



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

CN 1301
REV 06/29/18

Administrative Directive Number: 4.6

Title: Use of Computers and Related Technologies

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

Add definition:

Operating System (OS) – The operating system manages computer hardware, software, and peripheral devices, which allows a user to execute programs in a convenient and effective manner.

Add definition:

Computer hardware – Physical parts of a computer that are required for an Operating System (OS) to boot. Physical hardware located in the computer, but not limited to the following: Computer Processing Unit (CPU), Graphic Processing Unit (GPU), Random Access Memory (RAM), Storage Device, Power Supply Unit (PSU), and Motherboard.

Add to AD 4.6 section 5 Use of Computers and Software.

L. The removal of computer hardware that affects the normal operation and function of a computer to successfully boot into the Operating System (OS) is prohibited.

Reason for change: The purpose of these changes are to reflect current practice and provide for further staff accountability.

☐ See attached documents

ORIGINATOR

Name: Michael Whitehead

Title: C/O

Date: 11/16/2020

Signature:

Facility/Unit: Computer Forensics Unit

OFFICE OF STANDARDS AND POLICY REVIEW:

Reviewed by:



Office of Standards and Policy Staff signature: *Lt. DelPeschio*

Date:

11/17/2020

UNIT/DISTRICT/DIVISION RECOMMENDATIONS:

Approved

Denied



Unit Administrator's signature:

Date: 11/18/20



District Administrator's signature:
(only needed if originating from facility)

Date:



Division Administrator's signature:

Date: 11-18-20

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:

Date:



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

Date:



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

Commissioner's signature:

Date: 11/20/2020

Condon, Bette

From: Kazmierczak, Tomasz
Sent: Wednesday, November 18, 2020 10:44 AM
To: Condon, Bette
Cc: Santiago, Antonio
Subject: RE: Revisions to AD for Review - MIS

Good morning,
The statement covers all components and I approve the change.

Thank you,
Tom

From: Condon, Bette <Bette.Condon@ct.gov>
Sent: Wednesday, November 18, 2020 10:37 AM
To: Kazmierczak, Tomasz <Tomasz.Kazmierczak@ct.gov>
Cc: Santiago, Antonio <Antonio.Santiago@ct.gov>
Subject: Revisions to AD for Review - MIS

Good morning, Sir.

Could you please review the attached and advise Director Santiago if there are any concerns or changes that need to be made.

Thank you,
Bette

*Bette Condon, Administrative Assistant
Department of Correction
Security Division
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