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GOVERNOR

# State of Alabama Department of Corrections

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RICHARD F. ALLEN  
COMMISSIONER

October 1, 2009

TO: WARDENS  
DIVISION DIRECTORS  
ADMINISTRATIVE REGULATION MONITORS

CHANGE #1  
ADMINISTRATIVE REGULATION 208

## EMPLOYEE STANDARDS OF CONDUCT AND DISCIPLINE

**PURPOSE:** To address issues that have arisen over enforcing suspensions for twelve hour shift employees and disparity in the penalties by eight hour and twelve hour shift employees; add computer systems and Labor Management System infractions and penalties; add a communication device infraction and penalty; add a DUI/DWI infraction and penalty; and, add a promoting prison contraband infraction and penalty.

CHANGES TO BE MADE:

**Reference:**

**Action Required:**

AR 208, *Employee Standards of Conduct and Discipline*, dated August 17, 2005.

Annex H, Table of Infractions/Level of Discipline.

Delete Annex H, dated June 14, 2005 and replace with Annex H, Table of Infractions and Level of Discipline, dated October 1, 2009.

File this numbered change at the back of the regulation after annotating both the index and the regulation to indicate changes have been completed. Advise all personnel in your organization of the change to this regulation.

  
Richard F. Allen, Commissioner







Alabama Department of Corrections  
**TABLE OF INFRACTIONS and LEVEL OF DISCIPLINE**

<b>Nbr.</b>	<b><u>Infraction</u></b>	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Fourth Offense</u></b>
30.	Abusive or excessive physical force in dealing with inmates.	3 days suspension	Dismissal		
31.	Harassment or discrimination as defined in Administrative Regulation 206, <i>Harassment and Discrimination Policy</i> .	3 days suspension	Dismissal		
32.	Failure to report violation of safety/security rules that result in injury to persons or significant damage to property.	3 days suspension	Dismissal		
33.	Conduct that is disgraceful, on or off the job that does adversely affect an employee's effectiveness on the job.	3 days suspension	Dismissal		
34.	Borrowing/receiving money, or other items from, giving money/items to inmate(s) or inmate family members, corresponds with an inmate, or an inmate's family, in any capacity that is not officially required and in the line of duty.	3 days suspension	Dismissal		
35.	Intentionally falsifying data associated with the Labor Management System	3 days suspension	Dismissal		
36.	The possession of any communication device, or accessories, such as, but not limited to, cell phones, cell phone chargers, SIM cards, MP3 players, land-line phones, link phones, batteries, and walkie-talkies, that are not specifically authorized by regulation or the Warden/Division Director.	Dismissal			
37.	Theft or unauthorized possession of ADOC or another individual's property.	Dismissal			
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