

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Resident Programming</u> STATEMENT NUMBER <u>7.38</u>
SUBJECT: <b>CORRECTIONS SPECIAL SCHOOL          DISTRICT PERSONNEL          PRACTICES</b> PROPONENT: <u>Joseph Diament, Dir. Division of          Community Corrections.</u> <i>Name/Title</i> <u>Commissioner's Office 271-5601</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>06/30/14</u> REVIEW DATE <u>06/30/15</u> SUPERSEDES PPD# <u>7.38</u> DATED <u>11/30/10</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 describe Corrections Special School District (CSSD) personnel programs relative to personnel requirements, licensure and certification.
- II. **APPLICABILITY:**  
 To all employees involved in the CSSD education or career and technical education programs and the staff responsible for the management of those programs at all Department of Corrections (DOC) facilities.
- III. **DEFINITIONS:**  
 As used in this document, the following definitions apply:
  - A. Licensure: A formal, written plan issued by the State, authorizing qualified persons to teach students.
  - B. Certification: A written statement, issued by the State, verifying the holder's expertise and ability to instruct students in a specific area.
- IV. **POLICY:**  
 It is the policy of the DOC that the CSSD staff responsible for the management of all education and career and technical education programs will regularly evaluate the educational and training requirements of personnel to meet the educational and training needs of inmates. Personnel must meet appropriate State licensure and credentialing requirements.
- V. **PROCEDURE:**
  - A. Program Evaluation  
 Staff responsible for the management of all CSSD education and career and technical education programs will direct that the following steps be taken:
    1. Staff workload will be analyzed to determine the number of personnel needed to ensure all inmates have access to staff and services. The number of staff conforms to the

licensure and/or credentialing requirements set by the Department of Education (DOE) standards.

2. If existing staffing is insufficient in number or areas of endorsement, requests will be made to establish and fill the required positions.

B. Staff Licensure

The CSSD administrative staff responsible for the management of all education and career and technical education programs conducts a review of staff licenses and certification. Required credentials will be maintained in the personnel files of all teaching staff. Copies of new or renewed licenses shall be required as a condition of employment. The Commissioner of the DOE is the only person authorized to waive license or credentialing requirements.

C. Staff Development

The CSSD will maintain an active CSSD Professional Development Master Plan and an established CSSD Professional Staff Development Committee to oversee the plan. The CSSD Staff Professional Development Committee will be composed of a cross section of education and career and technical education staff ranging from guidance counseling to instructors to the school district administration/designee. Educational and career and technical education staff will maintain an active CSSD Professional Development Master Plan with oversight by the supervisors and/or the CSSD Professional Development Committee Chairperson. The CSSD Professional Development Master Plan will detail the responsibilities of licensed or certified instructors and procedures for maintaining such licensure or credentialing.

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

**4-4472**

Standards for Adult Probation and Parole Field Services  
Third Edition Standards

Other

DIAMENT/clr