

# Memorandum

Date : September 14, 2010

To : Correctional Lieutenants

Subject : **SA POST AND BID FOR CORRECTIONAL LIEUTENANTS**

The Correctional Lieutenants Seniority Assignments (SA), Post and Bid, time frame is outlined in the following manner. Correctional Lieutenants bid sheets will be made available Monday, September 20, 2010 and must be submitted to the Personnel Assignment Office by 1600 hours on Friday, October 8, 2010. Lieutenants can voluntarily walk up, or submit their bid telephonically during their scheduled time. The purpose of submitting a bid form is to ensure that if for any reason a Lieutenant is unable to physically or telephonically appear for their appointment, they will be guaranteed a bid according to their SA selection and seniority number. A list of the scheduled appointment times have been attached with this memorandum and will be posted.

On Monday, October 11, 2010, the Walk in Bid Process (WIB) will start at 0800 hours in the Personnel Assignment Lieutenants Office located in Residence #5; starting with seniority #1 and following in the appropriate seniority order. Lieutenants with a Seniority number of 23 to 35 should call prior to their scheduled appointment to ensure that there are SA's available.

Lieutenants who have completed their probationary period will be allowed to participate in the SA bid process; regardless of having been hired upon transfer on a limited-term basis and as long as there are SA bid posts available.

**Note: There will be no overtime or mileage costs incurred as a result of the allotted WIB schedule. Supervisory staff who are not able to attend their chosen WIB time due to worksite-related issues, emergencies or off ground-type business, will need to utilize the bid sheet or Telephone Bid Process.**

If you have any questions in regard to the SA bid process, contact the Personnel Assignment Lieutenant J. Paredes at extension 4120.

Original signed by:  
J. PAREDES  
Personnel Assignment Lieutenant  
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Original signed by:  
M. ACUNA  
Security Operations Captain  
California Institution for Men

Original signed by:  
R. A. ALVARADO  
Chief Deputy Warden  
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