

Incentives and Discipline Process

976.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures for the use of incentives, the administration of discipline, and the use of room confinement that promotes acceptable behavior, including the use of positive behavior interventions and supports with youth in our care and custody. This policy applies to all juvenile facility staff.

976.1.1 DEFINITIONS

Definitions related to this policy include:

Incentives – Rewards given to youth for good behavior. These can be actual items or additional privileges given to the youth.

Room Confinement – The placement of a youth in a locked room with minimal or no contact with persons other than correctional facility staff and attorneys. Room confinement does not include confinement of a youth in a locked single person room for brief periods as may be necessary for required institutional operations.

976.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15 §§ 1354.5, 1390, & 1391;
- Juvenile Facility Services Policies: Classification; Orientation; Room Confinement, & Prison Rape Elimination Act (PREA) of 2003;
- Welfare and Institutions Code §§ 208.3, 209, 210 & 885.

976.3 POLICY

A positive, non-punitive environment for youth shall be provided. Reasonable limits for behavior necessary to maintain order shall be governed by a system of rules and regulations that are clear, consistent and uniformly applied. Provisions shall be made to provide accessible information to youth with disabilities, limited English proficiency, or limited literacy. A positive incentive program shall be in place that promotes and reinforces positive youth behavior. Discipline shall be imposed at the least restrictive level which promotes the desired behavior and shall not include corporal punishment, group punishment, or physical or psychological degradation. Staff shall utilize trauma informed approaches when considering consequences for youth.

When incentives do not guide a youth's behavior in a positive direction and rule violations occur, discipline may be imposed to gain compliance and to aid in directing the youth toward positive behavior. While all juvenile facility staff are responsible for identifying and notifying youth of misbehavior, only probation staff are responsible for imposing discipline. Discipline shall only be administered by probation corrections officers (PCOs), senior probation corrections officers (SPCOs), and supervising probation officers (SPOs), and shall never be delegated to a youth. Rule violations shall be considered minor or major, depending on the severity or magnitude of the behavior. All discipline requires documentation by either an incident report, a detention contact, a

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daily log entry, or room confinement forms. Any disciplinary consequence that results in a youth being placed in a room for greater than 15 minutes requires DO approval and preparation of an incident report in the Juvenile and Adult Management System (JAMS). Refer to Juvenile Facilities policy: Room Confinement.

Deprivation of any of the following is not permitted for disciplinary purposes:

- (a) Bed and bedding;
- (b) Daily shower, access to drinking fountain, toilet and personal hygiene items, and clean clothing;
- (c) Full nutrition;
- (d) Contact with parent(s)/legal guardian(s) or attorney;
- (e) Exercise;
- (f) Health care services and behavioral health counseling;
- (g) Religious services;
- (h) Clean and sanitary living conditions;
- (i) The right to send and receive mail;
- (j) Education; and
- (k) Rehabilitative programming.

976.4 INCENTIVES

Youth housed in Riverside County Probation Facilities shall be rewarded for good behavior. Points and incentives will be utilized to recognize youth for meeting daily and weekly behavior goals. Youth can earn points throughout the day and week to earn added privileges and specialized items. Youth shall also receive recognition through certificates and acknowledgement for improvement and effort.

976.5 MINOR RULE VIOLATIONS

Minor rule violations may be handled informally by counseling. Staff shall advise the youth of expected conduct if imposing a minor consequence. When discipline is imposed for minor rule violations, staff shall document the youth's behavior. Youth may appeal minor discipline by completing and submitting a grievance form. Examples of minor violations include, but are not limited to:

- (a) Dangerous acts/horseplay: Dangerous acts that could result in injury to youth or others. This includes horseplay activities that consist of loud, raucous behavior, rough contact or roughhousing, and/or wrestling between two or more youth.
- (b) Disobeying staff directives/failure to comply: Engaging in disruptive or nuisance behavior or activities.
- (c) Suspension from school;

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- (d) Use or possession of contraband: Any item(s) concealed or found in the facility that is prohibited including, but not limited to: extra food, clothes, bedding, towels, or books.
- (e) Lying: Intentionally deceiving staff, this can include, but not be limited to false allegations.
- (f) Stealing: The knowing and unauthorized taking of an item belonging to another person.
- (g) Verbal misbehavior/inappropriate language: Use of language that is considered crude, offensive, demeaning, and/or disrespectful, including irritating or harassing others; cursing; racially or gender insensitive words; and name calling or ridicule.
- (h) Threats: An expressed intention to inflict harm, pain or injury on the person of another.
- (i) Gambling: All forms of gambling are prohibited.
- (j) Fighting that does not result in a serious injury, additional law violations, or extension of custody time: A mutual assault between two or more youth.
- (k) Vandalism/destruction of property: Intentional or malicious destruction of personal property of another person or county property and does not result in additional law violations or extension of custody time.
- (l) Gang affiliated behavior including, but not limited to, written, verbal, and non-verbal gang related communications.
- (m) Inappropriate sexual behavior: Activities, regardless of voluntariness, that may include otherwise developmentally normative behaviors, norm-violating behaviors, sexual harassment, and exploitation/taking unfair advantage of another. This includes sexual comments or gestures, sexual advances, exposure, sexually explicit writing or photographs, viewing pornography, masturbatory behavior, sexual favors, sexual threats and sexting.

976.6 CONSEQUENCES FOR MINOR VIOLATIONS

- (a) Special assignments: May include redoing poor work, writing an essay, reading a book, a verbal or written apology, or cleaning/restoring areas or items in the facility vandalized by the youth (example: cleaning graffiti/tagging from a wall or table).
- (b) Inmate Calling Engine (ICE) privileges: Youth may be temporarily restricted from ICE phone call privileges during free time. This does not include phone call rights to attorneys, social workers, or the PREA Ombudsman.
- (c) Loss in honor roll and/or incentive/canteen privileges.
- (d) Room Confinement: Room confinement shall not be used before other, less restrictive options have been attempted and exhausted, unless attempting those options poses a threat to the safety and security of any youth or staff. Refer to Juvenile Facilities policy: Room Confinement.
- (e) Juvenile treatment facility only:
 - 1. Placement on status review: Disciplinary action which restricts the youth's extra-curricular activities.

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2. Loss of furlough: The loss of a furlough is primarily a treatment decision determined by the caseworker, SPO, and the facility manager(s).

976.7 PROCEDURE FOR THE APPEAL PROCESS FOR MINOR DISCIPLINE

A youth may appeal minor discipline by completing and submitting a grievance form. Upon the youth's request, staff shall comply with the grievance policy, ensuring that the DO is notified and that the grievance is forwarded to the DO as soon as practicable.

976.8 MAJOR RULE VIOLATIONS

Major rule violations are violations that are severe, and/or pose a safety and security risk that may result in room confinement, an extension of custody time, additional charges, or removal from the treatment program. Under certain circumstances, an accumulation of minor violations may be considered a major violation. When major discipline is imposed, staff shall advise the youth of expected conduct. The DO shall review and may approve or deny the imposition of any major discipline. If major discipline is imposed, the youth is entitled to due process.

Examples of major violations may include, but are not limited to:

- (a) Use or possession of contraband: Any item(s) concealed or found in the facility, which may be potentially dangerous or poses a significant safety risk and is therefore prohibited including, but not limited to drugs, lighters, matches, alcohol and weapons of any kind.
- (b) Disobeying staff directives/failure to comply: Refusal to stop disruptive or nuisance behavior or activities. Refusal to follow a staff's reasonable directions to behave or perform appropriately. Refusal to obey staff directives, which results in an unsafe environment.
- (c) Riotous behavior: When three or more youth cause a disruption or interfere with normal facility operations due to their actions, threats, demands, or suggestions to advocate disruption or disturbance.
- (d) Escape attempts: Any act to undermine the security of the facility, such as obtaining a key, conspiring to escape, aiding or abetting, attempting to escape or acquiring implements which could be used to escape.
- (e) Sexual assault: Touching without penetration (either directly or through the clothing) of the genitalia, anus, groin, breast, inner thigh, or buttocks by a youth of another youth without the latter's consent, or of a youth who is coerced into sexual contact by threats of violence, or of a youth who is unable to consent or refuse. Any sexual penetration by a youth of another youth including contact between the penis and the vagina or the anus; contact between the mouth and penis, vagina, or anus; or penetration of the anal or genital opening of another person by a hand, finger, or other object. Refer to Juvenile Facility Services Policy: Prison Rape Elimination Act (PREA) of 2003.
- (f) Battery: Any willful and unlawful use of force or violence upon the person of another. An intentional physical attack.

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- (g) Vandalism/destruction of property or fire setting: Intentional or malicious destruction of personal property of another person or county property that can result in additional law violations or extension of custody time.
- (h) Stealing: The knowing and unauthorized taking of an item belonging to the juvenile facility or any juvenile facility staff.

976.9 CONSEQUENCES FOR MAJOR VIOLATIONS

- (a) Room Confinement: Room confinement shall not be used before other, less restrictive options have been attempted and exhausted, unless attempting those options poses a threat to the safety and security of any youth or staff. Refer to Juvenile Facilities policy: Room Confinement.
- (b) Extension of custody commitment time in a juvenile facility: When legally authorized per court order, additional time may be added.
- (c) Additional charges may be filed in court for youth who commit new law violations.
- (d) Removal from the treatment program (juvenile treatment facility only).

976.10 DUE PROCESS FOR DISCIPLINE

Youth receiving a consequence for a major violation have a right to a formal due process that includes a disciplinary hearing. The DO shall ensure staff have initiated a disciplinary hearing for each major discipline that is imposed. The youth may waive the disciplinary hearing and accept the consequence(s). Accommodations will be provided to youth with disabilities, limited literacy, and English language learners throughout the process.

976.11 PROCEDURE FOR DUE PROCESS FOR MAJOR DISCIPLINE

Staff imposing major discipline shall advise the youth of the intended consequence and explain the disciplinary hearing process to the youth. If the youth waives their right to a disciplinary hearing and accepts the consequence(s), no further action is required. The signed Discipline Hearing Acknowledgement form, waiving their right, shall be forwarded to the DO (attachment).

If the youth chooses not to waive their rights, the disciplinary hearing process must be initiated within 24 hours of the imposed consequence, and completed as soon as practicable. A copy of the Disciplinary Hearing Request form shall be provided to the youth. If a disciplinary hearing has been initiated, staff imposing major discipline shall immediately complete and sign a Finder of Fact Report form (attachment).

Staff shall prepare a packet to include the following:

- (a) Disciplinary Hearing Request form (attachment);
- (b) Finder of Fact Report form (attachment);
- (c) Related incident report(s);
- (d) Room Confinement form(s);
- (e) Witness statements, including staff and youth; and,

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- (f) Any physical evidence, including video recordings, that pertains to the incident.

Staff shall forward the prepared packet to the DO/unit SPO in a timely manner. As soon as possible, the DO/unit SPO shall appoint another SPO/SPCO who was not a party to the incident, as the disciplinary hearing officer (DHO).

Staff shall provide and explain the youth's rights to them and ask the youth to sign a Rights at Disciplinary Hearing form (attachment). A copy of the form shall be provided to the youth.

The DHO shall review the matter to ensure that it is a major rule violation. The DHO shall notify the youth's staff representative and witnesses of the hearing date and time.

976.11.1 DISCIPLINARY HEARING PROCESS/DHO RESPONSIBILITIES

During the disciplinary hearing, the DHO shall:

- (a) Review paperwork and ensure the process has been completed properly.
- (b) Explain the right to an appeal and the appeal process to the youth.
- (c) State and advise the youth of the specific allegations. Allow the youth the opportunity to favorably present their matter and to confer with their staff representative.
- (d) Maintain control of the disciplinary hearing. Conduct the hearing in an orderly manner. Allow each side to present their case, ask questions and answer without interruptions.
- (e) Keep the process productive. Do not allow non-productive behavior or conversations to occur.
- (f) Remain objective.

After the disciplinary hearing, the DHO and the youth shall sign the bottom of the Disciplinary Hearing Request form (attachment) acknowledging that the disciplinary hearing was conducted.

The DHO shall make a decision based on the facts that were presented during the hearing. The facts presented shall either be substantiated (true finding) or unsubstantiated (false finding) allegation(s).

The decision to find the allegation(s) substantiated includes, but is not limited to, the following criteria:

- (a) Consistency in staff and other witness testimony;
- (b) Consistency in incident report(s);
- (c) Youth admitting to the allegation; and,
- (d) Physical evidence is compelling and sufficient (video recording of incident that occurred on the date, time and location of incident that supports the incident occurred as stated; photographs of damaged property/injuries to others; etc.).

If the allegation(s) are unsubstantiated, the DHO shall dismiss the allegation(s) upon a finding that the youth did not commit the act as alleged.

- (a) If the youth is on room confinement, the youth shall be removed from room confinement and allowed to rejoin the group at this time;

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- (b) Behavior points shall be added, if applicable;
- (c) Any demotion or suspension of honor roll status shall be reinstated; and,
- (d) Any extension of custody commitment time shall be rescinded.

If the allegation(s) are substantiated, the DHO shall make this finding and review the consequence(s) recommended for the major violation to determine if the action is consistent with policy and procedure.

The DHO may modify the consequence(s) as appropriate but the degree of the sanction imposed cannot be increased. The DHO shall ensure that the practical application of fair and objective discipline was imposed.

Any consequence given to a youth shall include elements which support positive behavior interventions and deter the youth from further violation(s) of juvenile facility rules.

The DHO shall complete a Disciplinary Hearing Summary/Disciplinary Hearing Officer Report form (attachment) and forward it to the facility manager(s) for review along with the packet. The youth shall be provided a copy of the form with the findings and decision of the DHO.

976.12 PROCEDURES FOR THE APPEAL PROCESS FOR MAJOR DISCIPLINE

If after receiving notice of the DHO's decision, the youth is not satisfied and wants to request an appeal to be reviewed by the facility manager(s), a Disciplinary Hearing Appeal Form (attachment) shall be provided to the youth. The form along with the packet shall be forwarded to the facility manager(s) for review and final decision.

Appeals to the facility manager(s) may be approved, modified, reversed, or returned with directions including ordering a rehearing, but may not increase sanctions to be imposed. The decision of the facility manager(s) is final.

An appeal by a youth for major discipline must fit into one of the following criteria:

- (a) New evidence available which may affect the findings.
- (b) Procedural errors (i.e. youth not given opportunity to call witnesses, etc.).
- (c) The youth shall state specific reasons for their appeal.

976.13 DENIAL OF YOUTH'S RIGHT TO DUE PROCESS

Staff who knowingly and willfully deny a youth their right to due process are subject to disciplinary action.

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12/07/2017

07/18/2016

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09/27/2010

Created: 03/01/2000

Attachments:

1. [Discipline Hearing Acknowledgement](#)
2. [Disciplinary Hearing Request](#)
3. [Finder of Fact Report](#)
4. [Rights at Disciplinary Hearing](#)
5. [Disciplinary Hearing Summary/Disciplinary Hearing Officer Report](#)
6. [Disciplinary Hearing Appeal Form](#)



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DISCIPLINARY HEARING ACKNOWLEDGEMENT

RJH IJH SJH AMC-YTEC

A. I, _____ acknowledge receipt of written notice of a Major Rule Violation(s) _____ on _____ at _____ hours, by _____

B. Specific details of violation and consequences(s) recommended: _____

C. Youth's acknowledgement (check appropriate boxes below):

Having reviewed the above, I agree with the events as described and accept the consequence(s) as described under Major Discipline. I waive my right to an automatic Disciplinary Hearing on this matter.

I have reviewed the above, disagree with the events as described and/or do not accept the consequence(s) as described under Major Discipline. I choose to exercise my right to Due Process and request a Disciplinary Hearing before the Disciplinary Hearing Officer (DHO) on this matter.

Staff Signature Date

Youth Signature Date

Duty Officer Signature Date



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DISCIPLINARY HEARING REQUEST

RJH IJH SJH AMC-YTEC

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A. I, _____, acknowledge receipt of written notice of a Major Rule Violation(s)
Youth's Name/CID
_____, on ____/____/____, at _____ am/pm, by _____
Specific Rule Violation Date Time Staff's Name

B. Specific details of violation and consequence(s) recommended:

C. Youth's acknowledgement (check the appropriate boxes below):
 Having reviewed the above, I agree with the events as described and accept the consequence(s) as described under Major Discipline. I waive my right to an automatic Disciplinary Hearing on this matter.
 I have reviewed the above, disagree with the events as described and/or do not accept the consequence(s) as described under Major Discipline. I choose to exercise my right to Due Process and request a Disciplinary Hearing before the Disciplinary Hearing Officer (DHO) on this matter.

D. This matter has been referred for a Disciplinary Hearing to the Disciplinary Hearing Officer (DHO) regarding the above allegations. The hearing will be held on ____/____/____ at _____ am/pm.
Date Time

E. You are entitled to a staff representative at the hearing. Please indicate below if you would like to have a staff representative.
 I request a staff representative. Staff representative: _____

F. List the names of all witness that you wish to appear. A witness is someone who actually observed the incident or someone who may have firsthand knowledge or information that is pertinent to your matter.

Name: _____ Name: _____
Name: _____ Name: _____
Name: _____ Name: _____



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DISCIPLINARY HEARING REQUEST

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G. The DHO will make reasonable attempts to call all witnesses listed but this may not be possible due to scheduling and availability. Unavailable witnesses will be asked to submit a written statement on your behalf.

1. I have received written notice of the major violation(s).
2. I understand the Disciplinary Hearing will be conducted by a person who is not a party to the incident.
3. I understand that I have an opportunity to be heard, as well as present evidence and testimony.
4. I understand that I may request to be assisted by a staff representative in the hearing process.
5. I understand that this hearing is administratively reviewed.

_____ /____/____ _____ /____/____
Youth's Signature *Date* *Staff's Signature* *Date*

H. Unit Supervising Probation Officer (SPO)/ Duty Officer (DO) Review and Comment:

_____ /____/____
SPO/DO Signature *Date*

I. Administrative Review:

_____ /____/____
Facility Manager/Designee Signature *Date*

J. Youth's Acknowledgement after Disciplinary Hearing:

I acknowledge that I received my right to the disciplinary hearing conducted on ____/____/____.
Date of Hearing

_____ /____/____ _____ /____/____
Youth's Signature *Date* *DHO Signature* *Date*

STEP ONE: Staff imposing major discipline shall request the youth to complete and sign a Disciplinary Hearing Request form to determine whether or not the youth requests a disciplinary hearing. If the youth waives his/her right to a disciplinary hearing and accepts the consequence(s), no further action is required. The signed form, waiving his/her right, shall be forwarded to the DO. If the youth refuses to complete or sign this form, wishes to exercise his/her right to a disciplinary hearing and/or does not accept the consequence(s), a disciplinary hearing shall be conducted. A copy of this form shall be provided to the youth. NEXT STEP: Staff completes and signs the Finder of Fact Report.



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FINDER OF FACT REPORT

RJH IJH SJH AMC-YTEC

Youth's name: _____ CID: _____

Unit: _____ Date of incident: ____/____/____ Time of incident: _____ am/pm

Nature of major rule violation: _____

Due Process

- Youth advised of alleged major violation(s)
- Youth provided opportunity to respond
- Witnesses identified/staff representative chosen
- Youth provided Disciplinary Hearing Request (copy)
- Youth provided Rights at Disciplinary Hearing (copy)
- Matter referred to Disciplinary Hearing Officer (DHO) for disciplinary hearing with discovery (Copy of Disciplinary Hearing Request, Incident Reports, etc.)

Summary statement:

Recommended action:

Signature of Finder of Fact (PCO)

____/____/____
Date

Print Name and Title

Name of Unit SPO

STEP TWO: If a disciplinary hearing is requested, staff imposing major discipline shall complete and sign a Finder of Fact Report form. This form shall be completed prior to the end of the shift when a youth requests a disciplinary hearing and forwarded to the Unit SPO or the DO along with the Disciplinary Hearing Request form, related incident report(s), separation form(s), witness statements, and any evidence that pertains to the incident. NEXT STEP: Staff explains and provides a copy of the Rights at Disciplinary Hearing form to youth.



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RIGHTS AT DISCIPLINARY HEARING

RJH IJH SJH AMC-YTEC

As guaranteed by the 14th Amendment of the Constitution, you have a right to disciplinary due process. You have either requested a disciplinary hearing or if the consequence(s) you received resulted in an extension of custody time in a juvenile facility, filing of new charges in court, and/or removal from a treatment program the process is automatic. A disciplinary hearing is an administrative procedure separate from criminal investigations and/or the court process. The hearing shall be heard and conducted by a Disciplinary Hearing Officer (DHO). Either a Supervising Probation Officer (SPO)/Senior Probation Corrections Officer (SPCO) shall be assigned to fulfill that role. The DHO assigned shall be an SPO/SPCO who was not a party to the incident. The DHO shall provide you with his/her decision; however, if you are not satisfied with the ruling you have a right to appeal the DHO's decision to the Facility Manager(s).

RIGHTS

- You have a right to receive written notice of the rule violation(s) through a copy of the Disciplinary Hearing Request form that shall be provided to you.
- You have the right to be present during the hearing.
- You have a right to have a staff representative (not a party to the incident) represent you during the hearing.
- You have a right to confer with the staff representative, have him/her speak on your behalf and ask questions of witnesses.
- You have a right to call any witnesses (youth, staff or others who witnessed the incident) to testify on your behalf.
- You have a right to present a statement, evidence and testimony if you choose.
- You have a right to remain silent if you chose.
- You have a right to have an interpreter present if needed.
- You have a right to receive written notice of the decision of the DHO.
- You have a right to an appeal if you are not satisfied with the decision of the DHO. The appeal will be reviewed by the Facility Manager(s). The Facility Manager(s) decision is final and you will receive a written notice of the decision within five (5) days of filing the appeal.

I, _____, hereby acknowledge that I have been advised of the above rights afforded me at
Youth's Name/CID

the Disciplinary Hearing before the DHO at _____ am/pm on ____/____/____.
Time Date

_____/_____/_____
Youth's Signature Date Staff's Signature Date

STEP THREE: Staff shall provide and explain the youth's rights to him/her and ask the youth to sign a Rights At Disciplinary Hearing form. A copy of this form shall be provided to the youth. NEXT STEP: The DHO shall complete and sign a Disciplinary Hearing Summary/Disciplinary Hearing Officer Report form.

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DISCIPLINARY HEARING SUMMARY/DISCIPLINARY HEARING OFFICER REPORT

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A. Youth's name/CID: _____ Date of incident: ____/____/____ Time of incident: _____ am/pm

Unit: ____ Allegation: _____

B. Summary of Incident:

C. Consequence(s) received:

D. Date/Time of hearing: _____ DHO: _____ SPO: _____

Advance written notice provided to youth Rights at disciplinary hearing provided to youth

E. Staff representative: Youth Waived Appeared Name: _____ Title: _____

Comments:

F. The youth: Admits Denies allegations

Summary of youth's statement:

G. Witnesses:

Name: _____

Statement:

Name: _____

Statement:

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DISCIPLINARY HEARING SUMMARY/DISCIPLINARY HEARING OFFICER REPORT

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H. Finding of the DHO:

Facts support that commission of the act was:

- Substantiated
- Unsubstantiated, no consequence imposed, allegation(s) dismissed, removal from BCS warranted

Consequence was:

- Within Juvenile Facility Services Policy: Discipline guidelines
- Excessive, beyond Juvenile Facility Services Policy: Discipline guidelines

I. Consequence(s) recommended by staff:

- Extension of custody commitment time in a juvenile facility for _____.
- Filing of new charges in court.
- Removal from a treatment program.
- Other:

J. Consequence(s) imposed: _____

K. The youth has been advised of the findings, including the specific evidence relied upon, the consequence(s) and reason(s) for the action. He/she has been advised of their right to appeal this decision within two weeks of the disciplinary hearing. A copy of this report has been provided to the youth.

_____ /_____/_____
DHO Signature *Date*

STEP FOUR: The DHO shall complete and sign a Disciplinary Hearing Summary/Disciplinary Hearing Officer Report form and forward it to the facility manager(s) for review along with the packet. The youth shall be provided a copy of this form with the findings and decision of the DHO. NEXT STEP: If the youth requests an appeal, a Disciplinary Hearing Appeal Form shall be provided to the youth.

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DISCIPLINARY HEARING APPEAL FORM

RJH IJH SJH AMC-YTEC

Youth's name/CID: _____ Unit: ___ Date: ___/___/___ Date of hearing: ___/___/___

You have a right to file an appeal concerning the decision by the Disciplinary Hearing Officer (DHO) regarding the disciplinary action you received for a major violation. If you believe that one or more of the items listed in the criteria below applies, check the corresponding box. Also describe, in detail, the basis for your appeal. The Facility Manager(s) shall review the appeal and render a final decision.

THE APPEAL MUST BE REQUESTED WITHIN TWO WEEKS OF THE DISCIPLINARY HEARING.

- 1. New evidence is available which will affect the findings.
- 2. Procedural errors were made (no opportunity for witnesses to be called, etc.)

Basis for the appeal: _____

_____/_____/_____
Youth's Signature *Date*

DECISION ON APPEAL

Decision of Facility Manager is: _____ Date received: ___/___/___

- Upheld
- Overruled
- Modified: _____
- Ordered for rehearing

Facility Manager's comments: _____

_____/_____/_____
Facility Manager's Signature *Date of Review*

STEP FIVE: This form, along with the packet shall be forwarded to the facility manager(s) for review and final decision.