



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: March 30, 2018

SUBJECT: Service Dogs

OFFICE: Commissioner's Office
Phone: 271-5603

TO: All Staff and Visitors

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PPD 7.09 (Visiting Policy) has been amended as indicated below.

S. Visitors with Service Dogs

1. A visitor who is otherwise allowed to visit and who has a disability and is using a service dog to perform work or tasks related to the visitor's disability shall be allowed to bring the service dog while on the visit, provided performance of the work or tasks might be needed traveling to and from the visit or during the visit, subject to the following.
2. A service dog is a dog that has been individually trained to do work or perform tasks for an individual with a disability. The work or task(s) performed by the dog must be directly related to the person's disability. Examples of such work or tasks include, but are not limited to, assisting a person who is totally or partially blind with navigation; alerting a person who is deaf or hard of hearing to the presence of people or sounds; pulling a wheelchair; assisting a person during a seizure; and providing physical support and assistance with balance and stability to a person with a mobility disability.
3. A dog whose primary purpose is to deter crime or to provide emotional support, comfort, well-being or companion does not qualify as a service dog for purposes of this policy.
4. In determining whether a dog is a service dog, facility staff may ask the visitor if the dog is required because of the visitor's disability and work or task the dog is trained to perform, unless this information is readily apparent (e.g. a guide dog leading a person whose sight is impaired). Staff may not demand proof or documentation of the visitor's disability or certification that the service dog is trained, although the visitor may provide these voluntary.
5. On the first occasion when a visitor brings a service dog to a visit, prior to allowing the service dog to be admitted to the visit, staff shall require the visitor to sign the Acknowledgement for Visitors with Service Dogs form, NH DOC PPD 7.09 Attachment 5 acknowledging that the visitor is liable for all injuries or property damage caused by the service dog while on facility property. The signed form shall be

- maintained in file-hold and an entry shall be made in CORIS noting that the visitor is allowed to bring a service dog to the visit.
6. If the visitor refuses to sign the form, unless there is another reason to not allow the visit, the visitor shall be given the opportunity to visit without the dog, provided that the dog is removed from facility property.
 7. A service dog may be excluded from entering or removed from the facility if it is out of control and the visitor does not take effective action to control it; if it is aggressive toward or interferes with staff, other visitors, prisoners, other persons, or other dogs; if it is not housebroken; or if it's behavior otherwise presents a risk of injury or property damage.
 8. A service dog may also be excluded from entering the facility based on a past incident of behavior at the facility or another facility that presented a risk of injury or property damage.
 9. A determination to remove or exclude a service dog shall be made on an individualized basis and not on assumptions about the animal's behavior or propensities based on its breed or size.
 10. If a dog is excluded before a visit begins, either because it is not a service dog or because of its behavior, unless there is another reason to not allow the visit, the visitor shall be given the opportunity to visit without the dog, provided that the dog is removed from facility property.
 11. If a service dog is removed during a visit, the visitor shall be required to leave with the service dog and shall not be allowed to return to complete the visit.
 12. Neither a service dog nor any dog claimed to be a service dog shall be permitted to be left in a vehicle on facility property under any circumstances.
 13. If a dog is excluded or removed from a facility, it shall not be allowed in the facility again unless the visitor requests in writing to the Warden, or designee, for the dog to be allowed. An entry shall be made in CORIS noting that the dog is not allowed unless the Warden, or designee, grants a request to allow the dog.
 14. If the visitor claims that it was wrongly determined that a dog is not a service dog, the Warden, or designee, shall consult with the department's representative in the Attorney General's Office prior to making a decision on the request.
 15. If a visitor claims that a service dog was wrongly excluded or removed based on the dog's behavior or for some other reason, the Warden, or designee, in his or her complete discretion, shall decide whether the service dog will be allowed in the facility in the future.
 16. A service dog allowed to be brought into the facility during a visit shall be on a leash, harness or tether at all times, while on facility property, unless this would interfere with the tasks it performs, in which case it shall be under voice control of the visitor.
 17. Facility staff will not provide care for a visitor's service dog. The visitor may not bring in food, water or medication for the service dog. The service dog may not transport carrying bags or other containers or other property unless necessary to the work or task it performs for the visitor.
 18. A service dog on its leash, harness, tether, vest or other items shall be required to pass all security searches applicable to visitors. A visitor with a service dog may be separated briefly from the service dog to allow for a search by a local, State Police or NH DOC canine unit.



New Hampshire Department of Corrections
Acknowledgement for Visitors with Service Dogs



I wish to bring my service dog to visits. My dog is required because of my disability and is trained to perform the following work or tasks for me: _____

1. I acknowledge that my service dog is required to be on a leash, tether or harness at all times while on facility property, unless this would interfere with the tasks it performs, in which case it must be under my voice control.
2. I acknowledge that my service dog may be excluded from entering or may be removed from the facility if it is out of control and I do not take effective action to control it; if it presents as aggressive or interferes with staff, other visitors, prisoners, other persons, or other dogs; if it is not housebroken; or if it's behavior otherwise presents a risk of injury or property damage. I also acknowledge that my service dog may be excluded from entering the facility based on a past incident of behavior at this facility or another facility that presented a risk of injury or property damage.
3. I acknowledge that if my service dog is excluded before a visit begins, I may visit without the dog provided that the dog is removed from facility property. I also acknowledge that if my service dog is removed during a visit, I shall be required to leave with the service dog and I will not be allowed to return to complete the visit.
4. I acknowledge that if my service dog is excluded or removed from the facility, it will not be allowed in the facility again unless I apply in writing to the facilities Warden, or designee, for the service dog to be allowed. The Warden or designee, in his or her complete discretion; will decide whether the service dog may be admitted to the facility in the future.
5. I acknowledge that I will be liable for all injuries or property damage caused by my service dog while on facility property.
6. I acknowledge that I must comply with the requirements of NH DOC PPD 7.09 *Visiting Policy* (available on the department's website or through the Public Information Officer), facility visitation rules (available at the facility), and the instructions of staff.

Printed Name: _____

Signature: _____ Date: _____



Helen E. Hanks, Commissioner

Date: 3/30/18