# **CONNECTICUT DEPARTMENT OF CORRECTION**



# HARTFORD CORRECTIONAL CENTER 177 Weston Street Hartford, CT 06120

# **INMATE HANDBOOK**

# TO BE RETURNED TO A&D UPON DISCHARGE

**Revised March 2014** 

# CONNECTICUT DEPARTMENT OF CORRECTION 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 restitution, rehabilitation and successful community reintegration.

# CONNECTICUT DEPARTMENT OF CORRECTION MOTTO

The Department of Correction motto represents the agency's values of P.R.I.DE: PROFESSIONALISM, RESPECT, INTEGRITY, DIGNITY AND EXCELLENCE

## HARTFORD CORRECTION CENTER MISSION STATEMENT

The Correctional Center, a component of the state of Connecticut, Department of Correction is committed to protecting the public and staff by providing a safe, secure, and healthy environment for all persons remanded to its custody, and to promoting the responsibility behavior of each such individual. The Hartford Correctional Center is committed to carrying out the sentence imposed and during its term to engaging the offender in a program of positive change toward the goal of responsible citizenship.

# HARTFORD CORRECTIONAL CENTER INMATE HANDBOOK

The Inmate handbook provides information about the 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 the Handbook.

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

If you respect the property of others and their privacy, comply with the rules of the facility, and obey the orders of staff, more opportunities for personal development will be open to you. The time you spend here can be productive, if you are determined to make it so.

Warden Walter Ford

# Hartford Correctional Center Administration

## Warden: T. Farrell

Deputy Warden of Programs and Treatment and Adminstration: S. Bundy Deputy Warden of Operations: M. Davis Administrative Lieutenant: E. Green First Shift Commander: Captain T. Newton Second Shift Commander: Captain R. Cotta Third Shift Commander: Captain R. Howard Counselor Supervisor: D. Gonzalez Kitchen Supervisor: J. Nelson Religious Services Facilitator: Chaplain D. Avci School Principal: G. Riccio Health Services Administrator: R. LaBonte Medical Nurse Supervisor: K. Avery, A. Kaminski Mental Health Supervisor: J. Nowinski Telephone Monitoring: Officer E. Sanchez, P. Cruz

Hartford Correctional Center is a Level 4, pretrial, male facility.

The mailing address is:

Hartford C.C. 177 Weston Street Hartford, CT 06120

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## PART I FACILITY OPERATING PROCEDURES

- 1. <u>ADDRESSING STAFF:</u> Staff should be addressed by title: "Officer (name)," "Captain (name)," "Warden," etc. 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 an order issued to you by a staff member. If more than one order has been given, obey the last order given, and notify the other staff member of the conflicting orders. 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.
  - **D.** You shall be given a copy of the Prison Rape Elimination Act Zero Tolerance Policy.
- 4. <u>PERSONAL SAFETY/PRISON RAPE ELLIMINATION ACT(PREA)</u>: 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. If you know of or experience any sexual abuse or assault, you may report this using a hot-line by dialing <u>\*9222#</u> where the information will be recorded.
- 5. <u>IDENTIFICATION CARD:</u> You will be issued an Identification Card (ID) which must be clipped to your 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 carry your ID card; to surrender it to a staff member; possession of another inmate's I.D. card; or of a duplicate of your own; 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 unit counselor. You will be charged three dollars (\$3) if your I.D. card is lost, misplaced, destroyed, or altered.
- 6. <u>PASS SYSTEM:</u> An inmate going from one place to another within Hartford CC 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.
  - A. <u>Work I.D.</u> A Work I.D. enables the worker to move about the facility to perform work assignments during his working hours without having to obtain a signed pass. A Work I.D. is issued to inmates assigned to certain jobs: Yellow for inside work details and the color for outside clearance workers is subject to constant change. The rules governing ID badges apply to the Work Identification Cards.
- 7. <u>RULES AND REGULATIONS:</u> Compliance with the rules and regulations 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. <u>Count:</u> Counts are conducted at various times during each day. During each count you must be in your cell or on your assigned bunk, unless you are excused by the Officer taking the count, and you must remain clearly visible to the Officer. If you are away from your housing unit, follow the count instructions of the officer or staff member taking the count. Movement, talking, or noise is not allowed while the count is in progress. Your cell light 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:

2.

- 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:
  - a. Not been issued by the facility
  - **b.** Not been approved by staff as incoming property
  - c. Not been purchased at the commissary
  - d. Been altered in any way, shape or form
  - e. If the amount of property in your possession exceeds the authorized limit (Reference:
  - A.D. 6:10 Inmate Property)
  - Materials, symbols, colors or pictures involving any Security Risk Group are contraband.
- **3.** Institutional equipment and supplies found in an inmate's possession in other than the authorized area are contraband.
- **4.** You, your cell, and your property are subject to search by staff at any time. Searches may be conducted with or without you 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 will be confiscated and disposed of according to Department Policy. (Reference: A. D. 6.9, "Control of Contraband and Physical Evidence; A. D. 6.10 Inmate Property)

#### C. <u>Clothing/Accessory Regulations:</u>

1. You are required to wear the "Uniform of the Day" anytime you are outside of your cube if housed in a

dorm, or outside your cell if housed on a Tier, including coming and going from the shower. If you do not have the clothing necessary to meet the "Uniform of the Day" requirement, contact your unit officer. Possession of another inmate's clothing or clothing items is not permitted and will subject you to disciplinary action.

- 2. "Uniform of the Day" will be as follows unless otherwise authorized:
  - a. Standard state issued shirt and pants.
  - b. Kitchen workers: White shirt and checkered pants.
  - c. High Security: Yellow jump suit
  - d. Authorized religious headwear.
  - e. You must display your Identification Card on the outside of your left pocket shirt at all times.
- 3. You must wear your clothing in the way it was designed to be worn. Shirts and pants must be fully buttoned and <u>shirts must be tucked in</u>. Your pants must be PULLED UP. Wearing dirty or soiled clothing is not permitted. The rolling up (cuffing) of sleeves and pants legs are not permitted at any time.
- 4. Alteration or mutilation of state issued clothing items is prohibited. This includes writing on sneakers or state items.
- 5. Sandals/slippers may only be worn inside your housing unit, unless prescribed by the Health Services Unit.
- 6. Authorized religious headgear may be worn outside of your housing unit. Bandanas, baseball caps, homemade caps, doo-rags and knit or stocking caps are not permitted. Alterations of any authorized headgear are not permitted.
- 7. Only prescription eyewear may be worn. Sunglasses are not permitted, unless medically prescribed.
- 8. Recreation: Clothing purchased at the commissary may only be worn during gym and outside recreation. They also may be worn inside your cube or inside your cell but once you leave your cube or cell, you must be in the "Uniform of the Day". You may wear sweatpants or shorts underneath the "Uniform of the Day" to and from the gym or outside recreation. At NO time will you be able to wear shorts or sweats alone to and from gym and outside recreation. If you do so it shall result in progressive disciplinary action.
- **9.** Baseball Caps purchased from the Commissary can only be worn during outside work details and during outside recreation only. If you are found incompliant, progressive discipline will be pursued.
- **10.** Security razors will be issued by your unit officer in exchange for your I.D. Card. Any alteration of a razor shall result in disciplinary action.
- **11.** Sandals or slippers may only be worn to and from the shower, or within the cube or cell. They are not to be worn at any other time.

#### D. <u>Personal Hygiene:</u>

- 1. You must maintain a satisfactory level of personal hygiene. Poor hygiene contributes to the spread of disease. Body odor can be offensive to others.
- 2. Hair, beards, and mustaches must be trimmed to meet the standards of hygiene and work safety.

### E. <u>Housing Rules</u>

The word "cell" is used here, and throughout the Handbook, to mean "cell" or "dorm cubicle" as it applies to you.

- 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 unit officer immediately.
- 2. You are not permitted to enter any cell other than the one assigned to you. You are not permitted to enter any housing unit other than your own.
- 3. You are not permitted to loiter on any tier. You are not permitted to enter any tier other than your own unless authorized by staff. You are not permitted to enter any dorm cubicle other than the one assigned to you. You must report directly to the day room or your cell.
- 4. You must keep your cell clean. Trash should be removed daily by discarding it in the Trash bins. DO NOT PUT TRASH IN TOILETS IT CLOGS THEM UP. Food must be properly stored in your property box or cubicle drawer. Your bed must be made when you get up each day. You are not permitted to bring any food or drink back to their living areas from meals. The only food or drink items permitted in living areas are commissary-purchased items in their appropriate containers.
- 5. Audio equipment (including TV) must be used with earphones.
- 6. In the dorms, lights out at 11:30 pm, all personal T.V.'s are to be turned off. At the sole discretion of the Warden, television hours may be extended for cultural events that inspire the inmate population.
- 7. You are not permitted to communicate in any way through outside windows.
- 8. You are not permitted to rig an antenna, or alter an authorized antenna.
- **9.** If you are assigned to a dormitory and do not attend the meal, you must stay on your bunk during the mealtime. If you are assigned to a cell and do not attend the meal, you will be confined to your cell during the meal-time.
- 10. You are not permitted to cover light fixtures or hang drapery over the front of your cell or window, or obstruct an open view into your cell.
- 11. You are not permitted to cover your bed in a tent fashion. Nothing may be affixed to any part of the bunk, gate, wall, desk, or ceiling. NO CLOTHES LINES.
- 12. You are not permitted to wash clothing in any slop sink. You are not permitted to hang a clothesline;

or utilize the gate in the dormitory as a clothesline.

- 13. You are not permitted to tamper with, block, remove or alter the vents in your cell.
- You are not permitted to remove, damage, or tamper with facility equipment. 14.
- 15. The audio of day room television may not exceed moderate volume. Program selection is by majority vote
- 16. At the time recall is announced, you are to report to your cell or cubicle immediately. When count is called, there is to be no movement. If count exceeds 30 minutes, the unit officer will allow limited movement to and from the rest rooms providing your unit is not directly involved in the count delay.
- 17. Check with your housing unit officer as to the time schedule for televisions, showers, haircuts, laundry, sick call, commissary and Counselor.
- 18. Pictures and Wall Decorations: Pictures or decorative items are not be displayed on the wall or any other area open to public view or in an inmate's immediate living area. Neither nudity nor sexually explicit, provocative or suggestive pictures shall be displayed anywhere in the facility (i.e., walls, lockers, etc.) This pertains to all inmates in all areas.
- 19. In order to have a cleaner, neater environment for the benefit of all concerned, Beds shall be made no later than 9:00 am in the morning and your immediate areas cleaned. This applies to all inmates in all housing areas.

#### F. 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 paper.
- 2. You must familiarize yourself with the fire exits in areas you regularly use.
- You must participate in any fire drill. 3.
- 4. You must only use an approved extension cord.
- 5. You must not tamper with the electrical wiring or electrical fixtures or appliances in any way.

#### G. Movement and Corridor Regulations:

- 1. During movement you must walk at a normal pace. No running, malingering, or loitering.
- You are not permitted to walk more than two abreast. 2.
- 3. You must maintain a distance of more than three (3) feet from any corridor gate when it is being opened or closed.
- If an order to "CLEAR THE CORRIDOR" is issued, immediately follow the order. 4.
- If a "RECALL" order is issued, you must return to your housing unit immediately. 5.
- Portable radios or cassette players may not be played in the corridor. 6

#### Н. **Dining Area:**

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- 1. You will have five (5) minutes after meal call to leave the unit before you are late. Being late may cause you to miss the meal.
- 2 Cutting in line is not permitted.
- 3. You are responsible for receiving a complete meal; only one (1) trip through the serving line is allowed
- 4. Condiments sold in commissary may be brought to the dining area.
- You must eat with your housing unit. 5.
- 6. You will have twenty (20) minutes to eat your meal.
- 7. You must leave the dining area after you finish eating and return to your assigned housing unit.
  - 6:00 a.m. 7:00 a.m. 10:30 a.m. 11:00 a.m. Meal Schedule: Breakfast is from
    - Lunch is from 4:30 p.m. - 5:45 p.m. Dinner is from

#### I. Work/School Rules:

- You must be dressed in "Uniform of the Day" for your respective work/school area. 1.
- 2. No unauthorized items may be taken to work/school areas; for example, non-work related reading materials, coffee cups, walkman, clothing, food items.
- 3. No unauthorized item may be removed from the work/school area.
- At work you are responsible for any tool issued to you. Upon receiving or returning any tool you must 4 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".)
- 5. When School Call or Work Call is announced, you are to report to your work teacher or supervisor.
- 6 If you are unable to work or attend school, you must report to your teacher or supervisor and provide an explanation.

#### Visiting, Recreation, and Other Activities: J.

The rules and regulations for other activities, services and programs are contained in sections that apply to them.

#### 8. CODE OF PENAL DISCIPLINE:

Violation of facility rules and/or commission of a disciplinary offense will subject you to disciplinary action under A.D. 9.5 Code of Penal Discipline. It establishes disciplinary offenses, authorized actions and the process for adjudication. You are responsible to familiarize yourself with the provisions of this Directive.

- 9. HOUSING ASSIGNMENT: Assignment to a housing unit and to a specific bunk will be made at the discretion of the A & D Supervisor, the Shift Supervisor, Operations Lieutenants, and/or the Unit Managers. Requests for housing changes should be written to the Operation's Lieutenant.
- 10. <u>PERSONAL PROPERTY:</u> 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 of this Handbook. (Reference: A.D.6.10, Inmate Property)
  - A. <u>Inmate's Risk of Possession:</u> 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. Inmate property must be packed up and brought down to the Property Room every day if inmates goes to court, including T.V., radio, shave, etc. The inmate forfeits any items left in the inmate's cell at the time of discharge from court of transfer to another institution. Transfer of property from one inmate to another is forbidden.
  - B. <u>Markings:</u> Electrical appliances will be permanently marked with the inmate's name and number. Any altering of inmate's name or number on electrical appliances will result in loss of said equipment and/or subject to disciplinary action.
  - C. <u>Volume of Property</u>: You are permitted to five (5) cubic feet of property in your possession, of which no more than two (2) cubic feet may be Commissary. All property shall be stored in the provided wall lockers or in your cubicle drawer. Storage of property in cardboard boxes is a fire hazard and not authorized.
  - D. <u>Transfer:</u> If you transfer to another facility, you must pack all of your property, including court clothes, in the container provided to you and take it to A&D for inventory. Under ordinary circumstances, your property will accompany you. If you have been transferred here and you have property at another facility, contact the Property Officer for assistance via an Inmate Request Form.
  - E. <u>Unauthorized Property:</u> Unauthorized Property is property that belongs to you that you are not permitted to have in your possession at this facility. Unauthorized property, Disposal of Contraband Property and Unclaimed Property will be disposed according to A.D. 6.10, Inmate Property, such as, rings, bracelets, chains etc.
  - F. <u>Disposal of Unauthorized Property:</u> Unauthorized property must be disposed. You have three (3) options:
    - 1. Identify an approved visitor to whom the property can be released within thirty (30) days.
    - 2. Identify an approved charity to which the property may be donated.
    - 3. Authorized the facility to discard the item. Failure to select one of the above items will result in disposition at the Unit Administrator/Warden discretion.
  - **G.** <u>Contraband:</u> 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.
  - H. <u>Valuables:</u> Valuable Property will be stored in a secure storage area in a separate envelope for each inmate and clearly marked. You will be issued a receipt. You have **THIRTY (30) days from date of discharge** to pick up valuable property.
  - I. <u>Bulk Storage</u>: Storage of non-valuable Property (bulk storage) is authorized for pre-trial inmates and sentenced inmates on short-term restrictions. You have 30 days from the date of discharge to pick up bulk property.
  - J. <u>Clothing for Indigent Inmates:</u> All inmates admitted to HCC as a new commit shall be issued clothing the next business day at orientation, as available. All requests after the initial issue will only be honored if the inmate is indigent. Any inmate currently in population who has no under clothes must write a request to the laundry supervisor. The Counselor will verify that they meet the criteria for indigence as defined in A.D. 6.10. and will give the request to the Laundry Supervisor who will provide state issued under clothes during the next laundry exchange for that unit.
  - K. <u>Court Trip:</u> A court trip is a trip from this facility to a state or federal court and any return.
    - 1. By 6:00 am on the day of court, you must have your personal property packed and your bed stripped. These items will be taken by you to A&D. Failure to pack your property will subject you to disciplinary action and in addition, all property left behind, including legal materials will be forfeited.
    - 2. You are permitted to take legal materials with you for the case at hand and must surrender these materials to the transporting staff. The materials will be given to you when you are in a secure lock-up at court and upon return to the facility.
    - **3.** You will be subject to the use of restraints according to Department Policy, A.D. 6.4 Transportation of Inmates.
    - 4. A court lunch shall be provided.
    - 5. You are not permitted to obtain or receive any items from any person while on a court trip.

#### 11. INFORMATION, PROBLEM SOLVING, REQUEST SYSTEM, AND GRIEVANCES

#### A. <u>Information</u>

- 1. <u>Bulletin Boards:</u> Bulletin Boards are located in the housing units and at various locations throughout the facility. Only authorized material may be posted on a Bulletin Board. Posting of unauthorized material, disfiguring or removal of any item will subject you to disciplinary action.
- 2. <u>Counselors:</u> If you need to know something that is not posted on the bulletin Board, contact your Counselor or other housing unit staff.

- **B.** <u>**Problem Solving:**</u> Most problems can be solved through verbal contact with the staff member in charge, the Unit Officer, your Unit Counselor, or Shift Supervisor. Explain the problem and follow the advice or instruction.
- C. <u>Inmate Request System</u>: The inmate Request System provides a way of obtaining information, a written answer to a question, procedure or practice, or an issue about a policy from a staff member up to and including a Department Head. Department Heads are the persons who report directly to the Warden. Request Forms (FORM 9602) are available from the unit officer. THE REQUEST SYSTEM SERVES AS THE INFORMAL RESOLUTION IN THE INMATE GRIEVANCE PROCEDURE (IGP).
- D. Inmate Administrative Remedies: Inmate Administrative Remedies provides a way for you to obtain a formal disposition for an issue or a problem. A summary of Inmate Administrative Remedies is included in Appendix B of this Handbook. Administrative Remedies Forms (CN 9602) may be obtained from the Housing Unit Officer or your Counselor. Questions about the use of these procedures may be sent to the Administrative Remedies Coordinator on a Request Form. A copy of A.D. 9.6 Inmate Administrative Remedies may be obtained upon request to your Counselor. The name of the Administration Remedies Coordinator is Counselor Anderson.
- 12. <u>MAINTENANCE:</u> You should report any equipment malfunction to the Unit Officer or a Work Supervisor.

## PART II: FACILITY SERVICES

- 1. <u>CLASSIFICATION:</u> Classification is the ongoing process of collecting and evaluating information about you to determine your risk 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.
  - A. <u>Orientation</u>: The following business day from your admission, you will be required to attend an orientation session. The purpose of this session is to inform you the facility policy, procedures, what your obligations are, what programs and services are available and other valuable information. The Counselor conducting Orientation will answer any questions you may have.
  - B. <u>Classification Committee:</u> The Classification Committee makes decisions about your status; job placement, needs assessment, risk evaluation, program participation etc. The Classification Committee is chaired by the Counselor Supervisor or designee of the Warden.
  - C. <u>Counselor</u>: You will be assigned to a Counselor who will provide information about the operation of the facility and assist you in adjusting to the facility and program opportunities.
  - D. <u>Transfers:</u> Transfer decisions are made at the discretion of the **Director of Offender Classification & Population Management.** You do not need to submit a request as everyone is on the transfer list.
  - E. <u>Master File:</u> The facility maintains a record of the status of your pending charges and any sentence that may be in effect, and your overall performance in a Master File. The Inmate Records Office maintains your Master File. You may have access to review your master file. You may request copies of material in your master file by paying the appropriate fees in accordance with A. D. 3.10, Fees, Reimbursements and Donations. Questions about your Master File should be directed to your Counselor.
  - F. <u>Appeal of A Classification Decision:</u> Classification decisions can be appealed to the Warden within fifteen (15) days of the decision in accordance with A.D. 9.6 Inmate Administrative remedies, Appendix B.

### 2. SENTENCE COMPUTATION AND CREDITS:

The Department of Correction is responsible for the computation of sentences. The following is a description of factors that pertain to sentence computation. Questions concerning a time sheet should be directed to the Unit Counselor or Records Office by utilizing an Inmate Request form.

- A. <u>Statutory Good Time:</u> If your Offense date is prior to **October 1, 1994** then Statutory Good Time is time earned each month during a service of a sentence, where applicable. (G.S. Secs. 187 and 187a)
- B. <u>Presentence Credit (Jail Credit):</u> Pre-sentence Credit is credit for time spent in confinement prior to disposition of the charge on which sentence is imposed. (C.G.S. Secs. 18-97, 18-98 and 18-98d(a). Jail credit is only given when an inmate is being held solely in lieu of bond and a sentence is received on the same docket.
- C. Jail Credit Good Time: If your offense date is prior to 10/1/94, Jail Credit Good Time is good time earned on Pre-sentenced Credit. (C.G.S. Secs. 18-98c and 18-98d(b).
- D. <u>7-Day Job Credit:</u> If your offense date is prior to 10/1/94, 7-day Job Credit is one (1) day credit for each seven (7) consecutive days of employment in a job designated as a 7 day job. (C.G.S. Secs. 18-98a).
- E. <u>OMPA:</u> If your offense date is prior to 10/1/94, OMPA is an outstanding performance award of up to 120 days for each continuous term of confinement granted at the discretion of the Commissioner. (CGS Sec. 18-98b)
- F. <u>Earned Risk Reduction Credit. This will not begin until October 1, 2011.</u> Look for postings in your housing unit for further details.

### 3. <u>RELIGIOUS SERVICES:</u>

Coordination of religious services and programs is the responsibility of the Religious Facilitator, A.D. 10.8, Religious Services).

- A. New Inmates shall complete Form CN108001 at orientation, designating their religious affiliation for worship service or non-affiliation. Completion of this form is required to attend collective religious programs and you may only attend the programs that match your affiliation.
- **B.** A separate written request to the Religious Service affiliation is necessary to participate in religious programs, such as Bible Study, Taleem, etc.
- **C.** Schedule of religious services is contained in the Master Program Schedule posted on your unit bulletin board.
- D. Religious Articles:

- Written religious material (i.e., Bible, Quran, Concordance, Religious Newspaper, etc.), may be purchased from the Commissary or from an outside vendor in accordance with the provisions of Administrative Directive 10.7, Inmate Communications. A staff chaplain may distribute appropriate donated written religious material (Bible, Quran, etc.), if available. This material must be in new condition only in accordance with Administrative Directive 10.7, Inmate Communications.
- 2. Religious tapes/CDs not available through the commissary shall be purchased in accordance with the guidelines established in Administrative Directive 6.10, Inmate Property. Requests for Religious tapes/CDs not available through the commissary shall be made directly to the FIPRC Facility Incoming Property Review Coordinator. These requests shall not require the authorization of the Director of Religious Services or designee, but shall be reviewed in accordance with the provisions of Administrative Directive 10.7, Inmate Communications.
- E. <u>Marriage:</u> A request to be married must be sent to the Warden. (A.D.10.9, Inmate Marriages) The inmate applicant must be a sentenced inmate and incarcerated for one year and discipline free for one year.
- F. <u>Attendance at Department and Religious Activities:</u> You may not attend religious services if you are on any of the following statuses: Administrative Detention, Protective Custody, Punitive Segregation, Security Risk Group Safety Threat Member. If you engage in disruptive conduct during services, you may be suspended from attending services for up to sixty (60) days. Those confined to an above listed status may address their pastoral needs via request to the Religious Facilitator.
- **G.** <u>Changes of Religion:</u> There is a 90 day requirement to change your religion. Changes only take place on the LAST MONDAY of the MONTH. Even if you transfer, there is still a 90 day wait period.
- 4. <u>HEALTH CARE SERVICES:</u> Medical/UCONN, Dental, Mental Health, Pharmaceutical and Optical services are available either through staff assigned to this facility, staff who regularly visit the facility, consulting staff or off grounds visit. Services are the responsibility of the Health Services Care Administrator.
  - A. <u>Emergency:</u> If you have an emergency health problem or an injury, tell a staff member immediately. Emergency response is available 24 hours every day and will be assessed by Medical to determine the degree of urgency.
  - B. <u>Access to Services:</u> Routine access to Health Care Service is through Sick Call. Inmates may sign up on the Sick Call List in the housing unit.
  - C. <u>Hours:</u> The Health Services unit is open 24 hours every day. You are only permitted into the Health Services Unit (1) if you have an appointment or (2) if you are called or taken to the unit by a staff member.
  - E. <u>Sick Call</u>: Sick call is the opportunity for you to bring a non-emergency Health problem to the attention of medical staff. Do not send a request for sick call issues.
    - "Sick Call" commences at 8:30a.m. each week day.
      Nursing Sick Call is held once a week in the housin
      - Nursing Sick Call is held once a week in the housing unit you are assigned to. A red three (3) ring binder is placed in each housing unit bubble. This binder shall be made available to each inmate 24 hours prior to the scheduled Sick Call day. A nurse on duty will retrieve the original list (before 1:00 a.m.) on the scheduled day of sick call. You must sign up for Sick Call by 6a.m. 24 hours prior to the scheduled Sick Call day. The officer shall keep the carbon copy in the binder so they will know who to send to medical and/or out to the medical office in the dorms.
    - 3. If you are a sentenced inmate you will be charged \$3.00 for each time you are at Sick Call. If you are indigent you will not be charged for Sick Call. If the Medical Staff must see you on a follow-up visit, you will not be charged for that visit. Remain in your Housing unit until you are notified to report to the Health Services Unit. Medication pick up. Medication prescribed by the doctor at Sick Call will be ready for pick up the following day. It is your responsibility to sign up for sick call if you will be seen. Only inmates on the sick call list will be seen. If you fail to sign the sick call list, you will be waiting an additional week for the next scheduled sick call. See Unit Posting for your Unit's Sick Call Day.
    - 4. <u>On Person Medication:</u> On person medication will be given to you in quantity. You must take the medication to the prescribed dosage and interval. Accumulating medication will subject you to disciplinary action.
      - a. <u>Refill Bags:</u> Refills are done Monday through Friday. Medication refills may be turned in at the medication pass time or by placing the empty plastic bag on the health services request box located on your unit. Please do not wait until Friday afternoon for refills because you will not receive your refill medication until Monday afternoon.
    - 5. <u>On-Line Medication:</u> Online medication will be administered by medical staff on a per dosage basis. You must take the medication in the presence of staff. You must present your DOC State issued I.D. in order to receive medication.

a. Inmates permitted to go to the Health Care Unit will do so via the pass system.

b. Inmates whose movement is restricted will receive online medication at the cell or cubicle. <u>Medication Call</u>: Medication is dispensed only at Medication Call. Medication Call is announced at approximately 6a.m., 12 noon, 6p.m., and 10p.m. daily. If you do not attend medication call you may not receive your required medication at that time. You must present your DOC State issued I.D. in

6.

#### order to receive medication.

- 7. Dental: Dental services are provided Monday - Friday 8a.m. to 4:40p.m. Inmates may request in writing to Health Services. An appointment will be scheduled. You will be called for an appointment when your turn comes. Sentenced inmates will be charged \$3.00 for elective Dental Services. 8.
  - Mental Health: Put a request for a consultation in the Health Services Request Box. The Mental Health staff provides counseling, medication when appropriate, and 24-hour crisis intervention for inmates with a mental health score of 3 or less. Inmates with mental health scores of 4 or 5 shall be transferred to an appropriate facility. Mental Health referrals may occur upon admission screening or at any time thereafter by writing your own request for services on an Inmate Request Form. For immediate attention, please notify the unit officer or staff member that you need to see a Mental Health professional.
- Optical: Put a request in the Health Services Request Box for optical issues and an appointment will 9. be scheduled.
- Americans with Disabilities (ADA): Upon admission you shall be provided with the Inmates with 10. Disabilities Notice of Rights Under the ADA CN 101902, Attachment A and Request for Reasonable Accommodations indicating whether or not the inmate requests accommodation. This will be completed during the Intake Health Screening. Medical staff will complete and forward the forms to the Unit Coordinator to review requests for accommodation. The orientation counselor will review and ask if any inmate requires reasonable accommodations.
- HIV Counseling: HIV Counseling provides information about Acquired Immune Deficiency 11. Syndrome—AIDS. Counseling components include what AIDS is, how you get it, what it means to be HIV positive, how to take care of yourself if you are HIV positive, and help in dealing with your feelings. You may contact the HIV Counselor by addressing a sealed Envelope to "HIV Counselor" and placing it in your Unit's Medical/Sick Call Box. This is a confidential service. (A.D.8.11, Human Immune Deficiency Virus Infection).
- 12. Over the Counter Items: As of July 6, 2004, Correctional Managed Health Care (CMHC) will no longer supply you with "over the counter" medications such as creams or pills that do not require a doctor's prescription.
  - a. What is an over the counter item: This included pills that people can buy without a doctor's order at a drug store or supermarket. Examples are: Tylenol for headache, Advil for sore joints, vitamins, Tinactin for athlete's foot, and Colace for constipation. It also includes comfort/cosmetic items like special soaps and skin lotions-things to make you look better or make your skin feel better.
  - b. What if you have no money on your account? If you have a genuine medical condition that needs an over the counter treatment, talk to Medical. Staff there will have a list of inmates who have no money in their account. If the staff agrees that you have a genuine medical illness, they can provide them. If you are looking for special creams or soaps, though, these are almost never needed for a genuine medical illness; even if you have no money in your account, Medical will not provide these items.
- 5. FOOD SERVICES: Food services are the responsibility of the Food Service Supervisor
  - A. Common Fare Diet: A Common fare Diet is a diet, which meets all nutritional religious requirements and reasonably accommodates recognized religious dietary restrictions. To receive the Common Fare Meal you must have a pass. Requests for the Common Fair Meal must be sent to the Facility Kitchen Supervisor and approved by the Unit Administrator/Warden or his/her designee. You should be aware that the Master Menu provided by DOC meets all religious dietary restrictions.
- 6. **RECREATION:** Coordination of recreation activities is the responsibility of the Recreation supervisor.
  - General Recreation: General Recreation is carried out daily in the housing unit recreation yard, day room, or Α. gymnasium. Refer to the Master Program Schedule posted in your housing unit.
    - Inmates must proceed quietly and orderly to and from all recreation areas. 1.
    - 2. "At Risk" activities or horseplay are prohibited. Examples: Wrestling, flips, etc.)
    - 3. Proper use of all equipment is required. Misuse or abuse of the equipment is not permitted.
    - 4. Proper clothing is required (see:#7 Rules and Regulations, Section C, Number 8)
    - 5. Good sportsmanship must be exhibited.

#### В. Outdoors:

- Inmates must stay within the designated boundaries of the recreation yard. 1.
- 2. ID's must be presented to the officer releasing inmates to the recreation yard.
- C. Gymnasium:
  - 1. Use of boundary lines is required.
  - 2. No food or beverages permitted.
  - 3. I.D. cards are required to enter gym. 4.
    - I.D. needed for any item loaned for the duration of the recreation period.
  - 5. Only sneakers are permitted. No shoes, boots, or black marking soles are permitted.

- 6. Appropriate clothing required.
- **D.** <u>Clothing For Recreation:</u> Uniform of the day must be worn when going to recreation. Gym shorts, sweats, and sweatshirts may be worn underneath the uniform of the day.
- 7. <u>INMATE ACCOUNTS:</u> Each inmate will have an Inmate Account in which will be deposited any wages or allowance paid by this facility, and any funds received from sources outside this facility will be deposited. All incoming funds must be sent to the following address:

Department of Correction Inmate Trust Fund P O Box 290800 Wethersfield, CT 06129-0800

- A. Incoming funds must be in the form of a money order, certified check, cashier's check, payroll check, or government check and can come from anyone. All checks issued by Government Agencies are subject to verification eligibility. Funds **must be mailed** to our Central Lockbox. Any funds sent to HCC will be returned to the sender. If the funds are unacceptable or the sender's information is incomplete, a Returned Letter of Funds Notification will be completed and a copy of the same will be sent to you. The unacceptable funds will be returned to the sender. A receipt of incoming funds will be provided to you. Payroll checks subject to a 15 day hold to clear the bank. Money Orders in excess of \$250.00 are subject to a 15 day waiting period.
  - 1. <u>Western Union</u>: The Department of Correction now offers the option of sending funds electronically to the inmate population. (See Hand-Out)
  - 2. NOTE: FACILITIES NO LONGER ACCEPT INMATE FUNDS IN THE MAIL. Letters to inmates
  - that include money orders will be Returned to Sender. Personal letters only should be sent to the facility.
- **B.** <u>Outgoing Funds:</u> You may send funds from your Inmate Account to an approved recipient. Make arrangements through your Counselor for all transactions except for books, publications, and subscriptions, which are handled by the school principal.
- C. <u>Closed Accounts:</u> Thirty days prior to discharge, an Inmate Request for Account Balance Form, shall be submitted by a staff member, to inmate accounts, to release an inmate's account balance which shall be given to the inmate, or made available by the next business day. If the check is not picked up the next business day, it is mailed to an address provided by the inmate. The reconciling and check cutting transaction shall close the account.
- D. <u>Inmate Pay:</u> Inmate pay is posted to the account bi-weekly. If you have not been assigned to work a job, by the Job Classification Committee, you are considered a volunteer and will not get paid. In order to receive pay you must be on the Inmate payroll for that assigned job area.
- E. <u>Money Orders/Visiting List:</u> It is no longer necessary to be on an inmate's visitor list to send funds to his or her inmate account, whether you are using money orders or <u>Western Union Quick Collect.</u>
- 8. <u>COMMISSARY:</u> The Commissary sells articles for your personal use. A list of articles for sale is posted in your housing unit. You must have money in your Inmate Account to use the Commissary. No more than fifty dollars (\$50) may be spent each week, excluding the purchase of a television, radio, or shoes.
  - A. <u>Delivery:</u> Each unit has a specific commissary delivery day. Make-ups will be done during the week.
  - B. Placing an Order: All commissary slips will be picked up when commissary is delivered.
  - C. <u>Substitutions</u>: If a brand name is specified on the commissary slip and it is out of stock, the order will not be filled unless you mark "or other," in which case a comparable brand will be supplied at the price of the substitute brand.
  - D. Orders: To receive your order you must:
    - 1. Show your ID card.
    - 2. Examine the contents of the package against the items charged.
    - **3.** Sign for receipt of the package.
    - 4. Absences due to court or medical appointments will be delivered the following week.
    - 5. There is no recourse for error regarding items received after you have signed for the receipt. If you decline to accept the order, the entire order will be returned to the Commissary. If order is not properly filled, it will be subject to rejection.
  - E. <u>T.V., Walkman and Sneaker Purchase:</u> Use the "Commissary Special Request form", this is different from the form for regular commissary items. Any issues concerning warranty or exchange of electronic items will be handled according to the warranty policy. Any alteration or tampering of engraving or the actual item voids the warranty.
- 9. <u>MAIL</u>: Inmate use of the mail is governed by State Regulations 18-81a28 through 18-81a38 and 18-81-51 and A.D. 10.7. The information states in this Handbook does not supersede or overrule those Regulations in any way, and is provided to guide your ordinary use of the mail. (A.D. 10.7, Inmate Communication).
  - A. <u>General:</u> 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 for or a criminal charge on which disposition is pending; any person under the age of eighteen (18), if 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. Request for inmate to Inmate Correspondence to immediate family members is subject the Warden's approval.

- B. <u>Outgoing:</u> Stamped envelopes are available through the commissary. All outgoing mail must bear the following inscription: THIS CORRESPONDENCE ORIGINATED FROM AN INMATE AT A CONNECTICUT CORRECTIONAL INSTITUTION. You must address the envelope with the complete, legible address of the party you are corresponding with. 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 the outgoing correspondence. Letters not exhibiting your name, number, and return address shall not be mailed.
- C. <u>Incoming:</u> Incoming mail will be opened by mailroom personnel and inspected for contraband, but not read under Review Procedures. (see section G below) Incoming mail containing money orders will be returned to sender. All funds must be sent to the address in Section 7-A, of this handbook.
- D. <u>Privileged Correspondence:</u> Privileged correspondence is correspondence to and from any state or federal court, elected government official, Commissioner of Correction or any appointee of the Commissioner, Attorney General, Board of Parole, Sentence Review Board, Commission on Human Rights and Opportunities, State Claims Commissioner, Board of Pardons, Ombudsman and attorneys, A.D 10.7 Inmate Communications.
  - 1. Privileged Correspondence must be clearly marked as privileged, e.g., Privileged Mail, Legal Mail.
  - 2. Incoming Privileged Correspondence will be opened in your presence and the contents inspected for contraband, but not read. Inadvertent opening outside of your presence will be noted in writing.
  - 3. If an incoming Privileged Correspondence envelope contains non-written enclosures; the enclosures may be examined to determine if they jeopardize a legitimate penological interest. If the Warden determines that they do, the correspondence and the enclosures may not be delivered and subject to additional consequences.
- E. <u>Indigent Envelope Program:</u> An inmate whose Inmate Account has not exceeded five dollars (\$5.00) for the previous 90 days, or the term of incarceration, whichever is less shall be classified as indigent. As such, the inmate may receive two (2) envelopes per week for social correspondence and up to five (5) envelopes per month for privileged correspondence. If approved, you will receive envelopes from your Counselor.
- F. <u>Certified Mail:</u> Requests for speedy trial under C.G.S. Sections 54-82c, 54-82m, 54-86 and correspondence with the Sentence Review Board will be sent Certified Mail. Other correspondence may be sent certified with the approval of the Warden.
- G. Privileged Correspondence to Inmate Legal Assistance Program (I.L.A.P): All requests for envelopes for privileged correspondence with the I.L.A.P. must be made to your Counselor by written request in accordance with Section 9.E. Indigent Envelope Program. All correspondence with I.L.A.P. must be placed in the U.S. Mail box provided for your housing area. Privileged correspondence with I.L.A.P. will be forwarded by DOC to the I.L.A.P. This procedure is only authorized for privileged correspondence with the I.L.A.P. Any attempt to use this procedure for any other purpose will result in disciplinary action. This includes any attempt to alter any envelope provided for this correspondence.
- H. <u>Address</u>: All outgoing correspondence must have your full name, ID number, and return address on it in order to be sent to the post office. Any outgoing correspondence that does not contain this information and a return address will not be mailed. Any such correspondence which cannot be identified and cannot be returned to you will be destroyed. Envelopes with drawings on them will be rejected in accordance with Section 274.96 of the U.S. Postal Service's Administrative Support Manual.
- I. <u>Rejection:</u> Correspondence that contains or concerns the transports of contraband in or out of the facility. Plans to escape, plans for activities in violation of the facility or Department rules, plans for criminal activity, or violation of 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 to another inmate, threats to the safety or security of staff, other inmates, the public, the facility order or discipline, or rehabilitation. Sexually explicit materials involving sadomasochism, bestiality, children, use of force or absence of consent and any other correspondence which jeopardizes a legitimate penalogical interest, may be rejected. This means it **will not be delivered** and you may be subject to disciplinary or criminal proceedings.
  - 1. If your outgoing mail is rejected, a notice of rejection including a statement of reasons will be sent to you. Rejection of outgoing mail may be appealed to the Warden within ten (10) days of receipt of the notice of rejection, A.D.10.7, Inmate communication.
  - 2. If your incoming mail is rejected, a notice of rejection will be sent to you and the sender. Rejection of incoming mail may be appealed to the Warden within ten (10) days of receipt of the notice of rejection.
  - **3.** If the correspondence is material to criminal or disciplinary proceedings, the notice of rejection may be delayed pending completion of any investigation.
  - 4. Where a publication is found unacceptable, the Unit Administrator/Warden shall promptly advise the inmate in writing of the decision and the reasons for it. The inmate shall be allowed to appeal to the Commissioner or designee within fifteen (15) days of receipt of the rejection letter. The Unit Administrator/Warden shall return the rejected publication to the publisher or sender of the material unless the inmate indicates intent to file an appeal under the inmate grievance procedure (A.D.10.7, Inmate Communication).
  - 5. General Correspondence received after you discharge will be marked Return to Sender, or forwarded to the respective facility in the event you transfer.
- J. <u>Mail Review:</u> 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 in accordance with A.D. 10.7, Inmate Communication.

- Inmate to Inmate Correspondence: If you wish to correspond to an immediate family member who is incarcerated you need to apply through your Counselor. The Warden of each facility must approve the request.
  Incoming Publication: The following procedures shall be in effect when requesting a new publication, subscription, magazine, book, brochure, or any religious item to be sent to Hartford CC.
- M. <u>Incoming Publications and Materials</u>: Requests for any local order for books, magazines, newspapers, education materials or periodicals shall be made through the counselor who shall determine that the inmate is able to pay for such materials(s). If approved, a check or money order for payment shall be withdrawn from the inmate's account and included with the order. Incoming publications will be set aside by the facility mail handler for review by the Publication Review Committee. No incoming publications will be sent directly to any inmate prior to review. The Publication Review Committee will meet once per week or as often as necessary to review incoming publications. The Warden may reject the incoming materials, which may adversely affect a valid penalogical interest. Publications which may be rejected by the Unit Administrator/Warden include but are not limited to publications which meet one of the following criteria:
  - 1. It depicts or describes methods of escape from correctional facilities, order of or use of weapons, ammunition, bombs or incendiary devices.
  - 2. It depicts, encourages, or describes methods of escape from correctional facilities, or contains or similar descriptions of the Department o of Correction's facilities.
  - 3. It depicts or describes procedures for the brewing of alcoholic beverages, or the manufacture of drugs.
  - it depicts, describes or encourages activities, which may lead to the use of physical violence or group disruption.
  - 5. It depicts, describes or encourages activities, which may lead to the use of physical violence or group disruption.
  - 6. It encourages or instructs in the commission of criminal
  - activity; or
  - 7. It is sexually explicit material, which by its nature or content poses a threat to the security, good order, or discipline of the facility, or facilitates criminal activity.
  - 8. The Publication Review Committee shall recommend to the Unit Administrator/Warden that sexually explicit material of the following types is to be excluded: (1) sadomasochistic; (2) bestiality; (3) involving children; or (4) materials depicting sexual activity which involves use of force or without the consent of one or more parties. When a publication is found unacceptable, the Unit Administrator/Warden shall promptly advise the inmate in writing of the decision and the reasons for it. The inmate shall be allowed to appeal to the Commissioner or designee within fifteen (15) days of receipt of the rejection letter.
  - 9. All publications and books must be prepaid by the inmate. Inmates are required to write their Counselor to request the above items and submit the subscription card and special Request form to withdraw funds. All listed items above shall be purchased directly from the bookstore/publisher and mailed directly from the store or publisher to the facility. Books ordered by anyone other than the inmate will be returned without exception.
  - **10.** <u>**Review:**</u> All books and magazines will be held for a period of two (2) weeks for review. Books or magazines that contain questionable material (See section "1") will be forwarded to the Department of Correction Publications Review Committee.
    - a. All publications must be ordered through the Counselor. No order will be processed unless you
    - have sufficient funds in your Inmate Account to cover the cost of the order.
    - **b.** Orders will only be placed to a publisher, book club, or bookstore.
    - **c.** A publication may be rejected if it adversely affects a valid penalogical interest. A statement of the criteria for evaluating publications and the post decision process is posted on the housing unit bulletin board.
    - **d.** If a publication is rejected, you have a right of appeal of the Commissioner within fifteen (15) days of receipt of the notice of rejection.
- N. <u>Religious Articles:</u> Religious articles may be allowed in accordance with the Inmate Property Matrix. Religious articles shall be available for commissary purchase in accordance with A.D. 3.8, Commissary. Inmates requesting to purchase religious articles not available through the Commissary may be allowed to purchase these items via mail order with the written permission of the Director of Religious services in accordance with A. D. 6.10, Inmate Property.
  - 1. <u>Smudging Materials:</u> Smudging materials are ordered **ONLY** through the Religious Facilitator. Unit counselors **DO NOT** process orders for smudging materials.
  - 2. <u>Inmate Orders</u>: All items listed above must be ordered and prepaid by the inmate through the Counselor in accordance with A.D. 10.7. They may not be ordered by outside parties.
  - 3. <u>Unpaid Invoice</u>: A publication received along with an unpaid invoice will be rejected and returned to the publisher. All publications must be prepaid, and the Special Request Form goes to the publisher via your Counselor, Unit Manager or Counselor Supervisor, and Inmate Accounts. Subscription cards must be accompanied by payment. Cards which have "Bill Me Later" checked off are not acceptable.
- **O.** <u>Subscription Incentive Gifts:</u> On occasion, when a subscription to a magazine, publication, book club, etc., is ordered, the publisher may offer a small gift (i.e., ball point pen, key chain, etc.) as an incentive for you to order the books or magazine or extend your current subscription. These gifts will not be forwarded to you. Do not order a book or magazine which offers a "gift" incentive or magazine subscription.
- P. <u>Audio Cassettes:</u> Audio cassettes and CD's are not allowed at Hartford CC as we are a pre-sentenced facility. They are not allowed to be ordered from the Commissary and this includes religious audio cassettes and CD's.

- **Q.** <u>Catalogues:</u> Catalogues which you order and prepay thought the DOC system, and which satisfy the requirements of A.D. 10.7, Inmate communications will be forwarded to you. See your Counselor if you have any questions.
- **R.** <u>Hard Cover Books</u>: Hard cover books whose weight exceeds four and one-half (4 ½) pounds will be rejected on the basis that said books may be detrimental to the security of the facility, particularly used as an offensive weapon against staff or other inmates. Please check with the publisher or bookstore about weight or certain dictionaries or textbooks before an item is shipped.
- **10.** <u>VISITING</u>: 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. <u>Visiting List</u>: The Visiting List identifies 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 Professional Visit (see below). You may have up to seven (7) visitors (including children) on your visiting List at the HCC. An adult is a person eighteen (18) years or older.
    - 1. <u>Admission:</u> Upon admission you may request from your counselor, blank visiting applications. It is the inmates responsibility to mail the applications to the prospective visitor(s). Once the completed application is received by the counseling staff and the appropriate security checks have been completed, the counseling staff will inform the inmate in writing of the approval or denial of the visitor.
    - 2. <u>Changes:</u> Your initial visiting list must be completed within thirty (30) days of admission. You may change your visiting List every one hundred and twenty (120) days by submitting a Visiting application Form to your counselor.
    - **3.** <u>**Readmission:**</u> Once discharged your visitors will be inactivated. If you return to custody, a new visiting list and/or applications will need to be submitted.
  - B. <u>Authorization</u>: Visiting applications are reviewed and processed by the Unit Counselor. Visitors shall ordinarily be approved, providing they clear a security check. A person may be denied visitation based on criminal history, threat of disruption, or violation of visiting or security regulations. According to A.D.10.6, Inmate Visits, 4. A. 3., "A current or ex-offender who has been convicted of a crime shall be precluded from routine placement on an inmate's visiting list. However, a current or ex-offender may request permission to visit, in writing, through the Warden.
    - 1. <u>Courtesy Visits:</u> Upon admission you may receive two (2) adult visitors from your immediate family to visit you. These names will remain on your visiting list for fourteen (14) days.
    - 2. <u>Immediate Family</u>: Immediate family includes your legal spouse, parent, grandparent, sibling, or biological child, or a legal guardian to a child under the age of 18.
    - 3. <u>Limitations:</u>
      - 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 and has the approval of the Warden.
    - 4. <u>Children:</u> Any person under eighteen (18) years is a child. A child must be accompanied by an authorized adult immediate family member who is on the approved visitor list, legal guardian or an adult properly authorized by the Department of Children and Families. All children must be continuously attended and supervised while on the grounds of the facility.
    - 5. <u>Children 16 and Under:</u> A valid birth certificate and one additional document containing the child's name (i.e., social security card, passport, report card etc.,) must be provided in order to visit. These documents must be provided each time the child visits.
    - 6. <u>Community Groups:</u> Other persons such as community group representative may be authorized to visit you. Request a special visit from your counselor.
    - 7. <u>Inmates in the Restrictive Housing (RHU):</u> If you are assigned to Restrictive Housing, ask your Counselor about visiting procedures that may apply to you, refer to A.D.9.4, Restrictive Housing.
    - 8. <u>Appeal</u>: Visitor's applications that are denied may be appealed to the Warden, within ten (10) days of denial. The visitor must write to the Warden, not the inmate.
  - C. <u>Visitor Identification</u>: The visitor's identity will be verified through state photo identification prior to admission to visiting area. No visitor will be admitted without identification, except that a visitor under sixteen (16) years old is not required to have photo identification.

**Special Visit:** The Warden shall provide opportunities for special visits when conditions require, or the visitor is not on the Approved visitor List. Special visits shall be encouraged during routine visiting hours. Visits during non-routine visiting hours shall normally require two (2) business days advance notice. A request for Special Visit must be submitted to your Counselor, sufficiently in advance of the visit to allow verification of the circumstances, except in the case of an emergency. All approvals are the discretion of the Warden or designee. Such visits may include:

- 1. A person(s) awaiting approval under extraordinary or unusual circumstances.
- 2. A person(s) who has traveled from out of state for a one (1) time visit.
- 3. A person(s) who may assist the inmate in release planning or provide counseling.
- 4. A family member(s) engaged in institutional programming and/or an event.

D. Visiting Rules:

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- 1. <u>General Rules:</u> The general rules apply to all visiting situations, unless other restrictions have been imposed.
  - a. You are permitted to have one (1) visit each day, in which your unit is scheduled for visits.
  - **b.** Your visit will be 1 hour.
  - c. No property will be allowed, except you are permitted to take your Inmate I.D., wedding band, and authorized religious medal and authorized religious headgear into the Visiting room.
  - **d.** You are required to conduct your visit in a quiet, orderly and dignified manner.
  - e. Cross visiting among inmates and other visiting parties, or socializing among visiting parties, is prohibited.
  - f. All Visitors must produce a valid I.D. (e.g., License, Photo I.D., etc.)
  - **g.** Any inmate's visitor found to be conspiring and/or conveying contraband will have their visiting privileges suspended indefinitely and may be subject to criminal prosecution.
- 2. <u>Non-Contact Visiting:</u> Non Contact visiting provides for the inmate and his visitor to be separated by a glass partition and to communicate by phone, which may be monitored.
  - <u>Number of Visitors:</u> 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 maximum number of Non-Contact Visitors is two (2) counting children.
- 4. <u>Visitor Conduct:</u>
  - a. <u>Visitors:</u> 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.
  - b. <u>Conduct</u>: Visits shall be conducted in a quiet, orderly and dignified manner. Staff supervising the visiting area may terminate any visit not complying with this directive or posted institutional rules.
  - c. <u>Children</u>: Must be under supervision of the adult visitor at all times and the child's conduct must not be permitted to disrupt the visiting room.

#### 6. <u>Termination of Visits:</u>

- a. A visit may be terminated by the Visiting room Officer if you, your visitor, or your children engage in behavior that disrupts the visiting room or that is in violation of facility rules. Also, if you or any one of your visitors is evidently under the influence of drugs or alcohol.
- b. Authorization of an approved visitor may be rescinded on a finding by the Unit Administrator/Warden that the conduct or actions with respect to a visitor are detrimental to the order of security of the facility. Such a finding will be communicated in writing to you and your visitor.
- c. Any person conveying or causing to be conveyed to an inmate any unauthorized articles including intoxicating liquors, drugs, firearms, explosives, or any device which may be used in an escape or attempted escape is subject to imprisonment for not more than five (5) years and a fine of not more than one Thousand dollars (\$1000.00) dollars or both. (Reference C.G.S. Secs.53a-174 and 53a-174a)

#### E. <u>Professional Visits and Privileged Visits</u>:

- 1. <u>Professional Visits:</u> is a special visit between an inmate and an individual from the community with credentials (e.g. law enforcement official, social worker specialist) [not to include attorney or attorney representative], or member of the clergy, etc) for an authorized purpose other than social visitation. Professional visits will normally take place Monday through Friday with 24-hour advance notice and the approval of the Unit Administrator/Warden or designee. PROFEESIONAL VISITS WILL NOT BE EXTENDED TO THOSE WHO CLAIM TO BE SENTENCING CONSULTANTS.
- 2. <u>Privileged Visits:</u> are visits between an inmate and a judge, the Governor, Legislator, Attorney General, Board of Pardons and Parole, Probation Officer, Sentence Review Board member. The Commission on Human Rights and Opportunities member, State Claims Commissioner, Board of Pardon members, elected governmental officials, Correctional Ombudsman, the inmate's attorney or for an authorized purpose, other than social visitation. In addition, privileged visits may be scheduled during evening and weekend visiting hours or at times subject to the approval of the Unit Administrator/Warden or designee.
- 3. Professional and Privileged visitors are allowed to present the following single forms of ID:
  - a. A legal firm's ID with photo.
  - **b.** Federal, State or other governmental ID with photo.
  - c. Connecticut Bar Association Photo ID.

#### F. <u>Receipt of Property and funds:</u> No inmate property or funds will be accepted by staff in connection with a visit.

- G. <u>Transportation</u>: Visitors without private transportation to and from Hartford Correctional Center can access transportation services from various sources, as follows:
  - 1. <u>Families in Crisis:</u> This Social Service Agency provides services on a limited basis from various locations throughout the State to certain Correctional Institutions. For Families in Crisis van schedules and limitations, please have your family call: Hartford (860) 236-3593; New Haven (203)

498-7790; Bridgeport (203) 368-6662; and Waterbury (203) 573-8656.

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- <u>Transportation Updates</u>: As information is received or transportation and van schedules are revised, we will forward the information to Unit Counselors for posing on each of the unit's bulletin boards.
- **11. TELEPHONES:** Inmate use of the telephones is governed by State regulations 18-81-28-29 and 18-81-41 through 18-81-51. The information stated in this Handbook does not supersede or overrule those Regulations in any way, and is provided to guide the ordinary use of telephones authorized for inmates to use. (A.D 10.7 Inmate communications)
  - A. <u>Collect Calls only telephones:</u> Collect call only telephones are telephones on which only a collect call can be placed. A collect call is a call in which the person called agrees to pay the charges. Collect call phones are located in all housing units.
  - **B.** <u>**Recording and Listening:**</u> Your telephone conversations are subject to being recorded and listened to. Conversations that violate State Regulations may be the basis of criminal or disciplinary action.
  - C. <u>Termination</u>: Any call may be terminated for the following reasons: violation of unit rules; illegal activity; exceeds allotted time limit; misuse of equipment; threatening or disruptive behavior; unit emergency; interference with other valid penalogical interest.
  - D. Privileged Communication: Any telephone call placed on behalf of an inmate by the facility or any written correspondence shall be considered "privileged communication" when addressed to or received from federal, state, and local (e.g. municipal, county or town) elected and appointed officials, including but not limited to the following: (1) any judge or court; (2) the governor; (3) the Legislature; (4) the Attorney general; (5) the Commissioner of Correction or any Department official appointed by the Commissioner; (6) the board of Parole; (7) the Sentence Review board; (8) the Commission on Human rights and Opportunities; (9) the State Claims Commissioner; (10) the Board of Pardons and (11) elected Government Officials. This section also extends to the Clerk of the Court. Calls will be limited to thirty (30) minutes, unless authorization for a longer period is granted. A request for an attorney call will be acted on by the end of the next business day or at a time specified by the inmate, whichever is later.
  - E. <u>Privileged Communication</u>: shall also mean any telephone call placed on behalf of an inmate by the facility or any written correspondence addressed to or received from the Connecticut Correctional Ombudsman or attorneys. The word "attorney" shall include organizations providing legal services to inmates.
    - 1. Calls will be made on non-collect call only telephones. You must write a request to your Counselor to request a privileged phone call. The request shall include the attorney's name and telephone number.
    - 2. Up to two (2) privileged calls a month shall be allowed, in addition to calls initiated by the inmate's attorney.
    - **3.** Calls answered by a person or machine capable of taking a message shall be counted as a contact call. Calls answered by a busy signal shall not be counted.
    - 4. Calls to private attorneys shall be made collect. If the attorney does not accept the charges, it will still be considered that contact was made and count as one privileged phone call.
    - 5. Privileged calls to the state and Federal Public Defenders office as well as Inmate's legal Assistance to prisoners shall be toll free.
    - 6. Inmate initiated requests to make a privileged call shall be honored either by the close of the first business day following the day on which the request was received or at the time specified by the inmate, whichever shall occur later.
    - 7. Attorney initiated requests to speak with an inmate shall be honored by the close of the first business day following the day on which the request was received from the attorney, or at the time specified by the attorney, whichever shall occur later.
    - 8. Privileged calls shall be limited to 30 minutes. In the absence of exigent circumstances, this limitation shall be increased at the oral or written request of the Attorney.
    - **9.** A staff member shall not be within listening range, but shall maintain visual observation of the inmate at all times during the privileged phone call.
  - F. <u>Phone Block:</u> If you are unable to make a collect call because there is a phone block, staff will NOT permit use of a facility phone unless there is a verifiable emergency.
  - **G.** <u>Means of Access/PAN:</u> Each inmate shall be given a PAN (Personal Account Number) on the following business day upon entering HCC. **SECURUS**, the Telephone Company, is the contracted service that the State of Connecticut, Department of Correction uses as a telephone carrier.
    - 1. <u>To place a phone call:</u> The automated operator will guide you through the process and may choose which language you wish to use (e.g. English or Spanish). In order to place a phone call, to someone on your phone list, you must put in the area code followed by the seven (7) digit telephone number.
    - 2. The next step will ask you to state your name, you will only be given one opportunity to place your name (it can **NOT** be changed); do not use a nickname or street name.
    - 3. You will then be prompted to put in your PAN number, your PAN number will be your inmate number (which have to be six digits, if you have a five (5) digit number you will have to add a zero (0) in front of your five (5) digit inmate number.
    - 4. At this point your call should be connected provided there is no block on the phone.
    - 5. If you hear the recorded voice say "Invalid Pin" There is nothing wrong with your pin number, there appears to be a block on the phone, SECURUS the Telephone Company, may place a block on your called party's line. If this happens, your called party will have to contact GTL, the telephone company, at 1-800-844-6591 in order to set up a pre-paid/advance-pay account and have the block removed so that the calls to go through.

H. <u>Creating a Phone List:</u> Each inmate may submit up to ten (10) phone numbers on the telephone enrollment form upon entrance to HCC; the numbers shall be reviewed for acceptance. Approved numbers will be programmed into the system. An inmate will only be able to call the phone numbers that have been approved. Inmates are responsible for managing their own phone list. ADD/DROP forms are no longer accepted. Changes to your phone list are made by you via an inmate phone on the first Monday through Friday of each month ONLY. Do not send any requests to the phone monitor or your counselor to add numbers or make other changes. Follow the prompts on the inmate phone system to make changes. Press "1" to add a phone number. Press "2" to drop a phone number and Press "3" to playback your list of approved numbers. Under no circumstances should an inmate attempt to add a person whom they are prohibited from contacting (Example-Persons with protective orders.)

### I. <u>Numbers you will not be able to contact:</u>

- 1. International telephone numbers.
- **2.** 1-900 and 1-800 numbers.
- 3. Any telephone numbers that include extensions.
- 4. Calling cards of any sort including pre-paid phone cards.
- You will not be able to contact any person who may have a court ordered protective or restraining order against you, if contact is attempted or made criminal proceedings may taken against you by the court.
- J. <u>Telephone Regulations:</u>
  - 1. Telephone calls are only permitted during general unit recreation times and not to be used during facility counts and lockdowns.
  - 2. You are permitted to make three 15 minutes calls per day unless you are under restrictions.
  - 3. Your personal PAN number is for your use only; it cannot be transferred traded or shared.
  - You are NOT permitted to make third party calls or calls to the personal phone numbers of Department of Correction officials, even though the telephone numbers may be on your phone list.
  - 5. Exceeding your call limit shall be grounds for disciplinary action.
  - 6. Use of another inmate's PAN shall be grounds for disciplinary action.
  - 7. Unauthorized use of the telephone system shall be considered a Class A offense, Security tampering per A.D. 9.5, cod of Penal Discipline.
- K. <u>Emergency Calls:</u> You may place an emergency call on a facility phone subject to approval by the D/W, Shift Commander, Counselor Supervisor, or Counselor.

#### L. <u>Frequently Asked questions regarding the inmate telephone system:</u>

What is my PAN number? Your PAN number is your inmate number followed by the 4 digit number you were issued at orientation. If you have a 5 digit inmate number, you must first enter a zero.

Example: Your inmate number is 123456 and your PAN number is 1111. You must enter your PAN number as 1234561111 when prompted to do so. PAN numbers must be 10 digits together. Example: Your inmate number is 99999 and your PAN number is 2222. Since your inmate number is only 5 digits, remember you have to enter a zero first. Your PAN number would be 0999992222. PAN numbers must be 10 digits together.

- 2. When I call a number, it says the number is "restricted". Why? The new phone system requires a billing name and address. If an inmate calls a number and a billing name and address is not set up, it will say restricted. Securus then sends an automated message to that number stating that "An inmate at a correctional facility is trying to call you, please call us at 1-800-844-6591 to set up an account." Once the billing name and address is established, the call will be allowed to connect. The phone monitors or any other staff cannot bypass or speed up this procedure. Your family is responsible for setting up the account to receive your calls.
- 3. How can I make changes to my phone list? **The Add/Drop schedule is the first Monday through Friday of every month. Changes are made by you via an inmate phone do not submit anything to the phone monitor or your counselor.**
- 4. How much do calls to my family and friends cost? It is 32 cents per minute and if prepaid it is 24 cents per minute. To set up prepaid accounts please contact Securus at 1-800-844-6591.
- 5. Can I make calls to cell phones? Yes. Calls to cell phones are now allowed but must be set up via prepaid at 1-800-844-6591.
- 12. <u>LAUNDRY:</u> Please refer to your housing unit's laundry schedule and regulations which are posted on your Unit bulletin board.
  - A. <u>Entire facility:</u> Bedding and clothing will be exchanged weekly on the exchange day assigned to your housing unit. Personal laundry will also be conducted weekly in units, on a different day, see schedule for times and instructions. (Please note: If you are not present on your exchange day, place exchange items on the floor inside your cell and attach a note to the cell door to inform the laundry staff.)
- 13. <u>BARBER SERVICE:</u> Barber services are provided on an as needed basis. Haircuts will be received by requesting them through your unit officer. No specialty or shaving inserts permitted.
- 14. LIBRARY: Hartford CC does not have a Library.
- 15. PHOTOCOPYING: Photocopying for inmates shall be restricted to exhibits for the courts. Requests for exceptions shall

require the Unit Administrator/Warden approval. Inmates shall be charged (\$0.25) twenty-five cents per page, unless said inmate is deemed indigent in accordance with A.D.3.10, Fees, Reimbursements and Donations. The funds shall be deducted from your inmate account prior to providing the copies. In the event that an inmate does not have sufficient funds in his/her trust account to pay for the fees associated with the production of documents requested. The documents shall be provided to the inmate and an obligation to pay shall be established on the inmate's trust fund. Twenty percent (20%) of all subsequent funds received by the inmate shall be credited against the obligation until it is satisfied.

- 16. <u>NOTARY PUBLIC:</u> Services of a Notary Public must be requested via an Inmate Request Form to your counselor. Arrangements will be made that week. If it is a priority, please let your counselor know. The function of a notary public is to verify that the signature that appears on the document is the signature of the person who is named in the document as the signatory. Some legal documents have to be notarized. Do not sign the document to be notarized until you are in the presence of the Notary Public.
- 17. <u>RELEASE ON BOND</u>: The Warden is authorized to accept the bail of any inmate held in lieu of bond and release that inmate, if the sole basis for confinement is the bond (C.G.S. Section 54-53). A list of licensed bondsmen (including their telephone numbers) is available from your counselor.
  - **<u>COURT TRIP</u>**: a Court Trip is a trip from this facility to a state or federal court, and any return.
    - **A.** You must wear your own clothing unless you have none, in which case, you will wear the State issue.
    - B. By 6:00a.m., on the day of court you must have your personal property packed, and your bed stripped. These items will be taken by you to (A & D). Any inmate failing to pack their property is subject to Disciplinary Action. In addition any property left behind is forfeited.
    - **C.** You are permitted to take legal materials with you that pertain to the case at hand. These materials must b surrendered to the transporting staff during transit. These materials will be returned to you when you are in secure lock up at the court and on the return when your are back in the facility.
    - **D.** You will be subject to the use of restraints according to Department policy, A D. 6.4, Transportation of Inmates.
    - **F.** A court lunch shall be provided.

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- **G.** You are not permitted to obtain or receive any items from any person while on a court Trip.
- 19. <u>PROPERTY LOSS:</u> If any of your property is lost or damaged you should use the Inmate Grievance Procedure (IGP) to initiate recovery or compensation. If the IGP 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 esg.).
  - A. To file a claim, complete 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). Mail the second form "COPY" and send it to the Warden.
- 20. <u>INMATE IDENTIFICATION:</u> If you do not have any identification and are a sentenced inmate within 9 months of your discharge date or pending release to community supervision, you may apply for a replacement social security card or birth certificate; contact the Facility Identification Procurement Coordinator, Counselor McCann.

## PART III PROGRAMS

- 1. <u>GENERAL:</u> A sentenced inmate will not be allowed to reject any programmatic, work or educational assignment. Any refusal will subject the inmate to disciplinary action, and as a consequence of discipline the inmate shall be placed on unassigned work status and will not be eligible for furlough or level reduction. [Reference: A.D. 9.2 Inmate Classification; A.D.9.8. Furloughs and 10.1, Inmate assignment and Pay Plan].
- 2. <u>EDUCATION</u>: Education services are provided by the school, which is part of the Unified School District #1 (USD #1). Inmates under the age of 22 who do not have a verified GED or high school diploma are required to report to school when called in order to complete an educational assessment. At this time you will have the opportunity to discuss your educational options and sign a Declaration of Choice indicating your decision to attend or not attend school. As part of this assessment, your public school and/or previous facility will be contacted and a copy of your records will be requested. Inmates over 22 interested in school may send a request to the school to be placed on the waiting list and will be enrolled if space is available.
  - A. <u>Adult Basic Education (ABE):</u> Provides training in basic academic skills in reading, mathematics, language arts, general science and social studies to achieve grade eight proficiency.
  - B. <u>General Educational Development (GED):</u>Provides instruction in the above to achieve grade twelve proficiency based on the GED examination.
  - C. <u>English as a Second Language (ESL):</u> Helps students whose primary language is not English develop skills to speak, read, and write English. Contact your counselor or the school principal for information. (Inmates under the age of 18 who do not have a high school diploma or GED are required to attend school).
  - D. <u>Special Education (SE):</u> ÚSD #1 is mandated by federal (IDEA2004) and state (Section 10-76 of the Connecticut General Statutes) law to provide the services specified in each special education student's Individualized Education Plan (IEP). Inmates who have been identified in need of special education services are eligible for those services until they graduate with a regular high school diploma or through the end of the school year in which they turn 21.
- 3. <u>COMMUNITY RELEASE:</u> 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 welfare, their needs, and their overall performance. To participate in Community Release you must be eligible. For information about community release, contact your counselor.

- 4. <u>PAROLE:</u> 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 no longer separated from the Department of Correction, makes parole decisions based on the board's determination. (1) Whether there is a reasonable probability that the inmate will live and remain at liberty without violating the law, and (2) that percentage of time the inmate must serve of their sentence before becoming eligible for parole. The decision will be based upon the criteria outline in C.G.S. 54-125a-5 guidelines. For information, contact your counselor. [Reference: C.G.S. 54-124, et seq.] An inmate's parole eligibility could be after serving 50% or 85% of his sentence to be determined by the Parole board. It should also state that if the Parole board notifies you that you must serve 85% of your sentence then the parole eligibility date shown on your time sheet may be incorrect. For information see your unit counselor. [Reference: C.G.S. 54-125a-5]
- 5. <u>SENTENCE REVIEW</u>: 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. [Reference: C.G.S. Section 51-94]
- 6. <u>PARDON:</u> A pardon is an act of grace that releases an inmate from the full consequence of a sentence. The Board of Pardons meets twice a year to consider applications from inmates for a pardon. For information, contact your counselor. [Reference: C.G.S. Section 18a-24a, et. seq.]
- 7. INMATE LEGAL ASSISTANCE: Currently, the Law offices of Sydney t. Schulman, operating as Inmates' Legal Assistance, provide legal services to prisoners and access to the civil judicial system. The scope of said service shall be limited to rendering assistance which shall include identifying, articulating, and researching legal claims. Enabling inmates to have access to the judicial system through advice, counsel and physical preparation of meaningful legal papers such as writs, complaints, motions and memorandum of law for claims having legal merit. The meaningful papers referred to shall be 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, either as a plaintiff seeking judicial relief or as a defendant opposing such relief. Said assistance does not include representation before the court or the filing of an appearance in a civil case or extend to the accual trial of the claim or argument in appellate proceeding or any other ancillary proceeding hereto. This includes not accepting any court appointments for representation of any inmates in any matter whatsoever, without written consent of the commissioner or designee. Direct all legal correspondence to:

#### Inmate's Legal Assistance Program P.O. Box 260237 Hartford, CT 06126-0237. Privileged Correspondence to Inmate Legal Assistance.

You may direct your calls to 1-800-301-ILAP (4527). These calls shall be deemed "Privileged" in accordance with Administrative Directive 10.7, Inmate Communication. Please note that communication to ILAP must be conveyed in writing prior to ILAP accepting phone calls. All requests for envelopes for privileged correspondence with the Inmate Legal Assistance Program must be made to your assigned counselor by written request. The counselor will provide an unfranked envelope addressed to the Inmate Legal assistance Program (ILAP). All correspondence with ILAP must be placed in the U.S. Mail box provided for your housing area. Privileged correspondence with ILAP will be forwarded by the DOC to the ILAP. This procedure is only authorized for privileged correspondence with the ILAP. Any attempt to use this procedure for any other purpose will result in disciplinary action. This included any attempt to alter any envelope provided for this correspondence.

8. CORRECTIONAL OMBUDSMAN: There is no longer funding or statutory requirement for the Department of

# Connecticut to provide an Ombudsman. SPEEDY TRAIL: Speedy trial is a p

**SPEEDY TRAIL:** Speedy trial is a petition from an inmate to the court having jurisdiction to initiate proceedings to dispose untried charges. There are three types of speedy trial that affect inmates in custody: (C.G.S. Section 54-82m); (2) an inmate under sentence with untried charged pending in this state (C.G.S. Section 54-82c);(3) an inmate under sentence with untried charges pending in another state (C.G.S. Section 54-186 III). To apply for a speedy trial (C.G.S. Section 54-82m)

Contact your attorney. To apply for other speedy trials, send a request to the Records Office and contact our counselor to confirm that your request is being processed.

 FAMILIES IN CRISIS: Families in Crisis is a private, non-profit organization providing support services to inmates and their families to address problems caused by incarceration of a family member. For information, contact your counselor or write directly to: Families in Crisis

30 Arbor Street						
North Wing						
Hartford, CT 06106						

- 11. <u>CLERGY VISITS</u>: Inmates are permitted to have special visits from their own clergymen within certain stipulations and upon approval of the Religious Services Facilitator. For more information contact the facility Religious facilitator.
- 12. <u>SOCIAL SECURITY</u>: Inmates may have social security entitlement such as old age or disability pensions. For social Security information contact: Department of Health and Human Services Department of Health and Human Services

Social Security Administration 450 Main Street Hartford, CT 06103 Department of Health and Human Services Social Security Administration One Corporate Center 9<sup>th</sup> Floor Hartford, CT 06103

**13.** <u>VOLUNTEER SERVICES:</u> Outside volunteers serve to expand programming at Hartford CC whenever possible. Services that utilize volunteers include AA/NA, Chaplaincy Services, Programming and Educational Services.

#### 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 beyond, you cannot register, so it is important to 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 must have registered with Selective Service and if this was not done, you will not be eligible. To register, contact the Selective Service System Liaison assigned to your facility.

#### 15. CHILD SUPPORT ENFORCEMENT SYSTEM (CSES):

Inmates may be contacted by the Support Enforcement Service Unit (SES) which is the enforcement branch of Connecticut's Child Support Enforcement. If contacted, you may be eligible to request a court hearing to modify child support payments during your incarceration. SES will supply you with a Child Support Modification Request along with instructions for processing.

#### Appendix A INMATE ADMINISTRATIVE REMEDIES SUMMARY Revised 1/1/08

#### 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 procedures 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 (CN9608).

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 9608) 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 times 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 received.

#### 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.

### Appendix B ACCESS TO CONNECTICUT COURTS AND LEGAL MATTERS

The State of Connecticut provides access to court for inmates through the following legal assistance services:

#### I. State Criminal Appeals

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

### Petitions for a Writ of Habeas Corpus

Habeas Corpus Services Office of Chief Public Defender 30 Trinity Street, 4<sup>th</sup> Floor Hartford, CT 06106 (860) 509-6436 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 Commissioner of Correction, and habeas corpus petitions challenging involuntary transfer of temporary custody pursuant to provisions of the Interstate Agreement of Detainees, **Connecticut general Statuses, Section 54-186, Art. IV**. The commission also administers assignment of special public defenders from the Habeas Corpus Panel. **E.G.C. Sec. 51-289**, **et seq.** The public defender will not accept assignment of cases challenging conditions of confinement.

#### II. 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. However, the following resources may be of assistance:

#### Habeas Corpus Petitions pursuant to a 28 U.S.C. Sec. 2254:

Federal Public Defender 450 Main Street Hartford, CT 06103

#### For Criminal Justice Act panel of Attorneys:

Chief Deputy Clerk United States District Court 141 Church Street New Haven, CT 06510

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 the Criminal Justice Act may represent 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.

#### III. Civil rights Actions

The state of Connecticut is not obligated to provide state prisoners with lawyers to represent them in civil rights actions. However, access to court is provided by:

#### Inmates Legal Assistance (I.L.A.P) PO Box 260237 Hartford, CT 06126-0237

Inmates' Legal Assistance provides legal assistance of a civil nature including identifying, articulating, and researching legal claims and providing inmates with access to the judicial system through advice, counsel, and physical preparation of meaningful legal papers (such as writs, complaints, motions, and briefs). This assistance does not include direct representation of the prisoner in any case, hearing, trial, or other legal proceeding. Inmates' Legal Assistance may be contacted by phone at (860) 246-1118 or at 1-800-301-4527. Inmates' Legal Assistance cannot assist inmates in criminal actions, direct criminal appeals, or sentence review hearing.

Connecticut Civil Liberties Union 2074 Park St Ste 12 Hartford, CT 06106 Tel. (860) 523-9146 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 take cases (criminal appeals, sometimes habeas corpus matters) on request or referral, but not appointment.

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

Similar to the UCONN Legal Clinic, in the Jerome N. Frank Legal Services Clinic, Yale Law professors, adjunct faculty, and students take 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, or regulations.

#### Policy Rational

The Supreme Court of the United States had held that the Constitution of the United States only requires a state to provide its inmates with access to a law library or access to persons trained in the law. **Bounds v. Smith.** 40 U.S. 817, 97 S. Ct. 1491, 52 L. **Ed. 2d 72 (1977).** The choice of which alternative to provide inmates with access to a law library lies with the state, not with the inmate. Connecticut has chosen to rely on access to persons trained in the law in order to comply with the requirements of Bounds.

#### SPECIAL NOTE:

The information contained in this handbook is not all-inclusive. Its purpose is not to repeat what is contained in the Hartford Correctional Unit Directives. Rather, the Handbook serves to give the inmate a quick reference to information that is most relevant. Please also note that information and schedules are subject to change with little notice. Hence, pay attention to your unit/block bulletin or information boards, as well as all "Notices to Inmates" and information received from your unit/block staff.

Hartford Correctional Center Resource Guide        Names of Organizations      Resources/Address      Phone #      C					
Names of Organizations	Nesources/Address	Filone #	Contact Person		
Educational & Vocational Training	Adult Education GED/ESL	860-698-5840			
	110 Washington Street, Hartford				
	Capital Community College	860-906-5000			
	Educational Opportunity Center	860-522-5222	Mi Casa		
	950 Main Street, Hartford	000 047 0007			
Employment Assistance	CT. Puerto Rican Forum	860-247-3227 860-256-3688	DOC		
Employment Assistance	Department of Labor	800-250-3088	DOC Liaison		
	Urban League of Greater Hartford	860-527-0147	Eldison		
Food Pantries/Soup Kitchens	Center City Churches	860-246-6757			
•	277 Main Street, Hartford				
	Christ Church Cathedral	860-527-7231			
	45 Church Street, Hartford	000 500 0005			
	Faith Seventh Day Adventist Church 500 Woodland Street	860-522-0625			
	House of Bread	860-278-3561			
	27 Chestnut Street, Hartford	000-270-0001			
	House of Bread	860-524-1730			
	Clark Street, Hartford (Male Only)				
	Loaves & Fishes Ministries	860-549-4188			
	360 Farmington Avenue				
	Mercy House (Saint Elizabeth)	860-560-4100			
Clothing: (Free or low Cost)	118 Main Street, Hartford Gifts of Love	860-676-2323			
Clothing. (Free of low Cost)	35 East Main Street, Avon	000-070-2323			
	St Ann's Immaculate Conception Church	860-525-1522			
	820 Park Street, Hartford				
	Salvation Army	860-527-8106			
	136 Shield Street, West Hartford				
	333 Homestead Avenue, Hartford				
Crisis Intervention	Capital Regional Mobile Crisis Team Families In Crisis	860-297-0999 860-236-3593			
	60 Popieluszko Court, 2 <sup>nd</sup> Floor	860-236-3593			
Chemical Abuse/Treatment	SATEP Access Line	800-563-4086			
	Alcoholics Anonymous	860-282-5924			
	Narcotics Anonymous	800-627-3543			
	ADRC-Main Line	860-714-3701			
	500 Blue Hills Avenue, Hartford				
Disability Services	Capital Region Mental Health Center	860-297-0800			
	500 Vine Street	860-424-4844			
	Bureau of Rehab Services CT Community for Addiction Services	860-224-2227			
Criminal Justice	Community's Law Center	860-231-7949			
onininal busice	Probation Office	860-241-2300			
	Greater Hartford Legal Assistance	860-541-5000			
	999 Asylum Avenue, 3 <sup>rd</sup> Floor				
	Statewide Legal Services	800-453-3320			
Access to Recovery		866-580-3922			
Health Care	Charter Oak Health Center	860-550-7500			
	Grand Street, Hartford	000 040 0005			
	Community Health Services 500 Albany Avenue, Hartford	860-249-9625			
	Health Care Services, Medicare	800-828-9769			
HIV/AIDS Support	AIDS Hotline	860-247-2437			
Hospitals	Hartford Hospital	860-545-5000			
-	80 Seymour Street, Hartford				
	Mount Sinai Hospital	860-714-3500			
	500 Blue Hills Avenue, Hartford	000 744 4000			
	Saint Francis Hospital/Medical Center	860-714-4000			
Housing Assistance Programs	Hartford Housing Authority 180 Overlook Terrace	860-723-8400			
	Housing Education Resource Center	860-296-4242			
	Imaginers Inc.	860-522-1028			
	CRT Housing Assistance	860-560-5600			
Shelters/Housing	Immaculate Conception Church	860-525-8439			
0	560 Park Street, Hartford				

Appendix C

	Mercy Housing & Shelter 118 Main Street, Hartford	860-560-4100
	Open Heart 437 Sheldon Street, Hartford	860-525-3447
	South Park Inn 75 Main Street, Hartford	860-724-0071
	Salvation Army (Marshall House) 225 South Marshall Street, Hartford	860-543-8423
	Stewart B. McKinney 34 Huyshope Avenue, Hartford	860-722-6920
	East Hartford Shelter	860-568-0377
Social Services	3580 Main Street, Hartford	860-723-1000
Social Security Office	960 Main Street, Hartford	860-493-1857
TOBACCO AND SMOKE CESSATION	Call the 211 Quit Line	211
Veterans Benefit (new number)		860-616-3600
Veterans Info line		866-928-8387 866-928-8381

# For Smokers and Smokeless Users (Dip and Chew) CALL 1(800) QUIT-NOW when released, to remain tobacco free. Types of Services Available:

Free Phone Counseling Multiple Sessions Single Sessions Nicotine Patches Nicotine Gum Nicotine Lozenges