


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Financial Services</u> STATEMENT NUMBER <u>3.30</u>
SUBJECT: DONATIONS TO DOC PROPONENT: <u>Robin Maddaus, Director</u> <i>Name/Title</i> <u>Administration Div. 271-5610</u> <i>Division Phone #</i>	EFFECTIVE DATE <u>12/20/2019</u> REVIEW DATE <u>12/20/2021</u> SUPERSCEDES PPD# <u>3.30</u> DATED <u>12/15/2011</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 establish a procedure for the acceptance of gifts of personal property made to the NH Department of Corrections.
- II. APPLICABILITY:
To all employees
- III. POLICY:
It is the policy of the Department of Corrections that the DOC Commissioner or their designee may accept donations of personal property valued at \$1,000.00 or less for the benefit of the Department and may accept donations of personal property valued at more than \$1,000.00 upon approval of the Governor and Executive Council.
- IV. PROCEDURE:
 - A. Any staff member being contacted by any individual under DOC custody, individual person or organization wishing to donate personal property, including cash to the DOC, shall complete the donation form titled Donation Record (attachment 1) to report to their supervisor the following information:
 - 1. Complete description of the personal property.
 - 2. An estimated Fair Market Value (FMV) as determined by the donor.
 - 3. Contact information for the donor (name, address, phone number).
 - 4. Any restrictions or conditions placed upon the donation or intended use of the donation.
 - B. Donations are not allowed from any immediate family members of any individual under DOC custody or from anyone on the visitor list of any incarcerated individual. Staff members completing a donation form shall verify this information BEFORE donations can be accepted.
 - C. An electronic copy of completed donation forms of donations valued at more than \$1,000 will be forwarded to the Director of Administration within two weeks of receipt of the donation.

- D. With approval of the Commissioner, the Director of Administration shall seek Governor and Council approval to accept a donation valued at more than \$1,000.
- E. Upon G&C approval, the Director of Administration will notify the DOC recipient listed on the donation form and the Director and Warden of the facility of the intended area of use by the DOC as entered on the donation form.
- F. Any donations valued at \$1,000.00 or less shall receive formal acceptance by the Director and the Warden of the facility to which the donation will be received or their designee before its use. The Director and/or Warden shall sign the form as the indication of their acceptance.
- G. All donation forms will be retained in the facility according to retention policy.
- H. All donation forms must be stored in a secure area at the receiving facility until formerly accepted. If there is no secure storage area at the receiving facility, the item(s) may be stored at the nearest DOC warehouse.
- I. BEFORE physically accepting donations of computer equipment and peripherals, a completed donation form with a detailed written description of the equipment, including model #, operating system and all parts such as a mouse, keyboard, etc., must be submitted to the DOC IT Manager for approval. Computers not running or capable of running the currently-approved operating system will not be accepted.
- I. Disposal of donated property shall be accomplished through using a P-11 Form, "Surplus Property."

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

Other
RSA 4:8 (Title I, Chapter 4, Section 4:8) Gifts to the State

Attachment: Attachment 1- Donation Record

MADDAUS/lb

