



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

NUMBER

POLICY
407.01 DIRECTIVE
PROCEDURE

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SUBJECT ESCAPES FROM FACILITY SERVICE CREWS AND UNAUTHORIZED LEAVE FROM COMMUNITY SERVICE TEAMS	EFFECTIVE DATE 6/1/95	REVIEWED AND RE-ISSUED	SUPERSEDES NEW 7/14/92
RECOMMENDED FOR APPROVAL BY: 	AUTHORIZED BY: 		
SIGNATURE	SIGNATURE		

AUTHORITY

Authority for this directive is derived from Policy 1051, Escapes.

PURPOSE

According to the DOC Policy 1051 on Escapes, "...each Superintendent is responsible for developing contingency plans that deal with any type of escape." This directive is meant to provide guidance to Superintendents and Court and Reparative Services Supervisors/Managers in the development of contingency plans around inmates escaping from facility service crews and community service teams.

APPLICABILITY/ACCESSIBILITY

The directive is only to be disclosed to Department of Corrections employees.

DEFINITIONS:

Facility Service Crew: A group of inmates from a correctional facility supervised by one or more correctional officers. Their purpose is to perform work service for government and non-profit agencies. Inmates participate on service crews to learn work habits and to add value to the community.

Community Service Team: A group of offenders on community based sanctions supervised by a trained team leader. Their purpose is to perform work service for government and non-profit agencies. Offenders (who work without pay) participate on the service team as a way of making amends to the community for their criminal conduct.

DIRECTIVE

Each facility Superintendent responsible for conducting a facility service crew program and each CRSU Supervisor/Manager responsible for conducting a community service team program is required to maintain a working post order that describes the responsibilities of the work crew supervisors. More detail on post orders can be found in the Department of Corrections' Policy 1000, Security Manual and Post Orders. Each work crew post order shall have a section in it dedicated to the pursuit and apprehension of escapees from inmate work crews. At a minimum, the section shall require the following:

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SPECIFIC DUTIES:

For 2:10 Facility Service Crew

A.

[REDACTED]

1.

[REDACTED]

2.

[REDACTED]

3.

[REDACTED]

B.

[REDACTED]

C.

[REDACTED]

For 1:5 Facility Service Crew

A.

[REDACTED]

For a Community Service Team

A.

Only offenders on community service teams under the legal status of pre-approved furlough or furlough re-integration can be considered to have escaped from the Department of Corrections if they leave a community service team without authorization. Offenders on a community service team under supervised community sentence, parole or probation who leave the services team cannot be considered to have escaped.

B.

If an offender on furlough leaves a service team without authorization or fails to show up for a service team as ordered, they are considered out of place on furlough. They may subsequently be charged with escape pursuant to Policy 1051, section A, page 7: "A. He/she is out of place of furlough and cannot be located for two-hours from the time of initial discovery of being out of place on pass."

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- C. The Service team leader should not make a judgement that the offender has escaped from the Department's custody if they leave the service team without authorization or fail to show up for a service team. The service team leader's primary responsibility is to notify their supervisor, designated DOC staff or on-call manager that the offender has left or not shown up for the service team as directed.
- D. Each CRSU Supervisor/Manager will establish a procedure for service team leaders to follow if any offender leaves the service team work site without authorization. The procedure will require the team leader to comply with the following requirements:
1. Immediate notification of the supervisor, on-call DOC manager or designated staff.
 2. Notify supervisor, designated staff or on-call manager of offender's legal status.
 3. Describe events surrounding offender leaving the work site.
 4. Describe the offender.
 5. Describe any efforts to apprehend a furlougee.
 6. Write a report of incident.
- E. When any offender leaves the service team without authorization, the service team leader will follow the local procedure developed to notify designated DOC staff or supervisors. If they cannot make contact from the work site location, they will gather the remaining service team members and go to a location where they can make communication.
- F. If an offender on furlough leaves a community service team without authorization, the team leader will not chase or attempt to apprehend the offender unless in the judgement of the officer:
1. The offender is in imminent and foreseeable risk of harm to himself or poses an imminent and foreseeable risk to another person(s), and
 2. they would not be in danger if they pursue the furlougee.