



2. A physician or registered nurse is the only staff authorized to release a resident from segregation status. Residents placed in segregation beyond the 2 hour initial placement require personal observation and evaluation by a physician in accordance with PPD 6.18.
  3. Any resident whose behavior warrants segregation as defined in this policy will be seen immediately by a nurse who will follow the procedures in PPD 6.10 or PPD 6.18.
  4. All forms, progress notes, and doctor's orders will be maintained as part of the resident's permanent medical record.
- C. Inmates in Pending Administrative Review (PAR) status will be guided by the rules of the unit/tier they are assigned to and will enjoy the same privileges afforded to all inmates in the unit/tier unless reduction or restriction in certain areas is necessary to maintain security and control or to prevent inmates from harming themselves or others.
- D. Inmates serving segregation shall:
1. Be provided prescribed medication, clothing that is not degrading, and access to basic personal items for use in their cells, unless there is imminent danger that an inmate or other inmates will destroy an item or induce self-injury.
  2. Be given alternative meal service if food or food service equipment is used in a manner that is hazardous to self, staff, or other inmates. Alternative meal service will be on an individual basis based on health or safety consideration only, meets basic nutritional requirements and occurs with the written approval of the Warden and responsible health authority. The meal substitution period shall not exceed five days.
  3. Be allowed exercise.
    - a. Inmates in punitive segregation will receive one hour out of cell, seven days a week.
    - b. PAR inmates will receive one-hour day room time, seven days a week.
    - c. Inmates will have periodic outside yard time. Yard time may be limited by SHU security concerns and/or staffing limitations.
  4. Not be deprived of any usually authorized item or activity unless reduction or restriction of certain items is necessary to maintain security control or to prevent inmates from harming themselves or others. If this should occur, a report of the action is made for the inmate's record and forwarded to the Warden.
  5. Have the opportunity to shave and shower three times a week.
  6. Have the opportunity for issue and exchange of clothing, bedding, linen and laundry, on the same basis as inmates in general population.
  7. Have the opportunity for access to barbering and hair care equipment on the same basis as inmates in general population. Requests for barbering equipment must be made at least 72 hours prior to the desired date and directed to the SHU officer designated for maintaining the barbering equipment. Exceptions are permitted only when found necessary by the SHU OIC and are justified in writing by the officer designated for barbering services.
  8. Be provided the same opportunities for the writing and receipt of letters available to general population. In addition, writing paper and pencils will be supplied to the segregation inmates upon request.
  9. Be provided opportunities for visitation as follows:
    - a. Inmates serving punitive segregation may receive visits from their attorney of record, New Hampshire Legal Assistance, and family members during a verified family crisis (PPD 7.05). These visits will be scheduled and facilitated through the Warden/Unit Manager or designee.
    - b. Inmates in PAR will have visits as determined by the housing unit/tier to which they are assigned unless there is a substantial reason for withholding visits. With the exception of attorney visits, these visits must be requested in writing and approved by the unit manager/designee.
  10. Be provided opportunities for telephone calls as follows:

- a. Inmates serving punitive segregation may place telephone calls to their attorney of record, New Hampshire Legal Assistance and family members during a verified family crisis (PPD 7.05). These telephone calls will be scheduled and facilitated through the unit manager or designee.
  - b. Inmates in PAR or segregation status will have telephone privileges as part of the housing unit/tier schedule.
11. Be provided access to legal materials. In addition, inmates will be afforded use of the SHU Law Library through an Inmate Request Slip.
  12. Be provided programming as follows:
    - a. Inmates on punitive segregation will have access to counseling services, social service, religious guidance, and commissary purchased personal hygiene toiletries.
    - b. Inmates in PAR status will have access to the above and additionally to commissary, library, and recreation.
    - c. Inmates who are in segregation when a quarterly job fair is held may enroll in offered programs. Those inmates who enter segregation during the course of an academic quarter must wait until the next job fair to enroll in an academic course.
  13. Be provided access to reading materials. Soft cover books must be requested from the Chaplain or SHU tier officer. Personal magazines and newspapers will be held in Property until the inmate's punitive time is completed.
  14. When an inmate is placed in segregation status, they will be given a health and comfort bag containing the following:
    - a. soap
    - b. toothbrush
    - c. toothpaste
    - d. shampoo

The inmate will be responsible for purchasing their own health and comfort items from their own funds at the next weekly canteen draw.
- E. The staff shall maintain permanent written records pertaining to segregation inmates. Those records will be maintained in the facility/unit. The records will contain sections that indicate any foregoing concerns have been met or reasons why these guidelines were not met.
  - F. The amount of property an inmate moved to SHU may possess is limited for administrative as well as security reasons. The Approved Special Housing Unit Item Form (attachment 1) must be strictly adhered to when moving an inmate to SHU.

REFERENCES:

Standards for the Administration of Correctional Agencies  
Second Edition Standards

Standards for Adult Correctional Institutions  
Fourth Edition Standards

**4-4249; 4-4253 thru 4254; 4-4256; 4-4258; 4-4260 thru 4273**

Standards for Adult Community Residential Services  
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services  
Third Edition Standards

Other

KENCH/pf  
Attachment

**NEW HAMPSHIRE STATE PRISON  
Approved Special Housing Unit items**

**When you move an inmate to SHU these are the only items that the unit will take. Please make sure these items follow the inmate prior to your shift ending. Please call the Property Office at 271-1932 between 0730 and 1430 to make arrangements for all other property to be dropped off.**

Thank you.

\_\_\_\_\_  
Inmate Name

\_\_\_\_\_  
Inmate ID Number

\_\_\_\_\_  
Inventoried By

\_\_\_\_\_  
Date

**Allowed Items**

**Amounts**

**Inventory**

Inmate ID	<u>1</u>	_____
Med Slips	<u>Endless</u>	_____
Yellow Meds	<u>Endless</u>	_____
Address Book	<u>1</u>	_____
Cup/Tumbler w/Lid	<u>1</u>	_____
Deodorant Stick	<u>2</u>	_____
Eye Glasses w/Case	<u>2</u>	_____
Legal Pad of Paper	<u>2</u>	_____
Security Pen	<u>2</u>	_____
Shower Shoes	<u>1</u>	_____
Shampoo	<u>2</u>	_____
Soap Container	<u>1</u>	_____
Stamps	<u>1 book of 20</u>	_____
Toilet Paper	<u>2</u>	_____
Toothpaste	<u>2</u>	_____
Legal Paperwork	<u>Endless</u>	_____
Wedding Band	<u>1</u>	_____

**State Issue**

**Amounts**

**Inventory**

Boxers	<u>3</u>	_____
T-Shirts	<u>3</u>	_____
Thermal Tops	<u>2</u>	_____
Thermal Bottoms	<u>2</u>	_____
Socks	<u>4</u>	_____
Towels	<u>3</u>	_____
Pillow Case	<u>1</u>	_____
Sheets	<u>2</u>	_____
Blankets	<u>2</u>	_____
Jacket	<u>1</u>	_____
Hat (State issue only)	<u>1</u>	_____