



**Request for Inclusion or Revision to an
Administrative Directive**
Connecticut Department of Correction

CN 1301
REV 07/25/15

Administrative Directive Number: 9.6

Title: **Inmate Administrative Remedies**

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

Currently, Administrative Directive 9.6 does not specify whether an Administrative Remedy filing must be submitted on an original document, or if a photocopy is acceptable. It has been suggested that clarification be made within the directive to state that an original document must be submitted. Accordingly, the following inclusion to section (5), subsection (E) (1) is suggested.

1. A request for an administrative remedy must be filed, in writing, on CN 9602, Inmate Administrative Remedy Form containing an original signature.

☒ See attached documents-Email with instruction from AAG Strom of the Office of the Attorney General

ORIGINATOR

Name: Caron, Zelynette

Title: CCS

Date: 2/22/2017

Signature: *Zelynette Caron*

Facility/Unit: District 1

UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved Denied

☐☐

Unit Administrator's signature:

Date:

☒☐

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

Date: 2/22/17

☒☐

Division Administrator's signature: *Christine M. Whelan*

Date: 2/27/17

Reviewed by:

☒

Office of Standards and Policy Staff signature: *M. B. A.*

Date: 2-28-17

COMMISSIONER'S DECISION

This request is: ☒ **APPROVED** ☐ **DENIED** Effective date of request: _____

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The language/provisions of this inclusion/revision shall be effective as of: _____
and subsequently added to the Administrative Directive at the next update.

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This inclusion/revision shall be added to the Administrative Directive prior to: _____

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This inclusion/revision shall be added immediately to the Administrative Directive.

Commissioner's signature: *[Signature]*

Date: 2/28/17