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|  <p style="text-align: center;">State of Connecticut<br/>Department of Correction</p> <p style="text-align: center;"><b>ADMINISTRATIVE<br/>DIRECTIVE</b></p> | Directive Number   | Effective Date | Revision Date |
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| <p>Supersedes<br/>Development, Revision and Rescission of Department/Unit Policies<br/>and Procedures Dated 02/06/15</p>  |  |                |               |
| <p>Approved By:</p>  <p>Commissioner Scott Semple</p>  | <p>Title<br/>Development, Revision and Rescission of<br/>Department/Unit Policies and Procedures</p> |                |               |

1. Policy. The Commissioner of Correction shall establish policies and procedures for the overall administration of the Department of Correction. Such policies and procedures shall be in accordance with applicable state and federal statutes and regulations, relevant court decisions and executive orders. Said policies and procedures shall be reviewed regularly to assess their conformity with recognized correctional standards.
2. Authority and Reference.
  - a. Connecticut General Statutes, Sections 3-125, 18-78a and 18-81.
  - b. Administrative Directives 1.2, Organization; 2.15, Hazardous Duty Staff Deployment; and 6.2, Facility Post Orders and Logs.
3. Definitions and Acronyms. For purposes stated herein, the following definitions and acronyms apply:
  - a. Administrative Directives. The basic policy and essential procedures required by the Commissioner of Correction and applicable to all employees.
  - b. Attachment. A document, either paper or computer generated, designed solely to provide information to an administrative or unit directive. An attachment may also be a non-departmental form referenced in an administrative or unit directive.
  - c. CN. Correctional Number.
  - d. Division Administrator. A Deputy Commissioner or Division-level Director.
  - e. DOC. Department of Correction.
  - f. Form. Any printed, duplicated paper or computer screen which provides space to record information either by hand or machine and which is intended to collect repetitive information in accordance with an administrative or unit directive.
  - g. Manuals. Technical documents providing detailed information, direction and practice for employees carrying out specific duties or functions.
  - h. Post Orders. Written procedures, job requirements, guidelines and tasks for conducting operations at a specific post or station in a correctional facility.
  - i. Unit Administrator. A Correctional Warden or Unit-level Director.
  - j. Unit Directives. Policy and procedures applicable to a specific unit in accordance with Administrative Directive 1.2, Organization.
4. Standards and Policy.
  - a. Office of Standards and Policy. The Office of Standards and Policy is a component of the External Affairs Division. The Office of Standards and Policy shall be responsible for all work related to the drafting, maintenance and rescission as warranted of the administrative directives. All work related to an administrative directive, or any part thereof (i.e., any department-level form or attachment), shall involve the Administrator of Standards and Policy.
  - b. Administrator of Standards and Policy. The Administrator of Standards and Policy shall report directly to the Director of External Affairs in accordance with Administrative Directives 1.2, Organization. The Administrator of Standards and Policy shall be an experienced correctional employee at the rank of a supervisor who can demonstrate and apply knowledge that pertains to departmental operations and practices.
5. Authorization and Implementation.
  - a. Administrative Directives shall become authorized when signed by the Commissioner of Correction.

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- b. Administrative Directives shall become effective in accordance with the date specified on the directive heading.
- c. Manuals shall become authorized when signed by the appropriate Division or Unit Administrator.
  - i. Manuals shall be reviewed and signed into authority by any Division Administrator or Unit Administrator when assuming the administrator position at a specific site.
- d. Unit directives and post orders shall become authorized when signed by the Unit Administrator.
  - i. Unit Directives shall be reviewed and signed into authority by any Division head or Unit Administrator when assuming the administrator position at a specific site.
- e. All manuals, unit directives, post orders, forms and attachments, shall be consistent with, inclusive of and subordinate to the administrative directives.
- f. No one other than the Commissioner of Correction can authorize the development, revision or rescission of an administrative directive, or any part thereof (i.e., any form or attachment originating from an administrative directive). No one other than the Commissioner of Correction can issue a direction contrary to the requirements of any administrative directive.

6. Administrative Directive Organization, and Format.

a. Organization.

- i. Administrative directives shall be organized into chapters containing similar subject matter. Each chapter shall be designated by a number.
- ii. Each directive shall be designated by a number comprised of the chapter number and the number of the directive in the chapter. The chapter number shall be separated from the directive number by a period.
- iii. Within each directive, the subject matter shall be divided into sections, subsections, parts and subparts.
  - 1. Each separate section, subsection, part and subpart shall follow the automated sequential designation utilized within the word processing software. Specifically, the format shall be as follows:
    - a. Sections shall be designated by a number.
    - b. Subsections shall be designated by a lowercase letter.
    - c. Parts shall be designated by a Roman numeral.
    - d. Subparts shall be designated by a number.
  - 2. For any administrative directive, unit directive, post order and/or manual that identifies a variant sequential designation of sections, subsections, part and subpart, those document's shall remain in effect and valid until the next revision.
    - a. During the next revision of said documentation, the document shall be updated to reflect the determined format outlined in section 6 and 7 of this directive.

b. Format.

- i. Each section of a directive shall have a title that shall have the first letter of each important word capitalized.
  - ii. The title of each section shall be underlined.
  - iii. Subsections and lower divisions may have titles with underlining as appropriate
- c. Directive Heading. Each administrative and unit directive shall have a complete heading on the first page of the directive and a partial heading on each subsequent page.
- i. A complete heading shall consist of:
    - 1. the state seal;
    - 2. the term "Administrative Directive" or "Unit Directive," as appropriate;
    - 3. the directive number;
    - 4. the title of the directive;

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5. the effective date of the directive;
  6. the title and date of the directive that was superseded, if any, or the former number of the directive, if renumbering occurred;
  7. the page number of total pages in the directive; and,
  8. the Commissioner's signature for an administrative directive or the appropriate Unit Administrator's signature for a unit directive.
- ii. The partial page heading shall contain:
1. the number of the directive;
  2. the title of the directive;
  3. the page number of total page numbers; and,
  4. the effective date of the identified Administrative Directive/Unit Directive.

7. Administrative Directive Forms and Attachments.

a. General Provisions.

- i. Any form and/or attachment required by an administrative directive shall be attached to the administrative directive and shall normally be referenced as a form or attachment in the text of the administrative directive.
- ii. The section just prior to the last section of the directive shall be dedicated to a list of all forms and attachments originating from that particular directive.
- iii. Forms and attachments, which are part of the administrative directive, shall be subject to the same procedures and approval required in accordance with this Directive.
- iv. From the effective date of this directive, any administrative directive within Chapter 8, Health Care Service, Hygiene and Sanitation that is reviewed and updated shall also contain, at a minimum, one signature of a Division Administrator who oversees the specific Health and Addiction Services related matter(s).

1. The signature by the Division Administrator who oversees the identified Health and Addiction Services area shall indicate that the individual has reviewed and approved the directive revisions.

b. Form and Attachment Content.

- i. Each appropriate Division Administrator shall be responsible for determining the content of data to be included in an administrative directive form or attachment.
- ii. Final drafts of a proposed form/attachment shall be forwarded to the Office of Standards and Policy for inclusion in the administrative directive review process.
- iii. Administrative directive forms and attachments shall normally be designed to serve Department-wide needs.

c. Form Heading.

- i. Each form shall contain, at a minimum,
  1. the state seal,
  2. a title,
  3. form designation and
  4. revision date.
- ii. Each Department-level form shall receive a unique designation to distinguish it from other forms by using the letters CN followed by the number of the administrative directive from which the form originates (e.g., form CN 6601 originates from Administrative Directive 6.6, Reporting of Incidents), followed by a sequential number appropriate to that directive.
- iii. Multiple page forms shall be numbered to indicate the sequence of pages. Page numbers shall be indicated by a forward slash followed by the page number (e.g., CN 9901/2 indicates page two of form CN 9901).

d. Attachment Heading.

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- i. Each attachment to an administrative directive, which is not considered a form, may have a heading which contains, at a minimum,
  - 1. the state seal,
  - 2. a title,
  - 3. a revision date,
  - 4. the directive the attachment originates from, and
  - 5. the attachment designation (i.e., A, B, C, etc.) as indicated in the administrative directive.

e. Maintenance.

- i. Administrative directive forms and attachments may be maintained in an inmate's master file.
- ii. All other forms and attachments that are governed locally by unit directives may only be utilized and maintained in the inmate master file if the information found in the applicable form/attachment is not addressed in an official Administrative Directive form or attachment.
  - 1. Any forms and attachments that are generated due to a local function and appear within a Unit Directive must be submitted to the Office of Standards and Policy for review and approval prior to utilization.

8. Policies and Procedures Review.

- a. Administrative Directives, Manuals, Unit Directives and Post Orders shall be reviewed and may be updated as needed to reflect changes in:
  - i. state statutes and public acts;
  - ii. federal and state regulations;
  - iii. presidential and executive orders;
  - iv. court orders or settlements;
  - v. national standards;
  - vi. personnel complements, budgets and/or programs changes;
  - vii. changes in offender population characteristics; and,
  - viii. other conditions or reasons or for administrative necessity.
- b. Each Unit Administrator or designee shall ensure that an annual review is conducted of all post orders and inmate handbooks.
- c. Such reviews shall be documented and maintained at the facility level.
- d. Employees shall be encouraged to participate in the formulation and revision of Department and institutional policies, procedures, and/or programs.

9. Request for Inclusion or Revision of an Administrative Directive.

- a. An employee may initiate a proposal to establish a new or modify an existing administrative directive, form or attachment by completing form CN 1301, Request for Inclusion or Revision to an Administrative Directive.
- b. The initiating employee (i.e., originator) shall forward the completed form to the Office of Standards and Policy for a review of the requested modification prior to submitting the request through the originator's chain-of-command.
  - i. If the review is conducted and it is determined by the Administrator of the Office of Standards and Policy that there are no contraindications for the requested change, the Administrator of Standards and Policy shall forward the original and completed CN1301, Request for Inclusion or Revision to the originator to initiate the official publication process through the appropriate chain-of-command to the Commissioner of Correction.
  - ii. If the review is conducted and it is determined by the Administrator of the Office of Standards and Policy that there are contradictions or other reasons which would prohibit the requested revision/inclusion, the Administrator of the Office of Standards and Policy shall communicate this disposition with the originator.
- c. If the request for inclusion or revision of an Administrative Directive is approved by the Commissioner of Correction, the original signed request shall

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be forwarded to the Administrator of Standards and Policy for follow-up action as indicated by the Commissioner of Correction.

- d. Once the CN 1301, Request for Inclusion or Revision is approved by the Commissioner and published, The Administrator of Standards and Policy shall forward a copy of the final approved request to the originator and provide notice of all appropriate parties of the changes.
- e. No one other than the Commissioner of Correction can authorize an inclusion or revision to an administrative directive.

10. Request for an Exception of an Administrative Directive.

- a. In the event that compliance cannot be met regarding an administrative directive, form CN 1302, Request for Exception to an Administrative Directive, shall be completed.
- b. The initiating employee (i.e., originator) shall forward the completed form to the Office of Standards and Policy for a review of the requested modification prior to submitting the request through the originators chain-of-command.
  - i. If the review is conducted and it is determined by the Administrator of the Office of Standards and Policy that there are no contraindications for the requested change, the Administrator of Standards and Policy shall forward the original and completed CN1302, Request for Exception to the originator to initiate the official publication process through the appropriate chain-of-command to the Commissioner of Correction.
  - ii. If the review is conducted and it is determined by the Administrator of the Office of Standards and Policy that there are contradictions or other reasons which would prohibit the requested exception, the Administrator of the Office of Standards and Policy shall communicate this disposition with the originator.
- c. If the exception is approved by the Commissioner of Correction, the original request shall be forwarded to the Administrator of Standards and Policy for follow-up action as indicated by the Commissioner of Correction.
- d. The Administrator of Standards and Policy shall forward a copy of the final approved request to the originator and provide notice of all appropriate parties of the changes.
- e. No one other than the Commissioner of Correction can authorize an exception to an administrative directive.

11. Rescission of an Administrative Directive. The Commissioner of Correction shall be the only individual who may authorize a rescission of an Administrative Directive. All documentation of the Administrative Directive that is identified to be rescinded shall be retained by the Administrator of the Office of Standards and Policy for historical purposes. Notification to agency staff shall occur for any rescission of an Administrative Directive.

12. Administrative Directive Revisions. Minor changes in an administrative directive may be issued under the Commissioner's signature by utilizing CN 1304, Administrative Directive Revision Notice. A directive revision shall specify both the materials being rescinded and/or any new materials being added. An Administrative Directive Revision Notice shall be followed in a timely fashion with a revised administrative directive. Revision notices shall be maintained in the front of the corresponding administrative directive pending revision of the directive.

13. Administrative Directive Review Process.

- a. At the direction of the Commissioner of Correction, the Administrator of Standards and Policy shall draft a change to an existing administrative directive or initiate work on a new administrative directive. A subject matter committee may be established regarding the development, revision or rescission of an administrative directive.

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- b. Drafts and changes to an administrative directive shall be managed by the Office of Standards and Policy.
- c. Any division or unit likely to be affected or responsible for implementation or compliance shall be permitted an opportunity to review the draft in accordance with this Directive. Appropriate deadlines for such review shall be established. Comments and recommendations shall be forwarded to the Office of Standards and Policy for review and action
- d. The Administrator of Standards and Policy shall consult with the appropriate policy review staff in order to assess the results of the field review. Policy review staff shall determine which recommendations to accept and incorporate into the directive under review. Policy review staff shall generally consist of the appropriate Division, District and/or Unit Administrators, along with the Administrator of Standards and Policy, the Legal Affairs Unit and other staff as deemed necessary.
- e. The Administrator of Standards and Policy shall forward a copy of any new or revised draft to the Office of the Attorney General for review and comment.
- f. If the draft is approved by the Office of the Attorney General, the Administrator of Standards and Policy shall prepare the proposed administrative directive for the Commissioner's review. If the draft is not approved by the Office of the Attorney General, the Administrator of Standards and Policy shall present the Attorney General's comments to the policy review staff in accordance with this Directive. Once all issues have been resolved, the draft shall be forwarded to the Commissioner of Correction for review and comment.
- g. Upon the Commissioner's approval of the draft, the Administrator of Standards and Policy shall prepare a clean copy for signature.

14. Administrative Directive Field Review. A field review shall be categorized as a "General Field Review" or a "Targeted Field Review" and shall be conducted as follows:

- a. General Field Review. A general field review shall be distributed to all Division, District and Unit Administrators for review and comment. Additional circulation shall be at the discretion of the Division, District and Unit administrator. All comments and recommendations shall be forwarded to the Office of Standards and Policy for review and action.
- b. Targeted Field Review. A selective targeted field review shall normally only be distributed to a particular Division, District and/or Unit Administrator(s) for review and comment. Additional circulation shall be at the discretion of the affected Division, District and/or Unit Administrator(s). All comments and recommendations shall be forwarded to the Office of Standards and Policy for review and action.

15. Effective Dates.

- a. An effective date shall be entered on each administrative directive by the Office of Standards and Policy reflecting the date the Commissioner's signs the administrative directive into effect.

16. Commissioner's Signature. Upon review and approval, the Commissioner of Correction shall sign the directive and forward it to the Administrator of Standards and Policy, who shall coordinate the dissemination of the directive.

17. Transmittal Memorandum.

- a. New directives, revisions and rescissions shall be promulgated under CN 1303, Administrative Directive Transmittal Memorandum.
  - i. Each CN 1303, Administrative Directive Transmittal Memorandum shall be sequentially numbered and shall list by directive number each of the directives, revisions or any deletions being distributed.
  - ii. The effective date of each directive shall also be listed in the CN 1303, Administrative Directive Transmittal Memorandum.

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- iii. Each CN 1303, Administrative Directive Transmittal Memorandum shall be signed by the Commissioner of Correction.
      - iv. The CN 1303, Administrative Directive Transmittal Memorandum shall be maintained in the front of the institutional administrative directive/unit directive binder until the next sequential Administrative Directive Transmittal Memorandum is received. An omission in the sequence shall be reported to the Office of Standards and Policy.
    - b. CN 1305, Administrative Directive Revision Form, which outlines the revisions to the individual directive shall be placed on the top of all affected administrative directives, which shall indicate the changes to the directive.
    - c. Corresponding unit directives and post orders shall be updated within ten (10) business days to ensure alignment with the effective date of the revised administrative directive
    - d. Any change to a bound manual or handbook should be so noted and updated at the next revision date. All affected staff and inmates, if applicable, shall promptly be notified of the changes if a revision is not imminent.
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18. Table of Contents. The Office of Standards and Policy shall maintain and revise, with the distribution of each CN 1303, Administrative Directive Transmittal Memorandum, a table of contents of current directives. The table of contents shall contain the number, title, effective date, as well as the previous effective date of any superseded directive. The current table of contents shall be maintained in the front of each binder.
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19. Distribution. The Administrative Directives shall be distributed to each Division Administrator as provided in Administrative Directive 1.2, Organization, and to the Office of the Attorney General. A copy of the administrative directives, with the exception of any directive listed under Chapter 7, Safety and Emergency Procedures, shall be distributed to the Chairpersons of the Legislative Regulation Review Committee, the State Librarian and any other agency or individual as authorized by the Commissioner of Correction.
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20. Access to Administrative Directives.
  - a. Administrative directives are public documents and shall be available for inspection except for those documents associated with Chapter 7, Safety and Emergency Procedures.
    - i. All documentation found within Chapter 7, Safety and Emergency Procedures shall be exempt from disclosure and shall not be disclosed or distributed to anyone except authorized Department employees and the Office of the Attorney General.
  - b. Administrative directives shall be readily accessible to all employees.
  - c. In addition, all updated administrative directives except for Chapter 7, Safety and Emergency Procedures, shall be placed on the Department's website as well as the Department's shared site to provide optimal public and employee access.
  - d. Each inmate library or reference area shall contain a copy of the administrative directives and any correlating inclusions/revisions and exceptions, minus Chapter 7, Safety and Emergency Procedures.
  - e. Any Department of Correction employee requests for Chapter 7 directives or any document associated with Chapter 7 must be authorized by the Commissioner of Correction.
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21. Other types of Departmental Policies or Procedures.
  - a. Unit Directives.
    - i. General Provisions.
      - 1. Each Unit Administrator of a correctional facility shall ensure that Unit Directives are created in accordance with Attachment A, List of Required Unit Directives.

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2. In cases where a corresponding unit directive is not required, the Unit Administrator or designee shall post in the unit directive binder (in the location the unit directive would have occupied) CN 1306, Unit Directive Memorandum signed by the Unit Administrator indicating the administrative directive does not require a corresponding unit directive and that the administrative directive is sufficient in scope at the facility level.
  3. Where unit directives are required, the unit directives shall be consistent with the administrative directives and not exceed the scope of authority of the administrative directives.
  4. The unit policy shall follow after the administrative policy and shall be highlighted in gray (25% shading).
  5. In addition, each unit administrator shall establish procedures to comply with the following to allow for staff review and communication of administrative and unit directives.
- ii. Access to Unit Directives.
1. The Unit Administrator shall keep all original unit directives with the original unit administrator signature in a cabinet within a secured area of the institution.
  2. The Unit Administrator shall allow staff access to unit directive copies, whether hard copy or electronic, within the following secured areas:
    - a. Shift Supervisor's Office; and,
    - b. Any other location, as determined by the Unit Administrator, with copies of Chapter 7, Safety and Emergency Procedures removed, as necessary.
  3. Unit directive books may be available for staff to sign-out on a temporary basis if no electronic access is available.
  4. Specific procedures for accountability of the books shall be established at each unit.
- iii. Periodic review of unit directives with staff during staff meetings, briefings and roll calls.
1. The reading of unit directives by all present, new and transfer staff which shall, at a minimum, be documented by the staff member's signature that the unit directive was read and understood.
  2. The reading of all new or modified unit directives by staff, which directly affect the staff member's job responsibility, prior to the directive's effective date or upon resumption of shift thereafter.
  3. .
- iv. Unit Directive Forms and Attachments.
1. General Provisions.
    - a. Any form or attachment utilized locally at a specific facility or unit shall be incorporated into the unit directive that corresponds with its function.
    - b. The form or attachment shall be attached to the unit directive and normally referenced as a form or attachment in the text of the unit directive. The section just prior to the last section of the directive shall be dedicated to a list of all forms and attachments originating from, or pertinent to, that particular directive.
    - c. Forms and attachments, which are part of the unit directive, shall be subject to the same procedures and approval required in accordance with this Directive.
    - d. Unit Directives shall be reviewed to ensure compliance with administrative directives by utilizing the CN 1307, Unit Policy Review Form during the following instances:
      - i. At the discretion of the Unit Administrator or designee  
; and,



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ii. When a required unit directive identified in Attachment A, List of Unit Directives has an associated Administrative Directive update.

2. Form and Attachment Content.

- a. Each appropriate Director or Unit Administrator shall be responsible for determining content of data to be included in a unit directive form or attachment, but shall adhere to the format requirements associated within this directive.
- b. Unit directive forms and attachments shall be designed to serve a local function.
- c. Administrative directive forms shall be utilized for all other functions and shall not be modified locally.
- d. All recommended changes to unit directives forms or attachments shall be reviewed and approved by the unit administrator/division administrator.

3. Form Heading.

- a. Each form shall contain, at a minimum,
  - i. a title,
  - ii. form designation and
  - iii. revision date.
- b. Each unit form shall receive a unique designation to distinguish it from other forms by using the letters "UD" followed by the number of the unit directive from which the form originates (e.g., form UD 6601 originates from Administrative Directive 6.6, Reporting of Incidents), followed by a sequential number appropriate to that directive.
- c. Multiple page forms shall be numbered to indicate the sequence of pages. Page numbers shall be indicated by a forward slash followed by the page number (e.g., UD 9901/2 indicates page two of form UD 9901). A form may also contain an attachment heading as referred to in the unit directive.

4. Attachment Heading.

- a. Each attachment to a unit directive, which is not considered a form, shall have a heading, which contains, at a minimum,
  - i. the state seal,
  - ii. a title,
  - iii. revision date, the directive the attachment is associated with, and
  - iv. the attachment designation (i.e., A, B, C, etc.) as stated in the unit directive.

v. Maintenance. Unit Directive forms and attachments that are governed locally by unit directives may only be utilized and maintained in an inmate's master file if the information found in the applicable form/attachment is not addressed on an official Administrative Directive form or attachment.

- 1. Any unit directive forms and attachments that are generated due to a local function and appear within a Unit Directive must be submitted to the Office of Standards and Policy for review and approval prior to utilization.

b. Manuals.

- i. Each Division responsible for the following areas shall publish a manual that provides Department managers, supervisors and employees with technical information to conduct their duties:
  - 1. Classification;
  - 2. Community Release Unit;
  - 3. Facilities Management and Engineering Services,;
  - 4. Fiscal Services;

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- 5. Food Services ;
- 6. Health and Addiction Services;
- 7. Human Resources ;
- 8. Parole and Community Services ;
- 9. Records and Time Computation ;
- 10. Security Risk Group Management ;
- 11. Training and Staff Development ; and,
- 12. Victim Services.

- ii. The Unit Administrator or Division Administrator shall maintain original division manuals with an original signature of the Unit Administrator/Division Administrator in a cabinet within a secured area of the site.
  - iii. Division manuals shall be reviewed by the Unit Administrator or Division Administrator on a yearly basis by utilizing the CN 1307, Unit Policy Review Form.
  - iv. Any manual shall be consistent with the format established in Sections 6 and 7 of this Directive.
- c. Post Orders.
- i. All posts established under the facility posting plan as authorized by Administrative Directive 2.15, Hazardous Duty Staff Deployment shall have a written post order delineating the duties and responsibilities of the assigned employee(s) in accordance with Administrative Directive 6.2, Facility Post Orders and Logs.
  - ii. Each Department employee assigned to a post shall read the corresponding post order prior to assuming the responsibilities of the post and sign an acknowledgment that the appropriate post order has been read. All post orders shall be consistent with the format established in Sections 6 and 7 of this Directive.
  - iii. Other post orders may be developed and implemented at the discretion of the Unit Administrator.
  - iv. Post orders shall be exempt from disclosure and shall not be disclosed or distributed to anyone except authorized Department employees and the Office of the Attorney General, when required.
  - v. Post orders shall be reviewed at the discretion of the Unit Administrator or designee to ensure compliance with administrative and unit directives by utilizing the CN 1307, Unit Policy Review Form.
- d. Inmate Handbooks.
- i. Each facility shall be responsible for the development and subsequent distribution of an inmate handbook.
  - ii. The handbook shall be reviewed annually and revised as appropriate.
  - iii. The inmate handbook shall contain the following information: concerning
    - 1. classification, ;
    - 2. discipline, ;
    - 3. facility rules, ;
    - 4. property, ;
    - 5. access to programs and services; and,
    - 6. any additional information as deemed necessary by the Unit Administrator.
  - iv. The handbook shall be printed in both English and Spanish and shall be distributed to each inmate as soon as practicable upon arrival at the facility.

22. Maintenance and Record Retention.

- a. Master Administrative Directive Maintenance. The Office of Standards and Policy shall maintain a master file of all existing, superseded and rescinded administrative directives. In addition, all original copies, with the Commissioner's signature, shall be maintained by the Office of Standards and Policy.

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b. Facility Based Maintenance.

- i. Administrative Directives. Each holder of the administrative directives shall be responsible for maintaining at least one (1) complete and current set.
  - ii. Unit Directives.
    - 1. Original Copies. The Unit Administrator or designee shall maintain a master file of all existing, superseded and rescinded Unit directives. In addition, all original copies, with the past and current Unit Administrator/Division Administrator signatures, shall be maintained at the facility in cabinet within a secured area of the institution.
    - 2. Facility Copies. The Unit Administrator or designee shall maintain an area within the institution of all current Unit directives.
  - iii. Post Orders.
    - 1. The Unit Administrator or designee shall maintain a centralized area within the institution of all current post orders.
    - 2. The Unit Administrator or designee shall ensure that the correlating post order for a specific facility post is on post and updated for staff review.
- c. Manual Maintenance. Each Unit Administrator/Division Administrator shall maintain a master file of all existing, superseded and rescinded manuals. In addition, all original copies, with the past and current Unit Administrator/Division Administrator signature, shall be maintained in cabinet within a secured area of the institution/workplace.

23. Auditing.

- a. Standards and Policy Audits.
  - i. The administrator of the standards and policy unit may audit any Department of Correction institution or unit to ensure that locally stored information is current, accurate and consistent with the provisions, guidelines and requirements of this directive.
- b. Institutional Audits.
  - i. The Unit Administrator, Division Administrators and/or their designee may conduct yearly audits of Unit Directives, Post orders and Manuals to insure compliance with all current administrative directives.

24. Training.

- a. Pre-service. All direct contact employees undergoing pre-service training at the Maloney Center for Training and Staff Development shall be trained on Chapters 2, 6, 7, 9 and 10 of the directives.
- b. In-Service. Any new Administrative Directive, Unit Directive, Manual or Post Order shall be shared with each affected employee upon dissemination

25. Transition.

- a. Administrative Directive.
  - i. An existing administrative directive shall remain in effect until superseded by a new administrative directive or until rescinded in an Administrative Directive Transmittal Memorandum.
  - ii. Supersession of an existing administrative directive shall be in accordance with the information in the heading of the first page of the affected administrative directive.
- b. Unit Directive/Manual.
  - i. An existing unit directive/manual shall remain in effect until superseded by a new or updated unit directive.
  - ii. When a Unit or Division Administrator is assigned to a new facility or unit, the Unit or Division administrator or designee shall ensure that all applicable unit directives/manuals are, at a minimum, reviewed and

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updated to reflect the new Unit or Division Administrators signature within thirty (30) business days of that individual assuming the role.

26. Forms and Attachments. The following forms are applicable to this Administrative Directive and shall be utilized for the intended function:

- a. CN 1301, Request for Inclusion or Revision to an Administrative Directive;
- b. CN 1302, Request for Exception to an Administrative Directive;
- c. CN 1303, Administrative Directive Transmittal Memorandum;
- d. CN 1304, Administrative Directive Revision Notice;
- e. CN 1305, Administrative Directive Revision Form;
- f. CN 1306, Unit Directive Memorandum; and,
- g. CN 1307, Unit Policy Review Form.
- h. Attachment A, List of Required Unit Directives.

27. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.