

**Directive 392.02 Fees For Community Service Work**

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

**Directive: 392.02**

**Subject:** Fees For Community Service Work  
**Effective Date:** July 1, 2001 **Review and Re-Issue Date:**  
**Supersedes:** July 22, 1997 **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. Policy 392

**2. Purpose:**

2.1. Establishes a comprehensive fee structure for Community Service Work performed by offenders sentenced to the Community Restitution Program and to the Caledonia Community or Dale Facility Work Camps.

2.2. Establishes Service Fees that minimize rate differences for similar contracts around the state from one site to another.

2.3. Establishes Service Fees that assist in offsetting the costs of corrections and at the same time return significant value to Eligible Recipients.

2.4. Allows a fixed portion, 20% of offender service work in the nonprofit organization category to be performed for no fee.

**3. Applicability/Accessibility**

3.1. This directive is applicable to anyone who has responsibility for delivery of Community Service Work. Anyone may have a copy of this directive.

**4. Directive:**

4.1. Community Service Work programs enable delivery to the community of valuable service work. Offenders deliver the work and receive no pay in return. The service work is part of the offender's

## **Directive 392.02 Fees For Community Service Work**

sentence. These services must be delivered at less than market cost in order for them to be valued by recipients. Community Service Work also serves as a mechanism by which offenders can make amends for harm done.

**4.2.** The Director of Offender Work Programs is responsible for determining appropriate Service. Fees and Service Fee ranges for different types of Eligible Recipients. These are in turn reviewed by the Executive Management Team at least annually. Service Contracts are developed by both Offender Work Programs management and at the local level. Offender Work Programs management in consultation with site managers, supervisors or superintendents will determine fee schedules, revenue targets, desired contract mix and operational objectives for each site.

**4.3.** *Before work on a contract begins, the Service Contract must be signed by the Eligible Recipient and approved by Offender Work Programs management or designee approved by OWP Management. Even work that is not paid for must be under a Service Contract and the work performed must be reported. Community Service Team Leaders and the Work Crew Foreman Supervisor at the Caledonia Community Work Camp are responsible for contract development and the daily computer entry of work activities.*

### **5. Training Method**

**5.1.** This directive will be presented and explained to all Community Service Team Leader staff as well as CRSU Supervisors/Managers at a joint meeting. Additionally, the Work Programs Manager and CRSU Director will have one-on-one meetings with each CRSU regarding specific site history and goals. Should individual sites express an interest or demonstrate a need, additional one-on-one training will be given assisting specifically with developing contracts within directive guidelines. The Director of Security and Supervision and the Assistant Director of Correctional Services will describe the directive to the Superintendents in their monthly meetings. The site managers will then describe the directive to their staff.

### **6. Quality Assurance Processes**

**6.1.** Management reports with variance indicators will be developed based on data collected in the Community Service Work database. Monthly reports will be distributed to the field. Sites operating outside directive parameters will be contacted by the CRSU Director and assisted in coming into compliance with the directive.

### **7. Financial Impact:**

**7.1** The fee structure has been designed based on historical work done in these categories and revenues generated. Initial design is intended to generate revenues sufficient to cover costs not paid for by the General Fund and to allow for incremental growth if possible. The financial impact of the directive will be monitored through the Quality Assurance Process and the fee structure adjusted as necessary.

### **8. References**

## **Directive 392.02 Fees For Community Service Work**

Policy 393 - Offender Work Programs for the Public Good

Component Specification - Community Restitution Program

### **9. Responsible Director and Draft Participants**

J. Robert Senning, Director, Offender Work Programs

Steve Lickwar, Director, Court and Reparative Service Units

Christopher S. Lyon, Work Programs Manager

Department of Corrections

103 South Main Street

Waterbury, VT 05671-1001

Phone (802) 241-1103; Facsimile (802) 241-3974