



DEPARTMENT OF CORRECTIONS
STATE OF NEW HAMPSHIRE
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INTRA-DEPARTMENT MEMORANDUM
Office of the Commissioner

FROM: Helen E. Hanks
Commissioner

DATE: February 21, 2019

SUBJECT: Administrative rules and PPDs

OFFICE: Commissioner's Office
Phone: 271-5603

TO: All Staff, Probationers, Parolees and
Facility Residents

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RSA 541-A requires that we develop "rules" for:

- Classification;
- Diagnosis;
- Education;
- Casework;
- Counseling;
- Therapy;
- Vocational training;
- Guidance;
- Work, including the terms and conditions of work release; and
- Library.

These "rules" carry the weight of law and are known as administrative rules a.k.a. Cors. Our current rules can be found at http://www.gencourt.state.nh.us/rules/state_agencies/cor.html.

The DOC is currently exempted from writing rules related to internal practices of the department. Unfortunately, many PPDs were developed in place of rulemaking utilizing this exception.

We have been asked by the Joint Legislative Committee on Administrative Rules (JLCAR) to review our policies and identify those that should have undergone rulemaking. We have completed this review and identified approximately 160 PPDs that need to undergo rulemaking. As an fyi, we have 372 PPDs and 53 current rules.

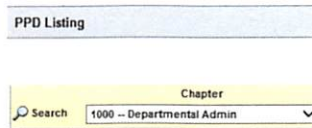
Since the bulk of our PPDs will undergo rulemaking, we will be adopting the rulemaking format (to include numbering) for all of our PPDs. To start this process, we have updated PPD 1.01 (now 1000.01) *Policy Management*.

Rule and PPDs shall be divided into chapters and subject areas, as shown below:

- a. Chapter 100 Definitions (Currently exists in rules)
- b. Chapter 200 Procedural Rules (Currently exists in rules)
- c. Chapter 300 Operation and Management of Department Activities (Some currently exist in rules)
- d. Chapter 400 Classification and Client Records (Most currently exist in rules)
- e. Chapter 500 Medical and Forensics (Some currently exist in rules)
- f. Chapter 600 Resident Case Management
- g. Chapter 700 Resident Programming

- h. Chapter 800 Field Services
- i. Chapter 900 Business Services
- j. Chapter 1000 Departmental Administration
- k. Chapter 1100 Physical Plant Management
- l. Chapter 1200 Personnel and Training
- m. Chapter 1300 Information Technology

Now when you search for a policy these new chapters appear in the dropdown window along with the current chapters.



PPD Listing


Search 1000 -- Departmental Admin

Over the next year or so the current chapters (1-10) will disappear and all PPDs shall have the new format. Not all PPDs will be in rule, but they will be numbered as such.

We are taking this opportunity to ensure that all PPDs are correct, condensed or merged where possible, and that they are in the correct chapter. Our first priorities are Chapter Cor 500 *Medical and Forensics* and Chapter Cor 800 *Field Services*. We ask that you please be patient while we go through this process, and welcome your input in development of rules and PPDs.

Director Kench is focusing on Chapter Cor 500 Medical and Forensics and Dennis Fitton is focusing on Chapter Cor 800 Field Services. Feel free to contact either of them with your suggestions.

Thank you,


Helen E. Hanks
Commissioner