



# Request for Exception to an Administrative Directive

## Connecticut Department of Correction

CN 1302  
REV 11/15/10

Administrative Directive Number: **10.7** Title: **Inmate Communications**

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

**Reason:** Fiscal Services prints roughly 185,000 receipts a year. These receipts are delivered daily to DOC's Correctional Facilities for further distribution to individual inmates via the facilities mail room. This is done at great expense to the agency. Further, the time it takes for a receipt to get to an individual inmate often renders the information contained in the receipt to be moot as transactions will have taken place in the interim.

Inmates can receive their account balances through their counselors who have access to the inmate banking system (Syscon TAG 10). This is currently the practice in many of our facilities.

**Inmate Correspondence**

**Section 4(H)(1). Incoming.** To the end of the paragraph, add the following:

Fiscal Services is exempted from issuing receipts for certified, payroll, cashier or government checks, money orders and electronic deposits from sources approved by the Unit Administrator and received for deposit into an inmate's trust account.

This exception does not include any cash, money orders, and other negotiable instruments collected during inmate admittance or for bonds.

See attached documents

### ORIGINATOR

Name: [Redacted] Title: [Redacted] Date: 2/4/14

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: <u>Deepest L. Lapelak</u>	Date: <u>2/13/14</u>

### COMMISSIONER'S DECISION

This request is:  **APPROVED**     **DENIED**    Effective date of request: \_\_\_\_\_

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: James E. Egan Date: 2/21/14