

YORK CORRECTIONAL INSTITUTION

INMATE HANDBOOK

This handbook provides information about the Department of Correction and the operation of this facility. It will familiarize you with what services are available and what your obligations are. You are responsible for knowing the contents of this Handbook.

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

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

York CI is a level 5 correctional facility composed of an east and west compound. The west compound is the larger of the 2 and is maximum security. The east compound is comprised of smaller units with an emphasis on programming for minimum security inmates. While you may at some point become eligible for minimum security status your placement in such status is determined both by your classification status and on a case by case basis. York CI operates under the Unit Management system. This means a Unit Manager (either a Captain or Counselor Supervisor) oversees each Housing Unit. All decisions regarding your care and custody are made by the Unit Management Team under the supervision of the Unit Manager. For more information see Part II, Facility Services of this Handbook.

York CI is overseen by a Unit Administrator. The Unit Administrator is the Warden.

The Inmate Handbook is reviewed annually by an Inmate Handbook Committee.
The Committee consists of; one staff from each department to review and submit updates.

Updated September 30, 2010

YORK CORRECTIONAL INSTITUTION INMATE HANDBOOK TABLE OF CONTENTS

PART I: Facility Operating Procedures

Sec. No	Title of Section	Page
1	Addressing Staff	4
2	Following Orders	4
3	Personal Conduct	4
4	Personal Safety	4
5	Identification Card	4
6	Pass System	4
7	Rules and Regulations: Count, Contraband and Search	4
	Rules and Regulations: Clothing, Personal Hygiene, Housing rules, Smoking, Fire Safety	5
	Rules and Regulations: Movement, Dining Hall, Work, School, Program, Visiting/ Recreation	5, 6
8	Disciplinary Action: Code of Penal Discipline	6
9	Security Risk Groups / Gangs	6, 7
10	Housing Assignment	8
11	Personal Property	8
12	Information, Problem Solving, Request System, Grievances	8, 9
13	Maintenance	9

PART II: Facility Services

1	Classification (Unit Management Team, Counselor, Transfer, Master File, Appeal, CTO)	9
2	Offender Accountability Plan (OAP)	9
3	Sentence Computation and Credits	9, 10
4	Religious Services (Schedule, Religious Articles, Marriage)	10
5	Health Care Services	10
6	Food Services (Common Fare Diet, Special Medical Diets)	11
7	Recreation	11
8	Inmate Account (Incoming and Outgoing Funds, Maximum Balance, COI)	11
9	Commissary	11
10	Mail	11, 12
11	Visiting	12, 13, 14
12	Telephones	14
13	Laundry	14, 15
14	Hairdressing	15
15	Library	15
16	Photocopying	15
17	Notary Public	15

18	Inmate Newspaper	15
19	Bond	15
20	Court Trip	15
21	Orientation	15
22	Property Loss	15
23	Gate Money	16
24	Interpreter Services	16
25	Marriage/Civil Unions	16

PART III: Facility Programs

1	General	16
2	Education	16
3	Work Assignment	16
4	Counseling Programs	16
5	HIV Counseling	16
6	Community Release	16
7	Correctional Enterprise	16
8	Volunteer Services	16

PART IV: Outside Services and Programs

1	Parole	17
2	Sentence Review	17
3	Pardon	17
4	Legal Assistance	17
5	Speedy Trial	17
6	Families in Crisis	17
7	Clergy Visits	17
8	State of CT Department of Motor Vehicle Identification	17

APPENDIXES

A	Female Property Matrix	18, 19
B	Discharged Inmate Property Procedure	20
C	Inmate Grievance Procedure Summary	21, 22
D	Americans with Disabilities Act	23

ATTACHMENTS

1 Sec 9	Security Risk Groups	7
A	Confinement to Quarters (CTQ) and Loss of Recreation (LOR) Sanctions	24, 25
B	Unit Inspections and Sanitation	26
C	Indigent Inmates	27
D	Legal Calls	28
E	Mailroom and Literature Procedures	29, 30
F	Telephone System	31, 32
G	Walkway Rules and Regulations	33
H	Sexual Activity/Abuse/Assault	34 - 37
I	Unit Directive 9.5 Code of Penal Discipline	

PART I
FACILITY OPERATING PROCEDURES

1. Addressing Staff. Uniform staff should be addressed by title: "Officer (name)", "Lieutenant (name)", "Captain (name).", Non uniform staff should be addressed either by title or by "Mister or Ms. (name)". If you do not know the title, address the staff as "Mister or Ms. (name)". If you do not know the name, use "Sir" or "Ms".
2. Following Orders. You must obey any order issued to you by a staff member. If more than one order has been given, obey the last order. Failure to comply with an order will result in disciplinary action.
3. Personal Conduct. You are required to conduct yourself in a responsible manner.
 - A. You are not permitted to engage in behavior that disrupts the order of the facility, threatens security endangers the safety of any person, or imperils State or personal property.
 - B. You are not permitted to make sexually suggestive remarks or gestures to any person or engage in any sexual activity.
 - C. You are not permitted to make excessive noise or to use profanity.
4. Personal Safety. If you believe that your safety is at risk, report your concerns to a staff member. The Department and this facility are committed to ensuring your safety,
5. Identification Card. You will be issued an Identification Card (I.D.), which must be clipped to your outer garment in the upper left hand corner, visible, picture facing forward, whenever you are outside your Housing Unit, If a staff member asks you for your I.D. card, you must surrender the card.
 - A. Failure to carry your I.D. card or to surrender it to a staff member; or possession of another Inmate's I.D. card or of a duplicate of your own; or defacing, tampering with, or altering your I.D. card, is prohibited and will subject you to disciplinary action.
 - B. If you lose, misplace, destroy, or alter your I.D. card, you must report it to the Housing Unit Officer. A temporary I.D. card will be provided until a new I.D. card is issued. You will be assessed three dollars (\$3.00) if your I.D. card is lost, misplaced, destroyed, or altered.
6. Pass System. An inmate going from one place to another within York C. I. must have a signed pass in her possession, except during mass movement such as to and from meals, work areas, recreation, med-line and group movement for school and programs. 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, or if you do not have a proper pass, you will be subject to disciplinary action. Medical passes and commissary passes shall be issued for appointments in these areas.
7. 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. All inmates have the right and responsibility to adhere to the rules and regulations in the facility governed by Administrative Directive 9.5 Code of Penal Discipline. All inmates within the York Correctional Institution have a right to file a grievance with the Administrative Remedies Coordinator. All inmates have the right and responsibility to adhere to the rules and regulations that are outlined in the handbook. Failure to comply with the rules will 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 in your cell at your bunk until the count is clear and remain clearly visible to the Officer taking the count. If you are away from your Housing Unit, follow the instructions of the staff taking the count. Movement, talking, or making noise is not permitted while the count is in progress. The lights will be turned on during a count if the Officer deems it necessary. If a recount is necessary, you must repeat the count procedure.
 - B. Contraband and Search
 1. You are prohibited from having or using contraband, Contraband is anything not authorized to be in your possession or anything used in an unauthorized or prohibited manner. In general, an item is contraband if it has: (1) not been issued to you by the facility, (2) not been approved for you by staff as incoming property, (3) not been purchased by you at the commissary, (4) been altered in any way: or (5) if the amount 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 your presence. 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).
 5. Contraband will be confiscated and disposed of according to Department policy. (A.D. 6.9, Contraband and Physical Evidence).
 6. Disposal of Contraband Products. A Disciplinary Report shall serve as a receipt for confiscated contraband as appropriate. Any property for which the inmate is not the rightful owner shall be returned to the rightful owner (only if the property was stolen from the rightful owner), donated to charity, or discarded at the discretion of the facility administrator. Illicit drugs/weapons shall be disposed of in accordance with Administrative Directive 6.9, Control of Contraband and Criminal *Physical Evidence*. All other contraband property shall be donated to charity or discarded at the discretion of the facility administrator. Unauthorized monies shall be

confiscated and deposited in the Inmate Welfare Fund.

C. Clothing/Accessory Regulations.

1. You are required to wear the state-issued "Uniform of the Day" outside of your Housing Unit. Possession of another inmate's clothes or clothing items is not permitted and will subject you to the policy governing Contraband.
2. "Uniform of the Day" will be as follows:
 - a. Standard - blue jeans, maroon shirt and/or gray sweatshirt, winter jacket as issued.
 - b. Kitchen Workers - checked pants, white shirt.
 - c. Gym Recreation - uniform or sweat pants, (shorts may be worn in the summer – Memorial Day thru Columbus Day).
 - d. Tier Recreation – uniform/sweatpants with shoes/sneakers. Shower shoes are to be worn to and from shower only.
 - e. Shorts may be worn in Housing Unit, Recreation Yard and Dayroom from May 1st – Oct 1st.
3. You must wear your clothing in the way it was designed to be worn. Wearing dirty, damaged, or suggestive clothing is not permitted. Underclothing, including thermals, shall not be visible.
4. Pant legs shall not be tucked into socks or shoes.
5. Shoes/sneakers shall be worn in a clean fashion and laces shall not drag on the floor.
6. All clothing shall be commercially purchased, unaltered, and of a cloth fabric.
7. Clothing shall not be tight, short, or revealing.
8. Shirts/blouses shall be properly buttoned and not expose the midriff. Sweatshirts and uniform shirts, with short squared off hems designed for exterior wear may be worn outside the waist. White T-shirts must be tucked in.
9. Hats shall be worn in an appropriate manner. Hats may be worn for religious purposes. Doo rags shall not be worn outside the cell, and a head covering which could serve as a hood shall be prohibited. Bandannas, homemade caps and stocking caps are not permitted.
10. You shall be: in the appropriate facility attire when leaving the housing unit; appropriately dressed, at a minimum, in recreation wear, while in the housing area; and appropriately covered with a robe and nightwear when going to or coming from a shower.
11. Only prescription eyewear may be worn. Sunglasses **are not** permitted, unless medically prescribed.
12. Upon intake processing, an inmate is issued the following: 2 blankets, 2 sheets, 1 jacket (between October 1st and Memorial Day), 1 pair of sneakers, 3 pairs of socks, 2 pants, 3 underwear, 3 shirts, 2 bras, 1 towel and an indigent kit which consists of a toothbrush, toothpaste, deodorant, soap, wash cloth, shampoo and a comb.

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 shall be clean and appropriately groomed to meet hygiene standards and work safety.

E. Housing.

1. You are responsible for the condition and contents of your cell. Contraband found in your cell is your responsibility. Search your cell thoroughly when you move in. If you find contraband or damaged property, notify the Housing Unit Officer immediately.
2. You are not permitted to enter any cell or Housing Unit other than the one you are assigned.
3. You must keep your cell clean. Trash should be removed daily by discarding it in the trash bins. Foodstuffs must be properly stored. Your bed must be made by 9:00 a.m. each day.
4. You are not permitted to obstruct the door from closing or latching in any way. Frequent movement in and out of your cell requiring unit staff to repeatedly open your door may result in restrictions on entry and exit.
5. Audio equipment (including TV) must be used with earphones.
6. You are not permitted to rig an antenna, or to project an authorized antenna into any passageway.
7. You are not permitted to hang a clothesline.
8. You are permitted to display pictures only on the designated area in your cell. No obscene, sexually explicit pictures or drawings may be displayed anywhere.
9. You are not permitted to cover your bed in a tent fashion. Nothing may be affixed to any part of the bunk.
10. You are not permitted to cover light fixtures, or hang drapery over the front of your cell door or window, or obstruct an open view into your cell.
11. You are not permitted to tamper with, block, remove, or alter the vents in your cell.
12. You are not permitted to remove, damage, or tamper with facility equipment in the Housing Unit or in any other part of the facility.
13. The audio of Day Room televisions may not exceed moderate volume. Program selection is by majority vote.
14. You are to sit on your chair or your own bed only. You may not sit on counters or dressers.

F. Smoking. York C. I. is a non-smoking facility. You are not permitted to smoke here. If you need assistance in discontinuing smoking, see your Unit Counselor.

G. Fire Safety.

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

H. Movement Regulations.

1. During movement you must walk at a normal pace. Running, malingering or loitering is not permitted.
2. You must stay on the paved pathways.
3. You must walk two by two or single file.
4. You are not permitted to walk or assemble in groups that obstruct traffic on the walkways.
5. If an Order to "RETURN TO YOUR HOUSING UNIT" is issued, you must return to your housing Unit immediately.
6. Portable radios or music players may not be played during movement.
7. You must keep noise level to a minimum, no shouting or loud conversations permitted.

I. Dining Hall.

1. You must form a single line to the food service area.
2. Cutting in line is not permitted.
3. You are responsible for receiving a complete tray; only one (1) trip through the serving line is allowed.
4. No items maybe taken into the Dining Hall.
5. You will have twenty (20) minutes to eat your meal.
6. You must take your tray and utensils to the scullery after you finish your meal.
7. You must leave the Dining Hall after you have taken your tray to the scullery and go to your assigned place.
8. No item may be taken from the Dining Hall unless authorized for Medical Reasons.
9. The cafeteria is open daily at 5:30 am to 6:30 am for breakfast, 10:30 am to 12 pm for lunch, and 4:15 pm to 5:30 pm for dinner.

J. Work/School/Program Regulations.

1. You will have ten (10) minutes from the time you are released to go to a work/school/program assignment, to arrive at your assigned place. Failure to arrive on time may result in loss of work, school and loss of pay for that day.
2. At the completion of the work/school/program period you are required to leave the area promptly.
3. No unauthorized items may be taken to the work/school/program area.
4. No unauthorized items may be removed from the work school/programs area.
5. At your work/school/program, 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 textbook.")

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

8. Disciplinary Action Code of Penal Discipline. Violation of facility rules or commission of a disciplinary offense will subject you to disciplinary action under the Code of Penal Discipline. The Code of Penal Discipline establishes disciplinary offenses, authorized sanctions, and the process for adjudication. The Code of Penal Discipline is distributed separately from this Handbook. You are advised to familiarize yourself with the provisions of the Code. (Reference: A. D. 9.5, (Code of Penal Discipline))
 - A. If you have not received a copy of the Code of Penal Discipline, or if you lose your copy, it is your responsibility to notify Unit staff.
 - B. If you lose, misplace, or destroy your copy of the Code of Penal Discipline, you may be assessed Three (\$3.00) Dollars for a replacement copy.
 - C. If the disciplinary penalties of Confinement to Quarters or Loss of Recreation is imposed, you are subject to the conditions outlined in Attachment A.
9. Security Risk Groups/Gangs. A Security Risk Group is a gang that has been designated by the Commissioner as posing a threat to the safety of staff, the facility, inmates, or the community. There are two (2) types of affiliation with the Security Risk Group:
 - (1) As a Member, of (2) as a Safety Threat Member.
 - A. Member. A Member will be designated by the Disciplinary Hearing Officer on the basis of evidence that the inmate is affiliated with a Security Risk Group. Members are subject to: restrictions in classification status, restrictions in work and program assignments, visiting restrictions, increased disciplinary sanctions, and exclusion from OMPA awards or good time restoration.
 - B. Safety Threat Member. A Safety Threat Member will be designated by the Disciplinary Hearing Officer after a hearing, and an opportunity to appeal, or the basis that the inmate's own behavior or status within the Security Risk Group poses a threat to the safety of staff, the facility, inmates, or the community. Safety Threat Members are subject to more severe restrictions than Members are. If you are designated a Security Risk Group Safety Threat Member, you will be informed of all restrictions.
 - C. Renunciation. A Member, but not a Safety Threat Member, may renounce membership by submitting a letter to the Warden requesting removal of such designation. Acceptance of a renunciation is at the discretion of the Warden in consultation with the Director of Security. An inmate may generally renounce only once. Renunciation of a renewed affiliation will not be accepted unless approved by the Commissioner.
 - D. Safety Threat Member Review. The status of a Safety Threat Member will be reviewed at least every six (6) months, and as new information becomes known. A Safety Threat Member may request a review by submitting to the Director of Security a statement as to why a review is merited. Any gang that meets the criteria may be designated a Security Risk Group. You are advised to avoid membership or affiliation with any gang or gang member. If you have questions, ask your Unit Counselor. (Reference: A. D. 6.14. Security Risk Groups).

In accordance with Administrative Directive 6.14, Security Risk Groups, the following groups have been determined as

Disruptive Groups:

Hell's Angels	Texas Syndicate
Outlaws	Surenos
Pagans	Nortenos
Ching-A-Lings	Nazi Low Riders
18 th Street	Trinitarios
Black Gangster Disciples	DDP (Dominicans Don't Play)
Black Guerilla Family	Mongols
Vice Lords	Black P-Stone Nation
Mexican Mafia	G – 27
La Familia	Asian Boyz
Florencia 13	Fresno Bulldogs
Latin Disciples	Tiny Rascal Gang
Bandidos	

In accordance with Administrative Directive 6.14, Security Risk Groups, the following groups have been designated as *Security Risk Groups*.

The name and designation date of these groups are as follows:

Latin Kings	January 10, 1992
Nation	August 12, 1992
Los Solidos	August 24, 1992
20 Love	March 8, 1993
Aryan Brotherhood	April 20, 1993
BOWS	April 20, 1993
Neta	October 25, 1993
Elm City Boys	March 21, 1994
Brotherhood of Struggle/Roots	December 8, 1994
Bloods	May 22, 2002
Crips	May 22, 2002
Mara Salvatrucha (MS 13)	October 26, 2006

10. Housing Assignment. Assignment to a Housing Unit is based on issues related to your classification status. Cell assignment within the unit is made at the discretion of the Unit Manager and in conjunction with the Operations Officer. Each individual housing unit is to post unit activities in dayrooms for inmates to view (i.e. cards, board games, television, and puzzles).
11. Personal Property. You are permitted to have personal property in your possession subject to the property standards for the security level of this facility. The standards regulate *the* total volume of property, the type of property, the specific articles allowed, the quantity of each article, and the conditions of ownership/access. The allowable property for this facility is stated in the Property Matrix, Appendix A of this Handbook. (Reference: A. D. 6.10, Inmate Property)
- A. Inmate's Risk of Possession. An inmate's property is retained at the inmate's own risk. The Department will not be responsible for any property personally retained by the inmate which is lost, stolen, damaged, consumed, or discarded while in the inmate's cell or on the inmate's person.
 - B. Markings. An inmate's personal property will be permanently marked with the inmate's name and number.
 - C. Volume of Property. You are permitted to have six (6) cubic feet of property in your possession, of which no more than two (2) cubic feet may be Commissary or food.
 - D. Transfer. If you transfer to another unit, you must pack all of your property in the container provided to you and take it with you, under ordinary circumstances, your property will accompany you. If you have been transferred here and you have property at another facility, contact the Property Officer.
 - 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. An inmate has four (4) disposition options: (1) identify an approved visitor to whom the property can be released within thirty (30) days; (2) provide an address to which the property can be mailed at the inmate's expense, except for indigence; (3) identify an approved charity to which the property may be donated; (4) authorize the facility to discard the item. Failure to select one of the above items will result in disposition at the Warden's discretion.
 2. Contraband. Unauthorized property is different from contraband in that contraband is property found in your possession that you are not permitted to have. Possession of contraband will subject you to disciplinary action.
 3. Valuables. Valuable Property will be clearly marked in a separate envelope for each inmate and stored in a secure storage area. The inmate will be issued a receipt.
 4. Bulk Storage. Storage of non-valuable property (court clothes) is authorized for pre-trial inmates and inmates on short-term restrictions. Bulk Storage property will be inventoried and receipted.
 - F. Unclaimed Property. Unclaimed property is property that is not claimed within thirty (30) days. The facility will pack it up and it will be stored in Property, otherwise unclaimed property will be disposed of according to Administrative Directive 6.10, Inmate Property.
12. Information, Problem Solving, Request System, and Grievances.
- 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.
 2. Inmate Newspaper. Information about the operation of the facility is often published in the inmate newspaper.
 3. Unit Counselor, CTO or Housing Unit Officer. If you need to know something that is not posted on the Bulletin Board, contact your Unit Counselor, CTO or the Housing Unit Officer who will either know the answer or know where to get the answer.
 - B. Problem Solving. Most problems can be solved through verbal contact with the staff member in charge: the Housing Unit Officer, Unit Treatment Officer, Unit Counselor or Unit Manager. Address the problem to the staff member with responsibility for the problem area before appealing to a Supervisor. Explain the problem and follow the advice or instruction.
 - C. 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, utilizing the chain of command, up to and including the Warden. Request Forms (FORM CN 9602) are available from the Housing Unit Officer. The Request System serves as the Informal Resolution in the Inmate Grievance Procedure. You must wait for an answer to your request before filing a grievance. Staff have 15 working days to answer a request.
 - D. Inmate Administrative Remedy Procedure (IGP): The Inmate Administrative Remedy 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. A summary of the Inmate Administrative Remedy Procedure, explaining how to use it is included in Appendix B of the Handbook. All inmates who wish to file an Administrative Remedies Form must be submitted to the proper authorities within the chain of command. Any Administrative Remedy must first be submitted to the Administrative Remedy Coordinator, then the Administrative Remedy Form will be passed to the Warden if the proceeding staff are unable to rectify the remedy. If an inmate with U.S. Customs issues needs to file a grievance they may submit an Administrative Remedies form to the proper staff on the chain of command and the remedy will have to follow the chain of command. If the Warden of York Correctional Institution cannot settle the Administrative Remedy it will be forwarded to the Department of Homeland Security. Administrative Remedy Forms (FORM CN 9601) may be obtained from the Housing Unit Officer. Questions

about the use of the Inmate Administrative Remedy Procedure may be sent to the Grievance Coordinator on a Request Form. A copy of the Inmate Grievance Procedure may be obtained on request to your Unit Counselor. (Reference: A.D. 9.6, Inmate Administrative Remedy Procedure).

1. The name of the Grievance Coordinator is posted on the Bulletin Board.
2. Emergency Grievance: An Emergency Grievance is a grievance about something that: (1) presents a threat of death or injury to you; (2) presents a threat of disruption of the facility; (3) endangers your physical safety or health including the administering of health preserving medications or lack thereof, or (4) has become an emergency because the time is lapsing when meaningful action or decision is possible. Submit an Emergency Grievance directly to a staff member; do not deposit an Emergency Grievance in a Grievance Box.

13. Maintenance. You should report any equipment malfunction to Housing Unit personnel or a Work Supervisor.

PART II FACILITY SERVICES

1. Classification. Classification is the ongoing process of collecting and evaluating information about you to determine your risk and need level for purposes of deciding the facility where you will be housed, your job assignment, your treatment needs, and what programs would be suitable. (Reference: A. D. 9.2, Inmate Classification)
 - A. Unit Management Team. The Unit Management Team is the committee of staff member that makes decisions about your classification status: job placement, needs assessment, risk evaluation, program participation, etc. The Unit Management Team is comprised of all unit staff, and any other staff member whose input may be useful, and is chaired by the Unit Manager.
 - B. Unit Counselor. You will be assigned to a Unit Counselor. Your Unit Counselor will provide you with information about the operation of the facility and will assist you in adjusting to the facility and in taking advantage of program opportunities available to you.
 - C. Transfer. Decisions involving a transfer to another facility are made at the discretion of the Director of Offender Classification. If you want to be considered for a transfer, submit a request to your Unit Counselor. (Reference A. D. 9.1, Population Management)
 - D. Master File. The facility maintains a record of the status of your sentence (including any pending charges) and of your overall performance in a Master File. Your Master File is maintained by the Inmate Records Office. Questions about information in your Master File should be directed to your Unit Counselor.
 - E. Appeal of a Unit Management Team Decision. If you believe a Unit Management Team decision is wrong, contact your Unit Counselor to find out if it can be appealed and how.
 - F. Inmate at York C.I. can be classified in levels 1 through 5. An Inmate's classification level is dependent upon:
 1. Escape
 2. Violence History
 3. Bond/Pending Charges/Detainers
 4. Security Risk Group
 5. Severity of Violence/Current Offense
 6. Length of Confinement
 7. Disciplinary History
 8. Mental Health
 9. Medical Status / Problems
 10. Substance Abuse History
 11. Education Level
 12. Residence
 13. Sexual Treatment
 14. Vocational Training / History
 - G. CTO (Correctional Treatment Officer). You will be assigned a unit CTO. Your Unit CTO will provide you with information regarding indigence status, account balances, legal and bond calls, and inmate requests.
2. Offender Accountability Plan (OAP). An Offender Accountability Plan is designed with each inmate, formulating treatment and programming for the duration of the inmate's incarceration. The OAP is formulated with the inmate. Then the inmate, DOC and the Board of Pardons and Paroles confirm its recommendations.

The OAP is a tool to identify and address the specific areas that need to be modified in order to assist the inmate in a successful reintegration to the community. The foundation of the OAP is accountability, with each individual accepting responsibility and accountability to engage in productive actions.

Correctional personnel review and modify the OAP with the inmate on a regular basis throughout the term of incarceration in order to assess progress and reinforce achievement of stated goals.

In addition to participation in identified treatment, education and vocational programs, the OAP addresses safety and security issues, to include behavioral expectations. Additional components may include development of spiritual, family, and community support systems.

Upon conclusion of the inmate's orientation and development of the individualized OAP, the inmate is transferred to either the East or West Compound, to commensurate with the assigned security level and programmatic offerings to address the recommendations from the OAP.

The final phase of the OAP prepares the inmate for transition into the community, either way of a supervised community release program or full discharge from the sentence.

3. Sentence Computation and Credits. The Department of Correction is responsible for the computation of sentences. The Records Office will issue a Time Sheet quarterly, which will provide information about the computation of your sentence(s). Following is a description of factors that pertain to sentence computation.
 - A. Statutory Good Time. Statutory Good Time is good time earned each month during service of a sentence. (Reference: C.G.S. Secs. 18-7 and 18-a)
 - B. Pre-Sentence Credit (Jail Credit). Pre-sentence Credit is credit for time spent in confinement prior to disposition of the charge on which sentence is imposed. (Reference: C.G.S. Secs. 18-97, 18-98 and 18-98(a))
 - C. Jail Credit Good Time. Jail Credit Good Time is good time earned on a Pre-sentences Credit. (Reference: C.G.S. Secs. 1S-98c and 18-98d(b))
 - D. 7-Day Job Credit. 7-Day Job Credit is a computation of sentence of one (1) day for each seven (7) consecutive days of employment in a job designated as a 7-Day job. (Reference C.G.S. Sec. 18-98a)
 - E. Outstanding Meritorious Performance Award (OMPA). OMPA is an outstanding performance credit of up to 120 days for each continuous term of confinement granted at the discretion of the Commissioner. (Reference: C.G.S. Sec. 18-98b)
 - F. Sentences for Offenses Committed On or After October 1, 1994. Any person sentenced to a term of imprisonment for an offense committed on or after October 1, 1994, shall not be eligible to earn Statutory Good Time, Jail Credit Good Time, 7-day Job Credit, or OMPA. (Reference: C.G.S. Sec. 18-100d)

4. Religious Services. Coordination of religious activities is the responsibility of the Religious Coordinator. (Reference: A.D. 10.8, Religious Services)
 - A. Schedule. A schedule of religious services and activities will be posted on your unit bulletin board.
 - B. Religious Articles. May be purchased from the commissary. Please write to the Religious Coordinator for a Religious Commissary Form, fill it out and return it to the Religious Coordinator.
 - C. You must fill out a Religious Preference Form. You do not have to choose a religion, unless you wish to attend collective worship/religious programs. You may only attend the services/programs of your stated preference. You may only change your preference every 90 days.
 - D. When it is considered necessary for the security and order of the institution, the Warden 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. IO.8.6,E).

5. Health Care Services. Medical (In-Patient and Out-Patient), Dental, Mental Health, Pharmaceutical and Optical services are available either through staff assigned to this facility, staff who regularly visit the facility, consulting staff or off-grounds visit. Services are the responsibility of Health Services District Administrator.
 - A. Emergency. If you have an emergency health problem or an injury, tell a staff member immediately. Emergency response is available twenty-four (24) hours of every day.
 - B. Access to Services. Routine access to Health Care Services is through Sick Call and by submitting a request. A Health Services Request Box is located outside the Dining Hall, and in Restricted Housing Units.
 - C. Hours. The Health Services Unit is staffed twenty-four (24) hours of every day. The Out-Patient Clinic is open Monday - Friday, 8:00 a.m. to 5:00 p.m. except for holidays. You are only permitted access into the Health Services Unit (1) if you have an appointment, or (2) if you called or taken to the unit by a staff member.
 - D. Sick Call. Sick Call is the opportunity for you to bring a non-emergency health problem to the attention of medical staff.
 1. Hours for sick call are posted on bulletin boards.
 2. To sign-up for Sick Call put your request in the medical mailbox located outside of west dining.
 3. Remain in your Housing Unit until you are notified to report to the Health Services Unit.
 4. Medication Pick-up. Medication prescribed at Sick Call will be ready on the day you were seen and must be picked up when Medline is announced.
 - E. Medline. Medline is in the morning, afternoon, and evening in the respective housing units/or Outpatient Unit.
 On-Person Medication. On-person medication will be given to you in quantity. You must take the medication according to the prescribed dosage and interval. Accumulating medication will subject you to disciplinary action. You may not possess loose medication, unless on person, or medication belonging to another inmate.
 1.
 - a. Refill Bags. You must deposit a refill bag in the Health Services Request Box, Refills are done Monday through Friday and it may take up to twenty-four (24) hours before the refill is available to you. You will be called to Medline when it is available.
 - b. Ibuprofen (Analgesics). Ibuprofen is available through the Commissary and is not dispensed by the Health Services Unit.
 2. On-Line Medication. On-line medication will be administered by medical staff on a per dosage basis. You must take the medication in the presence of staff.
 - a. An inmate permitted to go to the Health Services Unit will do so via the pass system or on Medline.
 - b. An inmate in the Restrictive Housing Unit will receive on-line medication at their cell.
 - F. Dental. Put a request in the Health Services Request Box.
 - G. Mental Health. Put a request in the Health Services Request Box. Report any thoughts of self harm or crises to a staff member immediately.
 - H. Optical. Put a request in the Health Services Request Box.
 - I. An inmate is assessed upon entry into York Correctional Institution by medical staff. Inmates receive a thorough Medical examination within the first 24 hours of incarceration.

6. Food Services are the responsibility of the Food Services Manager.
- A. Common Fare Diet. A Common Fare Diet is a diet, which meets all nutritional requirements and reasonably accommodates recognized religious dietary restrictions. To receive the Common Fare Diet you must have a pass. Requests for the Common Fare Diet must be sent to the Food Services Manager.
 - B. Cafeteria. The inmate cafeteria is open daily at 5:30 am to 6:30 am for breakfast, 10:30 am to 12 pm for lunch and 4:15 to 5:30 pm for dinner.
7. Recreation. Coordination of recreation activities is the responsibility of the Recreation Supervisor.
- A. General Recreation. General Recreation is carried out daily in the day room of your Housing Unit, outdoors, or in the gymnasium. A recreation schedule and any unit rules will be posted on the bulletin board in your Housing Unit.
 1. Equipment. Recreational equipment is available in the recreation area. You must sign out any equipment you use by turning in your ID. Upon return of the equipment in good condition, your ID. will be returned.
 2. Gymnasium.
 - a. No shoes, boots, or black marking soles are permitted on the court.
 - b. Neither food nor beverages are permitted on the gym floor.
 3. Outdoor Rules
 - a. 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. Horseplay is not permitted.
 5. Attire. You are required to wear suitable clothing for the activity.
 - B. Special events. Will be scheduled by the Recreation Supervisor. See your Housing Unit Bulletin Board for scheduled events and unit participation.
8. Inmate Account. Each inmate will have an Inmate Account in which will be deposited any wages or allowances paid by this facility and any funds received from sources outside this facility.
- A. Incoming Funds. Must be in the form of a money order, certified check, cashiers check, payroll check, or government check; must come from an approved visitor on your visiting list only; and must be sent to the Inmate Trust Fund through the U. S. Mail. Approved visitors may deposit money into an inmate's account through the Western Union Electronic Deposit Program. The visitor must check "yes" on the Visiting Application where is asks: "Do you wish to send funds electronically to above referenced inmate". For visitors already on approved visiting list you must send them a new Visiting Application so their information can be added to our system. See your Unit Counselor to determine an approved source. A receipt of incoming funds will be provided to you.
 - B. Outgoing Funds. You may send funds from your Inmate Account to an approved recipient, who must be an active visitor on your visiting list. Make arrangements through your Unit Counselor for all transactions, except for books, publications, and subscriptions, which are handled by the School Principal.
 - C. Maximum Balance. There is no maximum balance for an account.
 - D. Cost of Incarceration (COI). A sentenced inmate will be assessed the approved daily rate, as determined by the Office Of the State Comptroller, for their incarceration.
9. Commissary. The Commissary sells articles for your personal use. A list of articles for sale is printed on the Commissary Order Form (CUFF). Commissary Order Forms (CHIT) are available from the housing Unit Officer. You must have money in your Inmate Account to use the Commissary. No more than Fifty (\$50) Dollars may be spent each week. This amount does not include major purchase items such as televisions, radios, clothing, watches or other electronics, footwear and cassette tapes/compact discs.
- A. Commissary Day. Each Housing Unit is assigned a day for receipt of commissary. The schedule is posted on the Bulletin Board and published in the newspaper.
 - B. Placing an Order. Fill out a Commissary Order Form (CHIT) according to the instructions in the posted schedule and deposit it in the commissary box.
 1. The commissary order must be turned in according to the posted schedule or the order will not be processed.
 2. The commissary order must be completely and correctly filled out or the order will not be processed.
 - C. Pick-up. When it is time for you to receive your Commissary order, you must; (1) show 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.
 - D. Straggler Day. If you missed your scheduled commissary day or have been moved to the East Side, you may pick up your commissary on the scheduled Straggler Day. Commissary can provide a schedule.
10. Mail. Inmate use of the mail is governed by State Administrative Regulations 18-81-28 through 18-81-38 and 18-81-51 available in the Library. 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 own expense. You may write to anyone except:
 1. A victim of any crime you have been convicted of or of a criminal charge on which disposition is pending.
 2. Any person under the age of eighteen (18), if the person's parent or guardian has objected to the correspondence in writing.
 3. An inmate in a correctional facility, except approved immediate family.
 4. A parolee or inmate in community confinement without the consent of the person's Supervisor.
 5. When correspondence is restrained by court order.
 6. When correspondence with a person or group has been expressly prohibited by the "Warden".

- B. Outgoing. Stamped envelopes are available through the Commissary. You must address the envelope with the complete, legible address of the person you are corresponding with. You must put your name, your inmate number, and the return address of the facility on the outside of the envelope in the left upper corner. No other markings or drawings are permitted to be on the outside of the envelope or it will be returned to you. You may seal outgoing correspondence. Failure to comply with these instructions will result in your mail being returned to you.
- 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).
1. All incoming mail should have the inmates last name and the inmate number that is assigned to the inmate. The name and number that is located on your Inmate ID.
 2. All incoming mail needs to have a return address or mail will be sent back to the Post Office.
- D. Privileged Correspondence. Privileged Correspondence is correspondence to and from any State or Federal court, any elected government official, the Commissioner of Correction or any appointee of the Commissioner, the Attorney General, the Board of Opportunities, the Commissioner of 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 the envelope 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 (\$5.00) dollars in the past 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. Secs. 54-82c, 54-82m, and 54-186 and correspondence with the Sentence Review Board will be sent certified. Other correspondence may be sent certified with the approval of the Warden.
- G. Review. The Warden may place your mail under review, which includes reading, if the Warden has reason to believe that such reading is generally necessary to further the substantial interests of security, order, or rehabilitation.
- H. Items Not Allowed. The following items are not allowed to be sent into the facility; this will delay your incoming mail
1. Money orders should not be sent to the facility. They are to be sent to Department of Corrections – Inmate Trust Fund P.O. Box 290800 Wethersfield, CT 06129-0800. All money orders sent to York Correctional will be returned to sender.
 2. Stickers outside of the envelope or on your letters and cards are not authorized.
 3. Stamps and stamped envelopes being sent in are not authorized.
 4. Sexually explicit personal photos are not authorized.
 5. Adhesives (glue, paste, tape) balloons, coins, medals, handkerchiefs, laminations, musical cards, perfume, Styrofoam and unidentified odor/substance, body hair, bodily fluids and craft items are not authorized.
 6. Third party mail is considered contraband and the envelope with its contents will be rejected and or confiscated and you will be issued a D.R.
- I. 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 inmate or the public, facility order or discipline, or rehabilitation; sexually explicit materials involving sado-masochism, bestiality, children, use of force or absence of consent; any 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 proceedings.
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 and all mail will be returned.
 3. If the correspondence is material to criminal or disciplinary proceedings, the notice of rejection may be delayed pending completion of any investigation.
 4. Insure a box is available for unfranked legal mail to ILA, that envelopes for this purpose are provided to indigent inmates and that notices in English and Spanish with ILA's address and telephone number are posted in each Housing Unit.
11. Visiting. You may visit with approved visitors subject to security requirements and to the constraints of space availability and scheduling. (Reference: A. D. 10.6, Inmate Visits)
- A. Visiting List. The Visiting List is the list of persons who are authorized to visit you. No one will be admitted as a visitor who is not on your Visiting List, except as a Special Visit or a Professional Visit (See Sections E and I below). You may have up to seven (7) adult visitors on your Visiting List and an unlimited amount of children.
1. Establishing the List. See Attachment B.
 2. Changes. You may change your Visiting List every 30 days only, by submitting a new revised Visiting Application Form.
- B. Authorization. Visitors must be approved by the Unit Counselor. Visitors will ordinarily be approved, but an individual(s) with a prior criminal history will not be considered for visiting privileges unless they are immediate family with no outstanding charges, parole or probation. 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. Immediate family members who are ex-offenders or persons currently in service of a sentence must apply in writing to the Warden.
1. Courtesy Visit. Within the first 15 days of admission you may receive two (2) adult visitors from your

- immediate family pending completion of processing your visiting Application Form.
2. Immediate. Immediate family includes your legal spouse, civil union, parent, grandparent, sibling, or child including a 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.
 4. Children Must Be Accompanied Any person under eighteen (18) years old must be accompanied by an adult on the inmate's Visiting List.
 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. You may appeal a denial of visitor authorization to the Warden within ten (10) days of the denial.
- C. Visitor Identification. The visitor's identity will be verified through a photo identification prior to admission to the Visiting Area.
- D. Visiting Schedule. See Attachment B or your Unit Counselor. *There are no social visits on Observed State Holidays.*
- E. Special Visit. A Special Visit is a visit, approved at the discretion of the Unit Manager or Counselor Supervisor, which allows exceptions to the authorized: (1) visitor list, (2) number of visits, (3) number of visitors, (4) length of visit, and (5) schedule of visits. A request for a Special Visit must be submitted to your Unit Counselor sufficiently in advance of the visit to allow verification of the circumstances, except in the case of an emergency.
- F. Visiting Rules.
1. General Rules. The general rules apply to all visiting situations, unless other restrictions have been imposed.
 - a. Frequency. See Attachment B.
 - b. Length of Visit. See Attachment B.
 - c. You will have contact visiting unless you are expressly designated for non-contact visiting.
 - d. You are permitted to take only your inmate I.D., wedding band, and authorized religious medal/headgear into the Visiting Room.
 - e. Conduct. You are required to conduct your visit in a quiet, orderly, and dignified manner.
 - f. Neither cross-visiting among inmates and other visiting parties, nor socializing among visiting parties is permitted.
 2. Contact Visiting. Contact Visiting provides for the inmate and the visitor(s) to be in the physical presence of each other.
 - a. Number of Visitors. You may have no more than three (3) adult visitors in the Visiting Room.
 - b. Intimacy. A greeting and parting kiss and embrace may be exchanged. During the visit, physical contact is limited to hand-holding across the table. You are permitted to hold a small child.
 - c. 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, both of you will be permitted to visit at the same time.
 3. Non-Contact Visiting. Non-Contact Visiting provides for the inmate and her visitor to be separated by a glass partition and to communicate by phone, which may be monitored.
 - a. Number of Visitors. You are permitted to have two (2) adult visitors at a time and as many children under 18 as may be reasonably accommodated.
 4. Attire. Your visitor must be dressed in reasonably modest attire. Revealing, seductive, or offensive clothing may result in a visitor being denied access to or being removed from the Visiting Room.
 5. Children. Children must be under your supervision and the supervision of the adult visitor or a structured children's program.
- G. Termination of Visit.
1. A visit may be terminated by the Visiting Room Officer if you or your visitor engages in behavior that disrupts the Visiting Room or that is in violation of facility rules, or if you or any of your visitors are evidently under the influence of drugs or alcohol.
 2. Authorization of an approved visitor may be rescinded on a finding by the Warden that the conduct or actions of a visitor, or your conduct or actions with respect to a visitor, are detrimental to the order or security of the facility. Such a finding will be communicated in writing to you and your visitor.
 3. Any person conveying or causing to be conveyed to an inmate any unauthorized articles including 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 riot more than One Thousand (\$1,000) Dollars, or both. (Reference: C.C.S. Secs. 53a-174 and 53a-174a).
- H. Privileged and Professional Visits.
1. a. Privileged Visit. A special visit between an inmate and a Judge, the Governor, Legislator,

Attorney General, Board of Parole member/officer, 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.

- b. Professional Visit. A special meeting between an inmate and credentialed individual from the community (e.g., law enforcement, social worker specialist not to include attorney representative, member of the clergy, etc.) For an authorized purpose other than social visitation.
 2. Privileged/Professional visits will normally take place during business hours, 8:00 a.m. - 4:00 p.m., with twenty-four (24) hours advance notice preferred, however, every effort should be made to accommodate attorneys without notice.
 3. Privileged/Professional visitors must meet the identification standard of Section C above and show verification of their profession.
 4. The visiting rooms for professionals will be assigned on a first come, first served basis, unless a reservation has been made a day in advance of the visit.
- I. Receipt of Property and Funds. No inmate property or funds will be accepted by staff in connection with a visit unless authorized by a Major, or Warden.
 - J. Extended Family Visiting. The Extended Family Visiting Program affords inmates who meet the eligibility criteria the opportunity to visit with family members in a private, home-like setting. Apartments are located within the secure perimeter of the facility. (Reference: A. D. 10.6, Inmate Visits). Request information from your Unit Counselor.
12. Telephones. Inmate use of the telephones is governed by State Administrative Regulations 18-81-28/29 and 18-81-41 through 18-81-51, available in the Library. 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. 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 silver and are located in the Housing Units.
 - B. Recording and Listening. Your telephone conversations are subject to being recorded and listened to. Conversations that violate State Regulations may be the basis of criminal or disciplinary action.
 - C. 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; interference with other valid penological interest.
 - D. Calls to Attorney. You are permitted to make up to two (2) non-recorded, non-monitored calls per month to an attorney. Calls to private attorneys and Special Public Defenders must be made collect. You must make advance arrangements through your Unit Counselor. The scheduling of the call is subject to the schedules of the Unit Counselor and the attorney; under ordinary circumstances, the call will occur within two (2) business days of the request. The call will be placed by staff for verification. Staff will maintain observation of you outside of the listening range. Calls are limited to thirty (30) minutes, unless authorization for a longer period is granted. The oral or written request of the attorney for an extended call shall be honored unless circumstances do not permit. Staff may come within listening range or terminate the call for exigent circumstances or if the behavior of the inmate is disruptive.
 - E. 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 unless there is an emergency.
 - F. Emergency Calls. You may place an emergency call on a facility phone subject to approval by the Shift Supervisor or higher authority.
 - G. Means of Access/PIN. Each inmate shall have a PIN (Personal Identification Number) which must be entered (by pushing the buttons that correspond to the PIN) in order to access an outside line. Each inmate may submit up to ten (10) phone numbers; the numbers shall be reviewed for acceptance. Approved numbers will be programmed into the phone system. An inmate will only be able to call the phone numbers that have been approved. An inmate may add/drop names on the list of phone numbers once every thirty (30) days. Ask your Counselor for information on how to obtain your PIN and how to submit your phone list. Ask your Counselor for the add/drop date.
 - H. Telephone Regulations.
 1. Telephone calls are only permitted between 8:00 a.m. and 10:00 p.m., during tier ret and cleaning times.
 2. No inmate may exercise control over the use of the telephone by another inmate(s).
 3. You are not permitted to make third party calls or calls to Department of Correction Officials.
 4. Each inmate is allowed 3 fifteen-minute phone calls a day during their recreation time. Once an inmate has met the fifteen-minute time period the call will automatically end. Correctional staff will instruct inmates on use of phones when demand for usage is high.
13. Laundry. The Unit laundry schedule and regulations will be posted on the Bulletin Board in your Housing Unit. Clothing exchange is conducted once a week for each unit, except for east compound. Inmates must submit an inmate request to the A&P Processing Officer requesting the clothing items that need to be exchanged.
- A. Monday – Building 1
 - B. Tuesday – Building 0
 - C. Wednesday – Building 2
 - D. Thursday – East Side Dorms
 - E. Buildings 3 and 4 are provided upon request only.

An Inmate laundry worker does inmate laundry in each housing unit. Please view bulletin board in housing unit for laundry schedule. Sheet exchange is conducted weekly by unit. Inmates are to take knots out of their sheets. All sheets must be on when the officer in the housing unit announces the sheet exchange. The schedule is as follows:

1. Monday: CPC, Munger and Building 2
2. Tuesday: South Dorm and Building 1
3. Wednesday: North Dorm and Building 0
4. Thursday: Davis and Building 3
5. Friday: Thompson Hall

F. All undergarments must be washed and dried in the dedicated washers and dryers located in the unit. For sanitary purposes, Undergarments shall not be washed in the sink.

14. Hairdressing Services. For an inmate to request services from cosmetology you must sign and submit a Request for Services form rendered by the Cosmetology Program. The York CI Cosmetology Instructor will send the request to Inmate Accounts Department. The Inmate will withdraw the appropriate amount from their inmate account. Please note no refunds are given for any reason. A missed appointment will be rescheduled at the convenience of Cosmetology. Please allow 4 to 6 weeks to receive your scheduled appointment. For a list of pricing and hairstyles please see Request for Beauty Culture Services.
15. Library. The Library hours of operation are posted on the bulletin board. Books may be checked out; you are responsible and liable for any book you check out. For other Library services and regulations, check the Library bulletin board.
 - A. Legal Reference Area. Law books are available in the Library located in Building 9 in the School.
 - B. Publication Orders. You may order books, other publications, magazine, and newspaper subscriptions subject to approval by the School Principal.
 - C. 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).
 1. Orders must be placed with the School Principal. No order will be processed unless you have sufficient funds in your Inmate Account to cover the cost of the order.
 2. Orders will only be placed to a publisher, book club, or book store.
 3. A publication may be rejected if it adversely affects a valid penological interest. A statement of the criteria for evaluation publications and the post-decision process is stated in the State Regulation and in Administrative Directive 10.7.
 4. If a publication is rejected, you have the right of appeal to the Commissioner within fifteen (15) days of receipt of the notice of rejection.
16. Photocopying. Photocopying services are available through the approving authority at a cost of twenty-five Cents (\$.25) per page.
17. 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.
18. Inmate Newspaper. The facility publishes a newspaper for inmates.
 - A. Newspaper Staff. Assignment to work on the paper is made by the Unit Management Team. If you are interested, contact your Unit Counselor or the school Principal.
 - B. Submitting Articles. If you want to submit an article or feature for inclusion in the newspaper, contact your Unit Counselor.
19. Release on Bond. The Warden of this facility is authorized to accept the bail of any inmate held in lieu of bond and release such inmate provided the sole basis of confinement is the bond which is posted. If you want to post a bond, contact your Unit Counselor or Shift Commander. (Reference: C.G.S. Sec. 54-53).
 - A. Bondsman. Licensed bondsmen are listed in the telephone book Yellow Pages. Request access to the Yellow Pages from your Unit Counselor.
20. Court Trip. A Court Trip is a trip from this facility to a state or federal court, and any return,
 - A. You are permitted to take legal materials with you that pertain to the case at hand. These materials must be surrendered to the transporting staff during transit. The materials will be returned to you when you are in secure lockup at the court and on your return to the facility.
 - B. You will be subject to the use of restraints according to Department policy. (Reference: A.D. 6.4, Transportation of Inmates).
 - C. A court lunch will be provided.
 - D. You are not permitted to obtain or receive any item from any person while on a Court Trip.
21. Orientation. Under ordinary circumstances, you will be required to attend orientation sessions within two (2) business days of admission to this facility. The purpose of these sessions is to inform you of how the facility works, what your obligations are, and what programs and services are available. Instructors will answer any questions you may have.
22. Property Loss. If any of your property is lost or damaged, you should use the Inmate Administrative Remedy Procedure to initiate recovery or compensation, if the IGP is not satisfactory and if you believe the State is responsible for the loss or damage, you may file a claim through the Commission on Claims. A claim must be filed within one (1) year of the knowledge of the loss or damage,

but in no event more than three (3) years from the date of loss or damage. (Reference; A. D. 6.10, inmate Property; C.G.S. Sec. 4-141, 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.

- 23. Gate Money. Gate Money is money given by the State to provide the means of meeting expenses that you incur immediately upon release. You will receive Gate Money from York C. I. if: (1) you are eligible based on the amount of money in your Inmate Account and on the length of your incarceration; and (2) this is the last Department of Correction facility before you are released to the community. When you will receive the Gate Money is either: (1) upon discharge; (2) upon parole to a non-custodial residence, or (3) upon release from a custodial residence to a non-custodial residence, whichever comes first. For information regarding Gate Money, ask your Unit Counselor.
- 24. Interpreter Services. Interpreter services can be arranged if needed; contact your Unit Counselor.
- 25. Marriage/Civil Unions. A request for Marriage or Civil Union must be sent to the Unit Administrator. (Reference: A.D. 10.9, Inmate Marriages and Civil Unions).

PART III FACILITY PROGRAMS

- 1. A sentenced inmate will not be allowed to refuse or reject any program, work, or educational assignment. Any refusal will subject the inmate to disciplinary action, and as a consequence of discipline the inmate will be placed on unassigned work status and will not be eligible for furlough. (Reference: A. D., 10.1, Inmate Assignment and Pay Plan). Refusal may also preclude an inmate from community release.
- 2. Education. Education Programs in the Department of Correction are administered under the State of Connecticut - Unified School District No. 1. The School Principal administers educational programs at this facility. Education programs available here are:
 - A. ABE Adult Education. Provides training in basic academic skills in reading, mathematics, language, arts, general science, and social studies to achieve grade eight proficiency.
 - B. GED (General Educational Development). Provides instruction to achieve grade twelve proficiency based on the GED examination.
 - C. ESL (English as a Second Language). Helps students, whose primary language is not English, to develop skill to speak, read, and write English.
 - D. VE (Vocational Education). Combine classroom instruction and occupational training in numerous trades and workplace skills.
 - E. SEP (Special Education Program). Provides special programs for special needs students.
 - F. PS (Post Secondary). Provides college courses in conjunction with local colleges.
 - G. Vocational. Instruction toward State mandated certification. Contact your Unit Counselor, CTO or the school Principal for information.
- 3. Work Assignment. Inmate job assignments are made at the discretion of the Unit Management Team. If you are interested in a particular job, submit a request to your Unit CTO.
- 4. Counseling Programs. The Programming Services Unit provides several different programs. Write to your Unit Counselor for more information. All program participants will be bound by a contractual agreement which states the rules of the program. Once the program begins, you must attend all scheduled meetings. Upon completion of the program, the Program Counselor shall complete and send a performance evaluation to your Unit Counselor. Further program assignments shall be coordinated between your Unit Counselor and program staff.
- 5. HIV Counseling. 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.
 - A. HIV Testing. Testing for HIV positivity is available; contact the HIV Counselor. You may contact the HIV Counselor by addressing a sealed envelope to the "HIV Counselor" and placing it in the Sick-Call box located outside of Main Dining. This is a confidential service. (Reference: A.D., 8.11., Human Immunodeficiency Virus Infection).
- 6. Community Release. Community Release is a community residence program that allows an inmate to serve her sentence under supervision while residing in the community. There are several different Community Release Programs. An inmate is evaluated on her risk to public welfare, her needs, and her overall performance. To participate in Community Release, you must be eligible. For information about Community Release, contact your Unit Counselor. (Reference: C.G.S. Sec. 18-100, et seq).
- 7. Correctional Enterprise. Correctional Enterprise programs are designed to simulate real-work conditions and to enable the inmate to develop job-market skills, Industries programs available at this facility are:
 - A. Data Con. Data Con provides data entry services to state agencies.

8. Volunteer Services. Volunteer Services are services provided to inmates by persons who volunteer their services to the Department. A list of Volunteer Services will be posted on the Bulletin Board in your Housing Unit. Volunteer services are coordinated by the Volunteer Program Manager. Request information from your Unit Counselor.

PART IV OUTSIDE SERVICES AND PROGRAMS

1. Parole. Parole is release from incarceration to supervision in the community before the expiration of an inmate's sentence. The Board of Parole, 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 time sheet. For information, contact your Unit Counselor, (Reference: C.G.S. Sec. 54-124, et seq).
2. 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. 51-194).
3. 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. Application to the Board of Pardons should be made to the Records Office. For information, contact your Unit Counselor. (Reference: C.G.S. Sec. 18-24a, et seq).
4. Legal Assistance. Legal assistance to inmates is provided by Inmates' Legal Assistance (ILA). 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.

ILA provides legal assistance in civil matters only. Thus, ILA 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 another ancillary proceedings thereto. A written request is preferred. Written requests should be addressed to Law Offices of Sydney T. Schulman P. O. Box 260237, Hartford, CT 06126-0231.

Legal transactions which *were* initiated prior to November 1, 1995, through Legal Assistance to Prisoners (LAP), which are still in process, will be handled by that agency, unless you have been notified of other arrangements.

5. Speedy Trial. Speedy trial is a petition from an inmate to the court having jurisdiction to initiate proceedings to dispose of untried charges. There are three (3) types of speedy trails that affect inmates in custody: (1) an inmate in custody solely because of charges pending in this state (C.G.S. Sec. 54-82m); (2) an inmate under sentence with untried charges pending in this state (C.G.S. Sec. 54-82c); (3) an inmate under sentence with untried charges pending in another state (C.G.S. Sec. 54-186, Article III). To apply for a speedy trial under C.G.S. Sec. 54-82, contact your attorney. To apply for other speedy trials, send a request to the Records Office and contact your Unit Counselor to confirm that your request is being processed.
6. Families In Crisis. Families in Crisis is a private, non-profit organization providing support services to inmates and their families to address problems caused by incarceration of the spouse. For information, contact your Unit Counselor or write to: Families in Crisis, 30- Arbor Street, North Wing, Hartford, CT 06106.
7. Clergy Visits. Inmates are permitted to have special visits, upon approval, from their own clergy. For more information, contact the Religious Coordinator.
8. State of CT Department of Motor Vehicle Identifications. Inmates within six months of discharge or pending release to community supervision shall be eligible for State of Connecticut, Department of Motor Vehicles (DMV) identification. Participants shall be required to provide two (2) primary identifications, see A.D. 10.13, Inmate Programs.
- The following fees shall apply:
- Issuance of a Non-Drivers Identification - \$15.00
 - Issuance of a Duplicate Drivers License - \$30.00
 - Issuance of a Drivers License Renewal - \$66.00
 - Issuance of a Driver License Renewal (over age 65) - \$22.00
 - Issuance of a CDL Renewal - \$60.00
- a. The funds MUST be available in the Inmate's Trust Account prior to issuance.
 - b. Indigent inmates shall only be eligible to receive Non-Drivers Identification.
 - c. This process is available to Connecticut Residents ONLY.
 - d. Issuance of any identification available through this program is at the discretion of the Department of Motor Vehicles.

Please contact your Unit Counselor for further information and appropriate documents.



Female Property Matrix

Connecticut Department of Correction

Attachment B/1
REV 6/28/10
AD 6.10

CLOTHING ITEMS	GENERAL POPULATION (LEVELS 1-4)		RESTRICTED STATUS		
	Maximum Allowed	Minimum Issued	ADIPS/ID	Death Row/SRGT/MC/D/AS/Special Needs	
				Maximum Allowed	Minimum Issued
BATHROBE	1ABD	--	--	1ABD	--
BRAS	6AB	3BF	3BF	6AB	3BF
COAT	1F	1F	--	1F	1F
GLOVES	1BCF	1BCF	--	--	--
GYM SHORTS	2ABD	--	--	2ABD	--
KITCHEN UNIFORM	2BDF	2BDF	--	--	--
PAJAMAS / NIGHT GOWNS	2BD	--	--	2BD	--
PANTS	3BDF	3BDF	--	3BDF	3BDF
RAINWEAR	1F	# 1F	--	1F	# 1F
SCRUB OUTFIT	--	--	3F	--	--
SHOES / SNEAKERS	2ABD	1BDF	1F	2ABD	1BDF
SHOWER TONGS	1AB	--	--	1AB	--
SLIPPERS	1BD	--	--	1BD	--
SOCKS	9B	3BF	--	9B	3BF
SWEATPANTS (solid gray only)	* 2ABD	--	--	* 2ABD	--
SWEATSHIRT (solid gray only)	* 2ABD	# 1BDF	--	* 2ABD	# 1BDF
THERMAL UNDERWEAR (top and bottom)	2ABD	--	--	2ABD	--
T-SHIRT	9ABD	3BDF	3BDF	9ABD	3BDF
UNDERPANTS	9B	3BF	3BF	9B	3BF
MISCELLANEOUS ITEMS	GENERAL POPULATION (LEVELS 1-4)		RESTRICTED STATUS		
	Maximum Allowed	Minimum Issued	ADIPS/ID	Death Row/SRGT/MC/D/AS/Special Needs	
				Maximum Allowed	Minimum Issued
ADAPTER JACK	1ABCD	--	--	1A	--
ADDRESS BOOK	@ 1A	--	--	@ 1A	--
ANTENNA	1ABC	--	--	--	--
BATTERIES	4AC	--	--	4A	--
CASSETTE PLAYER (headset required)	1ABCD	--	--	--	--
CASSETTE TAPES	+ 20AB	--	--	--	--
CLIP-ON BOOK LAMP	1ABC	1ABC	--	--	--
CLOCK (battery operated)	1ABCD	1ABCD	--	--	--
COAXIAL CABLE	1ABC	--	--	--	--
COMBINATION LOCK	1ABC	--	--	--	--
COMPACT DISCS	+ 20AB	--	--	--	--
COMPACT DISC (CD) PLAYER	1ABCD	--	--	--	--
CURLING IRON	1ABD	--	--	--	--
DIGITAL CONVERTER BOX	1ABCD	--	--	--	--
DRINKING CUP	2A	--	1A	1A	--
EYE GLASSES/CONTACT LENS (prescription)	2BC	--	1BC	1BC	--
FAN	1ABCD	--	--	--	--
GAMEBOY CONSOLE	@ 1ABCD	--	--	--	--
GAMEBOY GAME CARTRIDGES	@ 20ABCD	--	--	--	--
HAIR DRYER	1ABD	--	--	--	--
HANDKERCHIEFS (white only)	@ 4A	--	--	--	--



Female Property Matrix

Connecticut Department of Correction

Attachment B/2
REV 6/28/10
AD 6.10

MISCELLANEOUS ITEMS (continued)	GENERAL POPULATION (LEVELS 1-4)		RESTRICTED STATUS		
	Maximum Allowed	Minimum Issued	AD/PS/ID	Death Row/SRGT/MCD/AS/Special Needs	
				Maximum Allowed	Minimum Issued
HEADPHONE EXTENDER	1AC	1AC	-	-	-
HEADPHONES	1ABCD	--	-	-	-
PHOTO ALBUM (non-metal - not to exceed 2")	@ 2AB	--	-	-	-
PILLOW w/ case	1ABD	-	-	1ABD	-
POCKET CALCULATOR	1AB	-	-	-	-
RADIO (headset required)	1ABCD	--	-	1ABCD	1ABCD
RAZOR (battery/electric)	@ 1ABD	--	-	-	-
TELEVISION (headset required)	1ABCD	--	-	-	-
TOWEL	2ABD	2ABD	1ABD	2ABD	2ABD
WASH CLOTH	2AB	--	1AB	1AB	--
WATCH	1AB	-	-	1B	-
WEDDING RING	1BG	-	1B	1B	-
RELIGIOUS ITEMS	GENERAL POPULATION (LEVELS 1-4)		RESTRICTED STATUS		
	Maximum Allowed	Minimum Issued	AD/PS/ID	Death Row/SRGT/MCD/AS/Special Needs	
				Maximum Allowed	Minimum Issued
ABALONE SHELL	1AB	-	1AB	1AB	--
CHAIN, RELIGIOUS (ball bar)	1ABG	-	1ABG	1ABG	--
CRESCENT AND STAR	1ABG	-	1ABG	1ABG	--
CROSS (wooden)	1ABG	-	1ABG	1ABG	--
CRUCIFIX	1ABG	-	1ABG	1ABG	--
FEATHER	1AB	-	1AB	1AB	-
FOUR-WAY MEDAL	1ABG	--	1ABG	1ABG	--
HIJAB	2ABG	-	1ABG	2ABG	--
ISLAMIC MEDAL	1ABG	-	1ABG	1ABG	--
MALA BEADS	@@ 1BG	-	@@ 1BG	@@ 1BG	-
MEDICINE BAG	1ABG	-	1ABG	1ABG	--
PRAYER RUG	1ABD	-	1ABD	1ABD	--
PRAYER SHAWL	1AB	-	1AB	1AB	--
ROSARY BEADS w/case	1ABG	-	1ABG	1ABG	--
STAR OF DAVID	1ABG	-	1ABG	1ABG	-
ZIKAR BEADS	1ABG	-	1ABG	1ABG	--

OTHER CODES USED IN THIS MATRIX:

- # Indigent inmates only
- + No more than 20 total - any combination of cassette tape(s) and/or compact disc(s).
- Inmates in possession of colors other than gray prior to 4/15/2010 may retain those items until unserviceable, after which time the item is "Commissary Purchase Only."
- @ Item(s) must be stored in inmate locker when not in use and included as part of the cubic foot limitation.
- @@ Item(s) must come from an approved vendor and shall require prior written authorization of the Director of Religious Services.

NOTE: Men's underwear, boxer shorts, halter-tops, tube tops, or sexually explicit clothing shall be considered contraband.

DISCHARGED INMATE PROPERTY PROCEDURE



You may pick up your property Monday – Friday from 8:30am – 4:00 pm
(excluding all major holidays)

To avoid a wait in the lobby area, call one day in advance to ensure that the property department will be open, and to specify the time you will be arriving. In order to receive your property, you must comply with the following:

- You must have a valid photo I.D. (unless the Department of Correction is holding your I.D.)
- You may authorize someone else to pick it up for you. However, that person must have a notarized letter from you, stating specifically what you have at the facility to be picked up. This person must also have valid photo identification.

These 2 options are the only way that you may get your property.

If you have been released to a halfway house, call the property department to schedule a drop off OR: follow the directions above.

Do not send checks, money orders, or cash to have your property mailed, the Department of Correction does not mail property to individuals that have been released from custody.

I have received a copy of the YORK CORRECTIONAL INSTITUTIONS’
“Discharged Inmate Property Procedure”.

Print Name _____ # _____

Date of Discharge _____

Inmate Signature _____

Inmate Summary

What is The Inmate Grievance Procedure (IGP)?

(Reference A.D. 9.6)

The Inmate Grievance Procedure (IGP) provides inmates with the means to address their grievances about the Department of Correction to senior Department officials. Matters that are grievable, and those that are not grievable, are printed on the back. The complete procedures are contained in Administrative Directive 9.6, Inmate Grievances. Refer to it if you have any questions, or ask the Grievance Coordinator for a copy.

When Can You Use The Inmate Grievance Procedure?

(Section 9)

If you have a problem, first try to resolve it by contacting your immediate supervisor or your counselor. If the problem can't be solved that way or you need a written response, use the Inmate Request System by sending a completed Inmate Request Form to the person (except the Unit Administrator) who can solve the attempt to seek informal resolution prior to filing an inmate grievance.

How Does the Inmate Grievance Procedure Work?

(Sections 9 & 10)

If your concern is grievable and you've tried the Inmate Request System without results, here's what to do:

1. Obtain a grievance form. If not readily available, contact the Grievance Coordinator.
2. Fill out the grievance form. The grievance must be filed within 30 days of the cause. Except for grievances regarding property, which must be filed within one year of the discovery or within three years of the occurrence.
3. State your grievance clearly and simply, and state what action would resolve your grievance.
4. Attach the completed Inmate Request Form.
5. Deposit your grievance in the Inmate Grievance Procedure box.
6. If you need help, ask a staff member for assistance.

What Happens Next?

(Sections 7, 9, 10 & 11)

The Grievance Coordinator will collect the grievance from the box and determine if the subject of your grievance is grievable. If it is not, the grievance will be rejected. If the matter is grievable, it will be investigated to determine if your grievance should be denied, upheld, or if it can be resolved by mutual agreement. In any case, the Warden will notify you of the decision. The Warden has 30 days to respond from the time the grievance is received. If a remedy is justified, it will be a meaningful remedy.

What if You're Not Satisfied?

(Sections 11, 12, 13, 15, 16, and 17)

The Unit Administrator is the Level I Review. If the grievance is rejected or denied at Level 1, you can appeal to Level 2. You have 5 days to appeal. Instructions for how to appeal are contained on the grievance form. There are a total of 3 levels. Not all grievances can be appealed to Level 3. Refer to the Inmate Grievance Procedure for the complete procedures about the levels and appeals.

What About A health Services Grievance?

(Section 13)

If you have a grievance about health services, clearly mark it Health Services and deposit it in the Inmate Grievance Procedure/Health Services box. The Health Services Grievance Coordinator will pick up the grievance and it will be processed through the Health Services chain of command.

What if it's An Emergency?

(Section 18)

First, determine if it's really an emergency. The Inmate Grievance Procedure defines "emergency grievance" as: "A grievance processed by expedited methods to resolve an issue which presents: (1) a threat of death or injury; (2) a threat of disruption of facility operations; or (3) a need for prompt disposition because the time is lapsing when meaningful action or decision is possible." There are special rules for emergency grievances. Try to resolve the problem just as you would a regular grievance. If you can't get it resolved, you may file an emergency grievance. Use the Grievance Form. Mark it "Emergency" and give it to a *staff* member. Tell the staff member it's an emergency grievance. The response to an emergency grievance will be prompt—S hours for a verbal response at Level 1. If you file an emergency grievance that is not in fact an emergency, it will be rejected. Check the Inmate Grievance Procedure for full details.

Reprisal

(Section 22)

No inmate shall suffer negative consequences such as denial or limitation of access to any privilege, service, or program either formally or informally for use of the Inmate Grievance Procedure, except that access to the Grievance Procedure for abuse or non-compliance may be limited.

Abuse

(Section 19)

Don't abuse the Grievance Procedure. If you do, your use of the Procedure may be limited. The Inmate Grievance Procedure lists the acts of abuse.

What Can Be Grievd?

(Section 6)

This is a reprint of grievable and non-grievable matters from the Inmate Grievance Procedure (Administrative Directive 9.6, Inmate Grievances).

Grievable The following matters are grievable:

1. The interpretation and application of policies, rules and procedures of the unit, division and Department.
2. The existence or substance of policies, rules and procedures of the unit, division and Department.
3. Individual employee and inmate actions including any denial of access of inmates to the Grievance Procedure other than as provided herein.
4. Formal or informal reprisal for use of or participation in the Grievance Procedure.
5. Any other matter relating to access to privileges, programs and services, conditions of care or supervision and living unit conditions within the authority of the Department of Correction, except as noted herein.
6. Property loss or damage.

Non-Grievable The following matters are not grievable:

1. State and federal laws and regulations.
2. State and federal court decisions.
3. Actions pursuant to the Code of Penal Discipline, which are appealable through the disciplinary procedure provided in Administrative Directive 9.5, Code of Penal Discipline.
4. Classification decisions, which are appealable through the classification procedure provided in Administrative Directive 9.2, Inmate Classification.
5. The individual designation of an inmate as a Security Risk Group Member or a Security Risk Group Safety Threat Member in accordance with Administrative Directive 6.14, Security Risk Groups.
6. Health Services diagnosis or treatment decisions which are appealable through a Health Services appeal process.
7. Matters beyond the control of the Department, including parole decisions.

AMERICANS WITH DISABILITIES ACT

Americans With Disabilities Act provides reasonable accommodation to inmates with qualifying disabilities; provides information regarding both the protections against discrimination and the existence and location of accessible services, activities and facilities; conducts ongoing evaluation of programs and facilities; and provides mechanisms by which an inmate may file complaints about disability discrimination. Notice of Rights Under the Americans With Disabilities Act Form (CN101901) is issued during the intake process.

**Connecticut Department of Corrections
AMERICANS WITH DISABILITIES ACT (ADA)
CN101901**

**INMATES WITH DISABILITIES
NOTICE OF RIGHTS UNDER THE AMERICANS WITH DISABILITIES ACT
Inmates have the right to receive “reasonable accommodations” to make
Programs more usable.**

Inmates may receive accommodation to assist with programs and services in facilities where needed in:

***Programs *Medical *Mental Health *Dental *Counseling
*Orientation *Grievance *Disciplinary Proceedings*Special Events *Parole**

HOW TO ASK FOR A REASONABLE ACCOMMODATION

Inmates may ask for interpreters and other services in person or writing. Forms and assistance will be provided.
In _____ York CI _____, ask _____ your Unit Counselor or Unit Supervisor for assistance.

GRIEVANCES

Inmates whose requests for reasonable accommodations are denied or modified, or who believe they were discriminated against by DOC because of their disabilities have the right to file a grievance in person or in writing under the “Inmate Grievance Procedure”. Inmates may ask for help in filing the grievance.

**YORK CORRECTIONAL INSTITUTION
Confinement to Quarters (CTQ) &
Loss of Recreation (LOR) Policy**

Failure to abide by the rules set forth in this policy shall result in additional disciplinary action.

1. Confinement to Quarters (CTQ): An inmate shall be confined to the cell or living area and:

Shall not be permitted to:

- Attend General Population recreation to include outside yard, dayroom, Gymnasium and Library
- Attend work
- Attend School (except for inmates under 21)
- Attend programs (with the exception of Addiction Services)

Shall be permitted to:

- Attend social visits (30 minutes in length – non-contact)
- Attend professional visits
- Attend Addiction Services programming to include:
Marilyn Baker Inpatient Programs
Outpatient Programs to include:
Intro to 12 Step, Tier I and Tier II, Narcotics Anonymous, Alcoholics Anonymous,
Overeaters Anonymous and Spanish AA.
- Have access to counseling services, including legal calls
- Attend one collective religious service per week i.e. Catholic Mass, Protestant Church, Islamic Classes, etc. Inmates shall not be permitted to attend non-collective services such as Bible Study, Choir Practice, etc.;
- One hour out –of-cell time. Attendance to the Dining Hall shall be considered out –of-cell time, not to exceed 30 minutes (one half-hour). The additional one half-hour will be issued in tier/dayroom. The inmate shall be permitted to shower and use the telephone during this time. The dayroom television shall not be utilized. See reverse for out-of-cell period;
- Receive commissary;
- Retain their own property, to include electronics.

2. Loss of Recreation (LOR): Inmates assigned to this penalty:

Shall not be permitted to:

- Attend any organized recreation activities including Gym Recreation, tournaments, specialized fitness activities, etc.
- Attend outside recreation.
- Recreate in the dayroom and/or tier.

Shall be permitted to:

- Attend religious services and related programming;
- Attend programs;
- Work and go to school as assigned;
- Use the telephone and showers. This shall be accomplished during the unit's specified out-of-cell period (see reverse);
- Attend all visiting.

Rev. 4/2/09

Out - of - Cell Schedule

7:00 am - 7:30 am
7:30 am - 8:00 am
12:00 pm - 12:30 pm
12:30 pm - 1:00 pm
3:00 pm - 3:30 pm
3:30 pm - 4:00 pm
5:30 pm - 6:00 pm
6:30 pm - 7:00 pm
9:30 pm - 10:00 pm
10:00 pm - 10:30 pm

Out-of-Cell time shall not exceed one half-hour, even if the inmate(s) chose not to go to the Dining Hall.

These periods shall be utilized by housing unit staff to provide out-of-cell time to inmates on Confinement to Quarters (CTQ) and Loss of Recreation (LOR) as follows:

1. Confinement to Quarters (CTQ): Inmates on this status:

May:

- Use the telephone;
- Shower;
- Recreate in the dayroom.

2. Loss of Recreation (LOR): Inmates on this status:

May:

- Use the telephone;
- Shower

May Not:

- Recreate in any form or fashion
- Watch the dayroom television

UNIT INSPECTIONS

FIRE SAFETY* There will be a weekly fire safety inspection conducted and the following standards are mandatory.

- * All belongings shall be properly stored in designated boxes
- * No items on counters other than one soap dish and one toothbrush per inmate
- * No items on window sills
- * No mats or towels on floors
- * No clotheslines
- * No tents on bunks
- * No personal medications may be left out .they must be secured!
- * No door propped open for any reason unless it is your designated cell cleaning time.
- * No clothing hanging from or on bunks -except one bath robe, one towel and one washcloth (out to dry after use) per inmate. Towels & robes must not be hung in a manner that obscures officer's vision into any part of the cell.
- * No more than one pair of footwear may be out of your storage area
- * No cleaning supplies or plastic bags in cells
- * No blocking of air vents
- * No cloth or paper covering light fixtures
- * No completed craft items/afghan is considered bedding and is allowed on the bed only.
- * No pictures or cards on shelves, counter or walls. Pictures/cards must be on the designated display area
- * All gray boxes are to be placed flat on the floor-not stacked or tilted
- * All electrical appliances must be placed in storage areas after use. No appliances shall be left on and unattended.
- * Only a TV, radio, bible and clock are allowed on the stand at foot of bunk
- * Radio may be placed by the window, only while you are in the cell

SANITATION

- * Formal weekly sanitation inspections shall be conducted by the Unit Manager or designee. This inspection shall be unscheduled and unannounced in conjunction with the weekly Fire Safety Inspection.
- * Each inmate is responsible to clean her cell on designated days and times. (Buffing, waxing and stripping of cell floors will be done by unit workers only).
- * Unit Staff shall be responsible for monitoring inmate workers and ensuring the cleanliness of the Unit is maintained.
- * Unit Staff shall conduct daily cell inspections on the 1st and 2nd shifts.
- * Cleaning supplies and equipment shall be ordered on a weekly basis with an inventory conducted on Monday of every week. Unit Custody Staff shall ensure proper storage and inventory of all cleaning materials in Unit storage areas.
- * Assigned unit janitors are responsible to follow the duties and times assigned to them as stated in their job description/contract. Failure to do so will result in a poor work report.
- * The cleanliness of the unit is expected to meet the standards required to pass inspection at all times (not just on inspection days).

Failure to comply with these regulations may result in formal or informal disciplinary action.

INDIGENT INMATE SUPPLIES

You are required to buy toiletries, laundry detergent and envelopes from Commissary unless you are indigent.

DEFINITION OF INDIGENT: An inmate whose account has not exceeded \$5.00 in the past 90 days or an inmate who has less than \$5.00 on account at admission.

If it is verified that you are indigent you may receive the following supplies:

- * Envelopes - 2 per week for personal use - 5 per month for legal mail**
- * Toothpaste - One large tube per month or one small tube weekly**
- * Toothbrush - One per month**
- * Shampoo - Weekly**
- * Deodorant - One per month**
- * Comb - One**
- * Laundry Detergent - One bag per week**
- * Soap - One (1) large bar or two (2) small bars per week**

DO NOT PUT IN MULTIPLE REQUESTS

Envelopes, originating from inmate accounts, must be requested by Thursday and are distributed the following Tuesday.

Toiletries are distributed daily Monday -Friday.

LEGAL CALLS

WHEN:	By the close of the first business day following the day of the receipt of the request from either the inmate or the attorney or by the time specified on the request . whichever is later.
HOW LONG:	No more than 10 minutes (shall be increased at the oral or written request of the attorney).
FREE CALLS:	State and Federal Public Defenders offices Legal Assistance to Prisoners
COLLECT CALLS:	Private Attorneys Private Attorneys acting as Special Public Defenders Private Attorneys acting on a pro bono basis
NUMBER OF CALLS:	Initiated by the inmate - 2 per month Initiated by attorneys - Unlimited
CONTACT:	Calls answered by a <u>person or machine</u> capable of taking a message.
NON-CONTACT:	Busy signal or no answer.
TIMES OF CALLS:	9:00 a.m. - . 11:00 a.m. 12:00 Noon - . 3:00p.m. Unless unusual circumstances dictate otherwise.
AUTHORIZATION:	Unit Manager, Unit Counselor, Unit CTO
STAFF PRESENCE:	Place the call Verify identity of person being called Place inmate on the line Move out of listening range but maintain visual contact with inmate. Log the call in accordance with Directives 6.2 and 10.7
CALL TERMINATION:	Violation of Unit Rules Illegal Activity Exceeding applicable time limits Vandalism or misuse of equipment Threatening or disruptive behavior In the event of a unit emergency For legitimate penological interest

**York CI
201 West Main Street
Niantic, CT 06357**

MAILROOM PROCEDURES

1. If you don't receive a letter from the mailroom stating that some item was taken from your mail, then nothing was.
2. All outgoing mail must have the proper return address or it will not be sent out. This includes: Full Name, Address, and Inmate ID #. If this information is not on the envelope, it will be returned to you for completion.
3. On all incoming mail, if there is no reply when we ask for the return address information, the letter and all of the other contents that is inside of the envelope will be sent to the Dead Letter Department at the Post Office. The sender will have to file a form 1510 at the Post Office to get it back.
4. All Inmate to Inmate Correspondence has to be authorized. You cannot receive mail from another inmate without prior authorization. This includes another inmate who is residing at a half way house, still on parole or whose mail has been included in with a person who is not incarcerated.
5. When you are discharged any mail we have for you will be returned to sender. (We are not responsible for forwarding your mail. If you are on loss of mail (LOSC) when you leave, and a Counselor or a Correctional Officer comes and gets your mail the day you leave, you can have it).
6. Loss of Mail (LOSC) is sent to you the day after the sanction expires. If the expiration date day falls on a Friday you will not get this mail until Monday. Since we do not separate mail your money order receipt remains with your mail.
7. The following is a list of what is considered CONTRABAND/ Unauthorized Correspondence and can not be sent to you with your mail:

Stickers	Clothing	Glitter	Tape	Bows
Glue	String	Metal	Plastic	Water Paint
Rubber bands	Handkerchiefs	Musical Cards	Cash	Adhesive backing
Paste	Ribbon	Springs	Wire	Lamination
Stamps	Envelopes	Perfume	Confetti	Stationary
8. If you have a question concerning property mailed in - Write to: Property
9. If you have a question concerning money mailed in - Write to: Inmate Accounts.
10. If you have a question concerning regular mail - Write to: Mailroom

LITERATURE MAIL IN PROCEDURES

In order to have any written materials (books, magazines, publications, periodicals, crossword puzzles, etc.) sent to you while you are incarcerated you MUST follow the procedures described below.

- Step 1. Send a list of books, magazines, publications, periodicals, crossword puzzles, etc. that you want sent to you to the York C.I. School Principal.
- Step 2. Once you receive the "Approved" list back from the Principal you may then arrange to have those "Approved" items sent in to the following address:
- Step 3. (Your Name)
C/O School Principal
York Correctional Institution
201 West Main Street
Niantic, CT, 06357
- Step 4. You will be notified by the Education Department when your books have been received and approved. They will be delivered shortly after.

NOTE: If you are housed in the Restrictive Housing Unit when the books arrive, your package will be turned over to the Unit Manager of the R.H.U. to be delivered to you at her/his discretion.

In accordance with Administrative Directive 10.7, Inmate Communications, all request for ordering books, magazines, newspapers, educational materials or periodicals must be processed through the school principal or other person as designated by the Unit Administrator who shall determine that the inmate is able to pay for such material(s). If approved, providing funds are available, a check or money order will be withdrawn from the inmate's account and included with the order. Inmates may order hardcover books in new condition only from a publisher, book club or bookstore. As always, all incoming publications or materials will be reviewed under the review procedures set forth in A.D. 10.7 to determine if the incoming materials adversely affect a valid penological interest prior to dissemination. All non-questionable publications shall be issued without undue delay. Any publications deemed questionable shall be held for review by the Publication Review Board.

Free publications from a publisher, book club, book store, or charitable, non-profit, religious, legal or educational organizations shall be allowed if the identity of the sender is clearly identified on the publication, and if the publication is mailed directly from the publisher, book club or book store. All incoming items will be reviewed, as stated above in accordance with A.D. 10.7, M 1-5.

As always, all other security and space limitation requirements must be met. See A.D. 6.10 for property limitations.

INSTRUCTIONS FOR USING THE INMATE TELEPHONE SYSTEM

1. Lift the handset - wait THREE seconds until you hear a dial tone, then:
2. Dial '0' + area code + the telephone number. You MUST dial the area code, even for local calls.
3. You will then be asked to enter your access code (or PIN). Your PIN will be given to you and consists of your 6 digit inmate number plus 4 personal identification numbers for a total of 10 digits. Using a PIN is the same as placing a call with a telephone calling card.

NOTE: If your inmate number has less than 6 digits, you must dial zeros in front of your inmate number.

EXAMPLE 1: Your inmate number is 12345 - Your PIN is 6789
You must dial 0123456789 when asked to enter your access code.

EXAMPLE 2: Your inmate number is 987 - Your PIN is 4321
You must dial 0009874321 when asked to enter your access code.

4. If you have entered a valid access code, your call will be processed and you will hear instructions from the automated operator.

INSTRUCCIONES PARA USAR EL SYSTEMA TELEFONICO DE PRESOS

1. Levante el auricular - espere TRES segundos hasta que oiga et tono de marcar, eatonces:
2. Marque '0' + codigo del area + ci numero telefonico. Tiene que marcar el codigo del area, a un cuando es pare una llamada local.
3. Entonces Ic preguntaran que marquen su codigo de acceso (o su PIN). Su PIN se (e dara a usted y consiste de su numero de presos que contiene seis (6) digitos man cuatro (4) numeros de identificacion personal para un total de dies (10) digitos. Usar un PIN es igual que como usar una targeta telefonica.

NOTA: Si au nemero de preso contiene menos de seis (6) digitos, tiene que anadir ceros delante de su numero de preso.

EJEMPLO I: Su numero de preso es: 12345 - Su PIN es: 6789

Tendra que marcar 0123456789 cuando le pidan ci codigo de acceso.

EJEMPLO 2: Su numero de preso es: 987 - Su PIN es: 4321

Tendra que marcar 0009874321 cuando Ic pidan el codigo de acceso.

4. Si marcas un codigo de acceso valido, su liamada sera procesada y oira instrucciones de la operadora automata.

OTHER INFORMATION ABOUT THE INMATE TELEPHONE SYSTEM

The Connecticut DOC uses a collect call only system. You may call others and speak with them if they accept the charges for the call. The inmate telephones are “outgoing” only, no incoming calls are processed by the Telephone Company, so your family and friends cannot call you.

Calls made from the collect call-only inmate telephones may be recorded. The telephone number you are calling, the telephone number you are calling from, and your Personal Identification Number (PIN) may also be recorded. You will be asked to sign a form indicating that you have been told that inmate telephone calls may be recorded and monitored. Refusal to sign the acknowledgment form will result in a complete restriction of your telephone privileges, including computer deactivation of your PIN.

When you are initially admitted to the DOC you will be given an Inmate Telephone System Enrollment Form. The form asks you to submit up to 10 telephone numbers that you wish to call. It also asks for the name of the person you are calling at that number and the relationship you have with that person (spouse, parent, child, friend, etc.) These telephone numbers will be entered into the system and become your Allowed Numbers List. Just as your Visitor’s List establishes who you can have visits with, your Allowed Numbers List establishes who you can call. Only calls to telephone numbers on your Allowed Numbers List will be processed. Calls to any other numbers will be rejected.

You may make changes to your Allowed Numbers List once a month on the established facility change schedule, which will be posted. Your CTO will provide you with the “Add/Drop” form and approve your request for changes. You may change up to five numbers on your list during a change period. But you may never have more than a total of 10 numbers on your list at one time. So, if you started with 10 numbers and you want to add 3 new numbers, you must also tell us which 3 numbers you want to remove from your list.

The system will not accept 1-800-numbers. If you submit them on your Allowed Numbers List, they will not be entered. Calls can be made to telephone numbers in the U.S., Canada, Puerto Rico, and The U.S. Virgin Islands. Only telephone numbers in these areas will be accepted for your Allowed Numbers List.

You will be allowed to make 3 calls a day. Each call can be for a maximum of 15 minutes. If you talk for less than 15 minutes on a call, that call still counts as one of your 3 calls for the day.

A call will not be counted towards your 3 call per day limit unless a person at the number you are calling accepts the charges. Calls that are not answered, calls that are picked up by an answering machine, or calls in which the charges are not accepted do NOT count towards your 3 call limit.

You should try to memorize your PIN and never leave it where another inmate can find it. Also, DO NOT give your PIN to another inmate. Misuse of a PIN number through sale, bartering, theft, or extortion will subject one or both parties to a loss of telephone privileges.

If you lose or forget your PIN report it immediately to your “Unit Manager, Counselor, CTO, Housing Unit Officer”. PIN information will be provided to you within 72 hours of your report.

THREE WAY CALLS/THIRD PARTY CALLS ARE NOT PERMITTED.

WALKWAY RULES AND REGULATIONS (East & West Compounds)

All inmates shall be required to adhere to the following rules and regulations while traveling from one destination to another on the walkway.

1. All inmates shall walk on the extreme right of the yellow line on the walkway pursuant to the direction they are heading (as in driving a car).
2. All inmates shall walk in lines of two. At no time should inmates be traveling in large groups.
3. All inmates shall maintain a quiet noise level while traveling on the walkway. At no time shall there be loud conversations or disruptive behavior on the walkway.
4. Loitering on the walkway shall not be tolerated. All inmates shall travel the walkway at a normal speed and not attempt to speak with other inmates in passing. Absolutely no running shall be allowed on the walkway.
5. All inmates shall report to the destination they are assigned to. No inmate shall attempt to report to any location that staff have not instructed her to go to.
6. During all codes, inmates shall stand single file against the wall or building closest to them until instructed by a staff member to move. There shall be no talking until the code is cleared and movement has been cleared to resume.
7. No personal items shall be allowed out of the housing units to be carried on the walkway except for the following
 - a. Chapstick and 2 sanitary napkins or tampons.
 - b. Schoolbooks or other approved school materials en route to or from school.
 - c. Clothing items for laundry or repair as authorized in writing by staff.
8. Inmates shall be properly dressed in the Uniform of the Day while on the walkway.
 - Shoes shall be tied and pants are not to be tucked into footwear or socks.
 - Pants may be cuffed only if needed to ensure safety until they can be properly fitted.
 - Jackets shall be worn properly .not thrown over or off the shoulders.
 - Approved hats (navy blue or black knit caps unadorned by tassels, pom poms or any other ornamentation and caps sold in the commissary) shall be worn properly, straight and fitted.
 - Thermals, if worn must be white and shall not be showing.
 - Sweatpants shall not be worn under the Uniform at any time.
 - Sweatpants are authorized for wear only during gym recreation.
9. Except during mass movement times, inmates are required to have a properly issued pass when traveling from one area to another. Inmates shall respond to work, school and medline calls in a prompt and timely manner.
10. Inmates shall adhere to all direction from staff conducting random pat or strip searches.

Failure to comply with any of these rules and regulations may result in disciplinary action.
Staff shall enforce all the rules and regulations.
Inmates shall be held responsible to display proper behavior while traveling the walkways



YORK CORRECTIONAL INSTITUTION
201 West Main Street
Niantic, CT 06357

TO: Inmate Population

SEXUAL ACTIVITY

Sexual activity with other inmates or staff is NOT allowed at York Correctional Institution. Sexual activity is kissing or any other activity in which inappropriate contact occurs with another individual. Hand holding and hugging are not allowed. If you believe an inmate or staff member is pressuring you to have sexual relations with them, you should immediately report this to a supervisor and follow the chain of command with such incidents.

Any false allegations will be dealt with in accordance with Administrative Directive 9.5, Penal Code of Discipline, which was distributed to you upon your admission to the facility.

ASSAULTS / WEAPONS

As you are aware, the Department of Corrections is charged with providing a safe, secure, and humane environment while providing opportunities that support successful community reintegration.

Though the majority of inmates conduct themselves in a responsible and appropriate manner, some choose to be assaultive and / or possess weapons. Be advised that these inmates shall be held accountable. In addition to removing such individuals from population and taking Administrative Action, criminal prosecution shall be pursued.

In closing, we have obligation to provide a safe environment for all concerned. We shall do everything within our control to fulfill this commitment.

PRISON RAPE ELIMINATION ACT

The Prison Rape Elimination Act, 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 the 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.

SEXUAL ABUSE/ASSAULT PREVENTION AND INTERVENTION

An Overview for Offenders Know Your Rights and Responsibilities

SEXUAL MISCONDUCT IS ILLEGAL

What is Sexual Misconduct?

Sexual misconduct is sexual abuse or sexual assault. It includes inmates to inmate sexual activity and staff-on inmate/parolee sexual activity.

- *Inmate-on-inmate sexual abuse/assault.* This is one or more inmate(s) engaging in or attempting to engage in a sexual act with another inmate, or the use of threats, intimidating, inappropriate touching, or other actions or communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act.
- *Staff-on-inmate/parolee sexual assault* includes seeking or attempting to engage in a sexual act with any inmate or parolee or the intentional touching of the inmate/parolee's genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of another person. In this definition, staff includes contractors, representatives or volunteers to the Department of Correction.

Sexual misconduct also includes any solicitation of sexual activity through promises of favors. It also includes threatening an inmate for refusing sexual advances.

Sexual misconduct also includes invasion of privacy beyond that necessary for safety and security. It includes disrespectful, unduly familiar or threatening sexual comments made to inmates/parolees. Parolees can also report the sexual misconduct to their Parole Supervisors or local Police Department.

Any indication or notification of sexual activity will be completely and swiftly investigated.

What will happen to me if I make allegations knowing them to be false?

Any person who files an allegation of misconduct against a peace officer (including correctional officers), **knowing the allegation to be false**, will be guilty of a misdemeanor. The Department of Correction will actively pursue prosecution.

Recovering From Sexual Assault.

Any form of coerced or illegal sexual activity is degrading. Mental Health staff within the institution are available to help inmates recover from the emotional impact of sexual assault.

Parolees can seek help from local mental health agencies or Crisis Intervention Centers.

How can I avoid sexual assault?

Everyone can take steps to reduce the possibility of sexual assault. Some of those steps are:

- Carry yourself in a confident manner. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts come with strings attached.
- Do not accept an offer from another inmate or parolee to be your protector.
- Find a staff member or parole agent with whom you feel comfortable discussing your concerns about sexual misconduct.
- Be alert! Contraband substances such as drugs and alcohol will weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do.
- Stay in well lit areas.
- Choose your associates wisely. Look for people involved in positive groups and activities.
- Trust your instincts. If you sense a situation is dangerous, it probably is.

Where can I get more information?

Inmates can direct any questions they may have to their Correctional Counselor or institutional Ombudsman, if one is assigned.

Parolees can request more information from their Parole Agent or from their county office of social services.

What happens to the staff if I agree to the sexual activity?

Although you may agree to the sexual activity, the Department of Correction specifically forbids sexual activity between inmates/parolees and staff, contractors or volunteers. The Department of Correction will prosecute the staff regardless of your agreement. **There is no exception to this.**

Also, the Department of Correction will not honor any promises made to you by that staff person.

What do I do if I am assaulted?

Individuals that sexually abuse or assault inmates can only be disciplined and/or prosecuted if the sexual misconduct is reported. If you become a victim of a sexual assault, you should report it immediately to staff. They will also refer you for a medical exam, clinical assessment and treatment. You do not have to name the assailant in order to receive medical treatment.

Even though you may want to clean up after the assault, ***it is important that you see the medical staff before you shower, wash, drink, change clothing, or use the bathroom.*** Medical staff will examine you for injuries, which may or may not be obvious to you. A medical professional may perform a pelvic and/or rectal exam.

Do I have to consent to a medical exam?

Your consent is needed for a medical exam. If the sexual activity was recent, you will be asked to consent to a sexual assault exam. You have the right to refuse the examination. However, if you have been the victim of sexual misconduct, it is critical to collect as much evidence as possible.

Can I get medical care without giving evidence of sexual misconduct?

It is very important that you understand that you can receive medical attention for any injuries, and for female inmates or parolees for pregnancy testing, without submitting to a sexual assault examination. The medical care is for the purposes of treating any injuries and keeping you healthy. Medical information gathered during treatment is confidential. You must sign a medical release in order for the medical information to be used as evidence in sexual misconduct. You have the right to refuse to sign the medical release.

Do I have to reveal the assailant?

No. However, you will be strongly encouraged to identify the assailant in order to protect yourself and others from future attacks. Individuals that sexually abuse or assault inmates/parolees can only be disciplined and/or prosecuted if the assault is reported and they are identified.

How do I report sexual misconduct?

Report the activity or solicitation to any staff member or Parole Agent, including supervisors. All correctional staff members have been informed of their responsibility and obligation to report such activity. Correctional staff is any person who works for, or is contracted by, the Connecticut Department of Correction. This includes the Warden, your doctor or your clergy. It also includes any Ombudsman assigned to your institution.

You can send a letter to the District Administrator for your institution or Parole Region; to the Department of Correction Office of Internal Affairs; or to the Office of the Inspector General. The addresses are given below.

IMPORTANT ADDRESSES:

Security Division
24 Wolcott Hill Road
Wethersfield, CT 06109

South District Administrator
945 Highland Street
Cheshire, CT 06410

REMEMBER

Sexual misconduct is a serious crime. The Department of Correction will investigate all reports of sexual misconduct. If you are the victim of sexual misconduct, ***REPORT IT IMMEDIATELY.***

Allegations of sexual misconduct will be investigated by law enforcement authorities. Perpetrators will be subject to a full range of criminal and administrative actions.

It is never appropriate for a staff member to make sexual advances, comments, or engage in sexual contact with an inmate/parolee. Even if the inmate/parolee wants to be involved with the staff person, the staff person is not allowed to respond.

Finally, it is not appropriate for an inmate/parolee to approach a staff person for the purposes of sexual activity.

The Department of Correction will seek Termination and criminal prosecution of state employees, contractors or volunteers. Inmates or Parolees who knowingly and intentionally file false reports will face legal action.