



Request for Exception to an Administrative Directive

Connecticut Department of Correction

CN 1302
REV 11/15/10

Administrative Directive Number: **8.2** Title: **Offender Death (Section 9.B)**

I request approval of the following exception to the above referenced directive (provide detailed explanation):

Current Directive:

Administrative Directive 8.2 (Section 9.B) requires all offender property, to include offender monies, for an offender whose death has occurred while residing in a contracted community residential program to be returned to the nearest intake facility by the following business day for storage, documentation and dissemination.

Requested Revision:

The contracted community program of residence shall be responsible for documentation, storage and dissemination of offender property, to include offender monies and identification, as specified in accordance with the Discharged Offender Property and Offender Monies policies delineated in the Parole and Community Services, Residential Provider Manual.

Justification for Revision:

1. In the event of offender death, contracted residential programs are frequently instructed to retain offender property by law enforcement investigatory entities, for the duration of an investigation into the offender's death. In such cases, return of property within 24 hours is prohibited by the investigatory entity.
2. In accordance with contractually-delineated modalities for establishment of offender savings accounts, contracted community programs do not have access to offender monies. Offenders hold individual bank accounts that, upon their death, can only be accessed through authorized processes with local banking institutions, established and maintained through the Inmate Trust Fund Unit. As such, offender monies (or records of monies) should be returned to the Inmate Trust Fund, not a correctional facility.
3. Offender property in the community is frequently in excess of what a correctional facility is equipped to store (i.e. vehicles, smart phones, gaming systems, etc.) The policies established via the Residential Provider Manual are streamlined, efficient and provide for documentation procedures that eliminate redundancy and potential for loss of property by limiting access to such property and reducing duplicative workloads for state and contracted agencies.

See attached documents (**Residential Provider Manual: Offender Monies and Unclaimed Property Policies**)

ORIGINATOR

Name: [Redacted] Title: [Redacted] Date: **1/14/15**
 Signature: [Redacted] Facility/Unit: [Redacted]

UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied	Signature	Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature: <i>[Signature]</i>	Date: 1/15/15
<input type="checkbox"/>	<input type="checkbox"/>	District Administrator's signature: (only needed if originating from a facility)	Date:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Division Administrator's signature: <i>[Signature]</i>	Date: 1/16/15

COMMISSIONER'S DECISION

This request is: **APPROVED** **DENIED** Effective date of request: 1/26/15

This exception is valid through: _____, by which the exception must be re-requested.

This exception is valid until such time as the Administrative Directive is updated.

This exception shall be added immediately to the Administrative Directive.

Commissioner's signature: *[Signature]* Date: **1/21/15**