

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>General Administration</u> STATEMENT NUMBER <u>1.32</u>
SUBJECT: <b>COOPERATION WITH EDUCATIONAL INSTITUTIONS</b>  PROPONENT: <u>Chris Kench</u> <i>Name/Title</i> <u>Commissioner's Office</u> <u>271-5608</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>04/15/09</u> REVIEW DATE <u>04/01/10</u> SUPERSEDES PPD# <u>1.32</u> DATED <u>10/01/07</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 in maintaining consultations and cooperation with institutions of higher learning in areas of mutual concern
  
- II. **APPLICABILITY:**  
To all staff
  
- III. **POLICY:**  
It is the policy of the Department of Corrections to cooperate, to the extent possible, with reasonable requests for information from educational institutions.
  
- IV. **PROCEDURES:**
  - A. Requests for information pertaining to the duties of departmental staff or requests to speak on their duties to a class shall require notification to the staff member's immediate supervisor and to follow the procedures outlined in PPD 1.23.
  - B. Inquiries for statistical information or case file information shall be forwarded to the Public Information Officer.
  - C. Request for internships must be documented in writing by the requesting college or university. Intern applicants shall be required to submit a synopsis of their expected goals and objectives, complete a Citizen Involvement Application and follow the procedures outlined in PPD 2.24, pass a motor vehicle/record check and have an interview with the responsible Administrator prior to beginning their internship. Upon completion of the program, the intern shall be expected to submit a copy of their internship experience to the immediate supervisor in the assigned office. The assigned staff member and his/her supervisor shall develop and assign duties to intern staff consistent with the intent of the required synopsis and with departmental policy and procedure. The intern's application will be forwarded to the Volunteer Coordinator and Division Director's Office for review and approval.

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  
**3-3018**

Other

**PPD 1.23 Public Speaking Policy**

**PPD 2.24 Citizen Involvement and Volunteers**

KENCH/pf