


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE Pursuant to RSA NH RSA 21-H:8 III Internal Practices and Procedures	CHAPTER <u>Personnel</u>  STATEMENT NUMBER <u>1274</u>
SUBJECT: <b>DOC RECRUITMENT AND RETENTION POLICY</b>  PROPONENT: <u>Paul D. Raymond, Jr., Director of Personnel &amp; Information</u> <i>Name/Title</i>  <u>Commissioner's Office 603-271-8016</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>08/17/2022</u>  REVIEW DATE <u>08/18/2024</u>  SUPERSEDES PPD# <u>1274</u>  DATED <u>3/1/2013</u>
ISSUING OFFICER:   Helen E. Hanks, Commissioner	DIRECTOR'S INITIALS: _____ DATE: _____  APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

I. PURPOSE:

To establish a process to fill vacancies by hiring qualified individuals into positions that contributes to the overall success of the Department of Corrections. Covered in this Policy and Procedure Directive are the following:

- Lateral Transfer Procedures
- Recruitment Procedures
- Employee Retention

II. APPLICABILITY:

To all employees and potential employees of the Department of Corrections.

III. POLICY:

It is the policy of the Department of Corrections to:

- A. Retain the best-qualified personnel based on merit and specified qualifications with an objective to developing a professional career service for all employees. Selection and placement are based on professional considerations. The Department of Corrections is an equal opportunity employer.
- B. Select the most qualified candidate for the vacant position.
- C. Adhere to applicable laws, rules and collective bargaining agreements, including:
  1. RSA 21-I:52; Prohibition

2. New Hampshire Division of Personnel Code of Administrative Rules
3. Current Collective Bargaining Agreements which provide provisions for lateral transfers.

#### IV. PROCEDURE:

##### RECRUITMENT AND HIRING

The following procedure is developed to provide guidance on the recruitment steps required to fill a vacancy for classified positions within NH DOC. This policy does not include unclassified positions.

The Commissioner determines the recruitment process for unclassified positions.

##### A. FILLING A VACANCY

A vacancy announcement will not be posted until a determination is made on whether the vacancy is funded with salary and benefit monies, or a duty reassignment is more appropriate to maintain staffing levels and operational effectiveness. The appointing authority or designee shall determine when to post a vacant position and work with the Bureau of Human Resources to post the vacancy. Division Directors/Wardens will ensure personnel involved in the selection of employees comply with this policy.

##### B. POSTING A VACANCY ANNOUNCEMENT FOR LATERAL TRANSFER

1. The Division/Facility that has the vacancy shall send a request to post a lateral transfer vacancy to the Bureau of Human Resources and identify any additional language needed as appropriate, i.e., interviews, required knowledge, skills, or abilities.
2. Vacancy announcements will be posted in accordance with current collective bargaining agreements and Per 602.01.
3. Employees interested in a lateral transfer should complete the online Lateral Transfer Request form, located on the Bureau of Human Resources intranet page. If the form is not working, or the employee does not have access to the Lateral Transfer Request form, the employee may send an email to [DOC-Recruitment@doc.nh.gov](mailto:DOC-Recruitment@doc.nh.gov) and include the following information:
  - a. Full name, DOC Email address, and current job title and position number;
  - b. Vacant position title and position number;
  - c. Division where the vacant position exists; and,
  - d. In the Subject line type "Lateral Request".

##### C. SELECTION FOR LATERAL TRANSFER

1. After the posting closes, the Bureau of Human Resources will provide the name of the most senior applicant to the appointing authority. For Probation/Parole Officer positions the seniority date is based upon seniority within the Division of Field Services.
2. If the position requires an interview(s) prior to lateral selection, the appointing authority or designee will meet with the most senior candidate to determine whether the candidate meets or exceeds the required knowledge, skills, and abilities.
3. The appointing authority will work with the Bureau of Human Resources to select the candidate, in consideration of seniority date and knowledge, skills, and abilities.
4. Non-selection procedures and consideration of probationary employees shall be in accordance with all CBAs and the State Administrative Rules on Personnel.
5. Record Review
  - a. A record review is required prior to deciding as to whether to select or deny a most senior lateral transfer applicant. The Division Director/Warden or designee will complete a Lateral Post Screening Form (Attachment 1) on the lateral candidate under consideration.

- b. The Division Director/Warden or designee shall make requests for training records through the Bureau of Training.
- 6. **Selection and Announcement of Lateral Transfer Selection**
  - a. The appointing authority will notify the Bureau of Human Resources of the selection.
  - b. The effective date of the lateral transfer will be the beginning of the next pay period after the candidate has been notified, unless mutually agreed upon by the appointing authority and the candidate, or for management and operational needs the current location needs another pay period before transition.

**D. POSTING FOR A DOC VACANCY**

- 1. Requests for a vacancy posting will be submitted by the Division Director/Warden or designee in writing to the Bureau of Human Resources.
- 2. Postings will follow Personnel Rule requirements of being internally posted before being posted externally (Per 402 Posting Requirements).
- 3. The Bureau of Human Resources is responsible for reviewing applications prior to the posting closing date and reaching out to any applicants that are missing required information to allow errors to be corrected prior to closing.
- 4. Candidates applying for law enforcement positions must meet the criteria outlined in State Administrative Rule Pol 300 Application and Qualification.
- 5. If the Bureau of Human Resources is unsure about the relevancy of listed experience, they will work with the appointing authority to determine applicability and suitability.
- 6. The Bureau of Human Resources is responsible for certification of applications in a reasonable timeframe and on a rolling basis. When in doubt, it is preferred to err on the side of certifying candidates than not certifying them. The Division of Personnel may assist the Bureau of Human Resources in certifying applications.
- 7. After certification, the hiring manager may decide to pre-screen applicants before selecting those to be interviewed.
- 8. In accordance with Executive Order 2019-05, all current and former members of the New Hampshire National Guard who applies within the classified system or any position that is publicly posted shall be offered an interview, so long as they meet the minimum qualifications for the position, and can show proof of current or former satisfactory service. In addition, applicants are to be review for veteran's preference pursuant to Per 501.08 which outlines the criteria and standards.
- 9. **Interviews**
  - a. The appointing authority will determine an appropriate interview panel.
  - b. The appointing authority is responsible for board selection and interview scheduling, however, may utilize their respective Human Resources Coordinator, as needed.
  - c. The appointing authority may schedule follow-up interview(s) of candidates.
  - d. During the job interview process, the Bureau of Human Resources will ensure that all candidates are asked "Have you ever been convicted, disciplined, investigated, or accused of sexual misconduct of any nature?" to meet agency Prison Rape Elimination Act compliance.
- 10. The appointing authority will ensure all candidates are notified of their selection or non-selection before any public announcement is made. Verbal communication will be followed up with written confirmation. Email communication through the Bureau of Human Resources' hiring software is acceptable as well as an e-mail from the hiring authority or designee.
- 11. **Selection**
  - a. The appointing authority shall coordinate with the Bureau of Human Resources to extend a conditional job offer to the selected candidate.
  - b. All selected candidates will work directly with the Bureau of Human Resources to review and complete necessary screening, testing, and backgrounds (See

Attachment 2 for list of paperwork).

- c. If the selected candidate declines the offer, another selection may be made from one of the interviewed candidates.

12. **Non-Selection**

- a. The appointing authority may choose not to hire a candidate if, in the opinion of the appointing authority, they are deemed to lack the skills, training, experience, work history, work performance or other similar skills or performance characteristics, or personal or professional qualifications.
- b. If an existing state employee is not selected, the appointment authority shall coordinate with the Bureau of Human Resources a notification to the candidate in writing that shall state the reason(s) why the employee was not selected.

E. **RETENTION**

1. The Department recognizes the value in retaining qualified and engaged employees, and makes every practical effort to reduce employee turnover.
  - a. The Bureau of Human Resources reviews turnover data monthly to identify patterns or areas of concern.
  - b. The Commissioner, Assistant Commissioner, Division Directors/Wardens, administrators and supervisors are encouraged to recognize those employees that go above and beyond in their work. Employee appreciation helps to strengthen employee engagement and loyalty by valuing and recognizing employees.
  - c. Staff retention is a management responsibility, although every employee is encouraged to be a positive influence that demonstrates the Department's core values, and shares in the responsibility of promoting the Department's mission and vision.
2. The Department offers the following retention initiatives and incentives:
  - a. Established procedures for selecting qualified employees to fill vacancies.
  - b. Opportunity for advancement within state service.
  - c. Opportunity to lateral transfer to different locations and shifts.
  - d. Opportunity to further enhance one's career by enrolling in training courses.
  - e. Recognition awards.
  - f. Varied and specialty training, all of which aid in the development of a strong career path.
  - g. Job release for cross-training opportunities within the Department of Corrections.
  - h. The Department's Recruiting and Retention Committee Policy 1273.00.

REFERENCES:

Standards for the Administration of Correctional Agencies  
Second Edition Standards  
**2-CO-1C-13**

Standards for Adult Correctional Institutions  
Fourth Edition Standards  
**4-4057 thru 4058**

Standards for Adult Community Residential Services  
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services  
Third Edition Standard  
**3-3055 thru 3056**

Other

**RSA 21-I:52**

**Personnel Administrative Rule Per 402 Posting Requirements; Per 602.03 Filling Vacancies  
Within an Agency; Per 501.08 Veteran's Preference**

**Police Standards & Training Council Administrative Rules**

**[http://gencourt.state.nh.us/rules/state\\_agencies/pol.html](http://gencourt.state.nh.us/rules/state_agencies/pol.html)**

**NH Executive Order 2019-05, signed August 26, 2019**

**NH Department of Corrections Collective Bargaining Agreements**

Hanks/pdr



**NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS  
LATERAL POST SCREENING FORM**

<b>Applicant's Name:</b>		<b>Interview Date:</b>	
<b>Position Applied For:</b>			

Number	Title	Shift (1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> )	Location	Days Off (e.g. Tues/Wed)

Applicant's Agency Years of Service: \_\_\_\_\_

File Review Date: \_\_\_\_\_

Person Reviewing Personnel File: \_\_\_\_\_  

Print Name
Signature
Date

**Areas Contained within the Personnel File and Training File Reviewed at date of Review:**

<b>Volunteer/Activity Participation Efforts*:</b>  (e.g. SERT, FTO, Training, Community Activities) <i>* This section is for Laterals with required KSAs and Promotions Only</i>	
<b>Education Above Minimum Qualifications for Job Description:</b>	
<b>Training Record Meets or Exceeds Internal Procedure Minimum Requirements:</b>  (i.e. to included required monthly on-line is current)	
<b>Evaluation Outcomes and Supervisor Comments:</b>	
<b>Letters of Commendation or Employee Recognition:</b>	

<p>Letters of Discipline or Counseling:</p>	
<p>Reference Checks– to enhance review of performance characteristics: (Do not Duplicate References from Supervisory Evaluations)</p>	
<p>Background Checks: (i.e. Relevant for those transitioning to certified law enforcement or as a result of compliance with PREA update standards for employees)</p>	

**Selection Recommendation:**

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## **LIST OF PAPERWORK FOR HIRING/TRANSFER**

### **For Group II Sworn Law Enforcement:**

- Personal History Statement, as required by PSTC Standards
- NHDOC LEAI Testing Packet
- Medical Packet
- NHDOC Personal Information Sheet
- Final Clearance Forms as required by NH Division of Personnel

### **For Group II Civilian Correction Line Staff and/or Positions with Hazard Duty Pay:**

- Civilian Release Packet
- Medical Packet
- NHDOC Personal Information Sheet
- Final Clearance Forms as required by NH Division of Personnel

### **For Group I Civilians:**

- Civilian Release Packet
- NHDOC Personal Information Sheet
- Final Clearance Forms as required by NH Division of Personnel