

[NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Personnel</u> STATEMENT NUMBER <u>2.34</u>
SUBJECT: SELECTION OF CHAPLAINS PROPONENT: <u>Lisa Currier, Administrator</u> <i>Name/Title</i> <u>Human Resources 271-5640</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>05/01/2012</u> REVIEW DATE <u>05/01/2013</u> SUPERSEDES PPD# <u>2.34</u> DATED <u>03/01/08</u>
ISSUING OFFICER: <u>William Wrenn, Commissioner</u>	DIRECTOR'S INITIALS: _____ DATE: _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

- I. **PURPOSE:**
To establish procedures for the selection of Chaplains within departmental facilities
- II. **APPLICABILITY:**
To all Division Directors, Wardens, and the Administrator of Human Resources
- III. **POLICY:**
It is the policy of the Department of Corrections that the following requirements are adhered to in recruiting and selecting Chaplains of all faiths. (These procedures are intended to supplement the requirements of PPD 2.01).
- IV. **PROCEDURE:**
- A. Selection of Catholic Chaplain
 1. Upon notification of a vacant position, the Commissioner will request that the Diocese of New Hampshire and the Council of Churches assist in the recruitment of a qualified candidate. If no recommendation is made, the Department will conduct a regional or national search for a Catholic Chaplain.
 2. Once the applicants are certified, and all other requirements of PPD 2.01, except for the oral board are met, a board will be held to include at least the following members:
 - a. Executive Secretary or the designee of Institutional Ministry of the New Hampshire Council of Churches;
 - b. DOC Chaplain;
 - c. The Director of Community Corrections or alternately the Administrator of Community Corrections .
 3. Prior to the interviews each member of the oral board will receive all certified applications for review and evaluation.
 - B. Selection of Protestant Chaplain
 1. Upon notification of a vacant position, the Department will conduct a regional or national search for a Protestant Chaplain with the assistance of the Council of Churches and others.

2. Once the applicants are certified, and all other requirements of PPD 2.01, except for the oral board are met, a board will be held, to include at least the following:
 - a. Executive Secretary or designee of the New Hampshire Council of Churches;
 - b. Director of Chaplaincy or Catholic Chaplain;
 - c. Director of Community Corrections, or alternately the Administrator of Community Corrections.
 3. Prior to the interviews each member of the oral board will receive all certified applications for review and evaluation.
- C. Chaplains of Other Faiths
1. At such times as full or part-time State positions are available for legitimate representatives of established religions, a similar process will be followed.
 2. An oral board must include at a minimum:
 - a. Director of Chaplaincy;
 - b. The Director of Community Corrections or Administrator of Community Corrections;
 - c. A Warden from a facility;
 - d. An appropriate representative of the faith to be served.

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

Other

PPD 2.01

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