

<b>TITLE: RULES OF CONDUCT AND SANCTIONS</b>	<b>POLICY #: 68</b>
Department: Program/Services	Effective Date: 06/25/01
	Applicable Standards:
	3-JCRF-3C-01, 02, 03, 05, 07, 08, 11, 12, 13, 14
<b>Revisions: 7-30-03; 8-18-03; 8-15-05; 9-1-06; 12-31-12</b>	

Policy: McCrossan Boys Ranch will have a written set of rules and regulations regarding expected and forbidden behavior for the residents. Disciplinary procedures will be carried out in a timely and respectful manner.

Definitions: N/A

Procedures:

1. Program rules and regulations will be reviewed at least annually by the Associate Director with input from the Unit Managers and updated if necessary.
2. Program rules and regulations will be included in the Resident Handbook that is given to new residents and readily accessible to residents and staff at all times.
3. If a resident has a literacy or communication deficit, the resident's Unit Manager or designee will assist the resident in understanding the rules and regulations and document the needed assistance in the resident's file.
4. Standard sanctions for rule violations will be posted and included in a handbook that is readily accessible to all residents and staff.
5. Staff may resolve minor infractions of facility rules informally.
6. When staff has reasonable belief that a resident has committed a severe violation of the rules, they will prepare a severe rule violation report before the end of their shift and submit it the On Duty Supervisor or a Unit Manager.
7. The Unit Manager will provide the resident a written copy of the severe rule violation report within 24 hours, excluding weekends and holidays.
8. Upon receipt of the severe rule violation report, a resident may waive his right to a disciplinary hearing and accept the consequences laid out in the resident handbook or request a disciplinary hearing. The waiver must be documented in writing, signed by the resident, reviewed by the Associate Director or Unit Manager, and placed in the resident's file.
9. When a resident receives a sanction for rule violations, whether through a formal hearing or through the behavioral point system, the reason for the sanction will be shared with the resident, and the resident will be given the opportunity to explain his behavior.

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10. A record of all sanctions will be kept in each resident's file. That record will include: type of sanction, date of sanction, nature of the violation leading to the sanction, and dated signature of the staff imposing the sanction. The record is reviewed and signed by a supervisory staff member daily.
  
11. Room restriction is not used as a sanction at McCrossan Boys Ranch. At times staff ask residents to take a self-directed cooling off period in their rooms. Residents also may be required to have "chair time" in common areas under direct supervision of staff.
  
12. Facility restriction is not used as a primary sanction at the Ranch. At times, residents are placed on Ranch restriction due to behavioral reasons or if it is felt they pose a threat to the community. In all instances of Ranch restriction, a written restriction status form is filled out by staff. The form must be signed, dated and submitted to the facility administrator. If the restriction is for more than 48 hours, an administrative hearing will be held regarding the restriction by a staff member who was not involved in the incident leading to restriction.