

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Personnel</u> STATEMENT NUMBER <u>2.37</u>
SUBJECT: <b>RESERVE CORRECTIONS OFFICERS</b>  PROPONENT: <u>Lisa Currier, Administrator</u> <i>Name/Title</i> <u>Human Resources</u> <u>217-5640</u> <i>Office</i> <i>Phone #</i>	EFFECTIVE DATE <u>12/01/13</u>  REVIEW DATE <u>12/01/14</u>  SUPERSEDES PPD# <u>2.37</u>  DATED <u>12/15/11</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 establish a policy that defines the usage and development of reserve corrections' officers throughout departmental facilities.
  
- II. APPLICABILITY:  
To all employees involved in the hiring and training of reserve corrections' officers.
  
- III. POLICY:  
It is the policy of the Department of Corrections to employ reserve corrections officers to the maximum extent as determined by funding and availability for the purpose of filling vacant posts caused by sick leave, emergencies, annual leave, and military leave when not filling these posts would create a security threat to a particular institution.
  
- IV. PROCEDURE:
  - A. No reserve corrections officer will work more than 24 hours per week.
  - B. Reserve corrections officers will meet all certification standards as determined by the Department of Corrections and the New Hampshire Police Standards and Training Council (PSTC).
  - C. The Warden of each institution, the Director of Community Corrections to include the Transitional Work Center and Transitional Housing Units; and the Director of Medical and Forensic Services will create a list of posts on which reserve corrections officers may work.
  - D. The Operations Office at each institution/Division will maintain a list of eligible reserve corrections officers and will, as circumstances demand, call in reserve officers to fill vacant posts as set in the policy. Reserve officers will be called on a rotational basis depending upon the post to be filled and the reserve officers' qualifications.
  - E. The Bureau of Human Resources will handle recruitment.
  - F. Reserve officers will work under the same direction and post orders as full-time personnel and be subject to the same rules and procedures.

REFERENCES:

Standards for the Administration of Correctional Agencies  
Second Edition Standards

**2-CO-1C-16**

Standards for Adult Correctional Institutions  
Fourth Edition Standards

**4-4060**

Standards for Adult Community Residential Services  
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services  
Third Edition Standards

Other

CURRIER/clr