

CLASSIFICATION MANUAL

MICROFICHE

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is a revision of the April 1978 Classification Manual and changes are made throughout. Copies of the earlier edition are obsolete and should be destroyed.

CLASSIFICATION MANUAL

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NEW HAMPSHIRE STATE PRISON
Concord, New Hampshire

August 1978

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CLASSIFICATION MANUAL

CHAPTER I

Purpose

The purpose of this manual is to delineate a classification process at the New Hampshire State Prison and to explain the various components that go into the classification system together with the criteria on which the decisions relative to an inmate's classification are based. The manual describes in detail the considerations that must be weighed by those who make a full range of classification decisions affecting every aspect of an inmate's life in the Prison. The manual also contains a brief description of the information which is considered for each prisoner in the establishment of his individual classification program at the Prison. Thus, this manual provides both standards and procedures for those who are charged with administering the classification system and an explanation of the classification system for those who are subject to the classification process.

CHAPTER II

Process Overview

The classification system set forth in this manual supplants the multiple existing systems for inmate classification. Specifically, the Classification Board set up by this manual will assume functions of the following existing boards: the Work/Classification Board, the Work Assignment Board, the MSU Screening Board, the Transfer Board, and the Work Release Screening Board. The new classification system thus substitutes for all the existing boards a single board which meets and considers all matters relating to classification of prisoners from their arrival at the Prison through the entire confinement process until their release. The Classification Board will render decisions in the following areas:

- A. Custody Grades
- B. Housing Assignment
- C. Special Statuses
- D. Legal Conditions
- E. Work Training Assignments
- F. Educational Opportunities
- G. Post-Release Plans
- H. Special Programs
- I. Transfer

Each of these component areas will be described in further detail later. All classification recommendations and decisions shall be governed by the rules and criteria set forth in this manual.

1. Initial Classification Hearing

The Classification Board will meet and consider each inmate following his reception cycle (described below) in an initial classification hearing. Based on the initial classification hearing, the Classification Board will make its recommendation to the Warden as to the inmate's needs in each of the component areas listed above. Information furnished by the inmate during the reception cycle serves as the foundation for the initial decision by the Board. This information is collected and analyzed by the Mental Health Staff who are the case managers for each of the inmates and who compile an initial case history and a psychological workup during the reception cycle.

2. Continuing Review

Subsequent to the initial classification hearing the Classification Board will continue to review the inmate's classification at regular intervals, normally every 90 to 120 days, except for maximum custody inmates who shall be reviewed every 60 days. As part of this continuing review the Board will work to establish, with the inmate's participation, individual programs for the inmate and will encourage him to participate in activities which appear to be best for his long-term advantage. When the Classification Board meets with the inmate as part of the continuing review it will either reaffirm the program which it has previously established for the inmate or adjust any of the inmate's program components as is appropriate and in the best interests of the inmate.

3. General Procedures

Prior to each inmate's appearance before the Board in person, the inmate's case manager and the Classification Officer will present to the Board a short briefing detailing the individual's background, test results, and confinement experience. The individual prisoner's case will be discussed fully by the Board members. Thereupon, the prisoner will be requested to appear before the Board and his progress at the Prison and other factors which the Board has considered in reviewing his case will be discussed with him. The inmate's outlook and conduct at the hearing will be considered by the Board in reaching its decision with respect to his classification. A record will be maintained of the inmate's participation in the hearing and the matters discussed by the Board. Depending on the nature of the particular case, this record may be brief and in handwritten form or may be longer and more involved and compiled through a dictation procedure or some other administrative routine.

4. Role of Social Workers

The individual social workers in Mental Health play an important part in the classification process from the beginning. The social workers meet and interview inmates shortly after their arrival at the Prison. Based on information obtained from the inmates the social workers make recommendations both in writing and orally to the Classification Board as to what should be the result of the initial classification hearing and as to what programs the individual inmates should be placed in. These social workers/case managers follow the inmate's progress throughout his confinement, supporting or challenging where appropriate, and encouraging him to follow a course of action which will most likely result in a successful correctional experience and a successful assimilation into free society after he is released from Prison.

5. Role of Pre-Release Personnel

Pre-release personnel initially make contact with an inmate at the initial classification hearing following the reception cycle. It is the function of these personnel to re-engage the prisoner at a period approximately six to eight months prior to his anticipated release to assist him in establishing a post-release program which will meet the approval of the Parole Board and which is realistic for the particular prisoner. It is also the function of the pre-release staff to encourage the inmate's

participation in the pre-release program. The program is intended to provide the inmate with information and advice to assist him in living at liberty. The courses to be taught and instructed during the pre-release program include such things as how to successfully pass a job interview, how to successfully look for work, how to talk to a police officer on the street without getting into trouble, management of personal affairs, management of marital affairs, and similar items which in many instances have been neglected in the prisoner's basic sociological education. The pre-release people work in cooperation with the Parole Department and, where appropriate, Vocational Rehabilitation to fill in the gaps not previously covered and to make the most easy transition from a confinement setting to a civilian setting. During this period the individual's custody grade and likely work experience on the outside is re-evaluated.

6. Summary

The classification process begins when the inmate initially comes through the front door and is in-processed into the prison; and it runs throughout his entire confinement until he is actually released from the Prison. A fundamental principle behind the classification process is to make the most of the assets available within the institution and to tailor them to the degree possible to fit the individual needs of particular prisoners and to encourage the prisoner's participation in programs which appear most beneficial to him. Where it is unclear as to whether or not the prisoner believes these things to be to his advantage, the classification process attempts to encourage him to participate in activities which seem to be to his best advantage. The clear objective of the system is to provide the individual inmate with the maximum possible encouragement toward realistic goals involving self-betterment so as to promote his rehabilitation. The system also provides a channel through which the Prison administration can become better attuned to the needs of inmates at the Prison with respect to programs or facilities.

CHAPTER III

Reception Process

An important part of any classification process is the reception and diagnostic phase. This phase begins at New Hampshire State Prison shortly after the prisoner's arrival at the front gate. Upon his receipt from court authorities by the prison authorities and the transfer of accompanying legal papers (which in most cases include the court order and mittimus, and which may include a police report, a probation report and other similar information) the prisoner is taken inside the Prison and given initial instructions by one of the senior officers on duty; he is searched and required to shower; he is provided with a receipt for property which he has brought with him but which is not allowed in the Prison, and property permitted in the prison is returned to him; his original issue of prison clothing is assigned to him, and he is taken to the reception division or quarantine area. At that time he also given a copy of the inmate manual which includes a description of the classification process set forth in this manual. During the period of time he is in the reception cycle or in quarantine, he is not allowed to leave the seventh division except under the control of the custodial staff. On the seventh tier he is temporarily separated from the general population, sharing the tier with other new arrivals. Ordinarily on the first day following his confinement at the prison, the inmate is taken by the Records and Identification Sergeant to the photographic area where initial information is obtained from him pertaining, in summary fashion, to his background. At the photographic area he is fingerprinted, photographed, an identification card is prepared for him, and he is returned to the seventh division. The reception cycle begins every Tuesday morning and continues for eight days. Thus a prisoner who arrives at the prison on a Monday begins the cycle on the morning of his second day at the prison and remains in the cycle for nine days. A prisoner who arrives at the prison on a Tuesday but not early enough to join the cycle commenced on that day would remain in the reception area of the prison for 14 days (six days before he enters the cycle on the next Tuesday following his arrival at the prison, and eight days while the cycle is in progress.) The time schedule for the reception activity is shown on the accompanying chart (Attachment I) and described below.

A. Custody

The initial orientation is provided by Custody. This orientation is ordinarily conducted on an individual basis, through one-on-one interview, by a senior

member of the custodial force. The initial orientation is normally the responsibility of the training and investigation officer, whose job requires that he get to know the inmates as early in their confinement as possible. Initial orientation is a two-sided interview where the rules and regulations of the prison and the prison's expectations of the prisoner are explained to him and at the same time he is given advice and guidance as to how to avoid complications or difficulties while in confinement. The Prison's Inmate Manual (containing rules of conduct) is gone over with the prisoner and whatever peculiarities or particular problems the prisoner may demonstrate especially as they relate to the confinement staff, are identified. Additionally, during this session, the custodial officer encourages the prisoner to participate in institutional programs and become involved in the activities of the prison to promote self betterment and to make time work for him during his confinement.

B. Mental Health

The remainder of the first week and the following Monday are devoted to in-depth interviews and directional counseling and psychological testing by the Mental Health staff. During this phase the social worker and the psychologist work together to begin a case file based on an initial interview and testing. This file will become the foundation for the prisoner's initial classification program. During this phase the prisoner is paired with a case manager who will work with him during his confinement. Unless a personality conflict develops or other similar difficulties occur, the social worker or psychologist who initially contacts the prisoner during this period will usually be his mentor and his case manager for the duration of his confinement. Either the prisoner or the case manager may request a transfer, however.

Ordinarily during this cycle the case managers, social workers and psychologists begin to identify prisoners, based on considerations relating to mental health, who need some intensive therapy, those which require an occasional contact, and those likely to require little or no mental health attention during their confinement. Additionally, during this period, candidates for group therapy sessions and individual therapy sessions and candidates for interviews by the psychiatrist are identified, and recommendations are made accordingly.

C. Physicals

During the first week, the prisoner also receives his reception physical by the prison physician. The purpose of the physical is to identify any medical ailments which may have a bearing on his classification or which will require medical attention during his confinement. During this period of time the prisoner also is given an initial dental examination by the dentist, to determine the condition of his dentures, if he has them, or teeth, and to see what dental work needs to be done during this period of confinement.

D. Business Office and Prison Industries

On the second Tuesday an orientation is conducted by the Business Office which relates to the management of the individual's personal account at the prison, how the canteen operates, prisoner pay and other matters which are going to be of financial and business import to the prisoner. Also on this same Tuesday, an orientation is

is conducted by Prison Industries which will explain programs available through Prison Industries, what types of shops and work are available and how the prison industries system works.

E. Education Department and Vocational Training

On the second Wednesday the prisoner receives a detailed orientation by the Education Department in the course of which the Head Teacher makes an initial contact with the new arrivals, explains the education system at the Prison and discusses the educational programs which are available. Additionally, such testing as is appropriate to determine placement of individuals in particular programs is conducted at this time and the inmate is encouraged to participate in educational programs at whatever level is most suitable for him. During the same session, Vocational Training orientation takes place in the course of which the Vocational Training programs are explained to the prisoner, his attendance is encouraged, and an effort is made to establish what Vocational Training program is most likely to serve his needs and abilities.

F. Alcohol/Drug

On the second Tuesday afternoon the Alcohol and Drug Program workers meet with the inmates in groups and individually, as necessary, to encourage them to participate in appropriate alcohol or drug programs, and to identify whatever alcohol and drug problems have been brought by the prisoner to the institution. A large percentage of the prisoners confined in recent years have either alcohol or drug problems. Alcohol and drugs have been major contributors to the incidence of crime. Many of the inmates at the prison committed crimes under the influence of drugs or alcohol or as a direct result of an addiction to or dependency on these substances. If such inmates are ultimately to be released and expected to be able to live at liberty without violating the law they will have to learn how to handle or to avoid the drug and alcohol problems which have in many instances been at least partially responsible for their confinement.

G. Vocational Rehabilitation

On the second Thursday morning the Vocational Rehabilitation ("VR") staff, an arm of the Department of Education, interviews each inmate in an attempt to provide early identification of potential vocational rehabilitation candidates. During this session the VR staff will discuss the VR program with each inmate and determine, in consultation with the inmate, whether VR assistance would be useful to him and whether he appears to qualify for VR assistance. If an individual inmate is apparently a VR candidate but his aptitude or areas of interest are unclear to him or there is some doubt as to his capacity to accomplish desired tasks in the particular areas in which he appears to be interested, a series of vocational aptitude tests are administered to him by the pre-release staff. The results of these vocational tests not only serve as part of the basis for the individual's acceptance as a VR candidate, but the data also becomes part of the inmate's VR case file and is available in the Classification file for use by Classification Boards during the inmate's incarceration.

H. Initial Classification Hearing

On the second Thursday afternoon, each new arrival will have completed the reception process and will appear before the Classification Board for his Initial Classification

Hearing. At the Initial Classification Hearing, the inmate will be assigned a custody grade, housing assignment, special status, if any, his legal status will be identified, he will be assigned to a work/training assignment, and encouraged to participate in appropriate educational opportunities. Additionally, as part of the Initial Classification Hearing, each inmate will be given a realistic assessment of his post-release plans as part of the correctional treatment program and will be encouraged to participate in such special programs as may be indicated by his case. Further, if either transfer to a county facility or inter-state transfer has been recommended by the judge and seems to be a proper course of action to the Classification Board, such transfer will be recommended to the Warden at that time.

CHAPTER IV

Specific Components of the Classification Process

A. Custody Grades

For each prisoner a custody grade is established at the Initial Classification Hearing. This custody classification like all other matters, may be reviewed when the inmate appears before the Classification Board for In-progress Review Hearings. At such hearings an increase or decrease in the custody classification, if appropriate, will only be made based on the criteria set forth below. The custody classification imposed by the Classification Board must be consistent with the degree of supervision or restraint required to insure the inmate's security and control. It will not be more restrictive than necessary. The various degrees of custody are:

1. *Minimum "A" Custody*

This custody grade is reserved for those inmates who are considered sufficiently stable, dependable and trustworthy as to require little custodial supervision. Such inmates will normally live outside the walls of the Institution at a work release facility which may be at some distance from the prison, such as the work release facility at Shea Farm or the work release facilities located at Manchester or other towns. Inmates in *Minimum "A" custody* can come and go from work with few restraints. The work supervisor at each such inmate's work site renders reports on his behavior and performance at the site and while he is at the halfway house or other facility he is supervised by the staff at the facility. Furthermore, these inmates are engaged in counseling sessions and therapeutic interchanges with staff personnel at the facility in which they are housed and with personnel from such outside agencies as may seem useful in individual cases.

2. *Minimum "B" Custody*

This classification is reserved for those inmates who are considered low escape or low violence risks and who are allowed to live and work outside the walls under less stringent supervision but who are not allowed to leave the prison grounds unescorted. Normally such inmates will live outside the walls at the Minimum Security Unit under a trusty status. These inmates require closer custodial supervision than those in *Minimum "A" custody*, but they require considerably less custodial supervision than those in medium custody. For the majority of prisoners, *Minimum "B" custody* status is a transition between the relatively rigid constraints inside the walls and the relative freedom of those domiciled at a halfway house which tests the inmate's ability to cope

with additional freedom. This testing poses some level of risk to the institution because escape from a Minimum Security Unit which is unfenced is relatively easy and the restraint to remain on the grounds is essentially a moral restraint rather than a physical restraint.

3. *Minimum "B-1" (Inside Only) Custody*

This custody grade is reserved for those individuals who, in the judgement of the Classification Board, are not likely to commit violent acts, criminal offenses, to attempt escape, or to otherwise threaten institutional security or safety of the surrounding community if allowed to work on the Prison grounds, outside the Prison walls, under close supervision. Only those individuals who have an exemplary confinement record will, generally, be assigned to this classification.

4. *Medium Custody*

This custody classification is for those inmates, who, in the judgement of the Classification Board, do not regularly demonstrate dangerous or violent characteristics and do not constitute a sufficient escape risk as to warrant classification in maximum custody, but who, in the opinion of the Classification Board, nevertheless require continuous custody supervision based on evidence the Classification Board finds reliable which shows that the inmate is likely to commit criminal offenses or constitute an escape risk if assigned to a lesser custody grade. An inmate in this custody grade will usually be housed in the main cellhouse under normal supervision, pursuant to which a system of passes is used to regulate and monitor movements of medium custody inmates within the Prison walls. If a medium custody inmate is outside the walls of the institution, he must be under the constant supervision of an armed guard. Medium custody prisoners require close and continuous supervision to insure that they do not escape and that they do not do physical harm to themselves, to others, or to the facilities at the institution. After a period of time in medium custody, the average inmate will progress upwards to one of the minimum custody classifications. Some inmates, however, may never progress beyond medium custody. Because of their resistance to the correctional process or for some other reason such inmates may never be considered to have attained the level of reliability and dependability necessary to achieve minimum custody status. Many individuals will be released from the institution on parole from medium custody status. Since this transition from physical constraint to freedom on the street is difficult, this is one group for whom the pre-release office must make the greatest effort to smooth the transition to the greatest degree possible.

5. *Maximum Custody*

Inmates classified *maximum custody* will normally be housed in the Annex. This custody classification is reserved for those inmates who require special custodial controls and handling because in the judgement of the Classification Board ;

- a. they pose a threat of violence toward other inmates or staff;
- b. they pose a clear risk of escape; or

c. their conduct, as evidenced by recent and frequent disciplinary infractions or at least one instance of conduct threatening, dangerous or disruptive to institutional security, demonstrates that they are disruptive, dangerous, or pose a direct threat to the security of the Prison.

(A) Classification of inmates to *maximum custody* because they pose a threat of violence shall be appropriate if evidence which the Classification Board finds reliable shows:

- (1) recent and numerous instances of violence towards others;
- (2) recent but not numerous episodes of violence toward others accompanied by evidence which the Classification Board finds reliable and based on which the Board finds that the inmate is likely to engage in future violence toward others if he is not strictly supervised; or
- (3) at least one recent episode of violence toward other inmates or Prison staff of sufficient severity, in the opinion of the Classification Board, to demonstrate that his presence in the general population would pose a continuing threat to institutional security.

(B) Classification of inmates to *maximum custody* because they pose an extreme risk of escape shall be appropriate if the Classification Board finds that lesser custody grades are not sufficient to deter or prevent them from escaping and if there is evidence which the Classification Board finds reliable which demonstrates:

- (1) escapes or escape attempts, coupled with a background of this conduct; or evidence which the Classification Board finds demonstrates that escape attempts are likely to occur in the future; or
- (2) at least one recent escape attempt accompanied by evidence which the Classification Board finds reliable and which the Board finds demonstrates that the inmate will attempt to escape again if he is not strictly supervised.

(C) Classification of inmates to *maximum custody* for conduct disruptive or dangerous to the security of the Prison shall be appropriate if:

- (1) they have committed recent and frequent major disciplinary infractions and if the Classification Board finds that there is reliable evidence which demonstrates that if the inmates were in a less custody grade they would commit additional major infractions; or

(2) if there is evidence which the Classification Board finds reliable and which the Board finds to demonstrate that they have engaged in at least one major disruptive incident such as would constitute a major disciplinary infraction that has posed a direct threat to the security of the institution, and that the presence of the inmate in the general population poses a continuing threat to institutional security.

(D) Classification decisions under each of the above subsections may be based on conduct of the individual occurring in whole or in part outside of the New Hampshire State Prison.

Inmates in this custody grade will be under the supervision of an unarmed guard when moving inside the walls of the institution. If circumstances require them to go outside the walls for any reason, they must be kept under close supervision by armed guards at all times. Physical restraining devices such as hand or leg irons may be used as considered necessary by the Director of Custody. Inmates in this custody will not be employed outside the walls of the institution under any circumstances. Since the physical constraints and restrictions on locomotion of these individuals are so severe, special effort must be made to provide them with adequate education, recreation and similar pursuits to minimize the degenerative aspects of their confinement.

Inmates in *maximum custody* will be afforded the opportunity to increase their custody status. At the time of each sixty-day status review, the Classification Board will review work reports and evaluations filled out by Annex correctional staff with respect to each inmate together with other relevant material, to determine whether the inmate is a candidate or potential candidate for such elevation. Maximum custody inmates who demonstrate by their conduct and their work performance in the Annex that they are potential candidates for increase in custody status may be afforded the opportunity by the Classification Board to participate in work release from the Annex. Consistent with concerns for institutional security, a *maximum custody* inmate who is allowed work release from the Annex will have the opportunity, while still residing in the Annex at night, to participate in meals, a job and other programs open to members of the general population to the extent which the Classification Board finds appropriate.

An inmate should not remain in *maximum custody* for more than four months absent exceptional circumstances. In deciding whether to reclassify an inmate and in later reviewing this classification, the Classification Board will be governed by this principle. Thus, in each case the Classification Board shall strongly consider four months as the maximum period for imposition of *maximum custody* status, unless exceptional reasons or circumstances exist such as repeated escape attempts, numerous and recent major disciplinary violations, or repeated returns to maximum custody.

Nevertheless, doubtlessly some inmates classified as *maximum custody* will never increase their custody grade and may, if eligible, be released from the institution on parole directly from *maximum custody* status. As with the case of inmates released from medium security directly to freedom, the pre-release office must make great efforts to prepare those inmates for release.

B. Housing Assignment

The particular housing assignment made with respect to inmates by the Classification Board will generally be either Annex, Cellhouse, Minimum Security Unit, or Halfway House.

1. Annex

The Annex houses inmates who are graded as maximum custody. It also houses people serving periods of time for disciplinary segregation and may house people in administrative segregation if, under the facts of individual cases, the Shift Captain finds administrative segregation in the Annex is necessitated by a clear threat to institutional security (see section on Administrative Segregation). Housing in the Annex is in individual cells and is characterized by close supervision of inmates, restricted movement, and rigid security controls which are required by the nature of the prisoners confined therein. Ordinarily maximum custody prisoners are employed within the Annex and do not leave the Annex building except for organized scheduled periods of outside recreation or to attend special appointments, in either of which circumstances, the inmates must be accompanied by specially designated guards.

2. Main Cell House

Medium custody prisoners ordinarily are assigned to the main cellhouse. The main cellhouse consists of four tiers of cells in a central cell block. The prisoners confined in the main cellhouse ordinarily work inside the walls in one of the industries or prison maintenance facilities or go to school in one of the Vocational Training schools. They come and go within the walls with only general supervision although their activities are controlled by means of passes and their whereabouts are known at all times. Inmates housed in the main cellhouse go to meals as a group and have group recreation activities inside the walls of the facility as scheduled.

3. Minimum Security Unit

Prisoners assigned to the Minimum Security Unit live in individuals rooms or small dormitories, may move freely throughout the minimum security structure and are accounted for in a general manner rather than being individually accounted for at all times. These prisoners work outside the walls, at either the farm or other activities, and are accounted for at regular times. However, there are particular rules to follow within the dormitory setting of the house and they must be adhered to at all times.

4. Halfway House

The Halfway Houses are intended to provide quarters and guidance for prisoners employed at regular jobs in the community. These prisoners ordinarily live in individual rooms or small dormitories, work away from the halfway house and return to the house at night. Such prisoners are relatively free and are subject to minimal constraints. They contribute some portion of their earnings toward their upkeep.

C. Special Statuses

In addition to custody grades and housing assignments, prisoners are assigned special statuses where necessary. These are in addition to custody grades and not in lieu of custody grades. The following are examples of special statuses:

1. Administrative Segregation/Pending Investigation

Administrative segregation pending an investigation may be imposed on an inmate when the condition is warranted based on the circumstances surrounding a particular incident or the circumstances of a particular inmate.

It is the policy of the warden of the New Hampshire State Prison that administrative segregation pending investigation be imposed only when an inmate's continued presence in the general population presents a clear danger to himself, others, or institutional security. This status should be imposed only for the minimum amount of time necessary, and only in accordance with the following procedures.:

(1) When an individual prisoner is involved in an incident and in the opinion of the on-duty shift captain it is necessary for him to be placed in administrative segregation to prevent future incidents or the ongoing nature of the immediate incident, the shift captain will advise the inmate of the imposition of administrative segregation pending an investigation and the reasons therefore and will hear the inmate's opinion and rationale if the inmate thinks the imposition of administrative segregation/pending investigation is not warranted in his case. Based on the information the shift captain knows and the information the inmate has presented to him the shift captain may decide that administrative segregation is warranted or that it is not warranted. If the shift captain decides that administrative segregation/pending investigation is warranted in that particular circumstance he will secure permission from the on-call duty officer advising him of the facts and circumstances in the particular case. Since administrative segregation/pending investigation is served in the Annex, the shift captain will cause the inmate to be moved to the Annex as soon as he is able to do so considering the security requirements involved.

(2) On the next duty day the Lieutenant who is responsible for the Annex will report to the Major's office and the Deputy Warden's office that a prisoner has been put in administrative segregation. The Major should already be in possession of this information through reports rendered by the shift captain, however, it is necessary for the Annex Lieutenant to report this act to the Major to insure that appropriate action is taken. The Major will conduct an independent inquiry into the facts and circumstances surrounding the imposition of administrative segregation in this particular circumstance and will cause a hearing to be conducted within two working days after the imposition of administrative segregation which considers those facts and circumstances and the inmate's input into those facts and circumstances. This hearing will result in the Major either determining that administrative segregation is no longer required and returning the inmate to the general population, or determining that the continuation of administrative segregation is necessary. If the Major determines that administrative segregation/pending investigation should be continued he will make a further evaluation as to whether or not the disciplinary board or judicial panel which is to decide the guilt or innocence of the individual prisoner can be convened within seven days of the date that administrative segregation was imposed. If a determination is made that the disciplinary hearing can be convened within seven days, the Major will order administrative segregation/pending investigation continued pending the outcome of the disciplinary board. If the Major makes a determination that the hearing cannot be conducted within seven days because of particular circumstances involving a complicated investigation or requirement to secure evidence not immediately available within the institution, then the Major will refer the matter to the next Classification Board which will review the circumstances within seven days of the original imposition of the administrative segregation. The inmate will be informed of this decision and further advised of the approximate date by which he can expect a hearing before the disciplinary board. The Major will advise the Deputy Warden of the conduct of the inquiry, the decision or decisions rendered and the basis for the decision or decisions.

(3) The Classification Board will review the facts and circumstances regarding the imposition of administrative segregation and will either order the prisoner released from administrative segregation or will order the continuation of administrative segregation until such time as the disciplinary hearing or judicial tribunal can be scheduled. If in the opinion of the Classification Board the inmate's return to the general prisoner population would not pose a clear danger to the institutional security or the individual inmate's well being then they should recommend to the Warden that

the inmate be released from administrative segregation. If they determine that release of the inmate from administrative segregation will pose a clear threat to himself, others, or institutional security they will order the inmate retained in administrative segregation.

(4) Inmates retained in administrative segregation will be reviewed at 15-day intervals by the Classification Board with an eye toward releasing the inmate from the administrative segregation restraints if that appears to be warranted. The Board will also advise the inmate of the reason for the delay in obtaining a hearing as well as the approximate date by which he can expect a disciplinary hearing to be conducted.

(5) Inmates in administrative segregation will normally have the same cell furnishings as are offered maximum custody inmates in the Annex unless reduction or restriction of certain items are necessary to maintain security control or to prevent an inmate from harming himself or others.

(6) It should be noted that in each of the instances where the case is reviewed beginning with the review by the Captain followed by the review by the Major followed by the review by the Classification Board the inmate is a participant and his opinions and thoughts relative to a continuation of administrative segregation will be considered by the deciding agency.

(7) Inmates retained under this policy in administrative segregation for periods in excess of 15 days will be treated in the Annex with the same recreation, work, education, and other activities as are maximum custody inmates unless security of the institution absolutely mandates otherwise.

Imposition of administrative segregation/pending investigation curtails an inmate's ability to participate in programs in the institution and should only be imposed when it is absolutely necessary to protect him or others or to maintain institutional security. The foregoing routine provides procedural safeguards to insure that administrative segregation/pending investigation is not imposed whimsically, capriciously or arbitrarily but serves a real and present and valid need of the institution and the prisoner population.

2. Administrative Segregation/Medical

Administrative segregation/medical may be imposed on an inmate, when that condition is warranted because of the circumstances in the case of a particular inmate, in accordance with the following procedures:

Administrative segregation/medical may only be imposed by the doctor, psychiatrist or psychologist (hereinafter called medical authority) who after examination of the inmate determines that it is necessary to separate the inmate from the general population because of his physical or mental conditions.

Inmates in this status may be threats to themselves or threats to others because of a mental condition or may be communicators of disease or for some reason their separation from the general population is medically or psychiatrically indicated. This status may also be used when the inmate himself requests an opportunity to withdraw and contemplate his situation for short periods of time unless the medical authority believes that the inmate is not competent to make the decision and the status would adversely affect the inmate psychologically. In voluntary cases, the status will be immediately terminated upon the inmate's request.

Such medical segregation is ordinarily imposed for as long as necessary to accomplish whatever the medical purpose is behind the imposition of the administrative segregation. The location of administrative segregation medical may be in any living facility within the institution consistent with security requirements and the medical needs, the latter of which shall be determined by the medical authority. The items available to the inmate in whatever location he may be put may be constrained as is necessary by the medical authorities which ordered the imposition of the administrative segregation medical.

Inmates held in administrative segregation/medical for psychological reasons or at their own request shall visit with the psychiatrist or psychologist or mental health counselor as determined by the psychiatrist psychologist. Such visits shall be for the purpose of (a) monitoring or checking the inmate or providing therapy and treatment as deemed appropriate; and (b) determining on a regular basis whether the status should continue. That determination shall be made by the psychiatrist psychologist based on his own examinations and/or reports from the mental health counselor. Inmates held in administrative segregation/medical for physical reasons shall visit with or be visited by the Doctor or Nurse as determined by the Doctor. Such visits shall be for the purpose of (a) monitoring and examining the inmate and providing him whatever treatment is necessary and (b) determining on a regular basis whether the status should continue. That determination shall be made by the Doctor based on his own examination and/or reports from the Nurse. Inmates in administrative segregation/medical may be permitted to work or participate in recreation based on the nature of the particular problem surrounding that particular inmate. In each case the constraints or privileges associated with that condition for that particular inmate will be specified and will become part of the correctional treatment folder.

Upon initial examination and during the period of administrative segregation/medical the medical authority shall determine whether referrals or transfer should be made to other facilities or medical/psychiatric personnel. Therefore, when appropriate

as determined by the medical authority, inmates in administrative segregation/medical shall be referred or transferred to medical or psychiatric agencies or facilities including New Hampshire Hospital if the condition of the inmate warrants application of outside psychiatric or medical talent. The medical authority shall keep appropriate medical records regarding imposition of the status, including recording the reasons for imposition of the status and what referrals, if any, to outside facilities were sought. The medical authority and the mental health counsellor or nurse shall on a regular basis keep progress notes and indicate the reason for continuation of the status. An inmate placed in administrative segregation/medical shall retain all rights and privileges in consonance with his custody grade including all his personal property and participation in programs, unless the medical authority determines otherwise and prescribes a partial or total curtailment of such rights and privileges.

A procedure must be established to provide medical authorities the capacity to separate when medically or psychiatrically indicated those inmates who pose a danger to themselves or others or whose medical condition warrants this separation from the general population. That condition also must be regularly reviewed to insure that this segregation is imposed only for the period absolutely required for valid medical and psychiatric reasons.

3. Disciplinary Segregation

Disciplinary segregation is imposed as punishment for a specific infraction by the Disciplinary Board after a due process hearing in accordance with the disciplinary policies. Disciplinary segregation is imposed for 15 days maximum and is served in the Annex. Prisoners in disciplinary segregation have their privileges markedly reduced during this period of time, for example, cell furnishings are curtailed and movement restricted. Imposition of disciplinary segregation is a serious hardship to the prisoner. It is imposed with the intention of providing punishment for a serious offense following a due process hearing in which the inmate has been found to have committed the offense. This type of punishment is imposed apart from, and occasionally in addition to, any punishment resulting from a criminal action arising out of the same incident. Inmates in disciplinary segregation will be visited by a member of the medical and mental health staff on a daily basis to determine whether they have any medical complaints.

4. Protective Custody

Protective custody is a status assigned to a prisoner based on his written request for

personal protection. Each request is individually reviewed by the Classification Board, and a recommendation is made to the Warden whether or not the circumstances of the case warrant protective custody status. Once imposed, the status continues until the prisoner requests to be removed from the status or the Warden orders his status removed following a due process hearing. Such prisoners must be separated from all other prisoners who are not also in protective custody status. Protective custody prisoners can be quartered in any housing area which best provides for their needs and those of the Institution. Protective custody prisoners may be moved and quartered and worked in consonance with their basic custody grade. However, they must remain separated from all prisoners not protective custody unless their activities are monitored closely by custody personnel. Protective custody prisoners are in danger from other prisoners and must be protected from them at all times.

5. Temporary Confinement of Prisoner to his Cell

When a prisoner becomes so hostile or agitated that opening his cell door might well result in a violent incident, he may remain temporarily confined to his cell. When this becomes necessary, the Lieutenant or Captain must be notified immediately. The Lieutenant or Captain shall within a reasonable time speak with the inmate and otherwise review the situation, including talking with any witnesses. The duty officer, Deputy Warden or Warden shall be advised as soon as possible if the situation is not resolved. If appropriate, a mental health worker shall be called immediately. Generally this status should not continue beyond several hours and certainly not an entire day, but if it does, it shall be reviewed daily by the Deputy Warden or his designee and based on the Deputy's personal evaluation and/or report that he receives he shall decide whether or not to continue the status. For inmates in the general population a Classification Board hearing shall be convened within three days of the inmate's behavior does not allow him to be released from his cell by that time. The Board in reviewing this matter may consider recommending reclassification to maximum custody if the criteria for maximum custody are met. For prisoners already in the maximum security area, the Deputy Warden or his designee shall continue to review the status daily. Prisoners in this status need not be let out of their cells for the ordinary recreation, showers or other activities enjoyed by prisoners who are tractable where letting them out of their cells would pose a threat to institutional security. This status works a serious hardship on a prisoner and should not continue after the period of time necessary to insure the safety of himself and others. It does not, however, rationally make sense to open the cell door and fight a prisoner to offer him a shower or recreation or some other activity to which he might otherwise be entitled. All prisoners in this status will be visited by a member of the medical or mental health teams on a daily basis.

D. Legal Conditions

Prisoners assigned to the New Hampshire State Prison are in a variety of legal conditions. Examples are as follows:

1. *Sentenced*

A prisoner who has been sentenced to a specific term by a State of New Hampshire court.

2. *Pre-trial*

A prisoner who is being held for trial by a court and who is not serving a sentence.

3. *Parole Violator*

A prisoner who has been returned from parole based on a particular alleged breach of parole and who is being held pending a parole violation hearing.

4. *Federal*

A prisoner not held under State authority but held under Federal authority.

5. *County*

A post-trial prisoner held under County authority. In most instances these prisoners will have been confined originally in county facilities who have been unable for one reason or another to properly manage them.

6. *Transferee*

A prisoner who was originally sentenced and convicted in another state and who under the Interstate Transfer Compact or by some other agreement is now confined in the New Hampshire State Prison serving a sentence imposed by the authority of another state.

E. Work Training Assignments

Work at the prison falls into two broad categories. There are several programs which are primarily if not solely geared toward vocational training, while others are considered primarily job assignments with little or no training component. Of course any new job provides a learning experience to some degree. It is the specific objective of the New Hampshire State Prison and a major role of the Classification Board to provide all inmates at the Prison an opportunity to participate in one or more vocational training programs. Therefore prisoners in all grades of medium and minimum custody as well as those in special statuses, such as protective custody, shall be eligible for vocational training programs. Prisoners in maximum custody work release to the general population may also be eligible. The essential criteria to be utilized in the classification process for vocational training assignments shall be:

- (1) inmate interest determined through interviews with the inmate; and

(2) inmate ability as determined from: (a) educational prerequisites for reasonable participation, and (b) aptitude as measured by tests where appropriate.

During an inmate's initial classification hearing and thereafter during periodic reviews of his status, the potential work training assignments which seem appropriate for the inmate will be discussed with him, his expressed desires will be considered and he will be recommended for a work training assignment. The catalog of possible work training assignments is attached as Attachment III of this manual.

F. Educational Opportunities

In addition, at all such classification hearings the inmate's educational status as reported by the social worker to the Classification Board will be discussed by the Board with the inmate. The discussion should include the educational activities the inmate should consider undertaking while at the institution. If the inmate has not completed high school, he will be strongly encouraged to participate in the GED or remediation programs to prepare him to go into the GED program so that he can get a high school equivalency certificate while in confinement. If the individual has completed high school, he will be encouraged to participate in the college programs and the special educational programs which are available. The educational opportunities are contained in the Education Handbook.

G. Post-release Plans

Within the last six months of an inmate's sentence, the inmate's post-release plans will be discussed with him by the Classification Board and by staff members conducting the prison pre-release program. Sometimes inmates have a particular course of post-release employment which is clear-cut and decided upon by them which is also realistic considering their background, their capabilities and the duration of their confinement. Often such inmates have a firm job to return to; frequently they return to the position that they held prior to being confined. In most cases, however, the inmate's post-release plans will be unclear to him and establishment of a sensible post release plan will become an essential part of the correctional treatment program. In such cases, a realistic goal, in terms of a field of employment, will be proposed to the prisoner predicated on his abilities and interests. Thereafter, he will be encouraged to participate in institutional activities which will lead to a realistic prospect for post-release employment in that field. Establishment of the goal and encouragement toward the goal are important, not only as a part of the inmate's eventual parole plan but also as a foundation for a new style once the inmate returns to life at liberty.

H. Special Programs

The number and variety of special programs at the prison will vary depending on

the particular requirements of inmates in the Prison. To the greatest extent possible, inmates at the Prison will be provided with special programs tailored to suit their needs. Examples of such programs are Alcoholics Anonymous, a Jaycees group, a sex offenders group, marital counseling group, threatened individuals groups, aggression management groups, individual therapeutic counseling and any other programs likely to be beneficial to individual inmates or groups of inmates. Inmates are ordinarily free to elect whether or not they will participate in such special programs. It is not realistically possible to expect these programs to accomplish their goals if the inmates are forced into participation. However, once the groups have begun, very often the inmates find that other people having similar problems or therapeutic sessions with a counselor can help them control their behavior, improve their attitude, and help them understand themselves and their relationship with the world around them so as better to enable them to function normally in free society and to avoid recidivism.

I. Transfer

Inmates are considered for transfer outside the Institution at their request, at the request of the sentencing judge, at the request of their families or lawyers (as long as they do not object), or at the request of the institution when it appears that transfer to country, federal or other state facilities would be in the best interest of either the prisoner or the institution. Some transfers are voluntary on the part of the inmate involved, other transfers are directed over a particular inmate's objection.

CHAPTER V

Data Base

The Data Base on which the initial classification and subsequent reclassification recommendations and decisions are based is a compilation of all relevant information that is available at the facility at the time that a particular classification hearing takes place. The information is examined in light of the various criteria for custody and programs to determine the custody grade and program the inmate should be placed in or encouraged to participate in. Should there be gaps or missing links in the Data Base, the Classification Officer undertakes to fill these gaps by collection of the data from the appropriate source. The data is a mixture of information provided by people who have had contact with the prisoner and by the prisoner himself. This data base includes essentially the following items:

A. The Psychological Workup

The psychological workup is furnished by the psychologist. It includes the psychologist's impressions of the individual; a summation of the information furnished to the psychologist relative to the confining offense and the individual's background; the inmate's desires, goals and interests; the results of diagnostic tests administered by the psychologist; and any recommendations by the psychologist relative to the individual's program in confinement and direction which seems useful for him in pre-release.

B. Social History

Social history information is furnished by a social worker. It includes information largely obtained in interviews with the inmate. Items which are verifiable by a probation report or other factual data are verified or modified as appropriate by the social worker. Based on an interview with the inmate the social worker is to make referrals to medical, dental, or other appropriate activities. During the interview the social worker should encourage the inmate to participate in appropriate programs. The social history statement as prepared by the social worker should include notations as to all such referrals and recommendations and should also include recommendations towards the prisoner's correctional treatment program and post-release plans.

C. Educational History

The educational history includes both data furnished by the inmate and data collected by the educational staff during the reception cycle. It includes results of tests administered and includes a recommendation as to the appropriate educational track or vocational education training track for the inmate to follow while in confinement.

D. Medical Limitations

Medical limitations identified by the doctor in the reception physical and subsequent medical records must be considered in designing and implementing the inmate's program within the institution and in advising him with respect to post-release plans.

E. Drug and Alcohol History

The inmate's drug and alcohol history and his reaction and acceptance of or rejection of the existence of a drug/alcohol problem must be evaluated and assessed and if a drug/alcohol abuse history exists, he should be encouraged to participate in appropriate programs for counselling and rehabilitation. Such programs will monitor the inmate's progress with his particular problem and advise the Classification Board accordingly.

F. Inmate's Interview and Goals

The inmate's goals in life, work goals, family goals, and other goals, his outlook on life and his motivation, are discussed with the inmate, as appropriate, in the Classification Board proceedings so that his input and the way he sees his future can be integrated in the correctional treatment plan. If the inmate's goals appear unrealistic he is so advised and, where appropriate, he is counselled to seek assistance toward establishing more realistic goals for his future. Other information furnished by the inmate that is relevant may form the basis of decisions regarding placement into programs.

G. Work History

Work history is largely furnished directly by the inmate to the Classification Board during the classification hearings and involves the type of work he has done and with respect to which he has particular abilities, things which he has liked to do, things which he has disliked to do, work in which he has been successful and work in which he has been unsuccessful and an assessment of his relative abilities and relative skills. The work history is also based, to a degree, on work reports received by the inmate while at the Prison.

H. Inmate's Institutional Work Record

The inmate's institutional work record is considered during the periodic classification hearings and during the Initial Classification Hearing if the inmate has previously been confined at New Hampshire State Prison.

I. Current Confining Offenses

This information is obtained from legal documentation which accompanies the

inmate to the Prison or is sent after admission. It includes information concerning the inmate's conviction and the specifics of the offense committed. The Board solicits from the inmate his version of the confining offense and determines what differences there are, if any, from the legal language and the actual confining offense charge.

J. Prior Offenses

This is predicated on the information furnished by the prisoner, information in the Prison files and information furnished by the FBI and other criminal intelligence agencies.

K. Sentence Length

The length of the inmate's sentence has a definite bearing on the types of programs for which he is eligible and the timing of those programs to do him the most good. The inmate's sentence length is considered in determining the appropriate program to recommend to him.

L. Escape Risk Assessment

An escape risk assessment is made by the Classification Board with respect to each prisoner at the initial classification hearing based on a considered evaluation of a variety of factors. Since it is presumed that most prisoners would escape if given an easy means of escape, the issue is not whether a prisoner would escape if provided with the opportunity to do so, but rather to what lengths he would go to escape. The information considered by the Board in making its assessment includes the length of the sentence, any documented propensity towards violence or escape, any current family problems which might be considered by the prisoner to require his presence at home, previous examples of minimal supervision, and any other matters which would help the Board to determine the likelihood that the prisoner will attempt to escape. The Board will review its original assessment of an inmate's escape potential at subsequent periodic classification hearings.

M. Institutional Violence Risk Assessment

The Classification Board is also responsible for assessing the likelihood that particular prisoners will engage in violent conduct while in the institution. The criteria for assessing the inmate's violence risk include the frequency, severity and circumstances of violent acts, if any. It is, essentially, a determination as to whether he poses a substantial risk of violence while in confinement.

N. Institutional Behavior

At all such hearings the inmate's institutional behavior record is considered if that is available because of prior confinement experience at the New Hampshire State Prison or of other confinement institution records are made available. The likelihood of the inmate being able to serve his confinement with a minimum of violence while at the institution is assessed again.

O. Co-defendants, Informants or Victims

Because of the interaction among prisoners within the institution, the potential danger of having present, in the same institution, co-defendants in the same crime who may have testified against each other, or informants whose testimony helped convict prisoners in the prison, or victims of the confining offense, whether it was committed within or without the institution, and the person convicted of the offense, must be considered in determining the appropriate custody grade and living accommodations for the individual inmate.

P. Pre-Sentence Report Information

Pre-sentence report information furnished by the probation officer is often available to be studied. This data is particularly useful and while not always absolutely accurate, does provide some additional information beyond that furnished by the social worker. The information may be a means for double-checking the social worker's recommendations or data provided by the prisoner and it may shed additional light on the inmate's pre-confinement social history.

Q. Police Report Information

Information furnished by the police to the court for the committing trial itself and information contained in police files about a particular inmate may be helpful in illuminating the inmate's background and past behavior patterns. This information may enhance the possibility that a successful correctional treatment program can be developed for the inmate which, in turn, will help preclude future criminal acts.

Police report data frequently contains unsubstantiated allegations which cannot be supported by fact. Such data considered relevant will be discussed with the inmate to allow his version of events to be heard.

CHAPTER VI

Board Procedures

This chapter describes the procedures and routines to be followed by the Classification Board as a guide to Board members and as an explanation to the inmates or other individuals as to what happens in classification hearings. As a general rule, each of the topics for consideration at a classification hearing — work, custody, job, etc. — will be reviewed at each Board meeting or hearing. The inmate can and will be encouraged to submit matters either orally or in writing for the Board's consideration and will be expected to participate in the Board proceedings but will not be present for the discussion of his case by the Board members or the actual voting on the actions to be taken or recommended. He will not ordinarily find out what action the Board has recommended until the action is officially announced after the Warden's approval. No representatives for the prisoner from outside the institution staff will be permitted at the meeting. Since the proceeding is not an adversary one but a participative proceeding, no lawyers or family members will be present, but the prisoner can submit written items from anyone he chooses. Should a prisoner be unable or unwilling to participate in Board proceedings the Board will take the best action predicated on the data known to them. If a language barrier exists or if the inmate is so lacking in intelligence that he cannot understand the proceedings, he will be assisted by his case manager or translator as appropriate.

A. Board Composition

The Board is ordinarily composed of the Classification Officer, psychologist or social worker, Vocational Training coordinator or the Industries Supervisor, Custodial Supervisor, Education representative, Pre-release specialist, and a Vocational Rehabilitation representative where appropriate. All of these different agencies are encouraged to represent their activities at the board and to discuss appropriate portions of the correction treatment program with the prisoners. There is no requirement, however, for all activities to be represented at each Board meeting or hearing. A quorum of three is sufficient to render official recommendations on behalf of the Classification Board. However, any quorum must include at least a representative of Classification, Custody and Treatment.

B. Authority of the Board

The Classification Board has the authority delegated to it by the Warden to make recommendations on any aspect of the prisoner's confinement experience to the end of improving the individual inmate's correctional treatment program. Such recommendations may include not only changes in job and work, but changes in

custody grade where such change will enhance the likelihood of the prisoner's success in a confinement role as well as in his post-release program.

In addition, the Classification Board serves as a hearing tribunal through operation of which inmates are provided with procedural protections due them when they are subject to changes in the conditions of their confinement initiated by the prison staff, such as changes in custody status. Where possible, such hearings are to be held before implementation of the change. Where circumstances warrant speedy alteration of an inmate's custody status, however, as for example where an inmate is placed in administrative segregation, the Board may act as an appellate tribunal, reviewing the staff decision and the resultant status change in a hearing at which the inmate is present.

The Board has the authority to review the cases of a prisoner at any time it seems worthwhile for the Board to do so. Additionally a work supervisor who feels that he has been unable, through his counseling efforts, to gain the attention of a particular prisoner who is performing unsatisfactorily or who is demonstrating bad work habits, can request that the prisoner be seen by the Classification Board and that the Board go over this behavior with the prisoner. In responding to this kind of request the Classification Board is performing a function entirely distinct from that of the Discipline Board to which a prisoner may be referred for a specific act of misconduct. Where general acts indicating poor attitude or disinclination to accomplish assigned tasks are reported to the Classification Board, the prisoner will have a chance to explain what, if anything, precipitated his behavior and the Board will encourage the prisoner to perform better while in a confinement setting, either at his present job or at some other assignment which he may be given by the Board.

The Classification Board takes no final action by itself, but rather recommends actions to the Warden. Each of the Board's decisions is reviewed by the Warden, approved, disapproved or modified as the Warden sees fit based on data presented by the Classification Board, the individual's records, the established criteria, and whatever special knowledge the Warden individually may have relative to a particular prisoner. The Warden's decision will be written, in the form of an endorsement on the Board's recommendation, regardless of whether he affirms or alters the Board's decision. Where the Warden takes action in a particular case based on information not in the Classification Board's record he will specify, in his written decision, the material upon which he has relied.

In addition to its other duties, the Classification Board reviews maximum custody classifications at 60-day intervals to determine whether the individual can be returned to the general population and reviews administrative segregation in accordance with the procedures outlined in the section dealing with that status.

Records of the Classification Board serve as the institutional memory relative to changes in a prisoner's status.

C. Routine Board Procedures

In a typical case, a brief background sketch is provided to the Classification Board by the Mental Hygiene case manager for the particular inmate, and the Classification Officer. This presentation may be amplified by particular information provided by custody or other Board members. Following the initial presentation of the case is a general discussion among the Board members relative to the particular inmate. Board members' questions are answered from the records and files. Next the inmate is brought before the Board, put at ease, introduced to the Board members, and then interviewed as to his progress in confinement and his expectations. The Board discusses his program with him, whether he is exceeding expectations, whether he is just meeting expectations, whether he is falling short of expectations, and discusses with him any changes to the existing program including custody grade which the Board is considering or the inmate may suggest. The inmate is encouraged to participate in this exchange and to ask any questions he may have. The important factors in the consideration process will be discussed with the inmate. When each Board member has asked all the questions of the inmate which he cares to ask and the inmate has nothing further to add which is material the inmate is excused from the Board room. A recommendation is made relative to each of the program components including custody grade. Voting takes place and a recommendation is formulated for presentation to the Warden. A majority vote is necessary to effectuate a change in an inmate's existing program. If consensus is not reached and there is a minority opinion, the minority can file a written minority report to be included with the recommendations to the Warden explaining why they do not believe a particular program or component of a program to be in the best interests of the inmate. The written recommendation of the Board, together with any minority report is forwarded to the Warden who reviews the recommendation and any reports, and announces his decision by endorsing it on the Board's recommendation and returning the files and the recommendation to Classification.

D. Announcement of Actions

After the Warden has taken final his final action and endorsed it on the Board's recommendation, the classification office takes back the documentation and reduces the action of the Board and the Warden to writing. Normally, copies of the results are forwarded in writing to the sectors of the Prison involved in the inmate's program. A written explanation of the rationale for each decision will be included in the data which is forwarded to the inmate and it normally shall be sent to the inmate within three work days of the hearing. Sometimes if any of the information on which a decision was based is confidential or its disclosure would be considered detrimental to the inmate's best interests, he is provided with a summary of such information.

Inmates who are not satisfied with or don't understand the results of the Board actions may request, via a Request Slip, to be interviewed by the Classification Officer. Upon receipt of the request, the officer will set up a meeting with each such inmate

within three days absent unusual circumstances and, within the constraints imposed upon him, he will make a conscientious effort to explain to the inmate what happened at the Board proceedings, why the recommendations were made the way they were, why the decision came out the way it did, and what actions the inmate can take to improve his chances for more favorable consideration at subsequent Classification Board hearings. If the inmate still feels the Classification Board decision was wrong, he may send a written appeal to the Warden or Deputy Warden on an inmate Request Slip.

CHAPTER VII

Inmate Scheduling

Initially inmates are seen by the Classification Board at the end of the reception cycle. They are regularly seen by the Board for Reclassification Hearings or In-progress Review Hearings at 90 to 120 day intervals during their confinement, except maximum custody inmates who are seen at 60-day intervals. These reviews are scheduled routinely and the inmate knows when he leaves each hearing before the Board the approximate date when the Board next will see him. The inmate will be provided with sufficient information at or within a reasonable time after each Board hearing so that he can prepare himself both to make a proper appearance before the next Board hearing and to accomplish those things that the Board has recommended that he accomplish in the time intervening before the next hearing. When a special board is being convened to consider a custody change out of the ordinary 90 to 120 day cycle, the inmate will be provided notice of the hearing before the special board at least three working days prior to his appearance before the special board. The written notice will advise the inmate of the reasons for convening the special board hearing. Ordinarily, all inmates who are scheduled for hearing before the Board on a particular day will be the caseload of the case manager who is serving on the Board so that he can update the Board on the inmate's status and review things with his client. When an inmate is approximately eight or nine months away from his minimum release date, the Pre-release Branch will begin to work with him and to encourage him to participate in the pre-release activities. If he has not or is not likely to be transferred to the Minimum Security Unit or the Halfway House, he will be encouraged to participate in programs and activities dealing with post-release job and living arrangements which, along with the Parole Department, will assist him in the preparation of a parole plan.

Thus every inmate's progress in his individual correctional treatment program is reviewed with him at regular intervals. During the review he is encouraged to participate in those programs which he may not as yet have participated in and he is encouraged to do well and to look favorably toward the future.

CHAPTER VIII

Administrative Bypass of the Board

The administrative bypass provides an inmate who desires to change his living accommodations or his work assignment during periods of time between regularly scheduled Classification Boards, with a means for attempting to make the change. In order to change any of the components of his classification program without appearing before the Classification Board, an inmate must initiate a Request Slip which has to be approved by the activity or area out of which he wishes to transfer, into which he wishes to transfer, custody and classification. Should personnel in these four areas all agree that the action requested by the prisoner is the right action for that prisoner at that time, Classification orders the change and no appearance before the Board is necessary. This routine exists to make the institution more flexible and to obviate the necessity for repetitive appearances before the Classification Boards for simple job changes or living accommodation changes which do not have a direct and long-term bearing on the individual's correctional treatment program. Attached are the instructions to the inmates relative to these "Silent Boards".

CHAPTER IX

Inmate Requests to Appear Before Board

Any inmate can request at any time to appear before the Classification Board. He accomplishes this by completing a Request Slip to Classification stating his reasons for desiring to appear before the Classification Board and what he expects to accomplish by appearing before the Classification Board. If his request is sound and sensible, he will be scheduled to appear before the Classification Board. If his request is incomplete or lacks rationale, it will be returned by Classification for additional information or it will be disapproved. Ordinarily, disapproval will occur when an inmate desires to achieve a custody elevation before his next regularly scheduled Board appearance or desires a job change, either of which were not favorably considered by one of the personnel areas under the administrative bypass procedures described in Chapter VIII, Inmate requests to appear before the Board are not necessarily approved. However, reasonable and rational requests will ordinarily be approved. Inmate requests to appear before the Classification Board may be disapproved when disapproval seems in the prisoner's best interests. Disapproval should be accomplished with an explanation and a statement that the matter which the inmate seeks to bring before the Board will be considered at his next regular Board hearing.

CHAPTER X

Administrative Processing

The Classification Branch is responsible for the administrative processing of the paperwork and the scheduling of the Boards. Approximately two weeks before an inmate is scheduled to appear before the Board, the Classification Office makes a notification to that effect. This notification is forwarded to the prisoner providing him with the dates of the scheduled appearance before the Classification Board; it is also forwarded to his case manager, his work training supervisor, his custody supervisor, to the Investigations Branch, to the Education Branch, to any other activities and to any other sections of the prison which may have information relative to that particular inmate which should be before the Classification Board. Personnel involved in these activities and sections will return the appropriate forms to the Classification Office within a week so that their input can be assembled and be ready to be briefed by the Classification Officer at the Classification Board hearings. These records and submissions will be collated with, attached to and filed in the Classification File with the Board results.

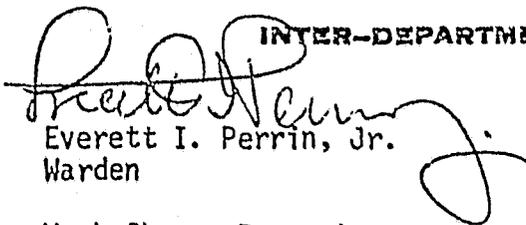
In the case of special board hearings an accelerated procedure to collect this data may be necessary to ensure that the board has all relevant data.

RECEPTION CYCLE

TIME	0800 -1030		1030 -1130		1300 -1600	
DAY	ACTIVITY	LOCATION	ACTIVITY	LOCATION	ACTIVITY	LOCATION
1. TUESDAY	Custody	7th Division	Physicals	Hospital	Mental Health	Individual Offices
2. WEDNESDAY	Mental Health	3rd Floor	Physicals	Hospital	Mental Health	Individual Offices
3. THURSDAY	Group Psychological Testing	Classroom I	Physicals	Hospital	Mental Health	Individual Offices
4. FRIDAY	Social Worker/ Psychological Workup	Individual Offices	Physicals	Hospital	Social Worker/ Psychological Workup	Individual Offices
5. MONDAY	Mental Health	Individual Offices	Physicals	Hospital	Mental Health	Individual Offices
6. TUESDAY	Mental Health	Individual Offices	Physicals	Hospital	Business/Industries	Classroom I
7. WEDNESDAY	Education/ Vocational Training	Classroom I	Physicals	Hospital	Alcohol/Drug	Classroom I
8. THURSDAY	Vocational Rehabilitation	Visiting Room	Physicals	Hospital	INITIAL CLASSIFICATION BOARD	

STATE OF NEW HAMPSHIRE

INTER-DEPARTMENT COMMUNICATION


Everett I. Perrin, Jr.
Warden

DATE 12 December 1977
AT (OFFICE)

FROM

Everett I. Perrin, Jr.
Warden

SUBJECT

Work Change Requests

TO

All Concerned

1. In order to simplify and expedite requested job changes which do not have a custody classification change, the following procedure is established:
 - a. An inmate who desires a job change should make up a request slip showing the job he wants to leave and the job he wants to go to. This slip should be brought, or sent, to his old job supervisor, his new job supervisor, and the Major's office. If all involved parties agree, the change will be made by Classification without a work board action.
 - b. If there is not agreement, the slip should be sent to Classification with the comments of the involved persons and a work board hearing will be scheduled.
2. This procedure should help to streamline administrative routines.

EIP/NEP/rt

ATTACHMENT II

INMATE JOB LOCATIONS

15 August 1978

The attached listing is a catalog of the various work/training/job positions available as of the issue date together with a short description of each job. All the descriptions include implicitly whatever other tasks may be assigned in addition to those shown.

Suggestions, additions, or deletions should be directed to the Director of Treatment in essentially the format shown.

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Business Administrator	J- 2
Custody Department	J- 5
Kitchen	J- 7
Maintenance Department	J-11
Prison Industries	J-14
Treatment Directorate	J-25

**BUSINESS ADMINISTRATOR
INMATE JOB LOCATIONS**

<i>Location</i>	<i>Number of Positions</i>
Business Office	6
Laundry	10
TOTAL	16

Business Office Inmate Job Descriptions

Position: Inmate Accounts Assistant I *Number of Positions:* 1
Canteen Manager

Duties: Trusty Position
The inmate assigned to this position is responsible for inventory, ordering and management of prison canteen. He also assists the inmate accounts clerk in handling inmate funds. Performs any other duties requested of him by his supervisor.

Special Requirements: Trusty Position
This position requires an individual who can resist peer pressure and who elicits a high degree of trust from staff. Inmate should live at the Minimum Security Unit, and have a custody classification of Minimum B.

Position: Accounts Payable Assistant *Number of Positions:* 1

Duties: Responsible to Account Clerk II. Assists in matching invoices to purchase orders, manifesting invoices for payment, and filing and other duties as requested.

Special Requirements: Trusty Position
Requires special ability to work with figures and the ability to type. Should be separated from the general population, and have a custody classification of Minimum B.

Business Office Inmate Job Descriptions (cont.)

Position: Shipping and Receiving Clerk *Number of Positions:* 1

Duties: Inmate logs and checks in all shipments. Delivers shipments to shops using the fork lift truck and all other duties as required.

Special Requirements: Trusty Position

This position requires a responsible person who can work without direct supervision. Incumbent must live at the Minimum Security Unit and have a custody classification of Minimum B.

Position: Stock Clerk *Number of Positions:* 1

Duties: Trusty Position

The inmate assigned to this position is responsible for inventory and issue of all inmate clothing, janitorial supplies, and office supplies. Location is the basement below the administration building. Performs any other duties requested of him by his supervisor.

Special Requirements: Trusty Position

Requires ability to work with figures and to organize stock and stock records. Requires a man in good physical condition as some lifting will be required. Must be separated from general population.

Position: Office Janitors *Number of Positions:* 2

Duties: Responsible for keeping administrative offices clean. Includes washing and waxing floors, emptying wastebaskets, cleaning bathrooms, carrying items from front door to administrative offices and other duties as required.

Special Requirements: Trusty Position

Incumbent should be in good physical condition and have a custody classification of Minimum B-1.

Laundry Inmate Job Descriptions

Position: Wash Man Extractor Man *Number of Positions:* 3

Duties: Operates washing machine and extractor. Sets water level, adds detergent, inserts clothes, turns machine on, and removes clothes upon completion of cycle. Must properly balance and operate extractor.

Position: Dryer Man *Number of Positions:* 1

Duties: Operates dryer. Inserts clothes, sets temperature, turns machine on, removes clothes after proper drying time.

Position: Pressers *Number of Positions:* 3

Duties: Operates steam press. Puts clothes on pressing table smooths out wrinkles, presses button to operate press, after appropriate times presses button to release press and folds clothes.

Position: Sewer *Number of Positions:* 1

Duties: Operates sewing machines.

Position: Janitor *Number of Positions:* 1

Duties: Keeps laundry area clean. Sweeps, mops, dusts, takes trash out, and performs other janitorial functions as required.

Position: Runner *Number of Positions:* 1

Duties: Delivers materials and supplies to various shops as required.

CUSTODY DEPARTMENT
INMATE JOB LOCATIONS

<i>Location</i>	<i>Number of Positions</i>
Cell Block	39
Yard Crew	7
TOTAL	46

Cell Block Inmate Job Descriptions

Position: Custodian (Divisions) *Number of Positions:* 14

Duties: Performs janitorial functions of sweeping, dusting, mopping, cleaning out cells, trash pick-up, re-supplying on the division and all other duties as required.

Position: Custodian (Front block, front stairs, shower room, shower room vestibule, rear cell block) *Number of Positions:* 11

Duties: Performs janitorial functions of sweeping, dusting, mopping, trash pick-up, cell cleaning, and all other duties as required.

Position: Trash pick-up *Number of Positions:* 2

Duties: Area includes the entire cell block area picking up trash and taking it to the dumpster. Also takes care of cell block supplies in the store room, insures that there is ample cleaning supplies for inmates and all other duties as required.

Position: Cell Custodian *Number of Positions:* 2

Duties: Maintains empty cells to insure that they are kept clean for entire cell block area and all other duties as required.

Cell Block Inmate Job Descriptions (Cont.)

Position: Barber *Number of Positions:* 1
Duties: Cuts hair for the entire inmate population and all other duties as required.
Special Requirements: Individual should be familiar with the tools of the trade.

Position: Chapel Custodian *Number of Positions:* 2
Duties: Performs janitorial functions of sweeping, dusting, mopping, cleaning, trash pick-up in the chapel area and all other duties as required.

Position: General Duster *Number of Positions:* 2
Duties: Performs general dusting and general maintenance of cell block.

Position: Block Runner *Number of Positions:* 5
Duties: These inmates are required to deliver and pick up all types of material and supplies for the cell block.

Yard Crew Inmate Job Descriptions

Position: Groundskeeper *Number of Positions:* 6
Duties: General maintenance of grounds includes raking, shoveling snow, pulling weeds and caring for flowers.

Position: Night Duty Janitor *Number of Positions:* 1
Duties: Performs all janitorial functions in the dining room or recreation hall as appropriate. Includes sweeping, dusting, mopping, removing trash, and various other cleaning duties.

KITCHEN
INMATE JOB LOCATIONS

<i>Location</i>	<i>Number of Positions</i>
Kitchen	19
TOTAL	19

Kitchen Inmate Job Descriptions

Position: Cook *Number of Positions:* 2

Duties: Studies menu to insure timely preparation, follow recipe when preparing each food item observing the proper cooking time and temperature required, and use left overs promptly to reduce waste. Clean and sharpen knives, and clean work tables and grills.

Special Requirements: Must know and observe the basic rules of personal hygiene, kitchen sanitation and safety regulations.

Position: Baker *Number of Positions:* 2

Duties: Responsible for preparing and serving all bakery products. Keeps shop floor, tables, and tools washed and cleaned.

Position: Vegetable Prep Man *Number of Positions:* 1

Duties: Prepares all vegetables required to be served with the main meal. Maintains the vegetable cellar, walk-in refrigerator, and stainless refrigerator. Unloads produce trucks and properly stores vegetables.

Special Requirements: Incumbent should be in good physical condition.

Position: Baker's Helper *Number of Positions:* 1

Duties: Helps baker to prepare all bakery products and serve on the line. Assumes duties of baker in his absence. Keeps shop floor, table and tools washed and clean.

Kitchen Inmate Job Descriptions (Cont.)

Position: Bookkeeper/Storeroom Clerk *Number of Positions:* 1

Duties: Maintains inventory of all stock in storeroom, post and deduct items as received or used, enter unit and case prices on inventory cards, and maintain up-to-date balance. Properly store items in reasonable order of classification, keep storeroom clean and orderly, prepare weekly list of out-of-stock items, and keep steward's office clean and orderly.

Position: Pot Man *Number of Positions:* 1

Duties: Responsible for maintaining all pots, pans, and utensils in a standard of cleanliness and dryness together with proper stacking and storing at all times. Maintains the working sink and keeps surrounding floor area clean and dry.

Position: Dishwasher *Number of Positions:* 2

Duties: Responsible for the complete washing, cleaning and drying of all culinary department food trays, silverware, cups, glasses, bowls, and pitchers. Insures cleanliness of dishroom at all times, mops floor after every meal, and cleans annex cart after each meal.

Position: Lineman *Number of Positions:* 2

Duties: Responsible to clean steam table, bread table, and daisy table after every meal. Cleans toaster and adjoining table after each meal, and keeps cupboard stocked as necessary. Cleans floor behind serving line after every meal, assists in serving line at all meals and makes toast for breakfast.

Position: Kitchen Janitor *Number of Positions:* 2

Duties: Responsible for maintaining kitchen, shower room, and kitchen windows in a clean standard at all times. Washes kitchen floor before noon meal and after night meal, and disposes of the trash. Takes care of all laundry, cleans outside yard, and G.I. kitchen Saturday afternoon. Also ensures cleanliness of kettles, hoods, vents, and tables underneath.

Kitchen Inmate Job Descriptions (Cont.)

Position: Dining Room Man *Number of Positions:* 4

Duties: Responsible for washing dining room tables with soap and hot water, cleanliness of windows and walk in kitchen, washing dining room floor after each meal, and hold G.I. on Wednesday afternoon. Helps in unloading all types of delivery trucks, delivers all cell feeds as assigned, and assists in serving line. Helps janitors in cleaning outside yard.

Position: Butcher *Number of Positions:* 1

Duties: Responsible for the cutting, wrapping and storage of all meats used in the culinary department. Cleans and maintains all butcher utensils and tools in the butcher shop, butcher meat room and meat box refrigerator. Unloads and properly secures all meat deliveries.

MAINTENANCE DEPARTMENT
INMATE JOB LOCATIONS

<i>Location</i>	<i>Number of Positions</i>
Inside Maintenance	18
Outside Maintenance	12
TOTAL	<u>30</u>

Inside Maintenance Inmate Job Descriptions

Position: Boiler Fireman *Number of Positions:* 2

Duties: Maintains watch in the boiler room performing routine duties requiring limited judgement maintaining proper water level and steam pressure, keeps boiler room and adjoining areas clean and painted, and makes minor repairs on boilers and machinery under the supervision of the civilian boiler fireman.

Special Requirements: Both positions should be assigned a custody classification of Minimum B-1.

Position: Plumber *Number of Positions:* 2

Duties: Installs and repairs hot and cold water systems, and drainage and steam heating systems within the confines of the institution under the direct supervision of the Building Maintenance supervisor.

Special Requirements: One position should be assigned a custody classification of Minimum B-1.

Position: Painters *Number of Positions:* 6

Duties: Performs preparation of surface, priming, and painting, and repairs window glass in all areas within the confines of the institution under the direct supervision of the Building Maintenance supervisor.

Special Requirements: One position should be assigned a custody classification of Minimum B-1.

Inside Maintenance Inmate Job Descriptions (Cont.)

Position: Carpenters *Number of Positions:* 3

Duties: Performs new construction and makes repairs to all buildings within the confines of the institution, makes minor masonry repairs and some limited cabinet work depending on the ability of the individual, under the direct supervision of the Building Maintenance supervisor.

Special Requirements: One position should be assigned a custody classification of Minimum B-1.

Position: Electricians *Number of Positions:* 2

Duties: Installation and maintenance of electrical circuits and lighting repair to electric motors and electric components of various types of machinery within the confines of the institution under the direct supervision of the Building Maintenance supervisor.

Special Requirements: One position should be assigned a custody classification of Minimum B-1.

Position: Shop Man *Number of Positions:* 2

Duties: Performs various welding jobs and operation of machine shop equipment depending on the ability of the incumbents. Assists others in the building maintenance and construction within the confines of the institution, under the direct supervision of the Building Maintenance supervisor.

Position: Janitor/Runner *Number of Positions:* 1

Duties: Keeps the inside maintenance area clean, picks up and delivers materials and supplies from other shops and specified areas within the confines of the institution under the direct supervision of the shop officer.

Outside Maintenance Inmate Job Descriptions

Position: Plumber *Number of Positions:* 1

Duties: Installation and repair of hot and cold water systems, and drainage and steam heating systems in the area pertaining to the exterior of the institution under the supervision of the Building Maintenance supervisor.

Position: Painter *Number of Positions:* 2

Duties: Preparation of surface, priming, and painting all areas pertaining to the exterior of the institution under the supervision of the Building Maintenance supervisor.

Position: Carpenter *Number of Positions:* 1

Duties: New construction, repair and masonry work in the area pertaining to the exterior of the institution under the supervision of the Building Maintenance supervisor.

Position: Electrician *Number of Positions:* 1

Duties: Installation and maintenance of electrical circuits and lighting, repair to electric motors, and electrical components of various types of machinery in the area pertaining to the exterior of the institution under the supervision of the Building Maintenance supervisor. Also perform necessary clerical and stocking duties pertaining to the shipping and receiving building.

Position: Clerk *Number of Positions:* 1

Duties: Performs typing, filing, costing for labor and materials on job orders, maintains an inventory of materials and equipment, and issues materials from stock under the supervision of the Maintenance Engineer.

Outside Maintenance Job Descriptions (Cont.)

Position: Groundsman *Number of Positions:* 5

Duties: Responsible for general maintenance of grounds consisting of raking, shoveling, mowing, sweeping, and weeding and caring for flower beds under the supervision of the Outside Yard officer. Responsible for all snow shoveling on the exterior and catwalk areas of the prison.

Position: Janitor/Runner *Number of Positions:* 1

Duties: Keeps the outside maintenance area clean, picks up and delivers supplies and materials within the area pertaining to the exterior of the institution under the supervision of the Building Maintenance supervisor.

**PRISON INDUSTRIES
INMATE JOB LOCATIONS**

<i>Location</i>	<i>Number of Positions</i>
Automotive Repair Shop	17
Farm	21
Industries Office	1
Plate Shop	31
Print Shop	17
Wood Shop	12

TOTAL	99

Industries Office — Inmate Job Descriptions

Position: Billing Clerk *Number of Positions:* 1

Duties: Figures cost on bills from various shops, types and mails out bills, keeps ledger on debits and credits of accounts receivable, records checks on record of daily receipts, types letters and requisitions, and files various documents. Assists accounting clerk in closing accounts for each month.

Special Requirements: Trusty Position

Requires ability to work with figures and ability to type, should be separated from the general population and have a custody classification of Minimum B.

Automotive Repair Shop — Inmate Job Descriptions

Position: Automotive Mechanic *Number of Positions:* 5

Duties: Performs skilled mechanical repairs on motor vehicles, engines, drive trains, transmissions, brakes, and electrical systems including all phases of repair for general tune-ups to complete motor overhauls.

Position: Auto Body Repairman *Number of Positions:* 3

Duties: Performs skilled auto body repairs including complete paint jobs, touch-up painting, body repairs and straightening. Uses a variety of auto body tools including spray booth and pneumatic sprayers.

Position: Front-end Alignment Serviceman *Number of Positions:* 1

Duties: Operates a front-end alignment center using electronic equipment and modern concepts in performing all phases of wheel alignment and wheel balancing.

Position: Lubrication Serviceman *Number of Positions:* 2

Duties: Performs service station functions such as motor oil changes, transmission and rearend lubrication, complete grease jobs and tire changes. Operates such equipment as hydraulic lifts, lube reels, tire changers, and related hand tools.

Position: Parts and Stockroom Man *Number of Positions:* 1

Duties: Assists supervisory personnel in parts and tool control from centralized stock room.

Special Requirements: Clerical abilities required for maintaining inventories of stock, tools and equipment.

Automotive Repair Shop — Inmate Job Descriptions (Cont.)

Position: Car Washer *Number of Positions:* 1

Duties: Performs such duties as car washing, vacuum cleaning and window washing. All cars entering the repair shop would receive a complete cleaning, inside and out, before leaving.

Position: Janitor *Number of Positions:* 1

Duties: Performs all janitorial functions of the shop including sweeping, trash detail, window cleaning, and general clean up. Also assists in car cleaning detail when time is available.

Position: Car Waxer and Polisher *Number of Positions:* 1

Duties: Performs such duties as buffing, waxing, and polishing cars using power buffer. All cars entering the repair shop would receive a complete cleaning, inside and out, before leaving.

Position: Interior Cleaner *Number of Positions:* 1

Duties: Performs such duties as cleaning passenger compartment, trunk, and engine compartment using vacuum and steam cleaner. All cars entering the repair shop would receive a complete cleaning, inside and out, before leaving.

Position: Clerk *Number of Positions:* 1

Duties: Assists supervisory personnel in maintaining accurate records of job tickets for the billing process. Also assists in typing requisitions, receiving reports, and inventory control.

Special Requirements: Abilities in math and typing required.

Farm — Inmate Job Descriptions

Position: Tractor and Equipment Operators *Number of Positions:* 3

Duties: Operates farm tractors and related equipment involving hay balers, field harvesters, rakes, mowers, hay conditioners, planters, plows, etc.

Special Requirements: Requires a high degree of mechanical ability along with excellent judgement and responsibility to alleviate costly damage to equipment or crops.

Position: Livestock Husbandry *Number of Positions:* 5

Duties: Includes jobs such as feeding, milking, grooming and caring for livestock such as calves, young stock, and milking cattle. Assists farm staff in performing herd health functions such as treating cattle with medicines, dehorning, hoof trimming, etc. Also includes cleaning stables and feeding proper portions of hay, grains, and silage to the cattle. Operates milking machine and related equipment.

Special Requirements: Incumbent must be able to learn and use proper sanitation methods and moking skills to promote high production.

Position: Milk Room Man *Number of Positions:* 1

Duties: Operates bulk tank, logs milk weights, washes and sanitizes all milking equipment, and performs minor repairs to milking equipment. Cares for prison farm lawns, flower beds, shrubbery, and performs building maintenance duties such as carpentry and painting.

Position: Farm Mechanic *Number of Positions:* 1

Duties: Performs all levels of mechanical maintenance on farm vehicles and equipment including lubrication, tune-ups, motor overhaul, clutches, etc. Also performs mechanical repairs to field equipment such as chain and bearing replacement, welding, brazing and tin work.

Special Requirements: Level of maintenance performed is proportional to the skill level of the incumbent.

Farm — Inmate Job Descriptions (Cont.)

Position: Greenhouse Worker *Number of Positions:* 1

Duties: Performs seedings, transplanting, watering, fertilizing and other various duties in greenhouse work with the culture of vegetable and flower seedlings.

Position: Miscellaneous Workers *Number of Positions:* 3 to 10

Duties: Performs seasonal work as laborers in various jobs such as market gardens, field crops, forestry projects, fence repair, etc. Tasks performed include planting, weeding, harvesting hay and corn crops, sawdust hauling, building repair, chainsaw operation, and various other farm related jobs.

Wood Shop — Inmate Job Descriptions

Position: Carpenter *Number of Positions:* 4

Duties: Operates various wood working equipment such as table and radial arm saws, planers, pointers, sanders during the manufacturing process of constructing a multitude of wood shop products. Also uses various hand tools such as hammers, chisels, planes, squares, saws, etc.

Wood Shop — Inmate Job Descriptions (Cont.)

Position: Carpenter's Helper *Number of Positions:* 3

Duties: Works with carpenters in preparing stock and assembling projects. Uses much of the same equipment and tools but works at a lesser skill level than the carpenters.

Position: Finishing Room Man *Number of Positions:* 1

Duties: Prepares assembled projects for final finishing. Applies finish coat on wood items using paints, lacquers, polyureathanes, thinners, brushes, and other finishing materials. Maintains inventory of finishing room supplies.

Special Requirements: Requires a high degree of skill with particular attention to detail and neatness.

Position: Janitor/Maintenance *Number of Positions:* 1

Duties: Performs all janitorial functions of the shop including sweeping, carrying trash, dusting, sorting and cleaning. Performs minor maintenance functions on various types of wood shop equipment depending on skill level of incumbent.

Position: Sander/Scrapper *Number of Positions:* 2

Duties: Prepares furniture for refinishing by sanding and scraping. Low level of skill required.

Position: Tool Room Man *Number of Positions:* 1

Duties: Responsible for sharpening tools such as saws, planes, chisels, etc. Maintains control of all tools issued within the shop under supervision, assists supervisor in material and supply controls, and inventories of items such as lumber, nails, screws, hardware, etc.

Plate Shop — Inmate Job Descriptions

Position: Office Worker *Number of Positions:* 1

Duties: Performs clerical work in Manager and Foreman's office assisting them in making special order plates, hand printing, keeping inventory, and any other administrative functions as required.

Position: Storeroom Man *Number of Positions:* 1

Duties: Responsible for shipping and cataloging plates. Remove plates from hand truck to storeroom, prepares plates for shipping, tags boxes, and picks up empty boxes when necessary.

Position: Scotchlite Applicator *Number of Positions:* 1

Duties: Operates scotchlite applicator that adheres scotchlite material to metal. Ensures edges of material coincide with edge of metal being adhered to. Also replaces scotchlite tapes and metal rolls when they are empty.

Position: Blanker Operator *Number of Positions:* 1

Duties: Operates blanking machine that cuts metal into correct size for appropriate plates. Removes cut plate blank from machine and stacks them on a table.

Position: Plate Blank Transporter *Number of Positions:* 1

Duties: Carries away stacks of plate blanks from blanking machine and stacks them on edge on burners for curing. Also takes cured plates to the press for the embossing process.

Position: Relief Man *Number of Positions:* 1

Duties: Responsible for knowing how to perform jobs of Blanker Operator, Scotchlite Applicator, and Plate Carrier so he can relieve any position as required.

Plate Shop — Inmate Job Descriptions (Cont.)

Position Press Operator *Number of Positions:* 2

Duties: Operates mechanical brake press. Places dies on front of press to ensure correct plate is being made including year, type of plate, state slogan, and correct numerals. Also notifies supervisor if machine is not operating properly.

Position Asst. Press/Feeder Operator *Number of Positions:* 2

Duties: Operates mechanical brake press. Runs feeder on back of press, puts blanks into feeder for embossing process, and corrects simple problems.

Position: Embossed Blank Transporter *Number of Positions:* 2

Duties: Carries embossed blanks from the press to the old oven or a designated area. When the oven is overloaded he places the blanks in storage bins.

Position: Hook Man *Number of Positions:* 3

Duties: Places two embossed plates on hooks, face to face, ensuring they don't make contact with another plate. Also cleans hooks by putting them in an acid tank.

Position: Old Oven Loader *Number of Positions:* 1

Duties: Takes hooked plates and places them on bars that revolve in the front of the old oven, ensuring eight pairs of plates are hooked on each bar.

Position: Old Oven Unloader *Number of Positions:* 2

Duties: Removes plates from bars as they come out of the oven and places them on a table, removes hooks from plates and places them in a box, and is responsible for taking plates to the printer's table.

Position: Printing Machine Operator *Number of Positions:* 3

Duties: Operates mechanical printing machine. Places embossed and sealed plates on printing table, removes painted plate from table, and places plate on wooden shelf.

Position: New Oven Loader *Number of Positions:* 3

Duties: Removes painted plate from shelf and places it on racks as they enter oven.

Position: New Oven Unloader *Number of Positions:* 2

Duties: Removes dried plates from racks as they exit from the oven and sorts them so they are in numerical order by pairs.

Position: Inspector *Number of Positions:* 1

Duties: Responsible for quality control of plates by checking them for marks and excessive paint, ensures they are in proper numerical sequence, and places them on conveyor in pairs to be wrapped or packed.

Position: Wrapper *Number of Positions:* 1

Duties: Operates wrapping machine which puts plastic wrap around each pair of plates, and changes the rolls of wrap as necessary.

Position: Packer *Number of Positions:* 1

Duties: Places 50 pair of wrapped plates in a box and puts box on a hand truck.

Position: Spares *Number of Positions:* 2

Duties: Used anywhere in shop to fill in as necessary for a relief or where workload is excessively heavv.

Print Shop — Inmate Job Descriptions

Position: Office Clerk/Shipper *Number of Positions:* 1

Duties: Performs office clerk functions such as answering telephone, taking messages, and assists supervisors in maintaining paper stock. Also performs wrapping, shipping, and boxing functions, is responsible for shipping receipts and labels, job ticket inventory, and use of elevator. Acts as shop runner, performs some janitorial functions, and loads and unloads delivery trucks.

Position: Phototypesetter Operator *Number of Positions:* 1

Duties: Operates intricate computerized typesetter, and performs minor maintenance and cleanliness.

Special Requirements: Requires special abilities in reading, proofreading, knowledge of points, spelling, grammar, concentration, and maintaining accuracy. Dexterity is required in operating keyboard for both speed and accuracy.

Position: Phototypesetter Operator Trainee *Number of Positions:* 1

Duties: Assists operator and is in a training status to learn complete operation. Needs same special requirements as operator.

Position: Offset Pressman *Number of Positions:* 4

Duties: Set up and operate press for various types of printing, mixes chemicals for fountain solutions, set proper adjustments on dampener and inking rolls, adjusts press, and continuously checks copy being printed. Cleans and oils press, and performs minor repairs as necessary under supervision.

Special Requirements: Possess ability to recognize different brands and weight of paper stock.

Print Shop — Inmate Job Descriptions (Cont.)

Position: Setter Pressman *Number of Positions:* 4

Duties: Performs care and maintenance of press, ability to lock up form in chase, inking of machine, make proper adjustments and constantly checks copy. Must be able to change packing on press, clean press, and number and perforate.

Special Requirements: Possess ability to recognize different brands and weight of paper stock.

Position: Cameraman *Number of Positions:* 1

Duties: Perform various functions such as setting up camera, scaling copy, shooting line and halftone work, and expose, develop and process film. Makes contact prints, duplicates film, and performs maintenance and cleanliness details.

Position: Binderyman *Number of Positions:* 4

Duties: Operates bindery equipment, such as stitchers, folders, paper drills, perforator, punching and binding machine, and padding press. Maintains proper sequence of numbered work and performs minor maintenance and cleanliness details.

Special Requirements: Ability and dexterity needed in the collating process.

Position: Paper Cutter *Number of Positions:* 1

Duties: Operates a large 36" power paper cutter to cut and prepare paper for printing using job ticket to determine type and size of paper. Performs maintenance on paper cutter, assists with shipping procedures, and assists supervisors in maintaining proper inventories of paper stock.

Special Requirements: Accuracy is required in cutting procedures and counting sheets of paper for correct job to reduce waste.

TREATMENT DIRECTORATE

INMATE JOB LOCATIONS

<i>Location</i>	<i>Number of Positions</i>
Auto Body School	6
Auto Mechanic School	10
Auto Shop	1
Chaplain	2
Classification	1
Hospital/Dental	5
Minimum Security Unit	5
Recreation	7
Small Engine School	8
Treatment	4
TOTAL	49

Auto Body School — Inmate Training Description

Position: Vocational Training *Number of Positions:* 6

Training: Within a 26 week (780 hours) training period the student through reading assignments, audio-visual aids, and performing instructor assigned repairs on autos, trucks, motorcycles, and snowmobiles will learn the following:

1. Paint removal
2. Panel repair
3. Panel replacement
4. Panel alignment
5. Oxyacetylene torch
6. Surface preparation
7. Paint preparation
8. Spray painting
9. Frames and single unit bodies
10. Front end alignment
11. Interior trim
12. Auto body maintenance

Auto Mechanic School — Inmate Training Description

Position: Vocational Training *Number of Positions:* 10

Training: Within a 26 week (780 hours) training period the student through reading assignments, audio-visual aids and performing instructor assigned repairs on autos and light trucks will learn the following:

1. Service station attendant
 - a. lubrication and preventive maintenance
 - b. wheel bearing service
 - c. state inspection
2. Automobile mechanic helper
 - a. unit disassembly and removal
 - b. perform overhauls assisted by mechanic
3. Automobile service mechanic
 - a. tune-up (electric and fuel systems)
 - b. charging systems
 - c. brake systems
 - d. springs and suspension
 - e. smog control systems
4. Automobile mechanic entry
 - a. performs unit overhaul
 - b. automatic transmission minor service
 - c. front end alignment

Small Engine School — Inmate Training Description

Position: Vocational Training *Number of Positions:* 8

Training: Within a 26 week (780 hours) training period the student through reading assignments, audio-visual aids, and performing instructor assigned repairs on snowmobiles, motorcycles, chain saws, small outboard motors, and engine powered lawn and garden equipment, will learn the following:

1. Shop safety and orientation
2. Engine types and design
 - a. Four stroke cycle engine and theory
 - b. Two stroke cycle engine and theory
3. Engine component
4. Engine cooling systems
5. Engine lubrication systems
6. Engine electrical systems
7. Engine carburetors
8. Tune-up procedures
9. Tune-up equipment and its uses
10. Engine overhaul procedures
11. Engine overhaul equipment and its uses
12. Related drive mechanisms
13. Engine repairs manuals and parts manuals

Auto Shop — Inmate Job Description

Position: Runner *Number of Positions:* 1

Duties: The inmate assigned to this position is required to deliver all types of materials and supplies to various shops and offices. He is also required to perform light maintenance both inside and outside the building. This includes making minor repairs to the building, insures that both the grounds, exterior and interior of the building are clean. He must perform all other duties requested of him by his supervisor.

Chaplain — Inmate Job Descriptions

Position: Catholic Chaplain Assistant *Number of Positions:* 1

Duties: Helps chaplain setting up chapel for Sunday services as well as services conducted during the week, and assists in planning inmate participation in the services. Also ensures chapel and any other scheduled meeting places are clean and presentable.

Position: Protestant Chaplain Assistant *Number of Positions:* 1

Duties: Helps chaplain in setting up chapel for Sunday services as well as services conducted during the week and assists in planning inmate participation in the services. Sets up audio-visual equipment as necessary when directed by the chaplain, and ensures chapel and any other scheduled meeting places are clean and presentable. Also distributes literature to inmates such as devotionals, greeting cards, bibles, etc.

Classification — Inmate Job Description

Position: Lab Technician *Number of Positions:* 1

Duties: The lab technician does all film developing and related work. Must maintain a very clean and efficient lab, includes properly developing and making inmate pictures and identification cards.

Special Requirements: Trusty position
This requires an individual who can resist peer pressure. He must live in the Minimum Security Unit and have a custody classification of Minimum B.

Hospital/Dental — Inmate Job Descriptions

Position: Hospital Orderly *Number of Positions:* 1

Duties: Responsible for feeding patients, acting as runner to deliver or pick up any materials as needed, and performs janitorial services keeping the entire hospital area clean and sanitary.

Position: Medical Aide *Number of Positions:* 2

Duties: Assists doctor and/or nurse in performing minor treatment, cleans instruments and equipment as required, maintains treatment records and files, assists patients on the ward, and any other function as may be assigned by the doctor or nurse.

Position: Dental Lab Technician *Number of Positions:* 1

Duties: Responsible for all laboratory procedures in the fabrication of complete or partial dentures, procurance and maintenance of dental lab supplies, and all laboratory housekeeping.

Position: Dental Chairside Technician *Number of Positions:* 1

Duties: Assists the dentist in the performance of all chairside functions while the patient is in the dental chair. Also responsible for dental instrument and equipment hygiene and sterilization, clinic house-keeping, and dental supply ordering and inventory control.

Minimum Security Unit — Inmate Job Descriptions

Position: Cook *Number of Positions:* 2

Duties: Prepares all meals from menu following recipe observing proper cooking time and temperature, and uses left overs promptly to reduce waste. Cleans and sharpens knives, and cleans work tables and grills.

Special Requirements: Trusty Position

Incumbent must be a resident of of the Minimum Security Unit and have a custody classification of Minimum B.

Position: Dishwasher *Number of Positions:* 1

Duties: Responsible for the complete washing, cleaning and drying of culinary food trays, silverware, cups, glasses, bowls, and pitchers. Also maintains all pots, pans and utensils in a standard of cleanliness and dryness, maintains the washing sink and keeps surrounding floor area clean and dry.

Special Requirements: Trusty Position

Incumbent must be a resident of Minimum Security Unit and have a custody classification of Minimum B.

Position: Custodian *Number of Positions:* 2

Duties: Responsible for keeping office, dining area, visiting room, halls stairs, and any other areas as may be assigned by the supervisor. Includes washing and waxing floors, sweeping, dusting, emptying trash, and pick-up and delivery of supplies as necessary.

Special Requirements: Trusty Position

Incumbents must be residents of the Minimum Security Unit and have a custody classification of Minimum B.

Recreation — Inmate Job Descriptions

Position: General Population Recreation Asst. *Number of Positions:* 3

Duties: Helps plan, organize, and run recreational programs. Responsible for distribution, knowledge of location, and inventory of equipment, as well as keeping recreational areas clean and in proper operating condition.

Position: Protective Custody Recreation Asst. *Number of Positions:* 1

Duties: Helps plan, organize, and run recreational program. Responsible for distribution, knowledge of location, and inventory of equipment, keeping PC inmates informed of recreation policy, and keeps recreational areas clean and in proper operating condition.

Position: Annex Recreational Assistant *Number of Positions:* 1

Duties: Helps plan, organize, and run recreational activities in the Annex. Responsible for distribution, knowledge of location, and inventory of equipment, and keeps recreational area clean and in proper operating condition.

Position: MSU Recreational Assistant *Number of Positions:* 1

Duties: Helps plan, organize, and run recreational programs. Responsible for distribution, knowledge of location, and inventory of equipment, and keeps recreational area clean and in proper operating condition.

Special Requirements: Trusty Position

Incumbent must be a resident of Minimum Security Unit and have a custody classification of Minimum B.

Position: Gymnasium Custodian *Number of Positions:* 1

Duties: Responsible for keeping the gym clean. Includes sweeping, washing, and waxing floors, dusting, and removing trash as necessary.

Special Requirements: Incumbent should be in good physical condition and have a custody classification of Minimum B-1.

Treatment Directorate — Inmate Job Descriptions

Position: Administrative Area Custodian *Number of Positions:* 1

Duties: Responsible for keeping administrative offices clean. Includes washing and waxing floors, emptying waste baskets, cleaning bathrooms, and pick-up and delivery of supplies as necessary.

Special Requirements: Incumbent should be in good physical condition and have a custody classification of Minimum B-1.

Position: Classroom Area Custodian *Number of Positions:* 1

Duties: Responsible for keeping classrooms clean. Includes washing and waxing floors, sweeping, emptying trash, and pick-up and delivery of supplies as necessary.

Special Requirements: Incumbent should be in good physical condition and have a custody classification of Minimum B-1.

Position: Inmate Library Assistant I *Number of Positions:* 1

Duties: Responsible for supervision of general and law libraries in librarian's absence. In charge of some technical services including simplified cataloging and classification of materials. Provide legal and general reference service. Book repair. Maintain cleanliness of library area. Typing.

Position: Inmate Library Assistant II *Number of Positions:* 1

Duties: Responsible for supervision of general library in librarian's and inmate library assistant's absence. Perform circulation and clerical duties. Filing catalog cards. Log in periodical acquisitions. Maintain record of circulation statistics. Maintain cleanliness of library area.

END