

Memorandum

Date : September 21, 2007

To : Associate Directors – Division of Adult Institutions
Wardens
Wardens – Corrections Corporation of America
Classification Staff Representatives
Classification and Parole Representatives
Correctional Counselor Ills-Reception Centers

Subject: **COMPLETION OF PRIORITY ORDER 1 FOR INVOLUNTARY TRANSFER TO THE CALIFORNIA OUT-OF-STATE CORRECTIONAL FACILITY PROGRAM**

On June 4, 2007, the California Department of Corrections and Rehabilitation (CDCR) activated 680 California Out-of-State Correctional Facility (COCF) beds. The CDCR has been processing inmates who have an active Immigration and Customs Enforcement (ICE) hold for involuntary transfer from 18 institutions. This memorandum is to inform you of the impending processing of inmates who have an active ICE hold from the remaining CDCR male institutions.

The attached activation schedule (Attachment A) must be adhered to in order to meet the time frames for the activation at each of the listed institutions. On the attached schedule, in the "Number of Inmates" column, the number reflected is the **minimum** number of inmates required in order to accomplish the activations.

Each institution is required to complete a contingency plan and proof of training prior to the processing of the actual inmates. The institutional contingency plans are due to the institution's Associate Director, Office of Correctional Safety and COCF by September 28, 2007.

The schedule focuses on the remaining institutions with the target population. This schedule is subject to change. Per current procedures, the COCF Unit shall call in endorsed cases each Monday to the Transportation Unit for transfer.

ARMSTRONG and CLARK Class Members

Inmates who have been identified as qualifying for the Disability Placement Program (DPP) and/or Developmental Disability Program (DDP) shall not be involuntarily transferred to an out-of-state facility at this time.

CURRENT PROCESS FOR GENERAL POPULATION INMATES

A detailed description of the COCF transfer process is contained in the Director's Memorandum dated February 2, 2007, titled, *California Out-of-State Correctional Facility Program, Phase III*. The medical screening process has been revised to follow the process in this activation memorandum. The following is an overview of the process to transfer a general population inmate to an out-of-state facility. It is imperative that the process is followed to ensure inmates who are ineligible are not screened medically or seen by an attorney. Ineligible inmates who are seen by contract staff deplete the amount of funds set aside to complete the process.

1. The Correctional Counselors (CC) shall screen the identified inmates to ensure they still meet the established criteria.

- a. The list of inmates shall be provided by the Classification Services Unit. The list will be provided in a step-by-step COCF Involuntary Transfer Tracking Report (CITTR). A sample of a COCF Involuntary Transfer Tracking Report is attached (Attachment B).
 - b. The tracking report shall note if the inmate is "E" - eligible based on the Central File (C-file) review or "I" - ineligible based on the C-file review.
 - c. The CITTR shall be e-mailed to CC-II Vanessa Miller at Vanessa.Miller@cdcr.ca.gov and CC-II Joerk Reuter at Joerk.Reuter@cdcr.ca.gov every Monday by noon.
 - d. The COCF Daily Update shall be e-mailed to CC-II Vanessa Miller and Classification and Parole Representative (C&PR) Rodger Meier every day by 11:00 a.m.
2. The CC shall inform the potentially eligible inmate he is being processed for mandatory transfer.
 - a. The CC shall determine if the inmate is requesting attorney consultation, if an interpreter is required, and what language the interpreter must be able to speak. The CC shall notify the C&PR's office of the information for inclusion on the Tracking Worksheet.
 3. **Only** the potentially eligible inmates shall be referred to Medical for screening.
 - a. The Registered Nurse (RN) shall conduct a Unit Health Record (UHR) review.
 - b. The RN shall complete a pre-formatted CDCR Form 128-C, *Medical-Psychiatric-Dental*; approving, rejecting or temporarily disapproving the COCF transfer. A copy of the CDCR Form 128-C shall be forwarded to the C&PR's office.
 - c. The RN shall refer inmates with a history of mental illness, mental health treatment, or suicidality for mental health screening.
 - d. The Mental Health clinicians shall send a pre-formatted CDCR Form 128-C to the C&PR's office either approving or disapproving screened inmates for transfer.
 4. **Only** the inmates, who have been medically cleared and cleared by mental health, if applicable, shall be scheduled for an attorney consultation if requested.
 5. Inmates, who have been afforded their attorney consultation or inmates who did not request attorney consultation shall be prepared for review by the Institution Classification Committee (ICC) in accordance with workload agreements.
 6. The ICC shall review the case and recommend out-of-state placement for eligible inmates.
 7. ICC recommended cases shall be presented to the Classification Staff Representative (CSR).
 8. The inmate shall review a copy of his endorsement within 24 hours of the CSR action. The inmate will be permitted an expedited 2nd Level Appeal process.
 9. Inmates, who have waived their 2nd Level Appeal or have had their 2nd Level Appeal answered and are still eligible for transfer, shall have a field file made in accordance with the COCF Field File Checklist (attachment C).
 10. The C&PR's office will be directed by the COCF Unit when to ship the endorsed inmate, Central File, field file, property, and original UHR to the HUB facility, Wasco State Prison (WSP).

11. An inmate while housed at WSP shall have a face-to-face medical review by an RN.
 - a. A custody staff member shall be present at all times during the face-to-face review with the RN. If necessary, overtime may be utilized for the custody staff coverage.
 - b. The WSP C&PR's office shall be notified by medical staff of the inmates who have been medically cleared and those who have been medically rejected.
12. The UHR shall be copied by Knox Copy Service after the inmate has been cleared by medical.
13. The WSP C&PR's office will receive a manifest of the eligible inmates transferring to the out-of-state facility.
 - a. The WSP C&PR's office shall ensure the designated inmates are prepped and ready for transfer.
14. The property received at WSP shall be packed in accordance with the June 29, 2007, Deputy Director Memorandum titled, *Property Preparation for Transfer of California Out-of-State Correctional Facility Inmates*.
15. The WSP pharmacy shall ensure inmates who are on medication are transferred with a seven-day supply.
16. After the inmate has transferred, the Central File and original UHR shall be overnight mailed to the COCF Unit.

CURRENT PROCESS FOR RECEPTION CENTER INMATES

Inmates who are undergoing reception center (RC) processing shall not be processed for the COCF program. The current departmental procedure for processing inmates to the COCF program would cause an undue delay in the processing time.

Inmates who meet the COCF involuntary transfer criteria shall be transferred to a CDCR institution. The receiving institution shall review and process eligible inmates for involuntary transfer to the COCF program.

INTERPRETER SERVICES

The institutions shall be responsible for providing a non-departmental interpreter for the attorney consultation. A departmental interpreter may be utilized for all other steps in the screening process.

The following memorandums are still in effect:

- *California Out-of-State Correctional Facility, Phase I*, dated October 18, 2006.
- *California Out-of-State Correctional Facility, Phase II*, dated October 31, 2006.
- *California Out-of-State Correctional Facility, Phase II Addendum*, dated November 21, 2006.
- *California Out-of-State Correctional Facility, Phase III*, dated February 2, 2007.
- *Property Preparation for Transfer of California Out-of-State Correctional Facility Inmates*, dated June 29, 2007.

Associate Directors – Division of Adult Institutions
Wardens
Classification Staff Representatives
Classification and Parole Representatives
Correctional Counselor IIIs-Reception Centers
Page 4

This activation may significantly impact the involved institutions. We request your patience, keeping in mind alleviating overcrowding and the continued ability for Reception Center intake will continue to be a priority. **Any overtime expenses incurred as a result of the transfer processing shall be tracked and submitted to Rick Kurosaka, COCF Staff Services Manager I, via e-mail at Rick.Kurosaka@cdcr.ca.gov.**

The support of the Wardens in ensuring their institutions' assistance is appreciated and necessary to ensure smooth activations. Management is encouraged to provide appropriate accommodation or resources in keeping with the Memorandum of Understanding.

If you have any questions concerning the COCF program, please contact Terri McDonald, Chief, COCF, at (916) 464-3770, or via e-mail at Terri.McDonald@cdcr.ca.gov. If you have questions for a specific issue, please refer to the COCF Point of Contact list (Attachment C).



WENDY STILL
Deputy Director (A)
Division of Adult Institutions

cc: Bud Prunty
Steve Kessler
Bruce Slavin
William Kuykendall
Terri McDonald
Janet Rodriguez
Lydia Romero

Scott Kernan
Richard Hawkins
George Giurbino
Ombudsman's Office
Eric Arnold
Jackie Clark

Bernard Warner
Doug McKeever
Thomas Hoffman
Linda Barnett
Jeff Macomber
Melissa Lea

**CALIFORNIA OUT-OF-STATE CORRECTIONAL FACILITY
INVOLUNTARY RELOCATION OF ACTIVE ICE HOLD INMATES**

Attachment A

TARGET FACILITY: TCCF

October / November 2007 Schedule

HUBBED

ALL CASES MUST BE REVIEWED BY AN INSTITUTIONAL CLASSIFICATION COMMITTEE

NOTIFY INSTITUTION	Pre-Transfer Processing Medical Mental Health Legal Consult	WEEK TO ICC	WEEK TO CSR	WEEK TO CALL IN THE # OF INMATES ENDORSED FOR TRANSPORTATION	APPEALS COMPLETED	WEEK TO HUB	WEEK OF TRANSFER	FROM	TO	NUMBER OF INMATES	
										TX	POOL
9/24/2007	9/24/2007	10/8/2007	10/15/2007	10/22/2007	11/12/2007	11/19/2007	12/3/2007	CAL	COCF	2	3
9/24/2007	9/24/2007	10/8/2007	10/15/2007	10/22/2007	11/12/2007	11/19/2007	12/3/2007	CIM	COCF	6	8
9/24/2007	9/24/2007	10/8/2007	10/15/2007	10/22/2007	11/12/2007	11/19/2007	12/3/2007	DVI	COCF	8	11
9/24/2007	9/24/2007	10/8/2007	10/15/2007	10/22/2007	11/12/2007	11/19/2007	12/3/2007	NKSP	COCF	15	20
9/24/2007	9/24/2007	10/8/2007	10/15/2007	10/22/2007	11/12/2007	11/19/2007	12/3/2007	PBSP	COCF	6	8
9/24/2007	9/24/2007	10/8/2007	10/15/2007	10/22/2007	11/12/2007	11/19/2007	12/3/2007	RJD	COCF	12	16
9/24/2007	9/24/2007	10/8/2007	10/15/2007	10/22/2007	11/12/2007	11/19/2007	12/3/2007	SAC	COCF	8	10
9/24/2007	9/24/2007	10/8/2007	10/15/2007	10/22/2007	11/12/2007	11/19/2007	12/3/2007	SQ	COCF	23	31
9/24/2007	9/24/2007	10/8/2007	10/15/2007	10/22/2007	11/12/2007	11/19/2007	12/3/2007	WSP	COCF	10	13
TOTAL										90-	120

TARGET POPULATION: Inmates with ICE Holds. This completes Priority 1.

CALIFORNIA OUT-OF-STATE CORRECTIONAL FACILITIES
FIELD FILE CHECKLIST.

Make an entry by each document; note N/A if not applicable or not available.
Please utilize this list as order of filing.

Three Photographs – Actual photos, not photocopies (Secure inside left side of Field File)

Case Summary

- CDC Form 112, Chronological History
 Up to date Legal Status Summary Sheet
 Most recent Probation Officer's Report for all active cases
 Institution Staff Recommendation Summary including Social Factor Sheet
 CDC Form 816, Reception Center Readmission Summary (if applicable)

Legal Documents

Most recent Abstract of Judgment(s) for all active cases.

Classification

- CDC-262 Custody Classification Assignments (most recent page)
 CDC Form 840, Reclassification Score Sheet (With CSR COCF Endorsement)
 Minimum Custody Screening Form (most recent)
 CDC Form 812, Notice of Critical Case Information-Safety of Persons (Most recent)
 CDC Form 812-A, Notice of Critical Case Information-Prison Gang Identification
 CDC Form 812-B, Notice of Critical Case Information-Disruptive Group Identification
 CDC Form 128-G, Initial UCC Chrono or most recent annual
 CDC Form 128-G, CSR Referral (Institution Classification Committee Referral to CSR)
 CDC Form 128-G, CSR Endorsement Chrono

Disciplinary

Copies of Serious Disciplinaries, CDC Form 115's

General Chronos

- CDC Form 1845, Inmate/Parolee Disability Verification
 CDC Form 128-C-1/128-C, Reception Center Medical Clearance/Restriction Information/Medical Chrono
 CDC-128 C Mental Health Placement (most recent)
 CDC Form 128-B, Informational: Disruptive Group Affiliates
 CDC Form 128-B, Informational: TABE Results (most recent)
 CDC Form 128-B Chrono – General - Archive File Review (for prior discharged term)

Miscellaneous

- Most recent CDC Form 127, Notification In Case of Inmate Death, Serious Injury, Or Serious Illness
 Out-of-State Placement Agreement
 CDC Form 345, Power of Attorney and Authorization for Deposit

Detainers

CDC Form 850, Detainer Summary, for actual or potential holds for current term

Parole

- MDO-01 Mentally Disordered Screening Form
 CDC Form 611 If present from prior term

Non Central File Information

- CDC Form 120 Visiting Record or Automated Visiting Information System (AVIS) printout – **Include Restraining Orders, Visiting Restrictions (copies of CDC Form 128-B)**
 Copy of Education File, including any CDC 128-Bs for GED or High School Transcripts
 DDPS printout of current assignment and work history

CDC Number: _____ CDC Name: _____

Memorandum

Date : OCT - 4 2007

To : Associate Directors - Division of Adult Institutions
Wardens
Wardens - Corrections Corporation of America
Classification Staff Representatives
Classification and Parole Representatives
Correctional Counselor IIIs-Reception Centers

Subject: **INITIATE PROCESSING OF PRIORITY ORDER 2 FOR INVOLUNTARY TRANSFER TO THE CALIFORNIA OUT-OF-STATE CORRECTIONAL FACILITY PROGRAM**

On September 21, 2007, the California Department of Corrections and Rehabilitation (CDCR) began processing the last potentially eligible inmates who had an active Immigration and Customs Enforcement (ICE) hold for involuntary transfer to the California Out-of-State Correctional Facility (COCF) program. This memorandum is to inform you of the processing of priority order 2 for involuntary transfer, inmates who have a potential ICE hold.

The attached activation schedule (Attachment A) must be adhered to in order to meet the time frames for the activation at each of the listed institutions. On the attached schedule, in the "Number of Inmates" column, the number reflected is the **minimum** number of inmates required in order to accomplish the activations.

Each institution is required to complete a contingency plan and proof of training prior to the processing of the actual inmates. Any institution which has not previously completed its contingency plans shall do so and submit them to the institution's Associate Director, Office of Correctional Safety and COCF.

The schedule focuses on institutions with the target population. This schedule is subject to change. The COCF Unit shall coordinate with the Transportation Unit for the hubbing transfer of eligible inmates.

ARMSTRONG, COLEMAN and CLARK Class Members

Inmates who have been identified as qualifying for the Disability Placement Program (DPP) and/or Developmental Disability Program (DDP) shall not be involuntarily transferred to an out-of-state facility at this time. Also, inmates who are in the Mental Health Services Delivery System (MHSDS) shall not be involuntarily transferred to an out-of-state facility.

CURRENT PROCESS FOR GENERAL POPULATION INMATES

A detailed description of the COCF transfer process is contained in the Director's Memorandum dated February 2, 2007, titled, *California Out-of-State Correctional Facility Program, Phase III*. The medical screening process has been revised to follow the process in this activation memorandum. The following is an overview of the process to transfer a general population inmate to an out-of-state facility. ~~It is imperative that the process is followed to ensure inmates who are ineligible are not screened medically or seen by an attorney. Ineligible inmates who are seen by contract staff deplete the amount of funds set aside to complete the process.~~

1. The Correctional Counselors (CC) shall screen the identified inmates to ensure they still meet the established criteria.

- a. The list of inmates shall be provided by the Classification Services Unit. The list will be provided in a step-by-step COCF Involuntary Transfer Tracking Report (CITTR). A sample of a COCF Involuntary Transfer Tracking Report is attached (Attachment B).
 - b. The tracking report shall note if the inmate is "E" - eligible based on the Central File (C-file) review or "I" - ineligible based on the C-file review.
 - c. The CITTR shall be e-mailed to CC-II Vanessa Miller at Vanessa.Miller@cdcr.ca.gov and CC-II Joerk Reuter at Joerk.Reuter@cdcr.ca.gov every Monday by noon.
 - d. The COCF Daily Update shall be e-mailed to CC-II Vanessa Miller and Classification and Parole Representative (C&PR) Rodger Meier every day by 11:00 a.m.
2. The CC shall inform the potentially eligible inmate he is being processed for mandatory transfer.
- a. The CC shall determine if the inmate is requesting attorney consultation, if an interpreter is required, and what language the interpreter must be able to speak. The CC shall notify the C&PR's office of the information for inclusion on the Tracking Worksheet.
3. **Only** the potentially eligible inmates shall be referred to Medical for screening.
- a. The Registered Nurse (RN) shall conduct a Unit Health Record (UHR) review.
 - b. The RN shall complete a pre-formatted CDCR Form 128-C, *Medical-Psychiatric-Dental*; approving, rejecting or temporarily disapproving the COCF transfer. A copy of the CDCR Form 128-C shall be forwarded to the C&PR's office.
 - c. The RN shall refer inmates with a history of mental illness, mental health treatment, or suicidality for mental health screening.
 - d. The Mental Health clinicians shall send a pre-formatted CDCR Form 128-C to the C&PR's office either approving or disapproving screened inmates for transfer.
4. **Only** the inmates, who have been medically cleared and cleared by mental health, if applicable, shall be scheduled for an attorney consultation if requested.
5. Inmates, who have been afforded their attorney consultation or inmates who did not request attorney consultation shall be prepared for review by the Institution Classification Committee (ICC) in accordance with workload agreements.
6. The ICC shall review the case and recommend out-of-state placement for eligible inmates.
7. ICC recommended cases shall be presented to the Classification Staff Representative (CSR).
8. The inmate shall review a copy of his endorsement within 24 hours of the CSR action. The inmate will be permitted an expedited 2nd Level Appeal process.
9. Inmates, who have waived their 2nd Level Appeal or have had their 2nd Level Appeal answered and are still eligible for transfer, shall have a field file made in accordance with the COCF Field File Checklist (attachment C).
10. The C&PR's office will be directed by the COCF Unit when to ship the endorsed inmate, Central File, field file, property, and original UHR to the HUB facility, Wasco State Prison (WSP).

11. An inmate while housed at WSP shall have a face-to-face medical review by an RN.
 - a. A custody staff member shall be present at all times during the face-to-face review with the RN. If necessary, overtime may be utilized for the custody staff coverage.
 - b. The WSP C&PR's office shall be notified by medical staff of the inmates who have been medically cleared and those who have been medically rejected.
12. The UHR shall be copied by Knox Copy Service after the inmate has been cleared by medical.
13. The WSP C&PR's office will receive a manifest of the eligible inmates transferring to the out-of-state facility.
 - a. The WSP C&PR's office shall ensure the designated inmates are prepped and ready for transfer.
14. The property received at WSP shall be packed in accordance with the June 29, 2007, Deputy Director Memorandum titled, *Property Preparation for Transfer of California Out-of-State Correctional Facility Inmates*.
15. The WSP pharmacy shall ensure inmates who are on medication are transferred with a seven-day supply.
16. After the inmate has transferred, the Central File and original UHR shall be overnight mailed to the COCF Unit.

CURRENT PROCESS FOR RECEPTION CENTER INMATES

Inmates who are undergoing reception center (RC) processing shall not be processed for the COCF program at this time. The current departmental procedure for processing inmates to the COCF program would cause an undue delay in the processing time.

Inmates who meet the COCF involuntary transfer criteria shall be transferred to a CDCR institution. **The receiving institution shall review and process eligible inmates for involuntary transfer to the COCF program.**

INTERPRETER SERVICES

The institutions shall be responsible for providing a non-departmental interpreter for the attorney consultation. A departmental interpreter may be utilized for all other steps in the screening process.

The following memorandums are still in effect:

- *California Out-of-State Correctional Facility, Phase I*, dated October 18, 2006.
- *California Out-of-State Correctional Facility, Phase II*, dated October 31, 2006.
- *California Out-of-State Correctional Facility, Phase II Addendum*, dated November 21, 2006.
- *California Out-of-State Correctional Facility, Phase III*, dated February 2, 2007.
- *Property Preparation for Transfer of California Out-of-State Correctional Facility Inmates*, dated June 29, 2007.

Associate Directors – Division of Adult Institutions
Wardens
Classification Staff Representatives
Classification and Parole Representatives
Correctional Counselor IIIs-Reception Centers
Page 4

This activation may significantly impact the involved institutions. We request your patience, keeping in mind alleviating overcrowding and the continued ability for Reception Center intake will continue to be a priority. **Any overtime expenses incurred as a result of the transfer processing shall be tracked and submitted to Rick Kurosaka, COCF Staff Services Manager I, via e-mail at Rick.Kurosaka@cdcr.ca.gov.**

The support of the Wardens in ensuring their institutions' assistance is appreciated and necessary to ensure smooth activations. Management is encouraged to provide appropriate accommodation or resources in keeping with the Memorandum of Understanding.

If you have any questions concerning the COCF program, please contact Terri McDonald, Chief, COCF, at (916) 464-3770, or via e-mail at Terri.McDonald@cdcr.ca.gov. If you have questions for a specific issue, please refer to the COCF Point of Contact list (Attachment D).



WENDY STILL
Deputy Director (A)
Division of Adult Institutions

cc: Bud Prunty
Steve Kessler
Bruce Slavin
William Kuykendall
Terri McDonald
Janet Rodriguez
Lydia Romero

Scott Kernan
Richard Hawkins
George Giurbino
Ombudsman's Office
Eric Arnold
Jackie Clark

Bernard Warner
Doug McKeever
Thomas Hoffman
Linda Barnett
Jeff Macomber
Melissa Lea

**CALIFORNIA OUT-OF-STATE-CORRECTIONAL FACILITY
INVOLUNTARY RELOCATION OF POTENTIAL ICE HOLD INMATES**

TARGET FACILITY: TCCF
December 2007 / January 2008 Schedule
HUBBED

ALL CASES MUST BE REVIEWED BY AN INSTITUTIONAL CLASSIFICATION COMMITTEE

NOTIFY INSTITUTION	Pre-Transfer Processing Medical Mental Health Legal Consult	WEEK TO ICC	WEEK TO CSR	WEEK TO CALL IN THE # OF INMATES ENDORSED FOR TRANSPORTATION	APPEALS COMPLETED	WEEK TO HUB	WEEK OF TRANSFER	FROM	TO	NUMBER OF INMATES	
										TX	POOL
10/1/2007	10/1/2007	10/15/2007	10/22/2007	10/29/2007	11/19/2007	11/26/2007	12/10/2007	CTF	COCF	131	175
10/1/2007	10/1/2007	10/15/2007	10/22/2007	10/29/2007	11/19/2007	11/26/2007	12/10/2007	GEN	COCF	123	164
10/1/2007	10/1/2007	10/15/2007	10/22/2007	10/29/2007	11/19/2007	11/26/2007	12/17/2007	CMC-W	COCF	99	132
10/1/2007	10/8/2007	10/22/2007	10/29/2007	11/5/2007	11/26/2007	12/3/2007	12/17/2007	ASP	COCF	92	128
10/1/2007	10/8/2007	10/22/2007	10/29/2007	11/5/2007	11/26/2007	12/10/2007	12/24/2007	SOL	COCF	92	122
10/1/2007	10/15/2007	10/29/2007	11/5/2007	11/12/2007	12/3/2007	12/10/2007	12/24/2007	CRC	COCF	76	101
10/1/2007	10/15/2007	10/29/2007	11/5/2007	11/12/2007	12/3/2007	12/17/2007	12/31/2007	ISP	COCF	73	97
10/1/2007	10/22/2007	11/5/2007	11/12/2007	11/19/2007	12/10/2007	12/17/2007	12/31/2007	CCC	COCF	62	88
10/1/2007	10/22/2007	11/5/2007	11/12/2007	11/19/2007	12/10/2007	12/24/2007	1/3/2008	FSP	COCF	56	74
TOTAL										803	1071

TARGET POPULATION: Inmates with Potential ICE Holds. This starts Priority 2.

CALIFORNIA OUT-OF-STATE CORRECTIONAL FACILITIES
FIELD FILE CHECKLIST

Make an entry by each document; note N/A if not applicable or not available.
Please utilize this list as order of filing.

Three Photographs – Actual photos, not photocopies (Secure inside left side of Field File)

Case Summary

- CDC Form 112, Chronological History
 Up to date Legal Status Summary Sheet
 Most recent Probation Officer's Report for all active cases
 Institution Staff Recommendation Summary including Social Factor Sheet
 CDC Form 816, Reception Center Readmission Summary (if applicable)

Legal Documents

Most recent Abstract of Judgment(s) for all active cases.

Classification

- CDC-262 Custody Classification Assignments (most recent page)
 CDC Form 840, Reclassification Score Sheet (With CSR COCF Endorsement)
 Minimum Custody Screening Form (most recent)
 CDC Form 812, Notice of Critical Case Information-Safety of Persons (Most recent)
 CDC Form 812-A, Notice of Critical Case Information-Prison Gang Identification
 CDC Form 812-B, Notice of Critical Case Information-Disruptive Group Identification
 CDC Form 128-G, Initial UCC Chrono or most recent annual
 CDC Form 128-G, CSR Referral (Institution Classification Committee Referral to CSR)
 CDC Form 128-G, CSR Endorsement Chrono

Disciplinary

Copies of Serious Disciplinaries, CDC Form 115's

General Chronos

- CDC Form 1845, Inmate/Parolee Disability Verification
 CDC Form 128-C-1/128-C, Reception Center Medical Clearance/Restriction Information/Medical Chrono
 CDC-128 C Mental Health Placement (most recent)
 CDC Form 128-B, Informational: Disruptive Group Affiliates
 CDC Form 128-B, Informational: TABE Results (most recent)
 CDC Form 128-B Chrono – General - Archive File Review (for prior discharged term)

Miscellaneous

- Most recent CDC Form 127, Notification In Case of Inmate Death, Serious Injury, Or Serious Illness
 Out-of-State Placement Agreement
 CDC Form 345, Power of Attorney and Authorization for Deposit

Detainers

CDC Form 850, Detainer Summary, for actual or potential holds for current term

Parole

- MDO-01 Mentally Disordered Screening Form
 CDC Form 611 If present from prior term

Non Central File Information

- CDC Form 120 Visiting Record or Automated Visiting Information System (AVIS) printout – **Include Restraining Orders, Visiting Restrictions (copies of CDC Form 128-B)**
 Copy of Education File, including any CDC 128-Bs for GED or High School Transcripts
 DDPS printout of current assignment and work history

CDC Number: _____ CDC Name: _____

Memorandum

Date : NOV 14 2007

To : Associate Directors – Division of Adult Institutions
Wardens
Wardens – Contract Facilities
Classification Staff Representatives
Classification and Parole Representatives
Correctional Counselor IIIs-Reception Centers

Subject: **ACTIVATION OF TRANSFER PRIORITY ORDER #3 FOR THE CALIFORNIA OUT-OF-STATE CORRECTIONAL FACILITY PROGRAM**

On June 4, 2007, the California Department of Corrections and Rehabilitation (CDCR) began processing transfer priority order #1, inmates with active Immigration and Customs Enforcement (ICE) hold, for involuntary transfer to the California Out-of-State Correctional Facility (COCF) program. On October 4, 2007, the CDCR began processing transfer priority order #2, inmates with potential ICE holds, for involuntary transfer to the COCF program. This memorandum is to inform you that the CDCR shall begin processing transfer priority order #3, inmates who were born in the United States or inmates who are naturalized citizens.

The attached activation schedule (Attachment A) must be adhered to in order to meet the time frames for the activation at each of the listed institutions. On the attached schedule, in the "Number of Inmates" column, the number reflected in the "Pool" subcolumn is the number of inmates identified on the institution's list and the number reflected in the "TX" subcolumn is the number of inmates projected to be endorsed and transferred from that institution.

The first group of transfer priority order #3 inmates to be processed shall be inmates who are unassigned and have not had a visit in the last year. No visit in the last year shall be defined as one year from the date the processing list was generated. Staff shall ensure that an inmate has not had a family visit during the one year period as family visits do not show up in the information extracted from the Automated Visiting Information System. This schedule is subject to change. The COCF Unit shall coordinate with the Transportation Unit for the hubbing transfer of eligible inmates.

ARMSTRONG, COLEMAN and CLARK Class Members

Inmates who have been identified as qualifying for the Disability Placement Program (DPP) and/or Developmental Disability Program (DDP) shall not be involuntarily transferred to an out-of-state facility at this time. Also, inmates who are in the Mental Health Services Delivery System (MHSDS) shall not be involuntarily transferred to an out-of-state facility.

CURRENT PROCESS FOR GENERAL POPULATION INMATES

A detailed description of the COCF transfer process is contained in the Director's Memorandum dated February 2, 2007, titled, *California Out-of-State Correctional Facility Program, Phase III*. The medical screening process has been revised to follow the process in this activation memorandum. The following is an overview of the process to transfer an inmate to an out-of-state facility. It is imperative that the process is followed to ensure inmates who are ineligible are not screened medically or seen by an attorney. Ineligible

Associate Directors – Division of Adult Institutions
Wardens
Wardens – Contract Facilities
Classification Staff Representatives
Classification and Parole Representatives
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Page 2

inmates who are seen by contract staff deplete the amount of funds set aside to complete the process.

1. The Correctional Counselors (CC) shall screen the identified inmates to ensure they still meet the established criteria.
 - a. The list of inmates shall be provided by the COCF Unit. The list will be provided in a step-by-step COCF Involuntary Transfer Tracking Report (CITTR).
 - b. The tracking report shall note if the inmate is "E" - eligible based on the Central File (C-file) review or "I" - ineligible based on the C-file review.
 - i. The CC should not make an inmate ineligible based on medical issues. The medical department completes a comprehensive review of the inmate's current medical condition.
 - c. The CITTR shall be e-mailed to CC-II Vanessa Miller at Vanessa.Miller@cdcr.ca.gov and CC-It Joerk Reuter at Joerk.Reuter@cdcr.ca.gov every Monday by noon.
 - d. The COCF Daily Update shall be e-mailed to CC-II Vanessa Miller and Classification and Parole Representative (C&PR) Rodger Meier every day by 11:00 a.m.
 - e. The CC shall initiate the pre-formatted CDCR Form 128B, *Chrono – Informational*, documenting if the inmate is eligible or ineligible (Attachment B).
2. The CC shall inform the potentially eligible inmate, he is being processed for mandatory transfer.
 - a. The CC shall determine if the inmate is requesting attorney consultation, if an interpreter is required, and what language the interpreter must be able to speak. The CC shall notify the C&PR's office of the information for inclusion on the Tracking Worksheet.
 - b. The CC shall document on the pre-formatted CDCR Form 128B if the inmate requests an attorney consultation, waives the attorney consultation and if the inmate needs an interpreter. The pre-formatted CDCR Form 128Bs shall be given to the C&PR's office for inclusion in the CITTR and to be filed in the inmate's C-file.
3. **Only** the potentially eligible inmates shall be referred to Medical for screening.
 - a. The C&PR's office shall provide medical staff with the list of inmates who the CCs determined to be potentially eligible.
 - b. The Registered Nurse (RN) shall conduct a Unit Health Record (UHR) review.
 - c. The RN shall complete a pre-formatted CDCR Form 128-C, *Medical-Psychiatric-Dental*; approving, rejecting or temporarily disapproving the COCF transfer. A copy of the completed CDCR Form 128-C shall be forwarded to the C&PR's office.
 - d. The RN shall refer inmates with a history of mental illness, mental health treatment, or suicidality for mental health screening.

- e. The Mental Health clinicians shall send a pre-formatted CDCR Form 128-C for inmates who have been referred for evaluation to the C&PR's office either approving or disapproving the out-of-state transfer.
4. **Only** the inmates, who have been medically cleared and cleared by mental health, if applicable, shall be scheduled for an attorney consultation if requested.
5. Inmates, who have been afforded their attorney consultation or inmates who did not request attorney consultation shall be prepared for review by the Institution Classification Committee (ICC) in accordance with workload agreements.
6. The ICC shall review the case and recommend out-of-state placement for eligible inmates.
 - a. A pre-formatted CDCR Form 128G, *Chrono – Classification*, (Attachment C) shall be completed by the recorder. The pre-formatted CDCR Form 128G is the only authorized classification chrono due to these CDCR Form 128Gs are utilized by other Department of Corrections and contractors to review and clear CDCR inmates for housing in the contract facilities.
7. ICC recommended cases shall be presented to the Classification Staff Representative (CSR).
8. The inmate shall review a copy of his endorsement within 24 hours of the CSR action. The inmate will be permitted an expedited 2nd Level Appeal process.
9. Inmates, who have waived their 2nd Level Appeal or have had their 2nd Level Appeal answered and are still eligible for transfer, shall have one field file made in accordance with the COCF Field File Checklist (attachment D).
10. The C&PR's office will be directed by the COCF Unit when to ship the endorsed inmate, Central File, field file, property, and original UHR to the HUB facility, Wasco State Prison (WSP).
11. An inmate while housed at WSP shall have a face-to-face medical review by an RN.
 - a. A custody staff member shall be present at all times during the face-to-face review with the RN. If necessary, overtime may be utilized for the custody staff coverage.
 - b. The WSP C&PR's office shall be notified by medical staff of the inmates who have been medically cleared and those who have been medically rejected.
12. The UHR shall be copied by Knox Copy Service after the inmate has been cleared by medical.
13. The WSP C&PR's office will receive a manifest of the eligible inmates transferring to the out-of-state facility.
 - a. The WSP C&PR's office shall ensure the designated inmates are prepped and ready for transfer.
14. The property received at WSP shall be packed in accordance with the June 29, 2007, Deputy Director Memorandum titled, *Property Preparation for Transfer of California Out-of-State Correctional Facility Inmates*.
15. The WSP pharmacy shall ensure inmates who are on medication are transferred with a seven-day supply.
16. After the inmate has transferred, the Central File and original UHR shall be overnight mailed to the COCF Unit.

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CURRENT PROCESS FOR RECEPTION CENTER INMATES

Inmates who are undergoing reception center (RC) processing shall not be processed for the COCF program at this time. The current departmental procedure for processing inmates to the COCF program would cause an undue delay in the processing time.

Inmates who meet the COCF involuntary transfer criteria shall be transferred to a CDCR institution. **The receiving institution shall review and process eligible inmates for involuntary transfer to the COCF program.**

INTERPRETER SERVICES

A non-departmental interpreter shall be utilized for the attorney consultation. A departmental interpreter may be utilized for all other steps in the screening process.

The following memorandums are still in effect:

- *California Out-of-State Correctional Facility, Phase I*, dated October 18, 2006.
- *California Out-of-State Correctional Facility, Phase II*, dated October 31, 2006.
- *California Out-of-State Correctional Facility, Phase II Addendum*, dated November 21, 2006.
- *California Out-of-State Correctional Facility, Phase III*, dated February 2, 2007.
- *Property Preparation for Transfer of California Out-of-State Correctional Facility Inmates*, dated June 29, 2007.

VOLUNTEERS

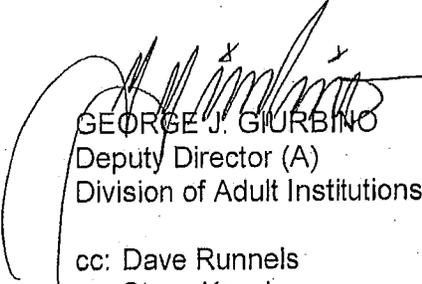
Institutions shall continue to process inmates who volunteer to participate in the COCF program. An inmate who volunteers is subject to transfer to any COCF contract facility based on his particular case factors.

This activation may significantly impact the involved institutions. We request your patience, keeping in mind alleviating overcrowding and the continued ability for Reception Center intake will continue to be a priority. **Any overtime expenses incurred as a result of the transfer processing shall be tracked and submitted to Rick Kurosaka, COCF Staff Services Manager I, via e-mail at Rick.Kurosaka@cdcr.ca.gov.**

The support of the Wardens in ensuring their institutions' assistance is appreciated and necessary to ensure smooth activations. Management is encouraged to provide appropriate accommodation or resources in keeping with the Memorandum of Understanding.

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If you have any questions concerning the COCF program, please contact Terri McDonald, Chief, COCF, at (916) 464-3770, or via e-mail at Terri.McDonald@cdcr.ca.gov. If you have questions for a specific issue, please refer to the COCF Point of Contact list (Attachment E).



GEORGE J. GIURBINO
Deputy Director (A)
Division of Adult Institutions

cc: Dave Runnels
Steve Kessler
Bruce Slavin
William Kuykendall
Terri McDonald
Janet Rodriguez
Lydia Romero

Scott Kernan
Duncan Fallon
Suzan Hubbard
Ombudsman's Office
Eric Arnold
Jackie Clark

Bernard Warner
Doug McKeever
Thomas Hoffman
Linda Barnett
Jeff Macomber
Melissa Lea

**CALIFORNIA OUT-OF-STATE CORRECTIONAL FACILITY
INVOLUNTARY RELOCATION OF NON-ICE INMATES (NO VISITS / NO ASSIGNMENT)**

TARGET FACILITY: TCCF
January - April 2008 Schedule
HUBBED
ALL CASES MUST BE REVIEWED BY AN INSTITUTIONAL CLASSIFICATION COMMITTEE

NOTIFY INSTITUTION	Pre-Transfer Processing Medical Mental Health Legal Consult	WEEK TO ICC	WEEK TO CSR	WEEK TO CALL IN THE # OF INMATES ENDORSED FOR TRANSPORTATION	APPEALS COMPLETED	WEEK TO HUB	WEEK OF TRANSFER	FROM	TO	NUMBER OF INMATES	
										TX	POOL
11/12/2007	11/19/2007	12/3/2007	12/10/2007	12/17/2007	12/31/2007	12/31/2007	1/14/2008	SOL	COCF	169	281
11/12/2007	11/19/2007	12/3/2007	12/10/2007	12/17/2007	12/31/2007	1/14/2008	1/28/2008	GTE	COCF	217	362
11/12/2007	11/26/2007	12/10/2007	12/17/2007	12/24/2007	1/7/2008	1/21/2008	2/4/2008	FSP	COCF	113	188
11/12/2007	11/26/2007	12/10/2007	12/17/2007	12/24/2007	1/7/2008	1/21/2008	2/4/2008	PVSP	COCF	61	102
11/12/2007	12/3/2007	12/17/2007	12/24/2007	12/31/2007	1/14/2008	2/1/2008	2/18/2008	CMCF	COCF	50	84
11/12/2007	12/3/2007	12/17/2007	12/24/2007	12/31/2007	1/14/2008	2/1/2008	2/18/2008	HDSP	COCF	48	80
11/12/2007	12/3/2007	12/17/2007	12/24/2007	12/31/2007	1/14/2008	2/1/2008	2/18/2008	KVSP	COCF	38	63
11/12/2007	12/3/2007	12/17/2007	12/24/2007	12/31/2007	1/14/2008	2/1/2008	2/18/2008	COR	COCF	39	53
11/12/2007	12/10/2007	12/24/2007	12/31/2007	1/7/2008	1/21/2008	2/18/2008	3/3/2008	CEN	COCF	236	393
11/12/2007	12/17/2007	12/31/2007	1/7/2008	1/14/2008	1/28/2008	3/5/2008	3/17/2008	ISP	COCF	174	290
11/12/2007	12/24/2007	1/7/2008	1/14/2008	1/21/2008	2/4/2008	3/17/2008	3/31/2008	CCC	COCF	78	130
11/12/2007	12/24/2007	1/7/2008	1/14/2008	1/21/2008	2/4/2008	3/17/2008	3/31/2008	CMC-W	COCF	85	141
11/12/2007	1/14/2008	1/28/2008	2/4/2008	2/11/2008	2/25/2008	3/8/2008	4/7/2008	ASP	COCF	65	108
11/12/2007	1/14/2008	1/28/2008	2/4/2008	2/11/2008	2/25/2008	3/8/2008	4/7/2008	SCC	COCF	40	69
11/12/2007	1/14/2008	1/28/2008	2/4/2008	2/11/2008	2/25/2008	3/8/2008	4/7/2008	CRC	COCF	35	59
11/12/2007	1/14/2008	1/28/2008	2/4/2008	2/11/2008	2/25/2008	3/8/2008	4/7/2008	NKSP	COCF	19	32
11/12/2007	1/21/2008	2/4/2008	2/11/2008	2/18/2008	3/3/2008	4/7/2008	4/21/2008	SATF	COCF	31	52
11/12/2007	1/21/2008	2/4/2008	2/11/2008	2/18/2008	3/3/2008	4/7/2008	4/21/2008	CCI	COCF	16	26

**CALIFORNIA OUT-OF-STATE CORRECTIONAL FACILITY
INVOLUNTARY RELOCATION OF NON-ICE INMATES (NO VISITS / NO ASSIGNMENT)**

NOTIFY INSTITUTION	Pre-Transfer Processing Medical Mental Health Legal Consult	WEEK TO ICC	WEEK TO CSR	WEEK TO CALL IN THE # OF INMATES ENDORSED FOR TRANSPORTATION	APPEALS COMPLETED	WEEK TO HUB	WEEK OF TRANSFER	FROM	TO	NUMBER OF INMATES	
										TX	POOL
11/12/2007	1/21/2008	2/4/2008	2/11/2008	2/18/2008	3/3/2008	4/7/2008	4/21/2008	WSP	COCF	10	16
11/12/2007	1/21/2008	2/4/2008	2/11/2008	2/18/2008	3/3/2008	4/7/2008	4/21/2008	SAC	COCF	9	15
11/12/2007	1/21/2008	2/4/2008	2/11/2008	2/18/2008	3/3/2008	4/7/2008	4/21/2008	CMF	COCF	8	13
11/12/2007	1/21/2008	2/4/2008	2/11/2008	2/18/2008	3/3/2008	4/7/2008	4/21/2008	SVSP	COCF	7	12
11/12/2007	1/21/2008	2/4/2008	2/11/2008	2/18/2008	3/3/2008	4/7/2008	4/21/2008	SQ	COCF	6	10
11/12/2007	1/21/2008	2/4/2008	2/11/2008	2/18/2008	3/3/2008	4/7/2008	4/21/2008	PBSP	COCF	5	8
11/12/2007	1/21/2008	2/4/2008	2/11/2008	2/18/2008	3/3/2008	4/7/2008	4/21/2008	RJD	COCF	4	6
11/12/2007	1/21/2008	2/4/2008	2/11/2008	2/18/2008	3/3/2008	4/7/2008	4/21/2008	CAL	COCF	3	5
11/12/2007	1/21/2008	2/4/2008	2/11/2008	2/18/2008	3/3/2008	4/7/2008	4/21/2008	CIM	COCF	2	4
11/12/2007	1/21/2008	2/4/2008	2/11/2008	2/18/2008	3/3/2008	4/7/2008	4/21/2008	CVSP	COCF	2	3
11/12/2007	1/21/2008	2/4/2008	2/11/2008	2/18/2008	3/3/2008	4/7/2008	4/21/2008	LAC	COCF	2	3
10/29/2007	1/21/2008	2/4/2008	2/11/2008	2/18/2008	3/3/2008	4/7/2008	4/21/2008	DVI	COCF	2	3
TOTAL										1565	2608

TARGET POPULATION: NON-ICE INMATES WITH NO VISITS & NO ASSIGNMENTS

CDCR Number: _____ Name: _____ Housing: _____

COCF ELIGIBILITY STATEMENT

Eligible Ineligible Reason: _____

ATTORNEY CONSULTATION

Inmate declines consultation with an attorney. Inmate requires an interpreter.

Inmate requests consultation with an attorney. Language: _____

Print Name/Title: _____

Signature: _____

Date: _____ Institution: _____

GENERAL CHRONO

CDCR Number: _____ Name: _____ Housing: _____

COCF ELIGIBILITY STATEMENT

Eligible Ineligible Reason: _____

ATTORNEY CONSULTATION

Inmate declines consultation with an attorney. Inmate requires an interpreter.

Inmate requests consultation with an attorney. Language: _____

Print Name/Title: _____

Signature: _____

Date: _____ Institution: _____

GENERAL CHRONO

CDC Number:	Name:	Placement Score: Level:	Type and Release Date: EPRD
Custody: MED A	Assignment:	WG/PG: A2/B eff.	Next Classification:
DOB:	CLLR:	Housing:	Recommendation: Refer to CSR, RX involuntary non-adverseTX to COCF Program.
RGPL:			

Comments: Inmate , appeared this date before the ICC for consideration of mandatory involuntary non-adverse placement in the California Out-of-State Correctional Facility (COCF) program. Inmate is noted as meeting the current criteria for involuntary placement in the COCF program. The inmate was provided 72 hours advanced notification of this hearing. , was served as interpreter and Staff Assistant noting this inmate is not fluent in English . Effective communication was achieved by utilizing a foreign language interpreter and . Inmate is not a participant in the Mental Health Services Delivery System.

Committee action: Committee acts to refer to the CSR for transfer to COCF based on this inmate's current case factor's and continue present program pending transfer. This is a non-adverse transfer. Inmate was cooperative and agreed with Committee's actions. He was advised of his right to appeal the aforementioned decisions and informed of the expedited appeal process regarding recommendations for involuntary transfer to COCF. He participated in ICC and offered the following comments . Inmate was afforded an attorney consultation prior to ICC. He declined attorney consultation .

Case Factors: Inmate is a -year-old, term, PV-WNT, received into CDCR on from County for the commitment offense of and was sentenced to a term.

Prior felony convictions consist of (offense and date):

Arrest history consists of:

Disciplinary history (violation and date) is clear

Central File reflects arrest(s) for Arson: none ; Escapes: none ; Sex Offense: none

Computer related crimes: none

Holds/Warrants/Detainers: none . Registration/Notification: /

Medical chrono: dated reflects: Full Duty, Camp, CCF, Food Handling Clear.

Medical Restrictions: none DPP: N/A. DDP: NCF. Dental Priority Code:

TB Alert code is dated

Mental Health chrono dated reflects: subject is

Administrative Determinants: none . The CDC 812 is clear

The Confidential Folder was reviewed and is clear

Eligibility status: Camp: Ineligible - ; MSF: Ineligible - ; MCCF/CCF: Ineligible - ;

DTF: Temporarily Ineligible - ; Restitution Center: Ineligible - ; SAP: Ineligible -

Inmate does not meet the criteria for MDO referral. Inmate does not meet the criteria for SVP

referral. Inmate was reviewed for single cell criteria and does not meet "S" suffix criteria.

: CHAIRPERSON;

, RECORDER

OTHER COMMITTEE MEMBERS:

Institution:	Classification: ICC-GP	Date:
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CALIFORNIA OUT-OF-STATE CORRECTIONAL FACILITIES
FIELD FILE CHECKLIST

Make an entry by each document; note N/A if not applicable or not available.
Please utilize this list as order of filing.

Three Photographs – Actual photos, not photocopies (Secure inside left side of Field File)

Case Summary

- CDC Form 112, Chronological History
- Up to date Legal Status Summary Sheet
- Most recent Probation Officer's Report for all active cases
- Institution Staff Recommendation Summary including Social Factor Sheet
- CDC Form 816, Reception Center Readmission Summary (if applicable)

Legal Documents

Most recent Abstract of Judgment(s) for all active cases.

Classification

- CDC-262 Custody Classification Assignments (most recent page)
- CDC Form 840, Reclassification Score Sheet (With CSR COCF Endorsement)
- Minimum Custody Screening Form (most recent)
- CDC Form 812, Notice of Critical Case Information-Safety of Persons (Most recent)
- CDC Form 812-A, Notice of Critical Case Information-Prison Gang Identification
- CDC Form 812-B, Notice of Critical Case Information-Disruptive Group Identification
- CDC Form 128-G, Initial UCC Chrono or most recent annual
- CDC Form 128-G, CSR Referral (Institution Classification Committee Referral to CSR)
- CDC Form 128-G, CSR Endorsement Chrono

Disciplinary

Copies of Serious Disciplinarys, CDC Form 115's

General Chronos

- CDC Form 1845, Inmate/Parolee Disability Verification
- CDC Form 128-C-1/128-C, Reception Center Medical Clearance/Restriction Information/Medical Chrono
- CDC-128 C Mental Health Placement (most recent)
- CDC Form 128-B, Informational: Disruptive Group Affiliates
- CDC Form 128-B, Informational: TABE Results (most recent)
- CDC Form 128-B Chrono – General - Archive File Review (for prior discharged term)

Miscellaneous

- Most recent CDC Form 127, Notification In Case of Inmate Death, Serious Injury, Or Serious Illness
- Out-of-State Placement Agreement
- CDC Form 345, Power of Attorney and Authorization for Deposit

Detainers

CDC Form 850, Detainer Summary, for actual or potential holds for current term

Parole

- MDO-01 Mentally Disordered Screening Form
- CDC Form 611 If present from prior term

Non Central File Information

- CDC Form 120 Visiting Record or Automated Visiting Information System (AVIS) printout – **Include Restraining Orders, Visiting Restrictions (copies of CDC Form 128-B)**
- Copy** of Education File, including any CDC 128-Bs for GED or High School Transcripts
- DDPS printout of current assignment and work history

CDC Number: _____ CDC Name: _____

Memorandum

Date: December 27, 2007

To: Associate Directors, Division of Adult Institutions
Wardens
Wardens – Contract Facilities
Classification Staff Representatives
Classification and Parole Representatives
Correctional Counselors III-Reception Centers

Subject: **ACTIVATION OF THE SENSITIVE NEEDS YARD FOR THE CALIFORNIA OUT-OF-STATE CORRECTIONAL FACILITY PROGRAM**

On June 4, 2007, the California Department of Corrections and Rehabilitation (CDCR) began processing potentially eligible inmates for involuntary transfer to the California Out-of-State Correctional Facility (COCF) program. This memorandum is to inform you of the activation of a Sensitive Needs Yard (SNY) facility in April 2008 at the Red Rock Correctional Center in Eloy, Arizona.

The activation schedule (Attachment A) must be adhered to in order to meet the time frames for the activation at each of the listed institutions. On this schedule, in the "Number of Inmates" column, the number reflected in the "Pool" subcolumn is the number of inmates identified on the institution's list and the number reflected in the "TX" subcolumn is the number of inmates projected to be endorsed and transferred from that institution.

Each institution is required to complete a contingency plan and proof of training prior to the actual processing of the inmates. Any institution which has not previously completed its contingency plans shall do so and submit them to the institution's respective Associate Director, the Office of Correctional Safety, and COCF.

The schedule focuses on institutions with the target population. The priority order for transfer to the COCF SNY facility shall be: 1.) Inmates with either an active or potential Immigration and Customs Enforcement (ICE) hold, and 2.) Inmates who were born in the United States or are naturalized citizens, who are not currently in a work, education, vocation, or Substance Abuse Program (SAP) and have not had a visit with a family member within one year from the date of this memorandum. This schedule is subject to change. The COCF Unit shall coordinate with the Transportation Unit for the transfer of eligible inmates.

ARMSTRONG, COLEMAN, and CLARK Class Members

Inmates who have been identified as qualifying for the Disability Placement Program (DPP) and/or Developmental Disability Program (DDP) shall not be Involuntarily transferred to an out-of-state facility at this time. Also, inmates who are in the Mental Health Services Delivery System (MHSDS) shall not be involuntarily transferred to an out-of-state facility.

CURRENT PROCESS FOR SENSITIVE NEEDS YARD INMATES

A detailed description of the COCF transfer process is contained in the Director's Memorandum dated February 2, 2007, titled, *California Out-of-State Correctional Facility Program, Phase III*. The medical screening process has been revised to follow the process in this activation memorandum. The following is an overview of the process to transfer an SNY inmate to an out-of-state facility. It is imperative that the process is followed to ensure

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inmates who are ineligible are not screened medically or seen by an attorney. Ineligible inmates who are seen by contract staff deplete the amount of funds set aside to complete the process.

1. The Correctional Counselors (CC) shall screen the identified inmates to ensure they still meet the established criteria.
 - a. The list of inmates shall be provided by the COCF Unit. The list will be provided in a step-by-step COCF Involuntary Transfer Tracking Report (CITTR). A sample of a COCF Involuntary Transfer Tracking Report is provided (Attachment B).
 - b. The CC shall initiate the pre-formatted CDCR Form 128B, *Chrono-Informational* (Attachment C).
 - c. The tracking report shall note if the inmate is "E" - eligible based on the Central File (C-file) review or "I" - ineligible based on the C-file review.
 - d. The CITTR shall be e-mailed to CC II Vanessa Miller at Vanessa.Miller@cdcr.ca.gov and CC II Joerk Reuter at Joerk.Reuter@cdcr.ca.gov every Monday by noon.
 - e. The COCF Daily Update shall be e-mailed to CC II Vanessa Miller and CC II Joerk Reuter, as well as CC III Dave Lankford every day by 11:00 a.m.
2. The CC shall inform the potentially eligible inmate that he is being processed for mandatory transfer.
 - a. The CC shall determine if the inmate is requesting attorney consultation, if an interpreter is required, and what language the interpreter must be able to speak. The CC shall notify the Classification and Parole Representative's (C&PR) office, via the completed pre-formatted CDCR Form 128B, of the information for inclusion on the Tracking Worksheet.
3. Only the potentially eligible inmates shall be referred to Medical for screening.
 - a. The C&PR's office shall provide medical staff with the list of inmates who the CCs have determined to be potentially eligible.
 - b. The Registered Nurse (RN) shall conduct a Unit Health Record (UHR) review.
 - c. The RN shall complete a pre-formatted CDCR Form 128-C, *Medical-Psychiatric-Dental Chrono*; approving, rejecting, or temporarily disapproving the COCF transfer. A copy of the CDCR Form 128-C shall be forwarded to the C&PR's office.
 - d. The RN shall refer inmates with a history of mental illness, mental health treatment, or suicidality for mental health screening.
 - e. The Mental Health clinicians shall send a pre-formatted CDCR Form 128-C for inmates who have been referred for evaluation to the C&PR's office either approving or disapproving the out-of-state transfer.

4. **Only** the inmates who have been medically cleared and cleared by mental health, if applicable, shall be scheduled for an attorney consultation if requested.
5. Inmates who have been afforded their attorney consultation or inmates who did not request attorney consultation, shall be prepared for review by the Institution Classification Committee (ICC) in accordance with workload agreements.
6. The ICC shall review the case and recommend out-of-state placement for eligible inmates.
7. ICC recommended cases shall be presented to the Classification Staff Representative (CSR).
8. The inmate shall review a copy of his endorsement within 24 hours of the CSR action. The inmate will be permitted an expedited 2nd Level Appeal process.
9. Inmates, who have waived their 2nd Level Appeal or have had their 2nd Level Appeal answered and are still eligible for transfer, shall have a field file made in accordance with the COCF Field File Checklist (attachment D).
10. **Generally, COCF SNY endorsed inmates will be transported directly from the originating institutions to the airport.**
11. An inmate shall have a face-to-face medical review by an RN.
 - a. A custody staff member shall be present at all times during the face-to-face review with the RN. If necessary, overtime may be utilized for the custody staff coverage.
 - b. The institution C&PR's office shall be notified by medical staff of the inmates who have been medically cleared and those who have been medically rejected.
12. The UHR shall be copied by Knox Copy Service after the inmate has been cleared by medical.
13. The C&PR's office will receive a manifest of the eligible inmates transferring to the out-of-state facility.
 - a. The C&PR's office shall ensure the designated inmates are prepared and ready for transfer.
14. The property shall be packed in accordance with the June 29, 2007, Deputy Director Memorandum titled, *Property Preparation for Transfer of California Out-of-State Correctional Facility Inmates*.

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15. The pharmacy shall ensure inmates who are on medication are transferred with a seven-day supply.

16. After the inmate has transferred, the C-File shall be overnight mailed to the COCF Records and the original UHR shall be overnight mailed to the COCF Medical Unit.

CURRENT PROCESS FOR RECEPTION CENTER INMATES

Inmates who are undergoing reception center (RC) processing shall not be processed for the COCF program at this time. The current departmental procedure for processing inmates to the COCF program would cause an undue delay in the processing time.

Inmates who meet the COCF involuntary transfer criteria shall be transferred to a CDCR institution. The receiving institution shall review and process eligible inmates for involuntary transfer to the COCF program.

INTERPRETER SERVICES

The contractor shall be responsible for providing a non-departmental interpreter for the attorney consultation. A departmental interpreter may be utilized for all other steps in the screening process.

The following memorandums are still in effect:

- *California Out-of-State Correctional Facility, Phase I*, dated October 18, 2006.
- *California Out-of-State Correctional Facility, Phase II*, dated October 31, 2006.
- *California Out-of-State Correctional Facility, Phase II Addendum*, dated November 21, 2006.
- *California Out-of-State Correctional Facility, Phase III*, dated February 2, 2007.
- *Property Preparation for Transfer of California Out-of-State Correctional Facility Inmates*, dated June 29, 2007.

This activation may significantly impact the involved institutions. We request your patience, keeping in mind alleviating overcrowding and the continued ability for Reception Center intake will continue to be a priority. **Any overtime expenses incurred as a result of the transfer processing shall be tracked and submitted to Cheryl Smith, COCF Staff Services Manager II, via e-mail at Cheryl.Smith@cdcr.ca.gov.**

The support of the Wardens in ensuring their institution's assistance is appreciated and necessary to ensure smooth activations. Management is encouraged to provide appropriate accommodation or resources in keeping with the Implemented Terms.

Associate Directors, Division of Adult Institutions
Wardens
Wardens – Contract Facilities
Classification Staff Representatives
Classification and Parole Representatives
Correctional Counselors III-Reception Centers
Page 5

If you have any questions concerning the COCF program, please contact Melissa Lea, Chief (A), COCF, at (916) 464-3771, or via e-mail at Melissa.Lea@cdcr.ca.gov. If you have questions for a specific issue, please refer to the COCF Point of Contact list (Attachment E).



MARISELA MONTES
Senior Advisor
Division of Adult Institutions

Attachments

cc: David Runnels	Scott Kernan	Bernard Warner
Steve Kessler	Duncan Fallon	Doug McKeever
Donald Currier	Bruce Slavin	Suzan Hubbard
William Kuykendall	Ombudsman's Office	Linda Barnett
Thomas Hoffman	Eric Arnold	Jeff Macomber
Janet Rodriguez	Jackie Clark	Melissa Lea
Lydia Romero	Cheryl Smith	

**CALIFORNIA OUT-OF-STATE CORRECTIONAL FACILITY
INVOLUNTARY RELOCATION OF SNY INMATES WITH ACTIVE POTENTIAL ICE HOLD**

Attachment A

TARGET FACILITY: TCCF
March 2008 Schedule
SNY NON-HUBBED
ALL CASES MUST BE REVIEWED BY AN INSTITUTIONAL CLASSIFICATION COMMITTEE

NOTIFY INSTITUTION	Pre-Transfer Processing Medical Mental Health Legal Consult	WEEK TO ICC	WEEK TO CSR	WEEK TO CALL IN THE # OF INMATES ENDORSED FOR TRANSPORTATION	APPEALS COMPLETED	WEEK FOR MED F-T-F and UHR COPY	WEEK OF TRANSFER	FROM	TO	NUMBER OF INMATES	
										TX	POOL
12/31/2007	1/21/2008	2/18/2008	2/25/2008	3/3/2008	3/10/2008	3/17/2008	3/31/2008	COR	COCF-AZ3	88	146
12/31/2007	1/21/2008	2/18/2008	2/25/2008	3/3/2008	3/10/2008	3/17/2008	3/31/2008	SCC	COCF-AZ3	47	78
12/31/2007	1/21/2008	2/25/2008	3/3/2008	3/13/2008	3/17/2008	3/24/2008	4/7/2008	SATE	COCF-AZ3	103	174
12/31/2007	1/21/2008	2/25/2008	3/3/2008	3/13/2008	3/17/2008	3/24/2008	4/7/2008	SVSP	COCF-AZ3	16	176
12/31/2007	1/28/2008	2/18/2008	3/17/2008	3/24/2008	3/31/2008	4/7/2008	4/21/2008	MCSP	COCF-AZ3	45	75
12/31/2007	1/28/2008	2/18/2008	3/17/2008	3/24/2008	3/31/2008	4/7/2008	4/21/2008	PVSP	COCF-AZ3	42	70
12/31/2007	1/28/2008	2/18/2008	3/17/2008	3/24/2008	3/31/2008	4/7/2008	4/21/2008	CVSP	COCF-AZ3	107	179
TOTAL										477	795

TARGET POPULATION: SNY Inmates with Active or Potential ICE Holds.

CDCR Number: _____ Name: _____ Housing: _____

COCF ELIGIBILITY STATEMENT

Eligible Ineligible Reason: _____

ATTORNEY CONSULTATION

Inmate declines consultation with an attorney. Inmate requires an interpreter.
 Inmate requests consultation with an attorney. Language: _____

Print Name/Title: _____ Signature: _____

Date: _____ Institution: _____ GENERAL CHRONO

CDCR Number: _____ Name: _____ Housing: _____

COCF ELIGIBILITY STATEMENT

Eligible Ineligible Reason: _____

ATTORNEY CONSULTATION

Inmate declines consultation with an attorney. Inmate requires an interpreter.
 Inmate requests consultation with an attorney. Language: _____

Print Name/Title: _____ Signature: _____

Date: _____ Institution: _____ GENERAL CHRONO

CALIFORNIA OUT-OF-STATE CORRECTIONAL FACILITIES
FIELD FILE CHECKLIST

Make an entry by each document; note N/A if not applicable or not available.
Please utilize this list as order of filing.

Three Photographs – Actual photos, not photocopies (Secure inside left side of Field File)

Case Summary

- CDC Form 112, Chronological History
 Up to date Legal Status Summary Sheet
 Most recent Probation Officer's Report for all active cases
 Institution Staff Recommendation Summary including Social Factor Sheet
 CDC Form 816, Reception Center Readmission Summary (if applicable)

Legal Documents

Most recent Abstract of Judgment(s) for all active cases.

Classification

- CDC-262 Custody Classification Assignments (most recent page)
 CDC Form 840, Reclassification Score Sheet (With CSR COCF Endorsement)
 Minimum Custody Screening Form (most recent)
 CDC Form 812, Notice of Critical Case Information-Safety of Persons (Most recent)
 CDC Form 812-A, Notice of Critical Case Information-Prison Gang Identification
 CDC Form 812-B, Notice of Critical Case Information-Disruptive Group Identification
 CDC Form 128-G, Initial UCC Chrono or most recent annual
 CDC Form 128-G, CSR Referral (Institution Classification Committee Referral to CSR)
 CDC Form 128-G, CSR Endorsement Chrono

Disciplinary

Copies of Serious Disciplinaries, CDC Form 115's

General Chronos

- CDC Form 1845, Inmate/Parolee Disability Verification
 CDC Form 128-C-1/128-C, Reception Center Medical Clearance/Restriction Information/Medical Chrono
 CDC-128 C Mental Health Placement (most recent)
 CDC Form 128-B, Informational: Disruptive Group Affiliates
 CDC Form 128-B, Informational: TABE Results (most recent)
 CDC Form 128-B Chrono – General - Archive File Review (for prior discharged term)

Miscellaneous

- Most recent CDC Form 127, Notification In Case of Inmate Death, Serious Injury, Or Serious Illness
 Out-of-State Placement Agreement
 CDC Form 345, Power of Attorney and Authorization for Deposit

Detainers

CDC Form 850, Detainer Summary, for actual or potential holds for current term

Parole

- MDO-01 Mentally Disordered Screening Form
 CDC Form 611 If present from prior term.

Non Central File Information

- CDC Form 120 Visiting Record or Automated Visiting Information System (AVIS) printout – **Include Restraining Orders, Visiting Restrictions (copies of CDC Form 128-B)**
 Copy of Education File, including any CDC 128-Bs for GED or High School Transcripts
 DDPS printout of current assignment and work history

CDC Number: _____ CDC Name: _____

Memorandum

Date : January 16, 2008

To : Associate Directors, Division of Adult Institutions
Wardens
Wardens – Contract Facilities
Classification Staff Representatives
Classification and Parole Representatives
Correctional Counselors III-Reception Centers

Subject: **REQUIRED DOCUMENTATION FOR THE CALIFORNIA OUT-OF-STATE CORRECTIONAL FACILITY PROGRAM**

This memorandum is intended to provide direction for the processing of inmates endorsed for the California Out-of-State Correctional Facility (COCF) program, who are being considered for placement at the North Fork Correctional Facility (NFCF) in Sayre, Oklahoma. Oklahoma statutes require that prior to housing inmates from other jurisdictions, the Oklahoma Department of Corrections (DOC) must review every inmate's case factors and approve that inmate for placement in a contracted facility. Transfers to the NFCF will begin in February 2008.

In order to accomplish this review, copies of specific documents must be made and forwarded to the COCF unit, who will then provide this documentation to the Oklahoma DOC. The following is a list of those documents which must be copied by each facility and mailed to COCF immediately following the Classification Staff Representative (CSR) endorsement.

1. The complete CDCR Form 112, *Chronological History*.
2. Probation Officer's Report (POR)
 - Arrest Report if POR was waived
3. The referral Institution Classification Committee (ICC) pre-formatted CDCR Form 128G, *Chrono-Classification*, with full case factors
4. Any CDCR Form 115, *Rules Violation Report*, both Administrative and Serious, dating back only two years from the date the copies are being made
5. The Criminal Identification and Information (CI&I) Report
 - If applicable, the Federal Bureau of Investigation (FBI) Rap sheet¹
6. If the inmate has discharged a CDCR number(s), a printout of the COFQ screen for the discharged number(s) is required.

Please ensure the documents are bundled together for each inmate and overnight mailed to the COCF Unit at:

COCF
10961 Sun Center Drive
Rancho Cordova, CA 95670
Attn: C&PR Secretary

Please begin this process for all inmates endorsed after February 1, 2008.

It is recognized that this process places an additional burden on the resources of each facility and I appreciate your on-going assistance in the movement of COCF inmates.

¹ The release of these documents to the Oklahoma DOC has been approved by the Department of Justice.

Associate Directors, Division of Adult Institutions
Wardens
Wardens – Contract Facilities
Classification Staff Representatives
Classification and Parole Representatives
Correctional Counselors III-Reception Centers
Page 2

Please track the overtime associated with this additional workload, as well as all other overtime associated with COCF and forward this information with backup documentation to Tracy Dean in the COCF Unit, via e-mail at Tracy.Dean@cdcr.ca.gov or fax at (916) 464-3780.

Thank you again for your commitment to the success of the COCF program. If you have any questions about this correspondence, please contact Melissa Lea, Chief Deputy Warden (A), COCF, at (916) 464-3771, or via e-mail at Melissa.Lea@cdcr.ca.gov.



MARISELA MONTES
Senior Advisor
Division of Adult Institutions

cc: David Runnels
Steve Kessler
Bruce Slavin
Ombudsman's Office

Scott Kernan
Suzan Hubbard
Duncan Fallon
Melissa Lea

Bernard Warner
Donald Currier
Thomas Hoffman

Memorandum

Date : February 1, 2008

To : Associate Directors, Division of Adult Institutions
Wardens
Wardens – Contract Facilities
Classification Staff Representatives
Classification and Parole Representatives
Correctional Counselors III-Reception Centers

Subject: **ACTIVATION OF PRIORITY ORDER #3B FOR THE CALIFORNIA OUT-OF-STATE CORRECTIONAL FACILITY PROGRAM**

On November 14, 2007, the California Department of Corrections and Rehabilitation (CDCR) began processing transfer priority order #3, inmates who are born in the United States or inmates who are naturalized citizens, for involuntary transfer to the California Out-of-State Correctional Facility (COCF) program. The first group of inmates selected from priority transfer order #3, were inmates who had not had a visit with an immediate family member in the past year and did not have a job assignment. This memorandum is to inform you that the CDCR shall immediately begin processing priority transfer order #3B, inmates who have not had a visit from an immediate family member within the past year and are assigned to non-critical jobs.

The activation schedule (Attachment A) must be adhered to in order to meet the time frames for the activation at each of the listed institutions. On this schedule, in the "Number of Inmates" column, the number reflected in the "Pool" subcolumn is the number of inmates identified on the institution's list and the number reflected in the "TX" subcolumn is the number of inmates projected to be endorsed and transferred from that institution.

Each institution was required to complete an emergency contingency plan and proof of training prior to the actual processing of the inmates. Any institution which has not previously completed its emergency contingency plans shall do so and submit them to the institution's respective Associate Director, the Office of Correctional Safety, and COCF.

No visit in the last year with an immediate family member shall be defined as one year from the date the screening list was generated. Staff shall ensure that an inmate has not had a family visit during the one year period as family visits do not show up in the information extracted from the Automated Visiting Information System. Non-critical job assignment shall be defined as those which are not Vocational assignments or Substance Abuse Program assignments. The schedule focuses on institutions that are scheduled for conversions and institutions with a high number of non-traditional beds. This schedule is subject to change. The COCF Unit shall coordinate with the Transportation Unit for the transfer of eligible inmates.

ARMSTRONG, COLEMAN, and CLARK Class Members

Inmates who have been identified as qualifying for the Disability Placement Program (DPP) and/or Developmental Disability Program (DDP) shall not be involuntarily transferred to an out-of-state facility at this time. Also, inmates who are in the Mental Health Services Delivery System (MHSDS) shall not be involuntarily transferred to an out-of-state facility.

CURRENT PROCESS FOR GENERAL POPULATION INMATES

A detailed description of the COCF transfer process is contained in the Director's Memorandum dated February 2, 2007, titled, *California Out-of-State Correctional Facility Program, Phase III*. The medical screening process has been revised to follow the process in this activation memorandum. The following is an overview of the process to transfer an inmate to an out-of-state facility. It is imperative that the process is followed to ensure inmates who are ineligible are not screened medically or seen by an attorney. Ineligible inmates who are seen by contract staff deplete the amount of funds set aside to complete the process.

1. The Correctional Counselors (CC) shall screen the identified inmates to ensure they still meet the established criteria.
 - a. The list of inmates shall be provided by the COCF Unit. The list will be provided in a step-by-step COCF Involuntary Transfer Tracking Report (CITTR).
 - b. The CC shall initiate the pre-formatted CDCR Form 128B, *Chrono-Informational* (Attachment B).
 - c. The tracking report shall note if the inmate is "E" - eligible based on the Central File (C-file) review or "I" - ineligible based on the C-file review.
 - d. The CITTR shall be e-mailed to CC II Vanessa Miller at Vanessa.Miller@cdcr.ca.gov and CC II Joerk Reuter at Joerk.Reuter@cdcr.ca.gov every Monday by noon.
 - e. The COCF Daily Update shall be e-mailed to CC II Vanessa Miller and CC II Joerk Reuter, as well as CC III Dave Lankford every day by 11:00 a.m.
2. The CC shall inform the potentially eligible inmate that he is being processed for mandatory transfer.
 - a. The CC shall determine if the inmate is requesting attorney consultation, if an interpreter is required, and what language the interpreter must be able to speak. The CC shall notify the Classification and Parole Representative's (C&PR) office, via the completed pre-formatted CDCR Form 128B, of the information for inclusion on the Tracking Worksheet.
3. **Only** the potentially eligible inmates shall be referred to Medical for screening.
 - a. The C&PR's office shall provide medical staff with the list of inmates who the CCs have determined to be potentially eligible.
 - b. The Registered Nurse (RN) shall conduct a Unit Health Record (UHR) review.
 - c. The RN shall complete a pre-formatted CDCR Form 128-C, *Medical-Psychiatric-Dental Chrono*; approving, rejecting, or temporarily

- disapproving the COCF transfer. A copy of the CDCR Form 128-C shall be forwarded to the C&PR's office.
- d. The RN shall refer inmates with a history of mental illness, mental health treatment, or suicidality for mental health screening.
 - e. The Mental Health clinicians shall send a pre-formatted CDCR Form 128-C for inmates who have been referred for evaluation to the C&PR's office either approving or disapproving the out-of-state transfer.
4. **Only** the inmates who have been medically cleared and cleared by mental health, if applicable, shall be scheduled for an attorney consultation if requested.
 5. Inmates who have been afforded their attorney consultation or inmates who did not request attorney consultation, shall be prepared for review by the Institution Classification Committee (ICC) in accordance with workload agreements.
 6. The ICC shall review the case and recommend out-of-state placement for eligible inmates.
 7. ICC recommended cases shall be presented to the Classification Staff Representative (CSR).
 8. The inmate shall review a copy of his endorsement within 24 hours of the CSR action. The inmate will be permitted an expedited 2nd Level Appeal process.
 9. Inmates, who have waived their 2nd Level Appeal or have had their 2nd Level Appeal answered and are still eligible for transfer, shall have a field file made in accordance with the COCF Field File Checklist.
 10. Inmates shall either be hubbed at Wasco State Prison (WSP) or be picked up directly from the sending institution. The date for hubbing or if it is a direct pick up is indicated on the activation schedule.
 11. An inmate shall have a face-to-face medical review by an RN at WSP if the inmate is scheduled for hubbing or at the sending institution if the inmate is scheduled for direct pick up.
 - a. A custody staff member shall be present at all times during the face-to-face review with the RN. If necessary, overtime may be utilized for the custody staff coverage.
 - b. The institution C&PR's office shall be notified by medical staff of the inmates who have been medically cleared and those who have been medically rejected.
 12. The UHR shall be copied by Knox Copy Service after the inmate has been cleared by medical.

Associate Directors, Division of Adult Institutions
Wardens
Wardens – Contract Facilities
Classification Staff Representatives
Classification and Parole Representatives
Correctional Counselors III-Reception Centers
Page 4

13. The C&PR's office will receive a manifest of the eligible inmates transferring to the out-of-state facility. The C&PR's office shall ensure the designated inmates are prepped and ready for transfer.
14. The property shall be packed in accordance with the June 29, 2007, Deputy Director Memorandum titled, *Property Preparation for Transfer of California Out-of-State Correctional Facility Inmates*.
15. The pharmacy shall ensure inmates who are on medication are transferred with a seven-day supply if the inmate is being transferred directly from the sending institution or a ten-day supply if the inmate is being sent to WSP for hubbing.
16. After the inmate has transferred, the C-File shall be overnight mailed to the COCF Records and the original UHR shall be overnight mailed to the COCF Medical Unit.

CURRENT PROCESS FOR RECEPTION CENTER INMATES

Inmates who are undergoing reception center (RC) processing shall not be processed for the COCF program at this time. The current departmental procedure for processing inmates to the COCF program would cause an undue delay in the processing time.

Inmates who meet the COCF involuntary transfer criteria shall be transferred to a CDCR institution. **The receiving institution shall review and process eligible inmates for involuntary transfer to the COCF program.**

INTERPRETER SERVICES

The contractor shall be responsible for providing a non-departmental interpreter for the attorney consultation. A departmental interpreter may be utilized for all other steps in the screening process.

This activation may significantly impact the involved institutions. We request your patience, keeping in mind alleviating overcrowding and the continued ability for Reception Center intake will continue to be a priority. **Any overtime expenses incurred as a result of the transfer processing shall be tracked and submitted to Tracy Dean, COCF Budget Analyst, via e-mail at Tracy.Dean@cdcr.ca.gov.**

The support of the Wardens in ensuring their institutions' assistance is appreciated and necessary to ensure smooth activations. Management is encouraged to provide appropriate accommodation or resources in keeping with the Implemented Terms.

Associate Directors, Division of Adult Institutions
Wardens
Wardens – Contract Facilities
Classification Staff Representatives
Classification and Parole Representatives
Correctional Counselors III-Reception Centers
Page 5

If you have any questions concerning the COCF program, please contact Melissa Lea, Chief (A), COCF, at (916) 464-3771, or via e-mail at Melissa.Lea@cdcr.ca.gov. If you have questions for a specific issue, please refer to the COCF Point of Contact list (Attachment C).



MARISELA MONTES
Senior Advisor
Division of Adult Institutions

Attachments

cc: Steve Kessler
Bernard Warner
Doug McKeever
William Kuykendall
Ken Hurdler
Eric Arnold
Janet Rodriguez

David Runnels
Bruce Slavin
Thomas Hoffman
Jackie Clark
Linda Barnett
Jeff Macomber
Cheryl Smith

Scott Kernan
Donald Currier
Suzan Hubbard
Duncan Fallon
Melissa Lea
Lydia Romero

**CALIFORNIA OUT-OF-STATE CORRECTIONAL FACILITY
INVOLUNTARY RELOCATION OF NON-ICE INMATES (NO VISITS / NON-CRITICAL ASSIGNMENT)**

Attachment A

TARGET FACILITY: TCCF
April - August 2008 Schedule
DIRECT PICKUP & HUBBED

ALL CASES MUST BE REVIEWED BY AN INSTITUTIONAL CLASSIFICATION COMMITTEE

NOTIFY INSTITUTION	Pre-Transfer Processing Medical Mental Health Legal Consult	WEEK TO ICC	WEEK TO CSR	WEEK TO CALL IN THE # OF INMATES ENDORSED FOR TRANSPORTATION	APPEALS COMPLETED	WEEK TO HUB	WEEK OF TRANSFER	FROM	TO	NUMBER OF INMATES	
										TX	POOL
1/28/2008	2/4/2008	2/25/2008	3/3/2008	3/10/2008	3/17/2008	Direct P/U	3/31/2008	CCI	COCF-OK1	120	263
1/28/2008	2/4/2008	2/25/2008	3/3/2008	3/10/2008	3/24/2008	Direct P/U	4/7/2008	FSP	COCF-OK1	70	504
1/28/2008	2/4/2008	2/25/2008	3/3/2008	3/10/2008	3/24/2008	Direct P/U	4/7/2008	GEN	COCF-OK1	70	591
1/28/2008	2/4/2008	2/25/2008	3/3/2008	3/10/2008	3/24/2008	3/31/2008	4/14/2008	CCI	COCF-OK1	40	
1/28/2008	2/4/2008	2/25/2008	3/3/2008	3/10/2008	3/24/2008	3/31/2008	4/14/2008	SATF	COCF-OK1	100	163
1/28/2008	2/4/2008	3/3/2008	3/10/2008	3/17/2008	3/31/2008	Direct P/U	4/28/2008	CMF	COCF-OK1	70	198
1/28/2008	2/4/2008	3/3/2008	3/10/2008	3/17/2008	3/31/2008	Direct P/U	4/28/2008	FSP	COCF-OK1	70	394
1/28/2008	2/18/2008	4/7/2008	4/14/2008	4/21/2008	5/5/2008	5/12/2008	5/26/2008	SOL	COCF-MS1	80	501
1/28/2008	2/18/2008	4/7/2008	4/14/2008	4/21/2008	5/5/2008	5/12/2008	5/26/2008	CMF	COCF-MS1	50	
1/28/2008	2/18/2008	4/7/2008	4/14/2008	4/21/2008	5/5/2008	5/12/2008	5/26/2008	FSP	COCF-MS1	30	
1/28/2008	3/3/2008	4/14/2008	4/21/2008	4/28/2008	5/12/2008	Direct P/U	6/2/2008	ISP	COCF-MS1	70	
1/28/2008	3/3/2008	4/14/2008	4/21/2008	4/28/2008	5/12/2008	Direct P/U	6/2/2008	GEN	COCF-MS1	70	
1/28/2008	3/24/2008	5/5/2008	5/12/2008	5/19/2008	5/26/2008	6/2/2008	6/16/2008	PVSP	COCF-MS1	65	268
1/28/2008	3/24/2008	5/5/2008	5/12/2008	5/19/2008	5/26/2008	6/2/2008	6/16/2008	CMC-E	COCF-MS1	65	304
1/28/2008	4/28/2008	5/19/2008	5/26/2008	6/2/2008	6/16/2008	Direct P/U	6/30/2008	FSP	COCF-MS1	120	
1/28/2008	4/28/2008	5/19/2008	5/26/2008	6/2/2008	6/16/2008	6/23/2008	7/7/2008	COR	COCF-AZ2	60	142
1/28/2008	4/28/2008	5/19/2008	5/26/2008	6/2/2008	6/16/2008	6/23/2008	7/7/2008	SOL	COCF-AZ2	60	
1/28/2008	5/5/2008	5/26/2008	6/2/2008	6/9/2008	6/23/2008	6/30/2008	7/14/2008	PVSP	COCF-MS1	90	

**CALIFORNIA OUT-OF-STATE CORRECTIONAL FACILITY
INVOLUNTARY RELOCATION OF NON-ICE INMATES (NO VISITS / NON-CRITICAL ASSIGNMENT)**

NOTIFY INSTITUTION	Pre-Transfer Processing Medical Mental Health Legal Consult	WEEK TO ICC	WEEK TO CSR	WEEK TO CALL IN THE # OF INMATES ENDORSED FOR TRANSPORTATION	APPEALS COMPLETED	WEEK TO HUB	WEEK OF TRANSFER	FROM	TO	NUMBER OF INMATES	TX POOL
1/28/2008	5/5/2008	5/26/2008	6/2/2008	6/9/2008	6/23/2008	6/30/2008	7/14/2008	ASP	COCF-MS	30	490
1/28/2008	5/5/2008	5/26/2008	6/2/2008	6/9/2008	6/23/2008	Direct P/U	7/14/2008	ISP	COCF-AZZ	60	
1/28/2008	5/5/2008	5/26/2008	6/2/2008	6/9/2008	6/23/2008	Direct P/U	7/14/2008	CEN	COCF-AZZ	60	
1/28/2008	5/12/2008	6/9/2008	6/16/2008	6/23/2008	7/7/2008	7/14/2008	7/28/2008	SOI	COCF-MS	60	
1/28/2008	5/12/2008	6/9/2008	6/16/2008	6/23/2008	7/7/2008	7/14/2008	7/28/2008	CMC-E	COCF-MS	60	
1/28/2008	5/12/2008	6/9/2008	6/16/2008	6/23/2008	7/7/2008	Direct P/U	7/28/2008	ISP	COCF-AZZ	30	
1/28/2008	5/12/2008	6/9/2008	6/16/2008	6/23/2008	7/7/2008	Direct P/U	7/28/2008	CEN	COCF-AZZ	30	
1/28/2008	6/9/2008	6/30/2008	7/7/2008	7/14/2008	7/21/2008	Direct P/U	8/4/2008	ISP	COCF-AZZ	60	
1/28/2008	6/9/2008	6/30/2008	7/7/2008	7/14/2008	7/21/2008	Direct P/U	8/4/2008	CEN	COCF-AZZ	60	
1/28/2008	6/16/2008	7/7/2008	7/14/2008	7/21/2008	7/28/2008	Direct P/U	8/11/2008	ISP	COCF-AZZ	30	
1/28/2008	6/16/2008	7/7/2008	7/14/2008	7/21/2008	7/28/2008	Direct P/U	8/11/2008	CEN	COCF-AZZ	30	
1/28/2008	6/16/2008	7/7/2008	7/14/2008	7/21/2008	7/28/2008	8/4/2008	8/18/2008	GOR	COCF-MS	25	
1/28/2008	6/16/2008	7/7/2008	7/14/2008	7/21/2008	7/28/2008	8/4/2008	8/18/2008	SOI	COCF-MS	60	
1/28/2008	6/16/2008	7/7/2008	7/14/2008	7/21/2008	7/28/2008	8/4/2008	8/18/2008	CMC-E	COCF-MS	60	
1/28/2008	6/23/2008	7/14/2008	7/21/2008	7/28/2008	8/4/2008	Direct P/U	8/18/2008	ISP	COCF-AZZ	30	
1/28/2008	6/23/2008	7/14/2008	7/21/2008	7/28/2008	8/4/2008	Direct P/U	8/18/2008	CEN	COCF-AZZ	30	
1/28/2008	6/30/2008	7/21/2008	7/28/2008	8/4/2008	8/11/2008	Direct P/U	8/25/2008	RJD	COCF-AZZ	60	135
TOTAL										2075	4053

TARGET POPULATION: NON-ICE INMATES WITH NO VISITS & NON-CRITICAL ASSIGNMENTS

CDCR Number: _____ Name: _____ Housing: _____

COCF ELIGIBILITY STATEMENT

Eligible Ineligible Reason: _____

ATTORNEY CONSULTATION

Inmate declines consultation with an attorney. Inmate requires an interpreter.
 Inmate requests consultation with an attorney. Language: _____

Print Name/Title: _____ Signature: _____

Date: _____ Institution: _____ GENERAL CHRONO

CDCR Number: _____ Name: _____ Housing: _____

COCF ELIGIBILITY STATEMENT

Eligible Ineligible Reason: _____

ATTORNEY CONSULTATION

Inmate declines consultation with an attorney. Inmate requires an interpreter.
 Inmate requests consultation with an attorney. Language: _____

Print Name/Title: _____ Signature: _____

Date: _____ Institution: _____ GENERAL CHRONO