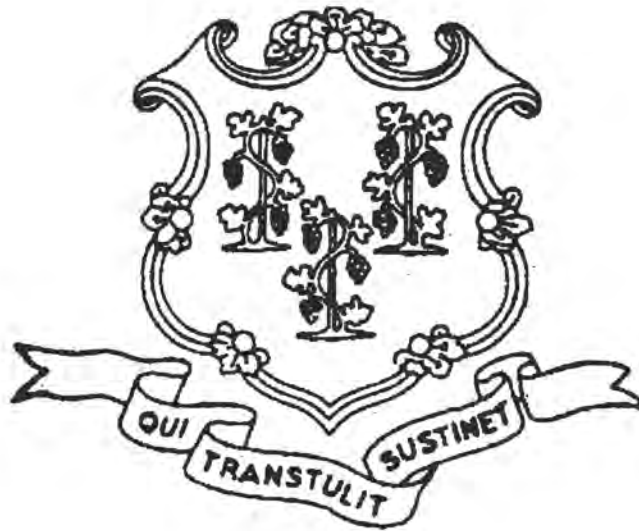


New Haven Community Correctional Center

INMATE HANDBOOK



A TURNING POINT

Revised 3/20/2013

CONNECTICUT DEPARTMENT OF CORRECTION

MISSION STATEMENT

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

NEW HAVEN COMMUNITY CORRECTIONAL CENTER

MISSION STATEMENT

The New Haven Community Correctional Center shall protect the public, protect staff, and provide safe, secure, and humane supervision of offenders with opportunities that support successful community reintegration through appropriate partnerships with community based groups that promote meaningful opportunities for inmates to acquire the necessary life skills, education and values essential to be responsible and productive citizens.

New Haven Community Correctional Center
is a Level 4, pre-trial, male facility.

The mailing address is:

**New Haven C.C.C.
245 Whalley Avenue
New Haven, CT 06511**

Your name and number should appear on all correspondence.

TABLE OF CONTENTS

PART I: Facility Operating Procedures

<u>Sec. No.</u>	<u>Title of the Section</u>	<u>Page</u>
1.1.	Chain of Command.....	1
1.2.	Addressing Staff	1
1.3.	Following Orders.....	1
1.4.	Personal Conduct	1
1.5.	Personal Safety.....	1
1.6.	Initial Orientation.....	1
1.7.	Initial Classification	2
1.8.	Identification Card	3
1.9.	Pass System.	3
	Movement and Corridor Regulations	
1.10.	Rules and Regulations.....	3
	Count; Contraband and Search; Clothing/Accessory; Personal Hygiene; Housing Assignment; Housing Rules; Smoking; Fire Safety; Meals; Work/School; Visiting Recreation and other Activities	
1.11.	Disciplinary Action/Code of Penal Discipline.....	8
1.12.	Security Risk Groups/Gangs.....	9
1.13.	Personal Property	9
1.14.	Property Loss	11
1.15.	Information, Problem Solving, Request System and Grievances.....	11

PART II: Facility Services

2.1.	Classification.....	13
	Facility Classification Committee; Counselor; Transfer; Master File; Appeal of Classification Decision	
2.2.	Religious Services	14
	Schedule; Religious Articles; Marriage and Civil Unions	
2.3.	Health Care Services	14
	Access to Services; Emergency Care; Sick Call; Pharmacy Services; HIV Counseling; Mental Health Services;	
2.4.	Food Services	16
	Common Fare Diet	
2.5.	Recreation	17
	General Recreation; Special Events	
2.6.	Inmate Accounts	17
	Incoming Funds; Outgoing Funds; Release from Custody	
2.7.	Commissary	18
2.8.	Mail	18
2.9.	Visiting	20
2.10.	Telephones	25
2.11.	Laundry.....	26
2.12.	Barber Services	26

2.13. Library.....	26
2.14. Photocopying.....	27
2.15. Notary Public.....	27
2.16. Release on Bond.....	27
2.17. Court Trip.....	27
2.18. Gate Money.....	27
2.19. Interpreter Services.....	28

PART III: Facility Programs

3.1. General.....	29
3.2. Education.....	29
3.3. Work Assignment.....	29
3.4. Furloughs.....	29
3.5. Community Release.....	29
3.6. Discharge Planning.....	30
3.7. Parole.....	30
3.8. Sentence Review.....	30
3.9. Pardon.....	30
3.10. Legal Assistance.....	30
3.11. Clergy Visits.....	31

- APPENDIX A – AMERICANS WITH DISABILITIES ACT
- APPENDIX B – SELECTIVE SERVICE SYSTEM
- APPENDIX C-UNIT RULES AND REGULATIONS
- APPENDIX D- SEXUAL ASSAULT PREVENTION FOR INMATES
- APPENDIX E – FACILITY INMATE CONTACTS
- APPENDIX F – CODE OF PENAL DISCIPLINE (A.D. 9.5)

References in the Handbook

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

PART I

FACILITY OPERATING PROCEDURES

- 1.1. **CHAIN OF COMMAND.** Inmates will use the chain of command within this facility to resolve and obtain assistance pertaining to daily operations and/or personal problems. The chain of command is as follows: Unit Officer, Unit Counselor, Unit Supervisor/Lieutenant, Captain, Deputy Warden and Warden. All issues may be addressed through the chain of command prior to filing a grievance.
- 1.2. **ADDRESSING STAFF.** Uniform staff should be addressed by title: "Officer (name)", "Lieutenant (name)", "Captain (name)", "Deputy Warden (name)", "Warden (name)". Non uniform staff should be addressed either by title or by "Mister or Ms. (name)". If you do not know the title or name, address the staff as "Mister/Sir or Ms."
- 1.3. **FOLLOWING ORDERS.** You must obey any order issued to you by a staff member. If more than one order has been given obey the last order. Failure to comply with an order will result in disciplinary action.
- 1.4. **PERSONAL CONDUCT.** You are required to conduct yourself in a responsible manner. You are expected to respect the property of others, comply with facility rules and the direction of staff. The time you spend here will be productive, if you are determined to make it so.
 - A. You are not permitted to engage in behavior that disrupts the order of the facility, threatens security, and endangers the safety of any person or damages State or personal property.
 - B. You are not permitted to make sexually suggestive remarks or gestures to any person.
 - C. You are not permitted to make excessive noise or to use profanity.
- 1.5. **PERSONAL SAFETY.** The Department and this facility are committed to ensuring your safety. If you believe that your safety is at risk or the safety of another is at risk, report your concerns to a staff member.
 - A. You are not permitted to borrow, lend or steal any property items. Extortion or "strong-arming" is not tolerated.
 - B. Sexual assault is not tolerated. If you are assaulted or aware another person has been assaulted, report it immediately to a staff member. All reported instances will be investigated fully, forwarded to the State Police and prosecuted to the fullest extent of the law.
- 1.6. **INITIAL ORIENTATION.** Within 48 hours (not including weekends/Holidays) of admission to this facility, you will receive initial orientation. The purpose of this session includes but is not limited to the following:

- A. Distribution of various materials such as this Inmate Handbook, Administrative Directive 9.5, Cost of Incarceration Form, Telephone Add/Drop Form, HIV/Aids Handout, Sexual Assault Prevention, Administrative Remedies, and Hazmat protocols, etc.
- B. Review the facility expectations of you.
- C. An opportunity is given to establish Religious affiliation and sign up services.
- D. Pin number assignment for telephone use if there was never one established.
- E. Offer the opportunity to add courtesy visitors which must be your immediate family to your visiting list (only if there was never an established visiting list).
- F. Review of Programs, Services and work opportunities.
- G. Religious Services
- H. Answer questions as applicable.

1.7. **INITIAL CLASSIFICATION / OFFENDER ACCOUNTABILITY PLAN.** Initial Classification is a process by which the Department of Correction determines an inmate's risk level and needs. This assists in placing inmates in the proper programming and proper facility. Each new admission is seen and evaluated within 48 hours by the Medical Unit, Mental Health Services, the Education Department, and Addiction Services. After each evaluation a number score is given to indicate each of the various needs. Once the needs are determined, the inmate will be assigned to the proper programs to meet that individual need.

In general, there are seven areas by which an inmate's overall risk level is determined. These include any escape history, the severity of the current offense, any previous violence history, the length of sentence, any pending charges or detainers, discipline history, and any security risk involvement. An overall score is given to determine the risk level (level 4 being the most severe and level 2 being the least severe). Within 2 working days each inmate will receive an assessment sheet to show their needs and risk level by the Intake Counselor.

During initial classification, sentenced inmates will be given their release date and their parole eligibility, transitional supervision, and halfway house eligibility, as appropriate. Additionally, an Offender Accountability Plan will be presented to those inmates serving a sentence. This plan will outline programmatic interventions that have been selected based on your treatment and need scores. You will be requested to sign the plan indicating your acknowledgement and agreement to participate fully in all recommended programs that will aid in your successful reintegration back into society upon discharge.

After the initial classification process is completed inmates will be moved out of the orientation/intake unit and assigned to other housing units as beds become available.

- 1.8. **IDENTIFICATION CARD.** You will be issued an Identification card (I.D.) with clip which must be carried at all times.
- A. Failure to wear your I.D.; or possession of another inmate's I.D. ; or defacing, tampering with, or altering your I.D., is prohibited and will subject you to disciplinary action.
 - B. If you lose, destroy, or alter your I.D., you must report it to the Housing Unit Officer. You will be assessed three dollars (\$3.00) and may be issued a Disciplinary Report if your I.D. is lost, destroyed, or altered. Inmates in general population are not permitted movement on the compound until the I.D. is replaced.
 - C. You must surrender your I.D. with the clip and Inmate Handbook to the A/P Officer upon transferring to another facility. If you fail to do so, you will be assessed three dollars (\$3.00) for each missing item.
- 1.9. **PASS SYSTEM.** Movement from one place to another within the facility requires a signed pass, except during mass movement such as to and from work areas, meals 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.
- A. **Movement and Corridor Regulations.**
 - 1. During movement you must walk at a normal pace. Running, malingering, or loitering is not permitted.
 - 2. You are required to walk on the appropriate side of any corridor, hallway or staircase.
 - 3. You must walk single file.
 - 4. You must maintain a distance of more than five (5) feet from any corridor gate when it is being opened or closed.
 - 5. If an order to "CLEAR THE CORRIDOR" is issued, immediately follow the direction of staff.
 - 6. If a " RECALL" order is issued, you must return to your Housing Unit immediately.
 - 7. You are not allowed to talk while in any corridor.
 - 8. You are not permitted to talk to other inmates who are in their cells when you are going to/returning from an activity.
 - 9. You are not permitted to stop to talk into cell windows.
 - 10. You may be subject to random searches by staff during any movement.
- 1.10. **RULES AND REGULATIONS.** Compliance with the rules and regulations is essential to the good order of the facility and the mutual well being of all. Failure to comply with the rules may subject you to disciplinary action.
- A. **Count.** Counts are conducted at various times during each day. During count there is to be no movement between units or within the units. For any count taken during the hours of 7:00 am to 10:00 pm, inmates in the dorm area must remain on their bunks when the count is being taken. For

each count you must be in your Housing Unit, unless you have approval to be at another place. For a count taken in the Housing Unit you must be at your bed until the count is clear and remain clearly visible to the officer taking the count. If you are away from your Housing Unit, follow the instructions of the officer taking the count. For any count taken during the hours of 10:00pm to 7:00 am, you are not required to stand unless the officer taking the count deems it necessary. Movement, talking, or making noise is not permitted while the count is in progress. The lights will be turned on during a count if the officer deems it necessary. If a recount is necessary, you must repeat the count procedure. When an identity count is called, you are to show your ID to staff and state your name and inmate number.

B. Contraband and Search.

1. You are prohibited from having or using contraband. Contraband is anything not authorized to be in your possession or anything used in an unauthorized or prohibited manner. In general, an item is contraband if it has: (1) not been issued to you by the facility, (2) not been purchased by you from commissary, or (3) been altered from its original state; or (4) if the amount of property 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. Institutional equipment and supplies found in an inmate's possession in other than the authorized area are contraband.
4. You, your cell, and your property are subject to a search by staff at any time. Searches may be conducted with or without the inmate present. All areas of the facility including your Housing Unit, work area, and personal property are subject to search at any time by a staff member. (Reference: A.D. 6.7, Searches and A.D. 6.8, Urinalysis)
5. Contraband will be confiscated and disposed of according to Department policy. (Reference: A.D. 6.9, Contraband and Physical Evidence)

C. Clothing/Accessory Regulations.

1. You are required to wear the state-issued "Uniform of the Day" outside of your Housing Unit. The "Uniform of the Day" includes at a minimum: underwear, jump suit or two (2) piece uniform, sneakers (shoes if authorized) and socks.
2. "Uniform of the Day" will be as follows:
 - a. Standard - **Khaki two (2) piece uniform** or other authorized uniform.
 - b. Kitchen Workers – blue jump suit, state-issued shoes and state issued hairnet.

- c. Recreation – appropriate attire for the recreational activity. Acceptable gym attire will be gym shorts, sweatpants, sweatshirt, T-shirt and appropriate footwear.
- 3. You must be properly dressed outside of your cell. Properly dressed means that you must wear your clothing in the way it was designed to be worn: Jump suits must be worn up on the shoulders (not tied around the waist) and zipped up completely. The uniform will be worn in this fashion during work, school, and recreation (if worn). Two (2) piece uniforms must be worn with the khaki shirt tucked neatly into the pants which must be worn at your waist. Sweatshirts will be issued based on the season and are to be worn under the khaki shirt. All uniforms must be cuffed neatly to an appropriate length for walking. Pant legs may NOT be tucked into your socks. You are not permitted to remove your shirt at recreation. You must wear gym shorts at a minimum, to and from the showers. Wearing dirty or damaged clothing is not permitted. See your unit staff if you have laundry or repair issues.
- 4. Alteration or mutilation of your clothing items is prohibited.
- 5. Shower thongs may only be worn in the Housing Unit Wings. You must be fully dressed when leaving the Housing Unit Wing.
- 6. Headgear – Authorized state issued or religious headgear may be worn outside of your housing unit. Doo-rags are only permitted to be worn in your cell. Bandanas, homemade caps and stocking caps are not permitted. Alterations of any authorized headgear are not permitted.
- 7. Only prescription eyewear may be worn. Sunglasses are not permitted, unless medically prescribed.

D. **Personal Hygiene.**

- 1. You must maintain a satisfactory level of personal hygiene. Uncleanliness contributes to the spread of disease. Body odor can be offensive to others.
- 2. Hair, beards, mustaches, and finger nails must be trimmed to meet standards of hygiene and work safety. Refer to the Razor Schedule posted in each housing unit for specific days and times.
- 3. Daily hygiene should consist of brushing your teeth, using deodorant, combing your hair and showering according to your Unit Schedule.

E. **Housing Assignment.** Assignment to a Housing Unit is at the discretion of the facility based on available bed space, classification designation and work/school assignment. Cell assignment within the unit is made at the discretion of the Unit Supervisor or above.

F. **Housing Rules.**

- 1. You are responsible for the contents of your cell. Contraband found in your cell is your responsibility. If you find contraband, notify the Housing Unit Officer immediately. Problems with your cellmate should be reported immediately to the unit staff.

2. You are not permitted to enter or loiter near any cell other than the one assigned to you.
3. You must keep your cell clean. Trash should be removed daily by discarding it in the trash bins. Commissary in **current use** may be stored on the commissary shelf.
4. You must close the door of your cell upon exiting and entering your cell.
5. Audio equipment (including TV) must be used with headphones.
6. You are not permitted to rig an antenna, or to project an authorized antenna into any passageway. Altered or homemade antennas or headsets are not permitted.
7. You are not permitted to hang a clothesline.
8. You are permitted to display pictures only in the designated area (above desk) in your cell, or on your TV shelf. No obscene, sexually explicit pictures or drawings may be displayed anywhere. No pictures shall be displayed on any wall in either dormitory unit.
9. Beds must be made by 8:30 a.m. You are not permitted to cover your bed in a tent fashion. Nothing may be affixed to any part of the bunk. Mattresses must remain on the bed at all times.
10. You are not permitted to cover light fixtures or obstruct an open view into your cell.
11. You are not permitted to tamper with, block, remove, or alter the vents in your cell. No covering of air vents or hanging anything in them or from them. You are not to talk/yell through vents or out windows.
12. You are not permitted to remove, damage, or tamper with facility equipment in the Housing Unit or in any other part of the facility.
13. The audio of dayroom televisions may not exceed moderate volume. Program selection is at the discretion of the Housing Unit Officer.
14. Cell lights & T.V. must be turned off when you leave your cell or when directed by the Officer.
15. All electronic items, except fans are to be shut off at 11:30 p.m. Sunday through Thursday and 1:00 a.m. Friday and Saturday. You may resume use of electronics at 6:00 a.m.
16. Your cell must be kept clean and organized at all times in the following manner:
 - Nothing on the window screen or on the window shelf.
 - No clotheslines. Wet towels may be hung only from the foot of the bottom bunk between the heater and the bunk and on the bar on the side of the desk.
 - All linens and clothes are to be folded neatly.
 - Property and property limits shall be in accordance with the Property Matrix.
 - Property must be stored.
 - Electronics only shall be permitted on your desk.

- Pictures/photos may be placed only on the wall in the designated area (above desk) in your cell.
 - Footwear must be lined up against the wall against the wall across from your bunks.
 - Commissary/Property must be placed in the storage area or neatly stacked in the desk.
 - Commissary items, other than clothing and electronics, shall not accumulate in your cell in excess of the limitation in Section 16 of Unit Directive 6.10.
 - Commissary items shall be limited to three (3) of each toiletry item, five (5) of each food item, one (1) case (24) of soup, and ten (10) pastry or cookie items.
 - Nothing covering or anything sticking out of air vents.
 - No writing of any kind on the walls, bunks, desks, and doors.
 - No toothpaste used on the walls.
 - No altered or made antennas or headsets.
 - Towels are not to be used as decorations or as desktop coverings. Laundry bags at the foot of the bed between the heater and the bed only.
- Cell cleaning shall be completed by 9:15 a.m. each day. You should report any equipment malfunction to Housing Unit Staff or a Work Supervisor.
17. You may not bang on your cell door unless in an emergency.
- G. **Smoking.** New Haven CCC is a non-smoking facility. You are not permitted to smoke here. Any tobacco items are considered contraband. Possession of such items will lead to disciplinary action (see Reference: A.D.9.5, Code of Penal Discipline).
- H. **Fire Safety.**
1. You must maintain a fire-safe condition in your cell. You are not permitted to have flammable materials or an excessive amount of papers.
 2. You must familiarize yourself with the fire exits in areas you regularly use.
 3. You must participate in any fire drill.
 4. You must not tamper with the electrical wiring or electrical fixtures or appliances in any way. Double plugging (rigging more than one plug to a single outlet) is not permitted.
- I. **Meals.** The arrangement for serving meals varies depending on whether you are assigned to a dormitory or to a secure housing unit.
1. **Dormitory:** When the meal is announced, you must form a single file line to the food service area.
 2. **Secure Housing Unit:** When the meal is announced, you must assemble in the dayroom. The door to the dayroom shall be closed after last call.
 3. **General:**
 - a. Cutting in line is not permitted.

- b. You are responsible for receiving a complete tray; promptly notify the Unit Officer if you don't receive a complete tray. You are permitted to have one (1) tray.
- c. No items may be taken into the dining area, no items may be taken from the dining area.
- d. You shall have fifteen (15) minutes to eat your meal.
- e. You must take your tray and utensils to the disposal area after you finish your meal.
- f. You must remain seated during feeding.
- g. Meal times are approximately as follows: Breakfast 5:30am, Lunch 10:30am and dinner 4:15pm

J. **Work/School Regulations.**

- 1. You will immediately report to work/school. Failure to arrive on time may result in a loss of pay for that day and/or disciplinary action.
- 2. No unauthorized items may be taken to the work/school areas; for example, non-work/school related reading materials, coffee cups, Walkman, clothing, food items.
- 3. No unauthorized item may 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 the issuing staff immediately. If you lose or intentionally damage any tool, you will be subject to disciplinary action under the charge of Destruction of Property. (As used in this subsection, the word "tool" means "tool, equipment or school textbook")
- 5. When handling cleaning supplies, make sure you are wearing protective eyewear and gloves. When using cleaning chemicals, never mix any together. If there is an accident where cleaning chemicals are spilled on you or get in your eyes, remember to never wipe your eyes, flush your eyes with cold water and let staff know what occurred so they can seek medical attention. Always be careful and think safety first when handling cleaning supplies.

K. **Visiting, Recreation, and other Activities.** The rules and regulations for other activities, services and programs are contained in the sections that apply to them.

1.11. **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 at orientation. You are advised to familiarize yourself with the provisions of the Code. (Reference: A.D. 9.5, Code of Penal Discipline page 32 in this handbook)

- A. If you have not received a copy of the Code of Penal Discipline, or if you lose your copy, it is your responsibility to notify Unit staff.

1. **Loss of Recreation (LOR)**. LOR may be imposed either as a formal disciplinary sanction or as an informal disposition and will entail the loss of recreation to include outside yard, dayroom, and gym. Inmates on LOR may use the telephone during the shower period. The times for LOR showers are determined by the Unit Manager.
 2. **Confinement to Quarters (CTQ)**. CTQ shall be carried out in cell. CTQ entails confinement to the cell except to attend visits; attend collective religious services; attend addiction services programs; use the phone; receive commissary; shower; attend meals with general population; and retain their own television and/or radio.
- 1.12. **SECURITY RISK GROUPS/GANGS**. A Security Risk Group is a gang that has been designated by the Commissioner as posing a threat to the safety of staff, the facility, inmates, or the community. There are two types of affiliation with a Security Risk Group: (1) as a Member, or (2) as a Safety Threat Member.
- A. **Member**. A Member will be designated by the Disciplinary Hearing Officer on the basis of evidence that the inmate is affiliated with a Security Risk Group. Members are subject to: restrictions in classification status, restrictions in work and program assignments, increased disciplinary sanctions.
 - B. **Safety Threat Member**. A Safety Threat Member will be designated by the Disciplinary Hearing Officer after a hearing, and an opportunity to appeal, on the basis that the inmate's own behavior or status within the Security Risk Group poses a threat to the safety of staff, the facility, inmates, or the community. Safety Threat Members are subject to more severe restrictions than Members are. If you are designated a Security Risk Group Safety Threat Member, you will be informed of all restrictions.
- 1.13. **PERSONAL PROPERTY**. You are permitted to have personal property in your possession subject to the property standards for the Security Level of the facility. The standards regulate the total volume of property, 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. (Reference: A.D. 6.10, Inmate Property; New Haven Community Correctional Center Commissary Order Form)
- A. **Inmate's Risk of Possession**. An inmate's property is retained at the inmate's own risk. The Department will not be responsible for any property personally retained by the inmate which is lost, stolen, damaged, consumed or discarded while in the inmate's cell or on the inmate's person.
 - B. **Markings**. An inmate's property, including electrical equipment, will be permanently marked with the inmate's name and number.
 - C. **Volume of Property**. You are permitted to have six (6) cubic feet of property in your possession, of which no more than two (2) cubic feet may be Commissary or food.

1. Commissary items other than clothing and electronics shall not accumulate in your cell in excess of the limitation in section 16 or Unit Directive 6.10. Commissary items shall be limited to three (3) of each toiletry item, five (5) of each food item and one (1) case (24) of soup, and ten (10) pastry or cookie items.
 2. You are not allowed to leave your property for another inmate under any circumstances.
- D. **Court**. All inmate property is to be brought to the A/P room when going to court. If you leave your property behind, the facility and/or agency shall not be liable for any damage or theft to your property.
- E. **Transfer**. If you transfer to another facility, you must pack all of your property in the container provided to you and take it to the A/P Room for inventory. Under ordinary circumstances, your property will accompany you.
1. If you have been transferred here and you have property at another facility, contact the Property Officer or Unit Counselor.
- F. **Unauthorized Property**. Unauthorized Property is property that belongs to you that you are not permitted to have in your possession at this facility. Unauthorized Property will be disposed according to Administrative Directive 6.10, Inmate Property.
1. **Disposition of Unauthorized Property**. Unauthorized property of sentenced inmates shall be subject to the following:
 - a. identify an approved visitor to whom the items may be released within 30 days,
 - b. provide an address to which the items may be mailed at the inmate's expense unless the inmate is indigent (in such case, the facility shall pay the postage),
 - c. authorize the facility to discard the item.
 Failure to elect one of the options above shall represent a forfeiture of any claim to the property after 30 days from notification. The property shall be considered unclaimed and shall be disposed of in accordance with A.D. 6.10, Inmate Property.
 2. **Contraband**. Possession of contraband will subject you to discipline. Contraband will not be mailed home and will be discarded at the Warden's discretion.
 3. **Valuables**. Valuable Property will be stored in a secure storage area in a separate, clearly marked envelope, for each inmate. You will be issued a receipt.
 4. **Bulk Storage**. Storage of non-valuable property is authorized for pre-trial inmates and inmates on short-term restrictions. Bulk storage shall be inventoried and receipted.
- G. **Unclaimed Property**. Unclaimed Property is property that is not claimed within thirty (30) days of a notice having been sent to the inmate's last known address upon discharge from DOC. Unclaimed Property will be disposed of according to Administrative Directive 6.10, Inmate Property.

1.14. **PROPERTY LOSS**. If any of your property is lost or damaged you should use the Administrative Remedies Procedure to initiate recovery or compensation. If the Administrative Remedies Procedure is not satisfactory and if you believe the State is responsible for the loss or damage, you may file a claim through the Commission on Claims. A claim must be filed within one (1) year of the knowledge of the loss or damage, but in no event more than three (3) years from the date of loss or damage. (Reference: A.D. 6.10, Inmate Property; C.G.S. Sec. 4-14, et. Seq.)

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

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

1.15 **INFORMATION, PROBLEM SOLVING, REQUEST SYSTEMS AND ADMINISTRATIVE REMEDIES**

A. Information

1. **Bulletin Boards**. Bulletin Boards are located in the Housing Units and at various locations throughout the facility. Up-to-date information about the operation of the facility is regularly posted on the Bulletin Boards. Only authorized material may be posted on a Bulletin Board; posting of unauthorized material will subject you to disciplinary action.

B. Inmate Request System. The Inmate request System provides an informal way of obtaining information or a written answer to a question or an issue about a policy, procedure or practice from a staff member, up to and including the Warden. Request Forms (Form CN 9602) are available in the Housing Unit. Staff has 15 days to respond to requests from the date of receipt. Alternatively, inmates should seek to resolve their issues at the lowest levels of staff interaction.

1. The Request System may serve as the Informal Resolution in the Administrative Remedies procedure.

C. Administrative Remedies Procedure (ARP). The Administrative Remedies Procedure provides a way for you to obtain a formal disposition of an issue or a problem from the Warden or officials above the Warden. You must attempt to resolve your issue through the "Informal Process" prior to submission of an Administrative Remedy. A summary of the Administrative Remedies Procedure explaining how to use it is included in Appendix B of this Handbook. Administrative Remedies Procedure Forms (Form CN 9601) are available in the Housing Unit. Questions about the use of the Administrative Remedies Procedure may be sent to the Administrative Remedies Coordinator on a Request Form. **A copy for review of the A.R.P. may be obtained by request to your Counselor.** (Reference: A.D. 9.6, Administrative Remedies)

The name of the Administrative Remedies Coordinator is posted on the Bulletin Board.

- D. **Freedom of Information (FOI).** Access to inmate information produced, gathered, and stored by the Department of Correction may be granted in accordance with policies, laws, and regulations regarding confidentiality of such information. Write to the "Freedom of Information Coordinator" at New Haven Community Correctional Center for assistance with a request.

PART II

FACILITY SERVICES

- 2.1. **CLASSIFICATION**. Classification is the ongoing process of collecting and evaluating information about you to determine your risk and needs level for purposes of deciding the facility where you will be housed, your job assignment, treatment needs, and suitable programs. (Reference: A.D. 9.2, Inmate Classification; A.D. 4.2, Sentence Computation and Time Keeping)
- A. **Mission Statement**. Each inmate under the custody of the Commissioner of Correction shall be classified to the most appropriate assignment for security and treatment needs to promote effective population management and preparation for release from confinement and supervision. The Department's classification of inmates shall normally utilize a classification instrument based on objective factors. The classification system shall not foster discrimination in status, including housing, programming, or job assignment, on the basis of race, creed, color, or national origin.
 - B. **Facility Classification Committee**. The Classification Committee, chaired by a Counselor Supervisor, is the committee of staff members that makes decisions about your classification status: job placement, needs assessment, risk evaluation, program participation, community release, etc.
 - C. **Counselor**. You shall be assigned to a counselor. Your counselor shall provide you with information about the operation of the facility and shall assist you in adjusting to the facility and in taking advantage of program opportunities available to you.
 - D. **Transfer**. Decisions involving a transfer to another facility are made at the discretion of the Director of Offender Classification. If you want to be considered for a transfer, submit a request to your Counselor. (Reference: A.D. 9.1, Population Management) *All inmates who are sentenced with no pending cases are automatically submitted for transfer to another facility.*
 - E. **Master File**. The Records Office maintains a record of the status of your sentence (including any pending charges) and records of your overall performance in a Master File. Questions about information in your Master File, or a request to review your file should be directed to your Counselor.
 - F. **Appeal of a Classification Decision**. If you believe a classification decision is wrong, contact your Counselor to find out if it can be appealed and how.

2.2. **RELIGIOUS SERVICES.** Coordination of religious activities is the responsibility of the Institutional Religious Facilitator. (Reference: A.D. 10.8, Religious Services)

A. **Mission Statement.** The mission of the Religious Services Unit of the Connecticut Department of Correction is twofold: To provide each inmate with the reasonable opportunity to practice religious beliefs in a manner consistent with maintaining the safe, secure and orderly operation of a correctional facility, and also to serve as a resource for all staff and their families.

In keeping with the stated mission – When it is considered necessary for the security and order of the institution, the facility Unit Administrator may limit or prohibit attendance at, discontinue, or not approve a religious activity, provided that any such limitation, prohibition, discontinuation or disapproval is in furtherance of a compelling governmental interest and is the least restrictive means of furthering that compelling governmental interest. (Reference: A.D. 10.8, Religious Services 6.E.)

You are allowed to participate in collective religious activity with only one religion at a time. You may change your religious designation once per ninety (90) days by submitting a request for Designation of Religion CN100801 form. You will not be authorized to participate in collective religious activities with the newly requested religion until you have received a signed confirmation notice from the institutional Religious Facilitator or designee.

B. **Schedule.** A schedule of religious services and activities will be posted on your Housing Unit Bulletin Board.

C. **Religious Articles.** Inmates requesting to purchase religious articles not available through the Commissary shall receive prior written permission of the Director of Programs and Treatment or designee. Items ordered without permission will be considered unauthorized and may be deemed contraband.

1. All wearable religious articles must be worn under clothing except for headwear.

2. Religious beads must be purchased through Commissary. (Black in color only.) They may be worn under the clothing anytime.

D. **Marriages and Civil Unions.** Requests for marriage or civil union must be sent to the Warden. (Reference: A.D. 10.9, Inmate Marriage and Civil Union)

2.3. **HEALTH SERVICES.** Medical (24 hour on site), Mental Health, Dental, Optometry, Infectious Disease, Radiology (x-ray), and Pharmacy Services are available in the Health Services Unit.

A. **Mission Statement:** Health Services at New Haven Community Correctional Center shall meet the health needs of inmates through a clinically based, resource sensitive, use of services. Utilizing a managed health care model, the Health Services Unit shall efficiently deliver quality services in a timely fashion to the population.

- B. **Access to Services.** The above services are available to all persons at New Haven CCC. You may access any of these services by:
1. Being referred by custody staff
 2. By having an appointment by writing a request yourself utilizing the Inmate Request Form and placing it in the Sick Call Box (labeled Medical/Dental) or signing up on the sick call list with the Unit Officer
 3. Being referred by an outside person, for example, parent, other family member, legal guardian.

A three dollar (\$3.00) fee is charged for each request received from a sentenced inmate for Medical, Dental and Optometry Services.

- C. **Emergency Care.** Emergency care is available at all times from the Health Services Unit. You should notify any available staff member (Custody Staff, Health Services Staff, or other) immediately should you have an emergency health problem.
- D. **Sick Call.** Sick Call is the opportunity for you to bring a non-emergency health problem to the attention of Health Services Staff.
1. **Medical.** Physicians are available five (5) days a week (Monday – Friday). Physicians are on-call 24 hours a day, seven (7) days a week. Nursing triage is conducted on site seven (7) days a week.
 2. **Mental Health.** Prescribers are available weekly on site. Psychiatrists are on-call 24 hours a day, seven (7) days a week. Mental Health Staff are available on-site seven (7) days a week.
 3. **Dental.** Dentists are available weekly.
 4. **Optometry.** Optometry services are available every other week. Contacts and Wire Rim Glasses are not allowed in the facility unless medically indicated.

Sick Call Schedule is as follows;

Monday: Alpha, Bravo, Charlie, Delta—Center Crossover Office Space

Tuesday: Echo, Foxtrot, Golf, Hotel – Center Crossover Office Space

Wednesday: Reschedules (court, etc)

Thursday: Reschedules/rollovers

Friday: Sierra from 8:30 – 10:00 a.m.—S Unit Counselor's Office

Dorm Gym from 10:00 – 11:30 a.m.

Visiting Dorm Gym from 8:30 – 10:00 a.m.

Saturday: East Dorm—Counselor's Office

Sunday: West Dorm—Counselor's Office

- E. **Pharmacy Services (Medications).** Medication is dispensed only at Medication Call. All inmates must have their ID when receiving meds.

1. **On-Line Medications.** On-line medication is given to you by medical staff each day. The medication is to be taken by you in direct observation of medical staff.
 - a. All inmates shall receive on-line medication at their assigned cell/housing unit and will be required to open their mouth to ensure that they have swallowed their medication.

- b. Hoarding medication will result in disciplinary action.
 - 2. **On-Person Medication.** On-person medication is given to you by medical staff each week. You must take the medication according to the directions given to you. If you have not taken the medication according to directions and you have medication in your cell past your prescription date, you are subject to disciplinary action(s).
 - a. You must deposit a refill label in the Health Services request box by 12:00 am to receive it within a 48 hour time period. Refills are ordered seven days a week.
 - b. Over the counter medications, for example, Tylenol, motrin, acne medication, are all available from Commissary.
 - F. **HIV COUNSELING.** Confidential 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.
 - 1. **HIV Testing.** Testing for HIV is available; contact the HIV Counselor. This is a confidential service. (Reference: A.D. 8.11, Human Immunodeficiency Virus Infection)
 - G. **Mental Health Services**
 - 1. **Evaluation and Diagnosis.** Mental Health Staff shall provide evaluation and assessment services
 - 2. **Prescriber Services.** Psychiatry/APRN Services to include evaluation, psychoactive medication, and referral services shall be available.
 - 3. **Direct Service.** Counseling Services to include individual and group psychotherapy shall be available.
 - 4. **Parole Evaluation.** Parole evaluations shall be conducted on Board of Parole designated persons.
 - 5. **Referral Services.** Mental Health Staff shall appropriately refer persons requiring special needs to appropriate departments.
 - 6. **Discharge Planning.** Mental Health Staff shall appropriately assist in the discharge planning of actively treated mentally ill persons.
 - H. **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 in Administrative Directive 8.9, Health Services Review.
- 2.4. **FOOD SERVICES.** Food Services are the responsibility of the Food Services Supervisor.
- A. **Mission Statement.** New Haven Community Correctional Center Food Services shall serve nutritious meals in a cost-effective manner while maintaining high levels of security, safety and sanitation. The quality of

food services shall be maintained at the highest level and subject to an inspection and reporting program.

- B. **Common Fare Diet.** A Common Fare Diet is a diet, which meets all nutritional requirements and reasonably accommodates recognized religious or dietary restrictions. Requests for the Common Fare Diet must be sent to the Food Services Supervisor.

2.5. **RECREATION.** Coordination of recreation activities is the responsibility of the Recreation Supervisor.

- A. **General Recreation.** General Recreation is carried out daily in the dayroom or recreation yards of your Housing Unit, or in the gymnasium. A recreation schedule and any unit rules are posted on the Bulletin Board in your Housing Unit.

1. **Equipment.** Recreational equipment is available in the recreation area. You shall be responsible for returning any equipment you use in good condition.
 - a. Misuse or abuse of the equipment is not permitted.
 - b. You must sign out the equipment by turning in your ID card.
2. **Gymnasium.**
 - a. You are required to wear sneakers in the gymnasium. No shoes, boots, or black marking soles are permitted in the gymnasium.
 - b. Neither food nor beverages are permitted in the gymnasium.
 - c. You are not permitted to bring a radio/walkman into the gymnasium.
3. **Outdoor Rules.**
 - a. You must stay within the designated boundaries of the recreation area.
4. **Appropriate Conduct.** You must conduct yourself according to the rules of the activity. Neither horseplay, shadow boxing nor profanity is permitted.
5. **Clothing.** You are required to wear suitable clothing for the activity.

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

2.6. **INMATE ACCOUNTS.** Each inmate will have an Inmate Account for deposit of wages or allowances paid by this facility and any funds received from sources outside this facility. (Reference: A.D. 3.7)

- A. **Incoming Funds.** You may only receive certified, payroll, cashier, or government checks, money orders or Western Union transfer through the mail from approved sources. Any unacceptable funds received through the mail shall be returned to the sender, with a Returned Letter or Funds. A receipt of incoming funds will be provided to you.

All funds must be sent to: Inmate Trust Fund, P.O. Box 290800, Wethersfield, CT 06129-0800, along with the corresponding form.

- B. **Outgoing Funds.** Outgoing funds may be sent from your Inmate Account to an individual on your approved visiting list or to an individual with prior written approval from the Warden. Make arrangement through your Counselor. All books, publications, and subscriptions are handled by a Special Request Form through your Counselor.
- 2.7. **COMMISSARY.** The Commissary sells articles for your personal use. A list of articles for sale is printed on the Commissary Order Form. Commissary Order Forms are available from the Housing Unit Officer. You must have money in your Inmate Account to use the Commissary. No more than fifty dollars (\$50.00) may be spent each week, excluding the purchase of electrical items, clothing and sneakers. (Reference: A.D. 3.8. and A.D. 6.10)
- A. **Commissary Day.** See your Unit Bulletin Board for your Commissary delivery schedule.
- B. **Placing an Order.** See your Unit Bulletin Board for your assigned days to place an order. Order Forms are to be placed in the "Commissary" Box in your Unit. The Order Forms will be picked-up on Thursdays.
1. The Commissary Order must be completely and correctly filled out or the order will not be processed.
 2. If you tamper with the Order Form, order under another inmate's name or submit an order for more than your balance, the order will not be filled and you will be subject to disciplinary action.
- C. **Special Request.** All completed Commissary Special Request Forms (i.e., electronics, sneakers) are to be turned into the Unit Counselor who will forward them to the Property Officer for review and approval. The Property Officer will then forward them to Commissary. Any broken electronics are to be turned into a Unit Counselor who will notify the Property Office. The Property Officer will then coordinate pickup of said electronics for removal from the inmate Property Matrix.
- D. **Substitutions.** There will be no substitutions.
- E. **Delivery.** The method of delivery for your Housing Unit will be explained by unit staff. To receive your order, you must (1) present your I.D. card, (2) examine the contents of the package against the items charged and (3) sign for receipt of the package. There is no recourse for error regarding items received after you have signed for receipt. If you decline to accept the order, the entire order will be withheld. There is a one (1) week waiting period from the time you receive a receipt until it is posted in your commissary account.
- 2.8. **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 those 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 expense. You may write to anyone except: a victim of any crime you have been convicted of or a criminal charge on which disposition is pending; any person under the age of eighteen (18), if the person's parent or guardian has objected to the correspondence in writing; an inmate in a Correctional Facility, except immediate family (subject to verification); 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. To request to write to an immediate family member who is incarcerated, you must submit a written request to your Unit Counselor.
- B. **Outgoing.** Stamped envelopes are available through Commissary. You must address the envelope with the complete, legible address of the party you are corresponding with. You must put your own name, your inmate number, and the return address of the facility on the outside of the envelope. No other markings are permitted. You may seal outgoing correspondence. Any envelope without this information will be opened to determine your name and returned to you, if possible. No mail will be sent out that does not include this information. You must use the name under which you are committed. You are not to send mail for other inmates under your name.
- C. **Incoming.** Incoming mail will be opened by mail room personnel and inspected for contraband, but not read except under Review Procedures (see Section G below). Funds may only be sent in as described in section 2.7.
- 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 Warden, 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 inspected for contraband, but not read. Inadvertent opening outside your presence will be noted in writing.
- E. **Free Mail.** An inmate whose Inmate Account has not exceeded five dollars (\$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.
- F. **Certified Mail.** Requests for speedy trial under C.G.S. Sec. 54-82c, 54-82m, and 54-186 and correspondence with the Sentence Review Board

will be sent certified. Other correspondence may be sent certified with the approval of the Warden.

- G. **Review**. The Warden may place your mail under review, which includes reading, if there is reasonable belief that such reading is generally necessary to further the substantial interest of security, order or rehabilitation.
- H. **Rejection**. Correspondence which contains or concerns: the transport of contraband in or out of the facility plans to escape; plans for activities in violation of facility or Department rules; plans for criminal activity; violation of the State Regulations on correspondence; material which reasonably could cause physical or emotional injury to the inmate recipient as determined by Mental Health Staff; information which creates a clear and present danger of violence and physical harm to a human being; things written in code; mail which attempts to forward correspondence for another inmate; threats to the safety or security of staff, other inmates or the public, facility order or discipline, or rehabilitation; sexually explicit materials involving sadomasochism, bestiality, children, use of force or absence of consent; and 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 proceeding.
 - 1. If your outgoing mail is rejected, a notice of rejection including a statement of reasons will be sent to you.
 - 2. If your incoming mail is rejected, a notice of rejection will be sent to you and to the sender.
 - 3. If the correspondence is material to criminal or disciplinary proceedings, the notice of rejection may be delayed pending completion of any investigation.
- I. **Books and Magazines**. Requests for any orders for books, magazines, newspapers, educational materials or periodicals should be made through your Unit Counselor. If approved, you may complete a request for fund withdrawal with your Counselor for the purchase. An inmate may order books in new condition from any publisher, bookstore or book club. No explicit or pornographic materials are prohibited. A Third Party may order/pay for publication to be forwarded to you via the mail.

(Reference: A.D. 10.7, Inmate Communications)

(Reference: Appendix J)

- J. **Restrictive Housing**. You may retain five (5) letters in your cell while in Restrictive Housing. Any letters in excess of five (5) must be maintained in your property once they are read.
- 2.9. **VISITING**. You may visit with approved visitors subject to security requirements and to constraints of space availability and scheduling. (Reference: A.D. 10.6, Inmate Visits)

- A. **Visiting List.** The Visiting List is the list of persons who are authorized to visit you. No one will be admitted as a visitor who is not on your Visiting List, except as a Special Visit, Courtesy Visit or a Professional Visit (See sec. E and H below). You may have up to seven (7) persons on your Visiting List.
1. **Establishing a List.** New admits may submit, at orientation, the names of two (2) adult people from your immediate family you want on your Visiting List. Any additional visitors will be required to complete a visiting application, which will be given out at orientation. These forms will be mailed out at your expense, completed by the visitors, and must be returned via mail. The counselor will mail out the form in the event you are indigent.
 2. **Changes.** You may not change your Visiting List more frequently than every 120 days. Application forms will be sent to the prospective visitor by you, filled out by the visitor, and then sent back directly to the counselor.
- B. **Authorization.** Visitors must be approved by the counselor. Visitors will ordinarily be approved, but a person may be denied visitation based on criminal history, partial/full protection order or restraining order, threat of disruption, or violation of visiting or security regulations. Persons who have been convicted of a criminal offense will be assessed for nature of severity of prior criminal conduct and for evidence of current criminal activity. No person currently in service of a sentence will be permitted to visit, except an immediate family member, who will be assessed on the above criteria, and must be approved by the Warden. It is the inmate's responsibility to notify their family and friends when they have been approved for visits. The staff will not give out information over the telephone.
1. **Courtesy Visit.** Upon admission you may receive two (2) adult visitors from your immediate family pending completion of processing your Visiting Application Form. Courtesy visitors stay on your list for fourteen (14) days.
 2. **Immediate Family.** Immediate family includes your legal spouse, parent, grandparent, legal guardian, sibling or child including step/foster relationship.
 3. **Limitations.**
 - a. No visitor, except immediate family members and members of authorized community groups, shall be on more than one (1) inmate's Visiting List.
 - b. Visitation with the victim of any crime you have been charged with or convicted of is not permitted, except when approved in writing by the Warden.
 - c. A Department employee will not be an authorized visitor unless the employee is an immediate family member, and must be approved by the Warden.

4. **Child Visit.** A child who is accompanied by an authorized adult (i.e., an adult immediate family member who is on the approved Visiting List, a legal guardian, an adult properly authorized by the Department of Children and Families, or an adult approved by the Unit Administrator) for the purpose of visiting an inmate who is an immediate family member.
 5. **Community Groups.** Other persons such as community group representatives may be authorized to visit you. Ask your Unit Counselor for details.
 6. **Inmates in Restrictive Housing.** If you are assigned to Restrictive Housing, ask your Unit Counselor about procedures that apply to you. (Reference: A.D. 9.4, Restrictive Housing)
 7. **Appeal.** A proposed visitor may appeal the denial of a request to be placed on a visitor list to the Unit Administrator within 10 days of notification of denial. The appeal shall be answered within 15 days of receipt by the Unit Administrator whose decision shall be final.
- C. **Visitor Identification.** The identity of a visitor, age eighteen (18) or above will be verified through photo identification prior to admission. All visitors under the age of 16 must provide a valid birth certificate and one additional document containing the child's name, i.e. report card, social security card, etc. Children age 16 and over must provide a valid photo identification and birth certificate.
- D. **Visiting Schedule.** The New Haven Community Correctional Center Visiting Schedule is posted on your Housing Unit bulletin board. Please note: there are no visits on State-observed holidays.
1. **Contact Visits(Dormitory area only).** Inmates shall submit, to your Unit Counselor, a request form for contact visits. The Unit Counselor shall ensure that the inmate meets the criteria. The Counselor Supervisor shall approve or deny request and forward all documents to the office of the Deputy Warden of Programs and Treatment for final approval.
 2. **Non-Contact Visits.** Non-Contact Visits will consist of two (2) visitors, including children, and contact visits will consist of three (3) visitors, 2 adults and 1 child in accordance with Administrative Directive 10.6 section 6.
 3. **Level 4 Non-Contact Visits.** Non-Contact Visits may be utilized when an inmate presents a reasonable security concern which may include, but not limited to, the following:
 - a. escape risk or history;
 - b. history of introduction of contraband;
 - c. history of disruptive behavior;
 - d. Security Risk Group activity;
 - e. non-conformity to rules, regulations or staff direction;
 - f. Refusal to participate in recommended program or work assignment; and

- g. Information developed which indicates a reasonable threat of disruption to the safety, security or order of the institution.
4. **Criteria for Loss of Contact Visits:**
- a. Contact Visiting privileges will be suspended upon receipt of any Disciplinary Report and revoked upon a guilty finding or plea of guilty;
 - b. Contact Visiting privileges shall be revoked upon receipt of three (3) informal dispositions within a ninety (90) day period. Inmates may reapply after thirty (30) days from the date of the last informal disposition report.
 - c. Contact Visiting privileges shall be revoked upon receipt of any formal or informal Disciplinary Report which results from an infraction during any visiting session;
 - d. Contact Visiting privileges shall be revoked upon refusal to attend work, school or mandated programming.

E. **Visiting Rules.**

- 1. **General Rules.** The general rules apply to all visiting situations, unless other restrictions have been imposed.
 - a. **Frequency.** You are permitted to have one (1) visit each weekday and one (1) visit each weekend at a minimum.
 - b. **Splitting of Visits.** A group of visitors larger than three (3) may not share the visiting time by splitting into smaller groups.
 - c. **Intimacy.** A greeting and parting kiss and embrace may be exchanged in contact visiting. During the visit, physical contact is prohibited.
 - d. **Length of Visit.** Each visit is limited to thirty (30) minutes.
 - e. You are permitted to take only your inmate I.D., wedding band, and authorized religious medal/headgear into the Visiting Room.
 - f. **Conduct.** You are required to conduct your visit in a quiet, orderly and dignified manner. Damage to the phone by an inmate may result in loss of visits, D.R. and monetary restitution for repairs.
 - g. Cross visiting among inmates and other visiting parties nor socializing among visiting parties is permitted.
 - h. **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.
 - i. **Receipt of Property and Funds.** No inmate property or funds will be accepted by staff in connection with a visit.
- 2. **Attire.** Your visitor must be dressed in reasonably modest attire. Revealing, seductive or offensive clothing may result in a visitor

being denied access to or in being removed from the Visiting Room.

3. **Children.** Children must be under the supervision of the adult visitor at all times and a child's conduct must not be permitted to disrupt the Visiting Room.

F. **Termination of Visit.**

1. A visit may be terminated by the Visiting Room Officer if you, your visitor, or your children engage in behavior that disrupts the Visiting Room or that is in violation of facility rules, or if you or any of your visitors is evidently under the influence of drugs or alcohol.
2. Authorization of an approved visitor may be rescinded on a finding by the Shift Supervisor that the conduct or actions of a visitor, or your conduct or actions with respect to a visitor, are detrimental to the order or security of the facility. Such a finding will be communicated in writing to you and your visitor.
3. Any person conveying or causing to be conveyed to an inmate any unauthorized articles including intoxicating liquors, drugs, firearms, explosives, or any device which may be used in an escape or attempted escape is subject to imprisonment for not more than five (5) years and a fine of not more than one thousand dollars (\$1,000.00) or both. (Reference: C.G.S. Sec 53a-174a)

G. **Special Visit.** A Special Visit is a visit, approved at the discretion of the Counselor Supervisor, which allows exceptions to the authorized: (1) visitor list, (2) number of visits, (3) number of visitor, (4) length of visit, and (5) visiting schedule. A request for a Special Visit must be submitted to at least 24 hours in advance of the visit to allow verification of the circumstances, except in the case of an emergency.

H. **Professional Visits.** A special meeting between an inmate and credentialed individual from the community, (e.g., law enforcement official, social worker specialist (not to include attorney representative), member of the clergy, etc.) for an authorized purpose other than social visitation.

I. **Privileged Visits.** A special visit between an inmate and a judge, the Governor, Legislator, Attorney General, Board of Parole member/office, Probation Officer, Sentence Review Board member, Commission on Human Rights and Opportunities member, State Claims Commissioner, Board of Pardons member, elected government official, correctional ombudsman, the inmate's attorney or attorney representative for an authorized purpose other than social visitation.

J. **Criteria.** Privileged and Professional visitors must meet the identification standard per above, plus show verification of their profession. The visiting rooms for privileged and professional visitors will be assigned first come, first served, unless a reservation has been made a day in advance of the visit.

K. **Court Clothing Drop Off.**

Court clothing drop off shall be:

Monday-Friday 10:00 am-12:00 pm, excluding holidays.

You may drop off a shirt and pants or suit. NO shoes or sweatpants.

- 2.10. **TELEPHONES**. Inmate use of the telephones is governed by State Administrative Regulations 18-81-28/29 and 18-81-41 through 18-81-51. The information stated in this Handbook does not supersede or overrule those Regulations in any way, and is provided to guide the ordinary use of telephones authorized for inmates to use. (Reference: A.D. 10.7, Inmate Communications)
- A. **Means of Access/PIN**. Each inmate upon admission will be given a phone list form which needs to be completely filled out. You shall be able to add 10 people. Upon completing the list you will be issued a four digit PIN (Personal Identification Number). You are not authorized to give your PIN to other inmates or utilize any other inmates PIN. You shall be allowed to change authorized numbers once per month.
 - B. **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 which the person called agrees to pay the charges. Collect-call-only telephones are located in Wings of the Housing Unit.
 - C. **Recording and Listening**. Your telephone conversations are subject to being recorded and listened to. Conversation that violates State Regulations may be the basis of criminal or disciplinary action. Completed telephone calls will be limited to fifteen (15) minutes.
 - D. **Termination**. Any call may be terminated for the following reasons: violation of unit rules; illegal activity; exceeds time limit; misuse of equipment; threatening or disruptive behavior; unit emergency.
 - E. **Calls to Attorney**. Under ordinary circumstances, a non-recorded, non-monitored collect call can be made to your attorney by making advance arrangements through your Counselor. The call will be placed by staff for verification; the attorney must agree to accept the charges. Staff will maintain observation of you outside of the listening range as circumstances permit. Calls will be limited to thirty (30) minutes, unless authorization for a longer period is granted.
 - F. **Inmate Telephone System Instructions**. Securus Technologies is the phone system in the units. Instructions on how to operate this new system will be posted in your assigned housing unit and also via the prompts on the telephone.
 - G. **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.
 - H. **Telephone Regulations**.
 - 1. Telephone calls are only permitted between 9:30 a.m. and 10:45 p.m. as schedules allow. You are permitted to make three (3) calls per day unless you are under restriction. A call may not exceed fifteen (15) minutes.
 - 2. You are not permitted to create or post a telephone list.

3. You are not permitted to disclose or share your PIN; you are not permitted to use another inmate's PIN. These actions constitute the disciplinary offense of Security Tempering.
 4. You are not permitted to make third party calls.
- 2.11. **LAUNDRY.** The schedule for the main Laundry is posted on the bulletin board in your Housing Unit. Inmates should make sure that the following steps are followed:
- A. Be sure all items are loose; socks should not be balled up.
 - B. Each bag should have a tight knot so no items fall out.
 - C. Each knot should leave the bag loose for proper washing and drying action.
 - D. Each bag should be properly marked with the inmate cell number.
 - E. Do not put blankets, sheets, or pillowcases in the laundry bags. If these items are found in bags the bag will be returned dirty.
 - F. Do not include unnecessary items such as soap dishes, sneakers, batteries, and powdered detergent in the laundry bags.
- 2.12. **BARBER SERVICES.** The scheduled days for hair cuts are posted on the bulletin board in your Housing Unit. Sign up with your Unit Officer.
- 2.13. **LIBRARY.** No library is available.
- A. **Access to Publications.** Inmate access to publications is governed by State Administrative Regulations 18-81-28 and 18-81-39. The information stated in this Handbook does not supersede or overrule those Regulations in any way, and is provided to inform you of the limitations on access to publications. (Reference: A.D. 10.7, Inmate Communications) All material shall be subject to review by the publication review committee.
 1. You may order books, other publications, and magazine and newspaper subscriptions through your counselor.
 2. Orders must be finalized with your Unit Counselor by utilizing the "Special Request" form. No order will be processed unless you have sufficient funds in your Inmate Account to cover the cost of the order.
 3. Orders will only be placed to a publisher, book club, or bookstore.
 4. A publication may be rejected if it adversely affects an inmate's behavior. A statement of the criteria for evaluating publications and the post-decision process is stated in the State Regulation and in A.D. 10.7.
 5. If a publication is rejected, you have the right of appeal to the Commissioner's designee within fifteen (15) days of receipt of the notice of rejection.
 6. **Delivery.** You will be called upon by the Unit Counselor to be issued the item.

- 2.14. **PHOTOCOPYING.** Photocopying services are available at a cost of twenty-five cents (\$.25) for each page. Apply for such services through your Counselor. (Reference: A.D. 3.10, Fees and Reimbursements)
- 2.15. **NOTARY PUBLIC.** Services of a notary public are available; contact your Unit Counselor. The function of a notary public is to verify that the signature that appears on a document is the signature of the person who is named in the document as the signatory. Some legal documents have to be notarized. Do not sign the document to be notarized until you are in the presence of the Notary Public.
- 2.16. **RELEASE ON BOND.** The Warden of the New Haven Community Correctional Center 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 counselor. (Reference: C.G. S. Sec. 54-53)

A list of licensed bondsmen that serve this area is available through your counselor.

- 2.17. **COURT TRIP.** A Court Trip is a trip from this facility to a State or Federal Court, and any return.
- A. You must take your property and bedding to the A/P Room if you are going to court
 - B. You shall wear your own clothing, except if you have none, you will wear state issued.
 - C. 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 a secure lock-up at the court and, on the return, to the facility.
 - D. You will be subject to the use of restraints according to Department policy. (Reference: A.D. 6.4, Transportation of Inmates)
 - E. A court lunch will be provided.
 - F. You are not permitted to obtain or receive any item from any person while on a Court Trip.
- 2.18. **GATE MONEY.** Gate Money is money given by the State to provide the means of meeting expenses that you incur immediately upon release in accordance with Unit Directive 3.11. You may be eligible based; (1) on the amount of money in your Inmate Account and on the length of your incarceration; (2) this is the last Department of Correction facility before you are released to the community; and (3) inmates who have completed a minimum of 24 continuous months of sentenced incarceration and are discharged directly to the community without the benefit of supervision may be eligible to receive Gate Money.

Disciplinary or security problem inmates may be excluded from receiving Gate Money.

The maximum amount of Gate Money issued shall be fifty dollars (\$50.00). For information regarding Gate Money ask your Unit Counselor.

- 2.19. **INTERPRETER SERVICES.** Interpreter services can be arranged if needed; contact your Unit Counselor.

PART III

FACILITY PROGRAMS

- 3.1. **GENERAL.** A brief description of some of the larger programs is given here; however, a complete list of programs is available through your Counselor.
- 3.2. **EDUCATION.** Educational programs in the Department of Correction are administered under the State of Connecticut – Unified School District No. 1. Programs available here are:
 - A. **ABE (Adult Basic Education).** Provides training in basic academic skills in reading, mathematics, language, arts, general science and social studies to achieve grade eight proficiency.
 - B. **ABE (High School Diploma).** Credits are issued by USD #1 or in conjunction with last school district attended to achieve High School Diploma.
 - C. **GED (General Educational Development).** Provides instruction to achieve grade twelve proficiency based on the successful completion of the GED examination.
 - D. **ESL (English as a Second Language).** Helps students whose primary language is not English to develop skills to speak, read, and write English.
 - E. **SEP (Special Education Programs).** Provides educational programming for special needs students under the age of 22.
 - F. **PS (Post Secondary).** Provides college courses in conjunction with **Unified School District #1, college programs when funds are available.**
- 3.3. **WORK ASSIGNMENT.** Inmate job assignments within the Housing Unit are made at the discretion of the Housing Unit Staff based. Assignments outside the Housing Unit are made at the discretion of the Facility Classification Committee. If you are interested in a particular job, submit a request to your Unit Counselor. SRG Members and High Security are restricted to janitorial wing assignments.
- 3.4. **FURLOUGHS.** The Department may provide furlough opportunities to any eligible inmate consistent with public safety and sound correctional practices. For information regarding furloughs, contact your Unit Counselor. (Reference: A.D. 9.8, Furloughs)
 - A. **Re-entry Furlough.** The furlough of an inmate to an approved residence in the community for no more than the final 45 days of the sentence for the purpose of reintegration of the inmate into the community. Check with your Unit Counselor for eligibility, you must be level 3,2 or 1 and have a sentence of more than two years. (Reference: A.D. 9.8, Furlough)
- 3.5. **COMMUNITY RELEASE.** The Community Release program provides eligible offenders an opportunity to reintegrate into the community while still serving their sentence. Program placement may include assignment to a Residential Program or Transitional Supervision. Supervision plans are developed based on each individual offender's needs. For information about Community Release, contact

your Unit Counselor. (Reference: C.G.S. Sec 18-100, et. seq.: A.D. 9.2, Inmate Classification)

A. **Residential Programs.**

1. Community Inpatient Program for offenders needing a substance abuse program.
2. Halfway House for offenders needing a residential program with an emphasis on employment and/or education. Check with your counselor for eligibility, you must be a level 2 inmate within 18 months of discharge or your VTP date and be 18 years of age.

B. **Transitional Supervision.** Is for qualified offenders who are approved to live at home while receiving close supervision by the Department of Correction. Check with your counselor for eligibility, you must not have a total effective sentence that exceeds two (2) years and must have served not less than 50% of the sentence imposed less jail credit. (Reference: C.G.S. Sec. 18-100, et. seq.: A.D. 9.2, Inmate Classification)

- 3.6. **DISCHARGE PLANNING.** Your Unit Counselor will contact you to develop a discharge plan to assist in your successful reintegration into the community. Inmates within 90 days of discharge or release to community supervision are eligible. (Reference A.D. 9.3, Inmate Admissions, Transfers and Discharges)
- 3.7. **PAROLE.** Parole is release from incarceration to supervision in the community before the expiration of an inmate's sentence. The Board of Parole makes parole decisions based on the Board's determination (1) of whether there is reasonable probability that the inmate will live and remain at liberty without violating the law, and (2) that such release is not incompatible with the welfare of society. Your date of parole eligibility is shown on your Assessment Form, provided to each inmate upon completion of his assessment. For information, contact your Unit Counselor. (Reference: C.G.S. Sec. 54-124, et. seq.)
- 3.8. **SENTENCE REVIEW.** Sentence Review is the review by a panel of judges of an inmate's sentence that is three (3) years or more, except that sentences resulting from a plea bargain will not be reviewed. Application for Sentence Review must be filed within thirty (30) days of the date the sentence was imposed. Contact your attorney to submit the application. (Reference: C.G.S. Sec. 51-94)
- 3.9. **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. For information, contact your Unit Counselor. (Reference: C.G.S. Sec. 18-24a, et. seq.)
- 3.10. **LEGAL ASSISTANCE.** Legal assistance to inmates is provided by Inmates' Legal Assistance (ILAP). The scope of service is (1) identifying, articulating, and researching legal claims, and (2) enabling inmates to access the judicial system through advice, counsel and preparation of meaningful legal papers such as writs, complaints, motions and memorandum of law for claims having legal merit.

ILAP provides legal assistance in civil matters only. Thus, ILAP cannot provide legal assistance relative to criminal cases or to appeals of criminal cases. Assistance does not include representation and/or entering an appearance in a case or extend to the actual trial of the claim or argument in appellate proceedings or any other ancillary proceedings thereto. A written request is preferred. Written requests should be addressed to: Inmates' Legal Assistance, P.O. Box 260237, Hartford, CT 06126-0237.

- 3.11. **CLERGY VISITS.** Inmates are permitted to have special visits from their own clergymen upon approval. For more information contact the Institutional Religious Facilitator (Refer to Part II, Sec. 10 E & H).

What is the Code of Penal Discipline?

The Code of Penal Discipline are the rules governing inmate conduct within the Department of Correction. Inmates shall be held to the same level of individual responsibility as a member of the free public. As such, all privileges shall be earned and retained through positive performance and respect for rules, order and authority. Consistent with this policy, the Department of Correction shall provide for the orderly conduct of inmates by establishing rules of conduct and procedures to address misconduct (the Disciplinary Process). The Code of Penal Discipline shall establish acts of misconduct, the process for judging allegations of misconduct, and sanctions for violations. Disciplinary action shall be based on credible evidence of misconduct, and shall be timely, impartial and consistent. Sanctions shall be proportionate to the seriousness of the offense and the inmate's disciplinary record, and the disciplinary action shall serve to teach the inmate the consequence of the misconduct and to enforce staff authority. This summary provides general information about these procedures.

You have been provided a copy of Administrative Directive 9.5, Code of Penal Discipline during orientation. It is strongly recommended that you review the contents of that directive and bring any questions you may have to a staff member for clarification.

What are the Offenses, Sanctions and Penalties Related to the Department's Disciplinary Process?

1. **Offenses.** Offenses are acts of misconduct and as such, are prohibited. There are three (3) classes of offenses: A, B and C. Class A offenses is the most serious offenses and Class C offenses the least serious. All Class A, B and C offenses are located and defined in Administrative Directive 9.5, Code of Penal Discipline.
2. **Sanctions.** If found guilty of an offense prohibited by Administrative Directive 9.5, Code of Penal Discipline, you may be disciplined as a means to correct your behavior. Sanctions may include punitive segregation, forfeiture of good time (if eligible for good time), and disciplinary penalties, as outlined below.
3. **Penalties.** The following penalties may be imposed:
 - A. Reprimand;
 - B. Loss of recreation privileges up to 30 consecutive calendar days;
 - C. Loss of telephone privileges up to 90 consecutive calendar days. The sanction may be compounded by doubling the time frame for each successive conviction of Security Tampering relating to telephone privileges;
 - D. Loss of commissary privileges up to 90 consecutive calendar days during which time you may not place an order;
 - E. Loss or modification of social visiting privileges up to 60 consecutive calendar days;
 - F. Extra duty up to 24 hours (which shall be completed within one (1) week of disposition);
 - G. Confinement to quarters up to 15 consecutive calendar days;
 - H. Loss of social correspondence privileges (incoming and outgoing correspondence) up to 60 consecutive calendar days; and,

- I. Restitution for property theft or damage.

If I am Found Guilty of an Offense, Can I Appeal the Disciplinary Decision?

YES. However, a disciplinary decision may only be appealed if you pled 'not guilty' at the disciplinary hearing and were found guilty. Disciplinary action resulting from a guilty plea shall not be subject to an appeal.

How Do I Appeal a Disciplinary Decision?

In order to appeal a disciplinary decision, complete the Inmate Administrative Remedy Form (CN 9602) and place the completed form in the 'Inmate Administrative Remedies' Box located in your housing unit. Filing an appeal must be made within fifteen (15) calendar days of the notice of decision. Form CN 9602 shall be reviewed by the District Administrator of the district where the disciplinary report was adjudicated. The decision of the District Administrator shall not be subject to further appeal.

Administrative Directive 9.5, Code of Penal Discipline

The above procedures and standards are fully set out in Administrative Directive 9.5, Code of Penal Discipline. You should make yourself familiar with its provisions and refer to it for specific information related to the disciplinary process. This summary is intended for information only and, of itself, establishes no procedures or standards.

AMERICANS WITH DISABILITIES ACT

Policy. The New Haven Community Correctional Center shall ensure compliance with the Americans with Disabilities Act (A.D.A.) by: providing reasonable accommodation to inmates with qualifying disabilities; providing information regarding both the protections against discrimination and the existence and location of accessible services, activities and facilities; conducting ongoing evaluations of programs and facilities; and, providing mechanisms by which an inmate may file complaints about disability discrimination.

Authority and Reference:

- A. Connecticut General Statutes, Section 18-81.
- B. Americans with Disabilities Act, 1990, 42 U.S.C., Section 12101 et. esq.
- C. Administrative Directive 9.6, Inmate Grievances; 10.1, Inmate Assignment and Pay Plan; 10.19 Americans with Disabilities Act.

Request for Accommodation. Upon admission to the Department of Correction, an inmate shall be provided with the Inmates with Disabilities Notice of Rights Under the Americans with Disabilities Act, CN 101901, Attachment A and Request for Reasonable Accommodations, CN 101902, and Attachment B. The inmate shall be required to complete the Request for Reasonable Accommodations indicating whether or not the inmate requests accommodation. In addition, both classification and Health Services staff members shall, as a component of the facility orientation process, ask the inmate if the inmate requires reasonable accommodation.

The New Haven Community Correctional Center A.D.A. Coordinator, in consultation with the Department A.D.A. Coordinator, shall make arrangements for evaluation of the inmate's request. As a result of the evaluation, reasonable accommodation shall be developed if required by the A.D.A.

Reasonable efforts shall be made to provide reasonable accommodation throughout the inmate's incarceration. Documentation of the initial determination as described in this section shall be maintained in the inmate's master file. Appropriate reasonable accommodation may differ depending on the ability of the inmate and the nature of the program or activity in question.

SELECTIVE SERVICE SYSTEM

You are required by law to register with Selective Service System if you are the age of 17 years and 3 months and have not yet turned 26. Although inmates are exempt from registering while incarcerated, Selective Service will accept your registration. Once you have reached the age of 26, you can no longer register. It is important to do so while you are still in the age limits.

If you do not register, you will not be eligible for federally funded job training or federally funded financial aid in the future. Part of the requirements of these federal programs is that you must have registered with Selective Service.

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

Housing Unit Rules and Regulations

1. Inmates shall not malingering, loiter or group around cell doors in corridor areas.
2. No inmate shall be allowed to enter another inmate's cell at any time, for any reason. Failure to comply **will result in a progressive disciplinary action. i.e. (Informal, Disciplinary Report, removal from the unit and/or job placement.)**
3. No gambling or horseplay is allowed.
4. No cleaning supplies will be stored inside any cell. **This includes the corridor workers.**
5. **No obstructions on the following: doors, windows, vents or lighting fixtures.**
6. Televisions shall be placed on your desk. No other items other than a fan may be kept on your desk or the foot of the bunk.
7. **Absolutely no nude or sexually degrading pictures shall be displayed anywhere in the cell. This includes the underside of your bunks per A.D. 10.7**
8. **Your bed must be made when you get up each day, i.e., blankets and sheets straightened and tucked in before you exit your cell. Mattresses must remain on the bunks at all times.**
9. All cells shall be kept clean and in an orderly fashion. Property will be in compliance with the Facilities Property Matrix.
10. It is your responsibility to secure your cell doors. (i.e., chow, visits, and recreation.) Cell doors **shall remain closed at all times.**
11. **Groupings are prohibited to include exercising during recreation or out of cell periods.**
12. Inmates shall be properly attired en-route to and from the shower; e.g. gym shorts. **Open fly garments (boxers, pajamas, etc...) are not permitted in the corridors.**
13. Chairs are not allowed in the corridors.
14. All personal hygiene will be conducted inside your cells. ***Haircuts are provided weekly and are supervised by the Unit Officer.***
15. Inmates shall clean up after themselves during the designated out of cell periods.
16. Inmates **shall not** pass any items or talk to another inmate through the sliding doors between the units.
17. Inmates **shall not** have excessive linen in their cells. Inmates **shall not** have paper towels or plastic bags in their cells.
18. **Do not** cover your desk, shelves or floors with towels. Towels are not doilies or rugs.
19. You **shall not** affix any clotheslines to the cell, rig an antenna or use any antenna in an unauthorized way.
20. You **shall not** cover your bed in a tent like fashion or affix anything to any part of the bunk.
21. **You are responsible for reading all posted notices.**
22. You are responsible for the contents of your cell. Contraband found in your cell is your responsibility. Search your cell thoroughly when you move in. If you find contraband, notify the Unit Officer immediately.
23. Only authorized religious headgear may be worn in or out of the unit. **Do-rags shall be worn inside your cells only.** Baseball type caps may be worn during outside recreation only, **not in the unit or during wing recreation.**

24. You are not permitted to discard any trash out of your cells onto the wing. The cells around the affected area will be subjected to disciplinary action.
25. If you are placed on **L.O.R.**, you are not allowed out of your cell for wing recreation or the gym.
26. **No inmate is allowed to linger around an inmate's cell that is on L.O.R., or communicate through a secured door with an inmate on L.O.R.**
27. **All cell doors will remain locked at all times (including double cells) for those inmates on L.O.R.**
28. Inmates on L.O.R. will get one-half (1/2) hour to shower and use the phone daily. The Unit Officer will notify you when is the out of cell period.
29. No inmate at any time shall have a double mattress in their cell. Failure to comply **will result in a progressive disciplinary action.**
30. You must have your I.D on your person at all times. I.D's shall be attached to your shirt pockets. You must present your I.D. when receiving medication and/or mental health treatment.
31. Prayer rugs are for praying only and **shall not be left on the floor for display purposes.**

NEW HAVEN COMMUNITY CORRECTIONAL CENTER

SEXUAL ASSAULT PREVENTION FOR INMATES

Prison Rape Elimination Act

The Prison Rape Elimination Act (P.L. 108-107), which President Bush signed into law on September 4, 2003, has led to the establishment of a national commission, which will study prison rape at the Federal, State, and local levels with the goal of combating this crime.

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

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

You are encouraged to report any threat or occurrence of **Sexual Assault** to correctional staff so that any potential victim may be protected and the assailant can be prosecuted to the fullest extent of the law. Additionally, Supervisors, Medical, and Mental Health staff tour the housing units regularly so you may also report threats or occurrences to them.

**** At NHCCC you may inform any staff member of any such incident. Additionally, Supervisors, Medical, and Mental Health Staff tour the housing units regularly. ****

There is a HOT LINE now available to call to report any sexual abuse or assault in regards to P.R.E.A. (Prison Rape Elimination Act). The number to dial is *9222#



MRSA – Information for Inmates By Dr. Edward Blanchette

What is MRSA?

MRSA (short for Methicillin Resistant Staphylococcus Aureus) refers to Staph bacteria that have acquired resistance to certain antibiotics. This resistance means that some antibiotics normally used to treat Staph bacteria in the past will not be effective. However, there are common oral antibiotics that can effectively treat MRSA. In general, Staph bacteria infections have always been rather common in the incarcerated population, but this type of antibiotic resistance is a fairly new development.

What does MRSA infection look like?

Most MRSA infections in the community and in a jail/prison setting start as skin or soft tissue infections such as “boils” or abscesses. Early on, it may have the appearance of a spider bite. Later, the infected area is red, swollen, and painful and there may be pus or other drainage. MRSA is a more serious problem in a hospital setting as opposed to community settings such as military housing, college dorms, or prisons. In DOC, MRSA-infected patients are usually first seen in a jail setting at or shortly after intake. In other words, most of our new MRSA cases originate from the community.

Has MRSA infection become more common over the past few years?

Yes. In fact, MRSA infection was considered unusual a number of years ago even in hospitals. Now, MRSA infections have become much more common in the community, including DOC, and especially in hospitals and healthcare facilities. Facilities where large groups of people live and recreate together, such as college dorms, day-care centers, military barracks, and schools are all areas where MRSA infection has become much more common.

How can inmates protect themselves against MRSA infection?

By far, the most important measures to protect against MRSA are good hand washing practices and good general hygiene such as regular showers. Do not share personal items such as clothing, razors, soap, bedding, combs or towels that may transmit infection. Keep all wounds covered with a clean bandage. Do not help other inmates care for their wounds. Leave that to trained health services staff.

QUESTIONS AND ANSWERS ABOUT H1N1 FLU (SWINCE FLU) FOR INMATES

- **What is H1N1 flu?** H1N1 influenza, also known as swine flu, is a new strain of flu virus that has caused recent public health concern around the world. H1N1 influenza is a respiratory infection caused by a virus.
- **How is it spread?** This virus spreads from person to person through coughing or sneezing by people with the flu. Flu germs can spread through the air up to 3 feet away from the sick person. It is also spread by touching something with the flu virus on it and then touching or mouth or nose.
- **What are the signs and symptoms?** The symptoms of H1N1 flu virus are similar to the symptoms of seasonal flu. These include a combination of fever, cough, sore throat, runny or stuff nose, body aches, headaches, chills and fatigue. It is possible to also have vomiting and diarrhea.
- **How is the H1N1 flu treated?** There are medications that can help treat flu symptoms. Your health care provider will determine if these medications could be helpful for you.

What you can do to protect yourself

- Cover your mouth and nose with a tissue when you cough or sneeze. Throw the tissue away after you use it and then when you wash your hands.
- Wash your hands with soap and water for 20 seconds.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Keep your living areas clean.
- Avoid close contact with sick people.
- Seek medical care if you have symptoms of the flu.

NEW HAVEN COMMUNITY CORRECTIONAL CENTER
 245 WHALLEY AVENUE, NEW HAVEN, CONNECTICUT 06511
FACILITY INMATE CONTACTS

Below is a list of issues you may have while you are incarcerated and above them would be the person you would contact concerning those issues utilizing the inmate request system. You may access them by retrieving a staff request form (CN 9601) from the block office and filling out the request then dropping the request in the appropriate request box.

Unit Corrections Officer

Anything of immediate concern; this includes all EMERGENCIES.

Unit Counselor	Property Office	Recreation Supervisor Thomas
Attorney Access Money Issues Classification Visits Books/Magazines Commissary Razor Chits Jobs – send request to counselor	Property Issues Shoelaces	Recreation Unit Board Games


Operations	Addiction Services Counselor	Maintenance Supervisor
Cell / Housing Moves	NA/ AA Programs	Maintenance Issues

Medical	Disciplinary Investigator	Kitchen Supervisor Phillips
Medical Issues Dental Issues	Discipline Issues	Common Fair Food Issues

Phone Monitor	Mental Health	Unit Supervisor Brown for East Dorm/Gym /S-unit/Bravo/Hospital
Phone /PIN Issues	Mental Health Issues	Unresolved issues Jobs

School	American Disability Act Coordinator Captain Reilly	Administrative Remedies Coordinator Counselor Davis
Educational Issues GED Requests	American Disability Act	Appealing of DR/Ticket/ Grievance

Religious Services	HIV/Counselor	Commissary Officer
Change of Religion Request Religious Issues	HIV/AIDS information	Commissary Issues

 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE</p>	Directive Number 9.5	Effective Date 6/19/2012	Page 1 of 19
	Supersedes Code of Penal Discipline, dated 1/1/2008		
Approved B <i>Leo C. Arnone</i> Commissioner Leo C. Arnone	Title Code of Penal Discipline		

1. Policy. Inmates shall be held to the same level of individual responsibility as a member of the free public. As such, all privileges shall be earned and retained through positive performance and respect for rules, order and authority. Consistent with this policy, the Department of Correction shall provide for the orderly conduct of inmates by establishing rules of conduct and procedures to address misconduct. The Code of Penal Discipline shall establish acts of misconduct, the process for judging allegations of misconduct, and sanctions for violations. Disciplinary action shall be based on credible evidence of misconduct, and shall be timely, impartial and consistent. Sanctions shall be proportionate to the seriousness of the offense and the inmate's disciplinary record, and the disciplinary action shall serve to teach the inmate the consequence of the misconduct and to enforce staff authority.

2. Authority and Reference.

- A. Connecticut General Statutes, Sections 18-7, 18-7a, 18-81, 18-98b through 18-98d.
- B. American Correctional Association, Standards for Administration of Correctional Agencies, April 1993, Standard 2-CO-3C-01.
- C. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4226 through 4-4248, 4-4252 and 4-4255.
- D. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-2A-28, 4-ALDF-3A-01, 4-ALDF-3A-02, 4-ALDF-6C-01 through 4-ALDF-6C-18.
- E. Administrative Directives 1.3, Administrative Directives, Manuals, Forms Management and Post Orders; 6.6, Reporting of Incidents; 6.14, Security Risk Groups; 9.2, Offender Classification; 9.4, Restrictive Status; and 9.6, Inmate Administrative Remedies.

3. Definitions. For the purposes stated herein, the following definitions apply:

- A. Accessory. Assisting a person to commit an act prohibited by this Directive.
- B. Attempt. Conduct which is likely to result in an act prohibited by this Directive.
- C. Confinement to Quarters (CTQ). A penalty that confines an inmate to his/her cell or living area and prohibits the inmate from:
 - 1. attending general population recreation to include outside yard, dayroom, gymnasium and library;
 - 2. attending work; and,
 - 3. attending school except for inmates through the school year of their 21st birthday.

An inmate on CTQ status shall be permitted to:

1. attend visits;
2. attend collective religious services;
3. attend addiction services programs;
4. use the phone;
5. receive commissary;
6. shower;
7. attend meals with general population; and,
8. retain their own television and/or radio.

An inmate shall only be placed on CTQ for a maximum of 15 days.

- D. Conspiracy. Agreeing with one or more persons to participate in an act prohibited by this Directive and any one of those persons acts in furtherance of the conspiracy.
- E. Continuance. Adjournment of a hearing until another time.
- F. Contraband. Anything not authorized to be in an inmate's possession, used in an unauthorized or prohibited manner or altered in any way.
- G. Dangerous Instrument. A weapon, or any other unauthorized object or substance, which may cause physical injury or death, under the circumstances in which it is possessed, used or attempted or threatened to be used, or is capable of being used.
- H. Deferred Prosecution. Deferral of the prosecution of a disciplinary report for a specific period of time.
- I. Loss of Recreation (LOR). A penalty that restricts an inmate from any recreational activity as determined by the Unit Administrator and which may be imposed formally or informally.
- J. Possess. Having physical possession or exercising control over an object.
- K. Privilege. A benefit bestowed upon an individual to which a person has no right or legal entitlement.
- L. Responsibility. An individual's personal obligation or accountability for performance.
- M. Security Risk Group. A group of inmates specifically designated by the Commissioner, which poses a threat to the safety of staff, the unit or other inmates.
- N. Self Defense. Protection of oneself from an unprovoked attack which cannot be avoided.
- O. Serious Physical Injury. Any injury which requires the individual to receive immediate medical treatment by a health care professional before the individual can continue normal activity.
- P. Suspended Sentence. The postponement of a disciplinary sentence for a specified period of time.
4. Notification. This Directive shall be published in English and Spanish and shall be distributed as follows:
- A. Employees. Each direct contact employee shall receive a copy of this Directive. Direct contact employees shall receive instruction regarding this Directive during pre-service orientation training.
- B. Inmates. Each newly admitted inmate shall receive a copy of this Directive and instruction regarding this Directive within two (2) weeks of admission to the Department. Each inmate shall

Title

Code of Penal Discipline

acknowledge receipt of this Directive by signing a receipt which shall be placed in the inmate's file. Unit Directives shall provide a process to provide information about this Directive to any inmate who is illiterate, impaired, handicapped or does not speak English or Spanish.

5. General Provisions. All privileges must be earned. Each inmate shall be responsible to follow all rules, policies, staff direction, and satisfactorily comply with all work and program requirements to earn access to available privileges. Access to any privilege with limited admission shall be offered to inmates who have maintained positive behavior and obedience to rules, regulations and staff direction. Each facility shall develop a list of privileges available to inmates in general population. The type of privileges available shall be based on a facility's security level and shall be authorized subject to the joint approval of the Deputy Commissioner of Operations and the Director of Programs and Treatment (Division).
6. Access to Privileges.
 - A. Newly Admitted Inmates. Upon admission, an inmate may be afforded access to all privileges available at the admitting facility, contingent upon conformity with institutional rules and staff direction.
 - B. Restrictive Status Inmates. Inmates placed on a restrictive status or in a close monitoring unit may lose access to privileges. The Unit Administrator of a facility containing a restrictive housing or close monitoring unit shall develop procedures and time frames in which an inmate may earn access to limited privileges based upon acceptable behavior and performance in accordance with the appropriate restrictive status or close monitoring programming. The designated time frames shall be in addition to any penalty received prior to or during the placement on a restrictive status or in a close monitoring unit. In all cases, the privileges for the restrictive housing unit shall be less than those in general population.
7. Unit Rules. Each unit shall establish its own written rules concerning inmate conduct. These rules shall be published in the inmate handbook required by Administrative Directive 1.3, Administrative Directives, Manuals, Forms Management and Post Orders. The rules shall be posted in inmate housing units and copies shall be placed in inmate libraries as appropriate.
8. Relation to Criminal Proceedings. Proceedings under the criminal code of the State of Connecticut against an inmate shall not cause the delay of proceedings under this Directive. A dismissal, nolle or not guilty verdict in criminal proceedings shall not affect action under this Directive. Any serious criminal offense shall be reported to the Connecticut State Police for investigation and action.
9. Classes of Offenses. There shall be three (3) classes of offenses: A, B and C. Class A offenses shall be the most serious offenses and Class C offenses the least serious.

10. Authorized Sanctions. An inmate who is in violation of this Directive shall be sanctioned in accordance with the provisions of this section.

A. Limits. Except as specifically provided in this Directive the following punishment limits shall be observed:

1. for Class A offenses: punitive segregation; forfeiture of good time; and two (2) different penalties;
2. for Class B offenses: punitive segregation; forfeiture of good time; and one (1) penalty; and,
3. for Class C offenses: forfeiture of good time and one (1) penalty.

B. Punitive Segregation. Any commitment to punitive segregation shall be for a definite period of time, the maximum of which shall be:

1. for conviction of offenses Section 12(D) (Assault on a Department of Correction Employee), Section 12(N) (Hostage Holding of a Department of Correction Employee), or Section 12(T) (Riot) - up to 30 days. Any inmate found guilty of these offenses shall be reviewed for placement in Administrative Segregation prior to the completion of the punitive segregation sanction;
2. for any class A offense committed by an inmate who is a verified member of a security risk group in accordance with Administrative Directive 6.14, Security Risk Group - up to 20 days;
3. for all other Class A offenses - up to 15 days;
4. for Class B offense - up to 10 days; and,
5. for Class C offense - punitive segregation may not be imposed except when the criteria of Section 10(E) are met.

When punitive segregation is imposed for multiple offenses arising from a single incident, it may be applied concurrently or consecutively. The maximum cumulative sentence to punitive segregation for offenses arising from a single incident shall not exceed the accumulation of two (2) consecutive sanctions.

C. Forfeiture of Good Time. Forfeiture of good time shall be imposed in accordance with provisions of this section.

1. Type. There shall be three (3) types of good time subject to forfeiture:

- a. Statutory Good Time. An inmate may forfeit any or all statutory good time earned on the present sentence. In the event an inmate has not yet earned sufficient good time to satisfy a forfeiture, such good time shall be deducted from any statutory good time earned during the course of the current sentenced incarceration.
- b. Presentence Good Time. Presentence good time shall not be awarded at the time of sentence computation if an order to withhold credit has been issued in the disposition in a disciplinary report during

Director's Office	Effective Date	Page 1 of 19
9.5	6/19/2012	
Title		
Code of Penal Discipline		

presentence confinement. The amount of credit ordered to be withheld shall be proportionate with the seriousness of the offense and the inmate's disciplinary record. The actual credit withheld shall not exceed the amount earned during presentence confinement. Presentence good time shall not be subject to forfeiture for misconduct that occurs after the sentence commences.

c. Outstanding Meritorious Good Time. Outstanding Meritorious Good Time shall be subject to forfeiture in the amount earned on the date of the offense subject to the discretion of the Investigator or the Hearing Officer, and the Unit Administrator's designee.

2. Amount. The maximum amount of good time which an inmate may forfeit shall be: (a) 90 days for a Class A offense; (b) 60 days for a Class B offense; and (c) 15 days for a Class C offense except as authorized below:

a. The authorized forfeiture of earned good time may be doubled if the offense involves:

1. assault on a Department of Correction employee which is classified as a Level 2 assault as defined in Administrative Directive 6.6, Reporting of Incidents;
2. the use of a dangerous instrument against another person;
3. serious physical injury of another person; or,
4. a member of a security risk group committing the offense.

b. The authorized forfeiture of earned good time may be quadrupled if the offense involves a dangerous instrument and also results in serious injury.

c. If the offense is one of the following the inmate shall be subject to forfeiture of all earned good time:

1. Section 12(D) (Assault on a Department of Correction Employee), which is classified as a Level 1 assault as defined in Administrative Directive 6.6, Reporting of Incidents;
2. Section 12(J) (Felonious Misconduct);
3. Section 12(N) (Hostage Holding of a Department of Correction Employee); or,
4. Section 12(T) (Riot).

D. Penalties. The following penalties may be imposed:

1. Reprimand;
2. Loss of recreation privileges up to 30 consecutive calendar days;
3. Loss of telephone privileges up to 90 consecutive calendar days. The sanction may be compounded by doubling the time

- frame for each successive conviction of Security Tampering relating to telephone privileges;
4. Loss of commissary privileges up to 90 consecutive calendar days during which time the inmate may not place an order;
 5. Loss or modification of social visiting privileges up to 60 consecutive calendar days;
 6. Extra duty up to 24 hours which shall be completed within one (1) week of disposition;
 7. Confinement to quarters up to 15 consecutive calendar days;
 8. Loss of social correspondence privileges (incoming and outgoing correspondence) up to 60 consecutive calendar days; and,
 9. Restitution for property theft or damage.

The following penalties shall not be imposed concurrently: loss or modification of social visiting, loss of telephone, or loss of social correspondence.

- E. Increases. When an inmate has been found guilty for the third time in any six (6) month period arising from separate incidents, the sanction for the instant offense may be taken from those authorized for the next higher class of offense. If the instant offense is a Class A offense, then up to four (4) penalties authorized in Section 10(D) of this Directive may be imposed and up to 120 days of good time may be forfeited.
- F. Suspended Sentence. A disciplinary sentence for a Class A offense may not be suspended. A disciplinary sentence for a Class B or C offense may be suspended for a period not to exceed 60 days. If the inmate does not commit a classified offense prohibited by this Directive during the period of suspension, the suspended sentence shall not be imposed. If the inmate commits a classified offense during the period of the suspension, the suspended sentence and any sentence resulting from the new offense shall be imposed. A sentence resulting from an offense committed during the time of a previously suspended sentence cannot be suspended.
- G. Additional Sanctions Related to Security Risk Groups.
1. Security Risk Group Affiliation Violation. When an inmate is found guilty of Security Risk Group Affiliation the inmate shall without further hearing be designated as a Security Risk Group Member and, in addition to any applicable sanctions, shall be subject to the provisions of Administrative Directive 6.14, Security Risk Groups.
 2. Security Risk Group Safety Threat Violation. When an inmate is found guilty of Security Risk Group Safety Threat the inmate shall without further hearing be designated as a Security Risk Group Safety Threat Member and, in addition to any applicable sanctions, shall be subject to the provisions of Administrative Directive 6.14, Security Risk Groups.
 3. Additional Violations. An inmate who has been designated as a Security Risk Group Member in accordance with Administrative Directive 6.14, Security Risk Groups, shall without further hearing be designated as a Security Risk Group Safety Threat Member if found guilty of any of the following disciplinary violations:

Title

Code of Penal Discipline

- a. Assault (Section 12(C));
- b. Assault on a Department of Correction Employee (Section 12(D));
- c. Contraband, Class A (Possessing a Dangerous Instrument) (Section 12(F));
- d. Creating a Disturbance (Section 12(G));
- e. Fighting (Section 12(K));
- f. Impeding Order (Section 12(O)); and/or,
- g. Security Risk Group Safety Threat (Section 12(W)).

In addition to any applicable sanctions, the inmate shall be subject to the provisions of Administrative Directive 6.14, Security Risk Groups.

H. Degree. The sanctions imposed shall be proportionate to:

1. the seriousness of the offense; and,
2. the inmate's disciplinary record.

Disciplinary sanctions shall be administered in order to regulate an inmate's future behavior.

I. Inmates Mentally Impaired or with Mental Illness. Before a class A disciplinary report is delivered to an inmate housed in a designated housing area for the mentally ill or inmates awaiting transfer to such a designated housing area, a qualified mental health professional shall be consulted and asked to express an opinion as to:

1. whether the behavior for which the disciplinary report is given is a result of the inmate's mental illness; and,
2. whether disciplining the inmate would aggravate the inmate's mental illness.

This consultation shall be documented on CN 9510, Mental Health Disciplinary Review Form. If the qualified mental health professional answers in the affirmative to either questions (1) or (2) above, the disciplinary report shall not be delivered to the inmate and shall be dismissed, unless the Unit Administrator directs in writing otherwise. In any case in which the inmate is given a disciplinary report despite the qualified mental health professional's affirmative answer to questions (1) and/or (2) above, the form on which the qualified mental health professional's opinion is noted shall be given to the Hearing Officer prior to the disciplinary hearing and/or the imposition of any sanction.

In no event shall an inmate receive disciplinary sanctions for verbally reporting to staff feelings or intentions regarding self-harm or suicide.

11. Accessory, Attempt and Conspiracy. When supported by the evidence, the offenses of Accessory, Attempt and Conspiracy shall be deemed to be included in the substantive offense without having to be separately

charged. Accessory, Attempt and Conspiracy shall be punishable in the same degree as if the substantive offense was committed.

12. Class "A" Offenses.

- A. Alteration of a Specimen. Adulterating, substituting, mislabeling or disposing of a required specimen.
- B. Arson. Starting a fire or causing an explosion.
- C. Assault. Physically attacking another person with or without the use of an object or substance.
- D. Assault on a Department of Correction Employee. Intentionally striking or attacking a Department of Correction employee with or without the use of an object or substance or behaving in such a reckless manner that one's actions causes a strike of a Department of Correction employee.
- E. Bribery. Giving or agreeing to give to any person a benefit intended to influence that person's action or decision.
- F. Contraband, Class A. Making, transferring or possessing: a dangerous instrument; any item of use in making, attempting or aiding an escape; unauthorized currency; drugs or drug paraphernalia; an intoxicating substance; unauthorized medication; tobacco or tobacco paraphernalia; tattoo machine or equipment; or a cellphone and/or wireless communication device, to include any component thereof.
- G. Creating a Disturbance. Causing or participating in a general disturbance which involves any of the following Level 1 incidents in accordance with Administrative Directive 6.6, Reporting of Incidents: group disturbance; inmate work stoppage; organized disobedience, major destruction/disablement of state property; or any other incident which causes the alert of the Department's Emergency Response Units.
- H. Destruction of Property, Class A. Damaging property with actual or replacement value of one hundred dollars (\$100) or more.
- I. Escape. Leaving a correctional facility without authorization; leaving escorted custody without permission; exceeding assigned limits of community release without permission; or failing to properly return from furlough.
- J. Felonious Misconduct. Committing an act that would be a felony under the Connecticut General Statutes that is not a classified offense prohibited by this Directive. Charging under this section requires the authorization of the Unit Administrator or designee and a specific statutory citation.
- K. Fighting. Engaging in physical combat with another person.
- L. Flagrant Disobedience. Disobeying a clearly stated order in a way that conveys a deliberate challenge to authority and jeopardizes the safety, security and orderly operation of the facility or for failing to comply with a lawful direction to refrain from contacting the victim of the inmate's crime.
- M. Hostage Holding. Taking, detaining or holding another person against the other person's will.
- N. Hostage Holding of a Department of Correction Employee. Taking, detaining or holding of a Department of Correction employee against the employee's will.
- O. Impeding Order. Impeding the order or security of the unit by intentionally or recklessly causing a grave risk of alarm, unauthorized assembly or engaging in disorderly conduct which severely interferes with the unit's normal operations.

Title

Code of Penal Discipline

- P. Interfering with Safety or Security. Interfering with, resisting or obstructing the execution of a staff member's official duties.
- Q. Intoxication. Being under the influence of alcohol or any intoxicating substance, or a drug other than a drug officially prescribed or issued by staff; or when the presence of any of these substances in the body is established by an approved scientific method of analysis.
- R. Possession of Sexually Explicit Materials. Possessing or transferring any pictorial depictions of sexual activity or nudity which, by its nature or content, poses a threat to the security, good order or discipline of the facility, facilitates criminal activity, or harasses staff.
- S. Public Indecency. Intentionally exposing one's intimate body parts or fondling/caressing one's intimate body parts in a lewd and public manner.
- T. Refusal to Give a Specimen. Refusing a direct order to provide a blood, urine or other required specimen within three (3) hours.
- U. Riot. Inciting or participating in a general disturbance which results in: a loss of control of all or a portion of a unit; serious injury; serious property damage; or other organized disobedience to the rules of the unit. A charge of riot may be used only when the Commissioner declares that a riot has occurred and authorizes use of the charge.
- V. Secreting Identity. Presenting false identification or wearing a hood or other garment for the purpose of concealing identity.
- W. Security Risk Group Affiliation. Possessing or displaying any materials, symbols, colors or pictures of any identified security risk group; or behaviors uniquely or clearly associated with a security risk group.
- X. Security Risk Group Safety Threat. Activity, behavior, status as a recognized Security Risk Group leader or involvement in an event associated with a Security Risk Group which jeopardizes the safety of the public, staff or other inmate(s) and/or the security and order of the facility.
- Y. Security Tampering. Tampering with locking, security or safety devices, or any unauthorized or fraudulent use of the phone or mail system.
- Z. Self-Mutilation. Intentionally inflicting bodily injury to oneself including tattooing and body piercing. Each disciplinary report for self-mutilation shall first be reviewed by a qualified mental health professional prior to its delivery to the inmate.
- AA. Sexual Misconduct. Touching the sexual or other intimate parts of another, including kissing, for the purpose of gratifying the sexual desire of either party.
- BB. Theft, Class A. Stealing or possessing stolen property with actual or replacement value equal to or in excess of one hundred dollars (\$100).
- CC. Threats. Making verbal or written statements, or engaging in physical conduct causing fear in another person.
- DD. Violation of Program Provisions. Failing to comply with the procedures or restrictions of community release, furlough or other special program.
13. Class "B" Offenses.
- A. Bartering. Conducting any unauthorized transaction for which payment of any kind is made, promised or expected.

- B. Causing a Disruption. Inciting others or engaging in disruptive behavior which interferes with normal operations, for example: setting nuisance fires, harassing others by taunts, name calling or pushing, rattling bars, banging utensils or other objects or in any other manner creating loud or disturbing noises.
- C. Contraband, Class B. Class B Contraband is defined as:
1. Being in possession of unauthorized items;
 2. Being in possession of authorized items that have been altered;
 3. Being in possession of inmate personal property, state issued items, or commissary items in excess of authorized amounts; or,
- D. Destruction of Property, Class B. Damaging any property with actual or replacement value less than one hundred dollars (\$100).
- E. Disobeying a Direct Order. Failing to comply expeditiously with an instruction of a staff member or failing to comply with any disciplinary sanction imposed.
- F. Gambling. Betting for money, personal gain, or anything of value.
- G. Giving False Information. Intentionally misleading staff in the course of official duties.
- H. Insulting Language or Behavior. Using abusive or obscene language or making an obscene gesture.
- I. Misdemeanor Misconduct. Committing an act that would be a misdemeanor under the Connecticut General Statutes that is not a classified offense prohibited by this Directive. Charging under this section requires the authorization of the Unit Administrator or designee and a specific statutory citation.
- J. Out of Place. Being present in an area without authorization, loitering or being in a location longer than necessary to accomplish an authorized purpose.
- K. Theft Class B. Stealing or possessing stolen property with actual or replacement value of less than one hundred dollars (\$100).
14. Class "C" Offenses.
- A. Disorderly Conduct. Any nuisance or annoying behavior which interferes with the unit's order.
 - B. Malingering. Failing to carry out instructions or assignments in a timely manner.
 - C. Sanitary/Housing Violation. Failing to maintain proper sanitary condition in personal hygiene, toilets, housing, or dining areas.
 - D. Violation of Unit Rules. Failing to abide by a published unit rule.
15. Performance Failure Citation. An inmate assigned to community release may be issued CN 9501, Citation for Performance Failure at the discretion of a Parole and Community Services staff member in consultation with a supervisor or higher authority, for failure to comply with any condition of release. A copy shall be given to the inmate, and the inmate shall be afforded an opportunity to contest the factual accuracy of the citation in writing to the Director of Parole and Community Services. No administrative action other than reprimand, additional supervision through incremental sanctions of the Community Release Intervention Program as enumerated in Administrative Directive 9.2, Offender Classification or additional program requirements may result from a citation. Following disposition, the original citation

Title

Code of Penal Discipline

shall be included in the inmate's unit file. If an inmate refuses to accept the citation, a disciplinary report shall be issued on the charge of Violation of Program Provisions and the inmate shall be remanded to custody.

- 16. Disciplinary Coordinator. Each Unit Administrator shall appoint a supervisory employee as a Disciplinary Coordinator who shall coordinate the disciplinary functions of the facility and who shall ensure that the facility complies with the policies and procedures of this Directive. The Disciplinary Coordinator shall be responsible for the processing and distribution of all records and reports under this Directive unless responsibility is expressly delegated to another.

In addition to the administrative duties, the Disciplinary Coordinator shall have authority to: (1) substitute a charge on a disciplinary report in accordance with the provisions of Section 32 of this Directive; (2) defer prosecution of a disciplinary report in accordance with the provisions of Section 33 of this Directive; and (3) dismiss a disciplinary report, prior to hearing, that does not serve the disciplinary interests of the facility.

If a disciplinary report is deferred, dismissed or the charge substituted under this section, the Disciplinary Coordinator shall send a copy of CN 9503, Disciplinary Report and CN 9504, Disciplinary Process Summary Report to the reporting employee and the Unit Administrator. The Unit Administrator shall appoint a back up Disciplinary Coordinator to act in the absence of the Disciplinary Coordinator. The Director of Parole and Community Services shall also appoint a Disciplinary Coordinator in accordance with this section. Each Disciplinary Coordinator shall receive training prior to assuming duties as Disciplinary Coordinator.

- 17. Informal Disposition. Violations of this Directive may be disposed through informal disposition when informal disposition is deemed sufficient to regulate an inmate's behavior.

- A. Initiation. Informal disposition may be initiated (1) by the reporting employee or (2) by a custody supervisor or unit manager as an alternative to a disciplinary report.

- 1. When initiated by the reporting employee, CN 9502, Informal Disposition Report shall be completed, including the recommended penalty(s), and shall be appropriately signed. The completed form shall be received by a custody supervisor or unit manager not later than eight (8) hours from the alleged misconduct.
- 2. When a custody supervisor or unit manager initiates informal disposition based on a disciplinary report, they shall prepare form CN 9502, Informal Disposition Report and inform the reporting employee of the action.

- B. Review. Not later than 24 hours of receipt of an informal disposition initiated by the reporting staff member, the custody supervisor or unit manager shall: (1) deny use of informal disposition; (2) approve informal disposition and the recommended penalty(s); or (3) approve informal disposition and impose an alternative penalty(s). The reporting employee may confine an inmate to quarters pending review of the informal disposition.

Title

Code of Penal Discipline

In such case an incident report shall be completed, an entry made in the station log, and the custody supervisor or unit manager notified immediately. The custody supervisor, unit manager or higher authority may intervene in this placement.

- C. Disposition. Penalties shall be consistent with Section 10(D) of this Directive with the exception of restitution, which shall not be authorized under informal disposition. No more than three (3) penalties may be imposed and the duration of any penalty imposed shall not exceed one (1) week.
 - D. Notification. Upon completion of review by a custody supervisor or unit manager, the inmate and the reporting employee shall be notified of the informal disposition. Notification to the inmate shall include a space for the inmate to sign acknowledging the disposition.
 - E. Refusal. If the acknowledgment of informal disposition is not signed it shall constitute a refusal and a disciplinary report shall be initiated.
 - F. Records and Reporting. No record of an informal disposition shall be kept in an inmate's master file or automated file. A record of all informal dispositions shall be maintained at the unit to allow for record keeping and reporting consistent with Section 41 of this Directive.
18. Initiation of Disciplinary Report. A CN 9503, Disciplinary Report shall be prepared by the reporting employee, upon detection of an act which gives cause for formal disciplinary action. A separate disciplinary report shall be prepared for each offense charged. Only the most serious possible charge relating to an offense shall be charged to a single act. When additional charges are justified as a result of sequential behaviors during an incident charges may be filed separately.
- A. Facility Procedure. The disciplinary report shall be delivered to a custody supervisor or unit manager. Provision shall be made to provide the reporting employee, upon request, with a copy of page one of the disciplinary report before the end of the shift.
 - B. Community Release Procedure. The disciplinary report shall be referred to the appropriate Unit Administrator or designee.
 - C. Escape Procedure. In the event of an escape, the facility/Parole and Community Services Office from which the inmate escaped shall prepare CN 9503, Disciplinary Report, but not date the report. The report shall be reviewed by the Unit Administrator or designee and subsequently placed in the inmate's master file until such time the inmate is readmitted to the Department. Once readmitted, the report shall be dated and issued to the inmate in accordance with Section 21 of this Directive.
19. Custody Supervisor/Unit Manager. A custody supervisor or unit manager shall be responsible to:
- A. Manage disciplinary functions during the shift.
 - B. Review the disciplinary report to ensure that it is complete and that, on its face, the evidence supports the charge.
 - C. Sign the disciplinary report.
 - D. Initiate delivery of the disciplinary report to the accused and forward the original copy to the Disciplinary Investigator.

Title

Code of Penal Discipline

20. Administrative Detention. A custody supervisor may remove an inmate from population, in accordance with Administrative Directive 9.4, Restrictive Status, pending a disciplinary disposition when justified for reasons of security or order. If an inmate is removed from population, the Unit Administrator shall review the case within 72 hours of placement in Administrative Detention to determine whether continued confinement in the status is necessary. The date and time of placement in Administrative Detention shall be recorded on the disciplinary report. If punitive segregation is subsequently imposed any time spent in Administrative Detention shall be credited toward the sentence on a day-for-day basis.
21. Notice of Disciplinary Proceedings. A complete and legible copy of the disciplinary report shall be delivered to the inmate within 24 hours of the discovery of the inmate's alleged misconduct, except in the following circumstances:
- A. Violation of Program Provisions. When an inmate is charged with Violation of Program Provisions, the receiving facility shall have three (3) business days to issue the disciplinary report to the inmate; or,
 - B. Escape. Upon the inmate's return to custody, the receiving facility shall have seven (7) business days to issue the disciplinary report to the inmate.
22. Disciplinary Investigator. Upon receipt of a disciplinary report, the Investigator shall assign a report number in accordance with Section 40 of this Directive. An Investigator shall conduct an investigation into the allegation of misconduct of each disciplinary report that goes to hearing and shall have authority to dispose of a disciplinary report prior to the hearing pursuant to Section 23 of this Directive. The disciplinary investigation shall be initiated the next business day following the day the disciplinary report was issued to the inmate. Investigators shall be appointed by the Unit Administrator and shall be certified by the Maloney Center for Training and Staff Development prior to assuming their duties.
23. Disciplinary Investigator Disposition. The Investigator shall interview the accused inmate. If the inmate chooses to plead guilty prior to a disciplinary hearing, the Investigator may accept the plea and dispose the disciplinary report unless the inmate has been charged with:
- A. Assault on a Department of Correction Employee;
 - B. Hostage Holding of a Department of Correction Employee
 - C. Creating a Disturbance;
 - D. Felonious Misconduct;
 - E. Escape;
 - F. Riot;
 - G. Security Risk Group Safety Threat; or,
 - H. Initial Security Risk Group Affiliation, or any Security Risk Group Affiliation which causes a designation change.

If the Investigator elects to dispose the disciplinary report, the Investigator shall impose sanctions consistent with Section 10 of this Directive up to half the maximum allowed under Sections 10(B) and 10(C). If the Investigator disposes the disciplinary report, no appeal shall be permitted. Before accepting a guilty plea, the Investigator

shall ensure that the inmate understands that a guilty plea precludes an appeal. The inmate shall sign the statement on the disciplinary report that a guilty plea is made voluntarily and with the knowledge that no appeal is permitted. CN 9504, Disciplinary Process Summary Report shall be prepared by the Investigator when an inmate pleads guilty pursuant to this section. Investigator dispositions shall be consistent with the unit's disciplinary policy and interests.

24. Pre-hearing Investigation. If the Investigator does not dispose the disciplinary report, the Investigator shall inform the inmate about the process of investigation and hearing and ensure the inmate receives a copy of the disciplinary report at least 24 hours prior to any disciplinary hearing. The Investigator shall determine if the accused inmate desires an advocate and shall inform the inmate of the available advocates. The Investigator shall indicate the inmate's decision on CN 9505, Disciplinary Investigation Report and if an advocate is selected, shall promptly notify the advocate. The Investigator shall determine if the accused inmate desires a witness(es) and shall list the name and number of each appropriate inmate witness and the name and position of any staff witness. If an inmate declines an advocate or identifies no witnesses, the decision(s) shall be recorded on CN 9505, Disciplinary Investigation Report, which shall be signed by the inmate. Any failure to obtain signatures shall be for good cause as determined by the Hearing Officer and documented on CN 9504, Disciplinary Process Summary Report. The Investigator shall conduct an investigation into the circumstances of each disciplinary report that goes to hearing and gather all information deemed relevant to the disciplinary report. The Investigator shall report the results of the investigation on CN 9505, Disciplinary Investigation Report.

The Investigator shall prepare a hearing docket and ensure that a disciplinary report is brought to hearing in accordance with the time frames established in Section 31(A) of this Directive and shall ensure that the inmate, any witnesses, the advocate and evidence along with appropriate forms are available at the scheduled hearing.

25. Advocate. An advocate shall meet with the inmate at least 24 hours prior to the hearing, conduct a thorough investigation independently of the Investigator, and make a report of the investigation using CN 9508, Advocate Investigation Report. The advocate shall assist the inmate in preparing a defense, and appear at and assist in making a presentation at a formal disciplinary hearing. If the advocate selected cannot appear at the hearing, another advocate may be appointed to assist the inmate. The accused inmate may, in writing, withdraw a request for an advocate at the time of the hearing. Each Unit Administrator shall appoint a minimum of three (3) staff members, including both custodial and treatment personnel, to serve as advocates. The names of the advocates shall be made known to all staff and inmates through appropriate notice.
26. Defense Preparation. An accused inmate shall be allowed a minimum of 24 hours, from notice to hearing, to prepare a defense.
- A. Waiver. An inmate may waive the 24-hour period by executing a written waiver.
- B. Exception. When an inmate's release is imminent or a transfer is necessitated, an expedited disposition may be conducted in

Title

Code of Penal Discipline

accordance with Section 29 of this Directive, which may cause the 24-hour period to be constricted.

27. **Witnesses.** An accused inmate may have an opportunity to present witness testimony at a disciplinary hearing. At the discretion of the Hearing Officer, an accused inmate may present an inmate witness statement in lieu of testimony. Witness testimony shall be truthful, relevant, freely given and not redundant. To appear at a disciplinary hearing, an individual shall be present at the unit and pose no threat to an orderly disciplinary hearing or to personal safety. If an otherwise qualified witness is unable to appear, written testimony may be submitted on CN 9511, Inmate Witness Statement Form.
- A. **Identification.** The Investigator shall ascertain whether the inmate wants to call witnesses. If so, the Investigator shall record the names on CN 9505, Disciplinary Investigation Report. The inmate's failure to identify witnesses to the Investigator shall make any subsequent request for a witness subject to the Hearing Officer's discretion.
- B. **Testimony.** The Investigator shall interview prospective witnesses; list the witnesses and the nature of the testimony on CN 9505, Disciplinary Investigation Report; and schedule the admissible witnesses for the disciplinary hearing. No inmate witness shall be compelled to testify. The inmate shall be responsible for providing written testimony for any community witnesses.
- C. **Staff Witness.** A staff member, called upon for testimony, shall submit such testimony in writing or in person at the discretion of the Hearing Officer.
28. **Hearing Officer.** A Hearing Officer shall preside over any formal disciplinary hearing, serve as the adjudicator of fact, and adjudicate any referred disciplinary report. Hearing Officers and acting Hearing Officers shall be certified by the Center for Training and Staff Development prior to assuming duty. The Hearing Officer shall have authority to include any person as a witness, may limit the testimony of any witness, which is redundant or irrelevant and may order the presentation of any documents or evidence necessary for the conduct of a disciplinary hearing. The Hearing Officer may exclude or eject from the disciplinary hearing any person whose behavior poses a threat to an orderly hearing or jeopardizes the safety of any person. The Hearing Officer shall determine the hearing requirements to ensure a professional proceeding.
29. **Expedited Disposition.** The disciplinary process may be expedited when an accused inmate's release is imminent or when circumstances require that the inmate be urgently transferred and it is impracticable to conduct a hearing at the receiving facility. In such case, an inmate shall receive the disciplinary report, shall be afforded a chance to prepare a defense including nominating witnesses, shall receive the services of an advocate if desired, and any hearing shall be in accordance with Section 31 of this Directive.
30. **Transferred Inmate's Disciplinary Process.** If an inmate is transferred prior to disposition of a disciplinary report, the disciplinary report shall be disposed at the receiving unit. The Disciplinary Coordinators of the sending and receiving unit shall coordinate the process. The

receiving unit shall pick up the process at the point where the sending unit left off and assume all duties for disposing the disciplinary report except the investigation. A copy of the disciplinary report shall be delivered to the inmate at the time of transfer if it has been reviewed in accordance with Section 19 of this Directive and the disciplinary report shall be sent with the inmate. If the disciplinary report is not sent with the inmate, the sending unit shall be responsible for notifying the receiving unit by telecommunications that a disciplinary report is pending and for expeditiously forwarding the disciplinary report. The sending unit shall conduct an investigation, shall inform the receiving unit of the results of its investigation and of what procedural steps have been taken and shall respond to all inquires from the receiving unit or the Hearing Officer. The inmate may select an advocate at the receiving unit and the receiving unit may request an investigation by an advocate of the sending unit.

Interviews may be conducted by telephone including the taking of testimony for the disciplinary hearing.

31. Hearing.

- A. Time Frames. A disciplinary hearing shall be convened as soon as possible but not later than seven (7) business days of the date of the disciplinary report except in the event of a transfer a hearing shall be convened within 10 days business days.
- B. Appearance of the Accused. An accused inmate shall be present at the disciplinary hearing: (1) unless the inmate declines to appear; (2) unless the inmate's behavior gives cause for exclusion or removal; and (3) except when confidential information is presented in accordance with Section 31(G) of this Directive. The absence of the accused inmate shall be documented on CN 9504, Disciplinary Process Summary Report. The Hearing Officer may recess the hearing for deliberation outside the presence of the inmate.
- C. Continuance. For good cause shown, a disciplinary hearing may be continued to a later hearing date not to exceed 10 business days. The Hearing Officer shall record the reason for any continuance on CN 9504, Disciplinary Process Summary Report. Not more than two (2) continuances may be granted to the Investigator or the accused for any disciplinary report.
- D. Plea. The charge as it appears on the disciplinary report shall be read and the inmate shall be asked to plea. If the inmate desires to plead guilty to the charge, the inmate shall so state. A plea of not guilty shall be entered by the Hearing Officer if the inmate refuses to plead or is not present. Before accepting a guilty plea, the Hearing Officer shall ensure that the inmate understands that a guilty plea precludes an appeal. The inmate shall sign a statement on the disciplinary report that the guilty plea is made voluntarily and with the knowledge that no appeal is permitted. If the inmate is unable to sign the disciplinary report the Hearing Officer shall make an appropriate notation including the reasons for the inmate's inability to sign.
- E. Evidence. Evidence may be physical evidence, a written statement or a document, or oral testimony. A copy or listing of any physical evidence shall be given or made available to the inmate or the inmate's advocate by the Investigator at least 24 hours prior to the hearing. Physical evidence shall be presented at the

Number	9.5	Effective Date	6/19/2012	Page 17 of 19
Title	Code of Penal Discipline			

hearing, as determined by the Investigator, whenever practicable. Otherwise, a sample, photograph, laboratory test, or a written description of the evidence shall be presented.

- F. Presentation of the Case. An Investigator shall present the case against the inmate. The Investigator presenting the case need not be the Investigator who conducted the investigation. The Investigator shall read the statement of charge on the disciplinary report, explain the results of the investigation and submit a written investigative report. If the inmate is found guilty, the Investigator shall present the unit recommendation for sanction and reasons for them in the presence of the accused. The Investigator shall respond to questions from the Hearing Officer.
- G. Confidential Information. Information which is material to the allegation of misconduct may be exempted from disclosure if it places another person in jeopardy or compromises the unit's security. If the Investigator believes that documentary or testimonial information should be exempted from disclosure, the Investigator shall present the information and an assessment of its credibility to the Hearing Officer outside the presence of the inmate and the inmate's advocate. The Hearing Officer shall decide if the information should be exempt from disclosure and, if so, shall inform the inmate that there is exempted information. If the inmate is found guilty of the offense, the Hearing Officer shall state, in writing, a summary of the information, an assessment of its reliability and why it was exempted. This statement shall be maintained in a file, which is not accessible to any inmate. If the Hearing Officer determines information is not confidential, the Hearing Officer may proceed with the hearing or may continue the hearing to permit the inmate time to prepare a defense.
- H. Rebuttal. The accused inmate or the advocate may be allowed to question witnesses or to rebut evidence and information presented at the disciplinary hearing subject to constraints imposed by the Hearing Officer. The Hearing Officer shall constrain the rebuttal if it is irrelevant, redundant, or disrupts an orderly hearing.
- I. Defense. The inmate shall be given an opportunity to present the inmate's version of the offense, orally and/or in writing. The inmate shall be given an opportunity to present witness testimony subject to the provisions of Section 27 of this Directive. Witnesses may be questioned by the Hearing Officer. Defense information shall be recorded on CN 9504, Disciplinary Process Summary Report.
32. Substitute Charge. A charge may be substituted if it becomes apparent that the original charge was inappropriate.
- A. During Pre-hearing Investigation. A Disciplinary Coordinator may substitute a charge during pre-hearing investigation by altering the original disciplinary report and initialing it. A copy of the disciplinary report containing the substituted charge shall be delivered to the inmate at least 24 hours prior to a hearing.
- B. During Hearing. A Hearing Officer may substitute a charge during the hearing by informing the inmate of the substitute charge and taking a plea. A substitute charge renders the original charge dismissed. If the inmate pleads not guilty to the substituted charge, a continuance may be granted upon request of either the

Title

Code of Penal Discipline

Investigator or the accused inmate to allow for further investigation or for defense preparation.

33. Deferred Prosecution. A Class A disciplinary report shall not be deferred. The Disciplinary Coordinator or the Hearing Officer may defer prosecution of a Class B or C disciplinary report for up to 60 days when the inmate's disciplinary record has been positive and the alleged offense appears to be incidental. If during the 60-day period, the inmate commits a classified disciplinary offense, the deferred disciplinary report shall be processed to disposition. Only one (1) charge may be deferred in any 60-day period, no record shall be maintained of the disciplinary report. Deferred prosecution authorized by the Disciplinary Coordinator shall be noted on the disciplinary report, signed and dated, and countersigned by the inmate. Any inmate who refuses to work during an inmate disturbance or inmate work stoppage, and has been issued a disciplinary report for Disobeying a Direct Order, shall not have the disciplinary report deferred.
34. Self-Defense. A decision that the inmate acted in self-defense may mitigate the severity of the sanction(s) imposed.
35. Decision. The Hearing Officer shall decide the case on the basis of the hearing record. A finding of guilty shall be based on evidence that the accused inmate committed the offense. The Hearing Officer shall immediately report the decision orally to the inmate and, if guilty, the sanction imposed.
36. Disciplinary Process Summary. The Hearing Officer shall produce the CN 9504, Disciplinary Process Summary Report within 24 hours of the hearing excluding weekends and holidays. When a disciplinary report has been disposed by an Investigator in accordance with Section 23 of this Directive, the Disciplinary Investigator shall complete CN 9504, Disciplinary Process Summary Report. The summary shall include:
- A. the offense charged;
 - B. the plea of the accused inmate;
 - C. the disposition of witnesses;
 - D. a summary of witness testimony;
 - E. the finding and the reasons for it;
 - F. the sanction(s) imposed and the reasons for it; and,
 - G. any other noteworthy information about the hearing.

A copy shall be forwarded to the Unit Administrator. A copy of this summary shall be provided to the Investigator, the reporting employee and the inmate. Any testimony, which might jeopardize an inmate's safety, shall not be disclosed.

37. Review by Unit Administrator. The Unit Administrator shall receive a copy of CN 9504, Disciplinary Process Summary Report within two (2) business days of the disposition of the disciplinary report. The Unit Administrator shall not modify the finding or the formal record but may discontinue any punishment imposed if additional punishment serves no correctional purposes or for administrative reasons.
38. Parole. Any inmate that has been voted to parole and is convicted of a Class A or B disciplinary offense shall be referred to the Chairman of the Board of Pardons and Paroles for reconsideration.

Directive Number 9.5	Effective Date 6/19/2012	Page 15 of 18
Title Code of Penal Discipline		

39. Appeal of a Disciplinary Action. An inmate may file an appeal regarding a disciplinary action in accordance with Administrative Directive 9.6, Inmate Administrative Remedies.
40. Logbooks and Disciplinary Report Numbering System. Each disciplinary report submitted for disposition shall be numbered using the originating unit's initials; followed by a two (2) digit number signifying the present year; followed by a two (2) digit number signifying the present month; followed by the sequential number in which the disciplinary report was submitted starting with the number one (1) for each new month. The disciplinary report shall be recorded in a disciplinary logbook upon submission to the custody supervisor or unit manager in accordance with CN 9509, Disciplinary Report Log.
41. Records. The original CN 9503, Disciplinary Report along with copies of CN 9504, Disciplinary Process Summary Report, CN 9505, Disciplinary Investigation Report, and CN 9508, Advocate Investigation Report shall be maintained in the inmate's master file, with the exception of findings of not guilty, reversals upon appeal and informal dispositions. These reports shall not be maintained in the inmate's master file, but may be maintained at the facility for statistical purposes. Information shall include findings of guilty or dismissed. Statistical information shall be included in the weekly disciplinary summary prepared by the Management of Information Systems (MIS) Unit. Confidential testimony, which might jeopardize the safety of any person or the security of the unit, shall not be placed in the inmate's master file. The Unit Administrator shall submit CN 9507, Monthly Disciplinary Summary as part of their monthly report.
42. Process Failure. A serious process failure may result in dismissal by the Hearing Officer or the appellate. Technical mistakes in the disciplinary process, including minor discrepancies in meeting time frames, shall not be cause for the reversal or dismissal of a disciplinary report.
43. Forms and Attachments. The following forms are applicable to this Administrative Directive and shall be utilized for the intended function.
- A. CN 9501, Citation for Performance Failure;
 - B. CN 9502, Informal Disposition Report;
 - C. CN 9503, Disciplinary Report;
 - D. CN 9504, Disciplinary Process Summary Report;
 - E. CN 9505, Disciplinary Investigation Report;
 - F. CN 9506, Disciplinary Supplemental Information;
 - G. CN 9507, Monthly Disciplinary Summary;
 - H. CN 9508, Advocate Investigation Report;
 - I. CN 9509, Disciplinary Report Log;
 - J. CN 9510, Mental Health Disciplinary Review Form; and,
 - K. CN 9511, Inmate Witness Statement Form.
44. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.

