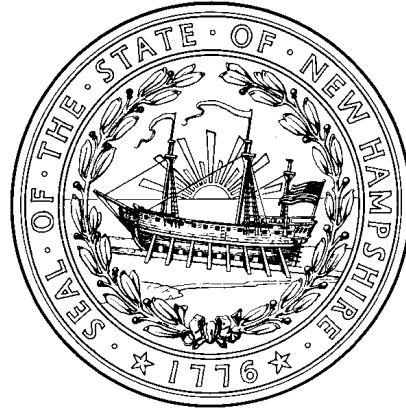


**MANUAL**  
**FOR THE**  
**GUIDANCE OF INMATES**



**2011**  
**EDITION**

**NEW HAMPSHIRE**  
**DEPARTMENT of CORRECTIONS**

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 (NHSP). As a new inmate at the NHSP/Men, 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.

During the quarantine period lasting approximately 30 days, the prison staff will gather information from you. 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, you will be separated from the other general population inmates in R&D 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 the non-quarantine section of R&D.

#### 1. Unit Supervisor Orientation

This is completed by the Unit Supervisor or a designee of the R&D Unit. This is to explain to you the way the prison operates, to point out the rules and regulations of the prison, and to talk about what is expected of you while in prison.

#### 2. 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.

#### 3. Dental Examination

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

#### 4. 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.

## **5. Tuberculosis Test(s)**

This is usually performed and later checked by members of the medical staff after your physical examination is completed.

## **6. 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.

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

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

## **8. Religious Orientation**

This is usually completed by the prison chaplain or one of the assistants to explain what religious programs and fellowship services are available to you.

## **9. 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.

## **10. Inmate Orientation**

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. This orientation is provided in conjunction with the Unit Supervisor's orientation.

## **11. 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 Reception and Diagnostic unit staff at some time during your incarceration.

## **12. 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.

### 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.

**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
--

NH Attorney General NH Department of Justice 33 Capitol Street Concord, NH 03301
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Once you have been cleared to leave the Quarantine section, you will be assigned to a cell on a non-clear tier of the R&D unit or the Dorms. 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 by the Visiting Room staff. You may write for permission to use the Law Library to work on pending legal cases, but you may not use the recreational library for reading books and newspapers.

## 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	Special Housing Unit (SHU)	Highest supervision and control due to public and institutional risks or violent behavior.
C-4	Close Custody Unit (CCU) Residential Treatment Unit (RTU) North Country Facility (NCF)	Close supervision and control with extensive lock-down.
C-3	Medium Custody North (MCN), Medium Custody South (MCS), Hancock Building (HNK), North Country Facility (NCF)  Residential Treatment Unit (RTU)	Medium level of supervision and control inside the walls.
C-2	Transitional Work Center (TWC), North Country Facility (NCF)	Minimum level of supervision and control outside the walls at the NHSP and in the gym of the NCF.
C-1	Transitional Housing Units, Shea Farm, Calumet House, North End House	Lowest level of supervision and control at Transitional Housing Units in the community.
Protective Custody	R&D – Protection Review	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 will be moved either to a housing unit here in Concord, or you may be transferred to the Northern Correctional Facility, where you will be given 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, 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.
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.
3. Emergency Counts can be announced at any time without notice and you are required to stand in your assigned area to be counted.

### 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 unit. Tampering with the ID or any sticker attached by your unit staff is forbidden. 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

Inmate uniforms may vary in color dependent on your assigned living area. A red inmate uniform may be issued to you during your assignment to the Reception and Diagnostic Unit, Dorms or the PV program, An orange uniform when assigned to the Close Custody Unit, a white hospital uniform when assigned to the Health Services Center, and a green hospital uniform when assigned to the Special Housing Unit and green work clothes for other housing unit assignments.

These uniforms are recoverable by the applicable housing unit and will be retrieved prior to your assignment to any other living area or facility.

You are required to be in compliance with seasonal inmate uniform directives as issued by your facility warden or chief of security at all times when outside of your living unit. All state issued clothing shall be name tagged. No personal or state issued clothing may be altered.



**Canteen clothing may be marked with your name and/or ID number on the left side chest area for identification using a black marker and using block letters no larger than 1”.** Clothing that is marked in any other manner will be confiscated and you will receive a disciplinary report.

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

- a. In the ball field recreation area or gym when actively engaged in recreation.
- b. In an assigned workshop under the direction and approval of your supervisor.
- c. When outside and actively engaged in work detail under the direction and approval of your supervisor.
- d. You may not be bare-chested at any time except while in the shower or as directed by staff for the purpose such as searches or providing medical care.  
**Sunbathing is prohibited.**

### **3. Clothing Rules**

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

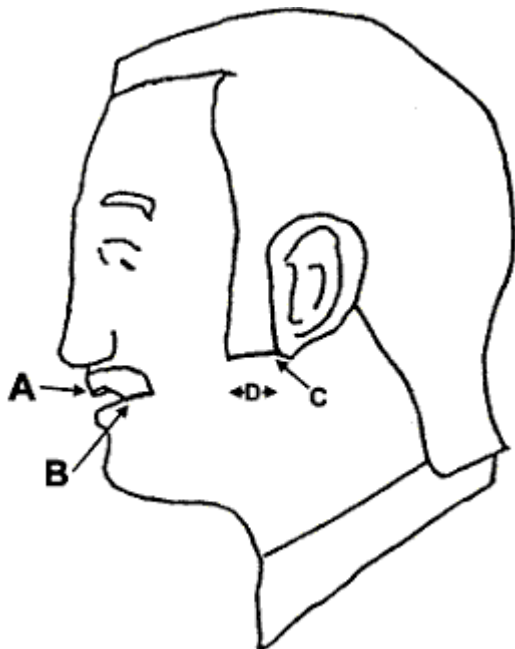
- a. Green shirts will be fully buttoned, with the exception of the top button, at all times.
- b. Both green shirts and T-shirts will be tucked in at all times.
- c. Pants will be worn at the proper position (at the hips), and cuffs are not allowed to be tucked in or rolled tight.
- d. ID's will be displayed on your outermost garment at chest level.
- e. In summer, if additional clothing is needed over your T-shirt, it must be a green shirt.
- f. All clothing must be ordered to fit you properly. Intentionally ordering oversized clothing can result in the clothing being confiscated and disciplinary action.
- g. Clothing may not be worn inside out.
- h. Sunglasses and/or hats are not to be worn inside.
- i. Zippered sweatshirts may be used as an outer garment provided you are wearing a t-shirt and green shirt underneath. Pull-over sweatshirts are to be worn under the green shirt.
- j. Full inmate uniform consists of; green pants, white t-shirt, white underwear and green shirt. At no time will a green shirt be worn without a white t-shirt underneath.

### **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.
- 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 barbers are permitted to cut hair.
- d. Inmates are not required to shave. Inmates who choose not to shave must maintain facial hair length of no more than ¼ inch and are not allowed to groom or sculpt their beards in any way. Sculpting will result in an order to shave cleanly and you may begin the process again. Sculpting may also result in disciplinary action.
- e. Mustaches are allowed, but cannot grow lower than corner of mouth (see diagram).
- f. Sideburns cannot be lower than bottom of earlobe (see diagram).
- g. 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.



*Mustaches must not:*

- A. Hang over lip;
- B. Extend below corner of mouth.

*Sideburns must not:*

- C. Extend below earlobe;
- D. Exceed 1½" inch in width.

## **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 in C3 and Higher classifications must be made every morning by 9:00 a.m. Beds in C2 Housing Units must be made by 0800.

### **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) and Footlocker decorations (where applicable) must be photos of families or friends, scenic views, or personal artwork. They must be placed in designated areas only. Items containing nudity, sexually suggestive material, vulgar sayings, or material encouraging the use of liquor or drugs are not allowed. Inmates in SHU may not put anything on their walls unless authorized in writing by the Unit Supervisor. Be sure to check with your unit for that unit's rules.

### **4. Dirty Laundry**

All dirty laundry will be kept in net 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 Mr. 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.

The responsible staff member will first review all inmate request slips at your unit. A determination will be made as to whether the request can be handled at the unit level or if it will need to be forwarded to a different staff member or department.

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.

#### **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 wants a system free of 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 does not work, 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.

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

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

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 “Shotgun” 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 retain the yellow copy for your records.

### 3. Grievances

After you have completed the previous two required steps in solving your problem, and the problem has not been corrected, 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 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.
- 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 unit bulletin boards 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. The receipt must be in the package. 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.
- 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.

## **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. 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. It is suggested that persons call and verify that the property room is open 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 classification housing unit by both the transferring and receiving housing units.
- 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 the housing unit or reception unit file 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 or non-prison clothing provided by your 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. 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*

See Unit Team for a copy, as rules may vary among units.

### **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 as noted above.

### **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.
- c. Senate Bill 500 (SB500 July 1, 2010) seeks to build upon the use of disciplinary days as a punitive response for misconduct by prisoners by introducing the ability to use the disciplinary days credit to reinforce positive behavior. This does not mean that the awarding of Good Conduct Time in addition to paragraph (b) above. Regardless of any program or course completions, no inmate may be released prior to serving their minimum sentence.

### **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 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 of the day 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, but you must request a movement pass from a staff member before going to sick call.

- a. *Physical Examination:* You will receive a physical examination while in quarantine in R&D. Follow-up exams will be scheduled at regular intervals.
- b. *Sick Call:* If you require non-emergency medical attention, you may request a pass to Health Services Monday through Friday. There is a fee for sick call. Fees for sick call are established by the Commissioner's office and updated as required. Sick call is held at specifically designated times for each unit and you must take a completed cash withdrawal slip (see form on p. 54) with you to Health Services. 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.

**c. 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.

**3. Dental Services**

You will have a dental examination while you are in R&D. 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 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, green uniforms, jackets, and bedding are collected, washed, and returned on specific days depending on your living unit.

Net Bags – place only underwear, socks and towels in net bags. Overfilling net bags causes the clothes not to be dried properly. Net bags containing items other than described may be returned to you unwashed.

Send blankets, sheets, greens, 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 (Concord) is:

P.O. Box 14  
Concord, NH 03302

The correct mailing address for the Northern NH Correctional Facility (Berlin) is:

138 East Milan Road  
Berlin, NH 03570

- 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, if at the NH State Prison (Concord) your written address should look similar to:

Joe Smith # \_\_\_\_\_  
PO Box 14  
Concord, NH 03320

And, if at the Northern NH Correctional Facility (Berlin) your written address should look similar to:

Joe Smith # \_\_\_\_\_  
138 East Milan Road  
Berlin, NH 03570

- 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. 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 come with a receipt in the box. No packages may

be sent 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

their 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 will be placed on the library movement sheet twice a week by sending a request slip to the library. 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. Law library hours are posted in your unit, and are for one (1) to two (2) hours a day on your non-working shift, either two or four days a week. Some units (SHU for example) have their own local law library and departmental policies and procedure directives (PPDs) which are accessible by request slip. See your unit staff for details.

## **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 leave R&D.

Canteen hours are subject to change when necessary for operational needs. All changes in canteen hours will be posted and/or announced.

## **10. Attorney Visits**

If you live in R&D or SHU you or your attorney must request an attorney visit at least 24 hours in advance of the visit. Inmates from any other unit may have an attorney visit without 24 hours advanced notice as long as the Visiting Room is open. 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.



- 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.
- c. Spiritual and personal counseling is also available to you. To get counseling, you must submit a request 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.

## **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 to family members who appear on your approved visitation list.

- 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. Bonuses are given in some jobs that require high levels of production and skill. 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 R&D 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. Bonuses are not allowed.
- g. School is considered a full-time job. You must take two courses per semester to be a full-time student.

## **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 \$1000.00 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).

If you wish to send money out for the approved purposes described above, you should request that the checks be sent directly to the receiving party. To send out a check, the Inmates' Account Office must receive a cash withdrawal slip and a stamped and addressed envelope by the 15<sup>th</sup> of the month. Check requests are processed from the 20<sup>th</sup> through the end of each month. The check will not identify you as an inmate of NH DOC.

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. If you have a passbook account, the Inmate Accounts Office will hold your passbook for safekeeping.

- 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
- 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 on your approved visitation list at any one time. Visitors may be in any combination of family and friends, and 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 twenty (20) 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.
- Official Visitor Registration Form
- 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. A disciplinary report will be issued and you will be charged \$10.00 for each visitor whose name you submit and that is denied for having a criminal record.

**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. Once an Inmate Visitor Request Form is approved, you may not submit another Request Form for thirty (30) days, so you may want to collect all of your visitors' information before submitting an Inmate Visitor Request Form. 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 a locker in the Visiting Room's front lobby. 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. 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) 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 *Guidelines for Visitation* available from the visiting room front door.

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.

You are responsible for notifying visitors (Family, friends and legal) anytime you are moved or transferred to a unit with visiting hours than different they are accustomed to.

**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 him. 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 visiting room OIC at least two (2) weeks before their planned visit. The visiting room OIC will then schedule all the non-contact visit requests based on availability of the non-contact area. 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 for full policy.

**e. Clergy Visits**

Clergy visits vary by unit and do not count against your allotted two (2) visits per week. R&D inmates that have been cleared may have clergy visits on Sunday evening. SHU inmates may have clergy visits 7 days a week with 24-hour advance notice by either the inmate or clergy member. Times these visits are allowed are 0800 to 1000 and 1200 to 1400. All other inmates may have clergy visits at regular visiting times.

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

*Home Crisis Visits:* You may be allowed to make a home crisis visit 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 your CC/CM.

**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: green shirt (all uniform shirts will be buttoned with the exception of the top button), green pants, boots, sneakers or shoes.

- Issued hats and coats are optional (hats will not be worn in the visiting room, but religious head wear is allowed). Sweatshirts of any kind may not be worn to the visiting room.
- Inmates I.D. must be displayed properly on their inmate uniform.
- While in the visiting room the inmate jacket (if worn) will hang on the back of the chair the inmate is sitting on.
- Vulgar language, inappropriate physical contact and loud or boisterous behavior is forbidden.
- Parents 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.
- If there are more than three visitors for the inmate, the visit will be split. The exception is a special visit approved prior to the visit.
- Inmates may not escort visitors to the vending machines.
- 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.
- Only photo chits may be brought to the visiting room.
- Nothing leaves the visiting room with the exception of photos for visitors and inmates; the inmate may bring any unused photo chits back to his unit. Legal work, brought in by the inmate's attorney, may also leave the visiting room. These items are subject to be searched for contraband.
- Greetings and farewells can be done at the assigned table only.
- No inmate will leave the visiting room without undergoing a proper strip search.
- Cleanliness of the visiting room is the responsibility of all inmates. Inmates will clear their tables and floor area when visitor departs. At the end of the visiting period, a randomly picked inmate will be required to gather all the trash bags and bring them to the front of the visiting room for disposal by staff.
- 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. Usually they may be used between the hours of 7:00 a.m. and 10:00 p.m. However these times may vary by unit. Telephones in the R&D Unit may be used during tier time. If you need to call at a later time while in R&D, you may submit a request form or ask a correctional officer. All phones are “outgoing” only. No incoming calls are possible. Calls may only be made within the

United States and to many foreign countries. Calls may only be made “collect,” (as reverse charges) if the party you are calling accepts the charges, via a prepaid system and via a debit program. 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. 56).
- 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. 57).

Both of these forms are available through your unit, and completed forms must be submitted through your unit’s OIC via the unit’s request slip box. 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 Education Department, schedules and access to these two libraries are handled separately. Access to the recreation library is allowed once a week and does not require submitting a request slip. A movement pass is still required, however. Access to the recreation library is on your non-working shift; days and times are posted in your unit. R&D inmates have no recreational library privileges. Inmates in the Special Housing Unit (SHU) and Close Custody Unit (CCU) must fill out a request for books, which will be delivered to them.

**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 restriction. Dates and times may vary by facility.

Check the weekly schedule or programs events calendar posted throughout your unit to learn about new and other special events.

## **5. Canteen**

The canteen sells allowable food items, toiletries, clothing, and basic electronic items. There is a \$50 per week maximum spending limit. You can use the canteen only on the times assigned to you area which should be posted in your unit. Canteen order sheets must be properly and completely filled out, or your order will be rejected. Canteen purchases will be withdrawn immediately from your inmate account. A copy of the complete canteen manual is located in the library. Inmates in SHU have a \$35 per week maximum spending limit.



## **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 four 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. caseworker, unit classification team), the Mental Health Department or the library. (See page 34 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 44 for more details.)

### ***VOCATIONAL TRAINING***

The Career and Technical Education Center provides on-the-job training skills in numerous fields such as automotive, computer education, business education, and culinary arts. (See page 38 for more details.)

### ***RECREATION***

Includes intramural sports, league sports competition, racquetball, volleyball, weight lifting, etc. Also offers areas to pursue your interests in ceramics, leather working, arts and woodworking through the Hobby Craft program. (See page 39 for more details.)

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

Offers offender-specific sexual offender treatment programs at various locations. (See page 40 for more details.)

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

Intervention Services provides intensive, offender-specific drug and alcohol programs. (See page 40 for more details.)

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 himself and provide a way to survive in the future.

Substance use education programs are offered through several different departments in the prison. Pay careful attention to which programs can change your treatment scores and which ones are enrichment programs. If you have questions regarding recommended programs, please contact the Intervention Services Coordinator. Enrichment programs may well help you, but they cannot substitute for programs that the courts or the prison have required you to do.

## **B. EDUCATIONAL PROGRAMS**

The Granite State High School is one of the most active areas of the NH State Prison (Concord). 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.

### **1. Education Intake**

Education intake is usually done while you are in R&D. 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 counselors of 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. Introduction to the Workforce Program**

The Introduction to the Workforce Program (IWP) is a Career and Technical Education Center program designed to prepare offenders interested in various career and technical fields with an overall understanding of the field of technology education. Offenders develop foundational skills needed for the workforce, i.e. understanding technology, processes, communications, etc. Additionally, in coordination with both the Industries and other Career & Technical Education Center programs offenders have the opportunity to further their occupational interests through job and course assignments in a combination of programs.

The IWP / Technology Education program helps the student offender by:

- ◆ providing opportunities to develop skills and awareness in a wide range of technology education theories.
- ◆ offering opportunities to develop an understanding of the controls, processes and technological systems such as energy and power, information and communication, transportation, manufacturing and construction.
- ◆ teaches students to recognize, prepare, and utilize technical information to solve problems related to a variety of technological systems and much more.

### **4. Student Eligibility & Student Responsibilities**

You need to wait until you are out of R&D to enroll in school. If you are housed in SHU, CCU or RTU you can enroll in classes during the quarterly enrollment fair.

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 is approved (by your current job supervisor, by an education counselor, by your unit manager, and by the Classification Department), 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.

## **5. Academic Advising**

- a. *If you are under 21 years of age and eligible for special education services, you need to report to education (in person if possible or by request slip if not) to set up an appointment with your educational case manager to discuss your educational needs, to enroll in classes, and/or to switch jobs. You will be required to meet with your educational case manager each quarter. Whether or not you go to school is your choice. To refuse school you need to tell your educational case manager and 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.

## **6. 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.

## **7. Basic Math Skills**

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

## **8. 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.

## **9. 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.

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

Education offers high-school classes in math, English, social studies, and science each quarter. At the NHSP (Concord) 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 will need your transcripts from your previous schools, however. The education counselors can help you requested these 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.

## **11. College Opportunities**

### *a. New England College*

- New England College (NEC) offers associate and bachelor degrees in Liberal Studies. Please contact the Guidance Supervisor to determine when classes are being held and eligibility requirements. Courses are conducted on the education floor in the evenings. C-3 status is required.
- Course offerings depend upon NEC faculty availability and upon inmate interest and ability to pay for 3-credit courses plus textbook costs. There are some grants available.
- To be accepted for NEC courses you must have evidence of a high-school diploma or G.E.D. on file in the education office. To get further information on the NEC program, send an inmate request slip to NEC Coordinator, Education Department.

### *b. 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.

## **C. VOCATIONAL TRAINING CENTER**

The Career and Technical Education Center serves students within the classification ranges of C-2 through C-5. 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. Auto Body Repair Technologies
3. Auto Mechanics
4. Small Engine Repair
5. Food Service Management
6. Information Processing
7. Technology Education
8. Building Trades

#### **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 gymnasium and the facility's recreational area. Look for sport teams notices in your unit.

##### **2. Hobby Craft**

The hobby craft area is available for inmates who have an interest in woodworking, leather craft, art, and pottery ceramics. For more information please see the hobby craft staff.

##### **3. Weight Training**

Weight 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 Bureau of Programs. Offender specific and require an assessment interview with the sex offender program coordinator. Send a request, through your unit team, 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 unit counselor.

#### **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. 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

#### 1. Summary of Offense Classifications

There are three (3) classifications of offenses: A, B, & C and each are numbered. The following table summarizes the classification of each offense.

<i>OFFENSE CLASSIFICATION A</i>	<i>OFFENSE CLASSIFICATION B</i>	<i>OFFENSE CLASSIFICATION C</i>
1,2, 3, 9, 18, 21, 22, 23,24, 25, 26, 27, 28, 30,30.1, 34, 37, 38, 42, 45,46, 48, 57, 63, 67, 73, 75,76, 77	4, 5, 6, 7, 8, 10, 11, 13, 14,15, 16, 17, 19, 20, 29, 31,32, 33, 37, 39, 40, 41, 43,44, 50, 52, 53, 54, 55, 56,60, 62, 64, 65, 66, 68, 72,73, 74	12, 35, 36, 37, 47, 49, 51,58, 59, 61, 69, 70, 71, 73,78, 79

#### 2. List of Offenses

The following table lists 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 than 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

### **3. 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 44 for the current list of rules). The following is a table of the maximum punishments for various level write-ups:

	<b>A</b>	<b>B</b>	<b>C</b>
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, see your unit counselor (CC/CM) for assistance.

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

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 designated request slip 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

Is used to add or remove visitors to/from your approved visitor list. It is important to remember that these requests may only be submitted once every 30 days. For this reason it is best to collect information from friends and family and submit a single request with their names on it all at once. Similar to the process with Inmate Request Slips, all three (3) of the copies get submitted to your unit and the front door will reply to you directly on the returned form.

<b>INMATE VISITOR REQUEST SLIP</b>			
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 _____ RELATIONSHIP _____ STREET ADDRESS _____ CITY, STATE, ZIP CODE _____ VISITOR'S DOB _____	<b>2</b>	NAME OF VISITOR _____ RELATIONSHIP _____ STREET ADDRESS _____ CITY, STATE, ZIP CODE _____ 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 _____ RELATIONSHIP _____ STREET ADDRESS _____ CITY, STATE, ZIP CODE _____ VISITOR'S DOB _____	<b>4</b>	NAME OF VISITOR _____ RELATIONSHIP _____ STREET ADDRESS _____ CITY, STATE, ZIP CODE _____ 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>	TO: INMATE _____ HOUSING UNIT _____		DATE: _____
FROM: <b>FRONT DOOR</b>			
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)



#### 4. Prison Job Change Request 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 their Unit Manager. After being signed by their UM, the UM forwards the Job Change Request Form to the Classification Officer who makes a recommendation and then forwards to facility security 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.

FPD 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>		Date: _____
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>		Date: _____
Comments: _____		
Signature: _____		
Recommended	Yes / No	

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

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

<b>Section 5 – Classification</b>		Date: _____
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 Classifications after completion

Revised 2/19/2010

*(Not Actual Size)*

## 5. Transitional Work Center Job Change Form

Is used to request a job change within the Transitional Work Center. The inmate's current and proposed job supervisor must sign the slip first, then the TWC Chief of Security. 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.

PPD 7.15 Attachment 2

### Transitional Work Center 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>	Date: _____
Inmate's Name: _____	ID No. _____
Current work assignment: _____	Shift: _____
Requested work assignment: _____	Shift: _____
Reason for request: _____	
Experience in the requested area: _____	
_____	
_____	

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

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

<b>Section 4 – Chief of Security</b>	Date: _____
Assigned: Yes / No	Start Date (if applicable) _____
Signature: _____	

Inmate Notified     Current Work Site Notified     New Work Site Notified

Entered in CORIS by: \_\_\_\_\_ Date: \_\_\_\_\_

Return to Classification: after completion

Revised 12/01/2009



## 7. Cash Withdrawal / Deposit Slip

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...).

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.

## 8. 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.

<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*

## 9. Personal Allowed Number Request Form

Form 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*



## 10. Inmate Phone System Complaint Form

Used to address problems you have with the phone system.

<b>STATE OF NEW HAMPSHIRE</b> <b>INMATE PHONE SYSTEM COMPLAINT FORM</b>		
***(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*

## **11. Footwear Order Form**

Catalogues and / or Forms used to order allowable boots, sneakers, and other footwear items from the approved vendor(s) are available in your unit. See current flyers posted in your unit for a list of these allowed items. Type and style may vary slightly based on availability.

## **12. Other 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
- Other approved catalogs and order forms.

### 13. Work/Training Performance Report

Form used by worksite supervisors to evaluate inmate work performance.

**NEW HAMPSHIRE STATE PRISON  
WORK/TRAINING PERFORMANCE REPORT**

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.

<p><b>ATTENDANCE:</b></p> <p><b>PUNCTUALITY</b></p> <p>(1) Often tardy-work seems secondary (2) Requires occasional counseling (3) Occasionally late (4) Always on time</p> <p><b>DEPENDABILITY</b></p> <p>(1) Poor record requires counseling (2) Frequently absent-but with cause (3) Rarely absent (4) Perfect record since last rating</p> <p><b>NOTIFICATION</b></p> <p>(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</p> <p><b>ATTITUDE:</b></p> <p><b>INTEREST</b></p> <p>(1) Shows little or no interest (2) Passive acceptance (3) Shows interest and enthusiasm (4) Intense enthusiasm</p> <p><b>RESPONSIBILITY</b></p> <p>(1) Unwilling to accept (2) Passive toward new responsibilities (3) Willingly accepts new responsibilities (4) Seeks additional responsibilities</p> <p><b>COOPERATION</b></p> <p>(1) Does not cooperate (2) Cooperates reluctantly (3) Moderately cooperative (4) Promotes cooperation &amp; team effort</p>	<p><b>CAPACITY:</b></p> <p><b>DESIRE TO LEARN</b></p> <p>(1) Slow in learning interest (2) Average desire to learn (3) Above average desire (4) Exceptional desire</p> <p><b>INITIATIVE</b></p> <p>(1) Needs considerable supervision (2) Normal supervision (3) Pushes work through on own (4) Finds extra work to do</p> <p><b>JUDGEMENT</b></p> <p>(1) Poor decision making skills (2) Average judgement (3) Above average reasoning (4) Outstanding logic and problem solving skills</p> <p><b>JOB/SKILL PERFORMANCE:</b></p> <p><b>ACCURACY</b></p> <p>(1) Fairly accurate-below average (2) Makes average number of errors (3) Makes few mistakes (4) Rarely makes mistakes</p> <p><b>QUALITY</b></p> <p>(1) Sacrifices quality for quantity (2) Lacks sense of quality (3) Usually turns out quality work (4) Consistently professional</p> <p><b>ADAPTABILITY</b></p> <p>(1) Refuses work, cannot adapt to work/training requirements (2) Easily frustrated-quits over small problems (3) Stable worker persists &amp; overcomes obstacles &amp; frustrations (4) Excels-displays achievement oriented attitudes</p>
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Upon completion total all scores from each category:

	1 to 12 = F 13 to 20 = D 21 to 30 = C 31 to 40 = B 41 to 48 = A	
Overall Score _____		_____
		(Work/Training Supervisor)

AS 160      White Unit Manager      Canary Inmate      Pink Supervisor

*Not Actual Size*

## 14. Greeting Card Request Form

Form used to request cards from the Chapel.

**GREETING CARD REQUEST FORM**

From: \_\_\_\_\_ Date: \_\_\_\_\_

To: **Chapel**

Please send me:  
Fill in the number of cards desired.  
 Special occasion cards are limited to 3

Number of cards **BIRTHDAY** **AGE**  
 \_\_\_\_\_ Adult Male \_\_\_\_\_  
 \_\_\_\_\_ Adult Female \_\_\_\_\_  
 \_\_\_\_\_ Child Male \_\_\_\_\_  
 \_\_\_\_\_ Child Female \_\_\_\_\_

Number of cards **THINKING OF YOU**  
 \_\_\_\_\_

Number of cards **THANK YOU**  
 \_\_\_\_\_

Number of cards **SYMPATHY**  
 \_\_\_\_\_

Number of cards **GET WELL**  
 \_\_\_\_\_

Number of cards **BLANKS**  
 \_\_\_\_\_

Number of cards **OTHER** please specify type of card. Be specific.  
 \_\_\_\_\_  
 \_\_\_\_\_

**FOLD THIS FORM IN HALF THIS SIDE FACING OUT, AND  
 DROP IN UNIT REQUEST SLIP BOX.**

**BE SURE TO FILL OUT THE REVERSE SIDE SO WE CAN  
 RETURN YOUR ORDER TO YOU.**

All cards are donated to the Chapel and made available free of charge to any inmate who places a request. Our inventory is limited and we may not always be able to supply the specific card requested. **EASE ORDER ONLY WHAT YOU NEED**

Side 1

From: Chapel

To: Name: \_\_\_\_\_  
 Unit: \_\_\_\_\_  
 Pod: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

CHAPEL USE ONLY

Date filled: \_\_\_\_\_

Comments:  
**ENCLOSED**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Side 2

*Not Actual Size; Actual Form is double-sided*

### **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 shirts (green)**
- 3 pants (green)**
- 3 pr. underwear**
- 3 t-shirts**
- 4 pr. socks**
- 4 towels**
- 1 pr. boot/work shoes**
- 1 denim jacket (seasonal)**
- 1 wool hat (seasonal)**
- 2 pair insulated underwear**

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. underwear**
- 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**
- 3 handkerchiefs**

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.

## 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>	Location where 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. 54).
<b>CC/CM.....</b>	Corrections Counselor / Case Manager (Unit counselor assigned to each unit)
<b>CCU.....</b>	NHSP Close Custody Unit; Housing Unit for C4 Inmates.
<b>Chapel.....</b>	Location of religious services and programs.
<b>CHM .....</b>	Calumet House Manchester (Transitional Housing Unit); Housing for C1 inmates.
<b>Classification Board .....</b>	Unit team 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. 53).

<b>GHSS</b> .....	Granite State High School
<b>Grievance Form</b> .....	Form for furthering complaint, if request slip does not resolve the issue.
<b>H-Bldg</b> .....	NHSP Hancock Bldg. / HNK; Housing unit for C3 inmates.
<b>HSC</b> .....	Health Services Center. Medical area of prison that addresses medical and dental needs. 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. 48).
<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>Medium Custody North</b> .....	NHSP MCN unit; Housing for C3 inmates; Often referred to simply as “North.”
<b>Medium Custody South</b> .....	NHSP MCS unit; Housing for C3 inmates; Often referred to simply as “South.”
<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>MSU</b> .....	Minimum Security Unit; Housing for C2 inmates.
<b>NCF</b> .....	Northern NH Correctional Facility; (Berlin, NH)

<b>NEH</b> .....	North End House (Transitional Housing Unit); Housing for C1 inmates.
<b>NHSP</b> .....	New Hampshire State Prison (Concord, NH)
<b>NHSP/W</b> .....	New Hampshire State Prison for Women (Goffstown, NH)
<b>North Yard</b> .....	NHSP area north of the gatehouse containing training shops, gym, hobby craft and support offices.
<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 in R&D.
<b>R&amp;D</b> .....	NHSP Receiving and Diagnostic unit. All inmates are processed through R&D when they arrive at NHSP.
<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>SHU</b> .....	NHSP Special Housing Unit; Housing for C5 inmates.
<b>South Yard</b> .....	NHSP area south of the gatehouse containing living areas, chow halls, canteen, medical area, visiting area and support offices.
<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, such as auto repair, printing and others.
<b>THU</b> .....	Transitional Housing Unit (Half-way House)
<b>TWC</b> .....	Transitional Work Center (Minimum Security Unit)
<b>UM</b> .....	Unit Manager. Every unit has a unit manager who is officially in charge of the unit.



**Unauthorized Property Form**

Form used for shipping out inmate property, per staff orders or inmates' requests (see copy of form on p. 53).

**Weight Room.....**

Area of South Yard with various types of weight equipment.

**Write-up.....**

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 Unit Counselor or check the Prison Policy Directives (PPD's) located in the library for the most up to date information.