


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE Pursuant to RSA21-H:8 (III) Internal Practices and Procedures	CHAPTER <u>Resident Case Mgt & Programming</u> STATEMENT NUMBER <u>660</u>
SUBJECT: FAMILY CRISIS VISITS/FUNERAL ATTENDANCE PROPONENT: <u>Warden</u> <small>Name/Title</small> <u>NHCF/W</u> <u>271-0200</u> <small>Office Phone #</small>	EFFECTIVE DATE <u>07/02/2021</u> REVIEW DATE <u>07/02/2024</u> SUPERSEDES PPD# <u>7.05</u> DATED <u>12/15/02</u>
ISSUING OFFICER:  <small>Helen E. Hanks, Commissioner</small>	DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

- (a) **PURPOSE:**
 To establish a process for allowing eligible New Hampshire Department of Corrections (NHDOC) residents to assist their families in certain times of crisis, or to attend in person or through electronic methods the funeral of a family member, pursuant to RSA 623:1, II.
- (b) **APPLICATION:**
 To all NHDOC staff and residents.
- (c) **POLICY:**
 It is the policy of the NHDOC that, consistent with the safety and security of the facility and residents, a resident may be allowed a non-residential bedside (in-person or virtual) visit of a terminally ill family member; attend a family member's funeral; or, immediately assist his or her family in other extraordinary and emergency circumstances for a period not exceeding 72 hours without approval by a justice of the superior court.
- (d) **PROCEDURE:**
- (1) "Family member" is defined as a resident's father, mother, brother, sister, spouse, and children, as verified by NHDOC, for purposes of this policy.
 - (2) When a staff member is informed by a resident or receives an outside telephone call concerning a family crisis, the staff member will gather the following information using the *Family Crisis/Funeral Request Form* (Attachment 1):
 - a. Name of the family member who has passed away, is terminally ill, or has been seriously injured;
 - b. Relationship to the resident;
 - c. Circumstances of the crisis, including expected life span or extent of illness or injury;

- d. Location (state, city, street and phone number) of the funeral or hospital to be visited;
 - e. Time of funeral or visiting hours;
 - f. Name and phone number of person to contact for further information.
- (3) The *Family Crisis/Funeral Request Form* will be given to the resident's Unit Captain/designee. The Unit Captain/designee will verify the information listed on the *Family Crisis/Funeral Request form*. If no Unit Captain/designee is available at the facility, the Unit Officer in Charge will verify the information.
 - (4) A team, comprised of the unit/facility Captain/Lieutenant, a unit Case Counselor/Case Manager, and a representative from Classifications will review the verified *Family Crisis/Funeral Request Form*. The team will consider the resident's history, current custody status, and any other pertinent information in order to make a recommendation to the Warden/Director or designee for approval or denial of the request.
 - (5) The request will be brought to the Warden/Director or designee for final disposition.
 - (6) Behavioral Health will be notified to assist the resident with processing the family crisis, as well as the Chaplain, if desired and appropriate.
 - (7) Security arrangements will be approved by the Warden/Director or designee at the time the visit is approved. Serious consideration will be given to the custody level of the residents (PPD 352 *Transportation of Residents, Probationers and Parolees*).
 - (8) Overtime may be authorized for Corrections Officers who accompany residents to a crisis visit. The duration of the visit will last no more than two hours, excluding travel time.
 - (9) When the accompanying Corrections Officer is required to be armed, law enforcement in the destination location will be notified of the date, time, and destination of the visit, along with the name of the resident being escorted. Where appropriate, agencies *en route* may also be notified.
 - (10) Residents will be advised of the security procedures for the visit immediately prior to departure, in order to give the resident, the opportunity to decline the visit if they do not wish to proceed under the proposed security measures.
 - (11) Residents exhibiting out-of-control behavior, or who have demonstrated behaviors of becoming irrational or dangerous during an emotional event, may be denied such visits, or such visits may have to be arranged in a more private or secure setting.
 - (12) Crisis home visits will only be approved within the State of New Hampshire. Residents who are approved a crisis home visit at the bedside of a terminally ill family member will not be approved a second bedside visit, or attendance at the funeral of that same family member.
 - (13) In the event that an in-person visit is not feasible, video visitation may be arranged and supervised by an authorized member of departmental staff.

REFERENCES:

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

Other

NH RSA 623:1(II)

PPD 352 *Transportation of Residents, Probationers and Parolees*

Attachment 1 *Family Crisis/Funeral Request form*

PLANTE