### NH DEPARTMENT OF CORRECTIONS
### POLICY AND PROCEDURE DIRECTIVE

<table>
<thead>
<tr>
<th>SUBJECT:</th>
<th>EARNED TIME CREDIT PROVISIONS</th>
</tr>
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<tbody>
<tr>
<td>PROPONENT:</td>
<td>Helen Hanks, Assistant Commissioner</td>
</tr>
<tr>
<td>Name/Title</td>
<td>Commissioner's Office 271-5601</td>
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<tr>
<td>Office</td>
<td>Phone #</td>
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| CHAPTER | Enforcement Operations |
| STATEMENT NUMBER | 5.11 |

| EFFECTIVE DATE | 3/20/17 |
| REVIEW DATE | 3/20/19 |
| SUPERSEDES PPD# | NEW |
| DATED | 3/20/17 |

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<tr>
<th>ISSUING OFFICER:</th>
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<tbody>
<tr>
<td>[Signature]</td>
<td>William Wrenn, Commissioner</td>
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<th>DIRECTOR'S INITIALS:</th>
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<td>DATE:</td>
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| APPENDIX ATTACHED: | YES | NO |

REFERENCE NO: See reference section on last page of PPD.

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I. **PURPOSE:**
To establish a policy and procedure for reviewing and processing applications submitted by individuals sentenced in the State of New Hampshire who request consideration for sentence reductions for earned time credit pursuant to RSA 651-A:22-a.

II. **APPLICABILITY:**
To all New Hampshire sentenced individuals and staff involved in this administrative process.

III. **POLICY:**
It is the policy of the NH Department of Corrections to implement the provisions of RSA 651-A:22-a, Earned Time Credits for individuals sentenced in the State of New Hampshire, in a manner consistent with the law and public safety. The procedures detailed in this policy define the application process and how earned time credit shall be granted in accordance with the statute.

IV. **EARNED TIME CREDITS**
RSA 651-A:22-a provides the following:
A. The Commissioner, after reviewing an individual’s application, shall award to an individual or recommend to the sentencing court that the individual receive a one-time reduction, per program area, in his or her minimum and maximum sentences for successful completion of each of the following programs while incarcerated:
   1. **Education Programs:**
      a. **High School Equivalency Certificate** shall result in a 90 day reduction in the individual’s minimum sentence and 90 day reduction in the individual’s maximum sentence.
      b. **High School Diploma** shall result in a 120 day reduction in the individual’s minimum sentence and 120 day reduction in the individual’s maximum sentence.
      c. **Associate’s Degree** shall result in a 180 day reduction in the individual’s minimum sentence and 180 day reduction in the individual’s maximum sentence.
d. Bachelor’s Degree shall result in a 180 day reduction in the individual’s minimum sentence and 180 day reduction in the individual’s maximum sentence.

e. Master’s Degree shall result in a 180 day reduction in the individual’s minimum sentence and 180 day reduction in the individual’s maximum sentence.

f. Doctorate Degree shall result in a 180 day reduction in the individual’s minimum sentence and 180 day reduction in the individual’s maximum sentence.

2. Vocational Programming:
An individual, sentenced to the Department, who successfully completes a vocational program that is authorized and approved by the Department or who successfully completes a vocational program that the Commissioner deems to be valuable to the individual’s rehabilitation, shall be entitled to a reduction of up to 60 days in his or her minimum sentence and a reduction of up to 60 days in his or her maximum sentence. The Commissioner shall establish procedures, which shall be exempt from RSA 541-A, for awarding such reductions.

3. Mental/Behavioral Health Programming/Treatment:
An individual, sentenced to the Department, who meaningfully participates in recommended or mandated behavioral health and/or substance abuse treatment that is authorized and approved by the Department or that the Commissioner deems to be valuable to the individual’s rehabilitation, shall be entitled to a one-time reduction of 60 days in his or her minimum sentence and a one-time reduction of 60 days in his or her maximum sentence. The Commissioner shall establish procedures, which shall be exempt from RSA 541-A, for awarding such reductions.

4. Participation in Family Connections Center Programming:
An individual, sentenced to the Department, who is a parent and who meaningfully participates in the programming offered by the Family Connections Center that the Commissioner deems to be valuable to the individual’s rehabilitation, shall be entitled to a one-time reduction of 60 days in his or her minimum sentence and a one-time reduction of 60 days in his or her maximum sentence. The Commissioner shall establish procedures, which shall be exempt from RSA 541-A, for awarding such reductions.

B. The earned time reductions authorized under this law shall be available to individuals who were incarcerated on or after the effective date of this section and who have been granted this option by the presiding justice at the time of sentencing. Earned time reductions authorized under this law shall be available to individuals who were incarcerated prior to the effective date of this section upon recommendation of the Commissioner and upon approval of the sentencing court in response to a petition which is brought forward by the individual in a timely fashion.

C. The earned time reductions shall only be earned and available to individuals while they are in the least restrictive security classifications of general population and minimum security, specifically classifications of general population (C3), minimum security (C2/C1) and Administrative Home Confinement (AHC) classified individuals only. The earned time may be forfeited for involvement with or membership in a security threat group, for an attempted escape, an escape, or upon being found guilty of the commission of any Category A offense listed in the New Hampshire Department of Corrections policy and procedure directives.

D. Sentences and Limitations. Amended RSA 651:2, II-e reads as follows:
To the minimum sentence of every person who is sentenced to imprisonment for a maximum of more than one year, shall be added a disciplinary period equal to 150 days for each year of the minimum term of the sentence, to be prorated for any part of the year. The presiding justice shall certify, at the time of sentencing, the minimum term of the sentence and the additional disciplinary period required under this paragraph. This additional disciplinary period may be reduced for good conduct as provided in RSA 651-A: 22 and for earned time as provided in RSA 651-A: 22-a. There shall be no addition to the sentence under this section for the period of pre-trial confinement for which credit against the sentence is awarded pursuant to RSA 651-A: 23.

V. OPERATIONAL DEFINITIONS:
The following definitions for each area outline the operational meaning as determined by the New Hampshire Department of Corrections with respect to the statute:
A. Eligibility:
1. In accordance with RSA 651-A: 22-a Earned Time Credits Section II, the earned time reductions authorized shall be available to individuals who were incarcerated on or after the effective date of this law and who have been granted this option by the presiding justice at the time of sentencing. If the requesting individual was sentenced prior to the implementation of this law and does not have this option granted by the presiding justice in his/her sentence, he/she may initiate the petition process through their assigned Correctional Counselor/Case Manager. Applications that have begun while an individual is incarcerated will continue through the process even if individual has been released on parole. An individual who is currently on AHC will be able to apply for Earned Time Credit through the Concord based Administrator of Programs.

2. Security Threat Group (STG) Involvement: Any individual who has been identified as a validated member of a Security Threat Group is not eligible for any earned time credits under this policy. An individual who is validated will not be submitted for review under this policy. An individual’s eligibility for earned time under this provision is at the sole discretion of the Commissioner of the New Hampshire Department of Corrections. Any individual who is deemed not eligible for earned time credit due to being identified as a validated member of a STG can appeal through the Department’s grievance process as well as the process outlined in the STG PPD 5.50.

3. Disciplinary Record: If an individual has an A-level disciplinary offense within 90 days of submission of the application, the person will not be eligible for earned time credit until they have been disciplinary free for at least 90 days from the disposition date.

4. In accordance with RSA 651-A:22-a Earned Time Credits Section IV, earned time reductions granted under this section shall not exceed 21 months off the person’s minimum sentence and 21 months off the person’s maximum sentence. This reduction will be granted only for sentences being served at the time the eligible program was completed.

5. At no time can an person earn more time under this policy than the time remaining to be served in their maximum sentence.

B. Suitability: In accordance with RSA 651: A-22-a Section III, the earned time reductions authorized shall only be earned and available to individuals while in the least restrictive security classifications of C3, C2/C1 and AHC.

1. Suitability for any program participation associated with earned time reductions is contingent upon security level, sentencing, disciplinary history, facility placement, program staff screening assessment, program availability, etc. Not all individual will be suitable or eligible for program participation due to the nature of the offense, sentencing restrictions and any other programming limitations, including but not limited to sex offenders under RSA 135-E. Individual must qualify for this program under the normal guidelines of admittance to the program for which earned time credit is sought. Any falsification of information by an individual to gain program entry may result in disciplinary action as outlined in PPD 5.25.

2. Individuals whose sentencing documents already provide for time off their sentence for Mental Health Treatment/Programming service completion will be eligible for earned time credits of the same service unless otherwise referenced in the sentencing documents by the Sentencing Court.

C. Programs/Treatment Services: In accordance with the Earned Time Credits law, the following certificate, diploma and degree as defined will constitute the programs/treatment services that will be considered for Earned Time Credit:

1. Educational Programs:
   a. High School Equivalency Certificate shall be identified as an equivalency diploma as identified by the New Hampshire Department of Education.
      (i) Earned Time Credit will not be considered for multiple attainment of different high school equivalency certificates. It will only be considered for one certificate attained during the current incarcerated sentence.

   b. High School Diploma shall be identified as a high school diploma awarded through the Corrections Special School District-Granite State High School as defined by the Interagency Agreement.
Earned Time Credit will only be considered for either a high school equivalency certificate or a high school diploma attained during the current incarceration, not both.

c. Associates Degree shall be identified as an associate’s degree awarded by a regionally accredited college or university program. All college or university program offerings will be coordinated by the Corrections Special School District personnel.

d. Bachelor’s Degree shall be identified as a bachelor’s degree awarded by a regionally accredited college or university program. All college or university program offerings will be coordinated by the Corrections Special School District personnel.

* Note: All college and university degree programs will be from one of six regionally accredited associations recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA). The six regionally accrediting associations are:

- Middle State Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Schools and Colleges
- Western Association of Schools and Colleges
- Southwestern Association of Colleges and Schools

e. Master’s Degree shall be identified as a master’s degree awarded by a regionally accredited college or university program. All college or university program offerings will be coordinated by the Corrections Special School District personnel.

f. Doctorate Degree shall be identified as a doctorate degree awarded by a regionally accredited college or university program. All college or university program offerings will be coordinated by the Corrections Special School District personnel.

2. Vocational Programs:

a. Determination of applicable vocational programs considered to be valuable for individuals’ rehabilitation will be made by the NHDOC Commissioner in collaboration with the Corrections Special School District Administration.

b. Successful completion of a Career and Technical Education Center program is defined as the completion of classes and/or lab activities of a program as determined by the Corrections Special School District Administration.

c. Award of the competency based career and technical education program certificates differ by programming area and will be determined by the Corrections Special School District administration.

d. All Corrections Special School District operational practices related to program enrollment, placement, instructional services, and documentation will follow the NH Department of Corrections policies and procedures as well as the NH Department of Education Interagency Agreement.

3. Mental/Behavioral Health Treatment/Programming:

a. Determination of all applicable mental/behavioral health and/or substance use treatment/programs considered to be valuable to the person’s rehabilitation will be made by the NHDOC Commissioner in collaboration with the appropriate Division Director or designee. In accordance with this law, Mental/Behavioral Health Treatment/Programming will follow the following operational practices:

1) Eligibility for Treatment Services: Individuals will be screened by the Department to determine eligibility for recommended or mandated treatment/programming services.

   a) The Department may recommend a one-time reduction of 60 days in his or her minimum sentence and a one-time reduction of 60 days in his or her maximum sentence to inmates who meaningfully participate and complete qualifying programs identified by the Director of Community Corrections.

   b) The Department may recommend a one-time reduction of 60 days in his or her minimum sentence and a one-time reduction of 60 days in his or her maximum sentence to people who meaningfully participating in mental/behavioral health treatment or substance abuse services and have appropriate treatment plans that
will achieve individual clinical outcomes. This will be measured clinically by the treatment plan, demonstrating engagement, commitment in therapeutic/intervention services, development and the planning of goals/objectives, with successfully achieving the outcome of said treatment goals. Treatment plans are established yearly and reviewed every six months or as needed to ensure appropriate outcomes and treatment goals.

i. A Mental/Behavioral Health Earned Time Credit Review Committee will be established for the purpose of assessing treatment plans and individual progress for determining eligibility and recommendation for earned time credits. The person’s mental/behavioral health clinical lead will submit recommendations to the committee for consideration with appropriate supporting documentation that may include disciplinary changes, percentages of goals obtained, groups completed, compliance data, urine collection results, residential history, and other information deemed relevant for review prior to submission to the CC/CM for inclusion in the Earned Time Reduction Application. Results of the Behavioral Health Earned Time Credit Review Committee will be documented on Attachment B and sent to the assigned CC/CM.

2) Documentation:
   a) The Division of Community Corrections will identify and manage all operational practices related to enrollment, placement and completion of all qualifying programs.
   b) The Division of Medical and Forensics Services will identify and manage all operational practices related to treatment service enrollment, placement, individual or group services, and documentation or otherwise.

3) Credit: This credit may only be awarded for either a programming completion or upon the specific identification by clinical staff of ongoing, meaningful participation in treatment services.

4. Family Connections Center:
   a. Determination of all applicable Family Connections Center programs and services considered to be valuable to the individual’s rehabilitation will be made by the Commissioner, in collaboration with the Division of Community Corrections Family Connections Center. In accordance with this law, eligibility and earned time credit shall be determined by the following operational practices:
      1) Eligibility: Individuals who are a biological or legal parent and screened by the Family Connections Center will be determined to be eligible for Family Connections Center services in accordance with PPD 7.08 and the Family Connections Center Operations Manual. The Family Connections Center staff will require individuals to provide legal documentation to confirm parental status.
      2) Documentation: The Family Connections Center will identify and manage all operational practices related to program enrollment, placement, individual or group services, documentation or otherwise.
      3) Meaningful Participation: In order to be considered as having meaningfully participated in FCC, incarcerated parents must have completed the following within a three-year period (unless they have been active in FCC for over 3 years):
         • FCC 18-hour Parenting Education Class
         • FCC 10-hour Healthy Relationship Class
         • 47 hours of additional activities as listed below.
      4) Additional hours can be accumulated by participating in additional FCC activities. Parents can attend life skills seminars, support groups, record books on CD's, and send home to each minor child and have qualifying FCC visits with their minor children. 75 hours is the total number of participation hours to qualify for “meaningful participation.” All participation hours will be credited at the discretion of the Family Connections Center Staff.

VI. PROCEDURES:
A. Earned Time Credits Sentencing Review and Tracking:

1. Upon receipt of the sentencing documentation, Offender Records will record the sentence into the electronic offender records management system (CORIS) including an entry in the Condition section to indicate that the individual is eligible to receive earned time credits under this policy, if individual has been sentenced after September 10, 2014 and the condition is listed on the Mitimus.

2. Once the person applies for a program under this policy, the designated counselor case manager (CC/CM) will verify the individual’s eligibility for earned time credits by checking the appropriate sentencing documentation information in CORIS, checking the Offender Summary Sheet for security threat group participation, reviewing disciplinary records and verifying the individual is currently in AHC, C1, C2 or C3 status. If the person does not qualify for earned time credit at this time, the case manager will document the results in the assessment section of CORIS.

3. Upon the individual’s completion or having meaningfully participated in a program as described above, the program staff shall enter into Program Enrollment and Notes in CORIS, the fact that the person has met the criteria to receive earned time credit under this policy. If the person does not complete the program, the program staff shall enter into CORIS the fact the individual was terminated unsuccessfully in the appropriate program enrollment module.

a. Below is the Program ID and Descriptor for each ETC Program Enrollment module used for tracking of ETC awards:

   i. 1195 – ETC High School Equivalency
   ii. 1196 – ETC GED
   iii. 1197 – ETC Associate’s
   iv. 1198 – ETC Bachelor’s
   v. 1532—ETC Master’s
   vi. 1533 – ETC Doctorate
   vii. 1199 – ETC Vocational
   viii. 1200 – ETC Family Connections
   ix. 1201 – ETC Behavioral Health

4. Once the individual has requested consideration for earned time reduction, the following steps will occur:

   a. The assigned CC/CM interviews the person to discuss and review eligibility. The CC/CM will begin using the Earned Time Reduction Application, if eligible. See attachment A.
   b. The CC/CM will review classification level, disciplinary and sentencing history, as well as any information related to STG involvement.
   c. The CC/CM will forward the application to the designated administrator for a signature that the individual has completed or meaningfully participated in the program in question.
   d. The designated administrator will verify that the person has completed the appropriate programs/treatment to qualify for earned time credits. Earned Time Credit from the outcome will be entered into CORIS under the appropriate program. The choices for entry are: 1.) Meaningfully Participated; 2.) Completed Successfully; or 3.) Terminated Unsuccessfully. The designated administrator will sign the application, attach the verification of completion, and forward it to the next identified program administrator on the application. Once all program administrators have signed off on all applicable areas, the application will be forwarded to the Administrator of Programs at the originating facility for review.
   e. The Administrator of Programs will review the application for completeness and accuracy and forward the application to the Commissioner’s office for review and approval. Application may not be forwarded to the Commissioner if an inmate is deemed ineligible for application due to reasons listed in the Eligibility and Suitability Sections in this PPD.
   f. Once the application is forwarded to the Commissioner’s office, the Commissioner will review it, and approve or deny the application.
5. The Commissioner’s Office will return the notarized application to the CC/CM noting the approval or reason(s) for denial. The CC/CM will review the determination by the Commissioner with the person seeking the credit. If approved, and the ETC condition is not on the inmate’s Mitimus, the individual will receive the original application for them to attach to a petition to be filed with the sentencing court, for sentence modification. If the individual’s original sentence allows for earned time credit, the notarized application will be forwarded to the assigned CC/CM who will submit it to Offender Records for sentencing adjustments and the individual will be provided a copy of the application. The Commissioner’s office will scan the final document and save a copy to the Department Intranet.

6. Any decision rendered by the sentencing court shall go to Offender Records for entry of any sentence adjustments in the individual’s records. Offender Records will, no less than monthly, review all program completions relevant to this policy and enter into CORIS the appropriate sentence adjustments as allowed by policy and statute.

B. Interstate Compact:
   1. Individuals who are sentenced by the State of New Hampshire, but are housed outside of a New Hampshire Department of Corrections facility must initiate an earned time credit application with the Interstate Compact Coordinator in Offender Records by completing Section 1 of Attachment A.
   2. The Interstate Compact Coordinator will stamp the application as received and forward it to the appropriate Administrator of Programs at either NH State Prison for Men or NH Correctional Facility for Women.
   3. The Administrator of Programs will process the application in accordance with the procedures outlined above.

C. Administrative Home Confinement (AHC):
   1. Individuals who are on AHC must initiate an earned time credit application with the appropriate Administrator of Programs at either NH State Prison for Men or NH Correctional Facility for Women.
   2. The Administrator of Programs will process the application in accordance with the procedures outlined above.

D. Loss of Earned Time Credits:
   1. Earned time credits under this policy may be rescinded if the individual is found to be guilty of any A level disciplinary offense. Any loss of time for an A level offense will be determined under the normal hearings procedures outlined in PPD 5.25; Processing Spot, Disciplinary, Incident and Intelligence Reports.
   2. Earned time lost under the provision of PPD 5.25 and this policy may be restored under the same procedure outlined in PPD 5.25.
   3. Any Escape or Attempted Escape will result in the immediate forfeiture of all credit earned under this policy.
   4. Any individual found to be actively involved in a Security Threat Group may be subject to the forfeiture of any earned time credits earned under this policy.

REFERENCES:
RSA 651-A:22-a

WRENN/LB
Eligible Programs

The following programs are eligible to receive earned time credits under this policy.

1. Vocational Programs will be defined as the following list of Corrections Special School District-Career and Technical Education Center programs and facilities:
   a. Automotive Program (NHSP/Men)
   b. Building Trades Program (NHSP/Men, Transitional Work Center)
   c. Business Education Program (NHSP/Men, NHSP/Women)
   d. Computer Education Program (NHSP/Men, NHSP/Women)
   e. Culinary Arts Program (NHSP/Men, NHSP/Women)
   f. Introduction to the Workforce Program (NHSP/Men, NHSP/Women)
   g. Power Mechanics Program (NHSP/Men)

2. Mental/Behavioral Health and Substance Use
New Hampshire Department of Corrections
Earned Time Reduction Application

Section 1 – Individual Information
Date: __________________
Individual’s Name: _____________________________________________  ID No: _____________
State/County:    Facility:     Housing Unit: ____________________________
Minimum Release Date: ________________ Maximum Release Date: _______________ SVP Alert: ☐ Yes ☐ No
Current Sentence:         Docket No: ______________________________

Section 2 – Re-Entry CC/CM Staff Review
Considerations when determining an inmate’s eligibility for earned time will include: present sentence, custody level, program completion and/or meaningful participation by programs listed in RSA 651-A-2-a Section I (a-d). Does the inmate have any disciplinary, gang affiliation or other issues affecting the award of earned time credit? (circle)    Yes   /   No
Comments: _________________________________________________________________________________  ________________
Documentation entered in CORIS: (circle) Yes   /   No                                                                 Attach Disciplinary History to Form
CC/CM Signature:        Recommended: (circle) Yes   /   No
CC/CM Print Name: ________________________________________________

Section 3 – Administrator Review- Check all programs the inmate claims to have completed.

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<th>Check Box</th>
<th>Area</th>
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<th>Signature</th>
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<tr>
<td>☐</td>
<td>High School Equivalency (90 days)</td>
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<td>High School Diploma (120 days)</td>
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<td>Associate Degree (180 days)</td>
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<tr>
<td>☐</td>
<td>Bachelor Degree (180 days)</td>
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<td>☐</td>
<td>Master’s Degree (180 days)</td>
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<td>☐</td>
<td>Behavioral Health (60 days)</td>
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Additional Comments: __________________________________________________________________________

Section 4 – Administrator of Programs Review
Date: __________________
Reviewed documentation entered in CORIS by the Re-entry CC/CM. (circle) Yes / No
Do you concur with the Re-entry CC/CM’s recommendation? (circle) Yes / No
Comments: __________________________________________________________________________________
Administrator of Programs Signature: ___________________  Recommended: (circle) Yes / No

Section 5 – Commissioner/Designee
Date: __________________
Earned Time Credit Recommended: (circle) Yes / No
Comments: __________________________________________________________________________________
Commissioner Signature: ____________________________

(Recommendation by the Commissioner is not a guarantee that credit will be awarded. Inmates without the condition on their mittimus will have to motion the sentencing court to have their credits approved.)
Date: ______________________
To: ______________________________ Location: ______________________________
From: ______________________________
Re: Earned Time Reduction Application

Thank you for applying for the earned time reduction under the guidance set forth in the New Hampshire Department of Corrections policy and procedure 5.11. As part of the Earned Time Reduction Application review process each applicant is screened for eligibility and suitability in accordance with RSA 651-A:22. This memo is to inform you that your application for Earned Time Credit, according to PPD 5.11, has been denied for the following reason(s):

☐ Custody Level Related: Presently your custody level is either a C-4 or C-5 status. In PPD 5.11 under Section V-Operational Definitions, B: Suitability: In accordance with RSA 651: A-22-a Section III, the earned time reductions authorized shall only be earned and available to inmates while in the least restrictive security classifications of general population (C3) and minimum security (C2/C1).
  • Once you have attained C3, or minimum security C2/C1 custody level, you may reapply.

☐ Security Threat Group Involvement: Presently you are listed as being involved with, or affiliated with, a gang. In PPD 5.11 under Section V-Operational Definitions, A. Eligibility: Any inmate actively associated with and/or identified as being involved with any security threat group is not eligible for any earned time credits under this policy. An inmate’s eligibility for earned time under this provision is at the sole discretion of the Commissioner of the New Hampshire Department of Corrections.

☐ Past Program Completions: You are not able to apply for Earned Time Credit for programs that were completed during past incarcerations or while you were incarcerated in another facility.

☐ Programming Related: Our records indicate that you have not completed the program(s) that you reported to have completed.
  • If you feel this is in error, please write to the Administrator of the program to remedy this. You may then reapply, once you have successfully completed the program(s).

If you do not feel as if your concerns are being addressed, please refer to Policy 1.16: Grievances and Complaints by Persons under DOC Supervision and follow the protocol therein.
Behavioral Health Earned Time Credit Review Committee

Offender Name: Click here to enter text.
ID Number: Click here to enter text.
Date of Birth: Click here to enter text.
Review Date: Click here to enter text.

Pursuant to PPD 5.11 – Earned Time Credit Provisions: Mental/Behavioral Health Programming/Treatment:

“An inmate who meaningfully participates in recommended or mandated mental/behavioral health and/or substance that is authorized and approved…..shall be entitled to a one-time reduction of 60 days in his/her minimum sentence and one-time reduction of 60 days in his/her maximum sentence. This credit may only be awarded for either a programming completion or upon the specific identification by clinical staff of ongoing, meaningful participation in treatment services”.

Treatment Period of Review: _____________ (Date) through ________________ (Date)

Treatment Plan Established: _____________________ Primary Clinician: ______________

Primary Clinician Recommendation: ☐ Grant ☐ Not Recommended

Areas Outlined in Treatment Plan:

<table>
<thead>
<tr>
<th>Sexual Offender Treatment</th>
<th>Individual therapy</th>
<th>Mental Health Groups</th>
<th>Substance Abuse Services</th>
<th>SPU/RTU Services</th>
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Meaningful participation evidenced in:

| ☐ | ☐ | ☐ | ☐ | ☐ |

As evidenced by:

☐ Group Attendance ☐ Goals Attained
☐ Progress in Treatment ☐ Completion of Treatment

Earned Time Credit for Mental Health participation: ☐ granted ☐ denied

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Director of Medical & Forensics: _______________________ Date ___________
Deputy Director of Forensic Services: _______________________ Date ___________
Administrator of SPU/RTU: _______________________ Date ___________
Administrator of Behavioral Health Services: _______________________ Date ___________
Administrator of Sexual Offender Services: _______________________ Date ___________