



Southeast State Correctional Facility
546 State Farm Road, Windsor Vermont 05089-9591
(802) 674-1107

To: Director Michael Touchette

From: Kat Tkaczyk, Superintendent SESCOF

Date: November 10, 2015

Re: Facility description/mission

The Southeast State Correctional Facility, located in Windsor, Vermont, has undergone many transitions over the last several years. In October 2003 it housed the State's incarcerated female population returning to housing male inmates in 2009. In 2012 SESCOF transitioned back into the role of a traditional correctional facility with a 40 bed work camp component. Since November 2014 SESCOF has primarily housed inmates designated as "B1" (an inmate eligible for release, past their minimum sentence and unable to secure housing). Inmates are selected through a classification process.

One of the highlights at SESCOF is the Vermont Offender Work Programs. The goal of this program is to prepare inmates for employment outside of prison. This program allows inmates to learn employable skills to include how to be contributing members of our communities and economy upon their release.

The Southeast State Correctional Facility budget for FY 16 is \$5,994,040:

Payroll: \$4,700,258

Contracting: \$10,000

Operating: \$1,283,782

Staffing is allotted as follows:

- 1 Superintendent
- 1 Assistant Superintendent
- 1 Living Unit Supervisors
- 1 Security & Operations Supervisor
- 6 Correctional Facility Shift Supervisors
- 2 Correctional Services Specialists
- 7 COIIs
- 24 COIs
- 10 Temporary COs
- 1 Food Service Supervisor
- 1 Volunteer Coordinator
- 1 Recreation Coordinator
- 1 Admin Coordinator III (Business Manager)
- 1 Administrative Assistant
- 1 Work Crew Foreman
- 3 Work Crew Team leaders

There are a total of fifty two (52) full time employees assigned to this facility. Thirty seven (37) are security staff.

The entire facility is comprised of 924 acres with 26 acres contained by one chain-link, razor wire, perimeter fence. The facility is made up of multiple buildings to include barns and silos that remain from the time the farm was operational.

The main building is a three story building which contains three of the four housing units, kitchen, dining hall, laundry room, intake area, medical/mental health, CFSS's office, case manager's offices and a basement.

BEDS PER UNIT:

Alpha = 38

Bravo = 25

Charlie = 20

Echo Unit (the only unit outside of the main building) = 24

Foxtrot (holding/intake cells only) = 4

Facility cells house between two and five inmates per cell.

There are several other buildings that contain classrooms, VOWP industries, administration and maintenance. There are two operable greenhouses that are utilized for flower/vegetable gardens.

The outside recreation area includes a full basketball court, horse shoe pits, softball field, exercise equipment and a large covered area (with six picnic tables) for use in inclement weather.

There is an extensive indoor recreation area that includes video games, table games, arts and crafts, etc....

FACILITY JOBS: 55

OUTSIDE WORK CREW JOBS: 30