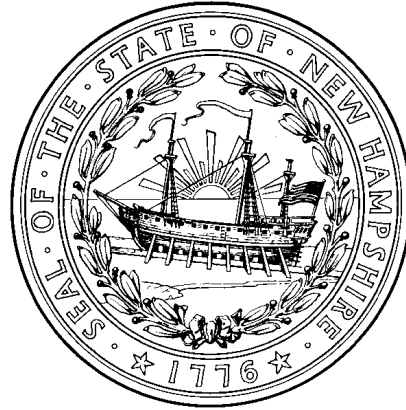


**MANUAL**  
**FOR THE**  
**GUIDANCE OF INMATES**



**2012**  
**EDITION**

**NEW HAMPSHIRE**  
**DEPARTMENT of CORRECTIONS**  
**WOMEN'S PRISON VERSION**

There is a \$7.00 fee for losing or failing to return this manual upon release or transfer from this institution.

## **Commissioner's Introduction**

This manual has been designed to help you understand what is required of you during your stay at a New Hampshire Department of Corrections (NH DOC) facility. This manual contains information that is essential to your well being and should be studied carefully. Questions you may have regarding anything in this manual should be referred to correctional staff. It is important that you question the staff rather than other inmates; other inmates may not know any more than you do, or the information you receive from them may be incorrect.

You are expected to maintain a positive attitude and to conduct yourself appropriately while in NH DOC custody. It is very important that you comply with any and all court recommendations and Department recommendations required of you. Appropriate recognition and rewards will come to those who become involved in academic, vocational and other self-improvement programs.

Your adherence to the rules and regulations, your display of a proper attitude and your maintenance of good conduct and work reports are important factors when your sentence or classification is considered for review.

You are required to abide by the rules in this manual, posted rules and orders given to you by staff. Failure to do so will result in disciplinary action, which could lengthen your stay.

Take advantage of the resources made available to you. Seek out help and assistance when you need it. Concentrate on making yourself a better person than you were on the first day you arrived on our doorstep.



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William L. Wrenn , *Commissioner*

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# **Inmate Manual**

This manual has been compiled to help you understand what is required during your stay and how to make the most of your time while here. It contains important information about:

## **I. Getting Started**

Intake, Quarantine, Classification and Assignment to Living and Work Units

## **II. Settling In**

What Is Expected of You and How to Get Started on the Right Foot

## **III. Services and Privileges**

What Is Available and How To Get What You Need

## **IV. Programs**

How to Help and Improve Yourself

## **V. Parole**

Steps Leading To and Along the Road Home

## **VI. Appendices**

Information you will find helpful

## I. GETTING STARTED

The Getting Started Section of the manual explains what will happen during the intake process in the Reception and Diagnostic (R&D) Unit at New Hampshire State Prison for Women (NHSP-W). As a new inmate at the NHSP/Women, you will be given an inmate identification number as the first step in the intake process. You will be photographed and fingerprinted, and an inmate identification card will be made and given to you. You will be given prison clothing, bedding, toiletry items and your copy of this inmate manual. You will then be assigned a cell.

Following the quarantine period (lasting approximately 3-7 days), there will be an assessment and classification period lasting approximately 30 days. Staff from the Medical and Dental Departments as well as the Education Department will meet with you. You will also talk with staff from several other departments at the prison. There will be a number of forms to fill out and tests to take. All information provided by you helps in making decisions about where you will live and what medical attention and programs you need. A schedule for program attendance will be determined at a later date.

During the first part of the intake process in the R&D unit (C-tier), you will be separated from the other general population inmates in R&D (on C-tier) until you are medically cleared by prison staff.

### A. QUARANTINE

During quarantine, you are kept isolated, with other new inmates, from the other inmates in the general population of the prison. You will have a number of tests, examinations, interviews and orientation meetings. Many of the following must be completed and approved by prison staff before you will be eligible to move to another tier (D-tier).

#### 1. Physical Examination

This is completed by medical staff and usually during the first week of quarantine. This is when you should tell the medical staff about your medical problems or concerns. You can review PPD 6.03 for details regarding this process.

#### 2. Dental Examination

This is completed by a dentist on certain weekdays. PPD 6.28 describes the process.

#### 3. Blood Test

This is completed by members of the prison medical staff or outside lab staff for outside laboratory analysis, usually after your physical examination is completed.

#### 4. Tuberculosis Test(s)

This is usually performed the day you come in and checked by members of the medical staff after 3 days.



## **5. Mental Health Interview**

This is completed by a trained professional from the Mental Health Department. During this interview you should tell the Mental Health staff about any mental health related problems/concerns you have, and the time to discuss any need you may have for treatment/counseling. PPD 6.05 provides a description of the services rendered by mental health staff.

## **6. Correctional Counselor/Case Manager Orientation**

This is usually completed by the correctional counselor or a case manager assigned to NHSP-W. This introduction explains briefly the programs in the prison, both those that are required and recommended for you.

## **7. Religious Orientation**

This is usually completed by the prison chaplain. Please write an inmate request slip to the Chaplain if you have any urgent concerns.

## **8. Education Orientation and Testing**

This is completed by members of the staff of the Corrections Special School District. This orientation explains the programs the Corrections Special School District provides for inmates less than 21 years of age, for inmates without a high school diploma, for inmates with special needs, and for inmates who wish to take high school or college classes. The Test of Adult Basic Education (TABE) is administered and measures your grade level in reading, math, and language. It is used for your placement in classes and for assignment of jobs.

## **9. Orientation**

This is done by staff and inmates. General population inmates will address newly sentenced inmates to inform them of all the various programs and opportunities, to encourage them to take full advantage of opportunities for change and to answer any questions they have. Inmates who share their experiences, strengths, and hopes with those who wish to understand their options present this session. Security staff (or designee) will explain the way the prison operates, point out rules and regulations of the prison, and talk to you about what is expected of you while in prison.

## **10. DNA Collection**

During your stay at the NH State Prison, your file will be reviewed to ensure that a DNA sample has been collected as directed by RSA 651-C and HB 523-FN – expanded DNA collection laws. This law now requires DNA collection of all individuals incarcerated or on probation or parole for any felony in New Hampshire. This review and collection will be conducted by security staff at some time during your incarceration.

## **11. Sexual Assault, Sexual Solicitation & Sexual Coercion**

What you need to know while in prison:

During your Orientation about time in prison, you are given verbal and written information about preventing and reporting sexual abuse while you are here. This information applies to all inmates at this facility AND at ALL other correctional facilities.

A federal law (Prison Rape Elimination Act), state laws, and NH Department of Corrections policy (PPD 5.19) help protect people in prisons and jails from sexual assault and other types of sexual victimization. Inmates cannot legally consent to sexual contact while incarcerated.

Inmates are not permitted to have sexual contact with other inmates, NHDOC staff, volunteers, or anyone else. It is never appropriate for any DOC staff, volunteer, or anyone else to make sexual advances or comments, or to engage in sexual contact with you or any other inmate.

Sexual Misconduct includes:

Sexual contact or penetration as defined by NH RSA 632-A

Masturbating in front of another person or in an area where you can be observed

Making obscene or sexual advances, gestures or comments

Exposing genitalia, buttocks or female breasts

Touching of self in a sexually provocative way

Initiating or making promises in exchange for sexual favors (i.e. promising safety, privacy, housing, or privileges)

Threats, intimidation or retaliation for any of these

If you are unsure of whether you have seen or experienced a violation, please contact the NHDOC Investigations Office or the Victim Services Office. This can be accomplished by using an Inmate Request Slip.

Facts about Sexual Abuse:

Anyone could be sexually assaulted or abused.

A person who is sexually assaulted or abused is not at fault.

*NOBODY* asks or deserves to be raped or victimized.

Many survivors experience feelings of fear, sadness, anger, shame and helplessness.

No one has the right to pressure any person to engage in sexual acts.

Use These Safety Guidelines:

**Trust your instincts.** If you sense a situation is dangerous, it probably is.

**Do not accept gifts or favors from others.** Most gifts come with strings attached, meaning they may expect sexual favors in return.

**Choose your associates wisely.** Look for people involved in positive groups and activities.

**Be Alert!** Contraband substances such as drugs & alcohol will weaken your ability to stay alert & stay safe.

**Avoid high-risk places.** These are places where it is difficult for others to see. Learn these places and avoid them.

**It is never too late to seek Medical attention.**

**If you are sexually assaulted:**

**Verbally request immediate medical attention** - *You may have an injury that you are not aware of, and any sexual contact can expose you to sexually transmitted diseases (i.e. STD's)*

**Report the assault immediately to a staff member** - *Delayed reporting makes it hard to get all the evidence for an investigation.*

**Do not shower, brush your teeth, use the toilet, or change your clothes** - *Evidence may be destroyed by mistake.*

**All reports are investigated** – *the NH Department of Corrections and its staff want to keep you safe!*

If you are unable to report a sexual assault within 4 days, you have additional reporting options:

Report the incident to any trusted staff member (e.g. counselor, nurse, officer)

Report to NHDOC Investigations by Request Slip

Contact the Victim Services Office by Request Slip or by mailing a letter to:

NHDOC Victim Services Office  
PO Box 1806  
Concord, NH 03302

Consistent with NHDOC policy, you may send privileged mail to:

NH Department of Corrections Commissioner of Corrections PO Box 1806 Concord, NH 03302-1806
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NH Attorney General NH Department of Justice 33 Capitol Street Concord, NH 03301
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Once you have been cleared by medical and are no longer in quarantine status, you will be assigned to a cell on D-tier at the convenience of security staff. Because you are no longer in medically non-clear status, you will eat with other inmates in the dining hall. You may receive visits from people who have been approved and added to your inmate visiting list. How to put visitors on your list is explained on page 27.

## B. CLASSIFICATION

Soon after your arrival, the classification process, used to assign your custody level, begins. Your custody level determines how much supervision and control you need and in which housing unit you will live. The custody levels within the NHDOC are:

<i>CUSTODY LEVEL</i>	<i>HOUSING UNIT(S)</i>	<i>TYPE OF CUSTODY</i>
C-5	Maximum security, C-tier	Highest supervision and control due to public and institutional risks or violent behavior.
C-4 Unclassified inmates Pending reclassification	Close Custody security, D-tier	Close supervision and control with extensive lock-down. For inmates who have not yet been classified or are pending reclassification.
C-3	Medium security A-tier B-tier Dorms	Medium level of supervision and control inside the walls.
C-2	Minimum security Dorms (can also be housed on A or B-tier) Shea Farm	Minimum level of supervision and control. Can be housed at NHSP-W or Shea Farm in Concord (for those who are eligible to go there).
C-1	Work release Shea Farm	Lowest level of supervision and control at a Transitional Housing Unit in the community.
Protective Custody	C-tier	Secure protection for safety of threatened inmates.
N/A	Secure Psychiatric Unit	Secure unit for inmates who need mental health treatment or management because of a certified danger to self or to others.

During the classification process, staff members will interview you to determine which personal development and training programs are appropriate for you. This process may indicate when access to the programs is likely to be made available to you.

You will have several types of classification board hearings while you are with the NHDOC. Members of each board review your program needs and involvement and behavior prior to a hearing. You will be permitted to attend the hearings. The hearings are done by the prison staff and may include a unit supervisor, a correctional counselor/case manager, security personnel or classification personnel. Input for the hearings will be provided by; mental health, medical and program staff as appropriate. Decisions of all board hearings affect your progress within the system. Information on appeals of the classification hearings can be found in Policy and Procedure Directive (PPD) #7.14 and in the classification manual, both of which can be found in the library.

After your initial classification board, you may be moved to A-tier, B-tier, or Dorms (unless you get classified as a C4 or C5 which are housed on D-tier or C-tier). You will be assigned an initial work assignment. At this time, you may request programming and begin to work on your pre-release plan.

Your inmate classification influences what programs you have access to and what personal property you may possess. Typically, the lower your classification the more access you have to programs and personal property. If you are upgraded in classification you will lose access to some programs and some personal property. When this happens you are responsible for properly sending out the personal property you are not allowed in the higher classifications via the property room.

More detailed classification information can also be found in the classification manual and in PPD's, which can be found in the library.

## **C. RESTITUTION**

In cases where you are serving a prison sentence and have been ordered to pay restitution through the department and the Court Order does not preclude this from occurring during incarceration, 10% of any incoming monies will be deducted from your inmate account for collection obligations.

## **II. SETTLING IN**

This section explains what is expected of you during your stay with the New Hampshire Department of Corrections. Following these rules will help to get you off on the right foot from your first day. Failure to comply with any of the items covered in this section may lead to disciplinary actions against you. If the need arises for more detailed information on any of the items mentioned, you are directed to the library for the appropriate PPD's.

### **A. COUNTS**

It is your responsibility to know the count times and to be in the appropriate location during count times. There is to be no moving or talking during count. There are three (3) types of counts; Formal, Census and Emergency.

1. **Formal Count (standing count).** Standing counts are conducted to verify your well-being. You are required to stand during the formal "Standing" counts with your cell/area lights on. You need to stand by your bunk and face the officer. This is done when "standing count" is announced, around 0730, 1210, and 1700 hours.
2. **Census Count.** Inmates do not need to stand for this count (unless directed to do so) but do need to cease movement during the count. This is done around 2200, 2300, and 0530 hours.
3. **Emergency Counts** can be announced at any time without notice and you are required to stand in your assigned area to be counted. You need to turn all lights on, no matter the time of day.

### **B. INMATE APPEARANCE**

#### **1. Identification Card**

You must wear your NHDOC ID at all times, attached to the upper left chest area of your outermost garment, with the picture side visible to all staff members any time you are out of your living area. Tampering with the ID or any sticker attached by your unit staff is forbidden. Do not put your own stickers or decorations on it. The cost of replacing lost or damaged IDs will be charged to your account. The fee for lost IDs is determined by the Commissioner's office. Old and/or worn IDs will be replaced at no charge if the old ID is turned in.

#### **2. Clothing**

You will be issued clothing during the intake process. All clothing will have your name on it. If your name tag comes off, notify property staff. You are responsible for keeping everything that was issued to you. If an item gets damaged you need to notify staff. You can send an Inmate Request slip (IRS) to Recreation if you need clothing hemmed or altered. You may not alter clothing on your own. You need to put your name (using a black marker) on any personal clothing

The only times when you are permitted to be outside of your living area not in full uniform are:

- a. In the ball field, basketball court, or gym you may wear personal bought clothing. Sandals may be worn outside. If playing sports or exercising you need to wear proper footwear.
- b. When outside and actively engaged in work detail under the direction and approval of your supervisor.
- d. You must be fully dressed at any time except while in the shower or as directed by staff for the purpose such as searches or providing medical care.

### **3. Clothing Rules**

You are expected to dress respectfully and the following rules should be followed:

- a. Undergarments must be worn at all times. While sleeping you are not required to wear a bra but must always wear a nightshirt or a top, and pants/shorts, and underwear.
- b. Pants will be worn at the proper position (at the waist), and cuffs and/or waistband are not allowed to be tucked in or rolled.
- c. ID's will be displayed on your outermost garment at chest level, on your left side.
- d. If you wear long-johns they must be worn underneath your regular uniform, not over it or by themselves.
- e. All clothing must be ordered to fit you properly. Intentionally ordering oversized clothing can result in the clothing being confiscated and disciplinary action taken.
- f. Clothing may not be worn inside out.
- h. Sunglasses and/or hats are not to be worn inside.
- i. State-issued uniform must be worn in the visiting room, and anytime out of the facility (such as while on a transport), and during facility events (such as the Mother's Day celebration). It consists of; gray state-issued pants, red t-shirt, underwear, a bra, state issued footwear or personal sneakers (no sandals). Wearing the red sweatshirt is optional.
- j. Full inmate uniform must be worn anytime you are out of your living area (with the exception of yard and the gym). It consists of; gray state-issued pants, red or personal t-shirt, underwear, a bra, state issued or personal footwear. Wearing the red sweatshirt or a personal sweatshirt is optional.

### **4. Hygiene**

You are required to practice good hygiene.

- a. Shower daily.

- b. The laundry will wash your clothing and bed linens regularly. You are not permitted to launder your own clothes. See posted schedule in your living area.
- c. Your hair must be kept clean and neat. Hair length is a personal choice as long as there is no safety hazard when working around machinery or a sanitation hazard when working around food. Only assigned cosmetology workers are permitted to cut hair. Cutting hair, and grooming/styling can only be done in designated areas.
- d. Reasonable boundaries must be maintained regarding hair styles. A hair style that presents a security or safety hazard is inappropriate. An example of a hair style being a legitimate security hazard would be if the sheer volume of the hair can conceal a weapon or other contraband.
- h. Clipper/razor cuts, unusual sculpting; cutting in letters, numbers, or symbols in your hair is prohibited.



## **C. OPPORTUNITIES**

The Bureau of Programs for the NH DOC strives to maintain and uphold its mission statement:

*The Mission of the Bureau of Programs is to provide education, training, skills, recreation and personal development opportunities which encourage positive work habits, promote pro-social behaviors, and prepare offenders for re-entry to the community.*

Ninety-eight percent (98%) of inmates in New Hampshire's prisons will be released to the community at some point. Inmates may have a variety of addictions and or deficits. These include: educational deficiencies; addictions to drugs, alcohol or sex; or poor coping or communications skills. The NH DOC realizes the variety of such needs and will offer you the best avenues for success. For example, you may have dropped out of school at an early age due to drug addiction or a learning disability, while another inmate may be educationally underdeveloped and in need of educational opportunities.

Whatever your particular area of need may be, the Bureau of Programs offers you the tools necessary to get the most out of your prison stay and become a functioning citizen of the community.

Our programs are provided in a safe, secure, and therapeutic environment.

A fundamental responsibility of the Bureau of Programs is to affect the likelihood that you will be a safe, productive, and healthy citizen of the New Hampshire community upon release. Offender change will keep NH communities safe now and in the future.

Please see your Unit Counselor/Case Manager to learn how to get started towards a satisfying, meaningful life.

## **D. LIVING AREAS**

### **1. Cleanliness**

Cells must be kept clean and neat. When two or more inmates are assigned the same cell, they are jointly responsible for the cleanliness of their cell. Cells must be swept and mopped daily. Beds must be made and your area cleaned every morning by 9:00 a.m. If you are not in your cell, lights and electronics will be off. Extension cords will only be plugged in to the wall outlet when in use (i. e. watching TV)

### **2. Windows/Doors**

All windows must be clear of all personal or issued property at all times, and at no time will doors be propped open without staff approval or tampered with in any way. Windows are to remain closed during the heating season.

### **3. Wall / Foot Locker Decorations**

Wall decorations (where approved) must be photos of families or friends. They must be placed in designated areas only (the marked square on your wall, the size of a 2 by 2 block area). Items containing nudity, sexually suggestive material, vulgar sayings, or material encouraging the use of liquor or drugs are not allowed. Inmates on C-tier may not put anything on their walls unless authorized in writing by the Security Lieutenant.

### **4. Dirty Laundry**

All dirty laundry will be kept in mesh bags and stored according to unit rules.

### **5. Property**

All personal and issued property must be stored according to unit rules.

### **6. Searches**

Cells are subject to inspection and searches at any time without notice to the inmate. Inmates do not need to be present for searches or inspections. Inmates that are present may be searched, directed elsewhere or temporarily restrained during the search. Under no circumstances are you to interfere with a search; this includes talking (unless addressed by the staff) or any other activity that may cause distraction to the staff.

## **E. COMMUNICATION WITH STAFF**

### **1. Inmate/Staff Interactions**

Communication between staff and inmates must be open, positive, and proper. Inmates will address staff by Mr., Ms., or by their rank followed by last name. Staff will address inmates as Ms. followed by the inmate's last name. First names and/or nicknames are not to be used. The language and demeanor of any communication will be professional and congenial. Inmates are encouraged to speak to staff as it is the best means of getting answers to questions or getting information about how things work here at NHDOC.

### **2. Oral Communication**

Communication with staff members at the NHDOC is performed through oral communication and/or inmate request slips. Your first step is to communicate your need or question orally to a staff member in your unit. The staff member will try to provide you with the assistance you need and/or answer your question. If the staff member is unable to help you, s/he will instruct you to fill out an inmate request slip directed to the appropriate person.

### **3. Written Communication (Inmate Request Slips)**

Request slips must be completed with as much information as you can provide to clearly inform the staff member of your needs. The information must include your booking name, the unit in which you live, and as much detail about what you are requesting. Simply stating "I need to see you" (except when you need the assistance of the unit counselor or the chaplain) will not be enough. It is very important to provide the information as completely as possible.

After you have completed the inmate request slip, you will need to place it in the inmate request box located in your unit or hand it to a staff member in your unit. All request slips will be screened for appropriateness.

Security staff will collect all mail and forms from the mailboxes at the end of the day. They will review it, sort it, and forward it to the appropriate staff member or send it out of the facility.

Staff members will try to respond to your request slips within seven (7) working days if at all possible. Upon receiving a response to your inmate request slip, you must sign the request slip, return the white copy, and retain the yellow copy for your records. If there's still a pink copy attached, give this one to staff as well.

#### **4. Discriminatory Harassment**

The NH Department of Corrections expects all inmates and staff to live or work at the NHDOC, free of any form of discriminatory harassment. Anyone who feels they have been the victim of discriminatory harassment should report it to their supervisor/unit supervisor. The NHDOC does not tolerate discriminatory harassment. For a better understanding see PPD 2.39.

### **F. PROBLEM SOLVING STEPS**

#### **1. Oral Requests**

If at any time you feel that you have a legitimate complaint because you have been wrongly treated or are not receiving fair responses from your unit staff members or other staff members, you have the right to file a complaint. Your first step is to try to talk to a staff member about the problem. The staff member will try to respond to your complaint as soon as possible.

#### **2. Written Requests (Inmate Request Slips)**

If the above response does not resolve the issue to your satisfaction, then complete an inmate request slip with as much information as possible as to the nature of your complaint. After you have completed the inmate request slip, put it in the inmate request box at the appropriate location in your unit or hand it to a staff member in your unit.

Problems are to be addressed to one staff member at a time, working up the chain of command if dissatisfied with the response. **Do not send multiple request slips at the same time through the chain of command as this creates unnecessary work and is a disciplinary offense.** Staff members will try to respond to your request slip within seven (7) working days if at all possible. Upon receiving a response to your inmate request slip, you must sign the request slip, return the white copy (and pink if it's still attached) and retain the yellow copy for your records.

The following staff, shops, or offices may receive request slips directly from the inmate without any review by the security staff:

- Commissioner
- Assistant Commissioner
- Warden
- Chapel
- NH DOC Victim Services
- Dietician
- Investigations
- Health Services Center / Medical Records / Dental / Pharmacy

### 3. Grievances

After you have completed the previous two required steps in solving your problem, and the problem has not been corrected to your satisfaction, then you may send a grievance form to the Warden. Here again, you must fill out the form completely, providing all the information necessary to explain your problem and **provide proof that all other options have been exhausted**. Only in cases where a situation will subject an inmate to injury or harm may the request slip step be skipped and an “Emergency Grievance” be sent to the Warden. If the Warden has not resolved the problem to your satisfaction with her/his response, a final grievance form may be sent to the Commissioner of Corrections. The Warden has 30 days to respond to your grievance, and the Commissioner has 30 days. Grievance Forms may be obtained from a staff member at your unit.

This manual is not intended to be a substitute for PPD 1.16 *Complaints and Grievances by Persons Under DOC Supervision*, and inmates are required to comply with the grievance procedures set forth in PPD 1.16.

The Complaint and Grievance process and its timeframe are mandatory and must be followed explicitly. This process is not to be abused. Frivolous grievances may result in disciplinary action. For complete information of this process, see PPD 1.16 in a NHDOC library.

## G. PERSONAL AND STATE PROPERTY

### 1. State Issued Property

- a. Upon arrival at the prison, the Department of Corrections will issue you certain types and quantities of state property for your use during your term of confinement. All state property issued to you must be returned to the state at the time of your release. You will only be allowed to keep in your possession those items of state property which are specifically authorized; any item in excess of authorization or not authorized will be taken from you and disposed of.
- b. Property which is either unauthorized or in excess of authorization will be taken from you and prepared for disposal in accordance with paragraph three (3) below. An inventory of this property will be made; one copy for the property file and one copy for you. You will also receive written notice and will sign a verification form that requires that all personal clothing and unauthorized property must be removed within five (5) business days of intake/reception; otherwise it will be disposed of by the State (the form is known as a “5-day notice”).

- c. Each facility, and housing unit shall post a list of authorized property describing what property may be kept where, what will be issued to whom and when, and where property will be stored or maintained. These lists are posted on your living areas bulletin boards/tier binders and will be carefully followed by both staff and inmates.

## **2. Acquiring Personal Property**

- a. If an authorized item, regardless of brand, is available in the canteen, it must be purchased through the canteen.
- b. If an authorized item is not available through the canteen, it may be purchased from an outside source as approved by the Commissioner/designee. The item must be shipped directly from an approved publisher, manufacturer, or vendor. Items shipped from outside sources must be prepaid. No deferred payment plans or COD deliveries will be accepted. No third party/internet source items are authorized for entry into the prison/facility.
- c. You may not receive property from other inmates or from relatives of other inmates. You can not send property out to relatives of other inmates.
- d. All items received will be listed on your property record, and the item will be engraved with your name and identification number whenever applicable. You will be given a receipt for most items. It is your responsibility to provide the receipt for an item if questioned by staff.

## **3. Disposing of Personal Property**

Inmates may dispose of property in the following ways:

- a. It can be mailed to a chosen person as long as you prepay the postage. You pay by filling out a cash withdrawal slip and writing “postage” in the note section. If the property is returned as being undeliverable, you will be advised and the property will be disposed of as contraband.
- b. You may write to the property officer and name a person and a specific time when the item(s) will be picked up, or bring the items and a filled out 5-day notice to property when “5-day notices in property” is announced for your living area. It is suggested that persons call and verify that property staff is available before making a special trip. If the property is not picked up, you will be required to give an address where the property can be sent and pay the cost of sending the item(s) out.
- c. You may allow property to be donated to a charitable organization or may authorize the property officer to destroy or dispose of the item(s). TVs are not allowed to be donated or destroyed. They must be mailed out or disposed of at the inmate’s expense.

## **4. Disposal of Abandoned or Unclaimed Property**

For procedures on disposal of abandoned or unclaimed property, refer to PPD 9.02.

## **5. Lost, Stolen, Damaged or Traded Property**

Property, whether issued by the prison or personally owned, is solely for the inmate issued or allowed the item.

- a. If an item is lost or stolen, you must report the loss in writing, at once, to a staff member in your unit. If the item cannot be located, it may be replaced after a 60-day waiting period. If it is then retrieved, the item will be returned to you (unless it has been altered), at which time you must decide to keep the replacement or the lost item, not both.
- b. Damages to personal property are your responsibility. You obtain and maintain property at your own risk. The State is not responsible for the safety or security of these items. Inmates found guilty of damaging or stealing another inmate's property will be required to make full restitution to the property's owner as part of the Disciplinary Board's decision.
- c. The State Claims Board may replace an item lost or damaged by a staff member. The maximum reclaimable amount is:
  - The present replacement cost at the Canteen, or
  - An amount determined by the State Board of Claims.
- d. In order to submit a claim form, you can request a claim form from unit staff, visit the library or send an inmate request slip to the Library, which will furnish a claim form. You must fill out the form as completely as possible and send the form to the Warden who will arrange to investigate the claim.
- e. Damaged items may be replaced immediately as long as the damage has been reported and the damaged item is given to the property officer for appropriate disposal. Repairs must be made outside the prison by mailing the item to an authorized repair service that has been approved in advance.
- f. Items sold, traded, borrowed, or gambled with another inmate will become contraband. The item will be seized and kept by the State. Inmates involved will be subject to disciplinary action. Items with identifying marks, which have been altered or defaced, are also contraband. It will be six (6) months before you are allowed to obtain the item again, and you are responsible for disposal fees.

## **6. Control/Inventory**

Inmates transferring between locations may bring with them those items allowed in their new location and will surrender items not authorized or in excess of authorization at the new location. Property items not allowed at your destination must be sent out or disposed of at your expense. All property issued to or in possession of the inmate will be noted at the following points during confinement:

- a. At the time of initial issue, by the Reception/Property Officer issuing the property,
- b. upon transfer to a higher or lower classification housing unit your property will be inventoried by security staff, and
- c. at the time of departure due to parole, expiration of sentence, court order release, or transfer to another jurisdiction, or any transfer which results in the inmate leaving

the direct custody, care and supervision of the New Hampshire Department of Corrections.

- d. At each of the above inventory points, all items of State and personal property will be recorded. A copy of the record will be given to you, and a copy will be retained in property while a copy is sent to the warehouse inventory file. If the inventory of State property is not complete, the housing unit will submit a warehouse requisition for missing items. The requisition must indicate when it is necessary for you to reimburse the State for missing items. The warehouse superintendent will then inform the inmate accounts clerk of that action. A copy of all records will be sent to your file in Offender Records.

## **7. Property Collection and Return**

- a. Inmates who are departing NHDOC will wear appropriate personal clothing or non-prison clothing provided by the facility.
- b. Non-clothing items in your possession, which belong to the State, such as books, tools or similar items will be collected at the inventory point described above and returned to the issuer.
- c. Inmates who have lost or cannot produce State-issued items, which they were issued, will be expected to pay for them prior to a downward movement in custody or prior to release. For inmates being released, funds in your account can be used to pay for lost items, or outstanding charges. **Inmates are not permitted to transfer items between each other.**

## **H. PROCEDURES AND RULES**

### **1. Guidelines**

The New Hampshire Department of Corrections has three (3) types of guidelines governing inmates' lives at NHDOC:

- a. *Policy and Procedure Directives (PPD's)*

Policy and Procedure Directives (or PPD's as they are commonly called) are a set of guidelines to guide the inmates through their daily living at NHSP-W. There is a set in the prison library.

- b. *Disciplinary Rules*

Disciplinary rules have been established and must be followed by all inmates. If an inmate is found guilty of an infraction of one of these rules (see *Appendix A: Rules* for the current list) they may be written up for a disciplinary infraction.

- c. *Unit Specific Rules*

Can be found in the tier binders and may be posted on the walls in your living area.

### **2. Additional Guidelines**

Gang or gang-related activity is not tolerated at the NHDOC:

- a. Gang-related items

No inmate is allowed to have in his possession, his property or his immediate living area anything that is or might be construed as *gang-related*.

b. **Gang Affiliations**

No inmate is allowed to belong to or have any affiliation with any gangs; these include, but are not limited to: *Latin Kings, LGD, Neta, White Supremist, BOWW* and biker gangs.

c. **Gang Management**

Inmates validated as gang members may be subjected to gang management practices as implement by the NH DOC.

## **I. DISCIPLINARY DAYS (GOOD CONDUCT TIME)**

Good conduct time is the State's way of rewarding you for good behavior and hard work.. Good conduct time is awarded in full each month. However, staff may revoke good conduct time during the disciplinary process.

### **1. Disciplinary Day Categories**

- a. *Old Law*: Persons sentenced prior to May 22, 1982. These inmates have a minimum parole date (MPD), which includes all possible good time credit. The MPD will change only if a Disciplinary Board sentences him/her to a loss of good time.
- b. *New Law*: Persons sentenced on or after May 22, 1982. "Good Conduct Time" does not reduce your Minimum Parole Date (MPD). Since the prison adds 150 days of **disciplinary** time to each year of your minimum sentence, "Good Conduct Time" allows you to gradually eliminate the 150 annual disciplinary days only; it does not permit you to reduce the original sentence. "Good Conduct Time" is calculated at 12½ days per month. If at the end of twelve (12) months you have not been found guilty from a Disciplinary Board and lost "Good Conduct Time," you will have worked off your 150 disciplinary days. If no good conduct time is lost during your incarceration, then your current parole date will eventually be the same as your MPD. However, if a large amount of good conduct time is lost because of a disciplinary infraction, your current parole dates can increase. "New Law" inmates are not eligible for parole until they have reached their current parole date. Their time is only reduced from the minimum date, never the maximum date.

### **2. Disciplinary Day Restoration**

Disciplinary time lost due to a disciplinary action may later be restored by the Warden. In order to be eligible for review, the following criteria must be met:

- a. Inmate is in C3, C2, or C1 custody status.
- b. Inmate is at least six (6) months disciplinary free and has not applied for the return of disciplinary time in the past six (6) months.
- c. Inmate has been actively and productively participating in elected, recommended, or required programs for six (6) months prior to the application.



Requests to have disciplinary time restored should be submitted to the Offender Records office. Offender Records enters the date on which disciplinary time was lost and the inmate's disciplinary record since that time. The request will be forwarded to the inmate's unit manager/designee for comment and recommendation. The unit manager will then forward the request to the Warden for final consideration.

## **J. INVESTIGATIONS BUREAU**

The Investigations Bureau provides investigative services.

The Investigations Bureau observes and monitors inmate activity. Any violations of federal or state law will be investigated in cooperation with the N.H. State Police, the Local Police Dept., and other law enforcement agencies. Prosecutable crimes will be charged in a court of appropriate jurisdiction. Escape attempts, assaults, and smuggling of contraband will result in prosecution and more time in prison. Friends and relatives of inmates who attempt to smuggle contraband into the facility are subject to arrest, conviction, and incarceration.

The Investigations Bureau gathers information and intelligence in order to assist in keeping a safe place for inmates and staff. The Investigations Bureau routinely interviews inmates. Sometimes, inmates are interviewed on a random basis. Other times, inmates are interviewed for specific reason. In all cases, inmates are required to be truthful and complete in their statements.

### **III. SERVICES AND PRIVILEGES**

Services and privileges at NH DOC are to provide for your daily living requirements. Services such as meals, healthcare, laundry, mail, essential canteen products, access to religious services and the law library are available to every inmate regardless of disciplinary action. A violation of prison rules or procedures may result in disciplinary action that includes some restriction or suspension of visits, tier time, yard time, inmate pay, non-essential canteen items, telephone access, educational and other program participation, and recreational library usage. Understanding these services and privileges and how they work will eliminate some of your frustration. Each is discussed in further detail.

#### **A. SERVICES**

##### **1. Meals**

You will be given the opportunity for three meals every day. You may, however, decline a meal. You must be in the correct uniform to be admitted to the dining hall. You will have 20 minutes to eat your meal. Most inmates eat their meals in the dining hall, but under emergency circumstances, inmates who are unable to get to the dining hall may be eligible to be fed in their cells.

- a. Food and beverages may not be removed from the dining hall except in special circumstances, which correctional officers will announce.
- b. Those with legitimate requests for special diets for health or religious reasons may submit requests to the prison dietician or chaplain.

#### **DINING ROOM CONDUCT**

- i. There will be no running to and from the chow hall.
- ii. Inmates are permitted through the serving line once.
- iii. No food or drink will be taken from the dining hall (except for special events where permission has been granted in advance from the warden/designee).
- iv. Do not give food to or take food from another inmate.

##### **2. Health Care**

You are entitled to necessary health care and access to health services.

- *Physical Examination:* You will receive a physical examination while at NHSP-W. Follow-up exams will be scheduled at regular intervals.
- *Sick Call:* If you require non-emergency medical attention you can sign-up for sick call. Sick call hours are posted and you may go on the appropriate movement to medical to sign-up. After signing up you need to go back to your living area until the nurse pages you to medical. There is a fee for sick call. Fees for sick call are established by the Commissioner's office and updated as required. You must take a completed cash withdrawal slip (see form on p. 50) with you to medical. There are a few exceptions to this charge. These exceptions can be discussed

with health services staff. In addition to sick call you may be scheduled for a health provider appointment by a nurse. A missed appointment will result in a fine and a disciplinary write-up. Fines for missed appointments are established by the Commissioner's office and updated as required. In an emergency, report your condition immediately to a correctional officer or staff member. If you have a chronic medical condition, such as diabetes, you will be scheduled for regular follow-up appointments in health services.

- *Medication:* Medication distribution will be explained to you by the prescribing individual. Go to sick call if you have questions about medications that were prescribed, but that you did not receive. You will not be charged a co-payment if the sole reason for going to sick call is to report the non receipt of prescribed medications. Do not ask questions during med call, it is for medication distribution only.

### **3. Dental Services**

You will have a dental examination while you are at NHSP-W. Your dental needs will be assessed at that time. If you need dental work, you will receive your first appointment automatically. You may request another appointment in person each time you finish an appointment until your work is completed. You have the right to attend dental sick call in case of urgent problems. You can also access dental care using an inmate request slip. The sign-up for dental sick-call is posted outside of Medical.

The NH DOC dental service exists to maintain your oral health while incarcerated. They do not perform cosmetic or orthodontic procedures.

### **4. Mental Health Services**

If you feel you need to begin or continue treatment, you should request to see your housing unit's counselor. The counselor will listen to your concerns and may refer you to the Mental Health Department. You may also access mental health services by writing an inmate request slip to the Mental Health Department, or going to the designated mental health sick call. A trained mental health professional will assess your concerns and issues and you will be referred for services to help you deal more effectively with these concerns and issues. At the beginning of treatment you and your mental health service provider will negotiate treatment goals and strategies for achieving these goals.

### **5. Laundry**

The prison runs a laundry service to keep your clothing and bedding clean. White laundry items, inmate uniforms, jackets, and bedding are collected, washed, and returned on specific days depending on your living unit.

Mesh Bags – place only underwear, socks and towels in net bags. Overfilling net bags causes the clothes to dry improperly. Net bags containing other items may be returned to you unwashed. If your bra(s) has hooks you need to hook them before placing them in the bag.

Send blankets, sheets, uniforms, and sweats on assigned days only. Anything received on the wrong day will be returned without being washed or dried.

## **6. Personal Mail**

It is your right to receive any authorized mail sent to you through the U.S. Postal Service.

The mailing address for the NH State Prison for Women is:

317 Mast Rd  
Goffstown, NH, 03045

- a. All outgoing mail must display your full booking name, identification number and the prison address. It must also have the correct postage. Without these, your mail will be returned to you.
- b. All incoming mail must have your full booking name, identification number, and correct prison address. Any mail without the proper address may be returned to sender.

So, when at the NH State Prison for Women your written address should look similar to:

Jane Smith #12345  
317 Mast Rd  
Goffstown, NH, 03045

- c. All non-privileged mail will be opened in the mailroom and checked for contraband. Your mail may be read. Information may be used in an investigation or for any judicial proceedings. Mail containing any security threat or relating to the construction of weapons, the escape from correctional facilities, the drawings or descriptions of locking devices or penal institutions, the brewing of alcohol, the manufacturing of drugs, or any illegal activity will be forwarded to Investigations. Mail may be detained but may not be withheld permanently. Mail containing contraband will be returned to the sender. Inmate to inmate mail may be destroyed per PPD. Any negotiable funds that cannot be returned will be deposited in the inmate recreation account. Illegal materials may be confiscated.
- d. Packages will only be accepted from approved legitimate distributors (i.e., “Barnes and Noble” for books) and must be paid for in full. No packages may be sent in from family, friends or 3<sup>rd</sup> party distributors. Authorized items are permitted as long as they are pre-paid (no bills or COD’s).
- e. Inmates are not allowed to send each other mail. Inmates are not allowed to write to or receive mail from another inmate’s family unless approved in writing by the warden/designee.
- f. Inmates are not allowed to write to or receive correspondence from other state or county jail inmates, or former inmates and/or probationers under DOC supervision unless specific permission has been received from the facility warden/director.

## **7. Legal Mail (Sometimes called Privileged Correspondence)**

- a. Correctional officers in your unit will deliver legal mail to you unopened. The correctional officer will open the mail in your presence to ensure against contraband or to confirm that the sender is a privileged correspondent. Legal mail must clearly indicate that this is “PRIVILEGED” on the envelope.
- b. Mail from agencies or individuals who qualify as privileged correspondents will be opened for inspection only in the presence of the inmate to whom it is addressed. The contents are confidential and may not be read by any prison staff
- c. Privileged mail is both incoming and outgoing, and outgoing privileged mail may be sealed before mailing.
- d. The following agencies and individuals qualify as privileged correspondents:
  - President of the United States of America, Washington, DC
  - Vice President of the United States of America, Washington, DC
  - Members of Congress, addressed to appropriate office
  - Attorney General of the United States and regional offices of the Attorney General
  - Federal or state courts\*
  - Governor and Council of the State of New Hampshire, State House, Concord, NH 03301\*
  - Attorney General of the State of New Hampshire, State House Annex, Concord, NH 03301\*
  - Commissioner of the Department of Corrections\*
  - Members of the State Parole Board\*
  - Designated attorneys-at-law including prosecuting attorneys

*\* Mail to this address does not require postage. See PPD #5.17 for more details.*

## **8. Law Library**

The law library contains legal reference books and computers programmed with legal reference material. All of the law library’s books and materials are for use in the law library and may not be removed from the law library. The law library will make necessary photocopies and charge them to your inmate account. The law library will also provide indigent inmates limited amounts of typing paper and envelopes for use only on your case. The law library’s civilian and inmate staff will assist you in finding law books and computer-based law information. However, the law library’s staff cannot take any responsibility for advising you how to work on your case. You can access the law library during posted times for your living area. You may be allowed law library access four times a week if you can document that you need this extra time to work on an active case. Send an IRS to the Security Lieutenant explaining why you need more access. Inmates housed on C-tier may access the law library via inmate request slip to the Security Lieutenant.

## **9. Products from Canteen**

The use of canteen is a privilege, not a right. The canteen staff cannot change or exchange items. You will receive what you order and are authorized, in the priority allocated by the system up to the available funds, or dollar limit whichever comes first.

You are permitted to purchase essential products from the canteen, even if you are on restriction. Essential products include hygiene items as well as pens, paper, and US postage stamps, but do not include food, or electronic items. Your state pay is meant to cover the cost of essential products. It is the inmates' responsibility to provide themselves with hygiene items after they have been here for 45 days (30 days if returned from Shea Farm or Strafford County).

Canteen hours are subject to change when necessary for operational needs. All changes in canteen hours will be posted and/or announced. Canteen is usually done on 1<sup>st</sup> shift on Fridays. Inmates will be called over the intercom by living area (except for C-tier).

## **10. Attorney Visits**

If you live on C-tier you or your attorney must request an attorney visit at least 24 hours in advance of the visit from the Captain. Inmates from any other unit may have an attorney visit without 24 hours advanced notice as long as we have space available, but a 24 hr notice is appreciated. You can always have a visit in the visiting room during your normal visiting hours. You and your attorney may visit without restriction. Attorney visits cannot be denied even if you are currently on visitation restriction. Attorneys are verified with the New Hampshire Bar Association. Out-of-state attorneys must produce proof that they are licensed. Other visits, including those from family, friends, and the media, are considered privileges and are discussed in the section on "Privileges" (see page 27). If you are moved for any reason, it is your responsibility to notify your attorney if the move affects a scheduled visit.

## **11. Religious Services, Programs, and Rights (NH DOC PPD 7.17)**

NHDOC offers a number of programs to satisfy members of legitimate and recognized religious denominations. You have the right to practice your faith in a way that is consistent with your denomination as long as it does not interfere with or compromise security.

- a. Religious items such as head coverings, religious medallions, and feathers are permitted, but you are limited to one item. They must be approved by security.
- b. Dietary concerns in accordance with documented religious beliefs will be accommodated as best as possible. For example, if your denomination does not permit you to eat pork, an alternative meal will be provided. You need to send an IRS to the chaplain to get a special diet for religious reasons.
- c. Spiritual and personal counseling is also available to you. To get counseling, you must submit a request slip to the prison chaplain explaining the need for counseling. Your request will be responded to as early as possible based on the severity of your need and the availability of the chaplain.

## **12. Inmate Pay (NH DOC PPD 3.01)**

A daily wage for the work you do at the prison is meant to pay for essential products but may be used to purchase any item from the prison canteen. You may also send checks out of the facility.

- a. You will be paid for every day worked. Most inmates work five days a week, although some jobs require more days and therefore pay more.
- b. There are some situations where you may miss work and still be paid for the day. However, you will not be paid for the day if you fail to show up for work with no reason, or if you miss work due to attendance at a disciplinary hearing at which you plead to or are found guilty of an offense.
- c. If you do well in your job and stay with it for a substantial period, you will eventually receive raises.
- d. Reduced Pay Status (RPS) will be imposed if an inmate refuses to work or is removed from a job for disciplinary reasons. Inmates on RPS status may be required to work for their unit at the RPS pay level.
- e. Inmates in quarantine status are paid quarantine pay.
- f. Inmates assigned a job status code of MLI (Medical Lay-In) will do no work and be paid at the rate they were getting for their last job.
- g. School is considered a full-time job. You must take two courses per semester to be a full-time student. If you start classes but your job change has not been signed off on you may be asked to continue your previous job while taking classes until the job change goes through.

## **13. Inmate Accounts (NHDOC PPD 3.09)**

You have one account at NHDOC, referred to as your inmate account. This account is for your monthly wages and for any checks or money orders sent to you to be deposited. You are allowed up to \$1,000.00 dollars in your inmate account. If you have sufficient funds in your inmate account, you may request that a check be sent out for the following reasons:

- To send money to dependents and/or members of your immediate family
- To pay for subscriptions to newspapers or periodicals
- To make advanced payments for books or tapes (Clubs with “bill me later” policies are not allowed).
- To pay for authorized mail order purchases or authorized personal property
- To pay fees for court-ordered filings copyrights, birth certificates, license renewals, etc.
- To purchase United States Savings Bonds or other recognized securities.
- To deposit money in an authorized account at a bank, savings and loan association, or other financial institution

- For payment of taxes, fines or assessments
- For purchase of educational material when approved by the Director of Education or representative
- For payment for State property lost or damaged, or other charges as ordered by a disciplinary board
- For payment of the costs for repair of authorized personal property and equipment
- Medical co-payment fees
- Miscellaneous purposes as approved by the Warden
- Approved charities such as the March of Dimes, Toys for Tots, etc.
- Payment of victim restitution (over and above the percentage automatically deducted from your account).
- To send out a check to a future landlord in order to secure a residence upon release.

To send out a check, the Inmate Accounts office must receive a self addressed stamped envelope and cash withdrawal slip along with accompanying paperwork as needed (order form, card or letter) and placed in the white mailbox in center core by the 12th of each month. Check requests are reviewed by staff before sending them to the Inmate Accounts office. Check requests are processed from the 20th through the end of each month.

You are permitted to have a savings account with an FDIC insured bank or savings and loan. To make a savings account deposit, you must submit a cash withdrawal slip for the amount that you wish to deposit. Money will be withdrawn from your Inmate Account and sent to your bank.

- a. *Cash Withdrawal Slips:* Cash withdrawal slips are your way of letting Inmate Accounts know what to do with your funds. Information needed on the cash withdrawal slip will include:
  - How much money is to be deducted
  - Complete name and address of where money is to go
  - What the money is for
  - Fill out the top part (your name, id #, housing etc)
  - Don't forget to sign it
- b. *Automatic Withdrawals:* Automatic withdrawals will be made from your account for the following reasons:



- i. **Disciplinaries:** Inmates may be charged for lost or damaged property, costs for treatment for self-inflicted injuries, injuries to others, or any acts which create an unnecessary expense for the State. Disciplinary deductions can only be made when you plead guilty to an applicable offense or the disciplinary board has found you guilty of committing an applicable offense. Deductions are made from the inmate's regular inmate account and cannot exceed one-half (1/2) of the inmate's account balance.
  - ii. **Postage:** Your regular inmate account will be charged for any postage incurred for mailing out any of your property.
  - iii. **Restitution:** In cases where you are serving a prison sentence and have been ordered to pay restitution through the department and the Court Order does not preclude this from occurring during incarceration, 10% of any incoming monies will be deducted from your inmate account for collection obligations.
- c. All transactions will be reported on your monthly trust account statement.

## **B. PRIVILEGES**

### **1. Visits (NH DOC PPD 7.09)**

You are permitted regular visits provided you are not on restriction. *Visits are a privilege* and may be suspended upon disciplinary action. Security procedures during visits will be enforced for the safety of the prison and to prohibit the entry of contraband.

- Authorized Visitors: You are permitted twenty (20) visitors outside of the immediate family on your approved visitation list at any one time. The prison must approve them.
- Visitors cannot have a criminal record and cannot appear on more than one inmate's visitation list unless the inmates are related and the visitor is immediate family (father, mother, brother, sister, spouse, child, etc.). Once on an inmate's visitor list, a visitor cannot change to another inmate's list for a period of one year after removal from present list.
- Attorneys, clergy, and other "official" visitors will not be counted against the number of visitors permitted on your visitation list, and "official" visits will not count against the two visits permitted weekly.
- Inmates serving a minimum term of twenty years or more may add family members to their visiting list without regard to the twenty visitor limitation.
- Children under the age of seventeen (17) may not visit unless accompanied by an adult who shall be a family member, guardian, or other person who shall demonstrate in writing (notarized letter of permission) that the minor has permission to visit from an adult who is responsible for the child such as parent, guardian or family member, and show an original or certified copy of the birth certificates for minors. Both the child and guardian must be approved visitors.

#### **a. Processing Visits**

You must submit an Inmate Visitor Request Form with the following information for up to four (4) visitors:

- Name of visitor
- Street address
- Telephone number
- Visitor's date of birth
- Relationship to inmate
- Driver's license number / State I.D. type and number, or passport
- State from which I.D. was issued.
  - The legal address and I.D.'s state of issue must be the same state and must both appear on the ID, which the visitor must bring to the prison on each visit. If the person is on active military duty, s/he must provide a valid active-duty ID. If you need a change of visitors information form please ask security staff for one.
- Visitor Background Authorization Form
  - Do not submit names of potential visitors who do not meet the visiting requirements, particularly those requirements related to criminal history as this causes unnecessary work and is an unnecessary expense.

**b. Approvals**

Each visitor on the list is required to provide permission for the NH DOC to conduct a criminal record check, and their address must be verified. You must certify that no court or parole board has ordered you to refrain from contact with any visitor. Be sure all the information on your list is correct. If there is any error on your list, all the names on the list will be denied until a completely correct form is submitted. Processing of a Visitor Request Form may take as long as fourteen (14) days and, at times, even longer. You will receive confirmation of the approvals and must advise your visitors of their approval.

**c. Visitors Arriving at the Prison**

Visitors must store all belongings in their vehicle. Combined, visitors may bring the authorized amount of coins into the visiting room to be used in the vending machines. Authorized amounts are posted in the visitor lobby. Visitors may hug and kiss the inmate at the beginning and end of the visit for fifteen (15) seconds, and only visible handholding is permitted during the visit. Loud or unruly behavior is not permitted. Visitors may only wear one layer of clothing, no sweatshirts or jackets are allowed. Tanks tops, open-toed shoes, revealing or indecent clothing is not permitted. Approved visitors may be denied access to the visiting room or expelled from a visit if they do not comply with the visiting room rules. Only three (3) adult visitors may visit an inmate at a time. The warden/designee may make exceptions to this rule in writing only. More information is available in "*Visiting Room Rules for Visitors*" available from security staff.

Cell phones and other electronic devices are not permitted in the facility (to include the visitors lobby) and need to be secured in the visitor's vehicle or left at home. Staff will not hold these items.

You are responsible for notifying visitors (family, friends and legal) anytime you are moved or transferred to a unit/living area with different visiting hours.

**d. Non-contact Visits**

Any inmate who has pled guilty to, or has been found guilty of, a drug, urine, or visiting room rule will have a visit restriction placed on her. This means that all the inmate's visits will be non-contact for a period of one (1) year. The one-year non-contact visit time frame will begin once any disciplinary sanction restricting *all* visits (initial 30 day period) is completed. Inmates must send a request slip to the Security Lieutenant at least two (2) weeks before their planned visit. The Security Lieutenant will then schedule all the non-contact visit. Visits must be conducted on the scheduled unit days only. Non-contact visits will be for a period of one (1) hour maximum. Each inmate will be permitted one (1) visit per month. Only one (1) adult is permitted to visit per visiting session. After the one (1) year period is complete, the inmate must request to have his regular visits reinstated. Such requests must be made to the warden in writing, stating the reason why he feels regular visits should be reinstated. This request needs to include a new visitor application and Background Check Authorization Form. The warden's reply will be issued within thirty (30) days. See the visiting room PPD for full policy.

**e. Clergy Visits**

Clergy visits vary by unit and do not count against your allotted two (2) visits per week. C-tier inmates may have clergy visits 7 days a week with a 24-hour advance notice by either the inmate or clergy member if we have the space to accommodate the visit. Please send a request slip to the Captain. All other inmates may have clergy visits in the visiting room during their regular visiting times.

**f. Emergency Situations (NH DOC PPD 7.05)**

You may be allowed to make a home crisis visit, a bedside visit, or attend a funeral if there is a death in your immediate family or if a family member is in a life-threatening situation. If the need arises, send a request slip to the Captain.

**g. Visiting Schedule**

See your unit staff for the visiting schedule for your unit. Visiting schedules are also available for your visitors on-line at: [www.nh.gov/nhdoc](http://www.nh.gov/nhdoc).

**h. Visiting Room Rules**

- All inmates must follow all orders of staff.
- Inmates are to be properly wearing a complete prison uniform: red t-shirt, gray pants, underwear, socks, boots, sneakers or shoes. Wearing the red sweater is optional.
- Inmates I.D. must be displayed properly on their inmate uniform. The ID will be turned in to the control room officer prior to entering the visiting room.
- Vulgar language, inappropriate physical contact and loud or boisterous behavior is forbidden. Visits can be terminated by staff, visitors could be banned, inmate may receive a D-report.

- Parents/guardians will maintain control of their minor children.
- The parent or legal guardian must accompany all minors when in the visiting room or the lobby/restroom area. The visitor needs to be the one to change diapers or assist children in the rest room, inmates are not allowed to do so.
- If there are more than three adult visitors for the inmate, the visit will be split. The exception is a special visit approved prior to the visit. All visitors have to be seated at the same table.
- Inmates may not escort visitors to the vending machines or handle any money.
- Inmates may escort the visitor to the game area. If the inmate has a minor child she/he can use the play area, but the inmate is responsible for returning toys to the proper place.
- At no time may an inmate escort a visitor from their assigned table to the exit or entrance doors.
- Photo chits will be turned in to the control room officer along with your inmate id prior to entering the visiting room. Staff will call for the photographer.
- Nothing leaves the visiting room with the exception of legal work, brought in by the inmate's attorney. These items are subject to be searched for contraband..
- Greetings and farewells can be done at the assigned table only.
- No C3, C4 or C5 inmate will leave the visiting room without undergoing a proper strip search. C2's will be pat searched or strip searched at the discretion of staff.
- Cleanliness of the visiting room is the responsibility of all inmates. Inmates will clear their tables and floor area when visitor departs. Visiting room cleaners will be called by staff after the last visit of the day.
- Any situation that may not be covered by the above rules will be addressed as it occurs by the visiting room staff.

## **2. Telephones**

Telephones are available in all housing units. Telephones may be used during tier time. If you need to call at a later time while on C-tier or D-tier, you may submit a request form or ask a Correctional Officer. All phones are “outgoing” only. No incoming calls are possible. Calls may be made within the United States and to most foreign countries. All calls must be pre-paid. Refer to vendor poster in your living area. You can not use another inmate's pin number to make a phone call. You can not make a phone call on another inmate's behalf. Three-way telephone calls are prohibited and will result in disciplinary action when detected. Any abuses of the telephone or billing may result in disciplinary action, a loss of telephone privileges, and criminal charges if applicable.

### **a. Forms**

There are two (2) forms used for all inmate phone issues:

- i. *Personal Allowed Number Request Form (PAN)*: This form is used to add or delete private residence numbers from your list of allowable numbers (see a copy of this form on p. 52)
- ii. *Inmate Phone System Complaint Form*: This form is used for all problems/requests pertaining to a phone account. This is the form that must be used to file a complaint about the phone system (see a copy of this form on p. 53).

Both of these forms are available through your unit, and completed forms must be submitted through the mailboxes located in the east core and west core hallway. When submitting either form to your unit, both copies must be submitted for processing. The yellow copy will be returned to you after processing.

**b. Phone Rates**

Updated phone rates and call plans are posted in your unit.

**3. Recreational Library**

Books may be signed out from the recreational library, usually for two weeks at a time, and then must be resigned out if you are still reading the book. Although both collections of recreation and law library books are housed in the same place in the library, schedules and access to these two libraries are handled separately. Access to the recreation library is allowed several times a week. Access to the recreation library is on your non-working shift; days and times are posted in your living area. Inmates on C-tier may request books which will be delivered to them by the inmate librarian. A list of books and the form can be found on the tier.

**4. Religious Services**

The prison Ministry offers a number of organized religious services in designated areas. Access to these services may be limited or denied if the inmate is on some kind of disciplinary or classification restriction. Dates and times are posted in your living area.

Check the weekly schedule or programs events calendar posted throughout your unit to learn about new and other special events. If you have any questions send an IRS to the Chaplain.

**5. Canteen**

The canteen sells allowable food items, toiletries, clothing, and basic electronic items. The spending limit varies depending on your living area. Canteen order sheets must be properly and completely filled out, or your order will be rejected. You can not put notes/comments on it. Canteen forms needs to be turned in at dinner on Sundays ONLY. Canteen purchases will be withdrawn immediately from your inmate account. A copy of the complete canteen manual is located in the library.

#### **IV. PROGRAMS AVAILABLE AT NHDOC**

This section covers those programs which you can enter that will help change your behavior. The prison programs are broken into several distinct areas.

##### ***PROGRESSIVE EMPOWERMENT PROGRAMS***

Includes all self-help-related programs that are available. The most up-to-date information about these life-changing programs is readily available from your housing unit (i.e. case counselor, unit classification team), the Mental Health Department or the library. (See page 33 for more details.)

##### ***EDUCATION***

The Granite State High School offers remedial skills, G.E.D. certificates, high-school diplomas, and college-level courses. (See page 42 for more details.)

##### ***VOCATIONAL TRAINING***

The Career and Technical Education Center provides on-the-job training skills in numerous fields such as computer education, and business education. (See page 37 for more details.)

##### ***RECREATION***

Includes league sports competition, softball, volleyball, football, soccer, basketball, weight lifting, etc. Also offers areas to pursue your interests in painting, arts, yoga, crocheting, sewing, and knitting. (See page 37 for more details.)

##### ***SEXUAL OFFENDER TREATMENT PROGRAM***

Offers offender-specific sexual offender treatment programs at various locations. (See page 38 for more details.)

##### ***DRUG AND ALCOHOL SERVICES***

Intervention Services provides intensive, offender-specific drug and alcohol programs.

The best advice regarding participation in these programs is to balance your time between those programs which help you change your behavior and those that will help you with the stress of prison life.

## **A. PROGRESSIVE EMPOWERMENT PROGRAMS**

The Bureau of Programs offers a wide variety of learning opportunities to help inmates cope with and control their individual problems. These programs are designed to help the inmate to understand herself and provide a way to survive in the future. Contact your corrections counselor/case manager for current offerings. Also see postings in your living area.

## **B. EDUCATIONAL PROGRAMS**

The Granite State High School is one of the most active areas of the NH State Prison for Women. The school offers classes at all levels. You can work on basic skills in reading, writing, and math; earn a G.E.D. certificate; earn a high school diploma; take college classes; or take classes for enjoyment and enrichment.

### **1. Education Intake**

Education intake is usually done while you are awaiting classification. It has two (2) parts: an interview and a test of basic education.

- a. *Education Intake Interview:* During the interview, the education counselor will ask you questions about past schools and jobs and about your educational and work goals for the future. With your permission, the counselor will send for your school records and any G.E.D. records. Having an official copy of a G.E.D. certificate or high school diploma on file in the education office supports your eligibility for college courses. Discussion will also include educational advisement regarding academic classes, vocational classes and the Corrections Special School District's Introduction to the Workforce Program
- b. *Test of Adult Basic Education (T.A.B.E.):* A test that gives an approximate grade level of your reading comprehension, your language usage skills, your math skills, and your spelling skills. Doing your best on this test helps to get you placed appropriately in classes and helps to demonstrate that you qualify for various prison jobs, vocational training programs, or other programs. If you do not have test scores, you may need to wait until you can get a test scheduled before you get into computer courses or certain jobs or programs.

### **2. School Schedule & Enrolling in Classes**

There are 4 school quarters each calendar year. Each quarter runs for 11 weeks and is followed by a 2-week break. During the break, grades are issued for the past quarter. Posters in the living units and in Education will show the class schedule for the upcoming quarter. You can schedule an appointment to have questions answered or to enroll in classes for the next quarter by sending a request slip to the Education office. The normal school semesters run as follows:

<i>SCHOOL QUARTERS</i>	
Winter Quarter	January → March
Spring Quarter	April → June
Summer Quarter	July → September
Fall Quarter	October → December

You may enroll in classes during the first week of the quarter (if there are openings available). The education counselors will help you with the necessary class enrollment and job change forms. During the first week of class, you may add or drop classes for any reason by completing the appropriate paperwork with the instructors from the Education Department. If you are on the education payroll—being paid to take classes (see next section for more information regarding this)—you will need to find another job and you will need to continue attending classes until classification notifies you that that job change has been approved.

### **3. Student Eligibility & Student Responsibilities**

You need to wait until you are off C-tier to enroll in school.

When you enroll in school, class attendance is one of the responsibilities you agree to meet. You can enroll in general population classes as a volunteer student or as a paid student, with education counting as your job. As a volunteer student you go to classes on your off-shift and you hold some prison job other than education. To choose school as your job, you need (1) to have at least 2 high school classes and (2) a job change initiated. Once your job change has been processed and approved, you will be placed on the Education payroll. Each time you miss the equivalent of a full day's worth of school without submitting a valid excuse slip, you lose all your pay for a day.

To maintain education as your job, you must continue to carry 2 or more high school classes and maintain a good record of attendance. If you miss classes without valid excuse slips, you risk disciplinary actions (including being put on reduced pay status with prejudice, getting D-reports, and being dropped from class). Please discuss this matter with the guidance supervisor for the most current policy in this regard.

If you decide you want to drop classes after the first week of the quarter, you need to see one of the education counselors (or your special education case manager) to complete the necessary paperwork. Unless you have a good reason, we discourage you from dropping classes after the first week. You are not allowed to drop classes to avoid the disciplinary actions that follow poor attendance. If you are on the education payroll, you need to line up another job before you drop to fewer than 2 high-school classes, and you must continue to attend class until classification notifies you that your job change has been approved.



### **3. Academic Advising**

- a. *If you are under 21 years of age and eligible for special education services, you need to send an inmate request slip addressed to “Education” to set up an appointment to discuss your educational needs, to enroll in classes, and/or to switch jobs. Whether or not you go to school is your choice. To refuse school you need to sign a “Choice Not to Attend Agreement.” We encourage you to stay in school. It’s worth it.*
- b. *If you are not eligible for special education services, you can meet with one of the education counselors to get information or advice about classes or school concerns. You can find out what classes you would need to take to get a Granite State High School diploma or which classes will best prepare you to complete a G.E.D.*

You can either send a request slip to Education or come to the Education floor directly to make an appointment to address your education concerns or to receive more information.

### **4. Basic Reading & Writing Skills**

These classes are for people who have trouble reading or who never learned to read or who have trouble writing. Basic skills language arts courses in reading and writing can help improve your reading skills, help you understand grammar, and help you write better.

### **5. Basic Math Skills**

If you need help with addition, subtraction, multiplication, or division, these classes can help you improve your math skills.

### **6. ESL (English as a Second Language)**

If your main language is not English and you want to learn English or you want to improve your English, ESL classes are for you. ESL classes concentrate on all four of the language skill areas: reading, writing, speaking, and listening. There are ESL classes for English learners at every level — from the student who doesn’t speak English at all to the student who can speak English fairly well, but can’t read or write it.

### **7. G.E.D.**

If you do not have a high school diploma, the G.E.D. is a way to show that you have mastered high school level academic skills. Many colleges and technical institutes will accept a G.E.D. in place of a high school diploma.

The G.E.D. consists of five multiple-choice tests (writing skills, social studies, science, literature/arts, and math) plus a written essay. Many of education’s high-school classes will help you prepare for the G.E.D. There is no formal G.E.D. preparation program at the prison in Concord. The library has G.E.D. preparation books that you may take out and study. You can also order your own preparation books.

Your T.A.B.E. scores will show if you are ready to take the G.E.D. You may need to take a pre-test before taking the G.E.D.

To sign up to take the G.E.D. wait until you are out of R&D. Then see the GED chief examiner in education or send an inmate request slip. Ask to have your name put on the G.E.D. list. If you have not taken the T.A.B.E. test at that time, ask to be put on that list also.

## **8. High School Classes & High School Diploma**

Education offers high-school classes in math, English, social studies, and science each quarter. At the NHSP-W you can take high-school classes to prepare for the GED, to improve your academic skills in order to qualify for better jobs, to prepare for college, for enjoyment, and/or to get your high school diploma.

You need 20 high-school credits to earn a high school diploma at Granite State High School. These credits include 13.5 credits of required courses and 7.5 credits of elective courses. Most the courses at Granite State High School are worth 0.5 high school credits.

Many of the high-school credits you have earned at previous schools can count towards earning your high school diploma while here. The Education department can help you request transcripts.

A transcript worksheet lists which courses you have already completed and which courses you still need to complete to earn a high school diploma. To get a transcript worksheet, make an appointment with an education counselor or send an inmate request slip to education, re: transcript worksheet.

Not all courses are offered each quarter, so it is a good strategy to get required courses done first. The counselors in education can help you plan a realistic schedule for completing your high school diploma.

## **9. College Opportunities**

### *Correspondence Courses*

- The Career and Technical Education Center has a database listing hundreds of available correspondence courses. The library also has catalogs listing hundreds of available correspondence courses.
- To take a correspondence course, you need to get approval from the Career and Technical Education Center inside the prison before you apply to the college offering the course. To get an appointment to go over offerings or to get a correspondence course application, send an inmate request slip addressed to the Career and Technical Education Center Corrections Counselor/Case Manager.
- Once your application is approved, you may apply to the correspondence school for the course. A copy of the approved application will be sent by the Career and Technical Education Center to the mailroom and to the property room. Without prior approval, the mailroom may return correspondence course materials.

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## **C. VOCATIONAL TRAINING CENTER**

The Career and Technical Education Center serves students within the classification ranges of C-2 through C-4. Inmates who have been classified C-5 need to send an IRS to education. There is no age requirement, and the minimum educational requirement for attendance depends on each program. Write to the Career and Technical Education Center Corrections Counselor/Case Manager for more information.

Your classification level may dictate whether or not you may be allowed into a program.

The following are examples of programs offered through the Career and Technical Education Center. All programs require assessment and/or interview for program approval.

1. Business Education
2. Information Processing
3. Technology Education

## **D. RECREATION**

The recreation program is here to help manage and guide you into productive and responsible use of your leisure time. Some forms of recreational space and equipment are available to all inmates. The variety of recreational opportunities increases as you progress through the prison system.

### **1. Seasonal Sports**

These activities take place in the ball field or the basketball court. Look for sport teams notices in you unit.

### **2. Hobby Craft**

The hobby craft area is available for inmates who have an interest in, painting, quilling, art, scrapbooking, crocheting, sewing, knitting and community service projects. For more information please see the recreation officer.

### **3. Weight Training**

Weight and cardio training is available for those inmates with an interest in improving their physical performance. Send a request slip to the Recreational Department if interested.

Recreational programs are a privilege and may be lost if you plead guilty or are found guilty of an offense at a disciplinary board.

#### **E. SEXUAL OFFENDER TREATMENT PROGRAM**

These programs are under the oversight of the Division of Medical and Forensics services. Offender specific and require an assessment interview with the sex offender program coordinator. Send a request, through your CC/CM, asking for an appointment.

If this program is mandatory for you, successful completion is required in order to be considered for minimum security and subsequent parole.

#### **F. DRUG AND ALCOHOL SERVICES**

Intervention Services will offer offenders the opportunity for self-improvement through an approach that provides for continuity of care, standardized assessment procedures, and accurate placement in various services based on an offender's needs. For information about this program see your CC/CM.

#### **G. FAMILY CONNECTIONS CENTER**

The NHDOC provides a family resource center within the walls of the prison. This voluntary program offers parenting education, support groups, and a variety of services to enhance, strengthen and maintain a healthy and positive relationship with your child(ren). There are specific criteria to participate in this program; please write to Family Connections Center Administrator for more information.

## **V. PAROLE**

### **A. SCHEDULING**

All inmates shall receive a parole hearing within the 60-day period prior to their parole date. If parole is denied at the initial hearing, the board shall advise the inmate in writing, via a copy of the minutes of the hearing what the inmate shall be required to do to be granted another hearing. The inmate shall notify the board when the criteria are met, and the board shall then schedule another hearing.

### **B. WAIVER**

Any inmate may, by written request, waive or continue a scheduled hearing.

### **C. NOTICE OF HEARING**

The executive assistant shall issue notice of any scheduled or rescheduled parole hearing according to the provisions of RSA 651-A: 11. The executive assistant shall also provide written notice to each inmate scheduled for a hearing.

### **D. COMMENCEMENT OF THE PAROLE HEARING**

Members of the parole board shall commence the hearing by questioning the inmate regarding information in the inmate's prison record. The inmate shall then have the opportunity to respond to these questions, and to make a statement to the board.

### **E. WITNESSES**

- a. The inmate may have family members, friends, professional persons, employers, or other witnesses present to discuss the case with the board, provided their names and relationship to the inmate are filed with the executive assistant. This can be accomplished via an IRS. The board shall order removed from the hearing room any witness whose conduct disrupts the parole hearing.
- b. Pursuant to RSA 651-A: 11, the board shall invite or permit the attendance of any other witnesses, including but not limited to, the county attorney or designee, and chief of police from the jurisdiction in which the offense was committed.
- c. The victim or the victim's next of kin if the victim is deceased may speak at the parole hearing, either personally or through counsel, pursuant to RSA 651-A: 11a.

### **F. CONCLUSION OF THE HEARING**

After the board members, inmate, and witnesses have concluded their questions and/or comments, board members shall make a decision to grant or deny parole. The board will tell the offender of this decision at the conclusion of the hearing, and send the offender a written copy of the decision within five days after the hearing.

## **G. RECONSIDERATION HEARINGS**

The board shall hold a reconsideration hearing for any inmate previously approved for parole who receives a disciplinary write-up prior to release. At the reconsideration hearing the board shall determine the effect of the disciplinary upon the inmate's release date. The standard set-back shall be 60 days for a minor disciplinary, and 90 days for a major disciplinary. However, the board may impose any sanction it feels is appropriate for the specific case involved.

## **H. CRITERIA FOR GRANTING AND DENYING PAROLE**

### **1. Purpose**

The purpose of this section is to describe the criteria that shall be used by the parole board to grant or deny parole.

### **2. Necessary Condition**

Parole is a privilege, and is something to be earned rather than something that is automatically given when the inmate reaches his or her minimum parole date. Release prior to the maximum term shall be made only upon careful consideration. An inmate shall not be granted parole unless the board finds a reasonable probability that the inmate will remain at liberty without violating any law and will conduct himself as a good citizen, pursuant to criteria listed below.

### **3. Evaluation Criteria**

In determining the reasonable probability of success on parole, the board shall consider the following criteria:

- a. The inmate's personality, maturity, sense of responsibility, and any developments in personality, which might promote or hinder conformity to the law,
- b. The appropriateness and adequacy of the inmate's parole plan, as determined by the supervising officer during the investigation requested by the board prior to release, including:
  - i. The inmate's employment plan, employment history, occupational skills, and past employment stability
  - ii. The type of residence, neighborhood, and community in which the inmate intends to live and work
  - iii. The availability of mental health or rehabilitative services ordered by the board as conditions of parole
  - iv. The inmate's history of illegal drug use and/or habitual and excessive use of alcohol

- v. The inmate's criminal record, including the nature and circumstances of criminal activity, and the dates and frequency of previous offenses
- vi. The seriousness of the confining offense or committed offenses, including the degree of violence or lack of concern for victims involved
- vii. The degree of remorse or empathy for victims and the attitude of the inmate toward his prior criminal conduct
- viii. The inmate's history of conduct during previous paroles, probation, or other community supervision
- ix. The inmate's conduct within the institution, including, but not limited to:
  - The disciplinary record during incarceration
  - Evidence of self-improvement through the various institutional programs and specifically, programs which addressed problems or issues that contributed to the inmate's prior criminal activity
- x. Evaluations and recommendations received by the board from the department of corrections, courts, and relevant social service, mental health, and criminal justice agencies
- xi. The inmate's attitude and conduct during the parole hearing

#### **I. REASONS FOR DENIAL**

Using the above criteria, the board shall deny parole if, in the judgment of the majority of the hearing panel:

- a. There exists reasonable probability that the individual will not conform to the conditions of parole and/or the laws of the State of New Hampshire.
- b. Continued treatment, mental or psychological care, vocational, or other training within the institution would substantially improve the inmate's capacity to lead a law-abiding life upon release at a future date.
- c. The existence of adverse public concern or notoriety would seriously hinder the inmate's transition to the community.
- d. Lack of a satisfactory parole plan.
  - i. Existence or probability of outstanding charges, detainers, or deportation hearing proceedings

## VI. APPENDIXES

### A. APPENDIX A: RULES

#### List of Offenses Are these current and correct per policy?

The following is a list of offenses, which may result in a disciplinary report, a minor hearing, a major hearing, a trial in court, or both a hearing and a trial. For more detailed information refer to PPD 5.25, available in the library

- 1.A. Causing the death of any person.
- 2.A. Causing bodily injury to any person.
- 3.A. Striking any person with one's hands, feet or with any object; or assaulting a staff member.
- 4.B/C. Touching a staff member without his/her permission.
- 5.B/C. Throwing or propelling any object or substance at another person or which may cause property damage.
- 6.B/C. Threatening any person with harm, either to person or property.
- 7.B/C. Fighting, sparring, wrestling, horseplay or any physical encounter which could cause bodily injury.
- 8.B/C. Engaging in any sexual contact with another.
- 9.A. Sexually assaulting any person.
- 10.B/C. Requesting, demanding, threatening or in any way inducing another person to engage in any sexual activity or any other forbidden conduct.
- 11.B/C. Indecent and unnecessary exposure of the genitals, buttocks or female breasts.
- 12.C. Use of abusive, profane or obscene language or gestures.
- 13.B/C. Use of provoking words or gestures which might result in violence.
- 14.B/C. Insubordination or disrespect toward a staff member.
- 15.B/C. Offering or giving personal service, money or anything of value to a staff member or, becoming or attempting to become unduly familiar with a staff member.
- 16.B/C. Offering or giving personal service, money or anything of value to another inmate, his/her family or friends; or accepting anything of value from another inmate, members of his/her family or friends without specific authorization from the Warden. This applies to exchanges between inmates' families and/or friends when the ultimate beneficiary is an inmate in the custody of the New Hampshire Department of Corrections.
- 17.B/C. Extortion, blackmail, protection, racketeering, requesting, demanding or receiving any personal service or money or anything of value under threat; or informing in exchange for protection or any transaction for any other service or consideration not specifically authorized by the Warden or designee.
- 18.A. Individually, or in participation with others, taking or holding any person as a hostage or in any way restraining, holding or confining any person against his/her will.
- 19.B/C. Interfering with or preventing any staff member from carrying out his/her orders, duties or assignments.
- 20.B/C. Participating in or encouraging others to participate in any meeting or gathering which is not specifically authorized by an institutional staff member.
- 21.A. Participating in, or encouraging others to participate in, any group demonstration, disturbance, riot, strike, work stoppage or work slowdown which could disrupt the routine of the institution.
- 22.A. Escaping or attempting to escape from official custody.
- 23.A. Planning an escape.
- 24.A. Possession, manufacture or introduction into the institution of any implement or object which could facilitate an escape.
- 25.A. Possession, manufacture or introduction into the institution of any weapon or object which could be used as a weapon.
- 26.A. Possession, manufacture or introduction into the institution of any flammable, poisonous or explosive material not specifically authorized for the individual by the Warden.
- 27.A. Possession, distribution, manufacture or introduction into the institution of any drug, drug paraphernalia, alcoholic beverage or intoxicant not prescribed for the individual by the medical staff and verified by the individual's medical record, including components for manufacture such as sugar, yeast, etc.
- 28.A. Being under the influence of alcohol, drugs or any intoxicant not prescribed for the individual by the medical staff (any indication of the consumption of alcohol, drugs or other intoxicants; for example, staggering or slurred speech is sufficient to come under the suspicion of this offense).
- 29.B/C. Possessing or use of prescribed medication contrary to the instructions of authorized medical personnel.
- 29.1B/C. "Cheeking" or attempting to conceal medication during medication distribution.



- 30.A Refusal or substantial delay in furnishing a urine/breath sample upon demand; altering/attempting to alter any sample by providing an adulterated or diluted sample; switching or substituting samples; or having an illicit substance in the blood, breath or urine.
- 30.1A Producing a diluted or adulterated urine sample.  
**Note Regarding Diluted Samples:**  
**One diluted sample in a 12 month period with no prior “Dirty” tests, no prior diluted/adulterated tests and absent any other information to support the allegation may not be sufficient to warrant a disciplinary report. However, if there is supporting information, such as reliable informant testimony, investigative information generated from telephone calls, letters, etc, one diluted specimen in conjunction with this information may justify issuance of a disciplinary report. The totality of the circumstances should determine whether any disciplinary report is initiated.**
- 31.B/C Failing to stand for count, interfering with the taking of a count or being out of place for count.
- 32.B/C Wearing any mask, wig, disguise or other alteration of one's normal physical appearance which could make ready identification of the individual difficult. Possession of material to construct a mask, wig, disguise or similar item
- 34.A Arson, setting a fire or adding fuel to a fire.
- 35.C Unexcused absence from work or place of assignment (example: absence from a class or medical appointment).
- 36.C Malingering, feigning an illness or any use of deceit to avoid work, school or other assignment or to procure medication or medical assistance.
37. Being in an unauthorized area or being out of place.
- A-B-C
- 38.A Tampering with, blocking or rendering inoperative any locking device, door, fire escape, window, screens or air exchanger.
- 39.B/C Failing to obey any written rule, posted notice or procedure of the institution or order of any staff member.
- 39.1 A. Failing to follow direction from any staff during response team activation.
- 40.B/C Failing to perform work or other assignment as ordered by a staff member.
- 41.B/C Use of equipment or machines without proper authorization or contrary to instructions or posted regulations such as those regarding safety hazards.
- 42.A Preventing or interfering with the search of an inmate, his/her cell or his/her property either by the inmate involved or another.
- 43.B/C Conduct which disrupts or interferes with the security or orderly operation of the institution.
- 44.B/C Possession of anything not issued by appropriate authority, authorized in writing or in the inmate manual.
- 45.A Possession of any form of money, securities, negotiable papers, checks, official documents (other than papers or documents relative to judicial or administrative proceedings) or articles of identification unless expressly authorized by the Warden.
- 46.A Possession of jewels and/or precious metal not specifically authorized by the Warden.
- 47.C Possession in one's cell or sleeping area of excessive amounts of goods or materials to a degree that the area presents a cluttered, untidy appearance, restricts or interferes with free movement of person, creates a fire or safety hazard or interferes with officers' visual observation of the cell or sleeping area.
- 48.A Possession of any item of officers' uniform, staff clothing or staff identification, including badges, insignia, buttons, name tags or items of personal identification, or possession of personal information regarding staff such as home address or telephone number.
- 49.C Possession of unauthorized, damaged or altered clothing.
- 50.B/C Possession of property belonging to another person.
- 51.C Possession of state property in amounts in excess of authorized allowances.
- 52.B/C Loaning of property or anything of value.
- 53.B/C Theft by unauthorized taking, by the use of threats, by force or by deception on any item belonging to another.
- 54.B/C Altering, damaging or destroying state property, property belonging to another person or personal property without authority. Possession of altered or damaged property.
- 55.B/C Being a member of a gang or in possession of gang-related material.
- 56.B/C Lying, or providing false or misleading information to a staff member or to persons of authority such as federal officials and state officials.
- 57.A Counterfeiting, manufacturing, reproduction, forgery or possession of any official paper, document, money, negotiable paper or articles of identification without specific permission of the Warden.
- 58.C Failure to properly keep and safeguard state property issued to you.
- 59.C Failure to follow safety or sanitation regulation, including those relating to living spaces, work areas and personal hygiene.
- 60.B/C Possession of any and all tobacco products, possession of any smoking materials (lighter, rolling paper, etc). Possessing more that ½ lb. (8 oz.) of tobacco will be upgraded to a major offense (A).
- 60.1B/C Smoking in areas where smoking is prohibited.

- 61.B Reckless, negligent or careless operation of any tool, machinery, equipment or vehicle.
- 62.B/C Use, handling of or tampering with any piece of safety equipment or any safety device without prior permission of a staff member, except in an emergency when no staff person is present to operate the equipment.
- 63.A Altering, damaging or destroying any part of the electrical system, plumbing, communications or other institutional utilities.
- 64.B/C Tattooing, self-mutilation, self-injury, possession of tattoo paraphernalia, tattoo graphics, designs or piercing paraphernalia
- 65.B/C Gambling of any kind, including betting on any game of chance and preparing or conducting any gambling pool.
- 66.B/C Possession, manufacture or introduction into the institution of gambling paraphernalia or gambling records such as score sheets and debt lists.
- 67.A Violation of any New Hampshire or United States law, Court Order, or regulation.
- 68.B/C Unauthorized use of a telephone, misuse of a telephone or telephoning people who do not desire to be called after being ordered not to do so.
- 69.B Violation of institutional mail regulations as defined in the inmate manual.
- 70.B Correspondence or conduct with a visitor in violation of institutional regulations, or misconduct in the visiting room.
- 72.B/C Failure to satisfactorily perform work assignment which resulted in being terminated from assignment.
- 73. Attempting, aiding, abetting, conspiring or being an accessory, before or after the fact, on A-B-C any violation planned, intended or committed is forbidden and shall be considered the same as the commission of the offense itself. (Example: 73B to 60B – attempting to possess tobacco), or 73A to 76A – Attempting to introduce unauthorized items.
- 74.B/C Inmates are not allowed to conduct a business while incarcerated.
- 75.A Smuggling contraband of any kind (i.e. letters) out of the institution.
- 76.A Introduction or attempted introduction into the institution of any unauthorized items.
- 77.A Resisting detention.
- 78.C Littering or spitting.
- 79.B Loitering

**Maximum punishments**

Inmates found guilty of an infraction of a rule may receive up to the maximum punishment for the level of the write-up they receive, as indicated in the chart below (see *Appendix A: Rules* on page 42 for the current list of rules). The following is a table of the maximum punishments for various level write-ups:

	A	B	C
Extra Duty Hours	100	25	10
Disciplinary Segregation Days	15	5	0
Loss of Disciplinary days	100*	25	10
Suspension of Privilege Days**	100	25	10

*For more information refer to PPD 5.25.*

\*Unless the offense is escape or attempted escape charges or a violation which is chargeable as a Class A felony, then it is a loss of all good time in accordance with RSA 651-A:22.

\*\* Privileges may include, but are not limited to; visiting, recreation, telephone, television, other electronics and canteen.

Gaining reduced custody such as C – 2 (MINIMUM SECURITY), C1 Transitional Housing or acquiring Administrative Home Confinement (AHC) and/or Parole are privileges.

**Failure to comply with rules will prevent you from reduced custody and/or early release.**

**B. APPENDIX B: FORMS**

The forms shown in this section are some of the most common ones you may find a need for during your stay. Forms are usually available in your unit's office, control room, or another designated area. If you ever need a form and are unable to find it or are unsure which form to use, ask security staff.

**1. Inmate Request Slip (IRS)**

This form is used for all correspondence with DOC staff. This may include asking for things or asking questions of staff. Once you complete the form, all three (3) of the copies go into your unit's mail box. The staff member will reply directly on the IRS and it will be returned to you. Request slips not filled out correctly may be returned to the inmate. Inmates are allowed to write only in the space provided. If additional space is needed, attach a separate 8½" x 11" sheet of paper.

**INMATE REQUEST SLIP**

Submit your request to the Unit Supervisor, Security Lieutenant, or CC/CM. Your Unit Supervisor, Security Lieutenant, or CC/CM will help you resolve the problem or it will be forwarded to the appropriate person. Unit Supervisors, Security Lieutenants, or CC/CMs will forward the request, **NOT** the inmate. Request slips not reviewed by the Unit Supervisor, Security Lieutenant, or CC/CM will be returned to you.

TO: Unit Supervisor, Security Lieutenant, or CC/CM      DATE: \_\_\_\_\_

FROM: \_\_\_\_\_ ID #: \_\_\_\_\_

Last Name      First Name      Middle Initial

Housing Unit      Pod/Tier/Div. Cell      Work/Shift

INMATE REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(If you need more space, use plain paper.)

\_\_\_\_\_ Inmate Signature

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

FROM: Unit Supervisor, Security Lieutenant, or CC/CM

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Staff Signature

TO: \_\_\_\_\_

Inmate      Housing Unit      Cell #      DATE

FROM: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Staff Signature

\_\_\_\_\_ Inmate Signature

Distribution:    White - Offender Records  
                       Yellow - Retained by Inmate  
                       Pink - Retained by Responding Staff

SP-014 (A)  
REV. 3/98

*(Not Actual Size)*

## 2. Inmate Visitor Request Slip

This form is used to add or remove visitors to/from your approved visitor list. Similar to the process with Inmate Request Slips, put all three (3) of the copies in the mailbox. Staff will reply to you directly on the returned form.

INMATE VISITOR REQUEST SLIP			
SEE INSTRUCTIONS		DATE: _____	
<b>1</b>	TO: <b>FRONT DOOR</b>	INMATE'S ID #: _____	
FROM: _____			
LAST NAME		FIRST NAME	
HOUSING UNIT		TIER/POD/DIV/CELL #	
WORK DETAIL OR SCHOOL ASSIGNMENT AND SHIFT			
<b>PLEASE ADD THE FOLLOWING INDIVIDUALS TO MY VISITING LIST</b>			
<b>YOU MUST PROVIDE COMPLETE INFORMATION FOR COMPUTER INPUT</b>			
<b>1</b>	NAME OF VISITOR _____	<b>2</b>	NAME OF VISITOR _____
	RELATIONSHIP _____		RELATIONSHIP _____
	STREET ADDRESS _____		STREET ADDRESS _____
	CITY, STATE, ZIP CODE _____		CITY, STATE, ZIP CODE _____
	VISITOR'S DOB _____		VISITOR'S DOB _____
	> DRIVERS LICENSE # _____ STATE _____		> DRIVERS LICENSE # _____ STATE _____
	> TYPE OF ID _____ # _____		> TYPE OF ID _____ # _____
	PHONE NUMBER (____) _____		PHONE NUMBER (____) _____
<b>3</b>	NAME OF VISITOR _____	<b>4</b>	NAME OF VISITOR _____
	RELATIONSHIP _____		RELATIONSHIP _____
	STREET ADDRESS _____		STREET ADDRESS _____
	CITY, STATE, ZIP CODE _____		CITY, STATE, ZIP CODE _____
	VISITOR'S DOB _____		VISITOR'S DOB _____
	> DRIVERS LICENSE # _____ STATE _____		> DRIVERS LICENSE # _____ STATE _____
	> TYPE OF ID _____ # _____		> TYPE OF ID _____ # _____
	PHONE NUMBER (____) _____		PHONE NUMBER (____) _____
	> If above named individuals do not possess a drivers license they may present a valid photo identification card with identification number. Acceptable identifications are: Passport, Military ID, or State issued non-drivers license.		> I certify that no court or parole board has ordered me to refrain from contact with the above named person(s).
_____			
INMATE'S SIGNATURE			
<b>2</b>	DATE: _____		
TO: INMATE _____		HOUSING UNIT _____	
FROM: <b>FRONT DOOR</b>		TIER/POD/DIV/CELL # _____	
Remarks: _____			
_____			
_____			
STAFF SIGNATURE			
<b>3</b>	ACKNOWLEDGEMENT - Inmate retains Yellow copy with reply		DATE: _____
_____			
INMATE'S SIGNATURE			
<b>INSTRUCTIONS</b>			
SP-046	OFFENDER RECORDS - White Copy	INMATE - Yellow Copy	FRONT DOOR - Pink Copy

(Not Actual Size)

### 3. Visitor Background Authorization Form

Your visitor will be required to approve a background investigation be conducted to determine their eligibility to visit. Requests for visitors with recent or active criminal histories will not be approved. See NH DOC Policy and Procedure Directive 7.09 *VISITING POLICY* for more details. The form needs to be notarized and then sent back through the mail to the inmate.



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS

William Wrenn,  
Commissioner

FAX:  
TDD Access: 1-800-735-2964

Dear Sir/ Madam:

You are receiving this form because \_\_\_\_\_, an inmate of the New Hampshire Department of Corrections is requesting you to be placed on his/her approved visitor list. In order for you to be placed on this list, a criminal background check must be conducted. Please fill out this form, have it notarized, and return it to the respective inmate.

The criminal Records Central Repository collects and distributes criminal history record information (CHRI). CHRI consists of descriptions and notations of arrests, detentions, indictments, information, formal criminal charges and subsequent dispositions. CHRI is forwarded to the repository from criminal justice agencies throughout the state. In addition, the repository tracks information pertaining to sentencing, correctional supervision and release.

Several tiers of rules govern the collection and dissemination if CHRI including the Code of Federal Regulations, the New Hampshire Code of Administrative Rules and state statutes to include RSA 106-B:14 and RSA 106-B:7 (b). Based upon these rules, law enforcement personnel, or an individual requesting his or her own CHRI, will receive both non-conviction and conviction data. Additionally, any individual or agency may receive the CONVICTION INFORMATION of another, provided they produce a notarized CRIMINAL RECORD RELEASE AUTHORIZATION FORM signed by the individual whose record is sought. To assist you in this transaction, I have enclosed a copy of the required CRIMINAL RECORD RELEASE AUTHORIZATION FORM. *FAX OR TELEPHONE REQUESTS WILL NOT BE ACCEPTED.*

*PLEASE TYPE OR PRINT CLEARLY. ALL INFORMATION IN THIS SECTION MUST BE COMPLETED*

NAME \_\_\_\_\_  
LAST (MAIDEN / ALIAS) FIRST MI

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP CODE

DATE OF BIRTH \_\_\_\_\_ HAIR COLOR \_\_\_\_\_ EYE COLOR \_\_\_\_\_ SEX \_\_\_\_\_  
MM/DD/YYYY

Are you currently under Probation or Parole supervision in NH or any other State ? Yes No

If yes, where? \_\_\_\_\_

DRIVER LICENSE NUMBER \_\_\_\_\_ STATE \_\_\_\_\_

YOUR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
SIGNED UNDER PENALTY OF UNSWORN FALSIFICATION PURSUANT TO RSA 641.3

Subscribed and sworn to before me, in my presence, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature) Notary Public My commission expires \_\_\_\_\_, 20\_\_\_\_\_.

PPD 7.19

(Not Actual Size)

#### 4. Prison Job Change Request Form

This form is used to request a job change within the prison. The inmate's current and proposed job supervisor must sign the slip first, then the Lieutenant (on the form as "Unit Manager"). After being signed by their Lt (UM), the Lt (UM) forwards the Job Change Request Form to the Classification Officer who makes a recommendation and then forwards it to the Captain for review. Once approved and finalized, a notice that the job change is official is sent to the inmate. Failure to follow the proper procedure may result in a denial to change jobs. The job is not changed until everything is signed off on.

PPD 7.15 Attachment 1

#### Job Change Request

**Any individual areas non-recommendation does not stop this application process. This form is to be filled out by all parties involved and forwarded to Classifications for disposition.**

<b>Section 1 – Inmate Information</b>	<b>Date:</b> _____
Inmate's Name: _____	ID No. _____
Current work assignment: _____	Housing Unit: _____
Requested work assignment: _____	Shift: _____
Reason for request: _____	
Experience in the requested area: _____	

<b>Section 2 – Current Supervisor</b>	<b>Date:</b> _____
Comments: _____	
Signature: _____ Recommended Yes / No	

<b>Section 3 – Proposed Supervisor</b>	<b>Date:</b> _____
Comments: _____	
Signature: _____ Recommended Yes / No	

<b>Section 4 – Unit Manager</b>	<b>Date:</b> _____
Comments: _____	
Signature: _____ Recommended Yes / No	

<b>Section 5 – Classification</b>	<b>Date:</b> _____
Job Check Required: <input type="checkbox"/> Yes (If yes, forward to Security) <input type="checkbox"/> No	
Comments: _____	
Signature: _____ Recommended Yes / No	

<b>Section 6 – Security and Operations (Sensitive Job Assignments Only)</b>	
Date: _____	
Assigned: Yes / No	Start Date (if applicable) _____
Signature: _____	

Unit Notified  Notice Sent by: \_\_\_\_\_ Date: \_\_\_\_\_

Return to Classification: after completion

Revised 2/19/2010

*(Not Actual Size)*

## 5. Unauthorized Property Form (5-day notice)

This form is used to send out / donate / destroy your property. This can be initiated by the inmate to send out, donate, or destroy excess or broken property, or can be initiated by the property room to notify the inmate he has received unauthorized property and request what he wants done with it. When initiated by the property room, the inmate generally has five (5) working days from the date of the notice before the property gets disposed of (as outlined in PPD 9.02). Because of this the form has received the name *Five-Day Notice*. This form must be properly filled out or the property room will not accept your items. See additional rules and guidelines in the tier binders.

### STATE OF NEW HAMPSHIRE

**FROM** Property Room **DATE** \_\_\_\_\_

**SUBJECT** Unauthorized Property

**TO** Inmate \_\_\_\_\_ I.D.# \_\_\_\_\_ Unit/Cell # \_\_\_\_\_

According to P.P.D. #2.9.11, You have unauthorized Mail/Property that needs to be removed from the NH State Prison. The following is a list of the unauthorized Mail/Property:

---

This property must be removed from the institution within (5) working days from the date of this notice or the Mail/Property will be disposed of according to P.P.D. #2.9.11.

Complete one of the following disposal options and return this form to the Property Officer upon receiving this notice. Failure to respond does not constitute obligation to hold Mail/Property.

---

<p><u>You have the following options:</u></p> <p><u>Mail</u> Name _____  Address _____  City _____  State _____ Zip Code _____</p> <p><u>Donate</u> Signature _____  Date _____</p> <p><u>Destroy</u> Signature _____  Date _____</p> <p><u>Property Picked Up By</u> _____  <u>Day of Pick Up</u> _____  <u>Day of Week</u> _____ City _____ State _____ Zip _____  <u>Date</u> _____ Signature of Person Receiving Property _____</p> <p><b><u>THIS IS YOUR ONE AND ONLY NOTICE</u></b></p>	<p>I received this notice on _____</p> <p>Signature _____</p> <p>Disposed on (this date) _____</p> <p>Per (instruction/policy) _____</p> <p>Staff (property officer) _____</p> <p><b>NOTE</b> If you choose to have someone pick up your property and they do not pick it up on the day noted below, your property will be mailed to the address given.</p> <p>Date _____</p>
---	---

1.) WHITE • OFFENDER RECORDS
2.) CANARY • INMATE
3.) PINK/GOLDENROD • PROPERTY OFFICER

SP36

## 6. Cash Withdrawal / Deposit Slip

This form is used to let Inmate Accounts know what you want done with your money. When having a check prepared for an outside individual, business, or bank, it is a good idea to make sure you put the name and address in the description area provided along with your request (i.e. Make check payable to...). Fill out the top part completely and sign at the bottom.

INMATE'S FUND CASH WITHDRAWAL OR DEPOSIT SLIP		
Date .....	Cell # .....	Housing Unit .....
Name .....		I.D. No. ....
<hr/>		
	Account Charged For	\$ .....
No 949461	Account Credited For	\$ .....
	Balance after this transaction	\$ .....
<hr/>		
Explanation:		
   <hr/>		
..... Staff Approval	..... Inmate Authorization	..... ADM-5 Revised 8/96

*Actual Size*

Personal checks sent to you via the prison may take as long as 30 days to clear.

Money Orders sent to you may take as long as 15 days to clear.

All transactions will be reported on your monthly trust account statement.



## 7. Inmate Self-medication Refill Request

This form is used only to order refills of PRN (as needed) medications. All other medications are auto-refilled by the pharmacy as long as the prescription has not expired. If you have questions regarding your meds sign up for sick-call. Do not write messages on this form.

<b>INMATE SELF-MEDICATION REFILL REQUEST</b>	
NAME:	DATE:
UNIT:	I.D.#:
Please Refill the Following Prescriptions:	
RX NO.:	Name of Medication:
RX NO.:	Name of Medication:
RX NO.:	Name of Medication:
RX NO.:	Name of Medication:
RX NO.:	Name of Medication:
Inmate must return this form to his medication distribution point for refills of medications. Please allow (4) working days. Prescription bottles do not have to be returned for refill.	
SP 156	

*Not Actual Size; form is on blue paper*

## 8. Personal Allowed Number Request Form

This form is used to have telephone numbers added or removed from your list of telephone numbers you are allowed to call.

### State of New Hampshire

#### PERSONAL ALLOWED NUMBER REQUEST FORM

This is my request to have the below listed numbers entered into the Inmate Phone System on my account. I understand that these numbers will be the only numbers I am allowed to call and that if any of the numbers I have requested are not valid, then I will not be able to place calls to that number. I also understand that all calls are subject to recording and monitoring at any time, with the exception of calls to attorneys. All numbers will be verified.

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ M.I. \_\_\_\_\_

DOC # \_\_\_\_\_ FACILITY NAME \_\_\_\_\_ UNIT \_\_\_\_\_

Add (A) Delete (D)	Name of Called Party	Relationship	Area Code	Telephone Number
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

*White - Investigations  
Yellow - Inmate Copy*

*Not Actual Size*

## 9. Inmate Phone System Complaint Form

This form is used to address problems you have with the phone system.

STATE OF NEW HAMPSHIRE		
INMATE PHONE SYSTEM COMPLAINT FORM		
*** (Fill in the top section and forward to PCS) ***		
<b>INMATE FILL IN THIS AREA ONLY: (PLEASE PRINT NEATLY)</b>		
Inmate Name:	Date Reported:	
Doc #:	Time/Date Problem occurred:	
Telephone Number Called:	Facility Name:	Unit:
<b>Type of Trouble: (Please check appropriate block)</b>		
<input type="checkbox"/> No recorded name:		
<input type="checkbox"/> Blocked and cannot be called from this facility:		
<input type="checkbox"/> Not on your allowed call list:		
<input type="checkbox"/> Not a valid identification code:		
<input type="checkbox"/> A dialing error has occurred:		
Cutoffs (Please describe when call was disconnected):		
Other:		
<b>PCS OFFICE USE ONLY:</b>		
Service Administrator:	Date/Time Cleared:	
Trouble Found:		

White – Offender Records/Yellow – Inmate Copy

*Not Actual Size*

## **10. Vendor Forms:**

From time to time additional vendors are identified to supply approved personal property items and special holiday / event orders. These catalogues and / or forms are available through your unit staff and include:

- Electric game consoles and cartridges order form
- Holiday package order form
- Summer package order form
- TV repair form
- Mp3 player
- Union supply catalog
- Other approved catalogs and order forms.

## 12. Work/Training Performance Report

This form is used by worksite supervisors to evaluate inmate work performance.

<b>NEW HAMPSHIRE STATE PRISON WORK/TRAINING PERFORMANCE REPORT</b>			
INMATE NAME: _____	DATE: _____		
INMATE ID#: _____	UNIT/CELL: _____		
WORK/TRAINING SITE: _____	INMATE POSITION: _____		
INSTRUCTIONS: Please read and circle the rating score in each performance category that best describes the above named inmate's Work/Training performance for this quarter.			
<b>ATTENDANCE:</b> <b>PUNCTUALITY</b> (1) Often tardy-work seems secondary (2) Requires occasional counseling (3) Occasionally late (4) Always on time  <b>DEPENDABILITY</b> (1) Poor record requires counseling (2) Frequently absent-but with cause (3) Rarely absent (4) Perfect record since last rating  <b>NOTIFICATION</b> (1) Does not notify (2) Often fails to notify (3) Occasionally late or absent w/o notifying (4) Never late or absent w/o notifying	<b>CAPACITY:</b> <b>DESIRE TO LEARN</b> (1) Slow in learning interest (2) Average desire to learn (3) Above average desire (4) Exceptional desire  <b>INITIATIVE</b> (1) Needs considerable supervision (2) Normal supervision (3) Pushes work through on own (4) Finds extra work to do  <b>JUDGEMENT</b> (1) Poor decision making skills (2) Average judgement (3) Above average reasoning (4) Outstanding logic and problem solving skills		
<b>ATTITUDE:</b> <b>INTEREST</b> (1) Shows little or no interest (2) Passive acceptance (3) Shows interest and enthusiasm (4) Intense enthusiasm  <b>RESPONSIBILITY</b> (1) Unwilling to accept (2) Passive toward new responsibilities (3) Willingly accepts new responsibilities (4) Seeks additional responsibilities  <b>COOPERATION</b> (1) Does not cooperate (2) Cooperates reluctantly (3) Moderately cooperative (4) Promotes cooperation & team effort	<b>JOB/SKILL PERFORMANCE:</b> <b>ACCURACY</b> (1) Fairly accurate-below average (2) Makes average number of errors (3) Makes few mistakes (4) Rarely makes mistakes  <b>QUALITY</b> (1) Sacrifices quality for quantity (2) Lacks sense of quality (3) Usually turns out quality work (4) Consistently professional  <b>ADAPTABILITY</b> (1) Refuses work, cannot adapt to work/training requirements (2) Easily frustrated-quits over small problems (3) Stable worker persists & overcomes obstacles & frustrations (4) Excels-displays achievement oriented attitudes		
Upon completion total all scores from each category:			
Overall Score _____	1 to 12 = F 13 to 20 = D 21 to 30 = C 31 to 40 = B 41 to 48 = A	_____ (Work/Training Supervisor)	
AS 160	White Unit Manager	Canary Inmate	Pink Supervisor

*Not Actual Size*

### C. AUTHORIZED PROPERTY LIST FOR INMATES

The following is a list of authorized clothing that is supplied by the State of New Hampshire Department of Corrections to all inmates with respect to their custody level.

- 3 T-shirts (red)
- 2 sweatshirts (red)
- 3 pants (gray)
- 3 pr. underwear
- 3 bras
- 3 pr. socks
- 2 towels
- 1 pr. shoes
- 1 denim jacket (seasonal)
- 1 wool hat (seasonal)
- 2 pair of long-johns

The following is a list of authorized personal clothing that is allowed by the State of New Hampshire Department of Corrections. These items are available from the canteen or an approved vendor. These quantities are in addition to State Issue.

- 7 pr. nderwear
- 6 bras
- 7 t-shirts
- 6 pr. socks
- 2 towels
- 2 washcloths
- 2 sweatshirts
- 2 sweatpants
- 1 pr. shower shoes
- 2 pr. gloves/mittens (must be cotton or wool)
- 3 wristbands
- 3 headbands

See NHDOC PPD 9.02 *Issuance and Control of Inmate Property* for a list of additional personal property that is allowed by the State of New Hampshire Department of Corrections. This manual does not supersede the PPD or any other policy amendments made by the Commissioner. Items available from the canteen must be purchased from the canteen.

### NHSP-W UNIT RULES

Inmates are expected to stay current with all Institutional/Departmental rules as outlined in **Work contracts, Posted Notices, Tier Binders and/or the Inmate Manual. There is also a recreation/hobby craft manual maintained separately.** It is the inmates' responsibility to read all posted notices to ensure that they are in compliance with rules and regulations that may supersede prior directives.

**\*\*Inmates are not authorized to remove or deface any posted directive.**

- When an inmate leaves their cell or living area, the cell light and all electronics will be off and the room will be in order (beds made, surfaces free of clutter etc).
- Inmates must be up and out of bed by 0700 hours.
- Rooms must be cleaned daily by 0900 hours. All rooms are subject to inspection.
  - Beds made
  - Rooms swept and mopped
  - Trash emptied
  - All surfaces wiped and clear of unauthorized items
  - Toilets and sinks cleaned (if applicable).
  - Common areas must be cleaned according to assigned posted schedule.
  - During lock downs all dayroom/tier tables will be cleared of all items and chairs pushed in under tables.
  - Only two pairs of shoes are allowed to be on the floor. Any extra pair of shoes needs to be stored inside your bin or locker.
  - You can only have one pillow and one mattress, per inmate, in your cell.
- Headphones are not authorized to be worn in the hallway. This includes having just one plugged in one ear or wearing headphones that are not on.
- Noise will be maintained at a reasonable level within all areas. The TV volume will be kept at a reasonable level, to be determined at the discretion of staff.
- There is no talking across the hall (i. e. A-tier to dorms, B-tier to D-tier), or to other staff or inmates in the hallway.
- You are not allowed to line up in the hallway unless the officer asks you to do so.
- There is to be no yelling off the tier. If you need to speak to an officer and it's not urgent you need to wait until the officer comes around to do rounds. Officers will conduct rounds at least every 30-60 minutes depending on your living area.
- Authorized items are to be hung in designated areas within the cell or living area (the rectangle on your wall, 2 by 2 blocks). Authorized items include:
  - Appropriate photos of friends & family. Photos of individuals under departmental supervision (county, state, or federal) are not permitted unless authorized in writing.
  - Calendar
- Authorized property is to be stored inside designated areas within the cell or living area.
  - Three drawer dresser
  - Foot locker
  - Standing lockers
  - Desk
- Shelves and TV stands shall be clear of all items excluding a TV, fan, hotpot and 5 books.
  - Inmates who do not have a shelf or a TV stand assigned to their bunk are authorized to use assigned table, desk, or the top of a locker unit to store these items.

- You can not have anything hung from your bed (i. e. TV, clothing etc).
- No items are to be stored on the floor of room/cell.
- No items are to be stored on an empty bunk or corresponding shelf.
- Soiled clothing is to be stored inside the mesh bag. The mesh bag can only be stored in your locker, bin, or be hanging on a hook underneath your hygiene shelf (if you have one).
- Inmates are not authorized to block or cover any window or door with any item.
- Inmates are not authorized to hang any item from their bed/bunk or obstruct the staff member's view of their sleeping area.
- Inmates are to change clothing in designated bathroom/shower areas or in their assigned cell if changing areas are not available.
- Inmates changing in their cell or living area are expected to use extreme discretion and exercise respect for themselves, roommates, staff members and other members of the public who may be touring the facility.
- When changing inmates will:
  - Face the wall (or away from windows and doors).
  - Change one garment at a time, in a timely manner.
- Inmates are expected to be in **state issued clothing** during the following:
  - Visits
  - Transports
  - Any public event (i.e. Volunteer appreciation, Mother's Day, softball games, etc.).
  - Only inmates physically playing softball during a public event may wear approved softball tee shirt, shorts and/or sweatpants. This does not apply to score keepers, popcorn makers, etc.
  - C-2 inmates – Anytime they are engaged in an outside work detail (i. e. trash, flags, etc)
- **State issued clothing** is defined as:
  - State issued pants
  - State issued tee shirt
  - State issued sweatshirt
  - State issued shoes or personal sneakers or boots
  - State or personal socks and undergarments
- Inmates are expected to wear undergarments at all times, excluding a bra during sleeping hours, or while in their bed.
- Dorms inmates must wear undergarments or a bathrobe when traveling to the restroom.
- Inmates are not allowed to wear thermal tops or bottoms without an additional layer of clothing over the thermals (i.e. tee shirt, pants, etc.).



- Pajamas are only authorized to be worn in the inmate's immediate living area, not on tiers or in dayrooms.
- Inmates may wear shorts, sweatpants, and sandals in and to the following areas:
  - Dayroom/tier
  - To and from yard
  - To and from weight room (excluding sandals).
- Inmates are expected to be in full uniform (personal tee shirts and sweatshirts are authorized) any other time they leave their unit. Dorms inmates' unit area ends at the dorms hallway door, unless otherwise specified.
- **Full uniform** is defined as the following:
  - State issued pants
  - State or personal tee shirt
  - Socks
  - Sneakers, boots or state issued shoes
  - State or personal undergarments
  - Identification-Worn on the upper left quadrant of the shirt.
- Clothing must be size appropriate. Inmates in possession of personal clothing that is deemed oversized or too small will be sent out at the inmate's expense.
- If told by staff that your state-issued clothing is too big/small it will be exchange without objections.
- Each living area will abide by assigned dayroom/tier schedules.
- Personal televisions will be turned off by 2300 hours Sunday thru Thursday and midnight on Friday and Saturday or if the following day is a recognized state holiday.
- Inmates are authorized to move **only on scheduled 10 minute movement** to and from the following:
  - Scheduled open groups/activities (i.e. sick call, gym, library)
  - Assigned groups
  - Classes that they are enrolled in
  - As directed by a staff member
- Inmates must have an approved destination or will be considered out of place.
- Inmates that move when it is not ten minute movement will be considered out of place, unless they are summoned by a staff member.
- The Meeting Room may be used for approved Hobby Craft activities when not in use for groups, meetings, etc. C-2/C-3 inmate in the meeting room must be actively working on sewing projects or playing musical instruments, No Exceptions.
- Inmates are not permitted to go to any staff office without being summoned by a staff member (Classification, Lieutenant, etc.).

- When attending the weight room, you must be exercising or you will be sent back to your living area and face disciplinary action for loitering.
- Inmates will be considered out of place if they are:
  - In a cell/dorm of another inmate
  - Sitting or laying on another inmate's bed
  - Within the door swing of a cell/dorm
  - In any area, not specifically authorized in writing – or by permission from a staff member.
  - Loitering in any hallway
- Inmates housed on D-tier must obtain permission from the east core officer anytime they move from D-tier. They must inform the officer of their pre-approved destination and gain authorization to move.
- Inmates are not authorized to communicate with individuals on probation or parole unless permission has been granted by DOC personnel.
- Inmates found in possession of excess medication or in possession of medication not prescribed to them will be charged with a 27A offense for misuse of medication.

**East Core inmates will get ALL supplies from the East Core Officer. East Core inmates that go to the briefing room for supplies (toilet paper, hygiene, request slips, etc.) will be considered out of place.**

## VII. GLOSSARY OF TERMS

<b>Approved Visitor List .....</b>	A list of names maintained by the Visiting Room of individuals who have been cleared and are allowed into the Visiting Room to visit with you. You can add individuals using the Visitor Request Form (copy of form on p.50).
<b>Authorized Item .....</b>	Items that you are allowed to keep in your living quarters, either issued to you by the state or items you have purchased in the canteen or through approved mail order. At times, some authorized items may be purchased from approved vendors and by persons on the outside and sent in to you.
<b>C1 – C5 .....</b>	The classification numbers assigned to inmates based on the intake information (these numbers reflect the custody level).
<b>Canteen .....</b>	By filling out the canteen form inmates may purchase toiletries, stationery supplies and snack foods.
<b>Cash Withdrawal Slip</b>	Used to let Inmate Accounts know what you want done with your money. Used to pay for canteen, mail orders, photocopies, etc (copy of form on p. 50).
<b>CC/CM.....</b>	Corrections Counselor / Case Manager (Unit counselor assigned to each unit)
<b>CCU (D-tier) .....</b>	NHSP-W Close Custody Unit (D-tier); Housing Unit for C4 Inmates.
<b>Classification Board/Officer.....</b>	Staff that periodically reviews inmates’ status.
<b>C.O.....</b>	Correction Officer; uniformed prison staff
<b>CPD.....</b>	Your <i>current parole date</i> .
<b>CPL.....</b>	Abbreviation for <i>Corporal</i> .
<b>CTEC .....</b>	Career and Technical Education Center
<b>Custody Level.....</b>	Used to determine how much supervision and control you need and in which housing unit you will live (classifications used are C1 – C5).
<b>D.O.C.....</b>	Department of Corrections; State agency responsible for managing all NH State Prison facilities
<b>FCC .....</b>	Family Connections Center
<b>Five-Day Notice.....</b>	See “ <i>Unauthorized Property Form</i> ” (copy of form on p. 49).
<b>GSHS .....</b>	Granite State High School
<b>Grievance Form.....</b>	Form for furthering complaint, if request slip does not resolve the issue.

<b>HSC</b> .....	Health Services Center. Medical area of prison that addresses medical and dental needs. At the NHSP-Men also called the Infirmary.
<b>Hobby Craft</b> .....	Area where inmates may engage in hobbies such as pottery, woodworking, painting, or leather crafting to make items for sale in the NHSP Retail Store or to send home.
<b>Hygiene</b> .....	Cleanliness, including you, your property and your living area.
<b>I.D.</b> .....	Your picture identification card. It must be worn on left chest of outer most clothing anytime you are out of your living area
<b>Infirmary</b> .....	<i>INF; See "Health Services Center."</i>
<b>Inmate Accounts</b> .....	The department who handles your inmate account. This department handles money that has been sent to you from the outside and money you wish to have sent out to others. This department processes all cash withdrawal slips.
<b>Inmate Request Slip</b> .....	IRS; Form for making requests of staff (copy of form on p. 45).
<b>Intake</b> .....	The process of gathering information from you when you first arrive.
<b>Intervention Services</b>	Provides substance abuse services
<b>LT</b> .....	Abbreviation for Lieutenant.
<b>MAX</b> .....	Your <i>maximum</i> release date.
<b>MH</b> .....	Acronym commonly used for "Mental Health."
<b>Minimum Security Unit</b> .....	Housing for C2 inmates.
<b>Mittimus</b> .....	Sentencing paperwork from the court.
<b>MPD</b> .....	Minimum Parole Date.
<b>NHSP-W</b> .....	New Hampshire State Prison for Women (Goffstown, NH)
<b>OIC</b> .....	Acronym for "Officer In Charge."
<b>Orientation</b> .....	Information provided to new inmates about life at NHSP.
<b>PAR</b> .....	Acronym for "Pending Administrative Review."
<b>Pay Day</b> .....	The day of the month (usually the 5 <sup>th</sup> working day of the month) on which your inmate account is credited with any money that you have earned.
<b>PPD</b> .....	Policy and Procedure Directive - Guidelines for inmates and staff at NHSP. Copies are in each unit and in the library.

<b>Quarantine.....</b>	The isolation process you will undergo while waiting results of various medical tests, usually while on C-tier.
<b>R&amp;D.....</b>	NHSP Receiving and Diagnostic unit (C-tier). All inmates are housed on the R&D unit (C-tier) when they arrive at NHSP-W.
<b>RPS.....</b>	Reduced Pay Status.
<b>RTU.....</b>	Residential Treatment Unit
<b>SFH.....</b>	Shea Farm House (halfway house); Housing for C1 inmates.
<b>SGT.....</b>	Abbreviation for <i>Sergeant</i> .
<b>SPU.....</b>	Secure Psychiatric Unit.
<b>State Pay.....</b>	Money the state pays inmates for their work.
<b>Training Programs.....</b>	Schooling in various skilled trades.
<b>THU .....</b>	Transitional Housing Unit (Half-way House)
<b>Unauthorized Property Form</b>	Form used for shipping out inmate property, per staff orders or inmates' requests (see copy of form on p. 49).
<b>Weight Room.....</b>	Weights and gym equipment can be found in the weight room/gym.
<b>Write-up.....</b>	Disciplinary Report given to inmate for disobeying prison or housing unit rules, and/or disobeying a correctional officer or civilian staff member.

## **A final note...**

This manual has generally informed you regarding how things work within the NH Department of Corrections. Rules and policies are reviewed yearly and updated as necessary. This manual does not supersede current policies and procedures. Therefore, this manual is only meant to serve as a basic guide. The final, and best, answer is to see your security staff or check the Prison Policy Directives (PPD's) located in the library for the most up to date information. Also read tier binders and all posted notices.