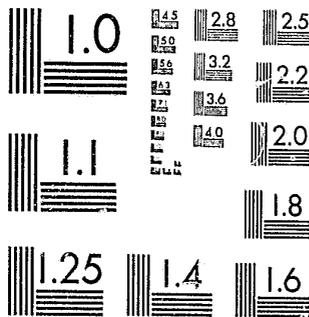


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Washington, D. C. 20531

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2-20-80

**MANUAL**

**FOR THE**

**GUIDANCE OF INMATES**



**1978  
EDITION**

**NEW HAMPSHIRE STATE PRISON  
DORCHESTER, NEW HAMPSHIRE 03301**

**59089**

## DEFINITION OF TERMS

CERTAIN THINGS IN PRISON HAVE NAMES THAT ARE NOT USED IN THE COMMUNITY, FOR THAT REASON IT WILL BE NECESSARY FOR YOU TO LEARN SOME NEW WORDS AND TERMS.

HALL	THE LARGE BUILDING CONTAINING THAT MAIN CELLBLOCK IS REFERRED TO AS THE HALL - MORE SPECIFICALLY, THE MAIN FLOOR IS REFERRED TO AS THE HALL.
TIER	THE LEVELS OF CELLS ARE REFERRED TO AS TIERS - THE NEW HAMPSHIRE STATE PRISON MAIN CELLBLOCK CONTAINS FOUR TIERS OF CELLS.
DIVISION	THE RIGHT OR LEFT SIDE OF A TIER IS REFERRED TO AS A DIVISION - NEW HAMPSHIRE STATE PRISON HAS EIGHT DIVISIONS IN THE MAIN CELLBLOCK.
CONTROL	THE CONTROL ROOM OR COMMUNICATIONS CENTER AT THE NEW HAMPSHIRE STATE PRISON IS FREQUENTLY REFERRED TO SIMPLY AS 'CONTROL' IT IS THE LARGE ROOM WITH THE GLASS FRONT YOU SEE OUTSIDE THE CELLBLOCK AREA.
SALLY-PORT	THE SALLY-PORT IS AN AREA WHICH CONTAINS TWO OR MORE GATES WHICH CAN BE OPENED INDIVIDUALLY AS AN ADDED SECURITY MEASURE. USUALLY WHEN THE TERM SALLY-PORT IS USED THE PERSON USING IT IS REFERRING TO THAT AREA DIRECTLY IN FRONT OF THE CONTROL CENTER.
YARD	IN PRISON, THE TERM YARD REFERS TO THAT OUTSIDE AREA WHICH MAY BE USED FOR EXERCISE AND RECREATION. YOU WILL HEAR THE TERM YARD TIME - YARD TIME MEANS THAT AN INMATE IS AUTHORIZED TO USE THE YARD AND THE FACILITIES THEREFOUND, SUCH AS THE WEIGHT ROOM, SOFTBALL FIELD, AND THE LIBRARY.
ON THE SPOT REPORT	AT THE NEW HAMPSHIRE STATE PRISON, MEMBERS OF THE STAFF MAKE INPUT TO YOUR RECORD IF YOU ARE OBSERVED DOING SOMETHING PARTICULARLY GOOD OR PARTICULARLY BAD, YOU WILL BE GIVEN AN ON THE SPOT REPORT. WHEN AN OFFICER OR MEMBER OF THE STAFF WRITES SUCH A REPORT HE WILL REQUEST YOU TO SIGN IT. IF YOU SIGN THE REPORT YOU ARE NOT INDICATING THAT THE REPORT IS TRUE, SIMPLY THAT YOU KNOW THAT THE REPORT WAS WRITTEN.

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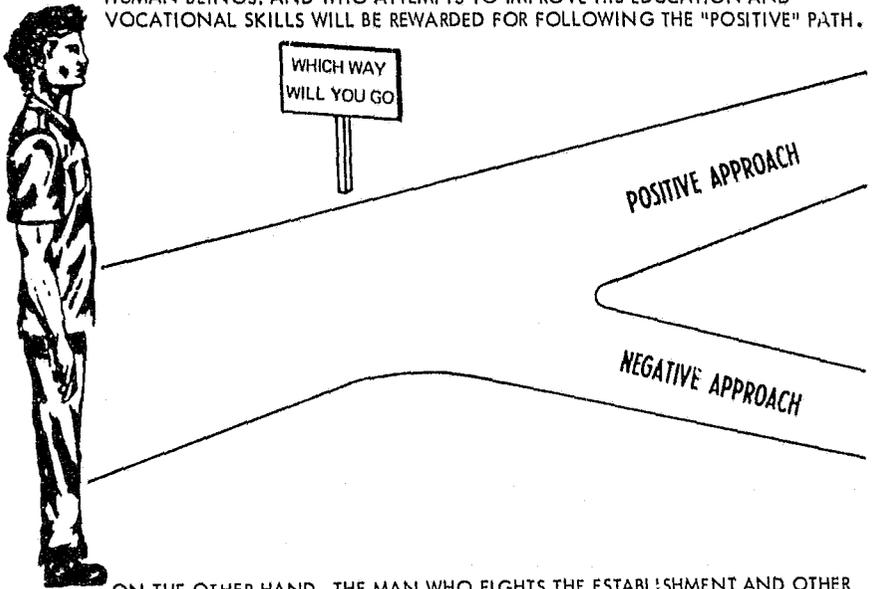
**ACQUISITIONS**

DISCIPLINARY

WHEN AN OFFICER OR MEMBER OF THE STAFF  
OBSERVES YOU OR HAS REASON TO BELIEVE THAT  
YOU VIOLATED AN INSTITUTIONAL RULE HE  
WILL WRITE A DISCIPLINARY REPORT, USUALLY  
REFERRED TO SIMPLY AS A 'DISCIPLINARY.'

## YOUR ATTITUDE, BEHAVIOR, AND WORK PERFORMANCE

A MAN WHO MAINTAINS HIS SELF-RESPECT, HIS DIGNITY AS A MAN; WHO RECOGNIZES, UNDERSTANDS, AND RESPECTS THE RIGHTS OF OTHERS; WHO PRACTICES COMMON SOCIAL COURTESIES IN DEALING WITH HIS FELLOW HUMAN BEINGS; AND WHO ATTEMPTS TO IMPROVE HIS EDUCATION AND VOCATIONAL SKILLS WILL BE REWARDED FOR FOLLOWING THE "POSITIVE" PATH.



ON THE OTHER HAND, THE MAN WHO FIGHTS THE ESTABLISHMENT AND OTHER HUMAN BEINGS, WHOSE MIND IS CLOSED TO ALL WHO WISH TO HELP HIM, AND WHO BECOMES DISRUPTIVE TO A TREATMENT-ORIENTED FACILITY, WILL BE PENALIZED FURTHER FOR FOLLOWING THE "NEGATIVE" PATH.

YOU CAN MAKE YOUR TIME HERE A CONSTRUCTIVE OR DESTRUCTIVE PERIOD OF YOUR LIFE. YOU DO HAVE A CHANCE TO CHOOSE!

## PURPOSE

THIS MANUAL IS DESIGNED TO HELP YOU UNDERSTAND WHAT IS REQUIRED OF YOU DURING YOUR STAY AT THE NEW HAMPSHIRE STATE PRISON AND TO EXPLAIN THE PROGRAMS AND ACTIVITIES AVAILABLE TO YOU DURING YOUR STAY HERE. THE MANUAL CONTAINS INFORMATION THAT IS ESSENTIAL TO YOUR WELL-BEING AND IT SHOULD BE STUDIED CAREFULLY. YOU SHOULD KEEP YOUR MANUAL IN YOUR PERSONAL POSSESSION AND RETURN IT WHEN YOU ARE RELEASED. QUESTIONS ABOUT ANYTHING CONTAINED IN THE MANUAL SHOULD BE REFERRED TO YOUR COUNSELOR OR THE GUARDS ASSIGNED TO YOUR LIVING AREA. YOU ARE ENCOURAGED TO QUESTION THE STAFF RATHER THAN ANOTHER INMATE. MANY TIMES HE WON'T KNOW ANYMORE THAN YOU DO.

IT IS EXPECTED THAT YOU MAINTAIN PROPER CONDUCT AT THE NEW HAMPSHIRE STATE PRISON. APPROPRIATE RECOGNITION AND REWARDS WILL ACCRUE TO THOSE WHO BECOME INVOLVED IN ACADEMIC AND VOCATIONAL TRAINING AND OTHER POSITIVE PROGRAMS WHILE MAINTAINING POSITIVE BEHAVIOR AND ATTITUDE.

WHEREVER MEN HAVE TO LIVE TOGETHER AS MEMBERS OF A COMMUNITY CERTAIN REGULATIONS AND RESTRICTIONS MUST BE ADOPTED AND ACCEPTED BY ALL IN ORDER TO ASSURE THE WELL-BEING OF EVERYONE. THE RULES IN THIS MANUAL ARE APPLICABLE TO EVERYONE CONFINED IN THIS INSTITUTION. THE RULES HAVE BEEN DESIGNED FOR YOUR BENEFIT WHILE YOU ARE A MEMBER OF THE PRISON COMMUNITY. YOUR ADHERENCE TO THE RULES, DISPLAY OF A PROPER ATTITUDE, AND MAINTENANCE OF A GOOD CONDUCT AND WORK RECORD WILL BE IMPORTANT FACTORS WHEN YOUR SENTENCE IS REVIEWED OR YOU ARE CONSIDERED FOR MINIMUM SECURITY PROGRAMS OR RELEASE ON PAROLE. NOT EVERY SITUATION AND APPLICABLE RULE CAN BE OUTLINED SPECIFICALLY BECAUSE NO MANUAL WOULD BE BIG ENOUGH. THEREFORE, COMMON SENSE AND OBEDIENCE OF ORDERS GIVEN BY THE STAFF ARE THE KEYS TO SUCCESS.

INMATES ARE REQUIRED TO OBEY ALL DIRECTIVES AND RULES CONTAINED IN THIS MANUAL. FAILURE TO COMPLY MAY RESULT IN DISCIPLINARY PROCEEDINGS WITH A LOSS OF GOOD TIME OR FURTHER COURT ACTION, WHICH COULD RESULT IN MORE CONFINEMENT TIME.

## CHAPTER I - RULES

ORDERS

RULES OF CONDUCT

PUNISHABLE CONDUCT

PERSONAL HYGIENE/APPEARANCE/GROOMING

NAME TAGS

CLOTHING AND EQUIPMENT

LIVING AREAS

PERSONAL CLOTHING

PERSONAL PROPERTY

ELECTRONICS, MUSICAL INSTRUMENTS, HOBBY CRAFT AND TYPEWRITERS

PERSONAL FUNDS

MAIL

TELEPHONE CALLS

INMATE REQUEST SLIPS

VISITORS

PASS SYSTEM

## ORDERS

OBEDIENCE PROMPTLY AND FULLY ALL ORAL OR WRITTEN ORDERS OR INSTRUCTIONS GIVEN TO YOU BY MEMBERS OF THE PRISON STAFF. AN ORDER IS DEFINED AS ANY WRITTEN OR ORAL INSTRUCTION OR DIRECTION GIVEN TO YOU BY A MEMBER OF THE PRISON STAFF ACTING IN HIS OR HER OFFICIAL CAPACITY. IF YOU BELIEVE AN ORDER IS WRONG OR IMPROPER, APPEAL IT TO HIGHER AUTHORITY. DO NOT ARGUE WITH THE STAFF MEMBER WHO GAVE YOU THE ORDER. IF ORDERS FROM TWO OR MORE SOURCES CONFLICT - OBEY THE LAST ONE ISSUED FIRST. IF, AFTER YOU HAVE OBEYED AN ORDER, YOU FEEL YOU HAVE GOOD REASON TO COMPLAIN SUBMIT AN INMATE REQUEST SLIP TO THE DEPUTY WARDEN OR THE WARDEN.

## RULES OF CONDUCT

THE GENERAL RULE OF CONDUCT AT NEW HAMPSHIRE STATE PRISON IS COMMON SENSE AND REASON. EACH SPECIFIC RULE HAS A SOUND REASON FOR ITS EXISTENCE. INMATES ARE CONFINED TO ENSURE THEIR SAFE CUSTODY UNTIL THEY ARE RELEASED BY PROPER AUTHORITY. DURING THE PERIOD OF CONFINEMENT THE PRISON STAFF WILL ASSIST INMATES IN SELF-IMPROVEMENT AND ADJUSTMENT TO ACCEPTABLE BEHAVIOR.

## PUNISHABLE CONDUCT

WHILE CONFINED AT THE NEW HAMPSHIRE STATE PRISON YOU ARE SUBJECT TO RELEVANT AND APPLICABLE FEDERAL AND STATE LAWS AND INSTITUTIONAL RULES. VIOLATION OF FEDERAL OR STATE LAWS MAY SUBJECT YOU TO PROSECUTION IN A FEDERAL OR STATE COURT. YOU MAY ALSO BE SUBJECT TO DISCIPLINARY ACTION FOR VIOLATION OF THE RULES ESTABLISHED BY THIS INSTITUTION AND CONTAINED IN THIS MANUAL.

YOU WILL HAVE ACCESS TO COPIES OF FEDERAL AND STATE LAWS IN THE LAW LIBRARY. SOME OF THE RULES CONTAINED IN THE FEDERAL AND STATE STATUTES AND THE RULES OF THIS INSTITUTION ARE LISTED BELOW.

TYPICAL OFFENSES, BUT NOT ALL, UNDER THE FEDERAL AND STATE LAWS INCLUDE ASSAULT, THEFT, SODOMY, RAPE, MURDER, ARSON, RIOT, PERJURY, ROBBERY AND EXTORTION.

ANY INMATE WHO ATTEMPTS TO ESCAPE AFTER BEING CHALLENGED TO HALT WILL BE FIRED UPON. APPREHENSION IS SURE, SWIFT AND WILL RESULT IN ADDITIONAL CONFINEMENT AND THE LOSS OF EARNED GOOD CONDUCT TIME AND MERITORIOUS GOOD CONDUCT TIME.

THE KIND OF ACTIONS FOR WHICH YOU MAY BE PUNISHED ARE EXPLAINED BELOW. ACTS WHICH VIOLATE STATE LAWS WILL BE REFERRED TO THE STATE POLICE FOR INVESTIGATION AND POSSIBLE PROSECUTION IN THE COURTS.

CONTRABAND: ANYTHING THAT HAS NOT BEEN SPECIFICALLY PERMITTED BY PROPER AUTHORITY TO BE IN YOUR POSSESSION OR CELL OR LIVING AREA IS CONTRABAND AND, THEREFORE, PROHIBITED. ANY ITEM NOT SPECIFICALLY AUTHORIZED FOUND IN YOUR POSSESSION WHILE OUTSIDE YOUR LIVING AREA WILL BE CONSIDERED CONTRABAND. PAGES 9 THRU 11 LIST THE ITEMS YOU MAY HAVE IN YOUR LIVING AREA. ALL ADDITIONAL ITEMS MUST BE AUTHORIZED IN WRITING AND PROPERLY REGISTERED WITH THE PROPERTY OFFICER.

OUT OF PLACE: IF YOU ARE NOT WHERE YOU ARE SUPPOSED TO BE, YOU ARE OUT OF PLACE. YOUR LOCATION AND MOVEMENTS ARE REGULATED AND CONTROLLED BY YOUR WORK SUPERVISOR, THE GUARD OR PERSON IN CHARGE OF YOUR LIVING AREA AND THE CONTROL CENTER. WHEN YOU HAVE BEEN AUTHORIZED TO GO SOMEPLACE GO DIRECTLY THERE, AND RETURN PROMPTLY IF APPROPRIATE.

TRAFFICKING: PASSING, LENDING, BUYING OR SELLING OR TRADING OF ANY ITEM WITHIN THE INSTITUTION IS PROHIBITED. EXCEPTION TO THIS RULE IS MADE IN THE CASE OF AUTHORIZED USE OF TOOLS ON YOUR JOB OR CLEANING EQUIPMENT IN YOUR LIVING AREA. YOU MAY NOT ACCEPT TIPS, GIFTS OR GRATUITIES EXCEPT WHEN SPECIFICALLY AUTHORIZED BY THE WARDEN. INMATES MAY NOT SELL NOR GIVE ANY ITEM TO ANOTHER INMATE OR TO A PERSON WHO IS A FORMER INMATE EXCEPT WHEN SPECIFICALLY AUTHORIZED IN WRITING BY PROPER AUTHORITY.

STAFF HARASSMENT: APPROACHING OR CALLING AFTER MEMBERS OF THE STAFF DURING SOCIAL EVENTS OR IN THE SHOPS, LIVING AREAS, CONTROL ROOM SALLY PORT OR OUTSIDE AREA FOR THE PURPOSE OF AIRING COMPLAINTS PERTAINING TO JOB, CUSTODY, LIVING AREA OR THE RESULTS OF DISCIPLINARY BOARDS IS PROHIBITED. IF YOU HAVE A PROBLEM SUBMIT AN INMATE REQUEST SLIP STATING YOUR PROBLEM. THIS DOES NOT MEAN THAT YOU MAY NOT SPEAK TO THE WARDEN AND OTHERS WHO MAY COME TO THE SHOPS, DINING ROOM OR LIVING AREAS FOR THE PURPOSE OF INSPECTION OR EVALUATION.

LOCK TAMPERING: TAMPERING WITH LOCKING DEVICES OR OTHER MECHANICAL OR ELECTRICAL EQUIPMENT IS PROHIBITED.

DAMAGING PROPERTY: DEFACING, DAMAGING, OR DESTROYING PROPERTY BELONGING TO THE STATE OF NEW HAMPSHIRE OR TO A PRIVATE INDIVIDUAL IS PROHIBITED. THIS EXTENDS TO THE PAINT AND FURNISHINGS IN YOUR LIVING AREA. THE LOSS OF PROPERTY ISSUED TO YOU THROUGH YOUR OWN CARELESSNESS WILL RESULT IN DISCIPLINARY ACTION.

PUNITIVE ACTS: COMMISSION OF ANY ONE OF THE FOLLOWING SPECIFICALLY PROHIBITED ACTS WILL RESULT IN PUNITIVE ACTION. THESE ACTS HAVE BEEN NUMBERED FOR READY REFERENCE. THE ORDER OF LISTING IS NOT NECESSARILY AN INDICATION OF THE SERIOUSNESS OF THE ACT. A C BEFORE THE NUMBER INDICATES THAT COMMISSION OF THE ACT WILL NORMALLY BE REFERRED TO TRIAL; AN \* INDICATES REFERRAL TO A MAJOR DISCIPLINARY HEARING.

- C 1. KILLING.
- C 2. ASSAULTING ANY PERSON WITH ANYTHING OTHER THAN BAREHANDS OR TOUCHING A STAFF MEMBER IN AN ADVERSARY MANNER.
- C 3. ARSON; SETTING OR ATTEMPTING TO SET A FIRE.
- C 4. ESCAPE; PLANNING OR ATTEMPTING OR POSSESSING IMPLEMENTS OF ESCAPE.
- C/\* 5. RIOTING; OR ENCOURAGING OTHERS (ONE OR MORE) TO RIOT OR TO PARTICIPATE IN ACTIVITIES WHICH HAVE THE POTENTIAL TO ERUPT INTO MASS DISTURBANCE INVOLVING TWO OR MORE PERSONS.
- \* 6. FIGHTING.
- \* 7. TAMPERING WITH OR BLOCKING ANY LOCKING OR SECURITY DEVICE.
- \* 8. ENGAGING IN A GROUP DEMONSTRATION OR ENCOURAGING A GROUP DEMONSTRATION.
- \* 9. REFUSING TO WORK OR ENCOURAGING OTHERS TO REFUSE TO WORK OR PARTICIPATION IN A WORK STOPPAGE OR SLOW DOWN.
- C/\* 10. POSSESSION, MANUFACTURE OR INTRODUCTION INTO THE INSTITUTION OF ANY WEAPON OR ITEM THAT COULD REASONABLY BE USED AS A WEAPON SUCH AS, BUT NOT LIMITED TO, GUN, FIREARMS, KNIFE, SHARPENED INSTRUMENT, EXPLOSIVE, AMMUNITION OR UNAUTHORIZED TOOL.
- C/\* 11. POSSESSION, INTRODUCTION INTO THE INSTITUTION OR USE OF ANY NARCOTICS, NARCOTIC PARAPHERNALIA, DRUGS OR INTOXICANTS NOT PRESCRIBED FOR THE INDIVIDUAL BY THE MEDICAL STAFF AS REFLECTED IN THE INDIVIDUALS MEDICAL RECORD.
- C/\* 12. THREATENING ANOTHER WITH BODILY HARM OR WITH ANY OFFENSE AGAINST HIS PERSON OR PROPERTY.
- \* 13. ENGAGING IN ANY SEXUAL ACT WITH OTHERS.
- C/\* 14. EXTORTION, BLACKMAIL, PROTECTION, DEMANDING OR RECEIVING MONEY OR ANYTHING OF VALUE IN RETURN FOR PROTECTION AGAINST OTHERS OR UNDER THREAT OF INFORMING.

- \* 15. REFUSING TO OBEY AN ORDER OF ANY STAFF MEMBER IMMEDIATELY OR TO FOLLOW ANY WRITTEN RULES OR PROCEDURES OF THE INSTITUTION (PLACEMENT OF A RULE OR PROCEDURE ON AN APPROPRIATE BULLETIN BOARD IS CONSIDERED SUFFICIENT NOTICE TO THE POPULATION).
- \* 16. FAILING TO STAND COUNT OR INTERFERING WITH THE TAKING OF A COUNT.
- \* 17. LYING OR PROVIDING A FALSE STATEMENT TO A STAFF MEMBER.
- C/\* 18. GIVING OR OFFERING ANY OFFICIAL, STAFF MEMBER OR VISITOR A BRIBE OR ANYTHING OF VALUE.
- \* 19. PARTICIPATION IN ANY MEETING OR GATHERING NOT SPECIFICALLY AUTHORIZED BY THE ADMINISTRATION.
- \* 20. DESTROYING, ALTERING OR DAMAGING STATE PROPERTY OR THE PROPERTY OF ANOTHER PERSON.
- \* 21. TAMPERING WITH, ALTERING, OR ILLEGALLY CHANGING THE NATURE OF ANY FOOD OR DRINK OR REMOVING FOOD OR DRINK FROM THE DINING HALL.
- C/\* 22. THEFT.
- 23. LOANING OF PROPERTY OR ANYTHING OF VALUE.
- 24. POSSESSION OF ANYTHING NOT ISSUED BY APPROPRIATE AUTHORITY AND AUTHORIZED IN WRITING FOR RETENTION EXCEPT FOR THOSE ITEMS THAT ARE ROUTINELY RECORDED IN INSTITUTIONAL RECORDS SUCH AS BEDDING AND CLOTHING. INMATES ARE RESPONSIBLE FOR PRODUCING WRITTEN AUTHORIZATION SIGNED BY APPROPRIATE AUTHORITY UPON DEMAND. FAILURE TO DO SO IS A VIOLATION OF THIS RULE AND MAY RESULT IN CONFISCATION OF THE PROPERTY CONCERNED.
- 25. POSSESSING PROPERTY BELONGING TO ANOTHER OR STATE PROPERTY IN AMOUNTS IN EXCESS OF AUTHORIZED ALLOWANCES.
- 26. POSSESSING UNAUTHORIZED OR WRONGFULLY ALTERED CLOTHING.
- 27. POSSESSING MONEY OR CURRENCY EXCEPT AS AUTHORIZED FOR TELEPHONE CALLS.
- 28. GIVING OR ATTEMPTING TO GIVE ANYTHING OF VALUE TO ANOTHER INMATE, HIS FAMILY OR FRIENDS OR ACCEPTING ANYTHING OF VALUE FROM ANOTHER INMATE, MEMBERS OF HIS FAMILY OR FRIENDS WITHOUT THE SPECIFIC APPROVAL OF THE WARDEN OR HIS REPRESENTATIVE. THE AFOREMENTIONED ALSO APPLIES TO EXCHANGES BETWEEN INMATE FAMILIES AND FRIENDS WHEN THE ULTIMATE BENEFICIARY IS INTENDED TO BE AN INMATE OF THE NEW HAMPSHIRE STATE PRISON.
- 29. MAKING SEXUAL PROPOSALS OR THREATS TO ANOTHER.

30. UNEXCUSED ABSENCES FROM WORK OR PLACE OF ASSIGNMENT (EXAMPLE: ABSENCE FROM CLASS OR MEDICAL APPOINTMENT), MALINGERING, FEIGNING AN ILLNESS.
31. USING ABUSIVE OR OBSCENE LANGUAGE, INSOLENCE TOWARD A STAFF MEMBER.
32. COUNTERFEITING, FORGING OR UNAUTHORIZED REPRODUCTION OF ANY DOCUMENT, ARTICLE OF IDENTIFICATION OR EXCHANGE, OFFICIAL PAPER.
33. BEING IN AN UNAUTHORIZED AREA.
34. FAILURE TO FOLLOW SAFETY OR SANITATION REGULATIONS, INCLUDING THOSE RELATING TO INMATES LIVING SPACES AND TO THEIR PERSONS.
35. USE OF ANY EQUIPMENT OR MACHINERY WHICH IS NOT SPECIFICALLY AUTHORIZED; FAILURE TO PERFORM WORK AS INSTRUCTED BY SUPERVISOR; USE OF ANY EQUIPMENT OR MACHINERY CONTRARY TO INSTRUCTIONS OR POSTED REGULATIONS SUCH AS THOSE REGARDING SAFETY HAZARDS.
36. MAKING INTOXICANTS OR BEING INTOXICATED. (ANY INDICATION OF THE CONSUMPTION OF ALCOHOL OR DRUGS IS SUFFICIENT TO MEET THE REQUIREMENTS OF THIS OFFENSE).
37. SMOKING WHERE PROHIBITED.
38. GAMBLING, PREPARING OR CONDUCTING A GAMBLING POOL OR POSSESSION OF GAMBLING PARAPHERNALIA.
39. TATTOOING OR SELF-MUTILATION.
40. UNAUTHORIZED USE OF MAIL OR TELEPHONE.
41. LOSS OF STATE PROPERTY, INCLUDING IDENTIFICATION CARD.
42. CORRESPONDENCE OR CONDUCT WITH A VISITOR IN VIOLATION OF REGULATIONS.
43. WEARING A DISGUISE OR MASK OR USE OF AN UNAUTHORIZED PREFABRICATED FIGURE OR PART THEREOF.
44. FAILURE TO COMPLY WITH SPECIAL REQUIREMENTS POSTED ON THE INMATE BULLETIN BOARD WHICH IS LOCATED IN EACH DOMICILE AREA.
45. CONDUCT WHICH DISRUPTS OR INTERFERES WITH THE SECURITY OR ORDERLY OPERATION OF THE INSTITUTION.
46. ATTEMPTING TO COMMIT ANY OF THE ABOVE OFFENSES, AIDING ANOTHER PERSON TO COMMIT ANY OF THE ABOVE OFFENSES, OR MAKING PLANS TO COMMIT ANY OF THE ABOVE OFFENSES SHALL BE CONSIDERED THE SAME AS THE COMMISSION OF THE OFFENSE ITSELF.

## PERSONAL HYGIENE AND APPEARANCE

YOU ARE REQUIRED TO MAINTAIN A CLEAN AND PRESENTABLE APPEARANCE AT ALL TIMES.

YOU ARE REQUIRED TO SHAVE DAILY UNLESS EXCUSED BY THE MEDICAL DOCTOR. IF YOU HAVE RECEIVED A MEDICAL EXCUSE FROM SHAVING YOU MUST KEEP THE LENGTH OF YOUR BEARD TRIMMED TO 1/8 INCH AT ALL TIMES. YOUR MEDICAL EXCUSE MUST BE KEPT ON YOUR PERSON AT ALL TIMES YOU ARE OUTSIDE YOUR LIVING AREA. MEDICAL EXCUSES FROM SHAVING SHOULD BE REPORTED TO YOUR WORK SUPERVISOR, AND THE PERSON IN CHARGE OF YOUR LIVING AREA IMMEDIATELY.

HAIRCUTS, MUSTACHES AND SIDEBURNS ARE A PERSONAL MATTER, BUT ARE EXPECTED TO CONFORM TO GOOD TASTE AND SAFETY REQUIREMENTS. HAIR LONG ENOUGH TO CREATE A SAFETY OR HEALTH HAZARD, IN THE OPINION OF THE WORK SUPERVISOR, WILL REQUIRE THE WEARING OF A HAIRNET OR TRANSFER TO ANOTHER JOB OR WORK AREA.

CLOTHING PRESCRIBED FOR THE WORK OR ACTIVITY ENGAGED IN WILL BE WORN PROPERLY. YOU ARE EXPECTED TO MAINTAIN YOUR CLOTHING IN A CLEAN, PRESENTABLE MANNER. EXCESSIVELY WORN OR TORN CLOTHING IS NOT AUTHORIZED. CLOTHING PATCHED WITH MATERIAL OF CONTRASTING COLOR IS PROHIBITED.

### I.D. BADGES

ALL INMATES WILL BE ISSUED A PICTURE IDENTIFICATION BADGE. IDENTIFICATION BADGES ARE CONSIDERED A REQUIRED PART OF INMATE CLOTHING AND MUST BE WORN ON THE OUTSIDE GARMENT AT ALL TIMES EXCEPT WHEN IN BED, WHEN SHOWERING OR GOING TO AND FROM THE SHOWER POINT, WHEN ENGAGED IN HEAVY CONTACT TYPE RECREATIONAL ACTIVITIES, WHEN WEARING AUTHORIZED ATHLETIC UNIFORMS OR WHEN A PATIENT IN THE HOSPITAL. THE IDENTIFICATION BADGE WILL NORMALLY BE WORN ON THE LEFT BREAST POCKET. WHEN TEE SHIRTS, SWEAT SHIRTS AND OTHER GARMENTS WITHOUT POCKETS ARE WORN THE BADGE WILL BE WORN CLIPPED TO THE GARMENT IN THE NORMAL LOCATION OF THE POCKET. WHEN NO SHIRT IS WORN THE BADGE WILL BE CLIPPED ON THE TROUSER WAISTBAND HALFWAY BETWEEN THE FLY AND THE LEFT HIP. FIGURES 1, 2 AND 3 ILLUSTRATE THE PROPER WEARING OF THE BADGE. IDENTIFICATION BADGES WILL NOT BE SWITCHED, DEFACED, ALTERED OR TAMPERED WITH IN ANY MANNER. IF YOUR IDENTIFICATION BADGE IS LOST OR DAMAGED, REPORT IT TO THE WORK SUPERVISOR, THE PERSON IN CHARGE OF YOUR LIVING AREA OR THE CONTROL CENTER AS SOON AS YOU BECOME AWARE THAT THE BADGE IS LOST OR DAMAGED.

UNTIL YOU ARE ISSUED A PERMANENT BADGE, OR DURING THE TIME YOUR BADGE IS LOST OR BEING REPAIRED, A TEMPORARY BADGE WILL BE ISSUED AND WILL BE WORN IN THE SAME MANNER AS A PERMANENT IDENTIFICATION BADGE. IF YOU LOSE OR DAMAGE YOUR IDENTIFICATION BADGE THROUGH YOUR OWN FAULT OR CARELESSNESS, YOU WILL BE REQUIRED TO PAY FOR ITS REPLACEMENT.



FIGURE 1



FIGURE 2

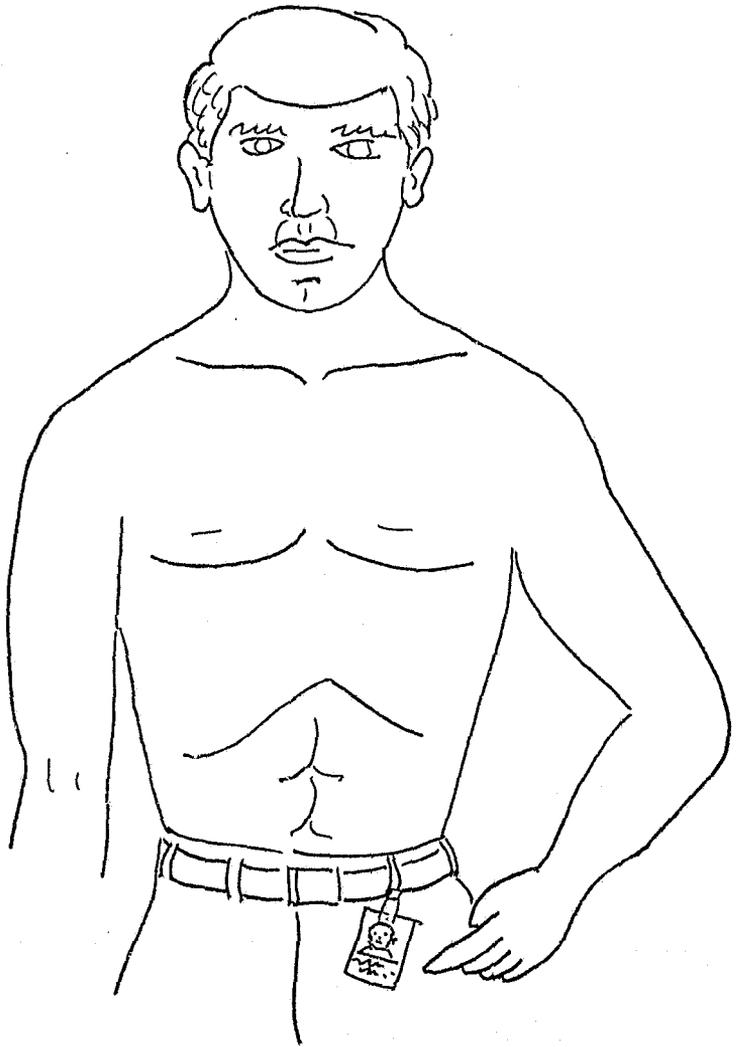


FIGURE 3

## CLOTHING AND EQUIPMENT

WHILE IN QUARANTINE YOU ARE ISSUED A COMPLETE INITIAL ISSUE OF CLOTHING AND EQUIPMENT. YOU ARE RESPONSIBLE FOR THE CARE OF ALL ITEMS ISSUED TO YOU. DO NOT ALTER, TRADE, DAMAGE OR DISPOSE OF THE THINGS ISSUED TO YOU IN ANY WAY FOR ANY REASON. WHEN AN ITEM BECOMES WORN OR DAMAGED, REPORT IT TO THE PERSON IN CHARGE OF YOUR LIVING AREA, AND TURN IT IN OR EXCHANGE IT WHEN TOLD TO DO SO. EMERGENCY EXCHANGES ARE BASED ON NEED AND WILL BE HELD TO MINIMUM.

WHEN YOU MOVE FROM ONE LIVING AREA TO ANOTHER YOU WILL USUALLY TAKE PERSONAL CLOTHING AND EQUIPMENT WITH YOU. PERMANENT FIXTURES AND EQUIPMENT WILL NOT BE MOVED. YOU WILL BE REQUIRED TO PAY FOR ITEMS DAMAGED OR LOST THROUGH YOUR NEGLIGENCE.

THE NEW HAMPSHIRE STATE PRISON SUPPLY AND/OR LAUNDRY ROOM IS THE ONLY PLACE FOR THE EXCHANGE OR SALVAGE OF POORLY FITTING OR WORN CLOTHING OR FOOTWEAR. WINTER CLOTHING WILL BE TURNED IN TO THE SUPPLY ROOM ON THE DATE ANNOUNCED AND ISSUED WHEN NECESSARY. ARRANGEMENTS MAY BE MADE TO STORE INDIVIDUALLY OWNED COLD WEATHER CLOTHING. IF JACKETS AND/OR GLOVES ARE REQUIRED FOR WORK DURING THE SUMMER MONTHS, THEY WILL BE KEPT ON THE JOB SITE. SHOES IN NEED OF REPAIR SHOULD BE TURNED IN AS INSTRUCTED BY THE PERSON IN CHARGE OF YOUR LIVING AREA.

## LIVING AREAS

NORMALLY MEDIUM CUSTODY INMATES WILL LIVE IN THE MAIN CELL BLOCK. MAXIMUM CUSTODY AND INMATES IN SPECIAL CATEGORIES, SUCH AS PUNITIVE SEGREGATION, CLOSE WATCH, ADMINISTRATIVE SEGREGATION, ETC., ARE HOUSED IN THE ANNEX. MINIMUM CUSTODY INMATES LIVE OUTSIDE THE PRISON WALLS AT THE MINIMUM SECURITY UNIT OR THE COMMUNITY RELEASE CENTER, SHEA FARM.

KEEP YOUR CELL OR LIVING AREA NEAT AND CLEAN AT ALL TIMES. THE HANGING OF ANYTHING, WHICH BLOCKS THE VIEW OF THE CELL INTERIOR FROM THE TIER WALKWAY, IS PROHIBITED. DO NOT SWEEP OR THROW ANYTHING FROM THE TIERS. PLACE ALL TRASH AND REFUSE IN THE PROPER CONTAINERS. THE STATE FIRE MARSHAL HAS EXPRESSED GRAVE CONCERN ABOUT THE HEAVY LOAD OF FLAMMABLE MATERIAL IN THE CELLS. FOR YOUR OWN SAFETY IT IS REQUIRED THAT YOU DO NOT ACCUMULATE PAPERS AND TRASH IN YOUR CELL. SUCH MATERIALS WILL BE CARRIED OUT DAILY.

YOUR CELL OR LIVING AREA IS SUBJECT TO SEARCH AT ANY TIME BY ANY GUARD IN THE PERFORMANCE OF HIS DUTY. AUTHORIZED PROPERTY MAY BE SEARCHED FOR CONCEALED CONTRABAND. ALL ITEMS OF A SUSPICIOUS NATURE, OR FOR WHICH A PROOF OF PURCHASE OR AN AUTHORIZATION FOR RETENTION CANNOT BE PRODUCED, MAY BE CONFISCATED FOR EVALUATION OR USE AS EVIDENCE IF APPROPRIATE. YOU NEED NOT BE PRESENT FOR YOUR CELL OR AREA TO BE SEARCHED. YOU ARE RESPONSIBLE FOR ALL ITEMS FOUND WITHIN YOUR CELL OR PERSONAL AREA.

## PERSONAL CLOTHING

PERSONAL CIVILIAN CLOTHING IS AUTHORIZED WITH THE FOLLOWING CONDITIONS AND RESTRICTIONS:

1. PERSONAL CLOTHING ITEMS MAY NOT BE BARTERED, TRADED, LOANED OR GIVEN TO ANY OTHER INMATE EXCEPT ON RELEASE FROM THE PRISON AND THEN ONLY WITH PERMISSION OF THE WARDEN.
2. ALL NEW PERSONAL CLOTHING WILL BE MARKED WITH THE INMATE'S NAME PRIOR TO DELIVERY TO HIM.
3. ALL CIVILIAN CLOTHING MUST BE OF A SINGLE COLOR (TRIM PIPING ON SHIRTS, WARM UP SUITS, ETC., IS ACCEPTABLE).
4. ALL CIVILIAN CLOTHING MUST BE CLEAN AND MAINTAINED IN A GOOD STATE OF REPAIR.
5. EXCESSIVELY WORN OR FRAYED CLOTHING OR CLOTHING PATCHED, TRIMMED OR DECORATED WITH MATERIAL OF CONTRASTING COLOR WILL NOT BE ALLOWED.
6. EMBROIDERY ON CLOTHING IS NOT AUTHORIZED.

THE FOLLOWING ITEMS OF PERSONAL CLOTHING IN THE QUANTITIES LISTED ARE AUTHORIZED:

- 1 DUNGAREE COAT (LINED OR UNLINED)
- 2 DUNGAREE TROUSERS
- 2 DUNGAREE SHIRTS
- 2 GYM SHORTS (CUT OFF PRISON ISSUE TROUSERS ARE NOT AUTHORIZED)
- 3 SWEAT SHIRTS OR WARM UP TOPS
- 3 SWEAT PANTS OR WARM UP TROUSERS
- 2 PAIRS SNEAKERS
- 1 PAIR DRESS SHOES (NO PLATFORM HEELS OR SOLES)
- 1 PAIR BOOTS (NO PLATFORMS - NOT HIGHER THAN SIX (6) INCHES MEASURED FROM THE BASE OF THE HEAL, LACED, RUBBER OR CREPE SOLE AND HEEL, NO STEEL TOES)
- 1 PAIR SLIPPERS OR RUBBER SHOWER SANDALS
- 1 PAIR OF DRESS TROUSERS

1 DRESS SHIRT

2 SWEATERS (PULLOVER OR CARDIGAN STYLE, ONE COLOR ONLY)

2 HATS OR CAPS (ONE COLOR ONLY, ADVERTISING LOGO IS AUTHORIZED)

2 PAIR GLOVES OR MITTS

REASONABLE QUANTITIES, NOT TO EXCEED TEN (10) OF HANDKERCHIEFS, SOCKS, UNDERWEAR AND ATHLETIC ACCESSORIES SUCH AS JOCKS, WRIST BANDS, HEAD BANDS, ETC.,. NON-ALLERGENIC BLANKETS MAY BE AUTHORIZED WHEN APPROVED BY THE MEDICAL DOCTOR AND THE WARDEN.

ALL OTHER ITEMS OF PERSONAL CLOTHING MUST BE SPECIFICALLY APPROVED IN WRITING BY THE WARDEN, DEPUTY WARDEN OR DIRECTOR OF CUSTODY.

IN ADDITION TO THE PERSONAL CLOTHING LISTED ABOVE YOU MAY HAVE THE FOLLOWING ARTICLES IN YOUR CELL OR LIVING AREA. UNLESS SHOWN, THE QUANTITIES ARE UNLIMITED BUT ARE EXPECTED TO BE HELD TO AMOUNTS WHICH CAN REASONABLY BE USED BY THE INDIVIDUAL INMATE.

RAZOR BLADES

1 SHOE BRUSH

PLAYING CARDS

1 HAIR BRUSH

DEODERANT

HAIR CONDITIONER

SHAVING CREAM

AFTER SHAVE LOTION

SOAP

TOOTHPASTE/POWDER

POSTAGE STAMPS

1 ASH TRAY

1 WEDDING BAND (ONLY IF MARRIED)

WRITING MATERIALS

1 FINGERNAIL CLIPPER

1 COMB

1 DENTURE BRUSH

1 DENTURE CUP

DENTURE CREAM

DENTURE POWDER

DERMASSAGE OR OTHER SKIN LOTION

SHAMPOO (BRANDS AVAILABLE IN CANTEEN ONLY)

2 TOOTHBRUSHES

2 WASH CLOTHS

4 TOWELS

2 PAIRS OF EYEGLASSES

1 PAIR SUNGLASSES

FOOD ITEMS AND MODELS PURCHASED AT THE PRISON CANTEEN

PHOTOGRAPHS OR PICTURES

PERSONAL LETTERS

APPROVED HOBBY CRAFT TOOLS AND MATERIAL

1 COMPLETE ISSUE OF PRISON CLOTHING AND EQUIPMENT

AUTHORIZED AND REGISTERED RADIO, TAPE PLAYER, TELEVISION  
AND/OR CLOCK RADIO

READING MATERIAL

LEGAL PAPERS

AUTHORIZED PERSONAL CLOTHING

1 RUG, NOT LARGER THAN 3' BY 6'

AUTHORIZED AND REGISTERED MUSICAL INSTRUMENTS

OTHER MATERIAL OR ITEMS WHICH MAY BE APPROVED BY THE WARDEN  
CIGARS - LIMIT 55 / CIGARETTES - THREE CARTONS

THE FOLLOWING ITEMS ARE AUTHORIZED TO BE IN YOUR POSSESSION  
(CARRIED ON YOUR PERSON) WHILE OUTSIDE YOUR LIVING AREA.

1 WEDDING BAND (IF MARRIED)

1 POCKET COMB

- 1 PAIR OF GLASSES (CASE OPTIONAL)
  - 1 HANDKERCHIEF
  - 1 PACKAGE OF CIGARETTES (AN ADDITIONAL OPENED PACK IS ALSO AUTHORIZED)
  - 2 CIGARS
  - 2 PIPES WITH SMOKING TOBACCO
  - 1 WATCH
  - 1 NAIL CLIPPER
  - 1 RELIGIOUS MEDAL, ROSARY OR OTHER RELIGIOUS ARTICLE
  - 1 SMALL NOTE PAD
  - 1 PEN OR PENCIL
  - 2 BOOKS OF MATCHES OR 1 CIGARETTE LIGHTER
- REASONABLE QUANTITY OF CANDY, POTATO CHIPS OR OTHER SUCH SNACK ITEMS FROM THE CANTEEN

#### PERSONAL PROPERTY

YOU MAY PLACE IN SAFEKEEPING ANY OFFICIAL PAPERS OR ITEMS OF SENTIMENTAL VALUE WHICH ARE NOT AUTHORIZED FOR RETENTION IN YOUR PERSONAL POSSESSION. PERSONAL PROPERTY HELD IN SAFEKEEPING WILL BE KEPT TO A MINIMUM AND NORMALLY WILL NOT EXCEED THE CAPACITY OF A TWELVE (12) BY SIX (6) INCH ENVELOPE. PERSONAL PROPERTY NOT AUTHORIZED TO BE HELD IN SAFEKEEPING WILL BE DISPOSED OF, AS YOU MAY ELECT, AS FOLLOWS:

1. SHIPPED TO A PERSON DESIGNATED BY YOU; THE COST WILL BE PREPAID FROM YOUR FUNDS. SUCH PROPERTY WILL BE ASSEMBLED, IDENTIFIED AND CAREFULLY PACKED PRIOR TO SHIPMENT.
2. PICKED UP WITHIN A SPECIFIED TIME (NORMALLY NOT MORE THAN TEN (10) DAYS) BY A PERSON DESIGNATED BY YOU.
3. DONATIONS TO AN INDIVIDUAL, NOT AN INMATE OR FORMER INMATE, OR TO A CHARITABLE ORGANIZATION.
4. ALLOW THE PROPERTY TO BE DESTROYED AS DESIGNATED BY THE WARDEN.

UPON APPLICATION TO THE DIRECTOR OF CUSTODY YOU MAY BE ALLOWED TO PLACE ONE SET OF CLEAN DRESS CLOTHING IN STORAGE FOR USE IN COURT APPEARANCES. SUCH CLOTHING, WHEN APPROVED, WILL BE ON HANGERS AND ENCLOSED IN A PLASTIC BAG. COURT APPEARANCE CLOTHING WILL NOT BE ACCEPTED IN ANY OTHER WAY.

PERSONAL PROPERTY NORMALLY AUTHORIZED FOR PERSONAL POSSESSION BY INMATES IN THE GENERAL POPULATION MAY BE STORED FOR THOSE IN MAXIMUM CUSTODY OR SERVING TERMS OF ADMINISTRATIVE OR PUNITIVE SEGREGATION.

PERSONAL COLD WEATHER CLOTHING MAY BE STORED THROUGH THE SUMMER MONTHS ON A INDIVIDUAL BASIS. IF YOU HAVE SUCH CLOTHING TO STORE, SUBMIT YOUR REQUEST TO THE DIRECTOR OF CUSTODY.

### ELECTRONICS, MUSICAL INSTRUMENTS, HOBBY CRAFT AND TYPEWRITERS

AUTHORIZED ELECTRONIC EQUIPMENT INCLUDES THE FOLLOWING:

1. THIRTEEN (13) INCH COLOR OR BLACK AND WHITE TELEVISION.
2. TAPE PLAYERS
3. PORTABLE OR TABLE MODEL DOMESTIC BAND AM/FM RADIOS - NO MULTI-BAND, OVERSEAS OR SHORT WAVE UNITS ARE AUTHORIZED.
4. COMBINATION RADIO, TAPEPLAYERS OR CLOCK RADIOS.
5. STEREO PLAYERS (TABLE MODEL ONLY)

RECORDING DEVICES OR PHONOGRAPHS ARE NOT ALLOWED. CONSOLE RADIOS, TELEVISIONS OR TAPE PLAYERS ARE NOT AUTHORIZED. SPEAKERS OVER EIGHT (8) INCHES IN DIAMETER ARE NOT ALLOWED. EAR PHONES ARE STRONGLY RECOMMENDED. ELECTRONIC EQUIPMENT MAY BE MAILED INTO THE PRISON, PICKED UP BY THE MESSENGER OR BROUGHT IN BY A VISITOR. REGARDLESS OF THE METHOD OF DELIVERY, EACH PIECE OF SUCH EQUIPMENT MUST BE APPROVED IN ADVANCE AND MUST BE REGISTERED AND MARKED BY THE PROPERTY OFFICER PRIOR TO DELIVERY TO THE INMATE. ALL CASES WILL BE OPENED AND CHECKED FOR CONTRABAND.

MUSICAL INSTRUMENTS MAY BE AUTHORIZED ON AN INDIVIDUAL BASIS. NORMALLY BRASS INSTRUMENTS, DRUMS, OR ELECTRONICALLY AMPLIFIED INSTRUMENTS WILL NOT BE ALLOWED. BEFORE YOU ORDER A MUSICAL INSTRUMENT TO BE DELIVERED TO THE PRISON, DISCUSS IT WITH THE MUSIC TEACHER AND/OR THE RECREATIONAL THERAPIST. ALL MUSICAL INSTRUMENTS MUST BE APPROVED IN ADVANCE AND MUST BE REGISTERED AND MARKED BY THE PROPERTY OFFICER PRIOR TO DELIVERY TO YOU.

HOBBY CRAFT TOOLS AND MATERIALS MUST BE APPROVED BY THE RECREATIONAL THERAPIST SUBJECT TO GUIDELINES ESTABLISHED BY THE DIRECTOR OF CUSTODY. NORMALLY POWER TOOLS WILL NOT BE AUTHORIZED FOR USE IN YOUR CELL. VOLATILE, TOXIC OR CORROSIVE SOLVENTS, DYES, VARNISHES, PAINTS OR CLEANERS WILL NOT BE ALLOWED FOR USE IN YOUR CELL EXCEPT IN CLOSELY CONTROLLED CIRCUMSTANCES.

MODELS, GLUES, AND PAINTS PURCHASED AT THE PRISON CANTEEN MAY BE USED BY ANY INMATE IN HIS CELL WITHOUT PRIOR APPROVAL. MODEL ASSEMBLY DOES NOT REQUIRE THAT YOU BE ON THE APPROVED HOBBY CRAFT LIST.

EACH INMATE MAY HAVE ONE PORTABLE TYPEWRITER. BECAUSE OF THE LIMITED NATURE OF THE ELECTRICAL CIRCUITS IN THE CELL BLOCK, TYPEWRITERS MUST BE MANUAL ONLY. TYPEWRITERS MUST BE APPROVED IN ADVANCE AND MUST BE REGISTERED AND MARKED BY THE PROPERTY OFFICER PRIOR TO DELIVERY TO YOU.

### PERSONAL FUNDS

AT THE TIME OF YOUR ADMISSION YOU WERE REQUIRED TO DEPOSIT ALL MONEY AND SECURITIES IN YOUR POSSESSION IN THE INMATE'S FUND. THESE FUNDS ARE KEPT ON DEPOSIT IN A LOCAL BANK. CHECKS USED TO MAKE PAYMENTS FROM YOUR FUNDS DO NOT IDENTIFY YOU AS AN INMATE. MONEY YOU EARN WHILE IN CONFINEMENT IS CREDITED TO YOUR PERSONAL ACCOUNT. INMATES, EXCEPT THOSE IN THE MINIMUM SECURITY UNIT, THE COMMUNITY CORRECTION CENTERS, OR ON A HOME VISIT MAY NOT HAVE FUNDS IN THEIR POSSESSION. MINIMUM SECURITY UNIT INMATES MAY HAVE A MAXIMUM OF \$3.00 TELEPHONE CHANGE IN THEIR POSSESSION. INMATES AT THE COMMUNITY CORRECTION CENTERS MAY CARRY MONEY IN ACCORDANCE WITH THE PROCEDURES ESTABLISHED BY THE DIRECTOR OF COMMUNITY CORRECTION CENTERS.

YOU WILL RECEIVE A RECEIPT EACH TIME MONEY IS DEPOSITED TO YOUR ACCOUNT. FUNDS MAY BE SENT TO YOU BY ANYONE ON YOUR AUTHORIZED VISITOR LIST. WHENEVER POSSIBLE FUNDS SHOULD BE TRANSMITTED BY CERTIFIED CHECK OR POSTAL MONEY ORDER. PERSONAL CHECKS WILL NOT BE CREDITED TO YOUR ACCOUNT UNTIL THEY HAVE CLEARED THE BANK. THIS MAY CAUSE AS MUCH AS A SIX WEEK DELAY IN MAKING THE MONEY AVAILABLE TO YOU. ENCOURAGE THOSE WHO SEND MONEY TO YOU TO USE MONEY ORDERS.

TO DRAW MONEY FROM YOUR ACCOUNT FOR ANY OF THE PURPOSES BELOW, YOU MUST COMPLETE AN INMATE'S FUND CASH WITHDRAWAL OR DEPOSIT SLIP. THESE FORMS MAY BE OBTAINED FROM THE PERSON IN CHARGE OF YOUR LIVING AREA.

FUNDS IN YOUR ACCOUNT MAY BE TRANSFERRED TO A SAVINGS ACCOUNT IN ANY BANK OR SAVINGS AND LOAN ASSOCIATION THAT HAS BEEN APPROVED BY THE FEDERAL DEPOSITORS INSURANCE CORPORATION. IF YOU HAVE NOT PREVIOUSLY ESTABLISHED A PERSONAL ACCOUNT, YOU WILL BE GIVEN THE OPPORTUNITY TO ESTABLISH SUCH AN ACCOUNT. THIS MAY BE ACCOMPLISHED

BY MAIL. IT IS YOUR RESPONSIBILITY TO CONTACT THE BANK OF YOUR CHOICE REQUESTING APPROVAL TO OPEN A SAVINGS ACCOUNT. WHEN THE APPROVAL IS RECEIVED, THERE WILL NORMALLY BE A REQUIREMENT FOR YOU TO COMPLETE A SIGNATURE CARD. THE ADDRESS TO BE USED ON THESE CARDS WILL BE BOX 14, CONCORD, NEW HAMPSHIRE 03301. YOU MUST THEN FORWARD THE COMPLETED SIGNATURE CARD AND THE WRITTEN APPROVAL TO OPEN A SAVINGS ACCOUNT IN A PARTICULAR BANK TO THE BUSINESS OFFICE. YOU MUST FORWARD A COMPLETED INMATE'S FUND CASH WITHDRAWAL OR DEPOSIT SLIP IN THE AMOUNT YOU DESIRE TO DEPOSIT. THE CUSTODIAN OF THE INMATE'S FUND WILL FORWARD YOUR PAPER WORK AND A CHECK IN THE APPROPRIATE AMOUNT TO THE BANK DESIGNATED BY YOU. WRITTEN NOTIFICATION OF YOUR DEPOSIT, IN THE FORM OF A PASSBOOK, WILL BE RETURNED TO YOU, USUALLY WITHIN SEVEN (7) TO TEN (10) DAYS. THIS WILL BE VERIFICATION THAT YOUR ACCOUNT HAS BEEN OPENED. YOUR PASSBOOK MUST BE TURNED IN TO THE BUSINESS OFFICE FOR SAFEKEEPING. DEPOSIT SLIPS WILL BE RETAINED IN YOUR POSSESSION.

YOU ARE ENCOURAGED TO MAINTAIN A MINIMUM BALANCE OF \$25.00 IN YOUR PERSONAL ACCOUNT. UNFORESEEN EVENTS OFTEN REQUIRE MONEY YOU HAD NOT PLANNED ON SPENDING. A MINIMUM BALANCE IN YOUR ACCOUNT WILL ENSURE THAT YOU HAVE SOME FUNDS AVAILABLE FOR SUCH CONTINGENCIES.

UPON SUBMISSION OF A PROPERLY COMPLETED INMATE'S FUND CASH WITHDRAWAL OR DEPOSIT SLIP, YOU MAY WITHDRAW YOUR PERSONAL FUNDS FOR EXPENDITURES OR PURCHASES AS FOLLOWS:

1. SEND MONEY TO DEPENDENTS AND/OR MEMBERS OF YOUR IMMEDIATE FAMILY.
2. SEND MONEY TO YOUR FIANCEE OR OTHERS, IF THE PURPOSE DESIGNATED IS FOR A PERSONAL DEBT INCURRED PRIOR TO CONFINEMENT, THE SUPPORT OF FAMILY, OR APPROVED BANK DEPOSITS.
3. TO PAY FOR SUBSCRIPTIONS TO NEWSPAPERS OR PERIODICALS.
4. TO MAKE ADVANCE PAYMENTS FOR BOOKS OR TAPES.
5. TO PAY FOR MAIL ORDER PURCHASE OF AUTHORIZED PERSONAL PROPERTY.
6. TO PAY FEES FOR COPYRIGHTS, BIRTH CERTIFICATES, LICENSE RENEWALS, ETC.
7. TO PURCHASE UNITED STATES SAVINGS BONDS OR OTHER RECOGNIZED SECURITIES.
8. TO DEPOSIT MONEY IN AN AUTHORIZED ACCOUNT AT A BANK OR SAVINGS AND LOANS.

9. PAYMENT OF PERSONAL DEBTS INCURRED PRIOR TO CONFINEMENT.
10. PAYMENT OF TAXES, FINES OR ASSESSMENTS.
11. PAYMENT OF POSTAGE OR PURCHASE OF STAMPS.
12. PURCHASE OF EDUCATIONAL MATERIAL WHEN APPROVED BY THE DIRECTOR OF TREATMENT OR HIS REPRESENTATIVE.
13. PAYMENT FOR STATE PROPERTY LOST OR DAMAGED.
14. PAYMENT OF COSTS FOR REPAIR OF AUTHORIZED PERSONAL PROPERTY AND EQUIPMENT.

IN ADDITION, YOU MAY AUTHORIZE FUNDS TO PAY DUES OR MAKE CONTRIBUTIONS TO ORGANIZATIONS APPROVED BY THE DIRECTOR OF CUSTODY OR THE CHAPLAIN.

YOU MAY TRANSFER FUNDS TO YOUR CANTEEN ACCOUNT TWICE EACH MONTH ON AN INMATE'S FUND CASH WITHDRAWAL OR DEPOSIT SLIP. FUNDS THUS TRANSFERRED MAY NOT EXCEED \$40.00. IN ADDITION, HOBBY CRAFT PURCHASES IN AMOUNTS EXCEEDING \$15.00 MAY BE MADE ON AN INDIVIDUAL BASIS.

#### MAIL

ALL MAIL, INCOMING AND OUTGOING, IS SUBJECT TO BEING OPENED AND READ. ALL MAIL WILL BE ROUTINELY INSPECTED FOR CONTRABAND, EXCEPT AS SPECIFIED FOR PRIVILEGED CORRESPONDENCE BELOW. WHEN IT IS CONSIDERED NECESSARY FOR SECURITY, CONTROL, TREATMENT, OR OTHER VALID REASONS, THE WARDEN OR HIS REPRESENTATIVE MAY DIRECT ALL NON-PRIVILEGED MAIL OF A SPECIFIED INMATE TO BE OPENED AND READ. A REVIEW OF THE CASES APPROVED FOR SUCH INSPECTION WILL BE CONDUCTED WEEKLY BY THE DIRECTOR OF CUSTODY AND/OR THE DEPUTY WARDEN WITH A VIEW TOWARD REMOVING THE REQUIREMENT FOR READING ALL MAIL AT THE EARLIEST POSSIBLE TIME. THE MAIL OFFICER WILL ENSURE THAT MAIL OF THOSE INDIVIDUAL CASES APPROVED FOR INSPECTION IS DELIVERED TO THE DIRECTOR OF CUSTODY. INFORMATION OBTAINED FROM INSPECTION OF SUCH MAIL WILL NOT BE DIVULGED, EXCEPT AS DEEMED NECESSARY IN CONDUCTING AN INVESTIGATION OR JUDICIAL PROCEEDINGS. ANY MAIL MATTER PROVIDED TO INVESTIGATIVE AGENCIES WILL BE HANDLED AND PROCESSED AS PHYSICAL EVIDENCE IN ACCORDANCE WITH APPLICABLE RULES AND REGULATIONS.

INMATE MAIL MAY BE WITHHELD IF SUCH MAIL IS DETERMINED HARMFUL TO PROPER SECURITY, ORDER, OR REHABILITATION OF THE INMATE. MAIL WILL BE REJECTED IF IT CONTAINS ANY OF THE FOLLOWING:

1. ANY MATERIAL WHICH VIOLATES POSTAL REGULATIONS OR CONTAINS GROSS OBSCENITY, BLACKMAIL, CONTRABAND, UNLAWFUL THREATS OR OTHER COMMUNICATIONS IN VIOLATION OF APPLICABLE FEDERAL AND STATE STATUTES.

2. ANY MATERIAL WHICH CONTAINS PLANS FOR CRIMINAL ACTIVITIES OR PLOTS TO ESCAPE.
3. ANY MATERIAL PERTAINING TO GAMBLING OR A LOTTERY EXCEPT BO NA FIDE STATE LOTTERY MATERIAL WHEN APPROVED IN ADVANCE.
4. CODES OR PLANS FOR ACTIVITIES IN VIOLATION OF INSTITUTIONAL RULES.
5. REQUESTS FOR UNAUTHORIZED GIFTS OF MONEY.
6. CORRESPONDENCE IN PURSUIT OF CONDUCTING A BUSINESS EXCEPT CORRESPONDENCE NECESSARY TO PROTECT THE PROPERTY AND FUNDS OF THE INMATE AT THE TIME OF HIS CONFINEMENT. EXCEPTIONS MUST BE APPROVED IN ADVANCE.
7. COD OR OTHER CHARGES ON INCOMING ITEMS. ALL ITEMS, INCLUDING POSTAGE, MUST BE PREPAID WHEN ORDERING. FOR BOOK OR TAPE CLUBS THE ENTIRE AMOUNT MUST BE PREPAID IN ADVANCE.

MAIL RECEIVED AT THE NEW HAMPSHIRE STATE PRISON WILL BE FORWARDED TO THE ADDRESSEE AS EXPEDITIOUSLY AS CIRCUMSTANCES PERMIT. THE MAIL OFFICER WILL MAINTAIN ACCURATE RECORDS TO REFLECT INSPECTION, REJECTION AND DISPOSITION OF EACH PIECE OF MAIL AFFECTED.

#### PRIVILEGED CORRESPONDENCE

CORRESPONDENCE BETWEEN AN INMATE AND A PRIVILEGED CORRESPONDENT WILL NOT ORDINARILY BE INSPECTED. HOWEVER, IT MAY BE OPENED IN THE PRESENCE OF THE INMATE WHEN CONSIDERED NECESSARY TO ENSURE THE AUTHENTICITY OF THE CORRESPONDENCE OR CHECK FOR CONTRABAND. MAIL IN PRIVILEGED STATUS MUST BE CLEARLY MARKED - P R I V I L E G E D - ON THE FRONT OF THE ENVELOPE.

IN ORDER FOR INMATES TO CORRESPOND WITH THEIR INDIVIDUAL ATTORNEY, AND FOR THIS CORRESPONDENCE TO BE TREATED AS PRIVILEGED CORRESPONDENCE, THE NEW HAMPSHIRE STATE PRISON FORM MR - 1 MUST BE COMPLETED, APPROVED BY THE DIRECTOR OF CUSTODY AND ON HAND IN THE MAIL ROOM. THE FOLLOWING IS A COMPLETE LIST OF INDIVIDUALS CLASSIFIED AS PRIVILEGED. MAIL ADDRESSED AS INDICATED WILL NOT BE OPENED FOR INSPECTION EXCEPT IN YOUR PRESENCE AND MAY BE SEALED BEFORE DEPOSIT IN THE MAIL COLLECTION BOXES.

1. PRESIDENT OF THE UNITED STATES, WASHINGTON, D.C.
2. VICE-PRESIDENT OF THE UNITED STATES, WASHINGTON, D.C.
3. MEMBERS OF CONGRESS ADDRESSED TO APPROPRIATE OFFICE.
4. THE ATTORNEY GENERAL OF THE UNITED STATES AND REGIONAL OFFICES OF THE ATTORNEY GENERAL.
5. FEDERAL OR STATE COURTS.
6. THE GOVERNOR AND COUNCIL OF THE STATE OF NEW HAMPSHIRE, CAPITAL BUILDING, CONCORD, NEW HAMPSHIRE 03301

7. THE ATTORNEY GENERAL OF THE STATE OF NEW HAMPSHIRE,  
STATE HOUSE, CONCORD, NEW HAMPSHIRE 03301
8. MEMBERS OF THE PRISON BOARD OF TRUSTEES
9. MEMBERS OF THE STATE PAROLE BOARD, THE STATE PAROLE  
OFFICER, AND THE INSTITUTION PAROLE OFFICER.

YOU ARE ALLOWED ONE FREE LETTER PER WEEK (A STAMPED ENVELOPE WILL BE PROVIDED). IN ADDITION, POSTAGE ON ALL MAIL ADDRESSED TO THE COURT OR TO THE ATTORNEY GENERAL OF THE STATE OF NEW HAMPSHIRE WILL BE PAID BY THE STATE. YOU MUST PAY POSTAGE ON ALL OTHER MAIL.

ALL REGULAR MAIL MUST BE LEFT UNSEALED. SEALED MAIL, EXCEPT THAT IN A PRIVILEGED STATUS, WILL BE RETURNED TO YOU. MAIL WITHOUT YOUR NAME AND RETURN ADDRESS WILL BE RETURNED TO YOU IF POSSIBLE. WHEN THE ORIGINATOR OF SUCH MAIL CANNOT BE IDENTIFIED IT WILL BE DESTROYED.

PERSONAL CHECKS, BANK CHECKS AND MONEY ORDERS RECEIVED WILL BE DEPOSITED TO YOUR PERSONAL ACCOUNT. CASH SHOULD NOT BE SENT IN THE MAIL. CASH RECEIVED IN THE MAIL WILL BE RETURNED TO THE SENDER.

YOU MAY RECEIVE ONE PACKAGE PER MONTH. ADDITIONAL PACKAGES MAY BE RECEIVED FROM BOOK OR TAPE CLUBS OR MAIL ORDER FIRMS IF APPROVED IN ADVANCE BY THE DIRECTOR OF CUSTODY OR HIS DESIGNATED REPRESENTATIVE. PACKAGES ARE LIMITED TO 15 POUNDS AND MAY NOT CONTAIN ANY OF THE FOLLOWING ITEMS; FOOD OR DRINK OF ANY KIND; PRODUCTS CONTAINING ALCOHOL OR OTHER CHEMICAL MATERIAL DETERMINED TO BE HARMFUL TO YOUR HEALTH OR PRISON SECURITY; FIBERGLASS OR NYLON REINFORCED TAPE; SUPER ADHESIVES OR ADHESIVES, PAINTS, OR VARNISHES WHICH GIVE OFF HARMFUL VAPORS; MEDICINES OR FOOD SUPPLEMENTS NOT APPROVED IN ADVANCE BY THE DOCTOR; MULTICOLORED CLOTHING; TANK OR BODY SHIRTS; HIGH HEELED SHOES OR BOOTS; TOOLS NOT PREVIOUSLY APPROVED; EXTENSION CORDS EXCEEDING SIX FEET IN LENGTH; FANS WITH UNPROTECTED BLADES OR BLADES EXCEEDING NINE INCHES; MULTI-BAND RADIOS; RECORDING DEVICES; T.V.'S WITH LARGER THAN 13 INCH SCREENS; EXPENSIVE JEWELRY; SPRAY CANS OF ANY KIND; OR A PRODUCT THAT HAS BEEN OPENED OR PARTIALLY USED. ANY ATTEMPT TO HAVE WEAPONS, NARCOTICS, DRUGS, ALCOHOL, OR SIMILAR ITEMS SENT INTO THE PRISON WILL BE CAUSE TO SUSPEND YOUR PACKAGE PRIVILEGES INDEFINITELY.

BOOKS, MAGAZINES, PERIODICALS, NEWSPAPERS, ETC., ARE SUBJECT TO REVIEW AND APPROVAL BY THE LITERARY REVIEW BOARD. NORMALLY, FORMS OF LITERATURE RESTRICTED FROM NEWS STANDS IN THE STATE OF NEW HAMPSHIRE BECAUSE OF ALLEGED PORNOGRAPHIC CONTENTS WILL NOT BE APPROVED. ALL FORMS OF LITERATURE AND PUBLICATIONS, INCLUDING RECORDED TAPES, WILL NOT BE ACCEPTED UNLESS THEY HAVE BEEN PACKAGED AND MAILED BY A BONA FIDE PUBLISHER OR BOOK STORE. ALL MUST BE PREPAID AND POST PAID. PERSONAL LETTER TAPES AND C.O.D. PACKAGES WILL NOT BE ACCEPTED.

NORMALLY, YOU WILL NOT BE PERMITTED TO WRITE OR RECEIVE LETTERS OR PUBLICATIONS THAT ARE WRITTEN IN A LANGUAGE OTHER THAN ENGLISH. EXCEPTIONS MAY BE APPROVED BY THE DIRECTOR OF CUSTODY.

## TELEPHONE CALLS

INMATES AT THE NEW HAMPSHIRE STATE PRISON MAY NOT RECEIVE TELEPHONE CALLS. SHORT MESSAGES MAY BE LEFT BY TELEPHONE BUT INMATES WILL NOT BE CALLED TO THE TELEPHONE. OUT GOING TELEPHONE CALLS WILL BE LIMITED IN NUMBER ONLY TO THE EXTENT NECESSARY TO INSURE THAT EVERYONE HAS THE OPPORTUNITY TO UTILIZE THE TELEPHONE. CALLS MAY BE LIMITED TO EIGHT (8) MINUTES IN DURATION AND WILL BE MADE DURING THE HOURS OF OPERATION OF THE INMATE TELEPHONES. THE DIRECTOR OF CUSTODY MAY AUTHORIZE NECESSARY CALLS TO YOUR ATTORNEY OR OTHERS ON AN INDIVIDUAL BASIS. SUBMIT YOUR REQUEST ON AN INMATE REQUEST SLIP.

## INMATE REQUEST SLIPS

THE INMATE REQUEST SLIPS ARE YOUR MEANS OF COMMUNICATING WITH THE VARIOUS OFFICES AND OFFICIALS IN THE PRISON. YOU MAY SUBMIT THEM TO ASK QUESTIONS, SEEK APPOINTMENTS, REQUEST ASSISTANCE, GIVE INFORMATION, OR COMPLAIN ABOUT CONDITIONS OR TREATMENT. OFTEN TIME WILL BE SAVED IF YOU DISCUSS WHAT YOU WANT TO DO WITH YOUR WORK SUPERVISOR, COUNSELOR, OR PERSON IN CHARGE OF YOUR LIVING AREAS. WHEN IT IS NECESSARY TO COMPLETE A REQUEST SLIP IT SHOULD BE ADDRESSED ACCORDING TO CONTENT AS FOLLOWS:

### SUBJECT

ALCOHOLICS ANONYMOUS  
HOUSING PROBLEMS

EDUCATION  
JOB ASSIGNMENT  
FAMILY PROBLEMS  
SENTENCE COMPUTATION OR  
GOOD TIME CREDIT  
GRIEVANCE COMPLAINT  
JAYCEE'S  
MAIL  
LEGAL OR TAX ADVICE  
MEDICAL  
DENTAL  
PAROLE  
FUNDS  
PAY  
VOCATIONAL TRAINING  
WORK RELEASE/HALFWAY HOUSE

DIRECTOR OF TREATMENT  
OFFICER IN CHARGE OF CELL BLOCK/  
DIRECTOR OF CUSTODY  
HEAD TEACHER  
CLASSIFICATION BOARD  
COUNSELOR OR CHAPLAIN

CLASSIFICATION OFFICE  
DEPUTY WARDEN OR WARDEN  
JAYCEE COORDINATOR  
MAIL OFFICER  
INMATE ATTORNEY  
DOCTOR  
DENTIST  
PAROLE OFFICER  
BUSINESS OFFICE  
BUSINESS OFFICE  
DIRECTOR OF TREATMENT  
DIRECTOR, COMMUNITY CORRECTION CENTER

IF YOU ARE IN DOUBT AS TO WHOM YOUR REQUEST SHOULD BE DIRECTED ASK THE GUARD IN YOUR LIVING AREA OR ADDRESS YOUR REQUEST TO THE DIRECTOR OF CUSTODY OR THE DEPUTY WARDEN.

REQUEST SLIPS MUST BE FILLED OUT COMPLETELY. STATE THE NATURE OF YOUR REQUEST, PROBLEM, OR COMPLAINT. REQUEST SLIPS MARKED 'PERSONAL' OR THOSE WHICH SIMPLY REQUEST TO SEE SOMEONE WILL BE RETURNED FOR MORE INFORMATION. THE ONLY EXCEPTION TO THIS RULE IS FOR THOSE REQUEST SLIPS ADDRESSED TO THE CHAPLAIN. IF CONFIDENTIALITY IS REQUIRED IN COMMUNICATING WITH OTHER MEMBERS OF THE STAFF THE PROPER

VEHICLE FOR COMMUNICATION IS A SEALED LETTER OR NOTE RATHER THAN A REQUEST SLIP.

WHEN AN ANSWER IS RETURNED YOU WILL BE REQUIRED TO SIGN THE ORIGINAL COPY (WHITE COPY) TO SIGNIFY THAT YOU ACKNOWLEDGED THE ANSWER. THE PINK COPY IS RETAINED BY YOU AND THE WHITE COPY IS FILED IN YOUR CORRECTIONAL TREATMENT FILE.

REQUEST SLIPS WILL NORMALLY BE ACTED UPON AT THE LOWEST ECHELON WITH THE ABILITY AND AUTHORITY TO HANDLE THE MATTER REGARDLESS OF THE ADDRESSEE INDICATED. TO BE SURE THAT A COMMUNICATION GETS TO A SPECIFIC INDIVIDUAL IT IS NECESSARY TO SEND A LETTER IN AN ENVELOPE.

### VISITORS

YOU MAY BE VISITED BY PERSONS WHO HAVE BEEN AUTHORIZED IN ACCORDANCE WITH THE PROCEDURES SET FORTH BELOW. SUCH AUTHORIZATION WILL NORMALLY BE GRANTED TO FAMILY MEMBERS, FRIENDS AND ASSOCIATES WITH WHOM YOU DESIRE TO VISIT UNLESS THE PROPOSED VISIT OR VISITOR POSES A CLEAR AND PRESENT DANGER TO THE SECURITY OF THE INSTITUTION OR THE SAFETY OF ANY INMATE OR STAFF MEMBER. IF YOU BELIEVE THAT YOU ARE GOING TO BE VISITED BY PERSONS WHO ARE NOT ALREADY ON THE APPROVED LIST, OBTAIN A VISITOR PASS REQUEST FROM THE PERSON IN CHARGE OF YOUR AREA; FILL IT OUT COMPLETELY; AND RETURN IT TO THE PERSON IN CHARGE OF YOUR AREA OR THE CONTROL CENTER.

REQUESTS FOR PERMANENT ADDITIONS TO OR DELETIONS FROM THE LIST OF VISITORS SHOULD BE ADDRESSED TO THE CLASSIFICATION OFFICE.

### PERSONS WITH CRIMINAL RECORDS:

THE EXISTENCE OF A CRIMINAL RECORD, IN AND OF ITSELF, DOES NOT CONSTITUTE A BARRIER TO PROPOSED VISITS. CONSIDERATION WILL BE GIVEN TO THE NATURE AND EXTENT OF THE CRIMINAL RECORD AND HISTORY OF RECENT CRIMINAL ACTIVITY AS WEIGHED AGAINST THE VALUE OF THE RELATIONSHIP. ONLY IF THE VISIT OR VISITOR POSES A THREAT TO THE SECURITY OF THE INSTITUTION MAY A VISIT BE DENIED. PERSONS PRESENTLY ON PAROLE WILL NOT BE ALLOWED TO VISIT UNLESS SPECIFICALLY APPROVED BY THE WARDEN AND THE STATE PAROLE OFFICER.

### CHILDREN UNDER SIXTEEN (16):

IT IS NOT CONSIDERED DESIRABLE THAT CHILDREN UNDER THE AGE OF SIXTEEN BE PERMITTED TO VISIT UNLESS ACCOMPANIED BY A RESPONSIBLE ADULT. EXCEPTIONS IN UNUSUAL CIRCUMSTANCES MAY BE MADE BY SPECIAL APPROVAL OF THE WARDEN OR HIS DESIGNATED REPRESENTATIVE.

### VISITS TO INMATES NOT IN REGULAR POPULATION STATUS:

#### ADMISSION/ORIENTATION STATUS:

VISITS DURING THE ADMISSION/ORIENTATION PERIOD WILL GENERALLY BE LIMITED TO THE INMATE'S SPOUSE, CHILDREN, PARENTS, SIBLINGS AND GRANDPARENTS. HOWEVER, SOME FLEXIBILITY IS ALLOWABLE AND SPECIAL REQUESTS WILL BE CONSIDERED ON A CASE BY CASE BASIS DURING THIS TIME PERIOD.

#### INFIRMARY PATIENTS:

WHEN VISITORS COME TO SEE AN INMATE WHO IS IN THE INFIRMARY WARD, THE DOCTOR, IF AVAILABLE, OTHERWISE ANOTHER MEMBER OF THE MEDICAL STAFF, IN CONSULTATION WITH THE WARDEN OR DEPUTY WARDEN, WILL DETERMINE WHETHER A VISIT SHOULD TAKE PLACE AND IF SO, WHETHER OR NOT IT SHOULD BE HELD IN THE INFIRMARY WARD. VISITS THAT ARE ALLOWED TO TAKE PLACE IN THE PRISON INFIRMARY WILL BE SUPERVISED BY A CORRECTIONAL OFFICER, AND THE STAFF WILL PROVIDE ESCORT FOR THE VISITORS. WHEN THE DOCTOR OR MEDICAL STAFF RECOMMENDS AGAINST A VISIT BECAUSE THE INMATE IS SUFFERING FROM AN INFECTIOUS DISEASE, IS IN A PSYCHOTIC OR EMOTIONAL EPISODE WHICH MAKES A VISIT INADVISABLE, OR IS OTHERWISE NOT IN A CONDITION TO SEE VISITORS, THE SITUATION WILL BE CAREFULLY EXPLAINED TO THE VISITOR BY THE WARDEN OR HIS DESIGNATED REPRESENTATIVE.

#### PATIENTS AT CONCORD HOSPITAL OR OTHER MEDICAL FACILITY:

PATIENTS AT CONCORD HOSPITAL OR OTHER PRIVATE MEDICAL FACILITIES WILL BE GRANTED VISITS ONLY WITH PRIOR APPROVAL OF THE WARDEN OR HIS DESIGNEE.

#### PROTECTIVE CUSTODY:

INMATES IN PROTECTIVE CUSTODY WILL HAVE VISITS SEPARATE FROM THE GENERAL POPULATION AS DESCRIBED UNDER VISITING HOURS.

#### DISCIPLINARY STATUS:

INMATES SENTENCED TO DISCIPLINARY SEGREGATION IN THE ANNEX WILL NOT NORMALLY HAVE VISITATION PRIVILEGES. WHERE THE DISCIPLINARY BOARD BELIEVES THAT VISITS WILL BE HELPFUL IN THE REHABILITATIVE PROCESS, IT CAN AUTHORIZE VISITS DURING DISCIPLINARY SEGREGATION. WHERE THE BOARD HAS NOT AUTHORIZED VISITS, AND THE INMATE HAS SERVED CONSECUTIVE TERMS OF DISCIPLINARY SEGREGATION, EXCEEDING 30 DAYS, THE WARDEN OR HIS DESIGNEE WILL RE-ESTABLISH VISITING PRIVILEGES. VISITS SHALL BE APPROVED IN ADVANCE WITH WHATEVER SPECIAL SECURITY PRECAUTIONS ARE APPROPRIATE. SPECIFIC TIMES, LOCATIONS, AND CIRCUMSTANCES MAY BE REQUIRED AND VISITS UNDER SUCH CIRCUMSTANCES MAY BE LIMITED TO IMMEDIATE FAMILY MEMBERS.

#### FREQUENCY AND DURATION OF VISITS

FOR THE PURPOSE OF ACCOUNTING FOR THE NUMBER OF VISITS RECEIVED, THE WEEK BEGINS ON SUNDAY MORNING.

MEN COMMITTED TO THIS INSTITUTION ARE PERMITTED TWO VISITS PER WEEK. ON WEEKDAYS, VISITS ARE ALLOWED FOR A PERIOD OF TWO (2) CONSECUTIVE HOURS DURING REGULAR VISITING HOURS. ON WEEKENDS, VISITS ARE ALLOWED FOR A PERIOD OF ONE (1) HOUR DURING REGULAR VISITING HOURS. IF THE VISITING ROOM IS NOT CROWDED, THE VISIT MAY EXTEND TO THE END OF THE VISITING PERIOD.

VISITS FROM ATTORNEYS, MEMBERS OF THE CLERGY, PROSPECTIVE EMPLOYERS, ETC., MAY BE RECEIVED AS OFTEN AS THE SITUATION WARRANTS AND WILL NOT BE COUNTED AGAINST AN INMATE'S REGULARLY ALLOTTED VISITING TIME.

CONSIDERATION MAY BE GIVEN TO THE DISTANCE A VISITOR IS REQUIRED TO TRAVEL IN ORDER TO VISIT AN INMATE. PERSONS REQUIRED TO TRAVEL GREAT DISTANCES MAY REQUEST PERMISSION FOR EXTENDED VISITS, IN ADVANCE, BY LETTER OR TELEPHONE, FROM THE DIRECTOR OF CUSTODY OR HIS DESIGNATED REPRESENTATIVE.

VISITING MAY BE DISCONTINUED DURING PERIODS OF INSTITUTIONAL DISTURBANCES WHEN DEEMED ADVISABLE BY THE WARDEN.

#### ITEMS VISITORS MAY BRING TO THE VISITING ROOM

ONLY THE FOLLOWING ITEMS MAY BE TAKEN UP TO THE VISITING ROOM:

- A. ONE PACKAGE OF MATCHES
- B. ONE HANDKERCHIEF
- C. ONE BABY BOTTLE WITH MILK, JUICE OR FORMULA
- D. TWO BABY DIAPERS
- E. COINS WITH A TOTAL VALUE OF NOT GREATER THAN TWO DOLLARS

#### VISITING HOURS

##### MAIN POPULATION:

ON WEEKDAYS, VISITING HOURS ARE FROM 8:00 A.M. TO 11:15 A.M. AND FROM 1:00 P.M. TO 4:15 P.M. VISITING HOURS ON SATURDAYS ARE FROM 8:30 A.M. TO 11:15 A.M. AND 1:00 P.M. TO 4:15 P.M. VISITING HOURS ON SUNDAYS ARE FROM 1:00 P.M. TO 4:15 P.M. EVENING VISITS ARE ON TUESDAY, THURSDAY AND SUNDAY FROM 5:45 P.M. TO 8:50 P.M.

DURATION OF VISITS ARE TWO (2) CONSECUTIVE HOURS ON WEEKDAYS AND ONE (1) HOUR ON WEEKENDS. IF THE VISITING ROOM IS NOT CROWDED, THE VISIT MAY EXTEND TO THE END OF THE VISITING PERIOD.

#### PROTECTIVE CUSTODY POPULATION

VISITING HOURS FOR PROTECTIVE CUSTODY INMATES ARE FROM 5:30 P.M. TO 8:50 P.M., MONDAY AND FRIDAY EVENINGS, AND FROM 9:00 A.M. TO 11:15 A.M. SUNDAY MORNING.

#### SPECIAL VISITS

'SPECIAL VISITS' MAY BE AUTHORIZED BY THE DIRECTOR OF CUSTODY OR HIS DESIGNATED REPRESENTATIVE. SPECIAL VISITORS MAY INCLUDE MEMBERS OF THE CLERGY, PROSPECTIVE EMPLOYERS, ETC. SPECIAL VISITS MAY ALSO BE AUTHORIZED FOR UNUSUAL OR COMPASSIONATE FAMILY MATTERS. SPECIAL VISITS MAY BE RECEIVED AS OFTEN AS THE SITUATION DEMANDS AND WILL NOT BE COUNTED AGAINST AN INMATE'S REGULARLY SCHEDULED VISITING HOURS UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE WITH THE DIRECTOR OF CUSTODY OR SENIOR CORRECTIONAL OFFICER ON DUTY.

SPECIAL VISITS MUST BE APPROVED IN WRITING BY THE DIRECTOR OF CUSTODY OR HIS DESIGNATED REPRESENTATIVE.

#### BUSINESS VISITS

IT IS THE POLICY OF THE NEW HAMPSHIRE STATE PRISON THAT NO INMATE SHALL BE PERMITTED TO ENGAGE ACTIVELY IN A BUSINESS OR PROFESSION WHILE SERVING A SENTENCE. AN INMATE WHO HAS ENGAGED IN

A BUSINESS OR PROFESSION PRIOR TO COMMITMENT WILL BE EXPECTED TO DELEGATE AUTHORITY FOR THE OPERATION OF SUCH BUSINESS OR PROFESSION TO A QUALIFIED PERSON. THIS DOES NOT MEAN THAT THE INMATE MAY NOT HAVE A VISIT WHICH MAY BE NECESSARY TO PROTECT HIS RESOURCES OR FINANCIAL INTERESTS. EVEN THOUGH THE INMATE HAS TURNED OVER THE OPERATION OF HIS BUSINESS OR PROFESSION TO ANOTHER PERSON OR PERSONS, THERE MAY BE AN OCCASION WHERE A DECISION MUST BE MADE WHICH WILL SUBSTANTIALLY AFFECT THE ASSETS OR PROSPECTS OF THE BUSINESS. IN-SO-FAR AS POSSIBLE, BUSINESS MATTERS WHICH REQUIRE THE INMATE'S ATTENTION SHOULD BE RESOLVED BY CORRESPONDENCE. BEFORE VISITS OF THIS KIND ARE PERMITTED, THE DIRECTOR OF CUSTODY SHALL ASCERTAIN THAT THE BUSINESS IS OF A LEGITIMATE NATURE. THE TIME ALLOWED FOR THE VISIT SHALL BE DETERMINED BY THE DIRECTOR OF CUSTODY OR HIS DESIGNATE REPRESENTATIVE. IN CERTAIN INSTANCES, WHEN THERE ARE EXCESSIVE REQUESTS FOR BUSINESS VISITS, THE MATTER SHOULD BE BROUGHT TO THE ATTENTION OF THE WARDEN OR THE DEPUTY WARDEN.

#### ATTORNEY VISITS

VISITS BY RETAINED AND APPOINTED ATTORNEYS AND BY ATTORNEYS REQUESTED BY AN INMATE OR HIS FAMILY IN CONTEMPLATION OF PROSPECTIVE LEGAL REPRESENTATION SHALL BE PERMITTED. THIS MAY INCLUDE VISITS BY A LAW STUDENT, PARALEGAL OR PERSON UNDER DIRECT SUPERVISION OF AN ATTORNEY, WHEN APPROVED IN ADVANCE BY THE ATTORNEY AND THE DIRECTOR OF CUSTODY.

ATTORNEYS MAY VISIT THEIR INMATE CLIENTS AS OFTEN AS IS NECESSARY TO PROVIDE THE INMATE WITH THE BEST POSSIBLE LEGAL SERVICES. ATTORNEYS SHOULD VISIT DURING SCHEDULED VISITING HOURS, HOWEVER, AN ATTORNEY MAY VISIT A PROTECTIVE CUSTODY INMATE DURING MAIN POPULATION VISITING HOURS OR VISIT A MAIN POPULATION INMATE DURING P.C. VISITING HOURS.

IF CIRCUMSTANCES NECESSITATE THAT A VISIT TAKE PLACE AT TIMES OTHER THAN REGULARLY SCHEDULED VISITING HOURS, THE ATTORNEY SHOULD TELEPHONE THE PRISON AND OBTAIN PERMISSION FROM THE DIRECTOR OF CUSTODY OR THE SENIOR OFFICER ON DUTY. EVERY EFFORT WILL BE MADE TO PERMIT AN ATTORNEY ACCESS TO HIS CLIENT AT ANY REASONABLE HOUR.

THE ATTORNEY SHALL IDENTIFY HIMSELF AS THE ATTORNEY FOR WHOM THE VISIT HAS BEEN APPROVED BY SHOWING THE LETTER FROM THE INMATE OR HIS FAMILY REQUESTING THE VISIT, OR BY SHOWING SUCH OTHER INFORMATION THAT WOULD IDENTIFY HIM AS AN ATTORNEY OF THE INMATE HE HAS REQUESTED TO SEE. A LAW STUDENT, PARALEGAL OR OTHER SIMILAR PERSON WHO HAS BEEN APPROVED IN ACCORDANCE WITH THE PROCEDURES OUTLINED ABOVE, SHALL BE REQUIRED TO SHOW LETTERS OF AUTHORIZATION FROM HIS/HER SUPERVISING ATTORNEY AND PROPER IDENTIFICATION.

NEW HAMPSHIRE STATE PRISON RESERVES THE RIGHT TO REFUSE ADMISSION TO THOSE WHO FAIL TO COMPLY WITH REGULATIONS OR WHERE IT IS DETERMINED THAT THE VISIT OR THE ATTORNEY VISITOR CONSTITUTES A CLEAR AND PRESENT DANGER TO INSTITUTIONAL SECURITY.

IF THERE IS ANY QUESTION ABOUT THE IDENTITY OF THE ATTORNEY OR HIS QUALIFICATION AS AN ATTORNEY IN GOOD STANDING, THE MATTER SHOULD BE REFERRED TO THE WARDEN OR THE DEPUTY WARDEN.

VISITS BETWEEN THE ATTORNEY AND HIS CLIENT SHALL NOT BE SUBJECT TO AUCITORY SUPERVISION. TAPE RECORDINGS MAY BE USED BY THE ATTORNEY DURING THE COURSE OF HIS VISIT WHEN HE AGREES IN WRITING IN ADVANCE OF THE INTERVIEW THAT THE ONLY PURPOSE OF THE RECORDING IS TO FACILITATE THE ATTORNEY/CLIENT RELATIONSHIP. FOLLOWING IS A SAMPLE OF A STATEMENT WHICH MIGHT BE USED TO ASSURE COMPLIANCE WITH THIS SECTION:

I, \_\_\_\_\_, A LICENSED ATTORNEY IN THE STATE OF \_\_\_\_\_, WITH OFFICES AT \_\_\_\_\_, VISITING \_\_\_\_\_ ON \_\_\_\_\_, 19\_\_\_\_, AGREE THAT MY VISIT WITH THIS INMATE IS FOR THE PURPOSE OF FACILITATING THE ATTORNEY/CLIENT RELATIONSHIP AND FOR NO OTHER PURPOSE. I AGREE THAT ANY TAPE RECORDING OR OTHER RECORDING MADE BY ME WILL BE USED ONLY TO FACILITATE THIS RELATIONSHIP.

\_\_\_\_\_  
ATTORNEY

#### PSYCHIATRIST/PSYCHOLOGIST VISITS

WHEN REQUESTED BY THE COURT OR AN INMATE'S ATTORNEY, SPECIAL ARRANGEMENTS WILL BE MADE SO THAT A PSYCHIATRIST OR PSYCHOLOGIST MAY CONDUCT HIS INTERVIEW AND TESTING IN THE PROPER ATMOSPHERE.

#### CLERGY VISITS

CLERGYMEN WHO PRESENT THEMSELVES AT THIS INSTITUTION AND WHO CAN PRODUCE EVIDENCE THAT THEY ARE IN GOOD STANDING WITH A RECOGNIZED RELIGIOUS FAITH, SHALL BE ALLOWED ACCESS TO THE INSTITUTION FOR THE PURPOSE OF VISITING INMATES. HOWEVER, THE WARDEN SHALL DETERMINE THE NUMBER OF INMATES THAT A CLERGYMAN MAY VISIT AT ANY ONE TIME, SECURITY AND PROGRAM CONSIDERATIONS. AS MENTIONED ABOVE, THIS SHALL NOT BE COUNTED AGAINST AN INMATE'S REGULAR VISITING HOURS.

#### NUMBER OF VISITS

AN INMATE IS PERMITTED TWO VISITORS, NOT COUNTING SMALL CHILDREN, AT A TIME. AN INMATE MAY CHOOSE TO SPLIT HIS VISIT IN HALF, SO THAT A TOTAL OF FOUR VISITORS MAY SEE AN INMATE DURING A GIVEN VISITING PERIOD. AN INMATE MAY RECEIVE A VISIT FROM A PARTY OF MORE THAN FOUR VISITORS IF ADVANCE PERMISSION IS OBTAINED FROM THE DIRECTOR OF CUSTODY OR HIS DESIGNATED REPRESENTATIVE.

#### INTERVIEW AND IDENTIFICATION OF VISITORS

VISITORS MAY BE INTERVIEWED AT THE TIME OF THEIR FIRST VISIT OR AT A LATER VISIT BY A PERSON OR PERSONS DESIGNATED BY THE WARDEN, FOR THE PURPOSE OF DETERMINING WHETHER OR NOT THEIR VISITS WOULD JEOPARDIZE THE SECURITY, SAFETY AND/OR MORALE OF THE INSTITUTION.

THE USUAL MEANS OF IDENTIFICATION ARE AUTOMOBILE DRIVER'S LICENSES, SOCIAL SECURITY CARD, MEMBERSHIP CARDS OF VARIOUS KINDS

BEARING A SIGNATURE OF THE VISITOR OR OTHER PERSONAL PAPERS. THESE NEED NOT BE THE SOLE BASIS OF IDENTIFICATION. TACTFUL QUESTIONING ON THE BASIS OF AVAILABLE INFORMATION MAY HELP CLEAR UP DOUBTFUL CASES. INABILITY TO ESTABLISH IDENTITY SHOULD BE REPORTED TO THE WARDEN OR HIS AUTHORIZED REPRESENTATIVE. FAILURE TO HAVE OR SHOW PROPER IDENTIFICATION MAY RESULT IN DENIAL TO VISIT.

#### SUPERVISION OF VISITS

IN THE SUPERVISION OF VISITING, IT IS THE RESPONSIBILITY OF THE VISITING ROOM OFFICER TO MAKE CERTAIN THAT ALL VISITS ARE CONDUCTED IN A QUIET, ORDERLY AND DIGNIFIED MANNER.

NO ARTICLES, ITEMS OR PAPERS MAY BE PASSED BETWEEN THE INMATE OR HIS VISITOR DIRECTLY. IF THE PRIOR APPROVAL OF THE WARDEN OR HIS DESIGNATED REPRESENTATIVE IS OBTAINED, ARTICLES, ITEMS OR PAPERS MAY BE HANDED BY THE INMATE OR THE VISITOR TO THE VISITING ROOM OFFICER, WHO WILL THEN HAND IT TO THE OTHER PARTY. IF THERE IS SUBSTANTIAL BASIS TO CONCLUDE THAT ANY MATERIALS ARE BEING PASSED WHICH CONSTITUTE CONTRABAND OR ARE OTHERWISE IN VIOLATION OF THE LAW OR INSTITUTIONAL RULES AND REGULATIONS, THE VISITING ROOM OFFICER WILL IMMEDIATELY REPORT THIS TYPE OF ACTIVITY TO A SUPERVISING OFFICER.

MONEY MAY BE LEFT FOR DEPOSIT IN THE INMATE'S ACCOUNT AT THE CONTROL ROOM OR MAILED TO THE INMATE IN THE FORM OF MONEY ORDERS OR PERSONAL OR CASHIER'S CHECKS.

HANDSHAKING, EMBRACING AND KISSING MAY BE PERMITTED WITHIN THE REASONABLE BOUNDS OF GOOD TASTE AT THE BEGINNING AND AT THE END OF THE VISIT. THE REASON FOR LIMITING PHYSICAL CONTACT IS TO MINIMIZE THE OPPORTUNITY TO INTRODUCE CONTRABAND INTO THE INSTITUTION.

VISITS THAT BECOME NOISY AND BOISTEROUS WILL BE STOPPED AND THE REMAINING VISITING TIME WILL BE CANCELLED.

VISITORS WHO RETURN FROM THE VISITING ROOM TO THE WAITING ROOM WILL NOT BE PERMITTED TO GO UPSTAIRS AGAIN DURING THE REMAINDER OF THE VISITING PERIOD, UNLESS ADVANCE PERMISSION IS GRANTED BY THE VISITING ROOM OFFICER.

#### INMATE'S VISITING PRIVILEGES SUSPENDED

THE VISITING PRIVILEGES OF AN INMATE MAY BE SUSPENDED IN ACCORDANCE WITH THE PROCEDURES OUTLINED ABOVE IN THE SECTION ENTITLED DISCIPLINARY STATUS. IN THIS EVENT IT IS THE INMATE'S RESPONSIBILITY TO NOTIFY HIS PROSPECTIVE VISITORS.

#### TEMPORARY OR PERMANENT DENIAL OF A VISITOR

A VISIT OR VISITOR MAY BE DENIED ONLY IF THE VISIT OR VISITOR POSES A CLEAR AND PRESENT DANGER TO THE SECURITY OF THE INSTITUTION OR TO ANY PERSON IN THE INSTITUTION, OR IF THE PERSON HAS PARTICIPATED OR ASSISTED ANY INMATE IN ILLEGAL ACTIVITIES OR A SERIOUS VIOLATION OF INSTITUTIONAL RULES, AND THERE IS REASONABLE LIKELIHOOD THAT IF THE VISIT IS PERMITTED SUCH ACTIVITIES OR VIOLATIONS WILL RECUR. BOTH THE INMATE AND THE REJECTED VISITOR WILL BE ADVISED OF THE BASIS FOR

THE REJECTION, THE DURATION OF THE DENIAL, AND THAT SUCH REJECTION CAN BE APPEALED TO THE WARDEN EITHER IN PERSON OR IN WRITING. THE REJECTED VISITOR AND THE INMATE WILL ALSO BE ADVISED OF WHAT CIRCUMSTANCES OR SPECIAL CONSIDERATIONS, IF ANY, MAY BE NECESSARY TO RE-INSTATE VISITING PRIVILEGES.

#### VISITOR'S PENALTY FOR CIRCUMVENTING REGULATIONS

ANY EFFORT TO CIRCUMVENT OR EVADE THE VISITING RULES AND REGULATIONS ESTABLISHED BY THE NEW HAMPSHIRE STATE PRISON WILL NOT ONLY RESULT IN THE DENIAL OF FUTURE VISITS, POSSIBLY OVER AN EXTENDED PERIOD OF TIME, BUT MAY REQUIRE THAT OTHER DISCIPLINARY ACTION AND POSSIBLE COURT PROCEEDINGS BE INITIATED AGAINST THE VISITOR.

INMATE'S AND THEIR VISITORS SHOULD BE AWARE OF THE FOLLOWING NEW HAMPSHIRE STATUTES WHICH PERTAIN TO 'DELIVERY OF ARTICLES TO PRISONERS:'

RSA 622:24 REGULATIONS: NO PERSON SHALL DELIVER OR PROCURE TO BE DELIVERED OR HAVE IN HIS POSSESSION WITH INTENT TO DELIVER TO A PRISONER CONFINED IN THE STATE PRISON, OR DEPOSIT OR CONCEAL IN OR ABOUT THE PRISON, OR IN ANY BUILDING OR UPON ANY LAND APPURTENANT THERETO, OR IN ANY VEHICLE ENTERING THE PREMISES BELONGING TO THE PRISON, ANY ARTICLE WITH INTENT THAT A PRISONER SHALL RECEIVE OR OBTAIN IT, OR RECEIVE FROM A PRISONER ANY ARTICLE WITH INTENT TO CONVEY IT OUT OF THE PRISON, OR BRING INTO, OR ATTEMPT TO TAKE FROM THE PRISON, ANY ARTICLE CONTRARY TO THE RULES AND REGULATIONS ESTABLISHED BY THE PRISON TRUSTEES AND WITHOUT THE KNOWLEDGE AND PERMISSION OF THE WARDEN.

RSA 622:5 PENALTY: ANY PERSON WHO VIOLATES ANY PROVISION OF RSA 622:24 SHALL BE GUILTY OF A CLASS B FELONY.

YOU ARE RESPONSIBLE FOR THE CONDUCT OF YOUR VISITORS. CHILDREN MUST BE KEPT UNDER CONTROL AND NOT ALLOWED TO PESTER OR BOTHER OTHER VISITING PARTIES. SMALL CHILDREN MAY GET TOYS FROM THE TOY SHELVES IN THE VISITING ROOM. ALL TOYS MUST BE RETURNED TO THE SHELVES AT THE END OF THE VISIT OR WHEN THE CHILD TIRES OF THE TOY.

FEMALE VISITORS ARE EXPECTED TO DRESS MODESTLY AND WEAR SHOES OR SANDALS. PERSONS WHO ARE BAREFOOT OR WHO ARE DRESSED IN REVEALING OR PROVOCATIVE ATTIRE MAY BE DENIED ENTRANCE TO THE VISITING ROOM.

#### PASS SYSTEM

MOVEMENT OF INMATES IN AND ABOUT THE PRISON IS CONTROLLED AND REGULATED BY SCHEDULES AND A SYSTEM OF PASSES. ALL OTHER MOVEMENT IS UNAUTHORIZED AND MAY SUBJECT YOU TO A CHARGE OF BEING OUT OF PLACE. WHEN YOU FIND THAT YOU MUST BE OUTSIDE YOUR ASSIGNED AREA FOR ANY REASON BE SURE YOU ARE CARRYING A VALID MOVEMENT PASS.

WHEN YOU ARE REQUIRED TO LEAVE YOUR ASSIGNED DETAIL FOR ANY VALID REASON SUCH AS A DENTAL APPOINTMENT, COUNSELING SESSION, EDUCATION, VISITOR, ETC. YOU WILL BE ISSUED A PASS BY YOUR WORK SUPERVISOR.

WHEN YOU HAVE THE PASS IN HAND PROCEED DIRECTLY TO YOUR DESTINATION AND PRESENT THE PASS TO THE CORRECTIONAL OFFICER OR CIVILIAN SUPERVISOR AT THAT LOCATION. WHEN YOU HAVE FINISHED YOUR BUSINESS THE PASS WILL BE ANNOTATED WITH THE TIME AND IT WILL BE RETURNED TO YOU. IF YOUR ASSIGNED WORK DETAIL IS STILL ON THE JOB RETURN DIRECTLY TO YOUR DETAIL AND PRESENT THE PASS TO YOUR WORK SUPERVISOR. IF WORKING HOURS HAVE PASSED RETURN TO THE CELL BLOCK VIA THE CONTROL ROOM.

IT IS YOUR RESPONSIBILITY TO ASK FOR A PASS BEFORE YOU LEAVE YOUR WORK AREA. MOVEMENT OUTSIDE YOUR ASSIGNED AREA EXCEPT SCHEDULED MASS MOVEMENTS REQUIRES A PASS. FAILURE TO HAVE ONE IN YOUR POSSESSION WILL SUBJECT YOU TO CHARGES OF VIOLATING RULE #33 AND DISCIPLINARY ACTION.

CHAPTER II  
INFORMATION AND PROCEDURES

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## MISSION

THE MISSION OF THE NEW HAMPSHIRE STATE PRISON IS TO CONFINE THOSE PERSONS WHO LEGALLY HAVE BEEN DELIVERED INTO THE CUSTODY OF THE WARDEN. THE PRISON WILL PROVIDE TREATMENT, TRAINING, CARE AND SUPERVISION AIMED TOWARD RETURNING INMATES TO SOCIETY AS USEFUL AND PRODUCTIVE CITIZENS WITH IMPROVED ATTITUDES AND MOTIVATION.

## STAFF RESPONSIBILITIES

THE WARDEN IS IN COMPLETE CHARGE OF THE NEW HAMPSHIRE STATE PRISON. HE IS RESPONSIBLE TO THE GOVERNOR AND EXECUTIVE COUNCIL FOR ALL MATTERS PERTAINING TO THE DAY TO DAY OPERATION OF THE PRISON AND TO THE PRISON BOARD OF TRUSTEES IN MATTERS OF PHILOSOPHY AND POLICY OF MANAGEMENT AND OPERATION. HE IS ASSISTED IN THE DISCHARGE OF HIS DUTIES BY THE DEPUTY WARDEN.

THE DIRECTOR OF CUSTODY IS RESPONSIBLE FOR SECURITY, HOUSING, DISCIPLINE, AND PERSONAL PROPERTY. HE OR ONE OF HIS REPRESENTATIVES WILL ANSWER ANY QUESTIONS YOU MAY HAVE IN THESE AREAS.

THE DIRECTOR OF TREATMENT IS RESPONSIBLE FOR CLASSIFICATION, EDUCATION, RECREATION, MEDICAL SERVICES, HOBBY CRAFT, THE MINIMUM SECURITY UNIT, THE PRISON LIBRARY AND THE MAINTENANCE OF RECORDS. HIS REPRESENTATIVES WILL ASSIST YOU IN ESTABLISHING A PLAN FOR YOU TO MAKE THE MOST USE OF YOUR PERIOD OF CONFINEMENT.

THE DIRECTOR OF INDUSTRIES IS RESPONSIBLE FOR THE MANAGEMENT OF THE PRISON'S INDUSTRIAL ENTERPRISES WHICH INCLUDE PRINTING, WOOD WORKING, LICENSE PLATE MANUFACTURING, THE AUTOMOTIVE GARAGE AND THE PRISON FARM.

THE MAINTENANCE ENGINEER IS RESPONSIBLE FOR MAINTENANCE AND MINOR CONSTRUCTION AT THE PRISON FACILITIES. HE MANAGES AN EXTENSIVE ON THE JOB TRAINING PROGRAM IN THE VARIOUS BUILDING TRADES.

THE DIRECTOR OF RESOURCE MANAGEMENT IS RESPONSIBLE FOR FISCAL AFFAIRS AND PROPERTY ACCOUNTING AT THE PRISON. HE MANAGES THE FUND WHICH ACCOUNTS FOR YOUR PERSONAL MONEY AND SUPERVISES THE MANAGEMENT OF THE PRISON CANTEEN.

THE INMATE ATTORNEY IS RESPONSIBLE TO ASSIST YOU IN CIVIL MATTERS HE IS NOT YOUR 'IN HOUSE' DEFENSE ATTORNEY BUT HE MAY BE ABLE TO GIVE YOU SOME ADVICE ON YOUR CASE FROM TIME TO TIME.

## RECEPTION AND QUARANTINE

AS A NEW ARRIVAL AT THE NEW HAMPSHIRE STATE PRISON YOU WILL BE QUARTERED APART FROM THE GENERAL POPULATION. THIS PERIOD OF QUARANTINE WILL NORMALLY LAST LESS THAN TWO WEEKS. DURING THAT PERIOD YOU WILL BE PROCESSED, INFORMED OF THE INSTITUTIONAL RULES

AND PROCEDURES, AND ACQUAINTED WITH THE OPPORTUNITIES AVAILABLE FOR SELF IMPROVEMENT. YOU WILL BE INTERVIEWED, TESTED, AND REQUIRED TO COMPLETE CERTAIN FORMS SO THAT THE STAFF MAY RECEIVE INFORMATION WHICH WILL BE USED TO ASSIST YOU TO DESIGN A PROGRAM FOR YOURSELF. THE SAME INFORMATION WILL BE USED WHEN YOU ARE CONSIDERED FOR MINIMUM SECURITY PROGRAMS AND PAROLE. IT IS TO YOUR BEST ADVANTAGE TO COOPERATE TO THE FULLEST EXTENT POSSIBLE AND ANSWER EACH QUESTION AS COMPLETELY AND HONESTLY AS YOU CAN.

#### MEDICAL PROCEDURES

PHYSICAL EXAMINATION: SHORTLY AFTER YOUR ARRIVAL AT THE PRISON YOU WILL BE SCHEDULED FOR A PHYSICAL EXAMINATION. A MEDICAL HISTORY WILL BE TAKEN AND VARIOUS TESTS CONDUCTED. BE SURE THAT YOU ANSWER ALL QUESTIONS AS FULLY AND ACCURATELY AS YOU CAN. ADDITIONALLY, YOU SHOULD MAKE THE DOCTOR AWARE OF ANY AILMENTS OR PHYSICAL PROBLEMS YOU ARE AWARE OF, EACH YEAR A ROUTINE ANNUAL PHYSICAL EXAMINATION WILL BE CONDUCTED DURING THE MONTH OF YOUR BIRTH.

SICK CALL: ROUTINE SICK CALL IS HELD FIVE (5) DAYS PER WEEK, MONDAY THROUGH FRIDAY. NORMALLY, WEDNESDAY IS PHYSICAL EXAMINATION DAY SO ONLY EMERGENCY CASES ARE SEEN. IF YOU HAVE A CONDITION OR PROBLEM WHICH YOU BELIEVE WARRANTS MEDICAL ATTENTION YOU MAY SIGN UP FOR SICK CALL IN ACCORDANCE WITH THE PRINTED SCHEDULE AND REPORT TO SICK CALL. INITIAL SCREENING OF ALL WHO REQUEST TO GO TO SICK CALL WILL BE DONE BY THE NURSE ON DUTY. WHEN FOR SOME REASON YOU ARE UNABLE TO GO TO SICK CALL THE NURSE AND/OR THE DOCTOR WILL COME TO YOU. APPOINTMENTS FOR EYE EXAMINATIONS WILL BE MADE AT ROUTINE SICK CALL.

MEDICATION: ALL MEDICATION DISPENSED TO INMATES IN THE NEW HAMPSHIRE STATE PRISON WILL BE PRESCRIBED BY A PHYSICIAN LICENSED IN THE STATE OF NEW HAMPSHIRE. THE DOCTOR WILL PRESCRIBE MEDICATION USING A TIME CODE DESIGNATING THE TIME OF ISSUE AS FOLLOWS:

A FOR EARLY MORNING (7:15 A.M. TO 7:45 A.M.)

B FOR NOONTIME (11:00 A.M. TO 1:20 P.M.)

C FOR SUPPERTIME (5:50 P.M. TO 6:20 P.M.)

D FOR EARLY EVENING (8:30 P.M. TO 8:50 P.M.)

E FOR MIDNIGHT (11:45 P.M. TO 12:15 A.M.)

MEDICATION WILL BE ISSUED AT THESE TIMES ONLY.

NORMALLY, MEDICATION ADMINISTERED TO INMATES WILL BE IN LIQUID FORM OR DISSOLVED IN WATER.

MEDICAL CONSULTATIONS: WHEN DEEMED APPROPRIATE BY THE PRISON DOCTOR, INMATES MAY BE SENT TO OUTSIDE MEDICAL FACILITIES FOR CONSULTATION OR TREATMENT. WHENEVER SUCH OUTSIDE MEDICAL CARE IS PROVIDED THE INMATE IS EXPECTED TO DISPLAY EXCELLENT BEHAVIOR. ARGUMENTATIVE OR DISRUPTIVE BEHAVIOR WILL RESULT IN A SUSPENSION OF OUTSIDE MEDICAL VISITS AND DISCIPLINARY ACTION.

## DENTAL PROCEDURES

DENTAL EXAMINATION: ROUTINE DENTAL EXAMINATIONS WILL BE CONDUCTED DURING QUARANTINE AND EACH YEAR THEREAFTER. CORRECTIVE WORK MAY BE SCHEDULED AT THAT TIME.

DENTAL APPOINTMENTS: ANY INMATE MAY REQUEST A DENTAL APPOINTMENT BY FORWARDING A COMPLETED INMATE REQUEST SLIP TO THE DENTIST. NORMALLY ROUTINE REQUESTS ARE ACTED UPON WITHIN A WEEK. IF THERE IS AN EMERGENCY YOU MAY REQUEST TO SEE THE DENTIST THROUGH ROUTINE SICK CALL.

## MENTAL HEALTH UNIT

DO YOU CRY A LOT WITHOUT KNOWING WHY?

DO YOU REALLY KNOW OR CARE TO KNOW WHY YOU GOT INTO TROUBLE?

DO YOU EVER BECOME SO ANGRY THAT YOU LOSE SELF-CONTROL?

DO YOU HAVE DIFFICULTY EXPRESSING LOVE, AFFECTION, OR YOUR TRUE FEELINGS?

ARE YOU SEARCHING FOR WHAT MAKES YOU TICK? DO YOU REALLY KNOW WHO YOU ARE AS A PERSON, OR WHAT DIRECTION YOU WANT TO GO IN LIFE? DOES YOUR LIFE SEEM WORTHLESS?

HAVE YOU EVER LOST A JOB, A LOVED ONE, OR YOUR FREEDOM BECAUSE OF BEHAVIOR WHILE YOU WERE DRUNK OR STONED? DO YOU DRINK MORE THAN YOUR FRIENDS DO MOST OF THE TIME?

HAVE YOU EVER HAD A PROBLEM CONTROLLING YOUR SEXUAL URGES? DO YOU FEEL THAT YOUR SEXUALITY IS DIFFERENT THAN MOST PEOPLE'S?

DO YOU FEEL YOU ARE A 'BLACK SHEEP' WHO CAN'T DO ANYTHING RIGHT?

DO YOU OFTEN FEEL SAD OR LONELY BECAUSE NO ONE SEEMS TO CARE?

IF YOUR ANSWER TO ANY OF THE ABOVE QUESTIONS IS 'YES', PERHAPS THE STAFF OF THE MENTAL HEALTH UNIT CAN HELP YOU.

THE SOCIAL WORKERS, PSYCHOLOGISTS AND PSYCHIATRISTS OF THAT UNIT ARE PREPARED TO ASSIST YOU IN FINDING ANSWERS TO ANY PAST, PRESENT OR FUTURE PROBLEM THAT AFFECTS YOUR GROWTH AND WELL-BEING.

THE UNIT OFFERS:

INDIVIDUAL COUNSELING  
GROUP COUNSELING  
MARITAL/RELATIONSHIP COUNSELING  
FAMILY COUNSELING

ON A LONG TERM OR SHORT TERM BASIS TO MEET YOUR NEEDS.

YOU MAY BE ASSURED THAT YOUR PRIVACY WILL BE RESPECTED AND PROTECTED. PERSONAL DOCUMENTS WILL NOT BE RELEASED FROM OUR LOCKED FILES TO SOURCES WITHIN OR OUTSIDE THE WALLS WITHOUT YOUR SIGNED PERMISSION TO DO SO.

COUNSELING IS AN OPPORTUNITY, NOT AN OBLIGATION. YOU MUST WANT IT, NEED IT, AND BE WILLING TO PUT IN THE HARD WORK IT REQUIRES. THE REWARD IS USUALLY WORTH THE EFFORT.

TO SEE A COUNSELOR, JUST SEND AN INMATE REQUEST SLIP OR SHORT NOTE, WITH A BRIEF STATEMENT OF YOUR NEED, IN A SEALED ENVELOPE IF YOU DESIRE, TO THE MENTAL HEALTH UNIT. REMEMBER...YOU DON'T HAVE TO BE 'CRAZY' TO OBTAIN COUNSELING, FEW MEN THAT ARE SEEN EVER ARE.

IT MAY BE 'CRAZY' NOT TO!!!

### CANTEEN

AN INMATE CANTEEN IS OPERATED FOR YOUR USE. THE PROFITS GENERATED BY THE CANTEEN ARE RETURNED TO YOU IN THE FORM OF RECREATIONAL SUPPLIES, EQUIPMENT AND PROGRAMS. A FINANCIAL STATEMENT IS POSTED ON THE BULLETIN BOARD IN THE CANTEEN EACH MONTH.

THE PRODUCTS SOLD IN THE CANTEEN MAY BE TAKEN TO YOUR CELL. MODELS AND OTHER HOBBY CRAFT KITS THAT MAY BE FOR SALE IN THE CANTEEN FROM TIME TO TIME MAY BE WORKED ON IN YOUR CELL WITHOUT SIGNING UP AND BEING APPROVED FOR HOBBY CRAFT.

MONEY IS NOT EXCHANGED IN THE CANTEEN. YOU MAY MAKE PURCHASES AGAINST THE BALANCE SHOWN ON YOUR CANTEEN CARD. YOU ARE AUTHORIZED TO TRANSFER AN AMOUNT NOT TO EXCEED \$40.00 FROM YOUR PERSONAL INMATE FUND ACCOUNT TO YOUR CANTEEN CARD TWICE EACH MONTH ON THE 15TH AND 30TH.

GOODS PURCHASED IN THE CANTEEN ARE FOR YOUR OWN USE AND MUST NOT BE GIVEN, BARTERED OR EXCHANGED WITH OTHER INMATES. FAILURE TO ABIDE BY THIS RULE COULD RESULT IN THE LOSS OF CANTEEN PRIVILEGES.

### LIBRARY

THE PRISON LIBRARY INCLUDING A LAW LIBRARY IS LOCATED ON THE FIRST FLOOR OF THE CELL BLOCK ANNEX AND OFFERS A VARIETY OF SERVICES INCLUDING ASSISTANCE IN LEGAL RESEARCH, A GENERAL LENDING LIBRARY FOR FICTION AND NON-FICTION BOOKS, A LISTENING AREA FOR RECORDED MUSIC, A DOCUMENT REPRODUCTION SERVICE AT NOMINAL COST AND ASSISTANCE IN A VARIETY OF OTHER WAYS. THE LIBRARY SCHEDULE CHANGES FROM TIME TO TIME BUT IN GENERAL IT IS OPEN TO YOU DURING PERIODS OF YARD TIME. THE LAW LIBRARY SECTION MAY BE USED BY APPOINTMENT ONLY. REQUESTS SHOULD BE ADDRESSED TO THE LIBRARIAN.

## BOARDS

CLASSIFICATION: THE CLASSIFICATION BOARD WILL MEET TO CONSIDER YOUR FIRST ASSIGNMENT AFTER THE QUARANTINE PERIOD. THE BOARD WILL MAKE RECOMMENDATIONS TO THE WARDEN CONCERNING YOUR CUSTODY GRADE, JOB ASSIGNMENT, LIVING UNIT, AND ANY SPECIAL PROGRAMS. YOU WILL APPEAR IN PERSON BEFORE THE BOARD AND WILL BE GIVEN THE OPPORTUNITY TO PRESENT MATTERS IN YOUR OWN BEHALF. YOU SHOULD LOOK UPON THE BOARD MEETING AS A COOPERATIVE PLANNING SESSION. THE MEMBERS OF THE BOARD WILL BE INTERESTED IN YOUR PLANS FOR THE FUTURE AND THE KINDS OF PROGRAMS YOU WOULD LIKE TO PARTICIPATE IN WHILE YOU ARE CONFINED. THE CLASSIFICATION BOARD WILL REVIEW YOUR CLASSIFICATION PLAN AND YOUR PROGRESS AT 90 TO 120 DAY INTERVALS. WHEN IT IS CONSIDERED APPROPRIATE YOU MAY BE EXCUSED FROM ATTENDING MEETINGS AT WHICH YOUR CASE IS BEING REVIEWED.

DISCIPLINARY: AN INMATE WHO HAS BEEN WRITTEN UP FOR THE VIOLATION OF A LAW OR RULE MAY BE REFERRED TO A DISCIPLINARY BOARD FOR A HEARING. THE BOARD MAY BE A MINOR (ONE MAN) BOARD OR A MAJOR (THREE MAN) BOARD DEPENDING ON THE SERIOUSNESS OF THE ALLEGED OFFENSE. ANNEX A TO THIS MANUAL OUTLINES THE BOARD PROCEDURES AND THE ALLOWABLE PUNITIVE ACTION WHICH MAY BE IMPOSED BY A DISCIPLINARY BOARD.

PAROLE: PAROLE IS A FORM OF CONDITIONAL RELEASE GRANTED BY THE STATE OF NEW HAMPSHIRE THROUGH THE ACTION OF THE PAROLE BOARD APPOINTED BY THE GOVERNOR. THE DATE ON WHICH YOU BECOME ELIGIBLE FOR PAROLE IS DATE ARRIVED AT BY COMPUTING YOUR MINIMUM SENTENCE AND SUBTRACTING THE APPLICABLE STATUTORY GOOD CONDUCT TIME AND THE MERITORIOUS GOOD CONDUCT TIME EARNED BY YOU. PRIOR TO YOUR PAROLE ELIGIBILITY DATE YOU WILL BE INTERVIEWED BY A MEMBER OF THE PAROLE DEPARTMENT. AT THAT TIME IF YOU WISH TO APPLY FOR PAROLE YOU WILL BE ASSISTED IN THE PREPARATION OF YOUR APPLICATION TO MEET THE BOARD.

OTHER BOARDS: ON OCCASION BOARDS WILL BE CONVENED FOR SPECIAL PURPOSES SUCH AS CUSTODY REVIEW, PROTECTIVE CUSTODY REVIEW, CONSIDERATION FOR TRANSFER TO ANOTHER CORRECTIONAL INSTITUTION OR TO A COMMUNITY CORRECTION CENTER. IF ANY OF THESE BOARDS MEETS TO CONSIDER YOUR CASE YOU WILL BE INFORMED OF THE MEETING AND THE PURPOSE OF THE BOARD AHEAD OF TIME.

## GOOD CONDUCT TIME

STATUTORY: UNDER THE PROVISIONS OF RSA 651:55, GOOD CONDUCT TIME IS A CREDIT AGAINST YOUR MINIMUM AND MAXIMUM SENTENCE AWARDED AT THE RATE OF 90 DAYS PER YEAR. IT IS PRORATED FOR ANY PORTION OF A YEAR. THIS MEANS THAT YOU RECEIVE 7 1/2 DAYS TOWARD YOUR SENTENCE FOR EACH MONTH OF YOUR MINIMUM SENTENCE. ALL STATUTORY GOOD CONDUCT TIME IS CREDITED TO YOU WHEN YOUR SENTENCE IS COMPUTED FOR THE FIRST TIME. CHANGES IN YOUR SENTENCE AS THE RESULT OF COURT ACTION WILL CHANGE THE AMOUNT OF TIME WHICH IS AWARDED THEREFORE EACH TIME THE COURT CHANGES OR MODIFIES YOUR SENTENCE YOUR CONFINEMENT TIME WILL BE RECOMPUTED. IF YOU ARE SERVING MORE THAN ONE SENTENCE CONSECUTIVELY THE GOOD CONDUCT TIME ON THE FIRST SENTENCE ONLY WILL BE COMPUTED. IF THIS APPLIES TO YOU THE CLASSIFICATION OFFICE WILL EXPLAIN THE PROVISIONS WHICH APPLY TO YOU ON REQUEST.

MERITORIOUS: IN ADDITION TO THE 7 1/2 DAYS OF GOOD CONDUCT TIME AWARDED TO YOU AS SPECIFIED ABOVE, THE LAW PROVIDES THAT YOU MAY BE AWARDED AN ADDITIONAL FIVE (5) DAYS PER MONTH BY THE WARDEN FOR EXEMPLARY CONDUCT. SUCH ADDITIONAL GOOD CONDUCT TIME MUST BE EARNED. IT IS NOT AUTOMATICALLY CREDITED TO YOU. BECAUSE THIS CREDIT IS AT THE DISCRETION OF THE WARDEN IT MAY BE WITHHELD ON A MONTH TO MONTH BASIS WITHOUT THE REQUIREMENT FOR A DUE PROCESS DISCIPLINARY HEARING.

GOOD CONDUCT TIME, EITHER STATUTORY OR MERITORIOUS, EARNED PRIOR TO A PAROLE CANNOT BE LOST AFTER THAT PAROLE HAS BECOME EFFECTIVE. CONVERSELY, TIME WHICH WAS LOST THROUGH DISCIPLINARY ACTION CANNOT BE RESTORED AFTER THE PAROLE HAS BECOME EFFECTIVE.

QUESTIONS CONCERNING THE AWARDING OF GOOD CONDUCT TIME OR THE COMPUTATION OF SENTENCES SHOULD BE DIRECTED TO THE CLASSIFICATION OFFICE.

### EDUCATION AND TRAINING

EDUCATION: EVERY PERSON WHO ENTERS NEW HAMPSHIRE STATE PRISON IS GIVEN THE OPPORTUNITY TO IMPROVE HIS ACADEMIC SKILL IN THE PRISON SCHOOL. SCHOOL IS THE PLACE WHERE YOU HAVE THE OPPORTUNITY TO RECEIVE INDIVIDUAL TUTORING, IMPROVE YOUR BASIC SKILLS IN READING, WRITING OR ARITHMETIC, EARN A HIGH SCHOOL DIPLOMA OR FULFILL THE REQUIREMENTS FOR A GENERAL EDUCATIONAL DEVELOPMENT CERTIFICATE (GED).

THE EDUCATION HANDBOOK WILL BE GIVEN TO YOU DURING YOUR PERIOD OF QUARANTINE. IT EXPLAINS THE PROGRAMS AND COURSES AVAILABLE TO YOU. DURING AN ORIENTATION SESSION YOU WILL BE GIVEN INDIVIDUAL ATTENTION AND GUIDED INTO AN APPROPRIATE EDUCATIONAL PROGRAM. QUESTIONS ABOUT THE EDUCATIONAL PROGRAMS AVAILABLE TO YOU SHOULD BE ADDRESSED TO THE HEAD TEACHER.

VOCATIONAL TRAINING: INMATES WHO ARE NOT HOUSED IN THE MAXIMUM SECURITY ANNEX OR IN PROTECTIVE CUSTODY ARE ELIGIBLE TO ENROLL IN ONE OF A VARIETY OF VOCATIONAL TRAINING PROGRAMS. THESE PROGRAMS WILL BE DISCUSSED WITH YOU AT YOUR HEARING BEFORE THE CLASSIFICATION BOARD.

FORMAL VOCATIONAL TRAINING IS, OR SOON WILL BE, AVAILABLE IN AUTO MECHANICS, AUTO BODY REPAIR, SMALL ENGINE REPAIR, FOOD SERVICE, GRAPHIC ARTS AND GENERAL BUILDING MAINTENANCE. UPON COMPLETION OF THE COURSES OF INSTRUCTION AND PRACTICAL APPLICATION IN A VOCATIONAL TRAINING PROGRAM THE STUDENT WILL RECEIVE A CERTIFICATE FROM THE NEW HAMPSHIRE DEPARTMENT OF EDUCATION ATTESTING TO THE LEVEL OF TRAINING AND THE HOURS OF INSTRUCTION COMPLETED. THE TIME REQUIRED TO COMPLETE A FULL TRAINING PROGRAM IS AT LEAST SIX (6) MONTHS. INMATES WITH TIME REMAINING TO COMPLETE THE ENTIRE COURSE WILL BE GIVEN PRIORITY IN ASSIGNMENT TO VOCATIONAL TRAINING PROGRAMS.

### INMATE PAY

THE NEW HAMPSHIRE STATE PRISON OPERATES A PROGRAM OF INCENTIVE WAGES FOR ALL PRISONERS NOT IN QUARANTINE OR PUNITIVE SEGREGATION. THE PROVISIONS OF THE PAY PLAN AND THE TIME AND SKILL REQUIREMENTS

TO QUALIFY FOR THE VARIOUS PAY STEPS WILL BE EXPLAINED TO YOU DURING QUARANTINE AND WHENEVER APPLICABLE AT EACH CLASSIFICATION BOARD THAT CONSIDERS YOU FOR A JOB CHANGE. PAY RECEIVED FROM THE PRISON WILL BE DEPOSITED TO YOUR PERSONAL INMATE FUND ACCOUNT ON A MONTHLY BASIS.

IF YOU HAVE PROBLEMS WITH YOUR PAY YOU SHOULD FIRST TRY TO RESOLVE THE PROBLEM WITH THE KEEPER OF YOUR TIME BOOK IN YOUR WORK AREA. YOU MAY DO THIS IN PERSON OR BY USING AN INMATE REQUEST SLIP.

IF YOU AND YOUR WORK AREA SUPERVISOR CANNOT RESOLVE YOUR PAY PROBLEM YOU MAY APPEAL IN WRITING TO THE DIRECTOR OF INDUSTRIES WHO WILL INVESTIGATE YOUR PAY GRIEVANCE AND MAKE FINAL RESOLUTION.

#### CHAPLAIN

AN INITIAL INTERVIEW WITH THE CHAPLAIN IS ARRANGED FOR YOU ON YOUR ARRIVAL AT THIS INSTITUTION. YOU ARE ALSO PERMITTED AND ENCOURAGED TO CONSULT WITH THE CHAPLAIN REGARDING RELIGIOUS MATTERS AND PERSONAL PROBLEMS. MATTERS DISCUSSED WITH HIM ARE TREATED AS CONFIDENTIAL.

THE CHAPLAIN IS CONCERNED WITH YOUR MORAL AND SPIRITUAL WELFARE AND CHARACTER DEVELOPMENT. YOUR INTERVIEWS WITH HIM SHOULD PERTAIN TO SUCH MATTERS. THE CHAPLAIN IS NOT THE PROPER PERSON TO ANSWER QUESTIONS PERTAINING TO GRIEVANCES ABOUT YOUR TRIAL OR THE SENTENCE YOU RECEIVED, PAROLE, DISCIPLINARY BOARDS, OR THE JOB YOU HAVE BEEN ASSIGNED. HOWEVER, ON OCCASION, HOME WELFARE CASES AND CIVILIAN JOB QUESTIONS MAY BE TAKEN UP WITH THE CHAPLAIN WHEN CIRCUMSTANCES WARRANT HIS ASSISTANCE IN GETTING SUCH MATTERS BEFORE THE PROPER AUTHORITIES.

THE CHAPLAIN IS PREPARED TO HELP YOU BETTER UNDERSTAND YOUR PROBLEMS. HE CAN GIVE YOU COUNSEL AND ASSISTANCE IN RELATION TO YOUR BELIEFS, TO THE WORLD SURROUNDING YOU, AND TO YOURSELF. HE CAN BE A VALUABLE AID TO YOU IN YOUR PERSONAL ADJUSTMENT TO CONFINEMENT AND IN PREPARING YOURSELF FOR THAT DAY ON WHICH YOU WILL BE RELEASED.

CHURCH SERVICES ARE CONDUCTED WHEN THE AVAILABILITY OF THE CHAPLAINS, BOTH CATHOLIC AND PROTESTANT, WILL ALLOW. SCHEDULES ARE POSTED AND YOU WILL BE KEPT INFORMED OF THE TIME AND THE PLACE OF SUCH WORSHIP SERVICES. INSTRUCTION CLASSES IN RELIGION AND OTHER RELATED SUBJECTS MAY BE CONDUCTED AT APPROPRIATE TIMES AS ANNOUNCED OR MAY BE INDIVIDUALLY SCHEDULED WITH A SPECIFIC CHAPLAIN. INMATES ASSIGNED TO THE MAXIMUM SECURITY AREA WILL NOT BE ALLOWED TO ATTEND CHURCH SERVICES IN THE CHAPEL WITHOUT THE SPECIFIC APPROVAL OF THE DIRECTOR OF CUSTODY.

YOU MAY REQUEST INTERVIEWS FOR COUNSELING PURPOSES ON AN INMATE REQUEST SLIP ADDRESSED TO THE CHAPLAIN.

#### PRE-RELEASE PROGRAM

A PROGRAM IS CONDUCTED AT THIS INSTITUTION TO ASSIST YOU IN ADJUSTING FROM INSTITUTIONAL LIFE TO LIFE IN THE COMMUNITY, TO MAKE INDIVIDUAL PLANS FOR RELEASE AND TO HELP YOU ANTICIPATE THE PROBLEMS FACING YOU UPON YOUR RETURN TO YOUR COMMUNITY.

THE PRE-RELEASE PROGRAM WILL PROVIDE YOU WITH A SERIES OF SCHEDULED CLASSES, GROUP DISCUSSIONS ON SUBJECTS WHICH WILL ENABLE YOU TO BETTER UNDERSTAND CURRENT PROCEDURES IN THE COMMUNITY, SUCH AS CREDIT BUYING, CONTRACTS, HOW TO GET A JOB, HOW TO AVOID ARREST, AND THINGS THAT ARE OF VITAL INTEREST TO YOU. IN ADDITION, EACH PRE-RELEASEE WILL RECEIVE INDIVIDUAL COUNSELING AND GUIDANCE FROM VARIOUS MEMBERS OF THE NEW HAMPSHIRE STATE PRISON'S STAFF.

RELEASE CLOTHING MAY BE OBTAINED BY YOU FIFTEEN DAYS PRIOR TO YOUR RELEASE OR UPON YOUR TRANSFER TO THE MINIMUM SECURITY UNIT OR THE COMMUNITY CORRECTION CENTER, A SHIRT, COAT, SHOES, SOCKS, A TOP COAT OR OVERCOAT IN SEASON, OR A WARM JACKET. A SHIPMENT OF THESE ARTICLES MUST BE ADDRESSED TO YOU IN CARE OF THE PERSONAL PROPERTY OFFICER, BOX 14, CONCORD, NEW HAMPSHIRE 03301. UPON ARRIVAL, THE ARTICLES FOR YOUR RELEASE WILL BE HELD FOR YOU UNTIL THE DAY YOU LEAVE. YOU WILL BE NOTIFIED OF THE ARRIVAL OF SUCH ITEMS BY THE PROPERTY OFFICER.

IN ALL CASES, CLOTHING SENT IN TO YOU FOR YOUR RELEASE IS EXPECTED TO BE IN GOOD TASTE, CLEAN AND PRESSED.

#### MINIMUM SECURITY UNIT

THE MINIMUM SECURITY UNIT IS LOCATED OUTSIDE THE PRISON WALLS IN A BUILDING SOUTH OF THE PRISON PROPER. THE LIVING ACCOMMODATIONS ARE BETTER AND THE SECURITY RESTRAINTS FEWER. PRIVILEGES ARE EXPANDED CONTINGENT UPON THE INMATE'S DEMONSTRATED ABILITY TO HANDLE THE INCREASED PERSONAL FREEDOM AND ADDED RESPONSIBILITY.

ELIGIBILITY REQUIREMENTS ARE GENERALLY AS FOLLOWS:

- A) THE INMATE MUST BE WITHIN TWO (2) YEARS OF HIS MINIMUM PAROLE ELIGIBILITY DATE.
- B) THE INMATES MUST NOT HAVE OUTSTANDING UNRESOLVED DETAINERS, WARRANTS OR ARRESTS.
- C) IF CONVICTED OF MURDER OR VIOLENT SEXUAL OFFENSES AN INMATE WILL NOT BE ELIGIBLE FOR TRANSFER TO THE MINIMUM SECURITY UNIT UNTIL THE FOLLOWING ADDITIONAL CONDITIONS HAVE BEEN MET:
  - 1) WITHIN SIX (6) MONTHS OF MINIMUM PAROLE ELIGIBILITY DATE
  - 2) TRANSFER HAS BEEN APPROVED BY THE PRISON BOARD OF TRUSTEES.

#### COMMUNITY CORRECTION CENTERS

THE NEW HAMPSHIRE STATE PRISON OPERATES A COMMUNITY WORK RELEASE/HALFWAY HOUSE PROGRAM. YOU MAY APPLY FOR THIS PROGRAM WHEN YOU ARE WITHIN SIX (6) MONTHS OF YOUR MINIMUM PAROLE ELIGIBILITY DATE.

THE PROGRAM IS DESIGNED TO ASSIST YOUR TRANSITION FROM PRISON BACK TO SOCIETY. WHILE IN THE PROGRAM YOU WILL HAVE THE OPPORTUNITY

TO WORK IN THE COMMUNITY, EARN MONEY, OPEN A SAVINGS ACCOUNT, AND HELP YOUR FAMILY. THE PROGRAM GIVES MEN INCREASED PRIVILEGES AS THEY SHOW THEY CAN HANDLE RESPONSIBILITY. SOME OF THESE PRIVILEGES INCLUDE LEISURE TIME ACTIVITIES OUTSIDE THE CENTER AND AUTHORIZED ABSENCE PASSES WHICH ALLOW YOU TO SPEND TIME WITH YOUR FAMILY.

COMMUNITY CORRECTION CENTERS HAVE NO BARS ON THE WINDOWS, NO ARMED GUARDS AND NO FENCES. RESTRAINTS ARE IMPOSED ONLY BY YOUR OWN SENSE OF RESPONSIBILITY. YOU WILL BE HELD FULLY ACCOUNTABLE FOR YOUR ACTIONS. YOU WILL BE ASSISTED BY A COUNSELOR AND A JOB DEVELOPER WHO WILL HELP YOU PREPARE REALISTIC PLANS FOR THE FUTURE. YOU WILL ALSO BE REFERRED TO LOCAL SUPPORT AGENCIES IN THE COMMUNITY WHEN IT APPEARS TO BE APPROPRIATE IN YOUR INDIVIDUAL CASE.

QUESTIONS PERTAINING TO THE COMMUNITY CORRECTION CENTERS AND THE WORK RELEASE PROGRAMS SHOULD BE ADDRESSED TO THE EXECUTIVE DIRECTOR OF THE COMMUNITY CORRECTION CENTERS.

### TOURS OF THE PRISON

TOURS OF THE NEW HAMPSHIRE STATE PRISON ARE CONDUCTED FREQUENTLY. IT IS NOT THE INTENT THAT INMATES BE PUT ON PUBLIC DISPLAY BUT TO BE SUCCESSFUL AND TO OPERATE A HUMANE PRISON WITH VIABLE PROGRAMS WE NEED PUBLIC SUPPORT. THESE TOURS ARE DESIGNED TO DEPICT THE VARIOUS PROGRAMS AND ACTIVITIES AVAILABLE AND TO POINT OUT THE ONGOING REQUIREMENTS FOR FUNDING AND SUPPORT. IN ORDER FOR NEW PROGRAMS TO BE STARTED AND NEW EQUIPMENT TO BE OBTAINED IT IS NECESSARY TO INFORM THE PUBLIC OF WHAT IS NEEDED AND WHAT GOALS WE HOPE TO ACHIEVE. CHANGES IN YOUR SITUATION ARE CONTROLLED TO A GREAT EXTENT BY THE PUBLIC'S ACCEPTANCE OF THE NEEDS AND GOALS OF THE PRISON.

DURING TOURS YOU SHOULD BE POLITE, ANSWER QUESTIONS ASKED OF YOU, AND AVOID LOUD BOISTEROUS TALKING OR LAUGHING IN THE VICINITY OF THE TOUR. TRY NOT TO STARE AT THE MEMBERS OF THE TOUR.

### GENERAL INFORMATION

IF YOU HAVE ANY QUESTIONS CONCERNING YOUR ACTIONS OR ANY PRISON PROGRAM WHICH ARE NOT COVERED IN THIS MANUAL YOU SHOULD SEEK CLARIFICATION FROM THE OFFICER IN CHARGE OF YOUR AREA. IF QUESTIONS STILL PERSIST YOU SHOULD ADDRESS AN INMATE REQUEST SLIP TO THE PERSON OR AGENCY RESPONSIBLE FOR THE SUBJECT MATTER OF THE QUESTIONS. WHEN YOU CAN NOT IDENTIFY THE PERSON OR AGENCY ADDRESS YOUR QUESTION OR REQUEST TO THE DEPUTY WARDEN.

ANNEX A TO  
NEW HAMPSHIRE STATE PRISON  
INMATE MANUAL

DISCIPLINARY PROCEDURES

THE FOLLOWING IS AN EXPLANATION OF TERMS AND AN OUTLINE OF THE PROCEDURES THAT WILL BE FOLLOWED BY THE INSTITUTION WHEN A STAFF MEMBER OBSERVES THAT AN INMATE HAS ENGAGED IN PUNISHABLE CONDUCT.

1. REPORT OF INSTANCES OF PUNISHABLE CONDUCT BY STAFF.

STAFF MEMBERS ARE REQUIRED TO PREPARE A DISCIPLINARY REPORT WHERE THEY HAVE A REASONABLE BELIEF THAT AN INMATE HAS ENGAGED IN PUNISHABLE CONDUCT. THIS MAY BE DONE IN ONE OF TWO WAYS: THE STAFF MEMBER MAY SERVE THE INMATE WITH A 'BAD ON THE SPOT REPORT' A COPY OF WHICH WILL BE FILED IN THE INMATE'S RECORD, OR HE MAY SUBMIT A 'DISCIPLINARY REPORT' TO THE DIRECTOR OF CUSTODY.

2. PROCESSING OF DISCIPLINARY REPORTS

- A. THE DIRECTOR OF CUSTODY WILL SCREEN ALL DISCIPLINARY REPORTS AND REFER THOSE REQUIRING CLARIFICATION OR INVESTIGATION TO THE INVESTIGATION OFFICER. THE DIRECTOR OF CUSTODY WILL REFER ALL CASES WHICH HE DEEMS NOT TO REQUIRE AN INVESTIGATION DIRECTLY TO A MAJOR OR MINOR HEARING, WHICHEVER HE FINDS TO BE APPROPRIATE.
- B. IF IT IS BELIEVED THAT THE INMATE HAS COMMITTED A CRIME COVERED BY STATE STATUTE, THE CASE WILL BE REFERRED TO THE STATE POLICE FOR INVESTIGATION.
- C. UPON COMPLETION OF HIS INVESTIGATION, THE INVESTIGATING OFFICER MAY RECOMMEND TO THE DIRECTOR OF CUSTODY THAT THE DISCIPLINARY REPORT BE DESTROYED AS UNFOUNDED OR THAT IT BE REFERRED TO A MINOR OR MAJOR DISCIPLINARY BOARD FOR A HEARING.
- D. IN ALL CASES WHERE A REPORT IS REFERRED FOR A HEARING, THE INVESTIGATING OFFICER WILL PROVIDE THE INMATE CONCERNED WITH WRITTEN NOTICE OF THE CHARGES AGAINST HIM AND THE DATE AND TIME OF THE HEARING IN WRITING AT LEAST TWENTY-FOUR (24) HOURS BEFORE THE HEARING IS SCHEDULED. ONCE INFORMED OF THE CHARGES IN WRITING, AN INMATE MAY EXPECT HIS HEARING TO BE WITHIN SEVEN (7) DAYS UNLESS THERE ARE UNUSUAL CIRCUMSTANCES.
- E. AN INMATE MAY WAIVE HIS RIGHT TO A DISCIPLINARY HEARING BY MAKING APPLICATION TO THE DIRECTOR OF CUSTODY IN WRITING TO MAKE A GUILTY PLEA. IN SUCH CASES, THE PLEA WILL BE ENTERED ON THE INMATE'S RECORD. IN CASES INVOLVING GUILTY PLEAS, THE DIRECTOR OF CUSTODY, UPON RECOMMENDATION OF THE

INVESTIGATING OFFICER, MAY IMPOSE ONE OR ALL OF THE PUNISHMENTS WHICH MAY BE IMPOSED BY A MINOR DISCIPLINARY BOARD. (SEE PARAGRAPH 6 ON PAGE 8)

3. MAJOR HEARINGS

- A. THE MAJOR DISCIPLINARY BOARD WILL CONSIST OF NOT LESS THAN THREE (3) MEMBERS OF THE STAFF, ONE OF WHOM WILL BE A MEMBER OF THE NON-UNIFORMED STAFF. DIRECT INVOLVEMENT IN AN INCIDENT OR AN INVESTIGATION WILL DISQUALIFY A MEMBER FROM SITTING ON THE BOARD HEARING CHARGES BASED ON THE INCIDENT OR RELATING TO THE INVESTIGATION.
- B. THE INVESTIGATION OFFICER WILL PRESENT THE CASE AGAINST THE INMATE.
- C. THE INMATE WILL BE PRESENT AT THE HEARING UNLESS HIS BEHAVIOR DURING THE HEARING JUSTIFIES EXCLUSION.
- D. INMATES WILL BE PERMITTED TO MAKE STATEMENTS, PRESENT EVIDENCE AND CALL WITNESSES WHO HAVE FIRST HAND KNOWLEDGE RELATIVE TO THE CASE. WITNESSES WHO TESTIFY AGAINST THE INMATE MAY BE CROSS-EXAMINED BY THE INMATE THROUGH THE CHAIRMAN OF THE HEARING (THAT IS TO SAY THE INMATE DIRECTS A QUESTION TO THE BOARD CHAIRMAN WHO ASKS IT OF THE WITNESS).
- E. INMATES ARE RESPONSIBLE FOR PROVIDING THE INVESTIGATION OFFICER WITH A LIST OF REQUESTED WITNESSES TWENTY-FOUR (24) HOURS IN ADVANCE SO THAT THE OFFICER MAY ASSURE THEIR PRESENCE. THE BOARD IS NOT REQUIRED TO HEAR TESTIMONY OR ACCEPT EVIDENCE WHICH IS REPETITIOUS, REDUNDANT, IMMATERIAL OR IRRELEVANT. THE BOARD MAY RULE AS TO WHETHER OR NOT TO ACCEPT EVIDENCE; ITS DECISION TO EXCLUDE EVIDENCE WILL BE FINAL.
- F. AN INMATE MAY REQUEST TO BE REPRESENTED BY A STAFF MEMBER OF HIS CHOICE. IF REASONABLY AVAILABLE, THE REQUESTED STAFF MEMBER WILL PRESENT THE INMATE'S CASE. (LAWYERS ARE NOT PERMITTED).
- G. THE BOARD WILL REACH ITS DECISION IN CLOSED SESSION. THE INMATE WILL BE INFORMED OF THE DECISION AND ALLOWED TO PRESENT MATTERS IN EXTENUATION OR MITIGATION BEFORE BEING SENTENCED. THE BOARD WILL DELIBERATE ON WHAT DISCIPLINE TO IMPOSE IN CLOSED SESSION. WHEN A PUNISHMENT HAS BEEN ARRIVED AT, THE INMATE WILL BE INFORMED OF THE PUNISHMENT BY THE CHAIRMAN OF THE BOARD. THEREAFTER, THE FINDINGS AND SENTENCE OF THE BOARD WILL BE PROVIDED TO THE INMATE IN WRITING AS SOON AS THEY ARE PREPARED.
- H. ALL HEARINGS WILL BE REVIEWED BY THE DEPUTY WARDEN. HE MAY APPROVE THE FINDINGS AND SENTENCE IN WHOLE OR IN PART. HE MAY NOT INCREASE THE PUNISHMENT AWARDED BY THE BOARD.

- I. PUNISHMENT WILL START IMMEDIATELY. THE DAY THE BOARD IMPOSES PUNISHMENT WILL COUNT AS THE FIRST DAY OF THE SENTENCE.
- J. IN EVERY CASE THE INMATE MAY APPEAL THE DECISION OF THE DISCIPLINARY BOARD BY SENDING TO THE WARDEN A WRITTEN STATEMENT NOTIFYING THE WARDEN THAT THE INMATE WISHES TO APPEAL THE DECISION OF THE DISCIPLINARY BOARD AND SETTING FORTH THE REASONS WHY THE INMATE BELIEVES THAT THE DECISION OF THE HEARING BOARD WAS IN ERROR. APPEALS RECEIVED MORE THAN FIVE (5) DAYS AFTER THE DATE SENTENCE IS IMPOSED WILL NOT BE CONSIDERED. A STAFF MEMBER WILL ASSIST IN APPEAL PREPARATION UPON REQUEST. NORMALLY, INMATES WILL RECEIVE A WRITTEN REPORT OF THE ACTION TAKEN ON AN APPEAL WITHIN FIVE (5) DAYS OF THE DAY THE NOTICE OF APPEAL IS SENT TO THE WARDEN.
- K. WHEN AN INMATE IS FOUND NOT GUILTY, ALL RECORDS OF THE INCIDENT WILL BE REMOVED FROM HIS CLASSIFICATION FILE.

4. MINOR HEARINGS.

- A. MINOR DISCIPLINARY HEARINGS WILL BE CONDUCTED BEFORE A ONE-OFFICER BOARD. THE OFFICER WILL HAVE THE RANK OF LIEUTENANT OR HIGHER AND WILL BE ASSIGNED TO A SHIFT OTHER THAN THE ONE DURING WHICH THE ALLEGED OFFENSE OCCURRED.
- B. THE MINOR DISCIPLINARY BOARD MAY HEAR WITNESSES WHO TESTIFY BOTH IN FAVOR OF THE INMATE AND AGAINST HIM. INMATES WILL BE PERMITTED TO MAKE STATEMENTS, PRESENT EVIDENCE AND CALL WITNESSES WHO HAVE FIRST HAND KNOWLEDGE RELATIVE TO THE CASE. WITNESSES WHO TESTIFY AGAINST THE INMATE MAY BE CROSS-EXAMINED BY THE INMATE THROUGH THE HEARING OFFICER (THAT IS TO SAY THE INMATE DIRECTS A QUESTION TO THE HEARING OFFICER WHO ASKS IT OF THE WITNESS.)
- C. INMATES ARE RESPONSIBLE FOR PROVIDING THE INVESTIGATION OFFICER WITH A LIST OF REQUESTED WITNESSES TWENTY-FOUR (24) HOURS IN ADVANCE SO THAT THE OFFICER MAY ASSURE THEIR PRESENCE. THE HEARING OFFICER IS NOT REQUIRED TO HEAR TESTIMONY OR ACCEPT EVIDENCE WHICH IS REPETITIOUS, REDUNDANT, IMMATERIAL OR IRRELEVANT. THE HEARING OFFICER MAY RULE AS TO WHETHER OR NOT TO ACCEPT EVIDENCE; HIS DECISION TO EXCLUDE EVIDENCE WILL BE FINAL.
- D. THE ACCUSED WILL BE PRESENT DURING THE HEARING UNLESS HIS CONDUCT JUSTIFIES EXCLUSION.
- E. THE ACCUSED WILL BE PROVIDED A WRITTEN COPY OF THE DECISION OF THE HEARING OFFICER SETTING FORTH ANY DISCIPLINE IMPOSED.

- F. THE INMATE MAY APPEAL THE DECISION OF THE HEARING OFFICER TO THE DIRECTOR OF CUSTODY BY SENDING TO THE DIRECTOR OF CUSTODY A WRITTEN NOTICE OF APPEAL SETTING FORTH THE REASONS WHY THE INMATE FEELS THE DECISION OF THE HEARING OFFICER WAS IN ERROR. APPEALS NOT RECEIVED WITHIN FIVE (5) DAYS OF SENTENCING WILL NOT BE CONSIDERED.
- G. WHEN AN INMATE IS FOUND NOT GUILTY, ALL RECORDS OF THE INCIDENT WILL BE REMOVED FROM HIS CLASSIFICATION FILE.

5. ADMINISTRATIVE SEGREGATION

IF AN INMATE IS BELIEVED TO HAVE COMMITTED AN OFFENSE NORMALLY HEARD BY A MAJOR DISCIPLINARY BOARD AND HE IS DETERMINED TO CONSTITUTE A THREAT TO HIMSELF, OTHERS, OR THE INSTITUTION, HE MAY BE PLACED IN ADMINISTRATIVE SEGREGATION UPON APPROVAL OF THE WARDEN OR STAFF DUTY OFFICER. AN INMATE MAY ALSO BE PLACED IN ADMINISTRATIVE SEGREGATION WITH THE APPROVAL OF THE WARDEN OR DEPUTY WARDEN IF HE IS INTERFERING WITH AN INVESTIGATION. AN INMATE WHO BELIEVES THAT HE HAS BEEN PLACED IN ADMINISTRATIVE SEGREGATION UNFAIRLY MAY SEND A WRITTEN REQUEST TO THE WARDEN OR DEPUTY WARDEN ASKING THAT HE BE RELEASED FROM ADMINISTRATIVE SEGREGATION AND SETTING FORTH THE REASONS WHICH WOULD JUSTIFY RELEASE.

6. PUNISHMENT

THE FOLLOWING DISCIPLINARY MEASURES MAY BE IMPOSED AFTER A FINDING OF GUILTY AT A MINOR DISCIPLINARY HEARING:

- A. RECOMMENDATION FOR REASSIGNMENT OF CELL OR WORK DETAIL.
- B. REPRIMAND.
- C. RESTITUTION TO A DAMAGED PARTY THE COST OF ANY ITEM DAMAGED OR DESTROYED BY THE INMATE, SUCH RESTITUTION TO BE MADE OUT OF NOT MORE THAN ONE-HALF OF ALL THE INMATE'S PAY EARNED FOR A PERIOD NOT TO EXCEED TWELVE (12) MONTHS.
- D. LOSS OF ANY PRIVILEGES EXCEPT VISITING FOR NOT MORE THAN THIRTY (30) DAYS (RECREATION, CANTEEN, TELEVISION, HOBBYCRAFT, ETC.,)
- E. PLACEMENT IN PUNITIVE SEGREGATION FOR NOT MORE THAN SEVEN (7) DAYS (WHILE IN PUNITIVE SEGREGATION, INMATES WILL NOT BE ALLOWED TO HAVE VISITORS).
- F. FORFEITURE OF NOT MORE THAN TEN (10) DAYS GOOD CONDUCT TIME.
- G. ANY OR ALL OF THE ABOVE MAY BE SUSPENDED FOR A PERIOD OF SIX MONTHS.

THE FOLLOWING DISCIPLINARY MEASURES MAY BE IMPOSED AFTER A FINDING OF GUILTY AT A MAJOR DISCIPLINARY HEARING.

- A. ANY COMBINATION OF MEASURES LISTED IN PARAGRAPH 6, A THROUGH G ABOVE.
- B. RESTITUTION TO A DAMAGED PARTY OF THE FULL COST OF ANY ITEM DAMAGED OR DESTROYED BY THE INMATE, SUCH RESTITUTION TO BE PAID BY TAKING UP TO ONE-HALF OF THE INMATE'S PAY UNTIL THE FULL AMOUNT OF DAMAGE IS PREPAID.
- C. PUNITIVE SEGREGATION NOT TO EXCEED FIFTEEN (15) DAYS.
- D. FORFEITURE OF NOT MORE THAN THREE HUNDRED SIXTY-FIVE (365) DAYS OF EARNED GOOD CONDUCT TIME.
- E. ANY OR ALL OF THE ABOVE MAY BE SUSPENDED FOR A PERIOD OF ONE YEAR.

7. SUSPENDED SENTENCES

IF AN INMATE IS FOUND GUILTY OF AN ADDITIONAL OFFENSE AT ANY TIME DURING THE TIME A SUSPENDED SENTENCE IS IMPOSED, THE WARDEN MAY VACATE THE SUSPENSION IN ADDITION TO ANY PUNISHMENT RECEIVED FOR THE NEW OFFENSE.

8. LOSS OF MERITORIOUS GOOD CONDUCT TIME

BY STATE STATUTE THE WARDEN HAS THE AUTHORITY TO GRANT FIVE (5) DAYS MERITORIOUS GOOD CONDUCT TIME TO EACH INMATE FOR HIS CONDUCT AND WORK PERFORMANCE DURING EACH MONTH. IT IS THE POLICY OF THE NEW HAMPSHIRE STATE PRISON THAT ANY INMATE FOUND GUILTY OF MISCONDUCT BY A DISCIPLINARY BOARD WILL NOT RECEIVE ANY MERITORIOUS GOOD CONDUCT TIME DURING THE MONTH IN WHICH THE SENTENCE IS ANNOUNCED.

INMATES CLASSIFIED MAXIMUM CUSTODY WILL NOT, AS A GENERAL RULE, DRAW MERITORIOUS GOOD CONDUCT TIME.

- 9. IN ADDITION TO ANY OF THE AUTHORIZED PUNISHMENTS, THE BOARD MAY RECOMMEND CUSTODY CHANGES, JOB CHANGES, CELL OR HOUSING CHANGES OR OTHER MATTERS NORMALLY PROCESSED BY THE CLASSIFICATION BOARD WHEN SUCH CHANGES SEEM IN THE BEST INTERESTS OF THE PRISONERS TREATMENT PROGRAM.

**END**