



Request for Inclusion or Revision to an Administrative Directive

Connecticut Department of Correction

CN 1301
REV 07/25/15

Administrative Directive Number: 2.2	Title: Sexual Harassment
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I recommend the following inclusion or revision to the above referenced Administrative Directive (provide detailed explanation):

The following locations need to be updated in the corresponding directive due to location changes:

Section 16, Subsection (C) 2 Connecticut Commission on Human Rights and Opportunities (CHRO), 21 Grand Street, Hartford, CT 06106

Revise to update address to: 450 Columbus Blvd., Suite 2, Hartford, CT 06103

Section 16, Subsection (C) 2 b

1. Capital Region, 999 Asylum Avenue, 2nd Floor, Hartford, CT 06105

Revise to update address to: 450 Columbus Blvd., Suite 2, Hartford, CT 06103

2. Southwest Region, 1057 Broad Street, Bridgeport, CT 06604

Revise to update address to: 350 Fairfield Avenue, Bridgeport, CT 06604

The above revisions are necessary because the Commission on Human Rights and Opportunities recently moved and changed its address.

See attached documents

ORIGINATOR

Name: Holly Quackenbush Darin	Title: EEO Director	Date: 11/17/2016
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Signature: <i>Holly Quackenbush Darin</i>	Facility/Unit: <i>AA Unit</i>
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UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied	Signature	Date
<input 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>Joseph X Cepelak</i>	Date: <i>12/28/16</i>
Reviewed by: <input checked="" type="checkbox"/>		Office of Standards and Policy Staff signature: <i>M. Bennett</i>	Date: <i>12-28-16</i>

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.

This inclusion/revision shall be added to the Administrative Directive prior to: _____

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

Commissioner's signature: <i>[Signature]</i>	Date: <i>12/29/16</i>
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