



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

CN 1301
REV 02/06/15

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

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

The following inclusion shall provide for the progressive transition and Placement of Authorized Optional Accessories on the Class B Uniform, specifically:

These changes shall be noted in Attachment "A" "Uniform Specification and Allotment" as a component of A.D. 2.13 Employee Work Attire, Personal Appearance and Identification

That the directive be revised to include/adding the wearing of 1/2" x 3" gold colored hash marks to the left sleeve of the current 5.11 Class B Long Sleeve Uniform Shirt.

This would remain in accordance with One hash mark for each five years of service per current administrative directive.

***Note*:**

Any and all costs would be incurred by the staff member, similar to how and when we do the hash marks on the jacket sleeve.

Current language:

Placement of Authorized Optional Accessories on the Class B Uniform.

18.

J. 1/2" x 3" gold colored hash marks may be worn on the left jacket sleeve. One hash mark for each five years of service.

See attached documents

ORIGINATOR

Name: [Redacted] Title: [Redacted] Date: 8/10/2015

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

UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature:	Date: 8/11/15
<input checked="" type="checkbox"/>	<input type="checkbox"/>	District Administrator's signature: (only needed if originating from facility)	Date: 8/12/15
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Division Administrator's signature:	Date: 8/12/15

COMMISSIONER'S DECISION

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

The language/provisions of this inclusion/revision shall be effective as of: _____ 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: 8/21/15