

Vermont Department of Corrections Request for VCI Hold

Prior to requesting a VCI Hold the inmate must:

- 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. Last Name	Click here to enter text. First Name	Click here to enter text. PID #	
Click here to enter a date. Original Employment Date	Choose an item. Position Location	Click here to enter a date. Hold Request Date	
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 Program Corr. Requesting Hold	Click here to enter a date. Date of Request	
<i>Initial approval is processed by the Director of VCI.</i>	<input type="checkbox"/> Approved	Type name here for signature	Click here to enter a date.
	<input type="checkbox"/> Not Approved	Director of VCI/Designee	Date of Approval
If not approved, why? Click here to enter text.			
<i>Final approval processed by the Director of Program Services.</i>	<input type="checkbox"/> Approved	Type name here for signature	Click here to enter a date.
	<input type="checkbox"/> Not Approved	Director of Programs/Designee	Date of Approval
If not approved, why? Click here to enter text.			
Click here to enter a date. Original Hold Date	Click here to enter a date. 1st Year Review Date	Click here to enter a date. 2nd Year Review Date	Click here to enter a date. Expiration Date
If "Hold" is removed prior to expiration, please state why: Click here to enter text.			

Cc:
VCI Employment File
Supplemental Housing Manager