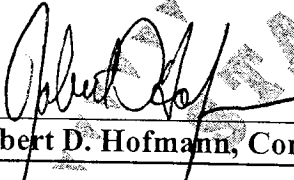


<b>State of Vermont, Agency of Human Services Department of Corrections</b>	<b>Title:</b>  <b>Facility Security Manual</b>		<b>Page 1 of 3</b>  <b>'A'</b> <b>SECURITY LEVEL</b>
<b>Chapter Security and Supervision</b>	<b># 403.03</b>	<b>New</b>	
<b>Attachments, Forms &amp; Companion Documents</b> 1. Security Manual Transmittal Memorandum			
<b>Local Procedure(s) Required:</b> Yes <b>Applicability:</b> All facility staff. <b>Security Level:</b> "A" – Only correctional staff may have access to this unredacted document; anyone may have access to the redacted document.			
<b>Approved:</b>   <b>Robert D. Hofmann, Commissioner</b>			
<u>September 25, 2007</u> <b>Date Signed</b>		<u>October 29, 2007</u> <b>Effective Date</b>	

**PURPOSE**

The purpose of this administrative directive is to describe the organization and components of the Department of Corrections' Facility Security Manual.

**POLICY**

It is the policy of the Department of Corrections to maintain secure correctional facilities that ensure public safety and a safe environment for staff and inmates. To accomplish this end, an organized and comprehensive Facility Security Manual shall be established, composed of inter-related policies, administrative directives, procedures, and emergency plans.

**AUTHORITY**

28 V.S.A. § (b)(1); 102(c)(1). American Correctional Association Standards for Adult Correctional Institutions, 4<sup>th</sup> Edition, 2003, Standard 4-4174.

**DEFINITIONS**

Security Manual: A compilation of emergency plans, designated administrative directives, security bulletins, post orders, and transmittal memoranda. This security manual will be kept locally in multi-volume binders and centrally in electronic format in a secure drive.

Transmittal Memorandum: A sequentially-numbered memorandum designating specific changes in the contents of the Department of Corrections' Security Manual.

**PROCEDURAL GUIDELINES**

The Department of Corrections' Director of Security Operations and Audits shall be responsible for the overall management of the Department's security program and operations. Locally, the Security

**1. Manual Contents**

A Security Manual Table of Contents shall be distributed by way of a Transmittal Memorandum (*Attachment 1, Security Manual Transmittal Memo*). Only those contents authorized by the Department Facility Executive or the Director of Security Operations and Audits shall be included in the Security Manual.

- a. Manual contents shall be organized and designated by specific volume numbers.
- b. Each volume shall be subsequently subdivided by content-specific inclusions.
- c. Security Manual content shall only be viewed by staff authorized by the Superintendent.

**2. Transmittal Memorandum**

Transmittal memorandum forms shall be filed in Volume I of the Security Manual in the sequence in which they are issued. It is not necessary to include them in the chapter(s) affected by their contents.

3.



**4. Local Procedures**

- a. The facility Superintendent will ensure that there is a local site procedure to indicate specifically how the manuals will be kept secure and which staff will have access to them.
- b. The facility Superintendent will ensure that there is a local site procedure to indicate how a new transmittal memorandum for the Security Manual will be disseminated and to which staff. (*See Attachment 1.*)


**TRAINING**

The Facilities Executive and the Director of Security Operations and Audits are responsible to ensure that facility staff are trained in the provisions of this directive. With the assistance of Human Resources Development staff, facility staff shall ensure that all staff designated are trained in the provisions of the Security Manual content.

**QUALITY ASSURANCE**

The Facility Executive, in conjunction with the Director of Security Operations and Audits, is responsible for the quality assurance of the requirements of this directive.

**ATTACHMENT 1 - SAMPLE**

<b>SECURITY MANUAL</b>		
 <p style="margin: 0;"><b>Transmittal Memorandum No. _____</b></p>		
Place the referenced Security Manual material in your manual according to the instructions below.	Date:	
	<b>Index #</b>	<b>Title</b>
<input type="checkbox"/> <b>New Inclusion</b>  1. Supersedes: 2. Supersedes: 3. Supersedes: 4. Supersedes:		<b>Effective Date</b>
<input type="checkbox"/> <b>Revised Inclusion</b>  1. Supersedes: 2. Supersedes: 3. Supersedes: 4. Supersedes:		
<input type="checkbox"/> <b>Rescinded content</b>  1. Supersedes: 2. Supersedes:		
<p>The following actions shall be taken to maintain your security manual:</p> <ol style="list-style-type: none"> <li>1. Remove and shred all superseded policies/administrative directives from your Manual.</li> <li>2. Place all new or revised content in sequence in your manual according to the Transmittal Memorandum.</li> <li>3. Be sure you received the previous transmittal memorandum. If you didn't, call the Director of Security Operations and Audits.</li> <li>4. Place this memorandum in front of Volume 1 of your Manual.</li> </ol>		
Signature:	Date:	