

Memorandum

Date : August 10, 2010

To : Associate Directors--Division of Adult Institutions
Wardens

Subject: **THREE PERCENT POSITION REDUCTION ASSESSMENT**

Due to the State of California's dire fiscal crisis, the California Department of Corrections and Rehabilitation (CDCR), Division of Adult Institutions (DAI), is asking for your assistance in evaluating the impact of a three percent position reduction for the 2010-11 fiscal year. I understand this process represents a potentially significant undertaking; however, all viable options must be identified and explored as we work together in determining alternative methods to safely reduce DAI statewide expenditures.

In order to evaluate the impact, I am requesting that you identify Program 25, Division of Adult Institutions custody and non-custody positions for potential deletion. Program (Education) and Healthcare positions are not a component of this evaluation. Inmate Welfare Fund and ratio positions are also exempt from deletion. Access to Care custody positions may be identified; however, you must also concurrently submit alternate non-Access to Care positions which can be reduced should a decision be made not to impact any Access to Care custody positions. Access to Care positions evaluated for deactivation will be done in concert with and with approval from the Receiver's Office.


Attached is a listing of each institution's Program 25 positions as detailed in the 2010-11 Governor's Budget with the ratio and Inmate Welfare Positions removed. The three percent target is also included in the document for each institution. The second attachment is a spreadsheet that is to be used to identify the classification, post number, position number, Personnel Year (PY) value, and the impact. Do not alter this document and only identify those positions that can be realistically deleted. For example, do not recommend the reduction of a Front Entrance Gate Officer Position on Second Watch if that is your only post and would require overtime to compensate for the reduction. You may place posts that are currently in your three percent Redirect Plan on this list, but they should be identified in the attachment with this notation.

I understand that this assessment process may create some concern in our facilities and want to assure you no decisions and/or actions are being taken at this time. This is an evaluation and potential impact assessment only at this time. However, please understand we are facing an unprecedented fiscal crisis, and resolution will require all of us working together in meeting this challenge.

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Please submit via e-mail your completed “Three Percent Position Reduction” spreadsheet by August 25, 2010, to Duard MacFarland, Program Support Unit (PSU).

If you or your staff require assistance in completing this document, please contact Duard MacFarland, Section Chief, PSU at (916) 322-6038.



GEORGE J. GIURBINO
Director
Division of Adult Institutions

Attachments

cc: Scott Kernan
Terri McDonald
R. J. Subia
Brian Lueth
Robert Neuschmid

California Department of Corrections
 Division of Adult Institutions - Program Support Unit
 Non-Ratio 3% Reduction

Attachment A

Institution	Non-Ratio PY	Non-Ratio 3% PY Reduction
ASP	1,236.7	37.1
CAL	994.6	29.8
CCC	949.0	28.5
CCI	1,597.4	47.9
CCWF	785.5	23.6
CEN	1,075.9	32.3
CIM	1,475.2	44.3
CIW	689.2	20.7
CMC	1,289.2	38.7
CMF	1,043.4	31.3
COR	1,638.4	49.2
CRC	986.7	29.6
CTF	1,257.6	37.7
CVSP	713.9	21.4
DVI	946.5	28.4
FSP	822.5	24.7
HDSP	1,120.9	33.6
ISP	930.8	27.9
KVSP	1,461.2	43.8
LAC	1,158.6	34.8
MCSP	866.6	26.0
NKSP	1,162.2	34.9
PBSP	1,229.3	36.9
PVSP	1,151.9	34.6
RJD	1,157.6	34.7
SAC	1,218.4	36.6
SATF	1,509.8	45.3
SCC	896.9	26.9
SOL	950.2	28.5
SQ	1,432.6	43.0
SVSP	1,232.4	37.0
VSPW	770.3	23.1
WSP	1,261.4	37.8
TOTAL	37,012.8	1,110.4