

INTERNAL DOCUMENT

This document provides guidance to Vermont Department of Corrections (DOC) staff on managing offender/inmate records.

I. SUPERVISION DOCUMENTATION

During the entire term of an offender's supervision, whether by a facility or field office, all documentation shall be entered directly into the Offender Management System (OMS).

Information can be entered in two ways:

1. Information is entered into OMS directly using record sections, such as the case management tab, booking wizard, or incident reporting module.
2. Information will be attached to the offender's record in OMS using the import/export capabilities of the OMS. All information attached to the offender's OMS record shall adhere to categorical requirements found in the OMS Attachments [technical guide](#).

II. OFFENDER LOCAL RECORD

An Offender Local Record refers to a paper file that contains the following documents:

1. Face sheet with a current photo;
2. Vermont, Triple III, and FBI Record Check;
3. Holding documents from the original court;
4. Sentence Computation;
5. Furlough Agreement or Conditions of Supervision/Release;
6. Offender Management System (OMS) Alerts;¹ and
7. Offender Emergency Contacts.²

This shall be the only paper file the DOC maintains for offenders and is intended to be used in emergencies. All other records shall be stored electronically in OMS.

It is the responsibility of the Site Legal Administrator (SLA) to compile and maintain an Offender Local Record for all offenders in the site's headcount.

PROCEDURES

1. **Creating an Offender Local Record for a First-Time Offender:** The first business day following a new intake, the SLA shall compile the Offender Local Record.

¹ These alerts shall be printed from the offender's record within the OMS and updated as necessary.

² Contacts shall be printed from the offender's record within the OMS and updated as necessary.

INTERNAL DOCUMENT

2. **Maintaining the Offender Local Record:** The SLA is responsible with updating the Offender Local Record with any new/revised documents as soon as the documents are available.
3. **Securing the Offender Local Record:** The Offender Local Record shall be maintained within a secure area as designated by each facility or field office. No original hard copy document in the Offender Local Record shall be removed from the facility or field office without the authorization of the appointing authority.
4. **Transfer of the Offender Local Record:**
 - a. Upon an offender's intra-system transfer and/or release to community supervision, the Offender Local Record shall be forwarded to the receiving site by either (1) mailing the Offender Local Record, or (2) sending the Offender Local Record on the transport with a DOC staff person.
 - b. Within 24 hours of an intra-system transfer and/or release to community supervision, the SLA shall verify the contents of the Offender Local Record received for accuracy. If, for any reason, the Offender Local Record was not provided to the receiving site, the SLA shall create a new Offender Local Record and request the file from the sending facility.
 - c. When an offender is transferred out of DOC custody, the Offender Local Record shall remain at the site where the offender was last supervised.
5. **Closure of the Offender Local Record:** When an offender maxes out or is discharged from supervision, the SLA shall scan and upload the entire Offender Local Record to OMS as an attachment. Once uploaded to OMS, the Offender Local Record shall be destroyed.