

POLICY APPROVAL ROUTING SHEET

JD-MS-024 Rev. 10-14

CONNECTICUT JUDICIAL BRANCH JUDICIAL MARSHAL SERVICES

www.jud.ct.gov



This is a ("x" one):

☐ New Policy ☐ Revision ☐ Two-year review

Date cover sheet initiated by Committee:

Title and number of policy:

Is this a rescission of existing policy? If yes, title and number of policy or directive rescinded: (*attach copy*)

☐ Yes ☐ No

Reason for rescission:

1. Legal Services

Name of Legal Services reviewer: _____

Date forwarded to Legal Services for approval: _____

☐ Approved Date approved: _____

☐ Not approved Date returned to Committee (*comments attached*): _____

☐ Date Legal Services changes were incorporated into draft: _____

☐ Date draft resubmitted to Legal Services for approval: _____

☐ Approved Date approved: _____

2. Policy and Procedure Committee Approval and Sign-off

☐ Approved and initialed by members Date approved: _____

3. Judicial Marshal Services Director

Name: _____

☐ Approved Date approved: _____

4. Executive Director of Superior Court Operations (*Academy CEO*)

Name: _____

☐ Approved Date approved: _____

For Office Use Only:

Dissemination & Storage

Action

Date Accomplished

1. Copy of prior version added to archive

2. Table of reference updated

3. Policy forwarded for Intranet posting

4. Policy forwarded to the following

● Chief Judicial Marshals/Field

● Executive Director

● JMS Director

● CALEA Accreditation Manager

● Personnel Manager - Human Resource Management

● Personnel Manager - Superior Court Operations
