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

Administrative Directive Number: 4.6 Title: Use of Computers and Related Technologies

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

In order to comply with Department of Emergency Services and Public Protection requirements pertaining to the use of the COLLECT system and Criminal Justice Information (CJI) obtained through that system, I am requesting that the enclosed documents provided by DESPP are incorporated into Administrative Directive 4.6; Use of Computers and Related Technologies as Attachments A-E.

Attachment-A: CJI Physical Protection Policy
Attachment-B: CJI Media Protection Policy
Attachment-C: CJI Disciplinary Policy
Attachment-D: CJI Media Disposal Policy
Attachment-E: CJI Personally Owned Device Policy

See attached documents

ORIGINATOR

Name: [Redacted] Title: [Redacted] Date: 12/15/15

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

UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved Denied

☐ ☐ Unit Administrator's signature: Date:

☐ ☐ District Administrator's signature: (only needed if originating from facility) Date:

☐ ☐ Division Administrator's signature: Date: 12/16/15

COMMISSIONER'S DECISION

This request is: ☑ APPROVED ☐ DENIED Effective date of request: 12/16/15

☐ 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: 12/16/15