

<p style="text-align: center;">STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS</p>	<p style="text-align: center;"><u>INTERIM MEMO:</u> 321.02 Inmate/Offender Claims – Facility and Field</p>	<p style="text-align: right;">Page 1 of 2</p>						
<p>Local Procedure(s) Required: Yes Applicability: All staff (including contractors and volunteers) Security Level: “B” – Anyone may have access to this document.</p>								
<p>Approved:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;">SIGNED</td> <td style="text-align: center; border-bottom: 1px solid black;"><u>October 23, 2019</u></td> <td style="text-align: center; border-bottom: 1px solid black;"><u>November 1, 2019</u></td> </tr> <tr> <td style="text-align: center;">Michael Touchette, Commissioner</td> <td style="text-align: center;">Date Signed</td> <td style="text-align: center;">Date Effective</td> </tr> </table>			SIGNED	<u>October 23, 2019</u>	<u>November 1, 2019</u>	Michael Touchette, Commissioner	Date Signed	Date Effective
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This Interim Memo updates Administrative Directive #[321.02](#) Inmate/Offender Claims – Facility and Field in the following ways:

1. Director of Policy Development and Offender Due Process is changed to Corrections Staff Safety Manager throughout the entire directive.

2. **Section 2(i) is amended to read:**

If the initial investigation does not resolve the allegation of lost or damaged property, the inmate/offender may request a review of a disputed property claim by the Corrections Staff Safety Manager and the Director of Facilities Operations or the Field Services Executive.

3. **The following sections are deleted from Directive 321.02:**

Section 3 in its entirety

Section 4(d)

Section 5(c)