

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

: 409.02

Subject: Alco-Sensors

Effective Date:

Review and Re-Issue Date:

Supersedes: 07/14/92

APA Rule Number:

Recommended for approval by:
Jacqueline Kotkin, Assistant Director/
Correctional Services

Authorized by:
Richard C. Turner, Acting Commissioner

Signature Date

Signature Date

1. Authority:

1.1. State of Vermont Department of Corrections Policy 409.

2. Purpose:

2.1. To establish the Departments responsibility in the operation, maintenance and calibration of Alco-Sensors.

3. Applicability/Accessibility:

3.1. This Directive applies directly to Department of Correction's staff and the [offender](#)s under their supervision. Anyone may access a copy of this Directive.

4. Directive:

4.1 Each Area shall maintain at least one person certified in the calibration of also-sensors.

4.2 Any employee who uses an Alco-Sensor shall be certified in the proper use of an Alco-Sensor.

4.3 The following records shall be maintained on each also-sensor.

4.3.1. An identifying number for each Alco-Sensor.

4.3.2. Where each Alco-Sensor has been and is presently assigned.

- 4.3.3. The date, location, and by whom any calibration was done.
- 4.3.4. All maintenance work performed.
- 4.4 Records and files shall be kept for the life of the individual Alco-Sensor, and for two years following its removal from use.
- 4.5 A record of the last calibration of each individual Alco-Sensor shall be maintained with the instrument/carrying case.
- 4.6 It will be each work site Managers responsibility to insure that all Alco-Sensors will be calibrated at a minimum under the following circumstances:
 - 4.6.1. Every three (3) months.
 - 4.6.2. Whenever the instrument appears to give an erratic reading.
- 4.7. Attachments: Calibration check format.

5. Training Method:

5.1 The Director of Security & Supervision has the responsibility and the authority to develop and deliver training on the duties associated with this Directive.

6. Quality Assurance Processes:

6.1 Work site managers will create local procedures that ensure Alco-Sensors are maintained and calibrated in an appropriate and timely manner.

7. Financial Impact:

7.1 The purchase and maintenance of Alco-Sensors are a predictable operational expense and as such are contained within each work site's budget.

8. Responsible Director and Draft Participants:

8.1 Directors of Security & Supervision, the Director of Reparative Services and the Assistant Director of Correctional Services are responsible for this Directive. This Directive was written by John B. Murphy, Hearings Administrator after consideration of feedback solicited from the field as well as review and guidance from the Executive Management Team (EMT).
