

Readopt with amendments Cor 403.10, effective 3-23-18 (Document #12503), and renumber as Cor 312 to read as follows:

PART Cor 312 REQUEST SLIPS

Cor ~~403.10~~ 312.01 ~~Inmate~~ Request Slip.

(a) The “~~Inmate~~-Request Slip” form shall be the exclusive form that persons under departmental control may use to communicate written requests to departmental employees.

(b) The “~~Inmate~~-Request Slip” form may be electronic or a 3-page carbonless copy form with white, canary, and pink colored pages.

(c) A ~~person under departmental control~~ PUDC who wishes to communicate with a staff member shall supply on the “~~Inmate~~-Request Slip” form the following information:

- (1) The date;
- (2) His or her last name, first name, and middle initial;
- (3) His or her ~~inmate~~ booking number;
- (4) His or her housing unit and cell number;
- (5) His or her work shift; and
- (6) A brief description of the issue to which he or she wants a staff response.

(d) The ~~person under departmental control~~ PUDC shall forward the request to his or her housing unit supervisor or designee, for prompt attention.

(e) The housing unit supervisor or designee, upon receipt of the ~~Inmate's~~ PUDC's Request Slip shall either:

- (1) Respond to the request by supplying on the ~~Inmate~~ Request Slip form the following information;
 - a. The date;
 - b. The responding staff members name; and
 - c. The response; or
- (2) Date and forward the request to the appropriate staff member for a response.

(f) If the request is forwarded to another staff member for a response, that staff member shall supply on the request slip the information outlined in (e)(1), above.

(g) The response to the ~~person under departmental control~~ PUDC pursuant to either (e)(1) or (f) above shall be forwarded to the ~~person under departmental control~~ PUDC.

(h) A member of the housing unit staff of the ~~person under departmental control~~ PUDC shall hand the response to the ~~person under departmental control~~ PUDC.

(i) The ~~person under departmental control~~ PUDC upon receipt of the response shall:

- (1) Sign the ~~Inmate~~ Request Slip form to acknowledge receipt;
 - (2) Retain the canary copy for his or her records; and
 - (3) Return the white and pink copies to the housing unit staff.
- (j) The housing unit staff member shall upon receipt of the copies:
- (1) Forward the pink copy to the staff member who responded to the ~~person under departmental control~~ PUDC's request slip; and
 - (2) Forward the white copy to the offender records office for inclusion in the file of the ~~person under departmental control~~ PUDC.
- (k) For requests submitted electronically, the system managing the requests will provide the same level of tracking and information as the 3-page carbonless copy process provides.

Appendix

RULE NUMBER	STATUTE IMPLEMENTED
Cor 312	RSA 21-H:13, I, II and II-a