

STATE OF VERMONT  
AGENCY OF HUMAN SERVICES  
DEPARTMENT OF CORRECTIONS

Directive: 372.05

**Subject:** Administrative Furlough  
**Effective Date:** October 30, 2000 **Review and Re-Issue Date:**  
**Supersedes:** NEW **APA Rule Number:**

<b>Recommended for approval by:</b>		<b>Authorized By:</b>	
_____	_____	_____	_____
<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>

**1. Authority:**

**1.1.** VSA Title 28, Chapter 3, Sections 101 (1) (5), 102 (c) (3) (5) (7), Chapter 9, Section 601 (1) (2) (4) (7), Chapter 11, Section 808 Directives, (114) 02, 02.01 (421) 02.

**2. Purpose:**

**2.1.** The purpose of this directive is to describe the process necessary for an individual sentenced to Pre-Approved Furlough, or currently on Furlough Reintegration, to earn/obtain the privilege of Administrative Furlough (AF) status. It establishes the criteria necessary for staff to consider prior to the issuance of Administrative Furlough status.

**2.2.** The purpose of Administrative Furlough status is:

**2.2.1** to provide incentives for individuals on Pre-Approved Furlough and Furlough Reintegration in accordance with best practice and the Department's mission.

**2.2.2** to assure that supervision practices reflect Relapse Prevention and Risk Management case specific needs.

**3. Applicability/Accessibility**

**3.1.** Anyone may have a copy of this directive.

**4. Directive**

**4.1.** Administrative Furlough Eligibility Criteria

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4.1.1 Offenders are eligible for AF under the following circumstances.

4.1.1.1 When there are no program needs or after a furlougee has completed the Intensive Phase of his /her program.

4.1.1.2 After a furlougee enters level "C" of the State of Change.

4.1.1.3 During a period of gainful employment (unless the furlougee is unable to work).

4.1.1.4 After the furlougee has made substantial progress toward his/her goals set forth in his/her case plan and treatment plan.

4.1.1.5 After the furlougee has made substantial progress toward addressing his/her criminogenic needs.

4.1.1.6 In addition, if the furlougee is under the age of 22 he/she MUST have a high school diploma, or (if within the program criteria) have obtained a Community High School of Vermont diploma, or obtained a GED.

4.1.2 A superintendent may waive one or more of these conditions if he/she assesses that offender risk may appropriately be managed on AF.

### 4.2 Administrative Furlough Conditions

4.2.1 The furlougee MUST abide by a set curfew determined by the CSS or treatment team.

4.2.2 The furlougee MUST remain abstinent from ANY non-prescribed substance use.

4.2.3 The furlougee MUST not be residing in a DOC provided apartment.

4.2.2 **Prior to authorizing an AF, the supervising CSS must assess risk to victim(s). An AF may not be authorized if the assessment reveals that the less restrictive conditions of AF would increase risk to victim(s).**

### 4.3 Administrative Furlough (AF) Process:

4.3.1 A request for an Administrative Furlough (AF) may be made, in writing, by a furlougee, narrating how an AF will help in attaining goals set forth in his/her case plan.

4.3.2 A request for Administrative Furlough (AF) may also be made by a CSS on behalf of a furlougee.

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- 4.3.3** Consideration for AF status is reviewed by the supervising CSS and approved by the CWS or Treatment Team.
- 4.3.4** Reporting instructions for each case must be clear and understandable.
- 4.3.5** An Administrative Furlough Agreement (Appendix A) outlining furlough restrictions must be signed by both the offender and supervising CSS. (Appendix B)
- 4.3.6** The Furlough form must clearly indicate that it is an Administrative Furlough".
- 4.3.7** If a furlougee wishes to participate in an activity during the hours of curfew or outside the approved furlough area, he/she must request authorization in advance and such authorization my be placed on the written furlough. This would also apply to travel outside of the county in which he/she is normally with approval from the CWS or Treatment Team, the CSS may suspend or revoke the AF status.

### **5 Training Method**

5.1

### **6 Quality Assurance Processes**

6.1

### **7 Financial Impact:**

### **8 References**

### **9 Responsible Director and Draft Participants**

Jacqueline Kotkin, Assistant Director of Correctional Services

Greg MacDonald, Superintendent

Valerie Philbrick-Dineen, CSS II

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