



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

CN 1301
REV 06/29/18

Administrative Directive Number: 10.15

Title: Inmate Personal Identification Procurement and Storage

- ☒ I recommend the following inclusion or revision to the above referenced Administrative Directive
(provide detailed explanation regarding reason for change):
This proposed change will allow more time to obtain identification before an inmate's discharge. Some states take an extended period of time to process birth certificates which can delay the offender in applying for DMV IDs.

CURRENT: Procurement of a Birth Certificate. If an inmate does not possess a birth certificate prior to discharge or release to community supervision, the FIP Coordinator may assist the inmate in obtaining a birth certificate through the appropriate procurement process **two years** prior to the date of the inmate's discharge or pending release to community supervision.

PROPOSED CHANGE: Procurement of a Birth Certificate. If an inmate does not possess a birth certificate prior to discharge or release to community supervision, the FIP Coordinator may assist the inmate in obtaining a birth certificate through the appropriate procurement process **three years** prior to the date of the inmate's discharge or pending release to community supervision.

☐ See attached documents

ORIGINATOR

Name: Erin Forrest

Title: CC

Date: 9/10/19

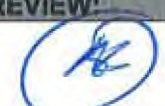
Signature: 

Facility/Unit: Programs and Treatment Unit

OFFICE OF STANDARDS AND POLICY REVIEW:

Reviewed by:



Office of Standards and Policy Staff signature: 

Date:

9/13/19

UNIT/DISTRICT/DIVISION RECOMMENDATIONS:

Approved

Denied



Unit Administrator's signature:

Date:



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

Date:



Division Administrator's signature: 

Date:

9/11/19

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:

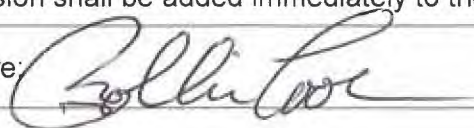


This inclusion/revision shall be added to the Administrative Directive prior to:

Date:



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

Commissioner's signature: 

Date:

9/23/19

