

State of Vermont Agency of Human Services Department of Corrections	Title: Fiscal Management		Page 1 of 2
Chapter: Administrative Services	# 201	Supersedes: 201 dated 4/2/1980; 202 dated 2/28/1985; 205 dated 9/20/1985; 208.01 dated 10/30/1999; and 312 dated 8/12/1985	
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 field and facilities Applicability: All staff Security Level: "B"- Anyone may have access to this document.			
Approved: <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;"> <u>SIGNED</u> Lisa Menard, Commissioner </div> <div style="text-align: center;"> <u>5/3/2017</u> Date Signed </div> <div style="text-align: center;"> <u>5/17/2017</u> Date Effective </div> </div>			

PURPOSE

The purpose of this administrative directive is to establish guidelines for the efficient and economical use of resources purchased by, and allocated to, the Vermont Department of Corrections (DOC).

PHILOSOPHY

It is the philosophy of the DOC to commit to efficient management of all DOC resources. The DOC believes that sound correctional administration requires a thorough understanding of effective and efficient management of all resources, as well as sound fiscal practices.

AUTHORITY

28 V.S.A. § 102(c)(14); 28 V.S.A. § 601; 32 V.S.A. § 5934; and APA Rule # 08-016/Policy #426 *Supervision Fees for Offenders under Field Supervision by the Department of Corrections*, May 2008.

REFERENCE

Agency of Administration – Buildings and General Services: Fleet Management Services --*Assigned Vehicles*; Agency of Administration – Buildings and General Services: Fleet Management Services – *Operation and Administration*; Agency of Administration Bulletins; 23 V.S.A. § 1095b; 23 V.S.A. § 1099; and DOC Administrative Directive #426.01 *Offender Financial Obligations – Field*.

POLICY

The DOC shall work to achieve economical and efficient use of all resources through long term planning, budget preparation, and a sensible use of all DOC resources. These resources include:

1. Funds;
2. Staff;
3. Buildings;
4. Clientele;
5. Equipment;
6. Volunteers;
7. Other state services; and
8. The community setting itself.

DOC Division Heads, Facility Superintendents, and Field Service District Managers shall participate in annual fiscal planning, as well as budget preparation and development. They shall also ensure that their work units comply with all DOC documents, memoranda, and any agency bulletins concerning the management of resources.

It shall be standard practice for DOC Central Business Office to create and maintain records of monies owed to DOC for supervision fees, restitution, or services provided to indigent inmates. While DOC shall generally track and maintain the records of these debts, as well as payments made to satisfy the debts, DOC may choose to contract with a private collection agency to recover monies owed.

The DOC shall use internal resources wherever possible. However, the DOC recognizes that the advantages associated with contracting with outside providers makes the use of service purchasing highly desirable in many situations; the DOC may contract¹ and purchase services when necessary.

¹ Please refer to the Agency of Administration [Bulletin 3.5 on Procurement and Contracting Procedures](#).