MISSION STATEMENT

The Enfield Correctional Institution, shall be committed to protecting offenders, visitors and the community it serves. ECI shall be dedicated to providing a safe and secure environment for its staff, while fostering self-responsibility, stressing accountability, and encouraging self-improvement for its offender population through sound custodial practice, diverse programming as well as positive educational opportunities.

CHAIN OF COMMAND

Commissioner
Deputy Commissioners
Directors
District Administrator
Warden
Deputy Warden
Counselor Supervisors
Captains
Counselors
Lieutenants
Correction Officer

Follow the chain of command when addressing your issues. Each level of the chain of command must be exhausted before bringing your issue to the next level.

Revised August 2013
The Inmate Handbook is issued to all inmates and provides information about the Department of Correction and the operation of this facility. The Handbook will help you know what services are available and what your obligations are. You are responsible for familiarizing yourself with the contents of this Handbook. You are also responsible for returning the Handbook upon transfer or discharge. Failure to do so will result in $3.00 being deducted from your inmate account to cover the value of this Handbook.

You are subject by law to the authority of the Department of Correction, even if you have not been sentenced. It is impossible to cover all situations in a handbook. In any instance where no written rule covers a topic, you should check with a staff member for guidance. It will then be explained to you by the authority you asked for advice and information, followed by the proper handling of the situation. If you are given an order, you are expected to obey the last order given. If the order given is in conflict with a previous order, you are expected to inform the staff member of this and then carry out the last order. If, for any reason, you feel the order is wrong or unjust, you may request to speak to a supervisor on the subject after you have carried out the order. You must comply with the rules of the facility, which staff will enforce.

During any emergency or code the following behavior will be expected. If in a housing unit, report to your bunk, remain quiet and follow the direction of staff. If on the walkway, follow staff direction. If you are on the center court recreation area, in the gymnasium or recreation yard immediately sit down and wait for staff direction.

If you respect the property and privacy of others, 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.

Enfield Correctional Institution

is a Level 2, male facility.

The mailing address is:

ENFIELD CORRECTIONAL INSTITUTION

PO Box 1500
Enfield, CT 06082-1500

Terminology:

Throughout this Handbook, the word "room" will be used to mean, "living area" or "bunk area, including locker," as it applies to you.

Uniform of the Day - khaki shirt, and pants, tee-shirt, sneakers or shoes. Thermals or sweatshirt worn under khaki shirt, except during visits. Shirts must be tucked in.

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PART I

FACILITY OPERATING PROCEDURES

1. ADDRESSING STAFF:
   Uniformed staff should be addressed by title: "Officer (name)," "Lieutenant (name)," "Captain (name)." Non-uniformed 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 "Ma'am.

2. FOLLOWING ORDERS:
   You must obey any order issued to you by a staff member. If more than one order has been given, obey the last order. Failure to comply with an order will result in disciplinary action.

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

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

5. IDENTIFICATION CARDS:
   You will be issued an Identification Card (ID) to be worn on the left pocket or collar at all times.
   A. If you are outside your Housing Unit and have lost your ID, you must surrender the card immediately. You must also show your identification to the dining hall officer when entering for chow.
   B. If you lose, misplace, destroy, or alter your ID, you must report it to the Housing Unit Officer. A temporary ID will be provided until a new ID is issued. You will be assessed a $5.00 fee if your ID is lost, misplaced, damaged, destroyed, or altered.
   C. I.D. stickers are color coded for different units. It is the inmate’s responsibility to inform the unit officer of the need for a sticker change. Stickers are available in the unit.

6. PASS SYSTEM:
   An inmate going from one destination to another within Enfield C.I. must have a signed pass in his possession, except during mass movement, such as to and from meals, work squads, and recreation. The pass must be signed by a staff member at the place of departure and the place of arrival. If you are an inmate, you must be in your room, with the door open, with the latch visible to the Office taking the count, until the count is clear. Counts taken between 11 p.m. and 8 a.m. cell doors shall remain fully closed.
   A. Counts are conducted at various times during each day. For each count you must be in your housing unit unless you have approval to be at another place.
   B. For a count taken to C, D and E Housing Units, you must be in your room, with the door closed, seated on your assigned bunk and remain clearly visible to the Office taking the count, until the count is clear. Counts taken between 11 p.m. and 8 a.m. cell doors shall remain fully closed.
   C. For counts taken in the Dormitories, you must be physically seated on your bunk, and remain 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 officer taking the count. The officer taking the count must be able to see your person. Movement, talking, and making noise are not permitted while the count is in progress. If a recount is necessary, the entire count procedure must be repeated.

7. RULES AND REGULATIONS:
   Compliance with rules and regulations is essential to the good order of the facility. Failure to comply with these rules will subject you to disciplinary action.
   A. COUNTS:
      Counts are conducted at various times during each day. For each count you must be in your housing unit unless you have approval to be at another place.
      For a count taken to C, D and E Housing Units, you must be in your room, with the door closed, seated on your assigned bunk and remain clearly visible to the Officer taking the count, until the count is clear. Counts taken between 11 p.m. and 8 a.m. cell doors shall remain fully closed.
      For counts taken in the Dormitories, you must be physically seated on your bunk, and remain 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 officer taking the count. The officer taking the count must be able to see your person. Movement, talking, and making noise are not permitted while the count is in progress. If a recount is necessary, the entire count procedure must be repeated.

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 is one that (a) you are not permitted to have in the facility, (b) has not been approved for you by the staff, (c) has not been purchased by you at the commissary, (d) has been altered in any way, to include the alteration of periodicals, magazines, etc., or if the amount in your possession exceeds the authorized limit. (Reference: A.D. 6.10, Inmate Property)
Materials, symbols, colors, or pictures involving any Security Risk Group are
contraband.
3. Leant or borrowed personal property is not allowed and shall be considered contraband.
4. Institutional equipment and supplies found in an inmate's possession in other than the
authorized area are contraband.
5. You, your room, and your property are subject to a search by staff at any time.
   Searches may be conducted in or out of your presence. All areas and items in 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.)
6. Contraband will be confiscated and disposed of in accordance with Department policy (A.D.
   6.9, Control of Contraband and Physical Evidence and will be subject to disciplinary
   action in accordance with Administrative Directive 9.5, Code of Penal Discipline.
C. Clothing/Accesory Regulations:
   1. Appropriate attire for different areas is listed below:
      a. Dress Uniform (as defined in preface)
         1. A-Building
         2. B-Building
         3. During any organized program
      b. Standard Uniform (as defined in preface) required outside of your Housing Unit
      c. Kitchen Workers - white or checkered shirt, white or checkered pants and state
         issued shoes. Hats/caps issued for use in the Dining Hall will only be worn in the
         Dining Hall. They are not to be brought to your Housing Unit. Kitchen attire
         is not allowed in the gym or recreation yard. Hats and caps are considered
         contraband outside of the work area.
      d. Recreation - At a minimum, tee-shirt, shorts, socks and sneakers are required during
         movement to and from recreation. During outside recreation tee-shirts are
         optional. During inside recreation and in the weight room, tee-shirts will be
         worn.
      e. Possession of another inmate's clothes or clothing items is not permitted and subjects
         you to the policy governing contraband.
      f. Inmates are required to wear the standard "Uniform of the Day" outside of your Housing
         Unit. The "Uniform of the Day" includes at a minimum: shirt, pants, shoes (sneakers if
         authorized) and socks. You must wear your clothing in the way it was designed to be
         worn: shirt must be fully tucked in, pants must be worn at waist level and footwear
         "tied". Shoe laces are not to be used for any other purposes. You must be properly
clothed outside of your room or the shower area. At a minimum, gym shorts, t-shirt and
footwear must be worn in the bunk area of the dorm unless you are at your bunk.
Wearing dirty or soiled clothing is not permitted.
      g. Alterations of clothing items is prohibited.
      h. Slippers may only be worn inside your Housing Unit, unless prescribed by the Health
         Services Unit.
      i. Headgear - only state-issued or commissary purchased baseball-type caps and
         authorized religious headgear may be worn outside of your Housing Unit. Native
         American ceremonial headbands, if purchased through commissary, shall be allowed to be worn
         outside the Housing Unit. Dog tags shall not be worn outside the Housing Unit.
         Bandanas, homemade caps, and knit or stocking caps are not permitted. Alterations of
         any authorized headgear are not permitted; any inmate found with any altered items will
         be subject to disciplinary action.
      j. Only prescription eyewear may be worn. Sunglasses are not permitted unless medically
         prescribed.
      k. Religious Articles shall not be displayed and shall be worn or carried under the clothing.
         (Per A.D. 10.8, Section 5.B)
D. Personal Hygiene:
   1. You must maintain a satisfactory level of personal hygiene and be free of body odor.
      Finger nails trimmed to 1/4" beyond finger tips.
   2. Hair, beards, and mustaches shall be clean and properly groomed (A.D. 6.10, Inmate
      Property). Only one (1) commissary purchased hair tie is permitted to tie back hair.
   3. All other items will be considered contraband.
   4. Personal grooming to include beard trim and beard/mustache trimming is only permitted
      in the facility Barbershop or the Housing Unit bathroom.
   5. Hair cutting/trimming is only permitted in the Barbershop by an approved barber.
   6. No logos, letters, numbers or designer haircuts allowed.

E. Housing Rules:
   In this section and throughout the Handbook, the word "room" will be used to mean "living
area" or "bunk area, including locker," as it applies to you.
1. You are responsible for the contents of your room. Contraband found in your room is
   your responsibility. Search your room thoroughly when you move in. If you find
   contraband, notify the Housing Unit Official immediately.
2. You are not permitted to enter any room other than the one assigned to you.
3. You are not permitted to be at any doorway/entrance, including your own room.
4. You must keep your room orderly, neat and clean. Trash must be removed daily and
discarded in the trash receptacles located throughout the housing unit. (Paper bags,
buckets, etc. may not be used as trash receptacles.) Your bed must be made when you
get up each day.
5. Dormitory inmates will maintain the area under their bunks in an orderly, neat and
   organized manner. Inmates' laundry bag and footwear may be stored under the bunk.
   All other property, i.e. clothing, cups, mirrors, bowls, etc., shall be stored in the storage
   locker.
6. Bunk aisles must remain cleared and unobstructed at all times (i.e. shoes, boxes, etc.)
   There will be no game playing between bunks (i.e. chess, dominos, cards).
7. When occupying your room, your door must be fully opened or fully closed. You are
   responsible for securing your room door and taking your key wherever you leave the
   room. In addition, the key will not be left in the keyhole at anytime, the key will be
   removed at all times and be in the inmate's possession at all times. You will be
   assessed a $5.00 fee if your room key is damaged, lost or misplaced. You are
   responsible for securing your storage locker whenever you are away from it.
   Locks are available and may be purchased through the commissary.
8. You must not make excessive noise. Headsets/earphones must be worn with audio
   equipment at all times and operated at a moderate level at all times. (Reference: A.D.
   6.10, Inmate Property).
9. Inmates may use the non-operating portion of the windows in their cells and/or the
   back wall by the bunks to affix their antennae in a neat, orderly fashion. If no
   suspension cable is usable, they may use tape as long as it does not come in contact
   with clothing and/or safety and security issue. Any altered antennas or cables are
   considered contraband and may be confiscated.
   Commissary purchased Rabbit Ear T.V. Antennas or co-ax cables can be used for
   reception and are accepted as antennas as long as they adhere to this policy.
   There will be no antenna wires, cables, etc. on the ceilings or in any other unauthorized
   areas of the cells.
10. Obscene, sexually explicit pictures or drawings may not be displayed anywhere.

   Notice to the Inmate Population, Dated April 4, 2012
   Effective June 30, 2012 the Connecticut Department of Correction will consider as
   contraband, any material that contains a pictorial depiction of sexual activity or nudity,
   except where those materials, when taken as a whole, are literary, artistic, educational or
   scientific in nature.

   As the inmate population was informed by notice dated July 8, 2011, as of July 1, 2012
   any materials through commissary that contain a pictorial depiction of sexual activity or nudity
   will be reviewed by staff to determine whether the material may be possessed by inmates or
   should be confiscated by staff in accordance with A.D. 10.7, as amended.
   This step is being taken based on the safety and security needs of our agency, the
   detrimental effects to rehabilitation that these materials present, and the hostile working
   environment that they create for the staff of our department.
   You are reminded that in accordance with Administrative Directive 6.10, Inmate
   Property, such materials may not be displayed anywhere in a correctional. Also, such
   materials must be in compliance with Administrative Directive 10.7, Inmate
   Communications, or they will be confiscated as contraband.
   You are not permitted to cover light fixtures, hang a drapery over the front of your room
   or window, or obstruct an open view into your room.
   You are not permitted to tamper with, block, remove, or alter the vents in your room.
   You are not permitted to tamper with facility equipment.
   Headsets must be used while watching television. T.V. Program selection will be
   dictated by the posted schedule and controlled by the officer. You are not permitted
to operate or tamper with any facility T.V.
You are not permitted to loiter. If you need to enter a tier other than your own, you must have prior approval from the Housing Unit officer.

Movement Regulations:

1. All Movement Regulations are to be followed prior to a designated State Observed Holiday, the TV room will remain open until 2000 hours for television viewing ONLY.

2. “Lights Out” is at 11:00 p.m. Movement or talking will not be permitted after that time.

3. On Fridays, Saturdays and the evening prior to a designated State Observed Holiday, the TV room will remain open until 2000 hours for television viewing ONLY.

4. Bench chairs that are provided in the dayrooms and television rooms must be used according to their intended purpose. Lying down on the benches is not permitted.

5. Microwave ovens in the Dormitories must be used only when the TV room is open and after the 5:00 a.m. count is cleared. You are not permitted to melt candy in the microwave. The use of (paper plates, plastic bags, cardboard boxes, etc.) is prohibited in the microwave. Commisary bowls and plastic cups are the only approved items.

6. You are NOT permitted to store anything on the window ledge or radiator except during heating season. In C, D and E Buildings you may place a wet towel/blanket on the radiator during heating season only.

7. Any recreational activity i.e. push-ups, sit-ups, etc., are not permitted on tiers or in dormitories or bathrooms.

8. Feet on rails, window sills, radiators or chairs are not permitted.

9. Industrial fans will be positioned by the unit officer. They are not to be moved by inmates, unless instructed to do so.

10. No showers after 10:30 p.m. or until after the 5:00 a.m. count, with the exception of workers and court returns.

11. No use of GAMEBOY or night-light in the dorm after lights out.

12. Televisions in buildings C, D, and E, are to be on the TV shelf on the bunk and turned off when not in your room.

13. Microphones in buildings C, D and E, go off in conjunction with the dayroom.

14. You are not permitted to store any facility cleaning products in your living area.

15. Microwaves in buildings C, D, and E are the only approved items.

16. You must participate in all fire drills, conduct yourself appropriately and follow directions from staff.

17. Inmates are not permitted to use an extension cord or an A.C. power adapter.

18. You are not permitted to be closer than (10) feet to the perimeter fence, or nearer than (20) feet to the perimeter fence, or nearer than (10) feet to any building or vehicle.

19. If a “RECALL” order or an order to “CLEAR THE YARD” is issued, you must return to your Housing Unit immediately.

20. You are not allowed to feed any animals that you may find on facility grounds, i.e., birds, cats, etc.

21. You will have five (5) minutes after chow call to leave your housing unit before the door is locked. After the door is locked, you will not be permitted to leave the Housing Unit.

Dining Hall:

1. You will have five (5) minutes after chow call to leave your housing unit before the door is locked. After the door is locked, you will not be permitted to leave the Housing Unit.

2. You must form a single file line to the food service area. Sitting or leaning on the rails and/or walls is not permitted. During the winter months, heavy coats must be checked at the coatroom. Inmates will be assigned seating in the dining hall. The seat assignments will be completed by the staff members in charge of the chow hall detail.

3. You are not permitted to cut in line.

4. You are responsible for receiving a complete tray. Any item delivered by the serving line is allowed. You will not be allowed to return for any reason.

5. You are not permitted to use any items into the Dining Hall except hot sauce, cream, one bowl, seasoning, peanut butter, marshmallow fluff and jelly.

6. No items may be taken from the Dining Hall.

7. You must eat with your Housing Unit or Work/School Detail.

8. You may not exceed a moderate noise level.

9. You will have up to twenty (20) minutes to eat your meal.

10. You must take your tray and utensils to the scullery after you finish eating and return to your assigned area.

11. You must leave the Dining Hall after you finish eating and return to your assigned area.

12. Smoking:

Enfield CI is a smoke-free facility. The possession of any type of tobacco products, matches, rolling papers, or similar items is strictly prohibited. Possession of any of these items will result in disciplinary action.

Fire Safety:

1. You must maintain a fire-safe condition in your room. You are not permitted to have flammable materials or an excessive amount of papers (Reference: A.D. 6.10, Immense Property).

2. You must familiarize yourself with the fire exits in your Housing Unit and other areas you regularly use, i.e., school, work areas, etc.

3. You must participate in all fire drills, conduct yourself appropriately and follow instructions from staff.

4. You must not tamper with the electrical wiring or electrical fixtures or appliances in any way.

5. Dormitory inmates are not permitted to use an extension cord or an A.C. power adapter.

6. You are not permitted to use any device that may be subject to disciplinary action and charged with “Possession of Property.” As used in this subsection, the word “tool” also means “equipment.”

7. Textbooks, workbooks, and other educational materials are the property of the Education Department. Failure to return these materials in good condition upon transfer, removal or completion of a program will result in the assessment of your account for the replacement value of the material.

8. You are required to wear the Dress Uniform to the school.

9. Removal from school for any reason may result in the loss of your housing assignment as well as the loss of eligibility for participation in formalized recreation, i.e., intramural or varsity sports, music program, etc. Additionally, the loss of any job or the receipt of a poor work report may also result in the loss of housing assignment.

10. An inmate twenty-one (21) years of age or under who is not in possession of a High School Diploma is not eligible for any job assignment other than school.

11. An inmate who has not attained his GED and who requests reassignment from school will not be eligible for seven (7) day credit work assignment for thirty (30) days.

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. At Enfield CI, if Loss of Recreational (LOR) or confinement to quarters (CTQ) penalties are imposed, they must be subject to disciplinary action and charged with “Possession of Property.” As used in this subsection, the word “tool” also means “equipment.”

B. If you are assigned to a Quarantine (Q) or Enrollment (E) dormitory, you must remain in your room.

C. You may not exceed a moderate noise level.

D. You will have up to twenty (20) minutes to eat your meal.

E. You must take your tray and utensils to the scullery after you finish eating and return to your assigned area.

F. You must leave the Dining Hall after you finish eating and return to your assigned area.

G. You must participate in all fire drills, conduct yourself appropriately and follow instructions from staff.

H. You must not tamper with the electrical wiring or electrical fixtures or appliances in any way.

I. You must maintain a fire-safe condition in your room. You are not permitted to have flammable materials or an excessive amount of papers (Reference: A.D. 6.10, Immense Property).

J. You must familiarize yourself with the fire exits in your Housing Unit and other areas you regularly use, i.e., school, work areas, etc.

K. You must participate in all fire drills, conduct yourself appropriately and follow instructions from staff.

L. You must not tamper with the electrical wiring or electrical fixtures or appliances in any way.

M. You are not permitted to use any device that may be subject to disciplinary action and charged with “Possession of Property.” As used in this subsection, the word “tool” also means “equipment.”

N. Textbooks, workbooks, and other educational materials are the property of the Education Department. Failure to return these materials in good condition upon transfer, removal or completion of a program will result in the assessment of your account for the replacement value of the material.

O. You are required to wear the Dress Uniform to the school.

P. Removal from school for any reason may result in the loss of your housing assignment as well as the loss of eligibility for participation in formalized recreation, i.e., intramural or varsity sports, music program, etc. Additionally, the loss of any job or the receipt of a poor work report may also result in the loss of housing assignment.

Q. An inmate twenty-one (21) years of age or under who is not in possession of a High School Diploma is not eligible for any job assignment other than school.

R. An inmate who has not attained his GED and who requests reassignment from school will not be eligible for seven (7) day credit work assignment for thirty (30) days.
7. Loss of Recreation and confinement to quarters (CTQ) will not interfere with visits or work. The penalty Loss of Recreation and confinement to quarters (CTQ) may be imposed up to thirty (30) days. Any violation of the above listed rules may result in further disciplinary action up to, and including, the issuance of a Disciplinary Report for Disobeying a Direct Order. Inmates are not permitted to participate in any recreational activity.

8. You are not allowed to sit on another inmate's bunk who is on loss of recreation.

B. At Enfield CI, if extra duty penalties are imposed, it is your responsibility to complete extra duty within the allotted time of one week. Failure to do so may result in further disciplinary actions.

9. SECURITY RISK GROUPS:

A Security Risk Group is a group of inmates that has been designated by the Commissioner as posing a threat to the safety of staff, the facility, inmates, or the community. There are two types of Security Risk Group affiliation: (1) as a Member, or (2) as a Phase 1 Member as referenced in A.D. 6.14, Security Risk Groups.

HOUSING ASSIGNMENT:

Newly admitted inmates are assigned to the Orientation Unit in G-2. Upon completion of the orientation process and pending availability of space, inmates will be assigned to one of the other three dormitories. Two person room assignments are based on seniority and/or work assignment or other classification assignments. Housing assignments are made at the discretion of the shift Operations Officer.

PERSONAL PROPERTY:

You are permitted to have personal property in your possession subject to the property standards for a Level 3 facility. The standards regulate the total volume of property, the type of property, the specific articles allowed, the quantity of each article, and the conditions of ownership/access. The allowable property for this facility is stated in the Property Matrix, Appendix “A” of this Handbook (Reference: A.D. 6.10, Inmate Property).

A. Inmate’s Risk of Possession:

An inmate’s property is retained at the inmate’s own risk. The Department will not be responsible for any property personally retained by the inmate which is lost, stolen, damaged, consumed, or discarded while in the inmate’s room or on persons. An INMATE SHALL NOT LOAN, TRADE, SELL, GIVE OR TRANSFER PROPERTY TO ANOTHER INMATE.

B. Markings:

As per A.D. 6.10, Inmate Property, Property Matrix, Appendix “A,” any property which requires marking will be permanently marked with the inmate’s name and number.

C. Television Sets:

Inmates assigned to F and G Dormitory Buildings are not permitted to have a T.V. Inmates assigned to units in C, D, and E Buildings will be allowed to have one television set and corresponding headphones. Any television set that is removed from the room, the T.V. set will be tested for operability prior to being placed in storage. The T.V. will again be tested for operability prior to being issued back to you.

The following is the Policy for Incoming Property sent to Enfield CI:

1. Any inmate wishing to have boots or pajamas sent into the facility from an approved visitor must complete a package form, which will be available through their Housing Unit Officer. The completed form will be forwarded to the Property Officer for review and approval. Inmates may have property sent in once per year only; between Thanksgiving & December 21st.

2. Upon approval, the original approved form will be returned to the inmate who will be responsible for forwarding the form to his visitor via the U.S. Mail.

3. All packages being sent in must have the package form taped to the outside of the package.

4. The A & P Officer, after receipt of a package, will inspect the content(s) of the package. Any additional items inside of the package that are not listed on the approved form, or alterations of the approved package form, shall result in the entire package being destroyed, returned to the sender at the inmate’s expense.

5. Inmates will be held accountable for any alteration to the approved form, and will be subject to disciplinary action.

E. 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 Consignee or food and must be stored in your locker.

F. Transfer:

If you transfer to another facility, you must pack all of your property in the container provided to you and take it to the Property Officer for inventory. You are responsible for returning all state issued property to include your handbook, pillow, mattress and linens to the LPU officer prior to your transfer/discharge.

Failure to do so will result in the assessment of your account for the item(s) replacement value. Under ordinary circumstances, your property will accompany you to the next facility.

1. If you have been transferred here and have property at another facility, contact the Property Officer, via inmate request for assistance.

G. Unauthorized Property:

Unauthorized Property is property that belongs to you that are not permitted to have in your possession at this facility or authorized property belonging to another offender.

1. Disposition of Unauthorized Property:

The Unauthorized Property of sentenced inmates must be disposed of. An inmate has four (4) options: (a) identify an approved visitor to whom the property can be released within thirty (30) days, (b) provide an addressee to which the property can be mailed at the inmate’s expense, (c) identify an approved charity to which the property may be donated, or (d) authorize the facility to discard the item. All property disposal shall be processed by the property officer. Failure to select one of these options will result in the disposition of the property at the Warden’s discretion.

2. Contraband:

Contraband is property found in your possession that you are not permitted to have or property that is approved but has been altered. Possession of contraband will subject you to disciplinary action.

3. Valuable Property:

Valuable Property will be stored in a secure storage area in a separate, clearly marked envelope for each inmate. The inmate will be issued a receipt for his valuables.

H. Unclaimed Property:

Unclaimed Property is property that is not claimed within thirty (30) days of a notice having been sent to the inmate’s last known address. Unclaimed Property will be disposed of in accordance with A.D. 6.10, Inmate Property.

I. Emergency Response:

In the event of an emergency, you are expected to follow the proper chain of command. Staff shall respond to the requesting staff member in a timely manner. An Emergency is a situation that presents: (a) a threat of death or injury; (b) a threat of disruption of the facility operations; (c) endangers your physical safety or health including the administering of health preserving medications or back there of, or (d) a need for prompt disposition because the time is lapsing when meaningful action or decision is possible. Speak to a staff member immediately in case of an emergency.

NOTICE: DO NOT DEPOSIT AN EMERGENCY IN THE ADMINISTRATIVE REMEDIES BOX.

13. MAINTENANCE:

You should report any equipment malfunction to a staff member.
PART II
FACILITY SERVICES

1. CLASSIFICATION:
Classification is the ongoing process of collecting and evaluating information about you. Your risk and needs level will be determined for purposes of deciding the facility where you will be housed, your job assignment, your treatment needs, and what programs would be suitable for you. (Reference: A.D. 9.2, Inmate Classification).

A. Classification Committee:
The Classification Committee makes decisions about your classification status: job placement, needs assessment, risk evaluation, program participation, etc. The Classification Committee is chaired by the Classification Counselor Supervisor or designee.

B. Unit Counselor:
You will be assigned to a Unit Counselor. Your Unit Counselor will provide you with information about the operation of the facility and will assist you in adjusting to the facility and in taking advantage of program opportunities available to you.

C. Transfer:
Decisions involving a transfer to another facility are made at the discretion of the Director of Offender Classification & Population Management.

D. Central File:
The facility maintains a record of the status of your sentence (including any pending charges) and of your overall performance in a Central File. Your Central File is maintained by the Inmate Records Office. Questions about information in your Central File should be directed to your Unit Counselor. Inmates are permitted to review their Central File once a year.

E. Appeal of a Classification Decision:
If you believe a classification decision is wrong, contact the ABC to find out if, and how, it can be appealed.

F. Marriage/Civil Union:
An inmate desiring to marry or enter into a civil union shall be incarcerated for at least one year and be disciplined free for one year. A written request shall be submitted to the Deputy Warden utilizing form CN 100901, Inmate Marriage/Civil Union Request. Permission to marry or enter civil union may be granted, once all conditions of A.D. 10.9 Inmate Marriages and Civil Unions, have been met.

2. SENTENCE COMPUTATION AND CREDITS:
The Department of Correction is responsible for the computation of sentences. The Records Office will issue a Time Sheet quarterly, which will provide information about the computation of your sentence(s). Following is a description of factors that pertain to sentence computation (Reference: A.D. 4.2, Sentence Computation and Time Keeping).

A. Statutory Good Time:
Statutory Good Time is good time earned each month during service of a sentence. (Reference: C.G.S. Sections 18-7 and 18-7a).

B. Pre-Sentence Credit (Tail Credit):
A pre-sentence credit is earned for time spent in confinement prior to disposition of the charge on which a sentence is imposed. (Reference: C.G.S. Sections 18-97, 18-98, and 18-98d(a)).

C. Tail Credit Good Time:
Tail Credit Good Time is good time earned on a Pre-Sentence Credit (Reference: C.G.S., Sections 18-96c and 18-98d(b)).

D. 7-Day Job Credit:
7-Day Job Credit is a computation of sentence of one day for each day of employment in a job designated as a 7-day job (Reference: C.G.S., Section 18-98a).

E. Outstanding Meritorious Performance Award (OMPA):
OMPA is an outstanding performance credit of up to one hundred twenty (120) days for each consecutive term of confinement granted at the discretion of the Warden (Reference: A.D. 4.2, Sentence computation and Time keeping).

F. Sentences for Offenses Committed on or after October 1, 1994:
Any person sentenced to imprisonment for an offense committed on or after October 1, 1994, will not be eligible to earn Statutory Good Time, Tail Credit Good Time, 7-day credit or OMPA. (Reference: C.G.S. Sec.18-100d).

G. Risk Reduction Earned Credit (RREC):
Time earned 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. The basic principles of RREC is for the Department of Correction to provide an incentive to inmates and have the ability to award earned credit to those inmates who choose to be in compliance and conduct and obedience to departmental, unit and/or program rules. RREC also assists in providing inmates with valuable tools to be better prepared for reintegration into the community. RREC might reduce an inmate's sentence and shorten the discharge date by five (5) days a month if in compliance. However, refusal to participate in good conduct or failure to abide by departmental, unit and/or program rules may result in not earning RREC and the possibility of earning RREC and ineligibility to earn RREC.

Eligibility: Any inmate sentenced to a term of imprisonment for a crime committed on or after October 1, 1994, and who is serving a sentence on or after October 1, 1994 except sentences for violation of C.G.S. Sections 53a-54a, 53a-54b, 53a-54c, 53a-54d, 53a-54d, 53a-70a, 53a-100aa, may be eligible to earn risk reduction credit toward a reduction of that sentence at the discretion of the Commissioner or designee. RREC may be earned for reference to the inmate's offender accountability plan, participation in eligible programs and activities, and for good conduct and obedience to departmental rules as designated by the Commissioner or designee. Good conduct and obedience to institutional rules alone shall not entitle an inmate to such credit. (Reference: C.G.S. Sections 18-81, 18-98b, 18-100c, 18-100d, and 54-125a and Public Act 11-51, Sections, 22, 23, 24, and 25.)

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

A. Schedule:
A schedule of religious services and activities will be posted on your unit bulletin board and on the bulletin board in M-building.

B. Religious Articles:
There are only two ways in which inmates may acquire religious articles. (1) Religious articles may be ordered from Commissary by using Religious Commissary Forms which are available from the Commissary. (2) Inmates may request to purchase religious articles not available through the Commissary by writing to the Director of Religious Services (designate the Director of Programs and Treatment) to receive prior written permission. (See the Institutional Religious Facilitator to get the proper form.) Items ordered without prior written permission will be considered unauthorized and may be deemed contraband. Requests to the Director, to purchase crosses, oils, and other items which are already available through Commissary, will be denied. (Reference: A.D. 10.8, 51.)

C. Islamic prayer:
Islamic prayer shall be no demonstrative public individual prayer that would disrupt the orderly operation of the institution, such as in the work or school area, recreation area, gym, etc. All such prayer must be done privately in one's cell or by one's bed. (Reference: A.D. 10.8 E)

D. Attending Religious Services/Activities:
An inmate may claim only one religion at a time, by completing CN 100801, Request for Designation of Religion. Regardless of the religion the inmate is incarcerated, the religious designation continues from one facility to the next, and an inmate can only attend services and programs for that designated religion. Change in religious designation shall be allowed not less than 90 consecutive calendar days from the date that the current religious designation became effective. Change of religion can only take place on the last Monday of each month. Requests for change will be by written notification to the Institutional Religious Facilitator using CN 100801, Request for Designation of Religion. (Reference: A.D. 10.8, 5B)

E. Clergy Visit:
Inmates are permitted to have special visits from their own clergymen upon approval. Request for a clergy visit must originate with the inmate and be submitted in writing to the Institutional Religious Facilitator. Note: You may contact the Institutional Religious Facilitator for more information.

4. HEALTH CARE SERVICES:
Medical, Dental, Mental Health, Pharmaceutical and Optical services are available either through staff assigned to this facility, staff who regularly visit the facility, consulting staff, or off grounds staff. Services are the responsibility of The University of Connecticut’s Correctional Managed Health Care, North District Health Services Administrator.

A. Fees for Services:
- Eye Examination ...........................................$3.00
- Dental Examination ......................................$3.00
- Tooth Filling/Extraction (per tooth) ....................$3.00
- Urinalysis ...................................................$3.00
- Sick Call (Inmate Initiated) ............................$3.00

Note: You may contact the Institutional Religious Facilitator for more information.
Emergency response is available twenty-four (24) hours a day. Access to Health Care Services is through a

On-Person Medication

- On-person medication will be given to you in quantity. You must take the medication in the presence of staff.
- Inmates permitted to go to the Health Care Unit will do so via a Medication Pass.
- Restrictive housing inmates will receive medication at their cell.

On-Line Medication

- On-line medication will be administered by medical staff on a per dosage basis.
- Inmates permitted to go to the Health Care Unit will do so via a Medication Pass.
- Restrictive housing inmates will receive medication at their cell.

Review of an Administrative Issue.
If you believe that a health services practice, procedure, or an administrative policy affects you unfairly, you may appeal to the designated facility health services director. Unless the issue is a policy issue, a denial by the designated facility health services director is final. If the issue is a policy issue, you may appeal to the designated facility health services director and the DOC Director of Health and Addiction Services.

In Case of Emergency
Contact a staff member if you have an emergency and explain the situation.

FOOD SERVICES
Food services are the responsibility of the Food Service Supervisor III.

Common Fare Diet:
Common Fare meals are available to the General Population. A Common Fare Diet is a diet that meets all nutritional requirements and reasonably accommodates religious dietary restrictions. Requests for the Common Fare Diet must be sent to the Food Service Supervisor III. To receive the Common Fare Diet, you must show your identification card. An inmate on the Common Fare Diet, whether he plans to eat or not, must report to the dining hall to have his attendance recorded.

This is a requirement for the lunch and dinner meals only. An inmate that fails to attend six (6) Common Fare meals is subject to removal from the Common Fare list. Common Fare is considered a privilege and any misuse of this privilege may result in loss of Common Fare for a minimum of thirty (30) days and/or disciplinary action.

RECREATION:
Coordination of recreational activities is the responsibility of the Recreation Director.

A. General Recreation:
General Recreation is carried out daily in the gymnasium. A recreation schedule and unit rules will be posted on the Bulletin Board in your housing unit. Prior to entering a recreational area, you are subject to a frisk search by a staff member. (Reference: A.D. 6.7, search.) No martial arts or shadow boxing is allowed. The heavy bag shall only be hit with hands.

1. Equipment:
Recreational equipment is available in the recreation area. You must turn in your ID to obtain recreation equipment. Your ID will be returned to you upon return of the equipment. Misuse, abuse, intentional damage or loss of the equipment, may result in disciplinary action.
2. **Gymnasium:**
   a. Shoot, boots, or black marking soles are not permitted on the court.
   b. Food, beverages, and radios are not permitted in the gym.
   c. I.D.'s are required to enter the gymnasium.

3. **Outdoor Recreation:**
   a. You must stay within the designated boundaries of the recreation area, (10) feet from the fence line.
   b. The hill behind the softball backstop is off limits.
   c. The track is to be utilized for all walking and jogging. Any movement on the track will be in a counter clockwise motion.
   d. You are permitted to bring a radio with headphones, suntan lotion, board games, book and a towel into the recreation yard.
   e. Inmate I.D. is required to enter the recreation yard.

4. **Appropriate Conduct:**
   You must conduct yourself according to the rules of the activity. Horseplay or behavior that poses a safety/security risk is not permitted.

5. **Attires:**
   You are required to wear clothing appropriate to performed activity.
   
   **B. Organized Recreation:**
   1. Organized recreation programs will be scheduled on a monthly basis. Refer to the monthly calendar for offered activities. Inmates must be Disciplinary Report free or within the timeframe noted in Administrative Directive 9.2 in order to participate in organized recreation programs. Organized recreation is a privilege and used as an incentive to encourage appropriate behavior. In order to participate, inmates must be Disciplinary Report free as follows:
      - class A - 30 days, class B - 90 days, class C - 60 days.
   2. **Program sign up:**
      You may sign up for organized programs at the equipment window during recreation or via inmate request. When signing up for a program, it is the individual's responsibility to monitor his status on the list.
      Provided the inmate remains D.R. free, he will automatically be added to the program list when there is an opening. Inmates will not be notified individually of their status.
      Program lists are updated once a week and are posted in the gymnasium and at recreation yard. The list may be checked during open recreation. You are not allowed to check-in for an organized program, or attend another program, you must attend the program you signed up for.

3. **Attendance:**
   a. It is expected that program participants will attend scheduled sessions.
   b. Unexcused absences may result in removal from the program.
   c. Excused absences may be requested through the Recreation Director.
   d. Unexcused absences include, but are not limited to: haircuts, LPU, commissary, counselor visits, A&P, school, work, addiction services and other regularly scheduled programs.
   e. Once a program is called, the door will remain open for 5 minutes—NO ONE WILL BE ADMITTED LATE.

4. **Appropriate Conduct and Attire:**
   a. Abusive and inappropriate language will not be tolerated.
   b. Appropriate attire, worn in appropriate manner, is required.
   c. Horseplay is not permitted.

5. **Weight Lifting:**
   All weight lifting on the compound is organized. Groups are available during open recreation and organized programs. The various groups may be requested as noted above.
   Any changes requested in weight group or weight group waiting list status must be submitted in person or via inmate request. Anyone observed in the weight room not on the allowed list will be subject to disciplinary action.
   Inmates in the recreation weight groups 1 - 5 are not permitted to check in and leave—participants may leave after 1st recall.
   Regularly scheduled programs (AA/N.A., intramural, school, religious services, etc.) visits, loss of recreation, commissary, etc., are not excused absences, with the exception of stipulated programs, nor are they excused to be late. Excused absences must be approved by the Recreation Supervisor within each given week. Everyone will be allowed one unexcused absence per week; a second unexcused absence will result in removal from the group. The week runs from Friday evening (6:00pm) until the following Friday afternoon (1:00pm).

6. **Music Program:**
   Enfield C.I. has a personal music program in which inmates may request to purchase personal equipment directly from an approved vendor and have it stored at the facility. The request forms may be obtained through the recreation department. Equipment is stored in a designated area. Practice times are scheduled for Friday evenings, weekends and holidays. Borrowing or leasing equipment is strictly prohibited. Only one instrument per inmate will be allowed into the program.

**Special Events:**
The Recreation Director will schedule special events. See your Housing Unit Bulletin Board for scheduled events and unit participation. Inmates must be Disciplinary Report free or within the timeframe noted in Administrative Directive 9.2 in order to participate in organized recreation programs.

**INMATE ACCOUNTS:**
Each inmate will have an "Inmate Account." Any wages or allowances paid by this facility, and any funds received from sources outside this facility, (Reference: A.D. 3.7, Inmate Monies) will be deposited into this account.

**A. Incoming Funds:**
Incoming funds must be in the form of a money order, certified check, cashier's check, payroll check, or government check, and must come from an approved source (person on your visiting list). Funds must be sent directly to the Inmate Trust Fund separate from correspondence. A receipt will be provided from inmate accounts.

**NOTICE:** TouchPay is providing a new service for Connecticut D.O.C. inmates. Funds can now be added to:
   - Inmate Trust - To purchase goods for personal use.
   - Telephone account - To deposit money into your phone account.
   - Cash Bonds and Purges.
   Family and friends can go to any of the facilities mentioned below and add money to anyone of the previously mentioned accounts using cash or credit card (Visa or Mastercard). Funds are available the next business day.

**Deposit Options:**
   - Phone (toll free): 1-800-232-1899
   - Online: www.ctdoc.net
   - Kiosk - located in these facilities (lobby areas):
     - Hartford CC - 177 West St., Hartford CT 06120
     - Cheshire CI - 900 Highland Ave., Cheshire CT 06410
     - York CC - 201 West Main St., Niantic CT 06357
   Connecticut Department of Correction
   Facility #006109

**B. Outgoing Funds:**
You may send funds from your Inmate Account to an approved recipient. Make arrangements through your Unit Counselor for all transactions, except payments for books, publications, and subscriptions, which are handled by the Librarian.

**COMMISSARY:**
The Commissary sells articles for your personal use. You must have money in your Inmate Account to use the Commissary. No more than $50.00 may be spent each week, excluding the purchase of a television, radio, shoes/sneakers, or cassettes (Reference: A.D. 3.8, Commissary).

**A. Commissary Day:**
Each Housing Unit is assigned a day for "receipt of commissary." The schedule is as follows:
   - Tuesday - C and D Buildings;
   - Wednesday - E Building;
   - Thursday - F and G dorms

**B. Placing an Order:**
Fill out a Commissary Order Form and deposit it in the commissary box in your respective Housing Unit. Commissary slips for all Housing Units are picked up on Wednesday mornings at 7:00 am.

1. The commissary order must be turned in according to the above schedule, or the order will not be processed.
2. The commissary order must be complete and correctly filled out or the order will not be processed.

C. Delivery:
To receive your order, you must do the following:
1. Present your ID.
2. Sign for receipt of the package.

Note: There is no recourse for errors regarding items received after you have signed the receipt.

Commissary Supervisor will verify every commissary item within the bag in front of inmate and each item will be checked off on the commissary slip.

NOTE: Hot Pots. If an inmate alters a personal hot pot, they will be banned from future purchase.

MAIL:
Inmate use of the mail is governed by State Administrative Regulations 18-81-28 through 18-81-38 and 18-81-31. The information stated in this Handbook does not supersede or overrule these Regulations in any way, and is provided to guide your ordinary use of the mail.

Reference: A.D. 10.7. (Inmate Communications).

A. General:
You may write and receive an unlimited number of letters at your own expense. You may write to anyone except: a victim of any crime which you have been convicted of; or a criminal charge on which disposition is pending; or any person under the age of 18, if the person’s parent or guardian has objected to the correspondence in writing; or any inmate in a correctional facility except immediate family with express approval from the Warden; or a parolee or inmate in community confinement without the consent of the person’s supervisor; or when correspondence is restrained by court order; or correspondence with a person or group has been expressly prohibited by the Warden.

B. Outgoing:
Stamped envelopes and aerograms are available through the Commissary. You must address the envelope with the complete legible address of the party with whom you are corresponding. You must put your own name, your inmate number, and the return address of the facility on the outside of the envelope. You may seal outgoing correspondence. No items other than correspondence may be sealed in the envelope.

C. Incoming:
Incoming mail will be opened by main room personnel and inspected for contraband, but not read.

All incoming general correspondence must list the sender’s return address on the outside of the envelope.

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.

E. Indigent Inmate Mail:
An inmate whose “Indigent Account” has not exceeded $5.00 for the past ninety (90) days will be permitted to send two (2) free social letters each week, and five (5) letters per month addressed to the court or attorneys. See the unit counselor for indigent status requirements.

F. Certified Mail:
Requests for Speedy Trial under C.G.S. Sections 54-82c, 54-82m, 54-186, and correspondence with the Sentence Review Board, will be sent certified. Other correspondence may be sent certified with the approval of the Warden.

G. Review:
The Warden may place your mail under review, which includes reading it if the Warden has reason to believe that such reading is necessary to ensure security, order, and further rehabilitation.

H. Access to Publications:
Inmate access to publications is governed by State Administrative Publications (Reference: A.D. 10.7. [Inmate Communications].

1. Inmates should keep the Counselor Supervisor informed about any subscriptions or other publications that their families have paid for. All publications paid for by the inmate must be placed through the Counselor Supervisor. All publications paid for by the inmate’s family MUST be sent directly from the vendor.
2. The Counselor Supervisor, and the Publications Review Committee shall then review them for appropriateness.
3. Orders will only be placed to a publisher, book club, or bookstore.
4. The Publications Review Committee reserves the right to review and deny all publications upon arrival should a question arise to their appropriateness in relation to Directive 10.7.

I. Rejection:
Correspondence which contains information on or concerning 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 the director of health staff; information which creates a clear and present danger of violence and physical harm to any human being; things written in code; mail which attempts to forward correspondence for another inmate; threats to the safety or security of staff, fellow inmates, or the public; facility order or discipline, or rehabilitation; sexually explicit material involving sadomasochism, 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 the sender.
3. If the correspondence is pertinent to criminal or disciplinary proceedings, the notice of rejection may be delayed pending completion of any investigation.
4. If correspondence is rejected (i.e., magazines), you have to hand the material over to a staff member.

VISITING:
You may visit with approved visitors subjected to security requirements and to the constraints of space availability and scheduling.

A. Visiting List:
The Visiting List is the list of persons who are authorized to visit you. Persons who are not on your Visiting List will not be allowed to visit, except as a Special Visit (See “E” and “T” below). You may have up to seven (7) visitors (adults and children) on your Visiting List.

1. Establishing the List:
Upon admission, you are required to send each proposed visitor a visiting form to be completed and returned directly to the Visiting Clerk. If you already have an established Visiting List from another facility, please notify the Intake Counselor so that list can be utilized.

2. Changes:
You may change your Visiting List by mailing a Visiting Application Form to the proposed visitor. Changes are permitted every 120 days, per A.D. 10.6, Inmate Visiting. When a change is made in your Visiting List, you will be sent a copy of your updated list; it is your responsibility to inform the visitors that they have been added to your list, removed from your list, or denied access to visits.

B. Authorization:
Visitors must be approved by the Counselor Supervisor or designee. A person may be denied visitation based on criminal history, threat of disruption, or violation of visiting or security regulations. You will be notified in writing if a visitor has been denied.

Persons who have been convicted of a criminal offense will be assessed for nature and severity of prior criminal conduct and for evidence of any current criminal activity. An inmate may not receive a visit from a person currently serving a sentence, except an immediate family member, who will be assessed on the above criteria.

Ex-offenders and persons currently serving a sentence must apply in writing directly to the Warden.

1. Immediate Family:
Immediate Family includes your legal spouse, civil union partner, parents, grandparents, sibling, or child, including step/foster relationship.

Expanded Family:
An inmate’s verifiable cohabitant, aunt, uncle, niece, nephew, mother-in-law, father-in-law, brother-in-law, sister-in-law, half brother and half sister.
2. Limitations:
   a. No visitor, except immediate family members, shall be on more than one (1) inmate's Visiting List at any facility.
   b. Visitors with the victim of any crime you have been convicted of in any court, if that information is not permitted, except when approved by the Warden.
   c. A Department employee will not be an authorized visitor unless the employee is an immediate family member and is approved in writing by the Warden.
3. Children Must Be Accompanied by:
   Any person under eighteen (18) years old is defined as a child. A child must be accompanied by an immediate family member of the inmate being visited including the inmate's children, grandchildren and siblings may be considered for a child visit, these categories shall include step/foster relationships. An inmate's expanded family member providing the authorized adult is in possession of and provide a written approval letter by the child's legal parent or guardian. Children must be continuously attended and supervised while on facility grounds.
4. Community Groups:
   Other persons, such as community group representatives, may be authorized to visit you. Ask your Unit Counselor for details.
5. Inmates in Restrictive Housing:
   Inmates in Restrictive Housing normally are not allowed visits unless authorized by the Warden. (Reference: A.D. 9.4, Restrictive Housing, Attachment A)
6. Appeal:
   Your proposed visitor may appeal a denial of visitation authorization to the Warden within ten (10) days of the denial.

C. Visitor Identification:
   Identity of a visitor, age sixteen (16) or above will be verified through photo identification prior to admission to the Visiting Area.

D. Visiting Schedule:
   Visiting is permitted for a 1-hour duration only during the following time periods (see below).
   1. Monday:
      No Visiting Hours.
   2. Tuesday through Friday:
      6:30 p.m. - 8:30 p.m.
   3. Weekends:
      8:00 a.m. - 12:00 noon & 1:00 p.m. - 3:00 p.m. (Dayshift Only)
   4. ODD / EVEN NUMER WILL COINCIDE WITH THE DATE.

   NO HOLIDAY VISITING.
   NOTE: The visiting schedule is arranged depending upon the last digit of the inmate's institutional number and the date of the visiting day.
   Ex. Saturday May 1, inmates with odd numbers have visits.

   NOTE: In the event of two odd visiting days falling back to back, the second odd day will be considered both odd & even day with a limitation on time. However, in the event it happens on a weekend Sunday will be considered an even day, with a limitation on time.

E. Special Visits:
   A Special Visit is a visit approved at the discretion of the Counselor Supervisor. A request for a Special Visit must be submitted to your Unit Counselor sufficiently in advance of the inmate to allow verification of the circumstances. Exceptions may be made for emergencies.

F. Visiting Rules:
   The visiting format is Contact Visiting. Contact Visiting provides for the inmate and his visitor(s) to be in the physical presence of each other. All general rules apply to visitation situations, unless other restrictions have been imposed.
   The following items are not permitted to be worn by any visitor:
   - Hats or headwear, except for religious headwear.
   - Halter tops or other revealing clothing.
   - Hot pants or mini skirts.
   - Jackets, coats, scarves or hooded sweatshirts.
   - Sunglasses or any other outerwear.
   - Any article which could be deemed offensive, revealing or distasteful.
   - Electronic devices of any kind are not permitted in a correctional facility.
   A violation of these rules shall result in a denial of the visit.
   An inmate shall neither give nor receive anything from a visitor. Under no circumstances shall items be passed to or exchanged between visitor and inmate.
   Inmates and visitors shall be seated across from the table as directed by staff. Per facility policy, a greeting and parting kiss and embrace may be exchanged. During visits, physical contact is strictly limited to hand holding.

G. Termination of Visit:
   1. A visit may be terminated by a shift supervisor if you, your visitor, or your children engage in behavior that disrupts the Visiting Room or that is in violation of facility rules, or if you or any of your visitors are apparently 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 any unauthorized articles to include, but not limited to: cigarettes, intoxicating liquor, drugs, firearms, explosives, or any device which may be used in an escape attempt, or similar escape, is subject to imprisonment for not more than five (5) years and a fine of not more than $1,000.00 or both. (Reference: C.G.S Sections 53a-174 and 53a-174a)
   4. Inappropriate attire by your visitor will preclude their access into the facility.
   5. Inmates in Restrictive Housing, Attachment A)
   6. Unapproved visitors who are on the approved visiting list for an inmate at Enfield Correctional Institution must make an appointment with the Warden at least ten (10) days in advance of the visitation date.
   7. 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.

H. Privileged, Professional and Special Visits:
   1. Privileged Visits:
      A special meeting between an inmate and a judge, the Governor, Legislator, Attorney General, Probation Officer, Sentencing Review Board member, Commissioner on Human Rights and Opportunities member, State Ombudsmen, Board of Pardons and Paroles of employee or any other officer or employee of the Department of Corrections. Inmates and visitors who are on the approved visiting list must make an appointment with the Warden at least ten (10) days in advance of the visitation date.
   2. Professional Visits:
      A special meeting between an inmate and a credentialed individual from the community, (e.g., law enforcement officer, social worker, member of clergy, etc.) for an authorized purpose other than social visitation. Professional visitors may be subject to security screenings. Professional visits shall be reasonably accommodated. A valid driver's license and a professional credential shall be required for any professional not on the visiting list.
   3. Special Visits:
      The Unit Administrator may provide opportunities for special visits when conditions require or the inmate is not on the approved visiting list. Approved special visits shall be encouraged during routine visiting hours. Requests for visits during non-routine visiting hours shall be considered on a case-by-case basis.
TELEPHONE:
Inmate use of the telephones is governed by State Regulations 18-81-28/29 and 18-81-41 through 18-81-51. The information stated in this handbook does not supersede or override these regulations in any way. These regulations are incorporated into the Administrative Directive 10.7, Inmate Communications.
An inmate must be enrolled and sign an acknowledgement form prior to using a collect call telephone (Reference: A.D. 10.7, Inmate Communications).
A. Collect Call Only Telephone:
Collect calls (only) telephones are telephones on which only a collect call can be placed. A collect call is a call in which the person called agrees to pay the charges. Collect call telephones are silver and are located in the Housing Units.
B. Recording and Listening:
Your telephone conversations are subject to being listened to and recorded. Conversations that violate State Regulations may be the basis of criminal or disciplinary action.
C. Enrollment:
To enroll in the Collect Call Telephone Program, you must sign the Telephone Enrollment Notification Form and Acknowledgment Statement. You are allowed to have a maximum of ten (10) telephone numbers on your approved telephone list.
1. The phone numbers on your Approved Telephone List are programmed into the collect call system and are the only phone numbers that are approved for you to call.
2. A violation of the telephone rules and regulations, or the occurrence of an event, which causes the enrollment conditions not to be satisfied, will cause your enrollment in the Telephone Program to be rescinded.
3. The Notification and Acknowledgment Statement must be signed in ink.
D. Changes:
You must notify your PAN list over the phone. You will only be able to make changes to your PAN list on the first Monday through the first Friday of each month.
Pick up the phone and follow instructions for PAN management.
NOTE: This process can only be done AFTER a PIN has been issued.
E. Means of Access/PIN Identification Number:
Each inmate who enrols in the Telephone Program will be given a Personal Identification Number (PIN). The PIN must be entered by pushing the buttons on the phone pad that corresponds to your assigned PIN in order to place a call.
F. Telephone Regulations:
1. Telephone calls are only permitted between 8:00 a.m. and 12:00 p.m., excluding count time, and are not to exceed fifteen (15) minutes in length.
2. All time slots is for your use only, it cannot be transferred, traded, or shared.
3. You are not permitted to create or post a Telephone List.
4. You are not permitted to disclose or share your PIN; you are not permitted to use another inmate's PIN. These actions constitute the disciplinary offense of Security Tampering (Class A).
5. A call counts if a person accepts it.
6. You are not permitted to make third party calls, or calls to the Department of Corrections.

G. Termination:
Any call may be terminated for the following reasons: violation of unit rules, illegal activity, exceeding the time limit, misuse of equipment, threatening or disruptive behavior, unit emergency, or interference with other valid penalological interest.
H. Phone Block:
If you are unable to make a collect call because there is a phone block, staff will not permit use of a facility phone unless there is an emergency.
I. Emergency Calls:
You may place an emergency call on a facility phone subject to approval by the Counselor.
J. Privileged Communication:
Any telephone call placed on behalf of an inmate by the facility or any written correspondence addressed to or received from the Connecticut Correctional Ombudsman or attorneys. The word “attorney” shall include organizations providing legal services to inmates. Privileged call to state and federal public defenders office and Legal assistance to Prisoners shall be toll free. This shall not extend to private attorneys handling particular cases as special public defenders or on a “pro bono” basis. Inmates shall be allowed two privileged calls a month in addition to call initiated by the inmate’s attorney. Calls answered by a busy signal shall not be counted. Calls answered by a person or machine, capable of taking a message, shall be counted as a contact.

LAUNDRY:
All inmates that arrive at Enfield C.I. are seen by LPU (Laundry Pick Up) on the next business day at 8:30 a.m. Each inmate will be fitted and issued the following:
Two pairs of Khaki pants, and three Khaki shirts. The pants must be hemmed and will be issued to you during this initial allotment. You will also receive a laundry bag. All Khakis are stamped with the inmate’s number.
If you transfer in without a sweatshirt, Enfield C.I. will provide you with one sweatshirt. An Enfield property sheet must be presented in order to receive one. If you need to replace your sweatshirt you have the option of buying one through the commissary.
Each unit is equipped with a washer and dryer. Inmates may wash their personal clothing (i.e. underwear, sweats, gym shorts and personal towels). No sheets, pillows, blankets, or khakis are to be washed in the housing unit. These items will be washed by LPU via the housing unit schedule.
Laundry rooms and machines are to be shut off at 11:00 p.m. and re-open after the 5:00 a.m. Count.
A. Underclothing:
New arrivals to the facility with two sets or less of underclothes and socks will be issued three new sets. An L.E.C.I. Property Inventory Form CN 61001 must be presented in order to verify the need. If an inmate comes in with three or more sets of underclothes and socks, he must purchase through commissary, if he wishes for more. If an inmate is indigent and transfers in with three or more sets of underclothes and socks, he must wait three months for his first issue and will have to be indigent at that time. Thereafter, you are on a six-month rotation and you still have to be indigent at that time to receive. All inmates that don’t fall under indigent criteria will have to purchase underclothes and socks from commissary. Sweatshirts that are purchased through commissary unless you are indigent.
B. RRU (Restrictive Housing Units):
If an inmate is placed in RRU (Restrictive Housing Unit), an officer will pack the inmate’s personal and State issued property, Khakis will be sent to LPU (Laundry Pick Up) to be washed, pressed, inventoried and stored, until he returns to the compound or is transferred.
The mattress and pillow will be put into storage.
C. Inmate Transferring:
When an inmate transfers out of the facility all of his personal and State issued property, will be transported to the A&P Room, with the following exception: you are required to keep and receive your pillow and mattress to the LPU. Failure to do this may result in your inmate account being charged for the item(s) as well as disciplinary action.
D. Bedroll:
All bedrolls are issued by A&P (Admitting & Processing) and consist of two sheets, one blanket, one pillowcase, one towel, mattress, and one pillow. You are allowed one pillow in your possession, even if you have a commissary pillow. If you choose to purchase a pillow from commissary, you will have to turn in your state issued pillow to LPU.
Inmates receive a bedroll upon arrival to the facility, or upon release from RRU (Restrictive Housing Unit). For all other moves such as room change, the inmate will bring his entire bedroll, and mattress with him. Both the bedroll and mattress are assigned to the inmate for the duration of his stay at Enfield C.I.
E. Laundry Schedule:
- Monday: Khakis and Linens are done for all four Dormitories (F1, P2, G1, and G2). The LPU Officer will pick up the Khakis in the morning during the 7:30 a.m. count. The linens, blankets, sheets, pillowcases and towels will be collected by the Day Shift Officer and a record will be kept of what is collected and from whom.
All Khakis and linens will be returned during the 12:30 p.m. count to ensure that all inmates are present to receive their clothing.

- Tuesday
  E-Building: Inmates have from 1:00 p.m. on Monday until 7:30 a.m. on Tuesday to put their Khakis in the laundry. All linen will be turned in by 9:30 a.m. and will be picked up by an LPU worker.
  
  All Khakis and linens will be returned to the building during the 12:30 p.m. count and will be passed out by the laundry workers by number in each tier. This is to ensure that all inmates are present to get their clothes.
  
  Note: One tier per week washes blankets.

- Wednesday
  D-Building: Is scheduled in the same manner as "E" Building.

- Thursday
  C-Building: Is scheduled in the same manner as "E" and "D" Buildings.

F. Kitchen Whites:

Kitchen whites/checkered are washed daily. Kitchen workers will drop off their dirty whites/checkered in the morning before 10:00 a.m. These whites/checkered will be cleaned, pressed, and put in the kitchen box for inmates to pick up. All inmates must present their I.D. card to receive their kitchen clothing. Kitchen workers will pick up and drop off their whites/checkered on their way to and from work to avoid traffic through the barber shop.

G. Mattress:

A mattress will be issued to you upon arrival to the facility. You will retain possession of your mattress until you are discharged, placed in Restrictive Housing Unit, or transferred out of the facility. Inmates destroying a mattress will be issued a Disciplinary Report for destruction of state property.

13. BARBER SERVICES:

The schedule for barber services is posted on the Bulletin Board in your Housing Unit. A. Barber services may only be provided by assigned barbers.
B. Logos, symbols, or words, are not permitted to be cut into the hair.
C. Haircuts which draw attention to oneself are not allowed (i.e. Mohawk, etc).

14. PUBLICATION ORDERS:

In accordance with Administrative Directive 10.7, Inmate Communications, all requests for ordering books, magazines, newspapers, educational materials or periodicals must be processed through the Counselor Supervisor. Bring a postage paid envelope along with your order, so that the check may be mailed to the seller. Providing funds are available, a check or money order will be withdrawn from the inmate's account and included with the order.

Inmates may order books in new condition only from a publisher, book club or bookstore.

Inmates must notify the Counselor Supervisor if they are family members of publications. Inmates must write an Inmate Request to the Counselor Supervisor with the following information:
1. What company is sending the package.
2. Titles of the publications that will be in the package.
3. Name, Number and Housing of the inmate expecting the package.

This will facilitate receipt of any publications arriving in your name.

Instructions are posted on the M Building Bulletin Board.

ALL ORDERS for the purchase of Books, Magazines or Newspapers must be made through the Counselor Supervisor and paid for with funds deducted from your inmate account. Bring a postage paid envelope and all the necessary information to the Counselor when you want to place your order. No gift subscriptions or "bill me later" orders allowed.

FAMILIES MAY PAY for Subscriptions and Books, but these publications MUST be sent directly from the vendor. All Book Clubs demand complete pre-payment for items sent to correctional facilities. Any items not complying with these rules will be returned to the sender at your expense.

Upon arrival at ECI, you must promptly notify the Counselor Supervisor in writing about any outstanding orders for books or published packages, and also about any ongoing subscriptions, which were not ordered through the ECI.

This will aid you in receiving these items when they do arrive at ECI.

BOOKS, MAGAZINES, AND NEWSPAPERS

ALL reading material must be prepaid from your inmate account, and processed through the Counselor Supervisor. Inmate's family may pay for publications. Please keep the Counselor Supervisor informed about all publication orders.

15. PHOTOCOPYING:

Photocopying services are available through the Unit Counselor at a cost of twenty-five cents ($.25) per page (Reference: 3.10, Fees and Reimbursements). Copies will be made when time permits, and only after the payment has been deducted from your inmate account. Please have proper identification when presenting your receipt.

16. NOTARY PUBLIC:

Services of a Notary Public are available Monday 1:00 PM. The function of a Notary Public is to verify that the signature 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. The document should not be signed until you are in the presence of the Notary Public. Bring your identification.

17. INMATE NEWSPAPER:

The facility will publish a newspaper for inmates named "The New View.

A) Newspaper Staff:

Assignment to work on the paper is made by interviewing with a Supervising Editor and being submitted to the Classification Committee. If interested, contact "The New View" Supervision or School Principal.

B) Submitting Articles:

If you want to submit an article or feature for inclusion in the newspaper, the article must be submitted to "The New View" Supervisor or School Principal for review.

18. 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 surety bond is stated to be the bond which is posted. If you want to post a bond, contact your Unit Counselor (Reference: C.G.S. Section 54-53).

19. COURT Trip:

A Court Trip is a trip from this facility to a State or Federal court.

A. You must wear the Dress Uniform.
B. You are permitted to take legal materials with you that pertain to the case at hand.
C. You will be subject to the use of restraints according to Department Policy.

20. ORIENTATION:

You are required to attend an orientation session. The purpose of these sessions are to inform you of how the facility works, what your obligations are, and what programs and services are available to you. Failure to attend the orientation/intake may result in discipline for denial of community release.

21. PROPERTY LOSS:

If any of your property is lost or damaged, you should use the Inmate Request Form to initiate recovery or compensation. If the inmate fails to initiate a claim for the item, the property may be disposed of by the facility.

22. GATE MONEY:

Gate Money is money given by the State to provide the means of meeting expenses that you incur immediately upon release. Its purpose is to ease the transition into the community.

Eligibility factors relate to the type of release, the length of incarceration, and the amount of money in your Inmate Account. Ask your Counselor for the specific eligibility criteria (Reference: 3.11, Gate Money).

23. INTERPRETER SERVICES:

If you need the services of an interpreter, contact your Unit Counselor.

24. PRISON RAPE ELIMINATION ACT:

The Department of Correction maintains a zero tolerance policy regarding any form of sexual abuse. The Department of Correction maintains a zero tolerance policy regarding any form of sexual abuse. If you believe you are a victim please report your concerns to a staff member immediately. We are committed to maintaining a safe and secure facility environment.
PART III
FACILITY PROGRAMS

1. GENERAL:
A sentenced inmate will not be allowed to refuse or reject any program, work, or educational assignment. Any refusal will subject the inmate to disciplinary action, and as a consequence of the discipline, the inmate will be placed on unassigned work status and will not be eligible for furlough. (Reference: A.D. 10.1, Inmate Assignment and Pay Plan).

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 all 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 eight grade proficiency.
B. General Educational Development (GED) provides instruction to achieve twelfth grade proficiency based on the GED examination.
C. Teaching English to Speakers of Other Languages (TESOL) helps students whose primary language is not English. Students will develop skills in reading, writing, and speaking English.
D. Vocational Education (Voc. Ed.) combines classroom instruction and occupational training in numerous trades and workplace skills. Available programs are:
   1. Graphics and Printing Technologies
   2. Microcomputers
E. Special Education programming provides additional and/or alternative instruction for students who are found to have cognitive and/or behavioral challenges that impede their ability to learn as quickly or to the same proficiency level as other, non-diagnosed students. These services are extended to students up to and through the school year of their twenty-first birthday.
F. Post Secondary (PS) provides college courses in conjunction with local colleges. Contact the School Principal for information.
G. Parenting classes are scheduled throughout the year as an adjunct to the regular academic program. Inmates who finish all of the classes and curriculum receive a Certificate of Completion and participate in a graduation exercise that may include family members. Interested parties should send a request to Mrs. Hannon, Guidance counselor of the school.

ENFIELD CI SCHOOL ATTENDANCE POLICY

Policy:
Student success in the classroom is tied directly to attendance and motivation. Any student who has three (3) unexcused absences within a six month period of time will be sent to the Re-Classification Committee with the recommendation for unassigned status and sanctions. Students also have the discretion not to pay students if the work shown is incomplete, and/or if the behavior during class is inappropriate or distracting to others. Effective July 1, 2007, inmates attending School will be given priority placement for preferred housing on the compound. Those attending School will also be given priority consideration for the Warden for Community Release if they have demonstrated a willingness and a positive attitude in class. Any student wishing to leave School without prejudice may do so only if there is sufficient and justifiable cause as determined by the Principal. Any student wishing to leave School without due cause will lose preferred housing status, and shall forfeit the opportunity for Organized Recreation and another job for at least 90 days. Removal from school may also preclude a classification reduction and consideration for Community Release (A.D. 10.1).

Procedure:
1. At the first instance of an unexcused absence, the teacher shall record the event and counsel the student regarding the stated policy.
2. At the second instance of an absence, a Performance Evaluation Report will be completed by the teacher, signed by the student, and submitted to the Principal. This Evaluation Report when received by the student constitutes a warning letter indicating that they are in danger of “Program Failure”. If the student is under 21, a student Study Team meeting may be held to review the situation at that time.
3. If any further unexcused absences occur within six (6) months (from the date of the first unexcused absence), a second Performance Evaluation Report would be completed by the teacher and forwarded to the Principal with the dates of all three absences enumerated with the narrative of the report. If the student is under 21, a “manifestation hearing” may be conducted to determine appropriate sanctions and future school status.

4. Copies of the first and second Performance Evaluation Reports will then be sent to the Re-Classification Committee along with a recommendation from the Principal for “program failure” which includes, among other possible sanctions, loss of assignment and elimination from all organized recreational activities.

Definitions:
1. EXCUSED Absences: Sick call, Medication Call, Court, Parole hearings, sick call, NA/A, Religious Services, Professional meetings.
2. UNEXCUSED Absences: All absences not listed above which have not been pre-approved by the teacher. Any extraordinary circumstances may be considered by the teacher before making a final determination on an unexcused absence.

3. WORK ASSIGNMENT:
Inmate job assignments are made at the discretion of the Classification Committee.
A. Application:
To apply for a job, you must submit a written request to the following staff members:
1. Vocational Instructors - Vocational Instructor, Submit a School Request CCIE 1000
2. Vocational Education - Vocational Instructor, Submit School Request CCIE 1000
3. Kitchen - Kitchen List Coordinator
4. L.P.U. - Laundry Supervisor
5. Housing Unit - Laundry - Operation's Office
6. Maintenance - Housing Unit
7. Janitor Assignment (with the exception of Northern C.I. and the Dorms) - Operation's Office
8. Dorm's Janitor Assignment - Dorm Counselors
9. A - Building and M - Building Janitors - Shift Commander
10. Barber Shop - Day Shift Lieutenant
11. Work Details and Outside Grounds - Unit Counselor
12. Northern C.I. Janitor - Counselor Supervisor

All housing unit terms are required to work as needed. No AM or PM specified.

4. ADDICTION SERVICES:
The Addiction Services Unit offers a variety of outpatient programs to assist inmates in overcoming substance abuse problems. The Addiction Services counseling staff oversees the programs available at B.C.I. The substance abuse programs available are:
A. Twelve (12) Step Fellowships of A.A. and N.A.
B. Tier 2 Program
C. Aftercare Program
1. Peer Mentor Program
2. For information contact Addiction Services or complete an Inmate Request Form.

HUMAN IMMUNODEFICIENCY VIRUS (HIV)
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 "HIV Counselor." This is a confidential service (Reference: A.D. 8.1.1, Human Immunodeficiency Virus Infection).

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. For information about the criteria for Community Release, contact your Unit Counselor (Reference: C.G.S. Section 18-100.1, et. seq.).

COMMUNITY TRANSFER APPROVAL:
About your Community Transfer Approval - you're approved, what happens now?

HALFWAY HOUSE APPROVALS:
The following things will happen once you have been approved for residential placement (halfway house or inpatient program):
1. Your Community Transfer package will be forwarded to a central location for distribution to the Parole/Community Services office in the area you have chosen.
2. The Resident Coordinator will review your application and refer it to a program(s) that is able to help you address your needs. Examples: Medical, Education, Substance Abuse, Mental Health, and Vocational. This referral process can take two to four weeks.
3. Once the referral has been received by the halfway house, the director of the halfway house assigns you to a caseworker. The caseworker may wish to interview you.
personally or by telephone. You will be notified in advance of these interviews.

4. If you are approved you will be placed on a "waiting list". The majority of the programs base the time of placement on your discharge date, TS eligibility date, or VTP date. Most programs are from 3 to 12 months in length.

5. The Unit counselor will not contact the halfway house or Parole/Community Services to find out where you are on the list.

6. If you are not accepted by the halfway house, your application will be returned to the Residential Coordinator, who may send it to another halfway house or forward it to another region. The application will not be sent back to the institution until all possible placements have been exhausted.

7. Once approved, the average time you will wait for placement is anywhere from 3 to 6 months.

**Transitional Supervision**

The following will take place once you receive notification that you are approved for Transitional Supervision:

1. Within 60 days of your eligibility date, a message will be sent electronically to the Parole/Community Services office assigned to the town where you will reside. The message will specify the name, address, and telephone number of your proposed sponsor(s). The message will state any conditions placed on the release by the approving Warden. The message will note the earliest possible date that you may be released.

2. The facility will receive a message from Parole/Community Services verifying that it has received the release proposal.

3. The Parole/Community Services office will assign you a TS officer.

4. The TS officer will make a home visit to the residence. If the sponsor and residence are approved, plans for release will be discussed between the TS officer and sponsor.

**Note:** The Unit counselor will not call your TS officer or sponsor to see if you have been done. All contact with Parole/Community Services will be conducted by the Community Services Liaison or Transition staff.

5. A message will be sent to the facility if your sponsor is rejected. You will be asked to provide alternate sponsor information if this happens. You will be allowed as many sponsors as possible to ensure your placement.

6. If the sponsor is approved, a message will be sent to the facility stating the date, time, and address of departure. The reporting date, time, TS officer's name and address will also appear on this message. You will be asked to acknowledge by your signature that you understand this message prior to your departure.

**Note:** If you are stipulated to EMP meaning the 'bracelet' program, you will not be released until your sponsor's phone meets the specifications required for the program, i.e. a plain telephone line.

**Domestic Violence**

If you are stipulated to the community UDV program, your placement may be delayed as you will not be released until there is an opening in the class. Furthermore, placement in the class is NOT on a first come, first serve basis. Those closest to discharge will be given priority.

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**PART IV**

**OUTSIDE SERVICES AND PROGRAMS**

1. **PAROLE**

Parole is a release from incarceration to supervision in the community before the expiration of an inmate's sentence. The Board of Parole is a State agency that is separate from the Department of Correction and makes parole decisions based on the Board's determinations of the following:

A. Whether there is reasonable probability that the inmate will live and remain at liberty without violation of the law.

B. That such a release is not incompatible with the welfare of society. The Board of Parole will determine whether the inmate must serve 50% or 85% of his or her sentence before becoming eligible for parole. This decision will be based upon the criteria outlined in C.G.S. 54-125a-5, Guidelines.

**Note:** For information, contact the Institutional Parole Officer via Inmate Request.

2. **SENTENCE REVIEW**

Sentence Review is the review by a panel of judges of an inmate's sentence that is from three (3) years or more. Sentences resulting from a plea bargain will not be reviewed. Application for Sentence Review must be filed within thirty (30) days of the date the sentence was imposed.

**Contact your attorney to submit the application** (Reference: C.G.S. Section 51-94).

3. **PARDON**

A pardon is an "act of grace" that releases an inmate from the full consequence of a sentence. The Board of Pardons meets twice a year to consider applications from inmates for a pardon.

Application to the Board of Pardons should be made to the Records Office. (Reference: C.G.S., Section 18-24a, ct. Seq.).

**Note:** For information, contact your Unit Counselor.

4. **LEGAL ASSISTANCE**

Legal assistance to inmates is provided by Inmates' Legal Assistance (ILA). The scope of service is as follows:

A. Identifying, articulating, and researching legal claims.

B. Enabling inmates to access the judicial system through advice, counsel and preparation of meaningful legal papers, such as writs, complaints, motions and memoranda of law for claims having legal merit.

ILA provides legal assistance in civil matters only. Thus, ILA cannot provide legal assistance relative to criminal cases or to appeals of criminal cases. ILA will represent inmates in family matters, such as divorces, child custody, DCF proceedings and other civil matters. An ILA attorney is present at Nanticoke C.J. one day per week, or the equivalent. A written request is preferred. Written requests should be addressed to:

Inmates' Legal Assistance, PO Box 260237, Hartford, CT 06126-0237.

Inmates are encouraged to utilize the 1-800-301-LAP line.

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

Criminal matters are handled by your personal attorney or the Office of the Public Defender.

Office of the Public Defender, 30 Trinity Street, Hartford, CT 06106.

5. **SPEEDY TRIAL**

A speedy trial is a petition from an inmate to the court having jurisdiction. There are three types of speedy trials that affect inmates in custody:

A. An inmate in custody solely because of charges pending in this state (C.G.S. Section 54-82m).

B. An inmate under sentence with untried charges pending in this state (C.G.S. Section 54-82c).

C. An inmate under sentence with untried charges pending in another state (C.G.S. Section 54-82c, Article III).

To apply for a Speedy Trial under C.G.S. Section 54-82m, contact your attorney. To apply for other speedy trials, send an inmate request to the Records Office and contact your Unit Counselor to confirm that your request is being processed.

6. **FAMILIES IN CRISIS**

Families in Crisis is a private, non-profit organization providing support services to inmates and their families to address problems caused by incarceration.

**Note:** For information, contact your Unit Counselor or write to the following:

Families in Crisis, 30 Arbor Street, North Wing, Hartford, CT 06106.

7. **SELECTIVE SERVICE**

If you are between the age of 17 years and 3 months and have not yet turned 26, you are required by law to register with the Selective Service. Although inmates are exempt from registering while incarcerated, Selective Service will accept your registration. If you are age 26 and beyond, you cannot register, so it is important to do so while you are within the age limits.
If you do not register you will not be eligible for, federally funded job training or federally funded financial aid, in the future. Part of the requirements of these programs is that you must have registered with the Selective Service and if this was not done, you will not be eligible. To register, contact the Selective Service System Liaison assigned to this facility.

APPENDIX A

PROPERTY MATRIX

The Property Matrix presented herein is a presentation of the Property Matrix in Administrative Directive 6.10, Inmate Property that applies to C.C.L-Enfield. The Property Matrix in Administrative Directive 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 facility. 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 maximum amount permitted. The second figure is the minimum amount required, the item must be supplied by the facility to reach the minimum. POP refers to General Population and R/H refers to Restrictive Housing to include Punitive Segregation, Administrative Detention, and Transfer Detention.

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.
     - B. Must be itemized on the running inventory.
     - C. Only if specifically approved by facility.
     - D. Items which shall be permanently marked.
     - E. Access only; not in inmate's possession.
     - F. State issue only.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>POP</th>
<th>R/H</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shirt</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pants</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Jump suit</strong></td>
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<td></td>
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<tr>
<td><strong>Coat</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Baseball Cap</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Kufi (white or off white)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Footwear</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Handkerchiefs (white only)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>T-shirts (white only)/V-neck or regular</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Thermal Underwear (top and bottom)</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Socks</strong></td>
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<td></td>
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<tr>
<td><strong>Sweatshirts (white or gray only)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sweatpants (white or gray only)</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Gym Shorts</strong></td>
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<td></td>
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</tbody>
</table>

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

** Footwear: (any combination of boots/shoes/sneakers)
<table>
<thead>
<tr>
<th>ITEM</th>
<th>POP</th>
<th>R/H</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Athletic Supporter</strong></td>
<td>1A</td>
<td>-</td>
</tr>
<tr>
<td><strong>Pajamas</strong></td>
<td>1BD</td>
<td>-</td>
</tr>
<tr>
<td><strong>Bathrobe</strong></td>
<td>1BD</td>
<td>-</td>
</tr>
<tr>
<td><strong>Slippers</strong></td>
<td>1BD</td>
<td>-</td>
</tr>
<tr>
<td><strong>Shower/Toiletries</strong></td>
<td>1AB</td>
<td>1B</td>
</tr>
<tr>
<td><strong>Wash Cloth</strong></td>
<td>2AB</td>
<td>1AB</td>
</tr>
<tr>
<td><strong>Towel</strong></td>
<td>2BD</td>
<td>1F</td>
</tr>
<tr>
<td><strong>Television 13&quot; (headset required)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Radio (8&quot;x5&quot;x3&quot; or less) (headset required)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cassette Player (headset required)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cassette Tapes</strong></td>
<td>1AB</td>
<td>-</td>
</tr>
<tr>
<td><strong>Headphones</strong></td>
<td>1ABC</td>
<td></td>
</tr>
<tr>
<td><strong>Headphone Extender</strong></td>
<td>1ABC</td>
<td></td>
</tr>
<tr>
<td><strong>Pocket Calculator</strong></td>
<td>1AB</td>
<td>-</td>
</tr>
<tr>
<td><strong>Adapter Jack</strong></td>
<td>1ABC</td>
<td></td>
</tr>
<tr>
<td><strong>Appliance Converter</strong></td>
<td>1AC</td>
<td>-</td>
</tr>
<tr>
<td><strong>Batteries</strong></td>
<td>4AC</td>
<td></td>
</tr>
<tr>
<td><strong>Extension Cord (max 9')</strong></td>
<td>1ABC</td>
<td></td>
</tr>
</tbody>
</table>
What are Administrative Remedies?

Administrative Remedies are the means for an inmate to request a formal review of any action or decision that is within the scope of authority of the Commissioner of Correction. There are three types of administrative remedies: (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 may be provided upon request.

When Can You File For An Administrative Remedy?

For a Grievance or a Property Claim. If you have a grievance or a property claim, first try to resolve it by sending a completed Inmate Request Form (CN 9601) to the staff member who oversees the area of your complaint. Each housing unit should have a list that identifies the staff members to whom inmate requests should be addressed for a specific issue or topic. If this action does not resolve the problem, to file a grievance, use the Inmate Administrative Remedy Form (CN 9602), or to file a property claim, use the Lost/Damaged Property Investigation Form (CN 9609).

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

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

How Do You File?

Complete the Inmate Administrative Remedy Form (CN 9602) or Lost/Damaged Property Investigation Form (CN 9609) and deposit it in the "Administrative Remedies" Box located in your housing unit.

What Happens Next?

The Administrative Remedy Boxes are regularly collected and the filings are formally recorded by the Administrative Remedies Coordinator (ARC). The ARC routes the grievance, appeal or property claim to the appropriate decision-maker. There are 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.

Administrative Directive 9.6, Inmate Administrative Remedy

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

In Case of Emergency

Contact a staff member if you have an emergency and explain the situation.
An inmate files a grievance or an appeal of a discretionary decision by completing Form CN 9602 and submitting it to the Administrative Remedies Box. All steps of the administrative remedy process are initiated by the inmate depositing the appropriate form in the Administrative Remedies Box (except for submission of CN 9610).

The Administrative Remedies Coordinator (ARC) collects forms from the box and determines whether the matter is a Grievance, Appeal or Property Claim. If an appeal or property claim, the ARC handles it according to the Appeal or Property Claim Procedure. If a grievance, the ARC determines whether Internal Resolution has been attempted, or, under the circumstances, is not required. The ARC determines if the grievance should be returned without Disposition (Rev/OD). If Rev/OD, it is returned to the inmate without being logged as a grievance. The ARC routes the grievance to the Level 1 Reviewer.

**GRIEVANCE PROCEDURE (Section 6)**

The inmate shall have 15 days from the date of determination to file an appeal. The appeal shall be directed to the relevant department as shown below. The decision may be appealed up to 15 business days in writing to the Director.

- **Level 1 Review**
  - The Level 1 Reviewer (Unit Administrator) determines the scope of the investigation and resolves the grievance. The ARC logs and forwards the grievance to the Level 2 Reviewer.
  - **Appeal of Level 1 Decision**
    - If the inmate appeals the Level 1 decision, the appeal is logged and forwarded to the Level 2 Reviewer (District Administrator). If the inmate disagrees with the final decision of the Unit Administrator, the inmate may appeal the decision to the Level 2 Reviewer.

- **Level 2 Review**
  - The Level 2 Reviewer examines the grievance and forwards it to the appropriate federal office for decision. The district director forwards the grievance to the Administrative Remedies Box where the inmate resides.
  - **Appeal of Level 2 Decision**
    - If the inmate appeals the Level 2 decision, the appeal is logged and forwarded to the Level 3 Reviewer (Commissioner or designee).

**PROPERTY CLAIM PROCEDURE (Section 15)**

The inmate shall complete CN 9609, Land/Damaged Property Claim Form, and submit the completed form to the Administrative Remedies Box.

- **Level 1 Review**
  - The Land/Damaged Property Claim Form is only for losses not exceeding $500.00 and only for inmates in a correctional facility. If the claim does not meet both of these conditions, the claim should be filed directly with the District Administrator.

**APPEAL PROCEDURE**

Upon conclusion of the Grievance Procedure the inmate has exhausted his/her administrative remedies.

**Administrative Remedies Routing Chart**

Connecticut Department of Correction

[Diagram showing the flowchart of administrative remedies]
An inmate may be deemed to be abusing the grievance procedure if any of the following conditions are met:

1. an inmate files more than seven (7) grievances in any 60 day calendar period;
2. an inmate files repetitive grievances addressing the same issue when the established time for response has not elapsed;
3. an inmate files repetitive grievances when a valid response has been provided and there has been no change in any circumstances that would affect the response; or,
4. an inmate files harassing grievances.

A determination of abuse shall be made by the Unit Administrator in writing and shall stipulate the restriction(s) imposed and its duration. Restrictions may include: (a) total denial of access to the grievance procedure; (b) a limitation on the number of grievances that may be filed; and, (c) a restriction as to the subject matter that may be grieved.

A determination of abuse may be appealed to the appropriate District Administrator by completing and depositing CN 9602, Inmate Administrative Remedy Form in the Administrative Remedies box. The decision of the District Administrator shall not be subject to further appeal.

Reprisal Against Inmates. No inmate shall suffer negative consequences such as denial or limitation of access to any privilege, service or program offered by the facility either formally or informally for good faith participation in the Inmate Administrative Remedies Process as outlined in Administrative Directive 2.17, Employee Conduct.