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

Administrative Directive Number: 10.7 Title: Inmate Communications

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

1. Revise A.D. 10.7 (3) (l) as follows (see bold):
   “Publication. A book (e.g., novel or instructional manual); calendar; a single issue of a magazine, newspaper or periodical; other materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogues.”

This revision adds calendars to the list of identified publications and clarifies existing language.

2. Include the following language in A.D. 10.7 (4) (N) (see bold):
   “Incoming Publications and Educational Materials. Requests for any local orders for books, magazines, newspapers, calendars, educational materials or periodicals shall be made through the school principal or other person as designated by the Unit Administrator. . . .”

This inclusion incorporates the addition of calendars to identified incoming publications.

ORIGINATOR
Name: [Redacted] Title: [Redacted] Date: 1/19/18

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

UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved Denied
[ ] [ ]

Unit Administrator’s signature: [Signature] Date: 1/19/18

[ ] [ ]

District Administrator’s signature: [Signature] (only needed if originating from facility) Date:

[ ] [ ]

Division Administrator’s signature: [Signature] Date: 1/23/18

Reviewed by:

Office of Standards and Policy Staff signature: [Signature] Date:

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: Date:

[ ] This inclusion/revision shall be added to the Administrative Directive prior to: Date:

[ ] This inclusion/revision shall be added immediately to the Administrative Directive.

Commissioner’s signature: [Signature] Date: 1/30/18