
 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	<p>Directive Number 9.8</p>	<p>Effective Date 05/12/2025</p>	<p>Page 1 of 7</p>
<p>Approved By</p>  <p>Commissioner Angel Quiros</p>	<p>Supersedes</p> <p>Furloughs, dated 7/20/15</p> <p>Title</p> <p>Furloughs</p>		

1. Policy. The Department of Correction may provide furlough opportunities to eligible inmates consistent with public safety, rehabilitation and sound correctional practices.
2. Authority and Reference.
 - a. Connecticut General Statutes, Sections 14-215(c), 14-227(a), 14-227(k), 14-227(m), 18-81, 18-101a (as amended by Public Act 09-7, Section 35, September Special Session), 53a-169, 54-127 and 54-231.
 - b. Administrative Directives 4.5, Victim Services; 6.4, Transportation and Community Supervision of Inmates; 6.6, Reporting of Incidents; 9.5, Code of Penal Discipline; 9.6, Inmate Administrative Remedies; 10.5, Public Service Work; and 11.3, Remand of Offenders to Actual Custody.
3. Definitions and Acronyms. For the purposes stated herein, the following definitions and acronyms apply:
 - a. COLLECT. Connecticut Online Law Enforcement Communications Teleprocessing.
 - b. CRU. Community Release Unit.
 - c. Electronic Database System. A database used to collect, organize and retain inmate information electronically.
 - d. Furlough. The discretionary release of an inmate to community supervision for an authorized purpose as outlined in Section 4 of this Directive and permitted by Section 18-101a of the Connecticut General Statutes (as amended by Public Act 09-7, Section 35, September Special Session).
 - e. Medical Furlough. The discretionary release of an inmate to obtain medical services not otherwise available.
 - f. PCS. Parole and Community Services.
 - g. Reentry Furlough. The discretionary release of an inmate to an approved residence in the community for any compelling reason consistent with rehabilitation, prior to a planned discharge or release to discretionary parole during which the inmate must report to a parole officer in lieu of returning to a correctional facility.
 - h. Reintegration Furlough. The discretionary furlough of an inmate participating in a community reintegration program for any authorized purpose consistent with rehabilitation that supports the inmate's preparation for successful community reintegration upon discharge from the Department of Correction.
 - i. Sponsor. An individual who agrees to allow an inmate on community supervision to reside at their residence and who has been approved by PCS staff. PCS staff may authorize an offender to self-sponsor.
 - j. Self-Sponsor. An offender may reside by themselves in cases where they have secured their own residence.
 - k. Workforce Sponsor. A company who agrees to allow an inmate to work at their place of business and who has been approved by the facility Unit Administrator for reintegration furlough.
4. Authorized Purposes for Furlough. The Commissioner of Correction or designee, may extend the limits of the place of confinement of an inmate as to whom there is reasonable belief he or she will honor his or her trust, by authorizing the inmate under prescribed conditions to visit and/or reside at a specifically designated place or places, within or without the state, for periods not exceeding 45 days and return to the same or another institution or facility. Such periods may be renewed at the discretion of the Commissioner or designee. Such furlough may be granted only to permit:
 - a. the obtaining of medical services not otherwise available;
 - b. the contacting of prospective employers; or,
 - c. any compelling reason consistent with rehabilitation.

Directive Number 9.8	Effective Date 05/12/2025	Page 2 of 7
Title Furloughs		

5. Suitability Factors. The Unit Administrator, Director of Community Release Unit(CRU), or Director of Parole and Community Services(PCS) shall consider the following factors when reviewing an inmate for furlough participation:
 - a. Public safety;
 - b. criminal history, to include: severity and patterns of violence; sexual offenses; escape; institutional behavior; significant history of domestic violence; and Security Risk Group affiliation;
 - c. program need or benefit to include: substance abuse; mental health status; and prior program participation/failure;
 - d. any record of victim concerns to include any active restraining orders or victim notifications; and,
 - e. any prior performance on community supervision.
6. Duration and Frequency of Furlough.
 - a. Medical furloughs may be authorized by the Commissioner or designee for up to 15 days and renewed as required.
 - b. Reentry furloughs may be authorized for up to 45 days prior to a scheduled discharge from incarceration or a voted to Parole date established by the Board of Pardons and Paroles.
 - c. The frequency of furloughs other than a reintegration furlough for offenders supervised in the community shall be at the discretion of the Director of PCS or designee.
 - d. The frequency of reintegration furloughs shall be at the discretion of the Unit Administrator or designee.
 - e. An offender under the supervision of Parole and Community Service may be allowed to participate in community programming and a furlough shall not be required for such participation.
7. 45-Day Reentry Furlough. 45-day reentry furloughs may be authorized up to 45 days in advance of an inmate's end of sentence date. For inmates housed in a correctional facility, these furloughs may be granted to provide an opportunity to secure a stable residence.
 - a. Eligibility Criteria.
 - i. The inmate shall be classified as an overall level 1, 2 or 3.
 - ii. Class A or B disciplinary reports, which are not deemed to impact staff or public safety, may be waived at the discretion of the Director of the Community Release Unit or designee.
 - iii. The inmate shall have a proposed sponsor.
 - iv. An inmate's eligibility for furlough shall be based on the current maximum release date.
 - v. There shall be no current parole violations for which a revocation hearing has not been held.
 - vi. The following situations shall make an inmate ineligible for 45-day reentry furlough:
 1. An inmate shall not be eligible for a 45-day reentry furlough during the mandatory portion of a sentence for Driving While Intoxicated, (Section 14-227(a), Section 14-227(k) or Section 14-227(m) of the Connecticut General Statutes), Driving Under Suspension offense that originally was related to Driving While Intoxicated (Section 14-215(c) of the Connecticut General Statutes) or any other Connecticut General Statutes pertaining to motor vehicle offenses, in which the mandatory term of imprisonment may not be suspended or reduced in any manner;
 2. inmates with cases pending. This includes all out of state pending charges unless it has been verified that the other state or jurisdiction does not wish to seek extradition. If the pending charge(s) is a level four (4) offense, then the inmate shall not be eligible even if the other state or jurisdiction does not choose to extradite the inmate;
 3. inmates being held for or released directly to special parole;
 4. inmates with a sexual treatment needs score of 4 or 5;

Directive Number 9.8	Effective Date 05/12/2025	Page 3 of 7
Title Furloughs		

5. inmates currently designated with the following status(s): SRG(Security Risk Group), CD(Chronic Discipline), SN(Special Needs), HS(High Security) and/or SM(Special Monitoring);
6. inmates with a sentence of two (2) years or less.
 - a. They will be eligible for Transitional Supervision in accordance with criteria outlined in Administrative Directive 9.2, Objective Classification; and,
7. inmates who have been convicted of a domestic violence offense as part of their instant offense (IO), or are serving a sentence for Violation of Probation for which the violation was domestic violence in nature.
 - a. Inmates with a history of domestic violence (HD) who have not completed a domestic violence program may be reviewed on a case-by-case-basis for consideration of a reentry furlough, utilizing the offense information for offense details.

b. Application and Decision.

- i. When considering an inmate for a 45-day reentry furlough, the Unit Administrator or designee shall initiate form CN 9801, Furlough Application/Decision through the Electronic Database System.
- ii. Upon authorization from the Commissioner, the Director of CRU or designee may approve all initial 45-day reentry furloughs by completing a CN 9804, Reentry Furlough Agreement and C1, Community Release Decision Sheet. Notification shall be made to the inmate.
- iii. The Director of CRU may deny a 45-day reentry furloughs request. The reason for the denial shall be documented on form C1, Community Release Decision sheet and form CN 9202, Inmate Classification History Log in Section 5 of the inmate's master file. Notification shall be made to the inmate.

8. Parole and Community Services (PCS) Reentry Furlough. PCS reentry furloughs may be authorized up to 45 days in advance of an offender's voted-to-parole date for offender in the facility or on Community Supervision, or an end of sentence date for offenders on Community Supervision. These furloughs may be granted to provide offenders with an opportunity to participate in assessments and programs, for employment and educational opportunities, and/or to secure a stable residence. Such periods may be renewed at the discretion of the Director of PCS or designee.

a. PCS Reentry Furlough to Voted-to-Parole (VTP) Date.

i. Eligibility and Criteria.

1. The offender shall have a proposed sponsor to include self-sponsor.
2. The offender shall have served a minimum of forty percent (40%) of the estimated length of confinement.
3. An offender's eligibility shall be based on VTP date.
4. An offender must be serving a 50% parole eligibility offense.
5. The following situations shall make an offender ineligible for release to PCS reentry furlough to VTP date:
 - a. class A or B disciplinary reports, unless waived by the Director of Parole and Community Services;
 - b. offenders being released directly to transfer parole;
 - c. offenders with a Special Parole term currently running;
 - d. an offender shall not be eligible for a PCS reentry furlough during the mandatory portion of a sentence for Driving While Intoxicated (Sections 14-227(a), 14-227(k), or 14-227(m) of the Connecticut General Statutes), Driving Under Suspension offense that originally was related to Driving While Intoxicated (Section 14-215(c) of the Connecticut General Statutes) or any other Connecticut General Statutes pertaining to motor vehicle offenses, in which the mandatory term of imprisonment may not be suspended or reduced in any manner;
 - e. offenders with cases pending. This includes pending out of state charges unless it has been verified that the other state or jurisdiction does not wish to seek extradition. If the pending charge(s) is a level four (4) offense, then the offender shall not

Directive Number 9.8	Effective Date 05/12/2025	Page 4 of 7
Title Furloughs		

be eligible even if the other state or jurisdiction does not choose to extradite the offender;

- f. an offender whose parole has been rescinded or revoked then re-paroled or reinstated by the Board of Pardons and Parole;
- g. there shall be no current parole violations for which a revocation hearing has not been held;
- h. offenders for whom the voted-to-parole date has been off-set by the Board of Pardons and Paroles; and,
- i. offenders whose parole conditions include the completion of a facility based program or fine payment may not be considered for furlough until the offender has satisfied this stipulation(s).

ii. Application and Decision.

- 1. The Director of PCS or designee shall review an offender for PCS reentry furlough to VTP date on a case-by-case-basis.
- 2. A decision shall be documented in the electronic database system.
- 3. Any determination made not to release an offender to a PCS reentry furlough to VTP date by a Parole Supervisor, shall result in a case conference with the Deputy Director of Parole and Community Services for final decision.
- 4. If an offender is not released to a PCS reentry furlough, it shall have no impact on the established discretionary release approval.

b. PCS Reentry Furlough from Community Release Supervision to End-of-Sentence (EOS).

i. Eligibility and Criteria.

- 1. The offender shall have a proposed sponsor to include self-sponsor.
- 2. Eligibility for PCS reentry furlough to EOS for offenders out on community release supervision shall be based on the maximum release date.
- 3. The offender may have Special Parole to follow and shall be reviewed by the Director of Parole and Community Services on a case-by-case-basis.
- 4. An offender shall not be eligible for a PCS reentry furlough during the mandatory portion of a sentence for Driving While Intoxicated (Sections 14-227(a), 14-227(k), or 14-227(m) of the Connecticut General Statutes), Driving Under Suspension offense that originally was related to Driving While Intoxicated (Section 14-215(c) of the Connecticut General Statutes) or any other Connecticut General Statutes pertaining to motor vehicle offenses, in which the mandatory term of imprisonment may not be suspended or reduced in any manner.
- 5. Offenders with cases pending shall not be eligible for PCS reentry furlough from community release supervision to EOS. This includes pending out-of-state charges unless it has been verified that the other state or jurisdiction does not wish to seek extradition. If the pending charge(s) is a level four (4) offense, then the offender shall not be eligible even if the other state or jurisdiction does not choose to extradite the offender.

ii. Application and Decision.

- 1. When considering an offender for a PCS reentry furlough to EOS, the Director of PCS or designee shall initiate form CN 9801, Furlough Application/Decision Sheet, and complete form CN 9804, Reentry Furlough Agreement.
- 2. Upon authorization from the Commissioner, the Director of PCS or designee may approve all initial furloughs by completing form CN 9801, Furlough Application/Decision Sheet.
- 3. The Director of PCS may deny a furlough request. The reason for the denial shall be documented on form CN 9801, Furlough Application/Decision Sheet.

9. Reintegration Furlough. Reintegration furloughs are available to eligible inmates currently housed in a correctional facility. Reintegration furloughs may be granted to provide work or attendance to an established worksite, company, training facility, or academic institution that has partnered with the Connecticut Department of Correction.

Directive Number 9.8	Effective Date 05/12/2025	Page 5 of 7
Title Furloughs		

This initiative supports the inmate's preparation for successful reintegration into the community upon discharge.

a. Eligibility and Criteria.

- i. The inmate shall be classified as an overall level 1, 2 or 3.
- ii. Class A, B and C disciplinary reports, which are not deemed to impact staff or public safety, may be waived at the discretion of the Unit Administrator or designee.
- iii. The inmate shall have a verified reason for the furlough, an approved destination, and workforce sponsor.
- iv. Approved destinations for inmates participating in community reintegration programs may include but are not limited to job interviews, employment, pre-employment or vocational training, schools or academic institutions, and community service programs.
- v. Transportation to and from approved community reintegration destinations shall be provided by the facility the inmate is being housed at.
- vi. The inmate shall have served a minimum of 30 days of their sentence, and shall have no more than forty eight (48) months remaining on their sentence or have served forty percent (40%) of their estimated length of confinement.
- vii. An inmate's eligibility for furlough shall be based on the maximum release date or voted to parole date and shall not be based on parole eligibility.
- viii. An inmate may be considered for a Reintegration furlough during the mandatory portion of a sentence for Driving While Intoxicated (Sections 14-227(a), 14-227(k) and 14-227(m) of the Connecticut General Statutes), or driving under suspension offense that originally was related to Driving While Intoxicated (Section 14-215(c) of the Connecticut General Statutes).
- ix. The following situations shall make an inmate ineligible for release to reintegration furlough:
 1. An inmate found guilty of an intentional/direct assault on a Department of Correction employee during the current incarceration, shall be ineligible for furlough consideration unless waived by the appropriate District Administrator;
 2. inmates with cases pending. This includes all out-of-state pending charges unless it has been verified that the other state or jurisdiction does not wish to seek extradition. If the pending charge(s) is a level four (4) offense, then the inmate shall not be eligible even if the other state or jurisdiction does not choose to extradite the inmate;
 3. inmates being held on Special Parole by order of the Connecticut Board of Pardons and Paroles, unless authorized by the Board of Pardons and Paroles;
 4. there shall be no current parole violations for which a revocation hearing has not been held;
 5. inmates currently designated with the following status(s): SRG(Security Risk Group), CD(Chronic Discipline), SN(Special Needs), HS(High Security) and/or SM(Special Monitoring); and,
 6. inmates with a sexual treatment needs score greater than a 1, unless authorized by the Commissioner or designee.

b. Application and Decision.

- i. When considering an inmate for a reintegration furlough, the Unit Administrator or designee shall initiate form CN 9805, Reintegration Furlough Application/Decision Sheet.
- ii. Upon authorization from the Commissioner, the District Administrator may approve a reintegration furlough through the use of form CN 9805, Reintegration Furlough Application/ Decision.
- iii. An inmate approved for a reintegration furlough shall agree to the terms of the furlough by signing form CN 9803, Furlough Agreement. A copy of the form shall be issued to the inmate.
- iv. Failure to comply with the conditions outlined on form CN 9803, Furlough Agreement may result in disciplinary action, criminal prosecution, loss of furlough privileges, and/or any other appropriate action.
- v. Reintegration furlough may be terminated at any time.

Directive Number 9.8	Effective Date 05/12/2025	Page 6 of 7
Title Furloughs		

10. Medical Furlough. Medical Furloughs may be authorized for the purpose of obtaining medical services not otherwise available in DOC custody, or by escorted outpatient/inpatient community appointments.

a. Eligibility and Criteria.

- i. The inmate shall have a verified reason for the medical furlough approved through the DOC Health Services Unit
- ii. Offenders with out of State detainers may be reviewed on a case-by-case-basis.
- iii. There shall be no current parole violations for which a revocation hearing has not been held.
- iv. Offenders being held on Special Parole by order of the Connecticut Board of Pardons and Paroles shall not be eligible for medical furlough consideration.

b. Medical Furlough Process.

- i. Medical furlough requests will be initiated by the inmate's primary DOC physician. Requests shall be sent to a Regional Medical Director or designee for review and approval.
 - ii. Regional Medical Director or designee shall review the request for medical furlough and provide a recommendation. If the Regional Medical Director or designee determines a medical furlough is necessary, a form CN 9801, Furlough Application/Decision shall be initiated and sent to the Director of CRU to determine eligibility based on safety and security.
 - iii. Approval for medical furlough from both the Health Services Unit and CRU shall be provided to the Commissioner of DOC for final decision.
 - iv. A decision shall be documented on form CN 9801, Furlough Application/Decision. A copy of the form shall be issued to the inmate.
 - v. An inmate approved for a medical furlough shall agree to the terms of the furlough by signing form CN 9803, Furlough Agreement. A copy of the form shall be issued to the inmate.
 - vi. Health Services Unit shall coordinate with external medical resources and outline a detailed treatment plan at a healthcare facility outside of DOC for which treatment will be provided.
- c. An inmate approved for an out-of-state furlough for medical purposes shall waive extradition prior to each release on furlough.
- d. Out-of-state furloughs shall only apply for medical furloughs.

11. Community Notification.

- a. Law Enforcement Agency Notification. Local and state law enforcement authorities shall be notified of any inmate on a furlough in the community. Such notification shall be made by parole staff by completing a release authorization and all applicable documentation in accordance with the PCS Field Operations Manual.
- b. Judicial Office of Victim Services. In accordance with Section 54-231 of the Connecticut General Statutes and Administrative Directive 4.5, Victim Services, the Department shall notify the Judicial Office of Victim Services when an inmate is granted a furlough that allows the inmate to reintegrate into the community immediately preceding discharge or release to parole. Notification and documentation shall be through an automated process in accordance with Administrative Directive 4.5, Victim Services.
- c. Victim Notification. Victim notification shall be made in accordance with Administrative Directive 4.5, Victim Services.
 - i. The Victim Services Unit shall be notified of any application for a furlough in accordance with Administrative Directive 4.5, Victim Services.
 - ii. Upon approval of a furlough by the Director of CRU, Director of PCS or designee(s), the Victim Services Unit shall be notified of the impending furlough in accordance with Administrative Directive 4.5, Victim Services.

12. Escape/Late Return from Furlough.

- a. Furlough (Other Than a Reentry Furlough). Any furloughed inmate who fails to return from a furlough (other than a reentry furlough) pursuant to Section 53a-169 of the Connecticut General Statutes shall be declared an escapee and referred for criminal prosecution. Any failure to return on time shall result in disciplinary action in accordance with Administrative Directive 9.5, Code of Penal Discipline.

Directive Number 9.8	Effective Date 05/12/2025	Page 7 of 7
Title Furloughs		

- b. Reentry Furlough. Any inmate on a reentry furlough who fails to report and/or fails to notify their assigned parole officer of a change of residence may be referred for criminal prosecution. Any failure to report and/or failure to notify the assigned parole officer may also result in disciplinary action in accordance with Administrative Directive 9.5, Code of Penal Discipline.
13. Remands from Furlough. The decision to remand an inmate from furlough shall be at the discretion of the Director of PCS or designee. The remand of inmates to custody shall be governed by Administrative Directive 11.3, Remand of Offenders to Actual Custody.
14. Furlough Violations. Violations of furlough conditions shall be documented on CN 6604, Incident Report in accordance with Administrative Directive 6.6, Reporting of Incidents. A CN 9503, Disciplinary Report shall be completed and issued to the inmate in accordance with Administrative Directive 9.5, Code of Penal Discipline. The Unit Administrator shall review the situation to determine if the inmate did violate any provision(s) of this Directive, and if transfer to a higher-level security facility is necessary. Additionally, a notation shall be made to form CN 9202, Inmate Classification History Log in Section 5 of the inmate's master file.
15. Furlough Monitoring. All inmates on furlough shall normally be monitored for compliance with program requirements in accordance with the provisions enumerated on forms CN 9803, Furlough Agreement, CN 9804, Reentry Furlough Agreement or C2 Agreement for 45-day reentry furlough, as applicable.
16. Furlough Supervision. Inmates granted furlough shall be supervised by the Division of Parole and Community Services. The Director of PCS shall develop, implement and update (as necessary) procedures for the supervision of inmates on furlough.
17. Participation.
 - a. No inmate shall be entitled to participation in the furlough program. Discretion concerning the frequency, length of furlough and the conditions imposed on each furlough shall be consistent with this Directive and otherwise within the authority of the Commissioner or authorized designee.
 - b. Approval for a furlough carries no implied consent for subsequent furloughs.
18. Deathbed/Funeral visit.
 - a. Any inmate requesting attendance for a private viewing of deceased and/or visitation of a critically ill immediate family member shall be documented on the CN 6401, Request for Inmate Escort into the Community in accordance with Administrative Directive 6.4 Transportation and Community Supervision of Inmates.
 - b. No out of State Furloughs for deathbed visits or funerals shall be authorized.
19. Off-Grounds Work Details. Off grounds work details consistent with Administrative Directive 10.5, Public Service Work shall not be considered as furloughs.
20. Escorts into the Community. These escorts shall be in accordance with Administrative Directive 6.4, Transportation and Community Supervision of Inmates, and shall not be considered a furlough.
21. Forms and Attachments. The following forms are applicable to this Administrative Directive and shall be utilized accordingly.
 - a. CN 9801, Furlough Application/Decision;
 - b. CN 9802, Furlough Sponsor Questionnaire/Agreement;
 - c. CN 9803, Furlough Agreement; and,
 - d. CN 9804, Reentry Furlough Agreement;
 - e. CN 9805, Reintegration Furlough Application/Decision;
 - f. C1, Community Release Decision Sheet; and,
 - g. C2, Agreement for Community Release.
22. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.