



# Request for Inclusion or Revision to an Administrative Directive

Connecticut Department of Correction

CN 1301  
REV 07/25/16

Administrative Directive Number: 9.6	Title: Inmate Administrative Remedy Remedies
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I recommend the following inclusion or revision to the above referenced Administrative Directive (provide detailed explanation):

Due to the recent changes in definitions associated with the inmate advisor process in Administrative Directive 9.5, Code of Penal Discipline, it is essential to have consistency in terminology in all other associated directives. Within Administrative Directive 9.6, Inmate Administrative Remedies, it was found that the CN 9602, Inmate Administrative Remedy Form utilizes the previous term of "advocate".

To ensure continuity, it is recommended that the CN 9602, Inmate Administrative Remedy be changed to reflect the utilization of the term "Advisor" vs "Advocate".

See attached documents

**ORIGINATOR**

Name: <i>Mark Bonaventura</i>	Title: <i>Counselor Supervisor</i>	Date: <i>8/30/17</i>
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Signature: <i>Mark Bonaventura</i>	Facility/Unit: <i>Office of Standards and Policy</i>
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**UNIT/DISTRICT/DIVISION RECOMMENDATIONS**

Approved	Denied	Signature	Date
<input checked="" 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>James H. ...</i>	Date: <i>9/6/17</i>
Reviewed by:		Office of Standards and Policy Staff signature: <i>[Signature]</i>	Date: <i>9/6/17</i>

**COMMISSIONER'S DECISION**

This request is:	<input checked="" type="checkbox"/> <b>APPROVED</b>	<input type="checkbox"/> <b>DENIED</b>	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: <i>9/7/17</i>
<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>[Signature]</i>			Date: <i>9/7/17</i>