

Department of Correction



At a Glance

LEO C. ARNONE, Commissioner

Cheryl Cepelak, Deputy Commissioner of Administration

James Dzurenda, Deputy Commissioner of Operations

Kimberly Weir, Director of Security

Monica Rinaldi, Director of Programs and Treatment

Brian Garnett, Director of External Affairs

Joseph Haggan, Director of Parole and Community Services

Dr. Kathleen Maurer, Director of Health Services

Sandra Sharr, Esq., Director of Legal Affairs

Established – 1968

Statutory authority – CGS Sec. 18-78

Central office – 24 Wolcott Hill Road, Wethersfield, CT 06109

Number of full-time employees – 5,836

Recurring operating expenses – \$674,883,459

Capital outlay – \$5,869,112

Organizational structure – Six divisions to include: Administration, Operations, Security, Health Services, External Affairs, Parole and Community Services, as well as an Affirmative Action Unit, Programs and Treatment Division within Operations, Best Practices Unit and Legal Affairs Unit.

Mission

The Department of Correction shall protect the public, protect staff, and provide safe, secure, and humane supervision of offenders with opportunities that support restitution, rehabilitation and successful community reintegration.

Statutory Authority

The Department of Correction, by direction of the courts, confines and controls accused and sentenced inmates in correctional institutions, centers and units, and by statute administers medical, mental health, rehabilitative, and community based service programs.

Public Service

The Department of Correction on June 30, 2012 confined 16,591 offenders, a 5.8 percent decline when compared with the incarcerated population on June 30, 2011. Including those inmates on Department-administered community supervision, correctional staff supervised a population of 21,035 offenders, a six percent decline when compared to 2011.

OPERATIONS DIVISION

The Deputy Commissioner of Operations oversees the Operation Division, which encompasses 18 correctional facilities that are managed by two District Administrators and 15 Wardens. There are 11 Correctional Institutions and four Correctional Centers, which incarcerate approximately 16,500 inmates. The Division also encompasses a wide range of emergency services that include Correctional Response Teams (CERT), Special Operations Group (SOG), K-9 Unit and Situational Control Hostage negotiators (SITCON). The Division maintains a medical-surgical ward at the University of Connecticut Health Center in Farmington, the inmate Correctional Transportation Unit (CTU) and the Department's Honor Guard and Bagpipe and Drum Band.

North District

****Bergin Correctional Institution (Storrs)**
Brooklyn Correctional Institution (Brooklyn)
Corrigan-Radgowski Correctional Center (Uncasville)
MacDougall-Walker Correctional Institution (Suffield)
Northern Correctional Institution (Somers)
Osborn Correctional Institution (Somers)
Robinson Correctional Institution (Enfield)
Willard-Cybulski Correctional Institution (Enfield)

****Closed August 12, 2011**

South District

Bridgeport Correctional Center (Bridgeport)
Cheshire Correctional Institution (Cheshire)
Garner Correctional Institution (Newtown)
***Gates Correctional Institution (Niantic)**
Hartford Correctional Center (Hartford)
Manson Youth Institution (Cheshire)
New Haven Correctional Center (New Haven)
Enfield Correctional Institution (Enfield)
York Correctional Institution/Niantic Annex(Niantic)
*****Webster Correctional Institution**

***Closed June 1, 2011**

*****Closed January 15, 2010**

The Department continues to experience a reduction in the inmate population, which is now at a level last seen in the late 1990's. The agency's correctional facilities remain safe, secure and orderly with incident rates remaining at historically low levels.

The Central Transportation Unit has expanded to include a Special Transport Unit that will conduct all facility transports with a projected savings of \$400,000 in the next fiscal year.

On August 12, 2011, the Donald T. Bergin CI was closed in response to a request from the Governor to achieve efficiencies. The closure resulted in an estimated annual savings of some \$12.3 million. The agency worked with the staff and their unions to reassign them to other correctional facilities. The building was placed in mothball status and is ready for reuse should the need arise. To

date, a total of three facilities have been closed in the last two and a half years resulting in a total annual savings of some \$27- million.

The Operations Division continues to track and review statistical information compiled from the facilities through the Statistical Tracking Analysis Report (STAR Report) to determine any discernable patterns that may impact facilities. In FY 2012, inmate-on-staff assaults were reduced by 20 percent from the two-year average, inmate-on-inmate assaults were reduced by 11.14 percent and inmate disciplinary infractions were reduced by 5.94 percent. Inmate Fights have been reduced by 6.31 percent. Suicides and suicide attempts were reduced by 60 and 10 percent respectively.

The Department entered into a joint venture with the Connecticut State Police and gained access to the State Police Radio system. State Police radios were installed in all CTU vehicles, senior administration vehicles and facilities, which will facilitate communication throughout the state between the two agencies, improve upon internal operability and gain greater accessibility to resources when needed during an emergency situation.

The new staff-scheduling program is projected to be implemented early in the next year. It will assist in scheduling staff and storing the information into a database that can specify by day and hour, the time taken by staff and/or overtime used. This new system will allow us to streamline the scheduling process, eliminate redundancy and generate a more accurate as well as detailed report requiring less manual input by the scheduling lieutenants, payroll department and operations staff.

ADMINISTRATION DIVISION

The Administration Division oversees essential support function and overall administrative management for the Department.

FISCAL SERVICES

The Fiscal Services Unit administers the Department's budget, directs commissary and warehouse operations, centralized services, inmate accounts and maintains purchasing, accounts payable, and accounting functions.

For FY12 the Department had a total appropriation of \$695,352,151. It should be noted the agency's FY 2008-09 appropriation was in excess of \$710 million. Taking into account the agency's FY 12 cost reduction initiatives as well as other savings and efficiencies, the non-partisan Legislative Office of Fiscal Analysis estimated that the Department would be able to achieve savings of some \$21,383,859 in FY 12. At year's end, the agency was able to save \$24,021,911, nearly \$3 million more than projected.

Notable accomplishments for the Fiscal Services Unit for FY12 include: in September of 2011, the Department issued a purchase order for Motorola radios. The project was designed to furnish both the Department and the Connecticut State Police with a unified system of communication. The purchase was supported through approved bond funding. The project purchased 115 radios for the CTDOC at a cost of \$524,613. The project also secured equipment to outfit 16 different CSP sites, at a cost of just over \$1,000,000.

Fiscal Services' staff worked with the Department of Administrative Services (DAS) to use the National Joint Power Alliance (NJPA) contract to expedite the purchase of four new inmate transport buses, saving the Department significant man hours by avoiding the RFP process that would have required both CTU and Fiscal staff to participate in a protracted process with an unknown result. Staff also negotiated a trade in of four old buses which allowed the Department to purchase diagnostic software for the buses and stay under budget. Exemplary coordination and cooperation between various agency divisions made this process very efficient.

Fiscal Services' staff switched the Department to a better quality mop head that may be washed between 50 to 100 times after each use. This new style of mop head replaces the existing mop head

which cannot be washed and has a limited life span. A cost benefit analysis reveals that, due to its durability, the more expensive mop will generate estimated annual savings of \$80,000.

ENGINEERING AND FACILITIES MANAGEMENT

The Engineering and Facilities Management Unit provides all maintenance, construction, telecommunications, project design, building management, engineering support and Life Safety Program.

The Unit supervised the completion of 23 construction projects for a total cost of \$8,050,004.00. Significant projects were \$4,758,600.00 for the new Osborn CI sewer line and \$2,000,000.00 for 800 MHz radio replacements.

In accordance with the Governor's energy policy and the Unit's commitment to energy efficiency and conservation, the Unit has successfully completed six energy conservation projects resulting in \$84,712.00 in annual cost savings and a reduction in carbon dioxide emission by 311 metric tons annually.

In addition to energy saving, the Unit pursues all available incentives and rebates. During the past twelve months we have received \$121,300.00 in utility incentives and rebates from United Illuminating, Connecticut Light and Power and Yankee Gas.

As part of the Unit's renewable energy plan, a solar thermal hot water heating system at York CI was installed. This project utilizes sunlight to generate heat from rooftop solar collectors that in turn will be used for facility domestic hot water needs. These solar collector systems are installed on three buildings, with each system providing up to 20% of the building's hot water needs. The first two operational months saved approximately 1,404 gallons of oil. This project was made possible with the help of our team partners from the Department of Construction Services, Office of Policy and Management, and the Clean Energy Finance and Investment Authority.

The Unit initiated two projects with the Department of Energy and Environmental Protection's (DEEP) Lead by Example program. These projects will replace 85 roof top heating and cooling units at Cybulski CI and Robinson CI. These projects are expected to save the Department \$101,534.00 annually and reduce carbon dioxide emission by 289 metric tons annually.

FOOD & NUTRITION SERVICES

The Food and Nutritional Unit provides food services to the inmate population.

The Unit feeds approximately 16,500 inmates per day, three times per day, 365 days a year, totaling approximately 18,067,500 meals per year. Even with the increasing prices of food, the approximate cost per inmate per day is \$2.68.

The Food Production Center (Cook/Chill) provided over 1,250,000 lbs. of food for all facilities for the inmate population's consumption, which includes fresh fruit and vegetables through the Department's commitment to utilize Connecticut grown produce as well as produce from facility gardens throughout the state. The Production Center was under construction and reopened on April 5, 2012.

The Unit has begun a new innovative program in which nine facilities have embarked upon making rolls from scratch to be used in place of sliced bread to offset the cost of bread, resulting in a savings of approximately \$60,000 per year, with the expansion of the roll production to all facilities in the coming year.

HUMAN RESOURCES

The Human Resources Unit is responsible for the recruitment and selection of employees, administrating the payroll, workers' compensation, benefits, labor relations functions, and facility/unit human resources needs.

Active Workers' Compensation lost time cases have decreased since its inception in August 2009 to 128 as of June 30, 2012. This was accomplished through centralized dedicated case management for

each district and the utilization of the Department's Light Duty/Return to Work Program with the NP-4 union. The Light Duty program has placed 603 staff into light duty positions through June 30, 2012. This resulted in significant cost savings in the agency's workers' compensation budget. The Unit actively participated in the administration of the Correction Officer examination. The two examination sites were Rentschler Field in East Hartford and the Maloney Center for Training and Organizational Development (MCTOD) in Cheshire. Despite the posting's short window to apply, 6,834 people applied to take the examination. This is the largest examination-applicant response ever. 5,112 applicants took the examination (74.8%), and 4,654 passed the examination (89.9%). The physical agility portion of the correction officer examination was conducted from June 13, 2012 through June 21, 2012. 4,240 applicants were scheduled to take the physical agility examination and roughly 80% of these candidates actually participated in the examination process. About 2,500 candidates passed the examination and interviews were scheduled in July of 2012 and run through June 2013. The Department has scheduled two interview panels, three times a week, at the MCTOD to accomplish this task. This was a collaborative effort between staff from the DAS, the Department of Correction Human Resources Unit and the training center. The Human Resources Unit hired a class of 103 hazardous duty staff on December 2, 2011, and 123 more on March 23, 2012.

MANAGEMENT INFORMATION SYSTEMS

The Management Information Systems Unit (MIS) maintains the Department's computer network and all hardware and software systems, as well as administering the extraction and reporting of data from department systems.

Wiring work was completed to allow for network access to several buildings as part of the Gates CI closing and the opening of the Niantic Annex. Once the old wiring was connected, MIS staff was able to install network equipment in the Davis building to connect Fenwick, Industries and Shaw. Staff in those locations can now access the agency network. A new Ethernet connection was set up between the Charlotte Perkins Center and the Munger building which gives staff at the Munger building full network access and a much faster connection. This work was completed at the end of July 2011.

The new fiber network has been lit throughout the Department's network. The change has been significant in increasing the speed at most of our locations, increasing the amount of bandwidth now available for staff and improving the connectivity levels for staff. This project was part of the American Resources Recovery Act (ARRA) grant project for Video Conferencing enhancements. The various locations were lit in January, February and March 2012.

Installation of the Efiling pilot at Northern CI was begun in January 2012 and completed in June 2012. The check system will allow inmates to electronically file their prisoner civil rights complaints, instead of mailing them in. Once the case is accepted, they can also file additional pleadings electronically. If the pilot is successful then additional sites will be added.

MALONEY CENTER FOR TRAINING AND ORGANIZATIONAL DEVELOPMENT

The Maloney Center for Training and Organizational Development (MCTOD) oversees all agency-conducted training, including pre-services for new hires and ongoing in-service training as well as new supervisor and leadership training. The Organizational Development Unit serves as a resource to the agency in the areas of research and evaluation and organizational development services, such as strategic planning and performance improvement initiatives.

The Maloney Center for Training employs adult learning concepts to prepare and develop staff to meet the highest standards of learning. Pre-service training classes were held for two classes graduating a total of 156 new hires. The number of hours of training for staff held during FY12 was approximately 111,910; 44,448 of which were web-based courses. In addition to pre-service and in-service training, the Center also provides training in the areas of fiscal services, human resources, management, new supervisors, situation control, and other specialty training. The Center along with

the Organizational Development Unit is responsible for research development and design of a succession management program. Approximately 100 managers and supervisors have participated in an innovative leadership program. Center staff coordinated several National Institute of Corrections programs and hosted correctional and law enforcement professionals from throughout the region. The Center was awarded American Correctional Association accreditation, meeting 100 percent of the mandatory standards. Additionally, 1,361 personnel were qualified with the SIG 229/agency pistol. 1,084 personnel were qualified with the AC 556/agency rifle, 29 tactical members were qualified with agency less-lethal shotguns, 32 tactical members were qualified with agency 37/40mm less lethal impact weapons, 13 Special Operations Group (SOG) members were qualified with the M4 Colt/SOG specific rifle and 13 SOG members were qualified SIG P226 SOG specific pistol.

CORRECTIONAL ENTERPRISES

The Correctional Enterprises of Connecticut Unit (CEC) provides goods and services to state agencies, municipalities, and nonprofit organizations while at the same time offering an opportunity to develop marketable vocational and occupational skills.

Some of the improvements made in FY12 include the purchase of a CNC Plasma Cutting Machine for the Metal Shop which will allow for expanded manufacturing capabilities and less waste for products for the Department of Transportation and the Department. CEC also purchased a new eight head silk screen machine to increase the color capability and efficiency of the silk screen process. Finally, CEC leased a new Xerox Digital Print Machine to allow for a much more efficient and cost effective method of printing versus the two color printing presses.

Some of the successes for CEC in FY12 include a new relationship with DEEP, which resulted in an increase in shipments of 450% and a dollar total of nearly \$70,000.00 for the year. This was primarily silk screening and embroidery work for DEEP staff clothing. An expanded relationship with the Department of Children and Families (DCF) Riverview Hospital resulted in an increase in shipments of over 600% from the prior year with shipments totaling over \$50,000.00. Increases were in furniture refinishing and re-upholstery. Additional product introductions to the Commissary netted an increase in shipments for the year of 120%, with the total now near \$100,000.00. The Town of West Hartford library renovation project resulted in over \$20,000.00 in work for our Wood Shop.

SECURITY DIVISION

The Security Division has the responsibility of ensuring the safety and security of the Department. The Division is comprised of the Investigations, Security Risk Group, Special Intelligence, Telephone Monitoring and Computer Forensics Units. The Investigations Unit has the primary responsibility of conducting internal investigations at the direction of the commissioner as well as joint investigations with federal, state and local authorities. The Unit also conducts security audits and oversees the disposal of contraband collected in the facilities. Members of the Security Risk Group and Telephone Monitoring Units work collaboratively to acquire, analyze and disseminate pertinent security information throughout the agency and the law enforcement community. Through targeted and random monitoring of non-privileged communication, criminal activity, both internally and externally, is reduced and in some cases prevented. The Special Intelligence Unit provides an intelligence gathering conduit for the exchange of intelligence information related to criminal and terrorist activity with federal, state, local and judicial agencies. The Unit is also responsible for the forensic examination of computer and digital media devices in support of investigation to recover, analyze and document evidence.

In FY12, the Division conducted more than 205 formal investigations and collaborated with outside law enforcement in numerous criminal investigations. This Division is working closely with the Office of the Chief State's Attorney, with staff being assigned to criminal intelligence task forces and assisting with "Cold Case" files.

The Special Intelligence Unit, Security Risk Group Intelligence Unit and Telephone Monitoring Unit work closely together in the gathering of gang intelligence information. Significant improvements were made to streamline the collection by analyzing and disseminating this criminal intelligence information. The Security Risk Group Intelligence Unit provided training not only for staff in gang identifier recognition, latest trends and management techniques, but also to over 31 different community, federal, state, local and military groups.

Telephone Monitoring Unit staff participated in over 341 criminal investigations involving other law enforcement entities.

PROGRAMS AND TREATMENT DIVISION

The Department's Programs and Treatment Division supports the agency's goals through provision of a wide range of institutional programs and services. Services are designed to teach offenders positive lifestyle changes and positive thinking to assist with a successful transition back into the community. The Division has oversight of most programs in correctional facilities, reentry services, job centers, parenting programs, addiction services, education services, religious services, volunteer services, and recreation services.

The Division is also responsible for managing the placement of offenders in facilities, special management populations and interstate compact systems, as well as, assisting victims of crime through a notification system that alerts registered victims when an inmate is eligible for release back to the community.

In FY12, approximately 68,071 population transfers were approved by the Offender Classification and Population Management Unit (OCPM). OCPM staff managed interstate transfer agreements with 31 states and all felony and sex offender DNA collection and registry requirements for the Department. Unit staff worked on the implementation of Public Act 11-51 regarding Risk Reduction Earned Credits and also worked with the Court Support Services Division on the new Intensive Probation Supervision program.

OFFENDER REENTRY SERVICES UNIT

The Offender Reentry Services Unit staff continued to coordinate the Department's identification procurement procedures and continued to update the state's Reentry Strategy and the agency's Offender Management Plan, which outlines procedures to manage and prepare an offender for release from sentence onset through discharge to the community.

OFFENDER PROGRAM AND VICTIM SERVICES (OPVS) UNIT

The Offender Program and Victim Services (OPVS) Unit designs, implements and evaluates evidence-based programs to ensure offender accountability, offering opportunities to lessen the likelihood of recidivism and thereby increase the safety of the public. In FY12, the Unit has been updating curriculums to provide the most current evidence based programming, as well as, working with the Department of Veterans Affairs and the Department of Mental Health and Addiction Services (DMHAS) to provide services to incarcerated veterans. The Unit has approximately 2,800 registered victims on file and works closely with the Judicial Office of Victim Services. In addition, the Job Center and Parenting Unit works closely with outside employers to secure employment opportunities for offenders. While incarcerated, offenders can work on resumes and interviewing skills to assist with transition into the community.

EDUCATION UNIT

The Education Unit's Unified School District #1 (USD #1) awarded 574 GED diplomas, 32 with honors. Additionally, 2,233 vocational certificates were awarded. USD #1 provided services in Adult Basic Education, GED preparation, vocational education, special education, English as a Second

Language and other opportunities and activities for college credit, reentry planning including job fairs and family education/parenting.

ADDICTION SERVICES UNIT

The Addiction Services Unit provided evidence-based long and short term residential, intensive outpatient and integrated substance abuse treatment services to 4,342 offenders along the continuum of their incarceration. In FY12 several staff were placed in the district parole offices to assist each office with the Addiction Service needs of offender's on community supervision. The Unit also provides programming to offenders eligible for the DUI Home Confinement program.

RELIGIOUS SERVICES AND VOLUNTEER SERVICES UNITS

The Religious Services Unit provided 18,395 worship services, study sessions and other spiritual programs. Inmate attendance at these programs and services totaled approximately 345,002. There were approximately 53,947 counseling occasions during the year.

The Department's cadre of 1,880 active Volunteers, Interns and Professional Partners (VIP), enhanced by 1,193 new VIPs provided inmates opportunities to invest in their re-education and restoration. Correctional VIPs logged 63,430 hours within institutions. Each hour contributed to programs or services is valued at a federal rate of \$27.77. The dollar value of in-kind services contributed by Volunteers, Interns and Professional Partners is \$1,761,452. The total number of hours provided by this auxiliary corps is equivalent to 31 full-time positions. Recreation Services enhanced the fitness and health of inmates, supporting wellness and disease prevention through constructive activities.

EXTERNAL AFFAIRS DIVISION

This Division oversees the Department's liaison functions with the other components of state government as well as with the public, the friends and family of the inmate population and the news media. Some 6,000 telephone inquiries and another 2,000 e-mail inquiries are received each year by this Office.

The Office of Public Information insures that information concerning departmental operations, accomplishments and incidents are provided to the public and news media in a transparent, timely, proactive and professional manner, within the bounds of safety and security.

A Legislative Liaison, responsible for drafting legislation and state regulations, works closely with the General Assembly on issues and legislation related to the criminal justice system and corrections.

The Freedom of Information Unit insures the department fully complies with state statutes requiring the open availability of public documents to the public, staff and the inmate population, while insuring that safety and security are not compromised.

The Office of Standards and Policy is responsible for the drafting, review and revision of the department's Administrative Directives in keeping with applicable correctional standards and state law.

The Division also researches and provides responses to correspondence regarding correctional matters that have initially been sent by the public to the Office of the Governor.

The Audio/Video Production Unit, through the application of modern multimedia production techniques, is responsible for the creation of educational aids that are utilized to enhance the extensive pre-service and in-service training that all staff is provided on an annual basis. Unit staff also supports the Maloney Center for Training and Staff Development in its mission of staff training, as well as for special departmental events such as graduations, conferences, and the annual award ceremony. The Unit also regularly works with the Connecticut Office of the Attorney General, providing technical support for the defense of lawsuits brought against the Department.

Improvements/Accomplishments 2011-12

The External Affairs Division supported and assisted in coordinating several major agency initiatives during FY12, which will substantially redefine the agency for years to come.

The Risk Reduction Earned Credit (RREC) program, a conservative, incentive initiative to encourage offenders to engage in positive and productive programming while maintaining good behavior was implemented beginning in the fall of 2011. The Division's Office of Standards and Policy, on an accelerated schedule created the administrative directive that governs the application of the program, insuring through several meetings with the attorneys general that the policy is in full compliance with state statutes. Simultaneously, through a special posting on the agency's Internet site, the family and friends of inmates were advised and kept up to date on the details of the policy and how it might affect their loved ones. These same steps, in terms of the creation of policy and associated notification of the public were utilized in the implementation of the new Driving under the Influence (DUI)/Home Confinement program, which was also begun at the end of calendar year 2011. Both programs, which involved the efforts of many agency staff, have quickly become ingrained in the daily operations of the agency, supporting the reentry mission of preparing offenders to successfully return to law abiding society.

The Division also assisted in the implementation of the Department's new Sexually Explicit Materials ban, which prohibits inmate possession of pictorial depictions of nudity or sexual content. After the division headed the committee, which developed the policy, a one-year implementation period was provided to the inmate population allowing it to divest itself of such material. During that time the agency's new policies supporting the ban were developed by the Office of Standards and Policies. The ban went into effect on June 30, 2012, and while legal challenges have already been filed, the Department is confident the courts will support its stance.

In addition to the information regarding RREC and DUI, which was posted on the agency's website, the Public Information Office again this year has constantly reviewed and improved the site to make it as user friendly and informative as possible, particularly to inmate families and friends. Details regarding a new inmate telephone provider were made available in a timely and detailed fashion smoothing the transition from the old contract provider. Improvements were also made to the Board of Pardons and Paroles section of the site, which provides dockets for future parole hearings, with results posted when the hearing is concluded. Daily attention is paid to the visiting area of the site which keeps family and friends updated as to which facilities have had to cancel visitation.

The agency's Intranet site has in the past year seen the daily addition of "The Morning News", a compilation of news articles both local and national regarding correctional issues. Initially provided to the agency's executive team, it is now available to all staff to keep them better informed.

The Division has expanded the practice of facility tours which was begun several years ago to provide local and state officials with the opportunity to see firsthand the workings of a correctional institution. Each of the agency's 15 facilities are made available once a year for such a tour, which has now also been made available to the staff of the State's Judicial Branch including the state's judges. Coordinated through the division's Legislative Liaison, the tours have proven very beneficial in better informing policy makers of the correctional environment.

Some of the highlights of news coverage arranged by the Public Information Office this year include the Department's expanded facility gardening efforts, the Department's assistance in cleaning up from two, destructive fall storms, the Second Chance Corral, animal rehabilitation program, which was expanded to a second facility this year, the opening of a new sex offender treatment facility, the Wesleyan University college program, the Marilyn Baker House substance abuse treatment program and several interviews arranged with death row offenders.

The Public Information Office also spent considerable time this past year in supporting a unique project by the Yale Law School Visual Law Project, which explored the agency's maximum security

Northern Correctional Institution. Despite substantial safety and security concerns regarding such a facility, the agency sought to provide the information requested in as complete a fashion as possible.

The Division also provided assistance in the creation of a video explaining the functioning of the Board of Pardons and Paroles (BOPP), in specific, its parole function. Meant to be utilized at public information meetings, the video utilizes an actual parole hearing to explain the board's function and how it goes about considering someone for community release under the supervision of a parole officer.

LEGISLATIVE LIAISON

The Legislative Liaison tracked and monitored close to 100 bills of interest to the agency during the regular and special sessions of the legislature and received and responded to close to 400 inquiries from elected officials and members of the public. Seventy (70) legislators, federal and state legislative staff and other state and local officials participated in the annual tours of the correctional facilities.

Through its liaison the agency submitted seven proposals to the Judiciary Committee for its consideration during the 2012 General Assembly. The Judiciary Committee raised five of the seven proposals as separate bills: House Bill (HB) 5428, *An Act Concerning Residential Stays at a Correctional Facility*; Senate Bill (SB) 366, *An Act Concerning the Administrator of the Interstate Compact for Adult Offender Supervision*; SB 367, *An Act Concerning Public Indecency in a Correctional Institution*; SB 398, *An Act Concerning Inmate Discharge Savings Accounts*; and, HB 5429, *An Act Prohibiting the Disclosure of the Identities of Persons Appointed to Administer the Death Penalty*. All five bills had a public hearing on March 16, 2012. Three bills were reported out of the Judiciary Committee for further action. HB 5428 passed the House but died on the Senate Calendar. Senate Bills 366 and 367 passed the Senate but died on the House Calendar. The Department supported HB 5288, *An Act Concerning the Children of Incarcerated Women*. The bill, which would have required the Commissioner of Correction to study the feasibility, cost and benefits of establishing a nursery at the York Correctional Institution, died on the House Calendar.

The Department supported the Governor's recommendations to implement the mid-term budget adjustments, which were passed during the June 12, 2012 Special Session. HB 6001, *An Act Implementing Provisions of the State Budget for the Fiscal Year Beginning July 1, 2012*, included a provision that gave the Commissioner of Correction discretionary authority to release from his custody an inmate who needs palliative or end-of-life care to a state contracted nursing home. Also included in HB 6001 are provisions related to the placement of defendants in the DOC or the Department of Developmental Services for those committed to DMHAS. Other legislation of interest to the Department that passed during the session includes SB 280, *An Act Revising the Penalty for Capital Felonies*, which repealed the death penalty for future capital crimes but allows for the execution of those who committed capital crimes prior to the enactment of the law. HB 5303, *An Act Concerning the Exemption from Disclosure of Certain Addresses Under the Freedom of Information Act*, (1) permits certain municipal and election-related documents to be disclosed without address redactions; (2) limits to a covered individual's employing agency, instead of all public agencies, the requirement to automatically keep his or her residential address confidential in certain documents; and, (3) requires the Labor Department to create, within available appropriations, a guide that instructs covered individuals on how to exercise their rights under the act and protect their home addresses from disclosure.

FREEDOM OF INFORMATION UNIT

The Freedom of Information Unit handled 939 requests for the year. This represents a slight decrease from the prior fiscal year. During FY12 there were 44 Freedom of Information appeals, an 11% increase from the prior fiscal year. Of the Freedom of Information appeals 93% were from the inmate population. Forty-two out of the 44 appeals were ruled in our favor or dismissed. During this fiscal year a shared database was created for the Department's Freedom of Information liaisons, which

allows the agency to keep track of all the requests statewide and to ensure duplicate work is not occurring.

OFFICE OF STANDARDS AND POLICY

During FY12, the Office of Standards and Policy updated 24 Administrative Directives. Since December 2011, six State PIO surveys were initiated and completed, six major projects were completed. The first involved *A.D. 9.3 Inmate Admissions, Transfers and Discharges*. The topic addressed the issue of inmates being held solely on an Immigration Detainer. The second involved *A.D. 10.7 Inmate Communications, A.D. 9.5 Code of Penal Discipline* and *A.D. 6.10 Inmate Property*. The topic addressed the issue of Sexually Explicit Materials held in facility by inmates. The third involved the implementation of a newly created Directive, namely *A.D. 4.2A Risk Reduction Earned Credit*. The fourth involved the implementation of a newly created Directive, namely *A.D. 9.12 Driving Under the Influence Home Confinement Program*. The fifth involved the implementation of a newly created Directive, *A.D. 10.16 Inmate Library Services*. The sixth involved significant updating of *A.D. 4.7 Records Retention*. Many major works in progress have been ongoing including *A.D. 9.2 Offender Classification, A.D. 9.4 Restrictive Housing, A.D. 9.5 Code of Penal Discipline, A.D. 8.5 Mental Health Services, A.D. 10.6 Inmate Visits* and two Security Restricted Directives.

AUDIO/VIDEO PRODUCTION UNIT

The Audio/Video Production Unit produced and distributed materials that benefit the inmate population including such video productions as both male and female versions of “How to do Your Bid,” as well as the 15-segment Transitional Services Program. These and other video productions are utilized to support the successful reintegration of offenders into the community. A partial list of the Audio/Video Production Unit’s accomplishments for the past year include:

- the production and duplication of DVDs chronicling the multitude of educational programs, like Sisters Standing Strong and the Playwriting Group, staff oversees in facilities such as York, CI and Garner, CI.
- the recording editing and updating of six voiceovers currently used in the interactive, online training available through the Learning Management System
- the production and duplication of DVD’s chronicling the multitude of the department’s community based partnership programs, like the Bridgeport Re-entry Initiative
- the archiving, cataloguing and editing of more than 11,783 digital images currently used for training and recruitment
- the photographing of 2,973 new photos used for training and recruitment
- the archiving and digital transfer of over 600 still photos chronically the department’s history
- the duplication and cataloguing of the more than 520 DVDs and videocassettes currently used in web based training, pre-service and in-service training
- the 785 duplications made for use in web based training, pre-service and in-service training.
- the production of Succession Planning videos
- the facilitation of the Pre-Service and New Supervisors graduation ceremonies

PAROLE AND COMMUNITY SERVICES

The Parole and Community Services Division is responsible for supervising and providing support services to offenders released to the community under supervision authorized by both the Department and the Board of Pardons and Paroles. The Division is comprised of five district offices in Bridgeport, Hartford, New Haven, Norwich and Waterbury and has six specialized units: Residential Services, Central Intake, Special Management, Mental Health and Fugitive Investigation and DUI/Home Confinement. Parole officers in each district and unit monitor offenders' adherence to release condition

and assist with their reintegration into their communities while enhancing offender accountability and public safety.

In FY12 there was a 7% decline in the community population due to risk reduction earned credits reducing the pool of eligible candidates for release and reducing the length of time parolees and transitional supervision offenders are subject to supervision in the community. During the same period of time, criminal and technical violation rates remained stable at slightly below 5%. On June 30, 2012, the total number of offenders supervised on all forms of community supervision was 4,444, which is an 8% decrease compared to last year's population of 4,849. The reduced number is reflective of the decrease in the overall number of persons incarcerated in Connecticut. A total of 8,964 offenders were released to all forms of community supervision and overall, 7,500 offenders successfully discharged from all forms of community supervision. On June 30, 2012, the Division was staffed with 153 persons in total.

As the result of consolidations within DCF, four social workers were transferred to the Division in July of 2011. These social workers augment supervision provided to our offenders by providing additional contacts with the offenders and assisting with caseload oversight and special projects. Additionally, five addiction services counselors have been assigned to the Division. These counselors augment our existing contracted addiction services programs and have become an excellent resource for the parole officers and the offenders they supervise.

The DUI/Home Confinement Unit was created in January 2012 based on Public Act 11-51, where an offender may be released to home confinement during the mandatory portion of his sentence. The unit, which was created within existing resources, is currently comprised of one manager and five parole officers. The unit began supervising DUI Home Confinement offenders in February. At the time of this report, the unit is averaging between 115-120 offenders on supervision in the community. All offenders released to home confinement status are intensely supervised for compliance with their conditions. The unit collaborates closely with Mothers Against Drunk Driving (MADD). All offenders under this supervision are mandated to attend the Victim Impact Panels (VIP's) with MADD and may also complete community service with MADD. Vivitrol is being explored with this population. A medication assisted therapy program utilizing Vivitrol, whereby the offender would be injected a once a month with time-released Naltrexone, an opiate blocker, is being explored for potential use with this population on a voluntary basis. This medication blocks the effects of alcohol, and therefore would benefit many in the DUI population who suffer from problems with alcohol abuse.

The Division has begun developing a gender responsive unit. This unit will be comprised of one parole manager and five parole officers, one from each district office. The officers have been trained on the Women's Risk Needs Assessment which will replace the LSI-R for female offenders. Additionally, the manager and officers are attending gender-specific training through Court Support Services Division (CSSD)'s Office of Adult Probation's training academy. There has been close collaboration and support with CSSD to develop the unit and properly train the staff. In the upcoming fiscal year, the manager will be working with the Department's Best Practices Unit in collaboration with CSSD to set up quality assurance.

The second of three scheduled releases of the CaseNotes Enhancement Project, which was financed through federal stimulus funds in a grant to the BOPP, is scheduled to occur in September of 2012. This release will include the migration and conversion of the existing BOPP database information with that of the Parole and Community Services Division and the correctional facilities. Prior to the CaseNotes Enhancement Project, the Department's facilities did not have access to the system and therefore had limited information regarding the offender's re-integration into the community should an offender be returned to the facility. The project overall is improving information sharing among correctional facilities, the Division, the BOPP and law enforcement agencies. The web design and portal functions of the system are being developed and designed at this time and are scheduled for Parole and Community Service release three in October/November 2012. The grant expires on

December 31, 2012; however, work on the system will continue as the project will be developed, reimaged and maintained for the foreseeable future.

The Division utilized a blend of electronic monitoring technology to enhance the community supervision of offenders consisting of radio frequency devices to monitor offender curfew compliance and Global Positioning System (GPS) units to allow parole officers to determine an offender's current or past location. Parole officers monitored an average of 750 offenders each day using radio frequency devices and 200 offenders with GPS. A total of 3,151 radio frequency and 490 GPS units were installed on offenders in the community during the fiscal year.

The January Center, a 24-bed staff-secure residential inpatient sex offender treatment facility, became operational in February 2012. This program was developed in collaboration with the CSSD's Office of Adult Probation in response to P.A. 08-01, and provides 12 beds designated for parolees and 12 beds for probationers. The facility is located on the grounds of Corrigan CI and is operated by The Connection Inc. The program provides housing, assessment, and a broad range of treatment services to sex offenders on parole and probation. Offenders placed in the Division's beds are supervised by the Special Management Unit. Thus far, the program has proven to be a valuable resource for these offenders. As of June 30, 2012, we had placed a total of 24 offenders into the beds for parolees. The Division has maintained a 100% occupancy rate for its allotted beds.

The New Haven Reentry Initiative funded under the Second Chance Act is a re-entry initiative that provides service to moderate and high-risk offenders returning to the City of New Haven. Services begin 30 days prior to offender release and continue for up to a one-year period. This is a collaborative effort among the Department, the City of New Haven, the Annie E. Casey Foundation and CSSD. Easter Seals is the contracted service provider. The New Haven District office also participates in a variety of additional community re-entry projects including three recent collaborative "re-entry fairs" that have taken place at community police sub-stations throughout the city. At these fairs offenders returning to the community are exposed to a variety of available services and job opportunities in the New Haven area.

The Division currently has parole officers in the Cities of Hartford and New Haven assigned as members of the city's gun task forces aimed at reducing gun violence in those cities. Plans are underway for the same to occur in Bridgeport.

The Medication Assisted Therapy (MAT) Study, which began in the Bridgeport District Office in August 2010, continues through collaboration with DMHAS, the University of Connecticut, and Bridgeport area substance abuse treatment providers. The goal is that all offenders will have education, choice and timely access to MAT services in their community with the support and assistance of their parole officers and local service providers, resulting in reduced recidivism and long-term recovery.

The Special Management Unit (SMU) employs a comprehensive sex offender management approach, which includes containment of offenders and collaboration between sex offender treatment providers, victim advocates, law enforcement, and polygraph examiners. Sexual offender recidivism rates remained at less than 1% for the SMU population. SMU officers coordinated monthly compliance check operations with state and local law enforcement in varying jurisdictions. The use of polygraph examinations for the unit's population was expanded to further guide supervision and treatment interventions.

The Mental Health Unit was chosen as the Department's Unit of the Year in 2011. The Unit continues to provide specialized supervision and support to offenders on parole and transitional supervision who either have a current diagnosis of a significant mental disorder or who have been voted to medical or compassionate parole. The Unit worked closely with the correctional facilities and their discharge planners, the University of Connecticut's Correctional Managed Health Care, and the BOPP and developed a Memorandum of Understanding pertaining to medical and compassionate parole, which creates cost savings for the Department by releasing offenders who are significantly compromised medically and therefore pose minimal risk to reoffend. These offenders are released to

the community with a detailed plan for both treatment and supervision. The Unit continues to manage the Rogers House, a residential program in Waterbury, for offenders with serious mental illness.

The Fugitive Investigations and Extradition Unit was assigned a total of 231 cases to investigate. Of these cases, 135 were from re-imprisonment warrants issued by the BOPP, with 96 cases a result of escape warrants from the transitional supervision population. In addition, the director's office assigned 10 cases for investigation/apprehension due to special circumstances. During FY12, the Unit apprehended 90 parole absconders and 105 transitional supervision escapees, resulting in a total of 195 fugitives captured. The Unit also investigated and apprehended all 10 cases that were assigned due to special circumstances. The Unit is also responsible for conducting out-of-state extraditions for the Department, completing a total of 58 during the year. Aside from its regular extradition duties, the Unit also carries out the movement of high risk inmates to and from other locations. The Unit completed nine such operations this year. The Unit renewed its Memorandum of Understanding with the United States Marshal Service and continues to be a longstanding member of the United States Marshal Service Violent Felony Fugitive Task Force. The Fugitive Investigations Unit also continues to partner with the Connecticut State Police. Finally, in both joint task force operations and request for assistance by other law enforcement agencies, both federal and local, the Unit assisted those agencies in the apprehension of 232 additional persons wanted on outstanding felony warrants.

Information Reported as Required by State Statute

AFFIRMATIVE ACTION

The Affirmative Action Unit ensures that the principles of Equal Employment Opportunity, Affirmative Action and Diversity are integral parts of the employment and advancement process.

The Unit prepared and submitted the Department's Affirmative Action Plan, which was approved by the Commission on Human Rights and Opportunities in March 2012. At the end of the fiscal year, the number of people of color in the full-time workforce was 1,948 (33.45% of the total full-time workforce of 5,823). The total number of female staff in the full-time was 1502 (25.79% of the total full-time workforce of 5,823). The Unit has continued its emphasis on training agency staff in the areas of Affirmative Action (including Sexual Harassment and Discrimination) and Workplace Diversity. This training is provided to new employees and current employees.

The Department has continued its overall Diversity Initiative that includes the development of Diversity Councils at each facility. The Diversity Councils provide line staff with the opportunity to understand, value, appreciate and respect staff diversity. They are also intended to foster open communication in addressing Department policies and procedures, which bear upon diversity issues.