

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>General Administration</u> STATEMENT NUMBER <u>1.32</u>
SUBJECT: COOPERATION WITH EDUCATIONAL INSTITUTIONS PROPONENT: <u>Joseph Diament, Director</u> <i>Name/Title</i> <u>Community Corrections</u> <u>271-5601</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>8/1/2014</u> REVIEW DATE <u>8/1/2015</u> SUPERSEDES PPD# <u>1.32</u> DATED <u>02/01/13</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 in maintaining consultations and cooperation with institutions of higher learning in areas of mutual concern
- II. APPLICABILITY:
To all staff
- III. POLICY:
It is the policy of the NH Department of Corrections (NHDOC) to cooperate, to the extent possible, with reasonable requests for information from educational institutions.
- IV. PROCEDURES:
 - A. Requests for information pertaining to the duties of departmental staff or requests to speak on their duties to a class shall require notification to the staff member's immediate supervisor and to follow the procedures outlined in PPD 1.23.
 - B. Inquiries for statistical information or case file information shall be forwarded to the Public Information Officer.
 - C. Request for internships must be in writing by the requesting college or university. Intern applicants shall be required to submit a synopsis of their expected goals and objectives, complete a Volunteer Application and follow the procedures outlined in PPD 2.24, pass a motor vehicle/record check and have an interview with the responsible Administrator prior to beginning their internship.
 - D. The intern's application will be forwarded to the Volunteer Coordinator and Division Director's Office for review and approval.
 - E. Interns are subject to criminal background checks and fingerprinting prior to assuming any duties.
 - F. The assigned staff member and his/her supervisor shall develop and assign duties to intern staff consistent with the intent of the required synopsis and with departmental policy and procedure.

- G. During the internship, the intern will be placed in “Velcro” status for safety and security reasons. Velcro status means that the assigned staff member will be responsible for the supervision and security monitoring of the intern at all times while they are on NHDOC premises. The intern *must* be accompanied by the staff member whenever they are behind the walls.
- H. Upon completion of the program, the intern shall be expected to submit a copy of their internship experience to the immediate supervisor in the assigned office.

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

3-3018

Other

PPD 1.23 Public Speaking Policy

PPD 2.24 Citizen Involvement and Volunteers

DIAMENT/pf