I. PURPOSE:
To establish a standardized system for the compilation, dissemination, and maintenance of New Hampshire Department of Corrections (NHDOC) policy and procedure directives (PPD) and to assign responsibilities for oversight and compliance for accreditation standards.

II. APPLICABILITY:
To all employees; individuals under departmental supervision; and members of the public where applicable.

III. POLICY:
A. It is the policy of the NHDOC that a system of uniform policies and procedures expressing departmental philosophy, goals, and operational procedures is to be developed and maintained for all Divisions within the Department. These written PPDs (except those deemed confidential) are available upon request to all employees, individuals under departmental supervision, other State agencies and the public. PPDs will be reviewed biannually and revised/amended as necessary to ensure compliance with federal and State law, agency administrative rules, agency standards and goals. All employees are encouraged to participate in the formulation of policies and procedures.

B. Confidential PPDs will be kept in a secure location. Staff are not permitted to make photocopies of confidential policies without written permission from their Warden/Director. Warden/Directors will establish local procedures for making confidential PPDs available to their staff. A copy of the local procedures shall be sent to the Director of Professional Standards or designee.

C. The original signed PPD that is posted on the NHDOC Intranet website shall take precedence over any other versions in print or in draft form.

IV. PROCEDURE:
A. Policies will be developed using the following format:
   1. Purpose: The purpose of the document states the goal or reason for the document’s existence.
2. Applicability: The applicability identifies the party(s) directly impacted by the document and those who may need to be aware of its existence.

3. Policy: The policy provides the basic principles and associated guidelines/rules formulated and enforced by the NHDOC to direct and limit its actions in the operation of the Department in accordance with the laws and in pursuit of stated mission and goals.

4. Procedure: The procedure is the actual guideline/rule, process or action to be taken to achieve the policy’s stated purpose and intent.

5. References: Any documented research, standards and/or other published literature used to compose the PPD shall be properly cited in the reference section.

B. Assignment of PPD Responsibility
The Commissioner will assign an individual to be responsible for each department-wide PPD. This individual will be identified on the front page of PPD text as the “Proponent.” The proponent is responsible for keeping the PPD current and for bringing any proposed PPD revisions to the attention of the Commissioner.

C. Policy and Procedure Directive Development, Review and Approval
1. All policy proponents will be responsible for checking the status “Pending Review” on the website. The policies will be changed on the website 60 days prior to their revision date. The original PPD will remain in effect until the revision process has been completed and the newly revised PPD has been signed by the Commissioner.

2. PPDs that are connected or impacted by the Prison Rape Elimination Act must be reviewed by the Director of Professional Standards prior to the presentation to the Commissioner. Proponents shall review the PPD and submit the first draft changes being considered to the Director of Professional Standards or designee for their review and input.

3. Proponents will review the PPD and may contact the Wardens, Directors and any other staff they determine to have insight into the PPD under review for their input. The Proponent will review and consider for incorporation into the PPD any recommended changes received from the staff.

4. The proponent will meet with their direct supervisor to review the PPD and to discuss any revisions and/or proposed changes. The first draft of the PPD with the proposed changes shall be marked as “Draft Revisions.”

5. The proponent will use the track changes feature in Microsoft Word to note additions and deletions to the proposed revised PPD and forward the electronic version of the PPD to the Director of Professional Standards or designee.

6. The Director of Professional Standards or designee will prepare the revised draft PPD highlighting all changes and submit it to the Commissioner for final review of the recommended revision(s) to the PPD.

7. Once the Commissioner has approved the newly revised draft PPD, the Director of Professional Standards or designee shall prepare the newly revised PPD for the Commissioner’s final approval and signature.

8. Once the Commissioner has signed the newly revised PPD, the current PPD will be removed from the NHDOC Intranet PPD section and replaced with the newly revised PPD.

D. Organization of Policy and Procedure Directives
Policy and procedure manuals are divided into chapters and subject areas, as shown below:

Chapter I. General Administration
Chapter II. Personnel
Chapter III. Financial Services
Chapter IV. Training
Chapter V. Law Enforcement
Chapter VI. Health Services
Chapter VII. Resident Programming
Chapter VIII. Physical Plant Management
E. Addendum to a Policy and Procedure Directive
1. If minor change/s to a PPD is needed to be made prior to the scheduled review date of a policy, an addendum will be issued from the Commissioner’s Office and posted to the PPD on the NHDOC Intranet. The addendum will be permanently incorporated into the policy when it is next due for formal review.
2. If major change/s to a PPD is necessary, the proponent may revise the PPD as needed and submit the Draft Revisions PPD to the Commissioner following the approval process outlined in paragraph C above.

F. Appendix to a Policy and Procedure Directive
An appendix is used to store specific information, which is not incorporated into the body of the PPD but may be specific to a particular area/division or is information that is referred to in several PPDs such as forms, lists, tables, maps, diagrams, and/or technical specifications. The appendix is to be placed at the end of the last chapter of the PPD and should be treated as a chapter of the PPD. If more than one appendix is needed, they can be treated as different sections and labeled as Appendix A, Appendix B, etc. Do not use the Appendix to store information that should be integrated into the body of the PPD. No material is allowed to be incorporated into the appendix without the approval of the Commissioner or designee. A copy will be provided to the Director of Professional Standards or designee to be attached to the original PPD.

G. Attachments to a Policy and Procedure Directive
Attachments are documents that are specific to a particular PPD such as forms, lists, tables, etc. Attachments are part of a PPD and are placed at the end of the particular PPD. The attachment shall be approved by the Commissioner or designee either as part of a PPD revision or if updated separately. Attachments, like PPDs, posted on the NHDOC Intranet take precedence over all other versions in print or in any draft form. If there is more than one attachment they should be labeled as Attachment 1, Attachment 2, etc.

H. Division Directives
Each Warden/Director will issue more detailed comprehensive division directives that may be necessary to operate their area of responsibility. Division directives cannot be in conflict with Department PPDs. Department PPDs always take precedence over a division directive.
A copy of each local division directive will be furnished to:
1. Such employees and offices as necessary to ensure compliance;
2. Other Directors for information and coordination;
3. The Office of the Commissioner;
4. The Director of Professional Standards or designee.

I. Distribution
Each NHDOC location will determine how many hard copies are needed locally. Printing will be the responsibility of the individual locations. Generally, individuals in custody in a prison are made aware of immediate changes to PPDs through letters from the Wardens.
Wardens/Directors may enhance notification of any changes to a PPD by using any media resources available to individuals in custody (e.g. closed television channel, Kiosks, etc.). Policy and procedure manuals and/or electronic copies of policies (except those deemed confidential) will be maintained at each inmate library. Probation/Parole clients may obtain access to policy and procedure manuals at the District Office. PPDs that are not confidential can be made available through the Department’s website on both the internet and Intranet.

J. Duration of Policy and Procedure Directives
Policy and procedure directives issued pursuant to this directive will be reviewed biannually unless otherwise specified. PPDs do not expire until it is revised or deleted, and signed by the Commissioner. PPDs signed by a particular Commissioner shall remain in effect after the swearing in of a new Commissioner.
V. Formatting PPDs:
   A. Article
      The article (Formatting PPDs) shall be headed by a Roman numeral followed by a
      period. The word/s shall be CAPITALIZED, underlined, and followed by a colon (:).
      The major section (Article) shall be indented and headed by an upper case letter in
      alphabetical order followed by a period. The first letter of each word shall be capitalized and
      the word/s shall be underlined.
      1. A subsection to the section shall be indented and headed by an Arabic numeral followed
         by a period.
         a. A subsection to the subsection shall be indented and headed by a lower case letter
            in alphabetical order followed by a period.
         i. If any additional subsections are needed they shall be indented and
            headed by a lower case Roman numeral followed by a period.
   B. Spacing
      The spacing of the headings should be set using the first line indent, hanging indent, and left
      indent tools on the ruler above the word document. Do not use the tab or space bar to set
      alignment of sentences. The distance to be set between the heading number and the first word
      in the heading is three (3) spaces. For each subsequent heading, the numbering should align
      with the first letter of the first word in the previous heading.
   C. Abbreviations and Acronyms
      1. Abbreviations and acronyms should be used sparingly.
      2. When they are used, the first time the word/s is introduced in the document it should be
         spelled out in its entirety. The abbreviation or acronym is then placed after the word/s in
         parenthesis. For example: an abbreviation - the New Hampshire Department of
         Corrections (NHDOC) or an acronym - self-contained underwater breathing apparatus
         (SCUBA). After the first use with the parenthesis, the abbreviation and/or acronym can
         be used throughout the document.
   D. Miscellaneous Formatting
      1. When referencing another PPD, use the following format: PPD 1.01 Policy
         Management.
      2. When referencing a State or federal law; administrative rule, regulation, etc., format it as
         you would another PPD but do not quote it or attach it to the PPD.
      3. Font type and size of PPDs are written using Times New Roman, font size 11.

NOTE—See Attachment 1 for a Template

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards
   2-CO-1A-05, 1A-16

Standards for Adult Correctional Institutions
Fourth Edition Standards
   4-4004; 4-4012 thru 4014; 4-4424

Standards for Adult Community Residential Services
Fourth Edition Standards
   4-ACRS-7B-07 thru 7B-09
Standards for Adult Probation and Parole Field Services
Third Edition Standards
3-3019 thru 3-3020

Other


WREN/Njc