

**STATE OF VERMONT  
AGENCY OF HUMAN SERVICES  
DEPARTMENT OF CORRECTIONS**

**Directive: 381.01**

**Subject:** Family Services Directive  
**Effective Date:** December 21, 1990      **Review and Re-Issue Date:**  
**Supersedes:** NEW      **APA Rule Number:**

<b>Recommended for approval by:</b>		<b>Authorized By:</b>	
_____	_____	_____	_____
<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>

**1. Authority:**

**1.1.** Pursuant to Title 3, V.S.A, Section 3052, and Title 28, V.S.A., Chapters 1, 3, 5, 9, and 11, the Commissioner of the Vermont Department of Corrections shall determine, establish, and administer the policies for the Vermont Department of Corrections.

**2. Purpose:**

**2.1.** The purpose of this directive is to provide the standards and principles to guide in the family services program and enable the field. To develop necessary procedures.

**3. Applicability/Accessibility**

**3.1.** All individuals and groups affected by the operations of the Department of Corrections. Anyone may have a copy of this Directive.

**4. Directive**

**4.1.** Each correctional facility and probation and parole office shall develop and follow a procedure on family services. The procedures are to be guided by the standards as stated in this directive.

**4.2. Standards**

**4.2.1** Opportunities are offered for family members and significant others to be included in the initial case planning phase, when sufficient program change is pending or upon request of the family member.

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- 4.2.2** An environment is created in the facilities and field offices whereby families and visitors are welcomed, informed, and supported in their efforts to create and maintain a productive relationship with offenders. The needs of children in this environment will be addressed.
- 4.2.3** A continuum of family services, which transitions offenders from facility programs to field supervision, should be built.
- 4.2.4** Each area establishes a Family Services Group. Attempts will be made to include community representatives, Department of Corrections' field and facility staff, and family members. All members of this group should have a genuine interest in family services. The Department will sponsor necessary activities to provide support, training, and networking opportunities for local/group Family Services Groups.
- 4.2.5** Department of Corrections employees receive an appropriate orientation toward understanding the family unit and the services available to families.
- 4.2.6** A facility visitation program is established which:
- 4.2.6.1** Provides for a minimum of one hour per week of visiting unless precluded by Policy 1021. The Department of Corrections supports and encourages:
    - 4.2.6.1.1** Opportunities and incentives for additional visiting time, and
    - 4.2.6.1.2** Separate visiting time to be provided for couples (without children present);
  - 4.2.6.2** Provides information on visiting schedules and regulations to all parties concerned;
  - 4.2.6.3** Provides information or referral about child care, transportation, and housing;
  - 4.2.6.4** Makes an effort to have a staff, volunteer, inmate, or regular visitor meet with visitors upon arrival to help them through the visitor intake process.
- 4.2.7** Information concerning state and local support services will be available on request to families and significant others.
- 4.2.8** Information concerning pertinent Department of Corrections and facility/field office rules and regulations regarding case planning, housing, work, visiting, and general conditions will be available and provided on request.
- 4.2.9** A process exists for family members and significant others to address their concerns with the Department's services and regulations.

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### 4.3. Administration

#### Responsibility

#### Action

Director of Program Services

Overall authority and responsibility for implementation of this directive.

Insure that activities to support family services groups are provided.

Area Managers

Develop and support area family services groups.

Insure that the group(s) meet regularly.

Provide guidelines for family services group.

To insure that procedures are developed and implemented at each Probation/Parole Office and facility that reflect the standards in this directive.

Family Services Group

Advise and recommend to Area Managers, Superintendents, and District Managers the services that need to be provided to offenders and their families.

Provide feedback to Area Managers, Superintendents, and District Managers on the progress of service delivery or referral and general standards compliance.

### 5. Training Method

#### 5.1.

### 6. Quality Assurance Processes

#### 6.1.

### 7. Financial Impact:

### 8. References

### 9. Responsible Director and Draft Participants