



Request for Inclusion or Revision to an Administrative Directive

Connecticut Department of Correction

CN 1301
REV 02/06/15

Administrative Directive Number: **10.7** Title: **Inmate Communications**

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

I am requesting an inclusion to the directive which would enable inmates to order educational materials that are in used condition.

Currently the policy states: *(Section 4, Subsection N)* "An inmate may order books in new condition only from a publisher, book club, or book store. Publications may be ordered by a third party provided the ordered items conform to the provisions of this Directive."

I am requesting that an exception be considered for inmates who are enrolled in some type of educational program, which has been verified through the education department, to order publications for the program that are in used condition.

I envision the exception to read as follows: "An inmate may order books in new condition only from a publisher, book club, or book store. Publications may be ordered by a third party provided the ordered items conform to the provisions of this Directive. An inmate enrolled in an educational program authorized by the school principal may order educational publications required to complete the program that are in used condition. These publications may be ordered by a third party provided the ordered items conform to the provisions of this Directive."

See attached documents

ORIGINATOR

Name: [Redacted] Title: [Redacted] Date: 9/02/15

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: 9/9/15
<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>[Signature]</i>	Date: 9/10/15 9/13/15

COMMISSIONER'S DECISION

This request is: **APPROVED** **DENIED** Effective date of request: As Practicable

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: *[Signature]* Date: 9/15/15