



**Request for Inclusion or Revision to an
Administrative Directive**
Connecticut Department of Correction

CN 1301
REV 02/06/15

Administrative Directive Number: **6.11** Title: **Canine Unit**

☒ I recommend the following inclusion or revision to the above referenced Administrative Directive (provide detailed explanation):

2. **Definitions and Acronyms.** For the purposes stated herein, the following definitions and acronyms apply:

E. **Canine Administrative Captain Supervisor.** A Canine **Captain Unit Supervisor** assigned to handle the administrative functions of the Canine Unit.

8. **Canine Administrative Captain Supervisor Duties.** The Director of Tactical Operations shall assign one Canine Unit Supervisor as the a Canine Administrative **Captain Supervisor** who, in addition to the duties outlined in Section 8 of this Directive, shall oversee all the administrative functions of the Canine Unit. The duties of the Canine Administrative **Captain Supervisor** shall include, but are not limited to:

- A. Complete all canine handler work schedules, shift assignments and rotations which shall be approved by the Director of Tactical Operations;
- B. Record keeping;
- C. Other tasks as required by the Director of Tactical Operations.

At the discretion of the ~~Statewide Tactical Operations Executive Officer and/or~~ Director of Tactical Operations, the Canine Administrative **Captain Supervisor** may not be required to maintain a certified canine.

☐ See attached documents

ORIGINATOR

Name: [REDACTED] Title: [REDACTED] Date: 12/14/2015

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

UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved Denied

☒ ☐ Unit Administrator's signature: *[Signature]* Date: 12/14/2015

☐ ☐ District Administrator's signature: Not Applicable Date: (only needed if originating from facility)

☒ ☐ Division Administrator's signature: *[Signature]* Date: 12/15/15

COMMISSIONER'S DECISION

This request is: ☒ **APPROVED** ☐ **DENIED** Effective date of request: _____

☒ The language/provisions of this inclusion/revision shall be effective as of: 12/16/15 and subsequently added to the Administrative Directive at the next update.

☐ This inclusion/revision shall be added to the Administrative Directive prior to: _____

☐ This inclusion/revision shall be added immediately to the Administrative Directive.

Commissioner's signature: *[Signature]* Date: 12/16/15