

Vermont Department of Corrections Request for Facility Employment Hold

Prior to requesting a Facility Employment Hold the inmate must:

- Have knowledge of the inmate’s skills-set as outlined in his/her job description.
- Be compliant with his/her case plan
- Have a current evaluation that rates his/her overall performance as 3 or above
- Remain free of disciplinary infractions
- Demonstrate an ability to work with all inmates
- Be able to learn quickly and teach others

Inmate Information			
Click here to enter text. <div style="text-align: center;">Last Name</div>	Click here to enter text. <div style="text-align: center;">First Name</div>	Click here to enter text. <div style="text-align: center;">PID #</div>	
Click here to enter a date. <div style="text-align: center;">Original Employment Date</div>	Click here to enter text. <div style="text-align: center;">Position Location</div>		Click here to enter a date. <div style="text-align: center;">Hold Request Date</div>
Justification and explanation of skill for this hold request:			
Click here to enter text.			
Staff Recommendation and Decision			
<i>By signing and submitting this request, I verify knowledge that this inmate meets the criteria as outlined above.</i>		Type name here for signature <div style="text-align: center;">Living Unit Supervisor/Designee</div>	Click here to enter a date. <div style="text-align: center;">Date of Request</div>
<i>Initial approval is processed by the Superintendent.</i>	<input type="checkbox"/> Approved	Type name here for signature <div style="text-align: center;">Superintendent/Designee</div>	Click here to enter a date. <div style="text-align: center;">Date of Approval</div>
	<input type="checkbox"/> Not Approved		
If not approved, why? Click here to enter text.			
<i>Final approval processed by the Director of Facility Operations.</i>	<input type="checkbox"/> Approved	Type name here for signature <div style="text-align: center;">Director of Facility/Designee</div>	Click here to enter a date. <div style="text-align: center;">Date of Approval</div>
	<input type="checkbox"/> Not Approved		
If not approved, why? Click here to enter text.			
Click here to enter a date. <div style="text-align: center;">Original Hold Date</div>	Click here to enter a date. <div style="text-align: center;">1st Year Review Date</div>	Click here to enter a date. <div style="text-align: center;">2nd Year Review Date</div>	Click here to enter a date. <div style="text-align: center;">Expiration Date</div>
If “Hold” is removed prior to expiration, please state why: Click here to enter text.			

Cc:
 Facility Employment File
 Supplemental Housing Manager