

<p style="text-align: center;"><b>STATE OF VERMONT</b></p> <p style="text-align: center;"><b>AGENCY OF HUMAN SERVICES</b></p> <p style="text-align: center;"><b>DEPARTMENT OF CORRECTIONS</b></p>	<p style="text-align: center;"><u><b>INTERIM MEMO:</b></u></p> <p style="text-align: center;"><b>DIRECTOR OF FACILITIES TITLE CHANGES</b></p>	<p style="text-align: center;">Page 1 of 1</p>						
<p><b>Local Procedure(s) Required:</b> No.</p> <p><b>Applicability:</b> All staff (including contractors and volunteers)</p> <p><b>Security Level:</b> “B” – Anyone may have access to this document.</p>								
<p><b>Approved:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black; vertical-align: bottom;"><b>SIGNED</b></td> <td style="width: 33%; border-bottom: 1px solid black; vertical-align: bottom; text-align: center;"><b>04/09/2019</b></td> <td style="width: 33%; border-bottom: 1px solid black; vertical-align: bottom; text-align: center;"><b>04/09/2019</b></td> </tr> <tr> <td style="border-top: 1px solid black; vertical-align: top;"><b>Michael Touchette, Commissioner</b></td> <td style="border-top: 1px solid black; vertical-align: top; text-align: center;"><b>Date Signed</b></td> <td style="border-top: 1px solid black; vertical-align: top; text-align: center;"><b>Date Effective</b></td> </tr> </table>			<b>SIGNED</b>	<b>04/09/2019</b>	<b>04/09/2019</b>	<b>Michael Touchette, Commissioner</b>	<b>Date Signed</b>	<b>Date Effective</b>
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The purpose of this interim memo is to change outdated references to the Director of Facilities or the Director of Correctional Facilities in Department of Corrections (DOC) directives, policies, procedures, and interim memos. This Interim Revision Memo will take **effect immediately**.

1. The following changes have been made to all DOC directives, policies, procedures, and interim memos:

Replace:

Director of Facilities and/or Director of Correctional Facilities

With:

Facilities Executive

2. Within any contracts, and solely for the Department of Corrections internal, administrative purposes:

“Director of Facilities” shall mean “Facilities Executive, or designee;” and

“Director of Correctional Facilities” shall mean “Facilities Executive, or designee.”