


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE Pursuant to RSA21-H:8 (III) Internal Practices and Procedures	CHAPTER <u>Field Services</u> STATEMENT NUMBER <u>850</u>
SUBJECT: ACCOUNTABILITY OF DISTRICT OFFICE OPERATIONS AND EQUIPMENT PROPONENT: <u>Director</u> <i>Name/Title</i> <u>Field Services</u> <u>271-5652</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>09/02/2021</u> REVIEW DATE <u>09/02/2024</u> SUPERSEDES PPD # <u>5.54</u> DATED <u>06/01/2012</u>
ISSUING OFFICER:  <i>Helen E. Hanks, Commissioner</i>	DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

- (a) **PURPOSE:**
 To establish internal procedures that govern New Hampshire Department of Corrections (NHDOC) Field Services District Offices' business hours; staffing; the issuance and maintenance of all departmental-issued or approved non-departmental issued equipment; and, to ensure a systematic review of equipment and/or replacements as needed.
- (b) **APPLICABILITY:**
 To all Field Services staff.
- (c) **POLICY:**
 It is the policy of the NHDOC:
 - (1) To ensure consistent standard Field Services District Office (DO) business hours that provide extended office reporting hours for accessibility to the public, and, probationers/parolees to promote pro-social activities.
 - (2) To ensure a Chief PPO (CPPO) or officer in charge (OIC) is working on-site to manage staff, workloads, and all office operations during regular office hours.
 - (3) To provide employees with the equipment needed to function safely and effectively, and to ensure that all equipment will be maintained and operated according to the manufacturers' directions, and applicable PPD training requirements.

(d) PROCEDURE:

(1) District Office Hours.

- a. Each Chief Probation/Parole Officer (CPPO) will maintain a proposed weekly schedule of all staff, and ensure that Probation and Parole Officers' (PPOs) schedules reflect adequate coverage, both for in-office coverage and fieldwork.
- b. Support staff will work standard business hours with at least one late day per week, when possible, for extended reporting hours, or as deemed necessary by the CPPO.
- c. The CPPO will approve all schedules, and ensure PPOs are present in the office on their respective reporting day, absent any exigent circumstance.
- d. The CPPO will also do his or her best to ensure the office is open during standard business hours. In the event this is not possible due to staffing, training or other commitments, the Director's office will be notified.
- e. Office hours will be consistent with the facility (i.e. court building, leased private space, etc.). Standard business hours will be 8:00 am to 4:00 pm, or 8:30 am to 5:00 pm, depending on the type of facility. Business hours will be posted on the front door of the office. In the event the office is closed, a sign will be posted stating the same.

(2) The CPPO will ensure there is an OIC is appointed in his/her absence as follows:

- a. Any employee who is a PPO II in good standing may submit a request in writing to their CPPO, requesting an opportunity to serve as OIC.
 1. "Good standing" means no disciplinary actions, and at least "meets expectations" on the most recent performance plan.
 2. The written request should include the rationale why the employee believes that he/she would be a good selection to serve as OIC.
- b. The CPPO will consult with the Director/designee for final approval regarding requests to be OIC, and the Director/designee shall maintain a list of approved OIC's for each District Office.
- c. Any employee denied an opportunity to be OIC will be notified in writing by the Director/designee of the performance-based reasons they are not being considered.
- d. The CPPO will train approved prospective OICs regarding expectations to manage in his/her absence. Such training shall include, but is not limited to:
 1. Approval of all reports;
 2. Scheduling training;
 3. Hearings coverage;
 4. Case assignment;
 5. Dispute resolution; and
 6. Any other issues that may arise.
- e. The OIC should reach out to the Director/designee if he /she has any questions or needs assistance while the CPPO is unavailable.

(3) Equipment.

- a. Equipment used for employee security and safety must be inventoried upon issue and when any changes are made on the *Probation/ Parole Equipment Inventory Form* (Attachment 1).
- b. All equipment, including non-departmental issued equipment, must be approved for use by the Commissioner and shall be subject to this policy.
- c. Equipment issued upon completion of certification and/or training may include, but is not limited to:
 1. Departmental-issued picture ID;
 2. Belt badge;
 3. Wallet badge;
 4. Oleoresin Capsicum (OC);

5. Laptop and peripherals;
 6. Firearm with 3 magazines;
 7. Holster and magazine pouch;
 8. Handcuffs and handcuff keys;
 9. Body armor;
 10. Taser;
 11. Envo mask.
- d. Equipment placed in each vehicle assigned to a DO:
1. First Aid kit;
 2. Fire Extinguisher;
 3. Latex Gloves;
 4. Belly chain/handcuffs/leg irons;
 5. Appropriate paperwork (detention order; preliminary hearing; evidence collection; receipt);
 6. Evidence bags/tape/containers;
 7. Narcan;
 8. Urine testing supplies;
 9. Hand sanitizer;
 10. Masks;
 11. Roadside flares;
 12. Extra duty ammunition;
 13. Breathalyzer tube; and,
 14. Sharps container.
- e. The CPPO will ensure an accurate *Probation/Parole Equipment Inventory Form* is completed and maintained for each PPO, as well as a *Vehicle Equipment Inventory list*, (Attachment 2), for each NHDOC vehicle.
- f. Each CPPO will develop an accountability system that verifies the condition, replacement schedule if any, and proper storage of both personal and vehicle equipment on a yearly basis.
1. Each PPO will notify the CPPO in writing of any lost, stolen or damaged equipment. The CPPO will then notify the Director/designee in writing.
- g. Each PPO is responsible for storing and maintaining proper control of all equipment assigned to him or her when not in use, and securing all equipment so it is not accessible to parolees and probationers, the public, or any unauthorized person.
- h. When an employee separates from service, the CPPO shall ensure all equipment is turned in and submit the *Probation/Parole Equipment Inventory Form* to the Director/designee, accounting for all items returned. The CPPO shall ensure that any issued firearms and magazines are turned over directly to the State Prison Armory.
- (4) Attire.
- a. High profile jackets or other approved attire that identify staff as a Probation/Parole Officer must be worn during the performance of official duties, with discretion to ensure use is consistent with the task and function being performed.
 - b. High profile jackets should not be worn in court or for casual offender contacts where use could be to the detriment of the PPO's rehabilitative function. The CPPOs shall ensure that the use of this attire is reasonable.
 - c. All PPOs who are issued a bullet resistant vest must wear the vest when conducting fieldwork, and when participating in any firearms training.

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
3-3025

Attachments

Attachment 1 *Probation/ Parole Equipment Inventory Form*
Attachment 2 *Vehicle Equipment Inventory list*

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