



Request for Inclusion or Revision to an Administrative Directive

Connecticut Department of Correction

CN 1301
REV 07/25/16

Administrative Directive Number: 6.1	Title: Tours and Inspections
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I recommend the following inclusion or revision to the above referenced Administrative Directive (provide detailed explanation):

Due to declining staffing resources, the following language in Section A (9) should be revised from:

“School Principals or Educational Administrators shall visit individual classrooms and school areas on a weekly basis. School Principals or Educational Administrators shall visit housing units quarterly with the Unit Administrator.”

To :

“School Principals or Educational Administrators shall visit individual classrooms and school areas on a weekly basis.”

See attached documents

ORIGINATOR

Name: <i>Maria Pirro</i>	Title: <i>Acting Superintendent</i>	Date: <i>10/3/17</i>
Signature: <i>Maria Pirro</i>	Facility/Unit: <i>Unified School District #1</i>	

UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied	Signature	Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature: <i>[Signature]</i>	<i>10/3/17</i>
<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: <i>[Signature]</i>	<i>10/4/17</i>
Reviewed by:		Office of Standards and Policy Staff signature: <i>[Signature]</i>	Date: <i>10/11/17</i>
<input checked="" type="checkbox"/>			

COMMISSIONER'S DECISION

This request is:	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Effective date of request:
<input checked="" type="checkbox"/>	The language/provisions of this inclusion/revision shall be effective as of and subsequently added to the Administrative Directive at the next update:		Date:
<input type="checkbox"/>	This inclusion/revision shall be added to the Administrative Directive prior to:		Date:
<input type="checkbox"/>	This inclusion/revision shall be added immediately to the Administrative Directive.		
Commissioner's signature: <i>[Signature]</i>			Date: <i>10/11/17</i>