

State of Vermont Agency of Human Services Department of Corrections	Title: Relationships with Outside Entities		Page 1 of 2								
Chapter: General	 # 08	Supersedes: #08 dated 06/20/1974; Interim Memo DOC/DCF Communications for Child Protection dated 06/05/2009; and #51 dated 05/09/1983									
Attachments, Forms & Companion Documents: All attachments, forms, and companion documents associated with this directive are available on the Department's website											
Local Procedure(s) Required: No Applicability: All staff (including volunteers and contractors) Security Level: "B"- Anyone may have access to this document.											
Approved: <table style="width:100%; border:none;"> <tr> <td style="text-align:center; border:none;"><u>SIGNED</u></td> <td style="text-align:center; border:none;"><u>6/1/2017</u></td> <td style="text-align:center; border:none;"><u>6/30/2017</u></td> <td style="border:none;"></td> </tr> <tr> <td style="text-align:center; border:none;">Lisa M. Menard, Commissioner</td> <td style="text-align:center; border:none;">Date Signed</td> <td style="text-align:center; border:none;">Date Effective</td> <td style="border:none;"></td> </tr> </table>				<u>SIGNED</u>	<u>6/1/2017</u>	<u>6/30/2017</u>		Lisa M. Menard, Commissioner	Date Signed	Date Effective	
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PURPOSE

The purpose of this administrative directive is to establish guidelines for Vermont Department of Corrections' (DOC) staff when working in collaboration with outside groups, agencies, departments, or individuals. This directive shall also provide direction for staff when approached with a request to do research.

PHILOSOPHY

It is the philosophy of the DOC to work closely with other groups, agencies, departments, and individuals in an effort to best serve our populations and communities. These relationships include partnerships to: provide services for offenders; share information when appropriate and allowable; and requests to do research around DOC practices and/or populations. It is necessary for any relationship that the DOC enters into to be a clearly defined relationship; clearly defined relationships decrease the likelihood of ambiguity, and allows each party to confidently perform their duties.

REFERENCE

Agency of Administration Bulletin 3.5 *Procurement and Contracting Procedures*

POLICY

It is the policy of the DOC to use a uniform format and process when producing documents that create a relationship with an outside group, agency, department, or individual. DOC divisions that negotiate agreements with outside entities shall follow the DOC format, which shall require the following:

- I. The purpose of the agreement
- II. Responsibilities of each party and any shared responsibilities;
- III. Any required disclosures or privacy safeguards;
- IV. Contact information for each party;
- V. The date which the agreement becomes effective;
- VI. Any financial provisions;
- VII. Any limitations put on the agreement from previous agreements, or State or Federal law; and
- VIII. The appropriate approvals and signatures

Requests to Do Research

The DOC welcomes outside groups, agencies, departments, and individuals wishing to do corrections research, specifically in Vermont. Mandatory steps shall be taken before any request to do research in connection with the DOC may be approved in order to safeguard the rights of individuals in the custody or under supervision of the DOC. Anyone wishing to inquire about a research project, should contact the Administrative Services Director.