



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

CN 1302
REV 11/15/10

Administrative Directive Number:
6.10 Attachment C/2, B/2

Title: **INMATE PROPERTY**

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

***REFERRING TO 4/8/2013 MEMO FROM NORTH DISTRICT ADMINISTRATOR, ANGEL QUIROS REGARDING THE SALE OF HOT POTS EFFECTIVE 5/1/2014** *3 Day*

***6.10 ATTACHMENT C/2 MALE PROPERTY MATRIX SHOULD ADD HOT POTS (WHERE ALLOWED) WITH A MAXIMUM ALLOWED AMOUNT OF 1ABCD**

***6.10 ATTACHMENT B/2 FEMALE PROPERTY MATRIX SHOULD ADD HOT POTS (WHERE ALLOWED) WITH A MAXIMUM ALLOWED AMOUNT OF 1ABCD**

☒ See attached documents

ORIGINATOR

Name: [REDACTED] Title: [REDACTED] Date: **12/17/14**

Signature: [REDACTED] Facility/Unit: [REDACTED]

UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature: <i>Captain Debra A. Syrett</i>	Date: <i>12/17/14</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	District Administrator's signature: (only needed if originating from a facility) <i>[Signature]</i>	Date: <i>12/17/14</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Division Administrator's signature: <i>[Signature]</i>	Date: <i>12/18/14</i>

COMMISSIONER'S DECISION

This request is: ☒ **APPROVED** ☐ **DENIED** Effective date of request: *12-29-14*

☐ 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: *12/22/14*



STATE OF CONNECTICUT
DEPARTMENT OF CORRECTION
North District Administrator's Office
1153 East Street South
Suffield, Connecticut 06080



TO: Warden

FROM: Angel Quiros, North District Administrator

DATE: April 8, 2013

SUBJECT: Hot Pots

Plus 4/8/13

Once again Hot Pots will be made available starting May 1, 2013, from the Commissary Department. Prior to inception, it will be the facilities responsibility to properly train your staff in identifying an alter hot pot utilizing the attachment below (staff training needs to be documented).

In addition, place a binder with the enclosed information in each of your housing units as well in the Lieutenants office for staff reference.

C: file