

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

Directive: 392.01

Subject: Community Service Crews
Effective Date: June 6, 1991 **Review and Re-Issue Date:**
Supersedes: NEW **APA Rule Number:**

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

1. Authority:

1.1. Consistent with Policies 661 and 662 governing Inmate Work and Employment, Superintendents will seek to establish relationships with Municipalities, Federal and State agencies and non-profit organizations for the purposes of developing opportunities for inmates to provide low cost services to the people of the State, that will add value to those agencies and communities, and contribute to the quality of life of the people of Vermont.

2. Purpose:

2.1. To provide meaningful work for inmates who are serving short sentences (less than 18 months) as a reparation to the community; and to provide an iterative reintegration step for longer term offenders to prepare them for their movement to community release.

3. Applicability/Accessibility

3.1.

4. Policy

4.1. Superintendents and District Managers will be responsible for the selection of inmates consistent with Department classification and case planning policy and procedure, and will operate Community Service Crews consistent with the security and custody standards of the Department. The Superintendents' and District Managers' responsibilities include the selection and training of the work crew supervisors.

4.2. Superintendents and District Managers will be responsible for adhering to the requirements and procedures found in Directive 660.04, entitled "Work Crew Safety Training" (Appendix III).

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- 4.3.** Superintendents and District Managers will originate and manage the Community Service Crew fee agreements in the following manner.
 - 4.3.1** Use standard form supplied, with above title, and provide all pertinent information requested.
 - 4.3.2** The order of signatures will be as follows: First – Authorized Agent for the user (customer), second - Facility Superintendent or District Manager, third - Director of Industries and Community Services.
 - 4.3.3** No work shall be performed, nor any crew dispatched from the originating facility or district office unless the fee agreement form has first been signed by all parties.
 - 4.3.4** No work shall be performed, nor any crew dispatched from the originating facility or district office, until the requirements of pre-notification outlined below have been completely met.
- 4.4** Superintendents and District Managers will pre-notify law enforcement agencies and communities in the following manner.
 - 4.4.1** Using the forms supplied, the appropriate law enforcement agencies and the official(s) of record in any and all communities wherein a work crew may be working, shall be notified. The method of first notification may be in person or by telephone, but in all cases a written notification shall be executed BEFORE a community service crew is dispatched or any work is performed (SEE FORMS, APPENDIX I and II).
 - 4.4.2** The official(s) of record as referenced in the preceding paragraph shall be determined and located using the process outlined in the section for notification of cities and towns following an escape from custody.
 - 4.4.3** The law enforcement agencies shall include the State Police Barracks in the region; the local Police Department (if applicable); and the Sheriffs in the affected county or counties.
 - 4.4.4** The official(s) of record referenced in paragraph 1 above shall be the officials in those communities with whom we have contracted (even though there is implicit knowledge as a function of the contract, a town agent may not have notified the appropriate official), plus those officials in communities where we have contracted with a third party (such as a state agency) but are actually performing the work in their community.
 - 4.4.5** All other existing department policies and procedures, not otherwise deleted or changed above, shall continue to apply.
 - 4.4.6** In the event a community or organization responds within the five (5) days referenced on the notification form, their concerns or issues shall be resolved to the satisfaction of all parties.

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4.5 Superintendents and District Managers will be responsible for adherence to the following security standards for minimum security/custody Community Service Crews.

4.5.1 Supervision will be provided by two staff members, at least one of whom will be a Correctional Officer II or III, and will be the officer in charge. The other staff member will have at least six months experience with the Department of Corrections, a fleet safety license, and training in work crew supervision, inmate transportation and safety on work crews as described in Department Directive 660.04, shown as Appendix I, attached.

For purposes of these supervision standards, temporary employees are considered Department of Corrections' staff.

4.5.2 The size of the work crews shall not exceed ten (10) inmates.

4.5.3 During transportation to and from work sites, all staff and inmates shall be in one vehicle whenever possible. When two vehicles are required, one officer shall be in each vehicle, driving within close proximity and sight of each other, so that assistance could be rendered in case of emergency.

4.5.4 Supervision shall be constant. For the purposes of this Directive, constant supervision shall mean: "To continuously accompany the inmate(s) and remain within a distance or view as to be able to communicate by voice or motion."

4.5.5 Whenever one officer is temporarily unavailable to maintain the standard of continuous supervision, then the entire work crew shall be assembled beforehand, to maintain the continuous form of supervision. This applies mainly in situations where one officer has to go to the bathroom.

4.5.6 All work crew vehicles will have working radios.

4.5.7 All facility post orders and area/work site procedures, which are written documents which translate policies or directives into activities necessary to day-to-day operations of any given area or work site, shall be developed and promulgated by the Superintendents and District Managers. It will be the Superintendents and District Managers responsibility to assure that the directives, post orders, and area/work site procedures are followed and that there be no conflict nor ambiguity in these documents.

4.6 Community Security/Custody:

4.6.1 Supervision will be provided by one staff member, who will be a Correctional Officer II or III.

4.6.2 The size of the crew will not exceed six inmates.

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- 4.6.3** During transportation to and from work sites, all staff and inmates shall be in one vehicle whenever possible. When two vehicles are required, one officer shall be in each vehicle, driving within close proximity and sight of each other, so that assistance could be rendered in case of emergency.
- 4.6.4** Supervision will be intermittent with the primary emphasis being on the quantity and quality of individual work performance.
- 4.6.5** All work crew vehicles will have working radios.
- 4.6.6** All facility post orders and area/work site procedures, which are written documents which translate policies or directives into activities necessary to day-to-day operations of any given area or work site, shall be developed and promulgated by the Superintendents and District Managers. It will be the Superintendents and District Managers responsibility to assure that the directives, post orders, and area/work site procedures are followed and that there be no conflict nor ambiguity in these documents.
- 4.7** Superintendents and District Managers will be responsible for the notification of Cities/Towns and Organizations following an escape from a Community Service Crew. The procedure will be as follows.
- 4.7.1** Follow established methods of notification for law enforcement agencies and the media.
- 4.7.2** In addition, notify the official(s) of record in the community in which the facility is located.
- 4.7.3** Notify the official(s) of record in the community in which the escape occurred, if different than the community in which the facility is located. When in doubt, notify the official(s) of record in the adjacent community as well.
- 4.7.4** Record the notification action completely, in writing.
- 4.7.5** The notification shall be made by phone or by whatever means are agreed upon between the Superintendent and/or District Manager and the officials during the process defined in paragraph 6 below.
- 4.7.6** The official {s) of record shall be those officials generally and reasonably determined to be community leaders, by election or appointment. This would include, but not be limited to, town and city managers, town clerks, chairpersons of elected governing boards or councils, school officials, etc.
- 4.8** The process of creating the list of officials of record in the community in which the facility is located, shall include personal or phone contact by the Superintendent or District Manager of those persons fitting the above profile, and determining if they wish to be contacted or to identify another designated person.

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4.9 Following this process, the Superintendent or District Manager shall confirm, in writing, with those officials selected and agreed upon, the protocol for notification. Copies of all these letters shall be maintained permanently and the list shall be included in the overall facility policies in force after an escape from custody. The list shall be updated annually.

4.10 In the event a community does not wish to be notified, beyond the standard notification of law enforcement agencies and media, this information, with person contacted, shall be included in the permanent records.

4.10 In communities other than those in which a facility is located, the Superintendent shall have available in the notification protocol, a designated official title or titles as available in the sources identified below. The person(s) identified shall be notified by phone.

5. Training Method

5.1.

6. Quality Assurance Processes

6.1.

7. Financial Impact:

8. References

A list of officials in all Vermont communities is compiled and published annually in a directory entitled "The National survey" and is available from: The National Survey, Chester, Vermont 05143, telephone: 875-2121. Another source for current information of this type, usually available in May of each year, is a directory published by the St. Michael's College Program called "Vermont Local Roads Program." The address is St. Michael's College, Winooski Park, Colchester, Vermont 05439, telephone: 655-2000, ext. 2652.

These two directories can serve as quick references for the title and names of all local officials in Vermont.

9. Responsible Director and Draft Participants