

DRAFT—OCTOBER 13, 2011

California Department of Corrections and Rehabilitation

PUBLIC SAFETY REALIGNMENT



HELPFUL RESOURCES FOR CALIFORNIA'S COUNTIES IN IMPLEMENTING 2011'S PUBLIC SAFETY REALIGNMENT LEGISLATION

California Department of Corrections and Rehabilitation
Office of External Affairs
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Secretary Matthew Cate,
California Department of Corrections and Rehabilitation

Dear Local Law Enforcement and Government Officials:

Late last year, our State embarked on a historic path now known as Public Safety Realignment.

I know that you have all been working tirelessly to formulate your county plans for how you will operationalize realignment. The California Department of Corrections and Rehabilitation (CDCR) has been working to provide the best possible resources for you in this effort. This handbook is designed to supplement the resources we have made available to you on our website, which you may access at <http://www.cdcr.ca.gov/>. The handbook contains resources and contact information for most Realignment issues that may arise.

We remain committed as a partner to you during this transition as Realignment gets underway on October 1, 2011, and beyond. We appreciate your continued cooperation and assistance throughout these efforts.

Sincerely,

A handwritten signature in blue ink that reads "Matthew L. Cate". The signature is fluid and cursive.

MATTHEW L. CATE
SECRETARY

Division of Adult Institutions

Case Records Unit

Karen Elliott
Case Records Administrator
e. karen.elliott@cdcr.ca.gov
t. (916) 322-2810

Mary McCandless
Case Records Manager
e. mary.mccandless@cdcr.ca.gov
t. (916) 327-6873

The Case Records Unit is responsible for administering and managing the Statewide Uniform Case Records System. The unit provides departmental and outside law enforcement staff with comprehensive information in order to make critical decisions that affect inmates and parolees.

In regards to Public Safety Realignment, the Case Records Unit is charged with preparing a pre-release and post-release packet for every offender who goes on Post-Release Community Supervision (PRCS). Please refer to **Appendix A** for listings of the documents contained in both the Pre- and Post-Release Packets.

In addition, the Case Records Unit has developed a Time-Calculations Handbook. This handbook provides an explanation and examples of how CDCR performs time-calculations for each offender who comes into CDCR's jurisdiction. However, it is important to understand that CDCR provides the time-calculation explanation only as a sample and does not intend for it to be a recommendation or endorsement of CDCR's methods for doing the calculations. It is for each county to decide its own respective time-calculation methodology.

You can access the Time-Calculations Handbook on the CDCR website at the following link:

<http://www.cdcr.ca.gov/realignment/regionaltrainingdocs/Deloris/calc-handbook-revision.pdf>

Classification Services Unit

For PRCS screening determinations
and custody issues:

Michele Gonzalez
Correctional Counselor III
(916) 322-1164
Michele.Gonzalez@cdcr.ca.gov

For High-Risk Parolee cases (as per
Penal Code § 3060.7):

Jonathan Stubbs
Correctional Counselor III
(916) 445-0224
Jonathan.Stubbs@cdcr.ca.gov

The Classification Services Unit (CSU) handles issues related to the inmate classification process; pre-release screening determinations; custody issues; and Penal Code 3060.7, High Risk Parolee, cases. CSU has also developed a handbook that explains its processes; please refer to **Appendix D** for the CSU Reference Handbook.

If you have questions regarding issues that are specific to a particular institution, please contact the Classification & Parole Representative/Correctional Counselor III at the respective Reception Center for that institution. The appropriate Reception Center contact information can be obtained from the CDCR website and is also located in the CSU Reference Handbook in **Appendix D**.

Division of Adult Institutions

3. Population Management

Please refer to the charts on the following pages to see which Reception Centers have been designated for your county; the charts show county deliveries for both males and females.

In the event that your designated Reception Center is unable to accommodate your county's offenders, the Population Management Unit can offer alternative placement options for accepting inmates.

Below, the appropriate contact information for Headquarters and local institutional contacts staff are listed.

CDCR HQ Population Management Contacts

Gordon Wong, Facility Captain (916) 445-0373
Kelly Medina, Correctional Counselor III (916) 322-8729
Brad Atlee, Associate Governmental Program Analyst (916) 327-2177
Jason Hammoud, Associate Governmental Program Analyst (916) 323-5690

Reception Center Contacts: For Males

California Correctional Institution	Christy Torres	(661) 822-4402, ext. 4311
California Institution for Men	Hubert Rucker	(909) 597-1821, ext. 7261
Deuel Vocational Institution	Danielle Horton	(209) 835-4141, ext. 3972
High Desert State Prison	Harold Wagner	(530) 251-5100, ext. 5325
California State Prison, Los Angeles County	Victoria Powers	(661) 729-2000, ext. 5131
North Kern State Prison	Brian Cates	(661) 213-2345, ext. 5150
R. J. Donovan Correctional Facility	Mark Koen	(619) 661-6500, ext. 7828
San Quentin State Prison	Glenda Moore	(415) 454-1460, ext. 5057
Wasco State Prison	Patrick Kane	(661) 758-8400, ext. 6096

Reception Center Contacts: For Females

Central California Women's Facility	Joseph Rouse	(559) 665-5531, ext. 6830
California Institution for Women	Jeffery Richardson	(909) 597-1771, ext. 5398
Valley State Prison for Women	Lloyd Repp	(559) 665-6100, ext. 6008

Division of Adult Institutions

Population Management:

Reception Center Delivery System For Males

Northern Reception Centers

Institution	Counties Impacted: New Commitments—Parole	
Deuel Vocational Institution Reception Center	Alpine	Placer
	Amador	Sacramento
	Butte—Effective 12/1/2011	San Joaquin
	Calaveras	Solano—Effective 11/1/2011)
	Colusa—Effective 11/1/2011	Stanislaus
	El Dorado	Sutter
	Mariposa	Tuolumne
	Merced	Yolo
	Mono	Yuba
	Nevada	
High Desert State Prison	Butte	Shasta
	Glenn	Sierra
	Lassen	Siskiyou
	Modoc	Tehama
	Plumas	Trinity
San Quentin State Prison Reception Center	Alameda	Mendocino
	Colusa—Until 11/1/2011	Napa
	Contra Costa	San Francisco
	Del Norte	San Mateo
	Humboldt	Santa Cruz
	Lake	Solano—Until 11/1/2011
	Marin	Sonoma

Central Reception Centers

Central Reception Centers	Counties Impacted: New Commitments—Parole Violators with New Terms—Diagnostic Cases	
California Correctional Institution - Reception Center	Los Angeles — Until 2/1/2012	San Bernardino—Until 2/1/2012

Division of Adult Institutions

**3. Population Management:
Reception Center Delivery System For Males**

Southern Reception Centers

Southern Reception Centers	Counties Impacted: New Commitments—Parole Violators with New Terms—Diagnostic Cases	
California Institution for Men Reception Center	Riverside — Effective 12/1/2011	
California State Prison, Wasco, Reception Center	Fresno	Orange
	Inyo	San Luis Obispo
	Kern	Santa Barbara
	Kings	Ventura
	Los Angeles	
Cal. State Prison, Los Angeles County - Reception Center	Los Angeles—Until 2/1/-2012	
North Kern State Prison Reception Center	Los Angeles	San Bernardino
	Madera	San Benito
	Monterey	Santa Clara
	Riverside	Tulare
Robert J. Donovan Correctional Facility Reception Center	Imperial	San Diego

Division of Adult Institutions

Population Management:

Reception Center Delivery System For Females

Female Reception Centers State-Wide

*Please Note: Effective 01/01/2012, all counties will be delivered to CCWF Reception Center.

Reception Center	Counties Impacted: New Commitments—Parole Violators with New Terms—Diagnostic Cases	
Valley State Prison for Women	Alameda	Monterey
	Alpine	Napa
	Amador	Nevada
	Butte	Placer
	Calaveras	Plumas
	Colusa	Sacramento
	Contra Costa	San Benito
	Del Norte	San Francisco
	El Dorado	San Joaquin
	Fresno	San Mateo
	Glenn	Santa Clara
	Humboldt	Santa Cruz
	Inyo	Shasta
	Kern	Sierra
	Kings	Siskiyou
	Lake	Solano
	Lake	Sonoma
	Lassen	Stanislaus
	Madera	Sutter
	Marin	Tehama
Mariposa	Trinity	
Mendocino	Tulare	
Merced	Tuolumne	
Modoc	Yolo	
Mono	Yuba	
California Institution for Women	Imperial	
Central California's Women's Facility	Los Angeles	San Diego
	Orange	San Luis Obispo
	Riverside	Santa Barbara
	San Bernardino	Ventura

Division of Adult Parole Operations

Headquarters and Regional Contact Information

The mission of the Division of Adult Parole Operations (DAPO) is to protect the public and to assist parolees in their reintegration to society. During the process of Public Safety Realignment, DAPO remains committed to remaining an on-going resource for the counties in providing guidance and support during the release of low-level offenders (the non-serious, non-violent, and non sex offender) to local custody.

Below and on the following pages is a list of CDCR Headquarters and field contacts whom you should feel free to contact for any questions you have regarding parole services and any other related questions.

Division of Adult Parole Operations Headquarters 151 S Street, Suite 212 N Sacramento, California 95811		Region III Headquarters 320 West 4th Street, Suite 1000, 10th Floor Los Angeles, California 90013	
Main	(916) 445-6200	Main	(213) 576-6500
Medical Placement Unit	(916) 445-3983	Reentry	(213) 620-6491
Parolee Health Management	(916) 323-0152	Reentry Fax	(213) 576-7295
Parole Automation & L.E.A.D.S.	(916) 322-3614	Reentry E-Mail	CDCRRegion3ReentryUnit@cdcr.ca.gov
Parole Litigation Compliance Unit	(916) 323-0464		
Region I Headquarters 9825 Goethe Road, Suite 200 Sacramento, California 95827		Region IV Headquarters 21015 Pathfinder Road, Suite 200 Diamond Bar, California 91765	
Main	(916) 255-2758	Main	(909) 468-2300
Reentry Unit	(916) 255-2766	Reentry Unit	(909) 468-2300, # 275
Reentry Fax Number	(916) 255-2048	Reentry Fax	(909) 468-2434
Reentry E-Mail	CDCRRegion1ReentryUnit@cdcr.ca.gov	Reentry E-Mail	CDCRRegion4ReentryUnit@cdcr.ca.gov
Region II Headquarters 1515 Clay Street, 10th Floor Oakland, California 94612		Case Records North/South	
Main	(510) 622-4701	North (Regions I and II)	(916) 358-1900
Reentry Main	(510) 622-4744	Fax	(916) 358-1951
Reentry Fax	(510) 622-4749	South (Regions III and IV)	(909) 484-3700
Reentry E-Mail	CDCRRegion2ReentryUnit@cdcr.ca.gov	Fax	(909) 484-3785

Division of Adult Parole Operations

Common Processes

1. HOW DO I NOTIFY DAPO WHEN A PAROLEE IS BEING RELEASED PRIOR TO COMPLETING REVOCATION TIME?

You can send an e-mail to the Agent of Record by accessing LEADS and entering the CDC number. If you do not have access to LEADS, access the link that follows, select the Region for a listing of field units and contact information. Or you can contact the Re-Entry Unit to obtain contact information for the supervising field unit.

[http://www.cdcr.ca.gov/Parole/Public Officers and Regional Offices/index.html](http://www.cdcr.ca.gov/Parole/Public%20Officers%20and%20Regional%20Offices/index.html)

2. WHO DO I CONTACT IF PROBATION RECEIVES A COURT WALK-OVER WHO SHOULD BE SUPERVISED BY DAPO?

You can contact the respective Re-Entry Unit listed at the bottom of this page. The appropriate Unit for that Parole Region will identify the DAPO field unit the offender will be assigned to.

3. HOW CAN I OBTAIN CASE INFORMATION FOR AN OFFENDER ON PRCS WHO WAS PREVIOUSLY SUPERVISED BY DAPO?

You can access case information by entering offender's CDC number in LEADS. If you do not have access to LEADS, you can contact the respective Re-entry Unit listed in the chart at the bottom of this page.

4. HOW DO I FIND THE REGION MY COUNTY IS LOCATED IN?

On the internet, access the link listed below. Move the cursor over your county on the map; it will display the information for the Region your county is assigned to.

[http://www.cdcr.ca.gov/Parole/Public Officers and Regional Offices/index.html](http://www.cdcr.ca.gov/Parole/Public%20Officers%20and%20Regional%20Offices/index.html)

5. HOW DO I FIND ADDITIONAL INFORMATION REGARDING DAPO?

Please visit the DAPO homepage at:

<http://www.cdcr.ca.gov/Parole/index.html>

Parole Region I: Re-Entry Unit 9825 Goethe Road, Ste 200 Sacramento, CA 95827-2572 (916) 255-2766 CDCCRRegion1ReentryUnit@cdcr.ca.gov	Parole Region II : Re-entry Unit 1515 Clay Street, 10th Floor Oakland, CA 94612-1499 (510) 622-4744 CDCCRRegion2ReentryUnit@cdcr.ca.gov
Parole Region III: Re-Entry Unit 320 W. 4th Street, Suite 1000 Los Angeles, CA 90013-2489 (213) 620-6491 CDCCRRegion3ReentryUnit@cdcr.ca.gov	Parole Region IV: Re-entry Unit 21015 Pathfinder Road, Suite 200 Diamond Bar, CA 91765-4002 (909) 468-2300, ext. 275 CDCCRRegion4ReentryUnit@cdcr.ca.gov

Division of Adult Parole Operations
Notification Processes for Parole Agent Pick-Ups

On occasion, the Division of Adult Parole Operations (DAPO) may identify an offender whose case factors warrant an Agent pick-up, in lieu of a direct release to the community at the completion of serving a period of revocation.

In the event an offender warrants an Agent pick-up, the following will occur:

1. If known at the time the hold is placed, the Agent of Record will inform CDCR's Warrants Unit to include a request for an Agent pick-up in a message sent to county. The Warrants Unit will note on the notice issued on the California Law Enforcement Telecommunication System (CLETS): "Agent pick-up required at time of release from custody; please notify CDCR two business days prior to an early release."
2. If it is determined, after the hold has been placed, that Agent pick-up is required, the Agent of Record will notify the county jail immediately upon discovery of need for Agent pick-up via CLETS.
3. As follow-up, the Agent of Record will ensure a CLETS message is sent to the county jail a minimum of 48 hours prior to the scheduled release.
4. The county jail will keep the offender in custody on the date of the release until the Agent of Record arrives to pick up the offender or until 1700 hours, whichever occurs first.

If the county jail is going to release the offender prior to the completion of their revocation process, or prior to the completion of the parolee serving their period of revocation, the county will:

1. Notify the Agent of Record via LEADS e-mail or CLETS that the offender is scheduled to be released early. Notification will be two business days prior to the release.

CDCR CLETS Identifiers

ORI: CA034035G

Mnemonics: CRN0

2. Keep the offender in custody on the date of the release until the Agent of Record arrives to pick-up the offender, or until 1700 hours, whichever occurs first.

Division of Adult Parole Operations

Notification Processes for Complex Cases

On occasion, DAPO may have an offender with complex case factors resulting from mental and/or medical health issues, in the custody of the county jail, as the result of a violation of the conditions of parole.

The County Jail medical and mental health staff may determine that it is in the best interest of the offender and the State to make efforts to identify treatment needs in advance of the offenders release to the community.

Offenders who meet the below criteria may warrant notification to the Agent of Record or DAPO's Parolee Medical or Mental Health Units by the County Jail's mental/medical health personnel.

The specific criteria for complex cases include:

1. Inmates requiring acute care, long-term medical care, or inpatient mental health care;
2. Inmates in need of board & care-assisted living, in-home health care, and hospice.;
3. Inmates diagnosed with HIV/AIDS;
4. Inmates with a chronic illness in need of life sustaining treatment (i.e., dialysis, continuous oxygen); and
5. Inmates designated as Enhanced Outpatient Program (EOP) by CDCR.

DIVISION OF ADULT PAROLE OPERATIONS

COMPLEX CASE CONTACTS

Mental Health Concerns

Staff Services Manager:

t. (916) 323-0152

f. (916) 327-0785

Medical Health Concerns

Nurse Consultant:

t. (916) 323-1291

f. (916) 323-1676

Board of Parole Hearings

Rosters by Region

Below and on the following pages are lists of contacts for any questions you may have related to the Board of Parole Hearings. The contact information is divided according to Parole Region; please feel free to contact the respect region regarding your questions or concerns.

Region I — South

Includes the Following Counties:

Fresno, Inyo, Kern, Kings, Madera, Tulare

Shannon Hogg, Associate Chief Deputy Commissioner (A)

Cell: (916) 956-2924

Region I — North

Includes the Following Counties:

Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Glenn, Lassen, Mariposa, Merced, Modoc, Mono, Nevada, Placer, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yuba, Yolo

Michael Gunning, Associate Chief Deputy Commissioner

Office: (916) 478-2308

Cell: (916) 956-3225

Mabel Wong, Correctional Counselor II

Office: (916) 478-3505

Cell: (916) 217-4097

Region II

Includes the Following Counties:

Alameda, Colusa, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma

Patricia Cassady, Associate Chief Deputy Commissioner

Cell: (916) 889-4279

Renee Encoyand, Correctional Counselor II

Cell: (916) 502-4597

Board of Parole Hearings

Rosters by Region

Region III

Includes the Following Counties:

Los Angeles

Jonathan Huang, Associate Chief Deputy Commissioner (A)

Cell: (916) 956-2723

William Crisologo, Associate Chief Deputy Commissioner — Pitchess

Office: (818) 543-4633

Cell: (916) 502-4530

Cindy Driggs-Harper, Correctional Counselor II

Cell: (916) 217-4023

Region IV

Includes the Following Counties:

Imperial, Orange, Riverside, San Bernardino, San Diego

Richard Jallins, Associate Chief Deputy Commissioner

Office: (909) 468-2361

Cell: (916) 502-4592

Coleen Whitelaw, Correctional Counselor II

Cell: (916) 502-4592

CDCR Institutional Mental Health Liaisons

On this and the following pages is a listing of the primary and secondary contact information for the mental health liaisons at CDCR institutions.

Avenal State Prison (ASP)

Primary Contact: Ratana Tak
ratana.tak@cdcr.ca.gov
(559) 386-0587, ext. 6607

Secondary Contact: Dermot McLoughlin
dermot.mcloughlin@cdcr.ca.gov
(559) 386-0587, ext. 8406

Calipatria State Prison (CAL)

Primary Contact: Rigoerto Briceno
rigoerto.briceno@cdcr.ca.gov
(760) 348-7000, ext. 5457

Secondary Contact: Amber Rose
amber.rose@cdcr.ca.gov
(760) 348-7000, ext. 5456

California Correctional Center (CCC)

Primary Contact: Rob Blanthorn
rob.blanthorn@cdcr.ca.gov
(530) 251-5100, ext. 6749

Secondary Contact: Jim Morrow
jim.morrow@cdcr.ca.gov
(530) 251-5100, ext. 6785

California Correctional Institution (CCI)

Primary Contact: Paul Thornburg
paul.thornburg@cdcr.ca.gov
(661) 822-4402, ext. 3955

Secondary Contact: Carole Matlen
carole.matlen@cdcr.ca.gov
(661) 822-4402, ext. 4358

Central California Women's Facility (CCWF)

Primary Contact: Sheila Kircher
sheila.kircher@cdcr.ca.gov
(559) 665-5531, ext. 7091

Secondary Contact: Damon Wood
damon.wood@cdcr.ca.gov
(559) 665-5531, ext. 5725

Centinela State Prison (CEN)

Primary Contact: Yanira Servin
yanira.servin@cdcr.ca.gov
(760) 337-7900, ext. 7050

Secondary Contact: Phyllis Smerud
phyllis.smerud@cdcr.ca.gov
(760) 337-7900, ext. 7048

California Institution for Men (CIM)

Primary Contact: Charles Latona
charles.latona@cdcr.ca.gov
(909) 597-1821, ext. 5453

Secondary Contact: Edwin Hegg
edwin.hegg@cdcr.ca.gov
(909) 597-1821, ext. 5444

California Institution for Women (CIW)

Primary Contact: Nancy Padberg
nancy.padberg@cdcr.ca.gov
(909) 597-1171, ext. 7269

Secondary Contact: Paloma Velez
paloma.velez@cdcr.ca.gov
(909) 597-1171, ext. 7525

California Men's Colony (CMC)

Primary Contact: Shirley Summers
shirley.summers@cdcr.ca.gov
(805) 547-7900, ext. 4279

Secondary Contact: Dan Woehl
dan.woehl@cdcr.ca.gov
(805) 547-7900, ext. 4232

California Medical Facility (CMF)

Primary Contact: Dana Matalon
dana.matalon@cdcr.ca.gov
(707) 448-6841, ext. 2515

Secondary Contact: Gena Ninivaggio
gena.ninivaggio@cdcr.ca.gov
(909) 317-3208

Corcoran State Prison (COR)

Primary Contact: Michael Roberts
michael.roberts@cdcr.ca.gov
(559) 992-8800, ext. 6340

Secondary Contact: Debbie Mattos
debbie.mattos@cdcr.ca.gov
(559) 992-8800, ext. 5323

California Rehabilitation Center (CRC)

Primary Contact: Canise Lewis
canise.lewis@cdcr.ca.gov
(951) 737-2683, ext. 2176

Secondary Contact: Peter Petitio
peter.petitio@cdcr.ca.gov
(951) 737-2683, ext. 2829

Correctional Training Facility (CTF)

Primary Contact: Jennifer Garbarino
jennifer.garbarino@cdcr.ca.gov
(831) 678-3951, ext. 4184

Secondary Contact: Alexandra Mathews
alexandra.mathews@cdcr.ca.gov
(831) 678-3951, ext. 4155

Chuckawalla State Prison (CVSP)

Primary Contact: Bob Ohrling
bob.ohrling@cdcr.ca.gov
(760) 922-5300, ext. 7709

Secondary Contact: Kevin Kirkpatrick
Kevin.kirkpatrick@cdcr.ca.gov
(760) 922-5300, ext. 7709

CDCR Institutional Mental Health Liaisons

Deuel Vocational Institution (DVI)

Primary Contact: Anthony Coppola
anthony.coppola@cdcr.ca.gov
(209) 835-4141, ext. 3883

Secondary Contact: John Raniseski
john.raniseski@cdcr.ca.gov
(209) 835-4141, ext. 5415

Folsom State Prison (FOL)

Primary Contact: Lee Pickett
lee.pickett@cdcr.ca.gov
(916) 985-2561, ext. 3521

Secondary Contact: Robert McMahon
Robert.mcmahon@cdcr.ca.gov
(916) 985-2561, ext. 3559

High Desert State Prison (HDSPP)

Primary Contact: Rob Blanthorn
rob.blanthorn@cdcr.ca.gov
(530) 251-5100, ext. 6749

Secondary Contact: Jim Morrow
jim.morrow@cdcr.ca.gov
(530) 251-5100, ext. 6785

Ironwood State Prison (ISP)

Primary Contact: Robert Marquez
robert.marquez@cdcr.ca.gov
(760) 922-5300, ext. 6609

Secondary Contact: Gary Bresee
gary.bresee@cdcr.ca.gov
(760) 922-5300, ext. 6757

Kern Valley State Prison (KVSP)

Primary Contact: Gregory Barajas
gregory.barajas@cdcr.ca.gov
(661) 721-6300, ext. 5316

Secondary Contact: Marisol Geivet
marisol.geivet@cdcr.ca.gov
(661) 721-6300, ext. 5313

California State Prison, Los Angeles County (LAC)

Primary Contact: Christopher Cornell
christopher.cornell@cdcr.ca.gov
(661) 729-2000, ext. 7860

Secondary Contact: Mary Freire
mary.freire@cdcr.ca.gov
(661) 729-2000, ext. 7031

Mule Creek State Prison (MCSP)

Primary Contact: Peggy Bradley
peggy.bradley@cdcr.ca.gov
(209) 274-4911, ext. 6514

Secondary Contact: Lisa Reynaldo
lisa.reynaldo@cdcr.ca.gov
(209) 274-4911, ext. 6509

North Kern State Prison (NKSP)

Primary Contact: Rachel Johnson
rachel.johnson@cdcr.ca.gov
(661) 721-2345, ext. 4021

Secondary Contact: Martha Rodriguez
martha.rodriguez@cdcr.ca.gov
(661) 721-2345, ext. 4051

Pelican Bay State Prison (PBSP)

Primary Contact: Erica St. Germain
erica.st.germain@cdcr.ca.gov
(707) 465-1000, ext. 7821

Secondary Contact: Vincent Cappello
vincent.cappello@cdcr.ca.gov
(707) 465-1000, ext. 7474

Pleasant Valley State Prison (PVSP)

Primary Contact: Brad Lumpkin
brad.lumpkin@cdcr.ca.gov
(559) 935-4900, ext. 6602

Secondary Contact: Brianna Satherthwaite
brianna.satherthwaite@cdcr.ca.gov
(559) 935-4900, ext. 5952

R. J. Donovan Correctional Facility (RJD)

Primary Contact: Daniel Patten
daniel.patten@cdcr.ca.gov
(619) 661-6500, ext. 7056

Secondary Contact: Steven Zudiker
steven.zudiker@cdcr.ca.gov

California State Prison, Sacramento (SAC)

Primary Contact: Keith Henriques
keith.henriques@cdcr.ca.gov
(916) 985-8610, ext. 6524

Secondary Contact: Amy Holliday
amy.holliday@cdcr.ca.gov
(916) 985-8610, ext. 8584

CA Substance Abuse Treatment Facility & State Prison (SATF)

Primary Contact: Caitlin Chinn
caitlin.chinn@cdcr.ca.gov
(559) 992-7100, ext. 5375

Secondary Contact: Michelle Kurtz
michelle.kurtz@cdcr.ca.gov
(559) 992-7100, ext. 5160

Sierra Conservation Center (SCC)

Primary Contact: Rusty Otto
rusty.otto@cdcr.ca.gov
(209) 984-5291, ext. 6203

Secondary Contact: Russell Park
russell.park@cdcr.ca.gov
(209) 984-5291, ext. 6064

CDCR Institutional Mental Health Liaisons

California State Prison, Solano (SOL)

Primary Contact: Elaina Jannell
elaina.jannell@cdcr.ca.gov
(707) 451-0182, ext. 4519

Secondary Contact: Judith Herman
judith.herman@cdcr.ca.gov
(707) 451-0182, ext. 6275

San Quentin State Prison (SQ)

Primary Contact: Christopher Roach
christopher.roach@cdcr.ca.gov
(415) 454-1460, ext. 3485

Secondary Contact: Vita Callari
vita.callari@cdcr.ca.gov
(415) 454-1460, ext. 3736

Salinas Valley State Prison (SVSP)

Primary Contact: Valerie Golden
valerie.golden@cdcr.ca.gov
(831) 678-5500, ext. 5113

Secondary Contact: Melissa Park
melissa.park@cdcr.ca.gov
(831) 678-5500, ext. 6754

Valley State Prison for Women (VSPW)

Primary Contact: Virginia Johnson
virginia.johnson2@cdcr.ca.gov
(559) 665-6100, ext. 6883

Secondary Contact: Anna White
anna.white@cdcr.ca.gov
(559) 665-6100, ext. 6022

Wasco State Prison (WSP)

Primary Contact: Erik Herrera
erik.herrera@cdcr.ca.gov
(661) 758-8400, ext. 5078

Secondary Contact: Jaime Howard
jaimе.howard@cdcr.ca.gov
(661) 758-8400, ext. 5078

Division of Rehabilitative Programs

Elizabeth Siggins Director
Division of Rehabilitative Programs

t. (916) 323-6001

e. elizabeth.siggins@cdcr.ca.gov

Michele Minor, Deputy Director
Division of Rehabilitative Programs

t. (916) 323-6001

e. michele.minor@cdcr.ca.gov

The goal of CDCR's Division of Rehabilitative Programs (DRP) is to provide effective evidence based programming to adult offenders and to create strong partnerships with local governments, community based providers, and the communities to which offenders return in order to improve rehabilitative outcomes and reduce recidivism.

DRP's programs fall into one of two areas:

- Office of Offender Services (OS)
 - Steve Hedrick, Chief (916) 327-7683
- Office of Correctional Education (OCE)
 - Glenn Brooking, Superintendent (916) 322-6063

DRP's Evidence-Based Approach

Assembly Bill 900, the Public Safety and Offender Rehabilitation Services Act of 2007, altered the way the California Department of Corrections and Rehabilitation (CDCR) offers programming to offenders. This important legislation was designed to fundamentally reform California's system of incarcerating offenders - to improve public safety by reducing the rates at which offenders re-victimize communities and return to prison. An Expert Panel on corrections reforms, assembled from across the country, provided guidance on the most effective practices and methods to implement reforms. CDCR led the effort to bring this expertise, including the latest science and proven practices, to help offenders succeed, reduce prison overcrowding, lower recidivism, and save taxpayer costs.

A large part of this effort was the implementation of assessment tools in assigning offenders to rehabilitative programs. The California Static Risk Assessment (CSRA) uses an offender's past criminal history and characteristics (such as age and gender) to predict the likelihood of reoffense. Offenders are also assessed using the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS), an evidence-based tool to identify an offender's criminogenic needs, i.e., those factors that put an offender at risk to reoffend. The CSRA has been integrated into COMPAS and both are used to place the right inmate into the right program at the right time.

Information That Will Be Available Upon Release to Post Release Community Supervision (PRCS)

When an inmate is released from CDCR and placed on Post Release Community Supervision (PRCS), they will have a CDCR Form 611 in their possession and a copy will have been sent to the county. If an offender received a COMPAS assessment, the most recent one will be included in the packet. If the "SAP" box is checked on the form, this indicates the offender was enrolled in a substance abuse program while in prison. An offender will also have additional information in their possession that they can share with their probation officer.

An offender may have some or all of the following information:

- Test of Adult Basic Education (TABE) score (in a chrono);
- Comprehension Adult Student Assessment System (CASAS) score (in a chrono);
- A diploma or a vocation certificate if they completed an in-prison program (inmate should have a copy);

- A certificate of completion from the California New Start Prison to Employment Program (if completed), which will allow an offender to access enhanced services at their local One-Stop Career Center; and/or
- An official California State identification card (if the offender participated in CDCR’s ID Project).

There is a national General Education Development (GED) website that provides GED Chief Examiners access to a database, which contains the names of GED completers. Probation officers can locate the GED Chief Examiners at their local County Office of Education or their local High School District Office.

The database can be accessed at:

<http://www.acenet.edu/Content/NavigationMenu/ged/test/after/transcript.htm>

The DRP also collects data related to the risk and needs of the offender population to use for program planning and assignment. Below is an example of the type of data we collect:

PERCENTAGE OF PAROLEES WITH COMPAS WHO HAVE MEDIUM-HIGH NEEDS — BY NEED					
	Percentage with COMPAS	Medium-High Substance Abuse Need	Medium-High Vocation/Education Need	Medium-High Financial Need	Medium-High Employment Need
Statewide Totals	71.7 %	60.6 %	55.9 %	57.1 %	51.9 %

While DRP does not have the capacity to provide this information (except as indicated above) on an individual basis, CDCR has prepared this information on an aggregate level for each county (as of August 2011). To find your county, please visit the CDCR website.

Division of Rehabilitative Programs

Office of Offender Services

The Office of Offender Services (OS) is comprised of two divisions: in-prison and community reentry services. The OS is responsible for offering substance abuse treatment, employment, reentry, and other parolee programs.

Substance Abuse Treatment Programs

CDCR's Substance Abuse Treatment (SAT) programs are designed to provide in-prison substance abuse services followed by a fully integrated community-based services model. SAT inmates participate in evidence-based cognitive behavior therapy program while incarcerated. Because research has shown that extended exposure to a full array of services during periods of incarceration and parole provides the most favorable opportunity for reducing recidivism and criminal activity, a smooth transition is critical to the successful reintegration of SAT participants into society. For this reason, CDCR is committed to working with counties to support this reintegration process.

As of August 2011, DRP has an annual capacity to serve approximately 3,800 inmates with substance abuse treatment in prison. These programs are available at the following 12 institutions:

- Avenal State Prison
- California Correctional Institution
- California Institution for Men
- California Men's Colony
- California Rehabilitation Center
- Correctional Training Facility
- Chuckawalla Valley State Prison
- Substance Abuse Treatment Facility
- California State Prison, Solano
- Central California Women's Facility
- California Institution for Women
- Valley State Prison for Women

In addition to these in-prison SAT programs, CDCR has a variety of other services. For a description of the following services, including program objectives, eligibility criteria, and referral process, please see the matrix located on the CDCR website here:

http://www.cdcr.ca.gov/Offender_Services/docs/rehabilitative_programs_docs/Summary_of_Community_Based_and_Reentry_Services.pdf

- Civil Addicts
- Substance Abuse Services Coordination Agency (SASCA)
- Female Offenders Treatment and Employment Programs (FOTEP)
- Treatment Incentive Programs
- In-Custody Drug Treatment Programs (ICDTP)
- Jail and Community-Based Parolee Services Network (PSN)

A contact list of many of CDCR's substance abuse providers can be found below. These services are coordinated by a Substance Abuse Services Coordination Agency in each of CDCR's four parole regions.

Region 1 SASCA: http://www.cdcr.ca.gov/Offender_Services/docs/rehabilitative_programs_docs/Region_1_SASCA_CBP.pdf

Region 2 SASCA: http://www.cdcr.ca.gov/Offender_Services/docs/rehabilitative_programs_docs/Region_2_SASCA_CBP.pdf

Region 3 SASCA: http://www.cdcr.ca.gov/Offender_Services/docs/rehabilitative_programs_docs/Region_3_SASCA_CBP.pdf

Region 4 SASCA: http://www.cdcr.ca.gov/Offender_Services/docs/rehabilitative_programs_docs/Region_4_SASCA_CBP.pdf

A contact list of all In-Custody Drug Treatment Program providers can be found at:

http://www.cdcr.ca.gov/Offender_Services/docs/rehabilitative_programs_docs/In_Custody_Drug_Treatment_Programs.pdf

A contact list of all Female Offender Treatment and Employment Program providers can be found at:

http://www.cdcr.ca.gov/Offender_Services/docs/rehabilitative_programs_docs/Female_Offender_Treatment_AND_Employment_Program_List.pdf

A contact list for the Parolee Services Network providers can be found at:

Other Parolee Services

A description of the following CDCR parolee programs can be found at:

http://www.cdcr.ca.gov/Offender_Services/docs/rehabilitative_programs_docs/Summary_of_Parolee_Programs.pdf

- Parolee Service Centers
- Residential Multi-Service Centers
- Day Reporting Centers
- Community-Based Coalition
- Substance Abuse Treatment and Recovery Program
- Computer Literacy Learning Center Program

A contact list for each of these CDCR programs can be found at:

http://www.cdcr.ca.gov/Offender_Services/docs/rehabilitative_programs_docs/Parolee_Programs_for_all_Four_Regions.pdf

Division of Rehabilitative Programs

Office of Offender Services

California New Start Prison to Employment Program

In June 2009, the California New Start program began providing employment opportunities through direct linkages for ex-offenders to various One-Stop Career Centers statewide. Core services, such as job search seminars, individual employment plans, job development workshops, supportive service referrals, employment referrals, and job retention follow-up are available through this program for offenders upon parole. These employment services facilitate an offender's successful reentry, reduce recidivism, and enhance public safety.

Internal Transition Component

The In-Prison Transition component delivers vocational training for inmates and prepares them to immediately receive employment upon release by collecting right-to-work documents and offering job skills development. In addition, this program links inmates to One-Stop Career Centers and social service agencies in their counties of residence to ensure access to resources and employment upon release. Through interagency agreements with CDCR, the Local Workforce Investment Boards have been charged with delivering the Transition component. This program is currently in operation at:

- Folsom State Prison
- California State Prison, Solano
- Valley State Prison for Women
- Richard J. Donovan Correctional Facility

Inmate participation in this program is on a voluntary basis as long as the inmate is age 18 or over and scheduled for release within 60 days to 120 days. The Transition program is taught by Employment Specialists from the Local Workforce Investment Board from each assigned county. The curriculum is divided into eight modules with the following topics: Transition Planning; Job Search, Parts I and II; Job Applications; Winning Resumes; The Interview; One-Stop Career Center Orientation; and Financial Literacy.

All offenders, including those who will be released to PRCS, are eligible for these services. Offenders who complete the Internal Transition Component will receive a certificate of completion which will allow them to access additional services through the external component.

A contact list for the One-Stop Career Centers, by parole region, can be found at:

[http://www.cdcr.ca.gov/Offender_Services/docs/rehabilitative_programs_docs/
New_Start_Career_Service_Locations.pdf](http://www.cdcr.ca.gov/Offender_Services/docs/rehabilitative_programs_docs/New_Start_Career_Service_Locations.pdf)

Community Component

In 2008, CDCR's Secretary and the Secretary of the Labor and Workforce Development Agency entered into a Memorandum of Understanding establishing a working partnership focused on improving the reintegration of parolees into local communities. CDCR partnered with the California Workforce Investment Board to establish the necessary direct connection to local job markets. The CWIB and its well-established infrastructure of 49 LWIBs and 200 One-Stop Centers around the State are authorized by federal law to provide employment assistance to all Californians, including parolees. The One-Stop Centers are uniquely positioned as an existing link to the workforce for returning parolees as they reintegrate into their communities as productive citizens. This recognized partnership led to the formal implementation of the California New Start – Prison to Employment program. This program utilizes federal Workforce Investment Act funds. An inmate being released to PRCS can access the external component if they have a certificate of completion from the internal component.

California Identification Project

In September 2010, CDCR committed to working in collaboration with the California Prison Industry Authority and the Department of Motor Vehicles to administer the California Identification (ID) Project pilot program. The goal of this program is to provide official California ID cards for paroling inmate populations at nine pilot institutions. Facilitators conduct workshops that can accommodate up to 40 offenders and provides assistance on filing the proper application for ID renewals. Inmates being released on PRCS are eligible for the ID project.

The California Identification Project is currently in operation at:

- Folsom State Prison
- California State Prison, Sacramento
- California State Prison, Solano
- Valley State Prison for Women
- Avenal State Prison
- California Institution for Men
- California Institution for Women
- Richard J. Donovan Correctional Facility Substance Abuse Treatment Facility

More information about the California ID Project, California New Start Prison to Employment and other Employment and Reentry initiatives can be found at:

http://www.cdcr.ca.gov/Offender_Services/docs/rehabilitative_programs_docs/Summary_of_Employment_and_Reentry_Programs.pdf

Community Resource Directory

In 2010, CDCR, in partnership with the California Prison Industry Authority, launched the online Community Resource Directory which can be accessed through CDCR's main website. This online and printable community resources directory assists with finding resources in every CA county to which offenders are released. Visitors to the online directory can search up to 30 categories, including: Educational Services; Housing (including Section 8 housing, low-cost rental opportunities, sober-living homes, room-and-board homes, transitional-living homes, emergency shelter; and other housing resources); Mental Health; Substance-Abuse Treatment; Transportation; and Vocational Services (including job search and vocational training).

The Community Resource Directory database is managed through COMPAS. The directory is updated monthly and can be found at:

http://www.cdcr.ca.gov/Community_Partnerships/Resource_Directory.aspx

Division of Rehabilitative Programs

Office of Correctional Education

Glenn Brooking, Superintendent
Office of Correctional Education (OCE)

t. (916) 322-6063

e. glenn.brooking@cdcr.ca.gov

The average offender in California's prisons reads at an eighth-grade level. Education is a key to successful release and integration. Without the ability to read, write, do math, solve problems, and access/use technology—today's adults will struggle to take part in the world around them and fail to reach their full potential. Inmates who learn these skills are far more likely to succeed upon release.

In order to reduce re-victimization and recidivism, CDCR is committed to preparing inmates for a successful reintegration into their communities by offering them various educational opportunities. Thirty-two of CDCR's 33 prisons maintain fully accredited schools (the 33rd school is currently undergoing the accreditation process). Accreditation is provided by the Western Association of Schools and Colleges. Education programs are administered by CDCR's Office of Correctional Education (OCE). Through OCE, each institution makes available a variety of Academic and Career Technical Education programs statewide. CDCR can currently provide academic education services to about 32,000 offenders in prison. Our academic teachers provide inmates with instruction in Literacy, Adult Basic Education, and Adult Secondary Education. The Department also works with several college programs so inmates may access post secondary education at their own expense. Education levels are based on the offenders' academic needs, which are determined through standardized testing. Career Technical Education Programs provide training in various fields. Some of these fields include construction, automotive repair, computer software for the business setting and electronics. Currently, CDCR has capacity for approximately 4,900 participants in these classes.

More information about the following OCE programs and services can be found at:

http://www.cdcr.ca.gov/Correctional_Education/index.html

- Academic Programs and Services
- Recreational and Law Library Services
- Federally Funded Programs
- Court-Mandated Programs and Services
- Educational Assessments and Evaluations
- Career Technical Education Programs

Upon release to PRCS, an offender may have some or all of the following information:

- Test of Adult Basic Education (TABE) score (in a chrono)
- Comprehension Adult Student Assessment System (CASAS) score (in a chrono)
- A diploma or a vocation certificate if they completed an in-prison program (inmate should have a copy)

There is a national General Education Development (GED) website which provides GED Chief Examiners access to a database which contains the names of GED completers. Probation officers can locate the GED Chief Examiners at their local County Office of Education or their local High School District Office. The database can be accessed at:

<http://www.acenet.edu/Content/NavigationMenu/ged/test/after/transcript.htm>

CDCR Contact Information:

During Business Hours

While this handbook is intended to be a resource for you to answer any general questions you may have during the course of implementing the Public Safety Realignment Legislation, we recognize that there may still be questions and concerns you have regarding a particular area that might not be contained in this book.

During normal business hours, you may contact the following areas if you have specific questions or concerns related to realignment implementation:

Board of Parole Hearings

Rodger Meier, Special Assistant to the Executive
e. rodger.meier@cdcr.ca.gov
t. (916) 324-9684

Case Records Unit

Main Office
(916) 323-7373

Pamela Webster
e. pamela.webster@cdcr.ca.gov
t. (916) 324-2264

Classification Services Unit

For PRCS Screening Determinations and Custody Issues:

Michelle Gonzalez, Correctional Counselor III
e. michelle.gonzalez@cdcr.ca.gov
t. (916) 322-1164

For Penal Code § 3060.7, High-Risk Parolee, Cases:

Jonathan Stubbs, Correctional Counselor III
e. jonathan.stubbs@cdcr.ca.gov
t. (916) 445-0224

Division of Adult Parole Operations

Lori Macias-Price, Parole Administrator
e. lori.macias-price@cdcr.ca.gov
t. (916) 323-0464

Parole L.E.A.D.S.

Laura Klein, Manager
e. laura.klein@cdcr.ca.gov
t. (916) 956-8468

Division of Correctional Health Care Services

Sharon Aungst, Chief Deputy Secretary
e. sharon.aungst@cdcr.ca.gov
t. (916) 323-1580

Health Care Operations

Denny Sallade, Deputy Director
e. denny.sallade@cdcr.ca.gov
t. (916) 327-2136

Dental/Mental Health

Pamela Michel
e. AB109MHDental-Help@cdcr.ca.gov

Division of Rehabilitative Programs

Steven Hedrick, Chief
e. steven.hedrick@cdcr.ca.gov
t. (916) 327-7683

Legislation

Darby Kernan, Assistant Secretary
e. darby.kernan@cdcr.ca.gov
t. (916) 434-6001

Population Management Unit

Ross Meier, Chief
e. ross.meier@cdcr.ca.gov
t. (916) 324-7812

CDCR Contact Information:

During Non-Business Hours and For All Other Matters

For emergencies that may arise during non-business hours or on the weekends, please contact the Administrative Officer of the Day (AOD) for the respective office. The contact information for each AOD is as follows:

Division of Adult Institutions AOD

e. AOD.DAI@cdcr.ca.gov
t. (916) 201-5567

Division of Adult Parole Operations AOD

t. (916) 324-2891

Board of Parole Hearings AOD

t. (916) 324-0557

The Office of External Affairs is also available to you as a resource. If you have questions or concerns that are not addressed by the categories on this or the preceding page, please feel free to contact the Office of External Affairs, which can help to coordinate a timely response to your questions and concerns:

Erin Sasse, Chief

Office of External Affairs

e. erin.sasse@cdcr.ca.gov
t. (916) 445-4950

APPENDIX

Appendix A:
Case Records Unit:
Pre-Release and Post-Release
Packet Check-Lists

**CDCR 611 PACKET PRE-RELEASE CHECK LIST
POST RELEASE COMMUNITY SUPERVISION (PRCS)**

No other documents will be added without the prior approval of the Case Records Unit

<input type="checkbox"/> Completed CDCR Form 611, Release Program Study (Rev 08/11)	<input type="checkbox"/> CDCR Form 128-C – TB Chrono Form will appear differently if from the Electronic Record(SOMS)
<input type="checkbox"/> Legal Status Summary – Face Sheet (most recent)	<input type="checkbox"/> CDCR Form 128-C3 <input type="checkbox"/> Not available
<input type="checkbox"/> CDCR Form 112, Chronological History	<input type="checkbox"/> CDCR Form 128 C-2 – DDPS <input type="checkbox"/> Not available <input type="checkbox"/> Not applicable
<input type="checkbox"/> Probation Officer's Report – POR (current term)	<input type="checkbox"/> CDCR 128MH-3 – Mental Health Placement Chrono <input type="checkbox"/> Not available <input type="checkbox"/> Not applicable
<input type="checkbox"/> Arrest Report (in lieu of POR)	<input type="checkbox"/> CDCR Form 1845 – Inmate/Parolee Disability Placement <input type="checkbox"/> Not available <input type="checkbox"/> Not applicable
<input type="checkbox"/> Social Factors Sheet <input type="checkbox"/> Not available	<input type="checkbox"/> CDCR Form 127 – Notification in case of Inmate Death, Serious Injury/Illness
<input type="checkbox"/> Institutional Staff Recommendation Summary <input type="checkbox"/> Not available	<input type="checkbox"/> Copies of any active holds, warrants or detainers <input type="checkbox"/> Not applicable
<input type="checkbox"/> Abstract of Judgment (active cases)	<input type="checkbox"/> CDCR Form 1515-CS – Conditions of Release
<input type="checkbox"/> Minute Order (active cases) – if Abstract not available	<input type="checkbox"/> COMPAS – If available/Not all offenders will have COMPAS
<input type="checkbox"/> CDCR Form 128G – Initial Classification Chrono <input type="checkbox"/> Not available	<input type="checkbox"/> CDCR Form 1707 – Request for Notification Required by PC Sections 3058.8 and 3058.61 <input type="checkbox"/> Not applicable
<input type="checkbox"/> CDCR Form 128G – Most recent Annual Classification Chrono <input type="checkbox"/> Not available	Case Records staff: Ensure this document is marked confidential, placed in a sealed envelope also marked confidential and attach to the 611 packet.
<input type="checkbox"/> CDCR Form 812-A – Notice of Critical Case Information <input type="checkbox"/> Not available	<input type="checkbox"/> Photos (4)

Notice to County of Supervision: Document(s) marked *Not Applicable* do not apply to the offender. Documents marked *Not Available*, are not available at the time the packet is mailed but may be available at a later date. **Please note** that during Reception Center processing, many documents are not available for the pre-release packets.

COMMENTS: _____

NAME: _____ CDCR#: _____

POSTRELEASE PACKET CHECKLIST
POSTRELEASE COMMUNITY SUPERVISION
(PRCS)

Documents to be provided immediately (within two working days) following release to parole

- CDCR Form 102, Release Statement
- CDCR 1515-CS, Notice and Conditions of PRCS
- Signed Copy of Special Conditions of Parole (if applicable)
- Notice of Registration Requirements (if applicable)
- CDCR Form 161, Warden's Check-out Order
- Legal Status Summary
- Fingerprint Card(s) for Current Term (ensure C-file retains one set)
- Notice of any active Restraining/Protective Order (previously faxed upon discovery)(if applicable)

Name _____ CDCR # _____

Appendix B:
Case Records Unit:
Sample Forms

DATE OF RELEASE December 1, 2011	TYPE OF RELEASE <input checked="" type="checkbox"/> DISCHARGE <input type="checkbox"/> PAROLE <input type="checkbox"/> OUT-PATIENT STATUS <input type="checkbox"/> OUT TO COURT <input type="checkbox"/> OTHER
TIME OF RELEASE INSTITUTIONAL CONVENIENCE	DISCHARGE CDCR JURISDICTION (PRCS)

PLEASE ARRANGE FOR RELEASE OF THE FOLLOWING PERSON(S)

XX3210
JAMES OUTLAW

RELEASE TO THE CUSTODY OF LOS ANGELES
COUNTY SHERIFF
WARRANT # ABC12345 PER PC4755

POSTRELEASE COMMUNITY SUPERVISION
EFFECTIVE 12/02/2011 (EPRD)

COPY TO ORIGINAL – R&R COPY – OBIS COPY – TRANSFER DESK COPY – PAROLES COPY – HWD COPY – PAROLE UNIT COPY – CONTROL COPY – EAST GATE	NOTICE SENT PURSUANT TO: <input type="checkbox"/> PC 3058.6 <input type="checkbox"/> PC 3058.65 <input type="checkbox"/> PC 3058.9 <input type="checkbox"/> PC 3058.61 <input type="checkbox"/> PC 3058.8 <input type="checkbox"/> PC 3060.6	
	PREPARED BY: (SIGNATURE)	DATE
	TYPE OR PRINT NAME & TITLE	
	APPROVED BY (SIGNATURE)	DATE
	TYPE OR PRINT NAME & TITLE	

DATE OF RELEASE OCTOBER 1, 2011	TYPE OF RELEASE <input type="checkbox"/> DISCHARGE <input type="checkbox"/> PAROLE <input type="checkbox"/> OUT-PATIENT STATUS <input type="checkbox"/> OUT TO COURT <input checked="" type="checkbox"/> OTHER
TIME OF RELEASE INSTITUTIONAL CONVENIENCE	POST RELEASE COMMUNITY SUPERVISION

PLEASE ARRANGE FOR RELEASE OF THE FOLLOWING PERSON(S)

XX1234
JOE CRIMINAL

RELEASED TO THE SUPERVISION OF
LOS ANGELES COUNTY

COPY TO: ORIGINAL – R&R COPY – OBIS COPY – PAROLES COPY – COUNTY OF SUPERVISION COPY – CONTROL COPY – ENTRANCE	NOTICE SENT PURSUANT TO:	
	<input type="checkbox"/> PC 3058.6	<input type="checkbox"/> PC 3058.65
	<input type="checkbox"/> PC 3058.61	<input type="checkbox"/> PC 3058.8
	<input type="checkbox"/> PC 3058.9	<input type="checkbox"/> PC 3060.6
	PREPARED BY: (SIGNATURE)	
	DATE	
TYPE OR PRINT NAME & TITLE		
APPROVED BY (SIGNATURE)		DATE
TYPE OR PRINT NAME & TITLE		

DATE OF RELEASE November 1, 2011	TYPE OF RELEASE <input checked="" type="checkbox"/> DISCHARGE <input type="checkbox"/> PAROLE <input type="checkbox"/> OUT-PATIENT STATUS <input type="checkbox"/> OUT TO COURT <input type="checkbox"/> OTHER
TIME OF RELEASE INSTITUTIONAL CONVENIENCE	DISCHARGE CDCR JURISDICTION (PRCS)

PLEASE ARRANGE FOR RELEASE OF THE FOLLOWING PERSON(S)

XX4321
JOHN WANNABE

RELEASE TO POSTRELEASE COMMUNITY
SUPERVISION: ORANGE COUNTY

COPY TO ORIGINAL – R&R COPY – OBIS COPY – TRANSFER DESK COPY – PAROLES COPY – HWD COPY – PAROLE UNIT COPY – CONTROL COPY – EAST GATE	NOTICE SENT PURSUANT TO: ___ PC 3058.6 ___ PC 3058.65 ___ PC 3058.9 ___ PC 3058.61 ___ PC 3058.8 ___ PC 3060.6	
	PREPARED BY: (SIGNATURE)	DATE
	TYPE OR PRINT NAME & TITLE	
	APPROVED BY (SIGNATURE)	DATE
	TYPE OR PRINT NAME & TITLE	

CONFIDENTIAL

TO:

FROM:

This notice is provided at your request. The inmate/parole violator is scheduled for release.

The inmate will be:

- Released to parole under CDCR supervision. Discharged from the Department of Corrections and Rehabilitation.
- Released to Post Release County Supervision (PRCS).
- Release to the Alternative Custody Program (ACP), supervised by a Parole Agent.
- Scheduled to be released to a hold placed by _____.

This may be dropped prior to the inmate's release. Contact the Parole Agent/Probation Officer for further information.

- Released to US Immigration and Customs Enforcement. Contact USICE at 1-866-872-4973 or the Parole Agent/Post Release County Supervision Office.

The inmate/parolee is required to register pursuant to:

- Penal Code Section 290 – Sex Penal Code Section 457.1 – Arson Penal Code Section 186.30 – Gangs
- Pursuant to Penal Code Section 3058.65 – Crimes Against a Minor, a copy of the inmate's/parolee's Conditions of Parole are attached. Health & Safety Code 11590 – Drugs
- N/A

CDC NUMBER	INMATE/PAROLE VIOLATOR NAME
SCHEDULED RELEASE DATE	INMATE/PAROLE VIOLATOR PROPOSED COMMUNITY OF RELEASE (IF APPLICABLE)
The date may change by 1-2 days pursuant to PC 3060.7	

Please note that there are many contributing factors which determine a release date and scheduled release dates are subject to change. If the release date changes after this notice has been sent, you will be notified immediately. Please remember to inform the California Department of Corrections and Rehabilitation (CDCR) in writing of any change in your address or telephone number to ensure notification.

REGIONAL PAROLE OFFICE/POST RELEASE COUNTY SUPERVISION OFFICE
ADDRESS
CITY
TELEPHONE NUMBER

If you have any questions regarding this notification, please contact the institution, Regional Parole Office/Post Release County Supervision Office listed above, or if subject is releasing to the supervision of CDCR you may also contact the CDCR, Office of Victim and Survivor Rights and Services staff, at (916) 358-2436 or 1-877-256-6877.

NOTICE COMPLETED BY	TITLE	DATE COMPLETED
FACILITY/REGION	TELEPHONE NUMBER	

Appendix C:
Case Records Unit:
Manager Telephone Listing,
by Institution

California Department of Corrections and Rehabilitation
Case Records Manager Telephone listing

Prison	Main Phone	Case Records Manager	Phone or Ext.	Fax
Avenal (AVE)	(559) 386-0587	Lorraine Martinez	(559) 386-6007	(559) 386-0907
Calipatria (CAL)	(760) 348-7000	Virginia Myers	x 5160	(760) 348-7187
California Correctional Center (CCC)	(530) 257-2181	Rose Foley	x 4111	(530)252-3050
California Correctional Institution (CCI)	(661) 822-4402	Stacy Dennis	x 4313	(661) 823-5000
California Correctional Institution (CCI-RC)	(661) 822-4402	Boni Eyles	x 4912	(661) 823-5041
California Correctional Institution (CCI- IV A/B)	(661) 822-4402	Shelley Harmon	x 3033 or 3646	(661) 823-5002 (A) (661) 823-5003 (B)
Central California Women's Facility (CCWF)	(559) 665-5531	Karla Corbin	x 5079	(559) 665-7155
Centinela (CENT)	(760) 337-7900	Sylvia Fowler	x 5350	(760) 482-3014
California Institution for Men (CIM)	(909) 597-1821	Andrew Shaw	(909) 606-7082	(909) 606-7089
California Institution for Men - Reception Center Central (CIM-RCC)	(909) 597-1821	Anne Stallcup	(909) 606-7262	(909) 606-7202
California Institution for Men - Reception Center East (CIM-RC East)	(909) 597-1821	Gloria Gil-Alvarado (Liz)	(909) 606-7277	(909) 606-7204
California Institution for Men - Reception Center West (CIM - West)	(909) 597-1821	Debra O'Neil	(909) 606-7178	(909) 606-7101
California Institution for Women - Reception Center (CIW-RC)	(909) 597-1771	Theresa Guillen	(909) 393-3807	(909) 606-4981

California Department of Corrections and Rehabilitation
Case Records Manager Telephone listing

Prison	Main Phone	Case Records Manager	Phone or Ext.	Fax
California Institution for Women (CIW)	(909) 597-1771	Janine Yazell	(909) 606-4983	(909) 606-4991
California Men's Colony - East (CMC-E)	(805) 547-7900	Robin Apodaca	(805) 547-7938	(805) 547-7729
California Men's Colony - West (CMC-W)	(805) 547-7900	Kimberly McCormick	(805) 547-7900	(805) 547-7535 or 7575
California Medical Facility (CMF)	(707) 448-6841	Jill Johnston	(707) 449-6517	(707) 469-6025 or 448-6306
Corcoran (COR)	(559) 992-8800	Wanda Robinson	(559) 992-6115	(559) 992-3867
California Rehabilitation Center (CRC)	(951) 737-2683	Martha Munoz	(951) 273-2964	(951) 273-2319
Correctional Training Facility (CTF)	(831) 678-3951	Petra Melendrez	(831) 678-5849	(831) 678-5905 or 5807
Chuckawalla Valley State Prison (CVSP)	(760) 922-5300	Lupe Natividad	x 5102	(760) 922-9735
Deuel Vocational Insitution (DVI)	(209) 835-4141	Bernadette Jones	(209) 830-3879	(209) 830-3805
Deuel Vocational Insitution - Reception Center (DVI-RC)	(209) 835-4141	Debra Mayer	(209) 830-3979	(209) 830-3905
Folsom State Prison (FSP)	(916) 985-2561	Diane Jones	x 4378	(916) 351-3008
High Desert State Prison (HDSP)	(530) 251-5100	Dmitri Hanlon	x 5571	(530) 251-5002
Ironwood State Prison (ISP)	(760) 921-3000	Kathy Williams	x 5311	(760) 921-4369
Kern Valley State Prison (KVSP)	(661) 721-6300	Elvira Rodriguez	(661) 721-6350	(661) 721-6302 or 720-4989

California Department of Corrections and Rehabilitation
Case Records Manager Telephone listing

Prison	Main Phone	Case Records Manager	Phone or Ext.	Fax
California State Prison Los Angeles County (LAC)	(661) 729-2000	Michelle White	x 5128	(661) 723-8358
Mule Creek State Prison (MCSP)	(209) 274-4911	Ramona Watkins	(209) 274-5105	(209) 274-5944 or 5239
North Kern State Prison (NKSP)	(661) 721-2345	Lisa Chavez	(661) 721-6244	(661) 721-6209
Pelican Bay State Prison (PBSP)	(707) 465-1000	Cheryl Trenary	(707) 465-9016	(707) 465-9101
Pleasant Valley State Prison (PVSP)	(559) 935-4900	Susan Mendonca	x 5594	(559) 935-4902
Richard J. Donovan Correctional Facility (RJD)	(619) 661-6500	Mary Schafer	(619) 661-8603	(619) 661-6353
Richard J. Donovan Correctional Facility-Reception Center (RJD-RC)	(619) 661-6500	Yvonne Vizcarra	x 5208	(619) 661-7845 or 671-7532
California State Prison Sacramento (SAC)	(916) 985-8610	Michele Borges	x 5272	(916) 294-3038
California Substance Abuse Treatment Facility - Corcoran (SATF)	(559) 992-7100	Margaret Atkins Stephanie Torres	(559) 992-7177 (559) 992-7269	(559) 992-7296
Sierra Conservation Center (SCC)	(209) 984-5291	Cassie Staves	x 5403	(209) 984-5848 or 984-0922
California State Prison - Solano (SOL)	(707) 451-0182	Ophelia Tellgren	(707) 454-3283	(707) 454-3475
San Quentin (SQ)	(415) 454-1460	Darlene Thompson	x 5424	(415) 455-5101
San Quentin - Reception Center (SQ-RC)	(415) 454-1460	Paula Paynter	x 5396	(415) 455-5185
Salinas Valley State Prison (SVSP)	(831) 678-5500	Kathleen Ochoa Jaime Thomas	x 5578 x 5937	(831) 678-5507

California Department of Corrections and Rehabilitation
Case Records Manager Telephone listing

Prison	Main Phone	Case Records Manager	Phone or Ext.	Fax
Valley State Prison for Women (VSPW)	(559) 665-6100	Beatrice Hinson	(559) 665-6181	(559) 665-6103
Valley State Prison for Women - Reception Center (VSPW-RC)	(559) 665-6100	Marti Eichman	x 6045	(559) 665-6155
Wasco State Prison (WSP)	(661) 758-8400	Mary Robledo	x 7032	(661) 758-7620
Wasco State Prison-Reception Center (WSP-RC)	(661) 758-8400	Johnny Galvan	x 5354	(661) 758-7620
Community Correctional Facilities (CCF)	(916) 255-0185	Marilyn Fortes	(916) 255-4943	(916) 255-0180
California Out of State Correctional Facility (COCF)	(916) 464-3762	Tara Rios	(916) 464-3810	(916) 464-3766

Appendix D:
Classification Services Unit
Reference Handbook

CLASSIFICATION SERVICES UNIT

COUNTY REFERENCE HANDBOOK

Classification Services Unit
County Reference Handbook
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PRE-RELEASE PROCESS

The California Department of Corrections and Rehabilitation Correctional Counselor Pre-Release Overview for Counties

The following is an overview of the Correctional Counselor Pre-Release Process:

210 Days Prior to the Inmate's Scheduled Release:

- The Correctional Counselor (CC) interviews the inmate and reviews their central file to complete the CDCR Form 611, Release Program Study (RPS).
- Screening for Post Release Community Supervision is conducted at this time utilizing the central file, and the High Risk Sex Offender (HRSO) screening conducted by the Department of Adult Parole Operations.
 - HRSO screening conducted by using the Static 99.
- If the inmate is PRCS eligible, the CC also issues the CDC Form 1515-CS, Notice and Conditions of Post Release Community Supervision.
 - If the inmate refuses to sign the Notice and Conditions of Post Release Community Supervision, the inmate will be issued a CDC Form 115, Rules Violation Report (disciplinary).
 - If found guilty, the inmate will be assessed a 30 day Loss of Credit, which is restorable.

180 Days Prior to the Inmate's Scheduled Release:

- The completed RPS is due to be delivered to the Classification and Parole Representative (C&PR) or CC III at the Reception Center (CC III RC).
 - The information on the RPS is reviewed for accuracy.

120 Days Prior to the Inmate's Scheduled Release:

- The C&PR/CC III RC forwards the completed RPS and other required documents from the inmate's central file to the appropriate county. (Refer to CDCR Website or Handbook for additional information on Pre-Release documents sent to the Counties.)

Upon receipt of the completed RPS, the County should:

- Complete Section V of the RPS, County Reporting Instructions.
- Determine the requirement for additional Conditions of Supervision.
- Return the Completed RPS to the institution.

60 Days Prior to the Inmate's Scheduled Release:

- The CC will provide the inmate with their copy of the RPS, complete with Reporting Instructions.
- The CC will provide the inmate with any Special Conditions of Release imposed by the County.

Imminent Releases (60 days or less to scheduled release):

- Counties will receive verbal notification and expedited processing of the CDCR Form 611 and standard pre-release documents in cases with imminent release dates.

Changes in the Scheduled Release Date or Supervision Determination:

- At any time prior to release that the inmate's scheduled release date or supervision determination change, the County will be notified at once.

Additional Information for Counties Upon Release of the Inmate:

- Inmates released from CDCR to PRCS shall have their information available to local law enforcement through the Parole Law Enforcement Automated Data System (LEADS), and will include a photograph.

Post-Release Documents:

- Post Release documents will be forwarded to the County within 48 hours of the inmate's release from prison. (Refer to CDCR Website or Handbook for additional information on Post-Release documents sent to the Counties.)

CRITERIA FOR REALIGNMENT

Criteria Related to Realignment

PRCS Criteria

PC Section 3450 provides that the following inmates shall be released to CDCR parole supervision:

- An inmate serving a current term for a violent felony, as described in PC Section 667.5(c)
- An inmate serving a current term for a serious felony, as described in PC Section 1192.7(c)
- An inmate serving a current life term
- An inmate determined by the California Department of Corrections and Rehabilitation to be a High Risk Sex Offender (HRSO)
- An inmate determined to be a Mentally Disordered Offender (MDO)
- PC Section 3000.08 exclusion

Current term is defined as a court sentence the inmate is serving and has not yet been released for a period of parole supervision.

High Risk Sex Offender

An HRSO is a sex offender who is required to register pursuant to PC Section 290 and has been determined to pose a higher risk to commit a new sex offense in the community by a risk assessment tool. The following risk assessment tools are utilized by CDCR:

- STATIC 99R for males
- FSORA for females

Static 99R scores reflect 4 or 5, medium – high, and 6+ high. CDCR makes HRSO determinations for 4 and above.

Mentally Disordered Offender

A Mentally Disordered Offender is an offender who meets the criteria pursuant to PC 2962, thus representing danger of physical harm to others.

Stayed or Stricken Counts and Enhancements

The following are exclusionary for PRCS when reviewing an inmate's current commitment for serious and violent felony offenses:

- Qualifying stayed counts
- Qualifying stayed enhancements
- Qualifying enhancements where the punishment is stricken

Juvenile Adjudications

A juvenile adjudication is not a felony conviction. Because juvenile adjudications are not considered convictions, they cannot be considered as a prior for purposes of AB 109. As such, juvenile adjudications are **not** exclusionary for PRCS.

ELIGIBLE POPULATION

Parole Violators Return to Custody

Parole Violators Return to Custody (PVRTC) may be eligible for PRCS if they:

- Are serving a period of revocation for a violation committed prior to October 1, 2011; and
- Have a release date on or after November 1, 2011.

Parolees in State prison either pending revocation or designated PVRTC on October 1, 2011, and released from a prison on or before October 31, 2011, shall not be screened and shall be released to CDCR parole.

The current term for PVRTC is defined as the commitment(s) for which the inmate is serving the most recent parole period.

Parole Violators with New Terms

Parole Violators with New Terms (PVWNT) who are released on or after October 1, 2011, shall be screened for PRCS determination.

In the cases where the inmate is a PVWNT and the controlling release date is the parole violation, i.e., Revocation Release Date, the inmate shall be screened utilizing the commitment offense that resulted in the new term.

If the PVWNT meets PRCS criteria, their prior parole term will be discharged upon release.

If the PVWNT's active parole term is over three years pursuant to PC 3000.08, they will not be eligible for PRCS.

INITIAL IMPLEMENTATION PROCESS

Cases Currently in the Pre-Release Process

Generally, the pre-release process begins six months prior to the inmate's release from prison. Because Realignment began October 1, 2011, inmates with release dates from October 1 through February 2012 had to be rescreened to determine eligibility for PRCS. The following is the schedule for Correctional Counselor (CC) staff and Case Records staff for re-screening and processing these cases:

Scheduled Release Date	Send to County
October 2011	August 29
November 2011	September 23
December 2011	October 7
January 2012	October 28
February 2012	November 10

While rescreening for these cases is occurring, staff are also processing cases falling within normal pre-release timeframes.

Normal Pre-Release Process

As mentioned above, the normal pre-release process generally begins six months prior to the inmate's release from prison. Refer to the **Correctional Counselor Pre-Release Overview for Counties** for specifics of the normal process.

Parole Law Enforcement Automated Data System (LEADS)

Pursuant to PC Section 3450, inmates released from CDCR to PRCS shall have their information available to local law enforcement through the Parole Law Enforcement Automated Data System (LEADS), and will include a photograph.

INTAKE PROCESS

Reception Center Intake Screening

Offenders convicted on or after October 1, 2011, shall be convicted of one or more of the following in order to be committed to CDCR:

- Current or prior serious felony conviction(s) pursuant to Penal Code (PC) Sections 1192.7(c) and 1192.8. This includes out-of-state convictions, stayed counts, and enhancements. Juvenile court sustained adjudications are not included; however, a juvenile tried and convicted as an adult is a conviction.
- Current or prior violent felony conviction(s) pursuant to PC Section 667.5(c). This includes out-of-state convictions, stayed counts, and enhancements. Juvenile court sustained adjudications are not included; however, a juvenile tried and convicted as an adult is a conviction.
- A life term.
- A requirement to register pursuant to PC Section 290.
- A current conviction for an offense identified in statute requiring CDCD commitment (see attached offense listing).

Cases Determined to Be Ineligible for CDCR

If an inmate is determined to be ineligible for housing within CDCR and the commitment documents do not remand the offender to CDCR, the institution shall contact the appropriate county to advise of the inappropriate delivery and make arrangements for an expeditious return of the offender to the county.

If an inmate is determined to be ineligible for housing within CDCR and the commitment documents remand the offender to CDCR, designated staff shall ensure a letter to the county, Abstract of Judgment and Minute Order are faxed to the court of the county of commitment, the district attorney, and the attorney of record to request amended commitment documents. Once received, the inmate will be returned to the county of commitment.

County Delivery of Parolees Pending Revocation (PendRev) and Parole Violators Returned to Custody (PVRTC) Effective October 1, 2011

Realignment legislation mandates parolees arrested on or after October 1 for a parole violation shall serve their period of confinement in the county jail. The Reception Centers will no longer receive PendRevs or PVRTCs who are arrested on or after October 1.

High Risk Release

PC 3060.7, High Risk Release

Public Safety Realignment legislation amended PC Section 3060.7 to include those inmates released to PRCS. PC Section 3060.7(a) now states in part, "...the parole authority shall notify any person released on parole or postrelease community supervision pursuant to (Title 2.05 (commencing with Section 3450) of Part 3 of the Penal Code] who has been classified by the Department of Corrections as included within the highest control or risk classification that he or she shall be required to report to his or her assigned parole officer or designated local supervising agency within two days of release from the state prison."

The following offenders are classified by CDCR as the "highest control or risk classification" pursuant to PC Section 3060.7

- Has a California Static Risk Assessment (CSRA) risk number value of 5; or
- Is required to register as a sex offender pursuant to PC Sections 290 through 290.023.

Inmates designated as PRCS cases subject to release pursuant to PC Section 3060.7 require an adjustment to their release date if the established release date falls on a Friday or the day before a State holiday, and shall be released consistent with existing policy as described below.

- An inmate sentenced before January 1, 1996, will be adjusted backward.
- An inmate sentenced on or after January 1, 1996, will be adjusted forward.

Inmates subject to PC Section 3060.7 who are scheduled to release on a Friday will have their release date adjusted as follows:

- If the inmate was sentenced before January 1, 1996, the date is adjusted back to Wednesday.
- If the inmate was sentenced on or after January 1, 1996, the date is adjusted forward to Sunday.

PC Section 3060.7, Holiday Release Date Adjustments Schedules

There are exceptions to the release date adjustments noted above when a holiday falls close to the scheduled Friday release date. Please refer to the Penal Code Section 3060.7 Holiday Release Date Adjustment for the Year 2011 schedule for inmates whose release date falls the day before or a holiday.

During the ten-day audit process prior to release, Case Records staff shall notify the appropriate county by sending the "Notification to County of Change in Status Prior to Release of Postrelease Community Supervision Inmate" form via fax or email, ensuring a verified receipt of delivery.

It is the responsibility of the county to determine whether they will provide alternate reporting instructions and provide that information to the institution.

PENAL CODE SECTION 3060.7 HOLIDAY RELEASE DATE ADJUSTMENTS FOR THE YEAR 2011

CESAR CHAVEZ DAY (Thursday, March 31, 2011)

SENTENCED BEFORE JANUARY 1, 1996

Scheduled Release Date:	Release Date Adjustment:
Wednesday, March 30, 2011	Tuesday, March 29, 2011

SENTENCED ON OR AFTER JANUARY 1, 1996

Scheduled Release Date:	Release Date Adjustment:
Wednesday, March 30, 2011	Thursday, March 31, 2011

VETERAN'S DAY (Friday, November 11, 2011)

SENTENCED BEFORE JANUARY 1, 1996

Scheduled Release Date:	Release Date Adjustment:
Thursday, November 10, 2011	Wednesday, November 9, 2011

SENTENCED ON OR AFTER JANUARY 1, 1996

Scheduled Release Date:	Release Date Adjustment:
Thursday, November 10, 2011	Saturday, November 12, 2011

**PENAL CODE SECTION 3060.7
HOLIDAY RELEASE DATE ADJUSTMENTS FOR THE YEAR 2011**

THANKSGIVING DAY (Thursday, November 24, 2011)

SENTENCED BEFORE JANUARY 1, 1996

Scheduled Release Date:	Release Date Adjustment:
Wednesday, November 23, 2011	Tuesday, November 22, 2011
Friday, November 25, 2011	Thursday, November 24, 2011

SENTENCED ON OR AFTER JANUARY 1, 1996

Scheduled Release Date:	Release Date Adjustment:
Wednesday, November 23, 2011	Thursday, November 24, 2011
Friday, November 25, 2011	Sunday, November 27, 2011

Although the day after Thanksgiving Day, Friday, November 25, 2011, is a holiday for state of California employees, it is not considered a holiday for the purpose of calculating adjusted release dates. Therefore, an inmate scheduled for release on Thanksgiving Day, Thursday, November 24, 2011, would not require a release date adjustment because it is not considered the day before a holiday.

PENAL CODE SECTION 3060.7 HOLIDAY RELEASE DATE ADJUSTMENTS FOR THE YEAR 2011

MONDAY HOLIDAYS	
January 17, 2011	July 4, 2011
February 21, 2011	September 5, 2011
May 30, 2011	December 26, 2011
	January 2, 2012

SENTENCED BEFORE JANUARY 1, 1996

Scheduled Release Date:	Release Date Adjustment:
Friday (The day before the three-day weekend)	Adjust date backward to Thursday
Sunday (The day before the Monday holiday)	Adjust date backward to Saturday

SENTENCED ON OR AFTER JANUARY 1, 1996

Scheduled Release Date:	Release Date Adjustment:
Friday (The day before the three-day weekend)	Adjust date forward to Saturday
Sunday (The day before the Monday holiday)	Adjust date forward to Tuesday

Notes:

- *If the inmate's scheduled release date is on a Saturday during a three-day weekend or on the Monday holiday, the release date is not adjusted.*
- *Parolees released pursuant to Penal Code (PC) Section 3060.7 are mandated to report to their Parole Agent no later than 48 hours after release. Therefore, if the parolee is released on a Saturday during a three-day weekend, the Parole Agent must work during the three-day weekend to ensure compliance with PC Section 3060.7.*
- *Some adjustments were made to allow for minimal impact to the Division of Adult Parole Operations staff.*

FORMS

I. CASE FACTORS

CDC NUMBER		NAME (LAST, FIRST, MI)		COUNTY OF COMMITMENT	COUNTY OF LAST LEGAL RESIDENCE
<input type="checkbox"/> NEW FELON	<input type="checkbox"/> PVWNT	CI&I #:	PLACEMENT SCORE	INSTITUTION	SCHEDULED RELEASE DATE
US ICE HOLDS PLACED <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, INDICATE US ICE "A" NUMBER		ILLEGAL ALIEN: <input type="checkbox"/> ACTUAL <input type="checkbox"/> POTENTIAL <input type="checkbox"/> PREVIOUSLY DEPORTED	
OTHER HOLD(S) <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, INDICATE AGENCY AND HOLD NUMBER		REFERRED TO DMH PURSUANT TO: <input type="checkbox"/> 2962 PC <input type="checkbox"/> 6601 W&IC STATUS:	

II. NOTIFICATION AND REGISTRATION REQUIREMENTS / SPECIAL INTEREST

NOTIFICATION: <input type="checkbox"/> 3058.6 PC <input type="checkbox"/> 3058.8 PC <input type="checkbox"/> 3058.9 PC <input type="checkbox"/> 11150 PC <input type="checkbox"/> NONE		SPECIAL INTEREST: <input type="checkbox"/> PUBLIC INTEREST CASE <input type="checkbox"/> SUBSTANCE ABUSE PROGRAM <input type="checkbox"/> SECURITY HOUSING UN			
REGISTRATION: <input type="checkbox"/> 11590 H&S <input type="checkbox"/> 290 PC <input type="checkbox"/> 457.1 PC <input type="checkbox"/> 186.30 PC <input type="checkbox"/> SVP SCREENING FORM COMPLETED <input type="checkbox"/> NONE		OTHER REQUIREMENTS: <input type="checkbox"/> SUBJECT TO 645 PC <input type="checkbox"/> SUBJECT TO PC 11177.2 RESTITUTION <input type="checkbox"/> SUBJECT TO 296 PC <input type="checkbox"/> SUBJECT TO 3053.2 PC			
<input type="checkbox"/> REQUESTS OUT OF COUNTY TRANSFER		<input type="checkbox"/> REQUESTS OUT-OF-STATE PAROLE		HAVE YOU SERVED IN ANY BRANCH OF THE US MILITARY? <input type="checkbox"/> YES <input type="checkbox"/> NO	

RESIDENCE PLANS	WITH WHOM	RELATIONSHIP	PHONE NUMBER
	STREET ADDRESS		CITY
ALTERNATE CONTACT	WHOM	RELATIONSHIP	PHONE NUMBER
	STREET ADDRESS		CITY
EMPLOYMENT PLANS	PRIMARY SOURCE OF INCOME	PERSON TO CONTACT	CONTACT TELEPHONE NUMBER
	SECONDARY SOURCE OF INCOME	PERSON TO CONTACT	CONTACT TELEPHONE NUMBER

III. SUPERVISION DETERMINATION BY CORRECTIONAL COUNSELOR

a. Check ALL that apply on the CURRENT TERM only: <input type="checkbox"/> PC 667.5(c) <input type="checkbox"/> PC 1192.7(c) <input type="checkbox"/> LIFE SENTENCE If any box is marked above, inmate MUST be supervised by DAPO		b. <input type="checkbox"/> PC 3000 exclusion If this box is marked, DAPO supervision only		c. <input type="checkbox"/> HRSO SCORE _____ <input type="checkbox"/> Not applicable		d. DIVISION OF ADULT PAROLE OPERATIONS SEND TO PAROLE REGION: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV		e. <input type="checkbox"/> ELIGIBLE FOR COUNTY SUPERVISION	
CORRECTIONAL COUNSELOR NAME (PRINT)			CORRECTIONAL COUNSELOR SIGNATURE			PHONE NUMBER AND EXTENSION		DATE SIGNED	

IV. SUPERVISOR REVIEW AND APPROVAL OF SCREENING DETERMINATION

<input type="checkbox"/> I HAVE REVIEWED AND APPROVE THIS SUPERVISION DETERMINATION			
CORRECTIONAL COUNSELOR SUPERVISOR NAME (PRINT)		CORRECTIONAL COUNSELOR SUPERVISOR SIGNATURE	DATE SIGNED

V. COUNTY AGENCY REPORTING INSTRUCTIONS

ASSIGNED COUNTY UNIT	SCREENER'S NAME (PRINT)	SCREENER'S SIGNATURE	PHONE NUMBER AND EXTENSION
<input type="checkbox"/> REPORT TO SUPERVISING COUNTY AGENCY:			PHONE NUMBER AND EXTENSION:
COUNTY OFFICE:		ADDRESS:	
CITY:		STATE:	
COUNTY REPRESENTATIVE (Print Last Name, First Name)		SIGNATURE	DATE SIGNED

VI. CDCR PAROLE REPORTING INSTRUCTIONS

ASSIGNED PAROLE UNIT	RE-ENTRY SCREENER'S NAME (PRINT)	RE-ENTRY SCREENER'S SIGNATURE	PHONE NUMBER AND EXTENSION
COUNTY OF RESIDENCE	STATE	<input type="checkbox"/> CDCR SUPERVISION LEVEL: _____	
<input type="checkbox"/> RELEASE WITH FULL FUNDS		<input type="checkbox"/> RELEASE WITH \$ _____ (BALANCE TO PAROLE UNIT)	
<input type="checkbox"/> REPORT TO PAROLE AGENT:		<input type="checkbox"/> Release Per PC 3060.7 Guidelines	
PAROLE OFFICE _____ PHONE: _____		<input type="checkbox"/> COMPAS Case Plan Approved	
STREET _____		<input type="checkbox"/> Report As Follows (include date and time)	
CITY _____ STATE _____			
PAROLE AGENT NAME (PRINT)	BADGE #	DATE SIGNED	SUPERVISOR SIGNATURE
			BADGE #
			DATE SIGNED

CDCR NUMBER	INMATE/PAROLEE NAME	DATE OF STUDY
-------------	---------------------	---------------

VII. CASEWORKER EVALUATION

LIST WORK SKILLS, GANG AND ENEMY INFORMATION, AND KNOWN FAMILY PROBLEMS:				NOTED	CLEAR	
<input type="checkbox"/> VOCATIONAL PROGRAM:	<input type="checkbox"/> PIA:	<input type="checkbox"/> JOINT VENTURE PROGRAM:	GRADE POINT LEVEL	812	<input type="checkbox"/>	<input type="checkbox"/>
				812A	<input type="checkbox"/>	<input type="checkbox"/>
				812B	<input type="checkbox"/>	<input type="checkbox"/>
				812C	<input type="checkbox"/>	<input type="checkbox"/>

VIII. SERIOUS DISCIPLINARIES

LIST CURRENT TERM RULES VIOLATION REPORTS FOR BATTERY ON STAFF OR INMATE, DISTRIBUTION OF DRUGS, POSSESSION OF A WEAPON, INCITING A DISTURBANCE, ARSON, ETC. IF SECURITY HOUSING UNIT BOX IS CHECKED IN SECTION II., SPECIAL INTEREST, THIS SECTION MUST BE COMPLETED:

IX. MEDICAL/PSYCHIATRIC

<input type="checkbox"/> NO DISABILITY	<input type="checkbox"/> DPP (Attach CDCR 1845)	<input type="checkbox"/> DD _____ (Attach CDCR 128C-2)	<input type="checkbox"/> EOP	<input type="checkbox"/> CCCMS	<input type="checkbox"/> KEYHEA
LIST SPECIFIC MEDICAL/MENTAL HEALTH, OUTPATIENT CLINIC NEEDS, AND MEDICAL CONCERNS/DISABILITIES :					
TB CODE	PER CDCR 128C DATED	CASEWORKER SIGNATURE AND DATE	PRINT LAST NAME	PHONE NUMBER AND EXTENSION	

CDCR Form 611, Release Program Study (Rev. 07/11) Revisions Outlined

Revisions to the CDCR Form 611, Release Program Study (Rev. 10/06) and documented on the CDCR Form 611 (Rev. 07/11) are outlined below:

1. The document has been separated into Section I through Section IX.
2. Section I, Case Factors, includes a box titled, Criminal Identification and Investigation (CI&I) number.
3. Section I, Case Factors, "Referred to DMH pursuant to 2962 PC, 6601 W&IC" Box has been moved from the bottom of the form to the top of the form.
4. Section II, Notification and Registration Requirements/Special Interest, HRSO Box has been moved to Section III, Supervision Determination by Correctional Counselor.
5. Sections II, Special Interest, the acronyms for PIC, SAP, and SHU have been written out.
6. Section III, Supervision Determination by Correctional Counselor, CCs shall complete this section using the "current term" only. The "current term" is defined as a sentence the inmate is serving and has not yet paroled. CCs shall use the Minute Order and/or Abstract of Judgment to make this determination.
7. Section III (a), Supervision Determination by Correctional Counselor, CCs shall determine if the current term is a conviction for PC Section 667.5(c) and/or PC Section 1192.7(c) or 1192.8 utilizing the current Case Records serious and violent felony listing and check the appropriate box if applicable. If the inmate is serving a life sentence including three strikes sentence to Life, check the respective box.
8. Section III (b), Supervision Determination by Correctional Counselor, CCs shall document the HRSO score on the line beside the box, regardless of the number. If the HRSO score is 1, 2, or 3, the HRSO Box is left blank. If the HRSO score is 4, 5, and 6 or higher, the CC shall mark the HRSO box. Inmates, who are not required to register pursuant to PC Section 290, shall have the "Not applicable" Box checked.
 - To obtain the HRSO score, log into COMPAS CORE, enter the CDCR number, click on "search" on the right hand side of the screen. Under "Offender List," double click on the CDCR number. Under "Other Screening," double click on the date. On the STATIC 99 Screening Summary screen, upper right hand of the screen is the HRSO score.
 - If there is no HRSO score, the CC shall contact the local Parole Planning and Placement staff to obtain the score.

9. Section III (c), Supervision Determination by Correctional Counselor, if any one or combination of boxes is checked in III (a) and III (b), except "Not applicable," the inmate shall be released to parole and the appropriate Region I, II, III, or IV is checked consistent with current policy.
10. Section III (d), Supervision Determination by Correctional Counselor, if the boxes in III (a) and III (b) are blanks, except "Not applicable," check the box titled, "Eligible for County Supervision."
11. Section IV, Supervisor Review and Approval of Screening Determination, CC Supervisors shall be required to review and approve the CC determination by checking the appropriate box as indicated on the form, then clearly print, sign, and document the date of the decision.
12. Section V, County Agency Reporting Instructions, shall be completed by the appropriate County Agency and returned to CDCR.
13. Section VI, CDCR Parole Reporting instructions, is completed by DAPO and only adds a box for the Re-Entry Screener to print their name in addition to signing their name.
14. Section VII, Caseworker Evaluation, information has been moved from the front page to the back page.
15. Section VIII, Serious Disciplinaries, information has been moved from the front page to the back page. If the Security Housing Unit box is checked on the front of the form in Section II, Special Interest, the CC is required to document the disciplinary section.
16. Section IX, Medical/Psychiatric, information has been moved from the front page of the CDCR Form 611 to the back page.

All other information found previously on the CDCR 611 (Rev. 10/06) remains the same on the CDCR 611 (Rev. 07/11). There are no changes to the documentation requirements.

1. You are scheduled to be released on Post Release Community Supervision effective _____. Pursuant to Penal Code section 3450, you are subject to community supervision provided by a county agency for a period not exceeding three years. Release to county supervision is subject to the following notice and conditions. Should you violate conditions of this release or violate the law, you can be incarcerated in county jail regardless of whether or not new charges are filed.
 - a. You waive extradition to the State of California from any state or territory of the United States or from the District of Columbia. You will not contest any effort to return you to the state of California.
 - b. If the supervising agency determines, based upon psychiatric reasons, that you pose a danger to yourself or others, the court may, if necessary, order your placement in a community treatment facility for psychiatric treatment.
 - c. You and your residence and any other property under your control may be searched without a warrant day or night by an agent of the supervising county or any peace officer or law enforcement officer.
 - d. If another jurisdiction has lodged a detainer against you, you may be released to the custody of that jurisdiction. Should you be released from their custody prior to the expiration of your period of supervision, or should the detainer not be exercised, you are to immediately contact the Probation Department in your county of last legal residence for supervision instructions.
 - e. You have been informed and have received in writing the procedure for obtaining a Certificate of Rehabilitation (4852.21PC).

CONDITIONS OF POSTRELEASE COMMUNITY SUPERVISION

2. **RELEASE, REPORTING, RESIDENCE:** Unless other arrangements are approved in writing, you will report to your Supervising county agency within two working days following your release. You will inform your supervising county agency of your residence, employment, education, or training. Any change or anticipated changes in residence, employment, education, or training shall be reported to your supervising county agency in advance. You shall inform the supervising county agency of new employment within 3 business days of that entry.
 - a. **SUPERVISING COUNTY AGENCY INSTRUCTIONS AND TRAVEL:** You shall comply with all instruction of your supervising county agency representative. You will not travel more than 50 miles from your residence without prior approval. You will not be absent from your county of residence for a period of more than 48 hours and not leave the State of California without prior written approval of your supervising county agency.
 - b. **CRIMINAL CONDUCT:** You shall not engage in conduct prohibited by law (state, federal, county or municipal). You shall immediately inform your supervising county agency if you are arrested for a felony or misdemeanor crime, or citation. Conduct prohibited by law may result in a revocation by a court to be served in county jail even though a criminal conviction does not occur.
 - c. **WEAPONS:** You shall not own, use, have access to, or have under your control: (a) any type of firearm or instrument or device which a reasonable person would believe to be capable of being used as a firearm or any ammunition which could be used in a firearm; (b) any weapon defined in state or federal statutes or listed in California Penal Code Section 12020 or any instrument or device which a reasonable person would believe to be capable of being used as a weapon as defined in Penal Code Section 12020; (c) any knife with a blade longer than two inches except kitchen knives which must be kept in your residence and knives related to your employment which may be used and carried only in connection with your employment; or (d) a crossbow of any kind.
 - d. **FLASH INCARCERATION:** You agree to waive any right to a court hearing prior to the imposition of a period of "flash incarceration" in a county jail of not more than 10 consecutive days for any violation of your postrelease supervision conditions. You agree to participate in rehabilitation programming as recommended by the supervising county agency.
 - e. You shall sign this agreement and any special conditions imposed upon you by the supervising county agency or the court. If you refuse to sign these or any other conditions impose upon you, the supervising county agency may refer the case to a court for revocation proceedings.

I have read or have had read to me and understand the conditions of release as they apply to me.

CDC NUMBER	OFFENDER NAME (Print or Type)	OFFENDER SIGNATURE	DATE SIGNED
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TO BE COMPLETED BY STAFF:

I have informed the inmate of his/her conditions of release and have determined that he/she:

Appeared to Understand

Appeared to having difficulty understanding

The following effective communication method was used: _____
(Foreign language interpreter, sign language interpreter, read/spoke slowly, assistive device, etc.)

STAFF NAME (Print or Type)	STAFF SIGNATURE	DATE SIGNED
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Completion of the CDCR Form 1515-CS (07/11), Notice and Conditions of Post Release Community Supervision

If a CC determines the inmate is eligible for PRCS on the CDCR Form 611, Release Program Study (Rev. 07/11), the assigned CC shall complete CDCR Form 1515-CS, Notice and Conditions of Post Release Community Supervision as follows:

1. Document the inmate's scheduled release date at the top of the form.
2. Effectively communicate the information on the form to the inmate.
3. Ensure the inmate prints his/her name clearly, signs and dates the form in the boxes provided at the bottom.
4. Document any effective communication provided to the inmate by completing the "TO BE COMPLETED BY STAFF" section.
5. Witness the inmate's signature on the form by printing your first and last name clearly, signing and dating the form.
6. Ensure a copy of the form is provided to the inmate.
7. Ensure the completed CDCR 1515-CS and CDCR 611 are returned to Case Records for further pre-release processing.

**SPECIAL CONDITIONS
OF RELEASE FACSIMILE**

**COUNTY SUPERVISION
SPECIAL CONDITIONS OF RELEASE
FACSIMILE**

Date: _____
To (Institution): _____
Phone: _____
Fax: _____
Inmate: _____
CDCR#: _____

From: _____
County: _____
Phone: _____
Fax: _____
E-mail: _____

PAGES: _____

- Urgent
- For Review
- Please Reply

MESSAGE:

PLEASE RETURN SIGNED SPECIAL CONDITIONS TO:

To: _____
Phone: _____
FAX: _____
(Mandatory)
Email: _____
(Optional)

Date: _____
Re: _____

Page(s): _____

**IDENTIFYING COUNTY
OF LAST LEGAL
RESIDENCE**

IDENTIFYING THE COUNTY OF LAST LEGAL RESIDENCE

The County of Last Legal Residence (CLLR) is the county of residence where an offender maintained an address prior to incarceration for their most recent commitment offense.

Correctional Counselors shall document the CLLR on the CDCR Form 611, Release Program Study, (Rev. 08/11), in accordance with previous direction as outlined below:

Enter the **County of Last Legal Residence** in the appropriate box. The following criteria, listed in order of priority, will be utilized to determine the County of Last Legal Residence:

1. First check the inmate's last residence as recorded on the current Probation Officer's Report (POR).
2. If the POR is not available, check for the inmate's last residence as recorded on the arrest report.
3. If the POR or arrest report is not available, if the offender was transient, or if the last legal residence was out-of-state, staff shall use the County of Commitment as the County of Last Legal Residence.

The following are some examples:

1. A transient inmate committed from Los Angeles County is convicted of narcotics trafficking while in custody at the California Men's Colony and receives an additional sentence. The additional sentence is controlling so the Legal Status Summary show the county of commitment as San Luis Obispo. However, for parole purposes, the County of Commitment and County of Last Legal Residence remains the Los Angeles.
2. Here is another scenario: An inmate living in Texas commits an armed robbery in California. In this instance, the prior county of residence is in the State of Texas. Since the inmate has no County of Last Legal Residence in California, the inmate shall parole to the County of Commitment and the case shall be forwarded to the region responsible for that county. The CC I would enter the County of Commitment as the County of Last Legal Residence.
3. The final scenario is an inmate who resided in Orange County and was convicted for selling drugs in Los Angeles County. The Legal Status Summary indicates the county of commitment as Los Angeles and the Probations Officer's Report indicates the County of Last Legal Residence as Orange County. Therefore, Orange County shall be entered as the County of Last Legal Residence.

ACRONYMS

**CDCR MENTAL HEALTH SERVICES DELIVERY SYSTEM
LEVEL OF CARE ACRONYMS**

- CCCMS** - This acronym represents the Correctional Clinical Case Management System. Inmates designated as CCCMS require a lower level of mental health care and are typically housed within the institution's general population.
- EOP** – This acronym represents Enhanced Outpatient Program. Inmates designated as EOP require increased mental health care and are typically housed separately from the institution's general population.
- MHCB** - This acronym represents Mental Health Crisis Bed. MHCB is an acute level of care that provides stabilization and treatment of inmates who are experiencing a severe exacerbation or acute onset of symptoms. These symptoms may result in grave disability, danger to self or others, or other psychiatric issues that require psychiatric observation and initial stabilization for a brief period of time.
- DMH** - This acronym represents California Department of Mental Health level of care and is available for inmates requiring acute or intermediate inpatient mental health care.

Acronym List: Prison Terms & Acronyms Used

AA: Affirmative Action
AABB: American Association of Blood Banks
AB: Administrative Bulletin
ABE: Adult Basic Education
ACA: American Correctional Association
ADA: Americans With Disabilities Act
ADAMS: Applications Development and Maintenance Section
AD-SEG: Administrative Segregation
AFB: Acid Fast Bacilli
AG: Attorney General
AIDS: Acquired Immune Deficiency Syndrome
AISA: Associate Information Systems Analyst
AMG: Access Management Group
ANSI: American National Standards Institute
AOD: Administrative Officer of the Day
APA: Administrative Procedures Act
ARC: AIDS Related Condition
AS: Accounting Services
ASD: Administrative Services Division
ASH: Atascadero State Hospital
ASP: Avenal State Prison
ASU: Automation Support Unit
ATA: Annual Training Agreement
ATO: Administrative Time Off
ATS: Automatic Transfer System
AW: Associate Warden
AWOL: Absent Without Leave
AWP: Annual Work Plan
B&PC: Business and Professions Code
BCP: Budget Change Proposal
BCS: Budget Concept Statement
BIU: Background Investigation Unit
BOC: Board of Control
BOE: Board of Education
BPT: Board of Prison Terms
BSCCU: Business Services Correspondence Control Unit
BSS: Business Services Section
BU: Bargaining Unit
C&PR: Classification and Parole Representative
C&R: Compromise and Release
C.I.: California Construction Index
C.P.O.S.T.: Correctional Peace Officers Standards and Training
CA: Correctional Administrators
CAC: Commission on Accreditation for Corrections
CAL: Calipatria State Prison
CALNET: California Integrated Telecommunications Network
CAL-OSHA: California Occupational Safety and Health Act
CALSTARS: California Statewide Accounting and Reporting System
CAMB: Contract and Audit Management Branch
CAP: Civil Addict Program
CAS: Chemical Abstract Service

CASE: Computer Assisted Software Engineering
CAT Scan: Computerized Axial Tomography Scan
CBASS: Correctional Business and Administrative Support Systems
CC&BPS: Construction Contracts and Bid Packages Section
CC: Correctional Counselor
CCC: California Correctional Center
CCF: Community Correctional Facilities
CCI: California Correctional Institution
CCLF: California Civilian Labor Force
CCP: Code of Civil Procedure
CCR: California Code of Regulations
CCRA: Correctional Case Records Administrator
CCRC: Community Correctional Reentry Centers
CCRM: Correctional Case Records Manager
CCRS: Correctional Case Records Supervisor
CCWF: Central California Women's Facility
CD: Chief Dentist
CDC: California Department of Corrections
CDD: Controlling Discharge Date
CDF: Department of Forestry and Fire Protection
CDO: Chief Disciplinary Officer
CEA: Career Executive Assignment
CEN: Centinela State Prison
CFC: California Film Commission
CFSTEP: California Fire Service Training and Education Program
CHP: California Highway Patrol
CHSPE: California High School Proficiency Examination
CI&I: Criminal Identification and Information
CIM: California Institution for Men
CIW: California Institution for Women
CLETS: California Law Enforcement Telecommunications System
CLS: Correctional Law Section
CLU: Correctional Law Unit
CMB: Contract Management Branch
CMC: California Men's Colony
CMC-E: California Men's Colony East
CMF: California Medical Facility
CMHQ: Cumulative Movement History Query
CMIS: Correctional Management Information Systems
CMO: Chief Medical Officer
CO-BCP: Capitol Outlay Budget Concept Proposal
COM: Computer Output Microfiche
COR: California State Prison, Corcoran
CP: Chief Psychiatrist
CPIN: California Parole Information Network
CPMP: Community Prisoner Mother Programs
CPO: Chief of Plant Operations
CPOAP: Correctional Peace Officer Apprenticeship Program
CPS: Centralized Procurement Section
CPU: Central Processing Unit
CRC: California Rehabilitation Center
CRD: Community Resource Development
CRM: Community Resource Manager

CPR: Cardiopulmonary Resuscitation
CRRF: Correctional Resource Recovery Facilities
CRS: Correctional Case Records Specialist
Crt Ret TFT: Court-Return to Finish Term
Crt Ret WNT: Court-Return to Finish New Term
CRU: Case Records Unit
CSA: California State Archives
CSAC: Community Services Advisory Committee
CSCR: California State Contracts Register
CSR: Classification Staff Representative
CSS: Contract Services Section
CSU: Classification Services Unit
CTB: Catastrophic Time Bank
CTF: Correctional Training Facility
CTQ: Confinement to Quarters
CTS: Classification Tracking System
CVSP: Chuckawalla Valley State Prison
CYA: California Youth Authority
DA: District Attorney
DADP: Departmental Alcohol and Drug Programs
DAR: Daily Activity Report
DAS: Disabled Advisory Committee
DBMS: Database Management Systems
DBVE: Disabled Veteran Business Enterprises
DCR: Departmental Contract Representative
DD: Disciplinary Detention
DDPS: Distributed Data Processing System
DFA: Department Food Administrator
DFEH: Department of Fair Employment and Housing
DGS: Department of General Services
DHS: Department of Health Services
DIR: Department of Industrial Relations
DIS: Division of Industrial Safety
DMC: Departmental Master Calendar
DMH: Department of Mental Health
DMS: Daily Movement Sheet
DMV: Department of Motor Vehicles
DOF: Department of Finance
DOJ: Department of Justice
DOM: Departmental Operations Manual
DOR: Department of Rehabilitation
DOT: Labor Dictionary of Occupational Titles
DPA: Department of Personnel Administration
DPP: Disability Placement Plan
DPSS: Data Processing Services Section
DPU: Detention Processing Units
DRB: Departmental Review Board
DRD: Discharge Review Date
DROA: Departmental Restrictions of Appointment
DSL: Determinate Sentence Law
DSS: Department of Social Services
DTAC: Departmental Training Advisory Committee
DTC: Divisional Training Coordinator

DTC: Drug Testing Coordinator
DVI: Deuel Vocational Institution
DWLC: Departmental Women's Liaison Council
E&E: Education and Experience
EAP: Employee Assistance Program
EAR: Employee Action Request
EC: Evidence Code
Ed. C: Education Code
EDD: Employment Development Department
EDP: Electronic Data Processing
EDTP: Employee Post Trauma Program
EEO: Equal Employment Opportunity Office
EEOC: U.S. Equal Employment Opportunity Commission
EHD: Environmental Health Division
EHS: Environmental Health Survey
EI: Early Intervention
EIDL: Enhanced Industrial Disability Leave
EIPU: Education and Inmate Programs Unit
EKG: Electrocardiogram
EOS: Emergency Operations Section
EPA: Environmental Protection Agencies
EPRD: Earliest Possible Release Date
ERO: Employee Relations Officer
ESAS: Estimates and Statistical Analysis Section
ESL: English as a Second Language
ETH: Ethnic Code
ETO: Excused Time Off
F&BMAU: Fiscal and Business Management Audits Unit
FAA: Federal Aviation Administration
FAR: Federal Aviation Regulation
FB: Fiscal Bulletin
FBI: Federal Bureau of Investigation
FBP: Federal Bureau of Prisons
FC: Family Code
FCC: Federal Communications Commission
FIPS: Federal Information Processing Standards
FLSA: Fair Labor Standards Act
FOL: Folsom State Prison
FPA: Financial and Performance Audit Unit
FPA: Fiscal Performance Accountability
FRP: Focused Recruitment Program
FRR: Formal Project Review
FRU: Financial Resources Unit
FSB: Fiscal Services Branch
FSR: Feasibility Study Reports
FST: Field Support Team
GC: Government Code
GED: General Education Development
GF: General Fund
GFE: Good Faith Effort
GISO: General Industry Safety Order
GLU: Government Law Unit
GSOP: General Services Office of Procurement

GUME: General Use Mobile Equipment
H&SC: Health and Safety Code
HAM: Hiring-Above-Minimum
HASS: Headquarters Accounting Services Section
HCSD: Health Care Services Division
HDSP: High Desert State Prison
HIV: Human Immunodeficiency Virus
HMIS: Health Management Information System
HO: Hearing Officer
HRS: Human Resources Section
HWD: Holds/Wants/Detainers
LO.: Indirect Overhead
IAB: Inmate Appeals Branch
IAC: Inmate Advisory Counsel
IAC: Institution Advisory Counsel
IATS: Inmate Appeals Tracking System
IB: Informational Bulletin
ICC: Institution Classification Committee
ICO: Inventory Control Officer
ICS: Institution Contracts Section
ID: Institutions Division
IDL: Industrial Disability Leave
IDL: Inmate Day Labor
IFB: Invitation for Bids
IGI: Institution Gang Investigator
IIM: Interim Instructional Memorandum
IMAP: Information Management Annual Plan
IMS: Interagency Mail Service
IPA: Information Practices Act
IPO: Institutional Personnel Officer
IQSS: Information Quality Support Section
IRS: Internal Revenue Service
IS: Information Systems
ISA: Information Systems Analyst
IS-BCS: Information Systems Budget Concept Statement
ISC: Information Security Coordinators
ISM: Information Services Division
ISDR: ITS Disaster Recovery Coordinator
ISD-SSU: Information Systems Division System Support Unit
ISL: Indeterminate Sentence Law
ISO: Information Security Officer
ISOS: Institution Standards and Operations Section
ISP: Ironwood State Prison
ISRS: Institutional Staff Recommendation Summary
IST: In-Service Training
ISTS: In-Service Training Section
ISU: Institution Services Unit
IT: Information Technology
ITCS: Inmate Time Collection System
ITEC: Information Technology Executive Committee
IV: Intravenous
IWF: Inmate Welfare Fund

IW/TIP: Inmate Work Incentive/Training Incentive Program
JAC: Joint Apprenticeship Committee
JIAAC: Joint Inmate Apprenticeship Advisory Committee
JVP: Joint Venture Program
JVPU: JVP Unit
K-9: Canine
L: Lower
LAC: California State Prison, Los Angeles County
LAD: Legal Affairs Division
LAN: Local Area Network
LAS: Local Apprenticeship Subcommittee
LC: Labor Code
LCFD: Los Angeles County Fire Department
LEAH: Law Enforcement Assistance Administration
LEAP: Limited Examination and Appointment Program
LEIU: Law Enforcement and Investigations Unit
LLO: Legislative Liaison
LMS: Litigation Management Section
LPS: Lanterman-Petris-Short Act
LPU: Legal Processing Unit
LRB: Labor Relations Branch
LSS: Legal Status Sheet
LT: Limited Term
LTO: Local Testing Offices
LVN: Licensed Vocational Nurse
LWOP: Life Without Possibility of Parole
M&VC: Military and Veterans Code
MAC: Men's Advisory Council
MAEB: Management Analysis and Evaluation Branch
MAR: Master Assignment Roster
Max: Maximum
MBE: Minority Business Enterprises
MBO: Management By Objective
MCSP: Mule Creek State Prison
MCU: Management Control Unit
MERD: Minimum Eligible Release Date
MGS: Managers General Standard
MH: Mental Health
MIA: Missing in Action
MIN: Minimum
Minis: Minicomputers
MIRS: Management Information Retrieval System
MIS: Management Information Systems
MOD: Medical Officer of the Day
MOU: Memorandum of Understanding
MPAS: Managerial Performance Appraisal System
MQ: Minimum Qualifications
MRA: Master Rental Agreement
MRD: Max Release Date
MRDT: Mandatory Random Drug Testing
MSA: Merit Salary Adjustment
MSAP: Master Service Agreement Order
MSDS: Material Safety Data Sheets

MSH: Metropolitan State Hospital
MSS: Material Services Section
MTA: Medical Technical Assistants
NASA: Narcotic Addiction Evaluation Authority
NC: New Charge
NCDR: Notice of Change to Director's Rules
NCWF: Northern California Women's Facility
NDI: Non-Industrial Disability Insurance
NFPA: National Fire Protection Association
NIC: National Institute of Corrections
NKSP: North Kern State Prison
NLI: No Longer Interested Notification
NMT: Negotiations Management Team
NT: New Trial
OA: Office Assistant
OAG: Office of the Attorney General
OAL: Office of Administrative Law
OBM: Office of Budget Management
OCJP: Office of Criminal Justice Planning
OCR: Office of Community Resources
OESHM: Office of Environmental Safety and Health Management
OFA: Office of Fleet Administration
OHRD: Office of Human Resources Development
OIA: Office of Internal Affairs
OIP: Office of Information Practices
OISB: Offender Information Services Branch
OIT: Office of Information Technology
OJT: On-the-Job-Training
OOC: Office of Compliance
OPD: Outpatient Dental Record
OPF: Official Personnel File
OPM: Office of Personnel Management
OPS: Outpatient Status
ORC: Organizational Review Committee
OREDS: Office of Real Estate and Design Services
ORP: Operation Recovery Plan
ORWA: Off-Reservation Work Assignment
ORWD: Off-Reservation Work Detail
OSAP: Office of Substance Abuse Programs
OSMB: Office of Small and Minority Business
OSP: Office of State Publishing
OST: Order and Shipping Time
OT: Overtime
OTC: Out to Court
OTCP: Out-to-confidential Placements
OVS&R: Office of Victim Services and Restitution
P&CD: Planning and Construction Division
P&CSD: Parole and Community Services Division
P&FAB: Program and Fiscal Audits Branch
PA: Program Administrator
PABX: Private Access Branch Exchange
PAL Parole Agent I
PAL: Parolee-at-Large

PALS: Position Automated Leave System
PAR: Personnel Action Request
PAS: Post Assignment Schedule
PATH: Program Alternatives for Tradeswomen Hiring
PBSP: Pelican Bay State Prison
PC: Penal Code
PCB: Polychlorinated Biphenyl
PCC: Public Contract Code
PCs: Policy Coordination Section
PE: Purchase Estimate
PERB: Public Employment Representative Board
PERS: Public Employees Retirement System
PES: Personnel Examination Section
PFAB: Program and Fiscal Audits Branch
PFIPP: Physical Fitness Incentive Pay Program
PIT: Physical Fitness Training
PHU: Protective Housing Unit
PI: Permanent Intermittent
PIA: Prison Industry Authority
PIB: Prison Industry Board
Picture ID: Departmental Identification
PIE: Permanent Intermittent Employees
PIER: Post Implementation Evaluation Report
PIMS: Personnel Information Management System
PIN: Purchasing Information Network
PIO: Public Information Officer
PIU: Project Initiation Unit
PMP: Preventive Maintenance Program
PMU: Policy Management Unit
PMU: Psychiatric Management Unit
PO: Purchase Order
POC: Parole Outpatient Clinics
POR: Probation Officer Report
POS: Personnel Operations Section
POW: Prisoner of War
PPAS: Personnel Post Assignment System
PPD: Purified Protein Derivative
PRA: Public Records Act
PRC: Preliminary Review Committee
PRRD: Projected Revocation Release Date
PSR: Property Survey Report
PSU: Program Support Unit
PTI: Physical Training Instructors
PV: Parole Violator
PVRTC: Parole Violator Return to Custody
PVSP: Pleasant Valley State Prison
PVWNT: Parole Violator Returned With New Term
PY: Personnel Year
QA: Quality Assurance
QAP: Qualification Appraisal
QC: Quality Control
QPR: Quarterly Project Report
R&R: Receiving and Release

RAC: Reasonable Accommodation Coordinator
RACF: Resource Access Control Facility
RAL: Releasee-at-Large
RAO: Regional Accounting Offices
RAR: Reasonable Accommodation Request
RC: Reception Centers
RDO: Regular Day Off
RFP: Request for Proposal
RFQ: Request for Quotations
RHU: Restricted Housing Unit
RJD: Richard J. Donovan Correctional Facility at Rock Mountain
RMU: Regulation Management Unit
RN: Registered Nurse
ROP: Reorder Point
RPA: Regional Parole Administrator
RPMB: Regulation and Policy Management Branch
RPS: Release Program Study
RRD: Revocation Release Date
RRS: Records Retention Schedule
RTC: Return to Custody
RTL:U: Regional Testing Liaison Unit
RTQ: Restricted to Quarters
RTS: Revocation Tracking System
RTW: Return to Work
RTWC: Return to Work Coordinator
S&SB: Selections and Standards Branch
S/B: Small Business
SAC: California State Prison, Sacramento
SACCO: Sacramento Control Office Unit, Reg. I
SAM: State Administrative Manual
SAPMS: Standard Automated Preventive Maintenance System and Maintenance Program
SAS: Standards and Appointments Section
SAU: System Architecture Unit
SCC: Sierra Conservation Center
SCEP: Supervisors of Correctional Education Programs
SCIF: State Compensation Insurance Form
SCO: State Controller's Office
SCOPE: State Capitol Outlay Program Evaluation
SCS: Services Contracts Section
SCU: Support Care Unit
SpDC: State Document Destruction Center
SDLC: Systems Development Life Cycle
SEERA: State Employer Employee Relations Act
SERT: Special Emergency Response Team
SFM: State Fire Marshall
SHO: Chief Disciplinary Officer
SHU: Security Housing Unit
SIMP: Statewide Inventory Management Program
SISP: Strategic Information Systems Plan
SKELLY: SPB Rule 61
SLAMM: State Logistics and Material Management Systems
SMC: State Materials Catalog

SOCS: Supply Operations Commodity Standard
SOL: California State Prison, Solano
SPB: State Personnel Board
SPPU: Special Projects/Policy Unit
SPR: Special Project Reports
SPS: State Price Schedule
SPWB: State Public Works Board
SQ: California State Prison, San Quentin
SQL: Structured Query Language
SRC: State Records Center
SRN: Supervising Registered Nurse
SROA: State Restrictions of Appointment
SSB: Selection and Standards Branch
SSCH: State Summary - Criminal History
SSI: Supplemental Security Income
SSM: Staff Services Manager
SSS: Selection Support Section
SSU: Special Services Unit
STD: Standard Form
SVI: Supervisor of Vocational Instruction
SVSP: Salinas Valley State Prison
T&D: Training and Development
TAC: Trade Advisory Committee
TAU: Temporary Authorization
TB: Tuberculosis
TCL: Temporary Community Leave
TCR: Temporary Community Release
TD: Temporary Disability
TDC: Teale Data Center
TDD: Telecommunications Device for the Deaf
TEA: Travel Expense Advance
TEC: Travel Expense Claim
TP: Teleprocessing
TQM: Total Quality Management
TSB: Training Services Branch
TTC: Technology Transfer Committee
U.S.: United States
U: Upper
UCC: Unit Classification Committee
USINS: United States Immigration and Naturalization Service
USPS: United States Postal Service
VAC: Victims Advisory Committee
VC: Vehicle Code
VEA: Vocational Education Act
VR: Vacation Relief
VSPW: Valley State Prison for Women
W&IC: Welfare and Institutions Code
WAC: Women's Advisory Council
WBE: Women Business Enterprises
WCAB: Workers' Compensation Appeals Board
WCC: Workgroup Computing Coordinator
WCTD: Workers' Compensation Temporary Disability
WICC: Western Interstate Corrections Compact

WIN/COD: Work Incentive/Career Opportunity Development
WLC: Women's Liaison Council
WNT: With a New Term
WSP: Wasco State Prison
YACA: Youth and Adult Correctional Agency
YOPB: Youthful Offender Parole Board

**DEFINITION OF
CLASSIFICATION JOB
TITLES**

Definition of Classification Job Titles

Classification and Parole Representative (C&PR) – responsible for oversight of the Correctional Counselor processes in the general population prisons, including inmate intake into the prison, transfer of inmates to other prisons, and release of the inmates from prison. Also supervises the prison's Case Records Unit.

Correctional Counselor I (CC I) – Case worker responsible for inmate documentation, classification, housing, custody

Correctional Counselor II (CC II) – Supervisor of Correctional Counselor I – responsible for oversight of CC I work.

Correctional Counselor III (CC III) – Supervisor of Correctional Counselor IIs – In the Reception Centers, responsible for oversight of the reception center processing of inmates from the Counties and into General Population prisons.

CONTACTS

CDCR CONTACTS FOR PRCS:

Release and Screening determination – the institution C&PR*

CDCR Form 611 – the institution C&PR

CDCR Form 1515-CS – the institution C&PR

Special Conditions of Release – the institution C&PR

County of Last Legal Residence – the institution C&PR

Pre/Post Release packet – the institution Case Records Manager*

Release Date Information – the institution Case Records Manager

Release Date Calculation - the institution Case Records Manager

Inmate Property – the institution C&PR

General LEADS questions - Laura.Klein@cdcr.ca.gov

Inmate/Parolee Release Funds (Gate Money) – email: paroleegatefunds@cdcr.ca.gov

Address: CDCR – Capital Outlay ATTN: Virginia Nguyen, P.O. Box 187020,
Sacramento, CA 95818-7020

Inmate Personal Funds – email: paroleetrustfunds@cdcr.ca.gov

Address: CDCR Inmate Accounting Branch, P.O. Box 276088, Sacramento, CA 95827

Restitution Fines – email: victimservices@cdcr.ca.gov

*Refer to your current CDCR contact list for institution C&PRs and Case Record Managers

Case Records HQ contacts:

Pam Webster, Case Records Administrator, at (916) 324-2264 or e-mail

Pamela.Webster@cdcr.ca.gov

Deloris Paschal, Chief, Case Records at (916) 324-2242 or e-mail

Deloris.Paschal@cdcr.ca.gov

Classification Services Unit contacts:

Michele Gonzalez, CC III, CSU, at (916) 324-1164 or e-mail

Michele.Gonzalez@cdcr.ca.gov

Tanya Rothchild, Chief, CSU, at (916) 322-2544 or e-mail

Tanya.Rothchild@cdcr.ca.gov

Classification Services Unit

The Classification Services Unit (CSU) handles issues related to pre-release screening determinations; custody issues; and Penal Code 3060.7, High Risk Parolee, cases. If you have questions regarding these issues, please refer to the CDCR website or the Classification Services Unit Reference Handbook.

If you require additional information, please contact staff listed below:

For PRCS screening determinations and custody issues:

Michele Gonzalez, Correctional Counselor III

(916) 322-1164

For Penal Code 3060.7, High Control Parolee, cases:

Jonathan Stubbs, Correctional Counselor III

(916) 445-0224

August 2011

Inst.	Main Phone	Admin Support Staff	C&PR / CC III	Phone or Ext.	Asst.C&PR / CC II	Phone	Fax	CSRs Ext.
ASP	559-386-0587	Leana Messer X-5300	Russ Tuman Shelly Kern	386-6013 5311	Monica Pacifico	5304	386-6032	5310
CAL	760-348-7000	Maria Correa X-5107	Chuck Caffarella	5155	Jody Criman	5158	348-6071	5129 / 5130
CCC	530-257-2181	Vacant X-4315	Aaron Riedel (A)	4316	Kellie Battey	4622	252-3028	4132
CCF	916-255-0185	Donna Burton 255-4947	Rosa Estrada	255-4941	Kerry Leisure	255-4944	255-4956 255-4954	
CCI	661-822-4402		(I/II/RC) Christy Torres (A) (IV/A&B) Terri Miner	4311 3048	(I/II) Toby Casey (III/RC) Paul Woodley (IV A & B) Dan Walker (MDO) Vacant	4371 4215 3647 4317	823-5025 823-3310 823-5002 823-5003	I/II – 4925 RC – 3837 IV-A – 3038 IV-B – 3630
CCWF	559-665-5531	Pauline Perez X 5076	Montaigne White (RC) Joseph Rouse	5077 6830	Adam See (RC) Elizabeth Alva	5078 5764	665-7155 665-7142	5014 & 5029 6024
CEN	760-337-7900	Jackie Anderson X-5321	Robert Arias	5360	Jesse Jackson	5352	482-3038	5378
CIM	909-597-1821	(RCC) Helena Valenzuela X-6078 (MSF) Ryan Woodall X-4075	(RCE) Alba Gonzalez (RCC) Hubert Rucker (CIM-II) Ted Rigsby (CIM-I) Edward Devlin	606-7279 606-7261 606-7161 606-7081	(CIM-I) Tim Harris Jacqueline Laudeman	7080 7265	606-7201 606-7204 606-7177 606-7003	7264 5025
CIW	909-597-1771	Joanne Tirona X-5534	Rodger Moore (RC) Jeffery Richardson	606-4972 5398	David Tierce (RC) Michelle Lee	5216 5399	606-4967 606-4960	5236 Or 5399
CMC	805-547-7900	Shawn Bellue 547-7924	(E) Danny Samuel (W) Mike Johnson	547-7967 547-7805	(E) Morgan Williams (W) Suzanne Carpenter	547-7959 547-7602	547-7613 547-7535 547-7538	East 7282 West 7216
CMF	707-448-6841	Terri Gross X-2560	Dennis Halverson	449-6518	Randy DeCosta Marnie Collins B.C. Williams	449-6573 2727 453-7060	448-6306	2568 2442
COCF	916-464-4001	Michael White 464-0653	Ricardo Fletes	464-3777	Vanessa Miller Mike Atkinson (A)	464-3778 464-4003	464-3766	464-2819
COR	559-992-8800	Mackenzie Keavy X-5135	Ray Chavez (ASU/EOP HUB) Don Hicinbothom	992-6114 7340	Shawn Rocha Darren White	992-6111 5687	992-7327 992-6147 992-6180	6249
CRC	951-737-2683	Stephanie Gutierrez X-4476	Jesse Gogo	273-2955	Pam Clark (RA) Carlton Baines	273-2935 273-2944	273-2346 273-2316 273-2311	273-2946
CTF	831-678-3951	Shadee Arredondo X-4390	Daniel Carnazzo	678-5825	Starra Hill	4340	678-5807	4397
CVSP	760-922-5300	Christina Bristow X-5108	James Browder	922-9716	Lynn Burns	5103	922-9735	5154 5155
DVI	209-835-4141	Kris White X-6580	(RC) Danielle Horton (A) Jane Rowe	830-3972 830-3975	David Echeverria, RC, Ast. Patty Lightfoot, RC Ast.	830-3874 830-3973 830-3886	830-3805 830-3905	5567

August 2011

Inst.	Main Phone	Admin Support Staff	C&PR / CC III	Phone or Ext.	Asst.C&PR / CC II	Phone	Fax	CSRs Ext.
FSP	916-985-2561	Stephen Noonan X-4403	Aida Orozco	351-3018	Linda Snead	4404	351-3075	4377 4710
HDSP	530-251-5100	Jennee Brown (SCRT) X-5577	Larry Cole (RC) Harold Wagner	5550	Mike Dangler 5325	5554	251-5002	5542
ISP	760-921-3000	Delia "Josephine" Butler X-5313	Vernon Allen (A)	5309	Jorge Gonzalez	5307	921-4369	5329
KVSP	661-721-6300	Bency Laguna X-5569	Belinda Gricewich (A)	721-6353	Guillermo Garcia Cory Cramer (A)	721-6352 5551	721-6302	5597
LAC	661-729-2000	Pam Badella X-5130 Moses Stewart (RC) X-5183	Theresa Lewandowski (A) Vickie Powers, CC III	729-6924	Monte Fordham 5131	5129 5132	729-6930 723-8310	5185 5142
MCSP	209-274-4911	Jenn Lopez 209-274-5082	Julie Molinelli	274-5084	L.B. Reaves Natasha Thompson	274-5125 274-5086	274-5944	5253
NKSP	661-721-2345	Roselyn Tuairau X-6254	Brian Cates (RC) Belinda Spriester (A)	5150	Sylvia Cordero 5800 Marcos Tafoya	5102 5104	721-6209 721-6201	5151 or 5150
PBSP	707-465-1000	Brandy Williamson X-5129	William Barlow	465-9021	Greg Stewart	465-9017	465-9101 465-9063	5000
PVSP	559-935-4900	Chrystal Thomas X-5590	Nick Villa	935-4979	John Berkey (MDO) Larry Webb (SVP, BPH)	935-4978 5554	935-4902 935-4910	Marshall Wallace, CCI- 5561 (ADA)
RJD	619-661-6500	(Main) Lovelyn Timog X7808 (RC) Sharon Holma X-5221	(Main) Ed Franklin (RC) Bernard "Mark" Koen	671-7540	Jan Stovall 661-7828 (RC) Ladonna Munoz	661-7809 5218	661-6353 661-7845	5412 5239
SAC	916-985-8610	Megan Kiefer X-5273	Brian Moak	294-3039	Jeffrey Gaskin Amy Johnson	294-3042 294-3041	294-3125	5287
SATF	559-992-7100	Todd Madruga X-5558	Cynthia Hebron Patricia Brightwell	992-7197	Tim Henne 992-7179 Art Garza	5554 5549	992-7107 992-7267	5591 5592
SCC	209-984-5291	Christy Fields X-5388	Tracy Esquer	5389	Shawn Hannah	5390	984-3843	5237
SOL	707-451-0182	Jan "Erica" Lobb 454-3281	Richard Baughman	5601	Traci Nuehring	454-3282	454-3206	5604
SQ	415-454-1460	Vacant X-5420 Dinah Villanueva X-5422	(Main) Kimberly Moore (RC) Glenda Moore	455-5063	(Main) John Goodwin (RC) Anisha Shiloh	455-5059 455-5054	Main - 5101 RC - 5186	5381
SVSP	831-678-5500	Leticia Alvarez X-5965	Sonia Gomez	678-5579	Alice Jordan	678-5577	678-5507	5963 5964
VSPW	559-665-6100	Melissa Murphy X-5531	Manuel Graves (RC) Josh Smith (A)	5524	Vacant 6008 Jennifer Jump Priscilla Musgrove	5589 6006 6009	665-6103 665-6155	5641 6008
WSP	661-758-8400	Angela Sanchez X5352 Debbie Montoya X5956	Christian Pfeiffer (RC) Patrick Kane	5119	(BPH) Terry Yoder 6096 (MDO) Tracy Shultz (POP) Robert Daniel (COCF) Robert Escalante	6900 5554 5050 5283	758-7058	5355 5118

INMATE FUNDS

INMATE/PAROLEE FUNDS
EMAIL & MAIL ADDRESSES

Gate Funds (funds given to the parolee at time of release from prison) --

- paroleegatefunds@cdcr.ca.gov
- CDCR – Capital Outlay ATTN: Virginia Nguyen, P O Box 187020, Sacramento 95818-7020

Trust Funds (funds on the inmate's account while in prison) –

- paroleetrustfunds@cdcr.ca.gov
- CDCR – Inmate Accounting Branch, P O Box 276088, Sacramento 95827

RESTITUTION

VICTIM SERVICES E-MAIL ADDRESS

victimservices@cdcr.ca.gov

**CDCR VICTIM SERVICES PROCESS FOR HANDLING RESTITUTION
UPON RELEASE TO PAROLE**

- Once the offenders' accounts have been entered into TRACS, when he/she paroles, the account will go to CFTB (victim orders), or Victim Compensation and Government Claims Board then CFTB (fines).
- For restitution fines, when the offender leaves prison, the unpaid fine account is turned over to the California Victims of Crime Program, who contracts with the California Franchise Tax Board (CFTB) to collect the remaining balance.
- For victim direct orders of restitution, CDCR turns the unpaid balance over to the CFTB for collection. The money CFTB collects on the victim's orders comes back to CDCR, who then connects the proper victims with the collections for distribution to the victims.

DRAFT—OCTOBER 13, 2011

For any and all inquiries, please contact:

California Department of Corrections and Rehabilitation

Office of External Affairs

1515 S Street, Suite 112 S

Sacramento, California 95814

t. (916) 445-4950

f. (916) 327-1988