

**SSCF**

*UPDATED OCTOBER 2011*

# **Inmate Handbook**

**Southern State  
Correctional Facility**



***STATE OF VERMONT***  
***AGENCY OF HUMAN SERVICES***  
***VERMONT DEPARTMENT OF CORRECTIONS***



## INTRODUCTION

**Southern State Correctional Facility (SSCF)** is a medium-security adult male facility located in Springfield, VT. SSCF houses inmates that are detainees and sentenced. The facility follows Vermont State policies and procedures.

This handbook contains information regarding facility-related issues and concerns that inmates may have during their incarceration. However, if an inmate has a question regarding rules, directives, programming, etc. they are encouraged to ask a member of the unit management team for assistance. It is the responsibility of the inmate to check bulletin boards regularly for updated policies or changes that occur within the operating procedures. Memos and other important news and information are also posted within the units for an inmate to reference.

SSCF provides a handbook for overview of the policies and procedures that inmates are expected to follow. In addition, inmates also have access to manuals containing the referenced policies and other appropriate procedures. This information is located in the Law Library.

If you are experiencing difficulty reading, understanding directions or have any other problem which may affect your understanding of what is being explained please make a staff member aware of this. Arrangements will be made to refer you to appropriate personnel for further assistance.

## TABLE OF CONTENTS

<b><u>INTRODUCTION</u></b>	<b>1</b>
<b><u>TABLE OF CONTENTS</u></b>	<b>2</b>
<b><u>ORGANIZATIONAL STRUCTURE</u></b>	<b>6</b>
SECURITY & OPERATIONS SUPERVISOR (SOS)	6
LIVING UNIT SUPERVISOR (LUS)	6
CORRECTIONS SERVICES SPECIALIST (CSS)	6
CORRECTIONAL FACILITY SHIFT SUPERVISOR (CFSS)	6
UNIT OFFICER	6
VOLUNTEER SERVICES COORDINATOR (VSC)	6
RECREATION SERVICES COORDINATOR	6
ADMINISTRATIVE STAFF (BUSINESS MANAGER AND ADMINISTRATIVE A'S)	6
<b><u>NON DISCRIMINATION</u></b>	<b>6</b>
AMERICANS WITH DISABILITIES ACT (ADA)	7
HOW TO ASK FOR A REASONABLE ACCOMMODATION	7
HOW TO MAKE COMPLAINTS/SEEK REVIEW	7
<b><u>HEALTH CARE</u></b>	<b>8</b>
<b><u>PRISON RAPE ELIMINATION ACT (PREA)</u></b>	<b>8</b>
A GUIDE FOR INMATES/OFFENDERS ABOUT SEXUAL ABUSE IN CORRECTIONS	8
Know Your Rights and Responsibilities	8
What is it?	9
Inmate Sexual Abuse	9
Staff Sexual Misconduct	9
Inmate Sexualized Behavior	9
Who can I talk to if this happens to me?	10
Agency of Human Services Inmate/Offender Hotline	10
Phone Instructions to Report:	10
Frequently Asked Questions	10
Support System	11
<b>PROTECT YOURSELF</b>	<b>12</b>
<b>WHAT TO DO IF YOU ARE A VICTIM OF SEXUAL ASSAULT</b>	<b>12</b>
<b><u>RELIGIOUS SERVICES</u></b>	<b>12</b>
<b><u>ALTERNATIVE DIETS</u></b>	<b>12</b>

<b><u>COMMUNITY HIGH SCHOOL OF VERMONT (CHSVT)</u></b>	<b>13</b>
<b>U-23 SANCTION EFFECTIVE DATE: OCTOBER 31, 2011</b>	<b>13</b>
FIRST INFRACTION	14
SECOND AND SUBSEQUENT INFRACTIONS	14
ATTENDANCE INCENTIVE	14
SPECIAL EDUCATION SERVICES	14
<b><u>LIBRARY</u></b>	<b>14</b>
<b><u>INMATE LAW LIBRARY</u></b>	<b>15</b>
<b><u>EMPLOYMENT</u></b>	<b>15</b>
<b><u>FACILITY RULES AND INMATE DISCIPLINE</u></b>	<b>15</b>
APPROVED SANCTIONS	16
MAJOR "A" VIOLATIONS	16
MAJOR "B" VIOLATIONS	17
MINOR VIOLATIONS	18
<b><u>LIVING UNIT RULES</u></b>	<b>21</b>
<b><u>ROOM INSPECTION</u></b>	<b>22</b>
<b><u>GRIEVANCES</u></b>	<b>23</b>
INFORMAL COMPLAINT	23
FORMAL GRIEVANCE	23
EMERGENCY GRIEVANCES	23
APPEALS	24
ACCEPTABLE VS. UNACCEPTABLE GRIEVANCES	24
<b><u>PROPERTY</u></b>	<b>25</b>
LEGAL MATERIALS FROM COUNSEL	25
SOME MEDICAL EQUIPMENT	25
PRESCRIPTION EYE GLASSES	25
COURT CLOTHES EXCHANGE	25
LOST PROPERTY	26

<b><u>RECREATION</u></b>	<b>26</b>
<b><u>MAIL</u></b>	<b>27</b>
<b>YOU MAY NOT:</b>	<b>28</b>
<b><u>LAUNDRY</u></b>	<b>29</b>
<b><u>CONTRABAND</u></b>	<b>29</b>
<b>POSSESSION:</b>	<b>29</b>
<b>EXAMPLES OF CONTRABAND:</b>	<b>29</b>
<b><u>VISITING</u></b>	<b>31</b>
<b>VISITING TIMES:</b>	<b>34</b>
<b>DENIAL OR TERMINATION OF A VISIT</b>	<b>34</b>
<b><u>INMATE DRESS CODE</u></b>	<b>35</b>
<b><u>TELEPHONE ACCESS</u></b>	<b>35</b>
<b><u>LOCK BOX</u></b>	<b>36</b>
<b><u>COMMISSARY</u></b>	<b>36</b>
<b><u>PROPERTY MATRIX</u></b>	<b>37</b>
<b><u>SSCF INMATE ALLOWABLE PROPERTY MATRIX</u></b>	<b>37</b>
CLOTHING	37
LINENS	38
COMFORT ITEMS	38
APPLIANCES/ELECTRONICS	38
STATIONERY ITEMS	38
MEDICAL SUPPLIES	39
MEDICATIONS	39
RECREATIONAL ITEMS	39
JEWELRY	40

**ALPHA UNIT ALLOWABLE PROPERTY LIST** **41**

CLOTHING	41
FOOTWEAR	41
HYGIENE	41
LINENS	41
COMFORT ITEMS	42
APPLIANCES/ELECTRONICS	42
RECREATIONAL ITEMS	42
MEDICAL SUPPLIES	42
STATIONERY ITEMS	42
JEWELRY	43

**FOXTROT – ALLOWABLE PROPERTY** **44**

<b>FOXTROT ALLOWABLE PROPERTY- DISCIPLINARY STATUS/ADMINISTRATIVE SEGREGATION PHASE I</b>	<b>44</b>
<b>FOXTROT ALLOWABLE PROPERTY –CLOSE CUSTODY, BED SPACE AND ADMINISTRATIVE SEGREGATION PHASE II</b>	<b>45</b>
<b>CLOSE CUSTODY SPECIAL ALLOWABLE</b>	<b>46</b>

## **ORGANIZATIONAL STRUCTURE**

**Southern State Correctional Facility** has an organizational structure that consists of Managers; including the Superintendent, the Assistant Superintendent of Programs and the Assistant Superintendent of Security. In addition, there are many other additional staff members that an inmate may interact with during his time at SSCF. They include, but are not limited to:

### **SECURITY & OPERATIONS SUPERVISOR (SOS)**

The SOS oversees facility operations, all security staff and policy and procedure compliance.

### **LIVING UNIT SUPERVISOR (LUS)**

The LUS oversees the operation of the living unit. They supervise the casework and security staff in the maintenance of security within the living units.

### **CORRECTIONS SERVICES SPECIALIST (CSS)**

The CSS provides professional casework, counseling and unit program direction. They design, administer and monitor services for inmates.

### **CORRECTIONAL FACILITY SHIFT SUPERVISOR (CFSS)**

The CFSS supervises and directs security and operations of the correctional facility.

### **UNIT OFFICER**

The Unit Officer supervises the living unit.

### **VOLUNTEER SERVICES COORDINATOR (VSC)**

The VSC oversees all volunteer programs and services provided within the correctional facility.

### **RECREATION SERVICES COORDINATOR**

The Recreation Coordinator oversees facility recreational services and programs offered to inmates.

### **ADMINISTRATIVE STAFF (BUSINESS MANAGER AND ADMINISTRATIVE A'S)**

The administrative staff handles inmate accounts, commissary orders, inmate phones issues, processes inmate payroll and sentence computation.

## **NON DISCRIMINATION**

The Vermont Department of Corrections provides services to inmates without regard to race, color, creed, sex, religion, disability, national origin, age, or sexual orientation. Reasonable accommodation will be made to facilitate participation in work and programs. In such instances, medical input will be solicited.

**AMERICANS WITH DISABILITIES ACT (ADA)**

The federal Americans with Disabilities Act prohibits State and local entities from discriminating against any qualified individual with a disability in their programs, services and activities. The Vermont Department of Corrections and its contracted entities are required to make “reasonable modifications” to existing policies, administrative directives, and procedures in order to allow qualified offenders with disabilities the same opportunities as non-disabled offenders, unless to do so would be an undue burden on the Department or jeopardize the safety or security of staff, offenders, or others at the facility, or would result in fundamental alteration in the nature of a program or activity.

If you have a disability (as defined below), you have the right to request reasonable accommodations in order to make programs and services you are receiving, or will receive, more accessible and usable to you. Under the ADA, an individual with a disability is a person who has:

- A physical or mental impairment that substantially limits one or more major life activities, such as: walking, talking, hearing, seeing, caring for oneself, or working;
- A record of such impairment; or
- Is regarded as having such an impairment.

A reasonable accommodation is any change in the environment or the way in which tasks are completed that allows you to participate in the program or service. Accommodating a disability is always evaluated in the context of it not being an undue burden on the Department, not jeopardizing safety or security, or not resulting in a fundamental alteration in the nature of a program or activity. A qualified individual with a disability is a person with a disability who, with the assistance of a reasonable accommodation, is able to meet the essential eligibility requirements for the receipt of services or the participation in programs or activities.

**HOW TO ASK FOR A REASONABLE ACCOMMODATION**

If you want or need a reasonable accommodation, ask any staff for a form to fill out (Request for Reasonable Accommodation). Fill out the Request Section of the form, sign, and date it. If you need help filling it out, ask a staff person. Your request will be reviewed and responded to within ten (10) business days after staff receipt of the request (unless a medical or other evaluation is needed to make a decision about the need for the accommodation). You will receive the decision in writing.

**HOW TO MAKE COMPLAINTS/SEEK REVIEW**

If your request for accommodation is denied or modified by the Department’s ADA Director, or you disagree with the decision, you have the right to file an appeal to the Commissioner by filling out the ADA Decision Appeal to Commissioner Form, which any staff can give you. If you believe you were discriminated against because of your disability, you may file a formal grievance per Department Directive #320.01, Offender Grievance System.

For additional details regarding the Americans with Disabilities Act, reference Directive 371.01 Americans with disabilities Act (ADA) - Facility and Field.

## HEALTH CARE

We recognize that good health care is important to an inmates entire well being and positive adjustment to the facility. Therefore, inmates are provided with health care services to safeguard their own health, as well as to protect other inmates and staff. Health care consists of medical, dental, and mental health services. The Medical and Mental Health Intake process is mandatory. Failure to comply may result in limited privileges and/or segregation status. The facility has contracted high quality, twenty-four (24) hour medical services.

Inmate Medical Request Forms may be obtained from the Living Unit Officer. Officers may not deny a request for this form.

The Site Medical Administrator/Nurse Manager and/or his/her designee arrange all medical, dental, and mental health care. Inmates must fill out an Inmate Medical Request Form stating the nature of the illness or request.

After filling out the Inmate Medical Request Form, the inmate must place it into the secured box located in the units labeled "Sick Slips". The inmate should keep the yellow copy of this form for his own records.

The nursing staff will determine the urgency of each request. Sick call will be scheduled a minimum of five times weekly.

Medical emergencies will be dealt with immediately.

If the inmate feels that he has a medical emergency, he should notify the unit officer. The unit officer will contact medical personnel. Medical personnel will determine the appropriate response.

Any inmate refusing medical and/or dental treatment will be required to go to the health services clinic to sign a form indicating their refusal.

All medical staff will be treated with proper respect at all times. Failure to do so could be cause for disciplinary action.

## PRISON RAPE ELIMINATION ACT (PREA)

PREA was signed into Federal law in September of 2003 for the purpose of establishing a zero-tolerance standard for rapes in prison; making prevention of prison rape a top priority and developing national standards for detection, prevention, reduction and punishment of prison rape.

### **A guide for Inmates/Offenders about Sexual Abuse in Corrections**

#### ***Know Your Rights and Responsibilities***

The Vermont Department of Corrections is committed to the prevention of sexual abuse, and the promotion of safety and security for all inmates/offenders and staff. Staff includes, but is not limited to, teachers, medical providers, caseworkers, law enforcement officers, correctional officers, maintenance staff and volunteers.

***What is it?***

Sexual abuse in facilities or in the field is any behavior used to pressure another to participate in relationships and/or sexual activities, including the use of threats, intimidation and touch. This includes staff pressuring inmates in facilities or offenders under supervision, or inmates pressuring other inmates. Sexual abuse is not part of your sentence, and you don't have to endure unwanted sexual activity. Staff must report all allegations of sexual abuse and activity.

***Inmate Sexual Abuse***

Inmate Sexual Abuse is against facility rules and regulations, and the perpetrator will be held accountable through the disciplinary process. Some sexual abuse may be a crime and will be referred to the Vermont State Police.

**Some examples of sexual abuse:**

- Another inmate holds you down and forces you to engage in a sexual act
- Another inmate touches you inappropriately while you are sleeping
- An inmate sexually violates you with an object or any part of their body

**Anyone Intentionally Providing A False Statement Of Sexual Abuse May Be Charged Criminally.*****Staff Sexual Misconduct***

Staff Sexual Misconduct is any behavior of a sexual nature by staff directed toward an inmate/offender that is prohibited by federal law, state statute, Agency of Human Service's policies or Department work rules. This includes, but is not limited to, propositions, undue attention, inappropriate touching, indecent exposure, voyeurism and sex.

**Some examples of misconduct may be:**

- A medical provider offers to bring in contraband in exchange for sex
- A volunteer tells you that you are the only reason they volunteer at the facility
- A recreation coordinator says "good game" and slaps you on the buttocks during a recreation event
- A mental health provider shows you nude photographs of themselves
- A teacher looks at pornographic materials during class

***Inmate Sexualized Behavior***

Some behaviors are against the law, but a wide range of behaviors is inappropriate and is against facility rules.

**Some examples of these include:**

- 2 inmates lying in bed together
- Performing oral sex on another inmate in exchange for tobacco
- Engaging in sex as payment for borrowed commissary
- Masturbating uncovered, for others to see

- Showering under the same shower head with another inmate
- Forcing another inmate to dress or alter their appearance in a certain way

### **Sexual Activity Between Inmates Is Never Consensual.**

#### *Who can I talk to if this happens to me?*

- A trusted staff member
- Prisoners' Rights
- Vermont Disability Rights
- Send a letter to the Superintendent or Facilities Executive in Central Office

#### *Agency of Human Services Inmate/Offender Hotline*

- All inmates housed in a Vermont DOC facility have the right to call the hotline for the purpose of bringing concerns or complaints to their attention.
- Calls to the hotline are anonymous and at no time recorded or monitored by the DOC.
- Calls will be referred to the Department of Human Resources Investigation Unit and the PREA Director to conduct an investigation, when appropriate, regarding the concern, complaint or allegation.

#### *Phone Instructions to Report:*

- Direct from the Unit Phone
- Press #1 English, #2 Spanish, or #3 French
- Press #O Collect
- Then dial 88888123456789
- #55
- Call 1-877-360-2597 toll-free if you are in the community

### **IT'S NEVER TOO LATE TO REPORT!**

#### *Frequently Asked Questions*

Q. What if I have consensual sex with another inmate?

A. Any sexual interaction between inmates is against facility rules and regulations, and violations will be handled through the inmate discipline process. There is no such thing as consensual sex in jail.

Q. Aren't there offenders who "ask for it" or "deserve" to be sexually abused?

A. No. All sexual contact is against the rules. Being sexually assaulted to "teach them a lesson" is not part of any inmate's sentence no matter what you think about their crime, behavior or sexual orientation.

Q. What if I willingly participate in sex with staff?

A. Sexual misconduct is a violation of the professional boundaries between you and staff. When these boundaries are crossed, there is a confusion of roles, putting you and staff into potentially dangerous situations. No matter who initiates the contact or how “consensual” the relationship is, when a staff member has a relationship with you it is an abuse of power by staff.

### ***Support System***

Serving time is not easy and being a victim of sexual abuse only makes it more difficult. Deciding whether or not to formally report sexual abuse can be a VERY difficult decision. It is important that you have support. Here are some organizations you can contact:

#### **Victim Services Program**

Vermont Department of Corrections

103 South Main Street

Waterbury, VT 05671-1001

(802) 241-2302

#### **Vermont Network against Domestic and Sexual Violence**

Montpelier VT 1-800-489-7273

#### **Umbrella**

St. Johnsbury, VT

(802) 748-8645

#### **New Beginnings, Inc.**

Springfield, VT

Hotline: (802) 885-2050 or (800) 228-7395

#### **Rape and Incest National Network (RAINN)**

1-800-656-HOPE

#### **ACLU National Prison Project**

1875 Connecticut Ave. NW, Suite 410

Washington, DC 20009

(202) 234-4830

#### **Human Rights Watch**

350 Fifth Ave, 34th Floor

New York, NY 10118-3299

(212) 290-4700

**PROTECT YOURSELF**

There are several ways in which an inmate can protect himself from becoming a victim of prison rape. These include, but are not limited to:

- **Stay away from isolated areas such as closets, stairwells and isolated/unoccupied restrooms.**
- **Stay within eyesight of a correctional staff member whenever possible.**
- **Be aware of your body language; avoid conversations involving sexual topics, family relationships, sexual experiences or financial status.**
- **Do not get into debt (you may be expected to repay a debt with sex).**
- **Do not purchase large amounts of canteen items, you may give the impression you have money available to you (you may be strong-armed or approached to pay for protection, etc.).**
- **Know that victims are selected by stronger inmates seeking out those that appear weaker (both physically and mentally) and are frequently similar to domestic violence situations.**

**WHAT TO DO IF YOU ARE A VICTIM OF SEXUAL ASSAULT**

If you are a victim of sexual assault, you should immediately report the incident to any staff member. Inmates are not required to make this report to their immediate point of contact correctional officer. Medical treatment and counseling will be provided. Do not shower, clean yourself, brush your teeth or change clothes for medical and prosecutorial reasons. Any report or alleged report of sexual abuse/assault, sexual misconduct or sexual harassment is taken seriously, including reports of staff sexual misconduct.

**RELIGIOUS SERVICES**

A variety of Religious Services are offered at Southern State Correctional Facility. There are church services and religious studies. These services are facilitated by facility volunteers and clergy members. A SSCF Activities schedule is available in each unit to access information about what services are available and the time and place of these services.

Additionally, one on one visits can be arranged by staff for an inmate to meet with a clergy member of choice. The staff member will make their best attempt to arrange for this visit. To initiate this meeting an inmate must fill out a request form to the Volunteer Services Coordinator including the clergy members name and additional information such as place of service and location.

For additional details, regarding Religious Observances reference Directive #380.01.

**ALTERNATIVE DIETS**

Inmates who require a medical, dental, religious or vegetarian diet may submit a request as described in Vermont Department of Corrections Directive #354.05.

To request a religious or vegetarian diet, an inmate must obtain the proper form through his assigned CSS and then process per Directive.

To request a medical or dental diet, inmates must submit a sick slip to be assessed by a qualified health care provider.

## **COMMUNITY HIGH SCHOOL OF VERMONT (CHSVT)**

CHSVT is an independent high school accredited by the New England Association of Schools and Colleges. CHSVT is open to all inmates, regardless of age or educational experience. However, space may be limited and mandatory students are given first priority.

The school is open Monday through Friday from 8-11 am and 1-4 pm, unless otherwise announced. In addition, it is closed for state holidays. The school is also closed the last Thursday of each month for a general faculty meeting, and is closed for a week at the end of each term to plan and prepare for the next term. Classes may be delayed or cancelled due to weather, unplanned meetings, or for security reasons.

Courses regularly available through CHSVT include: English, mathematics, science, social studies, computers studies, health, physical education and a variety of trades/vocational courses Offerings change each term and current schedules are available in education.

Residents who are in the Education Center must be engaged in classes. Loitering, loud talking or other disruptive behaviors are not tolerated.

Title 28: Public Institutions and Corrections, 120 Paragraph (h) says,

*“Required participation: All persons under the custody of the commissioner of corrections who are under the age of 23 and have not received a high school diploma shall participate in the education program unless exempted by the commissioner.”*

All students under the age of 23 (U-23) without a high school diploma, are required by state law (Title 28) to attend school for a minimum of 15 hours per week. Failure to comply will result in a U-23 sanction being imposed. Even if you have a G.E.D., but are under the age of 23, you are still required to work toward your high school diploma.

DOC is committed to seeing that all U-23 without a high school diploma work to that end by attending school. Therefore, DOC will impose the following U-23 sanction for absenteeism.

### **U-23 SANCTION EFFECTIVE DATE: OCTOBER 31, 2011**

1. All “Under 23” inmates who do not have a high school diploma need to be enrolled in education.
2. At the end of each day, education staff will put out an e-mail to the “SSCF” alias listing all U-23 students who did not show for one or more classes that day. These inmates will receive a U-23 sanction to be carried out on the FOLLOWING SCHOOL DAY.
3. Each morning the 1<sup>st</sup> shift officers will need to check their e-mail to see who has received a U-23 sanction as described below.
4. Inmates on the U-23 sanction list will have the following restrictions imposed:

**First Infraction**

- Locked out of their cell from 0800 – 2000- (may be opened to use toilet)
  - Inmate may only leave the unit for classes, meals, medical needs, mental health needs, attorney visits or attorney calls.
5. Inmates are expected to attend classes even if serving a sanction. If an inmate misses any classes during his U-23 sanction time, that night the e-mail will reflect his absence and he will again serve a U-23 sanction THE FOLLOWING SCHOOL DAY.
  6. If the inmate attends all his scheduled classes during his U-23 sanction time, his sanction is over at 2000.

**Second and Subsequent Infractions**

7. Implementation of items 1-6 above are in effect.
8. In addition to the above, any inmate who misses two or more classes per month will not be able to order commissary for a two-week period. However, inmates may still purchase debit and hygiene items.

This is a Unit Management issue. Any inmate grievances or concerns are expected to be addressed with their CSS-Unit Officers, NOT the education staff.

**Attendance Incentive**

All enrolled students, regardless of age, whose attendance is 90% or better each month, are treated to a delicious meal prepared by the culinary class.

**Special Education Services**

Special education is provided to students who are eligible for those services based on Vermont's special education law (for those under the age of 22).

**LIBRARY**

CHSVT has a library containing an assortment of reading materials available to inmates. The library is located in the Education Center of the facility. The library hours are posted in the living units and in education.

Library books are not checked out to residents in the Foxtrot unit. There is a book cart located in Foxtrot that is stocked with books for use by those residents.

In order to ensure the proper operation of the library, the following regulations apply:

- The destruction, defacing or intentional misuse of any materials could result in disciplinary action and restitution may be required.
- Reference books may not be checked out of the library or removed from the Education Center.
- Each inmate is responsible for the books that he checks out.

## **INMATE LAW LIBRARY**

The facility Law Library is located in the Main Core Building. This by APPROVED REQUEST ONLY.

The hours of the Law Library are:

### **MONDAY**

9-11 am, 1-5 pm & 8-9 pm

### **TUESDAY**

8-11 am, 1-3 pm & 8-9 pm

### **WEDNESDAY**

8-11 am, 1-3 pm & 8-9 pm

### **THURSDAY**

1-3 pm & 8-9 pm

### **FRIDAY**

8-11 am, 1-3 pm & 8-9 pm

Foxtrot residents must sign up to meet with the law librarian and access is scheduled by appointment only. Access to law library statutes will be available.

## **EMPLOYMENT**

Facility employment opportunities are available for inmates in the living units, the Law Library, the kitchen and on grounds crew.

Applications for employment can be obtained at the Unit Officer's podium or through your assigned CSS. All applications that are processed by the Classification Committee require the unit CSS's signature. If the CSS has not sign off on this document, the document will be returned to the inmate and deemed incomplete.

Several factors will determine if an inmate is eligible for the job they are seeking. These factors include, but are not limited to custody level, disciplinary record, educational/programming needs and experience.

## **FACILITY RULES AND INMATE DISCIPLINE**

These guidelines are for all violations, both major and minor. The attempt to, or formulation of a plan, or aiding or soliciting others to commit a violation is a violation and it carries the same sanction as if the violation had been committed by the individual who formulated or aided in this violation. Sanctions A & N may only be used for those violations designated below. Sanction B may only be used for those offenders assigned to work camp status who have earned work camp good time. All other sanctions may be imposed for any violation.

The amount of allowable sanctions may increase upon repetitive violations within a 90-day period.

#### APPROVED SANCTIONS

- A. Placement in Disciplinary Segregation.
- B. Loss of "Good Time" as prescribed by law.
- C. Loss of privileges within an inmate's classification for a pre-determined and specific amount of time never to exceed thirty (30) calendar days.
- D. Removal from program and/or group activity for up to thirty (30) calendar days.
- E. Change in living unit.
- F. Restriction to the area of the living unit (not just cell or room).
- G. Early lock-in.
- H. Temporary loss of the use of personal property for a pre-determined and specific amount of time never to exceed thirty (30) calendar days
- I. Institutional community service/reparation.
- J. Reprimand.
- K. Apology.
- L. Written essay concerning the infraction or participation in a structured activity pertinent to the offense.
- M. Make monetary restitution.

#### MAJOR "A" VIOLATIONS

- 1. Killing any Person. (A, 30 days)
- 2. Assault, physically attacking another person with or without the use of an object or substance. (A, 0-30 days)
- 3. Assault on a Department of Corrections' employee, contractor or volunteer. Intentionally striking or attacking a Department of Corrections employee, contractor or volunteer with or without the use of an object or substance, or behaving in such a reckless manner that one's actions cause a strike of a Department employee, contractor or volunteer. (A, 30 days)
- 4. Sexual Assault. (A, 0-30 days)
- 5. Fighting where bodily injury is attempted or carried out. (A, 0-30 days)
- 6. Escape from an institution, armed escort, Correctional Officer custody, to include intentional absence from a furlough from a correctional institution. (A, 0-30 days)
- 7. Creating disturbances that threaten the order and safety of the facility including, but not limited to, riots, work strikes and hunger strikes. (A, 0-30 days)

8. Possession, manufacture or introduction of any item that constitutes a danger to the order of the facility including, but not limited to, weapons, dangerous instruments, escape tools, or communication devices (e.g., cell phones). This also includes possession of any unauthorized weapon while in the custody of the Commissioner of Corrections outside a correctional facility (e.g., at Court, a hospital, etc.). (A, 0-30 days)
9. Possession, introduction or use of any alcohol, narcotics, depressants, stimulants, hallucinogenic substances or marijuana (any plant material, extract or resin of the genus cannabis) or related paraphernalia not prescribed for the individual by the medical staff. (A, 0-30 days)
10. Refusing to submit to a breathalyzer, alco-sensor or any method of testing for drugs, alcohol or intoxicants. (A, 0-30 days)
11. The introduction, or attempt at introducing, tobacco of any amount into or onto the grounds of a correctional facility, to include being found to be in possession of any amount of tobacco in excess of one cigarette. ( A, 0-30 days)
12. Giving false information/making a false allegation – Inmates are prohibited from intentionally and/or knowingly making a false allegation against any staff person or any person under contract to the Department of Corrections, and/or intentionally misleading staff in the course of their official duty. (A, 0-30 days)
13. Arson – Inmates are prohibited from setting a fire or causing an explosion. (A, 30 days)
14. Security Threat Group Affiliation – Inmates are prohibited from possessing or displaying any materials, symbols, colors or pictures of any identified security threat group or engaging in membership in or in behaviors uniquely or clearly associated with a security threat group. (A, 30 days)
15. Unauthorized use of the mail or telephone; to include, but not be limited to, making a call to a person on your authorized phone list and having them forward the call to someone not on your authorized list. (A, 0-30 days)
16. Tampering with fire alarms, fire safety apparatus (such as extinguishers, air pacs, sprinkler heads, hoses, fire blankets, etc.) or any other safety equipment. (A, 0-30 days)
17. Unauthorized Use of a Computer – using, accessing or viewing a computer or computer terminal in any manner that is not authorized by departmental personnel; using accessing or viewing a computer or computer terminal for gaining access to the Internet; using accessing or viewing a computer in a fraudulent manner or for a fraudulent purpose; introducing, installing or using any software, utility, application or any other digital media that has not been authorized by departmental personnel. (A, 0-30 days)

#### **MAJOR "B" VIOLATIONS**

1. Tampering with locking or security devices, making holes in walls, damaging windows or wearing a disguise or mask. (A, 0-15 days)
2. Counterfeiting, forging, altering or reproducing any document, article of identification, money, security or official paper without authorization. (A, 0-15 days)
3. Adulteration of any food or drink with the intent that it be consumed to cause harm. (A, 0-15 days)

4. Assault, or fighting where serious bodily injury was not carried out. (A, 0-15 days)
5. Making sexual proposals to another person. (A, 0-15 days)
6. Indecent Exposure. (A, 0-15 days)
7. Unauthorized absence from headcount. (A, 0-15 days)
8. Threatening another with harm, bodily injury or an act with adverse consequences. (A, 0-15 days)
9. Stealing, taking another's property without consent or being in possession of stolen property. (A, 0-5 days)
10. Failure to carry out any disciplinary sanction order (whether from informal or formal resolution). (A, 0-5 days)
11. Destruction or damage of state property or property of another valued at more than \$50.00 or second or subsequent destruction or damage of state property or property of another valued at \$50.00 or less within 60 days. (A, 0-5 days, M)
12. Extortion, blackmail or protection in return for money or anything of value. (A, 0-15 days)
13. Engaging in sexual acts or activity without use or threat of force. (A, 0-10 days)
14. Interfering with an officer in the performance of duties or any disobedience or refusal of an officer's instruction or order that threatens or disrupts institutional security or interferes with the taking of an official institutional headcount. (A, 0-15 days)
15. Giving or offering a bribe to a state employee, volunteer or contractor. (A, 0-15 days)
16. Conduct which disrupts or interferes with inmate safety or security or the orderly running of the facility. (Only to be used if another Major "B" violation is not applicable) (A, 0-15 days)
17. Making a derogatory comment to another person, staff or inmate, regarding race, gender, ethnicity, religious affiliation or sexual orientation. (A, 0-5 days)
18. Three or more convictions, in a 90 day period, of a DR. (A, 0-5 days)
19. Being in possession of any amount of tobacco in excess of the amount contained in one cigarette. (A, 0-15 days)
20. Misuse of authorized medication.
21. Tattooing or possession of tattooing tools, or the recipient of a tattoo. This rule pertains only to recipients of "new" tattoos and not to tattoos previously acquired. (A, 0-15 days)
22. Failure to abide by transition furlough (from facility) conditions. (A, 0-10 days)

#### **MINOR VIOLATIONS**

1. Passing or possession of contraband items other than as described in the Major Disciplinary category.
2. Refusing to work.
3. Refusing to obey the order of a staff member other than as described in the Major Disciplinary category.
4. Unexcused absence from any work assignment.

5. Gambling.
6. Agitating or provoking staff, volunteers, members of the community or inmates.
7. Failure to maintain proper hygiene.
8. Failure to maintain sanitary and orderly housing conditions.
9. Destruction or damage of state property or property of another valued at \$50.00 or less.
10. Engaging in minor disruptive behavior that interferes with normal facility operations or interferes with the program or living environment of other inmates.
11. Defacing or misusing state property.
12. Malingering or faking an illness.
13. Possession of unauthorized clothing, food or books.
14. Using abusive or obscene language or making obscene gestures in the presence of staff, volunteers or others.
15. Unauthorized use of mail or telephone other than as stated as a Major A violation.
16. Conduct in violation of visiting rules.
17. Failure to abide by central and/or facility unit rules not listed in Major categories.
18. Driving a motor vehicle of any type without prior approval of Department of Corrections.
19. Possession or use, to include being in the presence of, of tobacco smoke, of a small amount of tobacco; i.e., an amount equal to or less than the amount of tobacco contained in one cigarette.
20. Engaging in excessive horseplay.

For the purpose of disciplinary violations regarding the Possession of weapons and other types of contraband or other items not approved by the Superintendent, Possession shall be defined as:

**An item that is 1) found on one's person or the clothing being worn by the person, or 2) found in one's personal belongings or cell, or 3) found in an area that one exerts control over and there is independent evidence that the inmate knew it was there: i.e., a) Confidential Information exists supporting the inmate had knowledge the contraband was there b) Staff observation of inmate's behavior led to staff's suspicion that the inmate is hiding contraband c) Staff observed the inmate with contraband d) Other evidence indicating the contraband was placed by the inmate.**

For more information about Facility Rules and Inmate Discipline or Due Process, see Directive #410.

To assist in the orderly running of the facility, the following represent basic rules governing offender conduct facility wide:

- **Loud talking, yelling, horseplay and/or other forms of inappropriate behavior are not permitted.**
- **Trash and rubbish must be deposited in the waste cans, bags or other receptacles provided for that purpose.**
- **Inmates will approach and address staff with respect and courtesy. Derogatory remarks to/or about staff could result in disciplinary action.**

- **Uniform rules are to be adhered to at all times.**
- **No running is permitted in the corridors, sally port or other areas within the facility other than the gym or the recreation yard. Inmates must walk at a normal pace and in an orderly manner directly to the designated area.**
- **Spitting is not allowed in any way in the facility or on the grounds.**
- **Inmates will remain clear of the corridor and sally port doors when they are opening or closing.**
- **Inmates will follow orders given by any staff member. The orders will be followed promptly and properly.**
- **Inmates will immediately give their name to any staff who requests it.**
- **Any electrical, plumbing malfunction or other serious safety hazards must be reported to the Unit Officer immediately.**
- **Inmates will submit to a pat search or a strip search when ordered.**
- **Inmates must at all times wear their ID tags around their neck, Tag facing forward and out side of their clothing. The only exceptions to this rule is when an inmate is inside of his/her cell, in the shower or while participating in physical recreation events in which case it must be near you.**
- **Inmates are responsible for the condition of their ID tags. Any alterations to, destruction of or loss of ID tags will result in disciplinary action with monetary restriction of \$3.00 to be withdrawn from the inmate's account. Nothing should be taped or affixed to an inmate ID or lanyard.**
- **Inmates must be out of bed, with their room cleaned and ready for morning inspection.**
- **Formal headcounts are conducted in all units as follows: 0015, 0315, 0515, 0730, 1110, 1330, 1710, 1930 and 2145.**
- **Standing headcounts are conducted at 0730, 1110, 1330 and 1710. Inmates are required to be standing in front of their bunks for these headcounts.**
- **Linens and blankets are provided. 2 sheets, 1 pillow case, 1 pillow, 1 cotton blanket, 1 wool blanket and 1 towel.**
- **Sheets and clothing are to be changed/laundered weekly per facility laundry schedule.**
- **Legal papers must be neatly stored in your property bin. Legal work exceeding the Vermont Department of Corrections limit (12"x10"x18" per 321.01 Offender/Inmate Property) must be stored in property.**
- **Use of televisions is a privilege that is earned. A television may be removed if abused or as a result of inappropriate behavior or rule violations.**
- **TV and lights turn off at midnight Sunday-Thursday and 0200 Friday-Saturday.**
- **Some cells will not have a television.**

Correctional Officers will periodically search all cells and items for contraband. Items considered contraband will be confiscated. Inmates may not warn other inmates of these inspections by yelling "Shakedown" or any other form or warning. Additionally, no inmate has the right to be present during the search of his cell or property.

## **LIVING UNIT RULES**

To help improve understanding of the rules within each living unit, the following list has been developed to assist inmates:

1. Instructions from staff need to be followed at all times.
2. When instructed to lock-in, the inmate(s) in question will lock-in and secure the cell door behind them.
3. ID's, shirts, pants or shorts and footwear must be worn in the dayroom.
4. Only laundry workers are permitted in the laundry room unless approved by a CSS/LUS.
5. Inmates may not enter another inmate's cell to include standing in the cell doorway.
6. Standing or loitering on the top tier is not allowed. Inmates who do not reside on the top tier are prohibited from going on the top tier.
7. Unit meetings are mandatory unless excused by your CSS.
8. Closet Call will occur once a week as scheduled.
9. Only one plastic chair is allowed per cell.
10. Only one plastic storage bin is permitted per inmate. All possessions (except for coat, shoes and commissary) need to fit in this bin. Bins must be kept under your bunk; they may not be used as tables or shelves.
11. Sharing, swapping, gambling, or selling of property is not permitted. This includes any food item, whether purchased by the inmate or provided by the facility.
12. Abusive, profane or vulgar language is not permitted.
13. Exercising in the dayroom is not permitted.
14. Religious services or worship in the dayroom is not permitted.
15. Early lock-in status begins at 1800 hours unless otherwise stated in a sanction.
16. TV and radio must be turned off when leaving the cell.
17. Cell door must be secured when leaving the unit.
18. Inmates are not permitted to cross the yellow line located around the officer's podium without permission.
19. Cells are to be clean and at room inspection standards at all times.
20. Inmates may not be underneath their blankets during or after morning cell inspection until after 1930. The only exception is for Third shift inmate workers.
21. Items may only be displayed in the provided 2-foot black-lined area in the cell. No nudity or sexually explicit photos are allowed to be displayed.

22. No items are authorized to be posted in or on any windows. You may hang a sign on the cell door handle when using the toilet.
23. Any medical approval for extra pillows, mattress, etc. is to be posted in the provided 2-foot black-lined area.
24. If the unit has a day room TV, the VCR is only allowed in the day room.

PLEASE NOTICE THAT YOUR FAILURE TO FOLLOW UNIT RULES WILL RESULT IN LOSS OF PRIVILEGES OR DISCIPLINARY ACTION

## ROOM INSPECTION

Room inspection is performed by the 1st shift Unit Officer between 0830 and 0930 (dependant upon when med call is) Monday through Friday and after the 1110 Headcount on weekends and holidays. The 2nd shift Unit Officer will also do a daily Formal Unit Tour.

There is no need to stand for room inspection, but the following criteria are expected for “passing” the inspection:

- **Clothing is neat and orderly, dirty laundry is in a laundry bag.**
- **Property does not exceed facility standards or the capacity of the assigned footlocker.**
- **Beds are made... You may lie on top of the made bed but not under the covers. This means you may NOT be under sheets or blankets until 1930.**
- **Trash is emptied, removed from room and deposited in appropriate receptacle.**
- **Floor is clear of debris and stains.**
- **Pictures are affixed to the designated wall area only. No nudity displayed.**
- **Toilet and sink are clean and flushed.**
- **All items on the wall within the 2 ft. square outlined area; no nudity is allowed to be publicly displayed.**
- **Holes in the walls are not to be used as hangers.**
- **Nothing can be covering windows (exterior or door window).**
- **No rugs (blankets) on the floor.**
- **No excess supplies (more than two rolls of toilet paper, etc.)**
- **Number of storage bins equals number of beds in cell.**
- **NOTHING can be covering lights or covering/diverting vents.**
- **Any medical approval for pillows, mattresses, extra blanket, etc. are to be posted in 2 ft square outlined area on wall or produced upon staff request.**
- **No puzzles in cells or hung anywhere.**
- **No towels, blankets, coats, etc. are allowed to be hung from the bunks.**
- **TV's must be sitting on desks not raised up off your desk.**

- **Do NOT cover the cell door window EVER, even when using the bathroom. You may make an appropriate sign and hang it on the handle.**
- **This handbook is an inspectable item at room inspection.**
- **Deficiencies that are pointed out by the Officer are addressed within the timeframe given by the Officer.**
- **Failure of Room Inspection may result in a DR.**

## **GRIEVANCES**

The Department realizes that many complaints or issues that an inmate may have are resolved by talking to staff informally. We encourage you to continue to use this positive approach to problem solving. Nevertheless, you do have the right to file grievances concerning alleged actions by the Department and its representatives. While you may write the Commissioner at any time, the offender grievance system will be the administrative process to try to resolve conflicts or problems in a timely manner. If you wish to exercise this right, you must follow the Directive.

In Vermont facilities, all forms relating to the grievance system are in the inmate law library, the main library and all living units.

You may ask Corrections staff for any grievance form, and staff will provide one by the end of the shift in a facility or the end of the day in the field.

You may ask Corrections staff or a trained volunteer for help filing a grievance.

No staff member may retaliate or threaten to retaliate against you for filing or withdrawing a grievance.

You should report any time you believe you have suffered retaliation or the threat of retaliation regarding your use of the grievance system to the Superintendent/District Manager/OOS Supplemental Housing Manager, any supervisor, or the Agency of Human Services Investigation Unit as soon as possible.

The grievance system has many parts. Some of them are:

### **INFORMAL COMPLAINT**

One that is made orally or in writing to a Department of Corrections staff person where an attempt at problem resolution is made prior to the initiation of a formal grievance.

### **FORMAL GRIEVANCE**

A written complaint filed by an inmate/offender concerning a departmental action, incident, policy or condition which affects that person. The inmate/offender must file an informal complaint before initiating a formal grievance.

### **EMERGENCY GRIEVANCES**

A grievance processed by expedited methods to resolve an issue, which presents: (1) a threat of death or injury; (2) a threat of disruption of facility operations; or (3) a need for prompt disposition because the time is lapsing when meaningful action or decision is possible.

**APPEALS**

You may appeal the Superintendent's/District Manager's/OOS Supplemental Housing Manager's decision about your grievance. First, you would appeal to the appropriate Corrections Executive.

If you are not satisfied with the decision of the Corrections Executive, you may appeal to the Commissioner.

**ACCEPTABLE VS. UNACCEPTABLE GRIEVANCES**

The Department may reject and return your grievance if:

- **You have not used the informal complaint process first unless the grievance is an emergency or alleges serious employee misconduct:**
- **You use profanity, derogatory or obscene statements or the grievance is meant simply to harass without mention of any grievable action or event.**
- **The grievance is repetitive or identical to another grievance filed by you which is already in process;**
- **The grievance involves actions and events that have another existing appeals process or are already under formal investigation or appeal;**
- **The grievance involves decisions made by the Court that the Department has no jurisdiction to overturn;**
- **The grievance involves decisions made by the Parole Board that the Department has no jurisdiction to overturn;**
- **The grievance is incomplete in that it does not mention any grievable event or provide information that can be investigated;**
- **You did not file the grievance within the formal grievance timeline, without cause.**
- **If your grievance is rejected, you will receive a copy of Grievance Submission Rejection Memo (Grievance Form #4) listing the reason (s) why the grievance was rejected.**
- **You may rewrite the grievance and file it again, if you choose.**

**Note:**

No grievance that alleges serious staff misconduct, criminal activity or sexual, physical or psychological abuse or assault will be returned or otherwise dismissed for any of the reasons listed below.

**You must exhaust all administrative remedies provided by the Department of Corrections' grievance system before beginning litigation.**

For a complete review of this process, see Directive #320.01

**PROPERTY**

All property taken from or allowed to be kept by an inmate will be listed on separate receipts and the inmate will need to sign each of these receipts.

Offenders will be given a thirty-day notice to have any unapproved or excessive property removed from the facility either by person or by paying to have it mailed. Any property that remains at the facility after the 30-day notice will be subject to disposal by the Department of Corrections.

All contraband will be disposed of according to Directive.

All inmates will be allowed to store one pair of pants and one shirt at the facility. In addition, incoming packages containing property will not be allowed with the following exceptions:

**LEGAL MATERIALS FROM COUNSEL**

Sent by courts, Department of Justice or the inmate's attorney.

**SOME MEDICAL EQUIPMENT**

A doctor's order is required as well as approval from security.

**PRESCRIPTION EYE GLASSES**

A doctor's order is required as well as approval from security.

**COURT CLOTHES EXCHANGE**

For Jury Draw or Jury Trial only.

For the above items, a written request is required from the inmate to the CSS and must be approved by both the LUS and the CSS. The CSS will be responsible to have all parties involved (medical, security, etc.) sign the request slip.

A copy of the approved request slip will be given to administrative staff that receive packages and sort the mail.

Any package delivered to the facility that does not have an approved request form, will be returned to sender without opening the package.

All approved packages will be opened by the caseworker or officer and inspected for contraband in the presence of the inmate.

Legal materials will not be read by any staff member, but they will be searched.

Additionally, all packages must be sent through a courier service or the US Postal Service at the sender's expense, no COD's will be accepted.

Inmates will be responsible for returning all facility issued items in good condition. The inmate will be required to pay for any damaged, altered or destroyed facility property.

## LOST PROPERTY

### Per Directive 321.01 Offender/Inmate Property

Any personal property that is brought into this facility is brought in at your own risk. We are not responsible for retaining your personal property.

Any property that has been lost is missing or damaged due to a staff member's negligence is eligible for an investigation.

- You must fill out the top portion of the *Report of Lost or Damaged Property Form* and submit it to the Security & Operations Supervisor.
- Only items on an approved *Inmate Property Receipt form* may be claimed to have an investigation value.
- If ownership can not be verified, there will not be an investigation and the form will be returned to the inmate.
- If ownership is confirmed, the SOS signs and dates the form acknowledging receipt and confirmation that the claim is eligible for an investigation.
- Once signed, SSCF has a 15 business day timeline to investigate and resolve a claim of lost or damaged property.
- If the claim involves another facility, the timeline for resolution may be extended an additional 15 business days.

The following Property Items will be issued to you once assigned a living unit:

3-tops, 3-bottoms, 1-gym shorts, 3-tee shirts, 3-pair of boxers, 3-pair of socks, 1-jacket, 1-pair of sneakers, 1-laundry bag, 1-towel, 1-thermal top & 1-thermal bottom

The following Hygiene/Personal Items will be issued to you prior to leaving Admissions:

Shower shoes, toothbrush, toothpaste, soap, shampoo, deodorant, 7 envelopes & 7 pieces of paper  
Additional personal supplies can be purchased through commissary.

Indigent inmates must see their assigned CSS for hygiene products.

## RECREATION

The recreation department works hard to provide an assortment of recreational and leisure time activities designed to promote physical fitness and mental well-being. Both indoor and outdoor equipment are available which allow for such activities as board games, basketball, volleyball, softball, weight lifting, horseshoes and many other scheduled activities.

Recreational activities are available daily to the general population and scheduled for specific units throughout the week. The use of recreational facilities/equipment is subject to change without notice. Inappropriate use of equipment by inmates will not be tolerated and could lead to loss of recreational privileges.

Each inmate will be allowed a minimum of one (1) hour exercise/recreation per day. The following rules apply:

- **You may wear shorts with your uniform top to recreation.**

- **You will conduct yourself in an orderly fashion during recreation and while going to and from the recreation area.**
- **Outdoor recreation may be changed to indoor recreation during inclement weather.**
- **Hours of use of outdoor recreation yard and/or gym will be posted in the Living Units but may be subject to change by the Correctional Facility Shift Supervisor.**
- **Any inmate observed over the white line towards an exterior fence will receive a Major A # 6 Disciplinary report for an attempted escape.**
- **Any inmate observed to be on the separation fence between the North and South recreation yards will receive Major B # 16 Disciplinary Report for interfering with an officer in the performance of his / her duties and disobeying an order of a staff member.**
- **Any inmate observed to be over the white line between DEF building and the walk through gate into the North recreation yard will receive a Major B#16 Disciplinary Report for interfering with an officer in the performance of his / her duties and disobeying an order of a staff member.**
- **All recreation times and locations are guidelines and could be changed without notice.**

## **MAIL**

The Vermont Department of Corrections regards contact with family and friends a vital mechanism for maintaining and strengthening ties outside of the facility. To facilitate such contact, the following rules apply:

- **You may write to and receive letters from anyone not under supervision of the DOC within the guidelines of any and all court orders.**
- **Inmate to inmate correspondence is no longer authorized without Superintendant approval.**
- **All approved inmate-to-inmate mail will be opened and those determined to be a security risk will not be delivered.**
- **There will be no limit placed on the number of letters that you may write or receive. SSCF will provide postage to mail the equivalent of seven free first class letters each week. Any and all additional postage expenses are the responsibility of the inmate.**
- **You may purchase stamps, envelopes and writing paper through commissary.**
- **All mail that has anything other than a return and sending address (art, stickers etc.) will either be opened for inspection of security concerns or returned to sender.**
- **Outgoing mail will be inserted in an envelope and sealed by the inmate.**
- **All incoming and outgoing mail must include a COMPLETE LEGIBLE NAME AND ADDRESS of both the sender and the addressee. Envelopes without this information may be opened and/or returned to the sender. The inmate must use the name under which he was committed to the institution.**
- **Inmates must include their name and the address listed below for all inmate-to-inmate correspondence.**

- **Inmates are not allowed to send out mail using the name of another individual on the return address.**

The institution's mailing address is:

**SOUTHERN STATE CORRECTIONAL FACILITY**

**700 CHARLESTOWN ROAD**

**SPRINGFIELD, VT 05156-4400**

All incoming mail will be delivered to the inmate within twenty-four (24) hours after its arrival.

All non-privileged mail will be inspected and searched before delivery. Privileged correspondence will be opened and inspected in the presence of the inmate.

The following mail will not be accepted at the institution:

- **Mail from Record/Tape/CD/Book Clubs**
- **Mail with C.O.D. charges**
- **Bulk or Third Class Mail**

You may receive packages through the US Postal Service, UPS, FedEx or any other common carrier if approved by your caseworker.

**YOU MAY NOT:**

- Correspond with a current Department employee, current Department volunteer, or contract staff person for purposes other than departmental business unless prior authorization is obtained from the Superintendent;
- Send correspondence containing threatening, harassing, or obscene materials;
- Send correspondence containing criminal solicitations or furthering a criminal plan;
- Use the facility address to fraudulently identify yourself as a staff member, agent, or representative of the facility;
- Correspond with any prohibited party through a third party;
- Send "bill-me-later" or free gift transactions;
- Send or receive any correspondence containing contraband;
- Send or receive correspondence written in code;
- Send or receive correspondence containing unsanitary or hazardous material;
- Send or receive correspondence that advocates the interest of a security threat group;
- Send or receive battery-operated greeting cards;
- Receive correspondence or homemade artwork in correspondence that has any item affixed to it with glue or other types of adhesives;
- Receive nude photographs or sexually explicit drawings;
- Receive envelopes, blank paper, or stamps through correspondence;

- Send or receive plans for escape or how to introduce contraband;
- Receive materials that describe procedures for the brewing of alcoholic beverages or the manufacture of drugs;
- Receive Polaroid-type photos;
- Receive or send out maps, atlas descriptions, Internet depictions, or drawings that depict the facility or the local geographic region;
- Send out mail that violates Department directives or procedures.
- **Please see Directive 409.05 Inmate Mail, Publications and Audio/Video Regulations for further guidance.**

## LAUNDRY

All inmates entering the Southern State Correctional Facility will be issued clean clothing and linen. All issued items are the property of Southern State Correctional Facility and any damage to these items, beyond normal wear and tear, could result in disciplinary action and restitution being required. Laundry will be completed by the Living Unit laundry worker per the established facility schedule. Please see the schedule posted in the living units for more information.

## CONTRABAND

Southern State Correctional Facility and its staff take very seriously the introduction of any and all Contraband items.

Contraband is any and all items introduced into the secure portion of the facility that is contrary to the rules and regulations of Southern State Correctional Facility and the Vermont Department of Corrections.

It is anything that is constituted as a danger to the safety and orderly running of the facility, or the well being of staff, inmates, volunteers, vendors or visitors. It is also any item altered from its original state or purpose.

### POSSESSION:

Includes on the person, in an inmates cell, or any place where there are reasonable grounds to believe that contraband is in an inmate's custody and control or intended to be passed to an inmate.

### EXAMPLES OF CONTRABAND:

- **Any type of weapon either commercially manufactured or made by hand, which can inflict any degree of bodily harm, any firearm or any item resembling a firearm, knife, explosive, any type of club, chemical, any type of glass, aluminum, wire, rope, pepper spray or mace.**
- **Any intoxicating beverage including home made intoxicants, liquor, beer, wine or any liquid or substance that has alcohol content.**
- **Any drugs, even if prescribed by a doctor, unless authorized by medical staff.**
- **Any paraphernalia, which could be used to take illegal drugs.**

- **Any and all tobacco products or paraphernalia.**
- **Excess clothing, books, magazines or food items over the amount allowed by the facility property list.**
- **Sexually Explicit Materials—A pictorial depiction of actual or simulated sexual acts, including sexual intercourse, oral sex, or masturbation. The only exception is for educational texts as per Directive 409.05**
- **Glue, incense, candles, wax, dyes or bleaches.**
- **Tools of any kind, homemade or manufactured, including scissors, shears, screwdrivers and hammers.**
- **Toxic or corrosive substances, (products labeled combustible).**
- **Electrical appliances, 3 way plugs or extension cords (the only exception will be for medical reasons and this must be approved by the Assistant Superintendent of Security).**
- **Cigarette lighters or matches.**
- **Aerosol products of any type, or any item under pressure.**
- **Locks and keys of any type.**
- **Pagers or cell phones.**
- **Glass or porcelain items of any type.**
- **Shoe polish, magic markers, permanent makers or highlighters.**
- **Recording devices of any type.**
- **Cameras**
- **Currency or coins of any type.**
- **Shaving lotion, hair tonic or mouth washes that has alcohol content.**
- **Credit cards, driver's license, social security cards, draft cards, etc.**
- **Chewing gum.**
- **Any item that cannot be thoroughly inspected.**
- **Personal bedding to include pillows, sheets, blankets, comforters and bed spreads, unless requested by medical staff and approved by the Assistant Superintendent of Security.**
- **Any food item not bought from inmate commissary.**
- **Any food item taken from the facility kitchen / dinning room including condiments like salt, pepper & sugar.**
- **Any utensils taken from the facility dining room / kitchen.**
- **Maps of the State of Vermont.**
- **Cardboard, cardboard boxes and home made picture frames.**

- **Make up, hair dye, wigs or any item that could be used to change a person's appearance.**
- **Any property labeled as belonging to another inmate.**
- **Any property or equipment that belongs to the VT Department of Corrections, Department of Education, Southern State Correctional Facility, volunteer, staff or private vender without written permission.**
- **Any item that is attempted to be passed from a visitor, staff member, contractor or volunteer without permission from the CFSS or above.**

The above guidelines will be strictly enforced by Southern State Correctional Facility staff.

## VISITING

The facility encourages contact with your family and friends. Inmates can list up to 10 visitors on their visiting list. The following visiting rules and regulations apply:

1. All visitors are subject to the following rules and by entrance into the visiting area agree to abide by them. Failure to follow these rules can result in the termination of the visit and/or suspension of visiting privileges in all Vermont Department of Corrections facilities.
2. To ensure safe and enjoyable visits for all, visitors are expected to obey all reasonable and lawful directions given from Department of Corrections staff.
3. All adults need to have a government-issued (state or federal) photo ID to be allowed to visit.
4. This photo ID must prove that the visitor is the person on the approved list. If there is a discrepancy in the name or address, the visitor must satisfactorily explain it. Staff will document the facts in the post log.
5. All approved visitors eighteen (18) years or older may visit this facility. Providing that:
  - They are on the inmates approved visiting list
  - They are not the victim of the inmate's crime or have received victim permission to visit from the Victim Services unit. As per Directive #327.01 Inmate Visits.
  - Their contact has not been prohibited by court order, probation order or conditions of required department programming.
6. If a minor (under the age of 18), they are to be accompanied by their legal guardian.
7. If a parent or legal guardian does not accompany the minor under sixteen (16) years of age, a notarized statement with a "raised seal", from the parent or legal guardian must be presented to the facility. Such a statement must contain the following:
  - Permission of the parent or legal guardian to allow the minor to visit;
  - Moreover, the name of the person who will be accompanying the minor during the visit.
  - The person accompanying the minor must be eighteen (18) years or older.
8. A Sixteen (16) and Seventeen (17) year old minors only need a note from the parent or legal guardian; they do not have to be accompanied by an adult.

9. No minor may visit without the direct supervision of a parent, legal guardian or a person named in a notarized statement. That person must remain with the minor for the duration of the visit.
10. Any minors accompanying an adult need identification as well and below is a list of approved ID's for minors to confirm their identify:
  - Any government issued photo identification;
  - Driver's license, with photo;
  - Social security Card;
  - Birth Certificate
11. If the visitor is a current or past staff member or contractors of the Department of Corrections, they need the express written permission of the Superintendent or designee prior to visiting.
12. If under the supervision of the Department of Corrections, they must have written approval of their assigned Probation or Parole officer.
13. Visitors will not be allowed into the building if they, in the opinion of the Shift Supervisor, are under the influence of alcohol, drug or are not properly dressed.
14. Male visitors must wear trousers, shirts, shoes or shorts as described below. Shorts can only be worn from June 1st until August 31st.
15. Female visitors must wear shoes, dresses, skirts or slacks, blouses or sweaters with brassieres or shorts as described below. Shorts can only be worn from June 1st until August 31st.
16. Mini-skirts, mini-dresses, shirts that cannot be tucked in (i.e. cut-off shirts, shirts that show midriff) and halter-tops are not allowed.
17. From June 1st until August 31st, visitors are allowed to wear shorts that are no higher than 3" above the center of the kneecap.
18. Children eleven and under may wear shorts.
19. Hats will not be allowed into the visiting room
20. Inmates are not allowed to wear shorts of any type.
21. All inmates are limited to two adult visitors at any given time, excluding children.
22. All inmates are required to submit an approved visiting list to their caseworker. No one will be allowed to visit unless his or her names appear on an approved list.
23. No items are allowed to accompany visitors into the visiting room with the exception of bottles, pacifiers or "Sippy cups" for very young children age 2 or younger. Inmates are never to have contact with these items
24. No food, drink or canteen items will be allowed to be brought into the visiting room by inmates or visitors.
25. Inmates will be pat searched prior to entering the visiting room. If any canteen or unauthorized item is found on their person, it will be confiscate and destroyed as directed in directive #308 Contraband Classification and Disposition.
26. An inmate with an approved medicine bag may not wear it to the visiting room.

27. Religious head covering will be searched upon entering and exiting the visiting room.
28. All children must be kept under control at all times.
29. No radios or other sound producing items are permitted into the visiting room.
30. Physical contact between inmates and visitors over the age of 11 is prohibited.
31. Inmates will keep their hands on top of the table during their visit.
32. Visitor may use the rest rooms located in the visiting reception area only. If an inmate has to leave the visiting room to use the restroom, their visit will be terminated.
33. Inmates will be strip searched before returning to his unit.
34. Inmates are not permitted into the visiting room if they do not have a visitor.
35. At no time will an inmate be allowed into the visiting room before the arrival of his visitor(s) into the visiting room.
36. If an inmate leaves the visiting room at any time, his visit is terminated.
37. Once an inmate goes into the visiting room, he will not be allowed to leave until his visit is completed.
38. At no time may an inmate accompany a visitor out of the visiting room.
39. Inmates are responsible to their visiting area clean at all times.
40. Any fighting, yelling, arguing, swearing or other disruptive behavior will be grounds for immediate termination of their visit.
41. No item will be passed between visitors and inmates with prior permission from the Shift Supervisor or the Reception/Visiting officer.
42. Non-compliance with any of the above rules by an inmate or visitor in the opinion of the visiting room Officer or Shift Supervisor may result in disciplinary action, immediate termination of the visit and possible revocation of all visiting privileges.
43. Inmates and visitors are subject to legal prosecution if they are responsible for contraband (as defined in directive #308 Contraband Classification and Disposition, Clarifying memo re: Contraband Classification and Disposition and #408.02 Tobacco Products) entering the facility.
44. Special visits will be allowed because of special circumstances, subject to the approval of the Living Unit Supervisor, Caseworker and Assistant Superintendent of Program Services.
45. The visiting reception officer will be on post twenty (20) minutes prior to the start of the scheduled visiting session and remain on post for fifty (50) minutes to process visitors.
46. After the visiting session has been in progress for thirty (30) minutes, visitors will be processed, as a staff member is available. Although, the expectation is that the staff member assigned to process the late arriving visitors accomplishes this task within 15-20 minutes.
47. No visitors will be processed within the last 30 minutes of any scheduled visiting session.
48. Outer garment, such as coats, hats, gloves and jackets must be secured in the lockers provided for the visitors.
49. All monies and keys will be secured in lockers provided for the visitors.

50. All tobacco products and lighting materials will be secured in the vehicle of the visitor. These materials do not enter the facility.
  51. This facility will not assume liability for lost or stolen items.
  52. All vehicles will be locked in the parking lot.
  53. No children or pets will be left unattended in any vehicle on state property.
  54. No money will be exchanged between the visitors and inmates.
  55. Visitors are to leave state property upon completion of visit.
  56. No weapons, tools or items that may aid an escape, are not allowed on the property
  57. Illegal drugs, Pharmaceutical drug not prescribed by a physician and not in their original container and drug paraphernalia are not allowed on the property.
  58. Inmates are not permitted to physically discipline any child.
  59. Special accommodations must be arranged and approved in advance of the visit.
- Each living unit will have a visiting schedule posted.

**VISITING TIMES:****SATURDAY**

0830 – 1030 ECHO

1100 – 1300 BRAVO/ CHARLIE/ INFIRMARY

1330 – 1530 GULF

**SUNDAY**

0830 – 1030 DELTA

1100 – 1300 INDIA

1330 – 1530 HOTEL

**DENIAL OR TERMINATION OF A VISIT**

The Shift supervisor may deny or terminate a visit under any of the following circumstances:

1. The visitor appears to be under the influence of drugs or alcohol;
2. The visitor refuses to be scanned by a metal detector;
3. The visitor refuses or fails to provide sufficient identification or falsifies the identification;
4. The visitor is under the age of 18 and is not accompanied by an adult;
5. The visitor violates visiting rules;
6. The visitor or the inmate fails to prevent their children from disturbing other persons in the visiting area;
7. Verbally or physically disruptive behavior by the inmate or visitor;
8. Excessive physical contact between the visitor and the inmate;

9. The inmate or visitor violates any rule or regulation of the institution;
10. The visitor attempts to introduce contraband into the facility, e.g., tobacco;
11. The visitor's name is not on the inmate's visiting list;
12. The visitor does not comply with the dress code;
13. An institutional emergency;
14. Another reason exists as determined and documented by the Shift Supervisor; or
15. Insufficient space or lack of staff to provide the necessary supervision.

### **INMATE DRESS CODE**

All inmate clothing must be washed, clean and in general good repair. Inmate issued identification when worn must be in plain view. Hats are not to be worn in buildings at any time. In the units, tops and bottoms must be worn at all times. When going to/coming from the showers, you must be wearing a top and a bottom. Inmates entering the Main Core Building must be wearing a blue top and blue bottom.

### **TELEPHONE ACCESS**

Telephones are provided in the units. Attorney phones are located in all buildings and housing units. Each inmate will be provided with an individual PIN number required for making telephone calls. Phones make only collect calls and will not accept incoming calls. ALL calls are recorded and are subject to random monitoring. Select telephones for all attorney incoming calls are not monitored and are considered "Secure Lines". Equipment is available to inmates with hearing and speech disabilities, and to those who wish to communicate with persons having such disabilities. Consult your Unit CSS for access to this equipment.

Participating in or attempting to make three-party calls is prohibited. When making a call, the voice prompt will say "State Your Name". State only your name, as stating any other message could result in disciplinary action.

If you experience problems with placing calls, the person to whom the phone is registered to should contact their telephone provider. If you believe that the problem you are experiencing is through the facility phone, ask the Unit Officer for a complaint form to complete. These forms are to be forwarded to the administrative staff for processing.

## **LOCK BOX**

SSCF is a cashless/moneyless facility. All funds being sent to an inmate housed with the Vermont Department of Corrections must be sent to the following address:

### **Vermont Department of Corrections**

#### **Inmate Trust**

#### **PO Box 1344**

#### **Williston, VT 05495-1344**

Inmates will be provided with two sided deposit coupons to mail to family and friends. The backside contains instructions for family and friends on how to fill out the deposit coupon, money order/bank check and sender information. In addition, it is helpful for individuals sending you money to know your inmate ID number. Additionally, deposit coupons, inmate ID numbers and sample forms are located online at [doc.vermont.gov](http://doc.vermont.gov)

A person must follow the link to: [INFORMATION FOR FAMILIES AND FRIENDS](#).

## **COMMISSARY**

Inmates are allowed to order commissary on a weekly basis. An inmate will order commissary by using the phone system and placing their orders over the phone. In addition, an inmate's family and/or friends may also use the website [www.vermontpackage.com](http://www.vermontpackage.com) to order commissary. Inmates are allowed to order \$75 of commissary per week. There is no limit on debit. This includes web orders from family and/or friends as well as what the inmate has ordered at SSCF. Additional details regarding time frames for submitting orders as well as a list of items on the commissary list are also available in each unit.

**PROPERTY MATRIX**

Please see the following property matrix on the next four pages. Should you need further clarification about what is or is not allowed in the property matrix, please refer to directive 321.01

**SSCF INMATE ALLOWABLE PROPERTY MATRIX**

ITEM	#	COMMENTS
<b>Clothing</b>		
Athletic Supporter	1	Standard Design
Underwear	7	Boxers or Briefs. Cotton. No Thongs, G-String, Transparent
Long Underwear	1	Standard 2 Piece Set Top & Bottom. No One Piece
T-Shirts	4	White Short Sleeve
Pajamas	2	Light Colors Only – No Threat Group Colors
Robe	1	Standard Tie Waist. White or Gray– ¾ length only
Socks	7	Pairs
Handkerchiefs	3	White
Shirts/Tops	4	SSCF will issue 3 - Blue
Pants	5	SSCF will issue 3 - Blue
Shorts	2	Grey or as on Canteen
Sweater	1	As on Canteen
Sweat Clothes	2	Two Piece Set. Grey – as on canteen
Gloves	1	The brown pair provided
Hat	1	1 Summer, one winter – SSCF will provide a winter and summer hat
Jacket/Coat	1	SSCF will Provide One—Orange

ITEM	#	COMMENTS
<b>Linens</b>		
Towels	2	No Threat Group colors.
Washcloths	2	
<b>Comfort Items</b>		
Photo Album	1	As on Canteen
Plastic Bowl	1	As on Canteen
Plastic Mug	1	As on Canteen
Plastic Spoon/Spork	1	As on Canteen
Plastic Soap Dish	1	As on Canteen
<b>Appliances/Electronics</b>		
Alarm Clock	1	As on Canteen
Batteries (AA or AAA)	4	Only if Inmate has battery operated device
Handheld Game	1	Clear, 10 games only – once Central Office provides a supplier
Headphones	1	As on Canteen
Electric Fan	1	12” or less. Plastic Only
Handheld Radio	1	Clear View Only – as on Canteen
<b>Stationery Items</b>		
Envelopes		No item limit (amount that will fit in property box)
Greeting Cards	1	Box of 12
Pen	2	As on Canteen
Pencil	2	As on Canteen
Postage Stamps		\$20 total value

ITEM	#	COMMENTS
Stationery		No item limit (amount that will fit in property box)
Legal Paperwork		12"X10"X18" per Directive 321.01
<b>Medical Supplies</b>		
Prescription Contacts	6	Pair. Clear
Prescription Glasses	1	Pair
Contact Lens Case	1	And only if Inmate has contacts
Prescription Glasses Case	1	
Sunglasses	1	Non-Reflective, non-mirrored
Hearing Aids	1	1 For each ear and 1 replacement battery
<b>Medications</b>		
Antacid	1	Pack
Cough Drops	1	Bag
Acetaminophen	1	Pack
Vitamins	1	Pack
<b>Recreational Items</b>		
Books, Magazines, Newspapers		No item limit (amount that will fit in property box)
Playing Cards	1	Deck. Standard & Pinochle
Board Games	1	Dominoes, Chess, or Checkers only
Colored Pencils	1	Set
Sketch Pad	1	

ITEM	#	COMMENTS
<b>Jewelry</b>		
Watch	1	Time/Day/Date/Alarm/Stopwatch Functions only. No Gems/Stones
Wedding Ring	1	No Gems/Stones – only if inmate is married
Medallion	1	As in Religious Directive

**ALPHA UNIT ALLOWABLE PROPERTY LIST**

ITEM	#	COMMENTS
<b>Clothing</b>		
Top	2	Blue
Bottom	2	Blue
Underwear	3	Boxers or Briefs. Cotton. No Thongs, G-String, Transparent
Socks	3	Pair, White
T-shirt	3	White Short Sleeve
Thermal underwear or Gray Sweats	1	Standard 2 Piece Set Top & Bottom. No One Piece
<b>Footwear</b>		
Shower Shoes	1	As provided or on canteen
<b>Hygiene</b>		
Cup	1	Plastic
Soap	1	Small Bar
Toilet Paper	1	
Toothbrush		
Toothpaste		
Deodorant		
Lotion		
Towel	1	
<b>Linens</b>		
Sheets	2	
Blanket	2	

ITEM	#	COMMENTS
Pillow	1	
<b>Comfort Items</b>		
Personal Photos	3	Not to be placed on walls
Chair	1	Plastic
<b>Appliances/Electronics</b>		
Walkman	1	With Headset and Batteries Batteries are traded one for one and excess batteries must be stored in locker.
Altered Batteries=loss of walkman/headset/batteries for 30 days and a possible DR.		
<b>Recreational Items</b>		
Magazine or Book	6	Soft cover
Deck of Cards	1	
Commissary items		Unless restricted
<b>Medical Supplies</b>		
Prescription Glasses	1	Pair
<b>Stationery Items</b>		
Paper and Envelopes	1	Ream
Address Lists and Personal Mail	24	Letters max, all excess mail must be stored in property
Pen	1	Safety or "Flex" pen (one for one exchange)
Journal	1	
Legal Paperwork		12"X10"X18" per Directive 321.01
Designated Recreation Therapy Equipment		

ITEM	#	COMMENTS
<b>Jewelry</b>		
Wedding Ring	1	No Gems/Stones – only if inmate is married
Medallion	1	As in Religious Directive Approval must not conflict with safety concerns
Property lists for Alpha are adjusted based on individual requirements for each inmate.		

**FOXTROT – ALLOWABLE PROPERTY****FOXTROT ALLOWABLE PROPERTY- DISCIPLINARY STATUS/ADMINISTRATIVE SEGREGATION PHASE I**

- 1- Set of Facility issued Inmate Clothing (“Reds” Top & Bottom)
- 3- “White T-Shirts” (2 sets must be stored in locker)
- 3- Pair of White Socks ( 2 sets must be stored in locker)
- 3- Pair of White Boxers (2 sets must be stored in locker)
- 1- Set of Thermals or Gray Sweats (Top & Bottom)
- 1- Pair of Shower Flip-Flops
- 1- Deck of Cards
- 1- Pair of Prescription Eye Glasses
- 2- Books ( No Hard covers)
- 1- Religious text.
- 3 -Magazines
- 3- Personal Photos (Not to be placed on walls)
- Legal / DOC Paperwork (12”X10”X18” per Directive 321.01)
- Address Lists and Personal Mail, excess mail must be stored in property
- Hygiene Items (ALL MUST BE STORED IN LOCKER)
- 1- Safety or “Flex” Pen (One for One exchange)
- 1- Ream of paper and envelopes
- 1- Personal Towel to be stored in locker (No state towels allowed in cells)
- Black or Green rip resistant blanket.
- 1-Set of sheets

\*\*Canteen orders will be limited to: Paper, envelopes and hygiene items. No candy or food items allowed. Clothing and specialty items need to be approved through the CSS

**FOXTROT ALLOWABLE PROPERTY –CLOSE CUSTODY, BED SPACE AND ADMINISTRATIVE SEGREGATION PHASE II**

- 2 Sets of Facility issued Inmate Clothing (“Reds” Top & Bottom)
- 3- “White T-Shirts”
- 3- Pair of White Socks
- 3- Pair of White Boxers
- 1- Set of Thermals or Gray Sweats (Top & Bottom)
- 1- Pair of Shower Flip-Flops
- 1- Deck of Cards
- 1- Pair of Prescription Eye Glasses
- 3- Books (No Hard covers)
- 1- Religious text
- 3 - Magazines
- 3- Personal Photos (Not to be placed on walls)
- Legal / DOC Paperwork (Must be Current and no more than a file size box)
- Address Lists and Personal Mail, 24 letters MAX. Excess mail must be stored in property
- Hygiene Items
- 1- Safety or “Flex” Pen (One for One exchange)
- 1- Ream of paper and envelopes
- 1- Personal Towel to be stored in locker (No state towels allowed in cells)
- 1- set of sheets
- 2 –blankets
- 1 – journal

\*\*Canteen orders will be limited to: Paper, envelopes, hygiene items. Three snack items from the following list:

- Candy Bars
- Hard Candy
- Nuts
- Granola Bars
- Peanut Butter
- Crackers

No fruit snacks. Clothing and specialty items need to be approved through the CSS.

**CLOSE CUSTODY SPECIAL ALLOWABLE****Walkman/headset/batteries**

*The following must be met for approval:*

- Completion of Sanctions
- 30 days on Close Custody at SSCF
- 30 days DR Free
- Compliance with Case/Behavior Plan

*Use of Walkman/ headset/batteries*

- Meet above criteria
- Batteries are traded one for one unaltered battery-excess batteries must be stored in property.
- Altered batteries = loss of walkman/headset/batteries for 30 days and possible DR.
- Walkmans may only be used in the cell. Any walkman outside of a cell is contraband and will be dealt with as such.

Continued use of walkman/headset/batteries is subject to staying in compliance with Fox Living Unit Rules as well as case/behavior plan and is subject to weekly review of CCMT.

If you feel, you meet the criteria please submit a request to the CCMT team for review.

All inmates on close custody status will be allowed to order 7 snack items per week. This represents an increase from 3 to 7.



## **THE MISSION**

The mission of **Southern State Correctional Facility (SSCF)** is to diligently serve and effectively collaborate with the criminal justice community. We will protect the public by providing safe, secure and humane supervision and confinement of offenders.

We will promote and encourage positive change by facilitating risk-reducing programs in disciplined, safe and supportive housing communities.

We will provide our employees with comprehensive training and support which will promote and develop highly-skilled and motivated corrections professionals.

We will maintain a partnership with human service agencies, volunteers, community leaders and service providers in order to respond to the multiple needs of offenders and the challenges to be met in their return to the community. As a team, we will strive to facilitate the successful reintegration of offenders into the community as responsible and productive citizens.

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**Southern State Correctional Facility**  
**700 Charlestown Road**  
**Springfield, Vermont 05156**

*Updated October 2011*