

CONNECTICUT DEPARTMENT OF CORRECTION

MISSION STATEMENT

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

BRIDGEPORT CORRECTIONAL CENTER

MISSION STATEMENT

The Bridgeport Correctional Center shall protect the public, protect staff and provide safe, secure and humane supervision of offenders with opportunities that support restitution and rehabilitation by providing meaningful programming designed to support successful community re-integration.

BRIDGEPORT CORRECTIONAL CENTER

INMATE HANDBOOK

The inmate handbook provides information about the Department of Correction and the operation of this facility. This handbook will help you know what services are available and what your obligations are. You are responsible for familiarizing yourself with the contents of this handbook. While this handbook will serve as a useful guide it cannot cover all questions you may have. Further published schedules and directives may change from time to time. You should pay attention to posted notices and/or ask staff any questions you may have.

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 Bridgeport Correctional Center is a level 4 pre-trial facility that houses male offenders.

The mailing address is:

**Bridgeport CC
1106 North Avenue
Bridgeport, CT 06604**

Facility Description and Organization

The Bridgeport Correctional Center is comprised of sixteen housing units located in five buildings:

North Wing
New Center
Memorial
Fairmount
Madison

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REFERENCES IN HANDBOOK

Some sections in the handbook are followed by a reference, e.g., (Reference: A.D. 9.5, Code of Penal Discipline). The A.D. refers to Administrative Directive; the number is the number of the Administrative Directive, followed by the title of the directive. The reference C.G.S Sec. 18-7 is a reference to Connecticut General Statutes, Section 18-7 and the reference U.D. indicates a Unit Directive. An Administrative Directive is a Departmental directive established under the authority of the Commissioner. A Unit Directive is specific to an individual facility and is established under the authority of the Warden and is in accordance with the prevailing Administrative Directive.

PART I

FACILITY OPERATING PROCEDURES

1. **BRIDGEPORT CCC – UNIT SUPERVISION:** At the Bridgeport Correctional Center policies and procedures of the Department of Correction are administered through Unit Supervision in all orientation units. Unit Supervision shall represent a more effective and efficient method of accountability and is intended to provide better service to the inmate population. All issues and concerns should be addressed utilizing the unit chain of command to include unit officer, unit counselor, and unit supervisor in your respective unit. Programs are offered to promote opportunities for self-growth. All work and program assignment shall be made through respective housing unit staff.

2. **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: Mr. or Ms. (name). If you do not know the title, address the staff as “Mr. or Ms. (name).” If you do not know the name, use “Sir” or “Ms.”

3. **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.

4. **PERSONAL CONDUCT:** You are required to conduct yourself in a responsible manner.
 - A. You are not permitted to engage in behavior that disrupts the order of the facility, threatens security, endangers the safety of any person or imperils state or personal property.
 - B. You are not permitted to make sexually suggestive remarks or gestures to any person.
 - C. You are not permitted to make excessive noise or to use profanity.

5. **PERSONAL SAFETY:** If you believe that your safety is at risk, report your concerns to a staff member immediately. The Department of Correction and this facility are committed to ensuring your safety.

6. **IDENTIFICATION CARD:** You will be issued an Identification Card (I.D.) and clip which must be worn on the left side of your shirt. 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 inmates 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 actions. I.D. card is required to receive any medication. You must have your I.D. card ready before you see the nurse for medication.

- B. If you lose, misplace, destroy, or alter your I.D. card, you must report it to your counselor. You will be charged three dollars (\$3) for replacement.
 - C. I.D. cards must be turned into the Admitting & Processing (A.P.) room staff prior to leaving this facility, (i.e., court, bond, transfer or discharge).
7. **PASS SYSTEM:** An inmate going from one place to another within Bridgeport CC must have a signed pass in his possession, except during mass movement, (i.e., to and from meals, work areas, and recreation). The pass must be signed by a staff member at the place of departure and at the place of arrival. If you are in an area that you are not authorized to be or if you do not have a proper pass, you will be subject to disciplinary action. Medical may also issue you a pass for certain medical conditions such as diabetic clinic, adaptive devise; crutches, cane, sleep apnea machine and bottom bunk pass.
8. **RULES AND REGULATIONS:** Compliance with the rules and regulations is essential to the good order of the facility and the mutual well-being of all. Failure to comply with the rules may subject you to disciplinary action.
- A. **Count:** Counts are conducted at various times during each day. During each count you must be in your cell or on your assigned bunk, unless you are excused by the officer taking the count. You must also ensure that you remain clearly visible to the officer. Movement, talking or making noise is not allowed while the count is in progress. Your cell light will be turned on during a count if the officer deems it necessary. If a recount is necessary, you must repeat the count process.
- B. Contraband and Search Procedures:**
- 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 by the facility, 2) not been approved by staff as incoming property, 3) not been purchased at the commissary, or 4) been altered in any way; or if the amount in your possession exceeds the authorization limit. (Reference: A.D. 6.10, Inmate Property).
 - 2. Materials, symbols, colors, or pictures involving any security risk group are contraband.
 - 3. Alteration or mutilation of clothing or bed linen issued by the Department of Correction is not permitted and subject to disciplinary action and monetary reimbursement. This pertains to all state property.
 - 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 Conducted in a Correctional Facility, A.D. 6.8, Urinalysis).
 - 5. Matches, cigarettes, tobacco and any other smoking materials are considered contraband and will result in disciplinary action.

6. Any hoarding of medication is considered contraband. If you are given weekly medications they must be taken as ordered. If for some reason you wish to stop your medications then you must see a nurse to discuss the reason.
7. Contraband will be confiscated and disposed in accordance with Department policy. (A.D. 6.9, Control of Contraband and Physical Evidence).

C. Clothing/Accessory Regulations:

1. You are required to wear the state-issued “uniform of the day” once you exit your cell or dorm. You must be fully dressed (upon leaving your assigned bed area). The “uniform of the day” includes at a minimum: shirt, pants, shoes (sneakers if authorized) and socks. Your state-issued clothing will be marked with the Bridgeport CC stamp. Possession of clothing other than that issued to you is not permitted and will subject you to the policy governing contraband.
2. You must wear your clothing in the way it was designed to be worn: shirts must be tucked in and pants must be pulled up to the waist. You must be appropriately clothed at all times. Wearing dirty or soiled clothing is not permitted.
3. Sweats pants may only be worn to and from recreation, during uniform exchange or in your cell/cubical.
4. Alteration or mutilation of clothing items is not permitted.
5. Authorized religious headgear may be worn outside of your housing unit. Alterations of any authorized headgear are not permitted.
6. Only prescription eyewear may be worn. Sunglasses are not permitted, unless medically prescribed.

D. Personal Hygiene:

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

E. Housing Unit Rules: In this section and throughout this handbook the word cell will be used to mean cell, cubicle, and drawer or locker, or bunk area and locker as it applies to you.

1. Comply with direction from staff at all times.
2. Always follow the last instruction given.
3. Never place anything in or on windows, lights, air vents, smoke detector heads or obstruct doors or staff member’s view. Nothing shall extend or protrude out from doors or windows. Homemade antennas are not allowed.
4. Unit supplies or equipment, (i.e., mop, broom, cleaning solutions, barber equipment or bucket) shall not be stored in your cell or cubical.
5. You are prohibited from placing anything on cell walls other than in the

specified area. No pictures or articles from books or magazines will be permitted to be placed on the walls. Any magazine that has pages removed will be considered altered and therefore be confiscated as contraband.

6. Never take radios or walk-mans outside housing units other than for recreation.
7. Loaning, borrowing, giving or selling of any personal property is prohibited.
8. Cells and cubicles shall be cleaned daily and remain free of debris and clutter.
9. No food items other than those purchased from commissary are to be stored in your cell or cubicle. All leftover food items from each meal must be disposed of in the proper waste receptacle at the conclusion of each mealtime.
10. Defacing and/or writing graffiti on state property is strictly prohibited. Non-compliance may result in disciplinary action, as well as, restitution and criminal prosecution.
11. From 9:00 a.m. to 9:00 p.m. beds must be made whenever you are out of the bed.
12. Clotheslines are prohibited. Clothes, towels etc., may be hung on hooks provided in each cell. Removal or altering of the hooks provided will result in a disciplinary report for destruction of state property.
13. Other than showering, all personal hygiene (i.e., washing, brushing teeth), must be done in your cell. Inmates housed in a dormitory will utilize the unit bathroom.
14. At the completion of chow or recreation or when directed by staff, you MUST return to your cell/cubicle in a timely, and orderly fashion.
15. You must carry your ID whenever you are out of your cell or cubicle. ID's must be presented to staff when requested.
16. You are responsible for all notices posted on housing unit bulletin boards.
17. There will be no sitting on tables, standing on chairs or banging on windows. All plastic chairs must remain in assigned areas and are not to be placed over stools or brought back to cells.
18. Loud, threatening, or inappropriate language will not be permitted.
19. You are responsible for your cells and/or living areas as well as its contents. Any contraband found in your cell or cubicle will result in it being confiscated and the issuing of a disciplinary report.
20. Non-emergency requests for staff assistance (i.e., healthcare, property, counselor), must be in writing.
21. You shall not tamper with any medications issued to you. You are not permitted to use another inmate's medications or give away your medication to another inmate. These are clear violations of the Code of Penal Discipline.
22. You shall not tamper with any security or safety device.
23. Materials, symbols, colors or pictures involving security risk groups are not permitted in the cell or cubicle.
24. You are not permitted to use another inmate's pin number or allow your pin number to be used by another inmate. The making of third party calls is strictly prohibited.
25. Entering another inmate's cell or cubicle is strictly prohibited.

F. Fire Safety:

1. You must maintain a fire-safe condition in your cell. You are not permitted to have flammable materials or an excessive amount of 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 fixtures or appliances in any way.

G. Movement and Corridor Regulations:

1. During movement you must walk at a normal pace. Running, malingering, or loitering is prohibited. All mass movement must be single file and to the right of the corridor.
2. You are not permitted to stand by or loiter near any exit door.
3. If an order to “CLEAR THE CORRIDOR” is issued, immediately follow the order.
4. You are required to comply with any broadcast order.
5. Portable radios or cassette players may not be played in the corridor.
6. You are required to clear all metal detectors.

H. Dining Hall:

1. You will have five (5) minutes after chow call to leave the unit before you are late. Being late will cause you to miss chow.
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. You are required to sit in the seat next to the last occupied seat at each table. Skipping seats is not permitted.
5. No items may be taken into the dining hall except your own utensils; no items may be taken from the dining hall.
6. You must eat with your housing unit or work detail.
7. You will have twenty (20) minutes to eat your meal.
8. You must take your tray to the scullery after you finish your meal and scrape it into the proper container provided.
9. You must leave the dining hall after you finish eating and proceed to your housing unit or assigned area.

I. Work/School Regulations:

1. You must leave the housing unit promptly after work/school call is announced.
2. No unauthorized items may be taken to or removed from the work/school areas.
3. At work, you are responsible for any tool issued to you. Upon receiving or returning any tool you must check the tool for any defects. If the issued tool

is damaged or is not working properly during the work period, you must notify the issuing staff immediately. If you lose or intentionally damage any tool, you will be subject to disciplinary action under the charge of Destruction of Property. (As used in this subsection, the word “tool” means “tool and equipment”)

9. **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, it is your responsibility to notify staff.
- B. If you lose, misplace, or destroy your copy of the Code of Penal Discipline, you will be assessed three dollars (\$3) for a replacement copy.
- C. If the disciplinary penalty of Confinement to Quarters or Loss of Recreation is imposed, you will be subject to the following restrictions:

1. **Confinement to Quarters (CTQ):** CTQ will be carried out only in cells. CTQ confines an inmate to his cell and prohibits an inmate from attending general population activities (i.e., recreation, work, school). On this status you may receive one (1) hour of out of cell time in which you may recreate by yourself, shower, and use the phone. On this status you may also attend visits (unless it is a sanction loss) and religious services, attend meals with general population and receive medication and commissary (unless it is a sanction loss).

2. **Loss of Recreation (LOR):** LOR restricts an inmate from participating in general population recreation either in the recreation yard or gymnasium.

10. **SECURITY RISK GROUPS/GANGS:** A group of inmates, designated by the Commissioner, possessing common characteristics which serve to distinguish them from other inmates or groups of inmates and which as a discrete entity poses a threat to the safety of staff, the facility, other inmates or the community. The following are the different types of designations.

A. **Disruptive Group:** A structured or unstructured group designated by the Director of Security, that meets one or more but not all of the necessary recommendation factors to be considered as a Security Risk Group and which exhibits behavior that jeopardizes the safety of the public, staff or other inmate(s) and/or the security and order of the facility.

B. **Disruptive Group Member:** An inmate determined to be a member of a Disruptive Group in accordance with Administrative Directive 6.14.

- C. **Security Risk Group**: A group of inmates, designated by the Commissioner, possessing common characteristics, which serve to distinguish them from other inmates or groups of inmates and which as a discrete entity, jeopardizes the safety of the public, staff or other inmates(s) and/or the security and order of the facility.
- D. **Security Risk Group Member (SRGM)**: An inmate determined to be a member of a Security Risk Group in accordance with Administrative Directive 6.14.
- E. **Watch Group**: A group identified by various law enforcement intelligence networks that may pose a legitimate threat to the public interest and to institutional safety and security.
- F. **Watch Group Member**: An inmate determined to be a member of a Watch Group in accordance with Administrative Directive 6.14.

Designation: An inmate shall be considered for designation as a security risk group member when there is reason to believe an inmate is involved in gang activity. A hearing will take place and be presided over by a hearing officer. If enough evidence exists then an inmate will be designated. An inmate may also be designated if found guilty of the charge of Security Risk Group Affiliation in accordance with Administrative Directive 9.5, Code of Penal Discipline.

Upon designation the SRG review committee will determine phase placement.

Six (6) Month review: The Director of Security or designee shall review an inmate's designation as new information arises, or at least every six (6) months.

- 11. **HOUSING ASSIGNMENT**: Housing unit and cell assignments are made at the discretion of the operations officer in accordance with appropriate classification. Medical conditions may prohibit an inmate from being housed in some units. When such condition(s) exists, an inmate's housing assignment will be determined by the operations officer in conjunction with medical department staff. Such decisions are final and not subject to appeal.
- 12. **PERSONAL PROPERTY**: An inmate may possess only that property authorized for retention upon admission to the facility, issued while in custody, purchased in the facility commissary, or approved at the facility in accordance with Administrative Directive 6.10. An inmate's property shall be managed in a manner, which contributes to a safe, secure and sanitary environment for staff and inmates.
 - 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**: Inmate 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. Certain specialized housing units may differ. Refer to Unit Directive 6.10, Inmate Property and Unit Directive 9.4, Restrictive Status.
- D. **Documents and Valuables:** Upon admission, personal documents and valuables shall be inventoried on CN61003, Inmate Property, Valuables, Document Storage and Discharge Receipt. Documents and valuables shall be sealed in an envelope not used for any other purpose, marked with the inmate's name and identification number and deposited in a locked container. Unless approved by the Unit Administrator on a temporary case-by-case basis, storage of valuable property shall not be authorized and disposed of in accordance with Section 30 of Administrative Directive 6.10.
- E. **Religious Articles:** An inmate may retain a religious article on admission in accordance with the following criteria:
1. The article conforms to Attachment B, Female Property Matrix or Attachment C, Male Property Matrix, as appropriate, and to the approved commissary list;
 2. The value of the article does not exceed fifty dollars (\$50.00); and
 3. The size, volume, design or other characteristics are not deemed a threat to safety and security.
- F. **Eyeglasses:** Upon admission, new commits shall be allowed to retain their eyeglasses unless a security concern exists. If the eyeglasses are confiscated due to security concerns, they shall be handled in accordance with Section 30 of this Directive. Inmates may request to have a pair of eyeglasses mailed into or out of the facility through their unit counselor when any one of the following conditions is met:
1. The eyeglasses are confiscated upon admission due to security concerns;
 2. The inmate does not have his/her eyeglasses upon admission;
 3. A new prescription needs to be filled; or,
 4. An existing pair needs to be repaired or replaced
- G. **Legal Materials:** Each inmate shall be allowed to maintain legal materials in the inmate's living area.
- H. **Transfer:** If you transfer to another facility, under ordinary circumstances, your property will accompany you.
1. If you have been transferred here and you have property at another facility, contact the property officer here. Your medications should be given back to you upon entering the facility if they are keep on person medications. Notify correctional staff to call medical if you do not have medications.
- I. **Property/Court:** When going to court you must pack up all your property and bring it to the AP Room for storage. Property is not to be left behind or given to another

inmate to hold for you. If you do so, it will be at your own risk if the property is lost.

J. Unauthorized Property: Unauthorized property is property that belongs to you that you are not permitted to have in your possession at this facility. This includes valuables and personal property that is in storage. Unauthorized property will be disposed according to Directive 6.10.

1. Disposition of Unauthorized Property: The unauthorized property of all inmates must be disposed. An inmate has four (4) 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.

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

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

3. Bulk Storage: Storage of non-valuable property (bulk storage) is authorized for pre-trial inmates and inmates on short-term restrictions. Bulk storage property will be inventoried and receipted. Once an inmate is sentenced, bulk storage shall become unauthorized property.

K. Unclaimed Property: Property that is not claimed within thirty (30) days will be disposed according to the Directive A.D. 6.10 Section 26, 27, 28.

L. Clothes Lines: Are not permitted. These lines will be confiscated and you may be subject to progressive discipline.

13. INFORMATION, PROBLEM SOLVING, REQUEST SYSTEM, AND INMATE ADMINISTRATIVE REMEDIES

A. Information:

1. Bulletin Boards: Bulletin boards are located in some 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. **Counselors:** If you need to know something that is not posted on the bulletin board, contact your counselor or other member of the housing unit staff. They will provide the answer or know where to get the answer.
- B. **Problem Solving:** Most problems can be solved through verbal contact with a staff member by following the instruction(s) given.
 - C. **Inmate Request System:** The Inmate Request System provides an informal way of obtaining information or written answer to a question or an issue about a policy, procedure or practice from a staff member, up to and including the warden. Request forms (FORM CN 9602) are available from housing unit staff. A request should be directed to the appropriate area for the nature of the request and always be directed to the lowest level of appropriate staff first. The chain of command should be adhered to.
 - D. **Inmate Administrative Remedies.** The Department of Correction shall provide a means for an inmate to seek formal review of an issue relating to any aspect of an inmate's confinement that is subject to the commissioner's authority. The Inmate Administrative Remedies Process enables the Department to identify individual and systemic problems, to resolve legitimate complaints in a timely manner and to facilitate the accomplishments of its mission. A summary of the Inmate Administrative Remedies and Grievance Procedure explaining how to use it is included in Appendix B of this handbook. Remedy Forms (FORM CN 9601) may be obtained from housing unit staff. Questions about the use of the Inmate Administrative Remedies and the Grievance Procedure may be sent to the Inmate Administrative Remedies Coordinator on a request form. A copy of the Inmate Administrative Remedies and the Grievance Procedure may be obtained by request to your counselor. (Reference: A.D. 9.6, Inmate Administrative Remedies).
 1. Prior to filing a grievance, you need to first attempt to solve the problem informally. Write to your unit supervisor or unit counselor, utilizing an inmate request form (Form CN960).

PART II

FACILITY SERVICES

1. **CLASSIFICATION:** Classification is the ongoing process of collecting and evaluating information about you to determine your risk and needs level for purposes of deciding the facility where you will be housed, your job assignment, your treatment needs, and what programs would be suitable. (Reference: A.D. 9.2, Inmate Classification).
 - A. **Objective Classification Committee:** The Objective Classification Committee is the committee of staff members that makes decisions about your classification status: needs assessment, risk evaluation, program participation, etc.

- B. **Counselor:** You will be assigned a caseload counselor according to your housing assignment. Your counselor will provide you with information about the operation of the facility and will assist you in handling any problems or issues that arise here at the facility. Counselor mailboxes are placed in every housing unit or common area. Be specific in your request to the counselor and it will be handled in a timely manner. Emergencies can be addressed through any staff member.
 - C. **Transfer:** Decisions involving a transfer to another facility are made at the discretion of the Director of Offender Classification and Population Management, who is assigned to Central Office. If you would like to be considered for a transfer, submit a written request to your counselor. (Reference A.D. 9.1, Population Management).
 - D. **Master File:** The facility maintains a record of the status of your pending charges and any sentence that may be in effect, 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 counselor.
 - E. **Appeal of a Classification Decision:** If you believe a classification decision is wrong, contact your counselor to find out if it can be appealed and how.
2. **SENTENCE COMPUTATION AND CREDITS:** Sentences shall be computed according to the provisions of the Connecticut General Statutes and the instructions of the sentencing court. A current and accurate record of the computation of each existing Connecticut sentence is maintained. The counselor, upon request, will issue you a time sheet, which will provide information about the computation of your sentence(s). (Reference: A.D. 4.2, Sentence Computation and Time Keeping).
- A. **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. 19-100d). If your term of imprisonment is for an offense committed prior to October 1, 1994, see your counselor for your time calculation.
 - B. **Risk Reduction Earned Credit:** RREC may be awarded or rescinded at any time prior to discharge at the discretion of the Commissioner or designee in the interest of public safety. RREC may be earned for participation in programs or activities, good conduct and obedience to departmental rules and behavior consistent with public safety and reentry to the community, for eligible sentenced inmates in accordance with the Connecticut General Statutes and the provisions set forth in A.D. 4.2a. However, refusal to participate in programs or failure to abide by Departmental, Unit and/or Program rules may result in the inmate not earning RREC, forfeiture of RREC and ineligibility to earn RREC. In addition, RREC may be rescinded and/or an inmate may be excluded from earning RREC at any time at the discretion of the Commissioner or designee. See your counselor if you have any questions regarding RREC.

3. **RELIGIOUS SERVICES:** Coordination of religious activities is the responsibility of the Religious Facilitator. (Reference: A.D. 10.8, Religious Services). When it is considered necessary for the security and order of the institution, the Unit Administrator may limit or prohibit attendance at, discontinue, or not approve a religious activity, provided that any such limitation, prohibition, discontinuation or disapproval is in furtherance of a compelling governmental interest and is the least restrictive means of furthering that compelling governmental interest.
- A. **Schedule:** A schedule of religious services and activities will be posted in your housing unit.
 - B. **Religious Articles:** Religious articles are available in the commissary. Books and publications are ordered in accordance with the procedures in A.D. 10.7 (Inmate Communications), paragraph M.
 - C. **Marriage:** A request to be married must be sent to your unit counselor. (Reference: A.D. 10.9, Inmate Marriages and Civil Unions).
 - D. **Religious Denomination:** You may claim only one religion but shall be allowed to change religions every 90 days (A.D. 10.8).
4. **HEALTH CARE SERVICES:** Health care services at this facility consist of Infirmary, Medical, Dental, Mental Health, HIV Counseling, Discharge Planning, X-ray, and Phlebotomy services.
- A. **Emergency:** If you have an emergency health problem or an injury, tell a staff member immediately. Emergency response is available 24 hours of every day for legitimate emergencies.
 - B. **Hours:** The Health Services Unit is staffed seven (7) days a week, twenty-four (24) hours a day. You are only permitted access into the Health Services Unit (1) if you have an appointment or (2) if you are called or taken to the unit by a staff member.
 - C. **Sick Call:** Sick Call is the opportunity for you to bring a non-emergency health problem to the attention of medical staff.
 - 1. To sign-up for Sick Call put a request, Inmate Request Form (FORM CN9602), in the Health Services Request Box located in each housing unit. You will be placed on the health service appointment list specific to your request and be seen in chronological order provided (1) your request is properly filled out; including your name, inmate number, housing unit, and reason for the request, and (2) your request is deposited before 5:00 p.m.
 - 2. Sick Call will normally be conducted Monday - Friday. See attached Sick Call schedule.
 - 3. If you sign-up for Sick Call, remain in your housing unit until you are

instructed to report to Sick Call.

4. Sick Call for inmates in Restrictive Housing may be conducted in the housing unit and treatment will be administered there to the extent possible.
5. As of July 6, 2004, Correctional Managed Health Care (CMHC) will no longer supply you with over the counter items that are on the commissary list, except in rare cases. (see appendix for more details).

D. Medication Call: Medication is dispensed only at Medication Call. Medication Call is announced at approximately 5:30 a.m., 1:00 p.m., and 8:00 p.m. every day.

E. On-Line Medication: On-line medication will be administered by medical staff on a per dosage basis. You must have your I.D. card in hand and show the nurse. You must take the medication in the presence of staff and you must perform a proper mouth check to both the nurse and officer in your presence. Failure to comply may result in a disciplinary report and discontinuation of medication. Also, any attempts to divert, "cheek" and/or hoard your medication is subject to same.

1. Inmates permitted to go to the Health Care Unit will do so via the pass system.
2. An inmate whose movement is restricted will receive on-line medication in his cell.

F. 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. Bridgeport CC weekly medication is usually delivered on Fridays between 5:30am and 4:00 pm.

1. **Refills:** 3 to 5 days before your medication runs out, you must remove one of the two stickers from the medication envelope and attach it to an Inmate Request Form (FORM CN 9602). Deposit the Inmate Request Form (FORM CN 9602) with the sticker on it in the Health Services Request Box by 5:00 p.m. Your refill will be ready in 2-3 days for delivery.
 - a. Any unused medication must remain in the original envelope and returned to the nursing staff before receiving and new medication of the same kind.

G. Inpatient Unit: Inmates who require separation from the general population for health care reasons may be admitted to the Inpatient Unit.

H. Cost of Incarceration: It is a state law that inmates share the cost of incarceration. All sentenced inmates in Connecticut are affected by the regulation, including those who are sentenced and face pending charges. Co-pay of medical services for sentenced inmates are: \$3.00 co-pay. Each elective dental procedure: \$3.00 co-pay.

Each eyeglass prescription: \$3.00 co-pay. The department will withdraw the co-pay and fee amounts from an inmate's account. An indigent inmate will not be denied medical treatment because of an inability to pay.

- I. **Certified Nurses Aid (C.N.A.) Inmate Program:** The purpose of the program is to be able to continue to provide nursing care to inmates within a correctional setting as defined by the scope of practice by the Department of Public Health, while providing marketable job skills for offenders while incarcerated in preparation for eventual discharge from the Department of Correction and eventual practice in the community. C.N.A. perform nursing duties under the direction of a Registered Nurse that may include tasks such as taking one's vital signs, assisting in activities of daily living, assisting nursing with dressing changes and assisting nursing with delivery of care to an inmate.
5. **FOOD SERVICES:** Food services are the responsibility of the Food Services Supervisor.
 - A. **Common Fare Diet:** A Common Fare Diet is a diet which meets all nutritional requirements and reasonably accommodates recognized religious dietary restrictions. Request for the Common Fare Diet must be made in writing and sent directly to the Food Service Supervisor.
 - B. **Special Medical Diet:** A Special Medical Diet is a diet prescribed by Medical staff to address a medical condition. If you are authorized to receive a Special Medical Diet, your name will be on the Medical Diet list in the Food Service Office.
 6. **RECREATION:** Coordination of recreation activities is the responsibility of the Recreation Supervisor. Medical department reserves the right to prohibit recreation activities depending on the medical condition.
 - A. **Custody Recreation:** Custody recreation is carried out in the housing unit recreation yard, in the gymnasium, or in the dayroom of your housing unit. A recreation schedule and unit rules will be posted in your housing unit.
 1. Recreational equipment is available in the gymnasium or in your housing unit. You must check out any equipment you use by turning in your I.D. Upon return of the equipment in good condition, your I.D. will be returned.
 - a. Misuse or abuse of the equipment is not permitted.
 2. Horseplay is not permitted.
 3. Proper clothing is required.
 4. If you are injured during recreation activities, immediately notify your recreational officer or housing unit officer.

5. **Gymnasium:**

- a. No shoes, boots, or black marking soles are permitted to be worn in the gymnasiums.
- b. Neither food nor beverages are permitted in the gym.

6. **Outdoor Rules:**

- a. You must stay within the designated boundaries of the recreation area.

B. Organized Recreation: Inmates with satisfactory performance records are eligible to participate in organized or intramural recreation. The Recreation Supervisor will establish rules and procedures for the conduct of Organized Recreation in addition to the rules stated above.

- 1. Use of the telephone in the gymnasium is not permitted during organized recreation.

C. Special Events: Special events will be scheduled by the Recreation Supervisor and will be posted in the housing units.

7. **INMATE ACCOUNT:** Each inmate will have an inmate account. Any wages or allowances paid by this facility and any funds received from sources outside this facility will be deposited into this account. You are not permitted to have any cash, check or credit card in your possession.

A. Incoming Funds: The inmate trust fund can accept funds in the following 3 ways:

- 1. **VIA U.S. MAIL:** Funds are accepted from the following sources:

Money Order or Certified/Cashier's Check, along with complete and legible remitter information (use form found online or in lobby), Attorney checks, along with cover letter, Employer checks, along with pay stub, Refund check from Vendors, Social Security checks, Social Services checks, Tax Refunds, Unemployment checks, and Veterans Administration checks.

*All checks or Money Orders **MUST** be payable to the inmate

* Remitter information **MUST** include:

- a. Inmate first, middle initial and last name
- b. Inmate number
- c. Inmate date of birth
- d. Sender's first and last name
- e. Sender's full address (number, street, apartment/unit, city, state and zip code)

Complete and legible remitter information must be included with each item. **DO NOT** include anything else with the check/money order and the remitter form, such as cards, letters, pictures, notes, etc. They will **not** be forwarded to the offender. Money orders/checks must be mailed to: Inmate Trust Fund P.O. Box 290800, Wetherfield, CT 06129-0800.

2. **Electronic Deposits:** Makes it easier and faster to deposit funds into an offender's Trust Fund account, Western Union Quick Collect is available. There are three ways to use Western Union:
 - a. Online with a credit or debit card at: www.westerunion.com/corrections
 - b. Call 1-800-634-3422
 - c. At walk in locations throughout the state. A list of those locations is available on the Western Union website or by calling 1-800-325-6000. *** Please note: Western Union does charge for this service. The amount varies depending on how much you deposit. This will be explained at the time of deposit. Important Western Union Quick Collect Information:
 - d. Pay to: CONNECTICUT DOC
 - e. Code City: CTDOC
 - f. Account Number: INMATE NUMBER & INMATE LAST NAME
Example: 00333444SMITH (Because numbers must have 8 digits, if an inmate number is less than 8 digits, place zeros at the front of the number.)

3. **JPAY (NEW):**

Transfer funds anywhere, anytime with JPay Mobile for smartphones. Visit Jpay.com to send money in minutes with your credit or debit card. Call 1-800-574-5729 to speak with a live agent 24/7. Use cash at locations including CVS and Walmart.

- B. **Outgoing Funds:** You may send funds from your inmate account to an approved recipient (only persons on your visiting list at the time of your request may be approved as recipients). You must provide a commissary envelope and make arrangement through your counselor for all transactions.

8. **COMMISSARY:** The Commissary sells articles for your personal use. A list of articles for sale is printed on the Commissary Order Form. You must have money in your inmate account to use the Commissary. No more than fifty dollars (\$50) may be spent each week, excluding the purchase of a television, radio or shoes.

- A. **Commissary Day:** Each housing unit is assigned a day for receipt of commissary. In the event you go to court that day, Friday will be make-up day.
- B. **Placing an Order:** Fill out a Commissary Order Form and deposit it in the commissary box by 2:00 p.m. of the day before your Commissary Day.
 1. The commissary order must be turned in according to the above schedule or the order will not be processed. There is no emergency commissary.

2. The commissary order must be completely and correctly filled out or the order will not be processed.
 - C. **Substitutions:** If a brand name is specified on the commissary order and the brand is out of stock, the order will not be filled unless you mark the order “or other”, in which case a comparable brand will be supplied at the price of the substitute brand.
 - D. **Delivery:** The method of delivery for your housing unit will be explained by unit staff. To receive your 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. If you decline to accept the order, the entire order will be withheld.
 - E. **Music:** CDs are available through the commissary only. CDs will not be accepted via property drop off.
9. **MAIL:** Inmate use of the mail is governed by State Administrative Regulations 18-81-28 through 18-81-38 and 18-81-51. The information stated in this handbook does not supersede or overrule those regulations in any way, and is provided to guide your ordinary use of the mail. (Reference: A.D. 10.7, Inmate Communications).
- A. **General:** You may correspond and receive an unlimited number of correspondence at your own expense. You may write to anyone except: a victim of any crime you have been convicted of or in which disposition is pending; any person under the age of eighteen (18), if the person’s parent or guardian has objected to the correspondence in writing; an inmate in a correctional facility, except immediate family; a parolee or inmate in community confinement without the consent of the person’s supervisor; when correspondence is restrained by court order; or when correspondence with a person or group has been expressly prohibited by the Warden.
 1. An immediate family member in another correctional facility or on parole must be verified. To write to a family member in this status, you must initiate a request for permission in writing from your counselor.
 - B. **Outgoing:** Pre-stamped envelopes are available through the Commissary. You must address the envelope with the complete, legible address of the party you are corresponding with. You must put your own name, your inmate number, your housing assignment, and the return address of the facility on the outside of the envelope. You may seal outgoing correspondence. Any additional writing, drawings or markings on the envelope is unauthorized and will be returned. All outgoing mail will be stamped: **This correspondence originated from an inmate at a Connecticut Correctional Facility.**
 - C. **Incoming:** Incoming mail will be opened by mailroom personnel and inspected for contraband, but not read except under review procedures. (See Section G below.) Funds will be removed from the envelope, and returned to sender. All funds must be

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

1. If a check, money order, or other item of currency comes to you in the mail, it is inadvertent, and, therefore, contraband. You must turn it in to your counselor immediately.
- D. Privileged Correspondence:** Privileged Correspondence is correspondence to and from any state or federal court, any elected government official, the Commissioner of Correction or any appointee of the Commissioner, the Attorney General, the Board of Parole, the Sentence Review Board, the Commission on Human Rights and Opportunities, the Commissioner on Claims, the Board of Pardons, 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 who has less than five dollars (\$5.00) on his account at the time of admission or whose account has not exceeded five dollars (\$5.00) for the previous 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. Your counselor will address your legal envelopes.
- F. Certified Mail:** Requests for a speedy trial under Sections 54-82c and 54-186 of the Connecticut General Statutes and correspondence with the Sentence Review Board shall be the only correspondence routinely sent certified. Any other request for mailing by Certified Mail, for good cause and at the inmate's expense, may be authorized at the discretion of the Warden.
- G. Review:** The Warden may place your mail under review, which includes reading, if the Warden has reason to believe that such reading is generally necessary to further the substantial interests of security, order or rehabilitation.
- H. Rejection:** Correspondence which contains or concerns: the transport of contraband in or out of the facility; plans to escape; plans for activities in violation of facility or Department rules; plans for criminal activity; violation of the State Regulations on correspondence; material which reasonably could cause physical or emotional injury to the inmate recipient as determined by mental health staff; information which creates a clear and present danger of violence and physical harm to a human being; things written in code; mail which attempts to forward correspondence for another inmate; threats to the safety or security of staff, other inmates or the public, facility order or discipline, or rehabilitation; sexually explicit materials involving 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.
3. If the correspondence is material to criminal or disciplinary proceedings, the notice of rejection may be delayed pending completion of any investigation.

I. Publication Orders: You may order books, other publications, and magazine and newspaper subscriptions. Place any order through your counselor who will forward it to the Publication Review Committee for arrangements.

J. Access to Publication: 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 approved by the Publication Review Committee. No order will be processed unless you have sufficient funds in your inmate account to cover the cost of the order.
2. Orders will only be placed to a publisher, book club, or bookstore.
3. A publication may be rejected if it adversely affects a valid penological interest. A statement of the criteria for evaluating publications and the post-decision process is stated in State Regulation 18-81-28 and Administrative Directive 10.7.
4. If a publication is rejected, you have a right to appeal to the Commissioner within fifteen (15) days of receipt of the notice of rejection.

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

A. Visiting List: The visiting list is the list of persons who are authorized to have a social visit with you. No one will be admitted as a visitor who is not on your visiting list. You may have up to seven (7) persons on your visiting list.

1. **Establishing the List:** Upon admission you may request a Visiting Application Form (form CN 100601) from your counselor. You will need one (1) form for each visitor. You can have up to seven (7) people on your list including children. Your counselor shall forward a copy of CN 100601,

Visiting Application Form, Attachment A to the prospective visitor, who shall complete and sign the application and shall mail it back to the visiting coordinator. All information on the form must be completed or it will not be processed. After the form is completed and mailed back to the facility, a law enforcement check shall be conducted for each visiting applicant. A current or ex-offender will not be allowed on the visiting list for routine visits. However a current or ex-offender may request permission to visit, in writing, through the Warden. A minor (under 18) must be either the inmates immediate family (sibling or child), or a member of the inmates expanded family to include nieces and nephew. If the minor is *not immediate family* then written permission from the child's parent or legal guardian must be obtained and documented to the CN100601, Visiting Application. All minors must be accompanied by an authorized adult on the list.

2. **Initial Visit:** You may receive two (2) adult visitors from your immediate family pending completion of processing your visiting Application Form or for seventy-two (72) hours after admission. You may add your two immediate family members to your visiting list after intake by submitting a request to your counselor. A back ground check will be conducted and they must have the same last name as you.
3. **Immediate Family:** Immediate family includes your legal spouse, parent, grandparent, sibling or child including a step/foster relationship.
4. **Expanded Family:** An inmate's cohabitant, aunt, uncle, niece, nephew, in-laws, half brother and half sister.
5. **Limitations:**
 - a. No visitor, except immediate family members, shall be on more than one (1) inmate's Visiting List.
 - b. Visitation with the victim of any of your crimes, past or present, pending or convicted, is not permitted.
 - c. A Department employee will not be an authorized visitor unless the employee is an immediate family member.
 - d. A current or ex-offender who has been convicted of a crime shall be precluded from routine placement on an inmates' visiting list, but may request permission to visit, in writing, to the Warden.
6. **Children Must Be Accompanied:** Any person under eighteen (18) years old is a child. A child must be an immediate family or member of the inmates expanded family as enumerated above, and must be accompanied by an adult on the inmate's visiting list. All minors must be continuously attended and supervised while on the grounds of the facility.

7. **Inmates in Restrictive Housing:** If you are assigned to restrictive housing, ask your Counselor or Unit Supervisor about procedures that apply to you. (Reference: A.D. 9.4, Restrictive Housing).
 8. **Appeal:** You may appeal a denial of visitor authorization by having your visitor write an appeal to the Warden.
- B. Visitor Identification:** The identity of a visitor, age 16 or above shall be verified through a driver's license or other appropriate government ID. Adults supervising children under the age of 16 shall be required to present a birth certificate and one other document with the child's name on it (e.g. social security card, report card...) prior to each visit.
- C. Visiting Schedule:** The visiting schedule is set up for each housing unit separately. The visiting schedule is contained in Appendix C of this handbook, and will be posted in your housing unit and may be available on an information sheet from your counselor.
- D. Special Visit:** A Special Visit is a visit approved at the discretion of the counselor supervisor which allows exceptions to the authorized visiting list and/or normal time frame. A request for a Special Visit must be submitted to your counselor sufficiently in advance of the visit to allow verification of the circumstances.
- E. Visiting Rules:** Bridgeport CC has non-contact visits only.
1. **General Rules:** The general rules apply to all visiting situations, unless other restrictions have been imposed.
 - a. You are permitted to have one (1) visit each visiting day.
 - b. Each visit is limited to one half (1/2) hour.
 - c. You may have no more than two (2) visitors in the visiting room.
 - d. You are required to take only your inmate I.D. into the visiting room.
 - e. 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. **Non-contact Visiting:** A meeting between an inmate and an approved person which is separated by a screen, solid glass partition, or other partition which physically separates visitor from inmate.
 - a. **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.

- b. **Children:** Children must be under the supervision of the adult visitor and a child's conduct must not be permitted to disrupt the Visiting Room.

F. Termination of Visit:

- 1. A visit may be terminated by the visiting room officer if you, your visitor, or your children engages in behavior that disrupts the visiting room or that is in violation of facility rules, or if you or any one of your visitors is 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 but not limited to, intoxicating liquors, cigarettes, matches, drugs, firearms, explosives, or any device which may be used in an escape or attempted escape is subject to imprisonment for not more than five (5) years and a fine of not more than one thousand dollars (\$1,000) or both. (Reference: C.G.S. Secs. 53a-174 and 53a-174a).

G. Privileged and Professional Visits: Visits between an inmate and their attorney or other credential individual from the community such as law enforcement officials, community agencies and program, shall normally be accommodated during the following time periods; 8:15am to 10:15 am, 12:45pm to 2:15pm and 6:30 pm to 10:30pm. Attorneys do not need to pre-schedule. All other professional visits need to be pre-scheduled through the Counselor Supervisors Office. The visiting rooms for professionals will be assigned first come, first serve.

J. Clergy visits: All clergy visits need to be requested by the inmate, be of the same religion, and be pre-approved and pre-scheduled through the Facility Religious Service Coordinator.

11. TELEPHONES: Inmate use of the telephones is governed by State Administrative Regulations 18-81-28/29 and 18-81-41 through 18-81-51. 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. Phone Access: In order to utilize the collect only phones in the housing units you must use the personal identification number (PIN) that has been issued to you.

- 1. During the intake/admission process you will complete a PIN Enrollment

Form and submit to the appropriate staff. This PIN number is authorized only to you.

2. You are authorized 10 phone numbers which completes your phone list.
3. Once every 30 days you may change your list during a specified Add/Drop period of which will be posted in your housing area. You must make a written request to your counselor for the Add/Drop form.

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

C. 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.

D. 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.

E. Calls to Attorney: Under ordinary circumstances, a non-recorded, non-monitored collect call can be made to your attorney by making advance arrangements through your Unit Counselor. The call will be placed by staff for verification; a private attorney or special public defender must agree to accept the call. Staff will maintain observation of you outside of the listening range as circumstances permit. A limit of two legal phone calls per month are authorized. A legal call constitutes a call to voice mail, answering machine, secretary or to the attorney himself.

F. 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.

G. Emergency Calls: You may place an emergency call on a facility phone subject to approval of the Counselor Supervisor. Emergency call is a death in the family or a critical illness in the immediate family.

H. Telephone Regulations:

1. Telephone calls are only permitted between 9:00 a.m. and 10:30 p.m. (9:00-10:30am; 12:00-2:30pm; 7:00-10:30pm)
2. Five (5) calls a day of 15 minute duration are authorized.
3. You are not permitted to make third party calls or calls to Department of Correction officials or to a victim of a crime you are charged.
4. Telephone calls are not permitted during facility lockdowns

12. **LAUNDRY:** The New Center laundry schedule is as follows and regulations will be posted on the bulletin board in your housing unit.
- A. Monday: 38A, 38B, Hospital, Kitchen, Overflow – state issued/personal.
 - B. Tuesday: 37 A – state issued/personal.
 - C. Wednesday: 39A – state issued/personal.
 - D. Thursday: 37B – state issued/personal.
 - E. Friday: 39B – state issued/personal.
 - F. New Center – blankets every other week.
 - G. Outer Buildings – blankets every month, all other laundry in unit (building).
- NOTE:** The above schedule may be adjusted from time to time based on facility operational needs.
13. **BARBER SERVICES:** The schedule for barber services is posted on the bulletin board in your housing unit. This service is free and performed by inmates classified to this job.
14. **GATE MONEY:** Gate money is money given by the state in an effort to provide assistance with expenses that you incur immediately upon release. You may receive gate money from Bridgeport CC if you are eligible, based (1) on the amount of money in your inmate account and (2) on the length of your incarceration and (3) you have not been a disciplinary or security problem.. For information regarding gate money ask your counselor. (Reference: A.D. 3.11, Gate Money).
15. **PHOTOCOPYING:** Photocopying services are available through your counselor in reasonable quantity, for legal exhibits only, at a cost of twenty-five cents (\$.25) for each page copied.
16. **NOTARY PUBLIC:** Services of a notary public are available; submit a request to your 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, others do not.
17. **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. (Reference: C.G.S. Sec. 54-53).
18. **COURT TRIP:** A court trip is a trip from this facility to a state or federal court, and any return.
- A. You must wear your own clothing unless you have none, in which case you will

wear the state-issue uniform.

- B. By 4:00 a.m. of the day of court, you must have your personal property packed and your bed stripped. Take your property and your bedding, including towels, to the A&P Room. The facility is not responsible for any property you leave behind in your housing unit.
 - C. You are only permitted to take legal materials with you that pertain to the case at hand. These materials must be surrendered to the transporting staff during transit. The materials will be returned to you when you are in secure lock-up at the court and, on the return, when you are back in the facility.
 - D. You will be subject to the use of restraints in accordance with Department policy. (Reference: A.D. 6.4, Transportation of Inmates).
 - E. A court lunch will be provided.
 - F. You are not permitted to obtain or receive any item from any person while on a court trip.
19. **ORIENTATION:** The next business day after admission to this facility, you will be required to attend an orientation session. 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. Counselors will answer any questions you may have. If you refuse to attend orientation a Disciplinary Report will be given to you by your unit officer. Under normal circumstances you can expect to be housed in a designated orientation unit for at least seven (7) days after being admitted to this facility.
20. **PROPERTY LOSS:** If any of your property is lost or damaged you should contact the property officer using the inmate request system to initiate recovery. If your property issues cannot be resolved then you may use the Administrative Remedy Procedure. If the ARP 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 one copy of the Property Claims Form available from your counselor.
 - B. Mail copy to the Department of Correction, Central Office, 24 Wolcott Hill Road, Wethersfield, CT 06109.

PART III

FACILITY PROGRAMS

1. **GENERAL:** A sentenced inmate will not be allowed to refuse or reject any programmatic, work or educational assignment. Any refusal will subject the inmate to disciplinary action, and as a consequence of discipline the inmate will be placed on unassigned work status and shall be precluded from a classification reduction and participation in a Community Release Program to include furloughs. (Reference: A.D. 10.1, Inmate Assignment and Pay Plan).

2. **EDUCATION:** Educational 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. Educational programs available here are:
 - A. **Adult Basic Education (ABE):** Provides training in basic academic skills in reading, mathematics, language, arts, general science and social studies to achieve grade eight proficiency.
 - B. **General Educational Development (GED):** Provides instruction to achieve grade twelve proficiency based on the GED examination.
 - C. **English as a Second Language (ESL):** Assists students whose primary language is not English to develop skills to speak, read and write English.
 - D. **Special Education Programs (SEP):** Provides special programs for special needs students. Contact your counselor or the School Principal for information.

3. **WORK ASSIGNMENT:** Work assignments are made at the discretion of the classification committee as they become available. If you are interested in a job, submit a request to your counselor and/or unit supervisor.

4. **ADDICTION SERVICES:** The Addiction Services Unit offers programs to assist inmates in overcoming substance abuse problems. The addiction services counselors oversee the programs available here. Some of the substance abuse programs available here are:
 - A. Weekly NA/AA meetings.
 - B. Substance Abuse Education Program.
 - C. Beat the Streets.

For more information contact Addiction Services or your Counselor.

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.

You may contact the HIV counselor by addressing a sealed envelope to the health services counselor. This is a confidential service. (Reference: A.D. 8.11, Human Immunodeficiency Virus Infection).

6. **FURLOUGH:** The furlough program exists to allow deserving inmates who are classified level 2 or below to leave the facility 30 days prior to your release date. To receive a furlough you must be eligible and be approved by the Warden. There are several types of furlough:
 - A. Re-entry
 - B. Medical
 - C. Terminal Illness
 - D. Emergency

For information regarding furloughs, contact your counselor. (Reference: A.D. 9.8, Furloughs).

7. **COMMUNITY RELEASE.** Community Release is a community residence program that allows an inmate to serve his sentence under supervision while residing in the community. There are several different community release programs. Inmates are evaluated on their risk to public welfare, their needs, and their overall performance. To participate in Community Release you must be eligible.

For information about Community Release, contact your Counselor. (Reference: C.G.S. Sec. 18-100, et. seq.).

PART IV

OUTSIDE SERVICES AND PROGRAMS

1. **PAROLE:** Parole is release from incarceration to supervision in the community before the expiration of an inmate's sentence. The Board of Parole, a state agency that is separate from the Department of Correction, makes parole decisions based on the board's determination (1) of whether there is reasonable probability that the inmate will live and remain at liberty without violating the law, and (2) that such release is not incompatible with the welfare of society. For information, contact your 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. Sentences resulting from a plea bargain will not be reviewed. Application for sentence review must be filed within 30 days of the date the sentence was imposed. Contact your attorney to submit the application. (Reference: C.G. S. Sec. 51-94).

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

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

4. **SPEEDY TRIAL:** Speedy trial is a petition from an inmate to the court having jurisdiction to initiate proceedings to dispose untried charges. There are three types of speedy trials 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. 54-82m, contact your attorney or initiate pro se. For the other speedy trial motions contact your counselor.
5. **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. Families in Crisis Inc. also offers rides for the families of inmates to various correctional facilities throughout the state. For information, contact your counselor or write to: Families in Crisis, 30 Arber Street, North Wing, Hartford, CT 06106.
6. **CLERGY VISITS:** Inmates are permitted to have clergy visits with their own clergymen with valid clergy I.D. These visits will be conducted under the same security as the level of housing of the inmate, (i.e., New Center inmate/dormitory). An inmate must request the clergy visit. All clergy visits must have prior approval from the Institutional Religious Facilitator.
7. **SOCIAL SECURITY:** Inmates may have social security entitlement such as an old age or disability pension. For Social Security information, contact: Department of Health and Human Services, Social Security Administration, 960 Main Street, Hartford, CT 06103. If any inmate needs a copy of their social security card, they must send a request on the inmate request form to the counselor supervisor.
8. **REFERENCE GUIDE FOR DISCHARGING INMATES:** A reference guide that lists homeless shelters and transitional living programs is available to inmates who are discharging from their sentence. You can get a copy of the reference guide from your counselor. A train/bus pass is available to discharging inmates who do not live in Bridgeport and have no means of transportation. You can request this pass from the front lobby officer at the time of discharge.

PROPERTY MATRIX: PRE-TRIAL

INMATE HANDBOOK APPENDIX A

The Property Matrix presented herein is a presentation of the Property Matrix in Administrative Directive 6.10, Inmate Property that applies to this facility. The Property Matrix in Administrative Directive 6.10 overrides any information here that may be incomplete or to the contrary.

- Quantity:** The matrix in Section 3 below lists the authorized property for this facility. You are permitted to have in your possession the items in the matrix in the quantity indicated (the number in the matrix). Where quantities are separated by a slash mark (/) the first figure is the maximum amount permitted. The second figure is the minimum amount required; the item must be supplied by the facility to reach the minimum, by discretion of the Warden.
- Matrix Codes:** The letter codes in this section are used in the matrix in Section 3 to explain the conditions that apply to the specific property item.

<u>A</u> – Commissary purchase only	<u>B</u> – Must be itemized on running inventory
<u>C</u> – Only if specifically approved by facility	<u>D</u> – Items which shall be permanently marked
<u>E</u> – Access only; not in inmate’s possession	<u>F</u> – State issue only
- Matrix Headings:** The column heading P/POP and R/H in the matrix mean pre-trial population and restrictive housing, respectively. Restrictive housing includes Punitive Segregation, Administrative Detention and Transfer Detention.

<u>ITEM</u>	<u>P/POP</u>	<u>R/H</u>
Shirt	3BDF	-
Pants	1BDF	-
Jumpsuit	-	1F
Kuffi (solid color)	2AB	1AB
Shoes/Boots	1BD	-
Sneakers	1/1BD	1/1BD
Handkerchiefs (white only)	4A	-
T-Shirts (White crew neck only, no pockets)	6/2B	3/2B
Thermal Underwear (top and bottom)	2BD	-
Gym Shorts	2ABD	-
Athletic Supporter	1A	-
Pajamas	1BD	-
Slippers	1BD	-
Shower Thongs	1B	1B

<u>ITEM</u>	<u>P/POP</u>	<u>R/H</u>
Wash Cloth	2AB	-
Towel	1ABD/2BD	1E
Television 13" (headset required)**	1ABCD	-
Radio (8"x5"x3" or less)(headset required)	1ABD	-
Cassette Player (headset required)	1ABD	-
CD Player (headset required)	1ABD	-
Fan 12" w/plastic blades **	1ABCD	-
Cassette Tapes/CD	10B	-
Adapter Jack**	1AC	-
Appliance Converter**	1AC	-
Batteries	AC	-
Extension Cord (max 9')**	1ABC	-
Electric Razor	1ABD	-
Address Book	1B	-
Photo Album (2" or less/non-metal)	1B	-
Padlock**	1AC	-
Prescription Eye Glasses	2B	1B
Watch	1AB	-
Wedding Ring	1B	-
Religious Jewelry	1B	-
Drinking Cup	1A	1E
Clock (wind-up)	1ABCD	-
Prayer Rug	1BD	1E
Underpants (boxer or briefs)(white only)	6/3B	3/2B
Doo Rag	1A	

All items must be stored in a drawer or locker, when not in use; item is subject to the total volume limitation.

**Items not allowed in New Center and North Wing Buildings (37,38 &39 Blocks)

BRIDGEPORT CORRECTIONAL CENTER **PROPERTY SCHEDULE**

PROPERTY DROP-OFF: Effective December 5, 2008 this facility will no longer accept personal property for inmates.

Medical Items: Prior approval by the Medical Department is required and can only be accepted by the Medical Staff. Drop off time will be on Friday 5:00 p.m. – 7:00 p.m., NO HOLIDAYS.

PROPERTY PICK-UP: The inmate must provide a receipt for his property. If the inmate is unable to provide a receipt, it shall be the Property Office's discretion to deny the release of the property. If the inmate chooses to have someone else pick up his property, the inmate must complete a "Property Release Form". Proper Picture Identification is required for the release of inmate property. Property pick-up shall be on the following days, at the New Center Lobby:

Monday, Tuesday, and Thursday	9:00 a.m. – 12:00 p.m.
Monday, Wednesday, & Friday	5:00 p.m. – 7:00 p.m.

COURT CLOTHING EXCHANGE: Court Clothing exchanges shall be allowed **ONLY if the civilians name is on the inmate's active visiting list, have property picture identification, and at the Property Officer's discretion.** Even clothing exchanges only (one-for-one). The following clothing exchanges are **not** accepted: Footwear, gray sweatpants, gray sweatshirts, no thermals of any color, no ties and no belts.

All court clothing exchanges shall take place in the New Center Lobby on the following days and times:

Friday	5:00 p.m. – 7:00 p.m.
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Sentenced inmates have 30 days from their first day of incarceration to have their property picked up. Property not picked up within the first 30 days is subject to disposal. Personal items (IRP Bag)

Un-sentenced inmates shall be subject to the same 30-day rule with the exception of personal clothing. Personal clothing shall be retained for the purpose of court appearances.

Bridgeport C.C. may close the Property Department at anytime, for any reason, without notice. The **Property Department is closed on weekends and holidays.**

Any questions concerning property only you may contact the Property Department at (203) 335-3064. All other questions call (203) 579-6131.

INMATE ADMINISTRATIVE REMEDIES SUMMARY

INMATE HANDBOOK APPENDIX B

> What are Administrative Remedies?

(Reference A.D. 9.6)

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

> When Can You File for an Administrative Remedy?

For a Grievance or a Property Claim: If you have a grievance or property claim, first try to resolve it by sending a completed Inmate Request Form (CN9601) to the staff member who oversees the area of your complaint. Each housing unit should have a list that identifies the staff members to whom inmate requests should be addressed for a specific issue or topic. If this action does not resolve the problem, to file a grievance use the Inmate Administrative Remedy Form (CN9602), or file a property claim, use the Lost/Damaged Property Investigation Form (CN9609).

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

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

> How do you File?

Complete the Inmate Administrative Remedy Form (CN9602) or Lost/Damaged Property Investigation Form (CN9609) and deposit it in the “Administrative Remedies” box located in your housing unit.

> What Happens Next?

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

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

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

> **What If You're Not Satisfied?**

The Warden is the level 1 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 If It's An Emergency?**

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 – 8 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**

No inmate shall suffer negative consequences such as denial or limitation of access to any privilege, service, or program either formally or informally for good faith participation in the Inmate Administrative Remedies Process, except that access may be limited for abuse or non-compliance.

> **Abuse**

Don't abuse the Grievance Procedure. If you do, your use of the Procedure may be limited. Administrative Directive 9.6, Inmate Administrative Remedies lists that acts of abuse.

> **What Can and cannot be Grieved?**
(Section 6)

All matters subject to the Commissioner's authority for which another remedy is not provided are grievable. A remedy other than a grievance is provided for the following:

- Appeal of a Classification Decision
- Appeal of a Special Management Decision
- Appeal of a Security Risk Group Member Designation
- Appeal of a Disciplinary Action
- Appeal of Decision to Reject Religious or Educational Tapes/CDs Not available in the Commissary
- Appeal of a Medial Review Committee Decision
- Appeal of a Decision to Reject Unacceptable Correspondence
- Appeal of a Furlough Decision
- Appeal of an American with Disabilities Act (ADA) Decision
- Property Claim
- Health Services Review
- Appeal of Determination of Retroactive RREC credits.

> **What about A Health Services Grievance?**

Request for review of any matter relating to the delivery of health care services shall be in accordance with Administrative Directive 8.9, Health Services Review. Complete an Inmate Administrative Remedies Form (CN9602) and deposit it in the Health Services box. The Health Services Coordinator will pick up the request for review and it will be processed through the Health Services chain of command.

BRIDGEPORT CORRECTIONAL CENTER
VISITING INFORMATION

INMATE HANDBOOK
APPENDIX C

NO VISITS ON STATE HOLIDAYS

Each inmate is allowed two (2) visitors per visit and one (1) Visit per day for 30 minutes in duration. **All visitors must be registered for a visit 15 minutes before the start of the visit.** Regular visiting period are held on a schedule determined by the inmate’s housing location. The following is a schedule of visiting hours:

New Center: (37 & 39 Blocks & Hospital Unit): Monday – Friday: 8:45am, 9:15am, 9:45am, 12:45pm, 1:15pm, 1:45pm
Tuesday: 7:00pm, 7:30pm, 8:00pm, and 8:30pm

New Center: (38 Block - Protective Custody) Monday – Friday: 2:15pm to 2:45pm B-5 Corridor
2:45pm to 3:15pm B-6 Corridor

Memorial Unit: Monday and Thursday: 7:00pm, 7:30pm, 8:00pm and 8:30pm
Tuesday and Friday: 12:45pm, 1:15pm, 1:45pm and 2:15pm

Madison Unit: Wednesday, Thursday and Saturday: 7:30pm, 8:00pm, and 8:30pm

Fairmount Unit: Monday & Friday: 7:00pm–7:30pm, 7:45pm–8:15pm, 8:30–9:00pm
Saturday & Sunday: 12:45pm–1:15pm, 1:30pm–2:00pm, 2:15–2:45pm

North Wing Units: Monday & Friday: 7:00pm-7:30pm, 7:45pm–8:15pm, 8:30–9:00pm
Saturday & Sunday: 12:45pm-1:15pm, 1:30pm-2:00pm, 2:15-2:45pm

Professional Visits: May visit when appropriate identification is presented and at the convenience of this facility. These visits will not interfere with the normal operation (i.e., meals, lockups, counts, etc) of the facility. **All professional visitors must sign** in at the **New Center Lobby** then proceed to the appropriate building where the inmate is assigned. Professional visits may occur on a daily basis at the following times:

8:00 a.m. – 10:15 a.m. 12:45 p.m. – 2:15 p.m. 6:30 p.m. – 10:30 P.M.

*Protective Custody Professional Visits- shall normally occur during the following times:

Monday-Friday: **8:00 a.m. – 8:45 a.m., 10:15 a.m. – 12:30 p.m., and 2:15 p.m. – 3:30 p.m.**

On Weekends, Protective Custody Professionals Visits may occur during normal Professional Visiting times.

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MONEY ORDERS

Money (cash) will not be accepted for an inmate. **Money orders or bank check must be sent via US Mail** to the following address:

Inmate’s Name & Inmate’s Number
Inmate Trust Fund - DOC
P.O. Box 290800
Wethersfield, CT 06129-0800

INMATE’S MAILING ADDRESS

Bridgeport CCC – (Inmate’s name & inmate number)
1106 North Avenue
Bridgeport, CT 06604

OVER THE COUNTER ITEMS

Why should I care about over the counter items?

Many inmates have gotten accustomed to having the medical unit supply them with pills or creams that don't require a doctor's prescription. This has caused a huge burden on the unit, making it difficult for staff to take care of serious inmate health needs. As of July 6, 2004, Correctional Managed Health Care (CMHC) will no longer supply you with these items, except in rare cases.

What is an over the counter item?

This includes pills that people can buy without a doctor's order at a drug store or supermarket. Examples are Tylenol for a headache, Advil for sore joints, vitamins, Tinactin for athlete's foot, and Colace for constipation. It also includes comfort/cosmetic items like special soaps and skin lotions – things to make you look better or make your skin feel better.

Why can't I get over the counter items from medical?

If you were in the community, you wouldn't go to a doctor looking for soap or lotion; you would get them at a store. CDOC lets you buy these things from the Commissary. If you were in the community, you wouldn't go to a doctor every time you had a headache; you would buy some Advil at a store. These items are available on Commissary.

What if I've got no money in Commissary?

If you have a genuine medical condition that needs an over the counter treatment, speak with a representative of the medical unit. Staff there will have a list of inmates who do not have money in their account. If medical staff determines that you have a genuine medical illness, they can provide the item.

If you're looking for special soaps and creams, though, these are almost never needed for a genuine medical illness. Even if you have no money in your account, medical staff will not provide these items.

What about my dry skin?

Most inmates with dry skin are over-using soap and water. Ask for the handout about care of dry skin.

What if I've got nothing in Commissary, and Medical says I'm not on the list?

Medical keeps an up-to-date list. If your name isn't on the list, you'll have to address it with your counselor.

SICK CALL SCHEDULE:

Monday	Madison, 38 and 39 Block
Tuesday	Fairmount and 37 Block
Wednesday	Memorial 2 & Halfway House
Thursday	North Wing
Friday	Memorial 1 & Memorial Overflow
Saturday & Sunday	Follow-Ups/Med. Renewals