

<p style="text-align: center;"><b>STATE OF VERMONT</b> <b>AGENCY OF HUMAN SERVICES</b> <b>DEPARTMENT OF CORRECTIONS</b></p>	<p><b>Title:</b>  <b>OFFENDER PROPERTY</b></p>	<p style="text-align: right;"><b>Page 1 of 2</b></p>						
<p><b>Chapter:</b>  <b>Facilities - General</b></p>	<p style="text-align: center;"><b># 321.01</b></p>	<p><b>Supersedes:</b> #321.01, dated 12/06/2010.</p>						
<p><b>Attachments, Forms &amp; Companion Documents:</b> All attachments, forms, and companion documents will be available on the DOC website.</p>								
<p><b>Local Procedure(s) Required:</b> Yes <b>Applicability:</b> All staff (including contractors and volunteers) <b>Security Level:</b> "B" – Anyone may have access to this document.</p>								
<p><b>Approved:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;"><b>SIGNED</b></td> <td style="text-align: center; border-bottom: 1px solid black;"><b>10/12/2016</b></td> <td style="text-align: center; border-bottom: 1px solid black;"><b>01/03/2017</b></td> </tr> <tr> <td style="text-align: center;"><b>Lisa Menard, Commissioner</b></td> <td style="text-align: center;"><b>Date Signed</b></td> <td style="text-align: center;"><b>Date Effective</b></td> </tr> </table>			<b>SIGNED</b>	<b>10/12/2016</b>	<b>01/03/2017</b>	<b>Lisa Menard, Commissioner</b>	<b>Date Signed</b>	<b>Date Effective</b>
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**PURPOSE**

The purpose of this administrative directive is to identify the Vermont Department of Correction’s (DOC) philosophy and policies regarding the handling of offender property.

**PHILOSOPHY**

It is the philosophy of the DOC to balance individual property rights with the need for security, safety, health, and good order. One way this is achieved is by placing limits on the property offenders are allowed to have in their possession at field offices and in correctional facilities. In addition, DOC enforces property limits placed on offenders based on their legal status or the conditions of their release. The consistent enforcement of these policies helps maintain a safe environment for staff, offenders, and others.

**AUTHORITY**

28 V.S.A. § 102(b)(2), (c)(1), (c)(5), (c)(6); 708(b); APA Rules #13-130-007, *Inmate Possession of Printed Materials* and #13-130-003, *Disposition of Personal Property*

**POLICY**

The DOC policy supports a safe environment for staff and offenders in both, the field and correctional facilities. This is accomplished by reducing fire hazards, security risks, and sanitation problems.

Within correctional facilities, the DOC allows personal property in the types and amounts reasonably necessary for the comfort and rehabilitation of inmates, within limits designed to maintain

1 institutional order, safety, and security. These safety efforts include guidelines on the type, quantity,  
2 size, and methods of acquisitions of inmate property, as well as the protection of any personal  
3 property retained by inmates.  
4

5 Each inmate admitted to a correctional facility shall be advised of the personal property items  
6 permitted for retention, subject to his or her legal status or security risk classification, and how to  
7 access a copy of the Resident Property Manual at the time of admittance.  
8

9 Offenders being transported to a correctional facility from a field office often have personal property  
10 that is prohibited in the facility on their person. In such instances, the property may be temporarily  
11 taken by field staff. Additionally, field staff may temporarily hold property belonging to offenders  
12 that is barred from field offices in an effort to preserve the safety, security, and good order of those  
13 offices.  
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15 Field staff may also confiscate personal property items that violate the conditions of an offender's  
16 release if they are discovered in the offender's possession. In such situations, the items may be taken  
17 as possible evidence and the chain of custody shall be maintained.  
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