



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

CN 1301
REV 02/06/15

Administrative Directive Number: **2.15** Title: **Custodial Staff Deployment**

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

6. **Facility 5 and 2 Post Assignments and the Correctional Transportation Unit's High Security Transportation, Fleet Operations and Armory Post Assignments.** 5 and 2 post vacancies shall be announced each November. The announcement shall consist of a roll call notice during all three (3) shifts for two (2) calendar weeks. The 5 and 2 vacancy shall be posted on a bulletin board that is visible to staff. Interested candidates shall have thirty (30) days to apply for these positions. Candidates that are interested in receiving information related to the duties of the announced position may request this information through the Unit Administrator or designee.
- D. **Unanticipated Vacancies.** The facility and or unit shall not be restricted from posting and filling a 5 and 2 position as vacancies arise throughout the year.

See attached documents

ORIGINATOR

Name: [Redacted] Title: [Redacted] Date: 3/17/2016

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>[Signature]</i>	Date: 3/17/2016
<input type="checkbox"/>	<input type="checkbox"/>	District Administrator's signature: <small>(only needed if originating from facility)</small> Not Required	Date:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Division Administrator's signature: <i>[Signature]</i>	Date: 3/18/16

COMMISSIONER'S DECISION

This request is: **APPROVED** **DENIED** Effective date of request: _____

The language/provisions of this inclusion/revision shall be effective as of: 3/15/16
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: 3/18/16