



Request for Inclusion or Revision to an Administrative Directive

Connecticut Department of Correction

CN 1301
REV 11/15/10

Administrative Directive Number: **10.15** | Title: **Inmate Personal Identification Procurement and Storage**

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

Section 3-Definitions and Acronyms (Subsection F: Personal Identification)- Recommend including "marriage certificate" as a form of personal identification.

Reason- York CI reported difficulty in obtaining DMV identification for some York inmates due to an alias (their married surnames). A marriage certificate would need to be presented in order to procure DMV identification.

In order to address this gender-specific barrier, the Programs and Treatment Unit has received approval to procure marriage certificates. The marriage certificate fees will be drafted from the inmate's personal account or the Inmate Welfare Fund (in the event of insufficient funds). The recommended addition to add "marriage certificate" to 10.15 Section 3, Subsection F is requested to reflect the recent change in protocol and approval to procure marriage certificates.

See attached e-mail for necessary approvals.

See attached documents

ORIGINATOR

Name: [Redacted] | Title: [Redacted] | Date: 1/28/15

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: <i>1/28/15</i>
<input type="checkbox"/>	<input type="checkbox"/>	District Administrator's signature: <small>(only needed if originating from facility)</small>	Date: _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Division Administrator's signature: <i>[Signature]</i>	Date: <i>1/28/15</i>

COMMISSIONER'S DECISION

This request is: **APPROVED** **DENIED** Effective date of request: 2/9/15

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: 2/9/15