TO: News Media Outlets

RE: Cybulski Community Reintegration Center Rededication Ceremony

WHEN: Tuesday, April 21, 2015

WHERE: Willard-Cybulski Correctional Institution Enfield, CT

TIME: 10:00 A.M.

The Cybulski Community Reintegration Center rededication ceremony shall begin promptly at 10:00 a.m. at the Cybulski Correctional Institution. Entry to the building will begin at 9:00 a.m.

The Dedication Ceremony Agenda will include:

- A formal rededication ceremony with Governor Malloy expected to speak.
- A tour of the Cybulski Community Reintegration Center - No cameras, audio-recorders, electronic devises allowed on tour.
- An opportunity for on-camera interviews of inmates and Department of Correction facility administrators following the rededication ceremony.

An exception, to the department’s standard policy prohibiting on-camera and audio-recording, has been granted for portions of this event.

News media attendance will be limited to a total of twenty-five (25) seats. Up to two (2) seats per news media outlet (one reporter and/or one photographer), on a first come, first serve basis.

To Attend: Contact the Connecticut Department of Correction’s Office of Public Information at doc.pio@ct.gov, (clearly note “DEDICATION CEREMONY” in the subject line) no later than 3:00 p.m. on Friday, April 18, 2015 with a completed background check application form for each news media representative attending and attached to the email (see attached form).

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The Public Information Office will confirm approval for (or denial of) attendance. You will need a valid photo identification and pass through a metal detector in order to enter the facility.

NO cell phones, paging devices, backpacks, briefcases and/or handbags of any kind are allowed. They must be left in your vehicle.

One laptop, a paper notepad and a pen or pencil per news media seat, will be permitted.

Wifi is not available.

A staging area will be provided outside the facility for additional reporting after the ceremony.

NO video, still photography and/or parking of media broadcast vehicles will be permitted on any undesignated portion of prison property.

DIRECTIONS:

Willard-Cybulski Correctional Institution
391 Shaker Road
Enfield, Connecticut 06082 (860) 763-6100

From I-91 North:

Take I-91 north to Enfield, exit 48 (route 220). Take a right at the end of the ramp onto Elm Street (east). Go approximately one mile to a fork in the road. There is a traffic light at the fork. Bear left at the fork and go straight for several miles. Carl Robinson Correctional Institution is the first facility on the left. At the stop sign, continue straight. The Willard Building of the Willard-Cybulski Correctional Institution is the second left. The Cybulski Building of the Willard-Cybulski Correctional Institution is the third left, approximately 1/2 mile after the Willard Building.