

Directive 401.01 24-Hour Responsibility (401.01)

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

Directive: 401.01

Subject: 24-Hour Responsibility (401.01)
Effective Date: May 7, 2001 **Review and Re-Issue Date:**
Supersedes: Policy 184 **APA Rule Number:**
5/14/85

Recommended for approval by:		Authorized By:	
_____	_____	_____	_____
Signature	Date	Signature	Date

1. Authority:

1.1. VSA Title 28, Section 102 (c) (1).

2. Purpose:

2.1. To identify those positions within the Department whose job description requires 24-hour responsibility.

3. Applicability/Accessibility

3.1. Anyone may have a copy of this policy.

4. Directive

4.1. The following positions are designated as having 24-hour responsibility.

4.1.1 Commissioner

4.1.2 Director of Security & Supervision

4.1.3 Director of Correctional Services

4.1.4 Facility Superintendents

4.2. In addition, Information Technology (IT) will have a 24-hour response service that will be described in their procedure.

4.3. Each correctional facility superintendent shall establish a local procedure that allows for either themselves or a designee to be able to be reached immediately. Accessibility is usually through a pager.

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4.4. The Commissioner, the Director of Correctional Services and the Director of Security & Supervision will designate in writing "on call" replacement when they are not available.

4.5. Pagers

4.5.1 The office of Security & Supervision is responsible for maintaining a pager system for the DOC.

4.5.2 The Correctional Facility Superintendents (non-CCSC), the Director of Correctional Services and the Commissioner are required to carry pagers. Other managers must maintain reasonable availability during off-hours and will be provided pagers if they wish.

4.5.3 IT will develop a procedure that places one of their staff on call with a pager.

4.5.4 A list for managers on call and those who should be most accessible will be developed on an annual basis by the Commissioner's office.

4.5.5 Any non-management personnel who carry a pager will not be eligible for pager pay unless specifically authorized by the Director of Correctional Services.

5. Training Method

5.1.

6. Quality Assurance Processes

6.1.

7. Financial Impact:

8. References

9. Responsible Director and Draft Participants