

**POLICY AND ADMINISTRATIVE PROCEDURE**

Indiana Department of Correction

**Manual of Policies and Procedures**

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02-04-101	6/1/2015	5	55
Title			
<b>THE DISCIPLINARY CODE FOR ADULT OFFENDERS</b>			

- V. **INTOXICATING SUBSTANCE:** Anything which if taken into the body may alter or impair normal mental or physical functions, not including tobacco.
- W. **LAY ADVOCATE:** A staff person or qualified offender assigned or chosen to assist the charged offender in the preparation of his/her case.
- X. **MAJOR OFFENSE:** Any Class A or Class B offense listed in this policy and administrative procedure and includes disciplinary actions taken in or by a county jail if the description of the offender's conduct is the same or substantially similar to a Class A or Class B offense listed in these administrative procedures.
- Y. **MINOR OFFENSE:** Any Class C or Class D offense as listed in this policy and administrative procedure.
- Z. **NONCONSENSUAL SEXUAL ACT:** Contact of a sexual nature by an offender against another person without his or her consent, or a person unable to consent or refuse including: contact between the penis and the vagina or the penis and the anus including penetration, however slight; 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. (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)
- AA. **OFFENDER:** An adult person committed to a department of correction (federal, state, or local) and housed or supervised in a facility either operated by the department of correction or with which the department of correction has a contract, including an adult under parole supervision; under probation supervision following a commitment to a department of correction; in a minimum security assignment, including an assignment to a community transition program.
- BB. **POSSESSION:** On one's person, in one's quarters, in one's locker or under one's physical control. For the purposes of these procedures, offenders are presumed to be responsible for any property, prohibited property or contraband that is located on their person, within their cell or within areas of their housing, work, educational or vocational assignment that are under their control. Areas under an offender's control include, but are not limited to: the door track, window ledge, ventilation unit, plumbing and the offender's desk, cabinet/locker, shelving, storage area, bed and bedding materials in his/her housing assignment and the desk, cubicle, work station and locker in his/her work, educational or vocational assignment.