

## New Hampshire State Prison

# COMMUNITY CORRECTION CENTER



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*handbook of rules and regulations*

## Handbook of Rules, Responsibilities and Privileges

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Responsibilities of Residents at the Community Corrections Center

1. When a man becomes a resident he is expected to be ready to constructively deal with the community reintegration issues necessary to develop a successful and rewarding life style. Residents have a significant amount of freedom and assistance to develop their community reintegration plans, however, freedom demands responsibility.
2. The progress a resident makes will depend to a large extent on his sense of responsibility, his maturity, his attitude and his behavior. At Shea Farm, actions speak louder than words. You expect to get out of the program what you put into it.
3. Residents are expected to conduct themselves as good citizens. This means you will not associate with individuals having a criminal record or anyone you have been advised by staff not to associate with. You will avoid licensed beer and liquor establishments including barrooms and so-called social clubs where liquor is dispensed.
4. Violation of any of the following rules can result in immediate expulsion from the Community Corrections Center and a return to custody:

- a) Introduction of any drug or alcohol onto the premises of Shea Farm.
- b) Use of alcohol or drugs while at Shea Farm, at work or on any type of release or outing from Shea Farm.
- c) The threat or use of violence against any staff member or another resident.
- d) Any conduct that is determined to be contra-productive to the Community Corrections Center.

Residents are reminded that visitors who are caught introducing alcohol or drugs or weapons to the grounds can and will be prosecuted.

5. At his discretion, the Director of the program may grant a hearing to a resident in danger of being expelled from the program.
6. Residents are subject to alco-sensor testing, drug testing, urinalysis, etc. Any resident refusing such tests will be returned to custody.
7. Residents who are not employed or who have a day off that is normally a work day are required to work off their room and board. Residents are expected to see the House Manager before 9:00 a.m. and are expected to work at least two hours to help defray the cost of their stay. Residents who are on job search are responsible for seeing the House Manager and making appropriate arrangements for work off before departing for job search.

8. Expenses

Residents are expected to pay their own way. This includes:

- Residents are charged \$4.50 each day they work as a room and board payment or if work off is unsatisfactory or incomplete.
- Residents are charged a nominal fee to cover the cost of transportation by the house van. Cost will be based on mileage and cost to run vehicle.
- Medical, dental and prescription bills will be paid by residents except if (he decided to use) the prison dentist or doctor.
- Residents are expected to pay cable television, HBO and laundry as used.
- In an effort to conserve electricity, residents will be charged for leaving lights, stereo, etc., on when they are not in their area.
- Residents are further bound to make whatever restitution or support payments they may be ordered to by the court.
- Residents are also expected to help support their families on a voluntary basis if they are able.
- Any resident who misses work due to illness has the option of seeing a doctor, paying room and board and staying confined to his area. (Malingering will not be tolerated). A person who is sick for a period of one day or more may lose all or part of his privileges for the weekend.

9. Each resident is assigned a duty of cleaning a specific area of the house each week. It is each resident's responsibility to insure he maintains the proper level of cleanliness according to the house standards. Restrictions will be placed upon residents who do not live up to this responsibility. Duty checks are to be done by 10:00 p.m. each evening.
10. It is the resident's responsibility to personally check in with a staff member when returning to the house or leaving for a reason. Residents are further responsible for checking in and out on the board. Residents must present packages to staff members upon arrival for inspection.
11. Residents are responsible for their own conduct and compliance with any restrictions placed on them by their counselor, Director of Treatment or Executive Director.
12. Residents should remember they represent the future of halfway houses. It is very important to attempt to make a good impression on people and promote harmony with the citizens of the community. Any inappropriate actions on your part may be viewed as a condemnation of the whole program by the community.
13. Residents are expected to utilize proper channels for problems or complaints that may arise. These items should be brought to the attention of your counselor. If you are not satisfied with their reaction then go to the Director of Treatment and finally to the Director in writing.
14. In the case of house property being damaged or stolen, when no one individual can be found responsible, all residents will be assessed

an equal amount to compensate for damaged or stolen property.

15. Residents are not allowed to drive motor vehicles unless it is while on the job and required by employer. Prior approval is required from the parole office before you may obtain a license.
16. Changes in the physical structure of a man's room or cubicle or any house property must have prior permission from the house. Changes made without permission will be charged accordingly.
17. Incense is contraband.
18. When residents are using pay telephone (please) limit your calls to 15 minutes in consideration of the other residents. The number for the telephone is 224-9840. Please give this number to your family and friends as calls will not be accepted on the office phones.
19. Kitchen. The following meal hours have been set and during this time food will be put out. Only residents who are working late will be allowed access to the refrigerator after hours. Staff members will set food out and then lock it up.

Meal Hours

Monday - Friday                      5:00 p.m. - 6:30 p.m.

Saturday - Sunday                    7:00 a.m. - 9:00 a.m.

12:00 noon - 1:00 p.m.

5:00 p.m. - 6:30 p.m.

- Residents are responsible to clean up after themselves after eating any meal.
- Sandwiches and food stuffs are not provided by the house for work. Bread will be available for those who wish to provide their own filling.

## Privileges

### Visits

Visits are allowed:

Monday from 12:00 noon to 4:00 p.m.

Tuesday through Thursday from 12:00 noon to 9:00 p.m.

Friday from 12:00 noon to 10:00 p.m.

Saturday and Sunday from 10:00 a.m. to 10:00 p.m.

- Visitors must sign in guest book in front office.
- Visitors must present any packages for inspection by staff.
- Visits take place on first floor visiting area. Visitors are not allowed in the living areas.
- Residents are responsible for their visitor's behavior.

### Walks

- Residents and visitors may walk to Russell Farm after checking with staff before leaving the grounds.
- Walkers must remain on the road.
- No more than two residents are allowed per walk.
- No more than three walks per day of 20 minutes duration.

### Bikes

- Bicycles are permitted with prior approval from counselor.
- See your counselor for description of the bike trail.

### Jogging

- Permitted with prior counselor approval. See your counselor for details.

Program Phases

Phase I

- Phase I serves as an orientation and job search period.
- Residents are expected to become acclimated to the house and the program.

Privileges:

1. Unlimited visits (within guidelines) but not to interfere with job search or other house responsibilities.
2. Resident may arrange his own transportation to and from work providing his transportation is approved by his counselor.

Phase II

- After employment is obtained and the resident has worked one full week, the counselor may advance resident to Phase II.

Privileges:

1. Supervised outings such as movies, bowling, Y.M.C.A., etc., in the company of either a staff member or a screened volunteer.
2. Eligible for two hours of Saturday shopping between 12:00 noon and 3:00 p.m. in the downtown Concord area only. Resident must provide his own transportation and check in and out personally with staff member on duty. If resident handles the first two shopping trips satisfactorily, the third time he will become eligible for three hours shopping with a phone check and four hours the next time with a phone check (between 11:00 a.m. and 4:00 p.m.). If resident works on Saturday he must return to house before leaving for Saturday shopping.



Phase III

- Resident advances to Phase III after counselor received concurrence from majority of staff.

Privileges:

1. Resident is eligible for private room.
2. An unsupervised outing Saturday, Sunday or holidays to home or other approved location. 9:00 a.m. to 6:00 p.m. maximum. Outing request must be submitted as soon as possible before Wednesday to counselor. It is the resident's responsibility to keep staff informed of plans. Phone check required each day. Residents are reminded outings are to a specific place for a specific purpose.
3. Resident becomes eligible for up to two curfew outings Tuesday through Friday from 6:00 p.m. to 9:00 p.m. These curfews are to a specific place and for a specific purpose. If curfew is for shopping or other unspecific place, a phone check with house must be made. Again a resident is responsible for letting staff know when they are leaving and when they are returning. Curfew must be approved by man's counselor in advance so planning is also important.

Phase IV

- Resident is eligible for Phase IV privileges after counselor receives concurrence from majority of staff.

Privileges:

1. Resident is eligible for all the privileges granted in the other phases.
2. Resident is eligible for up to 12 hour visits at home or to approved location on Saturday, Sunday or holiday. Hours are 8:00 a.m. to 8:00 p.m. with phone check. Outing request should be put in as soon as possible before Wednesday morning with man's counselor.
3. Residents are eligible for curfew outing from 6:00 p.m. to 9:00 p.m. Tuesday through Saturday, Thursday and Friday nights until 10:00 p.m. Curfew must be for specific reason and to a specific place. If man has the kitchen as duty area it must be done before leaving.
4. Resident who goes Saturday shopping does not have to make a phone check. Also, residents in Phase IV, who are working Saturday, may phone check from work and proceed on Saturday shopping.

All Phases are considered privileges and a resident may lose a part or all of his privileges for cause. It is very important that residents remember they must uphold their responsibilities before they can earn privileges.

Residents who are in their last 90 days are eligible for approved absences in accordance with RSA 623:A-1-9.

RULES AND REGULATIONS

FOR

APPROVED ABSENCES

- I. Definition: An approved absence is a privilege of the resident population of the New Hampshire State Prison Community Corrections Center, Halfway Houses only. It is a release of one or more hours not to exceed fourteen (14) days.
- II. Eligibility: Persons eligible for the approved absence program must meet the following criteria:
- a) Only 90 days left on sentence before eligible for release on parole;
  - b) Pursuant to RSA 651:25, is on work or study release and is a resident of a community correctional center or halfway house;
  - c) Is physically and mentally capable of conducting himself during an approved absence without escort;
  - d) Has demonstrated a level of responsibility which provides reasonable assurance that he will comply fully with the requirements of approved absence and will not jeopardize the safety of persons property in the community; and
  - e) People who are not residents of the Community Corrections Centers are not eligible.
- III. Purpose: Approved absence will be considered for the following purposes:

- a) Visits with inmate's family: If family ties are in need of strengthening or for the maintenance of family ties, any resident who meets the criteria as set forth under the approved absence law will be eligible. Family includes father, mother, sister, brother, grandparents, wife, child and/or proven surrogates of either relationship.
- b) Attendance at the funeral of a close relative. Residents who had close family ties with a relative may be permitted to attend the funeral on an approved absence.
- c) Obtaining medical treatment. Any resident who has a definite need for special treatment as prescribed by the prison medical or dental staff in accordance with RSA - A:4.
- d) Seeking or securing employment. Residents will be eligible for approved absences for securing employment for their parole program.
- e) Seeking or securing admission to an educational or vocational program. Required verifiable interviews or examinations for pursuing either academic or vocational training constitutes an acceptable approved absence request.

- f) Attendance at specific acceptable community religious, educational, vocational, social, civic or recreational activities.
- g) Unusual circumstances not covered by any of the above purposes for approved absences will be required to have the approval of the Prison Board of Trustees.

IV. Procedure:

- a) Residents of the Community Corrections Center must present a detailed plan in writing to his counselor requesting an approved absence.
- b) Visits to any members of the family or surrogate must be proceeded by correspondence to the Director of the Community Corrections Center from the person to be visited giving their approval of said visit.
  - 1. In cases where there is no approved overnight lodging, overnight approved absence will not be granted.
- c) The plan is to be submitted to his counselor at least seven (7) days in advance of the date.
- d) In cases where the purpose for the approved absence would be in accordance with letter (g) under "Purposes" the request must be submitted at least fifteen (15) days in advance of the desired date.

- e) Each plan is to include:
  - 1. Purpose of the request;
  - 2. Date(s) and time requested;
  - 3. Persons he will be in contact with;
  - 4. Locations and phone numbers where he can be reached; and
  - 5. Mode of transportation and who will be providing transportation.
- f) The resident's counselor then evaluates the request and presents his recommendation to the entire staff during semiweekly staffings. The project director will then forward recommendations to the New Hampshire State Prison Community Corrections Center's Executive Director for either approval or disapproval.

V. Provisions:

- a) In accordance with RSA 623 - A:4 every approved absence shall be for a specific time not to exceed fourteen (14) days except for extended medical treatment.
- b) All expenses will be borne by the individual or his family or other sources as approved by the Warden.
- c) All candidates for the approved absence program are required to sign a Waiver of Extradition prior to commencement of the approved absence in

accordance with RSA 623 - A:6.

- d) While on approved absence, an inmate continues to be in the official custody of the Warden.
  - 1. Should the Warden have reason to believe that an inmate has violated the terms of an approved absence, he may certify that the inmate has escaped and thereafter shall take all necessary steps to secure the return of the inmate as promptly as possible. Escape from approved absence is escape from official custody within the meaning and subject to the provisions of RSA 642:6.
- e) A person is guilty of a misdemeanor if he willfully obstructs, intimidates or abets an inmate on approved absence and thereby causes or contributes to the cause, the inmate to violate the terms of approved absence.
- f) Under provisions of RSA 623:9 approved absences are established as privileges and are not to be considered as rights.

GUIDELINES FOR REPAIR OF VEHICLES

BY RESIDENTS OF COMMUNITY CORRECTIONS CENTER

AT SHEA FARM

In order to help solve resident's transportation, a resident may help a member of his immediate family by repairing their vehicle in accordance with following guidelines.

1. Resident secures permission of counselor and Director.
2. The House Manager will book and schedule the use of the one stall in the coop, on a first come, first served basis.
3. Cars will remain in the stall until repaired and must be removed within 48 hours after repairs are finished.
4. Persons using the work area will supply their own tools and will be responsible for the cleanliness of the area. Any damages to house property will be replaced by persons responsible.
5. No visits will be allowed in the coop.
6. Only the resident who owns the vehicle will be allowed in the coop unless prior approval is received from counselor.
7. No work will be done after 10:00 p.m. at night.
8. Resident will notify staff before leaving for coop and when returning.
9. A stall rental charge of 25¢ per day will be charged to cover the cost of electricity, etc.
10. Residents must work out budgets before work begins.



ROLE OF THE RESIDENT EXECUTIVE COMMITTEE

The R.E.C. is composed of the House Manager and three men elected by their fellow residents. To qualify as an elected member of the R.E.C. the resident must be in the program for at least four weeks and must be employed on a full time basis. The House Director may remove a member(s) of the R.E.C. for cause.

Responsibilities and duties of the R.E.C. include:

1. Meet on Mondays with the House Director to discuss house and resident issues.
2. Chair the House Business Meeting, Monday at 6:00 p.m.
3. Provide resident orientation to all new residents.
4. Be on call to all residents and staff to assist in crisis situations.
5. Act as an advisory grievance board for resident's grievances.  
(Provided proper staff channels are utilized beforehand).
6. The R.E.C. may request a general meeting with staff and/or residents in times of potential crisis situations.
7. Residents who suggest changes in the program must do so through the R.E.C. Changes must include the reasons why you feel a change in the program is justified. Changes in program must ultimately be approved by the Prison Board of Trustees.

The R.E.C., or being a member thereof, is a unique way of helping to effectively operate a Halfway House. There are many duties and responsibilities for a R.E.C. member. Some of the functions are described above. These include meeting weekly with the Director of the program to discuss resident issues, chairing the House Business Meeting, providing new residents with an intake which should express a resident's view of the program and aiding to head off crisis situations.

As if this position isn't difficult enough, there is yet another dimension that all residents, (but most of all the R.E.C.), should be responsible for; namely the verbal backstabbing and/or slandering of a fellow resident or staff member behind that person's back. Especially in a halfway house setting where people live and work rather closely, there is no room for this type of behavior. The R.E.C. should direct these criticisms of a person to that person directly.

It is absolutely necessary that the R.E.C. concern itself with the manner in which people treat people. It is important that people associated with the halfway house feel good about themselves in terms of the house. Prison is not a pleasant experience and when looked back upon, (including a stay at the Halfway House), may bring back bad memories. However, at the Halfway House men can begin to make time serve them rather than serving time.

Feeling good is what it's all about and every individual, staff and residents alike, should have the opportunity to strive for this goal. We believe that the R.E.C. plays an important role in monitoring the manner in which people treat people, and if anyone is being abused in this way, steps should be taken by the R.E.C. to constructively address the situation. No problem is too small or too big.

**END**