

<p align="center">STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS</p>	<p>Title: SPECIAL RESPONSE TEAM</p>	<p align="right">Page 1 of 5</p>						
<p>Chapter: Security and Supervision</p>	<p align="center"># 414.01</p>	<p align="center">Replaces CORRECTIONS EMERGENCY RESPONSE TEAM</p>						
<p>Attachments, Forms & Companion Documents: All associated forms and companion documents are located on the Department's website.</p>								
<p>Local Procedure(s) Required: Yes Applicability: All staff (excluding contractors and volunteers) Security Level: "A" only Department staff may have access to this document</p>								
<p>Approved:</p> <table border="0" style="width: 100%; margin-top: 20px;"> <tr> <td style="text-align: center; width: 33%;"><u>SIGNED</u></td> <td style="text-align: center; width: 33%;"><u>4/17/15</u></td> <td style="text-align: center; width: 33%;"><u>6/1/15</u></td> </tr> <tr> <td style="text-align: center;">Andrew A. Pallito, Commissioner</td> <td style="text-align: center;">Date Signed</td> <td style="text-align: center;">Date Effective</td> </tr> </table>			<u>SIGNED</u>	<u>4/17/15</u>	<u>6/1/15</u>	Andrew A. Pallito, Commissioner	Date Signed	Date Effective
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PURPOSE

The purpose of this administrative directive is to establish guidelines for the Department of Corrections' Special Response Team (SRT).

POLICY

The Department of Corrections (DOC) recognizes that the demands of a state correctional system necessitate the development and deployment of a SRT. The mission of the SRT is to provide the DOC with the increased capability to effectively control and resolve potentially dangerous incidents. [REDACTED]

[REDACTED]

The SRT is designed to work in conjunction with [REDACTED]

AUTHORITY

28 VSA § 101(1).

PROCEDURAL GUIDELINES

1. The SRT shall be prepared to respond to areas of concern, including but not limited to:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

■ [REDACTED]
■ [REDACTED]
■ [REDACTED]
■ [REDACTED]
■ [REDACTED]
■ [REDACTED]
■ [REDACTED]

2. Composition and Structure:

a. Each correctional facility superintendent will maintain a SRT [REDACTED] [REDACTED] Each SRT will have one Team Leader and each squad will have one Squad Leader. When a Team Leader or Squad Leader is unavailable, another member may be assigned to fill those duties on an acting basis. Acting assignments shall be made by the correctional facility Superintendent or designee.

3. Command and Control: The Superintendent at each correctional facility has full authority over, and responsibility for, the SRT at their worksite.

4. Activation Process:

a. SRT activations [REDACTED] When activated, SRT members [REDACTED] until the SRT Team Leader is informed by the Incident Commander that the activation is over.

b. The Incident Commander has the authority to [REDACTED] [REDACTED] at his/her correctional facility.

c. The Incident Commander will immediately notify the Superintendent who will then immediately notify the Director of Correctional Facilities, or designee.

■ [REDACTED]
■ [REDACTED]
■ [REDACTED]
■ [REDACTED]

f. The Central Office Special Teams Commander may be assigned to respond to a correctional facility to provide technical advice to the Incident Commander and/or serve as a liaison between Central Office and the Incident Commander.

5. Selection and Placement for SRT Membership:

a. The following criteria will be applied to determine eligibility of DOC employees requesting consideration for SRT membership.

- i. Be a permanent, classified employee with correctional facility experience;
- ii. Completed original probation;
- iii. Be up to date on all core competency training;
- iv. Have a current annual performance rating of satisfactory or higher;
- v. Meet minimum physical fitness requirements; and
- vi. The successful completion of SRT Basic Course, if selected.¹

■ [REDACTED]
■ [REDACTED]
■ [REDACTED]

- b. An employee may request a Superintendent waive any of the criteria in 5(a) and the Superintendent will consult with the Director of Facilities or designee before approving or denying the request.
- c. The Superintendent, in coordination with the Central Office Special Teams Commander, will ensure an interview process occurs to further assess SRT candidates.
- d. Due to the amount of training that SRT members receive, they will be expected to make a three-year commitment to the team, contingent on their continued satisfaction of the criteria outlined in Section 5 of this directive. SRT members who change worksites from facility to field will be permitted to remain on a SRT subject to the approval of the Superintendent and the District Manager.
- e. All members of a SRT must pass a physical fitness assessment based upon necessary job-related skills as specified by the Central Office Special Teams Commander.²
 - i. Members shall be required to pass the assessment upon initial selection and on a yearly basis thereafter.
 - ii. Any member unable to pass the assessment will be placed on inactive status for up to 60 days to afford him/her an opportunity to pass the assessment. Failure to pass the assessment within the 60-day period shall result in his/her removal from the team.
- f. The Superintendent, in consultation with the Central Office Special Teams Commander, may place any SRT member on inactive status or terminate him/her from a SRT for reasons including, but not limited to:³
 - i. Unexcused absence(s) from SRT training;
 - ii. Failure to maintain core competency training requirements;
 - iii. Inability to meet physical fitness requirements;
 - iv. Received a performance rating of unsatisfactory; and
 - v. Performance deficiencies.
- g. SRT training requirements:
 - i. Hourly Training Requirements:
 - The initial training course for all SRT members shall consist of graduation from the next available 40 hour SRT basic course. ■
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 - Each SRT member must train a minimum of 12 hours per quarter. SRT training will be planned in coordination with the Central Office Special Teams Commander. ■
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 - SRT training will be based on a standardized SRT curriculum, as specified by the Central Office Special Teams Commander. SRT member recertification training includes. ■

² Upon the effective date of this directive, existing members of a Local Emergency Response Team (LERT) or the Special Operations Response Team (SORT) Tactical Section shall be required to participate in the physical fitness assessment.
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³ Superintendents will ensure that all placements on inactive status or removal from SRT are communicated to the Central Office Special Teams Commander to ensure an active list of members is maintained and safeguard statewide consistency.

TRAINING

- A. It is the responsibility of the Director of Correctional Facilities to review this directive with Superintendents during their scheduled meetings and to ensure that newly hired Superintendents are briefed on this directive.
- B. Superintendents will ensure that all appropriate staff members understand their responsibilities and that they train relevant staff in accordance with the procedural guidelines established in this directive.

QUALITY ASSURANCE

It is the responsibility of the Director of Correctional Facilities to monitor compliance with this directive and to review the circumstances of SRT activations. The Superintendents are responsible to report SRT training activities in accordance with the procedural guidelines established in this directive. Compliance will be noted in staff performance evaluations.

The facility Superintendent/designee will submit a readiness report on the status of their respective teams to the Director of Correctional Facilities/designee semiannually on January 1 and July 01. The report shall include, at minimum, the training that has been conducted, assessment of team strength, and any other factors that relate to team readiness.