STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS	Title: RESIDENT HANI	RESIDENT HANDBOOKS	
Chapter: Facilities - General	# 301	Supersedes: #301, dated 10/16/1975	
Attachments, Forms & Companion Documents All attachments, forms, and companion of Local Procedure(s) Required: No	documents will be available on the I	OOC website.	
Applicability : All staff (including contractors and Security Level: "B" – Anyone may have access t			
Approved: SIGNED	11/29/2016	01/03/20	17
Lisa Menard, Commissioner	Date Signed	Date Effective	

PURPOSE

The purpose of this administrative directive is to provide for the development of resident handbooks. The resident handbooks shall contain information pertinent to facility life and be made available to all inmates upon admittance to a correctional facility in Vermont.

PHILOSOPHY

It is the philosophy of the Vermont Department of Corrections (DOC) to operate in a fair and consistent manner with regard to inmate related rules, policies, and programs. As such, a fundamental responsibility of correctional facility staff members is to provide residents with information pertinent to life in a correctional facility in Vermont. Resident handbooks help assure that such information is available to all concerned individuals.

AUTHORITY

28 V.S.A. §§ 101(1), 102 (b)(2), 601.

POLICY

It is the policy of the DOC to develop and maintain a resident handbook containing material consistent with the DOC Mission and Philosophy. Each correctional facility shall add information specific to the site to the centralized resident handbook, and make the handbook available to all inmates. The handbook shall serve as an inmate's first resource regarding facility life and rules. Resident handbooks also may be made available in electronic form.

Inmates shall be encouraged to read the handbook to help ensure that they are familiar with facility rules and regulations and are able to take advantage of any programs or opportunities available. If an inmate cannot read, or has a primary language other than English, they may request support in accessing the information included in resident handbook materials.