


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Enforcement Operations</u> STATEMENT NUMBER <u>5.18</u>
SUBJECT: <b>RESPONSE PROCEDURES FOR          INQUIRIES CONCERNING          PROBATIONERS/PAROLEES</b> PROPONENT: <u>Michael McAlister, Director</u> <i>Name/Title</i> <u>Field Services</u> <u>271-5652</u> <i>Office</i> <i>Phone #</i>	EFFECTIVE DATE <u>06/19/2018</u> REVIEW DATE <u>06/19/2020</u> SUPERSEDES PPD# <u>5.18</u> DATED <u>11/01/12</u>
ISSUING OFFICER:  <u>Helen E Hanks, Commissioner</u>	DIRECTOR'S INITIALS: _____ DATE: _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

- I. **PURPOSE:**  
To provide guidelines and procedures for answering inquiries concerning probationers/parolees during non-business hours.
- II. **APPLICABILITY:**  
To New Hampshire State Prison for Men Control Room staff and Probation/Parole Officers (PPOs).
- III. **POLICY:**  
It is the policy of the NH Department of Corrections to respond to inquiries from law enforcement agencies about persons under probation/parole supervision.
- IV. **PROCEDURES:**
  - A. Law enforcement agencies are advised that during non-business hours, inquiries regarding the legal status of probationers/parolees may be directed to the New Hampshire State Prison for Men Control Room. The Control Room maintains a Field Services roster.
    1. If the Control Room Officer receives an inquiry from law enforcement, the clients legal status and the name of the supervising Probation/Parole Officer (PPO) will be verified in CORIS. If the PPO cannot be reached, the Control Room Officer will provide the supervising officer name, office phone, email address and request that any documents be forwarded to the supervising PPO. The Control Room Officer will also notify the supervising PPO and Chief PPO via e mail. The Control Room Officer is not to provide home telephone numbers to any outside agency or third party.
    2. The Control Room Officer may refer the inquiring agency to the provisions of RSA 597, Bail and Recognizances, if applicable.
    3. When receiving a call regarding an Administrative Home Confinement (AHC) Case, the supervising PPO shall be contacted. If the supervising PPO cannot be reached, the Control Room Officer will proceed up the chain of command.

- B. If a client or third party calls the Control Room to contact a PPO, the Control Room Officer shall forward the caller's contact information via email to the supervising PPO. PPOs should not give the Prison Control phone number to probationers or parolees, absent some exigent circumstance.
- C. National Crime Information Center (NCIC) Warrant Inquiries  
Procedures for NCIC warrants can be found in PPD 5.63.

REFERENCES:

Standards for the Administration of Correctional Agencies  
Second Edition Standards

Standards for Adult Correctional Institutions  
Fourth Edition Standards

Standards for Adult Community Residential Service  
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services  
Third Edition Standards

Other:

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