

VT Department of Corrections

# INTERIM PROCEDURE MEMO

**TO:** All Staff  
**FROM:** EMT  
**THROUGH:** Dale Crook, Director of Designation, Movement, & Sentence Computation  
**CC:** Andrew Pallito, Commissioner  
**RE:** Interim Procedure Memo on Administrative Directive #371.26 Reintegration Furlough  
**DATE:** 4/19/10

The Reintegration Furlough Clarification Memo dated 11/7/08 in connection with Directive 371.26 has been rescinded. However, the Interim Procedure below is now added to Directive 371.26. Both of these actions are effective immediately. Staff will use the new Reintegration Furlough Review Form (attached) with this Interim Procedure. Staff should refer to the original #371.26 Reintegration Furlough dated 5/6/2006 and apply the following process.

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Any decision to release an offender on Reintegration Furlough will be consistent with public safety. Staff will utilize Electronic Monitoring strategies to mitigate any supervision concerns as a result of an offender's release on RF.

Six (6) months prior to an inmate's minimum release date the Facility Caseworker will determine if an inmate is eligible for Reintegration Furlough according to Section 1.e. of the directive.

1. If the offender is **ineligible** for RF, the Facility Caseworker will document the reason for the determination in electronic case notes.
2. If the offender is **eligible** for RF, the Facility Caseworker will fill out Section 1 and forward the *RF Review Form* to the assigned PO, who will review the factors in determining RF release (section 3. a-h).
  - a. If the PO **approves** release on RF, they complete the *RF Review Form* (Section 2), and notify the facility casework to finalize release planning. Co-case managers will plan on release for an inmate at the **earliest** possible RF release date.
  - b. If the PO **denies** release on RF, they will complete the *RF Review Form* (Section 2), and indicate how one or more of the criteria in Section 4.2 from administrative directive #371.15 *Conditional Re-entry* applies. The criteria in section 4.2 is as follows:

- i. *There is substantial credible evidence that the release will place a particular citizen at risk of harm.*
  - ii. *Based on risk assessment, and current behavior in the correctional facility, release will pose an imminent risk to public safety.*
  - iii. *The offender has failed to meet their responsibilities to the victim and/or the community as established by the offender responsibility plan. **Note:** If the ORP is not complete through no fault of the offender, this criterion will not be used in evaluating RF release.*
- c. Once the PO has completed the *RF Review Form* (Section 3) indicating the **denial**, they will forward it to the District Manager for review and enter an electronic case note.
  - i. If the District Manager **disagrees** with the PO decision to deny RF, they will acknowledge such on the *RF Review Form* (Section 4), and the PO will begin release planning for the inmate with the facility co-case manager.
  - ii. If the District Manager agrees with the denial of release, they will acknowledge such on the *RF Review Form* (Section 4) and forward it to the Director of Designation. ( RF review forms will be emailed to the DOC Case Staffing alias at [docasestaffing@ahs.state.vt.us](mailto:docasestaffing@ahs.state.vt.us)).
- d. Once the field site receives an *RF Review Form*, they have **10 business days** to approve or deny release.
- e. **All RF denials will be staffed by the Central Office RF Review Committee for a final decision regarding release.** The staffing will determine if the denial is appropriate or if the offender is to be released on RF (Section 5).

### **Electronic Monitoring**

As a condition of Reintegration Furlough, all listed offenders, regardless of LSI score, and all non-listed offenders who score 24 or higher on the LSI, will be placed on Electronic Monitoring.

The use of Electronic Monitoring on RF is for a period of no less than 30 days and no more than 90 days. The supervising PO should review the use of Electronic Monitoring at 30 days and include case note documentation if the intention is to continue use of electronics for additional days, to a total of 90. Offenders may be removed earlier than the intended period when in the judgment of the supervising PO Electronic Monitoring is no longer needed.