

Directive 422.01 Worker Safety In Field Units

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

Directive: 422.01

Subject: Worker Safety In Field Units
Effective Date: July 5, 1994 **Review and Re-Issue Date:**
Supersedes: NEW **APA Rule Number:**

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

1. Authority:

1.1. Pursuant to Title #3, VSA, Section 3052, Title #28 VSA Chapter 1, 3, 5, 9, and 11; the Commissioner of the Vermont Department of Corrections shall determine, establish and administer the policies for the Vermont Department of Corrections and Title #21, Section 201; Occupational Safety, Reimbursement for Personal Property Damaged by Offender; VSEA Bargaining Agreement.

2. Purpose:

2.1. The purpose is to establish a system of procedures and practices which promote reasonable assurances of occupational safety in Community Correctional Service Centers and Court and Reparative Units.

2.2. PHILOSOPHY: The Department is committed to provide safe and healthful working conditions for its employees insofar as it is practical. "Our practices and procedures for work performance by our employees shall not, insofar as practical, be dangerous to the life, body, or well being of our employees."

2.3. The Department recognized that breaches of safety, physical, psychological, and economic victimization of workers represents tangible, real events to the people involved. These acts have the potential for serious implications for the individuals and those with whom they interact. It is believed that some threatening and abusive events are inevitable and come with the job, however, the Department acknowledges they can have a long term, incremental consequences, such as burnout, erosion of confidence, diminished trust in co-workers, and reduced regard for the welfare of our cliental.

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2.4. The Department believes that with the proper utilization of resources, training, and well thought professional best practices and procedures, the incidences of staff victimization can be reduced and the effects minimized should they occur.

3. Applicability/Accessibility

3.1. All staff. This Policy may be viewed by anyone.

4. Directive

4.1. Local procedure will be written that, at a minimum, requires the following:

4.1.1 Access to District Offices by clients and members of the general public shall be controlled.

4.1.2 A sign in and out procedure will be developed and adhered to that requires expected time of return and location, specific enough to locate staff, if necessary.

4.1.3 All staff work areas will be separated from the public entrance area by doors that are kept locked.

4.1.4 Clients and members of the general public can gain access to the staff work areas only with the consent of the staff person they have requested to visit.

4.1.5 Fire prevention, safety, evacuation.

4.1.6 Officer/worker safety to include: wearing seat belts, post orders, duty bags, equipment and training/daily inventory of safety equipment.

4.1.7 Since a majority of hazardous incidents occur during arrest and citation situations and unscheduled field visits, a clear written practice shall be established which describes the role of the worker during these situations that doesn't diminish or abdicate the professional image and responsibility of staff.

4.1.8 Regularly scheduled officer safety training.

4.1.9 Opportunity for counseling services for staff who were victims of offender assaults or work related traumatic events by the site manager:

4.1.9.1 personally speaking with the victim/debriefing;

4.1.9.2 providing a list of service providers (if appropriate);

4.1.9.3 follow-up review with the victim.

Exceptions to this directive must be in writing from the Office of the Director of Security and Supervision.

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5. Training Method

5.1.

6. Quality Assurance Processes

6.1.

7. Financial Impact:

8. References

8.1.

9. Responsible Director and Draft Participants

This directive has been drafted and recommended for approval by the Worker Safety Committee.

DIRECTIVE