

<p style="text-align: center;"><b>STATE OF VERMONT</b> <b>AGENCY OF HUMAN SERVICES</b> <b>DEPARTMENT OF CORRECTIONS</b></p>	<p style="text-align: center;"><b><u>INTERIM MEMO:</u></b>  Inmate/Offender Claims Form – Field and Facility</p>	<p style="text-align: center;"><b>Page 1 of 1</b></p>						
<p><b>Local Procedure(s) Required:</b> No. <b>Applicability:</b> All staff (including contractors and volunteers) <b>Security Level:</b> “B” – Anyone may have access to this document.</p>								
<p><b>Approved:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;"><u>                    </u> <b>SIGNED</b></td> <td style="text-align: center; border: none;"><u>                    </u> <b>09/12/2017</b></td> <td style="text-align: center; border: none;"><u>                    </u> <b>09/19/2017</b></td> </tr> <tr> <td style="text-align: center; border: none;"><b>Lisa Menard, Commissioner</b></td> <td style="text-align: center; border: none;"><b>Date Signed</b></td> <td style="text-align: center; border: none;"><b>Date Effective</b></td> </tr> </table>			<u>                    </u> <b>SIGNED</b>	<u>                    </u> <b>09/12/2017</b>	<u>                    </u> <b>09/19/2017</b>	<b>Lisa Menard, Commissioner</b>	<b>Date Signed</b>	<b>Date Effective</b>
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The purpose of this Interim Revision Memo is to provide additional guidance to Department of Corrections (DOC) staff on how to proceed when they receive a Report of Lost or Damaged Property form from an offender. This Interim Memo shall also establish the use of an updated form by offenders and staff.

This Interim Memo shall supplement policy #321.02 Inmate/Offender Claim, Section 2, Request for Investigation, subsection (a). Staff shall continue to follow the instruction provided in subsection (b) and beyond.

**For Facility Use:**

1. Facilities shall make the updated Report of Lost or Damaged Property form available to inmates and instruct them to use the updated form.
2. Facilities shall inform inmates that all submissions of a Report of Lost or Damaged Property form shall be made to a DOC staff member who holds the position of COII or higher.
  - a. If an inmate attempts to submit a Report of Lost or Damaged Property form to a staff member with a rank lower than COII, the staff member shall instruct the inmate to submit it to the appropriate staff member.
3. Upon receipt of a Report of Lost or Damaged Property form, the staff member who received the form shall sign and date the form and provide the inmate with the appropriate copy.
4. The staff member who received the Report of Lost or Damaged Property form shall submit the completed and signed form to the facility SOS.

**For Field Use:**

1. Field sites shall make the updated Report of Lost or Damaged Property form available to offenders and instruct them to use the updated form.
2. Field sites shall inform offenders that submissions of a Report of Lost or Damaged Property form shall be made to the Program Services Supervisor.
3. Upon receipt of a Report of Lost or Damaged Property form, the Program Services Supervisor shall sign and date the form and provide the offender with the appropriate copy.