



# DISCIPLINARY ACTIONS

## RECORD AND TRACK RULE VIOLATIONS AND SUBSEQUENT DISCIPLINE

### ROBUST DISCIPLINE RECORDS

The Disciplinary Actions module provides your corrections personnel with a way to record and track violations of jail rules and any disciplinary actions applied to violators, bringing relevant data such as charges, sanctions, and hearing information to a single screen. Records of violations and disciplinary measures can be created from the Disciplinary Actions Charges and Sanctions tabs, from the Incidents screen, or from the inmate's individual name record, allowing you to follow your preferred processes when entering the information. The module's Summary tab also enables you to include any necessary narrative or additional data.

### INCIDENT INTEGRATION

The module promotes efficiency and organization within your database by enabling personnel to link the disciplinary actions applied to each inmate directly to the incident records of the original rule violations. This provides you with easy navigation, both from the incident records and from inmate name records.

### DETAILED DISCIPLINARY HEARING DATA

You can use the Discipline tab to schedule any necessary disciplinary hearings. The module's Discipline tab keeps all relevant information in one place, including the date and time of the scheduled hearing, incident number, names of disciplinary board members, and history of the disciplinary action. You can also use checkboxes on the page to

signify whether the inmate will self-represent or be represented by another party, whether or not cross-examination and witnesses will be allowed, and more. An account of the hearing itself can then be added to the Summary tab.

### INMATE SANCTIONS AND FLAGS

The module's Sanctions tab enables your jail personnel to attach any disciplinary sanctions that could apply to an inmate, such as loss of recreation time or access to the commissary, directly to the inmate record, as well as the timeframe in which that sanction will be in place. Once a disciplinary sanction has been applied to an inmate, your personnel need to be able to see that sanction throughout the database in order to enforce it effectively. With the Disciplinary Actions module, inmates with active sanctions are flagged throughout the system until the sanction either expires or is manually removed from the inmate record.



**1.** Associate specific disciplinary sanctions to an inmate's name record, which will appear throughout your jail management system until they expire or are manually removed.

**2.** Add multiple charges and findings in the Charges tab, when necessary, as well as a written summary of the events.

**3.** Use the Disciplinary Actions module to record all relevant disciplinary hearing information in a single location.

