



**State of Vermont**  
**Department of Corrections**  
103 South Main Street  
Waterbury, VT 05671-1001  
[www.doc.state.vt.us](http://www.doc.state.vt.us)

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*Agency of Human Services*

February 27, 2014

Anelisa Benavides  
University of Michigan Law School  
910 Legal Research Building  
625 South State Street  
Ann Arbor, MI 48109-1215

**Re: Record Request**

Dear Ms. Benavides:

The Vermont Department of Corrections has searched for and found records responsive to your February 13, 2014 request. Our response is as follows:

1. Any current prisoner handbook or manual (including any inmate orientation handbook or manual), system-wide or institution-specific.
  - a. I have included the most recent versions of the inmate handbooks from each of Vermont's Correctional Facilities.
2. All current prisoner grievance regulations, policies, guidelines, manuals, directives, rules, etc., including general grievance policies/guidelines/etc. and specific grievance policies/guidelines/etc. relating to, for example, health care or sexual assault.
  - a. If the attached document is the only and most current and complete policy, please indicate as such. If this is the case, there is no need to send a duplicate policy.
    - i. The attached document is the only and most current and complete policy regarding inmate grievances.
    - ii. I have also included the Final Adopted Administrative Rule on grievances #06006 effective March 15, 2006

By "grievance," we mean any grievance or complaint, whether formal or informal, whatever the subject matter.

3. Any record, created or updated from 2003 to the present, tallying or reporting:
  - a. The number of grievances filed and resolved each year
  - b. The categories or subject matter of grievances filed and resolved, and number of grievances in each subject matter category used (for instance, grievances related to food, health care, use of force, etc., and including both ordinary and "sensitive" complaints such as those involving allegations of staff misconduct)
  - c. Grievance outcomes or resolutions each year, by subject matter category and year.

- i. For a. b. & c. I have included printouts for each year that they were available of both formal grievances and informal complaints that include the facility they were filed at, the type of grievance and the number in each category. I have also included any records or reports I could locate that in which grievance data was produced and/or evaluated.
- d. Statistics or data on length of time to resolve grievances, by subject matter category and year
  - i. There are no records that detail this information.

We are not requesting individual grievance records. We are only requesting records that summarize, aggregate, or compile grievance data.

- 4. Any current policy for prisoner mail or correspondence, including regular and legal mail, prisoner receipt of newspapers, magazines, newsletters, and books.
  - a. If the attached document is the only and most current and complete policy, please indicate as such. If this is the case, there is no need to send a duplicate policy.
    - i. The attached document is the only and most current and complete policy on inmate mail, publications, and audio/video regulations

Sincerely,



David Turner  
Policy Development and Offender Due Process