


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE Pursuant to RSA21-H:8 (III) Internal Practices and Procedures	CHAPTER <u>Res Case Mgt & Prog</u> STATEMENT NUMBER <u>667</u>
SUBJECT: PHOTOCOPYING SERVICES FOR RESIDENTS PROPONENT: <u>Director, Financial Services Bureau</u> <i>Name/Title</i> <u>Administration</u> <u>271-5610</u> <i>Office</i> <i>Phone #</i>	EFFECTIVE DATE <u>8/23/2021</u> REVIEW DATE <u>8/23/2024</u> SUPERSEDES PPD# <u>7.42</u> DATED <u>05/30/07</u>
ISSUING OFFICER:  <i>Helen E. Hanks, Commissioner</i>	DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES NO
REFERENCE NO: See reference section on last page of PPD.	

- (a) **PURPOSE:**
To provide guidelines for New Hampshire Department of Corrections' (NHDOC) photocopying services to residents.
- (b) **APPLICABILITY:**
To all residents and staff.
- (c) **POLICY:**
It is the policy of the NHDOC to provide photocopying services to residents for authorized documents in an organized manner.
- (d) **PROCEDURE:**
 - (1) NHDOC will provide photocopying services to residents for the following classes of documents:
 - a. Documents on file in the electronic data storage area (EDSA) that were generated by NHDOC, including work reports, program certificates, disciplinary reports, physical exams (in the electronic health record "EHR"), etc.
 - b. Cases from published legal journals for use on a resident's current or pending court action.
 - c. Correspondence to or from courts (including motions being filed) regarding current or pending court action, including those in the EDSA.
 - d. Correspondence to or from attorneys regarding current or pending court action.
 - e. Correspondence to or from other official agencies regarding current or pending actions or hearings (e.g. public assistance hearings, parole boards, DCYF, motor vehicle hearings, etc.).
 - f. Materials for residents who are enrolled in NHDOC educational programs.
 - g. Personal correspondence, newspaper articles, poems, short stories, and other printed media

that is deemed appropriate.

1. There is a Literary Review Committee, comprised of a member of Library Services, a member of Security, and a member of psychiatric services, that meets monthly to review materials requested by residents or for the library, and makes recommendations regarding its appropriateness for the prison setting for approval by the Director of Security and Training. *See PPD 664 Library Services.*
- (2) NHDOC will **NOT** provide photocopying services for the following classes of documents:
 - a. Documents on file in the EDSA not generated by NHDOC, including police reports, letters or reports from other official sources, programs or agencies; or, that are confidential (i.e. pre-sentence or AHC investigations, NCIC).
 - b. Documents that involve other residents, except legal documents as authorized by PPD 653 *Access to the Courts.*
 - c. Documents that contribute to the violation of any departmental rule (e.g., restrictions against tattooing, pornography, gambling, etc.) Any items deemed inappropriate by the librarian, or contributing to the violation of such rules, will be seized, and referred to security for disciplinary action to be taken, pursuant to PPD 390 *Disciplinary Standards for Resident Behavior.*
- (3) Residents may request copies of permissible documents via a *Resident Request Slip* (Attachment 1 to Cor 312 *Request Slips*), to the appropriate office responsible for the document.
 - a. The request slip must specifically identify the desired document(s) and must be accompanied by a signed *Cash Withdrawal Slip* (Attachment 2 to PPD 952 *Management and Control of Resident Funds*).
 - b. The *Cash Withdrawal Slip* should indicate the number of copies at the standard rate per copy in force at the time (Attachment 1 *NHDOC Photocopying Rates*). If the exact number of copies is not known (such as when the number of pages in a particular case are unknown), the amount may be left blank and the resident therefore authorizes the staff member making the copies to charge the resident for the total number of pages photocopied.
- (4) *Resident Request Slips* related to requests for photocopies will be directed as follows:
 - a. Client Records Office - for disciplinary reports, classification documents, sentencing documents, time computations, and any other document in the resident's client record that was generated by NHDOC, and is in the EDSA (and not confidential).
 - b. Behavioral Health Unit - for mental health evaluations, clinical reports, psychological test results, and any document generated by the NHDOC behavioral health staff in the EHR.
 - c. Medical Records Office - for physical examinations, documentation of physical limitations, medical test results, and any other document generated by the NHDOC medical staff in the EHR.
 - d. Education Bureau - for course grades, transcripts, and any other document generated by the NHDOC Education or Vocational Training staff.
 - e. Librarian - for any documents that meet the criteria outlined in section (d)(1)b-g, except f, above.
 1. The library requires 24 hours to copy any material.
 2. No copying on demand will be processed, unless the requesting resident can demonstrate immediate need and that the request could not have been made earlier.
 3. In order to request copies from the librarian, the resident must use a *Photocopy Request Slip* (Attachment 1 to PPD 664 *Library Services*).
- (5) Unless specific arrangements are made, the request and delivery of photocopied materials will be accomplished through the in-house mail system.
- (6) Each Warden/Director is responsible for providing the paper products for resident copying for all areas except the library, which runs through the Recreation budget.
- (7) All cash withdrawal slips collected by the responsible offices will be forwarded to the Resident Accounts Office for processing pursuant to PPD 952 *Management and Control of*

Resident Funds.

- (8) If the Resident Accounts Office receives a cash withdrawal slip for photocopying against an account with insufficient funds, the slip is entered into the electronic client record (ECR) as an obligation against the resident's account.
- a. If the resident has an outstanding photocopy balance or the print job is very large, Resident Accounts may notify the librarian to discontinue photocopying services for the resident.
 - b. The librarian will notify the resident of this action.
 - c. Client Records will check the ECR in advance of making copies, to ensure there are sufficient funds, or will deny the resident request.
- (9) Copies made through the library will be processed through a copier leased and supported by the recreation department.
- a. The proceeds of all copies from this machine will be returned to the Resident Recreation Account to continue support of the equipment and supplies, pursuant to PPD 951 *Resident Recreation Account*.
 - b. Copies made on this copier will be restricted to only those copies requested by and paid for by residents.
- (10) NHDOC will charge per page for all copies made for members of the public under this policy, pursuant to *Copying Rates (Attachment 1)*¹. The Commissioner may alter that fee upon request from a Division Director when it appears to be in the best interest of the department and the State.

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 91-A
Cor 312 *Request Slips*
PPD 390 *Disciplinary Standards for Resident Behavior*
PPD 653 *Access to the Courts*
PPD 664 *Library Services*
PPD 951 *Resident Recreation Account*
PPD 952 *Management and Control of Resident Funds*

ATTACHMENT:

Attachment 1 – *Copying Rates*

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¹ Request for documents made by the public pursuant to RSA 91-A, Right to Know, are addressed in PPD 1060 *Right to Know Access to NHDOC Records*, and controlled by the fee schedule issued by the New Hampshire Office of the Courts.