

STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS	Title: Staff Safety		Page 1 of 2						
Chapter: Security and Supervision	# 422	Supersedes #336.01 (Dated 10/27/1997) #422.01 (Dated 07/05/1994) #422.04.01 (Dated 11/06/2000) #422.03 (Dated 02/22/1999)							
Attachments, Forms & Companion Documents: All attachments, forms, and companion documents associated with this directive are available on the Department’s website.									
Local Procedure(s) Required: Yes - for establishment of written field and facility protocols. Applicability: All staff (including contractors and volunteers) Security Level: “A” – Only DOC staff may have access to this document.									
Approved: <table style="width:100%; border:none;"> <tr> <td style="text-align:center; width:33%;">SIGNED</td> <td style="text-align:center; width:33%;">10/4/2018</td> <td style="text-align:center; width:33%;">10/22/2018</td> </tr> <tr> <td style="text-align:center; border-top:1px solid black;">Lisa Menard, Commissioner</td> <td style="text-align:center; border-top:1px solid black;">Date Signed</td> <td style="text-align:center; border-top:1px solid black;">Effective Date</td> </tr> </table>				SIGNED	10/4/2018	10/22/2018	Lisa Menard, Commissioner	Date Signed	Effective Date
SIGNED	10/4/2018	10/22/2018							
Lisa Menard, Commissioner	Date Signed	Effective Date							

PURPOSE

This directive outlines the Vermont Department of Corrections’ (DOC) general principles, philosophy, and policy regarding staff safety.

PHILOSOPHY

It is the philosophy of the DOC to promote safety and security within state correctional facilities, field offices, central office, and when staff are in the community to provide a safe environment for employees, contract staff, volunteers, offenders, and visitors.

AUTHORITY

3 V.S.A. § 3052; 28 V.S.A. Chapter 1,3,5,9 and 11; 21 V.S.A. § 201; VSEA Labor Contract.

POLICY

1. Dispatch Services

The DOC provides dispatch services to staff carrying out their duties while in the community. This dispatch service aims to ensure staff safety by knowing the whereabouts of on-duty staff when performing work duties outside of their work location.

2. Field Site Safety and Security

The DOC shall support a safe environment for all persons within Probation and Parole Offices by:

- a. Controlling access;
- b. Ensuring staff whereabouts are known at all times;
- c. Separating staff work areas from the public areas;
- d. Establishing fire prevention, safety, and evacuation protocols; and
- e. Training.

3. Vehicular and Personal Safety Equipment

The DOC makes available safety equipment to staff whose duties require it. This gear is based on staff members job duties and responsibilities to ensure that staff are properly equipped.

4. Correctional Facilities Safety and Security

The DOC aims to ensure staff, contractors, and visitors safety in correctional facilities. The primary facilitator of safety are the core-competencies required of staff within correctional facilities, safety equipment provided to correctional staff, as well as the on-going continuous quality improvement and safety scenarios that take place.

5. Central Office Safety and Security

The DOC, in conjunction with other Agency of Human Service's (AHS) departments and offices, aims to provide for, and ensure the safety of, all persons who visit and/or work for the DOC's Central Office. In support of Central Office Safety and Security, the DOC adheres to, and supports, AHS safety policy and state security measures.

6. Threats on Staff

The DOC employs the use of self-protection plans in response to threats against DOC staff. The DOC recognizes that all threats on the life of staff are to be considered serious matters and evaluated based on criteria to determine what safety precautions are necessary.