



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

CN 1301
REV 07/25/16

Administrative Directive Number: 1.2

Title: Organization

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

It is required to update Attachment A, Facility Jurisdiction to reflect the approved changes that Enfield Correctional Institution has been closed and Osborn Correctional Institution shall fall under District 1 Oversight.

☒ See attached documents

ORIGINATOR

Name:

Title:

Date:

Signature:

Facility/Unit:

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>[Signature]</i>	Date: 2/28/18
Reviewed by:		Office of Standards and Policy Staff signature: <i>[Signature]</i>	Date: 2/28/18

COMMISSIONER'S DECISION

This request is:		<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> 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: 3/1/18
<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: 3/1/18