

# Memo

To: All Inmates Housed OOS  
From: VTDOC Central Office  
Date: June 2, 2015  
Re: FAQ #2

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On May 21, 2015, you were informed by VTDOC staff that the VT Department of Corrections has entered into a contract with the GEO Group for the purpose of housing Vermont's out of state incarcerated population. This contract goes into effect just before the current contract expires on June 30, 2015.

All inmates residing out of state by the time the contract ends will be transferred to the North Lake Correctional Facility.

Here are some questions that have been asked since the May announcement:

What will happen with the money in the CCA inmate accounts?	All inmate accounts with CCA will be closed as of June 15, 2015. This is to provide staff at CCA, in VT and at GEO Group time to move the funds and open a new account in Michigan by the time the inmates arrive there.
If my account is closed, how will I have access to the phones?	The VTDOC is providing each inmate with \$20 worth of phone time to use after June 15. If this amount is exceeded, the difference will be removed from the inmate's account once in MI to pay off this debt.

<p>If my account is closed, how will I be paid after June 15, 2015?</p>	<p>Any wages earned after June 15, will be sent to the VTDOC Lock-Box and then sent to your GEO Group account.</p>
<p>What property can be boxed up to go on the transport vehicle?</p>	<p>Inmates currently housed at LAC can pack the following items in a box provided – this will be inventoried, sealed and put on the transport vehicle to Michigan:</p> <ul style="list-style-type: none"> <li>Walkman/radio with earbuds</li> <li>Unopened Cosmetics</li> <li>Legal material that will fit inside the box</li> <li>Religious items</li> <li>Comb/brush</li> <li>Photos/frame without glass</li> <li>Address book</li> <li>Eye/reading glasses</li> </ul> <p>These items will be in the inmates’ possession within the first 48 hours of arriving at the North Lake Facility.</p>
<p>What remaining property can inmates have inventoried and packed to be shipped to North Lake?</p>	<p>The complete property list is attached to this memo.</p>
<p>What do I do with excess property?</p>	<p>Any property not listed above or on the property list, or in excess of allowable limits, must be shipped home at the inmates’ expense or donated or destroyed via CCA policy with documentation stating such.</p>
<p>Can my commissary items be shipped from the facility I am at to North Lake?</p>	<p>Only unopened liquid hygiene products, opened dry hygiene items (vitamins, q-tips etc.) and appliance type items can be shipped with your property. <b>NO</b> commissary that you eat or drink (including sugar or coffee) can be shipped.</p>
<p>What is going to happen with personally owned instrument(s)?</p>	<p>No personally owned instruments will be allowed in Michigan. These need to be shipped out at the inmate’s’ cost prior to transfer.</p>

<p>What will happen with the instruments purchased by the recreation fund?</p>	<p>These instruments will be packed up and transported by ground with the inmate property boxes. Once in Michigan, these will be stored in the facility band room.</p>														
<p>What will the phone charges be in Michigan?</p>	<p>The phone process will be the same as they are in Vermont:</p>														
	<p>Collect Call Rates</p>														
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<p>Can inmates send craft Items to North Lake?</p>	<p>Any current hobby craft projects (finished or in process) must be shipped out at the inmate's cost. These will not be allowed in Michigan. You supplies can be shipped with your property.</p>														

Can inmates still do crafts while at North Lake?	Yes – you will be able to participate in hobby crafts however, it will be in a designated space and not occur on the unit.		
How much money will the inmates be allowed to spend on commissary?	There will be a \$100/week spending limit on commissary.		
What are the costs for video visitation?	The North Lake Facility offers video visitation daily at the cost of \$9.95/30 minutes. A flyer will be added to the VTDOC Public Homepage soon.		
Will inmates have continuity of medical care and outside appointments in North Lake CF?	Yes – any chronic care or outside specialist appointments currently scheduled in KY or AZ will be made by GEO Group staff in advance of the inmates’ transfer to Michigan.		
What rate of pay for the inmate jobs available at the North Lake facility?	<b>Job</b>	<b># of Positions</b>	<b>Price per Day</b>
	Barber	4	2.00
	Chapel Aide	4	2.00
	Commissary	10	3.00
	Dorm Janitor	15	1.00
	Fire Safety	2	2.00
	Floor Maintenance	15	1.00
	Kitchen	47	2.00
	Laundry	10	2.00
	Legal Aide	2	3.00
	Library	2	1.30
	Maintenance	8	2.00
	Medical Janitor	2	2.00
	Rec Aide	2	2.00
	Rec Janitor	4	1.00
	Supply	4	2.00
Visitation	2	3.00	
Yard Maintenance	8	2.00	

Where can an inmate get their VTDOC PID #?	Each inmate was sent a memo with their VTDOC PID Number on it prior to being transferred to Michigan. Additionally, friends and family can get this number from the Offender Locator on the VTDOC Public Homepage (it is listed there as a jacket number). <a href="http://doc.vermont.gov/offender-locator/">http://doc.vermont.gov/offender-locator/</a>
Can the inmates bring their coolers from CCA?	Yes – coolers are on the allowable property list and can be shipped with your property.

Please refer your friends and family to the VT Department of Corrections public website <http://doc.vermont.gov/> to see the latest Frequently Asked Questions (FAQ's).

## North Lake Correctional Facility Vermont Inmate Property List

1	Coat	Facility issued.
3	Uniforms	Facility issued.
3 pair	Shoes	One pair of facility issued, one pair of tennis shoes and
1	Rain suit or poncho	Translucent pants, coat & hood.
10	Underwear	White only. Maximum of three pair being facility issued.
10	T-shirts	White or gray. Up to (3) may be tank top style.
3	Sweatpants	Gray without stripes or large logos.
3	Sweatshirts	Gray without stripes, large logos or hoods.
1	Jock strap	
2 pair	Long/thermal underwear	White only.
3	Gym shorts	Gray without stripe or large logos.
2	Pajamas	No navy or black.
1	Robe	No navy or black.
10 pair	Socks	White only. Maximum of three pair being facility issued.
1 pair	Gloves	Cotton only.
1 pair	Ear plugs	Foam only.
10	Handkerchiefs	
1	Cap/hat	Without decoration.
1	Toboggan	Without mask.
5	Towels	Standard size. Maximum of two being facility issued.
5	Washcloths	Maximum of two being facility issued.
4	Sheets	Twin size. Maximum of two being facility issued.
2	Pillow cases	Maximum of one being facility issued.
2	Blankets	Facility issued

1	Pillow	Facility issued (may be integrated with mattress).
1	Mattress	Facility issued.
1	Laundry bag	Mesh only.
1	Shower bag	Mesh only.
1	Watch	No memory capability.
2	Necklaces/medallions	Not homemade and no more than .25" wide or 24" long.
3	Rings	Plain band without gems, stones or raised surfaces.
2	Combs/hair picks	Plastic only.
1	Hairbrush	
1	Mirror	Plastic no larger than 8" X 10".
1	Photo album	Not larger than 12"x14".
1	Ice chest	Plastic ten quart maximum with non-detachable top and non-removable liner.
2	Photos and frames	Not larger than 8"X10" with no glass.
1	Drinking cup/mug/tumbler	Plastic only.
2	Eye glasses	Prescription only.
1	Sunglasses	Non-reflective lenses.
1	Nail clippers	No knife blades or screwdrivers.
2	Locks	
2	Bowls & lids	Plastic with maximum depth/diameter of 7".
1	Clock	Stem wind/battery power not larger than 4" overall.
1	Fan	Purchased through commissary vendor.
1	Walkman	Radio, CD player or combination.
1	Television	Up to 15" screen with headphone jack.
1	Remote control	
1	Gaming system	Authorized types only with up to two controllers and one memory card purchased through commissary.
10	Gaming system games	Total number permitted regardless of type(s) of gaming system(s) required for use with none rated adult or

mature.

1	Cable converter box	
2 pair	Headphones	One pair for with each walkman and/or television owned with no more than two pairs total.
10	Compact discs	Purchased only. Not burnt disks.
1	Calculator	Pocket size solar power with no memory.
3	Razors	Disposable only.
1	Electric razor/shaver	Commissary/vendor purchase.
2	Toothbrushes	
2	Soap	
2	Toothpaste or denture cleaner	
6	Toilet paper	
2	Shave cream	Non-aerosol only.
2	Hair cream, dressing, mousse	
2	Shampoo	
1	Hair conditioner	
1	Hair spray	Non-alcoholic and non-aerosol only.
2	Deodorant	
1	Body powder	
1	Foot powder	
2	Foot salves	
1	Lotion	
1	After shave	Non-alcoholic only.

Other items may be possessed in reasonable quantities only and may include: stationary, postage stamps, pens, batteries, playing cards, table games (no dice), authorized art/hobby craft supplies and shoe shine materials. The items must be purchased through the inmate commissary. Inmates cannot possess more than forty (40) stamps; fifty (50) envelopes or one (1) box/pack of stationary at a time, nor are they permitted to own/use self-adhesive address

labels. A limit of two (2) cubic feet of paper products, including publications, per inmate is observed.