

State of Vermont
Department of Corrections
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Agency of Human Services

August 3, 2022

Matthew Valerio, Defender General
Office of the Defender General
6 Baldwin Street
Montpelier, VT 05633-3301

Re: Attorney Pins for contacting DOC clients

Matt,

It has come to my attention that attorneys may have multiple pin numbers to identify themselves when contacting the facilities. Currently, when attorneys call a facility, they are asked to provide their bar number and at many facilities a pin number. The department sees a need to require the pin number for several reasons. First there are attorneys that are pending admittance to the Vermont Bar but have a number from another state; investigators do not have bar numbers and often call their clients; and lastly these calls are not monitored or recorded, and the department has a responsibility to ensure the calls on these lines are appropriately accessed.

This process has not been coordinated resulting in the multiple pins for attorneys to remember. Going forward, the department will be centralizing a pin process. If an attorney or investigator plans to use the attorney lines at the facility, they will be assigned one pin that will gain them access across all facilities. To accomplish this, any attorney or investigator should email me from their official work email and include their bar number if they have one. I will then reply and send them a pin number which will be shared among all the facilities. The plan would be that the switch would happen on September 1st. This should give attorneys four weeks to request a pin. The current pins will be effective until August 31, 2022. Also, as a reminder, the incarcerated population does have tablets they can use to contact their attorney. There are some limitations, but I am happy to discuss this further.

Sincerely,

Cheryl Elovirta

Cheryl Elovirta cheryl.elovirta@vermont.gov
Facility Operations Manager

cc: Matt Nault. Director of Facilities

