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May 25, 2004

Jacquelyn Cervantes
CDC Labor Relations
1515 "S" Street, North Bldg, Room 508
Sacramento, CA 95841

Re: NG #17433/Request for Information: Rotation Policy; Appointments to Peace Officer Positions in Headquarters' Assignment

Dear Ms. Cervantes:

On May 18, 2004, the California Correctional Peace Officers Association (CCPOA) and the California Department of Corrections (CDC) met to discuss the issue of the Department establishing a rotation policy for Peace Officers positions (Correctional Administrator, Department of Corrections/Parole Administrator I, AP level and below) in a Headquarters' assignment. This is an official request for information. Specifically, CCPOA is requesting the following information:

1. The names of the individuals the Department believes were appointed after October 18, 2002, and are subject to being rotated pursuant to the April 3, 2004, memorandum entitled "Appointments to Peace Officers Positions in Headquarters's Assignments."
2. The Peace Officer position(s) in an headquarters' assignment(s) which the Department will view as an exempt rotation position(s) for employees who were appointed on or after October 18, 2002.
3. A copy of the list of exceptional allocations of employees in POFF or Safety Retirement Systems referenced in C.A. Terhune's memorandum entitled "Rotation Plan for Incumbents in Safety and Peace Officer/Firefighter Positions," dated June 25, 1999.

Pursuant to the memorandum dated April 3, 2004, it states that the responsibility of the Wardens' and Parole Administrators' in an effort to preserve placement for the employee at the institution/parole field office he or she was last assigned, that institution/ field office will be notified by Personnel Operations Section (POS) within two years of the impending placement to refill the necessary vacancies in the identified

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classifications from that point on a limited-term basis. In our meeting on May 18, 2004, CCPOA requested that the Department immediately send out a notification to Peace Officer employees affected by the rotation, POS, and the appropriate management representatives that the placement process for employees applicable to the rotation pursuant to the Alameida memorandum dated October 18, 2002, will begin on or about October 18, 2004.

Please provide this information by June 8, 2004. If you refuse to provide this information, please provide the reason for your denial in writing.

Sincerely,



Devin E. Fong
Field Representative
California Correctional Peace
Officers Association

DEF:vrg
NG17433.1/InfoReq.ltr

cc: Executive Council
Scott Johnson
Marcelyn Nishimoto