

 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 1.11	Effective Date 8/8/2014	Page 1 of 2
	Supersedes Access to Public Meetings in a Correctional Facility, dated 12/15/2005		
Approved By  Commissioner James E. Dzurenda	Title Access to Public Meetings in a Correctional Facility		

1. Policy. The Department of Correction may provide access to correctional facilities for individuals requesting to attend public meetings conducted within such facilities.
2. Authority and Reference.
 - A. United States Code, 5 USC Section 552, The Freedom of Information Act, as Amended by Public Law No. 104-231, 110 Stat. 3048.
 - B. Connecticut General Statutes, Sections 1-200 through 1-259 and 18-81.
 - C. Freedom of Information Commission Decision dated April 11, 1996, Docket #FIC 95-366.
 - D. Administrative Directive 6.6, Reporting of Incidents.
3. Definition. For the purposes stated herein, the following definition applies:
 - A. Public Meeting. A hearing or other proceeding of a public agency, a convening or assembly of a quorum of a multi member public agency, and a communication by or to a quorum of a multi member public agency, whether in person or by means of electronic equipment, to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction or advisory power; not to include a meeting of a personnel search committee for executive level employment candidates, any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business; strategy or negotiations with respect to collective bargaining; a caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency; an administrative or staff meeting of a single-member public agency; communication limited to notice of meetings of any public agency or the agendas thereof; and any Department of Correction hearing regarding classification, discipline, restrictive status and/or other similar hearing.
4. General Provisions. An individual, to include representatives of the media, may be authorized to enter a correctional facility to attend a public meeting, provided that the individual meets all security measures of the Department, as set forth below. Such admission may be authorized by the Unit Administrator upon application and satisfactory compliance with all Department requirements relating to safety and security.
 - A. Application. An individual applying for admission to a correctional facility to attend a public meeting shall submit his/her name and date of birth in writing to the Unit Administrator so that a criminal background check may be

Directive Number 1.11	Effective Date 8/8/2014	Page 2 of 2
Title Access to Public Meetings in a Correctional Facility		

conducted. Such individual shall also provide an address and telephone number for contact and verification purposes. The request must be received by the Unit Administrator at least 24 hours in advance of the hearing date. Failure to comply with this requirement will result in a denial of admission to any hearing or meeting.

- B. Identification and Inspection. Upon arrival at the facility, an individual authorized to enter the facility to attend a public meeting shall provide proper identification to include a driver's license or similar valid photo identification card. Prior to entry into the secure area of the facility the individual shall be subject to a visual and electronic search. Articles, to include but not limited to cell phones and pagers, in an individual's possession shall not be allowed into the facility unless previously authorized by the Unit Administrator.
- C. Age Limits. An individual under the age of 18 years shall not be permitted to enter the secure area of the facility without the consent of the individual's parent or legal guardian, and shall be accompanied by the parent or guardian.
- D. Denial of Access. An individual may be denied access to a correctional facility:
1. upon failure or refusal to comply with any admission requirements;
 2. when a security background check or other information gives the Unit Administrator reason to believe that admission would jeopardize safety, security or order;
 3. when it would interfere with penological objectives; and/or,
 4. where security requirements or space limitations prohibit consideration.
- Such denial shall be reported in accordance with Administrative Directive 6.6, Reporting of Incidents, and if related to a public meeting shall be reported to the agency holding the meeting or hearing as appropriate.
- E. Removal. An individual may be allowed to attend and remain at a parole hearing provided all rules of conduct are complied with. Failure to observe rules or the instructions of the Department may result in immediate removal from the hearing.
5. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.