

Glossary of Terms

Inmate/ Offender/Defendant - An individual convicted and sentenced to serve time in the NH Department of Corrections by the Court.

Victim - A person who suffers emotional or physical injuries, financial loss or whose family member dies as a result of a crime.

Victim/Witness Advocate – Also known as a Victim/Witness Specialist or Victim/Witness Coordinator
A person who provides information and support services to crime victims, survivors or witnesses during the investigation, prosecution, sentencing and corrections phases of the justice system.

Prison - A State correctional facility for persons convicted of felony crimes punishable by more than one year. New Hampshire has two male facilities and one female facility.

- NH Correctional Facility for Women – a correctional facility for close, medium and minimum custody inmates located at Goffstown, NH; includes pre-trial and sentenced county inmates.
- NH State Prison for Men – a correctional facility for maximum, close, medium and minimum custody inmates located at Concord, NH.
- Northern NH Correctional Facility - A correctional facility for medium and minimum custody inmates located at Berlin, NH.
- Secure Psychiatric Unit – A secure facility located on the property of NH State Prison for Men which provides treatment for patients and inmates, both male and female, with severe mental health needs.

House of Corrections – This is a facility that holds prisoners who are awaiting trial as well as those who have been convicted of crimes and are serving sentences of less than one year. The House of Corrections can also house state prison inmates as necessary. Each county has a House of Corrections (also called the County Jail).

Minimum Sentence - The minimum time a defendant must serve before becoming eligible for parole. At the time of sentencing the judge will determine the minimum sentence.

Maximum Sentence -The maximum time a defendant serves in prison or is under the supervision of the New Hampshire Department of Corrections. At the time of sentencing the judge will determine the maximum sentence.

Concurrent Sentence – When a defendant has multiple convictions that are given separate sentences but they are served all at the same time.

Consecutive Sentence – When a defendant has multiple convictions that are given separate sentences, with one sentence beginning when the other sentence has been completed. An inmate must be approved by the Parole Board before entering into their next sentence.

Earned Time Credit – An inmate may apply for an already allotted amount of time off of their minimum and maximum sentence by participating in rehabilitative programming while incarcerated. The inmate must also complete NHDOC requirements prior to gaining access to these programs.

Classification – a method NHDOC uses when determining inmate security, housing and program needs as follows:

Maximum Security (C-5): provides the highest degree of supervision and control. Inmates are locked in their cells approximately 22 hours daily with limited time for exercise within the living quarters.

Close Custody (C-4): includes extensive lock-down time and little movement within the housing unit. Limited activity beyond work or school hours.

Medium Custody (C-3): provides moderate lockdown time and greater movement inside the secure prison perimeter. Most inmates in New Hampshire require medium security and make up the prison “general population.”

Minimum Custody (C-2): includes reduced supervision and control while living and working on prison grounds outside the secure fence. These inmates are eligible for reduced custody, see definition for *reduced custody* below.

Work Release (C-1): allows inmates to reside in a Transitional Housing Unit (halfway house) and maintain gainful employment in the community during the final phase of incarceration. Work release inmates may also be confined at home with electronic monitoring and supervision by a Probation-Parole Officer. These inmates are eligible for reduced custody, see definition for *reduced custody* below.

Reduced Custody – The NHDOC inmates classified as “C-1” or “C-2” status are eligible for housing and programming outside the prison walls; this includes minimum security, work release, and administrative home confinement; limited to inmates not requiring higher levels of security.

- **Minimum Security**

Transitional Work Center – housing for C-2 inmates is located outside the prison walls but on the NH State Prison for Men property.

- **Work Release** – a reduced level of supervision for C-1 or C-2 inmates for the purpose of obtaining and working towards gainful employment; Inmates approved for work release will reside at one of the Transitional Housing Units or County House of Correction with restrictions on activity beyond the facility.

North End House – housing for C-1 and C-2, male inmates located in Concord, NH.

Calumet House - housing for C-1 and C-2, male inmates located in Manchester, NH.

Shea Farm House - housing for C-1 and C-2, female inmates located in Concord, NH.

- **Administrative Home Confinement (AHC)** – A level of reduced custody which is recommended and approved by the NH Department of Corrections and the sentencing court. AHC is paid for by the inmate. This is a tamper-proof electronic bracelet that is worn by the offender to verify their presence at their home during the required times. An offender on AHC is monitored and supervised by the Division of Probation and Parole.

Parole/ Probation Officer (PPO) - An officer of the Department of Corrections whose responsibility it is to supervise offenders throughout their parole or probation period.

Parole Board – The board is made up by seven NH citizens, appointed by the Governor, and who determines whether an inmate has met the requirements to be granted the privilege of parole.

Parole - The conditional release of an inmate from the NH DOC into the community. Release on parole typically requires compliance with specific conditions and restrictions set by the Parole Board. Violations of any condition of parole may result in an offender returning to prison.

Probation – A sentence ordered by the Court allowing an offender to remain in the community with supervision and guidance of a Probation-Parole Officer. The specific conditions are set by the court and assigned probation officer.

Parole Revocation - When a person violates any of the conditions of their parole, the parole officer may request that the Parole Board review the circumstances of the violation and determine if the parolee should be returned to the prison.

Restitution - An amount of money ordered by the court at the time of sentencing for the defendant to reimburse a crime victim, for out-of-pocket expenses related to the crime.

Collection Only – Once parole is completed, if restitution is still owed, the offender will remain in the NH Department of Corrections system as “collection only” status until their restitution requirement has been paid in full.