I. **PURPOSE:**
To establish a policy and procedures for facilitating a safe, secure, orderly, manageable and pleasant visiting process for persons under Department of Corrections (DOC) custody with their family members and friends; with “official” visitors and for approved visits with other people for conducting legal counsel, religious counsel, etc.; and to implement COR 305.02 and COR 306.04 of the NH Code of Administrative Rules, (Attachment 1). This policy and procedures are also intended to help with fostering relationships with family and community volunteers that will improve the opportunities for persons under DOC custody to successfully reintegrate into the community.

II. **APPLICABILITY:**
To all persons under DOC custody, staff, and visitors at Department of Corrections' facilities.

III. **POLICY:**
Visiting is a privilege. It is the policy of the NH Department of Corrections to provide the time and facilities space for visitations with persons under DOC custody in order to support and maintain relationships with significant people in their lives. It is intended to be no more restrictive toward visitors than is necessary for the security of the visitation, the welfare of those persons under DOC custody and staff, and to exclude contraband.

IV. **PROCEDURE:**
A. **Authorized Visits**
   1. Each person under DOC custody is authorized two visits weekly. Visits from attorneys, clergy and other "official" visitors are not counted against this quota. Official visitors are any government or social service agency personnel within the scope of their official duties. While a person under DOC custody is in their reception period under quarantine status, visits will not be allowed except for bonafide family emergencies approved in advance by the Warden.
   2. Women under DOC custody who give birth will be authorized two additional visits per week with the newborn for eight months post-delivery. The visitor with the newborn and
the woman under DOC custody must meet all other criteria set forth in this policy. Visits are contingent upon the facility’s ability to accommodate the visit.

B. Authorized Visitors
DOC staff must approve all visitors. All persons under DOC custody will be authorized an unlimited number of family members on their visiting list. Immediate family members include those recognized in COR 305.02 (h), and grandchildren (attachment 1). All potential visitors will undergo a criminal records check. All persons under DOC custody must provide a criminal records release authorization form (attachment 3) to all potential visitors 18 years of age or older. A visitor will not be added to an approved visiting list until the criminal release authorization form has been completed, notarized, and a background check has been conducted. The person under DOC custody should attach the completed criminal record release authorization form to the inmate visitor request slip.

1. Visitors removed from any visiting list will be removed immediately and cannot be added to another person’s visiting list for a 3 month period of time from the date of the removal.

C. Visiting Hours
All persons under DOC custody are grouped depending on their status within each institution. Different groups have different visiting schedules. Visiting schedules are available on the NH DOC Web-site, through the Visiting Control Room and are posted in each unit. Attorneys may visit regardless of incarcerated person’s shift, during their regularly scheduled visiting times, or during an approved special visit. Clergy may visit on an incarcerated person’s off shift only, during their regularly scheduled visiting times, or during an approved special visit.

D. Community Corrections / Transitional Housing Units (THU and TWC)
1. TWC and THU residents shall be authorized to have visits with approved visitors as outlined in the resident handbook. Visits shall not interfere with work, meetings, programming or house job responsibilities. Residents shall only participate in curfews, outings and approved absences with those persons on their approved visiting list.

2. TWC and THU residents who while residing in the prison have had their visiting privileges suspended will have their visiting privileges re-instated while residing at TWC or a THU. This exception is in effect only while the resident is residing at TWC or a THU. Should a resident be returned to the prison from TWC or a THU, their visiting restrictions will revert back to the status they were prior to their arrival at TWC or a THU.

3. The Director of Community Corrections may establish additional visitation privileges at the TWC and the THUs to further re-entry efforts (e.g. food at facility visitations, resident home visits, etc.)

E. Disciplinary Segregation
Disciplinary segregation is a period of time when all privileges are restricted because of a specific infraction of the rules. All persons under DOC custody who are in disciplinary segregation are not allowed visitors at all. It is that incarcerated person’s responsibility to notify prospective visitors when they are in disciplinary segregation and that they are not permitted to have visitors while in this status.

F. Hospital Patients
When persons under DOC custody are admitted to hospitals outside of the DOC facilities or to a DOC Health Care Center, visits normally are curtailed or restricted for medical or security reasons. Visitation privileges may be granted with approval of the Warden/Director:

1. All persons under DOC custody who are patients at outside hospitals: When the patient has a life threatening injury/illness, the Warden/Director may grant visits to outside hospitals consistent with the hospital’s visiting policy and security regulations. All approvals will be accomplished in writing with copies to the hospital administrator and hospital security.

2. All persons under DOC custody who are patients at the DOC Health Care Center: Shift
Commanders may grant visits for any patient after consultation with medical staff. Visits will take place in the visiting room unless visits in the Health Care Center are arranged and mandated by the health care staff.

G. Official Visitors
Official visitors (of or related to and representing at the visit a governmental office, post of authority, non-profit organization or other visitor approved by the Warden/designee) will be subject to the same approval process, rules and regulations as the incarcerated persons regular visitors except:
1. The visit will not be counted against the incarcerated person’s allocation of visits.
2. Background investigations may be waived for government entities visiting for a one time only issue with the approval of the Chief of Security.

All official visitors will be subject to the same rules and regulations as regular visitors. The following procedures for business visitors will apply:
1. All official visitors will enter through the designated entrance at each facility. All visitors must sign the visitor’s log and be issued a visitor’s badge to be worn on the left breast area of the outer garment.
2. A picture identification (IDs need not be current) for the visitor and the name of the person under DOC custody to be visited will be given to the officer on duty.
3. The responsible staff member will escort all visitors while inside the secure perimeter.

H. All Persons under DOC Custody Eligibility to Have Visits
1. The person under DOC custody must be free of any bans on visiting.
2. The person under DOC custody must not be in disciplinary segregation.
3. The visit requested will be authorized only during those times established for the incarcerated person’s visiting.
4. All persons under DOC custody will only be allowed visits from approved persons on their visiting list.
5. All persons under DOC custody on precautionary watches or in pending administrative review (PAR) status must receive the expressed approval of the Warden or Director of the facility to be allowed contact or non-contact visits.

I. Visiting Lists
1. All persons under DOC custody must request that a prospective visitor be placed on the approved visitor list. The person under DOC custody must request their prospective visitors complete the form authorizing the Department of Corrections to complete a criminal background check. The prospective visitor then returns the form to that person under DOC custody who is requesting the visitor via US Mail. The person under DOC custody will then attach the form to the Visitor Request Slip for processing.
2. As part of the visitor approval process, each prospective visitor must provide their full name, address, phone number, date of birth and identifying number (driver’s license number, military ID number, state non-driver ID number, passport number). The person under DOC custody who is requesting the visitor must certify that no court or parole board has ordered that the person under DOC custody refrain from contact with any of those prospective visitors. For children under the age of 18, special attention shall be given to verify this information including clearance by the Victim Services Unit. This information will be completed, so that it may be checked and verified before the first visit. Children under 18 will only be required to furnish their date of birth. Persons under DOC custody who have legal restrictions regarding visits with minors that require direct supervision of the visit shall make arrangements to provide for an appropriate person or trained chaperone to be present during the visit. Visiting room staff shall not be used for this purpose of providing the direct supervision of that minor.
3. Visitors under the age of 18 shall not be permitted to visit unless accompanied by an adult who shall be an immediate family member, guardian, or other person who shall demonstrate in writing by a notarized letter that the minor has permission to visit from
an adult who is responsible for the child such as a parent, guardian, or immediate family member. The behavior of visitors under the age of 18 is the joint responsibility of the person under DOC custody and visitor, and visits will be terminated if children are allowed to misbehave or become out of control. Although children are allowed in the visiting room, no toys are allowed. Empty, clear, plastic, baby bottles and a sealed package of formula will be permitted.

4. Potential visitors with criminal records involving felony drug offenses within the last 10 years from date of conviction will not be allowed to visit.

5. Potential visitors with criminal records involving a drug offense violation within the last five years from date of conviction will not be allowed to visit.

6. Potential visitors with pending drug related offenses will be not allowed to visit.

7. Potential visitors with a criminal history that resulted in confinement to a correctional facility for any offense will not be allowed to visit within five years of the date of the release from confinement regardless of the duration of the confinement.

8. Potential visitors with any criminal record for non-drug related offenses within one year from the date of the most recent criminal conviction will be not be permitted to visit.

9. Potential visitors who are on probation/parole will not be granted visiting privileges without the written recommendation of the supervising Probation/Parole Officer and the written approval of the Warden. Consideration will be given for immediate family members only.

10. A visitor cannot appear on more than one approved visitor list unless those persons under DOC custody are related to each other and the visitor falls under the immediate family definition in COR 305.02 (h) and grandchildren.

11. Current or former employees of the NHDOC or any other confinement facility may visit incarcerated immediate family members upon written request and approval by the Warden/Director/designee of the institution housing the person under DOC custody.

12. The visitor will be given a copy of the Guidelines for Visitation upon request.

13. No item whatsoever may be passed to or from the person under DOC custody and the visitor. Legal material is exempt during attorney visits as noted in section L. If advance approval has been obtained, approved items may be exchanged by handing them first to the visiting room officer for inspection.

14. Visitors should dress appropriately and consistent with this policy when visiting so as not to distract from the family atmosphere in the visiting room. Clothing similar in appearance to the clothing worn by persons under DOC custody is prohibited. No one wearing provocative or revealing clothing will be allowed access to the visiting room. Good judgment and consistency of enforcement are the rule. Clothing that promotes sex, drugs, alcohol or violence will not be allowed.

15. The person under DOC custody is responsible for providing the prospective visitors with information regarding the day and time they are allowed to receive visits.

16. The person under DOC custody will receive a copy of "The Visitor's Guide" during the intake process at the institution. A copy of this guide may be sent to prospective visitors by the person under DOC custody after they have been officially added to their visitor list.

17. Any articulable risk to the security of the facility and/or safety of the DOC staff, persons under DOC custody and/or visitors will cause a visitor's privilege to visit to be immediately revoked and it will continue until the Warden/Director of the facility approves to restore the visiting privilege to that person.

18. Exceptions to this policy may be requested by a written appeal to the Warden/Director.

J. Processing Visits

1. The attending officer will verify each potential visitor with the list of approved visits for all visiting slots.

2. In addition, on weekday visiting slots, the attending officer will verify that the person under DOC custody to be visited is on their off-duty shift.
3. The visitor must present and surrender a valid form of photographic ID (current or expired) to the officer for the duration of the visit. The only acceptable forms of photographic identification include the following:
   • a driver’s license issued by any US state or territory,
   • a non-driver ID issued by any US state or territory,
   • a US military ID or
   • a passport issued by any country.
4. Visitors under the age of 18 will be required to present a valid photographic ID (current or expired) or a valid birth certificate to the officer for the duration of the visit. The only acceptable forms of photographic identification are listed in section J-3 of this policy. If the minor is accompanied by an adult person other than the parent or guardian, the adult person will be required to produce a notarized letter from the parent or guardian authorizing the minor to visit at the prison.
5. All persons under DOC custody shall be required to reprocess a visitor who was originally a minor under the age of 18, once they become an adult upon reaching the age of 18.
6. The visitor must secure all items not allowed in the visiting room in their vehicle or in a waiting room locker (where available). The visitor assumes all risk and responsibility for items left in their vehicle or in a locker.
7. The attending officer must clear the visitor for entry by one of the following procedures:
   a. Checked and cleared by metal detection equipment; or
   b. Physical search of a visitor's person by two or more officers of the same gender as the person being searched.
8. The attending officer coordinates with the visiting room officer to assure no overcrowding occurs. Visits will be admitted on a first-come-first-served basis. A maximum of three adult visitors may visit a person under DOC custody during any one visiting session.
9. Exceptions to Section IV, J may be granted by the Shift Commander when institutional and public safety is not compromised.
K. Special Visits
Special visits may be granted for infrequent visitors that do not warrant being on the visiting list of the person under DOC custody. They must occur during the designated visiting schedule of the incarcerated person unless extenuating circumstances warrant an exception. The Warden/Director/designee may also grant special visits when one or more of the following circumstances exist:
1. Emergency family matters when the normal visit quota has been exhausted.
2. Visits of a highly compassionate nature that does not meet other visiting criteria.
3. Visits involving visitors who, due to extreme distance (a radius of 300 miles or more) or other hardship, cannot meet visiting schedule constraints.
4. Visits with a visitor not appearing on the incarcerated person’s approved visitor list whose appearance could not have otherwise been planned or expected and where approval would be deemed in the interests of the incarcerated person and the institution.
L. Attorneys and Clergy
1. Visits from verified members of the clergy and verified attorneys involved with the legal affairs of a person under DOC custody will be admitted without regard to visiting lists and will not be counted against an incarcerated person’s visit quota. Clergy will be verified through the Chaplain's office and attorneys will be verified by the use of the NH Bar Association membership book or by presentation of their state bar association identification/membership card.
2. Clergy must complete an Official Visitor Registration (Attachment 2) to assure that the required background screening is completed prior to visiting and must visit during the incarcerated person’s designated visiting schedule.
3. Approved clergy and volunteers who resign or are terminated cannot be added to any
other visiting list for a 3 month period of time from the actual date of resignation or termination. Exceptions may be considered for immediate family members of a newly admitted incarcerated person.

4. Attorneys wishing to visit an incarcerated person in quarantine status housed in R/D or SHU at NHSP/M and all incarcerated persons housed at NCF and NHSP/W must have requested an appointment 24 hours in advance. R & D incarcerated persons already cleared have regular access to the visiting room.

4. Attorneys may give inspected legal material to the person under DOC custody during the visit. Persons under DOC custody may bring a reasonable amount of inspected legal material into the visiting room. For more information, refer to PPD 5.17.

6. Clergy and attorneys in their official capacity will be allowed to visit wearing professional attire to include the following:
   - Suit, Sport Coat, Blazer.
   - Jacket (that is part of the individual’s outfit, but does not include a jacket/coat designed specifically for outdoor wear).
   - Sweater. In addition, it can also be worn under a jacket, suit or sport coat, or blazer.
   - Skirt, Dress, (with or without “kick pleats” (short slits intended solely for freedom of movement)) and Dress Pants.
   - Sleeveless Blouse may be worn under a jacket, suit or sport coat, or blazer provided that the jacket, suit or sport coat, or blazer is worn throughout the visit.

7. Clergy and attorneys are prohibited from wearing the following:
   - See-through clothing of any kind.
   - Skirt, dress, or shorts that are two inches or more above the knee when standing
   - Low-cut sweater, blouse, or shirt that exposes any level of cleavage or breast area; tank top, halter top, or tube top.
   - Blouses or shirt too short to tuck in and/or that expose the midriff.
   - Tight-fitting athletic type clothing.
   - Long or short legged: Spandex outerwear, stirrup, sweat, yoga, or swish pants.
   - Hat, headband, and/or hooded clothing. No hooded garments, including but not limited to, sweater, sweatshirt, and long-sleeved T-shirt will be allowed in the visiting room.
   - Zippered shirt, sweater, sweatshirt, or long-sleeve T-shirt.
   - Outdoor jacket.
   - Shawl, scarf, wrap or loose open over-shirt.
   - Clothes with holes, rips, and/or tears (clothing must be completely intact).
   - Clothing with pockets torn out or torn to allow access beneath the garment
   - Sleeveless garments.
   - “Farmer jeans” overalls.
   - Any clothing which could be mistaken for inmate clothing.
   - Military clothing (actual uniform or look-alike)
   - Clothing which closely resembles uniforms (Correctional Officer, Police, Sheriff, Marshal, etc.)
   - Nursing uniform (scrubs).
   - Metal hair ornaments.
   - Clothing that displays gang affiliation or gang culture, clothing that is obscene, racist, or displaying sexual content, alcohol or drugs.

8. The Visiting Room Officer shall use reasonable judgment in determining whether an article of clothing is prohibited. The Officer may defer to the Shift Commander for a final decision if needed.

9. Clergy and attorneys visiting a person under DOC custody in their official capacity
whose attire does not comply with this policy will be notified of the violation to be corrected for future visits. The Shift Commander shall be notified and shall respond to view the violation to determine if the clergy or attorney will be allowed to proceed to meet with their client. The Shift Commander shall only deny a visit when in their opinion the violation of the policy is of a most extreme nature. A report shall be made of the violation and forwarded to the Warden/Director of the facility.

10. Clergy and attorneys who are visiting a person under DOC custody as a visitor and not in their official capacity must comply with the restrictions intended for all visitors.

11. Any request for a religious accommodation for a prohibited item must be made in advance of the visit to the Warden of the facility.

M. Media Visits
Members of the media may visit persons under DOC custody with approval from the departmental Public Information Officer and the Warden/designee of the facility. Such individuals need not be on the visiting list of that person under DOC custody. See PPD 1.13 for complete rules and procedures for media visits.

N. Conduct
1. Visitation is a privilege and not a right, and violation of rules may result in termination of the visit, loss of the visiting privileges of persons under DOC custody, banning of the visitor from entering the institution or its grounds and/or criminal charges as circumstances warrant. All persons under DOC custody and their visitors will comply with the following:
   a. The instructions and requests of the visiting room officer(s).
   b. Unauthorized items may not be brought to the visiting room by either party.
   c. The following items are allowed:
      1) Health aids required for the well-being of the visitor e.g. oxygen tank or wheel chair;
      2) Handkerchief;
      3) Any medication deemed necessary for the health of the visitor during the visit must be submitted for inspection and approval prior to admission to the visiting room.
      4) Religious material to be used during the visit by members of the clergy or by visiting volunteers shall be donated in advance of the visit to the institution chaplain who will review and inspect the material. The institutional chaplain, after approving the donated material, will add the material to the Visiting Room Library. Clergy and visiting volunteers shall not be allowed to bring any book and/or material item/s into the visiting room. Donated items shall become the property of the NHDOC and shall not be returned. The Department shall not be responsible for the replacement of any lost, stolen, or damaged material. The Department shall retain the right and authority to remove any material from the Visiting Room Library at any time.
   d. No forms of visitor identification are allowed inside the visiting room.
   e. Physical contact and displays of affection will be kept within bounds of decorum with hugging only allowed at start and end of a visit for 3 seconds or less. Holding hands in plain view is allowed during the visit. Physical contact with children under 18 years of age is permitted in accordance with COR 305.02 q. 1.
   f. Loud and boisterous behavior is forbidden
   g. Abusive, obscene, or vulgar language or disruptive behavior on the part of adults or children is forbidden and shall result in termination of the visit.
   h. Management by the visitor of the behavior of minor children must preserve an atmosphere conducive to the visiting of others.
   i. No smoking or tobacco products are allowed on prison grounds.
   j. All visitors shall be logged into the visitor’s section for that individual inmate in
CORIS.

k. Refusal to follow the instructions of the officer in charge of visiting shall result in the termination of the visit.

2. Any time a visit is terminated for cause or admittance is denied, a written report of the circumstances will be submitted to the Shift Commander by the end of the shift.

O. Security

1. Everyone on prison grounds, regardless of whether they are persons under DOC custody, visitors, staff, or anyone defined in some other category, are subject to search without warning of their vehicles, possessions and persons. This is necessary to prevent the introduction of weapons, ammunition, explosives, alcohol, escape devices, drugs, drug paraphernalia, tobacco, or other forbidden items or contraband into the prison environment.

2. Visitors wearing religious headwear shall allow an officer to perform a security screening of the individual and their headwear and/or facial covering according to the procedures outlined by this policy.
   a. For routine security screening and identification purposes, a visitor shall be required to temporarily remove their religious headwear, including a facial covering, before being admitted into the visiting room.
   b. The staff member assigned to complete this task will be of the same gender as the visitor. Persons under DOC custody shall notify staff that a visitor wearing religious headwear and/or facial covering will be arriving with them at least 48 hours prior to the visiting time to allow staff to make arrangements for a staff member of the same gender to be present for the security screening.
   c. The removal of the religious headwear and/or facial covering should be completed in a private area to prevent the visitor from being seen by other visitors and staff when they are removing their religious headwear and/or facial covering.
   d. While the visitor is holding their headwear and/or facial covering, the staff member will visually inspect the headwear and/or facial covering without touching the items.
   e. If no contraband or suspected contraband is detected by the staff member, the visitor shall be permitted to place their religious headwear and/or facial covering back on their person and return to the visitor processing area.
   f. The visitor will need to complete the security screening process before entering the visiting room which shall include one or more security screenings and inspections that may incorporate the use of electronic devices, visual searches, pat searches, or search by DOC canine.
   g. The visitor shall be allowed to wear their religious headwear and/or facial covering in the visiting room after successfully completing the visitor screening and identification process.
   h. If the staff believe it is necessary for security reasons to verify the identity of the visitor wearing religious headwear and/or a facial covering before the visitor departs from the institution, staff shall follow the same procedure outlined in 2 (c.) of this section of the policy.
   i. In the event that the assigned staff member observes contraband or suspected contraband during their visual inspection of the visitor’s religious headwear and/or facial covering, the staff member shall take possession of the contraband or suspected contraband item/s and immediately notify the Shift Commander.
   j. The visitor will remain in the private area where the visual inspection took place and shall be kept under direct supervision until a decision is made to contact local law enforcement officials for assistance, or the visitor is allowed to leave the institution.
   k. The Shift Commander shall notify the Warden/Director or designee whenever contraband or suspected contraband is detected in the possession of a visitor
attempting to enter the prison facility.

P. **Contraband**

DOC promotes a drug free environment. A drug free environment is essential to rehabilitation and a safe institution. New Hampshire Statute RSA 622:24 states: "Regulations: No person shall deliver or procure to be delivered or have in his possession with intent to deliver to a prisoner confined in the State Prison, or deposit or conceal in or about the prison, or in any building or upon any land appurtenant thereto, or in any vehicle entering the premises belonging to the prison, any article with intent that a prisoner shall receive or obtain it, or receive from a prisoner any article contrary to the rules and regulations established by the Commissioner of Corrections and without the knowledge and permission of the Commissioner of Corrections.” DOC will seek criminal prosecution of those violating this statute. If it is determined that a particular visitor brought contraband into the prison, that visitor may be barred in accordance with COR 305.04 and prosecuted in accordance with RSA 622:24.

Q. **Non-Contact Visits**

1. Any person under DOC custody who has been classified as C5 or who is housed in the Special Housing Unit (SHU) will only be allowed non-contact visits subject to the non-contact visiting rules outlined in this section. Persons under DOC custody who are not classified as C5 Inmates but are housed in SHU may be allowed contact visits upon the expressed approval of the Warden of the facility.

2. The Warden/Director may place a visitor on a non-contact visitation status for the safe and secure operation of the institution. Visitors placed on non-contact visitation status may have their status reviewed every six months.

Any person under DOC custody who pleads guilty or has been found guilty of a disciplinary report for one or more of the following reasons will be subject to non-contact visits or loss of visitation privileges:

a. Having an illicit substance (and/or alcohol at a concentration above .04) in the blood, breath or urine (AHC, C1, C2 & C3 only) (29.2B)

b. Possession of any drug or drug paraphernalia. (27A);

c. Producing a positive or adulterated urine sample. (30A or 30.1A);

d. Refusal or substantial delay to provide a urine sample. (30A);

e. Introduction of contraband into the institution. (76A); or

f. Any major rule violation that occurs in the visitation area.

3. Non-contact visits may be modified or suspended dependent upon the level of the incarcerated person’s compliance and participation with the programming and treatment services offered under the Drug Use Management Policy (PPD 5.23).

4. After disciplinary sanctions restricting all visitations (initial 30-day period) are complete, non-contact visits will be in effect for the remainder of the one year period. Non-contact visits with immediate family members will need to be scheduled in advance by sending a request slip to the visiting room OIC at least one week in advance. Visits will be based on the availability of the non-contact area and these visits will be conducted on the person under DOC custody unit’s scheduled visiting days only. Exceptions will be permitted with the Shift Commander’s approval. Each person under DOC custody will be permitted one visit a week pending approval of request slips and visitors. These visits will be for a one-hour timeframe and are limited to two approved visitors including children.

5. All other visitors are still barred for a one year period. After the one-year period is completed, the person under DOC custody must request in writing to the Warden/Director stating why regular visits should be reinstated. The reply will be issued within 30 days.

6. Visitors and persons under DOC custody will still follow all previous policies still in effect.

7. The following rules apply to non-contact visits, where applicable:

a. If the person under DOC custody or visitor needs to leave for any reason, the visit
will be terminated.
b. Once a visitor is processed at the front door, they will be escorted to and from the
non-contact area by an officer and will sit at the assigned numbered table.
c. Persons under DOC custody will be patted down first, and then escorted from the
door of the visiting room to their visit in the non-contact room.
d. All persons under DOC custody will be stripped searched after any visit no matter
the duration.
e. When the visit is complete, the visitor will be escorted back.
f. All non-contact areas will be searched before and after each visit to inspect for
contraband or damage to the area. All persons under DOC custody or visitors will
be held responsible for damage to the area.
g. The visiting room Officer-in-Charge (OICs) will be responsible for obtaining a list
of non-contact visits that day and provide a copy to all officers on duty.
h. Non-contact visits will be processed first so that visits will commence in a timely
manner.
i. Visitors for non-contact visits who arrive 30 minutes or more late regardless of
conditions will not be permitted the visit.
j. No food or drink will be allowed in this area at any time.

R. Marriage
Pre-marital/pre-civil union counseling sessions and weddings/legal civil union ceremonies
(PPD 7.13) are part of the visiting program. If the inmate has lost visiting privileges through
disciplinary actions, the sanction must be served before eligibility for pre-marital/pre-civil
union counseling can occur.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards
2-CO-5D-01

Standards for Adult Correctional Institutions
Fourth Edition Standards
4-4498 thru 4500; 4-4501; 4-4503

Standards for Adult Community Residential Services
Fourth Edition Standards
4-ACRS-5A-17 thru 5A-18; 4-ACRS-5A-23

Standards for Adult Probation and Parole Field Services
Third Edition Standards

Other
NH RSA 622:24
Administrative Rule COR 305.02
Administrative Rule COR 305.03
Administrative Rule COR 305.04
Administrative Rule COR 305.05
Administrative Rule COR 306.01
Administrative Rule COR 306.02
Administrative Rule COR 306.03
Administrative Rule COR 306.04
PPD 7.13 Resident Marriage Request Procedure
Cor 305.02 Access to Departmental Facilities for the Purpose of Visiting Inmates and Patients.

(a) Persons confined in departmental facilities may receive visits on a schedule established by their facility as outlined in departmental policy and procedure directive 7.09.

(b) Visits may be conducted as contact visits, meaning that inmates or patients and visitors sit together without any barriers between them.

(c) Non-contact visits shall occur when:
   (1) Contact visiting would enhance the likelihood of contraband being introduced; or
   (2) The department’s investigations bureau or the facility’s chief of security has evidence from a credible source that a disruptive incident might occur.

(d) Visits shall be denied or restricted when:
   (1) Security or safety is jeopardized; or
   (2) When visitation by specific individuals would be detrimental to the mental health interests of the inmate or patient involved as determined and documented by the SPU mental health treatment team or treating psychiatrist.

(e) Space shall be set aside for attorney visits that provide privacy where attorney-client confidentiality can be maintained. Attorney visits shall occur during normal business hours.

(f) The chief administrator of each facility shall assure that a list of individuals approved to visit each inmate or patient is maintained. Attorneys who wish to visit an inmate or patient in a personal capacity shall be on the inmate or patient’s list of approved visitors. In order to apply for approval for visitation the individual’s name, address, telephone number, relationship and date of birth shall be submitted by the inmate or patient for approval. The department shall conduct a national crime information center criminal background check after receipt of a signed and notarized consent form from the proposed visitor. A visitor shall not be listed on more than one inmate or patient’s approved list unless he or she is a member of the immediate family of each inmate and patient.

(g) There shall be no limit on the number of members of an inmate or patient’s immediate family who can be approved to visit.

(h) For the purpose of (g) above, immediate family shall include:
   (1) Husband;
   (2) Wife;
   (3) Children, either natural, adoptive or step;
   (4) Mother, either natural, adoptive or step;
   (5) Father either natural, adoptive or step;
   (6) Grandparents either natural, adoptive or step;
   (7) Brothers either natural, adoptive or step;
   (8) Sisters either natural, adoptive or step;
   (9) Aunts;
   (10) Uncles;
   (11) Brother’s spouse;
   (12) Sister’s spouse, and
   (13) Legal civil union partners.
(i) A maximum of 20 visitors outside the immediate family shall be approved to visit. At the inmate or patient’s request these persons shall be taken off the approved list and replaced with another approved visitor. Any such visitor removed from the approved list shall not be placed on any other inmate or patient’s list of approved visitors for a period of 12 months.

(j) Visitors shall not visit inmates or patients hospitalized in the community unless the inmate or patient is affected with a life threatening illness or injury as verified by the treating physician.

(k) Adult visitors shall establish their identity by presenting a photographic identification document issued by a government agency such as a driver’s license, military identification card, passport or similar document. Each visitor shall personally surrender this identification document to the security officer prior to entry into the facility for visiting and shall personally recover the identification document from the officer upon departure from the facility. Children under 17 shall not be required to have a photographic identification card to visit. Child visitors shall establish their identity by presenting a birth certificate issued and authenticated by an appropriate government entity.

(l) Children under 17 shall not be permitted to visit unless accompanied by an adult who shall be a family member, guardian, or other person who shall demonstrate in writing that the minor has permission to visit from an adult who is responsible for the child such as a parent, guardian or family member.

(m) All visitors shall consent to a search of their persons, possessions and vehicle, if the vehicle is on departmental property or remove themselves from departmental property. Visitors shall not introduce anywhere on or within departmental property any items identified as contraband and restricted in Cor 306.01. Visitors shall not introduce items not authorized within the secure confines of a facility. Such items shall be secured in their vehicles or in the small lockers provided outside the visiting room prior to visiting. Visitors found to possess contraband contrary to law shall be reported to law enforcement authorities for possible prosecution and shall be barred from entry in accordance with Cor 305.04.

(n) Each visitor shall obey the orders and instructions furnished by the facility staff. Failure to do so shall result in termination of the visit and possible debarment pursuant to Cor 305.04.

(o) Persons convicted or under present indictment for a misdemeanor or felony in any jurisdiction shall not visit any resident without first obtaining written permission from the commissioner of corrections, or his designee pursuant to Cor 200.

(p) No visitor shall give, convey or leave any item or thing to an inmate or patient without advance approval of the administrator of the facility or his designee pursuant to Cor 200.

(q) Each visitor shall conform to the rules regarding visiting in the specific facility visited which include the following:

(1) Displays of affection such as hugging, kissing and embracing shall be limited to short durations, 45 3 seconds or less at the beginning and end of visits. No bodily contact, except for handholding, shall be permitted during visiting for visitors above the age of 16;
(2) Abusive, obscene or vulgar language shall not be used on the facility grounds;
(3) Small children shall be restrained from disruptive behavior by the visitor responsible for them;
(4) Disruptive behavior on the part of adults or children shall result in the termination of the visit; and
(5) Refusal to follow instructions of the persons in charge of visiting shall result in the termination of the visit.

(r) Each visitor shall conform to the rules regarding a visitor’s attire while visiting in the facility which include without being limited to the following:

(1) Jackets, coats or outer sweaters shall not be taken into the visiting room; and
(2) Garments that expose the breasts, the midriff, the upper thighs or buttocks or the genitalia shall not be allowed.

Source. (See Revision Note at chapter heading for Cor 300) #7448, eff 2-6-01; ss by #9383, INTERIM, eff 2-3-09, EXPIRES: 8-3-09; ss by #9508, eff 7-8-09
Cor 305.03 Visitor Requirement to Follow Rules. All visitors who visit, or go on, or cross the grounds of a facility or area under the control of the department shall be subject to the rules established in Cor 305. Failure to follow such rules shall subject the visitor to removal from the grounds, arrest and/or prosecution.

Source. (See Revision Note at chapter heading for Cor 300) #7448, eff 2-6-01; ss by #9383, INTERIM, eff 2-3-09, EXPIRES: 8-3-09; ss by #9508, eff 7-8-09

Cor 305.04 Debarment from Departmental Facilities. Visitors or others who fail to follow the rules pertaining to departmental facilities or areas shall be barred from re-entry thereon by the commissioner, or person in charge of the facility or their agent, by notifying them in person or in writing of the debarment, the reasons therefore, and the duration of the debarment. Persons found to be in violation of the debarment order shall be reported to law enforcement authorities for possible prosecution under the provisions of RSA 635:2, or other appropriate statutes. All debarred persons shall have the right of appeal pursuant to Cor 200.

Source. (See Revision Note at chapter heading for Cor 300) #7448, eff 2-6-01; ss by #9383, INTERIM, eff 2-3-09, EXPIRES: 8-3-09; ss by #9508, eff 7-8-09

Cor 305.05 Permission to Re-Enter. Persons desiring to re-enter departmental facilities once being removed or debarred, shall not re-enter said facilities without filing a complaint pursuant to Cor 200 and/or requesting the commissioner of corrections or his designee to have the visits restored. The commissioner or designee shall render a written decision based on an assessment of future risks, rehabilitative needs of the inmate or patient and security of the institution.

Source. (See Revision Note at chapter heading for Cor 300) #7448, eff 2-6-01; ss by #9383, INTERIM, eff 2-3-09, EXPIRES: 8-3-09; ss by #9508, eff 7-8-09

PART Cor 306 CONTROL OF CONTRABAND ON DEPARTMENTAL PROPERTY

Cor 306.01 Contraband.

(a) Items identified as contraband shall fall into 2 general categories:

(1) Items not allowed anywhere on departmental property; and

(2) Items not allowed inside departmental facilities that must be secured either in a visitor’s vehicle or within a locker available in a visitor reception area.

(b) Contraband items not allowed anywhere on departmental property shall consist of the following:

(1) Any substance or item whose possession is unlawful for the person or the general public possessing it;

(2) Any explosive device, bomb, grenade, dynamite or dynamite cap or detonating device including primers, primer cord, explosive powder or similar items or simulations of these items; and

(3) Lock-picking kits or tools or instructions on picking locks, making keys or making surreptitious entry or exit.

(c) Neither visitors from the general public nor DOC employees shall be permitted to have in their possession items not allowed anywhere on departmental property.

(d) Contraband not allowed inside departmental facilities shall include the following:

(1) Any firearm, simulated firearm, or device designed to propel or guide a projectile against a person, animal or target;

(2) Any bullets, cartridges, projectiles or similar items designed to be projected against a person, animal or target;

(3) Any drug item, whether medically prescribed or not, in excess of a one day supply or in such quantities that a person would suffer intoxication or illness if the entire available quantity were consumed alone or in combination with other available substances;
(4) Any intoxicating beverages;

(5) Knives and knife-like weapons;

(6) Clubs and club-like weapons;

(7) Maps of the prison vicinity or sketches or drawings or pictorial representations of the facilities, its grounds or its vicinity;

(8) Sums of money or negotiable instruments in excess of $100;

(9) Pornography or pictures of visitors or prospective visitors undressed;

(10) Radios capable of monitoring or transmitting on the police band in the possession of other than law enforcement officials;

(11) Identification documents, licenses and credentials not in the possession of the person to whom properly issued;

(12) Ropes, saws, grappling hooks, fishing line, masks, artificial beards or mustaches, cutting wheels, or string, rope or line impregnated with cutting material, or similar items to facilitate escapes;

(13) Balloons, condoms, false-bottomed containers, or other containers which could be used to facilitate transfer of contraband; and

(14) Tobacco products, except those secured in a visitor’s locked vehicle.

e) Visitors from the general public and DOC staff, when the items are not owned or issued by the department, shall secure items that are not allowed inside any departmental facility either in a visitor’s vehicle or within a locker available in a visitor reception area.

Source. (See Revision Note at chapter heading for Cor 300) #7448, eff 2-6-01; ss by #9383, INTERIM, eff 2-3-09, EXPIRES: 8-3-09; ss by #9508, eff 7-8-09

Cor 306.02 Contraband on Departmental Property Prohibited. The possession, transport, introduction, use, sale or storage of contraband on departmental property shall be prohibited under the provisions of RSA 622:24 and RSA 622:25.

Source. (See Revision Note at chapter heading for Cor 300) #7448, eff 2-6-01; ss by #9383, INTERIM, eff 2-3-09, EXPIRES: 8-3-09; ss by #9508, eff 7-8-09

Cor 306.03 Searches and Inspections Authorized.

(a) Any person or possessions on departmental property shall be subject to search to discover contraband. Searches shall be necessary to prevent the introduction of contraband into the facilities and the hands of inmates and patients and to prevent escapes, violence and situations where violence is likely. Travel onto departmental property shall constitute implied consent to search for contraband pursuant to RSA 622:24-25, and RSA 622:39. In such cases where implied consent exists, the visitor shall be given a choice of either consenting to the search or immediately leaving departmental property. Nothing in Cor 306.03, however, shall prevent non-consensual searches in situations where probable cause exists to believe that the visitor is or has attempted to introduce contraband into a departmental facility pursuant to the laws of New Hampshire concerning search, seizure and arrest or otherwise authorized by law.

(b) All motor vehicles parked on departmental property shall be locked and have the keys removed. Correctional personnel shall check to insure that vehicles are locked and shall visually inspect the plain view interiors of the vehicles. Vehicles discovered to be unlocked shall be searched to insure that no contraband is present. Contraband discovered during searches shall be confiscated as evidence and turned over to law enforcement authorities for use in possible prosecution.

(c) All persons entering departmental facilities to visit with inmates, patients or staff, or to perform services at the facilities or to tour the facilities shall be subject to having their persons checked for contraband. In order to minimize the scope of such searches,
items not needed for the visit such as purses, coats and other baggage shall be left either in the vehicles or in the small lockers provided. All items and clothing carried into the institution waiting area shall be searched for contraband. Items left at the storage area shall be subject to inspection and search. Contraband seized shall be retained as evidence and turned over to law enforcement authorities for use in possible prosecution.

(d) Departmental employees shall be subject to search as follows:

(1) General searches of groups of employees shall be scheduled with prior approval of the chief administrator of the facility where the employees are assigned or designee. General searches shall not be subject to the probable cause standard for individual searches as set forth below. Such searches shall be limited to contents of pockets and bags or other items used to carry personal belongings unless otherwise authorized by the chief administrator of the facility or designee; and

(2) Individual searches of employees who are not part of a group being searched during a general search, shall be conducted when there is probable cause to do so with the approval of the chief administrator of the facility or a staff member named as acting chief administrator. Based upon the information used to determine probable cause, such searches can include such measures as pat searches, strip searches or cavity searches.

(3) Such searches, pursuant to (2) above, shall be subject to the following:

a. Individual employees shall not be searched by a person of lower rank or the opposite sex; and

b. Such searches shall only be conducted when the chief administrator of the facility is satisfied there is reason to believe the employee is in possession of contraband or unauthorized property.

(c) When reliable information exists from informants or law enforcement agencies that a visitor is expected to deliver contraband to an inmate or patient, the visitor shall be offered the opportunity to choose to be searched, including strip searched and a viewing of body cavities, or not to enter the facility. Since such searches are unpleasant and time consuming for all involved, they shall be required only on the authority of the chief of security, chief administrator of the facility or higher authority on a special need basis where such apparently reliable information clearly mandates the need for contraband exclusion. Such searches shall be accomplished by 2 or more staff members of the same sex as the person to be searched and shall be done out of the public view.

Source. (See Revision Note at chapter heading for Cor 300) #7448, eff 2-6-01; ss by #9383, INTERIM, eff 2-3-09, EXPIRES: 8-3-09; ss by #9508, eff 7-8-09

Cor 306.04 Inspection of Material Subject to Attorney-Client Privilege.

(a) Material the confidentiality of which is protected by attorney-client privilege shall be, nevertheless, subject to some inspection, as outlined below, to insure the absence of contraband. The interest of inmates and patients and attorneys in maintaining the confidentiality necessary to effectuate legal representation shall be accommodated to the maximum extent possible consistent with the facility's need to insure internal security.

(b) Prior to entering a departmental facility, all visiting attorneys and other persons designated in writing by the attorney as his/her agent, such as paralegals, law clerks, or private investigators, shall be required to certify in writing that no written or other contraband is contained in any material brought into the facility by the attorney or the attorney's agent.

(c) Prior to entering a departmental facility, all visiting attorneys and other persons designated in writing by the attorney as his/her agent, such as paralegals, law clerks, private investigators, shall submit their persons and all books, briefcases, folders, files or other containers of whatever description being carried by them to a search by the appropriate officer.

(d) Prior to any search, the attorney or his/her agent shall designate which materials in his/her possession, if any, are subject to an attorney/client privilege of confidentiality.
(e) The inspecting officer shall search all material except that designated as coming within the scope of attorney/client privilege. Material designated as privileged shall only be inspected in a manner detailed in (f) below and in the immediate presence of the visiting attorney or the attorney’s agent.

(f) The inspecting officer shall not scrutinize any material designated as privileged for textual contraband. Rather, the attorney shall place the privileged material or file face down or text side down on a flat surface designated by the officer. The officer shall then by touching or mechanical means inspect the privileged material to insure the absence of concealed physical contraband other than textual contraband. Such inspection shall include a page-by-page separation of and pat down of the privileged written material provided the inspected material is examined text side down and in the presence of the visiting attorney. The attorney shall insure that no attempt to read any confidential material occurs, and shall report any suspected violation to the warden or his/her agent immediately. The warden or his/her agent shall initiate immediate and appropriate administrative action against any officer violating any provision of this rule.

(g) The procedures set out herein pertaining to the inspection of privileged material sought to be introduced into a facility shall also be applicable to privileged material upon departure from the facility.

(h) Inspected legal material may be given to the inmate or patient client during the visit.

Source. (See Revision Note at chapter heading for Cor 300) #7448, eff 2-6-01; ss by #9383, INTERIM, eff 2-3-09, EXPIRES: 8-3-09; ss by #9508, eff 7-8-09
STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
OFFICIAL VISITOR REGISTRATION  

PLEASE PRINT - ATTACH STATEMENTS OF EXPLANATION AS NEEDED. ALLOW 15 BUSINESS DAYS FOR PROCESSING  
For implementation of COR 305 and COR 306 of the NH Code of Administrative Rules.

REQUIRED PERSONAL INFORMATION  
STRINGENT PERSONAL DATA CONFIDENTIALITY MAINTAINED

<table>
<thead>
<tr>
<th>GENDER</th>
<th>LEGAL NAME:</th>
<th>First Name</th>
<th>MI</th>
<th>Last Name</th>
<th>Suffix</th>
<th>Title</th>
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<tbody>
<tr>
<td>☐ Female</td>
<td>Dr.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>☐ Female</td>
<td>Mr.</td>
<td>☐</td>
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<tr>
<td>☐ Male</td>
<td>Mrs.</td>
<td>☐</td>
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</tr>
<tr>
<td>☐ Male</td>
<td>Ms.</td>
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<tr>
<td>☐ Male</td>
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</tbody>
</table>

Entity that Registrant represents: House of Worship or Faith Community, Law Office, Social Services or Government Agency  
- include Name, Office Address, Phone Number:

NOTICE: All Persons Must Surrender a valid government-issued Photographic ID when entering any state correctional facility. Indicate the expected document you will surrender:

- ☐ Driver License
- ☐ Agency-issued ID
- ☐ Passport
- ☐ Specify Other: ________________

Photo ID Identifier Number

ID Issuing Authority or Jurisdiction

Emergency Contact Information: Name

Relationship

Contact Phone

ANSWER EACH QUESTION. FULL DISCLOSURE REQUIRED FOR EACH AFFIRMATIVE ANSWER BELOW; USE ADDITIONAL PAGES AS NEEDED **

EVER CONVICTED OF ANY CRIME? [ ☐ ] NO, [ ☐ ] YES

ARE YOU SUBJECT TO ANY ORDER OF THE COURT OR OTHER JUDICIAL AUTHORITY? [ ☐ ] NO, [ ☐ ] YES

BEEN INCARCERATED, ON PROBATION OR PAROLE IN PAST 5 YEARS? [ ☐ ] NO, [ ☐ ] YES

ARE YOU NOW UNDER CHARGES FOR ANY VIOLATION OF LAW? [ ☐ ] NO, [ ☐ ] YES

ANY FAMILY MEMBER A PERSON UNDER CUSTODY WITH THE NH DOC? [ ☐ ] NO, [ ☐ ] YES, WHO

ANY HOUSEHOLD RESIDENT UNDER SUPERVISION OF NH DOC? [ ☐ ] NO, [ ☐ ] YES, WHO

DURING THE PAST 3 MONTHS, ON ANY OTHER PERSON’S VISITING LIST? [ ☐ ] NO, [ ☐ ] YES, WHO

CORRESPOND WITH OR RECEIVE PHONE CALLS WITH ANY INCARCERATED PERSONS [ ☐ ] NO, [ ☐ ] YES, WHO

To verify your identity, maintain criminal offender management standards and assure public safety, furnish all information requested below:

Are You a US Citizen? ______ Yes ______ No

If Yes, provide Social Security # ______ _____ ______

If No, provide Alien Registration # ____________________

Provide Passport # ________________________________

Driver License #________________________________

State of Issue

Place of Birth

Date of Birth

Any Other Name(s) Ever Known by:

List any other Address used in past 5 years:

ALL PERSONS AND VEHICLES ARE SUBJECT TO SEARCH WITHOUT PRIOR WARNING AT NH DEPARTMENT OF CORRECTIONS FACILITIES [RSA 622: 24, 25]

I do hereby certify that all information I have provided the department on this form, and any attachments, is accurate and complete. I agree to abide by all applicable New Hampshire laws, and NH Department of Corrections rules and regulations governing persons within a state correctional facility, especially those policies relating to confidentiality. I hereby authorize a review of and full disclosure of any and all records, including criminal records, concerning myself to any duly authorized agent of the NH Department of Corrections. I also certify that any persons, agencies, or businesses who may furnish such information concerning me shall be held harmless for releasing said information. I understand such review is required before I am allowed to enter/serve at any NH DOC facility and that refusal to provide all necessary information may result in 1) denial of entry and 2) denial of certification. This authority shall continue for five years from date signed unless revoked by me in writing. I recognize the potential risks with, and assume personal responsibility for, my involvement with the Department of Corrections. I will inform the NH DOC of any changes to the information furnished on this application, once approved, including change of address and phone, location or area of service, and will report any ensuing criminal arrest, conviction or related justice system matter. This application is signed under penalty of unsworn falsification pursuant to RSA 641:3.

PERSONAL SIGNATURE

Complete both pages of this application.

DATE: ___________________

Subscribed and sworn to before me, in my presence, this _____________ day of ____________________, 20_____.

My commission expires ____________________, ________.

_________________________________________  Notary Public

Signature
Print
Your Name

PURPOSE & DATES OF NH DOC CONTACT

WHAT NH DOC FACILITIES

<table>
<thead>
<tr>
<th>State Prisons &amp; Institutions</th>
<th>Transitional Housing/Work Centers &amp; Field Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ NH State Prison for Men (Concord)</td>
<td>☐ Calumet House (Manchester)</td>
</tr>
<tr>
<td>☐ NH Correctional Facility for Women (Goffstown)</td>
<td>☐ North End House (Concord)</td>
</tr>
<tr>
<td>☐ Northern NH Correctional Facility (Berlin)</td>
<td>☐ Transitional Work Center (Concord)</td>
</tr>
<tr>
<td>☐ Residential Treatment/Secure Psych. Unit (Concord)</td>
<td>☐ Shea Farm (Concord)</td>
</tr>
<tr>
<td>☐ DOC Health Care Center/Outside Hospital</td>
<td>☐ Probation-Parole District Office:</td>
</tr>
<tr>
<td>☐ Central Office/HQ (Concord)</td>
<td>Office Locations:</td>
</tr>
</tbody>
</table>

Mailing Address

Telephone
Home #
Work #
Cell or Mobile #

OPTIONAL Personal Contact Information

Complete Page 1 & above. Only complete the following section related to your Official Visitation purpose

☐ ATTORNEY AT LAW

Please verify current membership the
New Hampshire Bar Association

Certification as Legal Representative for following Inmate(s) print Name(s), ID #, Housing

Expected duration of legal representation

Affirmation

☐ CLERGY OR OFFICIAL RELIGIOUS DELEGATE

The PRIVILEGE of SPIRITUAL CARE VISITATION is limited to the VISITING ROOM ONLY for individual inmate contact during established visitation schedule at state prisons, institutions or correctional centers. Clergy Applicant, or designated representative of a faith community, must attach a letter from affiliated ecclesiastic authority specifying an endorsement of religious qualification, preparation, experience and competence for spiritual care and pastoral counseling of criminal offender(s) incarcerated within the NH state prison system.

DO NOT complete this form if you intend a voluntary ministry to multiple criminal offenders through group religious study, corporate worship, or other temporal activity with offenders. Obtain and submit a CITIZEN INVOLVEMENT APPLICATION and attend an orientation for approval as an authorized Volunteer.

A person may not be designated as both an official visitor and an authorized volunteer by the New Hampshire Department of Corrections.

☐ GOVERNMENT INTER-Agency OFFICIAL

An employee, or elected or appointed official, of the Federal, State of New Hampshire, or a local government unit, acting in their official capacity

Jurisdiction or Agency Represented

Administrator or Supervisor

Function or Purpose of Inmate Visitation

☐ SOCIAL SERVICE ORGANIZATION REPRESENTATIVE

Any employee or agent of a non-government community organization acting in their official capacity

Name of Non-Profit Agency or Social Services Organization

Head Administrator & Office Address

Agency Mission or Purpose

Anticipated Benefit to Criminal Offenders

The New Hampshire Department of Corrections shall grant OFFICIAL VISITOR authorization for a term not exceeding three years. This authorization may be renewed upon satisfactory renewal application and credentialing.
Dear Sir/ Madam:

You are receiving this form because _________________, a person under the custody of the New Hampshire Department of Corrections is requesting you to be placed on his/her approved visitor list. In order for you to be placed on this list, a criminal background check must be conducted. Please fill out this form, have it notarized, and return it to the respective inmate.

The Criminal Records Central Repository collects and distributes criminal history record information (CHRI). CHRI consists of descriptions and notations of arrests, detentions, indictments, information, formal criminal charges and subsequent dispositions. CHRI is forwarded to the repository from criminal justice agencies throughout the state. In addition, the repository tracks information pertaining to sentencing, correctional supervision and release.

Several tiers of rules govern the collection and dissemination if CHRI including the Code of Federal Regulations, the New Hampshire Code of Administrative Rules and state statutes to include RSA 106-B:14 and RSA 106-B:7 (b). Based upon these rules, law enforcement personnel, or an individual requesting his or her own CHRI, will receive both non-conviction and conviction data. Additionally, any individual or agency may receive the CONVICTION INFORMATION of another, provided they produce a notarized CRIMINAL RECORD RELEASE AUTHORIZATION FORM signed by the individual whose record is sought. To assist you in this transaction, I have enclosed this copy of the required CRIMINAL RECORD RELEASE AUTHORIZATION FORM.

FAX OR TELEPHONE REQUESTS WILL NOT BE ACCEPTED.

PLEASE TYPE OR PRINT CLEARLY. ALL INFORMATION IN THIS SECTION MUST BE COMPLETED

NAME ______________________________________________________________
LAST                                (MAIDEN / ALIAS)                              FIRST                             MI

ADDRESS _____________________________________________________ _________________________________________
STREET                                 CITY                                      STATE                        ZIP CODE

DATE OF BIRTH______________________ HAIR COLOR____________ EYE COLOR_________SEX________
MM/DD/YYYY

Are you currently under Probation or Parole supervision in NH or any other State?            Yes                No

If yes, where? ______________________________________________________________________________

DRIVER LICENSE NUMBER__________________________ ________ STATE________________

Are you a victim of the incarcerated person making the request?   Yes       No       Explain if yes: _________________________

_________________________________________________________________________________________

YOUR SIGNATURE_____________________________________________  ____________ DATE___________________
SIGNED UNDER PENALTY OF UNSWORN FALSIFICATION PURSUANT TO RSA 641:3

Subscribed and sworn to before me, in my presence, this_____________ day of ___________________________________, 20__________

County of __________________________________________ State of ________________________

My commission expires___________________________, 20_____________

________________________________________________ My commission expires___________________________, 20_____________

(Signature)  Notary Public
All visitors MUST wear undergarments

Visitors to any NHDOC facility are **prohibited** from wearing:

- See-through clothing of any kind;
- Low-cut sweaters, blouses and shirts that exposes any level of cleavage or breast area, tank tops, halter tops, or “tube” tops;
- Skirts or dresses with long slits or shorts with slits. Skirts or dresses may have “kick pleats” (short slits no longer than 4 inches);
- Skirts, dresses or shorts that are two inches or more above the knee when standing;
- Blouses or shirts too short to tuck in; blouses or shirts that expose the midriff;
- Tight-fitting athletic-type clothing
- Long or short legged: Spandex outerwear, stirrup, sweat, yoga, or swish pants;
- Hats, headbands and/or hooded clothing. No hooded garments will be allowed in the visit room including sweaters, sweatshirts, and long-sleeved T-shirts;
- Zippered shirts. This will include any and all shirts, sweaters or long-sleeved T-shirts that have a zipper of any kind;
- Outdoor Jackets. No jackets designed to be worn outdoors will be permitted into the visit room. This includes but is not limited to pullover style jackets sport coats, and suit coats;
- Shawls, scarves, wraps or loose open overshirts;
- Clothes with holes, rips, tears (clothing must be completely intact);
- Clothing with pockets torn out or torn to allow access beneath the garment;
- Sleeveless garments;
- “Farmer jeans” – overalls;
- Any clothing which could be mistaken for inmate clothing;
- Military clothing (actual uniforms and look-alikes);
- Clothing which closely resembles uniforms (Correctional Officer, police, sheriff, marshal, etc);
- Nursing uniforms (scrubs);
- Metal hair ornaments;
- Clothing which displays gang affiliation or gang culture, clothing that is obscene, racist or displaying sexual content, alcohol or drugs;
- The Visiting Room Officer will use reasonable judgment if an article of clothing is questionable. The Officer may defer to the Shift Commander for a final decision if needed.
- Any request for a religious accommodation must be made in advance of the visit to the Warden of the facility.

**EXCEPTIONS:** Children under 10 years of age may be allowed to visit wearing shorts, skirts and/or dresses shorter than mid-thigh, rompers, sleeveless shirts, etc. The Visiting Room Officer’s discretion will prevail. Also, exceptions for members of the clergy and attorneys visiting in their official capacity are listed within this policy in Art IV, L (6).