



**Request for Exception to an
Administrative Directive
Connecticut Department of Correction**

CN 1302
REV 02/06/15

Administrative Directive Number: 2.13 Title: Employee Work Attire, Personal Appearance and Identification

I request approval of the following exception to the above referenced directive (provide detailed explanation):

Present Language; Pg. 4 of 7 Section 6-A (5) - Uniform Appearance and Requirements:

5.-Any tee shirt worn as an undergarment, if visible, shall be white.

Requested Language; Pg. 4 of 7 Section 6-A (5) - Uniform Appearance and Requirements:

5.-Any tee shirt worn as an undergarment, if visible, may be either black or white.

Justification for Exception: Better appearance, Longer wear and Officer safety when uniform shirts are removed in public.

See attached documents

ORIGINATOR

Name: [Redacted] Title: [Redacted] Date: 7/21/15

Signature: [Redacted] Facility/Unit: [Redacted]

UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved Denied

Unit Administrator's signature: *A/w [Signature]* Date: 7/23/15

District Administrator's signature: *[Signature]* Date: 7/23/15
(only needed if originating from a facility)

Division Administrator's signature: *[Signature]* Date: 7/23/15

COMMISSIONER'S DECISION

This request is: **APPROVED** **DENIED** Effective date of request: *As Practicable*

This exception is valid through: _____, by which the exception must be re-requested

This exception is valid until such time as the Administrative Directive is updated.

This exception shall be added immediately to the Administrative Directive.

Commissioner's signature: *[Signature]* Date: 7/28/15

