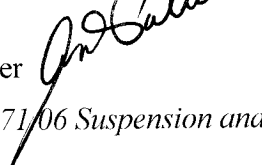


VT Department of Corrections

INTERIM REVISION MEMO,

**TO:** All Staff  
**FROM:** Andrew Pallito, Commissioner   
**RE:** Interim Revision Memo on 371.06 Suspension and Termination from  
Correctional Programs  
**DATE:** April 14, 2010  
**Cc:** Kim Bushey, Lisa Menard, Heather Simons

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The following *Interim Revision Memo* on administrative directive #371.06 *Suspension and Termination from Correctional Programs* is now in effect.

**Old Language** dated 12/30/02

- 4.9. The decision to terminate an offender from a program shall be made only after due consideration of the cause for termination and consideration of lesser alternatives.
- 4.11. An offender suspended from a program shall not forfeit his/her accumulated program participation credits earned prior to suspension. An offender terminated from a program will forfeit program participation credits earned prior to termination and will not be eligible to receive future program credits while on a waiting list for readmission to that program or admission to another program. Once terminated an offender cannot re-apply for the program for one year.

**New Language**

- 4.9. The decision to terminate an offender from a program shall be made only after due consideration of the cause for termination and consideration of lesser alternatives.  
**Added: The Corrections Program Services Chief Clinical Specialist or designee will review and approve all program terminations.**
- 4.11. An offender suspended from a program shall not forfeit his/her accumulated program participation credits earned prior to suspension.
- 4.11.1 An offender terminated from a facility program will forfeit program participation credits earned prior to termination and will not be eligible to receive future program credits while on a waiting list for readmission to that program or admission to another program. Once terminated an offender cannot re-apply for the program **for six (6) months.**
- 4.11.2 **Added: An offender terminated from a community-based program will forfeit program participation credits earned prior to termination and will not be eligible to receive future program credits while on a waiting list for readmission to that program or admission to another program. The offender case will be staffed with the Corrections Program Services Chief Clinical Specialist and Director of Designation to determine eligibility and appropriateness for either a facility-based or field-based program. If eligible for facility- based programming, they will be placed on the waiting list.**