

DEPARTMENT MEMORANDUM

Agency of Human Services

Department For Children and Families

TO: Facility Superintendents, Field District Managers, DCF-FSD Directors
FROM: Marion Paris, Residential Services Manager
and Cullen Bullard, DOC Director of Placement and Classification
DATE: 11/14/2012
SUBJECT: Procedure to Access Woodside and 204 Depot

I 16 -17 Year Old Misdemeanant

1. Procedure
 - a. Call from law enforcement or judicial system requesting admission to the Correctional facility.
 - b. Correctional facility advises admission is not legal.
 - c. Superintendent or his/her designee will contact DCF-FSD Residential Services Manager or designee to discuss admission options.
 - d. Residential Services Manager advises re: availability of Woodside and 204 Depot. Admission to these programs is based on bed availability and appropriateness of placement.
 - e. If there is a bed and placement is appropriate, instruction to complete placement will be provided by Residential Services Manager or designee.
 - f. Youth will be placed on Burlington Probation and Parole offices (BUPP) headcount, but will be managed by the Chittenden Regional Correctional Facility (CRCF) caseworker for Woodside placements and Bennington P& P headcount for 204 Depot placements. Residential Services Manager or designee will request that court paperwork, including mittimus and bail, should be faxed to CRCF or Bennington P&P as appropriate and DCF-FSD Central for all placements. For CRCF, direct contact must occur with Corrections Services Specialist (CSS) or designee.
 - g. The DOC facility must provide the DCF-FSD program with the name of a contact person and phone number.
 - h. Placement continues at the program until discharge. Coordination of the discharge and discharge plan is a joint effort between facility, program, probation manager, and Residential Services Manager or designee.
 - i. If a DCF-FSD bed is not available, DOC facility must arrange for alternative housing – e.g., staffed hotel room.
2. DCF Options which are available to these youth
 - 204 Depot: Males only
 - Woodside: Co-ed – follows DOC/DCF MOU dated 10/20/11

II 16 – 17 Year Old Misdemeanant with an Underlying Felony Charge

The option of placing a youth with an underlying felony charge (where bail is not revoked on the original felony) is an exception to the Interdepartmental Agreement to Access Woodside Juvenile Rehabilitation Center for Youth under the Jurisdiction of the Department of Corrections. Therefore, admissions under this section will only be made during regular business hours.

1. Procedure

- a. Facility Superintendent or his/her designee contacts DCF-FSD Residential Services Manager or designee to discuss bed availability, appropriateness of placement, and reasons for the exception.
- b. If there is a bed available and the Residential Services Manager or designee agrees to placement consideration, the following documents must be made available to the DCF-FSD representative to determine the appropriateness of placement at Woodside or 204 Depot.
 1. List of all charges in the DOC record
 2. Affidavits on the current charge(s)
 3. Affidavits on the underlying felony charges
 4. DOC movement history, if any
 5. DOC supervision history, if any
 6. Initial Needs Survey (if on record)
 7. ID Face Sheet (if on record)
 8. Other available documents such as psychological and/or risk assessments, medical information, etc.
- c. The Residential Services Manager or designee will review the information with the Woodside or 204 Depot Director to determine if the youth is appropriate for admission to either facility. They will take into account the current population in the facility. Upon completion of this review, the Residential Services Manager or designee will contact the Facility Superintendent with the decision.
- d. If accepted for admission, staff should refer to the steps outlined in section I, (f) through (h) above to complete the admission process.
- e. Placement will continue at the program until discharge.
- f. If a DCF-FSD bed is not available, DOC facility must arrange for alternative housing.

III Under 16 Year Old Felon

1. Procedure

- a. Call from law enforcement or judicial system request for admission to the Correctional facility.
- b. Correctional facility advises admission is not legal.
- c. Superintendent or his/her designee contacts DCF-FSD Residential Services Manager or designee to discuss admission options.
- d. Residential Services Manager arranges with DOC admission to Woodside.

- e. Residential Services Manager or designee advises DOC representative regarding information required by Woodside and notifies CRCF CSS or designee.
- f. Youth is placed on headcount at field office – Burlington P&P. A representative from CRCF will see the youth at Woodside to complete DOC admission procedure.
- g. Youth remains at Woodside until age 16 if not released by court or bail is posted. Upon age 16, youth will be released by Woodside to DOC for placement.

General Note:

Assistance to DOC is available after hours through the DCF-FSD emergency system (ESP) except for cases involving a 16-17 year old felon. Call ESP and if necessary they will contact the Residential Services Manager or designee to assist in the completion of steps outlined above.

Telephone Numbers:

ESP	1-800-649-5285
Residential Services Manager-Marion Paris	office 802-769-6339, cell 802-279-6106
Client Placement Specialist-Melanie D'Amico	office 802-769-6344, cell 802-793-2416
204 Depot	802-442-2550
Woodside	802-655-4990
Cassandra Torrey CSS-CRCF	802-859-3211
Robert Arnell - Superintendent CRCF	802-859-3207
CRCF	main line: 802-863-7356 fax: 802-859-3229
Cullen Bullard	office: 802-951-5078; cell: 802-535-4202
David Miner–Bennington P&P District Manager	802-447-6441
Deb Thibault–Burlington P&P District Manager	802-863-7454
CC: Honorable Amy Davenport	
Cassandra Torrey, DOC	
Chittenden Regional Correctional Facility Superintendent, DOC	
Craig Mann, 204 Depot	
Diane Jabar, ESP	
Jay Simons, WDS	
Melanie D'Amico, DCF-FSD	
Dale Crook, DOC	
Karen Crowley, DCF-FSD	
David Miner, DOC	