

INCENTIVES AND DISCIPLINE DUE PROCESS

AUTHORITY:	Administrative Directive Board of State and Community Corrections Title 15 1390 and 1391
RESCINDS:	Procedure Manual Item 3-10-002 dated 08/18/23 Procedure Manual Item 3-10-001 dated 8/18/23
FORMS:	Behavior Notice (F057-6259) Juvenile Facilities Incentives Grid (Attachment A) Juvenile Facilities Sanctions Grid (Attachment B) Discipline Hearing Form New Form
PURPOSE:	The purpose is to establish and implement written policies and procedures for the use of incentives and the administration of discipline that promote acceptable behavior, including the use of positive behavior interventions. These policies and procedures promote acceptable behavior through positive behavior interventions and trauma-informed approaches.

I. Definitions

A. Definitions related to this policy include:

1. **Discipline – A consequence imposed to guide the conduct of youth.**
2. **Discipline Hearing Officer – A supervisor or Administrator who is not a party to the incident.**
3. **Due Process – A youth receiving a consequence for a major rule violation has a right to formal due process, including a disciplinary hearing. The Discipline Hearing Officer (DHO) shall ensure that staff have initiated due process for each major discipline imposed. The youth may waive the disciplinary hearing and accept the consequence(s). If the youth appeals the consequence(s), they have the right to an appeal.**
4. **Behavior Contract- A Behavior Contract is used for youth with repeated rule violations, both minor and major. When all other forms of behavior interventions have been utilized, and the negative behavior persists, a contract can be created based on the youth's maturity level to address the behavior. As part of the process, the youth will sign the behavior contract once the youth has a clear understanding of the expectations and will be given a copy of the behavior contract.**
5. **Incentives - Rewards given to youth for good behavior. These can be actual items or additional privileges given to the youth.**

II. Guidelines

- A. A positive, non-punitive environment for youth shall be provided. Reasonable limits on behavior necessary to maintain order shall be governed by a system of clear, consistent, and uniformly applied rules and regulations.**
- B. When negative behaviors and rule violations occur, interventions shall take place to gain compliance and to guide the youth towards positive behavior. Such interventions will be appropriate to the encountered negative behavior and administered progressively should such behaviors continue.**
- C. Sworn staff are the only persons authorized to administer discipline.**
- D. Provision shall be made to provide accessible information to youth with disabilities, limited English proficiency, or limited literacy.**
- E. At no time shall discipline be delegated to another youth.**
- F. Major discipline shall not be imposed unless the youth waives their right to a Due Process Hearing or until the Due Process Hearing is completed.**
- G. Discipline shall be imposed at the least restrictive level, which promotes the desired behavior and shall not include corporal punishment, group punishment, or physical or psychological degradation.**
- H. Deprivation of any of the following is not permitted:**
 - 1. Bed and bedding**
 - 2. Daily shower, access to drinking fountain, toilet, and personal hygiene items, and clean clothing**
 - 3. Full nutrition**
 - 4. Contact with parent or attorney**
 - 5. Exercise**
 - 6. Medical services and counseling**
 - 7. Religious services**
 - 8. Clean and sanitary living conditions**
 - 9. The right to send and receive mail**
 - 10. Education**
 - 11. Rehabilitative programming**

III. Incentives:

- A.**
- B.**
- C. Youth at any Orange County Probation Facility shall be rewarded for good behavior utilizing the phase system.**

- D. Behavior management promotes positive behavior by encouraging adherence to facility rules, providing pro-social and skill-building to youth, and recognizing hard work and good behavior with enhanced privileges.
- E. While **incentives** play an important role in shaping behavior, so do sanctions. Essential elements to ensure sanctions have the desired effect on shaping behavior include:
 - 1. Youth should know what behaviors are desired and not desired.
 - 2. The consequences of negative behavior should be clear.
 - 3. Sanctions should be as timely as possible to link the behavior to the response directly.
 - 4. Sanctions should not be harsh or more punitive than necessary.
 - 5. Sanctions should be fair and equitable.
 - 6. Whenever possible, sanctions should be linked to the behavior.

IV. Types of Minor Rule Violations

A. Minor rule violations include, but are not limited to:

- 1. Threats of violence
- 2. Vandalism/destruction of property: Intentional or malicious destruction of personal property of another person or county property and does not result in additional law violations or extension of custody time.
- 3. Disruptive behavior is when a youth engages in disruptive or nuisance behavior activities.
- 4. Dangerous acts/horseplay: Dangerous acts that could result in injury to youth or others. This includes horseplay activities that consist of loud, raucous behavior, rough contact or roughhousing, and/or wrestling between two or more youth.
- 5. Bullying
- 6. Gang activity involving displaying of one's gang affiliation, but not limited to, written, verbal, and non-verbal gang-related communications.
- 7. Not following directions
- 8. Smoking
- 9. Refusing to attend class/school
- 10. Possession of contraband - Any item(s) concealed or found in the facility that is prohibited, including, but not limited to: extra food, clothes, bedding, towels, non-issued school items, other youths' property, or books.

11. Mistreating animals on the grounds.
12. Violations that result in removal from camp, commitment program, or treatment facility without utilizing the court.

B. Discipline for Minor Rule Violations

1. Counseling/verbal redirection.
2. Special assignments: May include re-doing poor work, writing an essay, reading a book, a verbal or written apology, or cleaning/restoring areas or items in the facility vandalized by the youth (example: cleaning graffiti/tagging from a wall or table).
3. Forfeiture of points and/or incentives.
4. Youth can be restricted to a seat away from the group for a meal in an alternative area other than a locked room. If the youth presents a safety issue to the unit or facility, then room confinement shall be initiated.
5. Loss of phase privileges for the day.
6. Behavior contract for repetitive violations

C. Youth who receive minor discipline are entitled to the following rights before consequences are served:

1. A written notice of the violation on a Behavior Notice.
2. The right to appeal through a grievance process.
3. The appeal shall be conducted and reviewed by a Supervisor.

V. Discipline for intermediate misbehaviors requiring Supervising Probation Correctional Officer (SPCO) approval shall be documented in a Special Incident Report (SIR). All SIRs shall be completed before the staff completes their shift unless an SPCO or Administration approves a different accommodation. The following consequences for intermediate misbehaviors require SPCO approval:

- A. Restricted location (chair status)/restricted status in excess of one day.
- B. All intermediate disciplines requiring an SIR must be reviewed by an SPCO or Duty Officer within 24 hours.
- C. Behavior contract
- D. Any appeal by a youth for discipline resulting from minor or intermediate misbehavior is accomplished by filing a grievance form. Such appeals shall be handled as outlined in PMI 3-10-006 (Resident's Grievance Procedure), except 72-hour limits for responding shall be imposed at each step of the appeal process.

VI. Major Rule Violations

- A. Major rule violations are severe and/or pose a safety and security risk. When major discipline is imposed, staff shall advise the youth of the

expected conduct. The DO/SPCO shall review and may approve or deny the imposition of any major discipline. If major discipline is imposed, the youth is entitled to due process.

B. Examples of major violations may include, but are not limited to:

- 1. Use or possession of contraband:** Any item(s) concealed or found in the facility that may be potentially dangerous or pose a significant safety risk and is therefore prohibited, including, but not limited to, drugs, medication, lighters, matches, alcohol, and weapons and/or weapon replicas of any kind.
- 2. Disobeying staff directives/failure to comply:** Refusal to stop disruptive or nuisance behavior or activities. Refusal to follow a staff member's reasonable directions to behave or perform appropriately. Refusal to obey staff directives, resulting in an unsafe environment.
- 3. Riotous behavior:** When a youth or youths cause a disruption or interfere with normal facility operations due to their actions, threats, demands, or suggestions to advocate disruption or disturbance.
- 4. Escape attempts:** Any act to undermine the security of the facility, such as obtaining a key, conspiring to escape, aiding or abetting, attempting to escape, or acquiring implements which could be used to escape.
- 5. Inappropriate sexual behavior:** Activities, regardless of voluntariness, that may include otherwise developmentally normative behaviors, norm-violating behaviors, sexual harassment, and exploitation/taking unfair advantage of another. This includes sexual comments or gestures, sexual advances, exposure, sexually explicit writing or photographs, viewing pornography, masturbatory behavior, sexual favors, sexual threats, and sexting.
- 6. Gang behavior:** Gang behavior that willfully promotes, furthers, or assists in criminal conduct by members of that gang.
- 7. Sexual assault:** Touching without penetration (either directly or through clothing) of the genitalia, anus, groin, breast, inner thigh, or buttocks by a youth of another youth without the latter's consent; or of a youth coerced into sexual contact by threats of violence; or of a youth unable to consent or refuse. Any sexual penetration by a youth of another youth, including

contact between the penis and the vagina or the anus; contact between the mouth and the penis, vagina, or anus; or penetration of the anal or genital opening of another person by a hand, finger, or other object. Refer to Juvenile Facility Services Policy: Prison Rape Elimination Act (PREA) of 2003.

8. **Threats:** An expressed intention to inflict harm, pain, or injury on the person of another.
9. **Fighting, assault, and/or battery:** Any willful and unlawful use of force or violence against another person.
10. **Vandalism/destruction of property or fire setting:** Intentional or malicious destruction of another person's personal property or county property that can result in additional law violations or an extension of custody time.
11. **Stealing:** The knowing and unauthorized taking of an item belonging to a youth, the juvenile facility, or any juvenile facility staff.
12. **Gambling:** All forms of gambling are prohibited.
13. **Misuse of technology or electronic devices, including but not limited to:** Computers, Tablets, mp3 players, and DVDs.

VII. Consequences for Major Misbehavior:

- A. The Disciplinary Hearing Officer may impose and execute one or more of the following consequences:
 1. One or more of the consequences listed for minor or intermediate misbehaviors.
 2. **The Disciplinary Hearing Officer (DHO) is authorized to assign a youth to Restricted Status for a maximum of five days. The DHO may issue this sanction in increments; for example, ordering two days of Restricted Status to be served immediately, with the remaining balance stayed for a maximum of 14 days.**

During the stayed period, the Unit Supervisor retains sole discretion to impose the stayed time in increments, contingent upon behavioral issues documented by staff. All imposed sanctions must be tracked on the DHO paperwork, including the specific date each day is served. Disciplinary sanctions may not be served concurrently or consecutively.

3. Disciplinary Removal transfers to Juvenile Hall from Youth Guidance Center, the Accountability Commitment Program (ACP), or the Youth Leadership Academy (except for emergency removals) shall be served with the required due process notifications before removal.

4. A behavior contract.

VIII. Procedure for Implementation of Major Due Process:

A. Staff member observing the misbehavior will:

1. Prepare an SIR documenting the observed major behavior by including the incident, witnesses' names, evidence disposition, any immediate action taken, and the date and time of the offense, and forward it to the SPCO/DO, not a party to the incident.
2. **Staff imposing major discipline shall advise and notify the youth in writing prior to the hearing of the intended consequence and explain the disciplinary hearing process. Accommodations will be provided to youth with disabilities, limited literacy, and English language learners throughout the process.**
3. **Staff shall provide and explain the youth's rights to them and ask the youth to sign a Rights at Disciplinary Hearing form (attachment). A copy of the form shall be provided to the youth.**
4. **If the youth waives their right to a disciplinary hearing and accepts the consequence(s), no further action is required. The signed Discipline Hearing Form, waiving their right, shall be forwarded to the DO/SPCO to be reviewed and signed.**

B. The Supervising **Probation** Correctional Officer/Duty Officer not a party to the incident, will:

1. Review the SIR and decide whether the incident has been investigated and documented sufficiently for referral to the Disciplinary Hearing Officer.
2. Provide the youth with copies and obtain the youth's signature on the **Discipline Hearing form** at least 24 hours before a due process hearing, unless the youth waives such notice.
3. **Will sign as fact finder and** forward the above documents and related information to the DHO.

IX. DISCIPLINARY HEARING PROCESS/DHO RESPONSIBILITIES

- A. During the disciplinary hearing, the DHO shall:**
- 1. Review paperwork and ensure the process has been completed correctly.**
 - 2. Explain the right to an appeal and the appeal process to the youth.**
 - 3. State and advise the youth of the specific allegations. Allow the youth the opportunity to present their matter favorably and confer with and be assisted by their staff representative if requested.**
 - 4. Allow the youth the opportunity to be heard and present evidence and testimony.**
 - 5. Maintain control of the disciplinary hearing. Conduct the hearing in an orderly manner. Allow each side to present their case, ask questions, and answer without interruptions.**
 - 6. Keep the process productive. Do not allow nonproductive behavior or conversations.**
 - 7. Remain objective.**
- B. After the disciplinary hearing, the DHO and the youth shall sign the bottom of the Disciplinary Hearing Request form (attachment) acknowledging that the disciplinary hearing was conducted.**
- C. The DHO shall make a decision based on the facts that were presented during the hearing. The facts presented shall either be substantiated (true finding) or unsubstantiated (false finding) allegations.**
- D. The decision to substantiate the allegation(s) includes, but is not limited to, the following criteria:**
- 1. Consistency in staff and other witness testimony;**
 - 2. Consistency in incident report(s);**
 - 3. Youth admitting to the allegation; and,**
 - 4. Physical evidence is compelling and sufficient (video recording of the incident at the date, time, and location that supports the incident occurred as stated; photographs of damaged property and injuries to others; etc.).**
- E. If the allegation(s) are unsubstantiated, the DHO shall dismiss the allegation(s) upon a finding that the youth did not commit the act as alleged.**
- 1. Behavior points shall be added, if applicable.**
 - 2. Any demotion or suspension of phases shall be reinstated**

- F. If the allegation(s) are substantiated, the DHO shall make this finding and review the consequence(s) recommended for the major violation to determine if the action is consistent with policy and procedure.
 - G. The DHO may modify the consequence(s) as appropriate, but the degree of the sanction imposed cannot be increased. The DHO shall ensure that fair and objective discipline is applied
 - H. Any consequence given to a youth shall include elements that support positive behavior interventions and deter the youth from further violation(s) of juvenile facility rules.
 - I. The DHO shall complete a Disciplinary Hearing Summary/Disciplinary Hearing Officer Report form and forward it to the facility manager(s) for review along with the packet. The youth shall be provided with a copy of the form containing the DHO's findings and decision.
- X. Procedure for Implementation of the Appeal Process:
- A. If, after receiving notice of the DHO's decision, the youth is dissatisfied and wishes to request an appeal to the facility manager(s), a Disciplinary Hearing Appeal form shall be provided to the youth. The form, along with the packet, shall be forwarded to the facility manager(s) for review and final decision.

Appeals to the facility manager(s) may be approved, modified, reversed, or returned with directions, including ordering a rehearing, but may not increase sanctions to be imposed. The decision of the facility manager(s) is final.

An appeal by a youth for discipline resulting from major misbehavior must fit into one of the following criteria:
 - 1. There is new evidence available that will affect the findings.
 - 2. There are procedural errors (i.e., youth not given 24 hours' notice, not given the opportunity to call witnesses, etc.)
 - 3. The discipline the youth received differed from that of others for the same offense.
 - 4. To appeal, youth must state specific reasons for their appeal.
 - 5. Discipline resulting from minor or intermediate misbehaviors is resolved via the Grievance procedure.
 - 6. **Major misbehavior incidents** are resolved via the DHO appeal procedure.

REFERENCES:

Procedures:	3-10-003	Deterrence of Unacceptable Behavior
	3-6-002	Handcuffs/Transportation Belts/Shackles
	3-5-015	Residents' Grievance Procedure
	3-6-001	Use of Force – Facilities
	3-1-018	Custody/Medical Transportation
	3-2-009	Youths' Rights/Orientation
	3-11-002	Integrated Case Management System (ICMS) Automated Logbook and Manual Logbook
	3-12-003	Referral of Youth to Mental Health
	3-15-001	Special Incident Reports/Routing SIR and DHO Paperwork

Policy:	A-1	Policy, Procedure and the Law
	A-2	Upholding Departmental Philosophy and Principles
	C-16	Employee Conduct – On Duty
	D-2	Use of Physical Restraint/Corporal Punishment

Attachment

K. Carvo

APPROVED BY:

INCENTIVE PROGRAM

The Incentive Program (IP) consists of **phases** designed to reward positive behavior with increased privileges and activities for facility residents. Advancement to higher **phases** will come with specific privileges. Phases earned may be lost or suspended as a result of a major rule violation, repetitive minor rule violations, or the refusal of court-ordered programming/assessments (such as Drug Treatment programs or Camp Assessments), which will also result in privileges being lost and/or suspended.

LEVEL DESCRIPTIONS

Orientation Phase

The Orientation phase is intended to allow youth to adjust to the unit, meet their assigned caseload staff and/or unit supervisor, and to observe the dynamics of the unit.

Phase 1

In phase 1, youth begin to earn privileges through our Incentive Program. As youth advances **through the** Level Phases, they will begin to earn more privileges. All items bought during visiting will be stored in the Youth's unit personnel. Any personal effects deemed appropriate may be returned to the Youth, as a privilege, pending the phase achieved.

Phase 2

Privileges include:

- Consideration for Cart Crew.
- White poster paper in room with appropriate pictures on it.
- Access to any personal hygiene items.
- Access to the items in the Unit Store once a week (no currency needed).
- Extra time on the county pay phone at staff discretion, and if time permits.

Requirement to advance to Phase 3: One month minimum at Phase 2 and completed Level Advancement Form.

Phase 3

Privileges include:

- All Phase 2 privileges
- Roommates (with permission from both youth's assigned staff).
- Approved games in the room (paper chess set, etc.)
- Personal shoes brought in by parents with staff approval (each unit will designate a set date and time for shoe pick up at reception).

The requirement to advance to Phase 4: One month minimum at Phase 3, a completed Level Advancement Form, and an oral presentation to the unit.

Phase 4

Privileges include:

- All Phase 2 & Level 3 privileges
- MP3 player with headphones in room.
- DVD movie rentals.
- Handheld Gaming Devices.
- Quarterly on-grounds furlough with approved family members.
- Eligible for extra free time (each unit will designate a day when they can offer extra free time for youth on Level 4).
- The use of shoes at the youth's discretion.

Phase Zero – Restricted Status

Any involvement in a major rule violation (fight, gang activity, destruction of county property, etc.) could result in a one-week suspension to Phase Zero. Phase Zero youth will have all meals and free time apart from the group until reinstated to a higher Phase. Assigned Correctional Officer discretion and the severity of the action will determine whether you will return to your previous level or if you will be required to start over again from Phase 1.

Juvenile Facilities Sanctions Grid

CATEGORIES OF BEHAVIOR	EXAMPLES OF MISCONDUCT	FACILITY		
		Sanctions at Juvenile Hall	Sanctions at YLA	Sanctions at YGC
Minor Misbehavior	Minor Horseplay Refusal to participate in activities Disrespectful comments or swearing Use or Possession of minor contraband Dress code violation Refusing to follow staff direction (non-security issue) Refusal to follow Facility/Unit Rules (non-security issue) Room inspection failure School Removal	Counseling/Verbal Warning Loss of Privileges Special Assignments Work Time Essay Assigned Seating/Restricted Status Counseling/Verbal Warning	Counseling/Verbal Warning Loss of Privileges Special Assignments Work Time Essay Assigned Seating/Restricted Status Counseling/Verbal Warning	Counseling/Verbal Warning Loss of Privileges Special Assignments Work Time Essay Assigned Seating/Restricted Status Counseling/Verbal Warning
Intermediate Misbehavior	Persistent or repetitive infractions Cursing/Yelling/Offensive remarks Out of Assigned Area Verbal Threats Stealing Lying or Cheating Refusal to attend school Banging or Kicking on the door, walls, or bed frame Disobeying staff direction (security issue) Disrespectful behavior toward Probation or Collaborative staff Youth violation of Furlough Agreement (e.g. late return) Refusal to follow Institutional/Unit rules (security Issue) School Removal/Suspension	EPICS/Decision Points Loss of Privileges Special Assignments Work Time Assigned seating/Restricted Status Loss of phase level Loss of Furlough Behavior Contract Assign a seminar Contact Probation Officer Family Conference	EPICS/Decision Points Loss of Privileges Special Assignments Work Time Assigned seating/Restricted Status Loss of phase level Loss of Furlough Behavior Contract Assign a seminar Contact Probation Officer Family Conference	EPICS/Decision Points Loss of Privileges Special Assignments Work Time Assigned seating/Restricted Status Loss of phase level Loss of Furlough Behavior Contract Assign a seminar Contact Probation Officer Family Conference
Major Misbehavior	Riotous Behavior Serious Horseplay Provoking a fight Stealing Verbal Threats Use/Possession of contraband (serious) Escape attempt Serious violation of a Furlough Agreement Assault and Battery Sexual Misconduct Destruction of Property/Arson Persistent or repetitive violations (serious)	Disciplinary transfer to another unit (with SPCO Approval) New law violation filed Level Suspension/Reduction Combination of various	Disciplinary transfer to another unit (with SPCO Approval) New law violation filed Loss of phase level Loss of Furlough Combination of various	Disciplinary transfer to another unit (with SPCO Approval) New law violation filed Loss of phase level Loss of Furlough Combination of various

SANCTIONS & CONSEQUENCES

All youth are expected to follow the Rules of Conduct, which are signed upon entry. Violation of Unit and **Facility** rules will be met with sanctions and consequences associated with the offense

The following are some examples of minor rule violations and possible consequences. These examples are not exhaustive:

<u>Violation</u>	<u>Response</u>
Room Inspection Failure	Fix room before joining the group
School Discipline	Removal to the designated detention unit to complete work missed
Disrespect to Staff/Peers	Mediation Sessions

Repetitive rule violations could also result in suspension or loss of **phase level.**

Expectations for Phase Advancement

All consequences are tracked in the Unit. To be considered for Phase Advancement, a youth must have **no more than four** minor rule violations in a **calendar month**. There can also be no major rule violations in that same month. The unit supervisor will review **Phase** Advancement Forms on the first Monday of every month.

ADDITIONAL TERMS & INFORMATION

Cart Crew

All youth in Phases 2 through 4 will be considered for the cart crew unless medically restricted. Youth on the cart crew will serve for one calendar month.

Electives

All regular Unit **DPCO's** will conduct specialized programs or activities for a small group of youth on their caseloads **for youth** Phase 3 or higher.

Phase ADVANCEMENT FORM Phase 3

Name: _____

Date: _____

This is my official request to advance Phase 3. I certify that I meet all the requirements for advancement.

X

Signature

The following Correctional Staff and collaboratives approve my advancement:

X

Assigned Correctional Officer

X

Unit Correctional Officer

X

Unit Correctional Officer

X

Teacher (No Substitute Signature)

X

Unit Supervisor

Caseload Correctional Officer Section

Date Youth Received Phase 2:

Dates of last five Rule Violations:

Phase ADVANCEMENT FORM

Phase 4

Name: _____

Date: _____

This is my official request to advance to Phase 4. I certify that I meet all the requirements for advancement.

X

Signature

The following Correctional Staff and collaboratives approve my advancement:

X

Assigned Correctional Officer

X

Unit Correctional Officer

X

Unit Correctional Officer

X

Teacher (No Substitute Signature)

X

Unit Supervisor

Caseload Correctional Officer Section

Date Youth Received Phase 3:

Dates of last five Rule Violations:

Discipline Hearing Form

Notice of Discipline

Youth's Name: _____ L/P/J#: _____
Date/Time of Offense: _____ Offense: _____
Staff Representative: Yes _____ No _____ If Yes, Name of Staff: _____
Witnesses: _____

The DHO will call those witnesses who are reasonably available and who, in the DHO's determination, have information relevant to the charges. Unavailable witnesses may be asked to submit a written statement.

Youth Signature _____

Notice of Hearing Given: Date/Time: _____ Staff: _____
SPCO Fact Finder: _____ Date: _____

DISCIPLINE HEARING OFFICER REPORT

Date/Time of Hearing: _____ DHO (SPCO or ADD) _____

Staff Representative: _____ Waived _____ Appeared _____ Unavailable _____

Appointed staff member name: _____

Summary of Youth's Statement: _____

Youth Admits Charges: _____ Youth Denies Charges: _____

Witnesses (statement attached): _____

Requested: _____ Not Requested: _____ Unavailable: _____ Declined: _____

Other Evidence Considered: _____

Findings of the DHO: _____
_____ The act was committed as charged
_____ No prohibited act was committed (Record Expunged)
_____ The following act was committed

Action Taken _____

The youth has been informed of the findings, the specific evidence relied upon, the action taken, and the reason for the action. The youth has been advised of the right to appeal this decision within two weeks. A copy of this report has been given to the youth.

Signature of DHO: _____ Date: _____ Signature of Youth: _____ Date: _____

Discipline Hearing Appeal Form

Youth's Name	Facility
Date of Hearing	Today's Date

Below are the criteria for appealing the Hearing Officer's decision. If you believe that one or more of these items apply, select the corresponding box. An Appeal Must be made within two (2) weeks of the disciplinary hearing.

<input type="checkbox"/>	New evidence is available, which will affect the findings
<input type="checkbox"/>	Procedural errors were made (i.e., no witnesses called)
<input type="checkbox"/>	Discipline received was different from that given to other youth for the same misbehavior

Describe in detail:

Youth Signature	Date
-----------------	------

Decision of Appeal

Date Received The decision of DHO Upheld Overruled
is:

Comments:

ADD Signature	Date
---------------	------