


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE Pursuant to RSA21-H:8 (III) Internal Practices and Procedures	CHAPTER <u>Personnel and Information</u> STATEMENT NUMBER 1291.00 _____
SUBJECT: <b>ORIENTATION FOR NEW EMPLOYEES</b>  PROPONENT: <u>Director of Personnel &amp; Information</u> Name/Title <u>Commissioner's Office</u> 271-5603 Office Phone #	EFFECTIVE DATE <u>09/01/2023</u> REVIEW DATE <u>09/01/2025</u> SUPERSEDES PPD# 4.02 DATED <u>10/15/2013</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.	

(a) PURPOSE:

To provide a new hire orientation program for new employees before undertaking their assignments in order to foster successful acclimation to the department [ACI, 5-ACI-1D-10] and to establish baseline training elements within the first twelve (12) months by profession type within our correctional department [5-ACI-1D-11;5-ACI-1D-12; 5-ACI-1D-14; 5-ACI-1D-15; and 5-ACI-1D-16].

(b) APPLICABILITY:

This policy applies to:

- (1) All New Hampshire Department of Corrections employees.

(c) POLICY:

- (1) It is the policy of the Department of Corrections to provide an orientation period for newly hired employees.

(d) PROCEDURES:

- (1) The Division of Personnel and Information staff will facilitate a formalized 40-hour new hire orientation. The new hire orientation will consist of in-person instruction and on-line course work. The in-person orientation will occur at a minimum once a month, starting on a Monday. The course of instruction will be published as an attachment to this policy and reviewed for updates at a minimum annually. (Attachment 1). The on-line course of instruction will be completed prior to an employee undertakes their full duty assignments.

- a. This orientation will include at a minimum the following:

1. Overview of the purpose, goals, policies and procedures of the department;
  2. Security and contraband regulations;
  3. Key and Tool Control;
  4. Appropriate conduct with those incarcerated and/or under supervision;
  5. Rights and responsibilities of employees;
  6. Universal Precautions;
  7. Occupational Exposure;
  8. Personal Protective Equipment;
  9. Biohazard waste disposal;
  10. An overview of the correctional field;
  11. Emergency planning;
  12. Prison Rape Elimination Act;
  13. Sexual Harassment;
  14. Suicide Prevention;
  15. Recognizing signs and symptoms of mental illness; and
  16. Defensive tactics
- (2) On the first day of hire, the new employee will complete necessary employee services paperwork and an orientation to their workstation and new work environment.
- (3) All part-time and contract personnel will receive formal orientation appropriate to their assignments and additional training as needed [5-ACI-1D-17]. This may include incorporation in the full-time employee new hire orientation program. This orientation program of instruction will be published as a guideline under this policy and review at a minimum annually. The guideline at a minimum will include an orientation to the department's rules, security, operational procedures, and prison rape elimination act federal requirements associated with their roles.
- (4) For those employees, hired as certifiable corrections officers or correctional line personnel, meaning their position is legislatively authorized for group II retirement benefits according to NH RSA 100-A: New Hampshire Retirement System, they will participate in specific new hire orientation that will provide practical security safeguard skills, personal defense tactics, and other critical topics to support them working in correctional facilities with residents incarcerated with felonies unescorted prior to attending their designated portion of the Corrections Academy as implemented under the guidance and direction of Police Standards and Training Council. This training must be included in full which means all on-line training courses as well as in person new hire orientation training before this employee type can work unescorted in correctional facilities. Once the division of personnel and training can confirm the new hire training is complete, the correctional line personnel will be issued an updated employee identification pursuant to PPD 1280.00 Issuance, Use, and Misuse of Departmental Identification.
- (5) Corrections Officers will undergo a course of instruction as predicated by NH Police Standards and Training Council [NH 106-L Education and Training Program and 5-ACI-1D-12].
- a. The American Correctional Association through their standards indicate at a minimum corrections officers receive training in the following areas:
    1. Security and safety procedures;
    2. Security and safety procedures;
    3. Emergency and fire procedures;
    4. Supervision of residents;
    5. Suicide intervention/prevention;
    6. Use of physical force;
    7. Resident Rights;
    8. Tool and Key Control;
    9. Interpersonal relations;

10. Standards of Conduct;
11. Cultural Awareness;
12. Sexual Abuse and Assault Intervention; and
13. Code of Ethics.

REFERENCES:

Standards for the Administration of Correctional Agencies  
Fifth Edition Standards, 2019.

**5-ACI-1D-10 Orientation**

Standards for Adult Correctional Institutions  
Fifth Edition Standards, 2019.

**5-ACI-1D-10 Orientation**

**5-ACI-1D-11 Administrative Staff**

**5-ACI-1D-12 Correctional Officers**

**5-ACI-1D-14 Specialist Employees**

**5-ACI-1D-15 Support Staff**

**5-ACI-1D-17 Part-Time Staff**

Other

Attachment 1 – New Hire Orientation Schedule