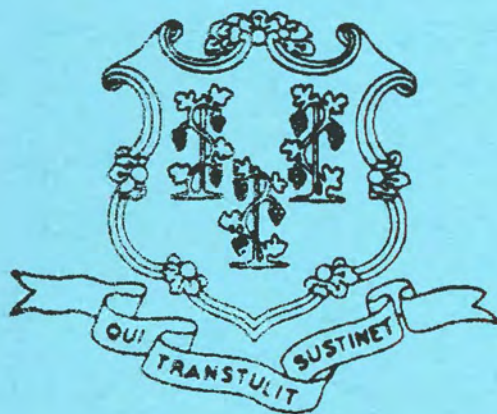


JOHN R. MANSON YOUTH INSTITUTION

INMATE HANDBOOK



A TURNING POINT

Revised 09/13/13

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 successful community reintegration.

JOHN R. MANSON YOUTH INSTITUTION

MISSION STATEMENT

The John R. Manson Youth Institution shall protect the public, protect staff and provide safe, secure and humane supervision of offenders with opportunities that support successful community reintegration through effective multi-disciplinary age appropriate programs in an environment that promotes meaningful opportunities for inmates to acquire the necessary life skills, education and values essential to be responsible and productive citizens.

John R. Manson Youth Institution (MYI)
is a Level 4, male facility for offenders between the ages of 14 through 21.

The mailing address is:

**John R. Manson Youth Institution
42 Jarvis Street
Cheshire, CT 06410**

Your name and inmate number should appear on all correspondence.

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References in the Handbook

Some sections in the Handbook are followed by a reference, e.g., (Reference: A.D. 9.5, Code of Penal Discipline). The A.D. refers to Administrative Directive; the number is the number of the Administrative Directive, followed by the title of the directive. The reference C.G.S. Sec. 18-7 is a reference to Connecticut General Statutes, Section 18-7. Complete sets of Administrative Directives, the Connecticut General Statutes, and relevant State Administrative Regulations are maintained in the library.

PART I

FACILITY OPERATING PROCEDURES

- 1.1. **ADDRESSING STAFF.** Uniform staff should be addressed by title: "Officer (name)", "Lieutenant (name)", "Captain (name)", "Counselor Supervisor (name)", "Deputy Warden (name)", "Warden (name)". Non uniform staff should be addressed either by title or by "Mister or Ms. (name)". If you do not know the title or name, address the staff as "Mister/Sir or Ms."
- 1.2. **FOLLOWING ORDERS.** You must obey any order issued to you by a staff member. If more than one order has been given obey the last order. Failure to comply with an order will result in disciplinary action.
- 1.3. **PERSONAL CONDUCT.** You are required to conduct yourself in a responsible manner. You are expected to respect the property of others, comply with facility rules and the direction of staff. The time you spend here will be productive, if you are determined to make it so.
 - A. You are not permitted to engage in behavior that disrupts the order of the facility, threatens security and endangers the safety of any person or damages 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.
- 1.4. **PERSONAL SAFETY.** The Department and this facility are committed to ensuring your safety. If you believe that your safety is at risk or the safety of another is at risk, report your concerns to a staff member.
 - A. You are not permitted to borrow, lend or steal any property items. Extortion or "strong-arming" is not tolerated.
 - B. Sexual assault is not tolerated. If you are assaulted or aware another person has been assaulted, report it immediately to a staff member. All reported instances will be investigated fully, forwarded to the State Police and prosecuted to the fullest extent of the law.
- 1.5. **INITIAL ORIENTATION.** Within 48 hours (not including weekends/Holidays) of admission to this facility, you will receive initial orientation. The purpose of this session includes but is not limited to the following:
 - A. Distribution of various materials such as this Inmate Handbook, Administrative Directive 9.5, Cost of Incarceration Form, Telephone Add/Drop Form, HIV/Aids Handout, Sexual Assault Prevention, Administrative Remedies, and Hazmat protocols, etc.
 - B. Review the facility expectations of you.
 - C. An opportunity is given to establish Religious affiliation and sign up for services.

- D. Pin number assignment for telephone use if there was never one established and you will complete a phone list.
- E. Offer the opportunity to add courtesy visitors which must be your immediate family to your visiting list.
- F. Review of programs, services and work opportunities.
- G. Answer questions as applicable.

- 1.6. **INITIAL CLASSIFICATION / OFFENDER ACCOUNTABILITY PLAN.** Initial Classification is a process by which the Department of Correction determines an inmate's risk level and needs. This assists in placing inmates in the proper programming and proper facility. Each new admission is seen and evaluated within 48 hours by the Medical Unit, Mental Health Services, the Education Department, and Addiction Services. After each evaluation a number score is given to indicate each of the various needs. Once the needs are determined, the inmate will be assigned to the proper programs to meet that individual need.

In general, there are seven areas by which an inmate's overall risk level is determined. These include any escape history, the severity of the current offense, any previous violence history, the length of sentence, any pending charges or detainers, discipline history and any security risk involvement. An overall score is given to determine the risk level (level 4 being the most severe and level 1 being the least severe). Within 2 working days each inmate will receive an assessment sheet to show their needs and risk level by the Intake Counselor.

During initial classification, sentenced inmates will be given their release date and their parole eligibility, transitional supervision and halfway house eligibility, as appropriate. Additionally, an Offender Accountability Plan will be presented to those inmates serving a sentence. This plan will outline programmatic interventions that have been selected based on your treatment and need scores. You will be requested to sign the plan indicating your acknowledgement and agreement to participate fully in all recommended programs that will aid in your successful reintegration back into society upon discharge. Failure to comply may result in a negative RREC credit.

After the initial classification process is completed inmates will be moved out of the orientation/intake unit and assigned to other housing units as beds become available.

- 1.7. **IDENTIFICATION CARD.** You will be issued an Identification card (I.D.) with clip which must be carried at all times.
- A. Failure to wear your I.D.; or possession of another inmate's I.D. ; or defacing, tampering with, or altering your I.D. or mailing it home is prohibited and will subject you to disciplinary action.
 - B. If you lose, destroy or alter your I.D., you must report it to the Housing Unit Officer. You will be assessed three dollars (\$3.00) and may be issued a Disciplinary Report if your I.D. is lost, destroyed, or altered. Inmates in

general population are not permitted movement on the compound until the I.D. is replaced.

- C. You must surrender your I.D. with the clip and Inmate Handbook to the A/P Officer upon transferring to another facility. If you fail to do so, you will be assessed three dollars (\$3.00) for each missing item.

- 1.8. **PASS SYSTEM.** Movement from one place to another within the facility requires a signed pass, except during mass movement such as to and from work areas, meals 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. **Compound Movement and Corridor Regulations.**

- 1. During movement you must walk at a normal pace. Running, malingering, or loitering is not permitted.
- 2. You are required to walk on the appropriate side of any corridor, hallway or staircase.
- 3. You must walk single file.
- 4. You must maintain a distance of more than five (5) feet from any corridor gate when it is being opened or closed.
- 5. If an order to "CLEAR THE CORRIDOR" is issued, immediately follow the direction of staff.
- 6. If a " RECALL" order is issued, you must return to your Housing Unit immediately.
- 7. You are not allowed to talk while in any corridor.
- 8. You are not permitted to talk to other inmates who are in their cells when you are going to/returning from an activity.
- 9. You are not permitted to stop to talk into cell windows.
- 10. You may be subject to random searches by staff during any movement.

- 1.9. **RULES AND REGULATIONS.** 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. **Count.** Counts are conducted at various times during each day. For each count you must be in your Housing Unit, unless you have approval to be at another place. For a count taken in the Housing Unit you must be at your bed until the count is clear and remain clearly visible to the officer taking the count. If you are away from your Housing Unit, follow the instructions of the officer taking the count. Movement, talking, or making noise is not permitted while the count is in progress. The lights will be turned on during a count if the officer deems it necessary. If a recount is necessary, you must repeat the count procedure.

B. Contraband and Search.

1. You are prohibited from having or using contraband. Contraband is anything not authorized to be in your possession or anything used in an unauthorized or prohibited manner. In general, an item is contraband if it has: (1) not been issued to you by the facility, (2) not been purchased by you from commissary, or (3) been altered from its original state; or (4) if the amount of property in your possession exceeds the authorized limit. (Reference: A.D. 6.10, Inmate Property)
2. 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 a search by staff at any time. Searches may be conducted with or without the inmate present. All areas of the facility including your Housing Unit, work area and personal property are subject to search at any time by a staff member. (Reference: A.D. 6.7, Searches and A.D. 6.8, Urinalysis)
5. Contraband will be confiscated and disposed of according to Department policy. (Reference: A.D. 6.9, Contraband and Physical Evidence)

C. Clothing/Accessory Regulations.

1. You are required to wear the state-issued "Uniform of the Day" outside of your Housing Unit. The "Uniform of the Day" includes at a minimum: underwear, jump suit or two (2) piece uniform, sneakers (shoes if authorized) and socks.
2. "Uniform of the Day" will be as follows:
 - a. Standard - **Khaki two (2) piece uniform** or other authorized uniform.
 - b. Kitchen Workers – blue jump suit, state-issued shoes and state issued hairnet.
 - c. Recreation – appropriate attire for the recreational activity. Acceptable gym attire will be gym shorts, sweatpants, sweatshirt, T-shirt and appropriate footwear.
 - d. Vocational Education- appropriate state issued attire for the vocational educational activity.
 - e. High Security – I/M's must wear a green jump suit or tank top with shorts or sweatpants.
3. You must be properly dressed outside of your cell. Properly dressed means that you must wear your clothing in the way it was designed to be worn: Jump suits must be worn up on the shoulders (not tied around the waist) and zipped up completely. The uniform will be worn in this fashion during work, school, and recreation (if worn). Two (2) piece uniforms must be worn with the khaki shirt

tucked neatly into the pants which **must be worn at your waist**. Coats will be issued based on the season and are required to be worn over the uniform of the day. All uniforms must be cuffed neatly to an appropriate length for walking. Pant legs may **NOT** be tucked into your socks. You are not permitted to remove your shirt at recreation. You must wear gym shorts at a minimum, to and from the showers. Wearing dirty or damaged clothing is not permitted. See your unit staff if you have laundry or repair issues.

4. Alteration or mutilation of your clothing and or shoes is prohibited and may result in disciplinary action.
5. Shower shoes may only be worn in the Housing Unit Wings. You must be fully dressed when leaving the Housing Unit Wing.
6. Headgear – Authorized state issued or religious headgear may be worn outside of your housing unit. Doo-rags are only permitted to be worn in your cell. Bandanas, homemade caps and stocking caps are not permitted. Alterations of any authorized headgear are not permitted. No headgear may be worn in the HET building except religious headgear.
7. Only prescription eyewear may be worn. Sunglasses are not permitted, unless medically prescribed.
8. Shoe laces must be tied at all times.

D. **Personal Hygiene.**

1. You must maintain a satisfactory level of personal hygiene. Uncleanliness contributes to the spread of disease. Body odor can be offensive to others.
2. Hair, beards, mustaches, and finger nails must be trimmed to meet standards of hygiene and work safety.
3. Daily hygiene should consist of brushing your teeth, using deodorant, combing your hair and showering according to your Unit Schedule.

E. **Housing Assignment.** Assignment to a Housing Unit is based on your work or school assignment or any other classification status. Cell assignment within the unit is made at the discretion of the Unit Manager.

F. **Housing Rules.**

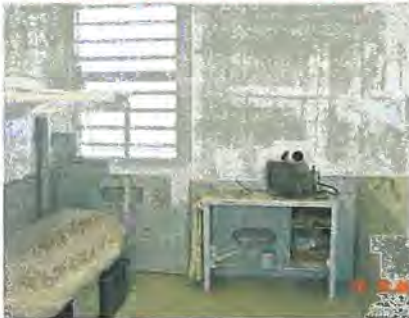
1. You are responsible for the contents of your cell. Contraband found in your cell is your responsibility. If you find contraband, notify the Housing Unit Officer immediately.
2. Problems with your cellmate should be reported immediately to the unit staff.
3. You are not permitted to enter or loiter near any other housing unit or cell other than the one assigned to you.
4. You must keep your cell clean. Trash should be removed daily by discarding it in the trash bins.

5. You must close the door of your cell upon exiting and entering your cell.
6. Audio equipment (including TV) must be used with headphones.
7. You are not permitted to rig an antenna, or to project an authorized antenna into any passageway. Altered or homemade antennas or headsets are not permitted.
8. You are not permitted to hang a clothesline.
9. You are permitted to display pictures at the head of your bed only. No obscene, sexually explicit pictures or drawings may be displayed anywhere.
10. Beds must be made by 8:30 a.m. You are not permitted to cover your bed in a tent fashion. Nothing may be affixed to any part of the bunk. Mattresses must remain on the bed at all times.
11. You are not permitted to cover light fixtures or obstruct an open view into your cell.
12. You are not permitted to tamper with, block, remove or alter the vents in your cell. No covering of air vents or hanging anything in them or from them. You are not to talk/yell through vents or out windows.
13. You are not permitted to remove, damage, or tamper with facility equipment in the Housing Unit or in any other part of the facility.
14. The audio of Housing Wing televisions may not exceed moderate volume. Program selection is at the discretion of the Housing Unit Officer.
15. Cell lights & T.V. must be turned off when you leave your cell or when directed by the Officer.
16. All electronic items, except fans are to be shut off at 11:30 p.m. Sunday through Thursday and 1:00 a.m. Friday and Saturday. You may resume use of electronics at 6:00 a.m.
17. Your cell must be kept clean and organized at all times in the following manner (Refer to "Your Cell Must Look Like This" on pg. 12):
 - Nothing on the window screen or on the window shelf.
 - No clotheslines. Wet towels may be hung only from the foot of the bottom bunk between the heater and the bunk and on the bar on the side of the desk.
 - All linens and clothes are to be folded neatly.
 - Property and property limits shall be in accordance with the Property Matrix.
 - Property must be stored in the property box or in the desk.
 - Property boxes must be kept under the bottom bunk. No sitting on your property box.
 - Electronics only shall be permitted on your desk.
 - Pictures/photos may be placed only on the wall over the head of your bed.
 - Footwear must be lined up against the wall against the wall across from your bunks.

- Commissary/Property must be placed in the storage area or neatly stacked in the desk.
 - Commissary (in use only) may be stored on the commissary shelf.
 - Commissary items, other than clothing and electronics, shall not accumulate in your cell in excess of the limitation in Section 16 of Unit Directive 6.10.
 - Commissary items shall be limited to three (3) of each toiletry item, five (5) of each food item, one (1) case (24) of soup, and ten (10) pastry or cookie items.
 - Nothing covering or anything sticking out of air vents.
 - No writing of any kind on the walls, bunks, desks, and doors.
 - No peeling of paint off the walls.
 - No toothpaste used on the walls.
 - No altered or made antennas or headsets.
 - Towels are not to be used as decorations or as desktop coverings. Laundry bags at the foot of the bed between the heater and the bed only.
- Cell cleaning shall be completed by 8:15 a.m. each day. You should report any equipment malfunction to Housing Unit Staff or a Supervisor.

18. You may not bang on your cell door unless in an emergency.

Attention: Housing Unit Population
 This is what your cell should look like.



Shoes lined against wall.



Only the commissary items you are currently using.

Only electronics on the desktop.

Items neatly stored inside desk shelves.



Beds Made.

Towels on racks only.

Property in bins under bed

G. **Smoking.** John R. Manson Youth Institution is a non-smoking facility. You are not permitted to smoke here. Any tobacco items are considered contraband. Possession of such items will lead to disciplinary action (see Reference: A.D.9.5, Code of Penal Discipline).

H. **Fire Safety.**

1. You must maintain a fire-safe condition in your cell. You are not permitted to have flammable materials or an excessive amount of papers.
2. You must familiarize yourself with the fire exits in areas you regularly use.
3. There will be no destruction of or tampering with facility Life Safety devices which will include the following: smoke detectors, emergency lighting, fire extinguishers and fire alarm pull boxes.
4. You must participate in any fire drill.
5. You must not tamper with the electrical wiring or electrical fixtures or appliances in any way. Double plugging (rigging more than one plug to a single outlet) is not permitted. Use of extension cords is prohibited.
6. Unsafe conditions must be reported to the Housing Unit Officer for corrective action.

I. **Meals.**

1. After exiting your cell for any feeding, you are responsible to report to the Unit Kitchen Area immediately after being instructed to, by the Unit Staff.
2. Upon entering the food service area you must be in a single-file line.
3. Cutting in line is not permitted.
4. You are responsible for receiving a complete tray; promptly notify the Housing Unit Officer if you don't receive a complete tray. Only one(1) trip through the serving line is allowed.
5. No items except authorized food items may be taken into the food service area.
6. No items may be taken into your cell except a single portion of fresh fruit, which must be eaten within one (1) day, and your snack, which is provided after the evening meal.
7. You will have a maximum of twenty (20) minutes to eat your meal.
8. Each inmate is responsible to empty his tray and stack them on the table at completion of the meal.
9. You must remain seated during the feeding.
10. Trading food is not permitted.
11. No televisions in the dayroom will be on during feeding.

J. **Work/School Regulations.**

1. You will immediately report to work/school. Failure to arrive on time may result in a loss of pay for that day and/or disciplinary action.

2. No unauthorized items may be taken to the work/school areas; for example, non-work/school related reading materials, coffee cups, Walkman, clothing, food items.
3. No unauthorized item may be removed from the work/school area.
4. Upon entering the HET Building you must pass through the metal detector.
5. At work, you are responsible for any tool issued to you. Upon receiving or returning any tool you must check the tool for any defects. If the issued tool is damaged or is not working properly during the work period, you must notify the issuing staff immediately. If you lose or intentionally damage any tool, you will be subject to disciplinary action under the charge of Destruction of Property. (As used in this subsection, the word "tool" means "tool, equipment or school textbook")
6. The mixing of cleaning products is prohibited.
7. Inmates who receive outside grounds clearance shall not ride on the tailgate, or side rails of the grounds vehicle. They must be seated in the vehicle.

K. Visiting, Recreation, and other Activities. The rules and regulations for other activities, services and programs are contained in the sections that apply to them.

1.10. **DISCIPLINARY ACTION/CODE OF PENAL DISCIPLINE.** Violation of facility rules or commission of a disciplinary offense will subject you to disciplinary action under the Code of Penal Discipline. The Code of Penal Discipline establishes disciplinary offenses, authorized sanctions and the process for adjudication. The Code of Penal Discipline is distributed at orientation. You are advised to familiarize yourself with the provisions of the Code. (Reference: A.D. 9.5, Code of Penal Discipline page 32 in this handbook)

A. If you have not received a copy of the Code of Penal Discipline, or if you lose your copy, it is your responsibility to notify Unit staff.

1. **Loss of Recreation (LOR).** LOR may be imposed either as a formal disciplinary sanction or as an informal disposition and will entail the loss of recreation to include outside yard, dayroom and gym. You are not permitted to leave your cell during the recreation period or recreation programs.

1.11. **SECURITY RISK GROUPS/GANGS.** A Security Risk Group is a gang that has been designated by the Commissioner as posing a threat to the safety of staff, the facility, inmates or the community. Upon designation as a security risk group member you participate in 5 phases. The phases consist of in-cell programming and group participation. Your Unit Counselor will inform you of additional details for completion of the program.

1.12. **PERSONAL PROPERTY**. You are permitted to have personal property in your possession subject to the property standards for the Security Level of the facility. The standards regulate the total volume of property, the type of property, the specific articles allowed, the quantity of each article and the conditions of ownership/access. The allowable property for this facility is stated in the Property Matrix. (Reference: A.D. 6.10, Inmate Property; John R. Manson Youth Institution Commissary Form)

- A. **Inmate's Risk of Possession**. An inmate's property is retained at the inmate's own risk. The Department will not be responsible for any property personally retained by the inmate which is lost, stolen, damaged, consumed or discarded while in the inmate's cell or on the inmate's person.
- B. **Markings**. An inmate's property, including electrical equipment, will be permanently marked with the inmate's name and number.
- C. **Volume of Property**. You are permitted to have six (6) cubic feet of property in your possession, of which no more than two (2) cubic feet may be Commissary or food.
 - 1. Commissary items other than clothing and electronics shall not accumulate in your cell in excess of the limitation in section 16 or Unit Directive 6.10. Commissary items shall be limited to three (3) of each toiletry item, five (5) of each food item and one (1) case (24) of soup, and ten (10) pastry or cookie items.
 - 2. You are not allowed to leave your property for another inmate under any circumstances.
- D. **Transfer**. If you transfer to another facility, you must pack all of your property in the container provided to you and take it to the A/P Room for inventory. Under ordinary circumstances, your property will accompany you.
 - 1. If you have been transferred here and you have property at another facility, contact the Property Officer, Unit CTO or Counselor.
- E. **Unauthorized Property**. Unauthorized property is property that belongs to you that you are not permitted to have in your possession at this facility. Unauthorized property will be disposed according to Administrative Directive 6.10, Inmate Property.
 - 1. **Disposition of Unauthorized Property**. Unauthorized property of sentenced inmates shall be subject to the following:
 - a. identify an approved visitor to whom the items may be released within 30 days,
 - b. provide an address to which the items may be mailed at the inmate's expense unless the inmate is indigent (in such case, the facility shall pay the postage),
 - c. Authorize the facility to discard the item. In no case shall the property be used by or given to a state employee.

Failure to elect one of the options above, shall represent a forfeiture of any claim to the property after 30 days from notification. The property shall be considered unclaimed and shall be disposed of in accordance with A.D. 6.10, Inmate Property.

2. **Contraband.** Possession of contraband will subject you to discipline. Contraband will not be mailed home and will be discarded at the Warden's discretion.
 3. **Valuables.** Valuable Property will be stored in a secure storage area in a separate, clearly marked envelope, for each inmate. You will be issued a receipt.
- F. **Unclaimed Property.** Unclaimed Property is property that is not claimed within thirty (30) days of a notice having been sent to the inmate's last known address upon discharge from DOC. Unclaimed Property will be disposed of according to Administrative Directive 6.10, Inmate Property.
- 1.13. **PROPERTY LOSS.** If any of your property is lost or damaged you should use the Administrative Remedies Procedure to initiate recovery or compensation. If the Administrative Remedies Procedure 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. Sec. 4-14, et. Seq.)
- A. To file a claim fill out two (2) copies of the Property Claims Form. Detailed instructions are provided on the form.
 - B. Mail one (1) copy to the State Claims Commissioner with the filing fee (explained on the form). Mark the second form "COPY" and send it to the Property Officer.
- 1.14 **INFORMATION, PROBLEM SOLVING, REQUEST SYSTEMS AND ADMINISTRATIVE REMEDIES**
- A. **Information**
 1. **Bulletin Boards.** Bulletin Boards are located in the Housing Units and at various locations throughout the facility. Up-to-date information about the operation of the facility is regularly posted on the Bulletin Boards. Only authorized material may be posted on a Bulletin Board; posting of unauthorized material will subject you to disciplinary action.
 - B. **Inmate Request System.** The Inmate request System provides an informal way of obtaining information or a written answer to a question or

an issue about a policy, procedure or practice from a staff member, up to and including the Warden. Request Forms (Form CN 9602) are available in the Housing Unit. Staff has 15 days to respond to requests from the date of receipt. Alternatively, inmates should seek to resolve their issues at the lowest levels of staff interaction.

1. The Request System may serve as the Informal Resolution in the Administrative Remedies procedure.

C. **Administrative Remedies Procedure (ARP)**. The Administrative Remedies Procedure provides a way for you to obtain a formal disposition of an issue or a problem from the Warden or officials above the Warden. You must attempt to resolve your issue through the "Informal Process" prior to submission of an Administrative Remedy. A summary of the Administrative Remedies Procedure explaining how to use it is included in Appendix B of this Handbook. Administrative Remedies Procedure Forms (Form CN 9601) are available in the Housing Unit. Questions about the use of the Administrative Remedies Procedure may be sent to the Administrative Remedies Coordinator on a request form. A copy of the A.R.P. may be obtained by request to your Counselor. (Reference: A.D. 9.6, Administrative Remedies).

1. The name of the Administrative Remedies Coordinator is posted on the bulletin board.
2. Medical grievance forms are a separate process and must be placed in the health services box.

PART II

FACILITY SERVICES

- 2.1. **CLASSIFICATION.** Classification is the ongoing process of collecting and evaluating information about you to determine your risk and needs level for purposes of deciding the facility where you will be housed, your job assignment, treatment needs and suitable programs. (Reference: A.D. 9.2, Inmate Classification; A.D. 4.2, Sentence Computation and Time Keeping)
- A. **Mission Statement.** Each inmate under the custody of the Commissioner of Correction shall be classified to the most appropriate assignment for security and treatment needs to promote effective population management and preparation for release from confinement and supervision. The Department's classification of inmates shall normally utilize a classification instrument based on objective factors. The classification system shall not foster discrimination in status, including housing, programming, or job assignment, on the basis of race, creed, color, or national origin.
 - B. **Facility Classification Committee.** The Classification Committee, chaired by a Counselor Supervisor, is the committee of staff members that makes decisions about your classification status: job placement, needs assessment, risk evaluation, program participation, community release, etc.
 - C. **Unit Classification Committee.** The Unit Classification Committee is the committee of Housing Unit staff members, chaired by the Unit Manager, who meet with you, assess your progress and performance and make classification recommendations to the Facility Classification Committee.
 - D. **Housing Unit Team.** Your Housing Unit Team is comprised of all assigned staff, i.e., a Correctional Officer, a Correctional Treatment Officer, a Counselor, and a Unit Manager who will provide you with information about the facility and will assist you in adjusting to the facility and explain program opportunities available to you.
 - E. **Transfer.** Decisions involving a transfer to another facility are made at the discretion of the Director of Offender Classification. If you want to be considered for a transfer, submit a request to your Counselor. (Reference: A.D. 9.1, Population Management)
 - F. **Master File.** The Records Office maintains a record of the status of your sentence (including any pending charges) and records of your overall performance in a Master File. Questions about information in your Master File, or a request to review your file should be directed to your Counselor.
 - G. **Appeal of a Classification Decision.** If you believe a classification decision is wrong, contact your Counselor to find out if it can be appealed and how.

- 2.2. **RELIGIOUS SERVICES.** Coordination of religious activities is the responsibility of the Institutional Religious Facilitator. (Reference: A.D. 10.8, Religious Services)
- A. **Mission Statement.** The mission of the Religious Services Unit of the Connecticut Department of Correction is twofold: To provide each inmate with the reasonable opportunity to practice religious beliefs in a manner consistent with maintaining the safe, secure and orderly operation of a correctional facility, and also to serve as a resource for all staff and their families.
In keeping with the stated mission – When it is considered necessary for the security and order of the institution, the facility Unit Administrator may limit or prohibit attendance at, discontinue, or not approve a religious activity, provided that any such limitation, prohibition, discontinuation or disapproval is in furtherance of a compelling governmental interest and is the least restrictive means of furthering that compelling governmental interest. (Reference: A.D. 10.8, Religious Services 6.E.)
- D. **Schedule.** A schedule of religious services and activities will be posted on your Housing Unit Bulletin Board.
- C. **Religious Articles.** Inmates requesting to purchase religious articles not available through the Commissary shall receive prior written permission of the Director of Religious Services or designee. Items ordered without permission will be considered unauthorized and may be deemed contraband.
1. All wearable religious articles must be worn under clothing except for headwear.
 2. Religious beads must be purchased through Commissary. (Black in color only.) They may be worn under the clothing anytime.
- D. **Marriages and Civil Unions.** Requests for marriage or civil union must be sent to the Warden. (Reference: A.D. 10.9, Inmate Marriage and Civil Union)
- 2.3. **HEALTH SERVICES.** Medical (24 hour on site), Mental Health, Dental, Optometry, Infectious Disease, Radiology (x-ray), and Pharmacy Services are available in the Health Services Unit (located in the HET Building next to the Admitting and Processing Unit.)
- A. **Mission Statement:** Health Services at John R. Manson Youth Institution shall meet the health needs of inmates through a clinically based, resource sensitive, use of services. Utilizing a managed health care model, the Health Services Unit shall efficiently deliver quality services in a timely fashion to the youth population residing at John R. Manson Youth Institution.

- B. **Access to Services.** The above services are available to all persons at John R. Manson Youth Institution. You may access any of these services by:
1. Being referred by custody staff
 2. Being referred by Health Services, Addiction Services, Educational, Religious Services, or other such services.
 3. Writing a request yourself utilizing the Inmate Request Form and placing it in the Doctor's Call Box (request placed in the Administrative Remedies Box will not be received by the Health Services Unit). Requests must be filled out completely.

A three dollar (\$3.00) fee is charged for each request received from a sentenced inmate for Medical, Dental and Optometry Services.

- C. **Emergency Care.** Emergency care is available at all times from the Health Services Unit. You should notify any available staff member (Custody Staff, Health Services Staff, or other) immediately should you have an emergency health problem.

- D. **Sick Call.** Sick Call is the opportunity for you to bring a non-emergency health problem to the attention of Health Services Staff.

1. **Medical.** Physicians are available two (2) days a week (Monday – Thursday). Physicians are on-call 24 hours a day, seven (7) days a week. Nursing triage is conducted on site seven (7) days a week.
2. **Mental Health.** Prescribers are available weekly on site. Psychiatrists are on-call 24 hours a day, seven (7) days a week. Mental Health Staff are available on-site seven (7) days a week.
3. **Dental.** Dentists are available weekly.
4. **Optometry.** Optometry services are available monthly. Contacts and Wire Rim Glasses are not allowed in the facility unless medically indicated.

- E. **Pharmacy Services (Medications).** Medication is dispensed only at Medication Call. **All inmates must have their ID when receiving meds.**

1. **On-Line Medications.** On-line medication is given to you by medical staff each day. The medication is to be taken by you in direct observation of medical staff.
 - a. If you receive on-line medication, you must report to the Medical Unit or designated Medical Window with your Medication Pass and your inmate ID.
 - b. If you live in a restricted unit, where your movement is limited, medication shall be brought to you daily by medical staff.
 - c. Hoarding medication will result in disciplinary action.

2. **On-Person Medication.** On-person medication is given to you by medical staff each week. You must present your inmate ID to receive your medication. You must take the medication according to the directions given to you. If you have not taken the medication according to directions and you have medication in your cell past your prescription date, you are subject to disciplinary action(s).
 - a. Refill medication will be given to you on a weekly basis.
 - b. Over the counter medications, for example, Tylenol, Motrin, acne medication, are all available from Commissary as well as from the Health Services Unit.
 - c. Do not give your medication to any other inmate (this may cause them to get sick or have an allergic reaction) and will result in disciplinary action.

F. **HIV COUNSELING.** Confidential HIV Counseling provides information about Acquired Immune Deficiency Syndrome – AIDS. Counseling components include what AIDS is, how you get it, how you avoid getting 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.

1. **HIV Testing.** Testing for HIV is available; contact the HIV Counselor. This is a confidential service. (Reference: A.D. 8.11, Human Immunodeficiency Virus Infection)

G. **Mental Health Services.**

1. **Evaluation and Diagnosis.** Mental Health Staff shall provide evaluation and assessment services
2. **Prescriber Services.** Psychiatry/APRN Services to include evaluation, psychoactive medication, and referral services shall be available.
3. **Direct Service.** Counseling Services to include individual and group psychotherapy shall be available.
4. **Parole Evaluation.** Parole evaluations shall be conducted on Board of Parole designated persons.
5. **Referral Services.** Mental Health Staff shall appropriately refer persons requiring special needs to appropriate departments.
6. **Discharge Planning.** Mental Health Staff shall appropriately assist in the discharge planning of actively treated mentally ill persons.

- 2.4. **FOOD SERVICES.** Food Services are the responsibility of the Food Services Supervisor.
- A. **Mission Statement.** John R. Manson Youth Institution Food Services shall serve nutritious meals in a cost-effective manner while maintaining high levels of security, safety and sanitation. The quality of food services shall be maintained at the highest level and subject to an inspection and reporting program.
- B. **Common Fare Diet.** A Common Fare Diet is a diet, which meets all nutritional requirements and reasonably accommodates recognized religious or dietary restrictions. Requests for the Common Fare Diet must be sent to the Food Services Supervisor.
- 2.5. **RECREATION.** Coordination of recreation activities is the responsibility of the Recreation Supervisor.
- A. **General Recreation.** General Recreation is carried out daily in the wings or courtyards of your Housing Unit, ball field or in the gymnasium. A recreation schedule and any unit rules are posted on the Bulletin Board in your Housing Unit.
1. **Equipment.** Recreational equipment is available in the recreation area, e.g. basketball, weights, ping-pong, etc. Misuse or abuse of the equipment is not permitted.
- A. Misuse or abuse of the equipment is not permitted.
2. **Gymnasium.**
- a. You are required to wear sneakers in the gymnasium. No shoes, boots, or black marking soles are permitted in the gymnasium.
- b. Neither food nor beverages are permitted in the gymnasium.
- c. You are not permitted to bring a radio/walkman into the gymnasium.
3. **Outdoor Rules.** You must stay within the designated boundaries of the recreation area.
4. **Appropriate Conduct.** You must conduct yourself according to the rules of the activity. Neither horseplay, shadow boxing nor profanity is permitted. When recreating, you are not allowed to communicate with inmates outside your recreation area.
5. **Clothing.** You are required to wear suitable clothing for the activity.
- 2.6. **INMATE ACCOUNTS.** Each inmate will have an Inmate Account for deposit of wages or allowances paid by this facility and any funds received from sources outside this facility. (Reference: A.D. 3.7)
- A. **Incoming Funds.** You may only receive certified, payroll, cashier, or government checks, money orders or Western Union transfer through the mail from approved sources. Any unacceptable funds received through the mail shall be returned to the sender, with a Returned Letter or Funds. A receipt of incoming funds will be provided to you. Western Union money

orders must include inmate's full name, complete remitter form (do not include any other correspondence). Allow ten (10) days for money to be posted to inmate account.

All funds must be sent to: Inmate Trust Fund, P.O. Box 290800, Wethersfield, CT 06129-0800, along with the corresponding form.

TouchPay allows family and friends to add money to an inmate's account through the phone (1-866-232-1899), online at www.ctdoc.net or through kiosks. The kiosks are located at Hartford CC, York CI and Cheshire CI. General facility number to use is #306109 and the inmate name and ID # is required to process.

- B. **Outgoing Funds.** Outgoing funds may be sent from your Inmate Account to an individual on your approved visiting list or to an individual with prior written approval from the Warden. Make arrangement through your Counselor. All books, publications, and subscriptions are handled by a Special Request Form through your Counselor.

2.7. **COMMISSARY.** The Commissary sells articles for your personal use. A list of articles for sale is printed on the Commissary Order Form. Commissary Order Forms are available from the Housing Unit Officer. You must have money in your Inmate Account to use the Commissary. No more than seventy-five dollars (\$75.00) may be spent each week, excluding the purchase of electrical items, clothing and footwear, religious items, holiday packages, watches or CD's. (Reference: A.D. 3.8. and A.D. 6.10)

- A. **Commissary Day.** See your Unit Bulletin Board for your Commissary delivery schedule.
- B. **Placing an Order.** See your Unit Bulletin Board for your assigned days to place an order. Order Forms are to be placed in the "Commissary" Box in your Unit. The Order Forms will be picked-up on Thursdays.
1. The Commissary Order must be completely and correctly filled out or the order will not be processed.
 2. If you tamper with the Order Form, order under another inmate's name or submit an order for more than your balance, the order will not be filled and you will be subject to disciplinary action.
- C. **Special Request.** All completed Commissary Special Request Forms (i.e., electronics, sneakers) are to be turned into the Unit Counselor who will forward them to the Property Officer for review and approval.
1. The Property Officer's review may cause a slight delay in processing. The approved order will be forwarded to commissary.
 2. Do not submit a second slip for the same items. If you do you will be charged twice and the duplicate item will be confiscated. That item will then be discarded or mailed home at your expense.

3. Do not under any circumstances discard any broken electronics. They are to be turned in to a Unit Counselor who will notify the Property Office. The Property Officer will then coordinate pickup of said electronics for removal from the inmate Property Matrix.
- D. **Substitutions.** There will be no substitutions.
- E. **Delivery.** The method of delivery for your Housing Unit will be explained by unit staff. To receive your order, you must (1) present your I.D. card, (2) examine the contents of the package against the items charged and (3) sign for receipt of the package. There is no recourse for error regarding items received after you have signed for receipt. If you decline to accept the order, the entire order will be withheld. There is a one (1) week waiting period from the time you receive a receipt until it is posted in your commissary account.
- 2.8. **MAIL.** Inmate use of the mail is governed by State Administrative Regulations 18-81-28 through 18-81-38 and 18-81-51. The information stated in this Handbook does not supersede or overrule those Regulations in any way, and is provided to guide your ordinary use of the mail. (Reference: A.D. 10.7, Inmate Communications)
- A. **General.** You may write and receive an unlimited number of letters at your expense. You may write to anyone except: a victim of any crime you have been convicted of 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 (subject to verification); 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. To request to write to an immediate family member who is incarcerated, you must submit a written request to your Unit Counselor.
- B. **Outgoing.** Stamped envelopes are available through Commissary. 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. No other markings are permitted. You may seal outgoing correspondence. Any envelope without this information will be opened to determine your name and returned to you, if possible. No mail will be sent out that does not include this information. You must use the name under which you are committed. You are not to send mail for other inmates under your name.
- C. **Incoming.** Incoming mail will be opened by mail room personnel and inspected for contraband, but not read except under Review Procedures (see Section G below). Funds may only be sent in as described in section 2.7.

- D. **Privileged Correspondence.** Privileged Correspondence is correspondence to and from any state or federal court, any elected government official, the Commissioner of Correction or any appointee of the Commissioner, the Attorney General, the Warden, the Board of Parole, the Sentence Review Board, the Commission on Human Rights and Opportunities, the Commissioner on Claims, the Board of Pardons, the Correctional Ombudsman, and attorneys.
1. Privileged Correspondence must be clearly marked as privileged.
 2. Incoming Privileged Correspondence will be opened in your presence and inspected for contraband, but not read. Inadvertent opening outside your presence will be noted in writing.
- E. **Free Mail.** An inmate whose Inmate Account has not exceeded five dollars (\$5.00) for the past ninety (90) days will be permitted to send two (2) free social letters each week, and five (5) letters per month addressed to the court or attorneys.
- F. **Certified Mail.** Requests for speedy trial under C.G.S. Sec. 54-82c, 54-82m, and 54-186 and correspondence with the Sentence Review Board will be sent certified. Other correspondence may be sent certified with the approval of the Warden.
- G. **Review.** The Warden may place your mail under review, which includes reading, if there is reasonable belief that such reading is generally necessary to further the substantial interest of security, order or rehabilitation.
- H. **Rejection.** Correspondence which contains or concerns: the transport of contraband in or out of the facility plans to escape; plans for activities in violation of facility or Department rules; plans for criminal activity; violation of the State Regulations on correspondence; material which reasonably could cause physical or emotional injury to the inmate recipient as determined by Mental Health Staff; information which creates a clear and present danger of violence and physical harm to a human being; things written in code; mail which attempts to forward correspondence for another inmate; threats to the safety or security of staff, other inmates or the public, facility order or discipline, or rehabilitation; sexually explicit materials involving sadomasochism, bestiality, children, use of force or absence of consent; and other correspondence which jeopardizes a legitimate penological interest, may be rejected, which means that it will not be delivered and that you may be subjected to disciplinary or criminal proceeding.
1. If your outgoing mail is rejected, a notice of rejection including a statement of reasons will be sent to you.
 2. If your incoming mail is rejected, a notice of rejection will be sent to you and to the sender.
 3. If the correspondence is material to criminal or disciplinary proceedings, the notice of rejection may be delayed pending completion of any investigation.

- I. **Books and Magazines.** Requests for any orders for books, magazines, newspapers, educational materials or periodicals should be made through your Unit Counselor. If approved, you may complete a request for fund withdrawal with your Counselor for the purchase. An inmate may order books in new condition from any publisher, bookstore or book club. **Explicit or pornographic materials are PROHIBITED.** A Third Party may order/pay for publication to be forwarded to you via the mail.
- (Reference: A.D. 10.7, Inmate Communications)
(Reference: Appendix J)
- J. **Restrictive Housing.** You may retain five (5) letters in your cell while in Restrictive Housing. Any letters in excess of five (5) must be maintained in your property once they are read.
- 2.9. **VISITING.** You may visit with approved visitors subject to security requirements and to constraints of space availability and scheduling. (Reference: A.D. 10.6, Inmate Visits)
- A. **Visiting List.** The Visiting List is the list of persons who have been are authorized to visit you after completion of an appropriate background check. No one will be admitted as a visitor who is not on your Visiting List, except as a Special Visit, Courtesy Visit or a Professional Visit (See sec. E and H below). You may have up to seven (7) persons on your Visiting List.
1. **Establishing a List.** New admits may submit, to their Unit CTO, the names of seven (7) persons you want on your Visiting List by completing a "Visiting Add/Drop" form. Inmates that have transferred into John R. Manson Youth Institution and already have an established Visiting List may submit a "Visiting Add/Drop" form to the Unit CTO for changes.
 2. **Changes.** You may not change your Visiting List more frequently than every 120 days. Application forms will be sent to the prospective visitor by your Unit CTO, filled out by the visitor, and then sent back directly to the Visiting Department.
- B. **Authorization.** Visitors must be approved by the Unit CTO. Visitors will ordinarily be approved, but a person may be denied visitation based on criminal history, partial/full protection order or restraining order, threat of disruption, or violation of visiting or security regulations. Persons who have been convicted of a criminal offense will be assessed for nature of severity of prior criminal conduct and for evidence of current criminal activity. No person currently in service of a sentence will be permitted to visit, except an immediate family member, who will be assessed on the above criteria, and must be approved by the Warden. It is the inmate's responsibility to notify their family and friends when they have been approved for visits. The staff will not give out information over the telephone.

1. **Courtesy Visit.** Upon admission you may receive two (2) adult visitors from your immediate family pending completion of processing your Visiting Application Form. Courtesy visitors stay on your list for thirty (30) days.
 2. **Immediate Family.** Immediate family includes your legal spouse, parent, grandparent, legal guardian, sibling or child including step/foster relationship.
 3. **Limitations.**
 - a. No visitor, except immediate family members and members of authorized community groups, shall be on more than one (1) inmate's Visiting List.
 - b. Visitation with the victim of any crime you have been charged with or convicted of is not permitted, except when approved in writing by the Warden.
 - c. A Department employee will not be an authorized visitor unless the employee is an immediate family member, and must be approved by the Warden.
 4. **Child Visit.** A child who is accompanied by an authorized adult (i.e., an adult immediate family member who is on the approved Visiting List, a legal guardian, an adult properly authorized by the Department of Children and Families, or an adult approved by the Unit Administrator) for the purpose of visiting an inmate who is an immediate family member.
 5. **Community Groups.** Other persons such as community group representatives may be authorized to visit you. Ask your Unit Counselor for details.
 6. **Inmates in Restrictive Housing.** If you are assigned to Restrictive Housing, ask your Unit Counselor about procedures that apply to you. (Reference: A.D. 9.4, Restrictive Housing)
 7. **Appeal.** A proposed visitor may appeal the denial of a request to be placed on a visitor list to the Unit Administrator within 10 days of notification of denial. The appeal shall be answered within 15 days of receipt by the Unit Administrator whose decision shall be final.
- C. **Visitor Identification.** The identity of a visitor, age eighteen (18) or above will be verified through photo identification prior to admission. All visitors under the age of 16 must provide a valid birth certificate and one additional document containing the child's name, i.e. report card, social security card, etc. Children age 16 and over must provide a valid photo identification and birth certificate.
- D. **Visiting Schedule.** The John R. Manson Youth Institution Visiting Schedule is posted on your Housing Unit bulletin board. Please note: there are no visits on State-observed holidays.
1. **Contact Visits.** Inmates shall submit, to your Unit CTO, a request form for contact visits. The Unit CTO shall ensure that the inmate meets the criteria. The Unit Manager shall approve or deny request

and forward all documents to the office of the Deputy Warden of Programs and Treatment for final approval.

2. **Non-Contact Visits.** Non-Contact Visits will consist of two (2) visitors, including children, and contact visits will consist of three (3) visitors, including children in accordance with Administrative Directive 10.6 section 6.
3. **Criteria for Loss of Contact Visits:**
 - a. Contact visiting privileges will be suspended upon receipt of any Disciplinary Report and revoked upon a guilty finding or plea of guilty;
 - b. Contact visiting privileges shall be revoked upon receipt of three (3) informal dispositions within a ninety (90) day period. Inmates may reapply after thirty (30) days from the date of the last informal disposition report.
 - c. Contact visiting privileges shall be revoked upon receipt of any formal or informal Disciplinary Report which results from an infraction during any visiting session;
 - d. Contact visiting privileges shall be revoked upon refusal to attend work, school or mandated programming.

E. **Visiting Rules.**

1. **General Rules.** The general rules apply to all visiting situations, unless other restrictions have been imposed.
 - a. **Frequency.** You are permitted to have one (1) visit each weekday and one (1) visit each weekend at a minimum.
 - b. **Splitting of Visits.** A group of visitors larger than three (3) may not share the visiting time by splitting into smaller groups. There are only 2 seats available in the visiting area.
 - c. **Intimacy.** A greeting and parting kiss and embrace may be exchanged in contact visiting. During the visit, physical contact is prohibited.
 - d. **Length of Visit.** Each visit is limited to one (1) hour.
 - e. **You are permitted** to take only your inmate I.D., wedding band, and authorized religious medal/headgear into the Visiting Room.
 - f. **Conduct.** You are required to conduct your visit in a quiet, orderly and dignified manner. Damage to the phone by an inmate may result in loss of visits, a disciplinary report and monetary restitution for repairs.
 - g. **Cross visiting** among inmates and other visiting parties nor socializing among visiting parties is permitted.
 - h. **Visiting of Family Members with More than One Inmate.** If you are related to another inmate here and the same person is on both of your Visiting Lists, under ordinary circumstances, both of you will be permitted to visit at the same time.

- i. **Receipt of Property and Funds.** No inmate property or funds will be accepted by staff in connection with a visit.
 2. **Attire.** Your visitor must be dressed in reasonably modest attire. Revealing, seductive or offensive clothing may result in a visitor being denied access to or in being removed from the Visiting Room.
 3. **Children.** Children must be under the supervision of the adult visitor at all times and a child's conduct must not be permitted to disrupt the Visiting Room.
- F. **Termination of Visit.**
1. 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, or if you or any of your visitors is evidently under the influence of drugs or alcohol.
 2. Authorization of an approved visitor may be rescinded on a finding by the Shift Supervisor that the conduct or actions of a visitor, or your conduct or actions with respect to a visitor, are detrimental to the order or security of the facility. Such a finding will be communicated in writing to you and your visitor.
 3. Any person conveying or causing to be conveyed to an inmate any unauthorized articles including 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 (\$1,000.00) or both. (Reference: C.G.S. Sec 53a-174a)
- G. **Special Visit.** A Special Visit is a visit, approved at the discretion of the Unit Manager, which allows exceptions to the authorized: (1) visitor list, (2) number of visits, (3) number of visitors, (4) length of visit, and (5) visiting schedule. A request for a Special Visit must be submitted to your Unit Manager at least 24 hours in advance of the visit to allow verification of the circumstances, except in the case of an emergency.
- H. **Professional Visits.** A special meeting between an inmate and a credentialed individual from the community, (e.g., law enforcement official, social worker specialist (not to include attorney representative), member of the clergy, etc.) for an authorized purpose other than social visitation.
- I. **Privileged Visits.** A special visit between an inmate and a judge, the Governor, Legislator, Attorney General, Board of Parole member/office, Probation Officer, Sentence Review Board member, Commission on Human Rights and Opportunities member, State Claims Commissioner, Board of Pardons member, elected government official, correctional ombudsman, the inmate's attorney or attorney representative for an authorized purpose other than social visitation.
- J. **Criteria.** Privileged and Professional visitors must meet the identification standard per above, plus show verification of their profession. The visiting

rooms for privileged and professional visitors will be assigned first come, first served, unless a reservation has been made a day in advance of the visit.

- 2.10. **TELEPHONES.** Inmate use of the telephones is governed by State Administrative 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. (Reference: A.D. 10.7, Inmate Communications)
- A. **Means of Access/PIN.** Each will be given a **PIN (Personal Identification Number)**. The **PIN** must be entered (by pushing the buttons on the phone pad that correspond to the PIN) in order to place a call. Newly admitted inmates will have access through, two(2) (**non-PIN**) payphones located in the A& P Room upon admission, and in the Orientation Housing Unit (H-Unit). They may make phone calls on these phones until **PIN's** have been issued.
 - B. **Collect-Call-Only Telephones.** Collect-call-only telephones are telephones on which only a collect call can be placed. A collect call is a call which the person called agrees to pay the charges. Collect-call-only telephones are located in each wing of the Housing Unit.
 - C. **Pre-paid telephone calls.** Directions on how to set up a pre-paid account can be found on the bulletin board in your housing unit.
 - D. **Recording and Listening.** Your telephone conversations are subject to being recorded and listened to. Conversation that violates State Regulations may be the basis of criminal or disciplinary action. Completed telephone calls will be limited to fifteen (15) minutes.
 - E. **Termination.** Any call may be terminated for the following reasons: violation of unit rules; illegal activity; exceeds time limit; misuse of equipment; threatening or disruptive behavior; unit emergency.
 - F. **Calls to Attorney.** Under ordinary circumstances, a non-recorded, non-monitored collect call can be made to your attorney by making advance arrangements through your Counselor. The call will be placed by staff for verification; the attorney must agree to accept the charges. Staff will maintain observation of you outside of the listening range as circumstances permit. Calls will be limited to thirty (30) minutes, unless authorization for a longer period is granted.
 - G. **Inmate Telephone System Instructions.**
 - 1. Lift the receiver – wait THREE seconds until you hear a dial tone, Then:
 - 2. Dial Inmate #, PIN # and phone # with area code.Securus Technologies is the phone system in the units. Instructions on how to operate this new system will be posted in your assigned housing unit and also via the prompts on the telephone.
 - H. **Phone Block.** If you are unable to make a collect call because there is a phone block, staff will not permit use of a facility phone.

Telephone Regulations.

1. Telephone calls are only permitted between 8:00 a.m. and 10:00 p.m. as schedules allow. You are permitted to make three (3) calls per day unless you are under restriction. A call may not exceed fifteen (15) minutes.
 2. You are not permitted to create or post a telephone list.
 3. You are not permitted to disclose or share your **PIN**; you are not permitted to use another inmate's **PIN**. These actions constitute the disciplinary offense of Security Tampering.
 4. You are not permitted to make third party calls. These actions also constitute the disciplinary offense of Security Tampering.
- 2.11. **LAUNDRY.** The schedule for the main Laundry is posted on the bulletin board in your Housing Unit. Inmates should make sure that the following steps are followed:
- A. Be sure all items are loose; socks should not be balled up.
 - B. Each bag should have a tight knot so no items fall out.
 - C. Each knot should leave the bag loose for proper washing and drying action.
 - D. Each bag should be properly marked with the inmate cell number.
 - E. Do not put blankets, sheets, or pillowcases in the laundry bags. Linens are washed separately. If these items are found in bags the bag will be returned dirty.
 - F. Do not include unnecessary items such as soap dishes, sneakers, batteries, and powdered detergent in the laundry bags.
- 2.12. **BARBER SERVICES.** The scheduled days for hair cuts are posted on the bulletin board in your Housing Unit. All haircutting or braiding must be conducted in the large dayroom and **NOT** in the wing.
- 2.13. **LIBRARY.** The library hours of operation are posted on the bulletin board in your Housing Unit. Books, except law books, may be checked out; you are responsible and liable for any book you checked out. For other library services and regulations, check the library bulletin board.
- A. **Mission Statement:** The John R. Manson Youth Institution Library will provide current materials on a wide array of subjects. The library will promote reading and research through a wide variety of media. The library will offer opportunities for growth and the expansion of ideas in a positive, welcoming environment. Library materials will be accessible to all inmates and staff on a regularly scheduled basis.
 - B. **Access to Publications.** Inmate access to publications is governed by State Administrative Regulations 18-81-28 and 18-81-39. The information stated in this Handbook does not supersede or overrule those Regulations in any way, and is provided to inform you of the limitations on access to

publications. (Reference: A.D. 10.7, Inmate Communications) All material shall be subject to review by the publication review committee.

1. You may order books, other publications, and magazine and newspaper subscriptions through the John R. Manson Institution Library.
2. Orders must be finalized with your Unit CTO of Counselor by utilizing the "Special Request" form. No order will be processed unless you have sufficient funds in your Inmate Account to cover the cost of the order.
3. Orders will only be placed to a publisher, book club or bookstore.
4. A publication may be rejected if it adversely affects an inmate's behavior. A statement of the criteria for evaluating publications and the post-decision process is stated in the State Regulation and in A.D. 10.7.
5. If a publication is rejected, you have the right of appeal to the Commissioner's designee within fifteen (15) days of receipt of the notice of rejection.
6. Delivery. You will be contacted by the School Librarian in order to receive any publications that arrive.

2.14. **PHOTOCOPYING**. Photocopying services are available at a cost of twenty-five cents (\$.25) for each page. Apply for such services through your Counselor. (Reference: A.D. 3.10, Fees and Reimbursements)

2.15. **NOTARY PUBLIC**. Services of a notary public are available; contact your Unit Counselor. The function of a notary public is to verify that the signature that appears on a document is the signature of the person who is named in the document as the signatory. 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.

2.16. **COURT TRIP**. A Court Trip is a trip from this facility to a State or Federal Court, and any return.

- A. You must wear the Uniform of the Day.
- B. You are permitted to take legal materials with you that pertain to the case at hand. These materials must be surrendered to the transporting staff during transit. The materials will be returned to you when you are in a secure lock-up at the court and, on the return, to the facility.
- C. You will be subject to the use of restraints according to Department policy. (Reference: A.D. 6.4, Transportation of Inmates)
- D. A court lunch will be provided.
- E. You are not permitted to obtain or receive any item from any person while on a Court Trip.
- F. You are not permitted to wear a watch or any religious items to Court.
- G. If prescribed an inhaler by medical you may bring it to court but no other convenience items allowed (i.e. chapstick).

- 2.17. **GATE MONEY**. Gate Money is money given by the State to provide the means of meeting expenses that you incur immediately upon release in accordance with Unit Directive 3.11. You may be eligible based; (1) on the amount of money in your Inmate Account and on the length of your incarceration; (2) this is the last Department of Correction facility before you are released to the community; and (3) inmates who have completed a minimum of 24 continuous months of sentenced incarceration and are discharged directly to the community without the benefit of supervision may be eligible to receive Gate Money.

Disciplinary or security problem inmates may be excluded from receiving Gate Money.

The maximum amount of Gate Money issued shall be fifty dollars (\$50.00). For information regarding Gate Money ask your Unit Counselor.

- 2.18. **INTERPRETER SERVICES**. Interpreter services can be arranged if needed; contact your Unit Counselor.

PART III
FACILITY PROGRAMS
(Not all programs are available at all times)

- 3.1. **GENERAL.** A brief description of some of the larger programs is given here; however, a complete list of programs is available through your Counselor.
- 3.2. **EDUCATION.** Educational programs in the Department of Correction are administered under the State of Connecticut – Unified School District No. 1. Programs available here are:
- A. **ABE (Adult Basic Education).** Provides training in basic academic skills in reading, mathematics, language, arts, general science and social studies to achieve grade eight proficiency.
 - B. **ABE (High School Diploma).** Credits are issued by USD #1 or in conjunction with last school district attended to achieve High School Diploma.
 - C. **GED (General Educational Development).** Provides instruction to achieve grade twelve proficiency based on the successful completion of the GED examination.
 - D. **ESL (English as a Second Language).** Helps students whose primary language is not English to develop skills to speak, read, and write English.
 - E. **VE (Vocational Education).** Combines classroom instruction and occupational training in numerous trades and workplace skills.
 - F. **SEP (Special Education Programs).** Provides educational programming for special needs students under the age of 22.
 - G. **PS (Post Secondary).** Provides college courses in conjunction with **Unified School District #1, college programs when funds are available.**
- 3.3. **WORK ASSIGNMENT.** Inmate job assignments within the Housing Unit are made at the discretion of the Unit Classification Committee based on recommendations by the Housing Unit Officer and Correctional Treatment Officer. Assignments outside the Housing Unit are made at the discretion of the Facility Classification Committee. If you are interested in a particular job, submit a request to your Unit Counselor. SRG Members and High Security are restricted to janitorial wing assignments.
- 3.4. **ADDICTION SERVICES.** The Addiction Services Unit (ASU) offers several programs designed to educate the inmates in recognizing their life behaviors that can lead to substance abuse. We believe that change is a process and that learning new skills and ways of thinking takes knowledge and practice.
- A. **Addiction Services T-Score.** During the orientation at MYI, and Addiction Services Counselor will meet individually with inmates to review their substance abuse history to determine a treatment score. A treatment score (T-Score) of 1A or 2A indicates the inmate does not require Addiction Treatment Services. A T-Score of 3A, 4A, or 5A, an inmate is expected to apply for Addiction Services Programming.

B. ADDICTION SERVICES PROGRAMS:

1. **Tier 1 Substance Abuse Treatment Program.** The Tier 1 program is designed for the inmates who have short sentence and to provide basic substance abuse information. Tier 1, is held three (3) times per week for a total of nine (9) groups. It takes about two (2) weeks to complete this program. If an inmate is sentenced or unsentenced for about six (6), and is interested in this program, he can write to the Addiction Services Unit and a Substance Abuse Counselor will contact him.

2. **Tier 2 Program.** Tier 2 program is a drug and alcohol program designed for individuals who seek recovery from the pain of addiction and substance abuse. Treatment is offered in the areas of substance abuse education, 12-steps, skill building and relapse prevention. This program consists of thirty-six curriculum sessions over a ten-week period. Group components are held three times a week. This also includes fellowship meetings such as AA or NA. Any inmates interested in this program can write to the Addiction Services Unit and a Substance Abuse Counselor will contact him.

3. **Co-Occurring Disorders.** This twelve-week outpatient program is designed to meet the needs of both Mental Health and substance abusing inmates. Inmates with a T-Score of 2, 3, or 4 and a Mental Health score of 3 or 4 are eligible for this program. Treatment is offered in the areas of Dual Recovery substance abuse education, medication awareness, relapse prevention and diagnosis of mental disorders.

4. **Seven Challenges** – The “Seven Challenges” is a substance abuse counseling program designed to assist adolescents who use alcohol and illegal substances manage their addiction problems. As an evidenced based program, it is based on research and study for strategies to bring about change, while addressing related issues such as co-occurring problems and life skill deficit. Principal elements of the program include individual and group sessions, structured activities and documentation by the clients in their private journals. The premise throughout includes honesty, openness and in depth discussions held in a supportive, non-judgmental, safe and trusting environment where constructive and well-intentioned crucial feedback can take place. Clients learn the skills from counselors of making their own informed and thoughtful decisions by questioning and exploration. A primary goal is that insight gained from the “Seven Challenges” is implemented on an ongoing basis.

** If you have questions about our programs, please write to Addiction Services and we will determine which program is right for you.

3.5. **VOICES PROGRAM.** The VOICES Program is facilitated intermittently throughout the year. This is a 40-hour program designed to teach inmates about the impact of violent and non-violent offenses of victims. The following topics are discussed during the group sessions:

- A. Property Crime
- B. Domestic Violence
- C. Elder Abuse
- D. Sexual Assault
- E. Child Abuse
- F. Assault
- G. Robbery
- H. Drug and Alcohol Abuse
- I. Homicide

This program utilizes speakers (both victims and community educators), films, audio tapes, written exercise as well as verbal participation.

3.6 **MENTAL HEALTH GROUPS.** The Mental Health Unit provides several self-help programs.

- A. Anger Management
- B. Sex Offender Group(s)
- C. Co-Occurring Disorders Group (s) – Mental Health/Addiction Services
- D. Medication Education
- E. Discharge Planning Group
- F. Adjustment Disorders Group
- G. Depressive Disorders Group
- H. Pre Chronic-Split Decision Program

3.7 **RE-ENTRY PROGRAMS.** Programs revolve around the needs of those inmates discharging within the following 120 days. Linking resources within Manson Youth Institution with those of our community partners, inmates have access to resources such as the Job Center, Workbook Program, Mental Health Process Groups, and seminars on a variety of services and opportunities that assist with a flawless discharge process.

3.8 **LIFE SKILLS.** "A New Freedom Life Skills" program entails improving personal hygiene, explaining one's criminal values, developing coping skills, improving communication skills and learning stress, anger, time and money management. The 24 sessions are designed to address critical life and lifestyle issues. The overall objective is to help improve their general health and happiness while gaining tools to become productive members of society.

OTHER SERVICES AND PROGRAMS

- 4.1. **VOLUNTEER SERVICES.** The Department of Correction uses community volunteers to enhance facility services. Postings in the housing units and other forums for announcements will advertise volunteer services offerings. Volunteers are active in religious services, recreational services, mental health services and educational services. It is important for inmates to understand that you are not permitted to write or make telephone calls to volunteers. Maintaining a good disciplinary record is an important consideration for participating in volunteer programs.
- A. **12-Step Recovery Meeting.** Inmates who are permitted to attend AA and NA are active in Tier II or Seven Challenges.
 - B. **THRESHOLDS PROGRAM.** Teaches a five-step decision making process. The program is presented in a basic course of twelve one-to-one and group sessions. It will meet on a weekly basis.
 - C. **FATHERHOOD.** The Fatherhood Program is designed to assist young men to develop into loving and supportive fathers. If you are a father and would like to sign up for, or learn more about the program, contact your Unit Counselor.
 - D. **COMMUNITY MEDIATION.** Volunteers from the community offer alternatives to conflict resolution without violence. Offenders from the New Haven area are given preference to programming, space is limited. If interested write a request to Re-Entry Services.
- 4.2. **FURLOUGHS.** The Department may provide furlough opportunities to any eligible inmate consistent with public safety and sound correctional practices. For information regarding furloughs, contact your Unit Counselor. (Reference: A.D. 9.8 Furloughs)
- A. **Re-entry Furlough.** The furlough on an inmate to an approved residence in the community for no more than the final 45 days of the sentence for the purpose of reintegration of the inmate into the community. Check with your Unit Counselor for eligibility, you must be level 3, 2, or 1. (Reference A.D. 9.8, Furlough) .
- 4.3. **COMMUNITY RELEASE.** The Community Release program provides eligible offenders an opportunity to reintegrate into the community while still serving their sentence. Program placement may include assignment to a Residential Program or Transitional Supervision. Supervision plans are developed based on each individual offender's needs. For information about Community Release, contact your Unit Counselor. (Reference C.G.S. Sec. 18-100. et. seq: A.D. 9.2, Inmate Classification).
- A. **Residential Programs.**

1. Community in-patient program for offenders needing a substance abuse program.
 2. Halfway House for offenders needing a residential program with an emphasis on employment and/or education. Check with your counselor for eligibility, **you must be a level 2 or level 3 within 18 months of discharge or your VTP date and be 18 years of age.**
- B. **Transitional Supervision.** For qualified offenders who are approved to live at home while receiving close supervision by the Department of Correction. Check with your counselor for eligibility, you must not have a total effective sentence that exceeds two (2) years and must have served not less than 50% of the sentence imposed less jail credit. (Reference: C.G.S. Sec. 18-100, et. seq: A.D. 9.2, Inmate Classification)
- 4.4. **DISCHARGE PLANNING.** Your Unit Counselor will contact you to develop a discharge plan to assist in your successful reintegration into the community. Inmates within 90 days of discharge or release to community supervision are eligible. You will be referred to complete re-entry programming. (Reference A.D. 9.3, Inmate Admissions, Transfers and Discharges)
- 4.5. **PAROLE.** Parole is release from incarceration to supervision in the community before the expiration of an inmate's sentence. The Board of Parole makes parole decisions based on the Board's determination (1) of whether there is reasonable probability that the inmate will live and remain at liberty without violating the law, and (2) that such release is not incompatible with the welfare of society. Your date of parole eligibility is shown on your Assessment Form, provided to each inmate upon completion of his assessment. Risk reduction earned credit will not be calculated in an inmate's parole eligibility date if you are serving a charge that requires you to complete 85% of the sentence. The Board of Parole does not automatically see inmate's that are serving 85% sentences, it is discretionary if they will receive parole and will more than likely not go in front of the Board. For information, contact your Unit Counselor. (Reference: C.G.S. Sec. 54-124, et. seq.)
- 4.6. **SENTENCE REVIEW.** Sentence Review is the review by a panel of judges of an inmate's sentence that is three (3) years or more, except that sentences resulting from a plea bargain will not be reviewed. Application for Sentence Review must be filed within thirty (30) days of the date the sentence was imposed. Contact your attorney to submit the application. (Reference: C.G.S. Sec. 51-94)
- 4.7. **PARDON.** 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 Unit Counselor.(Reference: C.G.S. Sec. 18-24a, et. seq.)

- 4.8. **LEGAL ASSISTANCE.** Legal assistance to inmates is provided by Inmates' Legal Assistance (ILAP). The scope of service is (1) identifying, articulating, and researching legal claims, and (2) enabling inmates to access the judicial system through advice, counsel and preparation of meaningful legal papers such as writs, complaints, motions and memorandum of law for claims having legal merit.

ILAP provides legal assistance in civil matters only. Thus, ILAP cannot provide legal assistance relative to criminal cases or to appeals of criminal cases. Assistance does not include representation and/or entering an appearance in a case or extend to the actual trial of the claim or argument in appellate proceedings or any other ancillary proceedings thereto. A written request is preferred. Written requests should be addressed to: Inmates' Legal Assistance, P.O. Box 260237, Hartford, CT 06126-0237.

- 4.9. **CLERGY VISITS.** Inmates are permitted to have special visits from their own clergymen upon approval. For more information contact the Institutional Religious Facilitator (Refer to Part II, Sec. 10 E & H).

- 4.10. **CHILD SUPPORT.** Your child support order will stay in effect while incarcerated unless you take action. If you have a child support case with Support Enforcement Services you can ask for a review by filing a motion for modification. You should also inform your Counselor that you would like to participate in the Fatherhood Program. Contact your Unit Counselor for the paperwork.

4.11 **AMERICANS WITH DISABILITIES ACT**

Policy: The John R. Manson Youth Institution shall ensure compliance with the Americans with Disabilities Act (A.D.A.) by: providing reasonable accommodation to inmates with qualifying disabilities; providing information regarding both the protections against discrimination and the existence and location of accessible services, activities and facilities; conducting ongoing evaluations of programs and facilities; and, providing mechanisms by which an inmate may file complaints about disability discrimination.

Authority and Reference:

- A. Connecticut General Statutes, Section 18-81.
- B. Americans with Disabilities Act, 1990, 42 U.S.C., Section 12101 et. seq.
- C. Administrative Directive 9.6, Inmate Grievances; 10.1, Inmate Assignment and Pay Plan; 10.19 Americans with Disabilities Act.

Request for Accommodation. Upon admission to the Department of Correction, an inmate shall be provided with the Inmates with Disabilities Notice of Rights under the Americans with Disabilities Act, CN 101901, Attachment A

and Request for Reasonable Accommodations, CN 101902, for Reasonable Accommodations indicating whether or not the inmate requests accommodation. In addition, both classification and Health Services staff members shall, as a component of the facility orientation process, ask the inmate if the inmate requires reasonable accommodation.

The John R. Manson Youth Institution A.D.A. Coordinator, in consultation with the Department A.D.A. Coordinator, shall make arrangements for evaluation of the inmate's request. As a result of the evaluation, reasonable accommodation shall be developed if required by the A.D.A.

Reasonable efforts shall be made to provide reasonable accommodation throughout the inmate's incarceration. Documentation of the initial determination as described in this section shall be maintained in the inmate's master file. Appropriate reasonable accommodation may differ depending on the ability of the inmate and the nature of the program or activity in question.

4.12 **SELECTIVE SERVICE SYSTEM**

You are required by law to register with Selective Service System if you are the age of 17 years and 3 months and have not yet turned 26. Although inmates are exempt from registering while incarcerated, Selective Service will accept your registration. Once you have reached the age of 26, you can no longer register. It is important to do so while you are still in 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.

To register, contact the Selective Service System Liaison assigned to your facility.

CHAIN OF COMMAND

Inmates will use the Chain of Command within this facility to resolve; obtain assistance pertaining to daily operations and/or personal problems

- Unit Officer
- Unit Counselor
- Lieutenant
- Unit Manager
- Captain
- Deputy Warden
- Warden
- District Administrator – (944 Highland Ave., Cheshire, CT. 06410)
- Commissioner – (24 Wolcott Hill Rd., Wethersfield, CT. 06109)

All issues must be addressed through the proper chain of command prior to filing an administrative remedy.

What is the Code of Penal Discipline?

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

You have been provided a copy of Administrative Directive 9.5, Code of Penal Discipline during orientation. It is strongly recommended that you review the contents of that directive and bring any questions you may have to a staff member for clarification.

What are the Offenses, Sanctions and Penalties Related to the Department's Disciplinary Process?

1. **Offenses.** Offenses are acts of misconduct and as such, are prohibited. There are three (3) classes of offenses: A, B and C. Class A offenses is the most serious offenses and Class C offenses the least serious. All Class A, B and C offenses are located and defined in Administrative Directive 9.5, Code of Penal Discipline.
2. **Sanctions.** If found guilty of an offense prohibited by Administrative Directive 9.5, Code of Penal Discipline, you may be disciplined as a means to correct your behavior. Sanctions may include punitive segregation, forfeiture of good time (if eligible for good time), and disciplinary penalties, as outlined below.
3. **Penalties.** The following penalties may be imposed:
 - A. Reprimand;
 - B. Loss of recreation privileges up to 30 consecutive calendar days;

- C. Loss of telephone privileges up to 90 consecutive calendar days. The sanction may be compounded by doubling the time frame for each successive conviction of Security Tampering relating to telephone privileges;
- D. Loss of commissary privileges up to 90 consecutive calendar days during which time you may not place an order;
- E. Loss or modification of social visiting privileges up to 60 consecutive calendar days;
- F. Extra duty up to 24 hours (which shall be completed within one (1) week of disposition);
- G. Confinement to quarters up to 15 consecutive calendar days;
- H. Loss of social correspondence privileges (incoming and outgoing correspondence) up to 60 consecutive calendar days; and,
- I. Restitution for property theft or damage.

If I am Found Guilty of an Offense, Can I Appeal the Disciplinary Decision?

YES. However, a disciplinary decision may only be appealed if you pled 'not guilty' at the disciplinary hearing and were found guilty. Disciplinary action resulting from a guilty plea shall not be subject to an appeal.

How Do I Appeal a Disciplinary Decision?

In order to appeal a disciplinary decision, complete the Inmate Administrative Remedy Form (CN 9602) and place the completed form in the 'Inmate Administrative Remedies' Box located in your housing unit. Filing an appeal must be made within fifteen (15) calendar days of the notice of decision. Form CN 9602 shall be reviewed by the District Administrator of the district where the disciplinary report was adjudicated. The decision of the District Administrator shall not be subject to further appeal.

Administrative Directive 9.5, Code of Penal Discipline

The above procedures and standards are fully set out in Administrative Directive 9.5, Code of Penal Discipline. You should make yourself familiar with its provisions and refer to it for specific information related to the disciplinary process. This summary is intended for information only and, of itself, establishes no procedures or standards.

MYI-
Unit Rules and Regulation

1. Inmates shall not malingering, loiter or group around cell doors or any wing.
2. No inmate shall be allowed to enter another inmate's cell at any time, for any reason. Failure to comply **will result in a progressive disciplinary action. i.e. (Informal, Disciplinary Report, removal from the unit and/or job placement.)**
3. No gambling or horseplay is allowed.
4. No cleaning supplies will be stored inside any cell. **This includes the wing's workers.**
5. **No obstructions on the following: doors, windows, vents or lighting fixtures.**
6. Televisions shall be placed on your desk. No other items other than a fan may be kept on your desk or the foot of the bunk.
7. Pictures shall be placed in the painted squares only. **Absolutely no nude or sexually degrading pictures shall be displayed anywhere in the cell. This includes the underside of your bunks.**
8. **Your bed must be made when you get up each day, i.e., blankets and sheets straightened and tucked in before you exit your cell. All beds must be made by 08:30 a.m. Mattresses must remain on the bunks at all times.**
9. All cells shall be kept clean and in an orderly fashion. Property will be in compliance with the Facilities Property Matrix.
10. It is your responsibility to secure your cell doors. (i.e., chow, visits, and recreation.) Cell doors **shall remain closed at all times.**
11. **Groupings are prohibited to include exercising during recreation or out of cell periods.**
12. Inmates shall be properly attired en-route to and from the shower; e.g. gym shorts. **Open fly garments (boxers, pajamas, etc...) are not permitted in the corridors.**
13. Chairs are not allowed on the wing.
14. **No haircuts, hair braiding or twisting is allowed on the wing.** All personal hygiene will be conducted inside your cells. ***Haircuts are provided weekly and are supervised by the Unit Officer.***
15. Inmates shall clean up after themselves during the designated out of cell periods.
16. Inmates **shall not** pass any items or talk to another inmate through the sliding doors between the units.
17. Inmates **shall not** have excessive linen in their cells. Inmates **shall not** have paper towels or plastic bags in their cells.

18. **Do not** cover your desk, shelves or floors with towels. Towels are not doilies or rugs.
19. You **shall not** affix any clotheslines to the cell, rig an antenna or use any antenna in an unauthorized way.
20. You **shall not** cover your bed in a tent like fashion or affix anything to any part of the bunk.
21. **You are responsible for reading all posted notices.**
22. 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.
23. Only authorized religious headgear may be worn in or out of the unit. **Do-rags shall be worn inside your cells only.** Baseball type caps may be worn during outside recreation only, **not in the unit or during wing recreation.**
24. You are not permitted to discard any trash out of your cells onto the wing. The cells around the affected area will be subjected to disciplinary action.
25. If you are placed on **L.O.R.**, you are not allowed out of your cell for wing recreation or the gym.
26. **No inmate is allowed to linger around an inmate's cell that is on L.O.R., or communicate through a secured door with an inmate on L.O.R.**
27. **All cell doors will remain locked at all times (including double cells) for those inmates on L.O.R.**
28. Inmates on L.O.R. will get one-half (1/2) hour to shower and use the phone daily. The Unit Officer will notify you when is the out of cell period.
29. No inmate at any time shall have a double mattress in their cell. Failure to comply **will result in a progressive disciplinary action.**
30. You must have your I.D on your person at all times. I.D's shall be attached to your shirt pockets. You must present your I.D. when receiving medication and/or mental health treatment.
31. No inmate shall at any time discard any linen, clothing or trash in excess as to clog the toilet in their cell. **Failure to comply will result in progressive disciplinary action and/or restitution for any damaged incurred.**
32. Prayer rugs are for praying only and **shall not be left on the floor for display purposes.**

Institución Manson Youth Reglas y Regulaciones de las cabañas

1. A los confinados no se le permite haraganear, hacer tertulias ni agruparse alrededor de las puertas de las celdas o las hileras.
2. A ningún confinado se le permite entrar en la celda de otro confinado en ningún momento, por ninguna razón. El no cumplir con **resultara en acción disciplinaria progresiva (por ejemplo, reporte disciplinario, informal, remoción de la unidad y/o pérdida de trabajo.)**
3. No se permiten apuestas ni juegos de mano.
4. No se almacenaran artículos de limpieza dentro de ninguna celda. **Esto incluye a trabajadores de la unidad.**
5. **No habrá obstrucción de puertas, ventanas, ventiladores o lámparas.**
6. El televisor será colocado en su escritorio. Ningún otro artículo fuera de un abanico pudiera ser mantenido sobre su escritorio o el área extrema de su litera.
7. Cotos serán colocadas en el cuadrado pintado solamente. **Se prohíbe terminantemente exhibir fotos desnudo o sexualmente degradante en ningún lugar en la celda. Eso incluye el lado de su litera.**
8. **Su cama tiene que estar arreglada al levantarse cada día, por ejemplo, frazadas y sábanas tendrán que estar tendidas antes de usted salir de su celda. Las camas tienen que estar arregladas antes de las 8:30 a.m. Los colchones (mattress) tienen que permanecer en la litera en todo momento.**
9. Todas las celdas tienen que ser mantenidas de una manera limpia y ordenada. La propiedad estará en acuerdo con la Matriz de Propiedad de la institución.
10. Es su responsabilidad el cerrar la puerta de su celda. (Ejemplo, comidas, visitas y recreación). Las puertas de las celdas **permanecerán cerradas en todo momento.**
11. **Se prohíbe el agruparse incluyendo ejercicios durante el periodo de recreación de la hilera y periodos fuera de celdas.**
12. Los confinados estarán vestidos apropiadamente en ruta hacia y desde las duchas; por ejemplo batas de baño o pantalones cortos del gimnasio. **Ropa desabotonada (pantaloncillos, pijama, etc.) no son permitidos en las hileras.**
13. No se permiten sillas en las hileras.
14. **No se permite cortar cabello ni hacer trenzas o ningún otro tipo de arreglo del cabello en las hileras.** Toda higiene personal se hará dentro de su celda. **El corte de cabello se proveerá semanalmente y serán supervisados por el oficial de la unidad.**
15. Durante el periodo designado de fuera de celda los confinados mantendrán el área limpia.
16. Los confinados no pasaran ningún artículo ni hablaran a otro confinado a través de las puertas que dividen las unidades.

17. Los confinados no tendrán ropa de cama en exceso en sus celdas. Los confinados **No tendrán** papel toalla ni bolsas plásticas en sus celdas.
18. **No se le permite** cubrir su escritorio, tablillas ni piso con toallas. Las toallas no son alfombras ni tapetes.
19. Usted **no fijara** cordeles de ropa en su celda, no colgara antenas ni usara ninguna antena de una manera no autorizada.
20. Usted **no cubrirá** su litera como una tienda de campaña ni fijara ningún artículo a ninguna parte de su litera.
21. **Usted es responsable de leer todos los avisos anunciados.**
22. Usted es responsable del contenido de su celda. Usted será responsable de todo contrabando hallado en su celda. Registre su celda cuidadosamente al mudarse a la misma. Si usted encuentra contrabando, notifique al Oficial de la Unidad inmediatamente.
23. Solo se permite cubrecabezas religiosos autorizados dentro o fuera de la unidad. **Cubrecabezas no religioso (Doo-rags) serán usados dentro de su celda solamente.** Gorras de beisbol pudieran ser usadas durante la recreación al aire libre solamente, **no en la unidad ni en la recreación en la hilera.**
24. A usted no se le permite tirar basura fuera de su celda hacia la hilera. De ser así, confinados en las celdas en el área afectada estarán sujetos a acción disciplinaria.
25. Si usted se encuentra en pérdida de recreación (L.O.R.) no se le permitirá estar fuera de su celda durante recreación en la hilera o del gimnasio.
26. **A ningún confinado se le permite detenerse alrededor de la celda de un confinado que se encuentra en pérdida de recreación (L.O.R.) in comunicarse con un confinado en pérdida de recreación (L.O.R.) a través de una puerta cerrada.**
27. **Todas las puertas de las celulares de aquellos confinados en pérdida de recreación (L.O.R.) permanecerán cerradas (incluyendo celdas con dos confinados).**
28. Confinados en pérdida de recreación (L.O.R.) recibirán media hora (1/2) diariamente para tomar una ducha y usar el teléfono. El oficial de la Unidad le notificara cuando usted recibirá su periodo de media hora. Duchas para pérdida de recreación (L.O.R.) también se llevaran a cabo los fines de semana y días feriados.
29. A ningún confinado se le permitirá tener doble colchón (mattress) en su celda en ningún momento. El no cumplir esto el hará sujeto **a acción disciplinara progresiva.**
30. Usted tiene que llevar su identificación en su persona en todo momento. La identificación estará mostrada en el bolsillo de su camisa. Usted tiene que mostrar su identificación al recibir medicamentos y/o tratamiento de salud mental.
31. El Confinado no tirara al inodoro ningún artículo de ropa de cama, vestimenta ni basura en exceso para obstruir el inodoro en su celda. El no cumplir con esto resultara en acción disciplinaria progresiva y/o restitución por daños incurridos.

32. Alfombras religiosas (prayer rugs) son para orar solamente y no serán dejadas en el piso con el propósito de ser mostradas.

MANSON YOUTH INSTITUTION
SEXUAL ASSAULT PREVENTION FOR INMATES
Prison Rape Elimination Act

The Prison Rape Elimination Act (P.L. 108-107), which President Bush signed into law on September 4, 2003, has led to the establishment of a national commission, which will study prison rape at the Federal, State, and local levels with the goal of combating this crime.

The Connecticut Department of Correction is fully complying with the mandates of this act.

As an agency, the Connecticut Department of Correction maintains a zero tolerance policy toward any act of **Sexual Assault**. Regardless of the degree, **Sexual Assault** is a crime whether it occurs outside or inside of a correctional facility. These assaults may cause severe physical and psychological harm and can damage an inmate's chances for a successful reintegration into law-abiding society.

You are encouraged to report any threat or occurrence of **Sexual Assault** to correctional staff so that any potential victim may be protected and the assailant can be prosecuted to the fullest extent of the law. Additionally, Supervisors, Medical, and Mental Health staff tour the housing units regularly so you may also report threats or occurrences to them.



MRSA – Information for Inmates

By Dr. Edward Blanchette

What is MRSA?

MRSA (short for Methicillin Resistant Staphylococcus Aureus) refers to Staph bacteria that have acquired resistance to certain antibiotics. This resistance means that some antibiotics normally used to treat Staph bacteria in the past will not be effective. However, there are common oral antibiotics that can effectively treat MRSA. In general, Staph bacterial infections have always been rather common in the incarcerated population, but this type of antibiotic resistance is a fairly new development.

What does MRSA infection look like?

Most MRSA infections in the community and in a jail/prison setting start as skin or soft tissue infections such as “boils” or abscesses. Early on, it may have the appearance of a spider bite. Later, the infected area is red, swollen, and painful and there may be pus or other drainage. MRSA is a more serious problem in a hospital setting as opposed to community settings such as military housing, college dorms, or prisons. In DOC, MRSA- infected patients are usually first seen in a jail setting at or shortly after intake. In other words, most of our new MRSA cases originate from the community.

Has MRSA infection become more common over the past few years?

Yes. In fact, MRSA infection was considered unusual a number of years ago even in hospitals. Now, MRSA infections have become much more common in the community, including DOC, and especially in hospitals and healthcare facilities. Facilities where large groups of people live and recreate together, such as college dorms, day-care centers, military barracks, and schools are all areas where MRSA infection has become much more common.

How can inmates protect themselves against MRSA infection?

By far, the most important measures to protect against MRSA are good hand washing practices and good general hygiene such as regular showers. Do not share personal items such as clothing, razors, soap, bedding, combs or towels that may transmit infection. Keep all wounds covered with a clean bandage. Do not help other inmates care for their wounds. Leave that to trained health services staff.

QUESTIONS AND ANSWERS ABOUT H1N1 FLU (SWINE FLU) FOR INMATES

- **What is H1N1 flu?** H1N1 influenza, also known as swine flu, is a new strain of flu virus that has caused recent public health concern around the world. H1N1 influenza is a respiratory infection caused by a virus.
- **How is it spread?** This virus spreads from person to person through coughing or sneezing by people with the flu. Flu germs can spread through the air up to 3 feet away from the sick person. It is also spread by touching something with the flu virus on it and then touching or mouth or nose.
- **What are the signs and symptoms?** The symptoms of H1N1 flu virus are similar to the symptoms of seasonal flu. These include a combination of fever, cough, sore throat, runny or stuff nose, body aches, headaches, chills and fatigue. It is possible to also have vomiting and diarrhea.
- **How is the H1N1 flu treated?** There are medications that can help treat flu symptoms. Your health care provider will determine if these medications could be helpful for you.

What you can do to protect yourself

- Cover your mouth and nose with a tissue when you cough or sneeze. Throw the tissue away after you use it and then when you wash your hands.
- Wash your hands with soap and water for 20 seconds.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Keep your living areas clean.
- Avoid close contact with sick people.
- Seek medical care if you have symptoms of the flu.