<table>
<thead>
<tr>
<th>Subject: ACCESS TO THE DISTRICT OFFICES</th>
<th>Effective Date: 05/23/2018</th>
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</thead>
<tbody>
<tr>
<td>PropONENT: Michael McAlister, Director</td>
<td>Review Date: 05/23/2020</td>
</tr>
<tr>
<td>Name/Title: Field Services 271-5652</td>
<td>Supercedes PPD#: 5.09</td>
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<tr>
<td>Office Phone #</td>
<td>Dated: 02/01/13</td>
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Issuing Officer: [Signature]

Purpose: To establish security procedures in the District Offices to enable staff to perform their duties in a safe and secure environment.

II. Applicability: To all staff.

III. Policy:
It is the policy of the NH Department of Corrections to maintain security and control over departmental facilities to enable employees to effectively carry out their responsibilities in a secure environment.

IV. Procedures:
A. Department of Corrections' employees recognized by District Office staff or who have produced an identification card verifying their position with the Department shall be allowed unescorted access to a District Office while in the performance of their duties.
B. Visitors or contracted vendors may be allowed access to the District Office as needed. Staff may request identification from any visitor as needed.
C. Probationers, parolees, or other persons under departmental supervision or control shall not be allowed access to the District Office unless escorted by a staff member.
D. Unauthorized access to the office will be reported to the local police, director’s office and investigations unit as soon as possible.
E. In the event a person enters an office and refuses to leave, local police shall be called to assist along with notification to the director’s office as soon as possible.

References:

- Standards for the Administration of Correctional Agencies
- Second Edition Standards
- Standards for Adult Correctional Institutions
- Fourth Edition Standards
McALISTER/ib

Other