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GOVERNOR

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## BUREAU OF BUDGET & MANAGEMENT RESEARCH

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BERTHA DUENAS  
DIRECTOR

ORIGINAL

### CERTIFICATION

The Bureau of Budget and Management Research (BBMR) hereby certifies and approves the budget request herewith attached for the **DEPARTMENT OF CORRECTIONS**.

BBMR further attests that all efforts were made in the review process to ensure the accuracy of the calculations and that the results indicated compliance with the budget ceiling established for this government entity from all fund sources.

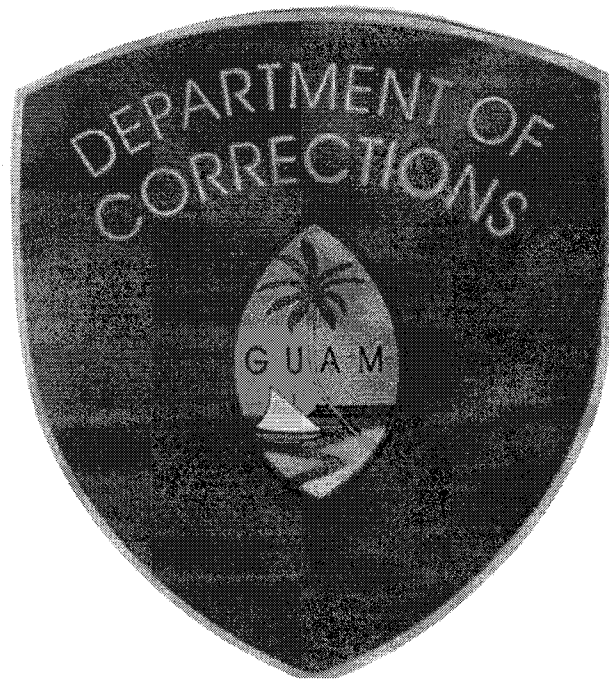
The justification of this budget request is the responsibility of the government entity listed above and any submission outside of this certified submission is neither approved nor sanctioned by the Bureau of Budget and Management Research.

BERTHA M. DUENAS

Date: MAR 13 2009

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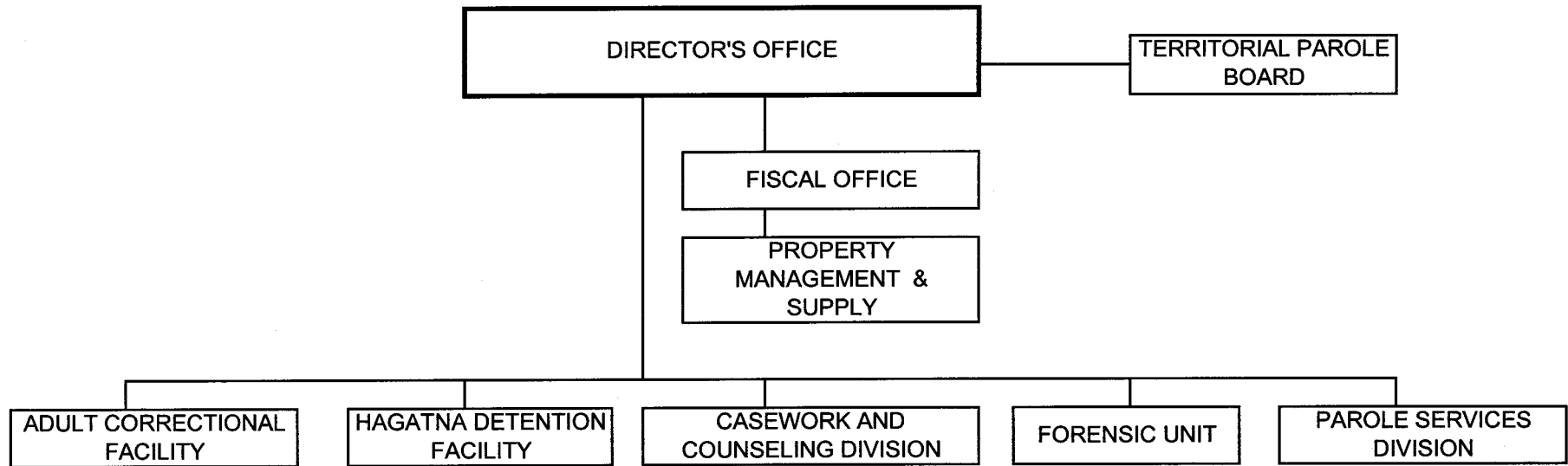
# Department of Corrections



## FY 2010 PROPOSED BUDGET

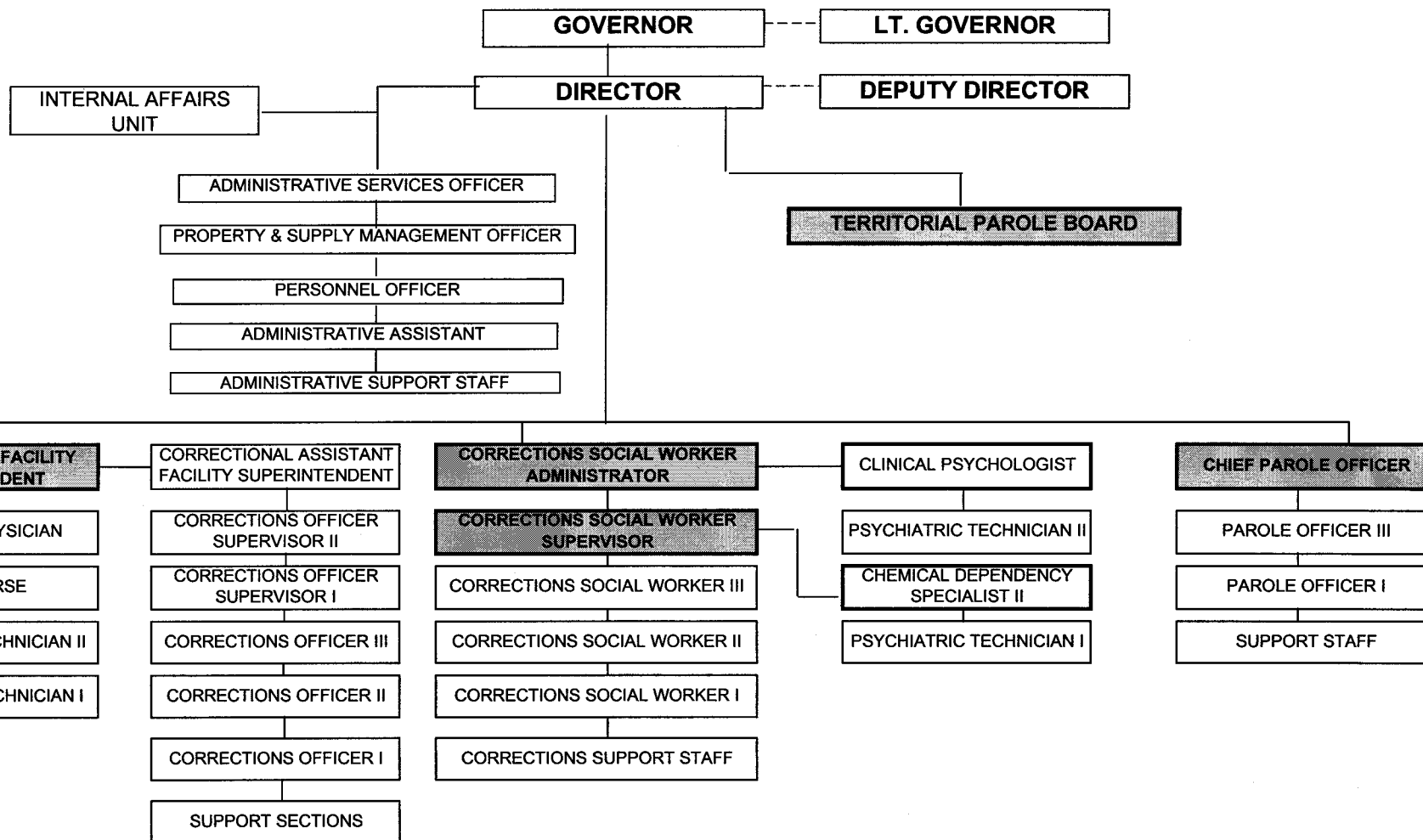
Submitted by: Jose B. Palacios, Director

DEPARTMENT OF CORRECTIONS  
FY2010 BUDGET  
FUNCTIONAL CHART



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DEPARTMENT OF CORRECTIONS  
 FY2010 BUDGET  
 ORGANIZATIONAL CHART



ORIGINAL

Government of Guam  
Fiscal Year 2010 Budget  
Agency Narrative

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FUNCTION: **PUBLIC SAFETY**

AGENCY: **DEPARTMENT OF CORRECTIONS**

**MISSION STATEMENT:**

The Mission of the department of Corrections pursuant to Public Law 9-208;

1. 9GCA, Chapter 90, Article 1, §90.15.;
  - a. To Protect the public from the destructive action of law offenders through control and rehabilitation,
  - b. It shall provide staff services for the judiciary, the parole board, probation officers, and interested agencies of the Executive branch
2. Maintain pretrial custody of arrested persons pending adjudication or authorized release pursuant to orders from the judiciary or other recognized authority.

**GOALS AND OBJECTIVES:**

The Department of Corrections primary goal is the prevention of escape, to maintain order, ensure a safe and humane environment for those we are charge to keep and ultimately to protect the Public from the destructive actions of Law offenders.

The Correctional facilities by design are required to maintain a safe and humane environment. Safety is achieved by the requirement to ensure and provide public protection, through the safe and humane treatment of prisoners committed to our care. Although the civil rights of these individuals have been restricted by their commitment, they are also protected by the rights afforded incarcerated individuals as provided by the constitution. Therefore the Correctional or Prison environment and its standards must be that of which we ensure a decent and humane living conditions. We strive to ensure that the living environment is as safe as possible in all aspects of the law.

Each Fiscal year DOC sustains a level of dedicated staff willing to undertake the difficult tasks and requirements to meet its mission. As of this writing there are 216 Correctional Staff members of the Department of Corrections, 74% comprise Custody Personnel (Correctional Officer). Including Social Workers, Parole, Administrative, and Support staff, department personnel are all entitled to safe and environmentally acceptable working conditions even with the accepted hazards they face. Even with the filling of our 252 authorized FTE's, the dedicated staff of the DOC are still doing the work required of

an additional 94 custody staff, and 5 support staff in the professional and technical skills.

All prisoners are authorized access to medical, dental and psychological services, every person in custody is encouraged to practice good personal hygiene necessary for health maintenance, building self esteem, and to discourage long-term medical attention. Through constant supervision they are required to keep their assigned living quarters as clean and neat as possible. Sanitation is an everyday requirement and is used as a method to prevent the spread of communicable diseases. They are all encouraged to participate in programs afforded by the Departments Diagnostics and Treatment Services Division, which assists them in the goal of adjusting to institutional life at the onset and hopefully with a successful rehabilitation and reentry to society.

Visiting privileges at the DOC are afforded only to those authorized individuals and family members that complete a departmental screening process. Only those individuals that the prisoner is willing to see are allowed the privilege to enter DOC facilities for the purpose of visiting. Visits are a privilege and afforded to most inmates/detainees except those on medical segregation or in disciplinary segregation. The individual facilities or Units are responsible for supervising and coordinating these visits. Visits are encouraged as it promotes positive behavior, maintain and strengthen family ties and allows for a support network upon the individuals release from prison.

Nutritious meals are provided and prepared in a sanitary environment three times a day to all individuals committed to DOC's custody. Food preparation and servings are to be consistent with local and federal statutes or requirements. Special diets shall be afforded to those with special or medical dietary needs.

The ultimate goal of the DOC is the protection of the public by the safe and orderly running of the institution, maintaining order and the rehabilitation of the inmates and those committed to our custody. Maintaining a safe and orderly institution is only possible through the enforcement of rules and regulations and sufficient funding to sustain operations and maintain existing resources such as manpower, equipment (several million dollars worth), and facilities. The most recent investment of equipping every building with a fire alarm and sprinkler system came at a cost close to a million dollars. This investment was a commitment to resolving a 1991 consent decree as it relates to fire protection.

Each individual committed to the custody of the DOC is indoctrinated with respect to the behavior and consequences of acting out and violating the rules. Misbehavior and violations of rules are dealt with through the disciplinary hearing board or a disciplinary hearing officer, dependent on the severity of the violation. Sanctions imposed can be a

suspension of privileges to disciplinary segregation of up to one year. Arrests and reconcilements for the more serious types of violations may also land the violator with more prison time. Individuals who violate departmental rules may also be downgraded pursuant to classification and custody designations.

Classifications of individuals allows the department management to place individuals in a custody and housing designation consistent with their, behavior, supervision requirements, program eligibility and access to other activities afforded the prison population. Through classification designations and officer awareness individuals are then properly segregated and housed according to security requirements.

The Department of Corrections is mandated to provide a safe and secure prison environment. A 1991 Department of Justice mandate requires that we comply with specific issues related to the civil rights of inmates and those we are required to keep. This makes the running of our institutions and facilities, an already difficult job; that much harder to meet. Due to the lack of scarce resources and funding constraints we strive to find ways to meet our requirements, feed our charges, house them, and provide necessary medical care and all those basic needs every individual is entitled to. Running an institution with these types of responsibilities is never cheap. However the reality is that we cannot any longer be considered a lesser component of the criminal justice system. At the end of the day the DOC is the one entity that is responsible for guarding societies misfits and undesirables. No matter what the cost may be, our community deserves the best protection from its government.

Therefore our FY2010 budget is indicated as follows, it will address the mission for our operational budget this fiscal year

**Decision Package  
FY 2010**

[BBMR DP-1]

**ORIGINAL**

**Department/Agency:** CORRECTIONS

**Division/Section:** DIRECTOR'S OFFICE

**Program Title:** PUBLIC SAFETY

**Activity Description:**

Provides oversight supervisory and directional control over the operations of the Department to ensure safety and control of the prisoners. It exercises administrative functions | personnel management, budgeting, and procurement of goods and services to support the daily operations of the prison facilities. Conducts conferences / meetings with staff to discuss operational matters for general improvement and development of programs. Develops training programs to enhance skills of staff and schedule staff members to attend both local and off-island available training.

**Major Objective's):**

1. Maintain a safe level of security manpower for the control and custody of the prisoners for the prevention of escape and maintenance of an orderly prison institution.
2. Maintain a sanitary and clean prison environment for the prevention of disease outbreak.
3. Maintain prison quarters and cells equipped with fire safety and locking system.
4. Maintain complete accountability and control of all prisoners.
5. Maintain adequate medical, dental and psychological services for the prisoners.
6. Maintain managerial control of all operating units to ensure functions intended for the benefits of the prisoners are carried out.
7. Maintain training programs (community - base or in-house) for skill / academic maintenance of staff.
8. Provide meal services.

**Short-term Goals:**

1. Conduct periodic meetings/ conferences with management staff.
2. Initiate action to procure medical, dental, psychological, sanitation, equipment, and meal services.
3. Review expenditure requests for procurement of supplies, materials, equipment, etc....
4. Initiate personnel recruitment to maintain the required manpower level, especially on the security area.
5. Monitor fiscal expenditures to ensure that authorized funds will be available until the end of the fiscal year.
6. Review incident reports, furlough requests, administrative remedy requests, and requests for community services to be performed by prisoners.
7. Review recommendations from the ACC (Adjustment & Classification Committee) regarding classification placements.
8. Review DHB (Disciplinary Hearing Board) recommendation for sanctions against prisoners for institutional violations of rules and regulations.
9. Review prisoner appeals arising from the DHB findings and offer appropriate remedy.

<b>Workload Output</b>			
<b>Workload Indicator:</b>	<b>FY 2008 Level of Accomplishment</b>	<b>FY 2009 Anticipated Level</b>	<b>FY 2010 Projected Level</b>
Governor's Memo	15	15	15
Governor's Monthly Report	12	12	12
Legislative Contacts	35	35	35
Law Enforcement Coordination	30	30	30
Employee Grievances	20	20	20
Inmate Grievances	30	30	30
Internal Investigations	18	18	18
Community Program Contacts	25	25	25
Budget Assessment and Analysis	60	60	60
Security Assessments	60	60	60
Timesheet Reviews	26	26	26
Treatment Program Reviews	20	20	20
Department of Justice Assessment Reports	50	50	50
Internal Memos Administrative Tasks	140	140	140
Review Requests for Procurement	350	350	350
Payroll Preparation	26	26	26
Review Monthly Financial Report	12	12	12
Review Budget Projections	12	12	12
Prepare Annual Budget	1	1	1

ORIGINAL

\* Department/Agency: PUBLIC SAFETY  
DEPARTMENT OF CORRECTIONS  
Program: DIRECTOR'S OFFICE

AS400 Account Code	Appropriation Classification	A		B		Governor's Request				
		FY 2008 Expenditures & Encumbrances	FY 2009 Authorized Level	FY 2010 General Fund	FY 2010 Federal Match Fund(s)	FY 2010 Other Fund 1/	FY 2010 Total Req. (C+D+E)			
<b>PERSONNEL SERVICES</b>										
111	Regular Salaries/Increments	251,398	273,563	234,790	0	0	234,790			
112	Overtime/Special Pay	2,837	2,000	2,185	0	0	2,185			
113	Benefits	59,900	89,138	76,940	0	0	76,940			
<b>TOTAL PERSONNEL SERVICES</b>		<b>314,134</b>	<b>364,701</b>	<b>313,915</b>	<b>0</b>	<b>0</b>	<b>313,915</b>			
<b>OPERATIONS</b>										
220	TRAVEL- Off-Island/Local Mileage Reimburs	0	0	0	0	0	0			
230	CONTRACTUAL SERVICES:	2,304,968	2,049,905	1,827,005	0	0	1,827,005			
233	OFFICE SPACE RENTAL:	0	0	0	0	0	0			
240	SUPPLIES & MATERIALS:	210,119	118,906	317,000	0	0	317,000			
250	EQUIPMENT:	7,075	0	14,121	0	0	14,121			
270	WORKERS COMPENSATION	8,000	0		0	0	0			
271	DRUG TESTING	263	238		0	0	0			
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0			
230	LEGAL RESEARCH			0	0	0	0			
<b>TOTAL OPERATIONS</b>		<b>2,530,424</b>	<b>2,169,049</b>	<b>2,158,126</b>	<b>0</b>	<b>0</b>	<b>2,158,126</b>			
<b>UTILITIES</b>										
361	Power	1,126,583	1,029,594	1,070,000	0	0	1,070,000			
362	Water/ Sewer	316,453	304,430	306,750	0	0	306,750			
363	Telephone/ Toll	69,426	70,000	70,000	0	0	70,000			
<b>TOTAL UTILITIES</b>		<b>1,512,461</b>	<b>1,404,024</b>	<b>1,446,750</b>	<b>0</b>	<b>0</b>	<b>1,446,750</b>			
450	<b>CAPITAL OUTLAY</b>	0	0	182,419	0	0	182,419			
<b>TOTAL APPROPRIATIONS</b>		<b>4,357,020</b>	<b>3,937,774</b>	<b>4,101,210</b>	<b>0</b>	<b>0</b>	<b>4,101,210</b>			

1/ Specify Fund Source

<b>FULL TIME EQUIVALENCIES (FTEs)</b>							
UNCLASSIFIED	3	4	2	0	0	2	
CLASSIFIED	7	7	4	0	0	4	
<b>VACANCIES</b>							
UNCLASSIFIED			1	0	0	1	
CLASSIFIED			3	0	0	3	
<b>TOTAL FTEs</b>	<b>10</b>	<b>11</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>10</b>	

Schedule A - Off-Island Travel

ORIGINAL

Department/Agency: DEPARTMENT OF CORRECTIONS  
 Division: DIRECTOR'S OFFICE  
 Program: PUBLIC SAFETY

Purpose / Justification for Travel				
To attend workshops, seminars and other conferences				
Travel Date: <u>10-01-09 to 09-30-2010</u>			No. of Travelers: <u>2</u> 1/	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
Director / Admin. Staff	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

Purpose / Justification for Travel				
Travel Date: _____			No. of Travelers: _____ 1/	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

Purpose / Justification for Travel				
Travel Date: _____			No. of Travelers: _____ 1/	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

1/ Provide justification for multiple travelers attending the same conference / training / etc.

2/ Rates must be consistent with Title 5 GCA, Div.2, Ch.23, §23104 and federal Joint Travel Regulations

DEPARTMENT OF CORRECTIONS  
 PROPOSED CONTRACTUAL SERVICES  
 FY2010  
 Schedule B- Contractual

BBMR96A

ORIGINAL

DIVISION: Director's Office

Item	Quantity	Unit Price	Total Price	Funded in FY 2009?	
				Yes	No
Food services (estimated at \$12.95 per inmate per day x 600 inmates x 365 days)			1,367,269	X	
Copier services for Post 9, ACF Operations, Director's Office and DTSD			5,500	X	
Copier services for Parole Division, Infirmary, RSAT and HDF			10,000	X	
Annual renewal services for 10MB GGWAN PDN			8,400	X	
Annual renewal 5MB metro loop services			5,000	X	
Annual maintenance support for Nokia IP330 Firewall located at DOA Data			7,500		X
Annual maintenance support and services on IR hand punch 3000			4,400		X
Renewal I-connect radios (27 ea)			10,000	X	
Long distance telephone and fax services			500	X	
Motorola radio repair			5,000		X
Locksmith services			1,000		X
Eye examination services			3,000		X
Septic tank pumping and jetting services			5,000	X	
Towing and wrecking services			1,000	X	
Bio Hazard waste disposal			1,000		X
Hazardous waste disposal (oil, lubricant, paint)			8,000		X
Trash disposal			7,001		X
Pest control			2,000	X	
Medical equipment preventive maintenance checks and services to include calibration if required			1,000		X
Maintenance checks and services on DOC's Fire alarm/Sprinkler systems. (annual testing and recertification and trouble call services)			10,500	X	
Unscheduled preventive maintenance checks and services for standby generator units at Post 8, Post 17, Post 16, Post 24, GDF and HDF			5,500	X	
Monthly scheduled preventive maintenance checks and service for standby generator units at Post 8, Post 17, Post 16, Post 24, GDF and HDF			10,260		X
Semi annual and annual preventive maintenance checks and services for standby generator units at Post 8, Post 17, Post 16, Post 24, Gdf and HDF			3,815		X
Annual fire extinguisher maintenance and refill			1,000	X	
Annual medical oxygen maintenance and refill			1,000	X	
Transportation and handling services for federal donated property			1,000		X
Unscheduled repair services for office machines			1,000		X
Annual maintenance for Naviline and QREP services DOC's			35,360	X	
Installation of padded materials for one room at Post 3			5,000		X
Annual insurance for US C-SOG training			TBD		X
Dr. Kallingal's Contract (Psychologist)			125,000	X	
Dr. Chang's Contract (Medical physician)			175,000	X	
Pharmacist contract			TBD		X
<b>TOTAL CONTRACTUAL:</b>			<b>1,827,005</b>		

## Schedule C - Supplies &amp; Materials

Item	Quantity	Unit Price	Total Price	Funded in FY 2009?	
				Yes	No
Fuel			42,000	X	
Pharmaceutical supplies (OTC and prescription)			75,000	X	
Medical / surgical supplies (bandages, syringes, etc....)			7,000	X	
Optical supplies (prescription eye glasses ) NOTE: Average cost per eyeglass is \$200 x 50 inmates)			5,000	X	
Inmates and Detainees clothing			15,000	X	
Bedding supplies 200 ea. (mattress/Pillow/Sheets/Towel)			20,000	X	
Personal Hygiene supplies (soap/toothpaste, etc..)			60,000	X	
Automation supplies (toners/ Ink cartridges, etc..)			5,000	X	
Office supplies (xerox paper, writing paper, etc...)			5,000	X	
General supplies (janitorial, housekeeping, battery, etc..)			20,000	X	
A/C parts and supplies			15,000	X	
Electrical supplies			8,000	X	
Plumbing supplies			15,000	X	
Small engine parts and supplies			5,000	X	
Vehicle repair parts			5,000	X	
Ammunition live			5,000	X	
Ammunition non-lethal			5,000	X	
Communication supplies (battery, antenna, etc...)			5,000	X	
<b>TOTAL SUPPLIES &amp; MATERIALS:</b>			<b>317,000</b>		

## Schedule D - Equipment

Item	Quantity	Unit Price	Total Price	Funded in FY 2009?	
				Yes	No
Washer	6	600	\$ 3,600.00		X
Dryer	6	500	\$ 3,000.00		X
Holster for 9MM	11	120	\$ 1,321.00		X
Water Heater 119 gal	2		\$ 4,500.00		X
Water heater 80 gal	2		\$ 1,700.00		X
<b>TOTAL EQUIPMENT:</b>			<b>\$ 14,121.00</b>		

## Schedule E - Miscellaneous

Item	Quantity	Unit Price	Total Price	Funded in FY 2009?	
				Yes	No
<b>TOTAL MISCELLANEOUS:</b>			<b>\$ -</b>		

## Schedule F - Capital Outlay

Item	Quantity	Unit Price	Total Price	Funded in FY 2009?	
				Yes	No
Standby Generator 300 KW with external Fuel tank			\$ 137,419.00		X
A/C Replacement Post 5			\$ 15,000.00		X
A/C Replacement Post 6			\$ 10,000.00		X
A/C Replacement Post 7			\$ 10,000.00		X
A/C Replacement Post 16			\$ 10,000.00		X
<b>TOTAL CAPITAL OUTLAY:</b>			<b>\$ 182,419.00</b>		

Government of Guam  
Fiscal Year 2009,  
CURRENT Staffing Pattern  
As of: February 3, 2009

FUNCTIONAL AREA: PUBLIC SAFETY  
AGENCY: DEPARTMENT OF CORRECTIONS  
PROGRAM: DIRECTOR'S OFFICE  
FUND: GENERAL FUND

Input by Department										Input by Department									
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade/Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Retirement (J *25.20%)	Retire (DDI) (\$15.52*26PP*E)	Social Security (6.2% * J)	Medicare (1.45%*J)	Life (I)	Benefits		Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.							Medical (Prem.)	Dental (Prem.)		
1	1900	DIRECTOR	PALACIOS, JOSE	L-03	67,150	0	0	N/A	0	67,150	16,922	404	0	974	174	1,837	230	20,540	87,690
2	2108	PROPERTY MGMT OFCR (Unclassified)	MESA, JOSEPH M.	N-05	38,830	0	3,883	6/1/2009	356	43,069	10,853	404	0	625	174	0	0	12,056	55,125
3	1904	CLERK III	ROBERTO, MARIE C. *	E-15	29,673	0	2,967	5/7/2009	433	33,073	8,334	404	0	0	174	0	0	8,912	41,986
4	2039*	ADMINISTRATIVE ASST.	LIMO, MELVA C.	J-09	33,266	1,000	0	10/23/2008	0	34,266	8,635	404	0	497	174	3,163	384	13,257	47,523
5	1905	PRIVATE SECRETARY (Unclassified)	FOURBY, DORIS M.	I-09	31,014	0	0	N/A	0	31,014	7,816	404	0	450	174	2,232	269	11,344	42,358
6	1911*	MESSENGER CLERK	AGUON, JOSEPH L.	D-10	23,760	0	2,376	2/4/2010	0	26,136	6,586	404	0	379	174	0	0	7,543	33,679
7	1948	ADMIN SERVICES OFFICER	VACANT (Vice - PAULINO, Luis 10-11-08)	N-01															
8	2109	PERSONNEL OFFICER	VACANT (Vice - CRUZ, Felix 12-18-07)	L-01															
9	1914	SUPPLY SUPERVISOR	VACANT (Vice - MESA, Joseph 10-01-08)	I-01															
10	1902	DEPUTY DIRECTOR	VACANT	L-05															
			<b>DIVISION TOTAL:</b>		<b>223,693</b>	<b>1,000</b>	<b>9,226</b>		<b>789</b>	<b>234,708</b>	<b>59,146</b>	<b>2,424</b>	<b>0</b>	<b>2,924</b>	<b>1,044</b>	<b>7,232</b>	<b>883</b>	<b>73,653</b>	<b>308,361</b>

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Schedule B- Contractual

DIVISION: Office Space

Item	Quantity	Unit Price	Total Price	Funded in FY 2009?	
				Yes	No
Office Space Lease Agreement	12 months	9,500.00	\$ 114,000.00	X	
<b>TOTAL CONTRACTUAL:</b>			<b>\$ 114,000.00</b>		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	Total Price	Funded in FY 2009?	
				Yes	No
<b>TOTAL SUPPLIES &amp; MATERIALS:</b>					

Schedule D - Equipment

Item	Quantity	Unit Price	Total Price	Funded in FY 2009?	
				Yes	No
<b>TOTAL EQUIPMENT:</b>			<b>\$ -</b>		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	Total Price	Funded in FY 2009?	
				Yes	No
<b>TOTAL MISCELLANEOUS:</b>					

Schedule F - Capital Outlay

Item	Quantity	Unit Price	Total Price	Funded in FY 2009?	
				Yes	No
<b>TOTAL CAPITAL OUTLAY:</b>					