

STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS

Policy: 206

Subject: Progress Reports

Effective Date: September 15, 1978

Review and Re-Issue Date:

Supersedes: NEW

APA Rule Number:

Recommended for approval by:		Authorized By:	
_____	_____	_____	_____
Signature	Date	Signature	Date

1. Authority:

1.1

2. Purpose:

2.1 To define the purpose and contents of progress reports.

3. Applicability/Accessibility

3.1 All Department of Corrections Divisions.

4. Policy

4.1 INTRODUCTION

4.1.1 It is the responsibility of the Commissioner and Division Heads to supervise the administration of each program of the Department. In order to meet this responsibility, to encourage thoughtful self-examination, and to facilitate the coordination of the activities of the Department programs, each Division will report regularly on its progress and situation. These progress reports will be considered as opportunity for frank analysis and discussion of past performance and future prospects.

4.2 POLICY DESCRIPTIONS

Policy 206 Progress Reports

- 4.2.1** Reports concerning the activities, plans, and progress of each facility or Field and Juvenile Services district office will be received by the Director of Adult Facilities, and the Division of Field and Juvenile Services offices no later than the 10th working day following the end of the reporting period. The reporting period shall be the calendar month unless the Division Head specifies another period.
- 4.2.2** Facility and District Office progress reports shall include but need not be limited to the following subjects: (Where applicable)
 - 4.2.2.1** Personnel - describe the overall personnel situation and its effect on performance and budget. Also describe any unusual or particularly important events. These may include excessive turnover, absenteeism, employee grievances, training programs workload, vacancies, overtime or temporary requirements, morale, volunteers, or any other significant personnel matters.
 - 4.2.2.2** Budget - At least quarterly describe the financial situation, anticipated difficulties or unusual expenditures, cost reduction efforts, and other significant budget developments.
 - 4.2.2.3** Facilities & Equipment - Describe significant physical changes include all buildings, offices, motor vehicles, and major equipment in this section.
 - 4.2.2.4** Safety - Describe the results of inspections, training, and drills conducted in the areas of fire prevention and control, accident prevention, motor vehicle safety, during the reporting period as well as any relevant incidents and accidents to staff or residents.
 - 4.2.2.5** Public Relations - Report on activities in community relations, and coordination with the criminal justice system including publications, public appearances, visits to or use of facilities by members of the public, legislature, and media. Also include participation of staff members in community resource development or similar activities.
 - 4.2.2.6** Services for Clients - Describe new, planned, or discontinued programs. Also describe any significant events in these areas. These programs may be described under appropriate sub-headings as

needed such as volunteer services counseling, casework and case management. Classification, job training and placement, furloughs, education and alcohol or drug treatment.

- 4.2.2.7** Care of Residents (Institutions only). Describe any significant developments in basic housekeeping, sanitation, and food services. If appropriate, describe developments and protection custody, discipline, and safekeeping transfers, reports on parole and furlough violations.
- 4.2.2.8** Other Services - Describe use and adequacy of purchase of services and services rendered from other states, local, or private agencies.
- 4.2.2.9** Plans - Discuss activity and changes planned for the coming report period.
- 4.2.2.10** Restitution & Fine Collection (Field & Juvenile Services only).
- 4.2.2.11** Coordination between Field & Juvenile Services and Correctional facilities.
- 4.2.2.12** A report of the numbers of inmates involved in work to include:
 - 4.2.2.12.1** Number of inmates involved.
 - 4.2.2.12.2** Description of detail
 - 4.2.2.12.3** Number of hours worked.
 - 4.2.2.12.4** Preparation of segments of progress reports may be delegated at the discretion of the Division Head or Superintendent.

5. Training Method

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6. Quality Assurance Processes

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7. Financial Impact:

7.1

8. References

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9. Responsible Director and Draft Participants