

755 Riverpoint Dr., Ste. 200 • West Sacramento, CA 95605-1634 • (916) 372-6060

December 28, 2011

Brigid Hanson, Assistant Secretary (A)
Office of Labor Relations
Department of Corrections & Rehabilitation
1515 S Street, North Building, Room 109
Sacramento, CA 95811

Re: Administrative Segregation Overflow Staffing at Valley State Prison for Women
CCPOA NG #50875
CDCR Log Number: 11-165

Dear Ms. Hanson:

We are in receipt of your notice letter dated December 20, 2011, and received in this office on December 23, 2011, regarding the California Department of Corrections and Rehabilitation (CDCR), Valley State Prison for Women's intent to change its staffing for Administrative Segregation Overflow.

This letter is to request a Meet and Confer over the impact of the above-mentioned change to the terms and conditions of employment of those Bargaining Unit 6 employees concerned.

Please advise Mike Vaughan at (916) 372-6060, as to your earliest available meeting date.

Sincerely,

Steve J. Weiss
Chief of Labor
California Correctional
Peace Officers Association

SJW:am
NG #50875/m&c.ltr

Enclosure

cc: Jo Anne Billhimer
Don Benegas
Dave Sanders
Executive Council

OFFICE OF LABOR RELATIONS

P.O. Box 942883
 Sacramento, CA 95811-7243



December 20, 2011

VIA FAX & CERTIFIED MAIL #7009 0080 0000 4993 7226

Mr. Steve Weiss, Chief of Labor
 California Correctional Peace Officers Association
 755 Riverpoint Drive, Suite 200
 West Sacramento, CA 96505-1634

RE: ADMINISTRATIVE SEGREGATION OVERFLOW STAFFING AT VALLEY STATE PRISON FOR WOMEN (CDCR Log #11-165-0)

Dear Mr. Weiss:

Effective on or about January 01, 2011, the California Department of Corrections and Rehabilitation (CDCR) Valley State Prison for Women (VSPW) will change its staffing for Administrative Segregation (Ad-Seg) Overflow.

It is necessary that the Ad-Seg Overflow staffing be modified to a manageable position authority appropriate to the number of inmates in A3 Overflow at any given time. As such, staffing will be on a ratio basis, depending on how many inmates are in Ad-Seg Overflow. When 1-10 inmates are in Overflow, a total of one Correctional Officer Post would be activated for Second Watch, as well as a total of one Post for Third Watch. When 11-32 inmates are in Overflow, a total of two Correctional Officer Posts would be activated for Second Watch, as well as a total of two Posts for Third Watch.

When there are 32-49 inmates in Overflow, a total of three Officer Posts are activated on Second Watch, as well as a total of three Posts on Third Watch. When there are 50-99 inmates in Overflow, there will be a Sergeant Post added to Second Watch and Third Watch. When there are over 100 inmates in Overflow, there would be a total of 5 Officer Posts added to Second Watch, designating a Search and Escort Officer, as well as a total of 5 Officer Posts added to Third Watch designating a Search and Escort Officer. There will be no additional Officer Posts added to First Watch when Ad-Seg Overflow staffing is activated.

Number of Inmates In Ad-Seg Overflow	Total # of Correctional Officer Posts Activated	Total # of Correction Sergeant Posts Activated	Activated on First Watch	Activated on Second Watch CO's / Sgt's	Activated on Third Watch CO's / Sgt's	Total Position Authority Activated
1-10	2	-	-	1	1	3.32
11-31	4	-	-	2	2	6.64
32-49	6	2	-	3/1	3/1	13.48
50-99	10	2	-	5/1	5/1	20.12
100+	12	2	-	6/1	6/1	23.44

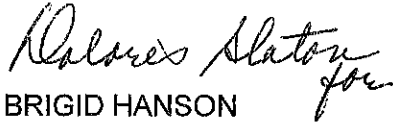
This change in staffing for Ad-Seg Overflow is inconsistent with the staffing in the Administrative Segregation (AD-Seg) Cell Door Conversion/Overflow Local Agreement between CDCR and the California Correctional Peace Officers Association (CCPOA). This notice is made pursuant to section 27.01 (C) of the parties' 2011-2013 Memorandum of Understanding (MOU).

Mr. Steve Weiss

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In providing this notice, CDCR does not represent that Ad-Seg overflow staffing is within the scope of bargaining or has any impact to the members of BU 6.

Respectfully yours,

A handwritten signature in cursive script that reads "Dolores Slaton" with a small flourish at the end.

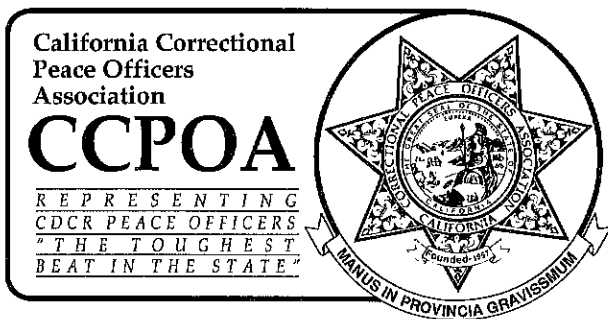
BRIGID HANSON

Chief, Office of Labor Relations

California Department of Corrections and Rehabilitation

Enclosure: Staffing chart, current post orders 2nd and 3rd watch, addendum to 2nd and 3rd watch post orders, PAS and ASU MAR, DOM Supplement 62050.10, OP 10028 and January 7, 2000 Agreement.

cc: Dolores Slaton, Labor Relations Manager, CDCR Office of Labor Relations
Stephen Booth, Labor Relations Officer, DPA
Kendal Lochowski, Labor Relations Analyst, VSPW



755 Riverpoint Dr., Ste. 200 • West Sacramento, CA 95605-1634 • (916) 372-6060

January 5, 2012

Brigid Hanson, Assistant Secretary (A)
Office of Labor Relations
Department of Corrections & Rehabilitation
1515 S Street, North Building, Room 109
Sacramento, CA 95811

Re: Operational Procedure Number 418 Medication Management at the California Institution for Women - Supervisory
CCPOA NG #42260.01
CDCR Log Number: 11-191-1

Dear Ms. Hanson:

We are in receipt of your notice letter dated December 27, 2011, and received in our office on December 29, 2011, regarding the California Department of Corrections and Rehabilitation (CDCR), California Institution for Women's intent to implement Operational Procedure 418, Medication Management, effective on or around January 2012.

This letter is to request a Meet and Confer over the impact of the above-mentioned change pursuant to Government Code §3533, to the terms and conditions of employment of those SO 6 employees concerned.

Please advise Michelle Arteaga at (916) 372-6060, as to your earliest available meeting date.

Sincerely,

Steve J. Weiss
Chief of Labor
California Correctional
Peace Officers Association

SJW:am
NG #42260.01/m&c.ltr

Enclosure

cc: Jo Anne Billhimer

Don Benegas

Dave May

OFFICE OF LABOR RELATIONS

P.O. Box 942883
Sacramento, CA 95811-7243



December 27, 2011

Mr. Steve Weiss, Chief of Labor
California Correctional Peace Officers Association (Supervisory)
755 Riverpoint Drive, Suite 200
West Sacramento, CA 96505-1634

**RE: OPERATIONAL PROCEDURE NUMBER 418 MEDICATION MANAGEMENT AT
THE CALIFORNIA INSTITUTION FOR WOMEN (CDCR Log #11-191-1)**

Dear Mr. Weiss:

Effective on or around February 2012, the California Department of Corrections and Rehabilitation (CDCR) California Institution for Women (CIW) plans to implement Operational Procedure (OP) Number 418 Medication Management.

An Access to Care Operational Assessment was conducted at the CIW in June of 2011. The audit resulted in changes to current CIW practices, particularly as they pertain to medication management. The first item noted was the discontinuance of the Graphic Arts Form 154 Inmate Housing Assignment Change, due to the implementation of the Strategic Offender Management System (SOMS). The second item pertaining to medication management was to ensure consistent medication transfer within CIW.

The discontinuance of the Graphic Arts Form 154 Inmate Housing Change and the need for consistent medication management are required as a result of a Corrective Action Plan. To ensure compliance, CIW is proposing to address both deficiencies in a new OP, titled Number 418 Medication Management.

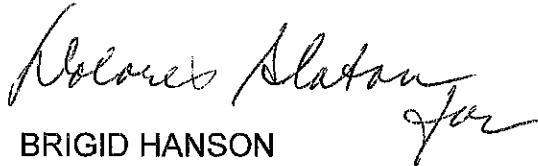
The movement of medication was previously the sole responsibility of a Correctional Officer assigned to the Health Care Access Unit at CIW. OP Number 418 requires an available Search and Escort Officer to escort the inmate-patient, the inmate patient's Medication Administration Record and medication to the new facility. This recommendation is consistent with the audit team's findings at adult institutions statewide.

If you believe this implementation creates impact to BU 6 supervisory members within scope of bargaining, please have your assigned staff person contact Dolores Slaton, Labor Relations Manager, at (916) 327-3405, within ten (10) business days from the date of this notice to identify available dates to meet. It would be extremely helpful, likely to both parties, if the CCPOA would outline the areas of concern it would like to discuss. We appreciate your assistance in this regard.

Mr. Steve Weiss
Page 2

In providing this notice, CDCR does not represent that this implementation is within the scope of bargaining or has any impact to the members of BU 6.

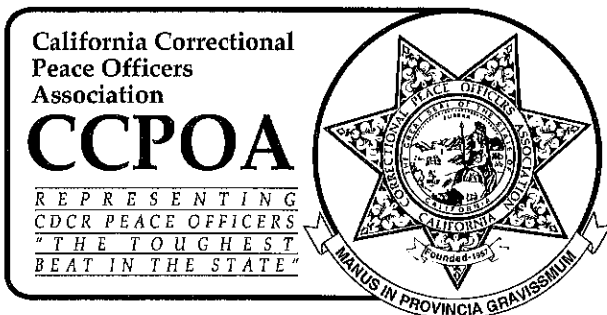
Respectfully yours,

A handwritten signature in cursive script, appearing to read "Dolores Slaton".

BRIGID HANSON
Chief, Office of Labor Relations
California Department of Corrections and Rehabilitation

Enclosure: Current post orders, Revised post orders, Operational Procedure Number 418.

cc: Terri McDonald, Director (A), Division of Adult Services
Guillermo Garcia, Warden, CIW
Dolores Slaton, Labor Relations Manager, Office of Labor Relations
Kym Barbarino, Labor Relations Advocate, CIW
Steve Booth, Labor Relations Officer, DPA



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January 5, 2012

Brigid Hanson, Assistant Secretary (A)
Office of Labor Relations
Department of Corrections & Rehabilitation
1515 S Street, North Building, Room 109
Sacramento, CA 95811

Re: Operational Procedure Number 418 Medication Management at the California Institution
for Women
CCPOA NG #42260
CDCR Log Number: 11-191

Dear Ms. Hanson:

We are in receipt of your notice letter dated December 27, 2011, and received in this office on December 29, 2011, regarding the California Department of Corrections and Rehabilitation (CDCR), California Institution for Women's intent to implement Operational Procedure 418, Medication Management, effective on or around January 2012.

This letter is to request a Meet and Confer over the impact of the above-mentioned change to the terms and conditions of employment of those Bargaining Unit 6 employees concerned.

Please advise Michelle Arteaga at (916) 372-6060, as to your earliest available meeting date.

Sincerely,

Steve J. Weiss
Chief of Labor
California Correctional
Peace Officers Association

SJW:am
NG #42260/m&c.ltr

Enclosure

cc: Jo Anne Billhimer
Don Benegas
Dave Sanders
Executive Council

OFFICE OF LABOR RELATIONS

P.O. Box 942883
Sacramento, CA 95811-7243



December 27, 2011

VIA FAX & CERTIFIED MAIL #7008 0150 0001 2283 4014

Mr. Steve Weiss, Chief of Labor
California Correctional Peace Officers Association
755 Riverpoint Drive, Suite 200
West Sacramento, CA 96505-1634

**RE: OPERATIONAL PROCEDURE NUMBER 418 MEDICATION MANAGEMENT AT
THE CALIFORNIA INSTITUTION FOR WOMEN (CDCR Log #11-191-0)**

Dear Mr. Weiss:

Effective on or around January 2012, the California Department of Corrections and Rehabilitation (CDCR) California Institution for Women (CIW) plans to implement Operational Procedure (OP) 418, Medication Management.

An Access to Care Operational Assessment was conducted at the CIW in June of 2011. The audit resulted in changes to current CIW practices, particularly as they pertain to medication management. The first item noted was the discontinuance of the Graphic Arts Form 154 Inmate Housing Assignment Change, due to the implementation of the Strategic Offender Management System (SOMS). The second item pertaining to medication management was to ensure consistent medication transfer within CIW.

The discontinuance of the Graphic Arts Form 154 Inmate Housing Change and the need for consistent medication management are required as a result of a Corrective Action Plan. To ensure compliance, CIW is proposing to address both deficiencies in a new OP, titled Number 418 Medication Management.

The movement of medication was previously the sole responsibility of a Correctional Officer assigned to the Health Care Access Unit at CIW. OP 418 requires an available Search and Escort Officer to escort the inmate-patient, the inmate patient's Medication Administration Record and medication to the new facility. This recommendation is consistent with the audit team's findings at adult institutions statewide.

If you believe this implementation creates impact to BU 6 members within scope of bargaining that is not covered by the BU 6 Memorandum of Understanding (MOU), please have your assigned staff person contact Dolores Slaton, Labor Relations Manager, at (916) 327-3405, within ten (10) business days from the date of this notice to identify available dates to meet. It would be extremely helpful, likely to both parties, if the CCPOA would outline the areas of concern it would like to discuss. We appreciate your assistance in this regard.

Mr. Steve Weiss
Page 2

In providing this notice, CDCR does not represent that this implementation is within the scope of bargaining or has any impact to the members of BU 6.

Respectfully yours,

A handwritten signature in cursive script, appearing to read "Dolores Slaton", with a small flourish below it.

BRIGID HANSON
Chief, Office of Labor Relations
California Department of Corrections and Rehabilitation

Enclosure: Current post orders, Revised post orders, Operational Procedure Number 418.

cc: Terri McDonald, Director (A), Division of Adult Services
Guillermo Garcia, Warden, CIW
Dolores Slaton, Labor Relations Manager, Office of Labor Relations
Kym Barbarino, Labor Relations Advocate, CIW
Steve Booth, Labor Relations Officer, DPA