

**Directive 371.14 Furlough Residence Approval**

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

**Directive: 371.14**

**Subject: Furlough Residence Approval**

**Effective Date: 12/30/02 Review and Re-Issue Date:**

**Supersedes: 372.02 APA Rule Number:  
dated  
3/1/02**

<b>Recommended for approval by:</b> Richard Turner, Director/Correctional Services		<b>Authorized By:</b> Steven M. Gold, Commissioner	
_____	_____	_____	_____
<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>

**1. Authority:**

1.1. 28 V.S.A., Chapter 1, Section 1 (b); Chapter 3, Section 102 (c); Chapter 11, Section 808 (a)

**2. Purpose:**

2.1. The purpose of this directive is to provide the Department with guidance in the approval of a household residence for a person on furlough. The guiding principles are guidelines to ensure public safety, staff safety, and offer the least restrictive environment for the offender.

**3. Applicability/Accessibility**

3.1. This Directive applies to staff of Community Correctional Service Centers (CCSC's). Anyone may have a copy of this directive.

**4. Directive**

4.1. Department staff shall use the following principles in approving a proposed residence for a person on furlough or about to be placed on furlough.

**4.1.1 GUIDING PRINCIPLES FOR RESIDENCE APPROVAL**

a) The proposed residence represents the least restrictive environment consistent with public and officer safety.

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- b) No victim(s) or persons with same profile of previous victim(s) are residing in the home, unless treatment or other supports as approved by the case plan are in place.
- c) Approval of residence does not pose a foreseeable risk of harm to neighbors.
- d) Household members are free of any present investigation of criminal activity.
- e) There is no direct evidence that the approval of the residence will interfere with progress in required case-planning and furlough agreement.
- f) Other persons residing in the home state willingness to cooperate with Department staff during the course of the furlough.
- g) Offender may reasonably be supervised by Department staff in this residence.
- h) Offender and household members express an interest in residing together.
- i) Requirements for residence approval may change, as there is a change in circumstances.

4.1.2 When looking at returning an offender back into the community, the department needs to make the residence as suitable as possible, given all of the particulars with the individual case. Thus, the department needs to make a connection to the level of risk of re-offense and the severity of the current offense. Use the chart below to determine what level of scrutiny department staff will use to approve a residence.

Non Listed Misdemeanor Crime LSI score = 0 to 47	Use the guiding principles
Non Listed Felony Crime LSI score = 0 to 23	Use the guiding principles
Non Listed Felony Crime LSI score = 23 to 47	Use the Residence Approval Checklist
Listed Crime LSI score = 0 to 23	Use the Residence Approval Checklist
Listed Crime LSI score = 23 to 47	Use the Residence Approval Checklist

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When an offender proposes to reside in a residence, the initial approval process will consist of the following:

- a) A phone call from the facility CSS to see if the residence is a legitimate consideration;
  - b) A home visit made by a Department CCO or CSS;
  - c) Discussion with all principal household members of residence;
  - d) Use the guiding principles in section 4.1.1. listed above;
  - e) Use the Residence approval Checklist, (Appendix A – attached), to determine suitability of the residence.
- 4.1.3. In keeping with the purpose and the guiding principles listed in this directive there needs to be a correlation between severity of the offense, the level of risk for re-offense while providing the least restrictive environment possible and fostering support for family reintegration, public safety, and staff safety. Each of these issues could be in complete opposition to the others. Knowing that, it is difficult to write a directive that will cover all the possible situations that could occur. To that end, this directive is encouraging creative thinking. The goal is to get the offender back into the community.

### **5. Training Method**

5.1. Each site manager will ensure all staff have read and understand this directive.

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

6.1. Each site manager will develop a local procedure.

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

7.1. Housing offenders in the least restrictive environment consistent with public safety does have a financial impact. Those offenders who do not have appropriate housing, by default, will be housed in a facility bed.

### **8. References**

8.1 Title 28 V.S.A.

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

Ray Flum, Director of Classification

Offender Name: \_\_\_\_\_ LSI Score: \_\_\_\_\_

Offenses: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Occupants: \_\_\_\_\_

**RESIDENCE APPROVAL CHECKLIST**

- 1. Are there any illicit drugs or non-prescribed drugs or drug paraphernalia allowed in the residence? \_\_\_\_\_YES \_\_\_\_\_NO
- 2. Are there safety issues to be considered at the residence, (such as access) to include porches, stairs, doorways and animals? \_\_\_\_\_YES \_\_\_\_\_NO
- 3. Are there any weapons or explosives of any type allowed in the residence including but not limited to rifles, guns, any type of bows and arrows, martial arts equipment, mace or pepper spray? \_\_\_\_\_YES \_\_\_\_\_NO
- 4. Is there any alcohol in the residence? \_\_\_\_\_YES \_\_\_\_\_NO
- 5. Does the victim of the crime live near the proposed residence? \_\_\_\_\_YES \_\_\_\_\_NO
- 6. Is there a likelihood of unplanned contact with the victim? \_\_\_\_\_YES \_\_\_\_\_NO

If all of the above are answered NO, then the residence shall be approved and staff will schedule contact visits at/in the home.

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

If any of the above are answered Yes, are the household members willing or able to take steps to change the answers from yes to no? If so, then the residence shall be approved.

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

If any of the above are checked YES, and the household members are not willing or able to take steps to change the answers from yes to no, and there is a connection between the "yes" issues and the current conviction as it relates to risk, then the approval of the residence needs to be staffed with the CWS and Superintendent.

After the staffing, is the residence approved as is or is there a need for a plan?

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

The above has been denied, here is the PLAN:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

\_\_\_\_\_  
CSS signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date