



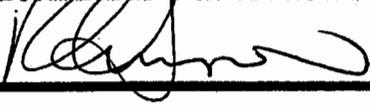
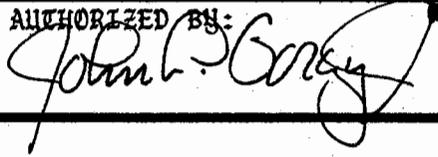
**DEPARTMENT OF CORRECTIONS  
AGENCY OF HUMAN SERVICES  
STATE OF VERMONT**

NUMBER

**A**

POLICY  
DIRECTIVE  
PROCEDURE

414.01

<b>SUBJECT</b> <b>CORRECTIONS EMERGENCY RESPONSE TEAM (CERT)</b> 414.01	<b>EFFECTIVE DATE</b> 06/26/00	<b>REVIEWED AND RE-ISSUED</b>	<b>SUPERSEDES</b> 2/22/99 & 3/9/99 Supplements
<b>RECOMMENDED FOR APPROVAL BY:</b>  SIGNATURE	<b>AUTHORIZED BY:</b>  SIGNATURE		

**AUTHORITY**

Authority for this directive is derived from Department Directive 02.01, Policy and Procedure Development and Department Policy 414, Serious Disturbance.

**PURPOSE**

The Vermont Department of Corrections views emergency preparedness as being essential to ensuring minimal disruption to its overall operation. The department must be prepared to meet such a disruption with a highly professional and well-organized response. To that end, a compliment of correctional personnel must be selected and trained to react to emergency situations such as: 1) a deterrent for a demonstration of a show of force; 2) as a means of providing physical force in order to contain or resolve a disturbance; 3) and to re-establish control and gain custody over a given area or inmate population. There may also be times when a large number of staff are needed on a short notice basis to provide security for a special emergency or event. This Directive delineates responsibility and identifies available resources to effect a return to normalcy as a result of the use of a statewide emergency response team. In addition, Facility Superintendents are authorized, and encouraged, to establish a local emergency response process, which is independent of the statewide process.

**APPLICABILITY/ACCESSIBILITY**

This directive is to be accessed by Vermont Department of Corrections employees only. Offenders and the public are not to have access.

**DEFINITIONS**

CERT: State-wide Corrections Emergency Response Team

HRD: Human Resources Development Unit

LERT: Local Emergency Response Team

OSHA: Occupational Safety & Health Administration

REPC: Regional Emergency Preparedness Coordinator. There are three, who are also the CERT Commanders for their respective areas.

Correctional Officer: Any Facility Shift Supervisor, Correctional Officer I or II, or Community Correctional Officer.

Less-Lethal Impact Weapons: A delivery device identified specifically for less lethal munitions (i.e. 12 Ga. Shotgun with blue Stock)

**DIRECTIVE**

The Department shall cause to be established a compliment of [REDACTED] to respond to incidents as defined and directed in the Serious Disturbance Policy (414), and in conjunction with the Emergency Preparedness Directive (414.03) as applicable to Level III and Level IV disturbances. When activated, it will be the responsibility of CERT to be a mechanism for the Commander in restoring and/or maintaining the Department and affected facility or work site to humane, professional conditions of incarceration.

The following would be areas of concern that the CERT may have to deal with, and would need to train for:

- [REDACTED]

**I. Chief of Emergency Services**

The Chief of Emergency Services of the Security & Supervision unit will be responsible for the administration of CERT regarding, but not limited to, the following areas:

- Preparing an annual "CERT Preparedness" report to the Director of Security & Supervision in July of each year which shall include, but is not limited to:

- Equipment Inventory
- Equipment Needs
- Training Needs
- Team Strengths/Weakness
- Maintain CERT membership at authorized strength.
- Supervise Regional CERT Commanders.
- Assist HRD in developing a standardized core training curriculum.
- Assist in obtaining necessary funding for CERT related equipment and training through the annual report to the Director of Security & Supervision.
- Assist CERT Commander(s) in planning for CERT deployment and tactics necessary for the resolution of a disturbance.
- Ensures an understanding of the emergency preparedness process for all department employees.

## II. CERT Commanders

The CERT Commanders are responsible for ensuring the readiness and competency of CERT members regarding, but not limited to, the following areas:

- Reports directly to the Chief of Emergency Services of the Security & Supervision Unit in all matters related to CERT, such as:
  - Training needs
  - Equipment issues
  - Staffing issues
- Assists in the appointment of CERT trainers/leaders.
- Maintains a "call out" list of all active CERT members in their region.
- Maintains copies of "call out" lists from the other regions.
- Assists in reviewing applications and the appointment of CERT members.

- Assists the Chief of Emergency Services and HRD in the development of core curriculum.
- Assures that training is provided in order for CERT members to maintain competency in areas outlined in section V. (CERT Training) of this directive.
- Annually inventories all CERT related equipment, assigned to their region, and ensures that such equipment is in an acceptable state of readiness. Copies of all inventory lists shall be sent to the Chief of Emergency Services.
- Assists in annually auditing CERT preparedness.
- Assists in coordinating CERT response to emergencies.
- Assists in developing, planning, and coordinating CERT/Emergency Preparedness tabletop exercises and full-scale simulations.
- Provides an annual "CERT Preparedness" report of their region to the Chief of Emergency Services in June of each year that shall include, but is not limited to:
  - Equipment Inventory
  - Equipment Needs
  - Training Needs
  - Team Strengths/Weakness
- Other related duties as may be necessary or required.



CERT Commanders will use the attached Security Audit Form (Attachment "A") for this process.

### III. Selection/Screening of CERT Members

The following will be applied in determining eligibility of all Correctional Officers requesting consideration for CERT membership. Those items identified with an "\*" are to be provided by the applicant at the time the application is submitted.

- Recommendation and approval of facility superintendent. \*
- The recommendation is based on the Superintendents opinion that the staff member has been dependable as it relates to leave usage and the reason the staff member wants to become a member is appropriate. The staff member should be a team player, and not a person that does not interact with others well. The staff member should have a positive attitude, display a professional appearance as well as other qualities that the Superintendent feels would be important for the proper decision to be made. The staff member must be able to follow orders in stressful situations as well as maintaining a balanced perspective.
- Submission of an Application for CERT Membership to the Chief of Emergency Services (Attachment "B"). \*
- Submission of the applicants most recent Performance Evaluation with at least a "Satisfactory" rating. \*
- A physical examination or evaluation that clears staff for vigorous and/or sustained physical activity.
- Satisfactory completion of a physical agility test as determined by the HRD unit.
- Submission of all training records for up to the past three years. \*  
(Applicant must be current and proficient in all core competencies)
- No physical encumbrances to donning, wearing, and using Self-contained Breathing Apparatus or gas masks. (Reference OSHA Respiratory Protection Standard 29 CFR 1910.134)
- Must be a Correctional Officer (as defined), or at one time was a COI or II on the CERT as long as their training and certification are maintained.
- Minimum of one year, permanent, classified correctional officer experience.

#### IV. Commitment Term

Due to the amount of training that CERT members receive, it is expected that they will make a three-year commitment to the team as long as they maintain the criteria outlined in section III (Selection /Screening of CERT Members) of this directive.

Each member will have an adjunct file maintained by the Chief of Emergency Services that will contain copies of their equipment inventory, application, CERT training

records, and memo appointing them to the CERT as well as other pertinent paperwork that may be needed.

While a member of the CERT, any member who is placed on a Prescriptive Period of Remediation will be suspended from CERT. An employee who is placed in a PPR for a second or subsequent time will be terminated from CERT.

The Chief of Emergency Services will maintain information on Staff Demographics in an adjunct file by using the attached form (Attachment "C").

**V. CERT Training**

Training is provided to CERT members on the basis of an established core curriculum and other relevant training identified to enhance the competency of all CERT staff. The HRD Unit and the Security & Supervision Unit are responsible for the development of training components necessary in order to insure a proficient level of knowledge, skills, and ability of all CERT members. The CERT Commanders and CERT trainers will assist in presenting course materials. Whenever possible, training will be conducted at a central location. CERT members will receive no less than eight hours quarterly. In view of the department's commitment to, and investment in, CERT members, they should be utilized as a training resource to the facilities and Correctional Academy.

It is anticipated that all CERT members will, at a minimum, maintain proficiency and demonstrate knowledge, skills, and ability annually in at least the following subject areas:

- [REDACTED]

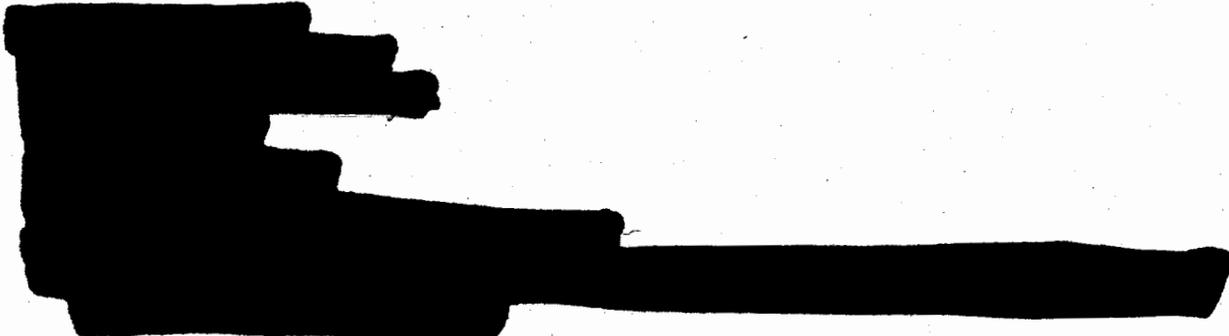
Additional Training may be required by the Chief of Emergency Services. Maintaining proficiency in Core Competencies as described by HRD is also required. Training will be planned for in the annual department allocation process.

Individual training records will be maintained using the attached Individual Training Records form (Attachment "D").

VI. CERT Member Equipment Bag

At a minimum, each CERT member will be issued the equipment listed below which is to be available upon demand in the event a response to an emergency or training is required. The equipment will be issued to active CERT members who maintain a level of proficiency as described by HRD. The equipment will be the responsibility to the CERT member. Equipment will be replaced if damaged in training or actual situations. Any equipment intentionally lost or damaged without good cause will result in the staff member facing administrative disciplinary charges where a financial penalty may be assessed. Equipment that is stolen will be reported to the Chief of Emergency Services. Such theft will be reported to the Vermont State Police.

All equipment that is issued to individual CERT members will be inventoried and signed for on the attached form (Attachment "E"). An audit form (Attachment "F") will be utilized to insure individuals maintain their assigned equipment.



Requests for equipment beyond the authorized minimum must be submitted to the Director, Security & Supervision through the Chief of Emergency Services, for review and approval prior to use.

~~CERT members are to use their equipment bag outside the facility in the event it is needed. They are to bring it to work with them and store it in an area that is not accessible to the public. The member who is to carry the bag must ensure that the bag is always with them and that they are responsible for its contents.~~

VII. Re-Certification for CERT eligibility

Re-certification of CERT members will occur annually in order to maintain/retain membership. The proficiency of the skill level and abilities of all members will be tested in such a manner to be determined by the HRD unit, CERT Commanders, and CERT leaders/trainers. Failure to meet proficiency requirements, to include testing of physical abilities, will require that the member be placed on an "inactive status". The

CERT member will be afforded a two-month period during which he/she must come into compliance. Inability to come into compliance with training standards will result in a loss of CERT membership. Prolonged illness or physical impairment which result in an inability to comply with CERT requirements may be cause for removal on a temporary or permanent basis. Each case will be evaluated on an individual basis, on its own merits. Arrangements will be made for follow-up testing if needed.

**VIII. Negotiation**

[REDACTED]

[REDACTED]

The following are to be considered prior to utilizing force (time and circumstances permitting):

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]

Please refer to the Emergency Preparedness Directive (414.03) as a resource for hostage situations.

**IX. Local Emergency Response**

Facility Superintendents must establish a local procedure, which addresses a response to Level I and Level II disturbances using those resources available as identified in Policy 414, **Serious Disturbances**. All local emergency response procedures must be reviewed by the Director, Security & Supervision, or designee, prior to implementation. The use

Corrections Emergency Response Team

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of CERT members to train and be on local emergency response teams is permissible. However, any such involvement must be totally independent of CERT affiliation.

The development and planning for the creation of local emergency response teams must be consistent with best correctional practices. The training required and equipment issued to LERT members must not exceed what is guided by the requirements in this directive, and are the responsibility of the individual facility.

**REFERENCES:**

Title 28 V.S.A. section 101 paragraphs 1 and 5, section 102(b) paragraphs 6, 11c (6), and section 601, paragraphs 2, 3, and 4.

Vermont Department of Corrections Policies 413 (Use of Force) and 414 (Serious Disturbances)

Vermont Department of Corrections Directives 413.07 and 414.03

OSHA Respiratory Protection Standard 29 CFR (Code of Federal Regulation) 1910.134

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### APPLICATION FOR CERT MEMBERSHIP

Name: \_\_\_\_\_ Work Site: \_\_\_\_\_

Current Position: \_\_\_\_\_ Work Tel. #: \_\_\_\_\_

Town of Residence: \_\_\_\_\_ Home Tel. #: \_\_\_\_\_

Time employed by VT DOC: \_\_\_\_\_ Time in current position: \_\_\_\_\_

List current training certifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List Instructor Certifications: \_\_\_\_\_

\_\_\_\_\_

Have you been a CERT member previously? Yes \_\_\_\_\_ No \_\_\_\_\_

If "YES" to above, provide dates: \_\_\_\_\_

Would occasional periods away from home for training or emergencies be a hardship?

Yes \_\_\_\_\_ No \_\_\_\_\_ If "YES", please explain: \_\_\_\_\_

\_\_\_\_\_

How would you rate your current physical condition:

Superior \_\_\_\_\_ Excellent \_\_\_\_\_ Average \_\_\_\_\_ Below Average \_\_\_\_\_

Do you have any injuries/disabilities which that prevent you from being a fully active CERT member?

Yes \_\_\_\_\_ No \_\_\_\_\_ If "YES", please explain: \_\_\_\_\_

\_\_\_\_\_

Briefly explain why you wish to be accepted as a CERT member: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Recommended for CERT membership by:

\_\_\_\_\_  
Signed (Superintendent)

\_\_\_\_\_  
Date

NOTE: Please refer to Directive 414.01 for additional requirements which must be submitted with this application.

Attachment "B"



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**CORRECTIONS EMERGENCY RESPONSE TEAM (CERT)**

**INDIVIDUAL EQUIPMENT INVENTORY CHECKLIST**  
*(MAINTAINED IN CERT PERSONNEL FILE)*

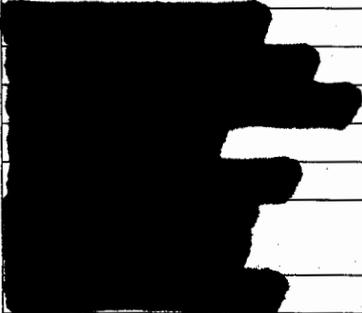
Name: \_\_\_\_\_

CERT Start Date: \_\_\_\_\_

Assigned Site: \_\_\_\_\_

Issued By: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Equipment</b>	<b>Date Issued</b>	<b>Reported Lost, Stolen or Damage*</b>	<b>Replacement Date</b>
			

\*A report must be submitted and attached documenting any lost, stolen or damage equipment.

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I acknowledge receipt of the above equipment and understand that I am financially responsible for any damaged or lost equipment that cannot be justified unless waived by the Chief of Emergency Services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**CORRECTIONS EMERGENCY RESPONSE TEAM (CERT)**

INDIVIDUAL TRAINING RECORDS  
 (MAINTAINED IN CERT PERSONNEL FILE)

Name: \_\_\_\_\_ Assigned Site: \_\_\_\_\_

CERT Commander: \_\_\_\_\_ CERT Start Date: \_\_\_\_\_

Description of Annual Training Requirements	Date	Date	Date	Date	Date
[REDACTED]					
OC Spray					
Core Competencies:					
Suicide Prevention					
Fire Safety					
CPR					
First Aid					
Advanced Communication					
Techniques					
APCT					
Blood borne Pathogens					
Diversity					

