

VERMONT DEPARTMENT OF CORRECTIONS

INTERIM REVISION MEMO

TO: All Staff
FROM: Andrew A. Pallito, Commissioner
RE: Change to Directive 254.01 *Access to Offender Case and Criminal History and Treatment Information*
DATE: June 15, 2012
Cc: Lisa Menard, Dale Crook, William Lawhorn, John Murphy

The following *Interim Revision Memo* regarding Administrative Directive 254.01 *Access to Offender Case and Criminal History and Treatment Information* **is effective immediately**. The following changes have been made to the 1998 Directive:

Old Language dated 10/20/1998:

4.1.1.1.4 The person who is the subject of the information may be provided access at all reasonable times to completed staff work pertaining to that person except access is not permitted to confidential information. If the person desires to have a photocopy, he/she must make a request in writing and submit it to the supervising officer of the site or facility. The supervising officer will determine if the request should be honored in whole or part, if so when and whether the person should be charged the cost of providing any copy. All reasonable requests for a copy will be honored within a reasonably prompt period in view of such factors as availability of staff, availability of copy facilities, and the nature of the request.

New Language – in effect immediately, June 15, 2012:

4.1.1.1.4 The person who is the subject of the information may be provided access at all reasonable times to completed staff work pertaining to that person except access is not permitted to confidential information. The content of an inmate's core file shall be considered confidential and shall not be subject to inspection except by court order for good cause shown and shall not be accessible to inmates within a correctional facility. If the person desires to have a photocopy, he/she must make a request in writing and submit it to the supervising officer of the site or facility. The supervising officer will determine if the request should be honored in whole or part, if so when and whether the person should be charged the cost of providing any copy. All reasonable requests for a copy will be honored within a reasonably prompt period in view of such factors as availability of staff, availability of copy facilities, and the nature of the request