



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: November 30, 2018

SUBJECT: Visitation Policy (7.09) Updates

OFFICE: Commissioner's Office
Phone: 271-5603

TO: All Staff and Persons Under Department
Control

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On October 22, 2018 the NHDOC PPD 7.09 Visiting Room Policy was updated. Please review the Policy for changes regarding visitation with minor children. Also see below, as action is required for residents who have approved visitation with minor children.

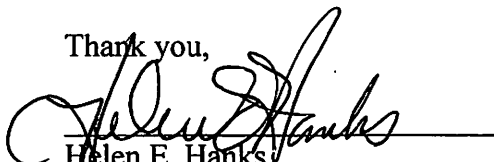
In accordance with PPD 7.09, in order to continue visitation with minor children listed on a person's visitor list, attachment 5 "Notarized Permission for Minor Children to Visit an Individual Under the Care and Custody of the NHDOC" must be filled out, notarized, and sent to the facility's designated visiting room staff by March 1, 2019.

The "Notarized Permission for Minor Children to Visit an Individual Under the Care and Custody of the NHDOC" form is available through unit staff or can be found at the facility's library. This form must be updated by the resident on a yearly basis.

Please note, between now and March 1, 2019, the NHDOC will continue to allow visits with minor children who have previously submitted notarized letters of escorts from parents and legal guardians; however, if attachment 5 "Notarized Permission for Minor Children to Visit an Individual Under the Care and Custody of the NHDOC" form is not filled out for each minor on a person's visit list by March 1, 2019, that minor child will not be allowed to visit the resident until the form is completed and received by visiting room staff.

The NHDOC will continue to require that all children under the age of 18 present a Birth Certificate when arriving for a visit with a resident.

Thank you,


Helen E. Hanks
Commissioner