



## Coös County Commissioners' Office

P.O. Box 10  
West Stewartstown, N.H. 03597  
603-246-3321  
fax: 603-246-8117

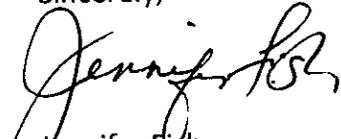
April 20, 2015

Ms. Linda M. Hodgdon  
Director of Administration  
NH Department of Justice  
33 Capitol Street  
Concord, NH 03301

Dear Ms. Hodgdon:

In accordance with RSA 30-B: 12, the Coös County Commissioners inspected the Coös County Department of Corrections on April 8, 2015. The attached report is a summary of the inspection.

Sincerely,



Jennifer Fish  
County Administrator

JF/lah

Enclosure

COMMISSIONERS

K:\Corrections\FacilityObsen\ltr.docx

THOMAS M. BRADY, Jefferson • PAUL R. GRENIER, Berlin • RICK SAMSON, Stewartstown

## GENERAL INSPECTION OF THE FACILITY

*Coös County Department of Corrections*  
(RSA 30-B:12)

Commissioners' Names: Thomas Brady & Paul Grenier

Inspection Date: April 8, 2015

**Instructions:** Use the questions below to focus your observations of the facility. Include all locations used by inmates (units, hallways, dining room, lounges, exercise room, bathing areas, and sleeping areas). Also check other areas that affect the inmates, such as storage and utility areas. Initial that there no concerns or note concerns and your follow-up in the space provided. Begin your observations as soon as possible after entering the facility.

|   | YES | NO | COMMENTS |
|---|-----|----|----------|
| <b>GENERAL CONDITION:</b>   |     |    |          |
| 1. <b>ODORS:</b><br>Is the facility free of objectionable <i>odors</i> ?  | ✓   |    |          |
| 2. <b>CLEANLINESS:</b><br>Is the environment <i>clean</i> (walls, floors and furniture)?  | ✓   |    |          |
| 3. <b>PESTS:</b><br>Is the facility <i>pest free</i> ?  | ✓   |    |          |
| 4. <b>HAZARDS:</b><br>Is the facility as free of <i>accident hazards</i> as possible?   | ✓   |    |          |
| Are water temperatures safe and comfortable?  | ✓   |    |          |
| 5. <b>SPACE:</b><br>Do the <i>space and furnishings</i> appear sufficient to accommodate all inmates?   | ✓   |    |          |
| 6. <b>EQUIPMENT:</b><br>Is the equipment in inmate areas <i>sanitary, orderly, and in good repair</i> ?   | ✓   |    |          |
| 7. <b>EMERGENCY:</b><br>Are staff <i>prepared for an emergency or disaster</i> ? Ask two staff to describe what they do in emergencies. Evaluate the responses to determine their preparedness. | ✓   |    |          |
| 8. <b>EMERGENCY POWER:</b><br>Is there <i>emergency power</i> ?   | ✓   |    |          |
| 9. <b>WASTE:</b><br>Is waste contained in properly maintained cans with covers?   | ✓   |    |          |

## GENERAL INSPECTION OF THE FACILITY

*Coös County Department of Corrections*

(RSA 30-B:12)

|  | YES | NO | COMMENTS |
|--|-----|----|----------|
| <b>SECURITY:</b>   |     |    |          |
| Are all bars, locks, windows, doors and other security devices fully operational?  | ✓   |    |          |
| Are there emergency keys available and do they work?   | ✓   |    |          |
| Are there manual means of releasing all locking devices?   | ✓   |    |          |
| <b>CONDITION OF INMATES:</b>   |     |    |          |
| Do officers interact with inmates informally?  |     | ✓  |          |
| Are requests for sick call being acted upon?   | ✓   |    |          |
| Are inmates using the inmate request system?   | ✓   |    |          |
| Do inmates appear to be properly groomed and cleaned?  | ✓   |    |          |
| <b>MANAGEMENT:</b>   |     |    |          |
| Are inmates classified to the most appropriate level of custody and programming both on admission and upon review of their status?               | ✓   |    |          |
| Are the institution's rules of conduct and sanctions and procedures for violations defined in writing and communicated to all inmates and staff? | ✓   |    |          |
| Do the inmate housing areas promote the safety and well-being of both inmates and staff?   | ✓   |    |          |
| Is there a written facility policy and procedure manual?   | ✓   |    |          |
| Are there controls within the facility to maximize fiscal responsibility?  | ✓   |    |          |