



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
OFFICE OF THE COMMISSIONER

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February 20, 2014

Greer Donley
Prison Information Project
c/o Professor Margo Schlanger
910 Legal Research Building
University of Michigan Law School
625 South State Street
Ann Arbor, MI 48109

Re: Prison Information Project Public Records Request

Dear Ms. Donley,

This is in response to your request for public records from the New Hampshire Department of Corrections under the general heading of grievance policies, procedures, and logs. Some of this information that you request can be found on our website. I will address each point of your February 14, 2014 letter.

1) Any current prisoner handbook or manual (including any inmate orientation handbook or manual) system-wide or institution-specific -

The Department of Corrections inmate manuals for males and females can be found on our website. The handbook for male inmates can be found at this link:

<http://www.nh.gov/nhdoc/divisions/publicinformation/documents/manual.pdf>.

The handbook for female inmates can be found at this link:

http://www.nh.gov/nhdoc/divisions/publicinformation/documents/nhspw_manual.pdf.

2) All current prisoner grievance regulations, policies, guidelines, manuals, directives, rules, etc., including general grievance policies/guidelines/etc. and specific grievance policies/guidelines/etc. relating to, for example, health care or sexual assault.

PPD 1.16 is the only policy, procedure, and directive pertaining to the grievance process. You have already retrieved that from our website.

3) Any records, created or updated from 2003 to the present, tallying or reporting:

- The number of grievances filed and resolved each year.
- The categories or subject matter of grievances filed and resolved, and number of grievances in each subject matter category used (for instance, grievances related to food, health care, use of force, etc., and including both ordinary and "sensitive" complaints such as those involving allegations of staff misconduct).
- Grievance outcomes or resolutions each year, by subject matter category and year.
- Statistics or data on length of time to resolve grievances, by subject matter category and year.

The Department of Corrections does maintain internal tracking logs of inmate grievances as far back as 2003. However we do not maintain these logs in the format that you requested. RSA 91-A:4 (VII) states *“(N)othing in this chapter shall be construed to require a public body or agency to compile, cross-reference, or assemble information into a form in which it is not already kept or reported by that body or agency.”*

These logs are also be exempt from release under RSA 91-A:5 (IX) – *“Preliminary drafts, notes, and memoranda and other documents not in their final form and not disclosed, circulated, or available to a quorum or a majority of the members of a public body.”*

I can provide you with the number of grievances we received during the time frame you requested. These are listed as calendar year numbers.

2013-159, 2012-99, 2011-81, 2010-75, 2009-119, 2008-111, 2007-122, 2006-138, 2005-169, 2004-81, and 2003-133.

We do not track these grievances or resolutions by “subject matter category,” and do not keep statistics or data on length of time to resolve grievances. The grievance logs include confidential data relating to specific inmate grievances by name.

5) Any current policy for prisoner mail or correspondence, including regular and legal mail, prisoner receipt of newspapers, magazines, newsletters, and books

You did retrieve one of the three policies that relate to this subject. The other two are also available on our website. The policy, procedure, and directive you retrieved was PPD #5.26. PPD #5.17 is specific to legal mail and that can be obtained from our website at this link: <http://www.nh.gov/nhdoc/documents/5-17.pdf>. PPD 5.24 is specific to the managing of inmate e-mail which can be found on our website at this link: <http://www.nh.gov/nhdoc/documents/5-24.pdf>.

Cordially,

Jeffrey Lyons
Public Information Officer