



Request for Inclusion or Revision to an Administrative Directive

Connecticut Department of Correction

CN 1301
REV 02/06/15

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	Signature	Date
<input type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature:	Date:
<input type="checkbox"/>	<input type="checkbox"/>	District Administrator's signature: <small>(only needed if originating from facility)</small>	Date:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Division Administrator's signature: <i>[Signature]</i>	Date: 12/16/15

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