



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

CN 1301  
REV 02/06/15

Administrative Directive Number: **6.4** Title: **Transportation and Community Supervision of Inmates**

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

The following language is being added to Administrative Directive 6.4 to clarify responsibilities of staff assigned to transport inmates to/from court appearances and other community based locations:

Section 14-B(2)- Court Appearances – "Add"- When staff transfer custody of an inmate to a Judicial Marshal during a court appearance, transporting/escorting staff shall remain in a designated area of the courthouse approved by the Supervising Judicial Marshal in that building. Transporting/escorting staff shall not be authorized to depart the courthouse for reasons other than inmate transportation and supervision without prior authorization from a shift supervisor.

Section 23- Escorting Officer Protocol – "Add"- only at authorized destination to sentence regarding assigned Officer remaining on duty.

☐ See attached documents

**ORIGINATOR**

Name: [Redacted] Title: [Redacted] Date: 12/14/15  
Signature: [Redacted] Facility/Unit: [Redacted]

**UNIT/DISTRICT/DIVISION RECOMMENDATIONS**

Approved Denied

|                                     |                          |   |                       |
|-------------------------------------|--------------------------|---|-----------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Unit Administrator's signature:   | Date: <u>12/14/15</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | District Administrator's signature:<br>(only needed if originating from facility) | Date: <u>12/23/15</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Division Administrator's signature:   | Date: <u>1/4/16</u>   |

**COMMISSIONER'S DECISION**

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

☒ The language/provisions of this inclusion/revision shall be effective as of:  
and subsequently added to the Administrative Directive at the next update. 1/7/16

☐ 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: 1/4/16