



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

CN 1301
REV 02/06/15

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

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

I recommend the inclusion of a new form, CN 2702 Work Training Authorization, to AD 2.7 Training and Staff Development. This form will improve MCTSD's ability to document training completed by DOC staff in their official transcript and will also assist payroll in documenting employee attendance at training events when they attend in a "WT status"

See attached draft form CN7202.

See attached documents

ORIGINATOR

Name: [REDACTED] Title: [REDACTED] Date: 08/17/2015

Signature: [REDACTED] Facility/Unit: [REDACTED]

UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved Denied

Unit Administrator's signature: N/A Date: N/A

District Administrator's signature: N/A
(only needed if originating from facility) Date: N/A

Division Administrator's signature: *Cory J. Hopelak* Date: 10/6/15

COMMISSIONER'S DECISION

This request is: **APPROVED** **DENIED** Effective date of request: 10/13/15

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: *[Signature]* Date: 10/9/15