



**Administrative Policies and Procedures: 25.8**

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| <b>Subject:</b>     | <b>Definitions of Disciplinary Offenses for Youth in DCS Group Homes</b> |
| <b>Authority:</b>   | TCA 37-5-105, 37-5-106   |
| <b>Standards:</b>   | <b>DCS Practice Standards:</b> 7-202A, 7-203A                            |
| <b>Application:</b> | To All Department of Children's Services Group Home Employees            |

**Policy Statement:**

The terms and definitions found herein shall be the only offenses utilized when a Disciplinary Report/Notice of Hearing is issued to a youth in a DCS Group Home. These terms will be made available to all DCS Group Home Employees and youth and will be reviewed annually.

**Purpose:**

To ensure disciplinary offenses governing youth rule violations are established in writing for youth in DCS Group Homes.

**Procedures:**

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| <b>A. Disciplinary report</b> | When a disciplinary report is issued to a youth, a term must be selected from <b>Sections B and C</b> that most nearly describes the youth's alleged behavior and entered on form <b>CS-0055, Disciplinary Report/Notice of Hearing</b> .  |
| <b>B. Major offenses</b>      | Major offenses constitute the most serious category of offense behavior and are subject to the highest level of disciplinary action. Major offenses will include the following: <ol style="list-style-type: none"> <li>1. <b>Aggravated Battery:</b> To attack or strike another person with a weapon or cause serious bodily injury.</li> <li>2. <b>Arson:</b> An act committed by any person who willfully and maliciously sets fire to or burns, causes to be burned, or who aids, counsels or procures the unauthorized burning of any property, building or any other structure, whether the property of himself/herself or of another and which causes or has the potential to cause significant damage to person or property.</li> <li>3. <b>Assault:</b> An attempt (or the unequivocal appearance of an attempt) to do bodily injury with force or violence to another person, accompanied with the apparent present ability to do so.</li> </ol> |

4. **Assault and Battery:** The execution of an attempt to hit or strike another person with the intent to cause bodily harm.
5. **Attempted Escape:** To create by word and action a reasonable belief that an effort is being made to presently leave custody without authorization to do so.
6. **Burglary:** Entering a house, building, room and/or any facility areas specifically secured from or forbidden to youth's with the intent to commit a major offense.
7. **Conspiracy:** Two or more youth plotting together to riot, escape, and/or cause injury to persons or cause serious destruction or theft of property, together with some act toward accomplishment of it.
8. **Damaging/Destroying State Property:** The intentional and malicious destruction of State owned property. This includes supplies, clothing, materials, and other items issued from State supplies for the personal use of youths.
9. **Escape:** To flee from custody or supervision of the Department of Children's Services or someone to whom the youth has been entrusted; the unlawful departure of a youth from a facility or from custody while being transported.
10. **Extortion:** To either verbally or by written or printed communication maliciously threaten to accuse another of a crime, offense, or immoral act, or to do, or threaten to do, any injury to the person, reputation, or property of another, with intent thereby to obtain any money, property or monetary advantage whatever; or to compel the person so threatened to do any act against his/her will.
11. **Fighting:** A physical altercation between two or more persons without weapons.
12. **Forgery:** The fraudulent making or alteration of any writing to the prejudice of another's rights. This includes falsified signatures and/or the production of false documents such as letters, passes, and the like.
13. **Gambling:** The act of wagering items of value on the outcome of any event.
14. **Interfering with Staff:** Any willful physical or verbal action by a youth that is intended to prevent a staff member from performing their duties.
15. **Participation in a Riot:** To incite others to riot or to organize, promote, encourage, or directly take part in a disturbance.
16. **Pass Violations:** The commission of any unlawful act or the violation of any rule, regulation, or policy governing passes, while on pass.
17. **Possession of Contraband:** To have, to gain or maintain control over, and/or to cause to be brought onto the facility grounds item(s) that are illegal by law or that are expressly prohibited by those legally charged with the responsibility for the administration and operation of the facility.
18. **Possession of Weapon:** To have without authorization, to gain or maintain control over without authorization, and/or to cause to be brought onto the facility grounds without authorization any object likely to cause serious injury or death. Any such object found in a youth's room is presumed to be in the possession of the occupant(s) of that housing space.

19. **Possession/Use of Drugs:** To use, to have, to gain or maintain control over, and/or to cause to be brought onto the facility grounds any illegal drug or authorized medication, including narcotics, hallucinogens, opiates, barbiturates, stimulants, marijuana, or any medication not properly prescribed by a physician.
20. **Possession/Use of Intoxicant/Inhalant:** To have, to gain or maintain control over, to cause to be brought onto the facility grounds, and/or to ingest, inject, or inhale any intoxicant or inhalant, including glue, paint, gasoline, and the like.
21. **Rape:** Sexual penetration of another accompanied by the use of force or coercion to accomplish the act.
22. **Receiving and Concealing:** The act of obtaining property from another person knowing that the property has been stolen and intending to deprive the true owner of the property.
23. **Repeated Minor Violations:** Seven (7) minor violations within a fourteen (14) day period.
24. **Refusal of a Direct Order:** The willful refusal by a youth to follow and/or carry out a specific, authorized, written or verbal directives issued by staff.
25. **Selling Inhalants/Drugs/Intoxicants:** To exchange illegal or unauthorized drugs for money or other items of value; the giving or loaning of illegal or unauthorized drugs to another will be included under this definition.
26. **Sexual Battery:** Forced sexual contact with another person without that person's consent.
27. **Sexual Misconduct:** Sexual contact or sexual penetration of one youth by another.
28. **Stealing:** The unauthorized taking or using of the property of another person.
29. **Threatening of Staff:** Any explicit act by a youth, whether verbal or non-verbal, which indicates potential danger to staff. Mere words, spoken with no appearance of any intention to carry out the threat, are not an offense in this category.
30. **Threatening of Youth:** Any explicit act by a youth, whether verbal or non-verbal, which indicates potential danger to other youth(s). Mere words, spoken with no appearance of any intention to carry out the threat, are not an offense in this category.
31. **Use of Obscene Language:** The use of language that contains words commonly considered being curse words, whether or not addressed toward a particular person.
32. **Other:** Those offenses not listed in this policy or on the Disciplinary Report/Notice of Hearing that would constitute a felony offense.

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| <p><b>C. Minor offenses</b></p> | <p>Minor offenses are the breach of facility and/or departmental regulations governing youth conduct which do not constitute a felony offense. Minor offenses will include, but are not necessarily limited to, the following:</p> <ol style="list-style-type: none"> <li>1. <b><u>Disruptive Behavior:</u></b> Any acts, verbal or physical, which interrupt activities/programs.</li> <li>2. <b><u>Failure to Follow Facility Rules:</u></b> Not following in-house rules that are specifically defined and outlined in the youth’s handbook.</li> <li>3. <b><u>Horseplay:</u></b> Rough frolicking, not to the point of fighting.</li> <li>4. <b><u>Out of Assigned Area:</u></b> Being out of the location specifically assigned to a youth or group of youth without written or verbal permission.</li> <li>5. <b><u>Racial Slurs:</u></b> A derogatory remark that is used to degrade a person based on their race or national origin.</li> <li>6. <b><u>Self-Mutilation:</u></b> To cut, stab, rip, burn, or otherwise damage any portion of the body by self-inflicted means.</li> <li>7. <b><u>Sexual Slurs:</u></b> A derogatory remark which is used to degrade a person based on gender, alleged sexual preference, or alleged sexual behavior</li> </ol> |
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| <p><b>Forms:</b></p> | <p><a href="#"><u>CS-0055, Disciplinary Report/Notice of Hearing</u></a></p> |
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| <p><b>Collateral documents:</b></p> | <p><i>None</i></p> |
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