

Vermont Department of Corrections
Out of State Unit
Memo

To: All Staff and Inmates

From: Dominic Damato, Facility Operations & Out of State Manager

Date: May 10, 2017

Re: Frequently Asked Questions (FAQ) #2

The VT Department of Corrections has collected questions from staff, inmates as well as friends and family. Below are some of what was asked and the answers. There will be more FAQ's to come before the end of the current OOS contract.

<p>1. Will left over phone debit (GTL) be refunded and credited to an inmates account or is it lost?</p>	<p>GTL Rep for NLCF has informed the management there that money left over on their GTL accounts will be credited back to their trust accounts.</p>
<p>2. How will PADOc provide Vermont inmates with Access to Courts?</p>	<p>Much the same way Vermont does. PADOc has an extensive collection of legal material available to general population inmates via computers located in the law libraries. The computers are updated quarterly via external hard drive provided by software vendor LexisNexis. Inmates should be familiar with Lexis Nexis because it's the same software previously used in Vermont on the kiosks.</p> <p>We are in the process of contacting LexisNexis to add Vermont law to the Pennsylvania system. Legal material that is not available via the law library computers may be requested through inter-library loan. PADOc policies provide for photocopy and notary services, generous hours for law library access to include weekends and evenings, and established criteria for requesting</p>

	<p>extra time, if needed. Source: DC-ADM 007, Access to Provided Legal Services Procedures Manual, Section 1 – Law Libraries and Services (effective 4/13/15)</p> <p>We are contacting the Court Administrator to advise that during this time of transition from Michigan to Pennsylvania, legal resources will be limited or unavailable. Inmates with active cases are advised to notify the courts directly regarding their specific case(s).</p>
<p>3. CORRECTED addresses and contact information.</p>	<p>SCI Camp Hill P.O. Box 8837 (Staff) P.O. Box 200 (Inmates) Camp Hill, PA 17001-8837 (Staff Zip Code) Camp Hill, PA 17001-0200 (Inmate Zip Code)</p> <p>SCI Graterford P.O. Box 246, Route 29 (Staff) P.O. Box 244 (Inmates) Graterford, PA 19426-0246</p>
<p>4. Can we have more information about the packages family and friends can buy for inmates?</p>	<p>The vendor is Access – Securepak and information about these packages can be found through the following links:</p> <p>See – Access/Securepak packages</p> <p>See – Access/Securepak FAQ's</p>
<p>5. We ordered clear TV's while at NLCF and as well as ones that were not clear – can we have them?</p>	<p>You will be allowed to have your TV's – an exception has been made for the TV's.</p>

<p>6. What will my allowable property list look like?</p>	<p>As stated in FAQ#1, an inmate in general population is permitted storage space equal to four records center boxes (4.17 cu ft.) This space may consist of four records center boxes or one footlocker and two records center boxes. In a cell with a built-in, or free standing storage cabinet, the inmate is permitted to use that space and either two records center boxes or one footlocker.</p> <p>For clarity, a list of allowable and non-allowable items has been drafted and will be provided.</p> <p>Exceptions have been made so that you are permitted to have some non-transparent items.</p> <p>See – PADOC Property list</p>
<p>7. How often will VTDOC Caseworkers visit inmates in PA facilities?</p>	<p>There should be VTDOC staff in Pennsylvania each month.</p>
<p>8. Has PADOC guaranteed VTDOC that a majority of the population will be housed separately from other jurisdictions?</p>	<p>There are units identified primarily for Vermont inmates. If we have an increase requiring use beyond the bed capacity of those units, or if classification or behavior problems arise, PADOC has the right to move inmates throughout their system under the Interstate Corrections Compact.</p>
<p>9. Can current housing assignments and roommates be transported and housed together in Pennsylvania?</p>	<p>How inmates will be transported is not something that will be shared. How cellmates are assigned will be up to PADOC and decided after orientation and classification.</p>

<p>10. Will we know which prison in PA we will be headed to before we leave so we can notify our families, courts, lawyers and magazine publishers of our new address?</p>	<p>No. This information will be shared with you once your orientation and classification process is complete.</p>
<p>11. Will program windows that VTDOC staff have established for us still be honored after we are “PA inmates”?</p>	<p>Vermont inmates will be prioritized to return to Vermont based on their criteria score when compared to other inmates. The criteria takes into consideration programming and release windows. This will not change due to being relocated to PADOC.</p>
<p>12. How will VTDOC handle an influx or of requests from inmates seeking to return to Vermont?</p>	<p>With a lack of beds for sentenced inmates within the system, the Department of Corrections is prioritizing those who occupy the beds it has in Vermont. We believe that these beds are best used for inmates preparing to program, actively programming or preparing to transition to the community.</p> <p>Inmates who are identified as potential candidates to return to Vermont, are those who are closer to their programming or release window when compared to other inmates.</p> <p>With that said, individual requests will be processed through the Caseworker and responses provided based on the OOS Criteria.</p> <p>Information can be found about the OOS Criteria via VTDOC Directive 371.22 and Interim Memo.</p> <p>See – VTDOC Directive 371.22 and Interim Memo</p>

<p>13. How long will US Mail be forwarded from Michigan?</p>	<p>NLCF will forward mail to PADOc through the end of July.</p> <p>Since processing times to the old address can normally take 3 days, it can take an additional 3 days to process it to a new address. Normal times can range from 1 day for a local change of address that's caught by automated machinery to 1 week (remember the USPS delivers 6 days in a week and not 7 days).</p> <p>Please note that the PA DOC processes and delivers the mail five days a week.</p>
<p>14. Can VTDOC handle money transfers for families that cannot access JPay? (i.e. money orders sent to the in-state address and then deposited on an inmate's PA account?)</p>	<p>No. All funds must be handled according to PADOc policy. PADOc uses JPAY for the processing of ALL MONEY ORDERS sent to inmates, as well as ALL online and over-the-phone credit card transactions.</p> <p>See – How to send an inmate money</p> <p>See – JPay account information</p>

For more information:

See [PADOc Handbook English](#) or [PADOc Handbook Spanish](#)