

**In order to provide a safe, professional environment that encourages the learning process, the Delaware Valley Job Corps Center has developed a disciplinary plan that meets the standards set forth by the U.S. Department of Labor in regards to proper operations of a Job Corps center. Infractions (and sanctions they will incur) are as follows:**

**The Following Are Zero Tolerance Center Offenses:**

**Level I ZT**

- |   |  |
|---|--|
| <b>Z-1 Arrest for a felony on or off center</b>   | Fact Finding Board, Automatic separation |
| <b>Z-2 Arson</b>  | Fact Finding Board, Automatic separation |
| <b>Z-3 Conviction of drug use, possession, or sale off center (Felony or Misdemeanor)</b>   | Fact Finding Board, Automatic separation |
| <b>Z-4 Physical assault that causes bodily harm to student or staff</b>   | Fact Finding Board, Automatic separation |
| <b>Z-5 Possession of a gun: or illegal weapon/incendiary device on center or under center supervision</b>   | Fact Finding Board, Automatic separation |
| <b>Z-6 Possession, distribution, or sale of drugs on center or under center supervision</b>   | Fact Finding Board, Automatic separation |
| <b>Z-7 Robbery and extortion</b>  | Fact Finding Board, Automatic separation |
| <b>Z-8 Sexual assault of a criminal nature</b>  | Fact Finding Board, Automatic separation |
| <b>Z-9 Use of drugs as evidenced by a 2<sup>nd</sup> positive drug test conducted upon suspicion or 2<sup>nd</sup> positive drug test by end of 45-day period</b> | Fact Finding Board, Automatic separation |

## **The Following Are Level II Major Center Offenses:**

<b>M-1 Pattern of inappropriate behavior (ESO Office Only)</b>	<i>Fact Finding Board, possible separation</i>
<b>M-2 Arrest for a misdemeanor on or off center</b>	<i>Fact Finding Board, possible separation</i>
<b>M-3 Destruction of government Property</b>	<i>Fact Finding Board, possible separation</i>
<b>M-4 Fighting</b>	<i>Fact Finding Board, possible separation</i>
<b>M-5 Gang activity</b>	<i>Fact Finding Board, possible separation</i>
<b>M-6 Hazing, intimidation, and harassment</b>	<i>Fact Finding Board, possible separation</i>
<b>M-7 Inciting or creating a disturbance</b>	<i>Fact Finding Board, possible separation</i>
<b>M-8 Inhalation of volatile intoxicating substances</b>	<i>Fact Finding Board, possible separation</i>
<b>M-9 Loan sharking</b>	<i>Fact Finding Board, possible separation</i>
<b>M-10 Physical assault with the intent to cause bodily harm</b>	<i>Fact Finding Board, possible separation</i>
<b>M-11 Possession of an item that could be used as a weapon</b>	<i>Fact Finding Board, possible separation</i>
<b>M-12 Sexual harassment</b>	<i>Fact Finding Board, possible separation</i>
<b>M-13 Theft or possession of stolen property</b>	<i>Fact Finding Board, possible separation</i>
<b>M-14 Threat or assault w/intent To cause bodily harm</b>	<i>Fact Finding Board, possible separation</i>
<b>M-15 Use, sale or possession of alcohol on center or off</b>	<i>Fact Finding Board, possible separation</i>

## The Following Are Level III Major Center Offenses:

<b>MJ-1 Possession of drug paraphernalia</b>	1) Confiscation, recommended Center Review Board
<b>MJ-2 Failure to comply or refusal to perform assignments</b>	1) 3dayDC/\$3.00fine/Counseling 2) Recommended Center Review Board
<b>MJ-3 Fire or Safety Code violation</b>	1) \$5.00 fine/8 hrs WD/ Counseling Referral 2) \$5.00 fine/8 hrs WD/15 Day Restriction 3) Recommended Center Review Board
<b>MJ-4 Illegal visitation</b>	1) 5 days DC/5 hrs WD/Counseling Referral 2) 5 hrs WD/30 day Restriction 3) Recommended Center Review Board
<b>MJ-5 Illegal visitation for the purpose of overt sexual behavior</b>	1) Recommended Center Review Board
<b>MJ-6 Leaving a job unattended</b>	1) 5 days DC/ 5 hrs WD/Counseling 2) Recommended Center Review Board
<b>MJ-7 Possession of center property</b>	1) \$5.00 fine/5 hrs WD/Counseling Referral 2) 10 day Center Restriction/5 hrs WD 3) Recommended Center Review Board
<b>MJ-8 Other actions or behaviors established by the Center Director</b>	1) Center Director's Contract/Counseling referral 2) Recommended Center Review Board
<b>MJ-9 Cheating</b>	1) \$4.00 fine/3hrs WD/Counseling referral 2) \$5.00 fine/3day DC 3) \$5.00 fine/10 day restriction/5hrs WD/Counseling referral 4) Recommended Center Review Board
<b>MJ-10 Disorderly conduct</b>	1) \$5.00 fine/5 hrs WD/10 day restriction/Counseling referral 2) \$5.00 fine/10 hrs WD/15 day restriction/5 day DC

	3) <i>Recommended Center Review Board</i>
<b>MJ-11 Disrespect to staff or student</b>	1) <i>\$5.00 fine/5 hrsWD/5 day restriction/Counseling restriction</i> 2) <i>\$5.00 fine/5hr WD/5 day DC/10 day restriction</i> 3) <i>Recommended Center Review Board</i>
<b>MJ-12 Entertaining from windows</b>	1) <i>3 days DC/3 hrs WD/ Counseling referral</i> 2) <i>5 day restriction/\$2.00 fine/30 day probation</i> 3) <i>Recommended Center Review Board</i>
<b>MJ-13 Ethnic agitation, including: racial name calling or remarks</b>	1) <i>\$5.00 fine/15 hrs WD/Counseling referral</i> 2) <i>15 day DC/\$5.00 fine/12 hrs WD/Counseling referral</i> 3) <i>Recommended Center Review Board</i>
<b>MJ-14 Excessive class cuts</b>	1) <i>1 to 5 cuts a week-2 day DC/\$5.00 fine/2hrs WD</i> 2) <i>6 to 9 cuts a week-5 day DC/\$5.00 fine/7 hrs WD</i> 3) <i>10 cuts a week 5 day DC/ 30 day restriction/10 hrs WD</i> 4) <i>2 weeks of 3 or more cuts-Recommended Center Review Board for pattern of inappropriate behavior</i>
<b>MJ-15 Falsifying weekend pass or walking pass</b>	1) <i>\$5.00 fine/3 day DC/15 hrs WD</i> 2) <i>Loss of pass privileges for 1 month</i> 3) <i>Recommended Center Review Board</i>
<b>MJ-16 Gambling</b>	1) <i>\$5.00 fine/3 hrs WD/ Course referral</i> 2) <i>\$5.00 fine/ 3 days DC</i> 3) <i>\$5.00 fine/10 day restriction/5 hrs WD Counseling referral</i> 4) <i>Recommended Center Review Board</i>
<b>MJ-17 Overt sexual behavior and/or sexual intercourse</b>	1) <i>10 day restriction/\$5.00 fine/5 day</i> 2) <i>Recommended Center Review Board</i>

**MJ-18 Selling items on center  
for personal profit**

- 1) *\$5.00 fine/3 days DC/5 hrs WD*
- 2) *\$5.00 fine/10 day restriction/8hrs  
WD/Counseling referral*
- 3) *Recommended Center Review Board*

**MJ-19 Smoking in an unauthorized  
area**

- 1) *\$5.00 fine/3 days DC/3 hrs WD*
- 2) *5 hrs WD/5days DC/15 days probation*
- 3) *Recommended Center Review Board*

**MJ-20 Breaking restriction**

- 1) *30 day restriction/\$5.00 fine/15 hrs WD  
Counseling referral*
- 2) *30 day restriction/7 day DC/\$5.00 fine  
10hr WD*
- 3) *Recommended Center Review Board*

**MJ-21 Vandalism**

- 1) *10 day restriction/\$5.00 fine/15 hrs WD  
Counseling referral*
- 2) *15 day restriction/5 day DC/\$5.00 fine  
10 hrs WD*
- 3) *Recommended Center Review Board*

**MJ-22 Failure to comply with  
peer court**

- 1) *\$3.00 fine/3 days DC/3 hrs WD*
- 2) *\$5.00 fine/ 10 days restriction/5 hrs WD  
Counseling referral*
- 3) *\$5.00 fine/15 day restriction/8 hrs WD*
- 4) *Recommended Center Review Board*

## The Following Are Level III Intermediate Center Offenses:

- I-1 Absent from class or trade**
- 1) \$3.00 fine/3 days DC/
  - 2) \$5.00 fine/ 10 days restriction/5 hrs WD  
Counseling referral
- I-2 Being in an unauthorized area or off limits area**
- 1) \$1.00 fine/Counseling referral
  - 2) 3days DC/\$2.00 fine
  - 3) \$3.00 fine/2 Hrs WD/3 days DC
  - 4) Recommended Center Review Board
- I-3 Breaking a medical restriction**
- 1) 5 day restriction/\$2.00 fine/ Counseling Referral
  - 2) 10 day restriction/ 5 days DC/\$5.00 fine
  - 3) Recommended Center Review Board
- I-4 Bringing discredit to the center**
- 1) 3 days DC/3 hrs WD/Counseling referral
  - 2) 10 days restriction/\$3.00 fine/5Hrs WD
  - 3) Recommended Center Review Board
- I-5 Classroom misconduct**
- 1) \$5.00 fine/3 hrs WD/Counseling referral
  - 2) \$5.00 fine/3 days DC/Counseling referral
  - 3) \$5.00 fine/10 day restriction/5 hrs WD  
Counseling referral
  - 4) Recommended Center Review Board
- I-6 Disruptive behavior that interferes with others**
- 1) \$5.00 fine/3 days DC
  - 2) \$5.00 fine/10 day restriction/5 hrs WD  
Counseling referral
  - 3) \$5.00 fine/15 day restriction/ 8 hrs WD  
Counseling referral
  - 4) Recommended Center Review Board
- I-7 Falsifying/forgery of signatures or document**
- 1) 5 hrs WD/\$2.00 fine/Counseling Referral
  - 2) 10 day center restriction/5 hrs WD
  - 3) Recommended Center Review Board
- I-8 Horseplay**
- 1) \$2.00 fine/ 2hrs WW/ Counseling referral
  - 2) \$5.00 fine/ 10 days restriction/5 hrs WD  
Counseling referral
  - 3) Recommended Center Review Board
- I-9 Illegal exit from a recreation trip**
- 1) \$5.00 fine/ 10 days restriction/5 hrs WD  
Counseling referral
  - 2) \$5.00 fine/30 day restriction/ 10 hrs WD  
Counseling referral

- I-10 Illegal exit/AWOL**
- 3) *Recommended Center Review Board*
  - 1) *15 day restriction/ \$5.00 fine/5 hrs WD Counseling referral*
  - 2) *15 days restriction/5 days DC/\$5.00 fine 10 hrs WD/Counseling referral*
  - 3) *Recommended Center Review Board*
- I-11 Interfering with staff management**
- 1) *5 day restriction/\$5.00 fine/2 hrs WD Counseling referral*
  - 2) *10 day restriction/ 5 day DC/\$5.00 fine 5 hrs WD/Counseling referral*
  - 3) *Recommended Center Review Board*
- I-12 Missed appointment**
- 1) *\$2.00 fine/Counseling referral*
  - 2) *\$3.00 fine/3 days DC/3 hrs WD Counseling referral*
  - 3) *\$5.00 fine/ 10 days restriction/5 hrs WD Counseling referral*
  - 4) *Recommended Center Review Board*
- I-13 Name calling**
- 1) *\$2.00 fine/3 hrs WD/Counseling referral*
  - 2) *2 days DC/Counseling referral*
  - 3) *3 days DC/3 hrs WD/Counseling referral*
  - 4) *Recommended Center Review Board*
- I-14 Not producing or improper use of ID**
- 1) *\$2.00 Fine/ Counseling referral*
  - 2) *\$3.00 fine/3 days DC*
  - 3) *2 days DC/3hrs WD/Counseling Referral*
  - 4) *Recommended Center Review Board*
- I-15 Sleeping in class**
- 1) *3 day DC/2hrs WD/\$5.00 fine/Counseling Referral*
  - 2) *10 day Center Restriction/5 hrs WD \$5.00 fine*
  - 3) *Recommended Center Review Board*
- I-16 Using profanity, abusive or obscene language**
- 1) *\$1.00 fine/Counseling referral*
  - 2) *\$2.00 fine/2 day DC*
  - 3) *5 hrs WD/\$3.00 fine/3 days DC*
  - 4) *Recommended Center Review Board*
- I-17 Verbal argument**
- 1) *3 days DC/ Counseling Referral*
  - 2) *2 days DC/3hrs WD/Counseling referral*
  - 3) *\$5.00 fine/10 day Center Restriction 5 hrs WD/Counseling referral*

**I-18 Violation of cafeteria rules**

4) *Recommended Center Review Board*

1) *\$2.00 fine/3 hrs cafeteria*

*duty/Counseling*

2) *\$5.00 fine/5 hrs café duty/counseling*

3) *\$5.00 fine/10 days Center Restriction*

*10 hrs WD*

4) *Recommended Center Review Board*

**I-19 Violation of posted center rules**

1) *\$5.00 fine/3 hrs WD/Counseling*

2) *\$5.00 fine/3 days DC/Counseling*

3) *2 Days DC/3 hrs WD/Counseling*

4) *Recommended Center Review Board*

**I-20 Violation of telephone  
or cell phone usage**

1) *Confiscation of phone for 1 week > \$2.00  
fine/3 hrs WD/Usage Contract*

2) *30 day Center Restriction > 10 hrs WD  
Confiscation for 30 days*

3) *Recommended Center Review Board*

## ***The Following Are Level III Minor Center Offenses***

- MI-1 Cutting in line**
- 1) \$5.00 fine/ 2 hrs WD/Counseling
  - 2) \$5.00 fine/3Days DC/ Counseling
  - 3) \$5.00 fine/3 hrs WD/2 days DC  
Counseling
  - 4) Recommended Center Review Board
- MI-2 Failure to arise by 6:00 AM;  
Failure to leave dorm  
by 7:30 AM-without a J**
- 1) \$1.00 fine/2 hrs WD/Counseling
  - 2) \$3.00 fine/3 days DC
  - 3) \$5.00 fine/10 days Restriction/5 hrs WD  
Counseling
  - 4) Recommended Center Review Board
- MI-3 Failure to do Dorm Duties**
- 1) \$5.00 fine/5 hrs WD/Counseling
  - 2) \$5.00 Fine/3 days DC/ counseling
  - 3) \$5.00 fine/10 day restriction/5 hrs WD  
Counseling
  - 4) Recommended Center Review Board
- MI-4 Failure to participate  
in major cleanup night**
- 1) \$3.00 fine/3 days DC/5 hrs WD
  - 2) \$5.00 fine/10 days restriction/8hrs WD  
Counseling
  - 3) Recommended Center Review Board
- MI-5 Littering**
- 1) \$2.00 fine/2 hrs outside grounds WD  
Counseling
  - 2) \$3.00 fine/5 hrs outside grounds WD
- MI-6 Possession of café  
property/food out of café**
- 1) \$1.00 fine/2 hrs WD/counseling
  - 2) \$2.00 fine/3 days DC /Counseling
- MI-7 Public display of affection**
- 1) \$2.00 fine/2 hrs WD/Counseling
  - 2) \$2.00 fine/3 days DC/Counseling
  - 3) \$5.00 fine/10 day restriction/5 hrs WD  
Counseling
  - 4) Recommended Center Review Board
- MI-8 Violation of center  
headgear policy**
- 1) \$3.00 fine/3 days DC/ 5 hrs WD/  
**Confiscation of headgear**
  - 2) \$5.00 fine/10 day restriction/8 hrs WD  
Counseling
  - 3) Recommended Center Review Board

**MI-9** Violation of dorm policies;  
Violation of laundry rules;  
Violation of phone policy;  
Failure to secure room;  
Violation of curfew hours;  
Poor sanitary conditions;  
Failure to turn lights out;  
Disruptive during dorm meeting

- 1) \$1.00 fine/3 hrs WD/Counseling referral
- 2) 3 days DC/\$2.00 fine/10 hrs WD/Counsel
- 3) \$5.00 fine/15 day restriction/15 hrs WD  
Counseling
- 4) Recommended Center Review Board

**MI-10** Violation of radio, video game  
or TV

- 1) Verbal Warning/Counseling
- 2) 7 days confiscation/\$2.00 fine
- 3) 30 days confiscation/\$5.00 fine  
3 days DC
- 4) Confiscation for the remainder of stay

### **LEGEND:**

**Dorm Curfew (DC)**

**Work Detail (WD)**

**Restriction (Center Restriction)**

- A. No recreation trips
- B. No shopping trips or Western Union
- C. **Weekend passes of all types cancelled**

### **Definitions:**

**1) Possession:** On a person's body in his/her locked locker/container or under his/her private care/control/protection.

**2) Assault:** A violent attack, using physical force, on another person with the intent to do bodily harm with or without a weapon.

**3) Fighting:** A violent conflict between two or more individuals, engaged in an exchange of physical force, with intent to do bodily harm to each other with or without a weapon.

**4) Self Defense:** Necessary actions taken by a victim of a violent physical assault in order to avoid, prevent, lessen or stop bodily harm with or without a weapon

**5) Retaliation:** "Eye for an Eye", Like for Like, repay in kind, intent to do bodily harm beyond necessary self defense action.

**6) Threat:** Possible use of bodily harm (actual or implied) to direct the actions of another person.

**7) Extortion:** To obtain illegally by force or threat of force

**8) Felony or Misdemeanor:** Determined by legal system penal codes (serious) (less serious)

**9) Inciting a Disturbance or Creating Disorder:** Urging others to engage in act or actual participation with the intent to cause chaos, injury, and or property damage.

**10) Harassment; Initiation; Hazing (without assault):** Disagreeable acts directed towards another person with the intent to “put down”, intimidate, disrespect, humiliate, or coerce.

**11) Loan Sharking:** The practice of lending money for profit/services; selling goods for profit/services “Credit list”

**12) Ethic Agitation:** Deliberate acts directed towards a person due to his/her race or national origin with intent to intimidate; cause tension; or create conflict.

**13) Overt Sexual Behavior:** Acts displaying (touch, word, gesture etc) by a person or between persons with the intent to sexually arouse, stimulate, satisfy, and or intimidate; or engage in physical sex acts.

**14) Absent from Assigned Activity:** Failure to attend, meet or be present for scheduled classes/training; meeting with staff; appointments (medical, dental, counselor etc.) and assigned work detail.

**15) Alcohol Intoxication:** Under the influence of or any consumption of an alcoholic beverage as evidenced by smell, unusual behavior, and or general appearance. Suspicious behavior may be confirmed by testing (breathalyzer)