

MACDOUGALL-WALKER CORRECTIONAL INSTITUTION INMATE HANDBOOK

The Inmate Handbook provides information about the Connecticut Department of Correction and the operation of this facility. The Handbook will help you know what services are available and what your obligations are. You are responsible for familiarizing yourself with the contents of this Handbook.

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

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

NOTE: Each inmate is required to have a current edition of the Inmate Handbook in his cell at all times.

MacDougall-Walker Correctional Institution is a Level 4/5 male facility.

The mailing address is:
MacDougall-Walker Correctional Institution
1153 East Street South
Suffield, CT 06080

UNIT MANAGEMENT

MacDougall-Walker Correctional Institution is operated under the concept of Unit Management. Each housing unit has an assigned Unit Manager. This Manager is responsible for the overall management of the unit, including both inmates and staff. Each Unit Manager reports directly to the Deputy Warden, who oversees Unit Management.

Direct supervision of inmates in each unit is carried out by the Housing Unit Team made up of a Counselor, a Housing Unit Officer, and a Correctional Treatment Officer. The Housing Unit Team manages and coordinates all aspects of your daily activities while you are at MacDougall-Walker.

REFERENCES IN THE HANDBOOK

Some sections in the Handbook are followed by a reference (e.g., **Reference: A.D. 9.5, Code of Penal Discipline**). The A.D. refers to Administrative Directive; the number is the number of the Administrative Directive, followed by the title of the Directive. The reference **C.G.S. Sec. 18-7** is a reference to Connecticut General Statutes, Section 18-7. A set of Unit Directives is maintained in the Library (MacDougall Building) and is obtained through your unit staff (Walker Building).

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PART I

FACILITY OPERATING PROCEDURES

1. **ADDRESSING STAFF** Uniform staff should be addressed by title: “Officer (name),” “Lieutenant (name),” “Captain (name)”. Non-uniform staff should be addressed either by title or by “Mister or Ms. (name)”. If you do not know the title, address the staff member as “Mister or Ms. (name)”. If you do not know the name, use “Sir” or “Ms”.
2. **FOLLOWING ORDERS** You must obey any order issued to you by a staff member. If more than one order has been given, obey the last order. Failure to comply with an order shall 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 personal or state property.
 - B. You are not permitted to make sexually suggestive remarks or gestures to any person.
 - C. You are not permitted to make excessive noise or to use profanity.
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 worn and visible at all times whenever you are outside your housing unit. Your ID is to be worn on your chest with the photo facing out. If a staff member asks you for your I.D., you must surrender the card.
 - A. Failure to wear your I.D., or to surrender it to a staff member; possession of another inmate’s I.D. or of a duplicate of your own; or defacing, tampering with, or altering your I.D. is prohibited and will subject you to disciplinary action.
 - B. If you lose, misplace, destroy, or alter your I.D., you must immediately report it to the Housing Unit Officer. You will be assessed five dollars (\$5) if your I.D. is lost, misplaced, destroyed, or altered.
 - C. Any time you are in your cell, you must place your inmate I.D. in the bottom portion of your cell door window. The picture side must be facing out towards the tier in the upright position. Failure to comply with this unit rule will result in progressive disciplinary action.

6. **INMATE MOVEMENT (MacDougall Building)** An inmate moving from one place to another within the MacDougall Building must have an authorized, signed pass in his possession, except during mass movement (i.e., Meals, Work Call, School Call, Recreation Call, and Religious Programs). When a call is made for any type of movement, you will have five (5) minutes to exit the unit. You are required to report directly to your destination. 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 where you are not authorized to be, or if you do not have a proper pass, you will be subject to disciplinary action. You must surrender your movement pass to unit staff upon completion of movement. All inmate movement will take place no more than two abreast, keeping to the far right and left sides of the corridor.

INMATE MOVEMENT (Walker Building) Inmates must present Identification Cards to the Control Center Officers upon exiting and entering their pods. Any out of unit movement (visit, medical) is under staff escort.

7. **RULES AND REGULATIONS** Compliance with the rules and regulations is essential to the good order of the facility and the mutual well being of all. Failure to comply with **any and all rules of this facility** may subject you to disciplinary action.

A. **Count** Counts are conducted at various times during each day. For each Count you must be in your housing unit, unless you have been approved to be at another place. **For an Identity Count, you must stand by your cell door and remain clearly visible to the Officer taking the Identity Count.** If you are away from your housing unit during a Count, follow the instructions of the Officer taking the Count. For any other Count taken, you are not required to stand by your cell door unless the Officer taking the Count deems it necessary. However, you must be visible to the Officer taking the Count. Movement, talking, or noise is not allowed while the Count is in progress. Your cell light will be turned on during a Count if the Officer deems it necessary. If a Re-count is necessary, you must repeat the Count procedure.

B. **Contraband and Search**

1. You are prohibited from having or using contraband. Contraband is anything not authorized to be in your possession or anything used in an unauthorized or prohibited manner in accordance with **A.D. 6.9 Contraband**. In general, an item is contraband if it has: (1) not been issued by the facility, (2) not been approved by staff as incoming property, (3) not been purchased at the Commissary, (4) an item(s) belonging to another inmate, (5) been altered in any way, or (6) if the amount in your possession exceeds the authorized limit. (Ref.: **A.D. 6.10, Inmate Property**)
2. Materials, symbols, colors, or pictures involving any Security Risk Group (SRG) are considered contraband, and may result in an SRG Affiliation.

3. Institutional equipment and supplies found in an inmate's possession in other than the authorized area are contraband. This includes cleaning supplies such as glass cleaner, disinfectant, paper towels, etc.
4. 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 an authorized staff member. Supervisors need not be present during searches. (Ref.: **A.D. 6.7 Searches & Urinalysis**)
5. Contraband will be confiscated and disposed of according to Department policy. (Reference: **A.D. 6.9, Contraband and Physical Evidence**)

C. **Clothing/Accessory Regulations***

1. You are required to wear the state-issued "Uniform of the Day" outside of your cell. The Uniform of the Day includes at a minimum: shirt, pants, shoes (sneakers if authorized), and socks. **Possession of another inmate's clothes or clothing items is not permitted and will subject you to the policy governing contraband.**
2. State-issued "Uniform of the Day" will be as follows:

MacDougall Building

- a. H, I, J, L, & M Units - tan shirt and tan pants (sweatshirt may be worn **under** tan shirt)
- b. N, O, Q, & P Units – tan jumpsuits
- c. R Unit – yellow jumpsuit
- d. Kitchen Workers - kitchen white top, black-and-white checkered pants, and state-issued shoes
- e. Industries/Commissary/Voc.-Ed. Programs - blue jeans, blue denim or khaki shirts, and state-issued shoes
- f. Loading Dock Workers - blue jeans, blue denim or khaki shirts, and state-issued shoes (In the event of cold weather, inmates not in possession of thermal underwear may wear the issued grey sweatshirt **under** the MacDougall blue or khaki shirt.)

Note: Work uniforms shall be worn to work, breakfast, and lunch only.

- g. RHU - orange jumpsuit
- h. Outside Trips - tan shirt and tan pants, with the exception of funeral trips
Note: During inclement weather, the wearing of your grey sweatshirt is allowed **under** your tan shirt. Jackets are provided during cold weather.
- i. General Guidelines
 - Sweatshirts and thermal underwear may be worn **under** the Uniform of the Day.
 - Commissary-purchased ball caps may be worn outside of the housing unit.
 - Sweat pants and shirts may be worn from the housing unit to Recreation only.

Walker Building

- a. Assessment inmates - white jumpsuit
- b. Bound Over inmates - yellow jumpsuit
- c. Permanent Party inmates - tan shirt and tan pants
- d. Permanent Party inmates assigned to the Kitchen - white kitchen shirt and black-and-white checkered pants
- e. Protective Custody inmates - green jumpsuit
- f. Restrictive Housing (including CDU) inmates - red jumpsuit

Note: Deficiencies of uniform items shall be reported immediately to Unit Management staff.

- 3. You must wear state-issued clothing in the way it was designed to be worn, (i.e., pants above the hip; brim of hat forward; shirt, pants, and jumpsuits fully on and fully buttoned). Shirts must be tucked into pants. You must be decently clothed outside of your cell or showers. Wearing dirty or soiled clothing is not permitted. Your I.D. must be clearly displayed.
- 4. Alteration or mutilation of state-issued clothing items is prohibited. Such items shall be confiscated and may subject you to disciplinary action.
- 5. Sandals/slippers may only be worn inside your housing unit unless prescribed by the Health Services Unit. Appropriate footwear is required (sneakers,

shoes, boots) during meals and outside of housing unit.

Note: Walker Building inmates may wear shower slippers **only while taking a shower**; appropriate footwear is required outside of your cell.

6. Headgear is considered part of the Uniform of the Day. Only Commissary purchased baseball-type caps and authorized religious headgear may be worn outside of your housing unit. With the noted exceptions: No hats may be worn to school or visits. Commissary purchased doo-rags may be worn in the housing units only. Bandanas, homemade caps, and knit or stocking caps are not permitted. Alteration of any authorized headgear is not permitted and is subject to being considered contraband.

Walker Building: No headgear is allowed to be worn outside of the Walker Building Housing Units at any time, with the exception of religious headgear. Commissary-purchased baseball-type caps may only be worn during outside recreation.

7. Only prescription eyewear may be worn. Tinted glasses are not permitted unless medically prescribed. Contact lenses must be sent home and replaced by prescription glasses.
8. Religious articles, such as medicine pouches, religious medallions, rosary beads, etc. shall be worn tucked in underneath the shirt of the uniform of the day.

D. **Personal Hygiene**

1. You must maintain a satisfactory level of personal hygiene. Uncleanliness contributes to the spread of disease. Body odor can be offensive to others.
2. Hair, beards, fingernails, and mustaches must be trimmed to meet standards of hygiene and work safety.
3. Any shower that you take **must** be taken during a Recreation period. A Shower Call will be announced thirty (30) minutes before the end of a Recreation period.
4. A Bound-over inmate may request a haircut during his first week at the Walker Building. After this initial haircut, inmates must wait twenty-one (21) days before the next haircut request is made. Anyone not housed in General Population will be scheduled for haircuts on an individual basis. Please write to your Unit Staff to sign up for a haircut. Please check your unit bulletin board for your pod's haircut schedule.

E. **Housing Unit Rules**

THE POPULATION MUST:

1. Comply expeditiously with the instructions of all staff.
2. Be properly dressed at all times and wear the “Uniform of the Day”.
3. Make bed and leave a clean cell whenever cell is exited.
4. Be prepared for daily cell inspections. Inmates are to step out of cell during cell inspections.
5. Report to chow on time. Upon completion, return directly to the pod/cell.
6. Perform all personal hygiene in your own cell.
7. Have your I.D. on your person at all times—to be worn and visible to staff.
8. Place the TV only on the TV stand at the foot of the bed.
9. Be properly attired en route to and from the shower (i.e., bathrobe, gym shorts). Open-fly garments (boxers, pajamas, etc.) **are not permitted**.
10. Wear pajamas **only in your cell**.
11. Turn off all electronic equipment (e.g., Walkman, radio) and secure cell door upon exiting your cell for any reason.

THE POPULATION MUST NOT:

1. Move any pod furniture.
2. Place feet on pod furniture or sit on tables.
3. Enter another inmate’s cell.
4. Place anything in cell windows/lights (excluding I.D.).
5. Be in the Officers’ Station or on the stairs leading to the Officers’ Station, unless assigned janitor duties for that area. **(MacDougall Building only)**
6. Wear shower shoes outside of the pod.
7. **Store cleaning materials in cells.**
8. Place anything on cell walls other than on the designated space above the desk.
9. Take radios or TV sets out of the cell. Walkman radios may be used in the day room or courtyard with headphones.
10. Be on the top tier unless your cell is located there.
11. Malinger, loiter, or group around cell doors or along top/bottom tier.
12. Leave hot pots unattended. **(MacDougall Building only)**
13. Drape personal property over the side or foot of the bed (including the ladder).
14. Make or utilize clotheslines or antennas.
15. Reserve showers for one another or double with another inmate while showering.
16. Cover tier bathrooms with sheets or towels while in use.
17. Run extension cords under mattress around bed frames or from cell-to-cell.
18. Perform any personal hygiene while utilizing the day room bathrooms (i.e., brushing your teeth).
19. Change assigned bed or cell unless instructed to do so by a staff member.
20. Use televisions for storage. Any items that need to be stored will be placed in the storage container or drawer under the bed.
21. Bang on cell doors to gain the attention of the housing unit staff.

THE POPULATION IS AWARE THAT:

1. You must immediately return to your cell and shut the cell door when Count is announced or at any other time when ordered to lock up. Inmates must secure in their cells whenever a fight or similar incident occurs.
2. You will be charged for a lost I.D. (\$5.00 voucher will be signed).
3. You must report damaged property immediately to staff.
4. You are responsible for reading all posted notices.
5. Intercoms should be utilized to advise staff of an emergency. In order to exit your cell for recreation or movement, you must attempt to notify the officer while touring the unit. **Misuse of intercom will lead to disciplinary action.**
6. Requests to staff must be in writing via the "Inmate Request System".
7. **The day room, TV room, and quiet room are not for exercising, religious worship, or any unauthorized meeting.**
8. **Cell shakedowns will be conducted on a random basis as authorized by Administrative Directive with or without the inmate being present.**
9. Random urine tests will be conducted.
10. Regardless of where you use your radio or Walkman, you must use headphones.
11. Commissary items are to remain in your cell and are not allowed in the day room. Loaning, selling, or trading of property other than reading materials is not permitted and subjects the property to confiscation.
12. Razors shall be distributed and collected as per facility policy.
13. **If you lose your Inmate Handbook, you will be charged \$5.00 for a replacement. (Note: You are required to have a current edition of the Inmate Handbook in your cell at all times.)**

OUT-OF-POD MOVEMENT:

1. Movement outside of your pod requires a pass unless moving as a group to a scheduled program or service (i.e., School, Chow, Religious Services, etc.).
2. All movement shall be announced. While proceeding to your destination, you must proceed directly to and from without stopping.
3. Walk on the right side of the corridors in the facility, inside the white lines when traversing the main concourse in the MacDougall Building.
4. Walk **through** all metal detectors.

HOUSING UNIT RULES – CELLS:

1. You are responsible for the contents of your cell. Damage to your cell or contraband found in your cell is your responsibility. Search your cell thoroughly when you move in. If you find contraband, notify the Housing Unit Officer immediately. Check your outlet for burn marks and to ensure the caulking has not been removed. You should check your cell on a regular basis for unauthorized items.

2. You are not permitted to enter any cell other than the one assigned to you.
3. You must keep your cell clean. Trash should be removed daily by discarding it in the trash bins. Food items must be properly stored. Your bed must be made when you get up each day (blankets and sheets straightened and tucked in) before you exit your cell.
4. It is your responsibility to secure your door upon exiting your cell for any reason. Frequent movement in and out of your cell requiring unit staff to repeatedly open your door may result in restrictions on entry and exit. This includes closing your door during unit recreation times.
5. Audio/visual equipment must be used with earphones.
6. You are not permitted to rig an antenna or to use an authorized antenna in an unauthorized way.
7. You are not permitted to hang a clothesline or make antennas.
8. You are permitted to display pictures only on authorized wall space in your cell. No obscene, nude or sexually explicit pictures or drawings may be displayed anywhere.
9. You are not permitted to cover your bed in a tent fashion. Nothing may be affixed to any part of the bunk.
10. You are not permitted to cover light fixtures, to hang drapery over the front of your cell door or window, or to obstruct an open view into your cell.
11. You are not permitted to tamper with, block, remove, or alter the vents in your cell. This includes affixing a makeshift hook to hold any item.
12. You are not permitted to tamper with or block the audio call box.
13. Institutional equipment and supplies found in an inmate's possession in other than authorized areas are contraband.
14. You, your cell, and your property are subject to a search by staff at any time. You should inspect your cell when you move into it and notify staff of any concerns. Cell searches may be conducted with or without the inmate present.
15. You must maintain a fire-safe condition in your cell. You are not permitted to have flammable materials or an excessive amount of papers.
16. No items from your cell shall be placed outside your cell door.

17. No loitering on stairs or top tier or in front of any cell.
18. You must not tamper with the electrical wiring, electrical fixtures, or appliances in any way.
19. No item may be taken from the dining hall, except one piece of fruit. (MacDougall Building); no food item whatsoever can be taken back to your cell (Walker Building).
20. You will have five (5) minutes after Chow Call or Program Calls to leave the unit.
21. **MACDOUGALL BUILDING-Mattress Policy:** Inmates housed in the MacDougall Building will receive a mattress from the designated storage area in A & P. That mattress will be the responsibility of the inmate as long as he is incarcerated in this facility. You will be held responsible for any damage to your assigned mattress. If you encounter any damage to your mattress, you are to report it to unit staff immediately. Any mattress found to be damaged with malicious intent will result in a **Class A Disciplinary Report for Destruction of State Property**. You will also be assessed a monetary charge for replacement of the mattress. Unit staff will inspect mattresses on a weekly basis. Unit staff will announce “Mattress Inspection”. At that time, it will be your responsibility to undress/unmake the bed, and be ready for Inspection. It will accompany the inmate through each housing unit change, with the exception of RHU placement. When an inmate is placed in RHU, the staff member packing and inventorying the inmate’s property will deliver the mattress to A & P for storage, as RHU will have its own supply of mattresses. The staff member shall indicate that this procedure has been completed on the Incident Report Supplemental. When the inmate returns to population from RHU, he will retrieve his property and mattress from A & P. Inmates transferring out of MacDougall will return the mattress to A & P prior to departing the facility. Sleeping on the floor is not allowed and no mattress shall be placed on the floor for any reason. Inmates shall sleep in their assigned beds.

WALKER BUILDING-New Mattress Assignment: Your mattress is assigned to you by both cell and bunk number. **Do not remove the mattress from your cell.** Sleeping on the floor is not allowed and no mattress shall be placed on the floor for any reason. Inmates shall sleep in their assigned beds. If you change cells, the mattress remains in the assigned cell. You will be held responsible for any damage to your assigned mattress. If you encounter any damage to your mattress, you are to report it to unit staff immediately. Any mattress found to be damaged with malicious intent will result in a **Class A Disciplinary Report for Destruction of State Property**. You will also be assessed a monetary charge for replacement of the mattress. Unit staff will inspect mattresses on a weekly basis. Unit staff will announce “Mattress

Inspection". At that time, it will be your responsibility to undress/unmake the bed, and be ready for Inspection. Mattresses will also be inspected if you undergo a cell change, or transfer.

22. Linen allowance includes one blanket and two sheets. You are expected to turn in all issued linen upon transfer. Failure to do so will result in disciplinary action. Excessive linen will be confiscated and considered to be contraband.
23. It is your responsibility to ensure that your cell door is not blocked by any object that will prevent the cell door from closing.
24. You are not permitted to have your desk or floor covered with pictures, towels, or other items.
25. Nothing is allowed to be left on the cell floor (i.e., towels, homemade doorstops, or newspaper). The only items allowed on the cell floor are footwear, the trash container, and one chair.
26. Homemade shelves are not allowed in your cell. Cardboard boxes, sheets of cardboard, makeshift furniture, etc., are not allowed in your cell.
27. For units not reporting to the chow hall--(Walker Bldg., N, O, P, Q, & R Units)--no bowls or cups are allowed out during chow.
28. **You will comply with all other unit-specific rules as posted by your Unit Manager.**

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

G. **Fire Safety**

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

6. Extension cords are not permitted from cell to cell.
7. No items other than footwear, trash container, and one chair are allowed on the cell floor.

H. **Movement and Corridor Regulations**

1. During movement you must walk at a normal pace. Running, malingering, or loitering are not permitted. You must walk to the right side of the corridor at all times. You must walk **through** all metal detectors. (See again..... **Page 10, Out-of-Pod Movement #3 and #4.**)
2. You must walk no more than two abreast.
3. You must maintain a distance of more than ten (10) feet from any corridor gate when it is being opened or closed.
4. **You are not permitted to stop at the Control Centers** unless you are authorized to do so.
5. If an order to “CLEAR THE CORRIDOR” is issued, or if staff are seen running in the corridor, you are to immediately move to the side of the corridor and position yourself against the wall.
6. If a “RECALL” order is issued, you must return to your housing unit immediately.
7. Portable radios or cassette players may not be played outside of your pod, nor may they be played while walking to and from Recreation and/or the gym.

I. **Dining Hall (MacDougall Building)**

1. **You will have five (5) minutes after Chow Call to leave the unit.** Missing this call will cause you to miss chow.
2. Cutting in line is not permitted.
3. You are responsible for receiving a complete tray; only one (1) trip through the serving line is allowed.
4. No items may be taken **into** the dining hall, except hot sauce, jelly, peanut butter, Commissary-purchased spices in their original containers, or authorized items contained in the seasonal holiday packages. All items must be carried in your hands. No items shall be concealed in your pockets.
5. No items may be taken **from** the dining hall, except one (1) piece of fruit.

6. You must eat with your housing unit or work detail.
7. You will have twenty (20) minutes to eat your meal.
8. You must take your tray and utensils to the scullery after you finish your meal.
9. You must leave the dining hall after you finish eating and go directly to your assigned area.

J. **Work/School Regulations** (MacDougall Building)

1. You will have five (5) minutes after Work/School Call to leave the housing unit. **No work / school will result in a loss of pay for that day.**
 2. You must be dressed in the Uniform of the Day for your respective Work, School, or Program area. (**Note: See pp. 6-8 for Clothing/Accessory Regulations**).
 3. No unauthorized items may be taken to the Work/School areas (i.e., non-work-related reading materials, Walkman, clothing, food items).
 4. No unauthorized item may be removed from the Work/School area.
 5. At work you are responsible for any tool/equipment issued to you. Upon receiving or returning any tool/equipment you must check the tool/equipment for any defects. If the issued tool/equipment 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 or equipment, you will be subject to disciplinary action under the charge of **Destruction of Property**.
 6. If assigned to **Industries**, sneakers must be worn to and from work. Your work boots will be kept in a secure location in the **Industries** area.
 7. Unexcused absences from School will result in progressive discipline.
8. **DISCIPLINARY ACTION/CODE OF PENAL DISCIPLINE** Violation of facility rules or commission of a disciplinary offense will subject you to disciplinary action under the Code of Penal Discipline. The Code of Penal Discipline establishes disciplinary offenses, authorized sanctions, and the process for adjudication. The Code of Penal Discipline is distributed separately from this Handbook. You are advised to familiarize yourself with the provisions of the Code. (Reference: **A.D. 9.5, Code of Penal Discipline**)
- A. Per AD 10.6 any inmate found guilty of a Class A disciplinary report will lose contact visits for a period of two (2) years. A Class B disciplinary report will carry a period of six (6) months.

- B. If you are found guilty of or plead guilty to a disciplinary report you may be placed in Q-Pod following any imposed disciplinary sanctions.
- C. Removal or dismissal from a job classification. Dismissal for failure to perform, or for a chargeable infraction, may be accompanied by a disciplinary charge under A.D. 9.5, Code of Penal Discipline. A finding of guilty shall not be required for removal or dismissal to occur. Removal for other purposes shall not require disciplinary action. A charge shall not be required when it is determined the inmate is incapable of performing to acceptable standards, except that an inmate performance evaluation shall be completed and the inmate shall be considered for an alternative assignment. Unless specifically indicated by an individual acknowledgement of Rules and Regulations Agreement, an inmate may be reclassified upon receipt of a performance evaluation indicating that the inmate is incapable of performing to acceptable standards.
- D. Each inmate receives a copy of the Code of Penal Discipline in his Orientation package.
- E. If you lose, misplace, or destroy your copy of the “Code of Penal Discipline”, you will be assessed three dollars (\$3) for a replacement copy.
- F. If a disciplinary penalty of “Confinement to Quarters” is imposed, you are subject to the following restrictions:

Confinement to Quarters (CTQ) All inmates placed on CTQ in the MacDougall Building will be reclassified to Unassigned status and housed in Q Pod.

1. You must remain in your cell, except for one (1) hour out-of-cell, seven (7) days a week (holidays included). You may use the one (1) hour out-of-cell time to shower or make a phone call. No additional time will be given for showers. The one (1) hour out-of-cell time will be spent in the day room only (the only exception is for showers). Once you leave your cell to begin the one (1) hour out-of-cell time, you will not be permitted to return to your cell and then return to the day room. If an inmate requests to return to his cell, he shall forfeit the remaining time on the one (1) hour. The one (1) hour out-of-cell time shall be given in accordance with the unit schedule.
2. You will be escorted at **all** times when leaving the housing unit while you are on CTQ status.
3. You will be permitted to attend Addiction Services programs.
4. You will be permitted to attend collective religious worship services. Any other religious needs can be addressed through the appropriate Chaplain.
5. You will **not** be permitted to attend the Library while on CTQ unless authorized by the Unit Manager. (**MacDougall Building only**)

- G. **Loss of Recreation (LOR)** Inmates on LOR status **may not** participate in the Unit Recreation (day room or outside) or facility intramural programs. Inmates on LOR **will** be allowed to participate in assigned programs (Work, School, Religious Services, Visiting, Addiction Services). Inmates on LOR will be allowed one (1) hour out-of-cell each day to shower, make phone calls, and attend meals. Out-of-cell times for shower and phone calls will be posted on the bulletin board in your housing unit. If you are placed on LOR, you are not allowed out of your cell for Unit Recreation or Gym. No inmate is to linger around the cell of an inmate who is on LOR to communicate through a secured cell door with an inmate on LOR. All doors will remain locked at all times (including double cells) for those inmates on LOR. Inmates serving a LOR sanction will remain in their cells during scheduled day room and Recreation periods. Violation of the posted Recreation Schedule will result in Disciplinary Action.
- H. **Punitive Segregation** Inmates assigned to Punitive Segregation status shall be housed in the Restrictive Housing Unit (RHU). Upon release from RHU and upon having been found guilty of or having pled guilty to a charge(s) under the Code of Penal Discipline, inmates in the MacDougall Building will complete the remainder of their time on Unassigned Status in the Q Housing Unit (i.e., 90 days for a Class A DR, 60 days for a Class B DR, 30 days for a Class C DR or Informal).
- I. **Special Note on Out-of-Cell Time** Out-of-cell time within any unit, on any status, will be dictated by the specific unit's schedule. These out-of-cell times may be changed, often with little or no notice, due to unit or facility scheduling or activities.
9. **SECURITY RISK GROUPS/GANGS** A Security Risk Group (SRG) is a group of inmates possessing common characteristics distinguishing them from other inmates or groups of inmates that has been designated by the Commissioner as posing a threat to the safety of staff, the facility, other inmates, or the community in accordance with **A.D. 6.14, Security Risk Groups**.
- A. **Member** A member may be designated by the SRG Departmental Hearing Officer initiating the hearing process for determination of membership on the basis of some evidence that the inmate is affiliated with a Security Risk Group. Designated members are transferred to a Close Monitoring Unit, in addition to further restrictions as provided for in **Unit Directive 6.14, Security Risk Groups**.
- B. **Safety Threat Member** An SRG Safety Threat Member may be designated by the SRG Departmental Hearing Officer initiating the hearing process for determination of the SRGTM status. An inmate may be designated an SRG Threat Member when the Hearing Officer has some evidence to show that the inmate, whether previously or currently designated as an SRG Member or SRG Threat Member or not, has engaged in behavior associated with a Security Risk Group or is a leader of a Security Risk Group, and that such behavior or status presents a threat to the safety of the community, staff, facility, other inmates, or the order of the Department. A designated SRG Threat Member is subject to transfer to a Close Custody Unit in addition to further restrictions as provided for in **U.D. 6.14, Security Risk Groups**.

C. **Avoid Affiliation** Any group of inmates that meets the criteria may be designated a Security Risk Group by the Commissioner. You are advised to avoid membership in or affiliation with any SRG or SRG member. If you have questions, ask your Unit Manager. (Reference: **A.D. 6.14, Security Risk Groups**)

10. **HOUSING ASSIGNMENT (MacDougall Building Only)** Assignment to a housing unit is based upon your work, school assignment, or other classification status. Institutional need, as well as bed space availability, may necessitate alternate housing assignment. Cell assignments within the unit are made at the discretion of the Unit Manager. Listed below is a general breakdown of the progression of movement within the facility.

MacDougall Building

Q-Pod *Statewide “Step-Down” unit for inmates discharging from any program at Northern Correctional Institution (Chronic Discipline, Administrative Segregation, Close Monitoring, Close Custody). This probationary period will last 90 days. The first 30 days will be served in Q-Pod. Inmates that successfully complete 30 days will progress into N-Pod. Inmates that receive one Class A or two Class B Disciplinary Reports during this period will be returned to NCI at their previous classification. (Reference AD 6.14 & AD 9.4)

*Confined to Quarters unit (CTQ). Inmate sanctioned to serve CTQ on a Class A or B Disciplinary Report will serve their CTQ time in Q-Pod subject to the following:

Class A Disciplinary Report: 90 days

Class B Disciplinary Report: 60 days

*Movement out of Q-Pod shall be subject to bed availability at the facility.

N-Pod * Orientation Unit.
Inmates will be briefed on facility opportunities such as job listings, educational and vocational programs.

O-Pod * Classification Unit
Inmates will be classified to a waiting list for a job or school.

P-Pod *Transition/Work-waiting
Inmates in transition to other facilities (level reduction) or job classifications.

R-Pod *Unsentenced Unit
Pre-trial

H-Pod *Work-waiting

I-Pod *Vocational Education Unit

J-Pod *Commissary Workers, Industries Workers, 3rd shift Concourse Workers, Painters, Laundry workers, Barbers

L-Pod *Kitchen Workers

M-Pod *School Unit – Students

CELL ASSIGNMENT (Walker Building only) All initial cell assignments are made at the discretion of the Operations Officer based upon the initial reason for assessment at the Walker Building. Cell assignments within the unit are made at the discretion of the Unit Manager.

WALKER BUILDING

A-1 Unsentenced (High Bond)

A-2 Permanent Party and Assessment

B-1 & B-2 Assessment

C-1 & C-2 Unsentenced (High Bond)

11. **PERSONAL PROPERTY** You are permitted to have personal property in your possession subject to the property standards for the security level of the facility. All incoming property (i.e. footwear, glasses, etc.) must be approved by the Deputy Warden of Operations in accordance with A.D. 6.10, Inmate Property. The standards regulate the total volume of property, the type of property, the specific articles allowed, the quantity of each article, and the conditions of ownership/access. The allowable property for this facility is stated in the Property Matrix posted in your housing unit. (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 that is lost, stolen, damaged, consumed or discarded while in the inmate's cell or on the inmate's person.

B. **Marking** An inmate's personal property (i.e., radio, T.V., etc.) will be permanently marked with the inmate's name and number. Any alteration of personal property markings will subject you to the policy governing contraband.

C. **Volume of Property** You are permitted to have five (5) cubic feet of property in your possession, of which no more than two (2) cubic feet may be Commissary or food items.

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. You will be given a receipt for your property, which you are required to review and sign. If you have transferred here and you have property at another facility, contact the Property Officer for assistance via an Inmate Request Form.

- E. **Disposal of Unauthorized Property, Disposal of Contraband Property, Unclaimed Property** will be made in accordance with **A.D. 6.10, Inmate Property: 27. A-C, 28. A-E, 29.**
- F. **Release From Court** If you go to court and are released, you may pick up your property at the facility in which you were housed Monday through Friday from 10 a.m. to 2 p.m. Call the facility in advance to arrange for pick-up.
- G. **Unclaimed Property** Unclaimed Property is property that is not claimed within thirty (30) days of a notice having been sent to the inmate's last known address. Unclaimed property will be disposed of according to the Directive governing inmate property.
- H. **Clothing for Court Appearance** MacDougall-Walker will not accept clothes for court appearances **unless they are requested by the Court.** Family members should make arrangements with the inmate's attorney and courts.
- I. **Clothing Package Program** Inmates shall be allowed to receive a clothing package every six (6) months under the guidelines listed below:
- You must see your Unit Counselor to fill out an agreement and application form.
 - See your unit bulletin board for listing of specific clothing items to include styles, colors and quantities that will be accepted.
 - Packages will only be accepted by an individual on your approved visiting list.
 - Packages shall be delivered by US mail **ONLY** (dropping off at the facility is not acceptable).
 - If you are transferred to another facility, the package will be returned to sender. They will not be forwarded to the next facility.
 - If excessive, unauthorized or rejected items arrive, the ENTIRE package will be returned to sender (at your cost) or donated to charity.
 - Any rejected package will constitute your loss of this privilege until your next 6-month time frame is renewed.
 - Absolutely no logos, trademarks, pictures, or lettering shall be accepted.

12. **INFORMATION, PROBLEM SOLVING, REQUEST SYSTEM, AND ADMINISTRATIVE REMEDIES**

A. **Information**

1. **Bulletin Boards** Bulletin boards are located in the housing units and Various locations throughout the facility. Up-to-date information about the operation of the facility is regularly posted on the bulletin boards. Only authorized material may be posted on a bulletin board. Posting of unauthorized material will subject you to disciplinary action.

2. Inmate Newsletter Information about the operation of the facility is often published in the *MacDougall-Walker Newsletter*.
 3. Housing Unit Team If you need to know something that is not posted on the bulletin board, contact your Unit Counselor or other member of the Housing Unit Team who will either know the answer or know where to get the answer.
- B. **Problem Solving** Most problems can be solved through verbal contact with the staff member in charge: the Housing Unit Officer, your Unit Counselor, Unit Manager, or Shift Supervisor. Explain the problem and follow the advice or instruction.
- C. **Inmate Request System** The Inmate Request System provides an informal way of obtaining information or a written answer to a question or an issue about a policy, procedure, or practice from a staff member, up to and including a Unit Manager. Request Forms (FORM CN9602) are located on the Control Officer's counter in each pod (MacDougall Building) and are available from your pod staff (Walker Building). You are not allowed to send simultaneously, multiple requests regarding the same topic to more than one staff person. You must wait for each person's reply (15 day response time) before sending another Inmate Request Form to a staff member who is higher in the chain of command. The Request System also serves as the informal resolution in the Inmate Administrative Remedies Procedure.
- D. **Inmate Administrative Remedies Procedure** The Inmate Administrative Remedies Procedure provides a way for you to obtain a formal disposition of an issue or a problem from the Warden or officials above the Warden. A summary of the Inmate Administrative Remedies Procedure explaining how to use it is included in Appendix A of this Handbook. The Inmate Administrative Remedy Form (FORM CN9602) may be obtained from the Housing Unit Officer. Questions about the use of the Inmate Administrative Remedies Procedure may be sent to the Administrative Remedies Coordinator on a Request Form.
- A copy of the Inmate Administrative Remedies Procedure may be obtained by request to your Unit Counselor. (Reference: **A.D. 9.6, Inmate Administrative Remedies**)
1. The name of the Administrative Remedies Coordinator is posted on the unit bulletin board.
 2. In case of an emergency, contact a staff member and explain the situation.
13. **MAINTENANCE** You should report any equipment malfunction to your housing unit staff.

14. **EMERGENCY SITUATIONS, CODES, DISTURBANCES** If an emergency code is called, you are to explicitly follow the directions of the staff person in the area. Failure to comply with staff direction during an emergency situation shall result in immediate disciplinary action. In addition, you should do the following:
- A. **In the Concourse/Hallway** Immediately move to the side of the concourse/hallway, against the wall. Remain silent. Follow the directions of the staff person in the area.
 - B. **In the Pod** Wherever you are in the pod (i.e., T.V. room, shower, quiet room, laundry, day room, bathroom, etc.), immediately return to your cell and secure/close your cell door. Remain silent. **Note:** If a disturbance is in the immediate vicinity of your assigned cell, follow the instructions of the staff person in the area.
 - C. **In the Dining Hall (MacDougall Building only)** Move immediately to the sides, if standing, and against the nearest wall. If seated, remain seated and be silent. Follow the instructions of the staff person in the area. **Do not** become involved or interfere with staff.
 - D. **In the Multi-Purpose Room or Gym (MacDougall Building only)** Move immediately to the sides, against the nearest wall. Remain silent. Follow the instructions of the staff person in the area.
 - E. **In School/Voc. Ed./Library** Remain seated if in a classroom. Remain silent. Follow instructions of the staff person in the area.
 - F. **At Your Work Assignment Outside of the Pod** Remain silent. Follow the instructions of the staff person in the area. **Do not** become involved or interfere.

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 in which you will be housed, your job assignment, your treatment and suitable programming needs. (Reference: **A.D. 9.2, Inmate Classification**). The Facility Classification Committee is chaired by MWCI's Classification Counselor Supervisor and meets weekly.
- A. **Initial Classification** In the MacDougall Bldg, initial classification is completed by the unit counselor in O-unit. Initial classification places an inmate on a wait list of his choice such as work wait, kitchen, school or vocational
 - B. **Re-classification** In the MacDougall Bldg., this Committee meets once a week in the Multi-Purpose room. This Committee is chaired by a Classification Counselor

Supervisor and Classification Counselor and may consist of representatives from the following areas: Unit Management, Food Services, Education, Maintenance, and Industries. Approval of all job changes and program failures are made at the discretion of this Committee.

C. **Transfer** Decisions involving a transfer to another facility are made at the discretion of the Director of Offender Classification and Population Management. If you want to be considered for a transfer, initiate a Transfer Request via the **classification counselor supervisor**. Your request will be responded to in accordance with **A.D. 9.1, Population Management**.

D. **Master File** The facility maintains a record of the status of your sentence (including any pending charges) and of your overall performance in a Master File. Your Master File is maintained by the Inmate Records Office. Questions about information in your Master File should be directed to your Unit Counselor.

Inmates shall be authorized to review their Master File one time every six months. This review will be documented in the Master File. There will be exceptions made for special circumstances including but not limited to the following (at the discretion of the Unit Manager):

- Pardon Board application
- Sentence modifications
- Parole hearing
- INS hearing
- Confirmed court action

E. **Assessment Inmates (Walker Building only)** The assessment process is carried out by Population Management staff, **not your Unit Counselor**. You are required to participate in the assessment process, as well as, the classification process that is outlined in this section. (**See Appendix C, Section 3**). Any issues regarding your assessment should be addressed to your Assessment Counselor.

2. **SENTENCE COMPUTATION AND CREDITS** The Department of Correction is responsible for the computation of sentences. Time sheets are distributed quarterly for inmates sentenced for a crime committed prior to 10/01/94. Inmates who have committed crimes after 10/01/94 shall receive one time sheet the first quarter after sentencing. Following is a description of factors that pertain to sentence computation:

A. **Statutory Good Time** Statutory Good Time is good time earned each month during service of a sentence, where applicable. (Ref.: **C.G.S. Secs. 18-7 and 18-7a**)

B. **Pre-sentence Credit (Jail Credit)** Pre-sentence Credit is credit for time spent in confinement prior to disposition of the charge on which sentence is imposed. [Reference: **C.G.S. Sections 18-97, 18-98, and 18-98d(a)**] For inmates serving

time on multiple dockets, the following Supreme Court decisions apply: (271 Conn. 808 (2004); (271 Conn. 856 (2004); and (271 Conn. 844 (2004). The court decisions

require the DOC to apply jail credit, if applicable, in the order in which sentences are received. Once used, the same days may not be transferred otherwise applied to subsequent sentences.

- C. **Jail Credit Good Time** Jail Credit Good Time is good time earned on Pre-sentence Credit. [Reference: **C.G.S. Sections 18-98c and 18-98d(b)**]
- D. **7-Day Job Credit** 7-Day Job Credit is a commutation of sentence of one day for each seven (7) consecutive days of employment in a work assignment designated as a 7-day job, where applicable. (Reference: **C.G.S. Section 18-98a**)

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- E. **Outstanding Meritorious Performance Award (OMPA) Standards** The awarding of OMPA shall be at the discretion of the Unit Administrator in accordance with the following standards:
1. An inmate convicted of a crime committed on or after October 1, 1994 shall not have OMPA time credit applied toward a reduction of length of sentence. OMPA credit may be used to calculate eligibility for programs such as Transitional Supervision.
 2. Inmate must be eligible under all applicable laws.
 3. No more than 120 days per any one continuous term of imprisonment, under any circumstances.
 4. Not to be used for club, hobby club, cultural, recreational or related activities.
 5. Not more than a total of 45 days to be awarded during a calendar year, except the 60 days for saving a life or quelling a disturbance shall be independent of this requirement.
 6. No OMPA shall be awarded to an inmate assigned to Level 5, Administrative Segregation, Punitive Segregation, or designated as a Security Risk Group Member, except when there is confirmation that the inmate:
 - a. prevents an escape
 - b. intervenes to stop another inmate's improper behavior or breach of order
 - c. provides specific information, other than regular intelligence information that prevents disorder
 - d. saves a life or puts self at risk to quell a disturbance

7. In addition to the above, the following criteria must be met:
 - a. No Class A misconduct within the last 12 months
 - b. No Class B misconduct within the last 6 months
 - c. No Class C misconduct within the last 4 months
 - d. Favorable work evaluation for 6 months prior to application
 - e. Successful participation in any available recommended program for 6 months prior to application.
 - f. No increase in overall risk level in the past 12 months
 - g. Not currently designated Security Risk Group Safety Threat Member

F. **Sentences for Offenses Committed on or After 10/01/94** Any person sentenced to a term of imprisonment for an offense committed on or after 10/01/94 shall not be eligible to earn Statutory Good Time, Jail Credit Good Time, 7-Day Job Credit or OMPA. (Reference: **C.G.S. Section 18-100d**)

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

- A. **New inmates** shall complete **Form CN108001** at Orientation, selecting their religious designation for worship service or non-affiliation. This form is for weekly worship only. An inmate may claim only one religion but shall be allowed to change religions every 90 days. When requesting a change in religious affiliation you shall submit a written notification using CN 100801 to the attention of the Institutional Religious Facilitator.
- B. **Religious Designation** Completion of a religious designation form is required in order to attend any collective religious program.
- C. **A separate written request** to the Institutional Religious Facilitator is necessary to participate in religious programs, such as Bible Study, Taleem, Choir, Legion of Mary, etc.
- D. **Schedule** A Religious Services Schedule will be posted on your unit bulletin board. Any changes to this schedule will also be posted on your housing unit bulletin board.
- E. **Marriage** The Chaplains and the Religious Services Unit are not involved in the marriage process. A request to be married must be sent by the inmate to the Unit Counselor. The request must contain the name of the intended bride and her residing address. The intended bride must not apply for a marriage license until specifically instructed to do so by the Unit Counselor. It is imperative that any inmate pondering the question of marriage **first consult the Unit Counselor** to insure that the inmate is fully aware of the requirements and stipulations for marriage. (See also **A.D. 10.9, Inmate Marriages**).

Note: Important – The Department of Correction is not responsible for any

expenses if the inmate is moved from MacDougall-Walker Correctional Institution to another institution. The marriage process will need to begin again at your own expense.

In accordance with **Administrative Directive 10.6**, Inmates not legally married prior to incarceration for the present offense will not be allowed to participate in the Extended Family Visiting Program (Conjugal Visits).

Conditions to be met before marriages are considered:

1. The inmate has been incarcerated for more than 1 year.
2. The inmate has been discipline free for 1 year.
3. The inmate is not a current SRG member.
4. One (1) of the parties to the marriage is not an inmate.
5. Neither party is the subject of a detainer or an indisposed criminal charge, which the legal proceeding can be potentially impacted by the marriage.
6. The intended parties of marriage are not Department of Correction employees or contractual employees.

Note: As of October 1, 2003, a blood test is not required for marriage in the state of Connecticut.

4. **HEALTH CARE SERVICES** Medical/UCONN, Dental, Mental Health, Pharmaceutical and Optical services are available either through staff assigned to this facility, staff who regularly visit the facility, consulting staff, or off-grounds visit. Services are the responsibility of the Health Care Administrator.
 - A. **Emergency** If you have an emergency health problem or an injury, tell a staff member immediately. Emergency response is available 24 hours every day and will be assessed by Medical to determine the degree of urgency.
 - B. **Access to Services** Routine access to health care services is by submitting a request to Sick Call. The Health Services Request Box (Medical Sick Call Box) is located in your housing unit.
 - C. **Hours** The Health Services Out-Patient Unit is open Sunday – Saturday, except Friday evenings (**MacDougall Building**) and Sunday – Friday after the a.m. count (**Walker Building**). You are only permitted access into the Health Services Out-Patient Unit (1) if you have an appointment, or (2) if you are called or taken to the unit by a staff member. The housing unit in which you live will determine which days you will be called for sick call.

- D. **Sick Call** Sick Call is the opportunity for you to bring a non-emergency health problem to the attention of medical staff. The Sick Call Schedule is posted in the housing unit.
1. Sick Call commences after morning count on the above scheduled days.
 2. To sign up for Sick Call, put a request in the Medical Sick Call Box. You will be seen on the day of Sick Call for your housing unit, provided (1) your request is properly filled out, including your name, inmate number, and housing unit, and (2) your request is deposited before 10:00 p.m. on the night previous to your Sick Call day.
 3. Remain in your Housing Unit until notified to report to Health Services Unit.
 4. **Bulk Medication** Medication prescribed at Sick Call will be ready the next day and must be picked up when the Medication Pickup is announced, usually between 5:00 and 7:00 p.m. Medication prescribed must be picked up and signed for, acknowledging receipt of medication. Inmate's must present their ID before being issued medication.
 5. **Fees for Medical Care** Sentenced inmates shall be charged according to the following schedule for the indicated medical services. An Inmate Fees Form shall be completed when the inmate is seen by a medical professional. (Reference: **A.D. 3.12, Fees for Programs and Services**)
 - a. Medical Visits - Three dollars (\$3.00) for each inmate-initiated visit to the Health Services Unit
 - b. Dental Visits - Three dollars (\$3.00) for each procedure performed
 - c. Eyeglasses - Three dollars (\$3.00) per prescription
 6. **Exclusions**: Inmates shall not be charged for medical services if:
 - a. Medical staff determines that emergency care is necessary.
 - b. The medical/dental appointment is initiated by health services staff, consultants, or other Department personnel.
 - c. Inmate is indigent in accordance with **A.D. 6.10, Inmate Property**.
 - d. Inmate is undergoing scheduled follow-up medical treatment for chronic disease.
 - e. Treatment is for mental health reasons.
 7. **Refusals** If an inmate refuses to sign the Inmate Fees Form, a notation to that effect shall be made and the form shall be signed by Health Services staff. All completed Inmate Fees Forms are forwarded to the Inmate Accounts Office on a daily basis.

- E. **Sick Cell** Sick Cell is a restriction of movement due to a medical condition. There are two levels of Sick Cell, each subject to certain restrictions:
1. **Level 1** - No work, no school, no intramurals. All other programs allowed, including unit Recreation.
 2. **Level 2** - Confinement to cell. No work, no school, no unit Recreation or intramurals. All other programs allowed.
- F. **On-Person Medication** On-person medication will be given to you in quantity. You must take the medication according to the prescribed dosage and interval.
- Accumulating and sharing medication will subject you to Disciplinary Action.
- You must deposit your refill sticker in the Medical Sick Call Box before 10:00 p.m. the previous night to receive the refill at the evening medication pickup. Refills are done Monday through Friday.
- G. **On-line Medication** On-line medication will be administered by medical staff on a per-dosage basis. You must take the medication in the presence of staff.
1. Inmates permitted to go to the Medical Unit will do so via the pass system.
 2. Inmates whose movements are restricted will receive on-line medication at their cells.
- H. **Medication Call** Medication is administered seven days a week at the following times:
MacDougall pods H, I, J, L, M, and RHU – 5:00am and 8:00pm.
MacDougall pods N, O, P, Q, and R – 5:00am and 7:30pm
Walker Building – 9:00am and 8:00pm
Walker RHU – 6:00am and 6:30pm
- Inmates **MUST** present their ID before medication can be administered.
A mouth check will be done on all inmates after receiving any on-line medication.
- I. **Dental** Place a request in the Medical Request Box. An appointment will be scheduled. You will be notified of your scheduled appointment.
- J. **Mental Health** The Mental Health staff provides counseling, medication when appropriate, and 24-hour crisis intervention for inmates with a mental health score of 3 or less. Inmates with mental health scores of 4 or 5 will be transferred to mental health housing. Mental Health referrals may occur upon admission screening or at any time thereafter by writing a request for services on an Inmate Request Form.

For immediate attention, please notify your Unit Staff of the need to see a Mental Health professional.

- K. **Optical** Place a request in the Medical Request Box. An appointment will be scheduled. You will be notified of your scheduled appointment.
 - L. **Special Equipment** If special equipment is prescribed for you, you will be responsible for the condition of the equipment while it is assigned to you.
 - M. **Diabetic Call** During the shift's Sick Call routine, the Diabetic status inmate(s) reporting to Medical for treatment shall be seated in the chairs available in the waiting room. The Hospital Officer will schedule the inmate(s), one at a time, to enter the triage room to receive their treatment.
 - N. **Hospice (MacDougall Building only)** Hospice is a program to address the needs of and provide care for terminally ill inmates. Services are available in the areas of: counseling for the patients and their families, spiritual guidance, supportive pain management, companionship, and assistance with normal activities of daily living.
 - O. **HIV Counseling** HIV Counseling provides information about Acquired Immune Deficiency Syndrome (AIDS). Counseling components include what AIDS is, how you get it, how you avoid getting it, what it means to be HIV positive, how to take care of yourself if you are HIV positive, and help in dealing with your feelings. You may contact the HIV Counselor by addressing a sealed envelope to "HIV Counselor". Place in your Unit's Medical Sick Call Box. This is a confidential service. (Reference: **A.D. 8.11, Human Immune Deficiency Virus Infection**)
 - P. **Dialysis (MacDougall Building only)** Inmates requiring hemodialysis will generally receive treatment three days per week in the MacDougall Building Dialysis Unit.
5. **FOOD SERVICES** Food Services are the responsibility of the Food Services Supervisor in accordance with **U.D. 10.18, Food Services**.
- A. **Common Fare Meal** A Common Fare Meal is a meal which meets all nutritional requirements and reasonably accommodates recognized religious dietary restrictions. To receive a Common Fare Meal, you must submit a Common Fare Request to the Food Service Supervisor. Upon approval, your ID will be marked as such.
 - B. **Special Medical Diet** A Special Medical Diet may be prescribed by medical staff to address a medical condition. If you are authorized to receive a Special Medical Diet, a pass will be issued stating the diet authorized.
 - 1. The Health Services Department will notify the Food Service Department on any special medical diet issued to inmates within the facility.
 - 2. Abuse of a medical diet or of any special diet plan may result in revocation.

6. **RECREATION/PART 1** Coordination of Recreation activities is the responsibility of the Recreation Supervisor.

- A. **General Recreation** General Recreation is carried out daily in the housing unit recreation yard, or in the day room of your housing unit. A recreation schedule and any unit rules are posted on the bulletin board in your housing unit at the beginning of the week.

Recreational equipment is available in your housing unit. You must sign out any equipment you use. You will be responsible for seeing that it is in good condition upon its return.

- B. **Intramural Recreation** Inmates with positive performance records are eligible to participate in Intramural Recreation programs in the MacDougall Building. Participants in Intramural Recreation will have access to the gym and other areas authorized for such programs. The Recreation Director will establish rules and procedures for the conduct of each intramural activity, in addition to the rules stated below. Any inmate participating in the intramural program must have cleared disciplinary infractions by **120 days on Class A DR's, 90 days on Class B DR's and 60 days on Class C Informals**. Inmates on High Security Status are excluded from participating in intramural programs held **outside**.

1. **General**

- a. Misuse or abuse of the equipment is not permitted.
- b. Horseplay is not permitted.
- c. Proper clothing is required.
- d. Good sportsmanship must be exhibited.

2. **Gymnasium**

- a. No shoes, boots, or black-marking soles are permitted in the Gym.
- b. No food or beverages are permitted in the gym.
- c. Walkmans are allowed; however, they may not be used while in the concourse.
- d. No doo-rags.

3. **Outdoor Rules** You must stay within the designated boundaries of the recreation area.

- C. **Special Events** Special events will be scheduled by the Recreation Supervisor. See your Housing Unit Bulletin Board for scheduled events and unit participation.

- D. **Clothing for Recreation:** gym shorts, white T-shirts, sweats, sneakers. Grey, blue or white sweatshirt may be worn.

- E. **Gym Schedule:** MacDougall Building schedules for Gym #1 and Gym #2 are posted on unit bulletin boards.

RECREATION/PART 2 (Walker Building only) Recreation is either indoors in the housing unit or outdoors in the recreation yard authorized for your housing unit.

- A. **General Rules** A recreation schedule and any unit rules will be posted on the bulletin board in your housing unit.
 - 1. **Appropriate Conduct** You must conduct yourself according to the rules of the activity. Horseplay is not permitted.
 - 2. **Attire** You are required to wear your jumpsuit for indoor recreation. Sweatshirts, sweat pants, gym shorts and unaltered T-shirts may be worn to outside recreation.
- B. **Indoor Recreation** Indoor recreation consists of passive recreation – board games, cards, letter-writing, etc.
- C. **Outdoor Recreation** Basketball is available as an outdoor recreation activity. State-issued work boots are not to be worn to play basketball. Walkmans are permitted in the recreation yard. Cups and bowls are not permitted in the recreation yard. During outdoor recreation, crossing the yellow line adjacent to the fence is strictly prohibited. Failure to comply with this policy will result in disciplinary action.

7. **INMATE ACCOUNTS** Each inmate shall have an Inmate Account in which will be deposited any wages or allowances paid by this facility and any funds received from approved sources outside this facility.

- A. **Incoming Funds** All incoming funds must be sent to the following address:
Department of Correction
Inmate Trust Fund
P.O. Box 290800
Wethersfield, CT 06129-0800

Inmate Trust Fund may put the money on your account with a 10-day hold. A receipt of incoming funds will be provided to you. All checks issued by government agencies are subject to verification eligibility. Remember, only those people on your approved visiting list may send you money orders.

Note: Facilities no longer accept inmate funds in the mail. Letters to inmates that include money orders will be Returned to Sender. **Only** Personal letters should be sent to the facility.

- B. **Outgoing Funds** You may send funds from your Inmate Account in accordance with **U.D. 3.7, Inmate Monies, paragraph 13, Special Request**.

- C. **Inmate Pay** Inmate pay is posted to your account bi-weekly.
- D. **Indigent Inmate** An inmate shall be considered indigent when he has less than five dollars (\$5.00) on account at admission or when the monetary balance in his inmate trust account has not equaled or exceeded five dollars (\$5.00) at any time during the preceding ninety (90) days.
- E. **Money Orders** You may receive a money order from anyone.

F. Below needs to be removed

- G. **only from those visitors on your approved visitor list or from your attorney of record. The sender of each money order will be compared against the list; if there is no match, the money order will be rejected and you will receive a rejection notice. There will be no appeal. The envelope and all of its contents will be Returned to Sender, and the yellow copy of the rejection notice will be included. This visitor will count towards the maximum number of visitors.**
 - F. **Western Union Trust Fund Deposit Program** If you have a new or current visitor who would like to participate in the Western Union Trust Fund Deposit program, you must contact your Unit Counselor. The Counselor will issue a new visitor application form for each prospective participant. Once you complete the forms, return them to the Counselor to be mailed out to the visitor. The visitor shall then complete the forms and return to the MWCI Visiting Clerk to be processed.
8. **COMMISSARY** The Commissary sells items for your personal use. You must have money in your Inmate Account to purchase items from the Commissary. You may only purchase items once per week. No more than \$50.00 may be spent each week, excluding electronic or clothing items.
- A. **Commissary Day** Each housing unit is assigned a day to receive commissary items. The schedule is posted on your unit's bulletin board and is subject to change as staffing permits.
 - B. **Placing an Order** Fill out a Commissary Order Form and deposit it in your Unit's Commissary Box. The Commissary Order Form must be completely and correctly filled out or the order will **not** be processed. Do not fold or wrinkle the form or it may not be processed. You may obtain a form from your Counselor.
 - C. **Substitutions** There will be no substitutions for items out of stock or for items ordered in error. The Commissary will process your order from front to back until it is completed or until you are out of money. The Commissary is not responsible for items that you do not receive if you do not have enough money for the entire order.
 - D. **Delivery** The method of delivery for each housing unit will be explained by your unit staff. To receive your order, you must present your I.D. card, sign the Commissary sheet, and examine the contents of your order along with a staff

member. Any shortage or discrepancy must be addressed and made known **at that time**. Any missing items not in the order will be credited by the Commissary delivery staff. Once you sign the Commissary sheet and leave the area, there is no recourse for error concerning your order. If you decline to accept any part of your order, the entire order will be returned for credit.

- E. **TV, Walkman, and Sneaker Purchase (Walker Building only)** Use the Commissary Special Request Form. This is **different** from the form for regular commissary items. Place this order form in the **Counselor's Mailbox** in your unit. **DO NOT PLACE THIS FORM IN THE COMMISSARY BOX. IT WILL DELAY YOUR ORDER!** This form will require a signature from the unit CTO/CC or Unit Manager.

Antennas are not authorized at MWCI and are consider contraband. When an inmate purchases a television, the antenna will be shipped to property for mass storage. Any inmate discharging/transferring with a television will be issued an antenna in their property at the time of discharge.

- F. **Excessive Commissary** Commissary items other than appliances and clothing shall not accumulate in the cell/living area in excess of the limitation per **A.D. 6.10, Inmate Property, Section 16**, and will be disposed of in accordance with **Sections 27, 28, & 29**.
- G. **Special Orders** Special Orders such as sneakers must be approved by unit staff **prior** to submitting the order to the Commissary. Once the order has been placed, you are responsible for purchasing that order. If duplicate orders are submitted and approved, you are responsible for those orders. Any issues concerning warranty or exchange of electronic items will be handled according to the warranty policy. Any alteration of or tampering with the engraving or the actual item voids the warranty.
- H. **Infirmiry Assignment/Packages** Inmates who are housed in the infirmary for **over (30) continuous days** will be entitled to receive commissary, including food items. This is to be limited to one bag per week and the inmate is responsible for all regulations related to use of commissary. Any abuse will be subject to disciplinary action.
9. **MAIL** Inmate use of the mail is governed by **State Administrative Regulations 18-81-28** through **18-81-38** and **18-81-51**, available in the Library, and **A.D. 10.7, Inmate Communications**. The information stated in this Handbook does not supersede or overrule those regulations in any way, and is provided to guide your ordinary use of the mail.
- A. **General** You may write and receive an unlimited number of letters at your own expense. You may write anyone except:
1. A victim of any crime for which you have been convicted or for which disposition of criminal charge is pending.

2. Any person under the age of eighteen (18), if the person's parent or guardian has objected to the correspondence in writing.
3. An inmate in a correctional facility, except immediate family.
4. A parolee or inmate in community confinement without the consent of the person's supervisor.
5. When correspondence is restrained by court order.
6. When correspondence with a person or group has been expressly prohibited by the Warden.

**** Request for inmate-to-inmate correspondence to immediate family member is subject to approval by the Warden. ****

- B. **Outgoing Mail** Stamped envelopes are available through the Commissary. All outgoing mail must bear the following inscription: **THIS CORRESPONDENCE ORIGINATED FROM AN INMATE AT A CONNECTICUT CORRECTIONAL INSTITUTION.** You must address the envelope with the complete, legible address of the party with whom you are corresponding. You must put your own name, your inmate number, and the return address of the facility on the outside of the envelope. You may seal outgoing correspondence. Letters not exhibiting your name, number, and return address shall not be mailed.
- C. **Incoming Mail** Incoming mail will be opened by Mail Room personnel and inspected for contraband, but not read, except under Review Procedures (See Section G below). Incoming mail containing money orders will be returned to sender. All funds must be sent to the address in Section 7A. (See above).
- D. **Privileged Correspondence** Privileged Correspondence includes, but is not limited to, 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. (See **A.D. 10.7, Section 3E**).
1. Privileged Correspondence must be clearly marked as privileged (e.g., Privileged Mail, Legal Mail).
 2. Incoming Privileged Correspondence will be opened in your presence and the contents inspected for contraband, but not read. Inadvertent opening outside your presence will be noted in writing.
 3. If an incoming Privileged Correspondence envelope contains non-written enclosures, the enclosures may be examined to determine if they jeopardize a legitimate penological interest. If the Warden determines that they do, the

correspondence and the enclosures may not be delivered. (See **A.D. 10.7** for additional consequences).

- E. **Indigent Envelope Program** An Inmate whose account has not exceeded five dollars (\$5.00) for the previous ninety (90) days, or for the term of incarceration, whichever is less, shall be classified as indigent. As such, he may receive two envelopes per week for social correspondence and up to five envelopes per month for privileged correspondence. If approved, you will receive the envelopes from your unit staff. These envelopes shall not be borrowed, traded, or sold.

- F. **Certified Mail** Requests for speedy trial under **C.G.S. Sections 54-82c, 54-82m, and 54-186** and correspondence with the Sentence Review Board shall be sent Certified Mail. Other correspondence may be sent Certified Mail with the approval of the Warden.

- G. **Mail Review** The Warden may place your mail under review by reading it, if he has reason to believe that such reading is generally necessary to further the substantial interests of security, order, or rehabilitation in accordance with **A.D. 10.7, Inmate Communication**.

- H. **Inmate-to-Inmate Correspondence** An inmate who wishes to correspond with an immediate family member who is incarcerated must apply through his Unit Counselor. The Wardens of each facility must approve the request. If either inmate is transferred, this process must be completed again.

- I. **Incoming Publication** The following procedures are in effect when requesting a new publication, subscription, magazine, book, brochure, or any religious item to be sent to MacDougall-Walker C.I.:
 - 1. **Pre-Paid Publications** All publications and books must be prepaid. Inmates are required to write to their Unit Counselor to request the above items and submit the subscription card and Special Request Form to withdraw funds. All listed items above shall be purchased directly from the bookstore/publisher and mailed directly from the store or publisher to the facility. Family and friends may purchase publications/books and have them sent to you, as long as they are paid for in full and sent directly from the bookstore/publisher.

 - 2. **Book Review** All books and magazines will be held for a period of two (2) weeks for review. Books or magazines that contain questionable material (See “J” below) will be forwarded to the Department of Correction Publications Review Committee.

 - 3. **Religious Articles** Religious articles may be allowed in accordance with the Inmate Property Matrix. Religious articles shall be available for Commissary purchase in accordance with **Administrative Directive 3.8, Commissary**.

Inmates requesting to purchase religious articles not available through the Commissary may be allowed to purchase these items via mail order with the written permission of the Director of Programs and Treatment or designee, in accordance with **Administrative Directive 6.10, Inmate Property and Administrative Directive 10.8, Religious Services**.

4. **Smudging Materials** Smudging materials are ordered **only** through the Religious Coordinator. Unit Counselors **do not** process orders for smudging materials.
5. **Inmate Orders** All items listed in paragraphs one and two above must be ordered and prepaid by the inmate through the Unit Counselor in accordance with **Administrative Directive 10.7, Section M**. They may not be ordered by outside parties.
6. **Unpaid Invoice** A publication received along with an unpaid invoice will be rejected and returned to the publisher. All publications must be prepaid, and the Special Request Form goes to the publisher via your Counselor, Unit Manager, and Inmate Accounts. Subscription cards must be accompanied by payment. Cards that have “Bill Me Later” checked off are **not** acceptable.
7. **Subscription Incentive Gifts** On occasion when a subscription to a magazine, publication, book club, etc., is ordered, the publisher will offer a small gift as an incentive for you to order the books or magazine or to extend your current subscription (e.g., ball point pen, key chain, small soft plastic vial of perfume, etc.) These gifts will **not** be forwarded to you. **Do not** order a book or magazine that offers a gift incentive for your book order or magazine subscription, etc. In those cases where you have no control or knowledge over what a publisher or marketing agency may forward to you, be advised up front (i.e., before you place your order) that said gift will **not** be forwarded to you. The same will be applied for any gifts sent for the completion of a correspondence course.
8. **Audio Cassettes/CD's/Game Boys** Audiocassette tapes, CD's, and games for the Game Boy **MUST** be ordered through the Commissary only. Audio cassettes of a religious nature not available through Commissary may be purchased via mail order with the written permission of the Director of Programs & Treatment in accordance with **A.D. 6.10, Inmate Property**. Audiocassette tapes of an educational nature not available through Commissary may be purchased via mail order with the written permission of the School Principal (for details contact your Unit Counselor or CTO). An inmate may not receive donated (free) tapes/CD's from any source.
9. **Catalogues** Catalogues that you order and prepay through the DOC system, and which satisfy the requirements of **Administrative Directive 10.7**,

Inmate Communications, will be forwarded to you. See your unit staff if you have any questions.

10. **Hard Cover Books** Hard cover books whose weight exceeds four and one-half (4 1/2) pounds will be rejected on the basis that said books may be detrimental to the security of the facility, particularly if used as an offensive weapon against staff or other inmates. Please check with the publisher or bookstore about the weight of certain dictionaries or textbooks before the item is shipped.

J. **Rejection of Correspondence** Correspondence that contains or concerns any of the following may be rejected, which means that it will **not** be delivered and you may be subject to disciplinary or criminal proceedings:

- 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, 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
1. If your outgoing mail is rejected, a notice of rejection including a statement of reasons will be sent to you and the sender. You have a right to appeal to the Warden within fifteen (15) days. (Reference: **A.D. 10.7, Inmate Communication, Section E2**)
 2. If the correspondence is material to criminal or disciplinary proceedings, the notice of rejection may be delayed pending completion of any investigation.
 3. Where a publication is found unacceptable, the Unit Administrator shall promptly advise the inmate in writing of the decision and the reasons for it. The inmate shall be allowed to appeal to the Commissioner or designee within fifteen (15) days of receipt of the rejection letter. The Unit Administrator shall return the rejected publication to the publisher or sender of the material unless the inmate indicates an intent to file an appeal under the Inmate Grievance Procedure. (Reference: **A.D. 10.7, Section 4.M.3.4., Inmate Communication**)

K. General Correspondence received after you discharge or transfer will be marked “**Returned to Sender**”.

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 identifies 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 below). You may have up to seven (7) visitors including children on your Visiting List at the MacDougall Building and five (5) visitors including children at the Walker Building.

1. **Admission** Upon transfer to MacDougall-Walker C.I., the inmate’s approved Visiting List in the DOC computer is checked and, if appropriate, is reactivated and designated as the inmate’s MacDougall-Walker C.I. Visiting List. Only if an inmate does not have a Visiting List is it necessary to submit a list of prospective visitors to his Unit Counselor, at which point the inmate may receive two (2) weeks of courtesy non-contact visits for two (2) immediate family members.

2. **Changes** You may change your Visiting List every one hundred twenty (120) days by submitting a Visiting Application Form to your Unit staff.

B. **Authorization** Visitors must be approved by the Unit Manager. Visitors shall 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 evidence of current criminal activity. No person currently serving a sentence will be permitted to visit, except an immediate family member, who will be assessed on the above criteria. Ex-offenders and persons currently serving a sentence or with a pending criminal case must apply in writing to the Warden.

1. **Immediate Family** Immediate family includes an inmate’s legal spouse or civil union partner, parent, grandparent, sibling, or child; to include a step/foster relationship.

2. **Visiting Limitations**

a. No visitor, except immediate family members and members of authorized community groups, shall be on more than one (1) inmate’s Visiting List.

b. Visitation with the victim of any crime you have been charged with or convicted of is not permitted, except when approved in writing by the Warden.

c. A Department employee will not be an authorized visitor unless the

employee is an immediate family member and has the approval of the Warden and the employee's Unit Manager.

3. **Children** Any person under eighteen (18) years old is a child. A child must be an immediate family member and accompanied by an adult on the Inmate's Visiting List and must be continuously attended and supervised while on the grounds of the facility.
 4. **Inmates in Restrictive Housing** If you are assigned to Restrictive Housing, ask your Unit Counselor about visiting procedures that may apply to you. (Reference: **A.D. 9.4, Restrictive Housing**). See the RHU Counselor for further information.
 5. **Appeal** You may appeal a denial of visitor authorization to the Warden within ten (10) days of the denial. The Warden will respond within fifteen (15) days of receipt. The Warden's decision is final.
- C. **Visitor Identification** The visitor's identity will be verified through a state issued photo identification prior to admission to the Visiting Area. Visitors under the age of eighteen (18) are considered to be minor children and must be accompanied by an authorized adult (immediate family member on the approved visitor list). Children or above should be verified through either a Drivers License or other approved photo identification. Children under the age of sixteen (16) must provide identification to insure that they're visiting with their legal guardian. Identification may include a birth certificate or social security card.
- D. **Western Union Trust Fund Deposit Program** If you have a new or current visitor who would like to participate in the Western Union Trust Fund Deposit Program, you must contact your Unit Counselor. The Counselor will issue a new visitor application form for each prospective participant. Once you complete the forms, return them to the Counselor to be mailed out to the visitor. The visitor shall then complete the forms and return to the MWCI Visiting Clerk to be processed. **THIS NEEDS to be removed**
- E. **Visiting Schedule** See Appendix B
- F. **Infirmary Visiting Schedule (MacDougall Building only)** Inmates assigned to the infirmary who are cleared by Medical for visiting in the visiting room may do so on their regularly assigned days. Inmates not cleared to go to the visiting room must see the Unit Counselor assigned to Medical to schedule a visit.

Infirmary visits are subject to cancellation at any time for safety and security reasons:

Notes: 1. The Deputy Warden of Programs & Services is the approving authority.

2. A twenty-four (24) hour advance request must be received.
3. No children under 16 years of age are allowed.
4. Visitors must be on the inmate's authorized Visiting List.
5. Only two infirmary patients may receive visits at the same time.

G. **Special Visits** The Warden shall provide opportunities for special visits when conditions require or if the visitor is not on the Approved Visitor List. Special visits shall be encouraged during routine visiting hours (see schedule above). Visits during non-routine visiting hours shall normally require twenty-four (24) hour advance notice. A request for a Special Visit must be submitted to your Unit Counselor sufficiently in advance of the visit to allow verification of the circumstances, except in the case of an emergency. Special visits may be authorized for a person(s) who has traveled from out-of-state for a one-time visit. This person does not need to be an immediate family member. All approvals are at the discretion of the **Deputy Warden of Programs and Treatment**.

H. **Visiting Rules**

1. **General Rules** The general rules apply to all visiting situations, unless other restrictions have been imposed.
 - a. **Length of Visit** Each visit is normally limited to one (1) hour.
 - b. **No property** will be allowed, except if you are permitted to take your inmate I.D., wedding band, and authorized religious medal and authorized religious headgear into the Visiting Room.
 - c. **Conduct** You are required to conduct your visit in a quiet, orderly, and dignified manner. Your hands must remain in plain sight of the Correction Officer throughout your visit.
 - d. **Cross-visiting** Cross-visiting among inmates and other visiting parties, or socializing among visiting parties is not permitted.
 - e. **Valid I.D.** All visitors must produce a valid I.D. (e.g., license, photo I.D., etc.)
 - f. Any inmate's visitor found to be conveying and/or conspiring to convey contraband will have their visiting privileges suspended indefinitely and may be subject to criminal prosecution.
 - g. **Proper Clothing (MacDougall Building)** Tan pants and tan shirt tucked in (grey sweatshirt may be worn **under** tan shirt) or issued jumpsuit. No thermal shirts are allowed.
(Walker Building) Full jump suit required. Grey sweatshirts may be

worn **under** jump suit. No thermal shirts are allowed.

- h. All visitors must clear the metal detector. Failure to do so will result in non-authorization of visit.
- i. No more than one (1) visit per weekend is authorized.

2. **Contact/Non-Contact Visit** No inmate shall be entitled to a contact visit. Inmates on any type of restricted status, in the close monitoring program or high security status, may not be allowed contact visits in accordance with **Administrative Directives 9.4, Restrictive Status, and 6.14, Security Risk Groups**. Privileged or Professional visits for inmates not allowed contact visits, may be contact or non-contact at the discretion of the Unit Administrator.

a. **Levels 3 & 4 Contact Visits** Level 4 inmates meeting the following criteria may be allowed contact visits:

- Six (6) months at current security level
- Free of Class A Disciplinary Reports for two (2) years
- Free of Class A Disciplinary Reports for Assault on a Department of Correction employee for current incarceration or two (2) years, which ever is greater
- Free of Class B Disciplinary Reports for six (6) months
- Positive program and work performance for one (1) year
- If unsentenced, bond below \$250,000
- If under the age of 21, enrolled in General Equivalency Diploma preparation program
- Consistent with Administrative **Directive 9.4, Restrictive Status**, not classified a High Security inmate
- Not more than three (3) visitors are allowed for each contact visit

b. **Non-Contact Visits** Non-contact visits may be utilized when an inmate presents a reasonable security concern that may include, but not be limited to, the following:

- Escape risk or history
- History of introduction of contraband
- History of disruptive behavior
- Security Risk Group activity
- Non-conformity to rules, regulations or staff direction
- Refusal to participate in recommended program or work assignment
- Information developed which indicates a reasonable threat of disruption to the safety, security, or order of the institution
- Not More than two (2) visitors are allowed for each non-contact visit

3. **Behavior** An inmate authorized a contact visit may be permitted a brief embrace and kiss at the beginning and end of a visit, but excessive intimacy, to include inappropriate kissing, hugging or fondling shall be

strictly prohibited.

4. **Attire** Your visitor must be dressed in reasonably modest attire. Revealing, seductive, or offensive clothing may result in a visitor being denied access to, or being removed from the Visiting Room.
5. **Children** Children must be under supervision of the adult visitor. The child's conduct must not be permitted to disrupt the Visiting Room. Children must remain on the visitor's side of the visiting table.

I. **Termination of Visit**

1. A visit may be terminated by the Visiting Room Officer if you, your visitor, or your children engage in behavior that disrupts the Visiting Room or that is in violation of facility rules, or if you or any one of your visitors is evidently under the influence of drugs or alcohol.
2. Authorization of an approved visitor may be rescinded on a finding by the Warden that the conduct or actions of a visitor, or your conduct or actions with respect to a visitor are detrimental to the order or security of the facility. Such a finding will be communicated in writing to you and your visitor.
3. Any person conveying or causing to be conveyed to an inmate any unauthorized articles including intoxicating liquors, drugs, firearms, explosives, or any device which may be used in an escape or attempted escape, is subject to imprisonment for not more than five (5) years and a fine of not more than one thousand dollars (\$1,000) or both. (Reference: **C.G.S. Sections 53a-174 and 53a-174a**)

J. **Professional Visits and Privileged Visits**

1. **A Professional Visit** is a special visit between an inmate and a credentialed individual from the community (e.g., law enforcement official, social worker specialist, or member of the clergy, etc.) for an authorized purpose other than social visitation--not to include attorney representative. Professional visits will normally take place Monday through Friday with a 24-hour advance notice and the approval of the Unit Manager.
2. **A Privileged Visit** is a special visit between an inmate and a Judge, the Governor, Legislator, Attorney General, Board of Parole Member/Officer, Probation Officer, Sentence Review Board Member, Commission on Human Rights and Opportunities Member, State Claims Commissioner, Board of Pardons Member, elected government official, Correctional Ombudsman, or the inmate's Attorney or Attorney representative for an authorized purpose other than social visitation. Privileged Visits will normally take place Monday through Friday with a 24-hour advance notice. In addition, privileged visits may be scheduled during evening and weekend visiting

hours, or at other times subject to the approval of the Unit Manager.

3. **Receipt of Property and Funds** No inmate property or funds will be accepted by staff in connection with a visit, unless pre-approved and documented by the appropriate Unit Manager.

K. **Transportation** Visitors without private transportation to and from the facility can access transportation services from various sources, as follows:

1. **Families in Crisis** This social service agency provides van service on a limited basis from various locations throughout the state to certain correctional institutions. For Families in Crisis van schedules and limitations, please have your family call: Hartford (860) 236-3593, New Haven (203) 498-7790, or Waterbury (203) 573-8656.
2. **Rail** Amtrak provides rail service from Bridgeport, New Haven, and Hartford to Windsor Locks. The train station is approximately 2 ½ miles from the facility, so a taxi is needed to complete the journey. For fare and schedule information, call Amtrak toll-free at 1-800-872-7245. For taxi service in the Windsor Locks area, call (860) 292-6666 or (860) 244-9999.
3. **Bus** The Connecticut Transit Company does not provide service to Suffield, Connecticut.
4. **Transportation Updates** As information is received or transportation and van schedules are revised, the information will be forwarded to Unit Managers for posting on all pod bulletin boards.

11. **TELEPHONES** Inmate use of telephones is governed by **State Administrative Regulations 18-81-28/29** and **18-81-41** through **18-18-51**. The information stated in this Handbook does not supersede or overrule those regulations in any way. It is provided to guide the ordinary use of telephones authorized for inmates to use. (Reference: **A.D. 10.7, Inmate Communications**)

- A. **Collect-call-only Telephones** Collect-call-only telephones are telephones on which only a collect call can be placed. A collect call is a call in which the person called agrees to pay the charges. Collect-call-only telephones are silver and are located in the housing units. Most pod phones are available for your use during your out-of-cell times. Please check with your unit staff for specific phone schedules and restrictions.
- 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. **Termination** Any call may be terminated for the following reasons: violation of unit rules, illegal activity, exceeding allotted time limit, misuse of equipment, threatening or disruptive behavior, unit emergency, or interference with other valid

penological interest.

- D. **Privileged Telephone Calls** Any telephone call placed or written correspondence done on behalf of an inmate by the facility shall be considered "privileged communication" when addressed to or received from federal, state, or local (e.g.,

municipal, county, or town) elected and appointed officials, including but not limited to the following:

- any Judge or Court
- the Governor
- the Legislature
- the Attorney General
- the Commissioner of Correction or any Department official appointed by the Commissioner
- the Board of Parole
- the Sentence Review Board
- the Commission on Human Rights and Opportunities
- the State Claims Commissioner
- the Board of Pardons
- elected government officials
- the Clerk of the Court

Special Notation In order to avoid any misunderstanding, all communication between inmates and those offices listed above shall be in writing, unless ordered by the court or requested by an official of a specific office.

- E. **Privileged Communication** shall also mean any telephone call placed on behalf of an inmate by the facility or any written correspondence addressed to or received from the Connecticut Correctional Ombudsman or Attorneys. The word "Attorneys" shall include organizations providing legal services to inmates.

1. Calls will be made on non-collect-call only telephones. You must sign up with your unit staff to place a privileged phone call.
2. Long-distance calls are made collect, and the person called must agree to accept the charges. (**Note:** Privileged calls to state and federal Public Defenders' offices and Legal Assistance to Prisoners shall be toll-free). Pre-paid telephone service is also available through Global TeleLink (GTL). Your family or friends would have to contact GTL at 1-877-372-4330 for more information or to open a Global Tel Link Advance Pay Collect Service account.
3. Up to two (2) privileged calls a month will be allowed in addition to calls initiated by the inmate's attorney.
4. Calls answered by a person or machine capable of taking a message shall be counted as a contact. Calls answered by a busy signal shall not be counted.

5. Inmate-initiated requests to make a privileged call shall be honored either by the close of the first business day **following** the day on which the request was received or at the time specified by the inmate, whichever shall occur later.
 6. Attorney-initiated requests to speak with an inmate shall be honored by the close of the first business day **following** the day on which the request was received from the attorney, or at the time specified by the attorney, whichever shall occur later.
 7. Privileged calls shall be placed by MacDougall-Walker staff, who shall verify the party's identity prior to placing the inmate on the line.
 8. Privileged calls shall be limited to 30 minutes. In the absence of exigent circumstances, this limitation shall be increased at the oral or written request of the attorney.
 9. A staff member shall not be within listening range but shall maintain visual observation of the inmate at all times during the privileged phone call.
- F. **Phone Block** If you are unable to make a collect call because there is a phone block, staff will **not** permit use of a facility phone unless there is a verifiable emergency.
- G. **Emergency Calls** You may place an emergency call on a facility phone subject to approval by the Unit Manager, following verification of the emergency.
- H. **Means of Access/PIN** Each inmate shall have a PIN (Personal Identification Number) which must be entered (by pushing the buttons that correspond to the PIN) in order to access an outside line. Each inmate may submit up to ten (10) phone numbers. The numbers will be reviewed for acceptance. Approved numbers will be programmed into the system. An inmate will be able to call only the phone numbers that have been approved. An inmate may change the list of phone numbers once every thirty (30) days. Ask your Counselor for information on how to obtain your PIN and how to submit your phone list. See your unit bulletin board for the monthly schedule.
- I. **Telephone Regulations**
1. Telephone calls are permitted only during general day room recreation times. Phones are not to be used during facility counts and lockdowns.
 2. You are permitted to make three (3) 15-minute calls per day unless you are under restrictions.
 3. Your personal PIN number is for your use only. It cannot be transferred, traded, or shared.
 4. You are not permitted to create or post a telephone list.
 5. You are not permitted to make third-party calls or calls to the personal phone

numbers of Department of Correction officials.

6. Exceeding your call limit shall be grounds for Disciplinary Action.
 7. Use of another inmate's PIN shall be grounds for Disciplinary Action.
 8. Unauthorized use of the telephone system shall be considered a **Class A offense, Security Tampering per A.D. 9.5, Code of Penal Discipline.**
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12. **LAUNDRY** Please refer to your pod's laundry schedule and regulations which are posted on your unit bulletin board.
 13. **BARBER SERVICES** The schedule for barber services is posted on the bulletin board in your housing unit. Haircuts shall be limited to basic design. No specialty or shaving inserts are permitted. **One haircut is allowed every 30 days/month.**
 14. **LIBRARY (MacDougall Building only)** The Library hours of operation are posted on the housing unit bulletin board. Non-reference books (e.g., novels, history, etc.) must be signed out, and each inmate is responsible and liable for any book he checks out. Inmate's accounts may be charged for the cost of replacing lost, mutilated or damaged books. Please see the policies and procedures relating to the Library for further details.
 - A. **Legal Reference Section** Although the Library has accumulated various reference books, magazines, articles, statutes, etc., that may assist inmates in researching various legal issues, the facility is not legally responsible for ensuring that the most current legal reference, edition, or journal is on hand. **Please understand that MacDougall-Walker C.I. does not have a Legal Law Library. Please refer to the "Legal Assistance" and "Ombudsman" sections of this Handbook.**
 - B. **Quiet Please** Please do not disturb other inmates who are using the Library. Please maintain silence during your visit to the Library. If you are noisy or disruptive, you will be asked to leave. When it is necessary to communicate with Library staff or other inmates from your unit, do not shout across the room, but instead, approach the person you wish to speak to and address them as quietly as possible. Otherwise, remain seated in the areas provided.
 - C. **Come Prepared** Please bring the necessary paper and pens you may need to use when in the Library. Staff will **not** supply paper, pens, pencils, stapler, white-out, 3-hole punch, etc.
 - D. **Remain in Library** You must remain in the Library for the duration of the session unless called by staff to report to another area of the facility.
 - E. **Copy Work** Photocopy requests will be honored only for those reference books that may not be removed from the Library and for personal legal work. Do not submit inappropriate materials for copying. Personal items that are not legal work (drawings, etc.) will not be copied in the Library. The charge for photocopying is twenty-five cents (\$.25) per page. See A.D. 3.10, Fees, Reimbursements, and Donations.

NOTICE TO THE INMATE POPULATION

The following policy applies to the service of providing copies of documents pursuant to Administrative Directive 3.10, Fees, Reimbursements, and Donations. An inmate shall be charged twenty-five (.25) cents for each page copied. The funds shall be deducted from the inmate's trust account prior to providing the inmate with the requested documents. In the event that an inmate does not have sufficient funds in his trust account to pay for the fees associated with the production of documents requested, the documents shall be provided to the inmate and an obligation to pay shall be established on the inmate's trust fund. Twenty percent (20%) of all subsequent funds received by the inmate shall be credited against the obligation until it is satisfied. If the inmate refuses to sign the Special Request Form, a notation indicating the inmate's refusal to sign shall be made and the form will be signed by staff.

- F. **Congregating** Inmates **may not** congregate in groups in any part of the Library. Inmates may not leave the Library to communicate with other inmates or communicate through Library windows by using hand signals, etc.
- G. **Bathroom** You may use the inmate bathroom only with permission of the staff. You may not bring any item, book, magazine, journal, newspaper, etc., into the bathroom.
- H. **Inmate I.D.** You must show your I.D. when entering the Library. Inmates without their I.D. card will be sent back to their housing unit. Refusal to show proper I.D. may lead to disciplinary action in accordance with A.D. 9.5, Code of Penal Discipline. Your I.D. card may be held at the desk if an item (i.e., magazine, typewriter ribbon, Administrative Directive, Unit Directive, Reference Material) is loaned for the session. Your I.D. card will be returned to you when the item is returned to the desk.
- I. **Search & Theft.** All inmates are subject to search while in the Library. Theft of library materials will result in a Class A (over \$100.00 value) or B (under \$100.00) D.R. being issued.
- J. **Access to Publications** Inmate access to publications is governed by **State Regulations Sec. 18-81-28 and 18-81-39**. The information stated in this Handbook does not supersede or overrule those regulations in any way. It is provided to inform you of the limitations on access to publications. (Reference: **A.D. 10.7 Inmate Communications**)

- K. **Inmate Access to the Library.** Inmates may access the library during their unit's scheduled library hour(s). Inmates must be on the library list submitted to the Librarian prior to the unit's arrival in order to remain in the library. Any inmate not on the library list will be sent back to his unit immediately. To sign up for the library, contact Unit Staff. The Librarian does not make the Library list.
- L. **Restrictions on Inmate Access to the Library.** Inmates who are scheduled for academic school or vocational education may not miss class in order to come to the library unless they have permission from their teacher and this is communicated to the Librarian and custodial staff before the inmate's scheduled library hour. Inmates in school or vocational education who have such permission must also be on that day's library list for their unit.
- M. **Walker Building.** The Librarian will provide a Book Exchange service for high bond units at Walker Building. Hours will be 4:45 – 5:30 p.m. on Wednesdays and Thursdays. Inmates may get on the Book Exchange list by sending an inmate request to the Librarian. There may be a waiting list to get on the Book Exchange list.
- N. **Donations.** Inmates, their families, friends, and associates, are not allowed to donate books to the library.
15. **PHOTOCOPYING** Photocopy services are available for a cost of twenty-five cents (\$.25) per page by filling out a request with your Unit Counselor, unless said inmate is deemed indigent in accordance with U. D. 6.10, Inmate Property. Copies may be made by staff during library hours.
16. **NOTARY PUBLIC** Services of a Notary Public must be requested via an Inmate Request Form. Please check your housing unit bulletin board to determine the name of the Notary assigned to your pod. The function of a Notary Public is to verify that the signature that appears on a document is the signature of the person who is named in the document as the signatory. Notary Publics will not accept or notarize "homemade" papers. **Do not sign the document to be notarized until you are in the presence of the Notary Public.**
17. **MWCI NEWSLETTER** The *MacDougall-Walker News* is the newsletter for both staff and inmates. The *MacDougall-Walker News* accepts submitted material that meets certain criteria for publication. Please review the "Submission Guidelines and Disclaimer" section found in each edition of the *Newsletter* for specific submission requirements. Articles or features for inclusion in the *MacDougall-Walker Newsletter* may be submitted to: Editor, *MacDougall-Walker Newsletter*, care of Education Department.
18. **RELEASE ON BOND** The Warden of this facility is not authorized to accept the bail of any inmate held in lieu of bond. Bonds may be posted at the jail closest to your court case or to where you live (Hartford, New Haven, Bridgeport, Corrigan). If you want to post a bond, contact your Unit Counselor. (Reference: **C.G.S. Section 54-53**)
19. **COURT TRIP** A court trip is a trip from this facility to a state or federal court and any

return. You must wear the Uniform of the Day.

- A. You are permitted to take legal materials with you that pertain to the case at hand. These materials must be surrendered to the transporting staff during transit. The materials will be returned to you when you are in secure lockup at the court and, on the return when you are back in the facility.
- B. You will be subject to the use of restraints according to Department policy. (Reference: **A.D. 6.4, Transportation of Inmates**)
- C. A court meal will be provided.
- D. You are not permitted to obtain or receive any item from any person while on a court trip.
- E. MacDougall-Walker will **not** accept clothes for court appearances **unless they are requested by the Court**. Family members should make arrangements with the inmate's attorney and court staff.

20. **PROPERTY LOSS** If any of your property is lost or damaged, you should use the Inmate Administrative Remedies Procedure to initiate recovery or compensation. If the Inmate Administrative Remedies Procedure is not satisfactory, and if you believe the state is responsible for the loss or damage, you may file a claim through the Commission of Claims. A claim must be filed within one (1) year of the knowledge of the loss or damage of your property. (Reference: **A.D. 6.10, Inmate Property; C.G.S. Section 4-141, et. seq.**)

- A. To file a claim, fill out two (2) copies of the Property Claims Form (Form CN9609). Detailed instructions are provided on the form. Claims forms can be obtained through the Administrative Remedies Coordinator.
- B. Mail one (1) copy to the State Claims Commissioner with the filing fee (explained on the form). Mark the second form "COPY" and send it to the Warden.

21. **GUIDELINES FOR DISTRIBUTION OF GATE MONEY** Gate money is an earned privilege and shall not be considered an entitlement. Each facility may provide gate money based on the following criteria:

- A. Any inmate who has completed a minimum of 24 continuous months of sentenced incarceration and is discharged directly to the community without benefit of supervision shall be eligible to receive gate money.
- B. Thirty (30) days prior to discharge, a gate money request form shall be submitted to your unit counselor and forwarded to inmate accounts for processing.
- C. Gate money shall be given, not mailed, to the inmate by the releasing facility at the time of discharge. The gate money shall be in the form of a check. Each inmate may receive gate money only once during a continuous term of incarceration.

- D. Disciplinary or security problem inmates may be excluded from receiving gate money at the discretion of the Unit Administrator.
- E. Gate money distribution will be based on the inmate's average account balance for a minimum of 60 days prior to the inmate's release date, upon which distribution of gate money shall originate as follows:
 - 1. Inmate average savings is \$50 or more: \$0.00
 - 2. Inmate average savings is less than \$50: may receive \$50
 - 3. The maximum amount of gate money issued shall be \$50.

PART III

FACILITY PROGRAMS

- 1. **GENERAL** A sentenced inmate shall not be allowed to reject any program, work, or education assignment. Such refusal shall subject the inmate to Disciplinary Action and, as a consequence of discipline, the inmate shall be placed on Unassigned work status and shall not be eligible for furlough or level reduction. You will be moved to the Unassigned housing unit. (References: **A.D. 9.2, Inmate Classification; A.D. 9.8, Furloughs; A.D. 10.1, Inmate Assignment and Pay Plan**)
- 2. **EDUCATION** Education is mandatory for all inmates under age 21 who do not possess a high school diploma or GED. A school attendance policy exists wherein the student will receive a verbal reprimand after the first occasion of unexcused absence; a warning letter after the second instance of unexcused absence; and a program failure notice at the third instance of unexcused absence. Full active participation in all classroom activities is required. Lack of involvement will result in a non-performing absence (UAA). A non-performing absence is considered the equivalent of an unexcused absence. All matters requiring disciplinary action are covered under Administrative Directive 9.5, Code of Penal Discipline. School programs within the Department of Correction are administered by the Unified School District #1, a legally vested School District of the State of Connecticut. A School Principal supervises the education staff and programs at MacDougall-Walker Correctional Institution.

The following educational programs are available at MacDougall-Walker C.I.:

- A. **ABE (Adult Basic Education) (both buildings)** ABE provides training in basic academic skills in reading, mathematics, language arts, general science, and social studies to achieve grade eight proficiency.
- B. **GED (General Educational Development) (both buildings)** GED provides instruction to achieve grade twelve proficiency based on the GED Test.
- C. **TESOL/ESL (English as a Second Language) (MacDougall Building only)** ESL helps students whose primary language is not English develop skills to speak, read, and write English.

- D. **VE (Vocational Education)** (MacDougall Building only) Voc. Ed. combines classroom instruction and occupational training in numerous trades and workplace skills.

- E. **Extension Curriculum** (both buildings) The Extension Curriculum is an education program, integrated into the regular curriculum, which covers the topics of Family Education, Transition Skills, Communication Skills, Sexual Harassment, HIV-AIDS and Building Climates of Respect. The education program coordinates with other institutional services to provide instruction in these functional social skills.

- F. **Special Education** (both buildings) This component provides programs in Special Education and related services for individuals referred, identified, and recommended for such programming in accordance with **Section 10-76** of the Connecticut General Statutes.

Contact your Institutional Counselor or the School Counselor for information about Education programs.

- 3. **VOCATIONAL PROGRAMS** Many Vocational Programs are also available. Write the School Counselor for information on eligibility and availability.
Note: A \$3.00 fee will be charged for enrollment in a Vocational Program.

- 4. **WORK ASSIGNMENT** To express interest in a particular job assignment, you must fill out a “Request Slip” and forward it to your Unit Manager.

MacDougall-Walker C.I. will not discriminate in job assignments on the basis of race, religion, sexual orientation, disability or nationality.

- 5. **ADDICTION SERVICES** The Addiction Services Unit offers several programs to assist inmates in addressing substance abuse problems. The programs available are listed below:
 - A. **Tier 1:** This nine (9) session program focuses on re-entry and reintegration issues for inmates returning to the community. It focuses on relapse prevention, problems of early recovery, managing recovery relationships and long term recovery goals. This program is available at the Walker building.

 - B. **Tier 2:** An intensive substance abuse treatment program held three (3) times each week for 30 sessions. Participants will learn how to develop a recovery identity. Meetings are held in a group setting and participation is expected.

 - C. **Aftercare:** Meeting for graduates of any Tier 2 program (during current sentence). This program is designed to strengthen participants to maintain their recovery identity as they address daily situations.

- D. **Fellowship Meetings:** Alcoholics Anonymous meetings and Narcotics Anonymous meetings are available throughout the week.

Participants in any of the above programs or meetings will remain in their current housing units and will continue with their current job/school assignments. For further information, write a request to Addiction Services.

6. **FURLOUGH** The furlough program exists to allow deserving inmates who are classified Level 2/3 or below to leave the facility for a brief period to visit family and loved ones away from the facility. To receive a furlough, you must be eligible and be approved by the Warden. There are several types of furloughs:
- | | | | |
|----|------------|----|-------------------|
| A. | Home Visit | D. | Terminal Illness |
| B. | Re-entry | E. | Community Program |
| C. | Medical | F. | Emergency |

For info. regarding furloughs, contact your Unit Counselor. (Ref.: **A.D. 9.8, Furloughs**)

7. **EXTENDED FAMILY VISITING (MacDougall Building only)** The Extended Family Visiting program affords inmates who meet the eligibility criteria the opportunity to visit with family members in a private, homelike setting. An apartment-like unit is located within the secure perimeter of the facility. Inmates approved to participate in this program must also participate in the Parenting Program or its equivalent – Family Time or Embracing Fatherhood. Your child must be part of this visit. See your unit staff to discuss eligibility requirements. (Reference: **A.D. 10.6, Inmate Visits**)
8. **COMMUNITY RELEASE** Community Release is a community residence program that allows an inmate to serve his sentence under supervision while residing in the community. There are several different Community Release programs. Inmates are evaluated on their risk to public welfare, their needs, and their overall performance. To participate in Community Release, you must be eligible and be approved by the Unit Administrator. For information about Community Release, contact your Unit Counselor. (Reference: **C.G.S. Section 18-100, et. seq.**)
9. **ALTERNATIVES TO VIOLENCE (AVP) (MacDougall Building only)** Inmates are afforded the opportunity to attend an AVP workshop, which usually convenes monthly on Friday (4:00 pm-9:00 pm), Saturday (9:00 am - 9:00 pm), and Sunday (9:00 am - 4:00 pm). You must be sincere in your desire to participate in this 24-hour workshop, including for-going visiting, recreation, and church services for the weekend. Certificates are awarded for successful completion. To have your name considered for a future workshop, please send an Inmate Request to the Volunteer Services Coordinator.
10. **BEYOND FEAR PROGRAM (MacDougall Building only)** This program is designed to address inmates' fears, perceptions, beliefs, and concerns about HIV/AIDS. The program consists of ten 1½-hour weekly sessions. A certificate is awarded for successful completion. To have your name considered for a future program, please send an Inmate Request to the Volunteer Services Coordinator. This program is also available in Spanish.

11. **AMERICANS WITH DISABILITIES ACT** It is MacDougall-Walker C.I. policy to insure compliance with the Americans with Disabilities Act (A.D.A.) by providing reasonable accommodations to inmates with qualifying disabilities. MacDougall-Walker C.I. policy is outlined in **Unit Directive 10.19, Americans with Disabilities Act**. Inmates with a physical or mental impairment that substantially limits one or more major life functions, or who are perceived or regarded as having such impairment, may contact the facility ADA Coordinator.
12. **IN-CELL PROGRAM** The In-Cell Program affords inmates immediate alternatives to idleness, dysfunctional daytime TV program, and waiting lists for other programs. Schedules and video titles are posted on the bulletin boards in the housing units.
13. **THE EMBRACING FATHERHOOD PROGRAM (MacDougall Building only)** This program is designed to instruct each father to constructively acquire the skills that will help him become a better father to his children with whom he currently has contact. This 10-session program requires involved participation by each inmate. Homework assignments are incorporated as part of the curriculum. To be considered for a future cycle of this program, please send an Inmate Request to the Volunteer Services Coordinator.
14. **THE FAMILY TIME PROGRAM** This program is designed to instruct inmates on how to acquire the skills to help you stay connected to your immediate family members who are on your Visiting List. This 12-session program requires involved participation by each inmate. Those who complete this program will be granted a Certificate of Completion. To be considered for a future cycle of this program, please send an inmate request to the Volunteer Services Coordinator.
15. **DOMESTIC VIOLENCE (MacDougall Building only)** This twelve (12) week course utilizes video, discussions and written activities to engage participants in an exploration of domestic violence, its impact on families, and, most importantly , their own patterns of behavior. This program is designed to help inmates, who have a history of domestic violence become motivated to stop their violence and abuse and replace them with more positive behavior patterns. For classification purposes, Domestic Violence is defined as “a documented case of violence in a spousal/significant other relationship within the last five (5) years “ per the DOC Objective Classification Manual. TS eligible inmates with a DV subcode shall be prioritized for facility-based programming based upon either parole eligibility date (PED) or eighteen (18) months to the end of sentence date (EOS).
16. **THE BOOK CLUB (MacDougall Building only)** The facility Book Club meets once per month for two hours for an entire twelve-month cycle. It is designed to incorporate 10-12 members in a small group that reads, reviews, and discusses critically acclaimed and diverse literature, both fiction and non-fiction. Interested parties must have a desire to read, as well as, demonstrate competency indicated by a GED or high school diploma.
17. **THE TRANSTION SERVICES PROGRAM** In an attempt to reduce recidivism by helping inmates prepare themselves to enter society prior to discharge this program is available to inmates who are within six months of their release. Largely offered via in-cell

television additional assistance and forms may be obtained by writing the Volunteer Services Coordinator.

18. **ADDITIONAL PROGRAM OPPORTUNITIES** Write to the Volunteer Services Program Coordinator for additional program opportunities and sign up.

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. The Board of Parole will determine whether the inmate must serve 50% or 85% of his sentence before becoming eligible for parole. This decision will be based upon the criteria outlined in **C.G.S. 54-125a-5, Guidelines**. For information, write a request to the Institutional Parole Officer, care of MacDougall-Walker Mailroom.
2. **SENTENCE REVIEW** Sentence Review is the review by a panel of judges of an inmate's sentence that is three (3) years or more, except that sentences resulting from a plea bargain will not be reviewed. Application for Sentence Review must be filed within thirty (30) days of the date the sentence was imposed. Contact your attorney to submit the application. (Reference: **C.G.S. Section 51-94**)
3. **PARDON** A pardon is an act of grace that releases an inmate from the full consequence of a sentence. The Pardon Board holds two hearings per year for current offenders. Refer to your unit bulletin boards for criteria and procedures to obtain clemency applications.
4. **LEGAL ASSISTANCE** Currently, the Law Offices of Sydney T. Schulman, operating as Inmates' Legal Assistance, provide legal services to prisoners. The scope of said service shall be limited to rendering assistance that shall include identifying, articulating, and researching legal claims and enabling inmates to access the judicial system through advice, counsel and physical preparation of meaningful legal papers such as writs, complaints, motions and memoranda of law for claims having legal merit. The meaningful papers referred to are limited by the professional judgement of the contractor to those that are needed to give inmates a reasonably adequate opportunity to present, among other claims, alleged violations of fundamental constitutional rights to the courts, either as a plaintiff seeking judicial relief or as a defendant opposing such relief.

Said assistance does **not** include representation and/or entering an appearance in a case or extend to the actual trial of the claim or argument in appellate proceedings or any other ancillary proceedings hereunto. This includes not accepting any court appointments for representation of any inmates in any matter whatsoever without written consent of the Commissioner or his designee.

Direct all legal correspondence to Inmates' Legal Assistance, P.O. Box 260237,

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.

5. **CORRECTIONAL OMBUDSMAN** The Connecticut Correctional Ombudsman addresses inmate complaints that the inmate has been treated unjustly or unfairly by the Department of Correction. The Ombudsman represents a private, nonprofit agency that is independent of the Department. You may contact the Ombudsman by writing to: Ombudsman, P.O. Box 340235, Hartford, CT 06134.
6. **SPEEDY TRIAL** Speedy trial is a petition from an inmate to the court having jurisdiction to initiate proceedings to dispose untried charges. An inmate can receive a speedy trial only if he is a sentenced inmate and the charges pending against him are untried indictments. Further references are found in **C.G.S. Sec. 54-82m, 54-82c, 54-186, Article III**. To apply for a speedy trial under **C.G.S. 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. **Violation of Probation and Parole** are not untried charges; therefore, Speedy Trial is not applicable.
7. **FAMILIES IN CRISIS** Families in Crisis is a private, nonprofit organization providing support services to inmates and their families to address problems caused by incarceration of a family member. For information, write directly to: Families in Crisis, 30 Arbor Street, North Wing, Hartford, CT 06106.
8. **SOCIAL SECURITY** Inmates may have Social Security entitlement such as an old age or disability pensions. For Social Security information, contact your nearest Social Security Administration Office. The Hartford office of the Social Security Administration is located at One Corporate Center, 9th Floor, Hartford, CT 06103.
9. **CLERGY VISITS** Inmates are permitted to have special visits from their own clergymen within certain stipulations and upon approval of the Religious Services Coordinator. For more information, contact the Religious Services Coordinator.
10. **VOLUNTEER SERVICES** Outside volunteers serve to expand programming at MacDougall-Walker C.I. whenever possible. Services that utilize volunteers include AA/NA, Chaplaincy Services, Programming, and Education Services.
11. **PRE-RELEASE PLANNING** Inmates nearing the completion of their sentence may write to their Counselor for information on pre-release planning, including but not limited to employment, counseling, and housing.

APPENDIX A

INMATE ADMINISTRATIVE REMEDIES PROCEDURE

➤ **What Are Administrative Remedies?** (Reference **A.D. 9.6**)

Administrative Remedies are the means for an inmate to request a formal review of any action or decision that is within the scope of 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 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 Administrative Remedies 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 the 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.

1. Obtain an Administrative Remedy Form (CN 9602). If a form is not readily available in your pod, contact the Administrative Remedies Coordinator.
2. Fill out the Administrative Remedy Form. The grievance must be filed within 30 days of the cause. If the grievance concerns lost property, it must be filed within one

(1) year from the discovery or the occurrence using the Lost/Damaged Property Investigation (CN 9609).

3. State your grievance clearly and simply, and state what action would resolve your grievance.
4. Attach the completed Inmate Request Form (CN 9601) to show that you have previously sought informal resolution.
5. Deposit your grievance in the Inmate Administrative Remedies Box located in your unit.
6. If you need help, ask your unit staff for assistance.

➤ **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.

➤ **What If You Are Not Satisfied?**

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

➤ **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.

➤ **What About A Health Services Grievance?**

If you have a grievance about Health Services, clearly mark it Health Services and deposit it in the Inmate Administrative Remedy/Health Services box. The Health Services Administrative Remedy Coordinator or designee will pick up the grievance, and it will be processed through the Health Services chain of command.

➤ **Administrative Directive 9.6, Inmate Administrative Remedy**

The procedures and standards for the Department's Administrative Remedies Process are 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.

➤ **Reprisal**

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

➤ **Abuse**

An inmate may be deemed to be abusing the Administrative Remedy procedure if any of the following conditions are met:

1. An inmate files more than seven (7) grievances in any 60-day period.
2. An inmate files repetitive grievances addressing the same issue when sufficient time for response has not elapsed or when a valid response has been provided; or,
3. An inmate files harassing grievances.

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

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

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

Grievable The following matters are grievable:

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

Non-Grievable The following matters are not grievable:

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

APPENDIX B

MacDougall-Walker Correctional Institution

MacDougall Building Visiting Hours

Effective Date: July 27, 2006

	General Population H, I, J, L & M Units	General Population N, O, P, & Q Units	R Unit
Monday	6:00 p.m. – 9:45 p.m.	8:30 a.m. – 10:15 a.m.	12:30 p.m. – 2:30 p.m.
Tuesday	8:30 a.m. – 10:15 a.m. 8:30 p.m. - 9:45 p.m.	12:30 p.m. – 2:30 p.m.	6:00 p.m. - 8:15 p.m.
Wednesday	12:30 p.m. - 2:30 p.m.	8:30 a.m. - 10:15 a.m. 6:00 p.m. - 9:45 p.m.	No Visits
Thursday	8:30 a.m. – 10:15 a.m. 6:00 p.m. - 9:45 p.m.	12:30 p.m. – 2:30 p.m.	No Visits
Friday	12:30 p.m. – 2:30 p.m.	6:00 p.m. - 9:45 p.m.	8:30 a.m. – 10:15 a.m.
Saturday	12:30 p.m. – 2:30 p.m. 6:00 p.m. - 9:45 p.m.	9:15 a.m. – 10:15 a.m.	8:00 a.m. - 9:00 a.m.
Sunday	8:30 a.m. – 10:15 a.m. 12:30 p.m. - 2:30 p.m.	6:00 p.m. – 9:45 p.m.	No Visits

One Visit Per Weekend—No social visits on State holidays to include: New Year’s Day, Martin Luther King Day, Lincoln’s Birthday, Washington’s Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, and Christmas Day.

MACDOUGALL-WALKER CORRECTIONAL INSTITUTION

WALKER BUILDING VISITING SCHEDULE

EFFECTIVE April 24, 2006

SUNDAY	A2-ASSESSMENT	8:30 AM – 11:00 AM
	B2-ASSESSMENT	8:30 AM – 11:00 AM
	B1-ASSESSMENT	12:45PM – 2:45PM
	PROTECTIVE CUSTODY	7:00 PM – 8:00 PM
	PERMANENT PARTY	8:00 PM – 9:45 PM
MONDAY	PERMANENT PARTY	8:30 AM – 9:30 AM
	PROTECTIVE CUSTODY	9:30 AM – 11:00 AM
	C1-HIGH BOND	12:45 PM – 2:45 PM
	PERMANENT PARTY	7:00 PM – 8:00 PM
	A1 – HIGH BOND	8:00 PM – 9:45 PM
TUESDAY	A2-ASSESSMENT	8:30 AM – 11:00 AM
	B2-ASSESSMENT	8:30 AM – 11:00 AM
	A1-HIGH BOND	12:45 PM – 2:45 PM
	C2-HIGH BOND	8:00 PM – 9:45 PM
WEDNESDAY	C1-HIGH BOND	8:30 AM – 11:00 AM
	C2-HIGH BOND	12:45 PM – 2:45 PM
	PROTECTIVE CUSTODY	7:00 PM – 8:00 PM
	B-1 ASSESSMENT	8:00 PM – 9:45 PM
THURSDAY	C2-HIGH BOND	8:30 AM – 11:00 AM
	C1-HIGH BOND	12:45 PM – 2:45 PM
	PERMANENT PARTY	7:00 PM – 9:45 PM
FRIDAY	B1-ASSESSMENT	8:30 AM – 11:00 AM
	A1-HIGH BOND	12:45 PM – 2:45 PM
	A2-ASSESSMENT	7:00 PM – 9:45 PM
	B2-ASSESSMENT	7:00 PM – 9:45 PM
SATURDAY	C2-HIGH BOND	8:30 AM – 11:00 AM
	A1-HIGH BOND	12:45 PM – 2:45 PM
	PERMANENT PARTY	7:00 PM – 8:00 PM
	C1-HIGH BOND	8:00 PM – 9:45 PM

There are NO SOCIAL VISITS on state holidays which are: New Years Day, Martin Luther King Day, Lincoln's Birthday, Washington's B-day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.

APPENDIX C

ACCESS TO CONNECTICUT COURTS AND LEGAL MATERIALS

The State of Connecticut provides access to court for inmates through the following legal assistance services:

I. State Criminal Appeals

Office of Chief Public Defender
Legal Services Unit
2911 Dixwell Avenue, 4th Floor
Hamden, CT 06518
(203) 867-6150

Petitions for a Writ of Habeas Corpus

Habeas Corpus Services
Office of Chief Public Defender
30 Trinity Street, 4th Floor
Hartford, CT 06106
(860) 258-4940

The Public Defender Services Commission provides post-conviction advice and representation, at state expense, for indigent prisoners on criminal appeals and criminal habeas corpus petitions attacking the judgement of conviction, habeas corpus petitions alleging illegal confinement based on claims of improper sentence administration by Commissioner of Correction, and habeas corpus petitions challenging involuntary transfer of temporary custody pursuant to provisions of the Interstate Agreement on Detainers, **Connecticut General Statutes, Section 54-186, Art. IV**. The Commission also administers assignment of special public defenders from the Habeas Corpus Panel. **C. G. S. Sec. 51-289, et seq.** The public defender will not accept assignment of cases challenging conditions of confinement.

II. Federal Petitions for a Writ of Habeas Corpus

The State of Connecticut is not obligated to provide state prisoners with lawyers to represent them in federal habeas corpus petitions. However, the following resources may be of assistance:

Habeas Corpus Petitions pursuant to 28 U.S.C. Sec. 2254:

Federal Public Defender
450 Main Street
Hartford, CT 06103

For Criminal Justice Act Panel of Attorneys:

Chief Deputy Clerk

If you need counsel in a federal habeas corpus petition, you should make a motion to the District Court. If the Court grants your motion for counsel, the federal public defender or counsel appointed under the Criminal Justice Act may represent indigent prisoners on federal habeas corpus petitions challenging the judgement of conviction in state court. If you have a matter pending in the U.S. District Court in Connecticut, you must notify the court and your counsel, if any, of any change in your address.

III. Civil Rights Actions

The State of Connecticut is not obligated to provide state prisoners with lawyers to represent them in civil rights actions. However, access to court is provided by:

A. Legal Services Organizations

1. Inmates' Legal Assistance
P.O. Box 260237
Hartford, CT 06126-0237

Inmates' Legal Assistance provides legal assistance of a civil nature including identifying, articulating, and researching legal claims and providing inmates with access to the judicial system through advice, counsel, and physical preparation of meaningful legal papers (such as writs, complaints, motions, and briefs). This assistance does not include direct representation of the prisoner in any case, hearing, trial, or other legal proceeding.

Inmates' Legal Assistance may be contacted by phone at (860) 246-1118 or 1-800-301-4527. Inmates' Legal Assistance cannot assist inmates in criminal actions, direct criminal appeals, or sentence review hearings.

2. Connecticut Civil Liberties Union
32 Grand Street
Hartford, CT 06106
Tel. (860) 247-9823

B. Law School Clinics

1. University of Connecticut School of Law Legal Clinic
65 Elizabeth Street
Hartford, CT 06105

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

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

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

Policy Rationale

The Supreme Court of the United States has held that the Constitution of the United States only requires a state to provide its inmates with access to a law library or access to persons trained in the law. **Bounds v. Smith**, 40 U.S. 817, 97 S. Ct. 1491, 52 L. Ed. 2d 72 (1977). The choice of which alternative to provide lies with the state, not with the inmate. Connecticut has chosen to rely on access to persons trained in the law in order to comply with the requirements of Bounds.

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SPECIAL NOTE
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The information contained in this Handbook is not all-inclusive. Its purpose is not to repeat what is contained in MacDougall-Walker Unit Directives. Rather, the Handbook serves to give the inmate a quick reference to information that is most relevant. Please also note that information and schedules are subject to change with little notice. Hence, pay attention to your Unit bulletin boards-- “Notice to Inmates”, the *MacDougall-Walker Newsletter*, and information received from your unit staff.

