

**Northern Correctional Institution
Administrative Segregation Program**

Administrative Segregation (A.S.): Placement of an inmate on a Restrictive Housing Status that results in a segregation of the inmates whose behavior while incarcerated poses a threat to the security of the facility or a risk to the safety of staff or other inmates. This inmate has demonstrated through his behavior that he is not appropriate for continued placement in general population and that he can no longer be safely managed in general population.

A.S. Placement: Inmates that are transferred to Northern will be afforded a hearing to determine if they will be placed on Administrative Segregation Status. Upon arrival, the inmate will be placed on Administrative Detention pending the Administrative Segregation investigation and hearing. The hearing will be conducted by a Hearing Officer assigned by the Director of Offender Classification and Population Management. A recommendation will be forwarded to the Director of Offender Classification and Population Management. This process can take up to thirty days.

Appeals: An inmate may appeal the decision to be placed on Administrative Segregation Status to the Deputy Commissioner of Operations.

Administrative Segregation Program: The Administrative Segregation Program at Northern is organized as a Transitional Phase Program. There are three phases that inmates must complete before any recommendation is made by the Unit Administrator for return into general population. The entire program shall at a minimum be a 10-month period. Phase I of the program is held at Northern CI and Phase 2/3 is held at Cheshire CI.

Program Philosophy: The three phase Administrative Segregation Program at Northern operates on the basic assumption that inmates who engage in aggressive, violent, disruptive behavior, or who pose an imminent risk to the public, staff, or other inmates require a highly structured and secure environment. Within this environment, inmates are held accountable for their action while learning coping skills necessary to allow their safe return to general population.

Phase I: This is the beginning phase of the Administrative Segregation Program held at Northern CI. This portion of the program is a minimum of 120 days before any review for progression to Phase II. Below is a summary of the program restrictions and privileges.

- *Inmates are removed from their cells in full restraints at all times.*
- *Inmates are allowed to spend a maximum of \$25.00 per week for commissary items (if not on any sanctions).*
- *Inmates are allowed one 15-minute telephone call per week (if not on any sanctions).*
- *Inmates are allowed one 30-minute non-contact visit per week with immediate family only (if not on any sanctions).*
- *Inmates receive recreation one hour per day seven days a week.*
- *Inmates receive three showers per week.*
- *Inmates are precluded from any work assignments.*
- *Inmates are allowed a radio. There are no televisions permitted.*
- *Inmates participate in following programs while on A.S. Status: In cell programming "Making the Most of Your Time." Out of Cell Programming "Start Now" Unit 1 an evidence-informed skills therapy designed to treat offenders with behavioral disorders and associated behavioral problems; "Smarts" a program to address inmate basic functioning needs like impulse control and sleep issues. In addition, inmates under 21 who are managed in accordance with Connecticut General Statutes on Special Education are provided with Special Education Classes.*
- *A multidisciplinary team comprised of Unit Administrator, Deputy Warden, Unit Manager, Unit Staff and Mental Health Staff shall develop individualized management plans for inmates in Phase 1 to identify benchmarks and motivators to progress to Phase 2.*
- *All meals are served inside the cell.*

Phase II: *Inmates that successfully complete Phase I at Northern CI are reviewed for progression to Phase II at Cheshire CI by a committee made up at Northern CI of: the Unit Administrator, Deputy Warden, Unit Managers, Shift Commanders, Counselor Supervisors, Correctional Counselors, Correctional Treatment Officers, Correctional Officers, Mental Health Providers, Intelligence Officer, Disciplinary Coordinator. To progress to Phase II the inmate must have: completed 4-months in Phase I, all Punitive Segregation time, remained Class "A" disciplinary report free for 60 days, remained Class "B" disciplinary report free for 30 days, and remained Class "C" disciplinary report free for 30 days. Phase II is a minimum of 90-days. Below is a summary of the program restrictions, privileges and groups.*

- *Inmates for the first thirty days when released from their cell shall be hand cuffed in the front. After thirty days restraints are not authorized unless for movement outside the unit or while waiting placement back into Administrative Segregation Phase I or Punitive Segregation.*
- *Inmates are housed two per cell.*
- *Inmates are allowed to spend a maximum of \$30.00 per week for commissary items (if not on any sanctions).*
- *Inmates are allowed two 15-minute telephone calls per week (if not on any sanctions).*

- *Inmates are allowed **two** 30-minute **non-contact** visits per week with immediate family only (if not on any sanctions).*
- *Inmates receive one hour of **recreation** per day per seven days a week without any restraints.*
- *Inmates receive three **showers** per week.*
- *Inmates may **work** in the unit at the discretion of the Unit Manager. However, they are not eligible for seven-day jobs.*
- *Inmates are allowed a radio. There are no televisions permitted.*
- ***Special Education Programming** continues in Phase II.*
- *During Phase II, inmates must complete two groups: **Orientation/Communication and Anger Management**.*
- *All meals are served inside the cell.*

Phase III: *Inmates that successfully complete Phase II at Cheshire CI are reviewed for progression to Phase III at Cheshire CI by: the Deputy Warden of Programs and Services, the Unit Manager, Counselor Supervisor, Correctional Counselor, Correctional Treatment Officer and the Unit Correctional Officers. To progress to Phase III the inmate must have: been in Phase II for 90- days, completed all programs in Phase II, remained Class “B” disciplinary report free for 90-days, Class “C” disciplinary report free for 60-days, completed all disciplinary sanctions and maintained a positive attitude towards staff and the program. This last phase of the program is a minimum of 90-days.*

- *Restraints are not authorized unless for movement outside the unit or while waiting placement back into Administrative Segregation Phase I or Punitive Segregation.*
- *Inmates are housed two per cell.*
- *Inmates are allowed to spend a maximum of **\$35.00** per week for commissary items (if not on any sanctions).*
- *Inmates are allowed **three** 15-minute **telephone** calls per week (if not on any sanctions).*
- *Inmates are allowed **three** 30-minute **non-contact** visits per week with family that has been approved to visit (if not on any sanctions).*
- *Inmates receive one hour of **recreation** per day seven days a week without any restraints. During Phase III, the inmates also participate in recreational sponsored programs: **Interactive Skill Building and Passive Recreation**.*
- *Inmates receive three **showers** per week.*
- *Inmates may **work** in the unit at the discretion of the Unit Manager. However, they are not eligible for seven-day job credit.*
- *Inmates are allowed a radio. There are no televisions permitted.*
- ***Special Education Programming** continues to Phase III.*
- *During Phase III inmates must participate and complete the following groups: **Relapse Prevention, How to Deal With Your Problems and Do Your Bid, Bridge Group and Interactive Skill Building**.*
 - *Meals may be served out of cell.*

Criteria for return to Phase I: Phase II inmates may be returned to Phase I at Northern CI for the following reasons after review by the Unit Administrator and consultation with the District Administrator:

- Class "A" disciplinary report.
- Class "B" or "C" multiple disciplinary reports.
- Punitive Segregation received as a sanction on a disciplinary report.
- Refusal to participate in any Phase II Programming.
- Poor attitude
- Lack of Motivation

Criteria for return of Phase III: Phase III inmates may be returned to either Phase I at Northern CI or Phase II at Cheshire CI for the following reasons after review by the Unit Administrator and consultation with the District Administrator:

- Class "A" disciplinary reports (Phase I).
- Punitive Segregation received as a disciplinary sanction (Phase II or I).
- Refusal to participate in Phase III programming (Phase II or I).
- Class "B" disciplinary reports (Phase II).
- Multiple Class "C" or informal reports (Phase II).
- Poor Attitude (either Phase II or I).
- Lack of motivation (either Phase II or I).
- Poor work reports (either Phase II or I).
- Multiple class "B" or "C" disciplinary reports including poor work report (Phase II or I).

Inmates that Discharge from Administrative Segregation at Northern: If an inmate discharged on Administrative Segregation status, the admitting facility has 15 days to review the inmate for continued A.S. status, the inmate will not automatically be returned to his classification of "AS" status, or be housed at NCI immediately when he re-offends and returns to the Department of Corrections jurisdiction. The intake facility will conduct a review for both the initial placement and determination of continued A.S. status. The inmate shall be maintained on Administrative Detention status at the facility pending the review.

Return to General Population: Inmates that complete 90-days in Phase III, remained Class "B" disciplinary report free for 90 days, Class "C" disciplinary report free for 60-days, completed all programming and maintained a positive attitude toward staff and the program may be considered for return into general population. To return to general population, inmates must have successfully completed all three phases of the Administrative Segregation Program. A recommendation for removal is generated by the Unit Manager, reviewed by the Deputy Warden of Programs and Services and endorsed by the Unit Administrator. The removal package is forwarded to the Director of Offender Classification and Population Management.

**Northern Correctional Institution
Special Needs Management Program**

Special Needs (SN): A placement status for inmate who have demonstrated behavioral qualities either through the serious nature of their crime, behavior, or through reasonable belief that they pose a threat to the safety and security of staff, other inmates, themselves or the public.

SN Placement: Special Needs Management shall be authorized at the Northern, Garner and MacDougall-Walker (Walker Building) Correctional Institutions for adult males, Manson Youth Institution for youth males, and York Correctional Institution for females. The Special Needs Management Hearing Officer shall conduct a hearing to consider classification assignment to Special Needs Management. The Special Needs Management Hearing Officer shall examine evidence to support the classification including the inmate's and/or any witness statements as well as a recommendation from the DOC Director of Psychiatric Services and the Unit Administrator.

SN Management: Inmates placed on Special Needs Management status shall be managed in accordance with the Restrictive Housing Status - Provisions and Management Standards. An individualized facility management plan for each inmate on Special Needs Management Status shall be developed collaboratively by the facility custody and mental health staff, and reviewed and approved by the DOC Director of Psychiatric Services. The individualized facility management plan shall include recommendations to assist the inmate in achieving removal from Special Needs Management status.

- Inmates assigned on Special Needs Management shall be housed in the 1-East, 1-West Units
- Inmates' restraint status shall be determined by the inmate's mental health treatment plan and appropriate custody protocols.
- Inmates are allowed to spend a maximum of \$50.00 per week for commissary item (if not on any sanctions).
- Inmates shall be allowed three (3) One Hour non-contact visits per week with immediate family only (if no on any sanctions).
- Inmates receive two (2) hours per day six (6) days a week that may include access to the Unit Dayrooms, Exterior Recreation Enclosures or Gymnasium; based upon an individual's restraint status.
- Inmates shall receive showers Monday thru Saturday
- Inmates may be assigned a work assignment as determined by the Unit Administrator.
- Inmates may be allowed to retain a radio and/or a television or as otherwise directed by the inmate's mental health treatment plan.
- All meals are served inside the cell.

SN Review & Release: *A classification hearing for each inmate classified to Special Needs Management status shall be held at a minimum of every six (6) months. Each inmate classified to Special Needs Management status shall be reviewed by a mental health professional after 30 days of initial placement and every 90 days thereafter. Release from Special Needs Management status shall be determined by the Director of Offender Classification and Population Management in consultation with the Commissioner or designee.*

**Northern Correctional Institution
High Bond Unit**

High Bond (HB) Unit: *The High Bond unit is a specialized unit that houses inmates who are awaiting disposition of charges and who carry a high bond of usually \$850,000 and higher, serious felony charges, inactive court dates, or a combination of these criteria.*

HB Placement: *High Bond offenders at NCI are placed due to inactive court dates extending well into the future thereby freeing up bed space at Correctional Centers for inmates with active cases. Additionally, the High Bond Unit will be utilized to house un-sentenced inmates who are considered a high profile or whose alleged crimes have a high level of media attention.*

HB Management: *At Northern High Bond inmates will be housed in the 3-East & 3-West Housing Units and will be managed as those in a Level-4 General Population Unit or facility.*