

Directive 371.04 Custody / Security Assignment In A Correctional Facility

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

Directive: 371.04

Subject: Custody / Security Assignment In A Correctional Facility

Effective Date: December 30, 2002 **Review and Re-Issue Date:**

Supersedes: **APA Rule Number:**

Recommended for approval by: Richard Turner, Director/Correctional Services		Authorized By: Steven Gold, Commissioner	
_____	_____	_____	_____
Signature	Date	Signature	Date

1. Authority:

1.1. This directive is authorized by Title 28, V.S.A.

2. Purpose:

2.1. To classify sentenced or detained offenders for the purpose of ensuring that they reside in a correctional facility and a living unit within the correctional facility that:

2.1.1 promotes the safety of correction's staff and offenders

2.1.2 addresses the offender's risk to escape from a correctional facility and from custody, if they are being transported outside the confines of the correctional facility

3. Applicability/Accessibility

3.1. This directive pertains to all staff and inmates of the Vermont Department of Corrections. Anyone may access this directive.

4. Directive

4.1. The Department of Corrections will use an assessment tool in order to determine and assign a custody level to inmates. The assessment tool that is used by the Department is a computer-generated form referred to as Conviction Violation Summary (CVS) that looks at the following areas of an offender's record to determine his/her custody level. The areas are: institutional behavior to include disciplinary reports, current offense, prior offenses, felonies and misdemeanors, escape history, alcohol and drug use, severity of current

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charges, any detainer action, and stability factors such as age and education level. Each area of the offender's record that is entered into this form is assigned a value that ultimately gives a final score that equates to a custody level.

4.2. Each offender upon intake will have a Conviction Violation Summary (CVS) form completed prior to the housing assignment and placement at the general population level. It is completed at intake for both sentenced and detention statuses. Subsequent updates of this form will only be done when there is a status change, i.e. going from detainer (D) to sentenced (S) or from sentenced (S) to sentenced detained (S/D) or when there is any institutional behavior that would change the scoring on the form from disciplinary reports, etc.

4.3. There are three custody levels: minimum, medium and close. The custody levels are used to determine where offenders are housed, transported, where institutional work opportunities and program opportunities may be available, and what level of supervision is used with that offender.

5. Training Method

5.1. It is the responsibility of Superintendents and Security and Operation Supervisors in the correctional facilities to ensure that all staff are fully trained in the application of this directive. HRD will develop case planning training curricula to support this directive.

6. Quality Assurance Processes

6.1. Each site manager will establish a local procedure.

7. Financial Impact:

7.1 . There is no cost issue associated with the custody level of an individual inmate as institutions provide security to all inmates at the level that the facility has been designated to provide.

8. References

8.1 Title 28 V.S.A.

9. Responsible Director and Draft Participants

Ray Flum, Director of Offender Classification