



INTERNAL DOCUMENT

RESIDENT HANDBOOKS

The purpose of this guidance document is to provide guidance concerning resident handbooks, which shall contain information pertinent to facility life and be made available to all inmates upon admittance to a correctional facility in Vermont. The resident handbooks shall conform to a [template and format issued by Central Office](#), and the language included in this template shall not be changed. Each correctional facility shall add local information specific to the site in appropriate sections while preserving the portions issued by Central Office.

**Contents of Resident Handbooks**

The resident handbooks distributed by correctional facilities in Vermont shall, at a minimum, contain information regarding the following topics:

- Rules, regulations and sanctions;
- Explanation of mail and visiting protocols;
- Explanation of the grievance protocols;
- Explanation of the rules governing property;
- Description of services, programs, and eligibility requirements;
- Information on how to access medical services; and
- Information about sexual abuse/assaults including:
  - Prevention/intervention;
  - Self-protection;
  - Reporting sexual abuse/assaults; and
  - Treatment and counseling.

The handbook should also serve as an index of where and from whom inmates may obtain further information about specific topics.

**Access to Resident Handbooks**

During the five-day classification process, the Facility Correctional Services Specialist (CSS) “Caseworker” shall either make a copy of the resident handbook available to the inmate or direct the inmate to the unit officer, law library, or other electronic resource where he or she can access a copy of the resident handbook.

1. The inmate shall be asked to sign a [Resident Handbook Acknowledgement Form](#), indicating that he or she has been informed about the handbook, and was either provided a copy or told how to access a copy.
2. Should the inmate be unable or unwilling to sign the Resident Handbook Acknowledgement Form, the Caseworker and a staff witness shall sign the form and note that the inmate was appropriately informed and could not or would not sign.
3. The Caseworker shall upload the completed and signed Resident Handbook Acknowledgement Form into the inmate’s record in OMS.

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**Revision of Resident Handbooks**

The Superintendent shall review the handbook and make necessary revisions to the local information at least once a year. A current copy of each correctional facility's resident handbook shall be provided to the Director of Facilities following the annual review.