



Request for Exception to an Administrative Directive Connecticut Department of Correction

CN 1302
REV 11/15/10

Administrative Directive Number: **4.2**

Title: **Sentence Computation and Timekeeping**

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

The following language change is requested to facilitate the reassignment of responsibilities between the Directors of Sentence Calculation and Interstate Management and Offender Classification and Population Management.

**Page 3,
Section 4. Administrative Structure and Provisions.**

The three (3) references to " Director of Offender Classification and Population Management' should be substituted with " Director of Sentence Calculation and Interstate Management".

See attached documents

ORIGINATOR

Name: [REDACTED]	Title: [REDACTED]	Date: 12/4/13
Signature: [REDACTED]	Facility/Unit: [REDACTED]	

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: 12/9/13

COMMISSIONER'S DECISION

This request is: **APPROVED** **DENIED** Effective date of request: As practicable

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>[Signature]</i>	Date: 12/10/13
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