



# Request for Inclusion or Revision to an Administrative Directive

Connecticut Department of Correction

CN 1301  
REV 07/25/16

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 shall be included in section 7 of the above mentioned directive due to an affidavit submitted by Commissioner Semple. This affidavit provided official testimony which reflected that permanent modifications affecting the number of passengers were made to the Connecticut Department of Correction's twelve (12) passenger vehicles. These modifications resulted in the capability of said vehicles to be able to transport (9) inmates only.

Any staff member transporting inmates in a passenger vehicle shall only transport a maximum of nine (9) inmates during utilization unless the operating staff member possesses an endorsement which permits a higher amount of passengers in each vehicle and the vehicle has documentation to be able to accommodate a larger number of occupants.

See attached documents

## ORIGINATOR

Name: Michelle Schott *(Signature)* Title: Director Date: 10/25/2017

Signature: *Michele C. Schott* Facility/Unit: Fiscal Services

## UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied		
<input type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature:	Date:
<input type="checkbox"/>	<input type="checkbox"/>	District Administrator's signature: (only needed if originating from facility)	Date:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Division Administrator's signature: <i>Debra Z. Lepelohl</i>	Date: 10/26/17
Reviewed by:		Office of Standards and Policy Staff signature: <i>MR</i>	Date: 10/25/17

## COMMISSIONER'S DECISION

This request is:  APPROVED  DENIED Effective date of request:

<input checked="" type="checkbox"/>	The language/provisions of this inclusion/revision shall be effective as of and subsequently added to the Administrative Directive at the next update:	Date:
<input type="checkbox"/>	This inclusion/revision shall be added to the Administrative Directive prior to:	Date:
<input type="checkbox"/>	This inclusion/revision shall be added immediately to the Administrative Directive.	
Commissioner's signature: <i>Debra Z. Lepelohl</i>		Date: 10/25/17