

VERMONT

PUBLIC SAFETY PROGRAM: CHANGE IN SUPERVISION STATUS

Procedure
March 2017



Department of Disabilities, Aging and Independent Living
Developmental Disabilities Services Division

280 State Drive
Waterbury VT 05671-2030
Phone: 802-241-0408
Fax: 802-241-0410
www.ddsd.vermont.gov

**PUBLIC SAFETY PROGRAM:
CHANGE IN SUPERVISION STATUS
NOTIFICATION REQUIREMENT¹ PROCEDURE**

1. Check the Department of Disabilities, Aging, and Independent Living (DAIL) consumer's² Sex Offender Registry (SOR) status when:
 - new to services; or
 - resuming services; or
 - an elopement occurs; or
 - a change in services.

2. Document DAIL consumer's supervision or location status change when:
 - Supervision level is reduced from 24 hours per day; or
 - Consumer elopes from residence or location of supervision.

3. Complete the VCIC/Law Enforcement Notification Form (below).

4. To ensure timely reporting, submit the notification form electronically (if email is secure) or by fax, to:
 - Vermont Crime Information Center (VCIC)
DPS.SOR@Vermont.gov or Fax: 802.241.5552; and
 - The local law enforcement department

5. At the time VCIC and local law enforcement are notified, an electronic copy (if email is a secure transmission) or fax, of the VCIC/Law Enforcement

¹ See 13 V.S.A. §5411a(l).

² Notification requirement pertains to DAIL consumers who meet the following criteria:

- Sex offender as defined in 13 V.S.A. §5401(10); and
- Diagnosed with a developmental disability; and
- Receives funding from DAIL for 24 hour supervision and treatment; and
- Resides in a house that is equipped with 24 hour alarms.

Notification Form should be sent to DAIL's Developmental Disabilities Services Division's (DDSD) Program Technician:

Email: Tammi.Provencher@vermont.gov

Fax: 802-241-0410

6. Retain the written confirmation of receipt of notification form by:
 - VCIC; and
 - Local law enforcement; and
 - DAIL's DDSD Program Technician.

7. Retain a copy of the completed VCIC/law enforcement notification form and written confirmation of receipt of notification form by VCIC, local law enforcement and DAIL's DDSD Program Technician, in the DAIL consumer's file that is maintained by the agency.



VERMONT

AGENCY OF HUMAN SERVICES

DEPARTMENT OF DISABILITIES, AGING AND INDEPENDENT LIVING

Developmental Disabilities Services Division

280 State Drive

Waterbury VT 05671-2030

Voice (802) 241-0408

Fax (802) 241-0410

VCIC/Law Enforcement Notification Form

Sex Offender Registry Notification Form³

Reporting Change in Supervision Status

DATE:

AGENCY:

1. Consumer's name	
2. Date of birth	
3. Consumer's residential address	
4. Consumer's physical description ⁴	
5. Status change: a. Change in 24/7 supervision b. Elopement	a) b)
6. Location of elopement	

³13 V.S.A. §5411a(l) requires DAs and SSAs to notify VCIC and local law enforcement at the time of a change of supervision status (i.e., reduction from 24/7 supervision or in the event of an elopement from residence or location of supervision) for a DAIL consumer who is:

- Sex offender as defined in 13 V.S.A. §5401(10); and
- Diagnosed with a developmental disability; and
- Receives funding from DAIL for 24 hour supervision and treatment; and
- Resides in a house that is equipped with 24 hour alarms.

This form is intended to comply with those statutory requirements. The form must be completed in accordance with DAIL's policy regarding VCIC and law enforcement notification.

⁴ At the time of reporting a status change regarding 24 hour supervision or elopement, the agency shall confirm the SOR includes a current physical description of the DAIL consumer, and, if not, provide updated information regarding physical description.

7. Details regarding elopement	
8. Photograph of consumer ⁵ provided	Yes or No
9. Consumer's conviction date and crime	
10. Notification to VCIC a. Date of contact b. Name of staff contacted	Yes or No a) b)
11. Notification to law enforcement a. Date of contact b. Name of law enforcement agency contacted c. Name of staff contacted	Yes or No a) b) c)

Staff signature: _____

Date/Time: _____

Staff name (printed): _____

⁵ Agency shall maintain on file in the consumer's residence a recent photograph (not older than 2 years before date of reported incident) of the consumer and provide the photograph to law enforcement, if requested, at the time of an incident of elopement.