



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

CN 1301
REV 11/15/10

Administrative Directive Number: **2.13** Title: **Employee Work Attire, Personal Appearance and Identification**

X I recommend the following inclusion or revision to the above referenced Administrative Directive (provide detailed explanation):
(page 1)
The following Inclusion shall provide for a progressive transition of specific uniform items from the current type issued to the type as noted below.
These changes shall be noted in Attachment "A" 'Uniform Specification and Allotment' as a component of A.D. 2.13 Employee Work Attire, Personal Appearance and Identification".

Custody Uniform

1. Shirt.

Current language:

B. Class B. (7) The shirt shall be navy blue, short sleeve, and BDU-style.

Class B (Alternate). (2) Knit polo in lieu of Class B BDU-style shirt.

New language:

B. Class B. The shirt shall be navy blue, short sleeve or long sleeve and BDU style.

Class B (Alternate). Dry wick in lieu of Class B BDU-style shirt.

2. Trousers

Current language:

B. Class B. (5) Trousers shall be navy blue and BDU-style.

New language:

B. Class B. Trousers shall be navy blue and 511 BDU-style.

4. Belt.

Current language:

(1) Plain black leather belt, 1 1/2" width with a silver colored buckle for line staff and a gold colored buckle for supervisors. A key safe and a radio belt clip will also be issued.

New Language:

Plain black nylon belt, 1 1/2" width with a plastic buckle. A key safe and a radio belt clip will also be issued.

See attached documents

ORIGINATOR

Name: [Redacted]	Title: [Redacted]	Date: 11/13/2013
Signature: [Redacted]	Facility/Unit: [Redacted]	

UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied	Signature	Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature: [Signature]	Date: 11/13/13
<input type="checkbox"/>	<input type="checkbox"/>	District Administrator's signature: (only needed if originating from facility)	Date:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Division Administrator's signature: [Signature]	Date: 12/10/13

COMMISSIONER'S DECISION

This request is: **APPROVED** **DENIED** Effective date of request: 12/10/13

The language/provisions of this inclusion/revision shall be effective as of: As practicable.
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: 12/10/13
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X I recommend the following inclusion or revision to the above referenced Administrative Directive (provide detailed explanation): (page 2)

8. Turtle Neck Shirt Class B.
This section has been eliminated.

Correctional Maintenance, Industries, Warehouse, and Commissary

Current language:

1. **Shirt.** (7) long and/or short sleeve shirts shall be gray.
Shirt (Alternate). (2) Knit polo in lieu of standard style.

New language:

1. **Shirt.** The shirt shall be navy blue, short sleeve or long sleeve and BDU style.
Shirt Alternate. Dry wick in lieu of Class B BDU-style shirt.

Current language:

2. **Trousers.** (5) Trousers shall be gray.

New language:

2. **Trousers.** Trousers shall be navy blue and 511 BDU-style.

Current Language:

3. **Belt.** (1) Plain belt shall be black leather 1 1/2" wide with silver colored buckle. A key safe and a radio belt clip will also be used.

New Language:

3. **Belt.** Plain black nylon belt, 1 1/2" width with a plastic buckle. A key safe and a radio belt clip will also be issued.

See attached documents

ORIGINATOR

Name: **Joseph Carlone** | Title: **Captain** | Date: **11/13/2013**

Signature: *[Handwritten Signature]* | Facility/Unit: **Operations**

UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied	Signature	Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature: <i>[Handwritten Signature]</i>	Date: 11/13/13
<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>[Handwritten Signature]</i>	Date: 12/10/13

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Commissioner's signature: *[Handwritten Signature]* | Date: **12/10/13**



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I recommend the following inclusion or revision to the above referenced Administrative Directive (provide detailed explanation): (page 3)

Food Services

Current Language:

1. **Shirt.** (7) A total of seven (7) long/or short sleeve shirts shall be white.
Shirt (Alternate). (2) Knit polo in lieu of standard-style shirt.

New Language:

1. **Shirt.** The shirt shall be navy blue, short sleeve or long sleeve and BDU style.
Shirt Alternate. Dry wick in lieu of Class B BDU-style shirt.

Current language:

2. **Trousers.** (5) Trousers shall be blue.

New language:

2. **Trousers.** Trousers shall be navy blue and 511 BDU-style.

Current Language:

3. **Belt.** (1) Plain belt shall be black leather 11/2" wide with silver colored buckle. A key safe and a radio belt clip will also be used.

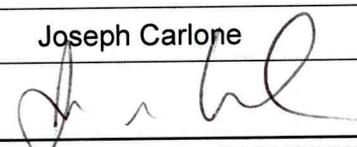
New Language:

3. **Belt.** Plain black nylon belt, 11/2" width with a plastic buckle. A key safe and a radio belt clip will also be issued.

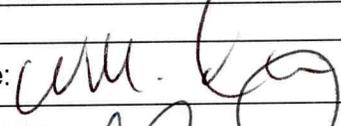
See attached documents

ORIGINATOR

Name: **Joseph Carlone** Title: **Captain** Date: **11/13/2013**

Signature:  Facility/Unit: **Operations**

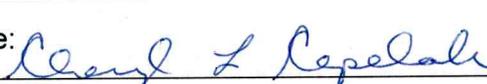
UNIT/DISTRICT/DIVISION RECOMMENDATIONS

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature: 	Date: 11/13/13
<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: 	Date: 12/10/13

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Maloney Center For Training And Staff Development

Current language:

1. **Polo Shirt.** The polo shirt shall be navy blue with short sleeves with the Department of Correction and State Seals.

New language:

1. **Polo Shirt.** The polo shirt shall be navy blue, dry wick with short sleeves with the Department of Correction and State Seals.
Polo Shirt Firearms Unit. Shall be red.

Current language:

2. **Trousers.** The trousers shall be tan/khaki tactical 5.11's.

New language:

2. **Trousers.** The trousers shall be blue and 511 BDU-style.
Trousers Firearm Unit. The trouser's shall be tan/khaki tactical 5.11's.

Current language:

4. **Belt.** The belt shall be black with a gold or silver buckle, as appropriate.

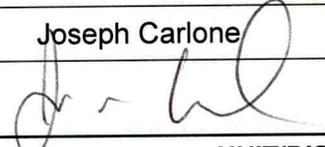
New language:

4. **Belt.** The belt shall be a plain nylon belt, 1 1/2" width with a plastic buckle.

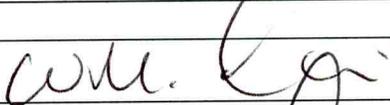
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ORIGINATOR

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Signature:  Facility/Unit: **Operations**

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