

<p align="center"><b>STATE OF VERMONT</b> <b>AGENCY OF HUMAN SERVICES</b> <b>DEPARTMENT OF CORRECTIONS</b></p>	<p><b>Title:</b> <b>COMMUNITY NOTIFICATION FOR HIGH RISK OFFENDERS</b></p>		<p align="right"><b>Page 1 of 18</b></p>						
<p><b>Chapter:</b> <b>Classification and Case Planning</b></p>	<p align="center"><b>#371.29</b></p>	<p align="center"><b>NEW</b></p>							
<p><b>Attachments, Forms &amp; Companion Documents:</b></p> <ol style="list-style-type: none"> <li>1. Community Notification Plan</li> <li>2. Sample Case Staffing Form</li> <li>3. Law Enforcement Notification: Standard Release Form</li> <li>4. Law Enforcement Notification: High Risk Sex Offender Release Form</li> </ol>									
<p><b>Local Procedure(s) Required:</b> No  <b>Applicability:</b> All staff (including contractors and volunteers)  <b>Security Level:</b> "B" – Anyone may have access to this document.</p>									
<p><b>APPROVED:</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%; text-align: center;">_____</td> <td style="width: 33%; text-align: center;">_____</td> <td style="width: 33%; text-align: center;"><b>November 3, 2014</b></td> </tr> <tr> <td style="text-align: center;"><b>Andrew A. Pallito, Commissioner</b></td> <td style="text-align: center;"><b>Date Signed</b></td> <td style="text-align: center;"><b>Date Effective</b></td> </tr> </table>				_____	_____	<b>November 3, 2014</b>	<b>Andrew A. Pallito, Commissioner</b>	<b>Date Signed</b>	<b>Date Effective</b>
_____	_____	<b>November 3, 2014</b>							
<b>Andrew A. Pallito, Commissioner</b>	<b>Date Signed</b>	<b>Date Effective</b>							

**PURPOSE**

The purpose of this administrative directive is to identify the procedures and guidelines to provide notice to affected persons, Law Enforcement Agencies, and other relevant parties when high risk offenders are released from incarceration.

**POLICY**

It is the policy of the Vermont Department of Corrections to make every reasonable effort to properly prepare and plan for the release and reintegration of high risk offenders who are returning to the community following incarceration. Inherent within that responsibility is the need to take additional steps to notify and consult with all required parties and appropriate community members prior to the release of high profile and serious crime inmates.

**AUTHORITY**

13 V.S.A. § 5305, 13 V.S.A. § 5411, 13 V.S.A. § 5411c, 28 V.S.A. § 102(c)(22)

## **REFERENCE**

Administrative Directives, #255.01 Sex Offender Registry & Internet Registry Determinations, #371.02, Facility Case Management; #371.10 Level C Designation for Offenders Convicted of Listed Offenses, #371.11 Level C Performance Expectations, and #502.01 Victim Notification – Automated (VANS) and Non-automated.

## **DEFINITIONS**

**Case Staffing:** Review of pertinent case plan information by Department of Corrections facility, probation and parole, and central office staff in order to make decisions about appropriate custody level, furlough status, programming, direct community placement, release sensitive notification (RSN), community notification, level “C” designation for offenders convicted of listed offenses, and sex offender releases and parole recommendations.

**Case Staffing Form:** A form used by correctional staff to document a request to have a case staffing with designated authorities to determine appropriate custody levels, furlough status, programming, direct community placement, release sensitive notification (RSN), community notification, level “C” designation for offenders convicted of listed offense, and sex offender releases and parole recommendations. Details on the form include offender name, legal status, probation and parole office site, convictions, sentence, date of request, a rationale for the request, and a recommended case staffing result.

**Community Notification Plan:** A plan devised to provide notice to affected persons, Law Enforcement Agencies, and other relevant parties when high risk offenders are released from incarceration.

**High Risk:** Statutorily defined as a high degree of dangerousness that a sex offender poses to others. Dangerousness includes the probability of a sexual re-offense.

**High-Risk Designation:** When a sex offender has been found by the Sex Offender Review Committee to meet the criteria of high-risk for purposes of Internet registration.

**“Max-out” Case:** An inmate who completes their maximum sentence while incarcerated and is released without any Department supervision.

**Projected Release Date (PRD):** The date when it is projected that an offender will be released from a facility.

**Release Sensitive Notification (RSN) Case:** A case in which the Department takes additional steps in notifying community partners, victims, and other members of the public who may be impacted by the offender’s release. A case is assigned RSN status by a central case staffing based on field and facility staff recommendation. Criteria for RSN status include, but are not limited to, LSI scores, victim and community sentiment, and media or political notoriety of the offense. This does not pertain to sentenced-detained or detained offenders.

## **PROCEDURAL GUIDELINES**

### **1. Criteria for Community Notification**

- a. Offenders designated High Risk Sex Offenders; or
- b. Offenders designated Release Sensitive Notification (RSN); or
- c. Offenders designated Level C; or
- d. Any other high risk offenders not meeting the above criteria but identified by the co-case managers and approved by their supervisors.

### **2. Rationale for Community Notification**

A variety of information needs to be considered when determining the extent of the community notification plan, including but not limited to:

- a. Seriousness of the offense;
- b. Offender's prior offense history;
- c. Offender's characteristics, such as response to prior treatment efforts and history of substance abuse;
- d. Lack of community supports to the offender, such as therapeutic treatment, a stable and supervised living arrangement, familial and social relationships, and consideration of the offender's education or employment stability;
- e. Whether the offender has indicated, or credible evidence in the record indicates, that the offender will reoffend if released into the community;

### **3. Central Review**

- a. All cases meeting the criteria for Community Notification will require a Central Level case staffing.
- b. The Facility CSS will submit a central case staffing report at least six (6) months prior to the projected release date, to include offenders maxing out their sentence.
- c. The Facility CSS will complete section 1 of the Community Notification Plan form and submit the plan with the case staffing report.
- d. A Central Level Case Staffing will be held and section 2 of the Community Notification Plan will be discussed. The plan will outline who will be notified, by whom and when. If applicable, it will also designate a staff member to respond to media inquiries.
- e. Central Office staff are responsible for:
  - i. Filling out Section 2 of the Community Notification Plan;
  - ii. Storing the completed Community Notification Plan electronically;
  - iii. Documenting the Community Notification Plan in electronic case notes, and;
  - iv. Entering the appropriate information on the Community Notification Plan tracking sheet.

### **4. Community Notification**

- a. Offenders who meet the criteria for community notification outlined above in section 1 will have law enforcement notification.

- i. The Facility CSS will complete the relevant Law Enforcement Notification Release Form at least six (6) months before the offender's release from incarceration (either on furlough, probation, or "maxing out"), and send it to the offender's field CSS for review.
  - ii. The Field CSS will forward the completed form to the Sexual Offender Supervision & Re-entry Service Coordinator for approval.
  - iii. The Field CSS is responsible for sending the approved form to Law Enforcement.
- 
- b. In addition to law enforcement notification; notification may be given to neighbors, schools, daycare centers, and other agencies/organizations that serve vulnerable youth and adults should the offender live close in proximity to and have frequent and regular contact with the above.
  - c. For offenders who meet the criteria for community notification outlined in section 1 and who will not be under DOC community supervision (max-out), have indicated, or credible evidence in the record indicates that the offender may reoffend when released into the community, Community Notification will be provided to law enforcement and DOC may at their discretion disseminate information to the public through broad public notification. Broad public notification may be a community meeting and/or media release. All community notifications will be discussed and approved by the Central Case Staffing Team. The information provided may include the town of residence, description of the offender, photo, and description of the offending pattern. Public notifications will be conducted by the Commissioner or designee.
  - d. For offenders who provide an address prior to or at time of release from incarceration community notification will be provided to local law enforcement.
  - e. For offenders who DO NOT provide an address at time of release community notification will be sent to Chair of the Vermont Chiefs Association and to the Chair of the Vermont Sheriffs Association.

## **TRAINING**

It is the responsibility of the Corrections Sex Offender Treatment Program Chief and the Casework Director to ensure that all Facility Superintendents and District Managers are fully trained in the application of this directive.

The Facility Superintendents and District Managers will ensure that all CSS staff and other relevant staff fully understand this directive; and their responsibilities and expectations in complying with this directive.

## **QUALITY ASSURANCE**

1. All community notification plans will be kept in an electronic case staffing file and documented in the offender's case notes.
2. All community notification plans will be tracked on the Community Notification Plan Tracking Sheet.
3. The Sexual Offender Supervision and Re-entry Service Coordinator will maintain the Community Notification Plan Tracking Sheet.

4. Community Notification data will be included in the quarterly performance measures report.

**ATTACHMENT 1 – SAMPLE**

**Community Notification Plan**

**Inmate Name:** \_\_\_\_\_ **DOC PID Number** \_\_\_\_\_

**DOB:** \_\_\_\_\_ **Projected Release Date:** \_\_\_\_\_

Facility Site: \_\_\_\_\_ Field Site: \_\_\_\_\_

Facility CSS: \_\_\_\_\_ Field CSS: \_\_\_\_\_

**Community Notification Request Date:** \_\_\_\_\_

**Requested By:** \_\_\_\_\_

**Criteria for Community Notification (check all that apply):**

Designated High Risk Sex Offender  Designated RSN  Designated Level C

Co Case Managers with Supervisory Approval

**Rationale for Recommending Community Notification Plan (check all that apply):**

Seriousness of the offense

Offender’s prior offense history

Offender’s characteristics, such as response to prior treatment efforts and history of substance abuse

Lack of community supports to the offender, such as therapeutic treatment, a stable and supervised living arrangement, familial and social relationships, and consideration of the offender’s education or employment stability

Whether the offender has indicated, or credible evidence in the record indicates, that the offender will reoffend if released into the community

Other:

---

---

---

---

---

**Mitigating Factor:**

Whether the offender demonstrates a physical condition that minimizes risk of re-offense, including but not limited to advanced age or a debilitating illness or physical condition

**Community Notification Plan:**

A. Law Enforcement Notification Only

By Whom: \_\_\_\_\_ Completion Date: \_\_\_\_\_

B. Law Enforcement Notification  **AND:**

Neighbors

Schools

Day care Centers

Agencies/Organizations serving: Vulnerable youth  Vulnerable adults

---

---

---

By Whom: \_\_\_\_\_ Completion Date: \_\_\_\_\_

C. Law Enforcement Notification  **AND:**

Neighbors

Schools

Day care Centers

Agencies/Organizations serving: Vulnerable youth  Vulnerable adults  **AND**  
Public Notification

To Whom:

---

---

---

---

---

By Whom: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Approved:

---

Name \_\_\_\_\_ Date \_\_\_\_\_



**ATTACHMENT 2 - SAMPLE**

**Case Staffing Form**

**Inmate/Offender Name:** Click here to enter text. **PID#:** Click here to enter text.

**DOB:** Click here to enter text.

**Facility Site:** Choose an item.

**District Office Site:** Choose an item.

**Facility CSS:** Click here to enter text.

**Field CSS:** Click here to enter text.

**Min Release Date:** Click here to enter text. **Max Release Date:** Click here to enter text.

**Current Offense(s):** Click here to enter text.

**LSI-R/ORAS Score:** Low  Moderate  High

**Criminogenic Need Areas scoring Moderate and High:**

Click here to enter text.

**VASOR Score:** Choose an item. **SOTIPS Score:** Choose an item.

**Static 99 R Score:** Choose an item.

**Required to register with the Sex Offender Registry:** Yes  No

**Sex Offender Registry Completed:** Yes  No

**CASE STAFFING TYPE:**

Custody and Placement  Furlough Violation  RSN Designation

VRAG Requested  Level C Designation  Direct Community Placement

Sex Offender Release and Sex Offender Parole Recommendation

Risk Reduction Programming and Sex Offender Treatment

Community Notification Plan

---

**STAFFING INFORMATION**

---

**Date of Request:** Click here to enter a date.

**Requested By:** Click here to enter text.

**Request Approved By:** Click here to enter text.

---

**CONVICTIONS AND SENTENCE INFORMATION**

---

Affidavit Attached: Yes  No

Prior Record: Enter relevant convictions that relate to current convictions or behaviors.

[Click here to enter text.](#)

---

**INSTITUTIONAL BEHAVIOR AND FIELD SUPERVISION**

---

Facility Behavior Summary: Enter brief overview of inmate's behavior

[Click here to enter text.](#)

Prior Supervision History: Enter brief overview of inmate's past supervision history

[Click here to enter text.](#)

---

**PROGRAM NEEDS AND HISTORY**

---

VTPSA Program Summary Attached: Yes  No  NA

Is Offender currently in Risk Reduction Programming (RRP) Yes  No

Risk Reduction Program Summary and Continuum of Care Recommendations Attached: Yes  No  NA

Overview: Enter brief overview of inmate's program needs

[Click here to enter text.](#)

Program History: Current and Past Program History

[Click here to enter text.](#)

---

**VICTIM**

---

Victim Services Specialist Input:

[Click here to enter text.](#)

Victim Services Notified of the Release and informed of Staffing Date: Yes  No

---

**CASE PLAN**

---

Is OCP up-to-date: Yes  No

Current OCP attached: Yes  No

Reentry Checklist attached: Yes  No

Be prepared to discuss inmate/offender's criminogenic need areas, progress in recommended treatment programs/services, and overall compliance with current case plan.

---

**LEVEL C CRITERIA**

---

In order to be designated Level C all boxes must be checked **YES**

Convicted of a Listed Offense: Yes  No

Crime must be determined as egregious by use of the Egregious Form: Yes  No

LSI-R/ORAS Score Moderate or Higher: Yes  No

VRAG Score of 7-9: Yes  No  VRAG Score: Choose an item.

---

**RSN CRITERIA**

---

In order to receive automatic RSN designation both boxes must be checked yes:

Offender is designated Level C Yes  No

Offender is designated High Risk by the Sex Offender Review Committee: Yes  No

-----  
For individuals to be reviewed for RSN designation, the Case Review Committee will evaluate the following. Check all that apply:

Listed Offender  Risk Score Moderate or Higher  Victim Notification on File

Level C Designation  Designated High Risk by Sex Offender Review Committee  Heightened Media Issues/Coverage  Political issues/Coverage

Strong Victim Reaction  Strong Community Reaction  Victim/Community Safety

Other issues not addressed above

---

**FURLOUGH VIOLATION**

---

Narrative of Violation: A description of conditions and behavior causing the violation:

Click here to enter text.

Field Supervision History: History of non-compliance and responses within the past twelve months:

Date of Violation	Behavior/Condition Violated	Response
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

---

**CASE STAFFING DECISION**

---

Choose the staffing type below and document decision. If more than one staffing decision is made document each.

Choose an item. **Date:** Click here to enter a date. **Explanation:** Click here to enter text.

Choose an item. **Date:** Click here to enter a date. **Explanation:** Click here to enter text.

Choose an item. **Date:** Click here to enter a date. **Explanation:** Click here to enter text.

**ATTACHMENT 3 – SAMPLE**

**VERMONT DEPARTMENT OF CORRECTIONS  
LAW ENFORCEMENT NOTIFICATION: STANDARD SEX OFFENDER  
RELEASE FORM**

**CONFIDENTIAL: FOR LAW ENFORCEMENT AND CITY/TOWN OFFICIALS ONLY**

**To:** *(specific police agency)*

**From:** *(specific staff, phone # and office)*

**Date:**

This is to inform you of the release of sex offender \_\_\_\_\_

*(Print name)*

from \_\_\_\_\_ to community supervision.

**DOB:**

**Address:**

**Summary of current offense:** *(Very brief overview, couple of sentences)*

**Programming History:**

**Risk to Re-offend:**

Compared to other incarcerated sex offenders, *(insert name)*'s risk to commit another sexual offense is considered to be in the *(insert risk level from VTPSA scores)*, and his risk for general criminal recidivism is considered to be in the *(insert risk level from LSI-R/ORAS score)*. Based on his past history, if he were to sexually re-offend, his most likely victims would be *(insert his preferences, including age, gender, relationship, grooming patterns)*.

**Supervision Status (check applicable):**

**Furlough. Responsible Probation and Parole Office:** \_\_\_\_\_

**Probation/Parole. Responsible Probation and Parole Office:** \_\_\_\_\_

**Served Maximum Sentence and will no longer be under DOC supervision.**

*(Insert Current Photos of Sex Offender, side and front, at the bottom here.)*

*Cc: Sex offender file  
Revised 10/8/14*

**ATTACHMENT 4 – SAMPLE**

**VERMONT DEPARTMENT OF CORRECTIONS  
LAW ENFORCEMENT NOTIFICATION: DESIGNATED HIGH RISK  
SEX OFFENDER RELEASE FORM**

*(Insert Current Photos of Sex Offender, side and front.)*

**Today's date:**

**Offender Name:**

**DOB:**

**Hair Color:**

**Weight:**

**Height:**

**Race:**

**Eye Color:**

**Complexion:**

**Place of Birth:**

**Sex:**

**Citizenship:**

**Marital status:**

**Release Date:**

**Offense(s):**

**Docket #(s):**

**Sentence:**

**Sentence Date:**

**Supervision Status (check applicable):**

\_\_\_ **Furlough. Responsible Probation and Parole Office:** \_\_\_\_\_

\_\_\_ **Probation/Parole. Responsible Probation and Parole Office:** \_\_\_\_\_

\_\_\_ **Served Maximum Sentence and will no longer be under DOC supervision.**

**Proposed Residence:**

**Family Contact:**

**For More Information Please Call:**

- *(Insert local office contact.)*

*Internet Posting: [www.dps.state.vt.us](http://www.dps.state.vt.us)*

*Cc: Sex Offender file*

*Revised 5.06.10*



**VERMONT DEPARTMENT OF CORRECTIONS  
LAW ENFORCEMENT NOTIFICATION: DESIGNATED HIGH RISK  
SEX OFFENDER RELEASE FORM**

**\*\*CONFIDENTIAL: FOR LAW ENFORCEMENT & CITY/TOWN OFFICIALS ONLY\*\***

**Offender's Name:**

**DOB:**

**P&P Office:**

The Vermont Department of Corrections is providing this summary of information about \_\_\_\_\_  
*(sex offender's name)*  
to law enforcement agencies to assist them in preparing for his release on \_\_\_\_\_ from incarceration to a  
*(date)*  
location in \_\_\_\_\_. Some of this information is protected by confidentiality laws, and the further  
*(town)*  
dissemination of such information should not be done without advice from appropriate legal counsel.

**Summary of Current Offense:**

**Prior Convictions with Brief Summary:**

**Offense Patterns:**

**Minimum Release Date:**

**Maximum Release Date:**

**Supervision History:**

**Programming History:**

**Risk to Re-offend:**

Compared to other incarcerated sex offenders, *(insert name)*'s risk to commit another sexual offense is considered to be in the *(insert risk level from VTPSA scores)*, and his risk for general criminal recidivism is considered to be in the *(insert risk level from LSI-R/ORAS score)*. Based on his past history, if he were to sexually re-offend, his most likely victims would be *(insert his preferences, including age, gender, relationship, grooming patterns)*.

*Cc: Sex Offender file*  
*Revised 10/8/14*