

Policy Development Glossary of Terms

Accessory: Assisting a person to commit an act prohibited under this directive. (410.01) Facility Rules and Inmate Discipline

Advanced Communication Techniques (ACT): A Department training for correctional staff in verbal skills for interacting with and successfully confronting inmates. (413) Use of Force; (Interim Procedure) Use of Force-Field and Threats on Staff

Advance Directive: An advance directive is a legal document that allows an individual to give instructions for a broad range of healthcare decisions and appoint an agent to make those decisions for you if you become unable or unwilling to do so yourself. Examples include living wills, healthcare proxies, and DNR orders. (315) Healthcare Services

Acting appointments: refers to a formal personnel action which appoints someone to a position in an acting capacity. It does apply to temporary designation of an employee during the short term absence of another (e.g., acting superintendent who has taken over during the superintendent's vacation). (06) Acting Appointments

ADA Department Director: A Central Department of Corrections employee appointed by the Commissioner who shall be knowledgeable regarding the ADA, and shall be responsible for the implementation of ADA standards. The Director shall also review all staff decisions about an offender request or need for reasonable accommodation that are modified from the original request, or denied. (371.01) Americans with Disabilities Act (ADA)-Facility and Field

ADA Site Coordinator: A Department of Corrections employee at a correctional facility or probation and parole office appointed by the Superintendent or District Manager, who is trained in all ADA requirements and who oversees all ADA issues related to offenders at that site. (371.01) Americans with Disabilities Act (ADA)-Facility and Field

ADAP: Vermont State Division of Alcohol and Drug Abuse Programs (part of the Department of Health), which oversees the substance abuse teams who assess individuals for incapacitation and the need for protective custody. (306.01) Incapacitated Persons (INCAPS)

Additional Case Information: Information related to an offender's case that is not considered a contact. Examples of additional case information are reviewing an offender's sentence computation or an inmate's financial account. (254.04) Case Documentation - Electronic

Ad-hoc ADA Committee: A group of individuals from within and outside the Department, appointed by the Commissioner to assist and advise the ADA Department Director, as necessary. (371.01) Americans with Disabilities Act (ADA)-Facility and Field

Administrative Directive: An outline of the procedural guidelines and staff expectations to comply with all policies (AHS, State or Department) or any operational imperative. (All administrative directives will contain brief policy statements.) (02) Policy & Administrative Directive Development and Management

Administration of Medication: The act in which a single dose of an identified drug is given to a patient. (361.01.14) Psychotropic Medications

Administrative Probation: A form of probation outlined in statute for offenders convicted of designated offenses with limited conditions of probation. (418.01) Offender Out of State Movement and The Interstate Compact

Administrative Procedure Act (APA): The State of Vermont statute that defines rulemaking to adopt rules, which, when adopted, have the effect of statute. (403.01) Security and Compliance Audits - Facilities

Administrative Procedure Act (APA) Rule: Each State agency statement of general applicability which implements, interprets, or prescribes law or policy, and which has been adopted in the manner provided by statute (3 V.S.A. Ch. 25). A proposed rule (new or revised) by the Department must go through the formal State rulemaking process and, if adopted, has the force of law. (02) Policy & Administrative Directive Development and Management

Administrative Segregation: (1) A form of separation from the general population when the continued presence of the inmate in the general population would pose a serious threat to life, property, self, staff or other inmates or to the orderly running of the institution. Inmates pending investigation for trial on a criminal act or pending transfer may also be included (370) Classification, Treatment and the Use of Administrative and Disciplinary Segregation for Inmates with a Serious Mental Illness; (413.11) Responses to Self-Harm; (403.04) Inmate Observation Checks & Accountability. (2) A form of separation from the general population when the continued presence of the inmate in the general population would pose a serious threat to life, property, self, staff or other inmates or to the security (e.g., escape planning) or orderly running of the institution (e.g., chronic, repetitive discipline problem). Inmates pending investigation for trial on a criminal act or pending transfer may also be included if they pose a threat. (410.03) Placement on Administrative Segregation (410.06) Restrictive Housing Status, Conditions of Confinement

Administrative Support Services Employees: By State of Vermont Department of Human Resources job classification, individuals in Program Services Clerk, Administrative Assistant A, Administrative Assistant B, and Secretary C jobs. (117.01) Employee Recognition

Adult Abuse Registry Check: An investigation into whether or not the individual has ever been reported on the Adult Abuse Registry. (122.01) Employee Selection and Promotion

Advance Directive: A written document which may include the appointment of an agent, identification of a primary care clinician, instructions on health care desires or treatment goals and anatomical gifts, disposition of remains and funeral goods and services. (353) Terminal Illness and Inmate Death - Facilities

Affected Person: Any of the following persons who have been affected by the crime; (a) Jurors; (b) Witnesses; (c) Family members who are not covered by “victim” in this document; (d) Any other persons who demonstrate to the court (or DOC) that the release or escape of a defendant

will constitute a threat of physical, emotional or financial injury or death.(502.01) Victim Notification-Automated (VANS) and Non-automated

Aftercare: This is a specific phase of a program following the completion of the intensive component. In the aftercare phase the program requirements are reduced, with the expectation that the offender should be practicing the new skills and largely self-managing risk to reoffend.

Agency Supervised Work Site: An offender worksite where a government agency or charitable agency may assume task/site supervision. This arrangement must be approved in advance and the site must meet all Department standards for a community service work site. (424.05) Community Restitution Program

Alcoholism: An addiction to the drug alcohol. It is characterized by: (1) chronic absence of control by the drug user over the frequency or the volume of his or her alcohol intake; and (2) inability of the drug user to consistently moderate his or her drinking practices in spite of the onset of a variety of consequences deleterious to his or her health. (306.01)Incapacitated Persons (INCAPS)

Alcohol Treatment Professional: A person who practices, as a full or part time employment, the rehabilitation of people who are suffering from alcohol abuse or addiction. The person must be paid for these services and not perform them solely as a voluntary activity. Facility of The Vermont Department For the purpose of this policy only, the community correctional facilities of the Department. (302)Town And Village Lockup-Standards And Inspections

Alternative Dispute Resolution (ADR): (1) Techniques other than formal appeals or judicial processes that include advanced verbal communication techniques, negotiation, mediation, or other practices to resolve a dispute. (320.01) Offender Grievance System for Field and Facilities; (Final Adopted Administrative Rule #06-006) Offender Grievance System ; (410.01) Facility Rules and Inmate Discipline. (2) Techniques other than formal appeals or judicial processes that include advanced verbal communication techniques, negotiation, mediation or other practices to resolve a dispute; i.e. problem resolution techniques. (345) Graduated Sanction Guidelines for Probation Violations

Alternative Meal: A alternative to the standard correctional facility master menu meal that is completely free of meat, poultry, and fish (e.g., meat-based soups, gravies, and gelatin, or grilling using animal fats). (354) Food Service Operations

APCT (Advanced Physical Control Techniques): A Department training for correctional staff in physical skills for confronting inmates. (Interim Procedure – Use of Force Field and Threats on Staff)

Appointing Authority: The person authorized by statute, or lawfully-delegated authority, to appoint and dismiss employees (e.g. Facility Superintendent, District Manager). (122.01) New Employee Selection

Approved Restraint Devices: Restraint devices in the form of handcuffs, leg irons, waist chains, black boxes, and flex cuffs which are reviewed and approved by the Facilities Executive and/or the Director of Security, Operations, and Audits. (406.01) Inmate Instate Transportation - Facilities

Approved Substance Abuse Treatment Program: A treatment program which is approved by the Secretary of the Agency of Human Services through the VT Department of Health, Division of Alcohol & Drug Abuse as qualified to provide treatment for substance abuse. (306.01) Incapacitated Persons (INCAPS)

Assault: Any action which brings about a harmful or offensive contact to another person. (410.01) Facility Rules and Inmate Discipline

Assistant Section Leader (ASL): The person second in command of the HNS. (Usually responsible for logistical matters during incidents). (414.04) Hostage Negotiation Team

Associated Case Information: Standardized contact information related to case narratives to provide context. Examples of associated case information are dates, times, and personal IDs (such as employee name, codes, and work site). (254.04) Case Documentation - Electronic

Attempt: Conduct which is likely to result in an act prohibited by this directive. (410.01) Facility Rules and Inmate Discipline

Audit Team (Auditors): A group of Department of Correction's employees appointed by the Director of Security Operations and Audits to conduct security/compliance audits at all correctional facilities. (403.01) Security and Compliance Audits - Facilities

Author: The person who writes the narrative case information or enters other associated case information. (254.04) Case Documentation - Electronic

Automated Bail Receipt Form: A bail receipt that shall automatically trigger a notification through VANS that the offender is about to make bail. The Automated Bail Receipt may be accessed through the DOC database. (502.01) Victim Notification-Automated (VANS) and Non-automated

Automated Information System: An assembly of computer hardware, software, firmware, or any combination of these, configured to accomplish specific information-handling operations, such as communication, computation, dissemination, processing, and storage of information. Included are computers, word processing systems, networks, or other electronic information handling systems, and associated equipment. Management information systems are a common example of automated information systems. This assists in gathering information. (257.01) Computer User Security Responsibilities

Auxiliary Aids and Services: Includes, but is not limited to, telecommunication devices for the deaf, hard of hearing, and visually impaired (e.g., TDD/TYY, closed caption video as necessary and appropriate, Braille, audio technology, large print); a qualified interpreter or an interpreter who demonstrates proficiency adequate to the task; providing a reader or note taker; use of an elevator by mobility-impaired offenders to enable access to programs; delivery of packages to offenders who are in areas that are inaccessible to those in wheelchairs or who have mobility impairments; and modification or acquisition of adaptive equipment and devices. (371.01) Americans with Disabilities Act (ADA)-Facility and Field

Awards Approval Committee: A Commissioner-appointed Department of Corrections' employee committee with at least five (5) members, for the purpose of reviewing and selecting

candidates for recommendation to the Commissioner, who have been nominated for annual Department of Corrections' awards. (See Section 3.) (117.01) Employee Recognition

Bail: A monetary value imposed by a court on a defendant who has been locked up at a correctional facility who is suspected of criminal activity. A defendant may post, or pay, the bail amount levied by the court, in exchange for their release from a correctional facility. (Revised Interim Procedure) Home Detention

Bank Check: A check drawn from a bank, but not from an individual's account at the bank. The money is guaranteed by the bank; e.g., cashier's check, official bank check, demand draft. (409.05) Inmate Mail, Publications, and Audio/Video Regulations

Black Box: A lockable cover designed to limit tampering with a handcuff locking mechanism. (406.01) Inmate Instate Transportation - Facilities

Body Armor: A concealable vest worn to assist in protection of the wearer against serious injury or death due to the offensive use of firearms and to provide additional trauma protection during vehicle crashes. (422.02) Body Armor - Field

Booking: A process of admitting or discharging an individual from DOC custody. (326.01) Housing of Individuals Under 18

Business Days: Monday through Friday, excluding weekends and recognized State holidays. (320.01) Offender Grievance System for Field and Facilities; (Final Adopted Administrative Rule #06-006) Offender Grievance System

CAA: Client Authorized Activator. Staff members who are authorized to activate the community emergency notification lists. (26.05) Community Emergency Notification

Calculated/Planned Use of Force: The use of force in situations where time and circumstances allow for consultation with qualified health care and mental health professionals and approval by higher ranking employees, and where there is some opportunity to plan the actual use of force. (413.01) Use of Force-Facilities

CAN: Community Alert Network. The corporation contracted by the VTDOC to do automated emergency notification. (26.05) Community Emergency Notification

Capsicum: Any solanaceous plant of the genus capsicum, occurring in many pepper varieties of the garden, that has pungent seeds ranging from mild to hot, enclosed in a podded or bell shaped pericarp. (413.03) Use of Foreign Agents

Case Co-management: (1) The process by which an assigned facility Caseworker and field office Probation & Parole Officer engage in collaborative decision-making about an offender's case from their detention to discharge. (371.05) Offender Responsibility Planning (ORP). (2) When an assigned facility and field office Corrections Service Specialist (CSS) engage in collaborative decision-making about an offender's case. (340.01) Supervision Transfers.

Case Documentation: A form of correctional documentation that contains both narrative and associated case information, and documents case activity. Examples of case documentation include, but are not limited to, case notes, parole summaries, graduated sanction reports, incident reports, case summaries, violations, and revocations. (254.04) Case Documentation - Electronic

Case Information: Documents, electronic files, forms, notes, reports, assessments, plans or data in any form whether reduced to print, microfiche, photograph, video or audio/visual tape recordings, that pertain to a specific person currently or formerly under the supervision of the Department, or currently or formerly confined in a department of corrections facility. Case information does not include such confidential information as medical or mental health records, education records, or treatment records. (Interim Procedure) DOC/DCF communication for Child Protection

Case Management: DOC activities and programs related to offender case planning, community supervision, and custody. It is the collaborative process of classifying, assessing risk and needs, case planning, applying correctional resources, and supporting an offender from detention to discharge. (340.01) Supervision Transfers.

Case Note: An electronic note pertaining to an offender's case written by Caseworkers, Probation Officers, supervising staff, or other staff with relevant information, which documents activity relating to that offender. Examples include, but are not limited to, details about a meeting with an offender, notes on a phone call with a victim or another staff person, recording that the offender called the Social Security Administration regarding transition planning, results of an alco-sensor, results of a case staffing, or pertinent information which may influence case planning or case status. (254.04) Case Documentation – Electronic

Case Plan Compliant: An offender is case plan compliant when they 1) articulate the risks and needs correlated with their offense behavior and articulate some capacity to comprehend the impact of that behavior on their victims and community, 2) are actively engaged in the activities and behavioral expectations contained within their case plan, 3) are demonstrating an ongoing and sustained effort to achieve the stated case plan goals. (371.25) Parole Review and Recommendations

Case Planning (Offender Responsibility Planning): The process by which case co-managers, working collaboratively with the offender and associated stakeholders, make decisions about activities designed to reduce criminogenic needs, promote responsibility-taking, repair harm, and support offender reintegration into the community. (371.05) Offender Responsibility Planning (ORP)

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. (371.29) Community Notification for High Risk Offenders

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.(371.29) Community Notification for High Risk Offenders

Central Office: The location of the Commissioner and Director’s of the department’s divisions. The Chief of Emergency Preparedness is also assigned to Central Office. (414.03) Emergency Preparedness

CERT: (1)Corrections Emergency Response Team. The group shall consist of pre-identified individuals both for statewide and facility teams. A CERT is a highly trained unit with a specific tactical role whose responsibility is to provide physical use of force (or show of force) to contain and resolve a disturbance and to re-establish custody and control of a given physical area. (414.03) Emergency Preparedness; (414.04) Hostage Negotiation Team . (2)State-wide Corrections Emergency Response Team. (414.01) Corrections Emergency Response Team (CERT)

Certified Trainers: Qualified personnel who are approved by the Academy Administrator to instruct specific training courses. (106.05) Vermont Correctional Academy

Chain of Command: Line of reporting authority (Final Adopted Administrative Rule #06-006) Offender Grievance System

Chain of Custody: (1) A process to control and document security and handling of contraband and criminal physical evidence. (Interim Procedure) Contraband Classification and Disposition. (2) A process to control and document the security and handling of contraband and physical evidence, including, but not limited to, evidence that may be used in a criminal proceeding. (409.05) Inmate Mail, Publications, and Audio/Video Regulations

Chain of Custody Label: A form printed on an evidence bag, adhesive sticker, or tag that contains: date and time of collection, name and title of individual collecting the evidence, where the evidence was found, specific description of the evidence (e.g., when more than one item of the same type is contained in a bag or container, the number included such as "10 pages" or "15 pills" is listed), and chain of custody, including ALL individuals who handled the evidence, in order of possession. (409.08) Crime Scene Preservation and Evidence Collection - Facility

Charged Case: Charged cases include completed investigations accepted for prosecution by the appropriate prosecuting authority, resulting in the filing of criminal charges in court or other disciplinary proceedings. (409.08) Crime Scene Preservation and Evidence Collection - Facility

Chemical Agent: (1) Chemical compounds that, when deployed, are designed to cause sufficient physiological effect to stop, control, or temporarily immobilize an individual. Common chemical

agents are OC (oleoresin capsicum) and CS (Ortho- Chlorobenzalmalononitrile). (413) Use of Force; (413.01) Use of Force-Facilities. (2) Also known as “foreign agent”. (Interim Procedure – Use of Force Field and Threats on Staff)

Chemical Agent Devices: Chemical agent devices consist of three (3) categories: (1) Category I devices are hand held aerosol dispensers; (2) Category II devices are limited to the OC pepper ball delivery system; (3) Category III devices consist of all methods of administration of chemical agents other than Category I and II devices; e.g. munitions fired from a gas gun. (413.01) Use of Force-Facilities

Child Abuse Registry Check: An investigation into whether or not the individual has ever been reported on the Child Abuse Registry. (122.01) Employee Selection and Promotion

Chloroacetophenone (CN): Is a liquid with an apple blossom odor that is non-combustible. CN is an irritant that acts in a similar manner to CS such as cause heavy tearing and effects the mucus membrane. In large quantities, it can produce nausea. (413.03) Use of Foreign Agents

Circles of Support and Accountability (COSA) Team: A group of three to five trained community volunteers who work with a person coming out of prison (the core member) for a minimum of one year. (501.03) Circles of Support and Accountability (COSA) Teams

Classified Employee/Position: Any person who is paid salary or wage for work performed in a permanent position in the State Classification plan. Except as otherwise indicated, all employees referred to herein are deemed to be classified employees. (122.01) Employee Selection and Promotion

Client: A person who is provided treatment services by an approved substance abuse treatment program, substance abuse crisis team, or a designated substance abuse counselor. (306.01) Incapacitated Persons (INCAPS)

Close Observation: When DOC staff watch an incapacitated individual at staggered intervals not to exceed every 15 minutes. (306.01) Incapacitated Persons (INCAPS)-effective 9/27/2010

Close Observation/Dry Cell Status: The placement of an inmate in a room or cell for close observation until the inmate has voided the contraband or until sufficient time has elapsed to preclude the possibility that the inmate is concealing contraband. (409.01) Searches; (403.04) Inmate Observation Checks & Accountability

Collateral Interview: An interview by the PSI Investigator with family members, friends, employers or others who have or have had a relationship with the defendant. These interviews are used to verify the accuracy and honesty of the defendant’s information, and to add important additional information about the defendant’s life, therefore strengthening the overall usefulness and reliability of the investigation. If possible, information from the interviews should be incorporated into the different sections of the PSI Report (see Attachments 1 & 2.) (342.01) Pre-sentence Investigation (PSI) Reports

Commander: Superintendent of the facility throughout an emergency. (414.03) Emergency Preparedness

Commercially Published Information or Material: Any book, booklet, pamphlet, magazine, periodical, newsletter, photograph or other pictorial depiction, or similar document, including stationery and greeting cards, published by any individual, organization, company, or corporation, which is distributed or made available through any means or media for a commercial purpose. This definition includes any portion extracted, photocopied or clipped from such items. (409.05) Inmate Mail, Publications, and Audio/Video Regulations

Commissioner: (1) Commissioner of Corrections (DOC). (428) Term Probation Midpoint Review. (2) The commissioner of the Department of Corrections (258) Procedure and Criteria for Obtaining an Exemption from the Sex Offender Internet Registry; (259) Procedure and Criteria for Obtaining an Exemption from the Sex Offender Internet Registry - Out of State Convictions; (372) Granting Reintegration Furlough

Common Sense: Ordinary good sense and judgment. (385) Inmate Access to Courts

Community Emergency Notification Lists: A list of community members, neighboring correctional facilities, and others to be determined by the superintendent, to be notified in the event of an emergency. (26.05) Community Emergency Notification

Community Liaison Committee: A board of community members, examples of membership is local and State Police representatives, State Representatives, City/Town Clerk and coordinated by the Superintendent. (26.05) Community Emergency Notification

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. (371.29) Community Notification for High Risk Offenders

Community Partner: A municipal entity or non-profit organization funded to provide COSA Teams. (501.03) Circles of Support and Accountability (COSA) Teams

Community Placement Address or Home Address: the actual residence of an offender who is living in the community while being supervised by the department. (256) Community Notification

Community Restitution Program: (1) A Department intermediate sanction program in which an offender performs community work service on a Community Service Team or agency-supervised team for up to 60 days. The program is designed to be an alternative to a short incarcerative sentence. (426.01) Offender financial Obligations-Field. (2) An intermediate sanction program in the reparative track in which an offender performs community work service on a Community Service Team or agency supervised team for up to 60 days. The program is designed to be an alternative to a short incarcerative sentence. (426) Supervision Fees for Offenders under Field Supervision by the DOC

Community Service Teams: A group of offenders on community-based sanctions, working as part of the Community Restitution Program, supervised by a trained DOC team leader (CSTL). Offenders (who work without pay) participate on the service team as a way of making amends to the community for their criminal conduct. (407.01) Escapes from facility service crews and unauthorized leave from community service teams (424.05) Community Restitution Program

Community Service Team Leader (CSTL): (1) A Department of Corrections employee who supervises offenders assigned to the Community Restitution Program. (424.05) Community Restitution Program. (2) A Correctional Officer role in community service and work crew supervision in either a facility or work camp, or in the Community Restitution Program in the field. A CSTL trains and supervises offenders, as well as educating and developing contracts with community agencies and non-profit organizations. (106.06) Academy Field Training Officer (FTO) Program

Community Supervision: Oversight of an offender in the Department's custody in the community where the offender is released from a correctional facility into the community under conditions established by the Department. (502.01) Victim Notification-Automated (VANS) and Non-Automated

Commuting Offenders: Offenders on probation, parole or SCS who are employed in another state and travel to and return from that state each day. Their travel permits must be approved by the District Manager or designee, not to exceed 30 days. (418.01) Offender Out of State Movement and The Interstate Compact

Compact: The Interstate Compact for Adult Offender Supervision (ICAOS). (418.01) Offender Out of State Movement and The Interstate Compact

Compact Administrator: The individual in each compacting state appointed under the terms of this Compact and responsible for the administration and management of the state's supervision and transfer of offenders subject to the terms of this Compact, the rules adopted by the Interstate Commission of Adult Offender Supervision, and policies adopted by the State Council under this Compact. (418.01) Offender Out of State Movement and The Interstate Compact

Compact Commissioner: The voting representative of each compacting state appointed under the terms of the Interstate Compact for Adult Offender Supervision as adopted in the member state. (418.01) Offender Out of State Movement and The Interstate Compact

Compassionate Leave Furlough: The approval of an inmate to leave a correctional facility for a short period of time to attend a funeral of a relative or visit a critically ill relative. Inmate remains on the facility headcount. (372.03) Compassionate Leave Furlough

Compelling Governmental Interest: Overriding concerns of the Department of Corrections that must be addressed, using the least restrictive means, regardless of other issues or requests. These include, but are not limited to, safety, security, health, and discipline. (380.01) Religious Observance-Facilities

Conditional Re-entry: A furlough by which a sentenced offender is released to the community under supervision at or beyond their minimum release date. (371.05) Offender Responsibility Planning (ORP); (502.01) Victim Notification-Automated (VANS) and Non-automated; (345) Correctional Field Staff Caseload Capacity

Conditions of Release: Court-ordered terms of conduct with which a person accused of a crime must comply as a condition of his release from incarceration prior to trial. (326.01) Housing of Individuals Under 18

Confidential Informant: A source of information whose identity must remain confidential for security of safety reasons. (410.01) Facility Rules and Inmate Discipline; (410.03) Placement on Administrative Segregation

Confidentiality: The Vermont Department of Corrections shall adhere to all applicable federal and State statutes regarding confidentiality. (371.01) Americans with Disabilities Act (ADA)- Facility and Field

Confinement (Disciplinary/Administrative Segregation): When an inmate's movement is restricted to a room or cell for 23 hours a day, privileges, and property are severely limited. (410) Due Process

Confiscate: (1) To remove and/or seize an item or that portion of an item, which violates the rules, outlined in this directive. (409.05) Inmate Mail, Publications, and Audio/Video Regulations. (2) To remove and/or seize an item or that portion of an item that violates the rules outlined in this directive. (3) To legally remove and/or seize property that violates the rules outlined in this directive and those directives referenced above. (321.02) Inmate/Offender Claims – Facility and Field

Conspiracy: Agreeing with one or more persons to participate in an act prohibited by this directive and any one of those people's acts in furtherance of the conspiracy. (410.01) Facility Rules and Inmate Discipline

Constant/Direct Observation: A continuous visual observation of an inmate to ensure that the inmate is not under physical duress or harming themselves. (403.04) Inmate Observation Checks & Accountability

Constant Observation: (1) Continuous uninterrupted observation of an incapacitated individual by staff, who shall document the individual's behavior and general condition at 15 minute intervals. (See Attachment 3, Incaps Special Observation Form.) (306.01) Incapacitated Persons (INCAPS). (2) Continuous uninterrupted observation of an inmate by staff, who shall document the individual's behavior and general condition at 15-minute intervals. (406.01) Inmate Instate Transportation - Facilities

Consular Officer or Consul: A citizen of a foreign country employed by a foreign government and authorized to provide assistance on behalf of that government to that government's citizens in a foreign country. (315.02) Foreign Nationals

Contact Visit: A meeting between an inmate and a visitor which is not separated by a screen or solid glass partition. (327.01) Inmate Visits

Content Lead (Primary Author): The individual who either writes the first draft of a document or is the person primarily responsible for the oversight of the document content. For example, the Content Lead for an administrative directive on visits to inmates in facilities would be the Facilities Executive or designee. (02) Policy & Administrative Directive Development and Management

Continuance: (1)The re-scheduling of a hearing date. (410) Due Process. (2)Postponement of a hearing for good cause shown either by the Department or the inmate. (410.01) Facility Rules and Inmate Discipline; (410.03) Placement on Administrative Segregation

Contraband: (1) Anything not authorized to be in an inmate's possession; used in an unauthorized or prohibited manner, altered in any way; or in excess of allowable limits. (Interim Procedure) Contraband Classification and Disposition);(410.01) Facility Rules and Inmate Discipline. (2) An item used by an inmate in an unauthorized or prohibited manner or altered in any way; property in excess of allowable property limits; any item that an inmate, staff person, volunteer, or contractor is not specifically authorized to have in their possession in a correctional facility, and/or anything that can pose a danger or risk to the safety and security of staff, the facility, or public. (409.05) Inmate Mail, Publications, and Audio/Video Regulations; (403.04) Inmate Observation Checks & Accountability. (3) Anything not specifically authorized to be in an inmate's possession; used in an unauthorized or prohibited manner; altered in any way; or in excess of allowable limits. (306.01)Incapacitated Persons (INCAPS). (4) An item used by an inmate/offender in an unauthorized or prohibited manner or altered in any way; property in excess of allowable property limits; any item that an inmate/offender, staff person, volunteer, or contractor is not specifically authorized to have in their possession in a correctional facility or field site; and/or anything that can pose a danger or risk to the safety and security of staff, the facility, the field, or public. (321.02)Inmate/Offender Claims – Facility and Field

Contracted Work Site: An agency supervised work site where the cost of supervision is shared between the DOC and the government or charitable agency.

Contraindication: Something (such as a symptom or condition) that makes a particular treatment or procedure inadvisable. (413) Use of Force; (413.01) Use of Force-Facilities; (413.11) Responses to Self-Harm; (410.01) Facility Rules and Inmate Discipline-effective 12/18/2006; (410.03) Placement on Administrative Segregation.

Control Advantage:The approach to a potential conflict situation where an assessment is made by staff to ensure that training and staff members assure the likelihood that if a physical control/restraint is used, the staff would safely prevail. (413) Use of Force

Conviction: A judgment of guilty following a verdict or a finding of guilt, a plea of guilty, or a plea of nolo contendere to the criminal laws of this state. (256) Community Notification

Core Member: The offender returning to the community from incarceration who is involved with the COSA Team and Community Partner. (501.03) Circle of Support and Accountability (COSA) Teams

Correctional Academy Administrator: A fulltime classified employee responsible for all phases of the Academy, who works under the direction of the Department's Director of Human Resource Development. The Academy Administrator shall serve as the appointing authority for those enrolled in the residential aspect of the program. (106.05) Vermont Correctional Academy

Correctional Officer: Any Facility shift supervisor, correctional officer I or II, or Community Correctional Officer. (414.01) Corrections Emergency Response Team (CERT)

Correctional Officer Trainee: A newly-hired Correctional Officer enrolled in both the residential and field training components of the Vermont Correctional Academy. (106.06) Academy Field Training Officer (FTO) Program

Corrections Services Specialist (CSS): a staff role both in facilities and field offices, also referred to as Caseworker (facility) or Probation/Parole Officer (PO in the field). Field and facility Corrections Services Specialists share responsibility for case co-management for offenders assigned to their caseload. (371.05) Offender Responsibility Planning (ORP); (502.01) Victim Notification-Automated (VANS) and Non-automated

Correctional Supervision: Exerting custody and control of an offender consistent with their legal and custody status.

Corrections Training Advisory Board: A Commissioner-appointed group whose members meet periodically to assist the Academy Administrator to plan, review, evaluate, and recommend training plans and courses. (106.05) Vermont Correctional Academy

Corrective Action Plan: A plan by a facility to address any deficiencies discovered in a security/compliance audit. (403.01) Security and Compliance Audits - Facilities

Counseling Notes: Written comments by DOC employees or health care providers in an offender's mental health records that document the author's hypothesis or opinion about an offender's behavior for future evaluation by the author, and are written solely for the author's future evaluation. (255) Reporting of Offender Information

CPS: Corrections Program Supervisor located at a Probation and Parole office. (321.02) Inmate/Offender Claims – Facility and Field

Criminal Background Check: An investigation into an individual's criminal history. (122.01) Employee Selection and Promotion

Criminal Court: Criminal Division of the Vermont Superior Court. (Interim Procedure) Youthful Offender Status

Criminal History: Records in the possession of the department that pertain to any past criminal offense(s), conviction(s), or sentence(s) of any offender currently on furlough. (256) Community Notification

Criminal Justice Entities: Any entity authorized to engage in community policing, or any entity established, in whole or part, with any public monies for the purpose of addressing community safety, prevention of crime, rights, and needs of victims, or the reintegration of offenders. (256) Community Notification

Criminal Physical Evidence: Any item or substance required to substantiate or challenge any criminal charge or be presented at a due process hearing. (Interim Procedure) Contraband Classification and Disposition

Criminogenic Need Areas: Offender need areas, which are related to criminal conduct and which, when addressed in correctional treatment, reduce the overall or specific risk for recidivism. Substance abuse is an example of a criminogenic need; low self-esteem is not. (371.05) Offender Responsibility Planning (ORP)

Custody: Under continuous escort or continuous physical control of: (1) Vermont Department of Corrections' employees; or (2) volunteers; or (3) contracted employees of the Department of Corrections. (502.01) Victim Notification-Automated (VANS) and Non-Automated

Daily Observation Report (DOR): A standardized report completed during the pre- and post-Academy training by the Field Training Officer (FTO) which reflects their observation of trainee performance in critical job areas. (106.06) Academy Field Training Officer (FTO) Program

Dangerous Behavior: (1) Assaultive behavior of all kinds including, but not limited to, striking, pushing, kicking, biting, spitting or throwing bodily fluids or feces. (413) Use of Force; (413.01) Use of Force-Facilities. (2) Any behavior that causes a situation where there is a risk of injury to staff or others. (Interim Procedure – Use of Force Field and Threats on Staff)

Dangerous Instrument: A weapon or any other unauthorized object or substance which may cause physical injury or death under the circumstances in which it is possessed, used or attempted or threatened to be used, or is capable of being used. (410.01) Facility Rules and Inmate Discipline

Day: A weekday, excluding federal or state holidays. (256) Community Notification

Day Travel: Travel by an offender where they are out-of-state less than 12 hours and not overnight. (418.01) Offender Out of State Movement and The Interstate Compact

DCF Emergency Services Program: A program that deals with all after-hours emergencies when district offices are not open during regular business hours. This program may be accessed

by calling the Child Protection Line at 1-800-649-5285. (Interim Procedure) DOC/DCF communication for Child Protection

DCF Master Index: A database that tracks the general activity of all cases in which DCF has been involved. It includes both substantiated and unsubstantiated child maltreatment allegations, as well as the type of case (delinquency, unmanageable, open child protection cases, custody cases, etc. prior to and since January 1, 1992). It is an instrument, which enables DCF to get a fuller picture of the people they are dealing with. (Interim Procedure) DOC/DCF communication for Child Protection

Deadly Force: Force used against a person that is likely to cause death or serious bodily injury, as through the discharging of a firearm or through personal physical action. (413.01) Use of Force-Facilities

Defendant: A person who has been charged with a criminal offense and who is subject to criminal court proceedings. (Revise Interim Procedure) Home Detention

Deferred Sentence: A sentence that is suspended until after a defendant has completed a period of probation. (254.05) Sealed and Expunged Records - Field

Delegation: the condition where a specific responsibility and authority is assigned to another position to conduct specific business. Delegations must be in writing. Persons to whom authority has been delegated shall sign documents with their own name and title. (05) Lines of Authority

Delete: To permanently remove an entire case note whose content is duplicated, predominantly incorrect, or unprofessional, which may only be done by a supervisor. (254.04) Case Documentation - Electronic

De Minimus Fringe Benefit: A benefit that, considering its value and the frequency with which it is provided, is so small as to make accounting for it unreasonable or impractical. This includes such items as flowers, books, occasional tickets for entertainment events, etc. (117.01) Employee Recognition

Demonstrative Prayer: Overtly religious conduct that unduly imposes on others in a facility. (380.01) Religious Observance-Facilities

Department: (1)The Department of Corrections. (258) Procedure and Criteria for Obtaining an Exemption from the Sex Offender Internet Registry; (259) Procedure and Criteria for Obtaining an Exemption from the Sex Offender Internet Registry - Out of State Convictions ; (372) Granting Reintegration Furlough. (2) The Department of Corrections, its Commissioner or designee. (Final Adopted Administrative Rule #06-006) Offender Grievance System

Department for Children and Families (DCF) Child Protection Registry: A list of individuals who have a substantiated report for child abuse from January 1, 1992 to the present. (Interim Procedure) DOC/DCF communication for Child Protection

Department Emergency Preparedness Coordinator: The Chief of Emergency Services located at Central office who reports to the Director of Security & Supervision. (414.03) Emergency Preparedness

Department of Mental Health: A department of the Vermont Agency of Human Services, which is charged with the responsibility of operating Vermont State Hospital and Brandon Training School, and assuring the general quality and delivery of services for the mentally ill and developmentally disabled at the community level throughout Vermont. (361) Mental Health Services

Department of Public Safety (DPS): A State of Vermont Department that houses the Vermont Crime Information Center which is responsible for overseeing the Sex Offender Registry. (255.01) Sex Offender Registry and Internet Registry Determinations

Designated Agency: Private, nonprofit, community-based organizations in Vermont that provide care to individuals with developmental disabilities, mental health conditions, and substance use disorders. (315) Healthcare Services

Designated Substance Abuse Counselor: A person approved by the Secretary of the Agency of Human Services to evaluate and treat substance abusers, pursuant to the provisions of statute. (306.01) Incapacitated Persons (INCAPS)

Designation: a condition where the total authority and responsibility of another position is either formally assigned to or temporarily assumed by another position. When a designee signs any document he shall sign his own name and indicate his designated position. Any responsibilities or authority assigned by policy to a specific position is automatically assumed by his designee in his absence. (05) Lines of Authority

Designee: (1) An individual in the chain of command of the person in the position required to carry a pager. Any designation will be done in writing and notice will be accomplished through e-mail. (401.01) 24-Hour Responsibility. (2) A person who has been remanded to a correctional facility pending adjudication of alleged criminal violations. The person being detained generally will have bail placed on them by the Court. (Revised Interim Procedure) Home Detention. (3) In instances where there is a foreseen absence, the IT Manager may assign another IT Staff member to perform duties as outlined in this directive. (257.01) Computer User Security Responsibilities

Detainee: A person committed to the Commissioner of Corrections by the court or other authorized person or entity, who is confined in a correctional facility until he/she is sentenced or released. (502.01) Victim Notification-Automated (VANS) and Non-automated

Detoxification: (1) The process by which an intoxicating chemical is reduced in concentration within a person's body so that the concentration of that chemical no longer effects them physically or psychologically. (363) Alcohol and Drug Abuse Treatment Services. (2) The planned withdrawal of an individual from a state of acute or chronic intoxication, under qualified supervision with or without the use of medication. Detoxification includes monitoring and management of the physical and psychological effects of withdrawal, for the purpose of ensuring

safe and rapid return of the individual to normal bodily and mental functioning. (306.01) Incapacitated Persons (INCAPS).

Digital or Simple Instrument Search: Inspection for contraband or any other foreign items in a body cavity of an inmate by use of fingers or simple instruments, such as an otoscope, tongue blade, short nasal speculum and simple forceps. (409.01) Searches

Disability: With respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment. (1) Physical or mental impairment: Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; Any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities; The phrase physical or mental impairment includes, but is not limited to, such contagious and non-contagious diseases and conditions as orthopedic, visual, speech and hearing impairments; cerebral palsy; epilepsy; muscular dystrophy; multiple sclerosis; cancer; heart disease; diabetes; mental retardation; emotional illness; specific learning disabilities; HIV disease (whether symptomatic or asymptomatic); tuberculosis; drug addiction, and alcoholism; The phrase physical or mental impairment does not include homosexuality or bisexuality; Major life activities: Functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; Has a record of such an impairment: Has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities; Is regarded as having an impairment: Has a physical or mental impairment that does not substantially limit major life activities but that is treated by a public entity as constituting such a limitation Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment or, Has none of the impairments defined in paragraph 1 of this definition, but is treated by a public entity as having such an impairment; The term disability does not include: transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments, or other sexual behavior disorders; (though not a disability, Vermont State law prohibits discrimination on the basis of sexual orientation or gender identity.) Compulsive gambling, kleptomania, or pyromania; Psychoactive substance use disorders resulting from current illegal use of drugs; Limited English proficiency (covered by Agency of Human Services Policy #1.02; See Attachment 6.) (371.01) Americans with Disabilities Act (ADA)-Facility and Field

Disciplinary Committee: (1) A body of two or three qualified and trained staff persons appointed by the Superintendent by name. At least two members equals or constitutes a quorum for imposition of discipline. (2) A minimum of three qualified, trained staff persons appointed by the Superintendent by name (of which at least two members equals or constitutes a quorum for imposition of discipline). (410.01) Facility Rules and Inmate Discipline. (3) A body of two or three persons appointed by the superintendent by name (of which at least two members equals or constitutes a quorum for imposition of discipline). The Superintendent or Acting Superintendent may be Chairperson. (361.01.11) Disciplinary Procedures for Inmates with Serious Mental

Illness. (3) A body of two or three qualified and trained staff persons appointed by the Superintendent by name. At least two members equal or constitute a quorum for imposition of discipline. And the Superintendent or Acting Superintendent may be chairperson. (410) Due Process

Disciplinary Segregation: (1) A form of separation from the general population in which inmates committing serious violations of conduct regulations are confined for short periods of time to individual cells separated from the general population. Placement in disciplinary segregation may occur only after find of a rule violation at an impartial hearing and when there is not an adequate alternative disposition to regulate the inmate's behavior. (370) Classification, Treatment and the Use of Administrative and Disciplinary Segregation for Inmates with a Serious Mental Illness; (413.11) Responses to Self-Harm; (410.01) Facility Rules and Inmate Discipline; (410.03) Placement on Administrative Segregation; (410.06) Restrictive Housing Status, Conditions of Confinement ; (403.04) Inmate Observation Checks & Accountability. (2) When an inmate's movement is restricted to a room or cell for 23 hours a day and privileges and property are severely limited. (361.01.11) Disciplinary Procedures for Inmates with Serious Mental Illness. (3) When an inmate's movement is restricted to a single cell for 23 hours a day. Privileges and amenities are limited. (410) Due Process

Disposition Case Plan: A report filed by DCF that contains: (1) recommendation as to whether youthful offender status is appropriate for the youth. (2) a disposition case plan, including proposed services and proposed conditions of juvenile probation in the event youthful offender status is approved, and (3) a description of the services that may be available for the youth when he or she reaches 18 years of age. (Interim Procedure) Youthful Offender Status

DNR (Do not resuscitate): (1) A document completed by an individual with a medical provider that indicates the individual's refusal of resuscitation efforts. (315) Healthcare Services; (2) A patient-generated document that directs health care providers not to attempt resuscitation. (353) Terminal Illness and Inmate Death - Facilities

Donation: Department-approved contributions to inmate programs/activities. (380.01) Religious Observance-Facilities

Drug Abuse: The use of a drug (either licit or illicit) in sufficient quantity and frequency to interfere with a person's ability to make sound life decisions, perform appropriate actions, and fulfill responsibilities with the result that the person is unable to be a law abiding and self-supporting individual. (363) Alcohol and Drug Abuse Treatment Services

Dry Cell: A room, equipped with a bed, lighting and proper ventilation, which will prevent the disposal of waste material or contraband through flushing, drains, or trash. (403.04) Inmate Observation Checks & Accountability

Dry Cell/Room: A cell/room equipped with lighting and proper ventilation, which prevents the disposal of human waste material or contraband. (409.04) Inmate/Offender Drug Testing

Dry Cell Watch: The process of constant/direct observation of an inmate by correctional staff in an effort to obtain and search an inmate's bodily wastes to determine if an inmate may have ingested/swallowed contraband or otherwise concealed contraband within their body. (403.04) Inmate Observation Checks & Accountability

Dual Citizenship: Legal status of an individual who maintains citizenship in more than one country.

Dwelling: Any location owned or rented by the offender or an apartment or residential space owned or leased by the department, in which an offender is housed, other than a correctional facility named as such. (256) Community Notification

Dynamic Risk Factors: Those risk factors which are subject to change (e.g. Substance abuse) and which, when successfully treated, are associated with lowered recidivism rates. (371.07) Offender Risk Assessment

Electronic Monitoring: Any electronic device or technology that automates, replicates, or supports supervision tactics that would normally require direct staff presence or resources. (371.27) Home Confinement Furlough; (Revised Interim Procedure) Home Detention

Electronic Search Devices: Any electronic equipment developed for and/or commonly used by Department of Corrections' officials whose function is to perform non-intrusive searches (e.g. metal detectors). (409.01) Searches

Electronic Storage Media: Any electronic device that can be used to store data. For the purposes of Policy 385, Inmate Access to Courts, electronic storage media is limited to CDs, DVDs, and USB drives. (385) Inmate Access to Courts

Eligible Offender: (1) A person, convicted of a sexual crime prior to July 1, 2009 in the State of Vermont that requires compliance with the terms of [subchapter 3 of chapter 167 of Title 13](#), and who: (1) is no longer under Department supervision; OR (2) is still under Department supervision and has – (a) a conviction of lewd and lascivious conduct with a child in violation of [13 V.S.A. §2602](#), OR (b) two (2) convictions for voyeurism in violation of [13 V.S.A. §2605\(b\) or \(c\)](#). (3) Sex offenders on the Vermont Sex Offender Internet Registry as of July 1, 2009 and those who have been designated as sexually violent predators under [13 V.S.A. §5405](#) are excluded from this definition regardless of whether they meet any or all of the elements above. (258) Procedure and Criteria for Obtaining an Exemption from the Sex Offender Internet Registry (2) A person, convicted of a sexual crime prior to July 1, 2009 in any jurisdiction of the United States other than Vermont, including a state, territory, commonwealth, the District of Columbia, or military, federal, or tribal court who is not under the supervision of the Vermont Department of Corrections and whose conviction requires compliance with the terms of [subchapter 3 of chapter 167 of Title 13](#). (259) Procedure and Criteria for Obtaining an Exemption from the Sex Offender Internet Registry –

Emergency: Any situation where the failure of an individual to take immediate action would place themselves or another at risk of death or bodily injury. (413) Use of Force

Emergency Grievance: A grievance processed by expedited methods to resolve an issue, which presents: (1) a threat of death or injury; (2) a threat of disruption of facility operations; or (3) a need for prompt disposition because the time is lapsing when meaningful action or decision is possible. (320.01) Offender Grievance System for Field and Facilities; (Final Adopted Administrative Rule #06-006) Offender Grievance System

Emergency Log: A log that is started during a facility emergency to track and maintain detailed information pertaining to the emergency. (414.03) Emergency Preparedness

Emergency Operations Center (EOC): Central office planning and operations center mobilized during facility emergencies. (414.03) Emergency Preparedness

Emergency Preparedness: A comprehensive system of training, planning, and response to all types of facility and community emergencies. (414.03) Emergency Preparedness

Emergency Rule: A quick procedure that bypasses formal rulemaking (notice, comment, legislative review) and when adopted, is good for 120 days from the date of filing, at which time a formal proposed APA rule must be filed with the Secretary of State. (02) Policy & Administrative Directive Development and Management

Emergent/Reactive Use of Force: The use of force in situation where time and circumstances do not permit approval by higher ranking employees or consultation or planning. (413) Use of Force; (413.01) Use of Force-Facilities

Employed: Carries on a vocation. Includes employment that is full-time or part-time for a period of time exceeding 14 days, or for an aggregate period of time exceeding 30 days during a calendar year, whether financially compensated, volunteered, or for the purpose of governmental or educational benefit. (255.01) Sex Offender Registry and Internet Registry Determinations

Entire Case Plan: An evolving record of the Offender Responsibility Plan detailing the goals and required action steps designed to reduce offender risk, foster responsibility, repair harm, and support community reintegration. (371.05) Offender Responsibility Planning (ORP)

Escape: (1) Is any action by the offender, which leads Corrections' employees to believe the offender intends to absent him or herself from state custody or supervision indefinitely. (410.01) Facility Rules and Inmate Discipline. (2) Any action by the offender which leads Corrections' staff to believe the offender intends to absent him or herself from State custody or supervision. (371.27) Home Confinement Furlough. (3) An unauthorized departure from a correctional facility or supervision by an offender who is committed to the custody and/or supervision of the Commissioner of Corrections. (502.01) Victim Notification-Automated (VANS) and Non-automated. (4) Any action by the offender, which leads Corrections' employees to believe the offender, intends to absent him or herself from state custody or supervision. (Revised Interim Procedure)Home Detention

Escape from Custody: When an offender who is on furlough escapes or attempts to escape from lawful custody in accordance with Vermont Law: 28 V.S.A. 808 and 13 V.S.A. 1501(b) (2). (413) Use of Force; (Interim Procedure – Use of Force Field and Threats on Staff)

Escapee: A person, while in lawful custody, escapes or attempts to escape from any correctional facility. (413) Use of Force; (413.07) Less Lethal

Escorted Leave: The approval of an inmate to leave a correctional facility for a short period of time accompanied by a staff member or certified volunteer. (372.03) Compassionate Leave Furlough

Essential Equipment: As specified within this directive, all equipment required for every transport outside the confines of a correctional facility. (406.01) Inmate Instate Transportation - Facilities

Evidence: Any item or substance required to substantiate or challenge any criminal or administrative charge that will be presented at a due process hearing. (409.05) Inmate Mail, Publications, and Audio/Video Regulations.

Evidence Repository: A secure box, locker, or area where staff will deposit and log items into evidence for further processing by investigating staff. (409.08) Crime Scene Preservation and Evidence Collection - Facility

Excessive Force: A type or amount of force beyond that which is reasonably necessary to control the situation and achieve the correctional objective or the continued use of force after it is no longer reasonably necessary. (413) Use of Force; (Interim Procedure – Use of Force Field and Threats on Staff); (413.01) Use of Force-Facilities

Executive Management Team (EMT): (1)An operations team of the Department's Central Office chaired by the Deputy Commissioner. (02) Policy & Administrative Directive Development and Management.

Expunge: To remove from the official inmate file. (410) Due Process

Expunged Record: An offender record in which the court has issued an order to effectively erase or destroy the document(s), typically occurring after a deferred sentence has expired. (254.05) Sealed and Expunged Records - Field

Expungement: The process by which an offender's record of criminal conviction is destroyed or sealed. (254.05) Sealed and Expunged Records - Field

External Agencies: Includes, but not limited to, the State Police, Local Police or Sheriffs, National Guard, Office of Emergency Management, local Fire Departments, and EMS. (26.05) Community Emergency Notification

External Applicants: Applicants for employment who are not currently employed by the State of Vermont. (122.01) Employee Selection and Promotion

Facility Food Service Supervisor: A DOC Supervisor who plans menus, orders, and prepares food served to inmates in a correctional facility and oversees the operations of the food service program. (354) Food Service Operations

Facility Log: A master daily record of events detailing significant security and operations activities by a shift at a correctional facility. (403.02) Facility Logbooks

Facility of the Vermont Department: For the purpose of this policy only, the community correctional facilities of the Department. (302) Town And Village Lockup-Standards And Inspections

Facility Service Crew: A group of inmates from a correctional facility supervised by one or more correctional officers. Their purpose is to perform work service for government and non-profit agencies. Inmates participate on service crews to learn work habits and to add value to the community. (407.01) Escapes from facility service crews and unauthorized leave from community service teams

Facility Rules: Written rules established by a facility concerning inmate conduct. These rules are specific to the facility and will not contradict this administrative directive. (410.01) Facility Rules and Inmate Discipline-effective 12/18/2006

Faith Group: A religious or spiritual denomination, sect, or organization that is recognized by the Department of Corrections. (380.01) Religious Observance-Facilities

Faith Representative: A spiritual leader who is empowered by a particular faith group to administer ordinances and sacraments, perform rites, counsel, instruct, and provide worship and religious services. (380.01) Religious Observance-Facilities

Family Court: Family Division of the Vermont Superior Court. (Interim Procedure) Youthful Offender Status

Family Member: A spouse, child, sibling, parent, next of kin, domestic partner, or legal guardian of a victim. (502.01) Victim Notification-Automated (VANS) and Non-automated

Family Services Division: A division of DCF whose primary duty is the protection of children and working with families to keep children safe. (Interim Procedure) DOC/DCF communication for Child Protection Features: (a) In the case of an individually produced drawing or picture, the material contains depictions of nudity or sexually explicit conduct as a primary element; or (b) In the case of a commercial publication, the material contains depictions of nudity or sexually explicit conduct on a routine or regular basis, or promotes itself based upon such depictions in the case of individual one-time issues. Printed materials containing nudity illustrative of medical, educational or anthropological content may be excluded from this definition. (409.05) Inmate Mail, Publications, and Audio/Video Regulations

Family Services Social Worker: DCF Family Services Social Worker tasked as Juvenile Probation Officer with the supervision of a youth placed on juvenile probation with youthful offender status by the Family Division of the Vermont Superior Court. Used interchangeably with the term "Juvenile Probation Officer" in legal and practice situations. (429.01) Youthful Offender Status

Federally Qualified Health Center (FQHC): A safety net medical provider that primarily provide services typically furnished in an outpatient clinic. FQHCs include community health centers, migrant health centers, health care for the homeless health centers, public housing primary care centers, and health center program "look-alikes." They also include outpatient health programs or facilities operated by a tribe or tribal organization or by an urban Indian organization. (315) Healthcare Services

Felony: Any other provision of law notwithstanding any offense whose maximum term of imprisonment is more than two years, for life or which may be punished by death is a felony. (326.01) Housing of Individuals Under 18

Field Officer Safety (FOS): A Department training for correctional staff working in the Field Services Division that provides staff strategies and practice. (413) Use of Force

Field Supervision Activities: Work assignments and/or tasks that place, or could reasonably be expected to place, field staff in situations where they would be required to enforce conditions of supervision in a field environment outside of a secure office setting. (422.02) Body Armor - Field

Field Training: A structured on-site training and work program for new Correctional Officer trainees that complements Academy residential training. This formal training integrates classroom learning with the specific steps involved in completing job-related tasks and occurs both before and after Academy residential training. (106.06) Academy Field Training Officer (FTO) Program

Field Training Officer (FTO): A related role assigned to selected Corrections Department staff. The role of the FTO is to facilitate the transition of new Correctional Officers from Academy residential training to institutional duties and to help ensure that the period of on-the-job training progresses as designed. (106.06) Academy Field Training Officer (FTO) Program

Field Training Oversight Committee: A sub-committee of the Corrections Training Advisory Board made up of representatives from each facility and the Human Resources Development Unit to oversee, monitor, and make recommendations to improve and maintain the standardized Field Training Officer Program. (106.06) Academy Field Training Officer (FTO) Program

Field Training Program Manual: An operational manual which provides direction and guidance in the administration of the standardized Field Training Officer Program of the Vermont Department of Corrections. (106.06) Academy Field Training Officer (FTO) Program

Field Training Site Coordinator: A related role assigned to each correctional facility charged with the oversight, coordination, and success of the local field training program, under the guidelines of this directive. (106.06) Academy Field Training Officer (FTO) Program

Final Report: All staff and supervisory written reports that are forwarded to the Director of Security and Supervision. (405.02) Reporting Security Incidents

Firearm: A pistol, revolver, or other weapon of any description, loaded or unloaded, from which ammunition can be fired. (413) Use of Force; (413.01) Use of Force-Facilities

Fit Test: The use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator (SCBA) to an individual. (See also Qualitative Fit Test-QLFT and Quantitative Fit Test-QNFT.) (404.02) Self Contained Breathing Apparatus Training

Follow-up Medical Evaluation: Any medical review or procedure that may be required of uniformed staff by a contracted health care professional upon review of a completed Respiratory Medical Questionnaire. (404.02) Self Contained Breathing Apparatus Training

Food Allergies: Medically verified allergies that result in adverse reactions to foods. (354) Food Service Operations

Food Preference: Foods that one personally prefers to consume or not consume. (354) Food Service Operations

Force: Any action within the force continuum by a staff member that is intended to compel an offender or inmate to act or cease acting. (413) Use of Force; (413.01) Use of Force-Facilities; (Interim Procedure – Use of Force Field and Threats on Staff)

Foreign National/Resident Alien: A citizen of a foreign country presently in the United States under legal authority either by visitation, work permit, or visa. (315.02) Foreign Nationals

Foreseeable Risk of Harm: A case-by-case determination by department employees in consultation with treatment providers and others involved in the offender's case planning that is based upon: (a) an offender's prior criminal background, personal history and current conduct; (b) the type of crime for which an offender was most recently convicted; and (c) the surrounding circumstances in which the offender is being supervised, including the relationship of the offender to a third party or third parties. (255) Reporting of Offender Information; (307.01) Furlough Driving Privileges; (Interim Procedure) DOC/DCF communication for Child Protection

Formal Process: There are two types of formal process: the first is the use of the offender disciplinary system as defined by directive 410.01; the second is a furlough revocation that would require a case review and or a case staffing. (410) Due Process

Formal (Standard) Grievance: A written complaint filed by an inmate/offender concerning a departmental action, incident, policy or condition which affects that person. The inmate/offender

must file an informal complaint before initiating a formal grievance. (320.01) Offender Grievance System for Field and Facilities

Furlough: (1) A period of reintegration into the community following incarceration during which the offender was participating in restorative and/or risk management programs. (256) Community Notification. (2) A period of reintegration into the community following incarceration during which the offender is participating in restorative and/or risk management programs; An approved absence from a correctional facility under precise conditions. (307.01) Furlougee Driving Privileges (3) A period of reintegration into the community following incarceration during which the offender is participating in restorative and/or risk management programs; an approved absence from a correctional facility under precise conditions (e.g., medical treatment). (418.01)Offender Out of State Movement and The Interstate Compact (4) An extension of the limits of confinement of an inmate to locations outside a correctional facility. (345)Correctional Field Staff Caseload Capacity; (426) Supervision Fees for Offenders under Field Supervision by the DOC. (5) An extension of the limits of confinement of an inmate to locations outside a correctional facility (the community). (426.01) Offender financial Obligations-Field. (6) A legal status for an offender under the custody of the Commissioner serving all or part of their incarcerative sentence in the community outside a correctional facility. This includes offenders on pre-approved furlough (PAF), conditional re-entry (CR), reintegration furlough (RF), treatment furlough (TF), medical furlough (MF), and home confinement furlough (HC). (340.01) Supervision Transfers.

Furlougee: (1)A legal status for an offender under the custody of the Commissioner serving all or part of their incarcerative sentence in the community outside a correctional facility. This includes offenders on pre-approved furlough (PAF), conditional re-entry (CR), reintegration furlough (RF), treatment furlough (TF), and medical furlough. (307.01) Furlougee Driving Privileges. (2) A person in the custody of the Commissioner serving all or part of their incarcerative sentence in the community outside a correctional facility. This includes offenders on Pre-approved Furlough (PAF), Conditional Re-entry (CR), Reintegration Furlough (RF), Treatment Furlough, Medical Furlough and Furlough (FR). (418.01)Offender Out of State Movement and The Interstate Compact

Government/Public Official: Any elected or appointed American federal, state, or local government official, department or agency, or any Native American tribe having federal recognition; any official of a nation of which the inmate is a citizen. (409.05) Inmate Mail, Publications, and Audio/Video Regulations

Graduated Sanctions: Community-based interventions utilizing a three-level matrix, imposed upon offenders who violate conditions of probation in lieu of a formal violation of probation process. Level 1, 2 and 3 Sanctions- Graduated responses that provide clear guidance and consistency to staff when responding to severity. Sanctions are progressive in nature and commensurate with the level of violation behavior beginning at level 1 and progressing to level 3. Level 1, 2 and 3 Violations- Progressive levels of technical violations based on the severity of the behavior. Level 1 is the lowest severity of behavior and level 3 is the highest. Violation levels increase as the severity of the behavior increases. In some instances, repetitions of the same violation behavior can raise the levels from lower to higher depending on the behavior and

number of repeated violations. (347) Graduated Sanctions for Technical Violations of Probation In Lieu of Court Referral - APA Rule # 10-041

Grievance: A grievance is a formal written complaint filed by an offender concerning a departmental action, incident, policy or condition, which affects that offender. (Final Adopted Administrative Rule #06-006) Offender Grievance System

Grievance Coordinator: A DOC employee of a Correctional Facility, Field Office or Out of State Unit designated to coordinate the offender grievance process. (320.01) Offender Grievance System for Field and Facilities

Guest Volunteer: A volunteer who has not completed screening and training but who provides occasional services to the Department under the supervision of paid staff or other registered volunteers. A guest volunteer who provides services more than three (3) times a year must apply to be a registered volunteer in order to continue. Guest volunteers, for purposes of identification, will be treated as visitors on official business. (380.01) Religious Observance-Facilities

Hard Copy Bail Receipt: The four (4) part paper bail receipt that staff should use in place of the Automated Bail Receipt when the DOC offender database is off line. (502.01) Victim Notification-Automated (VANS) and Non-automated

Hearings Administrator: A designee of the Commissioner who acts as a review authority for offender/inmate grievances. (320.01) Offender Grievance System for Field and Facilities

Hearing Assistant: (1) A person who assists an inmate in preparing and presenting their case. It does not have to be a staff person, but cannot be an attorney. (410.01) Facility Rules and Inmate Discipline; (410.03) Placement on Administrative Segregation. (2) A person who assists the inmate in preparing and presenting his or her Case. (361.01.11) Disciplinary Procedures for Inmates with Serious Mental Illness. (3) A person who assists the inmate in preparing and presenting his case. (410) Due Process

Hearing Authority: Each legal status has an authority that makes due process decisions concerning violations of conditions. Generally these due [process decisions are broken into two components; (a) the determination of guilt or innocence and (b)the disposition of the case. The hearing authority for probation is the District Court, for SCS and parole, it is the Parole Board and for furlough, it is the Department of Corrections.(410) Due Process

Hearing Officer: (1)A person designated by the Commissioner of Corrections and assigned by the Superintendent/District Manager or designee to conduct hearings. (361.01.11) Disciplinary Procedures for Inmates with Serious Mental Illness; (410) Due Process. (2) A person designated by the Commissioner of Corrections and assigned by the Superintendent/Field Manager or designee to conduct hearings. (370) Classification, Treatment and the Use of Administrative and Disciplinary Segregation for Inmates with a Serious Mental Illness. (3) A person designated by the Commissioner of Corrections and assigned by the Superintendent or designee to conduct administrative due process hearings. (410.01) Facility Rules and Inmate Discipline; (410.03) Placement on Administrative Segregation

Help Desk Ticket: A request for support from IT staff through completion of an online request system. (257.01) Computer User Security Responsibilities

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. (255.01) Sex Offender Registry and Internet Registry Determinations; (371.05) Offender Responsibility Planning (ORP)

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. (255.01) Sex Offender Registry and Internet Registry Determinations

High Risk Inmate Transport: An inmate transported and/or escorted by the transportation team when there is current evidence of, or a documented history of, attempted escapes, conspiracy to escape, self-injurious behavior, violence, contraband possession, or a high profile status in the community. (406.01) Inmate Instate Transportation - Facilities

Holding Station: The law enforcement agency for each county which holds a paper copy of all: (a) inactive criminal arrest warrants issued by the county's district court; (b) active return-to-custody-on-mittimus requests issued for defendants in the custody of the Department of Corrections who have been reported missing or on escape status from the county; (c) Governor's warrants for defendants residing in the county; and (d) other criminal arrest warrants issued by other lawful authorities. (424.05) Community Restitution Program

Home Confinement: A status of furlough determined either by the court at sentencing or the commissioner of corrections that restricts the offender to a pre-approved place of residence continuously, except for authorized absences, enforced by appropriate means of supervision, including electronic monitoring and other conditions. (371.27) Home Confinement Furlough

Home Detention: A program of confinement and supervision that restricts a defendant to a preapproved residence continuously, except for authorized absences, and is enforced by appropriate means of surveillance and electronic monitoring by the Department of Corrections. (Revised Interim Procedure) Home Detention

Home Detention Program Supervisor: A Community Corrections Program Supervisor whose responsibilities include the oversight and management of the Home Detention program for their district. (Revised Interim Procedure) Home Detention

Hospital Emergency Room: The section of a hospital licensed to operate in the state of Vermont where medical and nursing services are available on demand. Physicians working in emergency rooms in Vermont are permitted to certify someone as Incapacitated, and waive them to Protective Custody at a facility of the Vermont Department of Corrections. (302) Town And Village Lockup-Standards And Inspections

Hostage: Any person who is held, restrained or prevented from flight (by threat or action), with the implicit or stated purpose of exacting concessions from a third party. (414.04) Hostage Negotiation Team

Hostage Negotiation Section (HNS): A division of the Vermont Department of Correction's CERT team, which is responsible for conducting negotiations. (414.04) Hostage Negotiation Team

Hostage Taker (HT): Any person who is holding a hostage or is acting in concert with those doing so. (414.04) Hostage Negotiation Team

Housing Coordinator: A Corrections' staff person who administers all Department-funded offender housing functions, including approval of release money. (323.01) Inmate Release Money

HRD: Human Resources Development Unit. (414.01) Corrections Emergency Response Team (CERT)

Immediate Family Member: Refers to parents, grandparents, step-parents, adoptive parents, legal guardian, brother, step- or half-brother, sister, step- or half-sister, spouse, civil union partner, son, daughter, or grandchildren. (409.05) Inmate Mail, Publications, and Audio/Video Regulations

Immediately Dangerous to Life or Health (IDLH): An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere. (404.02) Self Contained Breathing Apparatus Training

Imminent Court Deadline: A deadline imposed by the court, Vermont Rules, or Federal Rules that will be reached within ten (10) calendar days or less. (385) Inmate Access to Courts

Inappropriate Conduct: Includes, but is no limited to, conduct exhibited by an inmate as defined in the "Standardized Vermont Department of Corrections Rules and Guidelines for Recommended Sanctions". (361.01.11) Disciplinary Procedures for Inmates with Serious Mental Illness

Incapacitation: When a person is under the influence of alcohol, medication, appears to be suffering from severe sleep deprivation, or has serious injuries that require immediate medical attention. (414.03) Emergency Preparedness

Incapacitated Person (INCAP): A person who, as a result of his use of alcohol, is in a state of intoxication, or mental confusion resulting from withdrawal, such that he appears to need medical care or supervision by approved alcohol treatment personnel, as defined in this section, to assure his safety, or he appears to present a direct active or passive threat to the safety of others (V.S.A. 18 9142(9)(a, b). (302)Town And Village Lockup-Standards And Inspections

Incapacitated: When a person (INCAP), as a result of his or her use of alcohol and/or other drugs, is in a state of intoxication, or mental confusion resulting from withdrawal, such that the person: (a) Appears to need medical care or supervision by approved substance abuse treatment personnel, as defined in statute, to ensure his or her safety; or (b) Appears to present a direct active or passive threat to the safety of others. (403.04) Inmate Observation Checks & Accountability; (306.01) Incapacitated Persons (INCAPS)

Incarceration: Service of any portion of a sentence under the criminal laws of this State in a correctional facility. (256) Community Notification

Incident Command System (ICS): An emergency response structure which provides a systematic, proactive approach guiding government agencies, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. (409.08) Crime Scene Preservation and Evidence Collection - Facility

Incident Commander: The one supervisor or senior designated staff person who is charged with the management of a specific calculated use of force. (413) Use of Force; (413.01) Use of Force-Facilities

Index: A DOC confidential electronic list of offender records that are sealed. (254.05) Sealed and Expunged Records - Field

Index Offense: The offense(s) that require(s) compliance with the terms of subchapter 3 of chapter 167 of Title 13. (258) Procedure and Criteria for Obtaining an Exemption from the Sex Offender Internet Registry; (259) Procedure and Criteria for Obtaining an Exemption from the Sex Offender Internet Registry - Out of State Convictions

Indigent Inmate: An inmate will be deemed indigent if the combined balances of their facility account and any other accessible accounts are \$10 or less at all times during the thirty (30) days preceding the date on which the inmate submits a request for writing materials, postage, or any State-issued property to the Facility Business Manager or designee. Any inmate who refuses available work, for which they would be paid, although they are physically able and are permitted to work by virtue of their housing status, is not indigent for the purpose of this directive. (321.01) Offender/Inmate Property; (409.05) Inmate Mail, Publications, and Audio/Video Regulations; (385) Inmate Access to Courts

Inflammatory Material: Material, if present in the facility, the Department deems to constitute a direct and immediate threat to the security, safety, health, order or discipline of the facility because it incites or advocates physical violence against others. No publication will be considered inflammatory solely based on its appeal to a particular ethnic, racial, or religious audience. No material will be considered inflammatory solely because it criticizes the operation, programs or personnel of the Department of Corrections, the State Parole Board and/or any other government agency. (409.05) Inmate Mail, Publications, and Audio/Video Regulations

Informal Complaint: An informal complaint is one that is made orally or in writing to a Department of Corrections staff person where an attempt at problem resolution is made prior to the initiation of a formal grievance. (320.01) Offender Grievance System for Field and Facilities (Final Adopted Administrative Rule #06-006) Offender Grievance System

Information: Any statement, whether or not it is in writing, that pertains to a specific offender. (255) Reporting of Offender Information

Initial Commander: Shift Supervisor at the incipient stage of a facility emergency. (414.03) Emergency Preparedness

Initial Filing: The filing of a pleading or petition with the court of law to begin legal action in court. An initial filing also includes the filing of all notices or other documents which may be required prior to the filing of the pleading or petition, including the initial filing of amended complaints of petitions. (385) Inmate Access to Courts

Initial Needs Survey (INS): Is a system of structured inquiry and observation designed to prevent newly arrived inmates who pose a health or safety threat to themselves or others from being admitted to the facility's general population, and to identify those newly admitted inmates in need of medical care. (361.01.01) Mental Health Receiving Screening; (361.01.03) Mental Health Intake Assessment

Initial Report: Reporting by the respective supervisor, using the database. To be completed by the end of the respective shift. (405.02) Reporting Security Incidents

Inmate: (1) An individual in physical custody in a confinement facility; an incarcerated person, including detainees. (2) An incarcerated person. (405.02) Reporting Security Incidents. (3) Any person convicted of a crime or offense under the laws of this state, the United States government, or the laws of another state, who is in custody at a Vermont Department of Corrections facility. (409.04) Inmate/Offender Drug Testing. (4) Any person convicted of a crime or offense under the laws of this state, the United States government, or the laws of another state, who is in custody at a Vermont Department of Corrections facility. For purposes of this directive, this includes pre-trial detainees. (321.02) Inmate/Offender Claims – Facility and Field. (5) An individual in physical custody in a confinement facility. (365) Access to Treatment Pending Appeal; (371.01) Americans with Disabilities Act (ADA)-Facility and Field

Inmate Account: Inmates' personal money in the care and custody of the Department of Corrections (DOC) that is managed by the DOC. (385) Inmate Access to Court

Inmates' Expense: The inmate must have the funds in his/her facility account and must pay for the goods or services prior to receiving them. Except as authorized by law or policy, the credit of the state shall not be given or loaned to an inmate. (385) Inmate Access to Courts

Inmate Face Sheet: A form completed during the Booking process at a correctional facility with identifying inmate information, including a physical description, as well as information for

emergency contact. For purposes of this directive, references to the Inmate Face Sheet include a photograph of the inmate. (406.01) Inmate Instate Transportation - Facilities

Inmate File: The secure hard copy file of information on each inmate on a facility headcount. Information in it includes, but is not limited to, identifying information, classification, offense information, sentencing forms, program files, case management information, discipline reports, victim communication information, grievances, parole files, drug testing results, incident reports. It does not contain confidential medical, mental health, treatment or educational files. (406.01) Inmate Instate Transportation - Facilities

Inmate Property Matrix: A listing of the type, quantity of the type, and quantity of personal and facility property authorized for an inmate to retain according to their classification. (321.02) Inmate/Offender Claims – Facility and Field

Inmate Records: An inmate's file and medical/mental health records (406.01) Inmate Instate Transportation - Facilities

Inmate Trust Lockbox: A banking service provided to the Department for the receipt of bank checks/money orders intended for deposit into an inmate's trust account. Under the service, funds are directed to a special post office box, rather than going directly to the Department. The bank retrieves the funds, processes them and deposits the funds directly into the Department inmate trust account. (409.05) Inmate Mail, Publications, and Audio/Video Regulations

INS I-9 Form: A required form which determines an individual's eligibility for employment based on whether they have a legal right to work. (122.01) Employee Selection and Promotion

Institutional Emergency Preparedness Coordinator (IEPC): The person at the local facility who is responsible for the preparation of emergency procedures. This person must be at the Shift Supervisor level or above. (414.03) Emergency Preparedness

Institutional Experience: Experience gained from within the institutional setting. (122.01) Employee Selection and Promotion

Institutional Indebtedness: Includes fines, restitution ordered, disposition of property pursuant to Department of Corrections (DOC) policies and reimbursement for supplies, postage, and/or photocopying fees under this directive. Reimbursement for any other institutionally incurred indebtedness as accrued at a correctional facility. (385) Inmate Access to Courts

Intake: (1) An initial meeting where an offender shares identifying information, criminal history, risk issues and other necessary information with the Caseworker/Probation Officer. (426) Supervision Fees for Offenders under Field Supervision by the DOC; (340.01) Supervision Transfers. (2) An initial meeting where an offender shares identifying information, criminal history, risk issues and other necessary information with the Probation Officer. (426.01) Offender financial Obligations-Field

Interim Commander: Mid-Manager or SOS who will assume command, on a temporary basis, if the Commander is more than one hour away from the facility at the time that he or she arrives. (414.03) Emergency Preparedness

Interim Procedure: An immediately-needed new or revised policy, administrative directive, or statewide procedure approved by the Commissioner that is promulgated without going through the standard policy development process. The Interim Procedure is effective immediately upon dissemination, and within 90 days the Department will begin the process to develop a full document through the regular policy development process. (02) Policy & Administrative Directive Development and Management

Interim Revision Memorandum: A memorandum from the Commissioner or designee directing an immediately-needed relatively short change in a current policy, administrative directive, or statewide procedure that is promulgated without going through the standard policy development process. The Interim Revision Memo is effective immediately upon dissemination, and within 90 days the Department will begin the process to develop a full document through the regular policy development process. (02) Policy & Administrative Directive Development and Management

Intermediate Sanction Program: A correctional program delivered to offenders who are in the legal status of Pre-approved Furlough or Supervised Community Sentence. In order to place an offender in an intermediate sanctions program, the offender must be referred to the Department, in advance of sentencing, for screening to determine if they meet the eligibility requirement for the program requested. (371.27) Home Confinement Furlough

Intermediate Sanction Report (ISR): A report written by the Probation & Parole Officer which details social history, key risk areas, and treatment planning of a person who has been arraigned and is anticipating a change of plea. The report outlines the conditions by which the person would be accepted into an alternative to incarceration program. (371.27) Home Confinement Furlough

Internal Applicants: Applicants who apply to a position who are already employed by the State of Vermont. (122.01) Employee Selection and Promotion

Interviewing Officer: (1) The staff person, not involved in the violation incident, who takes the oral testimony of a confidential informant and swears to the accuracy of their report. This can be the Investigating Officer. (410.01) Facility Rules and Inmate Discipline. (2) The staff person, not involved in the decision to segregate, who takes the oral testimony of a confidential informant and swears to the accuracy of their report. This can be the Investigating Officer. (410.03) Placement on Administrative Segregation

Intoxicated: A condition in which the mental or physical functioning of an individual is substantially impaired as a result of the presence of alcohol and/or other drugs in his or her system. (306.01) Incapacitated Persons (INCAPS)

Intradepartmental Mail System: A system of delivering mail among work sites within the Department of Corrections. (409.05) Inmate Mail, Publications, and Audio/Video Regulations

Investigating Officer: (1) A person selected by the Superintendent/District Manager or designee to investigate the charge and compile evidence for submission to the Superintendent/District Manager. (410) Due Process. (2) A staff person selected by the Superintendent or designee to investigate the charge against an inmate and compile evidence for submission to the Superintendent. This person cannot have been involved in the violation incident. (410.01) Facility Rules and Inmate Discipline. (3) A staff person selected by the Superintendent or designee to compile evidence for submission to the Superintendent to be used to justify the placement on Administrative Segregation. This person cannot be the person recommending placement on Administrative Segregation. (410.03) Placement on Administrative Segregation

Investigative Staff: Employees assigned to work cases for the DOC (VSP, DHRIU, or assigned DOC staff). (409.08) Crime Scene Preservation and Evidence Collection - Facility

IT: Information Technology. (257.01) Computer User Security Responsibilities

IT Local Administrator/Liaison: A Department of Corrections employee designated by the local manager at their local site, who has the responsibility for assigning computer access and/or network privileges to a DOC employee, a temporary employee, or a contractor at that site. (257.01) Computer User Security Responsibilities

IT Manager: An Agency of Human Services employee designated as a liaison to a specific department within the Agency. (257.01) Computer User Security Responsibilities

IT Staff: State of Vermont employees designated to support business functions by providing help desk, network, database, and other related IT services. (257.01) Computer User Security Responsibilities

Job Requisition: The details specific to a vacant position that a department wishes to fill which was posted on the Vermont Department Human Resources (DHR) website. Job requisition is listed on the DHR website where applicants must apply to individual job requisitions to be considered for a particular position. (122.01) Employee Selection and Promotion

Juvenile Inmate: Any inmate is considered a juvenile inmate until they reach the age of 18. (326.01) Housing of Individuals Under 18

Juvenile Probation: The legal status created by order of the Family Court in proceedings involving a violation of law, whereby a delinquent child is subject to supervision by DCF. (Interim Procedure) Youthful Offender Status

Kitchen Officer: A DOC Officer also serving in the food services staff. (354) Food Service Operations

Law Enforcement Officer: An officer certified by the Vermont Criminal Justice Training Council as provided in sections 2355-2358 of 20 V.S.A., or appointed by the Commissioner of Public Safety as provided in section 1911 of 20 V.S.A. (306.01) Incapacitated Persons (INCAPS)

Lead Agency: An agency designated by the Vermont Alcohol and Drug Abuse Division to regionally provide and coordinate services of the Alcohol Services Act. (302) Town And Village Lockup-Standards And Inspections

Lead Case Manager: Employee of the lead agency, either a DCF Family Services Social Worker or DOC Probation Officer, assigned to supervise a specific youthful offender. (429.01) Youthful Offender Status

Legal Mail: (1) In a correctional facility for an inmate, incoming or outgoing mail to or from an attorney; approved legal representative; representative employed or supervised by an attorney; any legal services organization such as American Civil Liberties Union (ACLU), Human Rights Commission (HRC), Prisoner's Rights Office (PRO), Vermont Disability Rights, and Disability Law Project.; any officer of a court (Judge and Clerks of Court). (409.05) Inmate Mail, Publications, and Audio/Video Regulations (2) Correspondence to or from (a) any court, the Vermont state bar association (VBS), Prison Rape Elimination Act (PREA) auditors certified by the United States Department of Justice, and/or the PREA coordinator at the Department of Corrections (DOC) Central Office; (b) the President or Vice President of the United States, members of the United States Congress, embassies and consulates, the United States Department of Justice, state attorneys general, governors, members of any state legislature, and law enforcement officers in their official capacity; (c) Attorneys of record in court matters that have been filed in local, state, or federal court; and (d) Attorneys receiving/sending correspondences with inmates concerning legal advice, including established groups of attorneys representing the inmate (e.g. ACLU, HRC, PRO, Vermont Disability Rights, and Disability Law Project). To be considered and therefore handled as 'legal mail' the correspondence must be clearly marked 'legal mail' on the outside front of the envelope, and must have a mailing address or return address which clearly indicates that the mail is to or from one of the above listed sources. (385) Inmate Access to Courts

Legal Materials: Materials determined to be (a) legal reference books/transcripts or papers obtained from sources outside the Department of Corrections and through authorized channels; (b) legal reference books and other materials obtained by means of loan from the facility law library; (c) copies of legal briefs, petitions, transcripts, or reference-book excerpts related to legal matters other than the inmate's; and (d) personal research notes. (385) Inmate Access to Courts

Legal Matter: Any proceeding before any court of administrative body which (a) challenges the legality of a conviction or confinement imposed by a court; (b) challenges any sentence or duration of confinement imposed by a court or administrative body; (c) seeks redress in equity or law for the conditions under which the inmate is confined; (d) claims violation of constitutional rights or civil liberties; or (e) asserts any recognized legal claim at law or equity against any authority, entity, or person. (385) Inmate Access to Courts

Legal Pleadings: The formal written presentation of claims and defenses by parties to a lawsuit. The specific papers by which the allegations of parties to a lawsuit are presented in proper form. (385) Inmate Access to Court

LERT: Local Emergency Response Team. (404.02) Self Contained Breathing Apparatus Training; (414.01) Corrections Emergency Response Team (CERT); (414.03) Emergency Preparedness; (414.04) Hostage Negotiation Team

Less Lethal: An extended range impact weapon utilizing kinetic energy munitions. These munitions, when used properly are less likely to result in death or serious physical injury than force commonly known as “deadly. (413.07) Less Lethal

Less-Lethal Force: A level of force that significantly reduces the likelihood of serious physical injury or death as compared to force commonly known as lethal. (413) Use of Force

Less-Lethal Impact Weapons: A delivery device identified specifically for less lethal munitions i.e 12 Ga. Shotgun with blue stock (414.01) Corrections Emergency Response Team (CERT)

Less Lethal Weapons: A delivery device identified specifically for less lethal munitions. (413) Use of Force; (413.07) Less Lethal; (414.01) Corrections Emergency Response Team (CERT)

Less than Lethal Kinetic Energy Weapons: Weapons that discharge kinetic energy, such as bean bags or OC (paint) ball munitions. (413.01) Use of Force-Facilities

Lethal Force: A level of force that creates a substantial likelihood of causing serious bodily injury or death. All force has a potential to be lethal depending on how it is employed. (413) Use of Force

Level 1, 2, and 3 Sanctions: Graduated responses that provide clear guidance and consistency to staff when responding to severity. Sanctions are progressive in nature and commensurate with levels of violation behavior beginning at Level 1 and progressing to Level 3. (347) Graduated Sanctions for Technical Violations of Probation In Lieu of Court Referral - APA Rule # 10-041

Level 1, 2, and 3 Violations: Progressive levels of technical violations based on the severity of behavior. Level 1 is the lowest severity of behavior and Level 3 is the highest. Violation levels increase as the severity of the behavior increases. In some instances repetitions of the same violation behavior can raise the levels from lower to higher depending on the behavior and number of repeated violations. (347) Graduated Sanctions for Technical Violations of Probation In Lieu of Court Referral - APA Rule # 10-041

Level C Offender: Level C designation is reserved for those offenders whose listed offenses are egregiously harmful and who are assessed as high risk for future violent criminality. (371.28) Release Sensitive Notification (RSN) Cases

Level of Force: The type of force employed, amount of that type of force employed and the circumstances within which that force is employed. (413) Use of Force; (413.01) Use of Force-Facilities

Levels of Observation for Suicide Prevention:

§ **Routine Observation:** Indicated for inmates who acknowledge some degree of suicidal ideation, but deny any intent or plan. They are deemed unlikely to self injure. Inmates under routine observation may remain in general population and are subject to checks and documentation per usual head count procedures.

§ **Close Observation:** Reserved for inmates who are not actively suicidal but express suicidal ideation, and/or have recent prior history of self-destructive behavior. At this level of observation, staff will observe an inmate at staggered intervals not to exceed every 15 minutes and document the inmate's behavior and general condition when the observation occurs.

§ **Constant Observation:** Reserved for inmates who are actively suicidal or self-harming, either threatening or engaging in suicidal behavior. Staff will observe such inmates on a continuous, eye contact basis, unless clinically contradicted. This level of observation may require infirmary placement, mental health unit placement or specialized housing as determined by the psychiatrist or advanced practice nurse. (403.04) Inmate Observation Checks & Accountability

Liability Limit: The limit of Vermont Department of Corrections liability for any single item of offender property that may be lost, stolen, damaged, or destroyed to an amount equal to the approved claim value of a single item up to \$50. (321.02) Inmate/Offender Claims – Facility and Field

Licensed Hospital: A hospital licensed under chapter 43 of 18 V.S.A. (306.01) Incapacitated Persons (INCAPS)

Limited Markets: The market to which the sale of offender produced goods or services are limited by state statute, those being to the federal government, to any state or subdivision of the state, or to any nonprofit organization which is exempt from federal or state income taxation, subject to federal law, to the laws of the recipient state and to the rules of the department. (398) Offender Work Programs for the Public Good

Listed Offense(s): Criminal offenses described in 13 V.S.A. §5301 (7), characterized for the most part by violence toward persons; and those violent crimes that the Department of Corrections has determined meet the rationale that established the listed offenses. (418.01) Offender Out of State Movement and The Interstate Compact; (502.01) Victim Notification-Automated (VANS) and Non-Automated

Litigation Hold: Also known as "legal hold"; a communication issued as a result of current or anticipated litigation, audit, government investigation, or other such matter that suspends the normal retention guidelines. (409.08) Crime Scene Preservation and Evidence Collection - Facility

Local Case Staffing: Review of pertinent case plan information by Department of Corrections facility and/or probation and parole office staff in order to make classification recommendations or decisions about appropriate custody level, furlough status, level "C" designation for offenders

convicted of listed offenses, and reintegration sensitive notification cases. All RSN cases must be forwarded to the Central Case Staffing Committee. (371.28) Release Sensitive Notification (RSN) Cases

Local Education Agency/School: The area of legal responsibility for the provision of educational services to legally entitled students. (389) Education and Corrections

Local Procedure: Procedures applicable to a specific Probation & Parole office or facility necessary to carry out policy, administrative directive, administrative rule, or statewide procedure at that work site. (02) Policy & Administrative Directive Development and Management

Lodged: When an individual is brought into a correctional facility for protective custody due to incapacitation, after being transported to the facility by a duly authorized law enforcement officer. (306.01) Incapacitated Persons (INCAPS)

Log: A permanent, hardbound volume with pre-numbered pages used to record events in a sequential order by day, shift, and time respectively. (403.02) Facility Logbooks

Long Term Medical Furlough: The transfer of an inmate who is diagnosed as suffering from a terminal or debilitating condition to a hospital, hospice, other licensed inpatient facility or other housing accommodation deemed suitable by the Commissioner or designee. Long term medical furlough includes from facility headcount to field. (373.02) Medical, Treatment and Short Term Inpatient Furloughs

LSI- R (Level of Service Inventory-Revised): An objective, quantifiable instrument that provides a consistent and valid method of predicting risk to re-offend and a reliable means of measuring offender change over time through reassessment. It is a semi-structured interview supplemented with information from records or collateral sources. Results reflect risk and need in ten domains such as employment, family dynamics, etc., that inform the classification process. This assessment tool is used routinely by the Department in preparing a PSI. (342.01) Pre-sentence Investigation (PSI) Reports

Major Disciplinary Report: The report issued by a DOC employee when an inmate is charged with a major violation. (410) Due Process

Major Violation: The most serious instances of inmate misconduct, constituting violent acts or serious threats to institutional security or personal safety. They are divided into two categories, A and B, Major A being the most serious. (410.01) Facility Rules and Inmate Discipline

Mandatory Country: Countries identified under the Vienna Convention on Consular Relations (VCCR) that require notification to the nearest consulate when a foreign national is detained or arrested. (315.02) Foreign Nationals

Manuals: Comprehensive technical or best practice documents that provide more detailed information, examples, and other direction for staff carrying out specific types of duties or functions; e.g., a Probation & Parole Manual, a Facility Security Manual. (02) Policy & Administrative Directive Development and Management

Matched Savings Account: Money held by VCI in escrow for an inmate until the time of his/her release from prison, consisting of earned offender wages which they have saved for their reentry, and equal or matching amount of money from VCI. (394.01) Vermont Correctional Industries Wage Scale

Max-Out: (1) When an inmate completes their maximum sentence while incarcerated and is released without any supervision by the Department of Corrections. (255.01) Sex Offender Registry and Internet Registry Determinations. (2) When an inmate completes their maximum sentence while incarcerated and is released without any Department supervision. Non-Automated Direct Notifications: Notifications made personally by a Department of Corrections staff member and not through the automated VAN Service. These contacts must be made by a DOC staff member by phone, email, letter, or in person. (502.01) Victim Notification-Automated (VANS) and Non-automated. (3) The serving of an incarcerative sentence to the maximum allowable time after the deduction of awarded reduction of term for good behavior and earned reduction of term. (Interim Procedure) DOC/DCF communication for Child Protection

Max-out Case: An inmate who completes their maximum sentence while incarcerated and is released without any Department supervision. (371.05) Offender Responsibility Planning (ORP)

Media Organization: Organizations that focus on delivering information to the general public or a target audience in the form of news, film, photography, audio, ect. (26.01) Media Access

Medication Administration Record (MAR): The legal document upon which administration of medication is documented. (361.01.14) Psychotropic Medications

Medical Care: Care, including mental health, provided to an incapacitated person to fulfill any need to prevent illness/disability, sustain life, and/or to sustain physical/mental health and well-being, provided by a person qualified under statute to do so. (306.01) Incapacitated Persons (INCAPS)

Medical Diet: Specific foods and/or food preparation techniques that satisfy medical diet therapy (including dental) requirements as prescribed by a designated qualified health care professional (354) Food Service Operations

Medication Distribution System: The system of delivery, storage of and accounting for drugs from the source of supply to the point at which they are administered to the patient. (361.01.14) Psychotropic Medications

Mental Health Professional (MHP): (1) A psychiatrist, psychologist, psychiatric social worker, psychiatric nurse, or others person who by virtue of his or her education, credentials, and experience is permitted by law to evaluate and care for the mental health needs of

patients. (315) Healthcare Services (2) Means a person with professional training, experience and demonstrated competence in the treatment of mental illness, who is a physician, psychiatrist, psychologist, social worker, nurse, psychiatric nurse practitioner, or other qualified person determined by the Commissioner of Developmental and Mental Health Services. (361.01) Mental Health Directive; (361.01.01) Mental Health Receiving Screening; (361.01.02) Referral for mental health services; (361.01.03) Mental Health Intake Assessment; (361.01.04) MH Evaluation; (361.01.05) Mental Health Services; (361.01.06) Individualized Treatment Planning; (361.01.09) Residential Treatment Programs; (361.01.10); Mental Health Rounds in Segregation Units; (361.01.11) Disciplinary Procedures for Inmates with Serious Mental Illness; (361.01.12) Mental Health Roster: Admission/Discharge Criteria; (361.01.14) Psychotropic Medications

Mental Health Intake Assessment: A detailed mental health screening performed by a clinical staff member (most commonly a nurse) at the time of the routine medical and mental health intake process. Results of this assessment are utilized in identifying those inmates in need of a referral to mental health staff and/or a mental health evaluation (361.01.03) Mental Health Intake Assessment

Mental Health Evaluation: A detailed clinical assessment performed by a licensed mental health professional and conducted on inmates identified as needing mental health treatment. Results of this evaluation are utilized in the formulation of an individualized treatment plan. Further, the mental health evaluation is a comprehensive mental health examination, which is focused on the particular suspected mental illness or mental disability. Thus, generally, the nature and quality of the particular mental health evaluation is related to the context in which the individual inmate is referred. (361.01.04) MH Evaluation; (361.01.09) Residential Treatment Programs

Mental Health Referral: is the process by which an individual in the criminal justice process, having been identified or self-identified as possibly in need of mental health treatment, is provided with the opportunity for suitable mental health assessment, evaluation and diagnosis to determine whether such care is necessary. (361.01.02) Referral for mental health services

Mental Health Treatment: is defined as the use of a variety of mental health therapies, biological as well as psychological, in order to alleviate symptoms of mental disorder which significantly interfere with the inmate's ability to function in the particular criminal justice environment. (361.01.05) Mental Health Services; (361.01.06) Individualized Treatment Planning.

Mental Health Treatment Plan: Specifies the particular course of therapy and the roles of medical and non-medical personnel in carrying out the current course of therapy. It is individualized and based on assessment of the individual patient's needs, and includes a statement of the short and long-term goals and the methods by which the goals will be pursued. (361.01.06) Individualized Treatment Planning

Meritorious: Deserving reward for excellence. (117.01) Employee Recognition

Minimum Qualifications: The minimum qualifications an applicant must possess in order to be considered a candidate for a particular position. (122.01) Employee Selection and Promotion

Minor Violation: The least serious inmate misconduct injurious to order and discipline. (410.01) Facility Rules and Inmate Discipline.

Misdemeanor: Any other offense, beside those identified as a felony, is a misdemeanor. (326.01) Housing of Individuals Under 18

Mittimuses: A court order committing a person to the custody of the Department of Corrections. (326.01) Housing of Individuals Under 18

Mobility Aiding Device: Devices used to aid an individual in moving due to an injury, disability, or other medical need. These devices include, but are not limited to, wheelchairs, crutches, prosthetic devices, walkers, etc. (406.01) Inmate Instate Transportation - Facilities

Modify: To move a case note as a result of an incorrect placement of a note under the wrong offender, or to change a note to the correct Date, Purpose, Type, Location, or Service Provider. The narrative content of a note cannot be modified. It must be deleted and then reentered correctly by a supervisor. (254.04) Case Documentation - Electronic

Narrative Case Information: Descriptive information regarding a case, which is entered and maintained electronically by Department staff and other authorized persons. This information documents events, administrative actions, professional opinions/assessments, and evaluations. (254.04) Case Documentation - Electronic

Necessary Force: Only the amount of force required to subdue the inmate to prevent injury, damage, or to carry out the legal order. (Interim Procedure – Use of Force Field and Threats on Staff)

Needs-reducing Program: A correctional program designed to address an offender's criminogenic need areas with the goal of reducing the risk for re-offense. (371.05) Offender Responsibility Planning (ORP)

Negative Contact List: A list of individuals that an inmate may not correspond with through the mail as defined by statute 28 V.S.A. § 802 (d). (409.05) Inmate Mail, Publications, and Audio/Video Regulations

Negative Language: Words or phrases that carry a negative connotation or definition. (414.04) Hostage Negotiation Team

Network Privileges: The authorization given to users that enables them to access specific resources on the network such as email, data files, applications, printers, and scanners. Network privileges also designate the type of access; for example, can data only be viewed (read only) or can they be updated (read/write). Also called "user rights," "user authorizations," "user permissions," and "user privileges." (257.01) Computer User Security Responsibilities

Next of Kin: (1) A spouse, adult child, parent, adult sibling, adult grandchild, or any person identified by the individual or a person designated by a court to make decisions on their behalf. (315) Healthcare Services; (2) A spouse, adult child, parent, adult sibling, adult grandchild, or any person identified by the individual as a “reciprocal beneficiary” or a person designated by the court to make decisions or have custody of the body. (353) Terminal Illness and Inmate Death - Facilities

NFPA (National Fire Protection Association): An international non-profit organization, which provides standards for fire, electrical, and life safety issues. (404.02) Self Contained Breathing Apparatus Training

NIOSH (The National Institute of Safety and Health): The federal agency responsible for conducting research and making recommendations for the prevention of work-related injury and illness. NIOSH is part of the Centers for Disease Control and Prevention (CDC) in the Department of Health and Human Services. (404.02) Self Contained Breathing Apparatus Training

Non-Automated Direct Notifications: Notifications made personally by a Department of Corrections staff member and not through the automated VAN service. These contacts must be made by a DOC staff member by phone, email, letter, or in person. (502.01) Victim Notification - Automated (VANS) and Non-Automated

Non-Compliance with Treatment: Refusing treatment recommended by the DOC, or failing to remain in and/or complete a treatment program recommended by the DOC. (255.01) Sex Offender Registry and Internet Registry Determinations

Non-Compliant High Risk Sex Offender: A sex offender defined in 13 VSA § 5411d who: (a) Is incarcerated on or after July 1, 2007 for lewd and lascivious conduct with a child as defined in 13 VSA, § 2602, sexual assault as defined in 13 VSA § 3252, aggravated sexual assault as defined in 13 VSA § 3253, or any attempt to commit a crime listed herein or a comparable offense in another jurisdiction of the United States; (b) Is not subject to indeterminate life sentences under 13 VSA § 3271; (c) Is designated as a high-risk sex offender pursuant to 13 VSA § 5411b; and (d) Is non-compliant with DOC-recommended treatment as defined by Department of Corrections administrative directive. (255.01) Sex Offender Registry and Internet Registry Determinations

Non-Confidential Information: (a) the name of a specific offender; (b) the offender’s current offense; (c) date and length off sentence received; (d) date of commencement of furlough, supervised community sentence, probation or parole, or incarceration; (e) the offender's attorney of record; and (f) the DOC employee assigned to supervise the offender.(255) Reporting of Offender Information

Non-Contact Visit: A meeting between an inmate and a visitor which is separated by a screen, solid glass partition or other partition which physically separates visitor from inmate. (327.01) Inmate Visits

Non-Employee Identification Card: A photo identification card issued by the Department of Corrections for inmates who need a temporary form of identification as they reintegrate into a community. (433) Non-Employee (Inmate) Identification Cards

Non-Lethal Force: An amount of force that would be reasonably expected not to result in the death or serious bodily injury. (413) Use of Force; (413.01) Use of Force-Facilities

Non-Lethal Use of Force (NLUOF): A Department training for correctional staff in verbal skills for interacting with and successfully confronting inmates. (413) Use of Force

Non Risk-related Violation: A violation of a condition of probation which is not directly related to the risk to re-offend or to the underlying offense. (345) Graduated Sanction Guidelines for Probation Violations; (347) Graduated Sanctions for Technical Violations of Probation In Lieu of Court Referral - APA Rule # 10-041

Non-Statutorily Required Notification Events: An expanded list of notification events that are not required by law, for which a registrant will receive notification through the VAN Service. These events include: (a) Movement from one in-state correctional facility to another after the fact; (b) Movement from an in-state to out-of-state correctional facility after the fact; (c) Notice when an offender is re-incarcerated/and or released after a violation of probation, parole, or furlough; (d) Release to court, or to medical furlough.(502.01) Victim Notification-Automated (VANS) and Non-automated.

Notice: Dissemination of information in any form to include, but not limited to, the print media, documents, and electronic transmission. (256) Community Notification

Notice of Suspension (NOS): Written notice to a furloughed offender (RF, CR, PAF, HC and HD) that their furlough privileges have been suspended pending due process. Offenders issued an NOS will be brought to a correctional facility to await due process. (410.02) Furlough Violations (CR, RF, PAF, Home Detention, Home Confinement)

Notification: Verbal reporting of an incident, usually by the on-duty supervisor. (405.02) Reporting Security Incidents

Nudity: A pictorial depiction where buttocks, genitalia, or female breasts are exposed. (409.05) Inmate Mail, Publications, and Audio/Video Regulations

Off-Line: Any time that no communication device is open for use. (414.04) Hostage Negotiation Team

Offender: (1) Any person convicted of a crime or offense under the laws of this state, the United States government, or the laws of another state, who is under the supervision of the Vermont Department of Corrections. (409.01) Searches; (371.01) Americans with Disabilities Act (ADA)-Facility and Field. (2) Any person convicted of a crime or offense who is placed in the care, custody, or supervision of the Vermont Department of Corrections. (255) Reporting of Offender

Information. (3) Any person convicted of a crime or offense under the laws of this state. (256) Community Notification; (398) Offender Work Programs for the Public Good. (4) Any person convicted of a crime or offense under the laws of this state, the United States government, or the laws of another state, who is under the supervision of the Vermont Department of Corrections and supervised in the community. (321.02) Inmate/Offender Claims – Facility and Field

Offender: Any person convicted of a crime or offense under the laws of this state, the United States government, or the laws of another state, who is under the supervision of the Vermont Department of Corrections and Supervised in the community. (409.04) Inmate/Offender Drug Testing

Offender/Inmate Personal Property: (1) All items of approved property belonging to, and properly acquired by, an inmate/offender. (321.02) Inmate/Offender Claims – Facility and Field. (2) All items of approved property belonging to, and acquired by, an offender/inmate. Religious Property: Items of property associated with a religious or spiritual belief as permitted in Administrative Directive #380.01, Religious Observances.

Offender Labor: Assigned Offender Work Program labor performed by offenders either inside secure facilities or within the community while under the custody of the Commissioner. (398) Offender Work Programs for the Public Good

Offender/Mentor Team Leader: higher-skilled and more experienced offender workers who take a leading role in training and supervising the work of other offender participants in the Workforce Development Program, and who provide stability to the workforce. Mentors often act as production coordinators within a VCI shop and have higher level of responsibility. (394.01) Vermont Correctional Industries Wage Scale

Offender Responsibility Plan (ORP): (1) The document that covers offender case planning, case management, and reparative responsibilities. Also, ORP is Offender Responsibility Planning, the Department's strength-based restorative approach to case planning. (371.05) Offender Responsibility Planning (ORP). (2) The Department document that covers offender case planning, case management, and offender reparative responsibilities. Also, Offender Responsibility Planning, the Department's strength-based restorative approach to case planning (371.05) Offender Responsibility Planning (ORP); (502.01) Victim Notification-Automated (VANS) and Non-automated

Offender Work Programs: Any work activity or program managed by the Department of Corrections, which governs inmate labor. (398) Offender Work Programs for the Public Good

Offense: The conduct underlying a conviction. (256) Community Notification

Oleoresin: A mixture of essential oil and resin found in nature. (413.03) Use of Foreign Agents

Oleoresin Capsicum (OC): (1) A product using tincture of oleoresin capsicum derived from cayenne pepper (its active agent), which is used to incapacitate, distract and control a

subject. (413.01) Use of Force-Facilities. (2) A product using tincture of oleoresin capsicum derived from cayenne pepper (its active agent), that when deployed is designed to cause sufficient physiological effect to stop control or temporarily immobilize an individual. (413) Use of Force (Interim Procedure – Use of Force Field and Threats on Staff). (3) Sprays or foam appropriate for indoor or outdoor application and self-protection situations (O.C.’s active ingredient is capsaicin, a derivative of cayenne pepper, which is a natural product listed in numerous foodstuffs). (413.03) Use of Foreign Agents

On-Line: Any time that communications are being conducted with Hostage Takers, (whether on a hostage phone or other communication device). (414.04) Hostage Negotiation Team

Operational Community Service Team: An operation community service team has a vehicle in good working order and appropriate for safe transportation of the service team and the necessary equipment to carry out the tasks of the assignment. The service team leader has completed DOC training, and all offenders on the service team have been oriented to the Community Restitution Program, trained to complete the tasks assigned, equipped with safety gear necessary for the work site and trained in appropriate safety procedures.

Orthochlorobenzalmalononitril (CS): Is a white crystalline solid with a peppery smell that is combustible. CS is an irritant that effects the eyes, skin, and mucus membrane, and respiratory system. (413.03) Use of Foreign Agents

OSHA (Occupational Safety & Health Administration): (1) The federal agency, which oversees work site safety, issues for the U. S. Department of Labor. (404.02) Self Contained Breathing Apparatus Training. (2) Occupational Safety & Health Administration (414.01) Corrections Emergency Response Team (CERT)

Out of State Convictions Emergency: (1) Any situation where the failure of an individual to take immediate action would place themselves or another at risk of death or bodily injury. (413.01) Use of Force-Facilities; (Interim Procedure – Use of Force Field and Threats on Staff) (2) For the purpose of this directive, emergencies include, but are not limited to, assaults, threats of violence, medical duress, attempted escapes, attempts by outside parties to interfere with the transport, an emergency involving a transport team member, a traffic accident or an immediate disabling of the transport vehicle. (406.01) Inmate Instate Transportation - Facilities

Overnight Travel: Travel by an offender where they are out-of-state for more than 12 hours. (418.01) Offender Out of State Movement and The Interstate Compact

Oxygen Deficient Atmosphere: An atmosphere with an oxygen content below 19.5% by volume. (404.02) Self Contained Breathing Apparatus Training

Parole: (1) The release of an inmate to the community by the Parole Board before the end of the inmate’s sentence, subject to conditions imposed by the Board and subject to the supervision and control of the Commissioner of Corrections. (371.05) Offender Responsibility Planning (ORP); (418.01) Offender Out of State Movement and The Interstate Compact; (426.01) Offender financial Obligations-Field. (2) The release of an inmate to the

community by the Parole Board before the end of the inmate's sentence, subject to conditions imposed by the Board and subject to the supervision and control of the Commissioner. (426) Supervision Fees for Offenders under Field Supervision by the DOC

Parole Event: Any activity involving offender parole, including upcoming hearings, hearing results, and violations. (502.01) Victim Notification - Automated (VANS) and Non-Automated

Pat Search: (1) An inspection of a person using the hands that does not require the removal of clothing other than a coat, hat or footwear. (409.01) Searches. (2) A search of a person that is conducted by running hands across the person's clothing to detect any hidden objects, including examination of pockets, shoes and cap. (327.01) Inmate Visits

Payment Contract: The Department form which is completed by staff to assess an offender's ability to pay a supervision fee. Ability to pay is based on whether or not the offender meets one of the requirements for an exemption. (426) Supervision Fees for Offenders under Field Supervision by the DOC. (426.01) Offender financial Obligations-Field

Pepperball: Is a complete system of OC delivery combined with a kinetic impact that includes the delivery weapon, the air that propels a plastic ball containing the OC either in powder or in liquid form. (413.03) Use of Foreign Agents

Performance Checklist: A list of steps directly connected to the completion of a job or task that includes a standardized teaching process. (106.06) Academy Field Training Officer (FTO) Program

Perimeter: The interior and exterior fence system surrounding the facility. (413) Use of Force; (413.07) Less Lethal

Personal Legal Documents/Papers: Includes items essential to the preparation of formal legal pleadings such as: (a) all handwritten/typewritten drafts of pending briefs or petitions; (b) materials that the inmate intends to include in the completed pleading to the court; (c) copies of formal discovery documents related to pending litigation including transcripts of depositions and verbatim court proceedings; (d) copies of completed and signed complaints, petitions, motions, or briefs which have been filed with the court and are pending a court decision or order; or (e) any item of legal mail previously received through any prison facility mail procedure and relating to a pending legal pleading. (385) Inmate Access to Courts

Petition: The application form and supplemental materials that must be filed by an eligible offender with the Sex Offender Review Committee in order to be considered for an exemption from the Sex Offender Internet Registry. An incomplete petition will not be considered. (258) Procedure and Criteria for Obtaining an Exemption from the Sex Offender Internet Registry; (259) Procedure and Criteria for Obtaining an Exemption from the Sex Offender Internet Registry - Out of State Convictions

Photograph Identification: A card that has been issued by a government agency bearing the holder's name, date of birth, address and photograph. (327.01) Inmate Visits

Physician: One duly authorized and licensed to practice medicine in the state of Vermont. (302)Town And Village Lockup-Standards And Inspections

Physical Force: The use of hands, other parts of the body, objects, instruments, chemical devices, electronic devices, firearms or other physical methods used to restrain, subdue, control, intimidate or to compel persons to act in a particular way or to stop acting in a particular way. (413) Use of Force; (413.01) Use of Force-Facilities; (Interim Procedure – Use of Force Field and Threats on Staff)

Physical Handling: A level of force available to trained correctional field staff in the use of physical restraint and control. (413) Use of Force

Planned Use of Force: The use of force in situations where time and circumstances allow for consultation with qualified health care and mental health professionals and approval by higher ranking employees, and where there is some opportunity to plan the actual use of force. (413) Use of Force

Policy: A policy is a broad position statement that describe a direction, course, or position that the Commissioner’s Office, Agency of Human Services Secretary, or the Vermont legislature has established through: (1) A clear articulation of the policy in statute; (2) APA Rulemaking ; (3) The direction of the Commissioner or the Secretary of the Agency of Human Services. (02) Policy & Administrative Directive Development and Management

Possession: An item that is (a) found on one’s person or the clothing being worn by that person; or (b) found in one’s personal belongings or cell; or (c) found in an area that one exerts control over, and there is independent evidence that the inmate knew it was there. Further, (a) confidential information exists supporting that the inmate had knowledge the contraband was there; (b) staff observation of the inmate’s behavior led to staff’s suspicion that the inmate is hiding contraband; (c) staff observed an inmate with contraband; or (d) other evidence indicated the contraband was placed by the inmate. (410.01) Facility Rules and Inmate Discipline

Post: An established work assignment within a correctional facility that an employee may be given for part of or an entire work shift, that includes duties and responsibilities related to; (a) a specific physical location within a correctional facility; or (b) multiple locations within a correctional facility; or (c) a location outside a correctional facility, such as a medical facility or court. (403) Post Orders; (403.04) Inmate Observation Checks & Accountability

Posted: When a draft policy, administrative directive, statewide procedure, or rule is distributed via the Department Web site or hard copy for review and feedback by staff, the public, and/or offenders, for a pre-determined amount of time. “A” security level documents in their entirety are only posted for relevant staff; a redacted version of the document is available for others to review. (02) Policy & Administrative Directive Development and Management

Posting Period: The period of time which a job is posted for on the DHR website. (122.01) Employee Selection and Promotion

Post Orders: (1) A written job or task requirement for conducting operations at a specific job station in a correctional facility. (02) Policy & Administrative Directive Development and Management. (2) A document that contains specific procedures that an employee is required to follow when performing duties and responsibilities or responding to an incident related to a post.(403) Post Orders; (403.04) Inmate Observation Checks & Accountability

Practice of Law: In re Welch, 185 A.2d 458 (1962) - In general, one is deemed to be practicing law whenever he furnishes to another advice or service under circumstances which imply the possession and use of legal knowledge and skill. The practice of law includes all advice to clients, and all actions taken for them in matters connected with the law. Practice of law includes the giving of legal advice and counsel, and the preparation of legal instruments and contracts of which legal rights are secured. Where the rendering of services for another involves the use of legal knowledge or skill on his behalf--where legal advice is required and is availed of or rendered in connection with such services--these services necessarily constitute or include the practice of law. (385) Inmate Access to Courts

Pre-Academy Field Training: One week of job shadowing for new staff at a work site, combined with some on-the-job training based on learning objectives defined by the Academy Administrator. (See Administrative Directive #106.06, Vermont Correctional Academy Field Training Program.) (106.05) Vermont Correctional Academy

Pre-Approved Furlough (PAF): (1)A legal status used for offenders who are determined eligible for Intermediate Sanctions Programs by the Department of Corrections and who are recommended for placement in these programs by the court at sentencing. These furloughs are pre-approved by the Department after it conducts an eligibility screening prior to sentencing to determine if the offender meets the criteria established for the program to which the court refers him/her. For offenders who are pre-screened and determined eligible for the Corrections' program, receive an appropriate sentence of incarceration and further receive recommendation on the mittimus by the court for placement on furlough, the Department will forgo the normal inmate classification rules and honor the court's recommendation regarding placement in the community based program by executing a furlough to the offender if he/she agrees to the terms and conditions outlined in a furlough agreement. (371.27) Home Confinement Furlough. (2) The legal status in which an inmate is sentenced to serve a term of imprisonment, but is placed by a court on furlough to participate in such programs administered by the Department that reduce the offender's risk to reoffend. (371.05) Offender Responsibility Planning (ORP); (424.05) Community Restitution Program; (426) Supervision Fees for Offenders under Field Supervision by the DOC; (426.01) Offender financial Obligations-Field

Pre-Arranged Activation: A test of the CAN system scheduled 48 hours in advance with CAN Inc. This is a non-emergency activation where calls are actually made. The activation will include a message identifying the test/drill. (26.05) Community Emergency Notification

Pre-Hearing Suspension: Discontinuation of a furlough pending a hearing to determine if the furlough will be continued or terminated.

Pre-Plea PSI: A pre-sentence investigation (PSI) which may be ordered by the Court prior to a defendant's adjudication of guilt. (342.01) Pre-sentence Investigation (PSI) Reports

Pre-sorted Standard Mail: Mail that usually consists of sales flyers, form letters, or other printed pieces that are generally identical in content but do not meet the criteria of a publication. This mail is specifically identified with a United States Postal Service Pre-sorted Standard Mail stamp. (409.05) Inmate Mail, Publications, and Audio/Video Regulations

Presentence Report: Any written report prepared by DOC Employees and provided to a judge that contain a recommendation for a sentence and factual information pertaining to the offender and/or victim (255) Reporting of Offender Information

Presenting Officer: (1) A staff person assigned by the Hearing Officer to present facts relevant to the incident for disciplinary consideration. The Presenting Officer may also have been the Investigating Officer. (410.01) Facility Rules and Inmate Discipline. (2) A staff person assigned by the Hearing Officer to present facts relevant to the decision to segregate. The Presenting Officer may also have been the Investigating Officer. (410.03) Placement on Administrative Segregation. (3) A person assigned by the Hearing Officer to present facts relevant to the incident for disciplinary consideration. The presenting office may also have been the investigating officer. (410) Due Process

Printed Materials: Written materials containing words and/or pictorial representations, regardless of the medium on which the information is recorded or how the information is recorded, whether manually or mechanically. (409.05) Inmate Mail, Publications, and Audio/Video Regulations

Privilege: A benefit bestowed upon an individual to whom a person has no right or legal entitlement. (410.01) Facility Rules and Inmate Discipline

Privileged Communications: Communications made for the purpose of facilitating the rendition of professional legal services to the inmate between the inmate and his/her attorney or his/her attorney's representative. (325) Telephone Use - APA Rule # 13-043

Privileged Correspondence: Correspondence concerning a legal matter or official government business involving an inmate, between that inmate and any of the following persons or entities at their official business address, or received from such persons. (409.05) Inmate Mail, Publications, and Audio/Video Regulations

Probable Cause Hearing: A hearing in compliance with the decisions of the U.S. Supreme Court, conducted on behalf of an offender accused of violating Interstate terms or conditions of their Parole or Probation. This hearing in Vermont is conducted by the Director of Offender Due Process. (418.01)Offender Out of State Movement and the Interstate Compact

Probation: (1) The legal status a court may impose on a defendant that suspends all or part of the sentence and places the person in the care and custody of the Commissioner of Corrections,

upon such conditions and for such time as it may prescribe, in accordance with law, or until further order of the court. (418.01) Offender Out of State Movement and the Interstate Compact; (371.05) Offender Responsibility Planning (ORP); (426) Supervision Fees for Offenders under Field Supervision by the DOC; (426.01) Offender financial Obligations-Field. (2) A legal sanction used to sentence offenders. A procedure under which an offender, found guilty of a crime upon verdict or plea, is released by the Court from confinement, subject to conditions imposed by the Court and under supervision of the Commissioner of Corrections. (345) Graduated Sanction Guidelines for Probation Violations. (3) A suspended or deferred sentence imposed by a court under which an offender found guilty of a crime upon verdict or plea is subject to conditions imposed by the court and placed under supervision of the Commissioner of Corrections. (347) Graduated Sanctions for Technical Violations of Probation In Lieu of Court Referral - APA Rule # 10-041; (428) Term Probation Midpoint Review. (4) A form of community supervision where a suspended or deferred sentence is imposed by a court, under which an offender is found guilty of a crime upon verdict or plea, is subject to conditions imposed by the court and placed under supervision of the Commissioner of Corrections. (428.01) Term Probation Midpoint Review; (340.01) Supervision Transfers.

Professional: Case documentation which includes the following: respectful language with accurate spelling, grammar, and language usage; opinions supported by observed behaviors; narratives concise and clear in their meaning; only information pertinent to the case included in the narrative. (254.04) Case Documentation - Electronic

Program (DOC): A Department of Corrections' mandated, needs-reducing program either in a correctional facility or in the field. Examples include, but are not limited to, Cognitive Self Change (CSC), Vermont Treatment Program for Sexual Aggressors (VTPSA), Intensive Domestic Abuse Program (IDAP), Intensive Substance Abuse Program (ISAP). (371.01) Americans with Disabilities Act (ADA)-Facility and Field

Programs: The Department of Corrections provides a range of treatment programs to address crime-related need areas (criminogenic needs) and lower the likelihood of recidivism or further criminal conduct by the offender. Treatment programs are offered to offenders in correctional facilities and Probation and Parole offices. Some examples of correctional programs are as follows: (a) Cognitive Self Change (CSC) – A Vermont facility and community-based DOC treatment program for offenders convicted of violent offenses; (b) Incarcerative Intensive Domestic Abuse Program (INDAP) – A Vermont facility-based DOC treatment program for offenders convicted of domestic assault or a domestic-related offense; (c) Intensive Domestic Abuse Program (IDAP) – A Vermont community-based DOC treatment program for offenders convicted of domestic assault or a domestic-related offense; (d) Intensive Substance Abuse program (ISAP) – A Vermont community-based DOC treatment program for offenders convicted of alcohol/drug-related offenses; (e) Vermont Treatment Program for Sexual Abusers (VTPSA) – A Vermont facility and community-based DOC treatment program for offenders convicted of sexually-related offenses. (371.05) Offender Responsibility Planning (ORP)

Projected Movement Date (PMD): The date at which it is projected that an incarcerated offender will be eligible to be released to the community. (371.05) Offender Responsibility Planning (ORP)

Projected Movement Date (PMD) Codes: Codes used in the Department database to indicate when an offender may be released from incarceration and on what status. (See Attachment 6.) (502.01) Victim Notification-Automated (VANS) and Non-automated

Projected Release Date (PRD): The date when it is projected that an offender will be released from a facility. (371.29) Community Notification for High Risk Offenders

Pro Se: (1) Pro se legal representation means advocating on one's own behalf before a court, rather than being represented by a lawyer. (Revised Interim Procedure) Home Detention.(2) One who represents oneself in a court proceeding without the assistance of a lawyer. (321.02)Inmate/Offender Claims – Facility and Field

Proselytizing: Approaching someone with the intent to persuade that person to convert to a particular faith group. (380.01) Religious Observance-Facilities

Protective Custody: (1) A form of separation from the general population for inmates requesting or requiring protection from other inmates for reasons of health or safety. (410.03) Placement on Administrative Segregation; (410.05) Protective Custody; (410.06) Restrictive Housing Status, Conditions of Confinement; (403.04) Inmate Observation Checks & Accountability. (2) As defined by statute for purposes of incapacitated individuals only, a civil status in which an incapacitated person is detained by a law enforcement officer for the purposes of: (a) ensuring the safety of the individual or the public or both; and (b) assisting the individual to return to a functional condition.(306.01)Incapacitated Persons (INCAPS)

PSI (Pre-sentence Investigation): An investigation of an offender that results in a written report by a Probation & Parole Officer (PSI Investigator) looking into the defendant's social, economic, medical, educational, and criminal background. The Court orders this report, and staff submit it to the Court to assist them in making informed sentencing decisions. PSI also refers to the report itself. (342.01) Pre-sentence Investigation (PSI) Reports

PSI Investigator: A DOC staff member who has been trained in conducting a pre-sentence investigation, writing a PSI report, and representing the Department's recommendation in court. (342.01) Pre-sentence Investigation (PSI) Reports

Psychotropic Medication: Medication that effects the central nervous system and which is employed to treat symptoms of mental illness. These medications may influence thinking, mood and behavior and include antipsychotics, antidepressants, antianxiety agents, sedative hypnotics, psychomotor stimulants, lithium and anticonvulsants prescribed to control mood fluctuations. These medications include any medications approved by the FDA for the treatment of psychiatric illness as well as those medications commonly used in the private sector for treatment of psychiatric illness. (361.01.14) Psychotropic Medications

Public Good: Overall benefit to the interests and well-being of the citizens of the state in light of all the social and economic costs and benefits. (398) Offender Work Programs for the Public Good

Public Information Officer (PIO): The person responsible to manage media and other public interest group relations. (414.03) Emergency Preparedness

Publication: A book, booklet, pamphlet, or similar document, or a single issue of a magazine, periodical, newsletter, newspaper, plus such other materials addressed to a specific inmate such as advertising brochures, flyers, and catalogs. (409.05) Inmate Mail, Publications, and Audio/Video Regulations

Published: The placement of narrative and other case information into a permanent, standardized, shareable, electronic format. (254.04) Case Documentation - Electronic

Qualified Health Care Professional (QHCP): (1) A physician, physician assistant, nurse, nurse practitioner, dentist, mental health professional, or other person who by virtue of his or her education, credentials, and experience is permitted by law to evaluate and care for patients. (315) Healthcare Services; (354) Food Service Operations (2) A physician, physician assistants, nurse practitioners, nurses, dentists, mental health professionals, and others who by virtue of their education, credentials and experience are permitted by law within the scope of their professional practice to evaluate and care for patients. (370) Classification, Treatment and the Use of Administrative and Disciplinary Segregation for Inmates with a Serious Mental Illness. (3) Any person who by virtue of their education, credentials, and experience is permitted by law to evaluate and care for patients. This includes, but is not necessarily limited to, physicians, physicians assistants, nurses, nurse practitioners, dentists, and mental health professionals. (413.08) Use of Restraints & Roles of Security and Health Care Professionals in Facilities; (413.11) Responses to Self-Harm; (306.01) Incapacitated Persons (INCAPS); (403.04) Inmate Observation Checks & Accountability; (371.01) Americans with Disabilities Act (ADA)-Facility and Field

Qualified Individual with a Disability: An individual with a disability who, with or without a reasonable accommodation, is able to meet the essential eligibility requirements for the receipt of services or the participation in applicable programs or activities. A disability does not exempt an inmate from a requirement that they possess some other qualification in order to be eligible for the program or activity. (371.01) Americans with Disabilities Act (ADA)-Facility and Field

Qualified Legal Claims: In a direct appeal, any claim of error; in a Post-Conviction Relief proceeding, any non-precluded claim; any claim of error based on a violation of the constitution or law. Petitions for a Rule 75 review in state court; Writ of Habeas Corpus in state or federal court; and a civil rights action or condition of confinement claim (42 U.S.C. § 1983). (385) Inmate Access to Courts

Qualified Mental Health Professional (QMHP): (1) A person with professional training, experience and demonstrated competence in the treatment of mental illness, who shall be a

physician, psychologist, social worker, mental health counselor, nurse or other qualified person designated by the Commissioner of the Department of Mental Health. (315) Healthcare Services; (2) Psychiatrist, psychologist, psychiatric social workers, psychiatric nurses, and others who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for the mental health needs of patients. (370) Classification, Treatment and the Use of Administrative and Disciplinary Segregation for Inmates with a Serious Mental Illness. (3) Any person with professional training, experience, and demonstrated competence in the treatment of mental illness, who is a physician, psychiatrist, psychologist, social worker, nurse, psychiatric nurse practitioner, OR other qualified person eligible for licensure in the state of Vermont as a mental health clinician and approved by the Health Services Directors to provide mental health services. (413.08) Use of Restraints & Roles of Security and Health Care Professionals in Facilities; (413.11) Responses to Self-Harm; (403.04) Inmate Observation Checks & Accountability

Qualified Ranked Candidate List: A ranked list of applicants for a given position. (122.01) New Employee Selection

Qualitative Fit Test: A pass/fail fit test to assess the adequacy of the fit of the respirator to the individual. It relies on the individual's response to the test agent. (404.02) Self Contained Breathing Apparatus Training

Quantitative Fit Test: An assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator. (404.02) Self Contained Breathing Apparatus Training

Quarterly Status and Training Report (QSTR): A thorough report submitted to the Department Chief of Emergency Services on a quarterly basis. (414.04) Hostage Negotiation Team

Random Search: A search based upon an impartial method of selecting the persons or places to be searched, (e.g., a lottery system using names, room numbers, etc.) (409.01) Searches

Random Selection: A sample taken from the total population so that each individual has an equal chance of being selected. (409.04) Inmate/Offender Drug Testing

Read or Scan Search: The visual scanning or reading of documents to determine the nature and content of the writing. Scan searches of an inmate's personal legal documents/papers shall be conducted only in accordance with this directive. (385) Inmate Access to Courts

Reasonable Access: Reasonable access will consist of no less than twenty (20) hours each week of "access" to the Vermont correctional facility law libraries, electronic legal research, Inmate Legal Administrators (ILAs) and Inmate Law Librarians (ILLs), forms and materials contained therein to all inmates regardless of segregation status, subject to security and disciplinary restrictions and previously established policies, directives and facility procedures. (385) Inmate Access to Courts

Reasonable Accommodation: Any change in the facility or field environment, policies or procedures, or the manner in which tasks are completed that enables a qualified individual with a disability to participate in and receive the same benefits from a program or service, or the opportunity to receive the same benefit of service, unless to do so would result in a fundamental alteration in the nature of a program or activity. (371.01) Americans with Disabilities Act (ADA)-Facility and Field

Reasonable Belief: Judgment based on information or observation deemed to be credible. (327.01) Inmate Visits

Reasonable Force: The use of physical force to achieve a legitimate correctional objective where the type and amount of force are consistent with the situation and the objective to be achieved, where alternatives to physical force are unavailable or ineffective, and where the force used is the minimum necessary to control the situation. (413) Use of Force; (413.01) Use of Force-Facilities; (Interim Procedure) Use of Force and Threats on Staff

Reasonable Suspicion: (1) A reasonable belief, based on specific and articulable facts, that an inmate or offender is engaged in, or has engaged in, behavior that violates his/her conditions of confinement, furlough, parole, probation and/or behavior that is criminal and that a search will uncover specific evidence of such violation. (409.01) Searches. (2) Information, consisting of articulable objective facts and inferences drawn from objective data, which would cause a reasonable and experienced correctional staff person to conclude that an individual, is in the possession of contraband, or in violation of this directive. (409.05) Inmate Mail, Publications, and Audio/Video Regulations. (3) Information, consisting of articulable objective facts and inferences drawn from objective data, which would cause a reasonable and experience correctional staff person to conclude that an individual is either in possession of drugs/alcohol, or has used a prohibited substance. (409.04) Inmate/Offender Drug Testing

Receiving State: A state to which an offender requests transfer of supervision or is transferred. (418.01) Offender Out of State Movement and The Interstate Compact

Recording Devices: Electronic devices used to capture audio, photographic, or video recordings. (26.01) Media Access

Redact: To edit Department documents to comport with confidentiality or security concerns. (02) Policy & Administrative Directive Development and Management

Reference Check: The review of a final candidate's references to ensure suitability for employment. (122.01) Employee Selection and Employment

Regional Emergency Preparedness Coordinator (REPC): (1) There are three, who are also the Cert Commanders for their respective areas. (414.01) Corrections Emergency Response Team (CERT). (2) Individual(s) specifically trained in emergency preparedness and setting up emergency manuals for facilities. There will be one REPC for each of the following areas:

Northeast, Northwest, and Southern (SE & SW) areas of the state. (414.03) Emergency Preparedness

Registered Notification Method: The method (phone and/or email, or letter only) by which the registrant has indicated on VINEWatch® they want to be notified. (502.01) Victim Notification-Automated (VANS) and Non-automated

Registered Volunteer: Any person who performs a function within a correctional facility for no payment from the Agency of Human Services. They may receive a stipend from an outside source. A registered volunteer has completed a Department application, screening and training, has a volunteer photo ID, and is listed with the Volunteer Services Coordinator as an approved volunteer. (380.01) Religious Observance-Facilities

Registrant: Any victim, family member, affected person, staff person, or member of the community who wishes to be notified and registers to receive notification through the VAN Service. (502.01) Victim Notification-Automated (VANS) and Non-automated

Regular Social Visit: A meeting, conducted during routine visiting hours, between an inmate and a person listed on the inmate's approved visitor list. (327.01) Inmate Visits

Reintegration: Any process that assists offenders in assuming responsible roles as productive and law-abiding members of the community and identifies ways to assist victim recovery. (256) Community Notification

Reintegration Furlough: (1) A furlough prior to the minimum sentence to prepare an incarcerated inmate for re-entry into the community. (371.05) Offender Responsibility Planning (ORP); (371.26) Reintegration Furlough; (372) Granting Reintegration Furlough. (2) A furlough prior to an offender's minimum sentence to prepare an incarcerated inmate for re-entry into the community. (502.01) Victim Notification-Automated (VANS) and Non-automated. (3)A furlough by which a sentenced offender is released to the community under supervision prior to their minimum release date. (345) Correctional Field Staff Caseload Capacity

Relative: An individual related by blood, adoption, marriage, civil union or other legally recognized relationships. This may include relationships other than a relative at the discretion of the Superintendent. (372.03) Compassionate Leave Furlough

Release (as defined in 13 VSA § 5401(8)): Release from confinement or custody or placement into the community for any reason including release on bail pending appeal, probation, parole, furlough, work release, early release, alternative sanctions, house arrest, daily interrupt, community placement, or completion of sentence. It shall also mean probation or parole supervision of an out-of-state sex offender under an interstate agreement or compact. (255.01) Sex Offender Registry and Internet Registry Determinations

Release: Offender release from a correctional facility on bail, to court, to furlough, to probation, Supervised Community Sentence, or parole supervision, or release from a correctional facility

upon expiration of a sentence. (502.01) Victim Notification-Automated (VANS) and Non-automated

Release Sensitive Notification (RSN) Case: A case in which the Department takes special care in release planning and the release of an offender and notifies parties who may be concerned before an offender is released. A case is assigned RSN status by the central case staffing team based on field and facility recommendation. Criteria for RSN status include, but are not limited to, LSI scores, victim and community sentiment, media or political notoriety of the offense, and being a listed or Level C offender. This does not pertain to sentence-detained or detained offenders. (371.05) Offender Responsibility Planning (ORP)

Religious Activity: Any rite, ceremony, event, or program that is customarily associated with the practices of a religion, including, but not limited to, formal group gatherings of a religion for purposes of worship, prayer, or teaching. (380.01) Religious Observance-Facilities

Religious Diet: Specific foods and/or food preparation techniques that satisfy religious dietary requirements. (354) Food Service Operations

Religious Observance Program: Includes any formal faith-based activities, services, and practices in a correctional facility, which are coordinated or monitored by staff in order for inmates to practice their religious beliefs while incarcerated. (380.01) Religious Observance-Facilities

Religious Volunteer: A Department of Corrections' registered volunteer who conducts individual or group religious activity in a correctional facility. (380.01) Religious Observance-Facilities

Relocate: To remain in another state for more than 45 consecutive days in any 12-month period. (418.01) Offender Out of State Movement and The Interstate Compact

REPC: Regional Emergency Preparedness Coordinator. There are three, who are also the CERT commanders for their respective areas. (414.01) Corrections Emergency Response Team (CERT)

Reporting: (1) Any communication of offender information that is made by a DOC employee, volunteer, agent or contractor that is required by law or this policy whether or not a request for such information is made. (255) Reporting of Offender Information. (2) Written reporting of an incident, to include database and staff and supervisory written reports. (405.02) Reporting Security Incidents

Reporting Instructions: The orders given to an offender by a sending or receiving state directing the offender to report to a designated person or place, at a specified date and time, in another state. Reporting instructions will include place, date, and time at which the offender is directed to report in the receiving state. (418.01) Offender Out of State Movement and The Interstate Compact

Reporting Officer: The staff member who brings a charge against an inmate by preparing a disciplinary report. (410) Due Process

Reporting Staff: (1) The staff member who recommends bringing a charge against an inmate by preparing a disciplinary report (Directive #410.01, Attachment 2). (410.01) Facility Rules and Inmate Discipline. (2) The staff member who recommends an inmate be placed on Administrative Segregation by completing the Segregation Placement Form (Directive 410.03, Attachment 1). (410.03) Placement on Administrative Segregation

Rescinded Document: A Department document (policy, administrative directive, statewide procedure, or APA rule) that has been in effect, which is no longer in effect and is not replaced by a revised document. (02) Policy & Administrative Directive Development and Management

Resident: A person who: (a) Has continuously inhabited a country for at least one year prior to the commission of the offense for which the offender is under supervision; and (b) Intends that such residence is the person's principal place of residence; and (c) Has not, unless incarcerated, remained in another state or states for a continuous period of six months. (340.01) Supervision Transfers.

Resident Family: A parent, grandparent, aunt, uncle, adult child, adult sibling, spouse, legal guardian, or step-parent. (340.01) Supervision Transfers.

Respiratory Protection Program Administrator: A Department of Corrections employee of a correctional facility designated by the Facility Superintendent to administer that facility's Respiratory Protection Program. (404.02) Self Contained Breathing Apparatus Training

Response Supervision Caseload: A caseload of persons on probation and parole, that, because of lower severity of offense and, generally, lower risk to re-offend, requires limited supervision services. Such caseloads may include offenders transitioning from Risk Management supervision caseloads. (345) Correctional Field Staff Caseload Capacity

Responsibility: An individual's personal obligation or accountability for performance. (410.01) Facility Rules and Inmate Discipline

Restorative Justice: An approach focusing on repairing the harm caused by the offender to victim and community, involving community members and the offender, and inviting the victim to participate. (345) Graduated Sanction Guidelines for Probation Violations

Restraint Chair: (1) A black-colored chair with small wheels that has been restraint and transport capabilities for an inmate even while they are handcuffed. Use of the restraint chair does not constitute 4-point restraint. This chair is referred to as the AEDEC International Pro-Strait Prisoner Safety Seat by the manufacturer. (413.10) Use of Restraint Chair. (2) A chair with small wheels that has restraint and transport capabilities for an inmate even while they are handcuffed. Use of the restraint chair does not constitute 4-point restraint. (403.04) Inmate Observation Checks & Accountability

Restraints: (1) Restraints include any mechanical device used to control the movement of an inmate's body and/or limbs. Only those restraint devices specifically authorized and disseminated by the Department of Corrections are allowable. (403.04) Inmate Observation Checks & Accountability; (413.08) Use of Restraints & Roles of Security and Health Care Professionals in Facilities; (413.11) Responses to Self-Harm. (2) Items to control or restrain movement of offenders, such as handcuffs, flex cuffs, leg irons, waist restraints. (413) Use of Force; (Interim Procedure – Use of Force Field and Threats on Staff)

Restraint Status: The securing of an inmate with handcuffs behind the back and with leg irons while in a cell. (403.04) Inmate Observation Checks & Accountability

Restraint Status I: The securing of an inmate with hand cuffs behind the back and with leg irons. (410.06) Restrictive Housing Status, Conditions of Confinement

Restrictive Housing Status: (1) A designation, which provides for closely regulated management of inmates through placement on Administration Segregation or Disciplinary Segregation status. (354) Food Service Operations. (2) A designation which provides for closely regulated management through placement on Administrative Segregation status or by placement on Disciplinary Segregation. (410.06) Restrictive Housing Status, Conditions of Confinement

Retaliation: When an employer or individual fires, demotes, harasses, or otherwise retaliates against an individual for filing charges of discrimination, participating in a discrimination proceeding, or otherwise opposing discrimination. (118.02) Reporting and Investigating Unlawful Discrimination, Sexual Harassment, and Retaliation in the Workplace

Return on Mittimus (ROM): A notice to law enforcement agencies, issued by the Vermont Department of Corrections, to arrest a furlougher who is missing from supervision. (424.05) Community Restitution Program

Risk: The degree of dangerousness, degree of harm and likelihood of future conduct by an offender on furlough where such conduct is a violation of the criminal laws of this state. (256) Community Notification

Risk Assessment: (1) The use of standardized assessment measures combined with professional discretion to describe in qualitative and quantitative terms the level of criminal risk posed by a given offender at a specific point-in-time. It considers: (a) nature, extent, and seriousness of an offender's behavior, (b) the degree of threat presented to the community and/or victim, (c) the general dangerousness of an offender in different settings, and (d) the appropriate setting, intensity of intervention, and level of supervision needed. (371.01) Americans with Disabilities Act (ADA)-Facility and Field. (2) A variety of criminogenic-specific assessment tools used by the Department of Corrections in order to identify evidence-based, objective, reliable, and valid predictions of offender risk to re-offend, while providing a reliable means of measuring offender change over time, through reassessment. The tools identified 255.01 Sex Offender Registry are not exclusive or all inclusive, and may change based on results of research and more effective methods becoming available. (255.01) Sex Offender Registry and Internet Registry Determinations

Risk Management Caseload: (1) For offenders under community supervision - A caseload of offenders on probation, parole, Supervised Community Sentence, and furlough that, because of severity of offense and risk to re-offend, requires higher supervision and case management services in smaller caseloads. (371.05) Offender Responsibility Planning (ORP). (2) A caseload of persons on probation, parole, Supervised Community Sentence and furlough that, because of severity of offense and risk to re-offend, requires higher supervision and case management services in smaller caseloads. (345) Correctional Field Staff Caseload Capacity

Risk-related Violation: A violation of a condition of probation which is directly related to the offender's risk to re-offend or to the underlying offense. (345) Graduated Sanction Guidelines for Probation Violations; (347) Graduated Sanctions for Technical Violations of Probation In Lieu of Court Referral - APA Rule # 10-041

Role-Play: Simulated activation of the CAN system where calls are not actually sent out from CAN. These sessions must be scheduled 48 hours in advance. (26.05) Community Emergency Notification

RRASOR (Rapid Risk Assessment for Sex Offense Recidivism): A 4-item actuarial risk measure used to aid in assessing sexual recidivism risk among convicted adult male sex offenders. Scores fall into one of six levels reflecting the probability of sexual re-offending at 5 and 10-year intervals (Hanson, 1997). (342.01) Pre-sentence Investigation (PSI) Reports

RSN Release Plan: A release plan developed for RSN cases, including the address for victim contact, referral to community services or DOC victim services, and any other special victim issues/needs and community notifications. Special victim issues include, but are not limited to: existing court orders, release location restrictions, restitution, child support, safety concerns, general victim anxiety, concerns, and/or strong negative reaction about the inmate's release. (371.28) Release Sensitive Notification (RSN) Cases

Rules: Acts of the Interstate Commission, which have the force and effect of law in the compacting states, and are promulgated under the Interstate Compact for Adult Offender Supervision, and substantially affect interested parties in addition to the Interstate Commission. (418.01) Offender Out of State Movement and The Interstate Compact

Sealed Record: An offender record in which the court has issued an order which states that access is prevented to the document(s). (254.05) Sealed and Expunged Records - Field

Secretary: The Secretary of the Agency of Human Services or the Secretary's designee. (306.01) Incapacitated Persons (INCAPS)

Section Leader (SL): The person in command of the HNS. (Usually responsible for matters relating directly to negotiations.) (414.04) Hostage Negotiation Team

Secure Residential Treatment Program (SRTP): The secure residential mental health unit at Northwest State Correctional Facility. The purpose of the RTP-Max is to provide psychiatric

treatment and intervention for inmates with close custody needs. It has ten single-man cells, two group rooms, private offices and a satellite health service area. It is designated to facilitate the clinical management and treatment of inmates with mental health needs who pose an immediate security risk. (361.01.09) Residential Treatment Programs

Security & Compliance Audit Manual: A manual established by the Director of Security Operations and Audits, which contains audit procedures, schedules of audits, audit forms, and relative standards. (403.01) Security and Compliance Audits - Facilities

Security & Compliance Audit Program: A formal program, which establishes and audits security standards and best correctional practice for a correctional facility, aimed at enhancing the security and safety of staff, the public, and inmates. (403.01) Security and Compliance Audits - Facilities

Security Equipment: Firearms, ammunition, batons, chemical agents, security restraints and similar devices. (413) Use of Force; (413.01) Use of Force-Facilities

Security Manual: (1) 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. (403.03) Facility Security Manual. (2) A manual of security standards, emergency plans, specific relevant directives, and security bulletins which is maintained at each facility based on materials provided by the Director of Security Operations and Audits. (403.01) Security and Compliance Audits - Facilities

Security Restraints: Handcuffs, flex cuffs, leg irons, belly chains, restraining chairs and other similar equipment designed to restrict and control a person's movement from injuring themselves and/or others. (413) Use of Force; (413.01) Use of Force-Facilities

Security Screening: Required security checks in order to be permitted to visit. (327.01) Inmate Visits

Security Threat Group (STG): (1) A group or association of three or more persons who may have a common identifying sign, symbol, or name and who individually or collectively engage in, or have engaged in, criminal activity or other disruptive behaviors that could create an atmosphere of fear and intimidation or compromises safety and security. (427) Security Threat Groups. (2) A group of inmates, specifically designated by the Commissioner or designee, which poses a threat to the safety of staff, the facility or other inmates. (e.g., "Aryan Brotherhood", "Latin Kings") (410.01) Facility Rules and Inmate Discipline; (380.01) Religious Observance-Facilities. (3) A group of inmates specifically designated by the Commissioner or designee which poses a threat to the safety of staff, the facility, the public, or other inmates; (e.g., "Aryan Brotherhood", "Latin Kings"). (409.05) Inmate Mail, Publications, and Audio/Video Regulations

Security Threat Group (STG) Affiliate: A person who is an associate, member, or leader of a security threat group (STG). (427) Security Threat Groups

Security Threat Group Paraphernalia: Any material, document(s), or items evidencing security threat group involvement or activities; (e.g., rosters, constitutions, structures, codes, pictures, training material, clothing, communications, publications or other security threat group-related contraband). (409.05) Inmate Mail, Publications, and Audio/Video Regulations

Segregation: (1) The confinement of an inmate to a single-person cell separated from the general population. Daily release from the cell for purposes of recreation, bathing, telephone use, visiting and other activities is generally restricted according to the behavior currently and previously exhibited by the inmate. (2) The confinement of an inmate to an individual cell that is separated from the general population. (361.01.10) Mental Health Rounds in Segregation Units

Segregation Review Committee: A committee comprised of three (3) or more individuals from the ranks of custody operations, casework and medical or mental health. The purpose of the committee is to (a) determine the needs and requirements of an inmate assigned to segregation and, (b) to assess the progress of individuals prior to a phase advancement or release from segregation status to determine whether the conduct of the inmate placed on segregation warrants continued segregation. (410.03) Placement on Administrative Segregation; (410.06) Restrictive Housing Status, Conditions of Confinement

Self-Contained Breathing Apparatus (SCBA): An atmosphere-supplying respirator in which the breathing air source is carried by the user in a tank (air bottle) contained in a backpack harness. (404.02) Self Contained Breathing Apparatus Training

Self-Defense: Protection of oneself from an unprovoked attack, which cannot be avoided. (410.01) Facility Rules and Inmate Discipline-effective 12/18/2006

Sending State: A state requesting the transfer of an offender, or which transfers supervision of an offender under the terms of the Compact and its rules. (418.01)Offender Out of State Movement and The Interstate Compact

Sentenced/Detained Offender: An inmate who is both serving a sentence and also has a detainer against their release from custody. The detainer may be by another jurisdiction in Vermont or outside of Vermont. The detainer may be for pending charges that are not yet adjudicated and need to be resolved, or the detainer may be for charges that have been adjudicated, and the inmate needs to serve a sentence in the requesting jurisdiction. (372) Granting Reintergration Furlough

Separation Profile: A record specifying the need and reasons for keeping two (2) or more inmates apart from each other. (410.05) Protective Custody

Serious Mental Illness: (1) Substantial disorder of thought, mood, perception, orientation or memory, any of which grossly impairs judgment, behavior, capacity to recognize reality, or ability to meet the ordinary demands of life. This includes, but is not necessarily limited to, diagnoses of schizophrenia, schizoaffective disorder, psychotic conditions not otherwise specified, bipolar disorder, and severe depressive disorders. (370) Classification, Treatment and

the Use of Administrative and Disciplinary Segregation for Inmates with a Serious Mental Illness; (410.01) Facility Rules and Inmate Discipline; (410.03) Placement on Administrative Segregation; (410.06) Restrictive Housing Status, Conditions of Confinement. (2) Means a substantial disorder of thought, mood, perception, orientation or memory, any of which grossly impairs judgment, behavior, capacity to recognize reality, or ability to meet the ordinary demands of life. (361.01) Mental Health Directive;(361.01.01) Mental Health Receiving Screening;(361.01.03) Mental Health Intake Assessment; (361.01.04) MH Evaluation;(361.01.05) Mental Health Services;(361.01.06) Individualized Treatment Planning; (361.01.09) Residential Treatment Programs; (361.01.10) Mental Health Rounds in Segregation Units; (361.01.11) Disciplinary Procedures for Inmates with Serious Mental Illness; (361.01.14) Psychotropic Medications.

Serious Mental Illness/Serious Functional Impairment: (a) A disorder of thought, mood, perception, orientation, or memory, as diagnosed by a qualified mental health professional, which substantially impairs judgment, behavior, capacity to recognize reality, or ability to meet the ordinary demands of life and which substantially impairs the ability to function within the correctional setting; or (b) A developmental disability, traumatic brain injury or other organic brain disorder, or various forms of dementia or other neurological disorders, as diagnosed by a qualified mental health professional, which substantially impairs the ability to function in the correctional setting.(28 V.S.A. §701, subdivision 906(1)) (403.04) Inmate Observation Checks & Accountability

Serious Physical Injury: (1) Physical injury which creates a risk of death or which causes disfigurement, impairment of health or loss or impairment of the function of any bodily organ. (413) Use of Force; (413.01) Use of Force-Facilities. (2) Any injury which requires an individual to receive immediate medical treatment by a health care professional before the individual can continue normal activity.(410.01) Facility Rules and Inmate Discipline

Serious Risk of Danger: A case-by-case determination by a therapist, a medical professional, mental health professional, or other person as defined in 12 VSA ss1612 (a) that is based upon: (a) the offender's proclivity to violent behavior as evidenced by prior criminal background or history of mental health treatment; and (b) the expressed intent of that offender to harm the person or property of an identifiable third party.(255) Reporting of Offender Information

Service Provider: An employee, agency or department providing a service to offenders pursuant to an agreement or contract with the Vermont Department of Corrections. (255) Reporting of Offender Information

Sex Offender: (1) A sex offender as defined in Vermont statute, reflected in 13 VSA subchapter 3, § 5401 (10), and as defined in federal law. A person who is convicted of any of the following Vermont offenses: (a) Sexual assault as defined in 13 VSA § 3252; (b) Aggravated sexual assault as defined in 13 VSA § 3253; (c) Lewd and lascivious conduct as defined in 13 VSA § 2601; (d) Sexual abuse of a vulnerable adult as defined in § 1379 of 13 VSA; (e) Second or subsequent conviction for voyeurism as defined in 13 VSA § 2605(b) or (c); (f) Kidnapping with intent to commit sexual assault as defined in 13 VSA § 2405(a)(1)(D); (g) Aggravated sexual assault of a child in violation of 13 VSA § 3253a. (h) An attempt to commit any offense listed in this section

A. (2) A person who is convicted of any of the following offenses against a victim who is a minor, except that, for purposes of this section, conduct which is criminal only because of the age of the victim shall not be considered an offense for purposes of the Registry if the perpetrator is under the age of 18 and the victim is at least 12 years old: (a) Any offense listed in section A; (b) Kidnapping as defined in 13 VSA § 2405(a)(1)(D); (c) Lewd and lascivious conduct with a child as defined in 13 VSA § 2602; (d) Slave traffic as defined in 13 VSA § 2635; (e) Sexual exploitation of children as defined in 13 VSA §§ 2822-2828; (f) Procurement or solicitation as defined in 13 VSA § 2632(a)(6); (g) Aggregated sexual assault of a child as defined in 13 VSA § 3253(a); (h) Sex trafficking of children or sex trafficking by force, fraud, or coercion as defined in 13 VSA § 2635a; (i) Sexual exploitation of a minor as defined in 13 VSA § 3258(b); or (j) An attempt to commit any offense listed in this section [3]. (3) A person who has a federal conviction in federal court for any of the following offenses: (a) Sex trafficking of children as defined in 18 U.S.C. § 1591; (b) Aggravated sexual abuse as defined in 18 U.S.C. § 2241; (c) Sexual abuse as defined in 18 U.S.C. § 2242; (d) Sexual abuse of a minor or ward as defined in 18 U.S.C. § 2243; (e) Abusive sexual contact as defined in 18 U.S.C. § 2244; (f) Offenses resulting in death as defined in 18 U.S.C. § 2245; (g) Sexual exploitation of children as defined in 18 U.S.C. § 2251; (h) Selling or buying of children as defined in 18 U.S.C. § 2251A; (i) Material involving the sexual exploitation of minors as defined in 18 U.S.C. § 2252; (j) Material containing child pornography as defined in 18 U.S.C. § 2252A; (k) Production of sexually explicit depictions of a minor for import into the United States as defined in 18 U.S.C. § 2260; (l) Transportation of a minor for illegal sexual activity as defined in 18 U.S.C. § 2421; (m) Coercion and enticement of a minor for illegal sexual activity as defined in 18 U.S.C. § 2422; (n) Transportation of minors for illegal sexual activity, travel with the intent to engage in illicit sexual conduct with a minor, and engaging in illicit sexual conduct in foreign places as defined in 18 U.S.C. § 2423; (o) Transmitting information about a minor to further criminal sexual conduct as defined in 18 U.S.C. § 2425; (p) An attempt to commit any offense listed in this section [4]. (4) A person who takes up residence within this state, other than within a correctional facility, and who has been convicted in any jurisdiction within the United States, including a state territory, commonwealth, the District of Columbia or military, federal or tribal court, for a sex crime the elements of which would constitute a crime under 13 VSA § 5401(10) if committed in this state. (5) A person 18 years of age or older who resides in this state other than in a correctional facility, and who is currently required to register, or prior to taking up residence within this state was required to register as a sex offender in any jurisdiction of the United States, including a state, territory, commonwealth, the District of Columbia, or military, federal or tribal court; except that, for purpose of this section, conduct which is criminal only because of the age of the victim shall not be considered an offense for the purpose of the Registry if the perpetrator is under the age of 18 and the victim is at least 12 years old. (6) A non-resident sex offender who crosses into Vermont and who carries on a vocation (is employed) or is a student. (255.01) Sex Offender Registry and Internet Registry Determinations

Sex Offender Internet Registry: The database of information, maintained by the Department of Public Safety pursuant to 13 V.S.A. §5411(a), that is publicly accessible through the Internet. (258) Procedure and Criteria for Obtaining an Exemption from the Sex Offender Internet Registry (259) Procedure and Criteria for Obtaining an Exemption from the Sex Offender Internet Registry - Out of State Convictions

Sex Offender Review Committee: (1) A committee of five (5) people appointed by the Commissioner to determine if referred cases meet the designation of high risk established in statute for purposes of Internet registration. (255.01) Sex Offender Registry and Internet Registry Determinations. (2) The Committee established in Section 5 of the Department of Corrections APA Rule #05-013, Determination of High Risk and Failure to Comply with Treatment for Purposes of Sex Offender Internet Registry. (258) Procedure and Criteria for Obtaining an Exemption from the Sex Offender Internet Registry; (259) Procedure and Criteria for Obtaining an Exemption from the Sex Offender Internet Registry - Out of State Convictions

Sexual Abuse: Unwanted sexual activity, involving force, threats, debt, coercion, and taking advantage of victims not able to give consent including, but not limited to: (1) Abusive Sexual Contact: Any attempt, threat, request, or intentional contact between the mouth and any body part, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or buttocks, where there is intent to abuse, arouse, or gratify sexual desire. (2) Nonconsensual Sexual Acts: Any attempt, threat, request, or intentional contact between the penis and the vulva or the penis and anus, including penetration, however slight; contact between the mouth and penis, vulva, or anus; or penetration of the anal or genital opening of another person, however slight, by the hand, finger, object, or other instrument. (3) Indecent Exposure: The display of uncovered genitalia, buttocks, or breast in the presence of another. (4) Voyeurism: An invasion of privacy such as peering at a person who is using a toilet in their cell; requiring a person to expose their buttocks, genitals, or breasts; taking images of all or part of an inmate's naked body or of a person performing bodily functions. (122.01) Employee Selection and Promotion

Sexual Harassment: Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by a person directed towards another. It also includes repeated verbal comments or gestures of sexual nature to a person by another, including demeaning references to gender, sexually suggestive or derogatory comments about body, clothing, or obscene language or gestures. (118.02) Reporting and Investigating Unlawful Discrimination, Sexual Harassment, and Retaliation in the Workplace; (122.01) Employee Selection and Promotion

Sexual Offender Supervision and Offender Re-entry Services Coordinator: A staff role in the Vermont Center for the Prevention and Treatment of Sexual Abuse office. This position provides case management oversight for incarcerated and community supervised sex offenders. (501.03) Circle of Support and Accountability (COSA) Teams

Sexually Explicit: A pictorial depiction of actual or simulated sexual acts, including sexual intercourse, oral sex or masturbation. (409.05) Inmate Mail, Publications, and Audio/Video Regulations

Shift Supervisor: The staff member who is responsible for the security of the institution, the care and custody of all inmates housed in the institution and the supervision of all security staff during a given tour of duty. May be responsible for institutional operations during the absence of higher ranking staff. (413) Use of Force; (413.01) Use of Force-Facilities

Short Term Inpatient Furlough: The transfer of an inmate for inpatient medical or emergency services that are short term in nature and cannot be performed in the facility. Short term medical furlough does not include transfer from facility headcount to field, but may include prearranged visits by Probation and Parole officers to assist in supervision. (373.02) Medical, Treatment and Short Term Inpatient Furloughs

Short Term Visit: A stay or visit to Canada for a period of 30 days or less. (418.01) Offender Out of State Movement and the Interstate Compact

Show of Force: A demonstration of the current ability to use force, such as the massing of officers or tactical squads. (413) Use of Force; (413.01) Use of Force – Facilities

Site Legal Administrator: The administrative staff person at each field site responsible for sentence computations; court-related paperwork processing, including sealed and expunged records of offenders; and any related database entry. (254.05) Sealed and Expunged Records - Field

Soft Restraints: For the purpose of this directive, flex-type cuffs are considered soft restraints and considered only as a necessary alternative to regular restraint devices when regular restraint devices do not fit on an inmate or cannot be used due to a medical requirement or other special circumstance. (406.01) Inmate Instate Transportation - Facilities

SOS: Security and Operations Supervisor located in correctional facilities. (321.02) Inmate/Offender Claims – Facility and Field

Special Relationship: A relationship between an offender and a third party that has been established as a result of the supervision of the offender by the Department; e.g., a special relationship may exist between a third party and the DOC if an offender is required or allowed to work or live with the third party. (255) Reporting of Offender Information

Specialty Impact Munitions: Munitions designed to minimize the likelihood of causing life threatening injury, used to incapacitate, distract and control a subject. (413) Use of Force; (413.01) Use of Force-Facilities

Special Visit: A special meeting approved by the Superintendent or designee, which allows exceptions to (1) the authorized visitor list, (2) number of visitors, (3) schedule of visits and/or (4) length of visit. (327.01) Inmate Visits

Split Sentence: A sentence imposed by the court that requires the offender to spend an initial period of time in an incarcerated setting followed by release to probation. (502.01) Victim Notification-Automated (VANS) and Non-automated

Squad Leader (SQL): The person who directly supervises negotiations and all work conducted in the negotiation room. (414.04) Hostage Negotiation Team

Staff Emergency Notification Lists: Lists of staff members to be called during an emergency. These lists can include administrators, special emergency positions and general staff re-call lists. (26.05) Community Emergency Notification

State Records Center ("Public Records"): A function of the Secretary of State's Office where government documents, including offender case files, are securely stored. (254.05) Sealed and Expunged Records - Field

State of Vermont Restitution Unit: This was created by the State legislature to address the financial hardship caused to crime victims when they must wait for an offender to pay restitution. For any restitution ordered on or after July 1, 2004, the Restitution Unit pays victims their restitution as soon as it has been ordered by the court. The payments are made from the Restitution Fund. The Restitution Unit then collect the outstanding amount from the offender and reimbursed the Fund. (426.01) Offender financial Obligations-Field

Statewide Procedure: A procedure that is identified in an administrative directive, manual, or other departmental document as being uniform and consistent across the correctional system and/or all field offices or facilities, and that requires no further local procedure. It must be promulgated through the Policy Development Unit and signed by the Commissioner. All statewide procedures will be kept in the Commissioner's Office Policy Manual. (02) Policy & Administrative Directive Development and Management

Static-99: A risk measure that includes the four items that comprise the RRASOR as well as six other items. The resulting 10-item actuarial risk measure is used in a similar manner as the RRASOR. Scores fall into one of seven levels reflecting the probability of sexual re-offending at 5, 10, and 15-year intervals (Hanson & Thornton, 2000). (342.01) Pre-sentence Investigation (PSI) Reports

Static-99R: A 10-item actuarial risk measure used to aid in assessing sexual recidivism risk among convicted adult male sex offenders. Scores fall into one of seven levels reflecting the probability of sexual re-offending at 5, 10 and 15-year intervals (Hanson & Thornton, 2000). (342.01) Pre-sentence Investigation (PSI) Reports

Station/Post: A fixed base of operations which is the focal point of activities for one (1) or more posts; e.g. housing unit, program area, or service area. (403) Post Orders; (403.02) Facility Logbooks

Statutorily Required Notification Events: The list of notification events the Department of Corrections is required by statute to provide. These events include: (a) Escape from custody (facility or furlough); (b) Recapture of an escaped offender; (c) Any change in an offender's custody status, including: (i) Release on bail directly from a correctional facility either by the posting of bail at the correctional facility or the presentation to the correctional facility of a court order for release; (ii) Release upon completion of a maximum sentence term or if the sentence is commuted; (iii) Release upon completion of a split sentence prior to placement on probation; (iv) Release from a facility to community supervision such as Reintegration Furlough (RF) or Conditional Re-entry (CR); (d) Transfer to a federal court jurisdiction or jurisdiction in another state or federal court, pursuant to a detainer; (e) Death of an offender; (f) Pardon of an offender

by the Governor; (g) Notice of a pending parole hearing or review and the outcome of that hearing/review. (502.01) Victim Notification-Automated (VANS) and Non-automated

Strategic Planning Group (SPG): A group of local and/or state officials that have a vested interest in the facility during an ongoing emergency. This group may provide advice, consultation, reactions, analysis, and alternative strategies to the commander. It may include subject matter experts and consultants. (414.03) Emergency Preparedness

Strip Search Kit: A kit designed for the collection and preservation of physical and DNA evidence associated with alleged penetrating sexual act. (409.08) Crime Scene Preservation and Evidence Collection - Facility

Strip Search/Visual Body Cavity Search: A visual inspection of all body surfaces and body cavities. (409.01) Searches

Student: A person who is enrolled on a full-time or a part-time basis in any public or private educational institution in Vermont, including any secondary school, trade or professional institution, or institutions of higher learning. (255.01) Sex Offender Registry and Internet Registry Determinations

Substance Abuse Crisis Team: An organization approved by the Secretary to provide emergency treatment and transportation services to substance abusers pursuant to the provisions of statute. (306.01) Incapacitated Persons (INCAPS)

Substance Abuser: Anyone who drinks alcohol or consumes other drugs to an extent or with a frequency which impairs or endangers his or her health or the health and welfare of others. (306.01) Incapacitated Persons (INCAPS)

Substantiated Allegations: Allegations proven by a preponderance of the evidence. (122.01) Employee Selection and Promotion

Substantiated Report: The Commissioner of DCF or the Commissioner's designee has determined, after investigation, that a report is based on accurate and reliable information that would lead a reasonable person to believe that the child has been abused or neglected. (Interim Procedure) DOC/DCF communication for Child Protection

Superseded Document: A Department document (policy, administrative directive, statewide procedure, or APA rule) that has been in effect, which is no longer in effect because a revised version has been approved by the Commissioner and has replaced it. The Commissioner's Office keeps an updated list and copies of superseded documents. (02) Policy & Administrative Directive Development and Management

Supervision: The authority or oversight exercised by supervising authorities of the Department over an offender for a period of time determined by a court or releasing authority, during which the offender is required to report to, or be monitored by, supervising authorities. This includes any condition or requirement imposed on the offender at the time of the offender's release to the

community or during the period of supervision in the community. (426) Supervision Fees for Offenders under Field Supervision by the DOC; (426.01) Offender financial Obligations-Field

Supervised Community Sentence (SCS): (1) A court-imposed sentence of incarceration to be served in a community setting subject to the rules of the Commissioner of Corrections. These offenders are under the jurisdiction of the Parole Board. (418.01) Offender Out of State Movement and The Interstate Compact; (371.05) Offender Responsibility Planning (ORP); (424.05) Community Restitution Program; (426) Supervision Fees for Offenders under Field Supervision by the DOC; (426.01) Offender financial Obligations-Field. (2) A court-imposed sentence of incarceration to be served in a community setting subject to the rules of the Commissioner of the Department of Corrections. These offenders are under the jurisdiction of the Parole Board. (345) Correctional Field Staff Caseload Capacity

Supervising Employees: DOC staff and employees who are tasked with monitoring offenders or involved in directly working with or supervising offenders in the community. (255) Reporting of Offender Information

Supplemental Snack: Foods that are prescribed by a qualified health care professional as medical therapy for a diagnosed medical or nutritional health problem. (354) Food Service Operations

Support Services Employees: All Department employees not covered in Manager, Supervisor, Correctional Services Specialist, Correctional Officer/CCO/CSTL, and Administrative Support Services job titles. This includes, but is not limited to, individuals in a facility or field site or central office in Vermont Correctional Industries (VCI), education, program services, information technology, volunteer services, etc. (117.01) Employee Recognition

Suspended Sanction: The postponement of a disciplinary sanction for a specified period of time. (410.01) Facility Rules and Inmate Discipline-effective 12/18/2006

Tactical Plan: The Department's five-step plan of response for all emergencies. (as established in the Department's Emergency Preparedness training and plans). (1) locate; (2) isolate; (3) evacuate; (4) resolve; (5) deactivate. (414.04) Hostage Negotiation Team

Tactical Support Unit (TSU): Department of Public Safety's (State Police) Tactical Support Team. (414.03) Emergency Preparedness

Task/Site Supervision: Community Supervision Teams are supervised to ensure: (a) They complete work assignments per customer specification; (b) They follow proper safety rules and procedures; (c) They are present at the work site throughout the work day; (d) They work at a quality standard designated by the community restitution program. Evaluation is accomplished by providing feedback to encourage appropriate participation, evaluating activity and participation level, recording and reporting positive and negative action, and assessing each offender's performance for the work day.

Tax Compliance Check: An investigation into an individual's compliance in meeting their tax liabilities. (122.01) Employee Selection and Promotion

Tax Setoff Debt Collection: A process by which the Department may submit claims to the Tax Department for collection of offender debts of \$50 or more. (426) Supervision Fees for Offenders under Field Supervision by the DOC; (426.01) Offender financial Obligations-Field

Team: Two (2) or more individuals who have worked together for at least six (6) months on a specific project, special initiative, or activity having a common purpose. Characteristics of teams include shared decision-making, shared accountability, and collective work products. (From AHS Policy 4.04) (117.01) Employee Recognition

Technical Violation: (1) A violation of a condition of probation other than new criminal behavior. (345) Graduated Sanction Guidelines for Probation Violations. (2) A violation of a Court-ordered condition of probation other than new criminal behavior. (347) Graduated Sanctions for Technical Violations of Probation In Lieu of Court Referral - APA Rule # 10-041

Temporary Employee/Position: Employees at will who have no right to continued employment of a proprietary right to a job. Temporary employment may be terminated at any time and for any reason, except as prohibited by law. Typically, a temporary employee is assigned a specific project or time-period for employment. (122.01) Employee Selection and Promotion

Temporary Travel Permit (TTP): Authorization that allows designated and approved offenders under the supervision of the Department of Corrections to visit another state, not to exceed 30 days. (418.01) Offender Out of State Movement and The Interstate Compact

Term Probation: A form of suspended or deferred probation where the court has specified an expiration date in a probation warrant. (428) Term Probation Midpoint Review; (428.01) Term Probation Midpoint Review

The Vermont Automated Notification Service (VANS): An open automated victim information and notification service that provides registered victims, family members, affected persons, other community members, and Department staff with timely and accurate information concerning an offender's status, location, movement, and upcoming releases through an automated phone call, email, and/or a letter when applicable. (502.01) Victim Notification-Automated (VANS) and Non-automated

Threatening or Threatening Behavior: For purposes of the disciplinary process, these include any of the following: (a) Verbal threats when the offender has the ability and opportunity to carry out the threat. (Ability and opportunity are defined using the APCT standard.) (b) Physical threats where the offender has entered another person's space in an intimidating manner. The offender's behavior may or may not include gross motor activity. (c) Verbal threats where the offender demonstrates knowledge of another person's personal life, such as, "Don't you live at (address)?" or, "Your kid goes to (specific school), doesn't she?" This knowledge must be articulated in conjunction with threatening behavior (410.01) Facility Rules and Inmate Discipline

Tight-fitting Face Piece: A respiratory inlet covering that forms a complete seal with the individual's face. (404.02) Self Contained Breathing Apparatus Training

Training Assistant (TA): A related duty assigned to selected Department staff for the purpose of providing operational supervision, mentoring, and coaching of trainees during the term of the residential Academy program. (106.05) Vermont Correctional Academy

Training Coordinator: A fulltime classified employee who plans, develops, coordinates, and supervises on-going training programs. (106.05) Vermont Correctional Academy

Transfer Alert Form: A form utilized to convey special and/or specific information about an inmate being transported. Every inmate transported for any reason must have an accompanying Form. (See Attachment 3) (406.01) Inmate Instate Transportation - Facilities

Transportation Paperwork: Inmate paperwork regarding transportation includes all paperwork necessary to complete a transport of an inmate between facilities, to scheduled court appearances, to scheduled medical or dental appointments, or for emergency visits to a hospital. Every transport will include at a minimum the Inmate Transfer Alert Form (Attachment 3) and the Inmate Face Sheet (photo included). Other transportation paperwork may include the inmate's entire file, medical file (confidential), medical information sheets (confidential), extradition waiver, court orders, ADA Notification to Facility Staff form (See Attachment 4), or other pertinent information necessary for the transport. (406.01) Inmate Instate Transportation - Facilities

Transport Chair: A gray-colored chair with larger wheels that has restraint capabilities only for inmate transport, requiring that handcuffs and leg irons are removed from the inmate while they are restrained in the chair. Use of the transport chair does not constitute 4-point restraint. This chair is referred to as the E.R.C Emergency Restraint Chair by the manufacturer. (413.10) Use of Restraint Chair

Transition/Community Support Plan: A shorter part of the ORP, it contains the action steps designed to reduce criminogenic needs and support offender reintegration shortly prior to, upon, and immediately following reentry into the community from incarceration. (371.05) Offender Responsibility Planning (ORP)

Transmittal Memorandum: A sequentially-numbered memorandum designating specific changes in the contents of the Department of Corrections' Security Manual. (403.03) Facility Security Manual

Travel Permit: The written permission granted to an offender under Department community supervision authorizing the offender to travel from one state to another. (418.01) Offender Out of State Movement and The Interstate Compact

Treatment: (1) The broad range of medical, detoxification, residential, outpatient, aftercare, and follow-up services which are needed by substance abusers, and may include a variety of other

medical, social, vocational, and educational services relevant to the rehabilitation of these persons. (306.01)Incapacitated Persons (INCAPS). (2) A range of services provided by a Vermont-certified and/or Licensed Alcohol and Drug Counselor, which meet standard criteria as provided by the American Society of Addiction Medicine (ASAM). (409.04)Inmate/Offender Drug Testing

Treatment Furlough: The transfer of an inmate, with the approval of the sentencing judge, to a residential treatment program providing services to the general population not otherwise available in a correctional facility. The services may include treatment for substance abuse, personal violence or any other condition that the Department has determined should be addressed in order to reduce the inmate's risk to re-offend or cause harm to themselves or others in the facility. Treatment furlough includes transfer from facility headcount to a field headcount. (373.02) Medical, Treatment and Short Term Inpatient Furloughs

Treatment Notes: Any written notes used in the Department's programs for offenders that address need areas such as violence, sexual deviancy, or drug/alcohol abuse. Treatment notes would include daily journals, thinking reports, treatment group or review forms, treatment team log books, relapse prevention plans, sexual autobiographies, and references or documentation pertaining to identifiable victims. (255) Reporting of Offender Information

Treatment Release Letter: A letter to the Court requesting permission to release the PSI report to a DOC-approved treatment provider for defendant treatment or assessment purposes. (342.01) Pre-sentence Investigation (PSI) Reports

Treatment Team: A group of Department employees, treatment providers, and/or volunteers that are convened to discuss and make case decisions. (418.01)Offender Out of State Movement and The Interstate Compact

Types of Transportation Vehicles: Secure; Secure Car; Partially Secure; Unsecured;

Private/Personal: Any vehicle not owned by the State or public safety organization; Emergency/Non-Emergency Medical Transport: Vehicles equipped for the transport of individuals who require medical attention. These vehicles are ambulances or wheelchair vehicles and may be operated by private contract services. (406.01) Inmate Instate Transportation - Facilities

Undeliverable Mail: Mail that cannot be identified for delivery due to an incomplete or incorrect address (es.) (409.05) Inmate Mail, Publications, and Audio/Video Regulations;

Uncharged Case: Completed investigations not yet reviewed for prosecution by the appropriate prosecuting authority, completed investigations that have not been accepted for prosecution by the appropriate prosecuting authority, or completed investigations that have been declined for prosecution due to insufficient evidence. (409.08) Crime Scene Preservation and Evidence Collection - Facility

Undue Burden: Any accommodation(s) which would result in a fundamental alteration in the nature of a program or activity or an undue financial and administrative hardship. Any accommodation will not impose undue hardship on the Department or compromise the safety or security of staff and offenders or others at facility or field sites. (371.01) Americans with Disabilities Act (ADA)-Facility and Field.

Unlawful Discrimination: Unfair or unequal treatment of an individual (or group) based on age, disability, ethnicity, gender, marital status, national origin, race, religion, and sexual orientation. (118.02) Reporting and Investigating Unlawful Discrimination, Sexual Harassment, and Retaliation in the Workplace; (122.01) Employee Selection and Promotion

Untimely Death: Instances of inmate death that occur in a facility, including homicide, suicide, accident, unexpected illness with death resulting and instances where the cause of death is unknown. (353) Terminal Illness and Inmate Death - Facilities

Use of Force: Any situation in which an employee uses physical force against an inmate, offender or other person, except those situations in which security restraints are used in a standard manner for escort or transport. (413) Use of Force; (413.11) Responses to Self-Harm;(413.01) Use of Force-Facilities; (Interim Procedure – Use of Force Field and Threats on Staff)

VASOR (Vermont Assessment of Sex Offender Risk): A risk assessment scale for adult male sex offenders designed to assist Probation and Parole Officers in making placement and supervision decisions. Scores on the 13-item re-offense risk scale fall into one of three levels reflecting the probability of sexual re-offending five years post-release. The 6-item violence scale was designed for assessing the nature of an individual's violence history and offense severity (McGrath & Hoke, 2001). (342.01) Pre-sentence Investigation (PSI) Reports

VASOR–2 (Vermont Assessment of Sex Offender Risk): A risk assessment scale for adult male sex offenders designed to assist Probation and Parole Officers in making placement and supervision decisions. Scores on the 12-item re-offense risk scale fall into one of three levels reflecting the probability of sexual re-offending five years post-release. The 6-item violence scale was designed for assessing the nature of an individual's violence history and offense severity (McGrath & Hoke, 2001). (342.01) Pre-sentence Investigation (PSI) Reports

Verbal Orientation: Tell inmate/offender general rules/regulations of the institution, general programs of the institution regarding assignment of case managers and the classification process. (371) Offender Classification

Vermont Correctional Academy: A residential staff training program managed by the Department. The Vermont Correctional Academy assists the Department in achieving its statutory mandate to establish training programs for new employees and to establish in-service training programs as deemed advisable. (106.06) Academy Field Training Officer (FTO) Program

Vermont Correctional Academy (VCA) Program: An orientation and training program which provides an overview of the Department of Corrections and a basic level of knowledge, skills, and performance based training abilities for newly-hired staff. This includes a standardized, competency-based curriculum supported by appropriate materials and classroom resources. (106.05) Vermont Correctional Academy

Vermont Correctional Industries (VCI): Those industries operated entirely within Vermont correctional facilities that sell goods and services to federal and state agencies, municipalities, and non-profit organizations, and that pay wages to offenders using receipts from those sales. (394.01) Vermont Correctional Industries Wage Scale

Vermont Crime Information Center (VCIC): Part of the Department of Public Safety (DPS); it is a State repository for all criminal histories, including identifying information. (255.01) Sex Offender Registry and Internet Registry Determinations

Vermont Occupational Safety & Health Administration (VOSHA): The division of the Vermont Department of Labor, which oversees occupational safety, issues in Vermont. (404.02) Self Contained Breathing Apparatus Training

Vermont Sex Offender Registry: A registry established by statute in 1996 at the Department of Public Safety (DPS) Vermont Criminal Information Center in compliance with federal law. It contains information on all sex offenders residing or employed in Vermont, or attending a post-secondary educational institution in Vermont. (255.01) Sex Offender Registry and Internet Registry Determinations

Vermont Sex Offender Internet Registry: A list containing names of sex offenders posted to the Internet for public use, established by statute at the Vermont Criminal Information Center (VCIC.) (255.01) Sex Offender Registry and Internet Registry Determinations

Vermont Treatment Program for Sexual Abusers (VTPSA): A Vermont correctional facility and community-based DOC treatment program of offenders convicted of sexually-related offenses. (255.01) Sex Offender Registry and Internet Registry Determinations

Victim: (1) A person who sustains physical, emotional, or financial injury or death as a direct result of the commission or attempted commission of a crime or act of delinquency. This also includes the family members of a minor, an incompetent adult, and homicide victims. (502.01) Victim Notification-Automated (VANS) and Non-Automated. (2) A person who sustains physical, emotional or financial injury or death as a direct result of the commission or attempted commission of a crime resulting in a conviction, or act of delinquency and may also include family members of a minor, incompetent or a homicide victim. This also includes an alleged victim(s) of an inmate who has been charged with a crime and is incarcerated as a detainee. (327.01) Inmate Visits

Victim's Advocate: A person who is hired and serves at the pleasure of the State's Attorney and who provides services to victims. (502.01) Victim Notification-Automated (VANS) and Non-Automated

Victim Confidentiality: Maintaining any information pertaining to the victim, including, but not limited to, victim contact information or case notes involving victim contact, in a secure location where no one other than the Victim Services Program staff or other authorized Department staff involved with the specific offender have access. Maintaining victim confidentiality also requires that no information about the victim be shared with the offender without the victim's permission, unless a there is a court order requiring disclosure. (502.01) Victim Notification-Automated (VANS) and Non-automated

Victim Permission to Visit: A victim may obtain this form from the Department Victim Services Director or designee, which may allow the victim to visit the inmate associated with their crime. (see Attachment #4) (327.01) Inmate Visits

Victim Services Program (Office, Staff): The Department Program that oversees all services to victims of offenders under the custody or supervision of DOC, as well as staff training re: victims. The Program includes a central office Director, who also supervises field staff victim services specialists. The Program interacts closely with other victim organizations in the State. (See Victim Programs & Services directive.) (502.01) Victim Notification-Automated (VANS) and Non-automated

Victim Services Specialist (VSS): Department of Corrections staff whose role is to provide victim services, train and consult with other Department staff, serve on case co-management teams when victim issues require it, and support and maintain the Victim Services Program of the Vermont Department of Corrections. (502.01) Victim Notification-Automated (VANS) and Non-automated

Victim Wrap-Around: A meeting coordinated by a Victim Services staff member for the purpose of developing a community-based safety plan for victim(s) and affected parties. (371.28) Release Sensitive Notification (RSN) Cases

Vienna Convention on Consular Relations (VCCR): A multilateral treaty that regulates the rights, privileges, and duties of consulates and consular staff worldwide. (315.02) Foreign Nationals

Vinelink®: (www.vinelink.com) VANS' Web-based information and notification tool that allows crime victims, affected persons, and members of the community to learn the custody status of an offender/s, 24 hours a day, 7 days a week, and to register to be notified automatically when there is a change in that status. (502.01) Victim Notification-Automated (VANS) and Non-automated

VINEWatch®: VANS' Web-based management tool that gives Victim Services and other DOC staff the ability to generate reports, track usage, register victims, and have access to victim contact information. This is a secure site and can only be accessed through assigned user IDs and passwords. It is not available to the general public. (502.01) Victim Notification-Automated (VANS) and Non-automated

Violation of Probation (VOP): (1) A finding by the Court, in accordance with 28 V.S.A. § 302. (345) Graduated Sanction Guidelines for Probation Violations; (347) Graduated Sanctions for Technical Violations of Probation In Lieu of Court Referral - APA Rule # 10-04. (2) Non-compliance with a condition of probation by an action or behavior or lack of action or behavior that fails to comply with and violates a condition of probation agreed to by the offender and the courts. (Interim Procedure) Youthful Offender Status

Visiting Registration Center: The place in each facility where visitors register. (327.01) Inmate Visits

Visitor: Any person other than an inmate, offender or Department of Corrections' employee or volunteer who enters a correctional facility for the purpose of visiting an inmate or offender. (409.01) Searches

Volunteer Services Coordinator (VSC): The correctional staff person who has responsibility for the volunteer services program in a correctional facility, including the religious observance program (in conjunction with the facility Superintendent). (380.01) Religious Observance-Facilities

Waiver: The official action of an alcohol treatment or, medical professional for the lodging of an Incapacitated Person at a correctional facility or local lockup indicating that there is no treatment service available, that the possible treatment service is refused to this particular person, or that the person refuses treatment. (302)Town And Village Lockup-Standards And Inspections

Weapon: Any firearm, device, instrument, material or substance, which in the manner it is used or is intended to be used is known to be capable of producing death or serious bodily injury (excerpted from Vermont Law) (413) Use of Force; (Interim Procedure – Use of Force Field and Threats on Staff)

Work Camp Earned Reduction in Term: A reduction in an offender's sentence earned through participation at a Work Camp. (502.01) Victim Notification-Automated (VANS) and Non-automated

Work Unit: A work site or unit within the Department of Corrections (e.g., Facility, Probation & Parole Office, Out of State Unit, Vermont Correctional Industries, Information Technology, Security and Supervision, Education, etc.). (117.01) Employee Recognition

Work Unit Supervisor: The Corrections' employee in either the field or Central Office who manages or supervises the employees within a specific work unit (e.g., District Manager, Superintendent, Program Services Executive, Academy Training Coordinator, etc.) (117.01) Employee Recognition

Working Day: Monday through Friday between the hours of 08:00 AM and 4:30 PM, excluding holidays, shall be defined as working days. (410) Due Process; (385) Inmate Access to Courts

Youthful Offender: A person who has attained the age of 10 but not the age of 22, and who is charged with a criminal act prior to the age of 18. (254.05) Sealed and Expunged Records - Field

Youthful Offender Status: A youth who the court has found to be appropriate for treatment under the Youthful Offender statute based on the determination that public safety will be protected, the youth is amendable to treatment and sufficient services are available. (429.01) Youthful Offender Status