INTRA-DEPARTMENT MEMORANDUM
Office of the Commissioner

FROM: Helen E. Hanks
Commissioner

DATE: June 5, 2020

SUBJECT: Non-Contact Attorney Visits

TO: All Staff and Residents

OFFICE: Commissioner's Office Phone: 271-5603

In review of the State’s prevalence rates of COVID-19 and operations, departmental facilities will post operational access for non-contact visits for attorneys assigned to active cases on behalf of residents incarcerated in NHDOC facilities. These non-contact visits for attorneys will be on a first come first serve basis. Each facility will have a schedule of available times with cleaning completed between each attorney non-contact visit for both the attorney side and resident side of the non-contact spaces.

Attorneys will be required to bring and wear their own fabric face covering, surgical mask or N95 mask. Attorneys who do not wear a mask will not be permitted access to the visiting space. Attorney’s will be required to complete the NHDOC COVID-19 screening and pass it in order to enter for the non-contact visit. There will be no exchange of paperwork between attorneys and residents permitted.

The department will also continue to provide the same resources to attorneys that have been available during the COVID-19 pandemic.

We appreciate everyone’s involvement to make these non-contact visits successful and patience as we work to create these non-contact attorney client communications.

Non-contact attorney visits will be available effective June 10th based on each facility assigned schedule. These will be published on the nhdoc.gov webpage.

Respectfully,

Helen E. Hanks
Commissioner
To: All Staff and Residents  
From: Warden Plante  
Subject: Attorney Non-Contact Visits  
Effective: June 10, 2020

Effective June 10, 2020 the NHDOC is resuming access for non-contact visits for attorneys assigned to active cases on behalf of residents incarcerated in NHDOC facilities. These non-contact visits for attorneys will be on a first come first served basis. In between visits, both the attorney side and resident side of non-contact spaces will be cleaned per CDC guidelines.

Attorneys will be required to bring and wear their own fabric face covering, surgical mask or N95 mask. Attorneys who do not wear a mask will not be permitted access to the visiting space. Attorneys are required to complete the NHDOC COVID-19 screening (which includes a temperature check) and pass it in order to enter. There will be no exchange of paperwork between attorneys and residents permitted.

New Hampshire Correctional Facility for Women

Attorney non-contact visits will be conducted by pre-scheduled appointment only on Tuesdays and Thursdays between 0730-1200 1300-1700 and 1800-2030hrs.

Attorneys may schedule a visit by contacting Cindy Baker @ 271-0065.

Attorneys shall report to the NHCFW Lobby to begin the screening process.

Respectfully,

Warden Plante
To: All Staff, Residents, and Attorneys
From: Warden Edmark
Subject: Attorney Non-Contact Visits
Effective: June 10, 2020

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Effective June 10, 2020 the NHDOC is resuming access for non-contact visits for attorneys assigned to active cases on behalf of residents incarcerated in NHDOC facilities. These non-contact visits for attorneys will be on a first come first served basis (by appointment). In between visits, both the attorney side and resident side of non-contact spaces will be cleaned per CDC guidelines.

Attorneys will be required to bring and wear their own fabric face covering, surgical mask or N95 mask. Attorneys who do not wear a mask will not be permitted access to the visiting space. Attorneys are required to complete the NHDOC COVID-19 screening (which includes a temperature check) and pass it in order to enter. There will be no exchange of paperwork between attorneys and residents permitted.

Facility: New Hampshire State Prison for Men

Schedule of Availability:

General Population: Visits will be held on Tuesdays and Thursdays.

  Session 1: 0800 – 0845
  Session 2: 0900 – 0945
  Session 3: 1000 – 1045
  Session 4: 1100 – 1145
  Session 5: 1300 – 1345
  Session 6: 1400 – 1430

Reception & Diagnostics Unit and the Close Custody Unit: Visits will be held on Wednesdays.

  Session 1: 0800 – 0845-Close Custody Unit
  Session 2: 0900 – 0945-Close Custody Unit
  Session 3: 1000 – 1045-Close Custody Unit

Promoting Public Safety Through Integrity, Respect, Professionalism
Session 4: 1100 – 1145-Reception & Diagnostics Unit
Session 5: 1300 – 1345-Reception & Diagnostics Unit
Session 6: 1400 – 1430-Reception & Diagnostics Unit

**Visits will not be permitted while a resident is in a quarantine period.**

Special Housing Unit: Visits will be held Monday-Friday

Session 1: 0800-0845
Session 2: 0900-0945
Session 3: 1200-1245
Session 4: 1300-1345

Contact for Scheduling:

- Please call 271-1812 to schedule appointments for General Population, Reception & Diagnostics, & Close Custody Unit
- Please call 271-1927 to schedule appointments for Special Housing Units

Reporting Instructions:

- All attorneys will report to the “White Porch Entrance” of the facility to be screened prior to proceeding to the Visiting Room or Special Housing Unit Entrance.
- Once cleared, attorneys will take their screening form to the visiting access point (Visiting Room Main Entrance or SHU entrance), and present the form to the staff member providing them access to the facility.
To: All Residents and Staff, Northern New Hampshire Correctional Facility
From: Corey Riendeau, Warden, Northern New Hampshire Correctional Facility
Subject: Attorney Non-Contact Visits
Effective: June 10, 2020

Effective June 10, 2020 the NHDOC is resuming access for non-contact visits for attorneys assigned to active cases on behalf of residents incarcerated in NHDOC facilities. These non-contact visits for attorneys will be on a first come, first served basis. In between visits, both the attorney side and resident side of non-contact spaces will be cleaned per CDC guidelines.

Attorneys will be required to bring and wear their own fabric face covering, surgical mask, or N95 mask. Attorneys who do not wear a mask will not be permitted access to the visiting space. Attorneys are required to complete the NHDOC COVID-19 screening form (which includes a temperature check) and submit it for entry into a NHDOC facility. There will be no exchange of paperwork between attorneys and residents permitted.

Facility: Northern New Hampshire Correctional Facility
Schedule of Availability: Monday through Thursday between the hours of 0800 and 1600hrs
By appointment only
Contact for Scheduling: Shift Commander at 603-752-2906
Reporting Instructions: Schedule appointment with the Shift Commander. Upon entry to the facility, the attorney will complete the facility screening process. There are only three non-contact rooms available so a scheduled appointment is required to access the room. At the conclusion of the visit, the attorney will exit the facility as usual.
To: Parties Involved in On-Site Attorney Visits  
From: Paula Mattis, Director, Medical and Forensic Services  
Subject: Attorney Non-Contact Visits  
Effective: June 10, 2020  

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Attorneys will be required to bring and wear their own fabric face covering, surgical mask, or N95 mask. Attorneys who do not wear a mask will not be permitted access to the visiting space. Attorneys are required to complete the NHDOC COVID-19 screening form (which includes a temperature check) and submit it for entry into a NHDOC facility. There will be no exchange of paperwork between attorneys and residents permitted.  

Facility: SPU/RTU  
Schedule of Availability: By appointment only  
Contact for Scheduling: Heather Wood at 271-7924  

Reporting Instructions: Schedule appointment with Ms. Wood. The attorney will present at Zone 7 (the normal SPU/RTU entrance) to complete the facility screening process. There is only one non-contact room available so a scheduled appointment is required to access the room. At the conclusion of the visit, the attorney will exit the facility as usual.