Request for Exception to an Administrative Directive

Connecticut Department of Correction

CN 1302
REV 07/25/16

Administrative Directive Number:	**10.16**	Title:	**Inmate Library Services**

☒ I recommend the following exception to the above referenced Administrative Directive (provide detailed explanation):

Due to a decrease in staffing at facilities, an inability to hire library staff due to budget constraints and union contractual limits, it is no longer feasible for the unit administrators to cover library staffing with other positions.

Therefore the following exception is being requested:
In AD 10.16, Section 4 (Inmate Libraries) and Section 5 (Library Supervision), I request that the word "shall" be replaced with "may". (See below)

4. Inmate Libraries. Where inmate libraries exist <u>and unless otherwise provided in a consent decree</u>, the Unit Administrator ~~shall~~ may provide library services to the inmate population in accordance with the provisions of this Directive.

5. Library Supervision. Where inmate libraries exist, supervision ~~shall~~ may be provided by a Library Media Specialist/Librarian. In the event that an inmate library does not have a Library Media Specialist/Librarian assigned, the Unit Administrator ~~shall~~ may designate a staff member to oversee facility library services. If the individual is not a Library Media Specialist/Librarian, he/she ~~shall~~ may receive training in library services from a correctional librarian or a correctional library media specialist.

☐ See attached documents

ORIGINATOR

Name: Kim Holley	Title: Superintendent	Date: 1/3/17
Signature: *Kim Holley*	Facility/Unit: Central Office/USD #1 Education	

UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied			
☒	☐	Unit Administrator's signature: *Kim Holley*	Date: 1/3/17	
☐	☐	District Administrator's signature: (only needed if originating from facility)	Date:	
☒	☐	Division Administrator's signature: *Csffinach*	Date: 1/10/17	
Reviewed by: ☒		Office of Standards and Policy Staff signature: *MB*	Date: 1/20/17	

COMMISSIONER'S DECISION

This request is: ☒ **APPROVED**   ☐ **DENIED**   Effective date of request: 1/20/17

☒ 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: *Scott Semple*	Date: 1/20/17