



ADMINISTRATIVE POLICIES
AND PROCEDURES
State of Tennessee
Department of Correction

Index #: 502.05

Page 1 of 7

Effective Date: January 11, 2016

Distribution: B

Supersedes: 502.05 (3/15/14)

Approved by: Derrick D. Schofield

Subject: DEFINITIONS OF DISCIPLINARY OFFENSES

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606, TCA 40-35-501 as amended.
- II. PURPOSE: To define the rule infractions for which an inmate within the physical custody of the Tennessee Department of Correction (TDOC) may be disciplined and/or criminally prosecuted.
- III. APPLICATION: To all TDOC and privately managed institutional employees and inmates, and employees of Tennessee Rehabilitative Initiative in Corrections (TRICOR).
- IV. DEFINITIONS: Attempt: To attempt an act occurs when an accused makes a substantial but unsuccessful effort to commit said act. This effort entails more than mere preparation.
- V. POLICY: The TDOC shall consistently and uniformly apply the definitions below to alleged and/or adjudicated offenses which are the subject of disciplinary proceedings and which may be referred to the local district attorney general for further prosecution.
- VI. PROCEDURES:
 - A. The rule infractions defined below classified as either Class A (most serious), B, or C (least serious).
 1. Abuse of Telephone Privileges (TEL) (Class B or C): Making unauthorized use of telephone, abusing equipment, or violating any other written directive relating to inmate telephone use.
 2. Abscond (ACM) (Class A): To flee custody from indirect supervision. (Indirect supervision is defined as periodic observation and monitoring of offenders as is reasonable in order to supervise said offenders who are assigned to a work crew, detail, or similar assignment not inside the secure perimeter of a facility. This also applies to offenders who flee from Probation or Parole supervision or Furlough. Absconders may be considered for prosecution for the criminal offense of escape)
 3. Arson (ARS) (Class A): An act committed by any inmate who willfully and maliciously sets fire to or burns, causes to be burned, or who aids, counsels or procures the burning of any personal property, any house, building or other structure, the property of himself/herself or another.
 4. Assault on Staff with Weapon (ASW) (Class A): The assaulting of any staff member, visitor or guest using any object as a weapon, including any liquid or solid substances thrown on or otherwise projected on or at such person, regardless of whether contact is made. The use of teeth will also constitute a violation of this rule.

| | | |
|---|----------------|-------------|
| Effective Date: January 11, 2016 | Index # 502.05 | Page 2 of 7 |
| Subject: DEFINITIONS OF DISCIPLINARY OFFENSES | | |

5. Assault on Staff without Weapon (ASO) (Class A): Hostile physical contact or attempted physical contact with a staff member, visitor or guest, including, but not limited to hitting, shoving, wrestling, kicking or similar behaviors.
6. Assault on Offender with Weapon (AOW) (Class A): The assaulting of any inmate using any object as a weapon, including any liquid or solid substances thrown on or otherwise projected on or at such person, regardless of whether contact is made. The use of teeth will also constitute a violation of this rule.
7. Assault on Offender without Weapon (AOO) (Class A): Hostile physical contact or attempted physical contact with an inmate including but not limited to hitting, shoving, wrestling, kicking or similar behaviors.
8. Attempt to Abscond (ACA) (Class A): To attempt to flee custody from indirect supervision.
9. Attempted Escape (AES) (Class A): To attempt to flee from direct custody or supervision of the TDOC.
10. Attempted Suicide (SUC) (Class B): Situation in which an individual has performed an actual or seemingly life-threatening behavior with the intent of jeopardizing his/her life or presenting the appearance of such intent, but which has not resulted in death.
11. Burglary (BUR) (Class B): The breaking and/or entering into a building, room(s), or storage areas therein used and/or occupied by any person(s), or institutional areas specifically secured from or otherwise off limits.
12. Conspiracy to Violate State Law (CVS) (Class A or B): Two or more persons, each having the culpable mental state required for the offense which is the object of the conspiracy and each acting for the purpose of promoting or facilitating the commission of a state criminal offense, agreeing that one or more of them will engage in conduct which constitutes such offense. If a person guilty of conspiracy knows that another with whom the person conspired to commit a criminal offense has conspired with one or more other persons to commit the same offense, the person is guilty of conspiring with such other person or persons, whether or not their identity is known, to commit such offense. The state law and TCA Code violated shall be cited in the incident report.
13. Contraband (CON) (Class B or C): To have, own, gain, or maintain control of item(s) which are either prohibited or not specifically authorized, or in excess of what is authorized by departmental or institutional policy. Any such item(s) found in a cell or room is presumed to be in the possession of all occupants of that housing space.

| | | |
|---|----------------|-------------|
| Effective Date: January 11, 2016 | Index # 502.05 | Page 3 of 7 |
| Subject: DEFINITIONS OF DISCIPLINARY OFFENSES | | |

14. Defiance (DFN) (Class A or B): To curse, insult, or threaten a staff member, visitor, or guest in any manner. Prohibited conduct includes but is not limited to abusive or insulting conversation, phone calls, letters, or gestures by an offender. Also, to obstruct, resist, distract, or attempt to elude staff, or any effort to do the above, in the performance of their duties or to intimidate or attempt to intimidate staff in order to manipulate staff's actions.
15. Destruction of State Property (DSP) (Class B): Willful abuse and/or destruction of state-owned property. All guilty dispositions may result in the assessment of restitution for the amount of damages.
16. Destruction of Personal Property (DPP) (Class B): Willful abuse and/or destruction of the personal property of another.
17. Dress Code Violation (DRV) (Class C): Failure to properly wear prescribed clothing in designated areas or in the manner mandated by TDOC Policy.
18. Drug Paraphernalia (DRP) (Class B): Any objects found of any kind which are used, intended for use, or designed for use in injecting, inhaling, ingesting, or otherwise introducing drugs into the human body. Such items include but are not limited to pipes, tubes, cans, needles, etc.
19. Drugs – Possession/Selling/Use (DPO) (Class A or B): To have, own, gain, or maintain, control over illegal drugs, or unauthorized medications, including narcotics, hallucinogens, opiates, barbiturates, stimulants, marijuana, including synthetic or K2, or medications in a manner not prescribed by a dentist or physician or the sell or exchange of any illegal drugs or medications. Any such item found in a cell or room is presumed to be in the possession of all the occupants of that housing space.
20. Escape (ESC) (Class A): To flee custody from direct supervision, custody, or control (such as while in transport to or from court, a hospital, or other venue) or from within the confines of a fenced facility.
21. Extortion (EXT) (Class B): To either verbally or by written or printed communication maliciously threaten to accuse another of a crime, offense or immoral act; to do any injury to the person, reputation or property of another, with intent thereby to obtain any money, property, or pecuniary advantage whatever; or to compel the person so threatened to do any act against his/her will.
22. Failure to Report as Scheduled (FRS) (Class C): Failure to be at a designated area at the prescribed time.
23. Falsifying, Altering, or Forging an Official Document (FAL) (Class B or C): Changing, modifying, or altering the writing of others, or, the fraudulent making of any writing. This includes falsifying documents such as passes, ID cards, letters, etc.

Subject: DEFINITIONS OF DISCIPLINARY OFFENSES

24. Failure to Turn in Earnings (FTE) (Class B): The failure of inmates assigned to applicable external work programs as required by said program to deliver their salaries or other income to the institution.
25. Fighting (FIG) (Class B or C): A physical altercation between two or more persons without weapons.

Note: If a weapon is present – staff will also charge the inmate with Possession of a Deadly Weapon. If the Weapon is used, then the incident becomes an Assault on Inmate with Weapon
26. Flooding (FLD) (Class B or C): Deliberately causing cell or unit walk to become flooded with water.
27. Furlough Violation (FVI) (Class B): Failure to adhere to rules and regulations governing conduct during a period of authorized absence from the facility.
28. Gambling/Gaming (GAG) (Class C): The act of wagering items of value in a game of chance.
29. Homicide (HOM) (Class A): The killing of another person.
30. Horseplay (HOR) (Class C): Rough frolicking, not to the point of fighting.
31. Indecent Exposure (IND) (Class B or C): The deliberate exposure in front of another person of the breasts, genitals, or buttocks in a manner intended to excite, embarrass, or threaten that person.
32. Intoxicants – Use, Sell, Exchange, Possess (IUS) (Class B): The wrongful possession, use, selling, or exchange of alcoholic products, inhalants, or misuse of prescribed or legal drugs causing an alteration of one’s physical or mental state, commonly termed “under the influence.”
33. Larceny (LAR) (Class B): The unauthorized taking, receiving, or carrying away of state property or the personal goods of another person.
34. Late Returning (LRT) (Class B or C): The failure to return to a specific place at the appointed time after authorized attendance at a job, school, training program or appointment pass.
35. Littering (LIT) (Class C): Carelessly or deliberately discarding materials in unauthorized areas.
36. Mutilation (MUT) (Class B or C): To cut, stab, rip, tattoo, burn, or otherwise damage a particular portion of the body by self-inflicted means.
37. No TDOC ID Card on Person (NID) (Class C): Failure to maintain ID card in possession.
38. No TDOC ID on Clothing (NOC) (Class C): Failure to mark or maintain proper TDOC identification on clothing.

| | | |
|---|----------------|-------------|
| Effective Date: January 11, 2016 | Index # 502.05 | Page 5 of 7 |
| Subject: DEFINITIONS OF DISCIPLINARY OFFENSES | | |

39. Operating Unauthorized Vehicle (OUV) (Class B or C): The operation of any vehicle, either state or private, without written permission.
40. Out of Place (OOP) (Class C): Being present in a restricted or prohibited place or any unauthorized area not governed by general call-out or any area without either written or verbal permission.
41. Participating in a Riot (PIR) (Class A): To organize, promote, encourage, or directly take part in an institutional disturbance involving an assemblage of several persons which conduct creates grave danger of substantial damage to property or serious bodily injury to persons.
42. Participation in Security Threat Group Activities (PGA) (Class A): To organize, promote, encourage, or directly participate in a security threat group or security threat group activity.
43. Pending Investigation (PIN) (No disciplinary class designation used): Designation to be used when an inmate is suspected of a Class A or Class B infraction, and the senior security officer determines that the inmate should be segregated pending investigation.
44. Personal Property Violation (PPV) (Class B or C): Possession of personal property in violation of TDOC and/or institutional policy (i.e., over 6 cubic feet of property; items not allowed by the commissioner's property list; appliances with no TDOC identification number, a defaced or altered number, or another inmate's number, etc.).
45. Possession and/or use of a Cellular Telephone/Communication Device (PCT) (Class B): To have, own, gain, use or maintain control of a cellular telephone or any device which allows unauthorized/unmonitored two-way communication. Any such item found in a cell or room is presumed to be in the possession of all occupants of that housing space.
46. Positive Drug Screen (PDR) (Class B): A positive test result for one or more categories of drugs of abuse.
47. Possession of a Deadly Weapon (PDW) (Class A): To have, own, gain, or maintain control over any object likely to cause serious injury or death. Any such object found in a cell or room is presumed to be in the possession of all the occupants of that housing space.
48. Possession of Free-World Money (PFM) (Class B or C): To have, own, have control of or attempt to bring unauthorized free-world money into an institution.
49. Possession/Use/Introduction of Tobacco Products Offender (PTO) (Class B or C): To possess, own, have, control of, use, introduce, or attempt to introduce into a correctional facility cigarettes, pipes, pipe tobacco, tobacco substitutes, chewing tobacco, snuff, matches, cigarette lighters, smoking paraphernalia, and other items developed or processed for the primary purpose of facilitating the use or possession of tobacco or tobacco-related products. Any such object found in a cell or room is presumed to be in the possession of all the occupants of that housing space.

| | | |
|---|----------------|-------------|
| Effective Date: January 11, 2016 | Index # 502.05 | Page 6 of 7 |
| Subject: DEFINITIONS OF DISCIPLINARY OFFENSES | | |

50. Possession of Security Threat Group Materials (PGM) (Class A): To have, own, gain, or maintain control over any material identified as affiliated with a security threat group that includes, but is not limited to items such as: publications which contain articles, illustrations, or advertisements in known security threat group publications; documents of by-laws, ceremonial procedures, rosters, hit lists, memorandums, use of colors, hand signs, drawings, membership cards, certificates of rank, letters of introduction, or any other article or document specifically associated with security threat groups. A security threat group is defined as a group of individuals possessing common characteristics which serve to distinguish them from other individuals or groups who have been determined to be acting in concert, so as to pose a threat or potential threat to staff, other inmates, the institution or the community.
51. Rape (RAP) (Class A): The act of forcing or coercing (through violence or threats of violence) an individual to submit to sexual intercourse (vaginal or anal) or other sexual acts to include cunnilingus and fellatio. The sexual penetration or act is accomplished without the consent of the victim and the defendant knows or has reason to know at the time of the penetration or sex act that the victim did not consent. It shall also include the sex act of forcibly introducing foreign objects into an individual's body cavity (vaginal or anal) without the victim's consent.
52. Receiving Two Food Trays (TFT) (Class C): Obtaining additional trays of food by going through serving line more than one time or by other means.
53. Refusal of Cell Assignment (RCA) (Class B or C): Refusal to accept a cell assignment made by a TDOC employee.
54. Refusal of/or Attempt to Alter Test (RAA) (Class B): Refusal to provide an adequate breath or urine sample for a drug or alcohol screen upon request, refusal to sign any chain of custody forms, or attempting to change or modify documents, urine, or blood content for the purpose of creating false negative test results.
55. Refusal to Participate (RTP) (Class A): Refusal by any inmate to accept or report to or adequately participate in any assigned work, educational, or vocational training programs.
56. Refusing to Provide DNA Specimen (RDN)(Class A): Refusal by any inmate who has been convicted of a sex offense as outlined in T.C.A. 40-35-321, to provide a DNA specimen when ordered to do so.
57. Sexual Harassment (SXH) (Class B or C): Making sexually related comments, gestures, or written communication to another person.
58. Sexual Misconduct (SXM) (Class B or C): Any sexual conduct involving an inmate, including those instances where the preponderance of evidence is indicative of a preparation for, or immediate conclusion of such acts, including acts involving people, objects, or animals.

| | | |
|---|----------------|-------------|
| Effective Date: January 11, 2016 | Index # 502.05 | Page 7 of 7 |
| Subject: DEFINITIONS OF DISCIPLINARY OFFENSES | | |

59. Solicitation of Staff (SOS) (Class B): To ask or seek a relationship with institutional or contract employees which extends beyond the normal in inmate/employee interaction. This includes, but is not limited to, fraternization, business transactions, social association, romance, or friendship.
60. Strong-armed Activity (SAA) (Class B): Intimidation or coercion of unwilling inmates to participate in any act.
61. Strong-armed Robbery (SAR) (Class A or B): The forcible taking of money or goods of any value from another person.
62. Tampering with Security Device or Equipment (TSD) (A or B): Tampering with locking or other security devices or equipment causing that device to malfunction or become inoperable.
63. Threatening Offender (TOF) (Class C): A threat to an inmate, whether verbal or physical, explicit or implied.
64. Unauthorized Financial Obligations/Transaction (UFT) (Class B or C): The selling, borrowing, or lending of goods (whether monies or property) or services between inmates or between inmates and free-world persons. Entering into any financial obligation between inmates or between inmates and free-world people without the consent of the Warden is also an unauthorized financial obligation/transaction.
65. Violation of TDOC/Institutional Policies (VPR) (Class B or C): Failure to comply with written rules governing inmate behavior. The incident report shall cite the TDOC policy or institutional policy violated, including policy section and subsection numbers.
66. Violation of State Law (VSL) (Class A or B): Any violation of T.C.A. not specifically addressed in this policy. The incident report shall cite the state law and TCA Code.

- B. Class A and B disciplinary offenses may be referred, at the warden's discretion, to the local district attorney general for possible prosecution.
- C. The acronyms listed in parentheses in Section IV.(A) are TOMIS abbreviations of Disciplinary (LIBK). The category "Violation of TDOC/Institutional Policies" (VPR) is to be used to enter those offenses not otherwise listed in this policy.
- D. All offenses which may be classified as A or B, or as B or C, may be so designated at the discretion of the disciplinary board/hearing officer depending upon the seriousness of the offense.

VII. ACA STANDARDS: 4-4226 and 4-4231.

VIII. EXPIRATION DATE: January 11, 2019.