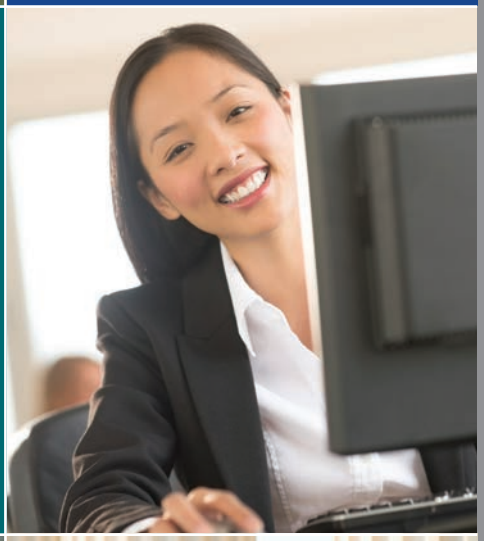

The Intern Handbook

The Judicial Branch **Experiential Learning Programs**

External Affairs Division

STATE OF CONNECTICUT

JUDICIAL BRANCH

CHAMBERS OF
RICHARD A. ROBINSON
CHIEF JUSTICE

231 CAPITOL AVENUE
HARTFORD, CT 06106

TO: Our new interns

RE: Congratulations and welcome

Welcome to the Judicial Branch's Experiential Learning Programs and thank you for your participation as an intern.

Each year, the Judicial Branch hosts hundreds of interns throughout the state in a variety of placements including but not limited to adult probation, victim services, courthouse clerks' offices, support enforcement offices and in our information technology division. We rely on your professionalism, enthusiasm and talent to assist us in meeting our mission, which is to serve the interests of justice, and the public by resolving matters brought before it in a fair, timely, efficient and open manner.

We hope that you will find your internship to be a valuable experience and that it will help you to choose the best career path for you.

Thank you, again, for your service.

Sincerely,

Richard A. Robinson
Chief Justice

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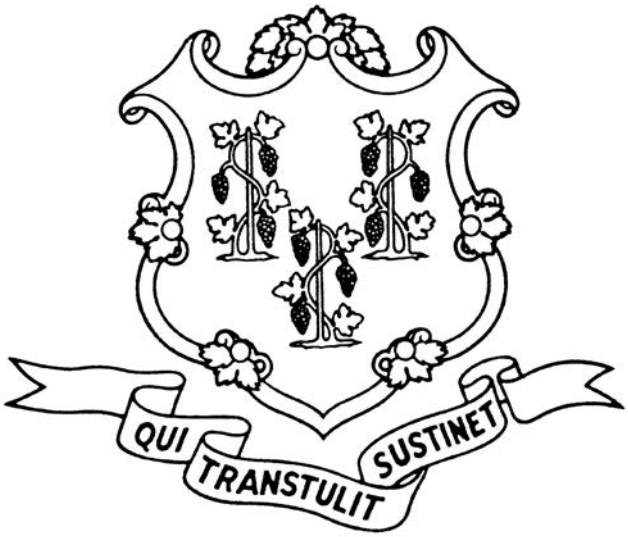
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I. The Judicial Branch: An Overview

I. The Judicial Branch: An Overview

The mission of the Connecticut Judicial Branch is to serve the interests of justice and the public by resolving matters brought before it in a fair, timely, efficient and open manner.

General Information

- The Judicial Branch is comprised of approximately 3,600 employees.
- The Branch maintains more than 39 courthouses and 34 other facilities.
- The operating budget is approximately $530 million.
- The Judicial Branch disposed of 404,240 cases in fiscal year 2018 – 2019.

The Role of the Courts

The judicial system in Connecticut is established to uphold the laws of the state. Our courts help to keep order in our society by:

- Determining the guilt or innocence of persons accused of breaking the law.
- Resolving disputes involving civil or personal rights.
- Interpreting constitutional provisions of laws enacted by the legislature or deciding what is to be the law of the state when none exists for certain situations.
- Determining whether a law violates the constitution of either the State of Connecticut or the United States.

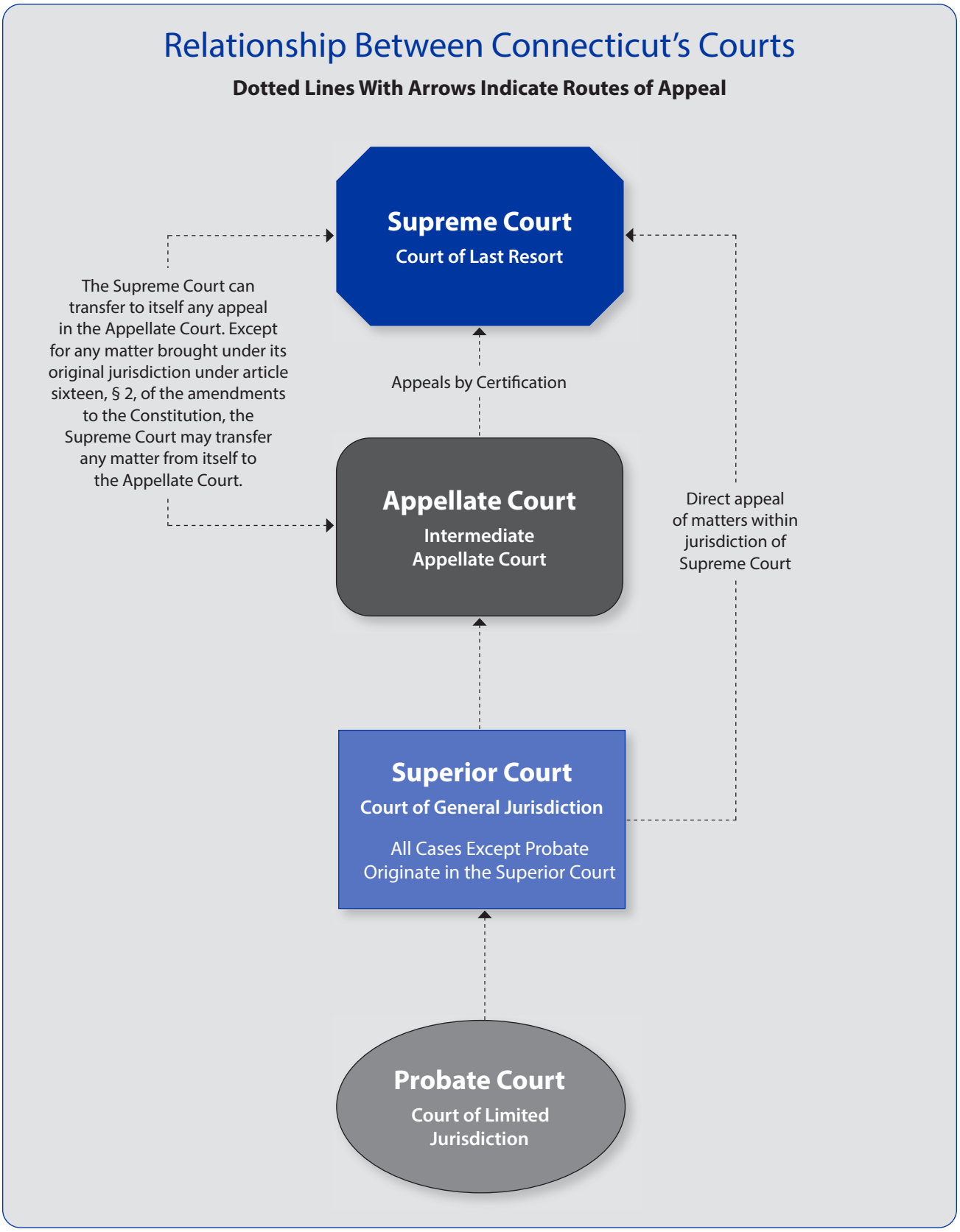
Separation of Powers

Under our constitution, the courts are one of three branches of government.

- The Legislative Branch (The Senate and House of Representatives) creates new laws.
- The Executive Branch (the governor and executive branch agencies) enforces the laws.
- The Judicial Branch interprets and upholds our laws.

Organization of the Courts

- The **Supreme Court** is the state's highest court. It reviews selected decisions of the Appellate Court and cases which are brought directly to the Supreme Court, such as redistricting cases.
- The **Appellate Court** reviews decisions made in the Superior Court to determine if errors of law have been committed.
- The **Superior Court** hears all legal disputes, except those disputes which, by law, only the Probate Court can decide. The Superior Court is divided into 13 judicial districts and 20 geographical areas. It has four principal trial divisions: civil, criminal, family and housing.


Relationship Between Connecticut's Courts
Dotted Lines With Arrows Indicate Routes of Appeal
Supreme Court
Court of Last Resort
The Supreme Court can transfer to itself any appeal in the Appellate Court. Except for any matter brought under its original jurisdiction under article sixteen, § 2, of the amendments to the Constitution, the Supreme Court may transfer any matter from itself to the Appellate Court.
Appeals by Certification
Appellate Court
Intermediate Appellate Court
Direct appeal of matters within jurisdiction of Supreme Court
Superior Court
Court of General Jurisdiction
All Cases Except Probate Originate in the Superior Court
Probate Court
Court of Limited Jurisdiction

Administrative Divisions

The Judicial Branch has the following five administrative divisions:

- **Administrative Services**

  The mission of the Administrative Services Division is to enhance the Judicial Branch's ability to administer justice by providing support services.

  Functions:

  - Human Resource Management
  - Fiscal Administration
  - Materials Management
  - Facilities
  - Budget, Planning and Internal Audit

- **Court Support Services Division**

  The mission of the Court Support Services Division is to provide effective support services within the Judicial Branch by working collaboratively with system stakeholders to promote compliance with court orders and instill positive change in individuals, families and communities.

  Functions:

  - Adult Probation
  - Juvenile Probation
  - Juvenile Detention
  - Bail Services
  - Family Relations Services

- **External Affairs**

  The mission of the External Affairs Division is to promote public trust and confidence in the Judicial Branch by fostering relationships with the Legislative and Executive Branches, the media and the community at large; informing students, community groups, professional organizations and the public about the role and mission of the Judicial Branch; and providing high school and college students with the opportunity to explore careers within the Judicial Branch through its Experiential Learning Programs.

  Functions:

  - Government Relations
  - Media Relations
  - Community Outreach
  - Experiential Learning Programs

- **Information Technology**

  The Information Technology Division (ITD) is dedicated to providing state-of-the-art data processing and publication services to the Judicial Branch and its customers in the legal community, outside agencies and the public. ITD accomplishes this commitment through the design, development and maintenance of a sophisticated, secure and reliable network, computing and printing infrastructure. This infrastructure provides for the transmission, storage, retrieval, display and publication of data and information processed most often through automated systems developed in-house and deployed for support of the Branch's operating and administrative divisions.

  Functions:

  - Statewide computing infrastructure
  - E-mail and internet services
  - HelpDesk assists in software/hardware problems
  - Printing and distribution of forms and brochures

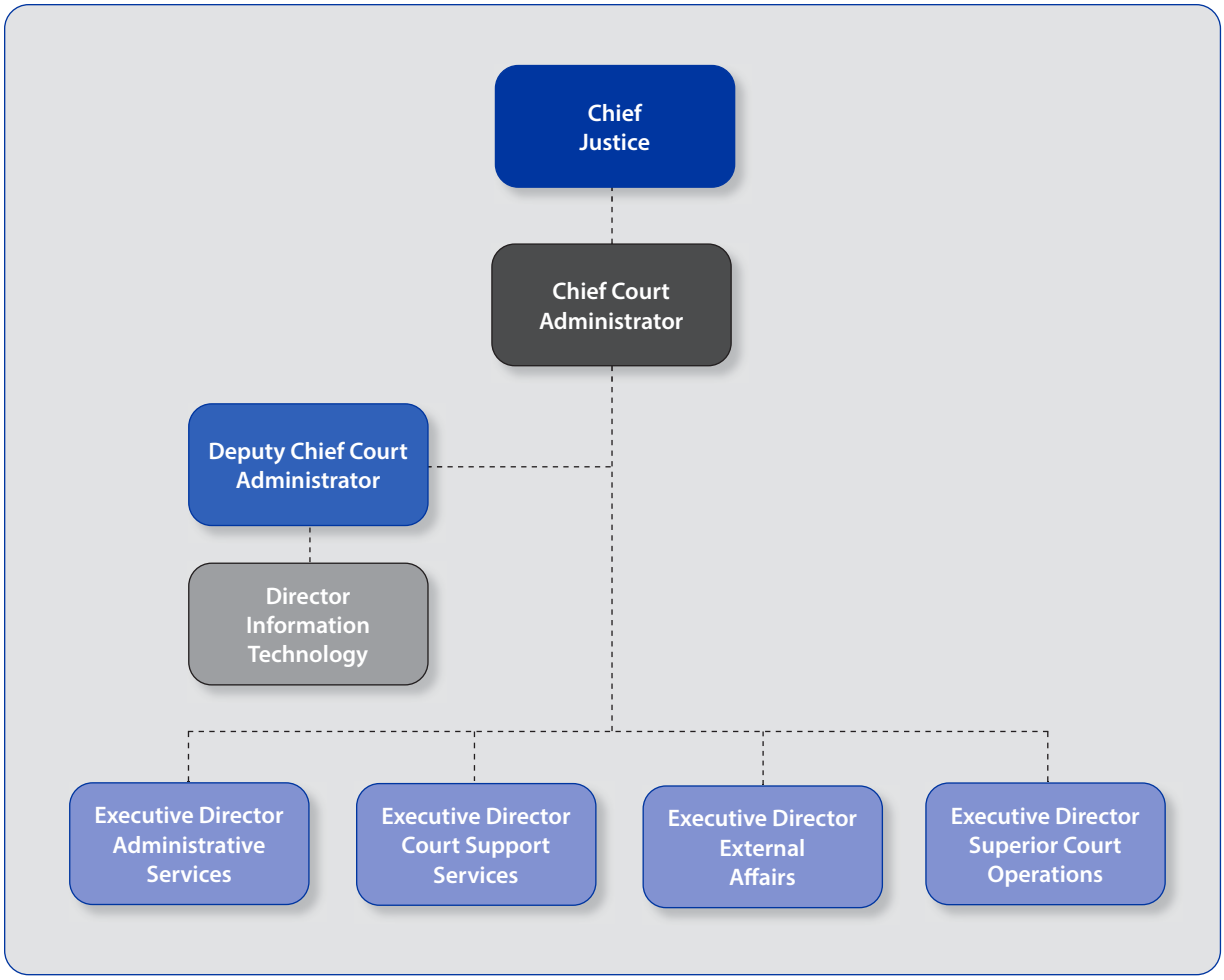
- **Superior Court Operations Division**

  The mission of the Superior Court Operations Division is to assist the Judicial Branch in the administration of justice by providing quality services and information to the court, and the people we serve in an efficient, professional and courteous manner.

  Functions:

  - Court Clerk's offices
  - Jury Administration
  - Courthouse Libraries
  - Court Interpreters
  - Centralized Infractions Bureau
  - Judicial Marshal Services
  - Support Enforcement Administration
  - Office of Victim Services
  - Legal Services

Administrative Organization



II. Program Requirements

II. Program Requirements

The Experiential Learning Programs staff is committed to helping you to make this internship as beneficial as possible by providing you with a placement opportunity in which you will be able to gain valuable experience as well as develop the skills appropriate for your career path.

In return, you are expected to meet the following requirements:

- Attend Intern Orientation
- Work at least 40 hours per month for the entire semester
- Attend scheduled seminars that are arranged by the program staff
- Submit journal entries in accordance with given due dates
- Attend regional supervision meetings
- Attend end of semester wrap-up session

Intern Orientation

The Experiential Learning Programs staff have put together an extensive orientation program to prepare you for your internship. The orientation will provide you with a better understanding of what is expected of you and what you can expect from your workplace host and your intern coordinator. In addition, you will have the opportunity to learn more about the Judicial Branch and its functions.

You are expected to attend the orientation.

Attendance

Your workplace host is counting on you to be at your workplace during the dates and times that you agreed to intern as part of the application process. Vacation plans and scheduled days off should be discussed with your workplace host on the first day of your placement. Once your workplace host has approved your schedule, you will be required to follow that schedule for the length of the internship.

In the event of unforeseen schedule changes, you may complete the work schedule form to reflect changes to which you and your workplace host agree. Please be aware that any amendment to your schedule must be approved by your intern coordinator as well as your workplace host prior to its implementation.

If you are unable to intern on a scheduled day due to illness, you are responsible for contacting your workplace host as soon as possible. Every effort should be made to speak directly with your workplace host to advise him/her of your absence.

You are also expected to participate in the program for the entire semester, regardless of the total number of hours required for credit.

Below is the approximate length of each semester:

Fall semester:	14 – 15 weeks
Spring semester:	12 – 14 weeks
Summer semester:	8 – 10 weeks

You should be aware that if you do not participate in the internship for the entire semester, you will be deemed to have *unsuccessfully* completed the program and this information will be provided to your college or university advisor.

Please remember that our staff has volunteered their time to serve as your workplace host, and they are relying on you to comply with these attendance requirements.

Seminars

To enhance your experience as an intern, the Experiential Learning Programs staff has developed a number of seminars for you to explore other career opportunities and to learn about other aspects of the judicial system, beyond your specific placement. You are required to attend at least one of these seminars during the course of your internship.

The listing of seminars will be discussed and provided to you at the Intern Orientation.

Journal Entry

To ensure that your placement is appropriate and that your internship is meeting your expectations, you are required to submit to your intern coordinator one or two journal entries (depending on whether your internship is in the fall, spring or summer).

The entries should discuss the types of activities you are doing, what you are learning, your impression of the internship and any concerns that you may have. Please do not include any confidential information in your entry.

For information on how to upload your journal entry into the intern portal, please go to page 24.

Supervision Sessions

Your intern coordinator is responsible for ensuring that you meet the program requirements, your placement is meaningful, your workplace host is satisfied with your placement and your experience is positive.

To maintain an open dialogue with your intern coordinator, you are required to attend regional supervision sessions with your coordinator. This is an opportunity to discuss any potential issues that may have arisen with your placement and to obtain feedback from your coordinator as to how you can make the most out of your internship.

Your coordinator will work with you to schedule the supervision sessions at a mutually agreeable time and place.

End of Semester Wrap-Up Session

Towards the end of your internship, you will be required to attend a half-day, end of semester wrap-up session. At this session, you will complete paperwork, receive resume writing and interviewing tips, learn about e-mail netiquette and hear about job opportunities available within the Judicial Branch and how to apply for such positions.

III. Conduct and Confidentiality

III. Conduct and Confidentiality

Intern Conduct Guidelines

As an intern for the Judicial Branch, you are expected to be professional, courteous and to conduct yourself in an appropriate manner at all times. Your conduct is a reflection on the Judicial Branch and as such we expect you to comply with the Intern Conduct Guidelines as listed below.

You are expected to:

- Act in a professional manner by showing respect to the public, other program participants, judges, Judicial Branch employees and clients.
- Ensure that a safe, secure and sanitary work environment is maintained.
- Comply with the Judicial Branch's dress code policy, sexual harassment in the workplace policy and the Prison Rape Elimination Act of 2003.
- Understand and certify that you will abide by the confidentiality agreement.
- Maintain good stewardship of all state property and equipment.
- Maintain appropriate demeanor.
- Notify your workplace host and program staff if you or someone close to you has a pending legal matter that could create the appearance of a conflict of interest with respect to your assignment.

You are expected ***not*** to:

- Engage in any conduct or activity that constitutes, or has the appearance of, a conflict of interest.
- Enter a restricted work location unless on duty or otherwise authorized.
- Engage in an intimate relationship with Judicial Branch employees and/or clients, working within the same office or within the direct chain of command.
- Access or disclose confidential and/or erased Judicial Branch records without authorization.
- Appropriate or use any property belonging to the Judicial Branch, including computer equipment without authorization.
- Report to your placement under the influence of alcohol or illicit drugs.
- Engage in abusive or intimidating behavior or use obscene language (threats and/or intimidating behavior).

Confidential Information

As an intern, you may have access to information that is confidential and/or erased and not available to the public.

Any unauthorized access or unauthorized disclosure by you of such confidential and/or erased Judicial Branch records, during the course of your internship or at any time thereafter, may result in your immediate dismissal from the Experiential Learning Programs, in addition to whatever remedies that the Judicial Branch or the subject of the confidential and/or erased record may have.

You are required to understand and to certify that you will abide by this confidentiality agreement.

IV. Overview of Judicial Branch Policies

IV. Overview of Judicial Branch Policies

Policy 618 – Dress Code

During your internship, you are a representative of the Judicial Branch and as such, you are expected to present a professional and respectful image to members of the public, the judges and employees.

Policy 618, *Dress Code*, will provide you with the guidelines for workplace attire.

You are expected to comply with the Judicial Branch's dress code policy, which can be found in the policy section of the handbook on page 34.

Policy 607 – Sexual Harassment in the Workplace

All employees and interns have the right to work in an environment free from all forms of discrimination, which can be considered harassing, coercive or disruptive, including sexual harassment.

Sexual harassment in the workplace is unacceptable conduct and will not be condoned.

If you experience any incident involving sexual harassment, please contact the Program Manager.

You are expected to comply with Policy 607, *Sexual Harassment in the Workplace*, which can be found in the policy section of the handbook on page 38.

PREA – Prison Rape Elimination Act of 2003, Section 42 U.S.C. 15601

All Judicial Branch employees and interns who may have contact with individuals in the custody of the Judicial Branch are responsible for helping to keep the Judicial Branch confinement facilities free of sexual abuse and sexual harassment. The Judicial Branch is mandated to comply with the Prison Rape Elimination Act (PREA).

You are expected to become familiar with the Judicial Branch's PREA policy, comply with its regulations and report any conduct and/or incidents as required by the Act to your workplace supervisor.

A copy of this policy can be found in the policy section of the handbook on page 44.

V. Judicial Branch Intern Portal

V. Judicial Branch Intern Portal

Intern Portal

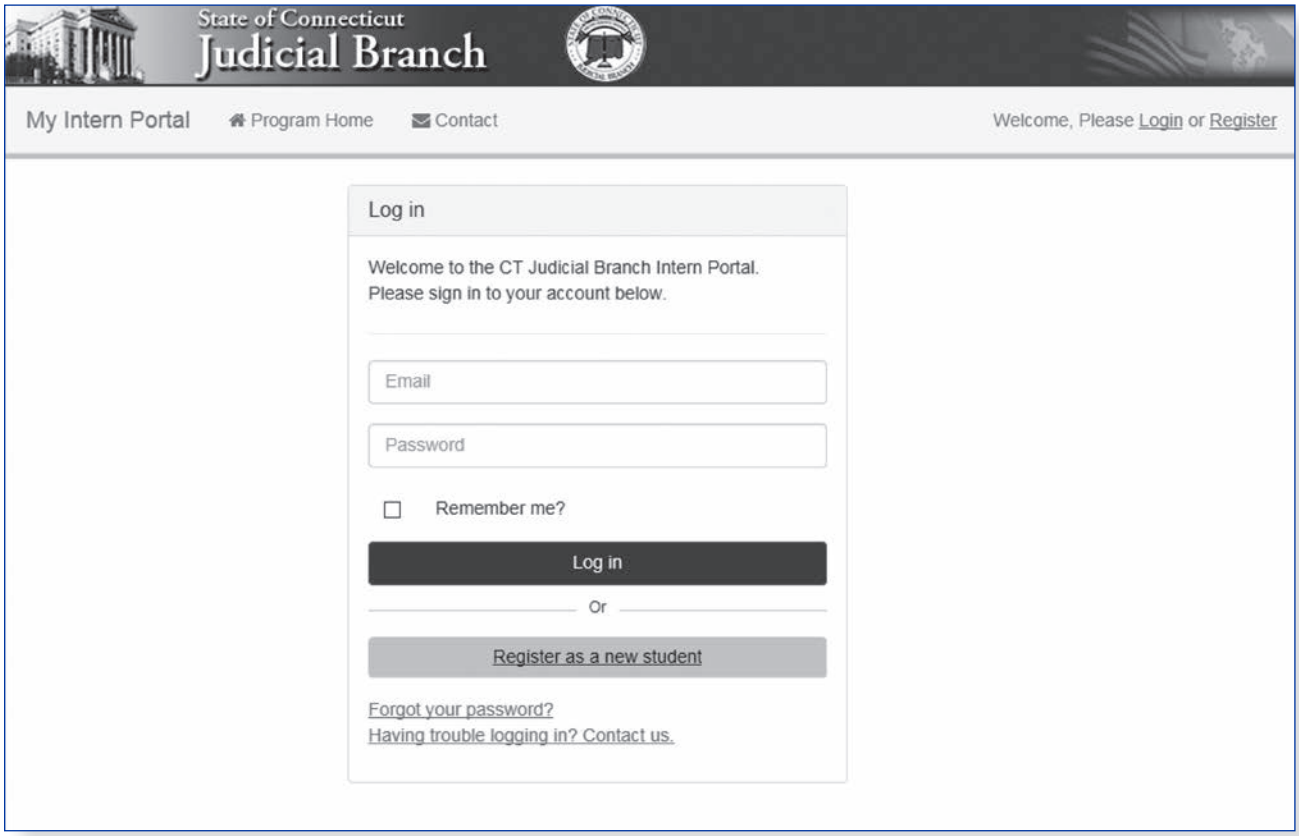
The intern portal is found at: **http://jud.ct.gov/elp/InternPortal/.**

You may also get to the intern portal from the Experiential Learning Programs webpage at **http://www.jud.ct.gov/elp/**. From the menu, please select "Intern Portal."

Dashboard

The next screen, **http://jud.ct.gov/elp/InternPortal/**, will bring you to a log-on screen. If this is the first time logging on, you must register as a new student/user and create a confidential password.

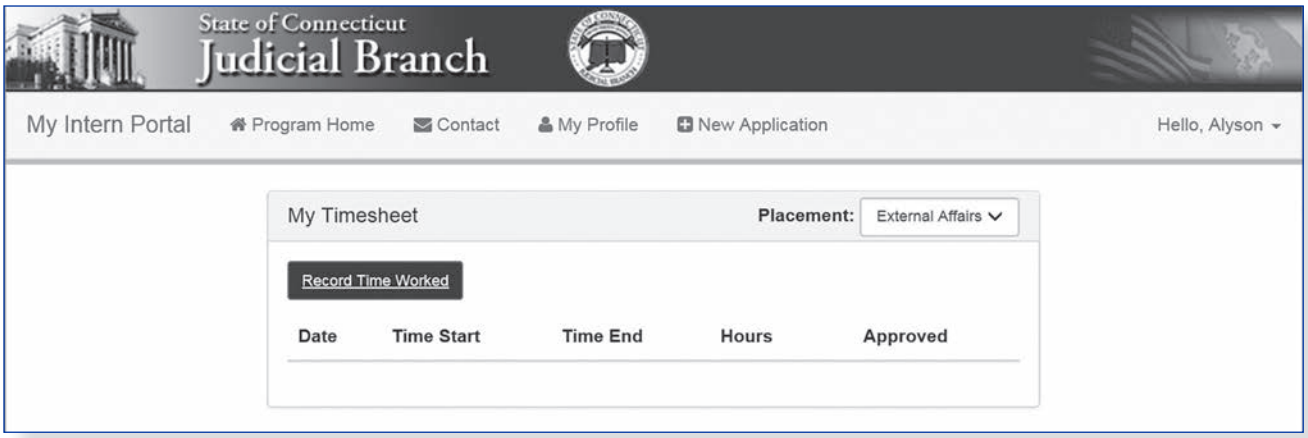
After your e-mail and log-on password have been accepted, you can manage your timesheet, record your hours and request approval.



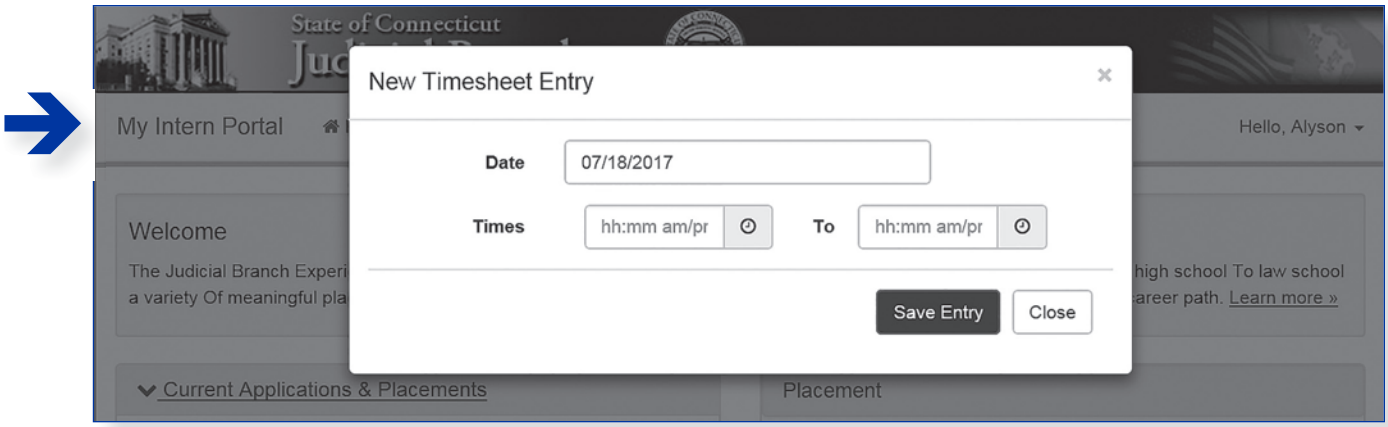
Timesheets

You are responsible for submitting your timesheet to your workplace host via the intern portal at the end of each month. Once your timesheet has been submitted and approved by your workplace host, your workplace host will send it to your intern coordinator for final approval and to maintain a record of the number of hours you worked.

The middle tab will bring you to the timesheet entry. The hours you work can be posted by selecting "Manage Timesheet" followed by "Record Time."



Please enter the date in the 00/00/0000 format, the start and end time worked, and click on "Save Entry."



At the end of each month, send your saved timesheet to your workplace host for approval. Your workplace host will email your timesheet to your coordinator for approval and will record the number of hours you worked. To receive credit for the time you work as an intern, it is essential that your timesheet is accurate, timely and saved as a permanent record.

If you are having difficulty returning to your personal home page from this page, click "My Intern Portal."

Expense Log for Reimbursement

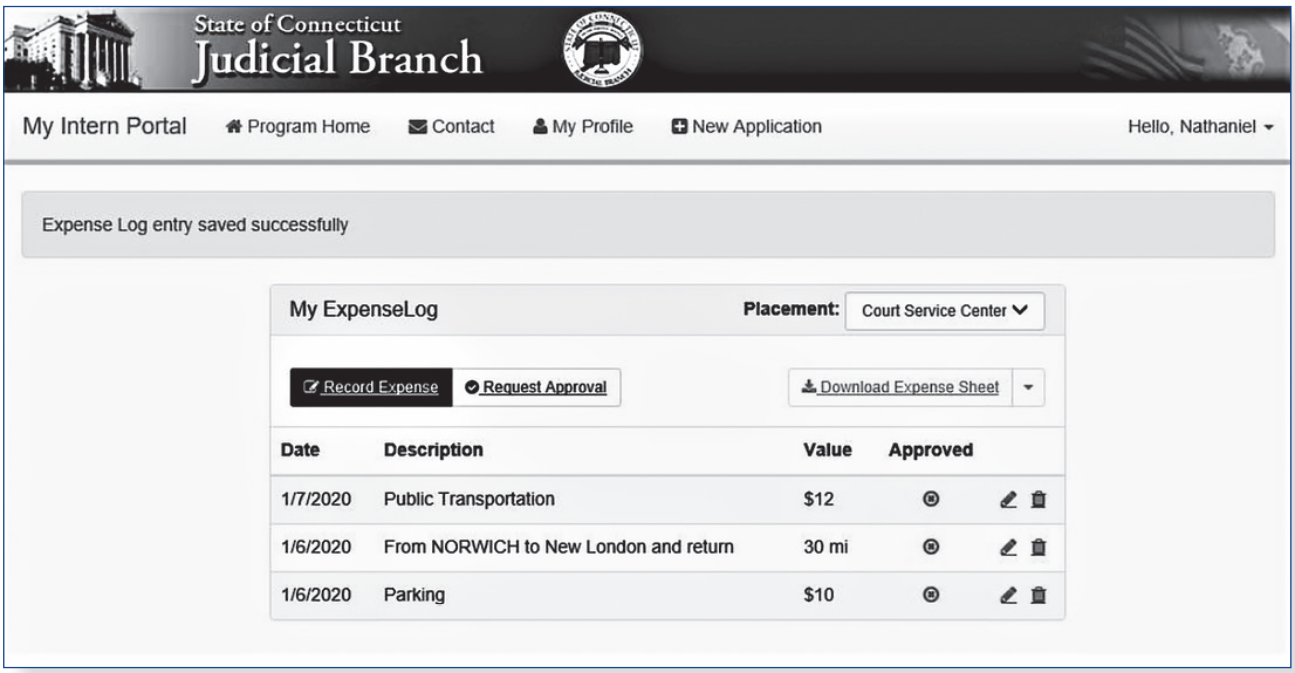
Interns are eligible to receive reimbursement for travel expenses to and from their workplace location and for internship-related trips. The purpose of the expense log is to keep a record of expenses and to complete a CO-17 form for reimbursement.

At the expense log screen, record the date (00/00/0000), the name of the city you are traveling from and the city to which you are traveling. The exact roundtrip number of miles should be entered in the value field. For example, Norwich to New London is 15 miles so you should enter a total of 30 miles.

Make sure that you check the "round trip" box and click "Save Entry".

If you are claiming parking or public transportation costs, use the drop down menu to record expenses. You must have receipts for these items in order to receive compensation.

Below is an example of saved entries to the Expense Log:



To obtain reimbursement, a CO-17 form will need to be downloaded and completed at the end of each month. Please remember to sign the form, make a copy and attach receipts to it. Send the original form to your intern coordinator for approval.

Your intern coordinator will approve and send the CO-17 form to Fiscal Administration. Any mileage forms that are incomplete will delay the process of getting reimbursed.

VENDOR INVOICE FOR GOODS OR SERVICES
RENDERED TO THE STATE OF CONNECTICUT
CO - 17 REV. 10/2010

STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
ACCOUNTS PAYABLE DIVISION

VENDOR: PLEASE COMPLETE THIS FORM AND SEND IT TO THE DEPARTMENT **BILLING ADDRESS** SHOWN ON THE PURCHASE ORDER

(1) BUSINESS UNIT NAME	(2) BUSINESS UNIT NO.	(3) INVOICE NO.	(4) INVOICE AMOUNT
			$126.50

(5) DOCUMENT DATE	(6) INVOICE DATE	(7) ACCOUNTING DATE	(8) RPT. TYPE	(9) VENDOR FEIN/SSN ID / ADDRESS CODE
				123 45 6789

VENDOR / PAYEE: FIELDS 9,10,14 and 18 ARE MANDATORY FOR PAYMENT

(10)
PAYEE:
PAYEE: John Doe
ADDRESS:
ADDRESS: 123 Main Street
ADDRESS:
CITY: Manchester STATE : CT COUNTRY: ZIP CODE : 06123

(11) VOUCHER NO.

(12) VOUCHER DATE

PREPARED BY

(13) VENDOR COMMENTS

(14) GIVE FULL DESCRIPTION OF GOODS AND / OR SERVICES (TO BE COMPLETED BY VENDOR)	(15) QUANTITY	(16) UNITS	(17) UNIT PRICE	(18) AMOUNT
From Manchester to Glastonbury and return 5/2/2019, 5/6/2019, 5/7/2019, 5/13/2019, 5/15/2019 - 5/16/2019, 5/20/2019, 5/24/2019, 5/28/2019, 5/30/201	22 mi		.575	$12.65

REMEMBER TO SIGN YOUR NAME HERE

SAMPLE

BUSINESS UNIT USE ONLY

(19) AMOUNT	(20) QUANTITY	(21) FUND	(22) DEPARTMENT	(23) SID	(24) PROGRAM	(25) ACCOUNT	(26) PROJECT/ GRANT	(27) CHARTFIELD 1	(28) CHARTFIELD 2	(29) BUDGET REFERENCE

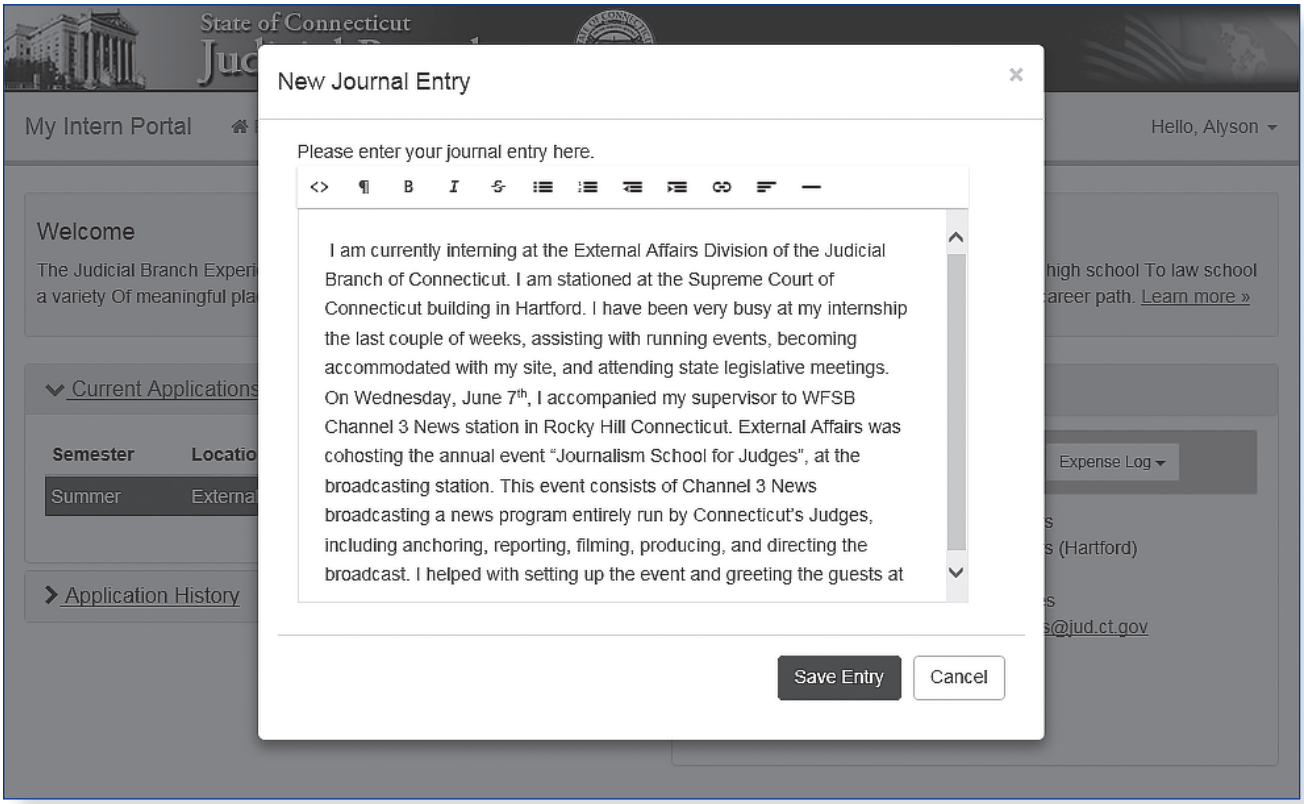
(30) DEPARTMENT NAME AND ADDRESS	(31) PO NO.	(32) COMMODITIES RECEIVED OR SERVICES RENDERED - SIGNATURE	
	(33) PO BUSINESS UNIT	(34) RECEIVING REPORT NO.	(35) DATE(S) OF RECEIPT(S)

SHIPPING INFORMATION

(36) DATE SHIPPED	(37) FROM - CITY / STATE	(38) VIA - CARRIER	(39) F.O.B.

Journal Entry

The first tab in the intern portal will bring you to an entry form to record your journal entry for your intern coordinator to review.



VI. Intern Program Evaluations

VI. Intern Program Evaluations

Intern Evaluation by Coordinator

Your intern coordinator will evaluate you to determine if you have completed the program satisfactorily. The program requirements are:

- Maintained mandatory minimum number of hours
- Submitted required number of journal entries
- Attended required number of supervision sessions
- Attended required number of seminars

Intern Evaluation by Workplace Host

Your workplace host will also have an opportunity to provide input regarding your evaluation. To obtain this input, you are required to provide your workplace host with a copy of JD-ES-312, *Judicial Branch Experiential Learning Programs (JBELP) – Intern Performance Review* form two weeks prior to the end of your internship.

Your workplace host will evaluate you on the following criteria:

- Job knowledge
- Work quality
- Attendance/punctuality
- Initiative
- Communication skills
- Dependability

The final evaluation will be a compilation of your workplace host's and your intern coordinator's evaluations. This compilation will be forwarded to the appropriate faculty member who will assign a final grade.

VII. End of Semester Tasks

VII. End of Semester Tasks

During the last week of the internship, you must do the following:

- Enter the hours for the last week worked and submit your timesheet to your workplace host for approval.
- Enter your last week's miles traveled, print out the CO-17 form and sign the form. Then submit the form to your intern coordinator for approval and processing.
- Return your intern ID badge to:

  Judicial Branch Experiential Learning Programs
  99 E. River Drive
  Two Riverview Square, 7th Floor
  East Hartford, CT 06108

- Return any temporary ID badge given to you by your workplace host.
- Complete the *Judicial Branch Experiential Learning Programs (JBELP) – Intern Placement Survey* (JD-ES-313) form.

A letter of completion will be sent to you after you have completed all of the program requirements.

VIII. Program Administration

VIII. Program Administration

Program Office:

Experiential Learning Programs
Division of External Affairs
Two Riverview Square
99 East River Drive, 7th Floor
East Hartford, CT 06108
www.jud.ct.gov/elp

Phone: (860) 282-6581
Fax: (860) 282-6585

Program Administrator:

Robyn N. Oliver
Program Manager II

East Hartford Phone: (860) 282-6581
Bridgeport Phone: (203) 579-7212
E-mail address: robyn.oliver@jud.ct.gov

Serving the Derby, Fairfield, Hartford, Milford, New Haven, Norwalk and Stamford courts.

Coordinators:

Juana Brown
Volunteer/Intern Coordinator

East Hartford Phone: (860) 282-6581
New London Phone: (860) 442-9426, *Ext. 315*
E-mail address: juana.brown@jud.ct.gov

Serving the Manchester, Meriden, Middletown, New London, Tolland and Windham courts.

Trecia Austin
Volunteer/Intern Coordinator

Torrington Phone: (860) 626-2392
East Hartford Phone: (860) 282-6581
E-mail address: trecia.austin@jud.ct.gov

Serving the Bristol, Danbury, New Britain, Torrington and Waterbury courts.

Staff:

Tina James
Administrative Assistant

East Hartford Phone: (860) 282-6581
E-mail address: tina.james@jud.ct.gov

IX. Copies of Judicial Branch Policies

Administrative Policies and Procedures Manual

618 DRESS CODE

POLICY

The policy of the Judicial Branch is to establish and solidify an excellent reputation among the citizens of Connecticut. One of the ways to accomplish this is for all staff to present a professional and respectful image to the Court and public. It is important that the Court and public have trust and confidence in Judicial Branch employees and that employees have a sense of pride and professionalism when conducting their duties and responsibilities. In order to accomplish this goal and foster public confidence, employees must always appear for work in attire that is appropriate and suitable to the work setting.

GENERAL INFORMATION

The Judicial Branch respects the rights of individuals of all identities and expressions. This policy is intended to describe guidelines on what is considered appropriate dress for our workplace. These guidelines are not intended to be all-inclusive, but rather should set the general parameters for workplace attire, especially those in the public eye, and allow employees to use good judgment and common sense about items not specifically addressed.

Links for this policy:

Summary of Revisions

UNDERLYING PRINCIPLES

- Employees shall refrain from dressing in a manner that detracts from the Judicial Branch's mission.
- Employees' appearance should always reflect what is appropriate for our job, work setting and personal safety.
- Personal appearance and hygiene play an important role in projecting a professional image to the Court and clients we serve as well as in the community.
- Our work may require us to meet with the public at a moment's notice and therefore staff should be dressed and groomed appropriately at all times.

APPROPRIATE ATTIRE FOR THE COURTROOM

Listed below is a general overview of acceptable attire for personnel who perform duties and responsibilities in a courtroom.

Courtroom Attire

- Business suit with dress shirt and tie
- Dress pants with dress shirt, tie and sports jacket;
- Dress;
- Skirt or dress slacks with a blouse or sweater or other dress top, or a blazer style jacket;
- Dress shoes, dress boots, dress loafers and socks when appropriate, and dress sandals.

APPROPRIATE ATTIRE FOR OFFICE, ATTENDANCE AT MEETINGS, CONFERENCES AND TRAINING SESSIONS

Listed below is a general overview of acceptable attire for personnel whose duties and responsibilities include in person contact with the public.

- May include the attire for the courtroom or the following:
    - Dress slacks such as chinos, khakis and corduroy;
    - Dress shirts and tie;
    - A jacket or sports jacket is not required

Listed below is a general overview of acceptable attire for personnel whose duties and responsibilities do not include in person contact with the public.

- May include the attire for the courtroom or the following:
    - Dress slacks such as chinos, khakis and corduroy;
    - Dress shirt and tie;
    - Denim dress;
    - A jacket, sports jacket, or tie is not required; however, managers may require a tie in offices with occasional, but not regular, contact with the public.

APPROPRIATE ATTIRE FOR WORK WHERE SAFETY IS A PRIMARY CONCERN

- May include the attire as listed for the courtroom, office, attendance at Judicial Branch or Non-Judicial Branch meetings, and training;
- In situations where staff members believe that the required attire poses a safety concern, a clip on tie will be provided.

INAPPROPRIATE ATTIRE

Dress down days are not permitted, except as outlined in the Exception section. The following is considered inappropriate attire for our workplace and should not be worn.

Inappropriate Attire:

- Athletic attire
- Beachwear
- Jeans of any color
- Flip-flop sandals and any other beach footwear
- Halter top, tube top, or one shoulder top
- Leggings
- Loungewear or club wear
- Mini-skirts (three or more inches above knee)
- Sheer or revealing clothing (including anywhere midriff is exposed)
- Shorts
- Slippers
- Sneakers
- Strapless or one shoulder sundress
- Sweatshirt
- Sweatpants
- Tank top
- Torn or patched clothing
- T-Shirt
- Wind suit
- Work/hiking boots
- Wrinkled or unclean clothing

EXCEPTIONS

Except as noted below, any exceptions to this policy require prior written approval from the employee's Unit Director.

- As otherwise directed in the instructions for an event (that is, training events that specify business casual).
- Participation in activities that require different attire (that is, community service events, office moving days).
- Employees for whom specific job related attire is otherwise prescribed by the Judicial Branch (including, but not limited to, Judicial Marshals, designated information technology employees, and designated warehouse employees).
- Religious attire unless the court, with respect to attire worn in a courtroom, find that in balancing constitutional right to free exercise of religion with the constitutional right to a fair trial, it is essential to the conduct of a fair trial that the individual be barred from wearing the symbols of his or her religion.
- Employees who request an accommodation due to disability.
- As otherwise authorized by the Chief Court Administrator.

COMPLIANCE PROCEDURE

If employees are not sure if something is acceptable or unacceptable attire based on the examples provided in this document, they are advised to choose something else or inquire first

with a supervisor. Supervisors are responsible for ensuring the appearance of employees under their supervision complies with the dress code policy.

If an employee is not dressed appropriately, the supervisor should take the following steps after consultation with his or her Executive Director or their designee:

- On the first occasion, an informal counseling should occur and the dress code policy should be reviewed. If the supervisor deems necessary, the employee may be sent home to change into appropriate clothing. Time spent in transit and changing into appropriate clothing will be considered working time.

- On the second occasion, the employee should be sent home to change clothes immediately and should receive a formal counseling session. Time spent in transit and changing into appropriate clothing will not be considered working time.

- Further violations may result in discipline in accordance with Branch guidelines and procedures.

Questions on this policy: Human.Resources@jud.ct.gov (860) 706-5280

Administrative Policies and Procedures Manual

607 SEXUAL HARASSMENT IN THE WORKPLACE

POLICY

All employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive, including sexual harassment. Sexual harassment in the workplace is unacceptable conduct and it will not be condoned. Appropriate disciplinary action will be taken against an employee who engages in such conduct. In addition to the procedures available through state and federal civil rights organizations, the courts and collective bargaining, the Judicial Branch makes available to its employees internal processes to resolve allegations of sexual harassment in the workplace and other forms of unlawful employment discrimination.

All supervisors and managers are responsible for keeping the workplace free of sexual harassment, monitoring working conditions to detect and stop sexual harassment and reporting complaints to those responsible for resolving them. Any Judicial Branch employee found to be negligent in pursuing these responsibilities will be subject to disciplinary action.

GENERAL INFORMATION

WHAT CONSTITUTES SEXUAL HARASSMENT IN THE WORKPLACE?

Links for this policy:

Summary of Revisions

Judicial Branch Policy Addressing PREA

Sexual harassment in the workplace is a form of misconduct which undermines the integrity of the employment relationship. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment debilitates morale and interferes in the work productivity of its victims and their co-workers.

Specifically, sexual harassment in the workplace is defined as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that constitutes sexual harassment include:

- Unwelcome touching, sexual abuse, or sexual advance;
- Verbal abuse of a sexual nature;
- Graphic or suggestive comment about an individual's appearance or actions;
- Sexually degrading words to describe an individual;
- Display of sexually suggestive objects or pictures in the workplace;
- Ridicule or embarrassment of a person because of the individual's gender or sexual orientation; or
- Implicit or explicit threats or insinuations that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, or any other condition of employment.

PROCEDURES

REPORTING INCIDENTS OF SEXUAL HARASSMENT IN THE WORKPLACE/ CONFIDENTIALITY

Employees are urged to report all incidents of sexual harassment of which they are aware. Employees who report sexual harassment and employees who assist in investigating such reports will not suffer adverse job consequences as a result of their reports or assistance. Recognizing that employees may be reluctant to report these incidents due to the sensitivity of the issues involved, the Judicial Branch has established specialized procedures to encourage its employees to report incidents of sexual harassment. These procedures are designed to:

1. Make it as simple as possible to bring the matter to the attention of those who can resolve it;

2. Maintain confidentiality of the matter to the maximum extent permitted by law. Employees and supervisors should be aware that investigators, witnesses, the employee accused of harassment, union representatives, Judicial managers and others involved in resolving the complaint and imposing discipline will have to be made aware of the complaint and pertinent information in order to resolve the complaint effectively. All individuals who receive information pertinent to a sexual harassment complaint through the investigative process may use or disseminate that information only to the extent necessary to resolve the complaint, and otherwise, it shall be confidential. Anyone investigating a complaint for the Judicial Branch who uses or disseminates such information in violation of this policy will be subject to disciplinary action.

3. Build employee confidence in the complaint resolution process by:

    - Ensuring that all complaints are investigated;

- Facilitating the prompt, efficient, effective resolution of complaints;
- Protecting the rights of all parties involved; and
- Keeping the complainant apprised of the status of the matters.

Sexual harassment in the workplace may involve not only supervisor or employee misconduct that victimizes an employee but also misconduct by individuals who are not employees that victimizes an employee while the employee is acting within the scope of employment. The policies and procedures set forth in this policy of the Administrative Policies and Procedures Manual are intended for use in assisting supervisors responding to all situations in which an employee is the victim of sexual harassment in the work environment.

The policies and procedures set forth in this policy are also intended to cover when a supervisor becomes aware of an alleged incident involving sexual harassment by a Judicial Branch employee of an individual who is not an employee. The supervisor must report this allegation immediately to the division director who will consult with the Director of the Administrative Services Division Human Resource Management Unit to determine the appropriate action to take. Additional policy and procedural guidance regarding the alleged sexual harassment of individuals in the custody of the Judicial Branch can be found in the Judicial Branch Policy Addressing the Prison Rape Elimination Act (PREA). Any employee conduct that constitutes a violation of the Judicial Branch PREA Policy Statement will also constitute a violation of the policy and procedures set forth in this policy.

Similarly, there may be times when a judge becomes aware of an alleged incident involving sexual harassment of an individual, who is not an employee, by a Branch employee. The judge must report this allegation to the Chief Court Administrator.

REPORTING AND INVESTIGATION PROCEDURES – GENERAL

Employees who believe that an incident involving sexual harassment has occurred should immediately contact any of the following: the Program Manager for Equal Employment Opportunity for the Judicial Branch, a personnel officer, manager or the director in the Administrative Services Division Human Resource Management Unit, a supervisor, manager, or division executive director.

Because it is the policy of the Judicial Branch to investigate all complaints of sexual harassment, it is therefore imperative that anytime judges, Judicial Branch Division Executive Directors, supervisors, managers, or staff members of the Administrative Services Division Human Resource Management Unit are advised either verbally or in writing of such complaints, they immediately notify the appropriate Judicial Branch official. A complaint is a statement made to any of the above parties alleging that sexual harassment has occurred. Judges must notify the Chief Court Administrator of each complaint. Supervisors and managers must notify their Division Executive Director of the complaint. Staff members of the Administrative Services Division Human Resource Management Unit must notify the Director of the Administrative Services Division Human Resource Management Unit.

The Director of the Administrative Services Division Human Resource Management Unit will notify the division executive director immediately of any complaint made directly to the

Administrative Services Division Human Resource Management Unit office pertaining to that division and the Division Executive Director will notify the Director of Administrative Services Division Human Resource Management Unit immediately of complaints made directly to the division executive director's office. These notification procedures must be followed in every case. All complaints of discrimination will be investigated by the Administrative Services Division Human Resource Management Unit.

It is important to note that supervisors and employees may discuss topics such as what actions constitute sexual harassment and what procedures are available to resolve problems of sexual harassment. Unless a complaint is made or a statement is made that an incident of sexual harassment has occurred, no further action will be taken. Employees may also discuss such issues at any time with the Administrative Services Division Human Resource Management Unit without making a complaint.

Allegations of sexual harassment are reviewed in accordance with the Employment Discrimination Complaint Resolution Process. This process is used to resolve not only complaints of sexual harassment, but also complaints of any other form of unlawful employment discrimination. In summary, the process includes the following elements:

1. Confidential counseling and procedures for resolution by the Administrative Services Division Human Resource Management Unit.
2. A guarantee of non-retaliation for the exercise of rights granted pursuant to the procedure.
3. Advisement of legal options to file formal complaints with the United States Equal Employment Opportunity Commission (EEOC), Connecticut Commission on Human Rights and Opportunities (CHRO), and the United States Department of Labor (U.S. DOL).
4. A time frame not exceeding 90 days for filing, processing, and attempted resolution of such matters.
5. Periodic training for appropriate staff on counseling and investigation.

All records of complaints and dispositions thereof are maintained and reviewed on a regular basis by the Administrative Services Division Human Resource Management Unit to detect any patterns in the nature of the complaints. Records so retained will be confidential except where disclosure is required by law.

Employees who feel they have been the victims of sexual harassment or have been discriminated against and would like counseling are urged to contact the Administrative Services Division Human Resource Management Unit (860-706-5280). At the initial counseling session, employees will be advised of their rights under State and Federal laws, given a copy of the complaint resolution procedure, and informed of the confidentiality of the proceedings. The Administrative Services Division Human Resource Management Unit will then attempt to resolve the alleged discrimination complaint through the following process:

1. A written complaint should be signed by the complainant and filed with the Administrative Services Division Human Resource Management Unit within 30 calendar days of the alleged discriminatory act. If the complainant declines to reduce the complaint to writing, the Administrative Services Division Human Resource Management Unit should

summarize the complaint and include a notation that the complainant declined to provide a written statement.

2. The complaint must contain:

    - The full name of the complainant
    - The full name of the accused
    - The complaint statement which includes a brief precise description of the alleged acts of discrimination
    - The dates of the alleged acts
    - The date the complaint is filed

3. The Administrative Services Division Human Resource Management Unit will begin an investigation of the complaint within 15 business days of receipt of the complaint.

4. After the investigation, should the Administrative Services Division Human Resource Management Unit conclude that there is insufficient information to substantiate the complaint, the complaint will be dismissed within 90 days from the date of filing. Any complainant adversely affected by the dismissal of a complaint retains the right to pursue a remedy through other channels and legal proceedings.

5. If, after the investigation of the complaint, the Administrative Services Division Human Resource Management Unit determines that there is reason to believe sexual harassment or another discriminatory act may have occurred, the unit shall promptly attempt to resolve the complaint.

6. At the conclusion of the Employment Discrimination Complaint Resolution Process, which should be no later than 90 days from the date of filing, the Administrative Services Division Human Resource Management Unit will issue a final report to the appropriate division executive director and the Director of the Administrative Services Division Human Resource Management Unit, which will include findings of fact, a conclusion regarding the validity of the sexual harassment claim and the resolution or attempted resolution of the matter. If the Administrative Services Division Human Resource Management Unit concludes that sexual harassment has occurred, the Division Executive Director and the Director of Administrative Services Human Resource Management Unit will discuss the appropriate corrective action to be taken by the division director. If the complainant and the respondent were not informed earlier in the process of the conclusion of the Administrative Services Division Human Resource Management Unit regarding the validity of the claim of unlawful employment discrimination, they will be sent written notification of such conclusion within five business days of the issuance of the report. If the complaint has not been resolved to the satisfaction of the complainant, the Administrative Services Division Human Resource Management Unit will also reiterate to the complainant the federal and state agencies available should the complainant wish to pursue the matter.

DISSEMINATION OF INFORMATION/COMPLAINT RESOLUTION PROCESS

As part of any investigation into a complaint of sexual harassment, an employee accused of engaging in sexual harassment will be given the information required to enable a response to the allegation.

The Administrative Services Division Human Resource Management Unit will notify the complainant and the individual accused of misconduct of the results of the investigation immediately after notifying the Division Executive Director and the Director of Administrative Services Human Resource Management Unit.

The Director of Administrative Services Human Resource Management Unit shall maintain a record of all complaints and their dispositions. These records will be reviewed on a regular basis by the Administrative Services Division Human Resource Management Unit to detect any patterns in the nature of the complaints. Records so retained shall be confidential except where disclosure is required by law.

The Director of Human Resources Management will, from time to time, report statistics to the Executive Director of Administrative Services pertaining to the number of contacts concerning incidents of sexual harassment received and the results thereof. Administrative Services Division Human Resource Management Unit will, from time to time, report to the Chief Court Administrator or his designee the number of complaints concerning sexual harassment, the results of the investigations, and any pattern in the nature of the complaints.

Material derogatory to an employee placed in the personnel file of an employee concerning disciplinary action taken as a result of a violation of this policy will be handled in accordance with applicable collective bargaining agreements. Material placed in the personnel file of an employee excluded from collective bargaining will be handled in accordance with the provisions applicable to unionized employees in comparable classifications.

Questions on this policy: ✉ HR.JBAPPM@jud.ct.gov ☎ (860) 706-5280

Judicial Branch Policy Addressing the Prison Rape Elimination Act of 2003

Policy Statement

The Judicial Branch has zero tolerance toward all forms of sexual abuse and sexual harassment, particularly in its confinement facilities. All Judicial Branch employees who may have contact with individuals in the custody of the Judicial Branch are responsible for helping keep Judicial Branch confinement facilities free of sexual abuse and sexual harassment. All incidents of sexual abuse and sexual harassment will be reported and investigated thoroughly. Any Judicial Branch employee who engages in the sexual abuse or sexual harassment of an individual in the custody of the Judicial Branch, or who is found to be negligent in pursuing these responsibilities, will be subject to disciplinary and/or corrective action. Arrest and prosecution may also be pursued when conduct requires such response.

Any Judicial Branch volunteer or intern who engages in the sexual abuse or sexual harassment of an individual in the custody of the Judicial Branch will be terminated.

Any contractor who engages in the sexual abuse or sexual harassment of an individual in the custody of the Judicial Branch may be subject to contract cancellation.

Purpose

The Prison Rape Elimination Act of 2003, 42 U.S.C. § 15601, et seq. [now 34 U.S.C. § 30301, et seq.], was signed into law to "provide for the analysis of the incidence and effects of prison rape in Federal, State, and local institutions and to provide information, resources, recommendations, and funding to protect individuals from prison rape." The Act created the National Prison Rape Elimination Commission and charged it with developing "standards for the elimination of prison rape." The Commission made recommendations for the elimination of sexual abuse and sexual harassment in confinement facilities, including lockups, juvenile detention facilities and community confinement facilities. The Judicial Branch is mandated to comply with the standards applicable to its confinement facilities.

Definitions

Contractor – A person who provides services on a recurring basis pursuant to a contractual agreement with the Judicial Branch.

Confinement Facilities – For purposes of this policy, confinement facilities are the courthouse lockups, the two 24-hour lockups run by Judicial Marshal Services, the two juvenile detention centers, and the community confinement facilities for which the Judicial Branch contracts.

Criminal Background Check – The Judicial Branch performs criminal background checks for various job classifications which it fills by appointment, promotion and/or transfer in accordance with Section 204 (Hiring Process – Recruitment of Candidates) of the Judicial Branch Administrative Policies and Procedures Manual. A criminal background check includes criminal convictions which have not been erased pursuant to Connecticut General Statutes §§ 46b-146, 54-76o or 54-142a.

Individual in the Custody of the Judicial Branch – Any individual who by court order or arrest status is in the care and oversight of the Judicial Branch.

Judicial Branch PREA Coordinator – The individual appointed by the Chief Court Administrator responsible for overseeing the Judicial Branch's efforts to comply with the PREA standards.

Unit PREA Coordinator – The individual appointed by the executive director responsible for the units in their division that oversee the confinement of individuals in the custody of the Judicial Branch.

Reference Check – The Judicial Branch performs reference checks of candidates for positions which it fills by appointment, promotion and/or transfer in accordance with Section 204 (Hiring Process -Recruitment of Candidates) of the Judicial Branch Administrative Policies and Procedures Manual. References include, but are not limited to, personal or professional references, educational institutions, and prior employers.

Retaliation – Any covert or overt action or threat of action taken against an employee, contractor, volunteer, intern or individual in the custody of the Judicial Branch in response to their complaint of sexual abuse or sexual harassment or cooperation in the reporting or investigation of sexual abuse or sexual harassment, regardless of the merits or the disposition of the complaint. Examples of acts of retaliation are unnecessary discipline, intimidation, unnecessary changes in work or program assignments, unjustified transfers or placements and unjustified denials of privileges or services.

Sexual Abuse – includes:

(1) Sexual abuse of an individual in the custody of the Judicial Branch by another individual in the custody of the Judicial Branch; and

(2) Sexual abuse of an individual in the custody of the Judicial Branch by a Branch employee, contractor, intern or volunteer.

Sexual abuse of an individual in the custody of the Judicial Branch by another individual in the custody of the Judicial Branch includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

(a) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;

(b) Contact between the mouth and the penis, vulva, or anus;

(c) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and,

(d) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of any individual in the custody of the Judicial Branch, excluding contact incidental to a physical altercation.

Sexual abuse of an individual in the custody of the Judicial Branch by an employee, contractor, intern or volunteer includes the following regardless of the consent of the individual in the custody of the Judicial Branch:

(a) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;

(b) Contact between the mouth and the penis, vulva or anus;

(c) Contact between the mouth and any body part where the employee, contractor, intern or volunteer has the intent to abuse, arouse, or gratify sexual desire;

(d) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the employee, contractor, intern or volunteer has the intent to abuse, arouse, or gratify sexual desire;

(e) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh or the buttocks, that is unrelated to official duties or where the employee, contractor, intern or volunteer has the intent to abuse, arouse or gratify sexual desire;

(f) Any attempt, threat or request by an employee, contractor, intern or volunteer to engage in the activities described in sections (a)-(e) of this section;

(g) Any display by an employee, contractor, intern or volunteer of his or her uncovered genitalia, buttocks, or breasts in the presence of an individual in the custody of the Judicial Branch;

(h) Any other conduct or behavior that is prohibited under Connecticut General Statutes §§ 53a-70, 53a-70a, 53a-70b, 53-70c, 53a-71, 53a-72a, 53a-72b, or 53a-73a; and,

(i) Voyeurism by an employee, contractor, intern or volunteer.

Voyeurism by an employee, contractor, intern or volunteer means an invasion of privacy of an individual in the custody of the Judicial Branch by an employee, contractor, intern or volunteer for reasons unrelated to official duties, such as peering at an individual who is using a toilet to perform bodily functions; requiring an individual to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an individual's naked body or of an individual performing bodily functions.

Sexual Harassment includes:

(1) Repeated and unwelcomed sexual advances, requests for sexual favors or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one individual in the custody of the Judicial Branch toward another individual in the custody of the Judicial Branch;

(2) Verbal comments or gestures of a sexual nature to an individual in the custody of the Judicial Branch by an employee, contractor, intern or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures;

(3) The display of sexually suggestive pictures or objects in a confinement facility;

(4) Any other conduct of a sexual nature that would constitute a violation of sexual harassment in a Judicial Branch workplace as determined by Section 607 (Sexual Harassment in the Workplace) of the Judicial Branch Policies and Procedures Manual.

Notice

All employees, contractors, interns and volunteers who may have contact with individuals in the custody of the Judicial Branch and all individuals in the custody of the Judicial Branch must be notified of the Branch's zero-tolerance policy regarding sexual abuse and sexual harassment.

During the admission process, all individuals in the custody of the Judicial Branch are provided information about the Judicial Branch's zero-tolerance policy along with instructions for reporting a complaint.

Contracts and Contractors

Any contracts entered into or renewed after October 1, 2013 must (1) include language with the entity's obligation to adopt and comply with the PREA standards and (2) permit the Judicial Branch to monitor their compliance with the PREA standards.

The Judicial Branch will not enlist the services of any individual contractor who may have contact with individuals in the custody of the Branch who has engaged in, or has attempted to engage in, sexual abuse.

The Judicial Branch will consider any incidents of sexual harassment in determining whether to enlist the services of any individual contractor who may have contact with individuals in the custody of the Branch.

Hiring and Promotion

Judicial Branch Employees

The Judicial Branch will not hire, appoint, or promote anyone who may have contact with individuals in the custody of the Branch, who has engaged in, or has attempted to engage in, sexual abuse. See **Appendix A** for a listing of the job classifications determined by the Branch to potentially have contact with individuals in its custody.

The Judicial Branch will consider any prior reported incidents of sexual harassment in determining whether to hire, appoint, or promote anyone who may have contact with individuals in the custody of the Branch.

Selection for appointment or promotion of any Judicial Branch employee who may have contact with individuals in the custody of the Judicial Branch is contingent upon the satisfactory completion of a reference and criminal background check. Judicial Branch Policy and Procedures prohibit the unlawful discrimination against persons on the basis of a prior criminal conviction. Information obtained through a reference and criminal background check is considered for employment purposes if relevant to the position being applied for.

Criminal Background Check

Once the field of candidates has been narrowed through the interview process, the respective Judicial Branch Division Human Resource Unit will be responsible for conducting a criminal background check on any candidate for a position that may have contact with individuals in the custody of the Judicial Branch. For those divisions that do not have a dedicated Human Resource Unit, the Branch's Human Resource Management Unit will serve as their Human Resource Unit.

The criminal background check will consist of the following:

1) A signed Reference/Criminal Record Check Authorization and Release of Information (JD-ES-295);
2) Such other forms and documentation that may be required by division policy or practice for the respective job classification;
3) A review of the individual's criminal record obtained from criminal justice agencies and/or criminal/motor vehicle databases, except those records that have been erased pursuant to Connecticut General Statutes §§ 46b-146, 54-76o, or 54-142a.

The results of the criminal background check will be reviewed by the Human Resource Unit for the Division and the respective unit director, or designee. At a minimum, any conviction of Connecticut General Statutes §§ 53a-70, 53a-70a, 53a-70b, 53-70c, 53a-71, 53a-72a, 53a-72b, or 53a-73a, or any other state law prohibiting this same conduct will be considered prior to the appointment or promotion of any candidate.

In the event a candidate is disqualified for appointment or promotion because of the results of the criminal background check, the results will be forwarded to the Director of Human Resource Management for review.

The Judicial Branch will utilize a system to annually capture new criminal record information on current employees who may have contact with individuals in the custody of the Judicial Branch.

Reference Check

Once the field of candidates has been narrowed through the interview process, the Division Human Resource Unit or respective unit Panel Chair will be responsible for conducting a reference check on any candidate for a position that may have contact with individuals in the custody of the Judicial Branch.

The reference check will utilize the signed Reference/Criminal Record Check Authorization and Release of Information (JD-ES-295) and consist of the following:

1) Assessing the accuracy of information provided on the application/resume;
2) Personal or professional character references, when provided;
3) Educational institutions;
4) Motor vehicle departments, if applicable;
5) Prior employers;
6) Other relevant sources.

With regards to prior institutional employers, the reference check will include an inquiry as to whether the candidate engaged in any substantiated allegations of sexual abuse or resigned during the pendency of an investigation of alleged sexual abuse.

To the extent permitted by law, the Judicial Branch will provide information on substantiated allegations of sexual abuse and sexual harassment involving former and current employees upon receiving a request from an institutional employer for whom such employee has applied to work.

Employee Responsibilities

Employees who may have contact with individuals in the custody of the Judicial Branch must report to the Human Resource Management Unit the next business day if they have engaged in or attempted to engage in sexual assault.

Training

The Judicial Branch will annually train all employees who may have contact with individuals in the custody of the Branch to be able to fulfill their responsibilities under this policy. Upon completion of the training, employees must acknowledge they understood the training.

Specialized training is provided for Judicial Branch employees designated by the Chief Court Administrator.

Reporting Incidents and Complaints

The Judicial Branch will take all reports of sexual abuse and sexual harassment seriously, regardless of who made the report or the manner in which the report was made.

Incidents of sexual abuse, sexual harassment, or retaliation may come from a variety of sources including, but not limited to employees, individuals in the custody of the Branch, family members of individuals in the custody of the Branch, and members of the public. These incidents can be reported verbally and/or in writing.

All Judicial Branch employees, regardless of title, who may have contact with individuals in the custody of the Branch are under a duty to report any knowledge, suspicion, or information regarding incidents and complaints of sexual abuse, sexual

harassment or any act of retaliation against any individual for reporting an incident of sexual abuse or sexual harassment or for participating in an investigation of an allegation of sexual abuse or sexual harassment involving individuals in the custody of the Judicial Branch. All Judicial Branch employees, regardless of title, who may have contact with individuals in the custody of the Branch are also under a duty to report any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation.

The PREA Incident Report form, JD-ES-293, was developed to facilitate the proper reporting and investigation of all incidents of sexual abuse and/or sexual harassment involving individuals in the custody of the Judicial Branch. JD-ES-293 may be completed by an individual in the custody of the Judicial Branch, or an employee, reporting an incident of sexual abuse or sexual harassment.

JD-ES-293 may also be completed by a Judicial Branch employee involved in the administrative investigation of any complaint or incident of sexual abuse or sexual harassment pursuant to this policy.

Incidents and Complaints Between Individuals in the Custody of the Judicial Branch

All incidents or complaints of alleged sexual abuse, sexual harassment, or retaliation between individuals in the custody of the Judicial Branch will be immediately reported to the highest level supervisor assigned to the Judicial Branch confinement facility in which the alleged incident occurred. The Supervisor will contact the Unit PREA Coordinator. The Unit PREA Coordinator will contact the Branch PREA Coordinator and initiate an investigation into the complaint or reported incident in accordance with the appropriate Division policies and procedures for the respective confinement facility.

If an employee learns that an individual in the custody of the Judicial Branch was sexually abused while confined at another facility, the employee must contact their Unit's PREA Coordinator immediately. The Unit PREA coordinator must notify the head of the facility where the alleged sexual abuse occurred as soon as practical, but no later than 72 hours, and contact the Branch PREA Coordinator.

If a Juvenile Detention staff member is informed that an individual in the custody of the Judicial Branch was sexually abused while confined in another facility, the staff member must contact the Juvenile Detention Superintendent or Juvenile Detention Deputy Superintendent. The Superintendent or Deputy Superintendent must notify the head of the facility where the alleged sexual abuse occurred as soon as practical, but no later than 72 hours. In addition, the Superintendent or Deputy Superintendent must also inform the Unit PREA Coordinator, who will contact the Branch PREA Coordinator.

Incidents and Complaints Involving Judicial Branch Employees

All incidents or complaints of alleged sexual abuse, sexual harassment, or retaliation by a Judicial Branch employee will be reported in accordance with the procedures outlined in Section 607 (Sexual Harassment in the Workplace) of the Judicial Branch Policies and Procedures Manual.

As stated in Section 607 (Sexual Harassment in the Workplace) of the Judicial Branch Policies and Procedures Manual, employees who report sexual abuse, sexual harassment, or retaliation and employees who assist in investigating such reports will not suffer adverse job consequences as a result of their report or assistance.

Individuals in the custody of the Judicial Branch who wish to file a complaint or report an incident of sexual abuse, sexual harassment, or retaliation may do so to any Judicial Branch employee. Individuals in the custody of the Judicial Branch will be given the option to submit a formal complaint by completing, with the assistance of a Judicial Branch employee, the PREA Incident Report Form (JD-ES-293). However, the completion of the form is not required for making a complaint.

The reporting of incidents and complaints of sexual abuse and sexual harassment do not have to be reported pursuant to an established chain of command. Any employee who believes that an incident involving sexual abuse, sexual harassment, or retaliation has occurred, or who received a complaint about such activity shall immediately contact any of the following: the Judicial Branch PREA Coordinator, the Unit PREA Coordinators, the Program Manager for Equal Employment Opportunity for the Judicial Branch, a personnel officer, manager or the director in the Administrative Services Division Human Resource Management Unit, a supervisor, manager, or division executive director. Employees must notify the appropriate personnel regardless of whether the JD-ES-293 was completed.

Investigations

Criminal Investigations – Sexual Abuse

The Connecticut State Police shall serve as the investigating authority for all allegations of sexual abuse that occur within a Judicial Branch facility. All allegations of sexual abuse that occur within a Judicial Branch facility either between individuals in the custody of the Judicial Branch or by a Judicial Branch employee must be reported as soon as practical to the Connecticut State Police, the Executive Director of the appropriate division and the Judicial Branch and Unit PREA Coordinator in accordance with the reporting procedures provided above. Sexual abuse investigations by the Connecticut State Police may occur concurrently with an administrative investigation by Judicial Branch personnel. The Judicial Branch will assist the Connecticut State Police as needed.

Administrative Investigations – Sexual Abuse and Sexual Harassment

All administrative investigations will be conducted promptly, thoroughly and objectively.

The Judicial Branch's Human Resources Management Unit shall serve as the investigating authority for all allegations of sexual abuse, sexual harassment, or retaliation involving a Judicial Branch employee that occur within a Judicial Branch confinement facility.

The Unit PREA Coordinator in which the confinement facility reports to shall initiate an administrative investigation into all complaints or incidents of sexual abuse, sexual harassment, or retaliation between individuals in the custody of the Judicial Branch in accordance with division and/or unit policies and procedures. The administrative investigation will include whether the alleged incident of sexual abuse, sexual harassment, or retaliation was the result of employee misconduct or negligence.

Investigation Reports/Findings

The reports and/or findings of all investigations, whether substantiated or not, must be submitted to the Judicial Branch PREA Coordinator upon completion.

Sexual Abuse Review Process

Following every investigation in which there is a finding that sexual abuse occurred in a confinement facility under the control of the Judicial Branch, the Judicial Branch PREA Coordinator will initiate a review of the incident within 30 days of the conclusion of the investigation.

Retaliation

Any employee, contractor, intern, volunteer, or individual in the custody of the Judicial Branch who reports an incident of sexual abuse or sexual harassment or cooperates in a sexual abuse or sexual harassment investigation must not be retaliated against. Any complaint of retaliation by an employee, contractor, intern, volunteer, or individual in the custody of the Judicial Branch will be reported and investigated in accordance with the procedures and instruction provided in this policy. Any individual who is found to have been in violation of this policy will be subject to appropriate disciplinary action or referred to the State Police for criminal investigation.

The Judicial Branch's PREA Coordinator and individual Unit PREA Coordinators will monitor the conduct and treatment of those employees and individuals in the custody of the Branch and will promptly remedy any discovered retaliation.

Data Collection

The Judicial Branch will prepare an annual report on the incidents of sexual abuse in its confinement facilities and the residential confinement facilities with which it contracts. A summary of the report will be posted on the Judicial Branch's Internet site.

Connecticut Judicial Branch

Prison Rape Elimination Act (PREA)

Appendix A

Job Classifications

The following is a comprehensive list of job classifications determined by the Judicial Branch to potentially have contact with individuals in the custody of the Judicial Branch. Many of the classifications may not currently have an active employee. In the event a temporary classification is utilized for any of the below job classifications (e.g. Temporary Judicial Marshal), that temporary classification is subject to the same PREA requirements and mandates as its permanent equivalent.

Job Classifications designated with an asterisk (*) are subject to PREA requirements if the job classification performs official duties in one of the following divisions or units: Court Support Services Division (CSSD), Office of Victim Services (OVS), Support Enforcement Services (SES), Judicial Marshal Services (JMS), and Court Operations Unit (COU).

Judicial Branch Job Classification

ADMINISTRATIVE ASSISTANT*
ADMINISTRATIVE CLERK I*
ADMINISTRATIVE CLERK II*
ADULT PROB. INTERSTATE COMPACT COORD.
ADULT PROBATION OFFICER I
ADULT PROBATION OFFICER II
ADULT PROBATION OFFICER TRAINEE
ADULT PROBATION PROJECT SPECIALIST
ALCOHOL ED PROG COORD
ASSISTANT CHIEF PROBATION OFFICER
ASSISTANT CLERK
ASSISTANT CLERK TRAINEE JD
ASSOCIATE MAINTENANCE ADMIN
ASST FAMILY SERVICES SUPERVISOR
ASST JUVENILE MATTERS SUPERVISOR
BAIL COMMISSION ADMIN SERVICES COORD
BAIL COMMISSION AIDE
BAIL COMMISSIONER
BLDG S 111-J.DET
BLDG S 11-J.DET
BLDG S 1-J.DET
BLDG S IV-J.DET
BUILDING SUPERVISOR I
BUILDING SUPERVISOR II
BUILDING SUPERVISOR III
BUILDING SUPERVISOR IV
CASEFLOW COORDINATOR I
CASEFLOW COORDINATOR II

CASEFLOW COORDINATOR TRAINEE
CASEFLOW MANAGEMENT SPECIALIST
CHIEF BAIL COMMISSIONER
CHIEF CLERK A
CHIEF CLERK CENTRLZD SM CLMS COURT
CHIEF CLERK D
CHIEF CLERK FOR JUVENILE MATTERS
CHIEF CLERK HOUSING MATTERS
CHIEF INTERPRETER
CHIEF JUDICIAL MARSHAL I
CHIEF JUDICIAL MARSHAL II
CHIEF POLICE OFFICER – SUPREME CT
CHIEF PROBATION OFFICER I
CHIEF PROBATION OFFICER II
CLINICAL COORDINATOR
COMPLIANCE SPECIALIST I
COMPLIANCE SPECIALIST II
COMPLIANCE SPECIALIST TRAINEE
COORD OF CHILD SUPPORT SYSTEMS
COURT INTAKE WORKER
COURT INTERPRETER I
COURT INTERPRETER II
COURT LIAISON OFFICER
COURT MANAGEMENT SPECIALIST
COURT OFFICER
COURT OPERATIONS ASSISTANT
COURT PLANNER I*
COURT PLANNER II*
COURT SERVICES OFFICER – JUVENILE MATTERS
CSSD INTAKE ASSISTANT
DEPUTY CHIEF CLERK FOR HOUSING MATTERS
DEPUTY CHIEF CLERK FOR JD MATTERS
DEPUTY CHIEF CLERK FOR JUV. MATTERS I
DEPUTY CHIEF CLERK FOR JUV. MATTERS II
DEPUTY CHIEF CLERK I FOR GA MATTERS
DEPUTY CHIEF CLERK II FOR GA MATTERS
DEPUTY CHIEF CLERK III FOR GA MATTERS
DEPUTY CHIEF JUDICIAL MARSHAL
DEPUTY CLERK
DEPUTY CLERK
DEPUTY DIR OF CRIMINAL COURT OPERATIONS
DEPUTY DIR OF FAMILY
DEPUTY DIRECTOR I*
DEPUTY DIRECTOR II*
DEPUTY DIRECTOR III*
DEPUTY DIRECTOR OF JUVENILE DETENTION
DEPUTY DIRECTOR OF REGIONAL SERVICES
DIRECTOR OF ADMINISTRATION (CSSD)
DIRECTOR OF ADULT BAIL/PROBTN SERVICES
DIRECTOR OF COURT OPERATIONS

DIRECTOR OF FACILITIES
DIRECTOR OF FAMILY/JUVENILE SERVICES
DIRECTOR OF HUMAN RESOURCE MGT
DIRECTOR OF JUDICIAL MARSHAL SERVICES
DIRECTOR OF JUVENILE DETENTION
DIRECTOR OF SUPPORT ENFORCEMNT
DISTRICT SUPERVISING BAIL CMSN
FACILITIES SPECIALIST I
FACILITIES SPECIALIST II
FAMILY REL COUNSELOR TRAINEE
FAMILY RELATIONS COUNSELOR 1
FAMILY RELATIONS COUNSELOR 2
FAMILY RELATIONS COUNSELOR II-A
FAMILY SERVICES SUPERVISOR I
FAMILY SERVICES SUPERVISOR II
FIRST ASSISTANT CLERK JD
FIRST ASSISTANT JUV. MATTERS CLERK
FOOD SERVICES ASSISTANT
FOOD SERVICES ASSISTANT TRANS
FOOD SERVICES COORDINATOR
HUMAN RESOURCES CLERK
IAR SPECIALIST
IAR SPECIALIST TRAINEE
IAR SUPERVISOR I
IAR SUPERVISOR II
JUDICIAL DISTRICT CHIEF CLERK
JUDICIAL MARSHAL
JUDICIAL MARSHAL II*
JUDICIAL MARSHAL TRAINEE
JUDICIAL SECURITY OFFICER
JUV DET CLASSIF & PROG OFFICER TRAINEE
JUV DET CLASSIFICATION & PROG OFFICER
JUV DET PROGRAM & SERVICES SUPERVISOR
JUVENILE DET OFFICER TRAINEE TRANSITIONAL
JUVENILE DET TRANSP OFFR TRNEE TRANSITIONAL
JUVENILE DET TRANSPORTATION OFFICER*
JUVENILE DET. COURT LIAISON OFFICER
JUVENILE DET. STAFF DEVELOPMENT COORD.
JUVENILE DET. TRANSPORTATION OFFICER
JUVENILE DETENTION DEPUTY SUPERINTENDENT
JUVENILE DETENTION OFFICER
JUVENILE DETENTION OFFICER TRAINEE
JUVENILE DETENTION SHIFT SUPERVISOR
JUVENILE DETENTION SUPERINTENDENT
JUVENILE DETENTION TRANSPORTATION SUPV
JUVENILE MATTERS INVESTIGATOR
JUVENILE MATTERS SUPERVISOR I
JUVENILE MATTERS SUPERVISOR II
JUVENILE PROB OFFICER TRAINEE
JUVENILE PROBATION AIDE

JUVENILE PROBATION OFFICER 1
JUVENILE PROBATION OFFICER 2
LEAD ADULT PROBATION OFFICER
LEAD FAMILY RELATIONS COUNSELOR
LEAD IAR SPECIALIST
LEAD INTERPRETER
LEAD JUDICIAL MARSHAL
LEAD JUVENILE DETENTION OFFICER
LEAD JUVENILE PROBATION OFFR
MAINTENANCE ADMINISTRATOR I
MAINTENANCE SERVICE WORKER I
MAINTENANCE SERVICE WORKER II
MAINTENANCE SERVICE WORKER III
MANAGER OF ADMIN SERVICES – CSSD
MANAGER OF ADULT SERVICES
MANAGER OF DISPUTE RESOLUTIONS
MANAGER OF FACILITIES
MANAGER OF JUVENILE DETENTION
MANAGER OF PROGRAMS & SUPP SVC
MANAGER OF SECURITY
MEDIATION SPECIALIST I
MEDIATION SPECIALIST I/HOUSING
MEDIATION SPECIALIST II
MEDIATION SPECIALIST II/HOUSING
MEDIATION SPECIALIST TRAINEE
MEDIATION SPECIALIST TRAINEE/HOUSING
MSW III-J.DET
MSW II-J.DET
MSW I-J.DET
MSW I-J .DET TRANS
PARALEGAL CASEFLOW SPECIALIST
PARALEGAL SPECIALIST I
PARALEGAL SPECIALIST II
PARALEGAL SPECIALIST/LEGAL RESEARCH
PERSONNEL ASSISTANT
PERSONNEL MANAGER
PERSONNEL OFFICER
POLICE OFFICER
POLICE OFFICER TRAINEE
POLICE SERGEANT
PROGRAM MANAGER I*
PROGRAM MANAGER II*
REGIONAL MANAGER – CSSD
SUPERVISED RELEASE COORDINATOR
SUPERVISED RELEASE MANAGER
SUPERVISING CRIMINAL SANCTIONS MONITOR
SUPERVISING IAR SPECIALIST
SUPERVISING JUDICIAL MARSHAL
SUPERVISING SUPPORT ENFORC. ASST.
SUPERVISING SUPPORT ENFORC. OFFICER

SUPPORT ENF OFFICER TRAINEE
SUPPORT ENFORCEMENT ADMINISTRATIVE COORD
SUPPORT ENFORCEMENT ASSISTANT
SUPPORT ENFORCEMENT OFFICER I
SUPPORT ENFORCEMENT OFFICER II
SUPPORT ENFORCEMENT SERVICES SUPERVISOR
SUPPORT SERVICES INVESTIGATOR
TEMP. ADMINISTRATIVE ASSISTANT*
TEMP. ADMINISTRATIVE CLERK*
TEMP. ASSISTANT CLERK I – ACCREDITED
TEMP. ASSISTANT CLERK I – NON ACCR.
TEMP. JUVENILE DETENTION OFFICER
VICTIM SERVICES ADVOCATE
VICTIM SERVICES SUPERVISOR

X. Copies of Judicial Branch Forms

JUDICIAL BRANCH EXPERIENTIAL LEARNING PROGRAMS (JBELP) - INTERN WEEKLY WORK SCHEDULE

JD-ES-310 New 7-15

STATE OF CONNECTICUT
SUPERIOR COURT
JUDICIAL BRANCH
www.jud.ct.gov

Semester	Year	School Year
☐ Fall ☐ Spring ☐ Summer		☐ Sophomore ☐ Junior ☐ Senior ☐ Law Intern ☐ Paralegal ☐ Postgraduate

Name	Placement Site Office (e.g., adult probation, clerk's office, etc…)	
Location	Work Period Start Date	Work Period End Date

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
End Time							

**Changes to the schedule must be approved by the Workplace Host and JBELP Staff*

Intern Signature _____ Date _____

JBELP Staff Signature _____ Date _____

ADA NOTICE

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at *www.jud.ct.gov/ADA.*

Original to JBELP Staff; copy to Workplace Host

JUDICIAL BRANCH EXPERIENTIAL LEARNING PROGRAMS (JBELP) - INTERN PLACEMENT SURVEY
JD-ES-313 Rev. 10-19

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov

I. Placement Information

1. Placement site (e.g., adult probation, clerk's office, etc.) _____
2. Placement location (City/Town of internship) _____
3. Please rate your placement site. ☐ Poor ☐ Fair ☐ Satisfactory ☐ Good ☐ Very Good ☐ Excellent
4. How many days per week were you interning? ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
5. Were you provided with a variety of meaningful tasks? ☐ Yes ☐ No
6. Were you provided with sufficient supervision? ☐ Yes ☐ No
7. Dates of internship _____

II. Work Assignments

1. Were you given enough meaningful work for the number of hours that you were at your placement site? ☐ Yes ☐ No
2. Did your Workplace Host leave tasks for you when they were not in the office? ☐ Yes ☐ No

III. Seminars/Trainings

1. What seminar(s)/training(s) did you attend during the semester and how would you rate each?

_____ ☐ Poor ☐ Fair ☐ Satisfactory ☐ Good ☐ Very Good ☐ Excellent
_____ ☐ Poor ☐ Fair ☐ Satisfactory ☐ Good ☐ Very Good ☐ Excellent
_____ ☐ Poor ☐ Fair ☐ Satisfactory ☐ Good ☐ Very Good ☐ Excellent

2. Were there other seminars or trainings you would have liked to have been offered during the semester? ☐ Yes ☐ No

If Yes, what?

_____
_____

IV. Overall Program

1. Overall, how would you rate the Intern Program? ☐ Poor ☐ Fair ☐ Satisfactory ☐ Good ☐ Very Good ☐ Excellent
2. Were there any additional measures that the Intern Program staff may have employed to assist you with your internship?

☐ Yes ☐ No

If Yes, what?

_____
_____

3. What was the best thing about your internship?

_____
_____

4. Would you recommend this program? ☐ Yes ☐ No

V. General Comments

Please provide comments and suggestions about your placement, your work assignments, the seminars/trainings, or anything else about your internship to help us with future planning and to improve the program.

Comments

_____
_____
_____
_____

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JUDICIAL BRANCH EXPERIENTIAL LEARNING PROGRAMS (JBELP) - INTERN PERFORMANCE REVIEW

JD-ES-312 Rev 7-15

STATE OF CONNECTICUT
SUPERIOR COURT
JUDICIAL BRANCH
www.jud.ct.gov

Semester	Year	School Year
☐ Fall ☐ Spring ☐ Summer		☐ Sophomore ☐ Junior ☐ Senior ☐ Law Intern ☐ Paralegal ☐ Postgraduate

Name	Placement Site Office (e.g., adult probation, clerk's office, etc…)
Location	Workplace Host
College or University	Review Period

Category/Ratings	(1)=Poor	(2)=Fair	(3)=Satisfactory	(4)=Good	(5)=Very Good	(6) = Excellent
Job Knowledge Comments	☐ Poor	☐ Fair	☐ Satisfactory	☐ Good	☐ Very Good	☐ Excellent
Work Quality Comments	☐ Poor	☐ Fair	☐ Satisfactory	☐ Good	☐ Very Good	☐ Excellent
Attendance/Punctuality Comments	☐ Poor	☐ Fair	☐ Satisfactory	☐ Good	☐ Very Good	☐ Excellent
Initiative Comments	☐ Poor	☐ Fair	☐ Satisfactory	☐ Good	☐ Very Good	☐ Excellent
Communication/ Listening Skills Comments	☐ Poor	☐ Fair	☐ Satisfactory	☐ Good	☐ Very Good	☐ Excellent
Dependability Comments	☐ Poor	☐ Fair	☐ Satisfactory	☐ Good	☐ Very Good	☐ Excellent

Overall Rating (average the rating numbers above): _____

Additional Comments

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Intern Signature _____ Date _____

Workplace Host Signature _____ Date _____

JBELP Staff Signature _____ Date _____

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JUDICIAL BRANCH EXPERIENTIAL LEARNING PROGRAMS (JBELP) - FINAL INTERN EVALUATION

JD-ES-311 Rev. 11-15

STATE OF CONNECTICUT
SUPERIOR COURT
JUDICIAL BRANCH
www.jud.ct.gov

Instructions to Volunteer/Intern Coordinator

1. Complete Section I with details of each intern placement with your office.
2. Specify in Section II whether each intern met the program requirements.
3. In Section III, rate each intern's characteristics according to the scale provided.
4. Sign this form and return it to: Two Riverview Square, 99 East River Drive, 7th Floor, East Hartford, CT 06108

I. Intern Information

Semester	Year	School Year
☐ Fall ☐ Spring ☐ Summer		☐ Sophomore ☐ Junior ☐ Senior ☐ Law Intern ☐ Paralegal ☐ Postgraduate

Name	Date

Coordinator	Placement Site Office (e.g., adult probation, clerk's office, etc…)

Workplace Host	School	Total Number of Hours Completed

II. Administrative Program Requirements

Requirement	Requirement met?	
Submitted Required Number Journal Entries	☐ **Yes**	☐ **No**
Attended Required Number of Supervision Sessions	☐ **Yes**	☐ **No**
Attended Trainings/Seminars	☐ **Yes**	☐ **No**
Maintained Mandatory Minimum Number of Hours	☐ **Yes**	☐ **No**
Did the student meet the minimum administrative requirements of the program?	☐ **Yes**	☐ **No**

III. Workplace Host Evaluation

Category	Rating
Job Knowledge	
Work Quality	
Attendance/Punctuality	
Initiative	
Communication Skills	
Dependability	
Overall Workplace Rating	

Ratings: (1)=Poor (2)=Fair (3)=Satisfactory (4)=Good (5)=Very Good (6) = Excellent

Comments

Signed *(Volunteer/Intern Coordinator)*	Print name	Date

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Notes

www.jud.ct.gov

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JDP-ES-272 (Rev. 2/20)