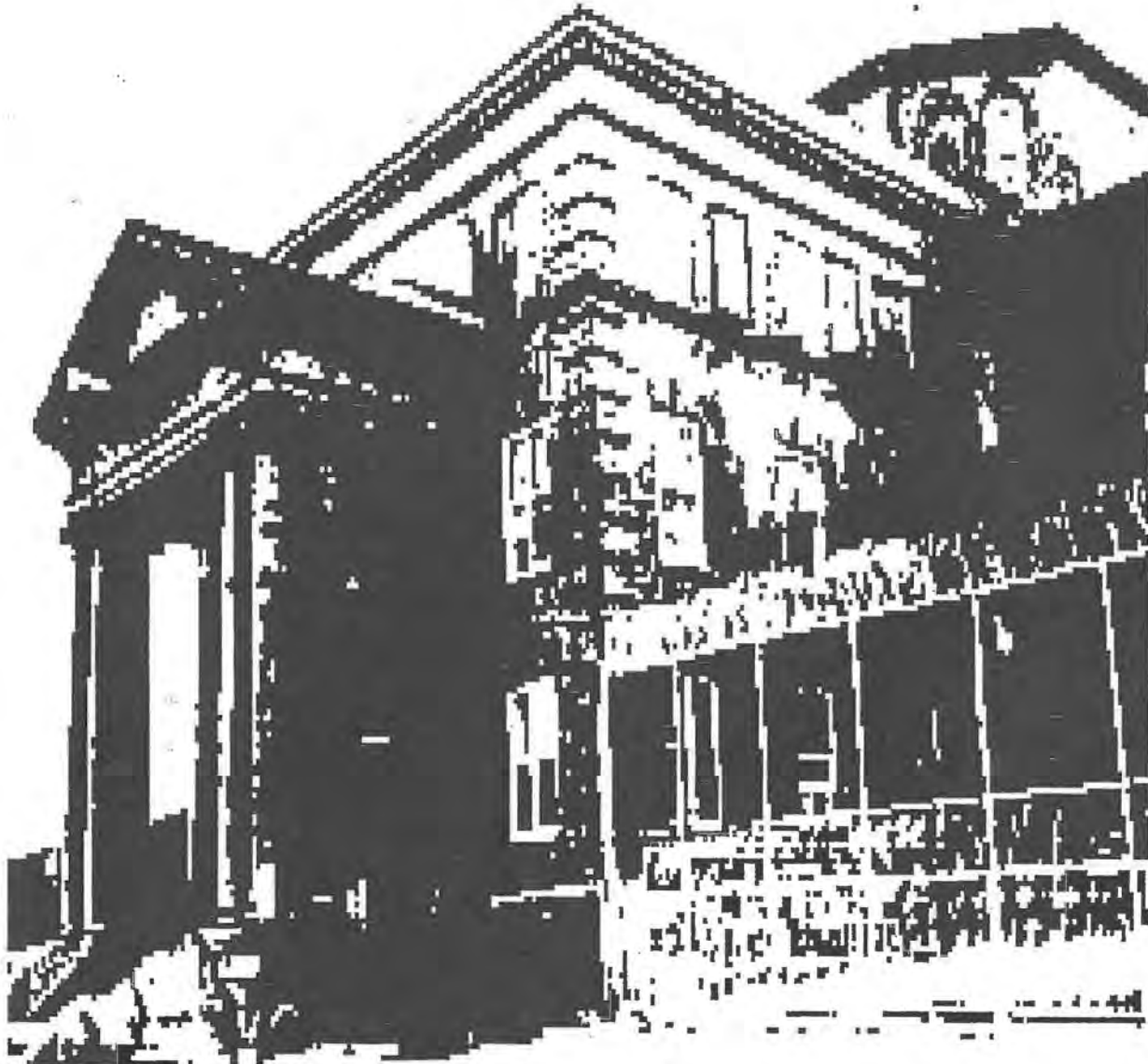


CHESHIRE CORRECTIONAL INSTITUTION INMATE HANDBOOK

**STATE OF CONNECTICUT
DEPARTMENT OF CORRECTION**



**Cheshire Correctional Institution
900 Highland Avenue
Cheshire, CT 06410**

REVISED 10/14/12

**CHESHIRE CORRECTIONAL INSTITUTION
900 HIGHLAND AVENUE
CHESHIRE, CT 06410**

INMATE HANDBOOK 2012

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Mission Statement

Cheshire Correctional Institution
900 Highland Avenue
Cheshire, CT 06410

Family and friends can refer to the Department of Correction website for (FAQS) frequently asked questions and other related information.

Mission Statement: The Department of Correction shall protect the public, protect staff, and provide safe, secure and humane supervision of offenders with opportunities that support successful community reintegration.

The Cheshire Correctional Institution (CCI) shall provide meaningful programming and work assignments in a structured, secure setting that addresses facility and offender needs. Opportunities shall be offered that are consistent with the various populations that include long term sentenced inmates, Administrative Segregation (phase 2 & 3), Chronic Discipline and Protective Custody inmates. CCI also provides further classification to identify an inmate's needs and encourages inmates to participate in programming opportunities based on their Offender Accountability Plan for successful rehabilitation and community reintegration.

The Inmate Handbook provides information about the Connecticut Department of Correction and the operation of this facility. The Handbook will help you know what services are available and what your obligations are. You are responsible for familiarizing yourself with the contents of this Handbook.

You are subject by law to the authority of the Connecticut Department of Correction, even if you have not been sentenced. You must comply with the rules and regulations of the facility.

UNIT MANAGEMENT

Cheshire Correctional Institution is operated under the Unit Management concept.

Each housing unit has an assigned Unit Manager. This Manager is responsible for the overall management of the unit, including both inmates and staff.

Direct supervision of inmates in each unit is carried out by the Housing Unit Team made up of a Housing Unit officer, Correctional Treatment Officer, Counselor and Unit Manager. The Housing Unit Team manages and coordinates all aspects of your daily activities while you are at Cheshire CI.

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Revised August 2012
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- 3) Health Services Review Routing Chart
- 4) Inmate Administrative Remedy Form
- 5) Inmate Grievance Appeal Form – Levels 2 & 3
- 6) Inmate Request Form
- 7) Americans with Disabilities Act/Notice of Rights
- 8) Request for Reasonable Accommodations
- 9) Code of Penal Discipline
- 10) Male Property Matrix
- 11) HIV Information

PART I

FACILITY OPERATING PROCEDURES

1. **ADDRESSING STAFF:** Uniform staff should be addressed by title: "Officer (name)," "Lieutenant (name)," "Captain (name)." Non-uniform staff should be addressed either by title or by "Mister or Ms. (name)." If you do not know the title, address the staff as "Mister or Ms. (name)." If you do not know the name, use "Sir" or "Ms."
2. **FOLLOWING ORDERS:** You must obey any order issued to you by a staff member. If more than one order has been given, obey the last order. Failure to comply with an order will result in disciplinary action.
3. **PERSONAL CONDUCT:** You are required to conduct yourself in a responsible manner.
 - A. You are not permitted to engage in behavior that disrupts the order of the facility, threatens security, endangers the safety of any person, or imperils state or personal property.
 - B. You are not permitted to make sexually suggestive remarks or gestures to any person.
 - C. You are not permitted to make excessive noise or to use profanity.
4. **PERSONAL SAFETY:** If you believe that your safety is at risk, report your concerns to a staff member. The Department and this facility are committed to ensuring your safety.
5. **IDENTIFICATION CARD:** You will be issued an Identification Card (I.D.) which must be worn on left shirt pocket whenever you are outside your Housing Unit. If a staff member asks you for your I.D. card, you must surrender the card.
 - A. Failure to wear your I.D. card or to surrender it to a staff member, possession of another inmate's I.D. card or of a duplicate of your own, or defacing, tampering with, or altering your I.D. card, is prohibited and will subject you to disciplinary action.
 - B. If you lose, misplace, destroy, or alter your I.D. card, you must report it to the Housing Unit Officer. A temporary I.D. card will be provided until a new I.D. card is issued. You will be assessed three dollars (\$3) if your I.D. card is lost, misplaced, destroyed, or altered.
6. **PASS SYSTEM:** An inmate going from one place to another within Cheshire C.I. must have a signed pass in his possession, except during mass movement such as to and from meals, work areas, and recreation. The pass must be signed by a staff member at the place of departure and at the place of arrival. If you are in an area that you are not authorized to be in, or if you do not have a proper pass, you will be subject to disciplinary action.

7. **FACILITY RULES:** Compliance with the rules is essential to the good order of the facility and the mutual well-being of all. Failure to comply with the rules may subject you to disciplinary action.
- A. **Count:** Counts are conducted at various times during each day. You must be in your housing unit for each count, unless you have approval to be at another place. During the Housing Unit count, you must be in your cell until the count is clear, and remain clearly visible to the officer taking the count. If you are away from your Housing Unit, follow the instructions of the staff member (it could be a teacher, vocational instructor, maintenance officer, etc.) taking the count. Movement, talking, or making noise is not permitted while the count is in progress. The lights will be turned on during a count if the officer deems it necessary. If a recount is necessary, you must repeat the count procedure.
- B. **Contraband and Search**
1. You are prohibited from having or using contraband. Contraband is anything not authorized to be in your possession, or anything used in an unauthorized or prohibited manner. In general, an item is contraband if it has: (1) not been issued to you by the facility, (2) not been approved for you by staff as incoming property, (3) not been purchased by you at the Commissary, (4) been altered in any way(s), or (5) exceeded the authorized limit in your possession, or (6) you are prohibited from having in your possession any item belonging to another inmate. This is to include legal materials. (Reference: A.D. 6.10, Inmate Property)
 2. Materials, symbols, colors, or pictures involving any Security Risk Group are considered contraband.
 3. Institutional equipment and supplies found in an inmate's possession in other than the authorized area is contraband.
 4. You, your cell, and your property are subject to a search by staff at any time. Searches may be conducted with or without the inmate present. All areas of the facility including your Housing Unit, work area, and personal property are subject to search at any time by a staff member. (Reference: A.D. 6.8, Searches and Urinalysis).
 5. Contraband that has exceeded the authorized limit in your possession will be confiscated and disposed of according to Department policy. (Reference: A.D. 6.9, Contraband and Physical Evidence).
- C. **Clothing/Accessory Regulations**
1. You are required to wear the state-issued "Uniform of the Day" outside of your Housing Unit. The "Uniform of the Day" includes at a minimum: shirt, pants, shoes (sneakers if authorized), and socks. Your I.D. card must be worn at all times. Possession of another inmate's clothes or clothing is considered contraband and will be confiscated and subject to disciplinary action. "Uniform of the Day" will consist of a khaki shirt, a pair of institutional issued khaki pants and outdoor footwear which will be worn at all times outside your cell with the following exceptions:
 2. **Gym/Outdoor Recreation:** Gym shorts or sweatpants may be substituted for khaki institutional pants. Gray sweatshirts only. Boxer shorts, tank tops, cutoff sweatshirts, sweatpants with pockets or shorts with pockets will not be worn.

Sneakers will be the only footwear allowed when playing handball or basketball in the gymnasium.

3. **Showers:** Minimum clothing required en route to and from showers will consist of khaki institutional pants and/or gym shorts, sweatpants, khaki institutional shirt, t-shirt, or sweatshirt and shower shoes or other approved footwear. Boxer shorts will not be substituted under any circumstances. "Do rags" and pajamas are not to be worn outside your cell.
 4. **Kitchen Workers:** State issued white shirt, black & white checked pants and shoes – subject to change.
 5. **Standard:** Khaki shirt, khaki pants, seasonal outer garment. Khaki shirt with Institutional issued I.D. card attached always be worn whenever inmate is outside housing Unit.
 6. **Appearance:** You must wear state-issued clothing in the way it was designed to be worn; shirt and pants must be clean and neat and shirt must be tucked in. Pants must be up around the waist and the pants may be cuffed, but not above the ankles. You must be decently clothed outside of your cell or showers. Wearing dirty or soiled clothing is not permitted.
 7. **Alteration:** Alteration or mutilation of state-issued clothing items is prohibited.
 8. **Sandals/slippers:** Sandals/slippers may only be worn inside your Housing Unit, unless prescribed by the Health Services Unit.
 9. **Uniform Exchange:** Uniform Exchanges due to worn out, torn, or size problems shall be confirmed and approved through you assigned CTO once per week.
 10. **Eye Wear:** Only prescription eyewear may be worn. Sunglasses are not permitted, unless medically prescribed.
- D. Personal Hygiene**
1. You must maintain a satisfactory level of personal hygiene. Un-cleanliness contributes to the spread of disease. Body odor can be offensive to others.
 2. Hair, beards, and mustaches must be trimmed to meet standards of hygiene and work safety. No logos or designs in hair are allowed.
 3. Finger nails must be neatly trimmed.
- E. Housing Rules:** Each housing unit will have housing unit rules posted and it is your responsibility to read them. Failure to follow rules will result in progressive disciplinary action.
1. You are responsible for the contents of your cell. Contraband found in your cell is your responsibility. Search your cell thoroughly when you move in. If you find contraband, notify the Housing Unit Officer immediately. Loaning your property to other inmates is prohibited.
 2. You are not permitted to enter any cell or Housing Unit other than the one you are assigned to.
 3. You must keep your cell clean. Trash should be removed daily by discarding it in the trash bins. Foodstuffs must be properly stored. Your bed must be made when you get up each day.
 4. You must **LOCK THE DOOR OF YOUR CELL UPON ENTERING YOUR CELL AND BEFORE YOU LEAVE YOUR HOUSING UNIT OR WHEN YOU ARE OUT TO SHOWER OR USE THE TELEPHONE.** Frequent

movement in and out of your cell requiring unit staff to repeatedly open your door may result in restrictions on entry and exit.

5. Audio equipment, including televisions, must be used with earphones. Televisions are not allowed on the bunk area, tied up underneath the upper bunk or secured to the security bars of the outer window; they must be kept on the desk or shelf in the cell.
6. You are not permitted to rig an antenna, or to project an authorized antenna into any passageway.
7. You are permitted to display pictures only on the designated wall area in your cell (above the sink). No obscene, sexually explicit pictures, torn from magazines, newspapers, pornography or drawings may be displayed anywhere.
8. You are not permitted to cover your bed in a tent fashion. Nothing may be affixed to any part of the bunk except the clothesline as specified in your Housing Unit rules.
9. **You are not permitted to cover light fixtures, or hang drapery over the front of your cell door or window, or obstruct an open view into your cell.**
10. You are not permitted to tamper with, block, remove, or alter the vents in your cell.
11. You are not permitted to remove, damage, or tamper with facility equipment in the Housing Unit or in any other part of the facility.
12. The audio of day room televisions may not exceed a moderate volume. Program selection is at the discretion of the Housing Unit Officer.
13. You are prohibited from providing any service to any inmate, to include but not limited to legal work or services, laundry and or tailoring, etc.

F. Smoking: Cheshire Correctional Institution is a non-smoking facility. You are not permitted to smoke.

1. If you need assistance in discontinuing smoking, see your Unit Counselor.

G. Fire Safety:

1. You must maintain a fire-safe condition in your cell. You are not permitted to have flammable materials or an excessive amount of papers.
2. You must familiarize yourself with the fire exits in areas you regularly use.
3. You must participate in any fire drill.
4. You must not tamper with the electrical wiring, electrical fixtures, or appliances in any way.
5. You must only use an approved extension cord.
6. You are not permitted to store cleaning equipment in your cell

H. Movement and Corridor Regulations:

1. During movement, you must walk at a normal pace. Running, malingering, nor loitering is permitted.
2. You are not permitted to walk more than two abreast.
3. You must maintain a distance of more than ten (10) feet from any corridor gate when it is being opened or closed.

4. If an order to "CLEAR THE CORRIDOR" is issued, immediately follow the order.
 5. If a "RECALL" order is issued, you must return to your Housing Unit immediately.
 6. Portable radios or cassette players may not be played in the corridor.
 7. You are required to clear the metal detector while walking to/from your destination. If you do not clear the metal detector, you will be subject to search.
 8. If a code is called while in the main hall or other affected area, you are required to turn and face the wall until an order is issued.
- I. **Meals:** Inmates either eat in the Housing Unit or go to the Dining Hall, depending on their housing assignment.
1. **General:** General rules apply to all inmates.
 - a. You must form a single-file line to the food service area.
 - b. Cutting in line is not permitted.
 - c. You are responsible for receiving a complete tray; only one (1) trip through the serving line is allowed.
 - d. You will have twenty (20) minutes to eat your meal.
 - e. No passing of food items or trays between tables.
 2. **Dining Hall:** The Dining Hall rules apply to inmates who go to the Dining Hall to eat.
 - a. You will have five (5) minutes after chow call to leave the Housing Unit before you are late. Being late will cause you to miss chow.
 - b. No items may be taken into the Dining Hall; no items may be removed from the Dining Hall.
 - c. You will be directed by staff as to which table to sit. There is no assigned or saved seating
 - d. You must take your tray and utensils to the scullery upon finishing your meal and only after directed by staff to leave the chow hall.
 - e. You must leave the Dining Hall after you finish eating and go to your assigned area.
 3. **Housing Unit:** The Housing Unit rules apply to inmates who eat in their Housing Unit.
 - a. When your tier is released, you must line up promptly to the food service wagon.
 - b. You must return your tray and utensils to the food service wagon after you finish your meal and place them as indicated.
 - c. You must return to your cell promptly after you finish eating. Food is not to be taken back to your cell nor hidden for later consumption.
- J. **Work/School Regulations**
1. You will have ten (10) minutes after work/school call to arrive at your assigned place. Failure to arrive on time may result in a loss of work/school and a loss of pay for that day.
 2. No unauthorized items may be taken to the work/school areas, for example, non-work-related reading materials, coffee cups, Walkman radios, clothing, and foodstuffs.

3. No unauthorized item(s) may be removed from the work/school area.
 4. At work, you are responsible for any tool issued to you. Upon receiving or returning any tool, you must check the tool for any defects. If the issued tool is damaged or is not working properly during the work period, you must notify the issuing staff immediately. If you lose or intentionally damage any tool, you will be subject to disciplinary action under the charge of Destruction of Property. (As used in this subsection, the word "tool" means "tool and equipment.")
- K. Visiting, Recreation, and Other Activities:** The rules and regulations for other activities, services and programs are contained in the sections that apply to them.

- 8. DISCIPLINARY ACTION/CODE OF PENAL DISCIPLINE:** Violation of facility rules or commission of a disciplinary offense will subject you to disciplinary action under the Code of Penal Discipline. The Code of Penal Discipline establishes disciplinary offenses, authorized sanctions, and the process for adjudication. The Code of Penal Discipline will be included with this Handbook. You are advised to familiarize yourself with the provisions of the Code. (Reference: A.D. 9.5, Code of Penal Discipline).
- A. If you have not received a copy of the Code of Penal Discipline, or if you lose your copy, it is your responsibility to notify Unit staff.
 - B. If you lose, misplace, or destroy your copy of the Code of Penal Discipline, you will be assessed three dollars (\$3) for a replacement copy.

- C. Confinement to Quarters (CTQ). A penalty that confines an inmate to his/her cell or living area and prohibits the inmate from:
1. attending general population recreation to include outside yard, dayroom, gymnasium and library;
 2. attending work; and,
 3. attending school except for inmates through the school year of their 21st birthday.

An inmate on CTQ status shall be permitted to:

1. attend visits;
2. attend collective religious services;
3. attend addiction services programs;
4. use the phone;
5. receive commissary;
6. shower;
7. attend meals with general population; and,
8. retain their own television and/or radio.

C. Chronic Discipline Program: Anyone who receives three (3) or more A/B Disciplinary reports within a six month period may have a review for possible placement in the Chronic Discipline Program at Cheshire Correctional Institution.

D. Administrative Segregation: AS phase II and III shall be housed at CCI. For those on AS status refer to the unit handout.

9. SECURITY RISK GROUPS/GANGS: A Security Risk Group is a gang that has been designated by the Commissioner as posing a threat to the safety of staff, the facility, inmates, or the community. There are two types of affiliation with a Security Risk Group: (1) as a Member or (2) as a Safety Threat Member. If you are designated a S.R.G.M. you will be housed in the facility's close monitoring unit and subject to the rules and regulations of that unit in accordance with Unit Directive 6.14 Security Risk Groups.

A. Member: A Member will be designated by the Hearing Officer and confirmed by the Unit Administrator on the basis of evidence that the inmate is affiliated with a Security Risk Group. Members are subject to: restrictions in classification status, restrictions in work and program assignments, visiting restrictions, increased disciplinary sanctions, and exclusion from Outstanding Meritorious Good Time awards or good time restoration.

B. Safety Threat Member: A Safety Threat Member will be designated by the Commissioner after a hearing, and an opportunity to appeal, on the basis that the inmate's own behavior or status within the Security Risk Group poses a threat to the safety of staff, the facility, inmates, or the community. Safety Threat Members are subject to more severe restrictions than Members are. If you are designated a Security Risk Group Safety Threat Member, you will be informed of all restrictions, and you will be transferred.

- C. **Renunciation:** A Member, but not a Safety Threat Member, may renounce membership after meeting the minimum requirements of the close monitoring unit in accordance with Unit Directive 6.14. Acceptance of a renunciation is at the discretion of the Warden and Director of Security.
- D. **Safety Threat Member Review:** The status of a Safety Threat Member will be reviewed at least every six (6) months, and as new information becomes known. A Safety Threat Member may request a review by submitting a statement to the Commissioner to substantiate the reason a review is merited.

Any gang that meets the criteria may be designated a Security Risk Group. You are advised to avoid membership or affiliation with any gang or gang member. If you have questions, ask your Unit Manager or Counselor. (Reference: A.D. 6.14, Security Risk Groups).

- 10. **HOUSING ASSIGNMENTS:** Assignment to a Housing Unit is based on your work or school assignment or other classification status. Cell assignment within the unit is made at the discretion of the Unit Manager or Shift Supervisor. Cell changes are not permitted. If a bunk becomes available in your cell, permission for a change may be granted at the discretion of the Unit Manager.
- 11. **PERSONAL PROPERTY:** You are permitted to have personal property in your possession subject to the property standards for the security level of the facility. The standards regulate the total volume of property, the type of property, the specific articles allowed, the quantity of each article, and the conditions of ownership/access. The allowable property for this facility is stated in the Property Matrix, Appendix A of this Handbook. (Reference: A.D. 6.10, Inmate Property).
 - A. **Inmate's Risk of Possession:** An inmate's property is retained at the inmate's own risk. The Department will not be responsible for any property personally retained by the inmate which is lost, stolen, damaged, consumed, or discarded while in the inmate's cell or on the inmate's person.
 - B. **Markings:** An inmate's personal property will be permanently marked with the inmate's name and number.
 - C. **Volume of Property:** You are permitted to have no more than six (6) cubic feet of property in your possession, of which no more than two (2) cubic feet may be Commissary or food. Each inmate shall be allowed to maintain legal materials in the inmate's living area. The Unit Administrator may allow additional short-term storage outside the cell/living area and the inmate shall be allowed controlled access. An inmate shall be required to demonstrate that any legal material permitted in short-term storage is related to pending litigation. All legal materials retained in a housing unit shall be considered inmate property and shall be subject to search for contraband, but the content of such material shall not be read.
 - D. **Transfer:** If you transfer to another facility, you must pack all of your property in the container provided to you and take it to the Admitting & Processing Room for inventory. Under ordinary circumstances, your property will accompany you. If you have been transferred here and you have property at another facility, you may

contact the Property Officer.

E. Unauthorized Property: Unauthorized property is to have in your possession at this facility. Per A.D. 6.10, Unauthorized Property. Property which is either not allowed by the terms of this Directive or is in excess quantity of property permitted by this Directive. Unauthorized property will be disposed of according to the Directive.

1. **Disposition of Unauthorized Property:** The unauthorized property of sentenced inmates must be disposed of by one of the following options: (1) identify an approved visitor to whom the property can be released within thirty (30) days, (2) provide an address to which the property can be mailed at the inmate's expense, except for indigence, (3) identify an approved charity to which the property may be donated and, (4) authorize the facility to discard the item. Failure to select one of the above items will result in disposition at the Warden's discretion.

a **Contraband:** Unauthorized property is different from contraband in that contraband is property found in your possession that you are not permitted to have. Possession of contraband will subject you to disciplinary action.

2. **Valuables:** Valuable property will be stored in a secure storage area, in a separate envelope for each inmate, and clearly marked. The inmate will be issued a receipt.

3. **Interim Storage:** All property is stored for thirty (30) days from the date of admission.

F. Unclaimed Property: Unclaimed property is property that is not claimed within 30-days of a notice that was sent to the inmate's last known address. Unclaimed property will be disposed of in accordance with Administrative Directive 6.10, Inmate Property.

G. Sexually Explicit Material: Any pictorial depiction of sexual activity or nudity or any written depiction of sexual activity. Nothing attached to a wall shall mark or deface the wall. Neither nudity nor sexually explicit pictures shall be displayed anywhere in the facility (e.g., walls, in lockers) nor will an inmate be permitted to retain any nude or sexually explicit materials.

A. Sexually explicit material which is any pictorial depiction of sexual activity or nudity, except those materials which, taken as a whole are literary, artistic, educational or scientific in nature.

B. Sexual activity is defined as conduct, which includes but is not limited to:

1. Sexual intercourse, including genital-genital, oral-genital, or oral-anal contact, whether between persons of the same sex or opposite sex, with any artificial device, or any

- digital penetration;
- 2. Bestiality;
- 3. Masturbation;
- 4. Sadistic or masochistic abuse;
- 5. Depiction of bodily functions, including urination,
 - a) Defecation, ejaculation or expectoration;
- 6. Conduct involving a minor, or someone who appears to be under the age of 18, and;
- 7. Sexual activity which appears to be non consensual, forceful, threatening or violent
- 8. Nudity is the pictorial depiction or display of genitalia, pubic region, buttock, or female breast at a point below the tip of the areola that is not completely and opaquely covered.

- C. The Facility Incoming Property Review Coordinator shall determine whether material is sexually explicit and whether it should be rejected or confiscated.
 - a) Possession of transferring of sexually explicit materials will result in the issuance of a Class A Discipline in accordance with Administrative Directive 9.5, Code of Penal Discipline.

12. INFORMATION, PROBLEM SOLVING, REQUEST SYSTEM, AND GRIEVANCES

H. Information

- 1. **Bulletin Boards:** Bulletin Boards are located in the Housing Units and at various locations throughout the facility. Up-to-date information about the operation of the facility is regularly posted on the Bulletin Boards. Only authorized material may be posted on a Bulletin Board; posting of unauthorized material will subject you to disciplinary action.
 - 2. **Inmate Newsletter:** Information about the operation of the facility is published in the facility inmate newsletter.
 - 3. **Unit Counselor or Housing Unit Officer:** If you need to know something that is not posted on the Bulletin Board, contact your Unit Counselor or the Housing Unit Officer who will either know the answer, or know where to get the answer.
- I. **Problem Solving:** Most problems can be solved through verbal contact with the staff member in charge; the Housing Unit Officer, your CTO, your Unit Counselor or Unit Manager. Please address the problem to the staff member with responsibility for the

problem area before appealing to a Supervisor. Explain the problem and; follow their advice or instruction.

J. **Inmate Request System:** The Inmate Request System provides an informal way of obtaining information, a written answer to a question, or addressing an issue about a policy, procedure, or practice from a staff member, up to and including the Warden. Request Forms (FORM CN 9602) are available from the Housing Unit Officer.

1. The Request System serves as the Informal Resolution required by the Inmate Administrative Remedy Procedure. (see Inmate Summary for Inmate Administrative Remedies page 38 & 39)
2. Only one issue or request shall be on each form. When an issue requires a lengthy letter, the subject should be at the start of the letter and at the top of the Inmate Request Form. Always follow the chain of command when using the inmate request system.
3. **A response to the inmate shall be made within 15 business days from receipt of the written request.**

13. **MAINTENANCE:** You should report any equipment malfunction to your Housing Unit personnel or a Work Supervisor.

PART II

FACILITY SERVICES

1. **CLASSIFICATION:** Classification is the ongoing process of collecting and evaluating information about you to determine your risk and needs level for purposes of deciding the facility where you will be housed; your job assignment, your treatment needs, and what programs would be suitable. (Reference: A.D. 9.2, Inmate Classification).
 - A. **Classification Committee:** Under the Unit Management plan, the Classification Committee, also known as the Housing Unit Team, is the committee of staff members that make decisions about your classification status; job placement, needs assessment, risk evaluation, program participation, etc. The Classification Committee is comprised of all unit staff and is chaired by the Unit Manager.
 - B. **Unit Counselor:** You will be assigned to a Unit Counselor. Your Unit Counselor will provide you with information about the operation of the facility and will assist you in adjusting to the facility and in taking advantage of program opportunities available to you.
 - C. **Transfer:** Decisions involving a transfer to another facility are made at the discretion of the Director of Offender Classification. If you want to be considered for a transfer, submit a request to your Unit Counselor. (Reference: A.D. 9.1, Population Management).
 - D. **Master File:** The facility maintains a record of the status of your sentence (including any pending charges) and overall performance in a master file. The Inmate Records Office maintains the inmate's master file. You may have access to review your master file once a year. Questions about information in the master file should be directed to the unit counselor by utilizing an Inmate Request Form. Inmates may request copies of the material in their master file and shall be charged the appropriate fees in accordance with Administrative Directive 3.10, Fees, Reimbursements and Donations.
 - E. **Appeal of a Classification Decision:** If you believe a classification decision is wrong, contact your Unit Counselor to initiate your appeal in writing on an Inmate Request Form (CN9601). If the appeal is not resolved at this level, you may submit your appeal on an Inmate Administrative Remedies Form.

2. **SENTENCE COMPUTATION AND CREDITS:** The Department of Correction is responsible for the computation of sentences. The Offender Classification and Population Management Unit will issue a Time Sheet bi-annually, which will provide information about the computation of your controlling sentence. The following is a description of factors that pertain to sentence computation:
 - A. **Pre-sentence Jail Credit:** Pre-sentence Credit is credit for time spent in confinement while in an accused status and only for that docket held in lieu of bond. Jail credit may only be used once at time of sentencing. Once used, that time may not be applied to any

additional sentencing that occurs at a later date. (Reference: C.G.S. Sect. 18-97, 18-98, and 18-98d (a)).

- B. **Jail Credit Good Time:** For inmates sentenced to a term of imprisonment for a crime committed prior to 10/1/94. Good time earned on pre-sentence credit. (Reference: C.G.S. Sect. 18-98c and 18-98d (b)).
- C. **Statutory Good Time:** For inmates sentenced to a term of imprisonment for a crime committed prior to 10/1/94. Good time reductions are 10 days per month or 12 days per month after serving 5 years. (Reference: C.G.S. Sect. 18-7 and 18-7a).
- D. **7-Day Job Credit:** For pre 10/1/94 - 7-Day Job Credit is a commutation of your sentence by one day for each seven (7) consecutive days of employment in a job designated as a 7-day job. (Reference: C.G.S. Sect. 18-98a).
- E. **Outstanding Meritorious Good Time:** For pre 10/1/94 - (OMGT is an outstanding performance credit of up to 120 days for each continuous term of confinement granted at the discretion of the Commissioner. (Reference: C.G.S. Sect. 18-98b).
- F. **Risk Reduction Earned Credit:** Any Inmate sentenced to a term of imprisonment for a crime committed on or after 10/1/94 may be eligible to earn risk reduction credit toward a reduction of that sentence at the discretion of the Commissioner. The reduction is at the rate of 5 days per month. Public Act 11-51, Sections, 22, 23, 24, and 25.

3. **RELIGIOUS SERVICES AND PROGRAMS:** Coordination of religious activities is the responsibility of the Institutional Religious Facilitator. (Reference: A.D. 10.8, Religious Services).

- A. **Collective Religious Activities:** Those with religious designations as Catholic, Islamic, Jewish, Native American, Protestant or Jehovah's Witness are able to participate in collective religious activities.
- B. **Clergy Visit:** Requesting a one on one clergy visit: Please write to the Religious Facilitator with the name and address of your clergy person. The must be of the same denomination and not a relative.
- C. **Religious Designation:** Form CN100801 must be submitted to participate in - religious activities. The form is completed during orientation. The designation selected is in effect for 90 days. Designation changes are processed on the last Monday of the month following the 90-day period. For changes of religious designation, the form is available through the Institutional Religious Facilitator.
- D. **Schedule:** A schedule of religious services and programs will be sent on request.
- E. **Religious Articles:** Religious articles (i.e., religious medal/cross) may be purchased through the Commissary. For items not available in the commissary, a special request form entitled "Purchase of Religious Items Not Sold in the Commissary" is sent to the Director of Religious Services. The special request form can be obtained from the Institutional Religious Facilitator. Religious books and publications may be ordered through your Unit Counselor.
- F. **Outside Religious Tapes/CD's:** Religious tapes/CD must be approved before ordering. Contact the Facility Incoming Property Review Coordinator for

direction. (A.D. 6.10 para. 36 B.)

4. **HEALTH CARE SERVICES:** Medical, Dental, Mental Health, Pharmaceutical, X-ray, and Optical services are available either through staff assigned to this facility, staff who regularly visit the facility, consulting staff, or by pre-arranged off-grounds visits. Services are the responsibility of the Health Services Administrator (H.S.A.), and are handled in accordance with A.D. 3.12 (Fees for Programs and Services)
- A. **Emergency:** If you have an emergency health problem or an injury, report it to a staff member immediately. Emergency response is available on a 24-hour basis, seven days a week.
- B. **Access to Services:** Routine access to health care services is available through sick call by submitting a written request. Medical request boxes are located outside the entrance to the health services unit, and in the North, South, and East Blocks for easy access.
- C. **Hours:** The Health Services Unit is open 16 hours a day 7 days a week. Access to services are provided under the following circumstances:
1. If you have an appointment scheduled by staff, after receiving a written request. (Appointments are scheduled after receiving a written request initiated by the inmate.)
 2. If you are called to the unit by a staff member for a follow up visit.
 3. For emergencies (when escorted by a staff member only).
- D. **Sick Call:** Sick Call is the opportunity for you to bring a non-emergency health problem to the attention of medical staff.
1. Sick Call is held in accordance with individual unit schedules as follows:
South Block 1 through 6: 7 days 3:00 p.m. - 11:00 p.m.
North Block 1 through 4/East Block 2 & 3: 7 days 7:00 a.m. - 3:00 p.m.
North Block 5 & 6: Saturday & Sunday 7:00 a.m. - 3:00 p.m.
East Block 1 (SC2): As needed
CHU: Saturday 7:00 a.m. 3:00 p.m.
 2. **The inmate should indicate what his medical problem/issue is.**
 3. To sign-up for Sick Call, put a written request in the medical box. You will be seen usually within 24 hours, provided that (1) your request is properly filled out; (requests are to include your name, inmate number, and housing unit) and (2) your request is deposited in the medical box.
 4. You must remain in your housing unit until you are notified to report to the medical unit. The block officer will supply you with a "pass" which will allow you to enter the medical unit area.
 5. **Medication Delivery:** Medication prescribed at Sick Call will usually be available within 48 hours, after which time arrangements will be made by staff or delivery or pick-up.
- E. **On-Person Medication:** On-person medication will be given to you in "bulk" form. You must take the medication according to the prescribed dosage at the prescribed intervals. (A health services professional will provide you with verbal, as well as written instructions).
1. **Refills:** You must notify the medical department when a three day supply

of medication is left. This is done by dropping a note in the medical box. The note should include your name, inmate number, housing location, name of medication needed, and that the need for a refill exists.

2. **Expired Medication:** If your medication is due to expire and you are requesting to extend the expiration date, you must submit a sick call request to be re-evaluated by the medical staff.
- F. **On-line Medication:** On-line medication will be administered by the medical staff on a per dosage basis. You must take the medication in the presence of medical staff dispensing the medication.
1. Inmates permitted to go to the Medical Unit will do so via the "pass" system. Arrangements will be made on your behalf by the medical staff.
 2. Inmates whose movement is restricted, will receive on-line medication in their housing units. Medication is delivered on a regular basis at 8 a.m. and 8 p.m.
- G. **HIV Counseling and Testing:** HIV(Human Immunodeficiency Virus) counseling and testing are readily available to any inmate upon request. Counseling components include: learning about AIDS (Acquired Immune Deficiency Syndrome); how a person becomes infected, the differences between being HIV positive and being diagnosed with AIDS; reducing the risks of becoming infected; how to stay healthy with HIV, and coping with feelings associated with HIV and AIDS.

Contacting the HIV counselor or infectious disease nurse is easy. Just submit a request to be seen by the HIV counselor or ID nurse. Place the request in a sealed envelope, and place it in the medical box in your unit. This is a confidential service. (Reference: A.D. 8.11 Human Immunodeficiency Virus Infection).

- H. **Optical Services:** Submit a request in the medical box, and you will be scheduled for sick call. Medical staff will schedule an on site appointment with the ophthalmologist.
- I. **Dental:** Dental services are provided Monday through Friday, 7:00 a.m. to 3:00 p.m. Place your request in the Health Services Request Box. An appointment will be scheduled. You will be called for the appointment.
- J. **Mental Health:** The Mental Health Unit at CCI-Cheshire provides outpatient services necessary to evaluate, diagnose, and treat inmates requiring psychiatric and/or supportive interventions. Inmates may submit a written request by placing a request form in the Medical/Mental Health Mailbox. We provide many forms of treatment and confidentiality is assured and maintained. After assessment by Mental Health Staff, treatment may include but is not limited to:
1. Individual Counseling/Psychotherapy
 2. Psychiatric Medication
 3. Group Counseling.
 4. Sex Offender Programs
 5. Crisis Intervention
 6. Discharge Planning for Mental Health Client

5. **FOOD SERVICES:** Food service is the responsibility of the Lead CFSS III and Food Services Manager.
- A. **Menus:** The menu and portion sizes served here at Cheshire CI follow the master menu as it is written by the DOC Menu Planning Committee. These menus meet the daily nutritional requirements and are reviewed by a registered dietician. This master menu may be modified without any notice. If an inmate wants a copy of the menu you must write the kitchen staff and you will be charged 25 cents per copy.
- B. **Common Fare Diet:** A diet, which meets all nutritional requirements and reasonably accommodates recognized religious dietary restrictions and those desiring a change in their diets such as vegetarians. In order to receive the Common Fare Diet, you must submit an inmate request to A/P. Upon approval you will be called down in a reasonable period of time to have a new ID created on a yellow background. The yellow background indicates that you are on a Common Fare Diet. A/P will notify the kitchen with any updates for those people who have recently been added to or removed from common fare status. The Food Service Department in turn will generate a list for production and tracking purposes. Once you apply for a common fare diet and are given an ID you must take the common fare meal provided. It is not to be used as a daily choice between the regular meal and the common fare meal. If you request to be taken off the common fare diet or are removed involuntarily for **misusing the option, you are not eligible to be put back on the common fare list for 90 days.**
- C. **Therapeutic Diets:** A Therapeutic diet is a diet prescribed by a physician to accommodate specific medical needs. The DOC Health Services has standardized those therapeutic diets that will be offered to those patients in need of a diet for medical reasons. If you are identified to receive a therapeutic diet, a prescription will be written, signed by a doctor and sent to the Food Service Department. Food Service will in turn generate a list for production and tracking purposes as your housing moves throughout the facility.
6. **RECREATION:** Coordination of recreational activities is the responsibility of the Recreation Staff.
- A. **General Recreation:** General Recreation is carried out daily either in the day room of your housing unit, outdoors, or in the gymnasium. A recreation schedule and any unit rules will be posted on the bulletin board in your housing unit.
1. **Equipment:** Recreational equipment is available in the recreation area. You must sign out any equipment you use by turning in your I.D. Upon return of the equipment in good condition, your I.D. will be returned.
- A. Misuse or abuse of the equipment is not permitted.
2. **Gymnasium:**
- A. No shoes, boots, slip on shoes or black marking soles are permitted on the court.
- B. Neither food nor beverages are permitted in the gymnasium.
- C. If you have a cane, you must turn it in to staff at the beginning of recreation period. You will be able to pick it up after recreation ends.

- D. Do not grab or hang onto the basketball rims or nets.
3. **Outdoor Rules:**
 - A. You must stay within the designated boundaries of the recreation area.
 - B. You must remain 2 to 3 feet away from the fence line.
 - C. Neither food nor beverages are permitted in the recreation yards.
 - D. If you have a cane, you must turn it in to staff at the beginning of the recreation period. You will be able to pick it up after recreation ends.
 - E. Do not grab or hang on the basketball rims or nets.
 - F. **Shoes must remain on your feet at all times. Do not remove them.**
 4. **Appropriate Conduct:**
 - A. You must conduct yourself according to the rules of the activity. Horseplay is not permitted.
 - B. There will be no hanging on the basketball rims in either the inside or outside recreation areas.
 - C. For outside recreation only, do not lean against the fences.
 5. **Attire:**
 - A. You are required to wear suitable clothing for the activity. You must keep your shoes on at all times during the recreation period. No bare feet allowed.
 - B. **Items Not Allowed at Recreation:** Cosmetics, baseball caps, do-rags, cutoff or altered clothing and gloves of any kind will not be allowed in to the gymnasium or outside in the recreation yards. Baseball caps, however, will be allowed for outside yard recreation.
 - C. No books, paperwork or pictures of any kind are allowed at recreation (inside or outside).
 6. **Weight Machines**
 - A. No gloves or sponges of any kind are allowed. Including the strips of material wrapped around the hands.
 - B. Do not use towels, rolled up t-shirts or any other type of material to wrap around the bars.
 - C. Do not slam the weights down after your reps. Guide them down slowly to rest.
 - D. Do not place the weight bench legs in between the weight plates.
 - E. You must use both sides of the press bar handles.
 - F. One person at a time on the pull-up bars and you must use both handles.
 - G. No standing on the weight benches while using the weights.
 - H. If you are not using the weight pin please hand it in so that someone else can use it.
 - I. Anyone not using the equipment properly or does not follow these rules will be subject to disciplinary actions.
 - B. **Special Events:** Special events will be scheduled by the Recreation Staff. See your Housing Unit Bulletin Board for scheduled events and unit participation.
 - C. **Behavior Continuum:** Inmate participation in recreation programs shall be a privilege.
 - D. **Cancellation:** Because of Institutional Programming and/or other events that may be planned or not, recreation may be cancelled by the Shift Commander for just cause.

7. **INMATE ACCOUNTS:** Each inmate will have an Inmate Account in which will be deposited any wages or allowances paid by this facility and any funds legitimately received from sources outside this facility.
- A. **Incoming Funds:** Incoming funds must be in the form of a money order, certified check, cashier's check, payroll check, or government check and must come from an approved source. A receipt of incoming funds will be provided to you. Electronic deposits from Western Union are also accepted.
- B. **Outgoing Funds:** You may send funds from your Inmate Account to an approved recipient. Make arrangements through your Unit Counselor for all transactions, including those for books, publications, and subscriptions.
- C. **Costs/Charges:** All sentenced inmates shall be charged for and be responsible to pay the costs involved in the use of various services and programs. No inmate shall be denied medical care based on an inability to pay.

Health Services. Sick call, inmate initiated visits, \$3.00 per visit. Dental Procedures, \$3.00 per procedure. Eyeglasses, \$3.00 per prescription.

Programs

Elective education programs, \$3.00 per course.

Vocational education programs, \$3.00 per course.

Laboratory Testing Fees

The inmate shall pay the actual cost of a confirmation test where positive results detect the illegal use of drugs.

8. **COMMISSARY:** The Commissary sells articles for your personal use. The items available for sale by commissary are listed on the Commissary Order Form (**Bubble Sheet**) and Special Request Order Forms. You must have money in your Inmate Account to use the Commissary. No more than **seventy-five (\$75.00)** may be spent each week, excluding the purchase of Electronics, **Music**, Clothing, Footwear **and Art Supplies**.
- A. **Commissary Day:** Each Housing Unit is assigned a day for receipt of commissary. The schedule is posted in the Housing Unit and published in the newsletter.
- B. **Placing an Order:** Commissary Order forms are available in your unit and/or from Commissary Staff. Your Commissary order form must be signed and filled out completely with your inmate number and the corresponding bubbles filled in. If any of the required information is missing your order will not be processed. It is your responsibility to have your completed order in the Commissary box in your unit no later than 7:00 a.m. of your scheduled delivery day.
- C. **Special Orders:** Electronics and footwear requests should be placed in the Property Box located in your unit; these items must be approved by the Property Officer. **Orders for smudging materials must be submitted to the Religious Coordinator for approval.**
- D. **Substitutions:** If you order an item and the item is out of stock, there will be no substitution, you must re-order the item.

- E. **Delivery:** To receive your Commissary order, you must show your J.D. card. You are required to sign for your order. It is your responsibility to verify the accuracy of your order. Your signature indicates that you have received and accepted your order. **Credits for any items missing, damaged or shipped in error will be written before you leave the Commissary delivery area. You cannot make a claim after you have left the area. If you decline to accept the order, the entire order will be withheld and you will not be permitted to order until the following week.**
- F. **Electronic Items:** Electronics can only be purchased from the Commissary. Any item in need of repair, whether under warranty or not, must be processed through Commissary. All replacements and repairs of electronics will be sent out, returned and distributed back to the inmate by the Commissary.

At no time should an inmate send out through the mail an electronic item, regardless of the reason. At no time should an inmate receive through the mail an electronic item.

9. **MAIL:** Inmate use of the mail is governed by State Administrative Regulations 18-8128 through 18-81-38, and 18-81-51, available in the Resource Center. The information stated in this handbook does not supersede or overrule those regulations in any way, and is provided to guide your ordinary use of the mail. (Reference: A.D. and U.D. 10.7, Inmate Communications).
- A. **General:** You may write and receive an unlimited number of letters at your own expense. You may write to anyone except: a victim of any crime you have been convicted of, or of a criminal charge on which disposition is pending, any person under the age of eighteen (18), where the person's parent or guardian has objected to the correspondence in writing, an inmate in a correctional facility (except immediate family), a parolee or inmate in community confinement without the consent of the person's Supervisor, when correspondence is restrained by Court Order, or when correspondence with a person or group has been expressly prohibited by the Warden.
- B. **Outgoing:** Stamped envelopes are available through the Commissary. You must address the envelope with the complete, legible address of the party with whom you are corresponding. You must put your own name, your inmate number, and the return address of the facility on the outside of the envelope. You may seal outgoing correspondence.
- C. **Incoming:** Incoming mail will be opened by mail room personnel and inspected for contraband, but not read except under Review Procedures. Funds have to be sent directly to Inmate Accounts, 24 Wolcott Hill Road, Wethersfield, CT 06109. If funds are included with regular correspondence, they will be rejected by mailroom staff.
- D. **Privileged Correspondence:** Privileged Correspondence is correspondence to and from any state or federal court, any elected government official, the Commissioner of Correction or any appointee of the Commissioner, the Attorney General, the Board of Parole, the Sentence Review Board, the Commission on Human Rights and Opportunities, the Commissioner on Claims, the Board of Pardons, and Attorneys.
1. Privileged Correspondence must be clearly marked as privileged.
 2. Incoming Privileged Correspondence will be opened in your presence and the

envelope inspected for contraband, but not read. Inadvertent opening outside your presence will be noted in writing by an Incident Report.

- E. **Free Mail:** An inmate whose Inmate Account has not exceeded five dollars (\$5) for the previous ninety (90) days or for the term of incarceration, whichever is less will be permitted to send two (2) free social letters each week, and five (5) letters per month addressed to the Court or Attorneys.
- F. **Certified Mail:** Requests for speedy trial under C.G.S. Sect. 54-82c, 54-82m, and 54-186 and correspondence with the Sentence Review Board will be sent certified. Other correspondence may be sent certified with the approval of the Warden.
- G. **Review:** "The Warden may place your mail under review, which includes reading, if the Warden has reason to believe that such reading is generally necessary to further the substantial interests of security, order, or rehabilitation.
- H. **Rejection:** Correspondence which contains or concerns: sexually explicit material, the transport of contraband in or out of the facility, plans to escape, plans for activities in violation of facility or Department rules, plans for criminal activity, violation of the State Regulations on correspondence, material which reasonably could cause physical or emotional injury to the inmate recipient as determined by mental health staff, information which creates a clear and present danger of violence and physical harm to a human being, things written in code, mail which attempts to forward correspondence for another inmate, threats to safety and or security.

1. If your outgoing mail is rejected, a notice of rejection including a statement of reasons will be sent to you.
2. If your incoming mail is rejected, a notice of rejection will be sent to you and to the sender. Any item(s) not ordered in compliance with Administrative and Unit Directive 10.7, Inmate Communications (i.e.: packages, audio tapes, publications, etc.) will be returned to sender without notification to the inmate. Misuse of this privilege may lead to disciplinary action against the inmate.
3. If the correspondence is material relating to criminal or disciplinary proceedings, the notice of rejection may be delayed pending completion of any investigation.

10. **VISITING:** You may visit with approved visitors subject to security requirements and to the constraints of space availability and scheduling. (Reference: A.D. 10.6, Inmate Visits).

A. **Visiting List:** The Visiting List is the list of persons who are authorized to visit you. No one will be admitted as a visitor who is not on your Visiting List, except as a Special Visit or a Professional Visit (See Sections E and H below). You may have up to seven (7) people on your Visiting List.

1. **Establishing the List:** Upon admission, you may send Visitor Application Forms (available from your Unit Counselor) to the persons you want on your Visiting List. When the completed form is returned by the visitor candidate, the application will be evaluated and approved visitors will be placed on the Visitor List.
2. **Changes:** Visiting list changes can be made every 120 days by going through the procedure described in subsection 1 above.

B. **Authorization:** Visitors must be approved by the Unit Counselor. Visitors will ordinarily be approved, but a person may be denied visitation based on criminal history, threat of

disruption, or violation of visiting or security policies. Persons who have been convicted of a criminal offense will be assessed for the nature and severity of prior criminal conduct and for evidence of current criminal activity. No person currently in service of a sentence will be permitted to visit, except an immediate family member, who will be assessed on the above criteria.

1. **Immediate Family:** Immediate family includes your legal spouse, parent, grandparent, sibling, or child including a step/foster relationship.
2. **Limitations**
 - A. No visitor, except immediate family members and members of authorized community groups, shall be on more than one (1) inmate's Visiting List.
 - B. Visitation with the victim of any crime you have been charged with or convicted of is not permitted, except when approved in writing by the Warden.
 - C. A Department employee will not be an authorized visitor unless the employee is an immediate family member.
3. **Children Must Be Accompanied:** Any person under eighteen (18) years old must be an immediate family member and accompanied by an authorized adult, immediate family member, on the inmate's Visiting List.
4. **Community Groups:** Other persons such as community group representatives may be authorized to visit you. Ask your Unit Counselor for details.
5. **Inmates in Restrictive Housing:** If you are assigned to restrictive housing, ask your Unit Counselor about procedures that apply to you. (Reference: A.D. 9.4, Restrictive Housing).
6. **Appeal:** The visitor may appeal a denial to the Warden.
- C. **Visitor Identification:** The visitor's identity will be verified through a photo identification prior to admission to the Visiting Area.
- D. **Visiting Schedule:** Visiting is permitted during the following time periods:
 1. Weekday visits according to the posted schedule.
 2. All inmates, except inmates in Protective Custody, have weekend visits every other weekend. Inmates with an even inmate number will visit one weekend; inmates with an odd number will visit the next weekend, continuously rotating. Inmates in Protective Custody have visiting each weekend. Visiting hours are subject to change.(see attachment)
- E. **Special Visit:** A Special Visit is a visit, approved at the discretion of the Unit Administrator, which allows exceptions to the following: (1) visitor list, (2) number of visits, (3) number of visitors, (4) length of visit, and (5) schedule of visits. A request for a Special Visit must be submitted to your Unit Counselor sufficiently in advance of the visit to allow for review and approval/denial, except in the case of an emergency.
- F. **Visiting Rules**
 1. **General Rules:** The general rules apply to all visiting situations, unless other restrictions have been imposed. You are permitted to take only your inmate I.D., wedding band, and authorized religious medal/headgear into the Visiting Room.
 - A. **Frequency:** At CCI, inmates may take advantage of the visiting privilege up to three (3) times per week. Weekend visits may occur every other weekend and are counted as one of the three visits allowed. The every other weekend is based on the fifty-two (52) weekends in the year. The first weekend of the year will be

considered odd. Inmate numbers ending with an odd number will begin their visits on this first weekend. Inmate numbers ending with an even number will take the second weekend and the process will rotate there after. An odd/even schedule is available for inmates and visitors to clarify this policy. Protective Custody inmates and North Block 2 & 3 inmates have separate visiting schedules as noted in the attached institutional visiting schedule. **THERE ARE NO VISITS ON STATE HOLIDAYS.**

- B. Length of Visit:** Each visit is limited to one (1) hour, subject to space availability.
 - C. Conduct:** You are required to conduct your visit in a quiet, orderly, and dignified manner.
 - D. Cross Visiting:** Neither cross visiting among inmates and other visiting parties nor socializing among visiting parties is permitted.
2. **Contact Visiting:** Contact Visiting provides for the inmate and his visitor(s) to be in the physical presence of each other. You may have contact visiting unless you are expressly designated for non-contact visiting.
- A. Number of Visitors:** You may have no more than three (3) visitors in the Visiting Room.
 - B. Intimacy:** A brief embrace and kiss may be exchanged. During the visit any other physical contact is strictly prohibited.
3. **Contact/Non-Contact Visiting:** Each Level 2, 3 and 4 facility may provide for contact visits. No inmate shall be entitled to a contact visit. Inmates on any type of restricted status or classified as a Security Risk Group member may not be allowed contact visits in accordance with Administrative Directives 9.4, Restrictive Status, and 6.14, Security Risk Groups. Privileged or professional visits, for inmates not allowed contact visits, may be contact or non-contact at the discretion of the Unit Administrator. Per Administrative Directive 10.6, you must meet the following criteria.

Inmates meeting the following criteria may be afforded contact visits:

- a. six (6) months at current security level;
- b. free of Class A disciplinary reports for two (2) years, unless waived by the Unit Administrator. Free of Class A disciplinary report for Assault on a Department of Correction Employee for duration to be determined by the Unit Administrator but not less than two (2) years. The Unit Administrator may request a waiver regarding these time frames through the appropriate District Administrator;
- c. free of other disciplinary reports for six (6) months, unless waived by the Unit Administrator.
- d. positive program and work performance for one (1) year;
- e. if not sentenced, bond below \$250,000;
- f. if under the age of 21, enrolled in General Equivalency Diploma preparation program; and,

g. consistent with Administrative Directive 9.4, Restrictive Status, not classified a High Security Inmate.

4. **Non-Contact Visits:** Non-Contact Visits: Non-Contact visitations are subject to both recording and listening. Your inmate telephone pin number is necessary to activate the non-contact visiting phone required for a visit.

At any point during the visit if you or your visitor misuse the non-contact phone system, your visit will be terminated and you may face disciplinary action.

5. **Attire:** Your visitor must be dressed in reasonably modest attire. Revealing, seductive, or offensive clothing may result in a visitor being denied access to, or being removed, from the Visiting Room.
6. **Children:** Children must be under your supervision, the supervision of the adult visitor, and a child's conduct must not be permitted to disrupt the Visiting Room.
7. **Number of Visitors:** The number of visitors allowed to visit at the same time may be limited based on space, volume of visitor activity or any other reasonable factor. , The following numbers, including children may be allowed.
- A. Contact Visit - three (3)
 - B. Non contact Visit - two (2)

Cheshire Correctional Institution will NOT accommodate split visits i.e., if four visitors arrive, we will not break up the visit with two and two.

G. Termination of Visit

1. A visit may be terminated by the Visiting Room Officer if any of the following occurs: (1) you, your visitor, or your child engages in disruptive behavior within the Visiting Room, (2) violation of facility rules, or (3) if you or any of your visitors are evidently under the influence of drugs or alcohol.
2. Authorization of an approved visitor may be rescinded on a finding by the Warden that the conduct or actions of a visitor, or your conduct or actions with respect to a visitor, are detrimental to the order or security of the facility. Such a finding will be communicated in writing to you and your visitor.
3. Any person conveying or causing to be conveyed to an inmate any unauthorized articles including tobacco products, intoxicating liquors, drugs, firearms, explosives, or any device which may be used in an escape or attempted escape is subject to immediate arrest and imprisonment for not more than five (5) years and a fine of not more than one thousand dollars (\$1,000) or both. (Reference: C.G.S. Sections 53a-174 and 53a-174a).

H. Professional Visits:

1. Professional visits are visits by Attorneys or their designated representatives, law

enforcement officials, clergy, media representatives, Department of Correction employees, staff from community agencies, and any other visit so designated by the Unit Counselor.

2. Professional visits will take place during normal visiting hours and as needed.
3. Professional visitors must meet the identification standard of section C above, plus show verification of their profession.
4. The Professional Visiting Rooms will be assigned on a first come, first served basis.

I. **Receipt of Property and Funds:** No inmate property or funds will be accepted by staff in connection with a visit.

11. **TELEPHONES:** Inmate use of the telephones is governed by State Administrative Regulations 18-81-28/29 and 18-81-41 through 18-81-51, available in the Resource Center. The information stated in this handbook does not supersede or overrule those regulations in any way, and is provided to guide the inmates in the use of the authorized telephones. (Reference: A.D. 10.7, Inmate Communications).

A. **Collect-call-only Telephones:** Collect-call-only telephones are telephones on which only a collect call can be placed. On a collect call, the person called agrees to pay the charges. Collect-call-only telephones are located in the Housing Units.

B. **Recording and Listening:** Your telephone conversations are subject to both recording and listening. Conversations that violate State Regulations may be the basis of criminal or disciplinary action.

C. **Termination:** Any call may be terminated for the following reasons: violation of unit rules, illegal activity, exceeding the time limit, misuse of equipment, threatening or disruptive behavior, Unit emergency, and interference with other valid penological interest.

D. **Calls to Attorney:** Under ordinary circumstances, a non-recorded, non-monitored collect call can be made to your Attorney by making advance arrangements through your Unit Counselor. The call will be placed by staff for verification. Staff will maintain observation of you outside of the listening range as circumstances permit. Calls will be limited to ten (10) minutes. The time limitation may be increased at an oral or written request of the attorney.

E. **Telephone Block:** If you are unable to make a collect call because there is a telephone block, staff will not permit use of a facility telephone unless there is an emergency.

F. **Emergency Calls:** You may place an emergency call on a facility telephone subject to approval by the Shift Supervisor or Unit Manager.

G. **Telephone Regulations:**

1. Telephone calls are only permitted between 7 a.m. and 10 p.m.
2. You are allowed to make three (3) fifteen (15) minute calls each day at the Cheshire building. Annex inmates are allowed five (5) fifteen (15) minute calls.
3. You are not permitted to make third party calls or calls to Department of Correction officials. No call forwarding or three way calls allowed. You will be subject to discipline in the event you violate these provisions.
4. Any attempt to contact a victim of the crime or violation of a protective order you will be subject to legal and/or disciplinary actions as covered in Directive 9.5.

5. You are allowed to have ten (10) phone numbers on your approved list and will have an opportunity to alter your list every 30 days via the inmate telephone in your housing unit.
12. **LAUNDRY:** The Unit laundry schedule and rules will be posted on the Bulletin Board in your Housing Unit.
13. **BARBER SERVICES:** The schedule for barber services is posted on the Bulletin Board in your Housing Unit.
14. **RESOURCE CENTER:** The Resource Center hours of operation are posted in all of the Housing Units and in the Resource Center. You may request to visit the Resource Center by putting your request in writing and sending it to the Librarian. The Resource Center contains some legal resources, reference materials, magazines, newspapers, and books for general (or leisure) reading. General reading books may be checked out, and you are responsible and liable for any book you check out. For other Resource Center services and rules, check with the Librarian.
- A. **Legal Resources:** The Resource Center contains some legal resources. The Resource Center does not provide legal assistance other than the provision of state issued forms. A listing of forms is available in the Resource Center.
- B. **Legal Assistance:** Free legal assistance may be available to you through the Legal Assistance to Prisoners (LAP) organization and is available to you either by mail (Inmate Legal Assistance, P.O. Box 260237, Hartford, CT 061260327) or toll-free at (1-800-301-4527). The Resource Center does not provide legal assistance.
- C. **Destruction of Resource Center Equipment or Material:** Destruction of any Resource Center equipment or materials (books, magazines, newspapers, etc.) may result in disciplinary action in accordance with Administrative Directive 9.5 and a suspension of Resource Center privileges.
- D. **Contraband:** Items you are not permitted to bring to the Resource Center include: food items, cosmetic items, electronics, photo albums, personal photographs, any material displaying nudity and personal or other materials belonging to another inmate. Sexually suggestive material is not permitted. These items will be considered contraband according to Administrative Directive 9.5.
- E. **Decorum:** Inmates are expected to conduct themselves in a responsible manner, and to refrain from loud talking. Inmates are expected to wear the appropriate uniform of the day.
15. **ACCESS to PUBLICATIONS:** Inmate access to publications is governed by State Administrative Regulations 18-81-28 and 18-81-39. The information stated in this Handbook does not supersede or overrule these regulations in any way, and is provided to inform you of the limitations on access to publications. (Reference A. D. 10.7, Inmate Communications.)
1. Orders must be placed with the Unit Counselor. No order will be processed unless you have sufficient funds in your Inmate Account to cover the cost of the order.
 2. Orders will only be placed to a publisher, book club, or bookstore.

3. A publication may be rejected if it adversely affects a valid penological interest. A statement of the criteria for evaluation publications and the post-decision process is stated in the State Regulation and in A. D. 10.7.
 4. If a publication is rejected, you have a right of appeal to the Commissioner or designee within fifteen (15) days of receipt of the notice of rejection.
16. **PHOTOCOPYING:** Photocopying services are available through the unit counselor or the Resource Center at a cost of twenty-five cents (\$.25) for each page, and is restricted to legal material. These requests will be completed within fifteen-business days.
17. **NOTARY PUBLIC:** Services of a Notary Public are available for documents legal in nature. For service, contact your Unit Counselor. The function of a Notary Public is to verify that the signature that appears on a document is the signature of the person who is named in the document as the signatory. Only the page that contains a signature will be notarized and facility notaries may refuse to notarize a document that is inappropriate or does not require notarization. If you are requesting a large amount of items be notarized the staff notary may stagger notarization of the documents over a period of time. Some legal documents have to be notarized. Do not sign your name on the document until you are with the Notary Public.
18. **FREEDOM OF INFORMATION ACT REQUEST:** Freedom of Information Request must be submitted to the facility Liaison or Deputy Warden of Programs and Treatment for any issue that occurred while in Department of Correction custody. Under normal circumstances, there is a twenty-five cents (.25) charge for each page requested. Any other issue must be requested to the appropriate agency for action.
- A. Requests for documents must be submitted in writing to the Program and Treatment Deputy Warden's office.
 - B. For copies of records pursuant to the Freedom of Information Act, an inmate shall be considered indigent if the monetary balance in his or her inmate trust account, or any other known account, has not equaled or exceeded five dollars (5.00) at any time. One (1) during the ninety (90) days preceding the receipt by the Department of the request for records and 2 during the days preceding the date on which the request for records is fulfilled (up to a maximum of ninety (90) days after the date of the request.
 - C. If you do not receive funds to pay for your request, please write to the FOI office when you become indigent and we will supply the documents at no charge.
 - D. FOI requests do not need to be notarized.
19. **PERSONAL DATA ACT:** Information in the inmate master file is accessible to review by the inmate. Arrangements must be made thru your unit counselor and are conducted annually. Any copies requested shall be in accordance with A.D. 3.10 Fees, Reimbursements and Donations. Fees are not waived.

20. **WITHIN THESE WALLS:** The “Within These Walls” newsletter will be published three times a year for the inmate population.

A. **Newsletter Staff:** Assignment to work on the newsletter is made by the **Recreation Department**. If you are interested, contact the **Recreation Director**.

B. **Submitting Articles:** If you want information regarding the **Within These Walls** or want to submit an article for inclusion in the newsletter, contact the Recreation Director by dropping a request in the Recreation Box, located in the hallway or in your housing unit. All submissions will become the property of the **Cheshire Insider**. Please limit contributions to 500 words or less. The following types of material are unacceptable for publication:

1. Sexually explicit material written to or about another inmate or staff.
2. No personal, family or inmate references are allowed.
3. Inflammatory material that casts the institution or its staff in a negative light.
4. SRG or gang related material.
5. No children's names or photos.
6. No religious material.

C. **All materials handed in will be the property of the newsletter and will not be returned. If you want a copy of the material please make a copy before handing it in. All material is not guaranteed to be published.**

21. **RELEASE ON BOND:** The day before your sentence ends, you will be transferred to the correctional facility having jurisdiction of your pending cases. You may post bond once your current sentence is over.

A. If you are eligible for an appeal bond, see your Unit Counselor.

22. **COURT TRIPS:** A Court Trip is a trip from this facility to a state or federal court, and any return.

A. You must wear the Uniform of the Day. Showers are allowed prior to court trips, not upon return from court.

B. You are permitted to take legal materials with you that pertain to the case at hand. These materials must be surrendered to the transporting staff during transit. The materials will be returned to you when you are in secure lock-up at the court and, upon the return, when you are back in the facility.

C. You will be subject to the use of restraints according to department policy. (Reference: A.D. 6.4, Transportation and Community Supervision of Inmates).

D. A court lunch will be provided. If you are authorized to receive an alternative diet, you must notify the Housing Unit Officer by 6 a.m.

E. You are not permitted to obtain or receive any item from any person while on a Court Trip.

23. **ORIENTATION:** Within Five (5) business days of admission to this facility, you will be required to attend orientation sessions. The purpose of this session is to inform you of the facility's manner of operation, the expectation of behavior and what programs and services are available. Staff will be available to answer questions.

24. **PROPERTY LOSS:** If any of your property is lost or damaged, you should use the Inmate Administrative Remedies Form to initiate recovery or compensation. If the Inmate Administrative Remedies Form is not satisfactory, and if you believe the State is responsible for the loss or damage, you may file a claim through the Commission on Claims. A claim must be filed within one (1) year of the knowledge of the loss or damage, but in no event more than three (3) years from the date of loss or damage. (Reference: A.D. 6.10, Inmate Property; C.G.S. Section 4-141, et. seq.).
- A. To file a claim, submit two (2) copies of the Property Claims Form. Detailed instructions are provided on the form.
 - B. Mail one (1) copy to the State Claims Commissioner with the filing fee, (explained on the form). Mark the second form "COPY" and send it to the Property Officer.
25. **GATE MONEY:** Gate Money is money given by the State to provide the means of meeting expenses that you incur immediately upon release. You will receive Gate Money from Cheshire Correctional Institution on your discharge date provided you meet the following criteria:
- A. Any inmate who has completed a minimum of 24 continuous months of sentenced incarceration and is discharged directly to the community without benefit of supervision shall be eligible to receive gate money.
 - B. Gate Money shall be given not mailed, to the inmate by the releasing facility at the time of discharge. The Gate Money shall normally be in the form of a check but may be issued in cash upon authorization from the Business Manager. Each inmate may receive Gate Money only once during a continuous term of incarceration.
 - C. Disciplinary or security problem inmates may be excluded from receiving Gate Money at the discretion of the Unit Administrator.
 - D. Gate Money distribution shall be based on the inmate's average account balance for a minimum of 60 days prior to the inmate's release date, upon which distribution of gate money shall originate as follows:
 - 1. Inmate average savings of \$50.00 or more, not entitled to receive any
 - A. Gate Money.
 - 2. Inmate average savings of less than \$50.00 may receive up to \$50.00.
 - E. The maximum amount of Gate Money issued shall be \$50.
26. **INTERPRETER SERVICES:** Interpreter services can be arranged if needed. Contact your Unit Counselor.
27. **Marriage:** The Chaplains and the Religious Services Unit are not involved in the marriage process. A request to be married must be sent by the inmate to the Counselor Supervisor of Programs. The request must contain the name of the intended bride and her residing address. The intended bride must not apply for a marriage license until specifically instructed to do so by the Counselor Supervisor of Programs. (See also A.D. 10.9, **Inmate Marriages and Civil Unions**).
28. **AMERICANS WITH DISABILITIES ACT:** It is Cheshire CI policy to insure compliance with the Americans with Disabilities Act (A.D.A.) by providing reasonable accommodations to inmates with qualifying disabilities. Inmates with a physical or mental impairment that substantially limits one or more major life functions, or who are perceived or regarded as

having such impairment, may contact the facility ADA Coordinator.(**Directive 10.19, Americans with Disabilities Act.**)

29. **PRISON RAPE ELIMINATION ACT:** In accordance with the National Prison Rape Elimination Act, Cheshire Correctional Institution shall ensure compliance with prevention, detection and punishment of prison sexual assaults.

30. **FEES for PROGRAMS and SERVICES:** The Department of Correction shall hold sentenced inmates accountable for costs associated with their incarceration. No inmate shall be denied essential services based on an inability to pay. See **Administrative Directive 3.12 Fees for Programs and Services** to see how the directive applies to you based on your financial status and your need for medical, dental, eye glasses, educational & laboratory services.

PART III

FACILITY PROGRAMS

1. **GENERAL:** A sentenced inmate will not be allowed to refuse or reject any programmatic, work, or educational assignment. Any refusal will subject the inmate to disciplinary action, and as a consequence of discipline, the inmate will be placed on unassigned work status and will not be eligible for discretionary release. (Reference: A.D. 10.1, Inmate Assignment and Pay Plan).
 - A. **An inmate who does not work will not be paid.**

2. **EDUCATION:** School programs in the Department of Correction are administered under the State of Connecticut - Unified School District No.1. All inmates under the age of 21 who do not possess a High School Diploma or GED are entitled to a free and appropriate public education as described under federal and state law. A School Principal administers the academic and vocational programs at this facility. Persons interested in any educational programs must contact the School (Academic) or Unit Counselor (Vocational) via Inmate Request Form on enrollment procedures and criteria for placement.

Educational programs available here are:

- A. **ABE (Adult Basic Education):** Provides training in basic academic skills in reading, mathematics, language, arts, general science and social studies to achieve grade eight proficiency.
- B. **GED (General Educational Development):** Provides instruction to achieve grade twelve proficiency based on the GED examination.
- C. **SPED (Special Education Programs):** Provides individualized education plans for students with diagnosed instructional needs.
- D. **Vocational Programs:** Provides training in Computer Repair, Carpentry, Wheelchair Repair, Commercial Cleaning and Business Skills.
- E. **Correspondence Courses:** Inmates may enroll in Correspondence Courses if these courses are part of a planned program of study leading to a degree or certificate. Inquiries regarding Correspondence Courses can be made by contacting the School Psychologist. Correspondence courses must also receive approval from the Unit Manager and Warden or designee prior to enrollment.
- F. **Mini Course:** Provides special short courses on a variety of subjects at various times during each year.
- G. **Parenting:** Addresses parenting issues uniquely related to the inmate population. You must be enrolled in school as a student in an academic or vocational program to participate in this activity.
- H. **Transition Services:** Students are provided transition services.

3. **WORK ASSIGNMENTS:** Inmate work assignments and school assignments are made at the discretion of the Classification Committee. Inmates interested in a job, or school assignment should submit a request to the Unit CTO or Counselor. CCI publishes a list of all available work and vocational assignments along with the eligibility requirements that are posted in the housing unit.

Assignment Requirement: No inmate shall have entitlement or a legitimate expectation to any programmatic, work, or educational assignments or compensation therefore except as **except as provided for under federal and/or state law regarding: a) an inmate under the age of 21 who is in need of special education services according to the Individuals with Disabilities Education Act, b) any inmate under twenty one who has not earned a high school diploma or equivalent, and c) persons through the school year of their 21st birthday who are dominant in a foreign language.**

INDUSTRIES: The Cheshire Correctional Enterprises of Connecticut operation (CEC) offers inmates an opportunity to learn real life work skills while earning an hourly wage. Correctional Enterprises of Connecticut is a "for-profit" business selling products and services to other state agencies, nonprofit groups, municipalities and the federal government, and as such, operates much like any other business. Industries have "special rules and regulations" that pertain to productivity, efficiency, and safety. Only inmates with the ability to follow these rules and regulations need apply. For information about any industry assignment, contact your Unit Counselor. The following industry shops are in operation at Cheshire CI:

A. Marker Shop: This is the largest of the CEC shops at Cheshire CI. Inmates assigned to this shop learn to operate factory machinery and other equipment necessary to support the manufacture of license plates. The shop manufactures approximately 1,000,000 license plates per year. Assigned inmates first learn the basic skills of packaging and barcode application. Over time inmates in this shop can learn to operate other equipment that includes hydraulic presses and ink application equipment.

B. Plastic Bag Shop: This shop operates 2 high speed automated plastic bag sealing machines. Inmates assigned to this shop learn all aspects of the manufacturing process from machine operation to packaging. Many sizes and thicknesses of plastic bags are produced and packaged in this shop. The shop manufactures a total of over 7,000,000 plastic bags per year.

C. Sign Shop: The Sign Shop produces a wide range of products requiring graphic arts skills. These include aluminum signs; silk screened products, heat transfer products, banners, and engraved products. Production machinery in the Sign Shop includes several types of thermal transfer printers, laser engravers, plotters, vinyl cutters, silk screen equipment, vinyl application equipment, and wide format inkjet printing equipment. Assigned inmates utilize various graphic arts software packages utilized in the graphic arts industry and/or operate the equipment necessary to produce the finished product.

In all shops assigned inmates first learn the basic skills and safety rules required. Inmates that demonstrate a positive work ethic and desire to learn new skills can move to assignments of increasing complexity and responsibility. These assignments utilize computer technology and

include inventory control, quality inspection, shipping and receiving, and operation of the material resource planning database.

4. **ADDICTION SERVICES:** Addiction Services Department offers a variety of programs to assist inmates in addressing their substance abuse issues. The programs available all require a T-score above 3, and a DR free status of 120 days Class A, 90 days Class B and 30 days Class C.

A. **Alcoholics Anonymous / Narcotics Anonymous (AA/NA):** These meetings are scheduled at different times during the week. Please write the addiction services department for a schedule. Outside volunteers and staff will conduct the meetings. All are welcome. .

B. **Tier II Program:** The Tier 2 Program is an intensive outpatient program with group components held three times a week for at least ten weeks (30 curriculum sessions). Tier 2 serves as the first level of intervention with the intended purpose to lay the foundation of basic substance abuse information, promote personal identification with recovery, and motivate inmates for further treatment involvement. Groups will focus on understanding chemical dependence and a variety of recovery skills. Personal goals can be developed and tools will be taught to help in achievement of these goals. You must have a T-score of 3.

C. **Protective Custody:** The Protective Custody Unit will be offered the Tier II program as described above.

D. **Individual Counseling:** The Addiction Services I Counselors are available for limited private and confidential counseling sessions. The sessions will be determined by the counselor.

E. **Personal Growth, Peer Mentor and Aftercare Programs:** All of these programs are self run specialty programs that will be offered at certain times of the year. They will be limited to small groups of inmates and a high degree of self motivation is required to attend these programs. Completion of Tier II and other Tier programs are required.

5. **VOLUNTEER SERVICES:** To be admitted to programs, we will require that you meet the following eligibility standards. You must be Disciplinary Report free for Class A-120 days, Class B-90 days, and Class C-30 days. You may write for placement on waiting lists regardless of Disciplinary Report status. Any inmate who wishes to be considered for these specific programs may submit a written request to the Counselor Supervisor of Programs/Volunteer Coordinator.

A. **Personal Growth Programs:** Eligibility Criteria - Any inmate who wishes to participate in a personal growth program must be disciplinary free from Class A-

120 days, Class B-90 days, Class C-30 days to be considered for program admission. Treatment scores of T -1or above will be considered.

B. People Empowering People (PEP) Program: A 12 week course facilitated by a representative of the University of Connecticut Cooperative Extension System. The People Empowering People Program includes weekly two-hour sessions in:

- ❖ Values
- ❖ Communication Skills
- ❖ Parenting
- ❖ Coping Skills
- ❖ Planning a Community Project.
- ❖ Guest Presenters Speaking on a Variety of Topics

You will work on project(s) that benefit Cheshire CI and/or the outside community. You'll learn new skills, make meaningful professional contacts, and be able to make a positive contribution to the community.

A Graduation Ceremony and a certificate of achievement will be awarded after 12 weeks of successful completion.

C. Thresholds Program: A decision making course which teaches various techniques and resource tools to enhance one's ability to solve problems and make appropriate decisions. Outside volunteers facilitate these classes. Upon completion of the regular program, individuals can request consideration for admission to the on-going program. Each of these programs is usually twelve (12) weeks in length. Courses are offered in the evening.

D. CPA Beyond Fear: This is an 8 to 10 week course facilitated by a representative of the Connecticut Prison Association. The course addresses the topic of HIV awareness, and is education and discussion oriented.

6. ADDITIONAL PROGRAMS: The Classification Unit offers several programs that assist inmates integrating into society as well as coping with social issues.

Placement on the waiting list for program participation is based on an inmate's Offender Accountability Plan (OAP). The OAP identifies appropriate program recommendation based on identified treatment needs. The OAP is reviewed on a regular basis during the regular classification reviews. Changes to the plan may be based on progress reviews.

The program waiting list at Cheshire is prioritized on several factors, those preparing for release (release date/parole eligibility within (5) years) and those whose community release is contingent upon program completion.

A. **Anger Management Program:** Anger Management is a 10-12 session course depending on the length of each session designed to teach skills that will promote successful anger management. The only way it would be six weeks is if it was accelerated. Each session is outlined as follows:

- ❖ Understanding Anger
- ❖ Anger Response Styles
- ❖ Anger Management Skills
- ❖ Anger Management Techniques

Certificates are awarded upon completion of the course (not more than one absence).

B. **Domestic Violence:** This is a mandated course for inmates who have a domestic violence charge or conviction no matter how old it is. If you have such a charge now or in the past, please send a request to attend the program. The program is a learning-interactive course that teaches various techniques and resource tools. The course promotes family relationships and introspection into ones behavior.

C. **V.O.I.C.E.S.:** This program is designed to broaden inmate's understanding and sensitivity to the impact of their crime on others.

D. **Transition Services Workshop:** The Transition Services Program is available to inmates who are within six (6) months of discharging to include community release. It is a three (3) day course where inmates are provided with the addresses and phone numbers of various social service agencies and resources that they may use to obtain employment, housing and transportation.

E. **Lifer's Group:** This program is a one hour, weekly group in an open format. Designed to create a supportive setting where offenders doing more than 25 years can help each other develop and maintain coping skills in the areas of anger, relationships, anxiety, families, loss etc. it is also a place in which the more seasoned lifers can help their younger peers learn to adapt and survive.

F. **Behavioral Intervention Program (BIP):** Understanding and Reducing Angry Feelings – This four session program is designed as a brief intervention for those offenders who are serving periods of incarceration. This group provides the basic principles of anger management, including helping participants become more aware of physical signs and emotional outbursts. Participants will use past experiences to learn how to manage angry feelings and to think about how to build on those successes. Using mapping worksheets participants will focus on

ager and emotional regulation. Finally, participants will explore how building feelings of anger and resentment can spiral into a cycle of explosive and destructive behavior.

7. COMMUNITY RELEASE.: Community Release is a community residence program that allows an inmate to serve his sentence under supervision while residing in the community. There are several different Community Release programs. Inmates are evaluated on their risk to public safety, their needs, and their overall performance. To participate in Community Release, you must be eligible. To determine your eligibility for Community Release, contact your Unit Counselor. (Reference: C.G.S. Sec. 18-100, et. seq.)

PART IV

OUTSIDE SERVICES AND PROGRAMS

1. **PAROLE:** Parole is release from incarceration to supervision in the community before the expiration of an inmate's sentence. The Board of Parole, a state agency that is separate from the Department of Correction, makes parole decisions based on the Board's determination, (1) of whether there is reasonable probability that the inmate will live and remain at liberty without violating the law, and (2) that such release is not incompatible with the welfare of society. The Board of Parole will determine whether the inmate must serve 50% or 85 % of his or her sentence before becoming eligible for parole. This decision will be based upon the criteria outlined in C.G.S. Section 54125a-5, Guidelines. For information, contact the facility institutional parole officer. In-mates may also contact the Connecticut Board of Pardons and Parole Office at the following address: 55 West Main Street, Suite 520, Waterbury, Connecticut 06072.
2. **SPECIAL PAROLE:** Special Parole is defined as a court ordered period of post release supervision following the expiration of the maximum terms or terms of imprisonment imposed by the court. Upon expiration of the sentence, the person is transferred from the custody of the Commissioner of Correction to the jurisdiction of the Chairman of the Board of Pardons and Paroles, or if that person has previously been released on parole, remains under the jurisdiction of the Chair man until the expiration of the period of special parole. Public Act 98-234 now codified as Section 54-125e of the Connecticut General Statutes authorized Judges of the Superior Court to impose periods of Special Parole.
3. **SENTENCE REVIEW:** Sentence Review is the review by a panel of judges of an inmate's sentence that is three (3) years or more, except that sentences resulting from a plea bargain will not be reviewed. Application for Sentence Review must be filed within 30 days of the date the sentence was imposed. Contact your Attorney to submit the application. (Reference: C.G.S. Section 51-94).

4. **PARDONS:** A pardon is an act of grace that releases an inmate from the full consequence of a sentence. The Connecticut Board of Pardons and Parole meets twice a year to consider applications from inmates for a pardon. For information, contact your Unit Counselor. (Reference: C.G.S. Section 18-24a, et. seq.).

Legal Assistance

The Supreme Court of the United States has held that the Constitution of the United States only requires a state to provide its prisoners with access to a law library or access to persons trained in the law. *Bounds v. Smith*, 430 U.S. 817, 97 S. Ct. 1491, 52 L. Ed. 2d 72 (1977). The choice of which alternative to provide lies with the state, not with the prisoner. Connecticut has chosen to rely on access to persons trained in the law in order to comply with the requirements of *Bounds v. Smith*.

A. Public Defender

Attorneys are available to provide legal assistance in certain criminal matters to indigent inmates who are in the custody of the Commissioner of Correction. For legal assistance concerning criminal matters, contact the Public Defender's Offices in the county where the complaint is to be filed.

B. Access to Courts and Legal Materials

The Connecticut Department of Correction is not obligated to provide inmates with access to court by maintaining law libraries or legal forms in the various correctional institutions. Any such material that may be located in the DOC facilities is not intended to serve as a method of providing inmates access to court.

Any inmate who wishes to seek assistance or advice concerning his or her criminal case(s) should contact the attorney or Public Defender's Office, which is representing or assisting you now or has represented or assisted you in the past.

Legal assistance for criminal matters may be provided through your attorney or Public Defender in the court where your criminal case is pending, as well as for appeals and habeas matters as follows:

State Criminal Appeals

Office of Chief Public Defender
Legal Services Unit
2911 Dixwell Avenue, 4th Floor
Hamden, CT. 06518
(203) 867-6150

Petitions for a Writ of Habeas Corpus
Office of Chief Public Defender
Habeas Corpus Services
2275 Silas Deane Highway
Rocky Hill, CT. 06067
(860) 258-4940

Any questions concerning criminal matters or requests for forms in criminal matters should be directed to the attorney handling your criminal case(s) or habeas petition(s).

The Department of Correction contracts for the provision of legal assistance to inmates in civil legal matters for issues arising from terms and conditions of confinement. For a description of the extent of such legal service, refer to section C below. If you require assistance in reading or in understanding this section you should contact Inmate's Legal Assistance at the address and telephone number in the box on this page.

C. **Civil Rights Actions**

The Department of Correction is not obligated to provide state prisoners with lawyers to represent them or appear for them in civil rights actions. However, access to court for civil matters arising from terms and conditions of confinement is provided by Inmate's Legal Assistance.

The Department of Correction contracts with Attorney Sydney T. Schulman d.b.a. Schulman and Associates for such services. The scope of said service shall be limited to:

- rendering assistance which shall include identifying, articulating and researching legal claims and enabling inmates to access the judicial and parole (for revocation hearings only) system through advice
- counsel and physical preparation of meaningful legal papers such as writs, complaints, motions and memoranda of law for claims arising from terms and conditions of confinement, determined by the contractor to be matters wherein a prima facie (as defined in Blacks Law Dictionary) case is presented. Meaningful papers referred to are limited, by the professional judgment of the contractor, to those which are needed to give inmates a reasonably adequate opportunity to present, among other claims, claimed violations of fundamental constitutional rights to the courts, consistent with rulings concerning the right of inmate access to courts, rendered by appropriate courts, including the State and U.S. Supreme Courts.

For assistance in reading or in understanding this section, contact:

Inmate's Legal Assistance
P.O. Box 260237
Hartford, CT 06126-0237

1-800-301-ILAP (4527)

Said assistance does not include representation and/or entering an appearance in a case or extend to the actual trial of the claim or argument in appellate or administrative proceedings or any other ancillary proceedings hereto. This includes not accepting any court appointments for representation of any inmates in any matter whatsoever, except that the Commissioner may authorize the Board of Pardons and Paroles to utilize the services of Attorney Schulman for the purposes of representing inmates at Parole revocation hearings in appropriate circumstances. Such representation shall be provided on a case by case basis consistent with rulings concerning the right of counsel before the Board of Pardons and Paroles, rendered by appropriate courts, including the State and U.S. Supreme Courts.

You may direct your calls to Inmates Legal Assistance. These calls shall be deemed "privileged" in accordance with Administrative Directive 10.7, Inmate Communications.

Other civil rights organizations, which may, on occasion, in a particular case, provide legal assistance in civil rights, are the following:

Connecticut Civil Liberties Union
32 Grand Street
Hartford, CT. 06106
(860) 247-9823

The Department of Correction is not obligated to provide inmates with legal assistance or legal forms, which are related to state or federal criminal matters. If you wish such assistance or such forms you should contact either your own attorney or the office of either the State Public Defender or the Federal Court. Forms for federal civil rights complaints, under 42 U.S.C. & 1983 and forms for federal habeas corpus petitions pursuant to 28 U.S.C. & 2254, as well as other forms may be obtained by writing to:

Clerk of the Court
United States District Court
915 Lafayette Boulevard
Bridgeport, CT. 06604

D. Law School Clinics

The following is a list of law school clinics:

University of Connecticut School of Law Legal Clinic
65 Elizabeth Street
Hartford, CT, 06105

In the UConn Legal Clinic, state-funded law school professors, adjunct faculty and students, may, at their discretion take individual cases (criminal appeals, sometimes habeas corpus matters) on request or referral, but not appointment.

The Jerome N. Frank Legal Services
P.O. Box 209090
New Haven, CT, 06520-9090
(203) 432-4800

Similar to the UConn Legal Clinic, the Jerome N. Frank Legal Services Clinic, Yale Law professors, adjunct faculty and students may, at their discretion take individual cases (criminal appeals, sometimes habeas corpus matters) on request or referral, but not appointment. The Yale Law School Clinic has also represented Connecticut inmates in civil rights actions, including class actions involving the Connecticut Department of Correction's policies, procedures and regulations.

The Public Defender Services Commission provides post-conviction advice and representation, at state expense, for indigent prisoners on:

- Criminal appeals and criminal habeas corpus petitions attacking the judgment of conviction
- Habeas corpus petitions alleging illegal confinement based on claims of improper sentence administration by the Commissioner of Correction
- habeas corpus petitions challenging involuntary transfer of temporary custody pursuant to provisions of the Interstate Agreement on Detainers, Connecticut General Statutes, Section 54-186, Art. IV

The Commission also administers assignments of special public defenders from the Habeas Corpus Panel. Conn. Gen. Statue. Sec. 51-289, et seq. The public defender will not accept assignments of cases challenging conditions of confinement.

E. Federal Petitions for a Writ of Habeas Corpus

The State of Connecticut is not obligated to provide state prisoners with lawyers to represent them in Federal Habeas Corpus Petitions. If you need counsel in a Federal Habeas Corpus Petition, you should make a motion to the District Court. If the Court grants your motion for counsel, the Federal Public Defender or counsel appointed under

Criminal Justice Act may respect indigent prisoners on Federal Habeas Corpus Petitions challenging the judgment of conviction in state court. If you have a matter pending in the U.S. District Court in Connecticut, you must notify the court, and your counsel, if any, of any change in your address.

5. CORRECTITONAL OMBUDSMAN

Termination of Correctional Ombudsman Services; Effective June 30, 2010, the Department of Administrative Services no longer contracts for Correctional Ombudsman services. The funding for these services has been eliminated and the statutory language requiring that these services be contracted has been repealed.

Services formerly provided to inmates by the Ombudsman relative to complaints regarding the terms and conditions of their confinement. Inmates should first make every attempt to resolve their issues through the existing internal grievance procedure. Inmates also have access to the Inmate Legal Assistance Program as a means to address their complaints regarding the terms and conditions of confinement.

The Inmate Legal Assistance Program may be contacted at the following address:

Inmate Legal Assistance Program
Law Office of Sydney T. Schulman
78 Oak Street
Hartford, CT 06119
Telephone: (860) 246-1118

6. **Speedy Trial**
Speedy trial is a petition from an inmate to the court having jurisdiction to initiate proceedings to dispose of pending charges. There are three types of speedy trials that affect inmates in custody; (1) an inmate in custody solely because of charges pending in this state (CGS Sec. 54-82m); (2) an inmate under sentence with charges pending in this state (CGS Sec. 54-82c); (3) an inmate under sentence with charges pending in another state (CGS Sec. 54-186, Article III). To apply for a speedy trial under CGS Sec. 54-82m, contact your attorney. To apply for other speedy trials, send a request to the records office and contact your unit counselor to confirm that your request is being processed.
7. **FAMILIES IN CRISIS, INC:** Families in Crisis, Inc. is a non-profit agency that provides free and confidential counseling and support services to offenders and their families. FIC's specialized services strengthen families, enhance community safety and promote individual responsibility. FIC Family Counseling program offers free individual counseling to address the following subjects: parenting, separation, anger management, coping, stress management, grief, loss, and family issues such as reestablishing or maintaining relationships with significant other,

children or other loved ones. For information about FIC services, write to:

Families in Crisis, Inc.,
Attn: Family Counseling Department
30 Arbor Street, North Wing
Hartford, CT 06106.

8. **CLERGY VISITS:** Inmates are permitted to have special visits from their own Clergy upon approval. For more information, contact the Institutional Religious Facilitator.
9. **RE-ENTRY SERVICES:** CCI can provide inmates with assistance during the transition to a community setting. Unit counselors can provide information on housing, employment, mental health services, medical services, food, clothing and educational services during the discharge planning process.
10. **IDENTIFICATION:** To obtain proper identification upon release, submit a written request 6-9 months prior to release.
 - A. **Replacement Social Security Cards:** The Counselors are able to assist those offenders that have been issued a valid social security number as long as you are currently serving time under your correct (given) name, date of birth, and social security number. If you provided any false information upon your initial incarceration we are not able to request a card. To request a replacement card you should your Unit Counselor to request a replacement application. It takes approximately 60 days to obtain the card from Social Security.
 - B. **Birth Certificates:** In order to obtain a copy your birth certificate you should see your Unit Counselor. You must provide the city/town in which you were born. Your Unit Counselor will then provide you with the address for the office you may write to. You will also be provided with an application and a special request form for the required fee.
 - C. **Drivers License Renewal:** Drivers License Renewal. In order to renew a valid driver's license or Commercial Drivers License (CDL), you need to write the Facility Identification Procurement (FIP) Coordinator who will assist you in completing the necessary paperwork. The FIP Coordinator will then submit the documents to the Connecticut DMV for processing.

10. **SOCIAL SECURITY:** Inmates may have Social Security entitlements for various reasons.

For Social Security Information, contact:

Social Security Administration Office
1 Corporate Center, Suite 900
20 Church Street
Hartford, CT 06103

Due to recent changes in the law, social security can no longer accept DOC issued photos as a form of ID "after" an inmate is released. Frequently, ex-offenders will show up at a social security office and are disappointed to find out that they can no longer use the DOC issued photo as a form of ID. This can substantially delay employment because you must have the actual social security card in order to work. Employers cannot hire you without it.

14. **SELECTIVE SERVICE SYSTEM:** If you are between the ages of 17 years and 3 months and have not yet turned 26, you are required by law to register with Selective Service. Although inmates are exempt from registering while incarcerated, Selective Service will accept your registration. If you are age 26 and older, you cannot register, so it is important you do so while you are within the age limits. If you do not register you will not be eligible for federally funded job training or federally funded financial aid in the future. Part of the requirements of these federal programs is that you have registered with Selective Service. To register, contact the Counselor Supervisor.

Inmate Administrative Remedies Summary

Revised 1/16/2008

What are Administrative Remedies?

Administrative Remedies are the means for an inmate to request a formal review of any action or decision that is within the scope of authority of the Commissioner of Correction. There are three types of administrative remedy: (1) a grievance, (2) an appeal of a discretionary decision, and (3) a property claim. The grievance procedure, appeal procedure and property claim procedure are set out in Administrative Directive 9.6, Inmate Administrative Remedies. This summary provides general information about these procedures. A copy of the Inmate Administrative Remedies directive is available in the library, and may be provided upon request.

When Can You File For An Administrative Remedy?

For a Grievance or a Property Claim. If you have a grievance or a property claim, first try to resolve it by sending a completed Inmate Request Form (CN 9601) to the staff member who oversees the area of your complaint. Each housing unit should have a list that identifies the staff members to whom inmate requests should be addressed for a specific issue or topic. If this action does not resolve the problem, to file a grievance use the Inmate Administrative Remedy Form (CN 9602), or to file a property claim, use the Lost/Damaged Property Investigation Form (CN 9609).

For an Appeal of a Discretionary Decision. Discretionary decisions include disciplinary decisions (you must have pled 'not guilty' at a hearing to appeal a disciplinary decision), classification decisions, special management assignments, Security Risk Group designations, media review decisions, furlough decisions and decisions about issues related to the Americans with Disabilities Act. Use the Inmate Administrative Remedy Form (CN 9602) to file an appeal.

Filing for an administrative remedy must be made within fifteen (15) calendar days of the action taken, or discovery of the problem.

How Do You File?

Complete the Inmate Administrative Remedy Form (CN 9602) or Lost/Damaged Property Investigation Form (CN 9609) and deposit it in the "Administrative Remedies" Box located in your housing unit.

What Happens Next?

The Administrative Remedy Boxes are regularly collected and the filings are formally recorded by the Administrative Remedies Coordinator (ARC). The ARC routes the grievance, appeal or property claim to the appropriate decision-maker. There are time standards for the decision-maker to decide the issue and respond to you in writing. In some cases there are additional steps that you may take if you are not satisfied. The steps differ for each of the remedies; they are described in the response that you receive.

Exhaustion of Administrative Remedy

Exhaustion of administrative remedy means that you have reached the end of the grievance, appeal or claim process and no further response or action will be taken by the Department.

Administrative Directive 9.6, Inmate Administrative Remedy

The procedures and standards for the Department's Administrative Remedies Process is fully set out in Administrative Directive 9.6, Inmate Administrative Remedies. You should make yourself familiar with its provisions and refer to it for specific information pertaining to an issue you may have, and how to address it. This summary is intended for information only and, of itself, establishes no procedures or standards.

In Case of Emergency

Contact a staff member if you have an emergency and explain the situation.

Inmate Health Services Review Summary

Revised 6/30/2009

What is a Health Services Review?

A Health Services Review is the means for an inmate to request a formal review (1) of a medical diagnosis or treatment, or (2) of a health services administrative issue that is within the scope of authority of the Commissioner of Correction. The review procedures are set out in Administrative Directive 8.9, Health Services Review. This summary provides general information about these procedures. A copy of the Inmate Health Services Review directive is available in the library, and may be provided upon request.

When Can You Request A Health Services Review?

Review of a Medical Decision. If you are dissatisfied with a diagnosis or treatment, you can request a Health Services Review.

Review of an Administrative Issue. If you believe that a health services practice, procedure, or an administrative policy that affects you is unfair or improper, or you are alleging staff misconduct, you can request a Health Services Review. Administrative issues are referred to as 'All Other Health Care Issues' to distinguish them from diagnostic and treatment decisions.

How Do You Request a Health Services Review?

Complete the Inmate Administrative Remedy Form (CN 9602) and check either the 'Diagnostic/Treatment' box or the 'All Other Health Care Issues' box on the form and deposit the completed form in the "Health Services" Box. Requests deposited in the Health Services boxes are regularly collected and the Health Services Review Coordinator (HSRC) formally records the requests.

What Happens Next?

Medical Decision. The HSRC will meet with you to determine if the issue can be resolved informally. If informal resolution is not possible, the HSRC will schedule a Health Services Review Appointment with a physician. The physician may decide that no change in diagnosis or treatment is indicated, in which case the Health Services Review has been exhausted. If the physician decides that a different diagnosis or treatment is indicated, the physician will either make the change or refer the case to the Utilization Review Committee (URC) for authorization. If the URC denies the request, you will be notified. The physician may file an appeal on his/her own initiative, or shall file an appeal upon your request.

Other Health Care Issue. The HSRC will meet with you to determine if the issue can be resolved informally. If not, the HSRC will forward the request to the Health Services Administrator (HSA) to review and decide the issue. If you are dissatisfied with the decision, you may appeal to the designated facility health services director by completing form CN 8901, Appeal of Health Services Review (which shall be available in all housing units) and depositing it in the "Health Services" Box. Unless the issue is a policy issue, a denial by the designated facility health services director is final. If the issue is a policy issue, and you are dissatisfied with the decision of the designated facility health services director you may appeal to the DOC Director of Health and Addiction Services by completing form CN 8901, Appeal of Health Services Review and depositing it in the "Health Services" Box. Instructions on how to submit these requests will be outlined on the forms provided to you as the process evolves.

Exhaustion of Health Services Remedy

Exhaustion of health services remedy means that you have reached the end of the appeal process and no further response or action will be taken by the Department.

Administrative Directive 8.9, Health Services Review

The procedures and standards for the Department's Health Services Review Process is fully set out in Administrative Directive 8.9, Health Services Review. You should make yourself familiar with its provisions and refer to it for specific information pertaining to an issue you may have, and how to address it. This summary is intended for information only and, of itself, establishes no procedures or standards.

In Case of Emergency

Contact a staff member if you have an emergency and explain the situation.

Resumen de Remedios Administrativos del Confinado

Revisado el 16 de Enero del 2008

¿Que son los Remedios Administrativos?

Remedios Administrativos son los medios de un confinado para solicitar una revisión formal de cualquier acción o desición que esta dentro del ambito de la autoridad del Comisionado de Corrección. Hay tres tipos de Remedios Administrativos: (1) una queja, (2) una apelación de una desición discrecional, y (3) un reclamo de propiedad. Los procedimientos de quejas, apelaciones y reclamos de propiedad estan indicados en la Directiva Administrativa 9.6, Remedios Administrativos del Confinado. Este resumen provee información general acerca de estos procedimientos. Una copia de la Directiva 9.6, Remedios Administrativos del Confinado esta disponible en la biblioteca y puede ser proveida al ser solicitada.

¿ Cuando un Remedio Administrativo puede ser sometido?

Para una queja o un reclamo de propiedad. Si usted tiene una queja o un reclamo de propiedad, primero intente resolverlo completando y enviando un Formulario de Solicitud del Confinado (CN 9601) al miembro del personal quien supervisa el area de su queja. Cada unidad de vivienda debe tener una lista que identifica el miembro del personal a quien solicitudes de los confinados deben ser dirigidas para un asunto o topico especifico. Si esta acción no resuelve su problema, para-someter una queja utilice el Formulario de Remedios Administrativos del Confinado (CN 9602) ó, para someter un reclamo de propiedad, use el formulario de investigación de Perdida/Daño de Propiedad (CN 9609).

Para una Apelación de una Desición Discrecional. Desiciones discrecionales incluyen desiciones disciplinarias (usted tiene que haberse declarado 'no culpable' en una audiencia para apelar una desición disciplinaria), desiciones de clasificación, asignaciones de manejo especial, designaciones de Grupo de Riesgo a la Seguridad, desiciones de revisión de publicaciones, desiciones de pases a la comunidad y desiciones acerca de asuntos relacionados al Acta de Americanos con Impedimentos. Utilize el Formulario de Remedios Administrativos del Confinado (CN 9602) para someter una apelación.

El someter un Remedio Administrativo tiene que ser hecho dentro de 15 días de la acción tomada o del descubrimiento del problema.

¿Como Someter?

Llene el Formulario de Remedios Administrativos del Confinado (CN 9602) ó, el Formulario de Investigación de Perdida/Daño de Propiedad (CN 9609) y deposítelo en el buzón de "Remedios Administrativos" ubicado en su unidad de vivienda.

¿ Que sucede despues?

Los buzones de Remedios Administrativos son recogidos regularmente y las radicaciones son registradas formalmente por el Coordinador de Remedios Administrativos (ARC). El ARC dirige la queja, apelación o reclamo de propiedad a la persona apropiada que toma la desición. Hay límites de tiempo para quien toma la desición para decidir el asunto y responderle por escrito. En algunos casos hay pasos adicionales que usted pudiera tomar si no esta satisfecho. Los pasos difieren para cada uno de los remedios; estos estan descritos en la respuesta que usted recibe.

¿ Extenuación de Remedios Administrativos?

Extenuación de Remedios Administrativos significa que usted a alcanzado el final de su queja, apelación o proceso de reclamo y ninguna otra respuesta o acción sera tomada por el Departamento.

Directiva Administrativa 9. 6, Remedios Administrativos del Confinado

Los procedimientos y normas para el proceso del Departamento de Remedios Administrativos del Confinado estan establecidos completamente en la Directiva Administrativa 9.6, Remedios Administrativos del Confinado. Usted debe familiarizarse con sus provisiones y referirse a la misma para información especifica concerniente a un asunto que usted pueda tener y como resolverlo. Este resumen tiene la intención de informarle solamente y no establece normas o procedimientos por si mismo.

En caso de Emergencia

Si usted tiene una emergencia, consulte a un miembro del personal y explíquele la situación.

Resumen de Revisión de Servicios de Salud al Confinado **Revisado 6/30/2009**

¿Que es una Revisión de Servicios de Salud?

Una Revisión de Servicios de Salud es la manera por la cual un confinado solicita una revisión formal (1) de un diagnóstico médico o tratamiento, ó (2) de un asunto administrativo de servicios de salud que esta dentro del ambito de autoridad del Comisionado de Corrección. Los procedimientos han sido indicados dentro de la Directiva Administrativa 8.9, Revisión de Servicios de Salud. Este resumen provee información general acerca de estos procedimientos. Una copia de la Directiva de Revisión de Servicios de Salud al Confinado esta disponible en la biblioteca y puede ser proveida por solicitud.

¿ Cuando se puede solicitar una Revisión de Servicios de Salud?

Revisión de una Decisión Médica. Si usted no esta satisfecho con un diagnóstico o tratamiento, usted puede solicitar una revisión de servicios de salud.

Revisión de un Asunto Administrativo. Si usted cree que una práctica de servicios de salud, procedimiento ó una póliza administrativa que le afecta a usted no es justa o es impropia, usted alega mala conducta del personal, usted puede solicitar una revisión de servicios de salud. Los asuntos administrativos son referidos como 'Todo Otro Asunto de Cuidado de Salud' para distinguirlos de las decisiones de diagnóstico y tratamiento.

¿Como usted Solicita una Revisión de Servicios de Salud?

Llene el formulario (CN 9602) Remedios Administrativos del Confinado y marque la casilla "Diagnóstico/Tratamiento" ó la de cualquier "Cualquier Otro Asunto de Cuidado de Salud" en el formulario y deposítelo llenado completamente en el buzón de Servicios de Salud. Solicitudes depositadas en el buzón de Servicios de Salud son recogidas regularmente y el Coordinador de Revisión de Servicios de Salud (HSRC) registra formalmente las solicitudes.

¿ Que sucede despues?

Decisión Médica. El HSRC se reunira con usted para determinar si el asunto puede ser resuelto informalmente. Si una resolución informal no es posible, el HSRC pautará una cita de revisión de servicios de salud (HSRA) con un médico. El médico pudiera decidir que no hay cambio indicado en diagnóstico y tratamiento, de ser así la revisión de servicios de salud ha sido agotada. Si el médico decide que un diagnóstico o tratamiento diferente es indicado, el médico hara cambios o referira el caso al comité de revisión de utilización (URC) para autorización. Si el URC niega la solicitud, usted sera notificado. El médico pudiera someter una apelación en su propia iniciativa ó sometera una apelación si usted lo solicita.

Otro Asunto de Cuidado de Salud. El HSRC se reunirá con usted para determinar si su asunto puede ser resuelto informalmente. De no ser así, el HSRC dirigira su solicitud al Administrador de Servicios de Salud (HSA) para revisar y decidir el asunto. Si usted no esta satisfecho con la decisión usted pudiera apelar al Director designado de Servicios de Salud de la institución llenando el formulario CN 8901, Revisión de Apelación de Servicios de Salud (el cual estara disponible en todas las unidades de vivienda) y depositandolo en el buzón de "Servicios de Salud." A no ser que el asunto sea referente a pólizas, la negación por el Director designado de Servicios de Salud de la institución es final. Si el asunto es relacionado a una póliza y usted no esta satisfecho con la decisión del Director designado de Servicios de Salud de la institución usted pudiera apelar al Director de Servicios de Salud y Adicción del Departamento de Corrección, llenando el formulario CN 8901, Revisión de Apelación y depositandolo en el buzón de "Servicios de Salud." Instrucciones de como someter estas solicitudes seran indicadas en los formularios que se le proveeran según el proceso se desarrolla.

¿ Extenuación de Remedios de Servicios de Salud?

Extenuación de Remedios de Servicios de salud significa, que usted a alcanzado el final del proceso apelativo y el Departamento no tomará mas acción o respuesta alguna.

Directiva Administrativa 8. 9, Revisión de Servicios de Salud

Las normas y procedimientos para el proceso de Revisión de Servicios de Salud del Departamento, estan indicadas completamente en la Directiva Administrativa 8.9, Revisión de Servicios de Salud. Usted debe familiarizarse con sus provisiones y referirse a la misma para información especifica concerniente a un asunto que usted pudiera tener y como resolverlo. Este resumen tiene la intención de informarle solamente y no establece normas o procedimientos por sí mismo.

En caso de Emergencia

Si usted tiene una emergencia, consulte a un miembro del personal y explíquele la situación.



Health Services Review Routing Chart

Connecticut Department of Correction

Attachment B
REV 6/30/09
AD 8.9

The inmate files a request for Health Services Review by completing CN 9602, Inmate Administrative Remedy Form, checking either the box for 'Diagnosis/Treatment' (medical issue) or the box for 'All Other Health Care Issues' (administrative issue), and depositing the form in a 'Health Services' box. The Health Services Review Coordinator (HSRC) collects the completed forms from box and routes them according to the procedures listed below:

REVIEW OF A MEDICAL DECISION (Section 10)

REVIEW OF AN ADMINISTRATIVE ISSUE (Section 11)

Upon receipt of such a request, the HSRC shall determine if informal resolution is possible, and, if so, work toward that end. If not, the HSRC shall schedule a Health Services Review Appointment (HSRA) with a physician, as soon as possible, at no cost to the inmate, to determine what action, if any, should be taken. If the physician decides that the existing diagnosis or treatment is appropriate, the inmate shall have exhausted his/her health services administrative remedy. The physician shall notify the inmate of the decision, in writing within ten (10) business days by indicating 'No Further Action' in the disposition field of CN 9602, Inmate Administrative Remedy Form.

Upon receipt of such a request, the HSRC shall determine if informal resolution is possible, and, if so, work toward that end. If not, the HSRC shall refer the matter to the unit's Health Services Administrator for instruction as to any investigation that may be necessary. Within thirty (30) business days the Health Services Administrator shall inform the inmate in writing of the disposition of the review by indicating 'Denied, Compromised or Upheld' in the disposition field of CN 9602, Inmate Administrative Remedy Form.

If the physician decides that a different diagnosis or treatment is warranted, he/she may either (1) act on his/her decision; or, (2) refer the case to the Utilization Review Committee (URC) for authorization by indicating 'Change of Treatment' or 'Referred to URC', as appropriate, in the disposition field of CN 9602, Inmate Administrative Remedy Form.

If the inmate is dissatisfied with the response, the inmate may appeal within ten (10) business days by completing CN 8901, Appeal of Health Services Review and depositing it in the Health Services box.

If the physician decides to refer a case to the URC, the physician shall complete Attachment A, HR 202, Utilization Review Request, and forward it and any other documentation to the URC. The URC shall decide the case according to existing medical practices and policies.

The appeal shall be decided by the contracted Designated Facility Health Services Director or designee within fifteen (15) business days of receiving the appeal, and the inmate shall be promptly notified. For all issues relating to compliance with existing standards, this review shall be final; the inmate shall have exhausted the administrative remedy.

If the URC denies a physician's recommendation/opinion of a treatment or diagnosis, the physician may appeal on his/her own initiative, or, upon the request of the inmate, must appeal the decision by using Attachment A, HR 202, Utilization Review Request.

If the matter relates to a health services policy of the Department, the inmate may appeal to the DOC Director of Health and Addiction Services within ten (10) business days of receipt of the response from the contracted health services provider, Designated Facility Health Services Director or designee by completing CN 8901, Appeal of Health Services Review and depositing it in the Health Services box.

A request for services previously submitted to and rejected by the URC may not be submitted for Health Services Review. If an inmate is not satisfied with the URC's response, the inmate's clinician shall submit an appeal on behalf of the inmate by completing Attachment A, HR 202, Utilization Review Request.

Within thirty business (30) days of receipt of a policy review, the DOC Director of Health and Addiction Services or designee shall notify the inmate of the decision.

If an inmate receives a Health Services Review, and no change in diagnosis or treatment results from this review, he/she may not request a second review for this same issue unless his/her clinical situation has changed significantly since the first review. In addition, a request previously submitted to and rejected by the URC may not be resubmitted for the Health Services Review.

UPON RECEIPT OF THIS DECISION, THE INMATE SHALL HAVE EXHAUSTED HIS HEALTH SERVICES ADMINISTRATIVE REMEDY.

If the review concerns dental services, the inmate shall be scheduled to see a dentist, who shall handle the review in the manner described above.

If the review concerns mental health services, the inmate shall be scheduled to see a supervising psychologist, who shall handle the review in the manner described above, except that mental health care is not subject to review by the URC.

HIV INFORMATION

STOP THE SPREAD

AIDS is caused by the HIV germ. It is not an easy illness to catch. You cannot get AIDS or the HIV germ by just being in the same cell or sleeping in a room with someone who has the HIV germ. You can only get it if the HIV germ that causes AIDS gets into your blood. This can only happen if someone's blood gets into your body or if you have unsafe sex. Babies can get the HIV germ through the mother's blood or breast milk. You are the only one who can let the HIV germ into your body. The information below will help you decide.

The HIV germ or the illness AIDS is not spread by casual (everyday) touch. You cannot get AIDS or the HIV germ by hugging, shaking hands, or being near a person who has the HIV germ in their blood. No person has ever gotten the HIV germ from using the dishes or forks and spoons or from food made or served by a person who has the HIV germ. The HIV germ is not passed from one person to another by sneezing, coughing, spitting, sharing a towel, sharing the toilet, or sitting on the same bunk.

WHAT IS AIDS? WHAT CAUSES IT?

AIDS stands for Acquired Immune Deficiency Syndrome. AIDS is an illness caused by a germ called Human Immunodeficiency Virus (known as HIV) that lives in the blood. The HIV germ attacks the body's defense system, leaving the body unable to fight off any illnesses. AIDS, by itself, does not usually kill. But, with a body that has a weak defense system, deadly illnesses can attack the body. These type of illnesses keep coming back, making the person with AIDS too weak to live. The HIV germ can also attack the brain. There is no cure for AIDS.

HOW DOES THE HIV GERM GET INTO YOUR BODY?

The HIV germ can be passed from one to another by blood, semen "cum", a woman's vaginal fluids and in rare cases, breast milk. This can happen if you have unsafe sex, share needles or works with someone who already has the HIV germ in their blood. The HIV germ can also be passed to a baby if their mother has the HIV germ in her blood.

WHAT ARE THE SIGNS OF AIDS?

Many people with the HIV germ in their blood do not look sick. Some may have signs of being very very tired. Some may suffer weight loss for unknown reasons. Others have diarrhea, fever, night sweats, or a dry cough with no cold. Swollen glands in the neck, underarm and groin are also signs. Others may have white spots or sores in the mouth. These signs can also be from other illnesses. Anyone having these signs for more than two weeks should see their doctor.

HOW NOT TO LET THE HIV GERM GET INTO YOUR BLOOD:

There is no cure for AIDS. We can only STOP the germ from being passed from one person to another. Any one can have the germ. It is better to be safe than sorry. To keep yourself safe from having the HIV germ enter your body, remember

- 1) You cannot tell by looking at someone if they have the HIV germ in their body.
- 2) Do not let semen "cum", blood or vaginal fluids enter your partner's body or mouth.
- 3) Do not let semen "cum", blood or vaginal fluids enter your body or mouth.

- 4) Use latex condoms "rubbers" for ALL types of sex. Do not use natural skin-type condoms. They can leak the HIV germ. To make sure the condom does not break, use KY jelly. Do Not use Vaseline, cooking oil, baby oil, or mineral oil. It may break down the condom.
- 5) If you use IV drugs, get help to get off drugs. Never share IV needles or your works, including water and cotton with anyone.
- 6) DO NOT share tattoo needles, razors, toothbrushes, sex toys, enema equipment, douching equipment, or ear piercing tools.

HERE IS HELP

- 1) If you think you have the HIV germ in your body, or if you have any questions about AIDS, ask the Doctor, Nurse or Medic. You can also ask to have one of the Infectious Disease Counselors talk with you.
- 2) Look for announcements of when the Infectious Disease Educators will talk about AIDS and other illnesses at your facility.

IF YOU HAVE BEEN INFECTED

Don't panic. You can protect your loved ones from getting infected. You can take care of yourself to decrease the chance that the infection will lead to AIDS or other infections that will

harm you.

TAKE CARE OF YOURSELF

Stop any risky actions that might allow the HIV germ to get into your body again.

Learn "Safer Sex" practices.

See your doctor if you are worried about AIDS.

LEARN MORE ABOUT AIDS. KNOW THE WARNING SIGNS AND SYMPTOMS OF AIDS AND RELATED ILLNESSES. TALK WITH MEDICAL STAFF, EDUCATORS AND COUNSELORS AT YOUR FACILITY.

GET MORE INFORMATION ABOUT AIDS FROM PEOPLE IN YOUR COMMUNITY BY CALLING THE CONNECTICUT DEPARTMENT OF HEALTH SERVICES AT 566-1157.

HIV COUNSELING

An HIV Counselor is available to pre-test and post-test inmates regarding the HIV antibody test. A conference over what the results mean to you can be arranged. Those inmates that test positive will receive a follow-up counseling session about a week after their "Result Visit" with staff.

Staff will be available to answer questions and make contact with outside agencies for those inmates requesting support group help.

Que puede hacer para que el germen HIV no entre a su sangre?

No hay cura para el SIDA. Nosotros solamente podemos evitar que el germen pase de persona a persona. Es mejor estar seguro que lamentarse. Para prevenir de que el germen entre a su cuerpo preste atencion a lo siguiente:

1) con solo mirar a una persona no puedes decir si esta tiene el germen en su sangre o no.

2) No dejes que el semen (leche), sangre o fluidos vaginales de la mujer entren en su cuerpo o boca.

3) No dejes que el semen (leche), sangre o fluidos vaginales de la mujer entren en la boca o cuerpo de tu parafa/o

4) Utiliza condones (gomas) (rubbers) para todo tipo de relacion sexual. Assengurate de usar condones lubricados a usa KY Jelly. No use vaselina, aceite de cocinar, o de bebe o aceite mineral. Esto puede causar que el condon se dane. Utilise solamente condones de latex (gomas). No utilice condones de piel natural!

5) si usas drogas por las venas (intravenosa) busque ayuda para dejar las drogas. Nunca comparta sus agujas jeringuillas; agua, tapes o el algodon con nadie.

6) No compartas tus agurjas de "tatuajes", navajas de afeitar, cepillos de dientes, jugetes de sexo, equipo de enema, duchas vaginales, op equipos para perforarse las arejas.

Si hay avuda

1) Si usted piensa que tiene el germen HIV en su cuerpo, o si tienes preguntas sobre el SIDA, preguntele al medico, enfermera, o a uno de los consejeros de enfermedades infecciosas.

2) Busque informacion en su area de empleo acerca de las enfermedades infecciosas, como el SIDA.

Si estas infectado

No sientas panico. Usted puede proteger a los suyos encontra de esta infeccion. Usted puede disminuir las posibilidades de contraer estas y otras infecciones que le pueden hacer dano.



Cuidese

Para cualquier accion que lo ponga en riesgo de contraer el germen, aprenda practicas sexuales más seguras.

Consulte con el medico si estas preocupado por el SIDA.

AFRENDA MAS ACERCA DEL SIDA.
CONOZCA LAS SENALES DE PELIGRO,
LOS SINTOMAS, Y LAS ENFERMEDADES
RELACIONADAS CON EL SIDA.
HAYLE CON EL PERSONAL MEDICO,
EDUCADORES Y CONSEJEROS EN SU
LUGAR DE EMPLEO

PARA CONSEQUIR MAS INFORMACION
ACERCA DEL SIDA EN SU COMUNIDAD,
LLAME AL DEPARTAMENTO
DE SERVICIOS DE SALUD DE
CONNECTICUT, LA 566-1157

 State of Connecticut Department of Correction ADMINISTRATIVE ----- Approved B  Commissioner Leo C. Arnone	Directive Number 9.5	Effective Date 6/19/2012	Page 1 of 19
	Supersedes Code of Penal Discipline, dated 1/1/2008		
	Title Code of Penal Discipline		

1. Policy. Inmates shall be held to the same level of individual responsibility as a member of the free public. As such, all privileges shall be earned and retained through positive performance and respect for rules, order and authority. Consistent with this policy, the Department of Correction shall provide for the orderly conduct of inmates by establishing rules of conduct and procedures to address misconduct. The Code of Penal Discipline shall establish acts of misconduct, the process for judging allegations of misconduct, and sanctions for violations. Disciplinary action shall be based on credible evidence of misconduct, and shall be timely, impartial and consistent. Sanctions shall be proportionate to the seriousness of the offense and the inmate's disciplinary record, and the disciplinary action shall serve to teach the inmate the consequence of the misconduct and to enforce staff authority.

2. Authority and Reference.
 - A. Connecticut General Statutes, Sections 18-7, 18-7a, 18-81, 18-98b through 18-98d.
 - B. American Correctional Association, Standards for Administration of Correctional Agencies, April 1993, Standard 2-CO-3C-01.
 - C. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4226 through 4-4248, 4-4252 and 4-4255.
 - D. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-2A-28, 4-ALDF-3A-01, 4-ALDF-3A-02, 4-ALDF-6C-01 through 4-ALDF-6C-18.
 - E. Administrative Directives 1.3, Administrative Directives, Manuals, Forms Management and Post Orders; 6.6, Reporting of Incidents; 6.14, Security Risk Groups; 9.2, Offender Classification; 9.4, Restrictive Status; and 9.6, Inmate Administrative Remedies.

3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Accessory. Assisting a person to commit an act prohibited by this Directive.
 - B. Attempt. Conduct which is likely to result in an act prohibited by this Directive.
 - C. Confinement to Quarters (CTQ). A penalty that confines an inmate to his/her cell or living area and prohibits the inmate from:
 1. attending general population recreation to include outside yard, dayroom, gymnasium and library;
 2. attending work; and,
 3. attending school except for inmates through the school year of their 21st birthday.

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An inmate on CTQ status shall be permitted to:

1. attend visits;
2. attend collective religious services;
3. attend addiction services programs;
4. use the phone;
5. receive commissary;
6. shower;
7. attend meals with general population; and,
8. retain their own television and/or radio.

An inmate shall only be placed on CTQ for a maximum of 15 days.

- D. Conspiracy. Agreeing with one or more persons to participate in an act prohibited by this Directive and any one of those persons acts in furtherance of the conspiracy.
 - E. Continuance. Adjournment of a hearing until another time.
 - F. Contraband. Anything not authorized to be in an inmate's possession, used in an unauthorized or prohibited manner or altered in any way.
 - G. Dangerous Instrument. A weapon, or any other unauthorized object or substance, which may cause physical injury or death, under the circumstances in which it is possessed, used or attempted or threatened to be used, or is capable of being used.
 - H. Deferred Prosecution. Deferral of the prosecution of a disciplinary report for a specific period of time.
 - I. Loss of Recreation (LOR). A penalty that restricts an inmate from any recreational activity as determined by the Unit Administrator and which may be imposed formally or informally.
 - J. Possess. Having physical possession or exercising control over an object.
 - K. Privilege. A benefit bestowed upon an individual to which a person has no right or legal entitlement.
 - L. Responsibility. An individual's personal obligation or accountability for performance.
 - M. Security Risk Group. A group of inmates specifically designated by the Commissioner, which poses a threat to the safety of staff, the unit or other inmates.
 - N. Self Defense. Protection of oneself from an unprovoked attack which cannot be avoided.
 - O. Serious Physical Injury. Any injury which requires the individual to receive immediate medical treatment by a health care professional before the individual can continue normal activity.
 - P. Suspended Sentence. The postponement of a disciplinary sentence for a specified period of time.
4. Notification. This Directive shall be published in English and Spanish and shall be distributed as follows:
- A. Employees. Each direct contact employee shall receive a copy of this Directive. Direct contact employees shall receive instruction regarding this Directive during pre-service orientation training.
 - B. Inmates. Each newly admitted inmate shall receive a copy of this Directive and instruction regarding this Directive within two (2) weeks of admission to the Department. Each inmate shall

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acknowledge receipt of this Directive by signing a receipt which shall be placed in the inmate's file. Unit Directives shall provide a process to provide information about this Directive to any inmate who is illiterate, impaired, handicapped or does not speak English or Spanish.

5. General Provisions. All privileges must be earned. Each inmate shall be responsible to follow all rules, policies, staff direction, and satisfactorily comply with all work and program requirements to earn access to available privileges. Access to any privilege with limited admission shall be offered to inmates who have maintained positive behavior and obedience to rules, regulations and staff direction. Each facility shall develop a list of privileges available to inmates in general population. The type of privileges available shall be based on a facility's security level and shall be authorized subject to the joint approval of the Deputy Commissioner of Operations and the Director of Programs and Treatment (Division).
6. Access to Privileges.
 - A. Newly Admitted Inmates. Upon admission, an inmate may be afforded access to all privileges available at the admitting facility, contingent upon conformity with institutional rules and staff direction.
 - B. Restrictive Status Inmates. Inmates placed on a restrictive status or in a close monitoring unit may lose access to privileges. The Unit Administrator of a facility containing a restrictive housing or close monitoring unit shall develop procedures and time frames in which an inmate may earn access to limited privileges based upon acceptable behavior and performance in accordance with the appropriate restrictive status or close monitoring programming. The designated time frames shall be in addition to any penalty received prior to or during the placement on a restrictive status or in a close monitoring unit. In all cases, the privileges for the restrictive housing unit shall be less than those in general population.
7. Unit Rules. Each unit shall establish its own written rules concerning inmate conduct. These rules shall be published in the inmate handbook required by Administrative Directive 1.3, Administrative Directives, Manuals, Forms Management and Post Orders. The rules shall be posted in inmate housing units and copies shall be placed in inmate libraries as appropriate.
8. Relation to Criminal Proceedings. Proceedings under the criminal code of the State of Connecticut against an inmate shall not cause the delay of proceedings under this Directive. A dismissal, nolle or not guilty verdict in criminal proceedings shall not affect action under this Directive. Any serious criminal offense shall be reported to the Connecticut State Police for investigation and action.
9. Classes of Offenses. There shall be three (3) classes of offenses: A, B and C. Class A offenses shall be the most serious offenses and Class C offenses the least serious.

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10. Authorized Sanctions. An inmate who is in violation of this Directive shall be sanctioned in accordance with the provisions of this section.

A. Limits. Except as specifically provided in this Directive the following punishment limits shall be observed:

1. for Class A offenses: punitive segregation; forfeiture of good time; and two (2) different penalties;
2. for Class B offenses: punitive segregation; forfeiture of good time; and one (1) penalty; and,
3. for Class C offenses: forfeiture of good time and one (1) penalty.

B. Punitive Segregation. Any commitment to punitive segregation shall be for a definite period of time, the maximum of which shall be:

1. for conviction of offenses Section 12(D) (Assault on a Department of Correction Employee), Section 12(N) (Hostage Holding of a Department of Correction Employee), or Section 12(T) (Riot) - up to 30 days. Any inmate found guilty of these offenses shall be reviewed for placement in Administrative Segregation prior to the completion of the punitive segregation sanction;
2. for any class A offense committed by an inmate who is a verified member of a security risk group in accordance with Administrative Directive 6.14, Security Risk Group - up to 20 days;
3. for all other Class A offenses - up to 15 days;
4. for Class B offense - up to 10 days; and,
5. for Class C offense - punitive segregation may not be imposed except when the criteria of Section 10(E) are met.

When punitive segregation is imposed for multiple offenses arising from a single incident, it may be applied concurrently or consecutively. The maximum cumulative sentence to punitive segregation for offenses arising from a single incident shall not exceed the accumulation of two (2) consecutive sanctions.

C. Forfeiture of Good Time. Forfeiture of good time shall be imposed in accordance with provisions of this section.

1. Type. There shall be three (3) types of good time subject to forfeiture:

- a. Statutory Good Time. An inmate may forfeit any or all statutory good time earned on the present sentence. In the event an inmate has not yet earned sufficient good time to satisfy a forfeiture, such good time shall be deducted from any statutory good time earned during the course of the current sentenced incarceration.
- b. Presentence Good Time. Presentence good time shall not be awarded at the time of sentence computation if an order to withhold credit has been issued in the disposition in a disciplinary report during

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presentence confinement. The amount of credit ordered to be withheld shall be proportionate with the seriousness of the offense and the inmate's disciplinary record. The actual credit withheld shall not exceed the amount earned during presentence confinement. Presentence good time shall not be subject to forfeiture for misconduct that occurs after the sentence commences.

c. Outstanding Meritorious Good Time. Outstanding Meritorious Good Time shall be subject to forfeiture in the amount earned on the date of the offense subject to the discretion of the Investigator or the Hearing Officer, and the Unit Administrator's designee.

2. Amount. The maximum amount of good time which an inmate may forfeit shall be: (a) 90 days for a Class A offense; (b) 60 days for a Class B offense; and (c) 15 days for a Class C offense except as authorized below:

a. The authorized forfeiture of earned good time may be doubled if the offense involves:

1. assault on a Department of Correction employee which is classified as a Level 2 assault as defined in Administrative Directive 6.6, Reporting of Incidents;
2. the use of a dangerous instrument against another person;
3. serious physical injury of another person; or,
4. a member of a security risk group committing the offense.

b. The authorized forfeiture of earned good time may be quadrupled if the offense involves a dangerous instrument and also results in serious injury.

c. If the offense is one of the following the inmate shall be subject to forfeiture of all earned good time:

1. Section 12(D) (Assault on a Department of Correction Employee), which is classified as a Level 1 assault as defined in Administrative Directive 6.6, Reporting of Incidents;
2. Section 12(J) (Felonious Misconduct);
3. Section 12(N) (Hostage Holding of a Department of Correction Employee); or,
4. Section 12(T) (Riot).

D. Penalties. The following penalties may be imposed:

1. Reprimand;
2. Loss of recreation privileges up to 30 consecutive calendar days;
3. Loss of telephone privileges up to 90 consecutive calendar days. The sanction may be compounded by doubling the time

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- frame for each successive conviction of Security Tampering relating to telephone privileges;
4. Loss of commissary privileges up to 90 consecutive calendar days during which time the inmate may not place an order;
 5. Loss or modification of social visiting privileges up to 60 consecutive calendar days;
 6. Extra duty up to 24 hours which shall be completed within one (1) week of disposition;
 7. Confinement to quarters up to 15 consecutive calendar days;
 8. Loss of social correspondence privileges (incoming and outgoing correspondence) up to 60 consecutive calendar days; and,
 9. Restitution for property theft or damage.

The following penalties shall not be imposed concurrently: loss or modification of social visiting, loss of telephone, or loss of social correspondence.

E. Increases. When an inmate has been found guilty for the third time in any six (6) month period arising from separate incidents, the sanction for the instant offense may be taken from those authorized for the next higher class of offense. If the instant offense is a Class A offense, then up to four (4) penalties authorized in Section 10(D) of this Directive may be imposed and up to 120 days of good time may be forfeited.

F. Suspended Sentence. A disciplinary sentence for a Class A offense may not be suspended. A disciplinary sentence for a Class B or C offense may be suspended for a period not to exceed 60 days. If the inmate does not commit a classified offense prohibited by this Directive during the period of suspension, the suspended sentence shall not be imposed. If the inmate commits a classified offense during the period of the suspension, the suspended sentence and any sentence resulting from the new offense shall be imposed. A sentence resulting from an offense committed during the time of a previously suspended sentence cannot be suspended.

G. Additional Sanctions Related to Security Risk Groups.

1. Security Risk Group Affiliation Violation. When an inmate is found guilty of Security Risk Group Affiliation the inmate shall without further hearing be designated as a Security Risk Group Member and, in addition to any applicable sanctions, shall be subject to the provisions of Administrative Directive 6.14, Security Risk Groups.
2. Security Risk Group Safety Threat Violation. When an inmate is found guilty of Security Risk Group Safety Threat the inmate shall without further hearing be designated as a Security Risk Group Safety Threat Member and, in addition to any applicable sanctions, shall be subject to the provisions of Administrative Directive 6.14, Security Risk Groups.
3. Additional Violations. An inmate who has been designated as a Security Risk Group Member in accordance with Administrative Directive 6.14, Security Risk Groups, shall without further hearing be designated as a Security Risk Group Safety Threat Member if found guilty of any of the following disciplinary violations:

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- a. Assault (Section 12(C));
- b. Assault on a Department of Correction Employee (Section 12(D));
- c. Contraband, Class A (Possessing a Dangerous Instrument) (Section 12(F));
- d. Creating a Disturbance (Section 12(G));
- e. Fighting (Section 12(K));
- f. Impeding Order (Section 12(O)); and/or,
- g. Security Risk Group Safety Threat (Section 12(W)).

In addition to any applicable sanctions, the inmate shall be subject to the provisions of Administrative Directive 6.14, Security Risk Groups.

H. Degree. The sanctions imposed shall be proportionate to:

1. the seriousness of the offense; and,
2. the inmate's disciplinary record.

Disciplinary sanctions shall be administered in order to regulate an inmate's future behavior.

I. Inmates Mentally Impaired or with Mental Illness. Before a class A disciplinary report is delivered to an inmate housed in a designated housing area for the mentally ill or inmates awaiting transfer to such a designated housing area, a qualified mental health professional shall be consulted and asked to express an opinion as to:

1. whether the behavior for which the disciplinary report is given is a result of the inmate's mental illness; and,
2. whether disciplining the inmate would aggravate the inmate's mental illness.

This consultation shall be documented on CN 9510, Mental Health Disciplinary Review Form. If the qualified mental health professional answers in the affirmative to either questions (1) or (2) above, the disciplinary report shall not be delivered to the inmate and shall be dismissed, unless the Unit Administrator directs in writing otherwise. In any case in which the inmate is given a disciplinary report despite the qualified mental health professional's affirmative answer to questions (1) and/or (2) above, the form on which the qualified mental health professional's opinion is noted shall be given to the Hearing Officer prior to the disciplinary hearing and/or the imposition of any sanction.

In no event shall an inmate receive disciplinary sanctions for verbally reporting to staff feelings or intentions regarding self-harm or suicide.

11. Accessory, Attempt and Conspiracy. When supported by the evidence, the offenses of Accessory, Attempt and Conspiracy shall be deemed to be included in the substantive offense without having to be separately

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charged. Accessory, Attempt and Conspiracy shall be punishable in the same degree as if the substantive offense was committed.

12. Class "A" Offenses.

- A. Alteration of a Specimen. Adulterating, substituting, mislabeling or disposing of a required specimen.
- B. Arson. Starting a fire or causing an explosion.
- C. Assault. Physically attacking another person with or without the use of an object or substance.
- D. Assault on a Department of Correction Employee. Intentionally striking or attacking a Department of Correction employee with or without the use of an object or substance or behaving in such a reckless manner that one's actions causes a strike of a Department of Correction employee.
- E. Bribery. Giving or agreeing to give to any person a benefit intended to influence that person's action or decision.
- F. Contraband, Class A. Making, transferring or possessing: a dangerous instrument; any item of use in making, attempting or aiding an escape; unauthorized currency; drugs or drug paraphernalia; an intoxicating substance; unauthorized medication; tobacco or tobacco paraphernalia; tattoo machine or equipment; or a cellphone and/or wireless communication device, to include any component thereof.
- G. Creating a Disturbance. Causing or participating in a general disturbance which involves any of the following Level 1 incidents in accordance with Administrative Directive 6.6. Reporting of Incidents: group disturbance; inmate work stoppage; organized disobedience, major destruction/disablement of state property; or any other incident which causes the alert of the Department's Emergency Response Units.
- H. Destruction of Property, Class A. Damaging property with actual or replacement value of one hundred dollars (\$100) or more.
- I. Escape. Leaving a correctional facility without authorization; leaving escorted custody without permission; exceeding assigned limits of community release without permission; or failing to properly return from furlough.
- J. Felonious Misconduct. Committing an act that would be a felony under the Connecticut General Statutes that is not a classified offense prohibited by this Directive. Charging under this section requires the authorization of the Unit Administrator or designee and a specific statutory citation.
- K. Fighting. Engaging in physical combat with another person.
- L. Flagrant Disobedience. Disobeying a clearly stated order in a way that conveys a deliberate challenge to authority and jeopardizes the safety, security and orderly operation of the facility or for failing to comply with a lawful direction to refrain from contacting the victim of the inmate's crime.
- M. Hostage Holding. Taking, detaining or holding another person against the other person's will.
- N. Hostage Holding of a Department of Correction Employee. Taking, detaining or holding of a Department of Correction employee against the employee's will.
- O. Impeding Order. Impeding the order or security of the unit by intentionally or recklessly causing a grave risk of alarm, unauthorized assembly or engaging in disorderly conduct which severely interferes with the unit's normal operations.

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- P. Interfering with Safety or Security. Interfering with, resisting or obstructing the execution of a staff member's official duties.
- Q. Intoxication. Being under the influence of alcohol or any intoxicating substance, or a drug other than a drug officially prescribed or issued by staff; or when the presence of any of these substances in the body is established by an approved scientific method of analysis.
- R. Possession of Sexually Explicit Materials. Possessing or transferring any pictorial depictions of sexual activity or nudity which, by its nature or content, poses a threat to the security, good order or discipline of the facility, facilitates criminal activity, or harasses staff.
- S. Public Indecency. Intentionally exposing one's intimate body parts or fondling/caressing one's intimate body parts in a lewd and public manner.
- T. Refusal to Give a Specimen. Refusing a direct order to provide a blood, urine or other required specimen within three (3) hours.
- U. Riot. Inciting or participating in a general disturbance which results in: a loss of control of all or a portion of a unit; serious injury; serious property damage; or other organized disobedience to the rules of the unit. A charge of riot may be used only when the Commissioner declares that a riot has occurred and authorizes use of the charge.
- V. Secreting Identity. Presenting false identification or wearing a hood or other garment for the purpose of concealing identity.
- W. Security Risk Group Affiliation. Possessing or displaying any materials, symbols, colors or pictures of any identified security risk group; or behaviors uniquely or clearly associated with a security risk group.
- X. Security Risk Group Safety Threat. Activity, behavior, status as a recognized Security Risk Group leader or involvement in an event associated with a Security Risk Group which jeopardizes the safety of the public, staff or other inmate(s) and/or the security and order of the facility.
- Y. Security Tampering. Tampering with locking, security or safety devices, or any unauthorized or fraudulent use of the phone or mail system.
- Z. Self-Mutilation. Intentionally inflicting bodily injury to oneself including tattooing and body piercing. Each disciplinary report for self-mutilation shall first be reviewed by a qualified mental health professional prior to its delivery to the inmate.
- AA. Sexual Misconduct. Touching the sexual or other intimate parts of another, including kissing, for the purpose of gratifying the sexual desire of either party.
- BB. Theft, Class A. Stealing or possessing stolen property with actual or replacement value equal to or in excess of one hundred dollars (\$100).
- CC. Threats. Making verbal or written statements, or engaging in physical conduct causing fear in another person.
- DD. Violation of Program Provisions. Failing to comply with the procedures or restrictions of community release, furlough or other special program.
13. Class "B" Offenses.
- A. Bartering. Conducting any unauthorized transaction for which payment of any kind is made, promised or expected.

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- B. Causing a Disruption. Inciting others or engaging in disruptive behavior which interferes with normal operations, for example: setting nuisance fires, harassing others by taunts, name calling or pushing, rattling bars, banging utensils or other objects or in any other manner creating loud or disturbing noises.
- C. Contraband, Class B. Class B Contraband is defined as:
 - 1. Being in possession of unauthorized items;
 - 2. Being in possession of authorized items that have been altered;
 - 3. Being in possession of inmate personal property, state issued items, or commissary items in excess of authorized amounts; or,
- D. Destruction of Property, Class B. Damaging any property with actual or replacement value less than one hundred dollars (\$100).
- E. Disobeying a Direct Order. Failing to comply expeditiously with an instruction of a staff member or failing to comply with any disciplinary sanction imposed.
- F. Gambling. Betting for money, personal gain, or anything of value.
- G. Giving False Information. Intentionally misleading staff in the course of official duties.
- H. Insulting Language or Behavior. Using abusive or obscene language or making an obscene gesture.
- I. Misdemeanor Misconduct. Committing an act that would be a misdemeanor under the Connecticut General Statutes that is not a classified offense prohibited by this Directive. Charging under this section requires the authorization of the Unit Administrator or designee and a specific statutory citation.
- J. Out of Place. Being present in an area without authorization, loitering or being in a location longer than necessary to accomplish an authorized purpose.
- K. Theft Class B. Stealing or possessing stolen property with actual or replacement value of less than one hundred dollars (\$100).

14. Class "C" Offenses.

- A. Disorderly Conduct. Any nuisance or annoying behavior which interferes with the unit's order.
- B. Malingering. Failing to carry out instructions or assignments in a timely manner.
- C. Sanitary/Housing Violation. Failing to maintain proper sanitary condition in personal hygiene, toilets, housing, or dining areas.
- D. Violation of Unit Rules. Failing to abide by a published unit rule.

15. Performance Failure Citation. An inmate assigned to community release may be issued CN 9501, Citation for Performance Failure at the discretion of a Parole and Community Services staff member in consultation with a supervisor or higher authority, for failure to comply with any condition of release. A copy shall be given to the inmate, and the inmate shall be afforded an opportunity to contest the factual accuracy of the citation in writing to the Director of Parole and Community Services. No administrative action other than reprimand, additional supervision through incremental sanctions of the Community Release Intervention Program as enumerated in Administrative Directive 9.2, Offender Classification or additional program requirements may result from a citation. Following disposition, the original citation

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shall be included in the inmate's unit file. If an inmate refuses to accept the citation, a disciplinary report shall be issued on the charge of Violation of Program Provisions and the inmate shall be remanded to custody.

16. Disciplinary Coordinator. Each Unit Administrator shall appoint a supervisory employee as a Disciplinary Coordinator who shall coordinate the disciplinary functions of the facility and who shall ensure that the facility complies with the policies and procedures of this Directive. The Disciplinary Coordinator shall be responsible for the processing and distribution of all records and reports under this Directive unless responsibility is expressly delegated to another.

In addition to the administrative duties, the Disciplinary Coordinator shall have authority to: (1) substitute a charge on a disciplinary report in accordance with the provisions of Section 32 of this Directive; (2) defer prosecution of a disciplinary report in accordance with the provisions of Section 33 of this Directive; and (3) dismiss a disciplinary report, prior to hearing, that does not serve the disciplinary interests of the facility.

If a disciplinary report is deferred, dismissed or the charge substituted under this section, the Disciplinary Coordinator shall send a copy of CN 9503, Disciplinary Report and CN 9504, Disciplinary Process Summary Report to the reporting employee and the Unit Administrator. The Unit Administrator shall appoint a back up Disciplinary Coordinator to act in the absence of the Disciplinary Coordinator. The Director of Parole and Community Services shall also appoint a Disciplinary Coordinator in accordance with this section. Each Disciplinary Coordinator shall receive training prior to assuming duties as Disciplinary Coordinator.

17. Informal Disposition. Violations of this Directive may be disposed through informal disposition when informal disposition is deemed sufficient to regulate an inmate's behavior.
- A. Initiation. Informal disposition may be initiated (1) by the reporting employee or (2) by a custody supervisor or unit manager as an alternative to a disciplinary report.
1. When initiated by the reporting employee, CN 9502, Informal Disposition Report shall be completed, including the recommended penalty(s), and shall be appropriately signed. The completed form shall be received by a custody supervisor or unit manager not later than eight (8) hours from the alleged misconduct.
 2. When a custody supervisor or unit manager initiates informal disposition based on a disciplinary report, they shall prepare form CN 9502, Informal Disposition Report and inform the reporting employee of the action.
- B. Review. Not later than 24 hours of receipt of an informal disposition initiated by the reporting staff member, the custody supervisor or unit manager shall: (1) deny use of informal disposition; (2) approve informal disposition and the recommended penalty(s); or (3) approve informal disposition and impose an alternative penalty(s). The reporting employee may confine an inmate to quarters pending review of the informal disposition.

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In such case an incident report shall be completed, an entry made in the station log, and the custody supervisor or unit manager notified immediately. The custody supervisor, unit manager or higher authority may intervene in this placement.

- C. Disposition. Penalties shall be consistent with Section 10(D) of this Directive with the exception of restitution, which shall not be authorized under informal disposition. No more than three (3) penalties may be imposed and the duration of any penalty imposed shall not exceed one (1) week.
 - D. Notification. Upon completion of review by a custody supervisor or unit manager, the inmate and the reporting employee shall be notified of the informal disposition. Notification to the inmate shall include a space for the inmate to sign acknowledging the disposition.
 - E. Refusal. If the acknowledgment of informal disposition is not signed it shall constitute a refusal and a disciplinary report shall be initiated.
 - F. Records and Reporting. No record of an informal disposition shall be kept in an inmate's master file or automated file. A record of all informal dispositions shall be maintained at the unit to allow for record keeping and reporting consistent with Section 41 of this Directive.
18. Initiation of Disciplinary Report. A CN 9503, Disciplinary Report shall be prepared by the reporting employee, upon detection of an act which gives cause for formal disciplinary action. A separate disciplinary report shall be prepared for each offense charged. Only the most serious possible charge relating to an offense shall be charged to a single act. When additional charges are justified as a result of sequential behaviors during an incident charges may be filed separately.
- A. Facility Procedure. The disciplinary report shall be delivered to a custody supervisor or unit manager. Provision shall be made to provide the reporting employee, upon request, with a copy of page one of the disciplinary report before the end of the shift.
 - B. Community Release Procedure. The disciplinary report shall be referred to the appropriate Unit Administrator or designee.
 - C. Escape Procedure. In the event of an escape, the facility/Parole and Community Services Office from which the inmate escaped shall prepare CN 9503, Disciplinary Report, but not date the report. The report shall be reviewed by the Unit Administrator or designee and subsequently placed in the inmate's master file until such time the inmate is readmitted to the Department. Once readmitted, the report shall be dated and issued to the inmate in accordance with Section 21 of this Directive.
19. Custody Supervisor/Unit Manager. A custody supervisor or unit manager shall be responsible to:
- A. Manage disciplinary functions during the shift.
 - B. Review the disciplinary report to ensure that it is complete and that, on its face, the evidence supports the charge.
 - C. Sign the disciplinary report.
 - D. Initiate delivery of the disciplinary report to the accused and forward the original copy to the Disciplinary Investigator.

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- 20. Administrative Detention. A custody supervisor may remove an inmate from population, in accordance with Administrative Directive 9.4, Restrictive Status, pending a disciplinary disposition when justified for reasons of security or order. If an inmate is removed from population, the Unit Administrator shall review the case within 72 hours of placement in Administrative Detention to determine whether continued confinement in the status is necessary. The date and time of placement in Administrative Detention shall be recorded on the disciplinary report. If punitive segregation is subsequently imposed any time spent in Administrative Detention shall be credited toward the sentence on a day-for-day basis.

- 21. Notice of Disciplinary Proceedings. A complete and legible copy of the disciplinary report shall be delivered to the inmate within 24 hours of the discovery of the inmate's alleged misconduct, except in the following circumstances:
 - A. Violation of Program Provisions. When an inmate is charged with Violation of Program Provisions, the receiving facility shall have three (3) business days to issue the disciplinary report to the inmate; or,
 - B. Escape. Upon the inmate's return to custody, the receiving facility shall have seven (7) business days to issue the disciplinary report to the inmate.

- 22. Disciplinary Investigator. Upon receipt of a disciplinary report, the Investigator shall assign a report number in accordance with Section 40 of this Directive. An Investigator shall conduct an investigation into the allegation of misconduct of each disciplinary report that goes to hearing and shall have authority to dispose of a disciplinary report prior to the hearing pursuant to Section 23 of this Directive. The disciplinary investigation shall be initiated the next business day following the day the disciplinary report was issued to the inmate. Investigators shall be appointed by the Unit Administrator and shall be certified by the Maloney Center for Training and Staff Development prior to assuming their duties.

- 23. Disciplinary Investigator Disposition. The Investigator shall interview the accused inmate. If the inmate chooses to plead guilty prior to a disciplinary hearing, the Investigator may accept the plea and dispose the disciplinary report unless the inmate has been charged with:
 - A. Assault on a Department of Correction Employee;
 - B. Hostage Holding of a Department of Correction Employee
 - C. Creating a Disturbance;
 - D. Felonious Misconduct;
 - E. Escape;
 - F. Riot;
 - G. Security Risk Group Safety Threat; or,
 - H. Initial Security Risk Group Affiliation, or any Security Risk Group Affiliation which causes a designation change.

If the Investigator elects to dispose the disciplinary report, the Investigator shall impose sanctions consistent with Section 10 of this Directive up to half the maximum allowed under Sections 10(B) and 10(C). If the Investigator disposes the disciplinary report, no appeal shall be permitted. Before accepting a guilty plea, the Investigator

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shall ensure that the inmate understands that a guilty plea precludes an appeal. The inmate shall sign the statement on the disciplinary report that a guilty plea is made voluntarily and with the knowledge that no appeal is permitted. CN 9504, Disciplinary Process Summary Report shall be prepared by the Investigator when an inmate pleads guilty pursuant to this section. Investigator dispositions shall be consistent with the unit's disciplinary policy and interests.

24. Pre-hearing Investigation. If the Investigator does not dispose the disciplinary report, the Investigator shall inform the inmate about the process of investigation and hearing and ensure the inmate receives a copy of the disciplinary report at least 24 hours prior to any disciplinary hearing. The Investigator shall determine if the accused inmate desires an advocate and shall inform the inmate of the available advocates. The Investigator shall indicate the inmate's decision on CN 9505, Disciplinary Investigation Report and if an advocate is selected, shall promptly notify the advocate. The Investigator shall determine if the accused inmate desires a witness(es) and shall list the name and number of each appropriate inmate witness and the name and position of any staff witness. If an inmate declines an advocate or identifies no witnesses, the decision(s) shall be recorded on CN 9505, Disciplinary Investigation Report, which shall be signed by the inmate. Any failure to obtain signatures shall be for good cause as determined by the Hearing Officer and documented on CN 9504, Disciplinary Process Summary Report. The Investigator shall conduct an investigation into the circumstances of each disciplinary report that goes to hearing and gather all information deemed relevant to the disciplinary report. The Investigator shall report the results of the investigation on CN 9505, Disciplinary Investigation Report.

The Investigator shall prepare a hearing docket and ensure that a disciplinary report is brought to hearing in accordance with the time frames established in Section 31(A) of this Directive and shall ensure that the inmate, any witnesses, the advocate and evidence along with appropriate forms are available at the scheduled hearing.

25. Advocate. An advocate shall meet with the inmate at least 24 hours prior to the hearing, conduct a thorough investigation independently of the Investigator, and make a report of the investigation using CN 9508, Advocate Investigation Report. The advocate shall assist the inmate in preparing a defense, and appear at and assist in making a presentation at a formal disciplinary hearing. If the advocate selected cannot appear at the hearing, another advocate may be appointed to assist the inmate. The accused inmate may, in writing, withdraw a request for an advocate at the time of the hearing. Each Unit Administrator shall appoint a minimum of three (3) staff members, including both custodial and treatment personnel, to serve as advocates. The names of the advocates shall be made known to all staff and inmates through appropriate notice.
26. Defense Preparation. An accused inmate shall be allowed a minimum of 24 hours, from notice to hearing, to prepare a defense.
- A. Waiver. An inmate may waive the 24-hour period by executing a written waiver.
- B. Exception. When an inmate's release is imminent or a transfer is necessitated, an expedited disposition may be conducted in

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accordance with Section 29 of this Directive, which may cause the 24-hour period to be constricted.

27. Witnesses. An accused inmate may have an opportunity to present witness testimony at a disciplinary hearing. At the discretion of the Hearing Officer, an accused inmate may present an inmate witness statement in lieu of testimony. Witness testimony shall be truthful, relevant, freely given and not redundant. To appear at a disciplinary hearing, an individual shall be present at the unit and pose no threat to an orderly disciplinary hearing or to personal safety. If an otherwise qualified witness is unable to appear, written testimony may be submitted on CN 9511, Inmate Witness Statement Form.
- A. Identification. The Investigator shall ascertain whether the inmate wants to call witnesses. If so, the Investigator shall record the names on CN 9505, Disciplinary Investigation Report. The inmate's failure to identify witnesses to the Investigator shall make any subsequent request for a witness subject to the Hearing Officer's discretion.
- B. Testimony. The Investigator shall interview prospective witnesses; list the witnesses and the nature of the testimony on CN 9505, Disciplinary Investigation Report; and schedule the admissible witnesses for the disciplinary hearing. No inmate witness shall be compelled to testify. The inmate shall be responsible for providing written testimony for any community witnesses.
- C. Staff Witness. A staff member, called upon for testimony, shall submit such testimony in writing or in person at the discretion of the Hearing Officer.
28. Hearing Officer. A Hearing Officer shall preside over any formal disciplinary hearing, serve as the adjudicator of fact, and adjudicate any referred disciplinary report. Hearing Officers and acting Hearing Officers shall be certified by the Center for Training and Staff Development prior to assuming duty. The Hearing Officer shall have authority to include any person as a witness, may limit the testimony of any witness, which is redundant or irrelevant and may order the presentation of any documents or evidence necessary for the conduct of a disciplinary hearing. The Hearing Officer may exclude or eject from the disciplinary hearing any person whose behavior poses a threat to an orderly hearing or jeopardizes the safety of any person. The Hearing Officer shall determine the hearing requirements to ensure a professional proceeding.
29. Expedited Disposition. The disciplinary process may be expedited when an accused inmate's release is imminent or when circumstances require that the inmate be urgently transferred and it is impracticable to conduct a hearing at the receiving facility. In such case, an inmate shall receive the disciplinary report, shall be afforded a chance to prepare a defense including nominating witnesses, shall receive the services of an advocate if desired, and any hearing shall be in accordance with Section 31 of this Directive.
30. Transferred Inmate's Disciplinary Process. If an inmate is transferred prior to disposition of a disciplinary report, the disciplinary report shall be disposed at the receiving unit. The Disciplinary Coordinators of the sending and receiving unit shall coordinate the process. The

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receiving unit shall pick up the process at the point where the sending unit left off and assume all duties for disposing the disciplinary report except the investigation. A copy of the disciplinary report shall be delivered to the inmate at the time of transfer if it has been reviewed in accordance with Section 19 of this Directive and the disciplinary report shall be sent with the inmate. If the disciplinary report is not sent with the inmate, the sending unit shall be responsible for notifying the receiving unit by telecommunications that a disciplinary report is pending and for expeditiously forwarding the disciplinary report. The sending unit shall conduct an investigation, shall inform the receiving unit of the results of its investigation and of what procedural steps have been taken and shall respond to all inquires from the receiving unit or the Hearing Officer. The inmate may select an advocate at the receiving unit and the receiving unit may request an investigation by an advocate of the sending unit.

Interviews may be conducted by telephone including the taking of testimony for the disciplinary hearing.

31. Hearing.

- A. Time Frames. A disciplinary hearing shall be convened as soon as possible but not later than seven (7) business days of the date of the disciplinary report except in the event of a transfer a hearing shall be convened within 10 days business days.
- B. Appearance of the Accused. An accused inmate shall be present at the disciplinary hearing: (1) unless the inmate declines to appear; (2) unless the inmate's behavior gives cause for exclusion or removal; and (3) except when confidential information is presented in accordance with Section 31(G) of this Directive. The absence of the accused inmate shall be documented on CN 9504, Disciplinary Process Summary Report. The Hearing Officer may recess the hearing for deliberation outside the presence of the inmate.
- C. Continuance. For good cause shown, a disciplinary hearing may be continued to a later hearing date not to exceed 10 business days. The Hearing Officer shall record the reason for any continuance on CN 9504, Disciplinary Process Summary Report. Not more than two (2) continuances may be granted to the Investigator or the accused for any disciplinary report.
- D. Plea. The charge as it appears on the disciplinary report shall be read and the inmate shall be asked to plea. If the inmate desires to plead guilty to the charge, the inmate shall so state. A plea of not guilty shall be entered by the Hearing Officer if the inmate refuses to plead or is not present. Before accepting a guilty plea, the Hearing Officer shall ensure that the inmate understands that a guilty plea precludes an appeal. The inmate shall sign a statement on the disciplinary report that the guilty plea is made voluntarily and with the knowledge that no appeal is permitted. If the inmate is unable to sign the disciplinary report the Hearing Officer shall make an appropriate notation including the reasons for the inmate's inability to sign.
- E. Evidence. Evidence may be physical evidence, a written statement or a document, or oral testimony. A copy or listing of any physical evidence shall be given or made available to the inmate or the inmate's advocate by the Investigator at least 24 hours prior to the hearing. Physical evidence shall be presented at the

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hearing, as determined by the Investigator, whenever practicable. Otherwise, a sample, photograph, laboratory test, or a written description of the evidence shall be presented.

- F. Presentation of the Case. An Investigator shall present the case against the inmate. The Investigator presenting the case need not be the Investigator who conducted the investigation. The Investigator shall read the statement of charge on the disciplinary report, explain the results of the investigation and submit a written investigative report. If the inmate is found guilty, the Investigator shall present the unit recommendation for sanction and reasons for them in the presence of the accused. The Investigator shall respond to questions from the Hearing Officer.
- G. Confidential Information. Information which is material to the allegation of misconduct may be exempted from disclosure if it places another person in jeopardy or compromises the unit's security. If the Investigator believes that documentary or testimonial information should be exempted from disclosure, the Investigator shall present the information and an assessment of its credibility to the Hearing Officer outside the presence of the inmate and the inmate's advocate. The Hearing Officer shall decide if the information should be exempt from disclosure and, if so, shall inform the inmate that there is exempted information. If the inmate is found guilty of the offense, the Hearing Officer shall state, in writing, a summary of the information, an assessment of its reliability and why it was exempted. This statement shall be maintained in a file, which is not accessible to any inmate. If the Hearing Officer determines information is not confidential, the Hearing Officer may proceed with the hearing or may continue the hearing to permit the inmate time to prepare a defense.
- H. Rebuttal. The accused inmate or the advocate may be allowed to question witnesses or to rebut evidence and information presented at the disciplinary hearing subject to constraints imposed by the Hearing Officer. The Hearing Officer shall constrain the rebuttal if it is irrelevant, redundant, or disrupts an orderly hearing.
- I. Defense. The inmate shall be given an opportunity to present the inmate's version of the offense, orally and/or in writing. The inmate shall be given an opportunity to present witness testimony subject to the provisions of Section 27 of this Directive. Witnesses may be questioned by the Hearing Officer. Defense information shall be recorded on CN 9504, Disciplinary Process Summary Report.

32. Substitute Charge. A charge may be substituted if it becomes apparent that the original charge was inappropriate.

- A. During Pre-hearing Investigation. A Disciplinary Coordinator may substitute a charge during pre-hearing investigation by altering the original disciplinary report and initialing it. A copy of the disciplinary report containing the substituted charge shall be delivered to the inmate at least 24 hours prior to a hearing.
- B. During Hearing. A Hearing Officer may substitute a charge during the hearing by informing the inmate of the substitute charge and taking a plea. A substitute charge renders the original charge dismissed. If the inmate pleads not guilty to the substituted charge, a continuance may be granted upon request of either the

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Investigator or the accused inmate to allow for further investigation or for defense preparation.

33. Deferred Prosecution. A Class A disciplinary report shall not be deferred. The Disciplinary Coordinator or the Hearing Officer may defer prosecution of a Class B or C disciplinary report for up to 60 days when the inmate's disciplinary record has been positive and the alleged offense appears to be incidental. If during the 60-day period, the inmate commits a classified disciplinary offense, the deferred disciplinary report shall be processed to disposition. Only one (1) charge may be deferred in any 60-day period, no record shall be maintained of the disciplinary report. Deferred prosecution authorized by the Disciplinary Coordinator shall be noted on the disciplinary report, signed and dated, and countersigned by the inmate. Any inmate who refuses to work during an inmate disturbance or inmate work stoppage, and has been issued a disciplinary report for Disobeying a Direct Order, shall not have the disciplinary report deferred.
34. Self-Defense. A decision that the inmate acted in self-defense may mitigate the severity of the sanction(s) imposed.
35. Decision. The Hearing Officer shall decide the case on the basis of the hearing record. A finding of guilty shall be based on evidence that the accused inmate committed the offense. The Hearing Officer shall immediately report the decision orally to the inmate and, if guilty, the sanction imposed.
36. Disciplinary Process Summary. The Hearing Officer shall produce the CN 9504, Disciplinary Process Summary Report within 24 hours of the hearing excluding weekends and holidays. When a disciplinary report has been disposed by an Investigator in accordance with Section 23 of this Directive, the Disciplinary Investigator shall complete CN 9504, Disciplinary Process Summary Report. The summary shall include:
- A. the offense charged;
 - B. the plea of the accused inmate;
 - C. the disposition of witnesses;
 - D. a summary of witness testimony;
 - E. the finding and the reasons for it;
 - F. the sanction(s) imposed and the reasons for it; and,
 - G. any other noteworthy information about the hearing.
- A copy shall be forwarded to the Unit Administrator. A copy of this summary shall be provided to the Investigator, the reporting employee and the inmate. Any testimony, which might jeopardize an inmate's safety, shall not be disclosed.
37. Review by Unit Administrator. The Unit Administrator shall receive a copy of CN 9504, Disciplinary Process Summary Report within two (2) business days of the disposition of the disciplinary report. The Unit Administrator shall not modify the finding or the formal record but may discontinue any punishment imposed if additional punishment serves no correctional purposes or for administrative reasons.
38. Parole. Any inmate that has been voted to parole and is convicted of a Class A or B disciplinary offense shall be referred to the Chairman of the Board of Pardons and Paroles for reconsideration.

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39. Appeal of a Disciplinary Action. An inmate may file an appeal regarding a disciplinary action in accordance with Administrative Directive 9.6, Inmate Administrative Remedies.
40. Logbooks and Disciplinary Report Numbering System. Each disciplinary report submitted for disposition shall be numbered using the originating unit's initials; followed by a two (2) digit number signifying the present year; followed by a two (2) digit number signifying the present month; followed by the sequential number in which the disciplinary report was submitted starting with the number one (1) for each new month. The disciplinary report shall be recorded in a disciplinary logbook upon submission to the custody supervisor or unit manager in accordance with CN 9509, Disciplinary Report Log.
41. Records. The original CN 9503, Disciplinary Report along with copies of CN 9504, Disciplinary Process Summary Report, CN 9505, Disciplinary Investigation Report, and CN 9508, Advocate Investigation Report shall be maintained in the inmate's master file, with the exception of findings of not guilty, reversals upon appeal and informal dispositions. These reports shall not be maintained in the inmate's master file, but may be maintained at the facility for statistical purposes. Information shall include findings of guilty or dismissed. Statistical information shall be included in the weekly disciplinary summary prepared by the Management of Information Systems (MIS) Unit. Confidential testimony, which might jeopardize the safety of any person or the security of the unit, shall not be placed in the inmate's master file. The Unit Administrator shall submit CN 9507, Monthly Disciplinary Summary as part of their monthly report.
42. Process Failure. A serious process failure may result in dismissal by the Hearing Officer or the appellate. Technical mistakes in the disciplinary process, including minor discrepancies in meeting time frames, shall not be cause for the reversal or dismissal of a disciplinary report.
43. Forms and Attachments. The following forms are applicable to this Administrative Directive and shall be utilized for the intended function.
- A. CN 9501, Citation for Performance Failure;
 - B. CN 9502, Informal Disposition Report;
 - C. CN 9503, Disciplinary Report;
 - D. CN 9504, Disciplinary Process Summary Report;
 - E. CN 9505, Disciplinary Investigation Report;
 - F. CN 9506, Disciplinary Supplemental Information;
 - G. CN 9507, Monthly Disciplinary Summary;
 - H. CN 9508, Advocate Investigation Report;
 - I. CN 9509, Disciplinary Report Log;
 - J. CN 9510, Mental Health Disciplinary Review Form; and,
 - K. CN 9511, Inmate Witness Statement Form.
44. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.

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CONFIDENTIAL

(FOR OFFICIAL USE ONLY)

Inmate name:

Inmate number:

Housing:

SECTION 4

STATE THE PROBLEM AND REQUESTED RESOLUTION

Provide any factual information that is applicable, including any responses from staff. State the action that you think should be taken to resolve the problem. PLEASE PRINT.

Inmate signature:

Date:

**For all remedies except health services, deposit this form in the Administrative Remedies box.
For a health services issue, deposit this form in the Health Services box.**

SECTION 5

DECISION / OFFICIAL USE ONLY – DO NOT WRITE IN THE SPACE BELOW

Date Received:

IGP #:

T#:

Disposition:

Date of Disposition:

Reason:

You have exhausted DOC's Administrative Remedies.

This matter may be appealed to:

Signature:

Date:



Inmate Administrative Remedy Form

Connecticut Department of Correction

CN 9602
REV 2/16/12

Facility/Unit:

Date:

Inmate name:

Inmate number:

SECTION 1

SELECT ADMINISTRATIVE REMEDY A, B or C BELOW.

Follow the instructions (for property claims, complete form CN 9609, Lost/Damaged Property Investigation Form and deposit in the 'Administrative Remedies' box).

- A. **I am filing a Grievance.**
Prior to filing a grievance, you must attempt informal resolution. Attach a copy of CN 9601, Inmate Request Form with the staff member's response OR state in Section 4 the reason why the form is not attached. Grievances must be filed within 30 days of the occurrence or discovery of the cause of the grievance. > Refer to Section 2 below
- B. **I am requesting a Health Services Review:** Diagnosis/Treatment >
 All Other Health Care Issues > Complete Section 4 >>>>
- C. **I am filing an Appeal of a (select one below):**
Appeals must be filed within 15 days of notification of a decision.
- Disciplinary Action > Complete Section 3 below
- Special Management Decision Classification Decision
- Media Review Committee Decision Furlough Decision >
- Security Risk Group Designation ADA Decision > Complete Section 4 >>>>
- Determination of Grievance Process Abuse Rejection of Outside Tapes/CDs >
- Rejection of Correspondence >

SECTION 2

OTHER REQUIREMENTS FOR USING THE INMATE ADMINISTRATIVE REMEDY PROCEDURE

Read and comply with the instructions below, then complete Section 4 (State the Problem) on the reverse side. >>>

- Only one request for an administrative remedy must be submitted on this form.
- The request for an administrative remedy and the action sought should be stated simply and coherently.
- The length of this request for an administrative remedy shall be restricted to the space available in Section 4 and one (1) additional 8 1/2 x 11 inch page.
- This request for an administrative remedy must be free of obscene or vulgar language or content.
- This request for an administrative remedy must be filed by the inmate who is personally affected by the subject of the request and shall not be filed by an inmate on behalf of another.
- A repetitive request for administrative remedy may not be filed by the same inmate when a final response has been provided and there has been no change in any circumstances that would affect the response; or when the initial request for an administrative remedy is still in process.

SECTION 3

DISCIPLINARY SECTION – Complete this Section for a Disciplinary Appeal ONLY

You may file a Disciplinary Appeal ONLY if you have pleaded not guilty and have been found guilty at a disciplinary hearing. If so, complete this section; then complete Section 4 (State the Problem) on the reverse side. >>>

Offense:

Report date:

Facility where hearing was conducted:

Date of hearing:

Did you have an advocate? yes no

If yes, name of advocate:

Did you identify witness(es) to the investigator? yes no

Did your witness(es) testify? yes no

Name(s) of any witness(es):



Inmate Grievance Appeal Form - Levels 2/3

Connecticut Department of Correction

CN 9604
REV 1/31/09

Inmate name: _____ Inmate number: _____

Facility/Unit: _____ Housing unit: _____ Date: _____

IGP number: _____ T number: _____

Use this form to appeal a Level 1 decision. CN 9602, Inmate Administrative Remedy Form and any attachments must accompany this form; no review will be undertaken if they do not accompany this form. Your appeal must be filed within 5 days of the Level 1 response; deposit it in the "Administrative Remedies" box.

Appeal of Level 1 Decision to Level 2

I am appealing the Level 1 decision because:

Inmate signature: _____ Date: _____

FOR OFFICIAL USE ONLY - LEVEL 2 REVIEW

Date received: _____ Disposition: _____ Date of disposition: _____

Reasons:

Level 2 reviewer: _____

- This grievance may be appealed within 5 days to Level 3.
- You have exhausted the Department's Administrative Remedies. Appeal to Level 3 will not be answered.

Appeal of Level 2 Decision to Level 3

I am appealing the Level 2 decision because:

Inmate signature: _____ Date: _____

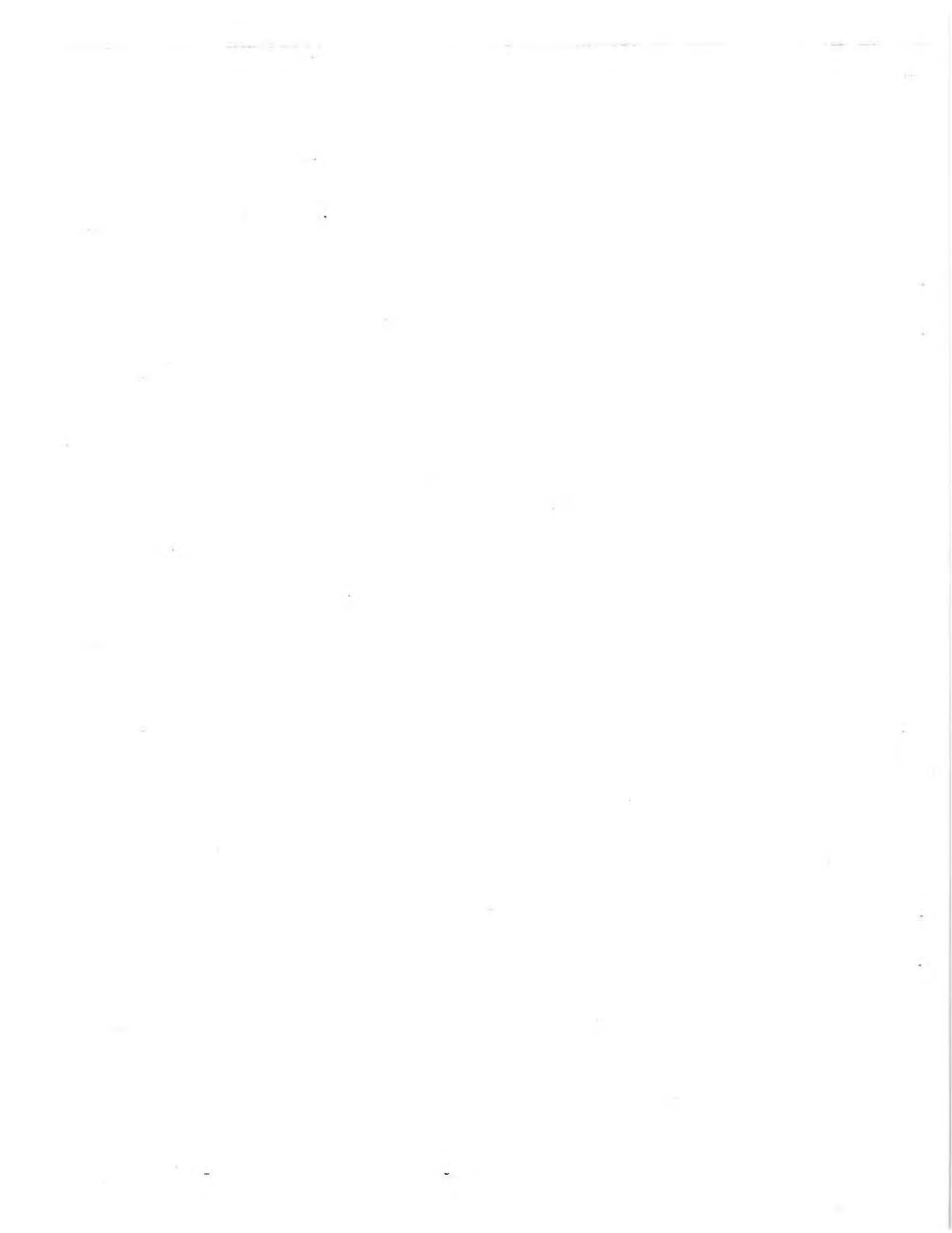
Deposit your appeal in the "Administrative Remedies" box.

FOR OFFICIAL USE ONLY - LEVEL 3 REVIEW

Date received: _____ Disposition: _____ Date of disposition: _____

Reasons:

Level 3 reviewer: _____





Inmate Request Form

Connecticut Department of Correction

CN 9601
REV 1/31/09

Inmate name:

Inmate number:

Facility/Unit:

Housing unit:

Date:

Submitted to:

Request:

continue on back if necessary

Previous action taken:

continue on back if necessary

Acted on by (print name):

Title:

Action taken and/or response:

continue on back if necessary

Staff signature:

Date:

EDUCATION REQUEST FORM

State of Connecticut
Unified School District #1
Department of Correction
Cheshire Correctional Institution

Name _____

Inmate # _____

Housing Unit _____

Date of Birth _____

I) GENERAL INFORMATION

Please complete the following section (**Check only one**):

- I have a high school diploma obtained
Obtained (where and when) _____
- I have a GED diploma
Obtained (where and when) _____
- I do not have a high school diploma or equivalent

II) VOCATIONAL EDUCATION (Verified GED or High School Diploma required)

Shop courses meet during the day. You must be housed in south block.
(**Check only one.** Use a separate form for more than one request)

- Carpentry
- Commercial Cleaning
- Computer Repair
- Business Education
- Wheelchair Repair

III) ACADEMIC

(**Check only one.** Use a separate form for more than one request)

- Programs that lead to a Diploma (GED)
- Adult Basic Education (ABE)
- English as a Second Language
- External Diploma Program
- Correspondence Courses/DANTE

RETURN THIS FORM TO THE SCHOOL DEPARTMENT MAILBOX

Any form not filled out properly will be returned

Inmate Signature _____ Date _____



Request for Designation of Religion

Connecticut Department of Correction

CN 100801
REV 6/11/12

Inmate name:	Inmate number:
--------------	----------------

Facility:	Housing unit:	Date of request:
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In accordance with Administrative Directive 10.8, Religious Services, an inmate may participate in collective religious activity with only one religion at a time. ***An inmate may designate a change of religion no less than 90 consecutive calendar days from the date that his/her current religious designation became effective, regardless of where the inmate is incarcerated.*** An inmate may not participate in collective religious activities with the newly requested religion until he/she has received a signed confirmation notice (attached below) from the Institutional Religious Facilitator or designee.

1. I, _____ choose the following religion for collective religious activity.

Circle one religion only

Catholic (Christian)

Protestant (Christian)

Islamic

Jewish

Native American

Jehovah's Witness

- OR -

2. I choose the following religion, understanding that there is no collective religious activity for this faith group: _____

(specify)

Note: Staff signature below is for Administrative Purposes only and is not a DOC recognition or approval of any group/ body/organization named here as a "religion."

- OR -

3. I do not wish to choose any religion at this time

Note: Not selecting a religion is a choice. A selection of no choice shall also be in effect for not less than 90 consecutive calendar days.

Is this request a change of religion? YES NO

If "yes," what is your present religion? _____

(specify)

DO NOT WRITE BELOW THIS LINE — FOR OFFICE USE ONLY

CONFIRMATION NOTICE FOR CHOICE OF RELIGION

Has it been 90 or more consecutive calendar days since the last request? YES NO

Is this request authorized? YES NO

If not authorized, explain why:

*Designation forms of newly admitted inmates become effective upon approval of this form by the Institutional Religious Facilitator or designee. A request to change may not be made unless a minimum of 90 consecutive calendar days have elapsed since the inmate's current designation became effective. If fewer than 90 consecutive calendar days have elapsed since the inmate's current designation became effective, the Institutional Religious Facilitator or designee shall return the form to the inmate advising the inmate to resubmit once the 90-day requirement has been fulfilled. All changes shall take effect on the last Monday of the month **ONLY** following the inmate's written request.*

Institutional Religious Facilitator/Designee Acknowledgement

Staff Signature:	Effective date:
------------------	-----------------

cc: inmate, inmate master file, institutional religious facilitator



Americans with Disabilities Act - Notice of Rights
Connecticut Department of Correction

CN 101901
REV 9/15/08

If you feel that you fall under the guidelines of the Americans with Disabilities Act and you need a reasonable accommodation because of that disability, you may request assistance with the following programs and services:

Programs	Medical	Mental Health	Dental	Counseling	Parole
Orientation	Administrative Remedies	Disciplinary Proceedings		Special Events	

How to request a reasonable accommodation:

Inmates may request services (e.g., interpreters, TTY phones, Braille books, etc.) in person or in writing utilizing CN 101902, Request for Reasonable Accommodations. Forms and necessary assistance will be provided.

In (facility) :

ask : _____ or any other staff.

ADMINISTRATIVE REMEDY

Inmates whose requests for reasonable accommodations are denied or modified, or who believe they were discriminated against by Department of Correction because of their disabilities have the right to file an administrative remedy in writing by completing CN 9602, Inmate Administrative Remedy Form and depositing the completed form in the 'Administrative Remedies' box in accordance with Administrative Directive 9.6, Inmate Administrative Remedies. Inmates may request assistance in filing an administrative remedy.



Request for Reasonable Accommodations
Connecticut Department of Correction

CN 101902
REV 9/15/08

Facility/Unit: _____ Date: _____

Inmate name: _____ Inmate number: _____

- I do not request reasonable accommodations.
 I request the following reasonable accommodation:

Reason for accommodation:

Inmate signature: _____ Date: _____

Assisting staff (if necessary):

Health Services Unit verification (use established definitions) _____ Date: _____

- Agree Disagree

Comments:

Health services staff name: _____ Title: _____

Health services staff signature: _____

RETURN THIS FORM TO THE UNIT ADA COORDINATOR

REASONABLE ACCOMMODATION DETERMINATION _____ Date: _____

The reasonable accommodations requested above have been:

- Approved as requested Modified (see comments below) Denied (see comments below)

Comments:

Unit Administrator's signature: _____ Date: _____



Male Property Matrix

Connecticut Department of Correction

Attachment C/1
REV 6/16/11
AD 6.10

CLOTHING ITEMS	FACILITY SECURITY CLASSIFICATION LEVEL								INMATES ON RESTRICTIVE STATUS		<p>The Unit Administrator of Northern CI and Manson YI shall develop and update, as necessary, a property matrix for inmates assigned to the following statuses:</p> <p>Administrative Segregation (all phases);</p> <p>Close Custody/SRGSTM (all phases);</p> <p>Chronic Discipline (all intervals);</p> <p>Close Monitoring;</p> <p>Death Row; and,</p> <p>Special Needs Management.</p>
	<u>Level 2</u>		<u>Level 3</u>		<u>Level 4</u>		<u>Pretrial</u>		<u>AD/PS/TD</u>		
	MAXIMUM ALLOWED	MINIMUM ISSUED	MAXIMUM ALLOWED	MINIMUM ISSUED	MAXIMUM ALLOWED	MINIMUM ISSUED	MAXIMUM ALLOWED	MINIMUM ISSUED	MAXIMUM ALLOWED	MINIMUM ISSUED	
ATHLETIC SUPPORTER *	1A	-	1A	-	1A	-	1A	-	-	-	
BASEBALL CAP *	2ABC	-	2ABC	-	2ABC	-	2ABC	-	-	-	
BATHROBE (white w/ no belt) *	1ABCD	-	1ABCD	-	1ABCD	-	1ABCD	-	-	-	
COAT	1F	-	1F	-	1F	-	1F	-	-	-	
DOO RAG	1A	-	1A	-	1A	-	1A	-	-	-	
GLOVES (pair) *	1BCF	-	1BCF	-	1BCF	-	1BCF	-	-	-	
GYM SHORTS *	2ABD	-	2ABD	-	2ABD	-	2ABD	-	-	-	
JUMPSUIT *	-	-	-	-	-	-	2BDF	-	1F	1F	
PAJAMAS *	2ABD	-	1ABD	-	1ABD	-	1ABD	-	-	-	
PANTS *	4BDF	2BDF	2BDF	2BDF	2BDF	2BDF	2BDF	2BDF	-	-	
RAINWEAR	1F	-	1F	-	1F	-	1F	-	-	-	
SHIRT *	6BDF	3BDF	3BDF	3BDF	3BDF	3BDF	3BDF	3BDF	-	-	
SHOES/SNEAKERS	2ABDG	1BDFG	2ABDG	1BDFG	2ABDG	1BDFG	2ABDG	1BDFG	1ABDG	1FG	
SHOWER TONGS	1AB	-	1AB	-	1AB	-	1AB	-	1AB	-	
SLIPPERS	1ABD	-	1ABD	-	1ABD	-	1ABD	-	-	-	
SOCKS *	9ABG	3BFG	9ABG	3BFG	9ABG	3BFG	9ABG	3BFG	3ABG	2BFG	
SWEATPANTS (solid gray only) *	2ABD	-	2ABD	-	2ABD	-	2ABD	-	-	-	
SWEATSHIRTS (solid gray only) *	2ABD	1BDF	2ABD	1BDF	2ABD	1BDF	2ABD	1BDF	1ABD	1BDF	
THERMAL UNDERWEAR (top and bottom) *	2ABD	-	2ABD	-	2ABD	-	2ABD	-	1ABD	-	
T-SHIRTS (white only) *	9ABG	2BFG	9ABG	2BFG	9ABG	2BFG	9ABG	2BFG	3ABG	2BFG	
UNDERPANTS (boxers or briefs) *	9ABG	3BFG	9ABG	3BFG	9ABG	3BFG	9ABG	3BFG	3ABG	3BFG	
MISCELLANEOUS ITEMS	FACILITY SECURITY CLASSIFICATION LEVEL								INMATES ON RESTRICTIVE STATUS		<p>SAME AS ABOVE</p>
	<u>Level 2</u>		<u>Level 3</u>		<u>Level 4</u>		<u>Pretrial</u>		<u>AD/PS/TD</u>		
	MAXIMUM ALLOWED	MINIMUM ISSUED	MAXIMUM ALLOWED	MINIMUM ISSUED	MAXIMUM ALLOWED	MINIMUM ISSUED	MAXIMUM ALLOWED	MINIMUM ISSUED	MAXIMUM ALLOWED	MINIMUM ISSUED	
ADAPTER, MULTI-PURPOSE (clear)	1ABCD	-	1ABCD	-	1ABCD	-	1ABCD	-	-	-	
ADAPTER, SONY @@	1ABCD	-	1ABCD	-	1ABCD	-	1ABCD	-	-	-	
ADDRESS BOOK	1A	-	1A	-	1A	-	1A	-	-	-	
ANTENNA	1ABC	-	1ABC	-	1ABC	-	1ABC	-	-	-	
BATTERIES	4AC	-	4AC	-	4AC	-	4AC	-	-	-	



Male Property Matrix

Connecticut Department of Correction

Attachment C/2
REV 6/16/11
AD 6.10

MISCELLANEOUS ITEMS (continued)	FACILITY SECURITY CLASSIFICATION LEVEL								INMATES ON RESTRICTIVE STATUS		
	Level 2		Level 3		Level 4		Pretrial		AD/PS/ITD		
	MAXIMUM ALLOWED	MINIMUM ISSUED	MAXIMUM ALLOWED	MINIMUM ISSUED	MAXIMUM ALLOWED	MINIMUM ISSUED	MAXIMUM ALLOWED	MINIMUM ISSUED	MAXIMUM ALLOWED	MINIMUM ISSUED	
CASSETTE PLAYER (headset required)	1ABCD	-	1ABCD	-	1ABCD	-	1ABCD	-	-	-	The Unit Administrator of Northern CI and Manson YI shall develop and update, as necessary, a property matrix for Inmates assigned to the following statuses: Administrative Segregation (all phases); Close Custody/SRGSTM (all phases); Chronic Discipline (all intervals); Close Monitoring; Death Row; and, Special Needs Management.
CASSETTE TAPES +	20AB	-	20AB	-	20AB	-	20AB	-	-	-	
CLIP-ON BOOK LAMP	1ABC	-	1ABC	-	1ABC	-	1ABC	-	-	-	
CLOCK (battery operated)	1ABCD	-	1ABCD	-	1ABCD	-	1ABCD	-	-	-	
COAXIAL CABLE	1ABC	-	1ABC	-	1ABC	-	1ABC	-	-	-	
COMBINATION LOCK	1ABC	-	1ABC	-	1ABC	-	1ABC	-	-	-	
COMPACT DISCS +	20AB	-	20AB	-	20AB	-	20AB	-	-	-	
COMPACT DISC PLAYER	1ABCD	-	1ABCD	-	1ABCD	-	1ABCD	-	-	-	
DIGITAL CONVERTER BOX	1ABCD	-	1ABCD	-	1ABCD	-	1ABCD	-	-	-	
DRINKING CUP	2A	-	2A	-	1A	-	1A	-	1A	-	
ELECTRIC BEARD TRIMMER	1ABCD	-	1ABCD	-	1ABCD	-	1ABCD	-	-	-	
ELECTRIC RAZOR	1ABD	-	1ABD	-	1ABD	-	1ABD	-	-	-	
EXTENSION CORD	1ABC	-	1ABC	-	1ABC	-	1ABC	-	-	-	
EYE GLASSES/CONTACT LENS (prescription)	2B	-	2B	-	2B	-	2B	-	1B	-	
FAN	1ABCD	-	1ABCD	-	1ABCD	-	1ABCD	-	-	-	
GAMEBOY CONSOLE	1ABCD	-	1ABCD	-	1ABCD	-	1ABCD	-	-	-	
GAMEBOY GAME CARTRIDGES	20ABCD	-	20ABCD	-	20ABCD	-	20ABCD	-	-	-	
HANDKERCHIEFS (white only) *	4A	-	4A	-	4A	-	4A	-	-	-	
HEADPHONE EXTENDER	1AC	-	1AC	-	1AC	-	1AC	-	-	-	
HEADPHONES	1ABCD	-	1ABCD	-	1ABCD	-	-	-	-	-	
PHOTO ALBUM (non-metal - not to exceed 2")	2AB	-	2AB	-	2AB	-	2AB	-	-	-	
PILLOW w/ case	1ABD	-	1ABD	-	1ABD	-	1ABD	-	-	-	
POCKET CALCULATOR	1AB	-	1AB	-	1ABC	-	-	-	-	-	
RADIO (headset required)	1ABCD	-	1ABCD	-	1ABCD	-	1ABCD	-	-	-	
TELEVISION (headset required)	1ABCD	-	1ABCD	-	1ABCD	-	1ABCD	-	-	-	
TOWEL	2ABD	2ABD	2ABD	2ABD	2ABD	2ABD	2ABD	2ABD	1ABD	1ABD	
WASH CLOTH	2AB	-	2AB	-	2AB	-	2AB	-	1AB	-	
WATCH	1AB	-	1AB	-	1AB	-	1AB	-	-	-	
WEDDING RING	1B	-	1B	-	1B	-	1B	-	1B	-	



Male Property Matrix Connecticut Department of Correction

Attachment C/3
REV 6/16/11
AD 6.10

RELIGIOUS ITEMS	FACILITY SECURITY CLASSIFICATION LEVEL								INMATES ON RESTRICTIVE STATUS	
	Level 2		Level 3		Level 4		Pretrial		AD/PS/TD	
	MAXIMUM ALLOWED	MINIMUM ISSUED	MAXIMUM ALLOWED	MINIMUM ISSUED	MAXIMUM ALLOWED	MINIMUM ISSUED	MAXIMUM ALLOWED	MINIMUM ISSUED	MAXIMUM ALLOWED	MINIMUM ISSUED
ABALONE SHELL	1AB	-	1AB	-	1AB	-	1AB	-	1AB	-
CHAIN, RELIGIOUS (ball bar)	1ABG	-	1ABG	-	1ABG	-	1ABG	-	1ABG	-
CRESCENT AND STAR	1ABG	-	1ABG	-	1ABG	-	1ABG	-	1ABG	-
CROSS (wooden)	1ABG	-	1ABG	-	1ABG	-	1ABG	-	1ABG	-
CRUCIFIX	1ABG	-	1ABG	-	1ABG	-	1ABG	-	1ABG	-
FEATHER	1AB	-	1AB	-	1AB	-	1AB	-	1AB	-
FOUR-WAY MEDAL	1ABG	-	1ABG	-	1ABG	-	1ABG	-	1ABG	-
HEADBAND (solid brown only) *	2ABG	-	2ABG	-	2ABG	-	2ABG	-	1ABG	-
ISLAMIC MEDAL	1ABG	-	1ABG	-	1ABG	-	1ABG	-	1ABG	-
KUFFI (solid white only) *	2ABG	-	2ABG	-	2ABG	-	2ABG	-	1ABG	-
KURTA SHIRT *	2AB	-	2AB	-	2AB	-	2AB	-	1AB	-
MALA BEADS @	1BG	-	1BG	-	1BG	-	1BG	-	1BG	-
MEDICINE BAG	1ABG	-	1ABG	-	1ABG	-	1ABG	-	1ABG	-
PRAYER RUG	1ABD	-	1ABD	-	1ABD	-	1ABD	-	1ABD	-
PRAYER SHAWL *	1AB	-	1AB	-	1AB	-	1AB	-	1AB	-
ROSARY BEADS w/case	1ABG	-	1ABG	-	1ABG	-	1ABG	-	1ABG	-
STAR OF DAVID	1ABG	-	1ABG	-	1ABG	-	1ABG	-	1ABG	-
TAMS (solid brown only) @	2BG	-	2BG	-	2BG	-	2BG	-	1BG	-
TZITIT SHIRT @	2B	-	2B	-	2B	-	2B	-	1B	-
YARMULKE (solid white only) *	2ABG	-	2ABG	-	2ABG	-	2ABG	-	1ABG	-
ZIKAR BEADS	1ABG	-	1ABG	-	1ABG	-	1ABG	-	1ABG	-

The Unit Administrator of Northern CI and Manson YI shall develop and update, as necessary, a property matrix for inmates assigned to the following statuses:

Administrative Segregation (all phases);

Close Custody/SRGSMT (all phases);

Chronic Discipline (all intervals);

Close Monitoring;

Death Row; and,

Special Needs Management.

OTHER CODES USED IN THIS MATRIX:

* Item must be stored in inmate locker when not in use and included as part of the cubic foot limitation

+ No more than 20 total – any combination of cassette tapes and/or compact discs.

@ Item must come from an approved vendor and shall require prior written authorization of the Director of Religious Services.

@@@ Must have purchased Sony CD player in order to possess this item, without which this item will be considered contraband and confiscated.

