

HOW TO USE THIS BOOK

Use the table of contents on the next page or flip through the page headings to find the information you are looking for.

It's Only a Guide

This booklet was developed by residents, so it is not an official rule book. For official rules and policies consult your unit handbook, ask your unit team, or read the PPDs (available in the library).

Contacts

Each section includes contact information



SUBJECT
CONTACT:

Send an Inmate Request Slip (IRS) with these contacts in the "TO:" section. (See page 76 to learn about Request Slips).

Tips from Former Residents

Resident Tips

Periodically there are boxes like this that contain advice from former and current residents. These are not necessarily DOC recommendations.

Subject to Change

While the RCC plans to update this guidebook regularly, the prison is always changing. The information in this book was up-to-date at the date of printing.

Unfamiliar Language

Consult the glossary at the end if you come across any acronyms or terms you are not familiar with.

CONTENTS

How to Use This Book.....	1
Intake and Classification	4
Tablets	6
Accounts: Phone, Messaging, Trust and GTL Services.....	6
PIN Numbers	6
New Visitor Requests.....	9
Visits	9
Visiting Room Schedule	10
Visiting Room Guide	11
Under Age 18 Visitors	12
Attorney and Clergy Visits.....	12
Visitor Dress Code and Other Rules.....	13
Special Visits.....	16
Personal Funds.....	17
Mail.....	19
Mail Guidelines	19
Reasons Mail Can be Rejected	20
Privileged / Legal Mail.....	21
Family Connections Center.....	23
Daily Procedures	25
Health Services.....	27
Medical.....	27
Dental.....	27
Property.....	29
Personal Property	29
GTL Tablet/ Media Player.....	29
Video Games	30
Canteen Services.....	31
Property Issues	39
Pick-Ups.....	39
5 Day Notice	40
5 Things to Focus on	41
Job & Information Fair	42
Prison Jobs.....	43
Education	45
Corrections Special School District.....	45
Granite State High School	45
Career & Technical Education Center Certificate Programs.....	48
Business & Computer Education Certificates	50
Vocational Certificates	52
HiSET - High School Equivalency.....	54

3 | How to Use This Book

Education Advantages	55
College Options for Residents	56
Law and Recreation Library	64
Volunteer Programs	65
Chapel.....	66
Chapel.....	67
Aid to Incarcerated Marriages (AIM).....	68
Behavioral Health Services	69
Drug & Alcohol Services.....	71
FOCUS Unit.....	71
Sexual Offender Treatment (SOT).....	73
Resident Communications Committee (RCC)	75
Recreation Department.....	77
Incentive-Based Food Packages.....	78
Forms & Policies	79
Inmate Request Slips (IRS)	79
Grievances.....	81
Cash Withdrawal/ Deposit Slip.....	83
Security Sensitive Jobs	84
Earned Time Credits	85
Lifer / Long Term	87
PPD “Go To” Guide	87
Common Terms & Acronyms	89



INTAKE AND CLASSIFICATION

CONTACT: UNIT TEAM

Residents are admitted to the prison through the R&D unit in Concord. The time you spend here is used to gather information that helps administration understand who you are and what your needs are. At the completion of your R&D stay you will be transferred to one of the Department of Correction's two facilities.

What is R&D?

R&D stands for "Reception and Diagnostics." This is a temporary housing unit where you will be processed into the prison system.

What is the purpose of R&D?

While you are in R&D, you will be assessed by classification staff to assign your custody level. You will also be given a complete physical, a mental health evaluation, a dental screening and an educational evaluation.

I have heard the term "In Processing." What does that mean?

During your first 14 to 28 days you will be in a "In Processing." This just means that you are not medically cleared but you can still have lawyer visits that may only be arranged by the attorney.

When can I make my first phone call?

Tablets are made available each day. You can make phone calls from the tablets. Tablets are available to residents on loan. Typically you will be able to access a phone within 24 hours. Times for tablet use are posted in your unit, or you can check with your unit team.

Go to page 6 to learn how to set up your phone account

Classification

Classifications is a department of the prison that will determine your security level and eventually determined where you will be housed after R&D. Most residents are classified to medium security, commonly known as C-3. Classifications will eventually assign you to a new housing unit. You don't have a say about where you go.

The Housing Units

5 | Intake and Classification

After R&D you will be sent to a housing unit in either the Berlin or Concord prison.

Berlin (Also known as the North Country Facility)

Concord

Hancock

Medium Custody South (MCS)

Medium Custody North (MCN)

Close Custody Unit (CCU)

Special Housing Unit (SHU)

Residential Treatment Unit (RTU)

Secure Psychiatric Unit (SPU)

What if I don't like the unit I'm in?

You can send an Inmate Request Slip to Classifications requesting to be moved to another unit, however, Classifications is under no obligation to move you.

Improving Your Chances

Staying "off the radar" by avoiding disciplinary reports can improve your chances of getting requests, like moving to another unit, approved.



TABLETS: PHONE AND MESSAGING

CONTACT: UNIT TEAM, GTL SUPPORT

While residents can still use the phones on the walls in their units, accounts for phone calls are set up through GTL.

Making Deposit with GTL

There are several accounts where friends and family can deposit funds for you:

RESIDENT TRUST ACCOUNT

Residents can use these funds for approved purchases such as commissary. Residents can request to transfer funds from this account into any of the below accounts.

ADVANCEPAY PHONE ACCOUNT

Depositor's account for pre-paid collect calls

PIN DEBIT PHONE ACCOUNT

Residents' pre-paid phone account

DEBIT LINK ACCOUNT (For Resident)

Residents' account to purchase tablet services.

MESSAGE LINK ACCOUNT (for Depositor)

Depositor can send electronic messages to a resident.

RESTITUTION & FINES

Funds will be applied to money owed for restitution and fees.

This account is called COMMUNITY CORRECTIONS on GTL's ConnectNetwork.

PIN Numbers:

- Don't Share Your Pin Numbers. Your funds are controlled on the tablets.
- When entering your ID# you must add zeros to fill 7 spaces.
Example: #9999 = 0009999 or #99999 = 0099999
- When you first use a tablet/phone your PIN will be your birthday (MMDD) example: March 16th = 0316
- You should be asked to change your PIN the first time you log on. To change your PIN after this, send a Request to GTL support.

7 | Tablets: Phone and Messaging

Options to Pay for Trust, Telephone, Tablet Services, Messaging, Restitution & Fines:

ONLINE:

www.connectnetwork.com

TOLL-FREE PHONE:

AdvancePay Phone: 800-483-8314

PIN Debit Phone: 855-706-2445

Trust: 888-988-4768

Customer Service

877-650-4249

There is a fee to use automated payment service

MOBILE APP:

Search for ConnectNetwork on Apple and Android

Depositor Should Know:

- Resident's First and Last Names
- Resident's Date of Birth
- Resident ID #
- Site ID #222 (for payments by phone for Trust and PIN Debit only)

Messaging

Residents can receive and send email-like messages with friends and family members of the GTL message application. These messages can contain a picture or a 15 second video.

Your family or friends can follow these 2 steps to initiate messaging with you:

STEP 1

Go to www.connectnetwork.com or download the ConnectNetwork app from the Apple App Store or Google Play Store.

Locate your resident's correctional facility and add them as a contact using either their inmate ID or first/last name. Draft a message, purchase message credits to send messages, and purchase additional credits to send to your inmate to reply.

STEP 2

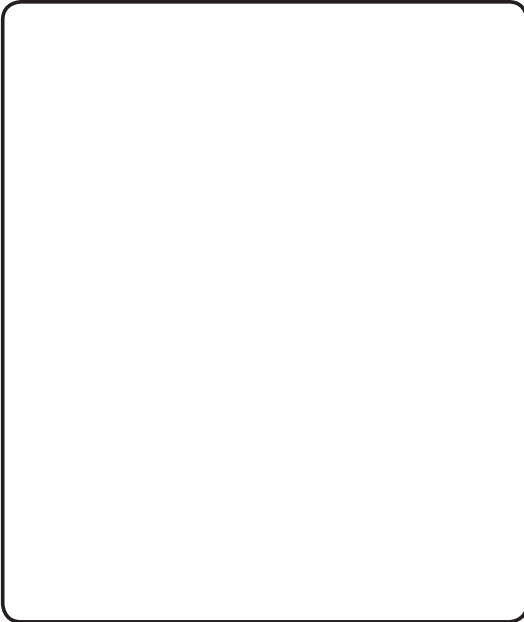
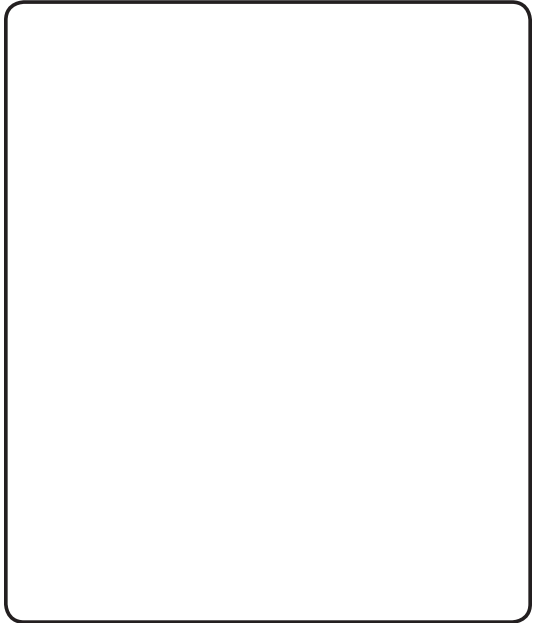
Have your resident log into a kiosk or tablet, click on Messaging, and view their inbox. Friends and family members must create and send the first message.

If you have any questions, please call us toll-free at 877-650-4249

8 | Tablets: Phone and Messaging

To help work your family through the process of how to create an account:
On your tablet:

1. Go to your Documents.
2. General News.
3. Hit the TAB >>.
4. GTL Inmate Notice-
StreamingMusic Service
4/12/2018 and click it.
5. After it loads, go to pages
3&4 to find your guide.





VISITS

CONTACT: VISITING ROOM

*Concord residents are allowed two visits a week.
Special all day visits may be granted upon request.*

What must I do before my friends and relatives can come to visit me?

1. First send your visitor a permissions form that will allow the DOC to conduct a background check on your visitor. This form must be notarized.

2. Next, complete a Visitor Approval Form.



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
NEW HAMPSHIRE STATE PRISON - CONCORD

P.O. BOX 14
CONCORD, NH 03302-0014
603-271-1801 FAX: 603-271-4092
TDD Access: 1-800-735-2964

1

Commissioner
Warden

Dear Sir/Madam:

You are receiving this form because _____, an inmate of the New Hampshire Department of Corrections is requesting you to be placed on his/her approved visitor list. In order for you to be placed on this list, a criminal background check must be conducted. Please fill out this form, have it notarized and return it to the respective inmate.

The criminal Records Central Repository collects and distributes criminal history record information (CHRI). CHRI consists of descriptions and notations of arrests, detentions, indictments, information, formal criminal charges and subsequent dispositions. CHRI is forwarded to the repository from criminal justice agencies throughout the state. In addition, the repository tracks information pertaining to sentencing, correctional supervision and release.

Several tiers of rules govern the collection and dissemination of CHRI including the Code of Federal Regulations, the New Hampshire Code of Administrative Rules and state statutes to include RSA 106-B: 14 and RSA 106-B: 7 (b). Based upon these rules, law enforcement personnel, or an individual requesting his or her own CHRI, will receive both non-conviction and conviction data. Additionally, any individual or agency may receive the **CONVICTION INFORMATION** of another, provided they produce a notarized **CRIMINAL RECORD RELEASE AUTHORIZATION FORM** signed by the individual whose record is sought. To assist you in this transaction, I have enclosed a copy of the required **CRIMINAL RECORD RELEASE AUTHORIZATION FORM**. **FAX OR TELEPHONE REQUESTS WILL NOT BE ACCEPTED.**

PLEASE TYPE OR PRINT CLEARLY ALL INFORMATION IN THIS SECTION MUST BE COMPLETED.

NAME _____
LAST FIRST MI MAIDEN/ALLAS

ADDRESS _____
STREET CITY STATE ZIP CODE

DATE OF BIRTH _____ HAIR COLOR _____ EYE COLOR _____ SEX _____
MM/DD/YYYY

DRIVER'S LICENSE NUMBER _____ STATE _____

YOUR SIGNATURE _____ DATE _____
 SIGNED UNDER PENALTY OF UNSWORN FALSIFICATION PURSUANT TO RSA 641:3

Subscribed and sworn to before me, in my presence, this _____ day of _____, 20____
 My commission expires _____ 20____
 Signature Notary Public Promoting Public Safety Through Integrity, Respect, Professionalism

SEE INSTRUCTIONS

INMATE VIS

1 TO: FRONT DOOR
 FROM: _____
LAST NAME
THIR / POD / DIV / C

2
 PLEASE ADD THE FOLLOWING INFORMATION TO PROVIDE COMPLETE

1 NAME OF VISITOR RELATIONSHIP _____
 STREET ADDRESS _____
 CITY, STATE, ZIP CODE _____
 VISITOR'S DOB _____
 > DRIVERS LICENSE # _____ STATE _____
 > TYPE OF ID # _____
 PHONE NUMBER (____) _____

3 NAME OF VISITOR RELATIONSHIP _____
 STREET ADDRESS _____
 CITY, STATE, ZIP CODE _____
 VISITOR'S DOB _____
 > DRIVERS LICENSE # _____ STATE _____
 > TYPE OF ID # _____
 PHONE NUMBER (____) _____

> If above named individuals do not possess a drivers license they may present a valid photo identification card with identification number. Acceptable identifications are: Passport, Military ID, or State issued non drivers license.

STREET ADDRESS _____
 CITY, STATE, ZIP CODE _____
 VISITOR'S DOB _____
 > DRIVERS LICENSE # _____ STATE _____
 > TYPE OF ID # _____
 PHONE NUMBER (____) _____

4 NAME OF VISITOR RELATIONSHIP _____
 STREET ADDRESS _____
 CITY, STATE, ZIP CODE _____
 VISITOR'S DOB _____
 > DRIVERS LICENSE # _____ STATE _____
 > TYPE OF ID # _____
 PHONE NUMBER (____) _____

> I certify that no court or parole board has ordered me to refrain from contact with the above named person(s).

INMATE'S SIGNATURE _____
 DATE _____

2 TO: INMATE _____ HOUSING UNIT _____
 FROM: FRONT DOOR
THIR / POD / DIV / CELL #
 Remarks: _____

STAFF SIGNATURE _____

3 ACKNOWLEDGEMENT - Inmate retains Yellow copy with reply DATE: _____

INMATE SIGNATURE _____

3. Attach form 1 to the visitor request slip and submit both forms to the Visiting Room for approval.

10 | VISITS

When filling out the “Resident Visitor Request Form” you will need the following information:

Visitor’s Full Name / Street Address / City, State, ZIP / Date of Birth /
Driver’s License Number / Phone Number

If your visitor does not have a driver’s license, he or she will need some form of photo identification (preferably a state-issued Non-Driver’s ID). You can have up to 20 people on your list. If you remove someone from your list, he or she cannot be added back on for one calendar year.

It is your responsibility to notify your loved ones when they are approved for visits. Prison officials will not provide this information over the phone due to privacy issues.

See the tablet for the current Visiting Room Schedule.

You may have up to three visitors in the visiting room at one time. (Contact “Visiting Room” for Special Requests)

What should my visitors know before visiting?

They should lock their car. To make processing easier and faster, they should know your resident ID#. Make sure they follow the dress code described in the visitor’s guide and don’t bring anything into visits.

(See the Visitor’s Guide on the next page for more information)



VISITS

CONTACT: VISITING ROOM

Visiting Room Telephone: (603) 271-6091

Directions: Route 93 to Exit 15W, turn right on U.S. 3 North, NHSP-M is 1.1 miles on left

Visitors Guide for NHSP/M

Visit staff put this together so that there is open communication and the rules and expectations of the visiting room are made clear. Visiting is a privilege for residents and the failure by either the resident or visitor to follow these rules may result in suspension of visits, or the visitor being permanently barred from all facilities.

Visiting Policy and Who Can Visit

- It is the policy of the New Hampshire Department of Corrections to provide time and facilities for resident visitations and to be supportive of these relationships. The objective is to be no more restrictive toward visitors than necessary for the security of the institution, the welfare of prisoners and staff, and to exclude introduction of contraband. NO TOBACCO or SMOKING allowed on prison grounds. Gum chewing is prohibited. Visitors and vehicles may be searched at any time. Introduction of contraband is a violation of policy and may result in administrative sanctions and/or criminal prosecution.
- All visitors must be approved by the Department of Corrections Staff. As part of the visitor approval process, the resident must request the visitor, phone number, date of birth and identifying number such as valid driver's license number, military ID number, state non-drive ID number, or passport.
- This information must be submitted at least 14 days prior to the first visit for verification. IDs must be submitted at each visit for the duration of the visit. Residents will be authorized a total of 20 visitors on their active visit list.
- The department will not verify the status of a visitor over the telephone per RSA 91:A. The resident you wish to visit must verify the information with you. If you arrive at the facility and are not on the list, the visit will be refused.
- A visitor cannot appear on more than one visit list unless the visitor's immediate family to each resident, in which case special permission must be granted by the Warden of the facility.
- A visitor cannot have a criminal record or be under parole/probation supervision (a resident's immediate family member may be granted an exception by the Warden of the facility). Persons under parole/probation will also require written approval from the officer

supervising their case.

Visitors Under Age 18

- In accordance with the New Hampshire Code of Administrative Rules, COR 305.02 Sections (k) & (1), children under 18 shall not be permitted to visit unless accompanied by an adult who shall be a family member, guardian, or other person who shall demonstrate in writing that the minor has permission to visit from an adult who is responsible for the child.
- Before a minor can visit you must have the “New Hampshire Department of Corrections Notarized Permission for Minor Children To Visit an Individual Under the Care & Custody of the New Hampshire Department of Corrections” form completed and notarized. Submit this form to the Visiting Room. (This form can be found under PPD 7.09 Attachment 5 at the law library, or in your unit, where visit forms are available).
- The same clothing rules that apply to adults, also apply to minors. See below section “Appropriate and Inappropriate Clothing.”
- During each visit, child visitors shall establish their Identity by presenting a birth certificate Issued and authenticated by an appropriate government entity.
- The behavior of the minor is a joint responsibility of the resident and visitor. Visits will be terminated if children are allowed to misbehave or become out of control. NO toys, books, food, diapers, or like articles are allowed beyond the lobby area. Articles allowed in: 1 receiving blanket, 1 pacifier, 1 sealed bottle or packet of formula, and 1 burping cloth.

Attorney and Clergy Visits

- Attorneys will be verified by the use of the NH Bar Association membership book. Clergy will be verified through the Chaplain’s Office.
- Attorney and Clergy visits will be admitted without regard to a visiting list and will not be counted against an resident’s visit quota.
- Clergy must visit during the resident’s regular scheduled visit times.
- Attorneys may visit regardless of resident’s schedule, however, the resident has the right to refuse the visit.
- Attorneys wishing to visit residents in the Reception and Diagnostic Unit or the Special Housing Unit must make an appointment with that unit at least 24 hours in advance. Call (603) 271-1812 weekdays 8am - 4pm.
- Attorney visits will be kept separate from any personal visit that may be taking place, any exception must have prior written permission from the Warden’s Office.



VISITS

CONTACT: VISITING ROOM

Visiting Hours, How Many Can Visit, and Parking for Visitors

- Residents must provide their visitors with his/her schedule. The hours may change due to changes in work status or housing assignments. If you arrive to a visit on the wrong day, or during the wrong time, the visit must be refused.
- A maximum of three visitors may visit at the same time, a child over the age of 5 is considered too big to sit on a lap and be considered as one to the three allowed in so they must sit on their own chair. Split groups are allowed and minors must stay with their proper escort at all times.
- Parking is located in designated areas and along the street. Vehicles must be secured or visit may be terminated.

Appropriate Clothing, Inappropriate Clothing, and Items Allowed in the Visiting Room

Visitors will not wear provocative clothing. All visitors **MUST** wear undergarments. Although this term may seem subjective, its intent is to prevent anything that could be seen as inappropriate for a family environment.

VISITORS TO ANY NHDOC FACILITY ARE PROHIBITED FROM WEARING:

- See-through clothing of any kind
- Low-cut and V-neck sweaters, blouses and shirts, tank, halter or “tube” tops. Collars should be no more than one inch below the collar bone
- Skirts, dresses, shorts with slits. Skirts, dresses or shorts that are two inches or more above the knee when sitting
- Blouses or shirts too short to tuck in; blouses or shirts which expose the midriff
- Tight-fitting athletic type clothing
- Spandex, stirrup, sweat, yoga and/or swish pants
- Hats, headbands and/or hooded clothing. No hooded garments will be allowed in the visit room, including sweaters, sweatshirts, and long-sleeved T-shirts
- Zippered shirts. This will include any and all shirts, sweaters or long-sleeved T-shirts that have a zipper of any kind
- Jackets. No jackets will be permitted into the visit room. This includes but is not limited to pullover style jackets, sports coats and suit

14 | Visits

jackets

- Outer sweaters, shawls, scarves, wraps or loose open over shirts
- Clothes with holes, rips, tears (clothing must be completely intact)
- Clothing with pockets torn out or torn to allow access beneath the garment
- Sleeveless garments
- "Farmer jeans" - overalls
- Any clothing which could be mistaken for resident clothing
- Military clothing (actual uniforms and look-a likes)
- Clothing which closely resembles uniforms (Correctional Officer, police, sheriff, marshal, etc)
- Nursing uniforms (scrubs)
- Metal hair ornaments
- Clothing which displays gang affiliation or gang culture, clothing that is obscene, racist or displaying sexual content, alcohol or drugs
- The Visiting Room Officer will use reasonable judgment if an article of clothing is questionable. The Officer may defer to the Shift Commander for a final decision if needed.

EXCEPTIONS: Children under 10 years of age may be allowed to visit wearing shorts, skirts and/or dresses shorter than mid thigh, rompers, sleeveless shirts, etc. The Visiting Room Officer's discretion will prevail.

- Attorneys are authorized to wear suit coats, sports coats, blazers or "twin sets" (skirts w/jackets) as part of their professional attire. All other attire must comply with the approved dress code.
- When visitor's attire is believed to be inappropriate, the on-duty Shift Commander will be called to make an assessment. Although NH State Prison staff will make every effort to consistently administrate this policy, the Shift commander will be the one to decide what is or is not appropriate.
- Medication necessary for the health of the visitor must be submitted to the officer for inspection and approval prior to admission.
- Clergy or religious teachers must obtain advanced written permission from the institution Chaplain for religious materials in their possession.
- Attorneys are allowed to bring in only those files pertinent to their cases.
- Lockers and locks are provided for items not allowed in the visiting room. The visitor assumes all risks and responsibilities for items left in these lockers.

Once Inside the Visiting Room

Residents can not escort visitors to the entrance/exit doors. They can escort a visitor to the gaming area or children's play area. Children are to be escorted at all times. An unattended child in the play area may result



VISITS

CONTACT: VISITING ROOM

in termination of the visit.

Residents are responsible for the return of games and toys to their proper place. The resident is responsible for the clean up of trash that was accumulated during their visit.

Rules of Displays of Affection:

Displays of affection such as hugging, and embracing shall be limited to short durations (3 seconds or less) at the beginning and end of a visit. (Kissing is not allowed any time)

No bodily contact, except for hand holding, shall be permitted during visiting for visitors above the age of 16. Hand holding must be visible and at tabletop level.

Any Situation Not Covered by the Above Rules Will be Addressed as it Occurs by the Officer in Charge.

The NHDOC visiting room staff thanks you for taking the time to familiarize yourself with these rules. We hope your visit will be a pleasant experience.

Don't bring anything to the visiting room you don't want confiscated; combs, Chap-stick®, pens etc...

Allowed: Your Resident Uniform, Sneakers/Boots, Winter Hat, Coat, and Wedding Ring.

Not Allowed: Sweatshirts, Fleeeces, Watches

See Visit Rules for updates on official restrictions.

What activities can we do during visits?

A children's play area is available in the visiting room. You may hug and your guests as they enter and leave the facility. To maintain the family environment, avoid behavior which may be seen as sexual. Above all, do not accept contraband; you will lose your visiting privileges and your visitor WILL be prosecuted.

What are “Special Visits?”

Special visits are requested by residents for visitors to visit on their off day/shift. Out of state visitors who only visit once or so per year must be requested and signed off by visiting room and unit.

A Safeguard Training Application must be completed in advance for individuals with crimes against children. This is a mandatory form.

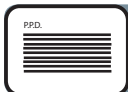
Write to victim services for faster processing.

Can I have a video visit?

- In order to have a visit you must not have an active restriction against visitation.
- The person whom you wish to have a visit with MUST already be an approved visitor to you.

How do I Schedule Video Visits?

- To schedule a visit, your DOC approved visitor first needs to register through GTL at <https://nhdoc.gtlvisitme.com/app>
- The registration request will be reviewed by DOC Staff to confirm that the person with whom you will visit is currently an active approved visitor on your visitation list.



PERSONAL FUNDS

CONTACT: INMATE ACCOUNTS

(See page 6 to use GTL Tablet services to put funds on your account)

“Management & Control of Personal Funds of Residents” PPD 3.09—Excerpts Printed Below:

Accounts III.B— “Residents are permitted to maintain savings accounts in any bank, savings and loan association or other financial institution. Interest from these accounts will be credited to the residents concerned. The resident is allowed to receive and retain savings account statements and deposit/withdrawal slips for future transactions. The maximum amount of money to be maintained in a resident’s account will be \$3,000.00. Residents involved in hobby craft may be allowed an additional \$3,000.00 if approved by the Wardens/designees. It is understood that some deposits may bring a resident’s account over the \$3,000.00 limit. If this occurs, it is the resident’s responsibility to disperse those funds by the end of the month to balance the account within the above guidelines. The Inmate Account Office will forward a report of account balances to each Warden and the Director of Community Corrections on a monthly basis.”

State Pay IV. B.— “Residents are paid weekly each Saturday based on work assignment and attendance in accordance with PPD 3.01 Offenders/SPU/RTU Resident Pay System. CORIS will maintain a data base that tracks all residents and the work assignments that they hold throughout each month. Resident job supervisors shall enter resident pay in accordance with PPD 3.01. Inmate Accounts will credit each resident’s trust account by processing an resident pay batch file prepared each month by CORIS. Resident pay shall be posted each week usually on Saturday. resident job supervisors may submit Exception Reports to Inmate Accounts in order to adjust a resident’s pay that was posted incorrectly.”

Money Orders IV.A.2— “Funds will be received by the mail room at each institution. Mail room staff will write the dollar amount of funds received that were sent to the institution and forward the amount on a piece of paper or the letter to the resident. This shall serve as a receipt. The Wardens will designate someone to complete an A-I log to be forwarded to Inmate Accounts on the day funds are received. All checks and money orders must be legible and complete with the name and address of the sender and the name and identification number of the recipient. Any

18 | Personal Funds

funds received from unauthorized or unknown individuals will be returned to the mail room by Inmate Accounts staff. If the sender can be identified, the funds will be returned. If the sender is unknown, the funds will be treated as confiscated funds and disposed of per CORR 959 Disposal of Found or Confiscated Funds and Negotiable Instruments.”



MAIL

CONTACT: MAIL ROOM

Your Address:

Resident Name and Number

P.O. Box 14

Concord. NH 03302-0014

Mail Guidelines

Inform anyone you think will send you mail about these regulations:

GREETING CARDS:

Greeting cards are now allowed because they are all photocopied. The only exception is those with glitter or foreign substances due to the damage that it can cause to the machine.

DRAWINGS:

All drawings will be photocopied if they are on standard paper. The only drawings that will be color copied are those from children.

PHOTOGRAPHS:

Photographs that arrive from verifiable photo-printing companies do NOT need to be photocopied.

All other photos will be copied on double sided paper.

PUBLISHED MATERIAL:

Though material printed from the Internet is permitted, photocopies of published and/or copyrighted materials from a book or magazine are not allowed.

PAGE LIMITS:

Mail is limited to 10 pages per envelope, but double-sided printing is okay and counts as one page. Stapled papers are not allowed.

MAIL HOLD TIMES:

Any mail sent through the US postal service or mail carrier will be photocopied before being delivered to the resident.

The original correspondence will be kept for 10 business days then destroyed.

If there is any issue with the copying of the original correspondence, please send the original copy and an Inmate Request Slip to the the Mailroom.

(See page 7 for **electronic messaging** through GTL tablet service)

Reason Mail Can be Rejected

- Cash money
- Unused correspondence materials; postage stamps, envelopes, paper and/or greeting cards
- Publication not from authorized vendor
- Check or money order not properly filled out
- Nude or semi nude pictures of children or adult or prospective visitor
- Does not meet the criteria of privileged/legal mail
- Contains contraband or unknown substances
- Glued, taped or stapled materials affixed to the correspondence material
- Laminated item(s), cardboard, carbon paper or map(s)
- Stickers either attached to correspondence material or unused
- Items larger than 8 1/2" x 11"
- Tattoo patterns and/or gang signs
- Unauthorized legal documents
- Unauthorized correspondence between Residents of any institution
- Constitutes or contributes to the conduct or operation of a business
- Materials that would present a clear and present danger of physical or mental disturbance to a resident.
- Depicts or describes procedures for construction or use of weaponry or explosives
- Depicts or describes methods of escape from correctional institutions
- Depicts or describes sexual acts, bestiality, sadomasochism, bondage or pedophilia
- Describes or discusses violations of institutional rules
- Contains material that threatens physical harm, blackmail or extortion
- Encourage activities that may lead to the use of physical violence or group disruption
- Other (Other reasons can be sighted by the mail room)

If mail is rejected, the resident will receive a REJECTED MATERIAL notice pink slip informing them that mail was rejected. It will inform the reason it was rejected and who it was returned to.

11 Attachment 1

New Hampshire Department of Corrections Mailroom

Inmate Name: _____ Unit/Cell: _____ ID #: _____

Mail Room Personnel _____ Date: _____

REJECTED MATERIAL

In accordance with the policies and procedures of the Department of Corrections that govern Inmate's mail services, the enclosed correspondence is being returned/rejected for the following reason(s):

Cash money

Non-standard stationery / postcard

Non-standard ink / pencil

Unauthorized greeting card/drawing or sticker

Unused correspondence materials; postage stamps, envelopes, paper and/or greeting cards

Publication not from authorized vendor

Check or money order not properly filled out

Nude or semi-nude **photographic** pictures of children or adult or prospective visitor

Does not meet the criteria of privileged/legal mail

Contains contraband or unknown substances

Glued, taped or stapled materials affixed to the correspondence material

Laminated item(s), cardboard, carbon paper or local **(New England) map(s)**

Letters written on stationery larger than 8 1/2" x 11"

Tattoo patterns **(Photos, gang signs)**

Unauthorized legal documents

Unauthorized correspondence between inmates of any institution

Materials that would present a clear and present danger of physical or mental disturbance to an inmate.

Depicts or describes procedures for construction or use of weaponry or explosives

Depicts or describes methods of escape from correctional institutions

Depicts or describes bestiality, sadomasochism, bondage or pedophilia

Describes or discusses violations of institutional rules

Contains material that threatens physical harm, blackmail or extortion

Encourage activities that may lead to the use of physical violence or group disruption

More than 10 pages of correspondence

Security Threat Group Material

Other: _____

Mail Returned To: _____

SP - 226 White - Sender Yellow - Mail Room Pink - Inmate

FD-525



PRIVILEGED / LEGAL MAIL
CONTACT: MAIL ROOM

Privileged Correspondence (Excerpt from PPD 5.26)

Correspondence between a resident and a privileged correspondent will not ordinarily be inspected. However, it may be opened in the presence of the resident when considered necessary to insure the authenticity of the correspondent or to check for contraband. In any case, it will not be opened outside the presence of the inmate unless the resident specifically waived this privilege in writing or it is an emergency. Mail in privileged status must be clearly addressed to or received from one of the twelve (12) privileged classifications in this PPD.

The following is a complete list of agencies or individuals classified as privileged.

Mail addressed as indicated will not be opened for inspection except in the resident's presence and may be sealed before deposit in the mail collection boxes. Addresses marked with an *, do not require postage.

- President of the United States, Washington DC
- Vice President of the United States, Washington DC
- Members of Congress addressed to appropriate office
- The Attorney General of the United States and regional offices of the Attorney General
- Federal or State Courts*
- The Governor and Council of the State of New Hampshire, State House, Concord, NH 03301*
- The Attorney General of the State of New Hampshire, State House Annex, Concord, NH 03301*
- Commissioner of the Department of Corrections*
- Members of the State Parole Board*
- Designated Attorney
- Members of the New Hampshire General Court (House of Representatives, Legislators, Senators *at the Legislative Office Building)
- County Attorneys

The word "PRIVILEGED" must be written on the address side of the envelope in order to assure privileged handling in either in-bound or out-bound mail.

Each unit will record all incoming and outgoing legal mail on the legal

22 |Privileged / Legal Mail

mail log (Attachment 2). Each resident will sign the log signifying receipt of incoming legal mail. If a resident refuses to sign, write "REFUSED" in the signature block.

For security concerns, mail from outside sources to residents shall be received in regular mail envelopes. Mail in courier or inter-office routing envelopes will be forwarded to investigations.

Incoming "legal" mail found in violation of this policy shall be forwarded to investigations for appropriate action with the person(s)/firm(s) involved.



FAMILY CONNECTIONS CENTER

CONTACT: SEND A REQUEST SLIP TO "FCC"

The Family Connections Center (FCC) is a family support and parenting program located in the NH Department of Corrections. The crimes that prohibit an resident from participating in the Parenting Program vary, but are all related to sexual activities with children under the age of 14.

FCC offers relationship classes to all residents, and offers an intensive parenting program to those residents who have minor children and who have not committed certain crimes.

The classes offered for all residents are: **Healthy Relationships** -10

Earned Time

By participating in FCC programming you may become eligible for 60 days off your minimum and maximum sentence of Earned Time Credits. Contact "FCC" for requirements.

hours. The purpose of this class is to help individuals be successful in all of their relationships, whether it be with a romantic partner, siblings, parents, children, or friends. This class gives participants and understanding of what healthy relationships and healthy families are while learning about positive communication skills. Participants will create visual diagrams of where the participant is in their family and their community and then use these to look at how their choices affect those people in their lives. The **Child Impact Program**, 4-hours, is offered to those residents whom the New Hampshire court has required to take it. Proof of being court ordered is required. The cost is \$2 for residents (instead of the \$75-\$100 in the community) and is paid to an outside agency for the booklets.

The Parenting Program part of FCC begins with taking the 18-hour **Parenting Education Class**. There is usually a wait list for this. Incarcerated parents must submit a resident request slip to get on the wait list. The wait list is a first come, first served basis. MPD does not affect getting into the parenting class. After completing the parenting class incarcerated parents may participate in the following activities: **parenting support groups**, **recording books on CD's** to send home to their children, attend **life skills seminars**, make **cards and crafts** to send home to their children, bi-weekly Skype visits (or a similar free program) and participate in the **Children of Incarcerated Parents** summer camp program. Details of eligibility for all of the above will be

discussed in the parenting class and support groups.

Residents are recommended into the Healthy Relationships class by their CC/CM depending upon the score on their ORAS assessment. If an resident is not recommended for Healthy Relationships but would like to attend anyway, they may write FCC requesting this and if there is available space in a class, you will be notified via a note in the mail. To attend the Child Impact Program you must write a request slip asking to get in and you must produce the legal paperwork instructing you to complete the program. **Earned time credit is possible through FCC only for those residents who are eligible for and participate in the Parenting Program.** To be eligible for Earned time credit through FCC, an resident must complete the 18-hour FCC parenting education class, the 10-hour Healthy Relationships class and an additional 47 hours of educational programming in FCC. On average, it will take about 12-months to qualify for FCC ETC.

Aid to Incarcerated Marriages (A.I.M.)

The chapel offers a Christ-centered group that focuses on Christ and His word within marriages between incarcerated men and their spouses. Go to page page 65 to find more about A.I.M. (This groups is not part of FCC).



DAILY PROCEDURES

For official rules and policies consult the PPDs or Inmate Manual.

Movement

Get a Pass: Unless you are reporting to a work assignment, you must obtain a pass before leaving your unit. The procedures and times to obtain passes varies for each unit.

Movement Times: You can only move on designated movement times. Wait until “yard open” is called before attempting to leave your unit. Each movement lasts for ten (10) minutes, but don’t wait until the last minute, you can be turned away if you are late.

- 07:00 A Shift worker movement only
- 07:15 First General Movement. Sick Call (see page 27). Make sure you’re on a count list.
- 08:00 Visits only. You will be called if you can move.
- 08:30 General Movement
- 09:00 General Movement
- 10:00 General Movement
- 11:00 (This is not a common movement time. Make sure you have permission)
- 11:40 B shift worker movement and some other movements. Make sure you have permission to move and be sure you’re on a count list when you arrive.
- 13:00 General Movement
- 14:00 General Movement
- 14:25 (This is not a common movement time. Make sure you have permission)
- 15:10 General Movement
- 16:00 (This is not a common movement time. Make sure you have permission)
- 17:10 (This is not a common movement time. Make sure you have permission)
- 18:00 Visits only. You will be called if you can move.
- 18:30 General Movement
- 19:00 General Movement
- 20:00 General Movement
- 21:00 Final movement. Usually only for final trash runs, and returning to you unit from somewhere else.

Wear ID and Appropriate Uniform: Unless, noted in a memo, you must wear your state issued uniform while crossing the yard. Policy requires you to button and tuck in your shirt. Your ID must be clipped to your left shirt pocket or the upper left side of your outermost garment. You are allowed to wear zip up fleeces, sweatshirts (not pullovers), or a coat over your uniform. (Consult PDD/ Inmate Manual for official policy).

Count Time

There are three standing counts each day. Consult your unit manual or unit team to find out when each count takes place and how you are to prepare. Generally you are required to stand, fully clothed, with your ID on, next to your bunk or outside your cell door.

Meals

If you don't receive your meal in your cell or unit, you may go to meals when called by your shift and housing area. Make sure you are appropriately dressed and have your shift sticker on your ID (if you have one. If you don't, speak to unit O.I.C./unit staff). You are considered out of place if you go to the dining halls without being called.

Meal Conflicts

Your work hours may overlap with meal times for your unit. Talk with your boss and fellow workers to find out how this may be addressed.



MEDICAL AND DENTAL SERVICES

CONTACT: MEDICAL/ DENTAL

Medical, dental, and eye care is available to you through the Health Services Center here at the prison.

- **Emergency care** is available 24 hours a day. Alert a staff member immediately of any medical emergency.

Hygiene

Shower at least daily. Wash your hands often. And
Brush your teeth and floss regularly.

Practicing good hygiene is beneficial to your health
and the well-being of those around you.

- **Medical Sick Call** services are available to all residents. Check with you Unit Counselor about scheduled times. A \$3.00 co-pay fee is charged. Bring a cash withdrawal slip with you. (No charge for medication issues, to check lab results or if you have an appointment).
- **Dental Sick Call** services for all residents. A \$3.00 co-pay is charged. Bring a cash withdrawal slip. Your Dental Sick Call time varies by housing:
 - Monday 8:30am—R&D
 - Monday 1:00pm—General Population
 - Tuesday 8:30am—MSU
 - Thursday 1:45pm—CCU
- **Regular Teeth Cleaning Appointments** can be requested by residents with longer sentences. Send an IRS to Dental to schedule an appointment and ask about the possible frequency of these appointments.
- **Medical/Nursing Appointments** are scheduled based on assessment and need. If you have a question about your medical condition, you must attend sick call.
- **Inpatient Services** are provided by medical staff at the prison and, when necessary, by outside consultants.
- **Requests for medical refills, renewals, or changes** will not be accepted via inmate request slip. Requests for medical appointments

28 | Medical and Dental Services

will not be granted via inmate request slip. Report to sick call for assessment of concern.

- **Eye Care services** are available by appointment. Send an Inmate Request Slip to see the eye doctor. Request an eye exam to obtain eyeglasses. Contact lenses are not available.
- A number of **over the counter medications** are available through the canteen.
- **Physical Examinations:** You can request/ or will receive appointments for regular physical examinations following this time table:
 - Under 35 years of age: Every 3 years
 - Between 35-39 years of age: Every 2 years
 - 40 years of age and older: Annually

Residents are at an increased risk for catching Hepatitis C and HIV/AIDS. Avoid contact with the blood or body fluids of another inmate. Don't tattoo, shoot-up, or engage in unprotected sex. It can be deadly!

Wash your hands frequently to avoid colds and the flu.

You Should Wash Your Hands:

- **Before you begin a task**
- **After you use the restroom.**
- **Before and after you handle raw meat, poultry, and seafood**
- **After you touch your hair, face or body**
- **After you sneeze, cough, or use a tissue**
- **After you use chemicals**
- **After you take out the garbage**
- **After you clear tables or dirty dishes**
- **After you touch your clothes**
- **After you touch anything that may contaminate your hands**

When washing your hands, vigorously scrub hands and arms with soap and hot water for at least 10 to 15 seconds. Clean under fingernails and between fingers.



PERSONAL PROPERTY

CONTACT: PROPERTY

Residents are allowed to purchase personal property with approved vendors such as Union Supply and GTL. Posters and order forms are available in each unit's office, posted on the wall in each pod, and available in the "Documents" app on the GTL Tablets. Please remember that if you are having a family member order for you, they MUST have the orders sent directly to the prison.

Union Supply Property

*Property allowed varies for each classification

C-3 Residents have full access to all property items sold in catalog.

Property items can be purchased via:

- 1) Website (family/friends)
- 2) Phone (family/friends)
- 3) Inmate accounts per cash withdrawal slip signed by you and approved by unit O.I.C. or unit staff.

Property Items: Union Supply

Clothing: (undergarments, sweat suits, hats, gloves, etc.)

Sneakers, boots, shower shoes

Hygiene products

Electronics

Games

Cards and Tupperware can also be purchased via catalog.

Special Media Property

GTl Tablet

While you can check out loaner tablets for free, you may also purchase your own GTl tablet. To order, Select the request icon on a TABLET. You can choose to order a TABLET if you have funds available (\$150.00 at the time of this printing). (See page 6 for help transferring funds with GTl)

GTl Media Player

Media Players are available from GTl. To order, Select the request icon on a TABLET. You can choose to order a Music Player if you have funds available.



UNION SUPPLY *Direct*

NEW H **Sample: New Catalogs May look Different**
Men's & Women's Property Program

NOVEMBER

New catalogs are available in your unit or on the GTL Tablet.



OVER
100
ITEMS
— FROM THE —
BRANDS
YOU LOVE!

ORDER FORMS ARE LOCATED IN YOUR PROPERTY ROOM
AND / OR RECREATION DEPARTMENT

FAST
SHIPPING
FROM OUR OHIO WAREHOUSE

GREAT BRANDS TO CHOOSE FROM
NIKE, GILLETTE, RUSSELL
SKULLCANDY & MORE!



HAVE A QUESTION? USE OUR QUICK & EASY
LIVE CHAT FEATURE AVAILABLE ON

NHinmatepackage.com

Video Game Console

For the information and order forms for the latest video games and system send a request slip to "Recreation Department".



CANTEEN SERVICES

CONTACT: CANTEEN

Canteen is ordered on a GTL Tablet. If you do not own a tablet, your unit has loaners available. Orders must be entered two days before the unit canteen pickup day and are automatically submitted at midnight.

Please be advised that products are subject to availability. Varied products are back ordered or not available weekly. Discontinued products are replaced with a similar item as soon as possible. New products must first be approved by the Property Committee and are subject to Canteen space and storage restrictions. The Property Committee approves all maximum quantity limits and set restrictions. It is always best to order from the tablet or review tablet for availability. Products that are out of stock will not appear on the tablet. Finally, cigarettes are on the list and are only available to our satellite facilities (C1, C2)

Ordering Canteen on the Unit Phones

If you do not have access to a Tablet you can order canteen with a unit phone.

- When using the phone to order canteen, use the canteen list on the following pages to purchase canteen items by number on the phone. you may want to check you unit area for an updated list.
- Select your language at the prompt then select “4” for canteen orders.
- Follow the instructions given, entering your ID# number and pin number when prompted (be sure to add zeros before your ID# to make it a seven digit number. If you don’t have a pin for your canteen yet, use your birthday in the MM/DD format - ie April 31st = 0431. Contact GTL through the support app to change or update your account password.)
- Continue to follow the instructions. Once you are satisfied with your order, it is saved automatically you may hang up.
- You can continue to change your order until midnight, 2 nights (business days) before your units pick up day when you order is submitted automatically.

Ordering Canteen on the GTL Tablet:

- Once you have logged on to a tablet, select the “USG Canteen” app.
- A new log in screen will appear, type in your ID and pin number as you would log on to the tablet (add 0’s before your number to make it a seven digit number. If your account number doesn’t work, try

32 |Canteen Services

your birthday (MM/DD) ie April 31st = 0431. Contact GTL through the support app to change or update your account password.

- Under “Select a Menu” select “Standard Commissary”.
- Select from the categories that appear (Hygein & medical, Property, clothing & Misc., Food, Cigarettes).
- Once you find the item you would like to purchase, use the + or - icons next to each item to set the quantity you wish to order. (Be patient, this takes a bit of reloading time). Select the “add” button once the quantity is correct
- Selecting the “add” icon will place the items on your order, which can be viewed by selecting the V next to “Standard Commissary Cart” in the upper right corner of the screen below “items on order”. Your order will drop down.
- When viewing the drop down order menu, you can + or - an items quantity. The order menu will dissappear each time, so you will have to select the V in the uppoer right to view your order again.
- Your order total and current account balance appear at the bottom right of the screen.
- When finished ordering, select close at the blue tab on the top of your screen. You can return to the canteen app to make changes to order up until is is automatically submitted.
- Your order is automatically submitted at midnight, 2 nights (business days) before your units pick up day. (Check with your unit for specifs). You can still make changes or additions to your order before this time.
- Pick up: Your order will be available for pickup the following week at your Unit’s scheduled canteen time. Have your ID badge and a canteen bag at the ready. (Canteen bags can be purchased on commissary).
- Account Balance: The money you spend on your canteen order will appear on your Account Balance until the following Thursday.

The following table are for items approved for purchase in Intake/R&D.

Item#	Type	Item	Limit
59388	Clothing & Misc.	ADDRESS BOOK 2 1/2" X 4 1/4" BLACK	1
59203	Clothing & Misc.	BIC ROUND STIC BALLPOINT PEN BLACK MEDIUM POINT	3
59187	Clothing & Misc.	COMPOSITION NOTE BOOK	1
49785	Clothing & Misc.	DURALUX SPORK YELLOW	1
99706	Clothing & Misc.	ENV-BUSINESS 50PK	2
59208	Clothing & Misc.	ERASER CAP	5
53296	Clothing & Misc.	HAIR PIK 5" BLACK UPC	1
59005	Clothing & Misc.	MEAD 8.5X11 WHITE LEGAL PAD PERFORATED TOP	1
58666	Clothing & Misc.	MEAD ENVELOPE 9X12 CLASP 4/CT	4
22700	Clothing & Misc.	MENS SHOWER SLIPPER GRAY SMALL	1
22701	Clothing & Misc.	MENS SHOWER SLIPPER GRAY MEDIUM	1
22702	Clothing & Misc.	MENS SHOWER SLIPPER GRAY LARGE	1
31885	Clothing & Misc.	MENS SHOWER SLIPPER GRAY XLARGE	1
31886	Clothing & Misc.	MENS SHOWER SLIPPER GRAY 2XL	1
53037	Clothing & Misc.	PALMOLIVE DISH SOAP ORIGINAL	R
59143	Clothing & Misc.	PENCIL #2 YELLOW	3
53289	Clothing & Misc.	POCKET COMB 5" BLK	1
99710	Clothing & Misc.	Soft Case Glasses	2
59380	Clothing & Misc.	THE OXFORD NEW DESK DICTIONARY/THESAURUS THIRD EDITION	1
49809	Clothing & Misc.	TUMBLER W/LID 16 OZ CLEAR STADIUM CUP	1
59313	Clothing & Misc.	WEBSTER'S WORLDWIDE DICTIONARY ENGLISH/SPANISH	1
55492	Hygiene & Medical	1 SECURITY FLOSS LOOPS WITH FINGER HOLDERS	2
57560	Hygiene & Medical	A2Z ALLERGY TAB LORATIDINE 10 MG (LIKE CLARITIN)	1
57457	Hygiene & Medical	A2Z CALCIUM ANTACID ASSTD FRUIT FLAVORS	1
57475	Hygiene & Medical	A2Z IBUPROFEN TAB BOTTLE TABLET 200 MG (GENERIC ADVIL)	1
99717	Hygiene & Medical	Acetaminophen 50ct	1
99718	Hygiene & Medical	Acidophilus Probiotics	1
99719	Hygiene & Medical	Aer Pads	1
56067	Hygiene & Medical	AFTA AFTERSHAVE ORIGINAL SCENT	2
56502	Hygiene & Medical	BIC TWIN SELECT SENSITIVE SKIN TWIN BLADE SHAVER 10 PK	1
57575	Hygiene & Medical	CAREALL TRIPLE ANTIBIOTIC OINTMENT (NBE NEOSPORIN)	2
57526	Hygiene & Medical	CLEAR ZIT ACNE CONTROL CREAM 2% SALICYLIC ACID(NBE CLEARASIL)	1
55422	Hygiene & Medical	COLGATE CLASSIC EXTRA CLEAN SOFT TOOTHBRUSH	2
55407	Hygiene & Medical	DENTURE CUP CLEAR W/LID	1
56759	Hygiene & Medical	DIAL ANTIBACTERIAL SOAP SINGLE BAR	2
56530	Hygiene & Medical	DOVE WHITE SOAP BAR SINGLE BAR	2
58348	Hygiene & Medical	EARTH FIRST RECYCLED 2-PLY 4.5 TOILET PAPER 80% PCC	3

34 | Canteen Services

55403	Hygiene & Medical	EFFERGRIP DENTURE ADHESIVE	2
57568	Hygiene & Medical	FAMILY CARE TOLNAFTATE CREAM 1%	1
56528	Hygiene & Medical	FRESH SCENT SHAVE CREAM ALCOHOL FREE	2
57454	Hygiene & Medical	GOOD SENSE ANTACID MAX GENERIC MYLANTA	1
57574	Hygiene & Medical	GOOD SENSE HEMORRHOID OINTMENT	2
57478	Hygiene & Medical	GOOD SENSE TUSSIN COUGH SYRUP	2
57569	Hygiene & Medical	HYDROCORTISONE 1% CREAM	1
55419	Hygiene & Medical	IODENT DENTURE CLEANER TABS (COMPARE TO EFFERDENT)	2
56764	Hygiene & Medical	IRISH SPRING ICY BLAST BAR SOAP	2
99724	Hygiene & Medical	Lactase	1
57461	Hygiene & Medical	LEVEL 10 CLEAR LIP BALM	1
56775	Hygiene & Medical	LEVEL 10 COCOA BUTTER BAR SOAP	2
57491	Hygiene & Medical	MEDIQUE ASPIRIN 2 CT	6
56008	Hygiene & Medical	MENNEN SPEED STICK SOLID DEO/AP ULTIMATE SPORT POWER	1
58653	Hygiene & Medical	NAIL CLIPPER NO/FILE	1
58124	Hygiene & Medical	OCEAN CLEAR COTTON SWABS PAPER STICK	1
53338	Hygiene & Medical	OCEAN CLEAR NO FLAKES DANDRUFF SHAMPOO	2
58118	Hygiene & Medical	PEOPLES CHOICE MULTIPLE DAILY VITAMIN	1
55417	Hygiene & Medical	SECURITY TOOTHBRUSH WHITE THUMB HANDLE	1
58650	Hygiene & Medical	SOAP DISH 2 PIECE CLEAR	1
99728	Hygiene & Medical	Sore Throat Lozenges	2
99729	Hygiene & Medical	Stool Softener	1
56024	Hygiene & Medical	SUAVE DEODORANT INVISIBLE SOLID POWDER FRESH	1
54435	Hygiene & Medical	SUAVE LOTION ADVANCED THERAPY	1
55503	Hygiene & Medical	SUPER POLI-GRIP FREE ORIGINAL FLAVOR	2
55484	Hygiene & Medical	TOOTHBRUSH HOLDER CLEAR	2
50181	Property	SKULLCANDY JIB EARBUD	1
99731	Stamps	STAMPS FOREVER (10PK)	4

Other Canteen Information

**There is a \$70.00 Max order for C-3 general population
C-4 and C-5 are limited to \$45.00**

No Replacement Items

Because your order is now packaged off-site, replacement items are not available.

Missing Items

If you are missing an item, you will receive a credit in your account.

“Restriction”

You will be limited to certain Items if you are on “Restriction.” These restriction may result from dietary, religious, or sanctioned limitations (due to D-Reports).

Account Source

Money for canteen orders is withdrawn from your Inmate Trust Account.

Warranty

The Canteen does not warranty any items. All property items are now sold through an outside vendor.

Signature

For those who pick up their own canteen at a sales window, you will sign for your receipts before you leave the window. For all others you will sign for your canteen at the time the staff member hands it out to you. Verify the items against the invoice slip before you sign the acceptance. Once you have left the window, or staff member, the Canteen is no longer responsible for any item damaged, missing, incorrect etc.

Ordering a Television:

You can order a TV on the Tablets “Commissary” app. You must have the money for this purchase in you Resident Trust Account. See page 6 for help transferring money to various accounts.



PROPERTY ISSUES/PICK-UPS/5 DAY NOTICE
 CONTACT: PROPERTY

Resident Property Held in Property Storage

Property is not held any longer than needed. There is a misconception that the D.O.C. has unlimited storage space. As soon as your resident number is checked, your property is placed on the shelf designated for pick-up by your unit property officer. Only property not allowed in SHU, HSC and R&D is stored.

Leaving SHU, HSC and R&D

It is your responsibility to write an Inmate Request Slip to “Property” if you leave SHU, HSC and R&D units to have your property pulled and placed on the shelf for pick up by your unit.

Transfer Between Facilities

If you transfer from Berlin to Concord or vice-versa, all property left behind, including Book Orders and Union supply orders, will be forwarded to your new location. This process can take 2-3 weeks. If you are curious about the status of your property, do not have your family call, you must write an Inmate Request Slip.

Property Pick-Ups

Residents must provide an address that their property will be mailed to if items are not picked up. If property is not picked up on the day stated on the 5 Day notice it will automatically be mailed out at the resident’s expense as stated on the 5-Day notice.

Property Pick Up By Appointment Only:

Monday	Wednesday	Saturday
8:00 AM	9:00 AM	8:00 AM
8:30 AM	10:00 AM	8:30 AM
9:00 AM		9:00 AM
9:30 AM		9:30 AM
		1:00 PM

Please plan accordingly with family and friends, property not picked-up after 60 days will be mailed to the address you provide. If you do not have sufficient funds in your account it will be destroyed as abandoned/unclaimed property (pursuant: PPD 9.02, sec. F). No notice will be given. The property officer is often pulled for a variety of reasons, so keep track of your property pick-ups.

37 |Property Issues/Pick-Ups/5 Day Notice

Updating your CORIS property list: (Yes, it's your responsibility!)

It is your responsibility to check your own property list and have items removed that you no longer have or anticipate replacing. You can request a copy of your CORIS property list from your unit team or property officer once per year. Please include a cash withdrawal slip for copies as they are not free.

STATE OF NEW HAMPSHIRE
5 Day Notice

FROM Property Room/Mail Room **DATE** _____

SUBJECT Unauthorized Property

TO Inmate _____ I.D.# _____ Unit/Cell # _____

According to P/PD 9.2, You have excess/unauthorized mail/property that needs to be removed from the NH State Prison. The following is a list of excess/unauthorized mail/property:

This property must be removed from the institution within 5 business days from the date received by above listed inmate.

Complete one of the below listed disposal methods and return this form to the property office upon reception of notice. Failure to respond within the prescribed time will result in the mail/property being considered contraband.

You have the following options:

Mail Name _____	I received this notice on _____
Address _____	Signature _____
City _____	Disposed on (this date) _____
State _____ Zip Code _____	Per (instruction/policy) _____
Donate Signature _____	Staff (property officer) _____
Date _____	NOTE If you choose to have someone pick up your property and they do not pick it up on the day noted below, your property will be mailed to the address given.
Destroy Signature _____	Date _____
Date _____	

Property Picked Up By _____ **Persons Name** _____

Day of Pick Up _____ **Address** _____

Day of Week _____ **City** _____ **State** _____ **Zip** _____

Date _____ **Signature of Person Receiving Property** _____

THIS IS YOUR ONE AND ONLY NOTICE **Date** _____

SP36 1) WHITE • OFFENDER RECORDS 2) CANARY • INMATE 3) PINK/GOLDENROD • PROPERTY OFFICER

Sample “5 Day Notice” form
Available in your unit office.

4

THINGS TO FOCUS ON AS SOON AS YOU CAN

- 1. Attend the Job & Information Fair (p.39):** The Job & Information Fair is an event held 4 times a year where you can ask about and sign up for most of the programs, jobs, and classes offered in the prison. Keep your eye out for posters advertising for the next one.
- 2. Request the programming/education you need, especially if required by the courts:** Everything you do, good or bad, while incarcerated will be on your record and reviewed when you eventually go for parole or other sentence reviews. Get started on your rehabilitation as soon as possible. If the courts ordered or even recommended any programs or education, send an Inmate Request Slip to the appropriate department asking to get involved. Even if the courts didn't order or recommend something, use the time you have while incarcerated to learn new skill skills and educate yourself.
- 3. Keep your own records:** Don't rely on the prison to keep track of your legal, canteen, property, and personal achievement records. Keep an envelope labeled "Legal Work" to store all your records. This way you will be able to back up any future claims or requests to the DOC or the courts. You can also send a request slip to your counselor and request to review your offender records every six months. Notify your counselor of any omissions or errors you find.
- 4. Stay Active and Healthy:** While engaging your mind and spirit with programming and education, finding ways to stay fit and healthy is just as important. Don't let yourself find excuses to wait. Even residents locked in a SHU cell 23 hours a day find ways to exercise regularly. The library has books about diet and fitness or you can order your own. Turn to page 70 for information about fitness options like the weight room or sports leagues.



JOB & INFORMATION FAIR

Held four times a year, the Job & Information Fair is the best place to learn about the latest offerings for education, career training, services and programs for New Hampshire residents.

What can I do at a Job & Information Fair?

- Enroll in High School
- Find a Prison Job
- Join the Weight room
- Get College Information
- Sign up for Career Training
- Bring Concerns to RCC
- Sign up for Hobby Craft
- Find Parenting Help
- Discover New Programs

When and Where?

Look for posters throughout the prison for the time and location of upcoming Job & Information Fairs. These fairs are held every three months to correspond with the education class schedule.

Who will I be able to meet with?

The Job & Information Fair is set up so residents can meet and talk with staff from various departments and programs such as:

- **Case Managers**
- **Administrators**
- **Teachers**
- **Shop Managers**
- **Nutritionists**
- **Behavioral Health Staff**
- **Classifications Officers**
- **Chapel Contacts**
- **RCC Members**
- **Intervention Services**
- **Hobby Craft and Recreation representatives**

Fat % Measurements Now Available

A device is available at the Job & Information Fairs that can measure the percentage of body fat in your body.



PRISON JOBS

CONTACT: SEE BELOW

Many residents, especially those with longer sentences, find that having a job in the prison provides both mental and financial stability. "Not only can a job increase your monthly pay so you can eat better, it gets you out of the unit and gives you something productive to do each day."

What work opportunities are available for residents in the prison?

Three bureaus offer work opportunities within the prison:

1. Bureau of Industries

Sign Shop

Plate Shop

Print Shop

Furniture Shop

Program Office Clerk

Department Workers

Apprenticeship(s) available per job supervisor request(s)

2. Bureau of Services

Laundry

Kitchen

Maintenance

3. The Division of Community Corrections

Recreation Worker

Education/CTEC Worker

Health Services Worker

Canteen Worker

Clerical Staff

Library Aide

Visit Room Worker

How do I sign up for a new job?

To sign up for a new job, consult the list of available jobs, then fill out a job application.

Application Process:

When filling out your job application you will need to do the foot work to get the first three personnel to sign the form. Once you bring it to your Unit Captain, they will move the form along.

1. Current Supervisor
2. Proposed Supervisor

41 | Prison Jobs

3. Unit Manager/ Unit Captain
4. Classification
5. Security (Major)

What are Security Sensitive Jobs?

If you want to get a job in the following areas, you may need to wait 120 days. (See page 81 for more information.)

North Yard
Visiting Room
Maintenance
Kitchen
Health Service Center
Canteen

You may be able to obtain special permission from your Unit Manager/ Captain to obtain work in these areas earlier than normally required.

What is a Job & Information Fair?

Quarterly, the prison holds the Informational Job Fair that you may attend to sign up for educational classes and job openings. You can also receive information about most anything offered at the prison. (Look for postings of dates and times)

Can I work and take classes?

You can attend classes on your off-shift if you have another job. You can also get paid as a full-time student if you do not have a high school diploma, G.E.D. or HiSET, and are enrolled in at least 2 courses each semester.

What do resident jobs pay?

Resident jobs pay from \$1.15 to \$3.15 per day. Some jobs offer additional pay for double shifts.

What are the benefits of having a job?

A job lets you earn more than the inactive daily wage of \$1.00. You will stay involved and be exposed to positive attitudes and role models throughout the prison. You will learn that hard work and extra effort will be rewarded. These job skills and work ethics will help you get a better job after prison.



CORRECTIONS SPECIAL SCHOOL DISTRICT

The Corrections Special School District (CSSD) provides adult education, vocational training, and special education services through its two divisions:

Granite State High School (GSHS):

Offers courses in language arts, history, math, and sciences in a range of grades from remedial to high school.

Career & Technology Education Center (CTEC):

*Provides education and hands-on training for career and technical fields.
(Page 45)*

Granite State High School

GSHS is dedicated to helping you achieve your educational goals. Remember, education is critical to your future opportunities for employment. It increases your chances of staying out of prison in the future.

Can I Earn a High School Diploma from GSHS?

Yes. Many residents have already earned their diplomas through Granite State High School while incarcerated. You can build on credits you've already earned from your other high school(s) or start from the beginning. CSSD periodically holds Graduation Ceremonies for both High School and College Graduates where family members of the graduate may attend.

What types of courses are available from CSSD?

- Basic reading, language and math courses to help illiterate and special education students.
- English-as-a-Second-Language (ESL) instruction for limited-English speaking inmates.
- Intermediate instruction in reading, language mechanics, social studies, science, and mathematics designed to bridge the gap between basic skills and high school level work.
- High school level courses offering all the credits toward a high school diploma.

43 | Corrections Special School District

- A Resource Room to provide extra help for students who need individualized academic assistance.
- Career development, business and computer related instruction.
- Life skills instruction often offered in coordination with other departmental staff in subjects such as anger management, problem solving, personal finance, health and nutrition.

How do I get started?

There are three ways to get started with education once you reach population:

1. Write a request slip to Education asking for an appointment to discuss enrollment.
2. Attend a Job & Information Fair, run 4 times per year, to speak with prospective teachers and to enroll in classes.
3. Speak with your unit counselor and ask about scheduling an appointment with an education guidance counselor.



HIGH SCHOOL GRADUATION WORKSHEET

High School credits consist of:

- 4 credits of **English**
- 3 credits of **Math** to include 1 credit of Algebra I or above
- 2 credits of **Science** to include 1 credit of Physical Science and 1 credit of Biological Science
- 2½ credits of **Social Studies** to include 1 credit of US History, ½ credit of American Government (Civics), ½ credit of Economics, and ½ credit of World History
- ½ Credit of **Health**
- ½ Credit of **Computer Skills**
- 7 ½ credits of **elective coursework**

GSHS Course Listing:

(See current quarter Schedule for availability)

English

20th Century Literature
 Academic Foundations
 American Literature IA
 American Literature IB
 British Literature IA
 British Literature IB
 Creative Writing
 Drama as Literature
 Dystopian Fiction
 ESOL
 Gothic Literature
 Grammar
 Graphic Novel
 Reading and Writing Strategies
 Science Fiction
 Shakespeare
 Short Story
 Sports Literature
 Women's Literature
 World Literature IA
 World Literature IB
 Writing I
 Writing II

Science

Biology IA
 Biology IB
 Chemistry IA
 Chemistry IB
 Health Through Biology
 Nutrition
 Physical Science IA
 Physical Science IB

Mathematics

Pre-Algebra
 Algebra IA
 Algebra IB
 Geometry IA
 Algebra IIA
 Algebra IIB

Social Studies

Civics
 Economics
 Geography
 Psychology
 Us & NH History IA
 Us & NH History IB
 World History (Ancient)
 World History (Modern)



CAREER & TECHNICAL EDUCATION CENTER

CONTACT: CTEC, NORTH YARD

The Career and Technical Education Center (CTEC) offers both classroom studies and hands-on learning designed to prepare you for a career in the modern workplace.

Choose from a variety of certificate pathways to study how to be successful in your chosen career industry.



Certificate Programs:

A CTEC certificate could help you take 60 days off your sentence, while preparing you for a career in a technical field of your choice. See page 82 for more information about earned time.

Certificate Pathways Available

- Business Management & Administration
- Marketing, Sales & Service
- Hospitality & Tourism
- Automotive Program
- Culinary Arts
- Introduction to the Workforce Program (IWP)
- Building Trades

Enrollment

To sign up for a CTEC program send an Inmate Request Slip to the Career & Technical Education Center, or attend the next Job & Information Fair (see page 39).

Do I need North Yard clearance to take classes in the North Yard?

Consult quarterly schedules to find class locations. You can apply for North Yard Clearance at the next Job and Information Fair

Do I need to retake courses if I seek multiple certificates?

No. When multiple certificates share the same requirements, you only need to take a required course once, but still may apply it to any number of certificate pathways.

Do I need to take CTEC classes in any particular order?

Mostly no. Numbered classes should be taken in order. It is

recommended that you take introductory courses first.

Can CTEC classes count as High School Credits?

Yes. All CTEC classes can count as elective credits. Talk with education guidance to see if any classes will fulfill your other requirements.

Can I get earned time credits for multiple CTEC certificates?

Yes, you must complete all required classes, and/or lab activities associated with the program to receive certification and be eligible to apply for earned time. See “Earned Time Credit Provisions” PPD 5.11 and RSA 651-A:22-a for more information on this process.

If I am unable to take the class I need when it’s offered, can I take the class at another period?

Usually no. A few students under pressing circumstance have been given permission to study a class independently during a different period. However, this is rare, usually students are advised to wait until the class is available in a future quarter.

Can I get paid for being a student?

Yes. As long as you are enrolled in a least 2 classes a day, you can maintain a job as a student. To change your job to a student check the job change option on the enrollment form at the Job & information Fair. Students start at \$1.15 a day and can earn \$2.15 a day after 6 months of this classification.



CTEC: BUSINESS & COMPUTER EDUCATION

CONTACT: CTEC, NORTH YARD

The Business and Computer Education Program from CTEC offers a pathway to learn both general and specialized knowledge and skills in industry recognized career clusters. By first obtaining a strong understanding of the modern business world and modern business technology, students study to earn certificates in their specialized area of interest.



What classes do I take to earn a certificate?

To earn your Business and Computer Education certificate from CTEC you must complete all six foundation classes listed below in addition to the two or three foundation classes listed under the Career Focus of your choice.

Can I earn multiple Certificates?

Once you've completed the Foundation Classes, you can earn several Business and Computer Education Certificates simply by adding classes from the other Career Focuses.

For example, if you earn a Hospitality & Tourism certificate by completing all six Foundation Courses along with START 1 and 2, you can earn another certificate in Information Technology by completing Technology for Business 1 and 2. **You do not need to retake the foundation classes when earning additional certificates.**

Foundation Classes

These 6 classes are required for any CTEC Business & Computer Education Certificate:

- **Career Awareness**
- **Personal Finance**
- **Typing/Keyboarding**
- **Computer Fundamentals**
- **Business Communications**
- **Computation for Business**

Certificate Focus

Select a Career Focus below. Each Focus lists the 2 or 3 classes you must complete, in addition to the Foundation Classes, to earn a certificate.

Business Management & Administration:

General Office Occupations and Clerical Services

- **Business Management**
- **Law for Business**

Business Management & Administration:

Accounting Technology/ Technician & Bookkeeping

- **Accounting 1**
- **Accounting 2**

Marketing, Sales & Service:

General Merchandising, Sales and Related Marketing Occupations

- **Marketing 1**
- **Marketing 2**
- **Small Business Management**

Hospitality & Tourism:

Skills, Tasks and Results Training (START)

- **START 1**
- **START 2**

Information Technology:

Computer Software and Media Applications

- **Technology for Business 1**
- **Technology for Business 2**

Do these Certificates Count for Earned Time Credits?

Each of the 5 Business and Computer Education Certificates listed here qualify as vocational programming for the purposes of applying for earned time. (At the time of this printing, only ONE CTEC certification can count towards earned time.) **See page82**



VOCATIONAL CERTIFICATES

CONTACT: CTEC, NORTH YARD



CTEC Vocational Certificates provide both classroom studies and hands-on learning designed to prepare students for a career in the modern workplace.

Complete all the courses in each program to earn your certificate.

Automotive Program (6 Modules)

Developed through the national standards by National Automotive Technicians Education Foundation (NATEF), these classes and lab activities provide the opportunity for residents to gain competencies in automotive service and repair skills. **Complete the 6 modules below to earn your Automotive Technician Certificate:**

- **Module 1 - Introduction to Auto Mechanics**
- **Module 2 - Engine Repair**
- **Module 3 - Electrical Systems**
- **Module 4 - Engine Performance**
- **Module 5 - Steering & Suspension Systems**
- **Module 6 - Brake Systems**

Introduction to the Workforce Program IWP (8 Classes)

Prepares students for various technical fields by teaching an overall understanding of skills used in the modern workplace. Areas of study include technology, production processes, communications, applied mathematics and more. **Complete the following 8 courses to earn your IWP certificate:**

- **Applied Math I**
- **Applied Math II**
- **Understanding Technology & Technological Systems**
- **Energy, Power, and Transportation**
- **Career Awareness**
- **Applied Communication**
- **Exploring Production**
- **Technology Practicum**

Culinary Arts (8 Classes and Lab Work)

A series of courses and lab experiences that provide opportunities to learn about the food and hospitality industry while developing skill in food preparation, presentation and sanitation. The courses and work experiences are designed to align with the National Restaurant Association Educational Foundation standards for Food Services as well as the competencies required by the NH Department of Education. Complete the following 8 classes to earn your Culinary Arts certificate:

- **Human Resource Management**
- **Introduction to the Hospitality Industry**
- **Professional Cooking & Food Lab**
- **Professional Table Service**
- **Nutrition for Food Service & Culinary Professionals**
- **Purchasing**
- **Professional Baking**
- **Food & Beverage Cost Control**

Building Trades (9 Units)

Building Trades offers C-2 inmates training in a variety of building trades related skills while housed at MSU. (*Methods of Construction classes are available to C-3 inmates). These skills range from basic carpentry and roofing, siding, to electrical work. Complete the following courses to earn your Building Trades Certificate:

- **Roofer**
- **Painter**
- **Residential Wiring**
- **Tool Crib Attendant**
- **Laborer-Carpentry**
- **Rough Carpenter**
- **Carpentry**
- ***Methods of Construction 1**
- ***Methods of Construction 2**

Do these Certificates Count for Earned Time Credits?

Each of the Certificates listed here qualify as vocational programming for the purposes of applying for earned time. See page 82 for more about Earned Time Credits for Vocational Certificates. (At the time of this printing, only ONE CTEC certification can count towards earned time.)



HIGH SCHOOL EQUIVALENCY

CONTACT: EDUCATION GUIDANCE, EDUCATION

HiSET is the new high school equivalency test that replaces the old GED testing system. There is an \$18.00 fee (subject to change) for taking each test (five tests in all). Pre-registration needs to be completed through the Granite State High School Counselors by appointment. Send a request slip to the Education Guidance, Education Department.

Tests and Preparation

Granite State High school provides inmates with HiSET preparatory courses, testing, and other assistance.

Fees

The first time you take a subtest, the total amount you will pay is \$25 which includes both the ETS Testing Fees and the State Fees. If you have to retake a test within 12 months of the original test date, the cost will be lower. For Paper based tests the first test is \$25 and retakes are \$10. For computer-based tests the first test is \$25 and retakes are \$14.25

HiSET Includes:

1. Content - 5 Subjects
2. Writing - 2 hours
3. Mathematics - 90 minutes (calculator allowed for entire test)
4. Science - 80 minutes
5. Social Studies - 70 minutes
6. Reading - 65 minutes
7. Scores from tests in all years can be combined
8. Spanish and English versions are available: scores may be combined between the two

Earned Time

You can qualify for a 90 day reduction in you minimum and maximum sentence, if you complete your HiSET testing while incarcerated. Contact Education Guidance for more information. (See page 82 for more information about Earned Time Credits for HiSET).

Passing Requirements

Scores will reported on a scale of 0 to 20 for each of the five sub-tests. Passing will require a total of 45 (average of 9) with no individual subject score below 8. To pass, the candidate must also receive a minimum of a 2 out of 6 on the essay.

Three forms are available, so students may take two re-tests a year.



ADVANTAGES OF EDUCATION FOR RESIDENTS AND EX-OFFENDERS

A Chance to Get Out Earlier

New Earned Time Legislation now offers up to 21 months off your sentence for completing education programs (See page 82 for more information about Earned Time Credits).

Improve Your Employment Chances

Once you get out, having educational achievements, like your high school diploma and vocational training, improve the likelihood you will be hired. "...the odds of obtaining employment post release among inmates receiving correctional education are 13% higher than the odds of obtaining employment post release among inmates not receiving correctional education" <http://www.rand.org>. 2014.

Become a Role Model

Statistics show that, "educated ex-convicts more likely ensure that their children are also educated, which reduces crime in increasing proportions for each generation to come. Simply stated, these reformed prisoners go on to become role models for their children..." www.prisoneducation.com

Keep Your Mind Engaged

Education programs help keep you busy and your mind sharp.

Employability

Ex-offenders researching the job opportunities will find that many employment opportunities require applicants to have a high school diploma or equivalent and list vocational training as something employers look upon favorably.

U.S. Bureau of Labor Statistics, www.bls.gov





POSTSECONDARY EDUCATION GUIDE
CONTACT: EDUCATION GUIDANCE, EDUCATION

POSTSECONDARY EDUCATION GUIDE

COLLEGE OPTIONS FOR NH DOC RESIDENTS



LSU



UPPER IOWA
UNIVERSITY



GETTING STARTED

FINANCIAL AID

APPLICATION PROCESS

COLLEGE LISTINGS

EARNED TIME CREDIT



GETTING STARTED

If you have the funds and the commitment to study on your own, you could earn a degree while incarcerated. Colleges will require a high school diploma (or equivalent GED/HiSET), an application for admission, and payment for courses once you request to participate. Cost of courses is not covered by the NH Department of Corrections and are at the student's expense. In addition, you will need to be able to receive mail.

ACCREDITATION

College or university programs must be accredited by a regionally-accredited agency recognized by the US Department of Education Council for Higher Education Accreditation (CHEA).

Degree Paths

Degree paths differ for each college and university. The most common colleges that offer programs for the incarcerated are listed within this booklet. For a complete list of degree options, you may order college catalogs by writing to the admissions Department at each college/university. Choices for degrees are limited to those subjects that are offered in print-based formats only. College courses offered via the internet cannot be approved.

Transferring Credits

As you progress along your degree path, you may find it necessary to fill your degree requirements with transferred credit from other colleges. If you plan to take additional courses or transfer them to meet your degree requirements, contact the college where you plan to complete your degree, request written assurance that the transferred class will count towards your degree requirements. Lastly, be sure to take this step *prior* to paying for the additional class.

Earned Time

You may qualify for 180 days earned time credit after earning an Associate's, Bachelor's, or Master's degree from the colleges and universities listed in this booklet. If you are seeking a degree from a different source, it will need to be accredited by one of the CHEA approved agencies listed in the Earned Time Section of this document.

FINANCIAL AID

Pell Grants may be available to support incarcerated college students starting in the year 2023.

CHARITY

Some students have sought aid for tuition costs from charitable, civic, church, or professional groups. Often, when a group understands the benefit of education for an incarcerated student, they are willing to offer some financial assistance, on a limited basis.

VETERANS AFFAIRS EDUCATION BENEFITS

Veterans honorably discharged from the armed services within the last ten years *may* be eligible for financial assistance for some college programs while incarcerated. The VA does not consider print based students to be full-time students, the benefit award normally will cover only the cost of tuition and fees associated with the course enrollment. VA benefits cannot be applied to course credit by examination offered by specific universities.

Following notification of eligibility for VA education benefits, the student should coordinate with the college/university financial aid office. The financial aid office will request a Certificate of Eligibility, and it is the student's responsibility to submit this documentation and follow up with the college/university regarding funding approval.

For a VA Education Benefits application (VA FORM 22-1990) and assistance applying, contact CSSD CTEC/College Department

MEDALLION FUND, NH CHARITABLE FOUNDATION

The Medallion Fund provides scholarships to individuals of any age who are enrolling in any accredited vocational or technical program. Students currently enrolled in a BA or other advanced degree programs are not eligible.

Contact the NH Charitable Foundation for an Application.

New Hampshire Charitable Foundation
37 Pleasant Street
Concord, NH 03301
1-800-464-6641 Student Aid Office
(www. NHCF.org)

COLLEGE CORRESPONDENCE APPLICATION PROCESS

1. Several colleges we routinely work with are listed in this booklet. Order a college catalog from each college you are interested in attending. These are free of charge and will include an Application for Admission. If you have difficulty receiving these catalogs, contact CSSD CTEC/College Department for assistance.

2. Complete an Application for Admission to the college/university of your choice, and include the information they are requesting.

- If you graduated from Granite State High School, you may ask the guidance department to send an official copy of your transcript if it is required. Transcripts are only official if they are submitted to the college directly from the school of record. The education department will not re-release transcripts from other school districts, even if they are on file.
- If you completed a GED or HiSET, you must request an official copy be sent to the college from the state where you took the exam (if you took it in NH or at NHSP, you will have to write to the NH Department of Education):

*New Hampshire Department of Education
101 Pleasant street
Concord NH 03301*

- Schools often ask for a letter of recommendation. NH DOC does not provide recommendations for college admission.

3. While waiting for admission to the college/university, you may enroll in a class. You must have prior approval from guidance to take the course. Failure to complete the appropriate forms will result in you not receiving your class materials.

Complete the following procedure for each course prior to registering for a class:

- Request a NH DOC-Correspondence Course Approval Application from CSSD CTEC/College Department.
- Complete the application and submit to CSSD CTEC/College Department.
- A copy of the application will be returned to you showing “approved” or “denied”.
- If approved, you may proceed to complete a course request form from the college/university, pay for the course, and request the materials.
- If denied, you do not qualify to receive course materials. Denials are usually due to mail restrictions for residents in higher security housing. If you have questions about your denial, send an Inmate Request Slip to CSSD CTEC/College Department.

4. All materials must have a paid invoice when they arrive at DOC. All incoming correspondence courses must have a paid invoice in accordance with the PPD 9.02.

- Allowed property for courses are books, study materials, and test request forms. It is your responsibility to notify the college of the restrictions on course materials in accordance with the PPD 9.02. CD’s, DVD’s, and Video Tapes are not allowed per policy . Access to the internet is not allowed at this time.
- Course Materials are processed upon arrival and will be forwarded directly to you.

5. Exams will be completed with an education department approved proctor. Exams sent directly to the student will not be proctored and may affect the use of the course/degree for earned time credit.

6. Students must provide verification of completion of each course to the CSSD CTEC/College Department to be kept on file.

EARNED TIME

If you are seeking a degree from a different source, make sure it is regionally accredited by one of the following agencies approved by the Council for Higher Education Accreditation (CHEA):

- Accrediting Commission for Community and Junior Colleges (ACCJC)
Western Association of Schools and Colleges
- Higher Learner Commission (HLC)
- Middle States Commission of Higher Education (MSCHE)
- New England Commission of Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC)

Consult RSA 651-A:22-a and PPD 5.11 “Earned Time Credit Provisions” for more information.

UNIVERSITIES WITH PRINT-BASED CORRESPONDENCE COURSES



ADAMS STATE UNIVERSITY

One of the most prisoner-friendly colleges, offering several levels of education opportunities for prisoners, including college degrees. They also offer numerous legal related vocational certificate programs, some of which are eligible for college credits that the student can use towards a degree track, and one graduate degree option.

COST: \$660 per course + cost of books

(Master Degree Courses: \$1,050 + cost of books)

DEGREES: Associate of Arts, Associate of Science, Associate of Science - Business Emphasis; Bachelor of Arts- Business Administration; Bachelor of Science- Business Administration - emphasis areas: General Business, Legal Studies, Management, Small Business Management; Bachelor of Arts- Sociology - emphasis areas: Social Welfare or Criminology; Bachelor of Arts- English/Liberal Arts; Bachelor of Arts- Interdisciplinary Studies; Master of Business Administration.

OHIO
UNIVERSITY



OHIO UNIVERSITY

One of the largest and most prison-friendly correspondence options for prisoners. They offer many college degree and for-credit opportunities, as well as several noncredit options for non-degree seeking students. They also offer several Paralegal/Legal Certificate Programs.

COST: \$1,029 - \$1,715 + books and additional fees

DEGREES: Associate of Arts, Associate in Science, Associate of Applied Business – Business Management Technology Major, Associate of Individualized Studies; Bachelor of Technical and Applied Studies, Bachelor of Technical and Applied Studies; Legal Studies Certificates.

LSU

LOUISIANA STATE UNIVERSITY

Does not currently offer any degrees by correspondence, but they do offer a variety of paper-based courses. Even classes that require some web-based study will be printed by the school. Their courses may be useful to prisoner-students looking to gain credits or to fulfill other course requirements.

COST: \$380 - \$926 per course + books and additional fees

DEGREES: Non-Degree Certificates Only. LSU does not offer degrees (only certificates), courses can be transferred to other colleges.

UNIVERSITIES WITH PRINT-BASED CORRESPONDENCE COURSES



UPPER IOWA UNIVERSITY

Offers a variety of degree options and for-credit paper-based courses.

COST: ~\$990 + books and additional fees per course

DEGREES: Associate of Art - Liberal Arts or General Business, Bachelor of Science - Business Administration or Social Science



THOMAS EDISON UNIVERSITY

Thomas Edison State University is unique in their approach to evaluating student's prior experience and awards credit accordingly. They offer the unique option of paying an annual flat fee, which students can use to select up to 36 credits worth of courses at a steep discount from their usual per credit tuition rate. They also offer the option of registering as degree-earning students or non-matriculated students (those students who are taking courses solely for learning and not for credit or certificates.) The non-matriculated option allows students to study at their own pace.

COST: ~\$1,497 per course (~\$780 per course with tuition plan) + books and additional fees

DEGREES: Credit for Military/Work Experience/Certificates
Associate Degrees, Bachelor Degrees



RIO SALADO COLLEGE

Offers programs specifically designed for prisoners, at reasonable tuition rates. They also offer a reentry program.

COST: \$645/course + books and additional fees:

DEGREES: Associate of Applied Science - Science in Addiction & Substance Use Disorder, Workforce Development & Community Reentry; Associate of Arts; Associate of Business

CERTIFICATES: Addictions & Substance Use disorder (LevelI/II), Workforce Development & Community Reentry

OTHER COLLEGES:

If you are seeking a degree from a different source, make sure it is accredited by one of the CHEA approved agencies listed in the Earned Time Credit section of this document.

COLLEGE DIRECTORY

ADAMS STATE UNIVERSITY

Office of Extended Studies
208 Edgemont Blvd. Suite 3000
Alamosa, CO 81101
800-548-6679
719-587-7671
exstudies@adams.edu
www.prisoncollegeprogram.adams.edu

LOUISIANA STATE UNIVERSITY

Office of Independent Study
1227 Pleasant Hall
Baton Rouge, LA 70803
www.lsu.edu

OHIO UNIVERSITY

Correctional Education
Haning Hall 102
Athens, OH 45701
800-444-2420
correctional@ohio.edu

UPPER IOWA UNIVERSITY

605 Washington Street
PO Box 1857
Fayette, Iowa 52142-1857
(563)425-5200
(800) 553-4150
info@uiu.edu
www.uiu.edu

RIO SALADO COLLEGE

Incarcerated Re-Entry
2323 West 14th Street
Tempe, AZ 85281
(480) 517-8345
(877) 517-8345
incarcerated.reentr@riosalado.edu
www.riosalado.edu

THOMAS EDISON STATE UNIVERSITY

111 West State Street
Trenton, NJ 08608
(609) 777-5680
info@tesu.edu
www.tesu.edu

EARNED TIME CREDIT INFORMATION

See PPD 5.11, and RSA 651-A:22-a for Official Information.
Earning a degree does not automatically guarantee earned time credit.



For more information, send an Inmate Request slip to:
CSSD CTEC/COLLEGE DEPARTMENT





LAW AND RECREATION LIBRARY

CONTACT: LIBRARY, EDUCATION

Law Library

Law Library use must be requested via Inmate Request Slip. Your returned IRS will indicate your scheduled Law Library time. A-shift workers are scheduled for Law Library in the afternoon. B-shift workers are scheduled for the morning. Residents may have twice-weekly use of the Law Library.

Request type writer usage through the Law Library clerk.

(LEXIS NEXIS is available on the GTL Tablets)

You can search legal documents on the tablet

Law Library Schedule

Submit an Inmate Request Slip to the Librarian to add your name to the Law Library movement list.

- **Hancock Building, MCN, Dorms and RTU** units have Law Library on Monday and Thursday.
- **MCS** unit is scheduled for Tuesday and Friday.
- **R&D** is limited to tablet access.

Recreation Library

The NHSP/M library has approximately 17,000 volumes. Residents do not need to request recreation library time, but must obtain unit movement passes. Residents must come only on their assigned day and shift.

Recreation Library Schedule

B-Shift 9:00-10:00am,

A-Shift 1:00-2:00pm.

- Hancock B, D, and F pods - Monday
- MCS, C2 Dorms and RTU - Tuesday
- Wednesday
- Hancock A, C and E pods - Thursday
- MCN - Friday
- SHU/CCU/PC - Inmates may request two books weekly for a two-week period. Books can be renewed for an additional two-week period by request. See unit staff for book request forms.

Finding Books in the Library:

Residents may browse through the bookshelves or use the computerized card catalogue to locate books of interest. It's easy to find books using the computers.



VOLUNTEER PROGRAMS

CONTACT: BEHAVIORAL HEALTH/ RECREATION/CHAPEL

“Volunteerism Perpetuating Volunteerism”

Many of the programs at the New Hampshire State Prison for Men are made possible through community volunteers. A few of these groups are:

- Hospice, Peer Support
- Self-help groups such as AA, SLAA, NA
- A Veterans Group,
- Religious programs such as Kairos and Prison Fellowship
- Religious study and worship
- Cultural diversity groups such as the Native American Circle and Spanish Fellowship
- Assist with Recreational activities
- Parenting, self-esteem, FCC and marriage support groups

These volunteers are motivated by the desire to share their culture and belief with others, by having had a personal experience with prison life, or by a desire to make your incarceration more meaningful, and less stressful. They want to ready you for a successful return to the community. With these admirable goals, volunteers are improving life within the prison, and helping New Hampshire communities.

How do I become involved in any of these or other worthwhile programs?

You can ask your unit counselor for guidance. Watch for bulletins posted within your housing unit and on the prison's TV channel. The weekly chapel schedule is available in your housing unit. It will alert you to upcoming programs.

Can I volunteer as a resident?

Yes. There are numerous opportunities available to inmate volunteers: opportunities within the living units, teaching, fundraising, helping at special events, and facilitating programs. Through your own initiative, you can start to make a difference for yourself and others. Get involved now!



CHAPEL
CONTACT: CHAPEL

The Chapel provides you with the opportunity to practice your religion/ path. The Chapel is staffed by a full-time Chaplain. Community volunteers conduct religious services. The Chapel is staffed by full-time and part-time Chaplains.

The Chapel Offers:

- Religious Services
- Pastoral Counseling
- Distribution of Greeting Cards
- Religious Library Services
- Religious Study Groups
- Arranging for Clergy Visits
- Aid to Incarcerated Marriages

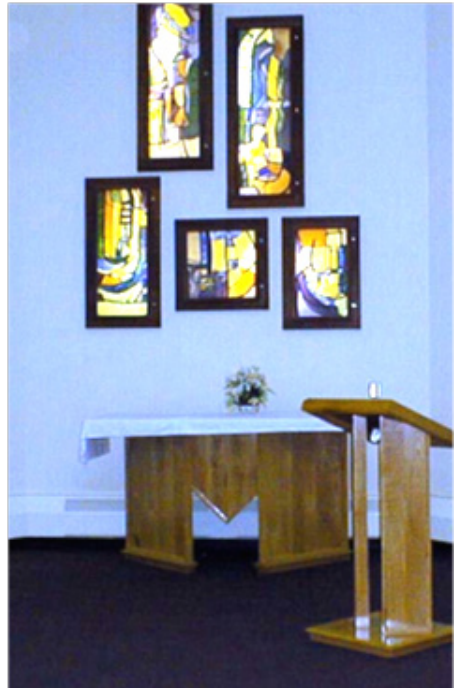
What religious groups meet in the chapel?

Protestant, Native American, Muslim, Catholic, Buddhist, Jewish

Weekly services are facilitated by volunteers. Study groups, prayer groups, a sing-a-long and meditation groups also meet regularly in the Chapel. Throughout the year, special events are held such as concerts, Prison Fellowship Seminars, Kairos Weekends, Buddhist retreat, Marriage Seminars and various guest speakers.

How can I get to see the Chaplain?

If you need to speak with the Chaplain, send an Inmate Request Slip to the Chapel to request a meeting.





CHAPEL SEMINARS/HOLIDAYS

CONTACT: CHAPEL

Seminars:

Prison Fellowship Seminars: These seminars are led by Prison Fellowship volunteers four times a year, are Christian based but all are welcome. Different guest speakers come in every time and speak on different Christian topics.

FOCUS Seminars: These seminars are also held four times a year, are Christian based focusing on Discipleship but all are welcome.

Buddhist Retreats: These retreats are held four times a year, including one feast, by the same Volunteers who lead the weekly Buddhist Services. All are welcome. (To participate they must have declared Buddhism)

A.A. Workshops: These workshops are held by the volunteers who lead the weekly A.A. Meetings. Anyone who struggles with addiction is welcome.

AIM Seminars: The Aid to Incarcerated Marriages group holds meetings once a month and Seminars three times a year. This group requires specific qualifications and adherence to the groups' rules. If you are interested please contact the Chaplain.

Native American Sweat Lodge: Natives (Individuals listed as Native in CORIS.) who regularly attend Native Circle are allowed to participate in Sweat Lodge four times a year and Feast once a year. This is led by the outside volunteers.

Veterans Ceremonies: NHSP has its own American Legion Post for any and all Veterans. The Veterans group meets twice a month and observes three ceremonies a year: Memorial Day, POW/MIA day, and Veterans Day.

Religious Holidays:

The observance of several holidays are facilitated by the Chapel.

Ramadan, Eid Al-Fitr Feast: Must be listed as Muslim in CORIS.

Purim, Passover, Seder, Yom Kippor, Chanukah: Must be listed as Jewish in CORIS.

Pagan Feast: Once a year. Must be listed as Pagan in CORIS.



AID TO INCARCERATED MARRIAGES (AIM)

Criteria for Membership:

The group is open to inmates who have a valid and legal marriage license. New applicants cannot be within two years of their minimum sentence. Applicants must understand that the AIM group is a Christ-centered group and focuses on Christ and His word within their marriages. Applicants must be willing to learn and apply Godly, Biblical principles in their personal lives as well as in their marriages. They must also agree to complete confidentiality for the group.

Procedure:

Interested AIM applicants must submit a Request Slip to the chaplain. This group is designed for couples who have been married prior to incarceration, or whose marriage during incarceration has exceeded 3 years. The primary premise of this group is as follows: A marriage founded upon the principles of God's Word, the Bible, is a marriage that is better-equipped to survive all adversity. It is therefore the object of AIM to support its members by offering a safe, loving, nurturing, and confidential environment of fellowship where the participants will learn and practice Godly principles in their personal/lives and marital relationships.

NHSP Aid To Incarcerated Marriages (AIM) Covenant

As a member of the NHSP AIM Program, I covenant with God, the NHSP Chaplain, The AIM Leadership, and other AIM members as follows:

- I will support the AIM philosophy that the life of Jesus Christ established the perfect pattern of selfless love lived on behalf of all others.
- I will endeavor, by God's grace alone, to "... walk the walk of Christ ... " in my public and my private life (1 John 2:6). If my walk is inconsistent with God's Word, I will step down from AIM until it is agreed upon by both the Chaplain and myself that it is time to resume my participation in this ministry.
- Subject to the Chaplain's discretion, I understand that if I receive any A or B write-ups while an AIM member, I will be asked to step down from AIM until 6 months have elapsed, or until the Chaplain allows my re-entry into this program. Any drug-related write ups will exclude me from this program.
- If I have any A or B write-ups within the last 6 months, I may re-apply after 6 months have lapsed.
- I will be faithful to this ministry in my regular attendance at all meetings and seminars with the exception of health issues, visits in this facility's Visiting Room, required attendance at court-ordered programs, or if excused by the Chaplain.



BEHAVIORAL HEALTH SERVICES

CONTACT: MENTAL HEALTH DEPARTMENT

The goal of Behavioral Health Services is to help you adjust to prison and prepare to return to society. The following services are available:

- An intake interview to evaluate any mental health needs you may have.
- Group and individual counseling.
- Emergency services for those with suicidal thoughts or dangerous behavior.
- Medical Management
- Inpatient psychiatric care when needed.



People often feel fear or shame when they need mental health services. Everyone can use a tune-up once in a while. The Mental Health staff prides itself in maintaining patient confidentiality and will explain the limits during your session. If you need mental health care, speak to your unit counselor, or write an Inmate Request Slip to the Mental Health staff. We also offer sick call if you would like to access services.

What do I do if I feel depressed?

You are not alone. There are residents and staff who will help you get through this difficult time. Your depression may be a chronic condition, or your controlled symptoms may have returned because you have come to prison. Contact your unit counselor for help. In an emergency, ask any staff member for help.

Mental Health Sick Call

If you are not a current mental health client, please come to mental health sick call; the day and times are listed on the unit.

Will I be permitted to continue prescribed medication?

If you are on medication, the prescription will be verified. Medication will usually be continued until you are re-assessed by the prison's medical or psychiatric personnel.

Behavioral Health Groups

As a mental health client, you will be able to participate in group counseling. Please ask your current treatment person to help you decide if any of the groups would be right for you. (If you are not a mental health client, send a resident request slip to Mental Health asking to discuss your mental health needs, or go to mental health sick call on Thursday morning 8:30—11:00 am.)

Medication Assisted or Medication for Opioid Use Disorder

If you already prescribed medication For an Opioid addiction a nurse will confirm with your pharmacy and a provider will be assigned to see you. You should not have an interruption in your treatment.

New service request should be requested through the request system.

Assessment Scores

When you undergo assessment in R&D you are given an assessment score which is used to determine your mental health needs, and how/ what treatment will be granted (if any is needed/ requested).

Appointments/ Prescription Problems

Request slips should be used to request appointments with your prescriber or clinician. Also, request slips should be used for prescription problems.

PTSD Support Group
Co-Occurring Disorder Group
Grief and Loss Group
Houses of Healing
Commitment to Change
Men's Work
Breaking the Cycle
ADHD Group
Socialization Group
Anger Management Group
Coping Mindfully Groups
Connections Group
Assertiveness Group
Taking Positive Steps
What, me worry?
PTSD Support Group
Core Beliefs



DRUG & ALCOHOL SERVICES

CONTACT: MENTAL HEALTH DEPARTMENT

- **AA & NA meetings (not behavioral health)**
- **Addiction Recovery Program Units (NCF)**
- **Relapse Prevention and outpatient services**

Drug and Alcohol treatment programs are constantly changing within the system. For the most updated service provided please send a request slip to Mental Health Service for additional information.

AA & NA Meetings

To attend Alcoholics Anonymous and/or Narcotics Anonymous, send a request slip to the “Chapel”.

Addiction Services Sick Call

Free addiction services sick call is offered, please see times and days noted on the unit. No appointment is necessary.

Addiction services sick call may be used for the following reasons:

- Request to see a licensed alcohol & drug counselor
- Request assessment for substance use treatment
- Questions about addiction services

FOCUS UNIT | FOR CHEMICAL DEPENDENCY ISSUES

CONTACT: SEE A CC/CM IN THE UNIT

The Focus Unit is the umbrella in which the New Hampshire State Prison for Men and Women conducts treatment for 3.5 intensive chemical dependency issues in a holistic manner. This methodology bears the title of “Focus Unit” in that the Intense Clinical treatment is conducted within a Wellness Community environment that addresses these chemical dependency issues. In addition to the residential component, the Focus Unit also oversees the transition into essential follow-up treatment modalities.

Whether you have voluntarily, or in lieu of being upgraded, entered the Focus Unit, you agree to abide by all the policies and procedures. You may leave the program at any time if you so choose. If you are here in lieu of being upgraded and leave the program you will be referred back to security for final disposition which may include reinstatement of any suspended sanctions.

5 Stages of the Focus Unit Program

Stage I: Orientation (Maroon band)

1. An in depth screening and assessment will be completed
2. Diagnosis will be documented
3. Treatment Plan will be documented
4. If necessary, detoxification methods will be employed
5. Participant will be introduced to the expectations of the unit and integrated into non-curricular components.

Stage II: Four Phased Curriculum (Blue Band) - After Two negative urines may be considered for Black band.

Phase I: Motivational Enhancement Therapy

Phase II: Cognitive Behavioral Therapy

Phase III: Twelve Step Facilitation

Phase IV: Transition

Stage III: Transition to Lower Classification (Black band if remains on unit)

When completion of the Intense Clinical Implementation stage has successfully been accomplished. Participants may or may not continue to be housed on the Focus Unit. This stage includes those that are awaiting transition into a lower classification. If you would like to be transferred to Berlin aftercare you must have a treatment history of negative urines to be considered. You can request this at admission.

Stage IV: General Population Relapse Prevention (C-2/C-1)

Residents moving through the classification system (C-2/C-1) can utilize support in the form of groups and individuals in the TWC and Transition Housing Units. Case management will setup outpatient support resources. Residents that have completed the intense clinical stage but are struggling with relapse may be placed back into the community even after leaving the block for additional support (tune up). You are expected to check in with the LADC assigned to your housing unit within 10 days of admission.

Stage V: Community Follow-Up

Upon release to the community a follow-up plan may be put in place to monitor and address relapse risks and behaviors.



SEXUAL OFFENDER TREATMENT

CONTACT: S.O.T.

A Residential Program for Sex Offenders

Our Mission:

“To protect the community and provide the most effective treatment possible to motivated sex offenders by helping them learn how to control their sexual deviancy, develop better social skills and eliminate re-offending.”

The NHSP Sex Offender Treatment, is a residential treatment program. Once a resident is transferred to the program unit in NHSP/M's Hancock building, he will work with a staff person to develop an individualized treatment plan with goals and objectives for treatment. Women offenders will be transferred to the Wellness unit for treatment.

Program Objectives

- Develop open and honest communication
- Develop awareness of contributing factors in offense
- Self-disclosure of entire sexual offending history
- Become aware of feelings, and learn better coping skills
- Develop self-esteem and healthier relationships
- Develop victim empathy
- Begin to heal emotional trauma from childhood
- Reduce deviant arousal patterns
- Identify high-risk areas and intervention strategies
- Develop a realistic relapse prevention plan
- Pass a full disclosure polygraph. Or Eye Detect system

If the SOT is a requirement for you, you are supposed to be assessed and enrolled at least 2 years prior to your minimum sentence. Write to “SOT Director” if you are concerned about your assessment being scheduled on time.

How do I get into the Sex Offender Treatment Program?

During your intake process, the classifications officer will ask you to complete a screening checklist. This, along with sentencing information, will be sent to the SOT Program Director. Your name will be added to the interview list. You will be notified via appointment slip as to when you will be interviewed. After your interview and assessment, if you are found appropriate for treatment, your name will be put on the waiting list for the program.

How long will it take for me to get into the program?

That depends on several factors including: your minimum parole date, the number of names on the waiting list, and other variables. The make-up and combination of each group's members may also be taken into consideration.

What if I did not commit the crime for which I was convicted?

Your guilt or innocence is determined by the criminal justice system, not the Department of Corrections. We will assess your appropriateness for treatment and recommend a course of sex offender treatment.

Can I still work or take classes while in treatment?

You may volunteer for and take classes up to fifteen hours per week, as long as it does not interfere with your scheduled times of programming. You do get pay while in the program: \$1.15/day for the first 6 months, \$2.15/day after 6 months.



RESIDENT COMMUNICATION COMMITTEE (RCC)
CONTACT: SEE A REPRESENTATIVE IN YOUR UNIT



Mission Statement

The mission of the RCC is to work to establish a common ground with the administration through positive communication on issues regarding the needs and rehabilitation of residents, their interaction with staff, and their hopeful return to the communities to which they will be returning.

The RCC is a D.O.C. sanctioned resident representative body comprised of 8 to 12 volunteer, medium security, good behavior residents from various housing units in NHSP-Concord.

History

The Resident Communications Committee was created in June 2006. The idea was born out of a meeting between former Officer Frank Clark and Commissioner Wrenn while they were discussing some of the problems at NHSP. Both men agreed that the resident population needed and deserved an outlet for their voice to be heard. Over the next month a diverse committee made from various age groups, races, living units, job sites and sentence structures was created to get your message to all levels of the administration. Since 2009 the RCC has enjoyed the support and sponsorship of the Recreation Department. Rod Roy, Director of the Recreation Department, has served as the RCC liaison during this time and under his supervision the Recreation Department has aided in many of the RCC's accomplishments.

RCC Functions

The RCC holds regular committee meetings at which time issues concerning the resident population are discussed and then assigned to committee members to make presentations to the administration. The RCC meets with the Commissioner quarterly, the Warden monthly and other administration officials as often as needed.

RCC Sub-Committees

Mission Statement:

The mission of sub-committees to the RCC is to provide additional points of view from the population, supplement the work of the committee, provide additional materials and information on issues being brought to various meetings with staff, and to be a testing ground for membership.

73 |Resident Communication Committee (RCC)

In addition to the RCC there are several sub-committees each chaired by an RCC member. Right now they are:

- CCU/SHU
- Legislative
- Education & Programs & Jobs
- Health and Wellness
- Information Technology
- Survey Committee
- Lifer Long Term Resident Committee

Accomplishments

Here are just a few of the positive changes the RCC has made over the years:

- Altering Hooded Sweatshirts*
- Receiving Books without Invoice
- Canteen Slip-Account Balances
- Prison TV channel*
- Earned Time Bill & Amendments
- Father's Day Event*
- Gameboys/DS/Switches
- Hancock Basketball Court
- Holiday Cookouts*
- Holiday Package Program*
- Mail Room Stamp
- MP3/MP4
- New Canteen Items
- Property Catalog Program*
- Stamp Quantities
- Summer and Spring Incentive Programs*

*Maintained by Rec. Dept.

Interested in Joining?

The RCC is always looking for fresh minds and folks willing to volunteer their time to make a positive contribution to improve conditions for residents, staff and ultimately the communities we will be returning to. If you have the motivation, drive, and time to join in our efforts then fill out a RCC application today. If one is not available, then just submit a request slip to the Recreation Department and one will be forwarded.

Resident Representatives in each unit

If you would like the RCC to address an issue or if you want to get involved with a subcommittee consult a RCC representative in your unit.



RECREATION DEPARTMENT
CONTACT: RECREATION

The Recreation Department provides a variety of recreational activities to all inmates. It helps inmates make responsible use of their leisure time. Activities include:

- **Hobby Craft Program in Woodworking, Art and Leather Craft ***
- **Recreational Library**
- **Gymnasium**
- **Ball Field Activities**
- **Weight Room***
- **Unit Recreational Equipment**
- **Special / Holiday Events**
- **Guitar clinic / Music theory**

* Send an Inmate Request Slip to the Recreation Department to be placed on active list

What games and equipment are available in the housing units?

Each unit is equipped with sports equipment such as exercise bikes, weight machines, and pool tables. Board games may be checked out from the unit Recreation department.

How do I sign up for a sports team?

Watch for notices posted in the units seasonally.

How do I sign up for the weight room or Hobby craft?

Send an Inmate Request Slip to the Recreation Office asking to be placed on the waiting list. You must have a documented job and also be “write-up” free for a period of 90 days prior to being put on the list. Remember that both of these privileges are lost if you receive a write-up.



INCENTIVE-BASED FOOD PACKAGES

CONTACT: RECREATION DEPARTMENT

The Recreation Department works in conjunction with outside vendors to offer special food packages three times a year. Residents who meet the criteria are allowed to purchase a limited amount of food from the companies the recreation department is working with.

When Can I Order?

Look for posters in the units for ordering details. Usually these programs are offered during April, August, and December.

Please wait until the flyers for the food packages appear in your unit before trying to order or asking questions about the program, because methods are subject to change year to year.



Winter '15 Catalogue Excerpt

Who Can Order?

All C-3, and C-2 inmates at the Concord, Berlin facilities with the exception of inmates that are housed in SHU, in CCU, in PAR status, restricted SPU patients, and inmates housed in the Reception Units. You also must meet any additional criteria, such as remaining write-up free for a specified period of time, to place and receive an order.

If you are upgraded to a unit that is not allowed a package (PAR, CCU, SHU, etc) and you have a package ordered, it is your responsibility to send a 5-day notice to the Recreation Department within the first week of packages being handed out, or packages will be disposed of.



FORMS & POLICIES

INMATE REQUEST SLIPS (IRS)

Inmate Request Slip Instructions

Use this form to communicate requests/issues to members of the Department of Corrections staff.

INMATE REQUEST SLIP

Submit this request to the Unit Supervisor, Security Lieutenant, or CC/CM. Your Unit Supervisor, Security Lieutenant, or CC/CM will help you resolve the issue or it will be forwarded to the appropriate person. Unit Supervisor, Security Lieutenant, or CC/CM will be forwarded to you.

TO: Unit Supervisor, Security Lieutenant, CC/CM **DATE:** _____

FROM: _____ **ID #:** _____
Last Name First Name Middle Initial

Facility Housing Unit Cell Work/Shift

INMATE REQUEST: _____

(if you need more space, use plain paper)

Inmate Signature

TO: _____ **DATE:** _____

FROM: Unit Supervisor, Security Lieutenant or CC/CM

REMARKS: _____

Staff Signature

FROM: _____ **DATE:** _____
Staff Member Name/Office

REMARKS: _____

Staff Signature

Received By _____
Inmate Signature

The Yellow and White copies will be returned to you with a response. You must acknowledge receiving this response by signing the White original, which will then be returned to Offender Records for storage in archives for 3 years, after which it will be destroyed.

Give all requests to your Unit Supervisor, Security Lieutenant, or CC/CM for prompt attention.

Strictly Confidential Requests may be placed in a sealed envelope and addressed to the appropriate staff member of Office (Commissioner, Warden, Bureau Administration, Investigations). If it is determined that your request could have been handled by a different party, it will be returned to your Unit Supervisor, Security Lieutenant, or CC/CM.

Do not send requests written on other forms/paper. (If you need more room attach additional request slips.)

Get used to using request slips. This is the standard form staff will ask you to use when making any requests, or addressing issues. Be patient with responses and keep your yellow copies on hand. Often you will need to write multiple request slips to clarify responses or reach a staff member who can field your request.

Do not “staff shop” by writing request slips to multiple staff at the same time for the same issue.

Tablet Requests

If you have requests related to tablet services or the various accounts related to GTL, you can also make requests through your tablet request or support icons.



Grievance Policy and Procedures

Step One

- You must first seek to resolve your issue, via an Inmate Request Form, with the lowest level staff whom can deal with said issue. Only one issue can be addressed per request.
- The issue at hand must be specifically detailed to include your name ID#, time, dates, staff involved, witnesses, and the requested resolution you seek, all to be included on the Inmate Request Slip to allow for proper investigation.
- This step must be done within 30 calendar days of incident, unless a waiver is requested which will only be granted if the resident can prove an identifiable risk of fear of physical or psychological harm.
- 15 working days must be allowed for a proper response and an additional 15 days may be granted to allow for investigation/response.

Step Two

- If your request to resolve issue is not met, then a Grievance Form may be filled out to the Warden.
- The issue at hand must be specifically detailed to include your name ID#, time, dates, staff involved, witnesses, and the requested resolution you seek, all to be included on the Grievance Form to allow for proper investigation to include a copy of the request slip to prove that the proper procedures were followed.
- Grievance must be filed within 30 days of the response to the request slip, unless a waiver is requested which will only be granted if the resident can prove that they were physically unable to file grievance or were separated from documents due to extended transport.
- 30 days must be allowed for the warden to respond to grievance and an additional 15 days if needed to investigate issue/respond.

Step Three

- If your Grievance is denied you may file for an appeal using the Grievance form to the Commissioner.
- The issue at hand must be specifically detailed to include your name ID#, time, dates, staff involved, witnesses, and the requested resolution you seek, all to be included on the Grievance Form/Appeal to allow for proper investigation to include a copy of the request slip & Grievance form to prove that the proper procedures were followed.

79 | Grievances

- Appeal must be filed within 30 days of the response to the Grievance form, unless a waiver is requested which will only be granted if the resident can prove that they were physically unable to file grievance or were separated from documents due to extended transport.
- 30-days must be allowed for the warden to respond to grievance and an additional 30-days if needed to investigate issue/respond.



GRIEVANCE FORM

(See Reverse for Instructions)

Department of Corrections
 State of New Hampshire
 P.O. Box 14
 Concord, New Hampshire 03302

GOVERNOR

COMMISSIONER

1. Date: _____

2. **GRIEVANT:** _____ 3. Number: _____

4. Address: _____

5. Brief Description of Grievance: _____

Signature: _____
 (You will be penalized if statement is untrue)

(Use Attachments if necessary.)

To: **DIRECTOR** (Warden) Date of Director's Action: _____

Director's Action: _____

Authentication: _____

To: **COMMISSIONER** Date of Commissioner's Action: _____

Commissioner's Action: _____

Authentication: _____

(FORWARD ALL THREE COPIES AND PINK TO GRIEVANT.)

SP-52

Paper Trail
 Keep your own copies of any paperwork generated during this process.



FORMS & POLICIES

CASH WITHDRAWAL/ DEPOSIT SLIP

Using this Form

Cash Withdrawal or Deposit Slips are used in a variety of situations including, but not limited to:

- Paying for Copies
- Paying for Postage of Packages/ Property Mail Outs.
- Paying for a Money Order when Ordering Catalogue Items
- Security Deposits when borrowing items from departments (i.e. books and calculators from Education, blue dot books from Library, board games from Recreation)

Tips for Filling out A Cash Withdrawal Slip

Fill out legibly and use the “Explanation” area to describe what you are withdrawing and depositing funds for. For Example if you were sending out a book from property, you would write “Postage To: - Address of Recipient -, from Property.” Or if you were ordering copies from the library you would write “10 Library Copies.” Make sure to sign Inmate Authorization line.

Often you will not know what to put for “Account Charged/Credit For.” In these situation, such as when paying for postage, leave the \$ blank. Don’t fill out the “Balance after this transaction” area.

INMATE'S FUND CASH WITHDRAWAL OR DEPOSIT SLIP		
Date Cell # Housing Unit		
Name I.D. No.....		
055051	Account Charged For	\$
	Account Credited For	\$
	Balance after this transaction	\$
Explanation: 		
..... Staff Approval	 Inmate Authorization
		ADM-5 Revised 8/96

Funds on The Tablet

See page 6 for information about working with accounts on your tablet.



Criteria for Residents to be Approved for Security Sensitive Jobs as Listed in NHDOC PPD 7.15

- C3 classification for 120 days
- No records of possession of escape implements within last 5 years
- No records of possession of drugs with the intent to distribute or possession of weapons within the last 2 years
- No positive drug screen within the past year
- No major disciplinary infraction within the past 60 days.

Additional Factors for approving residents for Security Sensitive Jobs:

- Keep-away lists will be reviewed for all residents in an effort to maintain security and safety.
- The Unit Management Team may review all inmate job applications to assess suitability, genuine interests, and motivation to participate in the specific activity/work assignment.
- Residents working in these areas are subject to removal if their actions make them noncompliant with original approval standards.
- Staff may recommend against job approval even if you meet the criteria above.

Security Sensitive Areas of Employment:

- North Yard
- Visiting Room
- Maintenance
- Kitchen
- Health Service Center
- Canteen
- Property

Exceptions

Sometimes, with exemplary behavior, residents can obtain early approval for security sensitive jobs. Unit Captains may or may not discuss this possibility with you, but only if you ask...



FORMS & POLICIES
EARNED TIME CREDITS

Sources:

Library (For copies of the PPD's and RSAs)

Contact your Case Counselor/ Case Manager if you are ready to apply for Earned Time Credit

Lexis Nexis on Tablet (For RSAs)

Below is only a summary of the earned time bill. Visit the library to get a copy of the official document for a full description and criteria listings.

- You can receive up to 21 months off your minimum and maximum sentence.
- Must be at least C-3 with no "A" tickets for 90 days to apply.
- Anyone who is a validated member of a STG (security threat group) is not eligible to apply.
- If your Earned Time Credit application is still pending approval when you are released, the ETC still comes off your max date.
- Earned Time is not guaranteed. Contact your CC/CM for application process, not approval, CC/CM does not grant or deny.
- Reductions will be granted only for sentences being served at the time the eligible program was completed.
- Only programs completed while incarcerated apply.
- Contact Mental Health and the Family Connections Center for information about time off for Mental Health programming, and FCC participation.
- For more information contact your RCC representative.

Earned Time for Mental Health and FCC (page 66,23)

Contact Mental Health and the Family Connections Center for information about time off for Mental Health programming, and FCC participation.

Earned Time for Educational Programs (page 42-52)

(Unofficial document, see “Earned Time Credit Provisions” PPD 5.11, and RSA 651-A:22-a for official document. Contact your CC/CM to apply. Information accurate as of September 2015.)

HiSET (Page 51)

– High School Equivalency Certificate (formerly GED) 90 days off minimum and maximum sentence.

You can qualify for a 90 day reduction in you minimum and maximum sentence, if you complete your HiSET Testing while incarcerated.

Contact Education Guidance for more information on preparation courses and testing schedules.

HIGH SCHOOL DIPLOMA (page 42)

120 days off minimum and maximum sentence

Earning your high school diploma while incarcerated qualifies you for 120 days off your minimum and maximum sentence. Even if you have partially completed high school outside of prison, you can still qualify for earned time as long as you finish your class requirements while incarcerated. Contact Education Guidance about transferring credits.

COLLEGE DEGREE (Page 50)

Associate’s Degree – 180 days off minimum and maximum sentence

Bachelor’s Degree – 180 days off minimum and maximum sentence

Master’s Degree – 180 days off minimum and maximum sentence

Doctorate – 180 days off minimum and maximum sentence

You can qualify for 180 days off for each degree completed while incarcerated. Contact CTEC guidance for more information about New England College or Correspondence course info.

VOCATIONAL PROGRAMMING (page 45)

60 days off minimum and maximum sentence per Certificate Program completed.

After completing all required courses for a vocational program, you may qualify for earned time. Contact CTEC guidance for details on certificate requirements, as they are subject to change.



"GO TO" GUIDE

LIFER / LONG-TERM RESIDENT

If you are sentenced to serve a long sentence at the Concord prison, it is important that you review and understand the following policies. You can view and copy these PPDs and other documents from the library.

- Annulment/Pardon Investigations (P.P.D. 5.13)
- Behavioral Health Services (P.P.D. 6.05)
- Career & Technical Education Program (P.P.D. 7.02)
- Cell Feeds Corrections Special School District's P.P.D. 7.39)
- Citizen Complaints (P.P.D. 1.26)
- Chaplain's Responsibilities (P.P.D. 7.43)
- Classifications & Orientation Procedures (P.P.D. 7.15)
- Claims Made Against NH D.O.C (P.P.D. 1.35)
- Complaints & Grievances (P.P.D. 1.16)
- Computation of Sentence & Restoring of Good Time (P.P.D. 1.15)
- Corrections Special School District's Career and Technical Education Program (P.P.D. 7.02)
- Corrections Special School District Curriculum Corrections Special School District's (P.P.D. 7.37)
- Dental Health Care (P.P.D. 6.28)
- Departmental Decision Making (P.P.D. 1.43)
- Direct Delivery of Attorney/Client Protected Legal Material (P.P.D. 5.17)
- Disposal of Found or Confiscated Funds and Negotiable Instruments (P.P.D. 3.11)
- Earned Time Credit Provisions (P.P.D. 5.11)
- Education and Career and Technical Education Program Planning (P.P.D. 7.18)
- End of Life Care (P.P.D. 6.07)
- Family Connections Center (FCC) (P.P.D. 7.08)
- Family Crisis Visits/Funeral Attendance (P.P.D. 7.05)
- Health Care Regulations (P.P.D. 6.03)
- Health Education (P.P.D. 6.29)
- Hobby Craft (P.P.D. 7.26)
- Inmate Communications Committee (P.P.D. 7.03)
- Inmate Canteen Operations (P.P.D. 3.08)
- Inmate E-Mail Service (P.P.D. 5.24)
- Inmate Mail Service (P.P.D. 5.26)
- Inmate Marriage Request Procedure (P.P.D. 7.13)
- Issuance & Control of Inmate Property (P.P.D. 9.02)

85 | Lifer / Long-Term Resident

- Keep-On-Person Medications (P.P.D. 6.58)
- Library Services (P.P.D. 7.20)
- Male Sexual Offender Treatment Services (P.P.D. 6.35)
- Management & Control of Inmate Funds (P.P.D. 3.09)
- Master Index, Inmate Movement, Accounting, Attire & Identification (P.P.D. 5.30)
- Medical/Dental Diets (P.P.D.6.12)
- Medical Admissions (P.P.D. 6.44)
- Medication Delivery Systems (P.P.D. 6.49)
- Medical Parole Procedures (P.P.D. 6.13)
- Notification Designated Individuals Case Inmate Serious Illness, Injury, Death (P.P.D. 6.40)
- Offender Record Review (P.P.D. 1.06)
- Outside Medical Appointments (P.P.D. 6.15)
- Pain Management Clinic procedures (P.P.D. 6.41)
- Petition for a Recommendation to Modify or Suspend Sentence (P.P.D. 1.48)
- Phases and Programming at Transitional Housing Units (P.P.D. 7.47)
- Processing Spot, Disciplinary, Incident & Intelligence Reports (P.P.D. 5.25)
- Recreation Program Planning (P.P.D. 7.07)
- Religious Programming & Diets (P.P.D. 7.17)
- Sexually Violent Predator Treatment Standards (P.P.D. 6.33)
- SPU/RTU Therapeutic Recreation Program (P.P.D. 7.44)
- Telephone System (P.P.D. 7.28)
- Treatment/Service Plan (P.P.D. 6.14)
- Use of Health Service Facilities (P.P.D. 6.53)
- Visiting Policy (P.P.D. 7.09)
- Work Assignment Criteria (P.P.D. 7.15)
- Durable Power of Attorney (Law Library)
- Durable Power of Attorney Healthcare (Law Library)
- Federal Interagency Reentry Council Facts/Myths (Law Library)
- Last Will and Testament (Law Library)
- Limited Power of Attorney (Law Library)
- Outside Legal Agencies (Law Library)
- Pharmacy Complaints Form (Law Library)
- Social Security, Welfare & State Rehabilitation Office (Law Library)

Go to the Library Section on page 58 for your unit's library schedule or for information on how to attend the Law Library.

PPD.



COMMON TERMS & ACRONYMS

PPD—Policy and Procedure Directive. The Rules of the NH DOC.

DOC—Department of Corrections

Count Time— The times of day when inmates must be available (per your unit rules—usually standing by one’s door) for roll call.

Inmate Request Slip (IRS)—A form inmates use to communicate formally with staff and departments.

Canteen—Where inmates can order food and hygiene items

RCC—Resident Communications Committee

Unit/Block Team-The Managing and Security staff of a living area.

Movement—The time when inmates are allowed to move through the yard (with permission/pass).

Yard—1. An outdoor recreation area. 2. The outdoor area between units and other buildings. (The South Yard encompasses the outdoor area between the Gate House and the main gate beyond the main tower).

T.A.B.E—Test of Adult Basic Education.

HiSET—Replaced GED as the New High School Equivalency Test

North Yard Gate House— the secure entrance and gate separating the south and north yards.

Open Enrollment—For a class/group, the ability to apply to join at any time.

Quarterly Enrollment-For a class/group, you can only apply to join before each quarter of the school year.

State Pay—1. The time of month when last month’s pay is available on one’s account. 2. The base pay all inmates get while in prison (.85 cents at this printing), your current job adds pay on top of this.

Inmate Accounts—Refers to the department that handles the financial accounts for inmates including pay, purchases and money orders.

General Account/Trust Account—The account each inmates has that keep track of his/her funds.

CCU—Closed Custody Unit. C-4 security level.

SHU—Secure Housing Unit. C-5 security level.

GP - General Population 1. All inmates assigned to a C-3 security level. 2. The areas in which C-3 inmates live/access.

GSHS—Granite State High School

CTEC-Career and Technical Education Center

Job & Information Fair—A quarterly event C-3 inmates can attend you learn about opportunities in the prison.

Property – 1. An inmates stuff 2. The department that handles an inmates incoming and outgoing stuff.

Cash Withdrawal Slip—Like a check for inmates, a form that allows inmates to pay for items in the prison or send out money orders.

RPS—Job Code: Reduced Pay Status. Can't get a new job for 90 days.

PAR—Security Designation/Job Code: Pending Administrative Review.

UST—Job Code: Unit Service Team.

