

**STATE OF CONNECTICUT
DEPARTMENT OF CORRECTION**

GARNER CORRECTIONAL INSTITUTION

INMATE HANDBOOK

December 2013

CONNECTICUT DEPARTMENT OF CORRECTION

MISSION STATEMENT

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

WARD A. GARNER CORRECTIONAL INSTITUTION

MISSION STATEMENT

Garner Correctional Institution shall protect the public and staff while ensuring a secure, safe, and humane environment for offenders in a climate that promotes professionalism, respect, integrity, dignity and excellence. Through proven programmatic innovation and intervention, Garner Correctional Institution shall provide positive alternatives for inmates assigned to Mental Health and General Population Units, providing opportunities that support the successful reintegration into the community.

WARD A. GARNER MENTAL HEALTH PROGRAM

MISSION STATEMENT

The program houses mentally ill inmates based on current mental health functioning levels with the exception of those with Department of Correction security designations such as Administrative Segregation, Chronic Discipline, etc. This leads to the provision of appropriate treatment and opportunity for progress in mental health functioning within a safe environment. Those with DOC security designations receive on unit mental health services on designated units. Determination of housing unit is based mental health functioning levels as determined by the mental health treatment team. Housing based on current levels of functioning provides a consistent treatment environment and facilitates progression and stabilization in order to transfer most inmates to a general population environment.

Goals and Objectives of the Mental Health Program

Each housing unit designated for mentally ill offenders within the Garner Correctional Institution shall offer and provide appropriate “out of cell” activities in conjunction with identified treatment plan objectives. Each mentally ill inmate shall be placed in a housing unit commensurate with their determined level of functionality to provide optimal programming and out of cell activities.

In accordance with the Garner Correctional Institution Mental Health Program, Mission Statement, the facility shall provide certain incentives and deterrents to the inmate population, which are intended to promote opportunities for progress and optimize their level of functionality.

Please be advised that multidisciplinary meetings are conducted regularly that involve medical and mental health staff as well as Department of Correction custody staff. In these meetings, your medical and mental health record and information may be shared with each participant for diagnosis or treatment, for health and safety reasons, or for other reasons permitted by law. Reasonable efforts to limit disclosure to the minimum amount necessary for health and safety reasons will be made per HIPAA regulations.

INMATE HANDBOOK

The Inmate Handbook provides information about the Department of Correction and the operation of this facility. The Handbook is designed to inform you of available programs and services. You are responsible for familiarizing yourself with the contents of the Handbook and complying with all rules and regulations.

Garner Correctional Institution
is a Maximum Security, male facility.

The mailing address is:

Garner C.I.
50 Nunnawauk Road
Newtown, CT 06470

Facility Description

Garner Correctional Institution (GCI) is a maximum security facility located on 118 acres in Newtown, Connecticut. The facility houses inmates with determined mental health needs, pre-trial inmates, sentenced inmates, and Security Risk Group designated inmates.

Garner Correctional Institution is the state's primary facility for the management of offenders with mental health concerns. Offenders are received at GCI and then evaluated and diagnosed to determine the best treatment. These inmates receive the highest degree of treatment possible in a correctional setting. A team of staff members from all disciplines work in concert with Correctional Managed Health Care (CMHC) personnel to provide structured and effective therapeutic programs. These programs are designed to foster rehabilitation and allow each offender to function in the least restrictive environment.

Garner Correctional Institution operates under the Unit Management Plan. Each unit is staffed in accordance with the needs of the population to include, at a minimum, correction officers and correctional counselors. The Unit Manager is responsible for the overall management and operation of the unit including both staff and inmates.

CONNECTICUT DEPARTMENT OF CORRECTION

**J. Dzurenda
Commissioner**

**S. Semple
Deputy Commissioner of Operations**

**C. Cepelak
Deputy Commissioner of Administration**

**M. Rinaldi
Director of Programs and Treatment**

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GARNER CORRECTIONAL INSTITUTION

**H. Falcone
Warden**

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Deputy Warden of Operations**

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Deputy Warden of Program and Treatment**

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

PART I

FACILITY OPERATING PROCEDURES

1. **ADDRESSING STAFF.** Uniform staff should be addressed by title: "Officer (name)," "Lieutenant (name)," "Captain (name)" etc. Non-uniform staff should be addressed either by title "Chaplain (name)" or by "Mister or Miss (name)."
 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 may result in disciplinary action.
 3. **PERSONAL CONDUCT.** You are required to conduct yourself in a responsible manner.
 - A. You are not permitted to engage in behavior that disrupts the order of the facility, threatens security, endangers the safety of any person, or imperils State or personal property.
 - B. You are not permitted to engage in any sexual acts, as well as, make sexually suggestive remarks or gestures to any person.
 - C. You are not permitted to make excessive noise or to use profanity.
 4. **PERSONAL SAFETY.** If you believe that your safety is at risk, report your concerns to a staff member. The Department and this facility are committed to ensuring your safety.
 5. **IDENTIFICATION CARD.** You will be issued an Identification Card (I.D.) which must be clipped to the front of your shirt in the chest area, picture facing out and visible, whenever you are outside your Housing Unit and during meals. If a staff member requests your I.D. card, you must comply.
 - A. Duplicating, tampering with, or altering your I.D. card is prohibited and will subject you to disciplinary action.
 - B. If you lose, misplace, destroy, or alter your I.D. card, you must report it to the Housing Unit Officer. You will be assessed \$3.00 for a new I.D.
 6. **PASS SYSTEM.** All inmates on non-escort status going from one place to another within Garner C.I. must have a signed pass in his possession, except during mass movement. The pass must be signed by a staff member at the place of departure and at the place of arrival. If you are in an area that you are not authorized to be in, if you remain in an area beyond a permitted time, if you do not have a proper pass, or if you tamper with or alter a pass, you may be subject to disciplinary action.
 7. **RULES AND REGULATIONS.** Compliance with the rules and regulations is essential to the overall safety and security of the facility, staff and inmates. Failure to comply with the rules may subject you to disciplinary action.
 - A. **Count.** Counts are conducted at various times during each day. You must stand at your bunk for all counts conducted during waking hours (between 9:00 a.m. and 10:00 p.m.) If you are away from your housing unit, follow the instructions of the officer taking the count.
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B. **Contraband and Search.**

1. You are prohibited from having or using contraband. Contraband is anything not authorized to be in your possession or anything used in an unauthorized or prohibited manner. In general, an item is contraband if it has: (1) not been issued to you by the facility, (2) not been approved for you by staff as incoming property, (3) not been purchased by you at the commissary, or (4) been altered in any way; or if the amount in your possession exceeds the authorized limit. (Reference: A.D. 6.10, Inmate Property).
2. Materials, symbols, colors, or pictures involving any Security Risk Group **are considered** contraband.
3. You may not possess the legal work or material of another inmate for any reason.
4. Institutional equipment and supplies found in an inmate's possession in other than the authorized area are contraband.
5. You, your cell, and your property are subject to a search by staff at any time. Searches may be conducted with or without the inmate present. All areas of the facility including your Housing Unit, work area, and personal property are subject to search at any time by a staff member. (Reference: A.D. 6.7, Searches and A.D. 6.8 Urinalysis).
6. Contraband will be confiscated and disposed of according to Department Policy. (A.D. 6.9, Contraband and Physical Evidence).
7. **Sexually Explicit Material:** Any pictorial depiction of sexual activity or nudity or any written depiction of sexual activity.

Nothing attached to a wall shall mark or deface the wall. Neither nudity nor sexually explicit pictures shall be displayed anywhere in the facility (e.g., walls, in lockers) nor will an inmate be permitted to retain any nude or sexually explicit materials.

A. Sexually explicit material which is any pictorial depiction of sexual activity or nudity, except those materials which, taken as a whole are literary, artistic, educational or scientific in nature.

B. Sexual activity is defined as conduct, which includes but is not limited to:

1. Sexual intercourse, including genital-genital, oral-genital, or oral-anal contact, whether between persons of the same sex or opposite sex, with any artificial device, or any digital penetration;
2. Bestiality;
3. Masturbation;
4. Sadistic or masochistic abuse;
 - a) Depiction of bodily functions, including urination,
 - b) Defecation, ejaculation or expectoration;
5. Conduct involving a minor, or someone who appears to be under the age of 18, and;
6. Sexual activity which appears to be non consensual, forceful, threatening or violent
7. Nudity is the pictorial depiction or display of genitalia, pubic region, buttock, or female breast where the areola is visible and not completely and opaquely covered.

C. The Facility Incoming Property Review Coordinator shall determine whether material is sexually explicit and whether it should be rejected or confiscated.

Possession of transferring of sexually explicit materials will result in the issuance of a Class A Discipline in accordance with Administrative Directive 9.5, Code of Penal Discipline.

C. **Clothing/Accessory Regulations.**

1. Outside of your cell, you are required to be properly clothed in the approved "Uniform of the Day" which shall consist of a tan shirt and trousers. A brown or white T-shirt and/or white or grey thermal underwear may be worn beneath the tan shirt. Sweatshirts/Sweat pants are not part of the "Uniform of the Day", and thus are not permitted outside the cell except for recreational activities. A female staff person may be in the unit/area at any given time. Inmates are responsible for their own privacy and maintaining proper clothing attire at all times. The willful and/or intentional display of the genital area, groin or buttocks is strictly prohibited. Inmates engaging in such conduct may be issued a Class A Disciplinary Report for Public Indecency.
2. Clothing must be buttoned, zipped, tied and worn as designed. Pants must be up around the waist. Pant legs shall not be tucked into socks or shoes. To ensure safety all laced footwear must be laced and tied.
3. Your shirt must be tucked in before you leave your Housing Unit.
4. Inmates going to a visit, working outside the secure perimeter of the facility, or going off grounds are required to wear the uniform of the day.
5. Inmates in route to recreation activities in the gym may wear sweatpants instead of the uniform pants. Sneakers **must** be worn in the gym when participating in any activity.
6. Inmates in route to the Housing Unit showers may substitute gym shorts, sweatpants, or pajamas and slippers or shower shoes for the approved uniform. A shirt must be worn at all times.
7. Inmates attending inside Housing Unit recreation must wear shoes or sneakers while participating in physical activities. Slippers may be worn if you are not participating in any physical activity.
8. Inmates may substitute gym shorts or sweatpants for pants while in the Housing Unit during recreation.
9. Inmates must be in the uniform of the day when entering any office.
10. Alteration or mutilation of any clothing item is prohibited.
11. Only Department of Correction authorized religious headgear may be worn outside of your Housing Unit. Baseball caps must be worn with the bill facing forward and in accordance with the Unit Manager's discretion. Doo rags may not be worn outside your cell. Bandanas, homemade caps, knit or stocking caps or any head covering that could serve as a hood are not permitted. An alteration of any authorized headgear is considered contraband.
12. Only prescription eyewear may be worn. Sunglasses are not permitted, unless medically prescribed.
13. Religious Headgear - All religious headgear must be purchased through the Commissary. Native American headbands are allowed, and are not white in color. Islamic Kuffiis and Jewish Yarmulkes are white in color. No other color is allowed.
14. Dhiker and Rosary Beads - Islamic Dhiker and Catholic Rosary Beads are commissary items. Rosary beads can be worn under clothing or kept in the pocket of

the individual to whom they belong.

15. Indian Medicine Bags - A Commissary Indian Medicine Bag is allowed to be worn around an inmate's neck. Beads are not allowed anywhere on the necklace or in the medicine bag. Staff should refrain from touching the medicine bag or its contents, unless reasonable security concerns require immediate intervention. An inmate can be ordered to empty the contents for visual inspection at the discretion of a staff member.
16. Necklace - The only necklace allowed to be worn around an inmate's neck is a cross or crucifix on a necklace purchased from commissary.
17. Headbands - A limited number of headbands approved by the Native American Elders and the DOC are available through the Commissary. Only those headbands will be permitted. Headbands altered in any way will be confiscated as contraband. (A.D. 6.10, Inmate Property).
18. The Islamic Kurta shirt can only be worn during Jumah Services.

D. **Personal Hygiene.**

1. You must maintain a satisfactory level of personal hygiene. You must be clean and free of odor. Poor hygiene contributes to the spread of disease and body odor can be offensive to others.
2. Hair, beards, and mustaches must be trimmed and appropriately groomed to meet standards of hygiene, appearance and work safety.
3. Designs, initials, names or symbols will not be incorporated into a haircut. This includes altering eyebrows.

E. **Housing Rules.**

1. You are responsible for the contents of your cell. Any contraband found in your cell or on your person will be confiscated. Inspect your assigned cell thoroughly when you move in. If you find contraband, notify a staff member immediately.
2. You are not permitted to enter any Housing Unit or cell other than the one you are assigned to.
3. You must keep your cell clean. Trash must be removed daily by discarding it in the trash bins. Food items must be properly stored. Your bed shall be made prior to leaving your cell for any reason. The only exceptions are those on Sick Cell from Medical.
4. You must close and secure the door to your cell when you leave your cell or Housing Unit. Should it become necessary to return to your cell during recreational activities, you will not be permitted to exit again during that activity period.
5. Audio equipment and personal television must be used with earphones and played at a moderate volume. Earphones must be worn in the manner in which they were designed.
6. You are not permitted to rig an antenna, or to project an authorized antenna into any passageway.
7. You are not permitted to hang a clothesline.
8. You are not permitted to store milk/juice in your cell.
9. You are not permitted to use more than six square feet of designated wall space to display pictures or wall decorations. You are not permitted to attach anything to the wall that mars or defaces the wall. Neither ***nudity nor sexually explicit pictures*** shall be possessed or displayed anywhere in the institution.
10. Nothing may be affixed to the walls, (except as authorized in No. 6 above), ceiling,

security devices, sprinkler heads, ventilators, windows, doors, or any part of the bunk.

11. You are not permitted to cover your bed in a tent fashion.
12. You are not permitted to cover light fixtures, or hang drapery over the front of your cell door or window, or obstruct an open view into your cell.
13. You are not permitted to tamper with, block, remove, or alter the vents in your cell.
14. You are not permitted to remove, damage, or tamper with facility equipment in the Housing Unit or in any other part of the facility.
15. The volume of day room televisions shall not exceed moderate levels.
16. You are not permitted to have your desk or floor covered with pictures, towels or other items.
17. Nothing is allowed to be left on the cell floor, i.e., towels, homemade doorstops or reading materials.
18. You are not allowed to block or obstruct your cell door in any manner, to include doorstops.
19. Gathering at cell doors or common areas is prohibited.

F. **Audio Equipment.** You are permitted to play audio equipment in your Housing Unit with the headset on. Equipment must be off when you are not using it.

1. You are not permitted to loan or borrow equipment.
2. You are not permitted to repair equipment. Repairs are made through the Commissary.
3. Audio equipment is not permitted during mealtime. Audio equipment shall remain in your cell.
4. You may utilize your Walkman/personal radio during outdoor recreation in the Ball field recreation yard (CD players are not permitted). Personal radios and CD players are not allowed in the gym.

G. **Smoking.** Garner C.I. is a non-smoking facility.

H. **Fire Safety.**

1. You must maintain a fire-safe condition in your cell. Items or property flammable, such as, an excessive amount of paper are prohibited. All items must be stored in your locker.
2. You must familiarize yourself with the fire exits especially in areas you regularly use.
3. You must report any fire immediately. You must participate in any fire drill.
4. You must not tamper with the electrical wiring, fixtures or appliances.

I. **Movement and Corridor Regulations.**

1. During movement, you must walk at a normal pace along the right side of the hallway. Neither running, malingering, nor loitering is permitted.
2. You are to walk in single file. You are not allowed to walk the corridors with your hands in the uniform pants pockets. Your hands must be visible at all times.
3. You must maintain a safe distance from any corridor gate when it is being opened or closed. You cannot reach for or touch a moving gate.
4. If an order to "**CLEAR THE CORRIDOR**" is issued, immediately follow the order.
5. If a "**RECALL**" order is issued, you must return to your Housing Unit immediately

and secure in your cell.

6. During any event that requires a significant staff response, any inmates in the corridor are to position themselves against the wall until otherwise instructed by staff.

J. **Meals.**

1. You will have five-minutes after your door is opened to report, in a single line, for meals.
2. You must be appropriately dressed for meals, i.e. tans, shoes, shirts tucked in pants and identification cards clipped on front of shirt.
3. Cutting in line is not permitted.
4. You are responsible for receiving a complete tray; only one trip through the serving line is allowed. Inspect your tray before leaving the serving line.
5. You may not bring bowls or containers out of your cell with you, nor may you bring any food or drink back to your cell.
6. Exchanging or giving any food is not allowed.
7. You are allotted 20-minutes to eat your meal.
8. You will not be permitted to move about the day room during chow. Once you sit, that is your seat for the meal.
9. You must empty your tray in the garbage at the completion of the meal and put the tray in its proper place.

K. **Work/School Regulations.**

1. After work and school call you will report immediately to your assigned area. Failure to arrive on time may result in a loss of work/school and a loss of pay for that day.
2. No unauthorized items may be taken to the work/school areas; for example, non-work-related reading materials, coffee cups, Walkman, clothing, foodstuff.
3. No unauthorized item may be removed from the work/school area.
5. At work/school, you are responsible for any tool issued to you. Upon receiving or returning any tool, you must check the tool for any defects. If the issued tool is damaged or is not working properly during the work period, you must notify the issuing staff immediately. If you lose or intentionally damage any tool, you will be subject to disciplinary action under the charge of Destruction of Property. (As used in this subsection, the word "tool" means "tool, equipment or textbook").

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

- A. If you have not received a copy of the Code of Penal Discipline, or if you lose your copy, it is your responsibility to notify the Unit Counselor.
- B. If a disciplinary penalty of Confinement To Quarters or Loss of Recreation is imposed, you are subject to the following restrictions:
 1. **Confinement to Quarters (CTQ).**
 - a. Meals with population– Allowed. Counts toward one hour out of cell time daily.
 - b. Visits – Also counts towards one hour out of cell time daily. (Unless restricted by

sanctions).

- c. Sick Call – Also counts towards one hour out of cell time daily.
 - d. Medical Appointment – Also counts toward one hour out of cell time daily.
 - e. Mental Health Treatment – Also counts toward one hour out of cell time daily.
 - f. Religious Service – Allowed. Also counts toward one hour out of cell time daily.
 - g. Shower – Allowed. Also counts toward one hour out of cell time daily.
 - h. Library-Not allowed.
 - i. Recreation-Not allowed.
 - j. Social Telephone calls-Allowed. (Unless restricted by sanctions)
 - k. Legal Telephone call-Are allowed.
 - l. 12 step programs- Are allowed.
 - m. School is allowed for inmates through the school year of their 21st birthday.
 - n. Retain own TV/Radio-Allowed.
 - o. Receive commissary-Allowed.
2. **Loss of Recreation (LOR)**. You are not permitted to leave your cell during the dayroom recreation period or recreational programs, such as varsity basketball, handball, or ball field recreation. You are allowed a 15 minute shower and a 15 minute phone call unless phone calls are restricted due to sanctions. The LOR/CTQ shower and phone call period will not occur during unit recreation period, and will be at the discretion of the unit officers.

C. **Informal Disciplinary Process.**

- a. Penalties will be limited to Reprimand, Loss of Recreation, Loss of Phone privileges, Loss of Commissary privileges, Loss of Social Visiting privileges, Extra Duty and Confinement to Quarters (CTQ).
 - b. Up to 3 penalties may be imposed for each informal disciplinary report.
 - c. Penalties may only be imposed for a period not to exceed 1 week.
 - d. Refusal to sign an informal disciplinary report constitutes a refusal and a formal disciplinary report will be issued consistent to the alleged misconduct.
 - e. Penalties shall be consistent with A.D 9.5 Code of Penal Discipline section 10(D).
- D. 1. **Horseplay.** Any inappropriate physical contact between inmates shall be considered fighting and will be prosecuted as a physical altercation per Unit Directive 9.5., Fighting.
2. **Razor Blades.** Shaving razors are issued in the morning, Monday thru Friday after all inmates have been secured. A razor blade that has been altered in any way from its original state shall be considered a dangerous instrument and a Class A Contraband discipline will be issued. Maximum sanctions and penalties will be recommended.

9. **SECURITY RISK GROUPS.** A Security Risk Group is a gang that has been designated by the Commissioner as posing a threat to the safety of staff, the facility, inmates, or the community. A Security Risk Group member will be designated by the Warden and confirmed by the Director of Security on the basis of evidence that the inmate is affiliated with a Security Risk Group. Members

are subject to restrictions in classification status, work and program assignments, visiting, increased disciplinary sanctions, and exclusion from OMGT awards, RREC, and good time restoration.

10. **SPECIAL MANAGEMENT PROGRAM.** The Special Management Program involves a collaboration of mental health and custody using behavioral intervention with a population of inmates who have been designated to a Restrictive Status or may be eligible for such status. A gradual increase in privileges based upon the inmates' ability to demonstrate behavioral control and treatment compliance is the program keystone. Three phases of increasing privileges and movement are involved: Phase One, Phase Two and Phase Three.

Special Management Status Reviews (Administrative Segregation, Chronic Discipline, Security Risk Group and Security Risk Group Threat Member) will be conducted monthly by a committee to determine inmates that are eligible to be removed from Special Management statuses. There are certain requirements that must be met to be considered for removal:

*Administrative Segregation: minimum of 10 months discipline free and successful completion of all DOC and Mental Health recommended group and individual programs.

*Chronic Discipline: minimum of 3 months discipline free and successful completion of all DOC and Mental Health recommended group and individual programs.

*Security Risk Group Member: minimum of 6 months for discipline free for Youthful Offenders, 9 months discipline free for all other inmates, and successful completion of the 5 phase program. All DOC and Mental Health recommended groups and individual programs must be complete.

If you believe you are eligible to be reviewed and have not received a letter confirming your status, please forward a letter to your Unit Manager requesting a "Special Management Review." The letter should include the reason why you believe you should be removed from Special Management Status.

11. **HOUSING ASSIGNMENT.** Assignment to a Housing Unit is based on your mental health level of function. Cell assignment within the unit is made at the discretion of the Unit Manager.

12. **PERSONAL PROPERTY.** You are permitted to have personal property in your possession subject that meets the property standards for your classification status and the security level of the facility. The standards regulate the specific articles allowed the quantity of each article, and the conditions of ownership/access. The allowable property for this facility is stated in the Property Matrix, Appendix A of this Handbook. (Reference: A.D. 6.10, Inmate Property).

A. **Inmate's Risk of Possession.** An inmate's property is retained at the inmate's own risk. The Department will not be responsible for any property personally retained by the inmate which is lost, stolen, damaged, consumed or discarded while in the inmate's cell or on the inmate's person.

B. **Markings.** The Property or Commissary Officer will permanently mark an inmate's personal electrical appliances with the inmate's name and number.

C. **Volume of Property.** You are permitted to have six cubic feet of property in your possession of which no more than two cubic feet may be commissary. This includes legal work; the Unit Administrator or designee assigned to property must approve any exceptions to this, in writing.

D. **Transfer.** If you transfer to another facility, you must pack all of your property in the container provided to you and take it to the A & P Room for inventory. Under ordinary circumstances, your property will accompany you. No inmate may leave property behind for the use of another inmate. If you have been transferred here and you have property at

another facility, contact your Unit Correctional Treatment Officer.

- E. Unauthorized Property. Unauthorized Property is property that belongs to you that you are not permitted to have in your possession at this facility. Unauthorized Property will be disposed according to the Directive.
1. Disposition of Unauthorized Property. The Unauthorized Property of inmates must be disposed of within thirty (30) days. An inmate has four options: (1) identify an approved visitor to whom the property can be released; (2) provide an address to which the property can be mailed at the inmate's expense, except for indigence; (3) identify an approved charity to which the property may be donated; (4) authorize the facility to discard the item. Failure to select one of the above items will result in disposition at the Unit Administrator's discretion.
 - a. Contraband. Unauthorized Property is different from contraband in that contraband is property found in your possession that you are not permitted to have. Possession of contraband will subject you to disciplinary action.
 - b. Broken equipment must be brought to the Property Room to be removed from your matrix if you would like to order a replacement. You may not order equipment unless your matrix reflects that you do not currently have it. **DO NOT THROW IT AWAY!**
 2. Valuables. Valuable Property will be stored in a secure storage area in a separate envelope for each inmate and clearly marked. The inmate will be issued a receipt.
- F. Unclaimed Property. Unclaimed Property is property that is not claimed within 30 days of a notice having been sent to the inmate's last known address. Unclaimed Property will be disposed of according to A.D. 6.10, Inmate Property.

13. **INFORMATION, PROBLEM SOLVING, REQUEST SYSTEM, AND Administrative Remedies.**

- A. Information.
1. Bulletin Boards. Bulletin Boards are located in the Housing Units and at various locations throughout the facility. Up-to-date information about the operation of the facility is regularly posted on the Bulletin Boards.
 2. Unit Counselor/Treatment Officer or Housing Unit Officer. Any questions concerns or issues can be addressed to your Unit Counselor/Treatment Officer or the Housing Unit Officer.
- B. Problem Solving. Most problems can be solved through verbal contact with the staff member in charge: the Housing Unit Officer, your Unit Counselor/Treatment Officer, or Unit Manager. Address the problem to the staff member with responsibility for the problem area before appealing to a supervisor. Explain the problem and follow the advice or instruction. Use the chain of command.
- C. Inmate Request System. The Inmate Request System provides an informal way of obtaining information about a policy, procedure, or practice from a staff member. Request Forms (FORM CN 9602) are available from the Housing Unit Officer or CTO/Counselor.
1. The Request System serves as the Informal Resolution in the Administrative Remedies Procedure.
 2. Staff has up to 15 business days from receipt of the request to respond. (Reference: A.D. 9.6, Inmate Administrative Remedies).
- D. Administrative Remedies Procedure (ARP). The Administrative Remedies Procedure provides a way for you to obtain a formal disposition of an issue or a problem from the Unit

Administrator or officials above the Unit Administrator. A summary of the Administrative Remedies Procedure explaining how to use it is included in Appendix B of this Handbook. Administrative Remedy Forms (FORM CN 9601) may be obtained from the Housing Unit Officer or Unit Counselor/CTO. Questions about the use of the Administrative Remedies Procedure may be sent to the Administrative Remedies Coordinator on a Request Form. A copy of the Administrative Remedies Procedure may be obtained on request to your Unit Counselor/CTO. (Reference: A.D. 9.6, Inmate Administrative Remedies).

Prior to filing an Administrative Remedy, use the Inmate Request System to attempt an Informal Resolution. Attach a copy of the written response from the appropriate staff member in order to begin the Administrative Remedies Process.

14. **MAINTENANCE.** You should report any equipment malfunction to Housing Unit personnel.

PART II

FACILITY SERVICES

1. **CLASSIFICATION.** Classification is the ongoing process of collecting and evaluating information about you to determine your risk and needs level for purposes of deciding the facility where you will be housed, your job assignment, your treatment needs, and what programs would be suitable. (Reference: A.D. 9.2, Inmate Classification).
 - A. **Classification Committee.** The Classification Committee is comprised of the Unit Manager(s), Unit Counselor/CTO, and Counselor Supervisor. All requests for job re-classification should be forwarded to the Unit Counselor and will be reviewed by the Classification Committee and the Deputy Warden of Programs and Treatment.
 - B. **Housing Unit Team.** The Housing Unit Team is comprised of the Housing Unit Officers, Correctional Treatment Officer, the Unit Counselor, and Clinical Social Worker under the supervision of the Unit Manager. The Housing Unit Team will provide you with information about the operations of the facility and available programs.
 - C. **Transfer.** Decisions involving transfers will be made at the discretion of the Director of Offender Classification.
 - D. **Master File.** The facility maintains a record of the status of your sentence (including any pending charges) and your program participation in a Master File. The Inmate Records Office maintains your Master File. Questions about information in your Master File should be directed to your Unit Counselor.
 - E. **Appeal of a Classification Decision.** You may appeal any classification decision to the unit administrator with the exception of classification assignments made by the Director of Offender Classification and Population Management.

 2. **SENTENCE COMPUTATION AND CREDITS.** The Department of Correction is responsible for the computation of sentences. Following is a description of factors that pertain to sentence computation (excepting inmates sentenced for crimes committed after 10-01-94 who is ineligible for good time credits). (Reference: A.D. 4.2, Sentence Computation and Time Keeping)
 - A. **Statutory Good Time.** For inmates sentenced to a term of imprisonment for a crime committed prior to 10/1/94. Good time reductions are 10 days per month or 12 days per month after serving 5 years.. (Reference: C.G.S. Sect. 18-7 and 18-7a).
 - B. **Pre-sentence Credit (Jail Credit).** Pre-sentence Credit is credit for time spent in
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confinement prior to disposition of the charge on which sentence is imposed. (Reference: C.G.S. Secs. 18-97, 18-98, and 18-98d(a); (1104 Supreme Court Harris Decision) the very first sentenced docket when being held on multiple dockets sentenced on different days.

- C. Jail Credit Good Time. Jail Credit Good Time is good time earned on Pre-sentence Credit. (Reference: C.G.S. Secs. 18-98c and 18-98d(b)).
- D. 7-Day Job Credit. 7-Day Job Credit is a computation of sentence of one day for each seven-(7) consecutive days of employment in a job designated as a 7-day job. (Reference: C.G.S. Sec. 18-98a).
- E. Outstanding Meritorious Good Time (OMGT). OMGT is an outstanding performance credit of up to 120 days for each continuous term of confinement granted at the discretion of the Commissioner. (Reference: C.G.S. Sec. 18-98b).
- F. Risk Reduction Earned Credit. Any Inmate sentenced to a term of imprisonment for a crime committed on or after 10/1/94 may be eligible to earn risk reduction credit toward a reduction of that sentence at the discretion of the Commissioner. The reduction is at the rate of 5 days per month. Public Act 11-51, Sections, 22, 23, 24, and 25. Inmates may refer to A.D 4.2A Risk Reduction Earned Credit.

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. Services will be provided as allowed in your unit/designated area.
- B. All inmates must sign a "Request for Religious Affiliation" form in order to attend Religious activity. You can participate in only one religion at a time. You may change religious affiliation (participation) every ninety- (90) days by submitting a new form to the Chaplain.
- C. Religious Articles. A request to purchase religious articles not available through the commissary shall receive prior written permission of the Director of Programs and Treatment or designee. Items ordered without permission will be considered unauthorized and may be deemed contraband. Written religious material, i.e., Bible, Quran, Concordance, Religious Newspaper, etc., may be purchased from the Commissary or from an outside vender. A Staff Chaplain may distribute appropriate donated written religious material, Bible, Quran, etc., if available. This material must be in new condition only in accordance with Administrative Directive 10.7, Inmate Communications.
- D. Marriage. A request to be married must be sent to the Unit Administrator. (Reference: A. D. 10.9, Inmate Marriages and Civil Unions).
- E. Ramadan Fast. Only inmates who are listed on the Islamic Religious affiliation list may participate in this fast.
- F. Smudging. Smudging materials orders shall be processed through the Institutional Religious Facilitator or designee.

4. **HEALTH CARE SERVICES**. Medical, Dental, Mental Health, x-ray, Laboratory, Pharmaceutical and Optical services are available either through staff assigned to this facility or consulting staff.

- A. Emergency. If you have an emergency health problem or an injury, inform a staff member immediately. Emergency response is available 24 hours of every day. X-rays and laboratory services are done by physician's order. You will be scheduled appropriately.
- B. Access to Services. Routine access to Health Care Services is achieved by submitting a

request. The Health Services Request Box is located in the Housing Unit.

- C. Hours. The Health Services Unit is staffed 24 hours of every day. You are only permitted access into the Health Services Unit (1) if you have an appointment or (2) if you are called or taken to the unit by a staff member.
 - D. Sick Call. Sick Call is the opportunity for you to bring a non-emergency health problem to the attention of medical staff. Should you seek treatment for a health problem, the Medical department may assign you to "Sick Cell." While on this status, you will not be permitted to attend recreation or programming and you may be required to eat in your cell.
 - 1. Sick Call commences at 9 a.m. each day.
 - 2. There is a \$3.00 charge for Sick Call for sentenced inmates.
 - 3. To sign up for Sick Call put a request in the Health Services Request Box. You will be seen as soon as possible provided your request is properly filled out including your name, inmate number, Housing Unit, and health need.
 - 4. You will be called to Health Services when you are scheduled for sick call.
 - E. On-Person Medication. On-person medication will be given to you in quantity. You must take the medication according to the prescribed dosage and interval. This only applies to inmates housed in the General Population Units. Accumulating medication will subject you to disciplinary action.
 - 1. Refills. You may attach the refill label to a Request Form and deposit it in the Health Services Request Box, following the label directions. Refills are done Monday through Friday. You may also give your refill label to Health Services staff.
 - 2. Tylenol/Aspirin/Antacids. Tylenol and aspirin are available through the Commissary for general population units only.
 - F. On-line Medication. Medical staff on a per dosage basis will administer on-line medication. You must take the medication in the presence of staff.
 - 1. Inmates permitted to go to the Health Care Unit will do so via the pass system.
 - 2. Inmates whose movement is restricted will receive on-line medication at the cell.
 - G. Medication Call. Medication dispensing schedules vary from unit to unit. Specific information may be obtained through your unit counselor or medical staff.
 - H. Dental. Put a request in the Health Services Request Box. An appointment will be scheduled.
 - I. Mental Health. Put a request for a consultation in the Health Services Request Box.
 - J. Optical. Put a request in the Health Services Request Box. *Garner CI procedure for requesting eyeglasses or contact lenses-see Unit Counselor/CTO for form.
5. **FOOD SERVICES.** All inmates will receive the same nutritionally balanced diet, unless an exception is approved by Medical or a Common Fare Diet is requested. A Common Fare Diet may be requested upon admission or by submitting an inmate request to the Food Service Supervisor.
6. **RECREATION.** Coordination of recreation activities is the responsibility of the Recreation Director. General Recreation is carried out daily in the day room of your Housing Unit, outdoors, or in the gymnasium. A recreation schedule and any unit rules will be posted on the Bulletin Board in your Housing Unit.

1. Equipment. Recreational equipment is available in the recreation area. You must sign out any equipment you use by turning in your I.D. Upon return of the equipment in good condition your I.D. will be returned. Misuse or abuse of the equipment will not be tolerated. Violations may be subject to disciplinary action.
 2. Gymnasium. You must adhere to the following rules:
 - a. Shoes, boots, or black marking soles are not permitted in the gymnasium.
 - b. Food and beverages are not permitted in the gym.
 - c. Headgear of any type or Walkman/CD player is not permitted in the gym.
 3. Outdoor Rules. You must stay within the designated boundaries of the recreation area.
 4. Appropriate Conduct. You must conduct yourself according to the rules of the activity. Horseplay is not permitted.
 5. Attire. You are required to wear appropriate clothing for the activity. Proper gym attire shall consist of T-shirts or sweatshirt, shorts (not boxer shorts) or sweatpants.
 - B. Special Events. The Recreation Director will schedule special events. See your Housing Unit Bulletin Board for scheduled events and unit participation.
7. **INMATE ACCOUNT**. Each inmate will have an Inmate Account in which any wages, allowances paid, or funds received from outside sources, will be deposited by this facility. (Reference: A.D. 3.7, Inmate Monies).
- A. Incoming Funds. Incoming funds may be mailed to: **Department of Correction, Inmate Trust Fund, P.O. Box 290800, Wethersfield, CT 06129-0800**. Funds are accepted from the following sources: Money Order or Certified/Cashier's Check, along with complete and legible remitter information, Attorney checks (along with cover letter), employer checks (along with paystub), refund check from vendors, Social Security checks, Social Services checks, tax refunds, unemployment checks, Veterans Administrative checks. The sender **must** complete all required sender information. **Any** correspondence received at the above address will be returned to the sender along with the funds. If the funds are unacceptable or the sender information is incomplete, a returned letter of funds notification will be completed and the funds will be returned to the sender. A copy will be forwarded to you for your record. Funds can also be forwarded by electronic deposit through **Western Union Quick Collect**. You may inform your family/friends that there is an Inmate Funds Deposit Kiosk in the facility lobby.
 - B. Outgoing Funds. You may only send funds from your Inmate Account to anyone that is on your approved visiting list. See your Unit Counselor or CTO for all transactions.
 - C. Banking. Garner C.I. permits you to have a savings account at a local bank. Initiating and account or to transfer funds to or from your Inmate Account to your savings account, must be done directly with the bank utilizing their forms. No more than two transactions per month are permitted.
 - D. Indigent Inmate. An inmate is considered indigent when their account has not exceeded \$5.00 for the previous 90 days, or for the term of his incarceration; whichever is less.
8. **COMMISSARY**. The Commissary sells articles for your personal use. A list of articles for sale is printed on the Commissary Order Form. Commissary Order Forms are available from the Housing

Unit Officer. You must have funds in your Inmate Account to use the Commissary. No more than \$75.00 dollars may be spent each week, excluding the purchase of a television, radio, and other electronic items, clothing, watches, footwear, religious items, compact discs , or holiday packages For inmates classified to restrictive housing, spending limits shall be in accordance with A.D 9.4 Restrictive Status. (Reference: A.D. 3.8, Commissary).

- A. Commissary Day. Each Housing Unit is assigned a day for receipt of commissary. The schedule is posted on the Bulletin Board and published in the newspaper.
- B. Placing an Order. The day before your Commissary Day, fill out a Commissary Order Form and deposit it in the commissary box. Your order will be delivered on the next scheduled Commissary Day.
 - 1. The commissary order must be submitted in accordance with the established schedule for your housing unit or the order will not be processed.
 - 2. The commissary order must be completely and correctly filled out, or the order will not be processed.
 - 3. You are not permitted to use a commissary chit from another housing unit.
- C. Substitutions. If a brand name is specified on the commissary order and the brand is out of stock, the order will not be filled unless you mark the order "or other," in which case a comparable brand will be supplied at the price of the substitute brand.
- D. Delivery. Unit staff will explain the method of delivery for your Housing Unit. To receive your order, you must (1) show your I.D. card, (2) examine the contents of the package against the items charged, and (3) sign for receipt of the package. There is no recourse for error regarding items received after you have signed for receipt. If you decline to accept the order, the entire order will be withheld. If there are items listed on the receipt but missing from your order, address the matter with the Commissary Officer at the time of delivery.
- E. Problems. Inquiries or problems concerning your spending account or other commissary issues should be directed to your Unit CTO or Counselor.

9. **MAIL**. The information stated in this Handbook is provided to guide your use of the mail system. (Reference: A.D. 10.7, Inmate Communications).

- A. General. You may write and receive an unlimited number of letters at your own expense. You may write to anyone except: (1) a victim of any criminal offense for which you have served or are serving a sentence, or stand convicted of, or disposition is pending; (2) any person under the age of 18 when the person's parent or guardian objects in writing to such correspondence; (3) an inmate in another correctional facility, other than immediate family; (4) a parolee or inmate on community confinement without the express permission of the Unit Administrator and the addressee's supervisor; (5) any person, whereupon an active restraining order or court order; or (6) any other person, when prohibiting such correspondence is generally necessary to further the substantiate interests of security, order or rehabilitation. when correspondence with a person or group has been expressly prohibited by the Warden.
- B. Outgoing. Stamped envelopes are available through the Commissary. You must address the envelope with the complete, legible address of the party you are corresponding with. You must put your own name, your inmate number, and the return address of the facility on the outside of the envelope. You may seal outgoing correspondence.
- C. Incoming. Incoming mail will be opened by mailroom personnel and inspected for contraband, but not read except under Review Procedures. (See Section G below).

- D. Privileged Correspondence. Privileged Correspondence is correspondence to and from any state or federal court, any elected government official, the Commissioner of Correction or any appointee of the Commissioner, the Attorney General, the Board of Parole, the Sentence Review Board, the Commission on Human Rights and Opportunities, the Commissioner on Claims, the Board of Pardons, the Correctional Ombudsman, and attorneys.
1. Privileged Correspondence must be clearly marked as privileged.
 2. Incoming Privileged Correspondence will be opened in your presence and the envelope inspected for contraband, but not read. Inadvertent opening outside your presence will be noted in writing.
- E. Free Mail. An inmate whose Inmate Account has not exceeded five dollars for the past 90 days will be permitted to send two free social letters each week, and five letters per month addressed to the court or attorneys. (Reference: A.D. 3.12 Fees for Program and Services). Additional free correspondence to courts and attorneys may be authorized by the Unit Administrator based upon the reasonable needs of the inmate.
- F. Certified Mail. Requests for speedy trial under C.G.S. Secs. 54-82c, 54-82m, and 54-186 and correspondence with the Sentence Review Board will be sent certified. Other correspondence may be sent certified with the approval of the Unit Administrator.
- G. Review. The Unit Administrator may place your mail under review, which includes reading, if the Unit Administrator has a reason to believe that such reading is generally necessary to further the substantial interests of security, order or rehabilitation.
- H. Rejection. Correspondence which contains or concerns: the transport of contraband in or out of the facility; plans to escape; plans for activities in violation of facility or Department rules; plans for criminal activity; violation of the State Regulations on correspondence; material which reasonably could cause physical or emotional injury to the inmate recipient as determined by mental health staff; information which creates a clear and present danger of violence and physical harm to a human being; things written in code; mail which attempts to forward correspondence for another inmate; threats to the safety or security of staff, other inmates or the public, facility order or discipline, or rehabilitation; sexually explicit materials involving 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 to the sender.
 3. If the correspondence is material of criminal or disciplinary proceedings, the notice of rejection may be delayed pending completion of any investigation.
 4. If your mail is rejected, it will be returned to sender at your expense.
- I. Publication Orders. You may order books, other publications, magazine and newspaper subscriptions. Contact your Unit Counselor for instructions. (Reference: A.D. 10.7, Inmate Communications).
1. Orders must be placed with your Unit Counselor. No order will be processed unless you have sufficient funds in your Inmate Account to cover the cost of the order.
 2. Orders will only be placed to a publisher, book club, or bookstore.
 3. A publication may be rejected if it adversely affects a valid penological interest. If a publication is rejected, you have a right of appeal to the Director of Security

within 15 days of receipt of the notice of rejection.

10. **VISITING.** You may visit with approved visitors subject to security requirements and to the constraints of space availability and scheduling. (Reference: A.D. 10.6, Inmate Visits).
- A. **Visiting List.** The Visiting List is the list of persons who are authorized to visit you. No one will be admitted as a visitor who is not on your Visiting List, except as a Special Visit or a Professional Visit (See Section E and H below). You may have up to seven persons on your Visiting List including all children. An adult is any person 18 years or older.
1. **Admission.** Upon admission, you may request Visiting Application Forms from your Unit Counselor. These forms must be mailed to the person you wish to have placed on your visiting list and returned via U.s mail to your Unit Counselor.
 2. **Changes.** You may change your Visiting List every 120-days following the same procedure above.
- B. **Authorization.** The Unit Counselor will review your approved visiting list. Visitors will ordinarily be approved, but a person may be denied visitation based on criminal history, threat of disruption, or violation of visiting or security regulations. Persons who have been convicted of a criminal offense will be assessed for nature and severity of prior criminal conduct and for evidence of current criminal activity.
1. **Immediate Family.** Immediate family includes your legal spouse, parent, grandparent, sibling or child including a step/foster relationship.
 2. **Expanded Family.** Expanded family includes your **verifiable** cohabitant, aunt, uncle, niece, nephew, mother-in-law, father-in-law, sister-in-law, brother-in-law, half brother and half sister.
 3. **Limitations.**
 - a. No visitor, except immediate family members and members of authorized community groups, shall be on more than one inmate's visiting list at one facility.
 - b. Visitations with the victim for any crime you have been charged with or convicted of are not permitted, except when approved in writing by the Warden.
 4. **Children Must Be Accompanied.** Children under the age of 18 shall be accompanied by an authorized adult immediate or expanded family member on the approved visiting list, legal guardian or an adult properly authorized by the Department of Children and Families or an adult approved by the Unit Administrator, and remain under adult supervision at all times. Children under the age of 18 must be an immediate or expanded family member of the inmate being visited and must have been approved through the visiting application process in accordance with A.D. 10.6.
 5. **Inmates in Restrictive Housing.** If you are assigned to restrictive housing, ask your Unit Counselor about procedures that apply to you. (Reference: A.D. 9.4, Restrictive Status).
 6. **Appeal.** You may appeal a denial of visitor authorization to the Warden within ten days of the denial.
- C. **Visitor Identification.** The visitor's identity will be verified through photo identification prior to admission to the Visiting Area.
- D. **Visiting Schedule.** Visiting schedules are posted in the individual housing units.
- E. **Special Visit.** A Special Visit is a visit, approved at the discretion of the Unit Manager, which allows exceptions to the authorized: (1) visitor list, (2) number of visits, (3) number of

visitors, (4) length of visit, and (5) visiting schedule. A request for a Special Visit must be submitted to your Unit Counselor at least five working days prior to of the visit to allow for verification of the circumstances, except in the case of an emergency.

- F. Contact Visits. Inmates on any type of restricted status may not be allowed to have contact visits in accordance with A.D 9.4 Restrictive Status, and 6.14 Security Risk Groups.

Inmates who meet the following criteria may be eligible for contact visits:

- a. no Class A Discipline for two (2) years;
- b. no Class A Discipline - Assault on Staff for a duration to be determined by the Unit Administrator but not less than two years.
- c. free of other disciplinary reports for six (6) months;
- d. positive program and work performance for one (1) year;
- e. Not on High Security Status;
- f. Bond less than \$250,000;
- g. six (6) months at current security level or more.
- h. if under the age of 21, enrolled in G.E.D preparation program.

- G. Visiting Rules. Contact Visiting provides for the inmate and his visitor(s) to be in the physical presence of each other.

1. General Rules. The general rules apply to all visiting situations, unless other restrictions have been imposed.

- a. Frequency. You are permitted to have two visits each week (Monday - Friday) to include one visit every other weekend.
- b. Number of Visitors. You may have no more than three visitors in the Contact Visiting Room. If your are subject to Non-Contact Visiting, you may have no more than two visitors in the Non-Contact Visiting Room. Split visits are **not** allowed.
- c. Intimacy. An inmate authorized a contact visit will be permitted a brief embrace and kiss at the beginning and end of a visit. Excessive intimacy, including inappropriate kissing, hugging or fondling is strictly prohibited.
- d. Length of Visit. Each visit is limited to one hour.
- e. You are permitted to take only your inmate I.D., wedding band, and authorized religious medal/headgear into the Visiting Room.
- f. Conduct. You are required to conduct your visit in a quiet, orderly and dignified manner.
- g. Socializing among other visiting parties is **NOT** permitted.
- h. Attire. Your visitor must be dressed in reasonably modest attire. Revealing, seductive or offensive clothing may result in a visitor being denied access to or being removed from the Visiting Room.
- i. Children. Children must be under the supervision of an adult visitor at all times. Child's conduct must not disrupt the Visiting Room.

- H. Termination of Visit.

1. A visit may be terminated if you, your visitor, or your children engage in behavior that disrupts the Visiting Room or that is in violation of facility rules.
2. The Unit Administrator may rescind authorization of an approved visitor on a finding that the conduct or actions of a visitor, or your conduct or actions with respect to a visitor, are detrimental to the order or security of the facility. Such a finding will be communicated in writing to you and your visitor.
3. Any person conveying or causing to be conveyed to an inmate any unauthorized

articles including electronic devices, intoxicating liquors, drugs, firearms, explosives, or any device which may be used in an escape or attempted escape is subject to imprisonment for not more than five years and a fine of not more than \$1,000 or both. (Reference: C.G.S. Sect. 53a-174 and 53a-174a).

I. Professional Visits.

1. Professional visits are visits by attorneys or their designated representatives, law enforcement officials, clergy, media representatives, DOC employees, staff from community agencies, and any other visit so designated by the Unit Manager or Counselor Supervisor.
2. Professional visits, other than attorneys, will take place during regular visiting hours with 24 hours advance notice and authorization from the Unit Manager or Counselor Supervisor, unless otherwise arranged and approved.
3. Professional visits with clergy will take place during visiting hours and no later than 10 days from the initial request.
4. Professional visitors must meet the identification standard of section 10 C above, plus show verification of their profession.
5. The visiting rooms for professionals will be assigned on a first-come, first-served basis.
6. Legal and attorney visits are to be arranged by request on line or by contacting the facility Professional Visiting Coordinator. The Religious Facilitator will arrange clergy visits.

J. Legal and Attorney Visits.

1. Legal, attorney and clergy visits will take place in a professional visiting room.
2. Legal and attorney visits are to be set up through the Professional Visiting Coordinator. The Religious Facilitator will arrange clergy visits.

K. Receipt of Property and Funds. No inmate property or funds will be accepted by staff in connection with a visit.

11. **TELEPHONES.** Inmate use of the telephones is governed by State Administrative Regulations 8-81-28/29 and 18-81-41 through 18-81-51, available in the Library. The information stated in this Handbook does not intend to supersede or overrule those Regulations in any manner, and is provided to guide the ordinary use of telephone privileges authorized for inmate. (Reference: A.D. 10.7, Inmate Communications). Facility inmate use telephones allow for non-privileged conversations with authorized parties that are available in areas specified by the Unit Administrator exclusively for inmate use.

A. Inmate Use Telephones. Inmate use telephones are telephones of which only a collect call can be placed. A collect call is a call, whereupon the person called agrees to pay the charges. Collect-call-only telephones are located in all Housing Units.

B. Recording and listening. Your telephone conversations are subject to being recorded and monitored. Conversations that violate State Regulations may be the basis of criminal or disciplinary action.

C. Enrollment in Inmate Telephone System. To enroll, you must sign the Inmate Notification Acknowledgment Statement.

1. You must set up your PAN list (Personal Allowed Numbers) prior to making any phone calls. The phone numbers on your PAN are the only phone numbers that are approved to call. For directions, see your unit counselor or

- CTO.
2. A violation of 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 Inmate Telephone System to be rescinded.
 3. The Notification and Acknowledgment Statement must be signed in ink.
- D. Changes. Your PAN list will follow you to other facilities. You will only be permitted to make changes to your PAN list on the first Monday through the first Friday of every month. No other changes will be permitted.
- E. Means of Access/PIN. Each inmate who enrolls in Inmate telephone system, will be given a PIN (Personal identification Number). The PIN must be entered (by entering the numbers on the phone pad that correspond to the PIN) in order to place the call. DO NOT SHARE THIS PIN # WITH ANY OTHER INMATES.
- F. Telephone Regulations.
1. Telephone calls are permitted during your recreation periods or at the discretion of a staff member.
 2. You are permitted to make three (3) calls per day unless you are under restriction. A Call may not exceed 15 minutes.
 3. You are not permitted to disclose or share your PIN; you are not permitted to use another inmate's PIN. These actions constitute the disciplinary offense of Security Tampering.
 4. If your collect call is accepted, it will be charged as one of your allotted daily calls.
 5. Third party telephone calls are prohibited.
 6. Telephone calls to D.O.C. officials are prohibited.
 7. Restricted phone numbers include but are not limited to the known telephone number(s) of victim(s) of the inmate's crime or telephone numbers of any other individuals deemed prohibited by the Unit Administrator.
- G. Termination. Any call may be terminated for the following reasons: violation of unit rules; illegal activity; exceeds time limit; misuse of equipment; threatening or disruptive behavior; unit emergency; interference with other valid penological interest. Effective January 2, 2007 the D.O.C. will begin the practice of **automatically terminating** any non-privileged inmate telephone call that involves call forwarding, three-way calling, or any interruption to the original call placed from any correctional facility. This includes the practice of utilizing a "flash button" or "clicking over" utilizing total phone or any other similar telecommunications service by the call recipient. It is the responsibility of each inmate to refrain from participating in such activity when using the facility inmate telephone system. Any violations of this policy may result in disciplinary action including restrictions to and/or loss of telephone use privileges.
- H. Calls to Attorney. Under ordinary circumstances, a non-recorded, non-monitored collect call can be made to your attorney of record by making advance arrangements through your Unit Counselor. The call will be placed by staff for verification; the attorney must agree to accept the charges. Staff will maintain observation of you outside of the listening range, as circumstances permit. Calls will be limited to 10 minutes, unless authorization for a longer period is granted. An inmate shall be permitted two legal calls per month in addition to calls initiated by the inmate's attorney. Calls answered by a busy signal shall not be counted. Calls answered by a person or an answering machine/voicemail shall be counted as a contact.

- I. 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.
 - J. Emergency Calls. You may place an emergency call on a facility phone subject to approval by the Unit Manager.
12. **BARBER SERVICES**. Barber services may be utilized during your recreation period only. Neither logos nor exotic haircuts are permitted.
13. **LIBRARY**. The Library schedule and hours are posted on the unit bulletin boards. Books may be checked out for up to two weeks. You are responsible for their return. To schedule time in the library, submit a written request for attendance to the librarian utilizing an inmate request form. Non-restricted legal materials may be borrowed in accordance with the leisure reading materials policy.
14. **PHOTOCOPYING**. Photocopying services shall normally be restricted to legal materials. Inmates who need copies of legal library materials must come to the library, pull their own materials, fill out the appropriate paperwork and submit materials and paperwork to the their Unit Counselor/CTO. An inmate may have up to twenty pages per month copied. An inmate shall be charged \$.25 for each page copied. The funds shall be deducted from the inmate accounts prior to providing the inmate with the documents. The copies will be forwarded to the inmate through the mail. The cost of copies for an indigent inmate, as defined in A.D. 6.10., Inmate Property shall be waived.
15. **NOTARY PUBLIC**. Services of a notary public are available; contact your Unit Counselor.
16. **COURT TRIP**. A Court Trip is a trip from this facility to a state or federal court, and any return.
- A. You must wear the uniform of the day.
 - B. You are permitted to take legal materials with you that pertain to your case. These materials must be surrendered to the transporting staff during transit. The materials will be returned to you when you are in a secure lock-up at the court and when you return back to the facility.
 - C. You will be subject to the use of restraints according to Department policy. (Reference: A.D. 6.4, Transportation of Inmates).
 - D. A lunch will be provided.
 - E. You are not permitted to exchange or receive any item from any person while on a court trip.
 - F. No jewelry other than a wedding band shall be allowed to be worn on any trip. This includes, but is not limited to, religious jewelry and watches. Any such items found in your possession upon returning from a trip will be considered contraband and will be confiscated.
 - G. No extra clothing, particularly sweatshirts, sweatpants, other than the uniform of the day will be allowed to be worn on any trip. Any such items found in your possession upon returning from a trip will be considered contraband and will be confiscated.
 - H. You must pack your property and bring it with you to the AP room on your court date. If you elect not to, Garner CI shall not be held responsible for any lost, stolen or misplaced item.

17. **ORIENTATION.** Upon admission to this facility, you will be required to attend orientation sessions. The purpose of these sessions is to inform you of how the facility operates, what your obligations are, and what programs and services are available. Instructors will answer any questions you may have.
18. **PROPERTY LOSS.** If any of your property is lost or damaged you should use the IGP to initiate recovery or compensation. If the IGP is not satisfactory and if you believe the State is responsible for the loss or damage, you may file a claim through the Commission on Claims. A claim must be filed within one year of the knowledge of the loss or damage. (Reference: A.D. 6.10, Inmate Property; C.G.S. Sec. 4-141, et. seq.).
 - A. To file a claim, fill out two copies of the Property Claims Form. Detailed instructions are provided on the form.
 - B. Mail one copy to the State Claims Commissioner with the filing fee (explained on the form). Mark the second form "COPY" and send it to the Property Officer.
19. **GATE MONEY.** Gate Money is money that maybe provided by the State as a means of assisting with expenses that you incur immediately upon release. You will receive Gate Money from Garner C.I. if: (1) you are eligible based on the amount of money in your Inmate Account and on the length of your incarceration; and (2) this is the last Department of Correction facility before you are released to the community. You will receive Gate Money upon discharge. If you have funds on the books and would like a check upon discharge, contact your Unit Counselor/CTO prior to your discharge.
20. **INTERPRETER SERVICES.** Interpreter services can be arranged if needed; contact your Unit Counselor.
21. **AMERICANS WITH DISABILITIES ACT.** Upon admission to the Facility, you will be provided with the Inmates with Disabilities Notice of Rights in accordance with the Americans with Disabilities Act and Request for Reasonable Accommodations in accordance with Administrative Directive 10.19, Americans with Disabilities Act. You are required to complete the Request for Reasonable Accommodations and indicate whether or not your inmate request needs special accommodations. Reasonable efforts shall be made to provide reasonable accommodations throughout your incarceration. An appropriate reasonable accommodation may differ depending on the ability of the inmate and the nature of the program or activity in question. You may appeal decisions concerning the request for accommodation by utilizing the Administrative Remedies Procedure in accordance with Administrative Directive 9.6, Administrative Remedies.

PART III
FACILITY PROGRAMS

1. **GENERAL.** Any refusal will subject the inmate to disciplinary action, and as a consequence of discipline the inmate may 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 Department Head administers educational programs at this facility. Educational programs available at Garner CI are:
 - A. **Adult Basic Education (ABE).** Provides training in basic academic skills in reading, mathematics, language, arts, general science and social studies to achieve grade-eight proficiency.
 - B. **General Educational Development (GED).** Provides instruction to achieve grade-twelve proficiency based on the GED examination.
 - C. **Special Education Programs (SEP).** Provides special programs for special needs students.
 - D. **Literacy Tutor.** Utilizes trained inmate tutors to provide academic support services to other inmates in need of Reading, Mathematics, Writing and Basic English Skills.
 - E. **Correspondence Program.** Provided through the School Principal to inmates interested in enrolling in degree and non-degree programs.

 3. **WORK ASSIGNMENT.** Inmate job assignments are determined at the discretion of the Classification Committee. If you are interested in a particular job, submit a request to your Unit Counselor.

 4. **ADDICTION SERVICES.** AA and NA Meetings – 12-step fellowship self-help group.

 5. **HIV COUNSELING.** HIV Counseling provides information about Acquired Immune Deficiency Syndrome (AIDS). Counseling components include what AIDS is, how you contract it, how you avoid contracting 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.

HIV Testing - HIV testing is available; contact the HIV Counselor. You may contact the HIV Counselor by addressing a sealed envelope to the "HIV Counselor." This is a confidential service. (Reference: A.D. 8.11, Human Immunodeficiency Virus Infection).

 6. **FURLOUGH.** The furlough program exists to allow deserving inmates who are classified Level 2 or below to leave the facility for no more than 45-days. To receive a furlough you must be eligible and be approved by the Unit Administrator. There are several types of furloughs:
 - A. Community Program;
 - B. Emergency
 - C. Terminal illness
 - D. Home visit furlough
 - E. Re-entry
 - F. Education or employment
 - G. Medical
-

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

7. **COMMUNITY RELEASE**. Community Release is a community residence program that allows an inmate to serve his sentence under supervision while residing in the community. There are several different Community Release programs. Inmates are evaluated on their risk to the public welfare, their needs, and their overall performance to ensure law-abiding attributes.

For information about Community Release and eligibility, contact your Unit Counselor. (A.D. 9.2, Inmate Classification).

8. **OFFENDER ACCOUNTABILITY/PROGRAMS**. Programs offered at Garner CI include: Domestic Violence, VOICES, Anger Management, and Good Intentions/Bad Choices. Address any questions regarding programs with your Unit Counselor/CTO as availability is subject to change.

PART IV

OUTSIDE SERVICES AND PROGRAMS

1. **PAROLE**. Parole is release from incarceration to supervision in the community before the expiration of an inmate's sentence. The Board of Parole makes parole decisions based on the Board's determination (1) of whether there is reasonable probability that the inmate will live and remain at liberty without violating the law, and (2) that such release is not incompatible with the welfare of society. Your date of parole eligibility is shown on your time sheet. For information, contact your Unit Counselor.
2. **SENTENCE REVIEW or MODIFICATION**. Sentence Review is the review by a panel of judges of an inmate's sentence that is three years or more, except those sentences resulting from a plea bargain will not be reviewed. Application for Sentence Review must be filed within 30 days of the date the sentence was imposed. Contact your attorney to submit the application.
3. **LEGAL ASSISTANCE**. Legal Assistance to inmates is provided by Inmates' Legal Assistance Program (ILAP). The scope of the service is (1) Identifying, articulating, and researching legal claims, and (2) enabling inmates to access the judicial system through advice, counsel, and preparation of meaningful legal papers such as writs, complaints, motions and memorandum of law for claims having legal merit.

ILAP provides legal assistance in civil matters only. Thus, ILAP cannot provide legal assistance relative to criminal cases or to appeals of criminal cases. Assistance does not include representation and/or entering an appearance in a case or extend to the actual trial of the claims or argument in appellate proceedings or any other ancillary proceedings thereto. A written request is required prior to calling. Written requests should be addressed to Inmates' Legal Assistance Program, PO Box 260237, 78 Oak Street, Hartford, CT 06126-0237. Telephone 1-800-301-ILAP line.

Federal Bureau of Prisons Inmates seeking legal assistance may contact Community Corrections Manager, Bureau of Prisons, JFK Federal building, suite 2200, Boston, MA 02203 or Community Corrections Regional Manager, Northeast Regional Office, Bureau of Prisons, US Customs House-7th floor, 2nd and Chestnut Streets, Philadelphia, PA 19106.

4. **SPEEDY TRIAL.** Speedy trial is a petition from an inmate to the court having jurisdiction to initiate proceedings to dispose pending charges. There are three types of speedy trial that affect inmates in custody; (1) an inmate in custody solely because of charges pending in this state CGS Sec 54-82m; (2) an inmate under sentence with untried charges pending in this state; (3) an inmate under sentence with charges pending in another state. To apply for a speedy trial under CGS Sec 54-82m, contact your attorney. To apply for other speedy trials, send a request to the Records Office and contact your Unit Counselor to confirm that your request is being processed.
5. **FAMILIES IN CRISIS.** Families in Crisis is a private, non-profit organization providing support services to inmates and their families to address problems caused by incarceration of the spouse. For information, contact your Unit Counselor or write to: Families in Crisis, 60 Popieluszko Court, Hartford, CT 06106.
6. **IDENTIFICATION.** For the purpose of re-entry into the community, assistance is available for the application of the following types of identification: replacement Social Security card, CT Department of Motor Vehicle photo I.D, and birth certificate.

In order to apply for a replacement Social Security card, you must have an existing social security number on file with the Social Security Administration. You should contact your unit counselor or the facility Reentry Counselor for an application to begin this process. You should begin this process 6-9 months prior to your anticipated release date.

BE ADVISED: Due to recent changes in the law, Social Security can no longer accept CAPI photos as a form of id "after" an inmate is released.

SOLUTION: Get your social security replacement card before release. Social Security can continue to accept DOC procedures for replacement cards.

A copy of an original birth certificate may be available by submitting an application with the Vital Statistics Office where you were born. Submit a request to your unit counselor or the facility Reentry Counselor. You should begin the process 6-9 months prior to your anticipated release date.

You may be eligible for a CT D.M.V I.D card. Write to your unit counselor or the facility Reentry Counselor 6-9 months before your anticipated release date.

7. **SELECTIVE SERVICE SYSTEM.** 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 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 federal programs is that you must have registered with Selective Service and if this was not done, you will not be eligible.

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

8. **VOLUNTEER SERVICES.** The Department of Correction uses community volunteers to enhance facility services. Postings in the housing units and other forums for announcements will advertise Volunteer Services offerings. Volunteers are active in religious services, recreational services, mental health services, addiction services and educational services. It is important for inmates to understand that it is against the rules to write or make telephone calls to volunteers. Maintaining a good disciplinary record is an important consideration for volunteer programs.
9. **JAIL RE-INTERVIEW.** This program is for pretrial inmates who have a history of mental health and drug or alcohol abuse. Those individuals with a history of sexual assault, arson, or escape will not be considered for this program. The Classification Counselor Supervisor on a regular basis will review our population to identify those individuals that are eligible for this program.
10. **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 forwarded to the Classification Department. For information, contact your Unit Counselor. (Reference: C.G.S. Sec. 18-24a, et. seq.)

The Board of Pardons and Parole has changed the procedures and forms for clemency applications for current offenders. The purpose of the changes is to focus the process on determining who might be appropriate for clemency and reduce the processing effort for those individuals who are clearly inappropriate for consideration.

Department of Correction staff no longer completes pardon applications. Each offender must complete their own application in their own words. Pardons applications are available at each facility.

Eligibility: Sentence of 8 years or more: eligible after 4 years
Sentence of less than 8 years: Eligible after serving 50% of the sentence.
The eligibility requirements can be waived by the Board upon application.

Application Deadlines: The Board holds two hearings per year for current offenders, in May and in November. Deadlines as follows:

May Docket: March 15
November Docket: September 15

Applications may be sent via U.S. Mail (postage required) or State of Connecticut Interdepartmental Mail (no postage required) directly to:

Pardon Unit
Board of Pardons and Paroles
55 West Main Street, Suite 520
Waterbury, CT 06702

You may obtain a Pardon Board application from your Unit Staff.

11. **CONNECTICUT COMMISSION ON HUMAN RIGHTS & OPPORTUNITIES.** If you believe you have experienced illegal discrimination, the CT Commission on Human Rights will investigate without cost to you. It is illegal for anyone to retaliate against you for filing a complaint. For assistance contact: CCHRO 55 West Main Street, Suite 210, Waterbury, CT 06702-2004 203-805-6579.

12. **ICE DETAINERS.** The Connecticut Department of Correction (DOC) has received a “detainer” or “hold” from Immigration and Customs Enforcement (ICE) for you, and you have been or will be given a copy of the ICE detainer. If you believe you are being wrongfully held by DOC pursuant to an ICE detainer, you may call your attorney or the Jerome N. Frank Legal Services Organization at 1-877-741-8736.

APPENDIX A

PROPERTY MATRIX - LEVEL 4 - General Population

The Property Matrix presented herein is a presentation of the Property Matrix in Administrative Directive 6.10, Inmate Property that applies to general population inmates at this facility. 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.

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 individually inventoried as part of 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

3. **Matrix.** The column headings POP and R/H in the matrix mean General Population and Restrictive Housing. Restrictive Housing includes Punitive Segregation, Administrative Detention and Transfer Detention.

<u>ITEM</u>	<u>POP</u>	<u>R/H</u>
Shirt*	3BDF	-
Pants*	2BDF	-
Jump suit*	-	1F
Baseball Cap*	2ABC	-
Kuffi (solid white only)*	2AB	1AB
Shoes/Boots (Boots-Black or brown, no Timberlands)	2ABD	-
Sneakers (black/white only)	2/1BD	1/1BD
Handkerchiefs (white only)*	4A	-
T-shirts (solid white, strap/V-neck/regular)*	9/2B	3/2B
Thermal Underwear (top and bottom)*	2ABD	1BD
Socks* (White only, no logos)	9/3B	3/2B
Sweatshirts (white or gray only, commissary only)*	2/1BD	1/1BD

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

CD Players, CDs, Game Boy Consoles and Game Boy Games may be purchased through commissary.

<u>ITEM</u>	<u>POP</u>	<u>R/H</u>
Sweatpants (white or gray only, no pockets)*	2AD	-
Gym Shorts* (Gray only)	2ABD	-
Athletic Supporter*	1A	-
Pajamas*	1BD	-
Slippers	1BD	-
Shower Thongs	1AB	1B
Wash Cloth (White only)	2AB	1AB
Towel (State issued, or Beige only)	2BD/2BD	1BD/1BD
Television 13" (Headset required)	1ABCD	-
Radio (8"x5"x3" or less) (Headset required)	1ABCD	-
Cassette Player (6"x4"x2" or less) (headset required)	1ABCD	-
Cassette Tapes/CDs*	20AB	-
Adapter Jack	1ABCD	-
Appliance Converter	1AC	-
Batteries	4AC	-
Electric Razor	1ABD	-
Address Book	1AB	-
Photo Album (2" or less non-metal)	1AB	-
Prescription Eye Glasses (State issued)	2B	1B
Watch	1B	-
Wedding Ring (must be legally married)	1B	1B
Religious Jewelry (must not exceed 1 ½ x 1 ½")	1B	1B
Drinking Cup	1A	1A
Prayer Rug (must be approved by Chaplain)	1ABD	1ABD
Underpants (boxers or briefs, white only)*	9/3B	3/2B
Doo Rag	1A	-

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

Note: The color of all personally owned clothing must be white or gray; the fabric of clothing items must be cloth.

APPENDIX B
Connecticut Department of Correction
INMATE ADMINISTRATIVE REMEDIES PROCEDURE
Inmate Summary

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 remedy: (1) a grievance, (2) an appeal of a discretionary decision, and (3) a property claim. The grievance procedure, appeal procedure and property claim procedure are set out in Administrative Directive 9.6, Inmate Administrative Remedies. This summary provides general information about these procedures. A copy of the Inmate Administrative Remedies directive is available in the library, and may be provided upon request.

When Can You File For An Administrative Remedy?

For a Grievance or a Property Claim. If you have a grievance or 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.

APPENDIX C
Access to Connecticut Courts

I. Access to Court

The Connecticut Department of Correction is not obligated to provide inmates with access to court by maintaining law libraries or legal forms in the various correctional institutions. Any such material that may be located in DOC facilities is not intended to serve as a method of providing inmates access to court.

Any inmate who wishes to seek assistance or advice concerning his or her criminal case(s) should contact the attorney or Public Defender's Office, which is representing or assisting you now or has represented or assisted you in the past.

Legal assistance for criminal matters may be provided through your attorney or Public Defender in the court where your criminal case is pending, as well as for appeals and habeas matters as follows:

State Criminal Appeals

Office of the Chief Public Defender
Legal Service Unit
291 Dixwell Avenue, 4th Floor
Hamden, CT. 06518
(203) 230-3357

Petitions for a Writ of Habeas Corpus

Office of the Chief Public Defender
Habeas Corpus Services
2275 Silas Deane Highway
Rocky Hill, CT. 06067
(860) 258-4940

Any questions concerning criminal matters or requests for forms in criminal matters should be directed to the attorney handling your criminal case(s) or habeas petition(s).

Starting October 1, 2006, a petition that challenges a conviction, confinement or other deprivation of liberty that is a result of conviction of a crime, must be filed at the **Superior Court, 20 Park Street, P.O. Box 980, Rockville, CT 06066**. File the original and two copies with the court clerk. If the petitioner's custody is based on anything **other than** a criminal conviction (such as adjudications not guilty by reason of insanity or as a juvenile), the petition and two copies must be filed in the Judicial District where the petitioner is confined or held. A copy of the new Petition for Writ of Habeas Corpus may be obtained by requesting same, from the following: Inmates' Legal Assistance or Office of the Chief Public Defender (as noted above).

The Department of Correction contracts for the provision of legal assistance to inmates in **civil** legal matters for issues arising from terms and conditions of confinement. For a description of the extent of such legal service, refer to section II below. If you require assistance in reading or understanding this section you contact: Inmate's Legal Assistance
P.O. Box 260237
Hartford, CT 06126-0237
1-800-301-ILAP (4527)

II. Civil Rights Actions

The Department of Corrections is not obligated to provide state prisoners with lawyers to represent them or appear for them in civil rights actions. However, access to court for **civil** matters arising from terms and conditions of confinement is provided by:

Inmate's Legal Assistance
P.O. Box 260237
Hartford, CT 06126-0237
1-800-301-ILAP (4527)

The Department of Correction contracts with Attorney Sydney T. Schulman d.b.a. Schulman and Associates for such services. Scope of services: the scope of said service shall be limited to rendering assistance which shall include identifying, articulating and researching legal claims and enabling inmates to access the judicial and parole (for revocation hearings only) systems through advice, counsel and physical preparation of meaningful legal papers such as writs, complaints, motions and memoranda of law for claims arising from terms and conditions of confinement, determined by the Contractor to be matters wherein a prima facie (as defined Blacks Law Dictionary) case is presented. Meaningful papers referred to are limited, by the professional judgement of the Contractor, to those which are needed to give inmates a reasonably adequate opportunity to present, among other claims, claimed violations of fundamental constitutional rights to the courts, consistent with rulings concerning the right of inmate access to courts, rendered by appropriate courts, including the State and U.S. Supreme Courts.

Said assistance does not include representation and/or entering an appearance in a case or extend to the actual trial of the claim or argument in appellate or administrative proceedings hereto. This includes not accepting any court appointments for representation of any inmates in any matter whatsoever, except that the commissioner may authorize the board of parole to utilize the services of Attorney Schulman for the purposes of representing inmates at Parole revocation hearings in appropriate circumstances. Such representation shall be provided on a case by case basis consistent with rulings concerning the right of counsel before the Board of Parole, rendered by appropriate courts, including the State and U.S. Supreme Courts.

You may direct your calls to 1-800-301-ILAP (4527). These calls shall be deemed "privileged" in accordance with Administrative Directive 10.7 – Inmate Communication.

Other civil rights organizations, which may, on occasion in a particular case, provided legal assistance in civil rights are the following:

Connecticut Civil Liberties Union
2074 Park Street #12
Hartford, CT 06106
(860) 523-9146

The Department of Corrections is not obligated to provide inmates with legal assistance or legal forms, which are related to state and federal criminal matters. If you wish such assistance or such

forms you should contact either your own attorney or the office of either the State Public Defender or the Federal Court. Forms for federal civil rights complaints, under 42 U.S.C. § 1983 and forms for federal habeas corpus petitions pursuant to 28 U.S.C. § 2254, as well as other forms may be obtained by writing to:

Clerk of Court
United States District Court
915 Lafayette Boulevard
Bridgeport, CT 06604

III. Law School Clinics

In the UCONN Legal Clinic, state-funded laws school professors, adjunct faculty and students, may, at their discretion take individual cases (criminal appeals, sometimes habeas corpus matters) on request or referral, but not appointment.

University of Connecticut School of Law Legal Clinic
65 Elizabeth ST
Hartford, CT 06105

Similar to the UCONN Legal Clinic, The Jerome N. Frank Legal Services Clinic, Yale Law professors, adjunct faculty and students, may at their discretion take individual cases (criminal appeals, sometimes habeas corpus matters) on request or referral, but not appointment. The Yale School clinic has also represented Connecticut inmates in civil rights actions, including class action involving the Connecticut Department of Correction's policies, procedures and regulation.

The Jerome N, Frank Legal Services
P.O. Box 209090
New Haven, CT. 06520-9090
(203) 432-4800

APPENDIX D

PRISON RAPE ELIMINATION ACT

The Prison Rape Elimination Act, which President Bush signed into law on September 4, 2003, has led to the establishment of a national commission, which will study prison rape at the federal, state and local levels with the goal of combating this crime.

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

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

I encourage you to report any threat or occurrence of sexual assault to correctional staff so that any potential victim may be protected and the assailant can be prosecuted to the fullest extent of the law.