

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

Policy: 390

Subject: Vermont Correctional Industries
Effective Date: January 27, 1986 **Review and Re-Issue Date:**
Supersedes: NEW **APA Rule Number:**

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

1. Authority:

- 1.1. It is the policy of the Department of Corrections to establish and maintain industries and farms pursuant to the provisions outlined in Title 28, Section 751, V.S.A., as they relate to the employment of inmates.
- 1.2. The Department has designated the Vermont Correctional Industries Division to conduct its manufacturing, farm, and community service crew operations. It is also the policy of the Department that the Industries Division conduct its operation in a professional, judicious and effective manner, specifically as it relates to the revolving fund, to the employment of inmates and to the reduction of the cost of incarceration.
- 1.3. It is the responsibility of the Correctional Industries Division, by virtue of Department Policy, to establish and conduct vocational training activities as they can be integrated into and not in conflict with the normal routine of Industries and Adult Facilities operations. It is the policy of the Department to subsidize the vocational training programs from general fund resources.

2. Purpose:

- 2.1. It is the purpose of this policy to set forth the process by which the Division of Industries will pursue its obligations as described above. This process will be consistent

Policy 390 Vermont Correctional Industries

with policies set forth by the Department of Corrections and the agreement between the State of Vermont and the Vermont State Employees Association.

3. Applicability/Accessibility

3.1.

4. Policy

4.1 RESPONSIBILITY

ACTION

Director of Program Services Division

Perform administrative functions relative to the relationship between the Correctional Industries Division and the Department of Corrections. Provide guidance and direction to the Industries Division and promote its integration with other Program Services Division units and divisions of Adult Facilities and Probation and Parole.

Director of Industries

Function essentially as the Chief Executive Officer of a State-owned, highly diversified manufacturing and service organization. Prepare and maintain a comprehensive operating plan to govern all functional aspects of the Industries Division. The plan will include written provisions and procedures and will assign responsibilities for various functions incidental to and necessary for the proper discharge of duties as previously outlined in Section One.

Director of Industries and Director Program Services Division

Those provisions and procedures which directly affect or are related to or are found to overlap other Department functions, will be consistent with Department Policy in that respect.

Commissioner of Corrections

The policies and procedures for the Industries Division by the Commissioner will apply to all Department of Corrections' personnel and facilities as if they were (and are, in fact) Department of Corrections' Policies and Procedures.

5. Quality Assurance Processes

5.1.

6. Financial Impact:

7. References

8. Responsible Director and Draft Participants