 93, 94 and 95(1) of the *Correctional Services Regulations*

8.1.3 Subject 42.04.00, [Disciplinary Adjudication](#)

## 9. Appeals of Disciplinary Penalties

9.1 An appeal process is available for adults or young persons to request a review of adjudication results or the disciplinary penalties imposed for breach of facility rules and regulations, see Policy and Procedures, 5.05.00, [Appeal Process](#).

## 10. Standard Operating Procedures (SOP)

10.1 Superintendent will develop Standing Operating Procedures (SOP) that will identify staff responsible to

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- 10.1.1 review rules and regulations with and provide a copy to adults and young persons
- 10.1.2 provide appropriate copies of the alleged breach, in accordance with section 7.6 to 7.8 above
- 10.1.3 enter breach of rule information to JEIN and upload associated documentation