



Request for Exception to an Administrative Directive

Connecticut Department of Correction

CN 1302
REV 11/15/10

Administrative Directive Number: **9.2**

Title: **Offender Classification**

I request approval of the following exception to the above referenced directive (provide detailed explanation):

Based on the Raise the Age legislative change which came into effect 7/1/12, the Department of Correction shall not house juvenile offenders under the age of 18 at facilities except MYI or York CI AND ONLY IF their case has been transferred to the adult docket of the Superior Court and/or they have been convicted and sentenced as an adult.

As a result, the following changes to A.D. 9.2 are recommended:

1) Section 2(A) The following has been added :

Authority and Reference. 46b-127(d)

1) Section 3 (E). The following definition has been added:

Juvenile Offender. A person 17 years of age or younger who has been charged with or convicted of a criminal offense.

2) Section 7(C) The following statement has been modified to state:

York Correctional Institution. Any sentenced and/or pretrial female inmate 18 years of age or older and any sentenced and/or pretrial female juvenile offender whose case has been transferred to the adult court docket shall be admitted to York Correctional Institution in accordance with Section 7(E) of this Directive. Risk and needs assessments shall be completed as required in Section 8 of this Directive.

3) Section 7 (D) The following statement has been modified to state:

Manson Youth Institution. Any sentenced and/or pretrial male juvenile offender whose case has been transferred to the adult court docket shall be admitted to MYI. Risk and needs assessments shall be completed as required in Section 8 of this Directive.

See attached documents

ORIGINATOR

Name: **Murray Cruickshank**

Title: **Counselor Supervisor**

Date: **08/08/2012**

Signature: *Murray Cruickshank CCS*

Facility/Unit: **Standards and Policy**

UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved Denied

Unit Administrator's signature:

Date:

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

Date:

Division Administrator's signature:

Date:

COMMISSIONER'S DECISION

This request is: **APPROVED** **DENIED** Effective date of request: ASAP

This exception is valid through: _____, by which the exception must be re-requested.

This exception is valid until such time as the Administrative Directive is updated.

This exception shall be added immediately to the Administrative Directive.

Commissioner's signature: *Lee Donovan*

Date: 8/13/12



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Connecticut Department of Correction

CN 1302
REV 11/15/10

Administrative Directive Number: 9.2	Title: Offender Classification
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I request approval of the following exception to the above referenced directive (provide detailed explanation):

**4) Section 7(E) Juvenile Offenders. This section has been modified to exclude previous language and now reads as follows:
A juvenile offender as defined by Section 3 (E) of this Directive shall be managed as follows:**

**1) Pre-Transfer to Adult Docket. The Department of Correction shall not accept, hold or transport a juvenile offender whose case has not been transferred to the adult docket of the Superior Court pursuant to a final court order. Prior to the transfer to the adult docket, juvenile offenders shall be the responsibility of the arresting law enforcement agency. The Department of Correction shall not accept pre-trial (temporary surrenders) juvenile offenders from the Connecticut State Police or any municipal police department.
If the case is retained in the Juvenile Division of the Superior Court, the Department of Correction Shall not accept, hold or transport such juvenile offender at any time.**

2) Post-Transfer to Adult Docket. A juvenile offender whose case has been transferred to the adult docket of the Superior Court shall be processed as follows:

All male juvenile offenders shall be housed at the Manson Youth Institution. All female juvenile offenders shall be housed at the York Correctional Institution. No other facility shall knowingly accept a juvenile offender. The Department of Correction shall not accept nor hold a juvenile

See attached documents

ORIGINATOR

Name: Murray Cruickshank	Title: Counselor Supervisor	Date: 08/08/2012
Signature: <i>Murray Cruickshank CCS</i>		Facility/Unit: Standards and Policy

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: (only needed if originating from a facility)	Date:
<input type="checkbox"/>	<input type="checkbox"/>	Division Administrator's signature:	Date:

COMMISSIONER'S DECISION

This request is: **APPROVED** **DENIED** Effective date of request: ASAP

This exception is valid through: _____, by which the exception must be re-requested.

This exception is valid until such time as the Administrative Directive is updated.

This exception shall be added immediately to the Administrative Directive.

Commissioner's signature: <i>Shel Donnan</i>	Date: <u>8/13/12</u>
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Connecticut Department of Correction

CN 1302
REV 11/15/10

Administrative Directive Number: **9.2**

Title: **Offender Classification**

I request approval of the following exception to the above referenced directive (provide detailed explanation):
offender whose case, post arraignment, has been transferred to juvenile court.

Any facility (other than the Manson Youth Institution and York Correctional Institutional) receiving a juvenile offender shall immediately report the admission to the Offender Classification and Population Management Unit for notification and to request a priority transfer to the Manson Youth Institution. The receiving facility shall also make an immediate referral for medical and mental health services so that qualified health services personnel can evaluate the offender as soon as possible upon admission in accordance with Administrative Directives 8.1 , Scope of Health Services Care and A.D. 8.5 , Mental Health Services.

Pending an expeditious transfer to the Manson Youth Institution, the offender shall not be housed in the same cell with an inmate older than the age of 17, and must be housed in a unit in which custody staff routinely conduct a minimum of 15 minute tours. While awaiting transfer to the Manson Youth Institution, a juvenile offender shall be assigned an inmate number, have a photo taken, and be promptly evaluated by health services staff. This evaluation process shall not delay a juvenile offenders transfer to the Manson Youth Institution. No further classification activity shall take place until the juvenile offender is at the Manson Youth Institution.

Both Manson Youth Institution and York Correctional Institution shall develop procedures that provide for the unique orientation, housing and program needs of the juvenile offender.

The Director of Health Services may authorize the transfer of juvenile offenders for necessary referral and/or inpatient care.

See attached documents

ORIGINATOR

Name: Murray Cruickshank	Title: Counselor Supervisor	Date: 08/08/2012
Signature: <i>Murray Cruickshank CCS</i>	Facility/Unit: Standards and Policy	

UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied		
<input type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature:	Date:
<input type="checkbox"/>	<input type="checkbox"/>	District Administrator's signature: (only needed if originating from a facility)	Date:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Division Administrator's signature: <i>[Signature]</i>	Date: 8/19/12

COMMISSIONER'S DECISION

This request is: **APPROVED** **DENIED** Effective date of request: ASAP

This exception is valid through: _____, by which the exception must be re-requested.

This exception is valid until such time as the Administrative Directive is updated.

This exception shall be added immediately to the Administrative Directive.

Commissioner's signature: *[Signature]* Date: **8/13/12**