

Directive 313.01 Interdepartmental Transfers

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

Directive: 313.01

Subject: Interdepartmental Transfers
Effective Date: August 15, 1994 **Review and Re-Issue Date:**
Supersedes: NEW **APA Rule Number:**

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

1. Authority:

Policy 313 - "INTRADEPARTMENTAL TRANSFERS"

2. Purpose:

This directive shall identify responsibilities of all appropriate staff involved in an intra departmental transfer of an inmate.

3. Applicability/Accessibility

All staff. This directive may be viewed by anyone.

4. Directive

Program Transfer

Once a form #55 that calls for a transfer, has been approved locally, it is forwarded to the Director of Security & Supervision/Designee.

Responsibility

Director of Security & Supervision/Designee

Action

Receive approved form #55 with transfer request.

Notify sending and receiving facilities of the transfer date.

Coordinate transportation plans with respective facilities.

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Sending Superintendent	Maintain a prioritized waiting list. Notify Central Office by E-mail or facsimile transmittal of completed transfers within 24 hours.
Receiving Superintendent	Appropriately house and implement approved case plans according to Caseplanning Manual.

Population Management Transfers

In the case of Population Management Transfers the Director of Security & Supervision\Designee and an Area Manager(s) have identified a need to transfer inmates within the department to maintain an orderly and safe correctional system. Transfer requests for population management will be considered in the following priority order:

- #1. An inmate awaiting transfer to a specialized program.
- #2. Initial caseplan recommendation for intradepartmental transfer pending authorization.
- #3. A medium security inmate whose major program elements can be duplicated at the proposed receiving facility.

Responsibility

Action

Area Manager/Designee

Contact the Director of Security & Supervision and/or designee to notify them of the need to transfer and forward the completed form #55 for the director's signature.

Director of Security & Supervision/Designee

Notify Area Manager of decision and if transfer is approved, sign form #55.

Notify sending & receiving facilities of transfer dates and inmates to be transferred.

Coordinate transportation plans between sending and receiving facilities.

Security Transfers

All transfers other than program or population management require the Commissioner/Designee's authorization. Use the process outlined -for Program Transfers.

5. Training Method

5.1.

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6. Quality Assurance Processes

6.1.

7. Financial Impact:

8. References

This directive has been revised and updated by the Director of Security and Supervision. June 1994.

9. Responsible Director and Draft Participants