

**STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS**

Policy: 254

Subject: Access To Offender Information
Effective Date: June 7, 1994 **Review and Re-Issue Date:**
Supersedes: NEW **APA Rule Number:**

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

1. Authority:

1.1 28 V.S.A. §601(10); 28 V.S.A. §101(1), (5); 28 V.S.A. §102(b)(2); 28 V.S.A. §102(c)(1)

2. Purpose:

2.1 This policy establishes the guidelines for access to offender information and the authority for the promulgation of directives pertaining to access to offender information in the control and custody of the Vermont Department of Corrections.

3. Applicability/Accessibility

3.1 This policy applies to all DOC employees, volunteers, agents and contractors and to all offender information in the control and custody of the Department. Anyone may have a copy of this policy.

4. Policy

4.1 The commissioner is responsible for establishing and supervising programs and policies for the operation of the correctional facilities of the Department. In order to facilitate the efficient operation of such programs and policies, the commissioner must ensure that access to offender information is consistent with federal and state

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law, the principles of best corrections practices, appropriate standards of ethics, and applicable principles of privilege and confidentiality.

4.1.1 Directives

Access to offender information shall be administered strictly in accordance with departmental directives pertaining to the various areas of offender information in the control and custody of the Department. Access not expressly permitted by directive will be granted only upon court order.

4.1.2 Penalty for Violations

Department personnel may not disclose offender information to any person except as specifically provided in directive.

Any employee who violates the provisions of any directive promulgated pursuant to this policy shall be subject to disciplinary personnel action up to and including termination of employment. Any service provider who violates the provisions of any directive promulgated pursuant to this policy may be considered in breach of contract and the Department may take any action it determines to be appropriate to include immediate termination of the contract.

5. Training Method

5.1

6. Quality Assurance Processes

6.1

7. Financial Impact:

7.1

8. References

9. Responsible Director and Draft Participants