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| NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE | CHAPTER <u>General Administration</u> STATEMENT NUMBER <u>1.05</u> |
| SUBJECT: ANNUAL REPORT PROPONENT: <u>William Wrenn, Commissioner</u> <i>Name/Title</i> <u>Commissioner's Office 271-5606</u> | EFFECTIVE DATE <u>02/01/08</u> REVIEW DATE <u>02/01/09</u> SUPERSEDES PPD# <u>1.05</u> DATED <u>07/01/06</u> |
| ISSUING OFFICER: <hr/> <i>William Wrenn, Commissioner</i> | DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____ |
| REFERENCE NO: See reference section on last page of PPD. | |

- I. **PURPOSE:**
 To provide guidance regarding the compilation of the Department of Corrections Annual Report pursuant to the provisions of RSA 21-H:8-X.
- II. **APPLICABILITY:**
 To all staff
- III. **POLICY:**
 It is the policy of the Department of Corrections that pursuant to the provision of RSA 21-H:8-X the Department of Corrections will publish and distribute an Annual Report. The report will be done on a fiscal year basis (July 1st - June 30th) and submitted to the Governor and Council no later than December 1st.
- IV. **PROCEDURE:**
- A. The Public Information Officer will be responsible for collecting and compiling all information from the various facilities and divisions and will make arrangements with Correctional Industries or State Printing for printing and binding. Each Warden and Division Director will be responsible for submission of the narrative for their respective area of responsibility to the Public Information Officer no later than September 1st.
 - B. The Public Information Officer will also proof read the annual report to ensure compliance with RSA 21-H:8-X prior to submission to the Commissioner's Office for approval and printing.
 - C. The annual report is published according to the following format:
 1. FORWARD -Commissioner's Statement on major departmental achievements during the reporting period, assessment of major ongoing concerns and issues, and major initiatives planned for the ensuing reporting period.
 - a. Mission and Vision
 - 1) Mission Statement
 - 2) Vision Statement
 - b. NH Department of Corrections Organizational Structure

- 1) Current NHDOC Structure
- c. Achievements during the reporting period, assessment of major ongoing concerns and issues, and major initiatives planned for the ensuing reporting period.
2. The following areas will also report on achievements during the reporting period, assessment of major ongoing concerns and issues and major initiatives planned for the ensuing reporting period as well:
 - a. Each institution's Warden/Director's office
 - 1) Inmate population by classification and where applicable
 - 2) Goals & Objectives
 - 3) Resources
 - 4) Current conditions
 - 5) Needs
 - 6) Substantial modifications
 - 7) New construction progress
 - 8) Construction source (private/public)
 - b. Correctional Operations and Inmate Programs
 - 1) New Hampshire State Prison for Men
 - 2) New Hampshire State Prison for Women
 - 3) Northern Correctional Facility
 - 4) Lakes Region Facility
 - 5) Transitional Housing Units
 - 6) Probation and Parole
 - 7) Offender Management
 - 8) Victim Services
 - 9) Volunteer Services
 - c. Administrative Support and Services
 - 1) Financial Services
 - 2) Human Resources
 - 3) Resource Development
 - 4) Information Management
 - 5) Medical and Forensic Services
 - 6) Staff Training
 - d. Departmental Priorities and summary
- D. The inside cover of the Annual Report shall include the names of the Governor and members of the Executive Council in office on the final day of the Fiscal Year of the reporting period as mandated by the New Hampshire Department of Administrative Services.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

Standards for Adult Community Residential Services
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services
Third Edition Standards

3-3024

Other

WRENN/pf