



## viii. Feminine Products

2. Coffee cup (metal or plastic);
3. Thermos;
4. Small or medium lunch box/container made of fabric or plastic (no larger than 30 quart) holding see-through bags and/or containers;
5. Eating utensils (plastic);
6. Pens/Pencils
7. Cuff Key (Security Staff Only)
8. Clear Backpack
9. AM/FM Radio (no headphones/ear buds/compact disks)
10. Sunglasses
11. Purse/wallet with no more than \$100.00 in cash;
12. Prescribed and over-the-counter medications – no more than a one day supply and in a properly labeled prescription bottle/container (obtained from the pharmacy). (COR 306.01 Contraband).

D. **Prohibited personal** items include, but are not limited to:

1. Weapons of any kind;
  2. Office Supplies e.g.,:
    - i. Scissors;
    - ii. Letter openers;
    - iii. Glue; and
    - iv. Clip boards, etc.;
  3. Backpacks;
  4. Cell phones/smart phones;
  5. Glass containers (except for coffee pots or microwave carousels);
  6. Chewing gum;
  7. Any computer equipment i.e. personal computers/laptops/tablets/readers/routers, etc. (unless approved through appropriate IT authorization);
  8. External data storage devices e.g. flash drives (unless approved through appropriate IT authorization);
  9. Any device capable of accessing the internet or creating an internet hotspot;
  10. Televisions/CD/Cassette/MP3 players;
  11. Personal furniture;
  12. Personal photos;
  13. Cleaning chemicals/air fresheners;
  14. Tools of any type;
  15. Multi-compartment bags
  16. Tobacco products;
  17. Lighters/matches;
  18. Electronic “E” Cigarettes
  19. Candles; and
  20. Metal flatware (forks, knives, spoons).
  21. Umbrellas
  22. Personal Heaters
  23. Personal Cookware (crockpots, skillets, grills, etc.)
- E. Staff are not permitted to possess or store additional clothing (including uniforms) in areas of a facility where SHU, CCU, SPU, RTU or general population inmates live, work or recreate.
- F. Duffle/Gym Bags may be brought into the staff exercise/shower areas, but may not be brought into areas where SHU, CCU, SPU, RTU or general population inmates live, work or recreate.
- G. Items such as coffee makers, toaster ovens and microwave ovens are not permitted for individual use. They may however be purchased or donated for group use.
- H. Requests for exceptions to this policy may be directed to the Warden of the facilities, or in

the SPU/RTU to the Director of Medical and Forensic Services, in writing, stating the cause of the need, and granted in writing by the warden on an individual basis where these items may be required in the performance of their particular duties or are necessary for maintaining good health.

IV. PROCEDURES:

- A. Any person or property on Department of Corrections' facility grounds is subject to search to discover contraband pursuant to New Hampshire Administrative Rule COR 306
- B. Routine Property Inspections (PPD5.59)  
All containers, boxes, bags, purses, brief cases, lunch boxes and carry-ins entering or leaving any prison at all approved and manned ingress and egress points will be presented to the Corrections Officer on duty for inspection. Any person who refuses such inspection will:
  - 1. If entering, not be allowed to enter the prison.
  - 2. If leaving, the property will not be allowed to leave the prison and/or the person may be detained.
- C. Any staff member refusing to permit the searching of his/her personal items may be subject to disciplinary action.

REFERENCES:

Standards for the Administration of Correctional Agencies  
Second Edition Standards

Standards for Adult Correctional Institutions  
Fourth Edition Standards

Standards for Adult Community Residential Services  
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services  
Third Edition Standards

Other

State of New Hampshire Revised Statute 622:24-25

State of New Hampshire Administrative Rule Cor 306.01

NH DOC PPD 5.22 *Contraband Introduction, Prevention and Detection*

NH DOC PPD 11.01 *Information Technology Hardware and Network Resource Management*

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