



DEPARTMENT OF CORRECTIONS  
STATE OF NEW HAMPSHIRE  
P. O. BOX 1806  
CONCORD, NH 03302-1806

**INTRA-DEPARTMENT MEMORANDUM**  
*Office of the Commissioner*

**FROM:** Helen E. Hanks  
Commissioner

**DATE:** January 17, 2018

**SUBJECT:** Policy Amendment

**OFFICE:** Commissioner's Office  
Phone: 271-5603

**TO:** All Staff

.....

Effectively immediately PPD 5.26 *Inmate mail Service* has been amended as indicated below.

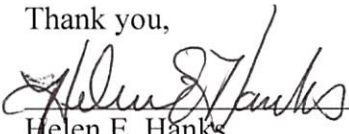
B. Mail Security Screening

3. Incoming correspondence must be written in pen or pencil. Incoming correspondence containing any marking(s) using anything other than a **black or blue ink** pen or **graphite** pencil is prohibited. Incoming correspondence using any of the following is therefore prohibited: (a) marker; (b) crayon; (c) colored pencil; (d) glitter; (e) chalk; (f) lipstick; (g) sticker; (h) any type of adhesive material (i) **Gel pens**.

For the purpose of defining the term "Partially Nude" as used in Attachment 1 as a reason to reject incoming mail the following definition will be used:

**"Partially nude figure" means** a figure with less than completely and opaquely covered human genitals, pubic region, buttocks, or female breast below a point immediately above the top of the areola.

Thank you,

  
\_\_\_\_\_  
Helen E. Hanks  
Commissioner