

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>General Administration</u> STATEMENT NUMBER <u>1.17</u>
SUBJECT: <b>AGENCY MISSION</b>  PROPONENT: <u>William Wrenn, Commissioner</u> <small>Name/Title</small> <u>Commissioner's Office</u> <u>271-5606</u> <small>Title Phone #</small>	EFFECTIVE DATE <u>5/1/16</u> REVIEW DATE <u>1/1/18</u> SUPERSEDES PPD# <u>1.17</u> DATED <u>11/15/13</u>
ISSUING OFFICER:  <hr/> <small>William Wrenn, Commissioner</small>	DIRECTOR'S INITIALS: _____ DATE: _____ APPENDIX ATTACHED: YES <input checked="" type="checkbox"/> _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

- I. **PURPOSE:**  
To establish a policy that defines the Department of Corrections' mission.
- II. **APPLICABILITY:**  
To all staff.
- III. **POLICY:**
- A. It is the policy of the NH Department of Corrections (NHDOC) to design a written statement that describes the philosophy, goals and purposes of the agency. This statement is reviewed annually and updated if necessary.
  - B. Each Division will design a mission for their area and issue that statement as an appendix to this policy.
- IV. **PROCEDURE:**  
The statements defining the mission, vision and core values of the NH Department of Corrections are as follows:
- A. **MISSION STATEMENT**  
*Our mission is to provide a safe, secure and humane correctional system through effective supervision and appropriate treatment of offenders and a continuum of services that promote successful re-entry into society for the safety of our citizens and in support of crime victims.*
  - B. **CORE VALUES STATEMENT**  
*The New Hampshire Department of Corrections is committed to fulfilling its mission by upholding the following values:*
    - 1. **Integrity**  
*We adhere to the highest ethical standards and accept responsibility for our decisions and actions.*

**2. Respect**

*We treat all employees, offenders and the public with fairness, honesty and dignity, while recognizing individual diversity.*

**3. Professionalism**

*We are firm, fair and consistent in the performance of our duties and responsibilities. We strive for excellence and take pride in maintaining high quality services, as reflected by our performance, our appearance and our commitment to lifelong learning. We build trust and teamwork in the workplace by providing positive support and promoting cooperation and communication.*

**4. Collaboration**

*We promote positive relationships through cooperation and collaboration in partnership with others as we strive to achieve common goals.*

**5. Accountability**

*We adhere to holding ourselves and our co-workers accountable in carrying out our mission, values, policies and directives and in upholding the laws of the State of New Hampshire.*

**C. VISION STATEMENT**

*As an integral part of the criminal justice system, our vision is to strengthen public safety by achieving excellence in correctional practices.*

**D. VICTIM RECOGNITION STATEMENT**

*The NHDOC recognizes and respects the impact of crime upon victims and their families. We acknowledge and support the rights of crime victims, remaining mindful of our role in their process of recovery.*

REFERENCES:

Standards for the Administration of Correctional Agencies  
Second Edition Standards  
**2-CO-1A-04**

Standards for Adult Correctional Institutions  
Fourth Edition Standards  
**4-4002**

Standards for Adult Community Residential Services  
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services  
Third Edition Standards

**3-3008**

Other

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## **DIVISIONAL MISSION STATEMENTS**

### **The New Hampshire State Prison for Men and the Northern New Hampshire Correctional Facility**

*The mission of the New Hampshire State Prison for Men and the Northern New Hampshire Correctional Facility is to promote public safety by operating safe and secure correctional facilities while offering opportunities for positive offender change.*

### **The Division of Medical and Forensic Services**

*The mission of the Division of Medical & Forensic Services is to provide appropriate professional behavioral, dental and medical treatment and prevention services to incarcerated offender of the NHDOC while fostering positive communication about healthcare to all.*

### **The Division of Administration**

*The mission of the Division of Administration is to facilitate agency operations by providing professional, quality and timely financial services and administrative logistical support.*

### **Division of Community Corrections**

*By 2015, the Division of Community Corrections (DCC) will be managing the provision of a continuum of evidence based services that increase the rate of successful re-entry by offenders and promote public safety. The Division accomplishes these ends by assuring that its service providers use science based assessments to calibrate offenders' supervision and service needs. Every offender served through DCC is expected to show a measurable benefit from this experience.*

*DCC's capacity to achieve its mission is based in the following:*

- *A focus of its resources on high and moderate risk (of recidivism) offenders;*
- *Reliance on science based methods with particular reliance on Cognitive Behavioral assessments, interventions, and treatment;*
- *A staff that understands and accepts its mission and purposes;*
- *Ongoing training of its staff in evidence based practices (EBP);*
- *Assuring fidelity to the EBPs adopted by the Division and community based service providers it may utilize;*
- *Being data driven and utilizing continuous quality improvement (CQI) techniques; and*
- *Doing a few things and doing them well rather than doing many things in a mediocre manner.*

### **The Division of Field Services**

*The mission of the Division of Field Services is to enhance public safety by providing appropriate community supervision and support of offenders that promotes accountability and offender change, assisting the courts and parole board and facilitating the collection of fees, fines and restitution.*

### **The New Hampshire State Prison for Women**

*The mission of the New Hampshire State Prison for Women is to provide a safe, secure and rehabilitative correction environment with gender responsive treatment for female offenders and comprehensive transitional services for their successful re-entry into society.*

### **The New Hampshire Correctional Industries**

*The mission of the New Hampshire Correctional Industries is to offer offenders the opportunity to develop marketable job skills and a positive work ethic through structured workplace training and the production of goods and services in a prison environment.*

### **The Victim Services Bureau**

*The mission of the Victim Services Bureau is to provide advocacy, support and quality services for crime victims and survivors*

### **The Bureau of Human Resources**

*The mission of the Bureau of Human Resources is to provide a broad range of quality personnel services, while ensuring agency compliance with policies and relevant employment laws.*

### **The Bureau of Professional Development and Training**

*The mission of the Bureau of Professional Development and Training is to educate our staff by implementing training opportunities that provide the knowledge, skills and abilities necessary to successfully perform their duties and enhance their professional development.*

### **The Bureau of Programs**

*The mission of the Bureau of Programs is to provide education, training, skills, leisure and personal development opportunities which encourage positive work habits, promote pro-social behaviors and prepare offenders for re-entry to the community.*

New Hampshire Department of Corrections Goals

1. Recruit, develop and retain a qualified work force;
2. Improve communications department-wide and with external stakeholders;
3. Apply evidenced-based practices, valid risk assessments, and better use of data to achieve desired outcomes;
4. Develop and utilize technologies that support agency goals;
5. Increase consistency and efficiency in our generation and dissemination of information through standardized reporting functions.;
6. Improve facility utilization of space to produce a healthy, safe, efficient and effective operation;
7. Achieve and maintain compliance with all applicable accreditation, health and safety standard;.
8. Develop strategies to ensure responsiveness to the needs of crime victims;
9. Develop re-entry strategies that promote successful transition of offenders back into society;
10. Develop, adopt, research and maintain strategies to manage offenders in the community using risk reduction methods to reduce recidivism and promote successful reintegration;
11. Improve all educational, vocational and correctional industries programming to provide marketable skills and training to a maximum number of inmates, increasing access to employment opportunities in the community; and
12. Identify and provide the best standards and practices for the delivery of behavioral, dental and medical prevention and treatment services to offenders.