



Request for Exception to an Administrative Directive

Connecticut Department of Correction

CN 1302
REV 02/06/15

Administrative Directive Number: **2.7** Title: **Training & Staff Development**

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

Due to the importance of this position, the need to provide library services and the urgency to fill positions before a possible pending freeze, I am requesting an exception to the Directive to hire this librarian before the start of the next academy class.

Shamol Rozario, a highly qualified applicant has been chosen to fill the Librarian vacancy at Corrigan-Radgowski CI. Both the Corrigan-Radgowski CI Deputy Warden and School Administrator interviewed and chose this librarian. In addition, the librarian was provided a tour of Corrigan-Radgowski in order to allow interviewing staff to see the candidate in the facility environment.

During the time prior to his attendance at the academy, this librarian will use the time to complete training, set-up and inventory the library, as well as, work side-by-side with correctional staff to provide some library programming. Additionally, the librarian will be provided a thorough facility orientation, close mentoring by seasoned staff and the school administrator, and also work with other librarians throughout the Department. The librarian will be assigned to the next academy class.

Due to the need to fill this position, the possibility of losing this position to budget cuts or the librarian's decision to commit to other employment, I am requesting an exception to A.D. 2.7, paragraph 6 (Pre-Service Training Program) with the understanding that this librarian will complete that requirement at the earliest possible opportunity.

See attached documents

ORIGINATOR

Name: [Redacted] Title: [Redacted] Date: **3/25/15**

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: <i>Acting DC Jones</i>	Date: 6/26/15

COMMISSIONER'S DECISION

This request is: **APPROVED** **DENIED** Effective date of request: 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: *[Signature]* Date: **6/29/15**