


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE Pursuant to NH RSA 21-H:8 (III) Internal Practices and Procedures	CHAPTER <u>Training</u> STATEMENT NUMBER <u>1292</u>
SUBJECT: EMPLOYEE PARTICIPATION IN PROFESSIONAL ASSOCIATIONS AND CONFERENCES PROPONENT: <u>Director of Security and Training</u> <i>Name/Title</i> <u>Commissioner's Office 271-8016</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>05/20/2020</u> REVIEW DATE <u>05/20/2022</u> SUPERSEDES PPD# <u>4.04</u> DATED <u>12/30/13</u>
ISSUING OFFICER:  <u>Helen E. Hanks, Commissioner</u>	DIRECTOR'S INITIALS: _____ DATE: _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

- I. PURPOSE:
To encourage participation in professional associations and to define the levels of such participation regarding time and travel.
- II. APPLICABILITY:
To all staff.
- III. POLICY:
It is the policy of the NH Department of Corrections to encourage staff membership and participation in criminal justice and professional associations and activities directly associated with their positions within the department. Employees may be released from their normal duty and reimbursed for authorized/approved expenses for attendance at selected professional meetings, seminars and similar work related activities.
- IV. PROCEDURE:
- A. The Department recognizes that routine professional association business in some cases can only occur during normal working hours (i.e., phone calls, luncheons, brief memos, etc.). If these are anticipated to occur during normal working hours, staff need to seek permission through their supervisor to participate in advance of the event.
 - B. When major commitments of time may substantially affect normal workload, but clearly benefit professional development (i.e., holding office, chairing major committees, etc.), the employee shall obtain approval for participation from their Warden/Director in writing. If not approved, the staff member may request to use annual time.
 - C. In order to exercise control over departmental operating expenses, all employees must receive approval from the Commissioner prior to accepting any program or committee responsibilities with national or regional organizations when accepting these responsibilities in any way

commits the Department to provide funds for meetings and/or conferences. Employees accepting program or committee responsibilities without the Commissioner's prior approval will be expected to pay their own expenses to such meetings or conferences.

- D. Any employee joining or participating in any professional organization is expected and required to pay their membership dues.

REFERENCES:

Performance-Based Standards and Expected Practices for Adult Correctional Institutions
5th Edition, October 2019

Other

KENCH/lb