

	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: DEC 07 2009	POLICY NO.: COR.13.02
		SUPERSEDES (Policy No. & Date): COR.13.02 & 02/09/94	
	SUBJECT: ADJUSTMENT COMMITTEE COMPOSITION		Page 1 of 2

1.0 PURPOSE

To establish the composition and membership of disciplinary adjustment committees for inmates at all correctional facilities.

2.0 REFERENCE

Departmental Corrections Policy and Procedures (P&P) Manual, COR.13.03, Adjustment Procedures Governing Serious Misconduct Violations and the Adjustment of Minor Misconduct Violations.

3.0 POLICY

Unbiased staff members shall be selected for inmate adjustment committees to ensure that impartial and professional hearings are conducted in a manner that recognizes the importance of due process.

4.0 PROCEDURES

- .1 The adjustment committee shall normally consist of three staff members. A small correctional facility defined as a facility with an inmate capacity of 400 or less, may designate one person to act in the capacity of the adjustment committee.
- .2 The adjustment committee members may be comprised of Majors, Captains, Lieutenants, non –uniform corrections supervisors and counselors / case managers.
- .3 The adjustment committee shall include a chairperson who will be selected by the Warden. The chairperson's position must be equivalent to a Correctional Supervisor, Lieutenant, or above. The chairperson will assure that the policies and procedures governing the hearing process are followed and a tone of respect and professional decorum is projected during the hearing.
- .4 Staff members assigned to the adjustment committee shall not be biased against the inmate or detainee.
- .5 Members of the adjustment committee shall not include any person investigating the incident, determining or preparing the violation or charges, or

COR P & PM	SUBJECT: ADJUSTMENT COMMITTEE COMPOSITION	POLICY NO.: COR.13.02
		EFFECTIVE DATE: DEC 07 2009
		Page 2 of 2

anyone who was involved in the incident leading to the alleged violation.

5.0 SCOPE

This policy applies to all correctional Facilities and their assigned personnel.

APPROVAL RECOMMENDED:



Deputy Director for Corrections

12/2/09

Date

APPROVED:



Director

12/1/09

Date