

Belknap County Department of Corrections



Inmate Handbook

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1 Introduction

This handbook will provide you with the necessary information, including the rules and regulations of the Belknap County Department of Corrections (DOC) and clarify what is expected of you during your incarceration. Inmates are subject to the authority of the Corrections Superintendent (Superintendent) as provided by New Hampshire (NH) law. Inmates are expected to follow all orders and instructions, written or verbal, of officers, other county employees, and volunteers, without delay.

It is the DOC's goal to maintain a mutual respect between inmates and staff. Attitude and behavior will determine eligibility for programs such as early release and work assignments. Inmates will conduct themselves in a respectful and civil manner. Inmates are expected to read and understand the rules and regulations and abide by them. If you have a problem reading or understanding the rules and regulations, or if you have questions, bring your concerns to the Correctional Officer (officer) on duty. Most questions can be handled by the officer on duty. For specific questions or concerns, an Inmate Request form can be submitted to the appropriate officer or staff member. Officers will help direct requests to the appropriate recipient.

2 Public Record

A copy of this manual and any rules and regulations affecting the inmates detained in the DOC, shall be available for examination by any interested citizen.

3 Chain of Command

The chain of command for the department is as follows:

- Administrator – Superintendent
- Commander – Captain
- Watch Commander – Sergeant / Shift Supervisor
- Line Staff – Correctional Officers

4 Emergency Evacuation Procedures

Inmates will observe the following procedures during an emergency evacuation:

- Under no circumstances shall anyone attempt to recover personal effects. Delays in evacuation could cause serious injury or death.
- Inmates are to line up in single file and move away from hazardous areas as directed by staff. Should any area of the facility need to be evacuated, inmates will follow the evacuation route posted in each housing unit.
- Failure to follow any direction given will result in disciplinary action.

5 General Information

5.1 Booking

Admittance into the facility is a two part process. First is the initial booking process, which will include a medical screening. The second process is the orientation and classification. It is important you provide accurate information during the interviews and booking procedures. The classification interview is typically completed within three (3) days of your admittance.

Inmates entering the DOC are asked questions regarding their identity, health, religious preference, special dietary needs, and criminal history. Inmates are photographed and fingerprinted. These procedures are administrative in nature and do not violate due process rights. Failure to cooperate may result in discipline and/or delay in release or housing. If an inmate falsely identifies themselves as another person, they may be charged with a crime. Prior to housing in a unit, inmates are provided DOC issued clothing, and hygiene items.

5.2 Personal Clothing

Prior to housing, inmates are issued DOC clothing based on classification level. Inmates are not allowed to wear their personal clothing. Inmate's personal clothing and items will be inventoried and stored in the property room. Personal footwear may be permitted if approved by the Watch Commander. Footwear may be mailed directly to the facility directly from a vendor. If sentenced for more than thirty (30) days, or if there is an excessive amount of clothing or personal items, you may be required to have property in excess of one (1) change of clothing sent home.

Upon approval from Administration, civilian attire may be received for jury trial court appearances. This clothing will be inspected by officers for contraband.

5.3 Property Release

You may submit a Property Release form to have your personal belongings released. The completed form will include who is to receive the property (including a contact number) and a list of items to be released. The individual receiving the property must have a valid identification to retrieve the property.

5.4 Classification

Classification will typically be completed within three (3) days of your admittance to the facility. After a classification interview, inmates are assigned to an appropriate housing unit. Inmates are assigned specific bunks and cells within a housing unit. Housing assignments may not be changed without prior approval of the Watch Commander.

An officer will conduct a classification interview. Factors considered during classification include: current disciplinary action or incidents, incarceration history, observations of the inmate's attitude and behavior, and criminal history.

Information regarding how to request medical and mental health services, copayments, how to order commissary, phone time, video visitation, and other services will be explained at the time of classification. Privileges and programs may vary depending upon classification level. Sentenced inmates will be assigned work details and are expected to perform those duties to the best of their ability. Refer to this handbook, unit kiosks, or officers for additional questions.

Levels of Classification:

- Maximum security (Orange)
- Medium security (Green)
- High minimum and minimum security (Blue)

5.5 Searches

All inmates entering the DOC are subject to a custodial search, to include the removal of all personal property including jewelry, belts, and shoes. If you are held on charges, an unclothed search will be conducted by an officer.

Searches will be conducted on a regular basis and as needed. Inmates' property may be displaced during searches. Officers will not search inmate legal documents during these searches unless in the presence of the inmate. Upon completion of the search, inmates must report any issues with the search immediately to staff.

5.6 No Smoking or Tobacco Products

The DOC is a non-smoking facility. Smoking, or possession or use of any tobacco product, alternative smoking devices, smoking paraphernalia, or other related items are prohibited. Possession or use will result in disciplinary action. Visitors caught dropping off prohibited items for inmates will be referred for criminal prosecution.

5.7 Housing Units and Cells

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.

Pending sentencing, reclassification, or reassignment by the appropriate authority, this will be your living area.

Housing unit intercoms are only to be used to notify officers of time sensitive requests or serious incidents. Non-emergency questions should be addressed to an officer when they are in your housing unit.

You are responsible for the cleanliness of your cell and housing unit. They will always be clean and neat, to include floors, walls, and doors. Cleaning supplies will be provided for each housing unit.

Individual cell checks will be conducted daily during every shift. Expect to have your cell inspected.

Pictures may only be displayed in the marked boxes located on the wall in each cell. Magazine photos and hand drawings are not allowed to be hung inside the designated picture area. Pictures hung outside the area, may be considered contraband and subject to confiscation and/or destruction. Officers are not responsible for damage while removing pictures or articles affixed to a wall. Pictures are to be secured to the wall with tape. Tape can be obtained through an officer. Do not use toothpaste or any other item to secure pictures to the wall.

You will not affix anything to the walls, doors, ceilings, bunks, or showers areas, nor will you deface the foregoing by drawing, carving, or writing on them. If any writing is present at the time of inspection, the inmate(s) assigned to the area will be held accountable.

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 will result in a criminal investigation and a disciplinary hearing. This is a Major offense.

Inmates are to be fully dressed while traveling to and from the shower.

Inmates opening or attempting to open any housing unit or facility door without permission shall face disciplinary action including an escape charge.

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.

All inmates in the cell will be held equally responsible and accountable for any damage to the cell. If there is any pre-existing damage in the cell, it is your responsibility to report it to an officer.

Toilets are for human waste only. Food and garbage shall not be put into the toilets or sinks. Toilets and sinks shall be kept clean.

All personal property shall be placed on the shelf or in the mesh bags beneath the bunks. No property shall be kept or maintained on the floor (except shoes) or the windowsills of the housing area.

All trash shall be placed into the garbage cans provided in the dayroom area. There will be no paper or garbage allowed on the floor or table at any time.

Bedding, linen, clothing, and towels shall not be hung on the bunks as curtains or tents. Wet towels may be hung from the hooks on the shelf in your cell. Do not use the bunks to dry your towels.

No clothing or any other items may be hung or attached in any way to the doors, walls, lights, or bunks. Such items shall be considered contraband and may be confiscated and destroyed or seized as evidence.

Sentenced inmates shall have their beds made and their housing units cleaned by 0630 hours daily. Failure to do so could result in disciplinary actions such as additional work details and removal from work programs.

You may have, but not exceed, three (3) books or publications. A religious book (Bible, Koran, etc.) and HiSet and program workbooks may be kept in addition to the three (3) publications.

You may not have more than two (2) puzzles or games in your cell.

An inmate's property may not be given to another inmate upon release, to include any jail issued items.

5.8 Damage to Jail Property

Inmates will be held responsible for intentional destruction or damage to county property, including prosecution under civil and criminal law. The cost of replacement or repair will be deducted from the inmate's general account. Additionally, the inmate will be subject to any facility discipline.

5.9 Clothing and Bedding

All offenders will be provided with the following County issued uniform:

- 2 uniform shirts
- 2 uniform pants
- 2 pair of socks
- 2 pair of boxer shorts
- 2 pair of panties (female offenders)
- 2 sports bras (female offenders)
- 2 T-shirts
- 1 towel
- 1 wash cloth
- 1 top sheet
- 1 mattress sleeve
- 1 pillowcase
- 2 blankets
- 1 pair of shower shoes (crocs)
- 1 mattress
- 1 pillow
- 1 pair of sneakers (if approved by correctional staff)
- Sweatshirts and shorts may be purchased from the commissary. Sweatshirts shall not be worn over issued inmate clothing or out of your assigned housing unit.

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. Assigned clothing shall not be ripped, altered, written upon, or destroyed.

Inmates shall always be dressed in appropriate clothing. Shirts and pants shall be worn to all programs, visits, and work details. Boxers shall not be worn as outerwear. Footwear shall always be worn. Pants and shirts shall be appropriate in size and pants shall be worn at the waist (no low ride).

5.10 Mattresses

Each bunk will have no more than one mattress. Mattresses are to always remain on the bunk. Under no circumstances are mattresses to be placed on the floor.

5.11 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 during second shift. Clothing will be exchanged on a one-for-one basis (i.e., towel for a towel). Bedding is exchanged every Tuesday. Issued clothing must be turned in prior to release. You will be responsible for all damaged clothing. Money will be deducted from your Inmate Account for all damages to issued clothing and linens. The cost of each item will be the current market price and an additional 20% for processing and handling.

5.12 Personal Appearance and Hygiene

All inmates shall maintain a clean and appropriate personal appearance. Personal hygiene is required; showers are available to all inmates and shall be used daily during designated times.

Sentenced inmates must always be clean-shaven. Sideburns must not exceed below the ear lobe and mustaches must be neatly trimmed, not exceed below the upper lip. Failure to comply may result in the loss of one (1) day of good time per incident. Razors are not to be shared or tampered with. Female inmates will be allowed to shave their legs and underarms.

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. Spacers used to maintain a piercing will not be tolerated.

All inmates, regardless of gender, shall keep their fingernails at a short length while in custody. No long fingernails or “fake” fingernails will be allowed.

5.13 Showers

Showers are provided for your use. Keep them clean and notify an officer immediately if repairs are needed. Inmates are required to shower regularly.

5.14 Haircuts

Are offered once a month by the licensed facility barber and **you** Inmate Account will be charged for the service. This is the only individual who should be cutting an inmate’s hair. Do not use the shaving razors to cut anyone’s hair in your housing unit.

5.15 Inmate Counts

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

- 0530 hours Cells opened for breakfast.
- 0630 hours Lockdown – Inmates lock down.
- 0700 hours Standing Head Count – Inmates are to be on their feet. Cell doors are opened after the count is verified.
- 1430 hours Lockdown – Inmates lock down.
- 1500 hours Standing Head Count – Inmates are to be on their feet. Cell doors are opened after the count is verified.
- 2200 hours Lockdown – Inmates remain locked down for the night.
- 2300 hours Headcount – Inmates remain locked in.

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

5.16 Meals

Inmates will receive a nutritionally balanced meal for breakfast, lunch, and dinner. Therapeutic diets will be provided if medically necessary. Requests for special dietary needs should be directed to medical staff. Religious meal requirements will be directed to the Commander.

Mealtimes (approximate):

- Breakfast 0530 hours
- Lunch 1100 hours
- Dinner 1600 hours

Exceptions to the above listed times may occur due to emergencies, inmates returning late from court or work release, and other special circumstances with approval of the Watch Commander.

The following procedures are to be observed during mealtime:

- Inmates shall be properly dressed to receive their trays.
- Officers will hand each inmate a tray. Inmates will come to the door to retrieve a tray.
- In general population and minimum security, when an inmate has finished eating, they will discard any uneaten food and trash into the trash barrel. Trays will be collected and counted by an officer. Inmates will clean their eating area after each meal. In the administrative segregation and disciplinary cells, an officer will collect the trays.
- Do not keep any uneaten food from the meal. Doing so may result in disciplinary action.
- Inmates may be required to lock down for tray pickup.

5.17 Wake-up

Daily wake-up time for inmates assigned to the Community Corrections Center is 0530 hours. It shall be your responsibility to be ready for your scheduled work assignment. Sentenced inmates are to be dressed, clean shaven, and bed made by 0545 hours.

Refusal to get up as directed may result in a 24-hour lockup with loss of privileges and an incident report will be filed.

Inmates assigned to late night details may be exempted upon approval of corrections staff.

5.18 Inmate Movement

Inmates are to move directly from job assignments, court, programs, church services, and details in a quiet and respectful manner. Communication with other inmates in the hallways or through doorways is prohibited. Violations will not be tolerated and may lead to suspension from programs, work assignments, or other discipline.

5.19 Recreation and Exercise

Recreation areas are provided for your use with conditions. These areas must always be kept neat and clean. Damage or mistreatment of these facilities will result in loss of privileges or discipline.

Outside yard time will be conducted weather permitting.

- Inmates shall not re-enter the building until the yard time is over, except to use the bathroom, attend court, or a professional visit.
- Inmates shall wear appropriate attire to and from recreation. Shorts may be worn while in the recreation area.
- Yelling and boisterous behavior will not be tolerated.
- There shall be no communication with anyone outside of the exercise yard.
- Basketballs are supplied during yard times for shooting drills. "Basketball games" will not be permitted due to the risk of injury.
- Radios and water bottles are permitted outside during yard time.
- Indoor exercise equipment is available for use. Improper use or attempt to damage exercise equipment will result in removal from recreation and discipline.

5.20 Court Appearances

Inmates are expected to attend all scheduled court appearances. Be prepared for court when you are called. Leave personal property in your cell or bunk area. Only bring legal material related to your case. There shall be no contact or communication of any kind with anyone in the courtroom audience. You will be returned to your housing unit after court.

5.21 Good Time / Early Release 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.

- NH RSA 651: 18 states 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 their minimum sentence, *provided it shall appear to the Superintendent to be a reasonably probability that they will remain at liberty without violating the law and will conduct themselves as a good citizen.* (Example: With good time, you may be released in eight (8) months on a (12) month sentence)

There is no good time for mandatory sentences, or when sentenced for payment of fines. All sentenced inmates are required to perform every work detail to which they are assigned, provided they are medically cleared, and the assignment does not pose an unreasonable occupational or safety hazard. Early release will not be considered if work assignments are refused. Participation in programs and counseling will also enable the opportunity for early release.

5.22 Pretrial Credit

If you are detained prior to trial, you may receive credit toward your sentence, based upon your settlement conditions.

6 Inmate Communications

6.1 Announcements

Inmates will be attentive to all announcements made, whether in person or over the public address system. Inmates will follow any instructions given. Inmates not following instructions given during announcements may be subject to disciplinary action.

6.2 Inmate Request Forms

Inmate Request forms (paper or electronic) must be filled out and addressed to the appropriate individual. Request forms will be answered in a timely manner. Request forms are not to contain vulgar language or profanities.

6.3 Mail

If you have no money and are indigent, you are permitted to send out three (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 is placed on your account at a future time.

All other personal mail shall be at your expense. Explicit material is strictly prohibited and will result in the mail being placed in your property. Inmate to inmate mail is strictly prohibited, including inmates in other correctional facilities, without prior approval.

All incoming personal mail will be opened by staff, scanned, and photocopied. The photocopy will be delivered to you and the originals and envelopes will be shredded.

When incoming legal mail is received, the inmate will be present to witness the opening of the mail. Each page will be photocopied and immediately provided to the inmate. All original documents along with the envelope will be shredded at the time with the inmate present.

Books and magazines must be sent directly from the publisher via US Mail, UPS, or FedEx. You will not receive any publications that are sent from a private address, including eBay. Magazines containing any nudity, or any potentially offensive material are strictly prohibited.

All incoming mail should be addressed as follows:

[Inmate Name]
Belknap County Department of Corrections
76 County Drive
Laconia, NH 03246

6.4 E-Messaging

Family and friends can now send e-messages to the facility. This service is available by creating an account through www.securustech.net. The cost is \$0.52 per email sent and the sender can pay for your return correspondence. Photos and videos can also be attached and will remain on your inmate account. No explicit e-messages will be permitted.

6.5 Telephones

Telephones are located on each housing unit except for the segregation units. All phones require an Inmate number and a Phone PIN number for operation. The booking officer will give these numbers to you during the intake process. The numbers given to you by the booking officer are confidential for your use only and must be committed to memory.

Telephones may generally be used from 0700 hours to 2300 hours, excluding mealtimes and lockdowns. Please limit the length of your phone call for consideration of your fellow inmates.

When properly using your PIN number you can make both debit and collect telephone calls. Debit calls allow you to pay for the call and money will be automatically deducted from your general account.

Collect calls are billed to the party you are calling and will require your friends and family to set up an inmate telephone account. They may do this by contacting the Inmate Telephone Service Monday – Friday 0800 – 2000 EST. at 1-972-734-1111, or email at: www.securustech.com.

Telephones may be monitored and recorded for the safety and security of the institution. Phone recordings can be provided to law enforcement agencies at any time.

Use of another inmate's PIN number will result in disciplinary action.

6.6 Video Visitation

Video visitation is available to friends and family members of inmates. Visit www.videovisitanywhere.com to enroll and schedule visits. Video visiting is held seven (7) days a week. Schedules will vary by classification and housing of inmates. All visits are subject to recording and monitoring. Visits will last twenty (20) minutes.

Any inappropriate activity during a video visit will result in termination of the session and no refund will be issued. Such activity includes, but is not limited to, nudity, removal of clothing, activities of a sexual nature, sexually suggestive activities, or any other behavior deemed offensive by officers. Visitors creating a disturbance or disruption of the visiting process or are under the influence of drugs or alcohol may be placed on permanent visiting restrictions. Appropriate dress is always required. See through clothing is not allowed. Any clothing or other items displaying gang related symbols, themes, or colors is prohibited. Any clothing containing vulgar or objectionable language or images is prohibited. Visitors must always wear undergarments. The visitation schedule may be cancelled or altered for safety and security reasons. Officers can deny, change, or cancel a visit at any time at their discretion.

The daily visiting schedule for video visits will be available on the visiting kiosks and in the housing units. It is the responsibility of the inmate to check the schedule daily. Officers are not responsible for notifying inmates when a video visit will occur.

If a scheduled visit does not occur, it is because your visitor did not check in within the required time, did not log in to visit, or canceled the visit after it was posted on the kiosk. Officers will not know the reason, nor will they be responsible to determine why your visitor did not visit.

All visitors must be approved by officers. Every visitor must upload to the visiting website a photograph of their valid government issued identification and an individual photo of themselves without face coverings, hats, or digital modification.

The cost per twenty (20) minute video visit is \$5.99. A monthly subscription plan is available for \$29.99 (plus applicable taxes) per month. Each offender has the capability to receive two (2) free video visits per week utilizing the terminals in the public lobby. Approved visitors can find the online link on the Belknap County website:

<https://www.belknapcounty.org/corrections/pages/helpful-links>

6.7 Professional Visitation

Attorneys and approved members of the clergy will be allowed to visit at any reasonable time.

7 Inmate Services

7.1 Notary Services

Notary services are available upon request Monday through Friday. An inmate or outside source must provide the documents to be notarized. Inmates may submit an Information Request form requesting Notary service to Accounting. Notary services may take five (5) business days to fill. Currently there is no charge for this service.

7.2 Photocopies

Photocopies may be requested by submitting an Inmate Request form. Photocopies will be charged a \$0.10 fee per page (black and white only).

7.3 Religious Services

The religious program provides services and spiritual guidance for inmates, regardless of denomination or faith. The Chaplain, or designee, conducts a weekly non-denominational service. Submit an Inmate Request form to the Chaplain or Program Director to request specific denominational practices or personal spiritual guidance. Religious services and personal spiritual guidance will be conducted in a designated area as appropriate. Marriages and baptisms are not offered through the Chaplaincy program.

7.4 Library

The DOC maintains a library for inmates. Inmates are limited to three (3) books in their cell from either the DOC library or personally owned.

7.5 Law Library

Any inmate has access to the law library. This software is updated quarterly and may be utilized by inmates one at a time. Failure to properly use the system will result in disciplinary actions.

7.6 Voting While Incarcerated

Pretrial defendants and inmates sentenced for misdemeanors may be eligible to vote. Sentenced inmates with a felony conviction in NH are not eligible to vote while incarcerated.

If you are registered and would like to vote, you must write a letter to your Town or City Clerk requesting an absentee ballot. Mailing addresses for towns / cities in Belknap County are listed below.

Town of Barnstead
Town Clerk/Tax Collector
108 South Barnstead Road
P.O. Box 11
Center Barnstead, NH 03225

City of Laconia
City Clerk
45 Beacon Street E.
Laconia, NH 03246

Alton Town Hall
Town Clerk
1 Monument Square
Alton, NH 03809

Belmont Town Offices
Town Clerk
143 Main Street
P.O. Box 310
Belmont, NH 03220

Meredith Town Hall
City Clerk
41 Main Street
Meredith, NH 03253

Town of Tilton
Town Clerk
257 Main Street
Tilton, NH03276

Center Harbor Municipal Building
Town Clerk
P.O. Box 140
36 Main Street
Center Harbor, NH 03226

Town of New Hampton
Town Clerk
6 Pinnacle Hill Road
New Hampton, NH 03256

Town of Gilmanton
Town Clerk
503 Province Road
P.O. Box 550
Gilmanton, NH 03237

Gilford Town Hall
Town Clerk/Tax Collector
47 Cherry Valley Road
Gilford, NH 03249

Town of Sanbornton
Town Clerk/Tax Collector
P.O. Box 124
573 Sanborn Road
Sanbornton, NH 03269

8 Programs

8.1 Case Management

A Case Manager will meet and conduct a needs assessment to identify possible resources available to inmates. Case managers maintain a wide variety of resources to assist inmates while in custody, as well as planning for re-entry into the community.

8.2 Classes

Programs will be available to most inmates based on classification level. Programs are offered for rehabilitation, educational services, vocational training, substance abuse, and religious services. Available programs will be posted in the housing 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 and possible discipline.

8.3 Electronic Monitoring / Home Confinement (sentenced only)

If you are sentenced you may be considered for Electronic Monitoring or Home Confinement provided you meet certain criteria, and the sentencing court or Superintendent do not object. To receive more information regarding the program, submit an Inmate Request form to a Community Corrections Officer.

You must reside in Belknap County and meet specific requirements to qualify for the program. Exceptions may be made for medical conditions and work limitations. Exceptions are made on a case-by-case basis and the County reserves the right to deny electronic monitoring for any reason.

8.4 Work Release (sentenced only)

An inmate may apply for this program after serving thirty (30) days of their sentence. Submit an Inmate Request form to a Community Corrections Officer (CCO). Past performance, work record, and behavior will be evaluated. The inmate shall be responsible for applying to and finding employment. CCOs can assist with this process.

8.5 Work Details (sentenced only)

As required by NH RSA 30-B:17, sentenced inmates are required to perform work details while incarcerated and are not considered employees of Belknap County. Pre-trial inmates are required to perform work details within their housing units. They may also be assigned to a regular work detail based upon facility need and their classification.

Inmates on work details shall not be eligible for Workman's Compensation Benefits irrespective of assignment. No contract for hire shall exist between an inmate and the County. Any inmate injured shall not be entitled to any right, benefit, or privilege available to Belknap County employees. Any monetary payment shall be the discretion of the Superintendent, and such payment if any, is subject to change without prior notice.

Inmates will perform work details promptly. They will report directly and on time to their work detail. Inmates shall not leave their assigned area without express consent of the detail supervisor or custodial staff. Inmates shall not fraternize with the public. Inmates shall not use any telephone or other communication device. Inmates will not under any circumstance be allowed in any vehicle other than a County vehicle. Upon completion of the work detail, Inmates will return immediately to the facility.

9 Financial

9.1 Inmate Account

All money will be deposited into your Inmate Account upon entry to the facility following sentencing or after your initial arraignment. No money is allowed on your person. Any money tainted by body fluids or otherwise contaminated will be placed in an appropriate container and remain secured in the property room.

Money can be deposited into your Inmate Account twenty-four (24) hours a day seven (7) days a week. The link can be located on the Belknap County website:

<https://www.belknapcounty.org/corrections/pages/helpful-links>

Money, including cash, may be deposited on your account through the lobby kiosk. Certified bank checks, money orders, personal checks, or cash will not be accepted.

Money deposited on-line may not immediately be reflected on your account until the following business day. Your account balance can be accessed via the kiosks. Do not send requests for balances.

Return of Inmate Funds Upon Release

Upon your release from the facility, a debit card or check will be issued for the remaining balance of your account. The card may be used as a normal debit card for any purchases or for deposit into your own bank account. There are no fees associated with the debit card if used within seventy-two (72) hours of release.

9.2 Commissary

All commissary orders must be ordered by phone no later than 2200 hours on Tuesday. Orders placed after the deadline will be processed the following week. Orders must be submitted via commissary kiosks. Kiosks are in all inmate dayrooms. Instructions for logging into the kiosks are posted in the dayrooms.

Logging into the kiosk for the first time:

- Enter booking number – 7 digits
- Enter PIN – 5 digits

*****COMMISSARY ORDERS MUST BE SUBMITTED BY 2200 HOURS ON TUESDAY*****

Commissary orders are distributed to inmates on Thursday afternoon during second shift. Occasionally deliveries are late due to hazardous travel conditions and are delivered as soon as received. Commissary items are shipped from an off-site warehouse and are not stocked at the jail. Inmates will be notified in advance if a holiday affects the delivery schedule.

Commissary items may not be given, traded, or sold to another inmate. Commissary items not claimed within seventy-two (72) hours of release will become the property of the County.

Empty containers (boxes, soda bottles, etc.) are considered waste and shall be discarded. Items of this nature found during searches will be immediately thrown away.

There is a \$150.00 maximum commissary spending limit per week, \$75.00 for in-house orders and \$75.00 for Secure Pak orders. Deposits to an Inmate Account must be received by midnight on Monday (some holidays may affect the deadline).

The online link can be located on the Belknap County website:

<https://www.belknapcounty.org/corrections/pages/helpful-links>

At the time of delivery, the inmate is responsible for checking the contents of the order against the receipt in the presence of the officer. Any discrepancies, including missing orders must be brought to the attention of the officer immediately. Missing or damaged items must be initialed by the officer or a credit will not be issued. Corrections to orders are made as follows:

- Items received you did not order must be returned to the officer for credit either to the inmate's account (if ordered in-house) or to the card holder (if ordered on-line).
- If an inmate is charged for an item not received or receives a damaged item, a credit will be issued.
- If an inmate is released prior to receiving a pending commissary order, the order will be cancelled, and funds credited back to the inmate (in-house order) or to the cardholder (on-line order).

Inmates cannot possess more than \$150.00 worth of commissary at any time or commissary items exceeding the maximum quantities specified on the menu. Officers may remove commissary items exceeding limits from an inmate's possession. If removed, excess food and other items sealed in original packaging will be placed in the inmate's property. Excess food items not sealed in original packaging or show indications of spoilage may be subject to disposal at the discretion of officers.

Inmates on Disciplinary Segregation (DS) / Loss of Commissary (LOC) may not order or receive regular commissary, except hygiene items. Incoming orders will be placed in your property for when your sanction is completed.

10 Medical

10.1 Medical Services

Medical decisions and treatment are subject to the discretion of qualified health care personnel. Notify an officer immediately if you are experiencing a medical or health related emergency. Non-emergent medical or health problems should be submitted to the medical department through the Medical Request form.

If you do not feel well, notify an officer, and submit a Medical Request form. Participation in any recreational activities or other programs may be suspended until cleared by the medical department.

Physician appointments will occur once per week. To be placed on the Physician's list, a Medical Request form must be filled out in advance.

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 complete jail uniform, including shoes and socks, must be worn when reporting to the examination room.

10.2 Co-Payment for Medical Services

The DOC has a medical co-pay program. Detainees share in the cost of medical care.

Inmates will not be refused medical treatment because of an inability to pay. The following is the cost of common medical services:

Non-Chargeable Services

- Admission screening physical
- Staff initiated services
- Follow-up medical initiated by staff
- Prenatal care (not including required medications)
- Doctor visit
- Nurse visit
- Mental Health visit

Co-Pay Medical Charges

- Prescription Fee \$0.50 per day, not to exceed \$3.00 per week
- PRN's \$0.50 per day, not to exceed \$3.00 per week

Other Services

- Any elective procedure Actual cost
- Eyeglasses Actual cost
- Haircuts \$6.00 (once a month)

10.3 Medication Administration

Only medications prescribed by or approved by the Department's Physician will be allowed. Inmates shall submit to a mouth check following medication administration. Hoarding of prescription medications will result in disciplinary action.

Daily medication passes are scheduled at approximately 0800, 1400, and 2000 hours. 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. Medication pass is not the time to speak with nursing about any ailments you are experiencing. A Medical Request form must be submitted to discuss the ailments with nursing.

If you provided the facility with your own medications, they will be available to you upon release from custody. If the Department has prescribed medications, prior to release, you may request the pharmacy where your prescription should be transferred.

10.4 Special Needs / Items

You must be authorized by Administration for access to any medical or special needs items. These items include but are not limited to: C-Pap machines, electric razors, creams for skin conditions, dandruff shampoo, etc.

Diet restrictions or special diets are to be addressed with medical staff only. Any religious dietary needs should also be addressed during your initial classification to ensure you receive appropriate meals. Inmates caught bartering their specially authorized diet tray may have their special diet revoked.

10.5 Dental Services

If you are experiencing dental problems submit a Medical Request form. Necessary extractions may be authorized. The County will not authorize cosmetic dental work. Sentenced inmates have the option to see a dentist at their own expense. A furlough may be requested, and the County is not responsible for any expenses accrued while on furlough.

10.6 Mental Health Services

Mental Health Services are available weekly (non-emergent) and as needed for emergency consultation. Services are requested by submitting a request for Mental Health Services form. Staff may also complete the request for anyone staff feels needs to be evaluated.

11 Prison Rape Elimination Act (PREA)

11.1 Definition of Sexual Misconduct

Sexual misconduct (for the purposes of this section) is conduct of a sexual nature by staff directed toward offenders or by offenders toward other offenders. An “offender” is anyone under the care, custody, and supervision of the DOC. “Staff” or “staff member” is anyone employed by, contracted by, or volunteering for the DOC. Sexual misconduct includes, but not limited to the following acts or attempted acts:

- Sexual contact and/or intercourse.
- Requiring or allowing an offender to engage in sexual contact, sexual intercourse, or other sexual conduct for any reason.
- Any action designed for sexual gratification of an offender or staff member, such as masturbating in front of another person.
- Making or encouraging obscene or sexual advances, gestures or comments or exposing genitalia, buttocks, or female breasts.
- Touching of self in a sexually provocative way.
- Initiating any form or type of communication of a sexual nature.
- Influencing or making promises regarding safety, custody, parole status, privacy, housing, privileges, work assignments, program status, etc., in exchange for sexual favors. This includes an exchange of anything of value between staff and offender or offender and offender.
- Threats, intimidation, or retaliation
- No one has the right to pressure anyone to engage in sexual acts. Under NH law, one cannot legally consent to sexual activity while incarcerated. It is never appropriate for a staff member to make sexual advances or comments or to engage in sexual contact with an offender. A staff member would be committing a criminal offense by participating in any sexual activity with an offender. It is not appropriate for an offender to approach a staff member in a sexual manner; this type of behavior is prohibited, and corrective action will be taken to stop such behavior from occurring.

11.2 Steps Offenders Can Take

- Choose your associates wisely. Look for people who are involved in positive groups and activities.
- Avoid being alone.
- Do not accept gifts or favors from others. Most gifts come with a string attached.
- Do not accept an offer from another offender to be a protector.
- Avoid borrowing and becoming indebted to someone.
- Find a staff person with whom you feel comfortable discussing your concerns about sexual misconduct.
- Be alert! Substances such as drugs and alcohol weaken your ability to stay alert and make good judgements.
- Be direct and firm if others ask you to do something you do not want to do.
- Trust your instincts. If you sense a situation is dangerous, it probably is.

11.3 What to Do If You Are Assaulted

Reporting Sexual Misconduct

- Sexual misconduct (by staff or offenders) is prohibited, and it must be reported before action can be taken. Do not rely on anyone else to report misconduct. When it is experienced or witnessed, report it immediately.

- To make sure that sexual misconduct is reported, the DOC has several ways to do so with confidentiality. Offenders may use the reporting method with which they are most comfortable.
- Find a staff member (e.g., corrections officer, medical personnel, chaplain, etc.) with whom you are comfortable and tell them what happened. As part of their job, staff is required to report any allegations, ensure offender safety, and maintain confidentiality.
- Send a confidential Inmate Request form to the Superintendent or designee.

Seek Medical Attention

If the sexual incident was recent, you will be asked to consent to a sexual assault exam by a qualified health care professional. Consent is needed for this type of exam. Even though you may want to clean up after the assault, it is important that you advise staff immediately or as soon as practical and be seen by medical staff before you shower, wash, drink, change clothing, or use the bathroom. Medical staff will examine you for injuries that may or may not be obvious to you. They may also perform further examinations to gather physical evidence of the assault and to check for sexually transmitted diseases. You have the right to refuse any examination. If you have been the victim of sexual misconduct, it is critical to allow staff or medical professionals to collect as much evidence as possible.

You can receive pregnancy testing and medical attention for any injuries without submitting to a sexual assault examination. Medical care is provided for the purpose of treating injuries and keeping you healthy. Medical information gathered during treatment is confidential. You must sign a medical release in order for the medical information to be used as evidence in sexual misconduct. You have the right to refuse to sign the medical release. You also have the right to receive support services. Any form of sexual misconduct is degrading and may result in psychological distress. Victims should seek appropriate treatment. Mental health staff is available to help offenders recover from the emotional impact of sexual assault.

11.4 What Happens to Report of Sexual Misconduct

All allegations of sexual misconduct, sexual harassment, over-familiarity, and retaliation will be investigated. The DOC prohibits anyone from interfering with an investigation, including by intimidation or retaliation against witnesses or victims. Any form of retaliation should be reported to the Superintendent or the investigator.

11.5 Possible Outcomes of An Investigation

A thorough investigation takes time. The investigation must clearly support or refute any allegations with information gathered from witnesses, documentation, or other evidence.

After the investigation is completed, one of the following decisions will be reached:

- There is sufficient evidence to conclude the allegation is true.
- There is insufficient evidence to conclude the allegation is true.
- The allegation is unfounded. This means that the evidence shows that the person reporting the sexual misconduct made a false allegation. If the investigation proves that the allegation is false, the person who made the allegation is subject to corrective action, including discipline.
- There is not enough evidence to prove that the allegation is true, but there is evidence to prove that another law, policy, or rule was violated.

Anyone who sexually abuses or assaults an offender or staff member will be disciplined and may be criminally prosecuted. Regardless of when the assault occurred, it should be reported. A successful outcome is more likely if abuse is reported immediately.

12 Discipline

12.1 Offenses

Disciplinary violations are classified as Minor, Major, and, Severe.

- Severe: The most serious of offenses such as, assault, escape, fires, possession or use of drugs, etc.
- Major: Non-violent acts where there has been no drug involvement & no injuries or damage to county property.
- Minor: Violations involving misbehavior and minor rule infractions without injury, possession of non-dangerous contraband & first offense violations.

Inmates who violate the rules and regulations of the facility shall be subject to the following actions:

- Disciplinary board and sanctions for Major and Severe violations.
- Referral for criminal prosecution.
- 24-hour lock-up.
- Transfer to a higher classification level with a thirty (30) day review, administrative segregation, and indefinite lock-up.
- Sentenced inmates may be subjected to loss of good time, assigned additional work details, loss of any privileges (commissary, programs, recreation, etc.), restitution for damages to County property and any costs incurred to the County for required services such as medical treatment, repair, or replacement.
- Any violation may receive discipline beyond the standardized sanctions based upon the nature or severity of the offense.

Prior violations are assessed upon documentation of substantially similar incidents during the same stay in custody. Nothing herein shall limit the DOC from increasing, reducing, or suspending sanctions based upon specific circumstances or the requirements of the DOC.

12.1.1 Minor

- The first (1) violation of any minor offense is twenty-four (24) hours cell confinement and one (1) week loss of all privileges.
- The second (2) violation of any minor offense is forty-eight (48) hours cell confinement and two (2) weeks loss of all privileges.
- The third (3) violation, or subsequent, of any minor offense will be upgraded to a major violation and the inmate shall have a hearing before the Disciplinary Board.
 1. Sanitary violation, either personal, cell, or dayroom.
 2. Contraband of the non-dangerous or unauthorized type, i.e., clothing, money, etc.
 3. Failure to arise for or attend scheduled work.
 4. Misinformation to staff (i.e. lying).
 5. Unsatisfactory performance during work details.
 6. Failure to conform to Rules and Regulations not previously addressed in this document.
 7. Excessive noise in hallways and classrooms.
 8. Using the intercom for non-emergency purposes.
 9. Being in another inmate's cell or giving unauthorized permission to have another inmate in your cell.
 10. Posting of pictures / photographs outside designated area in cell / bunk area.
 11. Misuse of County owned personal computers and/or law library.
 12. Unauthorized communication between units; passing notes, pounding on the walls, talking through the doors or vents.

12.1.2 Major

- The first (1) violation of any major offense is seven (7) days disciplinary segregation and two (2) weeks loss of all privileges.
- The second (2) violation of any major offense is ten (10) days disciplinary segregation and three (3) weeks loss of all privileges.
- The third (3) violation, or subsequent, of any major offense fifteen (15) days disciplinary segregation and four (4) weeks loss of all privileges.
 13. Extortion.
 14. Bribery.
 15. Gambling.
 16. Possession, consumption, and preparation of alcoholic beverage(s) including "home brew."

17. Fighting or threatening another inmate pursuant to NH RSA 642:9 (i.e. mutual consent), sparring, wrestling or horseplay.
18. Body piercing, tattooing or any form of self-mutilation.
19. Threatening another inmate.
20. Malicious damage or tampering with any County Property (to include issued clothing and bedding, electrical, plumbing, all communication equipment, all locking devices, graffiti, security systems, furniture, ventilation, heating/cooling, etc.).
21. Refusal to do or complete and assigned detail (sentenced inmates only).
22. Insubordination (refusing to lock in, disobeying a direct order or lying during an investigation).
23. Being in an unauthorized area without permission (i.e. away from a work detail or in another housing unit).
24. Misuse of medication (cheeking, diverting, in possession of another inmate's medication, hoarding, or extorting).
25. Fraudulent or forged requests of any type, which circumvent established rules.
26. Unauthorized telephonic, wireless, or landline communication from within or outside the facility, including while on work release. (Including unauthorized use of another's PIN).
27. Telephone harassment or fraud by telephone.
28. Failure and/or refusal to take a urinalysis or alcohol test.
29. Stealing or unauthorized possession of another's property including County.
30. Violation of electronic monitoring and / or work release terms and conditions / rules.
31. Possession or use of tobacco products or items converted to, i.e., spinach, etc.
32. Disorderly conduct including harassment, verbal threats, intimidation, and abusive language toward an inmate.

12.1.3 Severe

- The first (1) violation of any severe offense is fifteen (15) days disciplinary segregation and four (4) weeks loss of all privileges.
 - The second (2) violation of any severe offense is twenty (20) days disciplinary segregation and five (5) weeks loss of all privileges.
 - The third (3) violation, or subsequent, of any severe offense twenty-five to thirty (25-30) days disciplinary segregation and six (6) weeks loss of all privileges.
33. Assault of an inmate pursuant to NH RSA 642:9 Class B Felony (aggravated)
 34. Assault of any correctional staff member pursuant to NH RSA 642:9 Class B felony (DOC employee, contractor, volunteer). This includes threatening, harassment or causing alarm to an employee.
 35. Introduction into a facility, possession or use of drugs, narcotics, drug paraphernalia or items converted from their original form to become drug paraphernalia.
 36. Introduction into a facility, possession, or manufacturing of 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, including tampering of razors.
 37. Escape (attempt, possession of implements for, failure to report or return from a detail or work release and tampering with electronic monitoring devices).
 38. Inciting or participating in a riot.
 39. Intentional activation of sprinklers, fire alarms, or smoke detectors.
 40. Sexual misconduct (i.e., indecent exposure, sexual disorderly conduct, exhibitionist, masturbation, or any type of sexual activity).
 41. Arson.

12.2 Hearing Process

For Major and Severe violations, the following will occur:

- Written notification of a hearing will be issued at least twenty-four (24) hours prior to the hearing. The disciplinary notification will contain the date and time of the hearing, the charge(s), and the classification of the violations (Major, Severe)
- The Disciplinary Hearing Board shall consist of a Chairman, Sergeant or higher rank, and an officer not involved in the incident resulting in the hearing.
- Disciplinary hearings shall be conducted with due process rights and shall not be arbitrary or vengeful.
- The accused will have the right to present witnesses and cross examine any witness during the hearing. The accused has the right to examine physical evidence, documents, and reports which support the charge(s), 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.
- The Chairman of the disciplinary hearing must be notified prior to a hearing of any witness requested to be present at the hearing. The Chairman may restrict or deny access to any witness with cause.
- If an inmate is illiterate or has disabilities, the inmate is entitled to the following:
 - Seek aid from a fellow inmate.
 - Request the Chairman of the disciplinary board to appoint a staff member to assist the inmate in their defense.
- Within twenty-four (24) hours of the hearing, the Chairman shall provide the accused a written disposition of the charge(s) and any penalties.
- The Chairman's decision may be appealed to the Superintendent, or designee, in writing within seven (7) days after the hearing. The appeal shall contain the basis for the appeal.
- The Superintendent, or designee, will respond with a decision in writing to the detainee within five (5) working days.

If the Chairman or the appeal through the Superintendent finds the inmate innocent of the charges, the Inmate Record will be updated to reflect the decision.

12.3 Disciplinary Board

The purpose of the disciplinary board is to afford due process rights for infractions of the DOC rules and regulations. The board has the authority to hold hearings on all infractions and incidents and to impose sanctions such as disciplinary segregation and loss of good time. The sentencing court may be contacted when disciplinary action is taken.

13 Grievances

13.1 Complaints (Informal Grievances)

Complaints should first be brought to the attention of an officer on duty. Issues of concern should be raised within five (5) days of the event precipitating the complaint.

If the officer is unable to resolve the problem, submit an Inmate Request form to the Watch Commander. If the solution offered by the Watch Commander is unsatisfactory, a written grievance may be sent to the Captain.

13.2 Formal Grievances (Written)

All formal grievances must be submitted in writing directly to the Captain.

Formal grievances must be filed no later than five (5) days after the event or unsatisfactory conclusion of an informal grievance. Incidents reported after the five (5) days may be dismissed by the Captain on procedural grounds.

Formal grievances will be reviewed and answered within three (3) working days of receipt.

A grievance log will be maintained by the Captain.

If an inmate is unable to articulate a complaint or grievance in writing, they may recruit another inmate to assist them with writing the grievance. Illiterate, disabled, or non-English speaking inmates can receive assistance from an officer upon request. No inmate may submit a grievance on another inmate's behalf.

Grievances from an Immigration and Customs Enforcement (ICE) detainee will result in the appropriate ICE office being contacted immediately.

The Superintendent or designee, at their discretion, may place a limitation on the number of grievances an inmate can file if it is found the inmate is filing an excessive number of grievances of a frivolous nature or grieving issues that have previously been grieved and resolved.

13.3 Grievance Appeals

Unsatisfactory formal grievance decisions may be appealed to the Superintendent in writing within seven (7) days of the receipt of the Captain's response. The Superintendent, or designee, will review and answer the appeal within three (3) working days of receipt of the appeal.

If an inmate is not satisfied with response, they receive from the DOC Administration, they may appeal to an appropriate authority.

ICE, US Marshalls detainees, or State Prison inmates may write directly to the appropriate agency or submit an Inmate Request form to the Captain to be forwarded to the appropriate agency.

Nothing in this policy prohibits any detainee from writing other public officials, the courts, attorneys, the Attorney General's office, or the Justice Department.

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