

CT DEPT. OF CORRECTION

BROOKLYN CORRECTIONAL INSTITUTION

INMATE HANDBOOK



DO NOT DEFACE OR ALTER THIS RULEBOOK IN ANY WAY. THIS RULEBOOK MUST BE RETURNED TO THE A/P ROOM WHEN YOU DEPART THE BROOKLYN CORRECTIONAL INSTITUTION OR YOUR INMATE ACCOUNT WILL BE CHARGED.

Revised August 8, 2013

DEPARTMENT OF CORRECTION

MISSION STATEMENT

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

BROOKLYN CORRECTIONAL INSTITUTION

MISSION STATEMENT

The Brooklyn Correctional Institution shall protect the public, provide a safe and healthy environment for staff, and produce a secure and humane environment for offenders. The facility shall endeavor to hold offenders accountable, while offering developmental opportunities through sound educational, vocational and cognitive programming that subsequently facilitates successful reintegration into the community.

BROOKLYN CORRECTIONAL INSTITUTION

PROGRAM MISSION STATEMENT

The Brooklyn Correctional Institution shall provide to those committed by Connecticut's courts, academic and therapeutic programming, designed to provide choices for positive personal development. These programs are structured to empower inmates to change their lives.

Each offender is provided the opportunity to prepare for a successful reintegration into society.

The Institution shall foster, through its programs and services, a sense of responsibility and self-knowledge that will enable the offender to acquire positive social attributes that support the public interest.

*** This Handbook is a guide. In no way does the contents in this book override the Administrative Directives, Unit Directives, or an order by any staff member.*

BROOKLYN CORRECTIONAL INSTITUTION

INMATE HANDBOOK

Brooklyn Correctional Institution is a level 3, medium security institution for sentenced adult males.

The Inmate Handbook provides information about the Department of Correction and the operation of this Institution. The handbook describes programs available to inmates incarcerated at the Brooklyn C.I. You are responsible for reading and understanding the contents of this handbook.

It is recommended you review Administrative Directives 9.5, Code of Penal Discipline; 9.6, Inmate Administrative Remedies and related State Administrative Regulations that have been issued to you. In addition, the Department of Correction Administrative Directives is available in the library for your review. Reviewing these directives will give you a better understanding of the department's operation.

As everything cannot be covered within this handbook, you are required to seek clarification as needed through the chain of command, i.e.; Housing Unit Officer, Line Supervisor, Captain, Counselor, Counselor Supervisor, etc., while complying with all orders as given.

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 institution. Staff will enforce the rules.

If you respect the property of others and their privacy, comply with the rules of the institution and obey the orders of staff, more opportunities for personal development will be open to you. The time you spend here can be productive. You are encouraged to take advantage of all the resources made available to you.

The mailing address is:

(Inmate name and Inmate #)

Brooklyn Correctional Institution

59 Hartford Road

Brooklyn, CT 06234

TABLE OF CONTENTS

Part I: Institutional Operating Procedures

<u>Sec. 1</u>	<u>Title of the Section</u>	<u>Page</u>
1.	Personal Safety.....	6
2.	Addressing Staff.....	6
3.	Following Orders.....	6
4.	Personal Conduct.....	6
5.	Identification Card.....	6-7
6.	Pass System.....	7
7.	Rules and Regulations.....	7-14
8.	Disciplinary Action/Code of Penal Discipline.....	14
9.	Housing Assignment.....	14
10.	Personal Property.....	14-15
11.	Information, Problem Solving, Request System, I/M A.D Remedies.....	15-18
12.	Maintenance.....	18-19

PART II: Institutional Services

1.	Classification..... Classification Committee, Counselor, Institutional Transfer, Master File, Appeal	20
2.	Sentence Computation and Credits..... Statutory Good Time, Presentence Good Time, Jail Credit, 7-Day Job Credit, O.M.P.A	20-21
3.	Religious Services..... Schedule, Religious Articles	21-22
4.	Health Care Services.....	22-23
5.	Food Services.....	23
6.	Recreation.....	23-24
7.	Inmate Accounts..... Incoming Funds and Outgoing	24-25
8.	Commissary.....	25
9.	Mail.....	25-27
10.	Visiting.....	27-31
11.	Telephones.....	31-32
12.	Laundry.....	32-34
13.	Barber Services.....	34
14.	Library..... Publication Orders, Access to Publications	34
15.	Photocopying.....	34
16.	Notary Public.....	35
17.	Court Trip.....	35
18.	Orientation.....	35
19.	Property Loss.....	35

20.	Gate Money.....	35-36
21.	Interpreter Services.....	36
22.	School Services.....	36-37
23.	Razor Policy.....	37-38

PART III: Institutional Programs

1.	General.....	39
2.	Education.....	39
3.	Work Assignment.....	39
4.	Programming/Addiction Services.....	39-40
5.	HIV Counseling.....	40
6.	Furlough.....	40
7.	Community Release.....	40
8.	Classification Level.....	40

PART IV: Outside Services and Programs

1.	Legal Assistance.....	41
2.	Clergy Visits.....	41
3.	Speedy Trial.....	41
4.	Parole.....	41
5.	Sentence Review.....	42
6.	Pardon.....	42
7.	Americans with Disabilities Act Attachment A.....	42

APPENDIX A – PROPERTY MATRIX

APPENDIX B – INMATE ADMINISTRATIVE REMEDIES PROCEDURE SUMMARY

References in the Handbook

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

PART 1

INSTITUTIONAL OPERATING PROCEDURES

1. **PERSONAL SAFETY: If you believe that your safety is at risk, report your concerns to a staff member immediately. The Department and this Institution are committed to your safety.**
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 “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.”
3. **FOLLOWING ORDERS: You must obey all orders directed 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 safe, respectful, quiet and responsible manner at all times. You must adhere to all Unit Rules and Regulations. You will be held accountable for your actions.
 - A. You are not permitted to engage in behavior that disrupts the order of the Institution, threatens security, endangers the safety of any person or imperils State or personal property.
 - B. **You are not permitted to make sexually suggestive remarks, innuendoes, or gestures, either written or verbal to any staff or other inmate.** Inmates who commit a sexual assault upon another inmate while incarcerated will face criminal and/or disciplinary charges.
 - C. You are not permitted to make excessive noise or to use profanity, loud talking, yelling, whistling, singing, or any boisterous behavior.
5. **IDENTIFICATION CARD:** You will be issued an Identification Card (I.D.) which must be worn on the upper chest area, facing outward, with your picture visible, when outside your Housing Unit. If a staff member asks you for your I.D. card, you must surrender the card by handing it to the staff member.
 - A. Failure to wear your I.D. card; refusing to surrender it to a staff member when ordered to do so; possession of another inmate’s I.D. card; defacing or altering any I.D. card, is prohibited and will subject you to disciplinary action.
 - B. If you need a replacement of your I.D. card, you must report it to the Housing Unit Officer. You will be charged three dollars (\$3) if your I.D. card is lost,

misplaced, destroyed, or altered. Additionally, you will be charged fifty cents (\$.50) for a clip that is lost, misplaced, destroyed, or altered. No inmate shall have in his possession more than one (1) I.D. card.

- C. Work I.D. - Inmates assigned to work details outside the Housing Units, must carry a Work I.D. during working hours. Inmates working outside or on off-grounds details will be issued an I.D. at the AP/Control Center/Maintenance area each time the inmate reports to work. The I.D. will be collected when the inmate re-enters the institution. The rules in subsections A & B above also apply to the Work I.D. In addition, loss of the I.D. must be reported to your work site supervisor immediately and the A/P Officer upon your return.
 - D. All inmates who are classified to outside clearance will be required to wear a wrist I.D.
6. PASS SYSTEM: Except for mass movement, an inmate going from one place to another within the institution must have a signed pass in his possession. The pass must be signed by a staff member at the time of departure and surrendered at the place of arrival. If you are in an unauthorized area or if you do not have a proper pass, you will be subject to disciplinary action. You are required to surrender your pass to a staff member upon request. **You must notify the Dorm Officer when you leave or return to your unit.**
- A. Color Codes – Blue passes are for facility jobs that are outside the unit.
 - B. Passes for special appointments such as medical, dental, professional visits, etc. shall be issued by your housing officer or assignment supervisor. Upon conclusion of your appointment, the staff from that area will issue you a pass for return to either your daily assignment or housing unit as appropriate. Area staff shall notify your housing unit officer of any destination changes as appropriate.
7. RULES AND REGULATIONS: Compliance with the rules and regulations is essential to the good order of the institution and the mutual well being of all. Failure to comply with the rules may subject you to disciplinary action.
- A. Count – Formal and Informal 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 in another place. During the housing unit count, you are required to be seated or lying on your bunk. You must remain on your bunk until count is clear, clearly visible to the officer taking the count, until the count is clear. If you are away from your housing unit, follow the instructions of the staff member taking the count. Movement and disruptive behavior is not permitted. **Participation in count is mandatory.** Identity count shall be taken every Sunday. All inmates shall participate in the identity count, and shall not be authorized to move from

their designated area until the identity count is completed and cleared. I.D. card must be out and ready for officer/staff member taking count.

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 institution; (2) not been approved for you by staff as incoming property, and is not on your property matrix; (3) not been purchased by you at the Commissary; or (4) been altered in anyway, or if the amount of your possessions exceeds the authorized limit, per Administrative Directive 6.10, Inmate Property. Contraband will be disposed of in accordance with A.D. 6.10 section 26 and 27. Violators will be subject to disciplinary action.
2. Materials, symbols, colors, or pictures involving any Security Risk Group will be considered contraband.
3. Any controlled medication is considered to be contraband, unless prescribed to you. All expired medications are considered contraband.
4. Institutional equipment and supplies found in your possession are contraband, unless authorized by a staff member. Property not used for its intended purpose shall be considered contraband.
5. **You, your cubicle, and your property are subject to a search by staff at any time.** It is not necessary for a supervisor to be present during searches. Searches may be conducted with or without you present. All areas of the institution, including your housing unit, work area, and personal property are subject to search at any time. (Refer to A.D 6.7 for more information on proper searches).

C. Clothing/Accessory Regulations –

1. **You are required to wear the “Uniform of the Day” outside of your housing unit.** The “Uniform of the Day” includes at a minimum: shirt, pants, laced shoes, boots and/or sneakers. Possession of another inmate’s clothes or clothing items is not permitted.
2. “Uniform of the Day” will be as follows:
 - a. Standard – khaki shirt, khaki pants with either a white T-shirt or gray state issued sweatshirt under the khaki shirt, socks, and laced

shoes, boots and/or sneakers. **No** colored shirts may be worn outside of the housing units. Uniform of the day must also be worn for all pictures.

- b. Sweatshirts are optional and may be worn for outside assignments and recreation. Sweatshirts may not be worn on a visit or official off grounds trip. Sweatpants are restricted to housing and recreation areas.
 - c. Recreation- Appropriate attire to and from recreation will include khaki pants, sweatpants or gym shorts, and a shirt with I.D. on chest during recreation. At a minimum, khaki pants, sweatpants or gym shorts (no boxers), and a shirt and footwear must be worn. Pants must be worn above your waist line at all times, failure to do so will result in disciplinary action. Only sneakers may be worn in the gym.
 - d. Dayroom attire will at a minimum consist of a T-shirt, pants or shorts, and footwear. No boxers or underwear may be worn as outer wear, to include thermals.
- 3. You must wear clothing in the way it was designed to be worn. Shirt and pants must be fully buttoned and shirt must be tucked in. Pants will not be worn below the person's waistline. Pant legs will not be rolled to expose socks and legs nor will pants be worn either bloused or with pants turned into your socks. You must be appropriately clothed outside of your cubicle and bathrooms. Wearing dirty or soiled clothing is not permitted and may result in discipline for sanitary violation.
 - 4. Alteration or mutilation of issued clothing items is prohibited, and may be reason for disciplinary action for destruction of property.
 - 5. Slippers may not be worn outside of your housing unit, unless authorized.
 - 6. Headgear – Baseball type caps can only be worn at recreation, inside the housing unit, and outside detail. Authorized religious artifacts, kufi (white only), may be worn outside of your housing unit. Bandannas and homemade caps are not permitted; issued winter caps may be worn by outside detail workers while working only. Alterations of any authorized headgear are not permitted. Doo rags, purchased at commissary, may be worn in the housing unit.
 - 7. Only prescription eyewear may be worn. Sunglasses are not permitted.

8. Any religious neck chains are to be worn under shirts.

D. Personal Hygiene –

1. You must maintain a satisfactory level of personal hygiene, i.e. showers at minimum every other day, brush teeth daily. Uncleanliness contributes to the spread of disease. Body odor is offensive to others. Failure to comply with personal hygiene standards may result in disciplinary action (sanitary violation).
2. Hair, beards, and mustaches must be neat and clean at all times.
3. Haircuts shall be done by assigned barbers in the Barber Shop only. Check with your housing unit officer for assigned barber shop days.

E. Housing Unit Rules -

1. When count is called, you are to report to your assigned bunk and remain seated on your bunk until count is cleared.
2. You are not permitted to enter any housing unit or cubicle other than the one you are assigned to.
3. You must keep your cubicle clean at all times. Wastebaskets shall be emptied daily. Foodstuffs, cosmetics, personal items, clothing, etc. shall be stored inside your locker.
4. Shoes must be arranged neatly on the floor under bed or where space is available elsewhere on floor in the cubicle as necessary.
5. Towels, washcloths, wet clothes may be hung on your hooks only while drying, but once they are dry they must be stored in your locker.
Absolutely no clotheslines or tents permitted.
6. TV Shelves/Trays – The items permitted on TV trays are a TV, a fan, a radio, and one cup. All other items shall be stored in your locker.
7. Your bunk must be made from 9:00 a.m. to 7:00 p.m. each day.
(Exception 3rd shift details)
8. You are responsible for anything/everything in your locker. It is advisable to lock your locker whenever you leave your cubicle. (Locks are available through the Commissary.)
9. TVs shall not be connected to any unauthorized antenna.

10. Family pictures are authorized within the framed wall space provided. **No obscene, sexually explicit or offensive pictures or drawings may be displayed anywhere, or they will be confiscated and destroyed and you may be subject to disciplinary action. Photos cut from magazines are considered contraband.**
11. You are not permitted to cover your bunk in a tent or any fashion.
12. You are not permitted to remove, damage, or tamper with institutional equipment and/or property.
13. Dayroom TV is controlled by the housing unit officer only. Inmates are not permitted to touch the Dayroom TV.
14. You are permitted to use only your personal audio equipment in your housing unit and at recreation. Personal audio equipment is not permitted during any work detail.
15. Audio equipment (including TV and video games) must be used with earphones audible to the user only. Failure to use headphones may result in equipment being confiscated.
16. TV's and radios may not be left on unattended.
17. No re-arranging of beds or lockers within cubes. You must also keep aligned bunk/lockers with no exceptions.
18. You are responsible for the contents of your locker, your bunk, and the common areas of your cubicle. Contraband found in your cubicle is your responsibility. Search these areas thoroughly when you move in. If you find contraband, notify the housing unit officer immediately. Remove cubicle chairs at 11:00 p.m. and stack. The amount of property permitted shall not exceed six (6) cubic feet.
19. Horseplay of any kind is prohibited in the facility.
20. Iron Use: Due to safety and health issues, irons are to be used for their intended use only. Please adhere to this policy at all times. Violation of this policy will result in loss of ironing privileges.
21. Do not cross red line around officer's station.

PERSONAL RADIO AND TV POLICY

TV's and radios may be used according to the following schedule:

Sunday-Thursday 5:30 a.m. – 12:00 a.m.

Friday, Saturday, Holidays 5:30 a.m. – 1:00 a.m.

At lights out, inmates are expected to **remain quiet at all times**. Inmates are also to **remain in the cube at lights out** with the exception of an **emergency** or the **emergency use of the bathroom**.

- F. Smoking- This is a non-smoking institution. Smoking is not permitted. All tobacco products, matches, stingers, and related paraphernalia are considered contraband. Violators will be subject to disciplinary action.
- G. Fire Safety –
1. You must maintain a fire-safe condition in your cubicle. You are not permitted to have flammable materials or an excessive amount of papers as outlined in A.D. 6.10.
 2. You must familiarize yourself with fire exits in areas you regularly use.
 3. You must participate in any fire drill.
 4. You must not tamper with the electrical wiring, electrical fixtures, or appliances.
 5. You may only use an approved extension cord. Altered cords will be considered contraband and will be subject to disciplinary action.
- H. Movement and Corridor Regulations –
1. During movement, you must walk in a single-file line at a normal pace on the **right** side of the hallway. Running, malingering, or loitering is not permitted.
 2. If an order to “CLEAR THE CORRIDOR” is issued, immediately do as the staff direct. You will be required to stand against the wall until given direction from staff to continue movement. If directed to clear the hall, staff will direct you where to report.
 3. If a “RECALL” order is issued, you must return to your housing unit immediately.
- I. Dining Hall –
1. If you do not respond to last call for chow from your housing unit, you will forfeit the opportunity to eat that meal.
 2. You must form a single-file line to the food service area.
 3. Cutting in line is not permitted.

4. You are responsible for receiving a complete tray; only one (1) trip through the serving line is allowed.
 5. **NO** condiments may be brought into the dining hall unless authorized by the Warden or Warden Designee. The list of permitted items will be posted in the chow hall.
 6. Nothing may be taken from the dining hall.
 7. You will have approximately fifteen (15) minutes to eat your meal.
 8. You must take your tray and utensils to the scullery after you finish your meal.
 9. You must leave the dining hall after you finish eating and go to your assigned unit or assigned work place.
- J. Work/School Regulations – To sign up for school, write a request to the school principal. To request a job assignment, see your correctional officer who will add your name to the dorm job logbook. For a job outside of the dorm, you must get a recommendation from a staff member who will submit a job recommendation to the Counselor Supervisor. Request for work in Maintenance can be sent to the Maintenance Supervisor.
1. You will have five (5) minutes after school call to arrive at your assigned class. You will not be admitted to school late without a pass. Failure to arrive on time shall result in a loss of school and a loss of pay for that day.
 2. No unauthorized items may be taken to the work/school areas; for example: non-work related reading material, coffee cup, walkman, clothing, and/or foodstuff.
 3. Nothing may be removed from the work/school area without proper authorization.
 4. Criteria for enrollment in post-secondary school programs – possesses a high school diploma or diploma through GED process, are free of tickets for a minimum of six (6) months, and free of any recent poor work reports.
 5. Inmates wishing to apply for college correspondence courses or college enrollment must do so through the school department.
 6. Poor work reports and tickets may result in termination.
 7. At work, you are responsible for tools issued to you. Upon receiving or returning any tool, you must check it for 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.)

8. DISCIPLINARY ACTION/CODE OF PENAL DISCIPLINE: Violation of institutional 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 given to all newly admitted inmates to the Brooklyn C.I. You are advised to familiarize yourself with the provisions of the Code. (Reference: A.D. 9.5., Code of Penal Discipline).

- A. You will receive a copy of the Code of Penal Discipline with the Inmate Handbook.
- 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 a disciplinary penalty of Loss of Recreation (LOR) is imposed, you are permitted only to go to meals, work, visits, sick call, religious services, education classes, and treatment programs. However, you may not attend any collective recreational programs including fitness hour.

9. HOUSING ASSIGNMENT: Initial assignment to a Housing Unit and to a specific bunk is based on space availability, at the time of your admission. Inmates with medical problems which make it difficult to climb to a top bunk, will be evaluated by medical staff and if necessary, will be issued a bottom bunk pass.

10. PERSONAL PROPERTY: The Property Officer Box is located in the Chow Hall, and is labeled A/P Request. You are permitted to have personal property in your possession subject to the property standards for a level 3 institution. The standards regulate the total volume and the type of property allowed. Please refer to Property Matrix, Appendix A of this handbook. (Reference: A.D. 6.10, Inmate Property)

- A. Inmate’s Risk of Possession – 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 incarcerated at the Brooklyn Correctional Institution.
- B. Markings – An inmate’s personal electrical items will be permanently marked with the inmate’s name and number. Altered markings will be considered contraband and will result in the item being confiscated.
- 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 and/or food.
- D. Transfer – If you transfer to another institution, you must pack all of your property in the container provided to you and take it to the Admissions and Processing Room for inventory. Under ordinary circumstances, your property will accompany you in up to five (5) boxes.

1. If you have been transferred here and you have property at another institution, address a request to the Property Officer and deposit it in the A/P request box located in the Chow Hall.
2. **You are not allowed to give or sell your personal property to anyone else.**

E. Unauthorized Property – Unauthorized property is defined as excess property.

1. Unauthorized property of sentenced inmates will not be kept in facility storage due to lack of space. An inmate has four (4) options to dispose of property: (1) identify an approved visitor to whom the property can be released within thirty (30) days through a visit or pick up; (2) provide an address to which the property can be mailed at the inmate's expense, except for in cases of indigence; (3) identify an approved charity to which the property may be donated; (4) permit the Institution to discard the items. Failure to select one of the above items will result in disposition at the Unit Administrator or designee's discretion. Discarded clothing is generally donated to local charities or to indigent inmates. You will be given a receipt for the items discarded. Exceptions may be authorized by the Unit Administrator when an inmate is indigent or special exceptions arise.
2. Valuable property will be stored in a secure storage area in a separate envelope for each inmate and clearly marked. The inmate will be issued a receipt for all property in his valuables envelope. This would include driver's license, wallet, key, etc. per A.D. 6.10. Valuables will be held 30 days in which you must select a disposal option or forfeit any claim to the property.

F. Unclaimed Property – Unclaimed property is property that is not claimed within thirty (30) days of a notice having been sent to the discharged inmate's last known address. Unclaimed property will be disposed of according to the A.D. 6.10.

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

A. Information-

1. Bulletin Boards are located in the housing units and at various locations throughout the institution. Up to date information about the operation of the institution 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. Unit Counselors or Housing Unit Officer – If you need to know something that is not posted on the bulletin board, contact your unit counselor or the housing unit officer who will either know the answer or know where to direct you, so you may get the answer.
- B. Problem Solving – Most problems can be solved through verbal/written contact with the staff member in charge: the Housing Unit Officer, your Counselor, or Shift Supervisor. Explain the problem and follow the advice or instruction. If your problem cannot be resolved at that level, **you must** follow the Chain of Command.
- 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, up to and including the Unit Administrator. Request forms (form CN 9602) are available from the housing unit officer.
1. The Request System serves as the informal resolution in the Inmate Administrative Remedy Procedure, and must be attached to your grievance.
 2. Counselor request boxes are located in the housing units. All other request boxes are located in the chow hall (Warden, Deputy Warden, Captain, Counselor Supervisor, Medical, Chaplain, Privileged Correspondence, School, Notary, Phone Problem Box, DR Appeal, and Grievance).
 3. Problem and Issue Solving: The following is the chain of command for resolving issues that may arise during the course of your incarceration here at the Brooklyn Correctional Institution. Not all areas or issues may be covered, however, you need to think the problem and/or issue through and resolve your issue starting with your unit counselor, unit officer, and/or lieutenant, before starting up the chain of command. Staff has fifteen (15) days from receipt of your request to respond. The Administrative Remedies coordinator and all department heads are posted on the bulletin board.
 - a. The chain of command is Officer/Counselor, Lieutenant, Captain/Counselor Supervisor, Deputy Warden, and finally Warden. You are expected to follow the chain of command at the lowest level. Failure to do so may result in an extended amount of time to resolve your issue and possible disciplinary action.
 - b. Property Issues- All property issues shall be addressed to the property officer in the A/P room. Boxes for property request are located in the chow hall.

- c. School – All school issues shall be addressed to the school. The school request box is located in the chow hall. You may also sign up for school during orientation.
- d. Addiction Services – You may sign up for these programs by writing to the Addiction Service Staff, or at orientation.
- e. Programming – You may sign up for other programming at orientation or through your Addiction Service counselor.
- f. Sentencing and/or Time Calculations – You may speak with your unit counselor, and if so directed, you must write to the records staff.
- g. Administrative Remedies – The administrative remedies coordinator is posted on the bulletin board.
- h. DR's – Please refer to the copy of A.D. 9.5 located in the library. You may plead innocent to any DR; you may appeal innocent pleas only, to the Warden, using the appropriate form.
- i. Visits – You may change your visiting list according to A.D. 10.6., Inmate Visits. Write to your counselor.
- j. Telephone Lists – You may change your telephone list through the PAN Management System. This will be available beginning the first Monday of the month through that Friday.
- k. Religious Services – You may write to the institutional religious facilitator. It is posted on the bulletin board.
- l. Classification- All classification decisions may be appealed to the Warden within fifteen (15) days.
- m. Housing – All housing issues are handled by the Lieutenants.
- n. Parole – You must write to the parole officer for all parole questions. You may put the request in the counselor's box in the dorm.
- o. Inmate Jobs – You need to sign up for a job with your unit officer. After working *for thirty days in the dorm*, you may get a recommendation from your job supervisor who will forward a recommendation to the classification committee for review of a job outside of the dorm. Should you receive

a disciplinary report while working, you will not be eligible for work/pay for the following: Class A DR-120 days, Class B DR- 90 days, Class C DR- 60 days, and a Poor Work Report- 30 days.

- p. Medical Issues – All medical issues may be addressed utilizing the inmate request system. A medical administrative remedy system is in place and handled through A.D. 9.6.
- q. Inmate Accounts – For a printout history of your account please write to your counselor. Account balances are also available through your counselor.
- r. Commissary- Commissary questions and issues must be addressed to commissary.
- s. Staff Issues/Concerns – You may address any issues or concerns you have about any staff member to the Deputy Warden or Warden. Their boxes are in the chow hall.
- t. Telephone Calls – Telephone calls are for emergencies only (immediate family member currently in the hospital). If your immediate family member is in the hospital, your unit counselor will verify and if approved by the Unit Administrator, grant you an emergency telephone call, no longer than ten- (10) minutes, to the hospital where your family member is being treated.

D. Inmate Administrative Remedies – The Inmate Administrative Remedies provides a way for you to obtain a formal disposition of an issue or a problem from the Unit Administrator or higher officials. A summary of the Inmate Administrative Remedies explaining how to use it is included in Appendix B of this handbook. Administrative Remedy forms (Form CN 9601) may be obtained from the housing unit officer or your unit counselor. Questions about the use of the Inmate Administrative Remedies may be sent to the Inmate Administrative Remedy Coordinator on a request form. A copy of the Inmate Administrative Remedies is issued to you with this handbook. If you lose, misplace or destroy your copy, you will be assessed three (\$3) dollars. (Reference: A.D. 9.6, Inmate Administrative Remedies).

1. The Inmate Administrative Remedies box is located in the chow hall.
2. Emergency Administrative Remedy is a grievance about something that: (1) presents a threat of death or injury to you; (2) presents a threat of disruption of the institution; (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 Administrative Remedy to a shift supervisor or if the shift supervisor is unavailable it can be given to any staff member. Do not deposit an Emergency Administrative Remedy in an Inmate Administrative Remedy box.

3. Do not place Inmate Administrative Remedy in counselor boxes (see #2).

12. MAINTENANCE: You should report any equipment malfunction to appropriate staff.

PART II

INSTITUTIONAL SERVICES

1. **CLASSIFICATION:** Classification is the ongoing process of collecting and evaluating information to determine your risk level. Your level and treatment needs scores determine where you will be housed, job assignment, program and treatment opportunities. (Reference: A.D. 9.2, Inmate Classification)
 - A. Classification Committee – The Classification Committee is the committee of staff members that make decisions about your classification status: job placement, needs assessment, risk evaluation, program participation, etc. The Classification Committee is chaired by the Counselor Supervisor or designee.
 - B. Counselor – You will be assigned to a counselor based on your housing unit assignment. Your counselor will provide you with information about the operation of the institution and will assist you in adjusting to the institution. He/she will explain program opportunities available to you.
 - C. Transfer – Decisions involving a transfer to another institution are made at the discretion of the Director of Offender Classification. As a level two-(2) inmate, if you want to be considered for a transfer, submit a request to your counselor. You will be placed on the automated transfer list.
However, transfers are made at the discretion of the Director of Offender Classification and Population Management at the MacDougal/Walker Reception Center, 1153 East Street South, Suffield, CT 06080.
 - D. Master File – The institution maintains a record of the status of your sentence (including any pending charges) and your overall performance in a master file. Your master file is maintained by the Inmate Records Office. Questions about your information in your master file should be directed to your counselor. Third party information, such as police reports, etc. cannot be reviewed from the Department of Correction. You must write directly to the appropriate agencies. Fees will be assessed by each agency.
 - E. Appeal of a Classification Decision – If you believe a classification decision is incorrect, contact your counselor to find out if it can be appealed and how, or you may refer to A.D. 9.2 for procedure. Classification may be reviewed by the Counselor Supervisor. Decisions may be appealed to the Deputy Warden/Warden. (Refer to Administrative Directive 9.2, Inmate Classification)
2. **SENTENCE COMPUTATION AND CREDIT:** The Department of Correction is responsible for the computation of sentences. The Records Office will distribute time sheets on a quarterly basis for old law inmates – April 15, July 15, October 15, and January 15. Any person convicted of a crime committed on or after October 1, 1994 **shall**

not earn Good Time, Statutory Good Time, Seven (7) Day Job Credit, and Outstanding Meritorious Performance Award.

- A. Statutory Good Time is good time earned each month during service of a sentence.
- B. Pre-Sentence Credit (Jail Credit) is credit for time spent in confinement prior to disposition of the charge on which sentence is opposed.
- C. Jail Credit Good Time is good time earned on Pre-Sentence Credit.
- D. 7-Day Job Credit is a commutation of sentence of one day for each seven (7) consecutive days of employment in a designated as a 7-day job. 7-day work-week runs Monday to Sunday. This applies to those whose date of offense is prior to 10/1/1994.
- 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 Unit Administrator. (Refer to A.D. 9.2 and the Objective Classification Manual for details)
- F. Risk Reduction Earned Credit – RREC is the time awarded at the discretion of the Commissioner or designee at the rate of five (5) days per month for participation in programs or activities, good conduct and obedience to departmental rules, unit and/or program rules in accordance with RREC guidelines as determined by the Commissioner or designee. Risk Reduction Earned Credit 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.

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

- A. Schedule – Inmates who designate a religion offering collective religious activity will receive a schedule of services and programs available with their copy of the religious designation form, CN100801. A schedule of religious services and activities will also be posted on your unit bulletin board and in the main corridor.
- B. Religious Articles – Religious articles are available through the commissary. Non-commissary items may be purchased with written permission of the Director of Religious Services.
- C. Inmate Requests – To contact the Chaplain and/or the Institutional Religious Facilitator, put a written request in the Chaplain's box in the chow hall.

- D. Religious Affiliation – Form must be filled out upon admission to the Brooklyn Correctional Institution. Changes to religious designation may be made after a period of 90 days since the last change.
4. HEALTH CARE SERVICES: Medical, Dental, Mental Health, Pharmaceutical, and Optical services are available either through staff assigned to this institution, staff who regularly visits the institution, consulting staff, or off-grounds visits.
- 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.
- B. Access to Services – Routine access to Health Care Services is through Sick Call or by addressing a request to Health Services and depositing it in the Health Services request box located in the chow hall.
- C. Hours – The Health Services Unit is open Monday – Friday, 8 a.m. to 3 p.m., except for weekends and holidays. You are only permitted access into the Health Services Unit if (1) you have an appointment or (2) if you are 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. Unless you are an indigent inmate, you will be charged \$3.00 for each sick call visit. Ask your medical staff for more information about co-pay fees.
1. Sick Call commences according to the schedule posted in the housing unit.
 2. Sign up for Sick Call at the housing unit officer's desk. You will be seen on the day your housing unit is scheduled provided (1) you sign up properly by filling in your name and inmate number and (2) you sign up before 7 a.m. on your Sick Call day.
 3. Report to the Health Services Unit when you are notified.
 4. Most medication prescribed at Sick Call will be ready on the day that you are seen.
- E. 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.
1. Refills are provided through Sick Call. You can drop your prescription in the Medical box in the chow hall.

2. Items such as Tylenol/Antacids/Creams can be purchased through the commissary.
- F. On-line medication will be administered by medical staff or on a per dosage basis. You must take the medication in the presence of staff.
 1. Inmates permitted to go to the Health Care Unit will do so via the pass system.
 2. Inmates whose movements are restricted will receive on line medication at the cubical.
- G. Medication Call – Medication is dispensed only at Medication Call. Medication Call to release inmates on restricted medication is announced at approximately 8:30 a.m. and 12:45 p.m., Monday – Friday.
- H. Dental – Address a request to the Health Services Unit and deposit it in the Medical Request Box. An appointment will be scheduled. You will be called for the appointment when your turn comes. Dental appointments will cost you \$3.00. (If you are indigent, you will not be charged)
- I. Mental Health – Address a request for a consultation to the Health Services Unit and deposit it in the Medical Request Box.
- J. Optical – Fill out an Inmate Request form and deposit in the Medical Request Box. To receive a prescription for glasses, you will be charged \$3.00.
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. To receive the Common Fare Diet pass, write a request to the A/P Officer. You will be issued a special C/F I.D. card. If you are discovered eating regular meals, you will lose C/F privileges and be charged \$3.00 for a new I.D.
 - B. Condiments Allowed in Chow Hall: You may bring **one (1) condiment** to the chow hall for your meals. The **only items permitted are**: ketchup, mustard, hot sauce, or Adobo seasonings purchased through Commissary. All other items are not authorized.
6. RECREATION: Coordination of Recreation activities is the responsibility of the Recreation Director.
 - A. General Recreation – General Recreation is carried out daily in the day room of your housing unit, outdoors, or in the gymnasium.

1. Outside Recreation – During outside recreation, you must stay three (3) feet away from the fence at all times. Shirts must remain on at all times. No drinking containers allowed.
 2. Equipment – Recreational equipment is available in the recreation area. You must sign out any equipment you use by turning in your I.D. Upon return of the equipment in good condition, your I.D. will be returned.
 - a. Misuse or abuse of the equipment is not permitted and will subject you to disciplinary action.
 3. Gymnasium –
 - a. Only sneakers will be worn in the gym. No shoes or boots are permitted in the gym.
 - b. Neither food nor beverages are permitted in the gym.
 - c. No weights are to be removed from the weight room.
 - d. No sitting on tables (ping-pong, etc.)
 4. Appropriate Conduct – You must conduct yourself according to the rules of the activity. Horseplay is not permitted.
 5. Attire – See page 9, C.2.C. Recreation
- B. Special Events – Special Events will be scheduled by the Recreation Director. Notices of these events will be posted in the housing units.
7. INMATE ACCOUNTS: Each inmate will have an inmate account where any wages or allowances paid by this institution or any funds received from sources outside of this institution will be deposited. **Do not send money orders to this address. All money orders sent to the facility will be returned to the sender.**
- A. Incoming Funds – An inmate may only receive certified, payroll, cashier, or government checks or money orders through the mail from an individual on the inmate's approved visiting list or an individual that has received prior written approval from the unit administrator. Any unacceptable funds received through the mail shall be returned to the sender with a Returned Letter or Funds Notification indicating the reason for the return. A receipt of incoming funds will be provided to you. Funds are to be sent with the **Remitter Sheet to: Inmate Trust Fund, PO Box 290800, Wethersfield, CT 06129**. Forms are available from your counselor or designee who can provide several copies of the **Remitter Sheet** to the inmate to send to the people on the active visiting list.

1. You are not permitted to have currency or negotiable orders in your possession (i.e. money orders, checks, credit cards). These will be confiscated as contraband.
 2. If you accidentally receive a money order in your mail, please give it to the dorm officer or your counselor so that it can be returned to sender at your expense.
- B. Outgoing Funds – You may send funds from your inmate account to an approved recipient. You may make arrangements 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. Commissary Order Forms are available from the Commissary Operator on commissary day. You must have money in your inmate account to buy from the commissary.
- A. Commissary Day will be every Thursday, but are subject to change. However, due to holidays, commissary days may be moved. Watch for notices.
 - B. Ordering – On commissary day, place a completed Commissary Order Form in the commissary box in your unit. This order will be filled the following week.
 - C. Pick Up – When your turn comes to receive your order, you must (1) show your I.D. card, (2) examine the contents of the order against the items charged, and (3) sign for receipt of the package. Please ensure that your order is correct. There is no recourse for error regarding items received after you have signed for receipt, all sales are final. When batteries are purchased at the commissary, old ones of equal number must be submitted; in order to receive new ones.
9. **MAIL:** Inmate use of the mail is governed by State Administrative Regulations. The information stated in this handbook does not supersede or overrule those regulations in anyway and is provided to guide your ordinary use of the mail. (Reference: A.D. 10.7, Inmate Communication)
- A. General – You may write and receive an unlimited number of letters at your own expense. Mail privileges may be restricted for legitimate penological concerns. **You may not write to the victim of your crime (past or present).**
 - B. Outgoing – 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, name of the institution, and full housing location on the return address on the front top left-hand corner of the envelope. Mailboxes are located in each dorm. All outgoing

inmate correspondence shall be stamped indicating mail is from a Correctional Institution.

- C. Incoming – Incoming mail will be opened and inspected for contraband. It may be read in accordance with A.D. 10.7. (See Section G.)

- D. Privileged Correspondence – Privileged Correspondence is correspondence to and from any state or federal court, any elected government official, the Commissioner, the Attorney General, the Board of Parole, the Sentence Review Board, the Commission on Human Rights and Opportunities, the Claims Commissioner, the Board of Pardons, and attorneys representing inmates from the Inmate Legal Assistance Program.
 - 1. Privileged correspondence must be clearly marked as privileged.
 - 2. Incoming privileged correspondence will be opened by the shift supervisor in your presence and the envelope inspected for contraband, but not read.
 - 3. A box in the chow hall is marked for un-franked privileged DOC correspondence.

- E. Free Mail – An inmate whose inmate account has not exceeded \$5.00 for 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 an attorney.

- F. Certified Mail – Requests for speedy trial under C.G.S. will be sent certified at the institution's expense. Other correspondence may be sent certified, at the inmate's expense with the Warden's approval. See your unit counselor.

- G. Review – The Brooklyn Correctional Institution may place your mail under review if the Unit Administrator has reason to believe that such review is in the interests of security, order, or safety.

- H. Rejection – Correspondence which include: the transport of contraband in or out of the institution, plans to escape, plans for activities that violate institutional or departmental 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 created a clear and present danger of violence and physical harm to a human being, messages written in code, mail which attempts to forward correspondence to another inmate, threats to the safety or security of the public, staff, or other inmates, institutional order or discipline or rehabilitation, sexually explicit materials involving sado-masochism, bestiality, children, use of force or absence of consent, nudity, and 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 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 the sender. You may appeal to the Unit Administrator within ten (10) days of receipt of rejection.
3. If the correspondence is material to criminal or disciplinary proceeding, the notice of rejection may be delayed pending completion of any investigation.

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

A. Visiting List – The visiting list is the list of people who are authorized to visit you. No one will be admitted as a visitor who is not on your visiting list. You may have a total of seven (7) active visitors on your list. This includes your children of any age. Each visitor must fill out a visiting application form and return it to your counselor. Background checks are conducted on all visitors. (Children under the age of 18 must produce birth certificate and secondary form of I.D.)

1. Changes- Visiting lists can be changed according to A.D. 10.6., Inmate Visits. Write to your counselor.

B. Authorization – Visitors must be approved by the Counselor Supervisor. Visitors will ordinarily be approved, but a person may be denied visitation based on criminal history, threat of disruption or violation of visiting or security regulations. Persons who have been convicted of a criminal offense will be rejected. However, the visitor may appeal by writing to the Unit Administrator.

1. Immediate Family – Immediate family includes your legal spouse, parent, grandparent, sibling, or child.
2. Limitations –
 - a. No visitor shall be on more than one (1) inmate’s visiting list at the same facility without the Warden’s approval.
 - b. Visitation with the victim of any crime you have been convicted of is not permitted unless approved in writing by the Warden or Designee.

- b. Number of Visitors – You may have no more than three (3) visitors in the visiting room including children.
 - c. Intimacy – A **brief** embrace and kiss at the beginning and end of a visit is permitted.
 - d. Length of Visit – Each visit is normally limited to one (1) hour. However, based on space availability, a supervisor or supervising officer may extend the visit if time and space permit.
 - e. You are permitted to take only your inmate I.D., wedding band, and authorized religious medal into the visiting room.
 - f. You are required to conduct your visit in a quiet, orderly and dignified manner.
 - g. Neither cross-visiting among inmates and other visiting parties, nor socializing among visiting parties is permitted.
 - h. Visiting of family members with more than one inmate- If you are related to another inmate here and the same person is on both of your visiting lists, under ordinary circumstances, both of you will be permitted to visit at the same time, when approved by a supervisor.
 - i. No split visits are allowed.
 - j. No hand-holding at any time.
2. Attire – Your visitor must be dressed in reasonable modest attire. Revealing, seductive, or offensive clothing may result in a visitor being denied access to or being removed from the visiting room.
 3. Children – Children must be under your supervision or the supervision of the adult visitor. A child’s conduct must not disrupt the visiting room. Only a child that is defined as “immediate family” may visit.

G. Termination of Visit-

1. With the approval of the shift supervisor, a visit may be terminated or denied by the visiting room officer if (1) you or your visitor engages in behavior that disrupts the visiting room or that is in violation of institutional rules, or (2) if you or any of your visitors are suspected of being under the influence of drugs or alcohol.

2. Authorization of an approved visitor may be rescinded on a finding by the Unit Administrator or Designee that the conduct or actions of a visitor or your conduct or actions are detrimental to the order or security of the institution. Such a finding will be communicated in writing to you and your visitor.
3. Any person conveying unauthorized articles including but not limited to, intoxicating liquors, cigarettes, currency, drugs, firearms, explosives, or any device which may be used to escape or attempted escape is subject to punishment in accordance with the Connecticut General Statutes.

H. Professional Visits –

1. Professional visits are visits by attorneys or their designated representatives, law enforcement officials, clergy, media representatives, DOC employees, staff from community agencies, and any other visit so approved by the Unit Administrator or Designee.
2. Professional visits will normally take place during business hours, 8:30 a.m. – 3:00 p.m., with advance notice and authorization from the Unit Administrator or Designee.
3. Professional visitors must meet the identification standard of Section C above, plus show verification of their profession.
4. The visiting rooms for professional visits will be assigned first come, first served.

I. Receipt of Property/Funds - No inmate property will be accepted by staff in connection with a visit.

J. Non-Contact Visits –

1. An inmate issued a Disciplinary Report resulting from misconduct displayed in the visiting room which resulted in termination of the visit, and a guilty finding of the misconduct charge, may be placed on non-contact visiting status. A newly transferred inmate must speak with his unit counselor to ensure visits are contact.
2. Any inmate found guilty of a contraband disciplinary report in which the contraband could be construed as being conveyed during a visit may be placed on non-contact visiting status. Contraband included in this category shall include, but not limited to the following:

- a. Tobacco products
 - b. Currency
 - c. Drugs/Drug paraphernalia
 - d. Weapons
 - e. Jewelry
3. Any inmate testing positive during urinalysis for illicit substances, or who refused to give a urine specimen, shall be placed on Non-Contact Visiting Status.
 4. Any inmate found guilty of a Class (A) Disciplinary Report shall be placed on non-contact visiting status. This status may be reviewed by the Unit Administrator after one year from the date of issuance of the Class A DR. This review must be initiated by the affected inmate in writing to the Unit Administrator. Any inmate who receives a Class (A) disciplinary report while on un-sentence status shall be reviewed on a case basis by the Unit Administrator.
 5. Any inmate found guilty for assault on DOC Staff will have non-contact visits for the remainder of their current incarceration.
 6. Once placed on Non-Contact Visiting Status, inmates will be subject to space availability during scheduled visiting times.
11. TELEPHONES: Inmate use of the telephones is governed by State Administrative Regulations. 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 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 Attorneys- will be made as outlined in A.D. 10.7 and according to the Judge Blue decision.

E. Telephone Regulations –

1. Telephone calls are only permitted between 8:30 a.m. and 11:00 p.m. on the Inmate Collect Only phones. Telephone calls during count are prohibited.
 2. You may have a list of up to ten (10) numbers; these will be the numbers designated to your pin number.
 3. You will be allowed to make four (4) calls of up to fifteen minutes in duration daily. If you talk for less than fifteen (15) minutes, that counts as one of your four (4) calls.
 4. You are not permitted to make third party calls or calls to Department of Correction officials. Violators will be subject to disciplinary action.
 5. Phone access will be through a Personal Identification Number (PIN) assigned to you. It is used in conjunction with your inmate number.
 6. Any misuse of the phone/PIN System will result in a Class A Security Tampering Disciplinary report.
 7. Changes to your calling list may be done once a month beginning with the first Monday of the month through that Friday.
 8. You may make calls to numbers in the U.S., Canada, Puerto Rico, and the U.S. Virgin Islands.
 9. Report calling problems utilizing the Telephone Trouble Report available through your housing unit officer. Place report in designated box in the chow hall.
 10. To use the phone system, lift the receiver, wait three seconds, dial “0” the area code, the phone number; local calls require area code also. The operator will say, “Please enter your access code”. (Enter your inmate number and your 4 digit PIN)
12. LAUNDRY: Each inmate will have the opportunity to have his laundry washed three (3) times a week. The laundry will operate Monday thru Sunday. The inmates must check

with the dorm officer to make sure laundry is authorized for the day before his bag is placed in line for washing. Officers will hand out tags only to inmates who bunk in the assigned cubes on their laundry day. The schedule is as follows:

<u>DAY</u>	<u>CUBE</u>
Monday	1 thru 10
Tuesday	11 thru 19
Wednesday	1 thru 10
Thursday	11 thru 19
Friday	1 thru 10
Saturday	11 thru 19
Sunday	Machines are cleaned.

Four (4) laundry workers are assigned to do the laundry. Two (2) will be assigned to days and two (2) to evenings. The dorm officer will supervise the workers. Each worker is assigned to a shift, however, the worker may be asked to fill in to work at any time during the day. The schedule for four (4) laundry workers, one assigned to each segment, is as follows:

<u>First Shift:</u>	8:45a.m. – 11:30 a.m. 12:45 p.m. – 3:30 p.m.
<u>Second Shift:</u>	3:45 p.m. – 7:00 p.m. 7:00 p.m. – 10:00 p.m.

Laundry workers are the only inmates authorized to operate the machines. Soap will be monitored by the dorm officer and will be secured in the supply cabinet. Machines will normally be turned on at 8:30 a.m. No bags are to be by the machines before 8:30 a.m. The last load shall be washed at 9:30 p.m. No other loads will be washed after the last load. After the last load has finished, the worker will distribute the laundry, wipe the insides of the washers and dryers, and clean up the laundry area and clean dryer lint traps.

Laundry workers shall remain in the laundry area during their shift. Machines are not to be left unattended. Cleanliness of the machines and area are the workers responsibility.

Workers are to strictly adhere to the laundry scheduled unless excused by the dorm officer for a valid reason, i.e. special visit, court trip, medical, etc.

The dorm officer will issue numbers to inmates wishing to have their laundry done. The inmate must immediately place the number in his bag so it is clearly visible and place the bag in numerical order by the washing machine.

The laundry worker will wash bags in turn. Small bags with fewer items shall be placed with others.

Laundry numbers will be sanitized prior to returning them to the dorm officer.

Any worker using his job for personal gain will be removed from his job and shall be subject to disciplinary action.

Kitchen workers will bring their soiled uniforms to the A/P room for exchange on a one for one basis as needed and approved by a kitchen supervisor.

13. BARBER SERVICES: The barber hours shall be posted in the unit. There is **no** Barber Shop on Sunday or Tuesday.
14. LIBRARY: Will be used for Re-entry only.
 - A. Library – Administrative Directives, Connecticut General Statutes, State Administrative Regulations, and some law books are available for review in the library. The Brooklyn Correctional Institution **does not have a law library**.
 - B. Publication Orders – You may order books, other publications, and magazine and newspaper subscriptions. All publications are subject to review by the Publication Review Committee. Objectionable publications will be denied and disposed of or mailed out at your expense.
 - C. Access to Publications – Inmate access to publications is governed by State Administrative Regulations. 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 Communication)
 1. Orders will only be placed to a publisher, book club, or bookstore.
 2. A publication may be rejected if it adversely affects a valid penological interest. A state of the criteria for evaluating publications and the post-decision process is stated in the State Regulation and in A.D. 10.7, Inmate Communications.
 3. If a publication is rejected, you have the right of appeal to the Director of Security within ten (10) days of receipt of the notice of rejection.
15. PHOTOCOPYING: Photocopying services are available through your counselor in reasonable quantity at a cost of twenty-five cents (\$.25) each page.

16. NOTARY PUBLIC: Services of a Notary Public are available. 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. Place requests to the Notary in the box in the chow hall. All documents must be signed in the presence of the Notary Public.
17. COURT TRIP: A court trip is a trip from this institution to a State or Federal Court.
 - A. You must wear the uniform of the day.
 - B. You are permitted to take legal materials with you that pertain to the case at hand. These materials must be surrendered to the transporting staff during transit and are subject to inspection for contraband.
 - C. You will be subject to the use of restraints according to department policy. (Reference: A.D. 6.4, Transportation of Inmates)
 - D. A court lunch will be provided.
 - E. You are not permitted to receive items from any person while on a court trip.
18. ORIENTATION: Commencing the Friday following the week of admission to this institution, you will be required to attend Orientation sessions. Attendance is mandatory. The purpose of these sessions is to inform you of how the institution works, what your obligations are, and what programs and services are available. Counselors will answer any questions you may have. You may bring your inmate handbook to this session.
19. PROPERTY LOSS: If any of your property is lost or damaged, you should contact the Admissions and Processing Officer. Property issues not resolved informally should be addressed using the Inmate Administrative Remedies to initiate recovery or compensation. If the IAR is not satisfactory and you believe the State is responsible for the loss or damage, you may file a claim through the Claims Commissioner. 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 the loss or damage. (Reference: A.D. 6.10, Inmate Property; C.G.S) Fee for processing is waived for indigent inmates at the discretion of the Claims Commissioner.
20. GATE MONEY: Gate money shall be a privilege and shall not be considered an entitlement. Each facility may provide gate money based on the following criteria:
 - A. Any inmate who has completed a minimum of 24 continuous months of sentenced incarceration and is discharged directly to the community without benefit of supervision shall be eligible to receive gate money.

- B. Gate money shall be given not mailed, to the inmate by the releasing facility at the time of discharge. The gate money shall be in the form of a check. Each inmate may receive gate money only once during continuous term of incarceration.
 - C. Disciplinary or security problem inmates may be excluded from receiving gate money at the discretion of the Unit Administrator.
 - D. Gate money distribution shall be based on the inmate's average account balance for a minimum of 60 days prior to the inmate's release date, upon which distribution of gate money shall originate as follows:
 - 1. Inmate average savings of \$50 or more is not eligible for gate money.
 - 2. Inmate average savings of less than \$50 may receive \$50.
 - E. The maximum amount of gate money issued shall be \$50.
21. INTERPRETER SERVICES: Interpreter services can be arranged if needed by contacting your counselor.
22. SCHOOL SERVICES:
- A. Academic & Skill Programs:
 - 1. Adult Basic Education (ABE) – instruction is provided to build students' skills to the eighth grade level in reading, mathematics, language arts, general science, and social studies.
 - 2. General Education Development (GED) – instruction is designed to help students in reading, mathematics, language arts, science, and social studies in preparation of the GED examination.
 - 3. Special Education – provides more specialized instruction for those who have been identified through the Planning and Placement Team (PPT) and Individualized Education Plan (IEP) process to improve their skills.
 - 4. Extension Curriculum – provides students with additional skills in the areas of finding and keeping jobs, basic parenting, transitional education*, etc.

*Re-entry information can be obtained utilizing the Transition checklist; write to the school.
 - B. Credit by Examination Program:

1. Automotive Services Excellence (ASE) – paper and pencil examination administered to those who qualify and have prior certifiable automotive experience.
2. College Level Examination Program (CLEP) – consists of a series of examinations that test an individual’s college level knowledge gained through course work, independent study, cultural pursuits, travel, special interests, military service schools, and professional development. The cost for each exam is approximately \$125.00 (subject to change).
3. DANTES Subject Standardized Tests (DSST) – is an extensive series of 37 examinations in college subject areas that are comparable to the final or end-of-course examinations in undergraduate courses ACE recommends three (3) semester hours of credit per test. Approximately \$80.00 per exam.
4. Post-secondary Opportunities – consists of guided self study opportunities. Some textbooks are available for loan. Course work is available for college preparation and general population college courses (when available). Criteria for post-secondary opportunities are as follows:
 1. Possesses a high school diploma or diploma through GED process.
 2. Free of tickets for a minimum of six months.
 3. Free of any poor work reports.

C. Criteria for Applying for College Correspondence Courses – Inmates wishing to apply for college correspondence courses or college enrollment must do so through the School Department.

NOTE: Poor work reports and disciplinary reports may result in the termination of students who have been accepted into a post-secondary program.

23. INMATE RAZOR POLICY: Inmates will not purchase razors through commissary. They may purchase a razor card.

Inmates housed in A, B, C, and D dorm shall be allowed to shave four (4) days a week:

- Monday, Wednesday, and Friday: cubes 1 -10 from 6:30a.m. – 7:30a.m.;
- Tuesday, Thursday, and Saturday: cubes 11-19 from 6:30a.m. – 7:30 a.m.;
- Sunday: cubes 1-10 from 6:30 a.m. – 7:30 a.m.
cubes 11-19 from 8:30 a.m. – 9:30 a.m.

Razors will be handed to an inmate in exchange for the inmate's I.D. and punch card. The issued razor will be returned to the officer for visual inspection and discarded into an appropriate razor card. Only when a razor has been properly disposed will an inmate receive his I.D. back. Indigent inmates may see their unit counselor for a temporary razor card.

PART III

INSTITUTIONAL PROGRAM

1. GENERAL: A sentenced inmate will not be allowed to refuse or reject any programmatic, work, or educational assignment. Any refusal may subject the inmate to disciplinary action. This could affect an inmate's classification scores. (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 institution. Educational programs available here are:

If you are interested in attending school, send a request to the School Principal.
3. WORK ASSIGNMENT: Inmate job assignments are assigned by the classification committee. If you are interested in a job, wages begin at \$.75 per day. If an assignment is not available, you will be placed on a waiting list.
4. PROGRAMMING: Programming that is provided through the Counseling Department is as follows:

ADDICTION SERVICES:

- A. Tier II
- B. N/A and A/A
- C. N/A and A/A Speaker Discussion Groups
- D. N/A 12 Step Meeting
- E. After Care
- F. Peer Mentor
- G. ISD Intentional Skill Development
- H. Beyond Fear

COUNSELING DEPARTMENT:

- A. Good Intentions, Bad Behavior
- B. Voices

- C. Domestic Violence
- D. Anger Management

Contact Addiction Services or your counselor for more information.

5. HIV COUNSELING: HIV counseling provides information about Acquired Immune Deficiency Syndrome – AIDS. Counseling components include a definition of AIDS, 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 with dealing with your feelings. All counseling is confidential.
 - A. HIV Testing – Testing for positive HIV is available. You must write a request to the Medical Unit. Information about HIV Counseling may be obtained at Sick Call. (Reference: A.D. 8.11, Human Immune Deficiency Virus Infection)

Inmates eligible for Re-Entry Furlough, Community Release, or Level Reduction should be participating in the appropriate programs to be considered for these classification assignments.

6. FURLOUGH: Furloughs are privileges that allow eligible inmates to temporarily be transferred to the community for an authorized purpose under the supervision of a verified community sponsor. To receive a furlough, you must be eligible and be approved by the Warden/Commissioner. For more information on furloughs and types of furloughs, contact your counselor and/or refer to A.D. 9.8, Furloughs.
7. COMMUNITY RELEASE: Community release consists of Transitional Supervision or Halfway Houses that allow an inmate to serve his sentence under Community Supervision. Inmates are evaluated on their risk to public welfare, their needs, and their overall behavior while incarcerated. To participate in community release, you must meet eligibility requirements. For information regarding community release, contact your counselor and/or refer to A.D. 9.2 and the Classification Manual in the library.
8. CLASSIFICATION LEVEL:
 - A. You may be eligible for a level reduction to level 2 after serving 30% of your sentence as a level 3. See your counselor for your level reduction date.
 - B. Any inmate with a sex score of 2 or greater will not be classified to an overall risk level lower than a 3 without approval from the Commissioner or Designee. Any appeals regarding your Sex Offense Needs Score must be initiated at the facility level and a favorable recommendation will be forwarded to the Director of Offender Population Management.

PART IV

OUTSIDE SERVICES AND PROGRAMS

1. LEGAL ASSISTANCE: The Law Offices of Sydney T. Schulman, operating as Inmates' Legal Assistance will provide legal services to prisoners. The scope of said services shall be limited to rendering assistance which includes identifying, articulating, and researching legal claims and enabling inmates with access to the judicial system through advice, counsel, and physical preparation of meaningful legal papers such as writs, complaints, motions and memorandum of law for claims having legal merit. Said assistance does not include representation and/or entering an appearance in a case or extend to the actual trial of the claim or argument in appellate proceedings or any ancillary proceedings. This includes not accepting any court appointments for representation of any inmates in any matter whatsoever, without written consent of the Commissioner or his Designee. Direct all legal correspondence to Inmates' Legal Assistance, P.O. Box 260237, Hartford, CT 06126-0237. Phone # 1 (800) 301-ILAP (4527). No calls will be accepted unless the inmate has previously written to the Legal Assistance. Mail to Inmates' Legal Assistance does not need postage. Place a privileged correspondence envelope in the box in the chow hall.
2. CLERGY VISITS: Inmates may receive professional clergy visits provided the clergy person is of the same religious designation. Arrangements for visits are made through the Institutional Religious Facilitator.
3. SPEEDY TRIAL: Speedy trial is used to get untried charges against you cleared up. There are two- (2) types of speedy trial that affect inmates in custody; (1) an inmate in custody solely because of charges pending in this state and (2) an inmate under sentence with untried charges pending in a state or federal court. To apply for speedy trials, send a request to the record's office. You may not file speedy trial paperwork on a VOP detainee.
4. PAROLE: Parole is release from incarceration to supervision in the community before the expiration of an inmate's sentence. Parole decisions are based on (1) 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 parole liaison located at the facility.

5. 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 a sentence review must be filed within 30 days of the date the sentence was imposed. Contact your attorney to submit an application.
6. 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. The application period will be posted in your dorm. For information, contact your counselor.
7. AMERICAN WITH DISABILITY ACT:

Attachment A

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, parole, orientation, grievance, and disciplinary proceedings. Inmates may ask for reasonable accommodations by asking for interpreters and other services in person or in writing. Forms and necessary assistance will be provided. In the Brooklyn Correctional Facility, ask the A.D.A Coordinator, Counselor Supervisor Guarino or any other DOC staff.

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”. Grievances are made to the Unit Grievance Coordinator. Decisions will be made within 30 calendar days. Inmates may ask for help in filing the grievance.

APPENDIX A

PROPERTY MATRIX – LEVEL 3

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

1. Quantity: The Matrix in Section 3 below lists the authorized property for this institution. You are permitted to have in your possession the items listed 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 minimum amount required; the item must be supplied by the institution to reach the minimum.
2. 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.

A – Commissary purchase only

C – Only if specifically approved by this facility

E – Access only; not in inmate's possession

B – Must be itemized on the running inventory

D – Items which shall be permanently marked

F – State issue only

3. Matrix: The column headings POP in the Matrix mean General Population.

<u>ITEM</u>	<u>POP</u>
Shirt *	3BDF
Pants*	2BDF
Coat (authorized as necessary)	1F
Rainwear (issued as necessary)	1F
Belt (standard buckle) *	1BDF
Baseball Cap *	2ABC
Kuffi (white only)	2AB
Gloves (pair) * (details only, as necessary)	1BCF
Footwear	2ABD
Handkerchiefs (white only)*	4A
T-shirts (solid color, strap/v-neck or regular)*	6/B
Underwear	6B
Thermal Underwear (top and bottom)*	2BD
Socks*	6/B
Sweatshirts (solid color)*	2/BD

Sweatpants (solid color)*	2BD
Gym Shorts*	2ABD
Athletic Supporter*	1A
Pajamas *	1BD

<u>ITEM</u>	<u>POP</u>
Bathrobe*	1BD
Slippers/Sandals	1BD
Shower Thongs	1AB
Wash Cloth	2AB
Towel	2BD
Television 13" (headset required)	1ABCD
Radio (headset required)	1ABCD
Cassette Player (headset required)	1ABCD
Fan 12" w/plastic blades	1ABCD
Cassette Tapes*	14AB
Adapter Jack	1ABCD
Batteries AA, AAA, Watch Battery only	4AC
Extension Cord (max 9')	1ABC
Electric Razor	1ABD
Address Book	1AB
Photo Album (2" or less/non-metal)	1AB
Padlock	1AC
Prescription Eye Glasses	2B
Watch	1B
Wedding Ring	1B
Religious Jewelry	AB
Drinking Cup	2A
Clock (wind up)	1ABCD
Prayer Rug	1BDA
Video Game (headset required)	1ABD
Video Game Tapes	5ABD
Doo Rag	1A

*Item must be stored in drawer or locker when not in use; item is subject to the total volume limitation.

Any items that can be purchased from commissary must be, and will not be allowed to be sent in by an outside source.

APPENDIX B
INMATE HANDBOOK

➤ What is the Inmate Administrative Remedies Procedure?

The Inmate Administrative Remedies Procedure 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 Administrative Remedies. Refer to it if you have any questions, or ask the Administrative Remedies Coordinator.

➤ When Can You Use the Inmate Administrative Remedies Procedure?

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).

➤ How Does the Inmate Administrative Remedies Procedure Work?

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

1. Obtain an Inmate Administrative Remedies Form. If not readily available, contact the Administrative Remedies Coordinator.
2. Fill out the Inmate Administrative Remedies Form. The grievance must be filed within 30 days of the cause.
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 Administrative Remedies Procedure box.
6. If you need help, ask a staff member for assistance.

➤ What Happens Next?

The Inmate Administrative Remedies Coordinator will collect the grievance form 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 Unit Administrator will notify you of the decision. The Unit Administrator has 30 business 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?

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

➤ What about a Health Service Grievance?

If you have a grievance about health services, clearly mark it Health Services and deposit it in the Inmate Administrative Remedies 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?

First, determine if it's really an emergency. The Inmate Administrative Remedies 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 institutional 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 Administrative Remedies 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 use of the Inmate Administrative Remedies Procedure, except that access to the Inmate Administrative Remedies Procedure for abuse or non-compliance may be limited.

➤ Abuse

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

➤ What can be Grieved?

This is a reprint of grievable and non-grievable matter in the Inmate Administrative Remedies Procedure (Administrative Directive 9.6, Inmate Administrative Remedies).

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 Inmate Administrative Remedies Procedure other than as provided herein.
4. Formal or informal reprisal for use of or participation in the Inmate Administrative Remedies 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.
7. 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.
8. Classification decisions, which are appealable through the classification procedure provided in Administrative Directive 9.2, Inmate Classification.
9. The individual designation of an inmate as a Security Risk Group Member or a Security Risk Group Safety Threat Member in accordance with Administrative 6.14, Security Risk Groups.
10. Health Services diagnosis or treatment decisions which are appealable through the Health Services appeal process.

Non-Grievable: The following matters are not grievable:

1. State and Federal laws and regulations.
2. State and Federal court decisions.
3. Matters beyond the control of the department, including parole decisions.

