


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Personnel</u> STATEMENT NUMBER <u>2.08</u>
SUBJECT: <b>AUTHORIZATION TO BE ON          DEPARTMENTAL GROUNDS          OR WITHIN FACILITIES</b>  PROPONENT: <u>Jeff Lyons, PIO</u> <i>Name/Title</i> <u>Commissioner's 271-5602</u> <i>Office Telephone #</i>	EFFECTIVE DATE <u>06/01/18</u> REVIEW DATE <u>06/01/20</u> SUPERSEDES PPD# <u>2.08</u> DATED <u>05/18/16</u>
ISSUING OFFICER:   <i>Helen E. Hanks, Commissioner</i>	DIRECTOR'S INITIALS _____ DATE _____  APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

- I. PURPOSE:  
 To establish when employees and the public may be on New Hampshire Department of Corrections (NHDOC) grounds or in NHDOC facilities.
- II. APPLICABILITY:  
 To all staff and the public
- III. POLICY:
- A. It is the policy of the NHDOC that only scheduled on-duty employees will be permitted on NHDOC grounds or facilities.
  - B. It is the policy of the NHDOC that only members of the public with pre-authorization will be permitted on NHDOC grounds or within facilities.
- IV. PROCEDURES:
- A. Off-duty employees
    1. Off duty employees shall not remain on the premises for the purpose of socializing with on-duty employees or others.
    2. Employees shall not be allowed on grounds or in the facilities on scheduled time off, except:
      - a) To utilize approved employee recreation facilities;
      - b) To conduct business or facilitate transactions with the Department's career and technical education program (i.e. small engine repair, etc.); and
      - c) To complete required paperwork or form submissions related to job transfers, promotion, applications, etc.
    3. Requests for other exceptions to be in the facilities or on the grounds may be obtained from the Wardens, Directors, or their designees in writing.
  - B. Members of the Public

1. Any person who seeks access to departmental facilities for the purpose of gathering or attaining information or data, or for taking pictures or videos shall make their request in writing to the Commissioner of Corrections or designee.
2. With prior approval of the Commissioner or designee, access may be available to:
  - a. A person who is employed to gather or to assist in gathering information or data by a news organization, which includes, but is not limited to newspapers, magazines, radio stations or networks, TV stations or networks, and cable networks pursuant to PPD 1.13, Public Information Policy;
  - b. A person who is engaged in gathering information on the subject of corrections for the purpose of informing the public in the course of research activity pursuant to PPD 1.09, External Research Application Procedures;
  - c. An educational or informational tour sponsored by a school or college, a unit of local, state, or federal government, or a chartered community service organization pursuant to PPD 1.13, Tours of Departmental Facilities; and
  - d. Other individuals on a case by case basis as deemed appropriate by the Commissioner or designee
3. Everyone who applies for and is granted access shall abide by all the rules of the department and follow all State laws.
4. Access shall be denied to anyone whose presence and/or activities would jeopardize the security or good order of the facility. These individuals may include but are not limited to:
  - a. Unapproved visitors
  - b. Individuals on probation or parole with the exception of court-ordered tours or scheduled appearance before the Parole Board.
  - c. Individuals whose criminal history poses legitimate security concerns
  - d. Individuals whose stated intention is to violate department rules and directives
5. Access shall be denied to anyone or any group that enters prison property without authorization to participate in organized activities to include but not limited to:
  - a. Using the prison property to facilitate a demonstration, public protest, or other organized event that may jeopardize the security or order of the facility;
  - b. Using the prison property as a setting to conduct media interviews, take photographs, obtain video, or obtain audio for any commercial or private purposes;
  - c. Parking personal vehicles on prison property if the driver or occupant(s) is/are not conducting official prison business; and
  - d. All other unauthorized activity as deemed inappropriate by the Commissioner, Warden or designee that would not be in keeping with NH RSA 21-H:3(II) a.

REFERENCES:

Standards for the Administration of Correctional Agencies  
Second Edition Standards

Standards for Adult Correctional Institutions  
Fourth Edition Standards

Standards for Adult Community Residential Services

Fourth Edition Standards

Standards for Adult Probation and Parole Field Services  
Third Edition Standards

Other  
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