

**INMATE OFFENSES ADC and AIB****CODE NUMBER AND OFFENSE**

- 100 HABITUAL OFFENDER: inmates who have been found guilty of 3 or more Class II offenses separately within a six month period will be charged as a habitual offender on all subsequent Class II offenses.
- 101 REFUSING TO OBEY A DIRECT ORDER: willfully and knowingly refusing to follow the orders, instructions, or directives of the Sheriff's Office staff, including implied orders and posted or written rules and regulations.
- 102 ESCAPE/ATTEMPTED ESCAPE/PLANS OR TOOLS FOR ESCAPE: an act or plan that may allow the escape or the opportunity to escape, or the possession of any implement(s) or tools that might aid or facilitate escape.
- 103 TAKING A HOSTAGE: holding another person against his/her will, by force or under threat of harm as a means for obtaining conditions set by the hostage taker.
- 104 SODOMY: forcing or coercing a person by threats or violence, to perform sexual acts.
- 105 SEXUAL MISCONDUCT: willfully and voluntarily engaging in sexual acts, making sexual offers, or soliciting for sexual favors; homosexual behavior or exposing oneself in a sexual manner.
- 106 ENGAGING IN GANG ACTIVITY: committing, drawing, or any way communicating gang related activity including, but not limited to, tattoos, verbal/written expressions, symbols, drawings.
- 107 POSSESSION OF SHERIFF'S OFFICE EQUIPMENT ITEMS: possessing or reproducing articles of identification, official documents, or any part of a staff or other official's uniform with the intent or effect of jeopardizing the security of the ADC/PRC.
- 108 ASSAULTING AN EMPLOYEE OR VISITOR: physical attacks, unwanted touching, or putting an object or substance in motion toward any staff member (to include any type of bodily fluids) or using physical force to defy the lawful orders of Sheriff's Office staff.
- 109 ASSAULTING ANOTHER INMATE: physical attacks, unwanted touching, or putting an object or substance in motion toward any inmate (to include any type of bodily fluids).
- 110 POSSESSION OF A WEAPON OR SHARPENED INSTRUMENT: possession or control of any article that could be considered a weapon, could be perceived as a weapon, or is a facsimile of a weapon regardless of its capability of being used as a weapon (e.g., knives, clubs, firearms, ammunition, explosives, guns made of paper or soap, unauthorized caustic/toxic materials, and misusing authorized items as weapons). Each inmate can be held accountable for violations that occur in their assigned cell.
- 111 USE OF ANY OBJECT AS A WEAPON OR TOOL IN COMMISSION OF ANY OFFENSE: the use of any object as a weapon to perform any type of another rule violation or offense.
- 112 INCITING A RIOT OR DISTURBANCE BY WORDS OR ACTS: encouraging other inmate(s) to engage in revolt, mutinous acts, or willful defiance of lawful orders.
- 113 PARTICIPATING IN A RIOT OR DISTURBANCE: being involved in revolt, mutinous acts, or willful defiance of lawful orders by 2 or more inmates.
- 114 ARSON: the setting of a fire that damages or destroys the physical structure of the building.

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- 115     SETTING A FIRE OR POSSESSION OF A FIRE STARTING DEVICE: the setting of a fire; burning paper, cardboard, linen or any other materials for any reason. Possession of matches, a lighter or any other device capable of making fire.
- 116     FIGHTING: engaging in a physical altercation with another inmate beyond what is reasonable for self-defense or engaging in a fight where it is unclear which participant started the altercation.
- 117     STEALING FROM AN INMATE, EMPLOYEE, VISITOR, COMMISSARY OR INMATE LAUNDRY: the taking of property belonging to the federal, state, or local government, ADC/PRC, ADC/PRC staff or another inmate with the intent or effect of permanently depriving the owner of the property.
- 117(a)   CIRCUMVENTING PAYMENT OF INMATE ROOM AND BOARD FEE: Whether by theft, fraud, deceit or threat; to deprive the Sheriff's Office monies meant to defray the costs associated with prisoners' keep as allowed by Virginia Code §53.1-131.3.
- 117(b)   THEFT/MISUSE OF UNIQUE INMATE IDENTIFIERS: Use of any Inmate PIN, Inmate Barcode, Inmate Number or Unique Identifier by any inmate other than whom it was issued to by a member of Sheriff's Office staff.
- 118     THREATENING BODILY HARM TO ANOTHER INMATE, AN EMPLOYEE OR VISITOR: threats to commit physical acts of violence, aggression or harm to another inmate, an employee or visitor.
- 119     MANUFACTURE, POSSESSION, OR DETONATION OF AN EXPLOSIVE DEVICE: making, possessing or using implements or substances with which to start a fire or explosion of any type.
- 120     DISTRIBUTING PRESCRIBED MEDICATIONS TO ANOTHER INMATE: the sharing or giving of prescribed medical and/or mental health medications to another inmate.
- 121     POSSESSION OR USE OF CONTRABAND: Specifically controlled substances, illegal drugs, drug paraphernalia, alcohol, mash or hoarded prescription medication.
- 122     TAMPERING WITH ADC/PRC SECURITY EQUIPMENT OR STRUCTURE: destroying disabling, tampering, or blocking any security device (e.g., locks, window seals, cameras, control panels, fire sprinklers, and self-contained breathing apparatuses).
- 123     DESTRUCTION OF OR DEFACING STATE OR COUNTY PROPERTY: damage, alteration, defacement or misuse of ADC/PRC property.
- 124     INTERFERING WITH HEADCOUNT PROCEDURES: interrupting, hiding, or deceiving as to actual presence, being late, or failing to stand for headcount.
- 125     SELF-MUTILATION: willful act of doing physical harm to self.
- 126     ATTEMPTING, CONSPIRING IN, OR AIDING THE COMMISSION OF A CLASS I OFFENSE.
- 127     OBSTRUCTING VENTS OR OTHER OPENINGS: covering or preventing the normal flow of air from vents or other normal openings; covering cell windows to prevent or obstruct a deputy's view.

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- 128 REMOVING AN INMATE WRISTBAND: not possessing issued inmate wristband properly attached to wrist.
- 129 ALTERING INMATE WRISTBAND, POSSESSION OR USE OF INMATE WRISTBAND OR OTHER FORM OF IDENTITY OTHER THAN ASSIGNED: possessing, altering, or use of assigned wristband or any form of identification such as inmate PIN, as issued.
- 130 EXTORTION: demanding or receiving anything of value from any person in return for protection from harm or protection from informing staff or other authorities.
- 131 SMOKING; THE USE OF ANY TOBACCO PRODUCT (INCLUDING CIGARETTES, CIGARS, CHEWING TOBACCO, OR SIMILAR SUBSTANCE).
- 132 INTENTIONALFLOODING: Intentionally flooding any area in an attempt to cause a disruption or to interfere with the orderly operation of the ADC.
- 133 THROWING FOOD OR SERVICE ITEMS: Intentionally throwing one's food, tray, or any other food service related item in an attempt to assault, interfere or disrupt the orderly operation of the ADC/PRC.
- 134 KICKING OR BANGING WINDOWS, WALLS OR CELL DOORS: Intentionally banging or kicking walls, windows or doors in an attempt to disrupt the safe and orderly operation of the ADC/PRC.
- 135 INTERFERING WITH MORNING WALKTHROUGH SECURITY INSPECTION: To disrupt or interfere with the walkthrough in such a way as to cause the delayed completion of the inspection or to create an atmosphere of disorder.
- 136 POSSESSION OF ALTERED OFFICIAL DOCUMENTS: To alter and/or forge an official document; to possess an altered document or paperwork that may include, but is not limited to: Medical documents, Court documents, Finance/Commissary documents, Laundry documents, Program documents, Classification documents, and Work Release/EIP documents.
- 137 REFUSING TO SUBMIT TO A MEDICAL PHYSICAL: refusing to submit to all necessary aspects of the required medical health assessment examination that is conducted within 14 days of the incarceration whereby denying the facility necessary information for the protection of the affected inmate, staff, visitors, and other inmates.
- 138 INTENTIONALLY USING ANY BODY FLUID IN SUCH A WAY AS TO CREATE A BIOHAZARD THREAT: spitting, throwing, spreading, concealing, and/or distributing any body fluid to include, saliva, urine, feces, blood, semen, or any other secretions in such a way as to cause a biohazard threat to staff, visitors, and/or inmates.
- 139 PASSING OF PROHIBITED ITEMS TO ANY INMATE SERVING DISCIPLINARY TIME OR ASSISTING THEM TO CIRCUMVENT DISCIPLINARY RESTRICTION: passing of any item to any inmate who is serving time on disciplinary segregation.
- 140 COMMITTING A CRIMINAL OFFENSE: Committing any act classified as a felony or misdemeanor by the Code of Virginia or County Ordinance.
- 141 REFUSAL TO SUBMIT TO A URINE OR BREATH DRUG/ALCOHOL SCREENING: Refusal to submit to, or provide a urine sample in a timely manner four hours).
- 142 MAKING A FALSE STATEMENT: deceiving, misleading, or lying to any staff member in any way.

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- 143 LEAVING THE PRC UNDER FALSE PRETENSE: Providing any false information to gain exit from the PRC.
- 144 BEING IN AN UNAUTHORIZED AREA OUTSIDE THE ADC/PRC.
- 145 FAILURE TO PROCEED DIRECTLY TO AND FROM WORK OR OTHER ACTIVITY: Using a route, schedule or mode of transportation other than what has been pre-approved.
- 146 UNAUTHORIZED ABSENCE FORM WORK OR PRE-APPROVED ACTIVITY.
- 147 FAILURE TO PARTICIPATE IN ALL MANDATORY PRC PROGRAMS.
- 148 FAILURE TO SUBMIT PAYCHECKS, PAY STUBS OR WAGES EARNED, TO THE PRC: To include tips, commissions or any other compensation, all or in part. Skimming income for personal use is prohibited.
- 149 VIOLATING THE TERMS OF A FURLOUGH OR PASS.
- 150 VIOLATING THE CONDITIONS OF A COMMUNITY PROGRAM.
- 151 FAILURE TO MAKE FULL DISCLOSURE OF FINANCIAL STATUS: Failing to make full disclosure of income and obligations when making or updating financial plan; to include public assistance, Aid to Dependent Children, child support, alimony, restitution, and garnishments.
- 152 FAILURE TO PROVIDE FINANCIAL SUPPORT TO DEPENDENTS: Willfully concealing court ordered obligations or income that deprives dependents of financial support.
- 153 UNSATISFACTORY JOB PERFORMANCE RESULTING IN TERMINATION OF EMPLOYMENT.
- 154 Tampering with electronic monitoring equipment or failure to Notify AIB Staff of Broken/Stretched Ankle Bands or malfunctioning equipment.
- 155 Failure to Remove Telephone Options that Interfere with electronic monitoring Telecommunications.
- 156 Failure to Report Emergencies to Staff.
- 157 Failure to Respond to an electronic monitoring page in a Timely Manner.
- 158 Failure to Pay Costs Incurred for Special Adapters and Telephone Calls Incurred to Monitor the electronic monitoring Equipment.
- 159 Failure to Report to the PRC as Directed by Staff.
- 160 Failure to report contact with any Law Enforcement Agency.
- 161 POSITIVE ALCOHOL OR DRUG SCREENING: Testing positive for alcohol or drugs by any screening device administered by any Sheriff's staff, ASAP technician, Police, Probation, Parole, or medical facility. Employer's drug testing results may be used at the discretion of the squad supervisor.

## INMATE OFFENSES ADC and AIB

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- 200 HABITUAL OFFENDER: inmates who have been found guilty of 3 or more Class III offenses separately within a 3 month period will be charged as a habitual offender on all subsequent Class III offenses and may result in removal from direct supervision housing.
- 201 CURSE AND ABUSE TOWARD AN EMPLOYEE OR VISITOR: insolence, vulgarity, insults, or other abusive comments (written or oral) or behavior directed toward any staff member.
- 202 FAILURE TO MAINTAIN HOUSEKEEPING STANDARDS, REFUSAL TO SHOWER REGULARLY OR COMMITTING OTHER ACTS HAZARDOUS TO THE HEALTH OF SELF OR OTHERS: failure to comply with requirements concerning personal hygiene and sanitary standards for the facility (e.g., unclean conditions of inmate's person, obvious signs of dirt, filth, foul odors, spills on walls or floors). Inmates must bathe at least twice each week and clean up after themselves.
- 203 BEING IN AN UNAUTHORIZED AREA: entering a prohibited area, leaving an assigned area without proper authorization, loitering, or failing to move in a timely manner; exceeding reasonable travel time or traveling in other than authorized areas to and from professional/personal visiting or program areas.
- 204 UNAUTHORIZED COMMUNICATION OR CONTACT WITH ANOTHER INMATE OR THE PUBLIC: addressing other people through gestures, comments (written or oral); passing and/ or receiving notes; passing items or carrying on a conversation with an inmate on lock down status.
- 205 TATTOOING ONESELF OR ANOTHER INMATE: the drawing, writing or receiving of any artwork, pictures, brands or other type of lettering on oneself or other inmate by the use of any implement for tattooing purposes for temporary or permanent display; acts of permanent or semi-permanent markings on a person's flesh.
- 206 ABUSE OF PRIVILEGES: improper behavior, refusal to abide by any rules during recreation, programs or other inmate privileges.
- 207 EXCESSIVE HORSEPLAY: conduct that disrupts, interferes with, or creates a hindrance to the orderly operation of the ADC/PRC by creating unrest among other inmates.
- 208 POSSESSION OF CONTRABAND (OTHER THAN ILLEGAL DRUGS, DRUG PARAPHERNALIA, WEAPONS): possession of any unauthorized item or an object or substance which has been altered or used for a purpose other than for its intended use.
- 209 SHAVING ONE'S HEAD OR SHAVING THE HEAD OF ANOTHER INMATE: razors shall not be used for cutting/trimming hair on the top of the head.
- 210 INTERFERING WITH AN EMPLOYEE IN THE PERFORMANCE OF HIS OR HER DUTIES: any act that distracts or unnecessarily delays any staff person performing a specific duty including, but not limited to, investigations, mail, laundry, meals, cell inspections, visiting, court, medical rounds or interference with staff during emergency calls.
- 211 GAMBLING: making or paying off bets based on a particular outcome of an activity or event. Inmates performing work assignments, providing assistance, or loaning property or anything of value are forbidden to charge for their services.
- 212 UNAUTHORIZED USE OF THE TELEPHONE: prank or harassing phone calls, using the phone to commit fraudulent acts, calls to staff or volunteers at their home or place of work, or using the telephone without staff authorization.

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- 213 MALINGERING OR FEIGNING ILLNESS: feigning, faking an illness or injury. Medical staff must determine if the illness or injury is real.
- 214 ATTEMPTING, CONSPIRING OR AIDING IN THE COMMISSION OF A CLASS II OFFENSE.
- 215 INCOMPATIBILITY
- 216 IMPROPER DRESS CODE: Improper wearing of clothing or jumpsuit while in the dayroom; unauthorized wearing of the red gym shirt or blue gym shorts; and the wearing of any item on one's head or around one's neck.
- 217 INAPPROPRIATE CONTACT OR BEHAVIOR WITH A VISITOR OR VOLUNTEER: Consensual unauthorized physical contact of an intimate nature, lewd or suggestive acts or statements with visitors or volunteers. (Lesser included offense of 105 Sexual Misconduct)
- 218 INCURRING OR CAUSING INDEBTEDNESS: Formally through credit cards, bank loans, or lay-away; or informally through personal loaning or borrowing money or property.
- 219 REPORTING LATE TO THE PRC, WORK, COURT, OR OTHER APPROVED APPOINTMENT/ACTIVITY.
- 220 FAILURE TO NOTIFY STAFF OF CHANGES IN WORK SCHEDULE: Failure to notify staff of changes in work schedule as soon as they occur including overtime, layoffs, and terminations.
- 221 FAILURE TO REPORT DMV INFORMATION or CHANGES IN DMV INFORMATION: Operating, or riding in, any motor vehicle without reporting DMV information to the AIB staff. Failing to report changes in driver's license, registration, or insurance to the AIB staff as soon as they occur.
- 222 UNSATISFACTORY JOB PERFORMANCE NOT RESULTING IN TERMINATION OF EMPLOYMENT.
- 223 VOLUNTARILY TERMINATING EMPLOYMENT WITHOUT PRIOR APPROVAL.
- 224 FAILURE TO GIVE TIMELY NOTICE OF ANY COURT ORDERED APPEARANCE: Failure to notify the AIB staff as soon as a future court ordered appearance in any jurisdiction is known.
- 225 INAPPROPRIATE DRESS IN THE COMMUNITY: Wearing any clothing outside the PRC that may be sexually suggestive or revealing, appears to be gang related, or displays any message or logo other than official work uniform.
- 226 Failure to meet any AIB financial obligations.

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- 301 OUT OF BOUNDS WITHIN ASSIGNED HOUSING UNIT: entering a prohibited area within the inmate's assigned housing unit; attempting to exit the housing unit without permission.
- 302 MONOPOLIZING HOUSING UNIT FACILITIES: continuous use or control of the housing unit facilities such as the telephone, television, shower, or recreation equipment; exceeding time limits imposed for the use of any particular housing unit or study room facility.
- 303 EXCESSIVE NOISE: an act that causes excessive distraction or noise.
- 304 FAILURE TO PASS DAILY ROOM INSPECTION: Failure to be prepared for daily inspections or maintain cell/room cleanliness standards as stated in the Direct Supervision /AIB rules and regulations.
- 305 EXCESS PROPERTY: possession of property in a volume that exceeds the capacity of a personal property storage space; an excess of authorized items or materials.
- 306 FAILURE TO MAINTAIN PERSONAL HYGIENE/ SHOWER/ SHAVING: Failure to comply with the requirements concerning personal hygiene and sanitary standards for the facility (e.g., dirty clothing, filth, foul odor) Inmates must bathe at least twice a week and exchange clothing on a regular basis. Kitchen workforce inmates must shower and shave daily.
- 307 IMPROPER DRESS: failure to comply with posted rules regarding the wearing, maintenance or alteration of any clothing within housing units.
- 308 ITEMS ON RAILINGS, DOORS, WINDOWS: hanging or draping any item over rails, doors, or windows.
- 309 WASTE OF RESOURCES: failure to turn off lights or water when not in use; unnecessary or excessive use of electricity or water, waste or misuse of supplies.
- 310 THROWING ITEMS WITHIN THE UNIT: throwing or dropping items from one level to another or within any part of the housing unit.
- 311 UNAUTHORIZED CHANGING OF JOB ASSIGNMENT: Workforce inmates or other inmates assigned specific job assignments shall not change jobs without proper approval.
- 312 FAILURE TO SIGN IN AND OUT OF THE HOUSING UNIT: Workforce members must sign in and out on the roster board located in the housing area, before leaving the housing area and immediately upon return.
- 313 FAILURE TO FOLLOW INSTRUCTIONS: Failing to obey or follow instructions, verbal or written, or failure to follow instructions, verbal or written, in a timely manner.

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