

**Directive 405.01 Criminal Allegations Reporting**

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

**Directive: 405.01**

**Subject:** Criminal Allegations Reporting  
**Effective Date:** May 18, 1991 **Review and Re-Issue Date:**  
**Supersedes:** NEW **APA Rule Number:**

<b>Recommended for approval by:</b>		<b>Authorized By:</b>	
_____	_____	_____	_____
<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>

**1. Authority:**

1.1.

**2. Purpose:**

2.1. This Directive will outline the general procedures to be taken when criminal activity is suspected, and how it is to be reported.

**3. Applicability/Accessibility**

3.1. All individuals and groups affected by the operation of the Department of Corrections. Anyone may view and/or have a copy of this Directive.

**4. Directive**

4.1. The State Police have agreed to accept all reports of crimes that are committed on Department property and of escapes of those persons committed to the custody of the Commissioner. This directive outlines how reports are to be done, and to whom they are to be made.

4.2. Escapes

4.2.1 All escapes are to be reported to the local State Police Office. They will assume complete jurisdiction from the time of initial report. This includes, but is not limited to: initial NCIC entry, GBC's, the obtaining of arrest warrants and the entering of the same at the appropriate holding station.

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4.2.2 The following facilities and field offices will report the crime of escape to the following State Police Office:

4.2.2.1 Facilities:

- 4.2.2.1.1 NWSCF- St. Albans State Police
- 4.2.2.1.2 CCCC - Colchester State Police
- 4.2.2.1.3 RCCC - Rutland State Police
- 4.2.2.1.4 WCCC - Bethel State police
- 4.2.2.1.5 WICF - Rockingham State Police
- 4.2.2.1.6 .SJCCC- St. Johnsbury State Police

4.2.2.2 Field Offices:

- 4.2.2.2.1 St. Albans -St. Albans State Police
- 4.2.2.2.2 Burlington -Colchester State police
- 4.2.2.2.3 Middlebury -Middlebury State Police
- 4.2.2.2.4 Rutland -Rutland State Police
- 4.2.2.2.5 Bennington -Shaftsbury State Police
- 4.2.2.2.6 Newport -Derby State police
- 4.2.2.2.7 St. Johnsbury -St. Johnsbury State police
- 4.2.2.2.8 Morrisville -Colchester State Police
- 4.2.2.2.9 Barre -Middlesex State Police
- 4.2.2.2.10 Chelsea -Bethel State Police
- 4.2.2.2.11 White River -Bethel State Police
- 4.2.2.2.12 Springfield -Rockingham State police
- 4.2.2.2.13 Brattleboro -Brattleboro State police

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- 4.2.3 At the time of the reporting of an escape to the State Police, a package containing the following shall be prepared for their use:
- 4.2.3.1 The most recent picture of the escapee,
  - 4.2.3.2 A set of fingerprints,
  - 4.2.3.3 The most recent ID face sheet, Scar/Tattoo sheet,
  - 4.2.3.4 A short narrative to include the last known address of the escapee, who the escapee listed for notification in the event of emergency and the circumstances of the escape, i.e., failure to return from furlough, escape from work crew, escape from custody. Additional information derived from the file, or other sources that may assist the police in identifying areas the escapee may have gone should also be shared, such as, recently broke up with girlfriend, death in family.
- 4.2.4 The State Police have requested the above information in order to develop a more uniform response to escapes. Superintendents and District Managers are encouraged to meet with their local State Police Office to determine if there is additional information that is needed or required by either the State Police or State's Attorney.
- 4.2.5 It is also the Department's position to support the return of an escapee from wherever he/she is apprehended.
- 4.2.6 When notifying the State Police it will be necessary to advise whether or not the inmate is considered dangerous. The following grid will be used to make the determination.
- 4.2.7 ESCAPEE DEGREE OF DANGER DETERMINATION GRID: SEE ATTACHED REVISED 8/7/92.**
- 4.2.8 In summary: When an escape occurs, we will apply the classification grid as described above and label the offender accordingly with an explanation of our rationale for the category indicated, which would include a detailing of the offender's criminal history and the circumstances of the escape.
- 4.3 Facilities and Field Offices located in areas served by the State police.
- 4.3.1 For all other work related incidents where criminal activity is suspected, the report on such are to be made to the local State police Bureau of Criminal Investigation Lieutenant. These include, but are not limited to: assaults, discovery of drugs, and the introduction of contraband. The BCI Lieutenants are located at and serve the following areas as listed:

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- 4.3.1.1 NW Area - Colchester State police
  - 4.3.1.2 SW Area - Rutland State police
  - 4.3.1.3 NE Area - St. Johnsbury State police
  - 4.3.1.4 SE Area - Rockingham State police
- 4.4 Superintendents and Area Managers are required to meet regularly with the Lieutenant and develop a definitive local protocol.
- 4.5 All managers are reminded that when a major crime occurs and the police have been notified, crime scene preservation is important. Prompt notification of major crimes is imperative.
- 4.6 Field Offices in areas covered by a local police department.
- 4.6.1 Field offices in an area covered by a local police department will contact the local police department for investigations of criminal activity such as breaking and entering, assault that occurred at the office.
  - 4.6.2 Suspected criminal activity by a staff member such as theft of money or state property, and misuse of state property or funds shall, after coordination with the Central Office; (Director of Correctional services) report the suspected activity to the state police.
  - 4.6.3 Any work related criminal investigation that involves an employee, volunteer or contractual staff person is to be reported according to Policy 291.

### **5 Training Method**

### **6 Quality Assurance Processes**

### **7 Financial Impact:**

### **8 References**

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

This directive researched and/or drafted by Stephen A. Maranville, Assistant Director 1991.