



DEPARTMENT OF CORRECTIONS

INMATE HANDBOOK



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Belknap County DOC Inmate Handbook

The purpose of this handbook is to provide you with the necessary rules and information that you need to be aware of and clarify what this facility expects of you during your period of incarceration.

During your time with the Belknap County Department of Corrections, it is expected that you will conduct yourself in a respectful manner at all times.

It is our goal to maintain a mutual respect between inmates and staff at all times. You are expected to read and understand these Rules and Regulations and abide by them at all times. If you have a problem reading or understanding the Rules and Regulations, or if you have questions, bring your concerns to the Correctional Officer on duty.

DO NOT USE THE INTERCOM FOR NON-EMERGENCY QUESTIONS.

General Information

Classification

After you have been processed and admitted into the facility you will experience two intakes. The first intake will be the initial booking process including a medical screening. The second process will be your initial orientation and classification.

It is important that you provide accurate information during these interviews and booking procedures. Your medical screening will be done immediately and the classification interview will be completed within 72 hours of your arrival. Upon completion of the classification interview you will be assigned to an appropriate housing unit. Refer to this booklet for any further questions you might have. Check notices that are posted in your housing unit for updates on programs or other pertinent information. Officers are also available to address questions or concerns you might have.

**The intercom is to be used for emergency purposes only.
(It's not to be used for questions such as "Did I have money dropped off?")**

Know your status

- **Pretrial:** (You are here because you have not been able to post bail or no bail has been set yet).
- **Sentenced:** (you are here because you were found guilty in a court of law and have been sentenced to serve a determined amount of time).

Know the unit you have been assigned to. Each classification has different visiting, program days, and other activity times. You will be assigned to a cell and informed of programs available to you. Special needs should be discussed with the Medical Department and/or Classification Officer. Visiting times will be determined by your classification level.

Classification and the assigned Sergeant will assign you a specific unit and cell. You are not allowed in another inmate's cell for any reason or to swap your cell without permission of the Sergeant on duty.

The day shift Sergeant will assign you to a specific work detail. You are expected to perform your assigned duties to the best of your ability. Sentenced inmates will be assigned to Minimum Security units. Sentenced inmates with detainers will be classified on a case by case basis.

Upon admission to a Pod or Dorm you will be assigned facility issued clothing, hygiene items and your cell or bunk assignment. Pending sentencing, reclassification or reassignment by the appropriate authority, this will be your living area.

All Inmates

1. Sentenced inmates shall have their beds made and their housing areas cleaned by 0545 daily with no exceptions. All inmates shall have their cells cleaned and their beds made by 1100 daily unless the Medical Department requires bed rest.
2. You are responsible for the cleanliness of your cell and housing area. It will be clean & neat at all times.
3. You must keep pictures and in the designated area assigned to your cell or bunk. Pictures from magazines and drawings shall not be posted.
4. You will not affix pictures or any item to the walls, doors, ceilings, bunks and showers areas, nor will you deface the foregoing by drawing, carving or writing on them.
5. Cell and door windows, vents and night lights are not to be blocked at any time by towels, paper or any other material.
6. Attaching clothing, towels, or any other item to the smoke detector or sprinkler head is strictly prohibited. These are installed for your safety and tampering with these devices will not be tolerated. Tampering or interfering with a Fire or Smoke Detector is a Felony-level offense.
7. You may have, but not exceed, the following reading material in your cell: 1 daily newspaper- 1 Bible, Koran, Etc, -1 book – 1 magazine (total of 3 personal or library). GED materials are exempted from the above list & Work/Release paperwork if cleared by the Community Corrections Officer.
8. Individual cell checks will be conducted daily during every shift. Expect to have your cell inspected.
9. Inmates are prohibited from being in any cell other than the cell to which they are assigned; any visits for social purposes shall be in common areas.
10. Any inmate(s) involved in a fight with another inmate shall be locked up for 72 hours with their privileges revoked. These incidents will be referred to the Belknap County Sheriff's Department

for investigation. You will also be subject to in house disciplinary action and continued loss of privileges. An assault in a correctional facility is a Class B Felony.

11. Overhead lighting in your cell or common areas shall not be covered or tampered with.
12. Inmates are to be full dressed while traveling to and from the shower.
13. Inmates attempting to open any restricted secured or unsecured door shall face disciplinary action.

Clothing and Cell Items

Upon admission to the facility you will be issued facility clothing based on your level of classification. Personal clothing including footwear is not allowed other than sneakers approved work boots for sentenced inmates. If you are sentenced for more than 30 days or if you arrive with an excessive amount of clothing and/or personal items, you must make arrangements to send your property home except for one (1) change of clothing.

If it becomes necessary in the interim to go to court, you may send a request slip to a Sergeant, for permission to have a family member bring clothing in. You may keep one set of personal clothing in the property. Street clothes may be swapped for court clothes if they are approved. The wearing of personal clothing will be considered contraband and confiscated unless you are reporting to or from work release.

The following is a list of approved clothing items allowed in your cell or bunk area for pretrial and sentenced inmates.

Medium & Maximum Security Inmates

- 2 uniform shirts
- 2 uniform pants
- 2 pair of socks
- 2 pairs of boxer shorts
- 2 T-shirts
- 1 towel
- 1 top sheet
- 1 fitted bottom sheet
- 1 pillow case
- 1 blanket (2 during the winter months)
- 1 pair of sneakers
- 1 pair of shower shoes
- 1 mattress
- 1 pillow
- (sweatshirts may be purchased from the commissary)

Minimum Security Inmates

- 3 uniform shirts
- 3 uniform pants
- 3 pair of socks
- 3 pair of boxer shorts
- 3 T-shirts
- 1 towel
- 1 top sheet
- 1 fitted bottom sheet

- 1 pillow case
- 1 blanket (2 during winter months)
- 1 pair of sneakers
- 1 pair of shower shoes
- 1 mattress
- 1 pillow
- (Sweat shirts may be purchased from the commissary)

Female inmates may wear their own personal bras and underpants. They must be white in color, sports bras only (no metal underwire bras are permitted). High rise briefs are permitted (bikini or thongs are not permitted).

Any food or beverages not sold in the commissary will be considered contraband. Food saved from inmate meals will be considered contraband and thrown out.

Personal footwear is allowed such as sneakers that are worn into the facility. Footwear may be purchased from the commissary or mailed directly from the store. Steel toed boots are not permitted.

Laundry

An inmate will be responsible for laundry set-ups including folding and monitoring of the conditions of issued clothing.

Inmate clothing will be exchanged on Tuesday, Thursday and Saturday on 2nd shift. Clothing will be exchanged on a one-for-one basis. If you turn in a towel you will receive a towel. All issued clothing must be turned in prior to your release. You will be responsible for all damaged clothing. Money will be deducted from your general account for all damages to issued clothing and linens.

Special Needs Items / Medical Needs

You must be authorized by the Doctor to possess any medical or special needs items. These items include but are not limited to C-Pap Machines, electric razors, crèmes for skin conditions (Pro Active), dandruff shampoo, etc.

Diet restrictions or special diets are to be addressed with medical staff only. Inmates caught bartering his / her special requested diet tray will be denied their diet tray immediately.

General Conduct

1. All inmates are subject to the authority of the Chain of Command of the facility, as well as work Supervisors and Department Heads for any detail outside of the facility.
 - a. Any requests shall be first made to the Officer Assigned to the unit or the Pods Officer.

- b. By following the Chain-of-Command additional requests shall be made in writing if it becomes necessary to speak with a higher authority. (Request slips are available on the wish cart).
- c. Your attitude and behavior will play an important role in how you will spend your time here. Early release and special work assignments are possible depending on your behavior. It's expected that you will be considerate to staff as well as fellow inmates. (All disciplinary actions are reviewed)
- d. All inmates are prohibited from violating the Rules and Regulations of the institution.
- e. Violations of these Rules and Regulations will be dealt with according to the level of the violation.

Disciplinary Board

This board is to afford you the right to due process in the event that you have been accused of an infraction of the rules and regulations contained herein. This board has the authority to hold hearings on all infractions and incidents. It has the authority to impose sanctions such as disciplinary segregation and loss of good time. Be advised that the sentencing court will be contacted when disciplinary action is taken.

Hearing Process

Disciplinary Violations are classified as A, B & C level violations.

- A: Violations will be charged as the most serious offenses of Assault, Fights, Fires, Drug use or possession, etc.
 - B: Violations will be those non- violent acts where there has been no drug involvement & no injuries or damage to county property.
 - C: Violations will involve misbehavior and minor rule infractions without injury, possession of non-dangerous contraband & first offense violations.
1. Any inmate who violates the Rules and Regulations set forth by this facility shall be subject to the following:
 - a. Disciplinary Board and sanctions for Class A or B violations;
 - b. Court Actions;
 - c. 24 hour lock-up and sanctions for class C violations.
 2. Should a violation occur, the following process shall be followed:
 - a. You will be notified in writing of a hearing at least 24 hours prior to the scheduled hearing time.

- b. The charge/s shall be contained in the disciplinary notification along with the classification of the violation "A or B" in addition to the date & time the hearing is to be held.
3. The hearing Board shall consist of a chairman in the rank of Sergeant or above and a Correctional Officer who was not involved in the incident.
4. All hearings shall be conducted with rights of "Due Process" and shall not be arbitrary or vengeful in nature.
5. You will have the right to call witnesses and to cross-examine any and all witnesses at the time of the hearing. You further have the right to examine physical evidence and/or documents which support the charges against you, unless said evidence or cross examination creates a harmful situation, risk of reprisal or endangerment to the safety and security of staff, the facility or another inmate.
6. The Chairman of the Disciplinary Hearing must be notified prior to a hearing of any witness you desire to have present at your hearing. The Chairman reserves the right to restrict or deny access to any witness for cause.
7. An inmate may immediately appeal the Board's decision to the Superintendent. However, the appeal must be filed in writing and no more than 5 days after the hearing.
8. If an inmate is illiterate or has disabilities, the inmate is entitled to the following:
 - a. Seek aid from a fellow inmate
 - b. Request the chairman of the Disciplinary Board to appoint a staff member to assist the inmate in his defense.
9. The Chairman shall make a written finding as to the charge(s) and the penalty shall be submitted in writing to the detainee and the Superintendent or his designee within 24 hours of the hearing.
10. The Chairman decision may be appealed to the Superintendent or his designee in writing within 7 days after the hearing. The appeal shall contain the basis for the appeal.
11. The Superintendent or his designee will respond with a decision in writing to the detainee within 5 working days.
12. If the Chairman or the appeal through the Superintendent finds the detainee innocent of the charges, all reference to the said offense shall be removed from his or her file.

Major Offenses A & B's

1. Arson
2. Extortion

3. Bribery
4. Gambling
5. Dangerous Contraband, and other major offenses including but not limited to the following:
 - a. Weapons as any item/s that may have been converted from its true form, to an item which could cause harm to another individual or to self.
 - b. Possession or use of drugs, narcotics, drug paraphernalia or items converted from their original use to become drug paraphernalia (automatic 72 hour lock-up) in addition to a disciplinary board hearing.
 - c. Possession, consumption, and preparation of alcoholic beverage/s including "home Brew".
 - d. Body piercing, tattooing or any form of self-mutilation.
 - e. Assault on an Officer or an inmate pursuant to RSA 642:9 Class B Felony (Automatic 72 hour lock-up) in addition to a disciplinary hearing.
 - f. Escape or attempted escape & possession of implements for escape.
 - g. Failure to report or return from a detail, Work Release Program or Electronic Monitoring (deemed and escape).
 - h. Inciting or participating in a riot.
 - i. Intentional activation of sprinklers, fire alarms or smoke detectors.
 - j. Threatening an Officer, a staff member or another inmate.
 - k. Intentionally tampering with or plugging plumbing, heating or electrical systems.
 - l. Malicious damage to any County Property.
 - m. Sexual misconduct.
 - n. Refusal to do or complete an assigned detail.
 - o. Tampering with locking devices, security systems, communication equipment & dayroom furniture.
 - p. Disorderly conduct including verbal threats and intimidation.
 - q. Refusing to lock in, disobeying a direct order or conveying false information.
 - r. Being in an unauthorized area without permission, i.e. Away from a work detail, block, or another cell.
 - s. Hoarding prescribed or un-prescribed medications & extorting from another inmate (s).
 - t. Fraudulent or forged requests of any type, which circumvent established rules.
 - u. Unauthorized telephonic, wireless or landline communication including pagers from within or outside the facility including work released. (Including unauthorized use of another's TID).
 - v. Telephone harassment, fraud by telephone or destruction of telephone equipment.
 - w. Failure and/or refusal to take a urinalysis or alcohol test.
 - x. Stealing or unauthorized possession of another's property.
 - y. Racial harassment toward Inmates or Staff.

Nothing herein shall limit the right of the Department of Corrections Authorities to prosecute infractions pursuant to New Hampshire or Federal Statutes. Violations of any of the foregoing may be referred to the appropriate Law Enforcement Agency.

The following sanctions may be imposed for misconduct:

1. Loss of any or all "Good-Time" accrued.
2. Loss of any privileges * (Including visits, Educational Programs, AA, NA, and GED)
3. Transfer to segregation of another housing unit with a 30 day review for continued non-conformance.
4. Cell confinement or indefinite lock-up.
5. Transfer to a higher custody level.
6. Administrative Segregation
7. Additional work details
8. Restitution for damages to County Property.
9. Formal charges in appropriate court in matters that reach a severity which cannot be dealt with by disciplinary segregation, i.e. assault, escape, malicious damage.

Minor Offenses (Class C Violations)

- a. Sanitary violation, either personal, cell or dayroom.
- b. Contraband of the non-dangerous or unauthorized type, i.e. clothing, money, etc.
- c. Failure to arise for or attend scheduled work.
- d. Abusive language or disruptive behavior.
- e. Unsatisfactory performance during work details.
- f. Failure to conform to Rules & Regulations not previously addressed in this document.
- g. Repeated poor board reports.
- h. Excessive noise in hallways and classrooms.
- i. Passing of notes.
- j. Using the intercom for non emergency purposes.

The following sanctions may occur for the above behavior.

1. Cell confinement not to exceed 48 hours.
2. Confiscation of unauthorized items (s), which will not be returned.
3. Three (3) lock-ups or documented warnings shall be upgraded to a Major Violation and the Inmate shall have a hearing before the Disciplinary Board.
4. Additional work details.
5. Loss of program privileges.

Public Record

A copy of this manual and any Rules and Regulations affecting the inmates detained in the Belknap County Department of Corrections facility, shall be available for examination by any interested citizen at the Belknap County Department of Corrections.

Personal Appearance and Hygiene

1. All inmates shall maintain a clean and appropriate personal appearance.

- a. Personal hygiene is a must; showers are available to all inmates and shall be used daily during designated times.
 - b. Sentenced inmates must be clean-shaven at all times. Sideburns must not exceed below the ear lobe, mustaches must be neatly trimmed and not exceed below the upper lip.
 - c. Razors are to be used to shave your face and neck only. Shaving your body and head is prohibited.
 - d. Female inmates will be allowed to shave their legs and underarms.
 - e. Jewelry shall be limited to a plastic religious medal on a string and a wedding band. Earrings, watches, body piercings and other rings are prohibited.
 - f. Spacers used to maintain a piercing will not be tolerated. Comb teeth are to be used for grooming your hair only. They are not to be used in your ears, nose or other areas to keep piercings open.
2. Clothing is supplied by the County and will be cleaned and maintained by the County.
- a. Assigned clothing shall not be ripped, altered, written upon or destroyed.
 - b. Inmates shall be dressed in appropriate clothing at all times.
 - c. Shirts and pants shall be worn to all programs, visits and work details.
 - d. Sweatshirts shall not be worn over issued inmate clothing or out of your assigned housing unit.
 - e. Footwear shall be worn at all times.
 - f. Clothing purchased from the commissary shall not be altered, written on or modified from its original condition. If altered, the item will be confiscated and placed in your property until your release from custody.
 - g. Pants and shirts shall be appropriate size and pants shall be worn at the waist. **(NO LOW RIDE)**
3. Work release inmates shall change from their personal clothing into county provided clothing immediately upon your return to the facility.

Money

1. All money shall be deposited into your General Account upon entry to the facility following sentencing or after your initial arraignment. No money is allowed on your person. Upon your release from the facility, a Master Debit card or check will be issued to you for the remaining balance of your General Account. This card may be used as a normal debit card for any purchases or for deposit into your own bank account once released.
2. Certified Bank Checks and Money Orders may be mailed to the facility in care of the inmates or they may be dropped off during normal business or visiting hours. **Personal checks or cash will not be accepted.** Money orders received after noon on Thursday will not be deposited into your General Account until the following Monday. In the event a Holiday falls on Monday your account will not be credited until noon on Tuesday.
3. Money may be deposited into your General Account 24 hours a day 7 day a week at: www.offenderconnect.com

4. Money deposited on line may not immediately be reflected in your general account until the following business day.

Commissary

All commissary orders must be ordered by phone no later than Tuesday at 10:00 Pm. Orders placed after Tuesday at 10:00 Pm will not be delivered until the following week.

Commissary orders are delivered and distributed to inmates on Thursday afternoon by 2nd shift. Occasionally deliveries are a day or two late due to hazardous travel conditions. These orders will be distributed as soon as they arrive. All orders are place from the phone provided in your housing unit.

Transferring commissary to another inmate is strictly prohibited. Commissary items not claimed within 72 hours of your release will be distributed to indigent inmates.

Smoking and Tobacco Products

The Belknap County Department of Corrections is a smoke free and tobacco free facility. Inmates found with tobacco products will face Disciplinary Segregation and loss of privileges. Visitors caught dropping off or providing tobacco products for inmates shall be prosecuted.

Telephones

1. Telephones are located on each housing unit with the exception of the segregation units. All phones require a Telephone Identification Number (TID) for operation. The booking officer will give this 4-digit number to you during the intake process. The number given to you by the booking Officer is confidential for your use only & must be put to memory during your stay at this facility.
2. Telephones may be used from 7:00 Am to 10:00 Pm. Please limit the length of your phone call and give consideration to your fellow inmates.
3. When properly using your TID# you can make both Debit & Collect telephone calls. Debit calls allow you to pay for the call & money will be automatically deducted from your general account.
4. Collect calls are billed to the party you are calling & and will require your friends & family to set up an inmate telephone account. They may do this by contacting the Inmate Telephone Service Monday- Friday 8:00 Am -8:00 Pm EST. at 1-814-949-3303.
5. Telephones may be randomly monitored and recorded for the safety and security of the institution.

6. Use of another inmates TID number will result in disciplinary action.

Programs

Programs are available to most inmates based on your classification level. Classes are offered for rehabilitation, educational services, vocational training, substance abuse and religious services. New classes start regularly and the Program's Director will post the dates and times in your units. Attendance and participation in groups are to your advantage and you are responsible for your attendance. Courts occasionally monitor attendance and require completion of programs prior to your release. The courts will be notified if you fail to meet your court ordered obligation. **Punctuality is a requirement to remain in a program. Any unauthorized conduct or contact such as passing notes at programs will result in your suspension from the program.**

Mail

1. If you have no money and are indigent, you are allowed to send out 3 letters per week at the County's expense however your inmate account will be charged for these costs and will become "recoverable" if money comes in to your account at a future time.
2. All other personal mail shall be at your expense.
3. Privileged mail pertaining to the charges you are currently being held on including Attorney Mail and Court paperwork are at the County's expense if you are indigent.
4. Books and magazines must be sent directly from the publisher via US Mail, UPS, Fed EX or another carrier directly from the store in which they were purchased. You will not receive any publications that are sent from a private address.

Wake-Up

1. Daily wake-up time for inmates sentenced to the House of Corrections is 5:30 Am. It shall be your responsibility to be ready for your scheduled work assignment. You are allowed to lie back down on your bunk uncovered until the 6:30am standing head count. You will then remain up and off your bunk until 4:00 Pm weekdays and 3:00 Pm on weekends.
2. Sentenced inmates are to be dressed, clean shaven and your bed made by 5:45 Am.
3. Refusal to get up as directed will result in a 24 hour lock-up with loss of privileges and an incident report will be filed.
4. Exempted are inmates who are assigned late night details.

Lockdowns and Standing Head Counts

To ensure your safety as well as physical and mental health, the following is the general schedule for lockdowns and standing head counts for all inmates (Times may vary):

0630: Lockdown – headcounts reported. Inmates remain locked down.

0700: Standing Head Counts – All inmates are to be on their feet and headcounts are reported. Cell doors are opened after the count is verified.

1430: Lockdown – headcounts reported. Inmates remain locked down.

1500: Standing Head Counts – All inmates are to be on their feet and headcounts are reported. Cell doors are opened after the count is verified. HOC/Gym and Attic Dorm are allowed on their bunks at this time.

2230: Lockdown – headcounts reported. Inmates remain locked down for the night.

2300: Shift Change Headcount – headcounts reported and verified. Inmates remain locked in.

0600: Cells opened for breakfast

*Refusing to comply with a lockdown or standing headcount will result in 24 hour lock-up. An incident report will then be filed and a disciplinary hearing will be scheduled.

Recreation

1. Recreation areas are provided for your use with conditions. These areas must be kept neat & clean at all times. Damage or mistreatment of these facilities will result in loss of privileges for an indeterminate length of time.
2. Outside yard time will be conducted at times when weather permits.
 - a. Inmates shall not re-enter the building until the yard time is over. The sole exception would be an unscheduled visit with your Attorney or Probation & Parole.
 - b. Yelling and Boisterous behavior will not be tolerated.
 - c. There shall be no conversing with anyone outside of the exercise yard.
 - d. Basketballs are supplied during yard times for shooting around and playing taps. "Basketball games" will not be permitted due to the risk of injury.
 - e. Radios and water bottles are not permitted outside during yard time.

Work Detail Assignments

1. As required by RSA 30-b: 17, sentenced inmates are required to perform work details while incarcerated and are not considered employees of the Belknap County Department of Corrections.
2. Pre-trial inmates are required to perform work details within their housing units however they may also sign a waiver to become assigned to a regular work detail based upon the need and their particular security classification. Therefore, the following shall apply.

- a. Inmates on work details shall not be eligible for Workman's Compensation Benefits irrespective of their assignment.
 - b. Sentenced inmates shall perform their work details pursuant to RSA 30-b: 17 or other applicable law.
 - c. No contract for hire shall exist between an inmate and the County.
 - d. Any inmate injured shall not be entitled to any right, benefit, or privilege available to Belknap County employees and Workers Compensation shall be deemed waived.
 - e. Any monetary payment shall be at the discretion of the Corrections Superintendent and such payment if any, is subject to recession or change without prior notice.
3. All work details shall be assigned by the day shift Sergeant.
 4. All inmates will perform work details promptly. You must be ready to go to your assigned work detail on time and you must go directly to your assignment. You shall not leave your assigned area without express consent of the detail supervisor or persons authorized to grant such action.
 - a. You shall not fraternize with the public.
 - b. You shall not use any telephone or other communication device other than the inmate telephone provided in your housing unit.
 - c. Under no circumstances are you allowed in any vehicle other than a County vehicle without proper supervision.

IF YOU ARE FOUND IN AN UNAUTHORIZED VEHICLE YOU MAY BE CHARGED WITH ATTEMPTED ESCAPE.
 5. On completion of your work detail, you will return immediately to the House of Corrections.

Inmate Movement

Inmates are to move directly from job assignments, visiting, Programs, Church Services and details in a quiet and respectful manner. You shall not communicate with other inmates in the hallways or through doorways in dayrooms. These violations will not be tolerated and may lead to your suspension from programs and / or work assignments.

Good Time

"Good Time" is an incentive for you to maintain appropriate behavior and performance during the time you are sentenced at this facility. Good time is not automatic: it must be earned.

1. RSA 651: 18 states that any prisoner whose conduct has been meritorious may be issued a permit and discharged by the Superintendent of the County Department of Corrections when he has served 2/3rds of his minimum sentence, **provided it shall appear to the Superintendent to be a reasonably probability that he will remain at liberty without violating the law and will**

conduct himself as a good citizen. (Example: Sentenced to 12 months with good time you may be released in 8 months)

- a. There is no good time for Mandatory Sentences.
 - b. There is not good time when sentenced for payment of fines at \$50.00 per day.
2. Work assignments are required.
 - a. All sentenced inmates are required to perform every work detail to which they are assigned, provided that they are medically able (Doctor's Order) and the assignment doesn't pose an unreasonable occupational or safety hazard.
 3. Early release will not be considered if you refuse work assignments.
 4. Additionally, your participation in programs and counseling will also enable your opportunity for early release.

Pre/Trial Credit

If you are being detained in a pre/trial status you may be accruing credit toward your sentence if you are ordered to serve at the Belknap County Department of Corrections or the New Hampshire State Prison.

Legal Documents

1. All sentenced inmates filing motions for Furloughs, Sentence Reductions & Work Release must send a copy of their motion to the Captain.
2. Notary Services are available to sign Financial Affidavits only. Send a request slip to administration and your document will be notarized as soon as possible.

Work Release

An inmate may apply for this program after serving thirty days of their sentence.

1. You must have work release included in your sentencing order from the court.
2. You should request to see the Community Corrections Officer (CCO) for more information about work release.
3. You must apply for this program through the Community Corrections Officer.
4. Your performance, work record, board reports and behavior will all be evaluated.
5. It shall be your responsibility to apply to the appropriate court as well as find employment. The CCO will assist you in this process.

Electronic Monitoring / Home Confinement

If you are sentenced and eligible or currently on work release, you may be considered for Electronic Monitoring and Home Confinement providing you meet certain criteria and the sentencing court or Superintendent have no objections. For information concerning this program a request slip must be directed to the Community Corrections Officer,

You must reside in Belknap County & meet numerous guidelines to qualify for this program. Some exceptions may be made due to medical conditions and work limitations. These are on a case by case basis and the County reserves the right to deny electronic monitoring for any reason.

Medical

Medical decisions and actions regarding the health care services provided to all inmates housed at the Belknap County Department of Corrections are subject to the sole responsibility of qualified health care personnel.

Notify a Correctional Officer if you have any medical difficulties which were not divulged during your intake screening and arrangements will be made for you to be seen by a nurse.

If you do not feel well, notify a Correctional Officer.

1. If you are a sentenced inmate and cannot go on your assigned work detail, notify a Correctional Officer.
2. You will be placed in Medical Segregation and will be seen by a nurse.
3. You will remain in Medical Segregation to recuperate until the nurse determines you are no longer ill.
4. You will not participate in any recreational activities until cleared by the nurse to do so.

A Physician or Physicians Assistant visits once per week.

1. You must advise the nurse in advance by filling out a Medical Request Slip if you wish to see the Physician during his / her visit.
2. Only medications prescribed by or approved by the Departments Physician will be allowed.
3. Hoarding of prescription medications will result in disciplinary action.
4. Medication passes are scheduled at 0800, 1400 and 2000 daily. It is your responsibility to be up and in line when medications are being distributed to your housing unit. Unacceptable behavior in medication lines will result in disciplinary action.

IF YOU ARE ON A PRESCRIBED MEDICATION OR SCHEDULED TO SEE THE PHYSICIAN OR NURSE YOU MUST BE APPROPRIATELY DRESSED TO BE SEEN. LONG PANTS, FOOTWEAR AND A T-SHIRT ARE REQUIRED FOR MEDICATION PASSES. A FULL ISSUED JAIL UNIFORM INCLUDING SHOES AND SOCKS MUST BE WORN WHEN REPORTING TO THE MEDICATION ROOM.

5. If you are experiencing dental problems you must notify Nursing Staff.
 - a. Arrangements for extractions shall be made if required.
 - b. The County will not be responsible for cosmetic dental work.
 - c. Sentenced inmates have the option to see a dentist at their own expense. You must request a furlough and they County will not be responsible for any expenses accrued while on temp – release.

Special Requests

1. Special request should be written on a request form & directed to the Duty Sergeant. All requests will be reviewed & referred up the Chain of Command as necessary & a reply will be sent back to the inmate within 72 hours. (Weekends & Holidays are excluded)

Grievances

Informal /Oral Grievances or Complaints

1. Any grievance should first be brought to the attention of a Correctional Officer on duty.
2. If the Officer is unable or unwilling to assist in finding a remedy to your problem, follow the Chain of Command and request to speak with the Sergeant.
3. If you are not satisfied with the solution offered to you by the Sergeant, you may write a Grievance to the attention of the Captain.
4. All Grievances directed to the Captain will be reviewed and answered within 72 hours. (Weekends, Holidays and Vacations are excluded)
5. Detainees may present issues of concern informally to any staff member at anytime within five days of the event that is precipitating the grievance.
6. Incidents reported after five days will most often be dismissed by the Captain on procedural grounds. The Captain will maintain all records of grievances.
7. Copies of grievances filed by detainees will be maintained in the inmates file for ten years.

Formal / Written Grievances

8. All formal written grievances & emergency grievances must be sent directly to the Captain.
 - a. Detainees may file a formal grievance, no later than five days after the event or after unsuccessful conclusion of an informal grievance.
 - b. These grievances will be reviewed ASAP and answered within 72 hours of their receipt.
 - c. A Detainee Grievance Log will be maintained by the Captain & a log will be assigned to track all formal & informal written grievances.
 - d. Documentation will include the receipt date of the grievance, also the date & disposition of the grievance. All grievances will be logged in chronological order.
 - e. Nuisance or petty grievances rejected on procedural grounds i.e. filed after the deadline or late will also be recorded in the Grievance Log.
 - f. In the event that an inmate is unable to articulate a complaint or grievance in writing Corrections Officers will attempt to recruit another inmate to assist him / her in writing the grievance.
 - g. Classification Officers will also assist with the preparation of grievances when necessary.
 - h. Illiterate, disabled or non – English speaking detainees will receive additional assistance from Classification Officers upon request. To include translating assistance and in the case of an ICE detainee the appropriate ICE Office will be called immediately.
 - i. No detainee may submit a grievance on another detainee's behalf.

Emergency Grievances

Emergency Grievances will be given directly to the Sergeant or Shift Supervisor & will be immediately referred up the Chain of Command as necessary.

In the case of a State Prisoner, ICE Detainee or a Federal Prisoner, the detainee may give in hand and Emergency Grievance to the appropriate officer if he is present in the facility, hand his grievance to a Sergeant or Shift Supervisor or mail it to the appropriate agency.

Grievance Appeals

1. Unsatisfactory grievances decisions may be appealed to the Superintendent in writing. Any available paper may be used for your appeal.
2. Issues that can be resolved or answered in house will be addressed by the appropriate member of the Chain of Command within 72 hours of receiving the grievance or appeal. (Weekends and Holidays are excluded).

3. The Superintendent or Deputy Superintendent reserves the right to delegate and / or assign any Corrections Employee, the task of answering a special request or the investigation and / or resolution of the grievance.

Grievance Appeal Exceptions

1. In the event that an inmate is not satisfied with response that he or she receives from the Administration of the Belknap County Department of Corrections, he or she may appeal to the appropriate authority.
2. ICE, US Marshalls Detainees or State Prison inmates may write directly to the agency involved or fill out a request slip to the Captain and it will be forwarded to the appropriate agency.
3. Nothing in this policy prohibits any individual being detained, from writing to other Public Officials, Courts, Attorney's and Attorney General's Office or the Justice department.

They may be reached at the following addresses:

- | | |
|--|---|
| 1. Belknap County Attorney
64 Court Street
Laconia, NH 03246 | Concord, NH 03301-6397 |
| 2. Office of the Attorney General
33 Capitol Street | 3. Department of Justice
P.O. Box 27606
Washington, DC 20038-7606 |

Visiting

Visitors Defined:

1. You may submit a list of up to ten (10) people on a request form. Your visiting list may be changed or updated once per month and must be submitted to the assigned 3rd shift Officer's no later than the 1st of each month. Names previously on the list must be removed as to not exceed ten visitors. Visiting list must contain complete information or it will be returned to you for completion. No visitors will be added from the list until the entire list is complete and accurate. It is your responsibility to obtain all information required on the visiting form.
2. You must advise those on your list that a positive picture ID is required prior to visiting.
3. Minors under the age of 16 must be accompanied by their parent or legal guardian. Visitors ages 16 and 17 may be permitted to visit unaccompanied if their parent or legal guardian correctly submits the required form.

4. **Contact visits are not allowed.**
5. **All visits are (60) minutes in duration and no more. No more than (2) visitors are permitted each visiting session. Visiting is not to exceed (1) hour total time.**
6. **Attorneys & Clergy**
 - a. **Attorneys and approved members of the Clergy will be allowed to visit at any reasonable time along with regularly scheduled visits.**
7. **Exceptions:**
 - a. **Visitors who violate any rule of the Facility will risk the loss of future visits.**
 - b. **Any disruptive behavior by either you or your visitor shall be grounds to terminate the visit.**
 - c. **No individual shall be allowed to visit if in the opinion of the Correctional Officer that the individual is under the influence of drugs and / or alcohol.**
 - d. **The Administration may deny any visit, which would endanger the security of the Facility or for just cause.**
 - e. **Any inmate who has been released from the Facility may not return as a visitor for (6) months after release.**
 - f. **The Administration may grant special visitation privileges due to hardship of for unusual circumstances.**
8. **Visitor Request Form:**
 - a. **You must obtain a Visitor Request Form from the Wish Cart of from a Classification Officer.**
 - b. **Any Person who is not listed on your visiting form will not be allowed to visit.**
 - c. **Should you wish to change a name on your list, you may do so once per month by submitting a new Visitor List Form to 3rd shift by the 1st of each month.**
 - d. **The visiting schedule for each unit is posted in this handbook, on the County Web Site and in the Public Lobby.**
 - e. **Administration reserves the right to review and refuse visitation for just cause.**
 - f. **Visitors are required to dress appropriately and the Department of Corrections reserves the right to disallow visitation for any offense, inappropriate or questionable dress.**

- g. Visitors are expected to have no physical contact with inmates and to exhibit respectful language and behavior. The Department of Corrections reserves the right to terminate a visit at any time.
- h. Outerwear, hats, pagers, cell phones, cameras, recorders, cigarettes, food items, pocketbooks, MP3 players and like items shall not be permitted in the visiting room.
- i. Visitors are subject to search. Searches will be conducted by a staff member of the same sex. Refusal to submit to a search will result in revocation and loss of visiting privileges.

Visiting Hours

Maximum Security Visiting

Monday Night: 5:00 Pm to 6:00 Pm
Saturday Morning: 9:00 Am to 10:00 Am

Medium Security Visiting

Tuesday Night: 5:00 Pm to 7:30 Pm
Saturday Afternoon: 12:00 Pm to 2:30 Pm

Minimum Security Visiting

Wednesday Night: 5:00 Pm to 7:30 Pm
Sunday Afternoon: 12:00 Pm to 2:30 Pm

All Female Visiting

Thursday Night: 5:00 Pm to 7:30 Pm
Sunday Morning: 9:00 Am to 10:30 Am

Daniel P. Ward Sr

Daniel P. Ward Sr., CJM
Superintendent