



Request for Inclusion or Revision to an Administrative Directive

Connecticut Department of Correction

CN 1301
REV 11/15/10

Administrative Directive Number: **11.5** Title: **Time Out Program**

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

In sections A.1.a Parole Officer Actions and B.1.a Parole Officer Actions, I recommend that the following language be included:

The parole officer shall ensure that a copy of the offender's Remand to Custody Order and signed Waiver of Notice and Hearing are faxed or otherwise transmitted to the correctional counselor assigned to the Time Out Program as soon as possible after the offender's admission to the correctional center. If it is not feasible to do so within 48 hours, the parole officer shall ensure that an email is sent to the correctional counselor assigned to the Time Out Program giving notice of the intention for that offender to be placed in the Time Out Program.

See attached documents

ORIGINATOR

Name: [REDACTED] Title: [REDACTED] Date: 12.18.2012

Signature: [REDACTED] Facility/Unit: [REDACTED]

UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied	Signature	Date
<input type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature:	Date:
<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:	Date: 12/24/12

COMMISSIONER'S DECISION

This request is: **APPROVED** **DENIED** Effective date of request: AS SOON 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: Date: 12/27/12