
 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 1.6	Effective Date 6/3/2022	Page 1 of 1
	Supersedes Monthly and Annual Reports, dated 8/8/14		
Approved by:  Commissioner Angel Quiros	Title Monthly and Annual Reports		

1. **Policy.** Each division and unit of the Department of Correction shall submit periodic reports through the chain of command as appropriate, detailing accomplishments, the status of major activities/projects, significant events, staff and inmate morale and any problems, issues or needs.
2. **Authority and Reference.**
 - a. Public Law 108-79 Prison Rape Elimination Act of 2003.
 - b. 28 CFR 115, Prison Rape Elimination Act National Standards
 - c. Connecticut General Statutes, Sections 4-60 and 18-81.
3. **Definitions.** For purposes stated herein, the following definitions apply:
 - a. **Division.** An organizational component of the Department administered by a Division Administrator who reports directly to the Commissioner or Deputy Commissioner.
 - b. **Division Administrator.** A Deputy Commissioner or Division-level Director.
 - c. **Unit.** A subdivision of the Department, subordinate to a Division, administered by a Unit Administrator. A unit may be a correctional facility, a Parole and Community Services Office or provide a specific Department support function.
 - d. **Unit Administrator.** A Correctional Warden or Unit-level Director.
4. **Monthly Reports.** Each Division or Unit Administrator shall submit a monthly report to the Commissioner outlining the activities of their respective division/unit. The Division or Unit Administrator shall establish and update, as necessary, a reporting format consistent with Attachment A, Reporting Requirements. The format shall include time frames for reporting employees to submit monthly reports.
5. **Monthly Report Summary.** Each Division or Unit Administrator shall compile and summarize a report of the Division's activities, to include appropriate charts and graphs, as needed. Other report material shall be retained by the Division or Unit Administrator and shall not be submitted to the Commissioner unless requested. The report shall be forwarded to the Commissioner by the 15th of each month or the first business day following the 15th.
6. **Annual Reports.** Each division and unit shall submit an annual report, to include:
 - a. Appropriate data outlining the activity of each subordinate unit, by July 15 of each year, on the previous fiscal year's accomplishments.
 - b. New projects and programs initiated; the status of related activities to the respective division/unit; and the status of activities related to any Department plan and any issue, problem or need which should be addressed.
 - c. Such statistical information as the Commissioner may require.
 - d. Appropriate data in accordance with current legislation and state regulations.
 - i. Each Division or Unit Administrator shall submit a copy of their respective annual report to the Director of External Affairs or designee by August 15 of each year. The Director of External Affairs shall compile and publish a Department of Correction annual report by October 15 of each year.
7. **Forms and Attachments.** The following attachment is applicable to this Administrative Directive and shall be utilized for its intended function:
 - a. Attachment A, Reporting Requirements.
8. **Exceptions.** Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.