



Victim's Handbook

Connecticut
Department
of Correction



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The Department of Correction

Mission Statement

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.

Department of Correction
Public Information Unit

Inmate information is available during regular office hours from 8:00 am to 4:00 pm Monday thru Friday from the Office of Public Information at (860) 692-7780. Please have full name and date of birth or social security number available when calling. **Inmate information is also available through the web at www.ct.gov/doc**

Victim Services Unit - Dept. of Correction

1-888-869-7057

In 1996, the Department of Correction established the Victim Services Unit to support victims of crime.

MISSION OF VICTIM SERVICES

The Victim Services unit promotes public safety provides justice by insuring a voice to the victims of crime.

The goals of the Department of Correction Victim Services Unit are:

- Educate and work cooperatively with public organizations on common issues.
- To develop a range of programs and services to restore the victim and ensure their confidence in the correctional system.

A victim of crime, or the victim's survivor or representative may register with the Victim Services Unit and request to be notified when an offender in the custody of the Department of Correction is (1) released from custody, (2) transferred to community release, (3) escapes from custody, (4) dies while incarcerated, (5) applies for furlough, (6) sentence modification.

A registered victim also may ask to be notified when an offender is scheduled for (7) a sentence review or modification, or is (8) scheduled to appear before the Board of Pardons and Paroles. Pardon or parole hearing notices depend on scheduling information released by the respective boards. A notification request will remain confidential.



For information write to:

Connecticut Department of Correction
Victim Services Unit
24 Wolcott Hill Road
Wethersfield, CT 06109
Telephone Toll Free: 1-888-869-7057

<http://www.ct.gov/doc>

Inmate Classification System

Department of Correction

Inmate classification is the ongoing process of collecting and evaluating information about each inmate to determine the inmate's risk and need level for appropriate confinement location, treatment, programs, and employment whether in a facility or in the community.

The Inmate Classification System balances the interests of the public, the Department of Correction, and the offender for successful reintegration into the community.

The Inmate Classification System is based on objective criteria which matches the inmate with a facility and its programs. This procedure often includes periodic security reviews and transfers to other facilities and programs.

Classification ratings track an offender throughout his or her confinement regardless of legal status or length of sentence.

Correctional staff rate an inmate's risk factors such as severity and violence of the offense, length of sentence, history of violence, escape profile, and pending charges and detainers, disciplinary history in prison, and gang affiliation to establish the inmate's security risk level.

The resulting classification profile determines facility arrangements, housing location, supervisory approach, program or job placement, and possible access to the community.

A classification profile is a dynamic characterization. Staff continually monitor an inmate's behavior, and conduct periodic reviews to examine and modify risk level and program eligibility.



Connecticut Department of Correction

Correctional Facilities

Bridgeport Correctional Center
1106 North Ave.
Bridgeport, CT 06604
Telephone: 203-579-6131

Brooklyn Correctional Institution
59 Hartford Rd.
Brooklyn, CT 06234
Telephone: 860-779-4500

Cheshire Correctional Institution
900 Highland Ave.
Cheshire, CT 06410
Telephone: 203-651-6100

Corrigan-Radgowski Correctional Center
986 Norwich-New London Tpke.
Uncasville, CT 06382
Telephone: 860-848-5700

Enfield Correctional Institution
289 Shaker Rd.
Enfield, CT 06082
Telephone: 860-763-7300

Garner Correctional Institution
50 Nunnawauk Rd.
Newtown, CT 06470
Telephone: 203-270-2800

Hartford Correctional Center
177 Weston St.
Hartford, CT 06120
Telephone: 860-240-1800

MacDougall-Walker Correctional Institution
1153 East St. South
Suffield, CT 06080
MacDougall Telephone: 860-627-2100
Walker Telephone: 860-292-3400

Niantic Annex
131 N. Bridebrook Road
Niantic, CT 06357
Telephone: 860-691-6700

Connecticut Department of Correction

Correctional Facilities (continued)

Manson Youth Institute
42 Jarvis St.
Cheshire, CT 06410
Telephone: 203-806-2500

New Haven Correctional Center
245 Whalley Ave.
New Haven, CT 06530
Telephone: 203-974-4111

Northern Correctional Institution
287 Bilton Rd.
Somers, CT 06071
Telephone: 860-763-8600

Osborn Correctional Institution
335 Bilton Rd.
Somers, CT 06071
Telephone: 860-253-8000

Robinson Correctional Institution
285 Shaker Rd.
Enfield, CT 06082
Telephone: 860-253-8000

Willard-Cybulski Correctional Institution
391 Shaker R.
Enfield, CT 06082
Telephone: 860-763-6100

York Correctional Institution
201 West Main St.
Niantic, CT 06357
Telephone: 860-691-6700

Connecticut Department of Correction

Board of Pardons & Paroles - 1-800-303-2884

The goal of the Board of Pardons and Paroles is to protect the community, supporting the needs of the victim with sensitivity and thoroughness.

A parole hearing is a forum to determine whether or not an inmate should be granted a release from prison before the term of the sentence is completed. The victim has the right to participate in the criminal justice system.

How is a victim notified of an upcoming parole hearing?

Every list of inmates applying for parole is submitted to the Office of Victim Services to match victim registration with inmate numbers. Victim services then sends a letter to the victim. The Department of Correction also notifies those victims who are registered with them. These notices inform the victim(s) to call the BOARD OF PARDONS & PAROLES.

Does the inmate know if you make a statement to the Board of Pardons & Paroles?

At the request of the victim, the BOARD OF PARDONS & PAROLES will keep their communications confidential.

How can you make a statement to the Board of Parole?

Victims may speak personally to the panel at the hearing, write a letter, or meet the Board's Victim Services Coordinator prior to the hearing. A confidential informational summary of such a meeting will be provided to the Board of Parole.

Who can attend a Parole Hearing?

There are typically three Parole Board panel members who review the evidence, assess the case and make the decision, along with one Parole Officer, who serves as the Hearing Officer. Generally, the only people who address the panel are the inmate and the victim, or the

victim's immediate family, in the case of a death or a minor. However, all hearings are open to the public. Anyone may write to the Board of Parole concerning any specific case, either in support or in opposition to parole.

When does the inmate get a hearing?

The inmate becomes parole eligible once he/she has served 50% of the court imposed sentence, unless the inmate has been designated to serve 85% of the sentence. Hearings are normally held approximately six months in advance of the parole eligibility date. All sentences imposed since July 1, 1996, are reviewed by the Board of Parole for 85% designation. This is applied in the cases where sentences are based upon crimes that involve the use, attempted use or the threatened use of physical force against another person. The Board of Parole makes the 85% determination and informs the Department of Correction, who is responsible for the time calculations, parole eligibility dates, etc.

The Connecticut Department of Correction and Board of Pardons and Paroles established a cooperative procedure titled Coordinated Community Release in an effort to facilitate the placement of eligible offenders into available stipulated residential programs. The Board of Pardons & Paroles approval of an inmate for parole, who has been stipulated to residential programming in the community, will be construed by the Connecticut Department of Correction as automatic approval for Coordinated Community Release. In regard to victim notification, the Board of Pardons & Paroles will notify the Connecticut Department of Correction and State Office of Victim Services at the time of parole application.

Board of Pardons & Paroles

55 West Main St. Suite 520
Waterbury, CT 06072
Telephone: 203-805-6626
Toll Free: 1-800-805-6670

Office of Victim Services - Judicial

1-800-822-8428

The Office of Victim Services (Judicial Branch) offers many types of support to crime victims and their families.

- Assessment & Referral
- Toll Free Help Line
- Victim Services Advocates
- Notification Program
- Counseling Services
- Victim Compensation
- Informational Clearinghouse

Victim Services Advocates: The Office of Victim Services Victim Services Advocates help crime victims with the criminal justice system procedures. Advocates also support crime victims and refer them to resources that may reduce the trauma associated with crime. The advocates provide information about the criminal justice system, victim's rights, and other victim services. Advocates may assist victims by providing an escort to court and advocating for them during the court procedures. Advocates may help with getting property back, obtaining restitution, social services referrals and writing a victim impact statement.

Notification Program: The Office of Victim Services conducts a post conviction notification program. Through this program, persons such as crime victims and immediate family members of inmates can ask to be notified about changes in status of inmates sentenced to the Department of Correction.

Information may include dates and locations of parole hearings, sentence reviews, sentence modifications, discharges, parole releases, halfway house releases, transitional supervision releases, and pardon hearings. Victims must file a request with OVS to receive notification.

Counseling Services: The Office of Victim Services (Judicial Branch) offers services such as counseling, education groups, and referral to self-help groups.

Victim Compensation: OVS has a fund to help crime victims with lost wages and out of pocket costs, such as medical, counseling and dental costs related to a crime and loss of support of funeral costs for family survivors of homicide. Call OVS for eligibility and application information.

For more information, assessment or referral, contact the Office of Victim Services Judicial at:

Office of Victim Services Judicial

225 Spring St.

Wethersfield, CT 06109

Telephone Toll Free: 1-800-822-8428

or call 860-263-2760

www.jud.ct.gov/crimevictim

Office of Victim Advocate

1-888-771-3126 - www.ct.gov/ova

The Office of Victim Advocate is an independent state agency created to protect and promote the legal rights of crime victims in Connecticut. The Office of Victim Advocate provides important oversight and advocate when the criminal justice system fails crime victims.

The Office of Victim Advocate has oversight authority over state agencies and private entities that provide direct services to crime victims. By monitoring and evaluating direct service providers, the Office of Victim Advocate works to improve the quality of services to crime victims.

The Office of Victim Advocate responds to complaints from crime victims and others on behalf of crime victims, regarding all aspects of the criminal justice system. The Office of Victim Advocate reviews such complaints, intervenes on behalf of crime victims in cases where their legal rights are being violated, and may conduct formal investigations.

By advocating at the state legislature, the Office of Victim Advocate works to advance policies throughout the state that promote the fair and just treatment of victims throughout the criminal justice system.

The office of Victim Advocate is committed to ensuring that the voices of crime victims play a central role in

Connecticut's response to violence and those victimized by crime.



For additional information about your rights as a crime victim, please contact:

Office of the Victim Advocate
505 Hudson St.
Hartford, CT 06106
888-771-3126
860-550-6632
860-566-3542 FAX

Other Victim Service Assistance

Court-Based Victim Advocacy Program

Office of Victim Services Judicial
Central Office-Victim Services Advocate
Tel: 860-263-2760

Victim Advocate
New London Judicial District
C/O State's Atty's Office
70 Huntington St.
New London, CT 06320
Tel: 860-443-2835/Fax: 860-442-3019

Victim Advocate
Superior Court G.A.23
C/O Supv. Asst. State's Atty.
121 Elm St.
New Haven, CT 06510
Tel: 203-773-6830/Fax: 203-789-7707

Victim Advocate
New Haven Judicial District
C/O State's Atty's Office
235 Church St.
New Haven, CT 06510
Tel: 203-503-6823 ext 3220/Fax: 203-789-6400

Victim Advocate
Superior Court G.A.15
20 Franklin Square
New Britain , CT 06051
Tel: 860-515-5266/Fax: 203-515-5266

Victim Advocate
Superior Court G.A. 9
C/O State's Atty's Office
One Court St.
Middletown, CT 06457
Tel: 860-343-6425/Fax: 860-343-6427

Victim Advocate Superior Court G.A.14
C/O Supv. Asst. State's Atty.
101 Lafayette St.
Hartford, CT 06106
Tel: 860-566-5996 ext 457
Fax: 860-566-1458

Victim Advocate
Litchfield Judicial District
PO Box 325
63 West St.
Litchfield, CT 06759
Tel: 860-567-0871/Fax: 567-9591

Victim Advocate
Superior Court G.A. 22 RM 216
14 West River St.
Milford, CT 06460
Tel: 203-283-8240/Fax: 203-283-8268

Victim Advocate
Superior Court G.A.12
410 Center St.
Manchester, CT 06040
Tel: 860-645-1473/Fax: 860-646-2096

Victim Advocate
Superior Court Juv. Matters
7 Kendrick Dr.
Waterbury, CT 06702
Tel: 203-596-4202 ext 3053
Fax: 203-596-4431

Victim Advocate
Superior Court G.A. 19
C/O State's Atty's Office
20 Park St.
Rockville, CT 06066
Tel: 860-870-3239/Fax: 860-870-3299

Victim Advocate
Superior Court G.A. 11
120 School St.
Danielson, CT 06239
Tel: 860-779-8505/Fax: 860-779-8521

Victim Advocate
Superior Court G.A.10
C/O Supv. Asst. State's Atty.
112 Broad St.
New London, CT 06320
Tel: 860-447-5119/Fax: 860-437-3333

Office of Victim Services - Judicial

1-800-822-8428

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Victim Advocate
Superior Court Juv. Matters
239 Whalley Ave.
New Haven, CT 06511
Tel: 203-773-3686/Fax: 203-786-0379

Victim Advocate
Superior Court Juv. Matters
920 Broad St.
Hartford, CT 06106
Tel: 860-244-7933/Fax: 860-566-5567

Victim Advocate
Fairfield Judicial District
1061 Main St.
Bridgeport, CT 06604
Tel: 203-579-6061/Fax: 203-382-8401

Victim Advocate
Office of Victim Services
225 Spring St.
Wethersfield, CT 06109
Tel: 860-263-2760/Fax: 860-263-2777
800-822-8428

Victim Advocate
Waterbury Judicial District
400 Grand St.
Waterbury, CT 06702-4213
Tel: 203-236-8076/Fax: 203-236-8155

Victim Advocate
Superior Court G.A.17
131 North Main St.
Bristol, CT 06010
Tel: 860-584-9722/Fax: 860-585-8799

Victim Advocate
Superior Court G.A. 3
C/O State's Atty's Office
146 White St.
Danbury, CT 06810
Tel: 203-207-8672/Fax: 203-207-8684

Victim Advocate
Superior Court G.A.4
400 Grand St.
Waterbury, CT 06702
Tel: 203-236-8075/Fax: 203-236-8161

Victim Advocate
Superior Court G.A. 1
C/O State's Atty's Office
123 Hoyt St.
Stamford, CT 06905
Tel: 203-965-5359/Fax: 203-965-5774

Victim Advocate
New Britain Judicial District
C/O State's Atty's Office
20 Franklin Square
New Britain, CT 06051
Tel: 860-515-5260/Fax: 860-515-5266

Victim Advocate
Superior Court G.A.2
C/O Supv. Asst. State's Atty.
172 Golden Hill St.
Bridgeport, CT 06604
Tel: 203-579-6178/Fax: 203-382-8408

Victim Advocate
Superior Court G.A.7
C/O Supv. Asst. State's Atty.
54 West Main St.
Meriden, CT 06451
Tel: 203-238-6446 or 203-238-6125
Fax: 203-238-6592

Victim Advocate
Superior Court Juv. Matters
172 Golden Hill St., 3rd Floor
Bridgeport, CT 06604
Tel: 203-579-6178/Fax: 203-382-8408

Victim Advocate
Hartford Judicial District
C/O State's Atty's Office
101 Lafayette St.
Hartford, CT 06106
Tel: 860-566-5996 ext 457
Fax: 860-566-2812

Superior Court Locations

Address & Phone Numbers

Bantam: Clerk's Office
80 Doyle Rd.
Bantam, CT 06750
Tel: 860-567-3942

Bridgeport: Clerk's Office
172 Golden Hill St.
Bridgeport, CT 06604
Tel: 203-579-6568

Bristol: Clerk's Office
131 N. Main St.
Bristol, CT 06010
Tel: 860-582-8111

Danbury: Clerk's Office
146 White St.
Danbury, CT 06810
Tel: 203-207-8600

Danielson: Clerk's Office
120 School St.
Danielson, CT 06239
Tel: 860-779-8480

Derby: Clerk's Office
106 Elizabeth St.
Derby, CT 06418
Tel: 203-735-7438

Enfield: Clerk's Office
111 Phoenix Ave.
Enfield, CT 06082
Tel: 860-741-3727

Hartford: Clerk's Office
101 Lafayette St.
Hartford, CT 06106
Tel: 860-566-1630

Manchester: Clerk's Office
410 Center St.
Manchester, CT 06040
Tel: 860-647-1091

Meriden: Clerk's Office
54 West Main St.
Meriden, CT 06451
Tel: 203-238-6130

Middletown: Clerk's Office
1 Court St.
Middletown, CT 06457
Tel: 860-343-6445

Milford: Clerk's Office
14 West River St.
Milford, CT 06460
Tel: 860-874-1116

New Britain: Clerk's Office
20 Franklin Square
New Britain, CT 06051
Tel: 860-515-5080

Superior Court Locations

Address & Phone Numbers

Continued

New Haven: Clerk's Office
121 Elm St.
New Haven, CT 06510
Tel: 203-789-7461

New London: Clerk's Office
112 Broad St.
New London, CT 06320
Tel: 860-443-8343

Norwalk: Clerk's Office
17 Belden Ave.
Norwalk, CT 06850
Tel: 203-849-3580

Norwich: Clerk's Office
1 Courthouse Square
Norwich, CT 06360
Tel: 860-889-7338

Rockville: Clerk's Office
20 Park St.
Rockville, CT 06066
Tel: 860-870-3200

Stamford: Clerk's Office
123 Hoyt St.
Stamford, CT 06905
Tel: 203-965-5208

Waterbury: Clerk's Office
400 Grand St.
Waterbury, CT 06702
Tel: 203-236-8100

Willimantic/Danielson: Clerk's Office
120 School St.
Danielson, CT 06239
Tel: 860-779-8480

INFO-LINE: 211 or 1-800-203-1234
1344 Silas Deane Highway
Rocky Hill, CT 06067

Court Proceedings

A court appearance can be an unsettling experience, especially the first one. The following suggestions may make the experience less traumatic for a victim.

Call the court clerk for the name of the prosecuting attorney handling the case and the attorney's associates.

Call to make an appointment with a victim service advocate, and use the advocate to track court proceedings, to obtain information, and to learn about victim's groups. (The advocates' phone numbers start on pg. 9)

Learn the courthouse location, available public transportation or parking, the location of the courtroom in the building, and what private areas are available for before court and during breaks.

To avoid the news media, call the victim service advocate for an alternative courthouse entrance.

All those who enter a courthouse will be required to proceed through a metal detector. Belt buckles, jewelry, metal tipped shoes, keys, chains, coins, and prostheses often trigger an alarm. A person may be asked to remove them and reenter, and may be "pat-searched." Pagers, food, beverages and possible weapons-nail clippers, pocket knives, umbrellas, roll of coins-are not allowed in a courthouse.

A victim may be allowed in the courtroom after testifying.

Sit in the gallery behind the table occupied by the prosecuting attorney.

A victim may be allowed to write a *victim impact statement*, and to read it or have it read in court. Prepare one with assistance of the advocate.

Loud remarks or excessive displays of emotion generally are not tolerated in a courtroom. A judge may place a person in contempt of court for such an outburst.

Direct all other questions about court and trial proceedings to the advocate or prosecutor.

Reference Information

The more information available, the easier it will be for the Victim Services Unit, Office of Victim Services, Department Of Correction, Board of Parole, Board of Pardons, prosecuting attorneys, and victim advocates to assist a victim.

A victim should record as much of the following data as possible:

Victim's name and age at the time of the incident.

Date of incident.

Offender's name, social security number, Department of Correction identification number, FBI number, and age at the time of the incident.

Date of offender's arrest, arraignment, and sentencing.

Offender's docket numbers and offense(s).

Sentence imposed and conditions of sentence.

Sentencing court and judge.

Name(s) of the prosecuting attorney(s) and defense attorney(s).

Name of the victim advocate.

Dates, times and locations of court proceedings.

Also, if appropriate, a victim should consider the following:

Registering with the Judicial Branch's Office of Victim Services.

Registering with the Department of Correction's Victim Services Unit.

Writing a *Victim Impact Statement*.

Filing a civil claim against defendant.

Seeking counseling.

Joining a victim support or advocacy group.

Definitions

Accusation: a charge of crime or offense against a person, including indictment and presentation.

Accusatory Instrument: an initial pleading or paper that forms the procedural basis for a criminal charge. If defective, a proceeding may be rendered null and void.

Appeal: an application to a higher court for the purpose of obtaining a review of a lower court's decision, the reversal of a decision, or the granting of a new trial.

Appellate Court: one having jurisdiction to review the law as it has been applied to prior determination; not a forum in which to present a new case.

Arraignment: the initial step in the court process, where the defendant is charged, given a copy of accusatory instrument, and informed of constitutional rights.

Arrest: the taking into custody of a person to charge with a criminal offense.

Bail: the surety or non-surety guarantee that an accused will appear at every criminal proceeding; used to procure the release of a prisoner.

Classification: an ongoing process of collecting and evaluating information about an inmate to determine the inmate's risk and need level for appropriate location, treatment, programs and employment, whether in a facility or in the community.

Commissioner: in the statutes, the commissioner of the Department of Correction.

Community-Based Service Program: in the statutes, the residential or nonresidential program that offers housing, transportation, employment and counseling services to incarcerated, paroled or discharged offenders and their families, those charged with a crime or diverted from the criminal process, and victims.

Community Release: the placement in the community of an inmate who remains in the custody of the Department of Correction, including pretrial, Transitional Supervision, and residential programs.

Community Service: in the statutes, the placement of offenders in unpaid positions for the performance of work.

Continuance: an adjournment or postponement of court action to a subsequent date.

Convict: to find a defendant guilty of a criminal charge.

Corpus Delicti (elements of crime): the components of an offense that prosecution must prove beyond a reasonable doubt to sustain a conviction.

Crime: an act or omission in violation of criminal law forbidding or commanding the act.

Defendant: a person denying charges or defending against them.

Definite Sentence: a term with an exact time of confinement.

Department: in the statutes, the Department of Correction.

Detainer: a writ from another law enforcement agency that a criminal charge is pending there.

Definitions

Continued

Due Process: an established course for judicial proceedings designed to safeguard the legal rights of the accused.

Felony: a crime punishable by imprisonment for more than one year, or by death.

Furlough: the temporary transfer of an inmate from incarceration to community custody for an authorized purpose under the supervision of a community sponsor.

Good Time: those days deducted from a sentence at the rate of 10 days per month from 1-5 years of incarceration, and 12 days per month thereafter an offender may earn for good behavior, work or meritorious service.

Halfway House: a rehabilitation center for pretrial, incarcerated, paroled or conditionally discharged offenders.

Habeas Corpus: a written judicial order to bring a person before a court or judge, having as its function the correction of the unlawful restraint of a person.

Hung Jury: a body that cannot reach a verdict by the required degree of agreement.

Immediate Family: the legal spouse, child or grandparent of a person, including foster relationships and those by marriage rather than blood.

Indeterminate Sentence: a term with a minimum -to -maximum number of years.

Indictment: a written accusation by a grand jury alleging committed offenses.

Injury: the damage of or to a person, property, or reputation.

Jail Credit: a period of pre-sentence confinement creditable toward sentence term.

Jail Good Time: the days credited toward a sentence at the rate of 10 days per month that an offender may accrue for good behavior.

Malice: the intent, without just cause or reason, to commit an unlawful act that may result in injury to another.

Material Evidence: that which tends to prove or disprove an issue or to make a proposition more or less probable.

Miranda Rule: the requirement that a law enforcement authority warn a person in custody against self-incrimination and affirm the right of the accused to the presence and advice of an attorney during questioning. Statements and evidence obtained in violation of this rule are not admissible in court.

Misdemeanor: an offense punishable by fine, or incarceration of one year or less.

Mistrial: a trial terminated and declared void prior to verdict.

Motion: an application to a court that an order be issued to bring about an action.

Motion to Suppress: an application to eliminate from a criminal trial evidence that allegedly was obtained illegally.

Definitions

Continued

Nolo Contendere: a response in a criminal action to admission of guilt, but without acknowledging alleged facts.

Nonresidential Programs: in the statutes, those supplying daytime or episodic services to pretrial, incarcerated, paroled, or discharged offenders and their families, or victims of crime, and those involving restitution or community release.

Objection: an assertion, in court that evidence, line of questioning or testimony is improper.

Pardon: a full, limited or conditional absolution from all punishment or civil disabilities of a conviction.

Parole: the conditional release of an inmate, after a percentage of a sentence has been served, from incarceration to the community under supervision.

Petit Jury: a trial jury.

Plea: a defendant's formal answer to charge in court.

Plea Agreement: an accord on sentence conditions between a defendant and the prosecutor prior to a verdict, which is nonbinding on the court.

Preemptory Challenge: the removal without cause by attorney or prosecutor of prospective juror.

Probable Cause: the reasonable grounds for the belief that an accused person is guilty as charged.

Prosecutor: an attorney representing the state who carries out criminal proceedings.

Public Defender: an attorney employed by the state to represent a defendant who is unable to pay for a private attorney.

Reasonable Doubt: the degree of certainty required for a jury to find the defendant guilty.

Residential Programs: those halfway house programs supplying 24-hour care, supervision and supportive services to pretrial, incarcerated, paroled, and discharged offenders.

Restitution: the compensation for an injury, either in the form of money or services.

Sentence Modification: the judicial reexamination of court proceedings to consider the propriety of a sentence, where length may be reduced or increased.

Sentencing Guideline: an instrument used to indicate to judges the usual sanction for a specific offense.

Transitional Supervision: the Department of Correction community-based supervision program for an offender with a sentence of less than two years who has served 50 percent of the sentence, less credits.

Victim: one who suffers direct or threatened physical, emotional or financial harm from a crime for which another person is incarcerated; in the statutes, also includes a member of a deceased victim's immediate family or the victim's legal representative.

Warrant: a document issued by a judicial officer directing an arrest, appearance or search.

Writ: a written order by an officer of a court commanding performance of an act or the cessation of performance of an act.

Constitution of the State of Connecticut

Article XXIX - Rights of Victims of Crime

In all criminal prosecutions, a victim, as the general assembly may define by law, shall have the following rights;

(1) the right to be treated with fairness and respect throughout the criminal justice process;

(2) the right to a timely disposition of the case following arrest of the accused, provided no right of the accused is abridged;

(3) the right to be reasonably protected from the accused throughout the criminal justice process;

(4) the right to notification of court proceedings;

(5) the right to attend the trial and all other court proceedings the accused has the right to attend, unless such person is to testify and the court determines that such person's testimony would be materially affected if such person hears other testimony;

(6) the right to communicate with the prosecution;

(7) the right to object to or support any plea agreement entered into by the accused and the prosecution and to make a statement to the court prior to or to the acceptance by the court of the plea of guilty or nolo contendere by the accused;

(8) the right to make a statement to the court at sentencing;

(9) the right to restitution which shall be enforceable in the same manner as any other cause of action or as otherwise provided by law; and

(10) the right to information about the arrest, conviction, sentence, imprisonment, and release of the accused.

The general assembly shall provide by law for the enforcement of this subsection. Nothing in this subsection or in any law enacted pursuant to this subsection shall be construed as creating a basis for vacating a conviction or ground for appellate relief in any criminal case.

November 1996

Victim Impact Statement

What is a Victim Impact Statement?

The Victim Impact Statement is completely voluntary. It is a formal way for victims to explain the suffering the crime has caused, describe how the crime has impacted their lives, and to express opinion on the punishment for the crime. Usually, a victim impact statement should address the following areas: the physical, emotional, and the financial impact the crime had on the victim and or family members. Victim Impact Statements are confidential and the convicted felon does not have access to it. Once the Victim Impact Statement is received by the Victim Services Unit it will be forwarded to the Warden of the facility in which offender is located, for review.

Why Your Voice is Heard:

As the crime victim or family member, you know best how the crime impacts you and people close to you. You may write as little or as much as you choose. It is your right to inform the Department of Correction about the physical, emotional and financial harms you experience(d) as a result of the crime. A Warden or Unit Administrator will consider your input before reviewing an offender for Transitional Supervision, Halfway House Community Release Placement or Re-Entry Furlough.

What Do I Say:

Crime affects people in very personal ways. The Connecticut Department of Correction wants to learn how the crime impacted you. In your own words you may express:

- ◆ **Physical Impact:** Injuries suffered, duration of injuries, medical care already received or expected to need in the future.
- ◆ **Emotional Impact:** How the crime impacted your life and those close to you; your feelings about what happened; the feelings you now have since the crime, any effects the crime had in changing your ability to work, family or outside support you needed as a result of the crime.
- ◆ **Financial Impact:** Expenses (money paid or owed) or losses as a direct result of the crime. Including:
 - Reasonable charges incurred for needed products, services and accommodations, including, but not limited to, charges for medical and dental care, rehabilitation, and other remedial treatment and care including mental health services for the victim or, in the case of the death of the victim, for the victim's spouse and immediate family.
 - Loss of income by the victim or the Victim's dependents.
 - The value of damaged, destroyed, or lost property.
 - Expenses reasonably incurred in obtaining ordinary or necessary services in lieu of those the injured or deceased victim would have performed, if the crime had not occurred, for the benefit of the victim or the victim's dependants.
 - Reasonable expenses related to funeral and burial services.