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

<table>
<thead>
<tr>
<th>RULE NUMBER</th>
<th>STATUTE IMPLEMENTED</th>
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<tbody>
<tr>
<td>Cor 312</td>
<td>RSA 21-H:13, I, II and II-a</td>
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