

ENFIELD CORRECTIONAL INSTITUTION



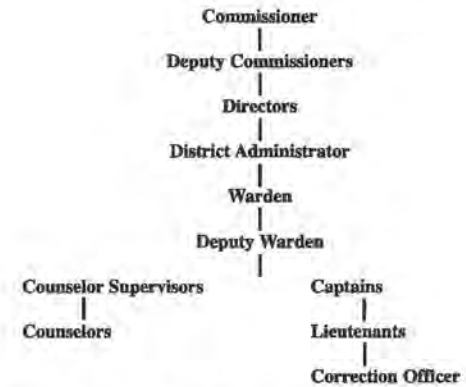
INMATE HANDBOOK

**CONNECTICUT DEPARTMENT OF CORRECTION
ENFIELD CORRECTIONAL INSTITUTION
INMATE HANDBOOK**

MISSION STATEMENT

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

CHAIN OF COMMAND



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

Revised August 2013

ENFIELD 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. Failure to do so will result in \$3.00 being deducted from your inmate account to cover the value of this Handbook.

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

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

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

 Enfield Correctional Institution
 is a Level - 3, male facility.

The mailing address is:
 Enfield C.I.
 PO Box 1500
 Enfield, CT 06082-1500

Terminology

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

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

TABLE OF CONTENTS

PART I: Facility Operating Procedures

Sec. No.	Title of the Section	Page
1.	Addressing Staff	.1
2.	Following Orders	.1
3.	Personal Conduct	.1
4.	Personal Safety	.1
5.	Identification Card	.1
6.	Pass System	.1
7.	Rules and Regulations	.1
	Count, Contraband and Search	.1/2
	Clothing/Accessory Regulations, Personal Hygiene	.2
	Housing Rules	.3/4
	Smoking, Fire Safety, Movement Regulations	.4
	Dining Hall	.4/5
	Work, Programs, School	.5
8.	Disciplinary Action/Code of Penal Discipline	.5/6
9.	Security Risk Groups	.6
10.	Housing Assignment	.6
11.	Personal Property	.6
	Inmate's Risk of Possession, Markings, Television Sets, Policy for Incoming Property	.6
	Volume of Property, Transfer	.6
	Unauthorized Property, Disposition of Unauthorized Property	.7
	Contraband, Valuable Property, Unclaimed Property	.7
12.	Information, Problem Solving, Request System, Administrative Remedies, Emergency	.7
13.	Maintenance	.7

Part II: Facility Services

1.	Classification, Classification Committee; Unit Counselor	.8
	Transfer, Central File, Appeal of a Classification Decision, Marriage/Civil Union	.8
2.	Sentence Computation and Credits	.8
	Statutory Good Time, Pre-Sentence Credit, Jail Credit Good Time	.8
	7-Day Job Credit, OMPA	.8
	Sentences for Offenses Committed on or after October 1, 1994	.8
	Risk Reduction Earned Credit (RREC)	.8/9
3.	Religious Services, Schedule	.9
	Religious Articles, Islamic Prayer, Clergy Visit	.9
4.	Health Care Services	.9
	Fees for Services, Emergencies, Access to Services, Hours, Sick Call	.9/10
	Medication Call, On-line Medication	.10
	On-Person Medication	.10
	Dental, Mental Health, Optical	.10
	Inmate Health Services Summary	.10/11
5.	Food Services	.11
	Common Fare Diet	.11
6.	Recreation	.11
	General Recreation, Equipment,	.11
	Gymnasium, Outdoor Recreation, Appropriate Conduct, Attire	.12
	Organized Recreation, Program sign up, Attendance, Appropriate Conduct and Attire,	.12
	Weight Lifting, Music Program, Special Events	.12/13
7.	Inmate Account, Incoming Funds	.13
	Outgoing Funds	.13
8.	Commissary	.13
	Commissary Day	.13
	Placing an Order, Delivery	.13/14
9.	Mail, General, Outgoing	.14
	Incoming, Privileged Correspondence	.14
	Indigent Inmate Mail, Certified Mail, Review	.14
	Access to Publication, Rejection	.14/15
10.	Visiting	.15
	Visiting List, Establishing the List, Changes	.15

Authorization, Immediate Family, Expanded Family, Limitations	15/16
Children Must Be Accompanied, Community Groups	16
Inmates in Restrictive Housing, Appeal	16
Visitor Identification, Visiting Schedule, Special Visit	16
Visiting Rules, Frequency, Number of Visitors, Intimacy	16/17
Visitation Time, Visiting Room Articles, Visiting Room Conduct	17
Cross Visiting/Parties	17
Visiting of Family Members with More Than One Inmate, Termination of Visit	17
Termination of Visit, Privileged, Professional and Special Visits	17
11. Telephone	18
Collect Call (only) Telephones, Recording and Listening, Enrollment	18
Changes, Means of Access/Personal Identification Number	18
Telephone Regulations, Termination, Phone Block	18
Emergency Calls, Privileged Communication	18/18
12. Laundry	19
Underclothes, RHU, Inmates Transferring,	19
Bedrolls, Laundry Schedule, Kitchen Whites, Mattresses	19/20
13. Barber Services	20
14. Publication Orders	20
Books, Magazines and Newspapers	20
15. Photocopying	20
16. Notary Public	21
17. Inmate Newspaper	21
Newspaper Staff, Submitting Articles	21
18. Release On Bond	21
19. Court Trip	21
20. Orientation	21
21. Property Loss	21
22. Gate Money	21
23. Interpreter Services	21
24. Prison Rape Elimination Act:	21

PART III: Facility Programs

1. General	22
2. Education	22/23
3. Work Assignment, Application	23
4. Addiction Services	23
5. HIV Counseling	23
6. Community Release	23
7. Community Transfer Approval	23/24

Part IV: Outside Services and Programs

1. Parole	25
2. Sentence Review	25
3. Pardon	25
4. Legal Assistance	25
5. Speedy Trial	25
6. Families in Crisis	25
7. Selective Service	25/26

APPENDIX A - PROPERTY MATRIX	27/28
APPENDIX B - Administrative Remedies Procedure	29/33

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.

**PART I
FACILITY OPERATING PROCEDURES**

1. **ADDRESSING STAFF:**
Uniformed staff should be addressed by title: "Officer (name)," "Lieutenant (name)," "Captain (name)." Non-uniformed staff should be addressed either by title or by "Mr. or Ms. (name)." If you do not know the title, address the staff as "Mr. or Ms. (name)." If you do not know the name, use "Sir" or "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.
 - C. I.D. stickers are color coded for different units. It is the inmate's responsibility to inform the unit officer of the need for a sticker change. Stickers are available in the units.
6. **PASS SYSTEM:**
An inmate going from one destination to another within Enfield C.J. must have a signed pass in his possession, except during mass movement, such as to and from meals, work areas, 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 a count taken in C, D and E Housing Units, you must be in your room, with the door closed, seated on your assigned bunk and remain clearly visible to the Officer taking the count, until the count is clear. Counts taken between 11 p.m. and 8 a.m. cell doors shall remain fully closed.
For counts taken in the Dormitories, you must be physically seated on your bunk, and remain clearly visible to the officer taking the count, until the count is clear. If you are away from your Housing Unit, follow the instructions of the officer taking the count. The officer taking the count must be able to see your person. Movement, talking and making noise are not permitted while the count is in progress. If a recount is necessary, the entire count procedure must be repeated.
 - B. **Contraband and Search:**
 1. You are prohibited from having or using contraband. Contraband is anything not authorized to be in your possession or anything used in an unauthorized or prohibited manner. In general, an item is contraband if it 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 room, and your property are subject to a search by staff at any time. Searches may be conducted in or out of your presence. All areas and items in the facility, including your Housing Unit, work area, and personal property are subject to search at any time by a staff member (Reference: A.D. 6.7, Searches).
6. Contraband will be confiscated and disposed of 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. A-Building
 2. M- Building
 3. During any organized program
 - b. Standard Uniform (as defined in preface) required outside of your Housing Unit
 - c. Kitchen Workers - white or checkered shirt, white or checkered pants and state issued shoes. Hats/caps issued for use in the Dining Hall will **ONLY** be worn in the Dining Hall. They are not to be brought to your Housing Unit. Kitchen attire is not allowed in the gym or recreation yard. Hats and caps are considered contraband outside of the work area.
 - d. Recreation - At a minimum, tee-shirt, shorts, socks and sneakers are required during movement to and from recreation. During outside recreation tee-shirts are optional. **During inside recreation and in the weight room, tee-shirts will be worn.**
2. Possession of another inmate's clothes or clothing items is not permitted and subjects you to the policy governing contraband.
3. You are required to wear the standard "Uniform of the Day" outside of your Housing Unit. The "Uniform of the Day" includes at a minimum: shirt, pants, shoes (sneakers if authorized) and socks. You must wear your clothing in the way it was designed to be worn: shirt must be fully tucked in, pants must be worn at waist level and footwear "tied". Shoe laces are not to be used for any other purposes. You must be properly clothed outside of your room or the shower area. At a minimum, gym shorts, t-shirt and footwear must be worn in the bunk area of the dorm unless you are at your bunk. Wearing dirty or soiled clothing is not permitted.
4. Alteration of clothing items is prohibited.
5. Slippers may only be worn inside your Housing Unit, unless prescribed by the Health Services Unit.
6. Headgear - only state-issued or commissary purchased baseball-type caps and authorized religious headgear may be worn outside of your Housing Unit. Native American head-bands, if purchased through commissary, shall be allowed to be worn outside the Housing Unit. Doo Rags shall not be worn outside the Housing Unit. Bandannas, homemade caps, and knit or stocking caps are not permitted. Alterations of any authorized headgear are not permitted; any inmate found with any altered items will be subject to disciplinary action.
7. Only prescription eyewear may be worn. Sunglasses are not permitted unless medically prescribed.
8. Religious Articles shall not be displayed and shall be worn or carried under the clothing. Per A.D. 10.8, Section 5.B.

D. Personal Hygiene:

1. You must maintain a satisfactory level of personal hygiene and be free of body odor. Finger nails trimmed to 1/4" beyond finger tips.
2. Hair, beards and mustaches shall be clean and properly groomed (A.D. 6.10 Inmate Property). Only one (1) commissary purchased hair tie is permitted to tie back hair. All other items will be considered contraband.
3. Personal grooming to include braiding and beard/mustache trimming is only permitted in the facility Barbershop or the Housing Unit bathroom and the area must be cleaned up when finished. Hair grooming is not permitted in the day rooms or television rooms.
4. Hair cutting/trimming is only permitted in the Barbershop 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 "room" will be used to mean "living area" or "bunk area, including locker," as it applies to you.

1. You are responsible for the contents of your room. Contraband found in your room is your responsibility. Search your room thoroughly when you move in. If you find contraband, notify the Housing Unit Officer immediately.
 2. You are not permitted to enter any room other than the one assigned to you.
 3. You are not permitted to be at any doorway/entrance, including your own room.
 4. You must keep your room orderly, neat and clean. Trash must be removed daily and discarded in the trash receptacles located throughout the housing unit. (Paper bags, buckets, etc. may not be used as trash receptacles.) Your bed must be made when you get up each day.
 5. Dormitory inmates will maintain the area under their bunks in an orderly, neat and organized manner. Inmates' laundry bag and footwear may be stored under the bunk. All other property, i.e. clothing, cups, mirrors, bowls, etc., shall be stored in the storage locker.
 6. Bunk aisles must remain cleared and unobstructed at all times (i.e. shoes, boxes, etc.) There will be no game playing between bunks (i.e. chess, dominoes, cards).
 7. When occupying your room, your door must be fully opened or fully closed. You are responsible for securing your room door and taking your key whenever you leave the room. In addition, the key will not be left in the keyhole at anytime, the key will be removed at all times and be in the inmate(s) possession at all times. You will be assessed a \$5.00 fee if your room key is damaged, lost or misplaced. You are responsible for securing your storage locker whenever you are away from it. Locks are available and may be purchased through the commissary.
 8. You must not make excessive noise. Headsets/earphones must be worn with audio equipment at all times and operated at a moderate level at all times. (Reference: A.D. 6.10, Inmate Property).
 9. Inmates may utilize the non-operating portion of the windows in their cells and/or the back wall by the bunks to affix their antennas in a neat, orderly fashion. If no suction cup is available, they may use tape as long as it does not create a housekeeping and/or safety and security issue. Any altered antennas or cables are considered contraband and may be confiscated. Commissary purchased Rabbit Ear T.V. Antennas or co-axe cables can be used for reception and are accepted as antennas as long as they adhere to this policy. There will be no antenna wires, cables, etc. on the ceilings or in any other unauthorized areas of the cells.
 10. Obscene, sexually explicit pictures or drawings may not be displayed anywhere. Notice to the Inmate Population, Dated April 4, 2012
Effective June 30, 2012 the Connecticut Department of Correction will consider as contraband, any material that contains a pictorial depiction of sexual activity or nudity, except where those materials, when taken as a whole, are literary, artistic, educational or scientific in nature.
As the inmate population was informed by notice dated July 8, 2011, as of July 1, 2012 any materials that contain a pictorial depiction of sexual activity or nudity will be reviewed by staff to determine whether the material may be possessed by inmates or should be confiscated by staff in accordance with A.D. 10.7, as amended.
This step is being taken based on the safety and security needs of our agency, the detrimental effects to rehabilitation that these materials present, and the hostile working environment that they create for the staff of our department.
You are reminded that in accordance with Administrative Directive 6.10, Inmate Property, such materials may not be displayed anywhere in a correctional. Also, such materials must be in compliance with Administrative Directive 10.7, Inmate Communications, or they will be confiscated as contraband.
1. You are not permitted to cover light fixtures, hang a drapey over the front of your room or window, or obstruct an open view into your room.
 2. You are not permitted to tamper with, block, remove, or alter the vents in your room.
 3. 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.
 4. You are not permitted to hang a clothesline.
 5. You are not permitted to remove, damage, or tamper with facility equipment.
 6. 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.

17. You are not permitted to loiter. If you need to enter a tier other than your own, you must have prior approval from the Housing Unit officer.
18. "Lights Out" is at 11:00 p.m. Movement or talking will not be permitted after that time. On Fridays, Saturdays and the evening prior to a designated State Observed Holiday, the T.V. room will remain open until 2:00 a.m. for television viewing ONLY.
19. Benches and chairs that are provided in the dayrooms and television rooms must be used according to their intended purpose. Lying down on the benches is not permitted.
20. Microwaves in the Dormitories will be used only when the T.V. is on and after the 5:00 a.m. count is cleared. You are not permitted to melt candy in the microwave. The use of (paper bags, plastic bags, cardboard boxes, etc.) are prohibited in the microwaves; commissary bowls and plastic cups are the only approved items.
21. You are NOT permitted to store anything on the window ledge or radiator except during heating season. In C, D and E Buildings you may place a wet towel/facecloths on the radiator during heating season only.
22. Any recreational activity i.e. push-ups, sit-ups, etc. are not permitted on tiers or in dormitories or bathrooms.
23. Feet on walls, window sills, radiators or chairs are not permitted.
24. Industrial fans will be positioned by the unit officer. They are not to be moved by inmates, unless instructed to do so.
25. No showers after 10:30 p.m. or until after the 5:00 a.m. count, with the exception of workers and court returns.
26. No use of GAMEBOY or night-light in the dorms after lights out.
27. Televisions in buildings C,D, and E, are to be on the TV shelf on the bunk and turned off when not in your room.
28. Microwaves in buildings C,D, and E, go off in conjunction with the dayroom.
29. You are not permitted to store any facility cleaning products in your living area.

F. Smoking:

Enfield 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 room. 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.
5. Dormitory inmates are not permitted to use an extension cord or an A.C. power adapter. Inmates in C, D, and E Buildings may use only approved extension cords and or A.C. power adapters in their rooms.

H. Movement Regulations:

1. During movement you must walk at a normal pace. Running, malingering, and loitering are not permitted.
2. On the inner compound, you are required to stay on the inmates designated paved walkways unless otherwise posted.
3. You are not permitted to be closer than (10) feet to the perimeter fence, or nearer than the posted sign, whichever is further away.
4. Headsets will not be worn or audio equipment played during inner compound movement.
5. If a "RECALL" order or an order to "CLEAR THE YARD" is issued, you must return to your Housing Unit immediately.
6. You are not allowed to feed any animals that you may find on facility grounds. i.e. birds, cats, etc.
7. All clothing will be worn "NOT CARRIED" during movement, including to and from all recreational activities.

I. Dining Hall:

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

2. You must form a single file line to the food service area. Sitting or leaning on the rails and/or walls is not permitted. During the winter months, heavy coats must be checked at the coatroom. Inmates will be assigned seating in the dining hall. The seat assignments will be completed by the staff members in charge of the chow hall detail.
3. You are not permitted to cut in line.
4. You are responsible for receiving a complete tray; 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, cereal, one bowl, seasoning, peanut butter, marshmallow fluff and jelly. No items may be taken from the Dining Hall.
6. You must eat with your Housing Unit or Work/School Detail.
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. Trays will be placed in the scullery area and not thrown down.
10. Banging your tray on the railing is not permitted.
11. You must leave the Dining Hall after you finish eating and return to your assigned area.

J. Work, Programs, School 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 privileges and loss of pay if applicable.
2. Unauthorized items may not be taken to the work/program/school 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 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, 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.
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. At Enfield 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. If you are assigned to a dormitory (F or G dorms), you must remain on your bunk. If you are assigned to a Housing Unit (C, D, or E Buildings), you must remain in your room.
 2. If you reside in C, D, or E Buildings you are not to enter the dayrooms under any circumstances. Inmates residing in the dorms (F or G dorms) cannot loiter in the dayroom. You may use the water fountain and/or microwave upon approval of the Housing Unit officer.
 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 can attend Religious and Educational programs. You can attend the inmate dining hall during approved meal times only.

7. Loss of Recreation and confinement to quarters (CTQ) will not interfere with visits or work. The penalty Loss of Recreation and confinement to quarters (CTQ) may be imposed up to thirty (30) days. Any violation of the above listed rules may result in further disciplinary action up to, and including, the issuance of a Disciplinary Report for disobeying a Direct Order. Inmates are not permitted to participate in any recreational activity.
8. You are not allowed to sit on another inmates' bunk who is on loss of recreation.
- B. At Enfield CI, if extra duty penalties are imposed, it is your responsibility to complete extra duty within the allotted time of one week. Failure to do so may result in further disciplinary actions.
9. **SECURITY RISK GROUPS:**
A Security Risk Group is a group of inmates that has been designated by the Commissioner as posing a threat to the safety of staff, the facility, inmates, or the community. There are two types of Security Risk Group affiliation: (1) as a Member, or (2) as a Phase 1 Member as referenced in A.D. 6.14, Security Risk Groups.
10. **HOUSING ASSIGNMENT:**
Newly admitted inmates are assigned to the Orientation Unit in G-2. Upon completion of the orientation process and pending availability of space, inmates will be assigned to one of the other three dormitories. Two person room assignments are based on seniority and/or work assignment or other classification assignments. Housing assignments are made at the discretion of the first shift Operations Officer.
11. **PERSONAL PROPERTY:**
You are permitted to have personal property in your possession subject to the property standards for a level-3 facility. The standards regulate the total volume of property, the type of property, the specific articles allowed, the quantity of each article, and the conditions of ownership/access. The allowable property for this facility is stated in the Property Matrix, Appendix "A" of this Handbook (Reference: A.D. 6.10, Inmate Property).
- A. **Inmate's Risk of Possession:**
An inmate's property is retained at the inmate's own risk. The Department will not be responsible for any property personally retained by the inmate which is lost, stolen, damaged, consumed or discarded while in the inmate's room or 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. **Television Sets:**
Inmates assigned to F and G Dormitory Buildings are not permitted to have a T.V. Inmates assigned to rooms in C, D, and E Buildings will be allowed to have and/or purchase individual television sets and corresponding headsets. Any time you or your property is moved from the room, the T.V. set will be tested for operability prior to being placed in storage. The T.V. will again be tested for operability prior to being issued back to you.
- D. The following is the **Policy for Incoming Property** sent to Enfield C.I.:
1. Any inmate wishing to have boots or pajamas sent into the facility from an approved visitor must complete a package form, which will be available through their Housing Unit officer. The completed form will be forwarded to the Property Officer for review and approval. Inmates may have property sent in once per year only, between Thanksgiving & December 21st.
 2. Upon approval, the original approved form will be returned to the inmate who will be responsible for forwarding the form to his visitor via the U.S. Mail.
 3. All packages being sent in must have the package form taped to the outside of the package.
 4. The A & P Officer, after receipt of a package, will inspect the content(s) of the package. Any additional items inside of the package that are not listed on the approved form, or alterations of the approved package form, shall result in the entire package being donated, destroyed, or returned to the sender at the inmate's expense.
 5. Inmates will be held accountable for any alteration to the approved form, and will be subject to disciplinary action.
- E. **Volume of Property:**
You are permitted to have six (6) cubic feet of property in your possession of which no more than two (2) cubic feet may be Commissary or food and must be stored in your locker.
- F. **Transfer:**
If you transfer to another facility, you must pack all of your property in the container provided to you and take it to the Property Officer for inventory. You are responsible for

- returning all state issued property to include your handbook, pillow, mattress and linens to the LPU officer prior to your transfer/discharge.
- Failure to do so will result in the assessment of your account for the item(s) replacement value. Under ordinary circumstances, your property will accompany you to the next facility.
1. If you have been transferred here and have property at another facility, contact the Property Officer, via inmate request for assistance.
- G. **Unauthorized Property:**
Unauthorized Property is property that belongs to you that 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.
- H. **Unclaimed Property:**
Unclaimed Property is property that is not claimed within thirty (30) days of a notice having been sent to the inmate's last known address. Unclaimed Property will be disposed of in accordance with A.D. 6.10, Inmate Property.
12. **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.**
13. **MAINTENANCE:**
You should report any equipment malfunction to a staff member.

**PART II
FACILITY SERVICES**

1. **CLASSIFICATION:**
Classification is the ongoing process of collecting and evaluating information about you. Your risk and needs level will be determined for purposes of deciding the facility where you will be housed, your job assignment, your treatment needs, and what programs would be suitable for you. (Reference: A.D. 9.2, Inmate Classification).
 - A. **Classification Committee:**
The Classification Committee makes decisions about your classification status: job placement, needs assessment, risk evaluation, program participation, etc. The Classification Committee is chaired by the Classification Counselor Supervisor or designee.
 - B. **Unit Counselor:**
You will be assigned to a Unit Counselor. Your Unit Counselor will provide you with information about the operation of the facility and will assist you in adjusting to the facility and in taking advantage of program opportunities available to you.
 - C. **Transfer:**
Decisions involving a transfer to another facility are made at the discretion of the Director of Offender Classification & Population Management.
 - D. **Central File:**
The facility maintains a record of the status of your sentence (including any pending charges) and of your overall performance in a Central File. Your Central File is maintained by the Inmate Records Office. Questions about information in your 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 ARC 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. The Records Office will issue a Time Sheet quarterly, which will provide information about the computation of your sentence(s). Following is a description of factors that pertain to sentence computation (Reference: A.D. 4.2, Sentence Computation and Time Keeping).
 - A. **Statutory Good Time:**
Statutory Good Time is good time earned each month during service of a sentence (Reference: C.G.S. Sections 18-7 and 18-7a).
 - B. **Pre-Sentence Credit (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):**
Time awarded at the discretion of the Commissioner or designee at the rate of five (5) days per month for participation in programs or activities, good conduct and obedience to departmental rules, unit and/or program rules in accordance with RREC guidelines as determined by the Commissioner or designee.
The basic principles of RREC is for the Department of Correction to provide an incentive to

inmates and have the ability to award earned credit to those inmates who choose to be in compliance and conduct and obedience to departmental, unit and/or program rules. RREC also assists in providing inmates with valuable tools to be better prepared for reintegration into the community. RREC might reduce an inmates sentence and shorten the discharge date by five (5) days a month if in compliance. However, refusal to participate in programs or failure to abide by departmental, unit and/or program rules may result in not earning RREC, forfeiture of RREC and ineligibility to earn RREC.

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

3. **RELIGIOUS SERVICES:**
Coordination of religious activities is the responsibility of the Institutional Religious Facilitator (Reference: A.D. 10.8, Religious Services).
 - A. **Schedule:**
A schedule of religious services and activities will be posted on your unit bulletin Board and on the bulletin board in M-building.
 - B. **Religious Articles:**
There are only two ways in which inmates may acquire religious articles. (1) Religious articles may be ordered from Commissary by using Religious Commissary Forms which are available from the Commissary or from Religious Services; OR (2) Inmates may request to purchase religious articles not available through the Commissary by writing to the Director of Religious Services (designee for the Director of Programs and Treatment) to receive prior written permission. (See the Institutional Religious Facilitator to get the proper form.) Items ordered without prior written permission will be considered unauthorized and may be deemed contraband. Requests to the Director, to purchase crosses, oils, and other items which are already available through Commissary, will be denied. (Reference: A.D. 10.8, 5H.)
 - C. **Islamic 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 cell or by one's bed. (Reference A.D. 10.8 6E)
 - D. **Attending Religious Services/Activities**
An inmate may claim only one religion at a time, by completing CN 100801, Request for Designation of Religion. Regardless of where the inmate is incarcerated, the religious designation continues from one facility to the next, and an inmate can only attend services and programs for that designated religion. Change in religious designation shall be allowed not less than 90 consecutive calendar days from the date that the current religious designation became effective. Change of religion can only take place on the last Monday of each month. Requests for change will be by written notification to the Institutional Religious Facilitator using CN 100801, Request for Designation of Religion. (Reference: A.D. 10.8, 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 Monday - Friday, 8:00 a.m. to 3:00 p.m., except for 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 Monday through Friday, 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.
 - 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 will not be seen and will have to sign up with another request.
4. Medication prescribed at Sick Call will be dispensed immediately unless ordered by a physician, which could take up to three days.

F. Medication Call:

Medication is dispensed only at Medication Call. Weekly medications will be dispensed Thursday in the medical department at 12:00 Noon and you will be called by building only. If you are a worker or a student, notify the medical unit for special pick-up time. If you put in for a refill, order from MD - you will be called down to pick-up the medication.

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. Restrictive housing inmates will receive medication at their 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.

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 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 III.

Common Fare Diet:

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

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

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 and unit rules will be posted on the Bulletin Board in your housing unit. Prior to entering a recreational area, you are subject to a frisk search by a staff member. (Reference: A.D. 6.7, 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 hill behind the softball backstop is off limits.
 - c. The track is to be utilized for all walking and jogging. Any movement on the track will be in a counter clock-wise motion.
 - d. You are permitted to bring a radio with headsets/earphones, suntan lotion, board games, book and a towel into the recreation yard.
 - e. Inmate I.D. is required to enter the recreation yard.
 4. **Appropriate Conduct:**
You must conduct yourself according to the rules of the activity. Horseplay or behavior that poses a safety/security risk is not permitted.
 5. **Attire:**
You are required to wear clothing appropriate to performed activity.
- B. **Organized Recreation:**
1. Organized recreation programs will be scheduled on a monthly basis. Refer to the monthly calendar for offered activities. Inmates must be Disciplinary Report free or within the 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 organized programs at the equipment window during recreation or via inmate request. When signing up for a program, it is the individual's responsibility to monitor his status on the list.
Provided the inmate remains D.R. free, he will automatically be added to the program list when there is an opening. Inmates will not be notified individually of their status. Program lists are updated once a week and are posted in the gymnasium and / or recreation yard. The list may be checked during open recreation. You are not allowed to check-in for one program and attend another program, you must attend the program you signed up for.
 3. **Attendance:**
 - a. It is expected that program participants will attend scheduled sessions. 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.

6. **Music Program:**

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

Special Events:

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

7.

INMATE ACCOUNT:

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

A. **Incoming Funds:**

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

NOTICE: TouchPay is providing a new service for Connecticut D.O.C. inmates.

Funds can now be added to:

- Inmate Trust - To purchase goods for personal use.
- Telephone account - To deposit money into your phone account.
- Cash Bonds and Purges.

Family and friends can go to any of the facilities mentioned below and add money to anyone of the previously mentioned accounts using cash or credit card (Visa or Mastercard). Funds are available the next business day.

Deposit options:

- Phone (toll free): 1-800-232-1899
- Online: www.ctdoc.net
- Kiosk - located in these facilities (lobby area):
Hartford CC - 177 Weston St., Hartford CT 06120
Cheshire CI - 900 Highland Ave., Cheshire CT 06410
York CC - 201 West Main St., Niantic CT 06357
Connecticut Department of Correction
Facility #306109
Inmate name and Id # is required.

B. **Outgoing Funds:**

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

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 \$50.00 may be spent each week, excluding the purchase of a television, radio, shoes/sneakers, or cassettes (Reference: A.D. 3.8, Commissary).

A. **Commissary Day:**

Each Housing Unit is assigned a day for "receipt of commissary." The schedule is as follows:

- Tuesday - C and D Buildings;
- Wednesday - E Building;
- Thursday - F and G dorms
- Friday - Electronics

B. **Placing an Order:**

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

1. The commissary order must be turned in according to the above schedule, or the order will not be processed.

2. The commissary order must be complete and correctly filled out or the order will not be processed.

C. **Delivery:**

To receive your order, you must do the following:

1. 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.

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

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

9. **MAIL:**

Inmate use of the mail is governed by State Administrative Regulations 18-81-28 through 18-81-38 and 18-81-51. The information stated in this Handbook does not supersede or overrule 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 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 aérograms 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).

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

D. **Privileged Correspondence:**

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

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

E. **Indigent Inmate Mail:**

An inmate whose "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 Publication:**

Inmate access to publications is governed by State Administrative Publications (Reference: A.D. 10.7, Inmate Communications).

1. Inmates should keep the Counselor Supervisor informed about any subscriptions or other publications that their families have paid for. All publications paid for by the inmate must be placed through the Counselor Supervisor. All publications paid for by

the inmate's family MUST be sent directly from the vendor.

2. The Counselor Supervisor, and the Publication Review Committee shall then review them for appropriateness.
3. Orders will only be placed to a publisher, book club, or bookstore.
4. The Publication Review Committee reserves the right to review and deny all publications upon arrival should a question arise to their appropriateness in relation to Directive 10.7.

I. **Rejection:**

Correspondence which contains information 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 subjected to security requirements and to the constraints of space availability and scheduling.

A. **Visiting List:**

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

1. **Establishing the List:**

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

2. **Changes:**

You may change your Visiting List by mailing a Visiting Application Form to the proposed visitor. Changes are permitted every 120 days, per A.D. 10.6, Inmate Visiting. When a change is made 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, civil union partner, parent, grandparent, sibling, or child, including step/foster relationship.

Expanded Family:

An inmate's verifiable cohabitant, aunt, uncle, niece, nephew, mother-in-law, father-in-law, brother-in-law, sister-in-law, half brother and half sister.

2. **Limitations:**
 - a. No visitor, except immediate family members, shall be on more than one (1) inmate's Visiting List at any facility.
 - b. Visitation with the victim of any crime you have been charged with or convicted of is not permitted, except when approved in writing by the Warden.
 - c. A department employee will not be an authorized visitor unless the employee is an immediate family member and is approved in writing by the Warden.
 3. **Children Must Be Accompanied by:**
Any person under eighteen (18) years old is defined as a child. A child must be accompanied by an immediate family member of the inmate being visited including the inmate's children, grandchildren and/or siblings may be considered for a child visit, these categories shall include step/foster relationships. An inmate's expanded family member providing the authorized adult is in possession of and provides a written approval letter by the child's legal parent or guardian Children must be continuously attended and supervised while on facility grounds.
 4. **Community Groups:**
Other persons, such as community group representatives, may be authorized to visit you. Ask your Unit Counselor for details.
 5. **Inmates in Restrictive Housing:**
Inmates in Restrictive Housing normally are not allowed visits unless authorized by the Warden. (Reference: A.D. 94, 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.
- D. **Visiting Schedule:** Visiting is permitted for a 1 hour duration only during the following time periods: (see below).
1. **Monday:**
No Visiting Hours.
 - Tuesday through Friday:**
6:30 p.m. – 8:30 p.m.
 2. **Weekends:**
8:30 a.m. – 12:00 noon & 1:00 p.m. – 3:00 p.m. (Dayshift Only)
 3. **ODD / EVEN NUMBER WILL COINCIDE WITH THE DATE.**
NO HOLIDAY VISITING.
- NOTE:** The visiting schedule is arranged depending upon the last digit of the inmate's institutional number and the date of the visiting day.
Ex. Saturday May 1, inmates with odd numbers have visits.
- NOTE:** In the event of two odd visiting days falling back to back, the second odd day will be considered both odd & even day with a limitation on time. However, in the event it happens on a weekend Sunday will be considered an even day, with a limitation on time.
- E. **Special 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. During visits, physical contact is strictly limited to hand holding.

1. **Frequency:**
You are permitted to have one (1) visit each day that visiting is scheduled. Once a visit is in progress, any subsequent visit will be denied.
 2. **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 for an inmate at Enfield Correctional Institution must leave the premises, to include the parking lot.
 3. **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.
 4. **Visiting Room Articles:**
You are permitted to take only your wedding band, and authorized religious medal/headgear into the Visiting Room.
 5. **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.
 6. **Cross Visiting/Parties:**
Neither cross visiting among inmates and other visiting parties nor socializing among visiting parties is permitted. Once an inmate or visitor leave the visiting room for any reason, the visit is over.
 7. **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. 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. You are allowed to have a maximum of ten (10) telephone numbers on your approved telephone list.

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

D. Changes:

You must set up your Personal Allowed Numbers (PAN) prior to making any phone calls. You must manage your PAN list over the phone.

You will only be able to make changes to your PAN list on the first Monday through the first Friday of each month.

Pick up the phone and follow instructions for PAN management.

NOTE: This process can only be done AFTER a PIN has been issued.

E. Means of Access/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 Connecticut Correctional Ombudsman or attorneys. The word "attorneys" shall include organizations providing legal services to inmates.

Privileged call to state and federal public defenders office and Legal assistance to Prisoners shall be toll free. This shall not extend to private attorneys handling particular cases as special public defenders or on a "pro bono" basis. Inmates shall be allowed two privileged

calls a month in addition to call initiated by the inmate's attorney. Calls answered by a busy signal shall not be counted. Calls answered by a person or machine, capable of taking a message, shall be counted as a contact.

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.

12.

LAUNDRY:

All inmates that arrive at Enfield C.I. are seen by LPU (Laundry Pick Up) on the next business day at 8:30 a.m. Each inmate will be fitted and issued the following:

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

If you transfer in without a sweatshirt, Enfield C.I. will provide you with one sweatshirt. An Enfield property sheet must be presented in order to receive one. If you need to replace your sweatshirt you have the option of buying one through the commissary.

Each unit is equipped with a washer and dryer. Inmates may wash their personal clothing (i.e. underwear, sweats, gym shorts and personal towels). No sheets, pillowcases, blankets, or khakis are to be washed in the housing unit. These items will be washed by LPU via the housing unit schedule. Laundry rooms and machines are to be shut off at 11:00 p.m. and re-open after the 5:00 a.m. Count.

A. Underclothes:

New arrivals to the facility with two sets or less of underclothes and socks will be issued three new sets. An E.C.I. Property Inventory Form CN 61001 must be presented in order to verify the need. If an inmate comes in with three or more sets of underclothes and socks, he must purchase through commissary, if he wishes for more. If an inmate is indigent and transfers in with three or more sets of underclothes and socks, he must wait three months for his first issue and will have to be indigent at that time. Thereafter, you are on a six-month rotation and you still have to be indigent at that time to receive. All inmates that don't fall under indigent criteria will have to purchase underclothes and socks from commissary. Sweatshirts have to be purchased through commissary unless you are indigent.

Note: There are no replacements for torn or worn out T-shirts, boxers, socks or sweatshirts. These items must be purchased through commissary if you wish for more.

B. RHU (Restrictive Housing Unit):

If an inmate is placed in RHU (Restrictive Housing Unit), an officer will pack the inmate's personal and State-issued property. Khakis will be sent to LPU (Laundry Pick Up) to be washed, pressed, inventoried and stored, until he returns to the compound or is transferred. The mattress and pillow will be put into storage.

C. Inmates Transferring:

When an inmate transfers out of the facility all of his personal and State issued property, will be transported to the A&P Room, with the following exception: You are required to return your pillow and mattress to the LPU. Failure to do this will result in your inmate account being charged for the item(s) as well as disciplinary action.

D. Bedrolls:

All bedrolls are issued by A&P (Admitting & Processing) and consist of two sheets, one blanket, one pillowcase, one towel, mattress, and one pillow. You are allowed one pillow in your possession, even if you have a commissary pillow. If you choose to purchase a pillow from commissary, you will have to turn in your state issued pillow to L.P.U.

Inmates receive a bedroll upon arrival to the facility, or upon release from RHU (Restrictive Housing Unit). For all other moves such as room change, the inmate will bring his entire bedroll, and mattress with him. Both the bedroll and mattress are assigned to the inmate for the duration of his stay at Enfield C.I.

E. Laundry Schedule:

- **Monday** -Khakis and Linens are done for all four Dormitories (F1, F2, G1, and G2). The LPU Officer will pick up the Khakis in the morning during the 7:30 a.m. count. The linens, blankets, sheets, pillowcases and towels will be collected by the Day Shift Officer and a record will be kept of what is collected and from whom.

All Khakis and linens will be returned during the 12:30 p.m. count to ensure that all inmates are present to receive their clothing.

- **Tuesday** -E-Building: Inmates have from 1:00 p.m. on Monday until 7:30 a.m. on Tuesday to put their Khakis in the laundry. All linens will be turned in by 9:30 a.m., and will be picked up by an LPU worker.

All Khakis and linens will be returned to the building during the 12:30 p.m. count and will be passed out by the laundry workers by number in each tier. This is to ensure that all inmates are present to get their clothes.

Note: One tier per week washes blankets.

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

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

F. **Kitchen Whites:**

Kitchen whites/checkered are washed daily. Kitchen workers will drop off their dirty whites/checkered in the morning before 10:00 a.m.

These whites/checkered will be cleaned, pressed, and put in the kitchen box for inmates pick up. All inmates must present their I.D. card to receive their kitchen clothing. Kitchen workers will pick up and drop off their whites/checkered on their way to and from work to avoid traffic through the barbershop.

G. **Mattresses:**

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

13. **BARBER SERVICES:**

The schedule for barber services is posted on the Bulletin Board in your Housing Unit.

A. Barber services may only be provided by assigned barbers.

B. Logos, symbols, or words, are not permitted to be cut into the hair.

C. Haircuts which draw attention to oneself are not allowed (i.e. Mohawk, etc).

14. **PUBLICATION ORDERS:**

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

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

Inmates must notify the Counselor Supervisor if their family will be paying for publications.

Inmates must write an Inmate Request to the Counselor Supervisor with the following information:

1. What company is sending the package.
2. Titles of the publications that will be in the package.
3. Name, Number and Housing of the inmate expecting the package.

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

Instructions are posted on the M Building Bulletin Board.

ALL ORDERS for the purchase of **Books, Magazines or Newspapers** must be made through the Counselor Supervisor, and paid for with funds deducted from your inmate account. Bring a postage paid envelope and all the necessary information to the Counselor when you want to place your order. No gift subscriptions or "bill me later" orders allowed. **FAMILIES MAY PAY for Subscriptions and Books, but these publications MUST be sent directly from the vendor.** All Book Clubs demand complete pre-payment for items sent to correctional facilities. Any items not complying with these rules will be returned to the sender at your expense.

Upon arrival at ECI, you must promptly notify the Counselor Supervisor in writing about any outstanding orders for books or publishers packages, and also about any ongoing subscriptions, which were not ordered through the ECI. This will aid you in receiving these items when they do arrive at ECI.

BOOKS, MAGAZINES, AND NEWSPAPERS

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

15. **PHOTOCOPYING:**

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

16. **NOTARY PUBLIC:**

Services of a Notary Public are available Monday 1:00 PM. The function of a Notary Public is to verify that the signature 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 named "The New View."

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 New View" Supervisor or School Principal.

B) **Submitting Articles:**

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

18. **RELEASE ON BOND:**

The Warden of this facility is authorized to accept the bail of any inmate held in lieu of bond and release such inmate, provided the sole basis of confinement is the bond which is posted. If you want to post a bond, contact your Unit Counselor (Reference: C.G.S. Section 54-53).

19. **COURT TRIP:**

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

A. You must wear the Dress Uniform.

B. You are permitted to take legal materials with you that pertain to the case at hand.

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.

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.

20. **ORIENTATION:**

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

21. **PROPERTY LOSS:**

If any of your property is lost or damaged, you should use the Inmate Request Form to initiate recovery or compensation. If the answer to the Inmate Request is not satisfactory, use the IGP, (Inmate's Grievance Procedure). If the IGP is not satisfactory and if you believe the State is responsible for the loss or damage, you may file a claim through the Commission on Claims. A claim must be filed within one year of the knowledge of the loss or damage, but in no event more than three years from the date of loss or damage (Reference: A.D. 6.10, Inmate Property; C.G.S., Section 4-141, et. seq.).

A. To file a claim, fill out two (2) copies of Form CN 2395.

B. Mail one (1) copy to the State Claims Commissioner with the filing fee. Mark the second form "COPY" and send it to the Warden.

22. **GATE MONEY:**

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

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

23. **INTERPRETER SERVICES:**

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

24. **PRISON RAPE ELIMINATION ACT:** In accordance with the National Prison Rape Elimination Commission Enfield CI shall ensure compliance with prevention, detection and punishment of prison sexual assaults. The Department of Correction maintains a zero tolerance policy regarding any form of sexual abuse. If you believe you are a victim please report your concerns to a staff member immediately. We are committed to maintain a safe and secure facility environment.

**PART III
FACILITY PROGRAMS**

1. **GENERAL:**

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

2. **EDUCATION:**

Educational programs in the Department of Correction are administered under the State of Connecticut - Unified School District No. 1. The School Principal administers 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 Educational Development (GED) provides instruction to achieve twelfth grade proficiency based on the GED examination.
- C. Teaching English to Speakers of Other Languages (TESOL) helps students whose primary language is not English. Students will develop skills in reading, writing, and speaking English.
- D. Vocational Education (Voc. Ed.) combines classroom instruction and occupational training in numerous trades and workplace skills. Available programs are:
 1. Graphics and Printing Technologies
 2. Microcomputers
- E. Special Education programming provides additional and/or alternative instruction for students who are found to have cognitive and/or behavioral challenges that impede their ability to learn as quickly or to the same proficiency level as other, non-diagnosed students. These services are extended to students up to and through the school year of their twenty-first birthday.
- F. Post Secondary (PS) provides college courses in conjunction with local colleges. Contact your Unit Counselor or 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.

ENFIELD CI SCHOOL ATTENDANCE POLICY

Policy:

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

Procedures:

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

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

Definitions:

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

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, Submit a School Request CCIE 1000
2. Vocational Educational classes - Vocational Instructor, Submit a School Request CCIE 1000
3. Kitchen - Kitchen List Coordinator
4. L.P.U. - Laundry Supervisor
5. Housing Unit Laundry - Operation's Officer
6. Maintenance - Maintenance Supervisor
7. Janitorial Assignment (with the exception of Northern C.I. and the Dorms) - Operation's Officer
8. Dorm's Janitorial Assignments - Dorm Counselors
9. A - Building and M - Building Janitors - Shift Commander
10. Barber Shop - Day Shift Lieutenant
11. Work Details and Outside Grounds - Unit Counselor
12. Northern C.I. Janitor - Counselor Supervisor

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

4. **ADDICTION SERVICES:**

The Addiction Services Unit offers a variety of outpatient programs to assist inmates in overcoming substance abuse problems. The Addiction Services counseling staff oversees the programs available at B.C.I. The substance abuse programs available are:

- A. Twelve (12) Step Fellowships of A.A. and N.A.
- B. Tier 2 Program
- C. Aftercare Program
- 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 "HIV Counselor." This is a confidential service (Reference: A.D. 8.11, Human Immunodeficiency Virus Infection).

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.

PART IV OUTSIDE SERVICES AND PROGRAMS

1. **PAROLE:**
Parole is a release from incarceration to supervision in the community before the expiration of an inmate's sentence. The Board of Parole is a State agency that is separate from the Department of Correction and makes parole decisions based on the Board's determination of the following:
 - A. Whether there is reasonable probability that the inmate will live and remain at liberty without violation of the law.
 - B. That such a release is not incompatible with the welfare of society. The Board of Parole will determine whether the inmate must serve 50% or 85% of his or her sentence before becoming eligible for parole. This decision will be based upon the criteria outlined in C.G.S. 54-125a-5, Guidelines.

Note: For information, contact the Institutional Parole Officer via Inmate Request.
2. **SENTENCE REVIEW:**
Sentence Review is the review by a panel of judges of an inmate's sentence that is 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 your Unit Counselor.
4. **LEGAL ASSISTANCE:**
Legal assistance to inmates is provided by Inmates' Legal Assistance (ILA). The scope of service is as follows:
 - A. Identifying, articulating, and researching legal claims.
 - B. Enabling inmates to access the judicial system through advice, counsel and preparation of meaningful legal papers, such as writs, complaints, motions and memoranda of law for claims having legal merit.

ILA provides legal assistance in civil matters only. Thus, ILA cannot provide legal assistance relative to criminal cases or to appeals of criminal cases. ILA will represent inmates in family matters, such as divorces, child custody, DCF proceedings and other civil matters. An ILA attorney is present at Niantic C.I. one day per week, or the equivalent. A written request is preferred. Written requests should be addressed to:
Inmates' Legal Assistance, PO Box 260237, Hartford, CT 06126-0237.
Inmates are encouraged to utilize the 1-800-301-ILAP line.

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

Criminal matters are handled by your personal attorney or the Office of the Public Defender. Office of the Public Defender, 30 Trinity Street, Hartford, CT 06106.
5. **SPEEDY TRIAL:**
A speedy trial is a petition from an inmate to the court having jurisdiction. There are three types of speedy trials that affect inmates in custody:
 - A. An inmate in custody solely because of charges pending in this state (C.G.S. Section 54-82m).
 - B. An inmate under sentence with untried charges pending in this state (C.G.S. Section 54-82c).
 - C. An inmate under sentence with untried charges pending in another state (C.G.S. Section 54-186, 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 registered with the Selective Service and if this was not done, you will not be eligible. To register, contact the Selective Service System Liaison assigned to this facility.

APPENDIX A

PROPERTY MATRIX

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

1. **Quantity:**
The matrix in Section 3 below lists the authorized property for this facility. You are permitted to have in your possession the items listed in the matrix in the quantity indicated (the number in the matrix). Where quantities are separated by a slash mark (/) the first figure is the maximum amount permitted. The second figure is the minimum amount required; the item must be supplied by the facility to reach the minimum. POP refers to General Population and R/H refers to Restrictive Housing to include Punitive Segregation, Administrative Detention, and Transfer Detention.
2. **Matrix Codes:**
The letter Codes in this section are used in the matrix in Section 3 to explain the conditions that apply to the specific property item:
 - A. - Commissary purchase only.
 - B. - Must be itemized on the running inventory.
 - C. - Only if specifically approved by facility.
 - D. - Items which shall be permanently marked.
 - E. - Access only; not in inmate's possession.
 - F. - State issue only.

ITEM	POP	R/H
Shirt*	3BDF	-
Pants	2BDF	-
Jumpsuit*	-	1F
Coat	1F	-
Baseball Cap*	2ABC	-
Kuffi (white or off white)*	2AB	1AB
Footwear **	2BD	-
Handkerchiefs (white only)*	4A	-
T-shirts (white only)(V-neck or regular)*	6/2B	1B
Thermal Underwear (top and bottom)*	2ABD	-
Socks*	6/3B	1B
Sweatshirts (white or gray only)*	2/1BD	-
Sweatpants (white or gray only)*	2BD	-
Gym Shorts*	2ABD	-

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

** Footwear: (any combination of boots/shoes/sneakers)

ITEM	POP	R/H
Athletic Supporter*	1A	-
Pajamas*	1BD	-
Bathrobe*	1BD	-
Slippers	1BD	-
Shower Things	1AB	1B
Wash Cloth	2AB	1AB
Towel	2BD	1F
Television 13" (headset required)	1ABCD	-
Radio (8"x5"x3" or less) (headset required)	1ABCD	-
Cassette Player (headset required)	1ABCD	-
Cassette Tapes*	14AB	-
Head Phones	1ABCD	-
Head Phone Extender	1ABD	-
Pocket Calculator	1AB	-
Adapter Jack	1ABCD	-
Appliance Converter	1AC	-
Batteries	4AC	-
Extension Cord (max 9')	1ABC	-

Electric Razor	1ABD	-
Electric Beard Trimmer*	1ABCD	-
Address Book	1AB	-
Photo Album (not to exceed 2" non-metal)	1AB	-
Padlock	1AC	-
Prescription Eye Glasses	2B	1B
Watch	1B	-
Wedding Ring	1B	1B
Religious Article	AB	1B
Drinking Cup	2A	-
Clock (wind-up)	1ABCD	-
Prayer Rug	1ABD	1ABD
Underpants (boxers or briefs)*	6/3B	1F
Video Game*	1ABD	-
Video Game Tapes*	5ABD	-
Doo Rag*	1A	-
Clip-on Book Lamp	1ABC	-
Fan 12" w/plastic blades	1ABCD	-
Compact Disk Player	1ABCD	-
Compact Disks*	14AB	-

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

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 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.



Administrative Remedies Routing Chart Connecticut Department of Correction

Attachment A
REV 4/25/2012
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 9810).

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 R/w/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 –</p> <p>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 style="text-align: center;">– Appeal of Level 1 Decision –</p> <p>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 style="text-align: center;">– Level 2 Review –</p> <p>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 style="text-align: center;">– Appeal of Level 2 Decision –</p> <p>If the inmate appeals the Level 2 decision, the appeal is logged and forwarded to the Level 3 Reviewer (Commissioner or designee).</p> <p style="text-align: center;">– Level 3 Review –</p> <p>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 style="text-align: center;">UPON CONCLUSION OF THE GRIEVANCE PROCEDURE THE INMATE HAS EXHAUSTED HIS/HER ADMINISTRATIVE REMEDY</p>	<p>The inmate shall have 16 days from the time of decision or action in which to file an appeal. The appeal shall be directed to the relevant decision-maker as shown below. The decision-maker 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 CCPM.</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 DHD may be appealed).</p> <p>Appeal of Decision to Revoke Religious or Educational Inmate's Not Available in the Commissary (Section 11). The Unit Administrator.</p> <p>Media Review Committee Decision (Section 12). The Director of Security.</p> <p>Furlough Decision (Section 13). Home visit: the Unit Administrator.</p> <p>Americans with Disabilities Act Decision (Section 14). Department ADA Coordinator.</p> <p>Unacceptable Correspondence (Section 13)(Exemption 2012-01-27). Deputy Warden Security Division</p> <p>Appeal of Determination of Retrospective RREC Credits (Section 17). Unit Administrator</p> <p style="text-align: center;">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 pursuing resolution by completing CN 9611, Property Claim. The inmate shall mail the completed 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 style="text-align: center;">UPON CONCLUSION OF THE PROPERTY CLAIM PROCEDURE THE INMATE HAS EXHAUSTED HIS/HER ADMINISTRATIVE REMEDY</p>

Resumen de Remedios Administrativos del Confinado

Revisado el 16 de Enero del 2008

¿Que son los Remedios Administrativos?

Remedios Administrativos son los medios de un confinado para solicitar una revisión formal de cualquier acción o decisión que este dentro del ambito de la autoridad del Comisionado de Corrección. Hay tres tipos de Remedios Administrativos: (1) una queja, (2) una apelación de una decisión discrecional, y (3) un reclamo de propiedad. Los procedimientos de quejas, apelaciones y reclamos de propiedad están 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 puede ser proveída 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 área 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 tópico específico. Si esta acción no resuelve su problema, para someter una queja utilice el Formulario de Remedios Administrativos del Confinado (CN 9602). O, para someter un reclamo de propiedad, use el formulario de investigación de Perdida/Daño de Propiedad (CN 9609). Para una Apelación de una Decisión Discrecional, Decisiones discrecionales incluyen decisiones disciplinarias (usted tiene que haberse declarado "no culpable" en una audiencia para apelar una decisión disciplinaria), decisiones de clasificación, asignaciones de manejo especial, designaciones de Grupo de Riesgo a la Seguridad, decisiones de revisión de publicaciones, decisiones de pasas a la comunidad y decisiones 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). O, 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 decisión. Hay límites de tiempo para quien toma la decisión 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 están 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 están 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 específica 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 sí mismo.

En caso de Emergencia

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



Gráfica de Dirección de Remedios Administrativos
Departamento de Corrección de Connecticut

Adjunto A(SP)
REV 1/31/08
D.A.9.6

<p>Un confinado somete una queja o una apelación de un formulario CN 9602 y depositándolo en el buzón marcado Remedios Administrativos; un confinado somete un reclamo de propiedad completando el Formulario 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 (exceptando el someter el formulario CN 9610).</p> <p>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 iniciado una resolución informal, o, bajo las circunstancias, no es requerido. El ARC determina si la Queja debe ser Devuelta sin Disposición (Rw/O), (Si Rw/O, es devuelta al confinado sin haber sido registrado como una queja.) El ARC dirige la queja al Revisor de Nivel 1.</p>	<p>PROCEDIMIENTO DE QUEJA (Sección 8)</p> <p>- Revisión del Nivel 1 - El Revisor del Nivel 1 (Administrador de Unidad) determina el ámbito de la investigación y decide la queja. El ARC registra la respuesta y envía el formulario de queja al confinado.</p> <p>- Apelación de Decisión del Nivel 1 - Si el confinado apela la decisión del Nivel 1, la apelación es registrada y enviada al Revisor de Nivel 2 (Administrador de Distrito o Director de Libertad Bajo Palabra y Servicios Comunitarios).</p> <p>- Revisión del Nivel 2 - El Revisor del Nivel 2 decide el merito de la queja y al notificarlo le informa al confinado si la queja puede ser apelada al Nivel 3. Si no es apelable le informa que los remedios administrativos han sido agotados.</p> <p>La queja es devuelta al ARC, quien registra la respuesta y envía el formulario de queja al confinado.</p> <p>- 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).</p> <p>- Revisión del Nivel 3 - El Revisor del Nivel 3 decide la queja y la devuelve a la oficina de destino apropiada para ser registrada. La oficina de Distrito envía la queja al ARC de la Institución donde el confinado está.</p> <p>El ARC registra la queja y se le envía al confinado.</p>	<p>PROCEDIMIENTO DE APELACIÓN</p> <p>El confinado tendrá 15 días escritos del tiempo de la decisión o la sesión en la cual la apelación ha sido radicada. La apelación será dirigida a la persona pertinente que toma la decisión según indicado en la continuación. La persona quien toma la decisión tendrá 15 días laborables para responder por escrito a la apelación del confinado.</p> <p>Decisión de Clasificación (Sección 2); Administrador de Unidad; Tomada por Administración de Probación; el Director de CCPM.</p> <p>Decisión de Administración Especial (Sección 3); (Segregación Administrativa, Menaje de Necesidades Especiales, Alta Seguridad, Disciplina Crónica, Custodia Protectora); el Comisionado Distrito de Operaciones.</p> <p>Estado de Riesgo a la Seguridad (Designación de Múltiple Amenaza a la Seguridad (Sección 3); Administrador de Distrito.</p> <p>Asesoría Disciplinaria (Sección 3); El Administrador de Distrito (reservando todos los derechos por el Oficial de Asistencia Disciplinaria pueden ser apelados).</p> <p>Apelación de Decisión de Riesgo de Chinas o CD's, notificación de Estudios no Disponible en la Compañía (Sección 11); El Alcalde (Sección 12); El Director de Seguridad.</p> <p>Decisión de Paseo a la Comunidad (Sección 13); Viene del Jefe de Administración de Unidad; Jefe de Programa; Administrador de Distrito.</p> <p>Decisión del Acta de Actividades con Inestabilidad (Sección 14); Coordinador Departamental de ADA.</p>	<p>PROCEDIMIENTO DE RECLAMO DE PROPIEDAD (Sección 14)</p> <p>El proceso es reclamo de pertenencia de propiedad del Departamento de Corrección esta limitado a reclamos que no excedan \$3000 y únicamente para confinados en una institución comunitaria. Si el reclamo no reúne ambas condiciones, el reclamo deberá recibir directamente con el Comisionado de Reclamos.</p> <p>El confinado completará el formulario CN 9608, Formulario de Investigación de Pertenencia de propiedad y adjuntará el formulario llamado en el buzón marcado "Remedios Administrativos".</p> <p>Si el problema ha sido resuelto como resultado de la investigación de la institución, el confinado completará el Formulario CN 9610 Reclamo de Investigación de Propiedad y lo depositará en el buzón marcado "Remedios Administrativos".</p> <p>Si el asunto no es resuelto, el confinado puede elegir continuar la búsqueda de una resolución. El confinado tiene que enviar el formulario CN 9611 Reclamo de Propiedad cuando la institución no ha respondido con el documento requerido a la institución en la Junta de Reclamos de Propiedad.</p> <p>Un cargo de \$25.00 por redacción será requerido para todo reclamo sometido con la Junta de Reclamos de Propiedad. Los cargos pueden ser abajados por buena causa por la Oficina de Reclamos del Departamento.</p> <p>La Junta de Reclamos de Propiedad decidirá el reclamo basado en sus meritos incluyendo el sostener una audiencia de ser necesario.</p> <p>Si la Junta de Reclamos de Propiedad rechaza un reclamo por completo o en parte, el confinado podrá a no mas tarde de (60) días después de dicha decisión, someter un reclamo con el Comisionado de Reclamos del Distrito.</p>	<p>AL CONCLUIR EL PROCEDIMIENTO DE QUEJA EL CONFINADO HA AGOTADO SUS REMEDIOS ADMINISTRATIVOS.</p> <p>AL CONCLUIR EL PROCEDIMIENTO DE QUEJA EL CONFINADO HA AGOTADO SUS REMEDIOS ADMINISTRATIVOS.</p>
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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. Pudiera 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 pueda 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 institución 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.

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AT ENFIELD CORRECTIONAL INSTITUTION.