

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

Policy: 301

Subject: Resident Handbooks
Effective Date: October 16, 1975 **Review and Re-Issue Date:**
Supersedes: NEW **APA Rule Number:**

Recommended for approval by:		Authorized By:	
_____	_____	_____	_____
Signature	Date	Signature	Date

1. Authority:

1.1

2. Purpose:

2.1 To provide for development of resident guidebooks.

2.2 In order to provide an atmosphere for progress towards rehabilitation, correctional facilities must be structured to operate in a fair and consistent manner with regards to resident related rules, policies, programs.

2.3 A fundamental responsibility of facility staff members is to assure that each resident is aware of all such information pertinent to facility life. Resident guidebooks help assure that such information is available to all individuals concerned. Although guidebooks can provide essential information, they will not answer all questions concerning facility life.

2.4 Therefore, the guidebook should also serve as an index of where and from whom to obtain further information

3. Applicability/Accessibility

3.1 Staff and residents of correctional facilities.

4. Policy

4.1 Each facility will develop and maintain a resident guidebook containing material consistent with Department philosophy designed to serve the resident as a source of information concerning inmate rules and regulations, policies, procedures, programs, and services.

4.2 Upon admission to the facility each inmate will be provided with and sign for the resident guidebook. He should be encouraged to read the guidebook to help ensure that he is familiar with facility rules and

Policy 301 Resident Handbooks

regulations and is able to take maximum advantage of any programs or opportunities available. Upon discharge the resident will return the guidebook.

4.3 The guidebooks should be organized using the format of the Department policy manual when possible.

4.4 The guidebooks shall be reviewed, and revised if necessary, at least once a year.

4.5 Facility guidebooks will be approved by the Commissioner prior to implementation, and an up to date copy must be kept on file in the Central Office."

5. Training Method

5.1

6. Quality Assurance Processes

5.1

7. Financial Impact:

7.1

8. References

28 V.S.A. 601(1.2.3.7.8)

28 V.S.A. 102(c)(1.5)

28 V.S.A. 102(b)(2)

9. Responsible Director and Draft Participants

Kent Stoneman, Commissioner of Corrections