



Request for Inclusion or Revision to an Administrative Directive

Connecticut Department of Correction

CN 1301
REV 07/25/16

Administrative Directive Number: 10.7

Title: Inmate Communications

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

- Revise A.D. 10.7 (3) (I) as follows (see bold):
"Publication. A book (e.g., novel or instructional manual); **calendar; a single issue of a magazine, newspaper or periodical; other materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogues.**"

This revision adds calendars to the list of identified publications and clarifies existing language.

- Include the following language in A.D. 10.7 (4) (N) (see bold):
"Incoming Publications and Educational Materials. Requests for any local orders for books, magazines, newspapers, **calendars**, educational materials or periodicals shall be made through the school principal or other person as designated by the Unit Administrator. . . ."

This inclusion incorporates the addition of calendars to identified incoming publications.

ORIGINATOR

Name: [REDACTED]

Title: [REDACTED]

Date: 1/19/18

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: 1/19/18
<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: 1/29/18
Reviewed by:		Office of Standards and Policy Staff signature: <i>[Signature]</i>	Date: 1/23/18
<input checked="" type="checkbox"/>			

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: *[Signature]* Date: 1/30/18