



**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):

**Revision:**

*Remove from section 16; F: Claims Commissioner at 165 Capitol Avenue Room 123 Hartford, Connecticut 06106.  
Replace with: Claims Commissioner, at 450 Columbus Boulevard, North Tower, Suite 203 Hartford,  
Connecticut 06103.*

*CN9611/2 section E, with: Claims Commissioner, at 450 Columbus Boulevard, North Tower, Suite 203  
Hartford, Connecticut 06103.*

*\*All forms will have to be distributed to facilities and replaced.*

☐ See attached documents

**ORIGINATOR**

Name: Debra Synott

Title: Captain

Date: 02/27/2017

Signature:

Facility/Unit: Tactical Operations

**UNIT/DISTRICT/DIVISION RECOMMENDATIONS**

Approved Denied



Unit Administrator's signature:

Date: 3/2/17



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

Date:



Division Administrator's signature:

Date: 3/2/17

Reviewed by:



Office of Standards and Policy Staff signature:

Date: 3-22-17

**COMMISSIONER'S DECISION**

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

3/24/17

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

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

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

Commissioner's signature:

Date:

3/24/17