

<p align="center">State of Vermont Agency of Human Services Department of Corrections</p>	<p align="center">Title: Compassionate Leave Furlough</p>		<p align="right">Page 1 of 2</p>
<p>Chapter: Classification and Case Planning</p>	<p>Directive # 372.03</p>	<p>Supersedes #371.23, <i>Furloughs Other Than Conditional Reentry</i>, dated 9/22/2004, & #351.08, Medical Furloughs, dated 5/01/2001</p>	
<p>Attachments, Forms & Companion Documents: n/a</p>			
<p>Local Procedure(s) Required: No Applicability: All facility and field staff, volunteers and contractors Security Level: "B"- Anyone may have a copy of this document.</p>			
<p>_____ Robert D. Hofmann, Commissioner</p>		<p align="center"><u>February 22, 2006</u> Date Signed</p>	<p align="center"><u>March 8, 2006</u> Date Effective</p>

PURPOSE

The purpose of this administrative directive is to create a process whereby an eligible inmate may be granted a compassionate leave furlough.

POLICY

It is the policy of the Department of Corrections to consider compassionate leave furlough for inmates who have a critically ill relative or to attend the funeral of a relative.

AUTHORITY & REFERENCE

28 V.S.A., Chapter 11, § 808(a). American Correctional Association Standards for Adult Correctional Institutions, 4th Edition, January, 2003, Standards 4-4445, 4-4447.

DEFINITIONS

Compassionate Leave Furlough: The approval of an inmate to leave a correctional facility for a short period of time to attend a funeral of a relative or visit a critically ill relative. The inmate remains on the facility headcount.

Escorted Leave: The approval of an inmate to leave a correctional facility for a short period of time accompanied by a staff member or certified volunteer.

Relative: An individual related by blood, adoption, marriage, civil union or other legally recognized relationships. This may include important relationships other than a relative at the discretion of the Superintendent.

PROCEDURAL GUIDELINES

1. Not all inmates may be eligible for compassionate leave furlough. Eligible inmates may be released on unescorted furlough prior to serving their minimum sentence in the following circumstances:
 - a. To visit a critically ill relative.
 - b. To attend the funeral of a relative

These are generally furloughs of several hours to one day to attend a particular event.

2. The Facility Caseworker will bring a written request for compassionate leave furlough to the attention of the Superintendent. The request will include:

- reason for the furlough
- specific location and specific travel plans
- length of time required for the furlough
- a recommendation as to the type and level of supervision required by the inmate while on furlough.

3. The Superintendent will review the request and factors including, but not limited to:

- the security/custody level
- relationship of the relative to the inmate
- the location of the event
- the inmate's risk to re-offend (LSI, etc.)
- past history under supervision
- prior criminal history
- recent institutional behavior
- victim sensitivity issues, especially the sensitivity of domestic violence cases whereby the victim may be part of the family network attending the event
- verification of the need for the furlough.

These factors will guide the decision to allow the inmate to move outside the confines of a correctional facility, without supervision, or to provide constant or intermittent custodial supervision.

- The inmate must be minimum custody to be considered for a compassionate leave furlough.

4. Furlough will not be considered for inmates who:

- are placed on close custody, disciplinary segregation or administrative segregation pending an investigation
- have a release-sensitive notification designation
- request to attend an event outside of Vermont
- are detainees.

5. If furlough is approved, the Superintendent will indicate:

- the length of the short term furlough
- the level of inmate supervision needed while on furlough
- any other conditions of the furlough deemed necessary.

6. Decisions to allow detainees to leave a facility to visit a critically ill relative or attend a relative's funeral are not made by DOC staff. These are reviewed and arranged by the court of jurisdiction holding the detainee.

7. For inmates who may not qualify for a compassionate leave furlough, the Superintendent may at their discretion approve an escorted leave. All escorted trips will be in accordance with facility and departmental procedure.

8. Facility staff will follow all applicable victim notification procedures.