

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Personnel</u> STATEMENT NUMBER <u>371</u>
SUBJECT: <b>STAFF PERSONAL PROPERTY          PERMITTED IN AND RESTRICTED          FROM THE SECURE PERIMETER          OF PRISON FACILITIES</b>  PROPONENT: <u>Director</u> <i>Title</i> <u>Professional Standards</u> <u>271-8016</u> <i>Office</i> <i>Telephone #</i>	EFFECTIVE DATE <u>05/01/16</u>  REVIEW DATE <u>01/01/18</u>  SUPERSEDES PPD# <u>5.08</u>  DATED <u>02/01/14</u>
ISSUING OFFICER:     <hr/> <i>William Wrenn, Commissioner</i>	DIRECTOR'S INITIALS   _____ DATE                        _____  APPENDIX ATTACHED: YES                        _____ NO                        _____
REFERENCE NO:     See reference section on last page of PPD.	

- I. **PURPOSE:**  
To establish a policy governing staff personal property in the secure perimeter of prison facilities.
- II. **APPLICABILITY:**  
To all departmental personnel at the NHSP-M, SPU/RTU, NNHCF, and NHSP-W.
- III. **POLICY:**  
It is the policy of the Department of Corrections that only approved personal property may be brought by staff into the secure perimeter of prison facilities. The secure perimeter for each facility shall be designated by the facility Warden, except for the SPU/RTU which will be designated by the Director of Medical and Forensic Services.
- A. Employees who work inside the secure perimeter of a prison facility are required to ensure that prohibited items are not brought into their respective work areas. Non-compliance with this or any other departmental policy may subject the employee to disciplinary action.
- B. Staff personal property permitted into the secure perimeter of departmental facilities is limited to only that personal property required for activities for daily living.
- C. **Permitted** personal items are:
1. Hygiene Items to include but are not limited to the following:
    - i. Tooth Brush
    - ii. Tooth Paste
    - iii. Dental Flossers
    - iv. Hand Sanitizer
    - v. Hand Soap (Liquid)
    - vi. Comb
    - vii. Brush
    - viii. Feminine Products

2. Coffee cup (metal or plastic);
  3. Thermos;
  4. Small or medium lunch box/container made of fabric or plastic (no larger than 30 quart) holding see-through bags and/or containers;
  5. Eating utensils (plastic);
  6. Pens/Pencils
  7. Cuff Key (Security Staff Only)
  8. Clear Backpack
  9. AM/FM Radio (no headphones/ear buds/compact disks)
  10. Sunglasses
  11. Purse/wallet with no more than \$100.00 in cash;
  12. Prescribed and over-the-counter medications – no more than a one day supply and in a properly labeled prescription bottle/container (obtained from the pharmacy). (COR 306.01 Contraband).
- D. **Prohibited personal** items include, but are not limited to:
1. Weapons of any kind;
  2. Office Supplies e.g.,:
    - i. Scissors;
    - ii. Letter openers;
    - iii. Glue; and
    - iv. Clip boards, etc.;
  3. Backpacks;
  4. Cell phones/smart phones;
  5. Glass containers (except for coffee pots or microwave carousels);
  6. Chewing gum;
  7. Any computer equipment i.e. personal computers/laptops/tablets/readers/routers, etc. (unless approved through appropriate IT authorization);
  8. External data storage devices e.g. flash drives (unless approved through appropriate IT authorization);
  9. Any device capable of accessing the internet or creating an internet hotspot;
  10. Televisions/CD/Cassette/MP3 players;
  11. Personal furniture;
  12. Personal photos;
  13. Cleaning chemicals/air fresheners;
  14. Tools of any type;
  15. Multi-compartment bags
  16. Tobacco products;
  17. Lighters/matches;
  18. Electronic “E” Cigarettes
  19. Candles; and
  20. Metal flatware (forks, knives, spoons).
  21. Umbrellas
  22. Personal Heaters
  23. Personal Cookware (crockpots, skillets, grills, etc.)
- E. Staff are not permitted to possess or store additional clothing (including uniforms) in areas of a facility where SHU, CCU, SPU, RTU or general population inmates live, work or recreate.
- F. Duffle/Gym Bags may be brought into the staff exercise/shower areas, but may not be brought into areas where SHU, CCU, SPU, RTU or general population inmates live, work or recreate.
- G. Items such as coffee makers, toaster ovens and microwave ovens are not permitted for individual use. They may however be purchased or donated for group use.
- H. Requests for exceptions to this policy may be directed to the Warden of the facilities, or in the SPU/RTU to the Director of Medical and Forensic Services, in writing, stating the cause

of the need, and granted in writing by the warden on an individual basis where these items may be required in the performance of their particular duties or are necessary for maintaining good health.

IV. PROCEDURES:

- A. Any person or property on Department of Corrections' facility grounds is subject to search to discover contraband pursuant to New Hampshire Administrative Rule COR 306
- B. Routine Property Inspections (PPD5.59)  
All containers, boxes, bags, purses, brief cases, lunch boxes and carry-ins entering or leaving any prison at all approved and manned ingress and egress points will be presented to the Corrections Officer on duty for inspection. Any person who refuses such inspection will:
  - 1. If entering, not be allowed to enter the prison.
  - 2. If leaving, the property will not be allowed to leave the prison and/or the person may be detained.
- C. Any staff member refusing to permit the searching of his/her personal items may be subject to disciplinary action.

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

State of New Hampshire Revised Statute 622:24-25

State of New Hampshire Administrative Rule Cor 306.01

NH DOC PPD 5.22 *Contraband Introduction, Prevention and Detection*

NH DOC PPD 11.01 *Information Technology Hardware and Network Resource Management*

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