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ADMINISTRATIVE REGULATION
NUMBER 403

OPR: MEN'S AND WOMEN'S SERVICES

PROCEDURES FOR INMATE RULE VIOLATIONS

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures for inmate rule violations.

II. POLICY

It is the policy of the ADOC to establish a regulation to identify the disciplinary process for inmates who commit violations.

III. DEFINITIONS AND ACRONYMS

- A. **Arrest**: The taking of an inmate into custody, or making a charge, by the authority of this regulation, federal law, Alabama law, or municipal law for charging an inmate with a violation.
- B. **Arresting Official**: An ADOC employee who charges an inmate with a violation.
- C. **Behavior Citation Form**: An instrument used for the documentation of a non-Good Time earning inmate's Low Level Rule Violation and the sanction(s) imposed.
- D. **Disciplinary Hearing**: A procedural hearing conducted for rule violation(s).
- E. **Disciplinary Report**: An instrument used for the documentation of an inmate's rule violation, hearing proceedings, and the sanction(s) imposed.
- F. **Employee**: For the purpose of this regulation, an ADOC employee is considered as any full time, part-time, temporary employee and other persons such as, but not limited to, contractors, vendors, education personnel, and volunteers.
- G. **Hearing Officer**: An ADOC employee designated by the Warden/Division Director/Designee to chair the hearing and render a recommendation.

- H. **Inmate Database**: A systematically arranged collection of information pertaining to active and inactive inmates, that is digitally stored, including inmate demographics, sentencing requirements, and incarceration details, for subsequent retrieval and reporting.
- I. **Mental Health Code**: A letter code assigned to each inmate that indicates whether the inmate is on the mental health caseload, and the level of treatment required. There are five possible mental health codes:
1. **MH-A**: Assigned to inmates not currently receiving mental health services and who are not on the mental health caseload.
 2. **MH-B**: Assigned to inmates who require outpatient mental health services and who have demonstrated stable coping skills for at least six months and can be housed in facilities that do not provide daily mental health services by mental health staff.
 3. **MH-C**: Assigned to inmates who require outpatient mental health services at a major facility, who have any diagnosed mental disorder associated with functional impairment that interferes with their ability to meet the ordinary demands of living.
 4. **MH-D**: Assigned to inmates who are receiving chronic or acute mental health services and require placement in a specialized housing unit (e.g., Residential Treatment Unit or Stabilization Unit).
 5. **MH-H**: A temporary mental health code that is reserved for use only by the Office of Health Services indicating that an inmate with any of the other MH code designations will not be moved from the current housing unit or facility.
- J. **Re-Initiation**: The re-serving of a disciplinary.
- K. **Residential Treatment Unit (RTU)**: A specialized housing placement for treating inmates with serious mental illness who are at risk for psychiatric deterioration in a less restrictive setting. This may be a short-term placement for inmates to resolve crises, or a long-term placement for inmates who experience persistent difficulty functioning in an outpatient setting.
- L. **Rule Violation**: Any act or infraction that may result in a behavior citation or disciplinary.
- M. **Sanction**: An authorized penalty for a rule violation.
- N. **Serious Mental Illness (SMI)**: Psychotic Disorders, Bipolar Disorders, and Major Depressive Disorder; any diagnosed mental disorder (excluding substance use disorders) currently associated with serious impairment in psychological, cognitive, or behavioral functioning that substantially interferes with the person's ability to meet the ordinary demands of living and requires an individualized treatment plan by a qualified mental health professional(s).