

WILLARD - CYBULSKI CORRECTIONAL INSTITUTION



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GRAPHICS AND PRINTING TECHNOLOGIES CLASS
AT ENFIELD CORRECTIONAL INSTITUTION.

INMATE HANDBOOK 2012-2013

Abuse. An inmate may be deemed to be abusing the grievance procedure if any of the following conditions are met:

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

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

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

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

Abuso. Podiera considerarse que el confinado esta abusando el procedimiento de quejas si una de las siguientes condiciones aplican:

1. Si el confinado somete mas de siete (7) quejas en cualquier periodo de sesenta (60) días;
2. Si el confinado somete quejas repetidas relacionadas al mismo asunto cuando el tiempo suficiente para un respuesta no ha expirado;
3. Si el confinado somete una queja repetidas cuando una respuesta valida ha sido proveida y no han habido cambios en ninguna circunstancias que pudiera afectar la respuesta; ó
4. Un confinado somete quejas hostigantes.

La determinación de abuso será hecha por escrito por el Administrador de Unidad y estipulará la restricción(es) impuesta y su duración. Restricciones podran incluir: (a) negación de total de al procedimiento de quejas; (b) una limitación del número de quejas que podrian ser sometidas; y (c) una restricción del asunto que podria ser quejable.

Una determinación de abuso puede ser apelada al Administrador de Distrito apropiado completando y depositando el formulario CN 9602, Formularios de Remedios Administrativos del Confinado en el buzón marcado Remedios Administrativos "Administrative Remedies". La decisión del Administrador de Distrito no esta sujeta a apelación.

Represalias en Contra del Confinado. Ningun confinado sufrirá consecuencias negativas tales como negación o limitación de acceso a cualquier privilegio, servicio o programa ofrecido por la insititución ya sea formal o informalmente por participación de buena fe en el proceso de remedios administrativos de confinados segun indicado en la Directiva Administrativa 2.17, Conducta del Empleado.

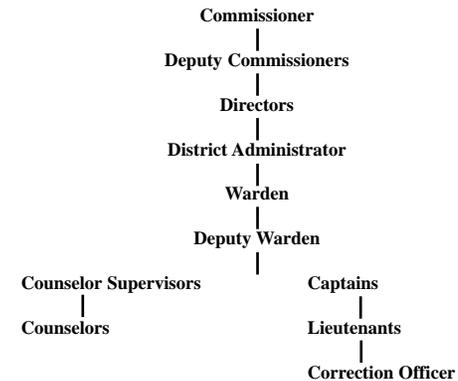
**CONNECTICUT DEPARTMENT OF CORRECTION
WILLARD CYBULSKI CORRECTIONAL INSTITUTION
INMATE HANDBOOK**

MISSION STATEMENT

The Willard - Cybulski Correctional Institution, shall protect the public, protect staff and provide safe, secure and humane supervision of offenders in an appropriate care setting with opportunities that support successful community reintegration through a high standard of accountability and an expectaion of responsibility on the part of the offender.

Offenders are provided the scope and quality of medical, dental and mental health services that is consistant with generally accepted practices in the State of Connecticut; diverse programming and education, and a positive life path for development opportunities.

CHAIN OF COMMAND



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

Revised January 2012

WILLARD - CYBULSKI CORRECTIONAL INSTITUTION

INMATE HANDBOOK

The Inmate Handbook is issued to all inmates and provides information about the Department of Correction and the operation of this facility. The Handbook will help you know what services are available and what your obligations are. You are responsible for familiarizing yourself with the contents of this Handbook. You are also responsible for returning the Handbook upon transfer or discharge.

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

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

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

Willard - Cybulski Correctional Institution
is a Level - 2, male facility.

The mailing address is:
Willard - Cybulski C.I.
PO Box 2400
Enfield, CT 06082-2400

Terminology

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

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



**Gráfica de Dirección de Remedios Administrativos
Departamento de Corrección de Connecticut**

Adjunto A(SP)
REV 1/31/09
D.A.9.6

Un confinado somete una queja o una apelación de una decisión discrecional completando el Formulario CN 9602 y depositándolo en el buzón marcado Remedios Administrativos; un confinado somete un reclamo de propiedad completando el Formulario el CN 9609 y depositándolo en el buzón marcado Remedios Administrativos. Todos los pasos del proceso de remedios administrativos son iniciados por el confinado depositando el formulario apropiado en el buzón marcado Remedios Administrativos (exceptuando el someter el formulario CN 9610).

El Coordinador de Remedios Administrativos (ARC) recoge los formularios del buzón y determina si el asunto es una Queja, Apelación o Reclamo de Propiedad. Si una apelación o reclamo de propiedad el ARC lo manejará de acuerdo al Procedimiento de Apelación o Reclamo de Propiedad. Si una queja, el ARC determina si se ha intentado una resolución informal o, bajo las circunstancias, no es requerido. El ARC determina si la Queja debe ser Devuelta sin Disposición (Rw/od). (Si Rw/od, es devuelto al confinado sin haber sido registrado como una queja.) El ARC dirige la queja al Revisor de Nivel 1.

PROCEDIMIENTO DE QUEJA (Sección 6)

- Revisión del Nivel 1 -
El Revisor del Nivel 1 (Administrador de Unidad) determina el ambito de la investigación y decide la queja. El ARC registra la respuesta y envía el formulario de queja al confinado.

- Apelación de Decisión del Nivel 1 -
Si el confinado apela la decisión del Nivel 1, la apelación es registrada y enviada al Revisor del Nivel 2 (Administrador de Distrito o Director de Libertad Bajo Palabra y Servicios Comunitarios).

- Revisión del Nivel 2 -
El Revisor del Nivel 2 decide el merito de la queja y si rechaza la apelación el Revisor del Nivel 2 informará al Revisor del Nivel 3. Si el Revisor del Nivel 2 apela le informará que los remedios administrativos han sido agotados.

La queja es devuelta al ARC, quien registra la respuesta y envía el formulario de queja al confinado.

- Apelación de Decisión del Nivel 2 -
Si el confinado apela la decisión del Nivel 2, la apelación es registrada y enviada al Revisor del Nivel 3 (Comisionado o designado)

- Revisión del Nivel 3 -
El Revisor del Nivel 3 decide la queja y la devuelve a la oficina de distrito apropiada para ser registrada. La oficina de Distrito envía la queja al ARC de la Institución donde el confinado reside.

El ARC registra la queja y se la envía al confinado.
AL CONCLUIR EL PROCEDIMIENTO DE QUEJA EL CONFINADO/A HA AGOTADO SUS REMEDIOS ADMINISTRATIVOS.

PROCEDIMIENTO DE APELACIÓN

El confinado tendrá 15 días apartir del tiempo de la decisión o la decisión en la que la apelación ha sido rechazada. La apelación será dirigida a la oficina de apelación, donde la decisión tendrá 15 días laborables para responder por escrito a la apelación del confinado.

Decisión de Clasificación (Sección 7).
Tomada por el personal de la institución; Administrador de Unidad. Tomada por Administración de Población; el Director de OCFM.

Decisión de Administración Especial (Sección 8). (Segregación Disciplinaria, Custodia Protectora); El Comisionado Diputado de Operaciones.

Grupo de Riesgo a la Seguridad/Designación de Miembro Administrativo a la Seguridad (Sección 9) Administrador de Distrito.

Acción Disciplinaria (Sección 10). El Administrador de Distrito (solamente ratios de culpabilidad por el Oficial de Audiencia Disciplinaria pueden ser apelados).

Apelación de Decisión de Reclamo de Chinas o CDs retiradas o Educativas no Disponibles en la Comunidad (Sección 11). El Alcalde (Sección 12). El Director de Seguridad.

Decisión de Paseo a la Comunidad (Sección 13).
Visita al Hogar; el Administrador de Unidad; Paseos de Re-ingresso; Administrador de Distrito.
Decisión del Acta de Americanos con Incapacidades (Sección 14). Coordinador Departamental del ADA.
AL CONCLUIR EL PROCEDIMIENTO DE QUEJA EL CONFINADO/A HA AGOTADO SUS REMEDIOS ADMINISTRATIVOS.

PROCEDIMIENTO DE RECLAMO DE PROPIEDAD (Sección 14)

El proceso de reclamo de pertenencia de propiedad del Departamento de Corrección esta confiado a reclamos. Si el reclamo es de un artículo personal, el reclamo no es requerido. Si el reclamo no tiene ambas condiciones, el reclamante deberá radicar directamente con el Comisionado de Reclamos.

El confinado completará el formulario CN 9609. Formulario de Investigación de Pérdida/Daño de Propiedad y depositará el formulario llenado en el buzón marcado "Remedios Administrativos".

Si el problema ha sido resuelto como resultado de la investigación de pérdida, el confinado deberá completar el Formulario CN 9610. Resto de investigación de Pérdida y lo depositará en el buzón marcado "Remedios Administrativos".

Si el asunto no es resuelto, el confinado puede elegir continuar la búsqueda de una resolución llenando el formulario CN 9611. Reclamo de Propiedad. El confinado tiene que enviar el formulario CN 9611. Reclamo de Propiedad llenado y notariado, junto con documentos relacionados a la atención de la Junta de Pérdida de Propiedad.

Un cargo de \$25.00 por radicación será requerido para todo reclamo sometido con la Junta de Pérdida de Propiedad. Los Reclamos de Propiedad son por buena causa por la Oficina de Reclamos del Departamento.

La Junta de Pérdida de Propiedad decidirá el reclamo basado en sus meritos incluyendo el sostener una audiencia de ser necesario.

Si la Junta de Pérdida de Propiedad rechaza un reclamo por completo o en parte, el confinado podrá a no mas tardar de (60) días después de dicha decisión, someter un reclamo con el Comisionado de Reclamos del Estado.
AL CONCLUIR EL PROCEDIMIENTO DE QUEJA EL CONFINADO/A HA AGOTADO SUS REMEDIOS ADMINISTRATIVOS.

¿Que son los Remedios Administrativos?

Remedios Administrativos son los medios de un confinado para solicitar una revisión formal de cualquier acción

o decisión que esta dentro del ambito de la autoridad del Comisionado de Corrección. Hay tres tipos de Remedios Administrativos: (1) una queja, (2) una apelación de una desición discrecional, y (3) un reclamo de propiedad. Los procedimientos de quejas, apelaciones y reclamos de propiedad estan indicados en la Directiva Administrativa 9.6, Remedios Administrativos del Confinado. Este resumen provee información general acerca de estos procedimientos. Una copia de la Directiva 9.6, Remedios Administrativos del Confinado esta disponible en la biblioteca y puede ser proveida al ser solicitada.

¿Cuándo un Remedio Administrativo puede ser sometido?

Para una queja o un reclamo de propiedad. Si usted tiene una queja o un reclamo de propiedad, primero intente resolverlo completando y enviando un Formulario de Solicitud del Confinado (CN 9601) al miembro del personal quien supervisa el area de su queja. Cada unidad de vivienda debe tener una lista que identifica el miembro del personal a quien solicitudes de los confinados deben ser dirigidas para un asunto o topico especifico. Si esta acción no resuelve su problema, para someter una queja utilice el Formulario de Remedios Administrativos del Confinado (CN 9602) Ó, para someter un reclamo de propiedad, use el formulario de investigación de Perdida/Daño de Propiedad (CN 9609).

Para una Apelación de una Desición Discrecional. Desiciones discrecionales incluyen desiciones disciplinarias (usted tiene que haberse declarado 'no culpable' en una audiencia para apelar una desición disciplinaria), desiciones de clasificación, asignaciones de manejo especial, designaciones de Grupo de Riesgo a la Seguridad, desiciones de revisión de publicaciones, desiciones de pases a la comunidad y desiciones acerca de asuntos relacionados al Acta de Americanos con Impedimentos. Utilize el Formulario de Remedios Administrativos del Confinado (CN 9602) para someter una apelación.

El someter un Remedio Administrativo tiene que ser hecho dentro de 15 días de la acción tomada o del descubrimiento del problema.

¿Como Someter?

Llene el Formulario de Remedios Administrativos del Confinado (CN 9602) Ó, el Formulario de Investigación de Perdida/Daño de Propiedad (CN 9609) y deposite lo en el buzón de "Remedios Administrativos" ubicado en su unidad de vivienda.

¿Que sucede despues?

Los buzones de Remedios Administrativos son recogidos regularmente y las radicaciones son registradas formalmente por el Coordinador de Remedios Administrativos (ARC). El ARC dirige la queja, apelación o reclamo de propiedad a la persona apropiada que toma la desición. Hay limites de tiempo para quien toma la desición para decidir el asunto y responderle por escrito. En algunos casos hay pasos adicionales que usted pudiera tomar si no esta satisfecho. Los pasos difieren para cada uno de los remedios; estos estan descritos en la respuesta que usted recibe.

¿Extenuación de Remedios Administrativos?

Extenuación de Remedios Administrativos significa que usted a alcanzado el final de su queja, apelación o proceso de reclamo y ninguna otra respuesta o acción sera tomada por el Departamento.

Directiva Administrativa 9. 6, Remedios Administrativos del Confinado

Los procedimientos y normas para el proceso del Departamento de Remedios Administrativos del Confinado estan establecidos completamente en la Directiva Administrativa 9.6, Remedios Administrativos del Confinado. Usted debe familiarizarse con sus provisiones y referirse a la misma para información especifica concerniente a un asunto que usted pueda tener y como resolverlo. Este resumen tiene la intención de informarle solamente y no establece normas o procedimientos por si mismo.

En caso de Emergencia

Si usted tiene una emergencia, consulte a un miembro del personal y explíquele la situación.

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References in the Handbook

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



Administrative Remedies Routing Chart
Connecticut Department of Correction

Attachment A
REV 1/31/09
AD 9.6

An inmate files a grievance or an appeal of a discretionary decision by completing Form CN 9602 and depositing it in the Administrative Remedies Box; an inmate files a property claim by completing Form CN 9609 and depositing it in the Administrative Remedies Box. All steps of the administrative remedy process are initiated by the inmate depositing the appropriate form in the Administrative Remedies Box (except for submission of CN 9610).

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

GRIEVANCE PROCEDURE (Section 6)	APPEAL PROCEDURE	PROPERTY CLAIM PROCEDURE (Section 15)
<p>-- Level 1 Review -- The Level 1 Reviewer (Unit Administrator) determines the scope of the investigation, and decides the grievance. The ARC logs the response and forwards the grievance form to the inmate.</p> <p>-- Appeal of Level 1 Decision -- If the inmate appeals the Level 1 decision, the appeal is logged and forwarded to the Level 2 Reviewer (District Administrator or Director of Parole and Community Services).</p> <p>-- Level 2 Review -- The Level 2 Reviewer decides the merit of the grievance, and, if denied, informs the inmate whether the grievance may be appealed to Level 3. If not appealable, DOC Administrative Remedy has been exhausted.</p> <p>The grievance is returned to the ARC, who logs the response and forwards the grievance form to the inmate.</p> <p>-- Appeal of Level 2 Decision -- If the inmate appeals the Level 2 decision, the appeal is logged and forwarded to the Level 3 Reviewer (Commissioner or designee).</p> <p>-- Level 3 Review -- The Level 3 Reviewer decides the grievance and returns it to the appropriate district office for logging. The district office forwards the grievance to the ARC of the facility where the inmate resides.</p> <p>The ARC logs the grievance and forwards it to the inmate.</p> <p>UPON CONCLUSION OF THE GRIEVANCE PROCEDURE THE INMATE HAS EXHAUSTED HIS/HER ADMINISTRATIVE REMEDY</p>	<p>The inmate shall have 15 days from the time of decision or action in which to file an appeal. The appeal shall be filed with the ARC. The ARC shall have 15 business days to respond in writing to the inmate's appeal.</p> <p>Classification Decision (Section 7). Made by facility staff; the Unit Administrator. Made by Population Management; the Director of OCPM.</p> <p>Special Management Decision (Section 8). (Administrative Segregation, Special Needs Management, High Security, Chronic Discipline, and Protective Custody); The Deputy Commissioner of Operations.</p> <p>Security Risk Group/SRG Safety Threat Member Designation (Section 9). The District Administrator.</p> <p>Disciplinary Action (Section 10). The District Administrator (only guilty findings by the DHO may be appealed).</p> <p>Appeal of Decision to Reject Religious or Educational Tapes/CDS Not Available in the Commissary (Section 11). The Unit Administrator.</p> <p>Media Review Committee Decision (Section 12). The Director of Community.</p> <p>Furlough Decision (Section 13). Home visit: the Unit Administrator.</p> <p>Americans with Disabilities Act Decisions (Section 14). Department ADA Coordinator.</p> <p>UPON CONCLUSION OF THE APPEALS PROCEDURE THE INMATE HAS EXHAUSTED HIS/HER ADMINISTRATIVE REMEDY</p>	<p>The DOC Lost/Damaged Property Claims process is only for claims not exceeding \$3500, and only for inmates in a correctional facility. If the claim does not meet both of these conditions, the claimant should file directly with the Claims Commissioner.</p> <p>The inmate shall complete CN 9609, Lost/Damaged Property Investigation Form, and deposit the completed form in the "Administrative Remedies Box."</p> <p>If the problem is resolved as a result of the facility investigation, the inmate completes Form CN 9610, Property Investigation Withdrawal, and deposits it in the Administrative Remedies Box.</p> <p>If the matter is not resolved, the inmate may elect to continue the claim. The inmate shall complete and notarized CN 9611, Property Claim, along with related documents, to the attention of the Lost Property Board.</p> <p>A \$25.00 filing fee shall be required for all claims filed with the Lost Property Board. Fees may be waived for good cause by the Department's Claims Office.</p> <p>The Lost Property Board shall decide the claim on its merits, including holding a hearing, if necessary.</p> <p>If the Lost Property Board denies a claim in whole or in part, the inmate may, not later than sixty (60) days after notice of such decision, file a claim with the State Claims Commissioner.</p> <p>UPON CONCLUSION OF THE PROPERTY CLAIM PROCEDURE THE INMATE HAS EXHAUSTED HIS/HER ADMINISTRATIVE REMEDY</p>

What are Administrative Remedies?

Administrative Remedies are the means for an inmate to request a formal review of any action or decision that is within the scope of authority of the Commissioner of Correction. There are three types of administrative remedy: (1) a grievance, (2) an appeal of a discretionary decision, and (3) a property claim. The grievance procedure, appeal procedure and property claim procedure are set out in Administrative Directive 9.6, Inmate Administrative Remedies. This summary provides general information about these procedures. A copy of the Inmate Administrative Remedies directive is available in the library, and may be provided upon request.

When Can You File For An Administrative Remedy?

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

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

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

How Do You File?

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

What Happens Next?

The Administrative Remedy Boxes are regularly collected and the filings are formally recorded by the Administrative Remedies Coordinator (ARC). The ARC routes the grievance, appeal or property claim to the appropriate decision-maker. There are time standards for the decision-maker to decide the issue and respond to you in writing. In some cases there are additional steps that you may take if you are not satisfied. The steps differ for each of the remedies; they are described in the response that you receive.

Exhaustion of Administrative Remedy

Exhaustion of administrative remedy means that you have reached the end of the grievance, appeal or claim process and no further response or action will be taken by the Department.

Administrative Directive 9.6, Inmate Administrative Remedy

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

In Case of Emergency

Contact a staff member if you have an emergency and explain the situation.

1. **ADDRESSING STAFF:**
Uniformed staff should be addressed by title: "Officer (name)," "Lieutenant (name)," "Captain (name)." Non-uniformed staff should be addressed either by title or by "Mr. or Ms. (name)." If you do not know the title, address the staff as "Mr. or Ms. (name)." If you do not know the name, use "Sir" or "Ms."
2. **FOLLOWING ORDERS:**
You must obey any order issued to you by a staff member. If more than one order has been given, obey the LAST order. Failure to comply with an order will result in disciplinary action.
3. **PERSONAL CONDUCT:**
You are required to conduct yourself in a responsible manner.
 - A. You are not permitted to engage in behavior that disrupts the order of the facility, threatens security, endangers the safety of any person, or 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.
 - D. You are not permitted to horseplay anywhere in the facility.
4. **PERSONAL SAFETY:**
If you believe that your safety is at risk, report your concerns to a staff member. The Department and this facility are committed to ensuring your safety.
5. **IDENTIFICATION CARD:**
You will be issued an Identification Card (ID) to be worn on the left pocket or collar at all times when you are outside your Housing Unit. If a staff member asks you for your ID, you must surrender the card immediately. You must also show your identification to the dining hall officer when entering for chow.
 - A. Failure to carry your ID or to surrender it to a staff member, possession of another inmate's ID, possession of a duplicate of your own ID, defacing, tampering with, or altering your ID, is prohibited and will subject you to disciplinary action.
 - B. If you lose, misplace, destroy, damage, or alter your ID, you must report it to the Housing Unit Officer. A temporary ID will be provided until a new ID is issued. You will be assessed a \$5.00 fee if your ID is lost, misplaced, damaged, destroyed, or altered.
6. **PASS SYSTEM:**
An inmate going from one destination to another within Willard Cybulski C.I. must have a signed pass in his possession, except during mass movement, such as to and from meals, work areas, programs, school and recreation. The pass must be signed by a staff member at the place of departure and at the place of arrival. If you are in an area that you are not authorized to be in or if you do not have a proper pass, you will be subject to disciplinary action.
7. **RULES AND REGULATIONS:**
Compliance with rules and regulations is essential to the good order and the well being of all in the facility. Failure to comply with these rules will subject you to disciplinary action.
 - A. **Count:**
Counts are conducted at various times during each day. For each count you must be in your housing unit unless you have approval to be at another place. For counts you must be physically seated on your bunk, and remain clearly visible to the officer taking the count, until the count is clear. If you are away from your Housing Unit, follow the instructions of the officer taking the count. The officer taking the count must be able to see your person. Movement, talking and making noise are not permitted while the count is in progress. If a recount is necessary, the entire count procedure must be repeated.
 - B. **Contraband and Search:**
 1. You are prohibited from having or using contraband. Contraband is anything not authorized to be in your possession or anything used in an unauthorized or prohibited manner. In general, an item is contraband if it has: (a) not been issued to you by the facility, (b) not been approved for you by staff as incoming property, (c) not been purchased by you at the commissary, (d) been altered in any way, to include the alteration of periodicals, magazines, etc., or if the amount in your possession exceeds the authorized limit. (Reference: A.D. 6.10, Inmate Property).
 2. Materials, symbols, colors, or pictures involving any Security Risk Group are contraband.
 3. Lent or borrowed personal property is not allowed and shall be considered contraband.
 4. Institutional equipment and supplies found in an inmate's possession in other than the authorized area are contraband.
 5. You, your cubicle, and your property are subject to a search by staff at any time.

Searches may be conducted in or out of your presence. All areas and items in the facility, including your Housing Unit, work area, and personal property are subject to search at any time by a staff member (Reference: A.D. 6.7, Searches).

6. Contraband will be confiscated and disposed of according to Department policy (A.D. 6.9, Control of Contraband and Physical Evidence) and will be subject to disciplinary action in accordance with Administrative Directive 9.5, Code of Penal Discipline.

C. **Clothing/Accessory Regulations:**

1. Appropriate attire for different areas is listed below:
 - a. Dress Uniform (as defined in preface)
 1. Outside of the Housing Unit
 2. During any organized program
 - b. Standard Uniform (as defined in preface) required outside of your Housing Unit
 - c. Kitchen Workers - white or checkered shirt, white or checkered pants and state issued shoes. Hats/caps issued for use in the Dining Hall will **ONLY** be worn in the Dining Hall. They are not to be brought to your Housing Unit. Kitchen attire is not allowed in the gym or recreation yard. Hats and caps are considered contraband outside of the work area.
 - d. Recreation - At a minimum, tee-shirt, shorts, socks and sneakers are required during movement to and from recreation. **During recreation and in the weight room, tee-shirts will be worn. No Boots on the Gym Floor.**
2. Possession of another inmate's clothes or clothing items is not permitted and subjects you to the policy governing contraband.
3. You must wear all clothing the way it is designed; shirts must be tucked in. Pants shall not be worn below your waistline. You must be decently clothed outside of your cubicle or showers (at minimum: shirt, gym shorts, and footwear). Wearing dirty or soiled clothing is not permitted. Unit showers for the inmates are equipped with stalls and shower curtains. Clothing is required when entering and exiting the stalls. This means that, at a minimum, an inmate is required to wear a T-shirt, underwear and a towel wrapped around the waistline to and from the shower. In addition, the following items may be taken to and from the shower: soap, soap dish, shampoo, wash cloth, and shower shoes.
4. Alterations or mutilation of any and all clothing items is prohibited.
5. Sandals/slippers may be worn inside your Housing Unit, however sandals/slippers may not be worn outside your Housing Unit, unless prescribed by the Health Services Unit.
6. Headgear – only baseball-type caps sold in the Commissary and authorized religious headgear, in white only, may be worn in the prescribed manner. Caps are not to be worn indoors. Bandanas, homemade caps, knit or stocking caps are not permitted. Alteration of headgear is not permitted.
7. Only prescription eyewear may be worn. Sunglasses are not permitted, unless medically prescribed.

D. **Personal Hygiene:**

1. You must maintain a satisfactory level of personal hygiene and be free of body odor. Finger nails trimmed to 1/4" beyond finger tips.
2. Hair, beards and mustaches shall be clean and properly groomed (A.D. 6.10 Inmate Property). Only one (1) commissary purchased hair tie is permitted to tie back hair. All other items will be considered contraband.
3. Personal grooming to include braiding and beard/mustache trimming is only permitted in the Housing Unit bathroom and the area must be cleaned up when finished. Hair grooming is not permitted in the cubicals or television rooms.
4. Hair cutting/trimming is only permitted by an approved barber.
5. No logos, letters, numbers or designer haircuts allowed.

E. **Housing Rules:**

In this section and throughout the Handbook, the word "cubicle" will be used to mean "living area" or "bunk area, including locker," as it applies to you.

1. You are responsible for the contents of your cubicle. Contraband found in your cubicle is your responsibility. Search your cubicle thoroughly when you move in. If you find contraband, notify the Housing Unit Officer immediately.
2. You are not permitted to enter any cubicle other than the one assigned to you.
3. You must keep your cubicle orderly, neat and clean. Trash must be removed daily and discarded in the trash receptacles located throughout the housing unit. (Paper bags, buckets, etc. may not be used as trash receptacles.) Your bed must be made when you get up each day. Inmates will maintain the area under their bunks in an orderly, neat and organized manner. Inmates' laundry bag and footwear may be stored under the bunk.

Coaxial Cable	IABC
Combination Lock	IABC
Compact Disks+	20AB
Compact Disk Player	IABCD
Digital Converter Box	IABCD
Drinking Cup	2A
Electric Beard Trimmer	IABCD
Electric Razor	IABD
Extension Cord	IABC
Eye Glasses/Contact Lens (prescription)	2B
Fan	IABCD
Gameboy Console	IABCD
Gameboy Game Cartridges	20ABCD
Handkerchiefs (white only)*	4A
Head Phone Extender	IAC
Head Phones	IABCD
Photo Album (non-metal - not to exceed 2")	2AB
Pillow w/ case	IABD
Pocket Calculator	IAB
Radio (headset required)	IABCD
Television (headset required)	IABCD
Towel	2ABD/2ABD
Wash Cloth	2AB
Watch	IAB
Wedding Ring	1B

@@ Must have purchased Sony CD player in order to possess this item, without which this item will be considered contraband and confiscated.

+ No more than 20 total - any combination of cassette tapes and/or compact disks.

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

MISCELLANEOUS ITEMS

POP

Abalone Shell	IAB
Chain, Religious (ball bar)	IABG
Crescent and Star	IABG
Cross (wooden)	IABG
Crucifix	IABG
Feather	IAB
Four-way Medal	IABG
Headband (solid brown only)*	2ABG
Islamic Medal	IABG
Kuffi (solid white only)*	2ABG
Kurta Shirt*	2AB
Mala Beads@	1BG
Medicine Bag	IABG
Prayer Rug	IABD
Prayer Shawl*	IAB
Rosary Beads w/ case	IABG
Star of David	IABG
Tams (solid brown only)*@*	2BG
Tzittit Shirt@*	2B
Yarmulke (solid white only)*	2ABG
Zikar Beads	IABG

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

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

registered with the Selective Service and if this was not done, you will not be eligible. To register, contact the Selective Service System Liaison assigned to this facility.

APPENDIX A

PROPERTY MATRIX

The Property Matrix presented herein is a presentation of the Property Matrix in Administrative Directive 6.10, Inmate Property that applies to Willard Cybulski C.I. The Property Matrix in Administrative Directive 6.10 overrides any information here that may be incomplete or to the contrary.

1. **Quantity:**
The matrix in the section below lists the authorized property for this facility. You are permitted to have in your possession the items listed in the matrix in the quantity indicated (the number in the matrix). Where quantities are separated by a slash mark (/) the first figure is the maximum amount permitted. The second figure is the minimum amount required; the item must be supplied by the facility to reach the minimum. POP refers to General Population.
2. **Matrix Codes:**
The letter Codes in this section are used in the matrix in Section 3 to explain the conditions that apply to the specific property item:
 - A - Commissary purchase only.
 - B - Must be itemized on the running inventory.
 - C - Only if specifically approved by facility.
 - D - Items which shall be permanently marked.
 - E - Access only; not in inmate's possession.
 - F - State issue only.
 - G - Inmate may retain item upon admission as long as the item meets the requirements of the Attachment B, Attachment C, Male Property Matrix. After admission, item shall be commissary purchase only.

CLOTHING ITEMS

POP

Athletic Supporter*	1A
Baseball Cap*	2ABC
Bathrobe (white w/ no belt)*	1ABCD
Coat	1F
Doo Rag	1A
Gloves (pair)*	1BCF
Gym Shorts*	2ABD
Jumpsuit*	-
Pajamas*	2ABD
Pants	4/2BDF
Rainwear	1F
Shirt*	6/3BDF
Shoes/Sneakers	2ABDG/1BDFG
Shower Thongs	1AB
Slippers	1ABD
Socks*	9ABG/3BFG
Sweatpants (solid gray only)*	2ABD
Sweatshirts (solid gray only)*	2ABD/1BDF
Thermal Underwear (top and bottom)*	2ABD
T-shirts (white only)*	9ABG/2BFG
Underpants (boxers or briefs)*	9ABG/3BFG

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

MISCELLANEOUS ITEMS

POP

Adapter, Multi-Purpose (clear)	1ABCD
Adapter, Sony @@	1ABCD
Address Book	1A
Antenna	1ABC
Batteries	4AC
Cassette Player (headset required)	1ABCD
Cassette Tapes+	20AB
Clip-on Book Lamp	1ABC
Clock (battery operated)	1ABCD

All other property, i.e. clothing, cups, mirrors, bowls, etc., shall be stored in the storage locker.

4. You are responsible for securing your storage locker whenever you are away from it. Locks are available and may be purchased through the commissary.
 5. You must not make excessive noise. Headsets/earphones must be worn with audio equipment at all times and operated at a moderate level at all times. (Reference: A.D. 6.10, Inmate Property).
 6. Inmates are allowed one coaxial cable, one barrel connector and one antenna (if the antenna is on your property matrix prior to your transfer to WCCI). Any antenna exceeding this limit shall be considered contraband and will be confiscated. There will be no antenna wires, cables, etc. on the ceilings, windows, windowsills or in any other unauthorized areas of the cubicles.
 7. Neither nudity nor sexually explicit pictures shall be displayed anywhere in the facility. Pictures may only be displayed inside your locker or on your T.V. stand. At no time shall any photograph be affixed to the cubical wall.
 8. You are not permitted to cover light fixtures, hang a drapery over the front of your bunk or obstruct an open view into your cubicle.
 9. You are not permitted to tamper with, block, remove, or alter the vents in your cubicle.
 10. You are not permitted to cover your bed in a tent fashion. Nothing may be affixed to any part of the bunk and/or locker with the exception of your wet bath towel, or face cloth, until dry.
 11. You are not permitted to hang a clothesline.
 12. You are not permitted to remove, damage, or tamper with facility equipment.
 13. Headsets must be used while watching television. T.V. Program selection will be dictated by the posted schedule and controlled by the officer. You are not permitted to operate or tamper with any facility T.V.
 14. You are not permitted to loiter. If you need to enter a housing unit other than your own, you must have prior approval from the Housing Unit officer.
 15. "Lights Out" is at 11:00 p.m. Movement or talking will not be permitted after that time. Personal televisions and Gameboys may be utilized while on your bunk until 11:30 p.m. On Fridays, Saturdays and the evening prior to a designated State Observed Holiday, the T.V. room will remain open until 1:00 a.m. for television viewing ONLY. On these nights, personal televisions or Gameboys may be utilized while on your bunk until 1:00 a.m.
 16. Chairs that are provided in the television rooms must be used according to their intended purpose. Lying down on the chairs is not permitted.
 17. Microwaves in the Dormitories will be used only when the dayroom T.V. is on. You are not permitted to melt candy in the microwave. The use of paper bags, plastic bags, cardboard boxes, etc., is prohibited in the microwaves; commissary bowls and plastic cups are the only approved items.
 18. Any recreational activity i.e., push-ups, sit-ups, etc. are not permitted in bathrooms or dayrooms.
 19. Feet on walls or chairs are not permitted.
 20. Industrial fans will be positioned by the unit officer. They are not to be moved by inmates, unless instructed to do so.
 21. No showers after 10:30 p.m or until after the 5:00 a.m. count, with the exception of workers and court returns.
 22. Televisions in cubes are to be on the TV shelf on the bunk and turned off when not in your cubicle.
 23. You are not permitted to store any facility cleaning products in your living area.
- F. **Smoking:**
Willard Cybulski C.I. is a smoke free facility. The possession of any type of tobacco products, matches, rolling papers, or similar items is strictly prohibited. Possession of any of these items will result in disciplinary action.
- 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 (Reference: A.D. 6.10, Inmate Property).
 2. You must familiarize yourself with the fire exits in your Housing Unit and other areas you regularly use, i.e. school, work areas, etc.
 3. You must participate in all fire drills, conduct yourself appropriately and follow direction from staff.
 4. You must not tamper with the electrical wiring or electrical fixtures or appliances in any way.

**PART IV
OUTSIDE SERVICES AND PROGRAMS**

5. Emergency Exit Doors shall remain clear of obstruction at all times.
- H. **Movement Regulations:**
1. During movement you must walk at a normal pace. Running, malingering, and loitering are not permitted.
 2. Headsets will not be worn or audio equipment played during movement.
 3. If a "RECALL" is issued, you must return to your Housing Unit immediately, unless instructed by staff to do otherwise.
- I. **Dining Hall:**
1. You will have five (5) minutes after chow call to leave your housing unit before you are late.
 2. You must form a single file line to the food service area. Sitting or leaning on the window sills and/or walls is not permitted.
 3. You are not permitted to cut in line.
 4. You are responsible for receiving a complete tray; only one (1) trip through the serving line is allowed. You will not be allowed to return for any reason.
 5. You are not permitted to take any items into the Dining Hall except hot sauce, seasoning, peanut butter, marshmallow fluff and jelly. No items may be taken from the Dining Hall.
 6. Staff will direct you to the appropriate seating. Once seated, you must remain in your assigned seat until you have finished your meal.
 7. You may not exceed a moderate noise level.
 8. You will have up to twenty (20) minutes to eat your meal.
 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 assigned area.
- J. **Work, Programs, School, Library Regulations:**
1. After work, programs, and school announcements are made, you will have five (5) minutes to report to your assigned area. Failure to report on time may result in a loss of work/program/school/library privileges and loss of pay if applicable.
 2. Unauthorized items may not be taken to the work/program/school/library areas; for example, non-work related reading materials, personal photographs, coffee cups, walkmans, clothing, and food items.
 3. Unauthorized Items may not be removed from the work/school/library 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 a staff member immediately. If you lose or intentionally damage any tool, you will be subject to disciplinary action and charged with "Destruction of Property." (As used in this subsection, the word "tool" also means "equipment").
 5. Textbooks, workbooks, library books, and other educational materials are the property of the Education Department. Failure to return these materials in good condition upon transfer, removal or completion of a program will result in the assessment of your account for the replacement value of the material.
 6. You are required to wear the Dress Uniform to the school and library.
 7. Removal from school for any reason may result in the loss of your housing assignment as well as the loss of eligibility for participation in formalized recreation programs, i.e. intramural or varsity sports, music program, etc. Additionally, the loss of any job or the receipt of a poor work report may also result in the loss of housing assignment.
 8. An inmate twenty-one (21) years of age or under who is not in possession of a High School Diploma is not eligible for any job assignment other than school.
 9. An inmate who has not attained his GED and who requests reassignment from school will not be eligible for seven (7) day credit work assignment for thirty (30) days.
8. **DISCIPLINARY ACTION/CODE OF PENAL DISCIPLINE:**
- Violation of facility rules or commission of a disciplinary offense will subject you to disciplinary action under the Code of Penal Discipline. The Code of Penal Discipline establishes disciplinary offenses, authorized sanctions and the process for adjudication. The Code of Penal Discipline is distributed separately from this Handbook. You are advised to familiarize yourself with the provisions of the Code (Reference: A.D. 9.5, Code of Penal Discipline). A.D. 9.5, Code of Penal Discipline is available for review in the facility library.
- A. At Willard Cybulski CI, if Loss of Recreation (LOR) or confinement to quarters (CTQ) penalties are imposed, then immediately upon receiving the penalty, the following rules will apply:
1. You must remain on your bunk.
 2. You are not to enter the dayrooms under any circumstances. You may use the water fountain and/or microwave upon approval of the Housing Unit officer.

1. **PAROLE:**
Parole is a release from incarceration to supervision in the community before the expiration of an inmate's sentence. The Board of Pardons and Parole is a State agency that is separate from the Department of Correction and makes parole decisions based on the Board's determination of the following:
 - A. Whether there is reasonable probability that the inmate will live and remain at liberty without violating the law.
 - B. That such a release is not incompatible with the welfare of society. The Board of Parole will determine whether the inmate must serve 50% or 85% of his or her sentence before becoming eligible for parole. This decision will be based upon the criteria outlined in C.G.S. 54-125a-5, Guidelines.
Note: For information, contact the Institutional Parole Officer via Inmate Request.
2. **SENTENCE REVIEW:**
Sentence Review is the review by a panel of judges of an inmate's sentence that is three (3) years or more. Sentences resulting from a plea bargain will not be reviewed. Application for Sentence Review must be filed within thirty (30) days of the date the sentence was imposed. Contact your attorney to submit the application (Reference: C.G.S. Section 51-94).
3. **PARDON:**
A pardon is an "act of grace" that releases an inmate from the full consequence of a sentence. The Board of Pardons meets twice a year to consider applications from inmates for a pardon. Application to the Board of Pardons should be made to the Records Office. (Reference: C.G.S., Section 18-24a, et. Seq.).
Note: For information, contact the records department.
4. **LEGAL ASSISTANCE:**
Legal assistance to inmates is provided by Inmates' Legal Assistance (ILA). The scope of service is as follows:
 - A. Identifying, articulating, and researching legal claims.
 - B. Enabling inmates to access the judicial system through advice, counsel and preparation of meaningful legal papers, such as writs, complaints, motions and memoranda of law for claims having legal merit.**ILA provides legal assistance in civil matters only.** Thus, ILA cannot provide legal assistance relative to criminal cases or to appeals of criminal cases. ILA will represent inmates in family matters, such as divorces, child custody, DCF proceedings and other civil matters. A written request is preferred. Written requests should be addressed to:
**Inmate Legal Assistance
Law Office of Sydney T. Schulman
78 Oak Street
Hartford, CT 06119
Phone: 860-246-1118**
5. **SPEEDY TRIAL:**
A speedy trial is a petition from an inmate to the court having jurisdiction. There are three types of speedy trials that affect inmates in custody:
 - A. An inmate in custody solely because of charges pending in this state (C.G.S. Section 54-82m).
 - B. An inmate under sentence with untried charges pending in this state (C.G.S. Section 54-82c).
 - C. An inmate under sentence with untried charges pending in another state (C.G.S. Section 54-186, Article III).To apply for a Speedy Trial under C.G.S. Section 54-82m, contact your attorney. To apply for other speedy trials, send an Inmate Request to the Records Office and contact your Unit Counselor to confirm that your request is being processed.
6. **FAMILIES IN CRISIS:**
Families in Crisis is a private, non-profit organization providing support services to inmates and their families to address problems caused by incarceration.
Note: For information, contact your Unit Counselor, or write to the following:
Families in Crisis, 30 Arbor Street, North Wing, Hartford, CT 06106
7. **SELECTIVE SERVICE:**
If you are between the age of 17 years and 3 months and have not yet turned 26, you are required by law to register with the Selective Service. Although inmates are exempt from registering while incarcerated, Selective Service will accept your registration. If you are age 26 and beyond, you cannot register, so it is important to do so while you are within the age limits.
If you do not register you will not be eligible for, federally funded job training or federally funded financial aid, in the future. Part of the requirements of these programs is that you must have

6. **COMMUNITY RELEASE:**
Community Release is a community residence program that allows an inmate to serve his sentence under supervision while residing in the community. There are several different Community Release programs. Inmates are evaluated on their risk to public welfare, their needs, and their overall performance. For information about the criteria for Community Release, contact your Unit Counselor (Reference: C.G.S. Section 18-100, et. seq.).

7. **COMMUNITY TRANSFER APPROVAL**
About your Community Transfer Approval - you're approved, what happens now?
Halfway House Approvals

The following things will happen once you have been approved for residential placement (halfway house or inpatient program):

1. Your Community Transfer package will be forwarded to a central location for distribution to the Parole/Community Services office in the area you have chosen.
2. The Residential Coordinator will review your application and refer it to a program(s) that is able to help you address your needs. Examples: Medical, Education, Substance Abuse, Mental Health, and Vocational. This referral process can take two to four weeks.
3. Once the referral has been received by the halfway house, the director of the halfway house assigns you to a caseworker. The caseworker may wish to interview you personally or by telephone. You will be notified in advance of these interviews.
4. If you are approved you will be placed on a "waiting list". The majority of the programs base the time of placement on your discharge date, TS eligibility date, or VTP date. Most programs are from 3 to 12 months in length.
5. **The Unit counselor will not contact the halfway house or Parole/Community Services to find out where you are on the list.**
6. If you are not accepted by the halfway house, your application will be returned to the Residential Coordinator, who may send it to another halfway house or forward it to another region. The application will not be sent back to the institution until all possible placements have been exhausted.
7. Once approved, the average time you will wait for placement is anywhere from 3 to 6 months.

Transitional Supervision

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

1. Within 60 days of your eligibility date, a message will be sent electronically to the Parole/Community Services office assigned to the town where you will reside. The message will specify the name, address, and telephone number of your proposed sponsor(s). The message will state any conditions placed on the release by the approving Warden. The message will note the earliest possible date that you may be released.
2. The facility will receive a message from Parole/Community Services verifying that it has received the release proposal.
3. The Parole/Community Services office will assign you a TS officer.
4. The TS officer will make a home visit to the residence. If the sponsor and residence are approved, plans for release will be discussed between the TS officer and sponsor.

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

5. A message will be sent to the facility if your sponsor is rejected. You will be asked to provide alternate sponsor information if this happens. You will be allowed as many sponsors as possible to ensure your placement.
6. If the sponsor is approved, a message will be sent to the facility stating the date, time of departure, and travel arrangements. The reporting date, time, TS officer's name and address will also appear on this message. You will be asked to acknowledge by your signature that you understand this message prior to your departure.

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

Domestic Violence

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

3. You cannot play cards or any board games.
4. You cannot enter the gymnasium or the outdoor recreation yard.
5. You cannot attend or participate in any organized recreational activity or cultural events.
6. You cannot attend the Library, unless you are working on a civil or criminal matter (you can attend the Law Reference Section of the Library with approval of the Librarian and a pass from your Housing Unit officer).
7. You can attend Religious and Educational programs. You can attend the inmate dining hall during approved meal times only.
8. Loss of Recreation and confinement to quarters (CTQ) will not interfere with visits or work. The penalty Loss of Recreation and confinement to quarters (CTQ) may be imposed up to thirty (30) days. Any violation of the above listed rules may result in further disciplinary action up to, and including, the issuance of a Disciplinary Report for Disobeying a Direct Order. Inmates are not permitted to participate in any recreational activity.

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

9. **SECURITY RISK GROUPS:**

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

10. **PERSONAL PROPERTY:**

You are permitted to have personal property in your possession subject to the property standards for a level-2 facility. The standards regulate the total volume of property, the type of property, the specific articles allowed, the quantity of each article, and the conditions of ownership/access. The allowable property for this facility is stated in the Property Matrix, Appendix "A" of this Handbook (Reference: A.D. 6.10, Inmate Property).

A. **Inmate's Risk of Possession:**

An inmate's property is retained at the inmate's own risk. The Department will not be responsible for any property personally retained by the inmate which is lost, stolen, damaged, consumed or discarded while in the inmate's cubicle or in the inmate's possession (e.g., living quarters or on person). **AN INMATE SHALL NOT LOAN, TRADE, SELL, GIVE OR TRANSFER PROPERTY TO ANOTHER INMATE.**

B. **Markings:**

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

C. **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 and must be stored in your locker.

D. **Transfer:**

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

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

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

E. **Unauthorized Property:**

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

1. **Disposition of Unauthorized Property:**

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

2. **Contraband:**

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

3. **Valuable Property:**
Valuable Property will be stored in a secure storage area in a separate, clearly marked envelope for each inmate. The inmate will be issued a receipt for his valuables.
- F. **Unclaimed Property:**
Unclaimed Property is property that is not claimed within thirty (30) days of a notice having been sent to the inmate's last known address. Unclaimed Property will be disposed of in accordance with A.D. 6.10, Inmate Property.
11. **INFORMATION, PROBLEM SOLVING, REQUEST SYSTEM, AND ADMINISTRATIVE REMEDIES PROCEDURE:**
- A. **Bulletin Boards:**
Bulletin Boards are located in the Housing Units and at various locations throughout the facility. Up-to-date information about the operation of the facility is regularly posted on the Bulletin Boards. Only authorized material may be posted on a Bulletin Board; posting of unauthorized material will subject you to disciplinary action.
- B. **Problem Solving:**
Most problems can be solved through verbal contact with the staff member in charge: the Housing Unit Officer, your Unit Counselor, or Shift Supervisor. Explain the problem to the staff member in charge and follow his or her instructions.
- C. **Inmate Request System:**
The inmate request system provides a formal 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 (FORM CN 9601) are available from the housing unit officer. The request system serves as the formal resolution prior to using the Administrative Remedies Procedure. Staff have 15 days to respond to an inmate request. You are expected to follow the proper chain of command.
- D. **Administrative Remedies Procedure (ARP):**
The ARP provides a way for you to obtain a formal disposition of an issue or a problem from the Warden or officials above the Warden. A summary of the ARP explaining how to use it is included in Appendix "B" of this Handbook. Administrative Remedy Forms may be obtained from the Housing Unit Officer. Questions about the use of the ARP may be sent to the ARC Coordinator on a Request Form. A copy of the ARP may be obtained during orientation or by request to your Unit Counselor (Reference A.D. 9.6, Administrative Remedy).
- E. **Emergency:**
An Emergency is a situation that presents: (a) a threat of death or injury; (b) a threat of disruption of the facility operations; (c) endangers your physical safety or health including the administering of health preserving medications or lack thereof, or (d) a need for prompt disposition because the time is lapsing when meaningful action or decision is possible. Speak to a staff member immediately in case of an emergency.
NOTE: DO NOT DEPOSIT AN EMERGENCY IN THE ADMINISTRATIVE REMEDIES BOX.
12. **MAINTENANCE:**
You should report any equipment malfunction to a staff member.

**PART III
FACILITY PROGRAMS**

1. **GENERAL:**
A sentenced inmate will not be allowed to refuse or reject any program, work, or educational assignment. Any refusal will subject the inmate to disciplinary action, and as a consequence of the discipline, the inmate will be placed on unassigned work status. (Reference: A.D. 10.1, Inmate Assignment and Pay Plan).
2. **EDUCATION:**
Educational programs in the Department of Correction are administered under the State of Connecticut - Unified School District No. 1. The School Principal administers educational programs at this facility. Educational programs available here are:
- A. Adult Basic Education (ABE) provides training in basic academic skills in reading, mathematics, language arts, general science, and social studies to achieve eighth grade proficiency.
 - B. General Equivalency Diploma (GED) provides instruction to achieve twelfth grade proficiency based on the GED examination.
 - C. Teaching English to Speakers of Other Languages (TESOL) helps students whose primary language is not English. Students will develop skills in reading, writing, and speaking English.
 - D. Vocational Education (Voc. Ed.) combines classroom instruction and occupational training in numerous trades and workplace skills.
 - E. Special Education programming provides additional and/or alternative instruction for students who are found to have cognitive and/or behavioral challenges that impede their ability to learn as quickly or to the same proficiency level as other, non-diagnosed students. These services are extended to students up to and though the school year of their twenty-first birthday.
 - F. Post Secondary (PS) provides college courses in conjunction with local colleges. Contact the School Principal for information.
 - G. Parenting classes are scheduled throughout the year as an adjunct to the regular academic program. Inmates who finish all of the classes and curriculum receive a Certificate of Completion and participate in a graduation exercise that may include family members. Interested parties should send a request to Mrs. Hannon, care of the school.
3. **WORK ASSIGNMENT:**
Inmate job assignments are made at the discretion of the Classification Committee.
- A. **Application:**
To apply for a job, you must submit a written request to the following staff members:
1. Academic classes - School Principal
 2. Vocational Educational classes - School Principal
 3. Library - Librarian
 4. Kitchen - Kitchen List Coordinator
 5. L.P.U. - Laundry Supervisor
 6. Housing Unit Laundry - Operation's Officer
 7. Maintenance - Maintenance Supervisor
 8. Dorm Janitorial Assignments - Dorm Counselors
 9. Work Details and Outside Grounds - Counselor Supervisor
- All housing unit tiermen are required to work as needed. No AM or PM specified.
4. **ADDICTION SERVICES:**
The Addiction Services Unit offers a variety of outpatient programs to assist inmates in overcoming substance abuse problems. The Addiction Services counseling staff oversees the programs available at W.C.C.I. The substance abuse programs available are:
- A. Twelve (12) Step Fellowships of A.A. and N.A.
 - B. Tier 2 Program
 - C. Aftercare Program
 - E. Peer Mentor Program
- For information, contact Addiction Services or complete an Inmate Request Form.
5. **HUMAN IMMUNODEFICIENCY VIRUS (HIV):**
HIV counseling provides information about Acquired Immune Deficiency Syndrome (AIDS). Counseling components include: what AIDS is; how you get it; how you avoid getting it; what it means to be HIV positive; how to take care of yourself if you are HIV positive; and help in dealing with your feelings. You may contact the HIV Counselor by addressing a sealed envelope to the medical department. This is a confidential service (Reference: A.D. 8.11, Human Immunodeficiency Virus Infection).

- C. You will be subject to the use of restraints according to Department Policy, (Reference: A.D. 6.4, Transportation of Inmates).
 - D. You will be provided with a court lunch.
 - E. You are not permitted to obtain or receive any item from any person while on a Court Trip.
19. **ORIENTATION:**
You are required to attend an orientation session. The purpose of these sessions are to inform you of how the facility works, what your obligations are, and what programs and services are available to you. Failure to attend orientation/intake may result in discipline and/or denial of community release.
20. **PROPERTY LOSS:**
The first step in resolving property issues is to attempt to resolve informally through the use of an inmate request form. If the informal response does not solve the problem, then a Lost/Damaged Property Investigation form is to be completed, along with the informal response, deposited in the "Administrative Remedies" box. *After having gone through these two steps without satisfactory resolution*, a Property Claim can be filed.
21. **GATE MONEY:**
Gate Money is money given by the State to provide the means of meeting expenses that you incur immediately upon release. Its purpose is to ease the transition into the community. Eligibility factors relate to the type of release, the length of incarceration, and the amount of money in your Inmate Account. Ask your Unit Counselor for the specific eligibility criteria (Reference: 3.11, Gate Money).
22. **INTERPRETER SERVICES:**
If you need the services of an interpreter, contact your Unit Counselor.

**PART II
FACILITY SERVICES**

1. **CLASSIFICATION:**
Classification is the ongoing process of collecting and evaluating information about you. Your risk and needs level will be determined for purposes of deciding the facility where you will be housed, your job assignment, your treatment needs, and what programs would be suitable for you. (Reference: A.D. 9.2, Inmate Classification).
- A. **Classification Committee:**
The Classification Committee makes decisions about your classification status: job placement, needs assessment, risk evaluation, program participation, etc. The Classification Committee is chaired by the Classification Counselor Supervisor or designee.
 - B. **Unit Counselor:**
You will be assigned to a Unit Counselor. Your Unit Counselor will provide you with information about the operation of the facility and will assist you in adjusting to the facility and in taking advantage of program opportunities available to you.
 - C. **Transfer:**
Decisions involving a transfer to another facility are made at the discretion of the Director of Offender Classification & Population Management.
 - D. **Central File:**
The facility maintains a record of the status of your sentence (including any pending charges) and of your overall performance in a Central File. Your Central File is maintained by the Inmate Records Office. Questions about information in your Master File should be directed to your Unit Counselor. Inmates are permitted to review their Central File once a year.
 - E. **Appeal of a Classification Decision:**
If you believe a classification decision is wrong, contact the Administrative Remedy Coordinator to find out if, and how, it can be appealed.
 - F. **Marriage/Civil Union:**
An inmate desiring to marry or enter into a civil union shall be incarcerated for at least one year and be discipline free for one year. A written request shall be submitted to the Deputy Warden utilizing form CN 100901, Inmate Marriage/Civil Union Request. Permission to marry/enter civil union may be granted, once all conditions of A.D. 10.9 Inmate Marriages and Civil Unions, have been met.
2. **SENTENCE COMPUTATION AND CREDITS:**
The Department of Correction is responsible for the computation of sentences. Following is a description of factors that pertain to sentence computation (Reference: A.D. 4.2, Sentence Computation and Time Keeping).
- A. **Statutory Good Time:**
Statutory Good Time is good time earned each month during service of a sentence (Reference: C.G.S. Sections 18-7 and 18-7a).
 - B. **Pre-Sentence Credit (Jail Credit):**
Pre-sentence Credit is credit for time spent in confinement prior to disposition of the charge on which a sentence is imposed (Reference: C.G.S. Sections 18-97, 18-98, and 18-98d(a)).
 - C. **Jail Credit Good Time:**
Jail Credit Good Time is good time earned on a Pre-Sentence Credit (Reference: C.G.S., Sections 18-98c and 18-98d(b)).
 - D. **7-Day Job Credit:**
7-Day Job Credit is a commutation of sentence of one day for each seven (7) consecutive days of employment in a job designated as a 7-day job (Reference: C.G.S., Section 18-98a).
 - E. **Outstanding Meritorious Performance Award (OMPA):**
OMPA is an outstanding performance credit of up to one hundred twenty (120) days for each continuous term of confinement granted at the discretion of the Warden (Reference: A.D. 4.2, Sentence computation and Time keeping).
 - F. **Sentences for Offenses Committed on or after October 1, 1994:**
Any person sentenced to a term of imprisonment for an offense committed on or after October 1, 1994, will not be eligible to earn Statutory Good Time, Jail Credit Good Time, 7-day Credit or OMPA (Reference: C.G.S. Sec.18-100d).
 - G. **Risk Reduction Earned Credit (RREC):** Risk Reduction Earned Credit may be awarded at the discretion of the Commissioner for participation in programs or activities, good conduct and obedience to departmental rules, for eligible sentenced inmates whose crimes were committed on or after October 1, 1994, in accordance with the Connecticut General Statutes. (Reference: A.D. 4.2A, Risk Reduction Earned Credit)

3. **RELIGIOUS SERVICES:**
 Coordination of religious activities is the responsibility of the Institutional Religious Facilitator (Reference: A.D. 10.8, Religious Services).
- A. **Schedule:**
 A schedule of religious services and activities will be posted in the inmate news and on the unit bulletin board.
- B. **Religious Articles:**
 Religious articles shall be available for commissary purchase in accordance with Administrative Directive 3.8, Commissary. Inmates requesting to purchase religious articles not available through the commissary may be allowed to purchase these items via mail order with the written authorization of the Director of Programs and Treatment (Division) or designee, in accordance with Administrative Directive 10.8, Religious Services. Religious articles shall be worn or carried under the inmate's clothing, and shall not be openly displayed.
- C. **Prayer** – There shall be no demonstrative public individual prayer that would disrupt the orderly operation of the institution, such as in the work or school area, recreation area, day room, etc. All such prayer must be done privately in one's cubicle or by one's bed. (Reference A.D. 10.8 6E)
- D. An inmate may claim only one religion and may participate in services and programs for that religion only. You are required to sign up in advance to participate in special meals for religious events. Sign up lists will be posted in the units. The choice of religion is made at orientation. Change of religion is allowed after ninety (90) days and can only take place on the last Monday of each month. Change of religious designation must be made using the **Request for Designation of Religion**, CN 100801. (Reference: A.D. 10.8, 5E)
- E. **Clergy Visits:**
 Inmates are permitted to have special visits from their own clergymen upon approval. Request for a clergy visit must originate with the inmate and be submitted in writing to the Institutional Religious Facilitator.
Note: You may contact the Institutional Religious Facilitator for more information.

4. **HEALTH CARE SERVICES:**
 Medical, Dental, Mental Health, Pharmaceutical and Optical services are available either through staff assigned to this facility, staff who regularly visit the facility, consulting staff, or off grounds staff. Services are the responsibility of The University of Connecticut's Correctional Managed Health Care, North District Health Services Administrator.
- A. **Fees for Services:**
- | | | |
|--|-------|--------|
| - Eye Examination | | \$3.00 |
| - Dental Examination | | \$3.00 |
| - Tooth Filling/Extraction (per tooth) | | \$3.00 |
| - Denture or Repair (initial impression) | | \$3.00 |
| - Sick Call (inmate initiated) | | \$3.00 |
- There is **No Fee** for referral to see the doctor or for emergency care treatment, if considered serious, i.e. asthma crisis, serious injury etc., to be decided by the personnel evaluating the situation.
 There is **No Fee** for HIV testing or mental health consultations.
- B. **Emergencies:**
 If you have an emergency health problem or an injury, inform a staff member immediately. Emergency response is available twenty-four (24) hours a day.
- C. **Access to Services:**
 Access to Health Care Services is through a Sick Call Request to placed in the Medical/Dental box outside the dining hall.
- D. **Hours:**
 The Health Services Unit is open 24/7 including holidays. You are only permitted access into the Health Services Unit (1) if you have an appointment or (2) if you are called or taken to the unit by a staff member.
- E. **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 every day, by request only.
 2. To sign up for Sick Call, you must fill out and submit an inmate request form and be specific in your needs. You will be seen at the next Sick Call day, provided you do the following:
 - a. You have signed up properly including your name, inmate number, and Housing Unit.
 - b. Deposit request form in the medical mailbox located outside the dining hall.

- stamped with the inmate's number.
 Each unit has two laundry workers. Inmates may wash their personal clothing (i.e. underwear, sweats, gym shorts and personal towels). No sheets, pillowcases, or blankets, are to be washed in the housing unit. These items will be washed by LPU via the housing unit schedule.
- A. **Underclothes:**
 New arrivals to the facility with four sets or less of underclothes and socks will be issued two new sets.
 Inmates must purchase underclothes and socks from Commissary only.
Note: Clothing issues such as size change must be addressed with the L.P.U. via an Inmate Request. There are no replacements for torn or worn out T-shirts, boxers, socks or sweatshirts.

13. **BARBER SERVICES:**
 A. Barber services may only be provided by assigned barbers.
 B. Logos, symbols, or words, are not permitted to be cut into the hair.
 C. Haircuts which draw attention to oneself are not allowed (i.e. Mohawk, etc).
14. **LIBRARY:**
 The library hours of operation are posted on the Bulletin Board. Books, including some law books, may be checked out; you are responsible and liable for any book you check out. For other library services and regulations, check the Library Bulletin Board.
- A. **Publication Orders:**
 In accordance with Administrative Directive 10.7, Inmate Communications, all requests for ordering books, magazines, newspapers, educational materials or periodicals must be processed through the Librarian. Bring a postage paid envelope along with your order, so that the check may be mailed to the seller. Providing funds are available, a check or money order will be withdrawn from the inmate's account and included with the order. Inmates may order books in new condition only from a publisher, book club or bookstore.
 Inmates must notify the Librarian if their family will be paying for publications.
 Inmates must write an Inmate Request to the Librarian with the following information:
 1. What company is sending the package.
 2. Titles of the publications that will be in the package.
 3. Name, Number and Housing of the inmate expecting the package.
 This will facilitate receipt of any publications arriving in your name.
- B. **Materials Returned:**
 Textbooks, workbooks, and other library materials are the property of the Education Department. Failure to return these materials in good condition upon transfer, removal, or completion of a program will result in the assessment of your account for the replacement value of the material. **It is your responsibility to return material to either the Property Officer or the librarian ONLY.**

15. **PHOTOCOPYING:**
 Photocopying services are available through the Library or the Unit Counselor at a cost of twenty-five cents (\$.25) per page (Reference: 3.10, Fees and Reimbursements). Copies will be made when time permits, and only after the payment has been deducted from your inmate account. Please have proper identification when presenting your receipt.
16. **NOTARY PUBLIC:**
 Services of a Notary Public are available by submitting a request to the 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. The document should not be signed until you are in the presence of the Notary Public. Bring your identification.
17. **INMATE NEWSPAPER:**
 The facility will publish a newspaper for inmates.
- A) **Newspaper Staff:**
 Assignment to work on the paper is made by interviewing with the Supervisor and being submitted to the Classification Committee. If interested, contact the School Principal.
- B) **Submitting Articles:**
 If you want to submit an article or feature for inclusion in the newspaper, the article must be submitted to the School Principal for review.
18. **COURT TRIP:**
 A Court Trip is a trip from this facility to a State or Federal court.
- A. You must wear the Dress Uniform.
 - B. You are permitted to take legal materials with you that pertain to the case at hand. 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 when you are back in the facility or in the event that you are discharged by the court.

allowed to have a maximum of ten (10) telephone numbers on your approved telephone list.

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

D. **Changes:**

You may change up to five (5) phone numbers on your Approved Telephone List once a month by submitting an Add/Drop Telephone Request to your Counselor in accordance with the posted schedule. If the phone numbers that you add cause the list to exceed ten (10) telephone numbers, you must designate which phone numbers are to be dropped from the list.

E. **Means of Access/Personal Identification Number:**

Each inmate who enrolls in the Telephone Program will be given a Personal Identification Number (PIN). The PIN must be entered by pushing the buttons on the phone pad that corresponds to your assigned PIN in order to place a call.

F. **Telephone Regulations:**

1. Telephone calls are only permitted between 8:00 a.m. and 11:00 p.m., excluding count time, and are not to exceed fifteen (15) minutes in length.
2. Your time slot is for your use only; it cannot be transferred, traded, or shared.
3. You are not permitted to create or post a Telephone List.
4. You are not permitted to disclose or share your PIN; you are not permitted to use another inmate's PIN. These actions constitute the disciplinary offense of Security Tampering (Class A).
5. A call counts if a person accepts it.
6. You are not permitted to make third party calls, or calls to the Department of Correction.

G. **Termination:**

Any call may be terminated for the following reasons: violation of unit rules, illegal activity, exceeding the time limit, misuse of equipment, threatening or disruptive behavior, unit emergency, or interference with other valid 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 an emergency.

I. **Emergency Calls:**

You may place an emergency call on a facility phone subject to approval by the Counselor Supervisor.

J. **Privileged Communication:**

Any telephone call placed on behalf of an inmate by the facility or any written correspondence addressed to or received from the federal, state and local (e.g., municipal, county or town) elected and appointed officials. Privileged call to state and federal public defenders office and Legal assistance to Prisoners shall be toll free. This shall not extend to private attorneys handling particular cases as special public defenders or on a "pro bono" basis. Inmates shall be allowed two privileged calls a month in addition to call initiated by the inmate's attorney. Calls answered by a busy signal shall not be counted. Calls answered by a person or machine, capable of taking a message, shall be counted as a contact.

An inmate's request for a call to an attorney shall be honored either by the close of the first business day following the day on which the request was received or at the time specified by the inmate, whichever shall occur later. Requests by attorneys, to include paralegal and law students working under an attorney's supervision, for privileged calls to inmates shall be honored by the close of the first business day on which the request was received from the attorney or at the time specified by the attorney, whichever shall occur later. Requests by attorneys shall be honored without limitations as to number or frequency. Privileged calls shall be placed by staff who shall verify the party's identity prior to placing the inmate on line. The staff member shall then move out of listening range of the inmate's conversation. The employee placing the call may maintain visual observation of the inmate. Staff may enter listening range or terminate the call for urgent circumstances or if the behavior of the inmate is disruptive. Privileged calls shall normally be limited to ten (10) minutes.

12. **LAUNDRY:**

All inmates that arrive at Willard Cybulski C.I. are seen by LPU (Laundry Pick Up). Each inmate will be fitted and issued the following:

Two pairs of Khaki pants, and three Khaki shirts. The pants must be hemmed and will be issued to you during this initial allotment. You will also receive a laundry bag. All Khakis are

c. If you are a worker, please let us know your hours so you can be scheduled.

3. Remain in your Housing Unit and report to the Health Care Services Unit when you are called by the medical staff. Any inmate reporting late to sick call may not be seen and will have to sign up with another request.
4. Medication prescribed at doctor's sick call will be ordered by the physician, and could take up to three days.

F. **Medication Call:**

If medication is ordered for more than seven days, it is automatically refilled by the pharmacy. Items such as shampoo, certain medications, and creams have to be refilled on an as needed basis. This is done by peeling the refill label from the bottle/box, placing it on a piece of paper, and dropping it into the white Medical/Dental box in the corridor outside the recreation area/yard.

G. **On-line Medication:**

On-line medication will be administered by medical staff on a per dosage basis. You must take the medication in the presence of staff.

1. Inmates permitted to go to the Health Care Unit will do so via a Medication Pass.
2. Inmates in holding cells will receive on-line medication in the cell.

H. **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 medication will subject you to disciplinary action.

I. **Dental:**

Dental services are provided by appointment. You must put an Inmate Request in the Health Services Request Box. Dental emergencies may be accessed through sick call.

J. **Mental Health:**

Mental Health Services are provided by appointment. For a consultation you must submit an "Inmate Request" to Health Care Services or go to Sick Call. Health Services or Staff may also refer an inmate to Mental Health. If you have a mental health emergency, let any staff member know immediately.

K. **Optical:**

Optical Services are provided by submitting an Inmate Request to Health Care Services.

L. **Inmate Health Services Summary, Revised 1/1/2008**

What is a Health Services Review?

A Health Services Review is the means for an inmate to request a formal review (1) of a medical diagnosis or treatment, or (2) of a health services administrative issue that is within the scope of authority of the Commissioner of Correction. The review procedures are set out in Administrative Directive 8.9, Health Services Review. This summary provides general information about these procedures. A copy of the Inmate Health Services Review directive is available in the library, and may be provided upon request.

When Can You Request A Health Services Review?

Review of a Medical Decision. If you are dissatisfied with a diagnosis or treatment, you can request a Health Services Review.

Review of an Administrative Issue. If you believe that a health services practice, procedure, or an administrative policy that affects you is unfair or improper, or you are alleging staff misconduct, you can request a Health Services Review. Administrative issues are referred to as 'All Other Health Care Issues' to distinguish them from diagnostic and treatment decisions.

How Do You Request a Health Services Review?

Complete the Inmate Administrative Remedy Form (CN 9602) and check either the 'Diagnostic/Treatment' box or the 'All Other Health Care Issues' box on the form and deposit the completed form in the "Health Services" Box. Requests deposited in the Health Services boxes are regularly collected and the Health Services Review Coordinator (HSRC) formally records the requests.

What Happens Next?

Medical Decision. The HSRC will meet with you to determine if the issue can be resolved informally. If informal resolution is not possible, the HSRC will schedule a Health Services Review Appointment (HSRA) with a physician. The physician may decide that no change in diagnosis or treatment is indicated, in which case the Health Services Review has been exhausted. If the physician decides that a different diagnosis or treatment is indicated, the physician will either make the change or refer the case to the Utilization Review Committee (URC) for authorization. If the URC denies the request, you will be notified. The physician may file an appeal on his/her own initiative, or shall file an appeal upon your request.

Other Health Care Issue. The HSRC will meet with you to determine if the issue can be resolved informally. If not, the HSRC will forward the request to the Health Services

Administrator (HSA) to review and decide the issue. If you are dissatisfied with the decision, you may appeal to the designated facility health services director. Unless the issue is a policy issue, a denial by the designated facility health services director is final. If the issue is a policy issue, and you are dissatisfied with the decision of the designated facility health services director you may appeal to the DOC Director of Health and Addiction Services. Instructions on how to submit these requests will be outlined on the forms provided to you as the process evolves.

Exhaustion of Health Services Remedy

Exhaustion of health services remedy means that you have reached the end of the appeal process and no further response or action will be taken by the Department.

Administrative Directive 8.9, Health Services Review

The procedures and standards for the Department's Health Services Review Process is fully set out in Administrative Directive 8.9, Health Services Review. You should make yourself familiar with its provisions and refer to it for specific information pertaining to an issue you may have, and how to address it. This summary is intended for information only and, of itself, establishes no procedures or standards.

In Case of Emergency

Contact a staff member if you have an emergency and explain the situation.

5. **FOOD SERVICES:**

Food services are the responsibility of the Food Service Supervisor.

A. **Common Fare Diet:**

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

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

B. **Special Medical Diet:** A Special Medical Diet is a diet prescribed by Medical Staff to address a medical condition. If you are authorized to receive a Special Medical Diet, a medical pass will be issued stating the diet authorized. You must present this pass at each meal. Abuse of a Medical Pass or of the Special Diet may result in the revocation of the pass and/or disciplinary action.

C. **Population Feeding:** When going through the food line, it is your responsibility to insure that you have all the items offered, once you go through the line, there will be no returning through the line for any reason.

6. **RECREATION:**

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

A. **General Recreation:**

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

1. **Equipment:** Recreational equipment is available in the recreation area. You must turn in your ID to obtain recreation equipment. Your ID will be returned to you upon return of the equipment. Misuse, abuse, intentional damage or loss of the equipment, may result in disciplinary action.

2. **Gymnasium:**

- a. Shoes, boots, or black marking soles are not permitted on the court.
- b. Food, beverages, and radios are not permitted in the gym.
- c. I.D.'s are required to enter the gymnasium.

3. **Outdoor Recreation:**

- a. You must stay within the designated boundaries of the recreation area, (10) feet from the fence line.
- b. The track is to be utilized for all walking and jogging. Any movement on the track will be in a counter clock-wise motion.
- c. You are permitted to bring a radio with headsets/earphones, board games, and a book into the recreation yard.
- d. Inmate I.D. is required to enter the recreation yard.

visiting parties is permitted. Once an inmate or visitor leave the visiting room for any reason, the visit is over.

6. **Visiting of Family Members With More Than One Inmate:**

If you are related to another inmate here, and the same person is on both of your Visiting Lists, under ordinary circumstances, both of you will be permitted to visit at the same time.

G. **Termination of Visit:**

1. A visit may be terminated by a shift supervisor if you, your visitor, or your children engage in behavior that disrupts the Visiting Room or that is in violation of facility rules, or if you or any of your visitors are apparently under the influence of drugs or alcohol.
2. Authorization of an approved visitor may be rescinded on a "finding" by the Warden that the conduct or actions of a visitor, or your conduct or actions with respect to a visitor, are detrimental to the order or security of the facility. Such a finding will be communicated in writing to you and your visitor.
3. Any person conveying any unauthorized articles to include, but not limited to: cigarettes, intoxicating 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 (5) years and a fine of not more than \$1,000.00 or both. (Reference: C.G.S. Sections 53a-174 and 53a-174a)
4. Inappropriate attire by your visitor will preclude their access into the facility.
5. 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. (Reference: A.D. 10.6)

H. **Privileged, Professional and Special Visits:**

1. **Privileged Visit:** A special meeting between an inmate and a judge, the Governor, Legislator, Attorney General, Probation Office, Sentence Review Board member, Commission on Human Rights and Opportunities member, State Claims Commissioner, Board of Pardons and Paroles member or employee, elected government official, correctional ombudsman, the inmate's attorney or attorney representative for an authorized purpose other than social visitation. Privileged visits shall be reasonably accommodated. Privileged visitors shall present valid identification containing a photograph and certification of status prior to being allowed to visit.
2. **Professional Visit:** A special meeting between an inmate and a credentialed individual from the community, (e.g., law enforcement official, social worker, member of clergy, etc.) for an authorized purpose other than social visitation. Professional visitors may be subject to security screenings. Professional visits shall be reasonably accommodated. A valid driver's license and a professional credential shall be required for any professional not on the visiting list.
3. **Special Visits:** The Unit Administrator may provide opportunities for special visits when conditions require or the visitor is not on the approved visiting list. Approved special visits shall be encouraged during routine visiting hours. Requests for visits during non-routine visiting hours shall normally require two (2) business days notice.
4. The Visiting Room for special visits will be assigned on first-come, first-served basis.

11. **TELEPHONE:**

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 these regulations in any way. These regulations are incorporated into the Administrative Directive 10.7, Inmate Communications. An inmate must be enrolled and sign an acknowledgement form prior to using a collect call telephone (Reference: A.D. 10.7, Inmate Communications).

A. **Collect Call (only)Telephones:**

Collect call (only) telephones are telephones on which only a collect call can be placed. A collect call is a call in which the person called agrees to pay the charges. Collect call telephones are silver and are located in the Housing Units.

B. **Recording and Listening:**

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

C. **Enrollment:**

To enroll in the Collect Call Telephone Program, you must sign the Telephone Enrollment Notification Form and Acknowledgment Statement, 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 placed on your Approved Telephone List. You are

2. **Limitations:**
 - a. No visitor, except immediate family members, shall be on more than one (1) inmate's Visiting List at any facility.
 - b. Visitations with the victim of any crime you have been charged with or convicted of is not permitted, except when approved in writing by the Warden.
 - c. A department employee will not be an authorized visitor unless the employee is an immediate family member and is approved in writing by the Warden.
 3. **Children Must Be Accompanied by an Adult:**
Any person under eighteen (18) years old is defined as a child. A child must be an immediate family member to the inmate being visited, and accompanied by an adult on the inmate's Visiting List and must be continuously attended and supervised while on facility grounds.
 4. **Community Groups:**
Other persons, such as community group representatives, may be authorized to visit you. Ask your Unit Counselor for details.
 5. **Inmates in Restrictive Housing:**
Inmates in Restrictive Housing normally are not allowed visits unless authorized by the Warden. (Reference: A.D. 9.4, Restrictive Housing, Attachment A)
 6. **Appeal:** Your proposed visitor may appeal a denial of visitor authorization to the Warden within ten (10) days of the denial.
- C. **Visitor Identification:**
Identity of a visitor, **age sixteen (16) or above** will be verified through photo identification prior to admission to the Visiting Area. Visitors **under the age sixteen (16)** must provide a valid birth certificate with a raised seal and one additional document containing the child's name (i.e., social security card, report card, etc.). These documents will have to be produced each time the child visits. (Administrative Directive 10.6, Inmate Visits)
- D. **Visiting Schedule:** Visiting is permitted for a **1 hour duration only** unless authorized by the unit administrator.
- E. **Special Visit:**
A Special Visit is a visit approved at the discretion of the Counselor Supervisor. A request for a Special Visit must be submitted to your Unit Counselor sufficiently in advance of the visit to allow verification of the circumstances. Exceptions may be made for emergencies.
- F. **Visiting Rules:**
The visiting format is Contact Visiting. Contact Visiting provides for the inmate and his visitor(s) to be in the physical presence of each other. The general rules apply to all visiting situations, unless other restrictions have been imposed.
The following items are not permitted to be worn by any visitor:
- Hats or headwear, (except for religious headwear).
 - Halter tops or other revealing clothing.
 - Hot pants or mini skirts.
 - Jackets, coats, scarves or hooded sweatshirts.
 - Sunglasses or any other outerwear.
 - Any article which could be deemed offensive, revealing or distasteful.
 - Electronic devices of any kind are not permitted in a correctional facility.
- A violation of these rules shall result in a denial of the visit.
An inmate shall neither give nor receive anything from a visitor. **Under no circumstances shall items be passed to or exchanged between visitor and inmate.**
Inmates and visitors shall be seated across from the tables as directed by staff. Per facility policy, a greeting and parting kiss and embrace may be exchanged.
1. **Number of Visitors:**
You may have no more than three (3) visitors in the Visiting Room. ONLY approved visitors will be allowed access to the facility. Anyone accompanying a visitor who is not on the approved visiting list must leave the premises, to include the parking lot.
 2. **Visitation Time:**
Each visit will be limited to one (1) hour. This time frame may be reduced based upon operational need i.e. large number of visits.
 3. **Visiting Room Articles:**
You are permitted to take only your wedding band, and authorized religious medal/headgear into the Visiting Room.
 4. **Visiting Room Conduct:**
You and your visitors are required to conduct your visit in a quiet, orderly and dignified manner. A parent is responsible for the behavior of his or her child.
 5. **Cross Visiting/Parties:**
Neither cross visiting among inmates and other visiting parties nor socializing among

4. **Appropriate Conduct:**
You must conduct yourself according to the rules of the activity. Horseplay or behavior that poses a safety/security risk is not permitted.
 5. **Attire:**
You are required to wear clothing appropriate to performed activity.
- B. **Structured Recreation:**
1. Structured recreation programs will be scheduled on a monthly basis. Refer to the monthly calendar for offered activities. Inmates must be Disciplinary Report free or within the frame noted in Administrative Directive 9.2 in order to participate in organized recreation programs. Organized recreation is a privilege and used as an incentive to encourage appropriate behavior. In order to participate, inmates must be Disciplinary Report free as follows:
class A - 120 days, class B - 90 days, class C - 60 days.
 2. **Program sign up:**
You may sign up for structured programs at the equipment window during recreation or via inmate request.
 3. **Attendance:**
 - a. It is expected that program participants will attend scheduled sessions. Unexcused absences may result in removal from the program.
 - b. Excused absences may be requested through the Recreation Director.
 - c. Unexcused absences include, but are not limited to: haircuts, LPU, commissary, counselor visits, A&P, school, work, addiction services and other regularly scheduled programs.
 - d. Once a program is called, the door will remain open for 5 minutes- **NO ONE WILL BE ADMITTED LATE.**
 4. **Appropriate Conduct and Attire:**
 - a. Abusive and inappropriate language will not be tolerated.
 - b. Appropriate attire, worn in appropriate manner, is required.
 - c. Horseplay is not permitted.
 5. **Weight Lifting:**
All weight lifting on the compound is organized. Groups are available during open recreation and organized programs. The various groups may be requested as noted above.
Any changes requested in weight group or weight group waiting list status must be submitted in person or via inmate request. Anyone observed in the weight room not on the allowed list will be subject to disciplinary action.
Inmates in the recreation weight groups 1 - 8 are not permitted to check in and leave - participants may leave after 1st recall.
Regularly scheduled programs (A.A./N.A., intramural, school, religious services, etc...) visits, loss of recreation, commissary, etc... are not excused absences, with the exception of stipulated programs, nor are they excuses to be late. Excused absences must be approved by the Recreation Supervisor within each given week. Everyone will be allowed one unexcused absence per week; a second unexcused absence will result in removal from the group. The week runs from Friday evening (6:00pm) until the following Friday afternoon (3:00pm).
Program rules are posted in the gymnasium. Failure to comply with the program rules may result in removal from the program. Anyone requiring clarification of the program rules should send a request to, or see the Recreation Supervisor.
- Special Events:**
The Recreation Director will schedule special events. See your Housing Unit Bulletin Board for scheduled events and unit participation. Inmates must be Disciplinary Report free or within the time frame noted in Administrative Directive 9.2 in order to participate in organized recreation programs.
7. **INMATE TRUST FUND:**
Each inmate will have an "Inmate Account." Any wages or allowances paid by this facility, and any funds received from sources outside this facility, (Reference: A.D. 3.7, Inmate Monies) will be deposited into this account.
- A. **Incoming Funds:**
Incoming funds must be in the form of a money order, certified check, cashier's check, payroll check, or government check. Funds must be sent directly to the Inmate Trust Fund separate from correspondence. A receipt will be provided from inmate accounts.
 - B. **Outgoing Funds:**
Disbursements from an inmates account shall be made for commissary purchases, approved special requests to an individual on an inmates approved visiting list or to an individual with

prior written approval from the Unit Administrator. Make arrangements through your Unit Counselor for all transactions, except payments for books, publications, and subscriptions, which are handled by the Librarian.

8.

COMMISSARY:

The Commissary sells articles for your personal use. You must have money in your Inmate Account to use the Commissary. No more than \$75.00 may be spent each week, excluding the purchase of a television, radio, shoes/sneakers, or cassettes (Reference: A.D. 3.8, Commissary).

A. **Commissary Day:**

Each Housing Unit is assigned a day for "receipt of commissary." The schedule is posted in the units.

B. **Placing an Order:**

Fill out a Commissary Order Form and deposit it in the commissary box in your respective Housing Unit. Commissary slips are normally picked up on Thursdays.

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

C. **Delivery:**

To receive your order, you must do the following:

1. Show your ID.
2. Sign for receipt of the package.
Note: There is no recourse for errors regarding items received after you have signed the receipt. Check items before you sign.

9.

MAIL:

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

A. **General:**

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

B. **Outgoing:**

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

C. **Incoming:**

Incoming mail will be opened by mailroom personnel and inspected for contraband, but not read except under Review Procedures (See Section G below).

D. **Privileged Correspondence:**

Privileged Correspondence is correspondence to and from any State or Federal court, any elected government official, the Commissioner of Correction or any appointee of the Commissioner, the Attorney General, the Board of Parole, the Sentence Review Board, the Commission on Human Rights and Opportunities, the Commissioner on Claims, the Board of Pardons, the Correctional Ombudsman, and attorneys.

1. Privileged Correspondence must be clearly marked as privileged.
2. Incoming Privileged Correspondence will be opened in your presence and the envelope inspected for contraband, but not read.

E. **Indigent Inmate Mail:**

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

F. **Certified Mail:**

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

G. **Review:**

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

H. **Access to Publications:**

The Media Review Board reserves the right to review and deny all publications upon arrival should a question arise to their appropriateness in relation to Administrative Directive 10.7. Requests for any local orders for books, magazines, newspapers, educational materials or periodicals shall be made through the school principal or other person as designated by the Unit Administrator. An inmate may order books in new condition only from a publisher, book club, or book store.

I. **Rejection:**

Correspondence which contains information or concerning the transport of contraband in or out of the facility; plans to escape; plans for activities in violation of facility or department rules; plans for criminal activity; violation of the State Regulations on correspondence; material which reasonably could cause physical or emotional injury to the inmate recipient as determined by mental health staff; information which creates a clear and present danger of violence and physical harm to a human being; things written in code; mail which attempts to forward correspondence for another inmate; threats to the safety or security of staff, other inmates, or the public, facility order or discipline, or rehabilitation; sexually explicit materials involving 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 outgoing mail is rejected, a notice of rejection, including a statement of reasons, will be sent to you.
2. If your incoming mail is rejected, a notice of rejection will be sent to you and to the sender.
3. If the correspondence is pertinent to criminal or disciplinary proceedings, the notice of rejection may be delayed pending completion of any investigation.
4. If correspondence is recalled (i.e. magazines), you have to hand the material over to a staff member.

10.

VISITING:

You may visit with approved visitors subject to security requirements and to the constraints of space availability and scheduling. Be advised that no social visits will be conducted on observed holidays.

A. **Visiting List:**

The Visiting List is the list of persons who are authorized to visit you. Visitors who are not on your Visiting List will not be allowed to visit, except as a Special Visit. You may have up to ten (10) visitors (adults and children) on your Visiting List.

1. **Establishing the List:**

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

2. **Changes:**

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

B. **Authorization:**

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

Persons who have been convicted of a criminal offense will be assessed for nature and severity of prior criminal conduct and for evidence of any current criminal activity.

An inmate may not receive a visit from a person currently serving a sentence, except an immediate family member, who will be assessed on the above criteria.

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

1. **Immediate Family:**

Immediate family includes your legal spouse, parent, child or sibling, grandparent or grandchild; to include step/foster relationship.