
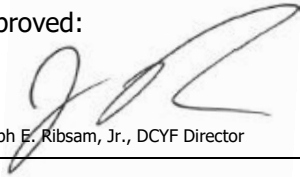


1359 Extended Hours	
Chapter: Juvenile Justice Field Services	Section: Youth Supervision
	<p>New Hampshire Division for Children, Youth and Families Policy Manual</p> <p>Policy Directive: 19-44</p> <p>Effective Date: September 2019</p> <p>Scheduled Review Date:</p>
	<p>Approved:</p>  <p>Joseph E. Ribsam, Jr., DCYF Director</p>
<p>Related Statute(s): RSA 169-B, RSA 169-D, and RSA 170-G:16</p> <p>Related Admin Rule(s):</p> <p>Related Federal Regulation(s):</p>	<p>Related Form(s):</p> <p>Bridges' Screen(s) and Attachment(s):</p>

The Division for Children, Youth and Families' Juvenile Justice Services (JJS) supports youth in their home and community to assist them in meeting the obligations of the Court and become productive citizens. At times, this may include work with youth and their families outside a JPPO's normal work hours. As such, Juvenile Probation and Parole Officers (JPPOs) are authorized to perform their duties during extended hours for case management purposes.

Purpose

To establish Juvenile Probation and Parole Officers (JPPOs) practices when performing the duties and responsibilities during extended work hours.

Definitions

"DCYF" or the **"Division"** means the Department of Health and Human Services' Division for Children, Youth and Families.

"Extended Work Hours" or **"Extended-Hours"** means, for the purpose of this policy, hours worked outside the JPPO's regularly scheduled hours.

"JPPO" or **"Juvenile Probation and Parole Officer"** means an employee of DCYF who is authorized by the Division to perform functions of the job classification Juvenile Probation and Parole Officer.

"JPPS" or **"Juvenile Probation and Parole Supervisor"** means the job classification of a person with the powers and authority granted under RSA 170-G:16, employed to perform supervisory-level Juvenile Probation and Parole functions under the supervision of a Juvenile Justice Services Field Administrator.

"OIC" or **"Officer in Charge"** means the designated JPPO to cover administrative duties when the Supervisor is not available.

Policy

I. The JPPO shall consult with their JPPS/Officer in Charge (OIC) to seek approval to work extended hours and create a plan as to where the JPPO will be, who they will be meeting with, and the expected time as to when their workday will end.

A. Any deviation from the plan must be reported to the JPPS/OIC as soon as possible;

- B. Upon establishing a plan with their JPPS/OIC, the JPPO should, when appropriate, notify local law enforcement of their extended-hours schedule; and
 - C. The JPPO shall check-in with the JPPS/OIC at the completion of their day when working extended hours.
- II. If the JPPO finds themselves in a situation where they need to work beyond their regularly scheduled hours but were not able to plan ahead due to the immediacy of the situation, they shall notify the JPPS/OIC as soon as possible.
 - III. The JPPO's actions shall be governed by the same policies, procedures, rules, and statutory duties that apply during their regularly scheduled work hours. All action shall be at the JPPO's discretion while accounting for the safety of the JPPO, youth, family, and any bystanders present.
 - IV. The JPPO should always take care to ensure that they have their State-issued identification and equipment on their person during all extended-hours visits.
 - A. The use of ballistic vests, handcuffs or other mechanical restraints, and OC Spray shall conform to those respective policies.