

<p style="text-align: center;">STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS</p>	<p style="text-align: center;"><u>INTERIM REVISION MEMO:</u> MINOR DISCIPLINARY INFRACTIONS</p>	<p style="text-align: center;">Page 1 of 1</p>						
<p>Local Procedure(s) Required: Yes. Applicability: All staff (including contractors and volunteers) Security Level: “B” – Anyone may have access to this document.</p>								
<p>Approved:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">SIGNED</td> <td style="width: 33%; text-align: center;">06/14/2017</td> <td style="width: 33%; text-align: center;">06/28/2017</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Lisa Menard, Commissioner</td> <td style="border-top: 1px solid black; text-align: center;">Date Signed</td> <td style="border-top: 1px solid black; text-align: center;">Date Effective</td> </tr> </table>			SIGNED	06/14/2017	06/28/2017	Lisa Menard, Commissioner	Date Signed	Date Effective
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This Interim Revision Memorandum replaces Section 3. Minor Violations, in Directive 410.01, Inmate Discipline.

3. Minor Violations

- a. Minor violations constitute the least serious violations of written facility rules listed in *Attachment 1*. Staff shall resolve minor violations through an informal administrative process. At a minimum, the informal process shall include:
 - i. Providing the inmate with a written statement of the alleged violation and the sanction imposed (if applicable) within twenty-four hours. This notice and statement shall be provided by the Shift Supervisor or a Supervisor not involved in the incident.
 - b. The Supervisor shall designate a person to resolve the minor disciplinary infraction. The person assigned by the Supervisor shall:
 - i. Discuss the violation with the inmate and options for them to repair any harm to the facility or others caused by their misconduct; or
 - ii. If no agreement can be reached, the Supervisor shall impose sanction(s) and inform the inmate of the action taken, and when the sanction(s) shall be carried out.
4. An inmate who refuses the imposed sanction shall not be issued a Major B12 – Failure to carry out any disciplinary sanction order (whether from informal or formal resolution). Rather, the Supervisor or designee shall impose a sanction to resolve the original minor violation.