Readopt with amendment Cor 100, effective 2-6-01 (Document # 7446), to read as follows:

CHAPTER Cor 100 ORGANIZATIONAL RULES

PART Cor 101 DEFINITIONS

Cor 101.01 "Case manager " means the individual staff member assigned to each resident to assist him or her in enrolling in appropriate the rehabilitative or treatment programs and re-entry planning, who serves as a counselor to the resident.

Cor 101.02 “Chief administrator of the facility” means a warden, director or other administrator of a correctional facility, as designated by the commissioner, where a resident of the department resides.

Cor 101.03 "Classification board” means a panel of staff members who perform classification functions and make recommendations pursuant to Cor 400.

Cor 101.04 “Classification officer board chair” means an employee of the department whom chairs hired to oversee all classification boards and to make recommendations concerning the classification of inmates to the chief Administrator of Inmate Classification and Offender Records the facility pursuant to Cor 400.

Cor 101.05 "Commissioner" means the commissioner of corrections of the state of New Hampshire.

Cor 101.067 "Inmate "Correctional handbook” means the document furnished to all incarcerated persons under DOC supervision inmates and which provides information regarding their stay at the prison, including the standards of behavior.

Cor 101.078 "Custody grades" means the custody and security classification assigned to incarcerated persons under departmental supervision inmates in due consideration of their escape potential and the level of their threat to both public and institutional safety pursuant to Cor 400.

Cor 101.089 “Director” means the division directors within the department and the director of medical and forensic services.

Cor 101.0910 “Disciplinary board” means a panel of one or more staff members established to hear and review disciplinary violations filed against inmates persons under departmental control.

Cor 101.101 “Disciplinary hearing” means an appearance by an inmate person under Departmental control before the disciplinary board to answer charges filed in a disciplinary violation.

Cor 101.112 “Disciplinary violation” means a violation of standards of behavior.
Cor 101.123 “Facilities” means any real estate and improvements thereon under the control of the commissioner including areas obtained by lease or agreement.

Cor 101.13 “Inmate” means a person who has been committed to the custody of the commissioner pursuant to a court order, or is transferred to the custody of the commissioner from a confinement facility outside the state prison system where the person was confined pursuant to a court order.

Cor 101.14 “Inmate handbook” means the document furnished to all inmates and which provides information regarding their stay at the prison, including the standards of behavior.

Cor 101.15 “Mental health treatment team” means the staff members assigned to monitor and assist residents persons under Departmental control in their rehabilitation or treatment, which includes the resident’s individual’s case manager and other professional staff members in the bureau of mental health.

Cor 101.16 “Patient” means an individual who is committed to the care of the commissioner pursuant to RSA 622:40-48 and housed in the secure psychiatric unit.

Cor 101.17 “Patient handbook” means a document furnished to all patients at the secure psychiatric unit and which provides information about their stay at the unit, including the standards of behavior.

Cor 101.18 “Pending administrative review” means a status provided for in the classification handbook, which restricts the movement of an individual pending the outcome of certain actions or procedures pursuant to Cor 400.

Cor 101.19 “Persons under departmental control” means a person who has been committed to the custody of the commissioner pursuant to a court order, or is transferred to the custody of the commissioner from a confinement facility outside the state prison system where the person was confined pursuant to a court order also known as: inmates, patients, probationers, and parolees.

Cor 101.20 “Pre-release means a program specifically designed to bridge the transition from confinement to free society and to assist the resident in making the transition to become a contributing law abiding citizen.

Cor 101.21 “Prison grounds” means any and all real property owned, leased or under the control of the department of corrections used to house, work, educate or train persons in DOC custody inmates, including, but not limited to:

(a) Land and buildings of the secure psychiatric unit;
(b) New Hampshire state prison for men;
(c) New Hampshire state prison farm and retail store;
(d) New Hampshire state prison correctional facility for women;
(e) Lakes region facility;
(f) Northern New Hampshire correctional facility;
(g) Concord community corrections center North End transitional housing unit;
(h)(g) Manchester community corrections center Calumet House transitional housing unit;

(h) Shea Farm transitional housing unit

(i) Concord transitional work center; and

(ii) Such other areas as might be bought, leased or placed under control of the department of corrections and used to house, work, educate or train inmates persons under departmental control.

Cor 101.2220 "Protective custody" means a status provided for in the classification handbook, which separates those inmates persons under departmental control likely to become victims in prison from other inmates persons under departmental control pursuant to guidelines enumerated in Cor 400.

Cor 101.2221 "Punitive segregation" is a status assigned to an inmate person under departmental control by a disciplinary board as a punishment for a specific offense.

Cor 101.2422 “Quarantine” means the initial arrival process during which the newly arrived resident person under departmental control is tested, medically evaluated, orientated, and generally prepared for confinement or treatment in a secure environment.

Cor 101.23 “Re-entry” means a program specifically designed to bridge the transition from confinement to free society and to assist the resident in making the transition to become a contributing law abiding citizen.

Cor 101.24 “Residential Treatment Unit" means a housing unit within the corrections department that is organizationally and operationally separate and clinically and programmatically managed by the Division of Medical & Forensic Services, and which is designed, organized and staffed to provide safe, secure mental health treatment to individuals who have functional impairments interfering with their ability to live in other general prison housing units.

Cor 101.25 "Residents" means inmates and patients who are housed in confinement or treatment facilities, and probationers and parolees who are under supervision in community facilities.

Cor 101.26 "School release" means a structured program where residents person under departmental control live in a group setting under departmental control and attend schools or training facilities in the community.

Cor 101.27 "Secure psychiatric unit" means a secure forensic facility of the corrections department that is organizationally and operationally separate and clinically and programmatically autonomous from the state prison, and which is designed, organized and staffed to provide safe, secure psychiatric treatment to individuals who are committed to that facility by the courts or transferred to that facility under the provisions of RSA 622:40-48.
Cor 101.28 “Prison” means a secure facility of the corrections department designed, organized and staffed to provide safe secure housing and rehabilitative opportunities to person under departmental control inmates and other persons properly transferred to the facility.

Cor 101.29 "Temporary confinement to cell" means the status imposed upon a person under departmental control inmate when the person under departmental control inmate becomes so hostile or agitated that opening the person under departmental control’s inmate’s cell door could result in a violent incident.

Cor 101.30 "Work release" means a structured program where persons under departmental control residents live in a group setting under departmental control and work at regular jobs in the community, and which is characterized by increased freedom as the program progresses.

Cor 101.31 “Partially nude” means less than completely and opaquely covered human genitals, pubic region, buttocks, or female breast below a point immediately above the top of the areola;

PART Cor 102 DESCRIPTION

Cor 102.01 Jurisdiction.

(a) The department, established pursuant to RSA 21-H:3, I, through the commissioner and its employees, has the following responsibilities:

1. To provide for, maintain and administer the New Hampshire state prison for men, the New Hampshire correctional facility state prison for women, the lakes region facility, northern New Hampshire correctional facility, the Residential Treatment Unit, and other such facilities as established, as well as, programs as might be required for the custody, safekeeping, control, correctional treatment, and rehabilitation of persons under departmental control inmates;

2. To supervise persons placed on probation, court ordered supervision, and persons released into the community on parole and to administer related probation and parole services as directed by the court or the parole board;

3. To provide for, maintain, and administer the secure psychiatric unit to receive persons under departmental control inmates and provide them with appropriate mental health services, treatment, evaluation and diagnostic services;

4. To advise the law enforcement community, including the courts and the communities they serve, on the prevention of crime and delinquency;

5. To develop and publish both long term and short term strategic plans for the state correctional system, which include the departmental goals, objectives, resources, current conditions and needs;

6. To establish a unified corrections plan for the state of New Hampshire, including procedures and programs to enhance efficiency and effectiveness in the administration of the correctional system; and

7. To provide for, maintain and administer home confinement, intensive supervision and special alternative incarceration programs.
Cor 102.02 Internal Organization.

(a) The commissioner of corrections shall be in charge of, and responsible for, the department and its operations.

(b) The director of field services shall be in charge of the supervision of persons placed on probation and parole or others assigned to community-based supervision by the courts or the commissioner, including housing, job assistance, collection of fees and victim restitution, enforcement of release conditions and initiation of corrective action when they fail to meet the behavioral standards imposed upon them, pre-sentence investigation, and the operation of such halfway houses or restitution centers as shall be assigned.

(c) The director of administration shall be in charge of fiscal management, personnel management, property, contracts, grants management, and data processing, records of persons under departmental control, the special school district and departmental planning, as well as having authority over the division directors in administrative matters.

(d) The director of medical and forensic services shall be a board certified psychiatrist and shall be under the administrative supervision of the assistant commissioner. The medical director shall be in charge of the supervision and administration of the medical healthcare and behavioral psychiatric and mental health services of the department and the secure psychiatric unit.

(e) The warden of the New Hampshire state prison for men shall be in charge of the operation of the New Hampshire state prison for men, the care, custody, safety and treatment of all persons under departmental control housed at that facility, its inmates, its security force as well as other employees with duty stations at the New Hampshire state prison for men.

(f) The warden of the New Hampshire correctional facility state prison for women shall be in charge of the operation of the New Hampshire correctional facility state prison for women, the care, custody, safety and treatment of persons under departmental control and housed at that facility, its inmates, its security force as well as other employees with duty stations at the correctional facility prison for women.

(g) The warden of the lakes region facility shall be in charge of the operation of the lakes region facility, the care, custody, safety and treatment of its inmates, its security force as well as other employees with duty stations at the lakes region facility.

(h) The warden of the northern New Hampshire correctional facility shall be in charge of the operation of the northern New Hampshire correctional facility, the care, custody, safety and treatment of its inmates, its security force as well as other employees with duty stations at the northern New Hampshire correctional facility.

(h) The assistant commissioner shall have such powers and duties as are delegated by the commissioner under RSA 21-H: 8, including but not limited to:

1. Executive direction of all divisions of the department in the absence of the commissioner;

2. Pre-screening of all federal grant and research requests;

3. Department liaison with the state legislature;
(4) Liaison with employee bargaining agents and the office of the state negotiator for collective bargaining matters in the absence of the commissioner;

(5) Responsibility for the operations of the Division of Medical and Forensics.

(6) Responsibility for the operations of the Division of Community Corrections and Programs; and

(7) Responsibility for the operations of the Bureau of Business and Information Technology.

(i) The director of security and training shall be in charge of:

(1) Coordinating the development of security and safety related policies and procedures;

(2) Ensuring the consistency in the application of and the enforcement of these security and safety related policies and procedures;

(3) Supervision of the Training Bureau ensuring that annual training programs, maintain correctional officer certifications and non-uniform training programs are applicable to staff needs;

(4) Oversee staff safety, emergency management/Special Emergency Response Team and fire prevention efforts;

(5) Supervision of the Bureau of Classification and Offender Records ensuring that the classification system is objective, efficient and effective and that records are safely kept in an appropriate fashion.

(j) The director of professional standards shall be in charge of:

(1) Conducting and supervising investigations and audits relating to all aspects of the operations and programs of the department, including but not limited to, complaints and grievances.

(2) The director is responsible for the coordination and recommendation of policies designed to promote economy, efficiency, and effectiveness in the administration of the department, and to detect and prevent fraud and abuse in departmental programs and operations.

(3) The director will advise the commissioner concerning problems or deficiencies relating to the administration of departmental programs and operations, and provide advice on the necessity for, and progress of, correctional action.

(4) In addition, this position performs other duties as assigned by the commissioner.

(k) The director of community corrections and programs shall be in charge of:

(1) Directing and overseeing departmental services for all persons under departmental control preparing for release from institutional settings into the community;

(2) Supporting case management services for individuals under probation or parole supervision in order to achieve stability within the community and reduce recidivism;
(3) Operate and administer all transitional housing units and the transitional work center where all persons under departmental control are assigned for minimum security and work release in a manner that supports safety and successful community reintegration:

(4) The director serves as the primary liaison between the department and community-based service providers, state courts, and municipal, county, and state entities with common issues and responsibilities that support individuals in need of community-based services and supports.

(5) The director will work with the department of justice and other state and federal agencies to identify, secure, and manage grant funds to supplement services available to all persons under departmental control, including but not limited to housing and employment assistance, education, health and wellness, and other community services.

PART Cor 103 PUBLIC REQUESTS FOR INFORMATION

Cor 103.01 Point Of Contact.

(a) Requests for general information relative to the overall operation of the department of corrections and the departmental policies, goals and objectives, shall be directed to:

Commissioner
Department Of Corrections
105 Pleasant Street
PO Box 1806
Concord, NH 03302-1806
(603) 271-5600

(b) Requests for information relative to persons serving periods of time as probationers or parolees or information about probation or parole officers or these programs, shall be directed to:

Director Of Field Services
Department Of Corrections
105 Pleasant Street
PO Box 1806
Concord, NH 03302-1806
603 271-5652

(c) Requests for information relative to budgetary matters, fiscal accounting, control of records of persons under departmental control, data processing, property and supply accountability, contracts or grants, the special school district, and personnel and payroll matters, shall be directed to:

Director Of Administration
Department Of Corrections
105 Pleasant Street
PO Box 1806
Concord, NH 03302-1806
(603) 271-5600
(d) Requests for information relative to individual persons under departmental control, patients or staff at the secure psychiatric unit or the residential treatment unit or the secure psychiatric unit or residential treatment unit's policies and operating routines, shall be directed to:

Director Of Medical And Forensic Services
Department Of Corrections
281 N. State Street
PO Box 512
Concord, NH 03302-0512
(603) 271-1843

(e) Requests for information relative to individual inmates persons under departmental control or staff at the New Hampshire state prison for men or the New Hampshire state prison for men’s policies and operating routines, shall be directed to:

Warden
New Hampshire State Prison
281 N. State Street
PO Box 14
Concord, NH 03302-0014
(603) 271-1801

(f) Requests for information relative to individual inmates persons under departmental control or staff at the New Hampshire correctional facility state prison for women or the New Hampshire correctional facility state prison for women’s policies and operating routines, shall be directed to:

Warden
New Hampshire State Prison For Women
317 Mast Road
Goffstown, NH 03045
(603) 668-6137

(g) Requests for information relative to individual inmates persons under departmental control or staff at the lakes region facility or the lakes region facility’s policies and operating routines, shall be directed to:

Warden
Lakes Region Facility
1 Right Way Path
Laconia, NH 03246
(603) 528-9203

(hg) Requests for information relative to individual inmates persons under departmental control or staff at the northern New Hampshire correctional facility or the northern New Hampshire correctional facility’s policies and operating routines, shall be directed to:

Warden
Northern New Hampshire Correctional Facility
182 East Milan Road
Berlin, NH 03570
(603) 752-7759
(h) Requests for information relative to the classification and control of records of persons under departmental control, staff training / development, emergency preparedness, security related matters and equipment or fleet management shall be directed to:

Director of Security and Training  
Department of Corrections  
105 Pleasant Street 4th Floor  
PO Box 1806  
Concord, NH 03302-1806  
603-271-5603

(i) Requests for information relative to case management services, transitional housing units and the transitional work center, education and programs shall be directed to:

Director of Community Corrections  
Department of Corrections  
105 Pleasant St 4th Floor  
PO Box 1806  
Concord, NH 03302-1806

(j) Requests for information relative to the Prison Rape Elimination Act (PREA), disciplinary proceedings, claims against the NH DOC, Investigations and Internal Affairs shall be directed to:

Professional Standards Director  
Department of Corrections  
105 Pleasant St, 4th Floor  
PO Box 1806  
Concord, NH 03302-1806
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