

**Policy 08 Relationship Of The Department With Outside Individuals Or Groups**

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

**Policy: 08**

**Subject: Relationship Of The Department With Outside Individuals Or Groups**

**Effective Date: June 20, 1974 Review and Re-Issue Date:**

**Supersedes: NEW APA Rule Number:**

<b>Recommended for approval by:</b>	<b>Authorized By:</b>
<b>Director Correctional Services</b>	<b>Commissioner</b>
_____	_____
<b>Signature</b>	<b>Signature</b>
<b>Date</b>	<b>Date</b>

**1. Authority:**

**1.1**

**2. Purpose:**

**2.1**

**3. Applicability/Accessibility**

**3.1**

**4. Policy**

**4.1 INTRODUCTION**

**4.1.1** It is the policy of the Department to encourage community people to participate in our facilities and programs. Such involvement is essential for

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community oriented programs, such as the correctional centers and probation and parole, and provides crucial program enrichment in closed facilities.

**4.1.2** In order to utilize community resources in positive ways, it is essential that their relationship with the Department be clearly defined.

**4.1.3** Note: This policy does NOT apply to purchase of service arrangements.

### **4.2 OBJECTIVE**

**4.2.1** To provide guidance to Superintendents, Probation and Parole District Supervisors, and Division Heads for the development and management of relationships with community individuals and groups working with their units.

**4.2.1** In addition, to ensure that such participants will:

**4.2.1.1** Further Department goals

**4.2.1.2** Be consistent with the overall objectives of the facility or unit.

**4.2.1.3** Complement and support the other aspects of a client's program

**4.2.1.4** Improve client programming

### **4.3 GROUP SERVED**

**4.3.1** Department Administrators who are called upon to work with other government agencies, individuals or groups; residents; probationers or parolees outside participants, such as: Community College, community mental health, inmate service groups, volunteers, potential volunteers.

### **4.4 POLICY DESCRIPTION**

**4.4.1** Outside individuals and groups are interested in being involved with the Department in a variety of ways, ranging from an individual volunteer working a few hours a week, to state and private agencies participating in an ongoing formal program.

**4.4.2** Whatever the potential level of involvement, it is important that both parties clearly understand their role and their responsibilities. The following elements should be addressed by the participants:

**4.4.2.1** services to be rendered

**4.4.2.2** to whom

**4.4.2.3** for how long

**4.4.2.4** financial arrangements

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- 4.4.2.5** lines of communication and authority
  - 4.4.2.6** training and supervision requirements
  - 4.4.2.7** security elements
  - 4.4.2.8** any other relevant information.
- 4.4.3** The formality with which an agreement must be made varies with the kind of program being considered. In the following situations a written agreement should be developed, and appropriate division officials notified of the arrangements:
  - 4.4.3.1** Where an organized group is involved.
  - 4.4.3.2** Where any financial transaction is involved
  - 4.4.3.3** Where an ongoing project is defined involving coordination between a variety of people.
  - 4.4.3.4** Where a number of people will be involved in similar roles (e.g., ABA parole aide program, big brother program)
  - 4.4.3.5** Any other situation where either party feels a written agreement would be beneficial.
- 4.4.4** In other cases, the above listed elements should be clearly defined but a written agreement is not necessary.
- 4.4.5** Written agreements should be developed at the level of detail required in a budget presentation. A statement that the agreement may be formally revised to the mutual satisfaction of the participants, and provision for termination should be included. It should also contain a clearly stated procedure for regular review and evaluation of the project. Any program which involves financial arrangements, or which may lead to a situation where financial support is required should be cleared ahead of time with the appropriate division director.
- 4.4.6** All involvements, formal or informal, must meet the criteria laid out in the introduction.
- 4.4.7** The Director of Volunteer Programs should be notified whenever volunteers are involved with the Department, and will provide support as described in Policy 351 Volunteers.

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**4.4.8** Requests to do research should be handled as described in Policy 345 on that subject. (See also Policy 346 - Requests for Information).

### **5. Training Method**

**5.1**

### **6. Quality Assurance Processes**

**6.1**

### **7. Financial Impact:**

**7.1**

### **8. References**

28 VSA Sec. 1(c), 101(5), 102(b){2}, 102(c)(3,8)

### **9. Responsible Director and Draft Participants**

Kent Stoneman, Commissioner