

YORK CORRECTIONAL INSTITUTION

INMATE HANDBOOK

This handbook provides information about the Department of Correction and the operation of this facility. The Handbook will familiarize you with what services are available and what your obligations are. You are responsible for knowing the contents of this Handbook.

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

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

York CI is a level 5 correctional facility composed of an east and west compound. The west compound is the larger of the 2 and is maximum security. The east compound is comprised of smaller units with an emphasis on programming for minimum security inmates. While you may at some point become eligible for minimum security status your placement in such status is determined both by your classification status and on a case by case basis.

York CI operates under the Unit Management system. This means a Unit Manager (a Captain, Counselor Supervisor, or Lieutenant) oversees each Housing Unit. All decisions regarding your care and custody are made by the Unit Management Team under the supervision of the Unit Manager. For more information, see Part II, Facility Services of this Handbook.

York CI is overseen by a Unit Administrator. The Unit Administrator is the Warden.

Updated May 2021
YORK CORRECTIONAL INSTITUTION
INMATE HANDBOOK
TABLE OF CONTENTS
PART I: Facility Operating Procedures

Sec. No	Title of Section	Page
1	Addressing Staff	6
2	Following Orders	6
3	Personal Conduct	6
4	Personal Safety	6
5	Identification Card	6
6	Pass System	7
7	Facility Rules and Regulations:	7
	Count, Contraband and Search, Fire Safety, Smoking	7-8
	Clothing/Accessory Regulations, Personal Hygiene, Housing, Movement Regulations, Meal Procedures, Work/School Regulations	8-12
8	Disciplinary Action: Code of Penal Discipline	13
9	Security Risk Groups / Gangs	13
10	Housing Assignment	14
11	Personal Property	14
12	Information, Problem Solving, Request System, Grievances, and Property Claim	15-16
13	Maintenance	17

PART II: Facility Services

1	Orientation	17
2	Classification (Unit Management Team, Counselor, Transfer, Master File, Appeal, CTO)	17
3	Women's Risks Needs Assessment (WRNA)	18
4	Offender Accountability Plan (OAP)	18
5	Sentence Computation and Credits	19
6	Release on Bond	20
7	Court Trip	20
8	Religious Services	21
9	Health Care Services	21-23
10	Food Services (Common Fare Diet, Therapeutic Diet)	23
11	Recreation	24
12	Inmate Account (Incoming and Outgoing Funds, Maximum Balance, COI)	24
13	Commissary	25
14	Tablets	26
15	Mail	26-28
16	Visiting	29-32
17	Telephones	33-34
18	Laundry	34
19	Hairdressing	35
20	Library	35

21	Photocopying	36
22	Notary Public	36
23	Freedom of Information Act	36
24	Gate Money	36
25	Interpreter Services	36
26	Marriage/Civil Unions	36

PART III: Facility Programs

1	General	37
2	Education	37-38
3	Work Assignment	39
4	Counseling Programs	39
5	Community Release	39
6	Correctional Enterprise	39
7	Volunteer Services	39
8	Re-Entry Services	39
9	Identification Procurement	40

PART IV: Outside Services and Programs

1	Parole	42
2	Sentence Review	42
3	Pardon	42
4	Legal Assistance	42
5	Speedy Trial	43
6	Families in Crisis	43
7	Clergy Visits	43

APPENDICES

A	Property Matrix	44
B	Female Property Matrix	45-46
C	Discharged Inmate Property Procedure	47
D	Inmate Grievance Procedure Summary	48-49
E	Americans with Disabilities Act	50

ATTACHMENTS

A	Confinement to Quarters (CTQ) and Loss of Recreation (LOR) Sanctions	51-52
B	Unit Inspections and Sanitation	53-54
C	Indigent Inmates	55
D	Legal Calls	56
E	Mailroom and Literature Procedures	57-58
F & F1	Telephone System/Nuevo Proceso Para Llamadas De Confinados	59-63
G	Walkway Rules and Regulations	64-65
H	Sexual Activity/Abuse/Assault	66
I	Prison Rape Elimination Act (PREA)	67-74

PART I
FACILITY OPERATING PROCEDURES

1. **Addressing Staff.** Uniformed staff should be addressed by title: "Officer (last name)", "Lieutenant (last name)", "Captain (last name)", Non-uniform staff should be addressed either by title or by "Mister or Ms. (last name)". If you do not know the title, address the staff as "Mister or Ms. (last name)". If you do not know the last name, use "Sir" or "Ms.".
2. **Following Orders.** You must obey any order issued to you by a staff member. If more than one order has been given, obey the last order. Failure to comply with an order will result in disciplinary action.
3. **Personal Conduct.** You are required to conduct yourself in a responsible manner.
 - A. You are not permitted to engage in behavior that disrupts the order of the facility, threatens security, endangers the safety of any person, or imperils State or personal property.
 - B. You are not permitted to make sexually suggestive remarks or gestures to any person, or engage in any sexual activity.
 - C. You are not permitted to make excessive noise or to use profanity.
4. **Personal Safety.** If you believe that your safety is at risk, report your concerns to a staff member. The Department and this facility are committed to ensuring your safety.
5. **Identification Card.** You will be issued an Identification Card (I.D.), which must be clipped to your outer garment in the upper left hand corner, visible, picture facing forward, whenever you are outside your Housing Unit. If a staff member asks you for your I.D. card, you must surrender the card. You may also be issued an I.D. bracelet which must stay affixed to your wrist. If you are issued an I.D. bracelet you must also wear your I.D. card as noted above.
 - A. Failure to carry your I.D. card or to surrender it to a staff member; or possession of another Inmate's I.D. card and/or I.D. bracelet, or of a duplicate of your own; or defacing, tampering with, or altering your I.D. card and/or I.D. bracelet, is prohibited and will subject you to disciplinary action. **NO STICKERS SHOULD BE ATTACHED.**
 - B. If you lose, misplace, destroy, or alter your I.D. card and/or I.D. bracelet, you must report it to the Housing Unit Officer. A temporary I.D. card will be provided until a new I.D. card is issued. You will be assessed three dollars (\$3.00) if your I.D. card and/or I.D. bracelet, is lost, misplaced, destroyed, or altered.

6. **Pass System.** An inmate going from one place to another within York C. I. must have a signed pass in her possession, except during mass movement such as to and from meals, work areas, recreation, med-line and group movement for school and programs. The pass must be signed by a staff member at the place of departure and at the place of arrival. If you are in an area that you are not authorized to be, or if you do not have a proper pass, you will be subject to disciplinary action. Medical passes and commissary passes shall be issued for appointments in these areas.
7. **Rules and Regulations.** Compliance with the rules and regulations is essential to the good order of the facility and the mutual wellbeing of all. Failure to comply with the rules may subject you to disciplinary action.
 - A. Count. Counts are conducted at various times during each day. For each count you must be in your Housing Unit, unless you have approval to be at another place. For a count taken in the Housing Unit you must be in your cell, or on your bunk, and remain clearly visible to the Officer taking the count. Movement is not permitted during count however once the count is taken, inmates will be allowed to use the bathroom one at a time with the permission from staff and may sit on their assigned chair within their cell or assigned bunk area. If you are away from your Housing Unit, follow the instructions of the staff taking the count. Movement, talking, or making noise is not permitted while the count is in progress. The lights will be turned on during a count if the Officer deems it necessary. If a recount is necessary, you must repeat the count procedure.
 - B. Contraband and Search.
 - 1) You are prohibited from having or using contraband. Contraband is anything not authorized to be in your possession, or anything used in an unauthorized or prohibited manner. In general, an item is contraband if it has: (1) not been issued to you by the facility, (2) not been approved for you by staff as incoming property, (3) not been purchased by you at the commissary, (4) been altered in any way, or (5) if the amount in your possession exceeds the authorized limit. (Administrative Directive (A.D.) 6.10, Inmate Property).
 - 2) Materials, symbols, colors, or pictures involving any Security Risk Group are contraband.
 - 3) Institutional equipment and supplies found in an inmate's possession, in other than the authorized area, are contraband.
 - 4) You, your cell, and your property are subject to a search by staff at any time. Searches may be conducted with or without your presence. 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. (A.D. 6.7, Searches).

5) Contraband will be confiscated and disposed of according to Department policy. (A.D. 6.9, Collection and Retention of Contraband and Physical Evidence).

A. Disposal of Contraband Products. A Disciplinary Report shall serve as a receipt for confiscated contraband as appropriate. Any property for which the inmate is not the rightful owner shall be returned to the rightful owner (only if the property was stolen from the rightful owner), donated to charity, or discarded at the discretion of the facility administrator. Illicit drugs/weapons shall be disposed of in accordance with Administrative Directive 6.9, Collection and Retention Contraband and Physical Evidence. All other contraband property shall be donated to charity or discarded at the discretion of the facility administrator. Unauthorized monies shall be confiscated and deposited in the Inmate Welfare Fund.

C. Fire Safety.

- 1) You must maintain a fire-safe condition in your cell. You **are not** permitted to have flammable materials, cleaning equipment 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.

D. Smoking. York C. I. is a non-smoking facility. You are not permitted to smoke here. If you need assistance in discontinuing smoking, write to Addiction Services.

E. Clothing/Accessory Regulations. You are required to wear the state-issued "Uniform of the Day" outside of your Housing Unit. Possession of another inmate's clothes or clothing items is not permitted and will subject you to the policy governing contraband.

- 1) "Uniform of the Day" will be as follows:

- a. Standard – blue jeans, maroon shirt with the option of wearing a gray sweatshirt over the top of the maroon shirt, winter jacket as issued when seasonally appropriate.
- b. Masks – In accordance with the Governor’s Executive Order No. 7BB, Inmates must wear protective masks any time they are exiting their cells. The mask must cover both the nose and mouth completely.
- c. Kitchen Workers – checkered pants, white shirt.
- d. High Security – Yellow pants with a yellow shirt. Inmates have the option of wearing a grey sweatshirt under the yellow shirt. This shall also apply to recreation periods.
- e. Gym Recreation – uniform or sweat pants, (shorts may be worn in the summer – Memorial Day through Columbus Day).
- f. Tier Recreation – uniform/sweatpants with shoes/sneakers. Shower shoes are to be worn to and from shower only.
- g. Shorts may be worn in Housing Unit, Recreation Yard and Dayroom from May 1st – October 1st.

2) You must wear your clothing in the way it was designed to be worn. Wearing dirty, damaged, or suggestive clothing is not permitted. Underclothing, including thermals, shall not be visible.

- a. Pant legs shall not be tucked into socks or shoes.
- b. Shoes/sneakers shall be worn in a clean fashion and laces shall not drag on the floor.
- c. All clothing shall be commercially purchased, unaltered, and of a cloth fabric.
- d. Clothing shall not be tight, short, or revealing.
- e. Shirts/blouses shall be properly buttoned and not expose the midriff. Sweatshirts and uniform shirts, with short squared off hems designed for exterior wear may be worn outside the waist. White T-shirts must be tucked in and be worn with undergarments.
- f. Hats shall be worn in an appropriate manner. Hats may be worn for religious purposes. Doo rags shall not be worn outside the cell, and a head covering which could serve as a hood shall be prohibited. Bandannas, homemade caps and stockings caps are not permitted.

3) You shall be in the appropriate facility attire when leaving the housing unit; appropriately dressed at a minimum, in recreation wear, while in the housing area; and appropriately covered with a robe and nightwear when going to or coming from a shower.

4) Only prescription eyewear may be worn. Sunglasses are not permitted, unless medically prescribed.

5) Clothing Exchange. You may write to A&D if your uniform of the day no longer meets the clothing regulations. A&D will exchange uniform pants and shirts when deemed necessary. A&D will exchange bras, shoes, socks and underwear for indigent inmates only. Clothing exchange is scheduled Monday-Friday between 8:00 a.m. - 2:30 p.m., by written request only.

F. 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 shall be clean and appropriately groomed to meet hygiene standards and work safety.

G. Housing. All inmates are held to the standards conditions outlined in below and in Attachment C, Unit Inspections.

1) You are responsible for the condition and contents of your cell. Contraband found in your cell is your responsibility. Search your cell thoroughly when you move in. If you find contraband or damaged property, notify the Housing Unit Officer immediately.

2) You are not permitted to enter any cell, tier or Housing Unit other than the one you are assigned.

3) You must keep your cell clean. Trash should be removed daily by discarding it in the trash bins. Foodstuffs must be properly stored. Your bed must be made by 9:00 a.m. each day.

4) You must secure the door of your cell upon entering your cell and before you leave your housing unit or when you are out for recreation. You are not permitted to obstruct the door from closing or latching in any way which may result in a disciplinary report for Security Tampering in accordance with A.D. 9.5, Code of Penal Discipline. Frequent movement in and out of your cell requiring unit staff to repeatedly open your door may result in restrictions on entry and exit.

- 5) Audio equipment (including TV) must be used with earphones.
- 6) You are not permitted to rig an antenna, or to project an authorized antenna into any passageway.
- 7) You are not permitted to hang a clothesline in the cell, including any portion of your bunk.
- 8) You are permitted to display pictures only on the designated area in your cell. No obscene, sexually explicit pictures or drawings may be displayed anywhere.
- 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, or hang drapery over the front of your cell door or window, or obstruct an open view into your cell.
- 11) You are not permitted to tamper with, block, remove, or alter the vents in your cell.
- 12) You are not permitted to remove, damage, or tamper with facility equipment in the Housing Unit or in any other part of the facility.
- 13) The audio of Day Room televisions may not exceed moderate volume. Program selection is by majority vote.
- 14) You are to sit on your chair or your own bed only. You may not sit on counters or dressers.
- 15) You should be aware that there will be staff members of the opposite gender working in the housing units.

H. Movement Regulations.

- 1) During movement you must walk at a normal pace. Running, malingering or loitering is not permitted.
- 2) You must stay on the paved pathways and walk to the right of any painted yellow lines.
- 3) You must walk two by two or single file.
- 4) You are not permitted to walk or assemble in groups that obstruct traffic on the walkways.
- 5) If an order to "RETURN TO YOUR HOUSING UNIT" is issued, you must return to your Housing Unit immediately.

- 6) Portable radios or music players may not be played during movement.
- 7) You must keep noise level to a minimum, no shouting or loud conversations permitted.

- I. Meal Procedures. Inmates either eat in the Housing Unit or go to the Dining Hall, depending on housing assignment and facility operations.

Dining Hall.

- 1) You must form a single line to the food service area.
- 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) You will have twenty (20) minutes to eat your meal. If you are socializing you will be asked to leave.
- 5) You must take your tray and utensils to the scullery after you finish your meal.
- 6) You must leave the Dining Hall after you have taken your tray to the scullery and go to your assigned unit.
- 7) No item may be taken from the Dining Hall unless authorized for Medical Reasons.

- J. Work/School/Program Regulations.

- 1) You will have ten (10) minutes from the time you are released to go to a work/school/program assignment, to arrive at your assigned place. Failure to arrive on time may result in loss of work, school and loss of pay for that day.
- 2) At the completion of the work/school/program period you are required to leave the area promptly.
- 3) No unauthorized items may be taken to the work/school/program area, for example, non-work-related reading materials, coffee cups, Walkman radios, clothing and foodstuffs.
- 4) No unauthorized items may be removed from the work/school/programs area.
- 5) At your work/school/program, you are responsible for any tool issued to you. Upon receiving or returning any tool you must check the tool for any defects.

If the issued tool is damaged or is not working properly during the work period, you must notify the issuing staff immediately. If you lose or intentionally damage any tool, you will be subject to disciplinary action under the charge of Destruction of Property. (As used in this subsection, the word "tool" means "tool, item, equipment or textbook.")

- K. Visiting, Recreation and Other Activities. The rules and regulations for other activities, services, and programs are in the sections that apply to them.
8. **Disciplinary Action, Code of Penal Discipline.** Violation of Department and/or facility rules or commission of a disciplinary offense will subject you to disciplinary action under 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 (A. D. 9.5, Code of Penal Discipline). The Code of Penal Discipline is included in this Handbook.
- A. If you have not received a copy of the Code of Penal Discipline, or if you lose your copy, it is your responsibility to notify Unit staff.
 - B. If you lose, misplace, or destroy your copy of the Code of Penal Discipline, you may be assessed three (\$3.00) dollars for a replacement copy.
 - C. If the disciplinary penalties of Confinement to Quarters or Loss of Recreation is imposed, you are subject to the conditions outlined in Attachment B.
- 8) **Security Risk Groups.** A group of inmates, designated by the Commissioner, possessing common characteristics, which serve to distinguish them from other inmates or groups of inmates and which as a discrete entity, jeopardizes the safety of the public, staff or other inmate(s) and/or the security and order of the facility (A.D. 6.14, Security Risk Groups).
- A. Designation. An inmate will be designated as a Security Risk Group member by the Disciplinary Hearing Officer on the basis of evidence that the inmate is affiliated with a Security Risk Group. Members are subject to: restrictions in classification status, restrictions in work and program assignments, visiting restrictions, increased disciplinary sanctions and will not earn Risk Reduction Earn Credit (RREC) (A.D. 4.2A, Risk Reduction Earned Credit).
 - B. Renunciation. Upon completion of the Security Risk Group Phase Program, a Member may renounce their membership by signing the renunciation form. Acceptance of a renunciation is at the discretion of the Warden in consultation with the Director of Security. An inmate may generally renounce only once.

Renunciation of a renewed affiliation will not be accepted unless approved by the Commissioner.

- C. Security Risk Group Member Review. The status of a Security Risk Group Member will be reviewed at least every six (6) months, and as new information becomes known. Any group that meets the criteria may be designated as a Security Risk Group. You are advised to avoid membership or affiliation with any gang or gang member. If you have questions, ask your Unit Counselor (A.D. 6.14, Security Risk Groups).
10. **Housing Assignment.** Assignment to a Housing Unit is determined by your classification status, and work or school assignment. Cell assignment within the unit is made at the discretion of the Unit Manager and in conjunction with the Operations Officer.
11. **Personal Property.** You are permitted to have personal property in your possession subject to the property standards for the security level of this 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 Female Property Matrix, Appendix A of this Handbook (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. Markings. An inmate's personal property will be permanently marked with the inmate's name and number.
 - C. Volume of Property. You are permitted to have six (6) total cubic feet of property in your possession. The total of 6 cubic feet is to contain: state property, craft items, food, personal hygiene, commissary and books. No more than two (2) cubic feet may be Commissary or food.
 - D. Transfer. If you transfer to another unit, you must pack all of your property in the container provided to you and take it with you, under ordinary circumstances; your property will accompany you. Inmates are responsible for packing their own property labeled with their name and number before leaving facility grounds to go to court.
 - E. Unauthorized Property. Unauthorized Property is property that belongs to you that you are not permitted to have in your possession at this facility.

Unauthorized Property will be disposed according to Administrative Directive 6.10, Inmate Property.

1) Disposition of Unauthorized Property. An inmate has four (4) disposition 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.

3) Valuables. Valuable Property will be clearly marked in a separate envelope for each inmate and stored in a secure storage area. The inmate will be issued a receipt.

4) Bulk Storage. Bulk Storage property will be inventoried and receipted and held at the facility for thirty (30) days. Failure to make arrangements for property shipment or pick up will be disposed in accordance with A.D. 6.10, Inmate Property.

F. Unclaimed Property. Unclaimed property is property that is not claimed within thirty (30) days. Unclaimed property will be disposed of according to Administrative Directive 6.10, Inmate Property.

G. Property from Family. No property is authorized to be sent in from family members. Necessary items can be purchased from Commissary.

12. **Information. Problem Solving, Request System, Grievances/Administrative Remedies, and Property Claim.**

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

1) If you have questions that are not posted on the Bulletin Board, contact your Unit Counselor, CTO 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, CTO, Unit Counselor or Unit Manager. Address the problem to the staff member with responsibility for the problem area before appealing to a Supervisor. Explain the problem and follow the advice or instruction. CTDOC follows a command structure. When addressing any issues, you shall utilize the chain of command.
 - C. Inmate Request System. The Inmate Request System provides an informal way of obtaining information or a written answer to a question or an issue about a policy, procedure or practice from a staff member, utilizing the chain of command, up to and including the Warden. Inmate Request Forms (FORM CN 9601) are available from the Housing Unit Officer. The Request System serves as the Informal Resolution in the Inmate Grievance/Administrative Remedies Procedure. You must wait for an answer to your request before filing a grievance. **Staff has 15 business days from receipt of written request to respond.**
 - D. Inmate Administrative Remedy Procedure. The Inmate Administrative Remedy Procedure provides a way for you to obtain a formal disposition of an issue or problem from the Warden or officials above the Warden. A summary of the Inmate Administrative Remedy Procedure, explaining how to use it is included in Appendix C of the Handbook. Administrative Remedy Forms (FORM CN 9602) may be obtained from the Housing Unit Officer or Unit Counselor. Questions about the use of the Inmate Administrative Remedy Procedure may be sent to the Administrative Remedy Coordinator on a Request Form. (A.D. 9.6, Inmate Administrative Remedy Procedure). The name of the Administrative Remedy Coordinator is posted on the Bulletin Board.
 - E. Property Claim. Prior to filing a property claim, an inmate shall attempt to resolve the property issue by completing CN 9601, Inmate Request Form, and forwarding the completed form to the appropriate facility staff member. If the property issue is unresolved after submitting CN 9601, Inmate Request Form, and the inmate elects to pursue resolution, the inmate may file a claim for damaged or lost personal property in accordance with Administrative Directive 9.6, Inmate Administrative Remedies.
 - F. In Case of Emergency: Contact a staff member if you have an emergency and explain the situation.
13. **Maintenance.** You should report any equipment malfunction to Housing Unit personnel or a Work Supervisor.

PART II
FACILITY SERVICES

1. **Orientation.** Under ordinary circumstances, you will be required to attend orientation sessions within two (2) business days of admission to this facility. This session will introduce you to the facility's rules, procedures, and programs. The Counselor or CTO facilitating orientation will answer any questions that you may have. Upon the completion of orientation, you will have an assigned risk level and treatment needs scores.
2. **Classification.** Classification is the ongoing process of collecting and evaluating information about you to determine your risk and need level for purposes of deciding the facility where you will be housed, your job assignment, your treatment needs, and what programs would be suitable (A.D. 9.2, Inmate Classification).
 - A. Unit Management Team. The Unit Management Team is the committee of staff members that makes decisions about your classification status: job placement, needs assessment, risk evaluation, program participation, etc. The Unit Management Team is comprised of all unit staff, and any other staff member whose input may be useful, and is chaired by the Unit Manager.
 - B. Unit Counselor. You will be assigned to a Unit Counselor. Your Unit Counselor will provide you with information about the operation of the facility and will assist you in adjusting to the facility and in taking advantage of program opportunities available to you.
 - C. 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.
 - D. Felons. Pursuant to Public Act 3-242, any person who is convicted of a felony and is sentenced to the custody of the Commissioner of Correction, to include serving a period of parole, shall submit to the taking of a biological sample of DNA analysis. Failure to comply with the requirements of this Act shall result in the exclusion from consideration for any discretionary release to include community release, parole and Risk Reduction Earned Credit (RREC). In addition, compliance with this Act is a condition for all inmates discharging from the Department of Correction to a period of probation.
 - E. Appeal of a Unit Management Team Decision. Classification decisions may be appealed to the warden within 15 days of the decision. Contact your Unit

Counselor in writing on utilizing an Inmate Request Form (CN9601) to find out if a decision can be appealed and how.

F. Inmates at York C.I. can be classified in levels 1 through 5. An Inmate's classification level is dependent upon:

- 1) Escape
- 2) Violence History
- 3) Bond/Pending Charges/Detainers
- 4) Security Risk Group
- 5) Severity of Violence/Current Offense
- 6) Length of Confinement
- 7) Disciplinary History
- 8) Mental Health
- 9) Medical Status / Problems
- 10) Substance Abuse History
- 11) Education Level
- 12) Residence
- 13) Sexual Treatment
- 14) Vocational Training / History

G. CTO (Correctional Treatment Officer). You will be assigned a unit CTO, if applicable. Your Unit CTO will provide you with information regarding indigence status, account balances, legal and bond calls, and inmate requests.

3. **Women's Risks Needs Assessment (WRNA).** A Women's Risk/Needs Assessment (WRNA) will be used to identify offender's individualized needs and risks. The WRNA is a gender specific assessment tool created for female offenders, sentenced to greater than 2 years. A Counselor will review your file, police reports, pre-sentence investigation reports, criminal history and other official documents, provide you with a self-survey and interview you. The information obtained will be used to formulate your Offender Accountability Plan (OAP).

4. **Offender Accountability Plan (OAP).** An Offender Accountability Plan is developed once an inmate is fully or partially sentenced, formulating treatment and programming for the duration of the inmate's incarceration. The OAP is a tool to identify and address the specific areas that need to be modified in order to assist the inmate in a successful reintegration to the community. The foundation of the OAP is accountability, with each individual accepting responsibility and accountability to engage in productive actions. Your institutional conduct and participation in recommended OAP programs and services is key to successful reintegration. Correctional personnel review and modify the

OAP with the inmate on a regular basis throughout the term of incarceration in order to assess progress and reinforce achievement of stated goals.

In addition to participation in identified treatment, education and vocational programs, the OAP addresses safety and security issues, to include behavioral expectations. Additional components may include development of spiritual, family, and community support systems. Upon conclusion of the inmate's orientation and development of the individualized OAP, the inmate is transferred to a housing unit with the assigned security level and programmatic offerings to address the recommendations from the OAP. Any inmate who refuses to sign or comply with the conditions of their OAP, or your actions cause you to be removed from a program on your OAP, may subject you to a Class A disciplinary report for Refusal or Removal of an Institutional Program or Policy in accordance with A.D. 9.5, Code of Penal Discipline.

5. **Sentence Computation and Credits.** The Department of Correction is responsible for the computation of sentences. If you have questions about your sentence and credits earned, you should see your unit counselor. Following is a description of factors that pertain to sentence computation:

A. Pre-Sentence Credit (Jail Credit). Pre-sentence Credit is credit for time spent in confinement while in an accused status and only for that docket held in lieu of bond. Jail credit is applied in accordance with the Connecticut General Statutes. Jail credit may only be used once at time of sentencing; once used, that time may not be applied to any additional sentencing that occurs at a later date (Reference: C.G.S. Secs. 18-97, 18-98 and 18-98(a)).

B. Risk Reduction Earned Credit (RREC). Risk Reduction Earned Credit may be awarded at the discretion of the Commissioner for participation in programs or activities, good conduct and obedience to departmental rules, for eligible sentenced inmates whose crimes were committed on or after October 1, 1994, in accordance with the Connecticut General Statutes (Reference: A.D. 4.2A, Risk Reduction Earned Credit).

1) Lump Sum Award. If approved by the Unit Administrator, may be awarded to inmates who have served a minimum of 24 months sentenced incarceration. An eligible inmate shall be discipline report free within the past 24 months, active program participation or completion to include a job, education or vocational programming; no increase in the overall risk level or return from discretionary parole with the last 24 months. An inmate may submit a written request to the Unit Counselor to complete the Lump Sum application process.

- C. Sentences for Offenses Committed Prior to October 1, 1994. Any person sentenced to a term of imprisonment for an offense committed prior to October 1, 1994, shall not be eligible to Risk Reduction Earned Credit (RREC).
- 1) Statutory Good Time. Statutory Good Time is good time earned each month during service of a sentence for offenses committed before October 1, 1994 only (Reference: C.G.S. Secs. 18-7 and 18-a).
 - 2) Jail Credit Good Time. Jail Credit Good Time is good time earned on a Pre-Sentences Credit. This is for offenses committed prior to October 1, 1994 only (Reference: C.G.S. Secs. 15-98c and 18-98d(b)).
 - 3) 7-Day Job Credit. 7-Day Job Credit is a computation of sentence of one (1) day for each seven (7) consecutive days of employment in a job designated as a 7-Day job. This is for offenses committed prior to October 1, 1994 only (Reference C.G. S. Sec. 18-98a).
 - 4) Outstanding Meritorious Performance Award (OMPA). OMPA is an outstanding performance credit of up to 120 days for each continuous term of confinement granted at the discretion of the Commissioner (Reference: C.G.S. Sec. 18-98b).
6. **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).
- A. Bondsman. Licensed bondsmen are listed in the telephone book Yellow Pages. Request access to the Yellow Pages from your Unit Counselor. Upon request, your Unit Counselor can provide you with contact information for licensed bondsmen.
7. **Court Trip.** A Court Trip is a trip from this facility to a state or federal court, and any return.
- A. All sentenced and un-sentenced inmates will go to court in the uniform of the day. Maroon shirts, jeans, and sweatshirt ONLY. RHU inmates will wear their appropriate color (red, green, tan) depending on status. No thermals or sweatpants will be worn.
 - B. You are permitted to take legal materials with you that pertain to the case at hand. These materials must be surrendered to the transporting staff during transit. The materials will be returned to you when you are in secure lockup at

the court and on your return to the facility. You must pre-arrange any legal documents to be taken to court with you via your Unit Counselor.

- C. You will be subject to the use of restraints according to Department policy (A.D. 6.4, Transportation of Inmates).
 - D. A court lunch will be provided.
 - E. You are not permitted to obtain or receive any item from any person while on a Court Trip.
8. **Religious Services.** Coordination of religious activities is the responsibility of the Associate Chaplain (A.D. 10.8, Religious Services).
- A. Schedule. A schedule of religious services and activities will be posted on your unit bulletin board.
 - B. You must fill out a Religious Preference Form. You do not have to choose a religion, unless you wish to attend collective worship/religious programs. You may only attend the services/programs of your stated preference. You may only change your preference every 90 days.
 - C. Religious Articles. May be purchased from the commissary. Please write to the Associate Chaplain for a Religious Commissary Form, fill it out and return it to the Associate Chaplain.
 - D. When it is considered necessary for the security and order of the institution, the Warden may limit or prohibit attendance at, discontinue or not approve a religious activity, provided that any such limitation, prohibition, discontinuation or disapproval is in furtherance of a compelling governmental interest and is the least restrictive means of furthering that compelling governmental interest (A.D. 10.8, Religious Services).
9. **Health Care Services.** Medical (In-Patient and Out-Patient), Dental, Mental Health (In-Patient and Outpatient), Pharmaceutical, X-Ray and Optical services are available either through staff assigned to this facility, staff who regularly visit the facility, consulting staff or by pre-arranged off-grounds visit. Services are the responsibility of Health Services Administrator, and are handled in accordance with A.D. 3.12, Fees for Programs and Services.
- A. Emergency. If you have an emergency health problem or an injury, report it to a staff member immediately. Emergency response is available on a 24-hour basis, seven days a week and will be assessed by Medical staff to determine the degree of urgency.

- B. Access to Services. Routine access to Health Care Services is through Sick Call by submitting a written request. A Health Services Request Box in is located in each housing unit.
- C. Hours. The Health Services Unit is staffed twenty-four (24) hours a day, 7 days a week. The Out-Patient Clinic is open Monday - Friday, 8:00 a.m. to 5:00 p.m. except for holidays. You are only permitted access into the Health Services Unit for an appointment if you are called or taken to the Unit by a staff member.
- D. Refusal of Health Care Services. You are required to report to medical even if you are refusing treatment to sign a refusal of service form. Failure to report to your appointment or go to medical and sign a refusal will result in a Disobeying a Direct Order disciplinary report in accordance with A.D. 9.5, Code of Penal Discipline.
- E. Sick Call. Sick Call is the opportunity for you to bring a non-emergency health problem to the attention of medical staff.
- 1) Hours for sick call are posted on bulletin boards.
 - 2) To sign-up for Sick Call put your request in the medical mailbox located in your housing unit.
 - 3) Remain in your Housing Unit until you are notified to report to the Health Services Unit.
 - 4) Medication Pick-up. Medication prescribed by providers may be ready on the day you were seen but can take up to 3 days to be received. You must pick it up when Medline is announced.
- F. Medline. Medline is in the morning, afternoon, and evening in the respective housing units/or Building Four.
- G. 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 or tampering with medication will subject you to disciplinary action. You may not give your medication to another inmate, possess loose medication, or have medication belonging to another inmate. Outdated or unauthorized medication will be confiscated and a Disciplinary Report will be issued for Contraband.
- 1) You must deposit a refill tag in the Health Services Request Box. Refills are done Monday through Friday and it may take up to seventy-two (72) hours before the refill is available to you.

- H. On-Line Medication. On-line medication will be administered by medical staff as ordered by your provider. You must take the medication in the presence of staff and a mouth check will be required.
 - 1) An inmate in the Restrictive Housing Unit will receive on-line medication at their cell.
 - 2) Attempts to hide, conceal or retain the prescribed medication shall result in disciplinary action.
 - I. Dental and Optical. Put a written request in the Health Services Request Box.
 - J. Mental Health. Put a written request in the Health Services Request Box. Report any thoughts of self-harm or crises to a staff member immediately.
 - K. An inmate is assessed upon entry into York Correctional Institution by medical staff. Inmates receive a physical examination within the first 7 days of incarceration. A gynecological exam is also offered at that time.
 - L. HIV Counseling. HIV Counseling provides information about Acquired Immune Deficiency Syndrome - AIDS. Counseling components include what AIDS is, how you get it, how you avoid getting it, what it means to be HIV positive, how to take care of yourself if you are HIV positive, and help in dealing with your feelings.
 - 1) HIV Testing. Testing for HIV positivity is available; contact the HIV Counselor. You may contact the HIV Counselor by addressing a sealed envelope to the "HIV Counselor" and placing it in the Sick-Call box located in your housing unit. This is a confidential service (A.D. 8.11, Human Immunodeficiency Virus Infection).
 - M. Health Services Review. A Health Services Review is the means for an inmate to request a formal review (1) of a medical diagnosis or treatment, or (2) of a health services administrative issue that is within the scope of authority of the Commissioner of Correction. The review procedures are set out in Administrative Directive 8.9, Health Services Review, a copy is available in the library, and may be provided upon request.
10. **Food Services.** Food Services are the responsibility of the Food Services Manager.
- A. Meal Service. The inmate population will be provided 3 meals a day. The meals will be provided in a dining hall or in your housing unit dependent on your housing unit, or facility operational needs.
 - 1) 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 Diet, you must have a pass. Requests for the Common Fare Diet must be sent to the Food Services Manager.

2) Therapeutic Diet. Therapeutic diets must be ordered by one of the facility providers. Food allergies must be confirmed by outside community providers before a special diet can be granted.

11. **Recreation.** Coordination of recreation activities is the responsibility of the Recreation Supervisor.

A. General Recreation. General Recreation is carried out daily in the day room of your Housing Unit, outdoors, or in the gymnasium. A recreation schedule and any unit rules will be posted on the bulletin board in your Housing Unit.

1) Equipment. Recreational equipment is available in the recreation area. You must sign out any equipment you use by turning in your ID. Upon return of the equipment in good condition, your I.D. will be returned.

2) Gymnasium. No shoes, boots, or black marking soles are permitted on the court. Neither food nor beverages are permitted on the gym floor.

3) Outdoor Rules. You must stay within the designated boundaries of the recreation area.

4) Appropriate Conduct. You must conduct yourself according to the rules of the activity and maintain an acceptable standard of behavior. Horseplay is not permitted.

5) Attire. You are required to wear suitable clothing for the activity. Gym clothes may be worn to and from recreation.

B. Special events. Will be scheduled by the Recreation Supervisor. See your Housing Unit Bulletin Board for scheduled events and unit participation.

12. **Inmate Account.** Each inmate will have an Inmate Account in which any wages or allowances paid by this facility and any funds received from sources outside this facility will be deposited (A.D. 3.7, Inmate Monies). An inmate whose Inmate Account has not exceeded five (\$5.00) dollars in the past 90 days or an inmate who has less than \$5.00 on account at admission, will be permitted to considered indigent and will receive supplies as detailed in Attachment E, Indigent Inmate Supplies.

A. Incoming Funds. Must be in the form of a money order, certified check, cashier's check, payroll check, or government check. Cash will only be accepted upon admittance of a new commit.

1) All incoming funds must have your name and inmate number clearly written on it and be sent via the US Postal Service to: Inmate Trust Fund, P.O. Box 290800, Wethersfield, CT 06129-0800. Checks should never be sent to the facility and will be returned to sender.

2) Funds may be deposited into an inmate's account through the Western Union Electronic Deposit Program. You may direct your friends and family to check the Connecticut Department of Correction website for additional electronic methods of depositing funds into your account.

B. Outgoing Funds. You may send funds from your inmate account, to an **approved** recipient, who must be an active visitor on your visiting list. Write to your unit counselor for all transactions.

C. Maximum Balance. There is no maximum balance for an account.

D. Discharging Inmates. An Account Balance form can be completed upon discharge and your funds will be mailed to the address provided.

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

13. **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 seventy-five (\$75) Dollars may be spent each week. This amount does not include major purchase items such as televisions, radios, clothing, watches or other electronics, footwear and compact discs, art/yard supplies and religious items (A.D. 3.8, Commissary).

A. Commissary Day. Each Housing Unit is assigned a day for receipt of commissary.

B. Placing an Order. Fill out a Commissary Order Form according to the instructions and deposit it in the commissary box.

1) The Commissary Order Form must be turned in according to the posted schedule or the order will not be processed.

2) The Commissary Order Form must be completely and correctly filled out or the order will not be processed.

C. Pick-up/Delivery. When it is time for you to receive your Commissary order, you must; (1) show your I.D card, (2) examine the contents of the package against the items charged, and (3) sign for receipt of the package. There is no recourse

for error regarding items received after you have left the area with your package.

- D. Straggler Day. If you missed your scheduled commissary day or have been moved, you may pick up your commissary on the scheduled Straggler Day. Commissary can provide a schedule.

- 14. **Tablets.** Eligible inmates may be provided with access to a tablet during their period of incarceration at no cost. Reference A.D. 10.10, Inmate Tablet Use, any misuse of the Tablet will be handled in accordance with A.D. 9.5, Code of Penal Discipline.

- A. Inmates shall only possess or use the tablet issued to them and are prohibited from lending or giving their assigned tablet to other inmates.
- B. Tablets will be issued for the purpose of providing educational and/or program material and for the ability to download music, audiobooks, videos, video games, e-books etc.
- C. Inmates shall only possess their tablets in their assigned housing unit. Tablet usage outside of designated areas is prohibited, unless authorized by the Unit Administrator or designee.
- D. Inmates may add money to their Media Accounts utilizing a Special Request Form in order to make purchases on the tablet.
- E. If an inmate has a technical issue with their tablet, you must utilize the "Services" application on the Tablet in order to attempt to troubleshoot the issue. If the tablet is no longer operating and the Services application cannot be utilized, you must write a request to property.

- 15. **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 (A. D. 10.7, Inmate Communications). See Attachment F, Mailroom Procedures.

- A. General. You may write and receive an unlimited number of letters at your own expense. You may not write to or receive mail from the following:
 - 1) A victim of any crime you have been convicted of or of a criminal charge on which disposition is pending.
 - 2) Any person under the age of eighteen (18), if the person's parent or guardian has objected to the correspondence in writing.

- 3) An inmate in a correctional facility, except approved immediate family. Must be approved by both facility's Unit Administrators.
- 4) A parolee or inmate in community confinement, without the consent of the person's Supervisor as well as the Unit Administrator.
- 5) When correspondence is restrained by court order.
- 6) When correspondence with a person or group has been expressly prohibited by the Unit Administrator.
- B. Outgoing. Stamped envelopes are available through the Commissary. You must address the envelope with the complete, legible address of the person you are corresponding with. You must put your name, your inmate number, and the return address of the facility on the outside of the envelope in the left upper corner. No other markings or drawings are permitted to be on the outside of the envelope or it will be returned to you. You may seal outgoing correspondence. Failure to comply with these instructions will result in your mail being returned to you.
- C. Incoming. Incoming mail will be opened by mail room personnel and inspected for contraband (i.e. stickers, laminated items, stamps, sexually explicit photos etc.), but not read except under Review Procedures. (See Section G below). All incoming mail shall have the inmate's last name and the inmate number that is assigned to the inmate as noted on the identification card. All incoming mail needs to have the sender's return address or the mail will be sent back to the Post Office. Third party mail is considered contraband and the envelope with its contents will be rejected and or confiscated and you will be issued a Disciplinary Report. Any incoming letters that contain the mentioned contraband items will be returned to sender.
- D. Privileged Correspondence. Any telephone call or any written correspondence addressed to or received from federal, state and local (e.g., municipal, county or town) elected and appointed officials, including but not limited to the following:
- any judge or court, including the clerk of the court;
 - the Governor;
 - the members of the Legislature;
 - the Attorney General;
 - the Commissioner of Correction or any Department official appointed by the Commissioner;
 - the Board of Pardons and Paroles;
 - the Commission on Human Rights and Opportunities;
 - the State Claims Commissioner; and, elected government officials.

"Privileged communication" shall also mean any telephone call or any written correspondence addressed to or received from attorneys. The word "attorneys" shall include organizations providing legal services to inmates.

1) Privileged Correspondence must be clearly marked as Privileged.

2) Incoming Privileged Correspondence will be opened in your presence and inspected for contraband, but not read. Inadvertent opening outside your presence will be noted in writing.

- E. Indigent Mail. An inmate whose Inmate Account has not exceeded five (\$5.00) dollars in the past 90 days will be permitted to send two (2) free social letters each week, and five (5) letters per month addressed to the Court or Attorneys.
- F. Certified Mail. Requests for speedy trial under C.G.S. 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.
- G. 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.
- H. Rejection. Correspondence which contains or concerns: the transport of contraband in or out of the facility; plans to escape; plans for activities in violation of facility or Department rules; plans for perceived 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 inmate or the public, facility order or discipline, or rehabilitation; sexually explicit materials; 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 and all mail will be returned.

3) If the correspondence is material to criminal, administrative or disciplinary proceedings, the notice of rejection may be delayed pending completion of any investigation.

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

A. Visiting List. 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 F and I below).

- You may have up to **seven (7)** visitors on your Visiting List. Your children under the age of sixteen (16) will not be counted among the seven.
- All potential visitors must fill out an application to be placed on your visiting list. Applications are available through the Unit Counselor. Any person requesting placement on an inmate's visiting list must complete, sign and return the visiting application via US Postal Service to the Visiting Coordinator.
- Visiting applications mailed directly to you or dropped off in the lobby will not be accepted. You are responsible for mailing visiting applications to those you wish to be on your visiting list.

1) Changes. Changes may be made to your visiting list as outlined in A.D. 10.6, Inmate Visits. Additions to inmate's approved visiting list shall be initiated by the prospective visitor sending a Visiting Application to the facility. Deactivations of active visitors may be made at the written request of the inmate. Modifications to the visiting list shall not normally occur more frequently than every 30 days.

B. Authorization. A person may be denied visitation based on criminal history, threat of disruption, or violation of visiting or security regulations. Persons who have been convicted of a criminal offense will be assessed for nature and severity of prior criminal conduct and for evidence of current criminal activity.

1) No visitor, except immediate family members and members of authorized community groups, shall be on more than one (1) inmate's Visiting List. Immediate family includes your legal spouse, civil union, parent, grandparent, grandchild, sibling, or child including a step/foster relationship.

2) Visitation with the victim of any crime you have been charged with or convicted of is not permitted, except when approved in writing by the Unit Administrator.

3) A Department employee will not be an authorized visitor unless the employee is an immediate family member and has been approved by the Unit Administrator.

4) Appeal. Should your visitor be denied visiting privileges: they may appeal in writing to the Warden within ten (10) days of the denial. You cannot appeal on behalf of a denied visitor. Appeals shall be answered by the Warden; the Warden's decision is final.

C. Courtesy Visit. Within the first 14 days of admission you may receive non-contact courtesy visit(s) with up to two (2) adult visitors from your immediate family pending completion of processing your visiting Application Form.

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

E. Visiting Schedule. The visiting schedule is posted on the state website for your friends and family to view, you may write your Unit Counselor for the schedule. There are no social visits on Observed State Holidays.

F. Special Visit. A Special Visit is a visit, approved at the discretion of the Unit Manager or Counselor Supervisor, which allows exceptions to the authorized: (1) visitor list, (2) number of visits, (3) number of visitors, (4) length of visit, and (5) schedule of visits. A request for a Special Visit must be submitted to your Unit Counselor sufficiently in advance of the visit to allow verification of the circumstances, except in the case of an emergency.

G. Visiting Rules.

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

a) Frequency and Length of Visit. You are allowed (2) two hour-long visits Monday through Friday during the morning and evening visits. You are allowed (1) one-hour long visit on the weekend. Visits will be determined by the last digit of your Inmate number and housing unit.

b) You will have contact visiting unless you are expressly designated for non-contact visiting.

- c) You are permitted to take only your inmate I.D., wedding band, and authorized religious item(s) into the Visiting Room.
- d) You are required to conduct your visit in a quiet, orderly, and dignified manner.
- e) Neither cross-visiting among inmates and other visiting parties, nor socializing among visiting parties is permitted.
- f) Assigned seating by the Visiting Officer must be adhered to by visitors and inmates.

2) Attire. Your visitor must be dressed in reasonably modest attire. Revealing, seductive, or offensive clothing may result in a visitor being denied access to or being removed from the Visiting Room.

3) Children. Children must be under your supervision and the supervision of the adult visitor or a structured children's program.

4) Contact Visiting. Contact Visiting provides for the inmate and the visitor(s) to be in the physical presence of each other. You may have no more than three (3) adult visitors in the Visiting Room. As many children under 18 that may be reasonably accommodated may be permitted to visit at the same time. A brief greeting and parting kiss and embrace may be exchanged. During the visit, physical contact is limited to hand-holding across the table. You are permitted to hold a small child. If you are related to another inmate here and the same person is on both of your Visiting Lists, both of you will be permitted to visit at the same time.

5) Non-Contact Visiting. Non-Contact Visiting provides for the inmate and her visitor to be separated by a glass partition and to communicate by phone, which may be monitored and will be recorded. You are permitted to have 2 adult visitors during a non-contact visit and as many children under 18 that may be reasonably accommodated.

6) Virtual Visiting. An approved visitor may schedule a virtual visit by pre-scheduling through the CT DOC Website utilizing the "Visit Request Form". In order to participate in virtual visits, the visitor must be able to access Microsoft Teams on a smart phone, laptop, or tablet that has video or audio capabilities. All visiting rules as outlined in A.D. 10.6, Inmate Visits must be adhered to.

H. Termination of Visit.

1) A visit may be terminated by the Visiting Room Officer if you or your visitor engages in behavior that disrupts the Visiting Room or that is in violation of

facility rules, or if you or any of your visitors are evidently under the influence of drugs or alcohol.

2) Authorization of an approved visitor may be rescinded on a finding by the Warden that the conduct or actions of a visitor, or your conduct or actions with respect to a visitor, are detrimental to the order or security of the facility. Such a finding will be communicated in writing to you and your visitor.

3) Any person conveying 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 (\$1,000) dollars, or both (Reference: C.C.S. Secs. 53a-174 and 53a-174a).

4) Inmates in Restrictive Housing. If you are assigned to Restrictive Housing, ask your Unit Counselor about visiting procedures that apply to you (A. D. 9.4, Restrictive Housing).

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

I. Privileged and Professional Visits.

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

2) Professional Visit. A special meeting between an inmate and credentialed individual from the community (e.g., law enforcement, social worker, member of the clergy, etc.) for an authorized purpose other than social visitation. Professional visitors may be subject to background checks.

a) Privileged/Professional visits will normally take place during business hours, 8:00 a.m. - 4:00 p.m., with twenty-four (24) hours advance notice preferred; however, every effort will be made to accommodate attorneys without notice.

b) Privileged/Professional visitors must meet the identification standard of Section D above and show verification of their profession.

c) The visiting rooms for privileged/professional visits will be assigned on a first come, first served basis, unless a reservation has been made a day in advance of the visit.

J. Receipt of Property and Funds. No inmate property or funds will be accepted by staff in connection with a visit unless authorized by a Deputy Warden, or Warden.

17. **Telephones.** Inmate use of the telephones is governed by State Administrative Regulations 18-81-28/29 and 18-81-41 through 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 the ordinary use of telephones authorized for inmates to use (A. D. 10.7, Inmate Communications).

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

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

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

D. Calls to Attorney. You are permitted to make up to two (2) non-recorded, non-monitored calls per month to an attorney in addition to calls initiated by an inmate's attorney. You must make advance arrangements through your Unit Counselor. The scheduling of your 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 10 minutes in duration, 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 upon reaching the time limit, for exigent

circumstances or if the behavior of the inmate is disruptive. See Attachment E, Legal Calls.

- E. Phone Block. If you are unable to make a collect call because there is a phone block, staff will not permit use of facility phone unless there is a verifiable emergency.
 - F. Emergency Calls. You may place an emergency call on a facility phone subject to approval by the Shift Supervisor or higher authority in accordance with A.D. 10.7, Emergency Calls.
 - G. Means of Access/PIN. Each inmate shall have a PIN (Personal Identification Number) which must be entered (by pushing the buttons that correspond to the PIN) in order to access an outside line. Each inmate may submit up to ten (10) phone numbers; the numbers shall be reviewed for acceptance. Approved numbers will be programmed into the phone system. An inmate will only be able to call the phone numbers that have been approved. An inmate may add/drop names on the list of phone numbers on the first full week of the month (beginning on a Sunday). If you have problems with your telephone pin, write to the facility Phone Monitor.
 - H. Telephone Regulations.
 - 1) Telephone calls are generally permitted between 8:00 a.m. and 10:00 p.m., **during tier recreation and cleaning times**.
 - 2) No inmate may exercise control over the use of the telephone by another inmate(s).
 - 3) You are not permitted to make third party calls or calls to Department of Correction Officials.
 - 4) Each inmate housed in general population is allowed 6 fifteen-minute phone calls a day during their recreation time. Once an inmate has met the fifteen-minute time period the call will automatically end. Correctional staff will instruct inmates on use of phones when demand for usage is high.
18. **Laundry**. Laundry equipment is located in each housing unit. A laundry worker is assigned to operate the equipment and is the only authorized operator unless otherwise directed by unit staff.
- A. All undergarments must be washed and dried in the dedicated washers and dryers located in the unit. For sanitary purposes, undergarments shall not be washed in the sink.

- B. Linen Exchange. Each unit has a weekly linen exchange for sheets and blankets, scheduled by the laundry supervisor. Inmates are only authorized 1 pillowcase, 2 sheets and 2 blankets unless otherwise approved by the Unit Manager.
 - C. Jackets. Laundry will issue each inmate a jacket after October 1st which are to be collected by May 1st. Any excess blankets approved by the Unit Manager will be collected at this time as well.
19. **Hairdressing Services.** You must send an inmate request form to the Cosmetology Instructor to request services from cosmetology. There is a fee for all services and you will be required to complete a special request form to pay for the services. Please note that refunds are not given for any reason. A missed appointment will be rescheduled at the convenience of Cosmetology. Please allow 4 to 6 weeks to receive your scheduled appointment. For a list of pricing and hairstyles please see cosmetology service sheet.
20. **Library.** The Library hours of operation are posted on the bulletin board. Books may be checked out; you are responsible and liable for any book you check out. For other Library services and regulations, check the Library bulletin board.
- A. Legal Reference Area. Law books are available in the Library located in Building 9, in the School.
 - B. Publication Orders. You may order books, other publications, magazine, and newspaper subscriptions subject to approval by your Unit Manager.
 - C. Administrative Directives. Administrative Directives (A.D.) are available for your review in the Library.
 - D. Access to Publications. Inmate access to publications is governed by State Administrative Regulations 18-81-28 and 18-81-39. The information stated in this Handbook does not supersede or overrule those Regulations in any way, and is provided to inform you of the limitations on access to publications. (A. D. 10.7, Inmate Communications).
 - 1) No order will be processed unless you have sufficient funds in your Inmate Account to cover the cost of the order.
 - 2) Orders will only be placed to a publisher, book club, or book store.
 - 3) A publication may be rejected if it adversely affects a valid penological interest. A statement of the criteria for evaluation publications and the post-decision process is stated in the State Regulation and in Administrative Directive 10.7.

4) If a publication is rejected, you have the right of appeal within fifteen (15) days of receipt of the notice of rejection in accordance with A.D. 9.6, Inmate Administrative Remedies.

21. **Photocopying.** Photocopying services of legal materials are available through the approving authority at a cost of twenty-five cents (\$.25) per page (A.D. 3.10, Fees, Reimbursements and Donations).
22. **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.
23. **Freedom of Information Act Request.** The Freedom of Information Act (FOI) provides the public with rights to access existing records of public agencies. Freedom of Information Requests must be submitted to the facility FOI Liaison. If you are requesting documents from outside agencies, you must contact them directly.
 - A. Requests for documents must be submitted in writing to the Freedom of Information Office. You must complete an Inmate Request Form addressed to the FOI Liaison.
 - B. For copies of records pursuant to the Freedom of Information Act, an inmate shall be considered indigent if the monetary balance in his or her inmate trust account, or any other known account, has not equaled or exceeded five dollars (\$5.00) at any time (1) during the ninety (90) days preceding the receipt by the facility of the request for records and (2) during the days preceding the date on which the request for records is fulfilled (up to a maximum of ninety (90) days after the date of the request).
 - C. FOI requests do not need to be notarized.
24. **Gate Money.** Gate Money is money given by the State to provide the means of meeting expenses that you incur immediately upon release. You are eligible receive Gate Money from York C.I. if (1) you have served a sentence greater than 24 months with no post-incarceration supervision and (2) have less than \$50 in your inmate account. The maximum amount of gate money issued shall be \$50 (A.D. 3.11, Gate Money). A request for Gate Money may be sent to your Unit Counselor.
25. **Interpreter Services.** Interpreter services can be arranged if needed; contact your Unit Counselor.
26. **Marriage/Civil Unions.** A request for Marriage or Civil Union must be sent to the Unit Administrator (A.D. 10.9, Inmate Marriages and Civil Unions).

PART III

FACILITY PROGRAMS

1. **General.** A sentenced inmate will not be allowed to refuse or reject any program, work, or educational assignment that is offered by a staff member. Every sentenced inmate has an Offender Accountability Plan (OAP) that indicates recommended programs based on individual risk and needs. If you have questions about your OAP, see your unit counselor. Any refusal will subject the inmate to disciplinary action, and as a consequence of discipline, could result in a forfeiture of Risk Reduction Earned Credit (RREC) (A.D. 4.2A, Risk Reduction Earned Credit and A. D. 10.1, Inmate Assignment and Pay Plan). Refusal may also preclude an inmate from discretionary release.
2. **Education.** Education programs in the Department of Correction are administered under the State of Connecticut, Unified School District #1. The School Principal oversees educational programs at this facility. The education programs available at York CI are:
 - A. Academic School
 - 1) GED (General Educational Development). The GED Program provides instruction to achieve grade ~~twelve~~ level proficiency. The focus will be in writing, reading, mathematics, science and social studies skills in preparation for the GED exam. Students must pass a Pre-GED exam prior to being eligible to sit for the exam itself. Passing the GED is the equivalent to earning your high school diploma and all testing fees are covered by the school.
 - 2) High School Credit Diploma Program (CDP). Earn a Unified School District #1 Adult Education High School Diploma by completing the 22 credits required for a diploma. You must have earned at least *10 credits from an outside High School or Adult Education Program to enroll*. This program is ideal for students who earned credits in high school but may have dropped out Junior/Senior year. Credits earned through us are transferable to Adult Education Programs in the community upon discharge.
 - 3) Under 22 Years of Age. Students who are under the age of 22 and do not have a verified high school diploma will be enrolled in academic school automatically. Pending credit status and age, they may be eligible for our adult education programs (GED or CDP) or continue their high school courses in our High School Program (HSP) which is taught by highly qualified, content area certified teachers in the areas of Math, Science, Language Arts, Social Studies and Physical Education. If a student is a confirmed graduate, they are eligible to participate in the schools vocational programming.

**Special Education and English Language Learner (ELL) services are offered to eligible students as needed.*

4) Post-Secondary. Provides college courses in conjunction with local colleges and universities.

B. Vocational Education.

1) Business Education. Students may select from a variety of coursework including: Basic Accounting, Business Math, Database, Entrepreneurship, Keyboarding, Personal Finance, PowerPoint, Publisher, Spreadsheet/Advanced Spreadsheet and Word Processing. Upon Completion of the Microsoft Office computer applications courses, students will be eligible to take the various Microsoft Office Specialist Exams and receive industry-recognized certification in each applications.

2) Cosmetology. Students will encounter a variety of methods and techniques, both from the instructor and classmates. Students will graduate having met all the skills required to be successful in the industry. The first 200 hours of the course are devoted to theory and supervised practical instruction only. The remaining 1,300 hours allow students to begin their clinical portion of the course, which will be supervised in conjunction with the continuing theoretical instruction. Students will be taught and will have to duplicate a series of techniques on mannequins and/or each other from sculpture design, hair design, color design, texture design and aesthetics including skin, nails and hair removal. Review and mock testing for the State Board preparatory class will also be included. All hours completed count toward licensure and are transferable to an outside school if hours are not completed.

3) Culinary Arts. Through hands-on participation, classroom theory, written and practical assessments, students are taught basic culinary, pastry and baking techniques. The program emphasizes safety, equipment usage, and culinary math skills. Students will earn a ServSafe Food Handler's Certificate after passing a test developed by the National Restaurant Association. The business aspect of the food service industry will be examined by an introduction to purchasing and inventory methods, controlling food and labor costs, recipe and menu pricing. Full-day, 3-months completion time.

4) Hospitality Operations Technology. Hospitality Operations Technology will provide vocational instruction in the areas necessary to work in the hotel, restraint and tourism industry. With the knowledge obtained in the program, students will be able to confidently seek entry-level employment and begin a

successful career in the hospitality field. The program offers skills-based training for 12 of the major line-level positions of employment that are available within the hospitality industry. Upon completion of the program, students will receive an industry-recognized certificate from the American Hotel & Lodging Educational Institute.

3. **Work Assignment.** Inmate job assignments are made at the discretion of the Unit Management Team. If you are interested in a job within the housing unit, submit a request to the Unit Counselor. If you are interested in a particular job outside of the unit, submit a request to the "Job Counselor".
4. **Counseling Programs.** The core programs that are on your OAP are generally provided by Correctional Counselors. You may write your Counselor to ensure that you understand the requirements of your OAP and other programs that may be available. All program participants will be bound by a contractual agreement which states the rules of the program. Once the program begins, you must attend all scheduled meetings. Upon completion of the program, the Program Counselor shall complete and send a performance evaluation to your Unit Counselor. Further program assignments shall be coordinated between your Unit Counselor and program staff.
5. **Community Release.** Community Release is a community residence program that allows an inmate to serve her sentence under supervision while residing in the community. There are several different Community Release Programs. An inmate is evaluated on her risk to public welfare, her needs, and her overall performance. To participate in Community Release, you must be eligible. For information about Community Release, contact your Unit Counselor. (Reference: C.G.S. Sec. 18-100, et seq).
6. **Correctional Enterprise.** Correctional Enterprise programs are designed to simulate real-work conditions and to enable the inmate to develop job-market skills. Industries programs available at this facility are:
 - A. Data Con/York Textiles/Braille Program. Correctional Enterprise provides data, textile and braille services to state agencies.
7. **Volunteer Services.** Volunteer Services are provided to inmates by persons who volunteer their services to the Department. Volunteer services are coordinated by the Volunteer Program Coordinator. Request information from the Volunteer Program Coordinator.
8. **Re-entry Services.** York CI has dedicated staff whose primary function is to prepare you for a successful community re-integration upon release.

- A. Job Center Program. A pre-release employment workshop for sentenced offenders within 6-9 months of release that helps prepare offenders to re-enter the labor force upon release.
 - B. Re-entry Services. Re-entry assistance is provided to sentenced offenders nearing release. ID procurement, state medical insurance applications and community resource information provided.
9. **Identification Procurement.** In an effort to assist with successful community re-integration there are procedures in place to assist you with obtaining identification prior to release from York CI.
- A. State of CT Department of Motor Vehicle Identification. (Issued by the DMV in accordance with State and Federal laws). Inmates who have sufficient funds in their inmate accounts shall be charged accordingly for obtaining DMV identification. The Inmate Welfare fund will cover the cost of Non-driver ID new issue and renewals as well as duplicates of Driver licenses, Non-driver IDs, and Learner's Permits if an inmate has insufficient funds.
 - 1) **Renewal of Non-driver IDs and Driver Licenses:** Sentenced inmates can renew CT Non-driver ID cards and CT driver licenses as long as the ID is within four months of expiration or expired not more than two years. Inmates may choose to downgrade suspended licenses to Non-driver ID cards.
 - a) Inmates must have sufficient personal funds to cover the cost of driver license renewals and any applicable late fees.
 - 2) **New issue Non-driver ID Cards:** Sentenced inmates within six months of discharge or pending release to community supervision can apply for a CT Non-driver ID card. Participants will be required to provide two (2) primary forms of identification (i.e. birth certificate and Social Security card) as outlined in A.D. 10.15, Inmate Identification Procurement and Storage. IDs that are expired more than two years are considered new issue.
 - 3) **Commercial driver licenses:** Must be renewed in person at the DMV. Inmates may choose to down grade and renew to a Class D driver license.
 - 4) **Driver licenses and Learner's Permit:** New issue driver licenses and new issue or renewal Learner's permits must be obtained in person at the DMV. Inmates may request duplicates of Learner's permits or downgrade to a Non-driver ID.
 - 5) **Revoked ID:** Inmates whose Driver license or Non-driver ID has been revoked must appear in person at the DMV to resolve.

6) **Fees:** The following fees shall apply and are subject to change:

- Renewal of Non-Driver Identification: 6 year = \$24, 8 year = \$32 (determined by date of birth)
- Duplicate Non-driver ID or Driver license: \$30.00
- Duplicate Learner Permit: \$19.00
- Driver license Renewal: 6 year = \$72, 8 year = \$96 (determined by date of birth)

B. Birth Certificates. You may obtain your birth certificate when you are within two years of your earliest release date. Inmates who have sufficient funds in their inmate accounts shall be charged accordingly for obtaining a birth certificate. However, if the inmate does not have sufficient funds available to cover the fees, then the Inmate Welfare fund shall pay for the least expensive birth certificate document available. Fees vary depending on the state.

C. Social Security Cards. You may obtain a replacement Social Security Card. You must be a US citizen, have not used multiple SS numbers, and within 180 days of your earliest release date. There is no cost for a replacement social security card. Cards can only be requested in the name on your most recently issued SS card.

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. Your date of parole eligibility is shown on your time sheet. For information, contact your Unit Counselor (Reference: C.G.S. Sec. 54-124, et seq).
2. **Sentence Review.** Sentence Review is the review by a panel of judges of an inmate's sentence that is three (3) years or more. Sentences resulting from a plea bargain will not be reviewed. Application for Sentence Review must be filed within thirty (30) days of the date the sentence was imposed. Contact your attorney to submit the application. (Reference: C.G.S. Sec. 51-194).
3. **Pardon.** A pardon is an act of grace that releases an inmate from the full consequence of a sentence. The Board of Pardons meets twice a year to consider applications from inmates for a pardon. Application to the Board of Pardons should be made to the Records Office. For information, contact your Unit Counselor. (Reference: C.G.S. Sec. 18-24a, et seq).
4. **Legal Assistance. Inmate Legal Assistance Program (ILAP).** The mission and purpose of the Inmates Legal Aid Program (ILAP) is to provide legal assistance to inmates to ensure proper access to the courts. ILAP will assist prisoners in identifying, articulating, researching, and preparing legal claims with regards to civil matters only. ILAP does not actually appear and represent inmates before any court or administrative body, Although ILAP attorneys will not appear in court for you, they will provide forms for family matters, and conduct trainings and seminars to increase inmates' knowledge of the legal proceedings and remedies that they may avail themselves of in order to maintain or restore family integrity including, but not limited to, representing themselves or otherwise participating in divorce proceedings in which child custody and/or visitation is in dispute, and child custody and/or visitation modification proceedings.

To contact ILAP, either write or call them at their toll free number.

Toll Free #: 1-866-311-ILAP (4527)

Address: Inmate Legal Aid Program
Bansley | Anthony, LLC
265 Orange Street
New Haven, CT 06510

Family Law Seminars. Periodically the Department of Correction shall arrange for an attorney or paralegal to teach seminars to increase inmate's knowledge of legal proceedings. This seminar will teach about things such as child custody and visitation, and divorce when child custody is contested.

Self-help information. Self-help pamphlets and forms will be made available via digital copy from CTLawHelp which will cover subjects including family matters, such as divorce, custody, and visitation. Inmates may write ILAP to obtain paper copies of these pamphlets.

5. **Speedy Trial.** Speedy trial is a petition from an inmate to the court having jurisdiction to initiate proceedings to dispose of untried charges. There are three (3) types of speedy trials that affect inmates in custody: (1) an inmate in custody solely because of charges pending in this state (C.G.S. Sec. 54-82m); (2) an inmate under sentence with untried charges pending in this state (C.G.S. Sec. 54-82c); (3) an inmate under sentence with untried charges pending in another state (C.G.S. Sec. 54-186, Article III). To apply for a speedy trial under C.G.S. Sec. 54-82, 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.
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. **Clergy Visits.** Inmates are permitted to have special visits, upon approval, from their own clergy. For more information, contact the Associate Chaplain.



Property Matrix

Connecticut Department of Correction

Attachment A
REV 6/7/13
AD 6.10

~ This represents the property allowed in the inmate's possession while incarcerated ~

FACILITY SECURITY LEVELS

<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>	<u>Level 5</u>
Willard-Cybulski	Brooklyn	Cheshire	Northern
	Enfield	Corrigan	
	Osborn	Garner	
	Radgowski	MacDougall	
	Robinson	Manson	
<u>Male Pretrial</u>	<u>Female Pretrial/Levels 1-5</u>	<u>SRG Phase Program</u>	<u>Admin Seg / AS Transition</u>
Bridgeport	York	MYI	Northern
Corrigan		York	York
Hartford		Walker	Walker
New Haven		Corrigan	
MacDougall			
Walker			

MATRIX CODES

- A** - Commissary purchase only
- B** - Must be individually inventoried as part of the running inventory
- C** - Only if specifically approved by facility
- D** - Items which shall be permanently marked
- E** - Access only; not in inmate's possession
- F** - State issue only
- G** - Inmate may retain item upon admission as long as the item meets the requirements of Attachment B, Female Property Matrix or Attachment C, Male Property Matrix. After admission, item shall be commissary purchase only.

INMATE HANDBOOK
APPENDIX A



Female Property Matrix

Connecticut Department of Correction

Attachment B/1
REV 12/29/14
AD 6.10

CLOTHING ITEMS	GENERAL POPULATION (LEVELS 1 – 4)		AD/PS/TD	RESTRICTED STATUS	
	Maximum Allowed	Minimum Issued		Death Row/SRGT/MCD/AS/Special Needs Maximum Allowed	Minimum Issued
BATHROBE	1ABD	–	–	1ABD	–
BRAS	6AB	3BF	3BF	6AB	3BF
COAT	1F	1F	–	1F	1F
GLOVES	1BCF	1BCF	–	–	–
GYM SHORTS	2ABD	–	–	2ABD	–
KITCHEN UNIFORM	2BDF	2BDF	–	–	–
PAJAMAS / NIGHT GOWNS	2BD	–	–	2BD	–
PANTS	3BDF	3BDF	–	3BDF	3BDF
RAINWEAR	1F	# 1F	–	1F	# 1F
SCRUB OUTFIT	–	–	3F	–	–
SHOES / SNEAKERS	2ABD	1BDF	1F	2ABD	1BDF
SHOWER TONGS	1AB	–	–	1AB	–
SLIPPERS	1BD	–	–	1BD	–
SOCKS	9B	3BF	–	9B	3BF
SWEATPANTS (solid gray only)	* 2ABD	–	–	* 2ABD	–
SWEATSHIRT (solid gray only)	* 2ABD	#* 1BDF	–	* 2ABD	#* 1BDF
THERMAL UNDERWEAR (top and bottom)	2ABD	–	–	2ABD	–
T-SHIRT	9ABD	3BDF	3BDF	9ABD	3BDF
UNDERPANTS	9B	3BF	3BF	9B	3BF
MISCELLANEOUS ITEMS	GENERAL POPULATION (LEVELS 1 – 4)		AD/PS/TD	RESTRICTED STATUS	
	Maximum Allowed	Minimum Issued		Death Row/SRGT/MCD/AS/Special Needs Maximum Allowed	Minimum Issued
ADAPTER, MULTI-PURPOSE (clear)	1ABCD	–	–	1A	–
ADAPTER, SONY @@@	1ABCD	–	–	1A	–
ADDRESS BOOK	@ 1A	–	–	@ 1A	–
ANTENNA	1ABC	–	–	–	–
BATTERIES	4AC	–	–	4A	–
CASSETTE PLAYER (headset required)	1ABCD	–	–	–	–
CASSETTE TAPES	+ 20AB	–	–	–	–
CLIP-ON BOOK LAMP	1ABC	1ABC	–	–	–
CLOCK (battery operated)	1ABCD	1ABCD	–	–	–
COAXIAL CABLE	1ABC	–	–	–	–
COMBINATION LOCK	1ABC	–	–	–	–
COMPACT DISCS	+ 20AB	–	–	–	–
COMPACT DISC (CD) PLAYER	1ABCD	–	–	–	–
CURLING IRON	1ABD	–	–	–	–
DIGITAL CONVERTER BOX	1ABCD	–	–	–	–
DRINKING CUP	2A	–	1A	1A	–
EYE GLASSES/CONTACT LENS (prescription)	2BC	–	1BC	1BC	–
FAN	1ABCD	–	–	–	–
GAMEBOY CONSOLE	@ 1ABCD	–	–	–	–
GAMEBOY GAME CARTRIDGES	@ 20ABCD	–	–	–	–
HAIR DRYER	1ABD	–	–	–	–

INMATE HANDBOOK
APPENDIX B 1 of 2



Female Property Matrix Connecticut Department of Correction

Attachment B/2
REV 12/29/14
AD 6.10

MISCELLANEOUS ITEMS (continued)	GENERAL POPULATION (LEVELS 1 – 4)		AD/PS/TD	RESTRICTED STATUS	
	Maximum Allowed	Minimum Issued		Death Row/SRGT/MCD/AS/Special Needs Maximum Allowed	Minimum Issued
HANDKERCHIEFS (white only)	@ 4A	–	–	–	–
HEADPHONE EXTENDER	1AC	1AC	–	–	–
HEADPHONES	1ABCD	–	–	–	–
HOT POT	1ABCD	–	–	–	–
PHOTO ALBUM (non-metal - not to exceed 2")	@ 2AB	–	–	–	–
PILLOW w/ case	1ABD	–	–	1ABD	–
POCKET CALCULATOR	1AB	–	–	–	–
RADIO (headset required)	1ABCD	–	–	1ABCD	1ABCD
RAZOR (battery/electric)	@ 1ABD	–	–	–	–
TELEVISION (headset required)	1ABCD	–	–	–	–
TOWEL	2ABD	2ABD	1ABD	2ABD	2ABD
WASH CLOTH	2AB	–	1AB	1AB	–
WATCH	1AB	–	–	1B	–
WEDDING RING	1BG	–	1B	1B	–
RELIGIOUS ITEMS	GENERAL POPULATION (LEVELS 1 – 4)		AD/PS/TD	RESTRICTED STATUS	
	Maximum Allowed	Minimum Issued		Death Row/SRGT/MCD/AS/Special Needs Maximum Allowed	Minimum Issued
ABALONE SHELL	1AB	–	1AB	1AB	–
CHAIN, RELIGIOUS (ball bar)	1ABG	–	1ABG	1ABG	–
CRESCENT AND STAR	1ABG	–	1ABG	1ABG	–
CROSS (wooden)	1ABG	–	1ABG	1ABG	–
CRUCIFIX	1ABG	–	1ABG	1ABG	–
FEATHER	1AB	–	1AB	1AB	–
FOUR-WAY MEDAL	1ABG	–	1ABG	1ABG	–
HEADBAND (Solid Brown Only)	2ABG	–	1ABG	2ABG	–
HIJAB	2ABG	–	1ABG	2ABG	–
ISLAMIC MEDAL	1ABG	–	1ABG	1ABG	–
MALA BEADS	@@ 1BG	–	@@ 1BG	@@ 1BG	–
MEDICINE BAG	1ABG	–	1ABG	1ABG	–
ORISHA BEADS (White Only) @@	@@ 1BG	–	@@ 1BG	@@ 1BG	–
PRAYER RUG	1ABD	–	1ABD	1ABD	–
PRAYER SHAWL	1AB	–	1AB	1AB	–
ROSARY BEADS w/case	1ABG	–	1ABG	1ABG	–
STAR OF DAVID	1ABG	–	1ABG	1ABG	–
ZIKAR BEADS	1ABG	–	1ABG	1ABG	–

OTHER CODES USED IN THIS MATRIX:

- # Indigent inmates only
 - + No more than 20 total – any combination of cassette tape(s) and/or compact disc(s).
 - Inmates in possession of colors other than gray prior to 4/15/2010 may retain those items until unserviceable, after which time the item is "Commissary Purchase Only."
 - @ Item(s) must be stored in inmate locker when not in use and included as part of the cubic foot limitation.
 - @@ Item(s) must come from an approved vendor and shall require prior written authorization of the Director of Religious Services.
 - @@@ Must have purchased Sony CD player in order to possess this item, without which this item will be considered contraband and confiscated.
- NOTE: Men's underwear, boxer shorts, halter-tops, tube tops, or sexually explicit clothing shall be considered contraband.

INMATE HANDBOOK
APPENDIX B 2 of 2

DISCHARGED INMATE PROPERTY PROCEDURE

The discharged inmate may pick up property Monday – Friday from 7:30am – 2:30 pm (excluding all state holidays). Please call before coming to:

- Ensure the Property Department is open and
- Identify your time of arrival, doing so will expedite the process.

In order to receive your property, you must comply with the following:

- You must have a valid photo I.D. (unless the Department of Correction is holding your I.D.)
- You may authorize someone else to pick it up for you. However, that person must have a notarized letter from you, stating specifically what you have at the facility to be picked up. This person must also have valid photo identification.

These 2 options are the only way that you may get your property.

- If you have been released to a halfway house, call the property department to schedule a drop off OR: follow the directions above.

Do not send checks, money orders, or cash to have your property mailed, the Department of Correction does not mail property to individuals that have been released from custody.

Inmate Administrative Remedies Summary
Revised 1/16/2008

What are Administrative Remedies?

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

When Can You File for an Administrative Remedy?

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

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

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

How Do You File?

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

What Happens Next?

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

Exhaustion of Administrative Remedy

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

Administrative Directive 9.6, Inmate Administrative Remedy

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

In Case of Emergency

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

AMERICANS WITH DISABILITIES ACT

Americans with Disabilities Act provides reasonable accommodation to inmates with qualifying disabilities; provides information regarding both the protections against discrimination and the existence and location of accessible services, activities and facilities; conducts ongoing evaluation of programs and facilities; and provides mechanisms by which an inmate may file complaints about disability discrimination. Notice of Rights Under the Americans with Disabilities Act Form (CN101901) is issued during the intake process. You may request a reasonable accommodation in person or in writing utilizing CN 101902, Request for Reasonable Accommodations. If you have any questions you may see your Unit Counselor or Unit Manager.

ADMINISTRATIVE REMEDY

Inmates whose requests for reasonable accommodations are denied or modified, or who believe they were discriminated against by DOC because of their disabilities have the right to file an administrative remedy in writing by completing CN9602, Inmate Administrative Remedy Form and depositing the completed form in the “Administrative Remedies” box in accordance with Administrative Directive 9.6, Inmate Administrative Remedies. Inmates may request assistance in filing an administrative remedy.

INMATE HANDBOOK
APPENDIX E

**YORK CORRECTIONAL INSTITUTION
Confinement to Quarters (CTQ) &
Loss of Recreation (LOR) Policy**

Failure to abide by the rules set forth in this policy shall result in additional disciplinary action.

1. **Confinement to Quarters (CTQ):** An inmate shall be confined to the cell or living area and shall not be permitted to:

- Attend General Population recreation to include outside yard, dayroom, Gymnasium and Library
- Attend work
- Attend School (except for inmates under 21)
- Attend programs (with the exception of Addiction Services)

Shall be permitted to:

- Attend social visits (30 minutes in length – non-contact)
- Attend professional visits
- Attend Addiction Services programming to include: Marilyn Baker Inpatient Programs, Intro to 12 Step, Tier I and Tier II, Narcotics Anonymous, Alcoholics Anonymous, Overeaters Anonymous and Spanish AA.
- Have access to counseling services, including legal calls
- Attend one collective religious services and any related programming.
- One hour out-of-cell time not to include the dining hall. This out-of-cell time will be issued in unit tier/dayroom. The inmate shall be permitted to shower and use the telephone during this time. The dayroom television shall not be utilized.
- Receive commissary
- Retain their own property, to include electronics

INMATE HANDBOOK
ATTACHMENT A
Page 1 of 2

2. Loss of Recreation (LOR): Inmates assigned to this penalty:

Shall not be permitted to:

- Attend any organized recreation activities including Gym Recreation, tournaments, specialized fitness activities, etc.
- Attend outside recreation
- Recreate in the dayroom and/or tier

Shall be permitted to:

- Attend religious services and related programming
- Attend programs
- Work and go to school as assigned
- Use the telephone and showers. This shall be accomplished during the unit's specified out-of-cell period
- Attend all visiting
- One hour out-of-cell time not to include the dining hall. This out-of-cell time will be issued in unit tier/dayroom. The inmate shall be permitted to shower and use the telephone during this time. The dayroom television shall not be utilized.
- Receive commissary
- Retain their own property, to include electronics

Out-of-Cell time shall not exceed one hour, even if the inmate(s) chose not to go to the Dining Hall.

UNIT INSPECTIONS

FIRE SAFETY - There will be a weekly fire safety inspection conducted and the following standards are mandatory.

- All belongings shall be properly stored in designated boxes.
- No items on counters other than one soap dish and one toothbrush per inmate.
- No items on window sills.
- No mats or towels on floors.
- No clotheslines.
- No tents on bunks.
- No personal medications may be left out - they **must** be secured!
- No door propped open for any reason unless it is your designated cell cleaning time.
- No clothing hanging from or on bunks - except one bath robe, one towel and one washcloth (out to dry after use) per inmate. Towels & robes must not be hung in a manner that obscures officer's vision into any part of the cell.
- No more than one pair of footwear may be out of your storage area.
- No cleaning supplies or plastic bags in cells.
- No blocking of air vents.
- No cloth or paper covering light fixtures.
- No completed craft items, afghans are considered bedding and are allowed on the bed only.
- No pictures or cards on shelves, counter or walls. Pictures/cards must be on the designated display area.
- All gray boxes are to be placed flat on the floor, not stacked or tilted.
- All electrical appliances must be placed in storage areas after use. No appliances shall be left on or unattended.
- Only a TV, radio, bible and clock are allowed on the stand at foot of bunk.
- Radio may be placed by the window, only while you are in the cell.

INMATE HANDBOOK
ATTACHMENT B
Page 1 of 2

SANITATION

- Formal weekly sanitation inspections shall be conducted by the Unit Manager or designee. This inspection shall be unscheduled and unannounced in conjunction with the weekly Fire Safety Inspection.
- Each inmate is responsible to clean her cell on designated days and times. Buffing, waxing and stripping of cell floors will be done by unit workers only.
- Unit Staff shall be responsible for monitoring inmate workers and ensuring the cleanliness of the Unit is maintained.
- Unit Staff shall conduct daily cell inspections on 1st and 2nd shifts.
- Cleaning supplies and equipment shall be ordered on a weekly basis with inventory conducted on Monday of every week. Unit Custody Staff shall ensure proper storage and inventory of all cleaning materials in Unit storage areas.
- Assigned unit janitors are responsible to follow the duties and times assigned to them as stated in their job description/contract. Failure to do so will result in a poor work report.
- The cleanliness of the unit is expected to meet the standards required to pass inspection at all times (not just on inspection days).

Failure to comply with these regulations may result in formal or informal disciplinary action

INDIGENT INMATE SUPPLIES

You are required to buy toiletries, laundry detergent and envelopes from Commissary unless you are indigent.

DEFINITION OF INDIGENT: An inmate whose account has not exceeded \$5.00 in the past 90 days or an inmate who has less than \$5.00 on account at admission.

If it is verified that you are indigent, you may receive the following supplies:

- *Envelopes - 2 per week for personal use - 5 per month for legal mail
- *Toothpaste - One large tube per month or one small tube weekly
- *Toothbrush - One per month
- *Shampoo - Weekly
- *Deodorant - One per month
- *Comb - One
- *Laundry Detergent - One bag per week
- *Soap - One (1) large bar or two (2) small bars per week

DO NOT PUT IN MULTIPLE REQUESTS

Envelopes, originating from inmate accounts, must be requested from your Unit Counselor

INMATE HANDBOOK
ATTACHMENT C

LEGAL CALLS

WHEN:	Under ordinary circumstances, the call will occur within two (2) business days of the receipt of the request from either the inmate or the attorney or by the time specified on the request, whichever is later.
HOW LONG:	No more than 10 minutes (shall be increased at the oral or written request of the attorney).
FREE CALLS:	State and Federal Public Defenders offices Legal Assistance to Prisoners Private Attorneys Private Attorneys acting as Special Public Defenders Private Attorneys acting on a pro bono basis
NUMBER OF CALLS:	Two (2) per month initiated by the inmate. Unlimited calls when initiated by attorney.
CONTACT:	Calls answered by a <u>person or machine</u> capable of taking a message.
NON-CONTACT:	Busy signal or no answer.
TIMES OF CALLS:	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.
AUTHORIZATION:	Unit Manager, Unit Counselor, Unit CTO
STAFF PRESENCE:	Place the call Verify identity of person being called Place inmate on the line Move out of listening range but maintain visual contact with inmate Log the call in accordance with Administrative Directives 6.2 and 10.7
CALL TERMINATION:	Violation of Unit Rules Illegal Activity Exceeding applicable time limits Vandalism or misuse of equipment Threatening or disruptive behavior In the event of a unit emergency For legitimate penological interest

INMATE HANDBOOK
ATTACHMENT D

MAILROOM PROCEDURES

1. If you don't receive a letter from the mailroom stating that some item was taken from your mail, then nothing was.
2. All outgoing mail must have the proper return address or it will not be sent out. This includes: **Full Name, Address, and Inmate ID #**. If this information is not on the envelope, it will be returned to you for completion.
3. On all incoming mail, if there is no reply when we ask for the return address information, the letter and all of the other contents that is inside of the envelope will be sent to the Dead Letter Department at the Post Office. The sender will have to file a form 1510 at the Post Office to get it back.
4. All Inmate to Inmate correspondence has to be authorized. You cannot receive mail from another inmate without prior authorization. This includes another inmate who is residing at a halfway house, still on parole or whose mail has been included in with a person who is not incarcerated.
5. When you are discharged any mail we have for you will be returned to sender. (We are not responsible for forwarding your mail. If you are on loss of mail (LOSC) when you leave, and a Counselor or a Correctional Officer comes and gets your mail the day you leave, you can have it).
6. Loss of Mail (LOSC) is sent to you the day after the sanction expires. If the expiration date falls on a Friday, you will not get this mail until Monday. Since we do not separate mail your money order receipt remains with your mail.
7. The following is a list of what is considered CONTRABAND/Unauthorized Correspondence and cannot be sent to you with your mail:

Stickers	Clothing	Glitter	Tape	Bows
Glue	String	Metal	Plastic	Water Paint
Rubber bands	Handkerchiefs	Musical Cards	Cash	Adhesive Backing
Paste	Ribbon	Springs	Wire	Lamination
Stamps	Envelopes	Perfume	Confetti	Stationary
Crayon markings/drawings				

8. If you have a question concerning property mailed in - Write to: **Property**
9. If you have a question concerning money mailed in - Write to: **Inmate Accounts**
10. If you have a question concerning regular mail - Write to: **Mailroom**

LITERATURE MAIL IN PROCEDURES

In order to have any written materials (books, magazines, publications, periodicals, crossword puzzles, etc.) sent to you while you are incarcerated you **MUST** follow the procedures described below.

- Complete order form and ask Unit Counselor to assist you with completing a Special Request Form (SRF) so that you can pay for the publication(s). Depending on the housing unit the Unit Manager may have to approve all publication orders in advance.
- The Counselor shall verify that you have available funds in your inmate account before sending the SRF to Inmate Accounts along with your order form.

NOTE: If you are housed in the Restrictive Housing Unit when the books arrive, your package will be turned over to the Unit Manager of the R.H.U. to be delivered to you at her/his discretion.

In accordance with Administrative Directive 10.7, Inmate Communications, all requests for ordering books, magazines, newspapers, educational materials or periodicals must be processed through the school principal or **other person as designated by the Unit Administrator who shall determine that the inmate is able to pay for such material(s)**. If approved and funds are available, a check or money order will be withdrawn from the inmate's account and included with the order. Inmates may order hardcover books in new condition only from a publisher, book club or bookstore. As always, **all incoming publications or materials will be reviewed** under the review procedures set forth in A.D. 10.7 to determine if the incoming materials adversely affect a valid penological interest prior to dissemination. All non-questionable publications shall be issued without undue delay. **Any publications deemed questionable shall be held for review by the Publication Review Board.**

Free publications from a publisher, book club, book store, or charitable, non-profit, religious, legal or educational organizations shall be allowed if the identity of the sender is clearly identified on the publication, and if the publication is mailed directly from the publisher, book club or book store. All incoming items will be reviewed, as stated above in accordance with A.D. 10.7, M 1-5.

As always, all other security and space limitation requirements must be met. See A.D. 6.10 for property limitations.

INMATE HANDBOOK
ATTACHMENT E, 2/2

INSTRUCTIONS FOR USING THE INMATE TELEPHONE SYSTEM

PAN=Personal Allowed Numbers

You MUST setup your PAN List prior to making any phone calls – You must manage your PAN list!

You will only be permitted to make changes to your PAN list on the first full week of the month beginning on the Monday through the first Friday of each month. No other changes will be permitted.

- **Pick up the phone**
- Select 1 for English or 2 for Spanish
- 1 for collect calls or select 9 for Pan Management
- **Enter your PIN (State ID #) + (Last 4 digits)**
- Press 1- To add a number
- Press 2- To remove a number
- Press 3- To listen to the numbers on your list. You can have up to 10 numbers.
Keep your PIN number secret – do NOT share this number with anyone. You can NOT change your PIN number at any time for any reason.
- Changes will be permitted on the first Monday through the first Friday of every month.

Call Flow Process

1. "For English, Press 1. Para Espanol, marquee 2."

2. "For a collect call, press 1.

If this is your first call, you will be asked to state your name. On all other calls, your name recording will play and you will not be asked to state your name.

3. "Please enter your PIN number now."

4. "Please enter the area code and phone number you are calling now." (Dialing Format: Area Code+xxx+xxxx)

5. "Please state your name at the beep only on the 1st call."

6. "This call is subject to recording and monitoring.

7. "You may hear silence during acceptance of your call."

INMATE HANDBOOK
ATTACHEMENT F
Page 1 of 2

Remember CALL CONTROLS ARE IN PLACE

- 3-way calling is not permitted.
- Your call is subject to monitoring and recording.
- Your call may be blocked by the called party.
- Chain dialing and dialing extra digits is not permitted.
- Calls are not connected until accepted by the called party.
- Calls are limited to 15 minutes.
- Call times are subject to current operating hours.
- Calls are limited to 6 per day

Friends and Family will continue to contact SECURUS at 1-800-844-6591. Information brochures are available in the lobby of the facility.

NUEVO PROCESO PARA LLAMADAS DE CONFINADOS

Amigos y familiares deberán comunicarse con SECURUS al:

1-800-844-6591

Folletos de información están disponibles en el vestíbulo (lobby) de la prisión y el área de visitas para amigos y familiares.

Proceso para Llamadas

1. “Para Ingles, Oprima el 1. Para Español, Oprima el 2.”
2. “Para llamadas por cobrar, oprima el 1.”
3. a. Si esta es su primera llamada, se le indicara decir que diga su nombre. Para todas las otras llamadas, la grabación de su nombre se reproducirá y no se le pedirá decir su nombre de nuevo.
4. “Marque su PIN (Numero de Identificación ahora.”
5. 4) “Favor de marcar el código de área y número de teléfono al cual usted está llamando ahora.” (Formato: código de área (XXX) + XXX + XXXX).
6. 5) “Favor de decir su nombre después del tono, solamente si esta es su primera llamada.”
7. 6) “Esta llamada está sujeta a grabación y monitorización.”
8. 7) “Usted puede que escuche silencio durante la aceptación de su llamada. Favor manténgase en la línea.”

RECUERDE

LAS LLAMADAS SON CONTROLADAS

- Llamadas a terceras personas no son permitidas.
- Su llamada está sujeta a grabación y monitorización.
- Su llamada puede ser bloqueada por la persona la cual usted está llamando.
- No se le permite marcar números en cadena o dígitos adicionales.
- Las llamadas están limitadas a 15 minutos.
- Llamadas serán hechas durante el horario operacional de la institución.

OTHER INFORMATION ABOUT THE INMATE TELEPHONE SYSTEM

The Connecticut DOC uses a collect call only system. You may call others and speak with them if they accept the charges for the call. The inmate telephones are “outgoing” only, no incoming calls are processed by the Telephone Company, so your family and friends cannot call you.

Calls made from the collect call-only inmate telephones may be recorded. The telephone number you are calling, the telephone number you are calling from, and your Personal Identification Number (PIN) may also be recorded. You will be asked to sign a form indicating that you have been told that inmate telephone calls may be recorded and monitored. Refusal to sign the acknowledgment form will result in a complete restriction of your telephone privileges, including computer deactivation of your PIN.

When you are initially admitted to the DOC you will be given an Inmate Telephone System Enrollment Form. The form asks you to submit up to 10 telephone numbers that you wish to call. It also asks for the name of the person you are calling at that number and the relationship you have with that person (spouse, parent, child, friend, etc.). These telephone numbers will be entered into the system and become your Personal Allowed Numbers (PAN). Just as your Visitor’s List establishes who you can have visits with, your PAN List establishes who you can call. Only calls to telephone numbers on your PAN List will be processed. Calls to any other numbers will be rejected.

You may make changes to your PAN List once a month on the established facility change schedule, which will be posted. You will be permitted to make changes to your PAN list on the first Monday through Friday of each month. No other changes will be permitted.

The system will not accept 1-800-numbers. If you submit them on your Allowed Numbers List, they will not be entered. Calls can be made to telephone numbers in the U.S., Canada, Puerto Rico, and The U.S. Virgin Islands. Only telephone numbers in these areas will be accepted for your Personal Allowed Numbers List.

You will be allowed to make 6 calls a day. Each call can be for a maximum of 15 minutes. If you talk for less than 15 minutes on a call, that call still counts as one of your 6 calls for the day.

A call will not be counted towards your 6 call per day limit unless a person at the number you are calling accepts the charges. Calls that are not answered, calls that are picked up by an answering machine, or calls in which the charges are not accepted do NOT count towards your 6 call limit.

You should try to memorize your PIN and never leave it where another inmate can find it. Also, DO NOT give your PIN to another inmate. Misuse of a PIN number through sale, bartering, theft, or extortion will subject one or both parties to a loss of telephone privileges.

If you lose or forget your PIN report it immediately to your “Unit Manager, Counselor, CTO, Housing Unit Officer”. PIN information will be provided to you within 72 hours of your report.

THREE WAY CALLS/THIRD PARTY CALLS ARE NOT PERMITTED

WALKWAY RULES AND REGULATIONS (East & West Compounds)

All inmates shall be required to adhere to the following rules and regulations while traveling from one destination to another on the walkway.

1. All inmates shall walk on the extreme right of the yellow line on the walkway pursuant to the direction they are heading (as in driving a car).
2. All inmates shall walk in lines of two. At no time should inmates be traveling in large groups.
3. All inmates shall maintain a quiet noise level while traveling on the walkway. At no time shall there be loud conversations or disruptive behavior on the walkway.
4. Loitering on the walkway shall not be tolerated. All inmates shall travel the walkway at a normal speed and not attempt to speak with other inmates in passing. Absolutely no running shall be allowed on the walkway.
5. All inmates shall report to the destination they are assigned to. No inmate shall attempt to report to any location that staff have not instructed her to go to.
6. During all codes, inmates shall stand single file against the wall or building closest to them until instructed by a staff member to move. There shall be no talking until the code is cleared and movement has been cleared to resume.
7. No personal items shall be allowed out of the housing units to be carried on the walkway except for the following
 - a) Chapstick and 2 sanitary napkins or tampons.
 - b) Schoolbooks or other approved school materials en route to or from school.
 - c) Clothing items for laundry or repair as authorized in writing by staff.
8. Inmates shall be properly dressed in the Uniform of the Day while on the walkway.
 - a) Identification Card (I.D.) must be clipped to your outer garment in the upper left hand corner, visible, picture facing forward
 - b) Shoes shall be tied and pants are not to be tucked into footwear or socks.
 - c) Pants may be cuffed only if needed to ensure safety until they can be properly fitted.

INMATE HANDBOOK
ATTACHMENT G
Page 1 of 2

- d) Jackets shall be worn properly - not thrown over or off the shoulders.
 - e) Approved hats (navy blue or black knit caps unadorned by tassels, pom-poms or any other ornamentation and caps sold in the commissary) shall be worn properly, straight and fitted.
 - f) Thermals, if worn must be white and shall not be showing.
 - g) Sweatpants shall not be worn under the Uniform at any time.
 - h) Sweatpants are authorized for wear only during recreation.
9. Inmates are required to have a properly issued pass when traveling from one area to another except during mass movement times. Inmates shall respond to work, school and Medline calls in a prompt and timely manner.
10. Inmates shall adhere to all direction from staff conducting random pat or strip searches.

Failure to comply with any of these rules and regulations may result in disciplinary action.



YORK CORRECTIONAL INSTITUTION

201 West Main Street

Niantic, CT 06357

TO: Inmate Population

SEXUAL ACTIVITY

Sexual activity with other inmates or staff is NOT allowed at York Correctional Institution. Sexual activity is kissing or any other activity in which inappropriate contact occurs with another individual. Hand holding and hugging are not allowed. If you believe an inmate or staff member is pressuring you to have sexual relations with them, you should immediately report this to a supervisor and follow the chain of command with such incidents.

Any false allegations will be dealt with in accordance with Administrative Directive 9.5, Penal Code of Discipline, which was distributed to you upon your admission to the facility.

ASSAULTS / WEAPONS

As you are aware, the Department of Corrections is charged with providing a safe, secure, and humane environment while providing opportunities that support successful community reintegration.

Though the majority of inmates conduct themselves in a responsible and appropriate manner, some choose to be assaultive and/or possess weapons. Be advised that these inmates shall be held accountable. In addition to removing such individuals from population and taking Administrative Action, criminal prosecution shall be pursued.

In closing, we have an obligation to provide a safe environment for all concerned. We shall do everything within our control to fulfill this commitment.

INMATE HANDBOOK
ATTACHMENT H

**INMATE HANDBOOK INSERT 3/25/15
PRISON RAPE ELIMINATION ACT (PREA)**

The Prison Rape Elimination Act is a federal law that establishes requirements for all prisons, jails and detention centers including halfway houses to prevent, detect and deter acts of sexual abuse and sexual harassment committed against inmates, detainees and residents, and institutes protocols for intervention and follow-up care in the event of such acts occurring.

The Connecticut Department of Correction and York C.I. will comply with the mandates of the Prison Rape Elimination Act.

As an Agency, the Connecticut Department of Correction, and as a facility the York C.I. maintain a zero tolerance policy toward any act of sexual abuse or sexual harassment committed against an inmate. Regardless of the degree, sexual abuse is a serious matter whether it occurs outside or inside of a correctional facility. These acts may cause severe physical and psychological harm and can damage an inmate's chances for a successful reintegration into law-abiding society.

You are encouraged to immediately report any threat of or occurrence of sexual abuse or sexual harassment to correctional staff so that any potential victim may be protected and the assailant can be prosecuted to the fullest extent of the law.

Definitions

Sexual Abuse: Sexual abuse is defined as the following conduct between persons, regardless of gender.

There are two categories of sexual abuse:

1. Sexual abuse of an inmate by another inmate; and
2. Sexual abuse of an inmate by a staff member, contractor, vendor or volunteer.

Sexual abuse of an inmate by another inmate includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
2. Contact between the mouth and the penis, vulva, or anus;

INMATE HANDBOOK
ATTACHMENT I
Page 1 of 8

3. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
4. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

Sexual abuse of an inmate by a staff member, vendor, contractor, or volunteer includes any of the following acts, with or without consent of the inmate:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
2. Contact between the mouth and the penis, vulva, or anus;
3. Contact between the mouth and any body part where the staff member, contractor, vendor or volunteer has the intent to abuse, arouse, or gratify sexual desire;
4. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
5. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
6. Any attempt, threat, or request by a staff member, contractor, vendor or volunteer to engage in the activities described in paragraphs 1- 5 of this section;
7. Any display by a staff member, contractor, vendor or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, and
8. Voyeurism by a staff member, contractor, vendor or volunteer. Voyeurism means an invasion of privacy of an inmate for reasons unrelated to official duties.

Sexual Harassment: Sexual harassment is defined as the following conduct between persons regardless of gender:

1. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate directed toward another; and
2. Repeated verbal comments or gestures of a sexual nature to an inmate, by a staff member, contractor, vendor or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Consensual sexual contact or intimate activity including, but not limited to, hand holding, hugging, kissing or fondling between inmates is also strictly prohibited and may lead to disciplinary action against the participant(s).

Prevention

The Connecticut Department of Correction has established policies and procedures to help prevent sexual abuse and sexual harassment within its facilities. These policies include screening of inmates upon admission for risk of victimization or abuse, proper classification and housing of inmates, inmate education during orientation, multiple methods for reporting incidents of sexual abuse or sexual harassment, and staff training to recognize warning signs of possible sexual abuse.

As an inmate, you can take steps to reduce the possibility of being the victim of sexual abuse.

Some of those steps are:

- Carry yourself in a confident manner. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Trust your instincts. If you sense a situation is dangerous, it probably is.
- Do not accept gifts or favors from others. Most gifts come with strings attached.
- Do not accept an offer from another inmate to be your protector.
- Be alert! Contraband substances such as drugs and alcohol will weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do.
- Choose your associates wisely. Look for people involved in positive groups and activities.
- Promptly report any concerns regarding sexual abuse or sexual harassment to a staff member.

Reporting

Individuals who sexually abuse and/or harass inmates can only be disciplined or prosecuted if the incident is reported. If you become a victim of sexual abuse or sexual harassment, you should report it immediately to any facility staff. The employee to whom you report any such

incident will take immediate action to ensure your safety and will document the report in writing. Appropriate notifications through the facility chain of command and, if applicable, a law enforcement agency will be completed. You will be referred for a medical exam, clinical assessment and treatment to the extent appropriate under the circumstances. You do not have to name the assailant in order to receive medical treatment. All medical and mental health treatment resulting from a report of sexual abuse or sexual harassment is provided free of charge to the victim. Even though you may want to clean up after the incident, ***it is important that you see medical staff before you shower, wash, brush your teeth, drink, eat, change clothing, or use the bathroom.*** Medical staff will examine you for injuries, which may or may not be obvious to you. A medical professional may perform a forensic medical exam to collect evidence if it is deemed appropriate to do so.

You have the right to refuse the examination. However, if you have been the victim of sexual abuse, it is critical to collect as much evidence as possible.

Medical information gathered during this exam and any subsequent treatment is confidential. You must sign a medical release in order for the medical information to be used as evidence of sexual abuse. You have the right to refuse to sign the medical release.

Sexual abuse is a serious matter. The Department of Correction will investigate all reports of sexual abuse and sexual harassment.

Allegations of sexual abuse that are deemed to be criminal in nature will be investigated by the Connecticut State Police. Perpetrators will be subject to a full range of criminal and administrative actions.

It is never appropriate for a staff member to make sexual advances, comments, or engage in sexual contact or intimate activity with an inmate. Even if the inmate wants to be involved with the staff person, the staff person is prohibited from such conduct.

It is not appropriate for an inmate to approach a staff person for the purposes of sexual activity.

The Department of Correction will seek termination and criminal prosecution of employees, contractors, vendors and volunteers who are found to have engaged in sexual abuse.

An inmate may report **SEXUAL ABUSE** in one of the following ways:

- 1) Verbally to any facility staff.
- 2) In writing to any facility staff.

- 3) In writing via an Administrative Remedy form.
- 4) In writing to the appropriate Unit Administrator.
- 5) In writing to the appropriate District Administrator.
- 6) In writing to the PREA Investigation Unit.
- 7) In writing to the DOC Security Division.
- 8) Via telephone to the Connecticut State Police.
- 9) Via telephone to the DOC Sexual Abuse Hotline
- 10) Via telephone to the Connecticut Sexual Assault Crisis Services Hotline.

An inmate may report **SEXUAL HARASSMENT** in one of the following ways:

- 1) Verbally to any facility staff.
- 2) In writing to any facility staff.
- 3) Via telephone to the **Connecticut Alliance to End Sexual Violence (formerly CONNSACS)** Hotline.
- 4) In writing to the appropriate Unit Administrator.
- 5) In writing to the PREA Investigation Unit.
- 6) In writing to the DOC Security Division.

As part of the investigation of your report of sexual abuse or sexual harassment you may be requested to provide a written statement detailing the facts and circumstances of the incident to the assigned Investigator. Any personal property of yours that may contain evidence pertinent to the investigation may be taken for use as evidence by DOC officials or the Connecticut State Police. If your report of sexual abuse leads to administrative or criminal charges against another person, you may be required to testify as a witness in any related proceedings.

Sexual abuse and sexual harassment investigations are **CONFIDENTIAL** matters. Do not discuss your involvement in any such investigation with anyone not directly related to the resolution of the investigation.

Staff and inmates are prohibited from acts of retaliation against you for reporting allegations of sexual abuse or sexual harassment. Retaliation includes, but is not limited to, any intimidation, threat, coercion, disciplinary action, discrimination or verbal abuse directly related to the reporting of sexual abuse or sexual harassment.

Inmates who knowingly make false allegations regarding sexual abuse or sexual harassment and retaliation may be subject to administrative disciplinary sanctions or criminal prosecution in accordance with Administrative Directive 9.5 and all applicable Federal, State or Local laws.

The following is the contact information including telephone numbers and addresses for purposes of reporting sexual abuse.

Mailing Addresses/Phone Numbers:

Connecticut State Police

1111 Country Club Road

Middletown, CT. 06457

*9333#

PREA Investigation Unit

954 Highland Avenue

Cheshire, CT. 06410

*9222#

DOC Security Division

24 Wolcott Hill Road

Wethersfield, CT. 06109

District 1 Administrator Bridgeport CC, Carl Robinson CI, Cheshire CI, Corrigan-Radgowski CC, Garner, CI, Hartford CC, MacDougal-Walker CI, New Haven CC, Northern CI, Osborn CI.

1153 East Street South

Suffield, CT. 06078

District 2 Administrator Brooklyn CI, Manson Youth Institution, Willard-Cybulski CI, York CI.

944 Highland Avenue

Cheshire, CT. 06410

INMATE HANDBOOK

ATTACHMENT I

Page 6 of 8

Connecticut Alliance to End Sexual Violence (formerly CONNSACS):

96 Pitkin Street

East Hartford, CT. 06108

Certified sexual assault crisis counselors and advocates are available to provide free and confidential counseling and 24/7 hotline support. Call the Connecticut Alliance to End Sexual Violence Hotline at *9444# to be connected to an advocate at one of nine community based programs in Connecticut.



WE BELIEVE YOU.

Sexual contact without your consent is wrong and it's a crime. Sexual violence can include the use of coercion, manipulation, threats, intimidation, force, or abuse of power. **No matter what the circumstances were, help is available.**

All services provided by sexual assault crisis programs in Connecticut are **free and confidential**. They provide:

- certified sexual assault victim advocates
- 24/7 hotline services in English and Spanish
- short-term counseling for individuals
- information and referrals to other social and legal services
- accompaniment and support in hospitals, police departments and courts

WE CAN HELP.

Call the 24/7 free and confidential statewide hotline.

English:

1-888-999-5545

Español:

1-888-568-8332

**CONNECTICUT ALLIANCE
TO END SEXUAL VIOLENCE** 
Support. Advocate. Prevent.

formerly CONNSACS

INMATE HANDBOOK
ATTACHMENT I
Page 7 of 8

SEXUAL ASSAULT CRISIS PROGRAMS

WOMEN & FAMILIES CENTER

Meriden Office: 203-235-9297
Middletown Office: 860-344-1474
New Haven Office: 203-389-5010
Hotline: 203-235-4444
Executive Director: Robyn Jay-Bage
Program Director: Carissa Conway

SUSAN B. ANTHONY PROJECT

Torrington Office: 860-489-3798
Hotline: 860-482-7133
Executive Director: Jeanne Fusco
Program Director: Michelle Marone-Pillsbury

THE CENTER FOR FAMILY JUSTICE

Bridgeport Office: 203-334-6154
Hotline: 203-333-2233
President and CEO: Deb Greenwood
Program Director: Amanda Posila

WOMEN'S CENTER OF GREATER DANBURY

Danbury Office: 203-731-5200
Hotline: 203-731-5204
President and CEO: Patricia Zachman
Chief Operating Officer: Suzanne Adam

RAPE CRISIS CENTER OF MILFORD

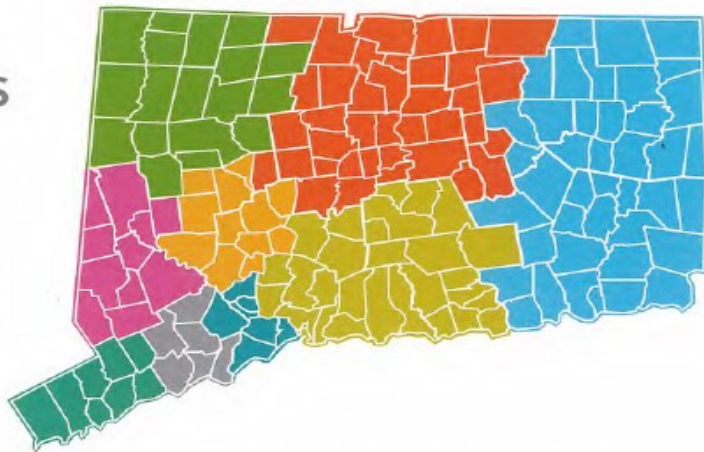
Milford Office: 203-874-8712
Hotline: 203-878-1212
Executive Director: Antonio Vitti
Director of Victim Services: Peggy Pisano

THE CENTER FOR SEXUAL ASSAULT CRISIS COUNSELING & EDUCATION

Stamford Office: 203-348-9346
Hotline: 203-329-2929
Executive Director: Ivonne Zucco

SEXUAL ASSAULT CRISIS CENTER OF EASTERN CONNECTICUT

Willimantic Office: 860-456-3595
Hotline: 860-456-2789
New London Office: 860-442-0604
Hotline: 860-437-7766
Executive Director: Georgette Katin
Associate Director: Maria Busineau



SAFE HAVEN OF GREATER WATERBURY

Waterbury Office: 203-753-3613
Hotline: 203-753-3613
Executive Director: Lee Schlesinger
Program Director: Melissa Malagutti

YWCA NEW BRITAIN SEXUAL ASSAULT CRISIS SERVICE

New Britain Office: 860-225-4681
Hotline: 860-223-1787
Hartford Office: 860-225-4681
Hotline: 860-547-1022
Executive Director: Robin Sharp
Program Director: Caitlin Reese

STATEWIDE HOTLINE

English: 1-888-999-5545
Español: 1-888-588-8332

Connecticut Alliance to End Sexual Violence
96 Pitkin Street, East Hartford, CT 06108
Office: 860-282-9881 Fax: 860-291-9335
EndSexualViolenceCT.org

**CONNECTICUT ALLIANCE
TO END SEXUAL VIOLENCE** 
Support. Advocate. Prevent.

formerly CONNSACS

INMATE HANDBOOK
ATTACHMENT I
Page 8 of 8