

<p align="center">STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS</p>	<p align="center">Facility Security</p>		<p align="center">Page 1 of 3</p>								
<p align="center">CHAPTER: PROGRAMS – SECURITY AND SUPERVISION</p>	<p align="center">#401</p>	<p>Supersedes: #403, dated 10/20/2005; #403.01, dated 09/04/2007; #403.02, dated 6/15/2005; #403.03, dated 10/29/2007; #404, dated 04/30/1985; #404.01, dated 02/03/1997; #409.07, dated 01/16/2003; Interim Memo: <i>Safe Mail Handling</i>, dated 10/26/2018; #415, dated 09/01/1983; #416, dated 02/27/1980; and #417, dated 10/30/1985</p>									
<p>Local Procedure(s) Required: No Applicability: All staff (including contractors and volunteers) Security Level: “B” – Anyone may have access to this document.</p>											
<p>Approved:</p> <table border="0" style="width:100%"> <tr> <td style="width:40%"><u>SIGNED</u></td> <td style="width:20%"><u>08/05/2025</u></td> <td style="width:20%"><u>08/21/2025</u></td> <td style="width:20%;"></td> </tr> <tr> <td>Nicholas J. Deml, Commissioner</td> <td>Date Signed</td> <td>Date Effective</td> <td></td> </tr> </table>				<u>SIGNED</u>	<u>08/05/2025</u>	<u>08/21/2025</u>		Nicholas J. Deml, Commissioner	Date Signed	Date Effective	
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PURPOSE

This policy identifies the Vermont Department of Corrections’ (DOC’s) philosophy and policy regarding the maintenance of safe and secure correctional facilities and establishes security procedures for their operation.

AUTHORITY

28 V.S.A. §§ 101-102; 28 V.S.A. § 601; 28 V.S.A. §§ 802-803; 28 V.S.A. § 851; 33 V.S.A. §2301

POLICY

The DOC's policy is to operate and maintain safe and secure correctional facilities. Strict procedures in three main areas help achieve this objective: security measures; fire safety; and emergency preparedness and response. DOC recognizes that some individuals may have specific barriers or identity-based differences or needs that may interfere with their ability to respond in an emergency. DOC staff are committed to making necessary accommodations to support the safety of these individuals.

GENERAL PROCEDURES

A. Facility Security Measures

A critical component in accomplishing the operation and maintenance of safe and secure correctional facilities is the incorporation of essential security measures, including:

1. The proper identification of all persons within a correctional facility;
2. The effective communication of staff duties and responsibilities through written post orders;
3. The thorough documentation of operations in logbooks;
4. The control of all traffic through the facility, to control contraband, prevent escapes, and ensure the protection of incarcerated individuals, staff, and visitors;
5. The control of all tools and equipment in secure areas;
6. The implementation of safe mail handling procedures; and
7. The consistent enforcement of policies governing the mail, publications, and audio/video materials received or accessed by incarcerated individuals.

B. Fire Safety

The DOC adheres to strict fire safety procedures. These procedures are particularly crucial in correctional facilities, where incarcerated individuals may not have control over their path of escape and the DOC needs to maintain the continuous safety and security of incarcerated individuals, staff, and others during such emergencies.

C. Emergency Preparedness and Response

The DOC employs a systematic approach to ensure effective response to and management of potential emergencies or disasters. This involves planning, training and coordination of resources to mitigate the impact of various hazards. Preparedness includes developing emergency plans, conducting drills, establishing communication systems, and maintaining necessary supplies. The goal of emergency preparedness is to enhance the ability of the DOC to respond quickly, efficiently, and safely to emergencies, ultimately reducing the risk of injury, loss of life, damage to property, and danger to the community.