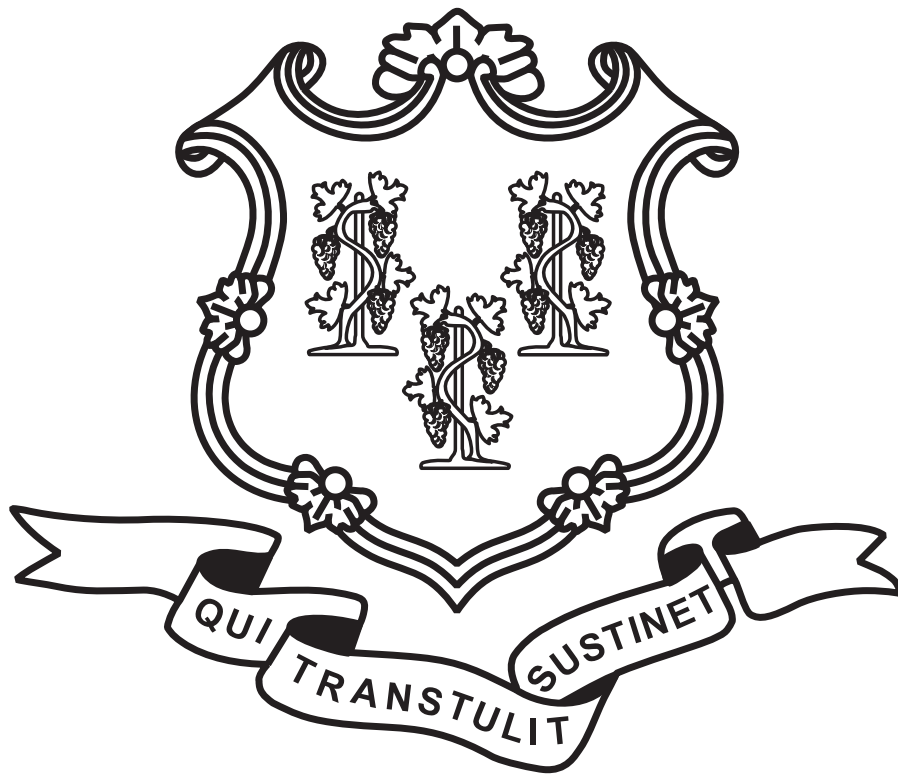


*Connecticut  
Department of  
Correction*



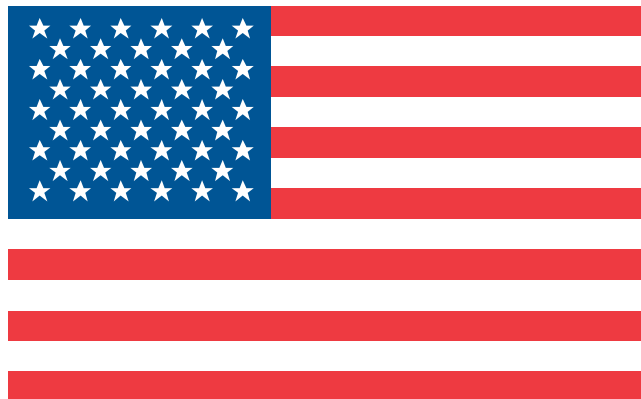
***OSBORN CORRECTIONAL  
INSTITUTION  
Inmate Handbook  
Revised 1/2013***

## ***MISSION STATEMENT***

*Osborn Correctional Institution shall protect the public,  
protect the staff, and provide safe, secure, and humane  
supervision of offenders with opportunities that support restitution,  
rehabilitation, and successful community reintegration.*

*This institution shall be managed utilizing the core values  
of this agency – Professionalism, Respect, Integrity, Dignity,  
and Excellence –*

***PRIDE***



# OSBORN CORRECTIONAL INSTITUTION

## INMATE HANDBOOK

### INTRODUCTION

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

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

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

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

Osborn Correctional Institution is a Level 3, male facility.

***The mailing address is:***  
Osborn Correctional Institution  
335 Bilton Road  
PO Box 100  
Somers, CT 06071

### UNIT MANAGEMENT

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

Direct supervision of inmates in each housing unit / Dorm is carried out by the Housing Unit Team, made up of a Counselor, a Housing Unit Officer. The Housing Unit Team manages and coordinates all aspects of your daily activities while you are at Osborn C.I.

### REFERENCES IN THE HANDBOOK

Some sections in the Handbook are followed by a reference (e.g., **Reference: A.D. 9.5, Code of Penal Discipline**). The A.D. refers to Administrative Directive; the number is the number of the Administrative Directive, followed by the title of the Directive. The reference **C.G.S. Sec. 18-7** is a reference to Connecticut General Statutes, Section 18-7. A set of Unit Directives is maintained in the Library. Throughout this Handbook, the word "cell" will be used to mean "cell," "bunk area" and "locker," as well as "room," to include dorms.

## CHAIN OF COMMAND

Inmates attempting to resolve issues or problems should follow the established chain of command at Osborn C.I. All efforts to resolve concerns should first be addressed at the lowest level of command allowing an appropriate amount of time for response (staff have 15 calendar days to respond from date of receipt). Note: It is also not necessary to file a grievance unless you have made an attempt to resolve the problems using the correct resources. In most cases, your housing Counselor can direct you to the proper resource. The following rank structure should be followed:

Correction Officer / Counselor

Lieutenant

Unit Manager / Captain / Counselor Supervisor

Deputy Warden of Operations / Deputy Warden of Programs & Treatment

Warden

North District Administrator

***THIS HANDBOOK IS THE PROPERTY OF OSBORN CORRECTIONAL INSTITUTION – ON LOAN TO YOU DURING YOUR TIME SPENT AT OSBORN. UPON LEAVING THE FACILITY – YOU ARE EXPECTED TO RETURN THIS BOOKLET TO THE PROPERTY OFFICER OR YOU WILL BE ASSESSED A \$3.00 CHARGE FOR FAILURE TO TURN IN THE BOOKLET.***

# TABLE OF CONTENTS

## PART I: Facility Operating Procedures

Section	Title of the Section	Page
1.	Osborn C. I. Levels of Inmates .....	1
2.	Addressing Staff.....	1
3.	Following Orders.....	1
4.	Personal Conduct.....	1
5.	Personal Safety.....	1
6.	Identification Card.....	1
7.	Pass System.....	2
8.	Rules and Regulations.....	2-9
	Count, Contraband and Search, Clothing/Accessory Regulations Personal Hygiene, Housing Unit/Dorm Rules, Smoking, Fire Safety, Movement & Corridor Regulations, Dining Hall, Work/School Regulations, Razor Safety Program.	
9.	Disciplinary Action/Code of Penal Discipline.....	9-10
	CTQ, Loss of Recreation, Class A DRs, Poor Work Reports	
10.	Security Risk Group/Gangs.....	10
11.	Housing Assignment.....	11
12.	Personal Property.....	11-12
13.	Information, Problem Solving, Request System & Administrative Remedies.....	12-13
14.	Maintenance.....	13
15.	P.R.E.A. ....	13

## PART II: Facility Services

Section	Title of the Section	Page
1.	Classification.....	14-15
	Classification Committee, Objective Classification Committee, Unit Counselor, Transfer, Master File and Appeal	
2.	Sentence Computation and Credits.....	15-16
	Time Sheets, Statutory Good Time, Pre-Sentence Credit, Jail Credit Good Time, 7-Day Job Credit, OMPA, and Sentences for Offenses on or after October 1, 1994	
3.	Religious Services.....	16-17
	Religious Affiliation, Programs, Choirs, Schedule, Counseling, Emergency Phone Calls, Religious Educ., Articles, Family Illness, Professional Clergy Visit, Marriage.	
4.	Health Care Services.....	17-19
5.	Food Services.....	19
6.	Recreation.....	19-20
7.	Inmate Accounts.....	20-21
	Incoming Funds, Western Union, Outgoing Funds, Money Orders, Inmate Pay, Account Balance Copies	
8.	Commissary.....	21
9.	Mail.....	22-23
10.	Visiting.....	23-27

<b>Section</b>	<b>Title of the Section</b>	<b>Page</b>
11	Telephone.....	27-28
12.	Laundry.....	28
13.	Barber Services.....	28
14.	Library.....	28-29
15.	Photocopying.....	29
16.	Notary Public.....	29
17.	Release on Bond.....	29-30
18.	Court Trip.....	30
19.	Orientation.....	30
20.	Property Loss.....	30
21.	Gate Money.....	30
22.	Interpreter Services.....	30
23.	Inmate Marriage.....	30

### **PART III: Facility Programs**

<b>Section</b>	<b>Title of the Section</b>	<b>Page</b>
1.	General.....	31
2.	Education.....	31-32
3.	Work Assignment / Inmate Work.....	32
4.	Addiction Services.....	33
5.	Re-entry Furlough.....	33
6.	Community Release.....	33
7.	Industries.....	33-34
8.	LOFT Program.....	34
9.	Job Center (for discharging inmates).....	34
10.	Transition Services Program .....	34

### **PART IV: Outside Services and Programs**

<b>Section</b>	<b>Title of the Section</b>	<b>Page</b>
1.	Parole .....	35
2.	Sentence Review.....	35
3.	Pardon (clemency).....	35
4.	Legal Assistance.....	35
5.	Speedy Trial.....	35-36
6.	Families in Crisis.....	36
7.	Social Security.....	36
8.	List of Legal Service Providers.....	36
9.	Freedom of Information.....	36
10.	Selective Service System .....	36

<b>APPENDIX A – SOCIAL VISITING SCHEDULE .....</b>	<b>37</b>
<b>APPENDIX B – PROPERTY MATRIX.....</b>	<b>38-39</b>
<b>APPENDIX C – ADMINISTRATIVE REMEDIES.....</b>	<b>40-41</b>
<b>APPENDIX D – ACCESS TO CT COURTS &amp; LEGAL MATERIALS.....</b>	<b>42-44</b>

# PART 1

## FACILITY OPERATING PROCEDURES

1. **OSBORN CORRECTIONAL INSTITUTION** is an overall level 3 facility that houses levels 1 through 3 inmates.
2. **ADDRESSING STAFF.** Uniform staff should be addressed by title, "Officer (name)" "Lieutenant (name)," "Counselor Supervisor" (name), "Deputy Warden (name)." Non-uniform staff should be addressed either by title or by "Mister or Ms. (name)." If you do not know the title, address the staff as either "Mister or Ms. (name)." If you do not know the name, use "Sir" or "Ms."
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.
4. **PERSONAL CONDUCT.** You are required to conduct yourself in a responsible manner.
  - A. You are not permitted to engage in behavior that disrupts the order of the facility, threatens security, endangers the safety of any person or imperils State or personal property.
  - B. You are not permitted to make sexually suggestive remarks or gestures to any person. You are not permitted to make excessive noise or use profanity.
5. **PERSONAL SAFETY.** If you believe that your safety is at risk, report your concerns to a staff member immediately. The Department and this facility are committed to ensuring your safety.
6. **IDENTIFICATION CARD.** You will be issued an Identification Card (I.D.) upon entry to Osborn which must be clipped to your shirt pocket whenever you are outside your Housing Unit. **Your ID is to be worn on your chest with the photo facing out.** If a staff member asks for your I.D., you must surrender the card immediately.
  - A. Failure to wear your color coded I.D. or surrender it to a staff member; possession of another inmate's I.D. or a duplicate of your own; or defacing, tampering with, or altering your I.D. is prohibited and will subject you to Disciplinary Action.
  - B. If you lose, misplace, destroy or alter your I.D. card, you must immediately report it to your Housing Unit officer. You will be assessed three dollars (\$3) if your I.D. is lost, misplaced, destroyed, or altered.
  - C. I.D. cards are color coded and issued as follows:

GREEN	Unsentenced inmates
WHITE	General Population
RED	All Industry areas
PURPLE	Kitchen
PINK/BLUE	Mental Health
BLUE	Special Monitoring
*	School

**\*A Yellow (separate I.D.) is issued by the School for Students.**

7. **PASS SYSTEM.** An inmate going from one place to another within Osborn CI must have a signed pass in his possession, except during mass movement such as: to and from meals, work areas, and recreation. The pass must be signed by a staff member at the place of departure and at the place of arrival. Being in an area that you are not authorized to be in or not having a proper pass constitutes the disciplinary offense, "Out of Place."

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

A. **Count.** Counts are conducted at various times during each day. For any count taken during the hours 7 a.m. to 10 p.m. when you are in your Housing Unit, you must be in your locked cell, on your bed, unless you are excused by the Officer taking the count. Remain clearly visible to the Officer. **For an Identity Count, you must stand by your cell door and remain clearly visible to the Officer taking the Identify Count with your ID.** If you are away from your Housing Unit, follow the instructions of the Officer taking the count. Movement, talking, or noise is not allowed while the count is in progress. Your cell light will be turned on during a count if the Officer deems it necessary. If a recount is necessary, you must repeat the count procedure.

B. **Contraband and Search.**

1. You are prohibited from having or using contraband. Contraband is anything not authorized to be in your possession or anything used in an unauthorized or prohibited manner in accordance with **A.D. 6.9, Control of Contraband and Physical Evidence**. In general, an item is contraband if it has: (1) not been issued to you by the facility, (2) not been approved for you by staff as incoming property, (3) not been purchased by you at the Commissary, (4) been altered in any way, or (5) if the amount in your possession exceeds the authorized limit. (Ref.: **A.D. 6.10, Inmate Property**).
2. Materials, symbols, colors, or pictures involving any Security Risk Group (SRG) are contraband, and may result in an SRG affiliation.
3. Institutional equipment or supplies found in an inmate's possession in other than the authorized area are contraband. This includes cleaning supplies such as glass cleaner, disinfectant, paper towels, etc.
4. You, your cell, and your property are subject to a search by staff at any time. Searches may be conducted **with** or **without** the inmate present. All areas of the facility including your Housing Unit, work area, and personal property are subject to search at any time by a staff member. (Ref.: **A.D. 6.7, Searches Conducted in Correctional Facilities, & 6.8, Urinalysis**).
5. Contraband will be confiscated and disposed of according to Department policy. (Ref.: **A.D. 6.9, Control of 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: shirt, pants, shoes (sneakers if authorized) and socks. Your state-issued clothing will be marked with your inmate number. **Possession of another inmate's clothes or clothing items is not permitted and will subject you to the policy governing contraband.**



2. State issued "Uniform of the Day" will be as follows:
  - a. Standard – khaki shirt, khaki pants, seasonal outer garment.
  - b. Kitchen Workers – white shirt, white and black checkered pants, state issued shoes.  
**Note: Kitchen work uniforms** shall be worn to work only.
  - c. Recreation – appropriate attire for the recreational activity. **Baseball caps are not allowed** to be worn during inside recreation. **Boots are not allowed on the gym floor.**
  - d. Outside Trips – tan shirt and tan pants.  
**Note:** During inclement weather, the wearing of your gray sweatshirt is allowed **under** your tan shirt. Jackets are provided during cold weather.
  - e. General Guidelines
    - ◆ Sweatshirts and thermal underwear may be worn **under** the Uniform of the Day.
    - ◆ Sweat pants and shirts may be worn from the housing unit to Recreation only.

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

3. You must wear all clothing in the way it was designed to be worn; i.e. pants above the hip, brim of hats forward, shirt, pants and jumpsuit must be on and fully buttoned. Shirts must be tucked in. You must be decently clothed outside of your cell or showers. Wearing dirty or soiled clothing is not permitted. Your I.D. must be clearly displayed.
4. Alteration or mutilation of State-issued clothing items is prohibited; such items shall be confiscated and may subject you to Disciplinary Action.
5. Sandals/slippers may only be worn inside your Housing Unit, unless prescribed by the Health Services Unit. Appropriate footwear is required (sneakers, shoes, and boots) during meals and outside of housing unit.
6. Headgear is considered part of the "Uniform of the Day." Only Commissary purchased baseball-type caps and authorized religious headgear may be worn outside of your housing unit. Baseball type caps may be used at outside recreation only. Do-rags are to be worn inside the cell only. Bandanas, homemade caps, and knit or stocking caps are not permitted. Alterations of any authorized headgear are not permitted. Skullcap-style white Kufis or brown Rastafarian Tams may also be worn as part of the uniform of the day, (**only purchased through the Commissary**).
7. Only prescription eyewear may be worn. Tinted glasses are not permitted unless medically prescribed. Contact lenses must be sent home and replaced by prescription glasses.
8. The Kurta shirt is worn in your cell or during Juma Services only. It must be brought to the service, not worn to. The small Tallit (or Tsee Tseet) must be covered when worn outside of the cell (i.e. bunk / dorm).

9. Inmates who work on outside details, the Warehouse, or loading docks may be issued thermal underwear. Thermal underwear, as well as a sweatshirt, may be worn under your khaki shirt anywhere within the facility except the visiting room.

D. **Personal Hygiene.**

1. You must maintain a satisfactory level of personal hygiene. Uncleanliness contributes to the spread of disease. Body odor can be offensive to others.
2. Hair, beards, fingernails and mustaches must be trimmed to meet standards of hygiene and work safety.
3. ALL PERSONAL HYGIENE (i.e. hair braiding, corn rolling and facial hair trim) shall be done in your cell OR in designated authorized areas.

E. **Housing Unit Rules.** In this section and throughout this document, the word "cell" shall be used to mean, "cell," "bunk area and locker," or "room."

**THE POPULATION MUST:**

1. Comply expeditiously with the instruction of all staff.
2. Be properly dressed at all times and wear the "Uniform of the Day".
3. Make bed and leave a clean cell whenever cell is exited.
4. Be prepared for daily cell inspections. Inmates are to step out of cell during cell inspections.
5. Report to chow on time. Upon completion, return directly to the cell.
6. Perform **all** personal hygiene in your own cell.
7. Have I.D.'s on their person at all times – to be worn & visible to staff.
8. Place the T.V. only on the T.V. stand at the foot of the bed.
9. Be properly attired enroute to and from the shower, (i.e., bathrobe, gym shorts). Open fly garments (boxers, pajamas, etc.) **are not permitted.**
10. Wear pajamas **only in your cell.**
11. Turn off all electronic equipment (e.g. Walkman, radio) when exiting your cell for any reason.
12. If an incident occurs in the Housing Unit / Dorm, inmates are expected to return to their cells securing doors. Failure to comply may result in disciplinary action, as an accomplice to the incident.

**THE POPULATION MUST NOT:**

1. Sit on tables, tops of chairs, and railings, nor put feet on dayroom furniture.
2. Enter another inmate's cell.
3. Place anything in cell windows/lights.
4. Be in the Officer's Station, unless assigned janitor duties for that specific area.
5. Wear shower shoes outside the Housing Unit.
6. Store cleaning materials in cells.
7. Place anything on cell walls other than on bulletin board or designated space.
8. Inmates should not be in possession or display any pornographic materials, to include pictures, magazine clippings, etc.
9. Take radios or TV sets out of the cell. Walkman radios may be used during tier rec, in the dayroom or courtyard with headsets.
10. Be on the top/bottom tier, unless your cell is located there.
11. Maligner, loiter, and group around cell doors or along top/bottom tier.

12. Leave hot pots unattended.
13. Drape personal property over the side or foot of the bed (including the ladder).  
\*Exception: Inmates in double bunks in the LOFT program may drape damp towels over the ends of the bed until they are dry.
14. Make or utilize clotheslines or antennas.
15. Reserve showers for one another.
16. Hang a sheet up for privacy when using the bathroom.
17. Remove any item from a facility bulletin board – removal will subject you to disciplinary action.
18. Inmates should not be in possession of other inmate's property, to include legal mail, electronics, clothing, etc.
19. Change assigned bed or cell unless instructed to do so by a staff member.

**THE POPULATION IS AWARE THAT:**

1. You must immediately return to your cell and shut the cell door when count is announced or any other time when ordered to lock up. Inmates must secure in their cells whenever a fight or similar incident occurs.
2. You will be charged for a lost I.D. (\$3.00 voucher will be signed).
3. You must report damaged property immediately to staff.
4. You are responsible for reading all posted notices.
5. Requests to staff must be in writing on an "Inmate Request Form."
6. Exercising, religious worship, or any unauthorized meeting is not allowed on the tier, at work or in the school area. \*Exception – Religious Study Groups are permitted to meet informally in groups of no more than four (4) for the purpose of religious study during dayroom or tier recreation. Bibles or other religious books are permitted and no one person shall be a leader, teacher, preacher, instructor, or otherwise supervise or organize the groups. This policy shall apply only to general population, dayroom, or tier recreation areas.  
No inmate shall be permitted to control who may or may not sit at a particular table. No inmate or group of inmates shall be permitted to exclude any other individual inmate from participating in a small group discussion.
7. **Cell shakedowns will be conducted on a random basis as authorized by Administrative Directive with or without the inmate being present.**
8. Random urine tests will be conducted.
9. Regardless of where you use your radio or walkman, you must use headphones.
10. Commissary items are to remain in your cell and are not allowed in the dayroom/on tier during rec. Loaning, selling, or trading of property other than reading materials is unauthorized and subjects the property to confiscation.
11. Razors shall be distributed and collected as per facility policy.
12. **If you loose your Inmate Handbook, you will be charged \$3.00 for a replacement. (Note: You are required to have a current edition of the Inmate Handbook in your cell at all times).**

**OUT OF UNIT MOVEMENT:**

1. Movement outside of your unit requires a pass unless moving as a group to a scheduled program or service, i.e., school, chow, religious services, etc.
2. All movement shall be announced. While proceeding to your destination, you must proceed directly to and from, without stopping.

3. **When walking the Main Corridor, you must walk the yellow line in the corridor at all times.**
4. If an incident occurs while you are out of the housing unit, inmates are expected to line up against the closest wall and take direction from the staff members involved.

### **HOUSING UNIT RULES – CELLS:**

1. You are responsible for the contents of your cell. Damage to your cell or contraband found in your cell is your responsibility. Search your cell thoroughly when you move in. If you find contraband, notify the Housing Unit Officer immediately. Check your outlet for burn marks and to insure the caulking has not been removed. You should check your cell on a regular basis for unauthorized items.
2. You are not permitted to enter any cell other than the one assigned to you.
3. You must keep your cell clean. Trash should be removed daily by discarding it in the trash bins.
4. It is your responsibility to secure your door upon exiting your cell for any reason.
5. Audio/visual equipment must be used with earphones.
6. You are not permitted to rig an antenna or to use an authorized antenna in an unauthorized way.
7. You are not permitted to hang a clothesline or make antennas.
8. You are permitted to display pictures only on the bulletin board on authorized wall space in your cell.
9. You are not permitted to cover your bed in a tent fashion. Nothing may be affixed to any part of the bunk.
10. You are not permitted to cover light fixtures, to hang drapery over the front of your cell door or window, or to obstruct an open view into your cell.
11. You are not permitted to cover or tamper with your vent or light fixture.
12. All boxes and footlockers are to be stored under your bed. If your footlocker does not fit under your bed it must be flat on the floor not blocking the entrance to the cell. Footlockers that do not fit under the bed should have nothing stored on them, with the exception of your TV (H Block, top tier), if there is no other location to put it (TV stand or desk).
13. An inmate is allowed 5 boxes each = (6 cu.ft.). If an inmate has a footlocker, he is allowed the footlocker only = (6 cu.ft.). Inmates in J, G, F (unsentenced) dormitories are allowed their storage area plus 2 boxes = (6 cu.ft.). Inmates must keep all their property under their bunks in the dorms.
14. All items on the "Inmate Property Matrix" with an (\*) must be stored in your boxes or footlocker when not in use. You are not to exceed the property matrix quantities.
15. Cells are to be arranged as indicated in the diagrams located in the front of each unit.
16. Televisions may not be placed on the bed (top or bottom) or on cardboard boxes for fire safety reasons. No other items other than the TV and fan can be kept on the shelf.
17. You are not permitted to rig an antenna or project an antenna into any passageway.
18. You must make your bed every time you exit your cell.
19. You are not permitted to put pegs up on the walls of a cell or use pegs that may be on the walls.

20. You are not permitted to have any cleaning supplies in your cell.
21. You must be wearing your headsets when using your TV or radios, unless the volume is turned all the way down and cannot be heard. Headsets can not be used as external speakers.
22. You are allowed one blanket, two sheets, one pillowcase, one mattress, one pillow, and one laundry bag. Inmates should not have paper towels or plastic trash bags in their cells.
23. Each cell is authorized one chair.
24. Do not cover your desk, floor, or boxes with towels. Towels are not to be used as dollies or rugs.

**DORMITORY UNIT RULES.** In addition to the Housing Rules noted above, the following rules apply to the dormitory housing units J1, J2, J-Basement, LOFT 1 & LOFT 2, G-Dorm, Dorm 1 & Dorm 2, Hospital 3 Dorm, A/B Gym Dorms (if applicable).

1. You must remain in your assigned area unless you are watching television or playing cards or board games in the Day Room recreation area.
2. Pictures, posters, etc., shall not be affixed to unit walls or beds.
3. The Day Room television may be turned on at 8:15 AM and may remain on until 11:30 PM on Sunday – Thursday, and until 1:00 AM on Fridays, Saturdays, and Holidays (except during the 10:00 PM Count and Addiction Service Program Rules). The same rule applies to personal televisions operated in a dorm.
4. For late sporting events (e.g., Monday night football), the television may remain on until the game's completion.
5. Showers will be permitted between 8:30 AM and 9:30 PM.
6. If you live in the dorms, you are not allowed in the room area.
7. If you live in a room area, you are not allowed in the dorms, except when exiting/entering the unit.

**NOTE: THESE ARE GENERAL RULES FOR THE POPULATION. ADDITIONAL SPECIFIC RULES FOR EACH HOUSING UNIT OR DORM ARE POSTED ON THE BULLETIN BOARD INSIDE THE UNITS/DORMS. YOU ARE RESPONSIBLE TO KNOW AND FOLLOW ALL RULES.**

F. **Smoking.** Osborn C.I. is a non-smoking facility. You are not permitted to smoke.

G. **Fire Safety.**

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

H. **Movement and Corridor Regulations.**

1. During movement, you must walk at a normal pace. Neither running, malingering, nor loitering is permitted. **You are required to walk single file on the yellow line during mass movement.** The passing of any items from one unit to another is strictly prohibited. Doing so will result in disciplinary action. Items will be confiscated.

2. You must maintain a distance of more than ten (10) feet from any corridor gate when it is being opened or closed.
3. **You are not permitted to stop at the Control Centers** unless you are authorized to do so.
4. If an order to "CLEAR THE CORRIDOR" is issued, or if staff is seen running in the corridor, you are to immediately move to the side of the corridor and position yourself against the wall.
5. If a "RECALL" order is issued, you must return to your Housing Unit immediately.
6. Portable radios or cassette players may not be played outside of your unit, nor may they be played while walking to and from Recreation and/or the gym.

I. **Dining Hall Regulations.** Inmates in RHU (F Block, E Block) do not go to the dining hall.

1. When the bell rings for chow call – prepare to exit the housing unit when called before the housing unit door is closed. Being late may cause you to miss chow or be subject to disciplinary action.
2. Cutting in line is not permitted.
3. You are responsible for receiving a complete tray; only one (1) trip through the serving line is allowed.
4. No items may be taken **into** the Dining Hall except hot sauce & Allspice; no items may be taken from the Dining Hall except one (1) piece of fruit.
5. No Inmate shall be served Diet or Common Fare meal without a valid Diet or Common Fare pass. Misuse of the pass will result in disciplinary action and the pass will be confiscated.
6. You must eat with your Housing Unit or Work Detail.
7. You must sit in the area assigned to your unit, or where the officer directs you to sit. Once seated, you are not allowed to change seating.
8. You will have twenty (20) minutes to eat your meal.
9. You must take your tray and utensils to the scullery after you finish your meal.
10. You must leave the Dining Hall when your unit is called and go to your assigned area.

J. **Work/School Regulations.** Inmate job assignments are made based upon the safety and security and needs of the facility. Restrictive Housing inmates (F Block, E Block) do not work.

1. You will have ten (10) minutes after work/school call to arrive at your assigned place. **No work/school will result in a loss of pay for that day.**
2. No unauthorized items may be taken to the work/school areas; for example, non-work-related reading materials, coffee cups, Walkmans, clothing, food items.
3. No unauthorized item may be removed from the work/school area.
4. At work, you are responsible for any tool/equipment issued to you. Upon receiving or returning any tool/equipment you must check the tool/equipment for any defects. If the issued tool/equipment is damaged or is not working properly during the work period, you must notify the issuing staff immediately. If you lose or intentionally damage any tool/equipment, you will be subject to disciplinary action under the charge of Destruction of Property.
5. When the bell rings for Work Call, prepare to exit unit before door closes. You will not be paid for lost work day.

K. **Razor Safety Program:** The following procedures will be followed for obtaining, utilizing and disposing of the disposable inmate razors:

1. You shall continue to order razors by purchasing a razor punch card from the Commissary.
2. You will not receive razors directly. You will be issued a razor card from the Commissary Officer, which shall be utilized for obtaining a razor from the Unit Officer. You shall be required to sign the razor card and fill in your inmate number and cell/bed location. You will be allowed to shave 4 days a week (**Monday, Wednesday, Friday, & Sunday**). Shaving will be conducted on these days from 9:30 pm – 10:00 pm. The Unit Officer shall collect your ID card and punch your razor card. You will have sixteen (16) shaves per card. A tab will be punched out each time you obtain a razor.
3. You will be allowed 30 minutes to shave. The Unit Officer will then collect the used razors. You will be required to present the razor to the officer for visual inspection to ensure the blade is intact, place the safety cover back on the razor and then deposit the razor in the collection receptacle. You will then receive your ID card back from the Unit Officer.

**NOTE:**       **A) LOANING OF RAZORS to another inmate is not allowed** (a DR for DADO shall be issued to any inmate who loans his razor to another inmate).

**B) POSSESSION OF A RAZOR that was not issued to you or possession of an ALTERED RAZOR** is considered contraband (Class A DR).

4. Inmates, who are indigent, in accordance with departmental policy, shall be provided four (4) razors per week (Monday, Wednesday, Friday, & Sunday).
5. **Dorm setting:** All inmates in G Dorm, J's, and LOFT units must remain on their bunks while razors are being passed out or returned.
6. **Exceptions** – to the schedule shall be allowed when an inmate has special circumstances (i.e., court date, funeral trip, etc.)

**This policy is implemented to enhance the safety of staff and inmates.** It is strongly recommended you consider purchasing an electric razor in the Commissary. The Commissary stocks new models – which are being sold at a significantly lower price.

9. **DISCIPLINARY ACTION/CODE OF PENAL DISCIPLINE.** Violation of facility rules or commission of a disciplinary offense will subject you to disciplinary action under the Code of Penal Discipline. The Code of Penal Discipline establishes disciplinary offenses, authorized sanctions and the process for adjudication. The Code of Penal Discipline is distributed separately from this Handbook. You are advised to familiarize yourself with the provisions of the code. (Ref.: **A.D. 9.5, Code of Penal Discipline**).

A. Each inmate receives a copy of the Code of Penal Discipline upon admission to Osborn. If you lose, misplace, or destroy your copy of the Code of Penal Discipline, you will be assessed three dollars (\$3) for a replacement copy.

B. If a disciplinary penalty of Confinement to Quarters (CTQ) is imposed, you are subject to the following restrictions:

C. **Loss of Recreation (LOR).** Inmates on LOR status **may not** participate in the Unit Recreation (day room or outside) or facility intramural programs. Inmates on LOR **will**

be allowed to participate in assigned programs (Work, School, Religious Services, Visiting, and Addiction Services). Inmates serving a LOR sanction will remain in their cells during scheduled Day Room and Recreation periods; said inmates will be given one (1) hour out of cell time to use the phones and shower each day. See your unit bulletin board for your unit's out-of-cell period.

- D. **Disciplinary Reports (DR).** If you are convicted of Class A Disciplinary Report, you will lose your housing and job assignment for 120 days; and if you are convicted of a Class B Disciplinary Report, you will lose your housing and job assignment for 90 days. Inmates discharging from RHU status shall be housed according to facility needs, to insure the safety of inmates and staff.
- E. **Poor Work Reports:** If you receive a poor work report, you may be unassigned for 60 days. Your name will remain on the job waiting list and you will be assigned jobs when eligible.

10. **SECURITY RISK GROUP/GANGS.** A Security Risk Group (SRG) is a group of inmates possessing common characteristics distinguishing them from other inmates or groups of inmates, that has been designated by the Commissioner as posing a threat to the safety of staff, the facility, other inmates, or the community in accordance with **A.D. 6.14, Security Risk Groups.**

- A. **Member.** A member may be designated by the SRG Departmental Hearing Officer initiating the hearing process for determination of membership on the basis of some evidence that the inmate is affiliated with a Security Risk Group. Designated members are transferred to a Close Monitoring Unit, in addition to further restrictions as provided for in **Administrative Directive 6.14, Security Risk Groups.**
- B. **Safety Threat Member.** An SRG Safety Threat Member may be designated by the SRG Departmental Hearing Officer initiating the hearing process for determination of the SRGTM status. An inmate may be designated an SRG Threat Member when the Hearing Officer has some evidence to show that the inmate, whether previously or currently designated as an SRG Member or SRG Threat Member or not, has engaged in behavior associated with a Security Risk Group or is a leader of a Security Risk Group, and that such behavior or status presents a threat to the safety of the community, staff, facility, other inmates, or the order of the Department. A designated SRG Threat Member is subject to transfer to a Close Custody Unit.
- C. **Avoid Affiliation.** Any group of inmates that meets the criteria may be designated a Security Risk Group by the Commissioner. You are advised to avoid membership in or affiliation with any SRG or SRG member. If you have questions, ask your Unit Manager. (Reference: **A.D. 6.14, Security Risk Groups**).

D. **Recognized Security Risk Groups (13).** (Reference **A.D. 6.14 Security Risk Groups**).

Aryan Brotherhood	BOWS	Latin Kings	Nation	Gangster Disciples
Bloods	Crips	Los Solidos	NETA	
BOS/Roots	Elm City Boys	20-Love	MS-13 (Mara Salvatrucha)	



11. **HOUSING ASSIGNMENT.** Assignment to a Housing Unit is based on your work, school assignment, or other classification status. Cell assignments within the Unit are made at the discretion of the Unit Manager. As a rule, housing assignment shall be double cell.
12. **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 posted in your housing unit (Reference: **A.D. 6.10, Inmate Property**)
  - A. **Inmate's Risk of Possession.** An inmate's property is retained at the inmate's own risk. The Department will not be responsible for any property personally retained by the inmate which is lost, stolen, damaged, consumed or discarded while in the inmate's cell or on the inmate's person.
  - B. **Marking.** An inmate's personal property (i.e., radio, TV, etc.) will be permanently marked with the inmate's name and number. Any alteration of personal property markings will subject you to the policy governing contraband.
  - C. **Volume of Property.** You are permitted to have six (6) cubic feet of property in your possession, of which no more than two (2) cubic feet may be Commissary or food.
  - D. **Transfer.** If you transfer to another facility, you must pack all of your property in the container provided to you and take it to the A & P room for inventory. Under ordinary circumstances, your property will accompany you. You will be given a receipt for your property, which you are required to review and sign. If you have been transferred here and you have property at another facility, contact the Property Officer for assistance via an Inmate Request Form.
  - E. **Disposal of Unauthorized Property, Disposal of Contraband Property, Unclaimed Property** will be made in accordance with **A.D. 6.10 Inmate Property: 27.A-C, 28.A-E, 29.**
  - F. **Release From Court.** If you go to court and are released, you may pick up your property at the facility in which you were housed – Monday through Friday from 10 a.m. to 2 p.m. Call the facility in advance to arrange for pick-up.
  - G. **Unclaimed Property.** Unclaimed Property is property that is not claimed within thirty (30) days of a notice having been sent to the inmate's last known address. Unclaimed property will be disposed of according to the Directive governing inmate property.
  - H. **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 **A.D. 6.10 Inmate Property.**
    1. **Disposition of Unauthorized Property.** The Unauthorized Property of sentenced inmates must be disposed. An inmate has four (4) options: (1) identify an approved visitor to whom the property can be released within thirty (30) days; (2) provide an address to which the property can be mailed at the inmate's expense, except for indigence; (3) identify an approved charity to which the

property may be donated; (4) authorize the facility to discard the item. Failure to select one of the above items will result in disposition at the Warden's discretion.

2. **Contraband.** Unauthorized Property is different from contraband in that contraband is property found in your possession that you are not permitted to have. Possession of contraband will subject you to disciplinary action. **Quantity Limitations - An inmate may not have in his possession and/or property more than fourteen (14) cassette tapes or CD's or any combination thereof totaling more than 14 cassette tapes/CDs. Anything above 14 is contraband.**

3. **Bulk Storage.** Storage of non-valuable property (clothing) is authorized for pretrial inmates and inmates on short-term restrictions based on available space. Bulk storage property will be inventoried and receipted.

I. **Unsentenced Inmate Property.** Inmates' bulk property (clothing) will be held in storage until sentenced, at which time the inmate has thirty (30) days to designate either visitor pickup, mail-out (at inmate's expense) or disposal.

J. **Inmate Valuables.** Unsentenced/Sentenced - Jewelry, rings (any kind with diamonds), wallets w/contents, watches, cell phones, etc. are not considered bulk property per Directive 6.10 and will not be stored. Inmates will designate visit pickup, mail-out (at inmate's expense) or disposal upon arrival at Osborn.

K. **INS Inmates Property.** Inmate's property will be held for the length of time until they are returned to the custody of INS.

### 13. **INFORMATION, PROBLEM SOLVING, REQUEST SYSTEM, & INMATE 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. Removing items on the bulletin boards will subject you to disciplinary action.

2. **Unit Counselor or Housing Unit Officer.** If you need to know something that is not posted on the Bulletin Board, contact your Unit Counselor or the Housing Unit Officer who will either know the answer or know where to get the answer.

B. **Problem Solving.** Most problems can be solved through verbal contact with the staff member in charge: the Housing Unit Officer, your Unit Counselor, or Unit Manager. Address the problem to the staff member who has responsibility for the problem area, before appealing to a supervisor. Explain the problem and follow the advice or instruction.

C. **The 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 from the Housing Unit Officer. The Request System serves as the Informal Resolution in the Inmate Administrative Remedies.

- D. **Inmate Administrative Remedies.** Administrative Remedies provides a way for you to obtain a formal disposition of an issue or a problem from the Warden or officials above the Warden. A summary of the Administrative Remedies explaining how to use it is included in **Appendix C** of this Handbook. Grievance Forms (FORM CN 9601) may be obtained from the Housing Unit Officer. Questions about the use of the Inmate Administrative Remedy may be sent to the Administrative Remedies Coordinator on a request form. A copy of the Inmate Administrative Remedies is provided to all newly admitted inmates at Orientation, and may also be obtained upon request to your Unit Counselor. (Reference: **A.D. 9.6, Inmate Administrative Remedies**). This Directive is available for review in the Library. The names of the current Administrative Remedies Coordinators (ARC) are posted on the Bulletin Board.

All grievances, excluding Emergency Grievances, should be placed in the appropriate Administrative Remedy Box. All Medical and health-related grievances should be placed in the Administrative Remedies box (Medical) at the entrance to the Hospital. All other grievances should be placed in the Administrative Remedies box located in the Main Corridor, F- Block and Hospital Unit.

**Emergency Grievance:** An emergency grievance is a grievance about something that: (1) presents a threat of death or injury to you; (2) presents a threat of disruption of the facility; (3) endangers your physical safety or health including the administering of health preserving medications or lack thereof, or (4) has become an emergency because the time is lapsing when meaningful action or decision is possible. Submit an emergency grievance directly to a staff member; do not deposit an emergency grievance in a grievance box.

- E. **Informal Resolution.** An inmate must attempt to seek informal resolution prior to filing an inmate grievance. A current listing of staff members to whom inmate requests should be addressed to for each of the grievable subjects is posted on your housing unit bulletin board. Also see Appendix C of this inmate handbook for reference.

14. **MAINTENANCE.** You should report any equipment malfunction to Housing Unit personnel or a Work Supervisor.
15. **PRISON RAPE ELIMINATION ACT (P.R.E.A.).** Pursuant to Administrative Directive 6.12, Sexual Assault Prevention and Intervention Policy, and the Prison Rape Elimination Act of 2003, the CT Department of Correction shall maintain a zero tolerance policy on sexual assault that actively identifies and monitors any inmate who exhibits characteristics of a victim or predator.

An inmate should report any sexual assault or sexual abuse to any staff member immediately.

A hotline has also been established for inmates to call to report sexual assault or sexual abuse. The phone number is **\*9222#**. This number is to be used **only** for the reporting of sexual assault or sexual abuse. Any report of sexual assault or sexual abuse will be documented and investigated.

## PART II

### FACILITY SERVICES

1. **CLASSIFICATION.** Classification is the ongoing process of collecting and evaluating information about you to determine your risk and needs level for purposes of the facility deciding where you will be housed, your job assignment, your treatment needs, and what programs would be suitable. (Reference: **A.D. 9.2, Inmate Classification**)
  - A. **Classification Committee.** The Classification Committee is comprised of Osborn staff members who make decisions about your current institutional classification status. During these meetings, the Committee will review issues such as assigned/unassigned status, job/school placements, treatment program participation, housing unit placement, orientation reviews, etc. These meetings are held on a weekly basis. Inmates attending must be on a scheduled docket prepared by the Classification Department. Classification Committee meetings are chaired by a Counselor Supervisor or Designee.
  - B. **Objective Classification Committee.** The Objective Classification Committee is comprised of Osborn Classification staff members, chaired by a Counselor Supervisor or designee. The committee will review security, custody, and treatment needs scores, and inform you of any changes in your overall status. The committee's functions include, but are not limited to, regular Objective Classification reviews, post-parole hearing reviews, furloughs, percent-of-time reviews, new information reviews, etc.
  - C. **Unit Counselor.** You will be assigned a Unit Counselor. They will provide you with information about the operation of the facility and will assist you in adjusting to the facility and in taking advantage of program opportunities available to you.
  - 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 Unit Counselor. (Reference **A.D. 9.1, Population Management**). **Regular transfer requests to other level 3 facilities will not be processed.** Regular transfer requests from Level 2 inmates to Level 2 facilities will be forwarded to Population Management.
  - E. **Master File.** The facility maintains a record of the status of your sentence (including any pending charges) and of your overall performance in a Master File. Your Master File is maintained by the Inmate Records Office. Questions about information in your Master File should be directed to your Unit Counselor.

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

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

F. **Appeal of a Classification Decision.** If you believe a classification decision is wrong, contact your Unit Counselor to find out if it can be appealed and how.

2. **SENTENCE COMPUTATION AND CREDITS.** The Department of Correction is responsible for the computation of sentences. **Time sheets** are distributed quarterly for all inmates. Following is a description of factors that pertain to sentence computation:

- A. **Risk Reduction Earned Credit.** (Public Act 11-51) All sentenced inmates, convicted for crimes committed on or after October 1, 1994, with the exception of those on a restrictive status, shall be considered compliant if they participate in programs or activities, have good conduct, and are obedient to departmental rules. Only such compliant inmates may be eligible to earn RREC. Those offenders who are not compliant with OAP, facility rules, or placed on restrictive status, shall be considered non-compliant and may be subject to either not earning or forfeiture of RREC, or both.
- B. **Statutory Good Time.** Statutory Good Time is good time earned each month during service of a sentence. (Reference: **C.G.S. Secs. 18-7 and 18-7a**)
- C. **Pre-sentence Credit (Jail Credit).** Pre-sentence Credit is credit for time spent in confinement prior to disposition of the charge on which sentence is imposed. (Reference: **C.G.S. Secs, 18-97, 18-98 and 18-98d(a)**) For inmates serving time on multiple dockets, the following Supreme Court decisions apply: 271 Conn.808 (2004); 271 Conn. 856 (2004); and 271 Conn. 844 (2004). The court decisions require the DOC to apply jail credit, if applicable, in the order in which sentences are received. Once used, the same days may not be transferred or otherwise applied to subsequent sentences.
- D. **Jail Credit Good Time.** Jail Credit Good Time is good time on Pre-sentence Credit. (Reference: **C.G.S. Secs. 18-98c and 18-98d(b)**).
- E. **7-Day Job Credit.** 7-Day Job Credit is a commutation of sentence of one day for each seven (7) consecutive days of employment in a work assignment designated as a 7-day job, where applicable. (Reference: **C.G.S. Sec. 18-98a**)
- F. **Outstanding Meritorious Performance Award (OMPA) Standards.** The awarding of OMPA shall be at the discretion of the Unit Administrator in accordance with the following standards:
  - 1. An inmate convicted of a crime committed on or after October 1, 1994 shall not have OMPA time credit applied toward a reduction of length of sentence. OMPA credit may be used to calculate eligibility for programs such as Transitional Supervision.
  - 2. Inmate must be eligible under all applicable laws.
  - 3. No more than 120 days per any one continuous term of imprisonment, under any circumstances.
  - 4. Not to be used for club, hobby club, cultural, recreational or related activities.
  - 5. Not more than a total of 45 days to be awarded during a calendar year, except the 60 days for saving a life or quelling a disturbance shall be independent of this requirement.
  - 6. No OMPA shall be awarded to an inmate assigned to Level 5, Administrative Segregation, Punitive Segregation, or designated as a Security Risk Group Member, except when there is confirmation that the inmate:

- a. Prevents an escape
  - b. Intervenes to stop another inmate's improper behavior or breach of order
  - c. Provides specific information, other than regular intelligence information that prevents disorder
  - d. Saves a life or puts self at risk to quell a disturbance
7. In addition to the above, the following criteria must be met:
- a. No Class A misconduct within the last 12 months
  - b. No Class B misconduct within the last 6 months
  - c. No Class C misconduct within the last 4 months
  - d. Favorable work evaluation for 6 months prior to application
  - e. Successful participation in any available recommended program for 6 months prior to application
  - f. No increase in overall risk level in the past 12 months
  - g. Not currently designated Security Risk Group Safety Threat Member

3. **RELIGIOUS SERVICES.** Coordination of religious activities is the responsibility of the institution's Religious Facilitator. (Reference: **A.D. 10.8, Religious Services**)

- A. **Religious affiliation.** New inmates shall complete **Form CN 100801** upon entry to Osborn, selecting their religious designation for worship service or non-affiliation. This form is for weekly worship only. An inmate may claim only one religion but shall be allowed to change religions every 90 days. When requesting a change in religious affiliation you shall submit a written notification using CN 100801 to the attention of the Institutional Religious Facilitator. Inmates who did not fill out a Designation of Religion upon arrival may complete one at Orientation. Inmates who miss orientation may request a Form CN 100801 from the chapel, to be completed and deposited in the mail slot in front of the chapel.
- B. **Programs.** The Osborn Religious Services Department offers a large and diverse selection of programs. Inmates may request programs by sending an Inmate Request to the Religious Facilitator, after filling out a CN 100801 form.
- C. **Choirs.** The Religious Services Department sponsors an English Protestant and a Spanish Protestant Choir directed by the Protestant Chaplain. Protestant inmates wishing to participate must send an Inmate Request to the Protestant Chaplain. Those interested in the Catholic Choir may contact the Catholic Chaplain via Inmate Request.
- D. **Schedule.** A Religious Services schedule will be posted in each housing unit, as well as on the bulletin board in front of the Chapel door.
- E. **Counseling.** Inmates may request a counseling appointment with any of the Chaplains by sending an Inmate Request form to the Chapel. Appointments will be scheduled on the basis of priority and availability of time.
- F. **Emergency Phone Calls.** The Religious Services Department **is not allowed** to give inmates emergency phone calls under any circumstances. Emergency phone calls to family members are to be made by the Housing Unit Counselor or Security Administrators.
- G. **Religious Education.** In addition to the worship services and programs offered at Osborn, the Religious Services Department maintains lists and applications for free correspondence courses. These course levels range from beginning to advance studies.
- H. **Religious Articles.** Religious articles may be purchased through the Commissary. Non-commissary items are not permitted in the facility without prior approval from the Director of Programs & Treatment, Wethersfield, CT. Submit an Inmate Request form for a "**non-commissary item approval request form**" from the Chapel.

- I. **Critical Illness & Death Notice of a family member.** The family must contact the Shift Commander at Osborn Correctional Institution to make this notification. OSBORN officials will process this information and if condition merits and approval is issued, a community escort may be available. The Religious Services Department may assist with arrangements for a bedside visit or a private funeral home visit. Your counselor is the primary person to help you with this process. Please note – in cases where the family member is confronting an imminent death, the inmate will only be allowed a hospital or a funeral visit, not both.

*In an instance where an inmate hears news of a family member's death or illness from another inmate, it is the inmate's responsibility to inform his family and the family will make proper notification to Osborn.*

- J. **Professional Visitors.** An inmate can submit the name, address and telephone of his pastor or religious leader for purposes of a one-on-one professional visit. The inmate and the visitor must both belong to the same affiliation. The Religious Facilitator will send a letter to the potential clergy with a Clergy Visit application enclosed. When the application has been approved through a security background check, the Religious Facilitator will then arrange a time and date for the clergy to visit the inmate. **NOTE:** Inmates, whose religious group does not hold collective worship at Osborn, are encouraged to seek this alternative for spiritual growth purposes.
- K. **Marriage.** The Religious Services Unit does not facilitate the marriage process at Osborn. Requests for marriage must be made to the Warden in writing on an inmate request form CN9601.

4. **HEALTH CARE SERVICES.** Medical, Dental, Mental Health, Pharmaceutical and Optical services are available either through staff assigned to this facility, staff who regularly visits the facility, consulting staff or off-grounds visit. All the Health Service Departments are under the general administration of the Health Services Administrator. The Health Services request box is located outside the entrance to the Health Services Unit.

- A. **Emergency.** If you have an emergency health problem, injury, or mental health problem, tell a staff member immediately. Emergency response is available 24 hours of every day for real emergencies.
- B. **Health Service Units.** Two health services units operate at Osborn CI:  
1. Health Services Unit for physical health problems  
2. Mental Health Unit for Mental Health issues and programs
- C. **Access to Services.** Routine access is as follows  
1. Health Services-signing up for sick call or submitting a request  
2. Mental Health Services-submit a written request or staff referral in emergency or urgent need.
- D. **Mental Health** hours are 8:00 a.m. – 9:30 p.m., 7 days a week. Requests for mental health care should be submitted in writing via the Mental Health Request box.
- E. **Sick Call.** Sick call is the opportunity for you to bring a non-emergency health problem to the attention of medical staff. Sick call commences at 8 a.m. seven (7) days a week. To sign-up for sick call put a request in the Health Services Request Box. You will be seen within the week provided your request is properly filled out, including your name, inmate number and housing unit. Remain in your housing unit until you are notified to report to the Health Services Unit. You will be notified when your Meds are ready for pick up. **\$3.00 co-pay will be charged for non-emergency sick call visits.** Inmates will not be charged for staff initiated or emergency related treatment. If you request staff to call medical on your behalf, you will be charged \$3.00.

- F. **On-Person Medication.** On-person medication will be given to you in quantity. You must take the medication according to the prescribed dosage and interval. Accumulating medication will subject you to disciplinary action.
1. **Refill Bags.** You must deposit a refill bag in the Health Services Request Box before 7 a.m. to receive it. Refills are done Monday through Saturday.
  2. **Over the Counter.** Over the counter medication, i.e. soap, lotion, Tylenol and other pain relievers, are available through the Commissary.
- G. **On-Line Medication.** On-line medication will be administered by medical staff on a per dosage basis. You must take the medication in the presence of staff. Inmates permitted to go to the Health Care Unit will do so via the pass system. Inmates whose movement is restricted will receive on-line medication at the cell.
- H. **Dental.** Dental services are provided Monday through Friday 8:00 a.m. – 3:00 p.m. Put a request in the Health Services Request Box. An appointment will be scheduled and you will be called for the appointment when your turn comes. **\$3.00 co-pay will be charged for Dental services.**
- I. **Optical.** Put a request in the Health Services Request Box.
- J. **Mental Health Services and Programs.** The Mental Health Unit at Osborn C.I. comes under the administration of the Health Services Administrator and is under the direction of the Osborn Mental Health Supervising Psychologist. MHU is located in G-Block, Hospital Basement, and Hospital 2.. (See the Emergency and Access provisions above). In addition to ordinary outpatient mental health care, the following services and programs are provided:
1. **Pre-Parole Evaluations.** Upon request from the Board of Parole, the MHU conducts pre-parole mental health evaluations. Requests for such an evaluation must be initiated by the Board of Parole.
  2. **Offender Treatment.** Provided for sex offenders who meet the eligibility criteria. The program entails a detailed assessment and requires a significant time commitment (up to one year). Submit written request for screening to MHU.
  3. **HIV Support Group.** Support group sessions for HIV positive inmates providing peer support coping skills and topics related to the disease. The Support Group is held weekly and is a different service from HIV Counseling.
  4. **Specialized Mental Health Groups** – Provided for inmates who live in G-Block, as well as for MH 3 inmates housed in general population.
  5. **Evaluations for TS and Halfway House.** Upon the request of DOC counseling staff, MHU will provide an evaluation of readiness for TS/HWH for any inmate with a mental health score of 3 or higher.
  6. **Inpatient Psychiatric Care.** MHU and nursing staff on Hospital-2 treat any inmate who requires an inpatient level of psychiatric care.
  7. **Individual clinical case management** is provided by a social worker at regular intervals for all MH 3-5.
- K. **AIDS Awareness.** This program is offered once per month on the third Wednesday to general population. It is an instructional session, which explains the basics about HIV transmission and treatment.
- L. **HIV Support Group.** A weekly group for those who are HIV positive, offering support and information on the latest treatments available.
- M. **Sexual Offender Treatment.** Various programs which address sexual offending behaviors and teach relapse prevention tools.



N. **Hospice and Palliative Care Program.**

Hospice is a program to address the needs of and provide care for terminally ill inmates. Services are available in the areas of: counseling for the patients and their families, spiritual guidance, supportive pain management, companionship, and assistance with normal activities of daily living.

5. **FOOD SERVICES.** Food services are the responsibility of the Food Services Supervisor.

A. **Common Fare Diet.** A common fare diet is a diet which meets all nutritional requirements and reasonably accommodates recognized religious dietary restrictions. To receive the common fare meal, you must submit a Common Fare Request to the A & P Officer. Upon approval your ID will be marked as such. Abuse of a common fare pass may result in revocation of the pass and/or disciplinary action.

B. **Special Medical Diet Pass.** You must see a medical doctor to determine the need for a special medical diet pass. The medical doctor will choose the type of diet, fax the diet request to CFSS3 and then you will be called to the kitchen to have the diet procedures explained to you. The CFSS3 kitchen supervisor issues your diet card to you.

C. **Job Opportunities.** The food service Kitchen employs inmate workers 1<sup>st</sup> & 2<sup>nd</sup> shift. If you have a minimum of six (6) months left on your sentence – are dependable and responsible – with a good work ethic – see your Counselor for classification paperwork. Upon clearance, you will be notified.

D. **Culinary Arts Program.** A 3-month program that all kitchen workers will be required to take when they begin working in the kitchen. Failure to successfully complete, or refusal to participate in, this program shall result in a Poor Work Report and termination from the kitchen.

6. **RECREATION.** Recreation activities are provided on the basis of the availability of recreation space, resources, and classification status. The recreation schedule for your Housing Unit / Dorm is posted on the Bulletin Board. Coordination of recreation activities is the responsibility of the Recreation Supervisor.

A. **General Rules.** The general rules apply to all recreational activities.

1. **Equipment.** Recreational equipment is available in the recreation area. Misuse or abuse of the equipment is not permitted.

2. **Appropriate Conduct.** You must conduct yourself according to the rules of the activity. Horseplay is not permitted.

3. **Attire.** You are required to wear suitable clothing for the activity.

B. **Gymnasium.** E Block inmates do not go to the gym.

1. No shoes, boots, or black marking soles are permitted on the court. Only sneakers are allowed.

2. No hats and all other non-religious headwear are allowed to be worn in the gym.

3. No contraband / altered clothing are allowed to be worn in the gym.

4. T-shirts are to be worn while on the weight platform.

C. **Outdoor Rules.**

1. You must stay within the designated boundaries of the recreation area.

2. All inmates may borrow rec. equipment from the rec. sheds by submitting their I.D. (I.D. will be returned to the inmate when equipment is returned).

3. T-shirts are to be worn while in the E-Block recreation yard.

4. No altered clothing (contraband) is allowed to be worn outside.

- D. **Open Recreation.** Inmates are eligible to participate in open recreation. Recreation schedules for your units are posted on the bulletin board. Gym and recreation yard rules must be followed. (E Block inmates do not go to the gym.)
- E. **Intramural / Structured Recreation.** Any inmate who meets the criteria will be eligible to participate in the following intramural / structured programs, but not limited to; soccer, softball, volleyball, basketball, flag football, and passive rec. tournaments. Schedules for intramural / structured programs will be posted on the bulletin board in the main hallway outside the gymnasium. The **\*criteria** is as follows:
- Inmates must be assigned & reside in assigned housing
  - Inmates must not have received a class A ticket for 120 days
  - Inmates must not have received a class B ticket for 90 days
  - Inmates must not have received a class C ticket for 60 days
  - **Unsentenced & unassigned inmates** are not allowed to participate in any structured recreation programs and intramural programs outside open recreation times. Intramural programs will only take place during open recreation within the unit.
- Rules for Structured / Intramural Recreation Programs.** The Recreation Supervisor will establish rules, procedures and standards of conduct for each structured / intramural program. **Rules are posted outside the Gymnasium / weight platform on the bulletin board.**
- F. **Art/Band Programs/Creative Writing.** Due to the limited amount of space in these programs, the criteria is as follows:
- Inmates must be assigned & reside in assigned housing
  - Inmates maintain a satisfactory performance record
  - Inmates must not have received a Class A ticket for 9 months
  - Inmates must not have received a Class B ticket for 6 months
  - Inmates must not have received a Class C ticket for 3 months
  - Inmates must be in good standing with the Rec. Dept.
- G. **Special Events.** The Recreation Supervisor may schedule special events. Scheduled events will be posted in every Housing Unit and on the Bulletin Board outside the gym.

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

- A. **Incoming Funds.** All incoming funds must be sent to the following address:

Department of Correction  
 Inmate Trust Fund  
 P.O. Box 290800  
 Wethersfield, CT 06129-0800

Inmate Accounts may put the money on your account with a 10-day hold. A receipt of incoming funds will be provided to you. All checks issued by Government Agencies are subject to verification eligibility. Remember, only those people on your approved Visiting List may send you money orders. **Note:** Facilities no longer accept inmate funds in the mail. Letters to inmates that include money orders will be Returned to Sender. Personal letters **only** should be sent to the facility.

- B. **WESTERN UNION – ELECTRONIC DEPOSITS.** In order to participate in this program, all visitors must complete the **new** visiting application (dated 1/31/09) and check off the box for electronic deposits on page 2 of the application. Once the Visiting Assistant has received the **new and signed** visiting application, the proper screens can be filled in. Western Union will only process a transaction if the personal information provided by the sender **matches** the information we provide. **A visitor must be active on your list to be able to send you money at Osborn.**
  - C. **Outgoing Funds.** You may send funds from your Inmate Account in accordance with U.D. 3.7, Inmate Monies, and paragraph 13, Special Request. A remitter slip is required with each money order.
  - D. **Money Orders/Visiting List.** You may only receive a money order from those visitors on your active approved Visitor List or from your Attorney of Record. **A remitter slip is required with each money order.** The “sender” of each money order shall be compared against the list; if there is no match, the money order shall be rejected and you will receive a rejection notice. There shall be no appeal. The envelope and all of its contents shall be “Returned to Sender” and the yellow copy of the rejection notice shall be included. NOTE: Osborn does not have “money order only” visiting status.
  - E. **Inmate Pay.** Inmate pay is posted to your account biweekly.
  - F. **Copy of Your Account Balance.** You will be permitted to request through your Counselor **once a month** only, a copy of your account balance.
8. **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) may be spent each week, excluding electronic or clothing items.
- A. **Commissary Day.** Each Housing Unit is assigned a day for receipt of commissary. Commissary Day is posted on the Bulletin Board of your Housing unit. The schedule is subject to change.
  - B. **Placing an Order.** Commissary slips will be distributed to each Housing Unit. All commissary slips must be put in the commissary box located in each Housing Unit before 8:00 a.m. the following morning. Slips that are turned in late or not filled out completely and correctly will not be honored, and you will not receive commissary that week. There shall be no credit sales.
  - C. **Substitutions.** There will be no substitutions for items out of stock or for items ordered in error. The Commissary will process your order from front to back until it is completed or until you are out of money. The Commissary is not responsible for items that you do not receive if you do not have enough money for the entire order.
  - D. **Delivery.** The method of delivery for your Housing Unit will be explained by unit staff. To receive your order, you must (1) present your I.D. card, (2) sign the Commissary sheet, and (3) examine the contents of your order along with a staff member. Any shortage or discrepancy **must** be addressed and made known **at that time**. The Commissary delivery staff will credit any missing items not in the order. Once you sign the Commissary sheet and leave the area, there is no recourse for error concerning your order. If you decline to accept any part of your order, the entire order will be returned for credit.
  - E. **Excessive Commissary.** Commissary items other than appliances and clothing shall not accumulate in the cell/living area in excess of the limitation per A.D. 6.10, Inmate Property, Section 18, and will be handled as described in Section 30 of same directive.

9. **MAIL.** Inmate use of the mail is governed by State Administrative Regulations 18-81-28 through 18-81-38 and 18-81-51, available in the Library. 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 own expense. You may write to anyone except: a victim of any crime you have been convicted of or of 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; a parolee or inmate in community confinement without the consent of the person's supervisor; when correspondence is restrained by court order; or when correspondence with a person or group has been expressly prohibited by the Warden.
- B. **Outgoing.** Stamped envelopes are available through the commissary. You must address the envelope with the complete, legible address of the party you are corresponding with. You must put your own name, your inmate number, and the return address of the facility on the outside of the envelope. You may seal outgoing correspondence.
- C. **Incoming.** Incoming mail will be opened by mailroom personnel and inspected for contraband, but not read except under Review Procedures. (See section G below). Funds will be Returned to Sender, except refunds (i.e., Hamilton Book, Dick Blick, etc.) will be forwarded to Inmate Trust Fund.
- D. **Inmate to Inmate Correspondence.** Requests to correspond with an immediate family member incarcerated – contact your Unit Counselor to prepare a request for the Warden's authorization. If you move to another facility, a new request must be prepared at your new institution for approval.
- E. **Privileged Correspondence.** Privileged Correspondence is correspondence to and from any state or federal court, any elected government official, the Commissioner of Correction or any appointee of the Commissioner, the Attorney General, the Board of Parole, the Sentence Review Board, the Commission on Human Rights and Opportunities, the Commissioner on Claims, the Board of Pardons, the Correctional Ombudsman, and attorneys. Privileged Correspondence must be clearly marked as privileged. Incoming Privileged Correspondence will be opened in your presence and the envelope inspected for contraband, but not read. Inadvertent opening outside your presence will be noted in writing.
- F. **Free Mail.** An inmate whose Inmate Account has not exceeded five dollars (\$5) for the past ninety (90) days will be permitted to send two (2) free social letters each week, and five (5) letters per month addressed to the court or attorneys.
- G. **Certified Mail.** Requests for speedy trial under C.G.S. Secs. 54-82c, 54-82m, and 54-186 and correspondence with the Sentence Review Board will be sent certified. Other correspondence may be sent certified with the approval of the Warden.
- H. **Review.** The Warden may place your mail under review, which includes reading, if the Warden has reason to believe that such reading is generally necessary to further the substantial interests of security, order, or rehabilitation.
- I. **Rejection.** Correspondence which contains or concerns: the transport of contraband in or out of the facility; plans to escape; plans for activities in violation of facility or Department rules; plans for criminal activity; violation of the State Regulations on correspondence; material which reasonably could cause physical or emotional injury to the inmate recipient as determined by mental health staff; information which creates a clear and present danger of violence and physical harm to a human being; things written in code; mail which attempts to forward correspondence for another inmate;

threats to the safety or security of staff, other inmates or the public, facility order or discipline or rehabilitation; sexually explicit materials involving sado-masochism, bestiality, children, use of force or absence of consent; any other correspondence which jeopardizes a legitimate penological interest may be rejected, which means that it will not be delivered and that you may be subjected to disciplinary or criminal proceedings.

1. If your outgoing mail is rejected, a notice of rejection including a statement of reasons will be sent to you.
2. If your incoming mail is rejected, a notice of rejection will be sent to you and to the sender.
3. If the correspondence is material to criminal or disciplinary proceedings, the notice of rejection may be delayed pending completion of any investigation.

J. **Interdepartmental Mail.** Use of interdepartmental envelopes by inmate population is prohibited, this shall include the small red and white envelopes and the large manila envelopes. Staff shall not use interdepartmental envelopes to send mail on an inmate's behalf. Inmates are allowed to send inmate requests to employees of the Department of Correction to include facility staff, district offices, central office, and parole etc., inmate requests to DOC officials are postage free. Inmate requests shall be submitted on an Inmate Request Form, CN9601 and deposited in the appropriate inmate mailbox.

10. **VISITING.** You may visit with approved visitors subject to security requirements and to the constraints of space availability and scheduling. (Reference: *A.D. 10.6, Inmate Visits*). Any exception to the procedures for visiting at Osborn C.I. shall require prior written approval from the Warden. *An Adult = Age 18 or above      Child = Under 18 years old*

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 or a Professional Visit (see Sections E and I below). You may have up to seven (7) visitors on your list.

1. **Establishing the List.** Upon admission you may submit to your counselor the names of up to seven (7) persons you want on your Visiting List by completing a **Visiting Addition/Deletion Form**. Counselors will send out a **Visiting Application** (CN100601 & CN100602) to the individuals you listed on the Add/Delete Form.

2. **Change an Existing List.** You may change your Visiting List by submitting an **Addition/Deletion Form**. A change is allowed once every (120) days. Any time a person is approved, denied or removed from an inmate's list, you will receive notification in writing within 30 days. It shall be the responsibility of the inmate to notify the affected person of their visiting status.

**Do not submit a change request before the 120-day waiting period has lapsed. Your request will not be completed.**

3. **Transfer from another facility.** Your completed visiting list will remain in effect. However, Osborn does not have "**money order only**" visiting status – those visitors will become inactive on your list. Osborn (level 3) allows a total of **seven (7)** active visitors on your list. If your incoming list exceeds seven, you must choose whom to inactivate (use an add/delete form & send it to the Visiting Assistant). Note: if you go back to a level 2 institution - once you're back there, the names can be reactivated on your list. **New Applications & Addition/Deletion Forms are available from your Unit Counselor.**

- B. **Authorization.** Visitors will normally be approved unless they are the victims of the inmate's instant offense or they have a prior criminal history. The only exception that may be made for those with a criminal history is for immediate family members or the biological mother of an inmate's child. In these cases, the person wishing to visit must write the Warden and supply supporting documentation (i.e. birth certificate). No exceptions will be made for individuals with pending cases or if they are on probation.
1. **Courtesy Visit.** Upon admission you may receive two (2) adult visitors from your immediate family pending completion of processing your visiting application form. All courtesy visits are non-contact until visiting list is established.
  2. **Immediate Family.** Immediate family includes your legal spouse, parent, grandparent, sibling or child; to include a 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. A Department employee will not be an authorized visitor unless the employee is an immediate family member **and** has received permission from the Warden of his/her facility and this facility.
  4. **Child Visit.** Minor children, under 18 years old, shall be accompanied by an authorized adult immediate family member who is on the approved visitor list, legal guardian or an adult properly authorized by the Department of Children & Families, visiting an inmate that is an immediate family member. The child must be continuously attended and supervised by the adult visitor while on the grounds of the facility. **AT NO TIME ARE SMALL CHILDREN TO BE LEFT UNATTENDED DURING VISITING HOURS IN VEHICLES ON STATE PROPERTY.**
  5. **Community Groups.** Other persons such as community group representatives may be authorized to visit you. Ask your Unit Counselor for details.
  6. **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.** Your visitor may appeal his/her visiting denial by writing directly to the Warden within ten (10) days of the denial. The Warden will respond within fifteen (15) days of receipt; the Warden's decision is final.
- C. **Visitor Identification.** The identity of a visitor, age 16 or above, shall be verified through a driver's license or other appropriate photo identification prior to admission to the visit.
- D. **Visiting Schedule.** The visiting schedule that applies to you is posted on the Bulletin Board in your Housing Unit. Also see **Appendix A.**
- E. **Special Visits.** A special visit is a visit approved at the discretion of the Deputy Warden of Programs/Treatment, which allows exceptions to the authorized: (1) visiting list. (2) number of visits, (3) number of visitors, (4) length of visit, (5) schedule of visits (6) Hospital inmates. Your request for a special visit must be submitted to your Unit Counselor (in writing) at least one week in advance of the visit to allow verification of the circumstances, except in the case of an emergency. "In-state" special visits will not be granted.

- F. **Visiting Rules.** The visiting format is Contact Visiting. Contact Visiting provides for the inmate and his visitor(s) to be in the physical presence of each other.
1. **General Rules:** The general rules apply to all visiting situations, unless other restrictions have been imposed:
    - a. **Frequency.** See the schedule posted in your Housing Unit or Appendix A in this handbook.
    - b. **Number of visitors.** No more than three (3) visitors in the Visiting Room.
    - c. **Length of visit.** Each visit is limited to one (1) hour minimum. If a visitor exits the visiting room prior to the visit end time, they are not allowed to re-enter the visiting room – the visit is terminated. NO EXCEPTIONS.
    - d. **Intimacy.** A greeting and parting kiss and embrace may be exchanged. During the visit, physical contact is limited to handholding across the table. You are not permitted to hold a small child during visits.
    - e. **Belongings.** You are permitted to take only your inmate I.D., wedding band, and authorized religious headgear into the Visiting Room. No other jewelry or religious items are allowed into the Visiting Room.
    - f. **Conduct.** You are required to conduct your visit in a quiet, orderly and dignified manner.
    - g. **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.
    - h. Neither cross visiting among inmates and other visiting parties nor socializing among visiting parties is permitted.
  2. **Attire / Security Screening.** Your visitor must be dressed in reasonably modest attire. The following items shall not be permitted to be worn by any visitor:
    - Hats or headwear of any kind
    - Halter tops, tank tops & other revealing clothing
    - Hot pants or mini-skirts
    - Jackets, coats, scarves or hooded sweatshirts
    - Sunglasses
    - Any article which would be deemed offensive, revealing or distasteful
    - Any violations of these rules shall result in the denial of the visit
 Social visitors shall pass all required security checks in order to be permitted to visit. Osborn visitors are required to pass through the visitor's entrance in the Gatehouse (**U.D. 10.6 Inmate Visits, 3.N.**).
  3. **Conduct of Children.** A child's conduct must not be permitted to disrupt the Visiting Room.
- G. **Non-Contact Visits.** Osborn inmates may be placed on non-contact visit status for a one-year period due to the following:
1. Conviction of a D/R resulting from misconduct displayed in the visiting room.
  2. Conviction of a contraband disciplinary report in which the contraband could be construed as being conveyed during a visit. Contraband included in this category shall include, but not be limited to, the following:

- a. Tobacco products
  - b. Currency
  - c. Drugs/drug paraphernalia
  - d. Weapons
  - e. Jewelry
3. Any inmate testing positive during urinalysis for illicit substance or refusing to give a urine specimen, or altering a specimen.
  4. At the discretion of the Warden if there are safety & security concerns.
  5. An inmate may appeal in writing to the Warden after six months with no disciplinary reports.
  6. Inmates who transferred to Osborn on non-contact visiting status may write to the Deputy Warden of Programs & Treatment requesting a review to have his contact visits re-instated.

#### H. **Visit /Visiting Termination.**

1. **A single visit, or ALL VISITS**, may be canceled, denied, or terminated, by the custody supervisor, at any time institutional security and order requires or a reasonable belief exists that continuance of the visit could jeopardize safety or good order. Violation of the facility's visiting rules shall be grounds for terminating the visit:
  - a. Visiting room staff will get authorization from a shift supervisor prior to terminating any visit.
  - b. Staff observing a violation of directive or posted institution rules & regulations shall end the visit, asking the visitor to leave then escorting inmate out of the visiting room.
  - c. Staff member terminating the visit shall inform the inmate and visitor at this time of the specific reason for termination of the visit.
  - d. Further action including disciplinary action may be taken if warranted.
2. Authorization of an approved visitor may be rescinded upon a finding by the Warden that the conduct or actions of a visitor, or your conduct or actions with respect to a visitor, are detrimental to the order or security of the facility. Such a finding will be communicated in writing to you or your visitor.
3. Any person conveying or causing to be conveyed to an inmate any unauthorized articles including intoxicating liquors, drugs, firearms, explosives, or any device which may be used in an escape or attempted escape is subject to imprisonment for not more than five (5) years and a fine of not more than one thousand dollars (\$1,000) or both. (Reference: C.G.S. Secs. 53a-174 and 53a-174a).

#### I. **Professional and Privileged Visits.**

1. Professional Visits are visits by law enforcement officials, clergy, media representatives, DOC employees, and staff from community agencies, and any other visit so designated by the Counselor Supervisor.
2. Privileged visits are visits by attorneys or their designated Representatives, elected State Officials, members of the judiciary, and certain appointed State Officials.



3. Professional and privileged visitors must meet the identification standard of section C above, plus show verification of their profession.
4. The visiting rooms for professional and privileged visitors will be assigned first come, first served, unless a reservation has been made a day in advance of the visit.
5. Professional and privileged visits may occur without advance notice during regular visiting hours. Professional and privileged visits at other times must be arranged in advance through the Unit Counselor or Shift Supervisor and shall be reasonably accommodated.
6. Any recording device/equipment needs prior approval before being brought into the facility.

**NOTE: ALL INMATES WHO EXIT A VISIT (Social and Professional, Contact and Non-Contact) MUST CLEAR A METAL DETECTOR CHECK. WHERE WALK-THROUGH DETECTORS ARE NOT IN PLACE A HAND-HELD METAL DETECTOR WILL BE UTILIZED.**

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

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

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

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

C. **Enrollment in TPP.** To enroll in TPP, you must sign the TPP Notification and Acknowledgement Statement. Inmates can manage and add/drop home numbers to their call list during the first week of each month. Approved phone numbers will be put on your Approved Phone List. The number of phone numbers on your Approved Phone List may not exceed ten (10).

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

D. **Means of Access/PIN.** Each inmate who enrolls in the TPP will be given a PIN (Personal Identification Number). The PIN must be entered (by pushing the buttons on the phone pad that correspond to the PIN) in order to place a call.

E. **Telephone Regulations.**

1. Telephone calls are only permitted between 8 a.m. and 10 p.m.

2. You are permitted to make three (3) calls per day unless you are under restriction. A call may not exceed fifteen (15) minutes.
3. Your time slot is for your use only; it cannot be transferred, traded or shared.
4. You are not permitted to create or post a Telephone List.
5. You are not permitted to disclose or share your PIN; you are not permitted to use another inmate's PIN. These actions constitute the disciplinary offense of Security Tampering.
6. A call counts as a call if the call is accepted by a person.
7. You are not permitted to make third party calls or calls to Department of Correction officials.

F. **Termination.** Any call may be terminated for the following reasons: violation of unit rules; illegal activity; exceeds the time limit, misuse of equipment; threatening or disruptive behavior; unit emergency; interference with other valid penological interest.

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 unless there is a verified emergency.

H. **Emergency Calls.** You may place an emergency call on a facility phone subject to approval by a Unit Manager, Counselor Supervisor or Shift Supervisor.

I. **Calls to Attorney.** Calls to attorneys are not part of the TPP. You are permitted to make up to two (2) non-recorded, non-monitored calls per month to an attorney using the facility's telephone. Calls to private attorneys must be made collect. You must make advance arrangements through your Unit Counselor. The scheduling of the call is subject to the schedules of the Unit Counselor and the attorney; under ordinary circumstances, the call will occur within two (2) business days of the request. The call will be placed by staff for verification. Staff will maintain observation of you outside of the listening range.

Calls are limited to thirty (30) minutes, unless authorization for a longer period is granted. The oral or written request of the attorney for an extended call shall be honored unless circumstances do not permit. Staff may come within listening range or terminate the call for exigent circumstances or if the behavior of the inmate is disruptive.

12. **LAUNDRY.** The Unit laundry schedule and regulations will be posted on the Bulletin Board in your Housing Unit.

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

14. **LIBRARY.** The Library hours of operation are posted on the Bulletin Boards. The library has books that may be checked out; each inmate is responsible and liable for the books he has checked out. There is also an extensive collection of legal material available to inmates, including books and material on computers; legal material may **not** be checked out of the library. Inmates can access the legal material in the library during their unit's regularly scheduled library period.

**Book Drop (size restriction)** – some returning Library materials may be put through the slot near the Library door.

**Law Library.** A Law Library is provided to afford inmates the means to research legal issues. Inmates can access the Law Library during their Unit's regularly scheduled times.

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**).

1. You may order books, other publications, and magazine and newspaper subscriptions.
2. See your Counselor to place an order. 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 book store.
4. A publication may be rejected if it adversely affects a valid penological interest. A statement of the criteria for evaluating publications and the post-decision process is stated in the State Regulation and in A.D. 10.7.
5. If a publication is rejected, you have a right of appeal to the Commissioner within fifteen (15) days of receipt of the notice of rejection.

15. **PHOTOCOPIES.** The Osborn Library may make copies of legal documents when the inmate demonstrates that the documents are going to a court and that the court requires the number of copies being requested. In this case, the copies will be done as soon as possible, and the inmate will sign a money slip Special Request Form (SRF) for the number of copies made when he picks up the copies. If the inmate is not indigent, money will be taken from his account to pay for his copies; *however, the inmate receives these copies whether or not he can pay for them.*

If the inmate cannot fulfill the conditions above, the librarian will approve copying of educational materials only after the inmate fills out a SRF and the library receives proof the copies have been fully paid for.

In accordance with Administrative Directive 3.10, Fees, Reimbursements, and Donations, inmates are charged twenty-five cents (\$.25) for each page of copy.

The library will not copy case law as a court exhibit, unless the inmate demonstrates that the court requires this; nor will the library copy blank forms or certificates. Inmates may not make copies of other inmate's legal work. All documents submitted are examined by the librarian and are photocopied at the librarian's discretion. Inmates who attempt to circumvent these rules are subject to disciplinary action.

Inmates who come to the library when the librarian is not present must fill out a photocopy request; the material is then placed in an envelope and placed in the designated locked box for legal copies.

16. **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. **Visitors** are not allowed to bring in materials to be notarized into the visiting area. They could mail the materials to the inmate – who gets them notarized - and mails back to the visitor. Any exceptions to the above (in case of time sensitive legal materials) must be pre-approved by the Deputy Warden of Programs & Treatment or above.
17. **RELEASE ON BOND.** The Warden of this facility is authorized to accept the bail of any inmate held in lieu of bond and release such inmate provided the sole basis of confinement is

the bond, which is posted. If you want to post a bond, contact your Unit Counselor. (Reference: C.G.S. Sec. 54-53)

18. **COURT TRIP.** A court trip is a trip from this facility to a State or Federal court and any return.
  - A. You must wear the Uniform of the Day. Inmates will be permitted to wear thermal underwear or a sweatshirt under their inmate uniform.
  - B. You are permitted to take legal materials with you that pertain to the case at hand. These materials must be surrendered to the transporting staff during transit. The materials will be returned to you when you are in secure lock-up at the court and, on the return, when you are back in the facility.
  - C. You will be subject to the use of restraints according to Department policy. (Reference: A.D. 6.4, Transportation and Community Supervision of Inmates).
  - D. A court lunch will be provided.
  - E. You are not permitted to obtain or receive any item from any person while on a court trip.
19. **ORIENTATION.** Within five (5) business days of admission to this facility, you will be required to attend orientation sessions. The purpose of these sessions is to inform you of how the facility works, what your obligations are, and what programs and services are available. Instructors will answer any questions you may have.
20. **PROPERTY LOSS.** If any of your property is lost or damaged, you should first attempt to write the property officer to see if he can find your property. If that does not work, you can follow the Inmate Grievance Procedures. If you still are not satisfied, 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. 4-141, ET. Seq.)
  - A. To file a claim, fill out two (2) copies of the Property Claims Form. Detailed instructions are provided on the form.
  - B. Mail one (1) copy to the State Claims Commissioner with the filing fee (explained on the form). Mark the second form "COPY" and send it to the Property Officer.
21. **GATE MONEY.** Gate Money is money given by the State to provide the means of meeting expenses that you incur immediately upon release. Its purpose is to ease the transition into the community. You may only receive Gate Money if you are eligible. Eligibility factors relate to the type of release, the length of incarceration, and the amount of money in your Inmate Account. Ask your Unit Counselor for the specific eligibility criteria. (Reference: **A.D. 3.11, Gate Money**).  
NOTE: Gate money may be withheld based upon the inmate's behavior.
22. **INTERPRETER SERVICE.** Interpreter services can be arranged if needed; contact your Unit Counselor.
23. **INMATE MARRIAGE.** All requests for marriage while incarcerated must be sent to the Warden via inmate request form (CN9601). You will be informed within 15 days if you qualify to begin the marriage process.

## PART III

### FACILITY PROGRAMS

1. **GENERAL.** A sentenced inmate will not be allowed to refuse or reject any programmatic, work or educational assignment. Any refusal will subject the inmate to disciplinary action, and as a consequence of discipline; the inmate will be placed on unassigned work status and will not be eligible for furlough. (Reference: **A.D. 10.1, Inmate Assignment and Pay Plan**)
2. **EDUCATION.** Educational programs in the Department of Correction are administered under the State of Connecticut – Unified School District #1. An inmate assigned to the school will be evaluated to determine his academic needs and placed in the appropriate level class. The school principal administers educational programs at this facility. Educational programs available here are as follows:
  - A. **Adult Basic Education (ABE).** ABE provides training to achieve grade eight proficiency in the basic academic areas of reading, mathematics, language arts, general science, and social studies.
  - B. **General Educational Development (GED).** The GED program provides instruction to achieve grade twelve (12) proficiency. The focus will be in writing, reading skills, mathematics, science and social studies in preparation for the GED examination. The GED examination is offered three (3) times a year. Unified School District #1, in an effort to increase the number of GED's awarded by the State Department of Education to inmates incarcerated in the Department of Correction, is permitting inmates in general population to qualify to take the examination. Inmates do not have to be enrolled in the education program. To qualify for the GED examination inmates must take a pre-GED test administered by the Education Department and score within a passing range as determined by educational staff.
  - C. **Teaching English to Students of Other Languages (TESOL).** TESOL helps non-English speaking students, who are limited in English language and proficiency, to develop their skills in speaking, reading, and writing in English. The program provides an opportunity to develop and practice oral/aural skills, reading and writing. Emphasis is also placed on developing life skills; i.e., practicing vocabulary and sentence structures that are utilized in work, housing, and health, and everyday activities.
  - D. **Vocational Education (VOC/ED).** VOC/ED programs combine classroom instruction and occupational training in the following trades and workplace skills: Small Engine Repair, Building Maintenance/Electronics, Carpentry, Business Education and Culinary Arts. Although a High School Diploma or GED is not required to enroll in a Voc.Ed Program, they are preferred. Each Voc-Ed program will maintain two (2) available slots for those without an HSD or a GED. If accepted into the program, the inmate will be expected to work on preparing for the GED test.
  - E. **Priority Students.** The Unified School District #1 has identified three (3) categories of priority students:
    - A. Students 18 years old or younger – State Law
    - B. Students who qualify for special education services – State and Federal Law.
    - C. Students 21 years old or younger who do not have a high school diploma or a GED.

Sentenced and unsentenced inmates in any one of the above categories will be required to attend school. **Inmates who are classified to school are required to attend.** Refusal to attend school or three (3) unauthorized absences in a 3-month period will result in a **poor work report** and reclassification to unassigned status for sixty (60) days. The only exceptions are for inmates confined to Segregation or the Hospital (in these cases an education staff member will contact you).

- F. **Computer Usage.** All inmates enrolled in School and/or working in the School or Library will adhere to the Unified School District #1 computer usage policy. Failure to do so may result in disciplinary action and removal from work assignment. Ask the School staff if you wish to have it explained to you.
- G. **Parenting Program (6-8 weeks).** Topics covered in the class meetings include the following: parenting styles, child development, building a father-child relationship, the incarcerated father, reading and writing to your child, exploration of children's literature, communication, discipline, and societal issues.
- H. **Re-entry Program.** The Re-entry Transition program comprises five (5) weeks of focusing on information needed to return to the community. Topics covered include: employment skills, development of a resume, job applications, interviewing skills, and obtaining identification. Information is also provided on the following: 211 Info Line, CT works, tax credits, LIA medical, schooling, financial aid, and community resources. You will receive a need-based transition plan prior to your release to maximize your potential for successful re-entry into society.

- 3. **WORK ASSIGNMENT/ INMATE WORK.** Inmate work assignments, programs, and school assignments are made by the Classification Committee; assignments are based upon the safety and security of the facility and facility needs. Inmates interested in a job, program, or school assignment should contact their Unit Counselor. The institution also publishes a list of all available work programs and educational assignments. Copies are also available in the Library. **(There are no inmate volunteer workers authorized.)**

**Assignment Requirement.** No inmate shall have entitlement or a legitimate expectation to any programmatic, work or educational assignment or compensation therefore, except as provided for in the Connecticut General Statutes regarding special education services for any handicapped person under the age of 21, any adult who has not earned a high school diploma or equivalent and persons under the age of 21 who are dominant in a foreign language. A sentenced inmate shall not be allowed to refuse or reject any programmatic, work or educational assignment. Such refusal shall subject the inmate to disciplinary action as specified in A.D. 9.5, Code of Penal Discipline. A sentenced inmate who is disciplined for refusing a work, program or educational assignment may be:

- A. denied privileges in accordance with A.D. 9.5, Code of Penal Discipline;
- B. precluded from a classification reduction; and
- C. precluded from consideration for participation in a Community Release Program to include furloughs in accordance with A.D. 9.2, Inmate Classification and 9.8, Furloughs.

No unsentenced inmate shall be required to work except to perform housekeeping activities or as a disciplinary punishment in accordance with A.D. 9.5, Code of Penal Discipline. An

unsentenced inmate may elect to work and in such cases shall be compensated in accordance with A.D. 10.1 Inmate Assignment and Pay Plan).

4. **ADDICTION SERVICES.** Addiction Services offers a variety of substance abuse programs for inmates at Osborn. Substance abuse programs available include:
  - A. **AA & NA Meetings:** AA & NA Meetings are available two nights per week, and are available to sentenced and unsentenced inmates.
  - B. **Tier-2:** Tier-2 is a 10-week outpatient program available for sentenced inmates with little or no prior substance abuse treatment. Inmates participating in Tier-2 will remain in their current housing unit and will continue with their current job/school assignment.
  - C. **Tier-4:** Tier-4 is a 6-9 month residential treatment program. Inmates involved in Tier-4 will be housed in J-basement and classified to Addiction Services. The program consists of daily meetings and groups, as well as participation in assignments and activities in the housing unit.
  - D. **Aftercare:** Aftercare is an ongoing program for inmates who have completed the Tier-4 program at Osborn, or a Tier-3 or Tier-4 program at another facility. Aftercare inmates are housed in J-2 and are classified to work/school assignments outside the unit.

Eligibility criteria for Addiction Services programs is as follows:

- No Class A D.R.s for the past 120 days.
- No Class B D.R.s for the past 90 days.
- Alcohol / Drug Score of 3 or higher.
- Time remaining to complete program.

If you are interested in being considered for one of the above programs, send an inmate request to Addiction Services. **Note:** This service is not provided to MHU-4 inmates.

5. **RE-ENTRY/FURLOUGH.** Inmates serving sentences greater than 2 years shall be reviewed for re-entry furloughs. All other offenders serving T.S. eligible sentences shall be reviewed for T.S. Inmates eligible for re-entry furlough shall serve 50% of their time prior to placement on re-entry furlough.

For information regarding furloughs, contact your Unit Counselor (Reference A.D. 9.8, Furloughs).

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

7. **INDUSTRIES.** The Osborn Correctional Enterprises of Connecticut Program (CEC) offers inmates an opportunity to learn real lifework skills while earning an hourly wage. \*Correctional Enterprise is a "for-profit" business selling products and services to other state agencies, non-profit groups, municipalities and the federal government, and as such, operates much like any other business. Industries have "special rules and regulations" that pertain to productivity,

efficiency, and safety. Only inmates with the ability to follow these rules and regulations need apply. For information about any industry assignment, contact your Unit Counselor. The following industry shops are in operation at Osborn:

- A. **Textile Shop.** This is the largest of all CEC programs. Inmates assigned to this program learn to operate sewing machines and other equipment used in the manufacturing of garments and mattresses. Newly assigned inmates spend several months in a training program learning how to sew and to operate sewing machines. Inmates selected for this area should have at least 24 months or more left to serve at Osborn.
- B. **Print Shop.** This shop operates a full range of printing equipment including several two-color printing presses, desktop publishing computers, and high-speed bindery equipment. Inmates assigned to this shop learn a skill that is easily transferred to the outside job market. Inmates selected for this area should have at least 18 months or more left to serve at Osborn.
- C. **Laundry.** The laundry processes over 75,000 pounds of laundry each month. Inmates learn how to operate industrial laundry equipment. Inmates assigned to this area should have at least **two years** left to serve at Osborn.
- D. **Industry Warehouse.** This area receives, stores, picks, packs, and ships industry orders and supplies. Inmates learn how to work in a warehouse setting, and these skills are easily transferred to the outside job market. Inmates selected for this assignment should have at least 18 months left to serve at Osborn.
- E. **Industry Janitors.** The janitors are responsible for keeping the Industry area clean at all times. Inmates selected for this assignment should have **12 or more months** to serve at Osborn.

\* The program operates under the name of Correctional Enterprises of Connecticut (CEC)

- 8. **LOFT PROGRAM.** The LOFT program is a preferred housing unit for inmates over fifty (50) years old. Inmates classified to this program have access to all institutional programs, jobs, and recreational activities. In addition to the preferred living conditions of this unit, inmates have access to special programs and amenities. Inmates who are interested in this program should write to their Unit Counselor. Inmates must be disciplinary free for one year to participate.
- 9. **JOB CENTER.** Available to inmates who are within **\*45 days of their release** through EOS (End of Sentence), T/S (Transitional Supervision), HwH (Halfway House), Probation, or Parole. Job Center staff provides instruction in pre-employment training, transitional counseling, resume preparation, interviewing techniques, personal development, and job searching. \*If you meet the qualification, write directly to Job Center Counselor.
- 10. **TRANSITION SERVICES PROGRAM (T.S.).** The Transition Services Program is a program designed to systematically provide inmates who are nearing release, information, instruction and tools they may need to find a job, housing, food, clothing, and transportation. Some of these tools include birth certificates, social security cards and driver's license renewals. The program consists of a workbook and corresponding videos. **The purpose** of this program is to reduce recidivism by helping inmates prepare themselves to enter society, prior to discharge. Facilities are responsible to conduct this program, but it is not mandatory that every inmate takes the program. **Every inmate that is within six months of their anticipated release date** must be given the opportunity to participate in this program.



## PART IV

### OUTSIDE SERVICES AND PROGRAMS

1. **PAROLE.** Parole is release from incarceration to supervision in the community before the expiration of an inmate's sentence. The Board of Parole makes parole decisions based on the Board's determination (1) of whether there is reasonable probability that the Inmate will live and remain at liberty without violating the law, and (2) that such release is not incompatible with the welfare of society. The Board of Parole will determine whether the inmate must serve 50% or 85% of his sentence before becoming eligible for parole. This decision will be based upon the criteria outlined in **C.G.S. 54-125a-5, Guidelines**. For information, write a request to the Institutional Parole Officer, care of Osborn Mailroom.

**There is no appeal from the denial of parole release.**

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

Said assistance does **not** include representation and/or entering an appearance in a case or extent to the actual trial of the claim or argument in appellate proceedings or any other ancillary proceedings hereunto. This includes not accepting any court appointments for representation of any inmates in any matter whatsoever without written consent of the Commissioner or his/her designee. **Direct all legal correspondence to Inmates' Legal Assistance, P.O. Box 260237, Hartford, CT 06126-0237.**

**You may direct your calls to 1-800-301-ILAP (4527). These calls shall be deemed "Privileged" in accordance with Administrative Directive 10.7, Inmate Communication.**

5. **SPEEDY TRIAL.** Speedy trial is a petition from an inmate to the court having jurisdiction to initiate proceedings to dispose untried charges. An inmate can receive a speedy trial only if he is a sentenced inmate and the charges pending against him are untried indictments. Further references are found in **C.G.S. Sec. 54-82m, 54-82c, 54-186, Article III**. To apply for a speedy trial under C.G.S. Sec. 54-82m, contact your attorney. To apply for other speedy trials,

send a request to the Records Office and contact your Unit Counselor to confirm that your request is being processed. **Violation of Probation and Parole** is not untried charges; therefore, Speedy Trial is not applicable.

6. **FAMILIES IN CRISIS.** Families in Crisis is a private, non-profit organization providing support services to inmates and their families to address problems caused by incarceration of the spouse. For information, contact your Unit Counselor or write to Families in Crisis, 30 Arbor Street, North Wing, Hartford, CT 06106.
7. **SOCIAL SECURITY.** Inmates may have social security entitlements such as an old age or disability pension. For Social Security information, contact your nearest Social Security Administration Office. The Hartford office of the Social Security Administration is located at 960 Main Street, 2<sup>nd</sup> Floor, Hartford, CT 06103, **OR** Springfield Office Social Security Administration, 70 Bond Street, Springfield, MA 01104.

Additionally, if you are within 6 months of release, you may get a Social Security “replacement” card before release. To find out how, please contact your Unit Counselor.

8. **List of Legal Service Providers** (provided by the US Dept of Justice, US Immigration Court)

**International Institute of CT**

670 Clinton Avenue  
Bridgeport, CT 06605  
Tele: (203) 336-0141  
Represents aliens in asylum proceedings.  
Nominal fees charged for representation.  
NO representation of criminal aliens.

**International Institute of Connecticut**

22 Grove Street  
Stamford, CT 06902  
Tele: (203) 965-7190  
Represents aliens in citizenship applications,  
Green card processing, extension of visas,  
Work authorization, petitions for relatives.  
Provides counseling.

**International Institute of CT (Hartford Div.)**

330 Main Street  
Hartford, CT 06106  
Tele: (860) 692-3085  
Represents aliens in deportation, exclusion  
and removal proceedings.  
Nominal fees charged for representation.  
Represents criminal aliens in immigration  
proceedings.  
INS immigration assistance.

**The Jerome N. Frank Legal Services Org.**

P.O. Box 209090  
New Haven, CT 06520-9090  
Tele: (203) 432-4800  
Represents aliens in asylum proceedings.

9. **FREEDOM OF INFORMATION.** Freedom of Information requests should be sent to the Warden’s attention on an Inmate Request form. This would ensure the proper Freedom of Information liaison receives all requests.
10. **SELECTIVE SERVICE SYSTEM.** If you are between the ages of **17 years and 3 months and have not yet turned 26**, you are required by law to register with Selective Service. Although inmates are exempt from registering while incarcerated, Selective Service will accept your registration. If you are age 26 and beyond, you cannot register, so it is important to do so while you are within the age limits. **If you do not register – you will not be eligible for federally funded job training or federally funded financial aid in the future.** Part of the requirements of these federal programs is that you must have registered with Selective Service and if this was not done, you will not be eligible. **TO REGISTER** – by Inmate Request form to Veteran Coordinator @ Osborn.

## APPENDIX A

### \*INMATE SOCIAL VISITING SCHEDULE

(\*Subject to change - all visiting schedule changes  
will be posted in your Housing Unit)

## Inmate Social Visits – **Read Carefully**

### \* Inmates are Allowed:

2 Day Visits and 1 Night Visit (Monday – Friday)  
1 Visit Every Other Weekend (Saturday – Sunday)

**OR**

1 Day Visit and 2 Night Visits (Monday – Friday)  
1 Visit Every Other Weekend (Saturday – Sunday)

\*Exception: **INDUSTRY** workers are allowed 2 evening visits  
(Monday-Friday) and 1 Visit every other weekend

Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
Morning 8:30-11:00	Morning 8:30-11:00	<b>NO VISITS</b>	Morning 8:30-11:00	Morning 8:30-11:00	Morning 8:30-11:00	Morning 8:30-11:00
Afternoon 1:00-3:15	Afternoon 1:00-3:15	Afternoon 1:00-3:15	Afternoon 1:00-3:15	Afternoon 1:00-3:15	Afternoon 1:00-3:15	Afternoon 1:00-3:15
Evening 6:30-9:00	Evening 6:30-9:00	Evening 6:30-9:00	Evening 6:30-9:00	Evening 6:30-9:00	Evening 6:30-9:00	Evening 6:30-9:00

**There shall be no social visiting on any State Holiday**

Including Thanksgiving – Christmas – New Years

## APPENDIX B

### PROPERTY MATRIX – MALE LEVEL 3

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

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

<u>ITEM</u>	<u>POP</u>	<u>R/H</u>
Shirt*	3BDF	-
Pants*	2BDF	-
Jumpsuit*	-	1F
Coat	1F	-
Rainwear	1F	-
Baseball Cap*	2ABC	-
Kuffi (white only)*	2ABG	1AB
Kurta Shirt	2AB	1AB
Gloves (pair)*	1BCF	-
Shoes	1ABDG	-
Sneakers	2ABDG	ABD
Handkerchiefs (white only)*	4A	-
T-Shirts (**white only / V-neck or regular)	9ABG	2B
Thermal Underwear * (top & bottom) 1 SET**	2ABD	1ABD
Socks* (solid white only/no logos)**	9ABG	2B
Underpants (white only/plain/boxers or briefs)**	9ABG	2B
Sweatshirts* (solid gray only)	2ABD	1/1BD
Sweatpants* (solid gray only)	2ABD	-
Gym Shorts *	2ABD	-
Athletic Supporter*	1A	-
Pajamas*	1ABD	-
Bathrobe*	1ABCD	-
Slippers	1ABD	-

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

<u>ITEM</u>	<u>POP</u>	<u>R/H</u>
Shower Thongs	1AB	1AB
Wash Cloth	2AB	1AB
Towel	2ABD	2BD/2BD
Television 13" (headset required)	1ABCD	-
Radio (8"x 5"x 3" or less) (headset required)	1ABCD	-
Fan 6" w/plastic blades	1ABCD	-
Cassette Player (6"x4"x2" or less)(headset required)	1ABCD	-
CD Player	1ABCD	-
CD's ( <u>Quantity limitation</u> - ***see below)	20AB	-
Cassette Tapes ( <u>Quantity limitation</u> - ***see below)	20AB	-
Combination lock	1ABC	-
Game Boy Console	1ABCD	-
Game Boy Cartridges	20ABCD	-
Pocket Calculator	1AB	-
Adapter Jack	1ABCD	-
Batteries	4AC	-
Digital Converter Box	1ABCD	-
Extension Cord (max 9')	1ABC	-
Electric Razor	1ABD	-
Address Book	1AB	-
Photo Album (2" or less/non-metal)	2AB	-
Prescription Eye Glasses / Contact Lens	2B	1B
Watch	1AB	-
Wedding Ring (without diamonds)	1B	1B
Religious Article	AB	AB
Drinking Cup	2A	1A
Clock (battery operated)	1ABCD	-
Prayer Rug	1ABD	1ABD
Doo Rag	1A	-
Headphone Extender	1ABC	-
Electric Beard Trimmer	1ABCD	-
Clip-on Book Lamp	1ABC	-
Headphones	1ABCD	-

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

\*\* May be ordered **once a year** through the package room.

\*\*\* Quantity Limitation: No more than twenty (20) cassette tapes or CD's or any combination thereof totaling more than 20 cassette tapes/CD's.

## APPENDIX C

### INMATE ADMINISTRATIVE REMEDIES PROCEDURE SUMMARY

#### What are Administrative Remedies?

Administrative Remedies are the means for an inmate to request a formal review of any action or decision that is within the scope of authority of the Commissioner of Correction. There are three types of administrative remedy:

1. A grievance
2. An appeal of a discretionary decision
3. A property claim

The grievance procedure, appeal procedure and property claim procedure are set out in Administrative Direction 9.6 *Inmate Administrative Remedies*. This summary provides general information about these procedures. A copy of the Inmate Administrative remedy directive is available in the library, and may be provided upon request.

#### When Can You File For an Administrative Remedy?

**For a Grievance or a Property Claim.** If you have a grievance or a property claim, first try to resolve it by sending a completed Inmate Request Form (**CN 9601**) to the staff member who oversees the area of your complaint. Each housing unit should have a list that identifies the staff members to whom inmate requests should be addressed for a specific issue or topic. If this action does not resolve the problem, to file a grievance, use the Inmate Remedy Form (**CN 9602**), or to file a property claim, use the Lost/Damaged Property Investigation Form (**CN 9608**).

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

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

#### How Do You File?

Complete the inmate Administrative Remedy Form (**CN 9602**) or Lost/Damaged Property Investigation Form (**CN 9608**) and deposit it in the 'Administrative Remedies' box (they are clearly labeled for your use).

#### What Happens Next?

The Administrative Remedy boxes are regularly collected and the filings are formally recorded by the Administrative Remedies Coordinator (ARC). The ARC routes the grievance, appeal or property claim to the appropriate decision-maker. There are time standards for the decision-maker to decide the issue and respond to you in writing. In some cases there are additional steps that you may take if

you are not satisfied. The steps differ for each of the remedies; they are described in the response that you receive.

**Exhaustion of Administrative Remedy**

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

**Administrative Directive 9.6, Inmate Administrative Remedy.**

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

**In Case of Emergency:** Contact a staff member if you have an emergency and explain the situation.

**STAFF LISTING FOR INFORMAL RESOLUTIONS**

(As of 11-1-12)  
Any changes will be posted in your housing unit

ADA Issues	Administrative Captain
Addiction Services Issues	Counselor Supervisor – Addiction Serv.
Commissary Issues	Commissary Supervisor
Community Release Issues	Counselor Supervisor - Classification
Food Services Issues	CFSS3, Food Services Manager
Housing Unit Issues	Unit Manager
Industries Issues	Industries Manager
Inmate Property Issues	Property Officers
Job Assignment Issues	Counselor Supervisor - Classification
Mail Issues	Mail Supervisor
Medical Issues	Nursing Supervisors
Objective Classification / Records Issues	Counselor Supervisor - Records
Religious Services Issues	Chaplain’s Office
School Issues	Principal
SRG Designations	Security Lieutenant
Telephone Issues	Phone Monitors
Visiting Issues	Unit Counselors

Administrative Remedy Coordinator (ARC) – Counselor Hesse  
Secondary Administrative Remedy Coordinator – Counselor Miller

## APPENDIX D

### ACCESS TO CONNECTICUT COURTS AND LEGAL MATERIALS

\*\*\*\*\*  
\*\*\*\*\*

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

#### I. State Criminal Appeals

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

#### Petitions for a Writ of Habeas Corpus

Office of the Chief Public Defender  
Habeas Corpus Unit  
2275 Silas Deane Highway  
Rocky Hill, CT 06067

**Notice** – Starting October 1, 2006, a petition that challenges a conviction, confinement or other deprivation of liberty that is a result of conviction of a crime, must be filed at:

**Superior Court, 20 Park Street, P.O. Box 980, Rockville, CT 06066**

File the original and two copies with the court clerk.

If the petitioner's custody is based on anything *other than* a criminal conviction (such as adjudication's not guilty by reason of insanity or as a juvenile), the petition and two copies must be filed in the Judicial District where the petitioner is confined or held.

**A copy of the new Petition for Writ of Habeas Corpus** may be obtained by requesting it, from the following:

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

**OR**

Office of the Chief Public Defender  
Habeas Corpus Unit  
2275 Silas Deane Highway  
Rocky Hill, CT 06067

#### II. Federal Petitions for a Writ of Habeas Corpus

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

Habeas Corpus Petitions pursuant to 28 U.S.C. Sec. 2254: Federal Public Defender  
450 Main Street  
Hartford, CT 06103

For Criminal Justice Act Panel of Attorneys: Chief Deputy Clerk  
United States District Court  
141 Church Street  
New Haven, CT 06510



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

### III. **Civil Rights Actions**

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

#### A. **Legal Services Organizations**

1. Inmates' Legal Assistance, P.O. Box 260237, Hartford, CT 06126-0237  
Inmate's Legal Assistance provides legal assistance of a civil nature including identifying, articulating, and researching legal claims and providing inmates with access to the judicial system through advice, counsel, and physical preparation of meaningful legal papers (such as writs, complaints, motions, and briefs). This assistance does not include direct representation of the prisoner in any case, hearing, trial, or other legal proceeding.

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

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

#### B. **Law School Clinics**

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

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

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

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

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

.....  
**SPECIAL NOTE**  
.....

The information contained in this Handbook is not all-inclusive. Its purpose is not to repeat what is contained in Administrative Directives or Osborn Unit Directives; rather, the Handbook serves to give the inmate a quick reference to information that is most relevant. Please also note that information and schedules are subject to change with little notice. Hence, pay attention to your Unit bulletin boards—"Notice to Inmates", and information received from your unit staff.

**1/2013**