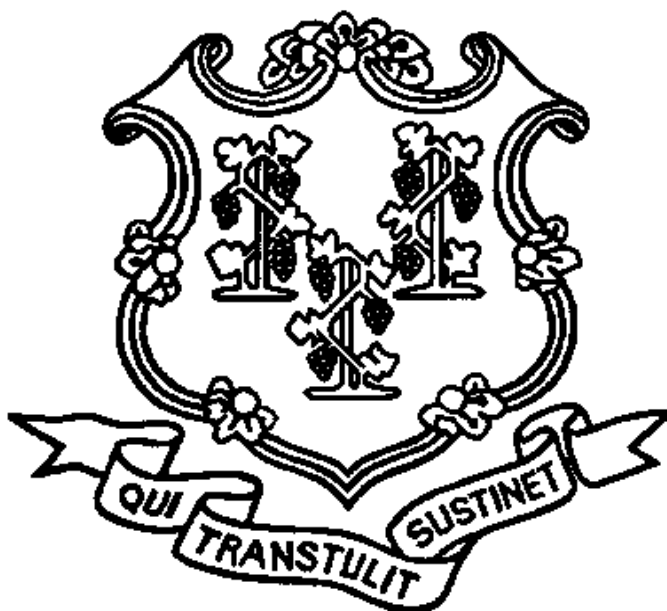


DEPARTMENT OF CORRECTION

CORRIGAN-RADGOWSKI CORRECTIONAL
CENTER



RADGOWSKI
Inmate Handbook

June 25, 2013

CONNECTICUT DEPARTMENT OF CORRECTION

MISSION STATEMENT

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

CORRIGAN-RADGOWSKI CORRECTIONAL CENTER

MISSION STATEMENT

The Corrigan-Radgowski Correctional Center, consistent with the Department's Mission, shall protect the public, protect staff, and provide safe, secure and humane supervision of offenders, with opportunities through appropriate re-entry programming, providing inmates with the ethics and life skills essential for success.

INTRODUCTION

The Inmate Handbook provides information about the Department of Correction and the operation of this facility. The Handbook will assist you become familiar with what services are available and what your responsibilities are. You are responsible for familiarizing yourself with the contents of this Handbook.

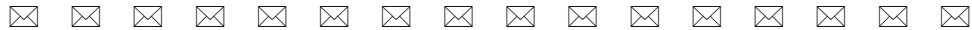
You are subject by law to the authority of the Department of Correction, even if you have not been sentenced. You must comply with the rules of the facility. Staff will enforce the rules.

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



The mailing address is:

Corrigan-Radgowski C.C.
986 Norwich New London Tpke.
Uncasville, CT 06382



Facility Description and Organization

The Corrigan Building houses primary pre-trial inmates, but also confines sentenced inmates. The Corrigan Building can house inmates with security levels up to 4.

The Radgowski Building houses sentenced inmates with security levels up to 3.

Direct supervision of inmates in each Housing Unit is carried out by the Housing Unit Team made up of a Unit Manager, Counselor and a Housing Unit Officers. This team will manage and coordinate all aspects of your life while you are at CRCC.

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References in the Handbook

Some sections in the Handbook are followed by a reference, e.g. (A.D. 9.5, Code of Penal Discipline, §C.G.S 18-7). The A.D. refers to Administrative Directive. The number is the number of the Administrative Directive, followed by the title of the directive. §C.G.S. Sec. 18-7 refers to Connecticut General Statute, Section 18-7. A complete set of Administrative Directives, the Connecticut General Statutes, and relevant State Administrative Regulations are available at www.ct.gov/doc.

PART I

FACILITY OPERATING PROCEDURES

1.1 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 as "Mister or Ms. (name)." If you do not know the name, use "Sir" or "Ms."

1.2 FOLLOWING ORDERS

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

1.3 PERSONAL CONDUCT

You are required to conduct yourself in a responsible and respectful manner.

- A. You are not permitted to engage in behavior that disrupts the order of the facility, threatens security, endangers the safety of any person or imperils State or personal property.
- B. You are not permitted to make sexually suggestive remarks or gestures to any person.
- C. You are not permitted to make excessive noise or to use profanity.

1.4 PERSONAL SAFETY

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

1.5 IDENTIFICATION CARD

You will be issued an Identification Card (ID) which must be clearly visible and inserted in the pocket of your shirt whenever you are outside your Housing Unit. If a staff member asks you for your ID card you must surrender the card.

- A. Failure to carry your ID card, or to surrender it to a staff member, or possession of another inmate's ID card or of a duplicate of your own, defacing, tampering with or altering your ID card is prohibited and will subject you to disciplinary action.
- B. If you lose your ID card, you must report it to the Housing Unit Officer. You will be assessed three dollars (\$3.00) if your ID card is lost, misplaced or altered.
- C. Special Purpose ID, Common Fare Diet, Work, School and Programs ID cards will be issued to inmates utilizing those programs or services.

1.6 PASS SYSTEM

Other than mass movement, an inmate going from one place to another within Corrigan-Radgowski CC must have a signed pass in his possession. Passes are issued by staff members only. Passes will be issued for specific areas (i.e., Health Services, Commissary, etc.). If you are in an area without authorization or if you do not have a proper pass, you may be subject to disciplinary action.

1.7 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 the rules may subject you to disciplinary action.

A. Count

1. Counts are conducted at various times during each day. For each count you must be in your Housing Unit, unless you have approval to be in another place.
2. You must remain on your bed until the count is clear and remain clearly visible to the Officer taking the count.
3. If you are away from your housing unit, follow the instructions of the officer taking the count. Movement, talking or making noise is not permitted while the count is in progress. The lights will be turned on during an evening count if the Officer deems it necessary. If a recount 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 general, an item is contraband if it has, (1) not been issued to you by the facility, (2) not been approved for you by staff as incoming property, (3) not been purchased by you at commissary, or (4) been altered in any way, or if the amount in your possession exceeds the authorized limit. (A.D. 6.10, Inmate Property)
2. Materials, symbols, colors or pictures involving any Security Risk Group are considered contraband.
3. Institutional equipment and supplies found in an inmate's possession are contraband unless authorized by staff.
4. You, your living space, and your property are subject to a search by staff at any time. Searches may be conducted with or without you present. (A.D. 6.8, Urinalysis and A.D. 6.7, Searches)
5. Contraband will be confiscated and disposed of according to Department policy. (A.D. 6.9, Control of Contraband and Physical Evidence)
6. All currency or negotiable orders found in an inmate's possession shall be forfeited and deposited into the Correctional General Welfare Fund.

C. Clothing/Accessories

1. The Uniform of the Day is a state issued khaki shirt, khaki pants and shoes or sneakers. Sneakers must be black, white, gray or any combination.)
 - a. Kitchen Workers- the uniform of the day is white shirt, white and black checkered pants, and shoes.
 - b. Recreation
 1. Out of unit recreation - gym shorts and shirt, or (white or grey) sweats and shirt, or uniform of the day and sneakers.
 - c. Culinary Arts - issued uniform (white shirt, black & white checkered pants)
 - d. Outside clearance- orange t-shirt, coat as necessary and safety shoes.
2. You are required to wear the "Uniform of the Day" outside of your living area. You must wear state-issued clothing in the way it was designed to be worn; shirts must be tucked in and pants pulled up on your waist (underwear must **not** be showing). You must be fully clothed when outside your cell/cubicle. You must wear a robe or Uniform of the Day, when outside of your cell/cubicle and also when going to and from the showers. Wearing dirty or soiled clothing is not permitted. Possession of another inmate's clothes is not permitted and will subject you to the policy governing Contraband.
3. Alteration or mutilation of state-issued clothing items is prohibited and may subject you to disciplinary action.
4. Shower shoes/slippers may only be worn inside your cell/cubicle or on your way to the shower, unless otherwise prescribed by the Health Services Unit.

5. Only authorized headgear and religious headgear may be worn outside your Housing Unit. Doo-rags may only be worn inside the cell/cubicle. Alterations of any authorized headgear are not permitted.
6. Only prescription eyewear may be worn. Sunglasses are not permitted.
7. An authorized sweatshirt or thermal shirt may be worn under the khaki shirt or work uniform.

D. Personal Hygiene

1. You must maintain a satisfactory level of personal hygiene. Failure to do so may result in disciplinary action. Poor hygiene contributes to the spread of disease. Body odor can be offensive to others. Please shower daily.
2. Each housing unit is assigned a barber.

E. Housing Rules

In this section and throughout the handbook, the term “*living space*” will be used to mean your bed, locker, and shared living space in your cell or cubicle.

1. You are responsible for the contents of your living space. Contraband found in your living space is your responsibility. Search your living space thoroughly when you move in. If you find contraband, notify the Housing Unit Officer immediately.
2. You are not allowed to display photos of nude individuals or clothed in swim suits or undergarments within your living space. You are permitted to display on the walls in the authorized area of your cell. No obscene, grotesque or sexually explicit pictures, magazine clippings or drawings of men or women including men or women in bathing suits or underwear may be displayed anywhere.
3. You are not permitted to enter any cell/cubicle or Housing Unit other than the one you are assigned to unless otherwise directed by staff.
4. You must keep your living space neat and clean. Trash must be removed daily by discarding it in the trash bins. Food items must be properly stored.
5. You may utilize the Hot Pot only during recreation periods.
6. Audio equipment (including TV) must be used with earphones. A
7. You are not permitted to rig an antenna or steal cable services from the dayroom television.
8. You are not permitted to hang a clothesline.
9. You are not permitted to cover your bed in a tent fashion.
10. Do not remove, damage, or tamper with facility equipment in the Housing Unit or in any part of the facility.
11. Do not put anything in the toilet other than toilet paper or human waste. Depositing any other items in the toilet may subject you to disciplinary action under the charge of Destruction of State Property.
12. The lights are dimmed at 11:30 p.m and remain dimmed until “Breakfast Call.” Lights remain full on from breakfast until 11:30 p.m.
13. Petitions are not permitted.
14. Borrowing or lending personal property is not permitted.
15. Chairs shall be carried, not dragged to and from the bathroom or dayroom.
16. All of your property must be stored in your locker. If you don’t have enough room, then you have too much property. Write to the Property Officer for information on how to send your excess property home.
17. The only items allowed on your TV trays will be your TV, radio, fan, one (1) photo album or framed picture, one (1) Bible, Quran or other religious book.
18. Towels may hang to dry on first (1st) and second (2nd) shift only as long as the towels do not obstruct staff’s view of the cubicle. You are not permitted to

hang anything from your bunk on third (3rd) shift. Dry towels must be stored in the property lockers.

19. Any plastic container in your possession that did not come from Commissary (i.e. containers from the kitchen, laundry, cleaning supplies, etc.) are contraband and should not be in your cube.
20. Cardboard is not allowed in the Housing Unit.
21. Mail, magazines and newspapers must be stored in your locker.
22. You must lock your locker before you leave your living space. It is advisable to lock your locker when showering and when using the telephone.
23. Audio equipment, including TVs, may only be used with headphones. Headphones must be worn on the ears as they were designed not jug up as speakers, etc. If a staff member can hear your headphones, they are being worn improperly or are too loud.
24. Do not hang jackets, laundry bags or towels on bars, or in front of the cubicle.
25. Dayroom TV programs are selected by schedule or at the discretion of the Unit Officer.
25. The playing of cards or board games is not allowed between the hours of 11:00 pm and 8:00 am.
26. Extension cords are not allowed.

F. Smoking

Corrigan-Radgowski is a non-smoking facility. Inmates are not allowed to smoke anywhere inside or outside the facility.

G. Fire Safety

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

H. Movement and Corridor Regulations

1. During movement you must walk at a normal pace. Running, malingering, and loitering not are permitted. Yelling and whistling are not permitted.
2. You must walk on the right hand side of the Corridor at all times.
3. You must maintain a distance of more than three (3) feet from any security door when it is being opened or closed.
4. You must successfully pass through metal detectors.
5. If any order to "CLEAR THE CORRIDOR" or "FACE THE WALL" is issued, immediately follow the order.
6. If a "RECALL" order is issued, you must return to your housing unit immediately.

I. Meal Procedure

1. "Last Call" shall be issued one (1) minute before you are late. Being late will cause you to miss chow. You will be given ample time to get ready for chow (usually 10 minutes).
2. Upon leaving your Housing Unit for chow you must go directly to the Dining Hall.
3. You must form a single-file line to the food service area.
4. Cutting in line is not permitted.

5. Only one (1) trip through the serving line is allowed. You are responsible for receiving a complete tray.
6. You will have twenty (20) minutes to eat your meal beginning from the time you are seated.
7. Personal cups or utensils are not permitted. You may bring commissary condiments into the Dining Hall.
8. You are not permitted to give your tray to another inmate.
9. You must take your tray and utensils to the scullery after you finish your meal.
10. You must leave the Dining Hall after you finish eating and return to your Housing Unit. Nothing may be taken from the Dining Hall.
11. You must eat with your housing unit when they are called to chow unless authorized by staff to do otherwise.

J. Work/School

1. You have ten (10) minutes after work/school/program call to arrive at your assigned place. Failure to arrive on time may result in a loss of work/school/program and a loss of pay for that day.
2. Unauthorized items may not be taken to the work/school areas i.e., non-work-related reading materials, coffee cups, Walkmans, food items, etc.
3. Nothing may be removed from the work/school/program area.
4. At work, you are responsible for any tool issued to you. Upon receiving or returning any tool you must check the tool for any defects. If the issued tool is damaged or is not working properly during the work period, you must notify the issuing staff immediately. If you lose or intentionally damage any tool, you will be subject to disciplinary action under the charge of Destruction of Property. (As used in this subsection, the word "tool" means "tool and equipment".)

1.8 DISCIPLINARY ACTION/CODE OF PENAL DISCIPLINE

- A. Upon admission you will be provided with a copy of the Code of Penal Discipline.
1. 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 penalties the process for adjudication. You are advised to familiarize yourself with the provisions of the Code. (A.D. 9.5, Code of Penal Discipline)

1.9 SECURITY RISK GROUPS/GANGS

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

A. Member A Member will be designated through a process of a hearing conducted by a Hearing Officer and confirmed by the Director of Security on the basis of evidence that the inmate is affiliated with a Security Risk Group. Members are subject to restrictions in classification status, work and program assignments, visiting, increased disciplinary sanctions, and exclusion from RREC, OMPA Awards, good time restoration or marriage.

B. Safety Threat Member A Safety Threat Member will be designated by the Commissioner after a hearing, and an opportunity to appeal, on the basis that the inmate's own behavior or status within the Security Risk Group poses a threat to

the safety of staff, the facility, inmates, or the community. Safety Threat Members are subject to more severe restrictions than Members are. If you are designated a Security Risk Group Safety Threat Member, you will be informed of all restrictions.

Any gang that meets the criteria may be designated as a Security Risk Group. You are advised to avoid membership or affiliation with any gang or gang member. If you have questions, ask your Unit Counselor.

Confirmed SRG members will be transferred to an appropriate facility.

1.10 HOUSING ASSIGNMENT

Housing Unit, cell and bunk assignments are made at the discretion of the Shift Commander. Bottom Bunk passes are issued to those in need through medical.

1.11 PERSONAL PROPERTY

You are permitted to have personal property in your possession subject to the property standards for the Security Level of the facility. The standards regulate the total volume of property, type of property, specific articles allowed, quantity of each article, and conditions of ownership/access. (A.D. 6.10, Inmate Property)

- A. Inmate's Risk of Possession Property is retained at your own risk. The Department will not be responsible for any property personally retained which is lost, stolen, damaged, consumed or discarded while in the your cell or on your person.
- B. Markings Electronic personal property (i.e. TV, cassette player, adapters, beard trimmers, etc.) shall be permanently marked with your name and number. All other property is to be permanently marked as stated in A.D. 6.10.
- C. Volume of Property You are permitted to have six (6) cubic feet of property in your possession, of which no more than two (2) cubic feet may be Commissary or food.
- D. Transfer If you transfer to another facility, you must pack all of your property in the bag provided for you and take it to AP Room for inventory.
 - 1. If you are transferred to another facility, your property will usually accompany you.
 - 2. If you have been transferred here and you have property at another facility, contact the Property Officer.
- E. Unauthorized Property Unauthorized property is property which is either not allowed by or is in excess quantity of property permitted A.D. 6.10. Unauthorized Property will be disposed of according to the Administrative Directive 6.10 Inmate Property.
- F. Valuables Valuable Property (i.e. Driver's License, jewelry, etc) will be stored in a secure storage area in a separate envelope for each inmate. You will be issued a receipt. You have thirty (30) days to send the valuables out before they are purged.
- G. Bulk Storage Storage of valuables and street clothes is only authorized for pre-trial inmates and inmates on short-term restrictions. Your Bulk Storage property will be inventoried and receipted. You have thirty (30) days

to send the valuables out before they are purged.

H. Unclaimed Property Unclaimed Property will be disposed according to the A.D. 6.10, Inmate Property.

I. Property from Family No property is allowed to be sent in from family members. Necessary Items can be purchased from Commissary.

1.12 INFORMATION, PROBLEM SOLVING, REQUEST SYSTEM, AND ADMINISTRATIVE REMEDIES

A. Information. Bulletin Boards are located in the Housing Units and at various locations throughout the facility. Up-to-date information about the operation of the facility is regularly posted on the Bulletin Boards. Only authorized material may be posted on a Bulletin Board; posting of unauthorized material will subject the offender to disciplinary action. If you need to know something that is not posted on the Bulletin Board, contact your Counselor or the Housing Unit Officer.

B. Problem Solving. Address the problem to the staff member with responsibility for the problem area before appealing through the chain of command. 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 the Warden. Request Forms are available from the Housing Unit Officer.

1. The Request System serves as the Informal Resolution in the Inmate Grievance Procedure. Requests are to be submitted to the proper division.
 - a. Request for Marriage = Counselor Supervisor
 - b. Transfer request = Counselor Supervisor
 - c. Living area changes = Shift Commander
 - d. Common Fare = Lead Food Service Supervisor
 - e. Property issues = Property Officer or Unit Counselor
 - f. Legal Calls = Unit Counselor
 - g. Job = Unit Counselor (in pod) or Counselor Supervisor (out of pod)
 - h. Maintenance Issues = Unit Officer
 - i. Classification concerns = Unit Counselor
2. Address your request to the lowest ranking person able to resolve your problem.
3. Staff have fifteen (15) days from receipt to respond to a request.

D. Inmate Administrative Remedies Summary

1. Administrative Remedies are the means for you to request a formal review of any action or decision that is within the scope of authority of the Commissioner of Correction.
 - a. There are three types of administrative remedy
 1. grievance
 2. appeal of a discretionary decision
 3. property claim
2. 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.
3. Grievance or a Property Claim. If you have a grievance or a property claim, first try to resolve it by sending a completed Inmate Request Form 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 or to file a property claim, use the Lost/Damaged Property Investigation Form.
 4. Appeal of a Discretionary Decision. Discretionary decisions include disciplinary decisions (you must have pled 'not guilty' at a hearing to appeal a disciplinary decision), classification decisions, special management assignments, Security Risk Group designations, media review decisions, furlough decisions and decisions about issues related to the Americans with Disabilities Act. Use the Inmate Administrative Remedy Form to file an appeal.
 5. Filing for an administrative remedy must be made within fifteen (15) calendar days of the action taken, or discovery of the problem.
 6. Complete the Inmate Administrative Remedy Form or Lost/Damaged Property Investigation Form and deposit it in the *Administrative Remedies* Box located in your housing unit.
 7. 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.
 8. 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.
 9. 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.

1.13 MAINTENANCE.

You should report any equipment malfunction to housing unit personnel or a work supervisor.

PART II

FACILITY SERVICES

2.1 ORIENTATION

All inmates will be required to complete a comprehensive orientation program. This program will introduce you to the facility's rules, procedures, programs and mission statement. Upon the completion of orientation, you will have an assigned risk level

and treatment needs scores.

2.2 CLASSIFICATION

Classification is the ongoing process of collecting and evaluating information about you to determine your risk and needs levels. The purpose is to determine which housing unit you will be assigned, if another facility is more suitable, job assignment, treatment needs, and which programs are most suitable. (A.D. 9.2, Inmate Classification)

A. Classification Committee The Classification Committee is comprised of staff members that make recommendations regarding your classification status: jobs eligibility, needs and risk assessment, program participation, etc. The Classification Committee is chaired by the Counselor Supervisor.

B. Counselor You will be assigned a Counselor. Your Counselor will provide you with information about the operation of the facility and will assist you in adjusting to the facility.

C. Transfer Decisions involving 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, submit a request to the Counselor Supervisor. (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. The Records Office maintains your Master File. Questions about information in your Master File should be directed to your Counselor.

E. Sexual Offenders Registration for Sex Offenders includes both a DNA draw and a Release to the Community Registration package. All offenses covered in the Public Act 99-183 require both a draw and community registration. This Act requires any person released into the community on or after October 1, 1999, who was convicted or found guilty by reason of mental disease or defect of certain crimes, to register as a sexual offender. There are three categories of offenses that will require an offender to register as a sexual offender. The categories are: criminal offenses against a victim who is a minor (ten year registration); sexually violent offenses (potential lifetime registration); and any felony that the court deems was committed for sexual purposes (ten year registration); and nonviolent sexual offenses (ten year or potential lifetime registration). The Act also creates the new crime of failure to register as a sexual offender, which is a class D felony. There are a number of repealed statutes that now require DNA registration. Direct any questions regarding sex offender registration to the facility Sex Offender Liaison.

F. Felons Pursuant to Public Act 3-242, any person who is convicted of a felony, and is sentenced to the custody of the Commissioner of Correction, to include serving a period of parole, shall submit to the taking of a biological sample of DNA analysis. Failure to comply with the requirements of this Public Act shall result in exclusion from consideration for any discretionary release mechanism to include community release, furlough, parole and Risk Reduction Earned Credit (RREC). In addition, compliance with this Act is a condition for all inmates discharging from the Department of Correction to a period of probation.

G. Appeal of a Classification Decision. Classification decisions may be appealed to

the Warden within 15 days of the decision. See your Counselor to find out if a decision can be appealed and how.

2.3 SENTENCE COMPUTATION AND CREDITS

The Department of Correction is responsible for the computation of sentences. The Records Office will issue one time sheet upon sentencing (quarterly for inmates sentenced prior to October 1, 1994) which will provide information about the computation of your sentence(s). 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. (RC.G.S. Sec. 18-7 and 18-7a) Statutory Good Time is only earned on crimes committed before October 1, 1994.
- 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. (C.G.S. 18-97, 18-98, and 18-98d(a))
- C. Pre-sentence Credit Good Time. Pre-sentence Credit Good Time is good time earned on Pre-sentence Credit for a crime committed prior to October 1, 1994. (C.G.S. 18-98c and 18-8d(b))
- D. Seven Day Job Credit. Seven-Day Job Credit is a commutation of sentence of one day for each seven (7) consecutive days of employment in a job designated as a seven-day job. (C.G.S. 18-98a)
- E. Outstandingly Meritorious Performance Award (OMPA). OMPA is an outstanding performance credit of up to 120 days for each continuous term of confinement granted at the discretion of the Commissioner. (C.G.S. 18-98b)
- F. Sentences For Offenses Committed On Or After October 1, 1994. Statutory good time, pre-sentence good time, 7-day job credit and OMPA are not authorized to be awarded to any sentence for an offense committed on or after October 1, 1994. (C.G.S. 18-100d, Public Act 93-219, Section 10.)
- G. Risk Reduction Earned Credit (RREC) RREC is earned credit available to inmates sentenced after October 1, 1994 in an amount not to exceed five (5) days per month at the discretion of the Commissioner of Department of Correction for conduct occurring on or after April 1, 2006. (Public Act No. 11-51)

2.4 RELIGIOUS SERVICES

Coordination of religious activities is the responsibility of the Institutional Religious Facilitator. (A.D. 10.8, Religious Services)

- A. Schedule A schedule of religious services and activities will be posted on your housing unit's bulletin board. Uniform of the day is a requirement of ANY religious service, activity or whenever visiting a Chaplain.
- B. Religious Articles CD's are purchased from Commissary or an outside vendor. See your counselor or Unit Manager. (A.D. 6.10, Inmate Property)
- C. Clergy Visits Inmates are permitted to have special visits from their own clergymen upon approval. For more information, contact the Institutional Religious Facilitator.

- D. Critical Illness & Death Notices It is your responsibility to instruct your family that in the case of an unfortunate event of critical illness or death of a family member they must contact your Unit Counselor as soon as possible informing them of the incident. If approved for a community escort to bedside visits or funerals, all arrangements will be initiated by your Unit Counselor.
- E. EMERGENCY PHONE CALLS ARE NOT PERMITTED TO BE MADE BY ANY CHAPLAIN OF THE RELIGIOUS SERVICES DEPARTMENT.
- F. Faith Groups The following major faith groups are authorized to have collective religious activity: Catholic, Islamic, Jehovah's Witnesses, Jewish, Native American and Protestant (English and Spanish). A one on one professional Clergy Visit can also be arranged. Please contact the Institutional Religious Facilitator for further Clergy Visit information.
- G. Services A Request for Designation of Religion must be completed in order to attend collective service programs. Announcements are made in each housing unit for each specific religious service program. Those interested in attending a religious activity must notify the Housing Unit officer and wait in his housing unit until an announcement is made.
- H. Designation of Religion A Request for Designation of Religion must be completed in order to attend collective service programs. *One and only one faith group may be chosen.* Once you have been designated to a faith group, you cannot attend any other study, service or activity held by one of the other faith groups. You are allowed to change your religious designation once every ninety (90) days by submitting a *Request for Religious Designation* form. This shall be completed by the last Monday of the month.
- I. Common Fare. Requests for Common Fare Diet program must be addressed to the Food Services Supervisor. The Institutional Religious Facilitator will not address any common fare diet requests.

2.5 HEALTH CARE SERVICES

Medical, dental, mental health and pharmaceutical services are available.

IF YOU HAVE AN EMERGENCY HEALTH PROBLEM OR AN INJURY, TELL A STAFF MEMBER IMMEDIATELY

- A. Emergency Emergency response is available 24 hours a day for real emergencies and will be assessed by Medical to determine the degree of urgency.
- B. Access to Services Routine access to Health Care Services is available by submitting a written request for Sick Call. The request box is located among the group of boxes in the main corridor near the Dining Hall.
- C. Hours the Health Services Unit is open Monday-Friday from 8:00 am to 4:00 pm except for holidays. You are only permitted access into the Health Services Unit for an appointment if you are called or taken to the Unit by a staff member.
- D. Sick Call Sick Call is the opportunity for you to bring a non-emergency health problem to the attention of medical staff.

1. Sick Call is conducted Tuesday and Thursday.
 2. To sign up for sick call, put a request in the Health Services request box. You will be seen the next scheduled sick day for your housing unit provided you request is properly filled out including your name, inmate number, and Housing Unit. On sick call day, you must remain in your housing unit until you are notified to report to the Health Services Unit by a staff member.
 3. Effective January 1, 1998, sentenced inmates may be subject to a \$3.00 co-pay or certain medical services (A.D. 3.12, Fees for Programs and Services, Appendix D).
 - a. Medical visit - \$3.00 for each inmate initiated visit to the Health Services Unit.
 - b. Dental visit - \$3.00 for each procedure performed.
 - c. Eyeglasses - \$3.00 per prescription.
 4. Refusals If you refuse to sign an Inmate Fee Form, a notation to that effect shall be made and the form shall be signed by Health Services staff. All completed Inmate Fee Forms are forwarded to Inmate Accounts on a weekly basis.
- E. Medication Pick-up Medication prescribed at Sick Call will be ready within 48 -72 hours from when you were seen and must be picked up when medication pick up is announced.
- 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 tampering with medication will subject you to disciplinary action. Outdated or unauthorized medication will be confiscated and a Disciplinary Report issued for contraband.
- G. Refills Refills are only for those medications that can be carried on-person. Medications with automatic renewals are to be deposited in the medical boxes for refill. A written request for sick call is to be submitted for those medications requiring renewals. The label is a peel off label. To re-order, remove the label from the card and place it on an inmate request form and deposit it in the medical request box.
- H. On-line Medication
1. On-line medications (restricted medication) will be administered by medical staff on a per dosage basis. You will be required to submit to a mouth inspection.
 2. Medline is called at approximately 12:30 p.m.
 3. On-line medication is only dispensed at Medication Call.
- I. Dental Dental Services are available. Submit a request form in the Health Services box and an appointment will be scheduled. You will be notified of your scheduled appointment.
- J. Mental Health The Mental Health Unit provides counseling, medication (when appropriate) and 24-hour crisis intervention for inmates with mental health scores of 3 or less. Routine access to Mental Health care is available by written request. Submit your request to the Mental Health request box.

IF YOU ARE THINKING ABOUT HURTING OR KILLING YOURSELF TELL ANY STAFF MEMBER TO RECEIVE IMMEDIATE HELP.

- K. Optical Submit a request in the Health Services box. An appointment will be scheduled. You will be notified of your scheduled appointment.
- L. HIV Counseling Inmates are not routinely tested for HIV when they enter the DOC. The HIV Prevention Counselor conducts HIV antibody testing, free and confidential, by written request to Health Services. It is performed by oral swab and results are ready in 20 minutes. The waiting list is usually about 2 weeks. Inmates who are HIV positive are treated by Health Services and also by an Infectious Disease (ID) Doctor and an ID Nurse. The HIV antiviral medications, counseling and a support group are available to all who are living with the virus. The HIV Nurse refers them to the TLC Program 3 months prior to discharge. TLC makes sure they are able to continue HIV/AIDS treatment in their community.
- M. Beyond Fear A 6 week, certificate program open to the general population. It is an HIV/AIDS prevention education group. Request it by writing to the HIV Counselor in Health Services. The waiting list is usually about 1 to 2 months. (A.D. 8.11, Human Immunodeficiency Virus Infection.)
- N. 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. An equipment pass will be issued to you at the time you receive your equipment.

2.6 FOOD SERVICES

Food services are the responsibility of the Food Services Supervisor.

- A. Common Fare Diet A Common Fare Diet is a diet that meets all nutritional requirements and reasonably accommodates recognized religious dietary restrictions. To receive the Common Fare Diet you must have a Common Fare card. Requests for the Common Fare Diet must be sent to the Food Service Supervisor. Once you receive a common fare card, you cannot get regular fare meals. If you violate this rule, you will be removed from the program and must surrender your common fare card. You must resubmit to the Food Services Supervisor for placement back into the Common Fare Program.
- B. Therapeutic Diet A Special Diet is a diet prescribed by medical staff to address a medical condition. If you are authorized to receive a Therapeutic Diet, a medical pass will be issued stating the diet authorized. Abuse of a Diet Pass or of the Therapeutic Diet may result in revocation of the pass and/or disciplinary action.
- C. It is prohibited to remove food items from the chow hall. Routine searches will occur to ensure compliance.

2.7 RECREATION

Coordination of recreation activities is the responsibility of the Recreation Director.

- A. General Recreation Leisure time activities are carried out daily in the common area of your Housing Unit. Opportunities for physical recreation are provided outdoors or in the gymnasium. A recreation schedule and any specific unit rules will be posted on the Bulletin Board in your Housing Unit.
 - 1. Equipment Recreational equipment is available in the recreation area. You must sign out any equipment you use by turning in your I.D. Upon return of the equipment in good condition your I.D. will be returned. Misuse or abuse of the equipment is not permitted. You may be liable for damages of any

equipment under your control. Do not move gymnasium equipment without approval from the Recreation Director or the Correction Officer supervising recreation.

2. Gymnasium

- a. Only sneakers are permitted inside the gymnasium; no shoes, boots, or black marking soles are permitted on the court.
 - b. Food or beverages are not permitted in the gym.
 - c. Weight room- 12 inmates are allowed in the weight room at one time.
3. Appropriate Conduct You must conduct yourself according to the rules of the activity and maintain an acceptable standard of behavior. Foul or obscene language is not tolerated. Horseplay is not permitted.
4. Clothing Gym clothes may be worn to and from recreation. T-shirts must be worn while in the gym. Boxer shorts or underwear garments are not allowed to be worn in place of shorts and shirt.
5. Any inmate placed on bed rest by the Medical Department is prohibited from participating or attending any scheduled recreation outside of the housing unit.

- B. Special Events The Recreation Director will schedule special events. See your housing unit bulletin board for scheduled events and unit participation. To participate in gymnasium planned activities; inmates must be ticket free for 90 days - Class A; 60 days - Class B; and 30 days - Class C ticket.

2.8 INMATE ACCOUNT

Each inmate shall have an individual account in which deposits and withdrawals can be made. (A.D. 3.7, Inmate Monies)

- A. Incoming Funds Cash will only be accepted upon admittance of a new commit. Incoming funds must be in the form of a money order; certified check, cashier's check, payroll check, or government check. Only funds received through the U.S. Postal Service will be accepted. Cash and personal checks shall not be accepted and shall be returned to sender.

1. All incoming funds must be sent via the US Postal Service to: Inmate Trust Fund, P.O. Box 290800, Wethersfield, CT 06129-0800. Funds sent to the facility will be returned to sender.
2. All incoming funds must have your name and inmate number clearly written in it or it will be returned to sender. Friends and family members can not call the facility for your inmate number - you must provide it to them.
3. All payroll checks, government, certified, cashier checks and money orders shall be handled in Accordance with A.D. 3.7 section 6, subsection B; these forms of money are to be mailed directly to Inmate Trust Fund, P.O Box 290800, Wethersfield, CT 06129-0800 to be deposited.
4. Funds may also be received via Western Union. Family and friends may send funds online, by calling Western Union or at a walk-in location. Western Union deposits must be made in the following manner: Pay to: CONNECTICUT DOC, Code City: CTDOC 8-digit inmate number and name. Example: 00123456SMITH (no spaces).

- B. Discharging Inmates You must notify your counselor of your pending discharge.
1. Sufficient notice (normally about 3 weeks) must be given to your counselor to allow the Inmate Accounts office processing time for any inmate requiring a check upon discharge. You must complete an *Account Balance* form and select this option.
 2. A *Special Request* form can be completed and your remaining balance can be

sent to your home prior to the discharge.

3. An *Account Balance* form can be completed upon discharge and your funds will be mailed within two (2) business days.

D. Unclaimed Accounts. Any funds not claimed within one (1) year from the date of discharge shall be forfeited by the inmate and transferred to the Correctional General Welfare Fund.

E. Cost of Incarceration Effective January 1, 1998, inmates will be assessed fees for certain programs and services. (Appendix D)

2.9 COMMISSARY

The Commissary sells articles for your personal use. A list of articles for sale is printed on the Commissary Order Form. You must have money in your Inmate Account to use the Commissary. No more than fifty dollars (\$50) may be spent each week, excluding the purchase of a television, radio or other electronic device. (A.D. 3.8, Commissary).

A. Commissary Schedule Any changes in the schedule will be posted at least a week in advance so processing and pick up/deliveries will go as smoothly as possible. The schedule will be as follows:

Wednesday (delivery):	Annex
Monday & Tuesday (delivery):	dorms

B. Placing an Order Order forms are distributed by the Housing Unit Staff. Fill out the order and place it in the Commissary box by 8:00 am every Monday.

1. All Commissary slips shall be picked up on the last day of delivery by 1:30 p.m.
2. No changes will be allowed at the time of delivery. It will be assumed that what is ordered is the correct item; if a wrong item is ordered, a credit will be given but the correct item will not be exchanged.
3. No late slips shall be accepted for any reason.
4. The commissary order must be completely and correctly filled out or the order will not be processed.

C. Substitutions If a brand name is specified on the commissary order and the brand is out of stock, a comparable brand will be supplied at the price of the substitute brand.

D. Pick Up/Delivery To receive your order, you must (1) show your I.D. card, (2) examine the contents of the package against the items charged, and (3) sign for receipt of the package. There is no recourse for error regarding items received after you have signed for receipt. If you decline to accept the order, the entire order will be returned to the Commissary.

2.10 CORRESPONDENCE

Inmate use of the mail is governed by State Administrative Regulations 18-81-28 through 18-81-38 and 18-81-51. The information stated in this Handbook does not supersede or overrule those Regulations in any way. It is provided to guide your ordinary use of the mail. (A.D. 10.7, Inmate Communications)

A. General. You may write and receive an unlimited number of letters at your own expense. You may not write to or receive mail from the following:

1. A **victim** of any crime you have been convicted of or of a criminal charge on which disposition is pending.

1. Any person under the age of eighteen (18), unless the person's parent or guardian has approved of the correspondence in writing.
 2. An inmate in any correctional facility, except immediate family with prior authorization.
 3. A parolee or inmate in community confinement except immediate family with prior authorization.
 4. When correspondence is restrained by court order.
 6. When correspondence with a person or group has been expressly prohibited by the Warden.
- B. Outgoing Stamped envelopes are available through the Commissary. You must address the envelope with the complete, legible address of the party you are corresponding with. You must put your own name, your inmate number, and the return address of the facility on the outside of the envelope. You may seal outgoing correspondence, unless you are requesting to include a check from Inmate Accounts (sec. 2.7). Failure to comply with these regulations will result in the mail not being sent out.
- C. Incoming Incoming mail will be opened by mailroom personnel and inspected for contraband (i.e. stickers, laminated items, envelopes/stamps etc.), but not read except under Review Procedures (Section H). Incoming mail must have your name and number on the outside of the envelope. Any incoming letters that contain the mentioned contraband items will be returned to sender.
- D. Privileged Correspondence Any telephone call placed on behalf of an inmate by the facility or any written correspondence shall be considered privileged communication when addressed to or received from federal, state and local agency (i.e., municipal, county or town) elected and appointed officials, including but not limited to the following: (1) any judge or court; (2) the Governor; (3) the legislature; (4) the Attorney General; (5) the Commissioner of Correction or any Department official appointed by the Commissioner; (6) the Board of Parole; (7) the Sentence Review Board; (8) the Commission on Human rights and Opportunities; (9) the State Claims Commissioner; (10) the Board of Pardons; and (11) elected government officials.
1. 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. Attorney shall include organizations providing legal services to inmates.
 - a. Privileged Correspondence must be clearly marked as Privileged Correspondence.
 - b. Incoming Privileged Correspondence will be opened in your presence and the envelope inspected for contraband, but not read. Inadvertent opening outside your presence will be noted in writing.
- E. Inmate to Inmate Correspondence If you have a family member who is incarcerated, you may request correspondence privileges through your Unit Counselor.
- F. Indigent Mail Status An inmate whose Inmate Account has not exceeded five dollars (\$5) for the past ninety (90) days will be permitted to send two (2) free social letters each week, and five (5) letters per month addressed to the court or attorneys.
- G. Certified Mail Requests for speedy trial under C.G.S. Secs 54-82c, 54-82m, and

54-186 and correspondence with the Sentence Review Board will be sent certified.

- H. Review. The Warden may place your mail under review, which includes reading, if the Warden has reason to believe that such reading is generally necessary to further the substantial interests of security, order or rehabilitation.
- I. Rejection Correspondence which contains or concerns: the transport of contraband in or out of the facility, plans to escape, plans for activities in violation of facility or Department rules, plans for criminal activity, violation of the State Regulations on correspondence, material which reasonably could cause physical or emotional injury to the inmate recipient as determined by mental health staff, information which creates a clear and present danger of violence and physical harm to a human being, messages written in code, mail which attempts to forward correspondence for another inmate, threats to the safety or security of staff, other inmates or the public, facility order or discipline, or rehabilitation, sexually explicit materials involving sado-masochism, bestiality, children, use of force or absence of consent, any other correspondence which jeopardizes a legitimate penological interest, may be rejected, which means that it will not be delivered and that you may be subjected to disciplinary or criminal proceedings.
 - 1. If your incoming mail is rejected, a notice of rejection will be sent to you and to the sender in accordance with A.D. 10.7.
 - 2. If the correspondence is material to criminal or disciplinary proceedings, the notice of rejection may be delayed pending completion of any investigation.

2.11 VISITING

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

- A. Visiting List Your Visiting List is a 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 (Secs D and G). You may have up to seven (7) people to include children on your Visiting List.
 - 1. All potential visitors must fill out an application to be placed on the visiting list. Applications are available through the unit counselor.
 - 2. Any person requesting placement on an inmate's visiting list must complete, sign and return the visiting application to the Visiting Coordinator. Visiting Applications mailed directly to you or dropped off in the lobby will not be accepted. You are responsible for mailing visiting applications to those you wish to be on your visiting list.
 - 3. Modifications to the list shall not normally occur more frequently than every 120 days.
- B. Authorization A person may be denied visitation based on criminal history, threat of disruption, or violation of visiting or security regulations. Persons who have been convicted of a criminal offense will be assessed for nature and severity of prior criminal conduct and for evidence of current criminal activity.
 - 1. Courtesy Visit You may receive one courtesy visit with up to two adult immediate family members prior to your visiting list being established or within the 30 days of incarceration, whichever comes first.
 - 2. Immediate Family Immediate family includes your legal spouse, parent, grandparent, sibling or child, to include step/foster relationships.
 - 2. Children A minor child, under 18 years old, accompanied by an

authorized adult immediate family member who is on the approved visitor list, legal guardian or an adult properly authorized by the Department of Children and Families, visiting an inmate that is an immediate family member. Nieces, nephews, cousins, friends, etc are NOT considered immediate family.

4. Limitations

- a. No visitor, except immediate family members, shall be on more than one (1) inmate's Visiting List.
- b. Visits with the **victim** of any crime you have been charged with or convicted of are 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 been approved by the Warden.

5. Community Groups Other persons such as community group representatives may be authorized to visit you. Ask your Counselor for details.

6. Appeal Should your visitor be denied visiting privileges; they may appeal to the Warden within 10 days of notification of denial. You cannot appeal on behalf of a denied visitor. Appeals shall be answered by the Warden. The Warden's decision is final.

7. Readmitted Inmates If you were previously released from custody (bond out, EOS, etc.) and have returned to custody or supervision, your prior visiting list is no longer valid. New applications are required for *all* visitors. Visiting lists are not valid from one incarceration to the next.

C. Visitor Identification The visitor's identity will be verified through a valid, government-issued photo identification (i.e. driver's license, non-driver ID card or passport) prior to admission to the Visiting Area. Visitors under sixteen (16) years of age are not required to have photo identification but require a birth certificate and another form of identification with the child's name clearly written on it.

D. Special Visit A Special Visit shall be approved at the discretion of the Visiting Coordinator, which allows exceptions to the authorized: (1) visitor list, (2) number of visits, (3) schedule of visits; and, (4) length of visit. See attached regarding specific rules and procedures for special visits.

E. Visiting Rules

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

- a. Each visit is limited to one (1) hour.
- b. You are permitted to have two (2) visitors at a time.
- c. You are permitted to take only your inmate I.D., wedding band, and authorized religious medal/headgear into the Visiting Room.
- d. You are required to conduct your visit in a quiet, orderly and dignified manner.
- e. If you are the immediate family of another incarcerated inmate at Radgowski and an immediate family member is on both of your visiting lists, that visitor may visit both of you at the same time under ordinary circumstances.

2. Contact Visits

- a. Cross-visiting among inmates and other visiting parties and socializing

among visiting parties is prohibited.

- b. Assigned seating by Visiting Officer must be adhered to by visitors and inmates.
 - c. If your visitor does not pass the metal detector, they may be refused visiting privileges. See attached for additional information about visiting.
 - d. You will have a contact visit unless you are expressly designated for non-contact visits.
 - e. 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.
 - f. Children must be under the supervision of the adult visitor. Disruptive behavior in the Visiting Room is not allowed.
 - g. You are permitted three (3) visitors at one time, including children.
 - h. Physical contact of any kind is strictly prohibited.
3. Non-Contact Visits
- a. Reasons
 1. Possession of unauthorized currency, drugs, or drug paraphernalia, intoxicating substances, cigarettes and/or tobacco, unauthorized medication or a positive drug test.
 2. Information pertaining to conveyance of contraband items onto the grounds or into the facility. Contraband conveyance through visits will result in a minimum period of one year on non-contact status. Any visitor involved in an attempted conveyance of contraband through visits will be permanently denied visiting privileges.
 - b. You are permitted two (2) visitors at one time including children.

F. 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 of your visitors are evidently under the influence of drugs or alcohol.
2. An approved visitor may be removed from your visiting list 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. (C.G.S. Secs. 53a-174 and 53a-174a.) The introduction of tobacco into the facility will subject the visitor to removal from the visiting list.
3. All visiting may be terminated by a supervisor when, in the supervisor's judgement, failure to do so would jeopardize the order and security of the facility.

G. Professional Visits

1. Privileged visits 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, Board of Pardons member, elected government official, correctional ombudsman, the inmate's attorney or attorney representative for an authorized purpose other than social visitation.
2. Professional visits A visit between an inmate and a credentialed individual

from the community (i.e. law enforcement official, social worker specialist (not to include attorney representative), member of the clergy, etc.) for an authorized purpose other than social visitation.

- a. Professional visitors may be subject to background checks.
- b. Professional visitors must meet the identification standard of Section C, plus show verification of their profession.
- c. Visiting rooms for professionals/privileged visits will be assigned first come, first served, unless a reservation has been made in advance of the visit.
- d. Professional and privileged visits may not occur during regular visiting hours.

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

I. Visiting Schedule and Rules

1. Visiting Schedule You are allowed one (1) visit every other day. Visits will be determined by the last digit of your Inmate Number. There are no visits on the 31st of each month.

Monday-Friday	1:00pm-3:00pm & 7:00pm-9:00pm
Saturday & Sunday	8:30am-10:00am, 1:00pm-3:00pm
Holidays	NO VISITS

2. You are permitted one visit per day.

2.12 TELEPHONES

Inmate use of the telephones is governed by State Regulations 18-81-28/29 and 18-81-41 through 18-81-51, which are available in the Library. The information stated in this Handbook does not supersede or overrule those Regulations in any way. The Regulations are incorporated into the Telephone Privilege Program (TPP). An inmate must be enrolled in the TPP to use a collect call telephone. (A.D. 10.7, Inmate Communications)

A. Collect-Call Telephones Collect-call telephones are telephones on which only a collect call can be placed. A collect call is a call, which the person called, agrees to pay the charges. Collect-call telephones are located in each Housing Unit.

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

C. Enrollment in TPP To enroll in the TPP, you must sign the TPP Notification and Acknowledgement Statement and you must submit for approval each phone number that you intend to call by completing the Add/Drop Telephone Request. Approved phone numbers will be put on your Approved Phone List. The number of phone numbers on your Approved Phone List may not exceed ten (10).

1. The phone numbers on your Approved Phone List are programmed into the collect call system and are the only phone numbers that are approved for you to call.
2. A violation of telephone rules and regulations, or the occurrence of an event, which causes the enrollment conditions not to be satisfied, will cause your enrollment in TPP to be rescinded.
3. The Notification and Acknowledgment Statement must be signed in ink.

- D. Changes You may change up to five (5) phone numbers on your Approved Phone List each month by submitting an Add/Drop Telephone Request to your Counselor. The Add/Drop schedule is posted in your housing unit. Add/Drop Forms can be obtained from the unit counselor. If you have a scheduled court date on the add/drop change date, it is your responsibility to make arrangements with your unit counselor prior to the court date if you need to make changes to your phone list. If the phone numbers that you add cause the list to exceed ten (10) numbers, you must designate which phone numbers are to be dropped from the list.
- E. Means of Access/PIN Each inmate who enrolls in the TPP will be given a PIN (Personal Identification Number). The PIN must be entered (by pushing the buttons of the phone pad that correspond to the PIN) in order to place a call. If you have problems with your telephone pin, write to the facility Phone Monitor.
- F. Telephone Regulations You are not permitted to make third party calls.
1. Telephone calls are only permitted between 8:30 a.m. and 10:30 p.m.
 2. You are permitted to make four (4) calls per day unless you are under restriction.
 3. A call may not exceed fifteen (15) minutes.
 4. You are not permitted to create or post a Telephone List.
 5. You are not permitted to disclose or share your PIN; you are not permitted to use another inmate's PIN. These actions constitute the disciplinary offense of Security Tampering.
 6. Your dialed party's call shall not be shared with another inmate.
 7. Report telephone trouble to a the phone monitor using the proper form.
 8. You are prohibited from placing the victim of your crime on your phone list.
- G. Termination Any call may be terminated for the following reasons: violation of unit rules, illegal activity, exceeds time limit, misuse of equipment, threatening or disruptive behavior, unit emergency, interference with other valid penological interest.
- H. Phone Block If you are unable to make a collect call because there is a phone block, staff will not permit use of a facility phone unless there is a *verifiable* emergency.
- I. Emergency Calls Per Directive, (A.D. 10.7 Emergency Calls). You may place an emergency call on a facility phone subject to approval by the Shift Commander or other Supervisor.
- J. Calls to Attorney Calls to attorneys are not part of the TPP. You are permitted to make up to two (2) non-recorded, non-monitored calls per month to an attorney using the facility's telephone. Calls to public defenders will be made direct. **Calls to private attorneys and special public defenders shall be made collect.** You must make advance arrangements through your Unit Counselor. The scheduling of the call is subject to the schedules of the Unit Counselor and the attorney; under ordinary circumstances, the call will occur within 24 hours, by close of the next business day that staff received the request. The call will be placed by staff for verification. Staff will maintain observation of you outside of the listening range. Calls are limited to ten (10) minutes, unless authorization for a longer period is granted. The oral or written request of the attorney for an extended call shall be honored unless circumstances do not permit. Staff may come within

listening range or terminate the call for exigent circumstances or if the behavior of the inmate is disruptive. Calls answered by a person or machine capable of taking a message shall be counted as a contact.

2.13 LAUNDRY

1. Laundry equipment is located in each housing unit. A laundry worker(s) is/are assigned to operate the equipment and is/are the only authorized operator(s).
2. The housing unit laundry schedule and regulations are posted on the bulletin board in your housing unit.

2.14 BARBER SERVICES

The schedule for barber services is posted on the Bulletin Board in your Housing Unit. Each Housing Unit will have an assigned barber(s). Only assigned barbers are permitted to use the barbering equipment. No logos, designs, or exotic patterns are permitted to be cut into the hair.

2.15 LIBRARY The library hours of operation are posted on the bulletin board in each housing unit. The library includes general circulation paper and hardback fiction and nonfiction, the non-circulation law books and general reference materials. Local current newspapers and selected magazines are available for in-library use. The Connecticut State Library has a service in place to address requests for legal materials from inmates of Connecticut Correctional Institutions. All inmate correspondence should be sent to the following address: Connecticut State Library, Law/Legislative Unit, 231 Capitol Avenue, Hartford, CT 06106.

- A. Circulating Collection Materials for recreational and informational reading may be checked out for a one-week loan period. Borrowers are held responsible and liable for nonreturn of such materials when due. Two items may be checked out.
- B. Publication Orders You may order books, other publications, magazines and newspaper subscriptions, providing you have monies in your account to cover cost. Contact your Counselor.
- C. Access to Publications Inmate access to publications is governed by State Administrative Regulations 18-81-28 and 18-81-39. The information stated in this Handbook does not supersede or overrule those Regulations in any way, and is provided to inform you of the limitations on access to publications. (A.D. 10.7, Inmate Communications)
 1. No order will be processed unless you have sufficient funds in your Inmate Account to cover the cost of the order.
 2. Orders for educational materials will only be placed to a publisher, book club, or bookstore.
 3. A publication may be rejected if it adversely affects a valid penological interest. A statement of the criteria for evaluating publications and the post-decision process is stated in the State Regulation and in A.D. 10.7.
 4. If a publication is rejected, you have a right of appeal to the Commissioner within fifteen (15) days of receipt of the notice of rejection. (A.D. 3.10, Fees and Reimbursements)

2.16 PHOTOCOPYING

Photocopying services are available through the library at a cost of twenty-five cents (\$.25) per page. The funds shall be deducted from the inmate's account by the Business Office prior to providing the inmate the document. (A.D. 3.10, Fees and Reimbursements)

A. Procedure for Payment of Copies of Medical Records by Inmates The steps in this procedure are as follows:

1. All requests for copies must be made in writing to Medical Records.
2. When received, the inmate shall be called to Medical Records, within a reasonable amount of time, to fill out a Release of Information for specifying exactly what he wants. A total count of pages will be determined at that time. If the copies are being sent home, the inmate must also provide a stamped, self-addressed envelope. Please keep in mind the number of copies when providing this envelope.
3. This request shall be returned to the Counselor for verification of available funds.
4. Your Counselor shall contact you to fill out an "Authorization for Withdrawal" form.

2.17 NOTARY PUBLIC

Services of a Notary Public are available; contact your Unit Counselor. The function of a Notary Public is to verify that the signature that appears on a document is the signature of the person who is named in the document as the signatory. Some legal documents have to be notarized. Do not sign the document to be notarized until you are in the presence of the Notary Public.

2.18 COURT TRIP A Court Trip is a trip from this facility to a state or federal court, and any return.

- A. You must wear the Uniform of the Day.
- B. You are permitted to take legal materials with you that pertain to the case at hand. These materials must be surrendered to the transporting staff during transit. 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.
- C. You will be subject to the use of restraints according to Department policy. (A.D. 6.4, Transportation of Inmates)
- D. A court lunch will be provided.
- E. You are not permitted to obtain or receive any item from any person while on a court trip.

2.19 PROPERTY LOSS

If any of your property is lost or damaged you must first contact the Property Officer in order to attempt to resolve a property issue. If the issue is not resolved at that level within 15 days, and you believe the State is responsible for any loss or damage, you may use the inmate Grievance Procedure. Only after you have exhausted the Inmate Grievance System and are not satisfied with the results can you file a claim with the State Claims Commission. A claim must be filed within one (1) year of the knowledge of the loss or damage, but in no event more than three (3) years from the date of loss or damage. (A.D. 6.10, Inmate Property; C.G.S. Sec. 4-141, et. seq.)

- A. To file a claim fill out two (2) copies of the Property Claims Form. Detailed instructions are provided on the form.
- 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 Property Officer.

2.20 GATE MONEY

Gate Money is money given by the State to provide the means of meeting expenses that you incur immediately upon release. Its purpose is to ease the transition into the community. You may only receive Gate Money if you are eligible. Eligibility

factors relate to the type of release, the length of incarceration, and the amount of money in your Inmate Account. Ask your unit counselor for the specific eligibility criteria. (A.D. 3.11, Gate Money)

PART III ~ PROGRAMS

3.1 GENERAL

A sentenced inmate shall not be allowed to refuse or reject any programmatic or work assignment. Any refusal will subject the inmate to disciplinary action, and as a consequence of discipline the inmate will be placed on unassigned work status. (A.D. 10.1, Inmate Assignment and Pay Plan) In addition, the refusal of any programmatic or work assignment may result in the loss of RREC.

A. Work Performance Evaluation A Work Performance Evaluation may be issued at the discretion of the Supervisor upon evidence of outstanding or unsatisfactory performance.

B. DNA Requirements A person, who has been convicted of a felony, is required under C.G.S. 54-102g as amended by Public Act 04-188 to submit to the taking of blood or other biological sample for DNA deoxyribonucleic acid (DNA). A biological sample will be taken utilizing a Convicted Offender Database Buccal Collection Kit, with a sterile applicator which will be rubbed on the inside surface of your mouth. If the sample is insufficient that you may be required to provide an additional sample.

1. Refusal to submit to the taking of a biological sample would constitute a violation of C.G.S. Sec. 54-102g as amended by Public Act 04-188 and would be subject to arrest for a class "A" misdemeanor. Additionally, as a result of a refusal, the Department of Correction may request that the Office of the Attorney General seek a court order to authorize the use of force, if necessary, to obtain a blood sample for DNA analysis.

2. Refusal to submit to the taking of a biological sample shall result in the loss of RREC.

3.2 EDUCATION

Educational Programs in the Department of Correction are administered under the State of Connecticut, Department of Education, Unified School District # 1. The School Principal supervises the following educational programs:

A. Adult Basic Education (ABE) Primary program of instruction designed to provide training in academic skills in the areas of reading, mathematics, language arts, general science and social studies.

B. General Educational Development (GED) Provides the opportunity to participate in the examination process in order to receive a Connecticut State High School Diploma.

C. Teaching English to Speakers of Other Languages (TESOL) Helps students to speak, read and write English or assists them in developing the language skills necessary for overall academic and vocational progress.

D. Special Education and Pupil Services Provide services to students with handicapping conditions which interfere with their ability to participate in school.

- E. Career Planning Provides students with job readiness preparation and resume writing to ease transition into the work place.
- F. College Credit Program College Credit opportunities are available through correspondence courses, independent study and credit by exam.
- G. There will be a \$3.00 co-pay for each Post-GED and Post High School Education Program for sentenced inmates per Sections 18-85a-1 to 18-85a-4 of the Regulations of State Agencies.
- H. Correspondence Courses Provides student with access to courses through outside schools and colleges.
- I. CONNTAC-EOC (CT Talent Assistance Cooperative-Education Opportunity Center) Representatives from CONNTAC-EOC are provided with names of students to meet while the student is incarcerated. The representatives assist students with their post-secondary plans and financial aid.
- J. Culinary Arts This course stresses safety and sanitation as well as tool and equipment usage. Through practice and discussion, students are taught skills in basic cooking, methods, culinary techniques, weights, measures and recipe conversions. Students earn a Safe Serve Certificate after passing a test administered by the national Restaurant Association.
- K. Non-credit Certificate Program Non-credit certificate programs provide opportunities for acquiring skills and credentials in various trades and/or subject areas.
- L. Re-entry Class 21 day program prepares you for transition back into society.

3.3 WORK ASSIGNMENT

- A. To apply for a work assignment outside of your housing unit, submit a request to the Counselor Supervisor. Your request will be reviewed for eligibility and assignment.
- B. To apply for a work assignment in your housing unit, submit a written request to your unit counselor. Your request will be reviewed for eligibility and assignment.

3.4 PROGRAMS

- A. Anger Management A 10 session educational anger management program that explores how anger manifests itself in our emotions and behaviors. This program addresses the personal and social effects of anger and anger management techniques.
- B. Addiction Services Tier II, After Care, NA, AA
- C. Domestic Violence An 8 session program designed to address issues of domestic violence including its physical, emotional and economical effects on offenders, victims and families.
- D. VOICES The program is designed to assist you in becoming more aware of the emotional, economic and physical suffering that is inflicted upon another human being as a result of criminal acts.

- E. Embracing Fatherhood The program is designed to assist you in understanding the connection between your personal experiences as sons and your fathering practices with your children. The program also focuses on creating or enhancing healthy relationships between you and your children.
- F. Volunteer Services Provides meaningful opportunities for citizen involvement to supplement programs and services provided through the facility's religious, Educational and Addiction Services departments. They help strengthen formal rehabilitation programs, supplement education and assist in the personal growth of inmates.

Your Counselor can provide you with additional information regarding available programs.

3.5 AMERICANS WITH DISABILITIES ACT (ADA)

Americans with Disabilities Act provides reasonable accommodation to inmates with qualifying disabilities; information regarding both the protections against discrimination and the existence and location of accessible services, activities and facilities; conducts ongoing evaluations of programs and facilities; and, provides mechanisms by which an inmate may file complaints about disability discrimination. Notice of Rights under the Americans with Disabilities Act Form (Form CN101901) is included in Appendix D of this Handbook.

PART IV

OUTSIDE SERVICES AND PROGRAMS

4.1 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. For information, contact your Counselor. (C.G.S. Sec 54-124, et. seq)

4.2 SENTENCE REVIEW

Sentence Review is the review by a panel of judges of an inmate's sentence, which is three (3) years or more. Sentences resulting from a plea bargain will not be reviewed. Application for Sentence Review must be filed within 30 days of the date the sentence was imposed. Contact your attorney to submit the application. (C.G.S. Sec 51-94)

4.3 PARDON

A pardon is an act of grace that releases an inmate from the full consequence of a sentence. The Board of Pardons meets twice a year to consider applications from inmates for a pardon. Application to the Board of Pardons should be made to the Records Office. For information, contact your Counselor. (C.G.S. Sec. 18-24a, et. seq)

4.4 LEGAL ASSISTANCE

Inmate Legal Assistance Program (ILAP) provides legal assistance in civil matters only. Written requests should be addressed to the Inmate Legal Assistance Program, P.O. Box 260237, Hartford, CT 06126-0237. Inmates are encouraged to utilize the 1-800-301-ILAP line.

4.5 SPEEDY TRIAL

Speedy trial is a petition from an inmate to a Connecticut Superior Court having jurisdiction to initiate proceedings to dispose untried charges.

1. An inmate in custody solely because of charges pending in this state (C.G.S. Sec. 54-82m);
2. An inmate under sentence with untried charges pending in this state (C.G.S. Sec. 54-82c);

To apply for a speedy trial under C.G.S. Sec. 54-82m, contact your attorney. To apply for speedy trial under CGS, Sec 54-82c, send a written request to the Records.

4.6 SOCIAL SECURITY

Inmates may have social security entitlements. For Social Security information, contact: Department of Health and Human Services, Social Security Administration, 24 Eugene O'Neill Drive, New London, CT 06320.

NOTICE REGARDING REPLACEMENT SOCIAL SECURITY CARDS

BE ADVISED:

Due to recent changes in the social security laws, Social Security can no longer accept CAPI photos as a form of ID after an inmate is released. Frequently, ex-offenders will arrive at the Social Security Office and are disappointed to learn that they cannot use their CAPI photo as a form of identification. This can be substantially delay employment because you must have the actual social security card in order to work. Employers can not hire you without it.

It is in your best interest to obtain your Social Security Card prior to release. Contact your Counselor for further information.

4.7 VETERAN'S RESOURCE GROUP

This outside agency provides counseling, outreach and referral services to veterans who were active in Vietnam, Persian Gulf, Panama, Grenada and Lebanon. Contact your Counselor for more information.

4.8 PUBLIC TRANSPORTATION

The SEAT bus schedule is posted in the lobby area. Telephone number is (860) 886-2631.

4.9 SELECTIVE SERVICE SYSTEM

If you are between the age of 17 years and 3 months and have or not yet turned 26, you are required by law to register with Selective Service. Although inmates are exempt from registering while incarcerated, Selective Service will accept your registration. If you are age 26 and beyond, you cannot register, so it is important to do so while you are within the age limits.

If you do not register you will not be eligible for, federally funded job training or federally funded financial aid, in the future. Part of the requirements of these federal

Inmate Visiting Rules

Connecticut Department of Correction

Attachment
A
REV 8/15/06
AD 10.6

All persons entering into a correctional institution for the purpose of visiting an inmate are entitled to do so in a safe and respectful environment. Therefore, the following rules shall apply to all visitors and inmates without exception. Violation of any rule may be considered grounds for denial or termination of a visit. The Department reserves the right to take further administrative or legal action as the circumstances warrant:

All visitors to Connecticut Correction Institutions are required to pass security inspection by passing through metal detectors to gain entry. Failure to successfully pass inspection shall be grounds for denial of entry to a correctional institution.

In accordance with Section 18-81v of the Connecticut General Statutes, any visitor who activates a walk-through metal detector shall be given the opportunity to submit to a search with a portable or hand-held metal detector in order to gain entrance into the correctional institution. If the visitor consents to a search with a portable or hand-held metal detector, the visitor shall be escorted by a correction officer of the same sex to a separate room, restroom or other private location within the correctional institution, where the visitor shall first remove any object or article of clothing that activated the walk-through metal detector and then submit to a portable or hand-held metal detector search. If the portable or hand-held metal detector is not activated during such search, the visitor shall be allowed to reapply the object or article of clothing that activated the walk-through metal detector before exiting the separate room, restroom or other private location where the portable or hand-held metal detector search is conducted and shall be allowed to enter the correctional institution. If the portable or hand-held metal detector is activated during such search, the visitor shall be escorted out of the correctional institution.

1. The following are examples of items that may cause a visitor to be unable to clear the metal detectors: undergarments (with metal); shoes/boots; pins; jewelry; belts; hair clips/ornaments; body piercings; & *metal surgically implanted in the body for medical purposes.

It is important to consider the above prior to visiting a correctional institution to avoid the possibility of being denied visiting privileges. In cases where (*) above applies, a medical certificate shall be required for verification purposes.

2. Visits shall be conducted in a quiet, orderly and dignified manner. Yelling, loud talking or use of profanity during visits is prohibited.
3. Visitors shall not deliver any items to inmates or other visitors during the course of the visit.
4. Proper attire is required. Revealing, seductive, offensive clothing or attire that may present a safety and/or security risk may result in a visitor being denied access to or being removed from the visiting room.
5. Children younger than 18 years of age shall be accompanied by an authorized adult immediate family member on the approved visiting list, legal guardian or an adult properly authorized by the Department of Children and Families and remain under adult supervision at all times.
6. No children shall be left unattended anywhere on institutional grounds including the visiting waiting room.
7. All visitors shall wait in the designated waiting room.
8. All correctional institutions are smoke free.
9. Visitors who appear to be under the influence of drugs and/or alcohol shall not be permitted to sign-up or visit and may be reported to the police.
10. Visitors and inmates shall remain seated at all times during the visit unless otherwise directed or approved by a staff member.
11. A brief embrace and kiss at the beginning and end of a visit between an inmate and a visitor is allowed, however excessive intimacy, including inappropriate kissing, hugging or fondling, is strictly prohibited.
12. No personal items are permitted in the visiting room, including pocketbooks, coats, paper, food, beepers, cell phones, etc., visitors may secure personal items at their own risk in the lockers provided. The Department shall not assume any responsibility for loss or damage to any items stored in the lockers or left anywhere on institutional property. Staff shall not retain or take custody of any personal property belonging to a visitor.
13. Visiting space is limited, visits shall be signed-up on a first come first serve basis.
14. Visitors shall be present when the visit is called or it shall be canceled.
15. Visitors who leave the visiting room during a visit shall not be allowed to reenter and the visit shall be terminated.
16. Visitors shall sign-up at least 15 minutes before the visiting session begins in accordance with the posted schedule.
17. Children shall be included toward the number of visitors allowed in the visiting room.
18. Visitors shall be responsible for the conduct of any person accompanying them to a correctional institution. Violations of rules of these persons may subject the visitor to removal from the visiting list.
19. In accordance with Sections 53a-174 through 53a-174b of the Connecticut General Statutes, conveying, passing or causing to be conveyed or passed any controlled drug, intoxicating liquor, firearm, weapon, dangerous instrument or explosive, United States currency, or any rope, ladder or other instrument or device for use in making, attempting or aiding an escape is a crime. Any person not authorized by law who conveys into a correctional facility any letter or other missive which is intended for any person confined therein, or who conveys from within the enclosure to the outside of such facility any letter or other missive written or given by any person confined therein is a crime. Any person not authorized by the Commissioner of Correction or the commissioner's designee who (1) conveys or possesses with intent to convey an electronic wireless communication device to any inmate of a correctional institution while such inmate is in such institution, or (2) uses an electronic wireless communication device to take a photographic or digital image in a correctional institution is a crime. Violators shall be prosecuted.

Visit Termination: A single visit, or all visits, may be canceled, denied or terminated by a supervisor at any time that institutional security requires. Termination may occur due to reasonable belief that the continuation of the visit could jeopardize safety and order.

programs is that you must have registered with Selective Service and if this was not done, you will not be eligible.

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

Connecticut Department of Correction

AMERICANS WITH DISABILITIES ACT (ADA) APPENDIX C

INMATES WITH DISABILITIES

NOTICE OF RIGHTS UNDER THE AMERICANS WITH DISABILITIES ACT

Inmates have the right to receive *reasonable accommodations* to make programs more usable. Inmates may receive an accommodation to assist with programs and services in facilities where needed in:

* Programs* Medical* Mental Health* Dental* Counseling* Parole*Orientation*
Administrative Remedies* Disciplinary Proceedings * Special Events

HOW TO ASK FOR A REASONABLE ACCOMMODATION

Inmates may ask for interpreters and other services in person or in writing. Forms and necessary assistance will be provided. Ask your Unit Counselor or Unit Manager for assistance.

Administrative Remedies

Inmates whose requests for reasonable accommodations are denied or modified, or who believe they were discriminated against by the Department of Correction because of their disabilities have the right to file an Administrative Remedies in person or in writing under the Administrative Remedies Procedure. Inmates may ask for help in filing the Administrative Remedies.



Male Property Matrix

Connecticut Department of Correction

Attachment C/1
REV 9/1/08
AD 6.10

<u>CLOTHING ITEMS</u>	FACILITY SECURITY CLASSIFICATION LEVEL								INMATES ON RESTRICTIVE STATUS			
	<u>Level 2</u>		<u>Level 3</u>		<u>Level 4</u>		<u>Pretrial</u>		<u>AD/PS/TD</u>		<p>The Unit Administrator of Northern CI and Manson YI shall develop and update, as necessary, a property matrix for inmates assigned to the following statuses:</p> <p>Administrative Segregation (all phases); Close Custody/SRGSTM (all phases); Chronic Discipline (all intervals); Close Monitoring; Death Row; and, Special Needs Management.</p>	
	1 MAX	2 MIN	1 MAX	2 MIN	1 MAX	2 MIN	1 MAX	2 MIN	1 MAX	2 MIN		
ATHLETIC SUPPORTER	*	1A	-	1A	-	1A	-	1A	-	-		-
BASEBALL CAP	*	2ABC	-	2ABC	-	2ABC	-	2ABC	-	-	-	
BATHROBE	*	1BD	-	1BD	-	1BD	-	1BD	-	-	-	
BELT (standard belt)	*	1BDF	-	1BDF	-	1BDF	-	1BDF	-	-	-	
COAT		1F	-	1F	-	1F	-	1F	-	-	-	
DOO RAG		1A	-	1A	-	1A	-	1A	-	-	-	
GLOVES (pair)	*	1BCF	-	1BCF	-	1BCF	-	1BCF	-	-	-	
GYM SHORTS	*	2ABD	-	2ABD	-	2ABD	-	2ABD	-	-	-	
HEADBAND (brown only)#	*	2AB	-	2AB	-	2AB	-	2AB	-	1AB	-	
JUMPSUIT	*	-	-	-	-	-	-	2BDF	-	1F	1F	
KUFFI (white only)#	*	2BG	-	2BG	-	2BG	-	2BG	-	1BG	-	
PAJAMAS	*	2BD	-	1BD	-	1BD	-	1BD	-	-	-	
PANTS	*	4BDF	2BDF	2BDF	2BDF	2BDF	2BDF	2BDF	2BDF	-	-	
RAINWEAR		1F	-	1F	-	1F	-	1F	-	-	-	
SHIRT	*	6BDF	3BDF	3BDF	3BDF	3BDF	3BDF	3BDF	3BDF	-	-	
SHOES/SNEAKERS		2ABD	1BDF	2ABD	1BDF	2ABD	1BDF	2ABD	1BDF	1ABD	1F	
SHOWER THONGS		1AB	-	1AB	-	1AB	-	1AB	-	1AB	-	
SLIPPERS		1BD	-	1BD	-	1BD	-	1BD	-	-	-	
SOCKS	*	6B	3B	6B	3B	6B	3B	5B	3B	3B	2B	
SWEATPANTS (white or gray only)**	*	2BD	-	2BD	-	2AD	-	2BD	-	-	-	
SWEATSHIRTS (white or gray only)**	*	2BD	1BD	2BD	1BD	2BD	1BD	2BD	1BD	1BD	1BD	
TAMS (brown only) #@	*	2B	-	2B	-	2B	-	2B	-	1B	-	
THERMAL UNDERWEAR (top and bottom)	*	2ABD	-	2ABD	-	2ABD	-	2ABD	-	1ABD	-	
T-SHIRTS (white only)** (strap/v-neck/regular)	*	6B	2B	6B	2B	6B	2B	6B	2B	3B	2B	
UNDERPANTS (boxers or briefs)	*	6B	3B	6B	3B	6B	3B	6B	3B	3B	3B	
YARMULKE (white only)#	*	2BG	-	2BG	-	2BG	-	2BG	-	1BG	-	

1 = Maximum amount allowed

2 = Minimum number required that must be issued by the facility until the minimum is reached

* Item must be stored in inmate locker when not in use and included as part of the cubic foot limitation

** Upon effective date of this Directive, no t-shirts other than white or sweatshirts/sweatpants other than white or gray shall be permitted to be sent into the facility (inmates will have one year from effective date to be in compliance with the clothing from their existing property).

Solid color only

@ Item must come from an approved vendor and shall require prior written authorization of the Director of Religious Services.



Male Property Matrix

Connecticut Department of Correction

Attachment C/2
REV 9/1/08
AD 6.10

MISCELLANEOUS ITEMS	FACILITY SECURITY CLASSIFICATION LEVEL								INMATES ON RESTRICTIVE STATUS	
	Level 2		Level 3		Level 4		Pretrial		AD/PS/TD	
	1 MAX	2 MIN	1 MAX	2 MIN	1 MAX	2 MIN	1 MAX	2 MIN	1 MAX	2 MIN
ADAPTER JACK	1ABCD	-	1ABCD	-	1ABCD	-	1ABCD	-	-	-
ADDRESS BOOK	1AB	-	1AB	-	1AB	-	1AB	-	-	-
BATTERIES	4AC	-	4AC	-	4AC	-	4AC	-	-	-
CASSETTE PLAYER (headset required)	1ABCD	-	1ABCD	-	1ABCD	-	1ABCD	-	-	-
	14AB	-	14AB	-	14AB	-	14AB	-	-	-
CLIP-ON BOOK LAMP	1ABC	-	1ABC	-	1ABC	-	1ABC	-	-	-
CLOCK (battery operated)	1ABCD	-	1ABCD	-	1ABCD	-	1ABCD	-	-	-
COMBINATION LOCK	1AC	-	1AC	-	1AC	-	1AC	-	-	-
	14AB	-	14AB	-	14AB	-	14AB	-	-	-
COMPACT DISC (CD) PLAYER	1ABCD	-	1ABCD	-	1ABCD	-	1ABCD	-	-	-
DRINKING CUP	2A	-	2A	-	1A	-	1A	-	1A	-
ELECTRIC BEARD TRIMMER	1ABCD	-	1ABCD	-	1ABCD	-	1ABCD	-	-	-
ELECTRIC RAZOR	1ABD	-	1ABD	-	1ABD	-	1ABD	-	-	-
EXTENSION CORD	1ABC	-	1ABC	-		-	1ABC	-	-	-
EYE GLASSES/CONTACT LENS (prescription)	2B	-	2B	-	2B	-	2B	-	1B	-
GAMEBOY CONSOLE	1ABCD	-	1ABCD	-	1ABCD	-	1ABCD	-	-	-
	5ABCD	-	5ABCD	-	5ABCD	-	5ABCD	-	-	-
HANDKERCHIEFS (white only) *	4A	-	4A	-	4A	-	4A	-	-	-
HEADPHONE EXTENDER	1ABC	-	1ABC	-	1ABC	-	1ABC	-	-	-
HEADPHONES	1ABCD	-	1ABCD	-	1ABCD	-	-	-	-	-
PHOTO ALBUM (non-metal - not to exceed 2")	1AB	-	1AB	-	1AB	-	1AB	-	-	-
POCKET CALCULATOR	1AB	-	1AB	-	1ABC	-	-	-	-	-
PRAYER RUG	1ABD	-	1ABD	-	1ABD	-	1ABD	-	1ABD	-
RADIO (headset required)	1ABCD	-	1ABCD	-	1ABCD	-	1ABCD	-	-	-
RELIGIOUS ARTICLE (other than prayer rug)	BG	-	BG	-	BG	-	BG	-	BG	-
TELEVISION (headset required)	1ABCD	-	1ABCD	-	1ABCD	-	1ABCD	-	-	-
TOWEL	2BD	2BD	2BD	2BD	2BD	2BD	2BD	2BD	2BD	2BD
	2AB	-	2AB	-	2AB	-	2AB	-	1AB	-
WATCH	1B	-	1B	-	1B	-	1B	-	-	-
WEDDING RING	1B	-	1B	-	1B	-	1B	-	1B	-

The Unit Administrator of Northern CI and Manson YI shall develop and update, as necessary, a property matrix for inmates assigned to the following statuses:

- Administrative Segregation (all phases);
- Close Custody/SRGSTM (all phases);
- Chronic Discipline (all intervals);
- Close Monitoring;
- Death Row; and,
- Special Needs Management.

1 = Maximum amount allowed

2 = Minimum number required that must be issued by the facility until the minimum is reached

* Item must be stored in inmate locker when not in use and included as part of the cubic foot limitation

+ No more than 14 total – any combination of cassette tapes and/or compact discs.

APPENDIX D

COST OF INCARCERATION, SERVICES AND PROGRAMS

Sections 18-85a-1 to 18-85a-4 of the Regulations of state Agencies

A public act in 1995 mandated that the Department of Correction write a regulation for assessing inmates for the cost of their incarceration.

The act was signed into law by Gov. John G. Rowland. A legislative review committee approved the regulation in July 1997.

Department of Correction Commissioner Leo Arnone is responsible for implementing this regulation.

It is a State Law that inmates share the cost of incarceration.

All *sentenced* inmates in Connecticut are affected by the regulation, including those who *are sentenced with pending charges*.

A sentenced inmate will be assessed a \$3.00 fee for the following programs and services: vocational program, post-GED and post-high school educational program, (no charge will be assessed if an inmate is assigned to a vocational or educational program prior to Jan. 1, 1998), inmate-requested sick call visit (no charge will be assessed for a follow-up appointment if requested by medical staff), elective dental procedure, and eyeglass prescription.

When a lab test confirms that an inmate has used an illegal drug, the inmate will pay the actual cost of the test. The department will withdraw the co-pay and fee amounts from an inmate's account. An indigent inmate will not be denied medical treatment because of an inability to pay.

All monies generated will be deposited in the State of Connecticut general fund.



Inmate Administrative Remedy Form

Connecticut Department of Correction

CN 9602
REV 2/16/12

Facility/Unit:	Date:
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Inmate name:	Inmate number:
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SECTION 1 SELECT ADMINISTRATIVE REMEDY A, B or C BELOW.

Follow the instructions (for property claims, complete form CN 9609, Lost/Damaged Property Investigation Form and deposit in the 'Administrative Remedies' box).

A. **I am filing a Grievance.**
 Prior to filing a grievance, you must attempt informal resolution. Attach a copy of CN 9601, Inmate Request Form with the staff member's response OR state in Section 4 the reason why the form is not attached. Grievances must be filed within 30 days of the occurrence or discovery of the cause of the grievance. > Refer to Section 2 below

B. **I am requesting a Health Services Review:**

<input type="checkbox"/> Diagnosis/Treatment	>	Complete Section 4	>>>
<input type="checkbox"/> All Other Health Care Issues	>		>

C. **I am filing an Appeal of a (select one below):**
 Appeals must be filed within 15 days of notification of a decision.

<input type="checkbox"/> Disciplinary Action	>	Complete Section 3 below	
<input type="checkbox"/> Special Management Decision	>		
<input type="checkbox"/> Media Review Committee Decision	>		
<input type="checkbox"/> Security Risk Group Designation	>	Complete Section 4	>>>
<input type="checkbox"/> Determination of Grievance Process Abuse	>		>
<input type="checkbox"/> Classification Decision	>		
<input type="checkbox"/> Furlough Decision	>		
<input type="checkbox"/> ADA Decision	>		
<input type="checkbox"/> Rejection of Outside Tapes/CDs	>		
<input type="checkbox"/> Rejection of Correspondence	>		

SECTION 2 OTHER REQUIREMENTS FOR USING THE INMATE ADMINISTRATIVE REMEDY PROCEDURE

Read and comply with the instructions below, then complete Section 4 (State the Problem) on the reverse side. >>>

- Only one request for an administrative remedy must be submitted on this form.
- The request for an administrative remedy and the action sought should be stated simply and coherently.
- The length of this request for an administrative remedy shall be restricted to the space available in Section 4 and one (1) additional 8 1/2 x 11 inch page.
- This request for an administrative remedy must be free of obscene or vulgar language or content.
- This request for an administrative remedy must be filed by the inmate who is personally affected by the subject of the request and shall not be filed by an inmate on behalf of another.
- A repetitive request for administrative remedy may not be filed by the same inmate when a final response has been provided and there has been no change in any circumstances that would affect the response; or when the initial request for an administrative remedy is still in process.

SECTION 3 DISCIPLINARY SECTION – Complete this Section for a Disciplinary Appeal ONLY

You may file a Disciplinary Appeal if you have pleaded not guilty and have been found guilty at a disciplinary hearing. If so, complete this section; then complete Section 4 (State the Problem) on the reverse side. >>>

Offense:	Report date:
Facility where hearing was conducted:	Date of hearing:
Did you have an advocate? <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, name of advocate:
Did you identify witness(es) to the investigator? <input type="checkbox"/> yes <input type="checkbox"/> no	Did your witness(es) testify? <input type="checkbox"/> yes <input type="checkbox"/> no
Name(s) of any witness(es):	

CONFIDENTIAL

(FOR OFFICIAL USE ONLY)

Inmate name:

Inmate number:

Housing:

SECTION 4

STATE THE PROBLEM AND REQUESTED RESOLUTION

Provide any factual information that is applicable, including any responses from staff. State the action that you think should be taken to resolve the problem. PLEASE PRINT.

Inmate signature:

Date:

For all remedies except health services, deposit this form in the Administrative Remedies box.
For a health services issue, deposit this form in the Health Services box.

SECTION 5

DECISION / OFFICIAL USE ONLY – DO NOT WRITE IN THE SPACE BELOW

Date Received:

IGP #:

T#:

Disposition:

Date of Disposition:

Reason:

You have exhausted DOC's Administrative Remedies.

This matter may be appealed to:

Signature:

Date:

