



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

CN 1301
REV 02/06/15

Administrative Directive Number: **9.3** Title: **Inmate Admissions, Transfers and Discharges**

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

The LEAN RREC Team recommend the following inclusion to A.D. 9.3, Inmate Admissions, Transfers and Discharges to ensure compliance with Connecticut General Statute Section 18-98e Section (e) which states:

(e) Prior to release of any inmate whose sentence is being reduced due to risk reduction credits earned pursuant to this section, the warden of the correctional facility from which such inmate is to be released, shall review such inmate's records and verify that the inmate earned the risk reduction credits being applied to reduce such inmate's sentence.

Add new Subsection (l) to Section 10:

- I. The Unit Administrator or designee shall review the records of an inmate, whose sentence is being reduced due to risk reduction earned credits, and verify that the inmate earned the credits which were applied.

Revise Section 4 of CN 9302:

Add checkbox to indicate that the RREC credits were reviewed and verified

See attached documents

ORIGINATOR

Name: [Redacted] Title: [Redacted] Date: 12/16/15

Signature: [Redacted] Facility/Unit: [Redacted]

UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature: <i>[Signature]</i>	Date: 12/14/15
<input checked="" type="checkbox"/>	<input type="checkbox"/>	District Administrator's signature: (only needed if originating from facility) <i>[Signature]</i>	Date: 12/16/15
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Division Administrator's signature: <i>[Signature]</i>	Date: 12/17/15

COMMISSIONER'S DECISION

This request is: APPROVED DENIED Effective date of request: _____

The language/provisions of this inclusion/revision shall be effective as of: 02-01-2016
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: *[Signature]* Date: 12/25/15