
 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 1.6	Effective Date 8/8/14	Page 1 of 2
	Supersedes Monthly and Annual Reports, dated 9/1/11		
Approved By:  Commissioner James E. Dzurenda	Title Monthly and Annual Reports		

1. **Policy.** Each division and unit of the Department of Correction shall submit periodic reports through the chain of command as appropriate, detailing accomplishments, the status of major activities/projects, significant events, staff and inmate morale and any problems, issues or needs.

2. **Authority and Reference.**
 - A. Public Law 108-79 Prison Rape Elimination Act of 2003.
 - B. 28 CFR 115, Prison Rape Elimination Act National Standards.
 - C. Connecticut General Statutes, Sections 4-60 and 18-81.
 - D. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-1A-24.
 - E. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4018 and 4-4052.
 - F. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-7D-09.
 - G. American Correctional Association, Standards for Adult Probation and Parole Field Services, Third Edition, August 1998, Standard 3-3024.

3. **Definitions.** For purposes stated herein, the following definitions apply:
 - A. **Division.** An organizational component of the Department administered by a Division Administrator who reports directly to the Commissioner.
 - B. **Division Administrator.** The following managers shall be designated as Division Administrators:
 1. Deputy Commissioner of Administration;
 2. Deputy Commissioner of Operations and Rehabilitation Services;
 3. Director of External Affairs;
 4. Director of Parole and Community Services;
 5. Director of Programs and Treatment;
 6. Director of Internal Security;
 7. Director of Equal Employment Opportunity;
 8. Director of Parole and Community Services;
 9. Director of Food Services;
 10. Director of Correctional Enterprises of Connecticut;
 11. Director of Religious Services;
 12. Director of Tactical Operations;
 13. Director of Management Information Systems;
 14. Director of Education Services;
 15. Director of Best Practices Unit;
 16. Director of Volunteer Services
 17. Director of Sentence Calculation and Interstate Management;
 18. Director of Offender Classification and Population Management;
 19. Director of Facilities Management and Engineering Services;
 20. Director of Health Services;
 21. Director of Training and Staff Development;
 22. Director of Fiscal Services;
 23. Director of Legal Affairs;

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24. Director of Human Resources, and
25. Agency PREA Coordinator/Director

- C. Unit. A subdivision of the Department, subordinate to a Division, administered by a Unit Administrator or other manager/supervisor as determined by the Commissioner. A unit may be a correctional facility, a Parole and Community Services office or provide a specific Department support function.
4. Monthly Reports. Each Division Administrator as defined in Section 3(B) of this Directive shall submit a monthly report to the Commissioner outlining the activities of their respective division/unit. The Division Administrator shall establish and update, as necessary, a reporting format consistent with Attachment A, Reporting Requirements. The format shall include time frames for reporting employees to submit monthly reports.
 5. Monthly Report Summary. Each Division Administrator shall compile and summarize a report of the Division's activities, to include appropriate charts and longitudinal graphs, as needed. Other report material shall be retained by the Division Administrator and shall not be submitted to the Commissioner unless requested. The report shall be forwarded to the Commissioner by the 15th of each month or the first business day following the 15th.
 6. Annual Reports. Each division and unit shall submit an annual report, to include:
 - A. Appropriate data outlining the activity of each subordinate unit, by July 15 of each year, on the previous fiscal year's accomplishments.
 - B. New projects and programs initiated; the status of related activities to the respective division/unit; and the status of activities related to any Department plan and any issue, problem or need which should be addressed.
 - C. Such statistical information as the Commissioner may require.Each Division Administrator shall submit a copy of their respective annual report to the Director of External Affairs or designee by August 15 of each year. The Director of External Affairs shall compile and publish a Department of Correction annual report by October 15 of each year.
 7. Forms and Attachments. The following attachment is applicable to this Administrative Directive and shall be utilized for its intended function:
 - A. Attachment A, Reporting Requirements.
 8. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.