


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Enforcement Operations</u> STATEMENT NUMBER <u>5.09</u>
SUBJECT: <b>ACCESS TO THE DISTRICT OFFICES</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>05/23/2018</u> REVIEW DATE <u>05/23/2020</u> SUPERCEDES PPD# <u>5.09</u> DATED <u>02/01/13</u>
ISSUING OFFICER:   Helen E. Hanks, Commissioner	DIRECTOR'S INITIALS: _____ DATE: _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: NONE	

- I. 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

Standards for Adult Community Residential Services  
Fourth Edition Standards

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Standards for Adult Probation and Parole Field Services  
Third Edition Standards

Other