M E M O R A N D U M

July 28, 2008

TO: Arthur Wallenstein, Director, Department of Correction and Rehabilitation (DOCR)

FROM: Chris Cihlar, CountyStat Manager

SUBJECT: Follow-up steps outlined in the July 25, 2008 CountyStat meeting to be presented in
                writing by November 7, 2008 to the CountyStat office

The following items were identified for follow-up during the CountyStat meeting:

1.   <u>Identify organizations within Montgomery County government that are comparable to DOCR so
        that reasonable comparisons of overtime, sick leave, and other leave can be made.</u>
        Responsible parties: DOCR
        Other parties involved: none
        Deadline: August 31, 2008

2.   <u>Monitor overtime within the Resident Supervisor positions at the Pre-Release Center. Monitor
        vacancies within these positions and document the effect on overtime of filling those vacancies.</u>
        Responsible parties: DOCR
        Other parties involved: none
        Deadline: October 1, 2008

3.   <u>Report on the rules being used in the Custody and Security Staff Deployment (CSSD) system to
        assign reasons for overtime use.</u>
        Responsible party: DOCR
        Other parties involved: none
        Deadline: October 1, 2008

4.   <u>Examine the number of Lieutenant positions and determine the optimum number needed to
        minimize overall personnel and overtime costs.</u>
        Responsible party: DOCR
        Other parties involved: CountyStat
        Deadline: October 1, 2008

cc: Timothy Firestine, Chief Administrative Officer
        Fariba Kassiri, Assistant Chief Administrative Officer