



# 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 exceptions to the above referenced directive.

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The following changes are recommended to A.D. 10.7 Inmate Communications for purpose of clarifying the appeals process for incoming and outgoing correspondence rejection.

**Section 4 Inmate Correspondence.**  
**Subsection (F) Outgoing Correspondence.**  
**Division (2). Notice of Rejection.**

The second and third sentences currently read as follows:  
 The inmate may seek review in writing within five (5) days thereafter from the Unit Administrator.  
 The Unit Administrator shall notify the inmate seeking review of the Unit Administrator's final decision and the reason therefor in writing.

Those sentences should be substituted with the following:  
 The inmate may seek review in writing within (10 ) ten business days thereafter from the Unit Administrator.  
 The Unit Administrator shall notify the inmate seeking review of the Unit Administrator's decision and the reason therefor in writing.  
 Should the inmate choose to appeal this decision, procedures will be in accordance with Section 13 of A.D. 9.6.

See attached documents

### ORIGINATOR

Name: [REDACTED]	Title: [REDACTED]	Date: 11/5/12
Signature: [REDACTED]	Facility/Unit: [REDACTED]	

### UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied	Signature	Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature: <i>Dick L...</i>	Date: 11/2/12
<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>James E...</i>	Date: 11/8/12

### COMMISSIONER'S DECISION

This request is:  **APPROVED**     **DENIED**    Effective date of request: *AS soon 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>Lee B...</i>	Date: 11-8-12
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# 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 .

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**Section 4 Inmate Correspondence.**  
**Subsection (G) Incoming General Correspondence.**  
**Division (2) Notice of Rejection.**

The second and third sentences currently read as follows:  
 The person's so notified may seek review in writing within 10 days thereafter from the Unit Administrator. The Unit Administrator shall notify the person(s) seeking review of the Unit Administrator's final decision and the reason therefor in writing.

Those sentences should be substituted with the following:  
 The sender and inmate who are notified may seek review in writing within 10(ten) business days from the Unit Administrator. The Unit Administrator shall notify the sender and inmate seeking review of the Unit Administrator's decision and the reason therefor in writing.  
 Should the inmate choose to appeal this decision, procedures will be in accordance with Section 13 of A.D. 9.6.

See attached documents

### ORIGINATOR

Name: <b>ARMANDO VALERIANO</b>	Title: <b>DW</b>	Date: <b>11/15/12</b>
Signature:	Facility/Unit: <b>SECURITY DIVISION</b>	

### UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied	Signature	Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature:	<b>11/7/12</b>
<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:	<b>11/8/12</b>

### COMMISSIONER'S DECISION

This request is:  **APPROVED**     **DENIED**    Effective date of request: **AS SOON 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:	Date: <b>11-8-12</b>
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