

DISCIPLINE PROCESS

INCIDENT EMAIL. The discipline process starts when a resident or staff member witness or reasonably believe that you committed a prohibited act. The Resident Manager will send you an email describing the incident and the prohibited act(s) you are accused of committing. You will ordinarily receive the email within 24 hours of the Resident Manager becoming aware of your involvement in the incident. When a resident or staff member witness or reasonably believe that a violation of CDH regulations has been committed, a resident or staff member must send an email report to the Resident Manager.

The description of the incident should contain all facts known by the resident or staff member that are not confidential. Anything unusual about the resident's behavior should be noted. The reporting resident or staff member must also list persons (staff, residents, others) at the scene, and physical evidence. The description of the incident must provide the accused resident with specific evidence for which he/she may prepare a defense.

When it appears likely that the incident may involve criminal prosecution, the Resident Manager must terminate the investigation and notify the appropriate authorities.

The Resident Manager will inform you: of the charge(s) against you; and that you may remain silent at all stages of the discipline process, but that your silence may be used to draw an adverse inference against you at any stage of the process. Your silence alone, however, cannot be the basis for finding you committed the prohibited act(s).

When the Resident Manager asks for your statement, you may give an explanation of the incident, request any witnesses be interviewed, or request that other evidence be obtained and reviewed.

The Resident Manager then talks to persons with direct and relevant information, and summarizes their statements.

CDH encourages informal resolution of minor incidents with a \$100 fine. However, major violations may result in termination of your placement.