


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>General Administration</u> STATEMENT NUMBER <u>1.03</u>
SUBJECT: COOPERATION WITH GOVERNMENT AGENCIES PROPONENT: <u>Jeff Lyons, Public Information Officer</u> <i>Name/Title</i> <u>Commissioner's Office 271-5602</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>05/01/17</u> REVIEW DATE <u>03/01/19</u> SUPERSEDES PPD# <u>1.03</u> DATED <u>04/01/13</u>
ISSUING OFFICER:  <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 maintain the integrity and credibility of the Department of Corrections with other elements of government by exchanging information required in the discharge of their statutory obligations.

II. APPLICABILITY

To all employees

III. POLICY

It is the policy of the Department of Corrections to promptly respond to information requests from Federal and State agencies, local legislators and executives for information about departmental operations or specific offenders. The offender's privacy will be protected when responding to inquiries.

IV. PROCEDURES

- A. Upon inquiry from the Courts, Parole Board, law enforcement agencies or other governmental agencies concerning the status of offenders under supervision, departmental employees shall, upon verifying the identity of the requestor, provide the necessary information. If the requestor's identity is not readily ascertained, verification will be accomplished through a call back method or receipt of written request on appropriate letterhead.
- B. In those instances where there is a concern about confidentiality, the employee shall consult with their supervisor prior to releasing the information (See PPD 1.40).
- C. Exchange of confidential information with service providing agencies concerning offenders will be accomplished upon receipt of a release of information authorization signed by the offender.
- D. Requests for employees to assist other agencies in program development, planning efforts or other similar assistance must be approved in writing by their Director.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards
4-4019

Standards for Adult Community Residential Services
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services
Third Edition Standards
3-3010, 3-3141

Other

PPD 1.40 Public Record & Public Access to DOC

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