

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>General Administration</u> STATEMENT NUMBER <u>1.05</u>
SUBJECT: ANNUAL REPORT PROPONENT: <u>William Wrenn, Commissioner</u> <i>Name/Title</i> <u>Commissioner's Office</u> <u>271-5606</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>05/30/14</u> REVIEW DATE <u>05/30/15</u> SUPERSEDES PPD# <u>1.05</u> DATED <u>04/17/13</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 provide guidance regarding the compilation of the Department of Corrections Annual Report pursuant to the provisions of RSA 21-H:8-IX.
- II. **APPLICABILITY:**
 To all staff
- III. **POLICY:**
 It is the policy of the Department of Corrections, pursuant to the provision of RSA 21-H:8-IX, to publish and distribute an Annual Report. The report will be done on a fiscal year basis (July 1st - June 30th) and submitted to the Governor and Council no later than December of the subsequent fiscal year.
- IV. **PROCEDURE:**
- A. An Annual Report Production Coordinator designated by the Commissioner will be responsible for planning, collecting, compiling, and editing (as necessary) all information from the various facilities and divisions. The Coordinator will assure that the annual report is attractively designed and carefully proofread and will make arrangements with Correctional Industries or State Printing for printing and binding.
 - B. Wardens, division directors and bureau administrators will be responsible for submission of the narrative and any related graphs or charts for their respective area of responsibility to the Coordinator by a designated date in September. Write-ups and data should include (where applicable):
 1. Achievements during the reporting period, assessment of major ongoing concerns and issues, and major initiatives planned for the ensuing reporting period;
 2. Inmate population by classification;
 3. Goals and objectives;
 4. Resources and needs;
 5. Current conditions;

6. Substantial modifications;
 7. New construction progress and sources (public/private).
- C. Sections in the Annual Report:
1. Commissioner's Statement on major departmental achievements during the reporting period, assessment of major ongoing concerns and issues, and major initiatives planned for the ensuing reporting period;
 2. Title page acknowledging the Governor and Executive Council members in office on the final day of the Fiscal Year of the reporting period as mandated by the New Hampshire Department of Administrative Services;
 3. Table of contents;
 4. Organizational chart representative of the structure of the NHDOC as of the end of the State Fiscal Year (June 30th);
 5. Divisional and area sections:
 - a. Correctional Facilities
 1. New Hampshire State Prison for Men
 2. New Hampshire State Prison for Women
 3. Northern Correctional Facility
 - b. Division of Community Corrections (including programming)
 - c. Division of Field Services/ Probation and Parole
 - d. Inmate population data
 - e. Division of Medical and Forensic Services
 - f. Correctional Industries
 - g. Division of Administrative Services (to include Bureau of Services)
 - h. Victim Services
 - i. Human Resources
 - j. Division Security and Training
 - k. Division of Professional Standards
 - l. Quality Improvement, Compliance, and Research
 - m. Legislation
 6. Departmental Priorities and summary

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

3-3024

Other

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