

<p align="center">STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS</p>	<p>Title: THREATS ON STAFF</p>		<p align="right">Page 1 of 5</p>			
<p>Chapter: Personnel</p>	<p align="center"># 127</p>	<p align="center">Replaces Interim Procedure Use of Force - Field and Threats on Staff</p>				
<p>Attachments, Forms & Companion Documents:</p>						
<p>Local Procedure(s) Required: No Applicability: All staff (excluding contractors and volunteers) Security Level: "A" only Department staff may have access to this document</p>						
<p>Approved:</p> <table border="0" style="width:100%"> <tr> <td style="width:33%"> <p>SIGNED</p> <hr/> <p>Andrew A. Pallito, Commissioner</p> </td> <td style="width:33%"> <p align="center">7/23/15</p> <hr/> <p align="center">Date Signed</p> </td> <td style="width:33%"> <p align="center">9/1/15</p> <hr/> <p align="center">Date Effective</p> </td> </tr> </table>				<p>SIGNED</p> <hr/> <p>Andrew A. Pallito, Commissioner</p>	<p align="center">7/23/15</p> <hr/> <p align="center">Date Signed</p>	<p align="center">9/1/15</p> <hr/> <p align="center">Date Effective</p>
<p>SIGNED</p> <hr/> <p>Andrew A. Pallito, Commissioner</p>	<p align="center">7/23/15</p> <hr/> <p align="center">Date Signed</p>	<p align="center">9/1/15</p> <hr/> <p align="center">Date Effective</p>				

PURPOSE

The purpose of this administrative directive is to establish guidelines for the use of self-protection plans in response to threats against Department of Corrections (DOC) staff.

POLICY

The DOC recognizes that all threats on the life of staff are to be considered serious matters and evaluated based on criteria described within this document to determine what safety precautions are necessary.

AUTHORITY

28 VSA § 101(5); 28 VSA § 102(b)(1)

REFERENCE



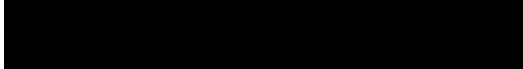
State Facilities Rules.

PROCEDURAL GUIDELINES

A. Criteria to Assess Seriousness of Threats on Life

1. Nature and circumstances of the threat;
2. Stability of the person making the threat to include:
 - i. Unusual interest, such as letter writing to the recipient;
 - ii. Emotional stability and demeanor toward others;
 - iii. Suicidal thoughts or actions;
 - iv. Substance abuse;
 - v. Prior criminal history;
 - vi. Prior behavior;
 - vii. History of violence;
 - viii. History of use of weapons;
 - ix. Whether the person making the threat has access to weapons, including but not limited to firearms;
 - x. Military or law enforcement training; and
 - xi. Whether factors in the person's life have changed and increased risk to self or others.
3. Accessibility to staff person:
 - i. Is the person making the threat incarcerated or in the community?
 - ii. If incarcerated, does the person have the resources or ability to organize others to take action on his/her behalf?
 - iii. Ability and propensity to travel?
 - iv. Does he/she live near the recipient of the threat?
 - v. Time and behavior since the threat was made.

B. Staff Responsibilities

1. In the event of a threat on a life, the staff person who is threatened will:
 - 
 - ii. Immediately report the threat to a supervisor;
 - iii. Provide a written report describing: who, what, where, when, and how the threat was received; and
 - iv. Work collaboratively with the site manager to develop a written self-protection plan request, if desired by the employee.
2. The site manager will:
 - i. Implement immediate safety precautions, 

 - ii. Collect information concerning the threat from staff;

- iii. Provide a verbal report or evaluation to the relevant Central Office director;
- iv. Provide a written report to the relevant Central Office director;
- v. Report the threat to local law enforcement and the State's Attorney;
- vi. Obtain an incident number and copy of the incident report from the investigating law enforcement agency, if available;
- vii. Recommend a safety plan to the relevant Central Office director.

3. The relevant Central Office director will:

- i. Evaluate available information and assess the seriousness of the threat and degree of precaution necessary;
- ii. Approve or modify the recommended safety plan; and

[REDACTED]

C. Self-Protection Plan

- 1. Based on the circumstances of the threat, the staff person may request a self-protection plan. The site manager will work with the staff person to develop and implement the self-protection plan, consistent with DOC policies and administrative directives, and monitor for strict compliance.
- 2. The development of a self-protection plan is an employee-driven process based on what the employee reasonably believes will promote his/her safety.

[REDACTED]

- 4. Self-protection plans must be approved by the site manager, relevant Central Office director, Deputy Commissioner, and the Commissioner.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

TRAINING

1. Relevant Central Office directors will provides instruction on this directive and guide the staff person through development of a self-protection plan.

[REDACTED]

[REDACTED]

QUALITY ASSURANCE

1. All site managers are responsible to ensure staff members comply with this administrative directive to ensure that threats on staff are handled properly.
2. Threats on staff are reportable incidents, and shall be documented according to the Incident Reporting directive.

[REDACTED]

[REDACTED]