

<p style="text-align: center;">STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS</p>	<p style="text-align: center;"><u>INTERIM MEMO:</u> RELEASE OF SEX OFFENDERS FROM A CORRECTIONAL FACILITY INTO THE COMMUNITY UPON COMPLETION OF THE OFFENDER'S MAXIMUM SENTENCE</p>	<p style="text-align: center;">Page 1 of 1</p>
<p>Local Procedure(s) Required: No. Applicability: All staff (including contractors and volunteers) Security Level: "B" – Anyone may have access to this document.</p>		
<p>Approved:</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 30%; text-align: center;">  <hr/> <p>Andrew A. Pallito, Commissioner</p> </div> <div style="width: 30%; text-align: center;"> <p><i>2/23/15</i></p> <hr/> <p>Date Signed</p> </div> <div style="width: 30%; text-align: center;"> <p><i>2/25/15</i></p> <hr/> <p>Date Effective</p> </div> </div>		

Pursuant to 13 V.S.A. §5404(b) the Department of Corrections (DOC) requires Facility Caseworkers to complete the following protocol prior to the release of a sex offender into the community who will be completing their maximum sentence.

1. Thirty (30) days prior to maximum release the Facility Caseworker will ask the offender to provide their anticipated address upon their release, and notify the offender of his or her obligation to report to the Department of Public Safety to register as a sex offender. Additionally, the Facility Caseworker shall advise the offender that failure to register with the Department of Public Safety prior to release is a crime. Facility Caseworkers shall have the offender complete the *Vermont Sex Offender Registry Notification of Requirement to Register* form. If the offender fails to provide an address then the Facility Caseworker must file an affidavit describing the refusal with the State's Attorney who obtained the conviction, with a copy to the Vermont Crime Information Center (VCIC).
2. Five (5) days prior to maximum release the Facility Caseworker will ask the offender to affirm their previously provided address. If the offender fails to affirm their previously provided address then the Facility Caseworker must file an affidavit describing the refusal with the State's Attorney who obtained the conviction, with a copy to the Vermont Crime Information Center (VCIC).
3. At least twenty-four (24) hours prior to release, the Facility Caseworker must file the *Vermont Sex Offender Registry Notification of Requirement to Register* form with VCIC. The offender's provided address should be listed under the "Current Home (911) Address" section of the form.
4. Facility Caseworkers shall assist offenders with the process of registering as a sex offender, unless the offender declines assistance.