

Appropriations Committee Follow Up Questions

Q: What is happening with the closed facilities (e.g. Webster)? How are we using the infrastructure?

A: Bergin Correctional Institution
251 Middle Turnpike, Storrs, CT

Closed August 12, 2011

Transferred to the University of Connecticut in 2015

Enfield Correctional Institution
289 Shaker Road, Enfield, CT

Closed January 23, 2018

Facility is adjacent to Carl Robinson Correctional Institute and Willard-Cybulski Correctional Institution

Facility has been mothballed

Grounds are used for Correction Officer Applicant testing

Gates Correctional Institution
131 North Bridebrook Road, Niantic, CT

Closed June 1, 2011

Facility is adjacent to York Correctional Institution

Facility has been mothballed. Facility is not being used for any purpose at this time.

Webster Correctional Institution
111 Jarvis Street, Cheshire, CT

Closed January 15, 2010

Facility is adjacent to Cheshire Correctional Institute and the Maloney Center for Training and Staff Development.

Facility currently houses the agency's Central Transportation operation and its Medical Records storage.

Closure/Mothballing Process

Facilities systems are secure, shut down and or set to the lowest resource level required to maintain the integrity of the facility.

DUTIES AND RESPONSIBILITIES:

1. The Plant Facility Engineer 2 shall:
 - A. Ensure all heating unit thermostats are maintained at 50°.
 - B. Add a dialer system to call re: trouble alarm.
 - C. Secure/close all exterior doors and windows.

Air Conditioning

- A. Turn all a/c thermostats up to 78°.

Ventilation

- A. Turn off all fans including bathroom exhaust fans.
- B. Secure/close all openings/air dampers where possible.
- C. Develop PM to occasionally turn system on to air out building and check equipment.

Plumbing

- A. Turn off all water with the exception of make-up water to the heating plant.
- B. Fill all traps with a mineral oil/biodegradable glycol.
- C. Turn off all water heaters.
- D. Pump all grease interceptors inside and outside of the building.

Electricity

- A. Turn off all lighting with the exception of emergency and night lighting.
- B. Generator – to be maintained as if the facility was occupied ... all PM's to continue.

Security Systems

- A. Turn off all security systems. UPS' to be powered down.
- B. Body Alarms – collect all body alarms and store at the District 1 Electronics shop.
- C. Radios – collect all radios and chargers and store at the District 1 Electronics shop.

Staff

- A. To be reassigned to other facilities as needed. Meet with Human Resources to coordinate.

Vehicles

- A. Redistribute throughout the District.

Keys

- A. All keys to remain in key boxes.
- B. Change locks on main and exterior doors.

Tools & Equipment

- A. Conduct tool inventories and tools to remain in a secured area at the facility.

Television – Coordinate with Central Office Engineering

- A. Cancel Digital TV account with vendor.

Phones – Coordinate with Central Office Telecom

- A. Eliminate unnecessary phone circuits and leave voice mail message on main number redirecting the caller.

Paints/Oils/Hazardous Waste

- A. As soon as possible contact one of the Central Office Environmental Analysts to schedule a hazardous material/waste walk-through. Areas to review during the walk-through include:

- Kitchen
- Laundry
- Voc Ed Shops
- Industries
- Maintenance
- Medical/Dental
- Supply Warehouse
- Grounds
- Tanks

- B. Remove to Warehouse for storage, disposal and/or surplus.

- C. After all hazardous material/waste has been removed contact the Central Office Environmental Analyst to schedule a follow-up walk-through.

Tagged Equipment

- A. To remain in assigned location until otherwise advised/authorized to move.

PM's

- A. To be developed as a weekly and monthly inspections of:
HVAC system, water system, electricity – lighting, exercise gates, buildings & grounds.

Grounds

- A. Maintain grounds with inmate crews from the nearest facilities.
- B. Only plow the snow on the main entry roads and around the facilities fire lanes and walkways.
- C. Maintain lawns to ensure the grounds are kept to DOC standards.

2. Fire Safety

- A. All sprinkler and fire alarms to remain active until or otherwise authorized to shut down.
- B. Add a dialer to call for trouble alarms.
- C. Notify insurance company of closure.
- D. Continue Pest Control Policy.
- E. Continue with existing pm schedule

3. Telecom Unit

- A. Work with PFE 2 and Fire Safety Unit to add phone lines for dialers.
- B. Coordinate with the PFE 2 the elimination of all unnecessary phone lines and circuits.
- C. Leave voice mail message on main number redirecting the caller.

Carrying costs of closed/mothballed facilities/units

Closed facilities must be maintained and the building envelopes secured.

Costs include:

- Heating/Cooling
- Building Maintenance
- Grounds Maintenance
- Security

Q: Can you provide a list of the facilities/groups/organizations that are assisting inmates upon release?

A: A number of our partnerships have been suspended due to the pandemic. The following is a list of organizations with which the agency is currently working:

Strive, Career Resources out of Bridgeport works with the following facilities: Cheshire, MYI, Robinson, and York. This is a job readiness program.

Reentry Welcome Centers: services all facilities with offenders releasing to the specific regions with various avenues of networking for transition, Hartford, New Haven, Waterbury and Bridgeport.

DOMUS (Stamford) provides in reach to youth ages 17 – 25 to prepare for release to Stamford. Services Cheshire, MYI, MWCI, WCCI and Osborn.

Our Piece of the Pie (OPP) – provides offenders returning to Hartford with, in reach services surrounding employment, trainings, education, ID assistance, and other social services. Services Cheshire, MYI, MWCI, Osborn, Radgowski, Robinson, York, Willard-Cybulski.

YARP Young Adult Reentry Program located in Hartford. Services all facilities.

Coalition to End Homelessness (CCEH)– Current collaboration with DOC and CCEH for all identified homeless offenders, referral system, case worker assists to locate housing. Services all facilities.

CT Money School (CAHS) - Services Brooklyn, Cheshire, Corrigan-Radgowski, Garner, MYI, MWCI, Osborn, York, Carl Robinson

Q: Provide employee census by functionality.

A: Please see attached Excel Workbook

Q: Employee categories/job title by OT, retirement, vacancies.

A: Please see attached Excel Workbook

Q: Breakdown of OT for 2nd and 3rd shift for CO's.

A: Please see attached Excel Workbook

**Q: Provide info on inmates leaving with identification (percentage, process, etc.).
What percentage of people who leave our facilities with identification?**

A: The following are the percentages of inmates who have left end of sentence with at least 1 form of identification (birth certificate, SS card, DMV ID, etc):

- July 2020 88%
- August 2020 90%
- September 2020 92%
- October 2020 91%
- November 2020 88%
- December 2020 89%
- January 2021 87%

The process to obtain IDs is outlined in AD 10.15 Inmate Personal Identification Procurement and Storage (Attached for your reference). DOC also has MOUs with DMV and SSA. To sum it up, DOC can assist with obtaining identification when an inmate is sentenced and within a certain time frame from discharge. DOC can request a birth certificate 3 years prior to discharge. DOC can request a SS card 6 months prior to discharge. DMV time frame is a little more fluid because licenses/IDs expire at different times for renewals or duplicates. To apply for a new DMV ID, the inmate needs to be within 6 months of end of sentence and we need to have both their birth certificate and SS card per the Federal Real ID Act.

Q: For the past 5 years what are the number of BOPP applications and number of pardons granted.

A: For the past 5 years the number of BOPP applications and number of pardons granted are as follows:

	2016	2017	2018	2019	2020
Pardon Applications Received	1,336	1,261	1,771	1,375	1,299
Pardon Applications Deemed Eligible	718	1,069	908	936	913

Pardons Granted	672	623	697	511	936
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Absolute Grant Rate	59%	72%	75%	80%	92%
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Note: because the Board processes applications on a rolling basis and because the review and decision-making take place over a couple months, the number of applications received and deemed eligible within a calendar year do not equal the number of Pardons granted. Also, the above numbers do not include Certificates of Employability (COE)/Certificates of Rehabilitation(COR).

Q: Outline process of applying for a pardon.

A: Process and Instructions

1. Determine if you are [eligible](#) for a pardon.
2. Read the [Frequently Asked Questions](#) section of the BOPP website.
3. Obtain all documents outlined in the 'Documents Required for Absolute Pardon Application' section above.
4. Compile any additional documents you wish to include with your Absolute Pardon Application. Please make sure documents don't have extensive formatting and special symbols.
5. Ensure all documents you will be submitting with your Absolute Pardon Application are in one of the following formats: .jpeg, .pdf or .png.
6. Apply for an Absolute Pardon by visiting the Board's ePardons Portal:
<https://epardonportal.ct.gov/portal/>

IMPORTANT NOTES:

- Once you begin your application, you will have six (6) months to complete it electronically.
- Applications are processed continuously on a first-come, first-served basis. Due to the high volume of applications, applications will not be accepted in person.
- All applicants deemed eligible for Absolute Pardon review will be contacted for a phone interview.
- The State Police may not have every criminal conviction. If you were convicted of crimes that are not listed on the criminal history sheet, you must explain those convictions in your application. You are required to disclose out of state and Federal convictions as well.
- Some motor vehicle convictions will affect your criminal record. This is especially true of Reckless Driving, DUI and DWI type offenses.

- If you do not disclose a conviction in your application and it is later discovered by the Pardons Board, after you have been granted a pardon, your pardon may be revoked and you may be prosecuted for perjury.

For additional information please see <https://portal.ct.gov/BOPP/Pardon-Division/Pardon/Pardon-Info>